



CITY OF NORMAN, OK CITY COUNCIL REGULAR MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Tuesday, March 25, 2025 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 call 405-366-5424, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.

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

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

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

PROCLAMATIONS

1. CONSIDERATION OF ACKNOWLEDGMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF PROCLAMATION P-2425-18: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING SATURDAY, MAY 3, 2025, AS CULTURAL UNITY DAY IN THE CITY OF NORMAN.
2. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-22: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF APRIL, 2025, AS CHILD ABUSE AND NEGLECT PREVENTION MONTH IN THE CITY OF NORMAN.

COUNCIL ANNOUNCEMENTS

CONSENT DOCKET

This item is placed on the agenda so that the City Council, by unanimous consent, can designate those routine agenda items that they wish to be approved or acknowledged by one motion. If any item proposed does not meet with approval of all Councilmembers, that item will be heard in regular order. Staff recommends that Item 3 through Item 20 be placed on the consent docket.

APPROVAL OF MINUTES

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

CITY COUNCIL OVERSIGHT MEETING MINUTES OF FEBRUARY 13, 2025

CITY COUNCIL STUDY SESSION MEETING MINUTES OF MARCH 19, 2024, AND AMENDED STUDY SESSION MINUTES OF JANUARY 2, 2024.

CITY COUNCIL SPECIAL MEETING MINUTES OF MARCH 26, 2024 AND MARCH 18, 2025.

First Reading Ordinance

4. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-24 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE PART OF THE NORTH HALF (N/2) OF THE SOUTHEAST QUARTER (SE/4) OF SECTION FIFTEEN (15), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE A-2, RURAL AGRICULTURAL DISTRICT AND PLACE THE SAME IN THE O-1, OFFICE-INSTITUTIONAL DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (2710 36TH AVENUE NW)

5. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-28 UPON FIRST READING BY TITLE:
AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE THE LOT 1, BLOCK 1, LIFE.CHURCH NORMAN AND LOT 2C, BLOCK 1, SOUTH CLASSEN ADDITION OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE C-2, GENERAL COMMERCIAL DISTRICT, AND PUD, PLANNED UNIT DEVELOPMENT DISTRICT, AND PLACE SAME IN THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (2919 CLASSEN BLVD. AND 1500 E. IMHOFF RD.)

Appointments

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

ADA CITIZENS ADVISORY COMMITTEE

TERM: 05/28/25 TO 05/28/28, SUE FAVORS, WARD 8

TERM: 05/28/25 TO 05/28/28, DECEMBER AMBOS, WARD 6

BICYCLE ADVISORY COMMITTEE

TERM: 03/25/25 TO 02/13/28, CHIP MINTY, WARD 8

TERM: 03/25/25 TO 02/13/28, AYSHA PRATHER, WARD 5

DEVELOPMENT OVERSIGHT COMMITTEE FOR TIF NO. 2

TERM: 04/10/25 TO 04/10/28, BILL WILSON, WARD 5

TERM: 04/10/25 TO 04/10/28, KURT LEE, WARD 3

BOARD OF PARKS COMMISSIONERS

TERM: 03/25/25 TO 01/01/28, ELLEN USRY, WARD 5

TERM: 03/25/25 TO 01/01/28, KRISTI ISACKSEN, WARD 2

TERM: 03/28/25 TO 01/01/27, MARK NANNY, WARD 1

TERM: 03/28/25 TO 01/01/27, KRISTINA WYCKOFF, WARD 4

TERM: 03/28/25 TO 01/01/27, TODD FAGIN, WARD 2

TERM: 03/28/25 TO 01/01/28, WILL SPAIN, WARD 4

Reports/Communications

7. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RECEIPT OF THE FINANCE DIRECTOR'S INVESTMENT REPORT AS OF FEBRUARY 28, 2025, AND DIRECTING THE FILING THEREOF.

- [8.](#) CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF THE MONTHLY DEPARTMENTAL REPORT FOR THE MONTH OF FEBRUARY 2025.
- [9.](#) CONSIDERATION OF SUBMISSION, ACKNOWLEDGEMENT, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RECEIPT OF REPORT ENTITLED "THE CITY OF NORMAN SINGLE AUDIT REPORT FOR THE YEAR ENDED JUNE 30, 2024," AS PREPARED BY THE CITY OF NORMAN FINANCE DEPARTMENT AND AUDITED BY THE FIRM OF FORVIS MAZARS, L.L.P., FOR THE CITY OF NORMAN, OKLAHOMA, NORMAN UTILITIES AUTHORITY, NORMAN MUNICIPAL AUTHORITY, NORMAN ECONOMIC DEVELOPMENT AUTHORITY AND NORMAN TAX INCREMENT FINANCE AUTHORITY.
- [10.](#) CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION AND/OR POSTPONEMENT OF THE SUBMISSION OF THE NORMAN REGIONAL HEALTH SYSTEM 2022, 2023, 2024 AND 2025 BUDGETS.
- [11.](#) CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RECEIPT OF THE ANNUAL REPORT FROM THE SANTA FE DEPOT TO THE BOARD OF PARK COMMISSIONERS.

Contracts

- [12.](#) CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT ONE TO CONTRACT K-1920-104: WITH FREESE AND NICHOLS AND THE CITY OF NORMAN, OKLAHOMA, FOR DESIGN ENGINEERING OF THE CONSTITUTION STREET 2019 BOND PROJECT – JENKINS AVENUE TO CLASSEN BOULEVARD IN THE AMOUNT OF \$52,400 AS OUTLINED IN THE STAFF REPORT.
- [13.](#) CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2425-63: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND BRAMLETT AND ASSOCIATES MULTIMEDIA, L.L.C., D/B/A BOLD MULTIMEDIA, FOR MARKETING SERVICES IN THE AMOUNT OF \$42,955 FOR THE PARKS AND RECREATION DEPARTMENT, WESTWOOD PARK, AND THE YOUNG FAMILY ATHLETIC CENTER.
- [14.](#) CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2425-102: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND AGUIRRE & FIELDS, LP., IN THE AMOUNT OF \$91,350.00 FOR THE DESIGN OF THE EAST ROBINSON STREET BRIDGE REPLACEMENT PROJECT AND BUDGET TRANSFER AS OUTLINED IN THE STAFF REPORT.

15. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2425-107: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, NORMAN TAX INCREMENT FINANCE AUTHORITY, NORMAN MUNICIPAL AUTHORITY, THE NORMAN UTILITIES AUTHORITY, NORMAN ECONOMIC DEVELOPMENT AUTHORITY AND MUNICIPAL FINANCE SERVICES, INC., TO PROVIDE FINANCIAL ADVISORY SERVICES TO THE CITY OF NORMAN.

Resolutions

16. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-98: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AND THE NORMAN MUNICIPAL AUTHORITY APPROPRIATING \$947,430 FROM THE 2021 STREET MAINTENANCE BOND FUND BALANCE ACCOUNT FOR BOND PROJECT ASPHALT LOCATIONS AS OUTLINED IN THE STAFF REPORT
17. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-99: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$125,000 FROM THE GENERAL FUND BALANCE TO PAY PENDING AND ANTICIPATED OUTSIDE LEGAL EXPENSES FOR THE REMAINDER OF FYE 2025.
18. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-108 : A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING JOINT PETITION SETTLEMENT OF THE CLAIM FILED BY JARED TIPTON UNDER THE PROVISIONS OF THE WORKERS' COMPENSATION STATUTES OF THE STATE OF OKLAHOMA IN THE CASE OF *JARED TIPTON V. THE CITY OF NORMAN*, WORKERS' COMPENSATION COMMISSION CASE 2024-05980 T; DIRECTING THE LEGAL DEPARTMENT TO THEN FILE SUCH SETTLEMENT AND ALL ATTENDANT COSTS IN THE WORKERS' COMPENSATION COMMISSION, OKLAHOMA CITY, OKLAHOMA; AND AUTHORIZING AND DIRECTING THE FINANCE DIRECTOR TO SUBSEQUENTLY PURCHASE SUCH WORKERS' COMPENSATION COMMISSION JUDGMENT FROM THE RISK MANAGEMENT INSURANCE FUND.
19. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-109: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$53,193.00 FROM THE NORMAN FORWARD FUND BALANCE TO BE USED FOR THE NORMAN FORWARD ARTS PROJECTS.

20. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-110: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA ESTABLISHING POLICIES, DUE TO THE RECENT WILDFIRES, FOR ALLOWING AFFECTED RESIDENTS TO INHABIT TEMPORARY STRUCTURES WHILE REBUILDING PERMANENT STRUCTURES DESTROYED BY THE WILDFIRES AS A MEANS OF DISASTER RELIEF.

NON-CONSENT ITEMS

Second Reading Ordinance

21. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-19 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 ONE (1) AND TWO (2), IN BLOCK SEVEN (7), OF D.L. LARSH'S FIRST ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE CCFBC, CENTER CITY FORM-BASED CODE, URBAN RESIDENTIAL FRONTAGE, AND PLACE SAME IN THE CCPUD, CENTER CITY PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (201 W APACHE ST)
22. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-82: 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 NORTH HALF OF THE NORTHWEST QUARTER (N/2 NW/4) OF SECTION FOURTEEN (14), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE VERY LOW RESIDENTIAL AND COUNTRY RESIDENTIAL DESIGNATIONS AND PLACE THE SAME IN THE INSTITUTIONAL DESIGNATION. (4020 E TECUMSEH ROAD)
23. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-25 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 GRANT SPECIAL USE FOR MUNICIPAL USE IN THE RE, RESIDENTIAL ESTATES DWELLING DISTRICT FOR PART OF THE NORTH HALF OF THE NORTHWEST QUARTER (N/2 NW/4) OF SECTION FOURTEEN (14), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (4020 E TECUMSEH ROAD)

Preliminary Plats

24. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2425-7 PRELIMINARY PLAT FOR NORMAN GROUNDWATER FACILITY LOCATED AT 4020 EAST TECUMSEH ROAD (APPROXIMATELY ONE-HALF MILE EAST OF 36TH AVENUE N.E. ON THE SOUTH SIDE OF EAST TECUMSEH ROAD).

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 ACKNOWLEDGMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF PROCLAMATION P-2425-18: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING SATURDAY, MAY 3, 2025, AS CULTURAL UNITY DAY IN THE CITY OF NORMAN.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/25/2025

REQUESTER: Richard Baxter

PRESENTER: Richard Baxter, Racism Stinks, Founder

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF PROCLAMATION P-2425-18: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING SATURDAY, MAY 3, 2025, AS CULTURAL UNITY DAY IN THE CITY OF NORMAN.

Proclamation

P-2425-17

A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN,
OKLAHOMA, PROCLAIMING SATURDAY, MAY 3, 2025, AS
CULTURAL UNITY DAY IN THE CITY OF NORMAN.

- § 1. WHEREAS, #racismstinks is a 501(c)3 nonprofit dedicated to educating and building strong allies. We are committed to healing the racial divides in our communities and serve by focusing on unity-centric education, police and community partnerships, and family-friendly community collaborations. We believe that bringing unity has to be real not woke; and
- § 2. WHEREAS, public safety is the foundation of unity in our multicultural country #racismstinks has a powerful vision for healing police and community relationships to bring us together; and
- § 3. WHEREAS, the parade is a testament to the commitment to rebuilding public trust in law enforcement and unifying our communities; and
- § 4. WHEREAS, through fun family-friendly events that build connection, #racismstinks opens people's hearts to participate in inspirational healing dialogues and increasing community engagement; and
- § 5. WHEREAS, this approach provides measurable improvements in public perception of law enforcement, safety, and trust; and
- § 6. WHEREAS, the Norman Cultural Unity Parade will have 10 professional cultural floats honoring Native Americans, United States, African/African Americans, Hispanics/Latinos, East Asians, Europeans, Middle Eastern North Africans, South Asians, Pacific Islanders, and finally the racismstinks/law enforcement float; and
- § 7. WHEREAS, participants pledge to a time commitment, skill sharing, and/or financial support of activities that foster continued racial healing and unity after the parade.

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

- § 8. Do hereby proclaim Saturday, May 3, 2025, as Cultural Unity Day in the City of Norman and encourage all citizens to join in the festivities and parade demonstrating the commitment to working together to heal race relations, strengthen community, and create a safe future for everyone.

PASSED AND APPROVED this 25th day of March, 2025.

Mayor

ATTEST:

City Clerk



File Attachments for Item:

2. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-22: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF APRIL, 2025, AS CHILD ABUSE AND NEGLECT PREVENTION MONTH IN THE CITY OF NORMAN.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/25/2025

REQUESTER: Grace Holloman

PRESENTER: Grace Holloman, Accessibility Strategist

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-22: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF APRIL, 2025, AS CHILD ABUSE AND NEGLECT PREVENTION MONTH IN THE CITY OF NORMAN.

Proclamation

P-2425-22

A PROCLAMATION OF THE MAYOR OF THE CITY OF
NORMAN, OKLAHOMA, PROCLAIMING THE MONTH
OF APRIL, 2025, AS CHILD ABUSE AND NEGLECT
PREVENTION MONTH IN THE CITY OF NORMAN.

- § 1. WHEREAS, the month of April has been declared National Child Abuse Prevention Month in our country; and
- § 2. WHEREAS, communities must make every effort to report victims of child abuse or neglect; and
- § 3. WHEREAS, in 2024, Cleveland County reported 830 victims of child abuse or neglect; and
- § 4. WHEREAS, the City of Norman is invested in prevention and advocacy through individuals, businesses, schools, volunteer efforts, faith-based and community organizations; and
- § 5. WHEREAS, making children a top priority and taking action to support the physical, social, emotional and educational development and competency for all children; and
- § 6. WHEREAS, the Norman community provides children services on abuse and neglect experiences and are united in promoting advocacy for children.

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

- § 7. Do hereby proclaim the month of April, 2025, as Child Abuse and Neglect Prevention Month in the City of Norman and urge all citizens to dedicate ourselves to the task of improving the quality of life for all children and families and to recognize that prevention starts with each of us.

PASSED AND APPROVED this 25th day of March, 2025.

Mayor

ATTEST:

City Clerk



File Attachments for Item:

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

CITY COUNCIL OVERSIGHT MEETING MINUTES OF FEBRUARY 13, 2025

CITY COUNCIL STUDY SESSION MEETING MINUTES OF MARCH 19, 2024, AND AMENDED STUDY SESSION MINUTES OF JANUARY 2, 2024.

CITY COUNCIL SPECIAL MEETING MINUTES OF MARCH 26, 2024 AND MARCH 18, 2025.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/25/2025

REQUESTER: Brenda Hall, City Clerk

PRESENTER: Brenda Hall, City Clerk

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

CITY COUNCIL OVERSIGHT MEETING MINUTES OF FEBRUARY 13, 2025

CITY COUNCIL STUDY SESSION MEETING MINUTES OF MARCH 19, 2024, AND AMENDED STUDY SESSION MINUTES OF JANUARY 2, 2024.

CITY COUNCIL SPECIAL MEETING MINUTES OF MARCH 26, 2024 AND MARCH 18, 2025.



CITY OF NORMAN, OK CITY COUNCIL OVERSIGHT COMMITTEE MEETING

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

Thursday, February 13, 2025 at 4:00 PM

MINUTES

The City Council Oversight Committee of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in the Executive Conference Room on the 13th day of February 2025, at 4:00 p.m. and notice of the agenda was posted at 4:00 p.m., and notice and agenda of the meeting was posted at the Municipal Building at 201 West Gray and the City website at least 24 hours prior to the beginning of the meeting.

CALL TO ORDER

Chairman Heikkila called the meeting to order at 4:00 p.m.

PRESENT

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

ABSENT

Councilmember Ward 1 Austin Ball

OTHERS PRESENT:

Councilmember Ward 3 Bree Montoya
Councilmember Ward 5 Michael Nash
Councilmember Ward 6 Joshua Hinkle
Ms. Shannon Stevenson, Assistant City Manager
Ms. Beth Muckala, Assistant City Attorney
Ms. Rachel Freeman, CEO City Care
Mr. Shawn Loyd, Senior Director of Homeless
Ms. Heidi Smith, Director, Thunderbird Clubhouse, Continuum of Care
Ms. Katherine Hammans, Administrative Tech III

AGENDA ITEMS

ITEM 1: EMERGENCY SHELTER UPDATE.

City Care took over the operation of the Norman Shelter on January 15, 2025, and have received support from multiple programs in Norman. City Care staff have toured and met with other Cleveland County Continuum of Care (CoC) agencies and received member status on February 11, 2025.

Mr. Shawn Loyd, Senior Director of Homelessness for City Care, presented the shelter report for the period of January 15 to January 31, 2025. He asked what the Committee would like reported each month so he can be better prepared for the monthly meeting.

Councilmember Grant said she would like to see as much data and demographics possible on the reports to help people on the outside understand what City Care is doing, what populations are being served, how long people are staying at the shelter, where do they go when they transition out, etc. Councilmember Holman said he would like to know how many in shelter have income, source of income, how many are disabled. Mr. Loyd said these items are included in the Emergency Shelter Grant (ESG) report and he will do a filtered report on requested data. Until the data is known, a plan to move forward cannot be made.

Mr. Loyd said the shelter was operating on winter overflow for ten of the first 16 nights, utilizing both the beds and overflow floor spaces, bringing the average number of guests to 58 per night during the month of January.

105 unique individuals stayed at the shelter, consisting of 59 men and 35 women.

two people left the shelter for permanent housing

One male moved into a Food and Shelter Tiny Home.

One female moved in to self-pay housing through the assistance of Emergency Shelter Grant funds provided by Food and Shelter.

13 people on the shelter wait list were turned away due to capacity.

54 guests on wait list

He said staff are currently building full profiles on each guest and focusing on getting information into the Homeless Management Information System (HMIS) for tracking and reporting. Councilmember Grant asked if there is a lack of data availability to City Care. Mr. Loyd said he believes it was not captured before.

Mr. Loyd said City Care's intake process asks for data, which will help the case workers determine what unique services the individual guests need. Such information can include, but not be limited to, income information, kinds of services currently received, Medicare, Medicaid, private insurance, no insurance, other benefits, how did they come to be homeless in Norman, where are they from, etc.

ITEM 1: (continued) EMERGENCY SHELTER UPDATE.

He said a few of the employees from Food and Shelter have been retained to help the guests feel more comfortable with the change and to make the transition go more smoothly. Staff are implementing procedures and process as done at OKC shelter for consistency and the change to City Care's operation has transitioned well.

Repairs to the building are underway, a team is working on tearing out carpets, new mattress' have been purchased, pest control is being performed to get a bed bug infestation cleared up and a regular pest control plan is in place for continued protection. When windows on the south wall are tinted, the curtains will be removed to further help control any bed bug issue.

The flow of the building has been redesigned, with a long interior hallway to get people inside faster, make them less visible to others in the area, helping improve community perception of the homeless. A security expert looked at camera design and the installation of a smoke detection system to cut down the need of a physical person to do hourly fire watch on the facility, allowing more time for case management.

Councilmember Holman said he has noticed a lot less "hanging out" at the shelter since City Care took over management. Mr. Loyd said a coordinated effort and moving the main entrance to the east door has helped greatly.

Ms. Shannon Stevenson, Assistant City Manager, said staff are working on the installation of a washer and dryer to assist with facility maintenance. She also said fence quotes have been received, coming in more expensive than anticipated and other options are being explored. The Post Office would like fencing to the facility adjacent to the shelter. Staff met to discuss options and ways to make it more affordable are being researched. She said staff are looking into options for paint to brighten up the interior of the building and other items are at various stages of work.

Councilmember Dixon suggested the "Swap Shop" at the Hazardous Waste Facility for paint on hand that might be used for painting the shelter. Mayor Heikkila said staff need to check with Mr. Jason Olsen, Director of Parks and Recreation, to see if there is any old fence available to use at the shelter, to break the view, provide a windbreak and help mitigate some of the trash blowing around.

Councilmember Dixon said it would be great to know the number of people who leave the shelter and come back. Mr. Loyd said he will work with Ms. Heidi Smith, Continuum of Care Director, to see if they can determine this from the data they currently have at the Continuum of Care.

Mr. Loyd said the lack of affordable housing options is preventing people from transitioning out of the shelter. The state and local housing authorities have put a hold on vouchers due to lack of funds. When a voucher is available it is challenging to issue with so many on the wait list and a lot of landlords will not accept a housing voucher further impacting the availability of affordable housing options.

ITEM 1: (continued) EMERGENCY SHELTER UPDATE.

Ms. Rachel Freeman, CEO, City Care, met with Ms. Karen Canavan, Executive Director, Norman Housing Authority, (NHA) and she said Permanent Supportive Housing Units are vital to ensure newly housed, at risk individuals are successful. The process should be, someone stays in the shelter, accesses services, moves to permanent housing, freeing up shelter beds for more people to be assisted in their journey for housing and more productive lives. Mr. Loyd said long term case managers link the guests in the reporting system and are able to follow their progress.

Ms. Freeman said City Care does not normally evict people and have project based vouchers to help the residents. Councilmember Grant asked if the housing solutions are only available for use in Norman or can they be used in other communities. Mr. Loyd said you do not want to send homeless people somewhere else, where they might fall through the cracks or have to start all over. City Care is looking at ways to bridge services and possibly move to voucher supported housing in Norman.

Ms. Freeman said there are currently zero voucher holders staying in the shelter. Councilmember Holman said he would think the elderly would be the easiest to move into permanent housing. Ms. Freeman said fixed income and increased rents sometimes make housing choices unobtainable.

Councilmember Hinkle asked, with the continued conversations and debate on where to put a shelter, what would City Care recommend on placing a permanent shelter, where would it fit best in a neighborhood.

Mr. Loyd said there will always be NIMBY issues, (Not In My Back Yard) when trying to find locations for affordable housing options. Ms. Freeman said City Care has West Lawn Gardens and the development fits in just like any good neighbor.

Councilmember Dixon asked about the possibility of obtaining the homes on Reed Avenue, across from Food and Shelter. Councilmember Holman said you would need people willing to sell their house or are having a hard time selling and want to move.

ITEM 2: UPDATE ON THE HOMEBASE PLAN

Ms. Heidi Smith, Director of Operations, Thunderbird Clubhouse and Cleveland County Continuum of Care Coordinator, spoke to the committee regarding the Continuum of Care Homeless Plan and the recent (PIT), Point in Time homeless count completed for the annual homeless report.

Ms. Smith said she wanted the committee to know that City Care is the gold standard for what they do. They give so much hope to their guests that things are going to be great and applauded the City of Norman for going above and beyond to help.

ITEM 2: (continued) UPDATE ON THE HOMEBASE PLAN

The purpose of the Continuum of Care is to ensure the planning, coordination, and implementation of an effective and efficient system-wide response to homelessness within the City of Norman and Cleveland County; to promote community-wide planning and commitment to the goal of ending homelessness; to secure funding for efforts to prevent homelessness and rapidly rehouse homeless individuals and families; to promote access to and strategic use of mainstream resources; to optimize self-sufficiency among persons experiencing homelessness; and to improve data collection and community performance measurement.

The PIT count must be done during the last 10 days in January and Ms. Smith said the Cleveland County Continuum of Care coordinates with OKC to make sure they are not duplicating counts due to the mobile homeless. The assessment documents are put out by the Federal Government and can be modified to best meet the unique needs of the local area.

This year volunteers started at 5:00 am and visited 57 sights in Norman and three in Moore. Food and Shelter had the dining room open due to the extreme weather and volunteers were able to complete 60 assessments at their location.

100 homeless assessments were completed, the total assessments have not been compiled for the annual report yet, but the number of street homeless in the area range between 130-150, with prior reports showing 70-100 of them in Norman being chronic homeless.

The Norman Housing Authority, (NHA) works great with the homeless, but vouchers have not been available for issuance since June 2024, and the next voucher issuance is not expected until December 2025 to June 2026. The wait list for NHA has been closed and it will be three plus years and pre-COVID numbers when reopened. Oklahoma Housing Finance Agency (OHFA), state housing voucher assistance is also on hold and is at a seven – ten year wait. The Veterans Affairs Supportive Housing (VASH) may be issued by the end of 2025.

Ms. Smith said that when vouchers do not exist, it is almost impossible for people to get out of homelessness. Councilmember Holman asked how long someone has to use the voucher once it has been approved, to which Ms. Smith said 30-60 days and under special circumstances an extension can be granted.

Councilmember Montoya asked if there has been any success in getting landlords to take vouchers. Ms. Smith said a housing navigator was hired to increase affordable housing options and he has increased the number of units from 2,000 to 3,000 in just a few months.

Councilmember Holman said he believes the idea behind Crimson Flats was to assist low income families in a housing option similar to The Commons, which is no longer used for student housing. Ms. Smith said shared unit housing can be approved for Section 8 vouchers. She said she has seen a lot of communications about the homeless in Norman and is beginning to see positive dialogs now.

Mayor Heikkila said it would be great to have a two-page data report with common definitions for all, with public information to put online to further improve the perception of the homeless community.

Ms. Freeman said they are looking into setting up a landlord risk mitigation fund and a landlord incentive fund to encourage other property owners to accept Section 8 vouchers. All of the players need to come together and prioritize the wants and needs of the community.

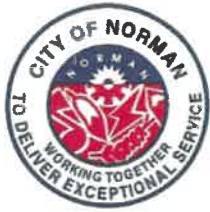
ADJOURNMENT

The meeting was adjourned at 5:23 pm.

ATTEST:

City Clerk

Mayor



CITY OF NORMAN, OK CITY COUNCIL STUDY SESSION

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

Tuesday, March 19, 2024 at 5:30 PM

MINUTES

The City Council of the City of Norman, Cleveland County, State of Oklahoma, met in Study Session in the Executive Conference Room of the Norman Municipal Building on the 19th day of March, 2024, at 5:30 p.m., and notice and agenda of the meeting were posted at the Municipal Building at 201 West Gray Street 24 hours prior to the beginning of the meeting.

CALL TO ORDER PRESENT

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

AGENDA ITEMS

1. PRESENTATION FROM RED ROCK BEHAVIORIAL HEALTH SERVICES REGARDING THE NEW RED ROCK CRISIS CENTER.

Ms. Verna Foust, CEO, Red Rock Behavioral Health Services (Red Rock), provided background on Red Rock and the services they provide. She said Red Rock's mission is to provide high quality, technology driven, evidence based practices so all Oklahomans will achieve better health and wellness. She said there are 12 behavioral health organizations in Oklahoma and Red Rock operates 25 facilities throughout Oklahoma.

