



CITY OF NORMAN, OK CITY COUNCIL REGULAR MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Tuesday, November 28, 2023 at 6:30 PM

AGENDA

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

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

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

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

PROCLAMATIONS

1. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-17: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, COMMENDING CITY EMPLOYEES AND DEPARTMENT COORDINATORS FOR THEIR GENEROSITY AND LEADERSHIP IN THE 2023 UNITED WAY OF NORMAN CHARITY CAMPAIGN.

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 16 be placed on the consent docket.

First Reading Ordinance

2. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-26 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 LOTS TWENTY-ONE (21) TO THIRTY-SIX (36), INCLUSIVE, IN BLOCK TWO (2), OF JOHNSON'S ADDITION, TO THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE R-2, TWO-FAMILY DWELLING DISTRICT, R-2, TWO-FAMILY DWELLING DISTRICT WITH SPECIAL USE FOR OFF-STREET PARKING, AND RM-2, LOW DENSITY APARTMENT DISTRICT WITH SPECIAL USE FOR OFF-STREET PARKING, AND PLACE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (823 and 845 Chautauqua Avenue and 748 College Avenue)
3. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-30 UPON FIRST READING BY TITLE: 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 LOTS ELEVEN (11) AND TWELVE (12) OF BLOCK EIGHTY-FIVE (85) OF THE ORIGINAL TOWN OF NORMAN AND T.R. WAGGONER'S FIRST ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE CCFBC, CENTER CITY FORM-BASED CODE, AND PLACE SAME IN THE CCPUD, CENTER CITY PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (321 West Comanche Street)
4. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-31 UPON FIRST READING BY TITLE: 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 LOTS TWENTY-TWO (22) AND TWENTY-THREE (23), IN BLOCK SIXTY-EIGHT (68) OF ORIGINAL TOWN OF NORMAN, NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE CCFBC, CENTER CITY FORM-BASED CODE, AND PLACE SAME IN THE CCPUD, CENTER CITY PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (122 West Comanche Street)

Reports/Communications

5. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RECEIPT OF THE FINANCE DIRECTOR'S INVESTMENT REPORT AS OF OCTOBER 31, 2023, AND DIRECTING THE FILING THEREOF.

6. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MONTHLY DEPARTMENTAL REPORTS FOR THE MONTH OF OCTOBER, 2023.
7. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CITY MANAGER'S CONTRACT AND CHANGE ORDER REPORT.

Request for Payment

8. CONSIDERATION OF AUTHORIZATION, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE PURCHASE OF BUILDINGS AND CONTENTS INSURANCE FOR THE CITY OF NORMAN FROM AFFILIATED FM INSURANCE COMPANY IN THE AMOUNT OF \$558,102 FOR THE PERIOD OF DECEMBER 1, 2023, TO DECEMBER 1, 2024, AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

Contracts

9. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF AMENDMENT ONE TO CONTRACT K-1718-74: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA AND HALFF ASSOCIATES, INC., INCREASING THE CONTRACT AMOUNT BY \$70,000 FOR A REVISED CONTRACT AMOUNT OF \$221,400 TO PROVIDE ADDITIONAL DESIGN SERVICES FOR THE FLOOD AVENUE MULTI-MODAL PROJECT; AND BUDGET TRANSFER AS OUTLINED IN STAFF REPORT.
10. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF FINAL ACCEPTANCE OF CONTRACT K-2223-72: BY AND BETWEEN THE CITY OF NORMAN, AND STRONGHOLD CONSTRUCTION, AND FINAL PAYMENT IN THE AMOUNT OF \$24,162.62, TO RELEASE THE RETAINAGE FOR THE NORMAN TRANSIT CENTER PROJECT AS OUTLINED IN THE STAFF REPORT.
11. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO. ONE TO CONTRACT K-2223-74: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND ARROYO'S CONCRETE, LLC DECREASING THE CONTRACT AMOUNT BY \$15,471.79 FOR A REVISED AMOUNT OF \$493,096.46 AND THE FINAL ACCEPTANCE, AND FINAL PAYMENT OF \$24,654.82 FOR THE FYE 2023 URBAN RECONSTRUCTION PROJECT AS OUTLINED IN THE STAFF REPORT.
12. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF AWARING BID 2324-19, AND CONTRACT K-2324-66: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND CROSSLAND HEAVY CONTRACTORS, IN THE AMOUNT OF \$3,320,000, PERFORMANCE BOND B-2324-32, STATUTORY BOND B-2324-33, AND MAINTENANCE BOND MB-2324-22 FOR PROJECT WW0326, NORMAN WATER RECLAMATION FACILITY

DEWATERING IMPROVEMENTS AND AUTHORIZING PROJECT FUNDING AS OUTLINED IN THE STAFF REPORT.

13. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2324-97: BY AND BETWEEN THE CITY OF NORMAN AND JOHNSON & ASSOCIATES, FOR THE DESIGN OF CENTER CITY STREETSAPES, UPDATED INFRASTRUCTURE REPORT AND PLANNING GUIDE IN THE AMOUNT OF \$218,600; AND APPROPRIATION OF CENTER CITY TAX INCREMENT FINANCE FUND BALANCE AS OUTLINED IN THE STAFF REPORT.

Resolutions

14. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-74: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AND THE NORMAN UTILITIES AUTHORITY, APPROPRIATING \$198,417.47 FROM THE SEPTEMBER 27, 2023 CITY AUCTION OF USED VEHICLES AND EQUIPMENT THROUGH BIG IRON AUCTIONS TO FUND THE REPLACEMENTS OF VEHICLES AND EQUIPMENT THAT HAVE EXCEEDED THEIR USEFUL LIFE.
15. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-84: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$11,517 FROM THE RISK MANAGEMENT MISCELLANEOUS REIMBURSEMENTS/ REFUNDS ACCOUNT TO REPAIR AND REPLACE ROADSIDE GUARDRAIL, FENCING AND OTHER MISCELLANEOUS ASSETS DAMAGED IN TRAFFIC COLLISIONS.
16. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-87: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$578,549 FROM THE CAPITAL FUND BALANCE FOR LOCAL SHARE AND DEPOSIT PAYMENT TO THE OKLAHOMA DEPARTMENT OF TRANSPORTATION FOR THE NORMAN TRAFFIC MANAGEMENT CENTER.

NON-CONSENT ITEMS

Public Hearings

17. PUBLIC HEARING REGARDING ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A GRANT IN THE AMOUNT OF \$52,233 TO THE CITY OF NORMAN, THE MOORE POLICE DEPARTMENT, AND THE CLEVELAND COUNTY SHERIFF'S OFFICE FROM THE UNITED STATES DEPARTMENT OF JUSTICE/BUREAU OF JUSTICE ASSISTANCE (DOJ/BJA) THROUGH THE EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM WITH NORMAN'S PORTION OF \$33,108 TO BE USED BY THE NORMAN POLICE DEPARTMENT FOR ADVANCED SPECIALTY TRAINING (AND ASSOCIATED TRAVEL); CONTRACT K-2324-100; AND BUDGET APPROPRIATION FROM THE SPECIAL GRANT FUND BALANCE AS OUTLINED IN THE STAFF REPORT.

Second Reading Ordinance

18. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-14 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE CITY OF NORMAN, OKLAHOMA AMENDING SECTION 533 ("FH, FLOOD HAZARD DISTRICT") OF THE ZONING ORDINANCE, TO REVISE AND ADD DEFINITIONS TO SUBPART (C) ("DEFINITIONS"), TO ALLOW FOR "CUMULATIVE COST" TO BE ACCOUNTED FOR IN DETERMINING "SUBSTANTIAL IMPROVEMENTS" AND TO DEFINE "MARKET VALUE"; AND PROVIDING FOR THE SEVERABILITY THEREOF.
19. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-62: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE NORMAN 2025 LAND USE AND TRANSPORTATION PLAN SO AS TO REMOVE PART OF THE NORTHEAST QUARTER (NE/4) OF SECTION SIXTEEN (16), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE VERY LOW DENSITY RESIDENTIAL DESIGNATION AND PLACE THE SAME IN THE LOW DENSITY RESIDENTIAL DESIGNATION. (SOUTHWEST CORNER OF 24th AVENUE N.E. AND TECUMSEH ROAD)
20. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-16 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 NORTH HALF (N/2) OF THE NORTHEAST QUARTER (NE/4) OF SECTION SIXTEEN (16), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA, AND THE NORTHWEST QUARTER (NW/4) OF SECTION TEN (10), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE A-2, RURAL AGRICULTURAL DISTRICT, AND PLACE SAME IN THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (SOUTHWEST CORNER OF 24TH AVENUE N.E. AND TECUMSEH ROAD)
21. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2324-6 PRELIMINARY PLAT FOR MONTE VISTA ESTATES ADDITION, A PLANNED UNIT DEVELOPMENT (GENERALLY LOCATED AT THE SOUTHWEST CORNER OF THE INTERSECTION OF EAST TECUMSEH ROAD AND 24TH AVENUE N.E.)
22. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-17 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 LOTS THIRTY-FOUR (34), THIRTY-FIVE (35), THIRTY-SIX (36), THIRTY-SEVEN (37), AND THIRTY-EIGHT (38) OF THE STATE UNIVERSITY ADDITION TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE CCFBC, CENTER CITY FORM-BASED CODE, AND PLACE SAME IN

THE CCPUD, CENTER CITY PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (305 E. BOYD STREET)

23. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-18 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 LOTS TWENTY-EIGHT (28), TWENTY-NINE (29), THIRTY (30) AND THIRTY-ONE (31) OF STATE UNIVERSITY ADDITION TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE CCFBC, CENTER CITY FORM-BASED CODE, AND PLACE SAME IN THE CCPUD, CENTER CITY PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (221 E. BOYD STREET)

24. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-19 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE LOT 8A, IN BLOCK SIXTEEN (16), AND THE WEST HALF (W/2) OF VACATED JULIA STREET, OF J.A. JONES ADDITION TO THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT, AND PLACE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (119 AND 117 E. ACRES STREET)

25. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-24 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-552, FENCING, WALLS AND SCREENING, OF CHAPTER 36, ZONING, OF THE CODE OF THE CITY OF NORMAN, TO ALLOW FOR ADMINISTRATIVE REVIEW AND APPROVAL OF REQUESTS FOR VARIATIONS IN FENCE HEIGHT IN THE A-1, GENERAL AGRICULTURAL DISTRICT, A-2, RURAL AGRICULTURAL DISTRICT, AND RE, RESIDENTIAL ESTATE DWELLING DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF.

MISCELLANEOUS COMMENTS

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

ADJOURNMENT

File Attachments for Item:

1. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-17: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, COMMENDING CITY EMPLOYEES AND DEPARTMENT COORDINATORS FOR THEIR GENEROSITY AND LEADERSHIP IN THE 2023 UNITED WAY OF NORMAN CHARITY CAMPAIGN.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 11/28/2023

REQUESTER: Brenda Hall, City Clerk

PRESENTER: Brenda Hall, City Clerk

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-17: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, COMMENDING CITY EMPLOYEES AND DEPARTMENT COORDINATORS FOR THEIR GENEROSITY AND LEADERSHIP IN THE 2023 UNITED WAY OF NORMAN CHARITY CAMPAIGN.

Proclamation

P-2324-17

A PROCLAMATION OF THE MAYOR OF THE CITY OF
NORMAN, OKLAHOMA COMMENDING CITY
EMPLOYEES AND DEPARTMENT COORDINATORS FOR
THEIR GENEROSITY AND LEADERSHIP IN THE 2023
UNITED WAY OF NORMAN CHARITY CAMPAIGN.

- § 1. WHEREAS, United Way of Norman hosts an annual fundraising campaign during which department coordinators rally City employees to raise funds for 24 local agencies that provide 34 programs in the Norman area; and
- § 2. WHEREAS, department coordinators dedicate a portion of their time to the campaign from September through November, organizing fundraisers and rallies to raise awareness and encourage their co-workers to donate; and
- § 3. WHEREAS, United Way of Norman's 24 local agencies are an essential part of the campaign's success, working hard to serve more than 63,000 in Norman every year; and
- § 4. WHEREAS, by giving to the United Way of Norman's annual campaign, employees are helping the less fortunate, feeding the hungry, supporting a vibrant arts community; and
- § 5. WHEREAS, the annual United Way of Norman campaign has raised more than \$60,000 over the last two years, helping fulfill the unmet needs in Norman topping the \$30,000 mark for two years in a row; and
- § 6. WHEREAS, the City desires to recognize the United Way of Norman campaign department coordinators and City employees for their dedication to the residents of Norman.

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

- § 7. Do hereby thank and commend City employees and department coordinators for their generosity and hard work in making Norman a better place to live.

PASSED AND APPROVED THIS 28th day of November, 2023.

Mayor

ATTEST:

City Clerk



File Attachments for Item:

2. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-26 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 LOTS TWENTY-ONE (21) TO THIRTY-SIX (36), INCLUSIVE, IN BLOCK TWO (2), OF JOHNSON'S ADDITION, TO THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE R-2, TWO-FAMILY DWELLING DISTRICT, R-2, TWO-FAMILY DWELLING DISTRICT WITH SPECIAL USE FOR OFF-STREET PARKING, AND RM-2, LOW DENSITY APARTMENT DISTRICT WITH SPECIAL USE FOR OFF-STREET PARKING, AND PLACE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (823 and 845 Chautauqua Avenue and 748 College Avenue)

O-2324-26

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 LOTS TWENTY-ONE (21) TO THIRTY-SIX (36), INCLUSIVE, IN BLOCK TWO (2), OF JOHNSON'S ADDITION, TO THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE R-2, TWO-FAMILY DWELLING DISTRICT, R-2, TWO-FAMILY DWELLING DISTRICT WITH SPECIAL USE FOR OFF-STREET PARKING, AND RM-2, LOW DENSITY APARTMENT DISTRICT WITH SPECIAL USE FOR OFF-STREET PARKING, AND PLACE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (823 and 845 Chautauqua Avenue and 748 College Avenue)

- § 1. WHEREAS, Kappa Alpha Theta, the owners of the hereinafter described property, have made application to have the subject properties addressed as 845 Chautauqua Ave., 823 Chautauqua Ave., and 748 College Ave. removed from the following zoning districts:
- 845 Chautauqua Ave. – R-2, Two-Family Dwelling District;
 - 823 Chautauqua Ave. – R-2, Two-Family Dwelling District with Special Use for Off-Street Parking; and
 - 748 College Ave. – RM-2, Low Density Apartment District with Special Use for Off-Street Parking;
- and placed collectively in the same SPUD, Simple Planned Unit Development District; and
- § 2. WHEREAS, said application has been referred to the Planning Commission of said City and said body has, after conducting a public hearing on November 9, 2023 as required by law, considered the same and recommended that the same should be granted and an ordinance adopted to effect and accomplish such rezoning; and
- § 3. WHEREAS, the City Council of the City of Norman, Oklahoma, has thereafter considered said application and has determined that said application should be granted and an ordinance adopted to effect and accomplish such rezoning.

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

- § 4. That Section 36-201 of the Code of the City of Norman, Oklahoma, is hereby amended so as to remove these properties, further described as follows, from the R-2, Two-Family Dwelling District, and RM-2, Low Density Apartment District

and place the same in the SPUD, Simple Planned Unit Development District, to wit:

All of Lots Twenty-One (21) to Thirty-Three (33), and the South Half of Lot Thirty-Four (34), in Block Two (2), of JOHNSON'S ADDITION to the City of Norman, Cleveland County, Oklahoma, according to the recorded plat thereof, from the R-2, Two-Family Dwelling District; and

The North Half of Lot Thirty-Four (34), and all of Lots Thirty-Five (35) and Thirty-Six (36), in Block Two (2), of JOHNSON'S ADDITION to the City of Norman, Cleveland County, Oklahoma, according to the recorded plat thereof, from the R-2, Two-Family Dwelling District with Special Use for Off-Street Parking; and

All of Lots Twenty-One (21) to Twenty-Four (24), in Block Two (2), of JOHNSON'S ADDITION to the City of Norman, Cleveland County, Oklahoma, according to the recorded plat thereof, from the RM-2, Low Density Apartment District with Special Use for Off-Street Parking.

Collectively containing 1.20 acres, more or less.

§ 5. Further, pursuant to the provisions of Section 36-510 of the Code of the City of Norman, as amended, the following condition is hereby attached to the zoning of the tract:

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

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

ADOPTED this _____ day of _____,
_____, 2023.

(Mayor)

ATTEST:

(City Clerk)

NOT ADOPTED this _____ day of _____,
_____, 2023.

(Mayor)

845 CHAUTAUQUA AVENUE

A Simple Planned Unit Development
Norman, OK

Applicant:
Kappa Alpha Theta

Prepared by:

Wallace Design Collective, PC
410 N. Walnut Avenue, Suite 200
Oklahoma City, OK 73104

And

Rieger Law Group, PLLC
136 Thompson Drive
Norman, Oklahoma 73069

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1. PROPERTY DESCRIPTION

The Kappa Alpha Theta parcel is a 1.20-acre student housing development located at 845 Chautauqua Avenue. The property is located in the Johnson's Addition, approximately 400 feet west of the University of Oklahoma's campus. The property is surrounded by single-family homes, fraternal organizations, and the University of Oklahoma Accessibility and Disability Resource Center.

The property currently is the 3-story Kappa Alpha Theta Sorority House with parking lots directly to the north and east of the building. The property is not within the 100-year floodplain.

Legal Description: ALL OF LOTS TWENTY-ONE (21) TO THIRTY-SIX (36), INCLUSIVE, IN BLOCK TWO (2), OF JOHNSON'S ADDITION, TO THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF.

Existing Zoning: Current zoning is R-2, Two-Family Dwelling District, with special permit for Off-Street Parking, and RM-2, Low-Density Apartment District, with special permit for Off-Street Parking.

Comprehensive Plan: The property is currently designated as High Density Residential in the NORMAN 2025 Land Use Plan. An amendment to the Land Use Plan is not necessary as part of this request.

2. DEVELOPMENT CONCEPT

Founded in 1870, Kappa Alpha Theta (Theta) is the first Greek-letter Fraternity for women, and its founders were among the first women to be admitted as full college students. The Alpha Omicron Chapter of Kappa Alpha Theta was installed at the University of Oklahoma in 1909, and has notable alumni including Mary McDougal Axelson, Ronnie Claire Edwards, and Lucia Loomis Ferguson. Theta continues to be a leading women's organization, providing growth opportunities for young women that promote academic excellence and the widest influence for good. As part of Theta's mission, the sorority strives to provide and maintain safe, competitive, and desirable housing to enhance the sisterhood of its members; foster affinity of alumnae; and support the health, heritage and future of its college chapters.

Theta's existing housing near the University of Oklahoma is located at 845 Chautauqua Avenue. The 3-story building includes bedrooms, a kitchen, laundry facilities, offices, study rooms, and living space. Parking also exists to the north and east of the building. In 2020, Theta purchased the lot directly to the east which is currently vacant. Theta proposes to combine all lots into a singular parcel to facilitate a cohesive development through this SPUD application.

Theta proposes an addition to and remodel of the existing building. The addition is proposed to the north, including a new multi-purpose room, ADA-accessible suite, storage, an additional kitchen, and additional bathrooms. The addition is planned to remove existing parking to the north. Theta proposes a parking lot in the vacant lot to the east to make up for this loss of parking.

A site plan depicting the site layout and design features is provided as Exhibit "A": Site Plan. This SPUD shall be developed in accordance with the City of Norman Zoning Ordinance and the use and development regulations of the R-3, Multi-Family Dwelling District, except as otherwise specified herein to accommodate for the unique conditions of the site.

See Exhibit "A": Site Plan

3. DEVELOPMENT STANDARDS

3.A. Development Standards Matrix: The subject property shall be developed in accordance with the below use and development regulations to accommodate for unique site conditions. These regulations are intended to closely follow those found in the R-3, Multi-Family Dwelling District:

Net Land Area:	1.20 acres / 52,272 sq. ft.
Permitted Uses (See Exhibit "D" for complete list):	<ul style="list-style-type: none"> • Retaining the property's existing allowable uses, including the following: <ul style="list-style-type: none"> ○ Fraternity or sorority house; ○ Off-street parking lot to be used as open space for vehicular parking, provided that such parking lot is on or adjacent to the land on which the principal use is located; ○ Accessory buildings and uses customarily incidental to any of the above uses when located on the same lot.
Minimum Width:	There shall be no minimum lot width.
Minimum Building Setbacks:	Setback requirements shall be the following for the lot line(s) adjacent to: <ul style="list-style-type: none"> • Chautauqua Avenue: 30 feet (Per the platted build line); • College Avenue: 30 feet (Per the platted build line); • Parsons Street: 15 feet; • All other lot lines: 10 feet.
Maximum Height:	No building shall exceed 50 feet in height.
Building Coverage:	Main and accessory buildings shall not cover more than 50% of the lot area.
Impervious Coverage:	Total impervious area for the entire development area, including all buildings and permanently paved areas, shall not cover more than 75% of the lot.
Landscaping Requirements:	Landscaping shall be provided in accordance with Exhibit "C": Landscape Plan.

3.B. Parking and Loading Requirements: Parking shall be developed in general compliance with the parking layout shown on Exhibit “A”: Site Plan, subject to changes allowed by Chapter 36-510(k). The Property shall comply with Norman’s applicable parking ordinances, as amended from time to time, except as specified herein:

- Parallel parking spaces shall be permitted with dimensions of 9’ by 23’.
- The Property shall not be required to have any additional parking over and beyond what is shown on the Site Plan.

See Exhibit “A”: Site Plan

3.C. Sanitation: Trash dumpsters will be located as depicted on the Site Plan or in locations as modified or approved by the City of Norman.

3.D. Exterior Building Materials: Exterior building materials shall be in conformance with the requirements outlined in the City of Norman Zoning Ordinance, Chapter 36-547 (Exterior Appearance), as amended from time to time.

3.E. Signage: All signs shall comply with the requirements outlined in the City of Norman Sign Code per the Medium Density Residential Sign Standards, as amended from time to time, except as specified herein:

- One (1) sign shall be allowed on the masonry fence in front of the existing build line along Chautauqua Avenue. Said sign shall have no minimum height requirements.
- A total of two (2) signs per street frontage shall be permitted.

3.F. Landscaping/Tree Preservation: Landscaping shall be provided in accordance with Exhibit “C”: Landscape Plan, subject to changes allowed by Chapter 36-510(k).

See Exhibit “C”: Landscape Plan

3.G. Lighting: All exterior lighting shall be installed in conformance with the City of Norman’s Commercial Outdoor Lighting Standards, as amended from time to time, except that ornamental lanterns shall be allowed on top of the proposed masonry wall along Chautauqua Avenue. Existing outdoor lighting present at the time of adoption of this SPUD shall not be required to meet requirements specified in the City of Norman’s Commercial Outdoor Lighting Standards.

3.H. Open Space: The portions of the property planned for open space are depicted in the Open Space Plan. The Open Space Plan attributes approximately 30% of the property as open space.

See Exhibit “B”: Open Space Plan

3.I. Fencing and Screening: All fencing and screening shall comply with the requirements outlined in the City of Norman’s Zoning Ordinance, Chapter 36-552 (Fencing, Walls, and Screening), as amended from time to time, subject to changes allowed by Chapter 36-510(k). The Applicant will install a low-level brick, masonry, or similar wall, not to exceed four feet (4’) in height along the southeast corner of the new parking lot.

4. ACCESS, DRAINAGE, UTILITIES AND FIRE PROTECTION

4.A. Vehicular Access and Circulation: As indicated in the Site Plan (Exhibit “A”), existing access to the site will continue to be provided off Chautauqua Avenue and Parsons Street. Additional access will be provided along Parsons Street and College Avenue. The following changes shall be made to access and circulation throughout the site:

- The southern access drive along Chautauqua Avenue shall be removed to accommodate the new building addition.
- Existing access along Parsons Street shall continue to be one-way exit only. Existing parking to the east of the building will be removed and parallel parking spaces will be provided.
- The existing curb cut along Parsons Street previously serving the residence at 748 College Avenue shall be improved to provide two-way access to the proposed parking lot.
- An additional two-way access drive shall be provided along College Avenue for access to the proposed parking lot.

All improvements to the site shall be in accordance with City of Norman requirements except as otherwise specified.

See Exhibit “A”: Site Plan

4.B. Fire Protection Services: Fire protection services will be provided by the City of Norman Fire Department and by the applicant as such are required by applicable City of Norman’s codes, ordinances, and regulations.

EXHIBIT A – SITE PLAN *Full Size Plan Submitted to City Staff*

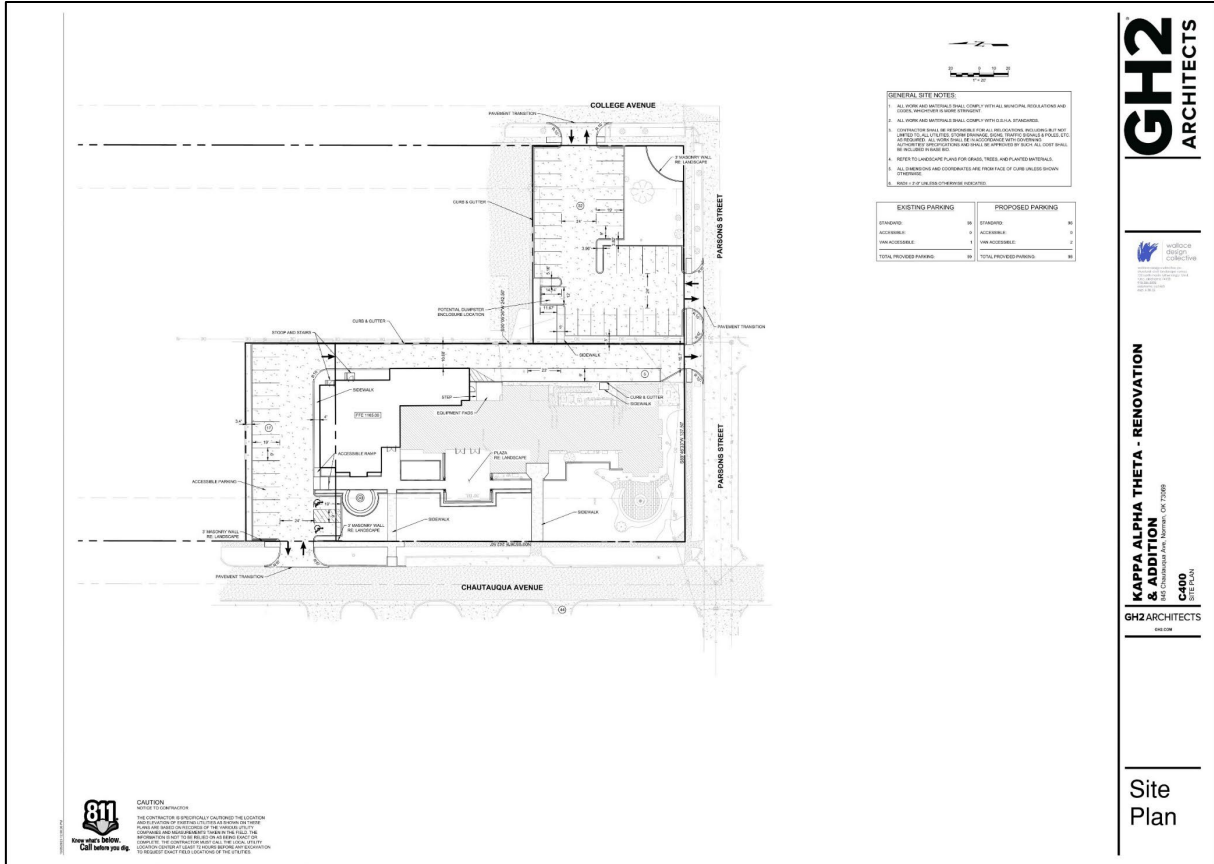


EXHIBIT B – OPEN SPACE PLAN
Full Size Plan Submitted to City Staff

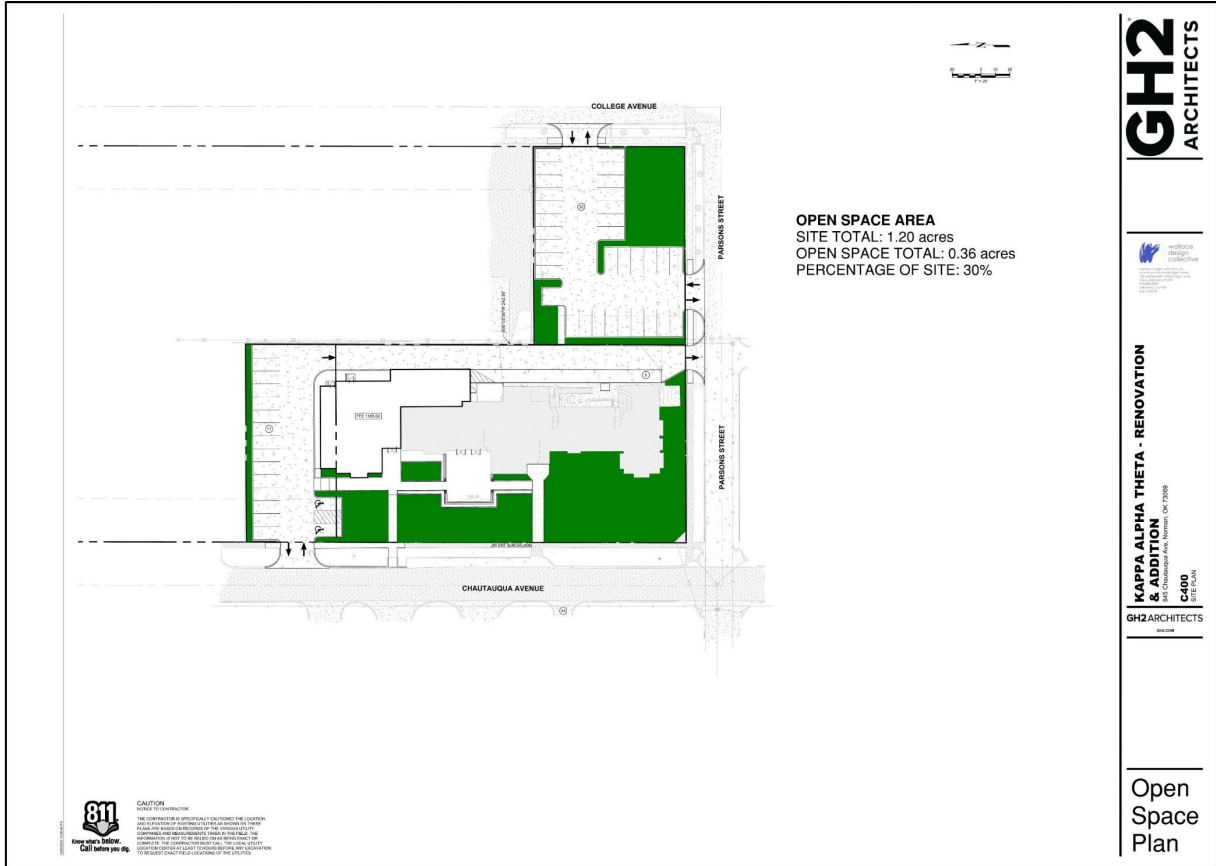


EXHIBIT C – LANDSCAPE PLAN
Full Size Plan Submitted to City Staff

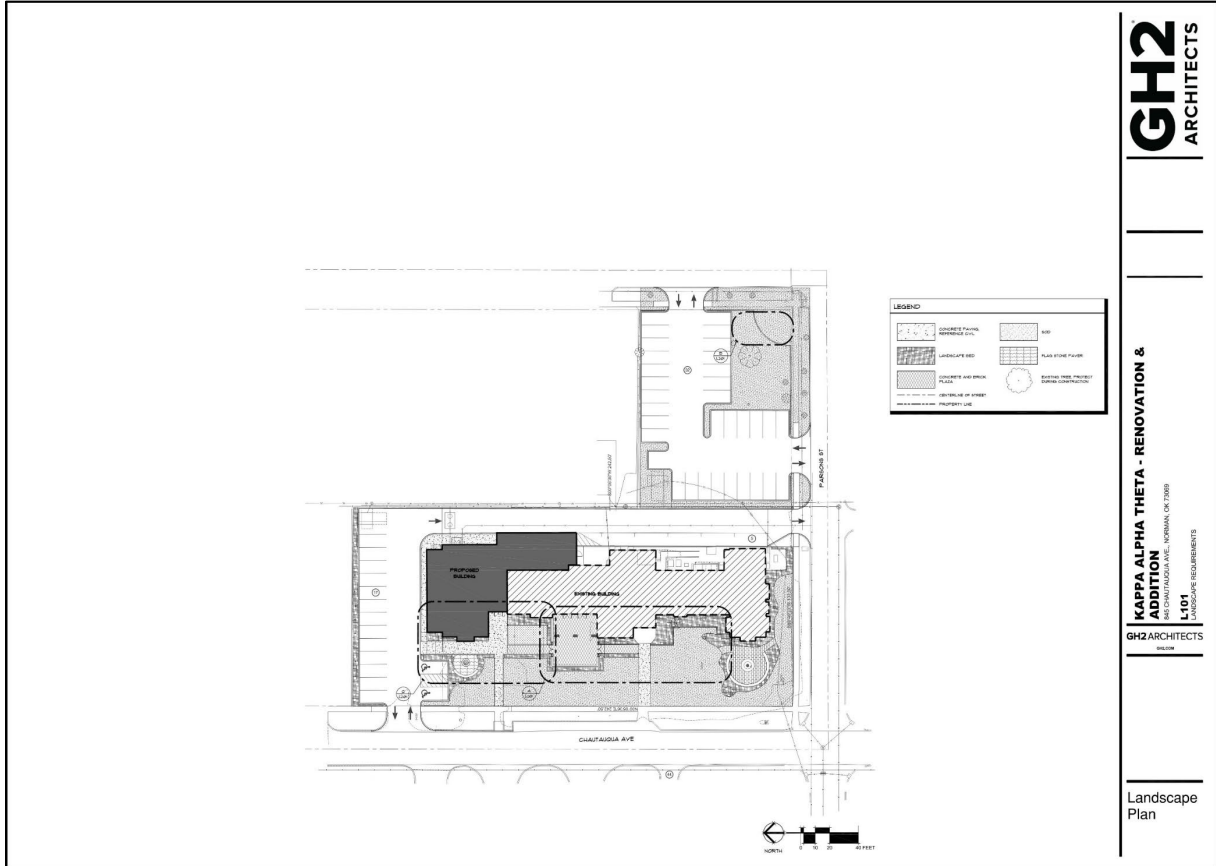


EXHIBIT D – Permitted Uses

- Fraternity or sorority house.
- Single-family dwelling.
- Two-family dwelling (duplex).
- Single-family dwelling and a garage apartment.
- Family day care home.
- General purpose farm or garden.
- Home occupation.
- Municipal recreation or water supply.
- Off-street parking lot to be used as open space for vehicular parking, provided that such parking lot is on or adjacent to the land on which the principal use is located.
- Accessory buildings and uses customarily incidental to any of the above uses when located on the same lot.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 11/28/2023

REQUESTER: Kappa Alpha Theta

PRESENTER: Jane Hudson, Director of Planning & Community Development

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-26 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 LOTS TWENTY-ONE (21) TO THIRTY-SIX (36), INCLUSIVE, IN BLOCK TWO (2), OF JOHNSON'S ADDITION, TO THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE R-2, TWO-FAMILY DWELLING DISTRICT, R-2, TWO-FAMILY DWELLING DISTRICT WITH SPECIAL USE FOR OFF-STREET PARKING, AND RM-2, LOW DENSITY APARTMENT DISTRICT WITH SPECIAL USE FOR OFF-STREET PARKING, AND PLACE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (823 and 845 Chautauqua Avenue and 748 College Avenue)

PROJECT OVERVIEW: The subject property is a 1.20-acre student housing development currently divided into three parcels zoned R-2, Two-Family Dwelling District (845 Chautauqua Ave), R-2 with Special Use for Off-Street Parking (823 Chautauqua Ave), and RM-2, Low-Density Apartment District with Special Use for Off-Street Parking (748 College Ave). The applicant requests to rezone to SPUD, Simple Planned Unit Development, to fit an addition to the existing building and redesign the off-street parking areas. The proposed site plan includes an access drive on Chautauqua Avenue, adding a two-way access drive along College Avenue, and two drives on Parsons Street.

PROCEDURAL REQUIREMENTS:

GREENBELT COMMISSION: N/A

PREDEVELOPMENT MEETING: PD23-36, October 26, 2023

An attendee said they do not think this is the highest and best use of the property given its location in core Norman. There were concerns regarding the number of parking spots provided. The applicant explained they will have 92-94 residents and are providing 98 spots. This will also provide parking for staff.

ZONING ORDINANCE CITATION:

SEC 36-510 – SIMPLE PLANNED UNIT DEVELOPMENTS

1. General Description. The Simple Planned Unit Development referred to as SPUD, is a special zoning district that provides an alternate approach to the conventional land use controls and to a PUD, Planned Unit Development to maximize the unique physical features of a particular site and produce unique, creative, progressive, or quality land developments.

The SPUD may be used for particular tracts or parcels of land that are to be developed, according to a SPUD Narrative and a Development Plan Map and contains less than five (5) acres.

The SPUD is subject to review procedures by Planning Commission and adoption by City Council.

2. Statement of Purpose. It is the intent of this section to encourage developments with a superior built environment brought about through unified development and to provide for the application of design ingenuity in such developments while protecting existing and future surrounding areas in achieving the goals of comprehensive plan of record. In addition the SPUD provides for the following:

Encourage efficient, innovative use of land in the placement and/or clustering of buildings in a development and protect the health, safety and welfare of the community.

Contribute to the revitalization and/or redevelopment of areas where decline of any type has occurred. Promote infill development that is compatible and harmonious with adjacent uses and would otherwise not be an area that could physically be redeveloped under conventional zoning.

Maintain consistency with the City's Zoning Ordinance, and other applicable plans, policies, standards and regulations on record.

Approval of a zone change to a SPUD adopts the Master Plan prepared by the applicant and reviewed as a part of the application. The SPUD establishes new and specific requirements for the amount and type of land use, residential densities, if appropriate, development regulations and location of specific elements of the development, such as open space and screening.

STAFF ANALYSIS: The particulars of this SPUD include:

USE: The proposed permitted uses are:

- Fraternity or sorority house.
- Single-family dwelling.
- Two-family dwelling (duplex).
- Single-family dwelling and a garage apartment.
- Family day care home.
- General purpose farm or garden.
- Home occupation.
- Municipal recreation or water supply.
- Off-street parking lot to be used as open space for vehicular parking, provided that such parking lot is on or adjacent to the land on which the principal use is located.

- Accessory buildings and uses customarily incidental to any of the above uses when located on the same lot.

OPEN SPACE/PARKLAND:

The portions of the property planned for open space are depicted in the Open Space Plan presented as Exhibit B in the SPUD Narrative. The Open Space Plan attributes approximately 0.36 acres, or 30%, of the property as open space.

SITE PLAN/ACCESS:

The Site Plan presented as Exhibit A in the SPUD Narrative. Existing access to the site will be from one drive off Chautauqua Avenue, one off College Avenue, and two off Parsons Street. The following changes shall be made to access and circulation throughout the site:

- The western existing access along Parsons Street shall continue to be one-way exit only. The eastern access point will be two-way.
- An additional two-way access drive shall be provided along College Avenue for access to the proposed parking lot.
- All improvements to the site shall be in accordance with City of Norman requirements except as otherwise specified.

The applicant is proposing an addition to the existing house on the north side and a new plaza for residents on the west side of the house. A new parking lot will be installed to the east of the house. Existing parking adjacent to the east side of the house will be removed to allow for better circulation through the property.

LANDSCAPING: Landscaping shall be provided in accordance with Exhibit C of the SPUD Narrative, Conceptual Landscape Plan, subject to changes allowed by Chapter 36-510(k).

SIGNAGE: All signs shall comply with the requirements outlined in the City of Norman Sign Code per the Medium Density Residential Sign Standards, as amended from time to time, except as specified herein:

- One (1) sign shall be allowed on the masonry fence in front of the existing build line along Chautauqua Avenue. Said sign shall have no minimum height requirements.
- A total of two (2) signs per street frontage shall be permitted.

LIGHTING: All exterior lighting shall be installed in conformance with the City of Norman's Commercial Outdoor Lighting Standards, as amended from time to time, except that ornamental lanterns shall be allowed on top of the proposed masonry wall along Chautauqua Avenue. Existing outdoor lighting present at the time of adoption of this SPUD shall not be required to meet requirements specified in the City of Norman's Commercial Outdoor Lighting Standards.

SANITATION/UTILITIES: Trash dumpsters will be located as depicted on the Site Plan or in locations as modified or approved by the City of Norman.

PARKING: Parking shall be developed in general compliance with the parking layout shown on Exhibit A Site Plan, subject to changes allowed by Chapter 36-510(k). The Property shall comply with Norman's applicable parking ordinances, as amended from time to time, except as specified herein:

- Parallel parking spaces shall be permitted with dimensions of 9' by 23'.
- The Property shall not be required to have any additional parking over and beyond what is shown on the Site Plan.

EXTERIOR BUILDING MATERIALS: Exterior building materials shall be in conformance with the requirements outlined in the City of Norman Zoning Ordinance, Chapter 36-547 (Exterior Appearance), as amended from time to time.

EXISTING ZONING: The property is currently zoned R-2, Two-Family Dwelling District (845 Chautauqua Ave), R-2 with Special Use for Off-Street Parking (823 Chautauqua Ave), and RM-2, Low Density Apartment District with Special Use for Off-Street Parking (748 College Ave). The existing use of sorority house is considered a legal, nonconforming use. In order to expand the footprint of the house, the applicant is required to bring the zoning into conformance with current codes. The applicant opted to do a SPUD to tailor the zoning to their needs.

ALTERNATIVES/ISSUES:

IMPACTS: The subject property is located one block west of the University of Oklahoma, surrounded by fraternities and sororities. The proposed uses for the SPUD, Simple Planned Unit Development, are similar to the surrounding properties. City Staff does not anticipate negative traffic impacts.

OTHER AGENCY COMMENTS:

FIRE DEPARTMENT: East side access should be a min 20' as it will be two-way circulation.

PUBLIC WORKS/ENGINEERING: A lot line adjustment to combine the three properties into one will be required after approval of the proposed zoning.

TRAFFIC ENGINEER: No comments

UTILITIES: No comments

CONCLUSION: Staff forwards this request for rezoning from R-2, Two-Family Dwelling District, R-2, with Special Use for Off-Street Parking, and RM-2, Low Density Apartment District, with Special Use for Off-Street Parking, to SPUD, Simple Planned Unit Development, as Ordinance No. O-2324-26 for consideration by City Council.

At their November 9, 2023 meeting, Planning Commission recommended approval of Ordinance No. O-2324-36 by a vote of 8-0.

Applicant: Kappa Alpha Theta

Project Location: 845 Chautauqua Ave.

Case Number: PD 23-36

Time: 5:30 p.m.

Applicant Representative:

Colton Wayman, Wallace Design
Gunner Joyce, Rieger Law Group
Sean Rieger, Rieger Law Group
Libby Smith, Rieger Law Group
Nick Hudacko, GH2 Architects
Christina Harris, GH2 Architects
Shannon Marshal, GH2 Architects
Alex Rice, Cooper Project Advisors

Attendees:

Lee Hall
Brent Swift
Erica Bird
Sorority Members

City Staff:

Lora Hoggatt, Planning Services Manager
Heather Poole, Assistant City Attorney

Application Summary:

A request to rezone from R-2, Two-Family Dwelling District, and RM-2, Low-Density Apartment District, to SPUD, Simple Planned Unit Development to allow for expansion of a sorority house and installation of new parking.

Neighbor's Comments/Concerns/Responses:

An attendee said they do not think this is the highest and best use of the property given its location in core Norman. There were concerns regarding the number of parking spots provided. The applicant explained they will have 92-94 residents and are providing 98 spots. This will also provide parking for staff.

ORDINANCE NO. O-2324-26

ITEM NO. 19

STAFF REPORT**GENERAL INFORMATION**

APPLICANT	Kappa Alpha Theta
REQUESTED ACTION	Rezoning to SPUD, Simple Planned Unit Development District
EXISTING ZONING	R-2, Two-Family Dwelling District (845 Chautauqua Ave); R-2 with Special Use for Off-Street Parking (823 Chautauqua Ave); and RM-2, Low Density Apartment District with Special Use for Off-Street Parking (748 College Ave)
SURROUNDING ZONING	North: R-3, Multi-Family Dwelling District East: R-2, Two Family Dwelling District, and R-3, Multi-Family Dwelling District South: R-2, Two Family Dwelling District West: R-2, Two Family Dwelling District, and R-3, Multi-Family Dwelling District
LOCATION	845 and 823 Chautauqua and 748 College
WARD	4
CORE AREA	Yes
AREA/SF	1.20 acres, more or less
PURPOSE	Allow for the expansion of an existing sorority house and installation of a parking lot
EXISTING LAND USE	Residential
SURROUNDING LAND USE	North: Off street parking East: Residential and off-street parking South: Residential West: Residential and off-street parking

LAND USE PLAN DESIGNATION

High Density Residential

GROWTH AREA DESIGNATION

Current Urban Service Area

PROJECT OVERVIEW: The subject property is a 1.20-acre student housing development currently divided into three parcels zoned R-2, Two-Family Dwelling District (845 Chautauqua Ave), R-2 with Special Use for Off-Street Parking (823 Chautauqua Ave), and RM-2, Low-Density Apartment District with Special Use for Off-Street Parking (748 College Ave). The applicant requests to rezone to SPUD, Simple Planned Unit Development, to fit an addition to the existing building and redesign the off-street parking areas. The proposed site plan includes an access drive on Chautauqua Avenue, adding a two-way access drive along College Avenue, and two drives on Parsons Street.

PROCEDURAL REQUIREMENTS:

GREENBELT COMMISSION: N/A

PREDEVELOPMENT MEETING: PD23-36, October 26, 2023

An attendee said they do not think this is the highest and best use of the property given its location in core Norman. There were concerns regarding the number of parking spots provided. The applicant explained they will have 92-94 residents and are providing 98 spots. This will also provide parking for staff.

ZONING ORDINANCE CITATION:

SEC 36-510 – SIMPLE PLANNED UNIT DEVELOPMENTS

1. General Description. The Simple Planned Unit Development referred to as SPUD, is a special zoning district that provides an alternate approach to the conventional land use controls and to a PUD, Planned Unit Development to maximize the unique physical features of a particular site and produce unique, creative, progressive, or quality land developments.

The SPUD may be used for particular tracts or parcels of land that are to be developed, according to a SPUD Narrative and a Development Plan Map and contains less than five (5) acres.

The SPUD is subject to review procedures by Planning Commission and adoption by City Council.

2. Statement of Purpose. It is the intent of this section to encourage developments with a superior built environment brought about through unified development and to provide for the application of design ingenuity in such developments while protecting existing and future surrounding areas in achieving the goals of comprehensive plan of record. In addition the SPUD provides for the following:

Encourage efficient, innovative use of land in the placement and/or clustering of buildings in a development and protect the health, safety and welfare of the community.

Contribute to the revitalization and/or redevelopment of areas where decline of any type has occurred. Promote infill development that is compatible and harmonious with adjacent uses and would otherwise not be an area that could physically be redeveloped under conventional zoning.

Maintain consistency with the City's Zoning Ordinance, and other applicable plans, policies, standards and regulations on record.

Approval of a zone change to a SPUD adopts the Master Plan prepared by the applicant and reviewed as a part of the application. The SPUD establishes new and specific requirements for the amount and type of land use, residential densities, if appropriate, development regulations and location of specific elements of the development, such as open space and screening.

STAFF ANALYSIS: The particulars of this SPUD include:

USE: The proposed permitted uses are:

- Fraternity or sorority house.
- Single-family dwelling.
- Two-family dwelling (duplex).
- Single-family dwelling and a garage apartment.
- Family day care home.
- General purpose farm or garden.
- Home occupation.
- Municipal recreation or water supply.
- Off-street parking lot to be used as open space for vehicular parking, provided that such parking lot is on or adjacent to the land on which the principal use is located.
- Accessory buildings and uses customarily incidental to any of the above uses when located on the same lot.

OPEN SPACE/PARKLAND:

The portions of the property planned for open space are depicted in the Open Space Plan presented as Exhibit B in the SPUD Narrative. The Open Space Plan attributes approximately 0.36 acres, or 30%, of the property as open space.

SITE PLAN/ACCESS:

The Site Plan presented as Exhibit A in the SPUD Narrative. Existing access to the site will be from one drive off Chautauqua Avenue, one off College Avenue, and two off Parsons Street. The following changes shall be made to access and circulation throughout the site:

- The western existing access along Parsons Street shall continue to be one-way exit only. The eastern access point will be two-way.
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- All improvements to the site shall be in accordance with City of Norman requirements except as otherwise specified.

The applicant is proposing an addition to the existing house on the north side and a new plaza for residents on the west side of the house. A new parking lot will be installed to the east of the house. Existing parking adjacent to the east side of the house will be removed to allow for better circulation through the property.

LANDSCAPING: Landscaping shall be provided in accordance with Exhibit C of the SPUD Narrative, Conceptual Landscape Plan, subject to changes allowed by Chapter 36-510(k).

SIGNAGE: All signs shall comply with the requirements outlined in the City of Norman Sign Code per the Medium Density Residential Sign Standards, as amended from time to time, except as specified herein:

- One (1) sign shall be allowed on the masonry fence in front of the existing building along Chautauqua Avenue. Said sign shall have no minimum height requirements.
- A total of two (2) signs per street frontage shall be permitted.

LIGHTING: All exterior lighting shall be installed in conformance with the City of Norman's Commercial Outdoor Lighting Standards, as amended from time to time, except that ornamental lanterns shall be allowed on top of the proposed masonry wall along Chautauqua Avenue. Existing outdoor lighting present at the time of adoption of this SPUD shall not be required to meet requirements specified in the City of Norman's Commercial Outdoor Lighting Standards.

SANITATION/UTILITIES: Trash dumpsters will be located as depicted on the Site Plan or in locations as modified or approved by the City of Norman.

PARKING: Parking shall be developed in general compliance with the parking layout shown on Exhibit A Site Plan, subject to changes allowed by Chapter 36-510(k). The Property shall comply with Norman's applicable parking ordinances, as amended from time to time, except as specified herein:

- Parallel parking spaces shall be permitted with dimensions of 9' by 23'.
- The Property shall not be required to have any additional parking over and beyond what is shown on the Site Plan.

EXTERIOR BUILDING MATERIALS: Exterior building materials shall be in conformance with the requirements outlined in the City of Norman Zoning Ordinance, Chapter 36-547 (Exterior Appearance), as amended from time to time.

EXISTING ZONING: The property is currently zoned R-2, Two-Family Dwelling District (845 Chautauqua Ave), R-2 with Special Use for Off-Street Parking (823 Chautauqua Ave), and RM-2, Low Density Apartment District with Special Use for Off-Street Parking (748 College Ave). The existing use of sorority house is considered a legal, nonconforming use. In order to expand the footprint of the house, the applicant is required to bring the zoning into conformance with current codes. The applicant opted to do a SPUD to tailor the zoning to their needs.

ALTERNATIVES/ISSUES:

IMPACTS: The subject property is located one block west of the University of Oklahoma, surrounded by fraternities and sororities. The proposed uses for the SPUD, Simple Planned Unit Development, are similar to the surrounding properties. City Staff does not anticipate negative traffic impacts.

OTHER AGENCY COMMENTS:

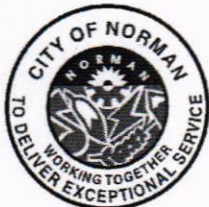
FIRE DEPARTMENT: East side access should be a min 20' as it will be two-way circulation.

PUBLIC WORKS/ENGINEERING: A lot line adjustment to combine the three properties into one will be required after approval of the proposed zoning.

TRAFFIC ENGINEER: No comments

UTILITIES: No comments

CONCLUSION: Staff forwards this request for rezoning from R-2, Two-Family Dwelling District, with Special Use for Off-Street Parking, and RM-2, Low Density Apartment District, with Special Use for Off-Street Parking, to SPUD, Simple Planned Unit Development, as Ordinance No. O-2324-26 to the Planning Commission for consideration and recommendation to City Council.



CITY OF NORMAN, OK PLANNING COMMISSION MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069

Thursday, November 09, 2023 at 6:30 PM

MINUTES

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Council Chambers of the Norman Municipal Building, 201 West Gray Street, on the 9th day of November, 2023.

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

Chair Erica Bird called the meeting to order at 6:36 p.m.

PRESENT

Cameron Brewer
Steven McDaniel
Liz McKown
Kevan Parker
Erica Bird
Doug McClure
Maria Kindel
Michael Jablonski

ABSENT

Jim Griffith

A quorum was present.

STAFF PRESENT

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

*

SPUD Zoning

19. Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of Ordinance No. O-2324-26: Kappa Alpha Theta requests rezoning from R-2, Two-Family Dwelling District (845 Chautauqua), R-2, Two-Family Dwelling District with Special Use for Off-Street Parking (823 Chautauqua), and RM-2, Low Density Apartment District with Special Use for Off-Street Parking (748 College), to SPUD, Simple Planned Unit Development, for 1.20 acres of property located at the Northeast corner of Chautauqua Avenue and Parsons Street (823 & 845 Chautauqua, and 748 College).

ITEMS SUBMITTED FOR THE RECORD:

1. Location Map
2. Staff Report
3. SPUD Narrative with Exhibits A-D

PRESENTATION BY STAFF: Melissa Navarro reviewed the staff report, a copy of which is filed with the minutes.

PRESENTATION BY THE APPLICANT: Gunner Joyce, representing the applicant, presented the project. Shannon Polley spoke regarding the plan for the exterior appearance. Nick Hudacko, GH2 Architects, provided additional information.

Mr. Brewer asked about lighting. Mr. Hudacko said they intend to have no spillover. Mr. Joyce added that they will meet the commercial outdoor lighting requirements.

Mr. Brewer asked about signage. Mr. Joyce responded that they will have identification signs.

AUDIENCE PARTICIPATION: None

DISCUSSION AND ACTION BY THE PLANNING COMMISSION:

Mr. Jablonski appreciated that they intend to work with the existing features on the site.

Motion made by Kindel, seconded by McClure, to recommend adoption of Ordinance No. O-2324-26 to City Council.

Voting Yea: Brewer, McDaniel, McKown, Parker, Bird, McClure, Kindel, Jablonski

The motion to recommend adoption of Ordinance No. O-2324-26 to City Council passed by a vote of 8-0.

*

File Attachments for Item:

3. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-30 UPON FIRST READING BY TITLE: 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 LOTS ELEVEN (11) AND TWELVE (12) OF BLOCK EIGHTY-FIVE (85) OF THE ORIGINAL TOWN OF NORMAN AND T.R. WAGGONER'S FIRST ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE CCFBC, CENTER CITY FORM-BASED CODE, AND PLACE SAME IN THE CCPUD, CENTER CITY PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (321 West Comanche Street)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 11/28/2023

REQUESTER: Tom S. & Marye Kate Aldridge Charitable & Educational Trust

PRESENTER: Jane Hudson, Director of Planning & Community Development

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-30 UPON FIRST READING BY TITLE: 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 LOTS ELEVEN (11) AND TWELVE (12) OF BLOCK EIGHTY-FIVE (85) OF THE ORIGINAL TOWN OF NORMAN AND T.R. WAGGONER'S FIRST ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE CCFBC, CENTER CITY FORM-BASED CODE, AND PLACE SAME IN THE CCPUD, CENTER CITY PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (321 West Comanche Street)

REQUEST SUMMARY/CCFBC EXCEPTIONS:

This is a request to rezone a parcel located at 321 W. Comanche Street, designated as Center City Form Based Code District, Detached Frontage, to a Center City Planned Unit Development (CCPUD), as outlined in Appendix B of the Center City Form-Based Code.

The proposal for this site is to construct a two-family dwelling, in the form of a duplex, with each dwelling allowed a maximum of three bedrooms. The two-story structure will be at or near grade to provide accessibility to the first floor which will contain the living room, kitchen, bedroom and bathroom. Two bedrooms and bathrooms will be located on the second floor. Each dwelling unit will have an attached garage on the rear of structure with a sixteen-foot wide driveway providing access off the alleyway. To retain the existing green space and to provide an outdoor living space for residents, it is proposed that the Required Build Line be placed at thirty feet behind the front property line and required Open Space shall be allowed as illustrated on Exhibit B, Site Development Plan. The parcel proposed for development contains a total area of 7,000 square feet and impervious surface coverage shall be limited to a maximum of 65%.

BACKGROUND:

This is the third application moving forward to Planning Commission and City Council requesting an amendment to the recently adopted Center City Form Based Code (CCFBC). City Staff and

the community recently amended the CCFBC in an effort to simplify the processes, even with the recent amendments additional amendments are necessary to allow for the envisioned development under the CCFBC.

CCFBC HISTORY:

City Council approved a Memorandum of Understanding (MOU) between the City of Norman and the University of Oklahoma (OU) on January 14, 2014. The MOU set forth the terms and conditions that would govern the development of a Center City Master Plan/Visioning Project and outlined the responsibilities of the City of Norman and the University of Oklahoma.

The Center City Form-Based Code, which is the outcome of this Project, was generated and recommended through a Steering Committee. In addition, there was an Executive Subcommittee of the Steering Committee which was comprised of one representative from the City of Norman, one representative from the University of Oklahoma, and one citizen chosen jointly by the City of Norman and the University of Oklahoma.

City Council moved forward with the original project in cooperation with the University of Oklahoma for many reasons. Historically, the current zoning regulations were not adequately addressing the growing, modern demand for infill development in Norman's Center City area; that there was significant community disagreement about market-driven proposals for infill development; that the professional charrette process was the best technique available to articulate community-supported vision; and that building community support for a vision followed by development of land use regulations that allows the achievement of the vision will provide both community and investors' confidence and certainty. The results of the Charrette process became the foundation for the community-supported vision of the Center City area, Center City Form Based Code (CCFBC).

ZONING DISTRICTS INCLUDED IN THIS DOCUMENT:

Urban General – The basic urban street frontage, once common across the United States. The purpose is to develop multi-story buildings placed directly at the sidewalk or behind small dooryards.

Urban Residential – Same as the Urban General except that the uses are limited to residential and related support services.

Urban Storefront – Represents the prototypical “main street” form with shopfronts along the sidewalk and a mix of uses above. A high level of pedestrian activity is anticipated. It is a subset of the Urban General frontage, with more specific requirements at the street level.

Detached – This frontage is represented by the traditional single-family house with small front, side and rear yards along tree-lined streets.

The CCFBC is composed of Building Form Standards and Public Space Standards mapped to a Regulating Plan.

Building Form Standards regulate: how far buildings are from sidewalks, how much window area at a minimum a building must have, how tall it is in relation to the width of the street, how accessible and welcoming front entrances are, and where a building's parking should be located.

Building Form Standards require buildings to have windows and welcoming entries that contribute to life on the sidewalk and they require the placement of parking to the rear of buildings to ensure that it doesn't get between buildings and pedestrians. These standards require that buildings support and shape the public spaces of our city.

Building Form Standards control the use of land in a more indirect way than standard zoning, they describe general uses. And they try to guide land use through building type. For example, if a community wants a pedestrian-friendly main street, its standards would prescribe shopfront or mixed-use buildings.

Public Space Standards regulate the form of streets and squares. These standards provide for comfortable and useful spaces for many activities, including walking, bicycling, driving, public transit, and a community's social life rather than just providing for the movement and storage of cars. A shopping street is a different kind of street than a boulevard, which is different from a residential street, which is different from a rear alley.

PARTICULARS OF THIS CCPUD:

The applicant is requesting this CCPUD in order to build a residential duplex as illustrated on the attached drawings. The applicant is able to comply with most of the CCFBC requirements. However, due to the applicant's desire to construct a duplex, retain the front yard green space, and allow for accessibility, the applicant is requesting the following modifications from the standards of the Center City Form Based Code, as follows:

1. Allow for the use of a residential duplex.
2. Allow the Required Building Line (RBL) along Comanche Street to at thirty feet (30') behind the front property line.
3. Allow Open Space as illustrated on Site Development Plan, including in front of the Required Build Line and Parking Setback Line.
4. Allow Finished Floor Elevation at grade.
5. Impervious coverage will be limited to a maximum of 65% with engineered drainage calculations to be provided at the time of building permit.

OTHER AGENCY COMMENTS:

PRE-DEVELOPMENT: A pre-development meeting was not required for this application.

GREENBELT COMMISSION MEETING: No meeting was required for this application.

PARK BOARD: Parkland dedication is not required for this application.

PUBLIC WORKS: Drainage calculations required at the time of building permit. Installation of a six foot public sidewalk at construction time is required.

UTILITIES: Existing service lines must be abandoned at the main.

CONCLUSION: Staff forwards this request for a CCPUD and Ordinance No. O-2324-30 for consideration by City Council.

At their November 9, 2023 meeting, Planning Commission recommended adoption of Ordinance No. O-2324-30 by a vote of 6-2.

O-2324-30

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 LOTS ELEVEN (11) AND TWELVE (12) OF BLOCK EIGHTY-FIVE (85) OF THE ORIGINAL TOWN OF NORMAN AND T.R. WAGGONER'S FIRST ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE CCFBC, CENTER CITY FORM-BASED CODE, AND PLACE SAME IN THE CCPUD, CENTER CITY PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (321 West Comanche Street)

- § 1. WHEREAS, Tom S. and Marye Kate Aldridge Charitable and Educational Trust, the owners of the hereinafter described property, have made application to have the subject property removed from the CCFBC, Center City Form-Based Code, and placed in the 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 November 9, 2023 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 the CCFBC, Center City Form-Based Code, and place the same in the CCPUD, Center City Planned Unit Development, to wit:

Lots Eleven (11) and Twelve (12) of Block Eighty-Five (85) of the ORIGINAL TOWN OF NORMAN and T.R. WAGGONER'S FIRST ADDITION to Norman, Cleveland County, Oklahoma, according to the recorded plat thereof.

Containing 7,000 square feet, more or less.

Ordinance No. O-2324-30

Page 2

§ 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 _____, 2023.

NOT ADOPTED this _____ day of _____, 2023.

(Mayor)

(Mayor)

ATTEST:

(City Clerk)

ORDINANCE NO. O-2324-30

ITEM NO. 5

STAFF REPORT**GENERAL INFORMATION**

APPLICANT	Tom S. & Marye Kate Aldridge Charitable & Educational Trust
REQUESTED ACTION	Rezoning to CCPUD, Center City Planned Unit Development
EXISTING ZONING	Center City Form-Based Code, Detached Frontage
SURROUNDING ZONING	North: CCFBC, Urban Storefront Frontage East: CCFBC, Detached Frontage South: CCFBC, Detached Frontage West: CCFBC, Detached Frontage
LOCATION	321 W. Comanche Street
SIZE	7,000 sq. ft., more or less
PURPOSE	Construction of a Duplex
EXISTING LAND USE	Vacant lot
SURROUNDING LAND USE	North: Law Office and Commercial Parking Lot East: Vacant South: Single Family Home West: Single Family Home
LAND USE PLAN DESIGNATION	Low Density Residential

REQUEST SUMMARY/CCFBC EXCEPTIONS:

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The proposal for this site is to construct a two-family dwelling, in the form of a duplex each dwelling allowed a maximum of three bedrooms. The two-story structure will be at or near grade to provide accessibility to first floor which will contain the living room, kitchen, bedroom and bathroom. Two bedrooms and bathrooms will be located on the second floor. Each dwelling unit will have an attached garage on the rear of structure with a sixteen-foot wide driveway providing access off the alleyway. To retain the existing green space and to provide an outdoor living space for residents, it is proposed that the Required Build Line be placed at thirty feet behind the front property line and required Open Space shall be allowed as illustrated on Exhibit B, Site Development Plan. The parcel proposed for development contains a total area of 7,000 square feet. Impervious surface coverage shall be limited to a maximum of 65.5%.

BACKGROUND:

This is the third application moving forward to Planning Commission and City Council requesting an amendment to the recently adopted Center City Form Based Code (CCFBC). City Staff and the community recently amended the CCFBC in an effort to simplify the processes, even with the recent amendments additional amendments are necessary to allow for the envisioned development under the CCFBC.

CCFBC HISTORY:

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City Council moved forward with the original project in cooperation with the University of Oklahoma for many reasons. Historically, the current zoning regulations were not adequately addressing the growing, modern demand for infill development in Norman's Center City area; that there was significant community disagreement about market-driven proposals for infill development; that the professional charrette process was the best technique available to articulate community-supported vision; and that building community support for a vision followed by development of land use regulations that allows the achievement of the vision will provide both community and investors' confidence and certainty. The results of the Charrette process became the foundation for the community-supported vision of the Center City area, Center City Form Based Code (CCFBC).

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Detached – This frontage is represented by the traditional single-family house with small front, side and rear yards along tree-lined streets.

The CCFBC is composed of Building Form Standards and Public Space Standards mapped to a Regulating Plan.

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Building Form Standards control the use of land in a more indirect way than standard zoning, they describe general uses. And they try to guide land use through building type. For example, if a community wants a pedestrian-friendly main street, its standards would prescribe shopfront or mixed-use buildings.

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PARTICULARS OF THIS CCPUD:

The applicant is requesting this CCPUD in order to build a residential duplex as illustrated on the attached drawings. The applicant is able to comply with most of the CCFBC requirements. However, due to the applicant's desire to construct a duplex, retain the front yard green space, and allow for accessibility, the applicant is requesting the following modifications from the standards of the Center City Form Based Code, as follows:

1. Allow for the use of a residential duplex.
2. Allow the Required Building Line (RBL) along Comanche Street to at thirty feet (30') behind the front property line.
3. Allow Open Space as illustrated on Site Development Plan, including in front of the Required Build Line and Parking Setback Line.
4. Allow Finished Floor Elevation at grade.
5. Allow impervious coverage at a maximum of 65.5 % with engineered drainage calculations to be provided at the time of building permit.
- 6.

OTHER AGENCY COMMENTS:

PRE-DEVELOPMENT: A pre-development meeting was not required for this application.

GREENBELT COMMISSION MEETING: No meeting was required for this application.

Item 3.

PARK BOARD: Parkland dedication is not required for this application.

PUBLIC WORKS: Drainage calculations required at the time of building permit. Installation of a six foot public sidewalk at construction time is required.

UTILITIES: Existing service lines must be abandoned at the main.

CONCLUSION: Staff forwards this request and Ordinance No. O-2324-30 to Planning Commission for consideration and a recommendation to the City Council.

321 W COMANCHE STREET

CENTER CITY PLANNED UNIT DEVELOPMENT

APPLICANT:

Tom S. & Marye Kate Aldridge Charitable and Educational Trust

APPLICATION FOR:

CENTER CITY PLANNED UNIT DEVELOPMENT

SUMMITTED: OCTOBER 2, 2023

REVISED NOVEMBER 1, 2023

PREPARED BY:

Tom S. & Marye Kate Aldridge Charitable and Educational Trust
Jake Aldridge – Vice Chairman

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- D.** Open Space/Landscaping
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- G.** Parking
- H.** Exterior Materials
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IV. EXHIBITS

- A.** Legal Description
- B.** Site Development Plan

I. INTRODUCTION

This Center City Planned Unit Development (the “**CCPUD**”) is being submitted for the property located at 321 W. Comanche Street, as more specifically described on **Exhibit A** (the “**Property**”). The Property contains approximately 0.161 acres. This CCPUD seeks to rezone the Property from the existing Center City Form Based Code, Detached Frontage, to a Center City Planned Unit Development to allow for the construction of two single family attached dwellings in the form of a duplex with three bedrooms in each unit. The CCPUD proposes to retain a deeper front yard that historically has been a green space while reducing the amount of paving on the lot. Additionally, the CCPUD proposes a finished floor elevation at grade to allow for accessibility on the first floor. This CCPUD seeks to relax the allowable use to allow for a duplex, two attached single family dwellings, while meeting most of the remaining development regulations of the Center City Form Based Code for Detached Frontage. The purpose of the CCPUD is to allow for discrete departures from the existing applicable zoning only as specifically set forth herein, the Property otherwise remaining subject to existing zoning regulations, and as thereafter amended, as is consistent with the terms of this CCPUD.

II. PROPERTY DESCRIPTION/EXISTING CONDITIONS

A. Location

The Property is approximately a 7,000 square foot parcel located at 321 W. Comanche Street, which is near the intersection of West Comanche Street and University Boulevard. The specific location is illustrated on the Site Development Plan, attached hereto as **Exhibit B**.

B. Existing Land Use and Zoning

This property’s existing zoning is Center City Form Based Code, with the Detached Frontage Building Form Standard (“BFS”). The existing BFS allows for the construction of a single-family house and one accessory unit. This proposal seeks to develop this property with a duplex and would require the rezoning to a Center City Planned Unit Development (CCPUD) to allow for a duplex (here, two attached single-family dwellings).

C. Elevation and Topography

The Property is currently an unimproved vacant lot, and the topography of the Property is generally flat and drains to both the alleyway and Comanche Street.

D. Utility Services

The necessary utility services for this project are already located on or near the Property.

E. Fire Protection Services

Fire protection services will be provided by the City of Norman Fire Department and by the owner of the Property where required by building and fire protection codes in the structures.

F. Traffic Circulation and Access

Comanche Street is located along the South boundary of the Property and the public alleyway is located along the North boundary of the property. Currently, the lot is vacant and does not have access off Comanche Street.

III. DEVELOPMENT PLAN AND DESIGN CONCEPT**A. Uses Permitted**

This CCPUD will allow uses as follows, as defined by Section 702 of the Center City Form Based Code, and as thereafter amended:

Residential Uses as follows: Household Living and Group Living;
Under this CCPUD – Duplex (two attached dwelling units as demonstrated on the attached Site Development Plan)

Commercial Uses as follows: Overnight Lodging and Family Day Care Home; and Civic Uses.

B. Development Criteria.

Number of Dwelling Units. The current BFS, Detached Frontage, allows only one dwelling-unit structures. This CCPUD allows for two attached dwelling unit structure in the form of a duplex, as illustrated on the Site Development Plan.

Siting. The current BFS, Detached Frontage, states, “development” and redevelopment, may construct at the setback of the existing structure or follow an existing setback on an adjacent/neighboring property in the Detached Frontage BFS only. This CCPUD will allow for a 30’ Required Build Line (“RBL”) to be set at thirty feet (30’) behind the front property line fronting Comanche Street and the Parking Setback Line, shall remain at forty-two feet (42’) behind the front property line, as illustrated on the Site Development Plan, attached as **Exhibit B**. This will allow for the retention of the front green space that has historically existed on this parcel and limit the amount of concrete for parking and driveways on the site. This space will be used by the residents of the dwelling units as an outdoor space for socializing and interaction with pedestrians, neighbors, family, and friends.

A front porch with a minimum depth of eight feet (8') and a maximum of ten (10'), shall be built to the front RBL as illustrated on the Site Development Plan, **Exhibit B**. Front stairs shall be allowed to encroach over the RBL, if necessary.

Side setbacks shall be a minimum of five feet (5'). The proposed duplex on the Property shall be built to a minimum of 60% of the RBL on the Property. The RBL incorporates an offset area or depth of 24-inches behind the RBL (into the buildable area) allowing for jogs, façade articulation, etc. Therefore, where the façade is placed within that 24-inch zone, it is considered to be "built to" the RBL.

Building Height. The proposed duplex shall be at maximum of two stories in height. The current BFS requires a finish floor elevation no less than three (3) and no more than eight (8) feet. This CCPUD will allow for a ground story finished floor elevation be at grade and no lower than the average fronting public sidewalk elevation and no higher than three feet (3') above the average fronting public sidewalk elevation. This will allow for accessibility to the first floor for residents or visitors to the duplex. The ground story shall have an interior clear height of at least nine (9') feet. The minimum clear height for the second story is nine (9') feet.

Elements. The Property shall be built in accordance with the terms of this CCPUD and the exhibits hereto.

Fenestration

The development will comply with the CCFBC requirements, which state blank lengths of wall exceeding 15 linear feet are prohibited on all Facades and fenestration shall comprise between 25% but not more than 70% of the front facade. It should be noted, the proposed development is consistent with properties of like build and use located immediately adjacent to the east of the proposed development.

Building Projections

The proposed duplex shall have a front porch with a minimum depth of eight (8') and with a width of not less than 50% of the Facade width. No part of the building except the roof overhang and the front stairs may encroach beyond the RBL into the Dooryard.

Door Entries

At least one functioning door shall be provided along the Ground Story Façade.

C. Traffic Access/ Sidewalks

Vehicular access to the driveways for the Property shall be off the alleyway. Access for pedestrians is planned through use of private sidewalks that intersect

the existing sidewalk along W. Comanche Street. The existing public sidewalks will be replaced with a six-foot wide sidewalk, as required by the CCFBC, prior to a Certificate of Occupancy. Site driveway and parking is shown on the Site Development Plan, **Exhibit B**.

D. Open Space/Landscaping

The proposed area of the new structure is similar to the buildings and pavement immediately adjacent to the Property. The proposed open space will exceed the required 25% open space as required by the CCFBC. However, the required Open Space shall be located predominantly in front of the structure as opposed to behind the Parking Setback Line, as is indicated on the Site Development Plan, attached as **Exhibit B**.

One tree per 800 square feet shall be provided in the required Open Space, as shown on the Site Development Plan, **Exhibit B**, reviewed and approved by the City Forester prior to installation.

E. Drainage

This parcel shall redevelop with a maximum impervious surface coverage of 65%, a drainage report will be submitted with the building permit application.

F. Lighting

The project shall comply with the requirements of the CCFBC under *402. General Provisions, Section N. Lighting & Mechanical*, as amended thereafter.

G. Parking

Each unit will have an attached garage with a minimum sixteen feet (16') wide and twenty foot (20') long driveways off the alleyway for access, as illustrated on the Site Development Plan, **Exhibit B**. Parking is limited to behind the Parking Setback Line, set at forty-two (42') behind the property line. No parking will be allowed in front of the structures.

H. Exterior Materials

The exterior materials of the two story two-unit structure on the Property may be wood, fiber cement boards/siding, brick, glass, stone, synthetic stone, stucco, EIFS, masonry, metal accents, with composition shingles, and any combination thereof.

I. Fencing

Fencing shall not be required on the Property. However, any fence installed shall meet the following:

1. Front Yard Fences shall be a minimum height of thirty (30) inches and a maximum height of forty (40) inches. Any front yard fence shall be placed within one foot of the Clear Walkway/Dooryard line parallel to the RBL. Any side yard fences shall be placed along Common Lot Lines to a point at least even with the Façade.
2. A privacy fence with a maximum height of eight (8') feet may be constructed along a Common Lot Line behind the Façade.

J. Sanitation

Polycarts for each unit through the city will provide sanitation.

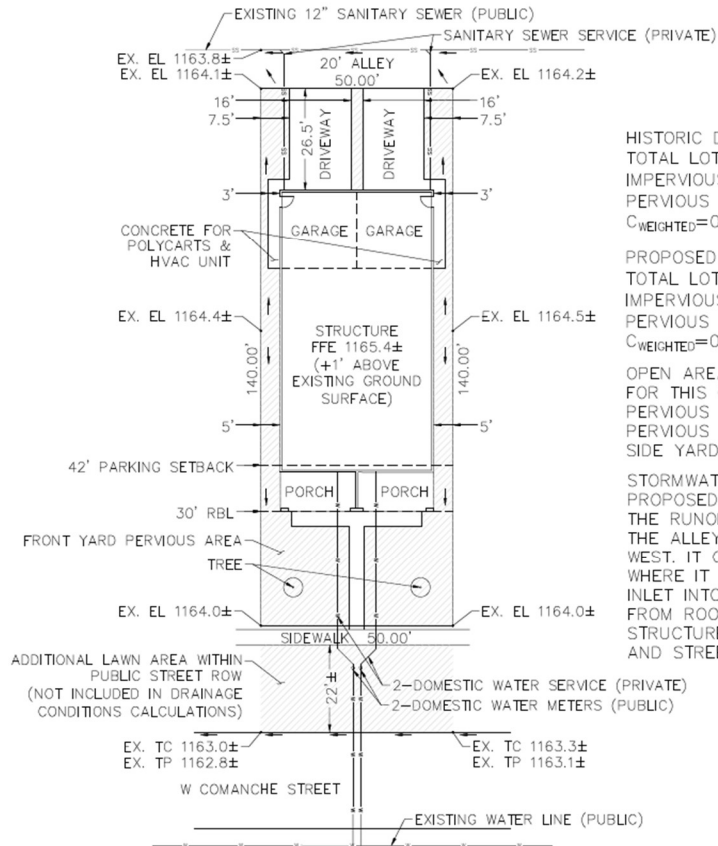
EXHIBIT A

Legal Description of the Property

Lots Eleven (11), Twelve (12) of Block Eighty-five (85) of the Original Town of Norman and T.R. Waggoner's First Addition to Norman, Cleveland County, Oklahoma, according to the plats thereof.

EXHIBIT B

Site Development Plan



NORTH

SCALE 1" = 30'-0"

HISTORIC DRAINAGE CONDITIONS

TOTAL LOT AREA = 7,000 SF (0.1607 ACRES)

IMPERVIOUS AREA (C=0.95) = 2,165 SF (31%)

PERVIOUS AREA (C=0.35) = 4,835 SF (69%)

 $C_{WEIGHTED}=0.54$, $T_c=5$ MIN, $Q_{100}=0.9$ CFS

PROPOSED DRAINAGE CONDITIONS

TOTAL LOT AREA = 7,000 SF (0.1607 ACRES)

IMPERVIOUS AREA (C=0.95) = 4,585 SF (65%)

PERVIOUS AREA (C=0.35) = 2,415 SF (35%)

 $C_{WEIGHTED}=0.74$, $T_c=5$ MIN, $Q_{100}=1.3$ CFS

OPEN AREA = 35%

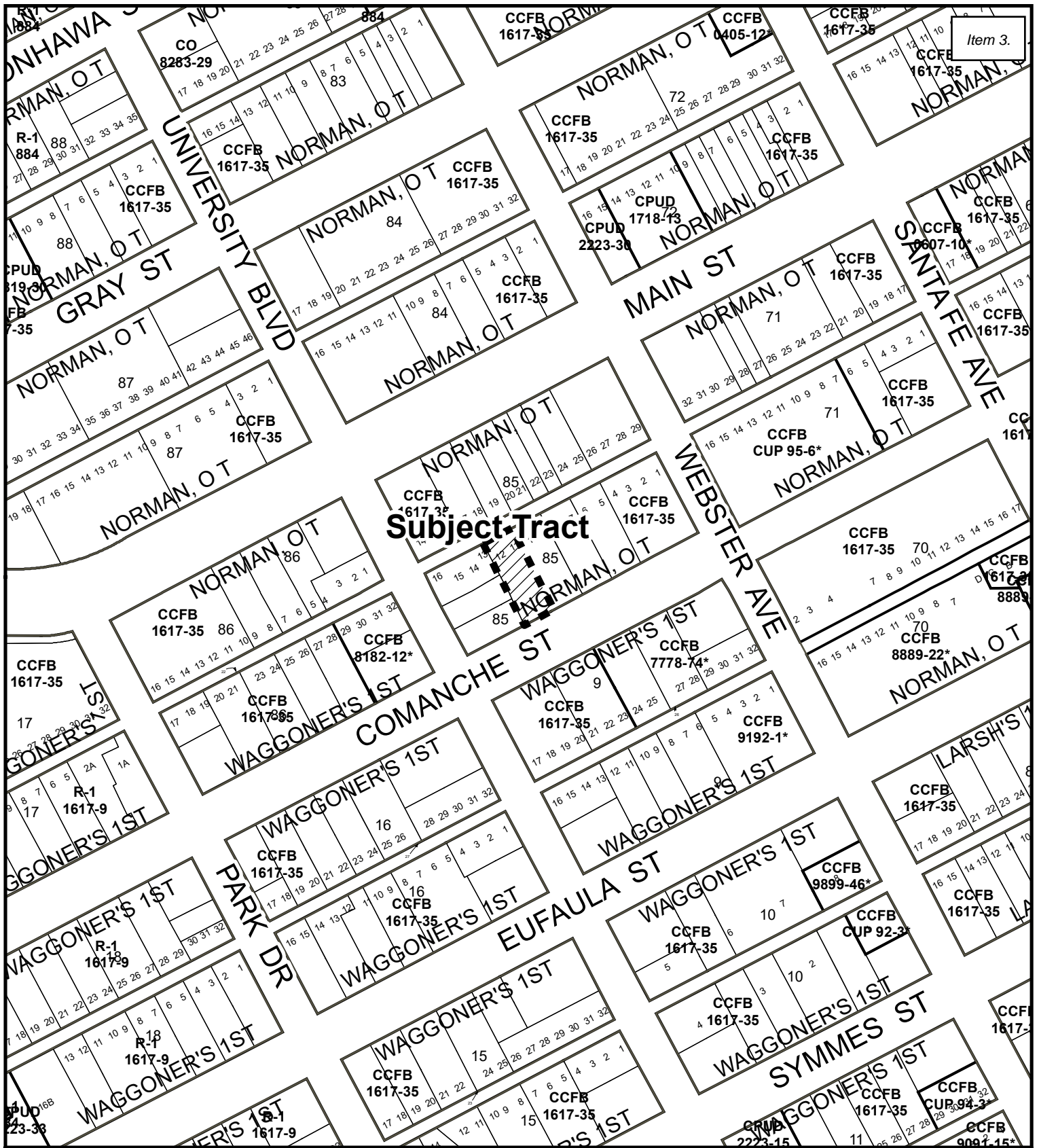
FOR THIS CCPUD OPEN AREA IS DEFINED TO INCLUDE ALL PERVIOUS AREA WITHIN THE LOT BOUNDARY. THIS INCLUDES PERVIOUS AREA IN FRONT OF THE PARKING SETBACK AND SIDE YARD BUILDING SETBACKS.

STORMWATER RUNOFF DISCHARGE INCREASE FROM HISTORIC TO PROPOSED IS 0.4 CFS. PER CITY OF NORMAN GIS CONTOUR DATA THE RUNOFF FROM THE SITE HISTORICALLY FLOWS OVERLAND TO THE ALLEY, STREET, AND ACROSS THE ABUTTING LOTS TO THE WEST. IT CONTINUES FLOWING WESTERLY TO UNIVERSITY BLVD WHERE IT IS CAPTURED BY AN EXISTING STORM SEWER CURB INLET INTO THE PUBLIC STORM SEWER SYSTEM. DOWNSPOUTS FROM ROOF GUTTERS WILL BE LOCATED AT THE CORNERS OF THE STRUCTURE TO DIRECT PROPOSED RUNOFF TOWARD THE ALLEY AND STREET.

LOT 11-12, BLOCK 85
NORMAN OT - WAGGONERS
321 W. COMANCHE STREET

TOM ALDRIDGE

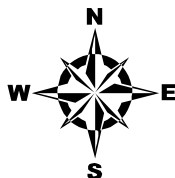
11-08-2023



Location Map



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



October 10, 2023

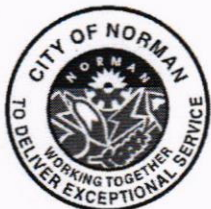
0 100 200 Ft.



Subject Tract



Zoning



CITY OF NORMAN, OK PLANNING COMMISSION MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Thursday, November 09, 2023 at 6:30 PM

MINUTES

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Council Chambers of the Norman Municipal Building, 201 West Gray Street, on the 9th day of November, 2023.

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

Chair Erica Bird called the meeting to order at 6:36 p.m.

PRESENT

Cameron Brewer
Steven McDaniel
Liz McKown
Kevan Parker
Erica Bird
Doug McClure
Maria Kindel
Michael Jablonski

ABSENT

Jim Griffith

A quorum was present.

STAFF PRESENT

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

*

CCPUD Zoning

5. Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of Ordinance No. O-2324-30: Tom S. & Marye Kate Aldridge Charitable & Educational Trust requests rezoning from CCFBC, Detached Frontage, to CCPUD, Center City Planned Unit Development, for 7,000 sq. ft. of property located at 321 W. Comanche Street.

ITEMS SUBMITTED FOR THE RECORD:

1. Location Map
2. Staff Report
3. SPUD Narrative with Exhibits A-B

PRESENTATION BY STAFF: Anais Starr reviewed the staff report, a copy of which is filed with the minutes. The applicant has amended their submittal to show 65% impervious coverage so a variance to the coverage is no longer required. There were no protests filed.

Mr. Jablonski asked if the existing trees will remain.

Ms. Bird asked about the required build line (RBL). Ms. Starr explained that in the Detached Frontage, the RBL is not a specific number, but is based on the nearby properties.

PRESENTATION BY THE APPLICANT: Jake Aldridge, representing the applicant, indicated they plan to leave the existing trees. He has a law office at 324 W. Main Street. He plans to lease one side to his business partner, and the other side will be used when his family needs to come to Norman for meetings regarding the trust. More density allows more opportunities. We don't have enough housing opportunities in the Core.

AUDIENCE PARTICIPATION:

Jayne Crumpley, 423 Elm, expressed concern with the project. She noted that the existing trees in the front are incredible.

Rick Pendergraft, 458 Elm, noted that the project increases density, and we don't have the infrastructure to support increased density.

DISCUSSION AND ACTION BY THE PLANNING COMMISSION:

Ms. Bird spoke in support of the project, citing the decrease in impervious coverage from 65.5% to 65%, retention of existing trees, the parking in the back, and accessibility. She wishes they had held a Pre-Development meeting. She noted it is important to protect single family neighborhoods.

Mr. Jablonski spoke in support. He likes the greenspace, and noted it is locked in by the PUD.

Mr. Brewer spoke regarding the process surrounding the Center City Form-Based Code and the ad hoc committees that have met to recommend amendments to the code. He is concerned with the precedent this will set and cannot support it.

Mr. Jablonski asked about a duplex versus single family. Ms. Starr explained that the area allows single family, or single family with an ADU, but a duplex does not meet that definition. Ms. Bird noted that an ADU is limited to 650 sq. ft.

Ms. Kindel said she likes the design.

Mr. Jablonski suggested making one front door, with two doors inside, so it looks like a single house.

Motion made by Kindel, seconded by McClure, to recommend approval of Ordinance No. O-2324-30, with the total impervious coverage amended to 65%, to City Council.

Voting Yea: McDaniel, Parker, Bird, McClure, Kindel, Jablonski

Voting Nay: Brewer, McKown

The motion to recommend adoption of Ordinance No. O-2324-30, with total impervious coverage amended to 65%, to City Council was adopted by a vote of 6-2.

*

File Attachments for Item:

4. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-31 UPON FIRST READING BY TITLE: 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 LOTS TWENTY-TWO (22) AND TWENTY-THREE (23), IN BLOCK SIXTY-EIGHT (68) OF ORIGINAL TOWN OF NORMAN, NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE CCFBC, CENTER CITY FORM-BASED CODE, AND PLACE SAME IN THE CCPUD, CENTER CITY PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (122 West Comanche Street)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 11/28/2023

REQUESTER: Doyle's Electric

PRESENTER: Jane Hudson, Director of Planning & Community Development

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-31 UPON FIRST READING BY TITLE: 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 LOTS TWENTY-TWO (22) AND TWENTY-THREE (23), IN BLOCK SIXTY-EIGHT (68) OF ORIGINAL TOWN OF NORMAN, NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE CCFBC, CENTER CITY FORM-BASED CODE, AND PLACE SAME IN THE CCPUD, CENTER CITY PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (122 West Comanche Street)

REQUEST SUMMARY/CCFBC EXCEPTIONS: This is a request to rezone the area located at 122 W. Comanche Street, designated as Center City Form Based Code District, Urban General Frontage, to a Center City Planned Unit Development (CCPUD), as outlined in Appendix B of the Center City Form-Based Code.

The proposal for this site is to demolish a portion of the existing building that has severely deteriorated over the years, while retaining the rear portion of the cinderblock structure to utilize it for service materials associated with the applicant's existing business. The area of the lot cleared from the demolition will remain open and can be utilized as a portion of open space for the overall development or can be utilized for temporary parking. If paved for a parking area, the area can still be utilized as open space, possibly seating for staff during breaks, food trucks or private business uses. In addition, the applicant would like the opportunity to utilize the roof-top area of the cinderblock structure as active open space area as well. The cinderblock structure is a single-story and will remain as such in the near future.

The current open area on the east side of the existing building/east side of the lot is where the applicant proposes to construct a new office building. This two-story office building will be brought to the sidewalk, located at the north property line. The proposed location of the new building violates the established RBL, Required Build Line, in this District. Therefore, this rezoning is proposing to move the RBL to the north property line.

BACKGROUND:

This is the fourth application moving forward to Planning Commission and City Council requesting an amendment to the recently adopted Center City Form Based Code (CCFBC). City Staff and the community recently amended the CCFBC in an effort to simplify the processes; even with the recent amendments additional amendments are necessary to allow for the envisioned development under the CCFBC.

CCFBC HISTORY:

City Council approved a Memorandum of Understanding (MOU) between the City of Norman and the University of Oklahoma (OU) on January 14, 2014. The MOU set forth the terms and conditions that would govern the development of a Center City Master Plan/Visioning Project and outlined the responsibilities of the City of Norman and the University of Oklahoma.

The Center City Form-Based Code, which is the outcome of this Project, was generated and recommended through a Steering Committee. In addition, there was an Executive Subcommittee of the Steering Committee which was comprised of one representative from the City of Norman, one representative from the University of Oklahoma, and one citizen chosen jointly by the City of Norman and the University of Oklahoma.

City Council moved forward with the original project in cooperation with the University of Oklahoma for many reasons. Historically, the current zoning regulations were not adequately addressing the growing, modern demand for infill development in Norman's Center City area; that there was significant community disagreement about market-driven proposals for infill development; that the professional charrette process was the best technique available to articulate community-supported vision; and that building community support for a vision followed by development of land use regulations that allows the achievement of the vision will provide both community and investors' confidence and certainty. The results of the Charrette process became the foundation for the community-supported vision of the Center City area, Center City Form Based Code (CCFBC).

ZONING DISTRICTS INCLUDED IN THIS DOCUMENT:

Urban General – The basic urban street frontage, once common across the United States. The purpose is to develop multi-story buildings placed directly at the sidewalk or behind small dooryards.

Urban Residential – Same as the Urban General except that the uses are limited to residential and related support services.

Urban Storefront – Represents the prototypical “main street” form with shopfronts along the sidewalk and a mix of uses above. A high level of pedestrian activity is anticipated. It is a subset of the Urban General frontage, with more specific requirements at the street level.

Detached – This frontage is represented by the traditional single-family house with small front, side and rear yards along tree-lined streets.

The CCFBC is composed of Building Form Standards and Public Space Standards mapped to a Regulating Plan.

Building Form Standards regulate: how far buildings are from sidewalks, how much window area at a minimum a building must have, how tall it is in relation to the width of the street, how accessible and welcoming front entrances are, and where a building's parking should be located. Building Form Standards require buildings to have windows and welcoming entries that contribute to life on the sidewalk and they require the placement of parking to the rear of buildings to ensure that it doesn't get between buildings and pedestrians. These standards require that buildings support and shape the public spaces of our city.

Building Form Standards control the use of land in a more indirect way than standard zoning, they describe general uses. And they try to guide land use through building type. For example, if a community wants a pedestrian-friendly main street, its standards would prescribe shopfront or mixed-use buildings.

Public Space Standards regulate the form of streets and squares. These standards provide for comfortable and useful spaces for many activities, including walking, bicycling, driving, public transit, and a community's social life rather than just providing for the movement and storage of cars. A shopping street is a different kind of street than a boulevard, which is different from a residential street, which is different from a rear alley.

PARTICULARS OF THIS CCPUD:

The applicant is requesting this CCPUD in order to retain a portion of the existing building on this parcel while constructing a new structure in-line with the other existing structures on the block, as illustrated on the attached drawings. The applicant is able to comply with most of the CCFBC requirements. However, due to the applicant's desire to retain the non-conforming structure, create parking in front of the existing building, to build a new structure at the property line, and allow for a sign on a canopy the applicant is requesting the following modifications to the Center City Form Based Code:

1. Move the Required Building Line (RBL) along Comanche Street from ten feet (10') behind the property line forward to the property line.
2. Eliminate Parking Setback Line. The applicant will provide a steel framed gate with wood slat infill across the west side of the Property to secure this open/parking area.
3. Allow Open Space to be provided on roof deck of the existing building to remain and in an area in front of the existing building. This will also allow a single-story structure.
4. Allow for canopy sign on the front of the building, as shown on submitted elevation drawings.

OTHER AGENCY COMMENTS:

PRE-DEVELOPMENT: A pre-development meeting was not required for this application.

GREENBELT COMMISSION MEETING: No meeting was required for this application.

PARK BOARD: Parkland dedication is not required for this application.

PUBLIC WORKS: No comments.

UTILITIES: Existing meter must be abandoned at the time of building permit.

CONCLUSION: Staff forwards this request for a CCPUD and Ordinance No. O-2324-31 for consideration by City Council.

At their November 9, 2023 meeting, Planning Commission recommended adoption of Ordinance No. O-2324-31 by a vote of 8-0.

O-2324-31

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 LOTS TWENTY-TWO (22) AND TWENTY-THREE (23), IN BLOCK SIXTY-EIGHT (68) OF ORIGINAL TOWN OF NORMAN, NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE CCFBC, CENTER CITY FORM-BASED CODE, AND PLACE SAME IN THE CCPUD, CENTER CITY PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (122 West Comanche Street)

- § 1. WHEREAS, Doyle's Electric, the owner of the hereinafter described property, has made application to have the subject property removed from the CCFBC, Center City Form-Based Code, and placed in the 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 November 9, 2023 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 the CCFBC, Center City Form-Based Code, and place the same in the CCPUD, Center City Planned Unit Development, to wit:

Lots 22 and 23, in Block 68, of ORIGINAL TOWN OF NORMAN, Cleveland County, Oklahoma, according to the recorded plat thereof.

Containing 7,000 square feet, more or less.

Ordinance No. O-2324-31

Page 2

§ 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 _____, 2023.

NOT ADOPTED this _____ day of _____, 2023.

(Mayor)

(Mayor)

ATTEST:

(City Clerk)

122 W. Comanche

Norman, Oklahoma

Ridgway Properties, LLC.

A CENTER CITY PLANNED UNIT DEVELOPMENT
APPLICATION FOR REZONING

November 3, 2023

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B. Existing Land Use and Zoning

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E. Utility Services

F. Fire Protection Services

G. Traffic Circulation and Access

III. DEVELOPMENT PLAN AND DESIGN CONCEPT

A. Permissible Uses

B. Development Criteria

C. CCPUD Standards

EXHIBITS

A. Proposed Site Development Plan

B. Legal Description of the Property

I. INTRODUCTION

A. Background and Intent

This Center City Planned Unit Development (the “**CCPUD**”) is submitted for the development of the 122 W. Comanche Street property (the “Property”). The Property is located near the intersection of West Comanche and S. Santa Fe Ave. The legal description is attached in **Exhibit B**.

The site has an existing one-story cinder block building located on the west half of the Property, which houses Doyle’s Electric. The east half of the Property is paved and is utilized to park the business’s vehicles.

It is the intent of the owners of Doyle’s Electric, to redevelop the Property in order to accommodate this growing business while meeting the vision for the Center City. The Applicant is Ridgway Properties LLC.

The property is zoned CCFBC, Center City Form Based Code, Urban General Frontage Building Form Standard (“BFS”). The Applicant is requesting a CCPUD in order to develop the Property to be in-line with the existing structures on this block; retain the back portion of the existing non-conforming cinder block building and establish parking in front of the existing building. The applicant is able to conform to most of the other detailed CCFBC provisions. Therefore, the purpose of this CCPUD is to allow for discrete departures from the existing applicable zoning only as specifically set forth herein, the Property otherwise complying with the Urban General BFS and CCFBC provisions, and as thereafter amended, as is consistent with this CCPUD and attached Site Development Plan.

II. PROPERTY DESCRIPTIONS/EXISTING CONDITIONS

A. Location

The Property is located at 122 W. Comanche Street. The Property is on the south side of West Comanche Street, mid-block between James Garner Ave. and S. Santa Fe Ave. The specific location is illustrated on the attached Site Plan, as **Exhibit A**. See **Exhibit B** for legal description.

B. Existing Land Use and Zoning

The Property is currently zoned CCFBC, Urban General Frontage BFS. The Property currently contains a building that houses an electrical contractor business.

C. Elevation and Topography

The existing Property currently consists of an existing one-story, cinder block building with the other half of the Property paved. The lot is generally flat.

D. Drainage

The Property currently drains to the front towards West Comanche Street and towards the alleyway located along the south edge of the Property. The proposed building will have a roof pitched south to the alley that will sheet drain into a gutter and downspout collector, to then be discharged at the alley at grade, which will be sloped away from the building. The open space on the project will be sloped to sheet drain towards West Comanche Street.

E. Utility Services/ Public Works

The Property is already platted. All required utility systems for the project (including water, sewer, gas, and electric) are in immediate proximity to the Property, and long established.

F. Fire Protection Services

Fire protection services are as provided by the City of Norman Fire Department and per the City of Norman regulations for such.

G. Traffic Circulation and Access

West Comanche Street is located along the front of the Property. Vehicle access is currently available through existing curb cut off Comanche Street.

III. DEVELOPMENT PLAN AND DESIGN CONCEPT

A. Permissible Uses

The Applicant proposes that for this Property, this CCPUD allow the following uses, as defined and by Section 702 of the CCFBC, and as thereafter amended

Commerce – Only the following Commerce uses, allowable for all stories, as further defined and regulated by the CCFBC as thereafter amended:

- Office
- Retail Sales/Service

B. Development Criteria

1. **Siting.** The development shall comply with the RBL and other setbacks shown on the Site Development Plan. To achieve a multimodal, pedestrian friendly environment, the Required Building Line (RBL) for the new structure along West Comanche Street frontage shall be on the property line.

The northern portion of the existing cinder block structure shall be demolished while retaining the southern portion. The Parking Setback Line shall be removed to allow parking in front of the remaining portion of the building, as

shown on the Site Plan.

The new structure on the Property, shall be built at a minimum of 90% and up to 100% of the new requested RBL or north property line on the Property, while the existing structure shall be allowed to remain as shown on the site plan.

The new RBL requested at the north property line incorporates an offset area or depth of 36-inches behind the RBL/north property line, allowing for jogs, façade articulation, etc. Therefore, where the façade is placed within that 36-inch zone, it is considered to be approved.

The Parking Setback Line established with the adoption of the Center City Form Based Code is removed from this Property with this CCPUD.

2. **Building Height.** The new structure on the parcel shall be at least two stories in height at the RBL/north property line but no more than five stories. The back section of the existing structure will remain one-story with an allowance for a roof deck. The ground story finished floor elevation shall be no lower than the average fronting public sidewalk elevation and no higher than 18-inches above the average fronting public sidewalk elevation. The ground story shall have a clear height of at least 9-feet along the RBL/north property line. The minimum clear height for each upper story is 9-feet.

3. **Elements.** The Property shall be built in accordance with the terms of this CCPUD and the exhibits hereto.

Fenestration

- Blank lengths of wall exceeding 20 linear feet are prohibited on all Required Build Lines (RBL).
- Ground story fenestration shall comprise between 10% and 70% of the ground story facade and exterior walls provided they are not within 5 feet of the property line.
- Upper story fenestration shall comprise between 10% and 70% of the façade and exterior wall area per story provided they are not within 5 feet of the property line.

4. **Sanitation.** It is the intent that the existing trash dumpster as shown the Site Development Plan shall be use for sanitation for the property.
5. **Signage.** All signage shall comply with 402. General Provisions, Section M of the CCFBC, along with the following allowance: one main building sign is permitted within the area between the top story floor line and the roofline with a horizontal band not to exceed 3 feet (3') in height along Comanche Street.

This sign may be attached to the front of the canopy on the front of the building, as shown on submitted elevation drawings. The Property shall feature building address numbers which shall not exceed 18 inches (18") in height or width.

6. **Traffic access and sidewalks.** The existing drive off West Comanche Street will remain with this redevelopment, however, new curb cut will be provided for a clean approach. Access for pedestrians is planned along West Comanche Street where the main entrances are located. The sidewalk along West Comanche Street is existing as illustrated in the attached Site Development Plan. Any damage to existing sidewalks will be replaced prior to a Certificate of Occupancy. On-site and street parking is shown on the Site Development Plan. Bicycle parking racks shall be provided as illustrated on the Site Development Plan, attached as **Exhibit A**.
7. **Lighting.** The project shall comply with the requirements of the CCFBC under 402. General Provisions, Section N. Lighting & Mechanical, as amended thereafter.
8. **Drainage.** Impervious area will remain the same with the redevelopment of this Property. Drainage for the new development will utilize existing drainage systems. This redevelopment project will meet *Part 8. Site Development Requirements* found in the CCFBC, and as thereafter amended.
9. **Open Space.** Open space will be provided on the roof deck of the existing building located on the west half of the parcel, as indicated on the attached Site Development Plan, **Exhibit A**.
10. **Landscaping.** Refer to attached **Exhibit A**, Site Development Plan. The applicant is requesting the landscaping located on the roof deck be recognized as landscaping elements.
11. **Parking.** Refer to attached **Exhibit A**, Site Development Plan for the number of on-site parking spaces provided, their location, and size. This CCPUD shall remove the Parking Setback Line along Comanche Street to allow for parking in front of the reconstructed cinder block building.
12. **Architectural Materials (Exterior).** The Center City is a compact, walkable, mixed-use urban district. Traditional, sustainable, durable materials appropriate to the central Oklahoma climate will be utilized. Innovative, energy-efficient materials appropriate to a pedestrian-scaled urban environment will be used for this development.

The following materials are prohibited:

- Any lap siding except natural wood or cementitious fiberboard.
- Composition roofing shingles used as a wall material.
- Exposed fastener metal, R-Style panels.
- Artificial stucco or EIFS, except where high impact quality EIFS is used.

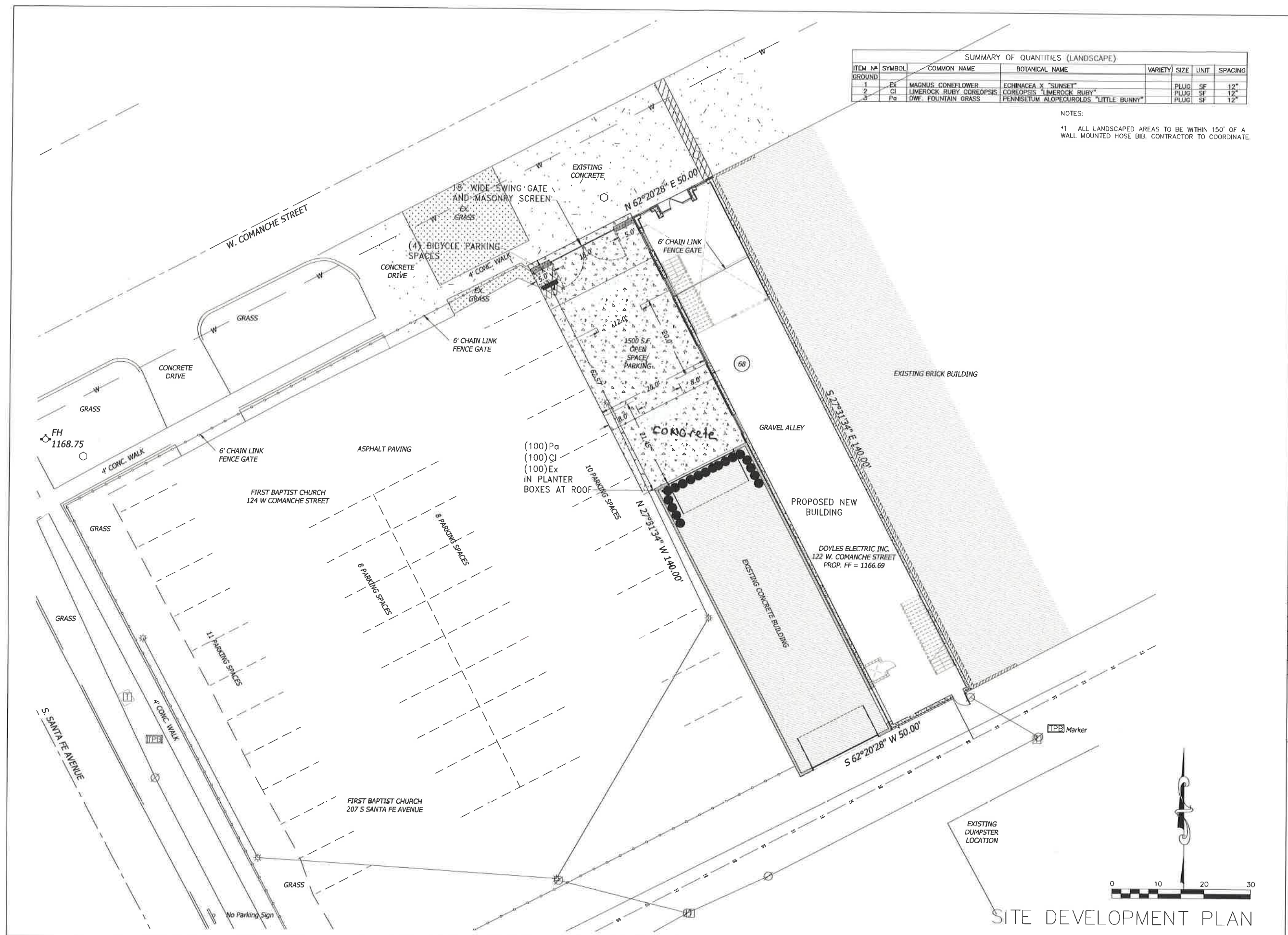
C. CCPUD Standards

The Property shall be developed in accordance with the terms of this CCPUD and the exhibits attached hereto and incorporated by reference.

For convenience purposes, a summary of the proposed specific CCPUD standards are as follows:

1. Removal of the Parking Setback Line on the property. This will allow the business to keep their business vehicles secured in one location on their property, not blocking any available on-street parking. The applicant will provide a steel framed gate with wood slat infill across the west side of the Property, to secure the area for business vehicles and keep a continuous line along West Comanche Street.
2. Removal of the existing Required Build Line (RBL) on the property. The new RBL, at the north property line, will allow the proposed development to be brought forward to the street. Connection to the street/pedestrian activity has always been an important design element of the CCFBC. This will also allow for future development on the west side of the property to come forward to the street.
3. The building located on the west side of the property will remain a single story; this will accommodate the rooftop open space. If future development occurs on this side of the property, it will be allowed to come to the RBL north property line and can be a one or two-story structure.
4. The proposed location of the building(s) and parking/storage for the service vehicles does not allow for additional landscaping as it will block the sidewalk/right-of-way and interfere with storage of the service vehicles. The applicant will landscape the rooftop deck.

Exhibit A
Site Development Plan



SUMMARY OF QUANTITIES (LANDSCAPE)							
ITEM NO	SYMBOL	COMMON NAME	BOTANICAL NAME	VARIETY	SIZE	UNIT	SPACING
1	Ex	MAGNUS CONEFLOWER	ECHINACEA X "SUNSET"		PLUG	SF	12"
2	Cl	LIMEROCK RUBY COREOPSIS	COREOPSIS "LIMEROCK RUBY"		PLUG	SF	12"
3	Pa	DWF. FOUNTAIN GRASS	PENNISETUM ALOPECUROIDES "LITTLE BUNNY"		PLUG	SF	12"

NOTES:
*1 ALL LANDSCAPED AREAS TO BE WITHIN 150' OF A WALL MOUNTED HOSE BIB. CONTRACTOR TO COORDINATE.



This document contains confidential information. It is an instrument of service and property of Peacock Design. It shall not be used on other projects or for the extension of this project without the direct written approval of Peacock Design.
Do Not Reproduce

NEW PROJECT PLANS FOR:
122 W. COMANCHE STREET
NORMAN, OK 73069

JOB # : 0379
DATE: 10 . 20 . 2023
SCALE : AS SHOWN
SHEET NAME : SITE PLAN
SHEET # : C1.0
REVISION # :

P.O. Box 720936
Oklahoma City, OK 73172
(405)577-2604
www.PEACOCKDESIGN.com

CERTIFICATE OF AUTHORIZATION:
#8609 EXP: JUNE 30, 2025
#03172 EXP: JUNE 30, 2025



SITE DEVELOPMENT PLAN



This document contains confidential information. It is an instrument of service and property of PEACOCK DESIGN LLC. It shall not be used on other projects or for the extension of this project without the written approval of PEACOCK DESIGN LLC. Do Not Reproduce

NEW PROJECT PLANS FOR:
DOYLE'S ELECTRIC
122 W COVANCE ST
NORMAN, OK 73069

JOB # : 0397 - 001
DATE: 10 - 20 - 2023
SCALE : AS SHOWN
SHEET NAME : ELEV
SHEET # : A2.1
REVISION # : X

2426 N Classen Blvd
Oklahoma City, OK 73106
(405)577-2604
www.PEACOCKDESIGN.com
CERTIFICATE OF AUTHORIZATION:
#8609 EXP: JUNE 30, 2025
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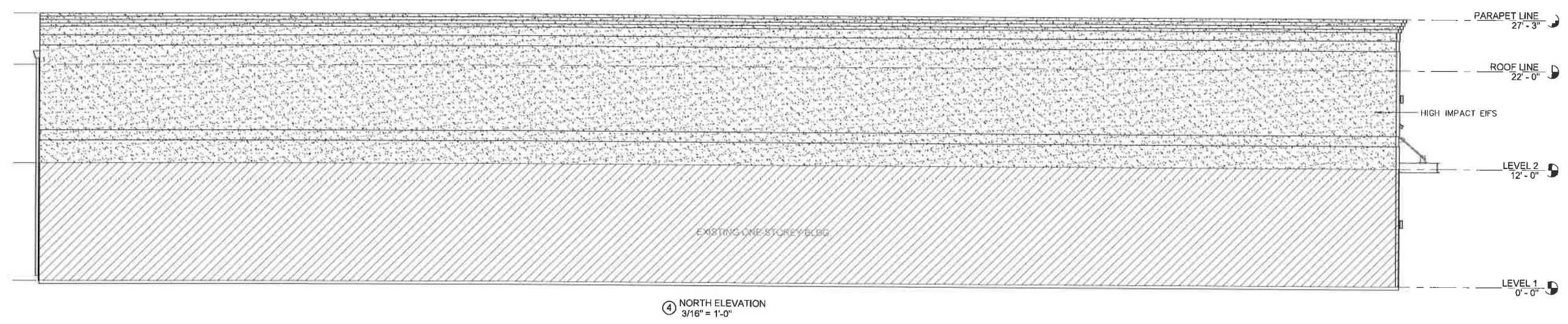
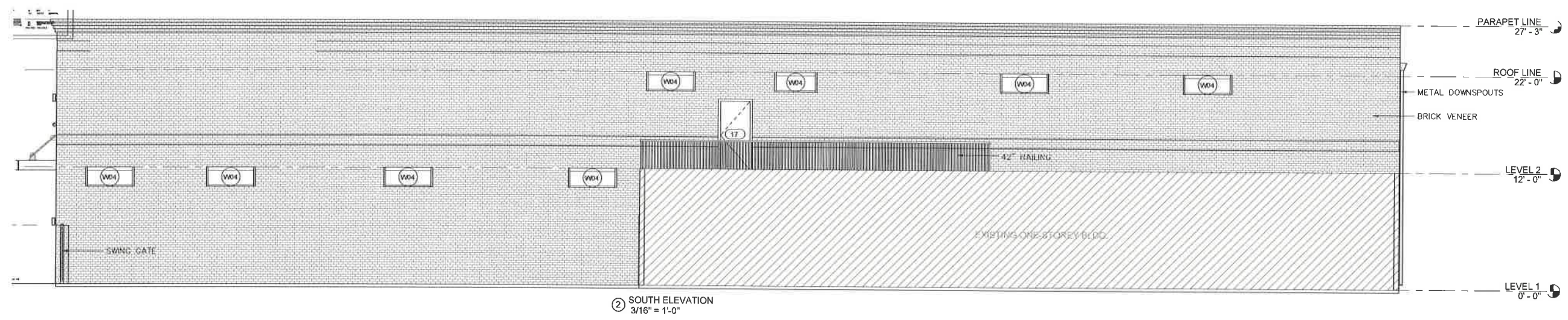
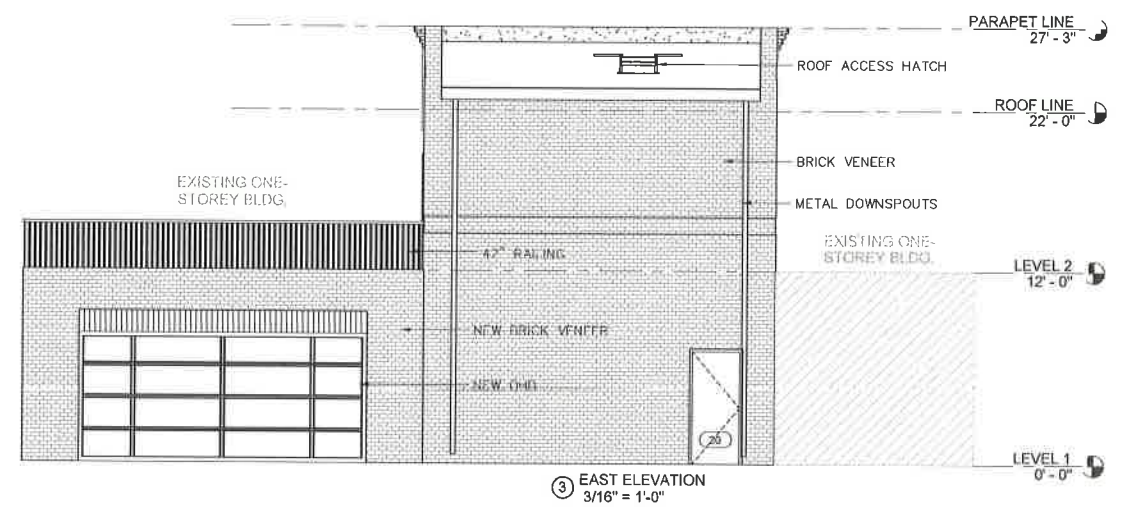
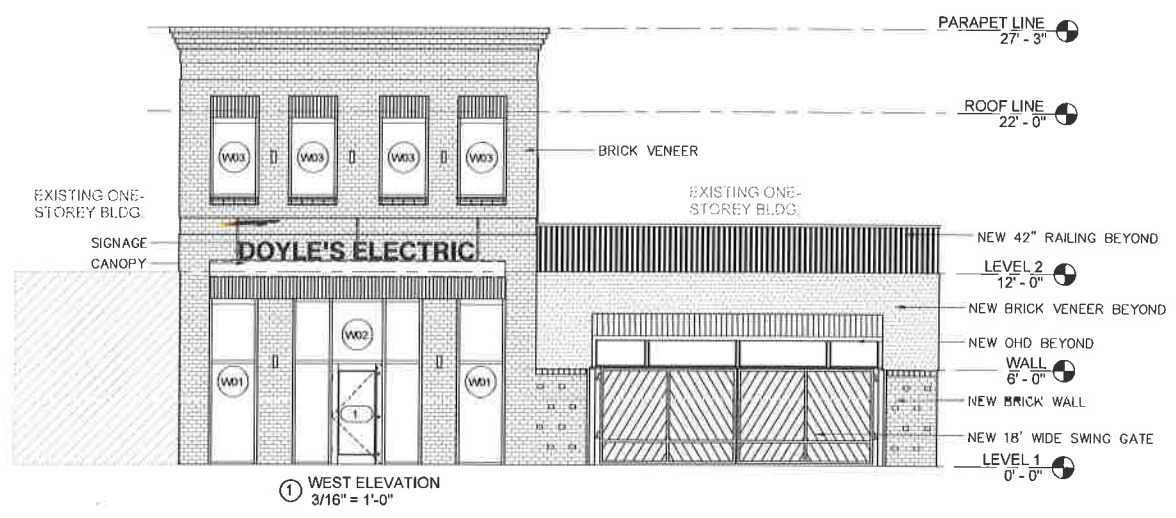


Exhibit B
Legal Description

Blk 68, Lot 22-23 of the Norman Original Town

ORDINANCE NO. O-2324-31

ITEM NO. 6

STAFF REPORT**GENERAL INFORMATION**

APPLICANT	Doyle's Electric
REQUESTED ACTION	Rezoning to CCPUD, Center City Planned Unit Development
EXISTING ZONING	CCFBC, Center City Form-Based Code, Urban General Frontage
SURROUNDING ZONING	North: CCFBC, Urban General Frontage East: CCFBC, Urban General Frontage South: CCFBC, Urban General Frontage West: CCFBC, Urban General Frontage
LOCATION	122 W. Comanche Street
SIZE	7,000 sq. ft., more or less
PURPOSE	Rezoning to allow for retention of the non-conforming structure, parking in front of the build line and development on new structure.
EXISTING LAND USE	Office/Sales and Warehousing
SURROUNDING LAND USE	North: OG&E Electrical substation East: Office/Retail South: County Parking Lot West: Bethel Baptist Accessory Parking Lot
LAND USE PLAN DESIGNATION	Commercial

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BACKGROUND:

This is the "fourth" application moving forward to Planning Commission and City Council requesting an amendment to the recently adopted Center City Form Based Code (CCFBC). City Staff and the community recently amended the CCFBC in an effort to simplify the processes, even with the recent amendments additional amendments are necessary to allow for the envisioned development under the CCFBC.

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City Council moved forward with the original project in cooperation with the University of Oklahoma for many reasons. Historically, the current zoning regulations were not adequately addressing the growing, modern demand for infill development in Norman's Center City area; that there was significant community disagreement about market-driven proposals for infill development; that the professional charrette process was the best technique available to articulate community-supported vision; and that building community support for a vision followed by development of land use regulations that allows the achievement of the vision will provide both community and investors' confidence and certainty. The results of the Charrette process became the foundation for the community-supported vision of the Center City area, Center City Form Based Code (CCFBC).

ZONING DISTRICTS INCLUDED IN THIS DOCUMENT:

Urban General – The basic urban street frontage, once common across the United States. The purpose is to develop multi-story buildings placed directly at the sidewalk or behind small dooryards.

Urban Residential – Same as the Urban General except that the uses are limited to residential and related support services.

Urban Storefront – Represents the prototypical “main street” form with shopfronts along the sidewalk and a mix of uses above. A high level of pedestrian activity is anticipated. It is a subset of the Urban General frontage, with more specific requirements at the street level.

Detached – This frontage is represented by the traditional single-family house with small front, side and rear yards along tree-lined streets.

The CCFBC is composed of Building Form Standards and Public Space Standards mapped to a Regulating Plan.

Building Form Standards regulate: how far buildings are from sidewalks, how much window area at a minimum a building must have, how tall it is in relation to the width of the street, how accessible and welcoming front entrances are, and where a building's parking should be located. Building Form Standards require buildings to have windows and welcoming entries that contribute to life on the sidewalk and they require the placement of parking to the rear of buildings to ensure that it doesn't get between buildings and pedestrians. These standards require that buildings support and shape the public spaces of our city.

Building Form Standards control the use of land in a more indirect way than standard zoning, they describe general uses. And they try to guide land use through building type. For example, if a community wants a pedestrian-friendly main street, its standards would prescribe shopfront or mixed-use buildings.

Public Space Standards regulate the form of streets and squares. These standards provide for comfortable and useful spaces for many activities, including walking, bicycling, driving, public transit, and a community's social life rather than just providing for the movement and storage of cars. A shopping street is a different kind of street than a boulevard, which is different from a residential street, which is different from a rear alley.

PARTICULARS OF THIS CCPUD:

The applicant is requesting this CCPUD in order to retain a portion of the existing building on this parcel while constructing a new structure in-line with the other existing structures on the block, as illustrated on the attached drawings. The applicant is able to comply with most of the CCFBC requirements. However, due to the applicant's desire to retain the non-conforming structure, create parking in front of the existing building, to build a new structure at the property line, and allow for a sign on a canopy the applicant is requesting the following modifications to the Center City Form Based Code, as follows:

1. Move the Required Building Line (RBL) along Comanche Street from ten feet (10') behind the property line forward to the property line.
2. Eliminate Parking Setback Line. The applicant will provide a steel framed gate with wood slat infill across the west side of the Property to secure this open/parking area.
3. Allow Open Space to be provided on roof deck of the existing building to remain and in an area in front of the existing building. This will also allow a single-story structure.
4. Allow for canopy sign on the front of the building, as shown on submitted elevation drawings.

OTHER AGENCY COMMENTS:

PRE-DEVELOPMENT: A pre-development meeting was not required for this application

Item 4.

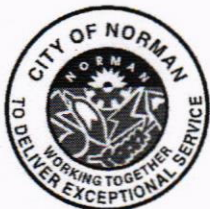
GREENBELT COMMISSION MEETING: No meeting was required for this application.

PARK BOARD: Parkland dedication is not required for this application.

PUBLIC WORKS: No comments.

UTILITIES: Existing meter must be abandoned at the time of building permit.

CONCLUSION: Staff forwards this request and Ordinance No. O-2324-31 to Planning Commission for consideration and a recommendation to the City Council.



CITY OF NORMAN, OK PLANNING COMMISSION MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Thursday, November 09, 2023 at 6:30 PM

MINUTES

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Council Chambers of the Norman Municipal Building, 201 West Gray Street, on the 9th day of November, 2023.

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

Chair Erica Bird called the meeting to order at 6:36 p.m.

PRESENT

Cameron Brewer
Steven McDaniel
Liz McKown
Kevan Parker
Erica Bird
Doug McClure
Maria Kindel
Michael Jablonski

ABSENT

Jim Griffith

A quorum was present.

STAFF PRESENT

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

*

CCPUD Zoning

6. Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of Ordinance No. O-2324-31: Doyle's Electric requests rezoning from CCFBC, Urban General Frontage, to CCPUD, Center City Planned Unit Development, for property located at 122 W. Comanche Street.

ITEMS SUBMITTED FOR THE RECORD:

1. Location Map
2. Staff Report
3. SPUD Narrative with Exhibits A-B

PRESENTATION BY STAFF: Anais Starr reviewed the staff report, a copy of which is filed with the minutes.

PRESENTATION BY THE APPLICANT: Matt Peacock, representing the applicant, explained the project.

Ms. Bird asked about egress from the gated area and safety of pedestrians. Mr. Peacock explained that the gates will swing into the site. It might be possible to paint stripes on the sidewalk to alert pedestrians.

AUDIENCE PARTICIPATION: None

DISCUSSION AND ACTION BY THE PLANNING COMMISSION:

Ms. Bird commented that this is a low traffic area. She likes the continuous frontage. This project will protect the applicant's vehicles.

Mr. Jablonski sees this as an upgrade to the area which could stimulate additional development.

Mr. Brewer commented it is a beautiful project and within the intent of the Form-Based Code.

Motion made by McDaniel, seconded by Kindel, to recommend adoption of Ordinance No. O-2324-31 to City Council.

Voting Yea: Brewer, McDaniel, McKown, Parker, Bird, McClure, Kindel, Jablonski

The motion to recommend adoption of Ordinance No. O-2324-31 to City Council passed by a vote of 8-0.

*

The meeting recessed from 8:34 to 8:46 p.m.

*

File Attachments for Item:

5. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RECEIPT OF THE FINANCE DIRECTOR'S INVESTMENT REPORT AS OF OCTOBER 31, 2023, AND DIRECTING THE FILING THEREOF.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 11/28/2023

REQUESTER: Anthony Francisco, Director of Finance

PRESENTER: Anthony Francisco, Director of Finance

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RECEIPT OF THE FINANCE DIRECTOR'S INVESTMENT REPORT AS OF OCTOBER 31, 2023, AND DIRECTING THE FILING THEREOF.

DATE: November 8, 2023

TO: City Council

FROM: Anthony Francisco, Director of Finance
REVIEWED BY: Clint Mercer, Chief Accountant
PREPARED BY: Debbie Whitaker, Municipal Accountant III

SUBJECT: Finance Director's Investment Report

FUND	MONTHLY COMPARISON						ANNUAL COMPARISON			
	MONTHLY BUDGETED INTEREST EARNINGS FYE23	MONTHLY INTEREST EARNINGS October 2023	MONTHLY % INCREASE (DECREASE)	MONTHLY INTEREST % OF PORTFOLIO HOLDINGS	MONTH-END BALANCE October 2023	MONTHLY % OF PORTFOLIO HOLDINGS	ANNUAL BUDGETED INTEREST EARNINGS FYE23-YTD	INTEREST EARNINGS YTD FYE24	YTD % INCREASE (DECREASE)	YTD % PORTFOLIO HOLDINGS
GENERAL FUND	\$16,101	\$50,049.23	210.84%	6.51%	18,438,858	7.56%	\$60,690	\$180,170	196.87%	6.16%
NET REVENUE STABILIZATION	\$4,167	\$14,018.10	236.43%	1.82%	4,609,848	1.89%	\$16,667	\$52,201	213.20%	1.78%
PUBLIC SAFETY SALES TAX FUND	\$4,167	\$29,668.20	612.04%	3.86%	3,659,467	1.50%	\$16,667	\$93,329	459.97%	3.19%
HOUSING	N/A	\$565.64	100.00%	0.07%	3,902,617	1.60%	N/A	\$2,235	100.00%	0.08%
SPECIAL GRANTS FUND	N/A	\$49,162.63	100.00%	6.39%	19,868,616	8.14%	N/A	\$197,739	100.00%	6.76%
ROOM TAX FUND	\$208	\$3,020.35	1349.77%	0.39%	739,279	0.30%	\$833	\$10,504	1160.46%	0.36%
YFAC FUND	\$0	\$0.00	0.00%	0.00%	(23,347)	-0.01%	\$0	\$0	0.00%	0.00%
SEIZURES	\$42	\$5,345.44	12729.06%	0.70%	1,800,348	0.74%	\$167	\$19,495	11596.86%	0.67%
CLEET FUND	N/A	\$8.48	100.00%	0.00%	1,631	0.00%	N/A	\$14	100.00%	0.00%
TRANSIT & PARKING FUND	\$0	\$0.00	0.00%	0.00%	(1,854,707)	-0.76%	\$0	\$18,534	0.00%	0.63%
ART IN PUBLIC PLACES FUND	N/A	\$6.21	100.00%	0.00%	2,318	0.00%	N/A	\$19	100.00%	0.00%
WESTWOOD FUND	\$625	\$25,721.54	4015.45%	3.34%	1,274,464	0.52%	\$2,500	\$98,417	3836.70%	3.36%
WATER FUND	\$10,000	\$128,850.79	1188.51%	16.76%	39,601,143	16.23%	\$40,000	\$447,749	1019.37%	15.30%
WASTEWATER FUND	\$4,167	\$24,739.00	493.74%	3.22%	7,121,779	2.92%	\$16,667	\$88,319	429.92%	3.02%
SEWER MAINTENANCE FUND	N/A	\$50,968.56	100.00%	6.63%	16,761,957	6.87%	N/A	\$191,261	100.00%	6.54%
DEVELOPMENT EXCISE	\$5,833	\$17,128.39	193.63%	2.23%	4,834,880	1.98%	\$23,333	\$60,815	160.63%	2.08%
SANITATION FUND	\$25,000	\$33,900.70	35.60%	4.41%	11,148,210	4.57%	\$100,000	\$132,898	32.90%	4.54%
RISK MANAGEMENT FUND	N/A	\$3,384.54	100.00%	0.44%	835,854	0.34%	N/A	\$5,893	100.00%	0.20%
CAPITAL PROJECTS FUND	\$58,333	\$235,694.07	304.05%	30.65%	82,589,882	33.85%	\$133,333	\$933,336	600.00%	31.89%
NORMAN FORWARD SALES TAX	\$1,250	\$24,930.07	1894.41%	3.24%	9,470,118	3.88%	\$5,000	\$162,255	3145.09%	5.54%
PARKLAND FUND	\$833	\$2,615.45	213.85%	0.34%	843,804	0.35%	\$3,333	\$9,767	193.00%	0.33%
UNP TAX INCREMENT DISTRICT	\$2,000	\$46,296.48	2214.82%	6.02%	10,872,683	4.46%	\$160,000	\$135,422	100.00%	4.63%
CENTER CITY TAX INCREMENT DIST	\$167	\$8,440.26	0.00%	1.10%	2,777,733	1.14%	N/A	\$31,213	100.00%	1.07%
SINKING FUND	\$2,083	\$10,988.38	427.44%	1.43%	3,569,796	1.46%	\$8,333	\$42,059	404.71%	1.44%
SITE IMPROVEMENT FUND	N/A	\$158.58	100.00%	0.02%	52,149	0.02%	N/A	\$591	100.00%	0.02%
TRUST & AGENCY FUNDS	N/A	\$30.46	100.00%	0.00%	10,018	0.00%	N/A	\$113	100.00%	0.00%
ARTERIAL ROAD FUND	N/A	\$3,293.79	100.00%	0.43%	1,083,162	0.44%	N/A	\$12,265	100.00%	0.42%
	\$134,976	\$768,985	469.72%	100.00%	243,992,561	100.00%	\$587,523	\$2,926,614	398.13%	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 \$244 million as of 10/31/23 are represented by working capital cash balances of all City funds of approximately \$98.29 million, outstanding encumbrances of \$61.6 million, General Obligation Bond proceeds of \$59.54 million, NUA revenue bond proceeds of \$5.6 million, NMA bond proceeds of \$8.84 million, and UNP TIF reserve amounts of \$10.13 million.

INVESTMENT BY TYPE

October 31, 2023							
LIST BY TYPE	SEC. NO.	PURCHASED	MATURITY	YIELD	EARNED INTEREST	COST	MARKET
**Checking							
BANK OF OKLAHOMA	GEN'L DEP.			3.24%	\$24,038.21	\$15,237,806.30	\$15,237,806.30
BANK OF OKLAHOMA	WARRANTS PAYABLE					(\$1,540,544.72)	(\$1,540,544.72)
BANK OF OKLAHOMA	PAYROLL					(\$3,772,101.29)	(\$3,772,101.29)
BANK OF OKLAHOMA	COURT BOND REFUNDS					\$212,761.25	\$212,761.25
BANK OF OKLAHOMA	INSURANCE CLAIMS					(\$123,671.27)	(\$123,671.27)
BANK OF OKLAHOMA	LOCK BOX					\$2,439,304.39	\$2,439,304.39
BANK OF OKLAHOMA	RETURN CHECKS					(\$7,843.51)	(\$7,843.51)
BANK OF OKLAHOMA	PARKS					\$1,500.00	\$1,500.00
BANK OF OKLAHOMA	FLEXIBLE SPENDING					\$2,985.95	\$2,985.95
BANK OF OKLAHOMA	CDBG-CV			3.21%	\$565.64	\$205,488.46	\$205,488.46
**Subtotal					\$24,603.85	\$12,655,685.56	\$12,655,685.56
**Money Market							
BANCFIRST-NUA	MONEY MKT.			4.01%	\$3,570.97	\$209,819.83	\$209,819.83
BANCFIRST-NMA Room Tax	MONEY MKT.			3.95%	\$847.71	\$75,935.30	\$75,935.30
BANCFIRST-NUA Water	MONEY MKT.			4.01%	\$25,591.65	\$5,207,112.05	\$5,207,112.05
BANCFIRST-NUA Clean Water	MONEY MKT.			3.95%	\$3,046.82	\$184,301.44	\$184,301.44
BANCFIRST-NMA PSST	MONEY MKT.			4.01%	\$29,668.20	\$5,498,568.54	\$5,498,568.54
BANCFIRST-NMA Norman Forward	MONEY MKT.			4.01%	\$5,775.46	\$3,264,303.16	\$3,264,303.16
BANK OF OKLAHOMA UNP TIF	MONEY MKT.			3.45%	\$43,985.51	\$10,130,122.32	\$10,130,122.32
BANK OF OKLAHOMA ARPA	MONEY MKT.			3.31%	\$49,069.87	\$17,824,663.74	\$17,824,663.74
BANK OF OKLAHOMA-Westwood	MONEY MKT.			3.31%	\$25,721.54	\$0.00	\$0.00
BANK OF OKLAHOMA-CW	MONEY MKT.			3.31%	\$34.95	\$12,695.20	\$12,695.20
BANK OF OKLAHOMA	MONEY MKT.			3.31%	\$92.76	\$33,698.90	\$33,698.90
BANK OF OKLAHOMA	MONEY MKT.			3.31%	\$758.11	\$267,805.07	\$267,805.07
BANK OF OKLAHOMA-SW	MONEY MKT.			3.31%	\$0.07	\$23.69	\$23.69
BANK OF OKLAHOMA-Misty Lake	MONEY MKT.			3.31%	\$1,674.35	\$608,261.11	\$608,261.11
BANK OF OKLAHOMA-2023A	MONEY MKT.			3.31%	\$73,443.15	\$26,680,591.41	\$26,680,591.41
BANK OF OKLAHOMA-2023B	MONEY MKT.			3.31%	\$38,100.21	\$13,841,104.32	\$13,841,104.32
BANK OF OKLAHOMA-2019B	MONEY MKT.			3.31%	\$26,152.87	\$8,766,331.04	\$8,766,331.04
BANK OF OKLAHOMA-2020A	MONEY MKT.			3.31%	\$2,295.00	\$697,724.73	\$697,724.73
BANK OF OKLAHOMA-2021	MONEY MKT.			3.31%	\$26,716.98	\$9,557,853.70	\$9,557,853.70
**Subtotal					\$356,546.18	\$102,860,915.55	\$102,860,915.55
**Sweep/Overnight							
GOLDMAN SACHS	GOVT SELECT 1237			5.11%	\$11,042.45	\$2,597,945.26	\$2,597,945.26
BANK OF OKLAHOMA PORTFOLIO	SHORT TERM			5.11%	\$152,628.32	\$35,322,014.79	\$35,322,014.79
**Certificate of Deposit							
FIRST FIDELITY BANK	CD	09/30/23	03/30/24	2.97%	\$618.75	\$250,000.00	\$250,000.00
GREAT NATIONS BANK	CD	09/30/23	09/30/24	1.55%	\$322.92	\$250,000.00	\$250,000.00
VALLIANCE BANK	CD	11/30/22	11/30/23	2.55%	\$531.20	\$250,000.00	\$250,000.00
FIRST NATIONAL BANK	CD	12/28/22	12/28/23	2.85%	\$593.75	\$250,000.00	\$250,000.00
**Subtotal					\$2,066.62	\$1,000,000.00	\$1,000,000.00
**U.S. Treasury Securities/Agency Securities							
FHLMC	3134GW7K6	04/29/22	11/03/23	2.40%	13,510.70	6,788,000.00	\$6,786,099.36
FHLB	3130A3VC5	12/31/19	12/08/23	1.62%	8,824.50	6,500,000.00	\$6,477,965.00
FFCB	3133ENLF5	01/28/22	01/18/24	1.17%	7,327.41	7,500,000.00	\$7,424,325.00
FHLB	3130AUNQ3	08/31/23	02/21/24	5.48%	34,189.65	7,500,000.00	\$7,479,750.00
FMAC	31422XYB2	05/23/22	05/02/24	2.59%	16,225.98	7,528,000.00	\$7,419,446.24
FHLB	3130A8HK2	11/30/21	06/14/24	0.70%	3,570.16	6,240,000.00	\$6,102,844.80
US T-Note	91282CCT6	01/31/22	08/15/24	1.27%	7,908.58	7,500,000.00	\$7,206,750.00
FHLB	3130AVB84	07/31/23	09/13/24	5.35%	33,464.63	7,500,000.00	\$7,483,200.00
FFCB	3133ENEJ5	06/30/22	11/18/24	3.15%	32,155.72	12,500,000.00	\$11,930,625.00
FHLB	3130A3GE8	01/28/22	12/13/24	1.41%	2,959.10	2,500,000.00	\$2,427,600.00
US T-STRIPS	912833LU2	08/31/22	02/15/25	3.38%	20,441.38	7,500,000.00	\$7,024,875.00
TVA Note	880591CJ9	08/31/23	11/01/25	4.89%	41,520.11	10,000,000.00	\$10,269,400.00
**Subtotal					222,097.92	89,556,000.00	\$88,032,880.40
TOTAL					768,985.34	243,992,561.16	\$239,871,496.30

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

File Attachments for Item:

6. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MONTHLY DEPARTMENTAL REPORTS FOR THE MONTH OF OCTOBER, 2023.



CITY OF NORMAN, OK STAFF REPORT

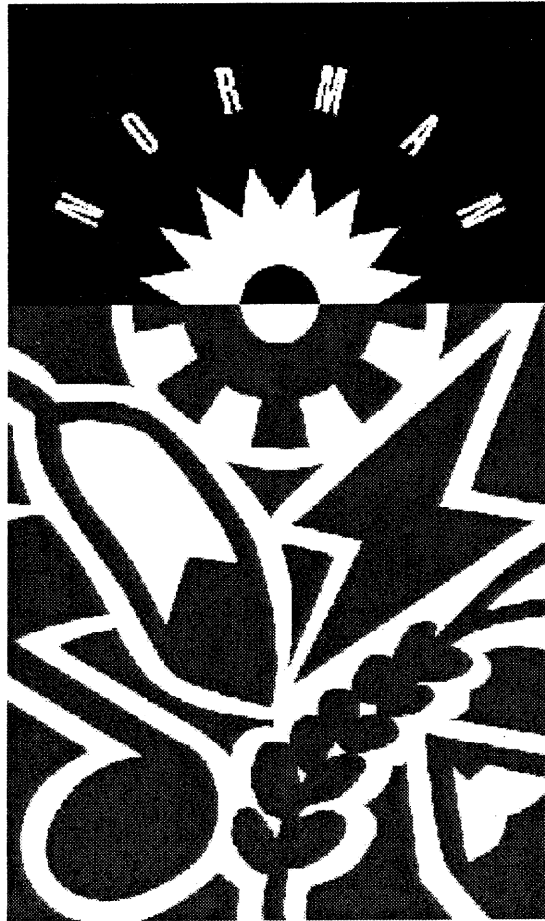
MEETING DATE: 10/24/2023

REQUESTER: Stacey Parker, Executive Assistant

PRESENTER: Stacey Parker, Executive Assistant

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

City of Norman



Monthly Departmental Report **October 2023**

MONTHLY PROGRESS

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CITY CLERK 1

CITY CLERK

MONTHLY PROGRESS REPORT
October 2023

ACTION CENTER				
DEPARTMENT	CALLS	CALLS YTD	ADDITIONAL CONTACTS	ADDITIONAL CONTACTS YTD
Animal Welfare	16	60	1	8
Bus Service	0	0	0	0
CDBG	0	0	0	0
City Clerk	43	240	0	5
City Manager/Mayor	3	9	1	8
City Wide Garage Sale	0	0	0	0
Code Enforcement	43	248	0	7
Finance	5	7	0	0
Fire/Civil Defense	4	8	0	0
Human Resources	14	37	0	1
I.T.	4	14	0	0
Legal	3	20	0	3
Line Maintenance	29	132	0	4
Municipal Court	0	7	0	0
Noise Complaint	0	0	0	0
Norman Forward Questions	0	0	0	0
Outreach	5	11	0	3
Parks & Recreation	21	115	2	9
Permits/Inspections	52	175	0	3
Planning	1	53	0	2
Police/Parking	93	422	2	7
Public Works	9	65	1	5
Recycling	0	0	0	0
Sanitation	49	202	1	7
Sidewalks	0	0	0	0
Storm Debris	0	0	0	0
Storm Water	5	44	3	8
Streets	42	178	2	6
Streets Lights	0	0	0	0
Traffic	24	86	1	6
Utilities	53	246	0	1
WC Questions	0	0	0	0
WC Violations	0	0	0	0
October Total: 532	518	2401	14	92

LICENSES

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

LICENSE TYPE	NUMBER	FYE	LICENSE TYPE	NUMBER	FYE
	ISSUED	YTD		ISSUED	YTD
Bee Keeper			Retail Beer	1	1
Brewer			Retail Spirits Store		
Coin-Operated Devices		2	Retail Wine	1	1
Distiller			Salvage Yard		
Food	6	14	Sidewalk Dining		1
Game Machines			Solicitor/Peddler (30 day)		3
Impoundment Yard			Solicitor/Peddler (60 day)		3
Kennel		1	Solicitor/Peddler (one day)		
Medical Marijuana Dispensary		1	Special Event		6
Medical Marijuana Grower			Strong Beer & Wine/Winemaker		
Medical Marijuana Processor			Taxi/Motorbus/Limousine		
Medical Marijuana Testing Laboratory					
Mixed Beverage	2	3	Temp Food (one day)	1	6
Mixed Beverage/Caterer		1	Temp Food (30 day)	2	9
Pawnbroker			Temp Food (180 day)	4	11
Pedicab			Transient Amusement		1
YTD License Total: 64	8	22		9	42

NEW ESTABLISHMENT LICENSES

NAME	ADDRESS	LICENSE TYPE(S)
April Café	3750 W. Main St. 6A	Food Service
BBQ Sandwiches	328 E. Robinson Street	Food Service
Burlington #1489	620 Ed Noble Pkwy	Food Service
The Deli	309 White Street	Food Service
The Deli	309 White Street	Occupational Tax/Mixed Beverage
Midway Grocery & Market	601 W. Eufaula Street	Occupational Tax/Mixed Beverage
Sharetea Norman	2401 W. Main Street 100	Food Service
Sooner Super Mart	1226 Classen Blvd	Retail Beer
Sooner Super Mart	1226 Classen Blvd	Retail Wine
Sooner Super Mart	1226 Classen Blvd	Food Service

TEMPORARY FOOD PERMITS

180 DAY	30 DAY	1 DAY
The Golden Burrito	Phooie's BBQ	On the Hook Fish & Chips
The Golden Burrito	Prime House Direct	
OK Sandwich		
Taqueria El Mexicano #2		

CLAIMS FILED

DATE FILED	NAME	JUSTIFICATION	AMOUNT
10/05/2023	Alberto Olguin	On October 4, 2023, at 1728 24 th Ave. SW, claimant alleges a city mower hit a rock that then hit the windshield of his car causing damage.	\$390.63
10/06/2023	OG&E	On December 21, 2022, at the intersection of Lincoln Avenue and Stinson Street, allegedly the City was digging and hit an OG&E cable. Claim #1875931	\$4,311.34
10/06/2023	OG&E	On September 27, 2023, at 136 Mount Vernon, allegedly the City was repairing a water line and damaged OG&E facilities'.	\$19,419.96
10/10/2023	Derrick Biggs	On September 10, 2023, at 317 Wewoka Drive, it is alleged that city subcontractors caused 2 breaks in the sewer line.	\$12,257.50
10/23/2023	Isac Valenciano	On October 4, 2023, at 1720 W. Lindsey Street, claimant alleges a City of Norman vehicle backed into the front passenger side of his car causing damage to sensors and the wheel well.	\$16,021.44
10/26/2023	Hoyt Hallford Jr.	On October 19, 2023, on Hwy. 9, claimant alleges and officer started a U-turn without checking traffic.	\$9,701.11
10/30/2023	Cox	On September 29, 2023, at 3309 Bright Street, claimant alleges, coax cable was damaged during sewer utilities excavation work by the City. Claim #2MN183315	\$5,939.04

STUDY SESSION

On October 3, 2023, City Council met in Study Session to discuss improvements to Max Westheimer Airport and the impact on Westwood Golf Course. As well as City Council meeting procedures for the Council handbook was discussed.

SPECIAL SESSION

On October 17, 2023, City Council met in Special Session to give an update on ARPA Affordable Housing Project and discuss Council priority framework, committee process, and structure for AIM Norman Comprehensive Plan. Then adjourned into an Executive Session to discuss the hiring of the City Internal Auditor.