The screening and monitoring process at Red Rock includes: screening of key health indicators and health risk is completed within 30 days of intake appointment; adult body mass index screening; weight assessment and counseling for nutrition for children and adolescents; blood pressure; tobacco use, screening and cessation intervention; screening for clinical depressions; unhealthy alcohol use; and diabetes screening for people with schizophrenia or bipolar disorder diagnosis who are prescribed anti-psychotics. All of the processes receive follow-up. Ms. Foust said Red Rock's annual number of consumers increase each year and in 2022 17,860 consumers received services. She said 75% of adults seen have a serious mental illness and 73% of children seen have a serious emotional disturbance.

Ms. Foust said through a Request for Proposal process, on October 6, 2023, Red Rock was approved as a Certified Community Behavioral Health Clinic (CCBHC) to provide services to Cleveland and McClain counties.

Ms. Foust said people with mental health and substance abuse die 25-30 years earlier than others. Part of the grant program will be an Equal Ops outreach van going out into the community to provide these services where the people are at.

Mr. Steve Norwood, Specialized Crisis Services, Red Rock, said in 2006 Griffin Memorial Hospital (Griffin) was over capacity in their crisis area of the clinic. Griffin reached out to Red Rock looking for a potential partnership. Red Rock opened a Crisis Center with 26 beds in November 2006. He said since opening the Norman Crisis Center, Red Rock has served over 80,000 consumers and about 40% come from Cleveland County. He said today, Red Rock operates 40 crisis beds on the Griffin campus.

Mr. Norwood said with Griffin scheduled to move to Oklahoma City in the near future, Red Rock is looking for land to build a new Crisis Center. He said Red Rock is also opening an outpatient clinic on the Norman Regional Porter Campus. Ms. Foust said when the new Crisis Center is built, it will just be for Norman.

Councilmember Grant asked if Red Rock has located any property for the facility and Ms. Foust said they are currently working with Cleveland County on a piece of property, but it is not finalized.

2. DISCUSSION REGARDING THE WATER REUSE PILOT PROGRAM.

Mr. Chris Mattingly, Director of Utilities, introduced Cole Niblett from Garver Engineering, who presented the latest findings on the Water Reuse Pilot Program. Mr. Niblett leads the Oklahoma Water Team for Garver and has worked with the City of Norman on projects the past eight years. He provided the project history and background.

Mr. Niblett highlighted the findings of the pilot study to date. He said the goal of the Pilot is to identify a treatment approach that does not produce a brine system, and can reliably provide potable reuse quality water. He said the pilot trains encompassed two existing aeration basins, a secondary clarifier, and more at the Water Reclamation Facility. The two process trains simulated the multi-barrier approach needed at full scale.

Mr. Niblett said it was a two pilot-scale, tertiary filtration technologies were piloted. Filtered effluents were further treated with advanced technologies. He said the Pilot was successful in tracking the fate of three major contaminant groups, i.e., nutrients, nitrogen/phosphorus; pathogens and indicator organisms; and organics, contaminants of emerging concern, which will impact future operations and monitoring.

Item 2, continued

Mr. Niblett said there is still much more work to be done, but the Oklahoma Department of Environmental Quality (ODEQ) has finished their review of the Pilot Project and has issued its letter of support. He said the City was able to receive a grant from the Bureau of Reclamation (BOR) to provide a predictive lake optimization tool and that project is still on going. He said Garver is now working with the National Water Research Institute advisory panel and they will provide their review of the pilot results.

ADJOURNMENT

The meeting adjourned at 6:47 p.m.

ATTEST:

City Clerk

Mayor



CITY OF NORMAN, OK CITY COUNCIL STUDY SESSION

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

Tuesday, January 02, 2024 at 5:30 PM

AMENDED MINUTES

The City Council of the City of Norman, Cleveland County, State of Oklahoma, met in Study Session in the Executive Conference Room of the Norman Municipal Building on the 2nd day of January, 2024, at 5:30 p.m., and notice and agenda of the meeting were posted at the Municipal Building at 201 West Gray Street 24 hours prior to the beginning of the meeting.

CALL TO ORDER

PRESENT

Mayor Larry Heikkila

Councilmember Ward 1 Austin Ball
Councilmember Ward 2 Lauren Schueler
Councilmember Ward 3 Bree Montoya
Councilmember Ward 4 Helen Grant
Councilmember Ward 5 Michael Nash
Councilmember Ward 6 Elizabeth Foreman
Councilmember Ward 7 Stephen Holman

ABSENT

Councilmember Ward 8 Matthew Peacock

AGENDA ITEMS

1. CONTINUED DISCUSSION REGARDING THE INTERNAL AUDIT PROGRAM.

Mayor Heikkila and Councilmembers discussed how to title the Internal Audit Program document. Councilmembers were concerned calling it a charter would be confusing we already have a City Charter. However, technically speaking this is the industry standard language. The policy and procedures for this charter should be adopted by Resolution. The consensus was to continue to call this a charter.

Mr. Darrel Pyle, City Manager, suggested that this is an opportunity for Civic education. The Internal Auditor, Shaakira Calnick, can work closely with Tiffany Vrska, Communications Officer, to do some podcasts or videos that let the community know about the program. Residents can compare with similar communities and find the same information.

Mayor Heikkila questioned the statement that says, "whereas the office of the City Auditor is established as a Division." Mayor Heikkila said this position is an employee of the Council approved by a vote of the people on May 24, 2023.

Item 1, continued

He requested the language be changed from legislatively appointed City Auditor to being a Council appointed position.

Mayor Heikkila also suggested changing the wording from Position of the City Auditor to Department of the City Auditor.

Mayor Heikkila said the design of the Audit Committee should be decided now before going any further. He suggested the Audit Committee be made up of the same people who serve on the Finance Committee plus any other Councilmembers that wish to be there.

Ms. Calnick stated it would be ideal for someone with accounting experience to serve as the Chairperson and then have four or five other members with a couple of those being from the community at large. She said it could be modified, but there should be members of Council and members of the public on the Audit Committee.

Councilmember Montoya said the Audit Committee should be under the Finance Committee. She said trying to get volunteer at large members from the community that are licensed professionals will be extremely difficult. Additionally, there is sensitive information discussed at these meetings that should not be for public view. Mr. Pyle asked without a quorum of Council for the Finance Committee, could the Audit Committee meet behind closed doors.

Ms. Walker said the challenge is that Council has adopted an Ordinance and a Resolution that states any committee or sub-committee of the Council has to follow Open Meeting Act rules. The only closed doors is if there is an Executive Session qualifying item. The Open Meetings Act also defines public bodies as dealing with the expenditure of public funds.

Ms. Calnick said the Audit Investigation Reports should not be made public until the audit is complete. Mayor Heikkila said that if there is something criminal found through the Audit findings, the public has a right to know how their money is being spent. If something of significance is found, the information should be through the Legal office and then to the public.

Councilmember Schueler stated the Audit Committee would be held as a quarterly meeting. Her concern is if a quorum of Council is not allowed, how it would be controlled. As of now, all Councilmembers can attend any Council Committee meeting and this could cause there to be a quorum at the Audit Committee meeting. It would be a good idea to look at how Oklahoma City handles this issue with their Audit committee. She felt there should not be one committee of Council operating differently than the others.

Ms. Calnick said as the City Auditor she would be taking direction or guidance from the Audit Committee regarding what Audits to perform, etc. As the City Internal Auditor, she would need to present any findings to the Audit Committee, Council and the City Manager for the efficiency of the operation.

Mr. Pyle said to be able to facilitate the agenda for the Audit Committee, the Finance Committee would meet and then adjourn and immediately go into the Audit Committee agenda. This would be the most efficient way to have the most number of participants possible.

Item 1, continued

Councilmember Peacock said that if Audit findings showed some type of problem a special meeting could be held to address such findings and determine the next steps through the Legal Department and City Manager as well as the Internal Auditor. Ms. Calnick would present her preliminary findings and request to open an investigation or what the City of Norman next steps would be in this situation.

Mr. Pyle said if a special meeting of the Audit Committee was needed in between their quarterly meetings, an agenda item could be placed on the Finance Committee Agenda for the Audit Committee findings or to have them meet.

Mayor Heikkila said that if the report found something dire that needed to be addressed immediately, a Special Session of City Council could be called.

Ms. Walker stated that hypothetically speaking, if the Auditor were to find that a specific employee was potentially embezzling money, etc. then an Executive Session would be called to discuss employment status and Human Resources would be involved.

Councilmember Schueler asked if citizens at large would be part of the Audit Committee.

Ms. Calnick said the benefit of having citizens serve on the Audit Committee is public accountability. It would be ideal to have professional citizens on the Audit Committee as well so the decision making process is more transparent and fair. If the Auditor were to decide to investigate a specific department, etc., the citizens on the Audit Committee could help determine if the investigation is being fairly executed.

Councilmember Schueler said part of the reason the public voted to create the position of Internal Auditor is to keep the City accountable. She said this element of why the position was created should not be lost.

Mayor Heikkila said selection of Audit Committee members should be done by pulling names out of hat, the more random, the better. The City Auditor could present certain persons to go in the hat based on their resumes. The term for each Audit Committee member would vary and it is staggered.

Mayor Heikkila requested an explanation of the following sentence under Section 5, "the City Auditor will confirm to the Audit Committee and the City Council at least annually the organizational independence of the Internal Audit activity".

Ms. Calnick responded once a year she has to prove that she is truly independent. Independent of any influence or coercion by City Council, etc. She said it is a statement she will present each year, which says she is independent and impartial.

Mayor Heikkila said Audit Charter indicates the City Auditor shall notify the Cleveland County District Attorney. He wanted to add this should be done at the direction of City Council and the advisement of the City Attorney.

Item 1, continued

Ms. Calnick said she is currently developing the internal audit policy and procedures as well as the risk assessment process and questionnaire. Once this governance piece is completed things can move forward with the Audit Committee meetings. FYE 24 is currently being audited, but standard practice is to go back five years. She said it would be ideal to have a comprehensive Audit plan in place by this summer.

2. DISCUSSION ON CLEANUP IN DOWNTOWN NORMAN.

Ms. Michele Loudenback, Environmental and Sustainability Manager, said she was given the role of presenting the history of the litter crew. The original allocation for the crew was \$71,000 in 2002 for four people and allowed for 215 days of clean up as well as mowing and removing debris from the channels. The litter crew went away due funding issues. In 2008, Mr. Greg Hall, Streets and Stormwater Superintendent, brought it back and the allocation was \$48,000, coming from the General Fund as a Public Works program.

In 2017, Council approved the Lake Thunderbird Total Maximum Daily Load (TMDL) Plan (a monitoring and compliance plan) where litter control was included as part of the best management practices. The map dated 2008-2009 showing the areas the litter crew covered were urbanized core Norman areas. The next map, 2018-2022, included cleaning from the streets and streams: most of the cleanup was along streets and roadways within the Thunderbird watershed. The Standard Operating Procedure for the litter crew was included in the 2019 policy manual that Council adopted. Due to the increase in litter, Staff wanted the program to provide a day's wage and access to housing, healthcare, permanent employment, mental health care, etc. Council offered to provide funding for the project, therefore, the RFP was issued November 17, 2023, and two responses were received. One was from the Mental Health Association of Oklahoma who operate the Better Way in Oklahoma City and Tulsa. The second response was from Norman Care-A-Vans, a local non-profit that provides transportation services for unhoused members of our community. The range of costs was \$330,000-\$530,000. The difference between those two numbers, the lower end is working three days a week with eight to nine participants and the higher end is five days a week.

Originally, the allocation for the litter crew was \$50,000. Mr. Pyle said the conversation began with Mr. Shawn O'Leary, former Public Works Director, who used to oversee the litter crew and Mr. O'Leary indicated \$50,000 was not buying what it used to buy. In 2002, the City got 215 days of work, but as time moved along it was paired down to 90 days per year and that is not getting it done anymore. When Mr. O'Leary was asked how much money it would take to actually make an impact he felt like it would take at least \$150,000. The ability to employ a targeted population and provide wrap around services accounts for what Staff is seeing in the cost increase. These additional services were not provided in the past. Ms. Loudenback said funding could be partially from the General Fund and partially from the Solid Waste Fund.

Councilmember Grant asked how litter on private property would be handled.

Ms. Loudenback said the contractor would not be able to pick up litter on private property.

Item 2, continued

Ms. Walker said currently, if the City's crews are out and trash has blown into a creek bed or an area where City crews have control and access, they can take care of it, but otherwise the City must be careful using ratepayer funds. The work done cannot benefit a private entity or private property owners.

Councilmember Foreman felt comfortable proceeding with the program as long as Mr. Pyle and Mr. Mattingly did not mind having this in their budget.

Mr. Mattingly said the Sanitation Division is not able to manage personnel in the field picking up the litter. The City is currently doing a cost of service study and the report should identify who is paying into the Sanitation Fund and who is benefitting. The City does not want residential subsidizing commercial and vice versa. He said these numbers should be available in about three months.

Councilmember Holman said he was supportive, but also thought it should probably start with the three days per week program and expand from there, if needed. Conversely, if it was implemented as a five days a week program, it would be a more consistent job for people. He said this could be a selling point for a future rate increase.

Mr. Pyle said we could also wrap the van with a catchy phrase that would let people know this is the litter crew. Once Council awards a contract to one of the vendors, details can be included in the contract about routes since this is a new program for our City.

Ms. Walker indicated it would be March when everything has been completed. The selection process would be done internally based on the RFP's received and then Staff would negotiate with the selected company on the details.

ADJOURNMENT

The meeting adjourned at 6:28 p.m.

ATTEST:

City Clerk

Mayor



CITY OF NORMAN, OK CITY COUNCIL SPECIAL SESSION

Municipal Building, Executive Conference Room, 201 West Gray, Norman,
OK 73069
Tuesday, March 26, 2024 at 5:00 PM

MINUTES

The City Council of the City of Norman, Cleveland County, State of Oklahoma, met in Study Session in the Executive Conference Room of the Norman Municipal Building on the 26th day of March, 2024, at 5:00 p.m., and notice and agenda of the meeting were posted at the Municipal Building at 201 West Gray Street 48 hours prior to the beginning of the meeting.

CALL TO ORDER

PRESENT

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

ABSENT

Councilmember Ward 6 Elizabeth Foreman

AGENDA ITEMS

1. DISCUSSION REGARDING THE SUMMIT LAKES PARTICIPATION AGREEMENT AMENDMENT TWO WITH MEMORANDUM OF UNDERSTANDING AND SUBMITTAL OF AN APPLICATION FOR A HIGH HAZARD POTENTIAL DAM GRANT OPPORTUNITY FOR REPAIR OF MISTY LAKE DAM.

Ms. Beth Muckala, Assistant City Attorney, provided background information on the Summit Lakes participation agreement for the Misty Lake dam repairs. She said the stormwater system for this area consists of seven lakes. The Misty Lake dam is a high hazard dam and is in need of repair. The Oklahoma Water Resources Board issued a Consent Order requiring certain measures be taken until it is repaired.

Ms. Muckala said the City of Norman and Norman Utilities Authority entered into a participation agreement with Summit Lakes Property Owners Association (POA), Summit Lake Villas POA, and Summit Lakes, L.L.C., the developer of the area, on June 27, 2017, for repair of the dam. She said the basic terms of the agreement included repairs funded by private parties with loans; the City collecting private assessments; approval from the Oklahoma Water Resources Board (OWRB), and City assumption of ownership and maintenance upon successful completion. After the initial participation agreement was approved, the POAs were unable to secure financing as anticipated so they began internal collection of assessments to be supplemented with savings.

Item 1, continued

In January 2021, the Participation Agreement was amended to alter funding timing and method; specify the Developer to fund Section 11 portion early; alter loan and assessment language to account for POA payment from savings vs. loan funds; and the City added language to address cost overages.

The plans were resubmitted to OWRB in early 2021 and were approved on May 20, 2021. In the summer of 2021, the POAs had collected over \$600,000 in funds so Staff could move forward with the Requests for Qualifications to get the project underway. A construction manager at risk contract was approved on October 21, 2021, with Downey Construction (Downey) and Downey began the bidding process in order to lock in their guaranteed maximum price (GMP) for the project. Unfortunately, once the bids were received, Downey submitted their GMP in the amount of \$1,070,794.43 as the total cost of the repairs. The POAs tried to come up with a way to cover the delta, but were not able to do so and the contract with Downey was lapsed.

The POAs approached the City in August 2022 regarding private construction vs. the City managing the project to save costs. After many meetings and discussions with all parties including OWRB, it was determined the project could move forward in this manner. On September 27, 2023, OWRB updated the Consent Order to reflect the change. In October 2023, the POAs proposed the City take the property in fee ownership once complete vs. an easement. This change required more work be done by the City, i.e., title work, surveys, etc. OWRB reached out to the City on March 11, 2024, about a grant opportunity and Staff is currently in the process of putting the application together as it is due by March 31, 2024.

Ms. Muckala said there are two items on tonight's regular Council agenda for Council's consideration. The first is a contract amendment that explicitly states the POA's permission to submit the application for grant funding and sets out basic requirements. The second is a resolution specifying qualifications of the project and grants permission for grant application by the City. She said a final amendment is anticipated after the results of the grant application are known to outline the chosen method of construction.

2. CONSIDERATION OF ADJOURNING INTO AN EXECUTIVE SESSION AS AUTHORIZED BY OKLAHOMA STATUTES, TITLE 25 §307(B)(4) TO DISCUSS PENDING LITIGATION IN THE CASE OF CITY OF NORMAN VS. THE UPLANDS DEVELOPMENT CO., L.L.C., ET. AL., IN THE CLEVELAND COUNTY DISTRICT COURT CASE CJ-2021-227 AND CITY OF NORMAN VS. HALLBROOKE DEVELOPMENT GROUP ONE, L.L.C., ET. AL., IN THE CLEVELAND COUNTY DISTRICT COURT CASE CJ-2021-228.

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

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

Item 2, continued

The City Council adjourned into Executive Session at 5:19 p.m. Mr. Darrel Pyle, City Manager; Ms. Kathryn Walker, City Attorney; Ms. Beth Muckala, Assistant City Attorney; and Ms. Shaakira Calnick, Internal Auditor, were in attendance at the Executive Session.

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

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

The Executive Session was adjourned out of and the Special Session was reconvened at 6:02 p.m.

Pending litigation in the cases of City of Norman vs. The Uplands Development Co., L.L.C., et. al., Cleveland County District Court Case CJ-2021-227 and City of Norman vs. Hallbrooke Development Group One, L.L.C., et. al., were discussed in Executive Session. No action was taken and no votes were cast.

ADJOURNMENT

The meeting adjourned at 6:03 p.m.

ATTEST:

City Clerk

Mayor



CITY OF NORMAN, OK CITY COUNCIL SPECIAL SESSION

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

Tuesday, March 18, 2025 at 5:30 PM

MINUTES

The City Council of the City of Norman, Cleveland County, State of Oklahoma, met in Study Session in the Executive Conference Room of the Norman Municipal Building on the 18th day of March, 2025, at 5:30 p.m., and notice and agenda of the meeting were posted at the Municipal Building at 201 West Gray Street 48 hours prior to the beginning of the meeting.

CALL TO ORDER

PRESENT

Mayor Larry Heikkila
Councilmember Ward 3 Bree Montoya
Councilmember Ward 4 Helen Grant
Councilmember Ward 5 Michael Nash
Councilmember Ward 6 Joshua Hinkle
Councilmember Ward 7 Stephen Holman
Councilmember Ward 8 Scott Dixon

ABSENT

Councilmember Ward 1 Austin Ball
Councilmember Ward 2 Matthew Peacock

AGENDA ITEMS

1. DISCUSSION REGARDING EXCHANGE OF A PORTION OF LAND IN WOODSLAWN PARK NEAR ADAMS ELEMENTARY SCHOOL AND A PORTION OF LAND ON THE 12TH AVENUE RECREATION CENTER PROPERTY FOR A CONNECTING PIECE OF LAND TO NE LIONS PARK AT EISENHOUR ELEMENTARY SCHOOL.

Mr. Jason Olsen, Director of Parks and Recreation, said Staff is proposing to exchange property abutting two City parks between the City of Norman and Norman Public Schools (NPS). He said the first property owned by the City of Norman is on the 12th Avenue Recreation Center property where it abuts NPS property at Eisenhower Elementary School. He said Staff was approached by a representative from Norman Public Schools about the need for additional parking for Eisenhower Elementary School. NPS would swap property on the east side of the school property, which abuts N.E. Lion's Park. Mr. Olsen said the playground at N.E. Lion's Park is somewhat isolated and is the most vandalized park in Norman. Staff would like to move the playground to this new piece of land, which would make it more visible from the street.

He said the second property is adjacent to Woodslawn Park next to Adams Elementary School. NPS currently has a playground on the property in question. The City's would receive a total of 2.502 acres from NPS and NPS would receive 0.878 acre from the City.

It was the consensus of Council to move forward with the exchange.

2. CONSIDERATION OF ADJOURNING INTO AN EXECUTIVE SESSION AS AUTHORIZED BY OKLAHOMA STATUTES, UNDER TITLE 25 § 307(B)(3) TO DISCUSS THE POTENTIAL PURCHASE OF REAL PROPERTY DESCRIBED AS THE EAST HALF OF SECTION 20, TOWNSHIP 9 NORTH, RANGE 2 WEST, CLEVELAND COUNTY A/K/A GRIFFIN SOCCER PARK AND SUTTON URBAN WILDERNESS.

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

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

The City Council adjourned into Executive Session at 5:45 p.m. Mr. Darrel Pyle, City Manager; Ms. Shannon Stevenson, Assistant City Attorney; Ms. Rick Knighton, City Attorney; Ms. AshLynn Wilkerson, Assistant City Attorney; and Mr. Jason Olsen, Director of Parks and Recreation, were in attendance at the Executive Session.

Motion made by Councilmember Ward 8 Dixon, Seconded by Councilmember Ward 6 Hinkle.

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

The Executive Session was adjourned out of and the Special Session was reconvened at 6:37 p.m.

Potential purchase of real property described as the east half of Section 20, Township 9 North, Range 2 West, Cleveland County a/k/a Griffin Soccer Park and Sutton Urban Wilderness was discussed in Executive Session. No action was taken and no votes were cast.

ADJOURNMENT

The meeting adjourned at 6:38 p.m.

ATTEST:

City Clerk

Mayor

File Attachments for Item:

4. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-24 UPON FIRST READING BY TITLE:
AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE PART OF THE NORTH HALF (N/2) OF THE SOUTHEAST QUARTER (SE/4) OF SECTION FIFTEEN (15), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE A-2, RURAL AGRICULTURAL DISTRICT AND PLACE THE SAME IN THE O-1, OFFICE-INSTITUTIONAL DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (2710 36TH AVENUE NW)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/25/2025

REQUESTER: Jonathan & Stacia Dowell

PRESENTER: Jane Hudson, Planning & Community Development Director

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-24 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE PART OF THE NORTH HALF (N/2) OF THE SOUTHEAST QUARTER (SE/4) OF SECTION FIFTEEN (15), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE A-2, RURAL AGRICULTURAL DISTRICT AND PLACE THE SAME IN THE O-1, OFFICE-INSTITUTIONAL DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (2710 36TH AVENUE NW)

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| APPLICANT/REPRESENTATIVE | Jonathan & Stacia Dowell |
| LOCATION | 2710 36 th Ave. NW |
| WARD | 8 |
| CORE AREA | No |
| REQUESTED ACTION | Rezoning from A-2, Rural Agricultural District, to O-1, Office-Institutional District |
| LAND USE PLAN DESIGNATION | Low Density Residential |
| GROWTH AREA DESIGNATION | Current Urban Service Area |

BACKGROUND: The subject parcel covers 0.40 acres of land. The applicant requests a rezoning from A-2, Rural Agricultural District, to O-1, Office-Institutional District, with intentions to construct a single-story, 3,000 square foot office building for use as a dental office. Staff notes that upon receiving amendments from the applicant, the proposed building design has changed since being reported to Planning Commission which included a two-story structure for dental and construction office uses. The applicant has been informed that the project must meet all pertinent Zoning Ordinance requirements for commercial projects, including landscaping, building requirements, and commercial outdoor lighting standards.

PROCEDURAL REQUIREMENTS:

GREENBELT MEETING:

GBC25-02

January 21, 2025

A Greenbelt Enhancement Statement was required with this request. The Commission forwarded the application with a recommendation of approval.

PRE-DEVELOPMENT:

PD25-02

January 23, 2025

One member of the public, a member of the adjoining Homeowners Association, attended this meeting and asked several questions regarding the projects' lighting, detention, and landscaping.

BOARD OF PARKS COMMISSIONERS:

This request did not require an application to the Board of Parks Commissioners.

ZONING ORDINANCE CITATION:

SECTION 36-522, O-1, Office-Institutional District: This district is intended to provide a place for those types of institutional and office activities that require separate buildings and building groups surrounded by landscaped yards and open area. Land, space and aesthetic requirements of these uses allow them to be located at the perimeter of residential neighborhoods. The district can be an effective buffer between less intensive residential areas and the retail, wholesale and industrial areas of the community.

Uses permitted. Property and buildings in O-1, Office-Institutional District shall be used only for the following purposes:

- 1) Any of the following uses:
 - a) Art gallery.
 - b) Assembly halls.
 - c) Laboratories for research and testing, including medical marijuana testing laboratories, as allowed by State law, where all work is housed in buildings.
 - d) Libraries.
 - e) Museums.
 - f) Music conservatories.
 - g) Office buildings and offices for such professional services as accountant, architect, attorney, business or management consultant, court reporter, dentist or dental surgeon, engineer, geologist or geophysicists, linguist, landscape architect, optometrist, optician, osteopathic physician, planning consultant, psychologist, physician or surgeon, or registered nurse; provided, however, that no retail sales nor stock of goods shall be permitted other than the incidental sale of merchandise within the above professional offices or a pharmacy which may be located only in a building providing space for medical offices. Funeral homes and mortuaries shall not be considered professional services permitted in this district.
 - h) Public and private schools and college with students in residence and dormitories associated therewith.
 - i) Trade schools and schools for vocational training.
 - j) Churches, temples or other places of worship.
 - k) Fraternal service organization not conducted for profit.

- 2) Recreation uses associated with any of the uses listed under subsection (a) of this section and maintained primarily for the benefit and use of the occupants thereof.
- 3) Shops and stores associated with and incidental to the uses listed subsection (a) of this section maintained for serving only the occupants thereof.
- 4) Buildings and structures and uses customarily incidental to the above uses.
- 5) Short-term rentals.

STAFF ANALYSIS: The subject parcel covers 0.40 acres of land with frontage to 36th Avenue NW along the eastern side of the parcel. Across 36th Avenue NW, several properties are zoned I-1, Light Industrial District. Abutting to the north and west are residentially zoned, RM-6, Medium-Density Apartment District, and RM-2, Low-Density Apartment District respectively. Although the land to the west is zoned for residential uses, the directly adjacent parcel is part of an easement for detention. To the south, the subject parcel is abutted by a property zoned PUD, Planned Unit Development, as defined by O-1718-12. The permitted uses outlined in O-1718-12 include CO, Suburban Office Commercial, and C-1, Local Commercial Districts. Currently, no structures exist on the abutting parcel to the south.

USE: The applicant proposes to construct a single-story, 3,000 square foot (office building for dental office use on the subject property. Staff notes that upon receiving amendments from the applicant the proposed building design has changed since being reported to Planning Commission, which included a two-story structure for dental and construction office uses. The proposed building will front 36th Avenue NW along the eastern side of the property and include fourteen parking spaces, as displayed on the submitted site plan. Office buildings for professional use, including dentists and offices, are an appropriate use within the O-1, Office-Industrial District.

PARKING: The number of recommended parking spaces for medical and dental offices, as outlined in Section 36-548 (c) of the Zoning Code is three per treatment room and one per each doctor or dentist. The related site plan displays fourteen parking spaces.

LANDSCAPING: Landscaping is required for this project, as outlined in Section 36-551 of the Zoning Code. The applicant has clearly labelled proposed landscaping areas on the submitted site plan.

SIGNAGE: No deviations from signage requirements are associated with this application. The applicant will meet the requirements of Chapter 28, Signage Regulations, for office uses.

LIGHTING: No deviations from lighting requirements are associated with this application. The applicant will meet the requirements of the Commercial Outdoor Lighting Standards, Section 36-549.

SANITATION/UTILITIES: The applicant will connect to City of Norman water and wastewater systems, as well as Oklahoma Electric Cooperative services. A dumpster is required, and is clearly labeled on the proposed site plan.

FENCING/WALLS: As the subject parcel abuts two parcels zoned for residential uses, Section 36-552 (d) of the Zoning Code will require opaque fencing at least six (6) feet in height

along the northern and western property lines. An existing fence along the northern border sits on the residentially zoned property to the north and is clearly labelled on the site plan. The applicant has been advised that, if the existing fencing is ever removed and not replaced, the property owner of the subject parcel must install fencing meeting the provisions of Section 36-552. The applicant has also clearly labelled fencing along the western boundary on the site plan.

EXTERIOR MATERIALS: Section 36-547, Exterior Appearance, of the Zoning Code requires 80 percent of all facades on buildings within O-1, Office-Institutional Districts to be masonry. The applicant has proposed a stucco façade, which is an approved masonry material under this section.

ALTERNATIVES/ISSUES:

IMPACTS: Development of an office building for dental and office uses would be similar in scale and intensity to the surrounding uses.

OTHER AGENCY COMMENTS:

FIRE DEPARTMENT AND BUILDING PERMIT REVIEW:

Items regarding fire hydrants and fire/building codes will be considered at the building permit stage.

PUBLIC WORKS/ENGINEERING:

The applicant will be required to submit a Short Form Plat after the adoption of the proposed zoning by City Council in order to obtain a building permit.

TRANSPORTATION ENGINEER:

The Transportation Engineer expressed that reduction in curb cuts, reducing arterial access from two drive points to a singular point for ingress/egress, is favorable.

UTILITIES:

- Water
 - Show existing and proposed water services with size and type of use.
 - Existing water service, if not to be used, must be abandoned at the main.
 - Confirm if property will have fire suppression system.
- Sanitary Sewer
 - Show existing and proposed sewer services.
- Sanitation
 - No recycling since proposed use is non-residential.

CONCLUSION: Staff forwards this request for rezoning from A-2, Rural Agricultural District, to O-1, Office-Industrial District, and Ordinance O-2425-24 for consideration by City Council.

PLANNING COMMISSION RESULTS: At their meeting of March 13, 2025, Planning Commission recommended approval of Ordinance O-2425-24 by a vote of 7-0.

O-2425-24

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 NORTH HALF (N/2) OF THE SOUTHEAST QUARTER (SE/4) OF SECTION FIFTEEN (15), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE A-2, RURAL AGRICULTURAL DISTRICT, AND PLACE THE SAME IN THE O-1, OFFICE-INSTITUTIONAL DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (2710 36TH AVENUE NW)

- § 1. WHEREAS, Russell Ventures, LLC has made application to have the property described below removed from the A-2, Rural Agricultural District, and to have the same placed in the O-1, Office-Institutional 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 March 13, 2025 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 to place the same in the O-1, Office-Institutional District, to wit:

Part of the North Half (N/2) of the Southeast Quarter (SE/4) of Section Fifteen (15), Township Nine (9) North, Range Three (3) West of the Indian Meridian, Cleveland County, Oklahoma, being more particularly described as follows: BEGINNING at a point which is the Southeast corner of said North Half (N/2) of the Southeast Quarter (SE/4); Thence

North 87 feet; Thence West 250 feet; Thence South 87 feet; Thence East 250 feet to the Point of Beginning.

LESS AND EXCEPT a part of the North Half (N/2) of the Southeast Quarter (SE/4) of Section Fifteen (15), Township Nine (9) North, Range Three (3) West of the Indian Meridian, being more particularly described as follows: COMMENCING at the Southeast corner of said N/2 of the SE/4; Thence North for a distance of 87.0 feet; Thence South 89°52'34" West for a distance of 246.65 feet to the Point or Place of Beginning; Thence continuing South 89°52'34" West for a distance of 3.35 feet; Thence South 00°50'20" West for a distance of 85.25 feet; Thence North 89°52'34" East for a distance of 3.35 feet; Thence North 00°50'20" East for a distance of 85.25 feet to the Point or Place of Beginning.

Containing 0.49 acres, more or less.

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

ADOPTED this _____ day of

NOT ADOPTED this _____ day of

_____, 2025.

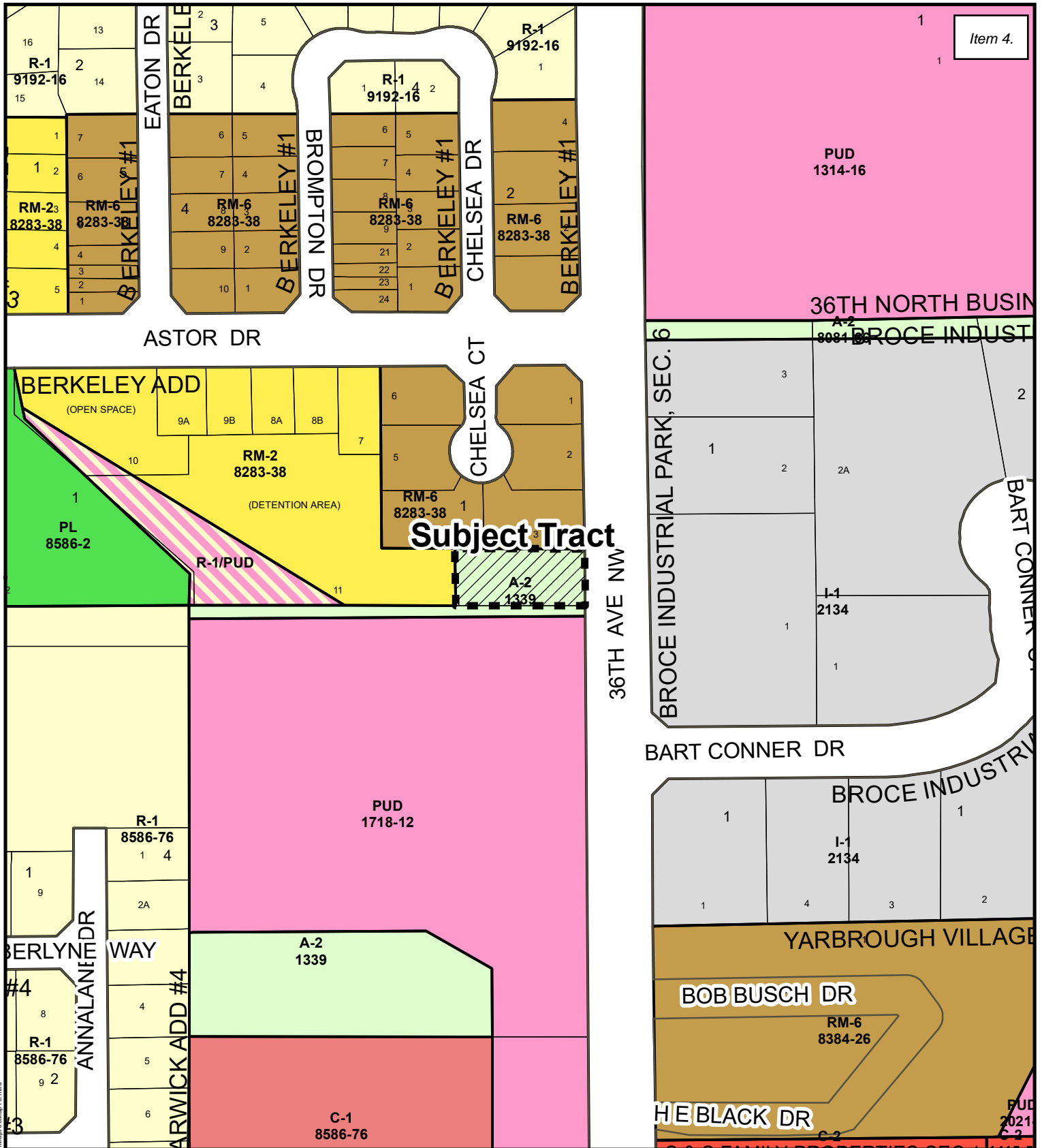
_____, 2025.

(Mayor)

(Mayor)

ATTEST:

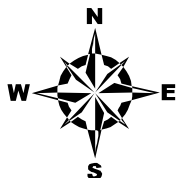
(City Clerk)



Location Map



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



January 3, 2025

0 100 200 Ft.

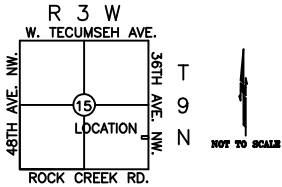


Subject Tract



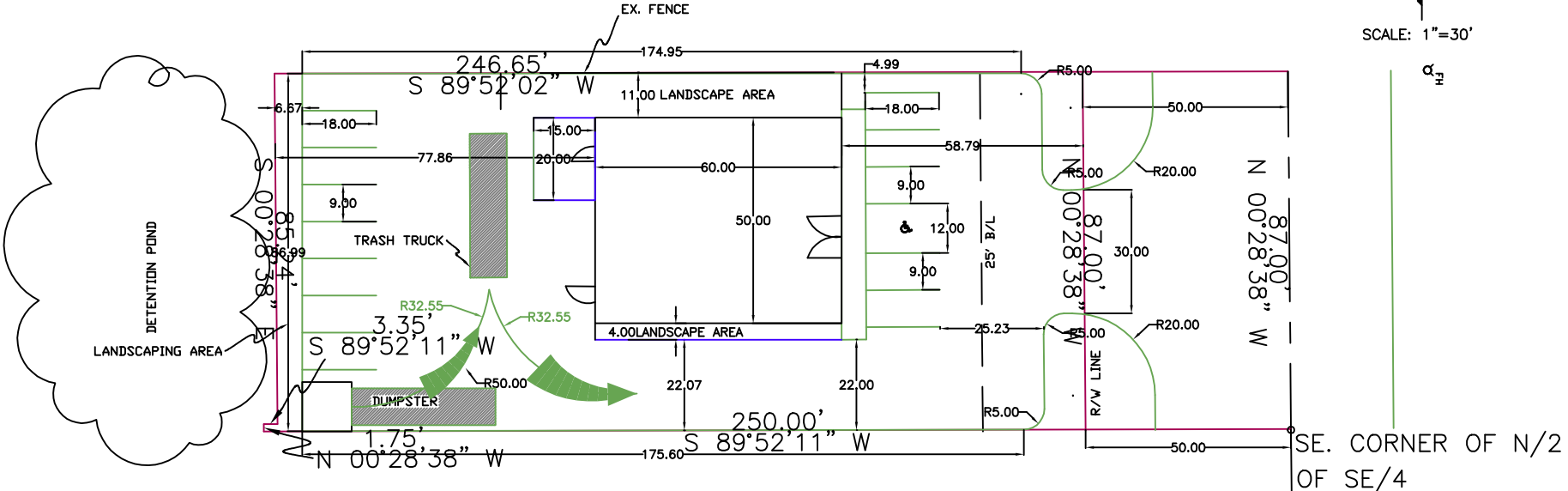
Zoning

SITE PLAN
DOWELL PROPERTY
PART OF THE SE/4, SEC. 15, T9N,
R3W, I.M., CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA



- LEGEND
- SET IRON PIN
 - ⊙ FOUND IRON PIN
 - X — FENCE

BEFORE YOU DIG
THE LOCATION OF UNDERGROUND UTILITIES AS SHOWN HEREON ARE BASED ON ABOVE GROUND STRUCTURES AND RECORD DRAWINGS PROVIDED TO THE SURVEYOR, AND AS FLAGGED BY LOCATION SERVICES. LOCATION OF UNDERGROUND UTILITIES OR STRUCTURE MAY VARY FROM LOCATIONS SHOWN HEREON. ADDITIONAL BURIED UTILITIES OR STRUCTURES MAY BE ENCOUNTERED. CONTACT THE OKLAHOMA ONE-CALL SYSTEM BEFORE EXCAVATING.
CALL OKIE 8-1-1
www.okie811.org
1-800-522-6543 405-840-5032
OKLAHOMA ONE-CALL SYSTEM
IT IS THE CONTRACTOR'S RESPONSIBILITY TO LOCATE AND PRESERVE ALL UTILITY SERVICES. IT IS ALSO THE CONTRACTOR'S RESPONSIBILITY TO CONTACT ALL UTILITY COMPANIES PRIOR TO CONSTRUCTION.



LOT AREA 17107.4 Sq. Feet
PROJECT, IMPERVIOUS AREA 15687.0 Sq. Feet
BUILDING FAREA 5430.9 Sq. Feet
PARKING AREA 15687.0 Sq. Feet



| | | |
|--|--|-------------------|
| SITE PLAN TO SERVE | | |
| DOWELL PROPERTY 2710 36TH AVE. NW. JON DOWELL 617 NW 27TH MOORE, OK 73160 CLEVELAND COUNTY, OK. | | |
| BASIS OF BEARING: EAST LINE OF SE/4 | | |
| LAST SITE VISIT: 12/3/24 | | |
| DATE: 12/10/24 DRAWN BY: SURVEYOR: | | |
| SCALE: 1"=30' | | SHEET NO. 1 OF 43 |





CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/13/2025

REQUESTER: Jonathan & Stacia Dowell

PRESENTER: Destiny Andrews, Planner II

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-24: 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 NORTH HALF (N/2) OF THE SOUTHEAST QUARTER (SE/4) OF SECTION FIFTEEN (15), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE A-2, RURAL AGRICULTURAL DISTRICT AND PLACE THE SAME IN THE O-1, OFFICE-INSTITUTIONAL DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (2710 36TH AVENUE NW)

| | |
|----------------------------------|---|
| APPLICANT/REPRESENTATIVE | Jonathan & Stacia Dowell |
| LOCATION | 2710 36 th Ave. NW |
| WARD | 8 |
| CORE AREA | No |
| REQUESTED ACTION | Rezoning from A-2, Rural Agricultural District, to O-1, Office-Institutional District |
| LAND USE PLAN DESIGNATION | Low Density Residential |
| GROWTH AREA DESIGNATION | Current Urban Service Area |

BACKGROUND: The subject parcel covers 0.40 acres of land. The applicant requests a rezoning from A-2, Rural Agricultural District, to O-1, Office-Institutional District, with intentions to construct a two-story, 6,000 square foot (3,000 square foot building footprint) office building for use as a dental office and construction office. The applicant has been informed that the project must meet all pertinent Zoning Ordinance requirements for commercial projects, including landscaping, building requirements, and commercial outdoor lighting standards.

PROCEDURAL REQUIREMENTS:**GREENBELT MEETING:****GBC25-02****January 21, 2025**

A Greenbelt Enhancement Statement was required with this request. The Commission forwarded the application with a recommendation of approval.

PRE-DEVELOPMENT:**PD25-02****January 23, 2025**

One member of the public, a member of the adjoining Homeowners Association, attended this meeting and asked several questions regarding the projects' lighting, detention, and landscaping.

BOARD OF PARKS COMMISSIONERS:

This request did not require an application to the Board of Parks Commissioners.

ZONING ORDINANCE CITATION:

SECTION 36-522, O-1, Office-Institutional District: This district is intended to provide a place for those types of institutional and office activities that require separate buildings and building groups surrounded by landscaped yards and open area. Land, space and aesthetic requirements of these uses allow them to be located at the perimeter of residential neighborhoods. The district can be an effective buffer between less intensive residential areas and the retail, wholesale and industrial areas of the community.

Uses permitted. Property and buildings in O-1, Office-Institutional District shall be used only for the following purposes:

1) Any of the following uses:

- a) Art gallery.
- b) Assembly halls.
- c) Laboratories for research and testing, including medical marijuana testing laboratories, as allowed by State law, where all work is housed in buildings.
- d) Libraries.
- e) Museums.
- f) Music conservatories.
- g) Office buildings and offices for such professional services as accountant, architect, attorney, business or management consultant, court reporter, dentist or dental surgeon, engineer, geologist or geophysicists, linguist, landscape architect, optometrist, optician, osteopathic physician, planning consultant, psychologist, physician or surgeon, or registered nurse; provided, however, that no retail sales nor stock of goods shall be permitted other than the incidental sale of merchandise within the above professional offices or a pharmacy which may be located only in a building providing space for medical offices. Funeral homes and mortuaries shall not be considered professional services permitted in this district.
- h) Public and private schools and college with students in residence and dormitories associated therewith.
- i) Trade schools and schools for vocational training.
- j) Churches, temples or other places of worship.
- k) Fraternal service organization not conducted for profit.

- 2) Recreation uses associated with any of the uses listed under subsection (a) of this section and maintained primarily for the benefit and use of the occupants thereof.
- 3) Shops and stores associated with and incidental to the uses listed subsection (a) of this section maintained for serving only the occupants thereof.
- 4) Buildings and structures and uses customarily incidental to the above uses.
- 5) Short-term rentals.

STAFF ANALYSIS: The subject parcel covers 0.40 acres of land with frontage to 36th Avenue NW along the eastern side of the parcel. Across 36th Avenue NW, several properties are zoned I-1, Light Industrial District. Abutting to the north and west are residentially zoned, RM-6, Medium-Density Apartment District, and RM-2, Low-Density Apartment District respectively. Although the land to the west is zoned for residential uses, the directly adjacent parcel is part of an easement for detention. To the south, the subject parcel is abutted by a property zoned PUD, Planned Unit Development, as defined by O-1718-12. The permitted uses outlined in O-1718-12 include CO, Suburban Office Commercial, and C-1, Local Commercial Districts. Currently, no structures exist on the abutting parcel to the south.

USE: The applicant proposes to construct a two-story, 6,000 square foot (3,000 square foot building footprint) office building for dental and office uses on the subject property. The proposed building will front 36th Avenue NW along the eastern side of the property and include fourteen parking spaces, as displayed on the submitted site plan. Office buildings for professional use, including dentists and offices, are an appropriate use within the O-1, Office-Industrial District.

PARKING: The number of recommended parking spaces for medical and dental offices, as outlined in Section 36-548 (c) of the Zoning Code is 3 per treatment room and one per each doctor or dentist. The related site plan displays fourteen parking spaces.

LANDSCAPING: Landscaping is required for this project, as outlined in Section 36-551 of the Zoning Code. The applicant has clearly labelled proposed landscaping areas on the submitted site plan.

SIGNAGE: No deviations from signage requirements are associated with this application. The applicant will meet the requirements of Chapter 28, Signage Regulations, for office uses.

LIGHTING: No deviations from lighting requirements are associated with this application. The applicant will meet the requirements of the Commercial Outdoor Lighting Standards, Section 36-549.

SANITATION/UTILITIES: The applicant will connect to City of Norman water and wastewater systems, as well as Oklahoma Electric Cooperative services. A dumpster is required, and is clearly labeled on the proposed site plan.

FENCING/WALLS: As the subject parcel abuts two parcels zoned for residential uses, Section 36-552 (d) of the Zoning Code will require opaque fencing at least six (6) feet in height along the northern and western property lines. An existing fence along the northern border sits on the residentially zoned property to the north and is clearly labelled on the site plan. The

applicant has been advised that, if the existing fencing is ever removed and not replaced, the property owner of the subject parcel must install fencing meeting the provisions of Section 36-552. The applicant has also clearly labelled fencing along the western boundary on the site plan.

EXTERIOR MATERIALS: Section 36-547, Exterior Appearance, of the Zoning Code requires 80 percent of all facades on buildings within O-1, Office-Institutional Districts to be masonry. The applicant has proposed a stucco façade, which is an approved masonry material under this section.

ALTERNATIVES/ISSUES:

IMPACTS: Development of an office building for dental and office uses would be similar in scale and intensity to the surrounding uses.

OTHER AGENCY COMMENTS:

FIRE DEPARTMENT AND BUILDING PERMIT REVIEW:

Items regarding fire hydrants and fire/building codes will be considered at the building permit stage.

PUBLIC WORKS/ENGINEERING:

The applicant will be required to submit a Short Form Plat after the adoption of the proposed zoning by City Council in order to obtain a building permit.

TRAFFIC ENGINEER:

The Traffic Engineer expressed that reduction in curb cuts, reducing arterial access from two drive points to a singular point for ingress/egress, is favorable.

UTILITIES:

- Water
 - Show existing and proposed water services with size and type of use.
 - Existing water service, if not to be used, must be abandoned at the main.
 - Confirm if property will have fire suppression system.
- Sanitary Sewer
 - Show existing and proposed sewer services.
- Sanitation
 - No recycling since proposed use is non-residential.

CONCLUSION: Staff forwards this request for rezoning from A-2, Rural Agricultural District, to O-1, Office-Industrial District, and Ordinance O-2425-24 to the Planning Commission for consideration and recommendation to City Council.

File Attachments for Item:

5. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-28 UPON FIRST READING BY TITLE:
AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE THE LOT 1, BLOCK 1, LIFE.CHURCH NORMAN AND LOT 2C, BLOCK 1, SOUTH CLASSEN ADDITION OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE C-2, GENERAL COMMERCIAL DISTRICT, AND PUD, PLANNED UNIT DEVELOPMENT DISTRICT, AND PLACE SAME IN THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (2919 CLASSEN BLVD. AND 1500 E. IMHOFF RD.)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/25/2025

REQUESTER: NOR Realty, LLC

PRESENTER: Jane Hudson, Planning & Community Development Director

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-28 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE THE LOT 1, BLOCK 1, LIFE.CHURCH NORMAN AND LOT 2C, BLOCK 1, SOUTH CLASSEN ADDITION OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE C-2, GENERAL COMMERCIAL DISTRICT, AND PUD, PLANNED UNIT DEVELOPMENT DISTRICT, AND PLACE SAME IN THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (2919 CLASSEN BLVD. AND 1500 E. IMHOFF RD.)

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|---|--|
| APPLICANT/REPRESENTATIVE | NOR Realty, LLC/Wallace Design Collective |
| LOCATION | 1500 E Imhoff Rd. & 2919 Classen Blvd. |
| WARD | 1 |
| CORE AREA | No |
| REQUESTED ACTION | Rezoning from C-2, General Commercial District, and PUD, Planned Unit Development, to PUD, Planned Unit Development. |
| CURRENT LAND USE PLAN DESIGNATION | Commercial, Institutional, and Industrial |
| PROPOSED LAND USE PLAN DESIGNATION | Institutional and Industrial |
| GROWTH AREA DESIGNATION | Current Urban Service Area |

BACKGROUND:

The proposed rezoning application includes multiple parcels: one (1), 18.19 acre property currently zoned PUD, Planned Unit Development, and an additional, 0.42 acre property currently

zoned C-2, General Commercial District. A concurrent lot line adjustment is being pursued by the applicant, which would result in one (1), 18.61 acre parcel (further “subject property”).

In 2017, Life.Church applied for a Special Use for a Place of Worship within an I-1, Light Industrial District, for the existing 18.19 acre parcel. City Council instead approved a PUD, Planned Unit Development on the property. The church currently has access from Imhoff Rd. The applicant has purchased the smaller, 0.42 acre parcel with intentions for installing a secondary access point along Classen Boulevard on the southwest side of the subject property. This request requires a change in Zoning Designation to bring the smaller, C-2 property into alignment with the existing PUD, and to reflect the changes to the existing PUD accordingly.

PROCEDURAL REQUIREMENTS:

GREENBELT MEETING:

GBC 25-06

February 18, 2025

This meeting was cancelled due to inclement weather.

PRE-DEVELOPMENT:

PD25-06

February 27, 2025

Due to the nature of the project including two parcels, the project was described in detail, along with confirmation that no additional changes were being made to the property, outside of the new driveway installation and associated signage. The applicant’s representative clarified that the Oklahoma Department of Transportation (ODOT) required the new installation to be right-in, right-out for safety purposes. Neighbors, including Hitachi representatives and adjacent property owner, expressed positive feedback at the probable reduction in traffic along Imhoff Road before and after church services and events.

BOARD OF PARKS COMMISSIONERS:

This request did not require platting and thus did not require an application to the Board of Parks Commissioners.

ZONING ORDINANCE CITATION:

36-509 PUD, Planned Unit Development

- (a) 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:
- (1) A maximum choice in the types of environment and living units available to the public.

- (2) 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.
- (3) Maximum enhancement and minimal disruption of existing natural features and amenities.
- (4) 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.
- (5) More efficient and economic use of land resulting in smaller networks of utilities and streets, thereby lowering costs.
- (6) Preparation of more complete and useful information which will enable the Planning Commission and City Council to make more informed decisions on land use. The PUD, Planned Unit Development regulations are designed to provide for small- and large-scale developments incorporating a single type or a variety of residential, commercial, industrial and related uses which are planned and developed as a unit. Such development may consist of individual lots, or it may have common building sites. Private or public common land and open space must be an essential, major element of the development, which is related to, and affects, the long-term value of the homes and other development. A planned unit development shall be a separate entity with a distinct character that respects and harmonizes with surrounding development.

Existing PUD - Ordinance O-1617-27

7. That the Planned Unit Development (PUD) for the property shall allow for the following uses on said property and is hereby attached to the zoning of this tract:
 - a. The site shall be developed in accordance with the previously approved site plan (PP-1516-56) for the church; and
 - b. Signage for the property shall be consistent with the sign package (originally presented with this application) and attached hereto; and
 - c. The remainder of the property not shown as being developed on the previously approved site plan, or as now shown as developed for signage purposes will remain undeveloped outside of church use; and
 - d. No other uses will be allowed without proper application to the City Council to amend this Planned Unit Development.