On October 24, 2023, City Council met in Special Session then adjourned into an Executive Session to discuss the case of Thompson vs. Norman Regional Hospital, Case CIV-19-113, and the pending Class Action Litigation against 3M Company, E.I. Dupont, and other defendants for PFAS contamination, MDL No. 2:18-MN-2873.

On October 31, 2023, City Council met in Special Session then adjourned into an Executive Session to discuss the pending Class Action Litigation against 3M Company, E.I. Dupont, and other defendants for PFAS contamination, MDL No. 2:18-MN-2873.

FINANCE COMMITTEE

On October 19, 2023, Finance Committee met to discuss the monthly revenue and expenditure reports.

BUSINESS AND COMMUNITY AFFAIRS COMMITTEE

On October 5, 2023, Business and Community Affairs Committee met to discuss council priority framework for AIM Norman Comprehensive Plan.

COMMUNITY PLANNING & TRANSPORTATION COMMITTEE

On October 26, 2023, Community Planning & Transportation Committee met to discuss the Public Transit Report, the Flood Warning System Report, the Porter Avenue Corridor Project and the James Garner Widening Project.

OVERSIGHT COMMITTEE

On October 12, 2023, Oversight Committee met to discuss the City of Norman Boards, Commissions and Committees and an Emergency Shelter update was given.

CITY MANAGER 2

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

FINANCE 3

CITY OF NORMAN

Department of Finance
Monthly Report – October 2023

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

Treasury Division:

In the month of October, the Treasury Division processed 59,591 payments in person and over the phone, an increase of 54.5% from last month. Paymentus (the City's 3rd party processor of online and automated telephone payments) processed 14,266 payments in October, an increase of 10.1% from last month.

General Fund Revenues & Expenditures:

When comparing General Fund revenue sources versus budgeted levels, revenues are below target for the month of October by -6.9%. Revenues from the City's largest single source of revenue, sales tax, are above target by 0.3% for the year to date and -0.07% below last fiscal year. Following is a summary table regarding General Fund revenues and expenditures to-date.

	FYE 24 Budget To Date	FYE 24 Actual To Date	FYE 23 Actual To Date	FYE 22 Actual To Date
Sales Tax Revenue	\$18,393,218	\$18,442,548	\$18,581,376	\$18,627,957
General Fund Revenue	\$35,019,795	\$32,612,015	\$32,810,799	\$30,585,213
General Fund Expenses	\$37,929,158	\$34,862,048	\$31,310,119	\$27,293,246

Administration Division

	FYE 24		FYE 23	
	October	YTD	October	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	1,440.00	168.00	1,288.00
Total Comp Time Available	1.25	6.50	0.00	13.75
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	 321.25	 1,446.50	 168.00	 1,301.75
Benefit Hours Taken	54.50	186.00	16.00	221.75
 TOTAL ACCOUNTABLE STAFF HOURS	 266.75	 1,260.50	 152.00	 1,080.00
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
 TOTAL ACCOUNTABLE STAFF HOURS	 0.00	 0.00	 0.00	 0.00
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00

ACCOUNTING 3A

Accounting Division

	FYE 24		FYE 23	
	October	YTD	October	YTD
Total Regular Hours Available	1,120.00	5,040.00	1,120.00	5,040.00
Total Comp Time Available	0.25	14.00	3.75	10.75
Total Overtime Hours	6.00	41.00	11.00	28.50
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 1,126.25	 5,095.00	 1,134.75	 5,079.25
Benefit Hours Taken	168.50	889.00	122.50	857.25
 TOTAL ACCOUNTABLE STAFF HOURS	 957.75	 4,206.00	 1,012.25	 4,222.00
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
 TOTAL ACCOUNTABLE STAFF HOURS	 0.00	 0.00	 0.00	 0.00
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00

CITY REVENUE REPORTS 3B

City Revenue Report

	FYE 24 September	FYE 24 October	Plus/Minus
Total Revenue Received (\$)	\$5,326,637	\$6,613,426	\$1,286,789
Utility Payments - Office (#)	38,560	59,591	21,031
Utility Payments - Office (\$)	\$4,884,939	\$6,081,224	\$1,196,285
Paymentus (#)	12,953	14,266	1,313
Paymentus (\$)	\$1,328,685	\$1,530,458	\$201,773
Lockbox (#)	8,199	9,559	1,360
Lockbox (\$)	\$1,387,959	\$1,943,144	\$555,185
E-Lockbox (#)	3,453	3,715	262
E-Lockbox (\$)	400,834	498,170	\$97,336
Bank Draft Payments (#)	11092	12511	1,419
Bank Draft Payments (\$)	\$1,250,752	\$1,645,467	\$394,715
Utility Deposits (#)			\$0
Utility Deposits (\$)			\$0
Fix Payments (#)			\$0
Fix Payments (\$)			\$0
Processed Return Checks (#)	86	93	7
Processed Return Checks (\$)	(\$10,133)	(\$13,957)	(\$3,824)
Other Revenue Transactions (#)			\$0
Other Revenue Received (\$)			\$0
Accounts Receivable Payments (\$)	17,293	66,594	\$49,301
Municipal Court - Fines/Bonds (\$)	167,980	198,275	\$30,295
Municipal Court - Credit Card (#)	434	470	36
Municipal Court - Credit Card (\$)	84,927	103,631	18,704
Building Permits Cash Report (\$)	268,909	327,629	\$58,720
Building Permits Credit Card (#)	331	398	67
Building Permits Credit Card (\$)	\$214,825	\$235,818	\$20,993
Occupational License - Bldg Insp. (\$)	\$2,839	\$2,298	(\$541)
Occupational License - Bldg Insp. CC (#)	16	23	7
Occupational License - Bldg Insp. CC (\$)	\$2,639	\$1,998	(\$641)
Business License - City Clerk (\$)	1,970	5,065	\$3,095
Accounts Receivable Billed (\$)	\$68,984	\$0	(\$68,984)

Budget Services Division

	FYE 24		FYE 23	
	October	YTD	October	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	1,440.00	320.00	1,440.00
Total Comp Time Available	0.00	0.50	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.25
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 320.00	 1,440.50	 320.00	 1,440.25
Benefit Hours Taken	38.00	256.50	28.00	159.00
 TOTAL ACCOUNTABLE STAFF HOURS	 282.00	 1,184.00	 292.00	 1,281.25
 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

Treasury Division

	FYE 24		FYE 23	
	October	YTD	October	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	800.00	3,512.00	800.00	3,600.00
Total Comp Time Available	0.75	22.75	0.00	16.25
Total Overtime Hours	33.50	152.00	44.25	193.00
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	 834.25	 3,686.75	 844.25	 3,809.25
Benefit Hours Taken	124.75	614.50	193.50	706.50
 TOTAL ACCOUNTABLE STAFF HOURS	 709.50	 3,072.25	 650.75	 3,102.75
 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 24		FYE 23	
	October	YTD	October	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	1,120.00	5,040.00	1,120.00	5,040.00
Total Comp Time Available	18.50	69.25	7.50	50.00
Total Overtime Hours	54.50	166.00	33.50	253.75
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	1,193.00	5,275.25	1,161.00	5,343.75
Benefit Hours Taken	145.00	758.75	137.50	773.50
TOTAL ACCOUNTABLE STAFF HOURS	1,048.00	4,516.50	1,023.50	4,570.25
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 2024

	23-Sep	23-Oct
Mail Payments - Lockbox	8,199	9,559
Mail Payments - E-Lockbox	3,453	3,715
Mail Payments - Office	292	198
Total Mail Payments - Subtotal	11,944	13,472
Night Deposits	157	185
Paymentus Payments	12,953	14,266
Without assistance paymnts - Subtotal	13,110	14,451
Office Payments	2,060	2,135
With assistance payments - Subtotal	2,060	2,135
Total Payments Processed - Subtotal	27,114	30,058
Bank Draft (ACH) Payments	11092	12511
Total Payments (Utility)	38,206	42,569
Total Payments	54,228	60,116

Traffic Counter at Drive-up Facility

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

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

Utility Division Activity Report

	FYE 24		FYE 23	
	October	YTD	October	YTD
STATUS REPORT				
Regular Utility Accounts Billed	44,801	178,321	44,493	177,291
New Deposit Ons Billed	651	3,008	699	3,537
Final Accounts Billed	705	3,094	522	2,959
TOTAL METERS READ	46,157	184,423	45,714	183,787

FIRE DEPARTMENT 4



NFD Monthly Progress Report October 2023

Incident Response Type Summary

Incident Type	Total	% of Total
1 - Fire	18	1.08%
2 - Overpressure Rupture, explosion, Overheat - No Fire	0	0.00%
3 - Rescue & emergency	983	59.00%
4 - Hazardous Conditions (No Fire)	33	1.98%
5 - Service Call	145	8.70%
6 - Good Intent Call	367	22.03%
7 - False Alarm & False Call	95	5.70%
8 - Severe Weather & Natural Disaster	0	0.00%
9 - Special Incident Type	1	0.06%
Incomplete Reports	24	1.44%
Total Incident Count (Unique Calls)	1666	100.00%
Number of Total Unit Responses	2091	

Total Fire Loss \$37,500.00

	Number of First-In Calls	Average Time/Seconds	Average Time/Minutes
Station #1	328	276	0:04:36
Station #2	206	323	0:05:23
Station #3	282	334	0:05:34
Station #4	224	320	0:05:20
Station #5	55	586	0:09:46
Station #6	56	484	0:08:04
Station #7	179	354	0:05:54
Station #8	118	354	0:05:54
Station #9	216	357	0:05:57

Community Outreach

Tours and Special Events	32	Fire Prevention Month Tours, Homecoming Parades, Fall Festivals, Misc Event Support
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Burn Permits

Burn Permits Issued	60	Conditions were favorable for burning 9 days in September
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Training

Total Personnel Training Hours	1635	Mgmt/Supvsr, Hazmat, Wildland, Special Healthcare, Swiftwater, Peer Support
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NFD Monthly Progress Report October 2023

Item 6.

Total Calls By Unit

	Total Number of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
NFD3*	18	4	3	5	0	0	0	3	1	2
Chief 301	11	1	0	3	0	0	0	6	1	0
Chief 302	19	4	1	2	4	0	0	5	2	1
Chief 303	18	6	1	2	1	0	1	1	3	3
Chief 304	10	1	3	1	1	0	0	3	1	0
Chief 401	3	0	0	1	0	1	0	0	0	1
Chief 402	8	3	0	3	0	1	0	1	0	0
Chief 403	15	2	3	2	0	0	3	1	1	3
Chief 404	7	0	1	2	0	1	0	3	0	0
Engine 1	338	309	3	11	0	0	1	8	0	6
Brush 1	11	9	0	1	0	0	0	0	0	1
Ladder 1	42	27	3	6	0	0	0	3	1	2
Engine 2	219	1	203	3	4	0	0	6	2	0
Brush 2	1	0	1	0	0	0	0	0	0	0
Ladder 2	21	4	6	5	0	0	0	3	1	2
Engine 3	297	4	2	283	0	0	0	1	1	6
Brush 3	3	0	0	3	0	0	0	0	0	0
Engine 4	239	3	4	0	223	0	0	4	5	0
Brush 4	2	0	0	0	2	0	0	0	0	0
Engine 5	18	0	0	0	0	15	3	0	0	0
Brush 5	57	0	0	0	0	56	1	0	0	0
Engine 6	17	0	0	1	0	1	13	0	0	2
Brush 6	60	0	0	2	0	2	54	0	0	2
Rescue 7	1	0	1	0	0	0	0	0	0	0
Squad 7	218	9	4	9	7	0	1	172	11	5
Brush 7	2	1	0	0	0	0	0	1	0	0
Engine 8	123	1	0	0	1	0	0	6	115	0
Brush 8	1	1	0	0	0	0	0	0	0	0
Tanker 8	1	1	0	0	0	0	0	0	0	0
Engine 9	235	10	0	6	0	1	2	2	0	214
Brush 9	2	0	0	0	0	0	0	0	0	2
Tanker 9	2	0	0	0	0	1	0	0	0	1
HAZMAT	1	0	0	0	1	0	0	0	0	0
EM1*	19	5	3	5	0	0	0	3	1	2
EMS1*	19	5	3	5	0	0	0	3	1	2
Fire Marshal 1	3	1	1	1	0	0	0	0	0	0
Fire Marshal 2	3	0	2	1	0	0	0	0	0	0
Fire Marshal 3	6	0	1	2	0	1	0	1	0	1
Fire Marshal 4	9	3	2	2	0	0	0	2	0	0
Fire Marshal 5	12	3	3	1	1	0	0	0	1	3
	2091	418	254	368	245	80	79	238	148	261

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

October 2023 Fire Prevention Activity Summary

Prevention Department Update and Activities

Training	77 hours	IAAI Training - Fire & Arson, Heating & Cooking Equipment, Legal Aspects, Insurance & Fire and Arson Investigator
Inspections/Re-Inspections	118 hours	Certificate of Occupancy, Occupancy Loads, Daycare, Fire Alarm, Fire Suppression System, General, Food Trucks, Schools
Smoke Detectors	14	Check/Install Smoke Detectors/Replace Batteries/Bed Shaker
Investigations	9	0 Joint, 7 Closed, 0 Complete, 2 Pending, 0 Arrest
Investigative Activities	31 hours	Fire Scene Investigation, reports, OSBI, interviews/Interrogation, Obtain Warrant, File Charges
Department Meetings	22 (17 hours)	Shift Change Meetings, Staff Meeting
Station & Equipment Maintenance	25 hours	Daily checks, supplies replenishing, cleaning & organization
Public Service/Education & Special Events	24 hours	Fire Prevention Month, Bait and Badges, Fire Safety education, OU Ball Run

Planning Officer Activities

Fire Planning Activities	Number	Staff Hours
Building Plan Reviews	26	51
Fire Protection System Plan Reviews	4	16
Building Inspections/Re-inspections	41	21
License Inspections/Re-inspections	4	3
Meetings	8	12
Training	2	2
Communication	N/A	10
Totals		115

EMERGENCY MANAGEMENT DIVISION ACTIVITIES

Emergency Management Division

October 2023

Regular Monthly Scheduled Activities	Unless otherwise noted all meetings are held at the Norman Fire Training Center 2207 Goddard Ave, Norman, OK
<p>Each morning at 7:00 am, a silent test of the outdoor warning system is conducted</p> <p>Each Monday morning at 10:00 am, the National Weather Service conducts a video call regarding the upcoming weekly weather.</p> <p>Each Tuesday evening at 6:30 pm, ELMER night with the Amateur radio club (SCARS, www.w5nor.org) at the Fire Training Center (South Canadian Amateur Radio Society)</p> <p>Each Wednesday Morning 9:15 am</p> <p>Each first Thursday evening of the month is amateur radio testing night at 6:00 pm</p>	<p>The test provides an operational snapshot of the status of the system. This information provides information if a unit needs maintenance and if it is operating properly</p> <p>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.</p> <p>The club mentors other HAMS, works on projects and equipment, provides general support to the City and Public on Amateur operations</p> <p>Radio test with State Emergency Management. This tests the local and statewide capability for voice communication to the State</p>

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

	is part of the oversight for the Citizens CORPS Council of Norman. A report on activities is provided each meeting.
Other Emergency Management Activities	
Local Response	
Red Cross Coordination for burnouts. October resulted in 1 call out for assistance	With the reorganization in the Red Cross and the turmoil of having an in-home fire, the volunteers or I, when called, will respond to the scene, (physically or by phone and assist the family in coordination with the Red Cross to provide immediate assistance.
Community Preparedness Events	
Conducted a class for the City of Nichols Hills CERT Course	October 2 nd a meeting was conducted with the leadership of the City of Nichols Hills on conducting a CERT Class. Coordination with Homeland Security, the class was held on October 16-18, 2023. Participants included the Mayor, Vice Mayor, City Manager, Public Works Manager, IT Director, FD Chief, PD Chief, FD Training Officer and Deputy PD Chief and others. This is the first class attended by a city leadership in the program history.

The Norman Emergency Response Volunteers supported the National Weather Festival.



On November 14th, the annual National Weather Festival was conducted at the National Weather Center. The Norman Response Volunteers provided outreach for preparedness and fire safety. The SCARS organization provided demonstrations of amateur radio operations and allowed the public to “GET ON THE AIR” (GOTO), which is a special station let the unlicensed public to broadcast on amateur radio. The SCARS group also provided a safety team to assist the landing zone for the local news station helicopters to safely land and takeoff.

Cleveland County Medical Reserve CORPS supported the County Health Dept with traffic control assistance in support of the Take back Prescription Medicine event on October 28, 2023.



By providing assistance to CCHD, the volunteers were able to ensure traffic flowed through the event in a safe manner.



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

HUMAN RESOURCES 5

HUMAN RESOURCES
Monthly Report
October 2023

Item 6.

HUMAN RESOURCES

Total number of Employees: 936

Orientations: 3 – 6 new hires

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

ADMINISTRATION

- Worked FMLA cases – 3 new cases
- Processed invoices and reconciled expense accounts
- Coordinated Birthday/Anniversary post card mail outs
 - 82 birthday and 86 anniversary
- Labor Relations:
 - One in person Union negotiation meetings held FOP - 10/23/23
 - AFSCME contract completed in October, IAFF is still pending, FOP planning on Arbitration.

BENEFITS

New Enrollments: 2

COBRA/Retiree participants: 42

Benefit Participation

	#	%
Medical	802	94%
Dental	798	93%
Vision	595	69%
Disability	429	50%
Supplemental Life	847	99%

** Total Benefit Eligible Population: 857*

Claims

Rx Claims	
	ACTIVE \$210,020.84
	RETIREE \$ 13,652.88
	COBRA \$ (1,042.65)
Medical Claims	\$ 715,971.32
Dental Claims	\$ 80,851.44
Death Claims	1

PERSONNEL ACTIONS

Item 6.

New Hires – 6

Dept./Div.	Position	Number of Employees
Information Technology	Business Systems Analyst	1
Parks & Rec/Golf	Golf Shop Attendant	1
Parks & Rec/Recreation	Recreation Center Specialist/12 th Ave	1
Parks & Rec/Recreation	Recreation Center Specialist/Irving	1
Police/PST Patrol	Police Officer	1
Utilities/WLM	Utility Distribution Worker I	1

Promotions – 7

Dept./Div.	Position	Number of Employees
Fire/Suppression	Fire Driver Engineer	1
Parks & Rec/Recreation	Recreation Leader I	1
Public Works/Streets	Maintenance Worker II	3
Utilities/Sanitation	Sanitation Worker II	2

Separations – 9

Dept./Div.	Position	Number of Employees
Human Resources	Human Resources Coordinator	1
Parks & Rec/WW Aquatic Center	Assistant Aquatic Manager	1
Parks & Rec/WW Aquatic Center	Concession Cashier I	1
Parks & Rec/WW Aquatic Center	Lifeguard	1
Parks & Rec/Recreation	Recreation Center Specialist	1
Parks & Rec/Recreation	Recreation Leader I	1
Police/PST Patrol	Police Officer	1
Police/Staff Services	Parking Service Officer (PT)	1
Utilities/WRF	Plant Operator B	1

Turnover Stats

Department	No. of Employees	No. of Terminated Employees	Turnover Rate
City Manager	15		0.0%
City Clerk	6		0.0%
Finance	23		0.0%
Fire	164		0.0%
Human Resources	10	1	0.1%
Information Technology	17		0.0%
Legal Department	9		0.0%
Municipal Court	12		0.0%
Parks & Recreation-Total	81	11	13.58%
Planning & Comm Dev.	38		0.0%
Police	256	2	0.8%
Public Works	125		0.0%
Utilities	159	1	0.6%

Positions Requisitioned for Refill by Department/Division (# of vacancies) *included positions are Full Time unless otherwise indicated as Part Time (PT) or Seasonal PT*	
Parks & Recreation	
Recreation Leader – Whittier (1)	PT All Locations – Recreation Center Specialist
Planning and Community Development	
Planner I (1)	
Police	
Police Officer (9)	Animal Welfare Technician
Communications Officer I (5)	Communications Officer II (4)
Communications Officer III (1)	
Public Works	
Engineering – City Surveyor (1)	Maintenance Worker I – Traffic – offer pending
Maintenance Worker I – Fleet (1)	
Maintenance Worker I – Streets (3)	
Utilities	
Sanitation - Sanitation Worker I (3)	Sanitation - Sanitation Worker II (1)
Water Line Maintenance – Utility Distribution Worker II (1)	Plant Operator (1)
Capital Projects Engineer (1)	
City Council & City Manager	
Assistant City Manager – Start 12/18	
Human Resources	
Human Resources Recruiter – (1)	Human Resources Coordinator (1)

New hires – 6

- Golf Shop Attendant – Seasonal/PT – Days to fill 50
 - Job posted – 8/14/23
 - Start 10/3/23
- Utility Distribution Worker I – Days to fill 76
 - Job posted 7/223
 - Start 10/3/23
- Police Officer - rehire
 - Job posted - perpetual
 - Start 10/06/23
- Business Systems Analyst – Days to fill 108
 - Job posted 7/14/22
 - Start 10/30/23
- Recreation Center Specialist
 - Job posted - perpetual
 - Start 10/23/23
- Recreation Center Specialist
 - Job posted - perpetual
 - Start 10/24/23

- 3 – Terminations of full time employees
- 2 – Terminations of AFSCME Part-time
- 4 – Terminations for Westwood (temp)

SAFETY**Fitness for Duty Meetings**

Department	Number Held
	0

Return to Work Meetings

Department	Number Held
Public Works/Streets	2

Recordable Injuries – OSHA

Department/Division	Nature of Injury	How Sustained	Prognosis
Police/Cadet	Strained both elbows	Strained elbows during defensive tactics training	Released to work
Fire/Suppression	Strained right calf	Felt sharp pain in calf area while working out	Off work
Utilities/Water Line Maintenance	Strained neck and right shoulder	Strained neck and shoulder picking up 5 gallon bucket of sand	Off work
Utilities/Sewer Line Maintenance	Strained right ankle	Foot slipped from mower deck and twisted right ankle	Released to work
Utilities/Sanitation	Contusion to head	Metal bar on hopper hit head area causing contusion	Released to work
Utilities/Sanitation	Puncture to right foot	Stepped on sign and punctured foot	Work restrictions

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

2023*	2022	2021
9	7	5

*CY2023 is current YTD

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

2024	2023	2022
4	7	3

Recordable Injuries per calendar year:

2023*	2022	2021
62	60	64

*CY2023 is current YTD

Recordable Injuries per fiscal year:

2024	2023	2022
22	67	54

Complaints/Resolutions

Complaint	Resolution
0	

ADA Complaints and Resolutions

Complaint	Resolution
08/21/23 The sidewalks on Robinson street between Flood and Porter are out of compliance and need repair. Sidewalks are broken, cracked, uneven and missing in some sections.	Public Works put up cones/barriers around the broken sections of the sidewalk. A work order to repair the deficiencies was created. PW has applied for a federal grant to fund project. Will use funds to repair sidewalk. I will continue to monitor the progress of the work order to ensure repairs are completed. The complaint is open. (Open)

Committees:

Human Rights Commission (HRC) – Human Rights Commission meeting was canceled.

ADA Citizen’s Advisory Committee – The ADA Citizen’s Advisory Committee next meeting will be Monday, December 11, 2023, at the Municipal Building, located at 201 Gray Street, Norman, Oklahoma 73069.

Diversity Roundtable – The Diversity Roundtable did not meet in October.

Cleveland County disABILITY Coalition – The monthly meeting took place Tuesday, October 3, 2023 at 12:00 P.M. Maggie Bond, Lead Program Manager for Best Buddies was the guest speaker. Best Buddies is the world’s largest organization dedicated to ending the social, physical and economic isolation of the 200 million people with intellectual and developmental disabilities (IDD). The programs empower the special abilities of people with IDD by helping them form meaningful friendships with their peers, secure successful jobs, live independently, improve public speaking, self-advocacy and communication skills, and feel valued by society. You can read more about Best Buddies at <https://www.bestbuddies.org/>.

Employee Resource Groups (ERG) – The Alliance of Black Employees lunch and learn event, *Slavery and Suffering: History of Africa with Zeinab Badawi*, originally scheduled for October 27, 2023, was rescheduled to take place on November 3, 2023.

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

Gender	Total Population	% of Total Population
Female	212	23.11%
Male	712	76.89%
Total	926	100.00%

Diversity Total by Gender			
Ethnicity	Female	Male	
Asian	4	10	
Black	5	34	
Hispanic	7	25	
Native American	9	23	
Pacific Islander	0	1	
Two or more	11	26	
White	178	593	
Total	214	712	926

Ethnicity by Race	Total # by Race	% of Total
Asian	14	1.51%
Black	39	4.21%
Hispanic	32	3.46%
Native American	32	3.46%
Pacific Islander	1	0.11%
Two or more	37	4.00%
White	771	83.26%
Total	926	100.00%

Diversity % by Gender		
Ethnicity	Female	Male
Asian	0.43%	1.08%
Black	0.54%	3.67%
Hispanic	0.76%	2.70%
Native American	0.97%	2.48%
Pacific Islander	0.00%	0.11%
Two or more	1.19%	2.81%
White	19.70%	64.04%
Total	23.11%	76.89%

INFORMATION TECHNOLOGY 6

CITY OF NORMAN

Information Technology Department Monthly Report – October 2023.

Working projects for the IT Department are as follows:

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

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

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

Support Tickets:

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

Mass Communications:

The following statistics represent email space and resource savings. In the attached table, you will see that 13 emails from the groups shown were sent from city servers using city resources – of those 25,570 were delivered to outside mailboxes for the month of October 2023. The city servers generated mass communications to Norman citizens of 25,570 messages from only 13 sent (see **IT Table 2**).

Email Security Appliance:

The City of Norman's IT Department has an email filter that has enhanced reporting and filtering capabilities that protect the City's systems from malicious attacks from the outside. Email is one of the preferred methods of the delivery of malicious software and viruses. The IT department monitored 290,022 attempted incoming and 103,704 outgoing messages for the month of October 2023. Incoming messages totaling 106,936 were considered Spam or hazardous e-mails by our email-filtering appliance, and were quarantined or filtered (see **IT Table 3**). This number represents 36% of our inbound mail. This percentage is down from previous months for malicious email/spam. Our security efforts are having a positive effect on reducing the total number of malicious email inbound. The IT Department has made the decision to block inbound traffic from specific sources with known malicious traffic that constantly try to affect our network. We continue to monitor and analyze the situation on a daily basis. Inbound email messages of this nature means increased vulnerabilities and attack vectors into the city. Without the email filter appliance, our email server would have received more mail, which increases the opportunity for entrance of a virus into the network. It also creates waste, reduces productivity, and decreases valuable storage space.

Web Site:

The City of Norman's web site is hosted, updated and maintained by the IT Department. In the month of October 2023, the City of Norman's web site had 108,992 individual web sessions access the web site for 195,875 total page views. Of those sessions, 64,826 were identified as Users to view content on the City web site (see **IT Table 4**). In July of 2019, the IT Department kicked off a project with Interpersonal Frequency to overhaul the City website. Since its completion in June 2020, the site has reduced and more relevant information as well as the ability to function seamlessly from mobile devices and tablets.

ERP Project Implementation Progress:

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

with these systems. The IT Department has completed implementation of Parks and Rec software (Vermont Systems), Municipal Court software (Incode), Finance software (Munis), Utility Billing software (CIS Infinity), Payroll (Munis), Human Resource Management (Munis), and Work Orders (Tyler EAM). Daily work continues on these systems as well as additional training, enhancements, and configuration. Server installation and configuration for Planning and Community Services (CityView) application began in May of 2021. The COVID-19 pandemic had an adverse effect on the completion of CIS Infinity and the starting of CityView because of vendor resource availability and travel restrictions in Canada (both companies are Harris owned and based in Canada). The final phase of our software upgrades, City View, is expected to complete during the latter part of calendar year 2023. We will continue to evaluate each of these systems moving forward starting with a review of the HR Systems in FYE24. We will also begin preparing for AMI (Automatic Meter Infrastructure) integration with a customer portal and our Advanced Utility Systems software.

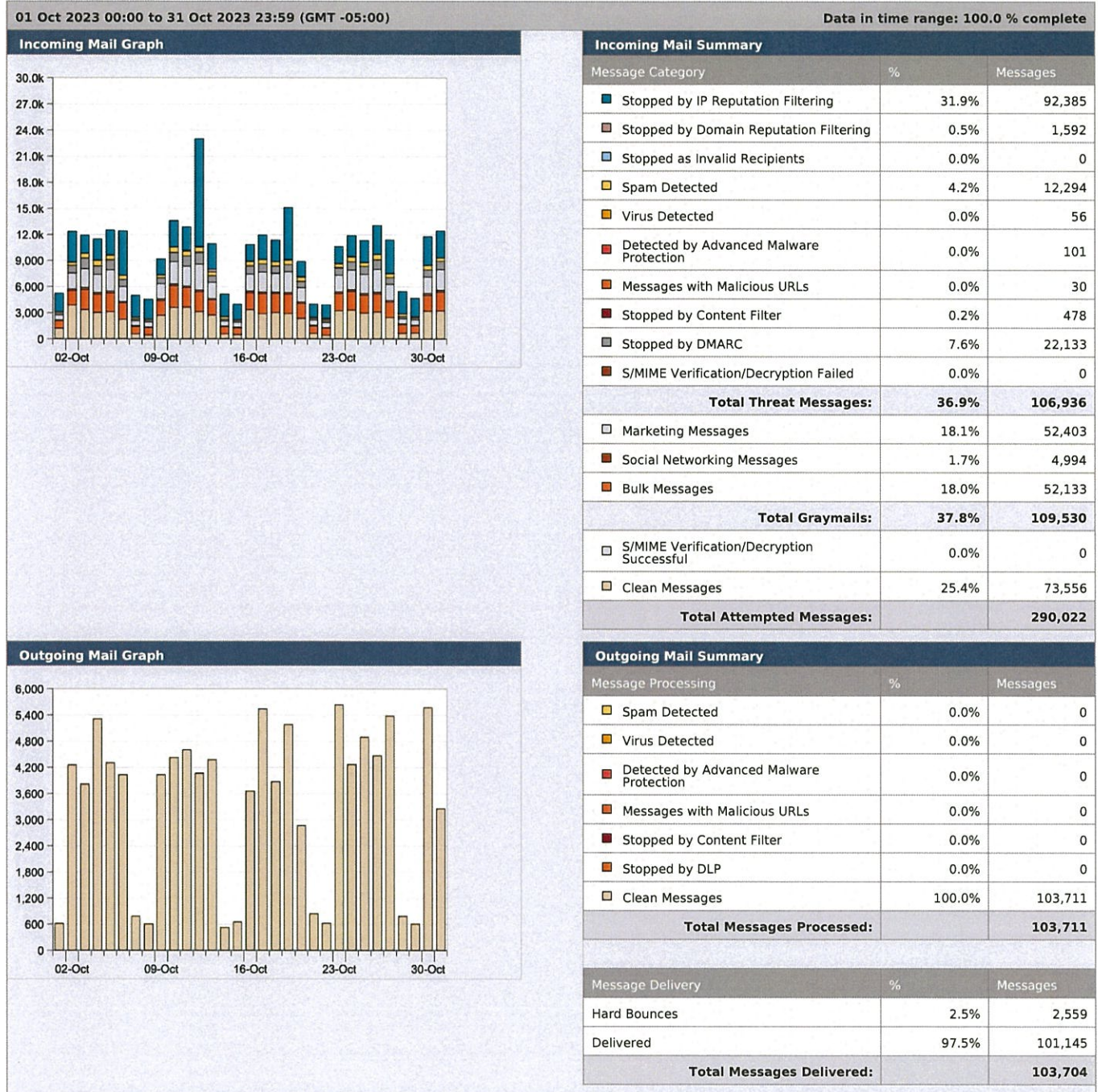
		2018												2019												2020												2021											
Community / Phase	Legacy	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	
City of Norman Implementation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



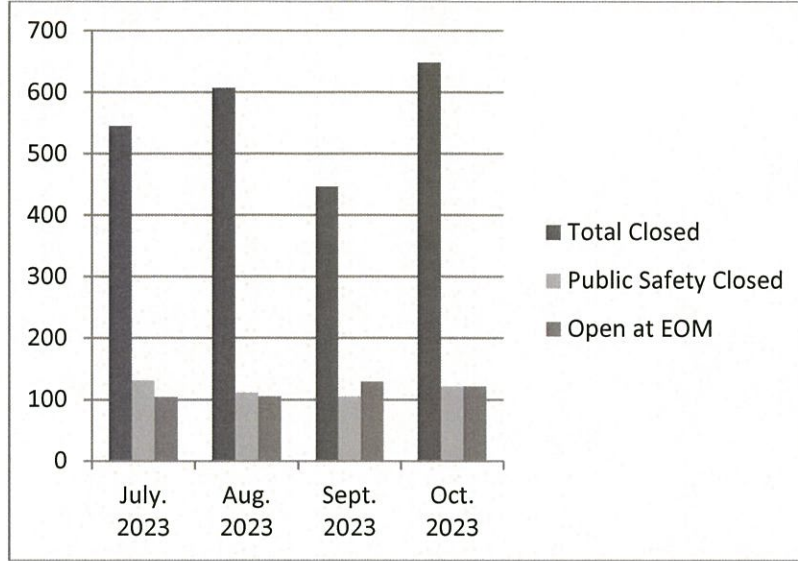
SECURE EMAIL GATEWAY

Executive Summary

ironport.example.com



ironport.example.com - 01 Nov 2023 01:00 (GMT -05:00)

Table 1**Table 2**

October 2023 LIST SERVER REPORT			
Group	Active Members	Mailings	Total Delivered
Affirmative Action Group	12	0	0
Job Posting	1324	0	0
Norman News	2557	10	25570
Totals	3893	13	25570

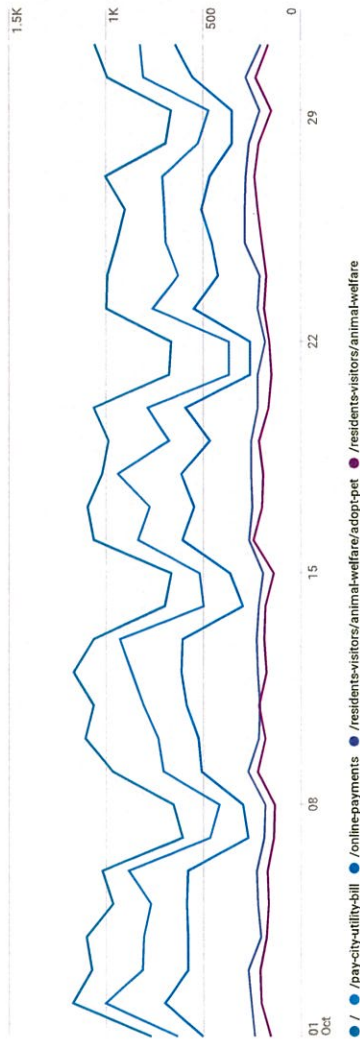
Custom Oct 1 - Oct 31, 2023

Monthly Page Views

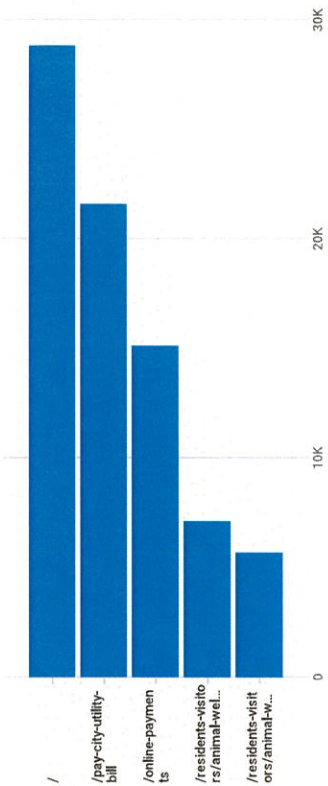
All Users Add comparison

Add filter

Views by Page path and screen class over time



Views by Page path and screen class



Page path and screen class		Views	Users	Views per user	Average engagement time	Event count
		↓ Views	-----	-----	-----	All events
1	/	195,875	64,826	3.02	0m 55s	602,566
		100% of total	100% of total	Avg 0%		100% of total
2	/pay-city-utility-bill	28,814	16,757	1.72	0m 14s	79,085
3	/online-payments	21,590	12,842	1.68	0m 15s	77,282
4	/residents-visitors/animal-welfare/adopt-pet	15,127	9,654	1.57	0m 10s	38,952
5	/residents-visitors/animal-welfare	7,122	3,914	1.82	0m 19s	23,428
6	/public-safety/police-department/crime-prevention-data/departments-activity-reports	5,679	3,750	1.51	0m 14s	18,334
7	/search	4,221	2,370	1.78	0m 42s	31,464
8	/your-government/departments/human-resources/job-opportunities	4,101	2,091	1.96	0m 39s	9,524
9	/news/2023-residential-fall-clean	3,691	2,314	1.60	1m 13s	11,338
10	/residents-visitors/trash-recycling	3,578	2,160	1.66	0m 30s	10,100
		3,444	2,135	1.61	0m 45s	10,675

LEGAL 7

MONTHLY REPORT - LEGAL DEPARTMENT
October 2023 Report
(Submitted November 9, 2023)

MONTHLY HIGHLIGHTS:

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

The Councilmember did not petition the Oklahoma Supreme Court for review on or before October 27, 2023. Thus, the mandate was issued on October 26, 2023. This case will no longer appear on the Monthly Report.

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

This case alleges a claim for pregnancy discrimination under state and federal law. On October 5, 2023, the court granted the City's motion to dismiss Plaintiff's state law claim for failure to comply with the Oklahoma Governmental Tort Claims Act. Plaintiff's federal law claim is pending.

LIST OF PENDING CASES:

UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT

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

UNITED STATES DISTRICT COURT, EASTERN DISTRICT OF NEW YORK

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

UNITED STATES DISTRICT COURT, WESTERN DISTRICT OF OKLAHOMA

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

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

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

OKLAHOMA SUPREME COURT / COURT OF CIVIL APPEALS

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

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

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

COURT OF CRIMINAL APPEALS

None

CLEVELAND COUNTY DISTRICT COURT

A. *General Lawsuits*

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

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

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

B. *Condemnation Proceedings*

City of Norman v. Chastain Oil Company, a Corporation, et al., CV-2015-677 (M)
City of Norman v. West Lindsey Center Investors, LLC, et al., CV-2015-671 (M)
City of Norman v. Tietsort Revocable Trust, et al., CJ-2013-775 (M)
City of Norman v Apex Properties, LLC, et al., CJ-2021-221 (M)
City of Norman v. The Uplands Development Co., LLC, et al., CJ-2021-227 (M).
Discovery is completing and this matter will present for Status Conference on December 15, 2023.
City of Norman v. Hallbrooke Development Group One, LLC, et al., CJ-2021-228 (M).
Discovery is completing and this matter will present for Status Conference on December 15, 2023.
City of Norman v. D&J Land, LLC, et al., CJ-2022-251 (M).

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

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

D. ***Municipal Court Appeals***

None

E. ***Small Claims Court***

None

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

NextEra Energy Transmission Southwest LLC, CV-2023-3288 (M)

LABOR / ADMINISTRATIVE PROCEEDINGS

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

This office has assisted with the following grievances:

AFSCME Grievance FYE 21-02 – (COVID-19 Leave)
AFSCME Grievance FYE 22-02 – (Jerry Younts and Bennie Gilmore – COVID-19 Leave)
AFSCME Grievance FYE 22-02 – (Tara Klepper – COVID-19 Leave)
AFSCME Grievance FYE 23-03 – (Parks Employees)
AFSCME Grievance FYE 23-08 – (AFSCME Group Grievance)
AFSCME Grievance FYE 23-09 – (Brian Jones)
AFSCME Grievance FYE 24-01 – (April Waggoner)
AFSCME Grievance FYE 24-02 – (Hemsley, Boggs, Garner)
AFSCME Grievance FYE 24-03 – (Boggs, Whiteside, Cole)
AFSCME Grievance FYE 24-04 – (Jeremy Boggs)

IAFF Grievance FYE 21 – Carl Shanon Smith – Improper Compensation
IAFF Grievance FYE 22 – Source Documents
IAFF Grievance FYE 23 – Matt Ferris – Discipline
IAFF Grievance FYE 23 – Carl Shanon Smith Termination/Forced Retirement Grievance
IAFF Grievance FYE 23 – Battalion Chief Source Document Grievance
IAFF Grievance FYE 23 – Change in Medical Benefits
IAFF Grievance FYE 23 – Change in Conditions of Employment
IAFF Grievance FYE-23 - Selective Progressive Discipline Grievance
IAFF Grievance FYE-23 - Failure to Compensate for Working Out of Classification
IAFF Grievance FYE-23 - Wellness Program
IAFF Grievance FYE-23 - Mass Casualty /Active Shooter Response

FOP Grievance FYE-23 – Wellness Program
FOP Grievance FYE-23 – Medical Benefits (Shawn Hawkins)

B. Equal Employment Opportunity Commission (EEOC)

None

C. Contested Unemployment Claims (OESC)

None

MUNICIPAL COURT PROSECUTIONS

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

Month	<u>ADULT CASES</u>			<u>JUVENILE CASES</u>			<u>COURT SESSIONS</u>		
	FYE 22	FYE 23	FYE 24	FYE 22	FYE 23	FYE 24	FYE 22	FYE 23	FYE 24
JULY	275	165	464	11	7	11	7	9	10
AUG	236	241	341	9	10	7	5	13	16
SEPT	263	245	295	9	15	18	5	10	8
OCT	269	244	346	12	13	7	6	9	11
NOV	228	205		2	10		6	6	
DEC	162	165		1	5		3	8	
JAN	185	205		9	9		6	10	
FEB	787	256		8	17		8	10	
MAR	282	272		13	13		9	12	
APR	323	322		12	9		10	9	
MAY	582	395		21	17		12	13	
JUNE	268	344		7	31		11	9	
TOTALS / YTD	3,860	3,059	1,446	114	156	43	95	118	45

WORKERS' COMPENSATION COURT

The total number cases pending as of October 2023 are 18. There were no new Oklahoma Workers Compensation claims received during the month. In October, two Court Orders were received. The City Council approved one Court Order in October 2023 and one Court Order and one Settlement are scheduled for consideration in November 2023. One Court Order was received in September 2023 dismissing a claim without prejudice. The remaining cases are proceeding in active litigation in the Oklahoma Workers' Compensation Commission/Court of Existing Claims. The current breakdown of pending Workers' Compensation cases by work area have been reviewed and updated for accuracy is as follows:

DEPARTMENT	DIVISION	PENDING CASES	FYE 24 CASES	FYE 23 CASES	FYE22 CASES	FYE21 CASES
Fire	Suppression	10		9	4	2
Fire	Prevention				1	
Parks/Rec.	Park Maintenance	1				
Parks/Rec	Westwood Pool				1	
Planning	Development Services					
Police	Animal Welfare					2
Police	Criminal Investigation	1			1	
Police	Patrol	3		1	4	1
Police	Administration	0			2	
Public Works	Street Maintenance				1	1
Public Works	Vehicle Maintenance					
Public Works	Storm Water					
Public Works	Traffic Control	1		1		
Utilities	Line Maintenance	1		1		
Utilities	Sanitation	1		1		
TOTALS		18		11	14	6

List of Pending Cases

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

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

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

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

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

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

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

(Fire, Suppression, Firefighter, Binaural Hearing Loss)

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

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

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

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

A court order in the above claim was received and will be considered by the City Council November 14, 2023.

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

(Fire, suppression, Firefighter)

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

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

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

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

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

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

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

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

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

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

An order was received dismissing this claim without prejudice and will no longer appear on the monthly report.

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

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

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

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

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

(Fire, Suppression, Firefighter, Lower Back)

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

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

A settlement by Joint Petition in the above claim is scheduled to be considered by Council November 14, 2023.

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

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

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

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

TORT CLAIMS

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

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

CURRENT CLAIM STATUS	FYE 24 TO DATE	FYE 23	FYE 22	FYE 21
Claims Filed	20	56	51	63
Claims Open and Under Consideration	10	0	0	0
Claims Not Accepted Under Statute/Other	1	4	3	10
Claims Paid Administratively	7	25	15	11
Claims Paid Through Council Approval	0	2	2	7
Claims Resulting in a Lawsuit for FY	0	0	5	3
Claims Barred by Statute (No Further Action Allowed)	0	22	26	32
Claims in Denied Status (Still Subject to Lawsuit)	2	3	0	0

MUNICIPAL COURT

8

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

CASES FILED

	<u>OCTOBER</u>	<u>FY24</u>	<u>Y-T-D</u>	<u>OCTOBER</u>	<u>FY23</u>	<u>Y-T-D</u>
Traffic	692		2,708	419		1,304
Non-Traffic	248		1,139	179		864
SUB TOTAL	940		3,847	598		2,168
Parking	535		3,242	818		3,135
GRAND TOTAL	1,475		7,089	1,416		5,303

CASES DISPOSED

	<u>OCTOBER</u>	<u>FY24</u>	<u>Y-T-D</u>	<u>OCTOBER</u>	<u>FY23</u>	<u>Y-T-D</u>
Traffic	737		2,559	352		1,322
Non-Traffic	248		960	223		947
SUB TOTAL	985		3,519	575		2,269
Parking	717		2,656	809		2,382
GRAND TOTAL	1,702		6,175	1,384		4,651

REVENUE

	<u>OCTOBER</u>	<u>FY24</u>	<u>Y-T-D</u>	<u>OCTOBER</u>	<u>FY23</u>	<u>Y-T-D</u>
Traffic	\$ 82,477.79		\$ 311,297.18	\$ 33,863.25		\$ 147,809.28
Non-Traffic	\$ 26,049.81		\$ 87,995.25	\$ 18,024.59		\$ 86,778.81
SUB TOTAL	\$ 108,527.60		\$ 399,292.43	\$ 51,887.84		\$ 234,588.09
Parking	\$ 23,456.00		\$ 86,892.00	\$ 28,660.00		\$ 81,625.00
GRAND TOTAL	\$ 131,983.60		\$ 486,184.43	\$ 80,547.84		\$ 316,213.09

MUNICIPAL COURT - MONTHLY REPORT October 2023

JUVENILE COMMUNITY SERVICE PROGRAM

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

MEDIATION PROGRAM

The Early Settlement – Norman Mediation Program accepted 52 new cases and closed 52 cases during the month of October 2023. 7 Mediations were held.

PARKS AND RECREATION 9

Park Development Activities October 2023

Neighborhood Parks

Staff met with a group of residents last month who live out by Falls-Lakeview Park in far east Norman, to go over the playground needs and several other issues in the park, which will be addressed in future years of NORMAN FORWARD funding. We work each fiscal year to determine what each year's budget will allow, and try to work in as many parks as possible to make some impact prior to a larger renovation under the Norman Forward Neighborhood Park Project. Based on the condition of the playground at Falls-Lakeview, we are now moving ahead with an RFP for its replacement, along with the playground at Sunrise Park. We will continue to replace obsolete and damaged playgrounds first, as we work through the remaining years of the funded renovations. Staff also received new park signs to replace the broken ones in Lions, Eagle Cliff, and Oakhurst Parks. We will continue to evaluate and replace park signs whenever they become damaged or destroyed for whatever reason.

Reaves Park



A contractor worked last month to install additional Post and Cable barriers along Reaves Park Road, to keep cars from parking in areas where they could cause severe damage to park utilities and trees recently installed as part of the phase 1 park improvements. A separate contractor worked to construct a drive-entry for the large open field in the southwest corner of the park, where the majority of the Medieval Fair and other events occur throughout the year. We will have this new entry ready for the classic car show that will be held next month in conjunction with our annual Veteran's Day Parade and Celebration at Reaves Park. Staff is also working with the artist chosen for the public art piece being made for this park as part of the 1% For Art project that was part of the NORMAN FORWARD program. The piece will be delivered and dedicated in early December. It will be placed along the Reaves Park Road inside the far eastern curve of the road, between the playground/picnicking area and the park pond.

Forestry



We worked in early October with a crew from Lane's Tree Service to remove several dead trees along Hal Muldrow Drive, in front of the IHOP restaurant that posed a danger of falling into the street. The trees had been in decline for several years in this public road easement. The outside driving lane of the street was closed all day while crews safely removed the trees and ground the stumps to help future maintenance of the area. This is one of several areas where we are working on a plan to make sure all publicly owned street trees are safe and planning removal of parts or all of those that are not. This does not include trees on public property, in front of houses. Those trees belong to the homeowner, and are their responsibility. The city only removes limbs from residential street trees after

weather or other emergency events that require keeping the streets clear of debris or damaged limbs. Staff is working with the Norman Fire Department and the Emergency Management Coordinator to apply for a grant from Oklahoma Department of Forestry to help us write a wildfire prevention plan for Norman. This is the first step in becoming a FireWise Community, which will help us plan and manage those parts of the urban forest where there are potential risks in case of a wildfire event. The plan will include identification of underbrush and dead plant material that need clearing and other situations where contractors, private property owners and the city can work together to mitigate items that could fuel a wildfire.

Sutton Wilderness

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

OCTOBER 2023
RECREATION DIVISION
MONTHLY REPORT

Item 6.

Norman Senior Center: The Norman Senior Center saw a monthly attendance of 606. S.A.L.T. (Seniors and Law Enforcement Together) held their monthly meeting on Wednesday, October 4. Tech Sesh with Mac was offered on Friday, October 13 and 27 for those interested in assistance with their technological devices. The Mystery Dinner took patrons to 405 Burger Bar on Tuesday, October 24. Bingo, normally scheduled for Wednesday, October 25, was moved to Wednesday, November 1 due to a scheduling conflict with Archwell Health.

Little Axe Community Center We had a very busy October and served 640 meals on wheels meals to the Little Axe Community. The after-school program has been busy with party's and pumpkin carving. We had a total of 194 kids that attended this month. The library made some changes to our movies and gave us new choices. The library had 954 books checked out to community members this month.

12th Avenue Recreation Center: The 12th Avenue Recreation Center averaged 30 students for the month of October. We held an Out of School Camp on the 27th for Parent-Teacher Conferences and had 26 campers in attendance. The Center held rentals each Sunday in October. The rentals ranged from basketball play to birthday parties and a church group coming together for fellowship. Staff ran October's Outdoor Movie Series showing of Hocus Pocus on the 13th, our biggest and most popular Outdoor Movie event of the year! Indoor renovations were completed with the gym walls repainted, the front hallway and multi-purpose room retiled with vinyl tiles, and a new wall installed in the office to create two office spaces. Silver Spurs Square Dancing held their 75th anniversary on the 16th with about 300 patrons in attendance!

Irving Recreation Center: The After School Program continued at Irving this month. We have 29 students enrolled, and the average daily attendance is 19 students. Earlier this month Maintenance Staff installed new LED lights in the gymnasium and it drastically improved the overall look of the gym. Also, at the latter end of the month we hired a new Recreation Specialist named Abigail Woodcock.

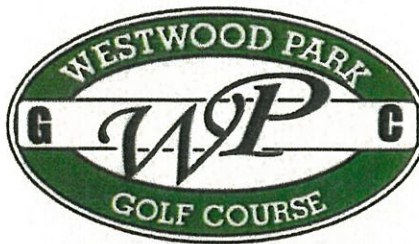
Whittier Recreation Center: The After School Program continued at Whittier this month and we currently have 31 kids enrolled with an average attendance of 23 students. Towards the end of the month we hired a new Recreation Specialist named Payton Lufafet. She previously worked at Westwood during the summer and plans on going back this upcoming summer.

FACILITY ATTENDANCE:

	Month	Year to Date
Norman Senior Center	606	2,757
Little Axe Community Center	2,035	7,412
12th Avenue Recreation Center	1,182	5,339
Irving Recreation Center	378	1,654
Whittier Recreation Center	443	2,077
Reaves Center	300	1,200
Tennis Center	3,439	14,550

October 2024 PARK MAINTENANCE DIVISION					
	FY24 MTD	FY24 YTD		FY23 MTD	FY23 YTD
SAFETY REPORT					
On-The-Job Injuries	0	2		0	6
Vehicle Accidents	0	0		0	0
Employee responsible	0	0		0	0
ROUTINE ACTIVITIES	Total Man Hours			Total Man Hours	
Big Mowing	72	470.25		70.5	944.50
Trim Mowing	387.5	2937.25		410	5376.00
Chemical Spraying	10.5	431.00		4	1027.00
Fertilization	10	10.00		0	18.00
Park Tree Work	221	506.00		0	735.00
Street Tree Work	0	0.00		0	91.00
Trash Maintenance	423.5	1750.25		84	2447.75
Sprinkler Maintenance	92	539.75		0	1052.75
Watering	0	0.00		0	279.00
Painting	0	0.00		78	415.00
Landscape Maintenance	246.5	1108.25		0	1708.75
Seeding/Sodding	10	41.00		278	613.00
Ballfield Maintenance	8	28.00		52	341.00
Fence Repairs	123	149.00		0	263.50
Equipment Repairs/Maintenance	218.5	1001.50		0	1374.50
Material Hauling	0	131.50		54.5	497.25
Snow/Ice Removal	0	0.00		19.01	520.27
Christmas Setup	137.5	137.50		0	264.75
Vector Control	0	99.00		0	114.00
Events	118.5	213.00		21	201.00
Vandalism Repair	13	167.00		0	210.50
Trail Maintenance	0	31.00		0	8.00
Playground Maintenance	239.75	458.00		13	891.75
Restroom Maintenance	0	19.00		77	622.50
Carpentry/Welding	121	183.00		0	441.00
Shop Time	33	180.75		0	493.00
Special Projects	170	560.25		62	2481.00
Miscellaneous	206	490.25		129	1881.25

WESTWOOD/NORMAN MUNICIPAL AUTHORITY 9A



OCTOBER 2023

Westwood Golf Course Division Monthly Progress Report

ACTIVITY	OCT FYE'24	OCT FYE'23
Regular Green Fees	572	755
Senior Green Fees	425	421
Junior Fees	162	153
School Fees (high school golf team players)	0	17
Advanced Fees (high school golf team pre-pay)	0	0
Annual Fees (Regular, Senior & Junior Members)	777	800
Employee Comp Rounds	288	302
Golf Passport Rounds	0	0
9-Hole Green Fee	168	254
2:00 Fees	101	304
4:00 Fees	0	0
Dusk Fees or 5:00 Fees	59	90
PGA Comp Rounds	3	0
*Rainchecks (not counted in total round count)	25	10
Misc Promo Fees (birthday, players cards, OU student)	93	116
Green Fee Adjustments (fee difference on rainchecks)	6	10
Total Rounds (*not included in total round count)	2654	3222
% change from FY '23	-17.63%	
Range Tokens	2257	3152
% change from FY '23	-28.39%	
18 - Hole Carts	101	169
9 - Hole Carts	40	32
½ / 18 - Hole Carts	736	1009
½ / 9 - Hole Carts	200	308
Total Carts	1077	1518
% change from FY '23	-29.05%	
18 - Hole Trail Fees	0	0
9 - Hole Trail Fees	0	0
18 - Hole Senior Trail Fees	0	0
9-Hole Senior Trail Fees	0	0
Total Trail Fees	0	0
% change from FY '23	0.00%	
TOTAL REVENUE	\$114,194.13	\$103,065.82
% change from FY '23	10.80%	

OCTOBER 2023
WESTWOOD GOLF DIVISION
MONTHLY PROGRESS REPORT

Item 6.

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

FINANCIAL INFORMATION

	FYE 2024	FYE 2024	FY 2023	FYE 2023
	MTD	YTD	MTD	YTD
Green Fees	\$37,047.94	\$212,645.17	\$48,467.11	\$234,888.02
Driving Range	\$9,010.63	\$52,390.45	\$11,846.43	\$60,552.53
Cart Rental	\$19,244.87	\$113,933.51	\$25,546.76	\$128,103.83
Golf Classes	\$0.00	\$0.00	\$0.00	\$0.00
Golf Shop Rentals	\$272.58	\$1,393.74	\$0.00	\$0.00
USGA Handicap Fees	\$0.00	\$1,848.50	\$0.00	\$0.00
Golf Cart Capital	\$1,119.71	\$7,000.71	\$0.00	\$0.00
Golf Merchandise	\$12,430.66	\$70,351.78	\$0.00	\$0.00
Restaurant	\$9,346.20	\$78,687.49	\$15,142.31	\$94,062.68
Insufficient Check Charge	\$0.00	\$0.00	\$0.00	\$0.00
Interest Earnings	\$25,721.54	\$98,417.47	\$2,063.21	\$2,855.26
TOTAL INCOME	\$114,194.13	\$636,668.82	\$103,065.82	\$520,462.32
Expenditures	\$107,686.58	\$532,017.52	\$95,371.17	\$393,844.27
Income vs Expenditures	\$6,507.55	\$104,651.30	\$7,694.65	\$126,618.05
Rounds of Golf	2654	14238	3222	15909

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

A Greens quality rating is presently at 94%. Our greens are coming along nicely. We have some very small blemishes, easily grown in by spring. We continue to tree trim the lower branches to allow for mowing and golfer pace of play continues. The off season will be our time to clean out some of the dead wood around the course. The pump station is mostly operational with the exception of the PM (pressure maintenance) pump. It will need replacement in the off season (Jan./Feb.) Drainage on holes 1 and 2 is in progress to correct pipe sizing and capacity issues. This will take a few weeks to complete, weather permitting.

OCTOBER 2023 WESTWOOD POOL MONTHLY REPORT

FINANCIAL INFORMATION

	FYE 2024 MTD	FYE 2024 YTD	FYE 2023 YTD	FYE 2022 TOTAL
Swim Pool Passes	\$0.00	\$1,030.00	\$317,070.00	\$410,413.50
Swim Pool Gate Admission	\$0.00	\$186,635.00	\$312,306.00	\$269,113.00
Swim Lesson Fees	\$0.00	\$5,810.15	\$83,169.82	\$82,874.00
Pool Rental	\$3,189.38	\$47,927.56	\$70,236.00	\$41,515.00
Locker Fees	\$0.00	\$0.00	\$0.00	\$0.00
Pool Classes	\$0.00	\$677.00	\$48,805.00	\$27,333.00
Pool Merchandise Sales	\$0.00	\$236.44	\$349.55	\$0.00
Concessions	\$10.12	\$104,245.49	\$131,337.52	166,989.10
TOTAL INCOME	\$3,199.50	\$346,561.64	\$963,273.89	\$998,237.60
Expenditures	\$27,010.43	\$641,042.28	\$854,906.87	\$406,410.58
Income verses Expenditures	(\$23,810.93)	(\$294,480.64)	\$108,367.02	\$591,827.02

ATTENDANCE INFORMATION

	FYE 2024 MTD Oct-23	2023 YTD	2022 YTD	2021 YTD
a. Pool Attendance	0	114,679	58,459	75,468
b. Adult Lap Swim Morning/Night	0	950	65	1,802
c. Water Walkers	0	1,124	970	4,923
d. Toddler Time	0	4,328	1,578	5,421
e. Water Fitness	0	2,610	775	2,826
f. Swim Team	0	1,435	1,325	4,423
g. Scuba Rentals	0	514	488	54
h. Scuba Participants	0	282	52	100
i. Swim Lessons	0	1,465	860	1,697
j. Private Swim Lessons	0	73	34	51
g. Movie Night/Special Events	0	2156	1,604	1,298
h. Party / Rentals	0	259	65	116
TOTAL ATTENDANCE	0	129,875	66,275	98,179

FACILITY MAINTENANCE 9B
SEPTEMBER 2023

Facility Maintenance - September 2023 - Labor/Materials Cost Report

Comprehensive Costs

Grand Total Cost: \$181,139.02

Total Misc. Cost (Materials/Contract Labor): \$125,542.78

Total Labor Cost: \$55,596.24

Total Labor Hours: 1,837.25

Total Cost by Request Type

Administrative: \$4.9K – 5%

Custodial: \$26.92K – 15%

Electrical: \$10.05K – 6%

General Maintenance: \$59.04K – 33%

HVAC: \$35.09K – 19%

Pest Control: \$1.1K – 1%

Plumbing: \$34.24K – 19%

Roofs: \$4.9K – 2%

Total Cost by Location (Trade)

HVAC:: \$35.02K

Plumbing: \$31.86K

General Maintenance: \$31.32K

Indirect Maintenance: \$26.48K

Elevators: \$26.28K

Admin: \$9.86K

Electrical: \$9.6K

Roofs: \$4.9K

Custodial: \$2.39K

Doors/Locks: \$1.41K

Pest Control: \$1.1K

Top Buildings by Cost

Indirect: \$36.28K

Central Library: \$31.57K

Fire Station #3: \$28.2K

201B (NPD – Complex): \$22.72K

Norman Investigations Center: \$8.97K

Reaves Park: \$7.52K

Griffin Park: \$4.96K

Radio Towers: \$3.63K

Development Center: \$3.51K

East Library: \$3.09K

Water Reclamation Facility: \$2.8K

Animal Welfare: \$2.43K

Compost Facility: \$2.37K

Neighborhood Parks: \$1.73K

Fire Station #9: \$1.62K

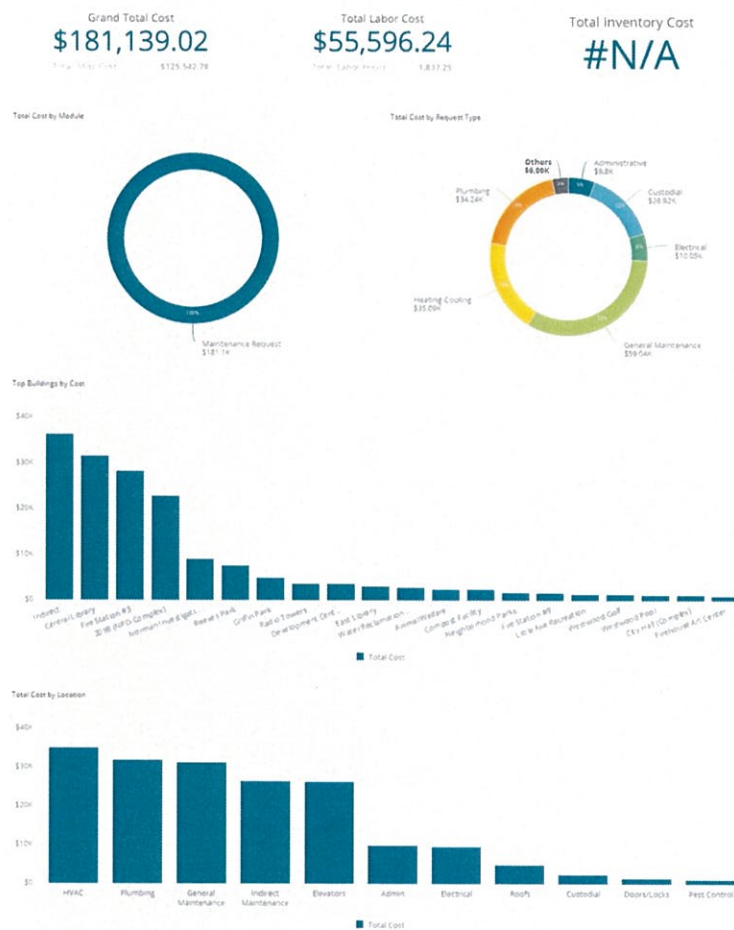
Little Axe Recreation Center: \$1.33K

Westwood Golf: \$1.31K

Westwood Pool: \$1.16K

City Hall (Complex): \$1.14K

Firehouse Art Center: \$981.55



Comprehensive Operations

Maintenance Requests – Total: 451

Administrative: 9

Custodial: 3

Electrical: 48

General Maintenance: 49

HVAC: 197

Plumbing: 139

Pest Control: 3

Roofs: 3

Finalized Requests – Total: 451

Number of Requests by Building

Central Library: 52

201B (NPD – Complex): 39

Norman Investigation Center: 33

Development Center (Complex): 31

Water Reclamation Facility: 16

Indirect: 16

City Hall (Complex): 15

Reaves Park: 14

Radio Towers: 12

Lions Park: 12

East Library: 10

Animal Welfare: 10

Irving Recreation Center: 10

Shooting Range (NPD): 9

12th Avenue Recreation: 9

Westwood Golf: 9

Westwood Tennis: 8

Fire Station #9: 7

Little Axe Recreation Center: 7

Sanitation: 6

Sooner Theater: 6

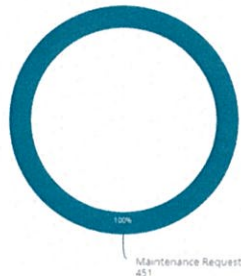
Senior Center: 6

Fire Station #8: 6

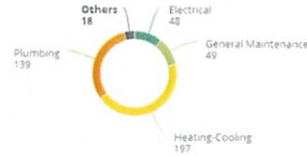
Firehouse Art Center: 6

Fire Station #2: 6

Requests by Module



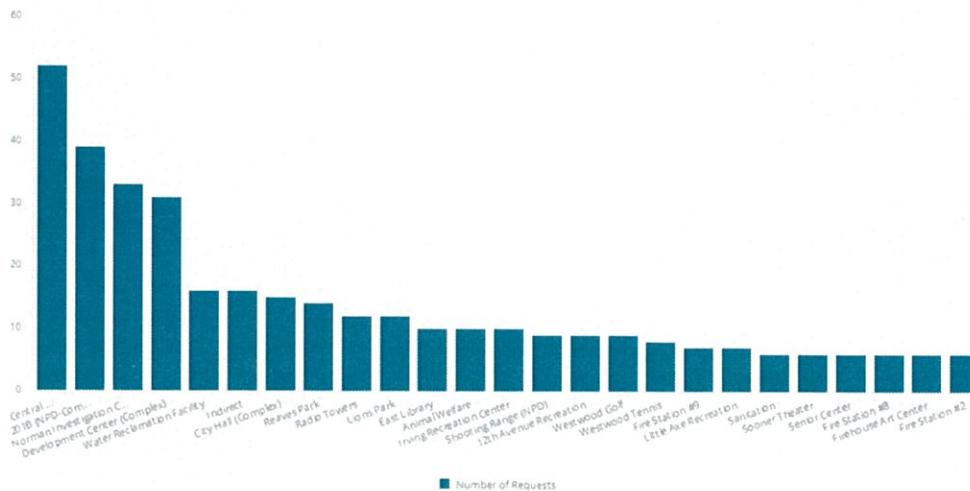
Requests by Type



Requests by Current Status



Requests by Building



Work Summary

PM & Work Requests by Current State

Completed: 235

PM & Work Requests Assigned by User

Bill S.: 13 – 5%

Brian J.: 33 – 14%

Don A.: 33 – 14%

Jeff L.: 57 – 24%

Jerry W.: 44 – 18%

Robert B.: 53 – 22%

Jason M.: 1

Kathy L.: 1

Tara K.: 2

Blake M.: 1

PM & Work Requests by Type

Administrative: 2 – 1%

Custodial: 2 – 1%

Electrical: 44 – 19%

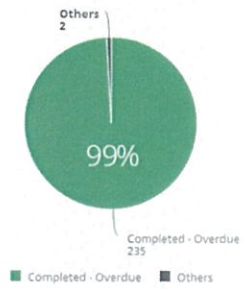
General Maintenance: 22 – 9%

HVAC: 98 – 41%

Plumbing: 67 – 28%

Roofs: 2 – 1%

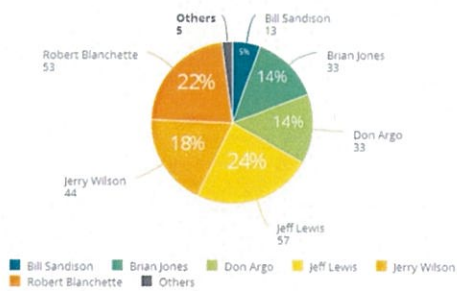
PM and Work Requests By Current State



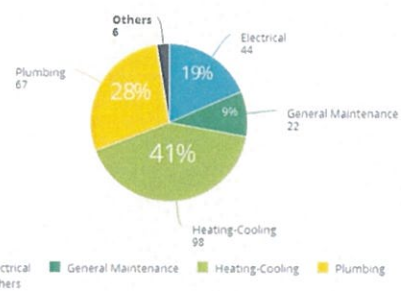
Requests By Module



PM and Work Requests Assigned By User



PM and Work Requests By Type



Team Performance

Assigned Requests by User

Bill S.: 13 – 5%

Brian J.: 33 – 14%

Don A.: 34 – 14%

Jeff L.: 57 – 24%

Jerry W.: 44 – 18%

Robert B.: 53 – 22%

Jason M.: 1

Kathy L.: 1

Tara K.: 3

Blake M.: 1

Labor Hours by User

Bill S.: 91

Brian J.: 146

Don A.: 140

Jason M.: 149.5

Jeff L.: 138

Jerry W.: 128

Kathy L.: 143

Robert B.: 107.5

Blake M.: 2

Labor Hours by Building

12th Ave Recreation Center: 10

201A (Complex): 1

201B (NPD – Complex): 165.5

201C (Complex): 7

718 N. Porter: 0

Andrews Park: 1

Animal Welfare: 21

Central Library: 84

City Hall (Complex): 13

Compactors: 0

Compost Facility: 32.5

Container Maintenance: 0

Development Center: 0

East Library: 5

Environmental Services: 0

Facility Maintenance: 0

Fire Administration: 2

Fire Station #1: 4.5

Fire Station #2: 3.5

Fire Station #3: 2

Fire Station #4: 0

Fire Station #5: 1

Fire Station #6: 6

Fire Station #7: 5

Fire Station #8: 7

Fire Station #9: 8

Firehouse Art: 2

Fleet: 1.5

Griffin Park: 4

Household Hazardous Waste: 11

*Indirect: 86.5

Irving Recreation: 12.5

Legacy Park: 8

Lift Stations: 0

Line Maintenance: 2

Lions Memorial Park: 0

Lions Park: 5.5

Little Axe Rec Center: 9.5

Moore-Lindsay Historic House Museum: 6

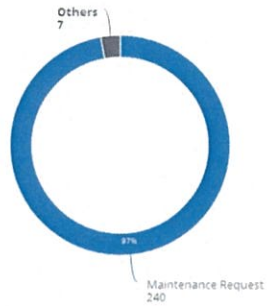
N. E. Lions Park: 3
Neighborhood Parks: 3
Norman Investigation Center: 39
Parks Maintenance: 2
Radio Towers: 20
Reaves Garden Center: 2
Reaves Park: 16.5
Rotary Park: 1
Ruby Grant Park: 4.5
Sanitation: 5
Santa Fe Depot: 1
Senior Center: 0
Shooting Range (NPD): 8.5
Sooner Theater: 3.5
Special Operations (NPD): 2
Stormwater: 0
Streets: 0
Traffic Control: 3
Transfer Station: 8
Transit/EVT: 7
Warming Shelter: 0
Water Reclamation Facility: 23
Water Treatment Plant: 2
Westwood Golf: 23
Westwood Pool: 2
Westwood Tennis: 9
Whittier Recreation Center: 7

YFAC: 1

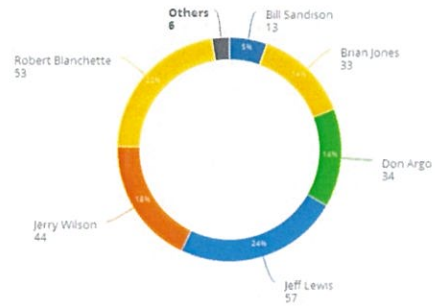
Total Labor Hours
752.5
Total Labor Cost: \$24,360.63

Average Response Time (Days)
0
Average Resolution Time (Days): 1.23

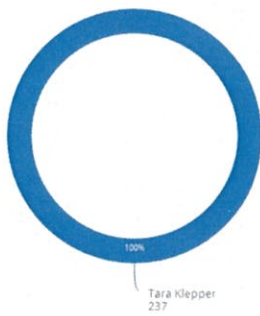
Requests by Module



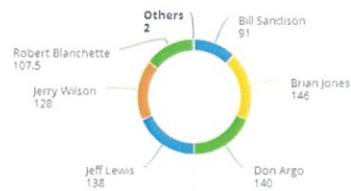
Assigned Requests by User



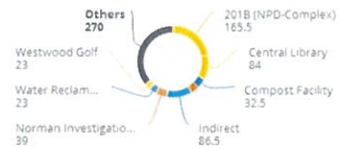
Resolutions by User



Labor Hours by User



Labor Hours by Building



FACILITY MAINTENANCE 9B
OCTOBER 2023

Facility Maintenance - October 2023 - Labor/Materials Cost Report

Comprehensive Costs

Grand Total Cost: \$188,573.67

Total Misc. Cost (Materials/Contract Labor): \$154,795.03

Total Labor Cost: \$33,778.64

Total Labor Hours: 1,284.5

Total Cost by Request Type

Administrative: \$5.75K – 3%

Custodial: \$51.06K – 27%

Electrical: \$10.06K – 5%

General Maintenance: \$52.44K – 28%

HVAC: \$43.52K – 23%

Plumbing: \$20.88K – 11%

Roofs: \$4.86K – 3%

Total Cost by Location (Trade)

Indirect Maintenance: \$49.31K

HVAC:: \$43.58K

General Maintenance: \$28.29K

Elevators: \$22.98K

Plumbing: \$20.47K

Electrical: \$9.61K

Admin: \$5.75K

Roofs: \$4.86K

Custodial: \$2.39K

Doors/Locks: \$543.04

Top Buildings by Cost

Indirect: \$55.07K

Fire Station #3: \$39.13K

Central Library: \$25.27K

201B (NPD – Complex): \$18.7K

Fire Station #2: \$13.24K

Reaves Park: \$7.12K

Norman Investigations Center: \$6.77K

Griffin Park: \$4.93K

East Library: \$2.54K

Compost Facility: \$2.37K

Animal Welfare: \$1.93K

Westwood Tennis: \$902.84

Radio Towers: \$836.16

Westwood Golf: \$825.58

Development Center: \$753.77

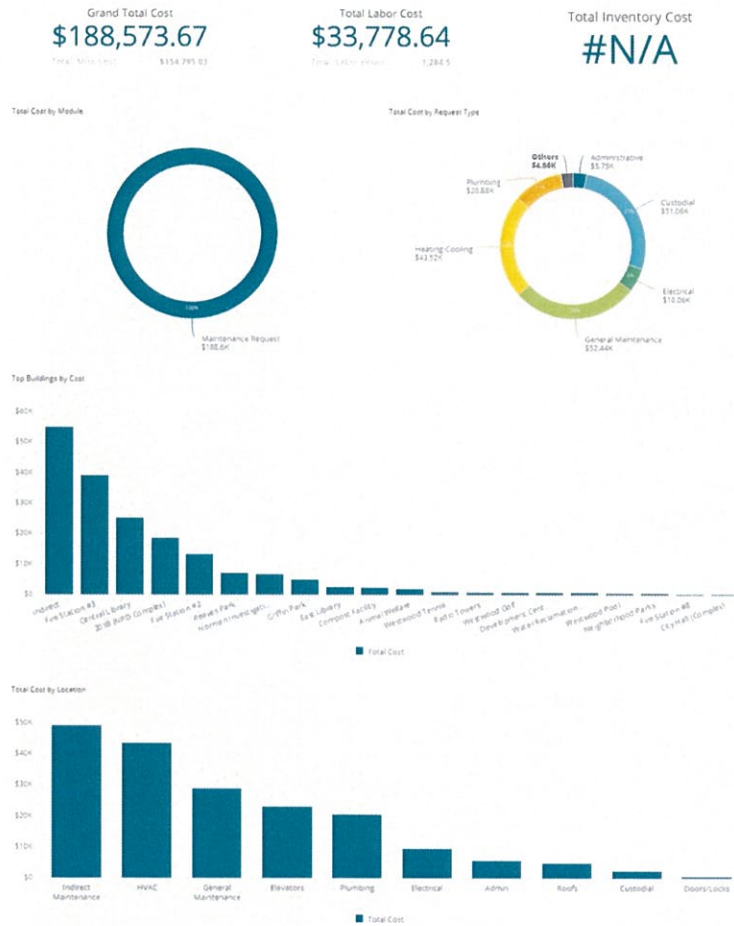
Water Reclamation Facility: \$701.72

Westwood Pool: \$586.32

Neighborhood Parks: \$533.15

Fire Station #8: \$477.29

City Hall (Complex): \$445.09



Comprehensive Operations

Maintenance Requests – Total: 206

Administrative: 7

Custodial: 5

Electrical: 45

General Maintenance: 18

HVAC: 79

Plumbing: 50

Roofs: 2

Finalized Requests – Total: 206

Number of Requests by Building

Central Library: 20

201B (NPD – Complex): 19

Indirect: 14

Development Center (Complex): 12

Norman Investigation Center: 11

Water Reclamation Facility: 10

Reaves Park: 8

City Hall (Complex): 6

Shooting Range (NPD): 6

Irving Recreation Center: 6

Westwood Tennis: 5

Radio Towers: 4

Transit/EVT: 4

East Library: 4

Westwood Golf: 4

Little Axe Recreation Center: 3

12th Avenue Recreation: 3

Lions Park: 3

Fire Station #3: 3

Fire Station #2: 3

Fire Station #7: 3

Fire Station #8: 3

Animal Welfare: 3

201C (Complex): 3

N. E. Lions Park: 3



Work Summary

PM & Work Requests by Current State

Completed: 197

PM & Work Requests Assigned by User

Bill S.: 12 – 6%

Brian J.: 24 – 12%

Don A.: 33 – 18%

Jeff L.: 39 – 20%

Jerry W.: 33 – 17%

Robert B.: 43 – 22%

Jason M.: 1 – 1 %

Kathy L.: 1 – 1%

Tara K.: 8 – 3%

Blake M: 2 – 2%

PM & Work Requests by Type

Administrative: 6 – 3%

Custodial: 2 – 1%

Electrical: 44 – 22%

General Maintenance: 16 – 8%

HVAC: 77 – 39%

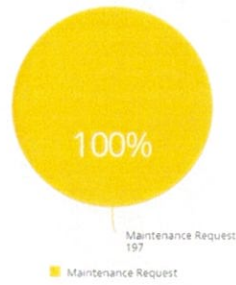
Plumbing: 50 – 25%

Roofs: 2 – 1%

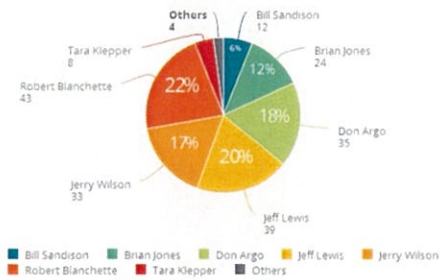
PM and Work Requests By Current State



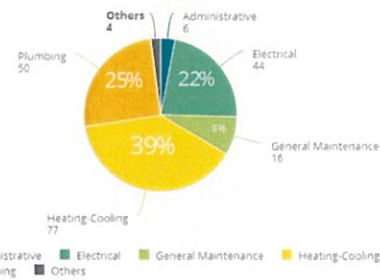
Requests By Module



PM and Work Requests Assigned By User



PM and Work Requests By Type



Team Performance

Assigned Requests by User

Bill S.: 12 – 6%

Brian J.: 24 – 12%

Don A.: 35 – 18%

Jeff L.: 37 – 20%

Jerry W.: 33 – 17%

Robert B.: 43 – 22%

Jason M.: 1 – 1%

Kathy L.: 1 – 1%

Tara K.: 8 – 3%

Blake M.: 2 – 1%

Labor Hours by User

Bill S.: 91

Brian J.: 82.5

Don A.: 170

Jason M.: 174

Jeff L.: 82

Jerry W.: 86

Kathy L.: 160

Robert B.: 85.5

Blake M.: 5

Tara K.: 4

Labor Hours by Building

12th Ave Recreation Center: 8

201A (Complex): 1

201B (NPD – Complex): 121.5

201C (Complex): 7

718 N. Porter: 0

Andrews Park: 1

Animal Welfare: 11

Central Library: 72

City Hall (Complex): 11

Compactors: 0

Compost Facility: 32.5

Container Maintenance: 0

Development Center: 23
East Library: 5
Environmental Services: 0
Facility Maintenance: 0
Fire Administration: 2
Fire Station #1: 2
Fire Station #2: 3.5
Fire Station #3: 2
Fire Station #4: 0
Fire Station #5: 1
Fire Station #6: 6
Fire Station #7: 5
Fire Station #8: 7
Fire Station #9: 5
Firehouse Art: 2
Fleet: 1.5
Griffin Park: 4
Household Hazardous Waste: 11
*Indirect: 404
Irving Recreation: 10
Legacy Park: 8
Lift Stations: 0
Line Maintenance: 2
Lions Memorial Park: 0
Lions Park: 4.5
Little Axe Rec Center: 5.5
Moore-Lindsay Historic House Museum: 4

N. E. Lions Park: 3

Neighborhood Parks: 1

Norman Investigation Center: 29

Parks Maintenance: 2

Radio Towers: 8

Reaves Garden Center: 4

Reaves Park: 14

Rotary Park: 1

Ruby Grant Park: 2

Sanitation: 1

Santa Fe Depot: 0

Senior Center: 3

Shooting Range (NPD): 10.5

Sooner Theater: 3.5

Special Operations (NPD): 2

Stormwater: 0

Streets: 0

Traffic Control: 3

Transfer Station: 2

Transit/EVT: 6

Warming Shelter: 0

Water Reclamation Facility: 21

Water Treatment Plant: 2

Westwood Golf: 22

Westwood Pool: 2

Westwood Tennis: 13

Whittier Recreation Center: 4

YFAC: 1

Total Labor Hours

940

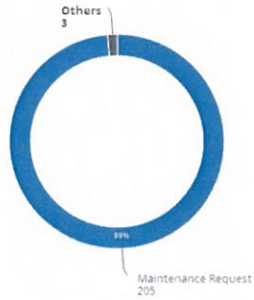
Total Labor Cost: \$26,233.08

Average Response Time (Days)

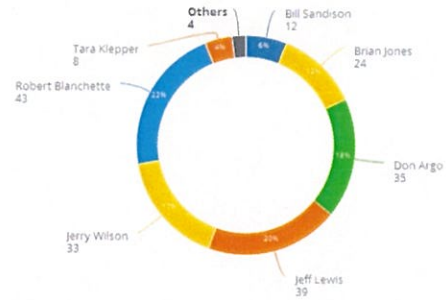
1.28

Average Resolution Time (Days): 1.28

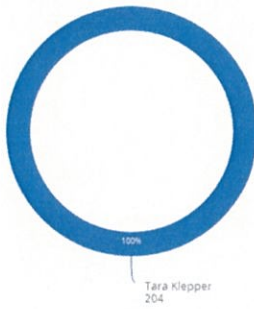
Requests by Module



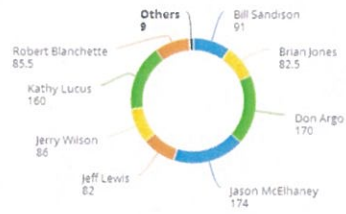
Assigned Requests by User



Resolutions by User



Labor Hours by User



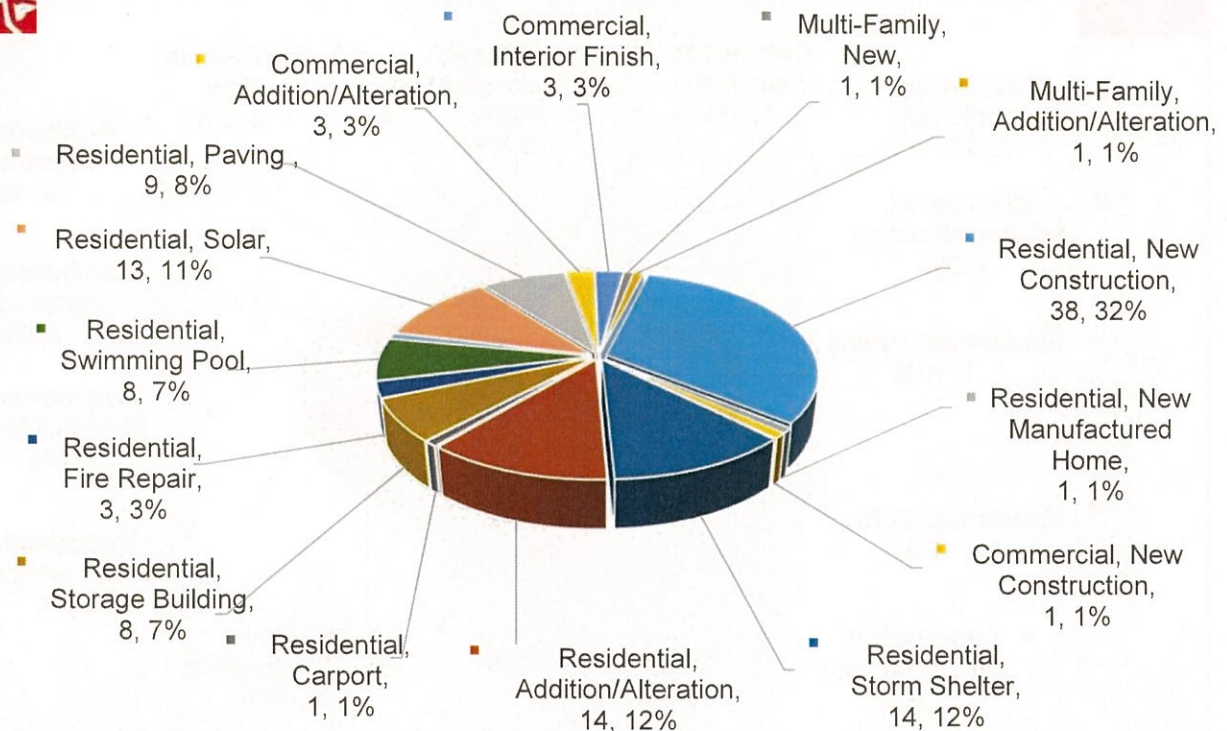
Labor Hours by Building



PLANNING AND COMMUNITY DEVELOPMENT 10



CITY OF NORMAN DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY OCTOBER 2023 REPORT



Permit Type			Valuation
Residential, New Construction	38		\$ 16,121,882
Residential Duplex, New Construction	0		\$ -
Residential, New Manufactured Home	1		\$ 142,306
Commercial, New Construction	1		\$ 225,000
Commercial, Parking Lot	0		\$ -
Commercial, Shell Building	0		\$ -
Residential, Storm Shelter	14		\$ 59,340
Residential, Addition/Alteration	14		\$ 549,839
Residential, Carport	1		\$ 3,300
Residential, Storage Building	8		\$ 448,197
Residential, Fire Repair	3		\$ 440,000
Residential, Swimming Pool	8		\$ 738,428
Residential, Manufactured Home Repl	1		\$ 140,910
Residential, Solar	13		\$ 466,090
Residential, Paving	9		\$ 132,590
Commercial, Addition/Alteration	3		\$ 55,000
Commercial, Interior Finish	3		\$ 225,000
Commercial, Fire Repair	0		\$ -
Commercial, Foundation	0		\$ -
Temporary Bldg./Construction Trailer	0		\$ -
Multi-Family, New	1		\$ 3,000,000
Multi-Family, Addition/Alteration	1		\$ 8,900
Multi-Family, Foundation	0		\$ -
Multi-Family, Fire Repair	0		\$ -
Group Quarters	0		\$ -
	119		\$ 22,756,782

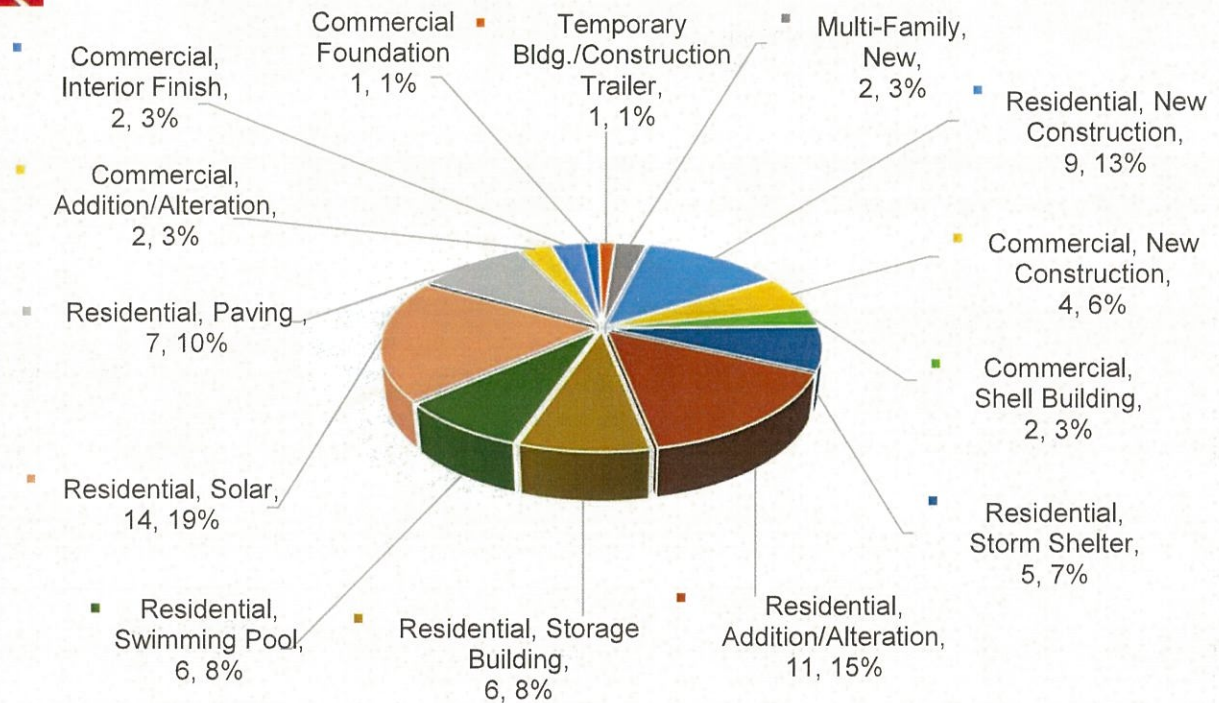
*FOR MONTHLY COMPARISON TO PRIOR YEAR SEE PAGE 2.



CITY OF NORMAN

DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY

OCTOBER 2022 REPORT



Permit Type			Valuation
Residential, New Construction	9		\$ 3,220,343
Residential Duplex, New Construction	0		\$ -
Residential, New Manufactured Home	0		\$ -
Commercial, New Construction	4		\$ 40,475,000
Commercial, Parking Lot	0		\$ -
Commercial, Shell Building	2		\$ 1,050,000
Residential, Storm Shelter	5		\$ 25,252
Residential, Addition/Alteration	11		\$ 956,702
Residential, Carport	0		\$ -
Residential, Storage Building	6		\$ 145,761
Residential, Fire Repair	0		\$ -
Residential, Swimming Pool	6		\$ 514,000
Residential, Manufactured Home Repl	0		\$ -
Residential, Solar	14		\$ 614,029
Residential, Paving	7		\$ 55,570
Commercial, Addition/Alteration	2		\$ 338,000
Commercial, Interior Finish	2		\$ 260,000
Commercial, Fire Repair	0		\$ -
Commercial, Foundation	1		\$ 550,000
Temporary Bldg./Construction Trailer	1		\$ 3,500
Multi-Family, New	2		\$ 2,500,000
Multi-Family, Addition/Alteration	0		\$ -
Multi-Family, Foundation	0		\$ -
Multi-Family, Fire Repair	0		\$ -
Group Quarters	0		\$ -
	72		\$ 50,708,157



DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY

Building Permit Activity-OCTOBER 2023

	DESCRIPTION	2023 YEAR TO-DATE	VALUATION	2022 TOTALS	2022 TOTAL VALUATION
RESIDENTIAL	Residential, New Construction.....	315	\$ 120,830,245	559	\$ 171,447,259
	Residential Duplex, New Construction.....	6	\$ 1,118,912	2	\$ 400,000
	Residential, New Manufactured Home.....	9	\$ 1,483,826	2	\$ 65,000
	Residential, Storm Shelter.....	316	\$ 1,275,853	307	\$ 1,174,221
	Residential, Addition/Alteration.....	101	\$ 6,843,804	185	\$ 11,219,201
	Residential, Carport.....	26	\$ 144,393	4	\$ 73,710
	Residential, Storage Building.....	112	\$ 4,198,937	141	\$ 4,708,996
	Residential, Fire Repair.....	41	\$ 3,972,476	31	\$ 1,558,116
	Residential, Swimming Pool.....	87	\$ 7,836,353	145	\$ 9,332,054
	Residential, Manufactured Home Replacement	5	\$ 464,900	7	\$ 582,151
	Residential, Solar.....	203	\$ 7,040,831	16	\$ 461,303
	Residential, Paving.....	80	\$ 877,923	111	\$ 1,737,557
	Multi-Family, New Construction 3+ Family.....	4	\$ 8,940,000	1	\$ 750,000
	Multi-Family, Addition/Alteration.....	33	\$ 448,916	2	\$ 16,000
	Multi-Family, Foundation.....	1	\$ 50,000	3	\$ 170,000
	Multi-Family, Fire Repair.....	0	\$ 619,021	13	\$ 284,798
	Group Quarters.....	0	\$ -	0	\$ -
	TOTAL	1339	\$ 166,146,390	1538	\$ 226,210,366
NON-RESIDENTIAL	Commercial, New Construction.....	29	98,010,000	51	\$ 263,453,985
	Commercial, Parking Lot.....	5	438,700	7	\$ 682,640
	Commercial, New Shell Building.....	3	1,965,000	11	\$ 9,242,000
	Commercial, Addition/Alteration.....	99	53,959,052	143	\$ 45,783,076
	Commercial, Interior Finish.....	18	3,291,750	40	\$ 3,374,700
	Commercial, Fire Repair.....	4	2,375,000	8	\$ 888,000
	Commercial, New Foundation.....	2	1,805,000	7	\$ 10,740,000
	Commercial, Temporary Bldg./Const Trailer....	23	323,480	29	\$ 351,391
	TOTAL	183	\$ 162,167,982		\$ 334,515,792
OTHER ACTIVITY	Electrical Permits.....	1,587		1663	
	Heat/Air/Refrigeration Permits.....	1,572		1405	
	Plumbing and Gas Permits.....	1,662		1891	
	Sign Permits.....	464		475	
	Water Well Permits.....	26		44	
	Garage Sale Permits.....	672		782	
	Structure Moving Permits.....	22		16	
	Demo-Residential Permits.....	29		31	
	Demo-Non-Residential Permits.....	6		10	
	Temp. Const. Bldgs. & Roll-off Permits.....	136		173	
	Lot Line Adjustments Filed.....	14		25	
	Certificate of Occupancy (CO).....	1116		1070	
	All Field Inspections.....	25,516		27583	
	Net Residential Demos & Removals.....	-47			
TOTAL VALUATION			\$ 328,314,372		\$ 560,726,158
Development Services Division 225 N. Webster Ave. Norman, OK 73069 (405) 366-5339					

City of Norman

BUILDING PERMITS AND INSPECTIONS

RESIDENTIAL BUILDING PERMITS

Issued October 2023 - Sorted by Permit Type

Permit Type	Contractor	Permit	Date Issued	Address	Lot	Block	Subdivision	Zoning	Valuation	Project Area	KW
1 & 2 FAMILY STORM SHELTER	HAUSNERS PRECAST CONCRETE	4245	10/20/2023	519 E EUFAULA	20	40	NORMAN, ORIGINAL TOWNSHIP	R2	\$ 4,950.00	48	
1 & 2 FAMILY STORM SHELTER	TABER BUILT HOMES, LLC.	4393	10/20/2023	1806 TAINES TURN	46	15	CEDAR LAKE SEC #3	R1	\$ 2,500.00	21	
1 & 2 FAMILY STORM SHELTER	STORM SAFE SHELTERS, LLC	4539	10/20/2023	1611 SANDALWOOD	3	15	HIGH MEADOWS #3	R1	\$ 2,650.00	21	
1 & 2 FAMILY STORM SHELTER	OKLAHOMA SHELTERS	4543	10/20/2023	1718 CAMBRIDGE	23	10	WOODSLAWN ADD #2	R1	\$ 3,900.00	35	
1 & 2 FAMILY STORM SHELTER	FLAT SAFE TORNADO SHELTERS	4588	10/19/2023	3109 RED CEDAR	6	2	GREENLEAF TRAILS ADD 10	PUD	\$ 3,900.00	18	
1 & 2 FAMILY STORM SHELTER	OKLAHOMA SHELTERS	4652	10/19/2023	4308 WARRINGTON WAY	4	3	CARRINGTON PLACE ADD	R1	\$ 3,900.00	35	
1 & 2 FAMILY STORM SHELTER	OKLAHOMA SHELTERS	4659	10/30/2023	16799 DIAMOND	4	1E	PRIDE #25	A2	\$ 4,300.00	24	
1 & 2 FAMILY STORM SHELTER	STORM SAFE SHELTERS, LLC	4690	10/30/2023	2516 EVERTON LN	4	4	ST JAMES PARK ADD 5	R1	\$ 2,650.00	21	
1 & 2 FAMILY STORM SHELTER	STORM SAFE TORNADO SHELTERS	4694	10/18/2023	409 SONORA LN	2	4	LITTLE RIVER TRAILS SEC #3	PUD	\$ 10,700.00	42	
1 & 2 FAMILY STORM SHELTER	GROUND ZERO SHELTERS	4827	10/18/2023	7437 SPRING VIEW DR	8	1	VISTA SPRINGS ESTATES ADD 2	RE	\$ 4,600.00	40	
1 & 2 FAMILY STORM SHELTER	PREFERRED SHELTERS	4836	10/30/2023	5410 ALAMEDA ST	36	2W	NOT SUBDIVIDED	A2	\$ 4,495.00	32	
1 & 2 FAMILY STORM SHELTER	GROUND ZERO STORM SHELTERS	4859	10/30/2023	1933 BEVERLY HILLS ST	25	2	HILLTOP ADD	R1	\$ 4,000.00	35	
1 & 2 FAMILY STORM SHELTER	GROUND ZERO STORM SHELTERS	4866	10/30/2023	1304 N HIGHLAND CIR	12	4	WHISPERING HILLS	R1	\$ 3,995.00	24	
1 & 2 FAMILY STORM SHELTER	FLAT SAFE TORNADO SHELTERS	4888	10/30/2023	4020 BLUESTEM CIR	5	11	QUAILBROOK ADD #2	R1	\$ 3,400.00	24	
1 & 2 FAMILY, ADD OR ALTER	HALL, GERALD	4146	10/30/2023	696 MILLER AVE	11	5	GLASSEN-MILLER ADDITION	R1	\$ 2,500.00	462	
1 & 2 FAMILY, ADD OR ALTER	KELCO CONSTRUCTION	4409	10/30/2023	1035 S FLOOD AVE	7	1	OAK RIDGE ADD - AMENDED	R1	\$ 75,000.00	1595	
1 & 2 FAMILY, ADD OR ALTER	ROMERO'S CONSTRUCTION	4437	10/30/2023	1028 CEDARCREST ST	1	5	SHADOWLAKE ADD #2	R1	\$ 13,000.00	162	
1 & 2 FAMILY, ADD OR ALTER	J.W. DESIGNS, LLC.	4453	10/30/2023	329 W SYMMES ST	4	10	WAGGONER'S T.R. FIRST ADD	CCFB	\$ 120,000.00	1999	
1 & 2 FAMILY, ADD OR ALTER	J.W. DESIGNS, LLC.	4454	10/30/2023	329 W SYMMES ST	4	10	WAGGONER'S T.R. FIRST ADD	CCFB	\$ 39,000.00	100	
1 & 2 FAMILY, ADD OR ALTER	OWNER	4467	10/30/2023	803 BOB WHITE AVE	4	2	THUNDERBIRD EST ADD	RE	\$ 500.00	200	
1 & 2 FAMILY, ADD OR ALTER	OWNER	4513	10/13/2023	812 BOB WHITE AVE	10	1	QUAIL SPRINGS ADD	R1	\$ 3,500.00	309	
1 & 2 FAMILY, ADD OR ALTER	AMERICAN CONSTRUCTION	4517	10/13/2023	1104 W APACHE ST	1	1W	ELM HEIGHTS ADD SEC	R1	\$ 60,000.00	1195	
1 & 2 FAMILY, ADD OR ALTER	SUNROOMS & MORE	4534	10/30/2023	3922 96TH AVE	9	4	NOT SUBDIVIDED	A2	\$ 59,789.00	220	
1 & 2 FAMILY, ADD OR ALTER	OWNER	4576	10/30/2023	807 E MAIN ST	4	60	NORMAN, ORIGINAL TOWNSHIP	R2	\$ 3,000.00	254	
1 & 2 FAMILY, ADD OR ALTER	BLACKBIRD RENOVATIONS	4589	10/30/2023	829 HAWKS NEST DR	3	4	EAGLE CLIFF ADD #1	R1	\$ 1,250.00	260	
1 & 2 FAMILY, ADD OR ALTER	SWIFTCO DEVELOPMENT	4738	10/30/2023	640 SHERRY AVE	10	4	TOWN & COUNTRY ESTATES	R1	\$ 47,000.00	200	
1 & 2 FAMILY, ADD OR ALTER	OWNER	4851	10/30/2023	9912 GERONIMO DR	18	6	SOUTHRIDGE ADD	R1	\$ 125,000.00	1000	
1 & 2 FAMILY, CARPORT	405 STEEL LLC	4795	10/30/2023	1599 HIGH TRAIL RD	5	3	INDIAN HILLS ESTATES	RE	\$ 300.00	20	
1 & 2 FAMILY, PAVING	BISON CONCRETE	3520	10/30/2023	409 BALMORAL CT	10	2	BROOKHAVEN #3	R1	\$ 3,300.00	395	
1 & 2 FAMILY, PAVING	SHEPPARD CONCRETE	3799	10/19/2023	634 CHAUTAUQUA DR	2	3	LANDT ADD	R1	\$ 24,000.00	2850	
1 & 2 FAMILY, PAVING	OWNER	4338	10/19/2023	815 MORNINGSID AVE	17	1	LINCOLN TERRACE ADD	R1	\$ 5,000.00	192	
1 & 2 FAMILY, PAVING	SWIFTCO DEVELOPMENT	4387	10/12/2023	633 OKMULGEE DR	4	2	SOUTHRIDGE ADD	R1	\$ 30,000.00	198	
1 & 2 FAMILY, PAVING	SHEPPARD CONCRETE	4527	10/12/2023	1430 CHERRY LAUREL DR	31	6	COLLEGE MANOR	R1	\$ 18,527.00	480	
1 & 2 FAMILY, PAVING	SHEPPARD CONCRETE	4528	10/3/2023	1223 CRUCE ST	25	13	HERTINGTON HEIGHTS #2	R1	\$ 13,000.00	1200	
1 & 2 FAMILY, PAVING	SHEPPARD CONCRETE	4529	10/3/2023	410 MARGARET DR	12	6	MEADOW PARK ADD	R1	\$ 9,500.00	1118	
1 & 2 FAMILY, PAVING	OWNER	4598	10/2/2023	423 S LAHOMA AVE	3	10	ROSS ADDITION	R1	\$ 7,000.00	475	
1 & 2 FAMILY, PAVING	WHITE BUFFALO CONCRETE & CONST	4598	10/2/2023	2563 CYPRESS AVE	19	9	COLLEGE MANOR	R1	\$ 5,000.00	280	
1 & 2 FAMILY, REPAIR	ALL SEASONS ROOFING AND CONST	4496	10/9/2023	2916 EAST LAKE DR	1	4	EAST RIDGE ADD #05	R1	\$ 180,000.00	2100	
1 & 2 FAMILY, REPAIR	OWNER	4622	10/9/2023	2521 W BROOKS ST	17	1	NORMANDY MANOR	R1	\$ 60,000.00	1200	
1 & 2 FAMILY, REPAIR	OWNER	4870	10/10/2023	2816 EDGEEMERE DR	10	3	EAST RIDGE ADD #19	R1	\$ 200,000.00	1850	
1 & 2 FAMILY, SOLAR	SOLAR POWER OF OKLAHOMA	4433	10/10/2023	303 DRIFTWOOD DR	14	1	NORMANDY ESTATES	RE	\$ 81,600.00	17	
1 & 2 FAMILY, SOLAR	DELTA ENERGY SOLAR	4465	10/3/2023	5113 LADBROOK ST	15	5	CAMBRIDGE ADD	R1	\$ 15,000.00	6	
1 & 2 FAMILY, SOLAR	PAIC SOLAR	4520	10/3/2023	2809 SEQUOYAH TRL	1	13	WOODCREST EST #3	R1	\$ 37,130.00	6	
1 & 2 FAMILY, SOLAR	SOLAR POWER OF OKLAHOMA	4678	10/3/2023	500 TERRACE PL	9	2	NORMANDY PARK	R1	\$ 14,851.00	5	
1 & 2 FAMILY, SOLAR	NIVO SOLAR	4692	10/3/2023	1432 FOREST GLENN CIR	19	2	SONOMA PARK #2	R1	\$ 36,384.00	9	
1 & 2 FAMILY, SOLAR	SOLAR POWER OF OKLAHOMA	4718	10/23/2023	2129 VALLEY HOLLOW	8	4	SUMMIT VALLEY	R1	\$ 27,027.00	8	
1 & 2 FAMILY, SOLAR	GREEN LIGHT SOLAR	4736	10/23/2023	3813 TAYPORT ST	14	1	CADCADE ESTATES	R1	\$ 40,769.00	8	
1 & 2 FAMILY, SOLAR	SUNTRIA	4759	10/9/2023	3016 MISTY RIDGE CT	9	5	SUMMIT LAKES ADD #4	R1	\$ 37,744.00	7	
1 & 2 FAMILY, SOLAR	OKIE SOLAR	4793	10/9/2023	3611 CHATHAM CT	6	1	BROOKHAVEN #1	R1	\$ 50,000.00	7	
1 & 2 FAMILY, SOLAR	GREEN LIGHT SOLAR	4801	10/10/2023	212 MIDWAY DR	4	1	CAMBRIDGE#2	RM6	\$ 30,760.00	15	
1 & 2 FAMILY, SOLAR	MY ROOF SOLAR	4840	10/10/2023	3113 MARGOLD TRL	22	1	TRAILS ADD #3	R1	\$ 22,027.00	6	
1 & 2 FAMILY, SOLAR	SOLAR POWER OF OKLAHOMA	4844	10/3/2023	617 SHADOWHILL ST	13	5	SHADOWLAKE ADD #4	R1	\$ 22,978.00	9	
1 & 2 FAMILY, SOLAR	ADT SOLAR	4862	10/3/2023	2433 OSBORNE DR	16	5	NORMANDY ACRES FIRST	R1	\$ 49,800.00	7	
1 & 2 FAMILY, STORAGE BLDG	OWNER	4353	10/13/2023	13325 TRENTON RD	5	1	INDIAN MERIDIAN EST	RE	\$ 9,000.00	875	
1 & 2 FAMILY, STORAGE BLDG	OWNER	4408	10/13/2023	2851 TATTON CIR	15	1	NORMANDY PARK	R1	\$ 18,000.00	~480	
1 & 2 FAMILY, STORAGE BLDG	TUFF SHED INC	4535	10/13/2023	3000 TRAILS END	13	1W	LAKESIDE ESTATES (SURVEY)	A2	\$ 10,897.00	240	
1 & 2 FAMILY, STORAGE BLDG	BRENT SWIFT DESIGN BUILD	4581	10/13/2023	408 LAWS DR	13	1	CAMBRIDGE ADD #3	R1	\$ 9,300.00	160	
1 & 2 FAMILY, STORAGE BLDG	KEMERY, PATRICK	4605	10/4/2023	1619 CROWN POINT RD	12	5	HILLTOP ADD	R1	\$ 40,000.00	600	
1 & 2 FAMILY, STORAGE BLDG	OWNER	4739	10/4/2023	4300 156TH AVE	8	1E	NOT SUBDIVIDED	A2	\$ 250,000.00	2400	
1 & 2 FAMILY, STORAGE BLDG	T.B.C. BUILDINGS & CONCRETE	4751	10/4/2023	5525 E LINDSEY ST	36	2W	PEEBLY ESTATES COS 2021-1	A2	\$ 43,000.00	3360	
1 & 2 FAMILY, STORAGE BLDG							NOT SUBDIVIDED	A2	\$ 68,000.00	2400	

1 & 2 FAMILY, SWIMMING POOL	2153	10/3/2023	4529	BELLINGHAM	LN	2	1	1	CARRINGTON PLACE ADD #14	R1	\$ 93,000.00	1272	
SIGNATURE CUSTOM POOLS				CATALINA	RD	7	1	1	MONTEREY ADD #1	R1	\$ 69,000.00	640	
1 & 2 FAMILY, SWIMMING POOL	4299	10/3/2023	3907	HUNTERS HILL	CT	21	1	1	BROOKHAVEN #05	R1	\$ 54,144.00	526	
AQUAMARINE POOL OF OFW	4384	10/3/2023	4310	CANNON	DR	3	6	3	CARRINGTON PLACE ADD #5	R1	\$ 85,000.00	1100	
ARTISTIC DESIGNS POOL & SPA	4494	10/3/2023	4128	FAIRFIELD	DR	4	3	3	BROAD ACRES ADD SEC 2-AMENDED R1	R1	\$ 52,284.00	423	
1 & 2 FAMILY, SWIMMING POOL	4515	10/10/2023	2720	FAIRFIELD	DR	1	1	1	VILLAS AT ASHTON GROVE	PUD	\$ 105,000.00	904	
ACE POOLS	4586	10/10/2023	4701	HACKNEY WICK	CT	5	3	3	CARRINGTON PLACE ADD #12	R1	\$ 175,000.00	2170	
SPARTAN POOLS & PATIO	4717	10/6/2023	4004	BATES	CT	5	4	4	HALLBROOKE ADD #4	R1	\$ 105,000.00	1000	
THE POOL BROTHERS	4834	10/6/2023	2203	BATES	CT	5	4	4	HALLBROOKE ADD #4	R1	\$ 105,000.00	1000	
OWNER	3820	10/6/2023	2019	136TH	AVE	1	11	11	THUNDERBIRD HILLS	RE	\$ 140,310.00	2128	
1 FAMILY, MANUF HOME REPLACE				143RD	AVE	33	2	2	PRIDE #034	RE	\$ 142,306.00	1456	
OWNER	4441	10/6/2023	10009	SANDPIPER	LN	9	1	1	SUTTON PLACE ADD #7	R1	\$ 384,160.00	3566	
1 FAMILY, NEW CONSTRUCTION	3559	10/6/2023	1504	HOLLOW CREST	CT	7	7	7	SUMMIT VALLEY SEC. #3	R1	\$ 280,980.00	2902	
REMINOTON ENTERPRISES, LLC	3811	10/6/2023	1816	LADERA	LN	1	2	2	SUMMIT VALLEY SEC. #3	R1	\$ 290,080.00	3073	
REMINOTON ENTERPRISES, LLC	3812	10/11/2023	2005	LADERA	LN	2	2	2	SUMMIT VALLEY SEC. #3	R1	\$ 280,980.00	2902	
REMINOTON ENTERPRISES, LLC	3815	10/11/2023	2009	LADERA	LN	1	1	1	SUMMIT VALLEY SEC. #3	R1	\$ 273,420.00	2995	
REMINOTON ENTERPRISES, LLC	3816	10/2/2023	2004	LADERA	LN	1	1	1	SUMMIT VALLEY SEC. #3	R1	\$ 280,980.00	2902	
REMINOTON ENTERPRISES, LLC	3817	10/2/2023	2008	LADERA	LN	2	1	1	SUMMIT VALLEY SEC. #3	R1	\$ 290,980.00	3069	
REMINOTON ENTERPRISES, LLC	3887	10/2/2023	1902	HOLLOW CREST	CT	6	7	7	SUMMIT VALLEY SEC. #3	R1	\$ 280,980.00	2902	
REMINOTON ENTERPRISES, LLC	3889	10/2/2023	1819	HOLLOW CREST	CT	16	7	7	SUMMIT VALLEY SEC. #3	R1	\$ 280,980.00	2902	
REMINOTON ENTERPRISES, LLC	3890	10/5/2023	1906	HOLLOW CREST	CT	5	7	7	SUMMIT VALLEY SEC. #3	R1	\$ 273,420.00	2995	
REMINOTON ENTERPRISES, LLC	3891	10/5/2023	1815	HOLLOW CREST	CT	15	7	7	SUMMIT VALLEY SEC. #3	R1	\$ 273,420.00	2995	
GARETT MAPLES HOMES LLC	4166	10/9/2023	609 S	FLOOD	AVE	7	2	2	LANDT'S #2	R1	\$ 600,000.00	3881	
R & R HOMES	4328	10/9/2023	3200	BIRMINGHAM	DR	4	5	5	ST JAMES PARK ADD 5	R1	\$ 259,280.00	2837	
DENALI HOMES, LLC.	4331	10/9/2023	4701	ISABELLA	DR	7	2	2	LAS COLINAS SEC. #1	R1	\$ 587,000.00	4201	
MURFIELD HOMES	4347	10/9/2023	3613	VINTAGE CREEK	DR	2	2	2	VINTAGE CREEK ADDITION	PUD	\$ 284,200.00	3146	
VESTA HOMES, INC.	4378	10/11/2023	4950	108TH	AVE	22	1W	1W	BENT OAKS RANCH (SURVEY)	A2	\$ 227,920.00	2286	
DENALI HOMES, LLC.	4381	10/11/2023	4209	FARM HILL	RD	22	1	1	FOUNTAIN VIEW SEC. #1	R1	\$ 798,800.00	5628	
OWNER	4386	10/13/2023	5532 NW	STEED	DR	3	6	6	MARLATT ADD	R1	\$ 448,140.00	4760	
1 FAMILY, NEW CONSTRUCTION	4390	10/13/2023	1806	TAINES TURN	LN	46	18	18	CEDAR LANE SEC #3	R1	\$ 276,000.00	1810	
TABER BUILT HOMES, LLC.	4402	10/9/2023	501	CAMPFIRE	LN	4	4	4	PINE CREEK ADDITION	PUD	\$ 580,000.00	4118	
1 FAMILY, NEW CONSTRUCTION	4406	10/9/2023	713	TIMBER	TR	11	8	8	VINTAGE CREEK ADDITION	PUD	\$ 450,000.00	3646	
LANDMARK FINE HOMES, LP.	4442	10/2/2023	4525	BELLINGHAM	LN	3	1	1	CARRINGTON PLACE ADD #14	R1	\$ 700,000.00	4363	
1 FAMILY, NEW CONSTRUCTION	4443	10/2/2023	415	CAMPFIRE	LN	3	5	5	PINE CREEK ADDITION	PUD	\$ 580,000.00	3972	
LANDMARK FINE HOMES, LP.	4507	10/9/2023	4408	KENSAL RISE	PL	8	5	5	CARRINGTON PLACE ADD #8	R1	\$ 600,000.00	4210	
1 FAMILY, NEW CONSTRUCTION	4509	10/9/2023	2450	CREEDE	RD	16	3W	3W	NOT SUBDIVIDED	PUD	\$ 765,000.00	7077	
STONEWALL HOMES, LLC.	4545	10/3/2023	3705	TRADITIONS	TR	2	5	5	VINTAGE CREEK ADDITION	PUD	\$ 550,000.00	3869	
1 FAMILY, NEW CONSTRUCTION	4551	10/3/2023	3812	LEGACY	LN	10	4	4	VINTAGE CREEK ADDITION	PUD	\$ 480,000.00	3404	
IDEAL HOMES OF NORMAN	4626	10/10/2023	409	SONORA	LN	2	4	4	LITTLE RIVER TRAILS SEC #3	PUD	\$ 461,160.00	4253	
1 FAMILY, NEW CONSTRUCTION	4650	10/10/2023	3989	120TH	AVE	3	5	5	NOT SUBDIVIDED	A2	\$ 168,000.00	1200	
BLACKWELL CONSTRUCTION LLC	4715	10/12/2023	4705	NORTHFIELDS	LN	5	6	6	CARRINGTON PLACE ADD #14	R1	\$ 555,000.00	4338	
1 FAMILY, NEW CONSTRUCTION	4716	10/12/2023	4705	CAMPFIRE	LN	5	6	6	PINE CREEK ADDITION	PUD	\$ 690,000.00	4210	
LANDMARK FINE HOMES, LP.	4754	10/3/2023	3109	SUNCREST	DR	16	3	3	FOUNTAIN VIEW SEC. #1	R1	\$ 753,000.00	5587	
1 FAMILY, NEW CONSTRUCTION	4755	10/3/2023	3113	SUNCREST	DR	17	3	3	FOUNTAIN VIEW SEC. #1	R1	\$ 834,800.00	6082	
DENALI HOMES, LLC.	4444	10/10/2023	3028	RED CEDAR	WAY	2	1	1	GREENLEAF TRAILS ADD 12	PUD	\$ 234,640.00	2440	
1 FAMILY, NEW CONSTRUCTION	4444	10/10/2023	3028	RED CEDAR	WAY	2	1	1	PINE CREEK ADDITION	PUD	\$ 480,760.00	4455	
IDEAL HOMES OF NORMAN	4480	10/10/2023	4001	YELLOWSTONE	DR	31	2	2	GREENLEAF TRAILS ADD 12	PUD	\$ 209,440.00	2362	
1 FAMILY, NEW CONSTRUCTION	4532	10/3/2023	3031	RED CEDAR	WAY	2	2	2	PINE CREEK ADDITION	PUD	\$ 406,420.00	3864	
IDEAL HOMES OF NORMAN	4533	10/3/2023	3919	YELLOWSTONE	DR	29	2	2	PINE CREEK ADDITION	PUD	\$ 406,420.00	3864	
1 FAMILY, NEW CONSTRUCTION	4806	10/10/2023	3610	CASSIDY	DR	19	1	1	FLINT HILLS SEC. #1	PUD	\$ 11,982.00	2103	
IDEAL HOMES OF NORMAN	4881	10/10/2023	3013	RED CEDAR	WAY	3	3	3	GREENLEAF TRAILS ADD 12	PUD	\$ 222,740.00	2283	
ALFAERO PROPERTIES	4887	10/24/2023	401	12TH	AVE	287	1	69	TRIAD #2	RM6	\$ 3,900.00	2582	
3+ FAMILY, NEW CONSTRUCTION				SYMES	ST	1	69	69	LARSH ADD #1	CCFB	\$ 3,000,000.00	24582	
RESIDENTIAL STORAGE CONTAINER	4730	10/17/2023	4100	28TH	AVE	2	2	2	PEPCO INDUSTRIAL PARK PHASE 1	I1	\$ -	0	
TEMPORARY ROLL-OFF, OTHER	4492	10/17/2023	1221	ED NOBLE	PKWY	1	1	1	NORMAN AUTOMOTIVE BUSINESS PH	C2	\$ -	0	
TEMPORARY ROLL-OFF, OTHER	4693	10/3/2023	3600	CLASSEN	BLVD	16	2W	2W	TAKE 5 NORMAN	C2	\$ -	0	
TEMPORARY ROLL-OFF, OTHER	4704	10/3/2023	2551	CLASSEN	BLVD	1	1	1	ASPEN HEIGHTS NORMAN 2ND	C2	\$ -	0	
TEMPORARY ROLL-OFF, RESIDENTIAL	4511	10/18/2023	5707	24TH	AVE	3	2W	2W	NOT SUBDIVIDED	A2	\$ -	0	
TEMPORARY ROLL-OFF, RESIDENTIAL	4514	10/18/2023	5340	144TH	AVE	6	1E	1E	NOT SUBDIVIDED	A2	\$ -	0	
TEMPORARY ROLL-OFF, RESIDENTIAL	4524	10/18/2023	721 N	JONES	AVE	13	15	15	J.A. JONES ADDITION	R2	\$ -	0	
TEMPORARY ROLL-OFF, RESIDENTIAL	4587	10/18/2023	2011	TWISTED OAK	CIR	8	1	1	OAKHURST ADD SEC 13	RM2	\$ -	0	
TEMPORARY ROLL-OFF, RESIDENTIAL	4593	10/18/2023	12400	BUCKSKIN PASS	DR	12	1W	1W	CH #1	A2	\$ -	0	
TEMPORARY ROLL-OFF, RESIDENTIAL	4694	10/18/2023	1609	MORREN	DR	9	9	9	CRESTLAND ESTATES #1	R1	\$ -	0	
TEMPORARY ROLL-OFF, RESIDENTIAL	4746	10/12/2023	3	RUSTIC HILLS	DR	3	1	1	RUSTIC HILLS #1	R1	\$ -	40	
TEMPORARY ROLL-OFF, RESIDENTIAL	4747	10/12/2023	929	BARKLEY	CIR	13	2	2	HALLWAY ADD	R1	\$ -	40	
TEMPORARY ROLL-OFF, RESIDENTIAL	4757	10/12/2023	4810	WOODLAND OAKS CT	CT	7	1	1	WOODLAND OAKS #1	RE	\$ -	40	
TOTAL PERMITS												2,118	SOLAR PERMITS - PROJECT AREA NOT INCLUDED
(EXCLUDING TEMP ROLL-OFF)												209,651	
TOTAL VALUATION												\$ 22,251,782	
AVERAGE VALUATION												\$ 198,577	
112													
TOTAL PROJECT AREA												209,651	
AVERAGE PROJECT AREA												2,118	

Permit Type	Permit Counts	Unit Count	Valuation	Permit Type	Permit Counts
Residential, New Construction	38		\$ 16,121,882	ROLOFF PERMITS	Count=13
Residential Duplex, New Construction	0		\$ -		
Residential, New Manufactured Home	1		\$ 142,306		
Residential, Storm Shelter	14		\$ 59,340		
Residential, Addition/Alteration	14		\$ 549,839	DEMOS-RESIDENTIAL	
Residential, Carport	1		\$ 3,300	None	
Residential, Storage Building	8		\$ 448,197		
Residential, Fire Repair	3		\$ 440,000		
Residential, Swimming Pool	8		\$ 738,428		
Residential, Manufactured Home Repl	1		\$ 140,910		
Residential, Solar	13		\$ 465,090		
Residential, Paving	9		\$ 132,590		
Multi-Family, New (3+ Family)	1		\$ 3,000,000	TOTAL DEMO	
Multi-Family, Addition/Alteration (3+ Family)	1		\$ 8,900	NET UNITS	
Multi-Family, Foundation (3+ Family)	0		\$ -	None	
Multi-Family, Fire Repair (3+ Family)	0		\$ -		
Group Quarters	0		\$ -		
Roll Off, Residential	9		\$ -		
Roll Off, Other	3		\$ -		
Seasonal Storage Container	1		\$ -		
Storage Container	0		\$ -		
TOTAL	125		\$ 22,251,782	TOTAL DEMO-NET DWELLING	

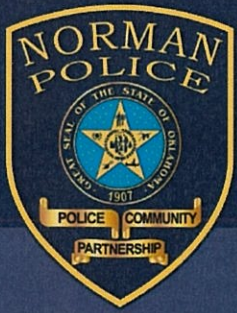


City of Norman
BUILDING PERMITS AND INSPECTIONS

Issued October 2023 - Sorted by Permit Type

Permit Type	Contractor	Tenant Name	Permit #	Issued	Street #	Dir	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
COMMERCIAL, ADD/ALT	LEASEE (TENANT)	GRIDIRON WELLNESS FARMS	4340	10/11/2023	9300	E	POST OAK	RD	21	1W	NOT SUBDIVIDED	A2	\$ 5,000.00	100
COMMERCIAL, ADD/ALT	TC GRISSOM BUILDING CO.	WHITE BOX	4664	10/19/2023	728		RESEARCH PARK	BLVD	35A	3	NORMAN RESEARCH PARK	I1	\$ 25,000.00	1500
COMMERCIAL, ADD/ALT	TC GRISSOM BUILDING CO.	WHITE BOX	4667	10/19/2023	728		RESEARCH PARK	BLVD	35A	3	NORMAN RESEARCH PARK	I1	\$ 25,000.00	1500
COMMERCIAL, INTERIOR FINISH	RJUS COMPLETE RENOVATIONS	TEZ WINGS	3953	10/31/2023	1103	E	CONSTITUTION	ST	36		NAVAL AIR TECH TRAINING CENTER	C2	\$ 100,000.00	2259
COMMERCIAL, INTERIOR FINISH	TC GRISSOM BUILDING CO.	DIAGNOSTIC LAB OF OK, LLC	4060	10/9/2023	3321	W	TECUMSEH	RD	1	1	CARROLL FARM SEC. 4	PUD	\$ 100,000.00	2024
COMMERCIAL, INTERIOR FINISH	LEASEE (TENANT)	CADD0 HOLDINGS	4603	10/15/2023	2341	W	MAIN	ST	26	3W	NOT SUBDIVIDED	C2	\$ 25,000.00	2400
COMMERCIAL, NEW CONSTRUCTION	CMS WIRELESS, LLC.	SMITH COMMUNICATIONS, LLC	3694	10/3/2023	596		BRATCHER MINER	RD	18	2W	CITY PROPERTY	I2	\$ 225,000.00	2500
TOTAL PERMITS														
AVERAGE VALUATION \$ 72,143														
TOTAL VALUATION \$ 505,000														
AVERAGE PROJECT AREA														
TOTAL PROJECT AREA														
1,755														
12,283														
New Construction Business Information (New Construction and New Shell Building)														
Permit Type	Count	Valuation	Building Size (SF)											
Commercial New Construction	1	\$	2,500											
Commercial Parking Lot	0	\$	INDUSTRIAL											
Commercial Shell Building	0	\$	SMITH COMMUNICATIONS, LLC											
Commercial Addition/Alteration	3	\$	Business											
Commercial Interior Finish	3	\$												
Commercial Fire Repair	0	\$												
Commercial Foundation	0	\$												
Temporart Bldg/Construction Trailer	0	\$												
TOTAL														
7														
\$ 505,000														

POLICE 11



NORMAN POLICE DEPARTMENT

MONTHLY DEPARTMENT OVERVIEW

Item 6.



OCTOBER | 2023

MONTHLY ACTIVITY OVERVIEW

SUMMARY OF REPORTED OFFENSES	2023	5-YEAR AVERAGE	2022
MURDER	0	1	0
SEXUAL ASSAULTS	12	18	17
ROBBERY	3	5	2
AGGRAVATED ASSAULTS	25	24	30
BURGLARY OF BUILDING	24	39	43
LARCENY/THEFT	220	253	222
MOTOR VEHICLE THEFT	22	38	30
ARSON	1	0	0
KIDNAPPING	2	2	3
FRAUD/FORGERY	61	69	69
DUI/APC	28	36	32
PUBLIC INTOXICATION	59	49	59
RUNAWAYS	22	22	14
DRUG VIOLATIONS	39	59	43
THREATS/HARASSMENT	33	34	38
VANDALISM	107	84	90
OTHER	766	930	981
TOTAL REPORTED OFFENSES	1,167	1,337	1,335
TOTAL ARRESTS:	476	524	536
PROTECTIVE CUSTODY:	95	99	98
TOTAL CASE REPORTS*	1,002	1,077	1,076
COLLISIONS	248	281	261
FATALITY	2	2	2
INJURY	62	50	40
NON-INJURY	184	230	219
NUMBER OF PEOPLE INJURED	83	107	93
CITATIONS & WARNINGS	2,097	2,538	1,951
TRAFFIC CITATIONS	654	621	389
TRAFFIC WARNINGS	924	1,127	756
PARKING CITATIONS & WARNINGS	519	790	806

COMMUNICATIONS CENTER ACTIVITY OVERVIEW

911 CALLS TAKEN: 6,001

NON-EMERGENCY CALLS TAKEN: 15,813

TOTAL INCOMING CALLS: 24,632

TOTAL CALLS FOR SERVICE GENERATED: 11,866

POLICE CALLS FOR SERVICE: 7,955

OFFICER INITIATED: 2,818

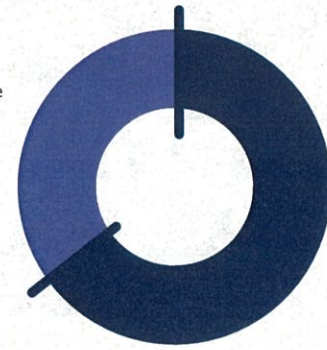
CITIZEN INITIATED: 5,137

OTHER CAD ACTIVITY:

NORMAN FIRE: 1,666

EMSSTAT: 2,226

Officer Initiated Calls for Service
2,818



Citizen Initiated Calls for Service
5,137

INVESTIGATIONS ACTIVITY

CASES CURRENTLY OPEN (2020 TO PRESENT): 400

CASES ASSIGNED DURING THE CURRENT REPORTING PERIOD: 182

CASES CLOSED DURING REPORTING PERIOD: 595

CLEARED BY ARREST / WARRANT: 14

CLEARED BY EXCEPTION: 16

COP FOLLOW-UP: 12

DEACTIVATED: 515

REFERRED TO PATROL: 18

DEACTIVATED DUE TO STAFFING: 19

UNFOUNDED: 1

ANIMAL WELFARE

INTAKES: 226

LIVE RELEASES: 223

LIVE OUTCOME RATE: 91%

ANIMALS FOSTERED: 124

ANIMALS LICENSED: 80

VOLUNTEER HOURS: 249

RECORDS

CUSTOMER SERVICE CONTACTS: 1,778

IN-PERSON CONTACTS: 715

PHONE CONTACTS: 669

EMAIL CONTACTS: 394

DEPARTMENT STAFFING

AUTHORIZED COMMISSIONED: 180

ACTUAL EMPLOYED: 166

AVAILABLE FOR ASSIGNMENT: 136**

AUTHORIZED NON-COMMISSIONED: 76

ACTUAL NON-COMMISSIONED: 68

AVAILABLE FOR ASSIGNMENT: 67**

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

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

ANIMAL CONTROL 11A

Norman Animal Welfare Monthly Statistical Report September 2023



IN SHELTER ANIMAL COUNTS

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

ANIMAL INTAKES

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

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

OTHER STATISTICS

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

LENGTH OF STAY (DAYS)

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

OWNER SURRENDER PENDING INTAKE

	Canine	Feline	Other	Total
Animals	258	65	0	323

Norman Animal Welfare Monthly Statistical Report September 2023



LIVE ANIMAL OUTCOMES

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

OTHER ANIMAL OUTCOMES

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

TOTAL OUTCOMES

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

SHELTER EUTHANASIA DATA

	Canine	Feline	Other	Total	Percentage
Medical - Sick	1	0		1	14%
Medical - Injured	1	1		2	29%
Behavior - Aggressive	2	0		2	29%
Behavior - Other	2	0		2	29%
TOTAL EUTHANASIA	6	1	0	7	

MONTHLY LIVE RELEASE RATE

2022	2023
86.5%	94.5%

Live Outcomes / (Total Outcomes - Owner Int Euth)

PUBLIC WORKS 12

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

ENGINEERING DIVISION

DEVELOPMENT

The Development Manager processed three (3) Final Plats for the Development Committee; five (5) Preliminary Plats, one (1) Short Form Plat and one (1) Center City Form Based Code for Planning Commission; two (2) Rural Certificates of Survey, two (2) Preliminary Plats, one (1) Certificate of Plat Correction and one (1) Encroachment for City Council. The Development Engineer reviewed 29 sets of construction plans and seven (7) punch lists. There were 97 permits reviewed and/or issued. Fees were collected in the amount of \$16,898.57.

CAPITAL PROJECTS:

North Base Complex Phase 2 – Vehicle Wash Facility:

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

The project involves the following items:

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

As of the current pay application on 9/20/2023, 84% of the total contract amount has been expended. The total construction period per the contract is currently 202 calendar days. As of July 26, 2023, the contract time has expired; however, there have been a large number of weather delays in June and July that have yet to be formally claimed by the contractor. In addition, a supply chain delay outside of the contractor's control has occurred that will likely be compensated for with a future change order. It is anticipated that these additional delay days will be claimed on the final change order at project completion, and the approved construction period will be extended. The delayed control pedestals were to be shipped on 11/3/23, the contractor is checking to make sure that they were shipped as planned. With that in mind, the new completion date is expected to be sometime at the end of November.

The contractor's activities this month were as follows:

- Completed installation of wash equipment
- Continued electrical and plumbing work
- Installed landscaping
- Installed wash floor epoxy coating
- Fuel master control pedestals shipped

James Garner Phase 2 – Acres Street to Flood Avenue:

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

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

The project involves the following items:

- Construction of a new roadway extension of James Garner Avenue beginning from just north of Acres Street adjacent to the Norman Municipal Library and extending north of Robinson Street to connect to Flood Avenue.
- New multilane roundabout intersection between the Flood Avenue and the new James Garner extension

Monthly Progress Report
Public Works (October 2023)

- A new vehicular and pedestrian bridge over Robinson Street with aesthetics honoring James Garner as the roadway's namesake.
- Reconstruction and extension of the Legacy Trail with improved pedestrian lighting.
- Low Impact Development such as plantings and landscaping in the roadway medians and at bridge abutments to filter runoff and help prevent erosion.
- Reconfigured connections between local streets from Johnson Street to Himes Street.
- Decorative roadway lighting and landscaping.

As of the last pay application on 10/3/2023, 33% of the total contract amount has been expended. Through 9/30/23, 34% of the contract time had expired.

The contractor's activities this month were as follows:

- Completed storm sewer relocation on Robinson St.
- Mainline paving south of Robinson St. is complete
- Continued installation of electrical conduit and lighting bases south of Robinson St.
- Installation of ditch liners north of Robinson St. is complete
- Installed all bridge piers
- Began installation of bridge abutments and pier columns
- Continued construction of Legacy Trail
- Installed permanent sod South of Robinson St.

Porter Avenue Streetscape – Alameda Street to Robinson Street:

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

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

Proposed improvements include:

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

As of the last pay application on 10/15/2023, 34% of the total contract amount has been expended. Through 8/31/23, 79% of the contract time has been expended.

The city has imposed a number of restrictions on the contractor in an effort to reduce the impact of the construction on local businesses and traffic along Porter Avenue. Although these restrictions have been successful in mitigating disruption to individual property owners and have allowed larger portions of the roadway to stay open at a given time, they have resulted in extending the overall project duration beyond what was expected at bidding. City staff and ODOT are working together with the contractor to determine a reasonable way to extend the allowable contract time to compensate for these added restrictions to the work. Once that change is implemented, the time used percentage will more closely align with the contract completion. Furthermore, many of the larger cost items in this project, such as landscaping and roadway paving, are not

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Public Works (October 2023)

scheduled to be completed until the very end of the project. This too, helps to account for a portion of the lag between amount spent and time spent.

The contractor's activities this month were as follows:

- Completed sidewalks and Drives from Gray St. south (both sides)
- Installed irrigation service and meter at Alameda St.
- Began construction of driveways and sidewalks between Frank Street and Robinson St. on east side
- Began installation of light pole bases and conduit North of Frank Street on east side
- Completed all storm sewer on south half of the project

Sidewalk Programs:

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

As of 10/30/2023, 26% of the total contract amount has been expended and 21% of the contract time has been expended.

Street Maintenance Bond Programs:

FYE 2023 Street Maintenance Bond – Urban Reconstruct

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

The contractor mobilized on April 17, 2023 and began removals. A leaking city water main was discovered during removals and NUA opted to replace the main and all service lines. This delayed the street project approximately three weeks. A period of heavy rain following the water main delay further delayed the remaining removals and subgrade stabilization. Weather conditions were not favorable for subgrade stabilization until June 23rd. Stabilization was completed and concrete placement began on June 29th. The project made significant progress during July and Early August reaching substantial completion on August 22, 2023. Work on Fairfield Drive location began in Mid-August 2023 and proceeded in phases of removal, subgrade stabilization, and concrete placement. Fairfield was fully completed in October. A small punch list was developed and the contractor completed those items. This project is scheduled for final acceptance at the November 28th Council meeting.

FYE 2023 - Miller Avenue Curb and Gutter Maintenance Project

Bids for the Miller Avenue Curb and Gutter Maintenance Project were opened on May 18, 2023. The bid was awarded at the June 27, 2023 Council Meeting. The contractor mobilized on July 6, 2023 and completed the west half of the project in July. The project was paused at the end of August to accommodate a community event. The contractor returned in October to complete additional ADA ramps, sidewalk, and storm inlets. Work was nearly completed in October, however an extremely shallow street light conduit caused a delay on the last ADA ramp. That ramp will be completed as soon as OG+E repairs the electrical conduit.

FYE 2024 Street Maintenance Bond – Urban Concrete 1

Urban Concrete Bid 1 bids were opened on June 22, 2023. Seven bids were received and the contract was awarded on July 25, 2023 to Nash Construction Company in the amount of \$1,340,825.00. The project consists of select panel replacement on existing concrete streets. The project should be completed by June 2024. The contractor mobilized on October 12, 2023 and began work on Montgomery Circle.

FYE 2024 Street Maintenance Bond – Urban Concrete 2

Urban Concrete Bid 2 bids were opened on June 22, 2023. Seven bids were received and the contract was awarded on July 25, 2023 to Arroyo's Concrete LLC in the amount of \$1,337,100.00. The project consists of select panel replacement on existing concrete streets. The project should be completed by June 2024. The contractor Mobilized on October 13th and began work on Cruce Drive.

TRANSIT AND PARKING DIVISION

Public Transit

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

The Go Norman Transit Plan was approved by resolution by Council on June 22, 2021. On December 13, 2022 Council approved a resolution to alter transit bus service as recommended in the Plan. Staff are continuing to move forward on the next steps as recommended in the plan. Recent work includes:

Go Norman Transit Plan: Transit Center Remodel

- On February 14, 2023, Council approved contract K-2223-72 with Stronghold Construction to complete the renovation of the 320 E. Comanche St. property into a City Transit Center. A pre-construction meeting was conducted on February 21, 2023 to organize the start of the project, and a Notice to Proceed was issued on February 28, 2023. Construction commenced on March 1, 2023. It was estimated that the project would be completed and open in August 2023, however, due to delays attributed to asbestos remediation the project reached substantial completion and obtained its certificate of occupancy on October 6, 2023. The ribbon cutting ceremony was held Thursday, October 12, 2023, and new bus routes began service from the completed Transit Center on Monday, October 16, 2023. Staff are now finalizing paperwork to prepare an agenda item for Council to review for final acceptance and payment of the project. Please see below for more information.
- As of the last pay application on October 31, 2023, 97.5% of the total contract amount has been expended, representing the entire contract amount less 2.5% retainage. Through October 6, 2023, 100% of the contract time has been expended.
- The initial Punch List walk through was conducted on Tuesday, September 26, 2023.
- The final approval for Building and Occupancy was received on Friday, October 6, 2023.
- Final work on the project completed in October 2023 includes:
 - Final MEP inspection
 - Flooring installation completion
 - 3" line boring (for landscaping irrigation)
 - Window sills, countertops, and stairway ledge installation
 - Doors and hardware
 - Landscaping
 - Convergent technology/camera installation and testing
 - Final clean, inspection, and final punch list items
 - Furniture and vending machine installation
- The Ribbon Cutting Ceremony was held Oct. 12, 2023 with approximately 50-60 people, including media, in attendance. Speeches were given by Taylor Johnson, Transit & Parking Program Manager; Darrel Pyle, City Manager; and Steven Tyler Holman, Ward 7 Councilmember and Council Community Planning & Transportation Committee Chair. These speeches were followed by a group ribbon cutting and a bus driving through a ribbon.



Attendees Preparing to Hear Speeches

Monthly Progress Report
Public Works (October 2023)



Group Ribbon Cutting



Driving a Bus Through the Ribbon

Go Norman Transit Plan: Vehicle Procurement

- The City is currently in the process of purchasing 5 paratransit vans and due to supply chain and warranty delays staff currently anticipates receiving three of these vehicles in November 2023, and the other two by the end of the calendar year. Staff visited the manufacturer to complete inspections on three of these vehicles during the month of October. Below is background on this purchase:
 - On December 14, 2021 the City Council passed and adopted resolution R-2122-72 transferring \$346,703 from the Capital Fund Balance to be matched with \$122,812 available in the Public Transit and Parking Fund to be used to replace 5 paratransit vehicles in the Transit Fleet for a total of \$469,515. Due to ongoing supply chain issues the price of the vehicles had increased, however staff were able to identify additional FTA grant funding allocated to Norman to supplement the cost increase and decrease the amount of local match that was provided from the Public Transit and Parking Fund. Resolution R-2122-98 was approved by Council on March 8 transferring an additional \$149,454 (for a total cost of \$584,655) to cover the cost increase. FTA grant OK-2020-026 will be amended to \$496,157 leaving a local match of \$88,508 (a reduction in the local matching funds of \$34,304.)
- The City is currently in the process of purchasing 3 paratransit ADA compliant minivans for revenue service as well as 2 non-revenue support vehicles. Below is background on this purchase:
 - Council provided funding in the budget sufficient to outright purchase a single large transit bus and a single paratransit vehicle. Because of effective use of grant funding and only using a small percentage of budgeted money as a local match against grant funds, staff proposed to use \$355,692.55 of the remaining funding (\$357,810) for the outright purchase of 3 additional ADA minivans for the paratransit fleet and replacement of two support vehicles which was approved by the City Manager on April 6, 2023 utilizing an Oklahoma State Contract.
 - Both of the non-revenue support vehicles, units 5-2341 and 5-2348 have been received and put into service.
 - The three paratransit ADA compliant minivans for revenue service were delivered in the last week of August. Staff have worked to complete final inspections, warranty repairs, and paperwork, and expect to put these replacement vehicles into service during the month of November.

Transit Center Plumbing

Upon completion of the new Transit Center on October 6, 2023, plumbing systems were tested and working properly. Since the start of service on October 16, 2023, some progressive clogging and draining issues were noted culminating in the system being completely backed up to the point of overflow on October 27, 2023. Diagnostic measures indicate that pre-existing cast iron pipes are in a deteriorated state with rust and decay causing blockages and need to be replaced by more modern PVC piping. Transit staff are collaborating with the Facilities Maintenance staff to correct the issue. Contractors have begun work by removing the basement level plumbing fixtures and taking up the flooring where new PVC pipes need to be installed. Temporary portable restroom facilities are now available on site and will remain until the issue is resolved.

Microtransit Pilot Program with Via Transportation – Norman On-Demand

Following a study to determine the best plan for establishing a microtransit pilot program in the City of Norman, staff conducted a competitive bid process for a turnkey pilot program. The proposal from Via Transportation was determined to be the best suited to the needs of Norman. Contract K-2223-164 with Via Transportation was approved unanimously by council on June 27, 2023. After discovering the University of Oklahoma was interested in collaborating on microtransit services with the renewal of their SafeRide program, staff worked to amend the agreement with Via to include that collaboration. On August 8, 2023 Council approved both

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

Amendment 1 to contract K-2223-164, and Contract K-2324-50 with the University of Oklahoma for microtransit services. Website updates and the end user app both went live on August 16, 2023 and the microtransit service launched as planned on August 21, 2023. More details can be found in the monthly performance report for this service, which is attached.

Transit Monthly Performance Reports

Attached is both the EMBARK Norman Performance Report and the Norman On-Demand Performance Report for September 2023.

STREETS DIVISION**CAPITAL PROJECTS:****60th AVENUE SE: ALAMEDA STREET TO LINDSEY STREET**

Streets crews worked a deep patch at 60th Avenue SE: Alameda Street to Lindsey Street and required 5.06 tons of asphalt for the repair.

NUTMEG: 72ND AVENUE SE TO ALLSPICE RUN

Streets crews worked a deep patch at Nutmeg: 72nd Avenue SE to Allspice Run and required 456.34 tons of asphalt for the repair.