STAFF ANALYSIS: The subject parcel covers 18.61 acres of land with frontage to Imhoff Rd. and is bounded by:

- Imhoff Road to the north, across which lies a PUD, platted as The Cottages at Norman.
- Hitachi Products, zoned I-1, Light Industrial District to the east,
- Highway 9 to the south, and
- Commercial properties zoned C-2, General Commercial District to the west.

The following information is outlined in the PUD Narrative:

USE:

Permitted Uses:

- Church, temple or other place of worship;
- Off-street parking lot to be used for vehicular parking;

- Accessory buildings and uses customarily incidental to any of the above uses. Examples include recreational activities, and other church-related indoor/outdoor activities and events.

PARKING:

The property shall comply with Norman's applicable parking ordinances, as amended from time to time.

LANDSCAPING:

All landscaping shall comply with the requirements outlined in the City of Norman's Zoning Ordinance, Chapter 36-551 (Landscaping Requirements for Off-Street Parking Facilities), as amended from time to time, subject to changes allowed by Chapter 36-509(g).

Areas designated as open space are clearly shown in the Open Space Plan (Exhibit "B"). The Open Space Plan attributes approximately 70% of the property as open space.

SIGNAGE:

Only Life.Church signage shall be permitted. All Life.Church signage shall comply with the sign package as shown on Exhibit "C": Sign Package. The number of standalone Life.Church signs allowed on each frontage shall be the following:

- One (1) sign shall be allowed on Imhoff Road.
- One (1) sign shall be allowed on Classen Boulevard.

In the event Lot 2C, Block 1 of South Classen Addition (2919 Classen Boulevard) is a separate parcel from Lot 1, Block 1 of Life.Church Norman (1500 East Imhoff Road), Life.Church shall be allowed one (1) off-premises sign on said property along Classen Boulevard.

Staff notes that off-premises signage is not allowed unless within 660 feet from the center line of Interstate Highway 35 and placed in C-2 and I-2 zoning districts.

LIGHTING:

All exterior lighting shall be installed in conformance with the City of Norman's Commercial Outdoor Lighting Standards (Chapter 36-549), as amended from time to time.

SANITATION/UTILITIES:

Trash dumpsters will be located in locations approved by the City of Norman. Dumpster enclosures shall be required and will completely hide the refuse area(s).

FENCING/WALLS:

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 36-509(g).

Additionally, the PUD Narrative includes the following provisions:

MINIMUM WIDTH: There shall be no minimum lot width.

MINIMUM BUILDING SETBACKS:

- Front Yard: 25 feet.
- Side Yard: No side yard shall be required except on the side of a lot adjoining a residential zoning district in which case there shall be a side yard of not less than five feet.
- Rear Yard: None except where the rear yard adjoins a residential zoning district, the minimum rear yard for principal and accessory buildings shall be 30 feet.

MAXIMUM HEIGHT: No building shall exceed 50 feet in height.

IMPERVIOUS COVERAGE: There shall be a 50% maximum impervious coverage requirement.

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.

VEHICULAR ACCESS AND CIRCULATION: Access to the property shall be permitted in the manner depicted on the attached Site Plan. Existing access to the site will continue to be provided off East Imhoff Road. Additional access will be provided along Classen Boulevard. All improvements to the site shall be in accordance with City of Norman and ODOT requirements.

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 codes, ordinances, and regulations.

ALTERNATIVES/ISSUES:

IMPACTS: Since a majority of the project is pre-existing, an additional driveway is foreseen to have minimal impact on the surrounding area and should allow ingress/egress for the site to disperse more quickly during times of high traffic volume.

OTHER AGENCY COMMENTS:

FIRE DEPARTMENT AND BUILDING PERMIT REVIEW:

Items regarding fire hydrants and fire/building codes will be considered at the building permit stage.

PUBLIC WORKS/ENGINEERING:

It is recommended that a sidewalk be installed along W Tecumseh Road during development of this project.

TRANSPORTATION ENGINEER:

The applicant has approval from ODOT for the right-in/right-out access point on Classen Blvd.

UTILITIES:

No comments were received from Utilities on this project.

CONCLUSION: Staff forwards this request for rezoning from C-2, General Commercial District, and PUD, Planned Unit Development, to PUD, Planned Unit Development, and

Ordinance O-2425-28 to the Planning Commission for consideration and recommendation to City Council.

PLANNING COMMISSION RESULTS: At their meeting of March 13, 2025, Planning Commission recommended approval of Ordinance O-2425-28 by a vote of 7-0.

O-2425-28

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE LOT 2C, BLOCK 1, SOUTH CLASSEN ADDITION AND LOT 1, BLOCK 1, LIFE.CHURCH NORMAN OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE C-2, GENERAL COMMERCIAL DISTRICT AND PUD, PLANNED UNIT DEVELOPMENT DISTRICT, AND PLACE SAME IN THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (2919 CLASSEN BLVD. AND 1500 E. IMHOFF ROAD)

- § 1. WHEREAS, NOR Realty, LLC, the owners of the hereinafter described property, have made application to have the subject properties removed from the C-2, General Commercial District and PUD, Planned Unit Development District, and placed in the PUD, Planned Unit Development District; and
- § 2. WHEREAS, said application has been referred to the Planning Commission of said City and said body has, after conducting a public hearing on March 13, 2025 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 C-2, General Commercial District, and PUD, Planned Unit Development District, and place the same in the PUD, Planned Unit Development District, to wit:

LOT 2C, BLOCK 1, SOUTH CLASSEN ADDITION, TO THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA, RECORDED IN BOOK 2605 PAGE 1045.

AND

LOT 1, BLOCK 1, LIFE.CHURCH NORMAN, TO THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF.

§ 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 _____, 2025.

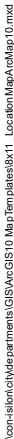
NOT ADOPTED this _____ day of _____, 2025.

(Mayor)

(Mayor)

ATTEST:

(City Clerk)



0 200 400 Ft.

58

LIFE.CHURCH NORMAN

1500 EAST IMHOFF ROAD

A Planned Unit Development
Norman, OK

Applicant:
NOR Realty, LLC

Prepared by:

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

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1. PROPERTY DESCRIPTION

The properties included as part of this rezoning request are approximately 19 acres in total, located at 1500 East Imhoff Road and 2919 Classen Boulevard. The property addressed as 1500 East Imhoff Road is located in the Life.Church Norman Plat, while 2919 Classen Boulevard is located in the South Classen Addition. The aforementioned properties are surrounded by commercial uses, apartments, and the Hitachi International Supply Chain Center.

1500 East Imhoff Road is utilized as a church with associated parking and detention ponds. The Church's recently-acquired property, 2919 Classen Boulevard, is a vacant parcel previously used as an automobile repair shop. Neither property is within the 100-year floodplain.

Legal Description: LOT 1, BLOCK 1, LIFE.CHURCH NORMAN, TO THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF.

AND

LOT 2C, BLOCK 1, SOUTH CLASSEN ADDITION, TO THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA, RECORDED IN BOOK 2605 PAGE 1045.

Existing Zoning: Current zoning is PUD, Planned Unit Development, and C-2, General Commercial District.

Comprehensive Plan: 1500 East Imhoff Road is designated as Industrial and Institutional per the Norman 2025 Land Use Plan. 2919 Classen Boulevard is designated as Commercial. An amendment to the Land Use Plan will be required as part of this request to Institutional.

2. DEVELOPMENT CONCEPT

Life.Church was established in 1996, and today is a diverse group of Christians meeting in cities across the United States. At the time of this narrative, Life.Church has locations in twelve states, serving thousands of people across the Midwest, New York, Florida, and elsewhere. In 2017, Life.Church built their Norman campus at 1500 East Imhoff Road after City Council approved a rezoning to PUD, Planned Unit Development.

The Norman campus includes close to 40,000 square feet of building space in addition to parking and detention areas to the north. In 2024, Life.Church purchased the lot directly to the west to provide access to/from Classen Boulevard. Life.Church proposes to update the previous PUD site plan and combine all lots into a single parcel to facilitate a cohesive development that allows for desired access to/from Classen Boulevard. A site plan depicting the site layout and design features is provided as Exhibit "A": Site Plan.

See Exhibit "A": Site Plan

3. DEVELOPMENT STANDARDS

3.A. Development Standards Matrix: The property shall be developed in accordance with the below use and development regulations:

Use and Area Regulations

| | |
|---|---|
| Net Land Area: | 18.80 acres |
| Permitted Uses (See Exhibit “D” for complete list): | <ul style="list-style-type: none"> • Church, temple or other place of worship; • Off-street parking lot to be used for vehicular parking; • Accessory buildings and uses customarily incidental to any of the above uses. Examples include recreational activities, and other church-related indoor/outdoor activities and events. |
| Minimum Width: | There shall be no minimum lot width. |
| Minimum Building Setbacks: | <ul style="list-style-type: none"> • Front Yard: 25 feet. • Side Yard: No side yard shall be required except on the side of a lot adjoining a residential zoning district in which case there shall be a side yard of not less than five feet. • Rear Yard: None except where the rear yard adjoins a residential zoning district, the minimum rear yard for principal and accessory buildings shall be 30 feet. |
| Maximum Height: | No building shall exceed 50 feet in height. |
| Impervious Coverage: | There shall be a 50% maximum impervious coverage requirement. |
| Landscaping Requirements: | Landscaping shall be provided in accordance with the City of Norman Zoning Ordinance, as amended from time to time. |

3.B. Parking and Loading Requirements: The property shall comply with Norman's applicable parking ordinances, as amended from time to time.

3.C. Sanitation: Trash dumpsters will be located in locations approved by the City of Norman. Dumpster enclosures shall be required and will completely hide the refuse area(s).

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: Only Life.Church signage shall be permitted. All Life.Church signage shall comply with the sign package as shown on Exhibit "C": Sign Package. The number of standalone Life.Church signs allowed on each frontage shall be the following:

- One (1) sign shall be allowed on Imhoff Road.
- One (1) sign shall be allowed on Classen Boulevard.

In the event Lot 2C, Block 1 of South Classen Addition (2919 Classen Boulevard) is a separate parcel from Lot 1, Block 1 of Life.Church Norman (1500 East Imhoff Road), Life.Church shall be allowed one (1) off-premises sign on said property along Classen Boulevard.

See Exhibit "C": Sign Package

3.F. Landscaping/Tree Preservation: All landscaping shall comply with the requirements outlined in the City of Norman's Zoning Ordinance, Chapter 36-551 (Landscaping Requirements for Off-Street Parking Facilities), as amended from time to time, subject to changes allowed by Chapter 36-509(g), as amended from time to time.

3.G. Lighting: All exterior lighting shall be installed in conformance with the City of Norman's Commercial Outdoor Lighting Standards (Chapter 36-549), as amended from time to time.

3.H. Open Space: Areas designated as open space are clearly shown in the Open Space Plan. The Open Space Plan attributes approximately 70% 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 36-509(g), as amended from time to time.

4. ACCESS AND FIRE PROTECTION

4.A. Vehicular Access and Circulation: Access to the property shall be permitted in the manner depicted on the attached Site Plan. Existing access to the site will continue to be provided off East Imhoff Road. Additional access will be provided along Classen Boulevard. All improvements to the site shall be in accordance with City of Norman and ODOT requirements.

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 codes, ordinances, and regulations.

Full Size Plan Submitted to City Staff

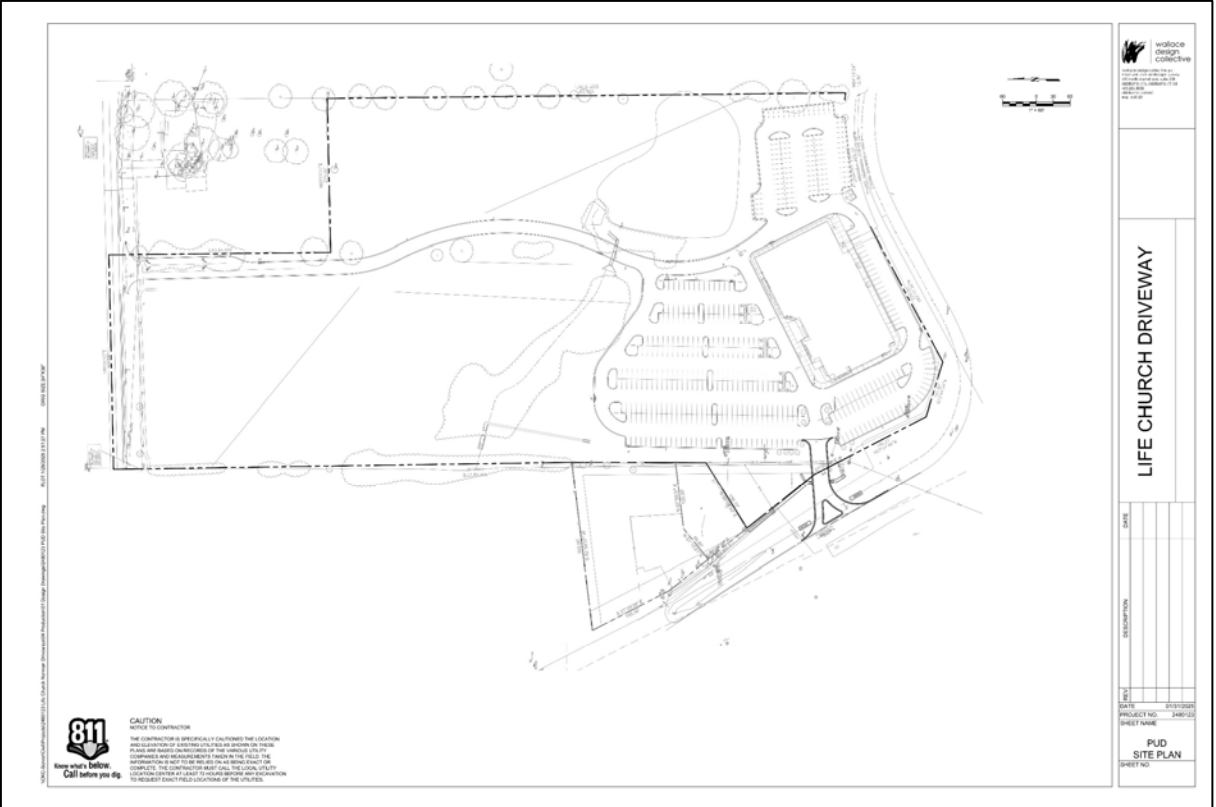


EXHIBIT B – OPEN SPACE PLAN
Full Size Plan Submitted to City Staff

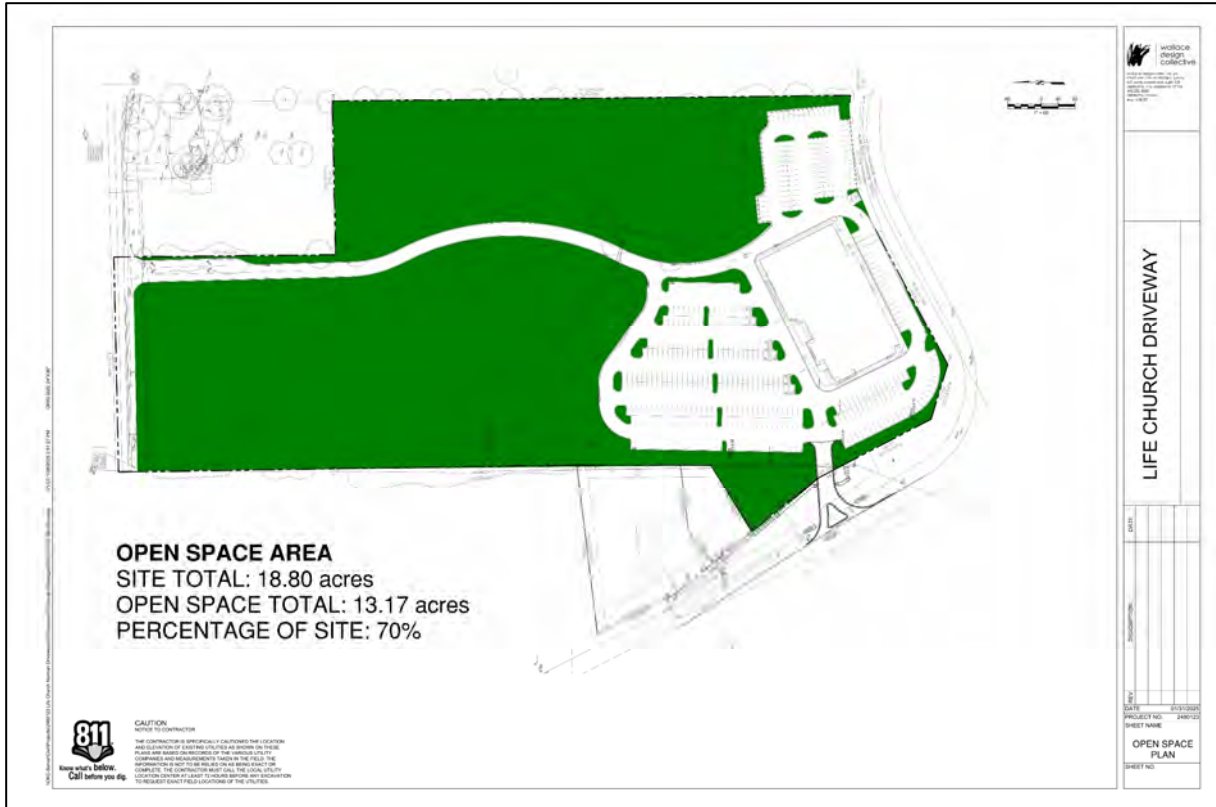


EXHIBIT C - SIGN PACKAGE



DESCRIPTION

ONE NEW MONUMENT WITH
ROUTED FACES & PLEX BACKING.
PAINTED BLACK CABINET WITH
TEXTURED POLE COVER.

INTERNALLY ILLUMINATED WITH
WHITE LEDS.

SET ON TWO NEW SQUARE STEEL
POLES SET IN CONCRETE.

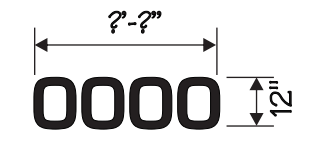
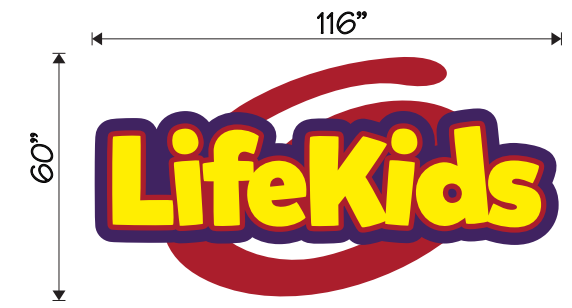
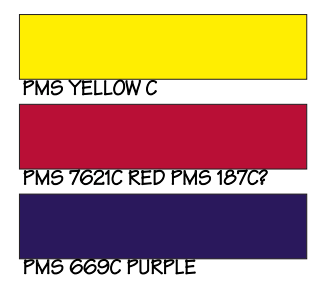
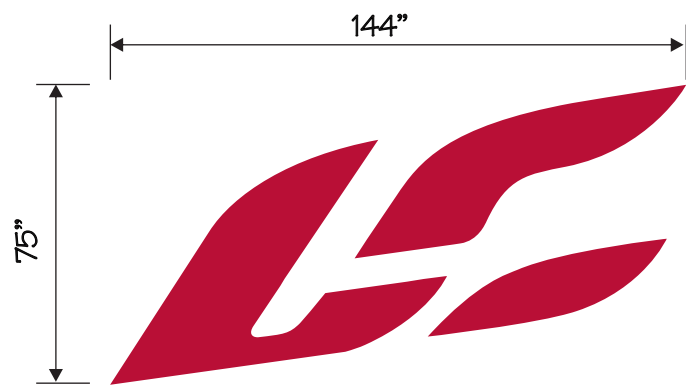
CLIENT LIFE.CHURCH
JOB NORMAN, OK.

SALESMAN BRIAN ELLIOTT

SCALE 1/2" = 1'

DESIGNER REX-2016

APPROVAL



DESCRIPTION

NEW ALUM. CHANNEL LETTERS WITH WHITE PLEX FACES & RED OVERLAY ON LC FACES, BLACK PERF OVERLAY ON LETTERS. BLACK PAINTED RETURNS & BLACK TRIMCAP ON CHANNEL LETTERS. RED PAINTED RETURNS AND RED TRIMCAP ON LC LOGO. INTERNALLY ILLUMINATED WITH WHITE LEDS.

LIFE KIDS CHANNEL CAN TO HAVE A LEXAN FACE & DIGITAL PRINT. PURPLE TRIMCAP & RETURN. INTERNALLY ILLUMINATED WITH WHITE TD-3 USLEDs.

ONE 12" FCO 1/4" ALUM. ADDRESS

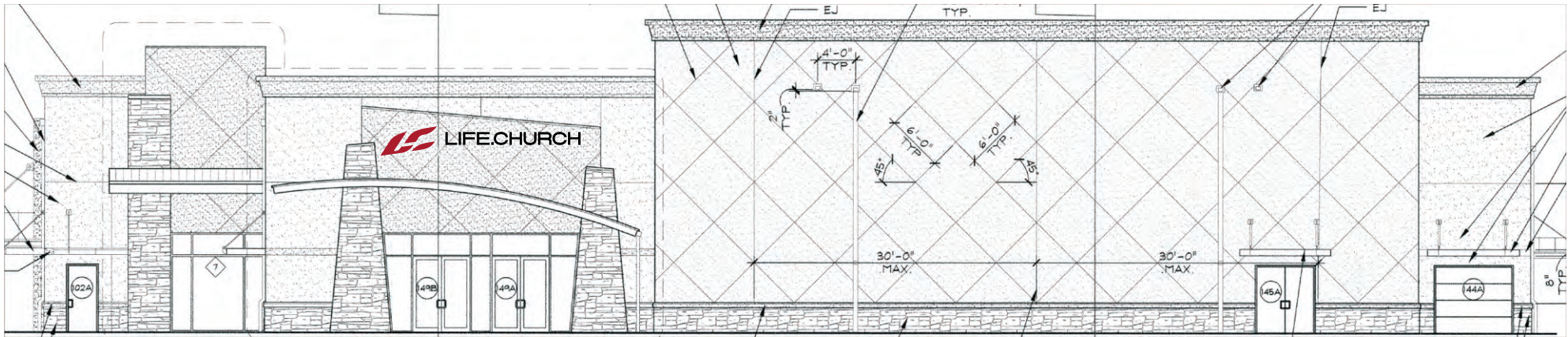
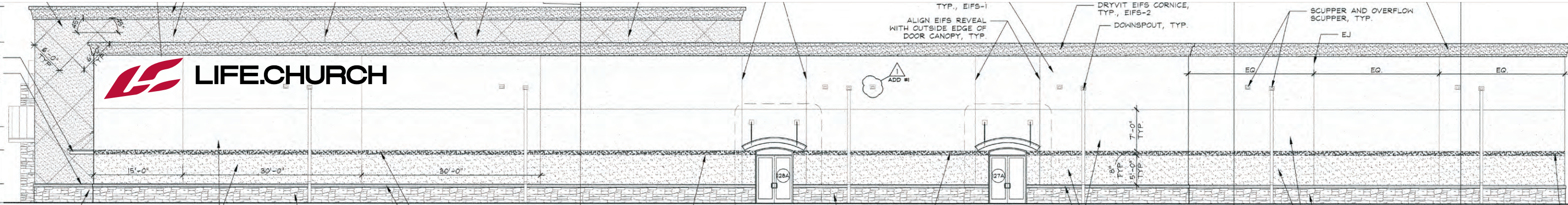
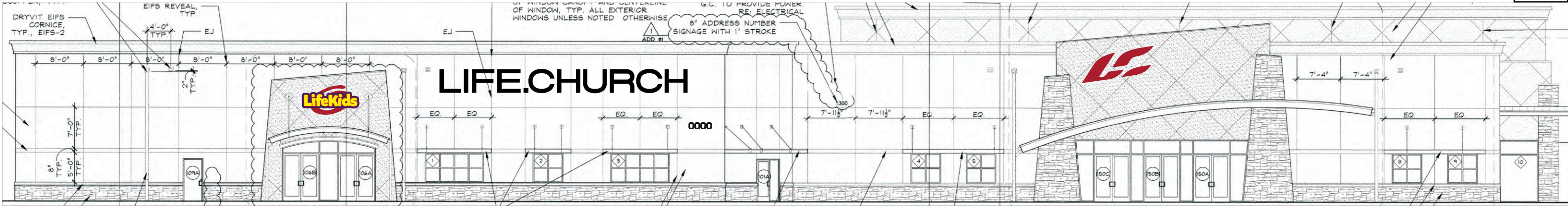
CLIENT LIFE.CHURCH
JOB NORMAN, OK.

SALESMAN BRIAN ELLIOTT

SCALE 1/4" = 1'

DESIGNER REX-2016

APPROVAL



CLIENT:
LIFECHURCH

LOCATION:

JOB NAME:

ACCT. EXECUTIVE:
Brian Elliott

DATE:
4.29.24

SCALE:
3/8" = 1'

DESIGNER:
Justin Vander Haar - 2024



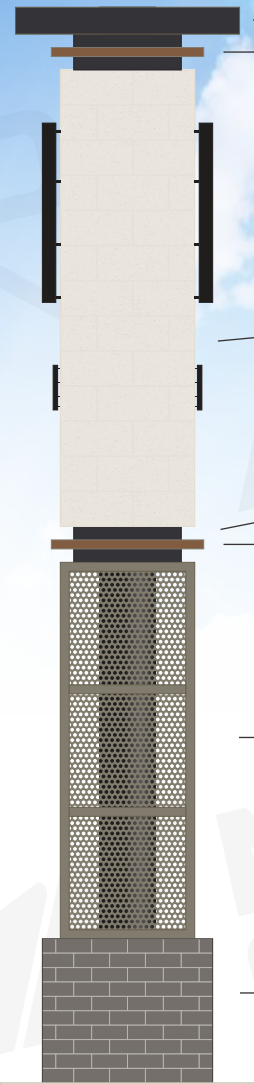
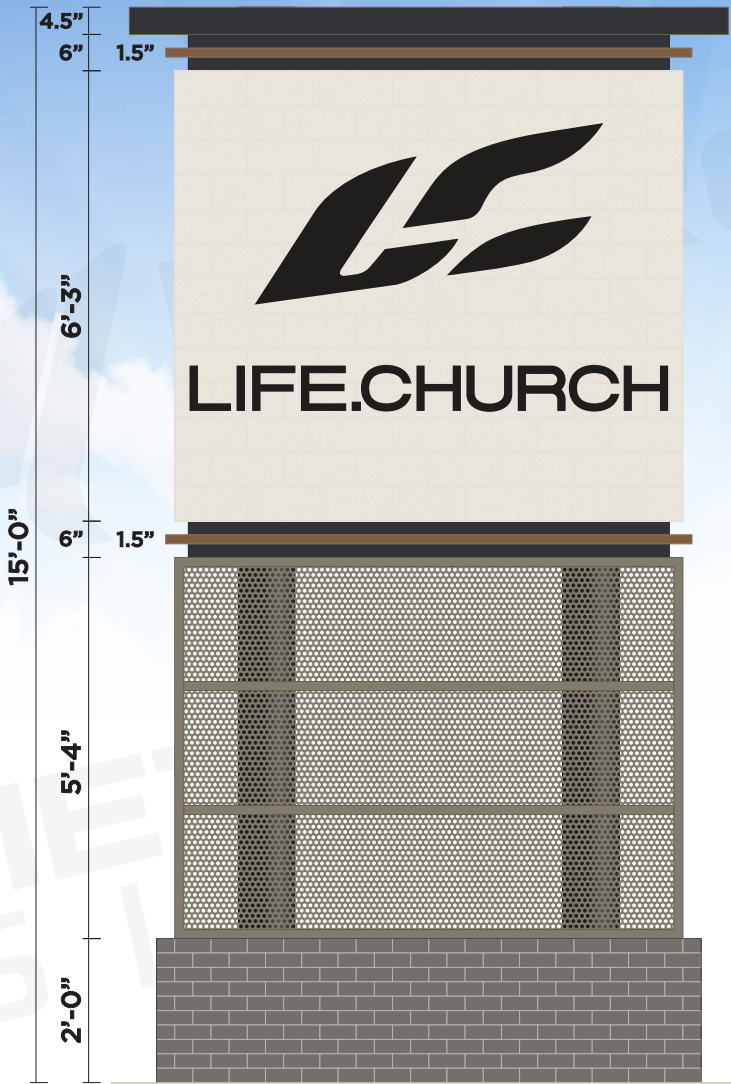
DESIGN APPROVAL

Color Specs:

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DUE TO MONITOR DIFFERENCES AND OUTPUTS, ACTUAL COLORS MAY VARY SLIGHTLY FROM THE PANTONE GUIDE ALONG WITH DIFFERENT PRINTING METHODS (E.G. VINYL VS. PAPER). THEREFORE, WE CANNOT GUARANTEE THE COLOR YOU SEE ACCURATELY PORTRAYS THE TRUE COLOR OF THE PROJECT.

- SW 720 BLACK FOX
- SW 6096 JUTE BROWN
- SW 7035 AESTHETIC WHITE TEXTURED FINISH
- SW 720 BLACK FOX
- SW 6096 JUTE BROWN
- SW 7046 ANONYMOUS
- BRICK BASE



8'-4"
7'-4"
7'-1"
7'-7"

3'-1"
2'-1"
1'-10"
2'-4"



Item 5.

LIFE.CHURCH

JOB DESCRIPTION

~FABRICATION~

- ONE NEW D/S CUSTOM MONUMENT.
- MAIN BODY FILLER IS NICHIA WOOD PANELS ON FACES AND ON ONE END.
- ALUMINUM FRAME WITH PERFORATED ALUMINUM FILLER AT OPPOSED END.
- RAISED ALUMINUM BACKER WRAPPED AROUND MAIN BODY.
- PAINTED FINISH TO MIMIC CMU BLOCK
- ALUMINUM TOPPER AND BASE WITH PAINTED FINISH.

-LC-

- TWO SETS OF REVERSE ALUMINUM CHANNEL LETTERS.
- ILLUMINATED FOR HALO EFFECT.

-LIFE.CHURCH-

- TWO SETS OF SLIM S ACRYLIC LETTERS.
- ILLUMINATED WITH LED'S.
- ALL MOUNTED TO RAISED BACKER.
- CUSTOM ALUMINUM BASE AND TOPPER WITH PAINTED FINISH.

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DUE TO MONITOR DIFFERENCES AND VARIOUS OUTPUTS, ACTUAL COLORS MAY VARY SLIGHTLY. WE USE THE PANTONE GUIDE, CMYK AND THE HEX CODE VALUE TO DETERMINE COLOR. DIFFERENT MEDIA (PRINT VS VINYL) MAY ALSO HAVE VERY SLIGHT DIFFERENCE. WE CANNOT GUARANTEE THE COLOR YOU SEE ACCURATELY PORTRAYS THE TRUE COLOR OF THE PROJECT.

CLIENT LIFE CHURCH -

NEW MONUMENT SIGN

SALESMAN BRIAN ELLIOTT

DATE 06.02.20

SCALE 3/8" = 1'

DESIGNER greg roesch 2020

APPROVAL



71

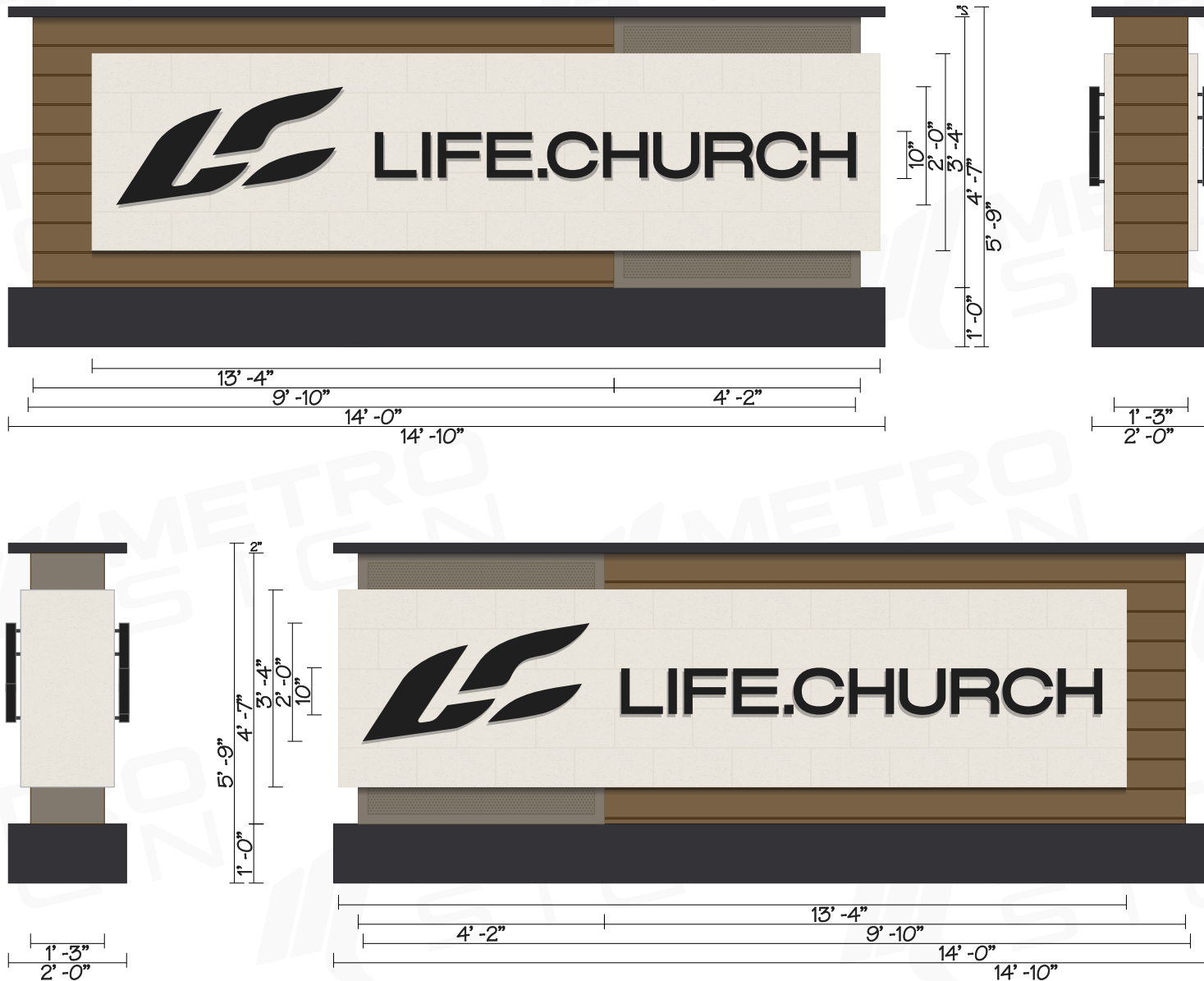


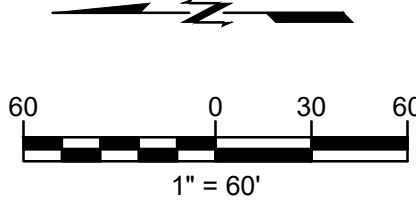
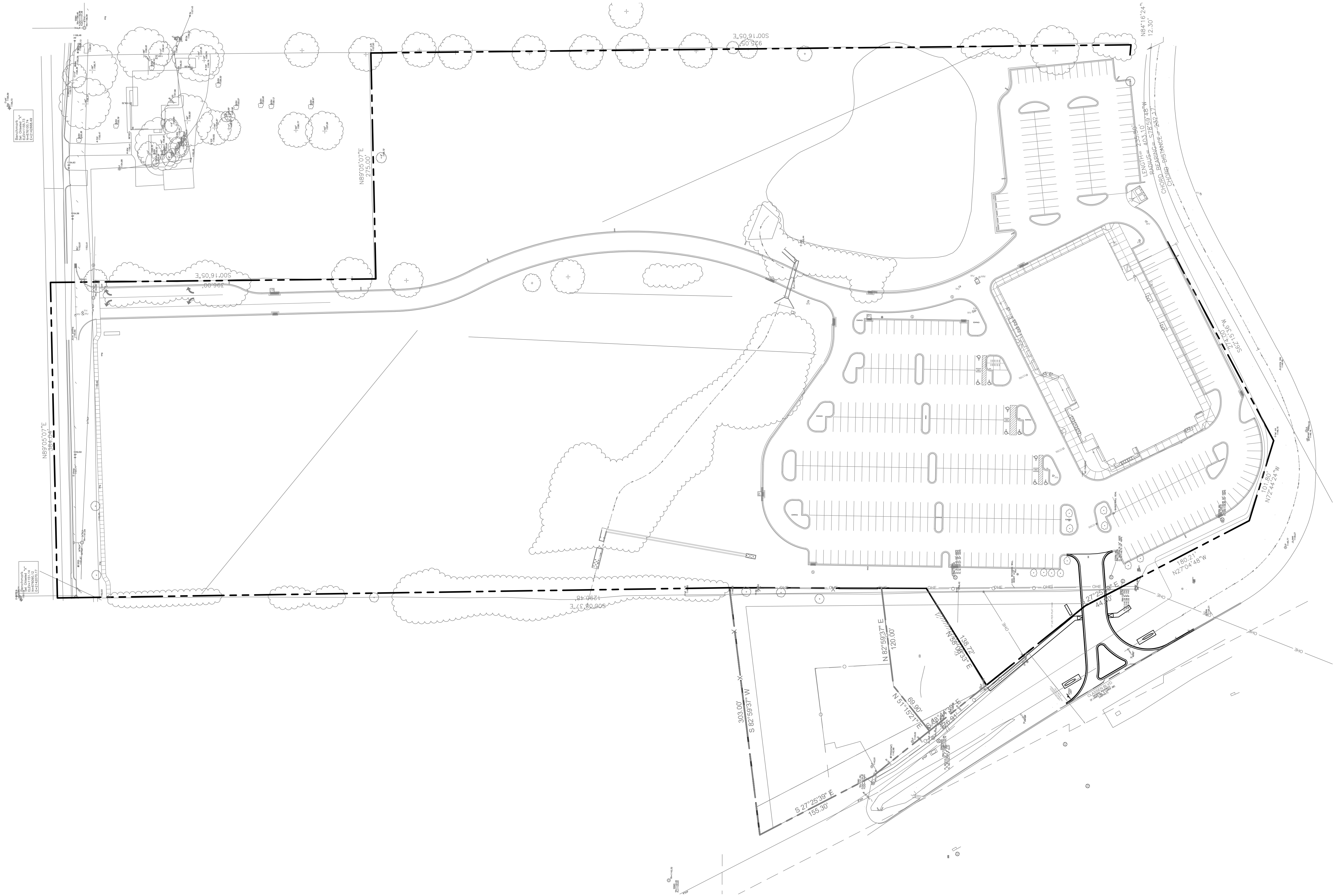
EXHIBIT D
Permitted Uses

- Church, temple or other place of worship;
- Off-street parking lot to be used for vehicular parking;
- Accessory buildings and uses customarily incidental to any of the above uses. Examples include recreational activities, and other church-related indoor/outdoor activities and events.



CAUTION
NOTICE TO CONTRACTOR

THE CONTRACTOR IS SPECIFICALLY CAUTIONED THE LOCATION AND ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS ARE BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES AND MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION IS NOT TO BE RELIED ON AS BEING EXACT OR COMPLETE. THE CONTRACTOR MUST CALL THE LOCAL UTILITY LOCATION CENTER AT LEAST 72 HOURS BEFORE ANY EXCAVATION TO REQUEST EXACT FIELD LOCATIONS OF THE UTILITIES.



LIFE CHURCH DRIVEWAY

| REV | DESCRIPTION | DATE |
|-----|-------------|------|
| | | |
| | | |
| | | |
| | | |

DATE 01/31/2025
PROJECT NO. 2480123
SHEET NAME

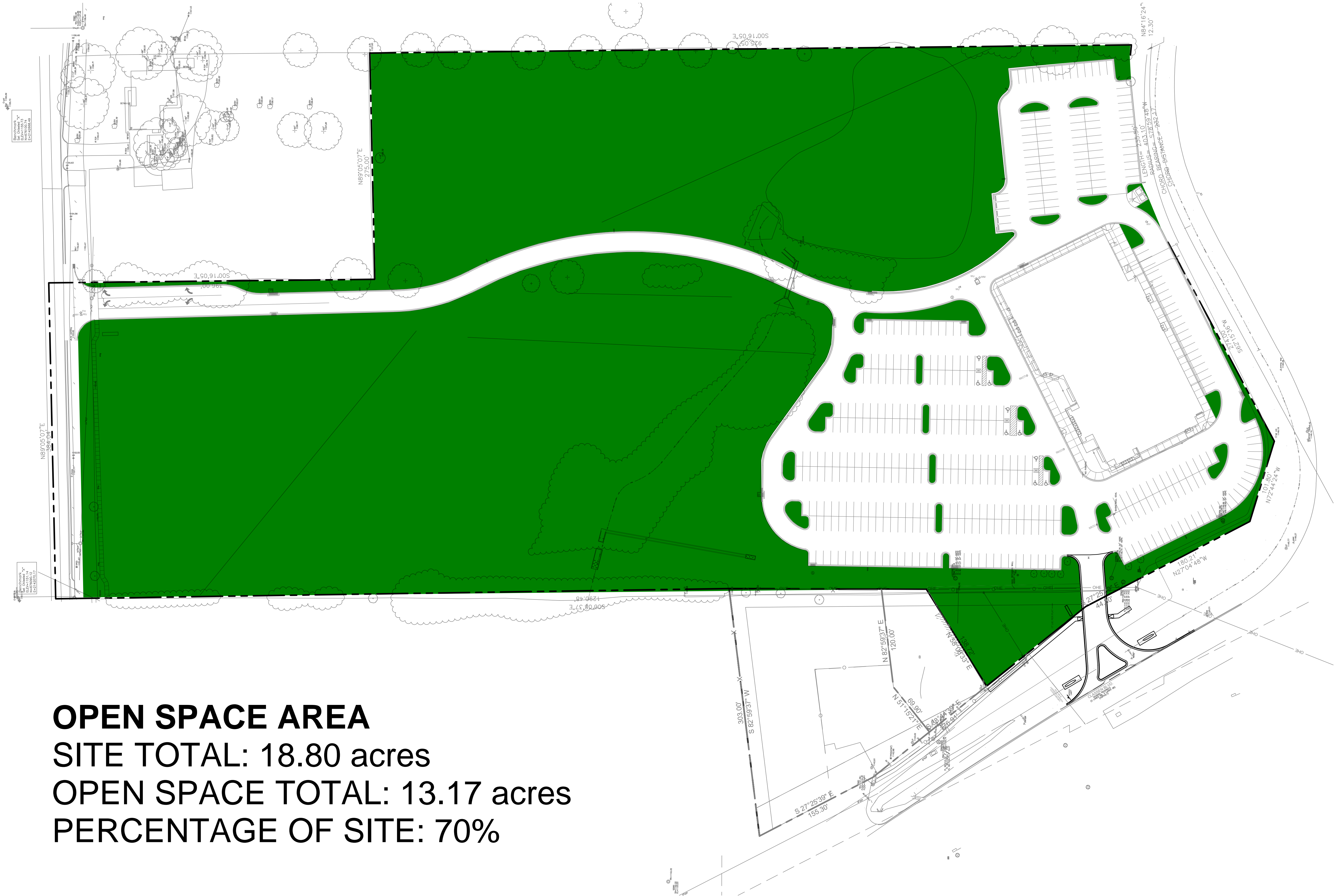
PUD
SITE PLAN
SHEET NO.



CAUTION
NOTICE TO CONTRACTOR

THE CONTRACTOR IS SPECIFICALLY CAUTIONED THE LOCATION AND ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS ARE BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES AND MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION IS NOT TO BE RELIED ON AS BEING EXACT OR COMPLETE. THE CONTRACTOR MUST CALL THE LOCAL UTILITY LOCATION CENTER AT LEAST 72 HOURS BEFORE ANY EXCAVATION TO REQUEST EXACT FIELD LOCATIONS OF THE UTILITIES.

OPEN SPACE AREA
SITE TOTAL: 18.80 acres
OPEN SPACE TOTAL: 13.17 acres
PERCENTAGE OF SITE: 70%



LIFE CHURCH DRIVEWAY

| REV | DESCRIPTION | DATE |
|-------------|-------------|-----------------|
| | | |
| | | |
| | | |
| | | |
| DATE | | 01/31/2025 |
| PROJECT NO. | | 2480123 |
| SHEET NAME | | OPEN SPACE PLAN |
| SHEET NO. | | |



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/13/2025

REQUESTER: NOR Realty, LLC

PRESENTER: Destiny Andrews, Planner II

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-28: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE THE LOT 1, BLOCK 1, LIFE.CHURCH NORMAN AND LOT 2C, BLOCK 1, SOUTH CLASSEN ADDITION OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE C-2, GENERAL COMMERCIAL DISTRICT, AND PUD, PLANNED UNIT DEVELOPMENT DISTRICT, AND PLACE SAME IN THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (2919 CLASSEN BLVD. AND 1500 E. IMHOFF RD.)

| | |
|---|--|
| APPLICANT/REPRESENTATIVE | NOR Realty, LLC/Wallace Design Collective |
| LOCATION | 1500 E Imhoff Rd. & 2919 Classen Blvd. |
| WARD | 1 |
| CORE AREA | No |
| REQUESTED ACTION | Rezoning from C-2, General Commercial District, and PUD, Planned Unit Development, to PUD, Planned Unit Development. |
| CURRENT LAND USE PLAN DESIGNATION | Commercial, Institutional, and Industrial |
| PROPOSED LAND USE PLAN DESIGNATION | Institutional and Industrial |
| GROWTH AREA DESIGNATION | Current Urban Service Area |

BACKGROUND:

The proposed rezoning application includes multiple parcels: one (1), 18.19 acre property currently zoned PUD, Planned Unit Development, and an additional, 0.42 acre property currently

zoned C-2, General Commercial District. A concurrent lot line adjustment is being pursued by the applicant, which would result in one (1), 18.61 acre parcel (further “subject property”).

In 2017, Life.Church applied for a Special Use for a Place of Worship within an I-1, Light Industrial District, for the existing 18.19 acre parcel. City Council instead approved a PUD, Planned Unit Development on the property. The church currently has access from Imhoff Rd. The applicant has purchased the smaller, 0.42 acre parcel with intentions for installing a secondary access point along Classen Boulevard on the southwest side of the subject property. This request requires a change in Zoning Designation to bring the smaller, C-2 property into alignment with the existing PUD, and to reflect the changes to the existing PUD accordingly.

PROCEDURAL REQUIREMENTS:

GREENBELT MEETING:

GBC 25-06

February 18, 2025

This meeting was cancelled due to inclement weather.

PRE-DEVELOPMENT:

PD25-06

February 27, 2025

Due to the nature of the project including two parcels, the project was described in detail, along with confirmation that no additional changes were being made to the property, outside of the new driveway installation and associated signage. The applicant’s representative clarified that the Oklahoma Department of Transportation (ODOT) required the new installation to be right-in, right-out for safety purposes. Neighbors, including Hitachi representatives and adjacent property owner, expressed positive feedback at the probable reduction in traffic along Imhoff Road before and after church services and events.

BOARD OF PARKS COMMISSIONERS:

This request did not require platting and thus did not require an application to the Board of Parks Commissioners.

ZONING ORDINANCE CITATION:

36-509 PUD, Planned Unit Development

- (a) 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:
- (1) A maximum choice in the types of environment and living units available to the public.

- (2) 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.
- (3) Maximum enhancement and minimal disruption of existing natural features and amenities.
- (4) 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.
- (5) More efficient and economic use of land resulting in smaller networks of utilities and streets, thereby lowering costs.
- (6) Preparation of more complete and useful information which will enable the Planning Commission and City Council to make more informed decisions on land use. The PUD, Planned Unit Development regulations are designed to provide for small- and large-scale developments incorporating a single type or a variety of residential, commercial, industrial and related uses which are planned and developed as a unit. Such development may consist of individual lots, or it may have common building sites. Private or public common land and open space must be an essential, major element of the development, which is related to, and affects, the long-term value of the homes and other development. A planned unit development shall be a separate entity with a distinct character that respects and harmonizes with surrounding development.

Existing PUD - Ordinance O-1617-27

7. That the Planned Unit Development (PUD) for the property shall allow for the following uses on said property and is hereby attached to the zoning of this tract:
 - a. The site shall be developed in accordance with the previously approved site plan (PP-1516-56) for the church; and
 - b. Signage for the property shall be consistent with the sign package (originally presented with this application) and attached hereto; and
 - c. The remainder of the property not shown as being developed on the previously approved site plan, or as now shown as developed for signage purposes will remain undeveloped outside of church use; and
 - d. No other uses will be allowed without proper application to the City Council to amend this Planned Unit Development.

STAFF ANALYSIS: The subject parcel covers 18.61 acres of land with frontage to Imhoff Rd. and is bounded by:

- Imhoff Road to the north, across which lies a PUD, platted as The Cottages at Norman.
- Hitachi Products, zoned I-1, Light Industrial District to the east,
- Highway 9 to the south, and
- Commercial properties zoned C-2, General Commercial District to the west.

The following information is outlined in the PUD Narrative:

USE:

Permitted Uses:

- Church, temple or other place of worship;
- Off-street parking lot to be used for vehicular parking;

- Accessory buildings and uses customarily incidental to any of the above uses. Examples include recreational activities, and other church-related indoor/outdoor activities and events.

PARKING:

The property shall comply with Norman's applicable parking ordinances, as amended from time to time.

LANDSCAPING:

All landscaping shall comply with the requirements outlined in the City of Norman's Zoning Ordinance, Chapter 36-551 (Landscaping Requirements for Off-Street Parking Facilities), as amended from time to time, subject to changes allowed by Chapter 36-509(g).

Areas designated as open space are clearly shown in the Open Space Plan (Exhibit "B"). The Open Space Plan attributes approximately 70% of the property as open space.

SIGNAGE:

Only Life.Church signage shall be permitted. All Life.Church signage shall comply with the sign package as shown on Exhibit "C": Sign Package. The number of standalone Life.Church signs allowed on each frontage shall be the following:

- One (1) sign shall be allowed on Imhoff Road.
- One (1) sign shall be allowed on Classen Boulevard.

In the event Lot 2C, Block 1 of South Classen Addition (2919 Classen Boulevard) is a separate parcel from Lot 1, Block 1 of Life.Church Norman (1500 East Imhoff Road), Life.Church shall be allowed one (1) off-premises sign on said property along Classen Boulevard.

Staff notes that off-premises signage is not allowed unless within 660 feet from the center line of Interstate Highway 35 and placed in C-2 and I-2 zoning districts.

LIGHTING:

All exterior lighting shall be installed in conformance with the City of Norman's Commercial Outdoor Lighting Standards (Chapter 36-549), as amended from time to time.

SANITATION/UTILITIES:

Trash dumpsters will be located in locations approved by the City of Norman. Dumpster enclosures shall be required and will completely hide the refuse area(s).

FENCING/WALLS:

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 36-509(g).

Additionally, the PUD Narrative includes the following provisions:

MINIMUM WIDTH: There shall be no minimum lot width.

MINIMUM BUILDING SETBACKS:

- Front Yard: 25 feet.
- Side Yard: No side yard shall be required except on the side of a lot adjoining a residential zoning district in which case there shall be a side yard of not less than five feet.
- Rear Yard: None except where the rear yard adjoins a residential zoning district, the minimum rear yard for principal and accessory buildings shall be 30 feet.

MAXIMUM HEIGHT: No building shall exceed 50 feet in height.

IMPERVIOUS COVERAGE: There shall be a 50% maximum impervious coverage requirement.

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.

VEHICULAR ACCESS AND CIRCULATION: Access to the property shall be permitted in the manner depicted on the attached Site Plan. Existing access to the site will continue to be provided off East Imhoff Road. Additional access will be provided along Classen Boulevard. All improvements to the site shall be in accordance with City of Norman and ODOT requirements.

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 codes, ordinances, and regulations.

ALTERNATIVES/ISSUES:

IMPACTS: Since a majority of the project is pre-existing, an additional driveway is foreseen to have minimal impact on the surrounding area and should allow ingress/egress for the site to disperse more quickly during times of high traffic volume.

OTHER AGENCY COMMENTS:

FIRE DEPARTMENT AND BUILDING PERMIT REVIEW:

Items regarding fire hydrants and fire/building codes will be considered at the building permit stage.

PUBLIC WORKS/ENGINEERING:

It is recommended that a sidewalk be installed along W Tecumseh Road during development of this project.

TRANSPORTATION ENGINEER:

The applicant has approval from ODOT for the right-in/right-out access point on Classen Blvd.

UTILITIES:

No comments were received from Utilities on this project.

CONCLUSION: Staff forwards this request for rezoning from C-2, General Commercial District, and PUD, Planned Unit Development, to PUD, Planned Unit Development, and

Ordinance O-2425-28 to the Planning Commission for consideration and recommendation to City Council.