CASTLE ROCK ADDITION

Streets crews replaced damaged concrete panels at in Castle Rock Addition. This repair required 52 cubic yards of concrete and resulted in over 163 square yards repaired.

ASPHALT OPERATIONS:**CARRINGTON LAKES – DEEP PATCH**

Streets crews worked a deep patch at Carrington Lakes and required 34.67 tons of asphalt for the repair.

120TH AVENUE NE AND INDIAN HILLS ROAD

Streets crews worked a deep patch at 120th Avenue NE and Indian Hills Road and required 40.25 tons of asphalt for the repair.

ROADSIDE OPERATIONS:**MOWING OF ROADSIDE RIGHTS-OF-WAY**

Streets Roadside Mowing crew continued their summer mowing schedule. During October, 2023, 389 miles of rural rights-of way and 2,890,808 sq. ft. of urban rights-of-way were mowed.

ROUTINE POTHOLE PATCHING OPERATIONS

This month approximately 4.75 tons of asphalt was utilized in routine pothole patching operations.

STORMWATER DIVISION**CAPITAL PROJECTS:****THE VINEYARDS DRAINAGE IMPROVEMENT PROJECT (Brandon Brooks)**

For several years, residents of The Vineyard Addition have experienced property damage due to flooding. The Vineyard Addition is a residential subdivision located east of Porter Avenue and South of Tecumseh Road. In July 2015, the City hired Meshek and Associates to perform an analysis of flooding issues reported by the residents of The Vineyard Addition. This included a review of the previous drainage reports and studies that were available. Additional detailed modeling was done to determine if any structural changes could be made that would reduce the risk of flooding in this area.

Meshek and Associates provided plans for this project to reduce the flood risk by expanding and re-grading the existing detention pond to increase the stormwater storage. The existing sidewalk will be shifted several feet to the north to allow the pond to be expanded. The dam on the eastern boundary of the pond will be raised approximately five feet above existing grade to provide additional stormwater storage. Any water from the spillway will be conveyed across a new 7.5-foot wide flume into a tributary of Woodcrest Creek east of the new pond. The vertical wall on either side of the flume will vary in height along the length of the channel but will

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

provide at least two feet of depth for stormwater storage and conveyance. This flume will also serve as a sidewalk for the residents in the area. The existing discharge pipe will be upsized to address the modified flow. During the month of October, the contractor completed the first section of flume walls, the second section of flume floor, and the second section of flume walls.

WORK ORDER RESPONSE

Stormwater Division received 26 work order requests and closed 25 work orders.

INFRASTRUCTURE MAINTENANCE

The Infrastructure Maintenance crew finished a double box replacement at 113 S Ponca. The Crew sealed behind leaking curb hoods at 3900 Irvine Drive. The Infrastructure Maintenance crew sealed the floor in a leaking pipe at 36th and Brookford Drive. The crew back filled around a driveway they poured at the pistol range for Norman Police Department. The Infrastructure Maintenance crew checked 2,127 inlets and cleaned 447 inlets totaling 4.25 tons of debris removed in Wards 1-4, 6, and 8.

CHANNEL MAINTENANCE

The Channel Maintenance Crew mowed 1,095,844 square feet of stormwater channels during the month of October. The crew removed debris from Hollywood, Willow Grove, Midway, and Berkley Channels totaling 14.5 tons of debris. The Maintenance crew removed shopping carts from Griffin Dog Park. They removed litter scattered by the homeless along Brookhaven Creek at Interstate Batteries. The crew checked 246 inlets and cleaned 29 inlets totaling 1 ton of debris removed in Ward 3.

URBAN STREET SWEEPING/CAMERA VAN OPERATIONS

A total of 234 lane miles were swept in October resulting in the removal of approximately 99.95 tons of debris from various curb-lined streets throughout the city. The crew was able to flush 400 linear feet of stormwater pipe using 2400 gallons of water at Ridge Line Circle and at Main and Porter. The camera truck is still down for repairs. The crew checked 360 inlets and cleaned 140 inlets totaling 1 ton of debris removed in Ward 7 and 1 and checked 358 inlets and cleaned 140 inlets totaling 1 ton of debris removed in Ward 4 and 2.

STORMWATER OKIE LOCATES

During the month of October, 3084 Call 811 Okie Spots were received. Of those requests, 143 were stormwater pipe locates, 125 were marked, and 2263 were referred to other departments.

FLEET DIVISION

The Fleet Management Division Activity Report shows a comprehensive summary of the activity during the month, broken down into 3 subgroups: Fuel Report, Maintenance Report, and Productivity Report.

FUEL REPORT

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

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

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

MAINTENANCE REPORT

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

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

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

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

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

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

Preventative Maintenance Services: This is the amount of times a vehicle failed to make the appointed preventative maintenance service and had to be rescheduled.

Total Work Orders: This is the amount of work orders for the entire month.

Year to Date Work Order Total: This is the amount of work orders for the entire year.

PRODUCTIVITY REPORT

Direct Labor Hours: Each mechanic's total direct labor hours are shown. Then the direct labor hours are tallied together. After that the total available hours are shown to assess productivity.

Productivity Goal: When mechanics are productive at 70%, meaning that 70% of their day was spent actually working on vehicles, the City of Norman is in equilibrium. We are able to use the money generated from their direct labor to pay wages, benefits and the utilities.

Actual Productivity: This is the average percent of all the mechanics' total productivity during the available working hours for the month.

October 2023
DEVELOPMENT COORDINATION, ENGINEERING
AND PERMIT REVIEW

Subdivision Development:

FYE 2023 Associated Fees

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

*Norman Rural Cert of Survey... 0
 *Final Plats..... 3
 *Preliminary Plats..... 5
 *Short Form Plat..... 1
 *Center City Form Based Code.. 1
 *Concurrent Constr. Request..... 0

City Council Review:

Certificate of Survey..... 2
 Preliminary Plat..... 2
 Final Plats 0
 Certificate of Plat Correction.... 1
 Encroachment..... 1
 Easements..... 0
 Closure..... 0
 Release of Deferral..... 0

\$ 14,620.00

Development Committee:

Final Plats..... 3

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

\$0.00

Subtotal:

\$14,620.00

\$3,460.00

\$26,210.00

Permits Reviewed/Issued:

(includes Offsite Construction fees)

**Single Family..... 24
 ***Commercial..... 3
 Multi-Family..... 0
 Addition/Alteration..... 18
 House Moving..... 3
 Paving Only..... 6
 Storage Building..... 8
 Swimming Pool..... 5
 Storm Shelters..... 11
 Public Improvements..... 1
 Temporary Encroachments..... 0
 Fire Line Pits/Misc..... 0
 Franchise Utilities 19

Other revenue
 Flood Plain (@\$100.00 each)..... 0

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

\$0.00	\$0.00	
\$0.00	\$200.00	\$400.00
\$2,278.57	\$15,913.51	\$50,477.49
\$16,898.57	\$19,573.51	\$77,107.49
29	22	94
7	4	18

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

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

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

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

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

October 2023

**DEVELOPMENT COORDINATION,
ENGINEERING, AND PERMIT REVIEW**

KEN DANNER/TODD McLELLAN/JACK BURDETT

	NUMBER OF INSTANCES	PERCENTAGE ACHIEVED
<i>PI #8</i> PREPARE DEVELOPMENT PUNCH LIST WITHIN 1 DAY OF FINAL INSPECTION	7	100%
<i>PI #10</i> SINGLE FAMILY BLDG PERMIT REVIEW W/I 3 DAYS	24	100%
<i>PI #11</i> COMMERCIAL BLDG PERMIT REVIEW W/I 7 DAYS	3	100%
<i>PI #12</i> CONSTRUCTION PLAN REVIEW W/I 10 DAYS	29	100%
<i>PI #13</i> FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS	3	100%

PERFORMANCE REPORT

Summary of Services Table: September 2023

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

EMBARK Norman Service Summary	ADP Sep FY24	FY24 YTD	FY23 YTD	Service Profile	Sep FY24	Sep FY23
Fixed Routes (M-F)	1,548	88,642	58,222	Weekdays	20	21
Fixed Routes (Sat)	607	9,658	4,735	Saturdays	5	4
PLUS (M-F)	93	5,679	5,710	Gamedays	3	3
-Zone 1*	66	4,344	4,764	Holidays	1	1
-Zone 2**	22	1,335	946	Weather	1	0
PLUS (Sat)***	21	306	281	Fiscal YTD Days	77	77
				Cal. YTD Days	282	282

*Requires ¾ mile

**Operates only on Weekdays until 7:00 pm

***Operates only in Zone 1

Strategic Performance Measures

MEASURE	FY 24 YTD	FY 24 Targets	
# of Norman fixed-route passenger trips provided	98,300	251,881	■
# of Norman paratransit trips provided	5,985	21,000	■
% of on-time Norman paratransit pick-ups	97.41%	98.58%	●
# of Norman bus passengers per service hour, cumulative	20.60	13.04	■
# of Norman bus passengers per day, average	1,281	800*	●
% of Norman required paratransit pick-ups denied due to capacity	0.00%**	0.00%*	●
% of on-time fixed-route arrivals	66.70%	80.94%	▲

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

**One denial due to capacity was recorded for FY23



Performance Report

Microtransit Pilot Program Performance Report

September 2023

Purpose

The Microtransit Pilot Program Performance Report provides a summary of service performance measures used to evaluate the performance of the Norman On-Demand microtransit transportation system for the City of Norman. The performance measures used by staff may change over the course of the pilot program. Initially we will be comparing the key performance indicator goals that were outlined in the request for proposals (RFP) to the data provided from Via for the Norman On-Demand program. These indicators and performance measures include average walking distance, maximum walking distance, average rider wait time, maximum rider wait time, and the percentage of ride requests completed within 20 minute wait time.

Service Profile, Hours, and Pricing

Norman On-Demand is a pilot microtransit service which launched for late night and Sunday service in core Norman on August 21, 2023. Norman On-Demand is a turnkey service provided by TransitTech provider Via. The Norman On-Demand app is available on the Apple App Store and the Google Play Store. This service compliments existing public transit service by extending service into the late night hours and during the day on Sundays for a small fee. Because this is a pilot program, there may be changes to service area, hours of operations, or other aspects of the service while the City focuses the program to efficiently serve the needs and desires of our community.

Service Hours		Pricing	
Monday-Wednesday	7pm – 1am	First Passenger	\$2.00
Thursday- Saturday	7pm – 3am	Each Additional Passenger	\$1.00
OU SafeRide: Thursday- Saturday	10pm – 3am	OU SafeRide (OU Students using OU email address during SafeRide hours)	Free
Sunday	10am – 6pm		
ADA/Wheelchair Accessible Vehicles available upon request.			

Key Performance Indicator Measures

MEASURE	Target	September	Service to Date (8/21/23 – 9/30/23)
Average Walking Distance	<0.10 miles	0.08 miles	0.08 miles
Maximum Walking Distance	0.25 miles	0.32 miles	0.32 miles
Average Rider Wait Time	<15 min	18.1 min	17.4 min
Maximum Rider Wait Time	20 min	N/A*	N/A*
Percentage of Ride Requests Completed Within 20min. Wait Time	>80%	63.22%**	68.39%**
*OU has requested longer available wait times for OU students during SafeRide hours (up to a 2 hour max). Because we are not yet able to filter these rides from the remaining data, we cannot confidently report this statistic at this time			
**Number of ride requests with 'Completed' status that have a wait time of 20 minutes or less as a percentage of the total number of ride requests with 'Completed' status. This data may also be skewed by longer available wait times for OU students during SafeRide hours.			

Additional Performance Measures

Ridership

Norman On-Demand completed 2,223 rides in September 2023, which is a 307% increase over the August 2023 total of 546. Please note that August 2023 only includes days from launch, August 21, to the end of the month. There were a total of 9 wheelchair accessible vehicle (WAV) requests in the month of September.

Ridership	September	Service to Date (8/21/23 – 9/30/23)
Total number of passengers	2223	2769
Total # of Trips Completed	1278	1563
# of Trips Requesting WAV	9	12

Rider Experience

The system includes an automated feedback process where all ride ratings with 4 stars or fewer that have actual written feedback attached are reviewed by customer support agents. Poor ride ratings alone are not categorized as complaints. A single complaint was

Rider Experience	September	Service to Date (8/21/23 – 9/30/23)
Average Ride Duration	10.3 min	10 min
Average Ride Distance	3.1 miles	3 miles
Average Ride Rating	4.9 (out of 5 stars)	4.9 (out of 5 stars)

received in the month of September, in which there was a dispute of the driver falsely changing the ride status to no-show. That dispute was resolved by customer service who was able to confirm the correct pick-up location.

Program Engagement and Rider Growth

Since the Norman On-Demand App launched on August 21, 2023, 2023 individual accounts have been created, an increase of 390 (or 23.88%) over the course of the month of September. Of these accounts nearly one in three, or 31.98%, have utilized the service at least once. We are not yet able to differentiate between OU student accounts and others, but look forward to being able to do so in the future. Riders are also able to call 405-643-8638 to schedule rides without using the App.

Engagement – Service to Date (8/21/23 – 9/30/23)		
App Accounts Created Since Launch	2023	
OU Student Accounts	N/A	N/A
Active Accounts*	1055	52.15%
Rider Accounts**	647	31.98%
Repeat Rider Accounts***	420	20.76%
*accounts where user has engaged with ride requests at least once		
**accounts with at least 1 completed ride		
***accounts with at least 2 completed rides		

Accidents and Vehicles

There was one minor collision that occurred on September 23 between a Norman On-Demand vehicle and another vehicle. No physical injuries to the driver or riders, with minor damage to the front bumper of the Norman On-Demand vehicle. All incidents are reported to Norman Transit staff in a timely manner by our provider Via.

One complication for the new service was located by the Field Manager when conducting wheelchair accessible vehicle (WAV) trainings prior to the service start. Due to an issue with the seatbelt, one of the two WAV vehicles is currently at a maintenance shop in Oklahoma City waiting on a new seat belt part to arrive in order to fix the issue. This issue has had minimal impact on the service because the other WAV vehicle is still in active use.

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2024

Item 6.

STREET DIVISION					
	FYE 2024 October 2023	FYE 2024 October 2023	Year to Date	Year to Date	FYE 2024
PERFORMANCE INDICATORS	ACTUAL	PERCENT	ACTUAL	PERCENT	PROJECTED
Distribute work order requests to field personnel within one day.	99%	99%	99%	100%	100%
Patch potholes smaller than one cubic foot within 24 hours	100%	100%	100%	100%	95%
(tons of material used)	4.75		17.37		
Overlay/pave 10 miles per year.	-	0%	-	0%	100%
Replace 2,000 square yards of concrete pavement panels	163.00	8%	857.00	43%	100%
Grade all unpaved alleys two (2) times per year. (approximately 210 blocks)	-	0%	8.00	2%	100%
Mow 15 ROW-miles (1,584,000 sf) of Urban right-of-way, eight times per year	2,890,808.00	23%	14,034,396.00	111%	100%
Mow 148 miles of Rural Right-of-way three times per year	389.00	88%	1,283.00	289%	100%
Debris Removal – pre-positioned contractor on notice 24 hours prior to storm event	-	0%	-	100%	0%
Debris Removal - Issue Notice to Proceed/Task Order with 48 hours of storm event	-	0%	-	100%	0%
Bridge - Maintain 5 non-deficient bridges in a year	-	0%	-	0%	0%
Bridge - Rehab 7 structurally deficient bridges per year through outside contract	-	0%	-	0%	0%
Bridge - Replace one functionally obsolete bridge per year	-	0%	-	0%	0%
Bond Program - Contract all selected projects for the bond year within the same fiscal year		0%	-	100%	0%
Capital Program – Complete all selected projects within the same fiscal year		0%	-	95%	0%

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2024

Item 6.

STORMWATER DIVISION					
	FYE 2024 October, 2023	FYE 2024 October, 2023	Year to Date	Year to Date	FYE24
PERFORMANCE INDICATORS	ACTUAL	PER CENT	ACTUAL	PER CENT	PROJECTED
Respond to stormwater complaints and drainage concerns within 24 hours of the time reported.	99%	99%	99%	99%	99%
Mechanically sweep 500 curb miles per month (lane miles)	234.00	47%	1,487.00	25%	85%
Inspect and clean 100% of the urban drainage inlets three times per year. (approximately 5,000 locations)	3,147.00	31%	5,443.00	54%	65%
Mow 2,271,548 sq.feet of open drainage ways, six times per year	1,095,844.00	8%	4,487,430.00	33%	70%
Collect 60 tons of litter annually from drainage channels and R-O-W in Urban and Rural areas	-	0%	-	0%	100%
*Program was transferred to Utilities 7/23					
Permit all floodplain activities as appropriate.	-	0%	6.00		100%

**PUBLIC WORKS
FLEET DIVISION
ACTIVITY REPORT**

Item 6.

October 2023

IN GALLONS	FYE 2024	FUEL REPORT		
	<u>UNLEADED PURCHASED</u>	<u>DIESEL PURCHASED</u>	<u>CNG PURCHASED</u>	
Internal pumps	18,820.00	21,943.00	24,689.26	
Outside - sublet	1,489.00	596.00	3,990.39	
TOTAL	20,309.00	22,539.00	28,679.65	
	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>	<u>PUBLIC CNG CONSUMED</u>
Consumption	21,339.30	22,056.80	34,689.26	3,990.39

FYE 2024 TO DATE CONSUMPTION				
TOTAL	<u>UNLEADED CONSUMED</u>	<u>DIESEL CONSUMED</u>	<u>CITY CNG CONSUMED</u>	<u>PUBLIC CNG CONSUMED</u>
Consumption	78,136.12	81,856.34	118,493.21	15,641.41

INTERNAL PRICE PER GALLON:					EXTERNAL PRICE PER GALLON:				
UNLEADED	High	\$2.84	Low	\$2.40	UNLEADED	High	\$2.86	Low	\$2.43
DIESEL	High	\$4.30	Low	\$3.09	DIESEL	High	\$3.99	Low	\$3.14
CNG	High	\$1.28	Low	\$1.28	CNG	High	\$2.10	Low	\$2.10

CONSUMABLE PARTS PURCHASED			PUBLIC CNG SALES	
REPAIR PARTS	\$120,100.18		Month Total Public CNG Sales	\$8,398
OILS/FLUIDS	\$12,796.11		FYE 2024 To Date Public Sales	\$32,931
TIRES	\$34,837.44		LIFE TO DATE CNG GAS GALLON EQUIVALENT	
SUBLET REPAIRS	\$13,891.43		Total Sold Gallons Life To Date	1,099,125
			Total Gross Sales Life To Date	\$1,631,560
			Life To Date CNG Gas Gallon Equivalent	
TOTAL SPENT ALL parts/sublet	\$181,625.16		Total Public/City Through-Put CNG Gallons @ Station:	3,318,555

Light Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	4	5	6	60
EMERGENCY ROAD CALLS	6	6	6	93
PM SERVICES	83	88	75	1,502
INCLEMENT WEATHER	0	0	2	9
WORK ORDERS	192	205	245	3,970
SCHEDULED REPAIRS	83	88	84	1,704
NON SCHEDULED REPAIRS	51	38	37	1,316

Heavy Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	1	6	8	43
EMERGENCY ROAD CALLS	23	14	15	307
PM SERVICES	35	38	40	587
INCLEMENT WEATHER	0	0	2	4
WORK ORDERS	186	152	216	2,663
SCHEDULED REPAIRS	35	38	45	640
NON SCHEDULED REPAIRS	12	10	60	1,357

Transit Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	0	3	3	14
EMERGENCY ROAD CALLS	0	3	0	14
PM SERVICES	9	20	18	187
INCLEMENT WEATHER	0	0	1	1
WORK ORDERS	81	86	95	1,189
SCHEDULED REPAIRS	9	20	29	241
NON SCHEDULED REPAIRS	0	5	29	723

EVT Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	5	4	6	152
EMERGENCY ROAD CALLS	1	1	0	16
PM SERVICES	2	1	5	89
INCLEMENT WEATHER	0	0	1	1
WORK ORDERS	25	29	35	500
SCHEDULED REPAIRS	2	1	9	185
NON SCHEDULED REPAIRS	1	2	6	97

COMBINED SHOPS	CURRENT MONTH	LAST MONTH	TWO MONTHS AGO	YEAR TO DATE
ROAD SERVICE	10	18	23	254
EMERGENCY ROAD CALLS	30	24	21	424
PM SERVICES	129	147	138	2247
INCLEMENT WEATHER	0	0	6	19
WORK ORDERS	484	472	561	8032
SCHEDULED REPAIRS	129	147	167	2703
NON SCHEDULED REPAIRS	64	55	132	3361

**FLEET DIVISION
INVENTORY
October 2023**

FUEL

WESTWOOD GOLF	497.3	gallons	DIESEL	@	3.140	\$ 1,561.52
WESTWOOD GOLF	468.0	gallons	UNLEADED	@	2.430	\$ 1,137.24
NORTH BASE	3,814.0	gallons	UNLEADED	@	2.660	\$ 10,145.32
NORTH BASE	4,667.0	gallons	DIESEL	@	3.480	\$ 16,241.16
FIRE STATION #5	427.5	gallons	UNLEADED	@	2.520	\$ 1,077.30
FIRE STATION #5	413.0	gallons	DIESEL	@	3.210	\$ 1,325.73
FIRE STATION #6	411.1	gallons	UNLEADED	@	2.630	\$ 1,081.19
FIRE STATION #6	599.2	gallons	DIESEL	@	3.400	\$ 2,037.28
BULK TANKS	1,200.0	gallons	DIESEL	@	3.480	\$ 4,176.00

TOTAL	GALLONS:	DOLLAR:
UNLEADED	5,120.6	\$ 13,441.05
DIESEL	7,376.5	\$ 25,341.69

**PUBLIC WORKS FLEET DIVISION
PM COMPLIANCE REPORT**

October FYE 2024

Industry Standard Compliance: Not To Exceed 5%

Item 6.

Department/Division	Number of PMs Scheduled	Number of PMs Completed On Time	Number of PMs Completed LATE	Number of PMs Missed	Current % PENDING	YearToDate Non-Compliance Trend
CITY CLERK						
CITY COUNCIL					0%	0%
BUILDING ADMINISTRATION					0%	0%
MUNICIPAL COURT						
MUNICIPAL COURT					0%	0%
INFORMATION TECHNOLOGY						
INFORMATION TECHNOLOGY	1	1			0%	2%
HUMAN RESOURCES						
HUMAN RESOURCES					0%	0%
PLANNING						
PLANNING	4	3	1	1	25%	89%
BUILDING INSPECTIONS					0%	0%
CODE COMPLIANCE	1	1			0%	150%
PUBLIC WORKS						
ENGINEERING	1		1	1	100%	75%
STREETS	21	21			0%	74%
STORMWATER	5	5			0%	50%
TRAFFIC	7	6	1	1	14%	83%
STORMWATER QUALITY					0%	100%
FLEET	5	5			0%	72%
TRANSIT					0%	0%
POLICE						
ANIMAL CONTROL	5	5			0%	67%
POLICE ADMINISTRATION					0%	33%
POLICE STAFF SERVICES	4	2		2	50%	63%
POLICE CRIMINAL INVESTIGATIONS	4	2	2	2	50%	138%
POLICE PATROL	16	14	1	2	13%	13%
POLICE SPECIAL INVESTIGATIONS	5	5			0%	73%
POLICE EMERGENCY COMMUNICATIONS					0%	0%
FIRE						
FIRE ADMINISTRATION					0%	0%
FIRE TRAINING					0%	0%
FIRE PREVENTION					0%	0%
FIRE SUPPRESSION	2	2			0%	160%
FIRE DISASTER PREPAREDNESS					0%	0%
PARKS & RECREATION						
PARK MAINTENANCE	12	12			0%	74%
PARKS & RECREATION					0%	100%
CUSTODIAL					0%	100%
FACILITY MAINTENANCE	1	1			0%	50%
PARKS FORESTRY	1	1			0%	100%
PUBLIC SAFETY SALES TAX (PSST)						
PSST POLICE PATROL	3	3			0%	69%
PSST POLICE CRIMINAL INVESTIGATIONS					0%	100%
PSST FIRE SUPPRESSION					0%	0%
CDBG						
PLANNING CDBG					0%	0%
UTILITIES WATER						
UTILITIES ADMINISTRATION					0%	0%
WATER TREATMENT PLANT					0%	0%
WATER PLANT					0%	25%
WATER PLANT WELLS	1	1			0%	50%
WATER PLANT LAB					0%	0%
LINE MAINTENANCE ADMIN.					0%	100%
WATER LINE MAINTENANCE	9	7	1	2	22%	110%
UTILITIES INSPECTOR					0%	0%
METER SERVICES					0%	0%
UTILITIES WRF						
WRF ADMIN	1	1			0%	67%
WRF INDUSTRIAL					0%	0%
WRF BIOSOLIDS					0%	0%
WRF OPERATIONS	1	1			0%	50%
SEWER LINE MAINTENANCE	5	5			0%	107%
UTILITIES SANITATION						
SANITATION ADMINISTRATION					0%	0%
SANITATION RESIDENTIAL	6	2	1	4	67%	100%
SANITATION COMMERCIAL	8	5		3	38%	71%
SANITATION TRANSFER	5	5			0%	75%
SANITATION COMPOST	1	1			0%	100%
SANITATION RECYCLE					0%	200%
SANITATION YARD WASTE	3	3			0%	78%
UTILITIES EVIROMENTAL						
ENVIROMENTAL & SUSTAINABILITY	2	2			0%	5800%
CITYWIDE TOTAL	138	120	8	18	13%	37%

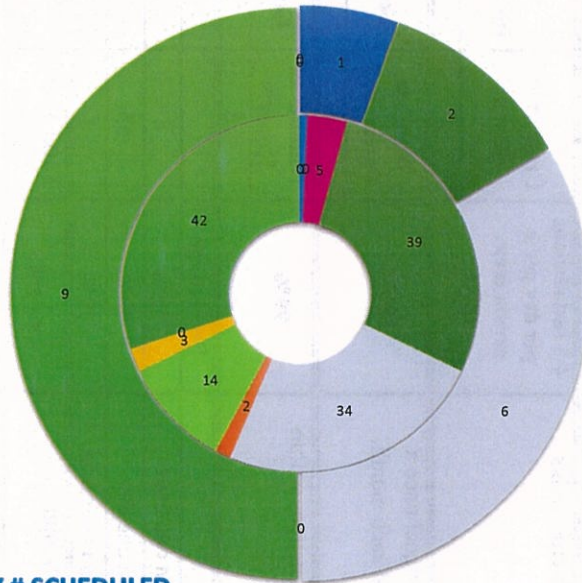
**PUBLIC WORKS FLEET DIVISION
PM COMPLIANCE REPORT
October FYE 2024**

Item 6.

Currently Past Due:

Unit #	Unit Description	Department Division	Current Odometer Reading	Meter or scheduled date	Meter Past		ORIGINAL Scheduled DATE	SHOP	Type of SERVICE	LAST PM DONE
POLICE										
1166	2013 Ford Interceptor	PD Patrol	131900	129643	-2257	Miles	8/30/2023	Light Repair	PM-C	3/15/2023
1116	2017 Ford Interceptor	PD Patrol	41701	40000	-1701	Miles	10/1/2023	Light Repair		
1142	2016 Ford Interceptor	PD Staff Services	57378	56000	-1378	Miles	10/19/2023	Light Repair	PM-D & PM-G	
PSST										
1005	2009 Chevy Impala	PSST Criminal Investigations	64530	64516	-14	Miles	8/28/2023	Light Repair	PM-C	11/5/2021
1211	2016 Ford Interceptor	PSST Patrol	155337	153000	-2337	Miles		Light Repair	PM-A	
Parks										
402F	2022 Bulk Tank	Park Maintenance	11/1/2023	9/1/2023	-61	Days	9/22/2023	Light Repair	PM-M & PM-C	
Public Works										
0161	2000 Bartel Wacky	Streets	11/1/2023	8/2/2023	-91	Days	8/21/2023	Light Repair	PM-C	8/2/2022
0638	2019 Graco Stripe Machines	Traffic	11/1/2023	9/1/2023	-61	Days	9/14/2023	Light Repair	PM-C	
Utilities										
5627T	2022 Holt Trailer	Water Wells	11/1/2023	7/11/2023	-113	Days	8/16/2023	Light Repair	PM-A	
298T	2016 Titan Trailer	Waste	11/1/2023	8/21/2023	-72	Days	8/28/2023	Heavy Repair	PM-A	2/21/2023
0223	2016 Peterbilt 320 Frontloader	Sanitation Commercial	12261	12000	-261	Hours	10/3/2023	Heavy Repair	PM-D & PM-T	
281T	2019 Holt Trailer	Sanitation Commercial	11/1/2023	10/1/2023	-31	Days	10/10/2023	Heavy Repair	PM-A	
0281	2020 Ford F150	Sanitation Residential	27942	27000	-942	Miles	10/12/2023	Light Repair	PM-C	
0319	2018 Ford F250	Water Line Maintenance	39599	35000	-4599	Miles	10/17/2023	Light Repair	PM-C	
22254	2022 Peterbilt 520	Sanitation Residential	3692	3000	-692	Hours	10/18/2023	Heavy Repair	PM-D & PM-T	
21324T	2021 Belshe Trailer	Water Line Maintenance	45231	45200	-31	Days	10/20/2023	Heavy Repair	PM-A	

PM Compliance Report October FYE 2024



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

Department	Scheduled	Missed/Late	% Late
City Clerk	0	0	0.0%
Municipal Court	0	0	0.0%
Information Technology	1	0	0.0%
Human Resources	0	0	0.0%
Planning	5	1	20.0%
Public Works	39	2	5.1%
Police	34	6	17.6%
Fire	2	0	0.0%
Parks & Rec.	14	0	0.0%
PSST	3	0	0.0%
CDBG	0	0	0.0%
Utilities	42	9	21.4%
Citywide Total	139	18	12.9%

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

October 2023	PROJECTED GOAL	THIS MONTH			YEAR TO DATE		
		Number of Requests	Goal Met	Percentage Met	Number of Requests	Goal Met	Percentage Met
Provide initial response to citizen inquiries within 2 days	100%	106	106	100%	384	384	100%
Provide information requested by citizens within 7 days	95%	106	106	100%	384	384	100%
Complete traffic engineering studies within 45 days.	99%	0	0	100%	6	7	100%
Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days.	95%	25	25	100%	88	88	100%
Worker Hours Per Gallon of Paint Installed.	0.80	Gallons	Worker Hours	Percentage	Gallons	Worker Hours	Percentage
		23	17	0.74	1200	361	0.30
Thermoplastic legend, arrows, stop bars & crosswalks installed.	4-6 Installations per day per 2 person crew. 100%	Crew Work Days	Total Installations	Average	Crew Work Days	Total Installations	Average
		0	0	6.67	6.04	42	13.59
Preventative Maintenance on each traffic signal once a year. Approximately 11 will be performed each month.	100%	Number Performed	Goal Met	Percentage Met	Number Performed	Goal Met	Percentage Met
		14	14	100%	59	59	100%
Response to reports on traffic signal malfunctions within one hour.	99%	Number of Reports	Goal Met	Percentage Met	Number of Reports	Goal Met	Percentage Met
		25	25	100%	85	85	100%
Response to reports of sign damage:	Percentage						
High Priority Stop or Yield Signs within one hour	99%	2	2	100%	12	12	100%
Lower Priority all other signs within one day	90%	55	55	100%	130	130	100%
Street Name Signs within two weeks	90%	4	4	100%	50	50	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
		3344	0	0.00	12840	0	0.00

UTILITIES 13

October 2023

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 is pending delivery of standby generator – scheduled for November arrival. Sutton Place project in process - pending delivery of standby generator.

Water Line Breaks Total – 15 in October

Water Lines Hit by Contractors – 2 total; 2 – 3/4"

Sewer Line Data

- Total obstruction service requests - 11
- Private Plumbing: 11
- City Infrastructure: 0
- Sanitary Sewer Overflows: 1 on private side, 0 on city side

Lift Station D Flows:

- Days - 31
- Average daily flow: 1.225 MGD
- Total Monthly flow: 37.975 MG

UTILITIES ENGINEERING:

Line Maintenance Building: Project will construct new building for Line Maintenance Division consisting of 60 staff; the existing 11,000 SF building is currently located on North Base property adjacent to the Fleet offices and vehicle servicing areas. This project assumes construction of a new 20,000 SF facility NW of the water treatment plant to house administrative offices, the employee breakroom, fire hydrant/meter repair area as well as areas for numerous water and sewer line repair parts, pump repair parts and a work area for pump repairs and testing. A preliminary meeting was held with City staff to discuss the project and what variances may be required. Additional funding will also be necessary due to the increased cost for the project to meet actual division needs now and into the future. Due to other department priorities, funding for the project was pushed back to FYE 23 so the project has essentially been pushed back one year. Contract K-2122-115 was approved by Council and the Architect and Contractor are working through the process with GMP expected in September 2022. Bid Opening was held on September 7, 2022. 61 bidders submitted bids across the 30 categories of construction work. The total of the Base Bid was approximately \$7.7 Million, including contingencies, insurance, allowances, and other project requirements. Special-use permits were approved by Council on September 27, 2022. Approval of the GMP was held on the October 11, 2022 Council docket. Multiple change orders have recently come in as the project is wrapping up. The large fans in the water and sewer bays had to be shifted as they could not turn due to the proximity to the garage door motor, and a heater for the fire riser, and subsequently power for the heater, was missed on the plans so these are now being incorporated. Additionally, rip rap was missed by the subcontractor in charge of the added concrete flumes for Addendum 2, and an additional quote was needed from both TransTel and

Converging for added work. Construction end date is still scheduled for December. This is dependent on final inspection and fire panel monitoring completion.

As-Built Linking Project: Project is an engineering effort to develop a system for linking as-built records to a GIS interface to allow for staff to more efficiently find as-built records. Contract K-2021-72 was awarded to Meshek & Associates on December 1, 2020. The project will allow users to click on a water or sanitary sewer asset in a GIS viewer which will then provide the as-built record document in a new window for viewing or downloading. Additional internal staff discussion was required to determine naming conventions for the consultant to use that would create a standardized system that could be used for this project and any future projects. As such, the project deadlines were set back a couple of months. All existing as-built information was provided to the consultant for their use. Pilot area information has been received and reviewed by staff. The effort required to complete the remainder of the project is more than the current contract amount. Staff will bring Council a proposed amendment for approval to complete the entire City.

WASTEWATER PROJECTS:

Sanitary Sewer Stream Crossing Replacement (WW0178) During January 2023, Utilities Department discovered that a 24" sanitary sewer aerial stream crossing in "Oliver's Woods" on the south side of Highway 9 was damaged and in danger of imminent collapse. NUA prepared Bidding Documents to replace the aerial crossing and project was Advertised on February 9, 2023. Bids were opened on March 9, 2023. Krapff-Reynolds Construction Company was the low bidder with a bid in the amount of \$593,630.00, and a contract in this amount was awarded on March 28, 2023. During the month of October 2023, KRCC worked on restoration. Project should be complete and ready for Final Acceptance in November 2023.

Also during June 2023, an unrelated sanitary sewer collapse occurred at 340 Windbrook. The sewer line was 16 feet deep and located in a narrow backyard. Due to these constraints, Norman Line Maintenance Staff did not have the equipment necessary to complete the repair. Consequently, proposals were solicited from several local contractors to perform this repair, including from KRCC, since they were mobilized nearby working on the Sanitary Sewer Stream Crossing Replacement project. KRCC's proposal was deemed lowest and best and they were issued Notice to Proceed on June 9, 2023. KRCC briefly demobilized from the stream crossing job site, completed the repair at 340 Windbrook, and then remobilized to the stream crossing job site. Rather than issue a separate P.O., it was decided to add this emergency repair to KRCC's Contract for the Sanitary Sewer Stream Crossing Replacement project, and, thus, a change order to project in the amount of \$55,714 has been approved by City Council and executed.

1.	Discovery of Damaged Aerial Stream Crossing:	December 2022
2.	Bidding Documents Prepared by NUA:	January 2023
3.	Project Advertised:	February 9, 2023
4.	Bid Opening:	March 9, 2023
5.	Contract Award:	March 28, 2023
6.	Emergency Repair at 340 Windbrook Drive	June 2023
7.	Construction Complete:	November 2023

WRF Reuse Pilot Study (WW0317) – Project is a pilot study designed to consider treatment alternatives to produce highly treated effluent at the WRF suitable for Indirect Potable Reuse (IPR) by discharging it into Lake Thunderbird to supplement Norman's available raw water supply. NUA approved a contract with Garver LLC on February 11, 2020 to design the pilot project for various alternative treatment processes to determine if reuse is feasible and, if so, to recommend the best and most economic treatment technologies for the implementation of a reuse program. In July 2020, NUA approved Amendment No. 1 to Garver's contract which consolidated all pilot study tasks, including procurement/rental of treatment equipment for alternative treatment trains, temporary construction/installation of pilot

study equipment and eventual removal of all pilot study equipment, into Garver's contract. During the remainder of 2020, Garver completed pilot study design, and during winter 2020/2021 and spring 2021, temporary construction of Phase I treatment trains, which consisted of one train using an Aqua Nereda patented process and one train using a modified University of Cape Town (mUCT) process was completed. By June 2021, both trains had been commissioned and were operating as intended. As a result, WRF and Garver staff were able to commence the Phase I testing and sampling regimens. In November 2021 and February 2022, skids and trailers containing advanced tertiary processes that were to be pilot tested as part of Phase II and Phase III, respectively, were delivered; temporary construction needed to place them into service was completed; and Phase II and Phase III testing and sampling regimens commenced. Phases I, II, and III and all associated testing and sampling were completed as of June 1, 2022, and Garver's construction subcontractor completed removal of all temporary process equipment by late summer 2022. A first draft copy of the engineering report was submitted for review in December 2022. A second draft was submitted to NUA and, informally, to Oklahoma Department of Environmental Quality (ODEQ) in March 2023. Since then, Garver has been convening regular meetings with ODEQ to review the draft report in detail. The report is lengthy, and it is expected to require several months and multiple iterations before the report is considered final and ready for formal submission to, and approval by, ODEQ. This process is ongoing and is expected to be completed with a final report approved by the end of December 2023.

In December 2019, NUA learned that Bureau of Reclamation (BOR) had approved a grant of up to \$700,000 that would pay up to 25% of all costs incurred on this project. Grant contract was approved by NUA and BOR and fully executed in September 2021. As of March 2023, all funds authorized by this Grant have been required and received by City of Norman.

In October 2021, NUA learned that it has been awarded a second grant from BOR, a green infrastructure grant to evaluate what role a constructed wetland could play in further improving quality of stormwater and/or effluent water entering Lake Thunderbird as part of the future reuse program that is the subject of the pilot study. This grant includes \$209,824 worth of in-kind funds from various federal agency resources to be expended in (Federal) Fiscal Years 2022 and 2023 for research and investigations and can be extended with additional funds added in future years as conclusions are reached and recommendations made based on the work done during the initial years' funding. A kick-off meeting for the Green Infrastructure grant convened in early November 2021 and work (research and data gathering) is ongoing. Initial conclusions and recommendations are expected to be reached by June 2024. If, based on initial conclusions and recommendations, additional funds are authorized, work will continue through the remainder of 2024 and possibly beyond.

In April 2022, NUA learned that a third grant associated with possible IPR from BOR had been authorized. The third grant was an applied science grant for \$148,339 to create a Predictive Lake Optimization Tool (PLOT) for Lake Thunderbird. The PLOT will use weather and climatological data, weather and seasonal weather forecasts, and data specific to Lake Thunderbird and its watershed to create a preliminary model that will furnish predictions on the theoretical best times, quantities, and manner for adding supplemental IPR flows to the lake. This would allow both for the best possible economic evaluation of infrastructure alternatives for a future IPR program but also for the efficient management of such a future IPR program if/when one is implemented. A resolution authorizing acceptance of the grant was approved by City Council in September 2022, and a Contract with Garver in the amount of \$196,190 (of which \$148,339.00 would be reimbursable from BOR Applied Science Grant) was approved by City Council on March 14, 2023. Project is ongoing and should require approximately one year to complete.

Engineer: Garver LLC (Michael "Cole" Niblett)

WRF Dewatering Centrifuge Replacement (WW0326) – Project will replace dewatering centrifuges at WRF. Existing centrifuges are approaching the end of their useful lives, and, consequently, they need excessive maintenance, regular major repairs and increasing polymer feed rates to achieve necessary sludge quality. Moreover, poor service provided by manufacturer often results in extended downtime before necessary repairs are completed. NUA approved a Contract with Garver, LLC on December 8, 2020 to prepare a design to replace centrifuges, and design for this project commenced immediately thereafter. Throughout 2021, manufacturers of several different dewatering technologies ran demonstration tests that were observed by Garver, WRF and NUA Engineering staff, and WRF and NUA Engineering staff also made several site visits to wastewater treatment plants in the region to observe equipment by other manufacturers/technologies

in operation. Based on these demonstrations and site visits, Garver issued a Final Version of the Preliminary Engineering Report in November 2021 recommending hydraulic drive centrifuges as the technology for this project. During winter and spring 2022, Garver and NUA met with representatives from most of the reputable centrifuge manufacturers in the industry to learn more about their equipment and, just as importantly, to learn about their manufacturing and service infrastructure. Based on these meetings, three (3) manufacturers have been approved for inclusion in the bidding documents.

Garver completed and submitted 60% design documents for review in August 2022 and 90% design documents in January 2023 with design review meetings convening two weeks after each submission. In March 2023, ODEQ Permit to Construct application was submitted to ODEQ and the permit was issued in April 2023. Also, in April 2023, NUA learned that it has been approved for a federal community funding grant for FYE September 30, 2024 in the amount of \$5,000,000.00 for this project. However, because the Federal Budget for FY 2024 is not yet approved, funds for the grant have not been earmarked and EPA has not allocated them, and there is no certainty on when or if these funds will be approved. Because of the critical nature of this project and based on conversations with EPA and with grant experts at Garver, it has been determined that the best course of action for Norman Utilities Authority is to bid the project now and include all requirements for EPA Community Grant projects in the bidding documents. EPA has advised that, as long as the contract meets their requirements for the grant, we can apply for the funds at whatever time in the future they are officially allocated. EPA should then be able to approve "after the fact" and Norman Utilities can seek reimbursement for funds already spent at that point.

Based on further discussion, an additional concern arose based on the fact that until funding is approved by Congress, exact details in grant requirements will remain uncertain. Garver advised and EPA Community Grant staff affirmed that, 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 commenced process of seeking a Clean Water State Revolving Fund (CWSRF) loan from Oklahoma Water Resources Board (OWRB). The loan request will be 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. OWRB has advised that, as with the EPA Community Grant, the project may start before the loan is granted. Then, once approved, NUA can immediately seek 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 Raffetis report for upcoming wastewater capital spending.

Based on the above-described Community Grant process and timing, the ongoing CWSRF loan process, and the critical nature of this project, NUA has chosen to proceed with bidding and obtain reimbursement from EPA and/or CWSRF if/when those financial instruments are approved. As a result, project was advertised on Thursday, August 30, 2023 and bids were opened on Thursday, October 19, 2023. Crossland Heavy Construction has been deemed the lowest and best Bidder with a base bid in the amount of \$3,320,000. Contract should be awarded at the November 28, 2023 Council Meeting and Notice to Proceed should be issued in December 2023. Based on current lead times for dewatering equipment, construction should be complete in December 2024.

Engineer: Garver LLC (Michael "Cole" Niblett)

WRF New Maintenance Building (WW0318) and WRF Main Control Building Renovation (WW0325): - These two projects are being designed under a single design contract and are anticipated to be bid as a single project, so they will be updated as a single project as well. Due to plant improvements projects over the past two decades, space formerly used for spare part storage and maintenance work has gradually been incorporated into plant operations space, leaving a shortage of viable storage and work space. Project WW0318 will cover the construction of a new pre-engineered Maintenance Building for spare part storage and other critical maintenance activities to offset space lost in existing facilities since the main building was commissioned.

The Main Control Building at the WRF was constructed in 1982 and, while some building systems have been replaced and/or upgraded since then, many of the original interior and exterior finishes and fixtures as well as the main laboratory have not been replaced, updated, or renovated since original construction and are now nearing the end of their useful lives. Project WW0325 will renovate existing building and update layout and building systems as well as expand and renovate the laboratory to meet current standards.

Greeley Hansen was selected as the Architect for these two projects, and their Contract was approved on June 8, 2021. A design kickoff meeting convened in late June 2021. Greeley Hansen submitted a draft Preliminary Engineering Report (PER) in November 2021 and, after a review meeting later in November 2021, they submitted a final PER in late January 2022.

In March 2022, NUA decided to defer construction of this project for one fiscal year to FY 2023 for budgetary reasons. For this reason, while Construction Manager at Risk (CMaR) was originally being considered as the project delivery method, the project will instead be delivered by a traditional Design/Bid/Build method with Greeley Hansen completing a bid-ready final design during the remainder of 2022 but project will not bid until Spring 2023.

During August 2022, Greeley Hansen submitted 95% design documents. At time of submittal, it was agreed that a design review meeting would convene in February/March 2023 so that all comments and corrections noted can be addressed at one time just prior to advertisement, which was then projected to occur in May 2023. Since that time, the decision has been made to defer construction of this project until fiscal year 2024/25. For this reason, bidding documents will be finalized in time to advertise in May 2024. Bids would then be opened in June 2024, and Contracts Awarded at the first Council Meeting in July 2024. Construction would then take one calendar year to June 2025.

In June 2023, Greeley and Hansen submitted a request for Contract Amendment based on delays in bidding the project, change from CMaR to traditional Design/Bid/Build project delivery along with several other perceived changes that occurred during design. Several meetings to review this request convened in July and August 2023 and a preliminary cost for a contract amendment has been agreed upon. This amendment should be finalized and submitted for City Council approval in November/December 2023.

Engineer: Greeley and Hansen LLC (Ana Stagg)

Lift Station D Force Main Replacement (WW0091): Another portion of the Lift Station D 16" ductile iron force main along 12th Ave N.E. is severely deteriorated and in need of replacement. Approximately 3,500 feet of this force main to just south of Rock Creek Road was replaced with 20-inch PVC in 2009. The area needing replacement because of continued breaks is on the west side of 12th from the end of the previous project to the point where it begins to gravity flow near the 12th Avenue Recreation Center. The project is expected to require 2,300 feet of new 20-inch piping, three air release vaults, and a new receiving manhole. After discussions with the Parks Department, the City of Norman will continue to lease the property needed for this project and will not purchase the property outright. Therefore, the project was kicked back off to identify the best alignment and then move forward to final design, easement acquisition (as necessary), bidding and construction. The pipe has been completely installed and is currently in service. The remainder of the contract is restoration and will be completed this month.

Engineer: PEC, Inc. (Chris Grizer)

Class A Sludge / Co-Composting (WW0312): This Project includes evaluation of biosolids co-composting via the windrow method to achieve Class A Biosolids for the Norman Utilities Authority (Owner) in Norman, Oklahoma. An evaluation of sites near the Water Reclamation Facility (WRF) will be evaluated as well. This scope of services also includes modification and update to Norman Water Reclamation Facility's existing Sludge Management Plan. Technologies were screened and Windrow Composting was determined by the Engineer to be the best alternative due to capital cost and operational familiarity considerations. The project was put on hold pending further discussions with landowners for land application of bio-solids that is a lower cost option than co-composting. Staff have located additional lands to allow for the continued land application of digested and dewatered biosolids which is more cost-efficient than co-composting. As such, this project will be closed out until a future need arises necessitating the project.

Engineer: Garver, Inc. (Steve Rice)

Septage Receiving Facility (WW0319): The Water Reclamation Facility (WRF) is often contacted regarding the possibility of taking trucked wastewater from hauling companies. Delivery of trucked wastes is not typically approved due to the undocumented quality of the trucked waste. Oklahoma City is currently the only municipal location in the metropolitan area for haulers to dispose of septage. The WRF could potentially generate revenue from companies

hauling septage (septic tank clean-outs) and other acceptable wastes. Additionally, City of Norman residents utilizing private sewage system could benefit through their private haulers having a closer disposal solution. To allow for the new facility, the current WRF treatment processes must be protected which may require temporary storage of the trucked wastes delivered to the WRF while water quality testing is performed to verify its acceptability. Preparation of an engineering study and design is budgeted for FYE19 while construction is budgeted for FYE20. This project is not a high priority for service reliability and has been deferred due to funding availability. This project will be closed out until the project is moved forward.

Engineer: Olsson, Inc. (Kevin Rood)

Sewer Maintenance Project FYE18 (WW0316): Annual project will replace about 27,800 feet of deteriorated sewer lines with High Density Polyethylene (HDPE) pipe and rehabilitate or replace about 108 manholes. Project area is bounded by Westbrook Terrace to the north, McGee to the west, Highway 9 to the south and Berry Road to the east.

Engineer: Staff with assistance from Lemke Surveying

Sewer Maintenance Project FYE19 (WW0321): In 2001, the citizens of Norman approved a five-dollar per month sewer maintenance fee to provide for the systematic replacement of aged and deteriorating neighborhood sewer lines. The FYE 2019 study area is generally bounded by Lindsey Street and Timberdell Road and 24th Avenue SW and South Berry Road. Project will replace approximately 31,000 LF of 8" and 12" sanitary sewer lines using pipe-bursting techniques, and rehabilitate an additional 1,000 LF of 8" sanitary sewer lines using cast-in-place pipe lining techniques along with rehabilitation or replacement of 160 manholes and 610 services.

On November 30, 2021, City Council approved the use of on-call Contracts of Parkhill and Lemke Land Surveying to prepare bidding documents for this project. During May 2023, a preliminary set of plans was submitted for City of Norman review and a review meeting convened and in July 2023, 95% plans were submitted and a review meeting convened. Final Plans and Bidding Documents were completed and project was advertised on September 14, 2023. Bids were opened on October 5, 2023. Krapff-Reynolds Construction Co. has been deemed the lowest and best bidder with a base bid plus bid alternate cost of \$5,468,900.50. Contract has been sent to City Council for approval and award on November 14, 2023. Construction is expected to start in January 2024 and continue for 18 months.

Engineer: Parkhill

SE Norman Lift Station Payback (WW0306): Staff has recently updated the wastewater model to project flows generated from full build-out of the Destin Landing Development in SE Norman. A series of interceptors as well as one large lift station with flow equalization can eliminate one existing and three proposed lift stations in southeast Norman. This project will estimate project costs, assign wastewater generation estimates to undeveloped properties to be serviced, and prorate payback costs per parcel based on wastewater generation projections. Developers might initially fund the lift station and/or the NUA with a portion of the funding paid back as additional areas develop. RFP issued 06/12/18 for this work with proposals due 07/15/18. On 08/07/18, staff selected Search, Inc. to prepare the sewer service area study and evaluate its potential as a payback project. Staff has placed this project on hold as they work through new Comp Plan and the outcome effects of a possible turnpike.

Bishop Creek Interceptor Project (WW0174): Project will replace or parallel approximately 20,600 feet of existing sewer interceptors in the Bishop Creek wastewater basin to accommodate the full build-out wastewater flows. The project area generally lies between Highway 9 and Constitution and between Jenkins and Classen Boulevard. Staff will soon prepare an RFP to select design consultant for this and other water/sewer projects.

Water Reclamation Facility (WRF) PFAS and Microplastics Fate and Transport: New regulations for PFAS are being promulgated by the EPA for drinking water but future regulations for wastewater effluent and biosolids are envisioned as well. To get information ahead of future rules for wastewater, this project will sample for PFAS and microplastics at locations throughout the WRF to determine levels through each process, PFAS formation or removal, and percentages of materials within liquid effluent or biosolids. Funding for this work will be from a loan from the Oklahoma Water Resources Board with 100 percent loan forgiveness (i.e., no ratepayer funds to be used).

WATER PROJECTS:

Blending of Wells 5, 6, and 52 at the Water Treatment Plant (WA0369): This project will blend wells 5, 6, and 52, at the Water Treatment Plant (WTP) before entering the distribution system. Blending these wells will only require samples be taken at the blending site as opposed to each well, which will minimize time and money spent on sampling each month. This project will require approximately 2,200 feet of 8-inch waterline to bring well 52 to the 36th Avenue NE and Robinson Street intersection where it will combine with the line coming from well 5. An existing 12-inch waterline will then be converted to a non-potable line as it moves west on Robinson Street before it combines with well 6 and the distribution system at the WTP. In addition, two bores consisting of approximately 260 linear feet of 8-inch and 6-inch waterline under Robinson Street will be required to connect the neighborhoods on the north side of Robinson Street with the existing high pressure line on the south side of Robinson Street. An existing 10-inch waterline and old 24-inch concrete line at the WTP will be abandoned as part of this project. As part of a previous project, Freese and Nichols, Inc. recently designed the project to extend water transmission lines from the WTP to 24th Avenue NE. Since they are familiar with the lines in the area and the interconnection requirements at the WTP and would be able to provide design services for this project, staff determined that it would be in the best interest of the NUA to contract with Freese and Nichols, Inc. for this project as well. City Council approved the contract with Freese and Nichols, Inc. on May 11, 2021 for \$47,850. Staff had a project kick-off meeting with engineers on May 27, 2021. An Invitation to Bid was Published in the Norman Transcript on November 3, 2022 with a Pre-Bid Meeting held on November 18, 2022. A Bid Opening was held on December 1, 2022. Three contractors submitted bids ranging from \$584,950.00-\$748,235.00. The low bidder was Cimarron Construction Co. at \$584,950.00, which is over the Engineer's Estimate of \$548,939.00. The contract with Cimarron Construction Co. was approved by Council on January 10, 2023. A pre-Construction meeting was held on January 24, 2023. The final change order and project acceptance was approved by Council on September 12. As-builts have been received from the Engineer and are being reviewed. .

Engineer: Freese and Nichols, Inc. (Clay Herndon)

Jenkins Avenue Waterline Replacement (WA0353): This project will replace approximately 2,500 feet of existing 6-inch waterline with new 12-inch waterline in concert with the planned widening of Jenkins Avenue through the City of Norman Public Works Department. This project will also design a 1,000-foot extension of the Segment D transmission line recommended by the 2003 water mater plan. In addition, this project will install a non-potable reuse line from Imhoff Road to Constitution Street. Freese and Nichols, Inc. is currently under contract with Public Works to design the widening on Jenkins Avenue and also the intersection improvements at Jenkins Avenue/Constitution Street/Imhoff Street, so staff determined that it would be in the best interest of the NUA to contract with Freese and Nichols, Inc. for this waterline project in order to ensure a cohesive design for both street improvements and the new water lines in this area. The contract with Freese and Nichols was approved by council on April 27, 2021 in the amount of \$95,740. Staff had a project kick-off meeting with engineers on May 27, 2021. Public Works will be combining the waterline work into the ODOT streetscape project. This will save money in restoration costs and allow for a shorter construction period for the entire project. Public Works is reviewing the current waterline plans before sending to engineers for revisions. Final plans, bidding, and construction dates will be determined based on the schedule for the rest of the project. Staff was notified that Public Works is unable to acquire the necessary ROW south of Constitution so the extension of the 16-inch and 24-inch lines are on hold for now.

Flood Avenue Waterline Replacement (WA0328):

Project will replace approximately 12,700 feet of 16-inch water line from Robinson Street to Tecumseh Road, and about 2,900 feet of 12-inch from Tecumseh to Venture Drive with 16-inch C900 PVC pipe. The existing ductile iron pipe is not compatible with the corrosive clay soils. It is failing, causing service disruptions to customers and damage to driveways, streets, and yards. In combination with this project, the potential for using existing wells along Flood for blending back into the water system using the existing pipe after rehabilitation will be evaluated. Total bids for construction ranged from \$2.9 million to \$3.8 million. Southwest Waterworks was determined to be the lowest responsible bidder at \$2,854,724.50. City Council approved the contract with Southwest Water Works on September 14, 2021 in the amount of \$2,854,724.50.

A pre-construction meeting was held on October 6, 2021. Construction began November 3, 2021 and will continue for 300 calendar days. The James Garner waterline between Acres and Robinson was added onto the contract for this project in February, with an additional 75 days added onto the project and a revised contract amount of \$3,325,518.50. A final claim and change order was approved by City Council on August 22, 2023. Contractors started replacement on the concrete panel at the well house on Flood and Franklin that shifted. This was the last punch list item that needed to be fixed.

Engineer: CP&Y, Inc. (John Levitt/John Gjendem/Richard Taylor)

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

This project will determine the best location, layout, and treatment processes for blending and treating the 41 active groundwater wells utilized by the City of Norman. All active wells are currently in compliance with the standards set forth in the Safe Drinking Water Act and Public Water Supply Operations are not required to provide treatment and residual disinfectant under Oklahoma Administrative Code 252:631. However, the NUA also treats and distributes surface water from Lake Thunderbird. Since the water from the surface water source and the groundwater wells is blended in the distribution system piping, ODEQ has indicated that the system will need to be modified such that a minimum disinfectant residual of 1.0 mg/L of total chloramines (NHCL₂) should be found throughout all parts of the system in the future. In addition, maximum contaminant levels (MCLs) of total chromium and arsenic may be lowered by EPA, and a new MCL for hexavalent chromium may be established in the future, thus requiring additional treatment for the groundwater wells. NUA entered into a contract with Carollo Engineering, Inc. on June 22, 2021 in the amount of \$95,090 to develop preliminary layouts for the future build-out of the facility including immediate needs and future treatment processes. The Notice to Proceed date was set for June 29, 2021 and a kick-off meeting and site field investigations are scheduled to be held on July 21, 2021. Staff met with SRB, LLC this month to obtain assistance for acquiring the land needed for the blending location which includes review of property records, survey and map, and negotiation assistance. A Purchase Order was created for \$16,200 for these services, and a 28-acre parcel of land was approved to be purchased by Council on February 22, 2022 in the amount of \$800,000. This 28-acres, which became for sale in 2021, is located near a potential site that was evaluated as being in a more favorable location based on the layout of our wellfield, as indicated by a hydraulic model conducted by Plummer Associates, LLC. A final Technical Memo was received from Carollo in August 2022 and was sent to Plummer. This memo will be utilized by Plummer to determine the layout and modeling needed for the preliminary disinfection system. The engineering contract with Plummer for design of the disinfection system was approved by Council on October 11, 2022 in the amount of \$528,900. Staff had a kick-off meeting on November 1, 2022 with engineers. Staff held the chlorine demand and disinfection byproducts testing on December 19, 2022 at the WTP. No DBPs were detected and demand was very low, as expected. 60% plans were received from Engineers this month and a review meeting is scheduled for November 20, 2023.

Site Evaluation Engineer: Carollo Engineering, Inc. (Tom Crowley & Rebecca Poole)

Land Acquisition: Smith Roberts Baldischwiler (Bryan Mitchell)

Disinfection System Engineer: Plummer Associates (Alan Swartz)

James Garner Ave Waterline Replacement from Main to Duffy (WA0338): This project will replace the aging 6, 8, 12, and 16-inch waterlines between Main Street and Duffy Street along James Garner Avenue in conjunction with the Public Works Department James Garner Avenue Streetscape project currently being designed by Cowan Group Engineering, LLC. The waterlines in this area are over 50 years old and have experienced failures that disrupt water service and traffic flows. Replacement of these waterlines prior to the surface improvements would ensure good infrastructure and reduce the likelihood that the surface improvements have to be removed and replaced for future water line replacements work. NUA entered into a contract with Cowan Group Engineering, LLC in the amount of \$93,800 on June 22, 2021. A contract transmittal was sent with a start date of June 29, 2021. A kick-off meeting was held February 15, 2022 after 60% streetscape plans were completed. Funding for the streetscape work has still not been determined. This funding will determine when the waterline project needs to begin and end. The waterline will need to be completed before the roadway work begins.

Engineer: Cowan Group Engineering, LLC (Jeff Cowan)

Phase II – Porter Avenue Waterline Replacement (WA0354):

This project will replace approximately 1,500 feet of aging 8-inch and 5,000 feet of 12-inch waterline along Porter Avenue from Robinson Street to Alameda Street in conjunction with the Public Works Department Porter and Avenue Streetscape

project. Part of this project (Main Street to Rich Street) was already completed as part of Public Work's ODOT fund Transportation Bond project. Replacement of these waterlines prior to the surface improvements will ensure good infrastructure and reduce the likelihood that the surface improvements have to be removed and replaced for future water line replacement work. NUA entered into a contract with Cabbiness Engineering, LLC (Garver Engineering) in February 2021 in the amount of \$58,100. Staff received final design plans and sent an invitation to bid to the *Norman Transcript* for publication on December 23, 2021 and December 30, 2021. A mandatory pre-bid was held on January 4, 2022 and the bid opening will be held on January 20, 2022. Bids were opened on February 3, 2022 and four contractors submitted bids. Cimarron Construction Company, LLC submitted the lowest and best bid for the Base Bid and Alternate B at \$2,039,328. The Contract and Bonds were signed and approved by Council on February 22, 2022. A kick-off meeting was held on March 4, 2022. City staff and the Engineer are in the process of reviewing submittals provided by the Contractor. The Engineer is also working on getting a final conformed set of plans together showing the alternate bid that was awarded. Construction start date for the Notice-to-Proceed was March 14, 2022. Rather than a number of days for construction completion, this project has an end date for construction of July 15, 2022. This is to ensure the waterline work is finished prior to the streetscape work. Work began on March 14, 2022. A final change order and pay app was approved by Council on November 22, 2022. As-builts were recently received from the Engineer who noticed the new waterline conflicted with a few future light poles and future storm drain that will be constructed by Public Works. Adjustments will be made to the light pole design by Public Works. Line Maintenance potholed and took accurate elevations of the waterline in these areas. Utilities staff attended the pre-work meeting for the streetscape project, which has a start date of April 3, 2023. Their contractors will start on the south end and move their way north. They will let us know when they have the far west lane close at Himes so that we can contact Cimarron to install the missing bends needed for a new storm drain. The light poles that will be in conflict with our waterline will be moved a few feet in the field to accommodate these conflicts.

Engineer: Garver Engineering (Bret Cabbiness/Sean Price)

Water Treatment Plant Carbon Dioxide Tank Replacement (WA0374):

The existing carbon dioxide tank at the City's Water Treatment Plant is aging and vendors are not able to supply replacement parts to the model any longer. Carbon Dioxide is used to adjust the pH of the drinking water which effects its scaling and corrosivity potential, so a new tank is necessary. This project will involve removal of the existing 30-ton carbon dioxide tank at the water treatment plant, complete installation of new tank 30-ton tank of correct make and model specified or approved equal, demonstrating correct operation and dosages both manually and remotely, and training water treatment staff on operation and maintenance. Staff awarded the removal and installation to Wynn Construction Co. for \$75,000. Staff awarded the purchase and delivery of the tank to Tomco Systems in the amount of \$228,975 in December 2021. The purchase authorization was approved by Council on January 18, 2022. Tomco moved forward with ordering the tank on April 25, 2022. The new tank was shipped on September 28, 2022 and it was delivered to the WTP on October 3, 2022. The apparatus on top of the tanks has been leaking since installation. It was installed for the tank and the threads did not fit properly. So, a new apparatus arrived to plant on January 24, 2023. Replacement and shut down of the plant occurred on January 26, 2023. Tomco informed staff that this new apparatus was quality control checked against the appropriate pressure. However, Tomco staff noticed one of the heating elements was not working properly during installation of the new apparatus. A 1-year mechanical warranty is required for this tank and Tomco was notified that they need to provide replacement of this as well. The heating element was repaired on 3/10/2023 and all components of the tank are working properly. A final payment was made to Tomco on 3/13/2023.

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

Clarifiers 1 and 2 at the Water Treatment Plant (WTP) were installed in 1965 and have experienced deterioration warranting replacement of gearboxes and motors, in addition to new coats of paint. After 55 years in service, it's expected that the structural integrity of these clarifiers will have decreased. In July 2021, staff hired Suez Water Technology Solutions Services, Inc., who currently own the "Accelator" technology employed by these two clarifiers, to perform a visual inspection on one of the clarifiers. They found pitting and corrosion of steel and indicated the need to repair/replace the launder and outer wall brackets, in addition to realignment for the hood structure and circular deckplate, and repainting the structure. This project will first entail a more in-depth condition assessment of both clarifiers 1 and 2 by Carollo Engineers, Inc, including visual and non-destructive testing of the concrete to determine areas of possible concern and ultrasonic thickness testing for metal structures. A final technical memorandum will be provided with their findings in addition to estimated costs for needed repairs in order to obtain reliable capacity from the clarifiers for the next 20-40 years. A contract with schedule, scope, and fee of \$73,991.00 was obtained with Carollo and was awarded on December 14, 2021. Staff held a kickoff meeting with Carollo on December 22, 2021. An inspection and metal thickness testing was held on January 27, 2022. Paint samples were collected on February 8, 2022 for lead testing. A final Technical Memo

was received in June 2022 which explained the most necessary repairs needed on clarifiers 1 and 2 are structural and electrical elements. To repair these elements only, the cost would be about \$551,096. In addition, alternates were provided for additional repair/replacements that aren't as dire. Alternate 1 consists of structural and electrical repairs in addition to metal repairs and recoating. Alternate 2 consists of structural and electrical repairs in addition to replacing both clarifiers with new carbon steel tanks. Alternate 3 consists of structural and electrical repairs in addition to replacing both clarifiers with stainless steel tanks. Cost for these alternates are \$2,306,254, \$2,742,868, and \$2,887,684, respectively. Life cycle costs decrease with each alternate. In addition, repairs and recoating to clarifier 3 were included at a cost of \$502,695. WTP staff are reviewing what they would like to do moving forward based on funding and timeline. Staff has determined that clarifier 3 is in most dire need for recoating/potential metal repairs and would like this to be accomplished with funds for this project. Repairs to clarifiers 1 and 2 would be completed at a later date if funding allows. Staff met with Carollo on July 19, 2023 to discuss combining this work with other WTP projects that need to be completed.

Southlake Addition Waterline Replacement (WA0352):

This project will replace approximately 7,500 linear feet of aging waterlines within the Southlake Addition, which is located between Cedar Lane and State Highway 9, just east of Classen Blvd (SH 77). The existing lines are ductile iron pipe that were installed in the 1980s and have experienced a significant amount of corrosion, causing a significant number of breaks impacting water service to the neighborhood. This project will install replacement 8-inch mains to replace the existing lines, along with minimal amounts of 6-inch for small streets and short dead-end lines, and will then reconnect services for the residents. A Request for Proposals (RFP) for this project was published in the Norman Transcript on July 15, 2021. Staff received 18 proposals on August 5, 2021. Staff reviewed each proposal and selected a firm using the ranking criteria listed in the RFP. Smith Roberts Baldischwiler (SRB) ranked the highest and was selected for the project and a contract in the amount of \$59,000 was awarded on November 9, 2021. Line Maintenance potholed 27 locations (approximately 20%) in this neighborhood to determine if lead service line replacement will be necessary. All service lines potholed were found to be made of copper. Bids were opened on July 13, 2023 where Cimarron Construction Company was the low bidder at \$2,631,347.00. This number includes replacement of Southlake Addition waterlines as well as waterlines at 1932 E Lindsey Street that have had frequent breaks in the last fiscal year, for which Line Maintenance has had to temporarily repair. A contract with Cimarron Construction Co. was approved by City Council on August 8, 2023. A pre-construction meeting was held on August 29, 2023. Cimarron started construction at 1932 E Lindsey St this month. A quote was obtained from the contractor for removing and reinstallation of bricks surrounding the apartment buildings due to proximity of the existing meter boxes. This will be added to a change order along with additional items that might come up. Further, additional bends were needed for the waterline at this location due to the ground slope. Staff is still working with property owners to acquire easements on the northwest and southeast sides of the addition before construction begins in the Southlake neighborhood.

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

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

In March 2020, 2021, and 2022, Phase II was delayed until the following Spring each year, and determination has now been made to proceed with this project in Spring of 2024. NUA will commence coordination discussions with OU, and OU Sororities and Fraternities, homeowners and landlords in the area in preparation for the Spring 2024 work. It is expected that this coordination will confirm limiting construction to the period between OU's Spring 2024 graduation and the start of OU's Fall 2024 semester, in other words, between May 13 and August 18, 2024. In order to ensure a contract has been awarded to the lowest and best bidder and that the selected bidder has ample time to order and receive construction materials, project will be bid well in advance, possibly as early as November 2023.

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

During April 2022, the decision was made to defer construction on this project until Fiscal Year 2023/24. From that point, final design work and easement acquisition was scheduled at a pace intended to synchronize completion of final design, permit application/receipt, and all easement purchases with a scheduled advertisement date of early May 2023. However, while preparing easement documents during Summer 2022, Jacobs determined that there was a potential issue with a long segment of their alignment that was intended to be in easements on property owned by the United States Department of Veterans Affairs (VA) and J.D. McCarty (McCarty). There were existing easements owned by Oklahoma Gas & Electric (OG&E) on both properties (seemingly much larger than needed to accommodate OG&E's overhead power lines in the area) extending into the area Jacobs intended to use for their current alignment for this project. After consideration of several alternatives, it was agreed to determine if OG&E would allow encroachment in their easement as long as it was a reasonable distance from their overhead lines, and in December 2022, OG&E furnished authorization to encroach on their easements on the VA and McCarty properties. As a result, Jacobs is now able to proceed with final design and acquisition of easements so project may be readied for bid.

As noted above, two of the easements required for the project must be purchased from the VA and McCarty who both own large properties fronting on the south of side of E. Robinson Avenue. VA and McCarty are also two of the large property owners in Norman who have multiple meters that NUA would like to replace with a single master meter. Now that negotiations for these two easements can begin again, NUA will work to negotiate master meter agreements concurrently with Jacobs' easement negotiations and incorporate the meter replacement work into this project.

In May 2023, Jacobs advised that they were preparing a request for a contract amendment for various perceived extras encountered during design to date, and they expected to submit this request in June 2023. NUA agreed to review the details of the request upon receipt, but did not necessarily agree that an amendment of any amount was merited. To date, this request has not been submitted. If, upon receipt and review, NUA finds an amendment is merited, final costs would likely be negotiated during late Summer or early Autumn 2023 and the Amendment submitted for City Council approval in late Autumn 2023.

Assuming project is not deferred again for budgetary reasons, project is expected to advertise as soon as easements can be completed and Permits issued. Finalizing easements and master meter agreements and obtaining permits is likely to continue through Autumn 2023 with Bidding and Contract Award to follow in the Winter of 2024. Construction would then commence in Spring 2024. Project completion is then projected for late Fall 2024.

Engineer: Jacobs Engineering (Arun Srinivasan)

Lindsey Water Tower Rehabilitation and Non-Potable Water Expansion Study - Lindsey Tower was decommissioned several years ago because it is not high enough to act as viable potable water system storage at current system operating pressures. In 2020, the coatings on the tower began to show signs of deterioration. For this reason, Dunham Engineering evaluated the condition of the tank in the Fall of 2020, and they determined that the underlying steel was in good condition and the tank could be repainted and recommissioned for many years of additional service if needed. In July 2021, NUA requested that Dunham provide a proposed scope and fee for Lindsey Water Tower rehabilitation. Dunham submitted their proposed scope and fee in early October 2021. Scope and fees were negotiated. However, before submitting Contract for City Council approval, NUA will await outcome of ongoing study being performed by Plummer Engineering, which is described in the following paragraphs and will directly impact future usage, if any, for Lindsey Tank.

In October 2021, NUA requested that Plummer Engineering furnish a proposed scope and fee to analyze the possibility of

extending a non-potable water system from the Norman Water Reclamation Facility (WRF) to Reaves Park on University of Oklahoma (OU) campus and to 10 to 15 other potential customers to the east of the WRF and Reaves Park, generally on or near Highway 9, as described Norman's 2060 Strategic Water Supply Plan. This reuse system would necessarily run in close proximity to Lindsey Tower so, as part of their analysis, Plummer has also been directed to assess the possibility of repurposing Lindsey Tower as dedicated storage for the new non-potable system. Plummer's scope and fee was finalized in November 2021 and their Contract was approved by City Council on December 14, 2021. In March 2023, City of Norman furnished additional requested data to Plummer to assist in finalizing their analysis, and on September 29, 2023, a draft report was submitted for City of Norman review. Staff has completed preliminary review of draft report and preliminary comments have been forwarded to Plummer in order for them to update alternatives comparisons and graphics for NUA use in presenting alternatives to other City of Norman staff.

It is now likely that Lindsey Tank will be rehabilitated regardless of which alternative is recommended by the final version of the Plummer report, but the details of the rehabilitation will vary depending on the alternative selected. Consequently, in October 2023, updated cost proposals were requested of Dunham Engineering to prepare bidding documents and inspect ongoing rehabilitation work at Lindsey Tower for various possible alternative uses. As soon as an alternative is confirmed, Dunham's contract (with pricing based on the selected alternative) will be submitted to City Council for approval. Upon approval, Bidding Documents would then be completed and project advertised, bids opened and contracts awarded in Winter and early Spring of 2024. Construction would then commence as soon as weather conditions allowed in spring and would continue for approximately 1 to 3 months (depending on alternative).

Engineer: Dunham Engineering for Lindsey Tower (Joe Seiter) and Plummer (Dexter May) for Non-potable Water System Study.

Advanced Metering Infrastructure (WA0351): The City of Norman has an aged water meter population and current and improvement technology have improved such that advanced metering infrastructure would provide significant benefits for the City and its customers. The implementation of this technology will reduce staff requirements for the reading of meters and will ensure more timely and accurate readings. With daily water usage information accessible for staff and the customer, customers will be able to be notified of leaks and better understand how water is used at their property. This will also help with water conservation efforts and billing resolutions. In addition to water metering improvements, the system and technology will also be leveraged to the maximum extent possible for monitoring the water system and other City needs. The consultant has completed the assessment phase of the project. The procurement phase, specifically the generation of the Request for Proposal, began in November. In May 2022, the Bureau of Reclamation notified staff that the City was awarded a \$500,000 grant under the Watersmart program or a \$2,000,000 grant under the Bipartisan Infrastructure Law program. Upon direction from City Council, staff is moving forward with this project to fully implement the project. Request for Proposal (RFP) 2223-13 was issued on August 25, 2022. Proposals 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. Variance requirements from BOR and OWRB are impacting the finalization of the contract.

Consultant: E Source (Alyssa Pourciau)

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

begun discussion with OMES and Department of Mental health regarding easements for both water line and meter vault. These two large property owners with whom easement agreements must be negotiated, are also customers with multiple meters with whom NUA intends to negotiate an agreement on master metering. The current intent is to negotiate both easement purchase and master metering agreement concurrently and to incorporate master meter installation for both into this project. Staff will continue to work on obtaining these agreements. In addition, staff is evaluating meter locations at the USPS with in-house forces.

Tecumseh Water Line Replacement (WA0380): The existing 24-inch water line along Tecumseh Road is a 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.

Danfield Water Line Replacement (WA0379): This project will replace the existing 6 and 8-inch lines running along Danfield from where it intersects Brookhaven Blvd on the south the north to where it intersects the same street to the north. The existing lines are ductile iron pipe that are 40-50 years old and have experienced a significant amount of corrosion that have impacted water service to the development. The project is approximately 4,000 linear feet.

Lead Service Line Inventory and Replacement (WA0384): The recent Lead and Copper Rule Revision will require new measures for utilities to comply with the rule. Specifically included within this proposed funding are 1) Inventory of approximately 5,000 service lines, 2) Distribution of pitchers to 20,000 locations, and 3) testing of 20,000 locations resulting from any disturbance. Costs for the inventory continue until completed. Reduced costs for the pitchers and testing are proposed in later years since the Advanced Water Metering project will be completed.

SANITATION CAPITAL PROJECTS:

Compost Facility Scale House (SA0019):

This project will modify the existing City compost facility layout located at Bratcher Minor Road, west of Jenkins, to facilitate a more efficient operation for the public and facility, install scales used for weighing large loads of compost, and construction of a modular building with potable water and sanitary sewer for staff in charge of coordinating with customers. This building will also replace the prefabricated building purchased in 2003 that has become severely deteriorated and inadequate. Based on the project scope, staff appointed TriCore Group, LLC as the engineer responsible for design and bidding services. City Council approved the contract with TriCore Group in the amount of \$30,500 on May 11, 2021. Staff met with Engineers on March 4, 2022 to discuss preliminary plans. It was determined that a permanent building be built, rather than a prefabricated building, to better accommodate operations. In order to do this, Engineers had to subcontract an architect for the design of the building. An amendment to the contract for architectural services was approved by Council on April 12, 2022, which increased the cost of engineering services to \$39,000. The engineer requested an increase of \$4,000 to the contract in order to pay for redesign of the architectural plans. Staff is working on revisions to the contract to approve a final contract amount of \$43,000. Staff received final plans and specifications from the engineers on September 6, 2022 and are reviewing before starting the bid process. Planning reviewed the current set of plans and sent their comments on June 23, 2023. These were forwarded to the Engineer for incorporation to the final plan set. A quote for access control and cameras (Convergint) and low voltage (TransTel) was obtained by IT in June. The Engineer sent a revised set of plans this month. Upon review, there are pay items missing for concrete and asphalt work, as well as details and specifications missing for the storm shelter and other important components. Comments from Planning were not incorporated and a revised specifications book has not been sent. Comments will be sent to the engineer for revisions.

Engineer: TriCore Group, LLC (Greg Vance)

Transfer Station Renovations (SA005):

The Transfer Station has several elements that have deteriorated since its installation in 2008 due to its heavy use. This project will repair the Transfer Station floor install fire suppression system, truck parking area, and improvements to the

building exterior. Repair of the floor and installation of the fire suppression system will be expedited and the Transfer Station will be required to stay in operation during the entire construction. Request for Qualifications were sent on September 29, 2022 and an optional on-site meeting was held on October 11, 2022. Qualifications were due Thursday, October 20, 2022 and one firm, Parkhill Engineering, submitted qualifications. Staff approved the qualifications submitted by Parkhill Engineering after reviewing their qualifications. A scope was received by Parkhill on December 19, 2022. Staff is still reviewing before Council approval.

New Sanitation Office Building: The Sanitation Department had outgrown their former office space. Due to its location and age, their existing facility could not be easily expanded nor could renovations be undertaken that would create a more efficient workspace. For those reasons, construction of a new facility was deemed necessary. On January 12, 2021, Norman Municipal Utilities Authority (NMUA) approved a design contract with The McKinney Partnership Architects PC (TMP) to design this new facility, and work commenced immediately thereafter. TMP completed Design Development level plans and specifications in April 2021 and final plans and specifications in January 2022. Project was advertised on February 10, 2022 and bids were opened on March 3, 2022. Crossland Construction Company (Crossland) was the deemed the lowest and best responsible bidder, and a contract was awarded to them on April 26, 2022. Construction work commenced on April 29, 2022. Project is now complete. Final acceptance and final payment were submitted to City Council and they were approved on July 11, 2023. Final Payment has been issued.

Delivery of remaining office furniture has been completed, and Sanitation Department staff has relocated to the new facility. No further updates are anticipated on this project.

Architect: The McKinney Partnership Architects PC (Toni Bragg)

Truck Wash Facility (SA0015)/ Container Maintenance Facility (SA0009) / Household Hazardous Waste Facility (SA0012): Project will provide an automated truck wash facility at the sanitation storage yard north of the WRF and will provide a new enlarged maintenance, and regulatory compliant welding and painting facility for solid waste collection containers. The Truck Wash Facility will be available to all City vehicles, but designed primarily for large equipment. For the container maintenance facility, the proposed location is adjacent to the Truck Wash Facility to allow for efficient operations by staff. Upon learning of the potential bus wash facility to be constructed at the North Base Campus, Utilities and Public Works have begun coordination of the facilities and the potential to combine efforts into facility capable of meeting needs for both departments and the City.

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

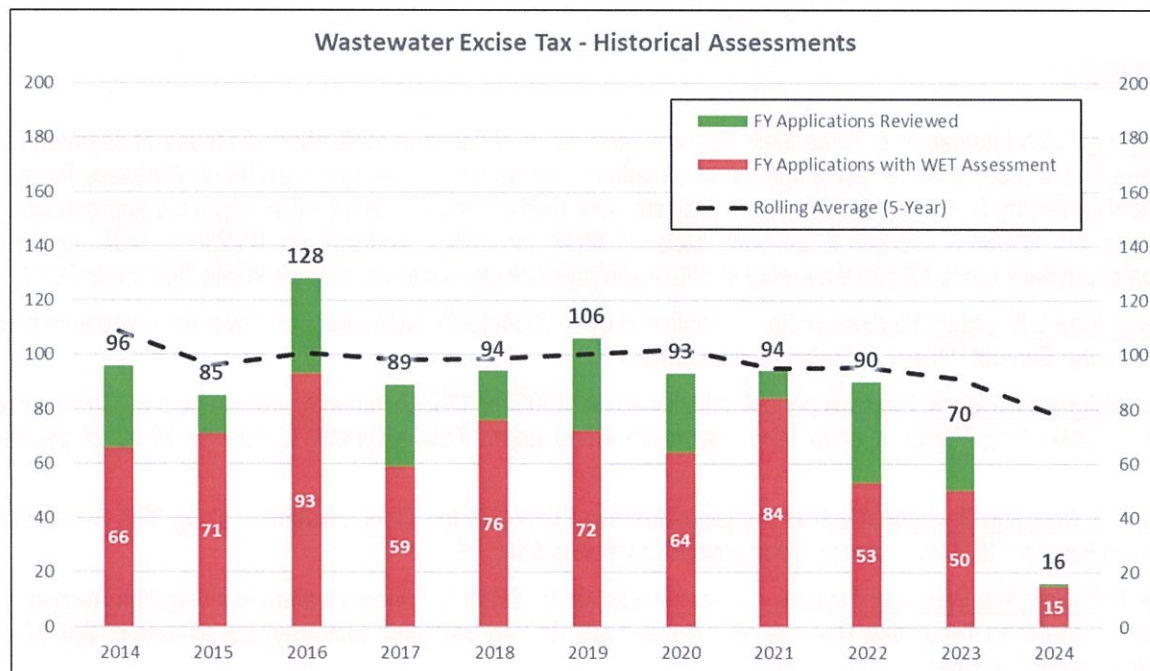
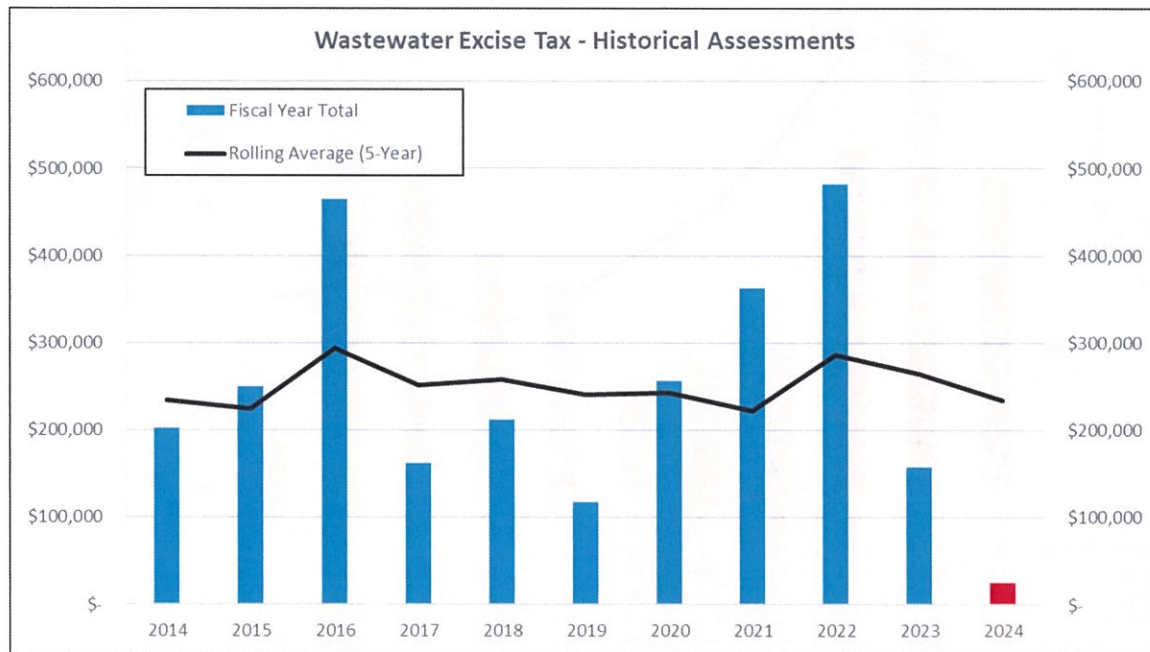
Preliminary design efforts have identified potential improvements to the final product that warrant modifications to the project scope that required a contract amendment with the Architect. Amendment No. 1 was approved by City Council in February 2020 and included changes to the site for the Household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

The property has been rezoned to add Municipal Use for the property to meet current code requirements. The final plans were completed and advertised. Bids were opened and contract K-2021-10 was awarded to the Landmark Construction Group on January 12, 2021. The Household Hazardous Waste building is complete and the ribbon cutting was held on February 1, 2022. All finals have been obtained for the Container Maintenance building and the Certificate of Occupancy should be issued in February. Both projects are complete and in operation. All work is complete. Staff will have the final acceptance on the second docket in March.

Architect: Studio Architects, LLC (George Winters)

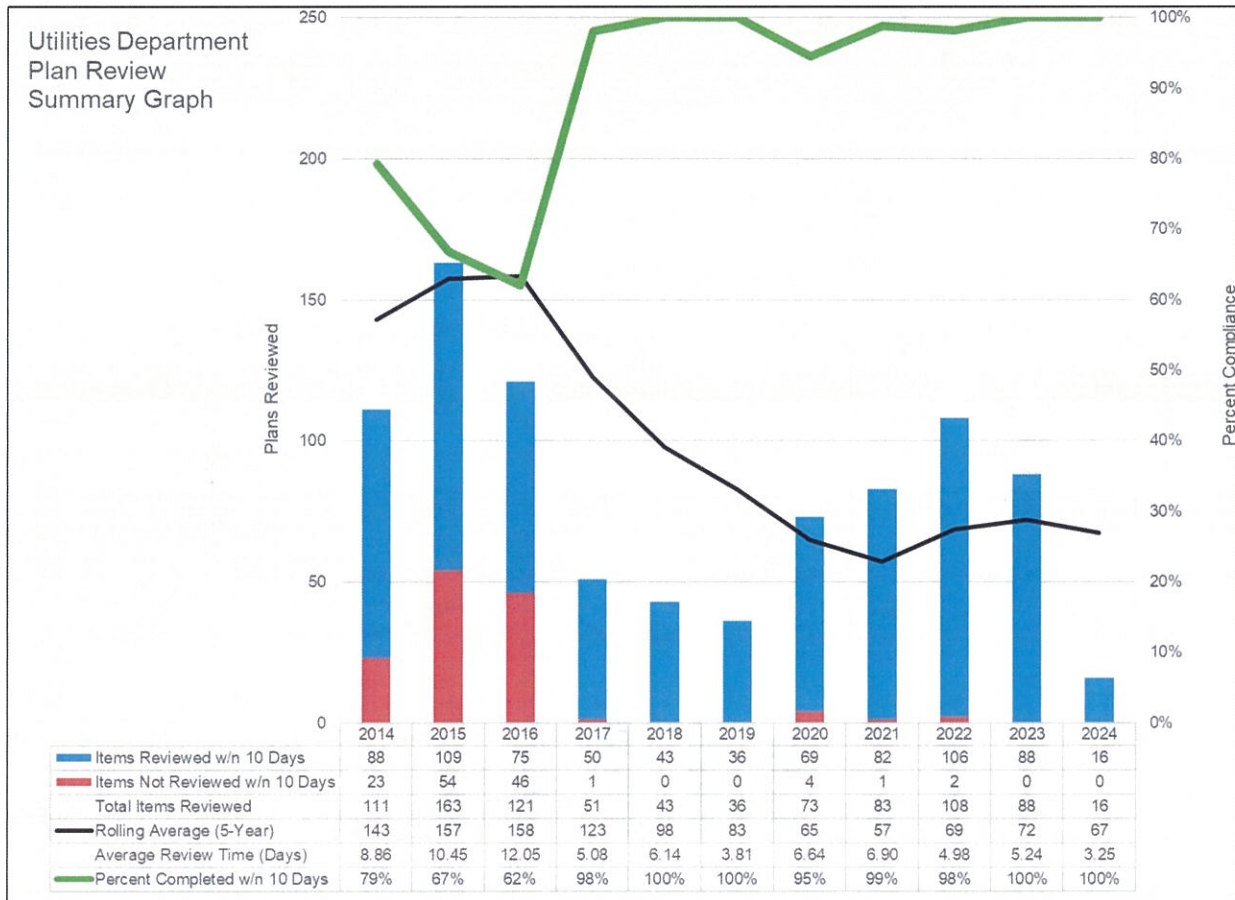
Wastewater Excise Tax – Non-Residential:

WRF Investment Fee/Wastewater Excise Tax: Staff evaluated the Wastewater Excise Tax on 4 commercial entities last month. Of the 4 applications, 4 were assessed since these applications were determined to increase wastewater flows over the previous use of the site. For the fiscal year, 16 commercial properties were reviewed and a total of \$25,413.94 has been assessed to the entities that will increase wastewater flows for their respective property. Below are graphs showing the amount assessed and the number reviewed (current through date of report preparation).



PLAN REVIEW:

Three plan sets were reviewed this past month. Staff has reviewed 16 plans for the current fiscal year with an average review time of 3.25 days and with 100 percent of plans reviewed within 10 days.



RECOUPMENT PROJECTS:

1. NW Sewer Study: 36th Interceptor & Force Main Payback projects established in 1998/1999: Because of abandonment of Carrington LS, two resolutions reducing number of parcels requiring payback approved 01/10/12. Releases for many properties now served by North interceptor system projects were filed of record in 2012. NUA approved appropriation of payback funds on 12/05/17. Collected payback fees of \$697 for Jolley Addition on 03/23/18. NUA approved appropriation of payback funds 12/10/19 allowing staff to issue payback checks to developers in late December 2019.
2. Sewer Service Area 5 Payback: Payback project established by R-0304-13 for NUA share of sewer improvements along Highway 9 from the Summit Valley Lift Station to the USPS.
3. North Porter Waterline Payback: Payback project established 04/12/05 for 12-inch waterline constructed by Calvary Free Will Baptist Church along Porter Avenue from Tecumseh Road north. Total payback to date is \$0.00 of potential \$61,177.
4. 36th Avenue NW Waterline Payback: Payback project established 08/24/99 for 24-inch waterline along 36th Avenue NW from Tecumseh Road to SE 34th in Moore. Total payback to date is \$65,123.
5. 24th Avenue NW Waterline Payback: Payback project established 04/22/08 for 24-inch waterline along 24th Avenue NW from convention center to Tecumseh Road. Medcore billed \$27,212 on 04/15/20; total payback to date is \$87,074 of original project cost of \$346,134.
6. Post Oak Lift Station Payback: Payback project approved 04/14/09 for sewer and lift station improvements to serve the Links development and other properties in SE Norman. Construction complete and final payback costs approved 01/25/11. Parcel 5 payback of \$15,717.09 paid 12/15/15; total of \$15,717.09 paid to date and will be returned to Links at end of fiscal year. Payback funds returned to Links in January 2018. Links check reissued in July 2019 as previous check was never cashed.

7. Interstate Drive Waterline Payback: NUA approved payback project on 04/22/14 for waterline improvements in University North Park in conjunction with the extension of Interstate Drive. Construction was complete in late 2015. Staff has finalized project costs, payback amounts and the Final Payback resolution approved 12/10/19. Hudiburg Subaru billed \$28,540 on 04/24/20 and UNP was billed \$32,963 for detention pond on 04/24/20.
8. Ruby Grant Waterline Payback: NUA will soon consider a new waterline payback project for waterline improvements along Franklin Road in conjunction with the Ruby Grant Park Improvements. Norman Forward through the Parks Department will fund 50% and the NUA will fund the remaining costs to be paid back over 20 years as property to the north develops. Design plans are complete and project will bid 07/25/19. Ruby Grant Waterline Payback project approved by Council 12/10/19; construction of 12-inch waterline is nearing completion. Battison Honda is considering new development along Interstate Drive north of Franklin Road that will connect to the Ruby Grant Waterline.

Private Water Well Permits Issued

0 Water Well Permits were issued for the month of October.

**DIVISION OF ENVIRONMENTAL RESILIENCE AND SUSTAINABILITY October 2023
SUMMARY**

	MONTHLY	YEAR-TO-DATE
STORMWATER CONSTRUCTION SW		
INSPECTIONS	94	411
ACTIVE SITES	94	382
CITATIONS	0	0
NOVS	0	0
CDOS	1	1
SWOS	0	0
ECPS	1	4

STORMWATER MS4 OPERATIONS		
ACTION CENTER	2	25
PWSTORMWATER	2	6
CALLS	12	39
OTHER	11	60
TOTAL INQUIRIES	27	130
OUTFALL INSPECTIONS	0	0
MCM 5 INSPECTIONS	0	147
MCM 6/P2 INSPECTIONS	0	0

PRETREATMENT/FATS, OILS, AND GREASE (FOG) PROGRAM		
FOG INSPECTIONS	21	101
FOOD LICENSE APPROVAL	0	7
SIU INSPECTIONS	3	4
SIU SITES SAMPLED	0	0
TABLE II MONITORING (%)	0	100
TABLE III MONITORING (%)	0	75

HOUSEHOLD HAZARDOUS WASTE		
HHWF: CARS SERVED	81	302
SWAP SHOP VISITS	11	42
OIL DISPOSED	771	3176
ANTIFREEZE DISPOSED	100	200
TIRES DISPOSED	525	1355
HHW MATERIAL COLLECTED	5879.5	19782.5
E-WASTE: CARS SERVED	300	300
E-WASTE COLLECTED		0
TOTAL CARS SERVED	381	602
TOTAL MATERIAL COLLECTED	5879.5	19782.5

REVENUE		
FOG PROGRAM	\$ -	\$ 550.00
SURCHARGE	\$ 12,430.71	\$ 38,657.19
LAB ANALYSIS RECOVERY	\$ -	\$ -
INDUSTRIAL DISCAHRGE PERMIT	\$ -	\$ -
TOTAL	\$ 12,430.71	\$ 39,207.19

ACTIVITIES
ECAB
Provided staff liaison support including attending meetings, preparation of minutes, speaker scheduling and issue research.
Facilitated Yard by Yard, Composting and Recycling Education Information
Continued work on updating the US MCPA.
Scheduling Tour of Gas Plant
DoERS
Monarchs in the Park Festival was held in Andrews Park on October 1.
DoERS hosted Citizens Academy (with Sanitation) at the HHWF on October 9
The Spooky Stormwater Scramble was held at Westwood on October 13
The Brookhaven garden maintenance event was October 14.
Loudenback assisted MWC with their Super Recycler auditing program on October 12
Gates and Loudonback attended the SWAWWA Conference in Lafayette La on October 18-20
Electronics waste collection event served 300 cars on October 28/
The team participated in Cityview training
Collaborating with Public Works, Planning and Parks on several grant opportunities
Developing RFPs for the litter crew and solar initiative
Blue neighborhood deadline was October 15.
Working on RFPs for litter crew and solar initiative
Bishop Creek Watershed Group is up and running.

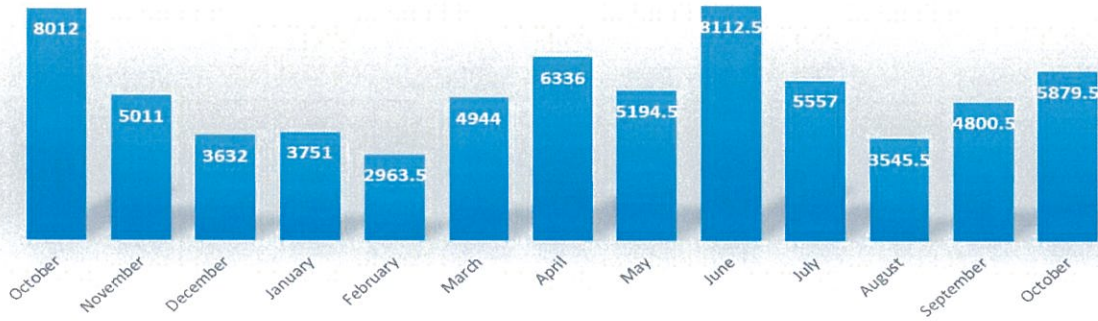
Upcoming Events:

12-Nov Compost Workshop -Field
 17-Nov Environmental Excellence Celebration
 18-Nov OU Green Week Cleanup
 19-Nov Compost Workshop - Classroom

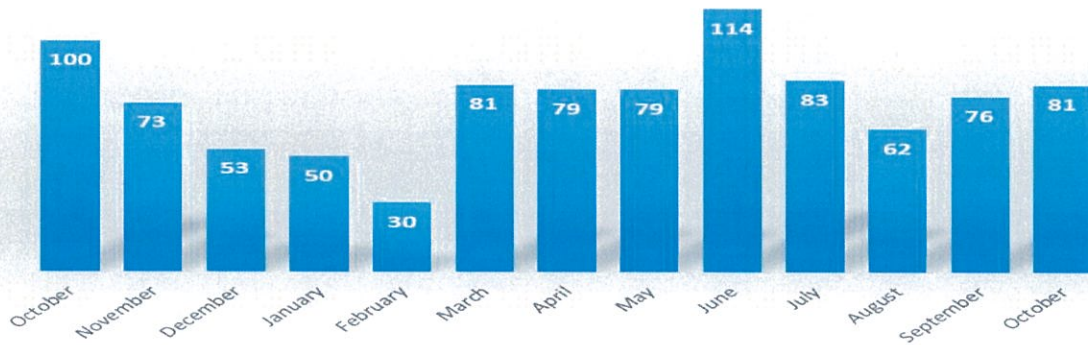
Upcoming Projects:

December 5-8 Blue Neighborhood Visits
 Dec-Jan Solar Initiative
 Nov-Dec Litter Crew RFP
 Nov-Dec CPRG grant
 Nov-Dec EECBG Allocation project
 Soon ACOG EV Charger grant
 Soon LEAF-Phase II

Amount Collected in Pounds at Facility (lbs)



Number of Facility Appointments



CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
SEWER MAINTENANCE				
	FYE 2024		FYE 2023	
October 2023	MONTH	YTD	MONTH	YTD
Obstructions:				
City Responsibility	0	4	1	2
Property Owner Responsibility	11	57	22	61
TOTAL	11	61	23	63
Number of Feet of Sewer Cleaned:				
Cleaned	94,296	331,816	97,997	327,436
Rodded	2,575	8,525	2,165	16,690
Foamed	0	68,206	0	77,694
SL-RAT	0	0	0	0
TOTAL	96,871	408,547	100,162	421,820
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	0	0	0	0
Obstruction	0	0	1	0
Private	1	3	0	2
Other (Lift Station, Line Break, etc.)	0	0	0	0
Total Overflows	1	3	1	2
Feet of Sewer Lines Televised	25,058	67,396	19,386	71,886
Locates Completed	340	936	360	1,298
Manholes:				
Inspected	1,183	3,946	1,169	4,319
New	0	0	0	0
Raised	0	5	1	5
Repaired	4	4	2	10
Feet of Sewer Lines Replaced/Repaired	4.00	18.00	6	13
Hours Worked at Lift Station	45.81	94.02	104	333
Hours Worked for Other Departments	5.75	10.33	3.92	8.98
OJI's	0	0	0	2
Square Feet of Concrete	0	0	0	54
Average Response Time (Minutes)	20.00	29.80	21.00	29.65
Number of Claims	1.00	0.00	0.00	0.00

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
WATER MAINTENANCE				
	FYE 2024		FYE 2023	
October 2023	MONTH	YTD	MONTH	YTD
New Meter Sets:	37	91	36	92
Number Short Sets	34	90	36	90
Number Long Sets	3	1	0	2
Average Meter Set Time	6.64	6.15	4.17	5.03
Number of Work Orders:				
Service Calls	484	1,173	467	1,530
Meter Resets	0	1	1	3
Meter Removals	0	4	9	23
Meter Changes	43	124	31	105
Locates Completed	423	1,240	376	1,304
Number of Water Main Breaks	15	42	17	57
Average Time Water Off	1.79	1.65	1.43	1.87
Number of Water Leaks	52	180	47	156
Fire Hydrants:				
New	0	0	1	2
Replaced	0	4	1	2
Maintained	58	255	104	342
Number of Valves Exercised	122	353	247	882
Feet of Main Construction	0	500	0	2,225
Hours of Main Construction	0	1,631	0	894
Meter Changeovers	0	5	0	1
OJl's	0	0	0	4
Hours Flushing/Testing New Mains	54.50	55	71	184
Hours Worked Outside of Division	0.00	0.00	0	0

City of Norman, Oklahoma
Department of Utilities

Monthly Progress Report
Water Reclamation Facility
October 1-31 2023

Flow Statistics

	FYE 2024		FYE 2023	
	<u>This Month</u>	<u>YTD</u>	<u>This Month</u>	<u>YTD</u>
Total Influent Flow (M.G.)	334.8	1393.0	306.5	1245.5
Total Effluent Flow (M.G.)	309.7	1270.9	279.9	1156.1
Influent Peak Flow (MGD)	14.2	28.3	11.9	13.0
Effluent Peak Flow (MGD)	13.9	27.7	11.1	12.7
Daily Avg. Influent Flow (MGD)	10.8	11.7	9.9	10.2
Daily Avg. Effluent Flow (MGD)	10.0	10.3	9.0	9.7
Precipitation (inches)	4.2	13.2	1.5	6.4

Discharge Monitoring Report Stats

5 day BOD:

EPA minimum percentage removal 85%

Avg.

Avg.

Influent Total (mg/l)	179	213
Effluent Carbonaceous Total	3	2
Percent Removal	98.3	99.0
Total Suspended Solids:		
Influent (mg/L)	217	305
Effluent (mg/L)	10	6
Percent Removal	95.4	98.0
Dissolved Oxygen:		
Influent (min)	0.4	0.1
Effluent (min)	7.5	7.5
pH		
Influent (Low)	7.5	7.0
(High)	6.8	7.7
Effluent (Low)	7.6	7.3
(High)	7.0	7.5
Ammonia Nitrogen		
Influent (mg/L)	30.2	33.3
Effluent (mg/L)	3.0	0.2
Percent Removal	90.1	99.4

Utilities

Electrical

Total kWh Used (Plant wide)	440,980	1,617,700	456,160	2,012,040
Aeration Blowers	127,300	468,900	174,100	689,900
UV Facility	91,200	765,900	54,400	278,600

Natural Gas

Total cubic feet/day (plant wide)	214,000	550,000	289,000	798,000
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Public Education (Tours)

1	17	1	2
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Total Attendees for FYE 24

131	20
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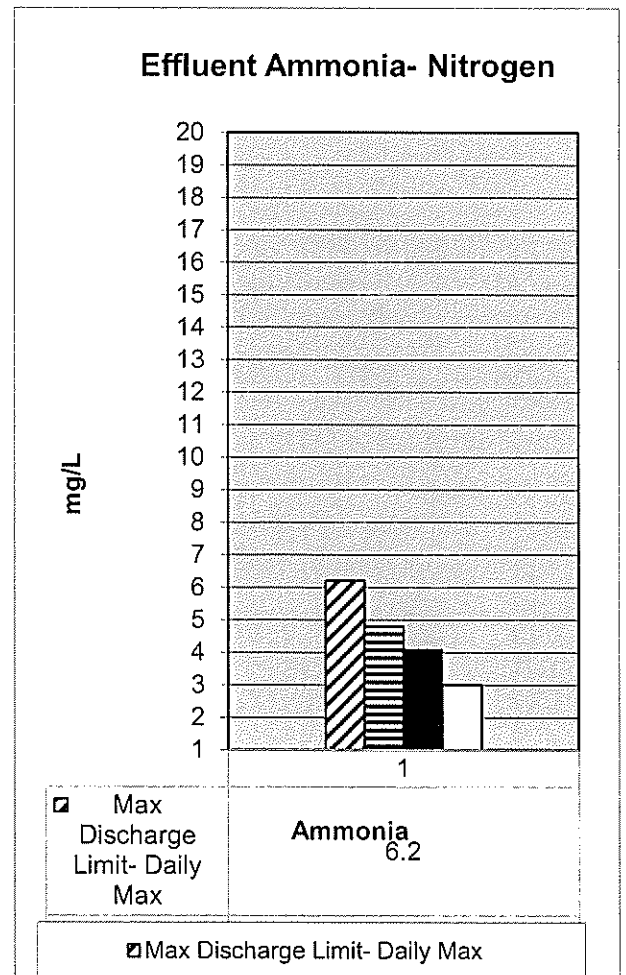
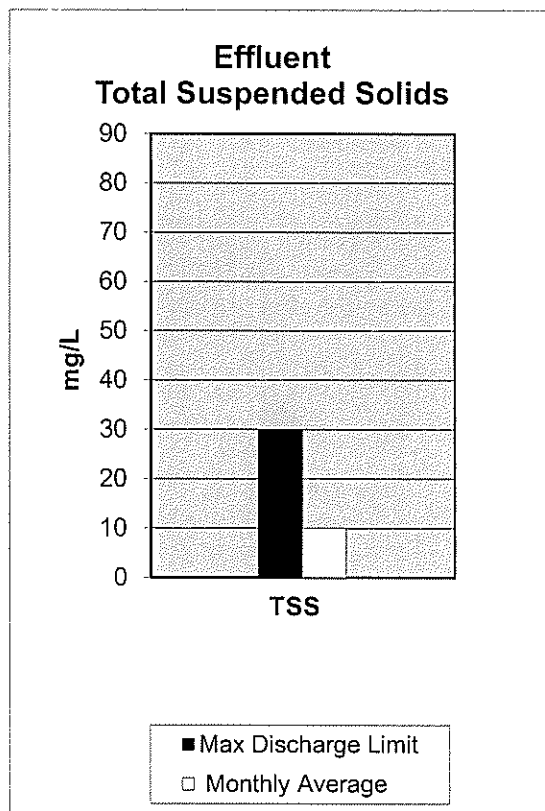
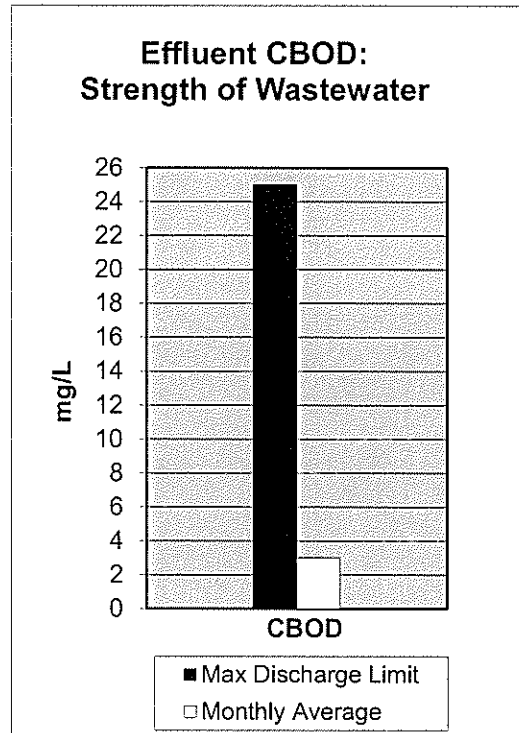
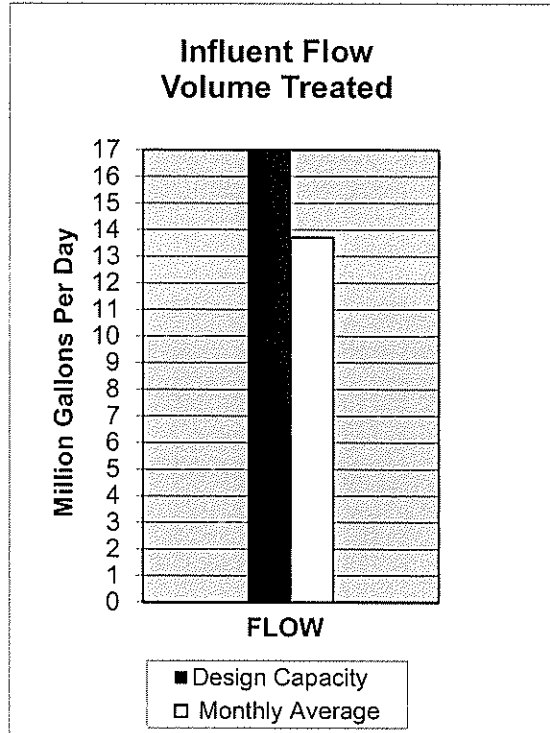
OU Golf Course

16.1	72.1	2.3	48.8
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E.coli Geometric Mean for October 2023 **158 MPN** (Limit is 630)

**CITY OF NORMAN
WATER RECLAMATION FACILITY
October 2023**

Item 6.



Comments here

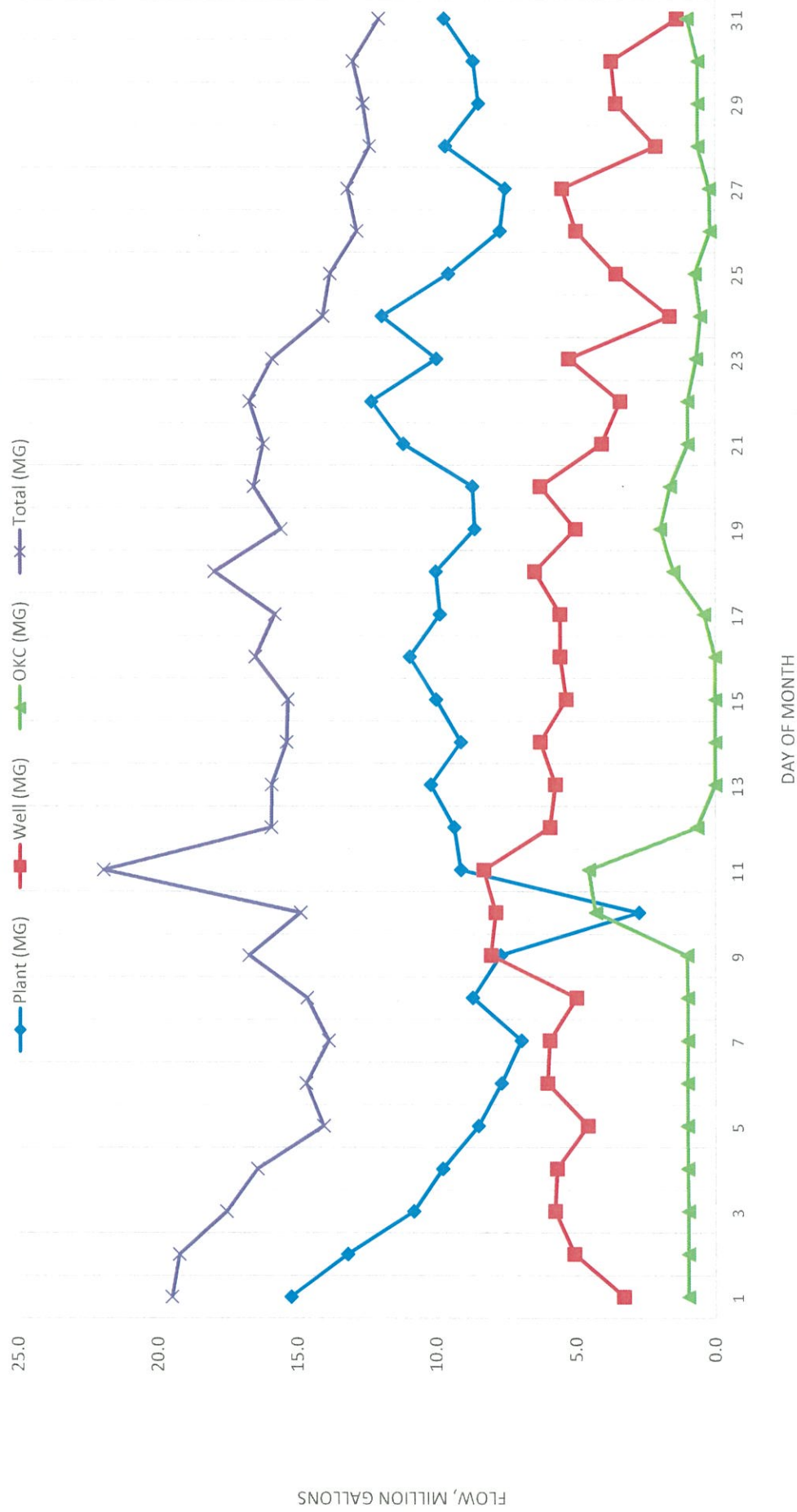
**CITY OF NORMAN, OKLAHOMA
DEPARTMENT OF UTILITIES
MONTHLY PROGRESS REPORT**

WATER TREATMENT DIVISION**MONTH: October-2023**

	<u>FYE 2024</u>		<u>FYE 2023</u>	
	<u>This month</u>	<u>Year to date</u>	<u>This month</u>	<u>Year to date</u>
Water Supply				
Plant Production (MG)	293.61	1618.32	304.02	1699.64
Well Production (MG)	156.69	501.39	156.36	558.09
Oklahoma City Water Used (MG)	30.91	122.11	30.44	121.23
Total Water Produced (MG)	481.21	2241.82	490.82	2378.97
Average Daily Production	15.52	18.23	15.83	19.34
Peak Day Demand				
Million Gallons	21.94	23.32	19.78	25.52
Date	10/11/2023	9/4/2023	10/5/2022	7/27/2022
System Capacity (see note 1)	25.78	25.78	25.78	25.78
Demand Above Capacity (Peak Day)	0.00	0.00	0.00	0.00
Note 1: Beginning June 2016 the System Capacity includes the Oklahoma City water line. (Plant + Wells + OKC)				
Costs				
Plant	\$668,861.12	\$2,802,780.35	\$675,342.39	\$2,811,822.64
Wells	\$268,638.64	\$1,029,330.27	\$256,790.73	\$1,059,535.73
OKC	\$88,990.51	\$378,186.68	\$81,124.84	\$364,078.96
Total	\$1,026,490.27	\$4,210,297.30	\$1,013,257.96	\$4,235,437.33
Cost per Million Gallons				
Plant	\$2,278.08	\$1,731.90	\$2,221.37	\$1,654.36
Wells	\$1,714.45	\$2,052.96	\$1,642.26	\$1,898.49
OKC	\$2,879.30	\$3,097.07	\$2,665.16	\$3,003.16
Total	\$2,133.17	\$1,878.07	\$2,064.40	\$1,780.37
Water Quality				
Bacterial Samples in Compliance	108	408	99	399
Bacterial Samples out of Compliance	2	2	1	1
Total number of inquiries (Note 2)	0	7	1	15
Total number of complaints (Note 2)	1	29	8	23
Number of complaints per 1000 service connections	0.02	0.71	0.21	0.60
Note 2: Prior to April 2016 complaints and inquiries were grouped together, listed as complaints, and not distinguished.				
Safety				
Hours lost to OJI	0	0	0	0
Hours lost to TTD	0	0	0	0
Total Hours Lost	0	0	0	0
Safety Training Sessions Held	1	4	1	3
Public Education				
Number of tours conducted	1	5	2	5
Number of people on tours	14	123	18	43

Notes:

WATER PRODUCTION FOR OCTOBER 2023



MONTHLY TRANSFER STATION REPORT

October 2023

	TONS PER MONTH	REVENUE PER MONTH
O.U.	394.32	\$21,634.44
STANDARD GATE	1,743.00	\$142,671.63
RESIDENTIAL	615.39	\$18,614.40
TOTALS:	2,752.71	\$182,920.47

	MONTH
# OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	563.00

# OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	10259.95
--	----------

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

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

TOTAL LOADS BROUGHT TO LANDFILLS:	563.00
GRAND TOTAL TONS TO LANDFILLS	10,259.95

DISPOSAL COST PER TON (OKC)	\$22.91
TIPPING FEE'S FOR DUMPING AT OKC:	\$235,055.45
GRAND TOTAL TIPPING FEE'S	\$235,055.45

# OF LOADS BROUGHT TO TRANSFER STATION COMMERCIAL SANITATION TRUCKS:	624.00
---	--------

# OF TONS BROUGHT TO TRANSFER STATION COMMERCIAL SANITATION TRUCKS:	4201.47
--	---------

# OF LOADS BROUGHT TO TRANSFER STATION RESIDENTIAL SANITATION TRUCKS:	785.00
--	--------

# OF TONS BROUGHT TO TRANSFER STATION RESIDENTIAL SANITATION TRUCKS:	3439.32
---	---------

TOTAL LOADS BROUGHT TO TRANSFER STATION:	1409.00
--	---------

TOTAL TONS BROUGHT TO TRANSFER STATION:	7640.79
---	---------

MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.:	257.00
---	--------

TOTAL TONS RECEIVED AT TRANSFER STATION	10650.50
---	----------

SANITATION DIVISION PROGRESS REPORT
SUMMARY 2024

	FYE 23		FYE 24	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
<u>Vehicle Accidents</u>	0	10	4	5
<u>On The Job Injuries</u>	2	1	2	2
<u>Bulk Pickups</u>	0	89	0	43
<u>Refuse Complaints</u>	103	226	160	258
<u>New Polycarts Requests</u>	45	175	45	100
<u>Polycarts Exchanges</u>	4	51	6	20
<u>Additional Polycart Requests</u>	56	206	54	171
<u>Replaced Stolen Polycarts</u>	17	85	29	61
<u>Replaced Damaged Polycarts</u>	68	425	56	191
<u>Polycarts Repaired</u>	30	177	35	121

COMPOST MONTHLY REPORT

OCTOBER

MONTH

TONS BROUGHT IN BY COMPOST CREWS:	94.28
LANDFILL TIPPING FEE'S	\$ 22.91
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 2,159.95

TONS BROUGHT IN BY PUBLIC:	2,000.00
TONS BROUGHT IN BY CONTRACTORS :	3,000.00
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	550.00
LANDFILL TIPPING FEE'S	\$ 22.91
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 127,150.50

TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 129,310.45
---	---------------

REVENUE COLLECTED FROM COMPOST SALES:	\$350.00
REVENUE COLLECTED FROM GATE SALES:	\$9,060.00

TOTAL TONS COLLECTED	5,644.28
----------------------	----------

MULCH CUBIC YDS
MONTH

PARKS DEPT.	
ROAD & CHANNEL	
LINE MAINTENANCE	
STREET DEPT.	
WATER TREATMENT	
MURPHY PRODUCTS OKC	
SELF LOADING BIN	10
DRYING BEDS	0
COMPOST SOLD BY CUBIC YARDS	
MULCH SOLD BY CUBIC YARDS	9,000
TOTAL:	9,010

COMPOST CUBIC YDS
MONTH

105
105

CURBSIDE MONTHLY RECYCLING REPORT**OCTOBER****PROGRAM STATISTICS**

	AVERAGE
	MONTH
SET OUT/PARTICIPATION RATE:	80%
AVERAGE TONS PER DAY :	0.98
POUNDS PER HOME:	8.31

COMMODITY BY TON

	% of Total	TONS
ALUMINUM BEVERAGE CAN	1.96%	5.71
#1 PET	4.08%	11.88
NEWS	0.00%	0
GLASS CONTAINERS	10.07%	29.33
MIX PAPER	29.67%	86.42
PLASTIC FILM	0.60%	1.75
#2 NATURAL	1.11%	3.23
#2 COLOR	1.66%	4.84
#3-#7	0.00%	0
METAL	0.30%	0.87
RIGIDS	0.26%	0.76
TIN-STEEL SCRAP	2.14%	6.23
TRASH	27.91%	81.3
OCC	20.24%	59.96
TOTAL	100.00%	292.28

	MONTH
SERVICE CALLS (MISSES)	89
HOUSESIDE	5
REMINDER	5
SCATTERED	0
MISC.	2
REPAIR	14
NEW	30
ADD	6
MISSING	9
EXCHANGE	1
REPLACE	11
PICK UP	14
TOTAL CALLS	186.00

	MONTH
LANDFILL COST AVOIDANCE	\$5,772.53

Drop Center Report October 23

MONTHLY UNIT PRICES		Revenue per ton	Proc. Fee	LBSs Rejected	Tons Rejected	%	LNDEL Fee	Tons Diverted	\$ Diverted
ALUMINUM:		\$1,050.00		\$0.00	0	0	0%	\$22.91	\$6,898.20
PLASTICS:		\$5.00		\$0.00					
STEEL CANS:		\$0.00		\$0.00					
MIXED OFFICE PAPER:		\$0.00		\$0.00					
CARDBOARD:		\$55.00		\$0.00					

RECYCLING CENTER DATA:		#9	Westwood	Hollywood	Transfer
		TONS	TONS	TONS	TONS
ALUMINUM:		0.23	0.04	0.31	0.58
PLASTICS:		3.66	0.99	4.91	9.56
STEEL CANS:		0.23	0.04	0.31	0.58
MIXED OFFICE PAPER:		2.72	1.66	7.86	12.24
CARDBOARD:		16.18	10.03	30.97	58.54
RECYCLING CENTER TOTALS:		23.02	12.76	44.36	81.5

Commercial Cardboard Containers		Compactors	Wood	Glass	Metal
		TONS	TONS	TONS	TONS
TONS	69.31	Revenues	Revenues	Revenues	Revenues
		\$3,812.05	\$539.55	\$0.00	\$0.00
				19.42	11.26
				Cost	\$1,181.20
				Profit	\$1,181.20

Expenses	Average hrly+ benefits \$27.50			
Hours	Cage Rolloff	Cardboard	Occ Compact	MXD Office
Labor \$	48	206.75	12	18
Vehicle cost	\$1,320.00	\$5,685.63	\$330.00	\$495.00
	\$0.00	\$0.00	\$0.00	\$0.00
				284.75
				\$7,830.63
				Customer Revenue
				\$12,264.09

Total All Recycle and Cardboard	Total Recycle Only		Total Cardboard	
TONS	Revenues	Revenues	TONS	Revenues
191.30	\$9,409.30	53.64	137.66	\$7,571.30
Revenue	Income	Expense	Trashed Recycle	
	\$21,673.39	\$7,830.63	1	\$9.16
		Net		10/12/2023
		\$ 13,842.77		

File Attachments for Item:

7. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CITY MANAGER'S CONTRACT AND CHANGE ORDER REPORT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 11/28/2023

REQUESTER: Brenda Hall, City Clerk

PRESENTER: Brenda Hall, City Clerk


ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CITY MANAGER'S CONTRACT AND CHANGE ORDER REPORT.



DATE: November 16, 2023

TO: Darrel Pyle, City Manager

FROM: Jami L. Short, Traffic Management Center Engineer

THROUGH: Shawn O'Leary, Director of Public Works 

SUBJECT: Consideration for Approval of Change Order No. 3 under Contract No. K-2223-114: By and between the City of Norman and Rudy Construction Company Increasing the Contract Amount by \$1,700 for Removal of Trees for Sidewalk Installation

BACKGROUND:

On March 28, 2023, City Council approved contract K-2223-114 with Rudy Construction Company for the construction of the intersection improvements of 12th Avenue NE and High Meadows Drive. To-date, the project has reached 74% of its 180 contract calendar days.

DISCUSSION:

While the contractor was preparing the forms for the sidewalk on the west side of 12th Avenue NE and south of High Meadows Drive, within the project extents, it was determined that the guy wires for the utility poles were blocking the design location of the sidewalk footprint. If the sidewalk footprint was moved away from the guy wires, some trees were blocking the adjustment, unless the sidewalk was moved up to the back of the curb of 12th Avenue NE. City Engineer Scott Sturtz decided, for safety reasons, it would be safer to remove the trees and adjust the sidewalk to have a buffer between the roadway and the sidewalk. The removal of trees was not included in the original scope of the project. Therefore, an additional \$1,700 was requested for the tree removal.

ACTION ITEM:

For acceptance of Change Order No. 3 under contract K-2223-114 with Rudy Construction Company for removal of trees for the sidewalk footprint adjustment. The change in contract amount is included in the attached Change Order form. Staff also recommends the following appropriation of funds to pay for the Change Order No. 3 to Contract K-2223-114.

Losing Account					Gaining Account				
Description	Project #	Org	Object	Transfer Amount	Description	Project #	Org	Object	Transfer Amount
Rock Creek: 12 th Ave NW/Trailwood	TR0059B	50590079	46001	-\$1700	12 th Ave NE & High Meadows Dr	TR0051B	50590079	46101	+\$1700

APPROVED BY: 
Darrel Pyle, City Manager

DATE: 11-16-23

CHANGE ORDER SUMMARY
CITY OF NORMAN
CLEVELAND COUNTY, OKLAHOMA

CHANGE ORDER NO. 003DATE: October 31, 2023CONTRACT NO.: K-2223-114SUBMITTED BY: Jami ShortPROJECT: 12th Avenue NE & High Meadows Drive Intersection Improvements

CONTRACTOR: Rudy Construction Co.
P.O. Box 14575
Oklahoma City, Oklahoma 73113

Original Contract Time 180 daysORIGINAL CONTRACT AMOUNT \$ 2,038,353.65

DESCRIPTION	DECREASE	INCREASE
Change in Pay Quantities	\$0	\$1,700
Change in Contract Time	0 Days	0 Days

NET CHANGE \$1,700.00REVISED CONTRACT AMOUNT \$2,040,703.65

See Detailed Quantity Change Summary on Page 2 of 2.

Detail Quantity Change:

ITEM NO.	DESCRIPTION	UNIT	CONTRACT QUANTITY	CO No. 2 QUANTITY	QUANTITY CHANGE	COST CHANGE
127	Tree Removal	LSUM	0	1	1	\$1,700
	TOTAL COST CHANGE					\$1,700

CONTRACTOR: Nicholas Hughes

Digitally signed by Nicholas Hughes
DN: cn=US, email=hughes@citycc.com, cn=Nicholas Hughes
Date: 2023.11.02 13:54:30-05'00'

DATE: 11/2/23

ENGINEER: Nicholas Hughes

DATE: 10-31-23

CITY ATTORNEY: Elizabeth Luckala

DATE: 11/16/23

ACCEPTED BY: [Signature]

(City Manager)

DATE: 11-16-23

File Attachments for Item:

8. CONSIDERATION OF AUTHORIZATION, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE PURCHASE OF BUILDINGS AND CONTENTS INSURANCE FOR THE CITY OF NORMAN FROM AFFILIATED FM INSURANCE COMPANY IN THE AMOUNT OF \$558,102 FOR THE PERIOD OF DECEMBER 1, 2023, TO DECEMBER 1, 2024, AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 11/28/2023

REQUESTER: Clint Mercer

PRESENTER: Clint Mercer, Chief Accountant

ITEM TITLE: CONSIDERATION OF AUTHORIZATION, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE PURCHASE OF BUILDINGS AND CONTENTS INSURANCE FOR THE CITY OF NORMAN FROM AFFILIATED FM INSURANCE COMPANY IN THE AMOUNT OF \$558,102 FOR THE PERIOD OF DECEMBER 1, 2023, TO DECEMBER 1, 2024, AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

The City of Norman self-insures against most risks (i.e., workers' compensation, vehicle/equipment damage, employee health benefit claims, tort claims, etc.) but historically has purchased insurance to cover casualty losses to City buildings and contents (including electronic information technology/computer equipment). This insurance is purchased in a blanket amount but is limited to agreed-upon values of independent buildings and contents, and is subject to a deductible.

In the past, the City of Norman bid out its buildings and contents insurance. However, several brokers expressed their frustration with this method as insurance underwriters will only work with the first insurance broker to contact them and the incumbent broker had already left "place markers" with most of the underwriters. In 2014 the City decided to pick a broker via a Request for Proposal process that would then bid and select the best buildings and contents insurance for the City. This is the method other cities in the metro use to select underwritten insurance products, including the City of Oklahoma City.

The City of Norman sent out Request for Proposal number 2122-08 on May 14, 2021 for insurance broker services. Three brokers responded, Arthur J. Gallagher & Co. (Gallagher), Alliant Specialty, and BancFirst Insurance Service, Inc. Gallagher is the incumbent broker the City has used for several years and has provided quality bids and rates in the past. Management has been pleased with their services. The City selected Gallagher.

DISCUSSION:

Gallagher received one bid for the upcoming policy year of December 1, 2023 to December 1, 2024 from Affiliated FM with a premium of \$558,102. Affiliated FM is rated as A+ by A.M Best and is one of the largest property and casualty providers in the industry. The prior year premium

was \$468,864. The blanket amount continues to increase as new Norman Forward and other projects are completed and added to the list of covered City properties. Also, according to Gallagher, the building insurance market continues to be tight.

The FYE 2023 blanket amount of property covered increased to \$263,287,139 from \$234,535,256, a 15.7% increase. A portion of this increase also had to do with an increase in the value of certain properties.

The City budgeted \$507,000 in the Risk Management Fund, Liability and Property (Account Org 43330104, Object 44403) in Fiscal Year 2023-2024 to pay for building and contents insurance. An additional appropriation of \$144,000 is needed to award this policy (includes a \$92,898 reserve in case new buildings are completed and added during the fiscal year and we know the Young Family Athletic Center will be completed in December 2023 or January 2024).

RECOMMENDATION:

Staff recommends insuring the City's buildings and contents with Affiliated FM at a premium amount of \$558,102 for one year as it provides the lowest premium for coverage within acceptable deductible limits. In addition, staff requests an appropriation of \$144,000 from Risk Management Fund Balance (Account Org 43, Object 29000) to Liability and Property (Account Org 43330104, Object 44403) to cover this premium cost before beginning the new policy period.

INSURANCE PROPOSAL FOR City of Norman and Norman Utilities Authority

To: Denise Engle

From: Emily Coakwell

At: Arthur J. Gallagher & Co. (Oklahoma)

Date: 21 November 2023

A. POLICY TERM

FROM: 1 December 2023 12:01 a.m. Standard Time

TO: 1 December 2024 12:01 a.m. Standard Time

B. NAMED INSURED

City of Norman and Norman Utilities Authority

C. POLICY LIMIT

This Company's total limit of liability, including any insured Business Interruption loss, will not exceed the Policy Limit of USD 305,000,000 as a result of any one **occurrence** subject to the respective sub-limits of liability shown elsewhere in this Policy.

D. POLICY TERRITORY

Coverage provided by this Policy is limited to property while located within the United States of America.

Cyber Coverage Territory

Coverage provided in Data Restoration; Data Service Provider Property Damage and Business Interruption; and Owned Network Interruption is limited to anywhere in the world except Cuba; Iran; North Korea; Russian Federation; Sudan; Syria; and Crimea, Donetsk People's Republic (DPR) and Luhansk People's Republic (LPR) regions of Ukraine.

E. INSURANCE PROVIDED

Location Schedule

This Policy covers property, as described in this Policy, against ALL RISKS OF PHYSICAL LOSS OR DAMAGE, except as hereinafter excluded, while located as follows:

See attached Schedule of Locations

Sub-Limited Location Schedule

This Policy covers property, as described in this Policy, against ALL RISKS OF PHYSICAL LOSS OR DAMAGE, except as hereinafter excluded, not to exceed the limits of liability specified for the coverages indicated, while located as follows:

There shall be no liability under this Policy when "NOT COVERED" is shown.

See attached Schedule of Sub-Limited Locations

F. SUB-LIMITS

Unless otherwise stated below or elsewhere in this Policy, the following sub-limits of liability, including any insured Business Interruption loss, will be the maximum payable and will apply on a per **occurrence** basis.

The sub-limits stated below or elsewhere in this Policy are part of and not in addition to the Policy Limit.

When a limit of liability applies to a **location** or property, such limit of liability will be the maximum amount payable for all loss or damage.

There shall be no liability under this Policy when "NOT COVERED" is shown as a sublimit.

Accounts Receivable	USD 1,000,000
Arson or Theft Reward	USD 100,000
Attraction Property	USD 100,000
boiler and machinery	Policy Limit
Brand Protection	Policy Limit
Change of Temperature	USD 100,000
Civil or Military Authority	30 days
Communicable Disease - Property Damage and Communicable Disease - Business Interruption combined	USD 1,000 annual aggregate , not to exceed 12 months
Contractual Penalties	USD 100,000
Crisis Management	USD 100,000, not to exceed 30 days

cyber event	<ol style="list-style-type: none"> 1. USD 1,000 annual aggregate for Data Restoration and Owned Network Interruption combined 2. USD 1,000 annual aggregate for Data Service Provider - Property Damage and Data Service Provider - Business Interruption combined 3. USD 50,000 annual aggregate for loss or damage to stock in process or finished goods manufactured by or for the Insured caused by or resulting from cyber event that impacts the processing, manufacturing, or testing of such property or while it is otherwise being worked on.
Data Restoration	USD 500,000 annual aggregate
Data Service Provider - Property Damage and Data Service Provider - Business Interruption combined	USD 50,000 annual aggregate
Debris Removal	Policy Limit
Decontamination Costs	Policy Limit
Deferred Payment	USD 100,000
Demolition and Increased Cost of Construction	Policy Limit
Earth Movement	USD 50,000,000 annual aggregate , not to exceed USD 50,000 annual aggregate for Data Service Provider - Business Interruption, Data Service Provider - Property Damage, Errors and Omissions, Off-Premises Service Interruption - Business Interruption, Off-Premises Service Interruption - Property Damage, Supply Chain and Unnamed Property, combined
Errors and Omissions	USD 1,000,000
Expediting Expenses	USD 250,000
Extended Period of Liability	NOT COVERED
Extra Expense	USD 100,000
fine arts	USD 250,000, not to exceed USD 10,000 per item for irreplaceable fine arts
Flood	USD 50,000,000 annual aggregate , not to exceed USD 50,000 annual aggregate for Data Service Provider - Business Interruption, Data Service Provider - Property Damage, Errors and Omissions, Off-Premises Service Interruption - Business Interruption, Off-Premises Service Interruption - Property Damage, Supply Chain and Unnamed Property, combined

Green Coverage	USD 50,000 not to exceed 25% of the amount of the property damage loss
Gross Earnings	NOT COVERED
Gross Profits	NOT COVERED
Ingress/Egress	USD 500,000
Land and Water Clean Up Expense	USD 50,000 annual aggregate
Leasehold Interest	USD 250,000
Locks and Keys	USD 100,000
Logistics Extra Cost	USD 100,000
Money and Securities	USD 100,000
Newly Acquired Property	USD 2,500,000
Off-Premises Service Interruption - Property Damage and Off-Premises Service Interruption - Business Interruption combined	USD 500,000
Owned Network Interruption	Included in cyber event limit
Professional Fees	USD 100,000
Property Removed from a Location	Policy Limit
Protection and Preservation of Property - Business Interruption	Policy Limit
Protection and Preservation of Property - Property Damage	Policy Limit, not to exceed USD 250,000 for security costs
Rental Income	NOT COVERED
Research and Development	USD 250,000
Soft Costs	USD 100,000
Supply Chain	USD 500,000
Tax Treatment	USD 100,000
Tenants Legal Liability	USD 100,000

Terrorism	USD 100,000 annual aggregate , not to exceed USD 100,000 annual aggregate for Flood and Property Removed from a Location combined
Terrorism: Supplemental United States Certified Act of Terrorism Endorsement(s)	USD 100,000 for property located in the United States of America
Transit	USD 500,000, not to exceed USD 250,000 for Business Interruption
Unnamed Property	USD 1,000,000
valuable papers and records	USD 500,000, not to exceed USD 10,000 per item for irreplaceable valuable papers and records

G. QUALIFYING PERIODS AND DEDUCTIBLES

QUALIFYING PERIODS

This Company will not be liable for loss or damage unless the Qualifying Period below is exceeded. When the Qualifying Period is exceeded, the loss will be calculated beginning from the time of loss or damage. The Qualifying Periods for the following coverages are as follows:

Communicable Disease - Property Damage and Communicable Disease - Business Interruption	48 hours
Data Restoration	48 hours
Data Service Provider - Property Damage and Data Service Provider - Business Interruption	24 hours
Off-Premises Service Interruption - Property Damage and Off-Premises Service Interruption - Business Interruption	24 hours
Owned Network Interruption	48 hours

DEDUCTIBLES

This Company will not be liable for loss or damage, including any insured Business Interruption loss, in any one **occurrence** until the amount of loss or damage exceeds the deductible amount shown below and then this Company will only be liable for its share of the loss or damage in excess of the deductible amount.

The following deductible amounts shall apply per **occurrence**, unless otherwise stated, for insured loss or damage under this Policy.

When two or more deductibles apply to a single **occurrence**, then no more than the largest deductible amount will apply. However, this Policy allows for the application of separate and distinct deductibles and deductibles for specific loss or damage as shown below.

When a day equivalent deductible is stated below it is calculated as follows. The 100% daily actual annual Business Interruption value that would have been earned had no loss occurred at the **location** where the physical damage happened plus that proportion of the 100% annual business interruption value at all other **locations** where Business Interruption loss ensues, divided by the number of annual working days.

When a % percent deductible is stated below it is calculated as follows:

1. The value of property at the time such loss or damage at the **location** where loss or damage occurs, in accordance with the valuation section of this Policy.
2. The annual Business Interruption value that would have been earned at the **location** where loss or damage occurs plus that proportion of the 100% Business Interruption value at all other **locations** where Business Interruption loss ensues, in accordance with the Business Interruption section of this Policy (if any).

boiler and machinery	Property Damage: USD 10,000 Business Interruption: 1 day equivalent
earthquake	USD 100,000 per location
Flood	USD 100,000 per location
water damage	USD 100,000

<p>wind and hail</p>	<p>USD 50,000 per location</p> <p>Except for the following:</p> <ol style="list-style-type: none"> For the following locations: <ul style="list-style-type: none"> Location No. 001, 3428 South Jenkins Avenue, Norman, Oklahoma, 73019, USA; Location No. 012, 1301 Da Vinci Street, Norman, Oklahoma, 73069, USA; Location No. 017, 3901 Chautauqua Avenue, Norman, Oklahoma, 73072, USA; Location No. 082, 2900, 3000 & 3001 East Robinson Street, Norman, Oklahoma, 73071, USA; Location No. 083, 3500 South Jenkins Avenue, Norman, Oklahoma, 73072, USA; Location No. 087, 2400 Westport Drive, Norman, Oklahoma, 73069, USA; Location No. 105, 1507 West Lindsey Street, Norman, Oklahoma, 73069, USA; Location No. 127, 103 West Acres Street, Norman, Oklahoma, 73069, USA and Location No. 151, 602 N. Findlay Avenue, Norman, Oklahoma, 73071, USA <p>USD 300,000 per location</p> For Location No. 106, 1310 Da Vinci Street, Norman, Oklahoma, 73069, USA: <p>USD 250,000 per location</p> For the following locations: <ul style="list-style-type: none"> Location No. 007, 1701 12th Avenue Northeast, Norman, Oklahoma, 73071, USA; Location No. 014, 636 & 676 & 668 East Lindsey Street, Norman, Oklahoma, 73069, USA; Location No. 024, 201B West Gray Street, Norman, Oklahoma, 73069, USA; Location No. 026, 201A West Gray Street, Norman, Oklahoma, 73069, USA; Location No. 028, 201C West Gray Street, Norman, Oklahoma, 73069, USA; Location No. 108, 3001 East Alameda Street, Norman, Oklahoma, 73069, USA and Location No. 149, 1320 Da Vinci Street, Norman, Oklahoma, 73069, USA <p>USD 200,000 per location</p> For the following locations: <ul style="list-style-type: none"> Location No. 015, 3942 Jenkins Avenue, Norman, Oklahoma, 73072, USA; Location No. 016, 215 East Constitution Street, Norman, Oklahoma, 73072, USA; Location No. 018, 411 East Main Street, Norman, Oklahoma, 73071, USA; Location No. 020, 500 East Constitution Street, Norman,
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	<p>Oklahoma, 73072, USA; Location No. 023, 2207 Goddard Avenue, Norman, Oklahoma, 73069, USA; Location No. 027, 201 West Gray Street, Norman, Oklahoma, 73069, USA; Location No. 029, 101 East Main Street, Norman, Oklahoma, 73069, USA; Location No. 085, 121 East Constitution Street, Norman, Oklahoma, 73072, USA; Location No. 090, 3901 36th Avenue Northwest, Norman, Oklahoma, 73072, USA; Location No. 101, 101 West Gray Street, Norman, Oklahoma, 73069, USA and Location No. 112, 3051 Alameda Street, Norman, Oklahoma, 73071, USA USD 100,000 per location</p>
All Other Losses	USD 10,000

H. ADDITIONAL EXCLUSIONS

In addition to the exclusions elsewhere in this Policy, the following exclusions apply unless otherwise stated:

1. **Transmission and Distribution Systems Exclusion - PRO 132 (01/19)**

PROPERTY EXCLUDED is amended to include:

transmission and distribution systems, except at a **described location** but not within the 1,000 feet extension provided by the PROPERTY INSURED wording.

2. Specific Flood Exclusion - PRO 128 (01/17)

ADDITIONAL COVERAGES, Flood, does not apply to any property at the following **location(s)**:

Loc. No.	Title	Address
010		West End, Little River Road, Norman, Oklahoma, 73071, USA
015		3942 Jenkins Avenue, Norman, Oklahoma, 73072, USA
017		3901 Chautauqua Avenue, Norman, Oklahoma, 73072, USA
030		444 South Flood Avenue, Norman, Oklahoma, 73069, USA
067		2498 East Franklin Road, Norman, Oklahoma, 73071, USA
068		3398 East Franklin Road, Norman, Oklahoma, 73071, USA
082		2900, 3000 & 3001 East Robinson Street, Norman, Oklahoma, 73071, USA
083		3500 South Jenkins Avenue, Norman, Oklahoma, 73072, USA
084		398 Bratcher-Miner Road, Norman, Oklahoma, 73072, USA
085		121 East Constitution Street, Norman, Oklahoma, 73072, USA
121		4799 West Rock Creek Road, Norman, Oklahoma, 73072, USA
133		5198 East Franklin Road, Norman, Oklahoma, 73026, USA
134		5499 60th Avenue NE, Norman, Oklahoma, 73026, USA
136		3197 60th Avenue NE, Norman, Oklahoma, 73026, USA
146		3803 Chautauqua Avenue, Norman, Oklahoma, 73072, USA

I. SPECIAL TERMS AND CONDITIONS

1. United States Certified Act of Terrorism - PRO 207 (01/20)

As respects the United States, its territories and possessions and the Commonwealth of Puerto Rico, the definition of **terrorism** is declared null and void and it is agreed that a **Certified Act of Terrorism** under the terms of the SUPPLEMENTAL UNITED STATES CERTIFIED ACT OF TERRORISM ENDORSEMENT attached to this Policy shall be considered **terrorism** within the terms of this Policy. Notwithstanding anything contained in this Policy to the contrary, this Policy provides coverage for direct physical loss or damage to insured property and any resulting BUSINESS INTERRUPTION loss, as provided in the Policy, caused by or resulting from a **Certified Act of Terrorism** only to the extent coverage is provided under the terms and conditions of the SUPPLEMENTAL UNITED STATES CERTIFIED ACT OF TERRORISM ENDORSEMENT attached to this Policy. Any difference in limit between loss recoverable under the SUPPLEMENTAL UNITED STATES CERTIFIED ACT OF TERRORISM ENDORSEMENT and this Policy is not recoverable under this Policy.