File Attachments for Item:

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

ADA CITIZENS ADVISORY COMMITTEE

TERM: 05/28/25 TO 05/28/28, SUE FAVORS, WARD 8

TERM: 05/28/25 TO 05/28/28, DECEMBER AMBOS, WARD 6

BICYCLE ADVISORY COMMITTEE

TERM: 03/25/25 TO 02/13/28, CHIP MINTY, WARD 8

TERM: 03/25/25 TO 02/13/28, AYSHA PRATHER, WARD 5

DEVELOPMENT OVERSIGHT COMMITTEE FOR TIF NO. 2

TERM: 04/10/25 TO 04/10/28, BILL WILSON, WARD 5

TERM: 04/10/25 TO 04/10/28, KURT LEE, WARD 3

BOARD OF PARKS COMMISSIONERS

TERM: 03/25/25 TO 01/01/28, ELLEN USRY, WARD 5

TERM: 03/25/25 TO 01/01/28, KRISTI ISACKSEN, WARD 2

TERM: 03/28/25 TO 01/01/27, MARK NANNY, WARD 1

TERM: 03/28/25 TO 01/01/27, KRISTINA WYCKOFF, WARD 4

TERM: 03/28/25 TO 01/01/27, TODD FAGIN, WARD 2

TERM: 03/28/25 TO 01/01/28, WILL SPAIN, WARD 4



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/25/2025

REQUESTER: Mayor Heikkila

PRESENTER: Brenda Hall, City Clerk

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

ADA CITIZENS ADVISORY COMMITTEE

TERM: 05/28/25 TO 05/28/28, SUE FAVORS, WARD 8

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TERM: 03/28/25 TO 01/01/27, TODD FAGIN, WARD 2

TERM: 03/28/25 TO 01/01/28, WILL SPAIN, WARD 4

Sue Favors, December Ambos, Chip Minty, Aysha Prather, Bill Wilson, Kurt Lee, Ellen Usry, and Kristi Isacksen are reappointments. Marc Nanny, Kristina Wyckoff, Todd Fagin, and Will Spain are new appointments for the newly combined Parks Board/Greenbelt Commission/Tree Board.

File Attachments for Item:

7. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RECEIPT OF THE FINANCE DIRECTOR'S INVESTMENT REPORT AS OF FEBRUARY 28, 2025, AND DIRECTING THE FILING THEREOF.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/25/2025

REQUESTER: Anthony Francisco, Director of Finance

PRESENTER: Anthony Francisco, Director of Finance

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RECEIPT OF THE FINANCE DIRECTOR'S INVESTMENT REPORT AS OF FEBRUARY 28, 2025, AND DIRECTING THE FILING THEREOF.

DATE: March 6, 2025
 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 FYE25 | MONTHLY INTEREST EARNINGS February 2025 | MONTHLY % INCREASE (DECREASE) | MONTHLY INTEREST % OF PORTFOLIO HOLDINGS | MONTH-END BALANCE February 2025 | MONTHLY % OF PORTFOLIO HOLDINGS | ANNUAL BUDGETED INTEREST EARNINGS FYE25-YTD | INTEREST EARNINGS YTD FYE25 | YTD % INCREASE (DECREASE) | YTD % PORTFOLIO HOLDINGS |
| GENERAL FUND | \$16,423 | \$38,540 | 134.87% | 5.39% | 10,907,745 | 4.57% | \$128,809 | \$349,036 | 170.97% | 5.56% |
| NET REVENUE STABILIZATION | \$4,167 | \$16,998 | 307.95% | 2.38% | 4,878,896 | 2.04% | \$33,333 | \$151,092 | 353.27% | 2.41% |
| PUBLIC SAFETY SALES TAX FUND | \$4,167 | \$8,349 | 100.38% | 1.17% | 959,255 | 0.40% | \$33,333 | \$73,614 | 120.84% | 1.17% |
| HOUSING | N/A | \$426 | 100.00% | 0.06% | 4,402,418 | 1.84% | N/A | \$4,137 | 100.00% | 0.07% |
| SPECIAL GRANTS FUND | N/A | \$22,616 | 100.00% | 3.16% | 16,832,390 | 7.05% | N/A | \$233,436 | 100.00% | 3.72% |
| ROOM TAX FUND | \$208 | \$3,007 | 1343.21% | 0.42% | 857,882 | 0.36% | \$1,667 | \$31,549 | 1792.92% | 0.50% |
| YFAC FUND | \$0 | \$0 | 0.00% | 0.00% | (460,543) | -0.19% | \$0 | \$0 | 0.00% | 0.00% |
| SEIZURES | \$42 | \$5,092 | 12120.56% | 0.71% | 1,582,048 | 0.66% | \$333 | \$56,471 | 16841.35% | 0.90% |
| CLEET FUND | N/A | \$0 | 100.00% | 0.00% | (4,315) | 0.00% | N/A | \$0 | 100.00% | 0.00% |
| TRANSIT & PARKING FUND | \$0 | \$850 | 0.00% | 0.12% | 218,999 | 0.09% | \$0 | \$38,292 | 0.00% | 0.61% |
| ART IN PUBLIC PLACES FUND | N/A | \$8 | 100.00% | 0.00% | 2,619 | 0.00% | N/A | \$53 | 100.00% | 0.00% |
| WESTWOOD FUND | \$625 | \$99 | -84.11% | 0.01% | 923,418 | 0.39% | \$5,000 | \$11,925 | 138.50% | 0.19% |
| WATER FUND | \$10,000 | \$152,749 | 1427.49% | 21.36% | 44,663,481 | 18.70% | \$80,000 | \$1,348,683 | 1583.35% | 21.44% |
| WASTEWATER FUND | \$4,167 | \$21,629 | 419.10% | 3.02% | 6,437,924 | 2.70% | \$33,333 | \$228,256 | 584.77% | 3.63% |
| SEWER MAINTENANCE FUND | N/A | \$60,064 | 100.00% | 8.40% | 16,804,082 | 7.03% | N/A | \$557,157 | 100.00% | 8.87% |
| DEVELOPMENT EXCISE | \$5,833 | \$9,354 | 60.36% | 1.31% | 3,000,494 | 1.26% | \$46,667 | \$92,873 | 99.01% | 1.48% |
| SANITATION FUND | \$25,000 | \$36,377 | 45.51% | 5.09% | 10,396,484 | 4.35% | \$200,000 | \$322,442 | 61.22% | 5.13% |
| RISK MANAGEMENT FUND | N/A | \$3,787 | 100.00% | 0.53% | 922,614 | 0.39% | N/A | \$82,018 | 100.00% | 0.99% |
| CAPITAL PROJECTS FUND | \$58,333 | \$166,008 | 184.58% | 23.22% | 73,258,123 | 30.67% | \$466,667 | \$1,698,711 | 264.01% | 27.04% |
| NORMAN FORWARD SALES TAX | \$1,250 | \$29,941 | 2295.24% | 4.19% | 6,114,135 | 2.56% | \$10,000 | \$184,562 | 1745.62% | 2.94% |
| PARKLAND FUND | \$833 | \$2,986 | 258.28% | 0.42% | 857,512 | 0.36% | \$6,667 | \$26,452 | 296.78% | 0.42% |
| UNP TAX INCREMENT DISTRICT | \$2,000 | \$42,491 | 2024.57% | 5.94% | 8,192,291 | 3.43% | \$160,000 | \$314,072 | 96.30% | 5.00% |
| CENTER CITY TAX INCREMENT DIST | \$167 | \$18,019 | 0.00% | 2.52% | 5,220,566 | 2.19% | N/A | \$133,537 | 100.00% | 2.13% |
| SINKING FUND | \$2,083 | \$71,440 | 3329.13% | 9.99% | 20,694,528 | 8.66% | \$16,667 | \$327,666 | 1865.99% | 5.22% |
| SITE IMPROVEMENT FUND | N/A | \$190 | 100.00% | 0.03% | 54,481 | 0.02% | N/A | \$1,687 | 100.00% | 0.03% |
| TRUST & AGENCY FUNDS | N/A | \$37 | 100.00% | 0.01% | 10,613 | 0.00% | N/A | \$329 | 100.00% | 0.01% |
| ARTERIAL ROAD FUND | N/A | \$3,995 | 100.00% | 0.56% | 1,149,088 | 0.48% | N/A | \$35,424 | 100.00% | 0.56% |
| | \$135,298 | \$715,053 | 428.50% | 100.00% | 238,877,229 | 100.00% | \$1,222,476 | \$8,281,472 | 413.83% | 100.00% |

City funds are invested in interest bearing accounts and investment securities, as directed by the City's Investment Policy. Rates of return on these investments relate directly to current Treasury and Money Market rates. Total funds on deposit of \$238.89 million as of 02/28/25 are represented by working capital cash balances of all City funds of approximately \$109.02 million, outstanding encumbrances of \$52.31 million, General Obligation Bond proceeds of \$59.08 million, NUA revenue bond proceeds of \$8.32 million, NMA bond proceeds of \$4.74 million, and UNP TIF reserve amounts of \$5.41 million.

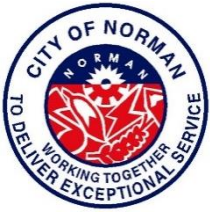
INVESTMENT BY TYPE

| February 28, 2025 | | | | | | | |
|---|--------------------|-----------|----------|-------|---------------------|------------------------|-------------------------|
| LIST BY TYPE | SEC. NO. | PURCHASED | MATURITY | YIELD | EARNED INTEREST | COST | MARKET |
| **Checking | | | | | | | |
| BANK OF OKLAHOMA | GEN'L DEP. | | | 2.37% | \$37,085.03 | \$18,890,468.90 | \$18,890,468.90 |
| BANK OF OKLAHOMA | WARRANTS PAYABLE | | | | | (\$1,008,915.49) | (\$1,008,915.49) |
| BANK OF OKLAHOMA | PAYROLL | | | | | (\$4,003,749.46) | (\$4,003,749.46) |
| BANK OF OKLAHOMA | COURT BOND REFUNDS | | | | | \$239,946.27 | \$239,946.27 |
| BANK OF OKLAHOMA | INSURANCE CLAIMS | | | | | (\$304,942.41) | (\$304,942.41) |
| BANK OF OKLAHOMA | LOCK BOX | | | | | \$1,307,742.63 | \$1,307,742.63 |
| BANK OF OKLAHOMA | RETURN CHECKS | | | | | (\$5,553.36) | (\$5,553.36) |
| BANK OF OKLAHOMA | PARKS | | | | | \$0.00 | \$0.00 |
| BANK OF OKLAHOMA | FLEXIBLE SPENDING | | | | | (\$10,812.11) | (\$10,812.11) |
| BANK OF OKLAHOMA | CDBG-CV | | | 2.39% | \$426.19 | \$214,104.19 | \$214,104.19 |
| **Subtotal | | | | | \$37,511.22 | \$15,318,289.16 | \$15,318,289.16 |
| **Money Market | | | | | | | |
| BANCFIRST-NUA | MONEY MKT. | | | 4.86% | \$1,953.21 | \$992,236.96 | \$992,236.96 |
| BANCFIRST-NMA Room Tax | MONEY MKT. | | | 4.86% | \$473.90 | \$216,127.18 | \$216,127.18 |
| BANCFIRST-NUA Water | MONEY MKT. | | | 4.58% | \$19,345.10 | \$6,487,077.92 | \$6,487,077.92 |
| BANCFIRST-NUA Clean Water | MONEY MKT. | | | 4.86% | \$1,676.23 | \$843,497.01 | \$843,497.01 |
| BANCFIRST-NMA PSST | MONEY MKT. | | | 4.58% | \$8,349.21 | \$2,806,795.52 | \$2,806,795.52 |
| BANCFIRST-NMA Norman Forward | MONEY MKT. | | | 4.58% | \$16,905.05 | \$1,718,252.74 | \$1,718,252.74 |
| BANK OF OKLAHOMA UNP TIF | MONEY MKT. | | | 4.77% | \$40,273.63 | \$5,414,014.64 | \$5,414,014.64 |
| BANK OF OKLAHOMA ARPA | MONEY MKT. | | | 2.39% | \$19,965.23 | \$10,030,005.41 | \$10,030,005.41 |
| BANK OF OKLAHOMA-Westwood | MONEY MKT. | | | 2.39% | \$99.31 | \$0.00 | \$0.00 |
| BANK OF OKLAHOMA-CW | MONEY MKT. | | | 2.39% | \$26.33 | \$13,227.49 | \$13,227.49 |
| BANK OF OKLAHOMA | MONEY MKT. | | | 2.39% | \$119.30 | \$59,932.48 | \$59,932.48 |
| BANK OF OKLAHOMA | MONEY MKT. | | | 2.39% | \$577.94 | \$290,340.01 | \$290,340.01 |
| BANK OF OKLAHOMA-SW | MONEY MKT. | | | 2.39% | \$0.37 | \$188.36 | \$188.36 |
| BANK OF OKLAHOMA-Opioid Abt | MONEY MKT. | | | 2.39% | \$2,531.09 | \$1,271,554.41 | \$1,271,554.41 |
| BANK OF OKLAHOMA-Misty Lake | MONEY MKT. | | | 2.39% | \$1,261.54 | \$633,764.31 | \$633,764.31 |
| BANK OF OKLAHOMA-2023A | MONEY MKT. | | | 2.39% | \$52,165.62 | \$26,194,924.34 | \$26,194,924.34 |
| BANK OF OKLAHOMA-2023B | MONEY MKT. | | | 2.39% | \$28,705.28 | \$14,420,709.58 | \$14,420,709.58 |
| BANK OF OKLAHOMA-2021 | MONEY MKT. | | | 2.39% | \$8,384.59 | \$4,160,256.30 | \$4,160,256.30 |
| BANK OF OKLAHOMA-2024A | MONEY MKT. | | | 2.39% | \$28,572.24 | \$14,303,138.21 | \$14,303,138.21 |
| **Subtotal | | | | | \$231,385.17 | \$89,856,042.87 | \$89,856,042.87 |
| **Sweep/Overnight | | | | | | | |
| GOLDMAN SACHS | GOVT SELECT 1237 | | | 4.35% | \$2,675.66 | \$739,351.63 | \$739,351.63 |
| BANK OF OKLAHOMA PORTFOLIO | SHORT TERM | | | 4.32% | \$360,434.65 | \$108,008,545.12 | \$108,008,545.12 |
| **Certificate of Deposit | | | | | | | |
| FIRST FIDELITY BANK | CD | 09/30/24 | 03/31/25 | 2.97% | \$618.75 | \$250,000.00 | \$250,000.00 |
| GREAT NATIONS BANK | CD | 09/30/24 | 09/30/25 | 4.22% | \$879.17 | \$250,000.00 | \$250,000.00 |
| VALLIANCE BANK | CD | 11/30/24 | 11/30/25 | 4.15% | \$864.58 | \$250,000.00 | \$250,000.00 |
| FIRST NATIONAL BANK | CD | 12/28/23 | 12/28/24 | 3.15% | \$656.25 | \$250,000.00 | \$250,000.00 |
| **Subtotal | | | | | \$3,018.75 | \$1,000,000.00 | \$1,000,000.00 |
| **U.S. Treasury Securities/Agency Securities | | | | | | | |
| US T-STRIPS | 912833LU2 | 08/31/22 | 02/15/25 | 3.38% | 9,890.99 | | |
| TVA Note | 880591CJ9 | 08/31/23 | 11/01/25 | 4.89% | 42,945.59 | 10,000,000.00 | \$10,163,100.00 |
| FFCB | 3133ERWP2 | 02/28/25 | 10/01/25 | 4.24% | 694.81 | 6,455,000.00 | \$6,440,540.80 |
| FFCB | 3133ERP96 | 12/31/24 | 09/24/26 | 4.24% | 26,496.04 | 7,500,000.00 | \$7,517,325.00 |
| **Subtotal | | | | | 80,027.43 | 23,955,000.00 | \$10,163,100.00 |
| **TOTAL** | | | | | 715,052.88 | 238,877,228.78 | \$224,345,977.15 |

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:

8. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF THE MONTHLY DEPARTMENTAL REPORT FOR THE MONTH OF FEBRUARY 2025.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/25/2025

REQUESTER: Stacey Parker, Executive Assistant

PRESENTER: Stacey Parker, Executive Assistant

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF THE MONTHLY DEPARTMENTAL REPORT FOR THE MONTH OF FEBRUARY 2025.

City of Norman



Monthly Departmental Report

February 2025

MONTHLY PROGRESS

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CITY CLERK 1

CITY CLERK
MONTHLY PROGRESS REPORT
February 2025

| ACTION CENTER | | | | |
|----------------------------|--------------|------------------|----------------------------|--------------------------------|
| DEPARTMENT | CALLS | CALLS YTD | ADDITIONAL CONTACTS | ADDITIONAL CONTACTS YTD |
| Animal Welfare | 9 | 99 | 1 | 3 |
| Bus Service | 2 | 2 | 2 | 2 |
| CDBG | 0 | 5 | 0 | 1 |
| City Clerk | 55 | 390 | 0 | 4 |
| City Manager/Mayor | 2 | 29 | 1 | 5 |
| City Wide Garage Sale | 0 | 0 | 0 | 0 |
| Code Enforcement | 29 | 278 | 2 | 22 |
| Finance | 1 | 8 | 0 | 0 |
| Fire/Civil Defense | 4 | 30 | 0 | 4 |
| Human Resources | 5 | 49 | 0 | 2 |
| I.T. | 2 | 22 | 2 | 4 |
| Legal | 5 | 41 | 0 | 1 |
| Line Maintenance | 23 | 193 | 1 | 9 |
| Municipal Court | 3 | 34 | 0 | 2 |
| Noise Complaint | 0 | 0 | 0 | 2 |
| Norman Forward Questions | 0 | 0 | 0 | 2 |
| Outreach | 6 | 44 | 0 | 1 |
| Parks & Recreation | 12 | 190 | 0 | 7 |
| Permits/Inspections | 47 | 468 | 0 | 7 |
| Planning | 7 | 87 | 0 | 2 |
| Police/Parking | 18 | 285 | 1 | 6 |
| Public Works | 7 | 118 | 0 | 4 |
| Recycling | 1 | 3 | 0 | 0 |
| Sanitation | 57 | 416 | 0 | 16 |
| Sidewalks | 0 | 6 | 0 | 3 |
| Storm Debris | 0 | 0 | 0 | 0 |
| Storm Water | 2 | 68 | 1 | 8 |
| Streets | 16 | 206 | 2 | 8 |
| Streets Lights | 2 | 110 | 0 | 12 |
| Traffic | 9 | 117 | 3 | 8 |
| Utilities | 86 | 357 | 0 | 11 |
| WC Questions | 0 | 0 | 0 | 0 |
| WC Violations | 0 | 0 | 0 | 2 |
| January 2025 Total: | 410 | 3656 | 16 | 157 |

LICENSES

Eight new licenses were issued during the month of February. Following is a list of each license type and the number issued for that specific type:

| LICENSE TYPE | NUMBER | FYE | LICENSE TYPE | NUMBER | FYE |
|--------------------------------------|----------|-----------|------------------------------|----------|-----------|
| | ISSUED | YTD | | ISSUED | YTD |
| Bee Keeper | 0 | 0 | Retail Beer | 0 | 2 |
| Brewer | 0 | 0 | Retail Spirits Store | 0 | 1 |
| Coin-Operated Devices | 0 | 0 | Retail Wine | 0 | 2 |
| Distiller | 0 | 0 | Salvage Yard | 0 | 0 |
| Food | 4 | 45 | Sidewalk Dining | 0 | 1 |
| Game Machines | 0 | 0 | Solicitor/Peddler (30 day) | 0 | 4 |
| Impoundment Yard | 0 | 0 | Solicitor/Peddler (60 day) | 0 | 3 |
| Kennel | 0 | 0 | Solicitor/Peddler (one day) | 0 | 0 |
| Medical Marijuana Dispensary | 0 | 0 | Special Event | 0 | 0 |
| Medical Marijuana Grower | 0 | 0 | Strong Beer & Wine/Winemaker | 0 | 1 |
| Medical Marijuana Processor | 0 | 0 | Taxi/Motorbus/Limousine | 0 | 2 |
| Medical Marijuana Testing Laboratory | 0 | 0 | | | |
| Mixed Beverage | 1 | 2 | Temp Food (one day) | 0 | 4 |
| Mixed Beverage/Caterer | 1 | 17 | Temp Food (30 day) | 1 | 16 |
| Pawnbroker | 0 | 0 | Temp Food (180 day) | 1 | 10 |
| Pedi cab | 0 | 0 | Transient Amusement | 0 | 0 |
| YTD License Total: | 6 | 64 | | 2 | 46 |

NEW ESTABLISHMENT LICENSES

| NAME | ADDRESS | LICENSE TYPE(S) |
|------------------------|--|-------------------------------|
| 1942 Tacos & Tequila | 2164 24 th Ave NW, Norman, OK | Food Service & Mixed Beverage |
| Ollie's Bargain Outlet | 1205 E Lindsey, Norman, OK | Food Service |

TEMPORARY FOOD PERMITS

| 180 DAY | 30 DAY | 1 DAY |
|---|--------------|-------|
| Boxcar Burgers //A.E. Greenwood Enterprises LLC | JB Deja Brew | |

RECORD REQUESTS RECEIVED

| MONTH | NUMBER RECEIVED | YEAR-TO-DATE |
|-----------|-----------------|--------------|
| July | 26 | 26 |
| August | 40 | 66 |
| September | 23 | 89 |
| October | 34 | 123 |
| November | 49 | 172 |
| December | 16 | 188 |
| January | 28 | 216 |
| February | 29 | 245 |

CLAIMS FILED

| DATE FILED | NAME | JUSTIFICATION | AMOUNT |
|-------------------|-----------------|--|---------------|
| 02-03-25 | Misty Dawn Dean | Claimant alleges, on March 28, 2024, she was traveling Southbound on Porter going through E. Rock Creek Rd. intersection and was hit by a City vehicle attempting to turn left on a flashing yellow arrow, colliding into her car. | \$ 125,000.00 |
| 02-17-25 | Jean McCune | Claimant alleges, on September 28, 2024, a City trash truck was on the wrong road, while turning around, knocked over the brick column at the end of the driveway and dented a rod iron fence. | \$ 8,497.35 |
| 02-21-25 | Starla Wood | Claimant alleges, on February 18, 2025, she was stopped at an intersection and was hit by a City truck which caused damage to her car. She also needed to replace a car seat/stroller combo and get a rental car. | \$ 5,388.90 |

SPECIAL MEETING

On February 4, 2025, the City Council met in a special meeting to present the Norman Public Safety Report and to consider adjourning into an Executive Session to discuss the possible purchase and/or appraisal of real properties located on Triad Village Drive.

The meeting scheduled for February 18, 2025, was cancelled due to inclement weather.

On February 25, 2025, the City Council met in a special meeting for an AIM Norman comprehensive plan update – Transportation Master Plan, and to consider adjourning into an Executive Session to discuss pending litigation in the case of Wilkins V. City of Norman.

BUSINESS AND COMMUNITY AFFAIRS COMMITTEE

On February 6, 2025, the Business and Community Affairs Committee met to continue discussion regarding the creation of a Tax Increment Finance (TIF) Master Plan and to include a TIF for South Norman and for a discussion regarding the creation of a pre-approved design catalog for construction.

CONFERENCE

On February 11, 2025, the City Council met in a Conference to discuss and present the Griffin Master Plan.

OVERSIGHT COMMITTEE

On February 13, 2025, the Oversight Committee met to get updates on the emergency shelter and the Homebase Plan.

FINANCE COMMITTEE

On February 20, 2025, the Finance Committee met to discuss the FYE 2025-2026 City of Norman Budget, discussion regarding the Tri-Annual Audit, and the Monthly Revenue and Expenditure Reports.

COMMUNITY PLANNING & TRANSPORTATION COMMITTEE

On February 27, 2025, the Community Planning and Transportation Committee met for a presentation of the January Public Transit Report; discussion regarding the State Highway 9 Safety Update and James Gardner Boulevard at Acres Street.

STUDY SESSION

On February 27, 2025, City Council met in a Study Session for an update on the AIM Norman Comprehensive Plan – Stormwater Master Plan.

CITY MANAGER 2

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

FINANCE 3

CITY OF NORMAN

Department of Finance
Monthly Report – February 2025

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

Treasury Division:

In the month of February, the Treasury Division processed 39,474 payments in person and over the phone, a decrease of -4% from last month. Paymentus (the City's 3rd party processor of online and automated telephone payments) processed 14,258 payments in February, a decrease of -4% from last month.

General Fund Revenues & Expenditures:

When comparing General Fund revenue sources versus budgeted levels, revenues are below target for the month of February by -5.2%. Revenues from the City's largest single source of revenue, sales tax, are below target by -1.5% for the year to date and -1% below last fiscal year. Following is a summary table regarding General Fund revenues and expenditures to-date.

| | FYE 25 Budget To Date | FYE 25 Actual To Date | FYE 24 Actual To Date | FYE 23 Actual To Date |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Sales Tax Revenue | \$37,522,165 | \$36,956,044 | \$37,333,903 | \$37,516,453 |
| General Fund Revenue | \$72,359,513 | \$68,528,051 | \$68,531,075 | \$66,918,836 |
| General Fund Expenses | \$76,666,111 | \$74,080,386 | \$73,567,416 | \$64,522,585 |

Administration Division

| | FYE 25 | | FYE 24 | |
|--------------------------------------|---------------|-----------------|---------------|-----------------|
| | February | YTD | February | YTD |
| PERSONNEL HOURS - FULL TIME | | | | |
| Total Regular Hours Available | 320.00 | 2,880.00 | 320.00 | 2,720.00 |
| Total Comp Time Available | 1.75 | 17.75 | 1.50 | 11.00 |
| Total Overtime Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Bonus Hours | 0.00 | 0.00 | 1.00 | 1.00 |
| Total Furlough Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL HOURS AVAILABLE | 321.75 | 2,897.75 | 322.50 | 2,732.00 |
| Benefit Hours Taken | 32.00 | 446.00 | 47.00 | 454.00 |
| TOTAL ACCOUNTABLE STAFF HOURS | 289.75 | 2,451.75 | 275.50 | 2,278.00 |
| 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 25 | | FYE 24 | |
|-----------------------------------|--------------|--------------|--------------|--------------|
| | February | YTD | February | YTD |
| Total Regular Hours Available | 1,120.00 | 9,920.00 | 1,120.00 | 9,520.00 |
| Total Comp Time Available | 0.50 | 16.75 | 0.75 | 15.50 |
| Total Overtime Hours | 1.00 | 51.75 | 4.75 | 22.00 |
| Total Bonus Hours | 0.00 | 0.00 | 4.00 | 4.00 |
| Total Furlough Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL HOURS AVAILABLE | 1,121.50 | 9,988.50 | 1,129.50 | 9,561.50 |
| Benefit Hours Taken | 192.50 | 1,713.25 | 158.50 | 1,782.25 |
| TOTAL ACCOUNTABLE STAFF HOURS | 929.00 | 8,275.25 | 971.00 | 7,779.25 |
| PERMANENT PART-TIME | | | | |
| Total Regular Hours Available | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Comp Time Available | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Overtime Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Bonus Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL HOURS AVAILABLE | 0.00 | 0.00 | 0.00 | 0.00 |
| Benefit Hours Taken | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL ACCOUNTABLE STAFF HOURS | 0.00 | 0.00 | 0.00 | 0.00 |
| TEMPORARY | | | | |
| Total Regular Hours Available | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Overtime Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL HOURS AVAILABLE | 0.00 | 0.00 | 0.00 | 0.00 |

CITY REVENUE REPORTS 3B

City Revenue Report

| | FY 25 January | FYE 25 February | Plus/Minus |
|---|------------------|--------------------|-------------|
| Total Revenue Received (\$) | \$4,908,301 | \$4,347,514 | (\$560,787) |
| Utility Payments - Office (#) | 41,106 | 39,474 | (1,632) |
| Utility Payments - Office (\$) | \$4,698,047 | \$4,313,699 | (\$384,348) |
| Paymentus (#) | 14,924 | 14,258 | (666) |
| Paymentus (\$) | \$1,362,135 | \$1,443,762 | \$81,627 |
| Lockbox (#) | 7,551 | 7,391 | (160) |
| Lockbox (\$) | \$1,088,567 | \$1,007,924 | (\$80,643) |
| E-Lockbox (#) | 5,687 | 3,422 | -2265 |
| E-Lockbox (\$) | 281,734 | 299,827 | \$18,093 |
| Bank Draft Payments (#) | 12379 | 11718 | (661) |
| Bank Draft Payments (\$) | \$1,267,294 | \$1,191,663 | (\$75,631) |
| Utility Deposits (#) | | | \$0 |
| Utility Deposits (\$) | | | \$0 |
| Fix Payments (#) | | | \$0 |
| Fix Payments (\$) | | | \$0 |
| Processed Return Checks (#) | 101 | 91 | (10) |
| Processed Return Checks (\$) | (\$11,502) | (\$10,965) | \$537 |
| Other Revenue Transactions (#) | | | \$0 |
| Other Revenue Received (\$) | | | \$0 |
| Accounts Receivable Payments (\$) | 43,349 | 27,234 | (\$16,115) |
| Municipal Court - Fines/Bonds (\$) | 214,760 | 222,427 | \$7,667 |
| Municipal Court - Credit Card (#) | 464 | 472 | 8 |
| Municipal Court - Credit Card (\$) | 95,298 | 104,282 | 8,984 |
| Building Permits Cash Report (\$) | 0 | 0 | \$0 |
| Building Permits Credit Card (#) | 0 | 0 | 0 |
| Building Permits Credit Card (\$) | \$0 | \$0 | \$0 |
| Occupational License - Bldg Insp. (\$) | \$0 | \$0 | \$0 |
| Occupational License - Bldg Insp. CC (#) | 0 | 0 | 0 |
| Occupational License - Bldg Insp. CC (\$) | \$0 | \$0 | \$0 |
| Business License - City Clerk (\$) | 0 | 0 | \$0 |
| Accounts Receivable Billed (\$) | \$0 | \$362,093 | \$362,093 |

Building Permits/Planning/City Clerk went to a new system in the beginning of November, 2023. The reporting is not matching up with the deposits. We are still trying to figure out the best way to report it and subsequently I haven't got the info to include on my daily reports.

This affects the Total Revenue Received as well.

Budget Services Division

| | FYE 25 | | FYE 24 | |
|-----------------------------------|------------|--------------|------------|--------------|
| | February | YTD | February | YTD |
| PERSONNEL HOURS - FULL TIME | | | | |
| Total Regular Hours Available | 320.00 | 2,880.00 | 320.00 | 2,400.00 |
| Total Comp Time Available | 0.25 | 0.75 | 0.75 | 1.25 |
| Total Overtime Hours | 3.75 | 5.00 | 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 | 324.00 | 2,885.75 | 320.75 | 2,401.50 |
| Benefit Hours Taken | 46.25 | 544.00 | 43.25 | 517.00 |
| TOTAL ACCOUNTABLE STAFF HOURS | 277.75 | 2,341.75 | 277.50 | 1,884.50 |
| PERMANENT PART-TIME | | | | |
| Total Regular Hours Available | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Comp Time Available | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Overtime Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Bonus Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL HOURS AVAILABLE | 0.00 | 0.00 | 0.00 | 0.00 |
| Benefit Hours Taken | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL ACCOUNTABLE STAFF HOURS | 0.00 | 0.00 | 0.00 | 0.00 |
| TEMPORARY | | | | |
| Total Regular Hours Available | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Overtime Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL HOURS AVAILABLE | 0.00 | 0.00 | 0.00 | 0.00 |

Treasury Division

| | FYE 25 | | FYE 24 | |
|-----------------------------------|------------|--------------|------------|--------------|
| | February | YTD | February | YTD |
| PERSONNEL HOURS - FULL TIME | | | | |
| Total Regular Hours Available | 800.00 | 7,200.00 | 800.00 | 6,712.00 |
| Total Comp Time Available | 8.75 | 92.25 | 17.00 | 68.25 |
| Total Overtime Hours | 31.00 | 216.75 | 25.00 | 259.25 |
| 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 | 839.75 | 7,509.00 | 842.00 | 7,039.50 |
| Benefit Hours Taken | 193.50 | 1,756.25 | 206.25 | 1,482.00 |
| TOTAL ACCOUNTABLE STAFF HOURS | 646.25 | 5,752.75 | 635.75 | 5,557.50 |
| PERMANENT PART-TIME | | | | |
| Total Regular Hours Available | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Comp Time Available | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Overtime Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Bonus Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL HOURS AVAILABLE | 0.00 | 0.00 | 0.00 | 0.00 |
| Benefit Hours Taken | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL ACCOUNTABLE STAFF HOURS | 0.00 | 0.00 | 0.00 | 0.00 |
| TEMPORARY | | | | |
| Total Regular Hours Available | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Overtime Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL HOURS AVAILABLE | 0.00 | 0.00 | 0.00 | 0.00 |

UTILITY 3C

Utility Division

| | FYE 25 | | FYE 24 | |
|-----------------------------------|--------------|---------------|--------------|--------------|
| | February | YTD | February | YTD |
| PERSONNEL HOURS - FULL TIME | | | | |
| Total Regular Hours Available | 1,120.00 | 9,661.00 | 1,120.00 | 8,400.00 |
| Total Comp Time Available | 16.25 | 64.00 | 12.75 | 132.25 |
| Total Overtime Hours | 26.75 | 511.75 | 33.75 | 350.50 |
| 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 | 1,163.00 | 10,236.75 | 1,166.50 | 8,882.75 |
| Benefit Hours Taken | 142.25 | 1,562.50 | 220.00 | 1,770.50 |
| TOTAL ACCOUNTABLE STAFF HOURS | 1,020.75 | 8,674.25 | 946.50 | 7,112.25 |
| 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 2025

| | Jan, 2025 | Feb, 2025 |
|--|-------------------|-------------------|
| Mail Payments - Lockbox | 7,551 | 7,391 |
| Mail Payments - E-Lockbox | 5,687 | 3,422 |
| Mail Payments - Office | 328 | 369 |
| Total Mail Payments - Subtotal | 13,566 | 11,182 |
| Night Deposits | 183 | 142 |
| Paymentus Payments | 14,924 | 15,258 |
| Without assistance paymnts - Subtotal | 15,107 | 15,400 |
| Office Payments | 2,243 | 1,926 |
| With assistance payments - Subtotal | 2,243 | 1,926 |
| Total Payments Processed - Subtotal | 30,916 | 28,508 |
| Bank Draft (ACH) Payments | 12379 | 11718 |
| Total Payments (Utility) | 43,295 | 40,226 |
| Total Payments | 61,832 | 57,016 |

Traffic Counter at Drive-up Facility

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

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

Utility Division Activity Report - FYE 2025

| | FYE 25 | | FYE 24 | |
|---------------------------------|----------|---------|----------|---------|
| | February | YTD | February | YTD |
| STATUS REPORT | | | | |
| Regular Utility Accounts Billed | 44,482 | 362,890 | 45,051 | 352,335 |
| New Deposit Ons Billed | 572 | 5,793 | 597 | 5,215 |
| Final Accounts Billed | 579 | 5,151 | 560 | 5,226 |
| TOTAL METERS READ | 45,633 | 373,834 | 46,208 | 362,776 |

FIRE DEPARTMENT 4

NFD Monthly Progress Report February 2025

Incident Response Type Summary

| Incident Type | Total | % of Total |
|---|-------------|----------------|
| 1 - Fire | 28 | 1.64% |
| 2 - Overpressure Rupture, explosion, Overheat - No Fire | 1 | 0.06% |
| 3 - Rescue & emergency | 1051 | 61.46% |
| 4 - Hazardous Conditions (No Fire) | 19 | 1.11% |
| 5 - Service Call | 171 | 10.00% |
| 6 - Good Intent Call | 372 | 21.75% |
| 7 - False Alarm & False Call | 66 | 3.86% |
| 8 - Severe Weather & Natural Disaster | 0 | 0.00% |
| 9 - Special Incident Type | 2 | 0.12% |
| Incomplete Reports | 0 | 0.00% |
| Total Incident Count (Unique Calls) | 1710 | 100.00% |
| Number of Total Unit Responses | 2244 | |

Total Fire Loss \$131,652.00

| | Number of First-In Calls | Average Time/Seconds | Average Time/Minutes |
|-------------------|--------------------------|----------------------|----------------------|
| Station #1 | 437 | 281 | 0:04:41 |
| Station #2 | 228 | 327 | 0:05:27 |
| Station #3 | 257 | 369 | 0:06:09 |
| Station #4 | 187 | 311 | 0:05:11 |
| Station #5 | 76 | 619 | 0:10:19 |
| Station #6 | 55 | 536 | 0:08:56 |
| Station #7 | 137 | 361 | 0:06:01 |
| Station #8 | 121 | 343 | 0:05:43 |
| Station #9 | 205 | 390 | 0:06:30 |

Community Outreach

| | | |
|--------------------------|---|---------------|
| Tours and Special Events | 2 | Station Tours |
|--------------------------|---|---------------|

Burn Permits

| | | |
|---------------------|----|--|
| Burn Permits Issued | 71 | Conditions were favorable for burning 8 days in February |
|---------------------|----|--|

Training

| | | |
|--------------------------------|------|---|
| Total Personnel Training Hours | 2082 | Mgmt/Supvrs, Hazmat, Wildland, Special Healthcare, Swiftwater, Peer Support, Elevator |
|--------------------------------|------|---|

| NFD Monthly Progress Report | | | | | | | | | | |
|-----------------------------|----------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| February 2025 | | | | | | | | | | |
| Total Calls By Station | | | | | | | | | | |
| Station 1 | | | | | | | | | | |
| | Total # of Responses | District 1 | District 2 | District 3 | District 4 | District 5 | District 6 | District 7 | District 8 | District 9 |
| Engine 1 | 392 | 367 | 3 | 3 | 0 | 1 | 4 | 10 | 0 | 4 |
| Brush 1 | 31 | 27 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 1 |
| Brush 12 | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ladder 1 | 73 | 59 | 5 | 4 | 1 | 0 | 0 | 3 | 0 | 1 |
| **Chief 301 | 55 | 9 | 11 | 6 | 2 | 1 | 4 | 12 | 9 | 1 |
| Station 1 Total | 553 | | | | | | | | | |
| Station 2 | | | | | | | | | | |
| | Total # of Responses | District 1 | District 2 | District 3 | District 4 | District 5 | District 6 | District 7 | District 8 | District 9 |
| Engine 2 | 231 | 3 | 217 | 4 | 5 | 0 | 0 | 2 | 0 | 0 |
| Brush 2 | 19 | 1 | 18 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ladder 2 | 14 | 1 | 5 | 3 | 1 | 0 | 0 | 3 | 0 | 1 |
| HAZMAT | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Station 2 Total | 264 | | | | | | | | | |
| Station 3 | | | | | | | | | | |
| | Total # of Responses | District 1 | District 2 | District 3 | District 4 | District 5 | District 6 | District 7 | District 8 | District 9 |
| Engine 3 | 258 | 3 | 3 | 247 | 0 | 2 | 1 | 2 | 0 | 0 |
| Brush 3 | 20 | 0 | 0 | 19 | 0 | 0 | 1 | 0 | 0 | 0 |
| Station 3 Total | 278 | | | | | | | | | |
| Station 4 | | | | | | | | | | |
| | Total # of Responses | District 1 | District 2 | District 3 | District 4 | District 5 | District 6 | District 7 | District 8 | District 9 |
| Engine 4 | 191 | 1 | 7 | 3 | 175 | 0 | 0 | 2 | 3 | 0 |
| Brush 4 | 16 | 0 | 2 | 0 | 14 | 0 | 0 | 0 | 0 | 0 |
| Station 4 Total | 207 | | | | | | | | | |
| Station 5 | | | | | | | | | | |
| | Total # of Responses | District 1 | District 2 | District 3 | District 4 | District 5 | District 6 | District 7 | District 8 | District 9 |
| Engine 5 | 29 | 0 | 0 | 1 | 0 | 25 | 3 | 0 | 0 | 0 |
| Brush 5 | 85 | 0 | 0 | 1 | 0 | 81 | 3 | 0 | 0 | 0 |
| Station 5 Total | 114 | | | | | | | | | |
| Station 6 | | | | | | | | | | |
| | Total # of Responses | District 1 | District 2 | District 3 | District 4 | District 5 | District 6 | District 7 | District 8 | District 9 |
| Engine 6 | 31 | 0 | 1 | 2 | 0 | 8 | 18 | 2 | 0 | 0 |
| Brush 6 | 71 | 0 | 1 | 2 | 0 | 11 | 55 | 2 | 0 | 0 |
| Brush 92 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 |
| Station 6 Total | 103 | | | | | | | | | |
| Station 7 | | | | | | | | | | |
| | Total # of Responses | District 1 | District 2 | District 3 | District 4 | District 5 | District 6 | District 7 | District 8 | District 9 |
| Rescue 7 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 1 | 0 |
| Squad 7 | 169 | 6 | 10 | 8 | 3 | 0 | 0 | 131 | 8 | 3 |
| Brush 7 | 19 | 1 | 1 | 1 | 0 | 0 | 1 | 13 | 0 | 2 |
| Station 7 Total | 191 | | | | | | | | | |
| Station 8 | | | | | | | | | | |
| | Total # of Responses | District 1 | District 2 | District 3 | District 4 | District 5 | District 6 | District 7 | District 8 | District 9 |
| Engine 8 | 133 | 0 | 2 | 1 | 5 | 0 | 0 | 5 | 120 | 0 |
| Brush 8 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 |
| Tanker 8 | 7 | 0 | 0 | 1 | 0 | 2 | 3 | 1 | 0 | 0 |
| Station 8 Total | 142 | | | | | | | | | |
| Station 9 | | | | | | | | | | |
| | Total # of Responses | District 1 | District 2 | District 3 | District 4 | District 5 | District 6 | District 7 | District 8 | District 9 |
| Engine 9 | 234 | 5 | 1 | 9 | 0 | 4 | 7 | 6 | 1 | 201 |
| Brush 9 | 29 | 0 | 0 | 0 | 0 | 2 | 4 | 0 | 0 | 23 |
| Brush 92 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 |
| Tanker 9 | 9 | 0 | 0 | 1 | 0 | 2 | 5 | 1 | 0 | 0 |
| **Chief 401 | 50 | 2 | 5 | 8 | 1 | 16 | 8 | 6 | 0 | 4 |
| Station 9 Total | 323 | | | | | | | | | |

| NFD Monthly Progress Report | | | | | | | | | | |
|-----------------------------|----------------------|-------------------|------------|------------|------------|------------|------------|------------|------------|------------|
| February 2025 | | | | | | | | | | |
| Total Calls By Station | | | | | | | | | | |
| Fire Prevention | | | | | | | | | | |
| | Total # of Responses | District 1 | District 2 | District 3 | District 4 | District 5 | District 6 | District 7 | District 8 | District 9 |
| Fire Marshal 1 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Fire Marshal 2 | 6 | 1 | 0 | 0 | 0 | 1 | 0 | 3 | 0 | 1 |
| **Fire Marshal 3 | 30 | 3 | 3 | 7 | 4 | 3 | 4 | 5 | 1 | 0 |
| Prev. Totals | 38 | | | | | | | | | |
| Notified Units | | | | | | | | | | |
| | Total # of Responses | District 1 | District 2 | District 3 | District 4 | District 5 | District 6 | District 7 | District 8 | District 9 |
| EM1* | 5 | 0 | 0 | 1 | 1 | 0 | 0 | 2 | 0 | 1 |
| EMS1* | 14 | 1 | 2 | 3 | 1 | 2 | 0 | 4 | 0 | 1 |
| NFD3* | 12 | 1 | 2 | 2 | 0 | 2 | 1 | 4 | 0 | 0 |
| Notified Total | 31 | | | | | | | | | |
| | Totals | Total by District | | | | | | | | |
| | 2244 | 494 | 301 | 337 | 213 | 163 | 126 | 221 | 145 | 245 |

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

**As of 1/1/25 all All Assistant Chiefs will be designated 301, All Battalion Chiefs 401 and all On-Shift Fire Inspectors FM3

February 2025 Fire Prevention Activity Summary

Prevention Department Update and Activities

| | | |
|-------------------------------------|------------------|---|
| Training | 18 hours | Insurance and the Fire and Arson Investigator, Heating & Cooling Equipment, Legal Aspects, Inspector Orientation, Hazardous, Combustible and Reactive Materials, Behavior of Fire (Chemistry) |
| Inspection/Re-Inspection Activities | 96 hours | Occupancy Load, Daycare, Fire Alarm, Fire Suppression System, General, Food Trucks, Schools, Fire Watch |
| Smoke Detectors | 24 | Check/Install Smoke Detectors/Replace Batteries/Bed Shakers |
| Investigations | 13 | 0 Joint, 11 Closed, 0 Complete, 2 Pending, 0 Closed Arrest |
| Investigative Activities | 38 hours | Fire Investigations, Report Writing, Reviewing Video, Subpoena prep, etc |
| Department Meetings | 26 (21 hours) | Department Meetings and Shift Briefings |
| Station & Equipment Maintenance | 43 hours | Daily checks, supplies replenishing, cleaning & organization, drone updates and maintenance |

Planning Officer Activities

| Fire Planning Activities | Number | Staff Hours |
|--|--------|-------------|
| Building Plan Reviews/ Fire Protection System Plan Reviews | 39 60 | 78 |
| Fire Inspections/Re-inspections | 38 | 41 |
| Meetings | 5 | 10 |
| Training (Target Solutions) | 4 | 7 |
| Communication | N/A | 10 |
| Totals | | 146 |
| Time Off (VAC, SICK, Holiday) | N/A | 11 |

EMERGENCY MANAGEMENT DIVISION ACTIVITIES

Emergency Management Division

February 2025

| Regular Monthly Scheduled Activities | Meetings will be held at the Cleveland County Wellness Center unless otherwise noted. |
|--|--|
| Each morning at 7:00 am, a silent test of the outdoor warning system is conducted | The test provides an operational snapshot of the status of the system. This information provides information if a unit needs maintenance and if it is operating properly |
| Each Monday morning at 10:00 am, the National Weather Service conducts a video call regarding the upcoming weekly weather. | This call has the option for video participation and telephone call in. It is primarily for the Emergency Management of jurisdictions, school, State offices involved in EM, Tribes and other entities tasked with severe weather operations. It is not intended for the general public nor is this just a weather forecast. This time allows for interaction with the NWS about concerns that directly affect the local jurisdiction so they may better prepare for incoming weather. |
| Each Tuesday evening at 6:30 pm, ELMER night with the Amateur radio club (SCARS, www.w5nor.org) at the Fire Training Center (South Canadian Amateur Radio Society) | |
| Each Wednesday Morning 9:15 am | The club mentors other HAMS, works on projects and equipment, provides general support to the City and Public on Amateur operations |
| Each first Thursday evening of the month is amateur radio testing night at 6:00 pm | Radio test with State Emergency Management. This tests the local and statewide capability for voice communication to the State office and to other jurisdictions. Open to the public, the club provides the opportunity for the |

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

| Other Emergency Management Activities | |
|--|--|
| Planning Meeting for Upcoming Events each first Friday of the month | The new year has already begun with new and returning requests for support to various events. From OU football, to Medieval Fair to SoonerCon we will be in full support as needed assisting and preparing Residents of Norman |
| Local Response | |
| Red Cross Coordination for burnouts. We have dedicated volunteers roughly in each quadrant of the City that can respond quickly to the resident need for assistance. Our primary mission is to ensure a burnout family has assistance from the Red Cross if they request it and to stay involved until Red Cross is on scene or the family confirms connection with the Red Cross. February 3 responses were conducted. | With the reorganization in the Red Cross and the turmoil of having an in-home fire, the volunteers or I, when called, will respond to the scene, (physically or by phone and assist the family in coordination with the Red Cross to provide immediate assistance. |
| Medical Reserve CORPS | The MRC is a strong preparedness partner with Norman EM. They are undergoing leadership and operational changes that will enhance the response capability. AN average of 1500 volunteer hours is provided each year. On Feb 15 training was conducted in the new EOC facility on mental health awareness and active shooter awareness. |
| Norman Response Team | Volunteers responded to 9 events that involved commercial fires, gas leaks, residential fires and grass fires |
| Radio project for the outdoor warning system. | The PD Dispatch division has proposed to place the siren system on the Harris radio system. While there are some advantages there are also some disadvantages. One is an increase in operating cost and maintenance. Over ten years the system has performed outstanding with an average of |

over 95% functionality utilizing the existing VHF system. Further, with this project the operational control of the system is being sought by dispatch. This will need to be staffed and thoroughly worked through. Dispatches purpose is to communicate response for public safety. They are not staffed for the responsibility of operating and maintaining the sirens. Any increase in manning or budget for a division should go to EM. The EM Division has justified numerous times the addition of 1 to 2 full time positions. Recently a study was completed that confirmed at least one position was recommended, however, the unconscionable decision to not make the availability of the position until the 2034 budget year is unfathomable.

| | |
|---|--|
| The new Auxiliary Communications Room is now operational. | On February 15, an open house combined with MRC training to showcase the Robinson EOC Facility. The Transcript completed an excellent article regarding the facility and the capabilities. |
| Future Projects are being planned for PSST funding, legal opinion for Emergency Management to receive PSST money was positive | Looking forward to identifying issues with the new facility and address them for future funding. |
| New maintenance facility | The Robinson EOC is expected to take a bay from the new maintenance facility being constructed. Once again EM was not provided for in the PSST process and operational expenses will continue to come from the Fire Depart\EM budget to support items needed. Operational aspects of the EOC and ancillary issues are not coordinated with the EM Coordinator. Date to occupy is TBD |
| Training | Robinson EOC is available for training and meetings. Coordination should be through Norman EM Coordinator. The monthly Public Safety Meeting is held at the EOC. |
| Community Preparedness Events | |
| Medical Reserve CORPS | Norman EM and the District 10 MRC will; be supporting the Medieval Fair on the first weekend of April and SoonerCon in June. Most likely the first few OU home games also. On February 25 MRC held a discussion about Regional response, EOC support and roles in a Multi- |

| | |
|--|---|
| | agency assistance center |
| CERT Day Camp in Broken Arrow | The first meeting for the day camp was February 19. Norman EM and several NERV volunteers will be in support of the camp. |
| Venue Support for Norman Response Volunteers. | The Response Volunteers continue to receive positive reviews for their assistance in various venues. Large event venues have already contacted EM to confirm continued assistance in the upcoming year. |
| Small Animal Rescue Team (SmART) | For several years there has been a need for a small animal rescue team. Many attempts to form a team were not successful. Now, there has been a formal process completed and a non-profit formed to house the program. Norman EM is fully involved with the team and this will be an asset during disaster operations that dislocated animals/pets like in the 2012 wildfire. |
| | |
| Unmanned Aerial Vehicle support team | The Norman UAV team has supported numerous fires, missing child, manhunts and other various support. Discussions are ongoing with mutual aid partners on the formation of a UAV task force. |
| | |
| Disaster Reimbursement Status | |
| The State has announced a transition of operations to using out of state incident management teams for Oklahoma disasters. | This will no doubt take time to work out issues and build new relationships. At the local level this should not cause out of normal procedures to occur. |
| | |
| Mitigation Grant Status | |
| Many Divisions are applying for mitigation funds for various projects | Norman EM has the role of oversight in the Mitigation grant efforts of the city and will |

| | |
|---|--|
| | continue to support applications |
| Hazard Mitigation Plan | Process on the update is in full swing. There are numerous grant requests in the system and Depts. are encouraged to continue applying for funds. |
| Critical facility generator review | The notice of intent was approved. The grant was changed from a BRIC grant to HMPG at the guidance of OEM. The new notice of funding will be available in March 2025. The first draft of the grant was submitted and awaiting reviews. Much needed input by all departments for this grant is needed. Several requests to other departments have not been responded to and follow up action will be taken. |
| | |
| Severe Weather Issues | |
| National Weather Service Storm Spotter Training | NWS Norman Spotter Schedule (weather.gov) |
| | |

HUMAN RESOURCES 5

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HUMAN RESOURCES

Total number of Employees: 925

Orientations: 3 - 6 new hires

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

Terminations: 8

ADMINISTRATION

- FMLA cases – 5 new cases
- Processed invoices and reconciled expense accounts
- Coordinated Birthday/Anniversary post card mail outs
 - 73 birthdays and 71 anniversary

BENEFITS

Total Benefit Eligible Population: 877

New Enrollments: 3

| Benefit Participation | | |
|-----------------------|-----|-----|
| | # | % |
| Medical | 815 | 93% |
| Dental | 814 | 93% |
| Vision | 621 | 71% |
| Disability | 441 | 50% |
| Supplemental Life | 468 | 53% |

| Claims | | |
|----------------|---------|----------------|
| Rx Claims | | |
| | ACTIVE | \$210,390.59 |
| | RETIREE | \$7,120.45 |
| | HSA | \$ |
| Medical Claims | | \$7,942,586.00 |
| Dental Claims | | \$ 95,697.76 |

PERSONNEL ACTIONS

NEW HIRES – 6

| Dept./Div. | Position | Number of Employees |
|---------------------------------------|------------------------------|---------------------|
| IT/Support | Systems Support Technician | 1 |
| Parks & Rec/Golf | Golf Course Attendant | 1 |
| Parks & Rec/Recreation | Recreation Center Specialist | 1 |
| Planning & Comm. Development/Planning | Plans Examiner | 1 |
| Police/Animal Welfare | Animal Welfare Technician | 1 |
| Utilities/Water Treatment Plant | Water Lab Intern | 1 |

PROMOTIONS – 8

| Dept./Div. | Position | Number of Employees |
|---------------|-----------------------------|---------------------|
| Legal/ Admin. | City Attorney | 1 |
| Legal/Admin. | Assistant City Attorney III | 1 |

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|------------------------|--------------------------|---|
| Fire/Admin. | Deputy Fire Chief | 1 |
| Fire/Suppression | Captain | 1 |
| Fire/Suppression | Fire Driver Engineer | 1 |
| Parks & Rec/Recreation | Program Coordinator | 1 |
| Parks & Rec/Recreation | Recreation Technician | 1 |
| Public Works/Streets | Heavy Equipment Operator | 1 |

SEPARATIONS – 8

| Dept./Div. | Position | Number of Employees |
|------------------------------|-------------------------------|---------------------|
| Fire/Suppression | Captain | 1 |
| Fire/Suppression | Firefighter | 1 |
| Parks & Rec/Park Development | Park Planner | 1 |
| Parks & Rec/Park Maintenance | Maintenance Worker II | 1 |
| Parks & Rec/ Recreation | Field Operations Supervisor | 1 |
| Parks & Rec/Recreation | Recreation Leader I | 1 |
| Public Works/Fleet | Mechanic I | 1 |
| Utilities/WLM Meter Services | Utility Distribution Worker I | 1 |

TURNOVER STATS

| Department | No. of Employees | No. of Terminated Employees | Turnover Rate |
|--------------------------|------------------|-----------------------------|---------------|
| City Manager | 15 | | 0.00% |
| City Clerk | 6 | | 0.00% |
| Finance | 23 | | 0.00% |
| Fire | 164 | 2 | 1.23% |
| Human Resources | 10 | | 0.00% |
| Information Technology | 17 | | 0.00% |
| Legal Department | 9 | | 0.00% |
| Municipal Court | 12 | | 0.00% |
| Parks & Recreation-Total | 109 | 4 | 3.67% |
| Planning & Comm Dev. | 38 | | 2.63% |
| Police | 261 | | 0.00% |
| Public Works | 125 | 1 | 0.08% |
| Utilities | 163 | 1 | 0.61% |

RECRUITMENT

Positions Requisitioned for Refill by Department/Division (# of vacancies)

included positions are Full Time unless otherwise indicated as Part Time (PT) or Seasonal PT

Parks & Recreation

| | |
|---------------------------------|--|
| PT Recreation Technician (1) | PT* All Locations – Recreation Center Specialist |
| PT* Westwood Laborer | PT Lifeguard Leader |
| PT* All Westwood Pool Positions | PT Recreation Leader (3) |
| MWI – Parks (2) | MWII – Parks (1) |
| Park Planner | PT* Food & Beverage Tech I |

Police

HUMAN RESOURCES

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| | |
|---------------------------------|--|
| Police Officer (17) | Communications Officer I (2) |
| Communications Officer II | |
| Public Works | |
| Engineering - City Surveyor (1) | Capital Projects Engineer/Staff Engineer (1) |
| Utilities | |
| Utility Distribution Worker I | |
| Human Resources | |
| Safety Manager | HR Coordinator |
| Legal | |
| Assistant City Attorney I | Assistant City Attorney II |

DAYS TO FILL

| Full Time Position | Date Posted | Offer Date | Days to fill |
|----------------------------|-------------|------------|--|
| Animal Welfare Technician | 9/25/24 | 2/7/25 | PD background and polygraph skew dates |
| Water Lab Intern | 11/26/24 | 1/29/25 | 64 |
| Plans Examiner | 1/21/25 | 2/11/25 | 21 |
| Systems Support Technician | 1/21/25 | 2/18/25 | 28 |

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

| PT/Seasonal Position | Hire Date | Date Posted |
|------------------------------|-----------|-------------|
| Recreation Center Specialist | 2/11/25 | Perpetual |
| Golf Course Attendant | 2/24/25 | 1/31/25 |

*377 registrations/applications to our openings, 11 new requisitions opened.