J. INDEX OF FORMS

The following forms are made part of this Policy:

<u>Title</u>	<u>Form No.</u>	<u>Edition</u>
Declarations Page	PRO DEC 4100	(04/15)
Declarations	PRO S-1 4100	(01/20)
All Risk Coverage	PRO AR 4100	(01/23)
Supplemental United States Certified Act of Terrorism Endorsement	AFM 7312	(06/21)
Oklahoma Amendatory Endorsement	AFM 6242	(04/15)

PREMIUM, FEES AND TAXES

<u>2023 City of Norman and Norman Utilities</u>	<u>Premium</u>	<u>Commission</u>
Total Premium including the United States Certified Act of Terrorism coverage	USD 574,845	15.00%
Total Premium excluding the United States Certified Act of Terrorism coverage	USD 558,102	15.00%
Total Premium for the United States Certified Act of Terrorism	USD 16,743	15.00%

If the option to purchase coverage for the Supplemental United States Certified Act of Terrorism is elected, the Sub-Limit for Supplemental United States Certified Act of Terrorism will be amended to Policy Limit.

Applicable state taxes, surcharges and fees are not included in this proposal. Applicable state taxes, surcharges and fees will be added to the invoice.

Any variations between this proposal letter and AFM forms versus your application are not provided.

This proposal expires 1 December 2023 12:01 a.m. Standard Time.

SCHEDULE OF LOCATIONS

Location Schedule

Loc. No.	Title	Address
001		3428 South Jenkins Avenue, Norman, Oklahoma, 73019, USA
002		405 East Constitution Street, Norman, Oklahoma, 73072, USA
003		515 East Constitution Street, Norman, Oklahoma, 73072, USA
007		1701 12th Avenue Northeast, Norman, Oklahoma, 73071, USA
008		4145 West Robinson Street, Norman, Oklahoma, 73072, USA
009		SW 24th Avenue, Norman, Oklahoma, 73069, USA
010		West End, Little River Road, Norman, Oklahoma, 73071, USA
011		121 North Peters Avenue, Norman, Oklahoma, 73069, USA
012		1301 Da Vinci Street, Norman, Oklahoma, 73069, USA
013		1472 Da Vinci Street, Norman, Oklahoma, 73069, USA
014		636 & 676 & 668 East Lindsey Street, Norman, Oklahoma, 73069, USA
015		3942 Jenkins Avenue, Norman, Oklahoma, 73072, USA
016		215 East Constitution Street, Norman, Oklahoma, 73072, USA
017		3901 Chautauqua Avenue, Norman, Oklahoma, 73072, USA
018		411 East Main Street, Norman, Oklahoma, 73071, USA
019		2211 West Boyd Street, Norman, Oklahoma, 73069, USA
020		500 East Constitution Street, Norman, Oklahoma, 73072, USA
021		1000 168th Avenue Northeast, Norman, Oklahoma, 73026, USA
022		7405 East Alameda Drive, Norman, Oklahoma, 73026, USA
023		2207 Goddard Avenue, Norman, Oklahoma, 73069, USA
024		201B West Gray Street, Norman, Oklahoma, 73069, USA
025		4323 Country Club Terrace, Norman, Oklahoma, 73072, USA
026		201A West Gray Street, Norman, Oklahoma, 73069, USA
027		201 West Gray Street, Norman, Oklahoma, 73069, USA
028		201C West Gray Street, Norman, Oklahoma, 73069, USA
029		101 East Main Street, Norman, Oklahoma, 73069, USA
030		444 South Flood Avenue, Norman, Oklahoma, 73069, USA
031		508 North Peters Avenue, Norman, Oklahoma, 73069, USA
032		123 Beal Street, Norman, Oklahoma, 73069, USA
033		1001 East Robinson Street, Norman, Oklahoma, 73071, USA
034		3280 108th Avenue Northeast, Norman, Oklahoma, 73026, USA
035		200 South Jones Avenue, Norman, Oklahoma, 73069, USA
036		200 West Daws Street, Norman, Oklahoma, 73069, USA
037		3199 36th Avenue Northwest, Norman, Oklahoma, 73072, USA
038		Boyd Street & Wylie Road, Norman, Oklahoma, 73072, USA
039		600 East Lindsey Street, Norman, Oklahoma, 73069, USA
040		2498 36th Ave NE, Norman, Oklahoma, 73026, USA
041		1898 36th Avenue Northeast, Norman, Oklahoma, 73026, USA
042		3098 36th Avenue Northeast, Norman, Oklahoma, 73026, USA
043		2598 9th Avenue Northeast, Norman, Oklahoma, 73071, USA
044		1398 36th Avenue Northeast, Norman, Oklahoma, 73026, USA
045		2498 East Robinson Street, Norman, Oklahoma, 73071, USA
047		1399 East Rock Creek Road, Norman, Oklahoma, 73071, USA
048		3498 North Highway 77, Norman, Oklahoma, 73071, USA
049		3998 North Highway 77, Norman, Oklahoma, 73071, USA
050		4798 North Highway 77, Norman, Oklahoma, 73071, USA

051		4198 North Highway 77, Norman, Oklahoma, 73071, USA
052		4599 North Highway 77, Norman, Oklahoma, 73071, USA
053		5099 North Interstate Drive, Norman, Oklahoma, 73069, USA
054		1/2 mi N. of Franklin Rd, Norman, Oklahoma, 73026, USA
055		5999 North Interstate Drive, Norman, Oklahoma, 73069, USA
056		6398 North Interstate Drive, Norman, Oklahoma, 73072, USA
057		6798 North Interstate Drive, Norman, Oklahoma, 73072, USA
058		900 Blk of East Apache Street, Norman, Oklahoma, 73071, USA
059		NE 12th Avenue & Robinson Street, Norman, Oklahoma, 73071, USA
060		East Carter Street & East Robinson Street, Norman, Oklahoma, 73071, USA
061		1/2 mi E. of NE 13th & Robinson, Norman, Oklahoma, 73071, USA
062		3599 North Porter Avenue, Norman, Oklahoma, 73071, USA
063		3298 12th Avenue Northeast, Norman, Oklahoma, 73071, USA
064		1898 East Tecumseh Road, Norman, Oklahoma, 73071, USA
065		3298 24th Avenue Northeast, Norman, Oklahoma, 73071, USA
066		4298 24th Avenue Northeast, Norman, Oklahoma, 73071, USA
067		2498 East Franklin Road, Norman, Oklahoma, 73071, USA
068		3398 East Franklin Road, Norman, Oklahoma, 73071, USA
069		4298 36th Avenue Northeast, Norman, Oklahoma, 73026, USA
070		3798 36th Avenue Northeast, Norman, Oklahoma, 73026, USA
071		4298 East Tecumseh Road, Norman, Oklahoma, 73026, USA
072		5401 East Tecumseh Road, Norman, Oklahoma, 73026, USA
073		5897 East Tecumseh Road, Norman, Oklahoma, 73026, USA
074		5799 North Floyd Cox Drive, Norman, Oklahoma, 73026, USA
075		6000 Corky Drive Northeast, Norman, Oklahoma, 73026, USA
076		6799 Day Drive, Norman, Oklahoma, 73026, USA
077		2198 72nd Avenue Northeast, Norman, Oklahoma, 73026, USA
078		7799 East Rock Creek Road, Norman, Oklahoma, 73026, USA
079		1399 Paso de Vaca Drive, Norman, Oklahoma, 73026, USA
080		1200 72nd Avenue Northeast, Norman, Oklahoma, 73026, USA
081		451 West Robinson Street, Norman, Oklahoma, 73069, USA
082		2900, 3000 & 3001 East Robinson Street, Norman, Oklahoma, 73071, USA
083		3500 South Jenkins Avenue, Norman, Oklahoma, 73072, USA
084		398 Bratcher-Miner Road, Norman, Oklahoma, 73072, USA
085		121 East Constitution Street, Norman, Oklahoma, 73072, USA
086		415 East Main Street, Norman, Oklahoma, 73071, USA
087		2400 Westport Drive, Norman, Oklahoma, 73069, USA
088		3180 108th Avenue Northeast, Norman, Oklahoma, 73026, USA
089		1900 West Robinson Street, Norman, Oklahoma, 73069, USA
090		3901 36th Avenue Northwest, Norman, Oklahoma, 73072, USA
091		1198 48th Avenue Northeast, Norman, Oklahoma, 73026, USA
092		859 36th Avenue Northeast, Norman, Oklahoma, 73026, USA
093		4698 96th Avenue Northeast, Norman, Oklahoma, 73026, USA
094		4799 72nd Ave NE, Norman, Oklahoma, 73069, USA
095		3998 72nd Avenue Northeast, Norman, Oklahoma, 73026, USA
096		6699 East Tecumseh Road, Norman, Oklahoma, 73026, USA
097		8399 East Rock Creek Road, Norman, Oklahoma, 73026, USA
098		4398 108th Avenue Northeast, Norman, Oklahoma, 73026, USA
099		4303 84th Avenue Northeast, Norman, Oklahoma, 73026, USA
100		4703 91st Avenue Northeast, Norman, Oklahoma, 73026, USA
101		101 West Gray Street, Norman, Oklahoma, 73069, USA

102	113 West Gray Street, Norman, Oklahoma, 73069, USA
103	115 West Gray Street, Norman, Oklahoma, 73069, USA
104	2351 Goddard Avenue, Norman, Oklahoma, 73069, USA
105	1507 West Lindsey Street, Norman, Oklahoma, 73069, USA
106	1310 Da Vinci Street, Norman, Oklahoma, 73069, USA
108	3001 East Alameda Street, Norman, Oklahoma, 73069, USA
109	1898 Legacy Park Drive, Norman, Oklahoma, 73069, USA
110	1311 Da Vinci Street, Norman, Oklahoma, 73069, USA
111	1317 Da Vinci Street, Norman, Oklahoma, 73069, USA
112	3051 Alameda Street, Norman, Oklahoma, 73071, USA
113	3432 South Jenkins Avenue, Norman, Oklahoma, 73072, USA
114	198 36th Avenue SE, Norman, Oklahoma, 73072, USA
115	2595 East Robinson Street, Norman, Oklahoma, 73071, USA
116	2699 East Post Oak Road, Norman, Oklahoma, 73068, USA
118	2996 East Rock Creek Road, Norman, Oklahoma, 73071, USA
119	3496 Wood Valley Road, Norman, Oklahoma, 73071, USA
120	4199 12th Avenue NE, Norman, Oklahoma, 73071, USA
121	4799 West Rock Creek Road, Norman, Oklahoma, 73072, USA
122	499 Sandpiper Lane, Norman, Oklahoma, 73071, USA
123	594 24th Avenue NE, Norman, Oklahoma, 73071, USA
124	598 Coalbrook Drive, Norman, Oklahoma, 73071, USA
125	698 Accipiter Street, Norman, Oklahoma, 73072, USA
126	4799 12th Avenue NW, Norman, Oklahoma, 73069, USA
127	103 West Acres Street, Norman, Oklahoma, 73069, USA
128	1800 Northcliff Avenue, Norman, Oklahoma, 73071, USA
129	8495 East Franklin Road, Norman, Oklahoma, 73026, USA
130	8481 East Tecumseh Road, Norman, Oklahoma, 73026, USA
131	10999 East Tecumseh Road, Norman, Oklahoma, 73026, USA
132	4486 East Franklin Road, Norman, Oklahoma, 73026, USA
133	5198 East Franklin Road, Norman, Oklahoma, 73026, USA
134	5499 60th Avenue NE, Norman, Oklahoma, 73026, USA
135	5192 East Tecumseh Road, Norman, Oklahoma, 73026, USA
136	3197 60th Avenue NE, Norman, Oklahoma, 73026, USA
137	3801 108th Avenue NE, Norman, Oklahoma, 73026, USA
140	3408 Jenkins Avenue, Norman, Oklahoma, 73072, USA
141	15295 State Highway 9, Norman, Oklahoma, 73026, USA
142	3240 108th Avenue Northeast, Norman, Oklahoma, 73026, USA
143	2797 East Robinson Street, Norman, Oklahoma, 73071, USA
144	3599 84th Avenue Southeast, Norman, Oklahoma, 73026, USA
145	3440 South Jenkins Avenue, Norman, Oklahoma, 73072, USA
146	3803 Chautauqua Avenue, Norman, Oklahoma, 73072, USA
149	1320 Da Vinci Street, Norman, Oklahoma, 73069, USA
150	320 E. Comanche Street, Norman, Oklahoma, 73069, USA
151	602 N. Findlay Avenue, Norman, Oklahoma, 73071, USA

SCHEDULE OF SUB-LIMITED LOCATIONS

Sub-Limited Location Schedule

Loc. No.	Title	Address
147		531 East Symmes Street, Norman, Oklahoma, 73071, USA
Sub-limit of liability:		
	Location Limit	USD 100,000 not to exceed
	Personal Property	NOT COVERED
	Real Property	USD 100,000
	Business Interruption	NOT COVERED

POLICYHOLDER DISCLOSURE NOTICE OF TERRORISM INSURANCE COVERAGE

Insured Name: City of Norman and Norman Utilities Authority

Date: 21 November 2023

Account Number: 57162

Insurer Name: Affiliated FM Insurance Company

The Terrorism Risk Insurance Act of 2002, as amended and extended, gives you the right as part of your property insurance program to elect or reject insurance coverage for locations within the United States or any territory or possession of the United States for losses arising out of acts of terrorism, as defined and certified in accordance with the provisions of the act.

You should know that where coverage is provided for losses resulting from certified acts of terrorism, such losses may be partially reimbursed by the United States government under a formula established by federal law. Under this formula, the United States government generally pays 80% of covered terrorism losses exceeding a statutorily established deductible paid by the insurer referenced above. The Terrorism Risk Insurance Act, as amended, contains a USD 100 billion cap that limits the U.S. government reimbursement as well as insurers' liability for losses resulting from certified acts of terrorism when the amount of such losses in any one program year exceeds USD 100 billion. If the aggregate insured losses for all insurers exceed USD 100 billion, your coverage may be reduced.

The premium charged for this coverage is provided below and does not include any charges for the portion of loss covered by the federal government under the act.

Acceptance or rejection of terrorism insurance coverage: under federal law, you have the right to accept or reject this offer of coverage for terrorist acts covered by the act as part of your property insurance program. If we do not receive this signed disclosure form prior to property insurance program inception date of 1 December 2023, then your property insurance program will reflect your decision not to purchase the terrorism coverage provided by the act.

_____ I hereby elect to purchase coverage for terrorist acts covered by the act for a premium of **USD 16,128**. This premium does not include applicable taxes or surcharges.

_____ I hereby decline this offer of coverage for terrorist acts covered by the act.

Policyholder/Applicant Signature

Date

Print Name

File Attachments for Item:

9. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF AMENDMENT ONE TO CONTRACT K-1718-74: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOM AND HALFF ASSOCIATES, INC., INCREASING THE CONTRACT AMOUNT BY \$70,000 FOR A REVISED CONTRACT AMOUNT OF \$221,400 TO PROVIDE ADDITIONAL DESIGN SERVICES FOR THE FLOOD AVENUE MULTI-MODAL PROJECT; AND BUDGET TRANSFER AS OUTLINED IN STAFF REPORT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 11/28/2023

REQUESTER: Katherine Coffin

PRESENTER: David Riesland, Transportation Engineer

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF AMENDMENT ONE TO CONTRACT K-1718-74: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA AND HALFF ASSOCIATES, INC., INCREASING THE CONTRACT AMOUNT BY \$70,000 FOR A REVISED CONTRACT AMOUNT OF \$221,400 TO PROVIDE ADDITIONAL DESIGN SERVICES FOR THE FLOOD AVENUE MULTI-MODAL PROJECT; AND BUDGET TRANSFER AS OUTLINED IN STAFF REPORT.

BACKGROUND:

For a number of years, the Norman City Council has supported projects that have responded to citizens' desires for improved facilities to enhance their quality of life. High on the citizen priority list has been the Legacy Trail sidewalks that are wide, long and safe, and are intended to accommodate walkers, runners, bicyclists, and even wheel-chair users. The bicycling community has been particularly active in promoting projects such as bike lanes, shared traffic lanes, and separated bike paths that will provide safe routes for citizens desiring to participate in this active lifestyle. With the funding help of some federal grants, the City has been able to make significant improvements to the sidewalk systems in various areas of Norman.

The Transportation Alternative Projects (TAP) grant program provides 80% federal funding (up to \$600,000 maximum) for qualified projects (the rest of funding is a local match) selected by a TAP selection committee comprised of representatives from the Oklahoma Department of Transportation (ODOT) and the Association of Central Oklahoma Governments (ACOG). When the Federal Fiscal Year (FFY) 2015 – FFY 2020 TAP grant “call for projects” was opened to municipalities, City staff made applications for three multimodal paths city wide: (1) along Constitution Street, from Jenkins Avenue to Classen Boulevard, (2) along State Highway 9 (Phase II of the path to Lake Thunderbird), from 36th Avenue SE to 48th Avenue SE, and (3) along Flood Avenue, from Robinson Street to Tecumseh Road. On June 29, 2017, staff learned that only the Constitution Street and SH-9 (Phase II) projects were to be fully granted. Instead, the Flood Avenue path would have to rely on funding from mainly local sources, such as the City's Norman Forward initiative, because remaining TAP funds were distributed to higher ranking regional projects (a location map is provided).

DISCUSSION:

The Public Works Department prepared a Request for Proposal (RFP 1718-21) to solicit engineering services proposals for three multimodal path projects in Norman. The RFP instructions indicated that the firms could propose on any number of these projects. One of the projects was to design a 10-foot wide multi-modal path along the west side of Flood Avenue from Robinson Street to Tecumseh Road. Thirteen proposals for this project were submitted for consideration. A Selection Committee was formed consisting of Angelo Lombardo – City Transportation Engineer, Michael Rayburn – Capital Projects Engineer, James Briggs – City Park Planner, and two at-large citizen volunteers (Dr. Tom Woodfin and Charlie Bright who are both local biking enthusiasts). As all three projects in the RFP were similar, the Selection Committee met on October 12, 2017 to evaluate proposals for all of the projects. The proposals were reviewed, and there was consensus that the overall top three firms would be selected, one for each project. At the end of the process, the committee selected Halff Associates, Inc. of Oklahoma City as the best suited firm for the Flood Avenue Multimodal Path project.

Staff negotiated a contract fee of \$151,400 with Halff Associates, Inc. (Halff) to provide design services for the Flood Avenue Multimodal Path. The funding for the Halff design contract was budgeted in the Flood Ave Multimodal Path project (TR0112, 50596688-46201). Since that contract was negotiated, a number of events have complicated this design work. First, all of the city staff working on the project has retired. Second, all of the Halff staff that was assigned to work on the project are no longer with the company. Third, there were turnover of the ODOT Local Government staff serving as project manager for the project. Fourth, a sub-consultant on the Halff team to perform the Civil Engineering aspects of the project have removed themselves from the design team.

In order to complete the project, Halff has requested Amendment 1 in the amount of \$70,000. The reasons associated with the request include the following:

- The project was originally planned around the improvements to Tecumseh Road between Flood Avenue and 24th Avenue NW. Delays to that project have resulted in the Halff project going first. This change has created a need for some re-design.
- The James Garner Avenue Phase 2 project includes a roundabout on Flood Avenue. There has been some redesign in the Halff project to accommodate this new roundabout.
- There have been utility issues, both public and private, not anticipated when the original design fee was negotiated.
- Some of the utility issues have resulted in the need for special structural details to avoid taking right-of-way from Westheimer Airport.
- There are a number of additional easement documents to prepare as the actual route of the path has changed during design.
- There was a 20-month delay in the design process as City staff were retiring and new staff were getting up to speed as well as the turnover in staff at ODOT causing Halff to stop and start again.

City staff have identified a number of capital projects with funds that could be transferred to accommodate the \$70,000 request in Amendment 1 to K-1718-74 from Halff without compromising the intent of those original accounts. These projects include the Flood Sidewalks from Gray to Acres Construction Account (\$18,464.04 available); the McGee Sidewalks from SH9 to Lindsey Street Construction Account (\$38,819 available); and the McGee Sidewalks from SH9 to Lindsey Street Design Account (\$2,100 available). Together, these three completed projects have \$59,380.04 leaving \$10,619.96 to be identified. Staff proposes that the remaining balance be transferred equally from the FYE 2024 Traffic Calming and Street Striping Programs.

If approved, the remaining schedule for the Flood Avenue Multi-modal Path Project is:

- ODOT Bid Opening in January 2024
- Award of Construction Contract by Oklahoma Transportation Commission in February 2024
- Start Construction in May 2024
- Complete Construction and open New Path in early summer 2025

RECOMMENDATION 1:

Staff recommends approval of Amendment 1 to Contract K-1718-74 with Halff Associates, Inc., in the amount of \$70,000 for additional design services associated with the Flood Avenue Multi-modal Path along the west side of Flood Avenue from Robinson Street to Tecumseh Road and along the south side of Tecumseh Road from Flood Avenue to 24th Avenue NW.

RECOMMENDATION 2:

Staff also recommends the following fund transfers to pay for the additional design services included in Amendment 1 to Contract K-1718-74:

Losing Account					Gaining Account				
Description	Project #	Org	Object	Transfer Amount	Description	Project #	Org	Object	Transfer Amount
Flood Sidewlk: Gray –Acres Const	TR0113	50597712	46101	-\$18,461	Flood Ave Multimodal Path Design	TR0112	50596688	46201	+\$18,461
McGee Sidewlk: SH9 –Lindsey Const	TR0115	50597712	46101	-\$38,819	Flood Ave Multimodal Path Design	TR0112	50596688	46201	+\$38,819
McGee Sidewlk: SH9 –Lindsey Design	TR0115	50597712	46201	-\$2,100	Flood Ave Multimodal Path Design	TR0112	50596688	46201	+\$2,100
Traffic Calming	TC0230	50590073	46101	-\$5,310	Flood Ave Multimodal Path Design	TR0112	50596688	46201	+\$5,310
Street Striping	TC0270	50594406	46101	-\$5,310	Flood Ave Multimodal Path Design	TR0112	50596688	46201	+\$5,310

AMENDMENT NO. 1**AGREEMENT FOR PROFESSIONAL SERVICES**

This is an amendment, AMENDMENT NO. 1, attached to and made a part of the AGREEMENT, dated November 28, 2017, between the City of Norman (OWNER) and Halff Associates, Inc. (CONSULTANT) for professional engineering services as necessary to revise construction plans and specifications for the Flood Avenue Multimodal Path project.

WHEREAS, the OWNER has requested additional design services,

WHEREAS, all provisions of Contract K-1718-74 not in conflict with this amendment shall hereinafter remain in full force and effect,

WHEREAS, CONSULTANT is prepared to provide additional design services in support of the project;

NOW THEREFORE, in consideration of the promises contained in said AGREEMENT and this AMENDMENT NO. 1, OWNER and CONSULTANT agree as follows:

ARTICLE 3 – SCOPE OF SERVICES

CONSULTANT shall provide the additional design services described in Attachment A, Scope of Services.

ARTICLE 4 – COMPENSATION

OWNER shall pay CONSULTANT Seventy Thousand Dollars (\$70,000.00) for additional services in accordance with Attachment B, Compensation. Invoices shall be due and payable upon receipt. OWNER shall give prompt written notice of any disputed amount and shall pay the remaining amount.

Flood Avenue Multimodal Path

K-1718-74

IN WITNESS WHEREOF, OWNER and Halff Associates, Inc. have executed this Amendment
No. 1

DATED this ____ day of _____, 2023.

The City of Norman
(OWNER)

Signature _____

Name _____

Title _____

Date _____

Attest:

City Clerk

Halff Associates, Inc.
(CONSULTANT)

Signature Jonathan Heusel

Name Jonathan Heusel

Title Civil Team Leader

Date Nov 1. 2023

Attest:

Clay Scott
Name Clay Scott

Title Vice President

Approved as to form and legality this 20 day of Nov 2023.

Christine Lucke
City Attorney

ATTACHMENT A
CITY OF NORMAN
FLOOD AVENUE MULTIMODAL TRAIL
SCOPE OF SERVICES

The OWNER has requested that additional design services be added to the contract. Specific tasks necessary to accomplish this modification consist primarily of the following:

1.0 ADJACENT PROJECT ADJUSTMENTS

ITEM 1.1 TECUMSEH ROAD SCHEDULE

- a. The prior schedule for the Tecumseh Road project adjacent to the north end of the multimodal path was for the road project to precede the path project. Utilities along the south side of Tecumseh would be relocated for that road project and the path project was designed anticipating those utility relocations. The most recent schedule is to complete the path project in advance of the road project which leaves those utilities in their present location in conflict with the proposed path alignment. The impact of the path alignment on those un-relocated utilities would be a significant cost and schedule impact on the project. Halff evaluated alternative alignments for the path on the south side of Tecumseh to minimize the utility impacts, worked with the City of Norman (CITY) to select a preferred alignment then revised the plans, the geometric data sheets, and cross sections in that area.

ITEM 1.2 JAMES GARNER ROUNDABOUT

- a. The most recent design of the James Garner roundabout with Flood Avenue shifted the intersection to the east compared to the preliminary plans from two years prior. This provided the opportunity for a re-alignment at the south end of the multimodal path to reduce the need for new right-of-way. Halff developed a new alignment and revised the plans, geometric data sheets and cross sections through this area.

2.0 UTILITY COORDINATION

ITEM 2.1 PUBLIC UTILITIES COORDINATION

- a. HALFF shall work with representatives of the CITY Utilities department to identify and coordinate potential project impacts on their public water and sanitary sewer systems, documenting correspondence, and communication with the CITY.
- b. HALFF shall work with representatives of the Oklahoma Department of Transportation (ODOT) to identify and coordinate potential project impacts on their public Information Technology and Fiber systems, documenting correspondence, and communication with the CITY.

ITEM 2.2 PRIVATE UTILITIES COORDINATION

- a. Halff shall assist the CITY with coordination of private utility conflicts including identifying and contacting the utility provider, documenting correspondence, communication with the CITY and notifying the CITY of coordination requirements. The private utility providers identified within the project limits include: Century Link, Oklahoma Natural Gas, Heath/OK Electric, Cox Communication, Oklahoma Gas and Electric, OneNet, Oklahoma Electric Cooperative, Chickasaw Telephone, the University of Oklahoma and AT&T.

3.0 SPECIAL STRUCTURAL DETAILS

ITEM 3.1 SPECIAL STRUCTURAL DETAILS

- a. Halff shall prepare plan sheets and details required for the extension of existing structures. Due to the existing size and the location of existing utilities, the structure extensions at two locations will require structural design and detailing outside of standards.

4.0 RIGHT-OF-WAY DOCUMENTS

ITEM 4.1 EASEMENT DOCUMENTS

- a. Halff shall prepare legal descriptions and exhibits for new right-of-way parcels required for the construction of the multimodal path. Incorporating the alignment changes noted in Items 2.1 and 2.2, seven (7) right-of-way parcels with legal descriptions are required.

5.0 PROJECT DELAY ADJUSTMENTS

ITEM 5.1 PROJECT RE-START

- a. The project was delayed for twenty (20) months from the submittal of the 30% plans for review in January 2021 to the 30% Plan-In-Hand review meeting in September of 2022. This delay of twenty (20) months resulted in re-engagement of staffing at HALFF and subconsultants to become refamiliarized with the project status, design, and files. Staffing changes also occurred at the CITY and ODOT during the delay. Additional effort was required by HALFF for this project re-engagement after the twenty (20) month delay that would not have been necessary if the project schedule had not been delayed.

ATTACHMENT B
CITY OF NORMAN
FLOOD AVENUE MULTIMODAL TRAIL
FEE SUMMARY (LSUM)

FEE SUMMARY

The supplemental services detailed herein will be completed for the lump sum fee of \$70,000.

The Supplemental Services Fee is summarized as follows:

Task 1.0 Adjacent Project Adjustments	\$27,800.00
Task 2.0 Utility Coordination	\$11,640.00
Task 3.0 Special Structural Details	\$14,020.00
Task 4.0 Right-of-Way Documents	\$12,100.00
Task 5.0 Project Delay Adjustments	\$ 4,440.00

GRAND TOTAL LUMP SUM FEE: \$70,000.00

Task 6.0 Optional Construction Phase Support To Be Negotiated, As Needed

HOURLY RATES SCHEDULE: July 2023 – June 2024



Half Associates, Inc.

Classification	Rate per hour
Principal	\$287.28 per hour
Senior Project Manager	\$287.28 per hour
QA/QC Manager	\$287.28 per hour
Sr. Landscape Architect	\$287.28 per hour
Project Manager / Engineer II	\$201.88 per hour
Engineering Intern / Engineer I	\$119.38 per hour
Engineering Designer / Student	\$105.46 per hour
Office Tech III-CADD	\$115.00 per hour
Office Tech I-CADD	\$106.59 per hour
Senior PLS	\$178.59 per hour
Field Tech III-Survey	\$107.17 per hour
Office Tech III-Survey	\$106.36 per hour
Administrative	\$ 100.13 per hour

Flood Avenue Supplement No. 1 Request - Fee Development									
November 1, 2023									
TASK	Principal	Senior Project Manager	Senior PLS	Engineering Intern	CADD Technician	Admin	Total Hours	Total Labor	
	\$287.28	\$237.23	\$176.59	\$119.38	\$106.59	\$103.13			
SUPPLEMENTAL SERVICES									
Task 1 - ADJACENT PROJECT ADJUSTMENTS									
Task 1.1 - Tecumseh Road	4.00	12.00		24.00	50.00		90.00	\$12,791.10	
Task 1.2 - James Corner Roundabout	4.00	15.00		24.00	60.00		104.00	\$15,006.12	
Task 1 Subtotal	8.00	28.00	0.00	48.00	110.00	0.00	194.00	\$27,797.22	
Task 2 - UTILITY COORDINATION									
Task 2.1 - Public Utilities Coordination		4.00		8.00	10.00		22.00	\$3,170.06	
Task 2.2 - Private Utilities Coordination		8.00		16.00	40.00		54.00	\$8,471.92	
Task 2 Subtotal	0.00	12.00	0.00	24.00	50.00	0.00	86.00	\$11,641.98	
Task 3 - SPECIAL STRUCTURAL DETAILS									
Task 3.1 - Special Structural Details		24.00		24.00	40.00		88.00	\$14,023.44	
Task 3 Subtotal	0.00	24.00	0.00	24.00	40.00	0.00	88.00	\$14,023.44	
Task 4 - RIGHT OF WAY DOCUMENTS									
Task 4.1 - Legal Descriptions		4.00	7.00		14.00		25.00	\$3,881.51	
Task 4.2 - Right of Way Exhibits		4.00	14.00	7.00	35.00		50.00	\$8,215.69	
Task 4 Subtotal	0.00	8.00	21.00	7.00	49.00	0.00	85.00	\$12,107.20	
Task 5 - PROJECT DELAY ADJUSTMENTS									
Task 5.1 - Project Re-Start	4.00	5.00	1.00	9.00	2.00	1.00	23.00	\$4,436.12	
Task 5 Subtotal	4.00	6.00	1.00	9.00	2.00	1.00	23.00	\$4,436.12	
SUPPLEMENTAL SERVICES TOTAL								\$70,008.96	

6.0 OPTIONAL CONSTRUCTION PHASE SUPPORT

If directed, HALFF may perform Construction Phase Support Services as described below. These services will be negotiated, as needed, under a future supplemental.

ITEM 6.1 MEETINGS

- a. HALFF shall meet with the CITY, ODOT and the Contractor by virtual methods for progress meetings or other needs at the request of the CITY on an hourly basis. HALFF shall prepare and submit meeting notes to the CITY after each meeting.
- b. HALFF shall be compensated for each additional progress or on-site meeting on an hourly plus expenses basis. HALFF shall prepare and submit meeting notes to the CITY after each meeting.

ITEM 6.2 SUBMITTAL REVIEWS

- a. HALFF shall review Material and Product Submittals within seven (7) business days of receipt by HALFF. HALFF shall inform the CITY of any material and product submittals requiring more than three reviews due to the contractor's non-compliance with the project requirements for additional action by the CITY or ODOT.

ITEM 6.3 PLAN REVISIONS

- a. HALFF shall make revisions to the approved construction drawings to respond to CITY approved field changes and change orders as they relate to plan clarifications and design changes and shall submit said plan revisions to CITY and ODOT in PDF format.

ITEM 6.4 FINAL INSPECTION

- a. HALFF shall attend the final punch-walk inspection and the final inspection as a representative of the CITY. This task shall be completed on an hourly plus expenses basis.

ITEM 6.5 AS-BUILT DRAWINGS

- a. HALFF shall prepare As-Built Drawing for permanent documentation of the final, constructed project and shall submit said As-Built Drawings to the CITY.
- b. HALFF shall track change orders and field change revisions to the plans during construction and shall not rely on red-lined or Bluebeam Review plans from the Contractor. HALFF shall not rely on receiving red-lined plans from the Contractor. Should the Contractor provide a set-of red-lines plans, HALFF shall confirm those plans with prior change orders and field change documentation and with site visits on an hourly plus expenses basis.
- c. All sheets of the As-Built Drawings shall be noted as "As-Built Drawings" with the final date of the revised construction drawings.
- d. The cover sheet of the As-Built Drawings shall be noted as "As-Built Drawings" with the final date of the revised construction drawings and shall show the final construction cost of the project and the name of the prime construction contractor.



TAP Project No. 3
Flood Avenue - Robinson Street to Tecumseh Road

0 345 690 1,380 Feet



Proposed New Multimodal Path



Existing / Scheduled Multimodal Path



File Attachments for Item:

10. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF FINAL ACCEPTANCE OF CONTRACT K-2223-72: BY AND BETWEEN THE CITY OF NORMAN, AND STRONGHOLD CONSTRUCTION, AND FINAL PAYMENT IN THE AMOUNT OF \$24,162.62, TO RELEASE THE RETAINAGE FOR THE NORMAN TRANSIT CENTER PROJECT AS OUTLINED IN THE STAFF REPORT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 11/28/23

REQUESTER: Taylor Johnson, Transit and Parking Program Manager

PRESENTER: Shawn O'Leary, Public Works Director

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF FINAL ACCEPTANCE OF CONTRACT K-2223-72: BY AND BETWEEN THE CITY OF NORMAN, AND STRONGHOLD CONSTRUCTION, AND FINAL PAYMENT IN THE AMOUNT OF \$24,162.62, TO RELEASE THE RETAINAGE FOR THE NORMAN TRANSIT CENTER PROJECT AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

The City of Norman took over the operations of the City public transportation system on June 1, 2019, from the University of Oklahoma. Since then, staff has worked diligently to maintain operation of the service and to evaluate how to better serve Norman's citizens. This work has included collaborating with EMBARK for day to day operations, pursuing grant opportunities to maximize local funding, and developing and implementing the Go Norman Transit Plan.

During the education campaign for the Public Transit Sales Tax in September-November 2019, staff heard from the community and Council about the need to update our long-term vision for the transit system in Norman since the City took over operations.

Using Request for Qualifications RFQ-1920-60, City staff solicited proposals to update the City's Long Range Transit Plan. There were many key objectives proposed in RFQ-1920-60, with one being "provide recommendations on a new transfer station location/area and recommend route changes to accommodate the new location/area". An evaluation committee made up of City staff, stakeholders, and community members scored and ranked the proposals received in response to RFQ-1920-60. At the conclusion of the evaluation process, Nelson\Nygaard Consulting Associates, Inc. (Nelson\Nygaard) was selected as the most qualified firm for the proposed project.

Project kickoff occurred in August 2020 and following an 11-month process of evaluation, including receiving community and stakeholder feedback, the Go Norman Transit Plan was developed. The finalized plan, which was unanimously adopted by Council on June, 22, 2021, serves as a guide for improving Norman's public transportation system in the immediate, near, and long term. Along with evaluations of the existing route system and fare analysis, the plan made recommendations for location of a new transit center, route changes and expansions, bus

stop locations, and capital replacement. An adopted, current plan also makes the City more competitive with securing grant funding for improvements.

The City has made progress on multiple projects that work towards the initial recommendations in the Go Norman Transit Plan. Those concerning the proposed new transit center include the following:

Evaluation and acquisition of property at 320 East Comanche Street to be renovated as the new City Transit Center. Council approved the purchase/sale agreement on January 19, 2022 and the City assumed ownership on March 4, 2022.

Council then approved a contract with McKinney Architects to provide Architectural and Engineering services for the property on May 10, 2022.

In order to integrate the property at 320 East Comanche Street into the recommendations of the Go Norman Transit Plan, a contract amendment with Nelson/Nygaard was proposed and approved by Council on March 8, 2022. This work included updating the system and route maps to realign with the new property, developing transit center bus bay requirements and transfer matrix and a new downtown transit center map, and assisting with identifying potential transit center amenities. This work was completed and presented to the City Council Community Planning and Transportation Committee on June 23, 2022. Separate from this amendment, Nelson/Nygaard provided technical expertise to the architect for the transit center renovations.

Throughout fall 2022, Staff worked with the architect to finalize designs. Once finalized, in December 2022, bid documents were then solicited and a mandatory pre-bid meeting was conducted. On January 4, 2023, the City of Norman opened bids for the City Transit Center Remodel project. The low bid from Stronghold Construction was \$875,334. On February 14, 2023 City Council approved contract K-2223-72 with Stronghold Construction. A notice to proceed was given on February 28, 2023 and construction officially began March 1, 2023.

On April 11, 2023 Council approved Change Order 1 for this project in the amount of \$52,980.13 in order to cover the cost of additional, new drywall and flooring once asbestos removal was completed. This change order also included the cost of \$726.12 to provide power to the main door access control.

On May 15, 2023 the City Manager approved Change Order 2 for this project in the amount of \$5,935.13 in order to cover the cost of design changes to the main, exterior signs for the Transit Center that incorporated both the City and EMBARK Norman logos, ensuring that those wanting to access City transit services are aware of the facility and its function.

On June 2, 2023 the City Manager approved Change Order 3 for this project in the amount of \$6,150.51 in order to cover the cost of ADA access issues associated with the front (north side sidewalk located within the property) leading to and from the sidewalk that will be installed in the right-of-way along Comanche Street. Originally, the design called for a step down from the property sidewalk to the street sidewalk. While ADA access was accomplished by way of another avenue on the east side of the property from the Porter Avenue sidewalk, after reviewing this with the contractor and designer all parties felt it was prudent to correct this and install ramps in these areas instead.

On August 25, 2023 the City Manager approved Change Orders 4 and 5 for this project in the total amount of \$19,931.47 in order to cover the cost of additional basement repairs due to the asbestos remediation, installation of a pressure tank, curb and tactile warning strips, masonry infill spray foam, additional storefront framing, and additional framing and countertops to extend the height of the pony wall to meet safety standards.

On October 31, 2023 the City Manager approved Change Order 6 for this project in the amount of \$6,176.52 in order to cover the cost of replacement light fixtures with a thinner frame than the ones originally specified in the design to fit between duct work, replacement windowsills that were removed with the asbestos remediation, replacement water heater, replacement conduit for irrigation, and diagnostic plumbing costs for newly discovered issues in the existing plumbing.

DISCUSSION:

As of November 10, 2023, Stronghold Construction had completed all work associated with the Norman Transit Center Project contract. All final punch list items have been addressed.

All changes to the contract have been addressed by previous change orders, so no final change order is necessary. All that remains to be paid is the remaining 2.5% retainage withheld while Stronghold addressed the punch list items. The final cost for the Norman Transit Center Project construction is \$966,507.76 or 10.42% over the original construction contract. Without the unforeseen asbestos remediation that needed to take place, the project cost increased by \$38,193.63 or 4.36%, which would have been within the approved budget and covered by the initial 5% contingency allocated to the project.

The City will issue the final payment of the remaining 2.5% retainage of \$24,162.62, upon final acceptance of the project by City Council. At that time, maintenance bonds associated with the contract will go into effect. This project was accounted for in the Transit Transfer Station (Project BG0254; Account, 50593379-46101).

RECOMMENDATION:

Staff recommends that the final acceptance of Contract K-2223-72 with Stronghold Construction and authorization of payment of retainage in the amount of \$24,162.62 be approved.

TO OWNER/CLIENT:

City of Norman
201 West Gray
Norman, Oklahoma 73069

PROJECT:

Norman Transit Center
320 E. Comanche Street
Norman, Oklahoma 73069

APPLICATION NO: 9

INVOICE NO: 9

PERIOD: 11/01/23 - 11/30/23

PROJECT NO: 23-002

CONTRACT DATE: 2/15/2023

Item 10.

FROM CONTRACTOR:

Stronghold Construction, LLC.
121 W. Main Suite 100
Moore, Oklahoma 73160

VIA ARCHITECT/ENGINEER:

Buddy Caldwell (The McKinney Partnership)

CONTRACT FOR: PO 23009712

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

1.	Original Contract Sum	\$875,334.00
2.	Net change by change orders	\$91,173.76
3.	Contract Sum to date (Line 1 ± 2)	\$966,507.76
4.	Total completed and stored to date (Column G on detail sheet)	\$966,507.76
5.	Retainage:	
	a. 0.00% of completed work	\$0.00
	b. 0.00% of stored material	\$0.00
	Total retainage (Line 5a + 5b or total in column I of detail sheet)	\$0.00
6.	Total earned less retainage (Line 4 less Line 5 Total)	\$966,507.76
7.	Less previous certificates for payment (Line 6 from prior certificate)	\$942,345.14
8.	Current payment due:	\$24,162.62
9.	Balance to finish, including retainage (Line 3 less Line 6)	\$0.00

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:		\$95,561.95	\$(4,388.19)
Total approved this month:		\$0.00	\$0.00
Totals:		\$95,561.95	\$(4,388.19)
Net change by change orders:		\$91,173.76	

The undersigned 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 which previous Certificates for payment were issued and payments received from the Owner/Client, and that current payments shown herein is now due.

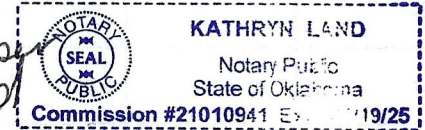
CONTRACTOR: Stronghold Construction, LLC.

By: Buddy CaldwellDate: 11-17-23State of: OklahomaCounty of: Oklahoma

Subscribed and sworn to before

me this 17th day of NovemberNotary Public: Kathryn Land

My commission expires:



ARCHITECT'S/ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on the on-site observations and the data comprising this application, the Architect/Engineer certifies to the Owner/Client that to the best of the Architect's/Engineer's knowledge, information and belief that Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED:

\$24,162.62

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to confirm the amount certified.)

ARCHITECT/ENGINEER:

By: DAVID WALKERDate: 11/17/2023

This certificate is not negotiable. The amount certified is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to the rights of the Owner/Client or Contractor under this Contract.

Document SUMMARY SHEET, APPLICATION AND CERTIFICATE FOR PAYMENT, containing

Contractor's signed Certification is attached.

Use Column I on Contracts where variable retainage for line items apply.

APPLICATION NUMBER: 9

APPLICATION DATE: 11/24/2023

PERIOD: 11/01/23 - 11/30/23

Item 10.

Contract Lines

A		B	C	D	E	F	G		H	I
ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	%(G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	01-005.7 PROFIT.Other	PROFIT	\$27,260.10	\$27,260.10	\$0.00	\$0.00	\$27,260.10	100.00%	\$0.00	\$0.00
2	01-020.6 G/L & W/C INSURANCE.Bonds & Insurance	G/L & W/C INSURANCE	\$4,142.56	\$4,142.56	\$0.00	\$0.00	\$4,142.56	100.00%	\$0.00	\$0.00
3	01-025.7 TECHNOLOGY.Other	TECHNOLOGY	\$1,726.07	\$1,726.07	\$0.00	\$0.00	\$1,726.07	100.00%	\$0.00	\$0.00
4	01-050.6 BONDS.Bonds & Insurance	BONDS	\$13,000.00	\$13,000.00	\$0.00	\$0.00	\$13,000.00	100.00%	\$0.00	\$0.00
5	01-060.7 PERMITS & LICENSES.Other	PERMITS & LICENSES	\$160.00	\$160.00	\$0.00	\$0.00	\$160.00	100.00%	\$0.00	\$0.00
6	01-120.3 MATERIAL TESTING.Subcontractor	MATERIAL TESTING	\$5,225.00	\$5,225.00	\$0.00	\$0.00	\$5,225.00	100.00%	\$0.00	\$0.00
7	01-140.7 SWPPP.Other	SWPPP	\$370.00	\$370.00	\$0.00	\$0.00	\$370.00	100.00%	\$0.00	\$0.00
8	01-170.7 PROJECT SIGN.Other	PROJECT SIGN	\$1,684.00	\$1,684.00	\$0.00	\$0.00	\$1,684.00	100.00%	\$0.00	\$0.00
9	01-200.3 TEMP LABOR.Subcontractor	TEMP LABOR	\$1,470.00	\$1,470.00	\$0.00	\$0.00	\$1,470.00	100.00%	\$0.00	\$0.00
10	01-210.3 TEMP TOILET.Subcontractor	TEMP TOILET	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00%	\$0.00	\$0.00
11	01-250.3 TEMP FENCING.Subcontractor	TEMP FENCING	\$2,281.00	\$2,281.00	\$0.00	\$0.00	\$2,281.00	100.00%	\$0.00	\$0.00
12	01-280.3 TEMP SHORING/BRACING.Sub contractor	TEMP SHORING/BRACING	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.00%	\$0.00	\$0.00
13	01-300.1 PROJECT MANAGER.Labor	PROJECT MANAGER	\$40,800.00	\$40,800.00	\$0.00	\$0.00	\$40,800.00	100.00%	\$0.00	\$0.00
14	01-320.1 SUPERINTENDENT.Labor	SUPERINTENDENT	\$40,800.00	\$40,800.00	\$0.00	\$0.00	\$40,800.00	100.00%	\$0.00	\$0.00
15	01-380.7 COMPANY TRUCK FUEL.Other	COMPANY TRUCK FUEL	\$320.00	\$320.00	\$0.00	\$0.00	\$320.00	100.00%	\$0.00	\$0.00
16	01-400.5	EQUIPMENT RENTAL	\$2,250.00	\$2,250.00	\$0.00	\$0.00	\$2,250.00	100.00%	\$0.00	

A		B	C	D	E	F	G		H		Item 10.
ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE	
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD						
	EQUIPMENT RENTAL.Rented Equipment										
17	01-410.7 EQUIPMENT FUEL.Other	EQUIPMENT FUEL	\$150.00	\$150.00	\$0.00	\$0.00	\$150.00	100.00%	\$0.00	\$0.00	
18	01-440.7 DUMPSTERS.Other	DUMPSTERS	\$1,600.00	\$1,600.00	\$0.00	\$0.00	\$1,600.00	100.00%	\$0.00	\$0.00	
19	01-590.3 SITE CLEAN.Subcontractor	SITE CLEAN	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00	100.00%	\$0.00	\$0.00	
20	01-800.7 PUNCH LIST.Other	PUNCH LIST	\$870.00	\$870.00	\$0.00	\$0.00	\$870.00	100.00%	\$0.00	\$0.00	
21	01-810.1 CLOSEOUT DOCUMENTS.Labor	CLOSEOUT DOCUMENTS	\$870.00	\$870.00	\$0.00	\$0.00	\$870.00	100.00%	\$0.00	\$0.00	
22	01-820.3 FINAL CLEAN.Subcontractor	FINAL CLEAN	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%	\$0.00	\$0.00	
23	01-910.7 STRONGHOLD CONTINGENCY.Other	STRONGHOLD CONTINGENCY	\$5,717.76	\$5,717.76	\$0.00	\$0.00	\$5,717.76	100.00%	\$0.00	\$0.00	
24	02-100.3 DEMOLITION SUBCONTRACTOR.Subcontractor	DEMOLITION SUBCONTRACTOR	\$39,585.00	\$39,585.00	\$0.00	\$0.00	\$39,585.00	100.00%	\$0.00	\$0.00	
25	03-100.3 CONCRETE SUBCONTRACTOR.Subcontractor	CONCRETE SUBCONTRACTOR	\$74,000.00	\$74,000.00	\$0.00	\$0.00	\$74,000.00	100.00%	\$0.00	\$0.00	
26	04-100.3 MASONRY SUBCONTRACTOR.Subcontractor	MASONRY SUBCONTRACTOR	\$15,677.00	\$15,677.00	\$0.00	\$0.00	\$15,677.00	100.00%	\$0.00	\$0.00	
27	05-100.2 STRUCTURAL STEEL MATERIAL.Materials	STRUCTURAL STEEL MATERIAL	\$39,000.00	\$39,000.00	\$0.00	\$0.00	\$39,000.00	100.00%	\$0.00	\$0.00	
28	05-300.3 WELDING.Subcontractor	WELDING	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$8,000.00	100.00%	\$0.00	\$0.00	
29	06-300.3 MILLWORK SUBCONTRACTOR.Subcontractor	MILLWORK SUBCONTRACTOR	\$11,393.09	\$11,393.09	\$0.00	\$0.00	\$11,393.09	100.00%	\$0.00	\$0.00	
30	07-300.3 ROOFING SUBCONTRACTOR.Subcontractor	ROOFING SUBCONTRACTOR	\$148,104.00	\$148,104.00	\$0.00	\$0.00	\$148,104.00	100.00%	\$0.00	\$0.00	
31	08-100.2 METAL DOORS & FRAMES.Materials	METAL DOORS & FRAMES	\$2,800.00	\$2,800.00	\$0.00	\$0.00	\$2,800.00	100.00%	\$0.00	\$0.00	
32	08-200.2 WOOD DOORS.Materials	WOOD DOORS	\$2,702.00	\$2,702.00	\$0.00	\$0.00	\$2,702.00	100.00%	\$0.00		290

A		B	C	D	E	F	G		H	
ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
33	08-400.3 STOREFRONT SUBCONTRACTOR.Subcontractor	STOREFRONT SUBCONTRACTOR	\$11,400.00	\$11,400.00	\$0.00	\$0.00	\$11,400.00	100.00%	\$0.00	\$0.00
34	08-700.2 DOOR HARDWARE.Materials	DOOR HARDWARE	\$11,760.00	\$11,760.00	\$0.00	\$0.00	\$11,760.00	100.00%	\$0.00	\$0.00
35	08-740.3 AUTOMATIC DOOR EQUIPMENT.Subcontractor	AUTOMATIC DOOR EQUIPMENT	\$2,900.00	\$2,900.00	\$0.00	\$0.00	\$2,900.00	100.00%	\$0.00	\$0.00
36	09-200.3 DRYWALL SUBCONTRACTOR.Subcontractor	DRYWALL SUBCONTRACTOR	\$18,900.00	\$18,900.00	\$0.00	\$0.00	\$18,900.00	100.00%	\$0.00	\$0.00
37	09-400.3 FLOORING SUBCONTRACTOR.Subcontractor	FLOORING SUBCONTRACTOR	\$11,853.00	\$11,853.00	\$0.00	\$0.00	\$11,853.00	100.00%	\$0.00	\$0.00
38	09-700.3 PAINTING SUBCONTRACTOR.Subcontractor	PAINTING SUBCONTRACTOR	\$28,100.00	\$28,100.00	\$0.00	\$0.00	\$28,100.00	100.00%	\$0.00	\$0.00
39	09-900.3 E.I.F.S..Subcontractor	E.I.F.S.	\$4,800.00	\$4,800.00	\$0.00	\$0.00	\$4,800.00	100.00%	\$0.00	\$0.00
40	10-200.2 TOILET ACCESSORIES.Materials	TOILET ACCESSORIES	\$2,105.00	\$2,105.00	\$0.00	\$0.00	\$2,105.00	100.00%	\$0.00	\$0.00
41	10-600.3 SIGNAGE.Subcontractor	SIGNAGE	\$20,180.00	\$20,180.00	\$0.00	\$0.00	\$20,180.00	100.00%	\$0.00	\$0.00
42	13-600.2 PRE ENGINEED METAL BUILDING.Materials	PRE ENGINEED METAL BUILDING	\$41,500.00	\$41,500.00	\$0.00	\$0.00	\$41,500.00	100.00%	\$0.00	\$0.00
43	22-100.3 PLUMBING SUBCONTRACTOR.Subcontractor	PLUMBING SUBCONTRACTOR	\$33,000.00	\$33,000.00	\$0.00	\$0.00	\$33,000.00	100.00%	\$0.00	\$0.00
44	23-100.3 HVAC SUBCONTRACTOR.Subcontractor	HVAC SUBCONTRACTOR	\$57,900.00	\$57,900.00	\$0.00	\$0.00	\$57,900.00	100.00%	\$0.00	\$0.00
45	26-100.3 ELECTRICAL SUBCONTRACTOR.Subcontractor	ELECTRICAL SUBCONTRACTOR	\$94,100.00	\$94,100.00	\$0.00	\$0.00	\$94,100.00	100.00%	\$0.00	\$0.00
46	31-200.3 TERMITE CONTROL.Subcontractor	TERMITE CONTROL	\$725.00	\$725.00	\$0.00	\$0.00	\$725.00	100.00%	\$0.00	\$0.00
47	32-700.3 LANDSCAPE SUBCONTRACTOR.Subcontractor	LANDSCAPE SUBCONTRACTOR	\$15,899.42	\$15,899.42	\$0.00	\$0.00	\$15,899.42	100.00%	\$0.00	\$0.00

Item 10.

A	B		C	D	E	F	G		H	Item 10.
ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	%(G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
48	32-990.3 BIRD NETTING	BIRD NETTING	\$19,754.00	\$19,754.00	\$0.00	\$0.00	\$19,754.00	100.00%	\$0.00	\$0.00
TOTALS:			\$875,334.00	\$875,334.00	\$0.00	\$0.00	\$875,334.00	100.00%	\$0.00	\$0.00

Change Orders

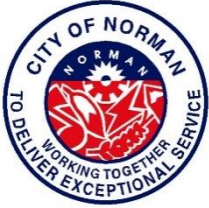
A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
49	PCCO#001 CE #10 - Power to Keypad Access & CE #022 - Asbestos Delay	\$43,778.00	\$43,778.00	\$0.00	\$0.00	\$43,778.00	100.00%	\$0.00	\$0.00
50	PCCO#002 CE #027 - Change to Signage Layout	\$5,346.00	\$5,346.00	\$0.00	\$0.00	\$5,346.00	100.00%	\$0.00	\$0.00
51	PCCO#003 REF: CE #033 - Street Sidewalk Modification	\$5,540.00	\$5,540.00	\$0.00	\$0.00	\$5,540.00	100.00%	\$0.00	\$0.00
52	PCCO#004 Multiple PCO Addition/Deduction	\$12,399.00	\$12,399.00	\$0.00	\$0.00	\$12,399.00	100.00%	\$0.00	\$0.00
53	PCCO#005 Additional Framing & Driver Lounge	\$4,959.00	\$4,959.00	\$0.00	\$0.00	\$4,959.00	100.00%	\$0.00	\$0.00
54	PCCO#006 CE #065 - Light Fixtures in Lower Level CE #066 - Window Sills CE #067 - Water Heater CE #068 - 3" Sleeve Roll Conduit	\$6,114.16	\$6,114.16	\$0.00	\$0.00	\$6,114.16	100.00%	\$0.00	\$0.00
TOTALS:		\$78,136.16	\$78,136.16	\$0.00	\$0.00	\$78,136.16	100.00%	\$0.00	\$0.00

Grand Totals

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	%(G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
GRAND TOTALS:		\$966,507.76	\$966,507.76	\$0.00	\$0.00	\$966,507.76	100.00%	\$0.00	\$0.00

File Attachments for Item:

11. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO. ONE TO CONTRACT K-2223-74: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND ARROYO'S CONCRETE, LLC DECREASING THE CONTRACT AMOUNT BY \$15,471.79 FOR A REVISED AMOUNT OF \$493,096.46 AND THE FINAL ACCEPTANCE, AND FINAL PAYMENT OF \$24,654.82 FOR THE FYE 2023 URBAN RECONSTRUCTION PROJECT AS OUTLINED IN THE STAFF REPORT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 11/28/2023

REQUESTER: Joseph Hill, Streets Program Manager

PRESENTER: Shawn O'Leary, Director of Public Works

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO. ONE TO CONTRACT K-2223-74: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND ARROYO'S CONCRETE, LLC DECREASING THE CONTRACT AMOUNT BY \$15,471.79 FOR A REVISED AMOUNT OF \$493,096.46 AND THE FINAL ACCEPTANCE, AND FINAL PAYMENT OF \$24,654.82 FOR THE FYE 2023 URBAN RECONSTRUCTION PROJECT AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

On Tuesday, April 6, 2021, Norman residents voted to approve the issuance of \$27 million in bonds to fund the resurfacing, rehabilitation and reconstruction of neighborhood streets as part of a 5-year, 5-category program. The five categories include (1) Asphalt Pavement Street Rehabilitation, (2) Urban Concrete Street Rehabilitation, (3) Urban Road Reconstruction, (4) Rural Road Rehabilitation, and (5) Preventive Maintenance. The FYE 2023 urban road reconstruction project was Juniper Lane from Lahoma Avenue to Chautauqua Avenue and Fairfield Drive from McCall Drive to Willow Lane.

Both streets are located in established residential neighborhoods. The roadways were constructed of concrete pavement with integral curb. 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 the subgrade, and placing new concrete panels.

Council awarded the contract to Arroyo's Concrete LLC in the amount of \$508,568.25 at the February 28, 2023 meeting. The project was completed within the 180-day contract period.

DISCUSSION:

Construction projects are awarded to the lowest responsible bidder. Contractor bids are determined using estimated plan quantities multiplied by the contractor's unit prices for all bid items of the contract. The total of all of these costs represents the contractor's bid. During construction, each quantity is verified in the field and the contractor is to be reimbursed based on the actual quantity of materials and/or labor used.

Of the twenty-nine (29) bid items, seventeen (17) items had a quantity change. Seven (7) quantity changes resulted in increased cost, while ten (10) quantity changes resulted in decreased cost for an overall contract decrease of \$15,471.79 or 3%. The contract decreased from \$508,568.25 to \$493,096.46. Please see the attached Change Order No. 1 for a complete list of bid item cost increases and decreases.

The final payment amount owed to Arroyo's Concrete LLC is \$24,654.82, which includes the full 5% retainage. This contract is paid from the Ross Addition Project (BP0541, Construction Account 50593385-46101) and the Willow Brook Addition Project (BP0542, Construction Account 50593385-46101).

RECOMMENDATION NO. 1:

Staff recommends the approval of Change Order No. 1 decreasing Contract K-2223-74 with Arroyo's Concrete LLC for construction of the Street Maintenance Bond Program –FYE 2023 Urban Road Reconstruction Project by \$15,471.79 from \$508,568.25 to \$493,096.46.

RECOMMENDATION NO. 2:

Staff further recommends final acceptance of the Street Maintenance Bond Program –FYE 2023 Urban Road Reconstruction Project, Contract K-2223-74, and final payment to Arroyo's Concrete LLC be approved in the amount of \$24,654.82.

Reviewed by: Joseph Hill, Streets Program Manager
Scott Sturtz, City Engineer
Shawn O'Leary, Director of Public Works
Clint Mercer, Chief Accountant
Anthony Francisco, Director of Finance
Kathryn Walker, City Attorney
Darrel Pyle, City Manager

CHANGE ORDER SUMMARY
CITY OF NORMAN
CLEVELAND COUNTY, OKLAHOMA

CHANGE ORDER NO. 1

DATE: November 8, 2023

CONTRACT NO.: K-2223-74

SUBMITTED BY: Joseph Hill

PROJECT: FYE 2023 Street Maintenance Bond – Urban Reconstruct, FYE 2023 Locations – Juniper Lane and Fairfield Drive

CONTRACTOR: Arroyo's Concrete LLC
1233 SW 41st Street
Oklahoma City, Oklahoma 73109

ORIGINAL CONTRACT AMOUNT \$ 508,568.25

DESCRIPTION	INCREASE	DECREASE
Change in Pay Quantities	\$40,378.63	\$(55,850.42)

NET CHANGE \$(15,471.79)

REVISED CONTRACT AMOUNT \$493,096.46

See Detailed Quantity Change on Page 2 of 2:

Detailed Quantity Change:

ITEM	DESCRIPTION	UNIT	CONTRACT QUANTITY	FINAL QUANTITY	QUANTITY CHANGE	COST CHANGE
1	Clearing and Grubbing	L. Sum	1	1	0	\$ -
2	Unclassified Excavation	CY	1,785	1439.28	-345.72	\$ (3,457.20)
3	Type-A Salvaged Topsoil	LS	1	1.4	0.4	\$ 560.00
4	Temp. Erosion & Sed. Control	LS	1	0.4	-0.6	\$ (1,200.00)
5	Solid Slab Sodding	SY	2,515	666.44	-1848.56	\$ (11,091.36)
6	Stabilized Subgrade	SY	3,279	3279	0	\$ -
7	Dowel Jointed P.C. Conc. (Placement)	SY	3,202	3618.86	416.86	\$ 24,177.88
8	P.C. Concrete for Pavement	CY	535	642.18	107.18	\$ 6,430.80
9	Integral Curb (6" Barrier)	LF	2,088	2246.66	158.66	\$ 1,189.95
10	2'-0" Curb and Gutter (6" Barrier)	LF	44	0	-44	\$ (1,320.00)
11	4" Concrete Sidewalk	SY	390	250.52	-139.48	\$ (7,671.40)
12	6" Concrete Driveway (H.E.S.)	SY	504	227.44	-276.56	\$ (16,870.16)
13	Tactile Warning Device - New	SF	40	49	9	\$ 270.00
14	Valve Boxes Adjust to Grade	EA	7	5	-2	\$ (500.00)
15	Water Meter Reset	EA	2	2	0	\$ -
16	Manhole Adjust to Grade	EA	2	16	14	\$ 7,000.00
17	Removal of Curb and Gutter	SY	2,071	2071	0	\$ -
18	Removal of Concrete Pavement	SY	3,171	3171	0	\$ -
19	Removal of Sidewalk	SY	188	151.22	-36.78	\$ (367.80)
20	Removal of Concrete Driveway	SY	582	582	0	\$ -
21	Sawing Pavement	LF	660	660	0	\$ -
22	(PL) Remove Existing Signs	EA	1	1	0	\$ -
23	(PL) Remove and Reset Existing Signs	EA	10	13	3	\$ 750.00
24	Traffic Stripe (24-Inch)	LF	102	0	-102	\$ (12,622.50)
25	Integrated Curb Drain Outlet	EA	13	10	-3	\$ (750.00)
26	Construction Traffic Control	LS	1	1	0	\$ -
27	(SP) SWPPP	LS	1	1	0	\$ -
28	Mobilization	LS	1	1	0	\$ -
29	Construction Staking	LS	1	1	0	\$ -
	Total Cost Change					\$ (15,471.79)

CONTRACTOR: Wendy Arroyo
ENGINEER: [Signature]
CITY ATTORNEY: _____
ACCEPTED BY: _____
(Mayor)

DATE: 11-8-2023
DATE: 11-13-2023
DATE: _____
DATE: _____



File Attachments for Item:

12. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF AWARDED BID 2324-19, AND CONTRACT K-2324-66: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND CROSSLAND HEAVY CONTRACTORS, IN THE AMOUNT OF \$3,320,000, PERFORMANCE BOND B-2324-32, STATUTORY BOND B-2324-33, AND MAINTENANCE BOND MB-2324-22 FOR PROJECT WW0326, NORMAN WATER RECLAMATION FACILITY DEWATERING IMPROVEMENTS AND AUTHORIZING PROJECT FUNDING AS OUTLINED IN THE STAFF REPORT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 11/28/2023

REQUESTER: Kenneth J. Giannone, PE

PRESENTER: Kenneth J. Giannone, PE, Capital Projects Engineer

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF AWARDED BID 2324-19, AND CONTRACT K-2324-66: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND CROSSLAND HEAVY CONTRACTORS, IN THE AMOUNT OF \$3,320,000, PERFORMANCE BOND B-2324-32, STATUTORY BOND B-2324-33, AND MAINTENANCE BOND MB-2324-22 FOR PROJECT WW0326, NORMAN WATER RECLAMATION FACILITY DEWATERING IMPROVEMENTS AND AUTHORIZING PROJECT FUNDING AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

Centrifuges are a critical part of the bio-solids handling process at the Norman Water Reclamation Facility (WRF). They reduce the liquid content of sludge which greatly reduces volume of sludge that must be hauled and land-applied while also makes the loading, dumping, and spreading process less labor intensive for WRF staff. Unfortunately, the existing centrifuges at the WRF are approaching the end of their useful lives. Consequently, they need excessive maintenance, regular major repairs and increasing polymer feed rates to achieve necessary sludge quality. Moreover, poor service provided by manufacturer and long lead time on spare parts has often resulted in extended downtime before necessary repairs could be completed. In addition, the existing centrifuges, while appropriately sized for current influent flow, will not be large enough for projected future influent flow as per the Norman 2060 Strategic Water Supply Plan. For these reasons, Norman Utilities Authority (NUA) approved a Contract with Garver, LLC on December 8, 2020 to prepare a design to replace the existing centrifuges with state-of-the-art dewatering equipment that will be sized so they will meet the requirements of projected future influent flows.

The design process included extensive evaluation of manufactures and available technologies for sludge dewatering including review of equipment quality and capabilities, operating costs, service quality and spare parts capabilities. The design process also evaluated and confirmed future projected influent flows in order to properly size the new equipment. Based on this process, three (3) manufacturers of equivalent centrifuges were identified in the contract documents and equipment was sized to ensure that it would meet projected influent flow requirements as per the Norman 2060 Strategic Water Supply Plan. Final Design on this project was completed during the summer of 2023.

DISCUSSION:

Contract Award: The advertisement for bids was published in the Norman Transcript on August 31 and September 7, 2023, with bids received and opened on October 19, 2023. As shown in the attached bid tabulation, five (5) bids were received and they were very competitive. There was less than 2% difference between the first two bids and only 5% separated the first three bidders. The low bidder is Crossland Heavy Contractors with a Base Bid in the amount of \$3,320,000. NUA staff recommends award of the Base Bid amount to Crossland Heavy Contractors. Per the attached Bid Evaluation Letter, Garver concurs with this recommendation.

Assuming NUA approval of Contract Award on November 28, 2023, the contract time would likely start on December 11, 2023. The centrifuges have a very long lead time (up to 40 weeks). For this reason, while prompt Contract Award and Notice to Proceed dates are anticipated, it is likely that for the first several months of the project, contractor will be focused on preparing, and then obtaining approval of, shop drawings for the centrifuges and then on managing the fabrication and delivery process for the equipment. Consequently, major work on site may not commence for several months after Notice to Proceed. Contract completion date is anticipated for the end of 2024.

Funding: As noted in the “Background” section, this project is both replacing centrifuges that have reached the end of their useful lives as well as upsizing the equipment in order to meet future projected influent flows. Garver estimates that approximately 60% of the project cost is associated with replacing equipment, while the remaining 40% of the cost is associated with costs to upsize the equipment. As a result, funding for this project will come from both the Water Reclamation Fund (for the 60% of costs incurred replacing equipment) and the Sewer New Development Excise Tax Fund, which is funded via an excise tax on new residential and commercial development and earmarked exclusively for future improvements and expansion to the City’s wastewater system (for the 40% of costs incurred increasing the capacity of the centrifuges to meet projected future demands).

Based on a total expected construction cost of \$3,650,000 (Base Bid + 10% Contingency = \$3,320,000 + [10% x \$3,320,000] = \$3,320,000 + \$330,000 = \$3,650,000), funding for the project should be allocated as follows: \$2,190,000 (60% x \$3,650,000 = \$2,190,000) of total expected construction cost should be funded from Water Reclamation Fund, Construction Account, 32999911-46101 (WW0326), which has an unencumbered balance of \$3,000,000. The remaining \$1,460,000 (40% x \$3,650,000 = \$1,460,000) of the total expected construction cost should be funded from the Sewer New Development Fund, Construction Account, 32299911-46101 (WW0326), which has an unencumbered balance of \$2,000,000.

It should be noted that this project has also been tentatively approved for a Federal Community Funding Grant in an amount of up to \$5,000,000. The Grant, if confirmed, will be funded in the Federal Budget for Fiscal Year Ending (FYE) September 30, 2024. Unfortunately, as of the date of this staff report, the Federal Budget for FYE September 30, 2023 has not yet been approved by Congress, and, per the latest update from staff at Federal Community Funding Grants, it is likely to be at least mid-2024 and possibly later before funds, if confirmed and budgeted, might become available for this project. Staff at Federal Community Funding Grants has also given assurances that, if we proceed with this project in the manner described, and on the schedule proposed, in this staff report, it would have no bearing on our eventual approval for the grant once funding is confirmed, and, if and when grant is approved, we could immediately commence drawing down grant funds, including for work completed prior to approval of Community Funding Grant. For this reason and because of the critical nature of this project, staff recommends that contract be awarded immediately using funding from existing accounts as referenced above. This will allow the fabrication process for the new centrifuges, which is projected to be as long as 9 months, to commence as soon as possible.

Then, if and when Community Funding Grant is approved, all construction charges paid as of the grant approval date will be immediately drawn down and, upon receipt, deposited into the Water Reclamation and the Sewer New Development Funds in the same ratio those costs were incurred.

It should also be noted that there is one additional potential issue that could jeopardize a portion of the Federal Community Funding Grant if the Contract is awarded immediately. All Federal Grants require that Contract Documents meet latest standards promulgated by department awarding the grant. The Contract Documents for this project meet current standards for Federal Community Funding Grant office, however, if and when Congress approves funding for FYE September 30, 2024 grants, there is always a chance they could change or update their standards, creating a chance that our currently-compliant Contract Documents might no longer be compliant when funding is approved. After further investigation, NUA has determined a means to mitigate this minor risk. The Federal Community Funding Grant office has an additional rule regarding Contract Document compliance: If the Grantee is receiving some portion of their project funding from a different Federal Grant program, the requirements of that other Federal Grant program will prevail regardless of the latest requirements set by their own grant. For this reason, NUA intends to mitigate this risk by applying for a low-interest loan from the Oklahoma Water Resources Board (OWRB) from the Clean Water State Revolving Fund (CWSRF) to fund a portion of this project. The Contract Documents for this project are already compliant with requirements of CWSRF, which means, if NUA used some funding from a CWSRF loan, our Contract Documents, which already comply with CWSRF requirements would, by rule, also comply with Federal Community Funding Grant requirements, regardless of any new, unanticipated revisions to Federal Community Funding Grant requirements.

In any case, the latest report from Raftellis' regarding funding of wastewater capital projects recommends using low-interest loans from CWSRF to fund current projects whenever possible. On that basis, we are proceeding with an application to OWRB for a CWSRF loan. The loan will be for "Various Critical Maintenance Projects" at WRF. In this manner, we can initially draw down funds from the CWSRF loan to fund the WRF Centrifuge Improvements project. In addition to providing low cost funds for the project as per the Raftellis report, the CWSRF loan will, as noted above, also ensure that Contract Documents for this project will comply with Federal Community Funding Grant requirements, even if Congress adds additional requirements when approving funds for FYE September 30, 2024 grant projects. Then, if and when the Federal Community Funding Grant is approved for this project, the CWSRF funds can be allocated to one or more of several other critical maintenance projects at the WRF while Federal Community Funding Grant funds will be used to pay both for previously incurred charges on this project and current and future charges on this project as they are incurred.

Tax Exempt Status: The City of Norman is exempt from the payment of any sales or use taxes. Pursuant to Title 68 O.S., Section 1356 (10) and as allowed by Oklahoma Tax Commission Rules Part 27 Trust Authority 710:65-13-140, direct vendors to the Norman Utilities Authority (NUA) are also exempt from those taxes. A contractor and his subcontractors may exclude from their cost, sales taxes on appropriate equipment, materials, and supplies that need not be paid while acting on behalf of the NUA. To minimize project costs, the NUA will make payment directly to vendors supplying equipment and materials for incorporation into the project.

RECOMMENDATION:

Staff recommends that the NUA accept Bid No. 2324-19 and award a contract for the Base Bid in the amount of \$3,320,000 to Crossland Heavy Contracting of Columbus, Kansas as the lowest and best bidder; authorize approval and execution of Contract K-2324-66 with the performance, statutory, and maintenance bonds in the amount of the contract, authorize the NUA to pay vendors for equipment and supplies for the WRF Dewatering Improvements project, and authorize that project be funded in the manner described above.



www.GarverUSA.com

October 30, 2023

Kenneth Giannone
Norman Utilities Authority
201-C W. Gray Street
Norman, OK 73069

Re: Recommendation of Award for Norman WRF Dewatering Improvements

Dear Mr. Giannone:

Enclosed is the bid tabulation for the bids received on Thursday, October 19, 2023, for the Norman WRF Dewatering Improvements Project. The bids have been checked for accuracy and for compliance with the contract documents. A tabulation of the bids received is enclosed with this letter.

A total of five (5) responsive bids were received on this project and are summarized in the Bid Tabulation attached hereto. The following were the total responsive bid results:

CONTRACTOR	BASE BID
Archer Western Construction	\$ 4,407,100
BRB Contractors, Inc.	\$ 3,499,000
Wynn Construction Co., Inc.	\$ 4,085,000
Walters-Morgan Construction, Inc.	\$ 3,379,000
Crossland Heavy Contractors	\$ 3,320,000
Engineer's Estimate	\$ 4,908,000

Based on the information provided, all documents appear to be in order. Therefore, in accordance with the results of the base bid proposal, we recommend awarding the contract for the above-referenced project to the lowest responsible bidder, **Crossland Heavy Contractors, Inc.**, in the amount of \$3,320,000.00.

Sincerely,
GARVER, LLC
Cole Niblett, PE
Project Manager

CITY OF NORMAN
NORMAN WRF DEWATERING IMPROVEMENTS
BID OPENING: OCTOBER 19, 2023; 2:00 PM

BASE BID		ESTIMATED		ENGINEER'S ESTIMATE		ARCHER WESTERN		BRB CONTRACTORS		WYNN CONSTRUCTION		WALTERS MORGAN		CROSSLAND HEAVY	
BID ITEM NO.	DESCRIPTION			UNIT	AMOUNT	UNIT	AMOUNT	UNIT	AMOUNT	UNIT	AMOUNT	UNIT	AMOUNT	UNIT	AMOUNT
		UNIT	QUANTITY	PRICE	AMOUNT	PRICE	AMOUNT	PRICE	AMOUNT	PRICE	AMOUNT	PRICE	AMOUNT	PRICE	AMOUNT
1	All work as defined in the Contract Documents except those items listed below	Lump Sum	1	\$4,798,000.00	\$4,798,000.00	\$4,297,100.00	\$4,297,100.00	\$3,389,000.00	\$3,389,000.00	\$3,975,000.00	\$3,975,000.00	\$3,269,000.00	\$3,269,000.00	\$3,210,000.00	\$3,210,000.00
2	Allowance 1 for Work change directives (miscellaneous work on a change authorization basis) required during completion of this Project to be used solely at the discretion of the Owner and Engineer	Lump Sum	1	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00
3	Allowance 2 for Additional Independent Testing in addition to the testing as defined within the Contract Documents required during completion of this Project to be used solely at the discretion of the OWNER and ENGINEER.	Lump Sum	1	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
BASE BID TOTAL					\$4,908,000.00		\$4,407,100.00		\$3,499,000.00		\$4,085,000.00		\$3,379,000.00		\$3,320,000.00

Norman Utilities Authority
 Project K-WW0326
 Norman WRF Dewatering Improvements

Contract K-2324-66
 Bid No. 2324-19

CONTRACT

THIS CONTRACT by and between the NORMAN UTILITIES AUTHORITY, a Public Trust of the State of Oklahoma, hereinafter designated as the AUTHORITY, and Crossland Heavy Contractors 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 K-WW0326
 Norman WRF Dewatering Improvements
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:

Three Million, Three Hundred Twenty Thousand Dollars (\$) \$3,320,000.00

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:

Contents of Addenda Nos. 1 (dated 9/5/2023), 2 (dated 9/11/2023), 3 (dated 10/3/2023),
4 (dated 10/9/2023), and 5 (dated 10/11/2023) are all included in this Contract.

Norman Utilities Authority
 Project K-WW0326
 Norman WRF Dewatering Improvements

Contract K-2324-66
 Bid No. 2324-19

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 540 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 One Thousand dollars (\$1000) 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 as to the quality of any work completed, there will be deducted from the next estimate an amount equal to the value of the defective or questionable work and shall not be paid until the defects are remedied. 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.

Norman Utilities Authority
Project K-WW0326
Norman WRF Dewatering Improvements

Contract K-2324-66
Bid No. 2324-19

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 Kansas

COUNTY OF Cherokee

I certify that I am the duly authorized agent of Crossland Heavy Contractors Inc CONTRACTOR.

I further certify that neither the CONTRACTOR nor the anyone subject to 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.

Crossland Heavy Contractors, Inc
(Bidder Company Name)

By:

Mark Sell, Executive Chairman
(printed/typed name and title)

Subscribed and sworn to before me this 10th day of November, 2023.



Kayla I O'Brien
Notary Public (or Clerk or Judge)

My Commission Expires: 4-16-25

(SEAL)

Norman Utilities Authority
 Project K-WW0326
 Norman WRF Dewatering Improvements

Contract K-2324-66
 Bid No. 2324-19

IN WITNESS WHEREOF, AUTHORITY and CONTRACTOR have executed this AGREEMENT;

DATED this _____ day of _____, 20__.

ATTEST

Holly Rhodes
 Corporate Secretary (where applicable)
Holly Rhodes

Crossland Heavy Contractors, Inc
 PRINCIPAL

Signed:

[Signature]
 Authorized Representative

Mark Sell, Executive Chairman
 Name and Title

Address:

PO Box 350
Columbus, KS 66725

Telephone:

1020-429-1410



NORMAN UTILITIES AUTHORITY

APPROVED as to form and legality this _____ day of _____, 20__.

 AUTHORITY Attorney

Approved by the Trustees of the NORMAN UTILITIES AUTHORITY this _____ day of

_____, 20__.

NORMAN UTILITIES AUTHORITY

ATTEST

By: _____

Title: Chairman

 Secretary

NOTICE OF INTENT TO AWARD

TO: Crossland Heavy Contractors
501 S. East Avenue
Columbus, KS 66725
620-429-1410

PROJECT: Norman Utilities Authority
Bid No. 2324-19
Contract No. K-2324-66
Project WW0326
Norman WRF Dewatering Improvements

The OWNER has considered the BID submitted by you for the above-described WORK in response to its INVITATION TO BID dated October 19, 2023 and the INSTRUCTIONS TO BIDDERS.

You are hereby notified that your BID has been accepted in the amount of Three Million, Three Hundred Twenty Thousand Dollars and Zero Cents (\$3,320,000.00). You are required by the INSTRUCTIONS TO BIDDERS to execute the AGREEMENT and furnish the required Contractor's PERFORMANCE BOND, STATUTORY BOND, MAINTENANCE BOND and Certificate of Insurance within ten (10) calendar days from the date of this Notice.

If you fail to execute said agreement and to furnish said BONDS within ten (10) calendar days from the date of this Notice, said OWNER will be entitled to consider all your rights arising out of the OWNER's acceptance of your BID as abandoned and as a forfeiture of your BID BOND. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this **NOTICE OF INTENT TO AWARD** to the OWNER. Dated this 27th day of October, 2023.

Norman Utilities Authority
 OWNER
 By: Kenneth J. Giannone
Kenneth J. Giannone, PE
(Print/Type Name)
Capital Projects Engineer
(Title)

ACCEPTANCE OF NOTICE

Receipt of the above **NOTICE OF INTENT TO AWARD** is hereby acknowledged by:

Crossland Heavy Contractors
 this 10th day of November, 2023
 By: Mark Sell
Mark Sell, Executive Chairman
(Type/Print Name) (Title)

PERFORMANCE BOND

Know all men by these presents that Crossland Heavy Contractors, as PRINCIPAL, and Fidelity and Deposit Company of Maryland & Federal Insurance Company, corporations organized under the laws of the States of Illinois & Indiana, respectively, 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 Three Million, Three Hundred Twenty Thousand Dollars (\$ \$3,320,000.00), 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 WW0326

Norman WRF Dewatering Improvements

NORMAN, OKLAHOMA

has entered into a written CONTRACT (K-2324-66) 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 K-WW0326
 Norman WRF Dewatering Improvements

Contract K-2324-66
 Bid No. 2324-19
 B-2324-32

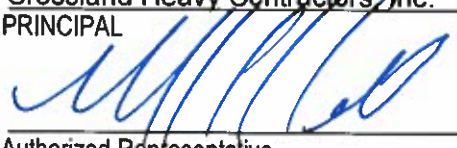
IN WITNESS WHEREOF, the PRINCIPAL has caused these presents to be executed in its name and its corporate seal (where applicable) to be hereunto affixed by its duly authorized representative(s), on the ____ day of _____, 20____, and the SURETY has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its authorized representative(s) on the ____ day of _____, 20____.

(Corporate Seal) (where applicable)



Crossland Heavy Contractors, Inc.
 PRINCIPAL

Signed:


 Authorized Representative

Mark Sell, Executive Chairman
 Name and Title

Address:

501 S. East Ave, Columbus, KS 66725

Telephone:

620-429-1410

(Corporate Seal)

ATTEST


 Corporate Secretary--Cassidy D. Palic, Witness

Federal Insurance Company /
 Fidelity and Deposit Company of Maryland
 SURETY

Signed:


 Authorized Representative

Camille O. Parman, Attorney-in-Fact

Name and Title

202B Hall's Mill Road,
 Whitehouse Station, NJ 08889 /
 1299 Zurich Way, 5th Floor,
 Schaumburg, IL 60196-1056

Address:

Telephone:

215-640-1000 / 847-605-6000

Norman Utilities Authority
 Project K-WW0326
 Norman WRF Dewatering Improvements

Contract K-2324-66
 Bid No. 2324-19
 B-2324-32

CORPORATE ACKNOWLEDGEMENT

STATE OF Kansas)
 COUNTY OF Cherokee)§

The foregoing instrument was acknowledged before me this 16 day of November,
 20 23, by Mark Sell, Executive Chairman of Crossland Heavy Contractors
 Name and Title Contractor
 a Kansas corporation, on behalf of the corporation.

WITNESS my hand and seal this 16 day of November, 20 23.

Kayla I O'Brien
 Notary Public

My Commission Expires: 4-10-25



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 K-WW0326
 Norman WRF Dewatering Improvements

Contract K-2324-66
 Bid No. 2324-19
 B-2324-32

PARTNERSHIP ACKNOWLEDGEMENT

STATE OF _____)

COUNTY OF _____)§

The foregoing instrument was acknowledged before me this ____ day of _____,

20 ____, by _____ partner (or agent) on behalf of
 Name and Title

_____, a partnership.

WITNESS my hand and seal this ____ day of _____, 20 ____.

 Notary Public

My Commission Expires: _____

NORMAN UTILITIES AUTHORITY

APPROVED as to form and legality this ____ day of _____, 20 ____.

 AUTHORITY Attorney

Approved by the Trustees of the NORMAN UTILITIES AUTHORITY this ____ day of

_____, 20 ____.

NORMAN UTILITIES AUTHORITY

ATTEST

By: _____

Title: _____ Chairman

 Secretary

STATUTORY BOND

Know all men by these presents that Crossland Heavy Contractors, as PRINCIPAL, and Fidelity and Deposit Company of Maryland & Federal Insurance Company, corporations organized under the laws of the States of Illinois & Indiana, respectively, 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 Three Million, Three Hundred Twenty Thousand Dollars (\$ \$3,320,000.00), 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 WW0326
NORMAN WRF DEWATERING IMPROVEMENTS
NORMAN, OKLAHOMA

has entered into a written CONTRACT (K-2324-66) 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 K-WW0326
 Norman WRF Dewatering Improvements

Contract K-2324-66
 Bid No. 2324-19
 B-2324-33

IN WITNESS WHEREOF, the PRINCIPAL has caused these presents to be executed in its name and its corporate seal (where applicable) to be hereunto affixed by its duly authorized representative(s), on the ____ day of _____, 20____, and the SURETY has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its authorized representative on the ____ day of _____, 20____.

(Corporate Seal) (where applicable)

ATTEST



Crossland Heavy Contractors, Inc.
 PRINCIPAL

Signed:

Authorized Representative

Mark Sell, Executive Chairman
 Name and Title

Address:

501 S. East Ave, Columbus, KS 66725

Telephone:

620-429-1410

(Corporate Seal)

ATTEST

Cassidy D. Palic, Witness
 Corporate Secretary

Federal Insurance Company /
Fidelity and Deposit Company of Maryland
 SURETY

Signed:

Authorized Representative

Camille O. Parman, Attorney-in-Fact
 Name and Title

Address:

202B Hall's Mill Road,
Whitehouse Station, NJ 08889 /
1299 Zurich Way, 5th Floor,
Schaumburg, IL 60196-1056

Telephone:

215-640-1000 / 847-605-6000

Norman Utilities Authority
 Project K-WW0326
 Norman WRF Dewatering Improvements

Contract K-2324-66
 Bid No. 2324-19
 B-2324-33

CORPORATE ACKNOWLEDGEMENT

STATE OF Kansas)
)§
 COUNTY OF Cherokee)

The foregoing instrument was acknowledged before me this 16 day of November,
 20 23, by Mark Sell, Executive Chairman of Crossland Heavy Contractors
 Name and Title
 a Kansas corporation, on behalf of the corporation.

WITNESS my hand and seal this 16 day of November, 20 23.

My Commission Expires: 4-11-25



INDIVIDUAL ACKNOWLEDGEMENT

STATE OF OKLAHOMA)
)§
 COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____,
 20 ____, by _____ an individual.
 Name and Title

WITNESS my hand and seal this ____ day of _____, 20 ____.

 Notary Public

My Commission Expires: _____

Norman Utilities Authority
 Project K-WW0326
 Norman WRF Dewatering Improvements

Contract K-2324-66
 Bid No. 2324-19
 B-2324-33

PARTNERSHIP ACKNOWLEDGEMENT

STATE OF OKLAHOMA)
)§
 COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____,

20 ____, by _____ partner (or agent) on behalf of
 Name and Title

_____, a partnership.

WITNESS my hand and seal this ____ day of _____ 20 ____.

 Notary Public

My Commission Expires: _____

NORMAN UTILITIES AUTHORITY

APPROVED as to form and legality this ____ day of _____, 20 ____.

 AUTHORITY Attorney

Approved by the Trustees of the NORMAN UTILITIES AUTHORITY this ____ day of _____, 20 ____.

NORMAN UTILITIES AUTHORITY

ATTEST

By: _____

Title: Chairman

Secretary

MAINTENANCE BOND

Know all men by these presents that Crossland Heavy Contractors, as PRINCIPAL, and Fidelity and Deposit Company of Maryland & Federal Insurance Company, corporations organized under the laws of the States of Illinois & Indiana, respectively 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 Three Million, Three Hundred Twenty Thousand Dollars (\$ 3,320,000.00), 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 WW0326
NORMAN WRF DEWATERING IMPROVEMENTS
NORMAN, OKLAHOMA

has entered into a written CONTRACT (K-2324-66) 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 K-WW0326
 Norman WRF Dewatering Improvements

Contract K-2324-66
 Bid No. 2324-19
 MB-2324-22

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 _____ day of _____, 20____.

(Corporate Seal) (where applicable)
 ATTEST



Crossland Heavy Contractors, Inc.
 PRINCIPAL

Signed:

[Signature]
 Authorized Representative

Mark Sell, Executive Chairman
 Name and Title

Address:

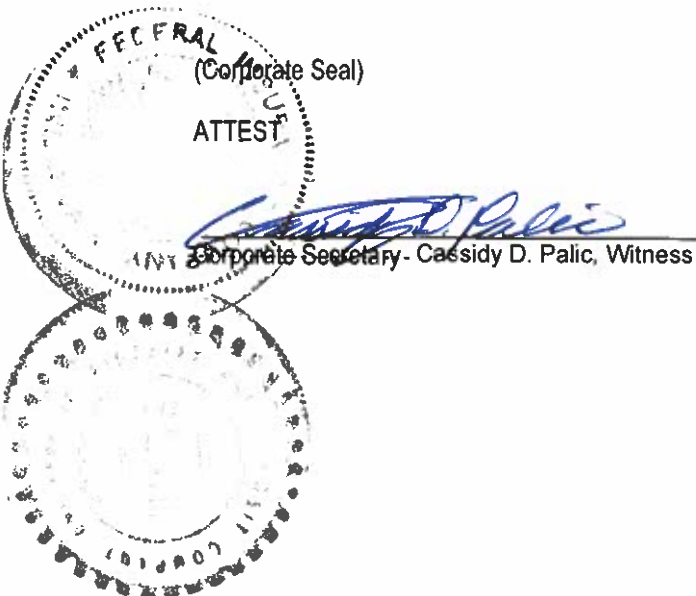
501 S. East Ave, Columbus, KS 66725

Telephone:

620-429-1410

(Corporate Seal)

ATTEST



Federal Insurance Company /
Fidelity and Deposit Company of Maryland

SURETY

Signed:

[Signature]
 Authorized Representative

Camille O. Parman, Attorney-in-Fact
 Name and Title

Address:

202B Hall's Mill Road,
Whitehouse Station, NJ 08889 /
1299 Zurich Way, 5th Floor,
Schaumburg, IL 60196-1056

Telephone:

215-640-1000 / 847-605-6000

Norman Utilities Authority
 Project K-WW0326
 Norman WRF Dewatering Improvements

Contract K-2324-66
 Bid No. 2324-19
 MB-2324-22

CORPORATE ACKNOWLEDGEMENT

STATE OF Kansas)

COUNTY OF Cherokee)§

The foregoing instrument was acknowledged before me this 16 day of November,

20 23, by Mark Sell, Executive Chairman of Crossland Heavy Contractors
 Name and Title

a Kansas corporation, on behalf of the corporation.

WITNESS my hand and seal this 16 day of November, 20 23.

Kayla F O'Brien
 Notary Public

My Commission Expires: 4-16-25



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: _____

STATE OF _____)

102

COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____.

20 _____, by _____ partner (or agent) on behalf of _____
Name and Title

_____, a partnership.

WITNESS my hand and seal this _____ day of _____ 20_____

Notary Public

My Commission Expires: _____

APPROVED as to form and legality this _____ day of _____, 20____.

AUTHORITY Attorney

Approved by the Trustees of the NORMAN UTILITIES AUTHORITY this _____ day of _____, 20_____.

ATTEST

By: _____

Title: Chairman

Secretary

CHUBB**Power of Attorney**

Federal Insurance Company | Vigilant Insurance Company | Pacific Indemnity Company
Westchester Fire Insurance Company | ACE American Insurance Company

Know All by These Presents, that **FEDERAL INSURANCE COMPANY**, an Indiana corporation, **VIGILANT INSURANCE COMPANY**, a New York corporation, **PACIFIC INDEMNITY COMPANY**, a Wisconsin corporation, **WESTCHESTER FIRE INSURANCE COMPANY** and **ACE AMERICAN INSURANCE COMPANY** corporations of the Commonwealth of Pennsylvania, do each hereby constitute and appoint Todd Alan Rambo, Timothy Craig Smith, Myriah A. Valdivia and Desiree E. Westmoreland of Wichita, Kansas; Monica F. Donatelli, Charissa D. Lecuyer, Camille O. Parman, Morgan Wilkerson-Liu and S. Mark Wilkerson of Overland Park, Kansas -----

each as their true and lawful Attorney-in-Fact to execute under such designation in their names and to affix their corporate seals to and deliver for and on their behalf as surety thereon or otherwise, bonds and undertakings and other writings obligatory in the nature thereof (other than bail bonds) given or executed in the course of business, and any instruments amending or altering the same, and consents to the modification or alteration of any instrument referred to in said bonds or obligations.

In Witness Whereof, said **FEDERAL INSURANCE COMPANY**, **VIGILANT INSURANCE COMPANY**, **PACIFIC INDEMNITY COMPANY**, **WESTCHESTER FIRE INSURANCE COMPANY** and **ACE AMERICAN INSURANCE COMPANY** have each executed and attested these presents and affixed their corporate seals on this 7th day of June, 2023.

Dawn M. Chloros

Dawn M. Chloros, Assistant Secretary

Stephen M. Haney

Stephen M. Haney, Vice President



STATE OF NEW JERSEY

County of Hunterdon

SS.

On this 7th day of June 2023 before me, a Notary Public of New Jersey, personally came Dawn M. Chloros and Stephen M. Haney, to me known to be Assistant Secretary and Vice President, respectively, of **FEDERAL INSURANCE COMPANY**, **VIGILANT INSURANCE COMPANY**, **PACIFIC INDEMNITY COMPANY**, **WESTCHESTER FIRE INSURANCE COMPANY** and **ACE AMERICAN INSURANCE COMPANY**, the companies which executed the foregoing Power of Attorney, and the said Dawn M. Chloros and Stephen M. Haney, being by me duly sworn, severally and each for herself and himself did depose and say that they are Assistant Secretary and Vice President, respectively, of **FEDERAL INSURANCE COMPANY**, **VIGILANT INSURANCE COMPANY**, **PACIFIC INDEMNITY COMPANY**, **WESTCHESTER FIRE INSURANCE COMPANY** and **ACE AMERICAN INSURANCE COMPANY** and know the corporate seals thereof, that the seals affixed to the foregoing Power of Attorney are such corporate seals and were thereto affixed by authority of said Companies; and that their signatures as such officers were duly affixed and subscribed by like authority.

Notarial Seal



Albert Contursi
NOTARY PUBLIC OF NEW JERSEY
No 50202369
Commission Expires August 22, 2027

Albert Contursi
Notary Public

CERTIFICATION

Resolutions adopted by the Boards of Directors of **FEDERAL INSURANCE COMPANY**, **VIGILANT INSURANCE COMPANY**, and **PACIFIC INDEMNITY COMPANY** on August 30, 2016; **WESTCHESTER FIRE INSURANCE COMPANY** on December 11, 2006; and **ACE AMERICAN INSURANCE COMPANY** on March 20, 2009:

"RESOLVED, that the following authorizations relate to the execution, for and on behalf of the Company, of bonds, undertakings, recognizances, contracts and other written commitments of the Company entered into in the ordinary course of business (each a "Written Commitment"):

- (1) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise.
- (2) Each duly appointed attorney-in-fact of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise, to the extent that such action is authorized by the grant of powers provided for in such person's written appointment as such attorney-in-fact.
- (3) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to appoint in writing any person the attorney-in-fact of the Company with full power and authority to execute, for and on behalf of the Company, under the seal of the Company or otherwise, such Written Commitments of the Company as may be specified in such written appointment, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
- (4) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to delegate in writing to any other officer of the Company the authority to execute, for and on behalf of the Company, under the Company's seal or otherwise, such Written Commitments of the Company as are specified in such written delegation, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
- (5) The signature of any officer or other person executing any Written Commitment or appointment or delegation pursuant to this Resolution, and the seal of the Company, may be affixed by facsimile on such Written Commitment or written appointment or delegation.

FURTHER RESOLVED, that the foregoing Resolution shall not be deemed to be an exclusive statement of the powers and authority of officers, employees and other persons to act for and on behalf of the Company, and such Resolution shall not limit or otherwise affect the exercise of any such power or authority otherwise validly granted or vested."

I, Dawn M. Chloros, Assistant Secretary of **FEDERAL INSURANCE COMPANY**, **VIGILANT INSURANCE COMPANY**, **PACIFIC INDEMNITY COMPANY**, **WESTCHESTER FIRE INSURANCE COMPANY** and **ACE AMERICAN INSURANCE COMPANY** (the "Companies") do hereby certify that

- (i) the foregoing Resolutions adopted by the Board of Directors of the Companies are true, correct and in full force and effect,
- (ii) the foregoing Power of Attorney is true, correct and in full force and effect.

Given under my hand and seals of said Companies at Whitehouse Station, NJ, this



Dawn M. Chloros

Dawn M. Chloros, Assistant Secretary

IN THE EVENT YOU WISH TO VERIFY THE AUTHENTICITY OF THIS BOND OR NOTIFY US OF ANY OTHER MATTER, PLEASE CONTACT US AT:

Telephone (908) 903- 3493

Fax (908) 903- 3656

e-mail: surety@chubb.com

**ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND
POWER OF ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS: That the ZURICH AMERICAN INSURANCE COMPANY, a corporation of the State of New York, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, a corporation of the State of Illinois, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND a corporation of the State of Illinois (herein collectively called the "Companies"), by Robert D. Murray, Vice President, in pursuance of authority granted by Article V, Section 8, of the By-Laws of said Companies, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof, do hereby nominate, constitute, and appoint S. Mark WILKERSON, Morgan WILKERSON-LIU, Morgan DEWEY, Monica F. DONATELLI, Debra L. WALZ, Charissa D. LECUYER, Camille O. PARMAN **all of Overland Park, Kansas**, its true and lawful agent and Attorney-in-Fact, to make, execute, seal and deliver, for, and on its behalf as surety, and as its act and deed: **any and all bonds and undertakings**, and the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Companies, 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 ZURICH AMERICAN INSURANCE COMPANY at its office in New York, New York., the regularly elected officers of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at its office in Owings Mills, Maryland., and the regularly elected officers of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at its office in Owings Mills, Maryland., in their own proper persons.

The said Vice President does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article V, Section 8, of the By-Laws of said Companies, and is now in force.

IN WITNESS WHEREOF, the said Vice-President has hereunto subscribed his/her names and affixed the Corporate Seals of the said ZURICH AMERICAN INSURANCE COMPANY, COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and FIDELITY AND DEPOSIT COMPANY OF MARYLAND, this 14th day of June, A.D. 2023.



ATTEST:
ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND

By: *Robert D. Murray*
Vice President

By: *Dawn E. Brown*
Secretary

**State of Maryland
County of Baltimore**

On this 14th day of June, A.D. 2023, before the subscriber, a Notary Public of the State of Maryland, duly commissioned and qualified, **Robert D. Murray, Vice President and Dawn E. Brown, Secretary** of the Companies, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and acknowledged the execution of same, and being by me duly sworn, depose and saith, that he/she is the said officer of the Company aforesaid, and that the seals affixed to the preceding instrument are the Corporate Seals of said Companies, and that the said Corporate Seals and the signature as such officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporations.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.

Iva Bethea
Notary Public
My Commission Expires September 30, 2023



Authenticity of this bond can be confirmed at bondvalidator.zurichna.com or 410-559-8790

EXTRACT FROM BY-LAWS OF THE COMPANIES

"Article V, Section 8, Attorneys-in-Fact. The Chief Executive Officer, the President, or any Executive Vice President or Vice President may, by written instrument under the attested corporate seal, appoint attorneys-in-fact with authority to execute bonds, policies, recognizances, stipulations, undertakings, or other like instruments on behalf of the Company, and may authorize any officer or any such attorney-in-fact to affix the corporate seal thereto; and may with or without cause modify or revoke any such appointment or authority at any time."

CERTIFICATE

I, the undersigned, Vice President of the ZURICH AMERICAN INSURANCE COMPANY, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the foregoing Power of Attorney is still in full force and effect on the date of this certificate; and I do further certify that Article V, Section 8, of the By-Laws of the Companies is still in force.

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the ZURICH AMERICAN INSURANCE COMPANY at a meeting duly called and held on the 15th day of December 1998.

RESOLVED: "That the signature of the President or a Vice President and the attesting signature of a Secretary or an Assistant Secretary and the Seal of the Company may be affixed by facsimile on any Power of Attorney...Any such Power or any certificate thereof bearing such facsimile signature and seal shall be valid and binding on the Company."

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at a meeting duly called and held on the 5th day of May, 1994, and the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 10th day of May, 1990.

RESOLVED: "That the facsimile or mechanically reproduced seal of the company and facsimile or mechanically reproduced signature of any Vice-President, Secretary, or Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seals of the said Companies, this _____ day of _____, _____.



MJ Pethick

By: Mary Jean Pethick
Vice President

TO REPORT A CLAIM WITH REGARD TO A SURETY BOND, PLEASE SUBMIT A COMPLETE DESCRIPTION OF THE CLAIM INCLUDING THE PRINCIPAL ON THE BOND, THE BOND NUMBER, AND YOUR CONTACT INFORMATION TO:

Zurich Surety Claims
1299 Zurich Way
Schaumburg, IL 60196-1056
reportsfclaims@zurichna.com
800-626-4577

Authenticity of this bond can be confirmed at bondvalidator.zurichna.com or 410-559-8790



CERTIFICATE OF LIABILITY INSURANCE

Item 12.
DATE (MM/YY)
11/1/2023

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

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

PRODUCER
IMA, Inc. - Kansas City
9393 W. 110th Street
Suite 600
Overland Park KS 66210

CONTACT
NAME: IMA Wichita Team
PHONE (A/C No. Ext): 316-267-9221
E-MAIL: certs@imacorp.com
ADDRESS: certs@imacorp.com

FAX (A/C No.):

License#: PC-1210733
CROSCON-03

INSURED
Crossland Heavy Contractors, Inc.
PO Box 45
833 S. East Avenue
Columbus KS 66725

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Zurich American Insurance Company	16535
INSURER B : American Guarantee and Liability Insurance	26247
INSURER C : Arch Insurance Company	11150
INSURER D : *Starr Indemnity & Liability Company	38318
INSURER E :	
INSURER F :	

COVERAGES

CERTIFICATE NUMBER: 1158032291

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:			GLO859600803	4/30/2023	4/30/2024	EACH OCCURRENCE \$5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$2,000,000 MED EXP (Any one person) \$15,000 PERSONAL & ADV INJURY \$5,000,000 GENERAL AGGREGATE \$10,000,000 PRODUCTS - COM/POP AGG \$10,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BAP859615303	4/30/2023	4/30/2024	COMBINED SINGLE LIMIT (Ea accident) \$5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			AUC425515002	4/30/2023	4/30/2024	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC859600703	4/30/2023	4/30/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$2,000,000 E.L. DISEASE - EA EMPLOYEE \$2,000,000 E.L. DISEASE - POLICY LIMIT \$2,000,000
C	2nd Layer Excess Liability			UXP300009001	4/30/2023	4/30/2024	Ea Occur \$15,000,000 Agg \$15,000,000
D	3rd Layer Excess Liability			1000588349231	4/30/2023	4/30/2024	Ea Occur \$15,000,000 Agg \$15,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: Norman WDF Dewatering Improvements, Project K-WW0326.

CERTIFICATE HOLDER

CANCELLATION

Norman Utilities Authority
201-C W. Gray Street
Norman OK 73069

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

AUTHORIZED REPRESENTATIVE

Brenda Vincent



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM

Item 12.

11/2/2023

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

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

PRODUCER
IMA, Inc. - Kansas City
9393 W. 110th Street
Suite 600
Overland Park KS 66210

License#: PC-1210733
CROSCON-03

CONTACT NAME: IMA Wichita Team

PHONE (A/C, No, Ext): 316-267-9221

FAX (A/C, No):

E-MAIL ADDRESS: certs@imacorp.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Zurich American Insurance Company

16535

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED
Norman Utilities Authority
201-C W. Gray Street
Norman, OK 73069

COVERAGES

CERTIFICATE NUMBER: 131122792

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Owner/Contractor <input type="checkbox"/> Protective Liab. GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER		OCP950111200	11/1/2023	5/1/2025	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$0 MED EXP (Any one person) \$0 PERSONAL & ADV INJURY \$0 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$0 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRE AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

RE: Norman WDF Dewatering Improvements, Project K-VW0326.
Designated contractor: Crossland Heavy Contractors, Inc.

CERTIFICATE HOLDER

Norman Utilities Authority
201-C W. Gray Street
Norman OK 73069

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Branda Vincent

Norman Utilities Authority
Project WW0326 WRF Dewatering Improvements
Bid No. 2324-19, Contract K2324-66

Item 12.

Bid Tabulation for Bid Opening on October 19, 2023 at 2:00 p.m.

BID ITEMS	1. All Work Except for Allowance items Listed	2. Allowance 1 for Miscellaneous Work Change Directives	3. Allowance 2 for Additional Independent Testing	TOTAL BASE BID
BIDDERS				
Crossland Heavy Columbus, Kansas		\$100,000.00	\$10,000.00	3,320,000.00
Wynn Construction Oklahoma City, OK		\$100,000.00	\$10,000.00	4,085,000.00
Walters-Morgan Manhattan, Kansas		\$100,000.00	\$10,000.00	3,379,000.00
BRB Contractors Topeka, Kansas		\$100,000.00	\$10,000.00	3,499,000.00
Archer Western Irving, Texas		\$100,000.00	\$10,000.00	4,407,100.00
		\$100,000.00	\$10,000.00	
		\$100,000.00	\$10,000.00	

Opened On:

10.19.2023

Opened By:

Fred Duck

File Attachments for Item:

13. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2324-97: BY AND BETWEEN THE CITY OF NORMAN AND JOHNSON & ASSOCIATES, FOR THE DESIGN OF CENTER CITY STREETSCAPES, UPDATED INFRASTRUCTURE REPORT AND PLANNING GUIDE IN THE AMOUNT OF \$218,600; AND APPROPRIATION OF CENTER CITY TAX INCREMENT FINANCE FUND BALANCE AS OUTLINED IN THE STAFF REPORT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 11/28/2023

REQUESTER: Tim Miles, Capital Projects Engineer

PRESENTER: Shawn O'Leary, Director of Public Works

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2324-97: BY AND BETWEEN THE CITY OF NORMAN AND JOHNSON & ASSOCIATES, FOR THE DESIGN OF CENTER CITY STREETSCAPES, UPDATED INFRASTRUCTURE REPORT AND PLANNING GUIDE IN THE AMOUNT OF \$218,600; AND APPROPRIATION OF CENTER CITY TAX INCREMENT FINANCE FUND BALANCE AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

In February 2017, the Center for Economic Development Law entered into an agreement with Johnson & Associates under the direction of the City of Norman to study the existing infrastructure conditions within Center City. Part of this request was to determine what infrastructure improvements would be required to fulfill the vision of the Center City Form Based Code.

In May 2017, block-by-block cost estimates were prepared and compiled into an Infrastructure Report that included proposed general typical sections for City staff use.

On May 23, 2017, City Council adopted the Center City Form Based Code (CCFBC) to codify the goals and objectives of the Center City Vision. The Johnson & Associates Infrastructure Report provided the costs and some general guidance.

On February 28, 2018, City Council approved Resolution R-1718-97, which approved the Policy Guide for the Norman Center City Project Plan, Increment District 3, City of Norman. This resolution provided guidance on how Assistance in Development Financing could be pursued for qualified projects, how they will be evaluated, and the method in which Assistance in Development Financing may be provided.

DISCUSSION:

At the request of several Councilmembers, this proposed contract with Johnson & Associates in the amount of \$218,600 would provide additional civil engineering and urban design services within the limits of Center City. The scope of work was modified based on Councilmember feedback at an August 24, 2023, Community Planning & Transportation Committee (CPTC) meeting. The revised scope was presented during a September 28, 2023, CPTC meeting and the Committee recommended that the Johnson & Associates contract be presented to City Council at an upcoming Council meeting.

The scope generally can be summarized into three (3) parts, where the Part One is to update the original Infrastructure Report, and will include updated:

- Maps
- Cost Estimates
- Street Sections
- Utilities
- Previously assembled data

This work is necessary due to the significant increases in estimated project costs and other economic factors that have occurred since the original Infrastructure Report was completed in early 2017. It also allows recent infrastructure improvements and aging infrastructure to be documented with updated costs prepared.

Part Two is for the creation of an Urban Design Implementation Guide to assist City staff, owners and developers in the implementation of the Center City Form Based Code vision. This implementation guide will include:

- A Master Phasing Plan
- Standards for Engineering
- Schematic Streetscape Drawings

Part Three is for Landscape Services, which includes:

- Streetscape Landscape Plan Drawings
- Streetscape Amenities Palette Images
- Streetscape Planting Palette Images
- 3D Perspective Images
- Typical Streetscape Sections
- Opinion of Probable Construction Costs
- Standard Details for Pedestrian Hardscape Surfaces & Landscape
- Phasing Plan
- Schematic Irrigation Plan

Per the attached schedule in **Attachment B- Project Schedule** of the agreement, the project starts with a kickoff meeting with key staff and stakeholders to review sections and design details. Based on the feedback from this meeting, the CONSULTANT will have Schematic Designs ready for review in March 2024 and will have deliverables including the updated Infrastructure Report and Urban Design Implementation Guide in July 2024.

\$100,000 in Center City TIF funds were originally budgeted for Design before the final scope was determined and these funds are located in Center City TIF Urban Design/Implementation Plan Project (Account 58593388-46201; Project BG0089). Funding the full agreed-to design cost of \$218,600 will require an appropriation of \$118,600 from the Center City TIF Fund Balance (Account 58-29000) to the above-mentioned project account. This appropriation was discussed at the November 16, 2023 Council Finance Committee meeting, at which a quorum of the Council was present.

RECOMMENDATION 1:

City staff recommends approval of appropriating \$118,600 from the Center City TIF Fund Balance (Account 58-29000) to the Center City TIF Urban Design/Implementation Plan Project, Design (Account 58593388-46201; Project BG0089).

RECOMMENDATION 2:

City staff further recommends approval of Contract K-2324-97, between the City of Norman and Johnson & Associates for the design of Center City Streetscapes; Implementation Guides and an updated Infrastructure Report, in the amount of \$218,600.

Reviewed by: Scott Sturtz, City Engineer
 Shawn O'Leary, Director of Public Works
 Clint Mercer, Chief Accountant
 Anthony Francisco, Director of Finance
 Jane Hudson, Director of Planning and Community Development
 Kathryn Walker, City Attorney
 Darrel Pyle, City Manager

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is entered into between The City of Norman (OWNER) and Johnson & Associates, LLC (CONSULTANT) for the following reasons:

1. OWNER intends update the Center City Infrastructure Report, Create an Urban Design Implementation Guide and provided Landscape Services all within the Center City area of Norman, OK (the Project); and,
2. OWNER requires certain professional design, analysis and engineering/architectural services in connection with the Project (the SERVICES); and,
3. CONSULTANT is prepared to provide the SERVICES.

In consideration of the promises contained in this AGREEMENT, OWNER and CONSULTANT agree as follows:

ARTICLE 1 - EFFECTIVE DATE

The effective date of this AGREEMENT shall be ____ day of _____, 2023.

ARTICLE 2 - GOVERNING LAW

This AGREEMENT shall be governed by the laws of the State of Oklahoma.

ARTICLE 3 - SCOPE OF SERVICES

CONSULTANT shall provide the SERVICES described in Attachment A, Scope of Services.

ARTICLE 4 - SCHEDULE

CONSULTANT shall exercise its reasonable efforts to perform the SERVICES described in Attachment A according to the Schedule set forth in Attachment B.

ARTICLE 5 - COMPENSATION

OWNER shall pay CONSULTANT in accordance with Attachment C, Compensation.

Invoices shall be due and payable upon receipt. OWNER shall give prompt written notice of any disputed amount and shall pay the remaining amount.

ARTICLE 6 - OWNER'S RESPONSIBILITIES

OWNER shall be responsible for all matters described in Attachment D, Owner's Responsibilities. OWNER hereby represents that it owns the intellectual property rights in any plans, documents or other materials provided by OWNER to CONSULTANT. If OWNER does not own the intellectual property rights in such plans, documents or other materials, prior to providing same to CONSULTANT, OWNER shall obtain a license or right to use, including the right to sublicense to CONSULTANT. OWNER hereby grants CONSULTANT the right to use the intellectual property associated with plans, documents or other materials it owns or has the right to use for the limited purpose of performing the SERVICES. OWNER represents that CONSULTANT'S use of such documents will not infringe upon any third parties' rights.

ARTICLE 7 - STANDARD OF CARE

The same degree of care, skill, and diligence shall be exercised in the performance of the SERVICES as is ordinarily possessed and exercised by a member of the same profession, currently practicing, under similar circumstances. No other warranty, express or implied, is included in this AGREEMENT or in any drawing, specification, report, opinion, or other instrument of service, in any form or media, produced in connection with the SERVICES.

ARTICLE 8 -INDEMNIFICATION AND LIABILITY

Indemnification. To the extent permitted by law, including the Constitution of the State of Oklahoma, the CONSULTANT and the OWNER each hereby agree to defend, indemnify, and hold harmless the other party, its officers, servants, and employees, from and against any and all liability, loss, damage, cost, and expense (including attorneys' fees and accountants' fees) caused by an error, omission, or negligent act of the indemnifying party in the performance of SERVICES under this AGREEMENT. The CONSULTANT and the OWNER each agree to promptly serve notice on the other party of any claims arising hereunder, and shall cooperate in the defense of any such claims. This indemnity is not limited except as provided by applicable Oklahoma law. 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 CONSULTANT 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 the OWNER at common law.

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

ARTICLE 9 - INSURANCE

During the performance of the SERVICES under this AGREEMENT, CONSULTANT shall maintain the following insurance:

- a) General Liability Insurance, with a limit of \$1,000,000 per occurrence and \$2,000,000 annual aggregate.
- b) Automobile Liability Insurance, with a combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident.
- c) Workers' Compensation Insurance in accordance with statutory requirements and Employers' Liability Insurance, with a limit of \$500,000 for each occurrence.
- d) Professional Liability Insurance, with a limit of \$1,000,000 per claim and annual aggregate.

CONSULTANT shall, upon written request, furnish OWNER certificates of insurance which shall include a provision that such insurance shall not be canceled without at least thirty days' written notice to OWNER. OWNER shall require all Project contractors to include OWNER, CONSULTANT, and its parent company, affiliated and subsidiary entities, directors, officers and employees, as additional insureds on their General and Automobile Liability insurance policies, and to indemnify both OWNER and CONSULTANT, each to the same extent

ARTICLE 10 - LIMITATIONS OF RESPONSIBILITY

CONSULTANT shall not be responsible for (a) construction means, methods, techniques, sequences, procedures, or safety precautions and programs in connection with the PROJECT that are outside of CONSULTANT's reasonable control and/or Scope of Services set forth in Attachment A; (b) the failure of any contractor, subcontractor, vendor, or other Project participant, not under contract to, or otherwise under the control of the CONSULTANT, to fulfill contractual responsibilities to OWNER or to comply with federal, state, or local laws, regulations, and codes; or (c) procuring permits, certificates, and licenses required for any construction unless such procurement responsibilities are specifically assigned to CONSULTANT in Attachment A, Scope of Services. In the event the OWNER requests the CONSULTANT to execute any certificates or other documents, the proposed language of such certificates or documents shall be submitted to the CONSULTANT for review at least 15 days prior to the requested date of execution. The CONSULTANT shall not be required to execute any certificates or documents that in any way would, in CONSULTANT's sole judgment, (a) increase the CONSULTANT'S legal or contractual obligations or risks beyond the terms of this agreement; (b) require knowledge, services or responsibilities beyond the scope of this AGREEMENT; or (c) result in the CONSULTANT having to certify, guarantee or warrant the existence of conditions whose existence CONSULTANT cannot reasonably ascertain.

ARTICLE 11 - OPINIONS OF COST AND SCHEDULE

Because the CONSULTANT 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, the CONSULTANT's opinion of probable costs and of project schedules shall be made on the basis of experience and qualifications as a practitioner of its profession. The CONSULTANT does not guarantee that proposals, bids, or actual project costs will not vary from the CONSULTANT'S cost estimates or that actual schedules will not vary from the CONSULTANT'S projected schedules.

ARTICLE 12 - REUSE OF DOCUMENTS

All documents, including, but not limited to, plans, drawings, and specifications prepared by CONSULTANT as deliverables pursuant to the Attachment A, Scope of Services are instruments of service in respect to the PROJECT. They are not intended or represented to be suitable for reuse by OWNER or others on modifications or extensions of the PROJECT or on any other project. Any reuse without prior written verification or adaptation by the CONSULTANT for the specific purpose intended will be at OWNER'S sole risk and without liability or legal exposure to CONSULTANT.

ARTICLE 13 - OWNERSHIP OF DOCUMENTS AND INTELLECTUAL PROPERTY

Except as otherwise provided herein, documents, drawings, and specifications prepared by CONSULTANT and furnished to OWNER as part of the SERVICES shall become the property of OWNER; provided, however, that CONSULTANT shall have the unrestricted right to their use. CONSULTANT shall retain its copyright and ownership rights in its design, drawing details, specifications, data bases, computer software, and other proprietary property. Intellectual property developed, utilized, or modified in the performance of the SERVICES shall remain the property of CONSULTANT.

ARTICLE 14 - TERMINATION AND SUSPENSION

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; provided, however, the nonperforming party shall have 14 calendar days from the receipt 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 CONSULTANT. CONSULTANT shall terminate or suspend performance of the SERVICES on a schedule acceptable to OWNER, and OWNER shall pay CONSULTANT for all the SERVICES performed. Upon restart of suspended SERVICES, an equitable adjustment shall be made to CONSULTANT'S compensation and the project schedule.

ARTICLE 15 - DELAY IN PERFORMANCE

Neither OWNER nor CONSULTANT shall be considered in default of this AGREEMENT for delays in performance caused by circumstances beyond the reasonable control of the nonperforming party. For purposes of this AGREEMENT, such circumstances include, but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; judicial restraint; and delay in or 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 CONSULTANT under this AGREEMENT. CONSULTANT shall be granted a reasonable extension of time for any delay in its performance caused by any such circumstances.

Should such circumstances occur, the nonperforming party shall, within a reasonable time of 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 16 - NOTICES

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

OWNER:

Scott Sturtz
City Engineer
City of Norman
225 N. Webster Ave.
Norman, OK 73069

CONSULTANT

Johnson & Associates
Timothy W. Johnson, P.E.
Principal, Managing Member
1 East Sheridan, Suite 200
Oklahoma City, OK, 73104

Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of OWNER and CONSULTANT.

ARTICLE 17 - DISPUTES

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

Should such negotiation or mediation fail to resolve the dispute, either party may pursue resolution of the dispute as allowed by applicable law and regulation. During the pendency of any dispute, the parties shall continue diligently to fulfill their respective obligations hereunder.

ARTICLE 18 - EQUAL EMPLOYMENT OPPORTUNITY

CONSULTANT hereby affirms its support of affirmative action and that it abides by the provisions of the "Equal Opportunity Clause" of Section 202 of Executive Order 11246 and other applicable laws and regulations, including the City of Norman's policies and provisions. The CONSULTANT affirms its policy to recruit and hire employees without regard to race, age, color, religion, sex, sexual preference/orientation, gender identity or 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. It is CONSULTANT'S policy to treat employees equally with respect to compensation, advancement, promotions, transfers and all other terms and conditions of employment. The CONSULTANT further affirms completion of applicable governmental employer information reports including the EEO-1 and VETS-1 00 reports, and maintenance of a current Affirmative Action Plan as required by Federal regulations.

ARTICLE 19 - WAIVER

A waiver by either OWNER or CONSULTANT 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 20 - 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 it did not contain the particular portion or provision held to be void.

ARTICLE 21 - INTEGRATION

This AGREEMENT, including Attachments A, B, C, and D incorporated by this reference, represents the entire and integrated AGREEMENT between OWNER and CONSULTANT. It supersedes all prior and contemporaneous communications, representations, and agreements, whether oral or written, relating to the subject matter of this AGREEMENT.

ARTICLE 22 - SUCCESSORS AND ASSIGNS

OWNER and CONSULTANT each binds itself and its successors, executors, administrators, permitted assigns, legal representatives and, in the case of a partnership, its partners, to the other party to this AGREEMENT and to the successors, executors, administrators, permitted assigns, legal representatives, and partners of such other party in respect to all provisions of this AGREEMENT.

ARTICLE 23 - ASSIGNMENT

Neither OWNER nor CONSULTANT shall assign any rights or duties under this AGREEMENT without the prior written consent of the other party,; provided, however, CONSULTANT may assign its rights to payment without OWNER'S consent. Unless otherwise stated in the written consent to an assignment, no assignment will release or discharge the assignor from any obligation under this AGREEMENT. Nothing contained in this Article shall prevent CONSULTANT from engaging independent CONSULTANTS, associates, and subcontractors to assist in the performance of the SERVICES.

ARTICLE 24 - NO THIRD PARTY RIGHTS

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 Johnson & Associates, LLC have executed this AGREEMENT.

DATED this ____ day of _____, 2023.

The City of Norman
(OWNER)

Signature _____

Name _____

Title _____

Date _____

Attest:

City Clerk

Johnson & Associates, LLC
(CONSULTANT)

Signature _____

Name Timothy W Johnson

Title Managing Member

Date 11/10/23

Attest:

Secretary

Approved as to form and legality this 20 day of Nov 2023.

Christy Wheeler
City Attorney

ATTACHMENT A SCOPE OF SERVICES

Johnson & Johnson, LLC (CONSULTANT) prepared a Center City Infrastructure Report in 2017 under the authorization of the Center for Economic Development Law in coordination with the City of Norman (the City). This new Scope of Services updates the original report and provides additional Civil Engineering and Urban Design Services within the limits of Center City.

BASIC CONSULTING SERVICES

The following is a list of services to be provided under this agreement.

Civil Engineering and Urban Design Services:

Update to Infrastructure Report

- Maps
- Cost Estimates
- Street Sections
- Utilities
- Updates to previously assembled data

Creation of Urban Design Implementation Guide (including Landscape Services)

- Master Phasing Plan
 - Standards for Engineering
 - Schematic Streetscape Drawings
 - Attendance at all necessary meetings
 - Engagement with stakeholders
 - Creation of Presentation Materials
- Note: Does not include any survey field work

Landscape Services:

- Streetscape Landscape Plan Drawings
- Streetscape Amenities Palette Images
- Streetscape Planting Palette Images
- 3D Perspective Images
- Typical Streetscape Sections
- Opinion of Probable Construction Costs
- Standard Details for Pedestrian Hardscape Surfaces & Landscape
- Meetings
- Phasing Plan
- Schematic Irrigation Plan

**ATTACHMENT B
PROJECT SCHEDULE**

Article 4 of the AGREEMENT is amended and supplemented to include the following agreement of the parties.

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 OWNER & CONSULTANT and after receipt of a written Notice to Proceed from CONSULTANT. The parties mutually agree that time is of the essence in the performance of this AGREEMENT in order for OWNER to have advantage of existing funding. SUBCONSULTANT agrees to provide SERVICES for each phase of PROJECT as stated in Attachment A – Scope of Services, in accordance with the time frame as stated below:

TASK/MILESTONE	ANTICIPATED COMPLETION DATE*
Notice to Proceed	November 29, 2023
Kick off meeting (review sections/design details/ committee meeting schedule)	Dec (final date to be determined)
Background and due diligence	Dec/Jan
Schem. Design	March 4 th
Owner review of SD	March 18 th
Design Development (40%)	April 29 th
Owner review of DD	May 13 th
Update Infrastructure Report Draft	June 17 th
Urban Design Implementation Guide Draft	June 17 th
Owner review of final drafts	July 1 st
Update Infrastructure Report	July 12 th
Urban Design Implementation Guide	July 12 th

*assumes comments and necessary revisions resubmitted to consultants within two weeks of original submission

The parties further agree that 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 CONSULTANT is waiting for direction either by government agency or OWNER, and any excusable delays as described in Article 15 of the AGREEMENT.

Dates indicated are dependent upon timely review by OWNER & ODOT, Environmental Clearance, Right-of-Way Acquisition, Utility Relocations, and other factors beyond direct control of CONSULTANT.

**ATTACHMENT C
COMPENSATION**

Article 5 of the AGREEMENT is amended and supplemented to include the following agreement of the parties.

The CONSULTANT agrees to perform the SERVICES identified in **Attachment A – Scope of Services**, in accordance with the limitations and conditions set forth in the AGREEMENT to pay an amount not to exceed \$218,600.00 unless changed or modified by a manually executed contract amendment between the OWNER and the CONSULTANT.

The OWNER shall pay the CONSULTANT for completion of the SERVICES of each task identified in **Attachment A – Scope of Services**, in accordance with the amounts stated below:

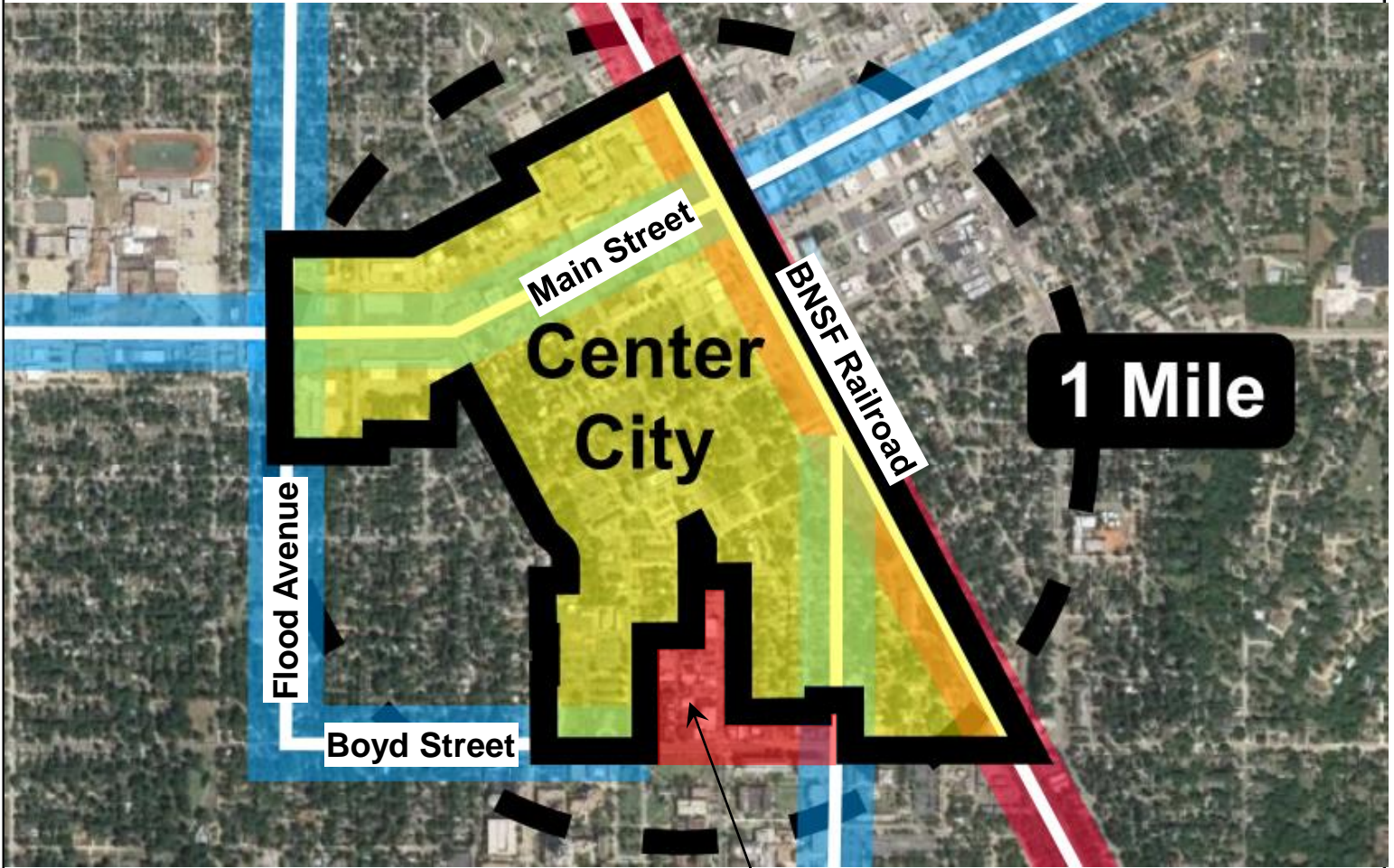
DESIGN TASK	COMPENSATION
Civil Engineering and Urban Design Services	\$120,000.00
Landscape Services:	
Streetscape Landscape Plan Drawings	\$42,000.00
Streetscape Amenities Palette Images	\$4,200.00
Streetscape Planting Palette Images	\$4,200.00
3D Perspective Images	\$7,000.00
Typical Streetscape Sections	\$5,600.00
Opinion of Probable Construction Costs	\$4,900.00
Standard Details for Pedestrian Hardscape Surfaces & Landscape	\$10,500.00
Meetings	\$4,200.00
Phasing Plan	\$4,200.00
Plan Enlargements	\$7,000.00
Schematic Irrigation Plan	\$4,800.00
Total	\$218,600.00

**ATTACHMENT D
OWNER'S RESPONSIBILITIES**

Article 6 of the AGREEMENT is amended and supplemented to include the following agreement of the parties.

I. OWNER RESPONSIBILITIES

1. Owner shall furnish to CONSULTANT all available information pertinent to PROJECT including previous reports, and any other data relative to design and construction of PROJECT.
2. OWNER shall be responsible for all permit fees.
3. OWNER shall examine all studies, reports, sketches, estimate specifications, plan drawings, proposals and any other documents presented by the CONSULTANT and render in writing decisions pertaining thereto within a reasonable time so as not to delay SERVICES of CONSULTANT.
4. OWNER shall designate in writing a person to act as its representative in respect to the work to be performed under this AGREEMENT, and such person shall have complete authority to transmit instructions, receive information, interpret and define OWNER's policies and decisions with respect to materials, equipment, elements, and systems pertinent to the services covered by this AGREEMENT.
5. OWNER shall furnish assistance in locating existing OWNER-owned underground utilities.
6. OWNER shall provide for meeting facilities (or arrange for meeting facilities) for all PROJECT meetings with OWNER or Public Meetings in connection with PROJECT.



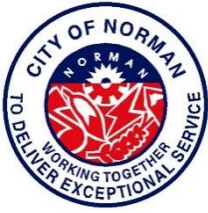
Campus Corner



Center City Location Map

File Attachments for Item:

14. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-74: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AND THE NORMAN UTILITIES AUTHORITY, APPROPRIATING \$198,417.47 FROM THE SEPTEMBER 27, 2023 CITY AUCTION OF USED VEHICLES AND EQUIPMENT THROUGH BIG IRON AUCTIONS TO FUND THE REPLACEMENTS OF VEHICLES AND EQUIPMENT THAT HAVE EXCEEDED THEIR USEFUL LIFE.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: November 14, 2023

REQUESTER: Mike White, Fleet Program Manager

PRESENTER: Shawn O'Leary, Director of Public Works

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-74: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AND THE NORMAN UTILITIES AUTHORITY, APPROPRIATING \$198,417.47 FROM THE SEPTEMBER 27, 2023 CITY AUCTION OF USED VEHICLES AND EQUIPMENT THROUGH BIG IRON AUCTIONS TO FUND THE REPLACEMENTS OF VEHICLES AND EQUIPMENT THAT HAVE EXCEEDED THEIR USEFUL LIFE.

BACKGROUND:

On August 12, 2020, the City Council approved contract K-2021-25 with Big Iron Auction Services. Under this contract, Big Iron is responsible for cataloging and listing, for sale, all items approved by the City Council as surplus through their online auction site, "bigiron.com." By contract, Big Iron charges seven (7) percent for this service. The City conducts approximately two (2) auctions per year for surplus items such as vehicles, furniture, and electronics. On September 27, 2023, Big Iron completed the sale of surplus vehicles and equipment. This auction consisted of 34 pieces sold at a total net sale of \$198,417.47, including \$49,383 to the Utilities Enterprise Fund and \$149,034.47 to the General Fund.

DISCUSSION:

Annually, Fleet staff performs Citywide rankings for the upcoming fiscal years' vehicle and equipment replacements. Replacement needs are determined by the use of the City's Fleet Management Information System (FMIS) software. This software assigns a utilization number ranking based on the lifecycle cost of maintenance, age, and miles. A five (5) person Fleet committee evaluates this report and assists in determining the best-suited units to replace while considering annual department needs. A final list of all recommended units is then submitted to the City Council for approval. The approved list of replacement and quantity is limited by annual available funding.

Continued operation of older units in the City Fleet increases costs to City departments by continuing to operate vehicles and equipment that have exceeded their useful life and are beginning to become less

reliable and at a higher cost to maintain. Often, these units experience unscheduled repairs or breakdowns that result in service delays for the citizens of Norman.

The primary source of funding for vehicle replacement in the City's general governmental operations (General Fund) is an allocation from the City's 0.7% Capital Sales Tax (Fund 50). Funds are transferred from the Capital Fund to the General Fund or Westwood Fund for the replacement of vehicles that are assigned to operational departments that have vehicles that are ranked for replacement. Approximately \$2,100,000 per year is made available from this source. This allocation allows for the replacement of approximately 28 vehicles per year. The City's utility enterprise funds (Sanitation, Water, Wastewater Reclamation) budget separately for replacement of vehicles assigned to their operations, based on available funding.

In FYE 24, 128 units were evaluated and requested for routine replacements in the General Fund. The top 46 units were approved for replacement, including a total of 18 police units from the State Seizure Fund (Fund 25) for a total cost of \$6,982,497. In the last five (5) years, Fleet has requested an average of \$8,839,985 or 154 units to be replaced in the City Fleet. The average age of the requested replacements is nine (9) years old.

RECOMMENDATION 1:

Fleet staff recommends the approval of Resolution R-2324-74 for the appropriation of \$149,034 from General Fund Other Revenue – Sale of Vehicles/Equipment (Account #109-373153) into the vehicle purchase accounts listed below. These funds will be used to purchase and refurbish vehicles and equipment that ranked high on the City's FYE 2024 Vehicle Replacement Requests, but fell below the available funding. Currently, the staff proposes utilizing these funds for the following:

Patrol Service Equipment – Police Cars (Account #10660322-45002)

Replace Unit #1153, a 2013 Ford Interceptor for the City of Norman Police Department

- Cost: \$82,800

Street Maintenance Service Equipment – Light Duty (Account #10550221-45009)

Replace Unit #652, a 2012 John Deere Mower, for the Public Works Streets Division

- Cost: \$15,300

Street Maintenance Service Equipment – Heavy Duty (Account # 10550221-45008)

Refurbish Unit #135, a 2006 Broce RJ Road Broom, for the Public Works Streets Division

- Cost: \$50,934

Approving the refurbishment of Unit #135, a 2006 Broce RJ Road Broom, will result in a significant cost-saving of approximately \$50,000 by delaying the need for a purchase of a new unit. Additionally, it will extend the operational life of the unit for the Public Works Street Division by an additional five (5) years. Total funding for all three (3) units: \$149,034.

RECOMMENDATION 2:

Fleet staff recommends the approval of Resolution R-2324-74 for the appropriation of \$49,383 from Sanitation Fund Other Revenue – Sale of Vehicles/Equipment (Account #109-373153) into the Capital Purchase Accounts listed below. These funds will be used to purchase and refurbish vehicles and equipment that ranked high on the City's FYE 2024 Vehicle Replacement Requests, but fell below the available funding in the Utilities Enterprise Fund. Currently, staff propose utilizing these funds for the following:

Waste Disposal Service Equipment – Light Duty (Account #33955163-45009)

Replace Unit #200, a 2009 Chevy Colorado, for the Utilities Sanitation Waste Disposal Division.

- Cost: \$33,800

Waste Disposal Service Equipment – Trailers (Account #33955163-45010)

Refurbish Unit #292T, a 2018 Titan Trailer, for the Utilities Sanitation Waste Disposal Division.

- Cost: \$15,583

The current price of a Refuge 48' Walking Floor Trailer is \$120,000. Approving the refurbishment of Unit #292T will extend the operational lifespan of the trailer in the Waste Disposal Division by an additional four (4) years, resulting in savings of up to \$104,417 by delaying the need for a purchase of a new trailer. Total funding requirement: \$49,383.

Attachments:

Big Iron September 27, 2023, Auction Settlement

Resolution

R-2324-74

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AND THE NORMAN UTILITIES AUTHORITY, APPROPRIATING \$198,417.47 FROM THE SEPTEMBER 27, 2023 CITY AUCTION OF USED VEHICLES AND EQUIPMENT THROUGH BIG IRON AUCTIONS TO FUND THE REPLACEMENTS OF VEHICLES AND EQUIPMENT THAT HAVE EXCEEDED THEIR USEFUL LIFE.

- § 1. WHEREAS, on August 12, 2020, City Council approved Contract K-2021-25 with Big Iron Auction Services for the cataloging, listing, and sale of items approved as surplus on their online auction site; and
- § 2. WHEREAS, on September 27, 2023, Big Iron completed the sale of surplus vehicles and items; and
- § 3. WHEREAS, this auction consisted of 34 pieces sold at a total net sales of \$198,417.47, including \$49,383 to the Utilities Enterprise Fund and \$149,034.47 to the General Fund; and
- § 4. WHEREAS, in FYE 2024, Fleet evaluated 128 units and requested for routine replacements and the top 48 units were approved for replacements; and
- § 5. WHEREAS, the continued operation of older units in the City Fleet increases cost to the City departments by continuing to operate vehicles and equipment that have exceeded their useful life and are beginning to become less reliable and cost more to maintain; and
- § 6. WHEREAS, this funding will be utilized for Patrol Service Equipment; Street Maintenance Service Equipment, and Waste Disposal Service Equipment.

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

- § 7. That the following appropriations be made for reasons stated above:

Account Name	Losing Account	Gaining Account	Amount
Patrol Service Equipment – Police Cars	109-373153	10660322-45002	\$82,800
Street Maintenance Service Equipment – Light Duty	109-373153	10550221-45009	\$15,300
Street Maintenance Service Equipment – Heavy Duty	109-373153	10550221-45008	\$50,934
Waste Disposal Service Equipment – Light Duty	109-373153	33955163-45009	\$33,800
Waste Disposal Service Equipment-Trailers	109-373153	33955163-45010	\$15,583



R-2324-74

PASSED AND ADOPTED this 28th day of November, 2023.

ATTEST:

Mayor/Chairman

City Clerk/Secretary

BigIron
PO Box 266 | 213 Beaver St
St Edward, NE 68660-0266
18009373558
Fax: 402-678-2511

Settlement
S2077342
Wed, Sep 27, 2023

City of Norman
1301 DaVinci Street
Norman, OK 73069

Day: 405-307-7243
bill.nance@normanok.gov
Bidder Number: 328275

Each item on your settlement statement has a unique PAYMENT CODE for your protection. Before you release an item to a buyer, ensure that the buyer presents an invoice with the identical PAYMENT CODE. If a buyer is attempting to pick up an item without an invoice, or the invoice does not contain the PAYMENT CODE, please call BigIron Customer Service at 1-800-937-3558.

Sep 27, 2023 - Equipment Auction - RING 1

City of Norman

Lot	Description	Amount
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HE2164



2004 International 4300 S/A Rollback Truck

2004 International 4300 S/A Rollback Truck, 5,333 hrs showing, 92,470 miles showing, 7.6 Liter L6 Diesel Engine, Automatic Transmission, Vulcan Recovery Bed, Bed Measures 19' x 88" (inside rails), AC/Heat, Radio, Aluminum Rims, Duals, 245/70R19.5 Tires The Carfax includes only the original components in this report. Some of those components could have been changed or replaced., VIN: 1HTMMAAM54H667105
PAYMENT CODE: 10TX6L7H

*** ITEM PAID ***

Proceeds

Commission: 7% flat rate.

Title processing fee

\$46,750.00

(\$3,272.50)

(\$25.00)

Net Proceeds:

\$43,452.50

Bidder: Ben Hunsicker jr, Hays, KS, Day: 785-656-2986, benhunsicker7@gmail.com
Bidder Number: 199763

HE2165



1999 International 4700 S/A Dump Truck

1999 International 4700 S/A Dump Truck, 51,432 miles showing, Title Will Be Marked Miles Exempt, 5587 Hrs Showing, DT466E 7.6 Liter L6 Diesel Engine, Automatic Transmission, Air Brakes, Spring Suspension, Bed Measures 12' x 90", Steel Wheels, Duals, 11R22.5 Tires, VIN: 1HTSCAAN4XH608327
PAYMENT CODE: EW0S1Y98

*** ITEM PAID ***

Proceeds

Commission: 7% flat rate.

\$10,350.00

(\$724.50)

Net Proceeds:

\$9,625.50

Bidder: Allan Wang, Mckinney, TX, Day: 214-708-7186, allan75070@gmail.com
Bidder Number: 369742

HE2166



2007 Ford F150 XL 2WD Pickup

2007 Ford F150 XL 2WD Pickup, 139,188 hp, Triton 5.4 Liter V8 Gasoline Engine, Automatic Transmission, 235/70R17 Tires, NOTE: Unit Does Have Body Damage on Passenger Side, Seat Damage, Heat/AC (blows but not cold), Radio The Carfax includes only the original components in this report. Some of those components could have been changed or replaced., Title Will Be Marked Miles Exempt, VIN: 1FTPF12587NA86487
PAYMENT CODE: PL5FVOV9

*** ITEM PAID ***

Proceeds

Commission: 7% flat rate.

\$2,405.00

(\$168.35)

Net Proceeds:

\$2,236.65

Bidder: Eric Marquez, Norman, OK, Day: 405-696-8877, 3marqu3z@gmail.com
Bidder Number: 720738

HE2167



2005 International 7400 T/A Rear Load Garbage Truck

2005 International 7400 T/A Rear Load Garbage Truck, 140,013 miles showing, Diesel Engine, Automatic Transmission, Air Brakes, Backup Camera, Duals, 11R22.5 Tires, NOTE: Unit Does Have Hole in Floorboard on Driver's Side (See Pic) The Carfax includes only the original components in this report. Some of those components could have been changed or replaced., VIN: 1HTWGAXRX5J162977
PAYMENT CODE: YX39KFJM

*** ITEM PAID ***

Proceeds

Commission: 7% flat rate.

Net Proceeds:

\$15,160.00

(\$1,061.20)

\$14,098.80

Bidder: Bruce Griffith - Griffith Truck & Equipment, Channelview, TX, Day: 281-457-2195,
bgriffith@griffithtruck.com
 Bidder Number: 210611

HE2168



John Deere Stump Jumpers

John Deere Stump Jumpers, Qty (2) Total
PAYMENT CODE: 908QF13F

*** ITEM PAID ***

Proceeds

Commission: 7% flat rate.

Net Proceeds:

\$2.00

(\$0.14)

\$1.86

Bidder: Timothy Wood, Newalla, OK, Mobile: 405-314-3315, d00wmit@hotmail.com
 Bidder Number: 582610

HE2169



2002 Ford F450 XL Super Duty 2WD Utility Truck

2002 Ford F450 XL Super Duty 2WD Utility Truck, 196,079 miles showing, Title Will Be Marked Miles Exempt, Triton V10 6.8 Liter, Gasoline Engine, Automatic Transmission, Service Bed, 225/70 R19.5 Tires, Dual Rear Tires, NOTE: Some Interior Wear and Tear The Carfax includes only the original components in this report. Some of those components could have been changed or replaced., VIN: 1FDXF46S32EC19632
PAYMENT CODE: 1TXD1R7W

*** ITEM PAID ***

Proceeds

Commission: 7% flat rate.

Net Proceeds:

\$4,200.00

(\$294.00)

\$3,906.00

Bidder: Rusty Mccaslin - Mc roofing & Construction, Choctaw, OK, Day: 405-213-8033,
mcroofing1982@gmail.com
 Bidder Number: 712034

HE2170



1996 Champion C70A C-Series Articulated Motor Grader/Maintainer

1996 Champion C70A C-Series Articulated Motor Grader/Maintainer, 1726 Hrs Showing, Cummins 3.9L Diesel Engine, Hi/Low Hydrostatic Transmission, Enclosed Cab, 8' Maintainer Blade w/Scarifiers, 10' Side Shift Moldboard, 15-19.5 Tires, NOTE: Engine Does Have a Knock to it and Reason is Unknown (listen to video for sound), SN: 200599
PAYMENT CODE: 85JAXZ82

*** ITEM PAID ***

Proceeds

Commission: 7% flat rate.

Net Proceeds:

\$22,250.00

(\$1,557.50)

\$20,692.50

Bidder: Chad Hirschfeld - Hirschfeld and Sons, Benedict, NE, Day: 402-732-6711,
chadhirschfeld@gmail.com
 Bidder Number: 48218

HE2171



2000 International 4700 S/A Dump Truck

2000 International 4700 S/A Dump Truck, 72,710 miles showing, Title Will Be Marked Miles Exempt, 7.6 Liter L6 Diesel Engine, Automatic Transmission, Air Brakes, 188 WB, 14' x 90" Bed, 295/80R22.5 Tires The Carfax includes only the original components in this report. Some of those components could have been changed or replaced., VIN: 1HTSCAAN4YH280926
PAYMENT CODE: A4V3KZC9

*** ITEM PAID ***

Proceeds

Commission: 7% flat rate.

Net Proceeds:

\$10,250.00

(\$717.50)

\$9,532.50

Bidder: Michael Grant, Wewoka, OK, Day: 405-919-3452, smokinoaks@yahoo.com
 Bidder Number: 719888

350

HE2172

**New Holland 1720 MFWD Compact Utility Tractor w/Loader**

New Holland 1720 MFWD Compact Utility Tractor w/Loader, 1457 hrs showing, 27 hp, No Hitch Control, 3-Cylinder Diesel Engine, 12-Speed Transmission, 540 PTO, 3-Pt, Canopy, New Holland 7308 Loader w/Bucket, 11.2-24 and 7-14 Tires

PAYMENT CODE: NS9071BD

*** ITEM PAID ***

Proceeds**Commission: 7% flat rate.****Net Proceeds:**

\$7,100.00

(\$497.00)

\$6,603.00**Bidder:** Marc Etters - Etters Construction, Norman, OK, Day: 405-496-4414, ettersbuild@gmail.com

Bidder Number: 719908

HE2173

**Gannon 20" Backhoe Bucket**

Gannon 20" Backhoe Bucket, NOTE: Unit Does Have Crack (see pics)

PAYMENT CODE: GS1LAEN7

*** ITEM PAID ***

Proceeds**Commission: 7% flat rate.****Net Proceeds:**

\$60.00

(\$4.20)

\$55.80**Bidder:** Eric Marquez, Norman, OK, Day: 405-696-8877, 3marqu3z@gmail.com

Bidder Number: 720738

HE2174

**Auto Crane**

Auto Crane, 3,200 Lbs Lift Capacity At 3'

PAYMENT CODE: 8KAZSZ9F

*** ITEM PAID ***

Proceeds**Commission: 7% flat rate.****Net Proceeds:**

\$410.00

(\$28.70)

\$381.30**Bidder:** Eric Marquez, Norman, OK, Day: 405-696-8877, 3marqu3z@gmail.com

Bidder Number: 720738

HE2175

**Portable Sink**

Portable Sink

PAYMENT CODE: HHIYGULX

*** ITEM PAID ***

Proceeds**Commission: 7% flat rate.****Net Proceeds:**

\$35.00

(\$2.45)

\$32.55**Bidder:** Tim Seiwert, Garden Plain, KS, Day: 316-619-2365, madcj8@yahoo.com

Bidder Number: 43894

HE2176

**1995 Grimmer Schmidt 195D Portable Air Compressor**

1995 Grimmer Schmidt 195D Portable Air Compressor, 578 Hrs Showing, Diesel Engine, 50 HP, 2 5/16"

Ball Hitch, 205/75R14 Tires, SN: 195-18555

PAYMENT CODE: P2UBGXFQ

*** ITEM PAID ***

Proceeds**Commission: 7% flat rate.****Net Proceeds:**

\$4,700.00

(\$329.00)

\$4,371.00**Bidder:** Bernie Meyer - M B Services, Colby, KS, Day: 785-443-1081, bm072452@gmail.com

Bidder Number: 282268

HE2177

**2015 Toro Groundsmaster 3280-D Riding Mower**

2015 Toro Groundsmaster 3280-D Riding Mower, 803 Hrs Showing, 24.8 hp, Kubota Diesel Engine,

Hydrostatic Transmission, 60" Cutting Width, Canopy, 23x9.50-12 and 16x6.00-8 Tires, SN: 315000327

PAYMENT CODE: QBVEWY8T

*** ITEM PAID ***

Proceeds**Commission: 7% flat rate.****Net Proceeds:**

\$3,300.00

(\$231.00)

\$3,069.00**Bidder:** Randy Black, Garvin, OK, Day: 580-286-8608, blackrr736@gmail.com

Bidder Number: 306495

351

HE2178

**2003 International 7400 T/A Rear Load Garbage Truck**

2003 International 7400 T/A Rear Load Garbage Truck, 6126 Hrs Showing, 181,565 miles showing, Title Will Be Marked Miles Exempt, DT530 8.7 Liter L6 Diesel Engine, Automatic Transmission, Air Brakes, 25 Cubic Yard PakMor Bed, 11R22.5 Tires, The Carfax includes only the original components in this report. Some of those components could have been changed or replaced., VIN: 1HTWHADR93J065612
PAYMENT CODE: 1EO7RH23

*** ITEM PAID ***

Proceeds**Commission: 7% flat rate.****Net Proceeds:**

\$12,750.00

(\$892.50)

\$11,857.50**Bidder:** Bruce Griffith - Griffith Truck & Equipment, Channelview, TX, Day: 281-457-2195,bgriffith@griffithtruck.com

Bidder Number: 210611

HE2179

**2021 Chevrolet Tahoe 2WD Police SUV**

2021 Chevrolet Tahoe 2WD Police SUV, Not Actual Miles, 5.3 Liter V8 Gasoline Engine, Automatic Transmission, NOTE: Extensive Body Damage, Mileage Unknown Due to Missing Parts The Carfax includes only the original components in this report. Some of those components could have been changed or replaced., VIN: 1GBSCLED6MR356892, NOT OPERATIONAL DAY OF LISTING
PAYMENT CODE: YNOU5TY2

*** ITEM PAID ***

Proceeds**Commission: 7% flat rate.****Net Proceeds:**

\$950.00

(\$66.50)

\$883.50**Bidder:** Jackson Sprayberry, Harrah, OK, Day: 405-962-8136, jackson.spray2744@gmail.com

Bidder Number: 456766

HE2180

**2009 Ford Crown Victoria 4-Door Sedan**

2009 Ford Crown Victoria 4-Door Sedan, Not Actual Miles, 4.6 Liter V8 Gasoline Engine, Automatic Transmission, 235/55R17 Tires, NOTE: Unit Would Not Start The Day of Listing, Mileage Unknown The Carfax includes only the original components in this report. Some of those components could have been changed or replaced., Title Will Be Marked Miles Exempt, NOT OPERATIONAL DAY OF LISTING, VIN: 2FAHP71V59X105414
PAYMENT CODE: 9MJC72V0

*** ITEM PAID ***

Proceeds**Commission: 7% flat rate.****Net Proceeds:**

\$725.00

(\$50.75)

\$674.25**Bidder:** Warren Manley, Thomas, OK, Mobile: 158-066-1159, warrenkiwi@hotmail.com

Bidder Number: 601091

HE2181

**2009 Ford Crown Victoria 4-Door Sedan**

2009 Ford Crown Victoria 4-Door Sedan, Automatic Transmission, 235/55R17 Tires, NOTE: Unit does not run and has missing parts, no engine, mileage unknown due to missing parts The Carfax includes only the original components in this report. Some of those components could have been changed or replaced., Title Will Be Marked Miles Exempt, NOT OPERATIONAL DAY OF LISTING, VIN: 2FAHP71V99X105416
PAYMENT CODE: 682L5EA4

*** ITEM PAID ***

Proceeds**Commission: 7% flat rate.****Net Proceeds:**

\$300.00

(\$21.00)

\$279.00**Bidder:** Ron Melcher, Monroe, NE, Day: 402-270-1478, melcher_racing@hotmail.com

Bidder Number: 29226

HE2183

**2010 Peterbilt 320 T/A Front Load Garbage Truck**

2010 Peterbilt 320 T/A Front Load Garbage Truck, 240,818 miles showing, Title Will Be Marked Miles Exempt, CNG 10.0 Liter L6 Engine, Automatic Transmission, WITTKE Bed, AC/Heat, Air Brakes, 11R22.5 Tires The Carfax includes only the original components in this report. Some of those components could have been changed or replaced., VIN: 3BPZL20X1AF107617
PAYMENT CODE: N3XT4R1Z

*** ITEM NOT PAID ***

Proceeds**Commission: 7% flat rate.****Net Proceeds:**

\$6,280.00

(\$439.60)

\$5,840.40**Bidder:** Colten Glover - Colt Glover farms, Lawton, OK, Day: 580-591-3717, accuratework65@gmail.com

Bidder Number: 235667

352

HE2184



2011 Freightliner M2-106 S/A Street Sweeper Vacuum Truck

2011 Freightliner M2-106 S/A Street Sweeper Vacuum Truck, CNG Engine, Automatic Transmission, 11R22.5 Tires, Mileage Unknown (dash cluster not functioning), Vacuum Would Not Start the Day of Listing, The Carfax includes only the original components in this report. Some of those components could have been changed or replaced., Title Will Be Marked Miles Exempt, VIN: 1FVXF8003BDAX3815
PAYMENT CODE: MRV9B7H9

*** ITEM PAID ***

Proceeds

Commission: 7% flat rate.

Net Proceeds:

\$6,600.00

(\$462.00)

\$6,138.00

Bidder: David Chiles - Sinclair Equipment Finance,LLC, Waco, TX, Day: 254-732-0717,

david@sinclairequip.com

Bidder Number: 45955

HE2185



2011 Freightliner M2-106 S/A Sweeper Vacuum Truck

2011 Freightliner M2-106 S/A Sweeper Vacuum Truck, Not Actual Miles, CNG Engine, Automatic Transmission, 11R22.5 Tires, NOTE: Mileage Unknown as Unit Does Not Start, Some Parts Could Be Missing The Carfax includes only the original components in this report. Some of those components could have been changed or replaced., Title Will Be Marked Miles Exempt, NOT OPERATIONAL DAY OF LISTING, VIN: 1FVXF8001BDAX3814
PAYMENT CODE: ZK50FBXP

*** ITEM PAID ***

Proceeds

Commission: 7% flat rate.

Net Proceeds:

\$3,200.00

(\$224.00)

\$2,976.00

Bidder: David Chiles - Sinclair Equipment Finance,LLC, Waco, TX, Day: 254-732-0717,

david@sinclairequip.com

Bidder Number: 45955

HE2186



2013 Caterpillar CT660L T/A Truck Tractor

2013 Caterpillar CT660L T/A Truck Tractor, Not Actual Miles, CAT CT13 Diesel Engine, Automatic Transmission, Wet Kit, 11R22.5 Tires, NOTE: Unit Has Missing Parts, Does Not Run, Mileage Unknown The Carfax includes only the original components in this report. Some of those components could have been changed or replaced., NOT OPERATIONAL DAY OF LISTING, VIN: 1HSJKTKT7DJ405433
PAYMENT CODE: EUDAUMQ6

*** ITEM PAID ***

Proceeds

Commission: 7% flat rate.

Net Proceeds:

\$1,110.00

(\$77.70)

\$1,032.30

Bidder: Arnold Woerner - Woerner Farms, Burr Oak, KS, Day: 785-545-5636,

arnoldwoerner@hotmail.com

Bidder Number: 20356

HE2187



2005 International 7400 T/A Rear Load Garbage Truck

2005 International 7400 T/A Rear Load Garbage Truck, 144,785 miles showing, International Diesel Engine, Automatic Transmission, Air Brakes, 11R22.5 Tires, NOTE: unit does have an intermittent miss that needs attention The Carfax includes only the original components in this report. Some of those components could have been changed or replaced., VIN: 1HTWGZR45J162974
PAYMENT CODE: ZZP0QDZ2

*** ITEM PAID ***

Proceeds

Commission: 7% flat rate.

Net Proceeds:

\$11,500.00

(\$805.00)

\$10,695.00

Bidder: Johnie Barrett - Washita Sanitation, Maysville, OK, Day: 405-867-5759, rebakp02@gmail.com

Bidder Number: 720504

HE2188



2013 Mack MRU600 T/A Front Load Garbage Truck

2013 Mack MRU600 T/A Front Load Garbage Truck, 6507 Hrs Showing, 132,946 miles showing, CNG 9.0 Liter L6 Engine, Automatic Transmission, Air Brakes, Backup Camera, AC/Heat, WITTKE Bed, 315/80R22.5 and 11R22.5 Tires The Carfax includes only the original components in this report. Some of those components could have been changed or replaced., VIN: 1M2AV17C5DM010450
PAYMENT CODE: SZXH8JJV

*** ITEM PAID ***

Proceeds

Commission: 7% flat rate.

Net Proceeds:

\$6,300.00

(\$441.00)

\$5,859.00

Bidder: Rodney Womack, Oklahoma City, OK, Day: 405-760-8111, rwomack@jrequip.net

Bidder Number: 70410

Item 14.

353

HE2202

**2015 John Deere 310SL 4x4 Loader Backhoe w/Extendahoe**

2015 John Deere 310SL 4x4 Loader Backhoe w/Extendahoe, 3533.9 Hrs Showing, 85 hp, John Deere PowerTech 4.5L Diesel Engine, 4-Speed Powershift Transmission, 4-IN-1 Loader Bucket (would not open the day of listing), Thumb For Rear Bucket, NOTE: unit does have metal in Hydraulic System and needs attention, SN: 1T0310SLCFF287008

PAYMENT CODE: PSAIPAS1

*** ITEM PAID ***

Proceeds**Commission: 7% flat rate.****Net Proceeds:**

\$30,750.00

(\$2,152.50)

\$28,597.50**Bidder:** John Theorin - WSC, Inc., Merrill, WI, Day: 715-581-1915, johntheorin@yahoo.com

Bidder Number: 20116

HE2203

**2008 Ford Crown Victoria 4-Door Sedan**

2008 Ford Crown Victoria 4-Door Sedan, Not Actual Miles, 4.6L V8 Gasoline Engine, Automatic Transmission, 235/55R17 Tires, NOTE: Unit did need jump pack to start and run for video, brakes are spongy and need attention The Carfax includes only the original components in this report. Some of those components could have been changed or replaced., Title Will Be Marked Miles Exempt, VIN: 2FACP71V28X176835

PAYMENT CODE: JOHW5EKS

*** ITEM PAID ***

Proceeds**Commission: 7% flat rate.****Net Proceeds:**

\$2,475.00

(\$173.25)

\$2,301.75**Bidder:** Shawn Ellison - Fat alans towing, Norman, OK, Day: 405-640-4126,steadfastroadside@gmail.com

Bidder Number: 719897

HE2204

**BREN Power Pro 1036 Vinyl Cutter**

Bren Power Pro 1036 Vinyl Cutter, SN: ZJ21239-14798

PAYMENT CODE: XHSC8HC0

*** ITEM PAID ***

Proceeds**Commission: 7% flat rate.****Net Proceeds:**

\$55.00

(\$3.85)

\$51.15**Bidder:** Shawn Ellison - Fat alans towing, Norman, OK, Day: 405-640-4126,steadfastroadside@gmail.com

Bidder Number: 719897

HE2205

**2015 Ford Police Interceptor SUV**

2015 Ford Police Interceptor SUV, Not Actual Miles, 3.7 Liter V6 Gasoline Engine, Automatic Transmission, 245/55R18 Tires, NOTE: Unit does have damage and missing parts, Mileage unknown due to missing dash cluster The Carfax includes only the original components in this report. Some of those components could have been changed or replaced., VIN: 1FM5K8AR4FGB51821, NOT OPERATIONAL DAY OF LISTING

PAYMENT CODE: QZSEG6KQ

*** ITEM PAID ***

Proceeds**Commission: 7% flat rate.****Net Proceeds:**

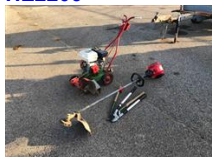
\$210.00

(\$14.70)

\$195.30**Bidder:** Raymond Elrod, Colbert, OK, Day: 580-775-4805, billie_john2001@yahoo.com

Bidder Number: 686604

HE2206

**Landscaping Tools & Equipment**

Landscaping Tools & Equipment, Craftsman Weedeater, Edger, Hand Shears, NOTE: neither mechanized unit started the day of listing

PAYMENT CODE: 743GWLCP**Proceeds****Commission: Collapsed sale.****Net Proceeds:**

\$0.00

\$0.00

\$0.00

Item 14.

354

HE2207

**Janitorial Supplies**

Janitorial Supplies, Paper Towels, Toilet Paper, Soap, Dispensers, Buyer Takes All, No Hand Picking

PAYMENT CODE: 0EZMA4D7

*** ITEM PAID ***

Proceeds**Commission: 7% flat rate.**

Item 14.

\$80.00

(\$5.60)

Net Proceeds:**\$74.40****Bidder:** Donna Pace, Duncan, OK, Day: 580-656-3191, donnapace1974@yahoo.com

Bidder Number: 213155

HE2208

**2007 Gillig 23 Passenger Municipal Transit Bus**

2007 Gillig 23 Passenger Municipal Transit Bus, 9413 Hrs Showing, 999,999 miles showing, Title Will Be Marked Miles Exempt, Diesel Engine, Automatic Transmission, Air Brakes, Air Suspension, AC/Heat, Handicap Accessible, 275/70R22.5 Tires The Carfax includes only the original components in this report. Some of those components could have been changed or replaced., VIN: 15GGE291971091340

PAYMENT CODE: UXJHJPCQ

*** ITEM PAID ***

Proceeds**Commission: 7% flat rate.**

\$2,100.00

(\$147.00)

Net Proceeds:**\$1,953.00****Bidder:** James McDonald, Ocheyedan, IA, Day: 712-461-1247, jamesmronald@gmail.com

Bidder Number: 691392

HE2209

**2007 Gillig 23 Passenger Municipal Transit Bus**

2007 Gillig 23 Passenger Municipal Transit Bus, 1787 Hrs Showing, Diesel Engine, Automatic Transmission, Handicap Accessible, AC/Heat, 275/70R22.5 Tires, NOTE: Unit would not start the day of listing, mileage unknown due to lack of charging and starting of engine The Carfax includes only the original components in this report. Some of those components could have been changed or replaced., Title Will Be Marked Miles Exempt, NOT OPERATIONAL DAY OF LISTING, VIN: 15GGE291571091335

PAYMENT CODE: JPA079P0

*** ITEM PAID ***

Proceeds**Commission: 7% flat rate.**

\$925.00

(\$64.75)

Net Proceeds:**\$860.25****Bidder:** James McDonald, Ocheyedan, IA, Day: 712-461-1247, jamesmronald@gmail.com

Bidder Number: 691392

HE2210

**Android Tablets**

Android Tablets, Various Models, Charging Cords, Some May Be Locked Out

PAYMENT CODE: C6JVZUIW

*** ITEM PAID ***

Proceeds**Commission: 7% flat rate.**

\$95.00

(\$6.65)

Net Proceeds:**\$88.35****Bidder:** Cameron Ware, Blanchard, OK, Day: 405-618-2170, camware23@gmail.com

Bidder Number: 699904

HE2211

**Metal Shelves**

Metal Shelves, (2) Shelves Total, 2'x4'x6'

PAYMENT CODE: R89OFLDB

*** ITEM PAID ***

Proceeds**Commission: 7% flat rate.**

\$2.00

(\$0.14)

Net Proceeds:**\$1.86****Bidder:** William Nance, Noble, OK, Mobile: 405-229-6532, billytheman@gmail.com

Bidder Number: 278205

Proceeds:	\$213,379.00
Commissions:	(\$14,936.53)
Title processing fee	(\$25.00)
Total:	\$198,417.47
Balance Due:	\$198,417.47

Thank you for using BigIron Online Auctions. If you have any questions, please contact our office at 1-800-937-3558. Click here to [contact us](#). Or, email us at customer.service@bigiron.com.

355

File Attachments for Item:

15. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-84: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$11,517 FROM THE RISK MANAGEMENT MISCELLANEOUS REIMBURSEMENTS/ REFUNDS ACCOUNT TO REPAIR AND REPLACE ROADSIDE GUARDRAIL, FENCING AND OTHER MISCELLANEOUS ASSETS DAMAGED IN TRAFFIC COLLISIONS.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: November 28, 2023

REQUESTER: Joseph Hill, Streets Program Manager

PRESENTER: Shawn O'Leary, Director of Public Works

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-84: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$11,517 FROM THE RISK MANAGEMENT MISCELLANEOUS REIMBURSEMENTS/ REFUNDS ACCOUNT TO REPAIR AND REPLACE ROADSIDE GUARDRAIL, FENCING AND OTHER MISCELLANEOUS ASSETS DAMAGED IN TRAFFIC COLLISIONS.

BACKGROUND:

The City of Norman's Public Works Street Division is responsible for maintenance of over 780 Miles of roadway and 80 nationally registered bridges. Some of the various maintenance activities can include but are not limited to concrete panel repair or replacement, asphalt patching or resurfacing, roadside mowing, guardrail repair or replacement and roadside fencing repair or replacement. In addition, there are upwards of 300 culvert crossings of various size and nature throughout the City of Norman that are generally maintained by the Stormwater Maintenance division.

Maintenance of the described facilities is generally considered routine in nature but at times can be required in response to damage caused from a variety of circumstances such as vehicular incidents, or severe weather events.

On August 25, 2022, damage was sustained to a portion of guardrail on 60th Avenue SE near State Highway 9 from vehicular impact. The responsible driver was identified for collection purposes. City forces repaired the damage at the location totaling \$3,375.00. On June 12, 2023, a check from Geico Casualty Insurance in the amount of \$3,375.00 was collected. This check was deposited into the Refunds/Reimbursements Risk Management account.

It is policy within the Streets and Stormwater maintenance divisions to conserve materials to the extent feasible within various maintenance operations. The City of Norman Public Works

Department encourages both contractors and staff to plan projects and maintenance in such a manner to reduce the amount of spoils or waste produced on projects.

An example of this conservation policy in action would be the replacement of damaged corrugated metal culvert. When replaced with new culvert, the replaced section will be sectioned off and the reusable portion stored for later application or placed into excess material pile for recycling.

In Late September through early October, Streets Division staff hauled a total of 135,700 pounds or nearly 68 tons of scrap material to the Derichebourg Recycling facility in Oklahoma City, Oklahoma.

On October 11, 2023 the City of Norman received a check in the amount of \$8,142.00 as compensation for the recycled materials generated during maintenance activities. This check was deposited into the Refunds/Reimbursements Risk Management account.

DISCUSSION:

The continuing number of traffic collisions involving damage to roadside facilities depletes the City's inventory of spare materials and funds to replenish those materials. Replacement materials are necessary in order to continue providing safe, passable and maintained transportation facilities. The Streets and Stormwater Divisions do not have adequate funding in their respective operating budgets to regularly purchase replacement materials or contract repairs of damaged roadside facilities and needs to access the funds collected from the insurance claim and material recycling payment in order to do so and continue providing quality and prompt maintenance services Citywide.

The below table details the requested re-appropriation and distribution between Streets and Stormwater Division operating accounts. The total of the above referenced payments is \$11,517.00.

From Account:	To Account:	Total:
109-364251	10550221-43199	\$4,071.00
109-364251	10550222-43199	\$4,071.00
43-29000	10550221-44299	\$3,375.00
Total:		\$11,517.00

RECOMMENDATION:

Staff recommends the approval of Resolution R-2324-84 for the re-appropriation of \$11,517.00 per the above table to repair and replace roadside guardrail, fencing and other miscellaneous assets damaged in traffic collisions as outlined in the staff report.

Resolution

R-2324-84

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$11,517 FROM THE RISK MANAGEMENT MISCELLANEOUS REIMBURSEMENTS/ REFUNDS ACCOUNT TO REPAIR AND REPLACE ROADSIDE GUARDRAIL, FENCING AND OTHER MISCELLANEOUS ASSETS DAMAGED IN TRAFFIC COLLISIONS.

- § 1. WHEREAS, the City of Norman Public Works Street Division is responsible for maintenance of over 780 miles of roadway and 80 nationally registered bridges; and
- § 2. WHEREAS, maintenance is generally considered routine in nature but at times can be required in response to damage caused from a variety of circumstances such as vehicular incidents or severe weather events; and
- § 3. WHEREAS, on August 25, 2022, damage was sustained to a portion of guardrail on 60th Avenue S.E. near State Highway 9 from vehicular impact that totaled \$3,375.00; and
- § 4. WHEREAS, the responsible driver and insurance company was identified and a check for \$3,375.00 was collected and deposited into the Refunds/Reimbursements Risk Management account; and
- § 5. WHEREAS, it is policy within the Streets and Stormwater Maintenance Divisions to conserve materials to the extent feasible within various maintenance operations; and
- § 6. WHEREAS, in late September through October, staff hauled nearly 68 tons of scrap metal to the Derichebourg Recycling facility in Oklahoma City and received a check for \$8,142.00 that was deposited into the Refunds/Reimbursements Risk Management account; and
- § 7. WHEREAS, the continuing number of traffic collisions involving damage to roadside facilities depletes the City's inventory of spare materials and funding and it is necessary to replace those materials in order to continue providing safe, passable and maintain the City's transportation facilities.

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

- § 8. That the following appropriations be made for the reasons stated above:

Account Name	Losing Account	Gaining Account	Amount
Refunds/Reimbursements Risk Management account	109-364251	10550221-43199	\$4,071.00
Refunds/Reimbursements Risk Management account	109-364251	10550222-43199	\$4,071.00
Risk Fund/Fund Balance account	43-29000	10550221-44299	\$3,375.00

PASSED AND ADOPTED this 28th day of November, 2023

Mayor

ATTEST:

City Clerk





Street Maintenance - Material Conservation
Material Conservation Plan

The City of Norman Public Works Department encourages all contractors and staff to plan projects to reduce the amount of spoils produced on projects. When possible, the recycling of used materials from projects is encouraged. This may include using asphalt millings in mix designs, concrete rubble being utilized for rip rap and fill, structural steel will be collected and taken for recycling, and earthen materials being stockpiled on the job or other location for eventual reuse. The recycle/reuse will minimize the mining of raw materials for projects and aid in environmental issues created by removing spoils to landfill locations. This plan will aid in Norman's goal to be a cleaner and greener city.

Approved:

Shawn O'Leary, Director of Public Works

10/11/2022
Date


Joseph Hill, Public Works Streets Program Manager

10/11/2022
Date

office memorandum



office memorandum

DATE: June 12, 2023
TO: Clint Mercer, Chief Accountant
FROM: Sarah Encinias, Legal Admin Tech 
SUBJECT: City of Norman Debt Recovery
 Incident Report: 22-31012

On August 25, 2022, damage was sustained to guardrail on 60th Avenue SE at State Highway 9. The driver and responsible party was identified as G. Hunsucker.

Attached is a check from Geico Casualty insurance in the total amount of \$3,375.00 to cover damage costs.

Please advise if further information is needed.

Attachment

cc: Shawn O'Leary, Director of Public Works
 David Riesland, Transportation Engineer
 Awet Frezgi, Traffic Engineer
 Joseph Hill, Streets Program Manager
 Ricky Wilkerson, Street Supervisor
 April Kerr, Admin Tech III
 Barbara Andros, Revenue Collection Supervisor

Detailed Payment Summary

GEICO CASUALTY CO
Field Claim Center: 09 Dallas

NO. N 2429242 Item 15.

Date: 06/06/2023

2280 N. GREENVILLE AVE
RICHARDSON, TX 75082-4412

Date of Loss: 08/25/2022

Claimant Name: City Of Norman

Pay To:
City Of Norman

City Of Norman
PO Box 370
Norman Ok 73070-0370

Total Amount:
\$***3,375.00

Payment Type:
LOSS

IP AND FEATURE AND AMOUNT
05 APD \$***3375.00

In Payment Of
Property Damage Coverage
Guardrail
DOL 8/25/22

Visit geico.com

Now, parties involved in a GEICO claim can track the progress of the claim, view damage photos and more at geico.com! *GEICO policyholders can make a payment, change drivers or vehicles and request additional coverages.* Not insured with GEICO? 15 minutes could save you 15% or more on car insurance. Of course, we're also available for policy or claim service 24/7 at 1-800-841-3000.

* These online services are unavailable to Assigned Risk policyholders and Commercial policyholders.

clmschck

PLEASE DETACH AND KEEP FOR YOUR RECORDS

GEICO CASUALTY CO
2280 N. GREENVILLE AVE
RICHARDSON, TX 75082-4412

Bank of America
South Portland, ME 04106

52-153
112 ME

NO. N 242924225

VOID AFTER 180 DAYS

Date: 06/06/2023

Claimant: City Of Norman

In Payment of: Property Damage Coverage
Guardrail
DOL 8/25/22

Amount:
\$***3,375.00

Feature Symbol & Amount

APD \$***3375.00

THREE-THOUSAND-THREE-HUNDRED-SEVENTY-FIVE*AND*00/100*DOLLARS***

Pay to the Order of:
CITY OF NORMAN

Mail To:
City Of Norman
PO Box 370
Norman Ok 73070-0370

DERICHEBOURG RECYCLING USA
WHARF STREET, 1
HOUSTON, TX

77012

Item 15.

Vendor STRECIY STREETS DEPARTMENT,

Date : 10/11/23
No.15005347

SEE ATTACHED RECEIPT # 1, FOR *****8142.00 USD

DERICHEBOURG RECYCLING USA
WHARF STREET, 1
HOUSTON, TX

77012

Vendor STRECIY STREETS DEPARTMENT,

Date : 10/11/23
No.15005347

SEE ATTACHED RECEIPT # 1, FOR *****8142.00 USD

WARNING: ORIGINAL DOCUMENT HAS A VOID PANTOGRAPH • FLUORESCENT FIBERS • A REFLECTIVE WATERMARK ON THE BACK.



DERICHEBOURG RECYCLING USA
7501 Wallisville Road
HOUSTON, TX 77020-3543
(713) 675-2281

BANK OF AMERICA

86-0001
1030

DATE
10/11/2023

No. 15005347

VOID AFTER 90 DAYS

PAY EXACTLY EIGHT THOUSAND AND ONE HUNDRED AND FORTY
TWO

\$ *****8142.00

PAY TO THE ORDER OF

STREETS DEPARTMENT, CITY OF NO
668 E LINDSEY
NORMAN 73071

CHECKS OVER \$5,000 REQUIRE TWO SIGNATURES

AUTHORIZED SIGNATURE

⑈ 15005347 ⑈ ⑆ 103000017⑆ 305001115026 ⑈

364

PAYMENT

Item 15.

STREETS DEPARTMENT, CITY OF NO
668 E LINDSEY

73071 NORMAN
ID 4053292524

DERICHEBOURG RECYCLING USA
100 BATH STREET

73117 OKLAHOMA CITY
TAX ID 02/032/4449

Invoiced drafted on . . . : 10/11/23 Number . . . : 1
On behalf of . . . : STREETS DEPARTMENT, STRETCITY Currency . : USD

Ticket	Date	Description	Weight	Un	Unit	Price	Un	Amount	CUR
29518	09/12/23	104 TIN	8420	LB	6.00	CW	505.20	USD	
29519	09/12/23	104 TIN	5180	LB	6.00	CW	310.80	USD	
29520	09/12/23	104 TIN	5120	LB	6.00	CW	307.20	USD	
29523	09/12/23	104 TIN	5380	LB	6.00	CW	322.80	USD	
29525	09/12/23	104 TIN	6720	LB	6.00	CW	403.20	USD	
29526	09/12/23	104 TIN	3580	LB	6.00	CW	214.80	USD	
29534	09/13/23	104 TIN	4280	LB	6.00	CW	256.80	USD	
29535	09/13/23	104 TIN	5320	LB	6.00	CW	319.20	USD	
29537	09/13/23	104 TIN	4540	LB	6.00	CW	272.40	USD	
29539	09/13/23	104 TIN	5420	LB	6.00	CW	325.20	USD	
29541	09/13/23	104 TIN	4200	LB	6.00	CW	252.00	USD	
29542	09/13/23	104 TIN	5760	LB	6.00	CW	345.60	USD	
29543	09/13/23	104 TIN	6380	LB	6.00	CW	382.80	USD	
29545	09/13/23	104 TIN	4640	LB	6.00	CW	278.40	USD	
29548	09/13/23	104 TIN	5080	LB	6.00	CW	304.80	USD	
29551	09/13/23	104 TIN	3380	LB	6.00	CW	202.80	USD	
29554	09/13/23	104 TIN	3680	LB	6.00	CW	220.80	USD	
29555	09/13/23	104 TIN	4240	LB	6.00	CW	254.40	USD	
29556	09/13/23	104 TIN	7840	LB	6.00	CW	470.40	USD	
29727	09/29/23	104 TIN	8220	LB	6.00	CW	493.20	USD	
29808	10/06/23	104 TIN	2920	LB	6.00	CW	175.20	USD	
29809	10/06/23	104 TIN	4980	LB	6.00	CW	298.80	USD	
29811	10/06/23	104 TIN	7820	LB	6.00	CW	469.20	USD	
29813	10/06/23	104 TIN	12600	LB	6.00	CW	756.00	USD	

Total 135700

Total.....: 8142.00 USD
Payment by check. : 8142.00 USD 15005347 BANK OF AMERICA

CFC REMOVAL

"Sellers certifies that all refrigerant (including but not limited to chlorofluorocarbons (CFC's) and hydrochlorofluorocarbons (HCFC's), As defined in 608 of the Clean Air Act Amendments and 40 CFR Part 82) that has not leaked previously will be recovered from appliances to be delivered under this contract of sale prior to delivery. Seller further certifies that any and all light ballasts, transformers, condensers, etc., that might contain PCB's are completely removed from your scrap material before entering Derichebourg Recycling USA's yard. Derichebourg Recycling USA's USA harmless from any claim, penalty, fine, fee, cost, attorney's fees or other liability resulting in whole or in part from the seller's breach of this I hereby certify that I have the right to possess and sell this property.

Por medio de esta firma, atestiguo y verifico que yo so el dueño de esta propiedad y tengo el derencia de poseería y de venderia.

RECEIVED BY

DATE

TICKET #: 0295250 09/12/23

INBOUND NORMAN

09/12/23 NO

03:38 PM

Page 1

SUBCONTRACT

PURCH CONTRACT :

SUPPLIER: PEDDLNO

ORIGIN : STRECIITY STREETS DEPARTMENT, CITY 668 UNK 668 E LINDSEY

GROSS . . . : 42040 LB

TARE . . . : 35320 LB

73071

NORMAN

NET WEIGHT : 6720 LB

MLS

HOUR:

DRIVER . :

B/L: : FR

INITIAL LOC.:

CARRIER:

TRUCK : 32225

TRAILER:

SKIP:

SKIP REM.:

DISCOUNT . :

DEDUCTION:

GRADE	NET WEIGHT	UNIT PRICE	AMOUNT	USD
F640 104 TIN	6720 LB	6.00 CW	403.20	

I hereby certify that I have the right to possess and sell this property.

Por medio de esta firma, atestiguo y verifico que yo so el dueño de esta propiedad y tengo el derencia de poseeria y de venderia.

G. L. Moore

RECEIVED BY

DATE

TOTAL . . : 6720 LB

403.20 USD

Comments . . :

Cash payment: Y

Document type: DL

Profil création : NEWBERRY01 Nicole NEWBERRY

Identity document n°: 4053292524

TICKET #: 0295190 09/12/23

INBOUND NORMAN

09/12/23 NO

02:33 PM

Page 1

SUBCONTRACT

PURCH CONTRACT :

SUPPLIER: PEDDLNO

ORIGIN : STRECIITY STREETS DEPARTMENT, CITY 668 UNK 668 E LINDSEY

GROSS . . . : 40320 LB

TARE . . . : 35140 LB

73071

NORMAN

NET WEIGHT : 5180 LB

MLS

HOUR:

DRIVER . :

B/L: : FR

INITIAL LOC.:

CARRIER:

TRUCK : 32225

TRAILER:

SKIP:

SKIP REM.:

DISCOUNT . :

DEDUCTION:

GRADE	NET WEIGHT	UNIT PRICE	AMOUNT	USD
F640 104 TIN	5180 LB	6.00 CW	310.80	

I hereby certify that I have the right to possess and sell this property.

Por medio de esta firma, atestiguo y verifico que yo so el dueno de esta propiedad y tengo el derench de poseeria y de venderia.

Gilmore

RECEIVED BY

DATE

TOTAL . . : 5180 LB

310.80 USD

Comments . . :

Cash payment: Y

Document type: DL

Profil création : NEWBERRY01 Nicole NEWBERRY

Identity document n°: 4053292524

ATM PAYMENTS MUST BE CASHED OUT THE SAME DAY

TICKET #: 0295230 09/12/23

INBOUND NORMAN

09/12/23 NO

03:26 PM

Page 1

SUBCONTRACT

PURCH CONTRACT :

SUPPLIER: PEDDLNO

ORIGIN : STRECIITY STREETS DEPARTMENT, CITY 668 UNK 668 E LINDSEY

GROSS . . . : 29040 LB

TARE. . . . : 23660 LB

NET WEIGHT : 5380 LB

73071

NORMAN

B/L: : FR

MLS HOUR:

DRIVER . :

TRUCK : 42025 TRAILER:

INITIAL LOC.:

CARRIER:

DISCOUNT . :

SKIP:

SKIP REM.:

DEDUCTION:

GRADE	NET WEIGHT	UNIT PRICE	AMOUNT	USD
F640 104 TIN	5380 LB	6.00 CW	322.80	

I hereby certify that I have the right to possess and sell this property.

Por medio de esta firma, atestiguo y verifico que yo so el dueno de esta propiedad y tengo el derencia de poseeria y de venderia.

 3883

RECEIVED BY

DATE

TOTAL . . . : 5380 LB

322.80 USD

Comments . . . :

Cash payment: Y

Document type: DL

Profil création : NEWBERRY01 Nicole NEWBERRY

Identity document n°: 4053292524

ATM PAYMENTS MUST BE CASHED OUT THE SAME DAY

TICKET #: 0295180 09/12/23

INBOUND NORMAN

09/12/23 NO

02:28 PM

Page 1

SUBCONTRACT

PURCH CONTRACT :

SUPPLIER: PEDDLNO

ORIGIN : STRECIY STREETS DEPARTMENT, CITY 668 UNK 668 E LINDSEY

GROSS . . . : 31940 LB

TARE . . . : 23520 LB

73071

NORMAN

NET WEIGHT : 8420 LB

MLS

HOURL:

DRIVER . . :

B/L: : FR

INITIAL LOC.:

CARRIER:

TRUCK : 42045

TRAILER:

SKIP:

SKIP REM.:

DISCOUNT . . :

DEDUCTION:

GRADE	NET WEIGHT	UNIT PRICE	AMOUNT	USD
F640 104 TIN	8420 LB	6.00 CW	505.20	

I hereby certify that I have the right to possess and sell this property.

Por medio de esta firma, atestiguo y verifico que yo so el dueno de esta propiedad y tengo el derancha de poseeria y de venderia.

[Signature]

3883

RECEIVED BY

09/12/23

DATE

505.20 USD

TOTAL . . : 8420 LB

Comments . . . :

Cash payment: Y

Document type: DL

Profil création : NEWBERRY01 Nicole NEWBERRY

Identity document n°: 4053292524

ATM PAYMENTS MUST BE CASHED OUT THE SAME DAY

TICKET #: 0295200 09/12/23

INBOUND NORMAN

09/12/23 NO

02:38 PM

Page 1

SUBCONTRACT

PURCH CONTRACT :

SUPPLIER: PEDDLNO

ORIGIN : STRECIY STREETS DEPARTMENT, CITY 668 UNK 668 E LINDSEY

GROSS . . . : 28720 LB

TARE . . . : 23600 LB

NET WEIGHT : 5120 LB

73071

NORMAN

B/L: : FR

MLS

HOURL:

DRIVER . . :

INITIAL LOC.:

CARRIER:

TRUCK : 30045

TRAILER:

SKIP:

SKIP REM.:

DISCOUNT . . :

DEDUCTION:

GRADE	NET WEIGHT	UNIT PRICE	AMOUNT	USD
F640 104 TIN	5120 LB	6.00 CW	307.20	

I hereby certify that I have the right to possess and sell this property.

Por medio de esta firma, atestiguo y verifico que yo so el dueno de esta propiedad y tengo el derencha de poseeria y de venderia.

Logan

RECEIVED BY

9-12-23

DATE

TOTAL . . : 5120 LB

307.20 USD

Comments . . . :

Cash payment: Y

Document type: DL

Profil création : NEWBERRY01 Nicole NEWBERRY

Identity document n°: 4053292524

ATM PAYMENTS MUST BE CASHED OUT THE SAME DAY

TICKET #: 0295260 09/12/23 COPY

INBOUND NORMAN

09/12/23 NO

03:49 PM

Page 1

SUBCONTRACT

PURCH CONTRACT :

SUPPLIER: PEDDLNO

ORIGIN : STRECIITY STREETS DEPARTMENT, CITY 668 UNK 668 E LINDSEY

GROSS . . . : 27040 LB

TARE. . . . : 23460 LB

NET WEIGHT : 3580 LB

MLS

73071

NORMAN

HOURL:

DRIVER . . :

B/L: : FR

INITIAL LOC.:

CARRIER:

TRUCK : 30045

TRAILER:

SKIP:

SKIP REM.:

DISCOUNT . . :

DEDUCTION:

GRADE	NET WEIGHT	UNIT PRICE	AMOUNT	USD
F640 104 TIN	3580 LB	6.00 CW	214.80	

I hereby certify that I have the right to possess and sell this property.

Por medio de esta firma, atestiguo y verifico que yo so el dueno de esta propiedad y tengo el derench de poseeria y de venderia.

Logan

RECEIVED BY

9-12-23

DATE

214.80 USD

TOTAL . . : 3580 LB

Comments . . . :

Cash payment: Y

Document type: DL

Profil création : NEWBERRY01 Nicole NEWBERRY

Identity document n°: 4053292524

E.A. 1023.60

TICKET #: 0295540 09/13/23

INBOUND NORMAN

09/13/23 NO

02:05 PM

Page 1

SUBCONTRACT

PURCH CONTRACT :

SUPPLIER: PEDDLNO

ORIGIN : STRECIITY STREETS DEPARTMENT, CITY 668 UNK 668 E LINDSEY

GROSS . . . : 27300 LB

TARE . . . : 23620 LB

NET WEIGHT : 3680 LB

73071

NORMAN

B/L: : FR

MLS

hour:

DRIVER . :

INITIAL LOC.:

CARRIER:

TRUCK : 42045

TRAILER:

SKIP:

SKIP REM.:

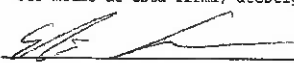
DISCOUNT . :

DEDUCTION:

GRADE	NET WEIGHT	UNIT PRICE	AMOUNT	USD
F640 104 TIN	3680 LB	6.00 CW	220.80	

I hereby certify that I have the right to possess and sell this property.

Por medio de esta firma, atestiguo y verifico que yo so el dueno de esta propiedad y tengo el derencha de poseeria y de venderia.



3883

RECEIVED BY

DATE

TOTAL . . : 3680 LB

220.80 USD

Comments . . . :

Cash payment: Y

Document type: DL

Profil création : NEWBERRY01 Nicole NEWBERRY

Identity document n°: 4053292524

TICKET #: 0295450 09/13/23

INBOUND NORMAN

09/13/23 NO

12:17 PM

Page 1

SUBCONTRACT

PURCH CONTRACT :

SUPPLIER: PEDDLNO

ORIGIN : STRECIITY STREETS DEPARTMENT, CITY 668 UNK 668 E LINDSEY

GROSS . . . : 28300 LB

TARE . . . : 23660 LB

73071 NORMAN

NET WEIGHT : 4640 LB

MLS HOUR:

DRIVER . :

B/L: : FR

INITIAL LOC.:

CARRIER:

TRUCK : 42045

TRAILER:

SKIP:

SKIP REM.:

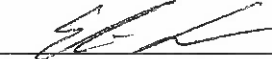
DISCOUNT . :

DEDUCTION:

GRADE	NET WEIGHT	UNIT PRICE	AMOUNT	USD
F640 104 TIN	4640 LB	6.00 CW	278.40	

I hereby certify that I have the right to possess and sell this property.

Por medio de esta firma, atestiguo y verifico que yo so el dueño de esta propiedad y tengo el derencha de poseería y de venderia.

 3883

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DATE

TOTAL . . : 4640 LB

278.40 USD

Comments . . :

Cash payment: Y

Document type: DL

Profil création : NEWBERRY01 Nicole NEWBERRY

Identity document n°: 4053292524

TICKET #: 0295410 09/13/23

INBOUND NORMAN

09/13/23 NO

11:16 AM

SUBCONTRACT

Page 1

PURCH CONTRACT :

SUPPLIER: PEDDLNO

ORIGIN : STRECIITY STREETS DEPARTMENT, CITY 668 UNK 668 E LINDSEY

GROSS . . . : 27900 LB

TARE . . . : 23700 LB

NET WEIGHT : 4200 LB

73071 NORMAN

B/L: : FR

MLS HOUR:

DRIVER . . :

TRUCK : 1 TRAILER:

INITIAL LOC.:

CARRIER:

DISCOUNT . . :

SKIP:


SKIP REM.:

DEDUCTION:

GRADE	NET WEIGHT	UNIT PRICE	AMOUNT	USD
F640 104 TIN	4200 LB	6.00 CW	252.00	

I hereby certify that I have the right to possess and sell this property.

Por medio de esta firma, atestiguo y verifico que yo so el dueno de esta propiedad y tengo el derencha de poseeria y de venderia.

 3883

RECEIVED BY

DATE

TOTAL . . : 4200 LB

252.00 USD

Comments . . :

Cash payment: Y

Document type: DL

Profil création : NEWBERRY01 Nicole NEWBERRY

Identity document n°: 4053292524

TICKET #: 0295370 09/13/23

INBOUND NORMAN

09/13/23 NO

10:17 AM

Page 1

SUBCONTRACT

PURCH CONTRACT :

SUPPLIER: PEDDLNO

ORIGIN : STRECIITY STREETS DEPARTMENT, CITY 668 UNK 668 E LINDSEY

GROSS . . . : 28240 LB

TARE . . . : 23700 LB

73071

NORMAN

NET WEIGHT : 4540 LB

MLS

HOUR:

DRIVER . . :

B/L: : FR

INITIAL LOC.:

CARRIER:

TRUCK : 42045

TRAILER:

SKIP:

SKIP REM.:

DISCOUNT . . :

DEDUCTION:

GRADE

NET WEIGHT UNIT PRICE AMOUNT USD

F640 104 TIN

4540 LB

6.00 CW

272.40

I hereby certify that I have the right to possess and sell this property.

Por medio de esta firma, atestiguo y verifico que yo so el dueño de esta propiedad y tengo el derencha de poseería y de venderia.

[Signature]

3883

RECEIVED BY

DATE

Comments . . . :

TOTAL . . . : 4540 LB

272.40 USD

Cash payment: Y

Document type: DL

Profil création : NEWBERRY01 Nicole NEWBERRY

Identity document n°: 4053292524

B.G. - 1,524.

TICKET #: 0295390 09/13/23

INBOUND NORMAN

09/13/23 NO

10:45 AM

Page 1

SUBCONTRACT

PURCH CONTRACT :

SUPPLIER: PEDDLNO

ORIGIN : STRECIITY STREETS DEPARTMENT, CITY 668 UNK 668 E LINDSEY

GROSS : . . . : 28640 LB

TARE. . . . : 23220 LB

73071 NORMAN

NET WEIGHT : 5420 LB

MLS HOUR:

DRIVER . . :

B/L: : FR

INITIAL LOC.:

CARRIER:

TRUCK : 1 TRAILER:

SKIP:

SKIP REM.:

DISCOUNT . . :

DEDUCTION:

GRADE	NET WEIGHT	UNIT	PRICE	AMOUNT	USD
F640 104 TIN	5420 LB		6.00 CW	325.20	

I hereby certify that I have the right to possess and sell this property.

Por medio de esta firma, atestiguo y verifico que yo so el dueno de esta propiedad y tengo el derenchia de poseeria y de venderia.

B. Gilmore

RECEIVED BY

DATE

325.20 USD

TOTAL . . . : 5420 LB

Comments . . . :

Cash payment: Y

Document type: DL

Profil création : NEWBERRY01 Nicole NEWBERRY

Identity document n°: 4053292524

TICKET #: 0295340 09/13/23

INBOUND NORMAN

09/13/23 NO

09:33 AM

Page 1

SUBCONTRACT

PURCH CONTRACT :

SUPPLIER: PEDDLNO

ORIGIN : STRECIY STREETS DEPARTMENT, CITY 668 UNK 668 E LINDSEY

GROSS . . . : 27520 LB

TARE. . . . : 23240 LB

73071

NORMAN

NET WEIGHT : 4280 LB

MLS

HOURL:

DRIVER . :

B/L: : FR

INITIAL LOC.:

CARRIER:

TRUCK : 1

TRAILER:

SKIP:

SKIP REM.:

DISCOUNT . :

DEDUCTION:

GRADE	NET WEIGHT	UNIT PRICE	AMOUNT	USD
F640 104 TIN	4280 LB	6.00 CW	256.80	

I hereby certify that I have the right to possess and sell this property.

Por medio de esta firma, atestiguo y verifico que yo so el dueño de esta propiedad y tengo el derencia de poseeria y de venderia.

B. Gilmore

RECEIVED BY

DATE

TOTAL . . : 4280 LB

256.80 USD

Comments . . :

Cash payment: Y

Document type: DL

Profil création : NEWBERRY01 Nicole NEWBERRY

Identity document n°: 4053292524

TICKET #: 0295430 09/13/23

INBOUND NORMAN

09/13/23 NO

11:49 AM

Page 1

SUBCONTRACT

PURCH CONTRACT :

SUPPLIER: PEDDLNO

ORIGIN : STRECIY STREETS DEPARTMENT, CITY 668 UNK 668 E LINDSEY

GROSS . . . : 29560 LB

TARE. . . . : 23180 LB

73071 NORMAN

NET WEIGHT : 6380 LB

MLS HOUR:

DRIVER . :

B/L: : FR

INITIAL LOC.:

CARRIER:

TRUCK : 24095

TRAILER:

SKIP:

SKIP REM.:

DISCOUNT . :

DEDUCTION:

GRADE	NET WEIGHT	UNIT PRICE	AMOUNT	USD
F640 104 TIN	6380 LB	6.00 CW	382.80	

I hereby certify that I have the right to possess and sell this property.

Por medio de esta firma, atestiguo y verifico que yo so el dueño de esta propiedad y tengo el derencia de poseería y de venderia.

B. Gilmore

RECEIVED BY

DATE

TOTAL . . : 6380 LB

382.80 USD

Comments . . :

Cash payment: Y

Document type: DL

Profil création : NEWBERRY01 Nicole NEWBERRY

Identity document n°: 4053292524

TICKET #: 0295480 09/13/23

INBOUND NORMAN
09/13/23 NO

12:52 PM

Page 1

SUBCONTRACT

PURCH CONTRACT :

SUPPLIER: PEDDLNO

ORIGIN : STRECIITY STREETS DEPARTMENT, CITY 668 UNK 668 E LINDSEY

GROSS . . . : 28140 LB

TARE. . . . : 23060 LB

73071

NORMAN

NET WEIGHT : 5080 LB

MLS

hour:

DRIVER . :

B/L: : FR

INITIAL LOC.:

CARRIER:

TRUCK : 24095

TRAILER:

SKIP:

SKIP REM.:

DISCOUNT . :

DEDUCTION:

GRADE	NET WEIGHT	UNIT PRICE	AMOUNT	USD
F640 104 TIN	5080 LB	6.00 CW	304.80	

I hereby certify that I have the right to possess and sell this property.

Por medio de esta firma, atestiguo y verifico que yo so el dueño de esta propiedad y tengo el derencha de poseería y de venderia.

B. Gilmore

RECEIVED BY

DATE

TOTAL . . : 5080 LB

304.80 USD

Comments . . :

Cash payment: Y

Document type: DL

Profil création : NEWBERRY01 Nicole NEWBERRY

Identity document n°: 4053292524

TICKET #: 0295550 09/13/23

INBOUND NORMAN

09/13/23 NO

02:31 PM

Page 1

SUBCONTRACT

PURCH CONTRACT :

SUPPLIER: PEDDLNO

ORIGIN : STRECIITY STREETS DEPARTMENT, CITY 668 UNK 668 E LINDSEY

GROSS . . . : 27280 LB

TARE . . . : 23040 LB

73071

NORMAN

NET WEIGHT : 4240 LB

MLS

HOURL:

DRIVER . :

B/L: : FR

INITIAL LOC.:

CARRIER:

TRUCK : 24095

TRAILER:

SKIP:

SKIP REM.:

DISCOUNT . :

DEDUCTION:

GRADE	NET WEIGHT	UNIT PRICE	AMOUNT	USD
F640 104 TIN	4240 LB	6.00 CW	254.40	

I hereby certify that I have the right to possess and sell this property.

Por medio de esta firma, atestiguo y verifico que yo so el dueño de esta propiedad y tengo el derencia de poseeria y de venderia.

B. Gilmore

RECEIVED BY

DATE

TOTAL . . : 4240 LB

254.40 USD

Comments . . :

Cash payment: Y

Document type: DL

Profil création : NEWBERRY01 Nicole NEWBERRY

Identity document n°: 4053292524

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TICKET #: 0295560 09/13/23

INBOUND NORMAN

09/13/23 NO

03:05 PM

Page 1

SUBCONTRACT

PURCH CONTRACT :

SUPPLIER: PEDDLNO

ORIGIN : STRECIY STREETS DEPARTMENT, CITY 668 UNK 668 E LINDSEY

GROSS . . . : 31680 LB

TARE . . . : 23840 LB

NET WEIGHT : 7840 LB

MLS

73071

NORMAN

hour:

DRIVER . . :

B/L: : FR

INITIAL LOC.:

CARRIER:

TRUCK : 1 TRAILER:

SKIP:

SKIP REM.:

DISCOUNT . . :

DEDUCTION:

GRADE	NET WEIGHT	UNIT PRICE	AMOUNT	USD
F640 104 TIN	7840 LB	6.00 CW	470.40	

I hereby certify that I have the right to possess and sell this property.

Por medio de esta firma, atestiguo y verifico que yo so el dueno de esta propiedad y tengo el derench de poseeria y de venderia.

L. Lambert

RECEIVED BY

DATE

TOTAL . . . : 7840 LB

470.40 USD

Comments . . . :

Cash payment: Y

Document type: DL

Profil création : NEWBERRY01 Nicole NEWBERRY

Identity document n°: 4053292524

ATM PAYMENTS MUST BE CASHED OUT THE SAME DAY

TICKET #: 0295510 09/13/23

INBOUND NORMAN

09/13/23 NO

01:36 PM

Page 1

SUBCONTRACT

PURCH CONTRACT :

SUPPLIER: PEDDLNO

ORIGIN : STRECIITY STREETS DEPARTMENT, CITY 668 UNK 668 E LINDSEY

GROSS . . . : 27240 LB

TARE . . . : 23860 LB

NET WEIGHT : 3380 LB

MLS

73071

NORMAN

hour:

DRIVER . . :

B/L: : FR

INITIAL LOC.:

CARRIER:

TRUCK : 30045

TRAILER:

SKIP:

SKIP REM.:

DISCOUNT . . :

DEDUCTION:

GRADE	NET WEIGHT	UNIT PRICE	AMOUNT	USD
F640 104 TIN	3380 LB	6.00 CW	202.80	

I hereby certify that I have the right to possess and sell this property.

Por medio de esta firma, atestigo y verifico que yo so el dueno de esta propiedad y tengo el derencha de poseeria y de venderia.

L. Lambert

RECEIVED BY

DATE

TOTAL . . : 3380 LB

202.80 USD

Comments . . . :

Cash payment: Y

Document type: DL

Profil création : NEWBERRY01 Nicole NEWBERRY

Identity document n°: 4053292524

TICKET #: 0295420 09/13/23

INBOUND NORMAN

09/13/23 NO

11:26 AM

Page 1

SUBCONTRACT

PURCH CONTRACT :

SUPPLIER: PEDDLNO

ORIGIN : STRECIITY STREETS DEPARTMENT, CITY 668 UNK 668 E LINDSEY

GROSS . . . : 29620 LB

TARE . . . : 23860 LB

73071

NORMAN

NET WEIGHT : 5760 LB

MLS

HOURL

DRIVER . :

B/L: : FR

INITIAL LOC.:

CARRIER:

TRUCK : 30045

TRAILER:

SKIP:

SKIP REM.:

DISCOUNT . :

DEDUCTION:

GRADE

NET WEIGHT

UNIT PRICE

AMOUNT USD

F640 104 TIN

5760 LB

6.00 CW

345.60

I hereby certify that I have the right to possess and sell this property.

Por medio de esta firma, atestiguo y verifico que yo so el dueno de esta propiedad y tengo el derench de poseeria y de venderia.

L. Lambert

RECEIVED BY

DATE

TOTAL . . : 5760 LB

345.60 USD

Comments . . :

Cash payment: Y

Document type: DL

Profil création : NEWBERRY01 Nicole NEWBERRY

Identity document n°: 4053292524

TICKET #: 0295350 09/13/23 COPY

INBOUND NORMAN
09/13/23 NO

09:57 AM

Page 1

SUBCONTRACT

PURCH CONTRACT :

SUPPLIER: PEDDLNO

ORIGIN : STRECIITY STREETS DEPARTMENT, CITY 668 UNK 668 E LINDSEY

GROSS . . . : 28760 LB

TARE . . . : 23440 LB

73071

NORMAN

NET WEIGHT : 5320 LB

MLS

HOOR:

DRIVER . . :

B/L: : FR

INITIAL LOC.:

CARRIER:

TRUCK : 1

TRAILER:

SKIP:

SKIP REM.:

DISCOUNT . . :

DEDUCTION:

GRADE	NET WEIGHT	UNIT PRICE	AMOUNT	USD
F640 104 TIN	5320 LB	6.00 CW	319.20	

I hereby certify that I have the right to possess and sell this property.

Por medio de esta firma, atestiguo y verifico que yo so el dueno de esta propiedad y tango el derencha de poseeria y de venderia.

L. Lambert

RECEIVED BY

DATE

Comments . . . :

TOTAL . . . : 5320 LB

319.20 USD

Cash payment: Y

Document type: DL

Profil création : NEWBERRY01 Nicole NEWBERRY

Identity document n°: 4053292524

TICKET #: 0297270 09/29/23

INBOUND NORMAN

09/29/23 NO

12:35 PM

Page 1

SUBCONTRACT

PURCH CONTRACT :

SUPPLIER: PEDDLNO

ORIGIN : STRECIITY STREETS DEPARTMENT, CITY 668 UNK 668 E LINDSEY

GROSS . . . : 43420 LB

TARE . . . : 35200 LB

73071 NORMAN

NET WEIGHT : 8220 LB

MLS HOUR:

DRIVER . :

B/L: : FR

INITIAL LOC.:

CARRIER:

TRUCK : 1 TRAILER:

SKIP:

SKIP REM.:

DISCOUNT . :

DEDUCTION:

GRADE	NET WEIGHT	UNIT PRICE	AMOUNT	USD
F640 104 TIN	8220 LB	6.00 CW	493.20	

I hereby certify that I have the right to possess and sell this property.
Por medio de esta firma, atestiguo y verifico que yo so el dueño de esta propiedad y tengo el derencha de poseería y de venderia.

RECEIVED BY

DATE

TOTAL . . : 8220 LB

493.20 USD

Comments . . :

Cash payment: Y

Document type: DL

Profil création : NEWBERRY01 Nicole NEWBERRY

Identity document n°: 4053292524

G.L. MORE

TICKET #: 0298130 10/06/23 COPY

INBOUND NORMAN
10/06/23 NO

11:35 AM

Page 1

SUBCONTRACT

PURCH CONTRACT :

SUPPLIER: PEDDLNO

ORIGIN : STRECIITY STREETS DEPARTMENT, CITY 668 UNK 668 E LINDSEY

GROSS . . . : 37100 LB

TARE . . . : 24500 LB

73071

NORMAN

NET WEIGHT : 12600 LB

MLS

HOUR:

DRIVER . :

B/L: : FR

INITIAL LOC.:

CARRIER:

TRUCK : 3

TRAILER:

SKIP:

SKIP REM.:

DISCOUNT . :

DEDUCTION:

GRADE	NET WEIGHT	UNIT PRICE	AMOUNT USD
F640 104 TIN	12600 LB	6.00 CW	756.00

I hereby certify that I have the right to possess and sell this property.
Por medio de esta firma, atestiguo y verifico que yo so el dueno de esta propiedad y tengo el derench de poseeria y de venderia.

DALton Harding

RECEIVED BY

DATE

TOTAL . . : 12600 LB

756.00 USD

Comments . . :

Cash payment: Y

Document type: DL

Profil création : NEWBERRY01 Nicole NEWBERRY

Identity document n°: 4053292524

TICKET #: 0298110 10/06/23

INBOUND NORMAN

10/06/23 NO

11:02 AM

Page 1

SUBCONTRACT

PURCH CONTRACT :

SUPPLIER: PEDDLNO

ORIGIN : STRECIITY STREETS DEPARTMENT, CITY 668 UNK 668 E LINDSEY

GROSS . . . : 32040 LB

TARE . . . : 24220 LB

NET WEIGHT : 7820 LB

73071 NORMAN

B/L: : FR

MLS HOUR:

DRIVER . :

TRUCK : 1 TRAILER:

INITIAL LOC.:

CARRIER:

DISCOUNT . :

SKIP:

SKIP REM.:

DEDUCTION:

GRADE		NET WEIGHT	UNIT PRICE	AMOUNT	USD
F640	104 TIN	7820 LB	6.00 CW	469.20	

I hereby certify that I have the right to possess and sell this property.

Por medio de esta firma, atestiguo y verifico que yo so el dueno de esca propiedad y tengo el derencha de poseeria y de venderia.

E. Anderson

RECEIVED BY

DATE

Comments . . . :

TOTAL . . . : 7820 LB

469.20 USD

Cash payment: Y

Document type: DL

Profil création : NEWBERRY01 Nicole NEWBERRY

Identity document n°: 4053292524

TICKET #: 0298090 10/06/23 COPY

INBOUND NORMAN

10/06/23 NO

10:02 AM

Page 1

SUBCONTRACT

PURCH CONTRACT :

SUPPLIER: PEDDLNO

ORIGIN : STRECIITY STREETS DEPARTMENT, CITY 668 UNK 668 E LINDSEY

GROSS . . . : 29200 LB

TARE . . . : 24220 LB

73071

NORMAN

NET WEIGHT : 4980 LB

MLS

HOUR:

DRIVER . . :

B/L: : FR

INITIAL LOC.:

CARRIER:

TRUCK : 2

TRAILER:

SKIP:

SKIP REM.:

DISCOUNT . . :

DEDUCTION:

GRADE	NET WEIGHT	UNIT PRICE	AMOUNT	USD
F640 104 TIN	4980 LB	6.00 CW	298.80	

I hereby certify that I have the right to possess and sell this property.

Por medio de esta firma, atestiguo y verifico que yo so el dueño de esta propiedad y tengo el derenchia de poseería y de venderia.

E. Anderson

RECEIVED BY

DATE

Comments . . . :

TOTAL . . . : 4980 LB

298.80 USD

Cash payment: Y

Document type: DL

Profil création : NEWBERRY01 Nicole NEWBERRY

Identity document n°: 4053292524

TICKET #: 0298080 10/06/23 COPY

INBOUND NORMAN

10/06/23 NO

10:02 AM

SUBCONTRACT

Page 1

PURCH CONTRACT :

SUPPLIER: PEDDLNO

ORIGIN : STRECIY STREETS DEPARTMENT, CITY 668 UNK 668 E LINDSEY

GROSS . . . : 26960 LB

TARE . . . : 24040 LB

NET WEIGHT : 2920 LB

73071

NORMAN

B/L: : FR

MLS HOUR:

DRIVER . :

TRUCK : 1 TRAILER:

INITIAL LOC.:

CARRIER:

DISCOUNT . :

SKIP:

SKIP REM.:

DEDUCTION:

GRADE

F640 104 TIN

NET WEIGHT	UNIT PRICE	AMOUNT	USD
2920 LB	6.00 CW	175.20	

I hereby certify that I have the right to possess and sell this property.

Por medio de esta firma, atestiguo y verifico que yo so el dueno de esta propiedad y tengo el derancha de poseeria y de venderia.

E. Anderson

RECEIVED BY

DATE

Comments . . . :

TOTAL . . . : 2920 LB

175.20 USD

Cash payment: Y

Document type: DL

Profil création : NEWBERRY01 Nicole NEWBERRY

Identity document n°: 4053292524

File Attachments for Item:

16. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-87: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$578,549 FROM THE CAPITAL FUND BALANCE FOR LOCAL SHARE AND DEPOSIT PAYMENT TO THE OKLAHOMA DEPARTMENT OF TRANSPORTATION FOR THE NORMAN TRAFFIC MANAGEMENT CENTER.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 11/28/2023

REQUESTER: Katherine Coffin

PRESENTER: David Riesland, Transportation Engineer

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-87: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$578,549 FROM THE CAPITAL FUND BALANCE FOR LOCAL SHARE AND DEPOSIT PAYMENT TO THE OKLAHOMA DEPARTMENT OF TRANSPORTATION FOR THE NORMAN TRAFFIC MANAGEMENT CENTER.

BACKGROUND:

A Traffic Management Center (TMC) is a component of a transportation management system that improves traffic flow and incidence response. Many cities throughout the country, including Oklahoma City, Tulsa and Edmond in the state of Oklahoma, have TMC's designed to better manage the flow of traffic on their streets.

TMCs collect information about the transportation network and combine it with other operational and control data to manage the transportation network and to provide traveler information. TMCs communicate transportation-related information to the media and to the motoring public. It is a place where agencies can coordinate their responses to transportation situations and conditions. The TMC uses closed circuit video equipment, and roadside count stations to enable decision makers to identify and react to an incident in a timely manner based on real time data.

For the last two decades, the City has been working on the development of an Advanced Traffic Management System (ATMS) and communication network of underground fiber optic cable. There are currently ten closed-loop traffic signal coordinated systems and approximately 60 miles of fiber optic cable in the ground connecting 127 of the City's 156 traffic signals. The remaining 29 signals are stand-alone signals and are not currently part of a coordination system.

The City utilizes video detection systems as its primary means of detection; however, a few intersections do feature in-pavement loop detectors. Where fiber optic cable is available at a given intersection with video detection, the feeds from these cameras are linked to the offices of the Transportation Engineer in the Municipal Complex and the Traffic Control Division Building located in North Base, using the ATMS software. All of the City's school zone flashers utilize cellular modems to provide communications to and from the office through a wireless

communication system. The City also maintains a number of driver feedback speed limit signs with and without school zone flashing beacons.

The City of Norman has already laid the foundation for the establishment of a TMC with its robust fiber optic communication network, state of the art traffic signal controllers and modern vehicle video detection systems. On April 2, 2019, Norman citizens approved a \$72 million proposition to fund 19 transportation projects, including \$366,000 earmarked for the design of a TMC that will ultimately be constructed using federal transportation funds. On October 22, 2019, the Norman City Council approved Contract K-1920-49 with Stantec Consulting Services, Inc., to prepare the Systems Engineering Analysis needed to qualify for federal funding of the TMC. On May 10, 2022, the Norman City Council approved Amendment 1 to Contract K-1920-49 with Stantec Consulting Services, Inc., (Stantec) for the design of a traffic management center that included all technology. The technology will be initially located in "Building C" of the Municipal Complex which is being designed by The McKinney Partnership Architects (McKinney) for renovation. A portion of the Building C remodel, the existing southwest corner of the building, will house the future traffic management center (a copy of the floor plan is attached).

The Federal Fiscal Year 2021-2022 (FFY 2022) Transportation Improvement Plan, developed by the Association of Central Oklahoma Governments (ACOG) and approved by the Oklahoma Department of Transportation (ODOT), includes a \$3 million grant for the City's first TMC. The project achieved a perfect score of 100 in the ACOG competitive ranking process. All of the accumulated funds for the TMC will pay for the modifications to the southwest corner of Building C as well as the equipment and communication network necessary to achieve a fully functioning TMC. During the final plans development stage, it was determined, jointly by the City of Norman staff as well as ODOT staff that assistance with bidding as well as equipment procurement would be needed for a project the likes of which has never been undertaken by the City or ODOT. On June 13, 2023, the Norman City Council approved Amendment 2 to Contract K-1920-49, allocating funds for Stantec to act in a System Integrator role with the construction of the TMC.

The TMC design is in its final stages. Final plans and specifications for the building and the equipment were delivered to the City on or before November 15, 2023, that were then forwarded to ODOT for future bidding. ODOT is in the process of preparing an invoice to be sent to the City of Norman for its 20 percent share of the anticipated construction costs for the TMC. This invoice will be based upon the amount of the grant secured through ACOG. This grant, which was secured under the Surface Transportation Block Grant/Urbanized Area (STBG-UZA) Program, including a 20 percent local match, was in the amount of \$3,000,000. This will result in an invoice to the City in the amount of \$600,000, arriving in early December ahead of a January bid for the TMC building modifications in Building C as well as the necessary ITS equipment for a fully functioning TMC.

DISCUSSION:

80 percent of the funds associated with the System Integrator role of Stantec will be reimbursed to the City by ODOT as their share from our grant funding; however, as the System Integrator role will coincide with construction, those reimbursements will arrive after the ODOT invoice will need to be paid. The amount of the invoice, is being based on the original estimate submitted with the ACOG grant application in 2021. That estimate assumed things that will not be featured in the TMC that will be constructed including the large video wall with connections to work stations that are prominent in the prototypical TMC. Instead, Norman's TMC will feature modular

workstations that will each include a row of large monitors to replace the large, expensive video wall (a copy of the modular work station is attached). As such, a refund should be expected from ODOT at conclusion of the TMC construction to account for bids coming in below the original estimate.

The Traffic Management Center Pay-As-You-Go, Construction (Account 50596688-46101; Project BG0087) currently has a balance of \$21,451.52. This is well short of the anticipated \$600,000 invoice that ODOT will send to the City of Norman. To offset this shortfall, a request for transfer of \$578,549 from the Capital Fund Balance (Account 50-29000) will allow the construction of the TMC to commence. Upon completion of the TMC, reimbursements from ODOT for the System Integrator as well as a refund from the original \$600,000 invoice for local match can be deposited back to the Capital Fund Balance.

If approved, City staff anticipates that the Building C renovations to accommodate the TMC and the installation of all necessary equipment will be completed by late fall of 2024. The City's Traffic Management Center will then be fully operational before the end of calendar year 2024.

RECOMMENDATION 1:

Staff recommends approval of Resolution R-2324-87.

RECOMMENDATION 2:

Staff recommends appropriation of \$578,549 from the Capital Fund Balance (Account 50-29000) to the Traffic Management Center Pay-As-You-Go Construction Account (50596688-46101; Project BG0087) to pay the ODOT invoice for local share of the TMC construction and equipment bids.

Resolution

R-2324-87

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$578,549 FROM THE CAPITAL FUND BALANCE FOR LOCAL SHARE AND DEPOSIT PAYMENT TO THE OKLAHOMA DEPARTMENT OF TRANSPORTATION FOR THE NORMAN TRAFFIC MANAGEMENT CENTER.

- § 1. WHEREAS, for the last two decades the City has been working on the development of an Advanced Traffic Management System (ATMS) and communication network of underground fiber optic cable; and
- § 2. WHEREAS, there are currently ten closed-loop traffic signal coordinated systems and approximately 60 miles of fiber optic cable in the ground connecting 127 of the City's 156 traffic signals; and
- § 3. WHEREAS, the Traffic Management Center (TMC) design is in its final stages and the Oklahoma Department of Transportation is in the process of preparing an invoice for \$600,000 for the City's 20 percent share of the anticipated construction costs for the TMC; and
- § 4. WHEREAS, this invoice will be based upon the amount of the grant through the Association of Central Oklahoma Governments (ACOG) that was secured under the Surface Transportation Block Grant/Urbanized Area (STBG-UZA) Program, including the 20 percent local match in the amount of \$600,000; and
- § 5. WHEREAS, currently the Traffic Management Center Pay-As-You-Go, Construction account has a balance of \$21,451.52; and
- § 6. WHEREAS, to offset this shortfall, staff is requesting a transfer of \$578,549 from the Capital Fund Balance which will allow the construction of the TMC to commence and upon completion of the TMC, reimbursements from ODOT as well as a refund from the original \$600,000 invoice for local match can be deposited back to the Capital Fund Balance; and
- § 7. WHEREAS, City staff anticipates that the renovations to the TMC and the installation of all necessary equipment will be completed by the late fall of 2024, and operational before the end of calendar year 2024.

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

- § 8. That the following appropriation be made for reasons stated above:

Account Name	Losing Account	Gaining Account	Amount
Traffic Management Center Pay-As-You-Go Construction Account	50-29000	50596688-46101; Project BG0087	\$578,549

PASSED AND ADOPTED this 28th day of November, 2023.

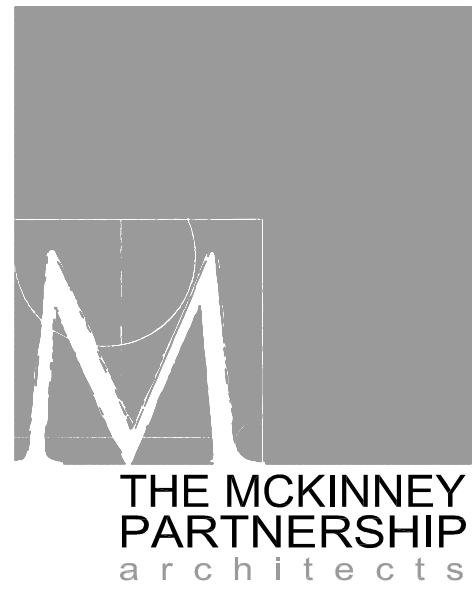
ATTEST:

Mayor

City Clerk







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

Seal:

Project:

City of Norman
Traffic Management Center
J/P No: 3532504
Project No: STP-214E(128)AG
313 N. Webster Avenue
Norman, OK

Issue Date:
09/30/2022 90% CD SET

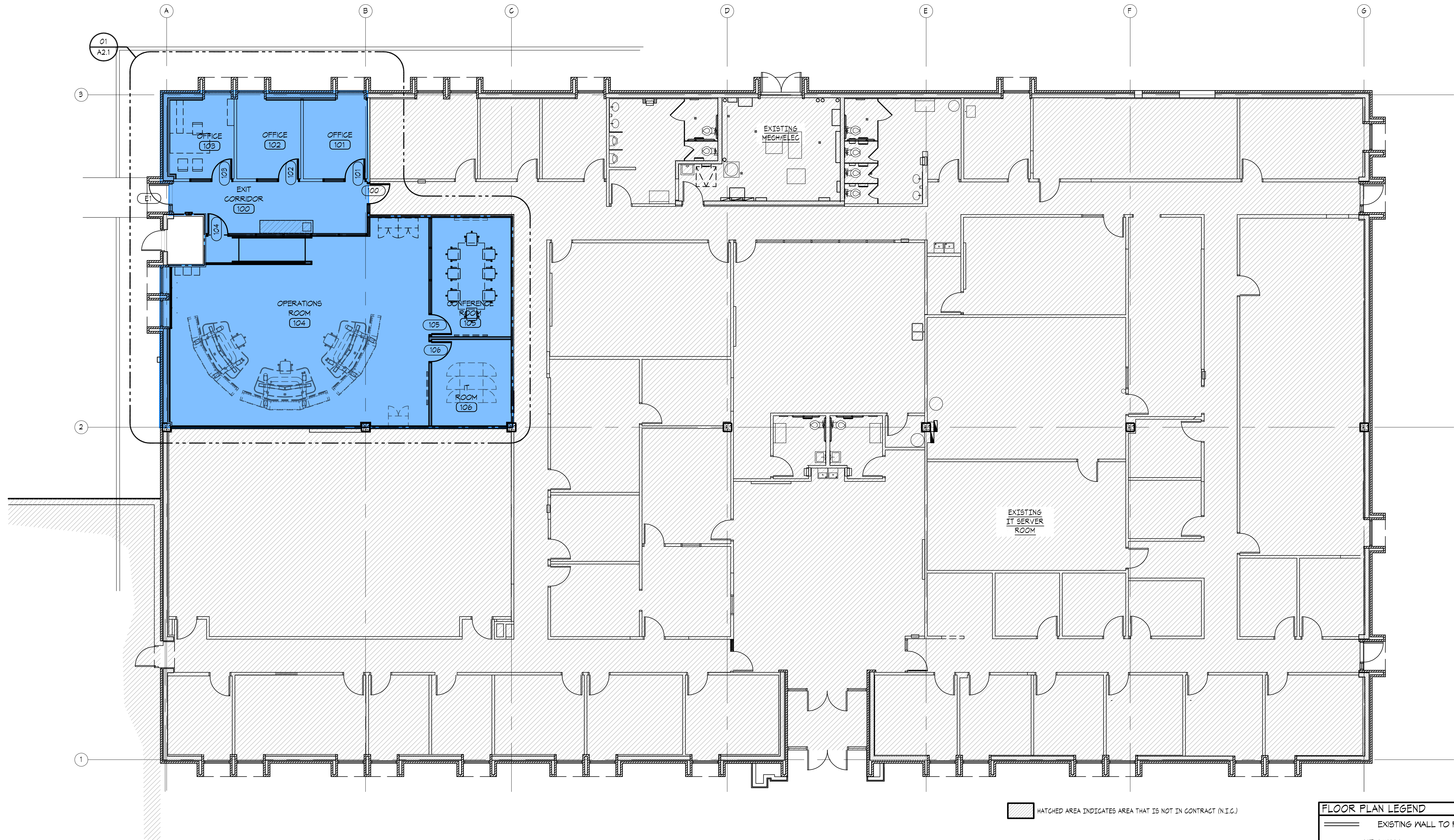
Revisions:

Project Number:
CM090822

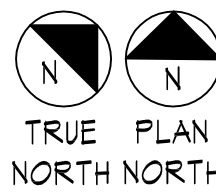
Sheet Title:
FLOOR PLAN

Sheet Number:

A2.0



HATCHED AREA INDICATES AREA THAT IS NOT IN CONTRACT (N.I.C.)



01 FLOOR PLAN
SCALE: 1/8" = 1'-0"

FLOOR PLAN LEGEND	
	EXISTING WALL TO REMAIN
	NEW WALL
	NEW BUILT-IN MILLWORK
	FULL HEIGHT PARTITION - FULLY SEALED - AREA OF CONTAINMENT FOR HALON SYSTEM
E = EXISTING DOOR & HM FRAME TO REMAIN	
N = NEW DOOR & HM FRAME	
R = RELOCATED EXISTING DOOR & HM FRAME	

File Attachments for Item:

17. PUBLIC HEARING REGARDING ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A GRANT IN THE AMOUNT OF \$52,233 TO THE CITY OF NORMAN, THE MOORE POLICE DEPARTMENT, AND THE CLEVELAND COUNTY SHERIFF'S OFFICE FROM THE UNITED STATES DEPARTMENT OF JUSTICE/BUREAU OF JUSTICE ASSISTANCE (DOJ/BJA) THROUGH THE EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM WITH NORMAN'S PORTION OF \$33,108 TO BE USED BY THE NORMAN POLICE DEPARTMENT FOR ADVANCED SPECIALTY TRAINING (AND ASSOCIATED TRAVEL); CONTRACT K-2324-100; AND BUDGET APPROPRIATION FROM THE SPECIAL GRANT FUND BALANCE AS OUTLINED IN THE STAFF REPORT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 11/28/2023

REQUESTER: John Stege, Police Standards Administrator

PRESENTER: Kevin Foster, Chief of Police

ITEM TITLE: PUBLIC HEARING REGARDING ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A GRANT IN THE AMOUNT OF \$52,233 TO THE CITY OF NORMAN, THE MOORE POLICE DEPARTMENT, AND THE CLEVELAND COUNTY SHERIFF'S OFFICE FROM THE UNITED STATES DEPARTMENT OF JUSTICE/BUREAU OF JUSTICE ASSISTANCE (DOJ/BJA) THROUGH THE EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM WITH NORMAN'S PORTION OF \$33,108 TO BE USED BY THE NORMAN POLICE DEPARTMENT FOR ADVANCED SPECIALTY TRAINING (AND ASSOCIATED TRAVEL); CONTRACT K-2324-100; AND BUDGET APPROPRIATION FROM THE SPECIAL GRANT FUND BALANCE AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

The U.S. Department of Justice (DOJ), fiscal year 2023 Edward Byrne Memorial Justice Assistance Grant, announced that grant funds are available to the City of Norman, the Moore Police Department (MPD), and the Cleveland County Sheriff's Office (CCSO) in the amount of \$52,233. These entities are considered disparate jurisdictions based on a U.S. Department of Justice formula that includes population, crime statistics, and other law enforcement-related data. The City of Norman's recommended share of the award is \$33,108. The MPD's recommended share of the award is \$13,195. Cleveland County's share is \$5,930.

On November 8, 2023 the Norman Police Department (NPD) received notice of an award for the 2023 Edward Byrne Memorial Justice Assistance Grant (Award No. 15PBJA-23-GG-03697-JAGX). The grant requires that a public hearing be conducted prior to the disbursement of any funds.

DISCUSSION:

JAG legislation requires disparate local and county entities to partner with each other as signatories in an associated memorandum of understanding that identifies the individual

allocations for each entity. Only one entity is allowed to apply for grant funding (as the “Financial Entity”) and must then pass-through identified funding to partnering entities. The City of Norman has traditionally served in the role of “Financial Entity” with the CCSO and MPD as partners.

At the time of application, the following projects were identified as the focus of grant funding:

Project No.1.1, Forensic Technician Training Project (NPD): Providing forensic services to victims of crime requires a commitment to developing the technical expertise necessary for our forensic technicians to process scenes and to providing the equipment and supplies required. While NPD is committed to providing this service, we are also obligated to seek funding when other city priorities mean that our budget does not cover all of our needs. NPD has two technicians who are both International Association of Identification (IAI) certified crime scene technicians. Continuing education that both meets certification requirements and develops new skills and expertise for these specialists is not available locally.

Project No. 1.2, Digital Forensic Training Project (NPD): Providing digital forensic services to victims of crime requires a commitment to developing the technical expertise necessary for our digital forensic analysts to extract and examine digital information from a variety of media including digital devices, computers, and media. While we are often assisted by Federal partners in developing the skills necessary for certification, continuing education is an expense that quickly exceeds local funding. NPD has three certified digital analysts who require continuing education credits to ensure that these services are available to our Local, County, State, and Federal partners.

Project No. 1.3, Crime and Intelligence Analyst Training Project (NPD): As with the previous projects, providing analytical support for law enforcement activities requires a commitment to developing the technical expertise necessary for analysts to use both internal and external systems in a way that facilitates successful proactive and reactive enforcement activities. We have recently added to our analytical personnel (we have one Crime Analyst and one Intelligence Analyst) in an effort to expand this capability, but initial and continuing education for the analysts and their immediate supervisor is critical to ensure that we meet industry standards as established by Local, State, and Federal partners.

Project No. 1.4, Conference Room Telecommunications Upgrade Project (NPD): Strategic and operational planning, as well as coordination at the executive level with Local, State, and Federal partners, requires adequate meeting and presentation infrastructure. A computer and associated peripherals that support teleconferencing, digital presentations, and data/screen sharing is essential for effective information sharing and coordination.

Project No. 2.1, Pass-Through Surveillance Equipment (MPD): MPD will use JAG funds to purchase a pole camera that can replace failing equipment that has outlived its useful life.

Project No. 3.1, Pass-Through Traffic Enforcement Equipment (CCSO): CCSO will use JAG funds to purchase two LIDARs that can supplement existing equipment.

RECOMMENDATION 1: That a public hearing be conducted where each person in attendance receives a copy of the agenda and attachments and is eligible to speak about this topic, as required in the grant.

RECOMMENDATION 2: Approval of the grant by Council and acceptance by the Mayor approving electronic acceptance by the Chief of Police by *signing* and *dating* the Certification and Assurances by the Chief Executive of the Applicant Government.

RECOMMENDATION 3: Appropriation of \$52,233 from the Special Grant Fund balance (account 22-29000); and allocate as follows:

\$28,704 to: Employee Travel Workshop & Seminar (Account 22660117-44604)

\$19,125 to: Miscellaneous Services-Miscellaneous (Account 22660117-44754)

\$ 4,404 to: Telecommunications Equipment (Account 22660117-45301).

The expenditure and revenue accounts project number is GP0038.

RECOMMENDATION No. 4:

Upon reimbursement, deposit funds into the Special Grants Fund, Other Revenue-JAG Grant (Account 226-333333).



Department of Justice (DOJ)

Item 17.

Office of Justice Programs

Bureau of Justice Assistance

Washington, D.C. 20531

Name and Address of Recipient:	CITY OF NORMAN 201 W GRAY ST STE B
City, State and Zip:	NORMAN, OK 73069
Recipient UEI:	X766N3PND5A9
Project Title: Training and Enforcement Projects: Digital Forensic Specialist, Forensic Technician and Crime/Intelligence Analyst continuing education; traffic enforcement and surveillance equipment	Award Number: 15PBJA-23-GG-03697-JAGX
Solicitation Title: BJA FY 23 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation	
Federal Award Amount: \$52,233.00	Federal Award Date: 11/7/23
Awarding Agency:	Office of Justice Programs Bureau of Justice Assistance
Funding Instrument Type:	Grant
Opportunity Category: D	
Assistance Listing: 16.738 - Edward Byrne Memorial Justice Assistance Grant Program 16.738 - Edward Byrne Memorial Justice Assistance Grant Program	
Project Period Start Date: 10/1/22	Project Period End Date: 9/30/26
Budget Period Start Date: 10/1/22	Budget Period End Date: 9/30/26
Project Description: The disparate jurisdictions of the Cleveland County Sheriff's Office, the Moore Police Department, and the Norman Police Department will use JAG funds for technology improvements and equipment. Specifically, the Cleveland County Sheriff's Office will use JAG funds to purchase LIDARs to conduct traffic enforcement, the Moore Police Department will use JAG funds to purchase surveillance Equipment, and the Norman Police Department will use JAG funds to provide continuing education for forensic technicians, forensic specialists, and crime/intelligence analysts.	

Award Letter

November 7, 2023

Dear Kevin Foster,

On behalf of Attorney General Merrick B. Garland, it is my pleasure to inform you the Office of Justice Programs (OJP) has approved the application submitted by CITY OF NORMAN for an award under the funding opportunity entitled 2023 BJA FY 23 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation. The approved award amount is \$52,233.

Review the Award Instrument below carefully and familiarize yourself with all conditions and requirements before accepting your award. The Award Instrument includes the Award Offer (Award Information, Project Information, Financial Information, and Award Conditions) and Award Acceptance. For COPS Office and OVW funding the Award Offer also includes any Other Award Documents.

Please note that award requirements include not only the conditions and limitations set forth in the Award Offer, but also compliance with assurances and certifications that relate to conduct during the period of performance for the award. These requirements encompass financial, administrative, and programmatic matters, as well as other important matters (e.g., specific restrictions on use of funds). Therefore, all key staff should receive the award conditions, the assurances and certifications, and the application as approved by OJP, so that they understand the award requirements. Information on all pertinent award requirements also must be provided to any subrecipient of the award.

Should you accept the award and then fail to comply with an award requirement, DOJ will pursue appropriate remedies for non-compliance, which may include termination of the award and/or a requirement to repay award funds.

Prior to accepting the award, your Entity Administrator must assign a Financial Manager, Grant Award Administrator, and Authorized Representative(s) in the Justice Grants System (JustGrants). The Entity Administrator will need to ensure the assigned Authorized Representative(s) is current and has the legal authority to accept awards and bind the entity to the award terms and conditions. To accept the award, the Authorized Representative(s) must accept all parts of the Award Offer in the Justice Grants System (JustGrants), including by executing the required declaration and certification, within 45 days from the award date.

To access your funds, you will need to enroll in the Automated Standard Application for Payments (ASAP) system, if you haven't already completed the enrollment process in ASAP. The Entity Administrator should have already received an email from ASAP to initiate this process.

Congratulations, and we look forward to working with you.

Amy Solomon

Assistant Attorney General

Office for Civil Rights Notice for All Recipients

The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) has been delegated the responsibility for ensuring that recipients of federal financial assistance from the OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW) are not engaged in discrimination prohibited by law. Several federal civil rights laws, such as Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, require recipients of federal financial assistance to give assurances that they will comply with those laws. Taken together, these civil rights laws prohibit recipients of federal financial assistance from DOJ from discriminating in services and employment because of race, color, national origin, religion, disability, sex, and, for grants authorized under the Violence Against Women Act, sexual orientation and gender identity. Recipients are also prohibited from discriminating in services because of age. For a complete review of these civil rights laws and nondiscrimination requirements, in connection with DOJ awards, see <https://ojp.gov/funding/Explore/LegalOverview/CivilRightsRequirements.htm>.

Under the delegation of authority, the OCR investigates allegations of discrimination against recipients from individuals, entities, or groups. In addition, the OCR conducts limited compliance reviews and audits based on regulatory criteria.

These reviews and audits permit the OCR to evaluate whether recipients of financial assistance from the Department are providing services in a nondiscriminatory manner to their service population or have employment practices that meet equal-opportunity standards.

If you are a recipient of grant awards under the Omnibus Crime Control and Safe Streets Act or the Juvenile Justice and Delinquency Prevention Act and your agency is part of a criminal justice system, there are two additional obligations that may apply in connection with the awards: (1) complying with the regulation relating to Equal Employment Opportunity Programs (EEOs); and (2) submitting findings of discrimination to OCR. For additional information regarding the EEO requirement, see 28 CFR Part 42, subpart E, and for additional information regarding requirements when there is an adverse finding, see 28 C.F.R. §§ 42.204(c), .205(c)(5).

The OCR is available to help you and your organization meet the civil rights requirements that are associated with DOJ grant funding. If you would like the OCR to assist you in fulfilling your organization's civil rights or nondiscrimination responsibilities as a recipient of federal financial assistance, please do not hesitate to contact the OCR at askOCR@ojp.usdoj.gov.

Memorandum Regarding NEPA

NEPA Letter Type

OJP - Ongoing NEPA Compliance Incorporated into Further Developmental Stages

NEPA Letter

The Edward Byrne Memorial Justice Assistance Grant Program (JAG) allows states and local governments to support a broad range of activities to prevent and control crime and to improve the criminal justice system, some of which could have environmental impacts. All recipients of JAG funding must assist BJA in complying with NEPA and other related federal environmental impact analyses requirements in the use of grant funds, whether the funds are used directly by the grantee or by a subgrantee or third party. Accordingly, prior to obligating funds for any of the specified activities, the grantee must first determine if any of the specified activities will be funded by the grant.

?

The specified activities requiring environmental analysis are:

- a. New construction;
- b. Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
- e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

Complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. Further, for programs relating to methamphetamine laboratory operations, the preparation of a detailed Mitigation Plan will be required. For more information about Mitigation Plan requirements, please see <https://www.bja.gov/Funding/nepa.html>.

NEPA Coordinator

Award Information

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

Recipient Information

Recipient Name

CITY OF NORMAN

UEI

X766N3PND5A9

Street 1

201 W GRAY ST STE B

Street 2

City

NORMAN

State/U.S. Territory

Oklahoma

Zip/Postal Code

73069

Country

United States

County/Parish

Province

Award Details

Federal Award Date

11/7/23

Award Type

Initial

Award Number

15PBJA-23-GG-03697-JAGX

Supplement Number

00

Federal Award Amount

\$52,233.00

Funding Instrument Type

Grant

Assistance Listing Number	Assistance Listings Program Title
16.738	Edward Byrne Memorial Justice Assistance Grant Program
16.738	Edward Byrne Memorial Justice Assistance Grant Program

Statutory Authority

Title I of Public Law 90-351 (generally codified at 34 U.S.C. 10101-10726), including subpart 1 of part E (codified at 34 U.S.C. 10151-10158); see also 28 U.S.C. 530C(a)

[]
I have read and understand the information presented in this section of the Federal Award Instrument.

Project Information

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

Solicitation Title

2023 BJA FY 23 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation

Awarding Agency

OJP

Program Office

BJA

Application Number

GRANT13957950

Grant Manager Name

Kandia Conaway

Phone Number

[202-307-3411](tel:202-307-3411)

E-mail Address

Kandia.Conaway@usdoj.gov

Project Title

Training and Enforcement Projects: Digital Forensic Specialist, Forensic Technician and Crime/Intelligence Analyst continuing education; traffic enforcement and surveillance equipment

Performance Period Start

Date

10/01/2022

Performance Period End Date

09/30/2026

Budget Period Start Date

10/01/2022

Budget Period End Date

09/30/2026

Project Description

The disparate jurisdictions of the Cleveland County Sheriff's Office, the Moore Police Department, and the Norman Police Department will use JAG funds for technology improvements and equipment. Specifically, the Cleveland County Sheriff's Office will use JAG funds to purchase LIDARs to conduct traffic enforcement, the Moore Police Department will use JAG funds to purchase surveillance Equipment, and the Norman Police Department will use JAG funds to provide continuing education for forensic technicians, forensic specialists, and crime/intelligence analysts.

[]

I have read and understand the information presented in this section of the Federal Award Instrument.

Financial Information

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

[]

Award Conditions

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

1

Compliance with restrictions on the use of federal funds--prohibited and controlled equipment under OJP awards

Consistent with Executive Order 14074, "Advancing Effective, Accountable Policing and Criminal Justice Practices To Enhance Public Trust and Public Safety," OJP has prohibited the use of federal funds under this award for purchases or transfers of specified equipment by law enforcement agencies. In addition, OJP requires the recipient, and any subrecipient ("subgrantee") at any tier, to put in place specified controls prior to using federal funds under this award to acquire or transfer any property identified on the "controlled equipment" list. The details of the requirement are posted on the OJP web site at <https://www.ojp.gov/funding/explore/prohibited-and-controlled-equipment> (Award condition: Compliance with restrictions on the use of federal funds--prohibited and controlled equipment under OJP awards), and are incorporated by reference here.

2

Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

3

Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The recipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

4

Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2022 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2022 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2022 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and

subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Item 17.

Record retention and access: Records pertinent to the award that the recipient (and any subrecipient ("subgrantee") at any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the recipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.334.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

5

Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

6

Requirement for data on performance and effectiveness under the award

The recipient must collect and maintain data that measure the performance and effectiveness of work under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

7

Compliance with DOJ Grants Financial Guide

References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. The recipient agrees to comply with the DOJ Grants Financial Guide.

8

Compliance with general appropriations-law restrictions on the use of federal funds (FY 2022)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2022, are set out at <https://www.ojp.gov/funding/Explore/FY22AppropriationsRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

9

Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28

C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Item 17.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

10

Effect of failure to address audit issues

The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

11

Requirements of the award; remedies for non-compliance or for materially false statements

The conditions of this award are material requirements of the award. Compliance with any assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award.

Limited Exceptions. In certain special circumstances, the U.S. Department of Justice ("DOJ") may determine that it will not enforce, or enforce only in part, one or more requirements otherwise applicable to the award. Any such exceptions regarding enforcement, including any such exceptions made during the period of performance, are (or will be during the period of performance) set out through the Office of Justice Programs ("OJP") webpage entitled "Legal Notices: Special circumstances as to particular award conditions" (ojp.gov/funding/Explore/LegalNotices-AwardReqs.htm), and incorporated by reference into the award.

By signing and accepting this award on behalf of the recipient, the authorized recipient official accepts all material requirements of the award, and specifically adopts, as if personally executed by the authorized recipient official, all assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance.

Failure to comply with one or more award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or an assurance or certification related to conduct during the award period -- may result in OJP taking appropriate action with respect to the recipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. DOJ, including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.

12

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

13

Requirements related to "de minimis" indirect cost rate

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

14

Employment eligibility verification for hiring under the award

1. The recipient (and any subrecipient at any tier) must--

A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the recipient (or any subrecipient) properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).

B. Notify all persons associated with the recipient (or any subrecipient) who are or will be involved in activities under this award of both--

(1) this award requirement for verification of employment eligibility, and

(2) the associated provisions in 8 U.S.C. 1324a(a)(1) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1).

D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all recipient (or any subrecipient) officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

B. Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the recipient (or any subrecipient) may choose to participate in, and use, E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the recipient (or subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

D. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any recipient, any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>) or email E-Verify at E-Verify@dhs.gov. E-Verify employer agents can email E-Verify at E-VerifyEmployerAgent@dhs.gov.

Questions about the meaning or scope of this condition should be directed to OJP, before award acceptance.

15

OJP Training Guiding Principles

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://www.ojp.gov/funding/implement/training-guiding-principles-grantees-and-subgrantees>.

16

Determination of suitability to interact with participating minors

SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ) (or in the application for any subaward, at any tier), the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award (whether by the recipient, or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

The recipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

17

Potential imposition of additional requirements

The recipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the recipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

18

Required training for Grant Award Administrator and Financial Manager

The Grant Award Administrator and all Financial Managers for this award must have successfully completed an "OJP financial management and grant administration training" by 120 days after the date of the recipient's acceptance of the award. Successful completion of such a training on or after October 15, 2020, will satisfy this condition.

In the event that either the Grant Award Administrator or a Financial Manager for this award changes during the term of performance, the new Grant Award Administrator or Financial Manager must have successfully completed an "OJP financial management and grant administration training" by 120 calendar days after the date the Entity Administrator enters updated Grant Award Administrator or Financial Manager information in JustGrants. Successful completion of such a training on or after October 15, 2020, will satisfy this condition.

A list of OJP trainings that OJP will consider "OJP financial management and grant administration training" for purposes of this condition is available at <https://onlinegfmt.training.ojp.gov/>. All trainings that satisfy this condition include a session on grant fraud prevention and detection.

The recipient should anticipate that OJP will immediately withhold ("freeze") award funds if the recipient fails to comply with this condition. The recipient's failure to comply also may lead OJP to impose additional appropriate conditions on this award.

19

Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient--

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--

a. it represents that--

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly

20

Reclassification of various statutory provisions to a new Title 34 of the United States Code

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified (that is, moved and renumbered) to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in material incorporated by reference through award conditions, and references set out in other award requirements.

21

Requirement to report actual or imminent breach of personally identifiable information (PII)

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient) -- (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "Personally Identifiable Information (PII)" (2 CFR 200.1) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

22

Requirement to disclose whether recipient is designated "high risk" by a federal grant-making agency outside of DOJ

If the recipient is designated "high risk" by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to OJP by email at OJP.ComplianceReporting@ojp.usdoj.gov. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

23

Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

24

All subawards ("subgrants") must have specific federal authorization

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/>

funding/Explore/SubawardAuthorization.htm (Award condition: All subawards ("subgrants") must have specific authorization), and are incorporated by reference here.

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Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.

26

Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

27

Requirement to report potentially duplicative funding

If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by the DOJ awarding agency, must seek a budget-modification or change-of-project-scope Grant Award Modification (GAM) to eliminate any inappropriate duplication of funding.

28

Reporting potential fraud, waste, and abuse, and similar misconduct

The recipient, and any subrecipients ("subgrantees") at any tier, must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Grantee Reporting, 950 Pennsylvania Ave., NW, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Investigations Division (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

29

Requirements related to System for Award Management and Universal Identifier Requirements

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

30

Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

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Justice Information Sharing

Information sharing projects funded under this award must comply with DOJ's Global Justice Information Sharing Initiative (Global) guidelines. The recipient (and any subrecipient at any tier) must conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at: https://it.ojp.gov/gsp_grantcondition. The recipient (and any subrecipient at any tier) must document planned approaches to information sharing and describe compliance with the GSP and appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.

32

Avoidance of duplication of networks

To avoid duplicating existing networks or IT systems in any initiatives funded by BJA for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the recipient can

demonstrate to the satisfaction of BJA that this requirement would not be cost effective or would impair the function of an existing or proposed IT system.

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Law enforcement task forces - required training

Within 120 days of award acceptance, each current member of a law enforcement task force funded with award funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, must complete required online (internet-based) task force training. Additionally, all future task force members must complete this training once during the period of performance for this award, or once every four years if multiple OJP awards include this requirement.

The required training is available free of charge online through the BJA-funded Center for Task Force Integrity and Leadership (www.ctfli.org). The training addresses task force effectiveness, as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. If award funds are used to support a task force, the recipient must compile and maintain a task force personnel roster, along with course completion certificates.

Additional information regarding the training is available through BJA's web site and the Center for Task Force Integrity and Leadership (www.ctfli.org).

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Required monitoring of subawards

The recipient must monitor subawards under this award in accordance with all applicable statutes, regulations, award conditions, and the DOJ Grants Financial Guide, and must include the applicable conditions of this award in any subaward. Among other things, the recipient is responsible for oversight of subrecipient spending and monitoring of specific outcomes and benefits attributable to use of award funds by subrecipients. The recipient agrees to submit, upon request, documentation of its policies and procedures for monitoring of subawards under this award.

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Any written, visual, or audio publications funded in whole or in part under this award, with the exception of press releases, shall contain the following statements: "This project was supported by Grant No. <AWARD_NUMBER> awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Department of Justice's Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice." The current edition of the DOJ Grants Financial Guide provides guidance on allowable printing and publication activities.

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Any Web site that is funded in whole or in part under this award must include the following statement on the home page, on all major entry pages (i.e., pages (exclusive of documents) whose primary purpose is to navigate the user to interior content), and on any pages from which a visitor may access or use a Web-based service, including any pages that provide results or outputs from the service: "This Web site is funded in whole or in part through a grant from the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. Neither the U.S. Department of Justice nor any of its components operate, control, are responsible for, or necessarily endorse, this Web site (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided)." The full text of the foregoing statement must be clearly visible on the home page. On other pages, the statement may be included through a link, entitled "Notice of Federal Funding and Federal Disclaimer," to the full text of the statement.

37

Verification and updating of recipient contact information

The recipient must verify its Grant Award Administrator, Financial Manager, and Authorized Representative contact information in JustGrants, including telephone number and e-mail address. If any information is incorrect or has

changed, the award recipient's Entity Administrator must make changes to contact information through DIAMD. Instructions on how to update contact information in JustGrants can be found at <https://justicegrants.usdoj.gov/training-entity-management>.

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Compliance with National Environmental Policy Act and related statutes

Upon request, the recipient (and any subrecipient at any tier) must assist BJA in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these award funds, either directly by the recipient or by a subrecipient. Accordingly, the recipient agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the award, the recipient agrees to contact BJA.

The recipient understands that this condition applies to new activities as set out below, whether or not they are being specifically funded with these award funds. That is, as long as the activity is being conducted by the recipient, a subrecipient, or any third party, and the activity needs to be undertaken in order to use these award funds, this condition must first be met. The activities covered by this condition are:

- a. New construction;
- b. Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
- e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

The recipient understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. The recipient further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed at <https://bja.gov/Funding/nepa.html>, for programs relating to methamphetamine laboratory operations.

Application of This Condition to Recipient's Existing Programs or Activities: For any of the recipient's or its subrecipients' existing programs or activities that will be funded by these award funds, the recipient, upon specific request from BJA, agrees to cooperate with BJA in any preparation by BJA of a national or program environmental assessment of that funded program or activity.

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Recipients utilizing award funds for forensic genealogy testing must adhere to the United States Department of Justice Interim Policy Forensic Genealogical DNA Analysis and Searching (<https://www.justice.gov/olp/page/file/1204386/download>), and must collect and report the metrics identified in Section IX of that document to BJA.

40

Establishment of trust fund

If award funds are being drawn down in advance, the recipient (or a subrecipient, with respect to a subaward) is required to establish a trust fund account. Recipients (and subrecipients) must maintain advance payments of federal awards in interest-bearing accounts, unless regulatory exclusions apply (2 C.F.R. 200.305(b)(8)). The trust fund, including any interest, may not be used to pay debts or expenses incurred by other activities beyond the scope of the

Edward Byrne Memorial Justice Assistance Grant Program (JAG). The recipient also agrees to obligate the award funds in the trust fund (including any interest earned) during the period of performance for the award and expend 90 days thereafter. Any unobligated or unexpended funds, including interest earned, must be returned to OJP at the time of closeout.

41

All State and Local JAG recipients must submit quarterly Federal Financial Reports (SF-425). Additionally, State JAG and Local JAG Category Two (\$25K or more) must submit semi-annual performance reports through JustGrants and Local JAG Category One (Less than \$25K) must submit annual performance reports through JustGrants. Consistent with the Department's responsibilities under the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, the recipient must provide data that measure the results of its work. The recipient must submit quarterly performance metrics reports through BJA's Performance Measurement Tool (PMT) website: <https://bjapmt.ojp.gov/>. For more detailed information on reporting and other JAG requirements, refer to the JAG reporting requirements webpage (<https://bjapmt.ojp.gov/help/jagdocs.html>). Failure to submit required JAG reports by established deadlines may result in the freezing of grant funds and future High Risk designation.

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Required data on law enforcement agency training

Any law enforcement agency receiving direct or sub-awarded funding from this JAG award must submit quarterly accountability metrics data related to training that officers have received on the use of force, racial and ethnic bias, de-escalation of conflict, and constructive engagement with the public.

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Authorization to obligate (federal) award funds to reimburse certain project costs incurred on or after October 1, 2022

The recipient may obligate (federal) award funds only after the recipient makes a valid acceptance of the award. As of the first day of the period of performance for the award (October 1, 2022), however, the recipient may choose to incur project costs using non-federal funds, but any such project costs are incurred at the recipient's risk until, at a minimum - (1) the recipient makes a valid acceptance of the award, and (2) all applicable withholding conditions are removed by OJP (via an Award Condition Modification (ACM)). (A withholding condition is a condition in the award document that precludes the recipient from obligating, expending, or drawing down all or a portion of the award funds until the condition is removed.)

Except to the extent (if any) that an award condition expressly precludes reimbursement of project costs incurred "at-risk," if and when the recipient makes a valid acceptance of this award and OJP removes each applicable withholding condition through an Award Condition Modification (ACM), the recipient is authorized to obligate (federal) award funds to reimburse itself for project costs incurred "at-risk" earlier during the period of performance (such as project costs incurred prior to award acceptance or prior to removal of an applicable withholding condition), provided that those project costs otherwise are allowable costs under the award.

44

If award funds are used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System ("CODIS," the DNA database operated by the FBI) by a government DNA laboratory with access to CODIS. With the exception of Forensic Genetic Genealogy, no profiles generated under this award may be entered or uploaded into any non-governmental DNA database without prior express written approval from BJA. Award funds may not be used for the purchase of DNA equipment and supplies unless the resulting DNA profiles may be accepted for entry into CODIS. Booking agencies should work with their state CODIS agency to ensure all requirements are met for participation in Rapid DNA (see National Rapid DNA Booking Operational Procedures Manual).

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Submission of eligible records relevant to the National Instant Background Check System

Consonant with federal statutes that pertain to firearms and background checks -- including 18 U.S.C. 922 and 34 U.S.C. ch. 409 -- if the recipient (or any subrecipient at any tier) uses this award to fund (in whole or in part) a specific

project or program (such as a law enforcement, prosecution, or court program) that results in any court disposition, information, or other records that are "eligible records" (under federal or State law) relevant to the National Instant Background Check System (NICS), or that has as one of its purposes the establishment or improvement of records systems that contain any court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the NICS, the recipient (or subrecipient, if applicable) must ensure that all such court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the NICS are promptly made available to the NICS or to the "State" repository/database that is electronically available to (and accessed by) the NICS, and -- when appropriate -- promptly must update, correct, modify, or remove such NICS-relevant "eligible records".

In the event of minor and transitory non-compliance, the recipient may submit evidence to demonstrate diligent monitoring of compliance with this condition (including subrecipient compliance). DOJ will give great weight to any such evidence in any express written determination regarding this condition.

46

Prohibition on use of award funds for match under BVP program

JAG funds may not be used as the 50% match for purposes of the DOJ Bulletproof Vest Partnership (BVP) program.

47

Certification of body armor "mandatory wear" policies, and compliance with NIJ standards

If recipient uses funds under this award to purchase body armor, the recipient must submit a signed certification that each law enforcement agency receiving body armor purchased with funds from this award has a written "mandatory wear" policy in effect. The recipient must keep signed certifications on file for any subrecipients planning to utilize funds from this award for ballistic-resistant and stab-resistant body armor purchases. This policy must be in place for at least all uniformed officers before any funds from this award may be used by an agency for body armor. There are no requirements regarding the nature of the policy other than it be a mandatory wear policy for all uniformed officers while on duty.

Ballistic-resistant and stab-resistant body armor purchased with award funds may be purchased at any threat level, make or model, from any distributor or manufacturer, as long as the body armor has been tested and found to comply with applicable National Institute of Justice ballistic or stab standards, and is listed on the NIJ Compliant Body Armor Model List. In addition, ballistic-resistant and stab-resistant body armor purchased must be made in the United States and must be uniquely fitted, as set forth in 34 U.S.C. 10202(c)(1)(A). The latest NIJ standard information and the NIJ Compliant Body Armor List may be found by following the links located on the NIJ Body Armor page: <https://nij.ojp.gov/topics/equipment-and-technology/body-armor>

48

Extreme risk protection programs funded by JAG must include, at a minimum: pre-deprivation and post-deprivation due process rights that prevent any violation or infringement of the Constitution of the United States, including but not limited to the Bill of Rights, and the substantive or procedural due process rights guaranteed under the Fifth and Fourteenth Amendments to the Constitution of the United States, as applied to the States, and as interpreted by State courts and United States courts (including the Supreme Court of the United States). Such programs must include, at the appropriate phase to prevent any violation of constitutional rights, at minimum, notice, the right to an in-person hearing, an unbiased adjudicator, the right to know opposing evidence, the right to present evidence, and the right to confront adverse witnesses; the right to be represented by counsel at no expense to the government; pre-deprivation and post-deprivation heightened evidentiary standards and proof which mean not less than the protections afforded to a similarly situated litigant in Federal court or promulgated by the State's evidentiary body, and sufficient to ensure the full protections of the Constitution of the United States, including but not limited to the Bill of Rights, and the substantive and procedural due process rights guaranteed under the Fifth and Fourteenth Amendments to the Constitution of the United States, as applied to the States, and as interpreted by State courts and United States courts (including the Supreme Court of the United States). The heightened evidentiary standards and proof under such programs must, at all appropriate phases to prevent any violation of any constitutional right, at minimum, prevent reliance upon evidence that is unsworn or unaffirmed, irrelevant, based on inadmissible hearsay, unreliable, vague, speculative, and lacking a foundation; and penalties for abuse of the program.

49

Expenditures prohibited without waiver

No funds under this award may be expended on the purchase of items prohibited by the JAG program statute, unless, as set forth at 34 U.S.C. 10152, the BJA Director certifies that extraordinary and exigent circumstances exist, making such expenditures essential to the maintenance of public safety and good order.

50

FFATA reporting: Subawards and executive compensation

The recipient must comply with applicable requirements to report first-tier subawards ("subgrants") of \$30,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients (first-tier "subgrantees") of award funds. The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the OJP web site at <https://ojp.gov/funding/Explore/FFATA.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here.

This condition, including its reporting requirement, does not apply to-- (1) an award of less than \$30,000, or (2) an award made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

51

Exceptions regarding Prohibited and Controlled Equipment under OJP awards

Notwithstanding any provision to the contrary in the other terms and conditions of this award, including in the condition regarding "Compliance with restrictions on the use of federal funds--prohibited and controlled equipment under OJP awards," the requirements for the "Transfer/Sale of Award-Funded Controlled Equipment to Other LEAs" and the requirements for the "Transfer/Sale of Award-Funded Controlled Equipment to NON-LEAs" do not apply to this award.

52

The recipient agrees that no funds under this grant award (including via subcontract or subaward, at any tier) may be used for unmanned aircraft systems (UAS), which includes unmanned aircraft vehicles (UAV), or for any accompanying accessories to support UAS.

53

Initial period of performance; requests for extension.

The recipient understands that for award amounts of less than \$25,000 under JAG (Category 1), the initial period of performance of the award is two years. The recipient further understands that any requests for an extension of the period of performance for an award of less than \$25,000 will be approved automatically for up to a total of two additional years, pursuant to 34 U.S.C. 10152(f) and in accordance with the program solicitation associated with this award.

Any request for an extension of the period of performance beyond a four-year award period will require approval, and the approval (if any) will be at the discretion of the Director of BJA.

54

Applicants must ensure that Limited English Proficiency persons have meaningful access to the services under this program(s). National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for grantees to help them comply with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov.

55

Cooperating with OJP Monitoring

The recipient agrees to cooperate with OJP monitoring of this award pursuant to OJP's guidelines, protocols, and procedures, and to cooperate with OJP (including the grant manager for this award and the Office of Chief Financial Officer (OCFO)) requests related to such monitoring, including requests related to desk reviews and/or site visits. The recipient agrees to provide to OJP all documentation necessary for OJP to complete its monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by OJP for providing the requested documents. Failure to cooperate with OJP's monitoring activities may result in actions that affect the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to award funds; referral to the DOJ OIG for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).

56

Use of program income

Program income (as defined in the Part 200 Uniform Requirements) must be used in accordance with the provisions of the Part 200 Uniform Requirements. Program income earnings and expenditures both must be reported on the quarterly Federal Financial Report, SF 425.

57

Compliance with 28 C.F.R. Part 23

With respect to any information technology system funded or supported by funds under this award, the recipient (and any subrecipient at any tier) must comply with 28 C.F.R. Part 23, Criminal Intelligence Systems Operating Policies, if OJP determines this regulation to be applicable. Should OJP determine 28 C.F.R. Part 23 to be applicable, OJP may, at its discretion, perform audits of the system, as per the regulation. Should any violation of 28 C.F.R. Part 23 occur, the recipient may be fined as per 34 U.S.C. 10231(c)-(d). The recipient may not satisfy such a fine with federal funds.

58

Protection of human research subjects

The recipient (and any subrecipient at any tier) must comply with the requirements of 28 C.F.R. Part 46 and all OJP policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.

59

Confidentiality of data

The recipient (and any subrecipient at any tier) must comply with all confidentiality requirements of 34 U.S.C. 10231 and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. The recipient further agrees, as a condition of award approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, 28 C.F.R. 22.23.

60

The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.

61

The recipient understands that, in accepting this award, the Authorized Representative declares and certifies, among other things, that he or she possesses the requisite legal authority to accept the award on behalf of the recipient entity and, in so doing, accepts (or adopts) all material requirements that relate to conduct throughout the period of performance under this award. The recipient further understands, and agrees, that it will not assign anyone to the role of Authorized Representative during the period of performance under the award without first ensuring that the

individual has the requisite legal authority.

Item 17.

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In accepting this award, the recipient agrees that grant funds cannot be used for Facial Recognition Technology (FRT) unless the recipient has policies and procedures in place to ensure that the FRT will be utilized in an appropriate and responsible manner that promotes public safety, and protects privacy, civil rights, and civil liberties and complies with all applicable provisions of the U.S. Constitution, including the Fourth Amendment's protection against unreasonable searches and seizures and the First Amendment's freedom of association and speech, as well as other laws and regulations. Recipients utilizing funds for FRT must make such policies and procedures available to DOJ upon request.

63

Withholding of funds for Required certification from the chief executive of the applicant government

The recipient may not expend or draw down any award funds until the recipient submits the required "Certifications and Assurances by the Chief Executive of the Applicant Government," properly-executed (as determined by OJP), and an Award Condition Modification has been issued to remove this condition.

64

Withholding of funds for Memorandum of Understanding

The recipient may not expend or draw down any award funds until OJP has reviewed and approved the Memorandum of Understanding (MOU), and an Award Condition Modification has been issued to remove this condition.

[]

I have read and understand the information presented in this section of the Federal Award Instrument.

Award Acceptance

Declaration and Certification to the U.S. Department of Justice as to Acceptance

By checking the declaration and certification box below, I--

A. Declare to the U.S. Department of Justice (DOJ), under penalty of perjury, that I have authority to make this declaration and certification on behalf of the applicant.

B. Certify to DOJ, under penalty of perjury, on behalf of myself and the applicant, to the best of my knowledge and belief, that the following are true as of the date of this award acceptance: (1) I have conducted or there was conducted (including by applicant's legal counsel as appropriate and made available to me) a diligent review of all terms and conditions of, and all supporting materials submitted in connection with, this award, including any assurances and certifications (including anything submitted in connection therewith by a person on behalf of the applicant before, after, or at the time of the application submission and any materials that accompany this acceptance and certification); and (2) I have the legal authority to accept this award on behalf of the applicant.

C. Accept this award on behalf of the applicant.

D. Declare the following to DOJ, under penalty of perjury, on behalf of myself and the applicant: (1) I understand that, in taking (or not taking) any action pursuant to this declaration and certification, DOJ will rely upon this declaration and certification as a material representation; and (2) I understand that any materially false, fictitious, or fraudulent information or statement in this declaration and certification (or concealment or omission of a material fact as to either) may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the applicant to civil penalties and administrative remedies under the federal False Claims Act (including under 31 U.S.C. §§ 3729-3730 and/or §§ 3801-3812) or otherwise.

Agency Approval

Title of Approving Official Assistant Attorney General	Name of Approving Official Amy Solomon	Signed Date And Time 11/3/23 10:14 AM	Item 17.
Authorized Representative			
Entity Acceptance			
Title of Authorized Entity Official Chief of Police			
Signed Date And Time			

PROPOSAL NARRATIVE**FY 2023 Edward Byrne Memorial Justice Assistance Grant (JAG) Program – Local****Solicitation**

Grants.gov Tracking Number: GRANT13957950

Competition Identification Number: C-BJA-2023-00105-PROD

The Norman Police Department (NPD) is the lead agency for the 2023 Justice Assistance Grant (JAG). The disparate jurisdictions involved include the NPD, the Moore Police Department (MPD), and the Cleveland County Sheriff's Office (CCSO). The total allocation for this year's grant is \$52,233.

Description of the Issues:

1. Strategy/Funding Priorities – The agencies determined funding priorities for each agency first by reviewing the funding allocations listed in the “2023 Oklahoma Local JAG Allocations”. CCSO requested a review of their allocated funding, but did not initially have any specific project or program identified for funds. As a planning decision, NPD suggested we reserve 5% of the total award (\$2,612) for the CCSO with the ability to make adjustments as projects and/or programs are identified. Priority of funding will go to those projects and programs that are more closely associated with the Bureau of Justice Assistance's “Areas of Emphasis”.
2. Process Timeline – The application period does not allow for the Norman Police Department to fully complete the process due to constraints on public meeting agendas. However, once the grant is awarded, we anticipate at least two weeks to accommodate the public hearings and accept the award and upload the required

documentation to complete the full award requirements. We then anticipate another two weeks for the award to be processed and special conditions to be removed. Once all conditions are removed and the final award is generated, we anticipate the project to start immediately and to run through September 30, 2024.

3. Description of Programs Funded – The application consists of three **programs**: NPD allocation, MPD allocation, and CCSO allocation. For purposes of organization, we have identified specific **projects** (below) as sub-elements of these three general programs.

B. Project Design and Implementation:

1. Strategic Planning Process – The Norman Police Department’s Strategic Planning process begins October 1st of each year. Planners review the organization’s mission/vision/values, assess crime trends and forecasts, and compare outside sources to develop departmental goals and objectives. The budgeting process follows in January of each year, and planners prioritize personnel, training, equipment, facility, and operational needs in 1, 2, 3-5, and 5-10 year forecasts. JAG funds are used to supplement local, state, and other federal funds for projects that would not be funded otherwise through the budget.
2. Local Engagement/Data Analysis – Planners incorporate local stakeholders – most specifically our disparate partners – while reviewing outside source materials in the planning process. Specifically, we compare internally identified problems and needs with City Council and City Administration direction to identify goals and objectives. We use numerous community meetings and data sharing initiatives to provide community input into our plans.

3. Stakeholders/Gaps Identified/Coordinated Funding – Stakeholders include various citizen groups and internal/external advisory boards, civic and non-governmental entities, local governmental agencies, and enforcement/criminal justice partners at various levels of government. We have identified the following specific gaps in funding related to this grant:
- a. NPD continues to suffer from a shortage of personnel. Retention, recruiting, and staffing efforts have reduced the impact somewhat, but recovery from an industry-wide commissioned personnel shortage has been slow. We anticipate remaining at approximately 80% of our authorized commissioned strength. Efficient use of personnel is essential, and bolstering the training of our forensic and analytical staff provides a staffing modifier. Unfortunately, other City needs take precedence and funds for continuing education in these specialized areas has fallen short. Outside funding is necessary to fill the gap in funding. Additionally, the Chief of Police and Executive Staff share a single conference room with other commanders and departmental personnel. The telecommunications infrastructure is used multiple times a day, but relies on a borrowed computer and monitor system that were adapted from abandoned property and obsolete office machines. Funding would allow minimal upgrades to equipment and support teleconferencing, presentations, and planning.
 - b. Specialized surveillance equipment is necessary in high-crime areas to identify criminal activity that otherwise cannot be observed or recorded for investigative purposes. MPD has not received necessary funding to replace

outdated and non-operable surveillance equipment – specifically, a pole camera to fill this investigative need. JAG funding provides an opportunity to update equipment that has exceeded its usable life.

- c. The number of collisions, both injury and non-injury, has consistently increased within the boundaries of Cleveland County. Most often, driver inattention or aggressive driving are the causes of collisions. Enforcement is one of the most effective deterrents to positively impact these high-risk behaviors. Speed capturing equipment, LIDAR specifically, is a well established industry standard for traffic enforcement projects in problem areas. Unfortunately, the CCSO has not received the funding necessary to ensure patrol deputies have adequate LIDAR equipment.

C. Capabilities and Competencies:

Additional planning/coordination – NPD, MPD, and CCSO conducted one planning meeting followed by several email discussions regarding this grant. The result was the identification of disparate needs between the agencies. The funding level for NPD provides an opportunity to model state and federal agencies who routinely use forensic specialists and analysts to reduce the occurrence and impact of crime on victims and society. Remaining funds, and the allocation levels for both MPD and CCSO are better suited to seeking essential equipment for other law enforcement activity.

D. Plan for Collecting the Data Required for this Solicitation's Performance Measures:

PROGRAM 1 – NPD Allocation (\$33,108)

Project 1.1 – Forensic Technician Training Project: Providing forensic services to victims of crime requires a commitment to developing the technical expertise necessary for our

forensic technicians to process scenes and to providing the equipment and supplies required. While NPD is committed to providing this service, we are also obligated to seek funding when other city priorities mean that our budget does not cover all of our needs. NPD has two technicians who are both International Association of Identification (IAI) certified crime scene technicians. Continuing education that both meets certification requirements and develops new skills and expertise for these specialists is not available locally.

Objective 1.1.1 – Complete advanced forensic training.

Performance Measure: Complete course registration and travel requirements for class attendance and successful course completion.

Required Data: Copies of completed purchase requisitions, invoices, purchase orders, applicable training attendance records, and certifications.

Project 1.2 – Digital Forensic Training Project: Providing digital forensic services to victims of crime requires a commitment to developing the technical expertise necessary for our digital forensic analysts to extract and examine digital information from a variety of media including digital devices, computers, and media. While we are often assisted by Federal partners in developing the skills necessary for certification, continuing education is an expense that quickly exceeds local funding. NPD has three certified digital analysts who require continuing education credits to ensure that these services are available to our Local, County, State, and Federal partners.

Objective 1.2.1 – Complete digital forensic continuing education.

Performance Measure: Complete course registration and travel requirements for class attendance and successful course completion.

Required Data: Copies of completed purchase requisitions, invoices, purchase orders, applicable training attendance records, and certifications.

Project 1.3 – Crime and Intelligence Analyst Training Project: As with the previous projects, providing analytical support for law enforcement activities requires a commitment to developing the technical expertise necessary for analysts to use both internal and external systems in a way that facilitates successful proactive and reactive enforcement activities. We have recently added to our analytical personnel (we have one Crime Analyst and one Intelligence Analyst) in an effort to expand this capability, but initial and continuing education for the analysts and their immediate supervisor is critical to ensure that we meet industry standards as established by Local, State, and Federal partners.

Objective 1.3.1 – Attending Crime and Intelligence Analyst conferences for initial certification and continuing education.

Performance Measure: Complete conference registration and travel requirements for attendance and successful completion.

Required Data: Copies of completed purchase requisitions, invoices, purchase orders, applicable attendance records, and certifications.

Project 1.4 – Conference Room Telecommunications Upgrade Project: Strategic and operational planning, as well as coordination at the executive level with Local, State, and Federal partners, requires adequate meeting and presentation infrastructure. A computer and associated peripherals that support teleconferencing, digital presentations, and data/screen sharing is essential for effective information sharing and coordination.

Objective 1.4.1 – Purchasing a computer, monitor, and other telecommunications equipment.

Performance Measure: Complete the purchase of equipment prior to December 31, 2023.

Required Data: Copies of completed purchase requisitions, invoices, and purchase orders.

PROGRAM 2 – MPD Allocation (\$13,195)

Project 2.1 – Pass Through Project – Surveillance Equipment: MPD will use JAG funds to purchase a pole camera that can replace failing equipment that has outlived its useful life.

Objective 2.1.1 – Purchase and deploy pole camera.

Performance Measure: Complete purchase of equipment by December 31, 2023.

Required Data: Copies of completed purchase requisitions, invoices, and purchase orders.

PROGRAM 3 – CCSO Allocation (\$5,930)

Project 3.1 – Pass Through Project – Traffic Enforcement Equipment: CCSO will use JAG funds to purchase two LIDARs that can supplement existing equipment.

Objective 3.1.1 – Purchase and deploy LIDARs.

Performance Measure: Complete purchase of equipment by December 31, 2023.

Required Data: Copies of completed purchase requisitions, invoices, and purchase orders.

Budget Detail Worksheet

OMB Approval NO.: 1121-0329

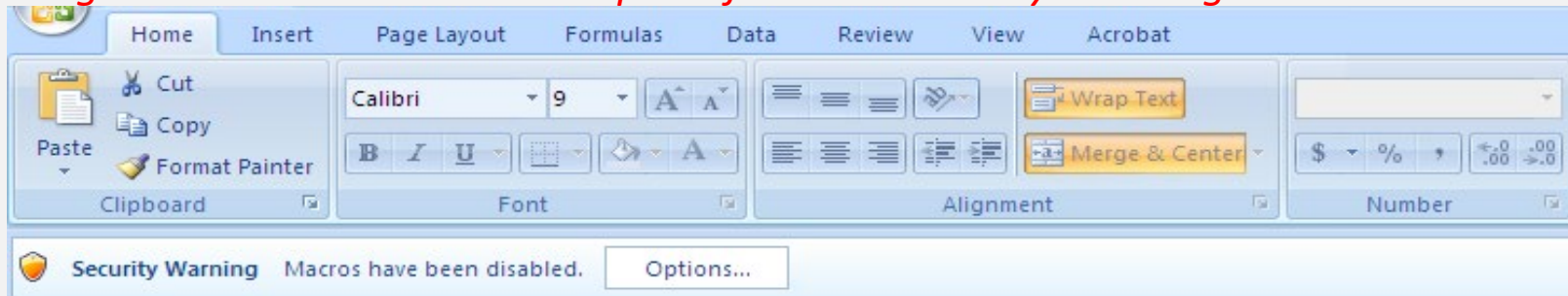
Expires 11/30/2020

For a 508 compliant, accessible version of the Budget Detail Worksheet, use the following link:

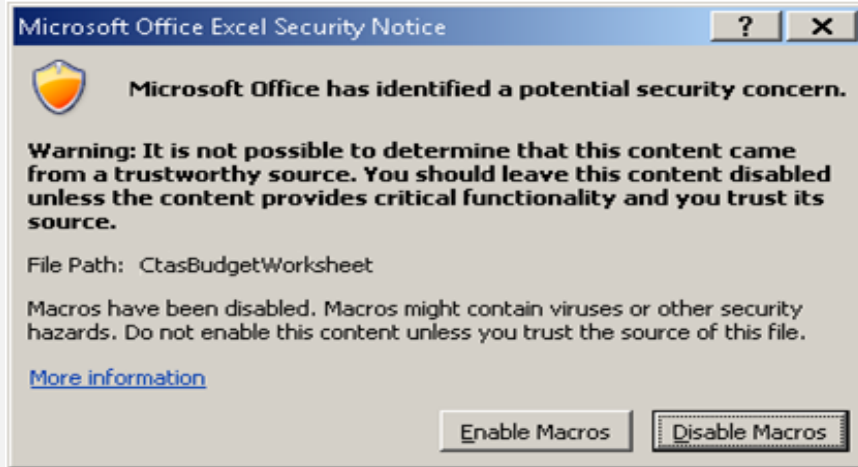
<https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet/BDW508.pdf>

Worksheet Instructions

Note: This document requires macros be enabled to work properly. Please ensure that macros are enabled before entering any data. You may be able to enable macros by choosing the "Enable this content" option from the Security Warning Ribbon above.



If the ribbon is not visible you may have been prompted to enable macros when you opened the document as pictured here. If you elected to disable macros,



please close the document and reopen it with macros enabled.

Purpose:

The Budget Detail Worksheet is provided for your use in the preparation of the budget and budget narrative. All required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be left blank. Indicate any non-federal (match) amount in the appropriate category, if applicable.

How to use this Workbook:

The workbook includes several different worksheets. The first worksheet (this one) is an instruction sheet; the next worksheet includes the budget detail worksheet and narrative for year 1. There are duplicates of this worksheet for years 2-5 that can be completed as necessary. The last worksheet is a Budget Summary. It compiles all of the relevant budget information into a single location and should be reviewed for correctness before the workbook is uploaded to the GMS application.

Step by Step Usage:

1. Please read and print this instruction page. It can be used as a reference while completing the rest of the document.
2. For each budget category, you can see a sample by viewing the 'Budget Detail Example Sheet'.
3. The 'Definitions' tab explains terms used in the instructions for the various budget categories.
4. **Record Retention:** In accordance with the requirements set forth in 2 CFR Part 200.333, all financial records, supporting documents, statistical records, and all other records pertinent to the award shall be retained by each organization for at least three years following the closure of the audit report covering the grant period.
5. The information disclosed in this form is subject to the Freedom of Information Act under U.S.C. 55.2.

Budget Point of Contact Information:

Contact Name:	Last:		First:		Middle:	
Contact Phone:		Contact Fax:		Contact Email:		

Worksheet Index:

Tab
Budget Detail - Year 1
Budget Detail - Year 2
Budget Detail - Year 3
Budget Detail - Year 4

Budget Detail - Year 5	
Budget Summary	
Example - Budget Detail Sheet	
Definitions	
Budget Category Descriptions:	
<i>Personnel</i>	List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. In the budget narrative, include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives. All requested information must be included in the budget detail worksheet and budget narrative.
<i>Fringe Benefits</i>	Fringe benefits should be based on actual known costs or an approved negotiated rate by a Federal agency. If not based on an approved negotiated rate, list the composition of the fringe benefit package. Fringe benefits are for the personnel listed in the budget category (A) and only for the percentage of time devoted to the project. All requested information must be included in the budget detail worksheet and budget narrative.
<i>Travel</i>	Itemize travel expenses of staff personnel (e.g. staff to training, field interviews, advisory group meeting, etc.). Describe the purpose of each travel expenditure in reference to the project objectives. Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known; or if unknown, indicate "location to be determined." Indicate whether applicant's formal written travel policy or the Federal Travel Regulations are followed. Note: Travel expenses for consultants should be included in the "Consultant Travel" data fields under the "Subawards (Subgrants)/Procurement Contracts" category.
<i>Equipment</i>	List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). <u>Expendable</u> items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technological advances. Rented or leased equipment costs should be listed in the "Contracts" data fields under the "Subawards (Subgrants)/Procurement Contracts" category. In the budget narrative, explain how the equipment is necessary for the success of the project, and describe the procurement method to be used. All requested information must be included in the budget detail worksheet and budget narrative.
<i>Supplies</i>	List items by type (office supplies, postage, training materials, copy paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project. All requested information must be included in the budget detail worksheet and budget narrative.
<i>Construction</i>	Provide a description of the construction project and an estimate of the costs. Minor repairs or renovations may be allowable and should be classified in the "Other" category. OJP does not currently fund construction programs. Consult with the program office before budgeting funds in this category. All requested information must be included in the budget detail worksheet and budget narrative.

<p><i>Subawards (Subgrants), Procurement Contracts, & Consultant Fees</i></p>	<p>Subawards (see “Subaward” definition at 2 CFR 200.92): Provide a description of the Federal award activities proposed to be carried out by any subrecipient and an estimate of the cost (include the cost per subrecipient, to the extent known prior to application submission). For each subrecipient, enter the subrecipient entity name, if known. Please indicate any subaward information included under budget category G. Subawards (Subgrants)/Procurement Contracts by including the label “(subaward)” with each subaward entry.</p> <p>Procurement contracts (see “Contract” definition at 2 CFR 200.22): Provide a description of the product or service to be procured by contract and an estimate of the cost. Indicate whether the applicant’s formal, written Procurement Policy or the Federal Acquisition Regulation is followed. Applicants are encouraged to promote free and open competition in awarding procurement contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold set in accordance with 41 U.S.C. 1908 (currently set at \$150,000).</p> <p>Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of the DOJ grant-making component’s maximum rate for an 8-hour day (currently \$650) require additional justification and prior approval from the respective DOJ grant-making component. All requested information must be included in the budget detail worksheet and budget narrative.</p>
<p><i>Other Costs</i></p>	<p>List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent. All requested information must be included in the budget detail worksheet and budget narrative.</p>
<p><i>Indirect Costs</i></p>	<p>Indirect costs are allowed only if: a) the applicant has a current, federally approved indirect cost rate; or b) the applicant is eligible to use and elects to use the “de minimis” indirect cost rate described in 2 C.F.R. 200.414(f). (See paragraph D.1.b. in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals for a description of entities that may not elect to use the “de minimis” rate.) An applicant with a current, federally approved indirect cost rate must attach a copy of the rate approval, (a fully-executed, negotiated agreement. If the applicant does not have an approved rate, one can be requested by contacting the applicant’s cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant’s accounting system permits, costs may be allocated in the direct costs categories. (Applicant Indian tribal governments, in particular, should review Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals regarding submission and documentation of indirect cost proposals.) Narrative for any indirect costs should clearly state which direct costs the indirect cost agreement is being applied to. All requested information must be included in the budget detail worksheet and budget narrative.</p> <p>In order to use the “de minimis” indirect rate an applicant would need to attach written documentation to the application that advises DOJ of both the applicant’s eligibility (to use the “de minimis” rate) and its election. If the applicant elects the de minimis method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. In addition, if this method is chosen then it must be used consistently for all federal awards until such time as the applicant entity chooses to negotiate a federally approved indirect cost rate.</p>

Budget Detail - Year 1

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N
[\(DOJ Financial Guide, Section 3.10\)](#)

A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate & amount of time devoted to the project for each name/position.</i>						
		Salary	Rate	Time Worked (# of hours, days, months, years)	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
Total(s)						\$0	\$0	\$0

Narrative

B. Fringe Benefits

Name <i>List each grant-supported position receiving fringe benefits.</i>	Computation <i>Show the basis for computation.</i>				
	Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
Total(s)			\$0	\$0	\$0

Narrative

C. Travel

Purpose of Travel	Location	Type of Expense	Basis	Computation						
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>						
				Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request
Intelligence Analyst Training - Airfare	TBD	Transportation	Round-trip	\$694.00	1	3	1	\$2,082	\$0	\$2,082
Crime Analyst Training - Airfare	TBD	Transportation	Round-trip	\$694.00	1	3	1	\$2,082	\$0	\$2,082
Digital Forensic Training - Airfare	TBD	Transportation	Round-trip	\$543.00	1	3	1	\$1,629	\$0	\$1,629
Forensic Training - Airfare	TBD	Transportation	Round-trip	\$544.00	1	2	1	\$1,088	\$0	\$1,088
Intelligence Analyst Training - Accommodations	TBD	Lodging	Night	\$196.00	5	3	1	\$2,940	\$0	\$2,940
Crime Analyst Training - Accommodations	TBD	Lodging	Night	\$184.00	5	3	1	\$2,760	\$0	\$2,760

Purpose Area #4

Item 17.

Digital Forensic Training - Accommodations	TBD	Lodging	Night	\$120.00	6	3	1	\$2,160	\$0	\$2,160
Forensic Training - Accommodations	TBD	Lodging	Night	\$120.00	6	2	1	\$1,440	\$0	\$1,440
Intelligence Analyst Training - Meals & Incidentals - Travel Days (Per Diem)	TBD	Meals	Day	\$57.00	2	3	1	\$342	\$0	\$342
Intelligence Analyst Training - Meals & Incidentals - Full Days (Per Diem)	TBD	Meals	Day	\$76.00	4	3	1	\$912	\$0	\$912
Crime Analyst Training - Meals & Incidentals - Travel Days (Per Diem)	TBD	Meals	Day	\$53.00	2	3	1	\$318	\$0	\$318
Crime Analyst Training - Meals & Incidentals - Full Days (Per Diem)	TBD	Meals	Day	\$70.50	4	3	1	\$846	\$0	\$846
Digital Forensic Training - Meals & Incidentals - Travel Days (Per Diem)	TBD	Meals	Day	\$52.75	2	3	1	\$317	\$0	\$317
Digital Forensic Training - Meals & Incidentals - Full Days (Per Diem)	TBD	Meals	Day	\$70.50	5	3	1	\$1,058	\$0	\$1,058
Forensic Training - Meals & Incidentals - Travel Days (Per Diem)	TBD	Meals	Day	\$52.75	2	2	1	\$211	\$0	\$211
Forensic Training - Meals & Incidentals - Full Days (Per Diem)	TBD	Meals	Day	\$70.50	5	2	1	\$705	\$0	\$705
Total(s)								\$20,890	\$0	\$20,890
Narrative										

Specific locations for training have not been set by the vendors. All travel-related expenses are calculated using historical costs for similar training +10%. Actual expenses will be determined at the time of purchase based on final prices and availability and in conformity with GSA allowances. The length of stay is determined by the specific conference/course and estimated using historical times for similar training. Meals and incidentals include travel days at the start and stop of the training. All expenses serve as objectives for the Norman PD's "Forensic Training Project", "Digital Forensic Training Project", and "Crime and Intelligence Analyst Training Project".

D. Equipment

Item <i>List and describe each item of equipment that will be purchased</i>	Computation <i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>				
	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
Enforcement Equipment - LIDAR	2	\$2,965.00	\$5,930	\$0	\$5,930
Enforcement Equipment - Pole Camera	1	\$13,195.00	\$13,195	\$0	\$13,195
Telecommunications Equipment - Computer, licenses, and accessories	1	\$4,404.00	\$4,404	\$0	\$4,404
Total(s)			\$23,529	\$0	\$23,529
Narrative					

All expenditures are calculated using current quotations/estimates +10%. Actual expenses will be determined at the time of purchase based on final pricing. All expenses serve as objectives for the Norman PD's "Conference Room Telecommunications Upgrade Project", Moore PD's "Pass Through Project (surveillance Equipment)", and CCSO's "Pass Through Project (Traffic Enforcement Equipment)".

E. Supplies

Supply Items <i>Provide a list of the types of items to be purchased with grant funds.</i>	Computation <i>Describe the item and then compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>				
	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
Total(s)			\$0	\$0	\$0

Narrative

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F. Construction

Purpose <i>Provide the purpose of the construction</i>	Description of Work <i>Describe the construction project(s)</i>	Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>			
		# of Items	Cost	Total Cost	Non-Federal Federal

440

Total						\$0	\$0	\$0		
Narrative										
H. Procurement Contracts										
Description <i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i>			Purpose <i>Describe the purpose of the contract</i>		Consultant? <i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>					
						Total Cost	Non-Federal Contribution	Federal Request		
								\$0		
Total(s)						\$0	\$0	\$0		
Consultant Travel (if necessary)										
Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		Location <i>Indicate the travel destination.</i>		Type of Expense <i>Hotel, airfare, per diem</i>		Computation <i>Compute the cost of each type of expense X the number of people traveling.</i>				
					Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
								\$0		\$0

					Total	\$0	\$0	\$0
Narrative								
I. Other Costs								
Description <i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>		Computation <i>Show the basis for computation</i>						
	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request	
Intelligence Analyst Training - Registration	3	ea.	\$715.00	1	\$2,145	\$0	\$2,145	
Crime Analyst Training - Registration	3	ea.	\$743.00	1	\$2,229	\$0	\$2,229	
Digital Forensic Training - Registration	3	ea.	\$688.00	1	\$2,064	\$0	\$2,064	
Forensic Training - Registration	2	ea.	\$688.00	1	\$1,376	\$0	\$1,376	
					Total(s)	\$7,814	\$0	\$7,814
Narrative								

Specific registration for training have not been established by the vendors. All registration-related expenses are calculated using historical costs for similar training +10%. Actual expenses will be determined at the time of purchase based on final prices and availability. All expenses serve as objectives for the Norman PD's "Forensic Training Project", "Digital Forensic Training Project", and "Crime and Intelligence Analyst Training Project".

J. Indirect Costs

Description <i>Describe what the approved rate is and how it is applied.</i>	Computation <i>Compute the indirect costs for those portions of the program which allow such costs.</i>				
	Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
Total(s)			\$0	\$0	\$0
Narrative					

Budget Detail - Year 2

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N
[\(DOJ Financial Guide, Section 3.10\)](#)

A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate & amount of time devoted to the project for each name/position.</i>						
		Salary	Rate	Time Worked (# of hours, days, months, years)	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
Total(s)						\$0	\$0	\$0

Narrative

B. Fringe Benefits

Name <i>List each grant-supported position receiving fringe benefits.</i>	Computation <i>Show the basis for computation.</i>				
	Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
Total(s)			\$0	\$0	\$0

Narrative

C. Travel										
Purpose of Travel	Location	Type of Expense	Basis	Computation						
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>						
				Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request
			N/A					\$0		\$0
Total(s)								\$0	\$0	\$0
Narrative										

D. Equipment					
Item		Computation			
<i>List and describe each item of equipment that will be purchased</i>		<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>			
	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
Total(s)			\$0	\$0	\$0
Narrative					
E. Supplies					
Supply Items		Computation			
<i>Provide a list of the types of items to be purchased with grant funds.</i>		<i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>			
	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
Total(s)			\$0	\$0	\$0
Narrative					

F. Construction						
Purpose <i>Provide the purpose of the construction</i>	Description of Work <i>Describe the construction project(s)</i>	Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						
G. Subawards (Subgrants)						
Description	Purpose		Consultant?			

Provide a description of the activities to be carried out by subrecipients.		Describe the purpose of the subaward (subgrant)		Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.				
					Total Cost	Non-Federal Contribution	Federal Request	
							\$0	
Total(s)					\$0	\$0	\$0	
Consultant Travel (if necessary)								
Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	Location <i>Indicate the travel destination.</i>	Type of Expense <i>Hotel, airfare, per diem</i>	Computation <i>Compute the cost of each type of expense X the number of people traveling.</i>					
			Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
Total						\$0	\$0	\$0
Narrative								
H. Procurement Contracts								
Description	Purpose		Consultant?					

Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).		Describe the purpose of the contract		Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.				
						Total Cost	Non-Federal Contribution	Federal Request
								\$0
Total(s)						\$0	\$0	\$0
Consultant Travel (if necessary)								
Purpose of Travel Indicate the purpose of each trip or type of trip (training, advisory group meeting)	Location Indicate the travel destination.	Type of Expense Hotel, airfare, per diem	Computation Compute the cost of each type of expense X the number of people traveling.					
			Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
Total						\$0	\$0	\$0
Narrative								
I. Other Costs								
Description		Computation						

List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).		Show the basis for computation						
		Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
Total(s)						\$0	\$0	\$0
Narrative								
J. Indirect Costs								
Description <i>Describe what the approved rate is and how it is applied.</i>			Computation <i>Compute the indirect costs for those portions of the program which allow such costs.</i>					
			Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Request	
					\$0		\$0	
Total(s)					\$0	\$0	\$0	
Narrative								

Purpose Area #4

Item 17.

Budget Detail - Year 3

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N
[\(DOJ Financial Guide, Section 3.10\)](#)

A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate & amount of time devoted to the project for each name/position.</i>						
		Salary	Rate	Time Worked (# of hours, days, months, years)	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
Total(s)						\$0	\$0	\$0

Narrative

B. Fringe Benefits

Name <i>List each grant-supported position receiving fringe benefits.</i>	Computation <i>Show the basis for computation.</i>				
	Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
Total(s)			\$0	\$0	\$0

Narrative

C. Travel

Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	Location <i>Indicate the travel destination.</i>	Type of Expense <i>Lodging, Meals, Etc.</i>	Basis <i>Per day, mile, trip, Etc.</i>	Computation <i>Compute the cost of each type of expense X the number of people traveling.</i>						
				Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request
			N/A					\$0		\$0
Total(s)								\$0	\$0	\$0
Narrative										

D. Equipment					
Item		Computation			
<i>List and describe each item of equipment that will be purchased</i>		<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>			
	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
Total(s)			\$0	\$0	\$0
Narrative					
E. Supplies					
Supply Items		Computation			
<i>Provide a list of the types of items to be purchased with grant funds.</i>		<i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>			
	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
Total(s)			\$0	\$0	\$0
Narrative					

F. Construction						
Purpose <i>Provide the purpose of the construction</i>	Description of Work <i>Describe the construction project(s)</i>	Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						
G. Subawards (Subgrants)						
Description	Purpose		Consultant?			

Provide a description of the activities to be carried out by subrecipients.		Describe the purpose of the subaward (subgrant)		Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.				
					Total Cost	Non-Federal Contribution	Federal Request	
							\$0	
Total(s)					\$0	\$0	\$0	
Consultant Travel (if necessary)								
Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	Location <i>Indicate the travel destination.</i>	Type of Expense <i>Hotel, airfare, per diem</i>	Computation <i>Compute the cost of each type of expense X the number of people traveling.</i>					
			Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
Total						\$0	\$0	\$0
Narrative								
H. Procurement Contracts								
Description	Purpose		Consultant?					

Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).		Describe the purpose of the contract		Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.				
						Total Cost	Non-Federal Contribution	Federal Request
								\$0
Total(s)						\$0	\$0	\$0
Consultant Travel (if necessary)								
Purpose of Travel Indicate the purpose of each trip or type of trip (training, advisory group meeting)	Location Indicate the travel destination.	Type of Expense Hotel, airfare, per diem	Computation Compute the cost of each type of expense X the number of people traveling.					
			Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
Total						\$0	\$0	\$0
Narrative								
I. Other Costs								
Description		Computation						

<i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>		<i>Show the basis for computation</i>						
		Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
Total(s)						\$0	\$0	\$0
Narrative								
J. Indirect Costs								
Description <i>Describe what the approved rate is and how it is applied.</i>		Computation <i>Compute the indirect costs for those portions of the program which allow such costs.</i>						
		Base	Indirect Cost Rate			Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
Total(s)						\$0	\$0	\$0
Narrative								

Purpose Area #4

Item 17.

Budget Detail - Year 4

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N
[\(DOJ Financial Guide, Section 3.10\)](#)

A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate & amount of time devoted to the project for each name/position.</i>						
		Salary	Rate	Time Worked (# of hours, days, months, years)	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
Total(s)						\$0	\$0	\$0

Narrative

B. Fringe Benefits

Name <i>List each grant-supported position receiving fringe benefits.</i>	Computation <i>Show the basis for computation.</i>				
	Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
Total(s)			\$0	\$0	\$0

Narrative

C. Travel

Purpose of Travel	Location	Type of Expense	Basis	Computation						
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>						
				Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request
			N/A					\$0		\$0
Total(s)								\$0	\$0	\$0
Narrative										

D. Equipment					
Item		Computation			
<i>List and describe each item of equipment that will be purchased</i>		<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>			
	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
Total(s)			\$0	\$0	\$0
Narrative					
E. Supplies					
Supply Items		Computation			
<i>Provide a list of the types of items to be purchased with grant funds.</i>		<i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>			
	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
Total(s)			\$0	\$0	\$0
Narrative					

F. Construction						
Purpose <i>Provide the purpose of the construction</i>	Description of Work <i>Describe the construction project(s)</i>	Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						
G. Subawards (Subgrants)						
Description	Purpose		Consultant?			

Provide a description of the activities to be carried out by subrecipients.		Describe the purpose of the subaward (subgrant)		Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.				
					Total Cost	Non-Federal Contribution	Federal Request	
							\$0	
Total(s)					\$0	\$0	\$0	
Consultant Travel (if necessary)								
Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	Location <i>Indicate the travel destination.</i>	Type of Expense <i>Hotel, airfare, per diem</i>	Computation <i>Compute the cost of each type of expense X the number of people traveling.</i>					
			Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
Total						\$0	\$0	\$0
Narrative								
H. Procurement Contracts								
Description	Purpose		Consultant?					

Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).		Describe the purpose of the contract		Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.				
						Total Cost	Non-Federal Contribution	Federal Request
								\$0
Total(s)						\$0	\$0	\$0
Consultant Travel (if necessary)								
Purpose of Travel Indicate the purpose of each trip or type of trip (training, advisory group meeting)	Location Indicate the travel destination.	Type of Expense Hotel, airfare, per diem	Computation Compute the cost of each type of expense X the number of people traveling.					
			Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
Total						\$0	\$0	\$0
Narrative								
I. Other Costs								
Description		Computation						

<i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>		<i>Show the basis for computation</i>						
		Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
Total(s)						\$0	\$0	\$0
Narrative								
J. Indirect Costs								
Description <i>Describe what the approved rate is and how it is applied.</i>		Computation <i>Compute the indirect costs for those portions of the program which allow such costs.</i>						
		Base	Indirect Cost Rate			Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
Total(s)						\$0	\$0	\$0
Narrative								

Purpose Area #4

Item 17.

Budget Detail - Year 5

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N
[\(DOJ Financial Guide, Section 3.10\)](#)

A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate & amount of time devoted to the project for each name/position.</i>						
		Salary	Rate	Time Worked (# of hours, days, months, years)	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
Total(s)						\$0	\$0	\$0
Narrative								

B. Fringe Benefits

Name <i>List each grant-supported position receiving fringe benefits.</i>	Computation <i>Show the basis for computation.</i>				
	Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
Total(s)			\$0	\$0	\$0
Narrative					

C. Travel										
Purpose of Travel	Location	Type of Expense	Basis	Computation						
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>						
				Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request
			N/A					\$0		\$0
Total(s)								\$0	\$0	\$0
Narrative										

D. Equipment					
Item		Computation			
<i>List and describe each item of equipment that will be purchased</i>		<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>			
	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
Total(s)			\$0	\$0	\$0
Narrative					
E. Supplies					
Supply Items		Computation			
<i>Provide a list of the types of items to be purchased with grant funds.</i>		<i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>			
	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
Total(s)			\$0	\$0	\$0
Narrative					

F. Construction						
Purpose <i>Provide the purpose of the construction</i>	Description of Work <i>Describe the construction project(s)</i>	Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						
G. Subawards (Subgrants)						
Description	Purpose		Consultant?			

Provide a description of the activities to be carried out by subrecipients.		Describe the purpose of the subaward (subgrant)		Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.				
					Total Cost	Non-Federal Contribution	Federal Request	
							\$0	
Total(s)					\$0	\$0	\$0	
Consultant Travel (if necessary)								
Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	Location <i>Indicate the travel destination.</i>	Type of Expense <i>Hotel, airfare, per diem</i>	Computation <i>Compute the cost of each type of expense X the number of people traveling.</i>					
			Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
Total						\$0	\$0	\$0
Narrative								
H. Procurement Contracts								
Description	Purpose		Consultant?					

Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).		Describe the purpose of the contract		Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.				
						Total Cost	Non-Federal Contribution	Federal Request
								\$0
Total(s)						\$0	\$0	\$0
Consultant Travel (if necessary)								
Purpose of Travel Indicate the purpose of each trip or type of trip (training, advisory group meeting)	Location Indicate the travel destination.	Type of Expense Hotel, airfare, per diem	Computation Compute the cost of each type of expense X the number of people traveling.					
			Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
Total						\$0	\$0	\$0
Narrative								
I. Other Costs								
Description		Computation						

List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).		Show the basis for computation						
		Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
Total(s)						\$0	\$0	\$0
Narrative								
J. Indirect Costs								
Description <i>Describe what the approved rate is and how it is applied.</i>			Computation <i>Compute the indirect costs for those portions of the program which allow such costs.</i>					
			Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Request	
					\$0		\$0	
Total(s)					\$0	\$0	\$0	
Narrative								

Purpose Area #4

Item 17.

Budget Summary

Note: Any errors detected on this page should be fixed on the corresponding Budget Detail tab.

	Year 1		Year 2 (if needed)		Year 3 (if needed)		Year 4 (if needed)		Year 5 (if needed)		
Budget Category	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Total(s)
A. Personnel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Fringe Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C. Travel	\$20,890	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,890
D. Equipment	\$23,529	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$23,529
E. Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
F. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
G. Subawards (Subgrants)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
H. Procurement Contracts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
I. Other	\$7,814	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,814
Total Direct Costs	\$52,233	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$52,233
J. Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Project Costs	\$52,233	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$52,233
Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N										No	

Budget Detail

EXAMPLE

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N

[\(DOJ Financial Guide, Section 3.10\)](#)

A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate & amount of time devoted to the project for each name/position.</i>						
		Salary	Rate	Time Worked (# of hours, days, months, years)	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
John Smith	Executive Director	\$140,000	yearly	1	5%	\$7,000	\$0	\$7,000
Jane Doe	Project Manager	\$90,000	yearly	1	75%	\$67,500	\$0	\$67,500
Alex Jones	Program Assistant	\$22	hourly	1,040	100%	\$22,880	\$0	\$22,880
Total(s)						\$97,380	\$0	\$97,380

Narrative

John Smith, Executive Director, will provide oversight on the entire award providing 5% of this time to the project.
 Jane Doe, Project Manager, will manage the project, complete reports, and submit deliverables spending 75% of her time on the project.
 Alex Jones, Program Assistant, will provide the project manager assistance where needed spending 1,040 hours on the project.

B. Fringe Benefits

Name <i>List each grant-supported position receiving fringe benefits.</i>	Computation <i>Show the basis for computation.</i>				
	Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
John Smith	\$7,000	25.00%	\$1,750	\$0	\$1,750

Purpose Area #4

Item 17.

Jane Doe	\$67,500	25.00%	\$16,875	\$0	\$16,875
Alex Jones	\$22,880	25.00%	\$5,720	\$0	\$5,720
Total(s)			\$24,345	\$0	\$24,345

Narrative

Our fringe benefits rate is 25% and covers the following items: FICA (7.65%), Worker's comp (1.35%), Health Insurance (11%), Retirement (5%)

C. Travel

Purpose of Travel	Location	Type of Expense	Basis	Computation						
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>						
				Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request
Project Manager Training	Reno, NV	Other	N/A	\$50.00	1	1	1	\$50	\$0	\$50
Project Manager Training	Reno, NV	Local Travel	N/A	\$50.00	1	1	1	\$50	\$0	\$50
Project Manager Training	Reno, NV	Transportation	Round-trip	\$600.00	1	1	1	\$600	\$0	\$600
Project Manager Training	Reno, NV	Mileage	Mile	\$0.51	100	1	1	\$51	\$0	\$51

Purpose Area #4

Item 17.

Project Manager Training	Reno, NV	Meals	Day	\$51.00	5.5	1	1	\$281	\$0	\$281
Project Manager Training	Reno, NV	Lodging	Night	\$94.00	5	1	1	\$470	\$0	\$470
Project Manager Field Travel	Various	Mileage	Mile	\$0.51	250	1	20	\$2,550	\$0	\$2,550
Mandatory Orientation Training	Washington, DC	Local Travel	N/A	\$25.00	1	3	1	\$75	\$0	\$75
Mandatory Orientation Training	Washington, DC	Other	N/A	\$50.00	1	3	1	\$150	\$0	\$150
Mandatory Orientation Training	Washington, DC	Transportation	Round-trip	\$500.00	1	3	1	\$1,500	\$0	\$1,500
Mandatory Orientation Training	Washington, DC	Mileage	Mile	\$0.51	100	1	1	\$51	\$0	\$51
Mandatory Orientation Training	Washington, DC	Meals	Day	\$71.00	3.5	3	1	\$746	\$0	\$746
Mandatory Orientation Training	Washington, DC	Lodging	Night	\$224.00	3	3	1	\$2,016	\$0	\$2,016
Total(s)								\$8,590	\$0	\$8,590

Narrative

Per award guidelines, key members must attend orientation training in Washington, DC. We are following our own written travel policy. Lodging is for 3 nights and meals are budgeted at 3.5 days as the two travel days are computed at .75 days. Mileage to get to the airport and local travel is for taxi to and from the airport. Also baggage fees of \$50 is \$25 each way.

The project manager will attend training in Reno, NV. We are following our own written travel policy. Lodging is for 5 nights and meals are budgeted at 5.5 days as the two travel days are computed at .75 days. Mileage to get to the airport and local travel is for taxi to and from the airport. Also, baggage fees of \$50 is for \$25 each way.

The project manager will use her own vehicle to travel to complete field work with the average trip around 250 miles and an anticipated 20 trips.

D. Equipment

Item		Computation			
<i>List and describe each item of equipment that will be purchased</i>		<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>			
	<i># of Items</i>	<i>Cost</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
Dell Laptop Computer	1	\$2,547	\$2,547	\$0	\$2,547
Total(s)			\$2,547	\$0	\$2,547
Narrative					
The project manager will need a laptop computer while out in the field and while away at training. We are following our agency's capitalization policy.					
E. Supplies					
Supply Items		Computation			
<i>Provide a list of the types of items to be purchased with grant funds.</i>		<i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>			
	<i># of Items</i>	<i>Cost</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
Printer	1	\$500.00	\$500	\$0	\$500
Locking file cabinet	2	\$1,000.00	\$2,000	\$0	\$2,000
Flatbed scanner	1	\$400.00	\$400	\$0	\$400
General office supplies	12	\$150.00	\$1,800	\$0	\$1,800
Total(s)			\$4,700	\$0	\$4,700
Narrative					

The project manager will need a printer to print reports. A locking file cabinet is needed to keep client information secure. A flatbed scanner is needed to scan various documents collected in the field. General office supplies will be used by all personnel on this project and include: pens, pencils, paper, binder clips, and other basic supplies. The office supplies are based on 12 months at \$150 per month. This amount was determined based upon other projects of this size that we have completed in the past.

F. Construction						
As a rule, construction costs are not allowable. Consult with the program office before budgeting funds in this category.						
Purpose	Description of Work	Computation				
Provide the purpose of the construction	Describe the construction project(s)	Compute the costs (e.g., the number of each item to be purchased X the cost per item)				
		# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						
G. Subawards (Subgrants)						
Description	Purpose	Consultant				
Provide a description of the activities to be carried out by subrecipients.	Describe the purpose of the subaward (subgrant)	Is the subaward for a consultant?				
			Total Cost	Non-Federal	Federal	

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ABC Company	Survey creation and data entry services from submitted surveys.	No	\$40,000	\$0	\$40,000			
Total(s)			\$49,400	\$0	\$49,400			
Consultant Travel (if necessary)								
Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	Location <i>Indicate the travel destination.</i>	Type of Expense <i>Hotel, airfare, per diem</i>	Computation <i>Compute the cost of each type of expense X the number of people traveling.</i>					
			Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
Total						\$0	\$0	\$0
Narrative								
<p>ABC Company will put together online an online survey at the direction of the project manager to reach out to the various sites to determine the needs. In addition a hard copy survey will also be available for thos unable to use the online survey. ABC Company will key in the hard copy surveys. Once the surveys are completed, ABC Company will compile the data for the project manager.</p> <p>William Penn will assist in completing financial reports as well as tracking award expenditures. Mr. Penn's rate is \$47 per hour, and we estimate that Mr. Penn will provide 200 hours of services.</p>								
I. Other Costs								
Description <i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>	Computation <i>Show the basis for computation</i>							
	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request	
Rent	500	sq feet	2.51	12	\$15,060	\$0	\$15,060	
Telephone	1	monthly rate	50	12	\$600	\$0	\$600	
Reproduction	500	per copy	0.05	12	\$300	\$0	\$300	
Postage	1000	quarterly newsletter	0.5	4	\$2,000	\$0	\$2,000	
Total(s)						\$17,960	\$0	\$17,960
Narrative								

Rent is charged at \$2.51 per square foot per month.
 Telephone is based upon \$50 per month for 12 months.
 Reproduction is based on 500 copies per month for 12 months.
 Postage for mailing a quarterly newsletter for 1,000 recipients.

J. Indirect Costs

Description <i>Describe what the approved rate is and how it is applied.</i>	Computation <i>Compute the indirect costs for those portions of the program which allow such costs.</i>				
	Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Request
Indirect Costs	\$121,725	12.54%	\$15,265	\$0	\$15,265
Total(s)			\$15,265	\$0	\$15,265

Narrative

Indirect costs are based on Federally approved rate of 12.54% on Total Direct Labor (Personnel + Fringe).

Definitions

Additional information can be found in the DOJ Financial Guide

[DOJ Financial Guide](#)

Term	Definition
Match	<p>Match is the recipient share of the project costs. Match may either be “in-kind” or “cash.” In-kind match includes the value of donated services. Cash match includes actual cash spent by the recipient and must have a cost relationship to the Federal award that is being matched. (Example: Match on administrative costs should be other administrative costs, not other matching on program costs).</p> <p>Sample Non-Federal Match Calculation: Match Calculation: If the match is 25%, the calculation is as follows: Federal Request: \$350,000 Divided by .75 or 75%: \$466,667 Multiplied by match amount .25 or 25% equal required match amount: \$116,667</p>
Approved Negotiated Rate	Approved Negotiated Rate is any current fringe benefits rate approved for the grant recipient by their cognizant Federal agency.
Expendable	An expendable item is any materials that are consumed during the course of the project such as office supplies, program supplies etc. Expendable items are usually considered to be consumed when issued and are not recorded as returnable inventory.
Non-Expendable	A non-expendable item is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization’s own capitalization policy may be used for items costing less than \$5,000).
Renovations	Costs incurred for ordinary rearrangements, alterations and restoration of facilities are considered allowable. Special arrangement and alteration costs incurred specifically for the project are allowable with the prior approval of the awarding agency.
Federal Acquisition Regulations	The Federal Acquisition Regulations are established for the codification and publication of uniform policies and procedures for acquisition by all executive agencies. The Federal Acquisition Regulations System consists of the Federal Acquisition Regulation (FAR), which is the primary document, and agency acquisition regulations that implement or supplement the FAR.
Sole Source	<p>Procurement by noncompetitive proposals is procurement through the solicitation from only one source, or after solicitation of a number of sources, competition is determined inadequate.</p> <p>Grant recipients may make the initial determination that competition is not feasible if one of the following circumstances exists:</p> <ol style="list-style-type: none"> 1. The item of service is available only from a single source. 2. The public exigency or emergency for the requirement will not permit a delay resulting from a competitive solicitation. 3. After solicitation of a number of sources, competitions is considered inadequate.

Arm-Length Transaction	<p>A transaction in which the buyers and sellers of a product act independently and have no relationship to each other. The concept of an arm's length transaction is to ensure that both parties in the deal are acting in their own self interest and are not subject to any pressure or duress from the other party.</p> <p>Generally, costs of renting facilities are not allowable where one party to the rental agreement is able to control or substantially influence the actions of the other (e.g. organizations under common control through common officers. Directors or members).</p>
Confidential Funds	<p>Confidential funds are those monies allocated to:</p> <p>Purchase of Services (P/S). This category includes travel or transportation of a non- Federal officer or an informant; the lease of an apartment, business front, luxury-type automobiles, aircraft or boat, or similar effects to create or establish the appearance of affluence; and/or meals, beverages, entertainment, and similar expenses (including buy money and flash rolls, etc.) for undercover purposes, within reasonable limits.</p> <p>Purchase of Evidence (P/E). This category is for P/E and/or contraband, such as narcotics and dangerous drugs, firearms, stolen property, counterfeit tax stamps, and so forth, required to determine the existence of a crime or to establish the identity of a participant in a crime.</p> <p>Purchase of Specific Information (P/I). This category includes the payment of monies to an informant for specific information. All other informant expenses would be classified under P/S and charged accordingly.</p>
Fully Executed Negotiated Agreement	Fully Executed Negotiated Agreement is a signed, approved indirect cost rate agreement which reflects an understanding reached between the grant recipient and the cognizant Federal agency.
Cognizant Federal Agency	The cognizant Federal agency is the Federal agency that generally provides the most Federal financial assistance to the recipient of funds. Cognizance is assigned by the Office of Management and Budget (OMB). Cognizant agency assignments for the largest cities and counties are published in the Federal Register.

Indirect Cost Rate Agreement

FY 2023 Edward Byrne Memorial Justice Assistance Grant (JAG) Program – Local

Solicitation

Grants.gov Tracking Number: GRANT13957950

Competition Identification Number: C-BJA-2023-00105-PROD

Not applicable.



Background

Recipients' financial management systems and internal controls must meet certain requirements, including those set out in the "Part 200 Uniform Requirements" (2.C.F.R. Part 2800).

Including at a minimum, the financial management system of each OJP award recipient must provide for the following:

- (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, and the name of the Federal agency.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- (3) Records that identify adequately the source and application of funds for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest, and be supported by source documentation.
- (4) Effective control over, and accountability for, all funds, property, and other assets. The recipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury and the disbursement by the OJP recipient.
- (7) Written procedures for determining the allowability of costs in accordance with both the terms and conditions of the Federal award and the cost principles to apply to the Federal award.
- (8) Other important requirements related to retention requirements for records, use of open and machine readable formats in records, and certain Federal rights of access to award-related records and recipient personnel.

1. Name of Organization and Address:

Organization Name: City of Norman (Oklahoma)

Street1: 201 W. Gray St., Ste. B

Street2:

City: Norman

State: Oklahoma

Zip Code: 73069

2. Authorized Representative's Name and Title:

Prefix: Hon First Name: Larry

Middle Name:

Last Name: Heikkila

Suffix:

Title: Mayor

3. Phone: (405) 366-5402

4. Fax:

5. Email: Mayor@NormanOK.gov

6. Year Established:

1891

7. Employer Identification Number (EIN):

736005350

8. Unique Entity Identifier (UEI) Number:

X766N3PND5A9

9. a) Is the applicant entity a nonprofit organization (including a nonprofit institution of higher education) as described in 26 U.S.C. 501(c)(3) and exempt from taxation under 26 U.S.C. 501(a)? ☐ Yes ☒ No

If "No" skip to Question 10.

If "Yes", complete Questions 9. b) and 9. c).



AUDIT INFORMATION

9. b) Does the applicant nonprofit organization maintain offshore accounts for the purpose of avoiding paying the tax described in 26 U.S.C. 511(a)?

☐ Yes ☐ No

9. c) With respect to the most recent year in which the applicant nonprofit organization was required to file a tax return, does the applicant nonprofit organization believe (or assert) that it satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to the reasonableness of compensation of certain individuals)?

☐ Yes ☐ No

If "Yes", refer to "Additional Attachments" under "What An Application Should Include" in the OJP solicitation (or application guidance) under which the applicant is submitting its application. If the solicitation/guidance describes the "Disclosure of Process related to Executive Compensation," the applicant nonprofit organization must provide -- as an attachment to its application -- a disclosure that satisfies the minimum requirements as described by OJP.

For purposes of this questionnaire, an "audit" is conducted by an independent, external auditor using generally accepted auditing standards (GAAS) or Generally Governmental Auditing Standards (GAGAS), and results in an audit report with an opinion.

10. Has the applicant entity undergone any of the following types of audit(s) (Please check all that apply):

☒ "Single Audit" under OMB A-133 or Subpart F of 2 C.F.R. Part 200

☒ Financial Statement Audit

☐ Defense Contract Agency Audit (DCAA)

☐ Other Audit & Agency (list type of audit):

☐ None (if none, skip to question 13)

11. Most Recent Audit Report Issued: ☒ Within the last 12 months ☐ Within the last 2 years ☐ Over 2 years ago ☐ N/A

Name of Audit Agency/Firm: Forvis, LLC.

AUDITOR'S OPINION

12. On the most recent audit, what was the auditor's opinion?

☒ Unqualified Opinion ☐ Qualified Opinion ☐ Disclaimer, Going Concern or Adverse Opinions ☐ N/A: No audits as described above

Enter the number of findings (if none, enter "0"): 0

Enter the dollar amount of questioned costs (if none, enter "\$0"): \$0

Were material weaknesses noted in the report or opinion? ☐ Yes ☒ No

13. Which of the following best describes the applicant entity's accounting system:

☐ Manual ☐ Automated ☒ Combination of manual and automated

14. Does the applicant entity's accounting system have the capability to identify the receipt and expenditure of award funds separately for each Federal award?

☒ Yes ☐ No ☐ Not Sure

15. Does the applicant entity's accounting system have the capability to record expenditures for each Federal award by the budget cost categories shown in the approved budget?

☒ Yes ☐ No ☐ Not Sure

16. Does the applicant entity's accounting system have the capability to record cost sharing ("match") separately for each Federal award, and maintain documentation to support recorded match or cost share?

☒ Yes ☐ No ☐ Not Sure



17. Does the applicant entity's accounting system have the capability to accurately track employees actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award, and maintain records to support the actual time spent and specific allocation of charges associated with each applicant employee?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
18. Does the applicant entity's accounting system include budgetary controls to preclude the applicant entity from incurring obligations or costs that exceed the amount of funds available under a federal award (the total amount of the award, as well as the amount available in each budget cost category)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
19. Is applicant entity familiar with the "cost principles" that apply to recent and future federal awards, including the general and specific principles set out in 2 C.F.R. Part 200?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
PROPERTY STANDARDS AND PROCUREMENT STANDARDS	
20. Does the applicant entity's property management system(s) maintain the following information on property purchased with federal award funds (1) a description of the property; (2) an identification number; (3) the source of funding for the property, including the award number; (4) who holds title; (5) acquisition date; (6) acquisition cost; (7) federal share of the acquisition cost; (8) location and condition of the property; (9) ultimate disposition information?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
21. Does the applicant entity maintain written policies and procedures for procurement transactions that -- (1) are designed to avoid unnecessary or duplicative purchases; (2) provide for analysis of lease versus purchase alternatives; (3) set out a process for soliciting goods and services, and (4) include standards of conduct that address conflicts of interest?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
22. a) Are the applicant entity's procurement policies and procedures designed to ensure that procurements are conducted in a manner that provides full and open competition to the extent practicable, and to avoid practices that restrict competition?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
22. b) Do the applicant entity's procurement policies and procedures require documentation of the history of a procurement, including the rationale for the method of procurement, selection of contract type, selection or rejection of contractors, and basis for the contract price?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
23. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from entering into a procurement contract under a federal award with any entity or individual that is suspended or debarred from such contracts, including provisions for checking the "Excluded Parties List" system (www.sam.gov) for suspended or debarred sub-grantees and contractors, prior to award?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
TRAVEL POLICY	
24. Does the applicant entity: (a) maintain a standard travel policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (b) adhere to the Federal Travel Regulation (FTR)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
SUBRECIPIENT MANAGEMENT AND MONITORING	
25. Does the applicant entity have written policies, procedures, and/or guidance designed to ensure that any subawards made by the applicant entity under a federal award -- (1) clearly document applicable federal requirements, (2) are appropriately monitored by the applicant, and (3) comply with the requirements in 2 CFR Part 200 (see 2 CFR 200.331)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure <input type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards



26. Is the applicant entity aware of the differences between subawards under federal awards and procurement contracts under federal awards, including the different roles and responsibilities associated with each?

☒ Yes ☐ No ☐ Not Sure
☐ N/A - Applicant does not make subawards under any OJP awards

27. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from making a subaward under a federal award to any entity or individual is suspended or debarred from such subawards?

☒ Yes ☐ No ☐ Not Sure
☐ N/A - Applicant does not make subawards under any OJP awards

DESIGNATION AS 'HIGH-RISK' BY OTHER FEDERAL AGENCIES

28. Is the applicant entity designated "high risk" by a federal grant-making agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant.)

☐ Yes ☒ No ☐ Not Sure

If "Yes", provide the following:

(a) Name(s) of the federal awarding agency:

[Redacted]

(b) Date(s) the agency notified the applicant entity of the "high risk" designation:

[Redacted]

(c) Contact information for the "high risk" point of contact at the federal agency:

Name:

[Redacted]

Phone:

[Redacted]

Email:

[Redacted]

(d) Reason for "high risk" status, as set out by the federal agency:

[Redacted]

CERTIFICATION ON BEHALF OF THE APPLICANT ENTITY

(Must be made by the chief executive, executive director, chief financial officer, designated authorized representative ("AOR"), or other official with the requisite knowledge and authority)

On behalf of the applicant entity, I certify to the U.S. Department of Justice that the information provided above is complete and correct to the best of my knowledge. I have the requisite authority and information to make this certification on behalf of the applicant entity.

Name: Clint Mercer

Date: 08/31/2023

Title: ☐ Executive Director ☐ Chief Financial Officer ☐ Chairman

☒ Other: Chief Accountant

Phone: (405) 217-7720

Disclosure of Process Related to Executive Compensation

FY 2023 Edward Byrne Memorial Justice Assistance Grant (JAG) Program – Local

Solicitation

Grants.gov Tracking Number: GRANT13957950

Competition Identification Number: C-BJA-2023-00105-PROD

Not applicable.

Research and Evaluation Independence and Integrity Statement

FY 2023 Edward Byrne Memorial Justice Assistance Grant (JAG) Program – Local

Solicitation

Grants.gov Tracking Number: GRANT13957950

Competition Identification Number: C-BJA-2023-00105-PROD

Not applicable.

MEMORANDUM OF UNDERSTANDING

Between The City of Norman, City of Moore, and Cleveland County, Oklahoma

2023 Justice Assistance Grant (JAG) Program Award

Award: 15PBJA-23-GG-03697-JAGX

This Agreement is made and entered into this 28th day of November, 2023, by and between the city of Norman, Oklahoma, acting by and through its authorized representative (the Chief of Police), the city of Moore, Oklahoma acting by and through its authorized representative (the Chief of Police), and Cleveland County, Oklahoma acting by and through its authorized representative (the Sheriff), and the witnesseth:

WHEREAS, each authorized representative finds that the performance of this Memorandum of Understanding is in the best interests of all parties, that the undertaking will benefit the public, and that the division of costs fairly compensates the performing party for the services or functions under this agreement: and

WHEREAS, the City of Norman will apply for and administer the JAG award as the “Fiscal Agent”; and

WHEREAS, funds in the amount of \$52,233 will be as distributed as follows:

The city of Norman, receives \$33,108,

The city of Moore, Oklahoma receives \$13,195, and

Cleveland County, Oklahoma receives \$5,930.

NOW THEREFORE, the Norman, Oklahoma Police Department, the Moore, Oklahoma Police Department, and the Cleveland County Sheriff’s Office agree as follows:

Section 1.

All entities agree to expend their allocation of funds in accordance with the budget detail work sheet submitted by the Fiscal Agent.

Section 2.

Payments to the city of Moore, Oklahoma and Cleveland County, Oklahoma will be made after the entity submits an invoice for the award amount.

Section 3.

The city of Moore, Oklahoma and Cleveland County, Oklahoma will report project accomplishments to the City of Norman when requested.

Section 4.

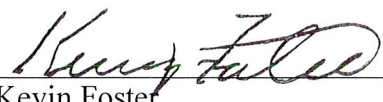
Each party to this agreement will be responsible for its own actions in providing services under this agreement and shall not be liable for any civil liability that may arise from the furnishing of the services by the other party.

Section 5.

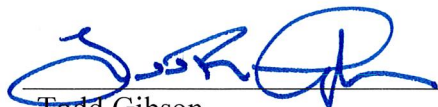
By entering into this Memorandum of Understanding, the parties do not intend to create any obligations express or implied other than those set out herein; further this Memorandum of Understanding shall not create any rights in any party not a signatory hereto.

Section 6.

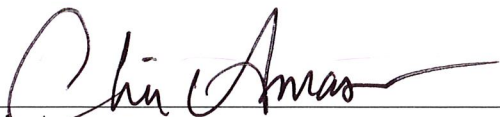
This Memorandum of Understanding is not binding unless the 2023 Justice Assistance Grant (JAG) is awarded.



Kevin Foster
Chief of Police
The city of Norman, Oklahoma



Todd Gibson
Chief of Police
The city of Moore, Oklahoma



Chris Amason
Sheriff
Cleveland County, Oklahoma

Certification and Assurances by the CEO

FY 2023 Edward Byrne Memorial Justice Assistance Grant (JAG) Program – Local

Solicitation

Grants.gov Tracking Number: GRANT13957950

Competition Identification Number: C-BJA-2023-00105-PROD

Any funding awarded, however, must be reviewed by the City Council at an open meeting prior to certification by the Chief Executive Officer, acceptance of the award, and any allocation/expenditure of funds. At these open meetings each person in attendance receives a copy of the agenda and attachments and is afforded the opportunity to speak on any topic on that agenda. The City of Norman has not made the 2023 JAG application available for public review and comment at the time of this application deadline.

**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS**

Item 17.

Edward Byrne Memorial Justice Assistance Grant Program FY 2023 Local Solicitation

Certifications and Assurances by the Chief Executive of the Applicant Government

On behalf of the applicant unit of local government named below, in support of that locality's application for an award under the FY 2023 Edward Byrne Memorial Justice Assistance Grant ("JAG") Program, and further to 34 U.S.C. § 10153(a), I certify to the Office of Justice Programs ("OJP"), U.S. Department of Justice ("USDOJ"), that all of the following are true and correct:

1. I am the chief executive of the applicant unit of local government named below, and I have the authority to make the following representations on my own behalf as chief executive and on behalf of the applicant unit of local government. I understand that these representations will be relied upon as material in any OJP decision to make an award, under the application described above, to the applicant unit of local government.
2. I certify that no federal funds made available by the award (if any) that OJP makes based on the application described above will be used to supplant local funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for law enforcement activities.
3. I assure that the application described above (and any amendment to that application) was submitted for review to the governing body of the unit of local government (e.g., city council or county commission), or to an organization designated by that governing body, not less than 30 days before the date of this certification.
4. I assure that, before the date of this certification— (a) the application described above (and any amendment to that application) was made public; and (b) an opportunity to comment on that application (or amendment) was provided to citizens and to neighborhood or community-based organizations, to the extent applicable law or established procedure made such an opportunity available.
5. I assure that, for each fiscal year of the award (if any) that OJP makes based on the application described above, the applicant unit of local government will maintain and report such data, records, and information (programmatic and financial), as OJP may reasonably require.
6. I have carefully reviewed 34 U.S.C. § 10153(a)(5), and, with respect to the programs to be funded by the award (if any), I hereby make the certification required by section 10153(a)(5), as to each of the items specified therein.

Signature of Chief Executive of the Applicant Unit of
Local Government

Larry Heikkila
Printed Name of Chief Executive

City of Norman, dba Norman Police Department
Name of Applicant Unit of Local Government

11/28/2023

Date of Certification

Mayor
Title of Chief Executive

File Attachments for Item:

18. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-14 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE CITY OF NORMAN, OKLAHOMA AMENDING SECTION 533 ("FH, FLOOD HAZARD DISTRICT") OF THE ZONING ORDINANCE, TO REVISE AND ADD DEFINITIONS TO SUBPART (C) ("DEFINITIONS"), TO ALLOW FOR "CUMULATIVE COST" TO BE ACCOUNTED FOR IN DETERMINING "SUBSTANTIAL IMPROVEMENTS" AND TO DEFINE "MARKET VALUE"; AND PROVIDING FOR THE SEVERABILITY THEREOF.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 11/28/23

REQUESTER: Jason Murphy, Stormwater Program Manager

PRESENTER: Shawn O'Leary, Director of Public Works

TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-14 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE CITY OF NORMAN, OKLAHOMA AMENDING SECTION 533 ("FH, FLOOD HAZARD DISTRICT") OF THE ZONING ORDINANCE, TO REVISE AND ADD DEFINITIONS TO SUBPART (C) ("DEFINITIONS"), TO ALLOW FOR "CUMULATIVE COST" TO BE ACCOUNTED FOR IN DETERMINING "SUBSTANTIAL IMPROVEMENTS" AND TO DEFINE "MARKET VALUE"; AND PROVIDING FOR THE SEVERABILITY THEREOF.

BACKGROUND:

The City's Floodplain Ordinance which is included in Section 36-533 of the City of Norman Code of Ordinances, was first adopted by the City of Norman on July 8, 1975. The ordinance has been revised fifteen (15) times. Revisions occurred in 1978, 1981, 1986, 1987, 1989, 1997, 2003, 2004, 2007, 2008, 2012, 2017, 2020, 2021 and 2022. The floodplain ordinance was originally adopted as a requirement of the City of Norman's participation in the National Flood Insurance Program (NFIP), which was established by the U.S. Congress in 1968 and is administered by the Department of Homeland Security's Federal Emergency Management Agency (FEMA).

DISCUSSION:

Residents and business owners in Norman are eligible for a reduction in flood insurance premiums because of the city's active participation in FEMA's National Flood Insurance Program (NFIP) Community Rating System (CRS). In addition to lower premiums, the CRS program helps to reduce the threat of injury or death and property damage due to flooding in Norman. The CRS is a voluntary program for NFIP participating communities. The intended goals of the CRS program are to reduce flood losses, facilitate accurate insurance ratings and promote the awareness of flood insurance. The CRS program rewards communities for implementing activities that protect their residents from flooding. These programs include public outreach, floodplain open space preservation and higher regulatory standards.

Communities are rewarded by having the individual flood insurance policyholder's premiums reduced. Flood insurance premium reductions run in 5 percent increments, from 5 percent to 45 percent. Class ratings range from 10 to 1. The higher the flood protection activity, the lower

the Class rating. Norman became a Class 6 community in 2022. Norman's flood insurance policyholders who reside in Special Flood Hazard Areas receive a 20 percent reduction on flood insurance premiums. The reduction in flood insurance premiums represents an annual savings in premium costs for Norman policyholders and will take effect at the time a new policy is written or an effective policy is renewed.

The CRS Coordinator's Manual is the guidebook for the CRS program. The Coordinator's Manual spells out the credits and credit criteria for community activities and programs that go above and beyond the minimum requirements for participation in FEMA's National Flood Insurance Program. The Coordinator's Manual explains how the CRS operates, how credits are calculated, and what documentation is required, and also acts as guidance for communities in enhancing their flood loss reduction and resource protection activities. According the CRS manual, including provisions in a flood hazard ordinance for cumulative substantial improvement and substantial damage (SI/SD) is worth up to 90 points, or about 20% of the points needed to improve a class rating from 6 to 5.

Currently, the City's Flood Hazard Ordinance includes language related to SI/SD that states that any cost to repair or improve a structure in the floodplain that exceeds 50% of the value of the structure is considered substantial improvement and therefore requires that the structure be brought into full compliance with all current Flood Hazard Ordinance requirements. Proposed cumulative substantial improvement language would require that the cost of repairs or improvements would be calculated over a ten-year period for determining if the threshold for substantial improvement has been met. In addition to changes in the definition of substantial improvement, two new definitions will be added to the ordinance to clarify "market value" and define "cumulative cost" and how they are calculated.

The following example demonstrates the effects of the ordinance revision:

An existing, non-conforming house in the floodplain has a market value of \$100,000 and the owner applies for a floodplain permit to renovate portions of the structure for a total cost of \$25,000, resulting in a 25% cost of improvements to the structure. Two years later, that same house now has a market value of \$125,000 and is damaged during a flooding event resulting in repair costs of \$35,000 resulting in a 28% cost of improvement to structure. The combined cost of improvements is 53% of the market value of the structure over a two-year period. Under existing requirements, the structure would not be required to come into compliance with the flood hazard ordinance by flood proofing, raising or otherwise mitigating flood risk. With cumulative SI/SD requirements, a permit could not be granted unless the structure was renovated in such a manner as to make it compliant with the flood hazard ordinance and therefore help mitigate the flooding risk.

The following is the proposed timeline for the ordinance revision:

Norman Revised Floodplain Ordinance Schedule	
Item	Completion Date
Proposed Ordinance Changes Approved by OWRB	August 9, 2023
Proposed Ordinance Changes Approved by Floodplain Permit Committee	August 21, 2023
Proposed Ordinance Approved by Planning Commission	October 12, 2023

Proposed Ordinance Changes to City Council 1st Reading	November 14, 2023
Proposed Ordinance Changes to City Council 2nd Reading	November 28, 2023
Revised Floodplain Ordinance Becomes Effective	December 28, 2023

The following is a summary of the proposed revisions to the Ordinance. Changes and additions to existing language are underlined:

36-533 (c) *Definitions.* The following words, terms, and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Cumulative Cost is the sum of the cost of repairs, construction, rehabilitation, addition, or other improvement of a structure divided by the assessed market value of a structure at the time that a cost is incurred and is calculated over the immediate past 10-year period.

Market Value means, for purposes of determining substantial improvement, the value of a structure and any attached improvements. The assessed value of a structure, as determined by the Cleveland County Assessor, shall be presumed to be the market value unless evidence of an alternative valuation is presented to and accepted by the Floodplain Permit Committee. The Floodplain Permit Committee is ultimately responsible for determining the market value of a structure, although an appeal can be made to the Board of Adjustment.

Substantial improvement means any combination of repairs, reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds fifty (50) percent of the market value of the structure before “start of construction” of the improvement. This includes structures that have incurred “substantial damage”, regardless of the actual work performed. The cost used in the substantial improvement determination shall be the cumulative costs of all previous improvements for a specific building or structure during the immediate past 10-year period. The term “substantial improvement” does not, however, include either:

1. Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary conditions; or
2. Any alteration of an historic structure, provided that the alteration will not preclude the structure's continued designation as an historic structure.

RECOMMENDATION:

Staff recommends that Council approve Ordinance O-2324-14, which amends Sections 533 (“FH, Flood Hazard District”) of the zoning ordinance.

Reviewed by: Scott Sturtz, City Engineer
Jane Hudson, Director of Planning and Community Development
Beth Muckala, Assistant City Attorney III

AN ORDINANCE OF THE CITY OF NORMAN, OKLAHOMA AMENDING SECTION 533 (“FH, FLOOD HAZARD DISTRICT”) OF THE ZONING ORDINANCE, TO REVISE AND ADD DEFINITIONS TO SUBPART (C) (“DEFINITIONS”), TO ALLOW FOR “CUMULATIVE COST” TO BE ACCOUNTED FOR IN DETERMINING “SUBSTANTIAL IMPROVEMENTS” AND TO DEFINE “MARKET VALUE”; AND PROVIDING FOR THE SEVERABILITY THEREOF.

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

- § 1. That, Section 533(c) of Chapter 36 of the Code of the City of Norman, shall be amended as follows:

Definitions. The following words, terms, and phrases, when used in this section, shall have the following meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

* * *

Compensatory storage means stormwater storage that is built to replace storage volume that is lost due to development encroaching into the floodplain.

Cumulative Cost is the sum of the cost of repairs, construction, rehabilitation, addition, or other improvement of a structure divided by the assessed market value of a structure at the time that a cost is incurred and is calculated over the immediate past 10-year period.

Development means any manmade change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation, drilling, or storage of equipment or materials.

* * *

Manufactured home park or subdivision means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

Market Value means, for purposes of determining substantial improvement, the value of a structure and any attached improvements. The assessed value of a structure, as determined by the Cleveland County Assessor, shall be presumed to be the market value unless evidence of an alternative valuation is presented to and accepted by the Floodplain Permit Committee. The Floodplain Permit Committee is ultimately responsible for determining the market value of a structure, although an appeal can be made to the Board of Adjustment.

Maximum extent feasible means no prudent, practical, and feasible alternative exists and all possible planning to minimize potential harm has been undertaken. Economic considerations may be taken into account but shall not be the overriding factor in determining maximum extent feasible.

* * *

Substantial damage means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

Substantial improvement means any combination of repairs, reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before “start of construction” of the improvement. This includes structures that have incurred “substantial” damage”, regardless of the actual work performed. The cost used in the substantial improvement determination shall be the cumulative costs of all previous improvements for a specific building or structure during the immediate past 10-year period. The term “substantial improvement” does not, however, include either:

1. Any project for improvement of a structure to correct existing violations of State or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary conditions; or
2. Any alteration of an historic structure, provided that the alteration will not preclude the structure's continued designation as an historic structure.

Variance means grant of relief by the City from the terms of a floodplain management regulation.

* * *

§ 2. SEVERABILITY. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held invalid or unconstitutional, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this Ordinance.

ADOPTED this _____ day
of _____, 2023.

NOT ADOPTED this _____ day
of _____, 2023.

(Mayor)

(Mayor)

ATTEST:

(City Clerk)

AN ORDINANCE OF THE CITY OF NORMAN, OKLAHOMA AMENDING SECTION 533 (“FH, FLOOD HAZARD DISTRICT”) OF THE ZONING ORDINANCE, TO REVISE AND ADD DEFINITIONS TO SUBPART (C) (“DEFINITIONS”), TO ALLOW FOR “CUMULATIVE COST” TO BE ACCOUNTED FOR IN DETERMINING “SUBSTANTIAL IMPROVEMENTS” AND TO DEFINE “MARKET VALUE”; AND PROVIDING FOR THE SEVERABILITY THEREOF.

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

§ 1. That, Section 533(c) of Chapter 36 of the Code of the City of Norman, shall be amended as follows:

Definitions. The following words, terms, and phrases, when used in this section, shall have the following meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

* * *

Compensatory storage means stormwater storage that is built to replace storage volume that is lost due to development encroaching into the floodplain.

Cumulative Cost is the sum of the cost of repairs, construction, rehabilitation, addition, or other improvement of a structure divided by the assessed market value of a structure at the time that a cost is incurred and is calculated over the immediate past 10-year period.

Development means any manmade change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation, drilling, or storage of equipment or materials.

* * *

Manufactured home park or subdivision means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

Market Value means, for purposes of determining substantial improvement, the value of a structure and any attached improvements. The assessed value of a structure, as determined by the Cleveland County Assessor, shall be presumed to be the market value unless evidence of an alternative valuation is presented to and accepted by the Floodplain Permit Committee. The Floodplain Permit Committee is ultimately responsible for determining the market value of a structure, although an appeal can be made to the Board of Adjustment.

Maximum extent feasible means no prudent, practical, and feasible alternative exists and all possible planning to minimize potential harm has been undertaken. Economic considerations may be taken into account but shall not be the overriding factor in determining maximum extent feasible.

* * *

Substantial damage means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

Substantial improvement means any combination of repairs, reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before “start of construction” of the improvement. This includes structures that have incurred “substantial” damage”, regardless of the actual work performed. The cost used in the substantial improvement determination shall be the cumulative costs of all previous improvements for a specific building or structure during the immediate past 10-year period. The term “substantial improvement” does not, however, include either:

1. Any project for improvement of a structure to correct existing violations of State or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary conditions; or
2. Any alteration of an historic structure, provided that the alteration will not preclude the structure's continued designation as an historic structure.

Variance means grant of relief by the City from the terms of a floodplain management regulation.

* * *

§ 2. SEVERABILITY. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held invalid or unconstitutional, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this Ordinance.

ADOPTED this _____ day
of _____, 2023.

(Mayor)

ATTEST:

(City Clerk)

NOT ADOPTED this _____ day
of _____, 2023.

(Mayor)



Application for
ORDINANCE AMENDMENT

Case No. O-_____

Item 18.

City of Norman Planning & Community Development - 225 N. Webster Avenue - Norman, OK 73069 — (405) 307-7112 Phone

APPLICANT(S)

ADDRESS OF APPLICANT

City of Norman Public Works Department

225 N. Webster Norman, OK

NAME AND PHONE NUMBER OF CONTACT PERSON(S)

Jason Murphy 405-366-5455

EMAIL:

jason.murphy@normanok.gov

CODE SECTION TO BE AMENDED:

- ☒ **CHAPTER 36—ZONING ORDINANCE**
☐ **CHAPTER 28—SIGN CODE**
☐ **CHAPTER 30—SUBDIVISION REGULATIONS**

Specific Areas to be Amended:

36-533 (FH, Flood Hazard District)- revise and add definitions to subpart (C) (Definitions):see attached

SIGNATURE OF APPLICANT:

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- ☐ Application
☐ Certified Ownership List and Radius Map
☐ Supporting Data
☐ Filing Fee of \$_____

Date Submitted:

Time Submitted:

_____ a.m./p.m.

Checked by:



Date: November 14, 2023

To: Honorable Mayor and City Council Members

Thru: Shawn O'Leary, Director of Public Works

From: Jason Murphy, Stormwater Program Manager

Subject: Agenda Item - Approval of Ordinance No. O-2324-14
Revised Floodplain Ordinance

BACKGROUND:

The City's Floodplain Ordinance which is included in Section 36-533 of the City of Norman Code of Ordinances, was first adopted by the City of Norman on July 8, 1975. The ordinance has been revised fifteen (15) times. Revisions occurred in 1978, 1981, 1986, 1987, 1989, 1997, 2003, 2004, 2007, 2008, 2012, 2017, 2020, 2021 and 2022. The floodplain ordinance was originally adopted as a requirement of the City of Norman's participation in the National Flood Insurance Program (NFIP), which was established by the U.S. Congress in 1968 and is administered by the Department of Homeland Security's Federal Emergency Management Agency (FEMA).

DISCUSSION:

Residents and business owners in Norman are eligible for a reduction in flood insurance premiums because of the city's active participation in FEMA's National Flood Insurance Program (NFIP) Community Rating System (CRS). In addition to lower premiums, the CRS program helps to reduce the threat of injury or death and property damage due to flooding in Norman.

The CRS is a voluntary program for NFIP participating communities. The intended goals of the CRS program are to reduce flood losses, facilitate accurate insurance ratings and promote the awareness of flood insurance. The CRS program rewards communities for implementing activities that protect their residents from flooding. These programs include public outreach, floodplain open space preservation and higher regulatory standards.

Communities are rewarded by having the individual flood insurance policyholder's premiums reduced. Flood insurance premium reductions run in 5 percent increments, from 5 percent to 45 percent. Class ratings range from 10 to 1. The higher the flood protection activity, the lower the Class rating. Norman became a Class 6 community in 2022. Norman's flood insurance policyholders who reside in Special Flood Hazard Areas receive a 20 percent reduction on flood insurance premiums. The reduction in flood insurance premiums represents an annual savings in premium costs for Norman policyholders and will take effect at the time a new policy is written or an effective policy is renewed.

The CRS Coordinator's Manual is the guidebook for the CRS program. The Coordinator's Manual spells out the credits and credit criteria for community activities and programs that go above and beyond the minimum requirements for participation in FEMA's National Flood Insurance Program. The Coordinator's Manual explains how the CRS operates, how credits are calculated, and what documentation is required, and also acts as guidance for communities in enhancing their flood loss reduction and resource protection activities. According the CRS manual, including provisions in a flood hazard ordinance for cumulative substantial

office memorandum

improvement and substantial damage (SI/SD) is worth up to 90 points, or about 20% of the points needed to improve a class rating from 6 to 5.

Currently, the City's Flood Hazard Ordinance includes language related to SI/SD that states that any cost to repair or improve a structure in the floodplain that exceeds 50% of the value of the structure is considered substantial improvement and therefore requires that the structure be brought into full compliance with all current Flood Hazard Ordinance requirements. Proposed cumulative substantial improvement language would require that the cost of repairs or improvements would be calculated over a ten-year period for determining if the threshold for substantial improvement has been met. In addition to changes in the definition of substantial improvement, two new definitions will be added to the ordinance to clarify "market value" and define "cumulative cost" and how they are calculated.

The following example demonstrates the effects of the ordinance revision:

An existing, non-conforming house in the floodplain has a market value of \$100,000 and the owner applies for a floodplain permit to renovate portions of the structure for a total cost of \$25,000, resulting in a 25% cost of improvements to the structure. Two years later, that same house now has a market value of \$125,000 and is damaged during a flooding event resulting in repair costs of \$35,000 resulting in a 28% cost of improvement to structure. The combined cost of improvements is 53% of the market value of the structure over a two-year period. Under existing requirements, the structure would not be required to come into compliance with the flood hazard ordinance by flood proofing, raising or otherwise mitigating flood risk. With cumulative SI/SD requirements, a permit could not be granted unless the structure was renovated in such a manner as to make it compliant with the flood hazard ordinance and therefore help mitigate the flooding risk.

The following is the proposed timeline for the ordinance revision:

Norman Revised Floodplain Ordinance Schedule	
Item	Completion Date
Proposed Ordinance Changes Approved by OWRB	August 9, 2023
Proposed Ordinance Changes Approved by Floodplain Permit Committee	August 21, 2023
Proposed Ordinance Approved by Planning Commission	October 12, 2023
Proposed Ordinance Changes to City Council 1st Reading	November 14, 2023
Proposed Ordinance Changes to City Council 2nd Reading	November 28, 2023
Revised Floodplain Ordinance Becomes Effective	December 28, 2023

The following is a summary of the proposed revisions to the ordinance. Changes and additions to existing language are underlined:

36-533 (c) *Definitions.* The following words, terms, and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Cumulative Cost is the sum of the cost of repairs, construction, rehabilitation,

addition, or other improvement of a structure divided by the assessed market value of a structure at the time that a cost is incurred and is calculated over the immediate past 10-year period.

Market Value means, for purposes of determining substantial improvement, the value of a structure and any attached improvements. The assessed value of a structure, as determined by the Cleveland County Assessor, shall be presumed to be the market value unless evidence of an alternative valuation is presented to and accepted by the Floodplain Permit Committee. The Floodplain Permit Committee is ultimately responsible for determining the market value of a structure, although an appeal can be made to the Board of Adjustment.

Substantial improvement means any combination of repairs, reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds fifty (50) percent of the market value of the structure before “start of construction” of the improvement. This includes structures that have incurred “substantial damage”, regardless of the actual work performed. The cost used in the substantial improvement determination shall be the cumulative costs of all previous improvements for a specific building or structure during the immediate past 10-year period. The term "substantial improvement" does not, however, include either:

1. Any project for improvement of a structure to correct existing violations of State or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary conditions; or
2. Any alteration of an historic structure, provided that the alteration will not preclude the structure's continued designation as an historic structure.

RECOMMENDATION: Staff recommends that Council approve Ordinance No. O-2324-14, which amends Sections 533 (“FH, Flood Hazard District”) of the zoning ordinance.

Reviewed by: Scott Sturtz, City Engineer
Jane Hudson, Director of Planning and Community Development
Beth Muckala, Assistant City Attorney III

File Attachments for Item:

19. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-62: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE NORMAN 2025 LAND USE AND TRANSPORTATION PLAN SO AS TO REMOVE PART OF THE NORTHEAST QUARTER (NE/4) OF SECTION SIXTEEN (16), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE VERY LOW DENSITY RESIDENTIAL DESIGNATION AND PLACE THE SAME IN THE LOW DENSITY RESIDENTIAL DESIGNATION. (SOUTHWEST CORNER OF 24th AVENUE N.E. AND TECUMSEH ROAD)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 11/28/2023

REQUESTER: DAR, L.L.C.

PRESENTER: Jane Hudson, Director of Planning & Community Development

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-62: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE NORMAN 2025 LAND USE AND TRANSPORTATION PLAN SO AS TO REMOVE PART OF THE NORTHEAST QUARTER (NE/4) OF SECTION SIXTEEN (16), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE VERY LOW DENSITY RESIDENTIAL DESIGNATION AND PLACE THE SAME IN THE LOW DENSITY RESIDENTIAL DESIGNATION. (SOUTHWEST CORNER OF 24th AVENUE N.E. AND TECUMSEH ROAD)

ITEM: DAR, L.L.C. requests amendment of the NORMAN 2025 Land Use and Transportation Plan from Very Low Density Residential Designation to Low Density Residential Designation for 80.00 acres of property located at the Southwest corner of 24th Avenue N.E. and Tecumseh Road.

SUMMARY OF REQUEST: DAR, L.L.C. is proposing a single-family residential development on approximately 80 acres. This development proposal requires rezoning from A-2, Rural Agricultural District, to PUD, Planned Unit Development. This proposal also requires a NORMAN 2025 Land Use Plan Amendment from Very Low Density Residential Designation to Low Density Residential Designation.

STAFF ANALYSIS: For changes in classification under the NORMAN 2025 Land Use and Transportation Plan, the following information is forwarded for consideration.

The role of the NORMAN 2025 Plan in the City's ongoing and diverse planning activities states the document must be flexible, and that it is updated and amended periodically. The Plan defines the desired land use patterns for use and development of all private sector properties. This Plan will serve as a policy guide for zoning and planning requests as they are presented to the Planning Commission and City Council.

1. ***Has there been a change in circumstances resulting from development of the properties in the general vicinity which suggest that the proposed change will not be contrary to the public interest?***

Since the adoption of the NORMAN 2025 Land Use Plan in 2004, this area has seen changes in circumstance regarding development. The quarter section to the west of the

subject property has two recent developments. The western side along 12th Avenue N.E. is Park Hill Addition, which is a mix of single-family and commercial uses on the corner of 12th Avenue N.E. and E. Tecumseh Road. Montecito Ranch is a residential development directly east of Park Hill. Montecito Ranch lots were developed at approximately 2-acre lot sizes. Red Canyon Ranch and Montoro Ridge are recent residential subdivisions located at the northwest and southwest corners of 12th Avenue NE and E. Tecumseh Road. Red Canyon Ranch is a typical single-family subdivision with approximately 6,000 – 7,000 SF per lot. Montoro Ridge was developed as a large lot subdivision, approximately 2-acres per lot. At the northeast corner of Tecumseh Road and 24th Avenue NE is a recent PUD, Planned Unit Development to allow for a single-family home with an additional single-family unit/ADU allowing the family to age in place. To the south, located at the southwest corner of 24th Avenue NE and Rock Creek Road is the buildout of Hallbrooke Addition, consisting of the traditional single-family lots, 6,000 – 7,000 SF.

2. *Is there a determination that the proposed change would not result in adverse land use or adverse traffic impacts to surrounding properties or the vicinity?*

The proposed use is similar to the surrounding properties. The applicant submitted a traffic impact analysis. The City Traffic Engineer determined there will be no negative traffic impacts with the proposed development of this area. See report attached.

Current Comprehensive Plan Designation – NORMAN 2025: This project is located in the Suburban Residential Growth Boundary Designation. Within the Suburban Residential Growth boundary, the area is recognized as suitable for development from an environmental standpoint, but not planned for sanitary sewer service.

The Plan recommends but does not require development at suburban densities, one unit per two acres, in this area. This proposal is planned to allow for the development of single-family homes on roughly half-acre lots, with the possibility of a single ADU, Accessory Dwelling Unit, to allow for aging in place. Development in the Suburban Residential area will generally require individual water wells and sewage treatment systems. The development does have access for connection to City water services but as noted above, will utilize private sewage treatment systems. There is a great deal of common open space integrated throughout the development, approximately 13-acres.

CONCLUSION: Staff forwards this request for amendment of the NORMAN 2025 Land Use Plan from Very Low Density Residential to Low Density Residential Designation as Resolution No. R-2324-62 for consideration by City Council.

At their October 12, 2023 meeting, Planning Commission unanimously recommended adoption of Resolution No. R-2324-62 to City Council, by a vote of 6-0.

R-2324-62

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE NORMAN 2025 LAND USE AND TRANSPORTATION PLAN SO AS TO REMOVE PART OF THE NORTHEAST QUARTER (NE/4) OF SECTION SIXTEEN (16), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE VERY LOW DENSITY RESIDENTIAL DESIGNATION AND PLACE THE SAME IN THE LOW DENSITY RESIDENTIAL DESIGNATION.

(Southwest corner of 24th Avenue N.E. and Tecumseh Road)

- § 1. WHEREAS, the Council of the City of Norman recognizes citizens' concerns about the future development of Norman; and
- § 2. WHEREAS, the City Council at its meeting of November 16, 2004, reviewed and adopted the NORMAN 2025 Land Use and Transportation Plan, with an effective date of December 16, 2004; and
- § 3. WHEREAS, DAR, L.L.C. has requested that the following described property be moved from the Very Low Density Residential Designation and placed in the Low Density Residential Designation for the hereinafter described property, to wit:

A tract of land lying in the Northeast Quarter (N.E. ¼) of Section Sixteen (16), Township Nine (9) North, Range Two (2) West of the Indian Meridian, Cleveland County, Oklahoma being more particularly described as follows:

BEGINNING at the Northeast Corner of said N.E. ¼; **THENCE** South 00°27'31" East along the East line of said N.E. ¼ a distance of 1312.39 feet; **THENCE** South 89°58'06" West a distance of 2636.18 feet to a point on the East boundary line of the filed final plat of MONTECITO RANCH ADDITION (as filed in Book 21 of Plats, Page 15-19); **THENCE** North 00°02'31" West along the boundary of said final plat a distance of 1316.47 feet to a point on the North line of said N.E. ¼; **THENCE** South 89°56'31" East along said North line a distance of 2626.64 feet to the **POINT OF BEGINNING**.

Said tract of land contains 79.40 acres, more or less.

Resolution No. R-2324-62
Page 2

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

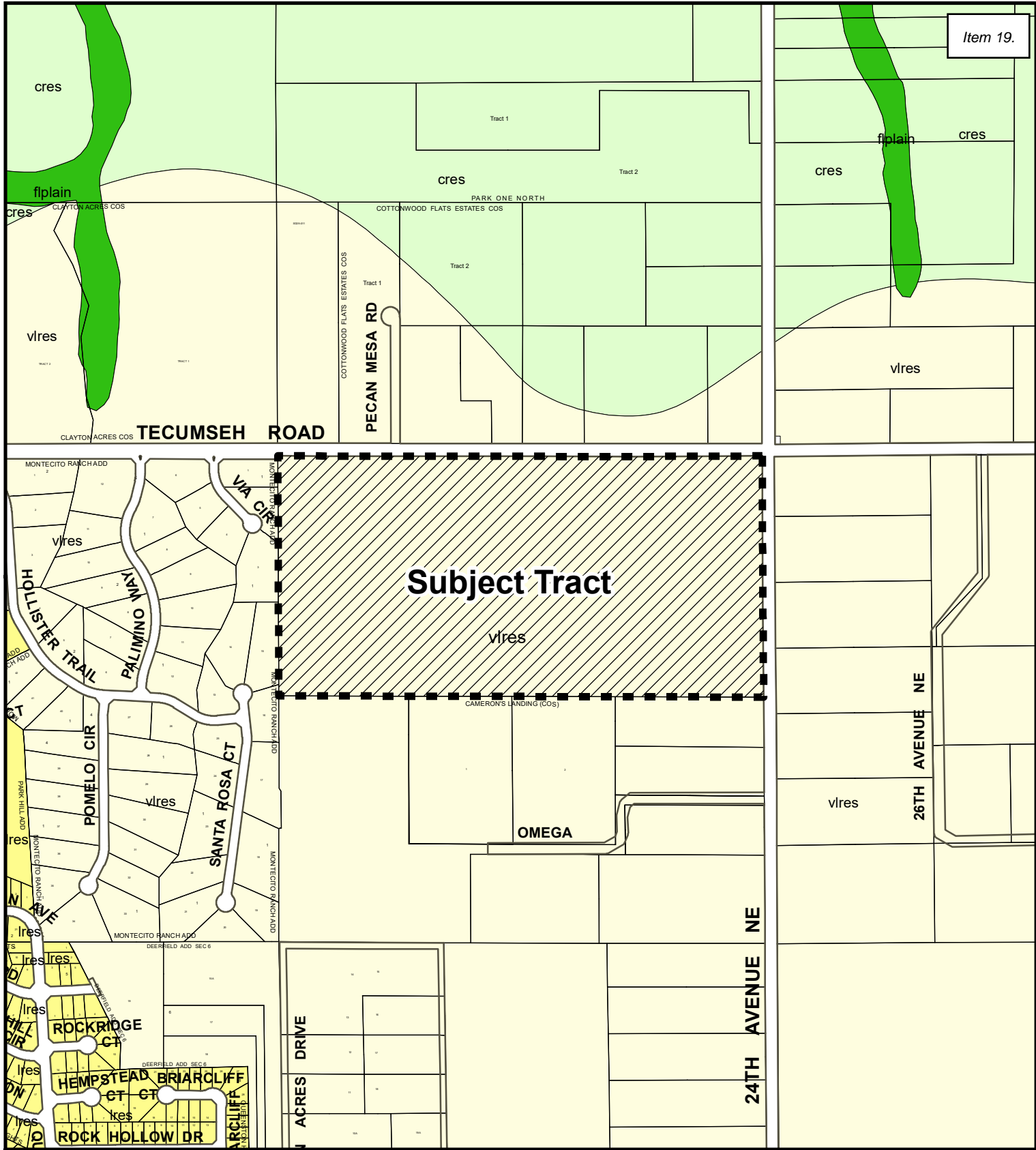
- § 4. That the Council of the City of Norman recognizes the need to control the future growth of the City of Norman; and, that after due consideration has determined that the requested amendment to the NORMAN 2025 Land Use and Transportation Plan should be adopted, and does hereby approve the requested designation.

PASSED AND ADOPTED this _____ day of _____, 2023.

(Mayor)

ATTEST:

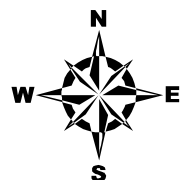
(City Clerk)



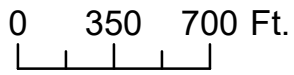
Norman 2025 Land Use Plan



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



October 3, 2023



Subject Tract

Applicant: DAR, L.L.C.

Project Location: SW Corner of Tecumseh Rd. and 24th Ave NE

Case Number: PD 23-25

Time: 6:00 p.m.

Applicant/Representative

Sean Rieger, Attorney for applicant
Libby Smith, Attorney for applicant
Houston Sneed, Landmark Fine Homes
Chris Anderson, SMC

Attendees

Marty and LaDonna Cummins
James Breda
Sherylann Densow
David Williams
Ross McClish
Zachary Matthews
Josh and Jennifer Brown
Brenda and Steve Mann
Vanessa and Brian Goode
David and Jamie Neuhauser

City Staff

Lora Hoggatt, Planning Services Manager
Zach Abell, Planner I
Whitney Kline, Admin Tech III

Application Summary

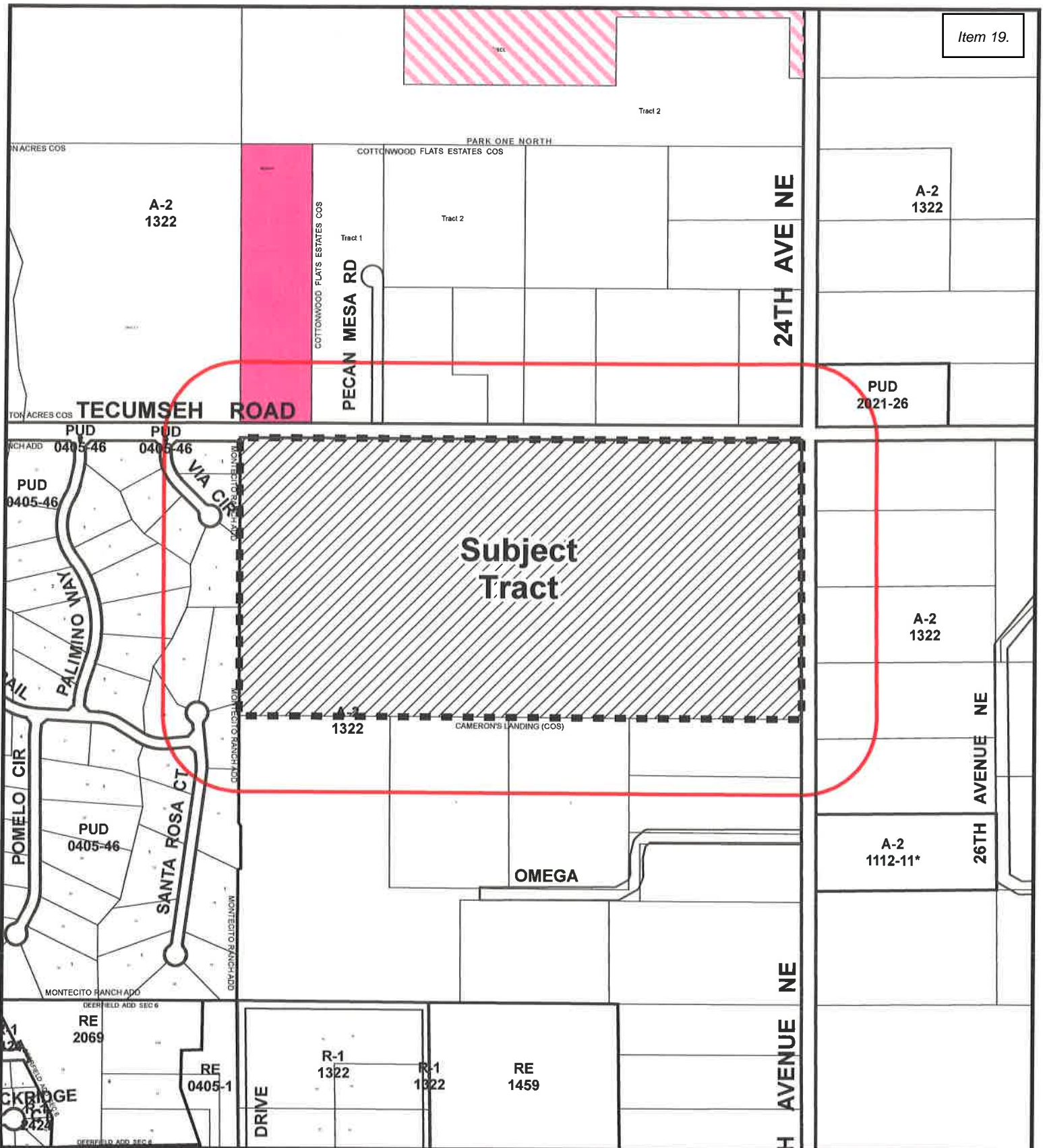
The applicant requests to rezone from A-2, Rural Agricultural District, to PUD, Planned Unit Development, a preliminary plat, and a NORMAN 2025 Land Use Plan amendment.

Neighbor's Comments/Concerns/Responses

Neighbors asked if the property would drain across Tecumseh. The applicant's engineer explained this project will not fix issues the area is currently facing but it will not cause more as they are required to follow the same historic flow rate. Neighbors asked if it is the same developer as Montecito Ranch; the applicant answered yes. Neighbors asked for the cost of the homes. The applicant anticipates they will cost around \$700k and will be approximately 3,000 square feet. Neighbors asked if there will be curbs in the development. The applicant said they are not sure yet but the streets will be private and gated. Neighbors voiced concerns about the intersection of 24th Ave NE and Tecumseh. They would like to see the "stop sign ahead" signs moved up; staff said they would let Public Works know about this concern.

Items 11-13
DAR, L.L.C.

UPDATED Protests as of 10-12-2023



Protest Map

3.4% 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.



0 300 600 Feet

October 12, 2023

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

JOSHUA SCOTT & JENNIFER BROWN

4000 24TH AVENUE NE
Norman, Oklahoma 73071
405-306-7534

July 23, 2023

Department of Planning and Community Development
225 N. Webster Avenue
Norman, OK 73070

Dear Sir or Madam:

My wife and I and our two daughters live at 4000 24th Avenue NE, Norman, Oklahoma which is directly North of the proposed development of a large lot single family residential family neighborhood just South of Tecumseh Avenue and West of 24th Avenue NE. As you can see from the enclosed aerial photo, all the natural drainage from the proposed area of development flows directly North until it reaches a large pond, just South of our home. The dam of that pond is about 30 yards South of our home and during heavy rain, the dam overflows threatening to flood our home. Needless to say, any additional storm water that flows from the proposed development and into the tributaries and ponds directly to the North ultimately reaches the large pond 30 yards from our home and threatens us with flooding.

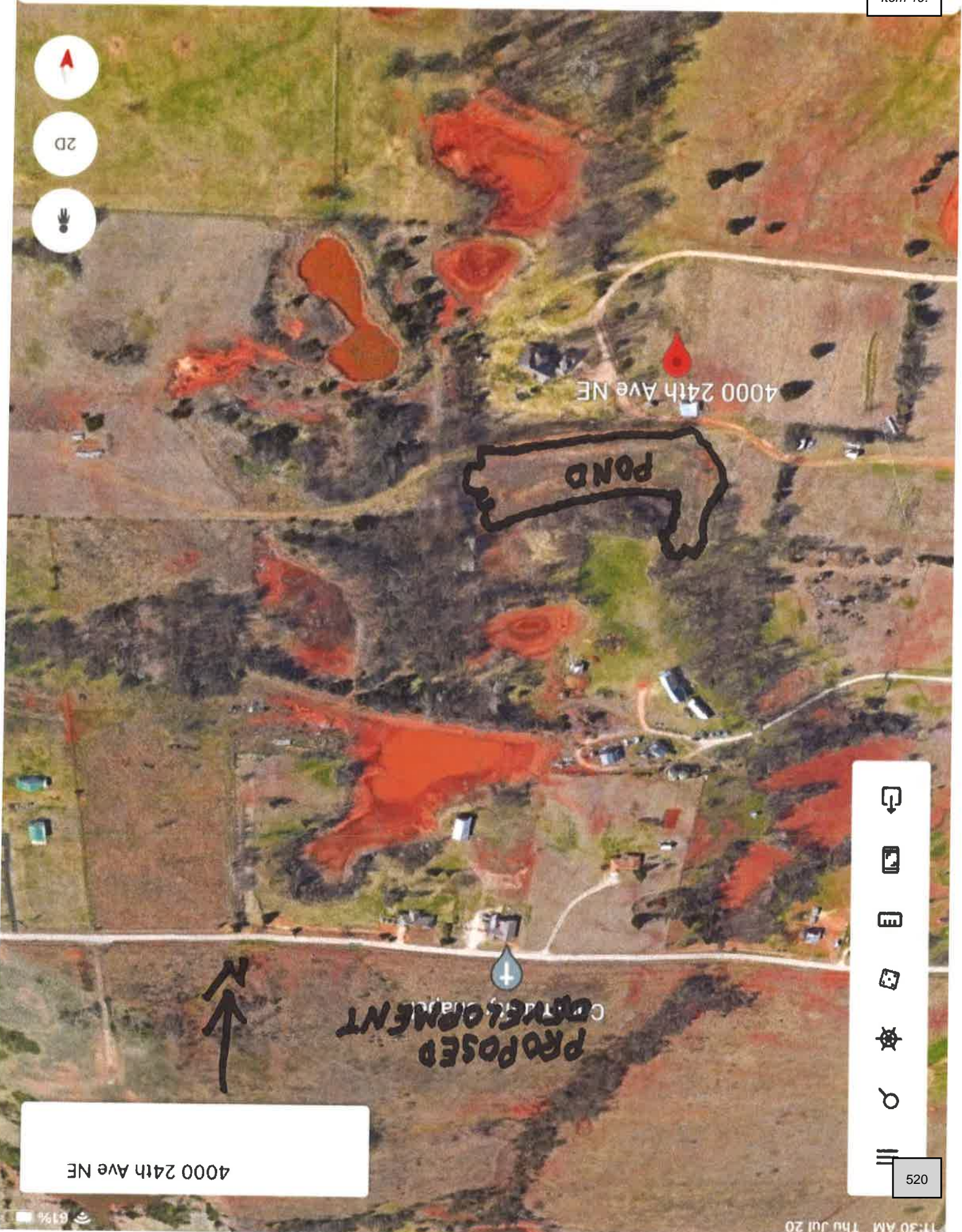
We feel threatened by the proposed development and the resulting damage to our home. If approved, any such development should have a substantial engineering study to assure that no stormwater will flow North, across Tecumseh into the existing tributaries and ponds.

Sincerely,

Joshua S. Brown



FILED IN THE OFFICE
OF THE CITY CLERK
ON 7/27/23



PROPOSED
DEVELOPMENT

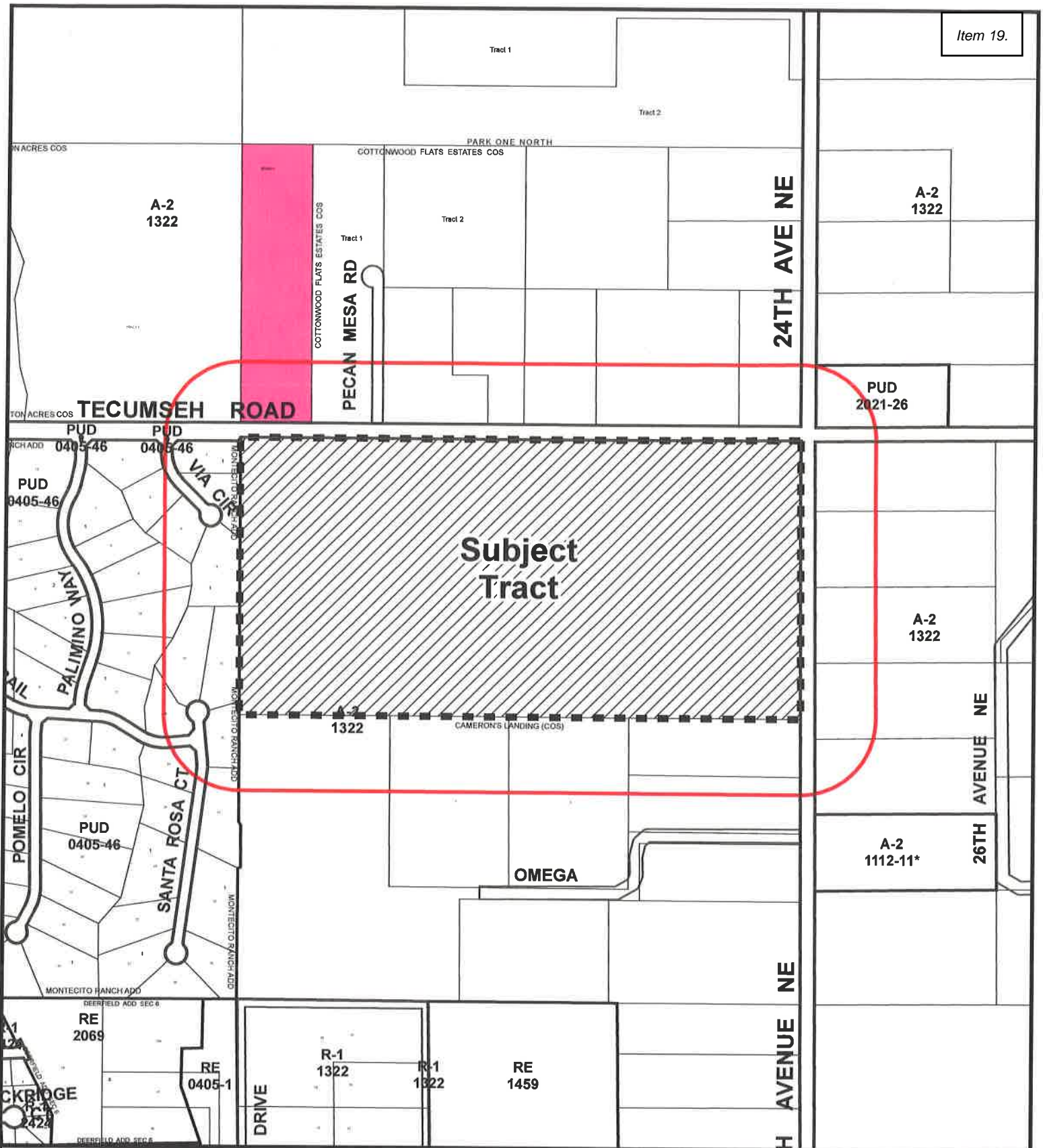
4000 24th Ave NE

POND

2D

Items 11-13
DAR, L.L.C.

PROTESTS as of 10-12-2023



Protest Map



3.4% 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.



0 300 600 Feet

October 12, 2023

-  Subject Tract
-  Notification Area
-  Protest

Jack Mattingly Jr.
1825 E. Tecumseh Road
Norman, OK 73071
Mattingly.Jack@gmail.com
(405) 380-7750

Oct. 6, 2023

City of Norman
City Clerk
P.O. Box 370
Norman, OK 73069

**-ILED IN THE OFFICE
OF THE CITY CLERK
ON 10/16/23-ZW**

Re: Planning Commission protest

Dear Ms. Hall:

For your reference, a copy of a letter and map I received from the City is enclosed. Would you please file this as a protest and forward it to the Planning Commission, as contemplated by the enclosed letter?

I own and live on the property that is shaded in yellow on the enclosed map. It is a 10 acre tract, with a house facing the road, about 70 yards from the edge of the right of way. One of the planned entrances to the proposed subdivision is apparently directly across from my house and driveway entrance.

I respectfully encourage the Planning Commission to decline the application for rezoning because:

1. The infrastructure in the area is insufficient to handle the inevitable traffic that 90 + homes in a small area will generate. Tecumseh Road borders to the north and is a two-lane road that already experiences heightened traffic around rush hour times. Tecumseh Road, and to a lesser extent Franklin Road, have become de facto arteries that people take to and from east Norman to I-35/west Norman. This pattern has intensified in the three years I've lived here. It will be miserable if 90 + families are moved into an already-busy two-lane road.
2. One of the two proposed entrances (the westernmost) is directly across from my house and entrance. Cars leaving will be shining their headlights into my house. The traffic of the subdivision and entrance location will create a nightly nuisance.
3. No turning lane is planned. Other sizable subdivisions have four lane roads and turning lanes around them to mitigate congestion.

4. There are no entrances planned on NE 24th Street. Funneling 90 + houses of traffic exclusively down Tecumseh Road amplifies the concerns about insufficient infrastructure and serves no purpose other than maximizing the number of building lots. At a minimum, the developer should plan ingress and egress to the development from the east to relieve traffic pressure down Tecumseh Road.

5. If you drive west-bound in front of the planned development, along Tecumseh Road, you come to an intersection at NE 12th (it turns into Sooner Road a mile or two north). Tecumseh Road is quite hilly. Traffic tops a hill and drives downward towards the NE 12th intersection with a relatively short stopping distance. Increased traffic will result in cars lined up at that red light. I have topped the hill and been surprised by cars backed up and causing a decreased time to stop twice in three years, with both times during heavy traffic times. That intersection will become dangerous when traffic starts backing up the hill at the light. It already happens occasionally and 90 new homes right there in that area will make it a routine hazard without additional infrastructure.

6. This appears to be a departure from a longstanding Norman policy of wise planning in the area. I do not know the development history, but plainly when the subdivisions to the west of NE 12th went in down Tecumseh Road, there was thoughtful planning ahead of time, with adequate infrastructure and four lanes. Likewise, Rock Creek Road runs parallel to Tecumseh Road, one mile south. Rock Creek road is four-laned right up to where the subdivisions end, and then the road narrows to 2 lanes. For whatever reason, this practice has not been followed on Tecumseh Road, east of NE 12th. Two different subdivisions have gone in without a four lane road in front of them.

The four-laning of Tecumseh to the west of NE 12th prevented the frustrating congestion that is present in some areas of north Edmond now. I was in north Edmond during rush hour last month and a two-lane road that simply fed subdivisions was packed and slow and suggested a total lack of effective planning. The road was between Covell and Waterloo, a mile or two west of I-35, and developers took advantage of lax regulation and created gridlock in a rural area. Norman got it right to the west of NE 12th -- traffic flows even during congested times, with turn lanes and ample setback, as roads serving dense subdivisions should have. For whatever reason, subdivisions are now encroaching down Tecumseh Road but the same deliberate planning does not seem to exist. If the City desires such a large subdivision in a pastoral area, it will save much time, congestion, money, and irritation if they would carefully plan the infrastructure first, and then add the traffic.

I apologize for not being present before – I was unaware of the application until a neighbor told me about it. I did receive this second round of notice, though.

I respectfully ask the Planning Commission to not allow the development because it will have headlights directly shining into my property, and it is wiser policy to add the infrastructure before the traffic.

Thank you,


Jack Mattingly Jr.

RESOLUTION NO. R-2324-62

ITEM NO. 11

STAFF REPORT

ITEM: DAR, L.L.C. requests amendment of the NORMAN 2025 Land Use and Transportation Plan from Very Low Density Residential Designation to Low Density Residential Designation for 80.00 acres of property located at the Southwest corner of 24th Avenue N.E. and Tecumseh Road.

SUMMARY OF REQUEST: DAR, L.L.C. is proposing a single-family residential development on approximately 80 acres. This development proposal requires rezoning from A-2, Rural Agricultural District, to PUD, Planned Unit Development. This proposal also requires a NORMAN 2025 Land Use Plan Amendment from Very Low Density Residential Designation to Low Density Residential Designation.

STAFF ANALYSIS: For changes in classification under the NORMAN 2025 Land Use and Transportation Plan, the following information is forwarded for consideration.

The role of the NORMAN 2025 Plan in the City's ongoing and diverse planning activities states the document must be flexible, and that it is updated and amended periodically. The Plan defines the desired land use patterns for use and development of all private sector properties. This Plan will serve as a policy guide for zoning and planning requests as they are presented to the Planning Commission and City Council.

1. ***Has there been a change in circumstances resulting from development of the properties in the general vicinity which suggest that the proposed change will not be contrary to the public interest?***

Since the adoption of the NORMAN 2025 Land Use Plan in 2004, this area has seen changes in circumstance regarding development. The quarter section to the west of the subject property has two recent developments. The western side along 12th Avenue N.E. is Park Hill Addition, which is a mix of single-family and commercial uses on the corner of 12th Avenue N.E. and E. Tecumseh Road. Montecito Ranch is a residential development directly east of Park Hill. Montecito Ranch lots were developed at approximately 2-acre lot sizes. Red Canyon Ranch and Montoro Ridge are recent residential subdivisions located at the northwest and southwest corners of 12th Avenue NE and Tecumseh Road. Red Canyon Ranch is a typical single-family subdivision with approximately 6,000 – 7,000 SF per lot. Montoro Ridge was developed as a large lot subdivision, approximately 2-acres per lot. At the northeast corner of Tecumseh Road and 24th Avenue NE is a recent PUD, Planned Unit Development to allow for a single-family home with an additional single-family unit/ADU allowing the family to age in place. To the south, located at the southwest corner of 24th Avenue NE and Rock Creek Road is the buildout of Hallbrooke Addition, consisting of the traditional single-family lots, 6,000 – 7,000 SF.

2. ***Is there a determination that the proposed change would not result in adverse land use or adverse traffic impacts to surrounding properties or the vicinity?***

The proposed use is similar to the surrounding properties. The applicant submitted a traffic impact analysis. The City Traffic Engineer determined there will be no negative traffic impacts with the proposed development of this area. See report attached.

Current Comprehensive Plan Designation – NORMAN 2025: This project is located in the Suburban Residential Growth Boundary Designation. Within the Suburban Residential Growth boundary, the area is recognized as suitable for development from an environmental standpoint, but not planned for sanitary sewer service.

The Plan recommends but does not require development at suburban densities, one unit per two acres, in this area. This proposal is planned to allow for the development of single-family homes on roughly half-acre lots, with the possibility of a single ADU, Accessory Dwelling Unit, to allow for aging in place. Development in the Suburban Residential area will generally require individual water wells and sewage treatment systems. The development does have access for connection to City water services but as noted will utilize private septic systems. There is a great deal of common open space integrated throughout the development at approximately 13-acres.

CONCLUSION: Staff forwards this request for amendment of the NORMAN 2025 Land Use Plan from Very Low Density Residential to Low Density Residential Designation as Resolution No. R-2324-62 for consideration by Planning Commission and recommendation to City Council.



CITY OF NORMAN, OK
PLANNING COMMISSION MEETING
Municipal Building, Council Chambers, 201 West Gray,
Norman, OK 73069
Thursday, October 12, 2023 at 6:30 PM

MINUTES

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

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

Chair Erica Bird called the meeting to order at 6:33 p.m.

ROLL CALL

PRESENT

Cameron Brewer
Chair Erica Bird
Douglas McClure
Jim Griffith
Maria Kindel
Michael Jablonski

ABSENT

Steven McDaniel
Liz McKown
Kevan Parker

A quorum was present.

STAFF PRESENT

Jane Hudson, Planning Director
Lora Hoggatt, Planning Services Manager
Melissa Navarro, Planner II
Anaïs Starr, Planner II
Lisa Krieg, CDGB/Grants Manager
Roné Tromble, Admin. Tech. IV
Beth Muckala, Assistant City Attorney
Anthony Purinton, Assistant City Attorney
David Riesland, Transportation Engineer
Todd McLellan, Development Engineer
Jason Murphy, Stormwater Program Manager
Bryce Holland, Multimedia Specialist

NORMAN 2025, PUD & Preliminary Plat

11. Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of Resolution No. R-2324-62: DAR, L.L.C. requests amendment of the NORMAN 2025 Land Use & Transportation Plan from Very Low Density Residential Designation to Low Density Residential Designation for 80.00 acres of property located at the Southwest corner of 24th Avenue N.E. and Tecumseh Road.

ITEMS SUBMITTED FOR THE RECORD:

1. NORMAN 2025 Map
2. Staff Report
3. Pre-Development Summary

12. Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of Ordinance No. O-2324-16: DAR, L.L.C. requests rezoning from A-2, Rural Agricultural District, to PUD, Planned Unit Development, for 80.00 acres of property located at the Southwest corner of 24th Avenue N.E. and Tecumseh Road.

ITEMS SUBMITTED FOR THE RECORD:

1. Location Map
2. Staff Report
3. PUD Narrative with Exhibits A-E
4. Preliminary Site Plan

13. Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of PP-2324-6: Consideration of a Preliminary Plat submitted by DAR, L.L.C. (SMC Consulting Engineers, PC) for MONTE VISTA ESTATES, A Planned Unit Development, for 80.00 acres of property located at the Southwest corner of 24th Avenue N.E. and Tecumseh Road.

ITEMS SUBMITTED FOR THE RECORD:

1. Location Map
2. Preliminary Plat
3. Staff Report
4. Transportation Impacts
5. Preliminary Site Plan

PRESENTATION BY STAFF: Ms. Hoggatt reviewed the staff report, a copy of which is filed with the minutes. Two protest letters were received, one of which was within the protest area, which accounted for 3.4% protest.

Mr. Jablonski asked about the Greenbelt Commission recommendation for trails. Ms. Hoggatt responded that will be addressed at final plat stage; they did leave room for it and the developer indicated they are willing to design them.

PRESENTATION BY THE APPLICANT: Libby Smith, Rieger Law Group, representing the applicant, presented the project. The site is 80 acres at the southeast corner of Tecumseh Road and 24th Avenue N.E. This will be a single family residential neighborhood with 83 large ½-acre lots in a gated neighborhood with private streets. It will be served by City water, and have private sewer systems. There is approximately

13 acres of open space. The PUD allows one accessory dwelling unit per lot. Parks Board approved fee-in-lieu of parkland donation.

Mr. Griffith asked about the proximity of Deerfield Park to this development. Ms. Smith did not have that information. Mr. Jablonski asked if there are sidewalks to get to the park. Ms. Smith stated the applicant will install sidewalks along Tecumseh and 24th Avenue N.W. at final plat.

Mr. Jablonski asked about the inclusion of mobile homes on the list of approved uses. Ms. Smith stated the uses were based on RE zoning. The lot size doesn't match the requirement for RE, and they wanted to allow for accessory dwelling units. Ms. Bird asked if the accessory dwelling units can be rented separately. Ms. Smith responded that they can have their own kitchens and can be separately rented.

Ms. Hudson noted that there is also a large park at Park Hill, which is not shown on the map and may be designated as a private park.

Sean Rieger, representing the applicant, reported he was at Parks Board. This is a gated community, so it would not have a public park. Often the criteria is the cost of maintenance. The size of a public park is based on the population, which in this case would have been a one-half acre park for the 90 homes. The applicant recommends what the developer would like, but it is up to the Parks Board whether they accept that recommendation. The fee-in-lieu is set at final plat.

Ms. Bird noted concerns in the protest about traffic, drainage, and curbs. Ms. Smith indicated those will be done in accordance with staff recommendations and the ordinances, and will be more particularly designed at the final plat stage.

Ms. Bird asked about the drainage to the north. Chris Anderson, SMC Consulting Engineers, explained the drainage plan, which includes 8 detention ponds on the site. He explained this is a rural estates project, so the road has bar ditches rather than curbs.

Ms. Bird asked about widening the roads. David Riesland responded that there are plans to widen Tecumseh Road and 24th Avenue N.E. The design of those projects is underway, but federal matching funds makes it hard to establish a timeframe, but it is probably at least five years.

Ms. Bird asked about the greenspace at the southeast corner of the site. Mr. Anderson responded that it is a City water well location, and there is also one at the northwest corner.

AUDIENCE PARTICIPATION:

Jack Mattingly, 1825 E. Tecumseh Road, asked why the widening of Tecumseh would happen after the subdivision is developed, and the cost of condemning right-of-way. His house is located directly across Tecumseh from the driveway to the development; headlights will be going right across his house and will be a nuisance. He asked about a sidewalk on Tecumseh.

Marty Cummins, 1900 Gini Lee Lane, was concerned about the water flow, the detention ponds, and a mechanism to ensure the capacity of the ponds, because he is the recipient of the water downstream.

DISCUSSION AND ACTION BY THE PLANNING COMMISSION:

Mr. Jablonski asked if the site was designed with the widening of the roads in mind. Mr. Anderson responded that additional right-of-way for the expansion was added to the preliminary plat.

Mr. Brewer asked about the long-term capacity of detention ponds. Mr. Anderson explained that there is one retention pond, and the rest are detention ponds that are dry most of the time. The HOA is responsible for maintenance.

Ms. Bird noted the concern about headlights. Mr. Anderson said the entrances are located where they are because they are the high points on the road for safety for the sight distances.

Mr. Jablonski likes the large lots and the ADUs. The project is missing the community aspect of what a park adds.

Motion made by Brewer, seconded by Griffith, to recommend adoption of Resolution No. R-2324-62, Ordinance No. O-2324-16, and PP-2324-6, the Preliminary Plat for MONTE VISTA ESTATES, A Planned Unit Development, to City Council.

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

The motion to recommend adoption of Resolution No. R-2324-62, Ordinance No. O-2324-16, and PP-2324-6 to City Council passed by a vote of 6-0.

*

File Attachments for Item:

20. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-16 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 NORTH HALF (N/2) OF THE NORTHEAST QUARTER (NE/4) OF SECTION SIXTEEN (16), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA, AND THE NORTHWEST QUARTER (NW/4) OF SECTION TEN (10), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE A-2, RURAL AGRICULTURAL DISTRICT, AND PLACE SAME IN THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (SOUTHWEST CORNER OF 24TH AVENUE N.E. AND TECUMSEH ROAD)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 11/28/2023

REQUESTER: DAR, L.L.C.

PRESENTER: Jane Hudson, Director of Planning & Community Development

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-16 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 NORTH HALF (N/2) OF THE NORTHEAST QUARTER (NE/4) OF SECTION SIXTEEN (16), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA, AND THE NORTHWEST QUARTER (NW/4) OF SECTION TEN (10), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE A-2, RURAL AGRICULTURAL DISTRICT, AND PLACE SAME IN THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (SOUTHWEST CORNER OF 24TH AVENUE N.E. AND TECUMSEH ROAD)

PROJECT OVERVIEW: The applicant, DAR, L.L.C., is requesting rezoning to a Planned Unit Development, PUD, for approximately 80 acres on the southwest corner of 24th Avenue N.W. and E. Tecumseh Rd. The subject property is currently zoned A-2, Rural Agricultural District. The applicant requests this rezoning to allow for the development of single-family homes on roughly half-acre lots.

PROCEDURAL REQUIREMENTS:

GREENBELT COMMISSION MEETING: GBC23-23, September 19, 2023

The Commission forwards this request with a recommendation to follow Resolution No. R-1617-32 for the East Norman Trail and North Norman Tecumseh Trail. They would like to see a meandering trail in this location.

PRE-DEVELOPMENT MEETING: PD23-27, July 27, 2023

Neighbors asked if the property would drain across Tecumseh. The applicant's engineer explained this project will not fix issues the area is currently facing but it will not cause more as they are required to follow the same historic flow rate. Neighbors asked if it is the same developer as Montecito Ranch; the applicant answered yes. Neighbors asked for the cost of the homes. The applicant anticipates they will cost around \$700k and will be approximately 3,000 square feet. Neighbors asked if there will be curbs in the development. The applicant said they are not sure yet but the streets will be private and gated. Neighbors voiced concerns about the intersection of 24th Ave NE and Tecumseh.

They would like to see the “stop sign ahead” signs moved up; staff said they would let Public Works know about this concern.

BOARD OF PARKS COMMISSIONERS: October 5, 2023

Parks staff recommended to support the developer’s request to provide a fee-in-lieu of park land to be utilized at Deerfield Park, which is the closest public park within the same square mile as the proposed development. Vote was unanimous for fee-in-lieu by a vote of 7-0.

ZONING ORDINANCE CITATION:

SEC. 36-509 – PLANNED UNIT DEVELOPMENT

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

Specifically, the purposes of this section are to encourage:

- (a) A maximum choice in the types of environment and living units available to the public.
- (b) Provision of more usable and suitably located open space, recreation areas, or other common facilities than would otherwise be required under conventional land development regulations.
- (c) Maximum enhancement and minimal disruption of existing natural features and amenities.
- (d) Comprehensive and innovative planning and design of diversified developments which are consistent with the City's long range plan and remain compatible with surrounding developments.
- (e) More efficient and economic use of land resulting in smaller networks of utilities and streets, thereby lowering costs.
- (f) Preparation of more complete and useful information which will enable the Planning Commission and City Council to make more informed decisions on land use.

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

STAFF ANALYSIS: The particulars of this PUD include:

USE: The allowable uses for the subject property are listed in Exhibit C and noted below.

Allowable Uses for the Final Platted Lots:

- Detached single-family principal dwelling unit;
- Family day care home;
- General purpose farm or garden;
- Type 1 Mobile Home;
- Accessory buildings, including barns, sheds and other farm buildings which are not a part of the main building;
- One accessory dwelling unit (ADU) may be developed on each lot within the Property provided (a) it is clearly secondary to the larger principal dwelling; and (b) is not a mobile home;
 - The ADU may be used as a permanent residence and may contain its own attached garage, kitchen, and similar components to allow the occupant to maintain autonomy while allowing for creative housing opportunities, such as, by way of example, aging in place.
 - The ADU may be contained within a larger shop, barn, or warehouse, as designed by the owner;
- Short-term rentals.

Unplatted areas of the Property may also be used for the following allowable uses until such areas have been platted into Lots:

- Detached single-family dwelling;
- Agricultural crops;
- Raising of farm animals;
- General purpose farm or garden;
- Accessory buildings, including barns, sheds and other farm buildings which are not a part of the main building.

OPEN SPACE/PARKLAND: Exhibit D, Greenspace Exhibit, shows 13.01 acres will be reserved as green space. The narrative states this is 15% of the property.

SITE PLAN/ACCESS: The proposed site plan has two access points on E. Tecumseh Rd. There are 83 proposed residential lots with 13 acres of open space. Large portions of the open space are designated as Water Quality Protection Zone and cannot be developed or programmed. The development will be gated.

SIGNAGE: All signs will comply with the Low Density Residential standards of the Sign Code.

SANITATION/UTILITIES: The lots will have polycart service for trash. The property will be served by private sanitary sewer septic systems. The lots will be served by City water.

SIDEWALKS: Sidewalks are required along E. Tecumseh Rd. and 24th Avenue N.E. They are not required along the interior streets as these are private streets.

PHASING: The applicant does not explain a phasing plan for the subject property.

EXISTING ZONING: The subject property is currently zoned A-2, Rural Agricultural District. The A-2 District requires a minimum of 10 acres for new lots.

ALTERNATIVES/ISSUES:

IMPACTS: The proposed use is similar to the surrounding area. City Staff does not anticipate negative traffic impacts. The quarter section to the west of the subject property has two recent developments. The western side along 12th Avenue N.E. is Park Hill Addition, which is a mix of single-family and commercial uses on the corner of 12th Avenue N.E. and E. Tecumseh Road. Montecito Ranch is a residential development directly east of Park Hill. Montecito Ranch lots were developed at approximately 2-acre lot sizes. Red Canyon Ranch and Montoro Ridge are recent residential subdivisions located at the northwest and southwest corners of 12th Avenue N.E. and Tecumseh Road. Red Canyon Ranch is a typical single-family subdivision with approximately 6,000 – 7,000 SF per lot. Montoro Ridge was developed as a large lot subdivision, approximately 2-acres per lot. At the northeast corner of Tecumseh Road and 24th Avenue N.E. is a recent PUD, Planned Unit Development, to allow for a single-family home with an additional single-family unit/ADU allowing the family to age in place. To the south, located at the southwest corner of 24th Avenue N.E. and Rock Creek Road, is the buildout of Hallbrooke Addition, consisting of the traditional single-family lots, 6,000 – 7,000 SF.

OTHER AGENCY COMMENTS:

FIRE DEPARTMENT: No comments.

PUBLIC WORKS/ENGINEERING: Please see the report from Engineering, included with Preliminary Plat items.

TRAFFIC ENGINEER: Please see the report from the Traffic Engineer, included with the Preliminary Plat items.

UTILITIES: The lots have access to and will be served by City water. The lots will have private sanitary sewer septic systems.

CONCLUSION: Staff forwards this request for rezoning from A-2, Rural Agricultural District, to a PUD, Planned Unit Development, and Ordinance No. O-2324-16 to City Council for consideration.

At their October 12, 2023 meeting, Planning Commission unanimously recommended approval of Ordinance No. O-2324-16 to City Council, by a vote of 6-0.

O-2324-16

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 SIXTEEN (16), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE A-2, RURAL AGRICULTURAL DISTRICT, AND PLACE SAME IN THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (Southwest corner of 24th Avenue N.E. and Tecumseh Road)

- § 1. WHEREAS, DAR, L.L.C., the owners of the hereinafter described property, have made application to have the subject property removed from the A-2, Rural Agricultural District and placed in the PUD, Planned Unit Development District; and
- § 2. WHEREAS, said application has been referred to the Planning Commission of said City and said body has, after conducting a public hearing on October 12, 2023 as required by law, considered the same and recommended that the same should be granted and an ordinance adopted to effect and accomplish such rezoning; and
- § 3. WHEREAS, the City Council of the City of Norman, Oklahoma, has thereafter considered said application and has determined that said application should be granted and an ordinance adopted to effect and accomplish such rezoning.

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

- § 4. That Section 36-201 of the Code of the City of Norman, Oklahoma, is hereby amended so as to remove the following described property from the A-2, Rural Agricultural District and place the same in the PUD, Planned Unit Development District, to wit:

A tract of land lying in the Northeast Quarter (N.E. ¼) of Section Sixteen (16), Township Nine (9) North, Range Two (2) West of the Indian Meridian, Cleveland County, Oklahoma being more particularly described as follows:
BEGINNING at the Northeast Corner of said N.E. ¼;
 THENCE South 00°27'31" East along the East line of said N.E. ¼ a distance of 1312.39 feet; THENCE South 89°58'06" West a distance of 2636.18 feet to a point on the East boundary line of the filed final plat of MONTECITO RANCH ADDITION (as filed in Book 21 of Plats, Page 15-19);

Ordinance No. O-2324-16

Page 2

THENCE North 00°02'31" West along the boundary of said final plat a distance of 1316.47 feet to a point on the North line of said N.E. ¼;
THENCE South 89°56'31" East along said North line a distance of 2626.64 feet to the **POINT OF BEGINNING**.

Said tract of land contains 79.40 acres, more or less.

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

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

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

ADOPTED this _____ day of _____, 2023.

NOT ADOPTED this _____ day of _____, 2023.

(Mayor)

(Mayor)

ATTEST:

(City Clerk)

Tract 2

PARK ONE NORTH

COTTONWOOD FLATS ESTATES COS

Tract 2

PECAN MESA RD

TECUMSEH ROAD

**PUD
2021-26**

A-2
1322

Subject Tract

1322

OMEGA

A-2
1322

A-2
1112-11*

AVENUE NE

24TH AVENUE NE

RE
0405-1

R-1
1322

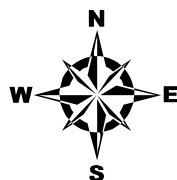
R-1
1322

**RE
1459**

Location Map



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



July 3, 2023

0 350 700 Ft.



Subject Tract

Zoning

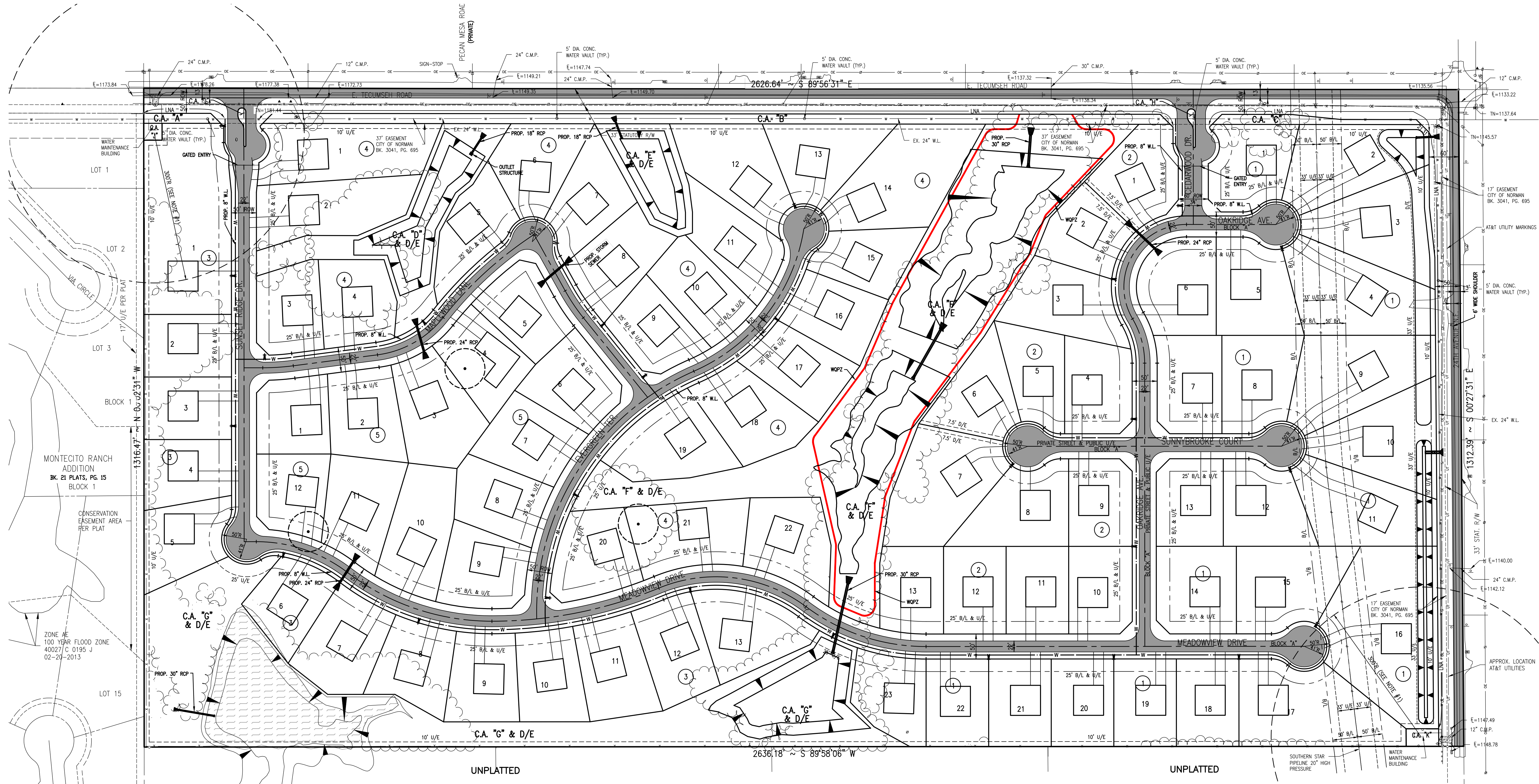
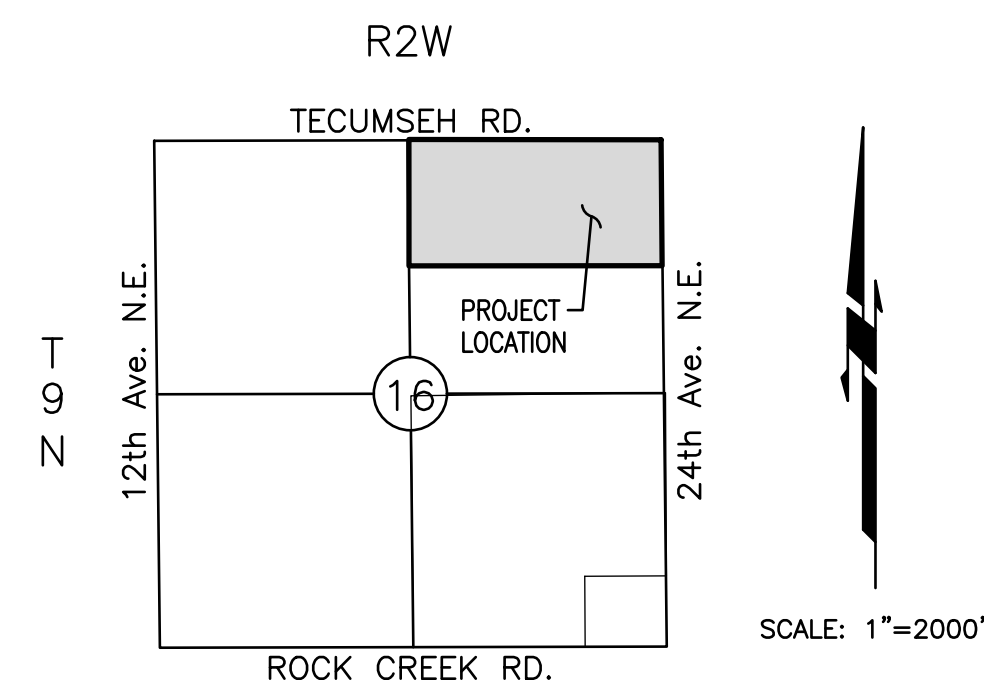
539

Preliminary Site Plan MONTE VISTA ESTATES

A PLANNED UNIT DEVELOPMENT
A PART OF THE N.E. 1/4, SECTION 16, T9N, R2W, I.M.
NORMAN, CLEVELAND COUNTY, OKLAHOMA

RESIDENTIAL LOTS - 83
OPEN SPACE AREA = 13.03 AC.±

SCALE: 1" = 100'



NOTES

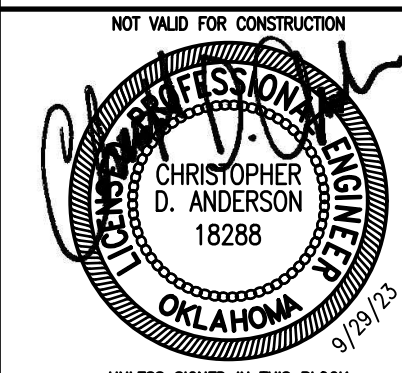
- ON-SITE SEWAGE TREATMENT SYSTEMS MUST HAVE A HORIZONTAL SEPARATION OF 300 FEET FROM THE PUBLIC WATER SUPPLY WELLS.
- THERE ARE 3 PLUGGED OIL WELLS SHOWN ON THIS PLAT IN APPROXIMATE LOCATIONS. THEY WILL NEED TO BE FIELD LOCATED BEFORE CONSTRUCTION OF HOMES TO INSURE A 40' BUILDING SEPARATION.

© SMC CONSULTING ENGINEERS, P.C. ALL RIGHTS RESERVED THESE DOCUMENTS MAY NOT BE USED FOR ANY PURPOSES WITHOUT PRIOR WRITTEN PERMISSION FROM SMC CONSULTING ENGINEERS, P.C.

OWNER:
Michael R. & Glenda L Argo
4211 24th Ave. N.E.
Norman, Oklahoma 73071

Developer:
DAR, L.L.C.
2900 Washington Dr.
NORMAN, OKLAHOMA 73069

Engineer:
SMC Consulting Engineers, P.C.
815 W. Main Street
Oklahoma City, OK 73106



MONTE VISTA ESTATES
TECUMSEH RD. & 24TH AVE. N.E.
NORMAN, OKLAHOMA

SMC
Consulting Engineers, P.C.
815 W. Main Street
Oklahoma City, OK 73106
Phone: 405-232-7715 Fax: 405-232-7659
Website: www.smcok.com
OKLAHOMA CERTIFICATE OF AUTHORIZATION NO. CA 464 EXP. 08/20/2025
By: [Signature] Date: 9/29/23
No. 1 Revision 1
Reviewed per: [Signature] Comments: [Signature]

PROJECT NO: 6551.00
DATE: 9/01/23
SCALE: 1" = 100'
DRAWN BY: D.G.
ENGINEER: Christopher D. Anderson
P.E. NUMBER: 18288

Preliminary Site Plan

SHEET NO.
1

MONTE VISTA ESTATES

**A PLANNED UNIT DEVELOPMENT
NORMAN, OKLAHOMA**

**APPLICANT:
*DAR, LLC***

**APPLICATION FOR:

PLANNED UNIT DEVELOPMENT
PRELIMINARY PLAT
NORMAN 2025**

Submitted September 1, 2023
Revised September 28, 2023

PREPARED BY:

**RIEGER LAW GROUP PLLC
136 Thompson Drive
Norman, Oklahoma 73069**

TABLE OF CONTENTS

- I. INTRODUCTION
- II. PROPERTY DESCRIPTION/GENERAL SITE CONDITIONS
 - A. Location
 - B. Existing Land Use and Zoning
 - C. Elevation and Topography
 - D. Drainage
 - E. Utility Services
 - F. Fire Protection Services
 - G. Traffic Circulation and Access
- III. DEVELOPMENT PLAN AND DESIGN CONCEPT
 - A. Uses Permitted
 - B. Area Regulations
 - C. Additional Development Criteria

EXHIBITS

- A. Legal Description of the Property
- B. Site Development Plan
- C. Allowable Uses
- D. Greenspace Exhibit
- E. Preliminary Plat

I. INTRODUCTION

DAR, LLC (the “**Applicant**”) seeks to rezone and plat a tract of property, containing approximately 80-acres, located in Ward 6 of the City of Norman, as more particularly described on the attached **Exhibit A** (the “**Property**”). The Applicant also seeks to amend the Property’s NORMAN 2025 Designation to Low Density Residential. The Applicant seeks to rezone the Property to this Planned Unit Development (“**PUD**”) in order to facilitate the development of a single-family residential neighborhood in accordance with the terms and conditions contained herein. The Property is currently zoned A-2, Rural Agricultural District.

II. PROPERTY DESCRIPTION/GENERAL SITE CONDITIONS

A. Location

The Property is generally located at the Southwest corner of the 24th Avenue NE and East Tecumseh Road intersection.

B. Existing Land Use and Zoning

The Property is currently zoned A-2, Rural Agricultural District, and it has a NORMAN 2025 designation of Very Low Density Residential. The property to the North is zoned A-2, Rural Agricultural. The properties to the West are zoned PUD, Planned Unit Development. The properties to the South are zoned A-2, Rural Agricultural, R-1, Single Family Dwelling, and RE, Residential Estates. The properties to the East are zoned A-2, Rural Agricultural. Generally, the surrounding NORMAN 2025 designations are Very Low Density Residential and County Residential.

C. Elevation and Topography

The Property consists of unimproved land. The Property generally slopes toward the proposed drainage area within the interior of the Property and from the South to the North.

D. Drainage

The Applicant proposes stormwater and drainage management systems that will meet or exceed the City’s applicable ordinances and regulations. A drainage report has been provided by the Applicant to City Staff as part of the Preliminary Plat application. Stormwater runoff will be controlled by a series of detention ponds. This property will also have Water Quality Protection Zone to provide a riparian buffer for the stream running through the property.

D. Utility Services

The necessary utilities for this project are currently located within the necessary proximity to serve the Property, or they will be extended by the Applicant, as necessary. The Property will be served by Private Sanitary Sewer Septic Systems.

F. Fire Protection Services

Fire Protection services will be provided by the City of Norman Fire Department and by the Applicant as such are required by applicable City codes, ordinances, and/or regulations.

G. Traffic Circulation and Access

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

III. DEVELOPMENT PLAN AND DESIGN CONCEPT

The Property shall be developed in compliance with the Site Development Plan, attached hereto as **Exhibit B**, subject to final design development and the changes allowed by Section 36-509(g) of the City of Norman's PUD Ordinance, as may be amended from time to time. The Exhibits attached hereto, and as submitted on behalf on the Applicant, are incorporated herein by reference and further depict the development criteria for the Property.

A. Uses Permitted:

Generally, the Property will be allowed to develop with a principal single-family dwelling unit and compatible uses, such as an accessory dwelling unit (ADU) allowable on each Lot, and accessory buildings. A complete list of the allowable uses for the Property is attached as **Exhibit C**.

B. Area Regulations:

The Lots within the Property shall comply with the following regulations:

Setbacks:

Front Yard: The minimum front yard setback shall be twenty-five (25) feet.

Side Yard: The minimum side yard shall be ten (10) feet. Unattached one-story buildings of accessory use shall be located at least ten (10) feet from the side property line, or fifteen (15) feet if more than one-story.

Rear Yard: There shall be a rear yard having a depth of at least twenty (20) feet. Unattached one-story buildings of accessory use shall be set back at least

ten (10) feet from the rear property line, or fifteen (15) feet if more than one story.

Intensity & Lot Size: There shall be a minimum Lot width of fifty (50) feet at the front building line of each Lot. Each Lot shall be approximately one-half (1/2) acre. No more than one (1) principal single-family dwelling unit shall be constructed on any one Lot. No more than one (1) accessory dwelling unit (ADU) shall be constructed on any one Lot. ADUs may have living accommodations to include a full kitchen. Each Lot will be allowed to have one (1) principal single-family dwelling unit and one (1) ADU in accordance with the terms of this PUD. This shall not preclude owners from also constructing accessory buildings such as, but not limited to: pool houses, barns, or sheds so long as they are not also used as residential dwelling units with full kitchens if an ADU is already present on the Lot. The locations of accessory buildings are subject to modification during final development of each Lot. Each Lot shall have a maximum of 65% impervious area.

C. Additional Development Criteria:

1. Site Plan

The Site Development Plan for the Property is concurrently submitted with this PUD and shall be incorporated herein as an integral part of the PUD and the development of the property shall be generally constructed as presented thereon, subject to final design development and the changes allowed by Section 36-509(g) of the City of Norman's PUD Ordinance, as may be amended from time to time.

2. Open Space

A minimum of 15% (13.01 acres) of the Property shall be utilized as open green space as shown on the attached **Exhibit D**.

3. Traffic Access/Circulation

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

4. Signage

All signs shall comply with the sign standards of the City of Norman Sign Code as applicable a classification of Low Density Residential.

5. Fencing

Fencing is permissible along the perimeter of the Property but is not required. Fencing may be brick, stone, wood, decorative metal, or other material. The maximum fence height for the Property shall be eight (8) feet.

6. Sidewalks

Sidewalks within the interior of the neighborhood are permissible, but not required. If public sidewalks are desired, final design and location will be subject to City Staff review and approval at the final plat stage. The applicant expects to request deferral at the final plat stage for improvements along East Tecumseh Road and 24th Avenue NE, including, but not limited to, sidewalks, walkways, and other required street improvements, due to the current lack of development improvements along those two Minor Urban Arterials in the vicinity. Final plans for required public improvements will be subject to City Staff review and approval at the final plat stage in accordance with the City of Norman's adopted subdivision regulations and applicable ordinances.

EXHIBIT A

Legal Description of the Property

The North Half (N1/2) of the Northeast Quarter (NE1/4) of Section 16, Township 9 North, Range 2 West, Cleveland County, Oklahoma AND the Northwest Quarter (NW1/4) of Section 10, Township 9 North, Range 2 West, LESS AND EXCEPT Beginning at the Southwest Corner of the Northwest Quarter (NW1/4) thence North 370 feet, thence East 648 feet, thence South 370 feet, thence West 648 feet to the point of beginning, Cleveland County, Oklahoma

EXHIBIT B Site Development Plan *Full Size Documents Submitted to City Staff*

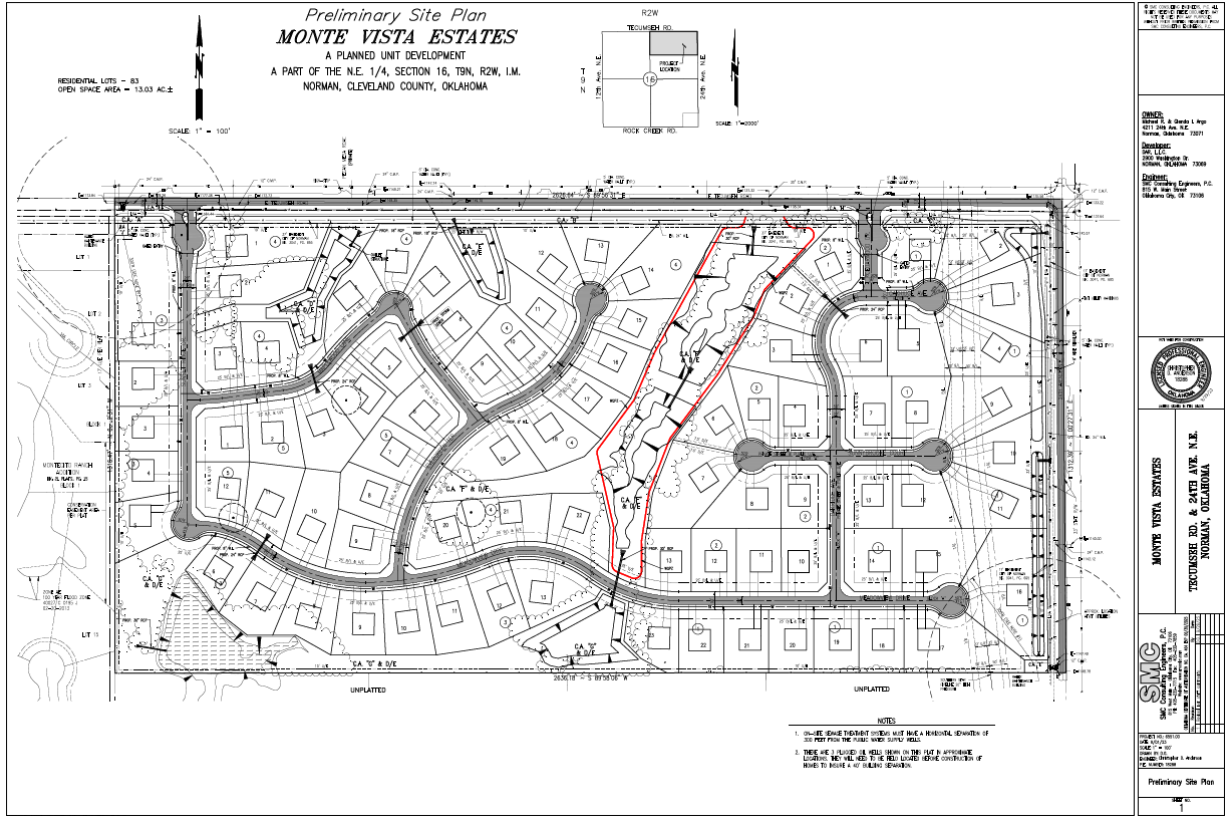


EXHIBIT C
Allowable Uses

Allowable Uses for the Final Platted Lots:

- Detached single-family principal dwelling unit;
- Family day care home;
- General purpose farm or garden;
- Type 1 Mobile Home;
- Accessory buildings, including barns, sheds and other farm buildings which are not a part of the main building;
- One accessory dwelling unit (ADU) may be developed on each lot within the Property provided (a) it is clearly secondary to the larger principal dwelling; and (b) is not a mobile home;
 - The ADU may be used as a permanent residence and may contain its own attached garage, kitchen, and similar components to allow the occupant to maintain autonomy while allowing for creative housing opportunities, such as, by way of example, aging in place.
 - The ADU may be contained within a larger shop, barn, or warehouse, as designed by the owner;
- Short-term rentals.

Unplatted areas of the Property may also be used for the following allowable uses until such areas have been platted into Lots:

- Detached single-family dwelling;
- Agricultural crops;
- Raising of farm animals;
- General purpose farm or garden;
- Accessory buildings, including barns, sheds and other farm buildings which are not a part of the main building.

Exhibit D
Greenspace Exhibit

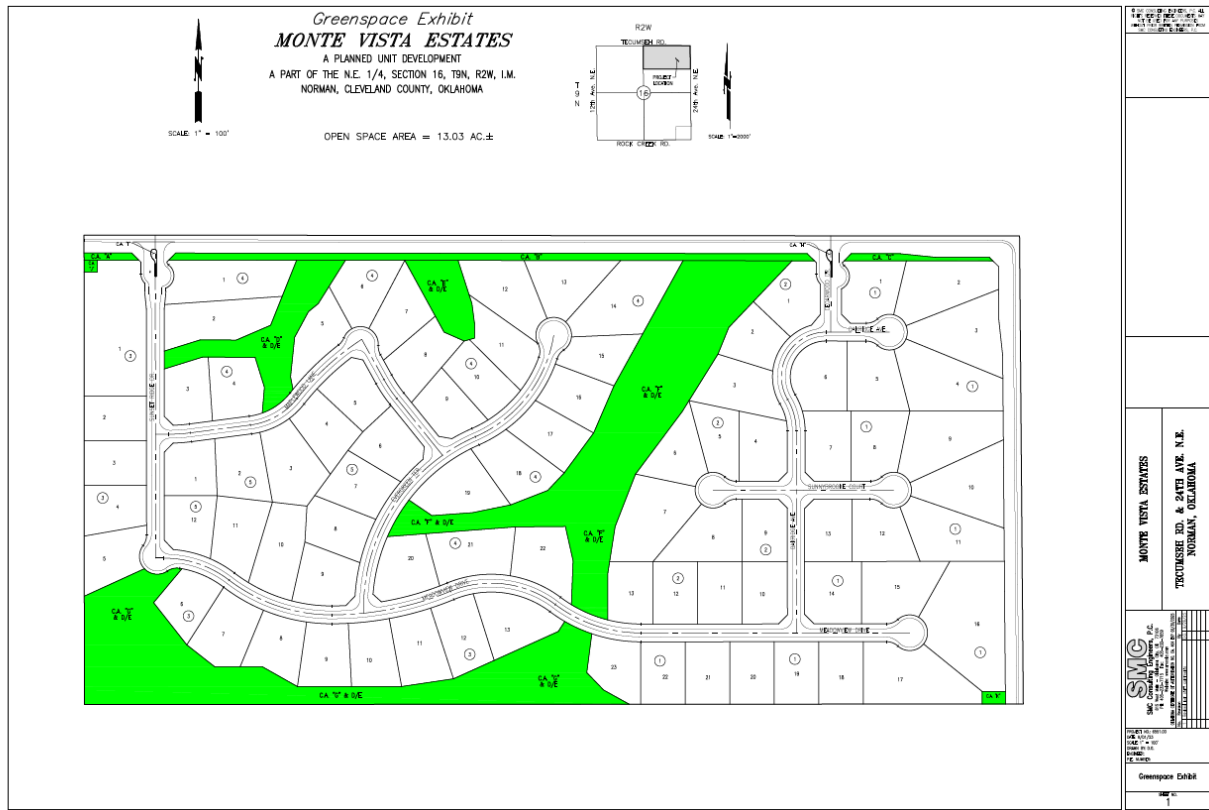
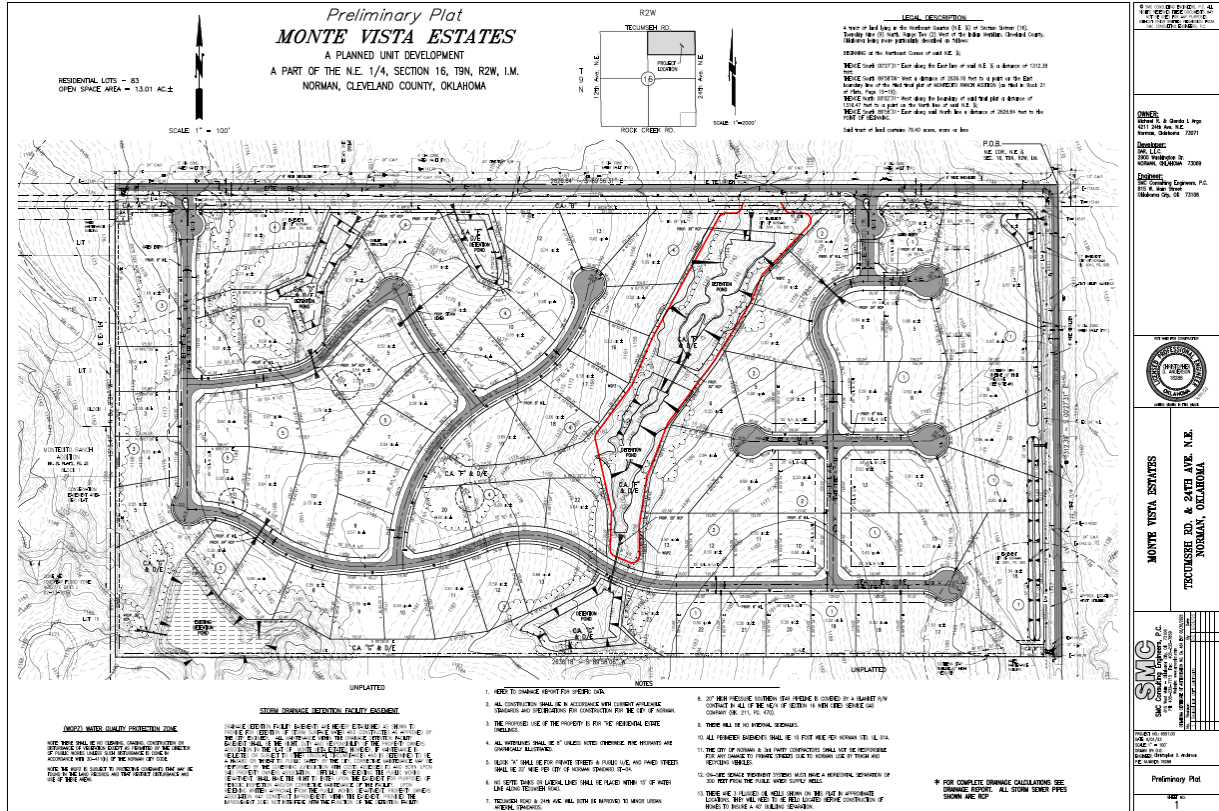


EXHIBIT E

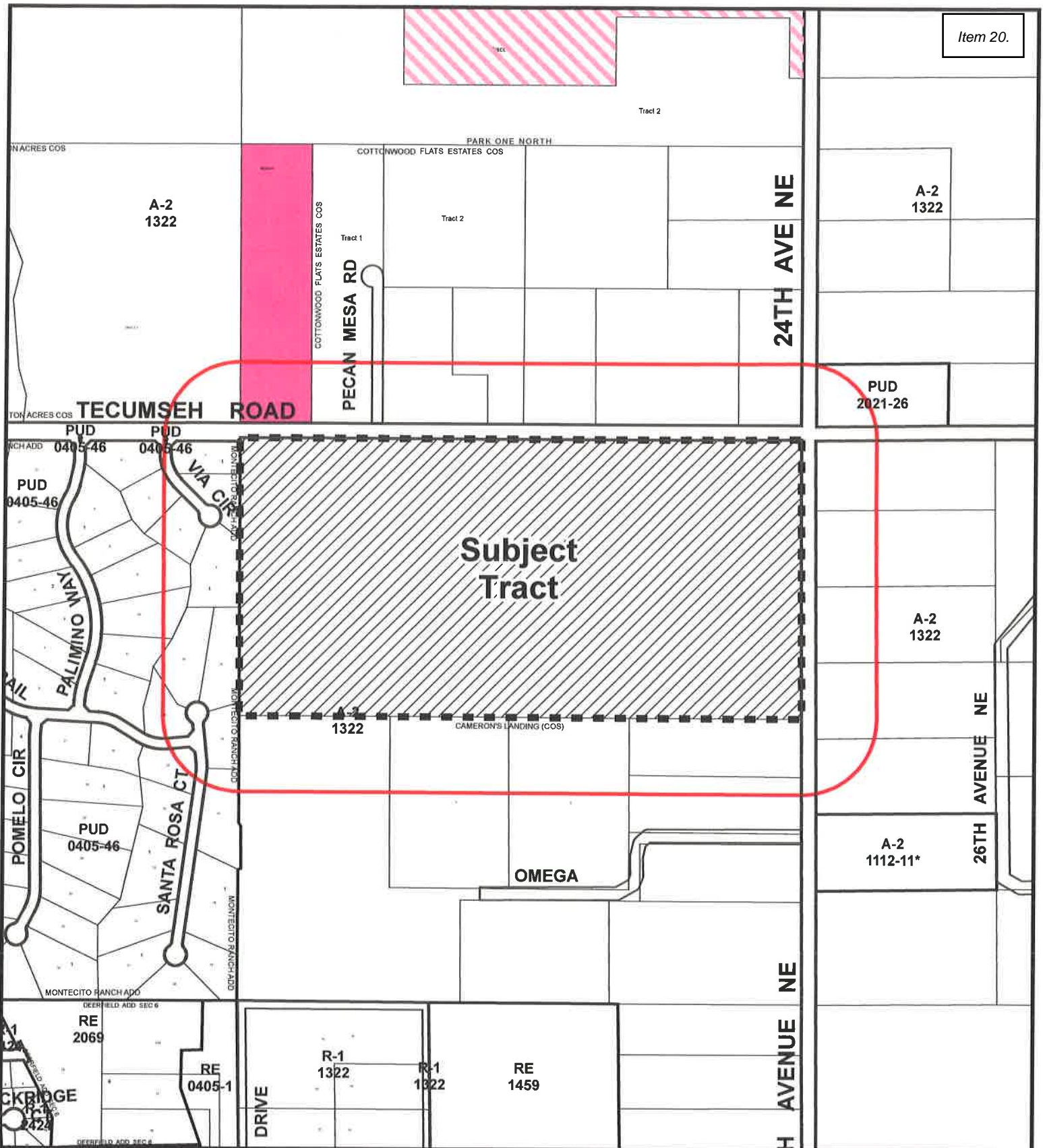
Preliminary Plat

Full Size Documents Submitted to City Staff



Items 11-13
DAR, L.L.C.

UPDATED Protests as of 10-12-2023



Protest Map

3.4% 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.



0 300 600 Feet

October 12, 2023

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

JOSHUA SCOTT & JENNIFER BROWN

4000 24TH AVENUE NE
Norman, Oklahoma 73071
405-306-7534

July 23, 2023

Department of Planning and Community Development
225 N. Webster Avenue
Norman, OK 73070

Dear Sir or Madam:

My wife and I and our two daughters live at 4000 24th Avenue NE, Norman, Oklahoma which is directly North of the proposed development of a large lot single family residential family neighborhood just South of Tecumseh Avenue and West of 24th Avenue NE. As you can see from the enclosed aerial photo, all the natural drainage from the proposed area of development flows directly North until it reaches a large pond, just South of our home. The dam of that pond is about 30 yards South of our home and during heavy rain, the dam overflows threatening to flood our home. Needless to say, any additional storm water that flows from the proposed development and into the tributaries and ponds directly to the North ultimately reaches the large pond 30 yards from our home and threatens us with flooding.

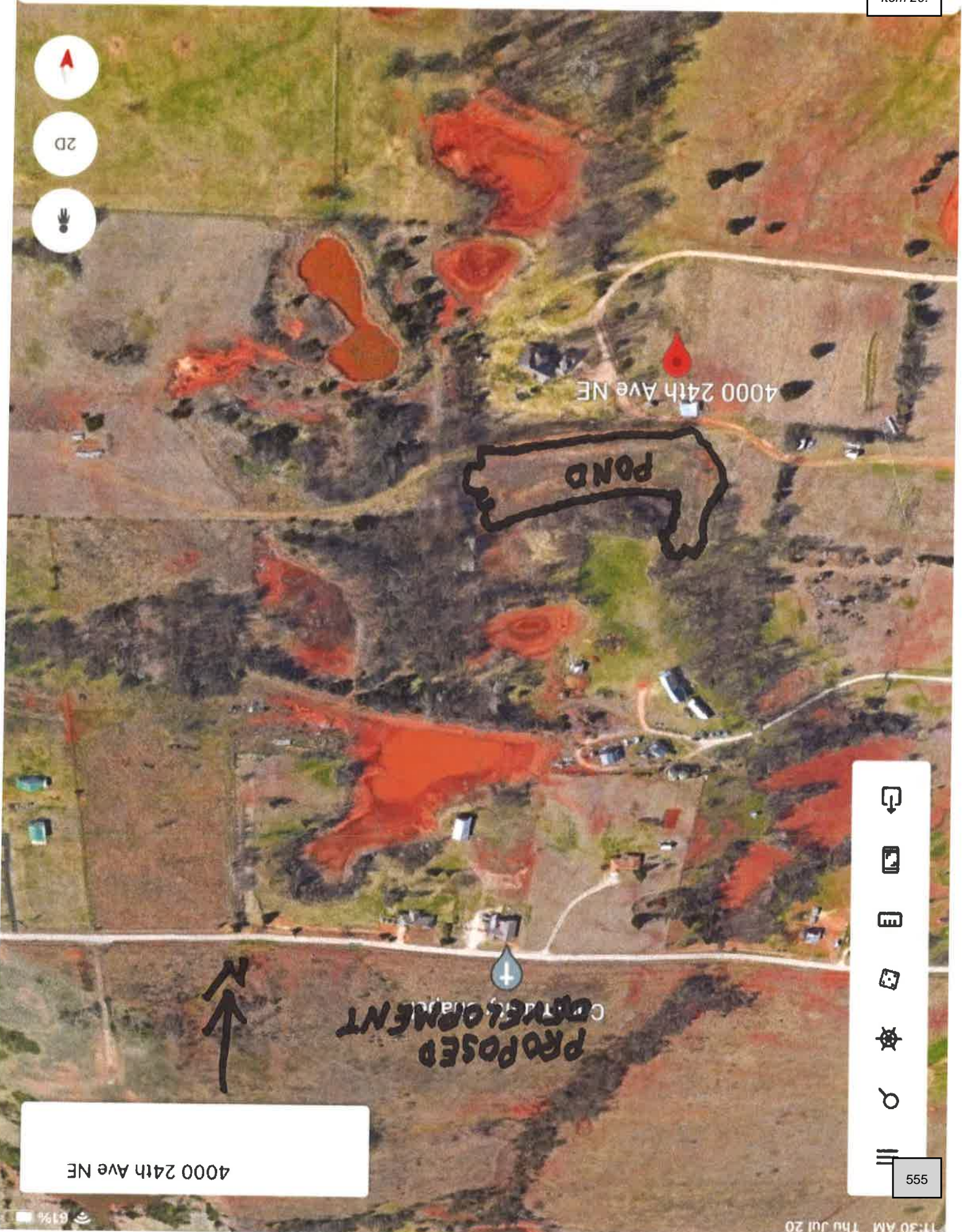
We feel threatened by the proposed development and the resulting damage to our home. If approved, any such development should have a substantial engineering study to assure that no stormwater will flow North, across Tecumseh into the existing tributaries and ponds.

Sincerely,

Joshua S. Brown

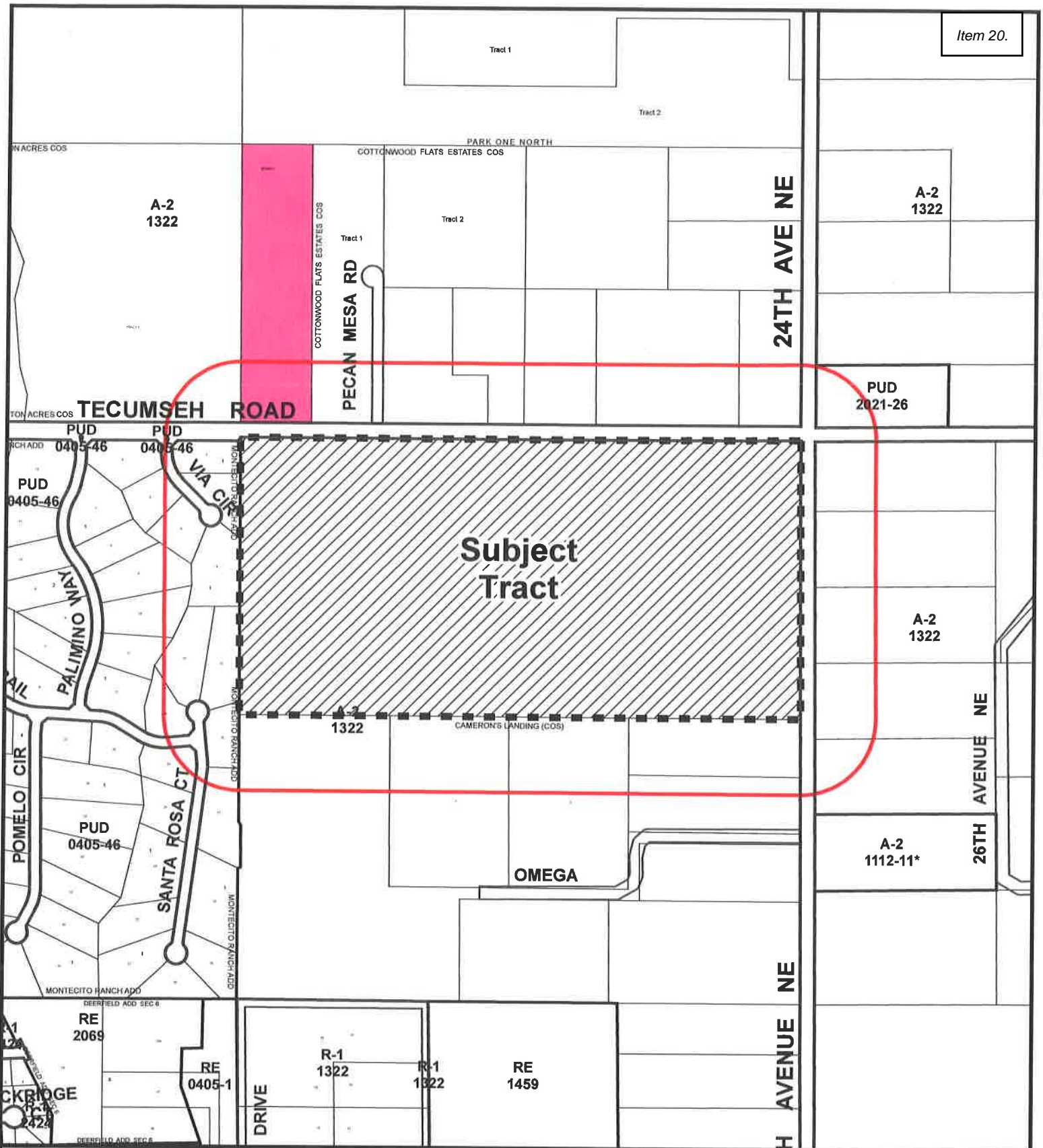


FILED IN THE OFFICE
OF THE CITY CLERK
ON 7/27/23



Items 11-13
DAR, L.L.C.

PROTESTS as of 10-12-2023



Protest Map



3.4% 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.



0 300 600 Feet

October 12, 2023

-  Subject Tract
-  Notification Area
-  Protest

Jack Mattingly Jr.
1825 E. Tecumseh Road
Norman, OK 73071
Mattingly.Jack@gmail.com
(405) 380-7750

Oct. 6, 2023

City of Norman
City Clerk
P.O. Box 370
Norman, OK 73069

**-ILED IN THE OFFICE
OF THE CITY CLERK
ON 10/16/23-ZW**

Re: Planning Commission protest

Dear Ms. Hall:

For your reference, a copy of a letter and map I received from the City is enclosed. Would you please file this as a protest and forward it to the Planning Commission, as contemplated by the enclosed letter?

I own and live on the property that is shaded in yellow on the enclosed map. It is a 10 acre tract, with a house facing the road, about 70 yards from the edge of the right of way. One of the planned entrances to the proposed subdivision is apparently directly across from my house and driveway entrance.

I respectfully encourage the Planning Commission to decline the application for rezoning because:

1. The infrastructure in the area is insufficient to handle the inevitable traffic that 90 + homes in a small area will generate. Tecumseh Road borders to the north and is a two-lane road that already experiences heightened traffic around rush hour times. Tecumseh Road, and to a lesser extent Franklin Road, have become de facto arteries that people take to and from east Norman to I-35/west Norman. This pattern has intensified in the three years I've lived here. It will be miserable if 90 + families are moved into an already-busy two-lane road.
2. One of the two proposed entrances (the westernmost) is directly across from my house and entrance. Cars leaving will be shining their headlights into my house. The traffic of the subdivision and entrance location will create a nightly nuisance.
3. No turning lane is planned. Other sizable subdivisions have four lane roads and turning lanes around them to mitigate congestion.

4. There are no entrances planned on NE 24th Street. Funneling 90 + houses of traffic exclusively down Tecumseh Road amplifies the concerns about insufficient infrastructure and serves no purpose other than maximizing the number of building lots. At a minimum, the developer should plan ingress and egress to the development from the east to relieve traffic pressure down Tecumseh Road.

5. If you drive west-bound in front of the planned development, along Tecumseh Road, you come to an intersection at NE 12th (it turns into Sooner Road a mile or two north). Tecumseh Road is quite hilly. Traffic tops a hill and drives downward towards the NE 12th intersection with a relatively short stopping distance. Increased traffic will result in cars lined up at that red light. I have topped the hill and been surprised by cars backed up and causing a decreased time to stop twice in three years, with both times during heavy traffic times. That intersection will become dangerous when traffic starts backing up the hill at the light. It already happens occasionally and 90 new homes right there in that area will make it a routine hazard without additional infrastructure.

6. This appears to be a departure from a longstanding Norman policy of wise planning in the area. I do not know the development history, but plainly when the subdivisions to the west of NE 12th went in down Tecumseh Road, there was thoughtful planning ahead of time, with adequate infrastructure and four lanes. Likewise, Rock Creek Road runs parallel to Tecumseh Road, one mile south. Rock Creek road is four-laned right up to where the subdivisions end, and then the road narrows to 2 lanes. For whatever reason, this practice has not been followed on Tecumseh Road, east of NE 12th. Two different subdivisions have gone in without a four lane road in front of them.

The four-laning of Tecumseh to the west of NE 12th prevented the frustrating congestion that is present in some areas of north Edmond now. I was in north Edmond during rush hour last month and a two-lane road that simply fed subdivisions was packed and slow and suggested a total lack of effective planning. The road was between Covell and Waterloo, a mile or two west of I-35, and developers took advantage of lax regulation and created gridlock in a rural area. Norman got it right to the west of NE 12th -- traffic flows even during congested times, with turn lanes and ample setback, as roads serving dense subdivisions should have. For whatever reason, subdivisions are now encroaching down Tecumseh Road but the same deliberate planning does not seem to exist. If the City desires such a large subdivision in a pastoral area, it will save much time, congestion, money, and irritation if they would carefully plan the infrastructure first, and then add the traffic.

I apologize for not being present before – I was unaware of the application until a neighbor told me about it. I did receive this second round of notice, though.

I respectfully ask the Planning Commission to not allow the development because it will have headlights directly shining into my property, and it is wiser policy to add the infrastructure before the traffic.

Thank you,


Jack Mattingly Jr.

ORDINANCE NO. O-2324-16

ITEM NO. 12

STAFF REPORT**GENERAL INFORMATION**

APPLICANT	DAR, L.L.C.
REQUESTED ACTION	Rezoning to PUD, Planned Unit Development District
EXISTING ZONING	A-2, Rural Agricultural District
SURROUNDING ZONING	North: A-2, Rural Agricultural District East: A-2, Rural Agricultural District South: A-2, Rural Agricultural District West: Planned Unit Development, PUD (O-0405-46)
LOCATION	Southwest corner of 24 th Avenue N.E. and Tecumseh Road
WARD	6
CORE AREA	No
AREA/SF	80.00 acres, more or less
PURPOSE	Single-family residential
EXISTING LAND USE	Vacant
SURROUNDING LAND USE	North: Single-family residential East: Single-family residential South: Single-family residential/Vacant West: Single-family residential
LAND USE PLAN DESIGNATION	Very Low Density Residential Designation
PROPOSED LAND USE DESIGNATION	Low Density Residential Designation
GROWTH AREA DESIGNATION	Suburban Residential Growth Designation

PROJECT OVERVIEW: The applicant, DAR, L.L.C., is requesting rezoning to a Planned Development, PUD, for approximately 80 acres on the southwest corner of 24th Avenue N.W. and E. Tecumseh Rd. The subject property is currently zoned A-2, Rural Agricultural District. The applicant requests this rezoning to allow for the development of single-family homes on roughly half-acre lots.

PROCEDURAL REQUIREMENTS:

GREENBELT COMMISSION MEETING: GBC23-23, September 19, 2023

The Commission forwards this request with a recommendation to follow Resolution No. R-1617-32 for the East Norman Trail and North Norman Tecumseh Trail. They would like to see a meandering trail in this location.

PRE-DEVELOPMENT MEETING: PD23-27, July 27, 2023

Neighbors asked if the property would drain across Tecumseh. The applicant's engineer explained this project will not fix issues the area is currently facing but it will not cause more as they are required to follow the same historic flow rate. Neighbors asked if it is the same developer as Montecito Ranch; the applicant answered yes. Neighbors asked for the cost of the homes. The applicant anticipates they will cost around \$700k and will be approximately 3,000 square feet. Neighbors asked if there will be curbs in the development. The applicant said they are not sure yet but the streets will be private and gated. Neighbors voiced concerns about the intersection of 24th Ave NE and Tecumseh. They would like to see the "stop sign ahead" signs moved up; staff said they would let Public Works know about this concern.

BOARD OF PARKS COMMISSIONERS: October 5, 2023

Parks staff recommended to support the developer's request to provide a fee-in-lieu of park land to be utilized at Deerfield Park, which is the closest public park within the same square mile as the proposed development. Vote was unanimous for fee-in-lieu by a vote of 7-0.

ZONING ORDINANCE CITATION:

SEC. 36-509 – PLANNED UNIT DEVELOPMENT

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

Specifically, the purposes of this section are to encourage:

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

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

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

STAFF ANALYSIS: The particulars of this PUD include:

USE: The allowable uses for the subject property are listed in Exhibit C.

OPEN SPACE/PARKLAND: Exhibit D, Greenspace Exhibit, shows 13.01 acres will be reserved as green space. The narrative states this is 15% of the property.

SITE PLAN/ACCESS: The proposed site plan has two access points on E. Tecumseh Rd. There are 83 proposed residential lots with 13 acres of open space. Large portions of the open space are designated as Water Quality Protection Zone and cannot be developed or programmed. The development will be gated.

SIGNAGE: All signs will comply with the Low Density Residential standards of the Sign Code.

SANITATION/UTILITIES: The lots will have polycart service for trash. The property will be served by private sanitary sewer septic systems. The lots will be served by City water.

SIDEWALKS: Sidewalks are required along E. Tecumseh Rd. and 24th Avenue N.E. They are not required along the interior streets as these are private streets.

PHASING: The applicant does not explain a phasing plan for the subject property.

EXISTING ZONING: The subject property is currently zoned A-2, Rural Agricultural District. The A-2 District requires a minimum of 10 acres for new lots.

ALTERNATIVES/ISSUES:

IMPACTS: The proposed use is similar to the surrounding area. City Staff does not anticipate negative traffic impacts. The quarter section to the west of the subject property has two recent developments. The western side along 12th Avenue N.E. is Park Hill Addition, which is a mix of single-family and commercial uses on the corner of 12th Avenue N.E. and E. Tecumseh Road. Montecito Ranch is a residential development directly east of Park Hill. Montecito Ranch lots were developed at approximately 2-acre lot sizes. Red Canyon Ranch and

Montoro Ridge are recent residential subdivisions located at the northwest and southeast corners of 12th Avenue NE and Tecumseh Road. Red Canyon Ranch is a typical single-family subdivision with approximately 6,000 – 7,000 SF per lot. Montoro Ridge was developed as a large lot subdivision, approximately 2-acres per lot. At the northeast corner of Tecumseh Road and 24th Avenue NE is a recent PUD, Planned Unit Development, to allow for a single-family home with an additional single-family unit/ADU allowing the family to age in place. To the south, located at the southwest corner of 24th Avenue NE and Rock Creek Road, is the buildout of Hallbrooke Addition, consisting of the traditional single-family lots, 6,000 – 7,000 SF.

OTHER AGENCY COMMENTS:

FIRE DEPARTMENT: No comments.

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

TRAFFIC ENGINEER: Please see the attached report from the Traffic Engineer.

UTILITIES: The lots have access to and will be served by City water. The lots will have private sanitary sewer septic systems.

CONCLUSION: Staff forwards this request for rezoning from A-2, Rural Agricultural District, to a PUD, Planned Unit Development, and Ordinance No. O-2324-16 to the Planning Commission for consideration and recommendation to City Council.



CITY OF NORMAN, OK
PLANNING COMMISSION MEETING
Municipal Building, Council Chambers, 201 West Gray,
Norman, OK 73069
Thursday, October 12, 2023 at 6:30 PM

MINUTES

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

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

Chair Erica Bird called the meeting to order at 6:33 p.m.

ROLL CALL

PRESENT

Cameron Brewer
Chair Erica Bird
Douglas McClure
Jim Griffith
Maria Kindel
Michael Jablonski

ABSENT

Steven McDaniel
Liz McKown
Kevan Parker

A quorum was present.

STAFF PRESENT

Jane Hudson, Planning Director
Lora Hoggatt, Planning Services Manager
Melissa Navarro, Planner II
Anaïs Starr, Planner II
Lisa Krieg, CDGB/Grants Manager
Roné Tromble, Admin. Tech. IV
Beth Muckala, Assistant City Attorney
Anthony Purinton, Assistant City Attorney
David Riesland, Transportation Engineer
Todd McLellan, Development Engineer
Jason Murphy, Stormwater Program Manager
Bryce Holland, Multimedia Specialist

NORMAN 2025, PUD & Preliminary Plat

11. Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of Resolution No. R-2324-62: DAR, L.L.C. requests amendment of the NORMAN 2025 Land Use & Transportation Plan from Very Low Density Residential Designation to Low Density Residential Designation for 80.00 acres of property located at the Southwest corner of 24th Avenue N.E. and Tecumseh Road.

ITEMS SUBMITTED FOR THE RECORD:

1. NORMAN 2025 Map
2. Staff Report
3. Pre-Development Summary

12. Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of Ordinance No. O-2324-16: DAR, L.L.C. requests rezoning from A-2, Rural Agricultural District, to PUD, Planned Unit Development, for 80.00 acres of property located at the Southwest corner of 24th Avenue N.E. and Tecumseh Road.

ITEMS SUBMITTED FOR THE RECORD:

1. Location Map
2. Staff Report
3. PUD Narrative with Exhibits A-E
4. Preliminary Site Plan

13. Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of PP-2324-6: Consideration of a Preliminary Plat submitted by DAR, L.L.C. (SMC Consulting Engineers, PC) for MONTE VISTA ESTATES, A Planned Unit Development, for 80.00 acres of property located at the Southwest corner of 24th Avenue N.E. and Tecumseh Road.

ITEMS SUBMITTED FOR THE RECORD:

1. Location Map
2. Preliminary Plat
3. Staff Report
4. Transportation Impacts
5. Preliminary Site Plan

PRESENTATION BY STAFF: Ms. Hoggatt reviewed the staff report, a copy of which is filed with the minutes. Two protest letters were received, one of which was within the protest area, which accounted for 3.4% protest.

Mr. Jablonski asked about the Greenbelt Commission recommendation for trails. Ms. Hoggatt responded that will be addressed at final plat stage; they did leave room for it and the developer indicated they are willing to design them.

PRESENTATION BY THE APPLICANT: Libby Smith, Rieger Law Group, representing the applicant, presented the project. The site is 80 acres at the southeast corner of Tecumseh Road and 24th Avenue N.E. This will be a single family residential neighborhood with 83 large ½-acre lots in a gated neighborhood with private streets. It will be served by City water, and have private sewer systems. There is approximately

13 acres of open space. The PUD allows one accessory dwelling unit per lot. Parks Board approved fee-in-lieu of parkland donation.

Mr. Griffith asked about the proximity of Deerfield Park to this development. Ms. Smith did not have that information. Mr. Jablonski asked if there are sidewalks to get to the park. Ms. Smith stated the applicant will install sidewalks along Tecumseh and 24th Avenue N.W. at final plat.

Mr. Jablonski asked about the inclusion of mobile homes on the list of approved uses. Ms. Smith stated the uses were based on RE zoning. The lot size doesn't match the requirement for RE, and they wanted to allow for accessory dwelling units. Ms. Bird asked if the accessory dwelling units can be rented separately. Ms. Smith responded that they can have their own kitchens and can be separately rented.

Ms. Hudson noted that there is also a large park at Park Hill, which is not shown on the map and may be designated as a private park.

Sean Rieger, representing the applicant, reported he was at Parks Board. This is a gated community, so it would not have a public park. Often the criteria is the cost of maintenance. The size of a public park is based on the population, which in this case would have been a one-half acre park for the 90 homes. The applicant recommends what the developer would like, but it is up to the Parks Board whether they accept that recommendation. The fee-in-lieu is set at final plat.

Ms. Bird noted concerns in the protest about traffic, drainage, and curbs. Ms. Smith indicated those will be done in accordance with staff recommendations and the ordinances, and will be more particularly designed at the final plat stage.

Ms. Bird asked about the drainage to the north. Chris Anderson, SMC Consulting Engineers, explained the drainage plan, which includes 8 detention ponds on the site. He explained this is a rural estates project, so the road has bar ditches rather than curbs.

Ms. Bird asked about widening the roads. David Riesland responded that there are plans to widen Tecumseh Road and 24th Avenue N.E. The design of those projects is underway, but federal matching funds makes it hard to establish a timeframe, but it is probably at least five years.

Ms. Bird asked about the greenspace at the southeast corner of the site. Mr. Anderson responded that it is a City water well location, and there is also one at the northwest corner.

AUDIENCE PARTICIPATION:

Jack Mattingly, 1825 E. Tecumseh Road, asked why the widening of Tecumseh would happen after the subdivision is developed, and the cost of condemning right-of-way. His house is located directly across Tecumseh from the driveway to the development; headlights will be going right across his house and will be a nuisance. He asked about a sidewalk on Tecumseh.

Marty Cummins, 1900 Gini Lee Lane, was concerned about the water flow, the detention ponds, and a mechanism to ensure the capacity of the ponds, because he is the recipient of the water downstream.

DISCUSSION AND ACTION BY THE PLANNING COMMISSION:

Mr. Jablonski asked if the site was designed with the widening of the roads in mind. Mr. Anderson responded that additional right-of-way for the expansion was added to the preliminary plat.

Mr. Brewer asked about the long-term capacity of detention ponds. Mr. Anderson explained that there is one retention pond, and the rest are detention ponds that are dry most of the time. The HOA is responsible for maintenance.

Ms. Bird noted the concern about headlights. Mr. Anderson said the entrances are located where they are because they are the high points on the road for safety for the sight distances.

Mr. Jablonski likes the large lots and the ADUs. The project is missing the community aspect of what a park adds.

Motion made by Brewer, seconded by Griffith, to recommend adoption of Resolution No. R-2324-62, Ordinance No. O-2324-16, and PP-2324-6, the Preliminary Plat for MONTE VISTA ESTATES, A Planned Unit Development, to City Council.

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

The motion to recommend adoption of Resolution No. R-2324-62, Ordinance No. O-2324-16, and PP-2324-6 to City Council passed by a vote of 6-0.

*

File Attachments for Item:

21. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2324-6 PRELIMINARY PLAT FOR MONTE VISTA ESTATES ADDITION, A PLANNED UNIT DEVELOPMENT (GENERALLY LOCATED AT THE SOUTHWEST CORNER OF THE INTERSECTION OF EAST TECUMSEH ROAD AND 24TH AVENUE N.E.)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 11/28/2023

REQUESTER: Ken Danner, Subdivision Development Manager

PRESENTER: Shawn O'Leary, Director of Public Works

TITLE: CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2324-6 PRELIMINARY PLAT FOR MONTE VISTA ESTATES ADDITION, A PLANNED UNIT DEVELOPMENT (GENERALLY LOCATED AT THE SOUTHWEST CORNER OF THE INTERSECTION OF EAST TECUMSEH ROAD AND 24TH AVENUE N.E.)

BACKGROUND:

This item is a preliminary plat for Monte Vista Estates Addition, a Planned Unit Development located at the southwest corner of the intersection of East Tecumseh Road and 24th Avenue N.E. This property consists of 79.40 acres with 83 single-family residential lots and 13.01 acres of open space. The Norman Board of Parks Commissioners, at its meeting of October 5, 2023, recommended fee in lieu of park land for Monte Vista Addition, a Planned Unit Development. Planning Commission, at its meeting of October 12, 2023, recommended approval of amending the NORMAN 2025 Land Use and Transportation Plan from Very Low Density Residential Designation to Low Density Residential Designation and approval of Ordinance No. O-2324-16 placing this property in the PUD, Planned Unit Development and removing it from A-2, Rural Agricultural District. In addition, Planning Commission recommended approval of the preliminary plat for Monte Vista Estates Addition, a Planned Unit Development.

DISCUSSION:

The proposed development, which includes 91 single-family residential lots is expected to generate approximately 886 trips per day, 66 AM peak hour trips, and 88 PM peak hour trips. Because traffic projections are below the threshold for when a traffic impact study is required (>100 peak hour trips is the threshold), the developer submitted a traffic impact analysis documenting the trip generation information for this addition as well as a discussion regarding the proposed driveway relative to existing streets and/or driveways along E, Tecumseh Road. On behalf of the developer, TEC submitted the traffic impact analysis. No traffic operational issues are anticipated due to the development.

STREET	NO. OF LANES	BACKGROUND TRAFFIC (Veh/day)	PROJECTED TRAFFIC (Veh/day)	TOTAL PROJECTED TRAFFIC (Veh/day)	ROADWAY CAPACITY L.O.S. "E"	% CAPACITY USED (EXISTING)	% CAPACITY USED (PROJECTED)
24 th Avenue NE	2	3,515	886*	4,401	17,100	20.56	25.74
Tecumseh Road	2	1,754	44*	1,798	17,100	10.26	10.51

*Single-family housing trip distribution driveway split is 5% on 24th Avenue NE and 100% on Tecumseh Road

The proposed development will have two access points, the single-family development would have two full-access public street connection on Tecumseh Road. Capacity exceeds demand in this area. As such, no additional off-site improvements are anticipated.

Public improvements for this property consist of the following:

- 1. Fire Hydrants.** Fire hydrants will be installed in accordance with approved plans and City standards.
- 2. Drainage.** Storm sewers and appurtenant drainage structures will be installed in accordance with approved plans and City drainage standards. Privately maintained detention facilities will be installed for the conveyance of storm water. A property owners association will be established for the maintenance of the detention facilities.
- 3. Sanitary Sewers.** Private individual sewage systems will be installed in accordance with approved plans and City and State Department of Environmental Quality standards for each lot.
- 4. Sidewalks.** Sidewalks will be installed adjacent to Tecumseh Road and 24th Avenue N.E. It is the intent of the developer to install interior sidewalks adjacent to the private streets.
- 5. Streets.** Streets will be constructed in accordance with approved plans and City paving standards as residential estates streets without curb and gutter. However, the interior streets will be privately maintained by POA/HOA. This is a proposed gated development. Tecumseh Road and 24th Avenue N.E. will be constructed as minor urban arterial streets. Staff may recommend deferral of these street improvements with final platting.
- 6. Water Mains.** Water mains will be installed in accordance with approved plans and City and Department of Environmental Quality standards. There is an existing 24-inch water main adjacent to East Tecumseh Road and 24th Avenue N.E.
- 7. WQPZ.** There is WQPZ, Water Quality Protection Zone within the property. With final platting of the WQPZ area a drainage easement and covenants will be required to protect the area.

8. **Public Dedications.** All rights-of-way and easements will be dedicated to the City with final platting.

STAFF RECOMMENDATIONS:

Based upon the above information, staff recommends approval of the preliminary plat for Monte Vista Estates Addition, a Planned Unit Development.

Preliminary Plat MONTE VISTA ESTATES

A PLANNED UNIT DEVELOPMENT

A PART OF THE N.E. 1/4, SECTION 16, T9N, R2W, I.M.
NORMAN, CLEVELAND COUNTY, OKLAHOMA

RESIDENTIAL LOTS - 83
OPEN SPACE AREA = 13.01 AC.±

SCALE: 1" = 100'

R2W

TECUMSEH RD.

T 9 N

ROCK CREEK RD.

SCALE: 1"=2000'

LEGAL DESCRIPTION

A tract of land lying in the Northeast Quarter (N.E. ¼) of Section Sixteen (16), Township Nine (9) North, Range Two (2) West of the Indian Meridian, Cleveland County, Oklahoma being more particularly described as follows:

BEGINNING at the Northeast Corner of said N.E. ¼;

THENCE South 00°27'31" East along the East line of said N.E. ¼ a distance of 1312.39 feet;

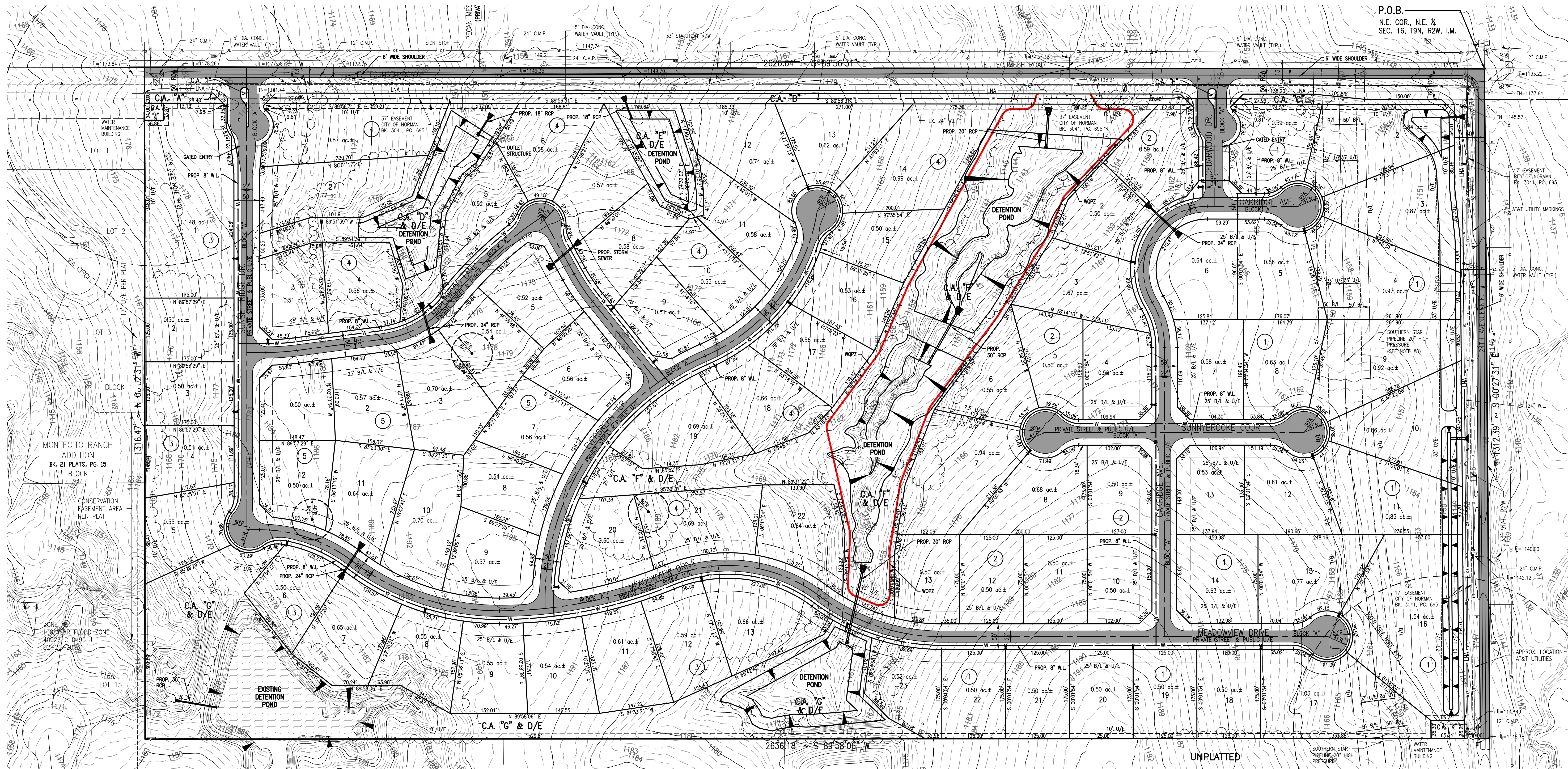
THENCE South 89°58'06" West a distance of 2636.18 feet to a point on the East boundary line of the filed final plat of MONTECITO RANCH ADDITION (as filed in Book 21 of Plats, Page 15-19);

THENCE North 00°02'31" West along the boundary of said final plat a distance of 1316.47 feet to a point on the North line of said N.E. ¼;

THENCE South 89°58'31" East along said North line a distance of 2626.64 feet to the POINT OF BEGINNING.

Said tract of land contains 79.40 acres, more or less

P.O.B.
N.E. COR., N.E. ¼
SEC. 16, T9N, R2W, I.M.



UNPLATTED

NOTES

(WQPZ) WATER QUALITY PROTECTION ZONE

NOTE: THERE SHALL BE NO CLEARING, GRADING, CONSTRUCTION OR DISTURBANCE OF VEGETATION EXCEPT AS PERMITTED BY THE DIRECTOR OF PUBLIC WORKS UNLESS SUCH DISTURBANCE IS DONE IN ACCORDANCE WITH 30-411(h) OF THE NORMAN CITY CODE.

NOTE: THE WQPZ IS SUBJECT TO PROTECTIVE COVENANTS THAT MAY BE FOUND IN THE LAND RECORDS AND THAT RESTRICT DISTURBANCE AND USE OF THESE AREAS.

DRAINAGE DETENTION FACILITY EASEMENTS ARE HEREBY ESTABLISHED AS SHOWN TO PROVIDE FOR DETENTION OF STORM SURFACE WATER AND CONSTRUCTED AS APPROVED BY THE CITY ENGINEER. ALL MAINTENANCE WITHIN THE DRAINAGE DETENTION FACILITY EASEMENT SHALL BE THE RIGHT, DUTY AND RESPONSIBILITY OF THE PROPERTY OWNERS ASSOCIATION IN THE PLAT OF MONTE VISTA ESTATES; HOWEVER, IF MAINTENANCE IS NEGLECTED OR SUBJECT TO OTHER UNUSUAL CIRCUMSTANCES AND IS DETERMINED TO BE A HAZARD OR THREAT TO PUBLIC SAFETY BY THE CITY, CORRECTIVE MAINTENANCE MAY BE PERFORMED BY THE GOVERNING JURISDICTION WITH COSTS ASSESSED TO AND BORN UPON SAID PROPERTY OWNERS ASSOCIATION. OFFICIALS REPRESENTING THE PUBLIC WORKS DEPARTMENT, SHALL HAVE THE RIGHT TO ENTER UPON THE EASEMENT FOR PURPOSES OF PERIODIC INSPECTION AND/OR CORRECTIVE MAINTENANCE OF THE FACILITY. UPON RECEIVING WRITTEN APPROVAL FROM THE PUBLIC WORKS DEPARTMENT, PROPERTY OWNERS ASSOCIATION MAY CONSTRUCT IMPROVEMENTS WITHIN THE EASEMENT, PROVIDED THE IMPROVEMENT DOES NOT INTERFERE WITH THE FUNCTION OF THE DETENTION FACILITY.

STORM DRAINAGE DETENTION FACILITY EASEMENT

- REFER TO DRAINAGE REPORT FOR SPECIFIC DATA.
- ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH CURRENT APPLICABLE STANDARDS AND SPECIFICATIONS FOR CONSTRUCTION FOR THE CITY OF NORMAN.
- THE PROPOSED USE OF THE PROPERTY IS FOR "RE" RESIDENTIAL ESTATE DWELLINGS.
- ALL WATERLINES SHALL BE 8" UNLESS NOTED OTHERWISE. FIRE HYDRANTS ARE GRAPHICALLY ILLUSTRATED.
- BLOCK "A" SHALL BE FOR PRIVATE STREETS & PUBLIC U/E, AND PAVED STREETS SHALL BE 22' WIDE PER CITY OF NORMAN STANDARD ST-04.
- NO SEPTIC TANKS OR LATERAL LINES SHALL BE PLACED WITHIN 15' OF WATER LINE ALONG TECUMSEH ROAD.
- TECUMSEH ROAD & 24TH AVE. WILL BOTH BE IMPROVED TO MINOR URBAN ARTERIAL STANDARDS.
- 20" HIGH PRESSURE SOUTHERN STAR PIPELINE IS COVERED BY A BLANKET R/W CONTRACT IN ALL OF THE NE/4 OF SECTION 16 WITH CITIES SERVICE GAS COMPANY (BK. 211, PG. 470).
- THERE WILL BE NO INTERNAL SIDEWALKS.
- ALL PERIMETER EASEMENTS SHALL BE 10 FOOT WIDE PER NORMAN STD. UL 01A.
- THE CITY OF NORMAN & 3rd PARTY CONTRACTORS SHALL NOT BE RESPONSIBLE FOR ANY DAMAGE TO PRIVATE STREETS DUE TO NORMAN USE BY TRASH AND RECYCLING VEHICLES.
- ON-SITE SEWAGE TREATMENT SYSTEMS MUST HAVE A HORIZONTAL SEPARATION OF 300 FEET FROM THE PUBLIC WATER SUPPLY WELLS.
- THERE ARE 3 PLUGGED OIL WELLS SHOWN ON THIS PLAT IN APPROXIMATE LOCATIONS. THEY WILL NEED TO BE FIELD LOCATED BEFORE CONSTRUCTION OF HOMES TO INSURE A 40' BUILDING SEPARATION.

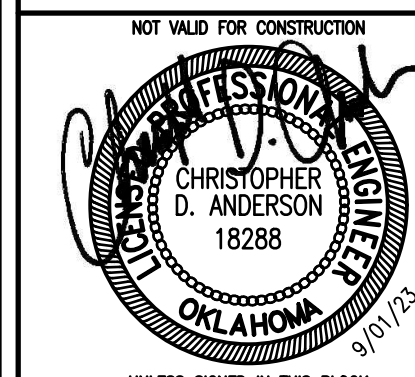
* FOR COMPLETE DRAINAGE CALCULATIONS SEE DRAINAGE REPORT. ALL STORM SEWER PIPES SHOWN ARE RCP

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OWNER:
Michael R. & Glenda L. Argo
4211 24th Ave. N.E.
Norman, Oklahoma 73071

Developer:
DAR, LLC
2900 Washington Dr.
NORMAN, OKLAHOMA 73069

Engineer:
SMC Consulting Engineers, P.C.
815 W. Main Street
Oklahoma City, OK 73106



MONTE VISTA ESTATES
TECUMSEH RD. & 24TH AVE. N.E.
NORMAN, OKLAHOMA

SMC Consulting Engineers, P.C.		Date	By
815 W. Main Street Oklahoma City, OK 73106 PH: 405-232-7715 Fax: 405-232-7659 Website: www.smcok.com			
OKLAHOMA CERTIFICATE OF AUTHORIZATION NO. CA 464 EXP. 08/20/2025		Revision	Comments
No.		1	Revised per client comments
Date		03/19/2023	

PROJECT NO.: 6551.00
DATE: 9/01/23
SCALE: 1" = 100'
DRAWN BY: D.G.
ENGINEER: Christopher D. Anderson
P.E. NUMBER: 18288

Preliminary Plat

SHEET NO.
1

Item 21.

A-2
1322

TECUMSEH ROAD

PECAN MESA RD

Subject Tract

A-2
1322

A-2
1112-11*

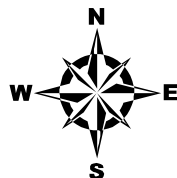
AVENUE NE

24TH AVENUE NE

Location Map



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



July 3, 2023

0 350 700 Ft.



Subject Tract
Zoning

574

ITEM: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PRELIMINARY PLAT FOR MONTE VISTA ESTATES ADDITION, A PLANNED UNIT DEVELOPMENT.

LOCATION: Located at the southwest corner of the intersection of East Tecumseh Road and 24th Avenue N.E.

INFORMATION:

1. Owners. Michael and Glenda Argo.
2. Developer. DAR, L.L.C.
3. Engineer. SMC Consulting Engineers, P.C.

HISTORY:

1. Refer to the Planning Commission Staff Report, October 12, 2023.
2. October 5, 2023. The Norman Board of Parks Commissioners, on a vote of 7-0, recommended fee in lieu of park land requirements.
3. October 12, 2023. Planning Commission, on a vote of 6-0, recommended amending the NORMAN 2025 Land Use and Transportation Plan from very low density residential designation to low density residential designation.
4. October 12, 2023. Planning Commission, on a vote of 6-0, recommended placing this property into the PUD, Planned Unit Development and removing it from A-2, Rural Agricultural District District.
5. October 12, 2023. Planning Commission, on a vote of 6-0 recommended to City Council that the preliminary plat for Monte Vista Estates Addition, a Planned Unit Development.

IMPROVEMENT PROGRAM:

1. Refer to the Planning Commission Staff Report, October 12, 2023.

PUBLIC DEDICATIONS:

1. Refer to the Planning Commission Staff Report, October 12, 2023.

SUPPLEMENTAL MATERIAL: Copies of an advisory memorandum, location map, preliminary site development plan, preliminary plat, Staff report recommending approval, and pertinent excerpts from the Planning Commission minutes are included in the Agenda Book.

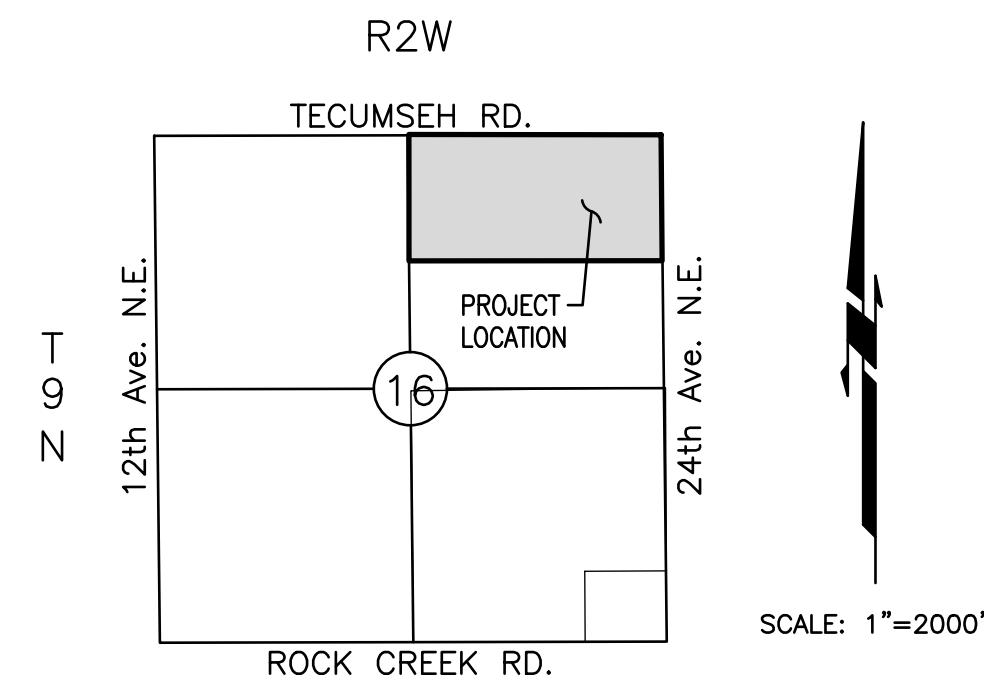
ACTION NEEDED: Motion to approve or reject the preliminary plat for Monte Vista Estates Addition, a Planned Unit Development.

ACTION TAKEN:_____

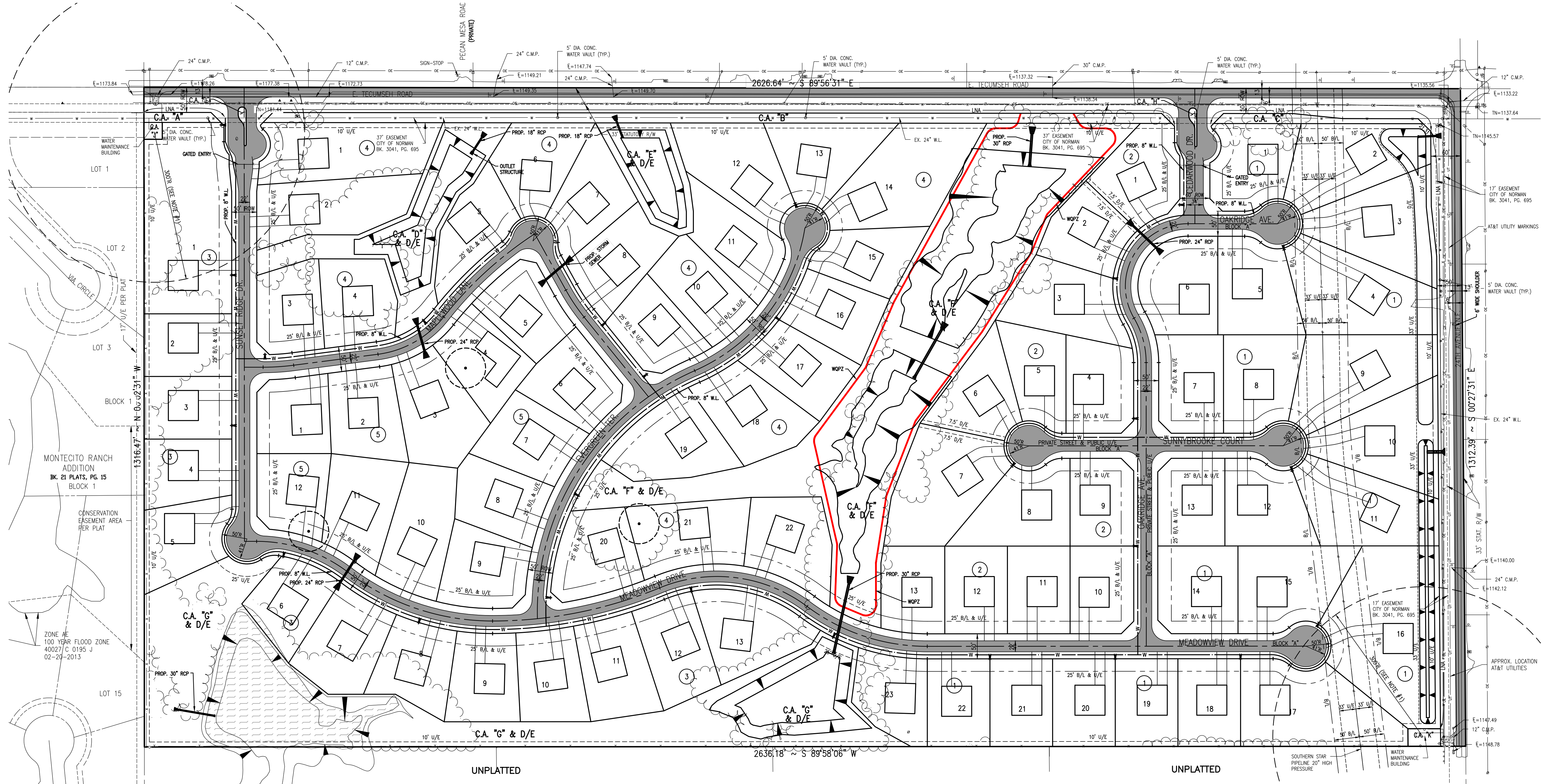
Preliminary Site Plan MONTE VISTA ESTATES

A PLANNED UNIT DEVELOPMENT
A PART OF THE N.E. 1/4, SECTION 16, T9N, R2W, I.M.
NORMAN, CLEVELAND COUNTY, OKLAHOMA

RESIDENTIAL LOTS - 83
OPEN SPACE AREA = 13.03 AC.±



SCALE: 1" = 100'



NOTES

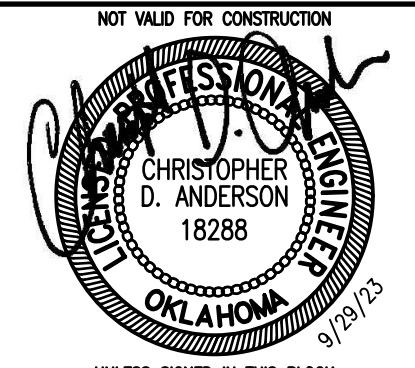
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OWNER:
Michael R. & Glenda L Argo
4211 24th Ave. N.E.
Norman, Oklahoma 73071

Developer:
DAR, L.L.C.
2900 Washington Dr.
NORMAN, OKLAHOMA 73069

Engineer:
SMC Consulting Engineers, P.C.
815 W. Main Street
Oklahoma City, OK 73106



MONTE VISTA ESTATES

TECUMSEH RD. & 24TH AVE. N.E.
NORMAN, OKLAHOMA

SMC
Consulting Engineers, P.C.
815 W. Main Street
Oklahoma City, OK 73106
Phone: 405-232-7715 Fax: 405-232-7659
Website: www.smcok.com

OKLAHOMA CERTIFICATE OF AUTHORIZATION NO. CA 464 EXP. 08/29/2025

PROJECT NO: 6551.00
DATE: 9/01/23
SCALE: 1" = 100'
DRAWN BY: D.G.
ENGINEER: Christopher D. Anderson
P.E. NUMBER: 18288

Preliminary Site Plan

SHEET NO.
1

Planning Commission Agenda
October 12, 2023

PRELIMINARY PLAT

ITEM NO. 13

PP-2324-6

STAFF REPORT

ITEM: Consideration of a Preliminary Plat for **MONTE VISTA ESTATES ADDITION, A PLANNED UNIT DEVELOPMENT.**

LOCATION: Located at the southwest corner of the intersection of East Tecumseh Road and 24th Avenue N.E.

INFORMATION:

1. Owners. Michael and Glenda Argo.
2. Developer. DAR, L.L.C.
3. Engineer. SMC Consulting Engineers, P.C.

HISTORY:

1. October 18, 1961. City Council adopted Ordinance No. 1312 annexing this property into the City of Norman Corporate City limits without zoning.
2. October 30, 1961. Planning Commission recommended this property be placed in the A-2, Rural Agricultural District.
3. December 12, 1961. City Council adopted Ordinance No. 1322 placing this property in the A-2, Rural Agricultural District.
4. October 5, 2023. The Norman Board of Parks Commissioners, on a vote of 7-0, recommended fee in lieu of park land requirements.
5. October 12, 2023. The applicants have made a request to amend the NORMAN 2025 Land Use and Transportation Plan from Very Low Density Residential Designation to Low Density Residential Designation.
6. October 12, 2023. The applicants have made a request to place this property in the Planned Unit Development and remove it from A-2, Rural Agricultural District.

PRELIMINARY PLAT FOR MONTE VISTA ESTATES ADDITION, A PLANNED UNIT DEVELOPMENT

Page 2

IMPROVEMENT PROGRAM:

1. Fire Protection. Fire hydrants will be installed in accordance with approved plans. Their locations will be reviewed by the Norman Fire Department.
2. Permanent Markers. Permanent markers will be installed prior to filing of the final plat.
3. Sanitary Sewers. Private individual sewage systems will be installed in accordance with approved plans and City and State Department of Environmental Quality standards for each lot.
4. Sidewalks. Sidewalks will be installed adjacent to Tecumseh Road and 24th Avenue N.E. It is the intent of the developer to install interior sidewalks adjacent to the private streets.
4. Storm Sewers. Storm sewers and appurtenant drainage structures will be installed in accordance with approved plans and City drainage standards. Privately maintained detention facilities will be installed for the conveyance of storm water. A property owners association will be established for the maintenance of the detention facilities.
5. Streets. Streets will be constructed in accordance with approved plans and City paving standards as residential estates streets without curb and gutter. However, the interior streets will be privately maintained by POA/HOA. This is a proposed gated development. Tecumseh Road and 24th Avenue N.E. will be constructed as minor urban arterial streets.
6. Water Mains. Water mains will be installed in accordance with approved plans and City and Department of Environmental Quality standards. There is an existing 24-inch water main adjacent to East Tecumseh Road and 24th Avenue N.E.

PUBLIC DEDICATIONS:

1. Easements. All required easements will be dedicated to the City on the final plat.
2. Rights-of-Way. Street rights-of-way will be dedicated to the City on the final plat.
3. WQPZ. There is WQPZ, Water Quality Protection Zone within the property. With final platting of the WQPZ area a drainage easement and covenants will be required to protect the area.

SUPPLEMENTAL MATERIAL: Copies of a location map, preliminary site development plan and preliminary plat are included in the Agenda Book.

P.C. AGENDA 10-12-23

PRELIMINARY PLAT FOR MONTE VISTA ESTATES ADDITION, A PLANNED UNIT DEVELOPMENT

Page 3

STAFF COMMENTS AND RECOMMENDATION: The owners are proposing 83 residential estates lots on 79.40 acres. Of the 79.40 acres, there will be 13.01 acres of open space throughout the development. Staff recommends approval of the preliminary plat for Monte Vista Estates Addition, a Planned Unit Development.

ACTION NEEDED: Recommend approval or disapproval of the preliminary plat for Monte Vista Estates Addition, a Planned Unit Development to the City Council.

ACTION TAKEN:_____

File Attachments for Item:

22. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-17 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 LOTS THIRTY-FOUR (34), THIRTY-FIVE (35), THIRTY-SIX (36), THIRTY-SEVEN (37), AND THIRTY-EIGHT (38) OF THE STATE UNIVERSITY ADDITION TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE CCFBC, CENTER CITY FORM-BASED CODE, AND PLACE SAME IN THE CCPUD, CENTER CITY PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (305 E. BOYD STREET)

ORDINANCE NO. O-2324-17

ITEM NO. 7

STAFF REPORT**GENERAL INFORMATION**

APPLICANT	CCR Boyd, L.L.C.
REQUESTED ACTION	Rezoning to CCPUD, Center City Planned Unit Development
EXISTING ZONING	Center City Form-Based Code, Urban General Frontage
SURROUNDING ZONING	North: CCFBC District, Urban Residential Frontage East: BNSF Railroad ROW South: University of Oklahoma West: CCFBC District, Urban General Frontage
LOCATION	305 E. Boyd Street
SIZE	0.454 acres, more or less
PURPOSE	Residential Townhomes
EXISTING LAND USE	Vacant
SURROUNDING LAND USE	North: Residential Apartments (under construction) East: BNSF Railroad ROW South: University of Oklahoma and Multi-Family Use West: Residential Duplex
LAND USE PLAN DESIGNATION	Low Density Residential

REQUEST SUMMARY/CCFBC EXCEPTIONS:

This is a request to rezone the area located at 305 E. Boyd Street, designated as Center City Form Based Code District, to a Center City Planned Unit Development (CCPUD), as outlined in Appendix B of the Center City Form-Based Code.

The proposal for this site is to construct seven (7) residential townhomes with each unit a maximum of four (4) bedrooms for a total of twenty-eight (28) bedrooms for the site. Each three-story unit will have the living room and kitchen on the second floor with the first and the third floors each having two bedrooms. To provide additional privacy for the residents, the applicant is proposing the following: move the Required Building (RBL) to six (6') feet behind the property line, increase the finished floor elevation to thirty-six inches (36"), and provide recessed doors, stoops and balconies. The three-story, seven-unit structure consists of a total area of 7,835 square feet, as illustrated on Exhibit B, Site Development Plan. Open space will be provided on the north side of the building and through front balconies of the individual units. A total of twenty-five (25) parking spaces on-site are provided as shown on the Site Plan. An additional three parking spaces will be provided off-site at 221 E. Boyd Street.

BACKGROUND:

This is a CCPUD application moving forward to Planning Commission and City Council to request an amendment to the recently adopted Center City Form Based Code (CCFBC); many may not be aware of the extent and process that went into the preparation and review of the CCFBC; below is an overview for those not familiar with the process.

City Council approved a Memorandum of Understanding (MOU) between the City of Norman and the University of Oklahoma (OU) on January 14, 2014. The MOU set forth the terms and conditions that would govern the development of a Center City Master Plan/Visioning Project and outlined the responsibilities of the City of Norman and the University of Oklahoma.

The Center City Form-Based Code, which is the outcome of this Project, was generated and recommended through a Steering Committee. In addition, there was an Executive Subcommittee of the Steering Committee which was comprised of one representative from the City of Norman, one representative from the University of Oklahoma, and one citizen chosen jointly by the City of Norman and the University of Oklahoma.

The City Council moved forward with this project in cooperation with the University of Oklahoma for many reasons. Some of the reasons were that the current zoning regulations were not adequately handling the growing, modern demand for infill development in Norman's Center City area; that there was significant community disagreement about market-driven proposals for infill development; that the professional charrette process was the best technique available to articulate community-supported vision; and that building community support for a vision followed by development of land use regulations that allows the achievement of the vision will provide both community and investors' confidence and certainty. The results of the Charrette process became the foundation for an illustrated, well-articulated, community-supported vision for the future of the Center City area, Center City Form Based Code (CCFBC).

ZONING DISTRICTS INCLUDED IN THIS DOCUMENT:

Urban General – The basic urban street frontage, once common across the United States. The purpose is to develop multi-story buildings placed directly at the sidewalk or behind small dooryards.

Urban Residential – Same as the Urban General except that the uses are limited to residential and related support services.

Urban Storefront – Represents the prototypical “main street” form with shopfronts along sidewalk and a mix of uses above. A high level of pedestrian activity is anticipated. It is a subset of the Urban General frontage, with more specific requirements at the street level.

Detached – This frontage is represented by the traditional single-family house with small front, side and rear yards along tree-lined streets.

The CCFBC is composed of Building Form Standards and Public Space Standards mapped to a Regulating Plan.

Building Form Standards regulate simple things like: how far buildings are from sidewalks, how much window area at a minimum a building must have, how tall it is in relation to the width of the street, how accessible and welcoming front entrances are, and where a building's parking should be located. Building Form Standards require buildings to have windows and welcoming entries that contribute to life on the sidewalk and they require the placement of parking to the rear of buildings to ensure that it doesn't get between buildings and pedestrians. These standards require that buildings support and shape the public spaces of our city.

PARTICULARS OF THIS CCPUD:

The applicant is requesting this CCPUD in order to build a structure with seven residential townhomes as illustrated on the attached drawings. The applicant is able to comply with many of CCFBC requirements. However, due to the applicant's desire to provide setback from Boyd Street and to allow for more bedrooms per unit, the applicant is requesting the following modifications to the Center City Form Based Code, as follows:

1. Move the Required Building Line (RBL) along Boyd Street from three feet (3') behind the property line to six feet (6') behind the property line. Staff would note that City Council adopted a new CCFBC Regulating Map on August 22, 2023 that moved the RBL from nine feet (9') to three feet (3'). This change became effective September 22, 2023. The applicant submitted for Planning Commission on September 1, 2023.
2. Allow a maximum of four (4) bedrooms per unit.
3. Increase the allowed offset from the RBL from twenty-four inches (24") to a maximum of sixty inches (60") to allow for recessed door, stoops, balconies and entry doors.
4. Request to eliminate the fenestration requirements for the eastside building façade.
5. Remove the east side RBL.
6. Eliminate the requirement for Street Trees. The applicant is proposing additional landscaping behind the structures with amenities such as grills, picnic tables as well as a “dog park” area for tenants.
7. The applicant is proposing one bike rack per unit, for a total of seven (7) racks, whereas only three bike racks are required for the site.

OTHER AGENCY COMMENTS:

PRE-DEVELOPMENT: There were not any attendees at the Pre-Development Meeting. However, there were three attendees at the 221 E. Boyd Street that occurred immediately prior to this proposal's pre-development meeting. At that meeting, attendees asked questions pertaining to both requested CCPUDs. In particular, attendees wanted clarification on the number of units and bedrooms as well as the location of the dumpster. An attendee asked for the reason for the CCPUD request.

GREENBELT COMMISSION MEETING: No meeting was required for this application.

PARK BOARD: Parkland dedication is not required for this application.

PUBLIC WORKS: No Comments.

UTILITIES: The use of a dumpster will eliminate the numerous polycarts that would be required for service to this location. Recycling will be through regional recycling centers.

CONCLUSION: Staff forwards this request and Ordinance No. O-2324-17 to Planning Commission for consideration and a recommendation to the City Council.

O-2324-17

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 LOTS THIRTY-FOUR (34), THIRTY-FIVE (35), THIRTY-SIX (36), THIRTY-SEVEN (37), AND THIRTY-EIGHT (38) OF THE STATE UNIVERSITY ADDITION TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE CCFBC, CENTER CITY FORM-BASED CODE, AND PLACE SAME IN THE CCPUD, CENTER CITY PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (305 E. Boyd Street)

- § 1. WHEREAS, CCR Boyd, L.L.C., the owners of the hereinafter described property, have made application to have the subject property removed from the CCFBC, Center City Form-Based Code, and placed in the 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 October 12, 2023 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 the CCFBC, Center City Form-Based Code, and place the same in the CCPUD, Center City Planned Unit Development, to wit:

A tract of land being Lot Thirty Four (34), Thirty Five (35), Thirty Six (36), Thirty Seven (37), and Thirty Eight (38) of the State University Addition to Norman Cleveland County, Oklahoma and being more particularly described as follows:

Beginning at the Southeast corner of said Lot 38; Thence West a distance of 178.10 feet to the Southwest corner of said Lot 34; Thence North a distance of 139.95 feet to the Northwest corner of said Lot 34; Thence East a distance of 105.13 feet to the Northeast corner of said Lot 38; Thence South 27" 32' East a distance of 157.83 feet to the Point of Beginning;

Said parcel of land contains 0.454 Acres or 19,818 Sq. Ft., more or less.

Ordinance No. O-2324-17

Page 2

§ 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
_____, 2023.

NOT ADOPTED this _____ day of
_____, 2023.

(Mayor)

(Mayor)

ATTEST:

(City Clerk)

305 E Boyd St.

A Center City Planned Unit Development

Applicant: CCR Boyd, LLC

Application for:

Center City Planned Unit Development

Submitted September 1, 2023

Revised October 9, 2023

PREPARED BY:

RIEGER LAW GROUP PLLC

136 Thompson Drive

Norman, Oklahoma 73069

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- A. Background and Intent
- B. Development Team

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- A. Location
- B. Existing Land Use and Zoning
- C. Elevation and Topography
- D. Drainage
- E. Utility Services
- F. Fire Protection Services
- G. Traffic Circulation and Access

III. DEVELOPMENT PLAN AND DESIGN CONCEPT

- A. Permissible Uses
- B. Development Criteria
- C. CCFBC Variances

EXHIBITS

- A. Legal Description of the Property
- B. Site Development Plan
- C. Allowable Uses
- D. Exterior Elevations

I. INTRODUCTION

A. **Background and Intent.** This Center City Planned Unit Development (“CCPUD”) is proposed by CCR Boyd, LLC (the “**Applicant**”) for the property located at 305 E. Boyd St., Norman, Oklahoma, more particularly described on **Exhibit A** (the “**Property**”). The Property contains approximately 0.454 acres. This CCPUD is intended to put forth the parameters for the development of the Property to allow for the construction of a multi-family structure with up to seven (7) residential units with a maximum of four (4) bedrooms per unit. This CCPUD will allow for a relaxation of the CCFBC’s specific development and design criteria applicable to the Property in order to allow the Applicant to utilize the site for a higher density multifamily structure with leasable units which are needed close to the University of Oklahoma campus, while maintaining adequate pervious coverage and parking on the Property.

B. **Development Team.** The Applicant and owner of the Property is CCR Boyd, LLC. The architect for the project is Nathan Lofties, with Creative Home Designs.

II. PROPERTY DESCRIPTION/GENERAL SITE CONDITIONS

- A. **Location.** The Property is an approximately 19,818 square foot parcel located North of E. Boyd St. and West of the railroad right-of-way. The specific location is illustrated on the Site Development Plan, attached hereto as **Exhibit B**.
- B. **Existing Land Use and Zoning.** The Property is located in the Center City Form Based Code (“CCFBC”) District, Urban General BFS. The Property is currently vacant.
- C. **Elevation and Topography.** The Property is essentially flat with little to no elevation change throughout.
- D. **Drainage.** The Property is generally flat and drains to Boyd Street and the alleyway on the North.
- 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.** Boyd Street is located on the South boundary of the Property and the public alleyway is located along the North boundary of the Property. Vehicle access is currently gained from an existing driveway off of Boyd Street, which will be removed under this CCPUD. The public sidewalk is located

along Boyd Street. Traffic access and circulation will be allowed in the manner depicted on the Site Development Plan. The Property will be accessed from the alley.

III. DEVELOPMENT PLAN AND DESIGN CONCEPT

The Property shall be developed in compliance with the terms of this CCPUD and the exhibits attached hereto and incorporated herein by reference, subject to adjustments or modifications allowed pursuant to Appendix B, Section 520(F), Administration, of the CCFBC, as may be amended from time to time.

A. Allowable Uses.

A list of the allowable uses for the Property is attached hereto as Exhibit C.

B. Development Criteria.

1. **Siting.** The proposed Site Development Plan for the Property is concurrently submitted with this CCPUD as Exhibit B and shall be incorporated herein as an integral part of this CCPUD. The Property shall be developed in substantial conformance with the Site Development Plan, subject to adjustments or modifications allowed pursuant to Appendix B Section 520(F), Administration, of the CCFBC, as may be amended from time to time. The Required Building Line (“**RBL**”) along the Property’s Boyd Street frontage shall be six (6’) feet from the front property line as shown on the attached Site Development Plan. Due to the triangular shape of the Property and the lack of established street frontage adjacent to railroad right-of-way, the RBL along the Property’s Boyd Street frontage shall terminate at thirty feet (30’) from the southeast corner of the Property, as shown on the Site Development Plan, and there shall be no RBL along the east side of the Property.
2. **Building Height.** The buildings to be constructed on the Property are planned to be three (3) stories, as shown on the proposed elevations attached as Exhibit D. As shown on the proposed elevations, the finished floor height may be raised up to 36”.
3. **Elements.** The Property shall be built in accordance with the terms of this CCPUD and the exhibits hereto. Exterior materials shall comply with the requirements of Section 402(J), Architectural Materials (exteriors), of the CCFBC, as may be amended from time to time. Fenestration is only required along Boyd Street frontage. Fenestration for Boyd Street frontage shall be a minimum of 33% on ground story and 20% for upper stories. To break down the scale of the buildings and provide a better pedestrian experience, the facades along Boyd Street will have at least two different materials, a ground story

configuration different from the upper story and at least 2 different bay configurations. The Boyd Street RBL shall have an offset depth of a maximum of 60 inches behind the RBL to accommodate the proposed recessed doors and stoops.

4. **Sanitation.** A trash dumpster will be utilized on the Property in the location indicated on the Site Development Plan. It is the intent that the dumpster will be shared with the development to be constructed at 221 E. Boyd.
5. **Signage.** All signage for the Property shall comply with Section 402(N), Signage, of the CCFBC, as amended thereafter.
6. **Traffic access and sidewalks.** Traffic circulation and access to the Property shall be allowed in the manner shown on the Site Development Plan. In order to keep the streetscape pedestrian friendly and usable, street trees and streetlights shall not be required along the Property's Boyd Street frontage.
7. **Lighting.** The project shall comply with the requirements of the CCFBC under Section 402(O), Lighting & Mechanical, as amended thereafter.
8. **Open Space.** Open space will be located on the Property in the locations depicted on the attached Site Development Plan. Consistent with the Property's CCFBC designation of Urban General, the Property shall have a maximum of 85% impervious coverage. Open space areas are allowed to be located in noncontiguous areas on the Property.
9. **Parking.** Parking is provided in the manner shown on the attached Site Development Plan. The Applicant will provide one parking space per bedroom, with the use of three (3) off-site parking spaces from 221 E. Boyd Street. One bike rack per unit will be provided as shown on the Site Development Plan.
10. **Landscaping.** In order to keep the streetscape pedestrian friendly and usable, street trees and streetlights will not be required for development of the Property under this CCPUD. Landscaping will be provided in substantial compliance with the Site Development Plan. Final landscaping types, quantities, and locations may change during final design and construction. Any trees to be planted shall be of a species that is listed in Section 506 of the CCFBC, as amended thereafter, or otherwise approved by the City of Norman Forester, City of Norman Ordinance, or appropriate City of Norman staff member.
11. **Drainage.** The Property will meet or exceed all applicable drainage ordinances. Drainage will be directed into the existing storm sewer main on Boyd Street and to the alleyway on the north of the Property.

12. Fencing. Fencing with a maximum height of eight (8') feet is permissible but not required on the Property.

C. CCFBC Variances.

The Property shall be developed in accordance with the terms of this CCPUD and the exhibits attached hereto and incorporated by reference. For convenience purposes, a summary of the variances sought from the CCFBC follows:

1. **RBL Modification.** The RBL has been modified to six (6') feet due to the presence of overhead powerlines and to provide the residents with additional privacy from the adjacent public right-of-way. The adjustment also ensures that front doors will not encroach within the public right-of-way. Additionally, due to the triangular shape of the Property and the lack of established street frontage adjacent to railroad right-of-way, there shall be no RBL along the east side of the Property.
2. **Four Bedrooms Per Unit.** Each unit is allowed to contain a maximum of four bedrooms as this is an area that is appropriate for added density. This CCPUD will allow for a development that can provide thoughtfully designed residential units closely located to the University of Oklahoma, which is much needed.
3. **Streetscape.** Street trees and streetlights will not be required on this Property. This will help keep the Boyd streetscape pedestrian friendly due to the proximity of the RBL to the right-of-way and the existence of driveways on other properties on this block. Bike racks will be installed on the Property.
4. **Open Space.** Open space areas are not required to be contiguous on the Property.
5. **Elements.** An additional 36 inches of offset from the Boyd Street RBL is being requested to allow the proposed recessed entries and covered stoops for a total maximum offset depth of five (5') feet.

EXHIBIT A**LEGAL DESCRIPTION OF THE PROPERTY****LEGAL DESCRIPTION**

LOT 36A
STATE UNIVERSITY ADDITION
NORMAN, CLEVELAND COUNTY, OKLAHOMA

A tract of land being Lot Thirty Four (34), Thirty Five (35), Thirty Six (36), Thirty Seven (37), and Thirty Eight (38) of the State University Addition to Norman Cleveland County, Oklahoma and being more particularly described as follows:

*Beginning at the Southeast corner of said Lot 38;
Thence West a distance of 178.10 feet to the Southwest corner of said Lot 34;
Thence North a distance of 139.95 feet to the Northwest corner of said Lot 34;
Thence East a distance of 105.13 feet to the Northeast corner of said Lot 38;
Thence South 27° 32' East a distance of 157.83 feet to the Point of Beginning;*

Said parcel of land contains 0.454 Acres or 19,818 Sq. Ft., more or less.

EXHIBIT B

PROPOSED SITE DEVELOPMENT PLAN

Full Size PDF Documents Submitted to City Staff

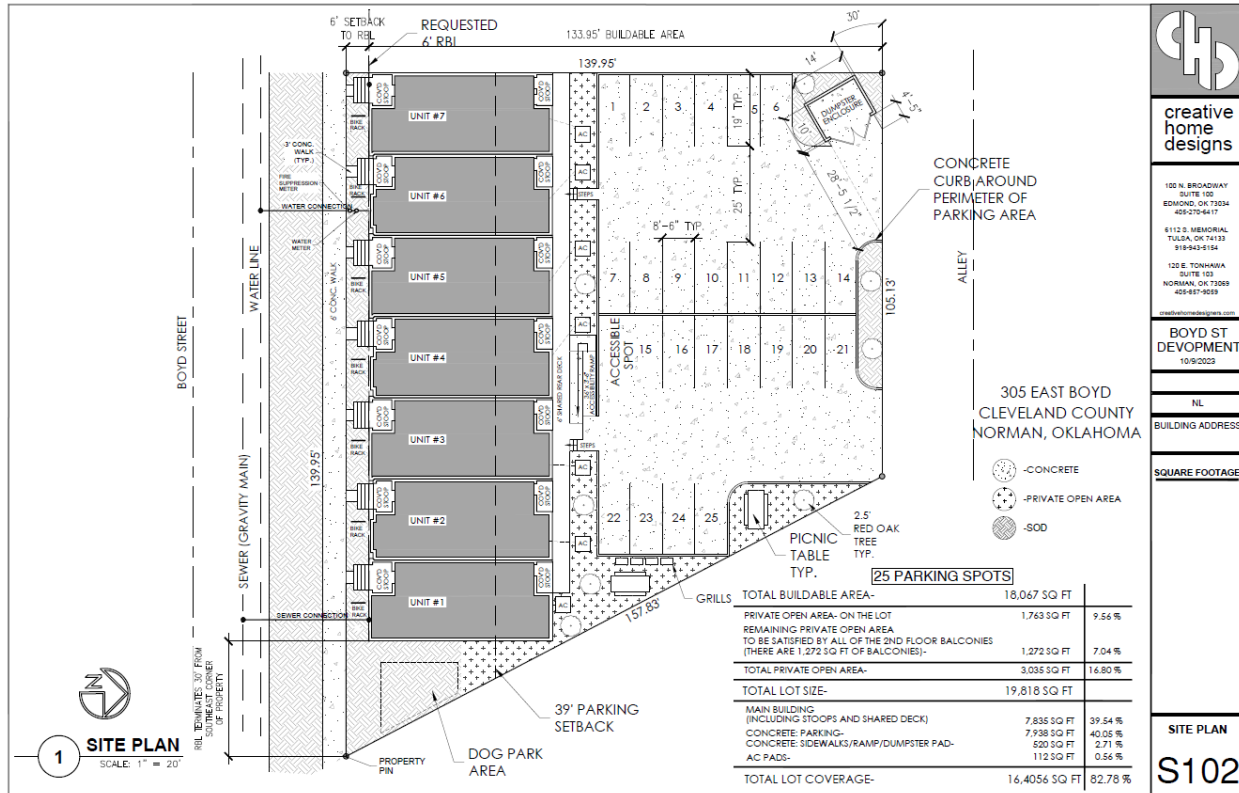


EXHIBIT C

ALLOWABLE USES

Allowable Uses:

Ground Story:

The Ground Story may house commerce, professional services or residential uses.

Upper Stories:

The Upper Stories may only house Residential or Commerce uses. No restaurant or retail sales uses shall be allowed in Upper Stories unless they are second story extensions equal to or less than the area of the Ground Story use. No commerce use, except for permitted rooftop restaurants, is permitted above a residential use. Additional habitable space is permitted within the roof where the roof is configured as an attic story.

Residential Dwelling Units:

The Property may contain seven (7) units with a maximum of four (4) bedrooms per unit, totaling twenty-eight (28) bedrooms on the Property.

Use Table

The use table included below, as may be amended from time to time, identifies the uses allowed within this CCPUD. References to Additional Regulations refer to provisions of the CCFBC (as such may be amended from time to time) and shall be applied to the Property if such use is requested on the Property, except that no additional regulations will be applied to any Residential Uses on the Property.

USE CATEGORY		Urban General		Additional Regulations
		Ground Story	Upper Story	
RESIDENTIAL	Household Living	✓	✓	Sec. 704.B.1-2; 704. J, K.
	Group Living		✓	
COMMERCE	Office	✓	✓	Sec. 704.D.1-2
	Overnight Lodging	✓	✓	Sec. 704.E.1-3
	Recreation/Entertainment	✓	✓	Sec. 704.F.1-5
	Vehicle Sales	✓	✓	Sec. 704.F.6
	Passenger Terminal	✓		
	Child Care Center	✓	✓	See Part 9. Definitions
	Family Day Care Home	✓	✓	See Part 9. Definitions
	Retail Sales & Service	✓	✓	Sec. 704.F.2, 6, 7
	Restaurant/Bar/Lounge/Tavern	✓	✓	Sec. 704.F.1-5
	Art Studio/Artisinal Manufacturing	✓	✓	Sec. 704.F.7
	Research & Development	✓	✓	
	Self-service storage		✓	
	Auto Repair	✓		Sec. 704.G.
CIVIC	See Part 9. Definitions	✓		Sec. 704.C.

Key: ✓ = Permitted Blank Cell = Not Permitted

EXHIBIT D

PROPOSED EXTERIOR ELEVATIONS Full Size PDF Documents Submitted to City Staff



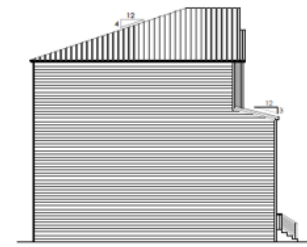
FRONT ELEVATION OF ENTIRE BUILDING
1/8"=1'-0"



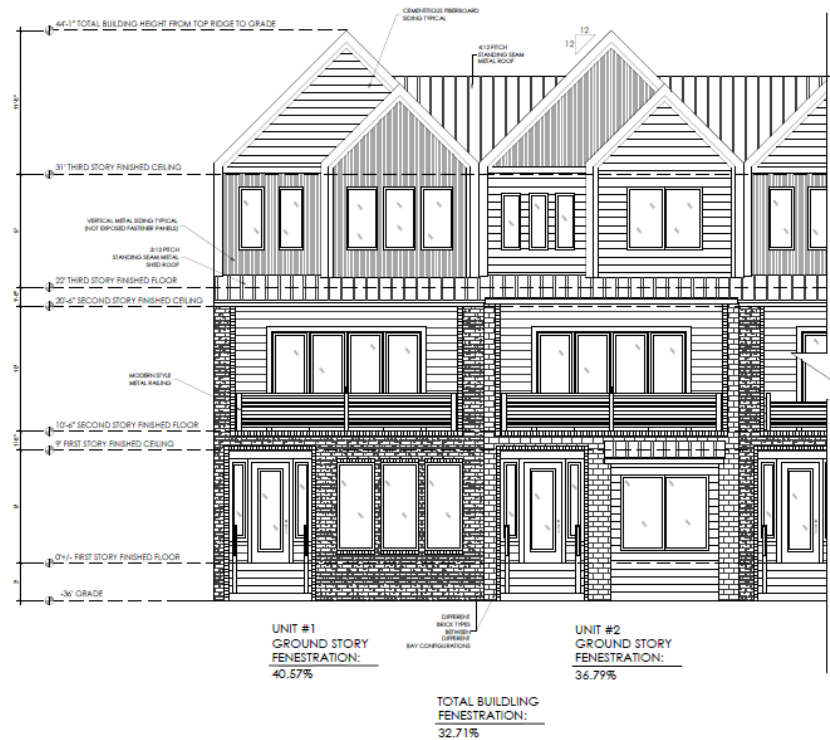
RIGHT ELEVATION
1/8"=1'-0"



REAR ELEVATION OF ENTIRE BUILDING
1/8"=1'-0"



LEFT ELEVATION
1/8"=1'-0"



FRONT ELEVATION OF TWO TYPICAL UNITS
1/4"=1'-0"



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 11/28/2023

REQUESTER: CCR Boyd, L.L.C.

PRESENTER: Jane Hudson, Director of Planning & Community Development

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-17 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 LOTS THIRTY-FOUR (34), THIRTY-FIVE (35), THIRTY-SIX (36), THIRTY-SEVEN (37), AND THIRTY-EIGHT (38) OF THE STATE UNIVERSITY ADDITION TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE CCFBC, CENTER CITY FORM-BASED CODE, AND PLACE SAME IN THE CCPUD, CENTER CITY PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (305 E. BOYD STREET)

REQUEST SUMMARY/CCFBC EXCEPTIONS:

This is a request to rezone the area located at 305 E. Boyd Street, designated as Center City Form Based Code District, to a Center City Planned Unit Development (CCPUD), as outlined in Appendix B of the Center City Form-Based Code.

The proposal for this site is to construct seven (7) residential townhomes with each unit allowed a maximum of four (4) bedrooms for a total of twenty-eight (28) bedrooms for the site. Each three-story unit will have the living room and kitchen on the second floor with the first and the third floors each having two bedrooms. To provide additional privacy for the residents, the applicant is proposing the following: move the Required Building (RBL) to six (6') feet behind the property line, increase the finished floor elevation to thirty-six inches (36"), and provide recessed doors, stoops and balconies. The three-story, seven-unit structure consists of a total area of 7,835 square feet, as illustrated on Exhibit B, Site Development Plan. Open space will be provided on the north side of the building and through front balconies of the individual units. A total of twenty-five (25) parking spaces on-site are provided as shown on the Site Plan. An additional three parking spaces will be provided off-site at 221 E. Boyd Street.

BACKGROUND:

This is a CCPUD application moving forward to Planning Commission and City Council to request an amendment to the recently adopted Center City Form Based Code (CCFBC); many

may not be aware of the extent and process that went into the preparation and review of the CCFBC; below is an overview for those not familiar with the process.

City Council approved a Memorandum of Understanding (MOU) between the City of Norman and the University of Oklahoma (OU) on January 14, 2014. The MOU set forth the terms and conditions that would govern the development of a Center City Master Plan/Visioning Project and outlined the responsibilities of the City of Norman and the University of Oklahoma.

The Center City Form-Based Code, which is the outcome of this Project, was generated and recommended through a Steering Committee. In addition, there was an Executive Subcommittee of the Steering Committee which was comprised of one representative from the City of Norman, one representative from the University of Oklahoma, and one citizen chosen jointly by the City of Norman and the University of Oklahoma.

The City Council moved forward with this project in cooperation with the University of Oklahoma for many reasons. Some of the reasons were that the current zoning regulations were not adequately handling the growing, modern demand for infill development in Norman's Center City area; that there was significant community disagreement about market-driven proposals for infill development; that the professional charrette process was the best technique available to articulate community-supported vision; and that building community support for a vision followed by development of land use regulations that allows the achievement of the vision will provide both community and investors' confidence and certainty. The results of the Charrette process became the foundation for an illustrated, well-articulated, community-supported vision for the future of the Center City area, Center City Form Based Code (CCFBC).

ZONING DISTRICTS INCLUDED IN THIS DOCUMENT:

Urban General – The basic urban street frontage, once common across the United States. The purpose is to develop multi-story buildings placed directly at the sidewalk or behind small dooryards.

Urban Residential – Same as the Urban General except that the uses are limited to residential and related support services.

Urban Storefront – Represents the prototypical "main street" form with shopfronts along the sidewalk and a mix of uses above. A high level of pedestrian activity is anticipated. It is a subset of the Urban General frontage, with more specific requirements at the street level.

Detached – This frontage is represented by the traditional single-family house with small front, side and rear yards along tree-lined streets.

The CCFBC is composed of Building Form Standards and Public Space Standards mapped to a Regulating Plan.

Building Form Standards regulate simple things like: how far buildings are from sidewalks, how much window area at a minimum a building must have, how tall it is in relation to the width of the street, how accessible and welcoming front entrances are, and where a building's parking should be located. Building Form Standards require buildings to have windows and welcoming entries that contribute to life on the sidewalk and they require the placement of parking to the

rear of buildings to ensure that it doesn't get between buildings and pedestrians. These standards require that buildings support and shape the public spaces of our city.

PARTICULARS OF THIS CCPUD:

The applicant is requesting this CCPUD in order to build a structure with seven residential townhomes as illustrated on the attached drawings. The applicant is able to comply with many of CCFBC requirements. However, due to the applicant's desire to provide setback from Boyd Street and to allow for more bedrooms per unit, the applicant is requesting the following modifications to the Center City Form Based Code, as follows:

1. Move the Required Building Line (RBL) along Boyd Street from three feet (3') behind the property line to six feet (6') behind the property line. Staff would note that City Council adopted a new CCFBC Regulating Map on August 22, 2023 that moved the RBL from nine feet (9') to three feet (3'). This change became effective September 22, 2023. The applicant submitted for Planning Commission on September 1, 2023.
2. Allow a maximum of four (4) bedrooms per unit.
3. Increase the allowed offset from the RBL from twenty-four inches (24") to a maximum of sixty inches (60") to allow for recessed door, stoops, balconies and entry doors.
4. Request to eliminate the fenestration requirements for the eastside building façade.
5. Remove the east side RBL.
6. Eliminate the requirement for Street Trees. The applicant is proposing additional landscaping behind the structures with amenities such as grills, picnic tables as well as a "dog park" area for tenants.
7. The applicant is proposing one bike rack per unit, for a total of seven (7) racks, whereas only three bike racks are required for the site.

OTHER AGENCY COMMENTS:

PRE-DEVELOPMENT: There were not any attendees at the Pre-Development Meeting.

However, there were three attendees at the 221 E. Boyd Street that occurred immediately prior to this proposal's pre-development meeting. At that meeting, attendees asked questions pertaining to both requested CCPUDs. In particular, attendees wanted clarification on the number of units and bedrooms as well as the location of the dumpster. An attendee asked for the reason for the CCPUD request.

GREENBELT COMMISSION MEETING: No meeting was required for this application.

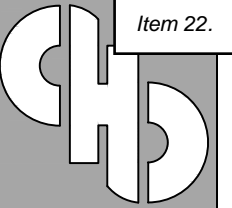
PARK BOARD: Parkland dedication is not required for this application.

PUBLIC WORKS: No Comments.

UTILITIES: The use of a dumpster will eliminate the numerous polycarts that would be required for service to this location. Recycling will be through regional recycling centers.

CONCLUSION: Staff forwards this request and Ordinance No. O-2324-17 to City Council for consideration.

At their October 12, 2023 meeting, Planning Commission recommended approval of Ordinance No. 2324-17 to City Council, by a vote of 4-2.



Item 22.

creative
home
designs

100 N. BROADWAY
SUITE 100
EDMOND, OK 73034
405-270-6417

6112 S. MEMORIAL
TULSA, OK 74133
918-943-5154

120 E. TONHAWA
SUITE 103
NORMAN, OK 73069
405-857-9059

creativehomedesigners.com

BOYD ST
DEVOPMENT

10/9/2023

NL

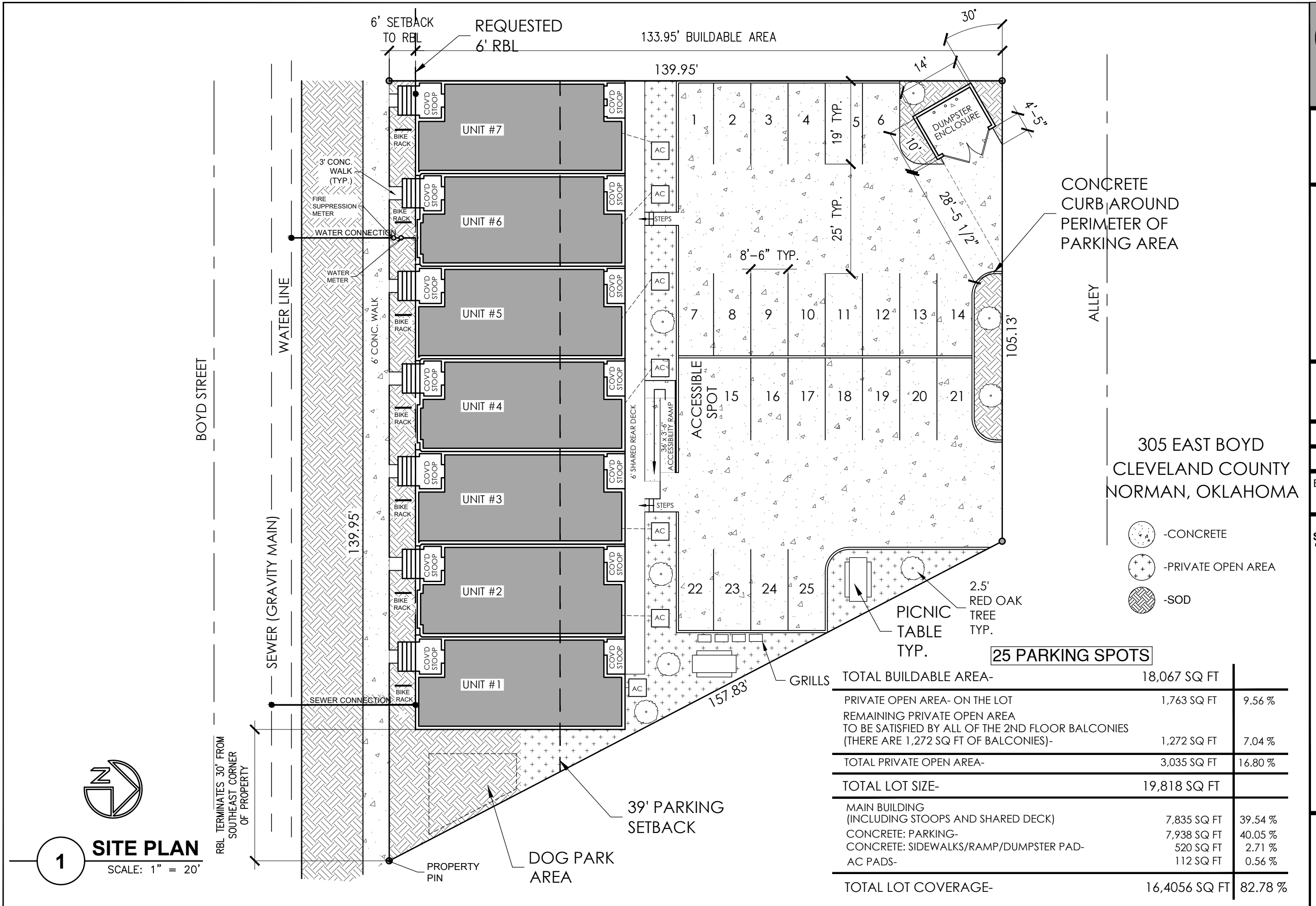
BUILDING ADDRESS

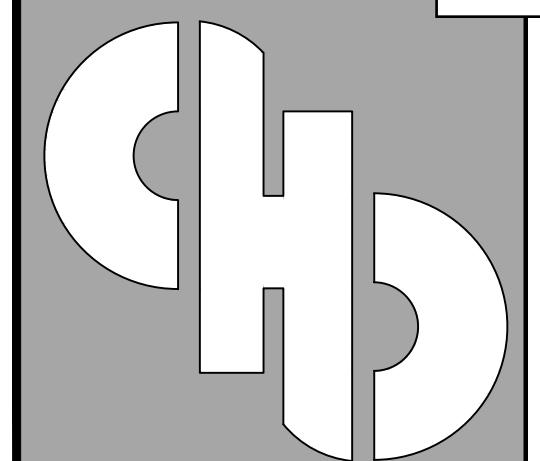
SQUARE FOOTAGE

SITE PLAN

S102

602





creative
home
designs

100 N. BROADWAY
SUITE 100
EDMOND, OK 73034
405-270-6417

6112 S. MEMORIAL DR
TULSA OK 74133
918-943-5154

120 E. TONHAWA ST
SUITE 103
NORMAN, OK 73069
405-857-9059

CHD.DESIGN

BOYD ST
DEVELOPMENT

REVISED 9-19-2023

NL

WOODS

BUILDING ADDRESS

221 E. BOYD ST. &
305 E. BOYD ST.
NORMAN, OK

SQUARE FOOTAGE

COVER

COV



BOYD STREET DEVELOPMENT

221 EAST BOYD ST- 11,856 SQ FT
5 UNITS, 20 BEDROOMS

305 EAST BOYD ST- 17,651 SQ FT
7 UNITS, 28 BEDROOMS



100 N. BROADWAY
SUITE 100
EDMOND, OK 73034
405-270-6417

120 E. TONHAWA ST
SUITE 103
NORMAN, OK 73069
405-857-9059

CHD.DESIGN

BOYD ST
DEVELOPMENT

REVISÉD 9-19-2023

NL

WOODS

BUILDING ADDRESS

221 E. BOYD ST.
NORMAN, OK

SQUARE FOOTAGE

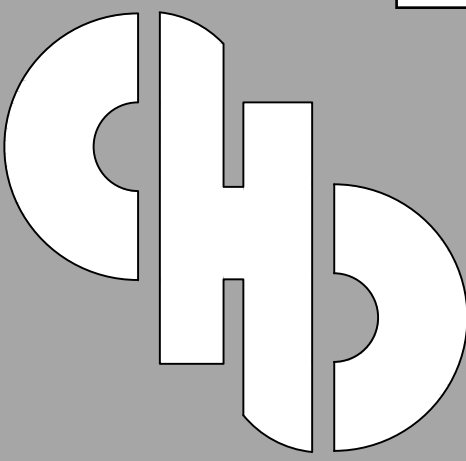
11,856 SQ FT

FLOORPLAN

A101



UNIT #2 TYPICAL FOOTAGE	
TOTAL-	2,367 SQ FT
FIRST FLOOR-	865 SQ FT
SECOND FLOOR-	777 SQ FT
THIRD FLOOR-	725 SQ FT



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100 N. BROADWAY
SUITE 100
EDMOND, OK 73034
405-270-6417

6112 S. MEMORIAL DR
TULSA OK 74133
918-943-5154

120 E. TONHAWA ST
SUITE 103
NORMAN, OK 73069
405-857-9059

CHD.DESIGN

BOYD ST
DEVELOPMENT

REVISED 9-19-2023

NL

WOODS

BUILDING ADDRESS

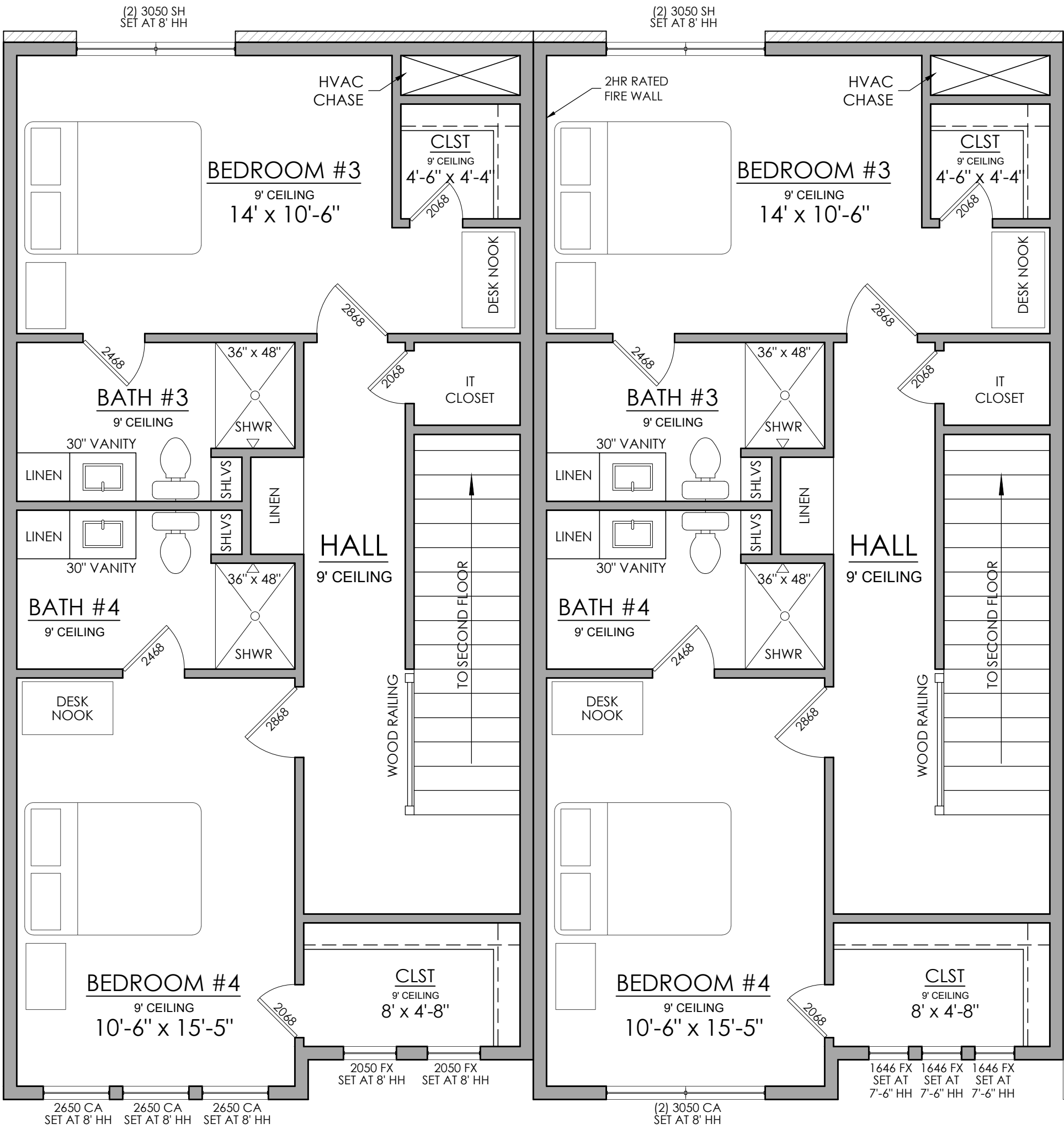
221 E. BOYD ST.
NORMAN, OK

SQUARE FOOTAGE

11,856 SQ FT

FLOORPLAN/
ELEVATION

A102



THIRD FLOOR
1/4"=1'-0"

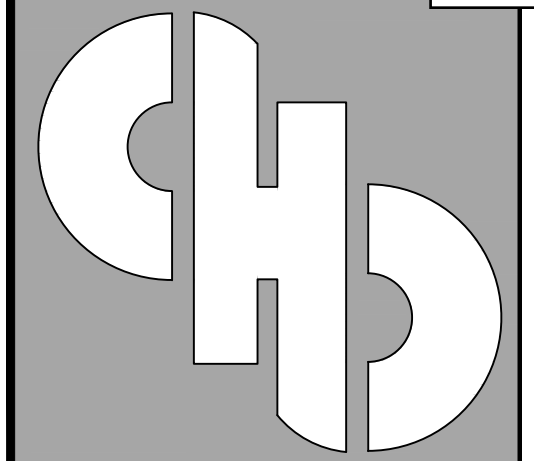


UNIT #1
GROUND STORY
FENESTRATION:
33.91%

UNIT #2
GROUND STORY
FENESTRATION:
39%

TOTAL BUILDING

FRONT ELEVATION OF TWO TYPICAL UNITS
1/4"=1'-0"



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100 N. BROADWAY
SUITE 100
EDMOND, OK 73034
405-270-6417

6112 S. MEMORIAL DR
TULSA OK 74133
918-943-5154

120 E. TONHAWA ST
SUITE 103
NORMAN, OK 73069
405-857-9059

CHD.DESIGN

BOYD ST
DEVELOPMENT

REVISED 9-19-2023

NL

WOODS

BUILDING ADDRESS

221 E. BOYD ST.
NORMAN, OK

SQUARE FOOTAGE

11,856 SQ FT

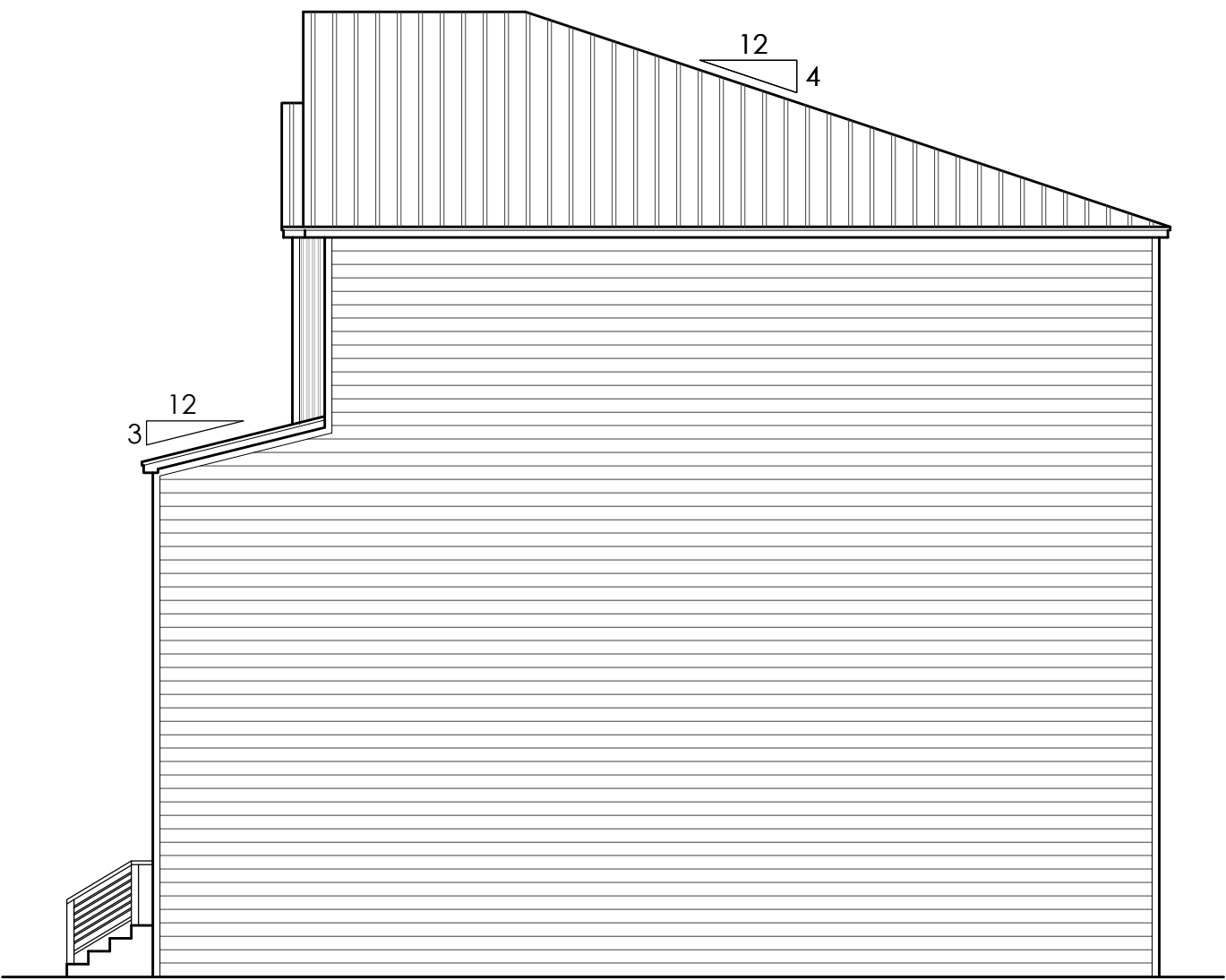
ELEVATIONS

A201



FRONT ELEVATION OF ENTIRE BUILDING

1/8"=1'-0"



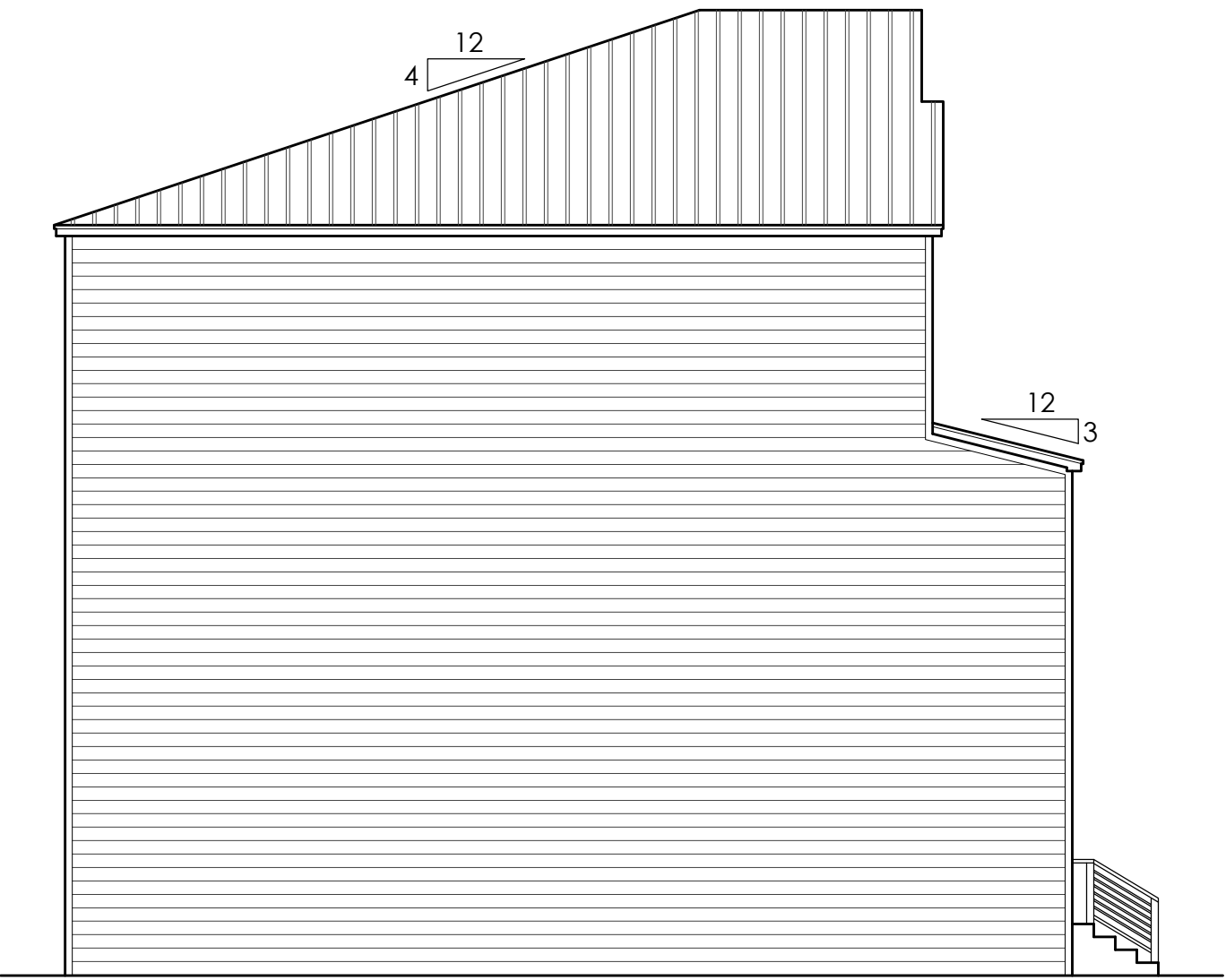
RIGHT ELEVATION

1/8"=1'-0"



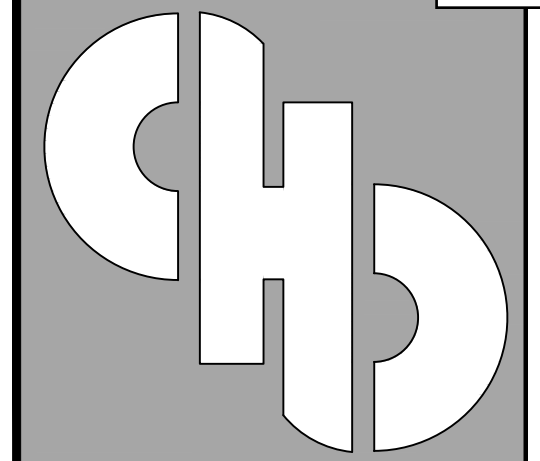
REAR ELEVATION OF ENTIRE BUILDING

1/8"=1'-0"



LEFT ELEVATION

1/8"=1'-0"



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100 N. BROADWAY
SUITE 100
EDMOND, OK 73034
405-270-6417

6112 S. MEMORIAL DR
TULSA OK 74133
918-943-5154

120 E. TONHAWA ST
SUITE 103
NORMAN, OK 73069
405-857-9059

CHD.DESIGN

BOYD ST
DEVELOPMENT

REVISED 9-19-2023

NL

WOODS

BUILDING ADDRESS

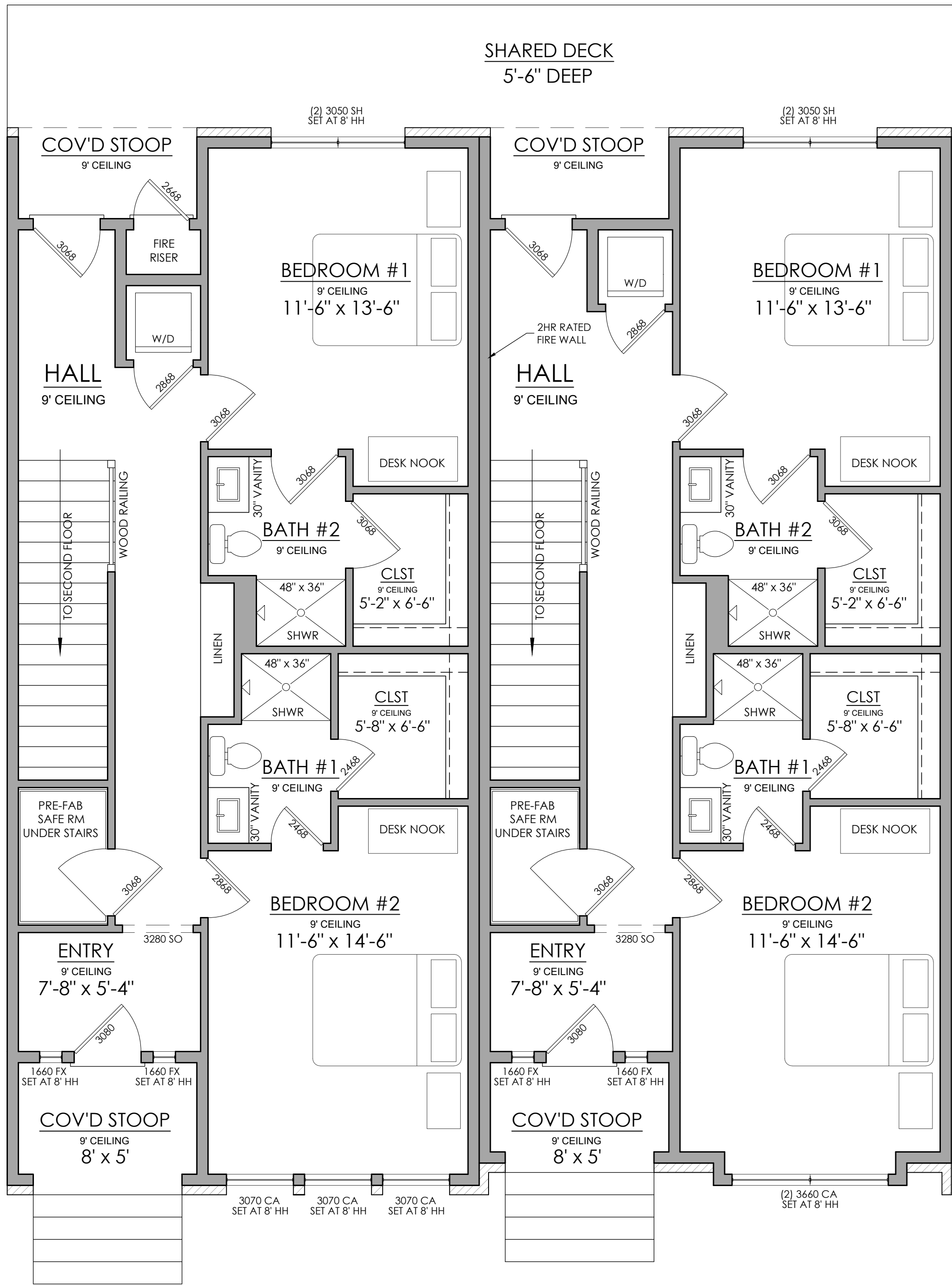
305 E. BOYD ST.
NORMAN, OK

SQUARE FOOTAGE

17,651 SQ FT

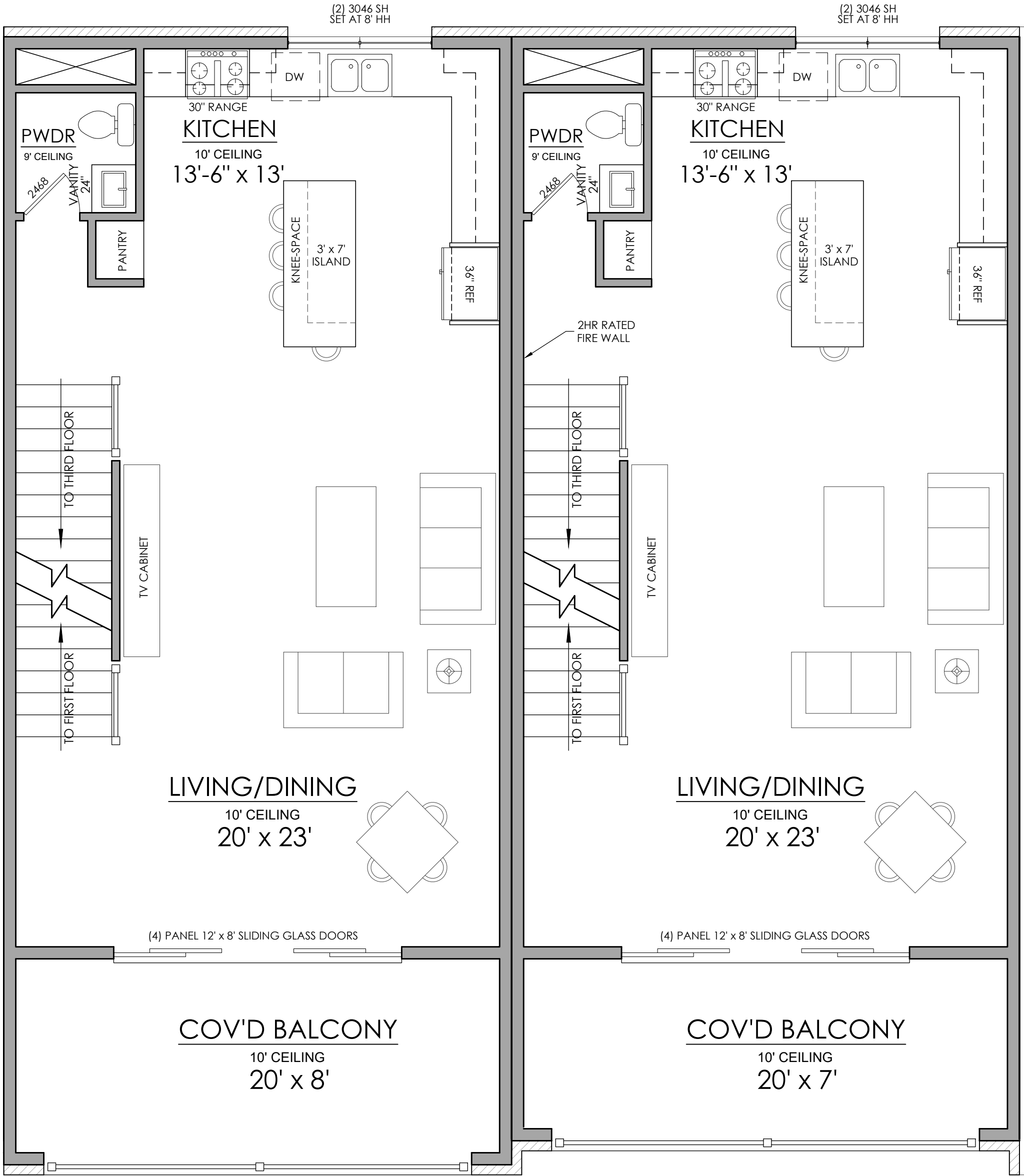
FLOORPLAN

A101



FIRST FLOOR

1/4"=1'-0"



SECOND FLOOR

1/4"=1'-0"

TOTAL BUILDING

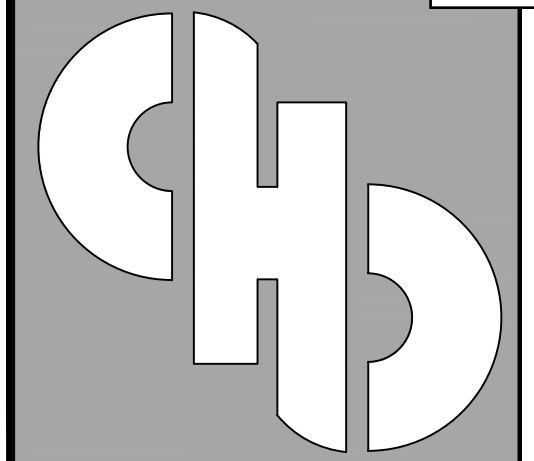
17,651 SQ FT

UNIT #1 TYPICAL FOOTAGE

TOTAL-	2,525 SQ FT
FIRST FLOOR-	927 SQ FT
SECOND FLOOR-	822 SQ FT
THIRD FLOOR-	776 SQ FT

UNIT #2 TYPICAL FOOTAGE

TOTAL-	2,517 SQ FT
FIRST FLOOR-	919 SQ FT
SECOND FLOOR-	822 SQ FT
THIRD FLOOR-	776 SQ FT



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100 N. BROADWAY
SUITE 100
EDMOND, OK 73034
405-270-6417

6112 S. MEMORIAL DR
TULSA OK 74133
918-943-5154

120 E. TONHAWA ST
SUITE 103
NORMAN, OK 73069
405-857-9059

CHD.DESIGN

BOYD ST
DEVELOPMENT

REVISED 9-19-2023

NL

WOODS

BUILDING ADDRESS

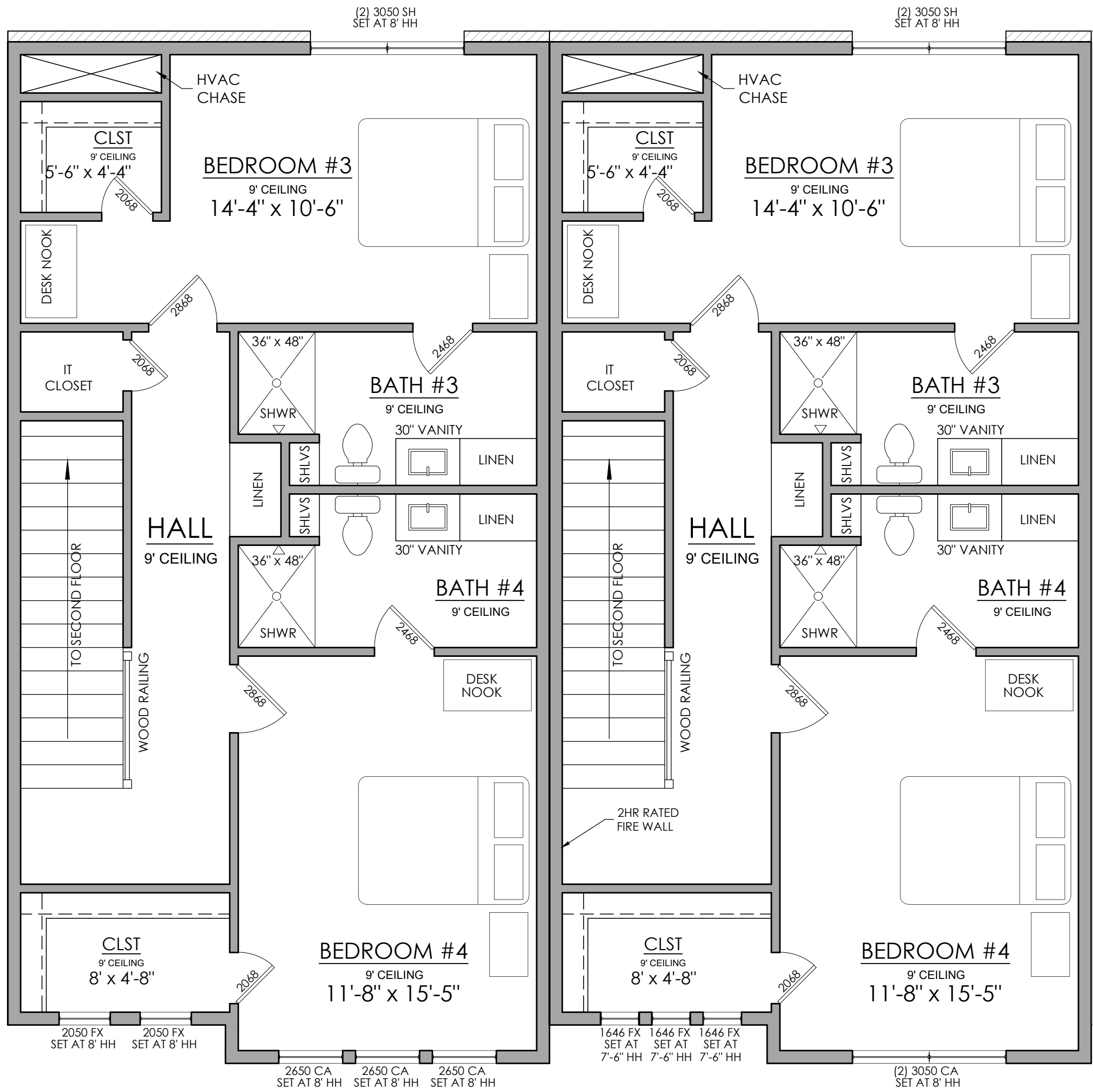
305 E. BOYD ST.
NORMAN, OK

SQUARE FOOTAGE

17,651 SQ FT

FLOORPLAN/
ELEVATION

A102



THIRD FLOOR
1/4"=1'-0"

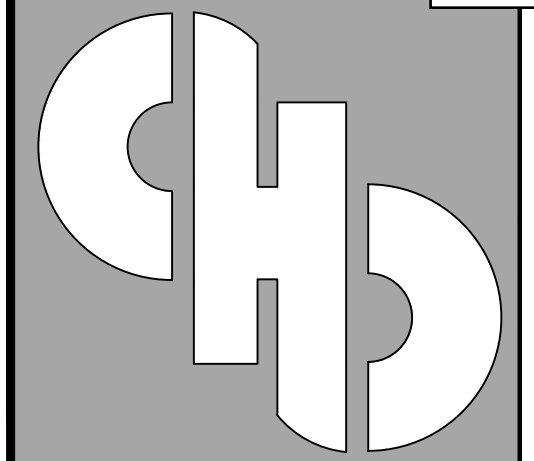


UNIT #1
GROUND STORY
FENESTRATION:
40.57%

UNIT #2
GROUND STORY
FENESTRATION:
36.79%

TOTAL BUILDING
FENESTRATION:
32.71%

FRONT ELEVATION OF TWO TYPICAL UNITS
1/4"=1'-0"



creative
home
designs

100 N. BROADWAY
SUITE 100
EDMOND, OK 73034
405-270-6417

6112 S. MEMORIAL DR
TULSA OK 74133
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NORMAN, OK 73069
405-857-9059

CHD.DESIGN

BOYD ST
DEVELOPMENT

REVISED 9-19-2023

NL

WOODS

BUILDING ADDRESS

305 E. BOYD ST.
NORMAN, OK

SQUARE FOOTAGE

17,651 SQ FT

ELEVATIONS

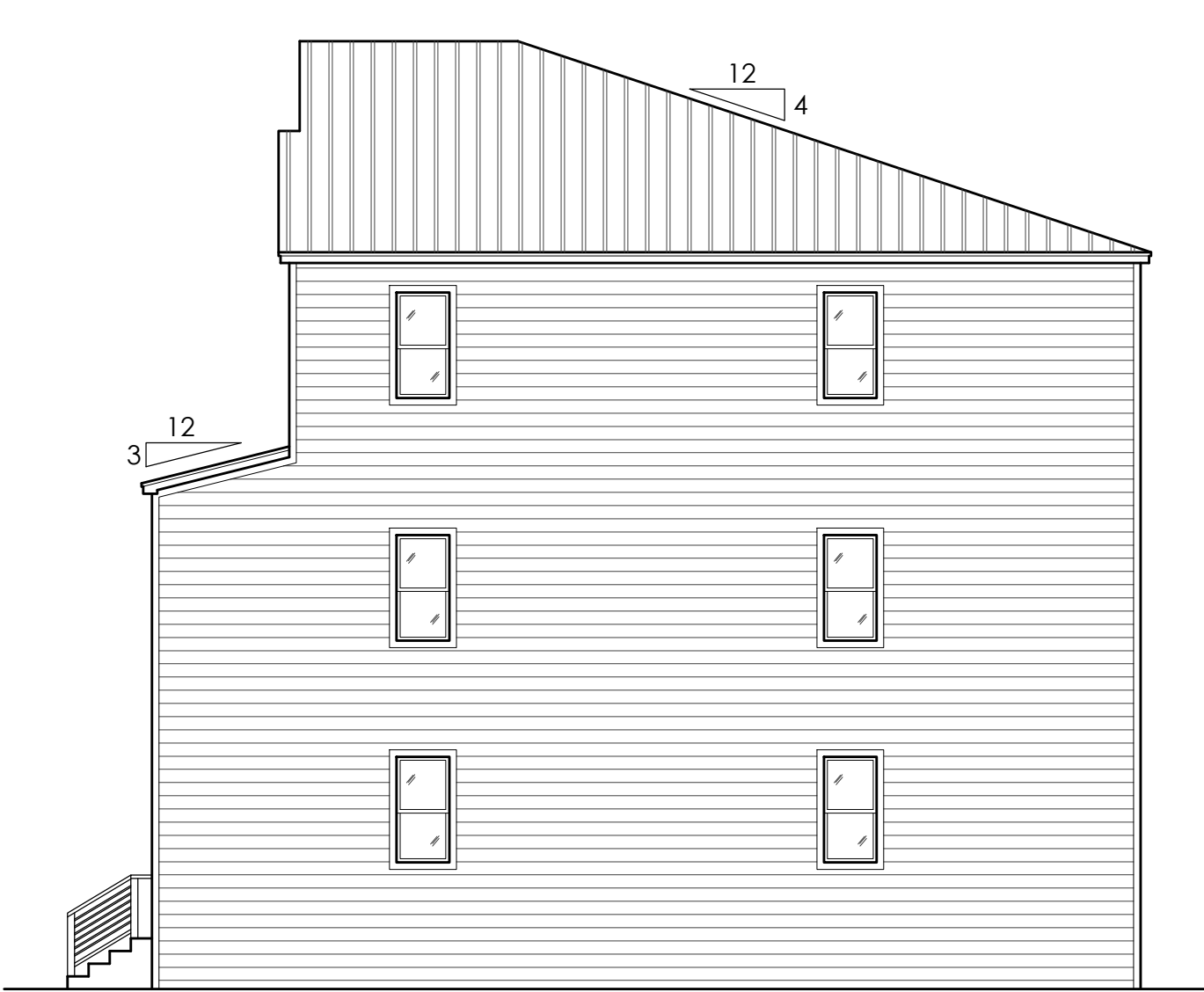
A201

1,272 SQ FT
TOTAL OF
BALCONY
SPACE ON
THIS BUILDING



FRONT ELEVATION OF ENTIRE BUILDING

1/8"=1'-0"



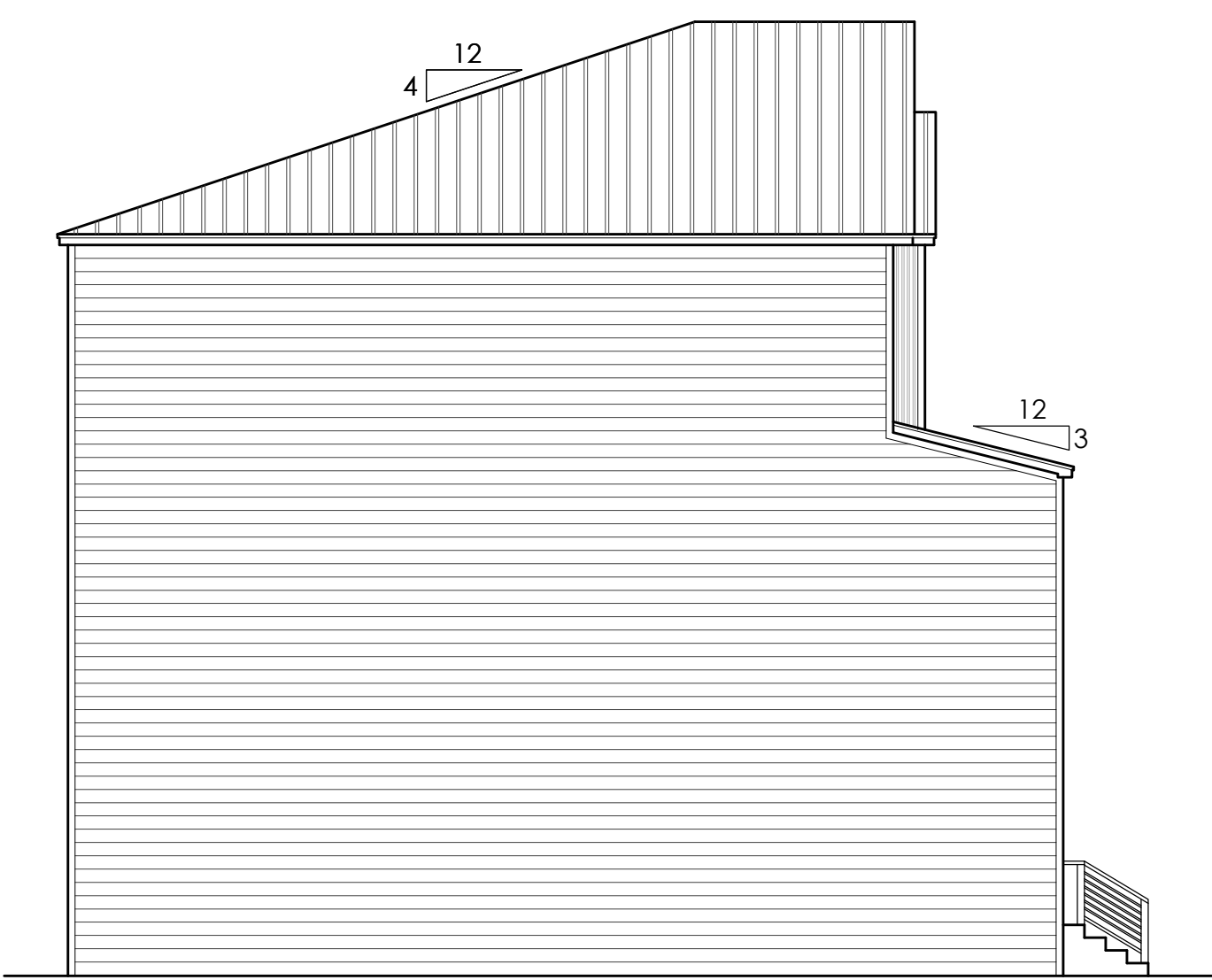
RIGHT ELEVATION

1/8"=1'-0"



REAR ELEVATION OF ENTIRE BUILDING

1/8"=1'-0"



LEFT ELEVATION

1/8"=1'-0"

Applicant: CCR Boyd, LLC

Project Location: 305 E Boyd Street

Case Number: PD 23-34

Time: 6:30 p.m.

Applicant Representative: Libby Smith, Gunner Joyce, & Sean Rieger, with Rieger Law Group

Attendees:

None

City Staff:

Anais Starr, Planner II

Amanda Stevens, Dev. Center Coordinator

Beth Muckala, Assistant City Attorney

Application Summary:

A request to rezone from CCFBC, Center City Form-Based Code, to CCPUD, Center City Planned Unit Development for a multi-family structure with seven townhomes.

Neighbor's Comments/Concerns/Responses:

There were no attendees for this request.



CITY OF NORMAN, OK
PLANNING COMMISSION MEETING
Municipal Building, Council Chambers, 201 West Gray,
Norman, OK 73069
Thursday, October 12, 2023 at 6:30 PM

MINUTES

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

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

Chair Erica Bird called the meeting to order at 6:33 p.m.

ROLL CALL

PRESENT

Cameron Brewer
Chair Erica Bird
Douglas McClure
Jim Griffith
Maria Kindel
Michael Jablonski

ABSENT

Steven McDaniel
Liz McKown
Kevan Parker

A quorum was present.

STAFF PRESENT

Jane Hudson, Planning Director
Lora Hoggatt, Planning Services Manager
Melissa Navarro, Planner II
Anaïs Starr, Planner II
Lisa Krieg, CDGB/Grants Manager
Roné Tromble, Admin. Tech. IV
Beth Muckala, Assistant City Attorney
Anthony Purinton, Assistant City Attorney
David Riesland, Transportation Engineer
Todd McLellan, Development Engineer
Jason Murphy, Stormwater Program Manager
Bryce Holland, Multimedia Specialist

Center City PUDs

7. Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of Ordinance No. O-2324-17: CCR Boyd, L.L.C. requests rezoning from CCFBC, Center City Form-Based Code, to CCPUD, Center City Planned Unit Development, for 0.454 acres of property located at 305 E. Boyd Street.

ITEMS SUBMITTED FOR THE RECORD:

1. Location Map
2. Staff Report
3. CCPUD Narrative with Exhibits A-D
4. Pre-Development Summary
5. Site Plan
6. Renderings, Floor Plans, Elevations

8. Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of Ordinance No. O-2324-18: 208Apache, L.L.C. requests rezoning from CCFBC, Center City Form-Based Code, to CCPUD, Center City Planned Unit Development, for 0.321 acres of property located at 221 E. Boyd Street.

ITEMS SUBMITTED FOR THE RECORD:

1. Location Map
2. Staff Report
3. CCPUD Narrative with Exhibits A-D
4. Pre-Development Summary
5. Site Plan
6. Renderings, Floor Plans, Elevations

PRESENTATION BY STAFF: Anaïs Starr reviewed the staff report for 305 E. Boyd, a copy of which is filed with the minutes. This project is for 7 residential townhomes.

Ms. Starr also reviewed the staff report for 221 E. Boyd, a copy of which is filed with the minutes. This project is for 5 residential townhomes, with the same configuration as the prior project.

Mr. Jablonski asked the street tree requirements. Ms. Starr stated the CCFBC requires large street trees every 30'.

PRESENTATION BY THE APPLICANT: Gunner Joyce, Rieger Law Group, representing the applicants, explained that both projects have the same developer, with two different holding companies. This developer has built in the Center City area, and previously has built to code. He reviewed the projects and the reasoning behind their requests. There are power lines on the property, which is a reason a minor step-back is appropriate and street trees would not be functional bringing the building forward to 6'.

Mr. Jablonski commented it's a great location for development. He is concerned about heat and quality of life in the future. He likes the trees in the rear of the development, but asked about putting some in the center of the parking lots. Mr. Joyce pointed out the trees shown on the site plan in the rear of the buildings. He discussed issues with designing usable parking.

Ms. Bird asked about including shrubs in the front. Mr. Joyce said they would be happy to look at that.

Mr. Brewer commented that he was told the project on the corner at Monnett has asked for an allowance to plant their required trees at a time of year when they have the best chance of survival. Ms. Starr responded they have a requirement for landscaping in both the rear and the front by December.

Ms. Kindel asked what the surface material will be in the private open areas. Mr. Joyce responded that the projects are capped at 85% impervious.

Ms. Hudson commented that we also have to be cognizant of water and sewer lines which may restrict the placement of trees.

Mr. Joyce commented that the developer may want to plant some trees even if they are not required to do so.

Ms. Bird asked about the maximum of 4 bedrooms. Mr. Joyce responded there is a minimum unit count in CCFBC; they are exceeding that. There is a maximum bedroom count within the unit of 3, unless a special use or rezoning is requested.

AUDIENCE PARTICIPATION: None

DISCUSSION AND ACTION BY THE PLANNING COMMISSION:

Mr. Brewer commented on the space between the front of the building by Monnett to the curb. That project buried the power lines. We need street trees along Boyd Street.

Motion made by Griffith, seconded by Kindel, to recommend adoption of Ordinance No. O-2324-17 to City Council.

Mr. Griffith commented that he likes the project. This project is very close to a vision he had years ago for this area that would look like Brooklyn brownstones. He doesn't see any way to bury the power lines in front of the buildings and still plant trees.

Voting Yea: Bird, McClure, Griffith, Kindel

Voting Nay: Brewer, Jablonski

The motion to recommend adoption of Ordinance No. O-2324-17 to City Council passed by a vote of 4-2.

Motion made by Kindel, seconded by Griffith, to recommend adoption of Ordinance No. O-2324-18 to City Council.

Voting Yea: Bird, McClure, Griffith, Kindel

Voting Nay: Brewer, Jablonski

The motion to recommend adoption of Ordinance No. O-2324-18 to City Council passed by a vote of 4-2.

*

File Attachments for Item:

23. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-18 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 LOTS TWENTY-EIGHT (28), TWENTY-NINE (29), THIRTY (30) AND THIRTY-ONE (31) OF STATE UNIVERSITY ADDITION TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE CCFBC, CENTER CITY FORM-BASED CODE, AND PLACE SAME IN THE CCPUD, CENTER CITY PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (221 E. BOYD STREET)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 11/28/2023

REQUESTER: 208Apache, L.L.C.

PRESENTER: Jane Hudson, Director of Planning & Community Development

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-18 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 LOTS TWENTY-EIGHT (28), TWENTY-NINE (29), THIRTY (30) AND THIRTY-ONE (31) OF STATE UNIVERSITY ADDITION TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE CCFBC, CENTER CITY FORM-BASED CODE, AND PLACE SAME IN THE CCPUD, CENTER CITY PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (221 E. BOYD STREET)

REQUEST SUMMARY/CCFBC EXCEPTIONS:

This is a request to rezone the area located at 221 E. Boyd Street, designated as Center City Form Based Code District, to a Center City Planned Unit Development (CCPUD), as outlined in Appendix B of the Center City Form-Based Code.

The proposal for this site is to construct five (5) residential townhomes with each unit being allowed a maximum of four (4) bedrooms for a total of twenty (20) bedrooms for the site. Each three-story unit will have the living room and kitchen on the second floor with the first and the third floors each having two bedrooms. To provide additional privacy for the residents, the applicant is proposing the following: move the Required Building (RBL) to six (6') feet behind the property line, increase the finished floor elevation to thirty-six inches (36"), and provide recessed doors, stoops and balconies. The three-story, five-unit structure consists of a total area of 5,331 square feet, as illustrated on Exhibit B, Site Development Plan. Open space will be provided on the north side of the building and through front balconies of the individual units. A total of twenty-five (25) on-site parking spaces are provided as shown on the Site Plan. Three of the parking spaces are to be shared with the property at 305 E. Boyd Street.

BACKGROUND:

This is a CCPUD application moving forward to Planning Commission and City Council to request an amendment to the recently adopted Center City Form Based Code (CCFBC); many may not be aware of the extent and process that went into the preparation and review of the CCFBC; below is an overview for those not familiar with the process.

City Council approved a Memorandum of Understanding (MOU) between the City of Norman and the University of Oklahoma (OU) on January 14, 2014. The MOU set forth the terms and conditions that would govern the development of a Center City Master Plan/Visioning Project and outlined the responsibilities of the City of Norman and the University of Oklahoma.

The Center City Form-Based Code, which is the outcome of this Project, was generated and recommended through a Steering Committee. In addition, there was an Executive Subcommittee of the Steering Committee which was comprised of one representative from the City of Norman, one representative from the University of Oklahoma, and one citizen chosen jointly by the City of Norman and the University of Oklahoma.

The City Council moved forward with this project in cooperation with the University of Oklahoma for many reasons. Some of the reasons were that the current zoning regulations were not adequately handling the growing, modern demand for infill development in Norman's Center City area; that there was significant community disagreement about market-driven proposals for infill development; that the professional charrette process was the best technique available to articulate community-supported vision; and that building community support for a vision followed by development of land use regulations that allows the achievement of the vision will provide both community and investors' confidence and certainty. The results of the Charrette process became the foundation for an illustrated, well-articulated, community-supported vision for the future of the Center City area, Center City Form Based Code (CCFBC).

ZONING DISTRICTS INCLUDED IN THIS DOCUMENT:

Urban General – The basic urban street frontage, once common across the United States. The purpose is to develop multi-story buildings placed directly at the sidewalk or behind small dooryards.

Urban Residential – Same as the Urban General except that the uses are limited to residential and related support services.

Urban Storefront – Represents the prototypical "main street" form with shopfronts along the sidewalk and a mix of uses above. A high level of pedestrian activity is anticipated. It is a subset of the Urban General frontage, with more specific requirements at the street level.

Detached – This frontage is represented by the traditional single-family house with small front, side and rear yards along tree-lined streets.

The CCFBC is composed of Building Form Standards and Public Space Standards mapped to a Regulating Plan.

Building Form Standards regulate simple things like: how far buildings are from sidewalks, how much window area at a minimum a building must have, how tall it is in relation to the width of the street, how accessible and welcoming front entrances are, and where a building's parking should be located. Building Form Standards require buildings to have windows and welcoming entries that contribute to life on the sidewalk and they require the placement of parking to the rear of buildings to ensure that it doesn't get between buildings and pedestrians. These standards require that buildings support and shape the public spaces of our city.

PARTICULARS OF THIS CCPUD:

The applicant is requesting this CCPUD in order to build five residential townhomes as illustrated on the attached drawings. The applicant is able to comply with many of CCFBC requirements. However, due to the applicant's desire to provide setback from Boyd Street and to allow for more bedrooms per unit, the applicant is requesting the following modifications to the Center City Form Based Code, as follows:

1. Move the Required Building Line (RBL) along Boyd Street from three feet (3') behind the property line to six feet (6') behind the property line. Staff would note that City Council adopted a new CCFBC Regulating Map on August 22, 2023 that moved the RBL from nine feet (9') to three feet (3'). This change became effective September 22, 2023. The applicant submitted for Planning Commission on September 1, 2023.
2. Allow a maximum of four (4) bedrooms per unit.
3. Increase the allowed offset from the RBL from twenty-four inches (24") to a maximum of sixty inches (60") to allow for recessed door, stoops, balconies and entry doors.
4. Eliminate the requirement for Street Trees. The applicant will be providing additional landscaping behind the structure along with amenities such as grills and picnic tables.
5. The applicant is proposing one bike rack per unit, for a total of five (5) racks, whereas only three bike racks are required for the site.

OTHER AGENCY COMMENTS:

PRE-DEVELOPMENT: There were three attendees at the Pre-Development Meeting and they asked questions pertaining to both 221 & 305 E. Boyd Street. Attendees asked for clarification of the proposed redevelopments, in particular, regarding the number of units and bedrooms as well as the location of the dumpster. They also wanted to know the reason for the CCPUD.

GREENBELT COMMISSION MEETING: No meeting was required for this application.

PARK BOARD: Parkland dedication is not required for this application.

PUBLIC WORKS: No Comments.

UTILITIES: The use of a shared dumpster at 305 E. Boyd will eliminate the numerous polycarts that would be required for service to this location. Recycling will be through regional recycling centers.

CONCLUSION: Staff forwards this request and Ordinance No. O-2324-18 to City Council for consideration.

At their October 12, 2023 meeting, Planning Commission recommended adoption of Ordinance No. O-2324-18 to City Council, by a vote of 4-2.

O-2324-18

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 LOTS TWENTY-EIGHT (28), TWENTY-NINE (29), THIRTY (30) AND THIRTY-ONE (31) OF STATE UNIVERSITY ADDITION TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE CCFBC, CENTER CITY FORM-BASED CODE, AND PLACE SAME IN THE CCPUD, CENTER CITY PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (221 E. Boyd Street)

- § 1. WHEREAS, 208Apache, L.L.C., the owners of the hereinafter described property, have made application to have the subject property removed from the CCFBC, Center City Form-Based Code, and placed in the 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 October 12, 2023 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 the CCFBC, Center City Form-Based Code, and place the same in the CCPUD, Center City Planned Unit Development, to wit:

A tract of land being Lot Twenty Eight (28), Twenty Nine (29), Thirty (30) and Thirty One (31) of the State University Addition to Norman Cleveland County, Oklahoma and being more particularly described as follows:
Beginning at the Southeast corner of said Lot 31; Thence West a distance of 100 feet to the Southwest corner of said Lot 28; Thence North a distance of 139.95 feet to the Northwest corner of said Lot 28; Thence East a distance of 100 feet to the Northeast corner of said Lot 31; Thence South a distance of 139.95 feet to the Point of Beginning;

Said parcel of land contains 0.321 Acres or 13,995 Sq. Ft., more or less.

Ordinance No. O-2324-18

Page 2

§ 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
_____, 2023.

NOT ADOPTED this _____ day of
_____, 2023.

(Mayor)

(Mayor)

ATTEST:

(City Clerk)

221 E Boyd St.

A Center City Planned Unit Development

Applicant: 208APACHE LLC

Application for:

Center City Planned Unit Development

Submitted September 1, 2023

Revised September 27, 2023

PREPARED BY:

RIEGER LAW GROUP PLLC

136 Thompson Drive

Norman, Oklahoma 73069

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- F. Fire Protection Services
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- A. Permissible Uses
- B. Development Criteria
- C. CCFBC Variances

EXHIBITS

- A. Legal Description of the Property
- B. Site Development Plan
- C. Allowable Uses
- D. Exterior Elevations

I. INTRODUCTION

A. **Background and Intent.** This Center City Planned Unit Development (“CCPUD”) is proposed by 208APACHE LLC (the “**Applicant**”) for the property located at 221 E. Boyd St., Norman, Oklahoma, more particularly described on **Exhibit A** (the “**Property**”). The Property contains approximately 0.321 acres. This CCPUD is intended to put forth the parameters for the development of the Property to allow for the construction of a multi-family structure with up to five (5) residential units with a maximum of four (4) bedrooms per unit. This CCPUD will allow for a relaxation of the CCFBC’s specific development and design criteria applicable to the Property in order to allow the Applicant to utilize the site for higher density multifamily structure with leasable units which are needed close to the University of Oklahoma campus, while maintaining adequate pervious coverage and parking on the Property.

B. **Development Team.** The Applicant and owner of the Property is 208APACHE LLC. The architect for the project is Nathan Lofties, with Creative Home Designs.

II. PROPERTY DESCRIPTION/GENERAL SITE CONDITIONS

- A. **Location.** The Property is an approximately 13,995 square foot parcel located North of E. Boyd St. and West of the railroad right-of-way. The specific location is illustrated on the Site Development Plan, attached hereto as **Exhibit B**.
- B. **Existing Land Use and Zoning.** The Property is located in the Center City Form Based Code (“CCFBC”) District, Urban General BFS. The Property is currently vacant.
- C. **Elevation and Topography.** The Property is essentially flat with little to no elevation change throughout.
- D. **Drainage.** The Property is generally flat and drains to Boyd Street and the alleyway on the North.
- 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.** Boyd Street is located on the South boundary of the Property and the public alleyway is located along the North boundary of the Property. Vehicle access is currently gained from an existing driveway off of Boyd Street, which will be removed under this CCPUD. The public sidewalk is located

along Boyd Street. Traffic access and circulation will be allowed in the manner depicted on the Site Development Plan. The Property will be accessed from the alley.

III. DEVELOPMENT PLAN AND DESIGN CONCEPT

The Property shall be developed in compliance with the terms of this CCPUD and the exhibits attached hereto and incorporated herein by reference, subject to adjustments or modifications allowed pursuant to Appendix B, Section 520(F), Administration, of the CCFBC, as may be amended from time to time.

A. Allowable Uses.

A list of the allowable uses for the Property is attached hereto as **Exhibit C**.

B. Development Criteria.

- 1. Siting.** The proposed Site Development Plan for the Property is concurrently submitted with this CCPUD as **Exhibit B** and shall be incorporated herein as an integral part of this CCPUD. The Property shall be developed in substantial conformance with the Site Development Plan, subject to adjustments or modifications allowed pursuant to Appendix B Section 520(F), Administration, of the CCFBC, as may be amended from time to time. The Required Building Line (“**RBL**”) along the Property’s Boyd Street frontage shall be six (6’) feet from the front property line as shown on the attached Site Development Plan.
- 2. Building Height.** The buildings to be constructed on the Property are planned to be three (3) stories, as shown on the proposed elevations attached as **Exhibit D**. As shown on the proposed elevations, the finished floor height may be raised up to 36”.
- 3. Elements.** The Property shall be built in accordance with the terms of this CCPUD and the exhibits hereto. Exterior materials shall comply with the requirements of Section 402(J), Architectural Materials (exteriors), of the CCFBC, as may be amended from time to time. Fenestration is only required along Boyd Street frontage. Fenestration for Boyd Street frontage shall be a minimum of 33% on ground story and 20% for upper stories. To break down the scale of the buildings and provide a better pedestrian experience, the facades along Boyd Street will have at least two different materials, a ground story configuration different from the upper story and at least 2 different bay configurations. The Boyd Street RBL shall have an offset depth of a maximum of 60 inches behind the RBL to accommodate the proposed recessed doors and stoops.

4. **Sanitation.** A trash dumpster to be installed at 305 E. Boyd will be shared by this Property.
5. **Signage.** All signage for the Property shall comply with Section 402(N), Signage, of the CCFBC, as amended thereafter.
6. **Traffic access and sidewalks.** Traffic circulation and access to the Property shall be allowed in the manner shown on the Site Development Plan. In order to keep the streetscape pedestrian friendly and usable, street trees and streetlights shall not be required along the Property's Boyd Street frontage.
7. **Lighting.** The project shall comply with the requirements of the CCFBC under Section 402(O), Lighting & Mechanical, as amended thereafter.
8. **Open Space.** Open space will be located on the Property in the locations depicted on the attached Site Development Plan. Consistent with the Property's CCFBC designation of Urban General, the Property shall have a maximum of 85% impervious coverage. Open space areas are allowed to be located in noncontiguous areas on the Property.
9. **Parking.** Parking is provided in the manner shown on the attached Site Development Plan. The Applicant will provide one parking space per bedroom. Additionally, three (3) off-site spaces will be provided on the Property for 305 E Boyd Street. One bike rack per unit will be provided as shown on the Site Development Plan.
10. **Landscaping.** In order to keep the streetscape pedestrian friendly and usable, street trees and streetlights will not be required for development of the Property under this CCPUD. Landscaping will be provided in substantial compliance with the Site Development Plan. Final landscaping types, quantities, and locations may change during final design and construction. Any trees to be planted shall be of a species that is listed in Section 506 of the CCFBC, as amended thereafter, or otherwise approved by the City of Norman Forester, City of Norman Ordinance, or appropriate City of Norman staff member.
11. **Drainage.** The Property will meet or exceed all applicable drainage ordinances. Drainage will be directed into the existing storm sewer main on Boyd Street and to the alleyway on the north of the Property.
12. **Fencing.** Fencing with a maximum height of eight (8') feet is permissible but not required on the Property.

C. CCFBC Variances.

The Property shall be developed in accordance with the terms of this CCPUD and the exhibits attached hereto and incorporated by reference. For convenience purposes, a summary of the variances sought from the CCFBC follows:

1. **RBL Modification.** The RBL has been modified to six (6') feet due to the presence of overhead powerlines and to provide the residents with additional privacy from the adjacent public right-of-way. The adjustment also ensures that front doors will not encroach within the public right-of-way.
2. **Four Bedrooms Per Unit.** Each unit is allowed to contain a maximum of four bedrooms as this is an area that is appropriate for added density. This CCPUD will allow for a development that can provide thoughtfully designed residential units closely located to the University of Oklahoma, which is much needed.
3. **Streetscape.** Street trees and streetlights will not be required on this Property. This will help keep the Boyd streetscape pedestrian friendly due to the proximity of the RBL to the right-of-way and the existence of driveways on other properties on this block. Bike racks will be installed on the Property.
4. **Open Space.** Open space areas are not required to be contiguous on the Property.
5. **Elements.** An additional 36 inches of offset from the Boyd Street RBL is being requested to allow the proposed recessed entries and covered stoops for a total maximum offset depth of five (5') feet.

EXHIBIT A**LEGAL DESCRIPTION OF THE PROPERTY****LEGAL DESCRIPTION**

LOT 29A
STATE UNIVERSITY ADDITION
NORMAN, CLEVELAND COUNTY, OKLAHOMA

A tract of land being Lot Twenty Eight (28), Twenty Nine (29), Thirty (30) and Thirty One (31) of the State University Addition to Norman Cleveland County, Oklahoma and being more particularly described as follows:

*Beginning at the Southeast corner of said Lot 31;
Thence West a distance of 100 feet to the Southwest corner of said Lot 28;
Thence North a distance of 139.95 feet to the Northwest corner of said Lot 28;
Thence East a distance of 100 feet to the Northeast corner of said Lot 31;
Thence South a distance of 139.95 feet to the Point of Beginning;*

Said parcel of land contains 0.321 Acres or 13,995 Sq. Ft., more or less.

EXHIBIT B

PROPOSED SITE DEVELOPMENT PLAN
Full Size PDF Documents Submitted to City Staff

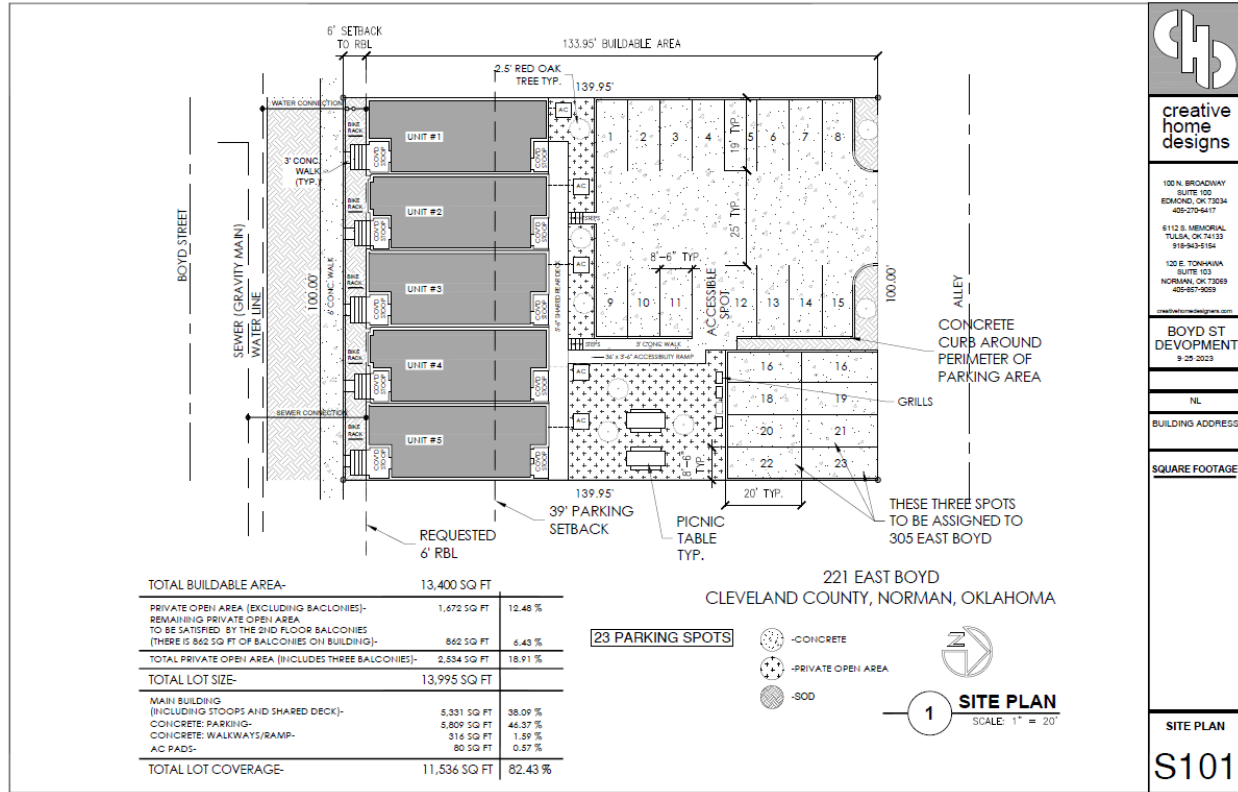


EXHIBIT C

ALLOWABLE USES

Allowable Uses:

Ground Story:

The Ground Story may house commerce, professional services or residential uses.

Upper Stories:

The Upper Stories may only house Residential or Commerce uses. No restaurant or retail sales uses shall be allowed in Upper Stories unless they are second story extensions equal to or less than the area of the Ground Story use. No commerce use, except for permitted rooftop restaurants, is permitted above a residential use. Additional habitable space is permitted within the roof where the roof is configured as an attic story.

Residential Dwelling Units:

The Property may contain five (5) units with a maximum of four (4) bedrooms per unit, totaling twenty (20) bedrooms on the Property.

Use Table

The use table included below, as may be amended from time to time, identifies the uses allowed within this CCPUD. References to Additional Regulations refer to provisions of the CCFBC (as such may be amended from time to time) and shall be applied to the Property if such use is requested on the Property, except that no additional regulations will be applied to any Residential Uses on the Property.

USE CATEGORY		Urban General		Additional Regulations
		Ground Story	Upper Story	
RESIDENTIAL	Household Living	✓	✓	Sec. 704.B.1-2; 704. J, K.
	Group Living		✓	
COMMERCE	Office	✓	✓	Sec. 704.D.1-2
	Overnight Lodging	✓	✓	Sec. 704.E.1-3
	Recreation/Entertainment	✓	✓	Sec. 704.F.1-5
	Vehicle Sales	✓	✓	Sec. 704.F.6
	Passenger Terminal	✓		
	Child Care Center	✓	✓	See Part 9. Definitions
	Family Day Care Home	✓	✓	See Part 9. Definitions
	Retail Sales & Service	✓	✓	Sec. 704.F.2, 6, 7
	Restaurant/Bar/Lounge/Tavern	✓	✓	Sec. 704.F.1-5
	Art Studio/Artisinal Manufacturing	✓	✓	Sec. 704.F.7
	Research & Development	✓	✓	
	Self-service storage		✓	
	Auto Repair	✓		Sec. 704.G.
CIVIC	See Part 9. Definitions	✓		Sec. 704.C.

Key: ✓ = Permitted Blank Cell = Not Permitted

EXHIBIT D

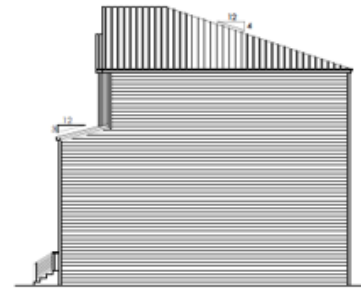
PROPOSED EXTERIOR ELEVATIONS

Full Size PDF Documents Submitted to City Staff



FRONT ELEVATION OF ENTIRE BUILDING

1/8"=1'-0"



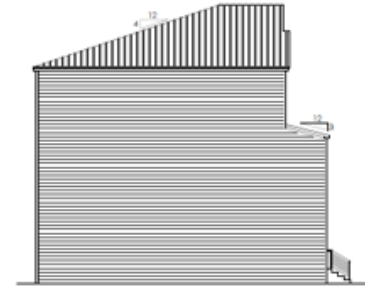
RIGHT ELEVATION

1/8"=1'-0"



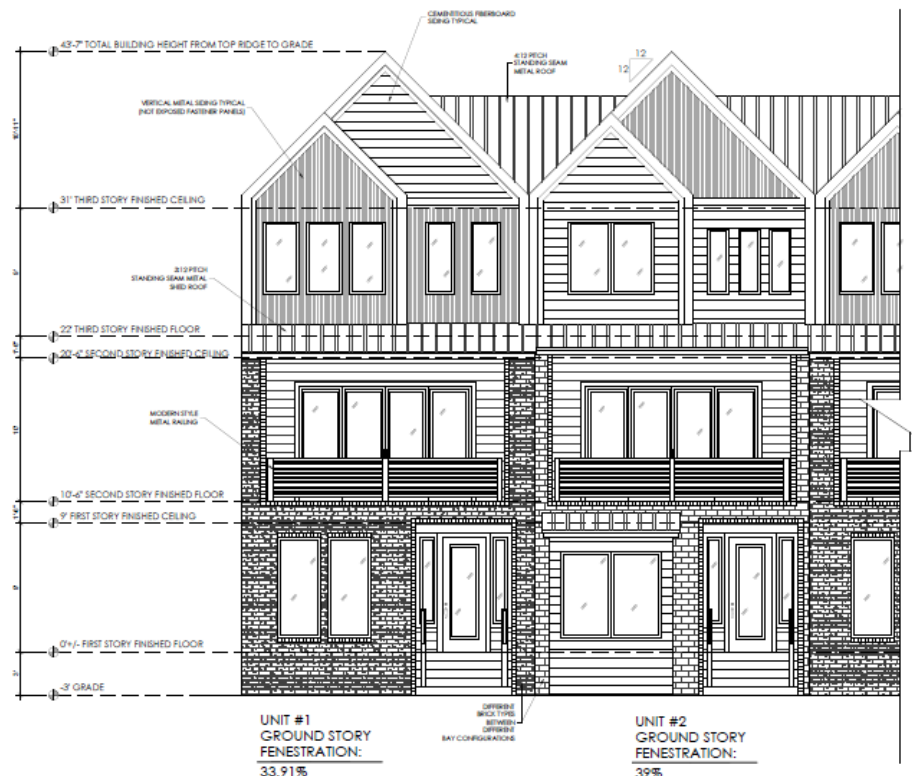
REAR ELEVATION OF ENTIRE BUILDING

1/8"=1'-0"



LEFT ELEVATION

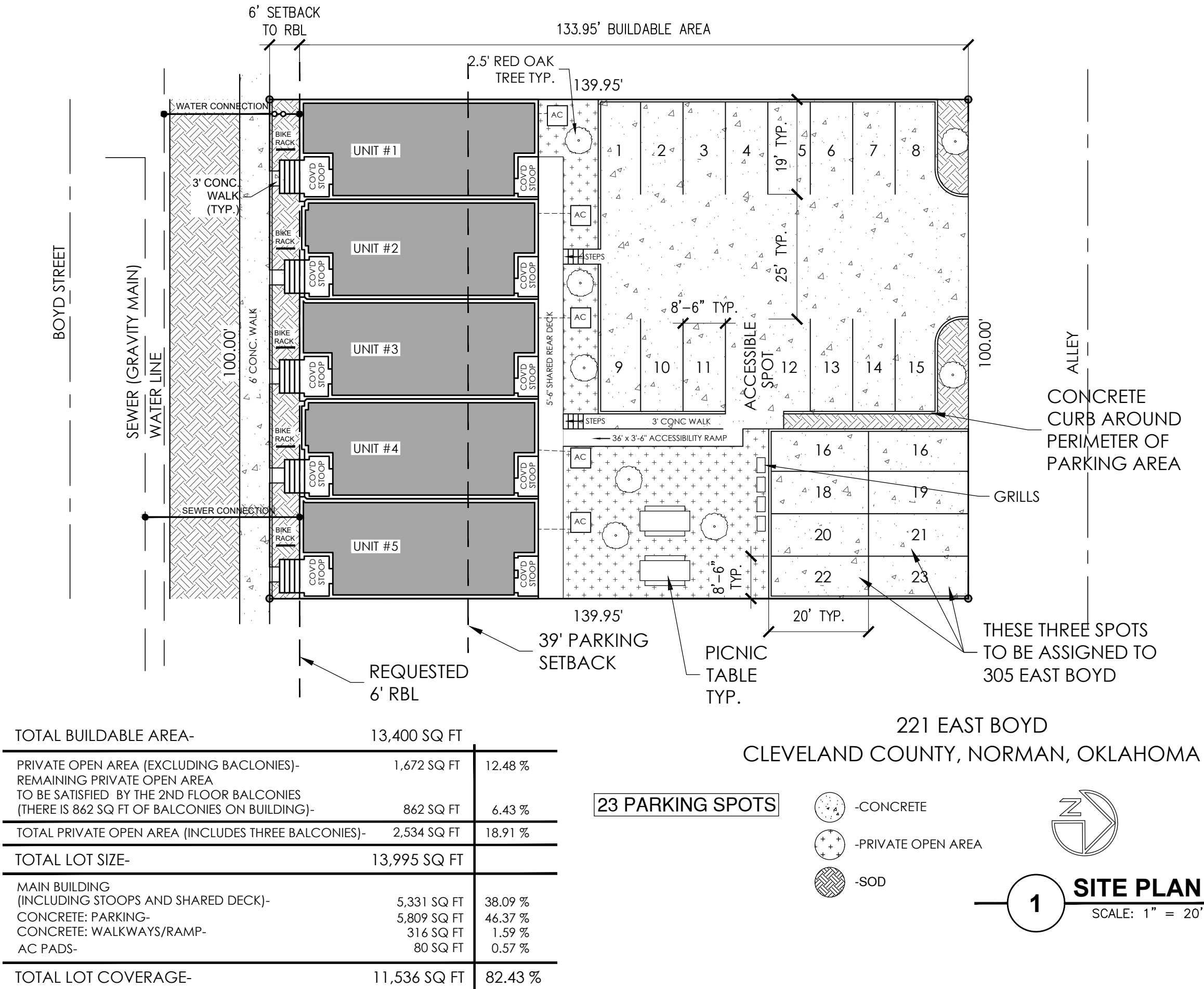
1/8"=1'-0"

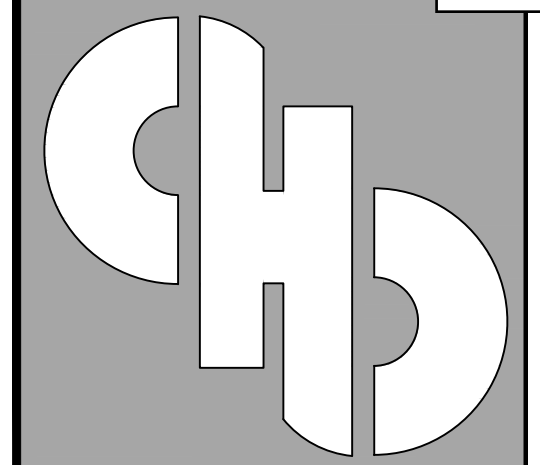


TOTAL BUILDING

FRONT ELEVATION OF TWO TYPICAL UNITS

1/4"=1'-0"





creative
home
designs

100 N. BROADWAY
SUITE 100
EDMOND, OK 73034
405-270-6417

6112 S. MEMORIAL DR
TULSA OK 74133
918-943-5154

120 E. TONHAWA ST
SUITE 103
NORMAN, OK 73069
405-857-9059

CHD.DESIGN

BOYD ST
DEVELOPMENT

REVISED 9-19-2023

NL

WOODS

BUILDING ADDRESS

221 E. BOYD ST. &
305 E. BOYD ST.
NORMAN, OK

SQUARE FOOTAGE

COVER
COV



BOYD STREET DEVELOPMENT

221 EAST BOYD ST- 11,856 SQ FT
5 UNITS, 20 BEDROOMS

305 EAST BOYD ST- 17,651 SQ FT
7 UNITS, 28 BEDROOMS



100 N. BROADWAY
SUITE 100
EDMOND, OK 73034
405-270-6417

120 E. TONHAWA ST
SUITE 103
NORMAN, OK 73069
405-857-9059

BOYD ST
DEVELOPMENT

NL

BUILDING ADDRESS

SQUARE FOOTAGE

FLOORPLAN

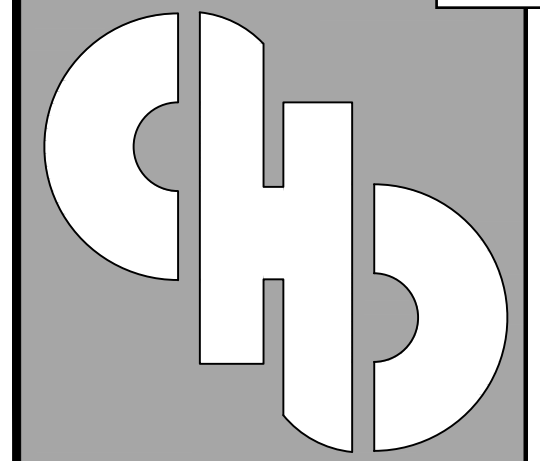
632



UNIT #1 TYPICAL FOOTAGE

UNIT #2 TYPICAL FOOTAGE

TOTAL-	2,367 SQ FT
FIRST FLOOR-	865 SQ FT
SECOND FLOOR-	777 SQ FT
THIRD FLOOR-	725 SQ FT



creative
home
designs

100 N. BROADWAY
SUITE 100
EDMOND, OK 73034
405-270-6417

6112 S. MEMORIAL DR
TULSA OK 74133
918-943-5154

120 E. TONHAWA ST
SUITE 103
NORMAN, OK 73069
405-857-9059

CHD.DESIGN

BOYD ST
DEVELOPMENT

REVISED 9-19-2023

NL

WOODS

BUILDING ADDRESS

221 E. BOYD ST.
NORMAN, OK

SQUARE FOOTAGE

11,856 SQ FT

FLOORPLAN/
ELEVATION

A102



THIRD FLOOR
1/4"=1'-0"

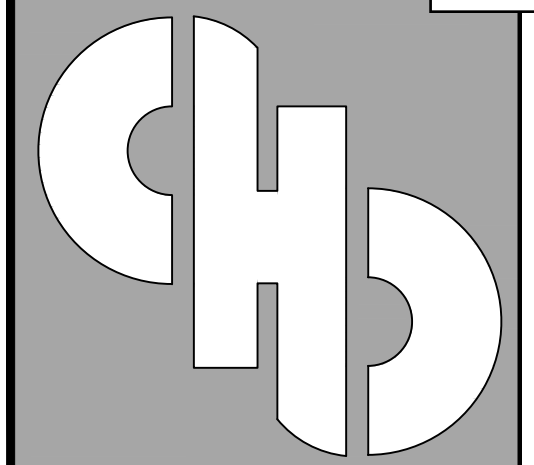


UNIT #1
GROUND STORY
FENESTRATION:
33.91%

UNIT #2
GROUND STORY
FENESTRATION:
39%

TOTAL BUILDING

FRONT ELEVATION OF TWO TYPICAL UNITS
1/4"=1'-0"



creative
home
designs

100 N. BROADWAY
SUITE 100
EDMOND, OK 73034
405-270-6417

6112 S. MEMORIAL DR
TULSA OK 74133
918-943-5154

120 E. TONHAWA ST
SUITE 103
NORMAN, OK 73069
405-857-9059

CHD.DESIGN

BOYD ST
DEVELOPMENT

REVISED 9-19-2023

NL

WOODS

BUILDING ADDRESS

221 E. BOYD ST.
NORMAN, OK

SQUARE FOOTAGE

11,856 SQ FT

ELEVATIONS

A201



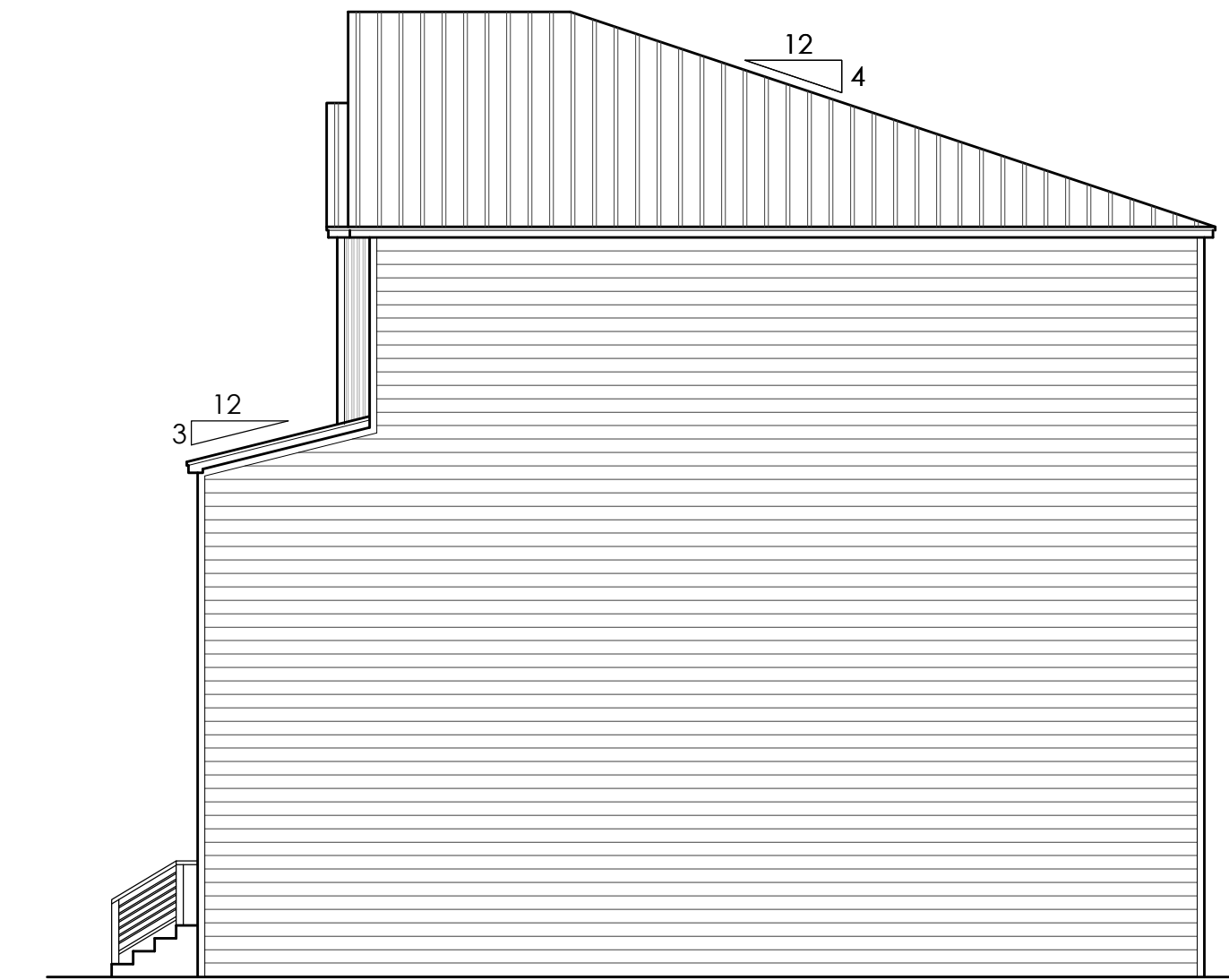
FRONT ELEVATION OF ENTIRE BUILDING

1/8"=1'-0"



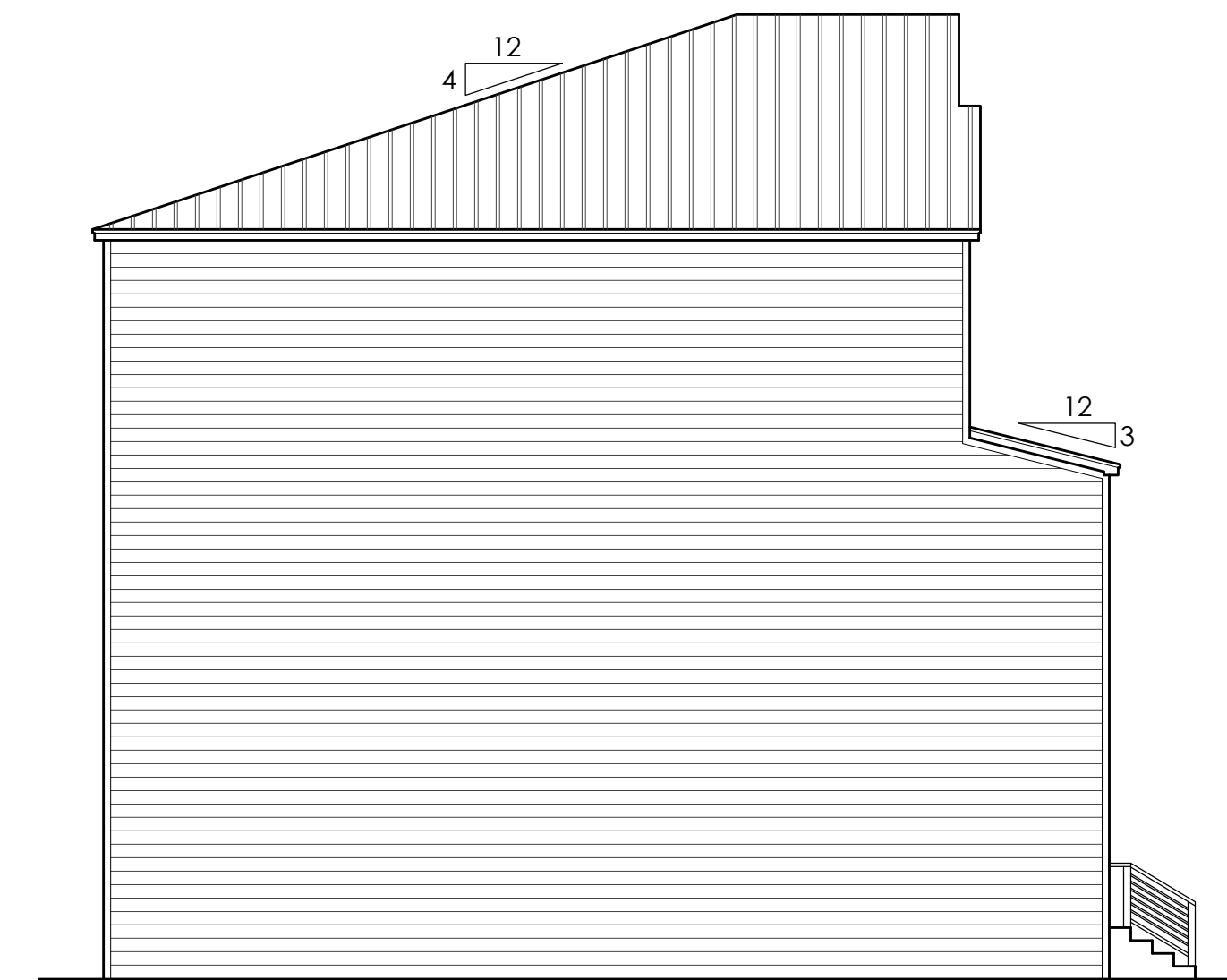
REAR ELEVATION OF ENTIRE BUILDING

1/8"=1'-0"



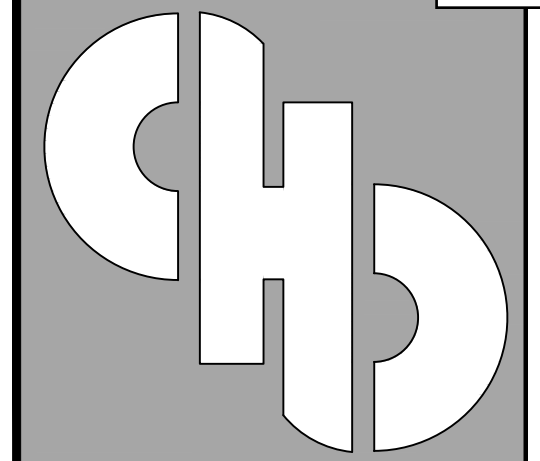
RIGHT ELEVATION

1/8"=1'-0"



LEFT ELEVATION

1/8"=1'-0"



creative
home
designs

100 N. BROADWAY
SUITE 100
EDMOND, OK 73034
405-270-6417

6112 S. MEMORIAL DR
TULSA OK 74133
918-943-5154

120 E. TONHAWA ST
SUITE 103
NORMAN, OK 73069
405-857-9059

CHD.DESIGN

BOYD ST
DEVELOPMENT

REVISED 9-19-2023

NL

WOODS

BUILDING ADDRESS

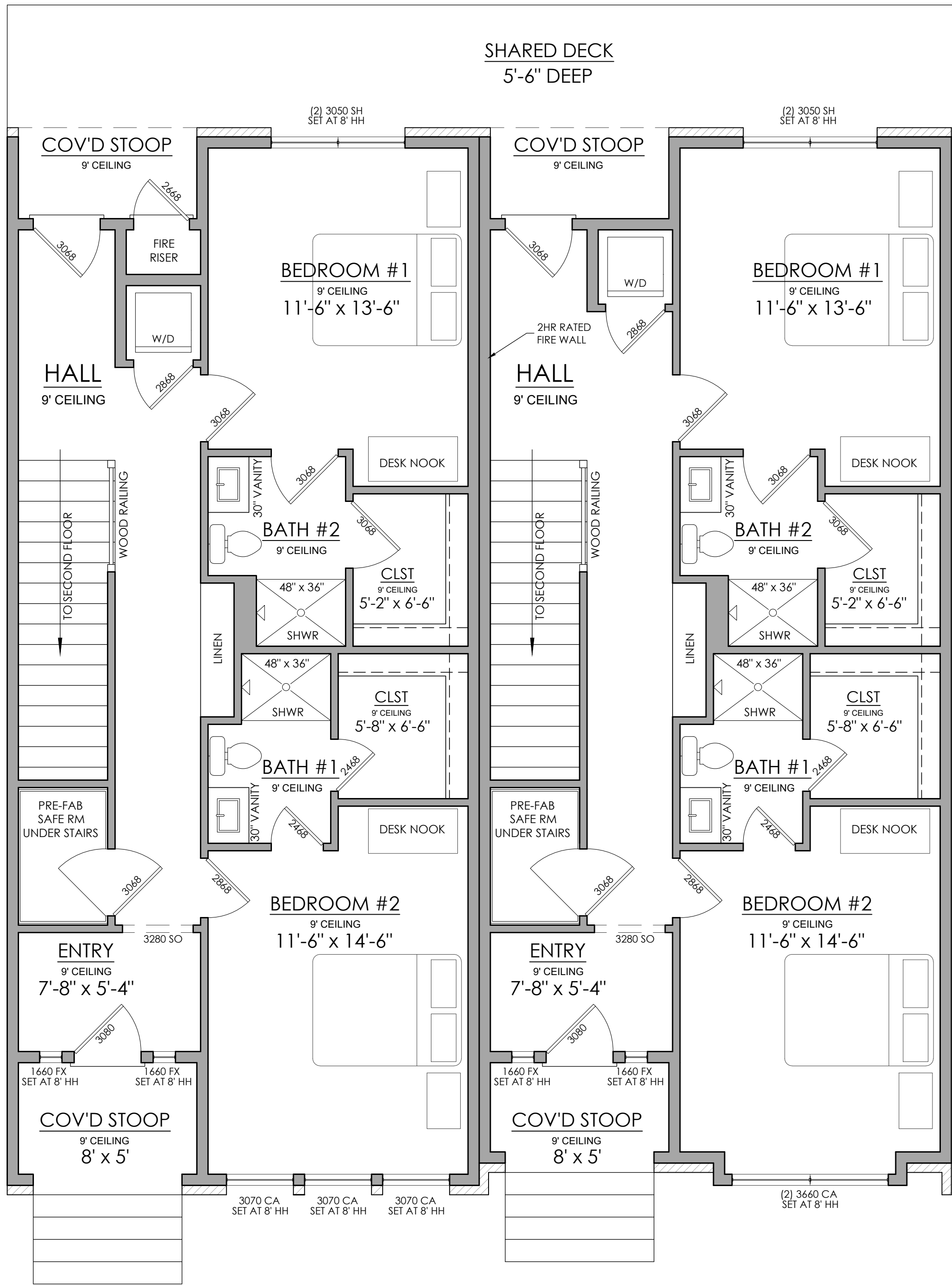
305 E. BOYD ST.
NORMAN, OK

SQUARE FOOTAGE

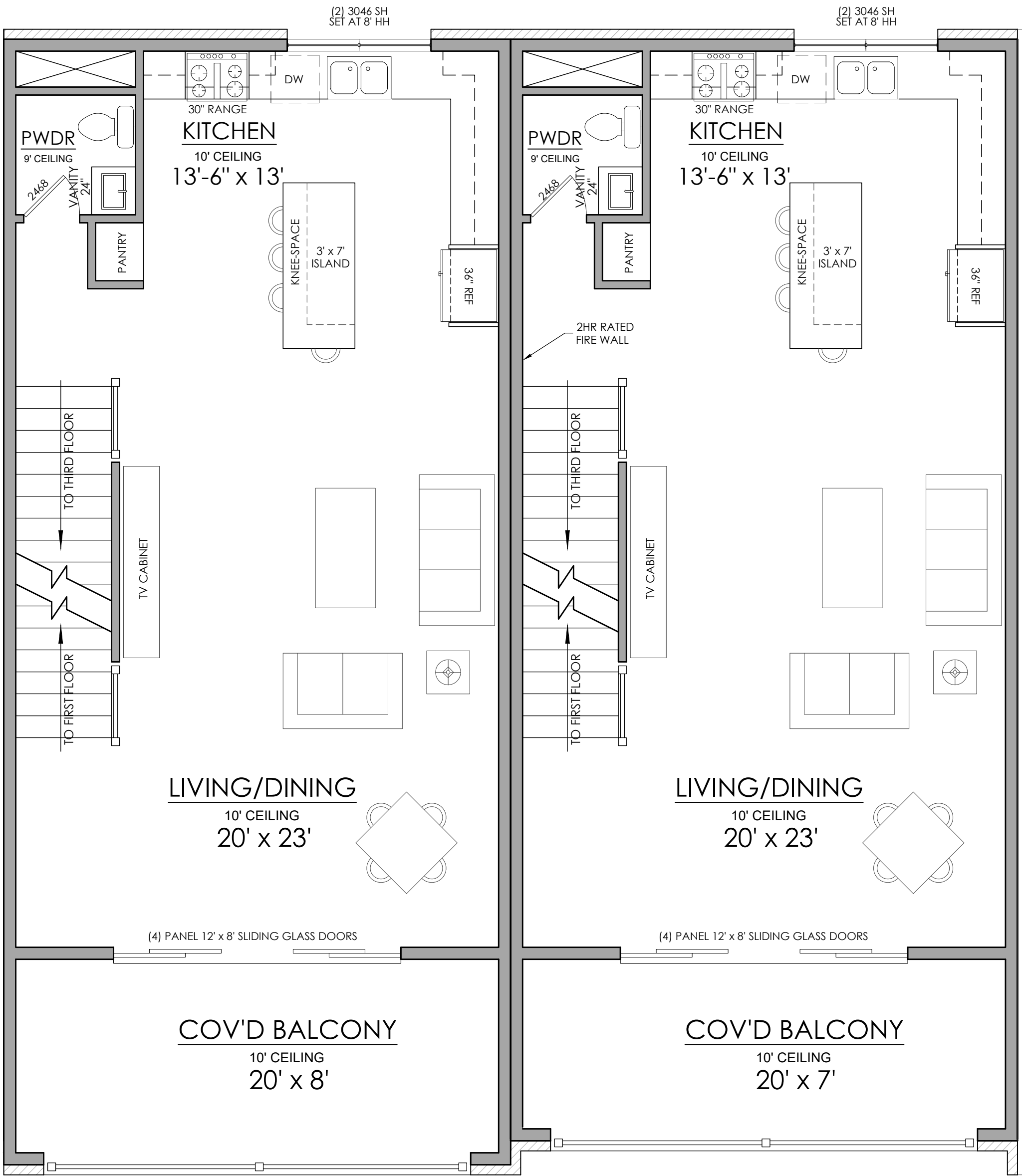
17,651 SQ FT

FLOORPLAN

A101



FIRST FLOOR
1/4"=1'-0"



SECOND FLOOR
1/4"=1'-0"

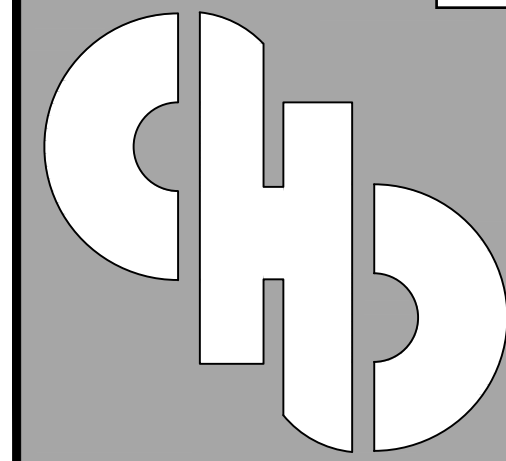
TOTAL BUILDING
17,651 SQ FT

UNIT #1 TYPICAL FOOTAGE

TOTAL-	2,525 SQ FT
FIRST FLOOR-	927 SQ FT
SECOND FLOOR-	822 SQ FT
THIRD FLOOR-	776 SQ FT

UNIT #2 TYPICAL FOOTAGE

TOTAL-	2,517 SQ FT
FIRST FLOOR-	919 SQ FT
SECOND FLOOR-	822 SQ FT
THIRD FLOOR-	776 SQ FT



creative
home
designs

100 N. BROADWAY
SUITE 100
EDMOND, OK 73034
405-270-6417

6112 S. MEMORIAL DR
TULSA OK 74133
918-943-5154

120 E. TONHAWA ST
SUITE 103
NORMAN, OK 73069
405-857-9059

CHD.DESIGN

BOYD ST
DEVELOPMENT

REVISED 9-19-2023

NL

WOODS

BUILDING ADDRESS

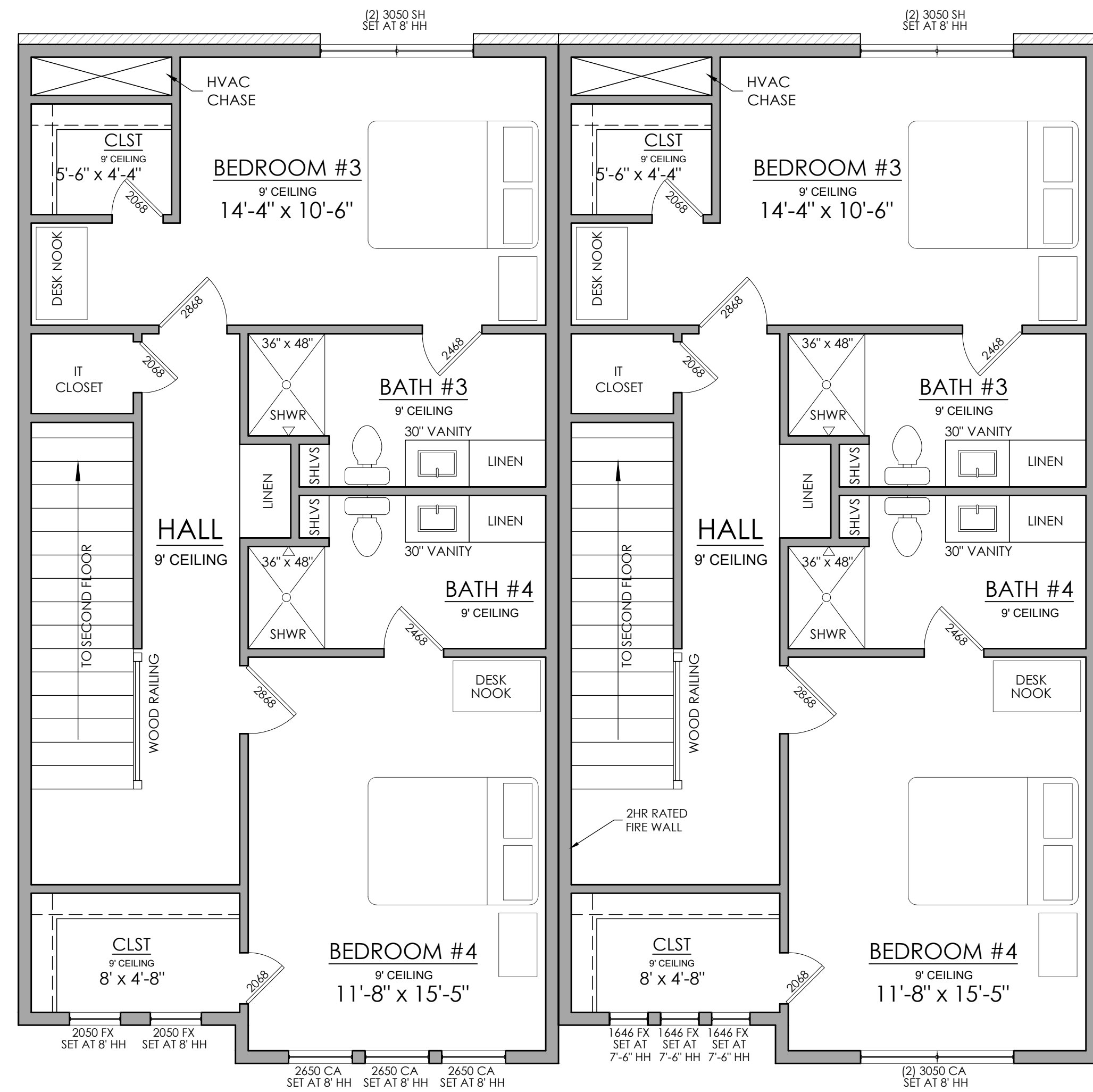
305 E. BOYD ST.
NORMAN, OK

SQUARE FOOTAGE

17,651 SQ FT

FLOORPLAN/
ELEVATION

A102



THIRD FLOOR
1/4"=1'-0"

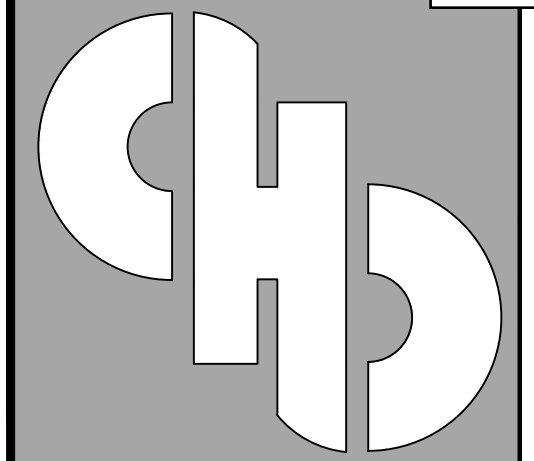


UNIT #1
GROUND STORY
FENESTRATION:
40.57%

UNIT #2
GROUND STORY
FENESTRATION:
36.79%

TOTAL BUILDING
FENESTRATION:
32.71%

FRONT ELEVATION OF TWO TYPICAL UNITS
1/4"=1'-0"



creative
home
designs

100 N. BROADWAY
SUITE 100
EDMOND, OK 73034
405-270-6417

6112 S. MEMORIAL DR
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CHD.DESIGN

BOYD ST
DEVELOPMENT

REVISED 9-19-2023

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BUILDING ADDRESS

305 E. BOYD ST.
NORMAN, OK

SQUARE FOOTAGE

17,651 SQ FT

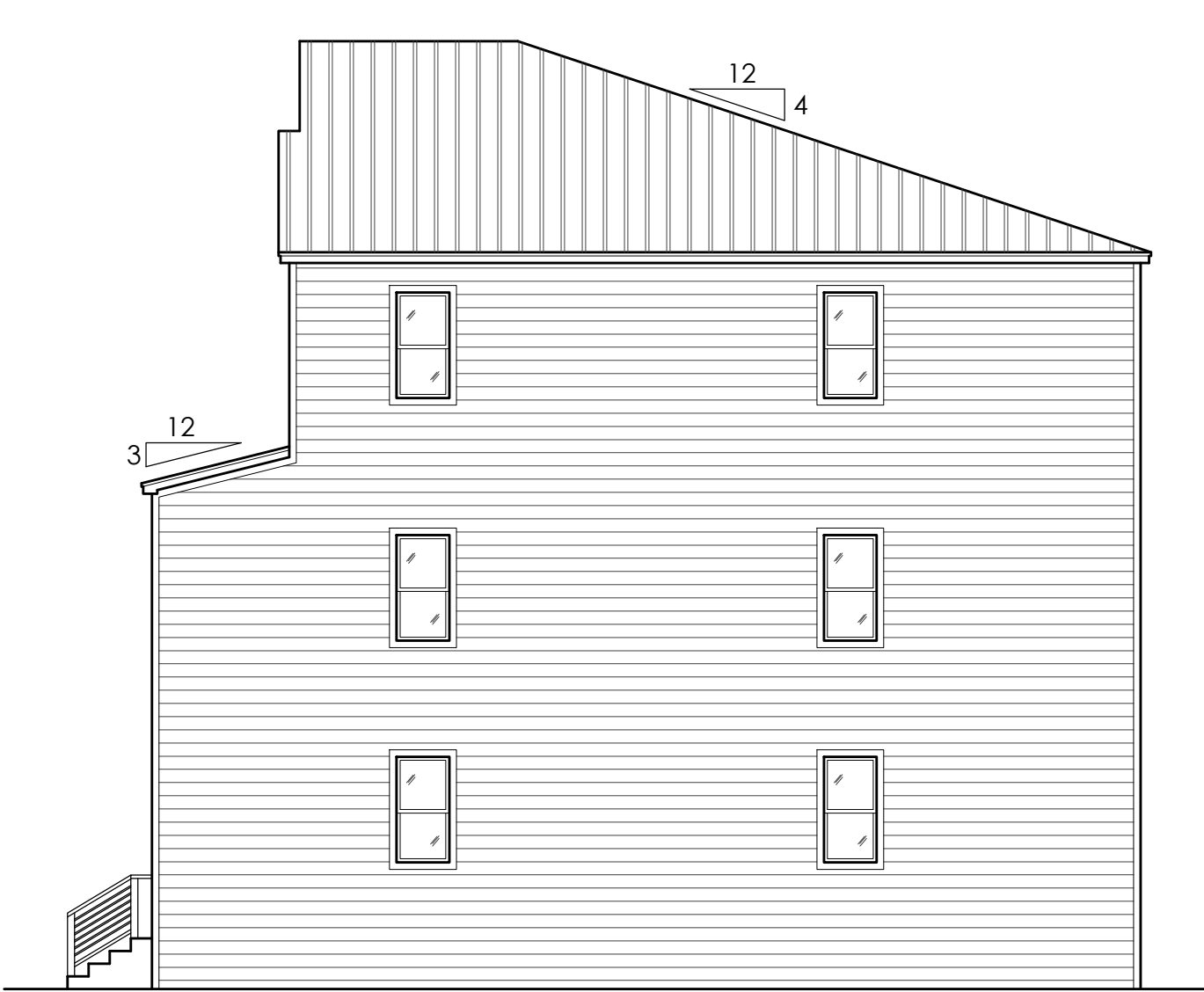
ELEVATIONS

A201



FRONT ELEVATION OF ENTIRE BUILDING

1/8"=1'-0"



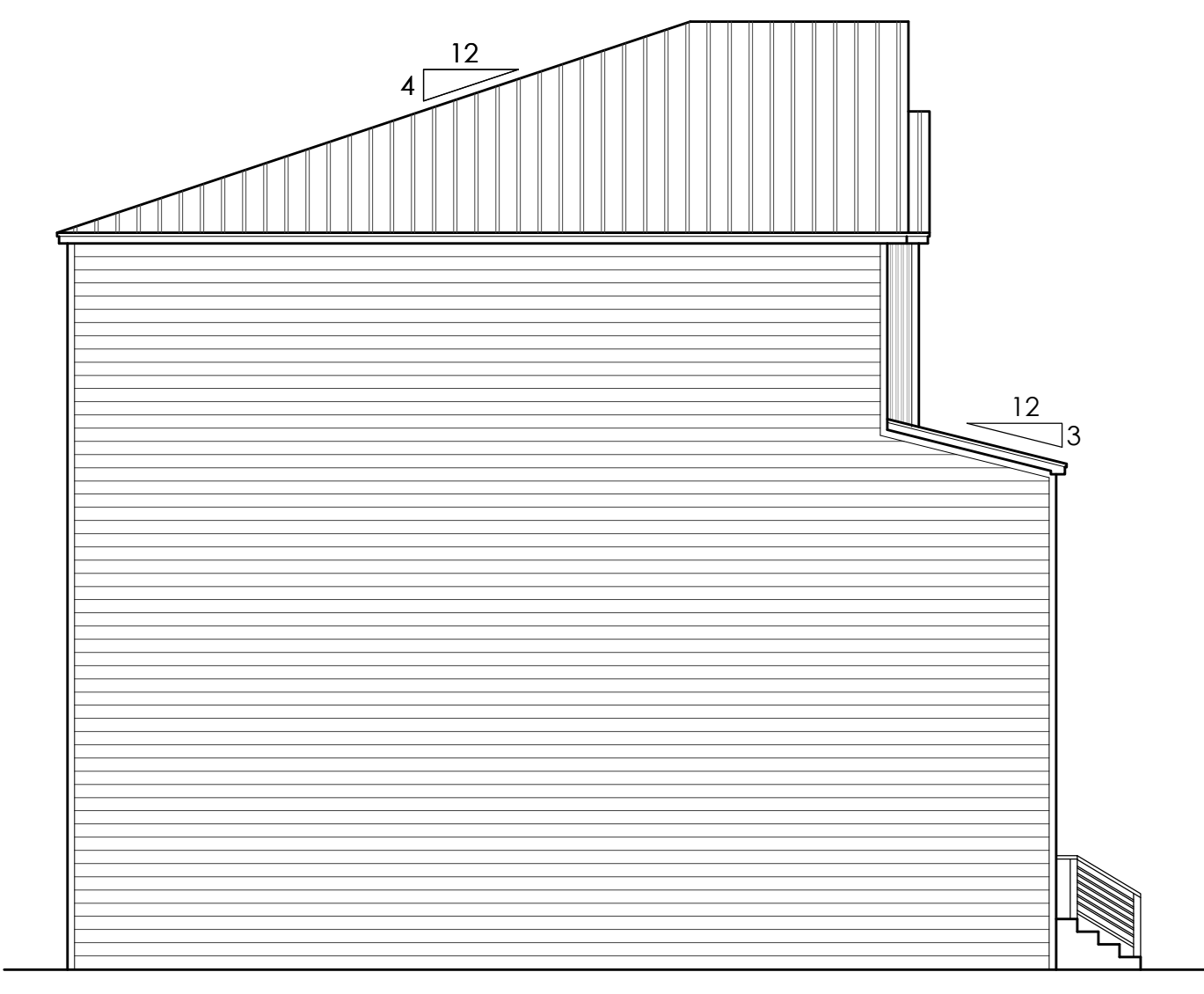
RIGHT ELEVATION

1/8"=1'-0"



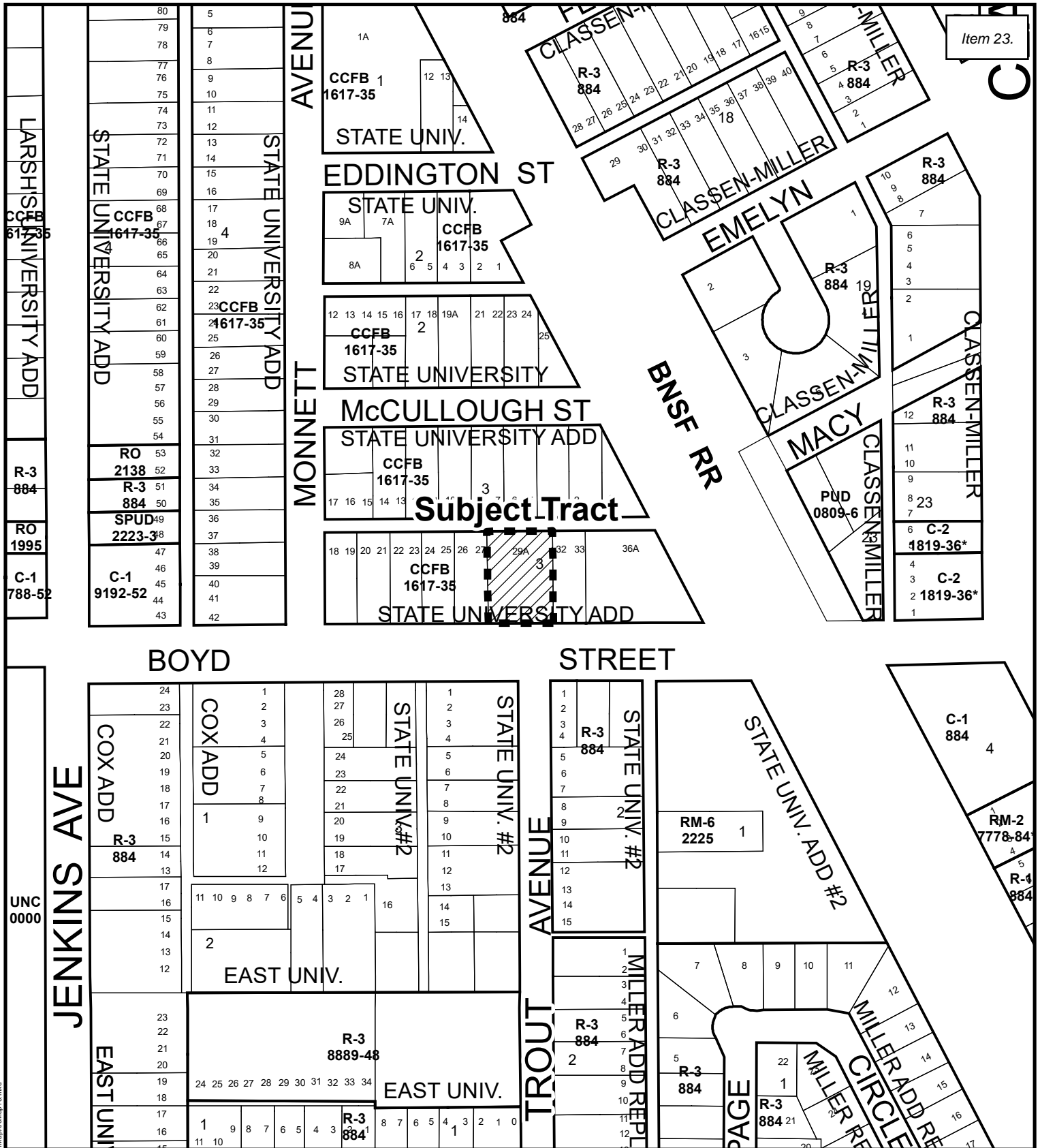
REAR ELEVATION OF ENTIRE BUILDING

1/8"=1'-0"



LEFT ELEVATION

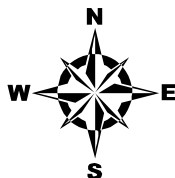
1/8"=1'-0"



Location Map



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



September 6, 2023

0 100 200 Ft.



Subject Tract

Applicant: 208 Apache LLC

Project Location: 221 E Boyd Street

Case Number: PD 23-31

Time: 6:00 p.m.

Applicant Representative: Libby Smith, Gunner Joyce, & Sean Rieger, with Rieger Law Group

Attendees:

Lee Hall, 648 S. Lahoma
Councilmember Helen Grant
Councilmember Lauren Schueler

City Staff:

Anais Starr, Planner II
Amanda Stevens, Dev. Center Coordinator
Beth Muckala, Assistant City Attorney

Application Summary:

A request to rezone from CCFBC, Center City Form-Based Code, to CCPUD, Center City Planned Unit Development for a multi-family structure with five townhomes. Libby Smith presented a PowerPoint with drawings of the proposed redevelopment and described the project. Ms. Smith indicated that a companion project with similar configuration located at 305 E Boyd Street would be moving forward at the same time as this request.

Neighbor's Comments/Concerns/Responses:

Councilmember Grant asked if the primary reason for the CCPUD was the moving of the RBL. Ms. Smith stated that and the request for 4 bedrooms per unit. Lee Hall, asked if these were the only variances requested. Ms. Smith listed the requested variances. Attendees had questions about the location of the dumpster and whether there would be just one for both locations. Ms. Smith, indicated the location of the dumpster on the site plan for 305 E Boyd Street in her PowerPoint. Attendees asked for clarification on the number of units and bedrooms per structure. Ms. Smith explained the structure was comprised of five units with four bedrooms each while the companion project at 305 E Boyd Street would contain seven townhomes. Attendees also asked for clarification as to whether the requested variance to the RBL, would move the building closer to the front property line. Ms. Smith indicated the request was to move the RBL further back from the front property line in order to provide additional privacy for the tenants.



CITY OF NORMAN, OK
PLANNING COMMISSION MEETING
Municipal Building, Council Chambers, 201 West Gray,
Norman, OK 73069
Thursday, October 12, 2023 at 6:30 PM

MINUTES

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

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

Chair Erica Bird called the meeting to order at 6:33 p.m.

ROLL CALL

PRESENT

Cameron Brewer
Chair Erica Bird
Douglas McClure
Jim Griffith
Maria Kindel
Michael Jablonski

ABSENT

Steven McDaniel
Liz McKown
Kevan Parker

A quorum was present.

STAFF PRESENT

Jane Hudson, Planning Director
Lora Hoggatt, Planning Services Manager
Melissa Navarro, Planner II
Anaïs Starr, Planner II
Lisa Krieg, CDGB/Grants Manager
Roné Tromble, Admin. Tech. IV
Beth Muckala, Assistant City Attorney
Anthony Purinton, Assistant City Attorney
David Riesland, Transportation Engineer
Todd McLellan, Development Engineer
Jason Murphy, Stormwater Program Manager
Bryce Holland, Multimedia Specialist

Center City PUDs

7. Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of Ordinance No. O-2324-17: CCR Boyd, L.L.C. requests rezoning from CCFBC, Center City Form-Based Code, to CCPUD, Center City Planned Unit Development, for 0.454 acres of property located at 305 E. Boyd Street.

ITEMS SUBMITTED FOR THE RECORD:

1. Location Map
2. Staff Report
3. CCPUD Narrative with Exhibits A-D
4. Pre-Development Summary
5. Site Plan
6. Renderings, Floor Plans, Elevations

8. Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of Ordinance No. O-2324-18: 208Apache, L.L.C. requests rezoning from CCFBC, Center City Form-Based Code, to CCPUD, Center City Planned Unit Development, for 0.321 acres of property located at 221 E. Boyd Street.

ITEMS SUBMITTED FOR THE RECORD:

1. Location Map
2. Staff Report
3. CCPUD Narrative with Exhibits A-D
4. Pre-Development Summary
5. Site Plan
6. Renderings, Floor Plans, Elevations

PRESENTATION BY STAFF: Anaïs Starr reviewed the staff report for 305 E. Boyd, a copy of which is filed with the minutes. This project is for 7 residential townhomes.

Ms. Starr also reviewed the staff report for 221 E. Boyd, a copy of which is filed with the minutes. This project is for 5 residential townhomes, with the same configuration as the prior project.

Mr. Jablonski asked the street tree requirements. Ms. Starr stated the CCFBC requires large street trees every 30'.

PRESENTATION BY THE APPLICANT: Gunner Joyce, Rieger Law Group, representing the applicants, explained that both projects have the same developer, with two different holding companies. This developer has built in the Center City area, and previously has built to code. He reviewed the projects and the reasoning behind their requests. There are power lines on the property, which is a reason a minor step-back is appropriate and street trees would not be functional bringing the building forward to 6'.

Mr. Jablonski commented it's a great location for development. He is concerned about heat and quality of life in the future. He likes the trees in the rear of the development, but asked about putting some in the center of the parking lots. Mr. Joyce pointed out the trees shown on the site plan in the rear of the buildings. He discussed issues with designing usable parking.

Ms. Bird asked about including shrubs in the front. Mr. Joyce said they would be happy to look at that.

Mr. Brewer commented that he was told the project on the corner at Monnett has asked for an allowance to plant their required trees at a time of year when they have the best chance of survival. Ms. Starr responded they have a requirement for landscaping in both the rear and the front by December.

Ms. Kindel asked what the surface material will be in the private open areas. Mr. Joyce responded that the projects are capped at 85% impervious.

Ms. Hudson commented that we also have to be cognizant of water and sewer lines which may restrict the placement of trees.

Mr. Joyce commented that the developer may want to plant some trees even if they are not required to do so.

Ms. Bird asked about the maximum of 4 bedrooms. Mr. Joyce responded there is a minimum unit count in CCFBC; they are exceeding that. There is a maximum bedroom count within the unit of 3, unless a special use or rezoning is requested.

AUDIENCE PARTICIPATION: None

DISCUSSION AND ACTION BY THE PLANNING COMMISSION:

Mr. Brewer commented on the space between the front of the building by Monnett to the curb. That project buried the power lines. We need street trees along Boyd Street.

Motion made by Griffith, seconded by Kindel, to recommend adoption of Ordinance No. O-2324-17 to City Council.

Mr. Griffith commented that he likes the project. This project is very close to a vision he had years ago for this area that would look like Brooklyn brownstones. He doesn't see any way to bury the power lines in front of the buildings and still plant trees.

Voting Yea: Bird, McClure, Griffith, Kindel

Voting Nay: Brewer, Jablonski

The motion to recommend adoption of Ordinance No. O-2324-17 to City Council passed by a vote of 4-2.

Motion made by Kindel, seconded by Griffith, to recommend adoption of Ordinance No. O-2324-18 to City Council.

Voting Yea: Bird, McClure, Griffith, Kindel

Voting Nay: Brewer, Jablonski

The motion to recommend adoption of Ordinance No. O-2324-18 to City Council passed by a vote of 4-2.

*

ORDINANCE NO. O-2324-18

ITEM NO. 8

STAFF REPORT**GENERAL INFORMATION**

APPLICANT	208Apache, L.L.C.
REQUESTED ACTION	Rezoning to CCPUD, Center City Planned Unit Development
EXISTING ZONING	Center City Form-Based Code, Urban General Frontage
SURROUNDING ZONING	North: CCFBC District, Urban Residential Frontage East: CCFBC District, Urban General Frontage South: University of Oklahoma West: CCFBC District, Urban General Frontage
LOCATION	221 E. Boyd Street
SIZE	0.321 acres, more or less
PURPOSE	Residential Townhomes
EXISTING LAND USE	Vacant
SURROUNDING LAND USE	North: Residential Apartments (under construction) and an existing multi-unit residential structure East: Residential Duplex South: University of Oklahoma West: Vacant single-family house
LAND USE PLAN DESIGNATION	Low Density Residential

REQUEST SUMMARY/CCFBC EXCEPTIONS:

This is a request to rezone the area located at 221 E. Boyd Street, designated as Center City Form Based Code District, to a Center City Planned Unit Development (CCPUD), as outlined in Appendix B of the Center City Form-Based Code.

The proposal for this site is to construct five (5) residential townhomes with each unit being allowed a maximum of four (4) bedrooms for a total of twenty (20) bedrooms for the site. Each three-story unit will have the living room and kitchen on the second floor with the first and the third floors each having two bedrooms. To provide additional privacy for the residents, the applicant is proposing the following: move the Required Building (RBL) to six (6') feet behind the property line, increase the finished floor elevation to thirty-six inches (36"), and provide recessed doors, stoops and balconies. The three-story, five-unit structure consists of a total area of 5,331 square feet, as illustrated on Exhibit B, Site Development Plan. Open space will be provided on the north side of the building and through front balconies of the individual units. A total of twenty-five (23) on-site parking spaces are provided as shown on the Site Plan. Three of the parking spaces are to be shared with the property at 305 E. Boyd Street.

BACKGROUND:

This is a CCPUD application moving forward to Planning Commission and City Council to request an amendment to the recently adopted Center City Form Based Code (CCFBC); many may not be aware of the extent and process that went into the preparation and review of the CCFBC; below is an overview for those not familiar with the process.

City Council approved a Memorandum of Understanding (MOU) between the City of Norman and the University of Oklahoma (OU) on January 14, 2014. The MOU set forth the terms and conditions that would govern the development of a Center City Master Plan/Visioning Project and outlined the responsibilities of the City of Norman and the University of Oklahoma.

The Center City Form-Based Code, which is the outcome of this Project, was generated and recommended through a Steering Committee. In addition, there was an Executive Subcommittee of the Steering Committee which was comprised of one representative from the City of Norman, one representative from the University of Oklahoma, and one citizen chosen jointly by the City of Norman and the University of Oklahoma.

The City Council moved forward with this project in cooperation with the University of Oklahoma for many reasons. Some of the reasons were that the current zoning regulations were not adequately handling the growing, modern demand for infill development in Norman's Center City area; that there was significant community disagreement about market-driven proposals for infill development; that the professional charrette process was the best technique available to articulate community-supported vision; and that building community support for a vision followed by development of land use regulations that allows the achievement of the vision will provide both community and investors' confidence and certainty. The results of the Charrette process became the foundation for an illustrated, well-articulated, community-supported vision for the future of the Center City area, Center City Form Based Code (CCFBC).

ZONING DISTRICTS INCLUDED IN THIS DOCUMENT:

Urban General – The basic urban street frontage, once common across the United States, purpose is to develop multi-story buildings placed directly at the sidewalk or behind small dooryards.

Urban Residential – Same as the Urban General except that the uses are limited to residential and related support services.

Urban Storefront – Represents the prototypical “main street” form with shopfronts along the sidewalk and a mix of uses above. A high level of pedestrian activity is anticipated. It is a subset of the Urban General frontage, with more specific requirements at the street level.

Detached – This frontage is represented by the traditional single-family house with small front, side and rear yards along tree-lined streets.

The CCFBC is composed of Building Form Standards and Public Space Standards mapped to a Regulating Plan.

Building Form Standards regulate simple things like: how far buildings are from sidewalks, how much window area at a minimum a building must have, how tall it is in relation to the width of the street, how accessible and welcoming front entrances are, and where a building's parking should be located. Building Form Standards require buildings to have windows and welcoming entries that contribute to life on the sidewalk and they require the placement of parking to the rear of buildings to ensure that it doesn't get between buildings and pedestrians. These standards require that buildings support and shape the public spaces of our city.

PARTICULARS OF THIS CCPUD:

The applicant is requesting this CCPUD in order to build five residential townhomes as illustrated on the attached drawings. The applicant is able to comply with many of CCFBC requirements. However, due to the applicant's desire to provide setback from Boyd Street and to allow for more bedrooms per unit, the applicant is requesting the following modifications to the Center City Form Based Code, as follows:

1. Move the Required Building Line (RBL) along Boyd Street from three feet (3') behind the property line to six feet (6') behind the property line. Staff would note that City Council adopted a new CCFBC Regulating Map on August 22, 2023 that moved the RBL from nine feet (9') to three feet (3'). This change became effective September 22, 2023. The applicant submitted for Planning Commission on September 1, 2023.
2. Allow a maximum of four (4) bedrooms per unit.
3. Increase the allowed offset from the RBL from twenty-four inches (24") to a maximum of sixty inches (60") to allow for recessed door, stoops, balconies and entry doors.
4. Eliminate the requirement for Street Trees. The applicant will be providing additional landscaping behind the structure along with amenities such as grills and picnic tables.
5. The applicant is proposing one bike rack per unit, for a total of five (5) racks, whereas only three bike racks are required for the site.

OTHER AGENCY COMMENTS:

PRE-DEVELOPMENT: There were three attendees at the Pre-Development Meeting and they asked questions pertaining to both 221 & 305 E. Boyd Street. Attendees asked for

clarification of the proposed redevelopments, in particular, regarding the number of un bedrooms as well as the location of the dumpster. They also wanted to know the reason for the CCPUD.

GREENBELT COMMISSION MEETING: No meeting was required for this application.

PARK BOARD: Parkland dedication is not required for this application.

PUBLIC WORKS: No Comments.

UTILITIES: The use of a shared dumpster at 305 E. Boyd will eliminate the numerous polycarts that would be required for service to this location. Recycling will be through regional recycling centers

CONCLUSION: Staff forwards this request and Ordinance No. O-2324-18 to Planning Commission for consideration and a recommendation to the City Council.

File Attachments for Item:

24. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-19 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE LOT 8A, IN BLOCK SIXTEEN (16), AND THE WEST HALF (W/2) OF VACATED JULIA STREET, OF J.A. JONES ADDITION TO THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT, AND PLACE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (119 AND 117 E. ACRES STREET)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 11/28/2023

REQUESTER: Emmanuel Enguerra

PRESENTER: Jane Hudson, Director of Planning & Community Development

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-19 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE LOT 8A, IN BLOCK SIXTEEN (16), AND THE WEST HALF (W/2) OF VACATED JULIA STREET, OF J.A. JONES ADDITION TO THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT, AND PLACE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (119 AND 117 E. ACRES STREET)

PROJECT OVERVIEW: The subject properties are part of a SPUD, Simple Planned Unit Development approved as Ordinance No. O-2021-39. The SPUD is located at 109, 111, 113, 115, 117, and 119 E. Acres Street, formerly 111 and 113 E. Acres Street. The initial SPUD for this site included accessory dwelling units; therefore, the property was given additional addresses. The current owner purchased the subject lot and is now requesting to add Short-Term Rentals to the allowed uses for only 117 and 119 E Acres Street. No other changes are requested for the SPUD.

PROCEDURAL REQUIREMENTS:

GREENBELT COMISSION: N/A

PRE DEVELOPMENT MEETING: N/A

ZONING ORDINANCE CITATION:

SEC 36-510 – SIMPLE PLANNED UNIT DEVELOPMENTS

1. General Description. The Simple Planned Unit Development referred to as SPUD, is a special zoning district that provides an alternate approach to the conventional land use controls and to a PUD, Planned Unit Development to maximize the unique physical features of a particular site and produce unique, creative, progressive, or quality land developments.

The SPUD may be used for particular tracts or parcels of land that are to be developed, according to a SPUD Narrative and a Development Plan Map and contains less than five (5) acres.

The SPUD is subject to review procedures by Planning Commission and adoption by City Council.

2. Statement of Purpose. It is the intent of this section to encourage developments with a superior built environment brought about through unified development and to provide for the application of design ingenuity in such developments while protecting existing and future surrounding areas in achieving the goals of comprehensive plan of record. In addition the SPUD provides for the following:

Encourage efficient, innovative use of land in the placement and/or clustering of buildings in a development and protect the health, safety and welfare of the community.

Contribute to the revitalization and/or redevelopment of areas where decline of any type has occurred. Promote infill development that is compatible and harmonious with adjacent uses and would otherwise not be an area that could physically be redeveloped under conventional zoning.

Maintain consistency with the City's Zoning Ordinance, and other applicable plans, policies, standards and regulations on record.

Approval of a zone change to a SPUD adopts the Master Plan prepared by the applicant and reviewed as a part of the application. The SPUD establishes new and specific requirements for the amount and type of land use, residential densities, if appropriate, development regulations and location of specific elements of the development, such as open space and screening.

STAFF ANALYSIS: The particulars of this SPUD include:

USE: The requested uses for the SPUD include:

- (a) Detached one family dwelling
- (b) One Single-Family dwelling and a garage apartment (*ADU).
- (c) Accessory Storage Buildings
- (d) Short-Term Rentals*, for 117 and 119 E Acres Street ONLY**

*ADU - A structure which is subordinate to, and the use of which is incidental to, that of the main structure on the same lot and includes a room or group of rooms forming a single habitable unit with facilities which are used or intended to be used for living, sleeping, cooking and eating.

*A Short-Term Rental is defined as the rental of an existing or otherwise permitted dwelling structure or any portion thereof, for a period of not more than thirty (30) days, where the owner is engaged in a contract for the rental of that specific dwelling, or any portion thereof.

With the exception of the Short-Term Rental use, the other uses are all permitted uses under the current SPUD.

SITE PLAN/ACCESS: No changes are proposed to the existing layout of the lot. The property was developed according to the SPUD site plan adopted with Ordinance No. O-2021-39.

ALTERNATIVES/ISSUES:

IMPACTS: The proposed uses in the SPUD are uses that are currently allowed by right in the R-2 zoning district, including the Short-Term Rental use. The intensity of use will not have a negative impact on the surrounding properties. Short-Term Rentals are allowed in all residential zoning districts. The previous SPUD did not include the use but the current owner would like to add it to their allowable uses. The applicant will be required to obtain a Short-Term Rental license per the requirements in Chapter 20, Article 20-XXVII Short-Term Rentals.

CONCLUSION: Staff forwards this request for a Simple Planned Unit Development and Ordinance O-2324-19 to City Council for consideration.

At their October 12, 2023 meeting, Planning Commission unanimously recommended adoption of Ordinance No. O-2324-19 to City Council, by a vote of 6-0.

O-2324-19

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE LOT 8A, IN BLOCK SIXTEEN (16), AND THE WEST HALF (W/2) OF VACATED JULIA STREET, OF J.A. JONES ADDITION TO THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT, AND PLACE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (119 and 117 E. Acres Street)

- § 1. WHEREAS, Emmanuel Enguerra, the owner of the hereinafter described property, has made application to have the subject property removed from the SPUD, Simple Planned Unit Development District and placed in the SPUD, Simple Planned Unit Development District; and
- § 2. WHEREAS, said application has been referred to the Planning Commission of said City and said body has, after conducting a public hearing on October 12, 2023 as required by law, considered the same and recommended that the same should be granted and an ordinance adopted to effect and accomplish such rezoning; and
- § 3. WHEREAS, the City Council of the City of Norman, Oklahoma, has thereafter considered said application and has determined that said application should be granted and an ordinance adopted to effect and accomplish such rezoning.

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

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

LOT 8A: A parcel of land being a part of Lot Eight (8), in Block Sixteen (16), and the West Half (W/2) of vacated Julia Street, of J.A. Jones Addition, to the City of Norman, Cleveland County, Oklahoma, according to the recorded plat thereof, and being more particularly described as follows:

COMMENCING at the Northwest corner of Lot 5 of said Block Sixteen (16) of J.A. Jones Addition; Thence North 89°52'13" East, along the North line of Lots 5, 6, 7, and 8 a distance of 83.33 feet to the Point of Beginning;

Ordinance No. O-2324-19

Page 2

Thence continuing North 89°52'13" East, along the North line of Lot 8, a distance of 41.67 feet to a point on the East line of the West Half (W/2) of vacated Julia Street; Thence South 00°13'55" East, a distance of 140.00 feet; Thence South 89°52'13" West, along the South line of said Lot 8, a distance of 41.67 feet; Thence North 00°13'55" West a distance of 140.00 feet to the Point of Beginning. According to the Lot Line Adjustment recorded in Book 6314, Page 982.

Said tract contains 0.13390 acres more or less.

§ 5. Further, pursuant to the provisions of Section 36-510 of the Code of the City of Norman, as amended, the following condition is hereby attached to the zoning of the tract:

- a. The site shall be developed in accordance with the SPUD Narrative, Site Development Plan, and supporting documentation 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 _____, 2023.

NOT ADOPTED this _____ day of _____, 2023.

(Mayor)

(Mayor)

ATTEST:

(City Clerk)

THE GATEWAY OF E. ACRES ST.

A SIMPLE PLANNED UNIT DEVELOPMENT

117 AND 119 E ACRES STREET

NORMAN, OKLAHOMA

INITIALLY PREPARED AND REVISED BY KATY CONSTRUCTION CO.

Keith M. McCabe, Builder- Owner

Submitted March 1, 2021 – Revised April 1, 2021

Adopted by City Council on May 25, 2021

Ordinance No. O-2021-39

AMENDED BY PLAINVIEW LEGAL GROUP PLLC

On Behalf of Emmanuel Enguerra, Owner

To Amend the Permitted Uses of 117 and 119 E Acres St

PREPARED BY:

PLAINVIEW LEGAL GROUP PLLC

TRAVIS DENNIS

P.O. BOX 847

NORMAN, OK 73070

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- B. Storm Water/ Drainage Report

COVER LETTER

EMMANUEL ENGUERRA, hereinafter referred to as “Applicant”, respectfully submits this SPUD amendment, only for the real property (the “Subject Property”) as follows:

LOT 8A

A parcel of land being a part of Lot Eight (8), in Block Sixteen (16), and the West Half (W/2) of vacated Julia Street, of J.A. JONES ADDITION, to the City of Norman, Cleveland County, Oklahoma, according to the recorded plat thereof, and being more particularly described as follows:

COMMENCING at the Northwest corner of Lot 5 of said Block Sixteen (16) of J.A. Jones Addition;

Thence North 89°52'13" East, along the North line of lots 5, 6, 7, and 8 a distance of 83.33 feet to the Point of Beginning;

Thence continuing North 89°52'13" East, along the North line of Lot 8, a distance of 41.67 feet to a point on the East line of the West Half (W/2) of vacated Julia Street;

Thence South 00°13'55" East, a distance of 140.00 feet;

Thence South 89°52'13" West, along the South line of said Lot 8, a distance of 41.67 feet;

Thence North 00°13'55" West a distance of 140.00 feet to the Point of Beginning.

According to the Lot Line Adjustment recorded in Book 6314, Page 982.

, which includes the addresses commonly known as 117 E Acres Street, Norman, Oklahoma 73069 and 119 E Acres Street, Norman, Oklahoma 73069.

The Subject Property is currently zoned as a SPUD, pursuant to O-2021-39 (the “2021 SPUD”). The Applicant seeks this SPUD amendment to update the permitted uses for his property to include Short-Term Rentals. There are no changes to the SPUD boundaries or site plan, and no new construction is requested. The sole purpose of the amendment is to add Short-Term Rentals to the permitted uses for the Subject Property.

For convenience purposes, the entirety of the 2021 SPUD Narrative is contained below. Amendments made to the 2021 SPUD are shown in **bold**.

I. INTRODUCTION

The Gateway of E. Acres St. project (the "Addition") is proposed as a Simple Planned Unit Development (SPUD) generally located at 111, 113, 115, 117, and 119 E Acres Street formerly 111 and 113 East Acres Street. The Addition is approximately 0.4000 acres in land area and proposed to feature a variety of Single-Family residential units, and Accessory Dwelling Units over garages located at the rear of each property.

The Applicant has separately submitted a Lot Line Adjustment that conforms to the SPUD site plan.

This SPUD District will allow the necessary greater flexibility in design to create an affordable community with a variety of family units and building types along with creative circulation patterns.

Upon completion, the SPUD will provide more residentially and pedestrian appealing designs than would otherwise be attainable under conventional practices and regulations of the development guidelines of the City of Norman. Therefore, flexibility in the design and construction of lot sizes, which help to provide a more distinct neighborhood concept, is critical. This more efficient, compact developed area within the Addition will allow for the unique use of Core Norman land for single family residences, along with Accessory Dwelling Units* (ADUs) over garages. This will allow for greater flexibility for the homeowners and still retain the existing character of the neighborhood.

**ADU - A structure which is subordinate to, and the use of which is incidental to, that of the main structure on the same lot and includes a room or group of rooms forming a single habitable unit with facilities which are used or intended to be used for living, sleeping, cooking and eating*

II. PROPERTY DESCRIPTION - EXISTING SITE CONDITIONS

A. Location

The Gateway of E. Acres St. is located at **111, 113, 115, 117, and 119 E Acres Street.**

B. Existing Land Use and Zoning

The property is currently zoned SPUD, Simple Planned Unit Development and is located in the Central Norman Zoning Overlay District (CNZOD) area.

C. Elevation and Topography

The site consists of flat terrain. The lot drains to the north and south. This environment has influenced the application of this SPUD to change the

building setbacks to allow for redevelopment. The end result is the possibility for open space and scenic views of Core Norman for the residents and passing public. This lot sits just east of the railroad tracks, Legacy Trail, the newly developed Norman Forward project - the Blake Baldwin Skate Park, and the new Norman Public Library. No portion of the site is in the 100-year flood plain.

D. Drainage

A Drainage Impact Analysis has been prepared to illustrate the detention requirements that are required and the solutions planned. A Drainage Impact Analysis has been already been submitted and approved by the City on June 2, 2021. This SPUD will be done in accordance with and not change the previously approved drainage solution.

E. Utility Services

Many of the required utility systems for the project (including water, sewer, gas, telephone and electric) are currently located adjacent to the boundaries of the property, and all have been installed and developed to date.

F. Fire Protection Services

Fire Protection services will be provided by the City of Norman Fire Department and by Owner provided NFRA 13R building sprinkler systems in applicable structures, where required, if required.

G. Traffic Circulation and Access

Primary vehicular access to the site would be provided from East Acres Street for the Main Houses and additionally the alley located to the north of Acres Street, for the ADUs.

III. DEVELOPMENT PLAN AND DESIGN CONCEPT

A. Single-Family Development

The SPUD shall consist of three residential lots with a single-family structure and an accessory dwelling unit over a garage upon each lot.

1. Lot Design

The purpose for the SPUD is to allow variances from the previous required lot area, setbacks and coverage for redevelopment of these lots with greater flexibility to create an updated model for increased density and varied lot dimensions in the Core Area of Norman:

- a. A variance to the lot width from the required 50-foot street frontage, to a 41.66-foot street frontage. The lot depth is to remain 140-foot.
- b. A variance to the 7,000 SF lot area requirement for a single-family home and ADU. The lots are approximately 5,833. Lot dimensions will be equally spaced throughout the Addition.
- c. A variance to the required front yard setback of 25 feet. This SPUD instead provides for a 20-foot front yard setback. Such a setback will encourage and allow single family homes, and various living spaces to come forward and greet the streetscape.

The below development standards shall meet the current zoning requirement for current zoning development standards.

- d. All single-family homes shall have a 60-foot rear yard setback.
- e. The proposed ADUs located at the rear of the lot, off the alley, shall meet the required 20-foot back yard setback.
- f. Each lot shall be developed with the typical 5-foot side yard building setback line.

CNZOD, Central Norman Zoning Overlay District

The CNZOD requires Special Use for any development/redevelopment within the District that contains four (4) or more bedrooms. This development proposal is submitted as a SPUD, Simple Planned Unit Development and included in this SPUD is the request to allow the opportunity of a fourth bedroom in the single family structures. The number of bedrooms will be dependent on the buyer, so at this time there is no way of knowing if the prospective buyer will request three (3) or four (4) bedrooms.

2. Housing Construction

Homes in the SPUD shall be Type VB (non-sprinkled) construction, single family, detached homes that will retain the character of the existing neighborhood and neighborhood manners. Houses shall be of wood frame construction. Houses shall be one (1) or two (2) stories. Garages may have no more than a two-vehicle capacity/or no more than a 500 SF footprint, with ADUs built directly above said garages.

The maximum square foot area requirements for the footprint of single-family structures (Ground Floor Living Area) shall be 1,535

square feet, as demonstrated on the designed site plan, which applies to indoor living space and is exclusive of garages, covered porches, patios, and breezeways.

All the roofs shall be constructed with shingles with a minimum weight of 210 pounds per square or the equivalent. The roofs shall have a minimum pitch slope of 8 on 12. Lower pitch roofs are allowed only for covered porches, patios, and breezeways, but with a minimum of 3 on 12. Metal may be used on lower pitched roofs.

The principal exterior of any residential structure shall be a minimum of thirty percent (30%) masonry and the remaining percent balance of the exterior shall be of frame, wood, or shingles which blend with the masonry.

A single ADU, located directly above a garage, of no more than 500 square feet in total size, may be constructed upon each lot.

3. Storage Buildings

A storage building is defined as a structure, part of a building or part of a structure which is subordinate to and the use of which is incidental to, that of the main building, structure or use on the same lot, including a private garage. A storage building may not be habitable and a storage building may not include a guest house or servant's quarters.

Height regulations for storage buildings (excluding ADUs): Any storage building shall not exceed a wall height of twenty (20) feet unless the required side and rear yard setbacks are increased by one (1) foot for each additional foot of wall height above twenty (20) feet. Provided, however, that no storage building shall exceed the height of the principal building to which it is accessory.

B. Open space and green space

Each lot shall be permitted 51% impervious area (the remaining 49% pervious), as demonstrated in the designed Site Plan and in conformance with the attached Storm Water/Drainage Report.
(See Exhibit B - Storm Water/ Drainage Report)

C. Traffic access/circulation/parking and sidewalks

The SPUD shall have public streets serving all residential lots. The access to the SPUD shall be from East Acres Street and the alley (north) of Acres St., as demonstrated on the Site Plan.

All private sidewalks shall be at least three feet (3') wide and provide adequate access (normal/accessible) to the building structures. A new four-foot-wide (4') sidewalk shall replace the existing sidewalk within the public right-of-way along East Acres Street, constructed to City of Norman Standards.

D. Development Phasing

The project may be developed in phases to begin as soon as the market demand will support. Market demand will be the determining factor of when units are constructed. A maximum of three phases are planned. Phasing may be modified at the discretion of Developer.

E. Site Plan

The site plan submitted shows the three (3) single-family residences, each with an above-garage ADU located at the rear of each lot.
(See Exhibit A)

F. Uses Permitted

The allowed uses in the Addition are:

- (a) Detached one family dwelling
- (b) One Single-Family dwelling and a garage apartment(*ADU).
- (c) Accessory Storage Buildings
- (d) **Short-Term Rentals*, for 117 and 119 E Acres Street ONLY**

**ADU - A structure which is subordinate to, and the use of which is incidental to, that of the main structure on the same lot and includes a room or group of rooms forming a single habitable unit with facilities which are used or intended to be used for living, sleeping, cooking and eating.*

**A Short-Term Rental is defined as the rental of an existing or otherwise permitted dwelling structure or any portion thereof, for a period of not more than thirty (30) days, where the owner is engaged in a contract for the rental of that specific dwelling, or any portion thereof.*

G. Trash Service

Trash service will be provided by way of polycarts serviced from the alley.

Exhibit A

Proposed Preliminary Site Development Plan

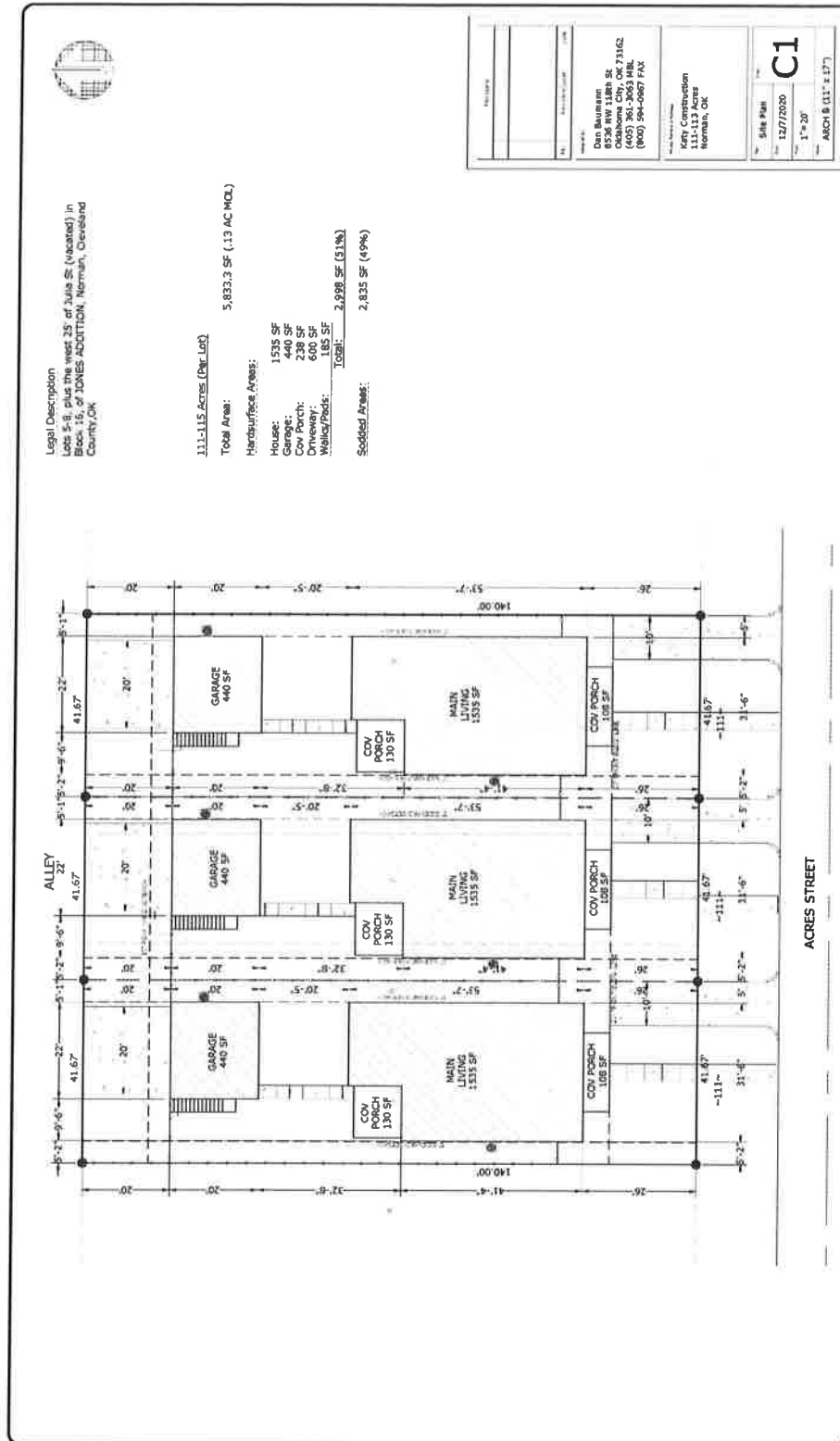
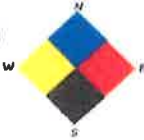


Exhibit B
Proposed Storm Water/ Drainage Report



DRAINAGE REPORT

FOR

THE GATEWAY ON ACRES STREET
111-113 Acres Street
Norman, OK 73069

March 1, 2021



Corp. Office: 218 West Side Blvd. ♦ Muskogee, OK 74403 ♦ 918.438.7966
West Oklahoma Office: 7006 NW 63rd Street, Suite 102 ♦ Bethany, OK 73008 ♦ 405.210.3169



City Engineer

PROJECT:

**The Gateway on Acres Street
111-113 Acres Street
Norman, OK 73069**

Katy Construction proposes to develop this parcel of land into three (3) individual lots with a two story residential unit and an auxiliary dwelling unit on each lot. At the time of this report, the existing two homes, outbuildings and all pavements have been removed.

The property has 125 feet of frontage on the north side of Acres Street and 125 feet frontage at the existing city alley. The property is 17,000 s.f. or 0.40 acres. The alley will be used as access for the auxiliary dwelling units.

HISTORIC DATA

The historical drainage area used for this report is the entire 125'X140' plus the city right-of-way to the back of existing curb on Acres Street. This makes the Historic DA=0.45 acres. of the property is 1.16 acres. The property drains both to the NW and the SW, so two Historic basins were calculated to determine the total Historic release rate. Basin A drains SW to Acres Street and has a DA of 0.32 acres, and a Q100 of 1.79 cfs. Basin B drains NW to the alley and has a DA of 0.13 acres, and a Q100 of 0.81 cfs.

The total Historic release for a 100 year storm event is 2.70 cfs.

DEVELOPED DATA

The developed project has been divided by into two (2) basins. They are as follows:

BASIN A

The developed drainage area for Basin A is 0.30 acres and drains SW to Acres Street. The Developed Q100 = 2.01 cfs.

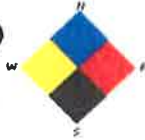
BASIN B

The developed drainage area for Basin B is 0.15 acres and drains NW to the existing alley. The Developed Q100 = 1.06 cfs.

Total Developed release for a 100 year storm event is 3.07 cfs.

This development will cause an increase of 0.37 cfs. during the 100 year storm. This 0.37 cfs. has been mitigated by the construction of three (3) Porous Paver parking areas in Basin B. The 3 parking areas have a total of 1200 s.f. of surface area and will allow water to be absorbed below grade and when the aggregate section is saturated it will flow in 4" pvc piping to Acres Street and released through the concrete curb. Refer to Exhibit B in this report for details of the Porous Paver Parking details.

S.T.P.
SOLUTIONS, INC.



ENGINEERING ♦ LAND SURVEYING ♦ GEOTECHNICAL SERVICES
OK CA 8422

SUMMARY

This project has been prepared under my direct supervision; the attached Plans comply with the City of Norman governing ordinances. The discharge from this site will not exceed the historical rates for this property prior to development for the 2 year, 5 year, 10 year, 25 year 50 year and 100 year frequency storm.

Respectfully submitted,

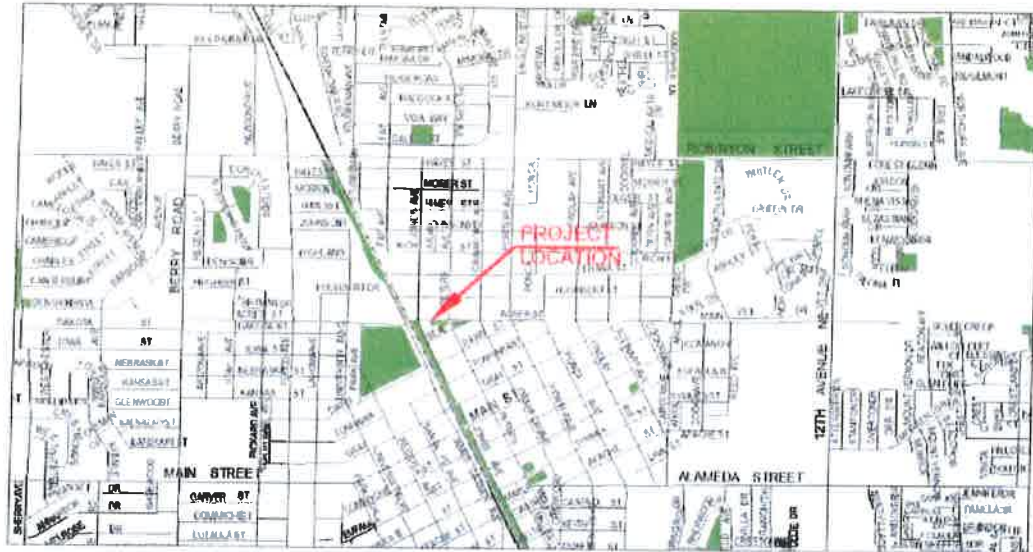
Darin Teeman, PE 25180

Date: 03/01/21



Corp. Office: 218 West Side Blvd. ♦ Muskogee, OK 74403 ♦ 918.438.7966
West Oklahoma Office: 7006 NW 63rd Street, Suite 102 ♦ Bethany, OK 73008 ♦ 405.210.3169

City of Norman WebMap



ENGINEERING
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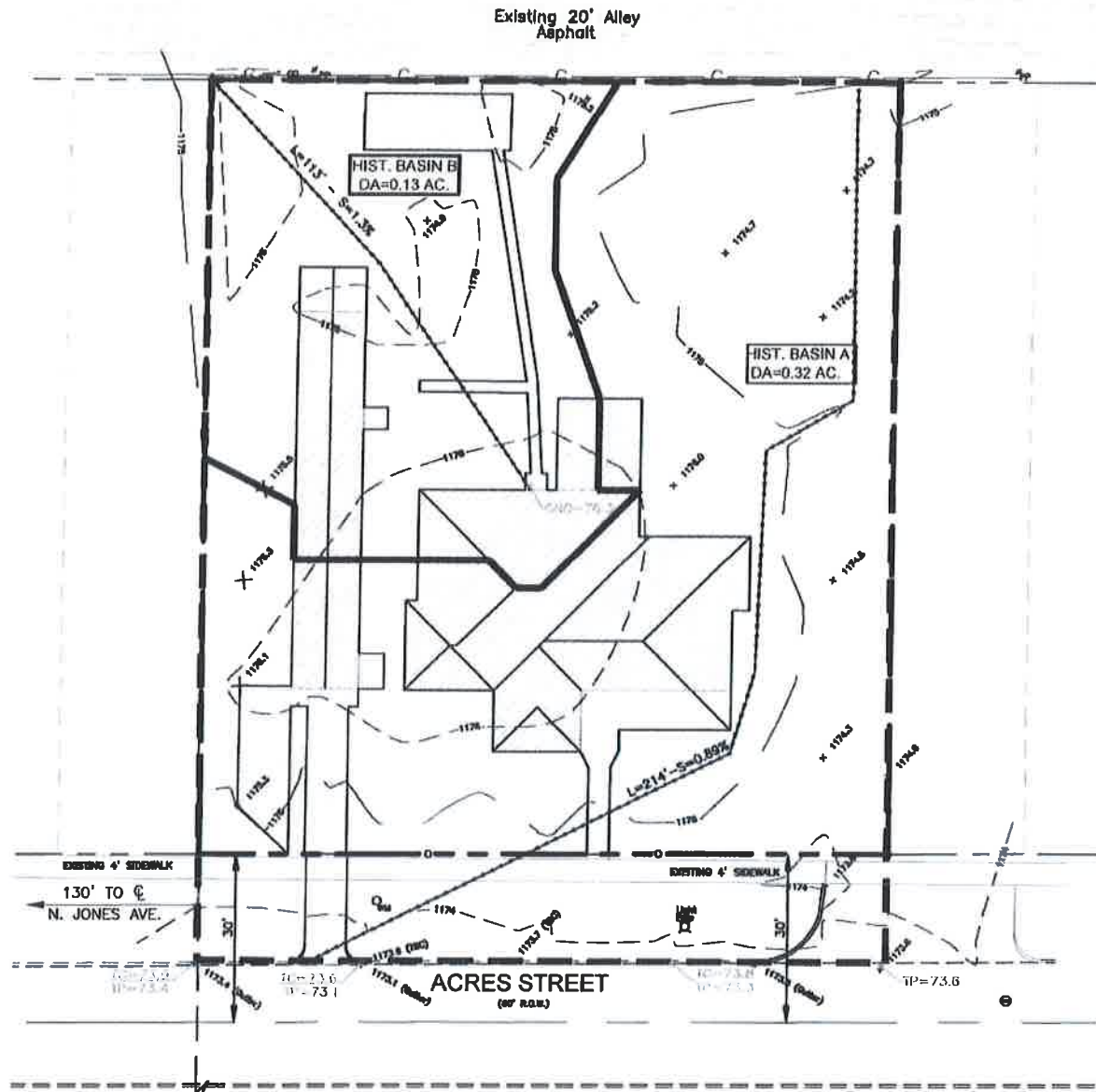
A NATIVE AMERICAN OWNED FIRM

THE GATEWAY ON E. ACRES ST.
KEITH McCABE
111-113 ACRES ST.
NORMAN, OK



LOCATION MAPS

Drawn By: TLP	Scale: NONE
Checked By: DT	Date: 03/01/21
Project No.: E21-100.1	EXHIBIT A



HISTORIC RUNOFF CALCULATIONS

BASIN A		BASIN B	
DA=	.32 AC.	DA=	.13 AC.
L=	214'	L=	113'
S=	0.89%	S=	1.33%
Tc=	12.40 MIN.	Tc=	9.60 MIN.
Q100=	1.79 CFS	Q100=	0.81 CFS

TOTAL HIST. Q100 = 2.70 CFS



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THE GATEWAY ON E. ACRES ST.
KEITH McCABE
111-113 ACRES ST.
NORMAN, OK



HISTORIC DRAINAGE MAP

Drawn By: TLP	Scale: 1"=30'
Checked By: DT	Date: 03/01/21
Project No.: E21-100.1	HIST. 1.0

**RUNOFF CALCULATION BY
OKC RATIONAL METHOD
CITY OF NORMAN**

FILE McCABE - ACRES STREET
PROJECT NO E21-100.1
BY DT/TLP
DATE 21/02/24
SHEET NO 1 **OF** 1
SUBJECT 02-HIST. BASIN A

Project Location: 111 to 113 ACRES STREET
Drainage Area: 02-HISTORIC CONDITIONS - BASIN A
Structure Number: N/A

Area: 0.32 Acres (0.00 Sq. Mi.) **Avg. Slope:** % (ft/mi.)

WEIGHTED RUNOFF COEFFICIENT:

Land Use:	Area (Ac)	% Total Area	C	Lo	K Factor
Landscaped	0.234	73.13%	0.55	154.0	0.775
Undeveloped	0.000	0.00%	0.30	0.0	0.775
Cultivated	0.000	0.00%	0.50	0.0	0.775
Commercial	0.000	0.00%	0.95	0.0	0.445
Residential	0.000	0.00%	0.70	0.0	0.511
Paved	0.086	26.88%	0.95	60.0	0.372

Weighted C: 0.66

Weighted K Factor: 0.662

TIME OF CONCENTRATION:**Time Overland:**

Length of Overland Flow, L: 214.00 ft
Drop in Ft. 1.90 ft
Overland Average Slope, S: 0.0089 ft/ft
Overland K Factor (K): 0.6620
Overland Time of Concentration, $T_c = K^2(L^{0.57}) / S^{0.20}$

Time In System:

Total Time Overland: 12.40 min. **Total Time In System:** min.
Total TC: 12.40 min.

RAINFALL INTENSITY:

$$I = A / (B + T_c)^E$$

$I_{50} = 7.64$ $I_{25} = 6.72$
 $I_{10} = 5.80$ $I_5 = 5.09$
 $I_2 = 4.32$

Where: $I_{10C} = 8.49$ Intensity of rainfall (inches / hour)
A, B, and E = Intensity, Frequency and Duration (I-F-D) Equation
Parameters; shown below in Table 1-1.
 $T_c =$ Time of Concentration unique to the sub-basin

Table 1-1

Frequency (Year)	Parameters					
	2 year	5 year	10 year	25 year	50 year	100 year
D	56.43	72	82	95	108	120
E	11.5	15	15	15	15	15
F	0.81	0.80	0.80	0.80	0.80	0.80

HISTORIC PEAK DISCHARGE:

	C	I (in/hr)	A (Ac)	
$Q_{100} =$	0.66	8.49	0.32	1.79 cfs
$Q_{50} =$	0.66	7.64	0.32	1.61 cfs
$Q_{25} =$	0.66	6.72	0.32	1.41 cfs
$Q_{10} =$	0.66	5.80	0.32	1.22 cfs
$Q_5 =$	0.66	5.09	0.32	1.07 cfs
$Q_2 =$	0.66	4.32	0.32	0.91 cfs

HIST A

**RUNOFF CALCULATION BY
OKC RATIONAL METHOD
CITY OF NORMAN**

FILE McCABE - ACRES STREET
PROJECT NO E21-100.1
BY DT/TLP
DATE 21/02/24
SHEET NO 1 OF 1
SUBJECT 02-HIST. BASIN B

Project Location: 111 to 113 ACRES STREET

Drainage Area: 02-HISTORIC CONDITIONS - BASIN B

Structure Number: N/A

Area: 0.13 Acres (0.00 Sq. Mi.) Avg. Slope: % (ft/mi.)

WEIGHTED RUNOFF COEFFICIENT:

Land Use:	Area (Ac)	% Total Area	C	Lo	K Factor
Landscaped	0.09	69.23%	0.55	93.0	0.775
Undeveloped	0.00	0.00%	0.30	0.0	0.775
Cultivated	0.00	0.00%	0.50	0.0	0.775
Commercial	0.00	0.00%	0.95	0.0	0.445
Residential	0.00	0.00%	0.70	0.0	0.511
Paved	0.04	30.77%	0.95	20.0	0.372

Weighted C: 0.67

Weighted K Factor: 0.704

TIME OF CONCENTRATION:

Time Overland:

Time in System:

Length of Overland Flow, L: 113.00 ft

6 1.50 ft

Overland Average Slope, S: 0.0133 ft/ft

Overland K Factor (K): 0.7037

Overland Time of Concentration, $T_c = K^*(L^{0.37}) / S^{0.20}$

Total Time Overland: 9.60 min.

Total Time in System: min.

Total TC: 9.60 min.

RAINFALL INTENSITY:

$$I = A / (B + T_c)^E$$

Where: $I_{100} = 9.26$ Intensity of rainfall (inches / hour)

A, B, and E = Intensity, Frequency and Duration (I-F-D) Equation
Parameters; shown below in Table 1-1.

$T_c =$ Time of Concentration unique to the sub-basin

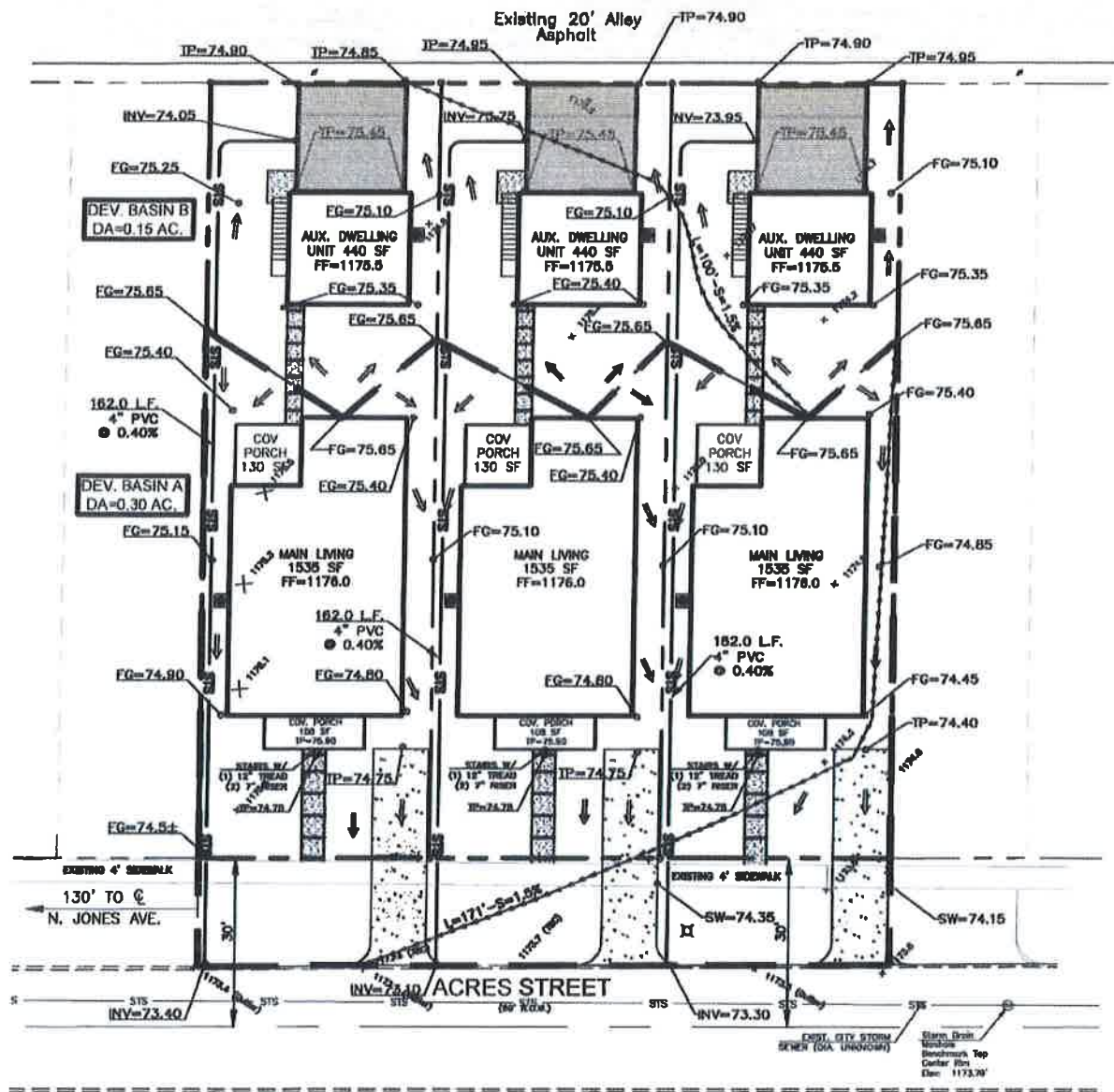
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	2 year	5 year	10 year	25 year	50 year	100 year
D	56.43	72	82	95	108	120
E	11.5	15	15	15	15	15
F	0.81	0.80	0.80	0.80	0.80	0.80

HISTORIC PEAK DISCHARGE:

	C	I (in/hr)	A (Ac)	
$Q_{100} =$	0.67	9.26	0.13	0.81 cfs
$Q_{50} =$	0.67	8.33	0.13	0.73 cfs
$Q_{25} =$	0.67	7.33	0.13	0.64 cfs
$Q_{10} =$	0.67	6.32	0.13	0.55 cfs
$Q_5 =$	0.67	5.55	0.13	0.49 cfs
$Q_2 =$	0.67	4.77	0.13	0.42 cfs

HIST R



DEVELOPED RUNOFF CALCULATIONS

BASIN A

DA= .30 AC.
 L= 171'
 S= 1.5%
 Tc= 10.29 MIN.
 Q100= 2.01 CFS

BASIN B

DA= .15 AC.
 L= 100'
 S= 0.80%
 Tc= 9.73 MIN.
 Q100= 1.06 CFS

TOTAL DEV. Q100 = 3.07 CFS



ENGINEERING
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A DIVERSITY AMERICAN OWNED FIRM

THE GATEWAY ON E. ACRES ST.

KEITH McCABE
 111-113 ACRES ST.
 NORMAN, OK



DEVELOPED DRAINAGE MAP

Drawn By: TLP

Scale: 1"=30'

Checked By: DT

Date: 03/01/21

Project No.: E21-100.1

DEV. 1.0

RUNOFF CALCULATION BY
OKC RATIONAL METHOD
CITY OF NORMAN

FILE McCABE - ACRES STREET
 PROJECT NO E21-100.1
 BY DT/TLP
 DATE 21/02/24
 SHEET NO 1 OF 1
 SUBJECT 02-DEV. BASIN A

Project Location: 111 to 113 ACRES STREET

Drainage Area: 02-DEV. CONDITIONS - BASIN A

Structure Number: N/A

Area: 0.30 Acres (0.00 Sq. Mi.) Avg. Slope: % (ft/mi.)

WEIGHTED RUNOFF COEFFICIENT:

Land Use:	Area (Ac)	% Total Area	C	Lo	K Factor
Landscaped	0.140	46.67%	0.50	123.0	0.775
Undeveloped	0.000	0.00%	0.30	0.0	0.775
Cultivated	0.000	0.00%	0.50	0.0	0.775
Commercial	0.000	0.00%	0.95	0.0	0.445
Residential	0.000	0.00%	0.70	0.0	0.511
Paved	0.160	53.33%	0.95	48.0	0.372

Weighted C: 0.74

Weighted K Factor: 0.662

TIME OF CONCENTRATION:

Time Overland:

Length of Overland Flow, L: 171.00 ft

Drop in Ft. 2.55 ft

Overland Average Slope, S: 0.0149 ft/ft

Overland K Factor (K): 0.6619

Overland Time of Concentration, $T_c = K^*(L^{0.5}) / S^{0.25}$

Time in System:

Total Time Overland: 10.29 min.

Total Time in System: min.

Total TC: 10.29 min.

RAINFALL INTENSITY:

$$I = A / (B + T_c)^E$$

Where: $I_{100} = 9.05$

Intensity of rainfall (inches / hour)

$I_{50} = 8.15$ $I_{25} = 7.17$

A, B, and E = Intensity, Frequency and Duration (I-F-D) Equation

$I_{10} = 6.19$ $I_5 = 5.43$

Parameters; shown below in Table 1-1.

$I_2 = 4.65$

$T_c =$ Time of Concentration unique to the sub-basin

Table 1-1

Frequency (Year)	Parameters					
	2 year	5 year	10 year	25 year	50 year	100 year
D	56.43	72	82	95	108	120
E	11.5	15	15	15	15	15
F	0.81	0.80	0.80	0.80	0.80	0.80

HISTORIC PEAK DISCHARGE:

	C	I (in/hr)	A (Ac)	
$Q_{100} =$	0.74	9.05	0.30	2.01 cfs
$Q_{50} =$	0.74	8.15	0.30	1.81 cfs
$Q_{25} =$	0.74	7.17	0.30	1.59 cfs
$Q_{10} =$	0.74	6.19	0.30	1.37 cfs
$Q_5 =$	0.74	5.43	0.30	1.21 cfs
$Q_2 =$	0.74	4.65	0.30	1.03 cfs

RUNOFF CALCULATION BY

OKC RATIONAL METHOD

CITY OF NORMAN

FILE McCABE - ACRES STREET

PROJECT NO E21-100.1

BY DT/TLP

DATE 21/02/24

SHEET NO 1 OF 1

SUBJECT 02-DEV BASIN B

Project Location: 111 to 113 ACRES STREET

Drainage Area: 02-DEV. CONDITIONS - BASIN B

Structure Number: N/A

Area: 0.15 Acres (0.00 Sq. Mi.) Avg. Slope: % (ft/mi.)

WEIGHTED RUNOFF COEFFICIENT:

Land Use:	Area (Ac)	% Total Area	C	Lo	K Factor
Landscaped	0.060	40.00%	0.50	75.0	0.775
Undeveloped	0.000	0.00%	0.30	0.0	0.775
Cultivated	0.000	0.00%	0.50	0.0	0.775
Commercial	0.000	0.00%	0.95	0.0	0.445
Residential	0.000	0.00%	0.70	0.0	0.511
Paved	0.090	60.00%	0.95	25.0	0.372

Weighted C: 0.77

Weighted K Factor: 0.674

TIME OF CONCENTRATION:

Time Overland:

Length of Overland Flow, L: 100.00 ft

Drop in Ft. 0.80 ft

Overland Average Slope, S: 0.0080 ft/ft

Overland K Factor (K): 0.6743

Overland Time of Concentration, $T_c = K^*(L^{0.5}) / S^{0.20}$

Time in System:

Total Time Overland: 9.73 min.

Total Time in System: min.

Total TC: 9.73 min.

RAINFALL INTENSITY:

$$I = A / (B + T_c)^E$$

Where: $I_{100} = 9.22$ Intensity of rainfall (inches / hour)A, B, and E = Intensity, Frequency and Duration (I-F-D) Equation
Parameters; shown below in Table 1-1. $T_c =$ Time of Concentration unique to the sub-basin

Table 1-1

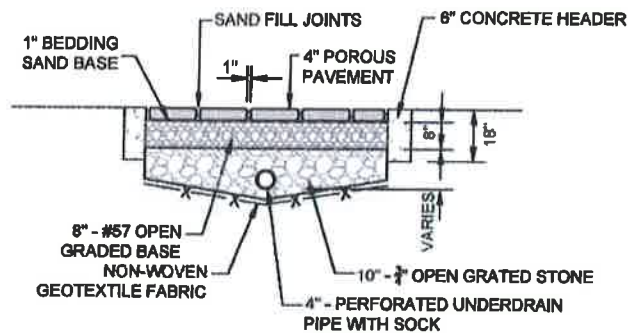
Frequency (Year)	Parameters					
	2 year	5 year	10 year	25 year	50 year	100 year
D	56.43	72	82	95	108	120
E	11.5	15	15	15	15	15
F	0.81	0.80	0.80	0.80	0.80	0.80

HISTORIC PEAK DISCHARGE:

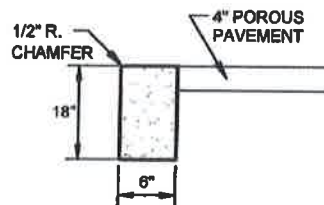
	C	I (in/hr)	A (Ac)	
$Q_{100} =$	0.77	9.22	0.15	1.06 cfs
$Q_{50} =$	0.77	8.29	0.15	0.96 cfs
$Q_{25} =$	0.77	7.30	0.15	0.84 cfs
$Q_{10} =$	0.77	6.30	0.15	0.73 cfs
$Q_5 =$	0.77	5.53	0.15	0.64 cfs
$Q_2 =$	0.77	4.75	0.15	0.55 cfs

02-DEV B

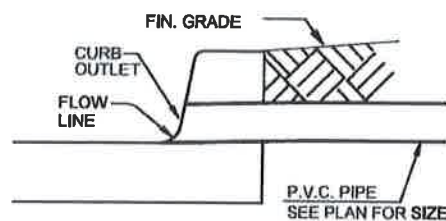
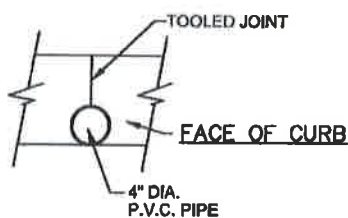
SCALE: NTS



SCALE: NTS



NO SCALE



SCALE: NTS



S.T.P.
SOLUTIONS, INC.

- ◆ ENGINEERING
- ◆ LAND SURVEYING
- ◆ GEOTECHNICAL SERVICES

A NATIVE AMERICAN OWNED FIRM

CORPORATE OFFICE
218 EASTSIDE BLVD.
MUSKOGEE, OK 74403
MAIN OFFICE: 918.438.7966
OK CA 8422

OKLAHOMA WEST OFFICE
Terry L. Pollock
CELL: 405.210.3168
terry@elp-solutions.com

THE GATEWAY ON E. ACRES ST.
KEITH McCABE
111-113 ACRES ST.
NORMAN, OK



PAVESTONE PARKING AREA

Drawn By: TLP

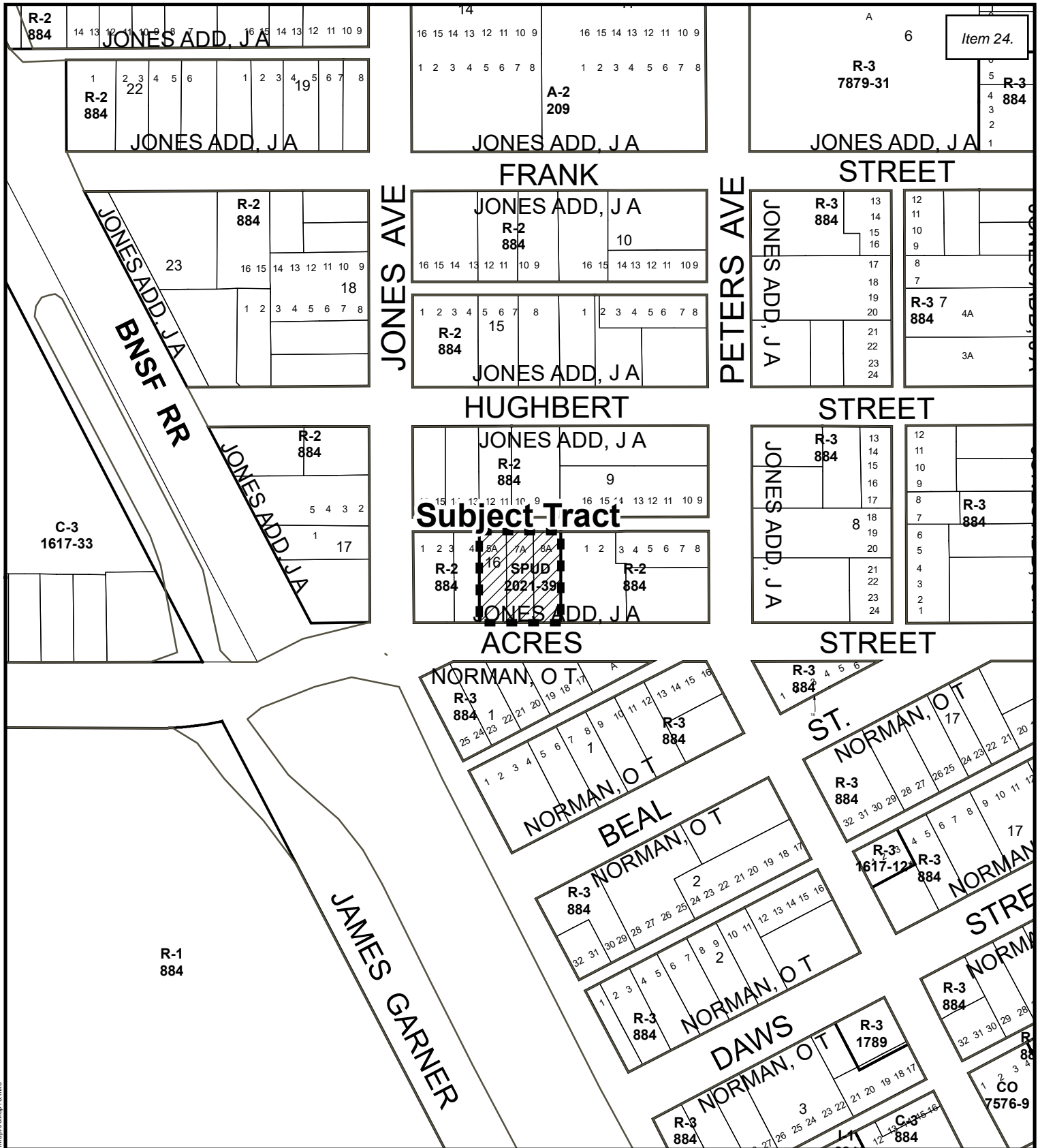
Scale: NONE

Checked By: DT

Date: 03/01/21

Project No.: E21-100.1

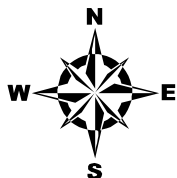
EXHIBIT B



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.



September 6, 2023

0 100 200 Ft.



Subject Tract

ORDINANCE NO. O-2324-19

ITEM NO. 3

STAFF REPORT

GENERAL INFORMATION

APPLICANT	Emmanuel Enguerra
REQUESTED ACTION	Amendment of the SPUD, Simple Planned Unit Development (O-2021-39)
EXISTING ZONING	SPUD, Simple Planned Unit Development
SURROUNDING ZONING	North: R-2, Two-Family Dwelling District East: R-2, Two-Family Dwelling District South: R-3, Multi-Family Dwelling District West: R-2, Two-Family Dwelling District All: CNZOD, Central Norman Zoning Overlay District
LOCATION	119 and 117 E. Acres Street
WARD	4
CORE AREA	Yes
AREA/SF	0.34 acres more or less
PURPOSE	Amend SPUD O-2021-39 to add short-term rental as an allowable use – 119 & 117 E. Acres
EXISTING LAND USE	Single-family residential with accessory dwelling units
SURROUNDING LAND USE	North: Single-family residential East: Single-family residential South: Single-family residential and park land West: Single-family residential
LAND USE PLAN DESIGNATION	Low Density Residential Designation

GROWTH AREA DESIGNATION

Current Urban Service Area

PROJECT OVERVIEW: The subject properties are part of a SPUD, Simple Planned Unit Development approved as Ordinance No. O-2021-39. The SPUD is located at 109, 111, 113, 115, 117, and 119 E. Acres Street, formerly 111 and 113 E. Acres Street. The SPUD included accessory dwelling units, therefore the property was given additional addresses. The current owner purchased the subject lot and is now applicant requesting to add Short-Term Rentals to the use list to only 117 and 119 E Acres Street. No other changes are requested for the SPUD.

PROCEDURAL REQUIREMENTS:

GREENBELT COMISSION: N/A

PRE DEVELOPMENT MEETING: N/A

ZONING ORDINANCE CITATION:

SEC 36-510 – SIMPLE PLANNED UNIT DEVELOPMENTS

1. General Description. The Simple Planned Unit Development referred to as SPUD, is a special zoning district that provides an alternate approach to the conventional land use controls and to a PUD, Planned Unit Development to maximize the unique physical features of a particular site and produce unique, creative, progressive, or quality land developments.

The SPUD may be used for particular tracts or parcels of land that are to be developed, according to a SPUD Narrative and a Development Plan Map and contains less than five (5) acres.

The SPUD is subject to review procedures by Planning Commission and adoption by City Council.

2. Statement of Purpose. It is the intent of this section to encourage developments with a superior built environment brought about through unified development and to provide for the application of design ingenuity in such developments while protecting existing and future surrounding areas in achieving the goals of comprehensive plan of record. In addition the SPUD provides for the following:

Encourage efficient, innovative use of land in the placement and/or clustering of buildings in a development and protect the health, safety and welfare of the community.

Contribute to the revitalization and/or redevelopment of areas where decline of any type has occurred. Promote infill development that is compatible and harmonious with adjacent uses and would otherwise not be an area that could physically be redeveloped under conventional zoning.

Maintain consistency with the City's Zoning Ordinance, and other applicable plans, policies, standards and regulations on record.

Approval of a zone change to a SPUD adopts the Master Plan prepared by the applicant and reviewed as a part of the application. The SPUD establishes new and specific requirements for the amount and type of land use, residential densities, if appropriate, development

regulations and location of specific elements of the development, such as open space screening.

STAFF ANALYSIS: The particulars of this SPUD include:

USE: The requested uses for the SPUD include:

- (a) Detached one family dwelling
- (b) One Single-Family dwelling and a garage apartment (*ADU).
- (c) Accessory Storage Buildings
- (d) Short-Term Rentals*, for 117 and 119 E Acres Street ONLY**

*ADU - A structure which is subordinate to, and the use of which is incidental to, that of the main structure on the same lot and includes a room or group of rooms forming a single habitable unit with facilities which are used or intended to be used for living, sleeping, cooking and eating.

*A Short-Term Rental is defined as the rental of an existing or otherwise permitted dwelling structure or any portion thereof, for a period of not more than thirty (30) days, where the owner is engaged in a contract for the rental of that specific dwelling, or any portion thereof.

These are all permitted uses under the current SPUD with the exception of the Short-Term Rental use.

SITE PLAN/ACCESS: No changes are proposed to the existing layout of the lot. The property was developed according to the SPUD site plan adopted with Ordinance No. O-2021-39.

ALTERNATIVES/ISSUES:

IMPACTS: The proposed uses in the SPUD are uses that are currently allowed by right in the R-2 zoning district, including the Short-Term Rental use. The intensity of use will not have a negative impact on the surrounding properties. Short-Term Rentals are allowed in all residential zoning districts. The previous SPUD did not include the use but the current owner would like to add it to their allowable uses. The applicant will be required to obtain a Short-Term Rental license per the requirements in Chapter 20, Article 20-XXVII Short-Term Rentals.

CONCLUSION: Staff forwards this request for a Simple Planned Unit Development and Ordinance O-2324-19 to Planning Commission for your consideration.



CITY OF NORMAN, OK
PLANNING COMMISSION MEETING
 Municipal Building, Council Chambers, 201 West Gray,
 Norman, OK 73069
 Thursday, October 12, 2023 at 6:30 PM

MINUTES

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

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

Chair Erica Bird called the meeting to order at 6:33 p.m.

ROLL CALL

PRESENT

Cameron Brewer
 Chair Erica Bird
 Douglas McClure
 Jim Griffith
 Maria Kindel
 Michael Jablonski

ABSENT

Steven McDaniel
 Liz McKown
 Kevan Parker

A quorum was present.

STAFF PRESENT

Jane Hudson, Planning Director
 Lora Hoggatt, Planning Services Manager
 Melissa Navarro, Planner II
 Anaïs Starr, Planner II
 Lisa Krieg, CDGB/Grants Manager
 Roné Tromble, Admin. Tech. IV
 Beth Muckala, Assistant City Attorney
 Anthony Purinton, Assistant City Attorney
 David Riesland, Transportation Engineer
 Todd McLellan, Development Engineer
 Jason Murphy, Stormwater Program Manager
 Bryce Holland, Multimedia Specialist

NON-CONSENT ITEMS**SPUD Amendment**

3. Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of Ordinance No. O-2324-19: Emmanuel Enguerra requests amendment of the SPUD (O-2021-39), Simple Planned Unit Development, for property located at 119 and 117 E. Acres Street.

ITEMS SUBMITTED FOR THE RECORD:

1. Location Map
2. Staff Report
3. SPUD Narrative with Exhibits A-B

PRESENTATION BY STAFF: Melissa Navarro reviewed the staff report, a copy of which is filed with the minutes.

PRESENTATION BY THE APPLICANT: Travis Dennis, Plainview Legal Group, representing the applicant, explained the project. The owner bought the property with the intention of using the main building and the ADU for long-term and short-term rentals. The existing SPUD narrative doesn't include short-term rentals as an allowable use.

AUDIENCE PARTICIPATION: None

DISCUSSION AND ACTION BY THE PLANNING COMMISSION:

Motion made by Brewer, seconded by Kindel, to recommend approval of Ordinance No. O-2324-19 to City Council.

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

The motion to recommend adoption of Ordinance No. O-2324-19 to City Council passed by a vote of 6-0.

*

File Attachments for Item:

25.

CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-24 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-552, FENCING, WALLS AND SCREENING, OF CHAPTER 36, ZONING, OF THE CODE OF THE CITY OF NORMAN, TO ALLOW FOR ADMINISTRATIVE REVIEW AND APPROVAL OF REQUESTS FOR VARIATIONS IN FENCE HEIGHT IN THE A-1, GENERAL AGRICULTURAL DISTRICT, A-2, RURAL AGRICULTURAL DISTRICT, AND RE, RESIDENTIAL ESTATE DWELLING DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 11/28/2023

REQUESTER: City of Norman

PRESENTER: Jane Hudson, Director of Planning & Community Development

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2324-24 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-552, FENCING, WALLS AND SCREENING, OF CHAPTER 36, ZONING, OF THE CODE OF THE CITY OF NORMAN, TO ALLOW FOR ADMINISTRATIVE REVIEW AND APPROVAL OF REQUESTS FOR VARIATIONS IN FENCE HEIGHT IN THE A-1, GENERAL AGRICULTURAL DISTRICT, A-2, RURAL AGRICULTURAL DISTRICT, AND RE, RESIDENTIAL ESTATE DWELLING DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF.

BACKGROUND:

In April of 2022, staff presented two discussion items to the City Council Oversight Committee: fence height and structure coverage on developing lots.

The Oversight Committee directed staff to bring back additional information and a possible ordinance amendment regarding the review and approval process to allow a fence to be taller than the current four-foot requirement, particularly as it projects forward of the front setback line.

The attached proposed ordinance amendment will allow staff to administratively review applications for fence height in A-1, General Agricultural District and A-2 Rural Agricultural District. This review process mirrors the current administrative process staff currently has for Lot Line Adjustment applications, except that the City Traffic Engineer will also be evaluating the proposed fence height variations to evaluate drive sight issues. The ordinance amendment also allows the Administrative Review Committee to approve an increase in the overall maximum fence height from eight feet (8') to ten feet (10') (within the A-1 and A-2 zoning districts) without the need for the applicant to seek a variance from the Board of Adjustment.

DISCUSSION:

When applying for the administrative approval, the applicant is required to complete and submit an application (to be developed and updated by the Planning & Community Development Dept.). Though the Planning Department's application requirement may evolve to ensure necessary information is presented to the Administrative Review Committee, the general requirements are anticipated to be set forth generally as follows:

- a) **Site Plan:** A Site Plan must be submitted that contains the information listed below. Site plans shall be drawn to a conventional scale, preferably a 1:20 or 1:10.
- b) The name, address, and phone number of the plan preparer shall be included on the plans.
- c) **Vicinity Map and Directions:** A vicinity map shall be shown on the site plan that clearly shows the subject property and surrounding roads.
- d) **Boundaries:** The site plan must show all existing property lines, labeled with property line distances, open space, and the boundaries of existing and proposed easements and rights of way.
- e) **Access:** Proposed off-street parking and loading areas, including access driveways and maneuvering areas, must be indicated and dimensioned. The site plan must show the legal access from the property to a public right-of-way, the width of the right-of-way, and the edge of pavement and width of the street along the property's frontage. All easements and dedicated areas of the property must be identified.
- f) **Project Information:** A written description must be included that describes the key components of the project, including a full description of the proposed use(s) and improvements for the site, and maximum height of the proposed fence, wall, or other screening type.

The process of internal review for administrative approval shall be as follows:

- (1) The City Engineer evaluates and approves the proposed fence location and height, taking into consideration applicable codes;
- (2) The Traffic Engineer evaluates and approves the proposed fence location and height, taking into consideration applicable codes;
- (3) The Building Official evaluates and approves the application in light of applicable codes and regulations; and
- (4) The Director of Planning and Community Development or their designee evaluates and approves the application in light of applicable Norman zoning and development codes, regulations, guidelines and policies.

CONCLUSION: Staff forwards this possible amendment to the current fencing requirements located in Chapter 36, Zoning Ordinance as Ordinance No. O-2324-24 to City Council for consideration.

At their October 12, 2023 meeting, Planning Commission recommended adoption of Ordinance No. O-2324-24 to City Council by a vote of 6-0.

Ordinance No. O-2324-24

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-552, FENCING, WALLS AND SCREENING, OF CHAPTER 36, ZONING, OF THE CODE OF THE CITY OF NORMAN, TO ALLOW FOR ADMINISTRATIVE REVIEW AND APPROVAL OF REQUESTS FOR VARIATIONS IN FENCE HEIGHT IN THE A-1, GENERAL AGRICULTURAL DISTRICT, A-2, RURAL AGRICULTURAL DISTRICT, AND RE, RESIDENTIAL ESTATE DWELLING DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF.

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

§ 1. That Section 36-552 of Chapter 36 of the Code of the City of Norman shall be amended to read as follows:

36-552 Fencing, Walls, And Screening

- (a) In a residentially zoned district, fencing or screening may not project forward of a required front setback line, unless such fencing is less than four (4) feet in height.
- (b) In any district zoned A-1, A-2 or RE, upon submittal of an application and necessary information, as required by the Planning & Community Development Department, an applicant may seek the approval of the Administrative Review Committee for alternative fence heights. The Administrative Review Committee shall be composed of the City Engineer, the Traffic Engineer, the Building Official and the Director of Planning and Community Development, or their designee. The Administrative Review Committee may approve such requests where all of the following occur:
 - (1) The City Engineer evaluates and approves the proposed fence location and height, taking into consideration applicable codes;
 - (2) The Traffic Engineer evaluates and approves the proposed fence location and height, taking into consideration applicable codes;
 - (3) The Building Official evaluates and approves the application in light of applicable codes and regulations; and
 - (4) The Director of Planning and Community Development or their designee evaluates and approves the application in light of applicable Norman zoning and development codes, regulations, guidelines and policies.

Notwithstanding the above, approval for fence height in excess of ten (10) feet must be sought from the Board of Adjustment pursuant to 36-570.

(c) Fencing along the side or rear property lines:

- (1) May be erected within any utility easement but is subject to removal by any franchised utility company whenever installation or repair of their facilities is required.
- (2) Excepting an allowance obtained pursuant to subpart (b) herein, may not exceed eight (8) feet in height, unless the written consent of the abutting property owner is secured, or the Board of Adjustment approves the height, location, and materials as a special exception.
- (3) May not be constructed of corrugated fiberglass, corrugated metal, or unpainted sheet metal, nor contain any barbed wire.
- (4) Walls of brick or masonry material, which require a permanent foundation, may not be constructed within any designated utility easement without the written consent of all affected utility franchise holders.
- (5) For parking areas containing six or more parking spaces and/or other vehicular use areas of at least 900 square feet of impervious area to be used as parking, the owners shall screen from any abutting lot zoned or used for single-family purposes by a solid opaque fence at least six (6) feet in height.

(d) The side and rear property boundaries of all lots used for commercial, industrial, and multi-family uses shall be screened from any abutting lot zoned or used for single-family or two-family purposes by a solid opaque fence at least six (6) feet in height.

- (1) Such fence shall be constructed of any material except for corrugated fiberglass, corrugated metal, or unpainted sheet metal, nor contain any barbed wire.
- (2) No screening may exceed eight (8) feet in height, unless approved by the City Council as part of a specific site plan or granted as a special exception by the Board of Adjustment.
- (3) Any fence requiring a permanent foundation may not be constructed within a utility easement unless written approval has been granted by all affected utility franchise holders.
- (4) Whenever the proposed use abuts a public alley that is shared with one- or two-family dwellings, opaque screening shall be installed on the commercial, industrial, or multifamily property, and shall be solid and continuous except for requiring openings or access drives.

- (5) Such screening must be continuously maintained in good condition and repaired or replaced within a reasonable time period.

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

ADOPTED this _____ day
of _____, 2023.

NOT ADOPTED this _____ day
of _____, 2023.

(Mayor)

(Mayor)

ATTEST:

(City Clerk)

Ordinance No. O-2324-24

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-552, FENCING, WALLS AND SCREENING, OF CHAPTER 36, ZONING, OF THE CODE OF THE CITY OF NORMAN, TO ALLOW FOR ADMINISTRATIVE REVIEW AND APPROVAL OF REQUESTS FOR VARIATIONS IN FENCE HEIGHT IN THE A-1, GENERAL AGRICULTURAL DISTRICT, A-2, RURAL AGRICULTURAL DISTRICT, AND RE, RESIDENTIAL ESTATE DWELLING DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF.

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 - (2) The Traffic Engineer evaluates and approves the proposed fence location and height, taking into consideration applicable codes;
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Notwithstanding the above, approval for fence height in excess of ten (10) feet must be sought from the Board of Adjustment pursuant to 36-570.

(c) Fencing along the side or rear property lines:

- (1) May be erected within any utility easement but is subject to removal by any franchised utility company whenever installation or repair of their facilities is required.
- (2) ~~Excepting an allowance obtained pursuant to subpart (b) herein, m~~May not exceed eight (8) feet in height, unless the written consent of the abutting property owner is secured, or the Board of Adjustment approves the height, location, and materials as a special exception.
- (3) May not be constructed of corrugated fiberglass, corrugated metal, or unpainted sheet metal, nor contain any barbed wire.
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- (5) For parking areas containing six or more parking spaces and/or other vehicular use areas of at least 900 square feet of impervious area to be used as parking, the owners shall screen from any abutting lot zoned or used for single-family purposes by a solid opaque fence at least six (6) feet in height.

~~(b)~~ The side and rear property boundaries of all lots used for commercial, industrial, and multi-family uses shall be screened from any abutting lot zoned or used for single-family or two-family purposes by a solid opaque fence at least six (6) feet in height.

- (1) Such fence shall be constructed of any material except for corrugated fiberglass, corrugated metal, or unpainted sheet metal, nor contain any barbed wire.
- (2) No screening may exceed eight (8) feet in height, unless approved by the City Council as part of a specific site plan or granted as a special exception by the Board of Adjustment.
- (3) Any fence requiring a permanent foundation may not be constructed within a utility easement unless written approval has been granted by all affected utility franchise holders.
- (4) Whenever the proposed use abuts a public alley that is shared with one- or two-family dwellings, opaque screening shall be installed on the commercial, industrial, or multifamily property, and shall be solid and continuous except for requiring openings or access drives.

- (5) Such screening must be continuously maintained in good condition and repaired or replaced within a reasonable time period.

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

ADOPTED this _____ day
of _____, 2023.

NOT ADOPTED this _____ day
of _____, 2023.

(Mayor)

(Mayor)

ATTEST:

(City Clerk)

ORDINANCE NO. O-2324-24

ITEM NO. 24

STAFF REPORT

ITEM: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AMENDING SEC. 36-552, FENCING, WALLS AND SCREENING, OF CHAPTER 36, ZONING, OF THE CODE OF THE CITY OF NORMAN, TO ALLOW FOR ADMINISTRATIVE REVIEW AND APPROVAL OF REQUESTS FOR VARIATIONS IN FENCE HEIGHT IN THE A-1, GENERAL AGRICULTURAL DISTRICT, A-2, RURAL AGRICULTURAL DISTRICT, AND RE, RESIDENTIAL ESTATE DWELLING DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF.

BACKGROUND:

In April of 2022, staff presented two discussion items to Oversight: fence height and structure coverage on developing lots.

Oversight directed staff to bring back additional information and a possible ordinance amendment regarding the review and approval process to allow a fence to be taller than the current four-foot requirement forward of the front setback line.

The attached proposed ordinance amendment will allow staff to administratively review applications for fence height forward of the front setback line. This review process mirrors the current administrative process staff currently has for Lot Line Adjustment applications. The ordinance amendment also allows the Administrative Review Committee approve and increase in the maximum fence height from eight feet (8') to ten feet (10') without seeking a variance from the Board of Adjustment.

DISCUSSION:

When applying for the administrative approval the applicant is required to complete and submit an application (to be established by the Planning & Community Development Dept.) Though the Planning Department's application requirement may evolve to ensure necessary information is presented to the Administrative Review Committee, the general requirements are anticipated to be set forth generally as follows:

- a) Site Plan: A Site Plan must be submitted that contains the information listed below. Site plans shall be drawn to a conventional scale, preferably a 1:20 or 1:10.
- b) The name, address, and phone number of the plan preparer shall be included on the plans.
- c) Vicinity Map and Directions: A vicinity map shall be shown on the site plan that clearly shows the subject property and surrounding roads.

- d) **Boundaries:** The site plan must show all existing property lines, labeled with proper distances, open space, and the boundaries of existing and proposed easements and rights of way.
- e) **Access:** Proposed off-street parking and loading areas, including access driveways and maneuvering areas, must be indicated and dimensioned. The site plan must show the legal access from the property to a public right-of-way, the width of the right-of-way, and the edge of pavement and width of the street along the property's frontage. All easements and dedicated areas of the property must be identified.
- f) **Project Information:** A written description must be included that describes the key components of the project, including a full description of the proposed use(s) and improvements for the site, and maximum height of the proposed fence, wall, or other screening type.

The process of internal review for administrative approval shall be as follows:

- (1) The City Engineer evaluates and approves the proposed fence location and height, taking into consideration applicable codes;
- (2) The Traffic Engineer evaluates and approves the proposed fence location and height, taking into consideration applicable codes;
- (3) The Building Official evaluates and approves the application in light of applicable codes and regulations; and
- (4) The Director of Planning and Community Development or their designee evaluates and approves the application in light of applicable Norman zoning and development codes, regulations, guidelines and policies.

CONCLUSION: Staff forwards this possible amendment to the current fencing requirements located in Chapter 36, Zoning Ordinance as Ordinance No. O-2324-24 to the Planning Commission for consideration and recommendation to City Council.



CITY OF NORMAN, OK
PLANNING COMMISSION MEETING
Municipal Building, Council Chambers, 201 West Gray,
Norman, OK 73069
Thursday, October 12, 2023 at 6:30 PM

MINUTES

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

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

Chair Erica Bird called the meeting to order at 6:33 p.m.

ROLL CALL

PRESENT

Cameron Brewer
Chair Erica Bird
Douglas McClure
Jim Griffith
Maria Kindel
Michael Jablonski

ABSENT

Steven McDaniel
Liz McKown
Kevan Parker

A quorum was present.

STAFF PRESENT

Jane Hudson, Planning Director
Lora Hoggatt, Planning Services Manager
Melissa Navarro, Planner II
Anaïs Starr, Planner II
Lisa Krieg, CDGB/Grants Manager
Roné Tromble, Admin. Tech. IV
Beth Muckala, Assistant City Attorney
Anthony Purinton, Assistant City Attorney
David Riesland, Transportation Engineer
Todd McLellan, Development Engineer
Jason Murphy, Stormwater Program Manager
Bryce Holland, Multimedia Specialist

- 24. Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of Ordinance No. O-2324-24:** AN ORDINANCE OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SEC. 36-552, FENCING, WALLS AND SCREENING, OF CHAPTER 36, ZONING, OF THE CODE OF THE CITY OF NORMAN, TO ALLOW FOR ADMINISTRATIVE REVIEW AND APPROVAL OF REQUESTS FOR VARIATIONS IN FENCE HEIGHT IN THE A-1, GENERAL AGRICULTURAL DISTRICT, A-2, RURAL AGRICULTURAL DISTRICT, AND RE, RESIDENTIAL ESTATE DWELLING DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF.

ITEMS SUBMITTED FOR THE RECORD:

1. Staff Report
2. Proposed Ordinance

PRESENTATION BY STAFF: Jane Hudson reviewed the staff report, a copy of which is filed with the minutes.

AUDIENCE PARTICIPATION: None

DISCUSSION AND ACTION BY THE PLANNING COMMISSION:

Ms. Bird and Ms. Kindel spoke in support of the proposed ordinance.

Motion made by Kindel, seconded by Griffith, to recommend adoption of Ordinance No. O-2324-24 to City Council.

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

The motion to recommend adoption of Ordinance No. O-2324-24 to City Council passed by a vote of 6-0.

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