SAFETY

Recordable Injuries – OSHA

| Department/Division | Nature of Injury | How Sustained | Prognosis | Prevention Method |
|------------------------------|----------------------|--|--------------|---------------------------------------|
| Parks & Rec/Westwood Golf | Left Thumb | Hit by a golf ball on the driving range while moving balls | Prescription | Caution and awareness |
| Utilities/Water Treatment | Left Ankle | Slipped on ice and sprained ankle | Off Work | Caution and awareness |
| Parks & Rec/Park Maintenance | Lower Back | Strained lower back lifting furniture | Light Duty | Proper lifting techniques and caution |
| Parks & Rec/Park Maintenance | Head, Neck, and Back | Fell while putting down ice melt | Prescription | Caution on ice |

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

| 2025* | 2024 | 2023 |
|-------|------|------|
| 9 | 40 | 11 |

*CY2024 is current YTD

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

128

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| 2025 | 2024 | 2023 |
|------|------|------|
| 31 | 14 | 7 |

Recordable Injuries per calendar year:

| 2025* | 2024 | 2023 |
|-------|------|------|
| 13 | 80 | 78 |

**CY2024 is current YTD*

Recordable Injuries per fiscal year:

| 2025 | 2024 | 2023 |
|------|------|------|
| 59 | 62 | 67 |

ACCESSIBILITY

ADA:

- Automatic door openers have been placed at the Natatorium of the Adult Wellness and Education Center. Still waiting on all parts to be received.
- Completed Navigating the 20% Rule: ADA Compliance for Commercial Alteration Projects training presented by BlueDAG.

Accessibility:

Employee Resource Groups (ERGs): LGBTQ+ Alliance's next meeting is to be determined. The Alliance of Black Employees (ABE) held a movie night for Black History Month for employees on February 20th.

- Presented the 2nd Annual Black History Month Event: Facts, Fraps, & Fruit, for CoN employees that included trivia to learn more about Black History.
- Attended OSU STEM Career Fair to help recruit more varied candidates to come work for the CoN.

Committees:

Human Rights Commission (HRC) – The monthly meeting took place on Monday, February 24, 2025, at City Hall. The commission discussed the proclamations, recognitions, goals, and awards wanted for the upcoming year. Review of the 2025 and pre-planning for the 2026 Interfaith Breakfast were discussed. The commission is looking to fill the vacancies as soon as possible. The next meeting is scheduled for Monday, March 24, 2025, at City Hall.

ADA Citizen's Advisory Committee –The ADA Citizen's Advisory Committee's next quarterly meeting is scheduled for Monday, March 10, 2025, at City Hall.

Cleveland County disABILITY Coalition – The monthly meeting took place on Tuesday, February 4, 2025, at United Way. Information about the following upcoming events were given:

- Developmental Disabilities Awareness Day at the Capitol and encouraged members to attend and share the information.
- Upcoming listening sessions for the DD Council's next State plan.
- Autism Foundation of Oklahoma's advocacy day at the State Capitol and a community mixer.
- Free tax preparation assistance at the Community Services Building.
- The Joining Forces Conference on March 28th.

The 3rd Annual Cleveland County disABILITY Coalition Resource Fair will be Tuesday, March 25th from 5:00 PM - 7:00 PM at The Well. The next meeting is scheduled for Tuesday, March 4, 2025, at United Way.

CITY OF NORMAN EMPLOYEE DEMOGRAPHICS

Total Population

(Includes full-time, part-time, and temp/seasonal employees)

| Gender | Total Population | % of Total Population |
|--------|------------------|-----------------------|
| Female | 230 | 23.4% |
| Male | 753 | 76.6% |
| | 983 | 100.00% |

Job Classification by Gender

| Job Classification | Female | Male |
|--------------------|------------|------------|
| Full-Time | 180 | 674 |
| Part-Time | 30 | 40 |
| Temporary | 20 | 39 |
| | 230 | 753 |

Full-Time Employee Population Only

| Gender | Full-Time Population | % of Full-Time Population |
|--------|----------------------|---------------------------|
| Female | 180 | 21.1% |
| Male | 674 | 78.9% |
| | 854 | 100.00% |

Employee Population by Generations

| Generations | Birth Years | Current Age Range | Female | Male |
|---------------------|-------------|-------------------|------------|------------|
| Silent Generation | 1928-1945 | 80-97 | 0 | 2 |
| Baby Boomers | 1946-1964 | 61-79 | 21 | 55 |
| Generation X | 1965-1980 | 45-60 | 73 | 228 |
| Millennials (Gen Y) | 1981-1996 | 29-44 | 62 | 298 |
| Generation Z | 1997-2012 | 13-28 | 24 | 91 |
| | | | 180 | 674 |

INFORMATION TECHNOLOGY 6

CITY OF NORMANInformation Technology Department
Monthly Report –February 2024.

Working projects for the IT Department are as follows:

| Project | Description/Improvement anticipated | Status |
|--|---|--|
| ERP Replacement Project | Process improvements for finance, purchasing, AR/AP, Courts, HR, Payroll, Personnel, and Permits Management through newer technology, software, and business review processes. | Implementation Complete – Project refinement ongoing: The CoN team has completed implementation work on all major core software. However, work continues in Utility Billing, HR, and Planning to refine these new systems. |
| Main Site data center upgrades | Necessary upgrades to current infrastructure are needed to enhance capabilities and continue with power saving and cooling efforts by reducing the amount of physical servers through virtualization. New equipment is being implemented to replace the old and increase security and speed requirements. | Ongoing. IT Network staff are in implementation and testing of major networking and security appliances, as well as virtual upgrades. This includes expansion of equipment for new buildings and replacement of old switch infrastructure. Funded through CIP. |
| Water tower and mono-pole contract negotiations. | Increased Revenue and compliance for water tower/cellular mono-pole leases. Repair requirements. | Ongoing – taken over by Utilities Admin. |

| | | |
|---|--|---|
| Fiber Optic Installation for redundant loop at WTP and EOC | IT and the Utilities Department will be using capital funds to connect a microwave antenna from Fire station 9 to the Water treatment plant and connect to the Emergency Operations Center once that building is complete. This will create a redundant loop for the WTP and EOC incase of lost service from the main connection. | Awaiting Approval, Working with Utilities Department, land acquisition complete, right of way in negotiation |
| New Building construction/renovation support. | The IT Department is involved in all new building construction planning and will be responsible to map our networking infrastructure, building air for network closets, power for equipment and battery backups, network drops, wireless network coverage, hardware installation, and physical moves of staffs computer systems in all building projects (Norman Forward Driven) | In Progress – PD Moves and Mary Abbot House expansion. Complete – ECOC, HR/IT Building, Building Maintenance, YFAC, Sanitation, Line Maintenance Sr. Center, Development Center, Municipal Court, Bus Station |
| Jenkins Street Fiber Move | Move the city's fiber optics out of the way of construction during the Jenkins Street widening project. | In Progress – Finance Dept. has made funds available. |
| IT Security training efforts for all network and email users at the City of Norman. | Increase awareness and stay current on all new and rapidly changing cyber-attack methods so that the CoN network is protected by every employee who utilizes the network for business. | Ongoing monthly training continues with our cybersecurity education suite, as well as annual PEN testing of the city network and improvements from the PEN test report. |
| Endpoint Security Review | Review current endpoint security appliances and software and make upgrades as necessary. | In Progress |

| | | |
|--|--|---|
| Print consolidation | Work with outside vendor to consolidate all print, fax, copy machines in CoN facilities. | In Progress estimated full completion in 2027 |
| Automated Meter Infrastructure | Implement and integrate AMI for meter reading and utility billing. | In Planning – customer portal configuration in progress. Communication radios installation in progress. |
| Print Shop Move to IT | Transition the Print Shop from the Finance Department in to the IT Department. | Complete. |
| Network Infrastructure Improvements | Utilize our new Network Engineer who will work closely with the Network and Infrastructure Manager, to review and improve our cabling, switching, and network configuration. | In Progress: The IT Department has been granted access to 5% of the annual capital funds for business critical software and infrastructure needs. |
| Integration of Computer Aided Dispatch with OU PD | Create a software as a service model to share public safety software data with and between OU PD | Complete. Additional segmentation for OU presence with NPD during OU Football is in progress. |
| Move existing secondary IT Datacenter to new location. | Move all equipment from the current secondary site to a new more robust and secure site. | Physical and virtual moves for the data center began May 2024 – full move expected to be complete by December 2024 if all tests of the new facility functionality are successful. |

Support Tickets:

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

Users Supported:

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

Email Security Appliance:

The City of Norman's IT Department has an email filter that has enhanced reporting and filtering capabilities that protect the City's systems from malicious attacks from the outside. Email is one of the preferred methods of the delivery of malicious software and viruses. The IT department monitored 277,738 attempted incoming and 155,741 outgoing messages for the month of February 2024. Incoming messages totaling 84,165 were considered Spam or hazardous e-mails by our email-filtering appliance, and were quarantine or filtered (see **IT Table 3**). This number represents 30% of our inbound mail. This percentage has decreased from previous months for malicious email/spam. 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 February 2024, the City of Norman's web site had 107,747 individual web sessions access the web site for 202,441 total page views. Of those sessions, 61,886 were identified as Users to view content on the City web site (see **IT Table 4a and 4b**). In July of 2019, the IT Department kicked off a project with Interpersonal Frequency to overhaul the City website. Since its completion in June 2020, the site has had a few major upgrades including a new search feature and this has contributed to more relevant search results. The site boasts a build in engine that allows it to function as an app on mobile devices and tablets.

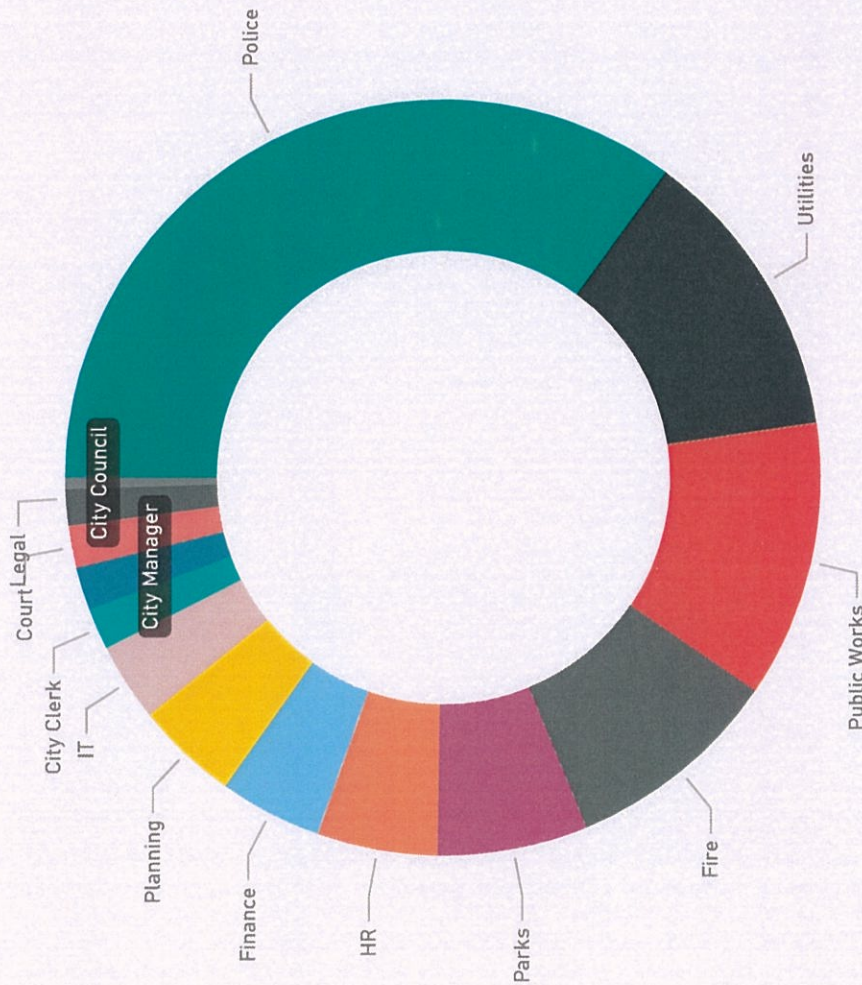
Data Storage:

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

ERP Project Implementation Progress:

This project began in January of 2018 and was delayed for multiple reasons by the 2020 pandemic. The projects final implementations are complete as of March 2024. The City Council approved approximately \$6 Million to replace the outdated software systems that run our daily business operations. Once fully complete the city will have enhanced automated services and web services for our citizen base as well as the employees who conduct business and track their daily work with these systems. The IT Department completed implementation of all major pieces of the ERP business systems software packages. These include Parks and Rec software, Municipal Court software, Financial Systems software, Utility Billing software, Payroll, Human Resource Management, Work Orders (Tyler EAM), Time and Attendance, and Planning and Community Services software packages. Daily work continues on these systems as well as additional training, enhancements, and configuration. We will continue to evaluate and enhance each of these systems moving forward. Our current efforts include a review of the HR Systems, post launch troubleshooting of Planning and Community Dev software, an upgraded Parks and Rec software package to help with golf management, concessions, and food carts. We Are also preparing for AMI (Automatic Meter Infrastructure), and integration with a customer portal for Utility Billing Systems software as well as a review of the current time and attendance software.

Tickets by Department

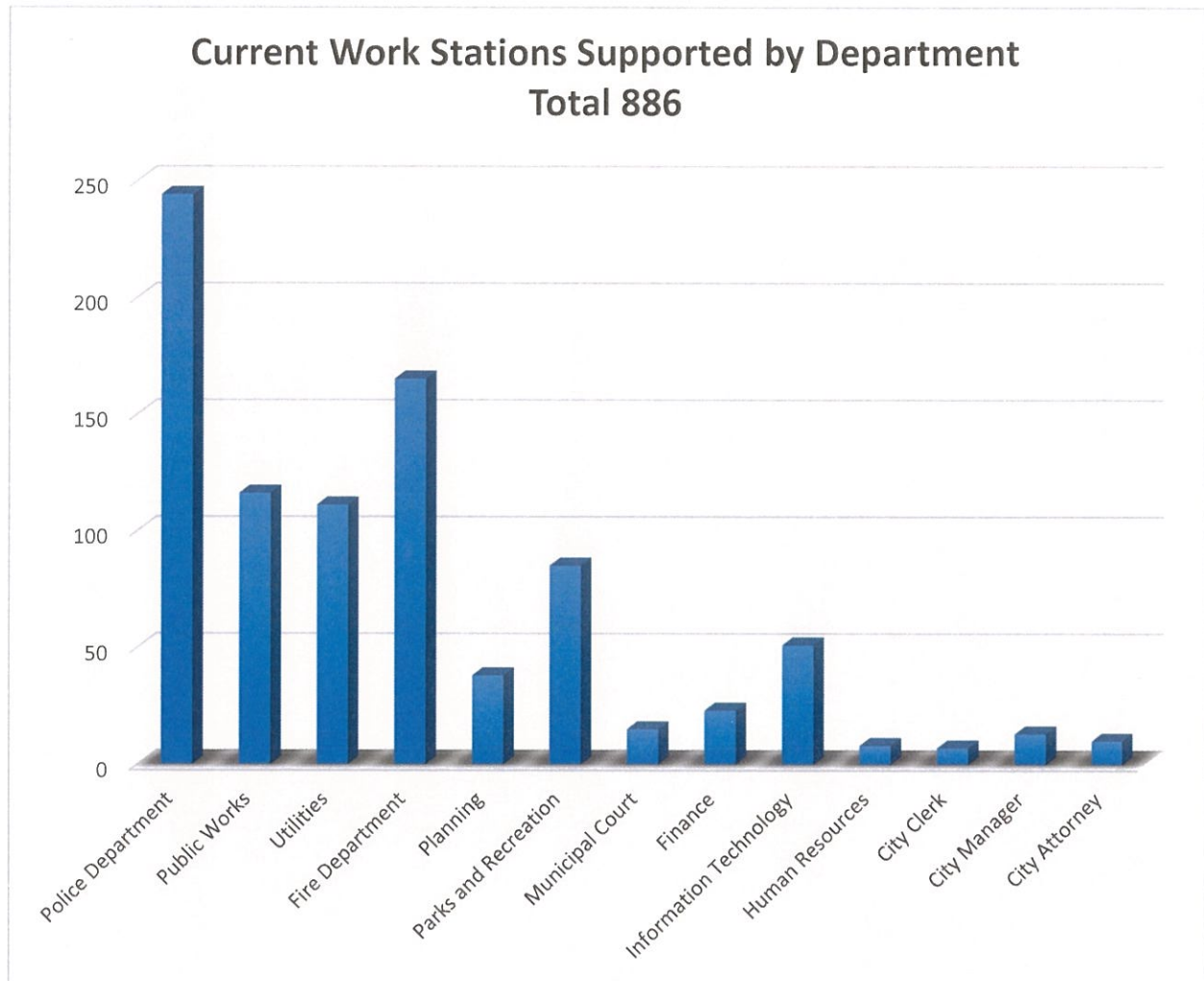


New Tickets

388

Police had the highest Ticket Count at 136, followed by Utilities and Public Works. City Council had the lowest Ticket Count at 2.

Police accounted for 35.05% of Ticket Count.

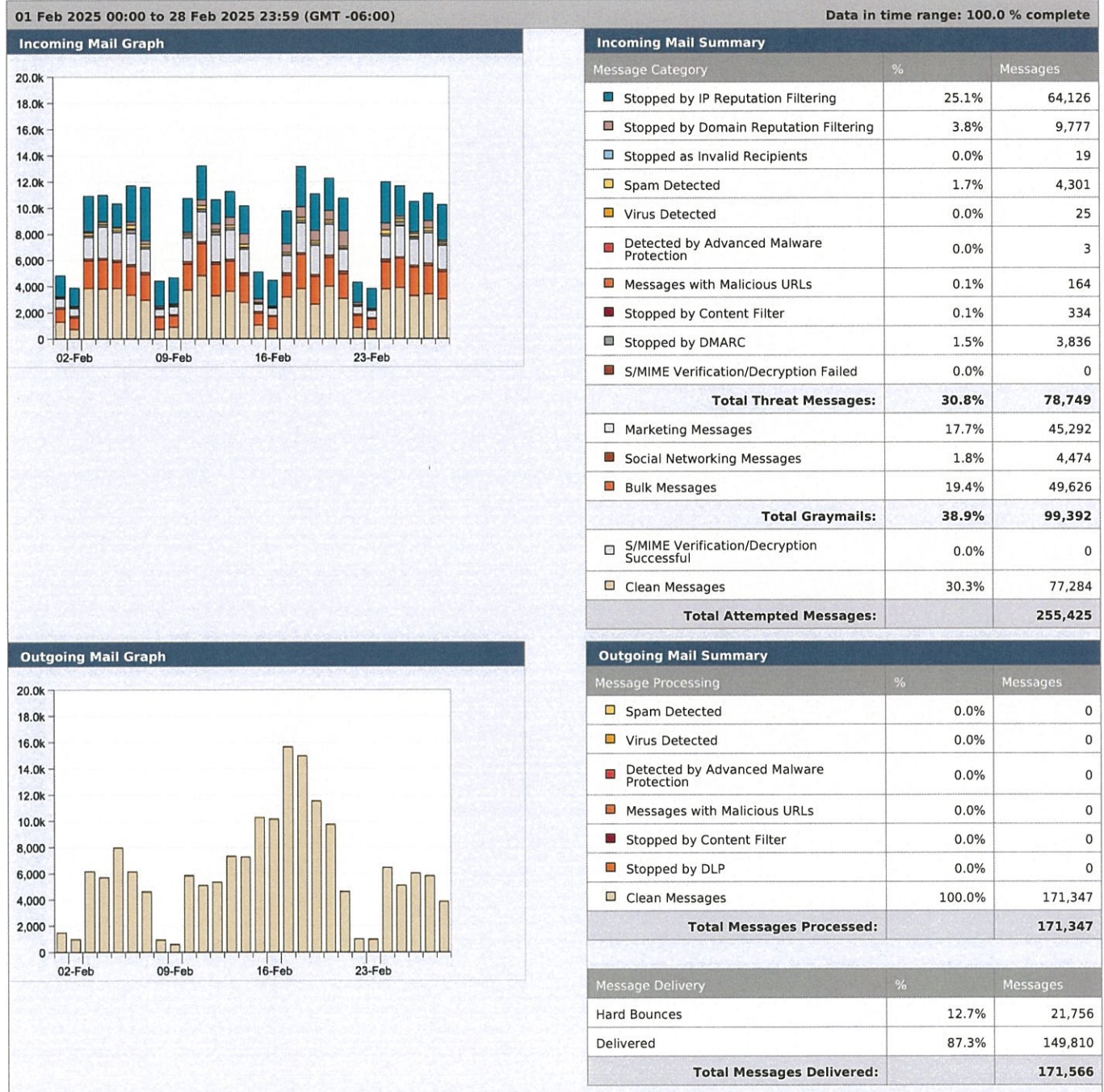
Table 2



SECURE EMAIL GATEWAY

Executive Summary

ironport.example.com



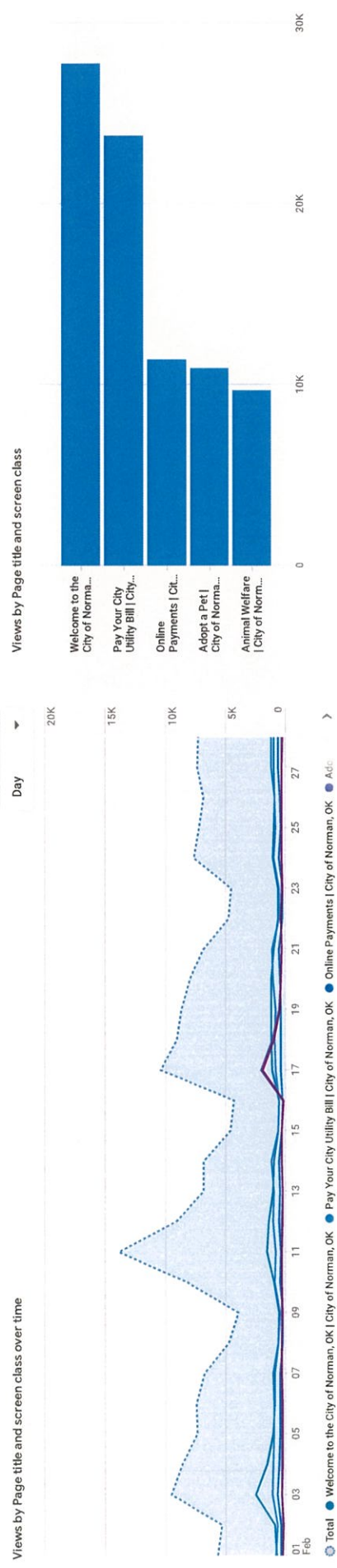
Custom Feb 1 - Feb 28, 2025

Monthly Page Views

All Users

Add comparison +

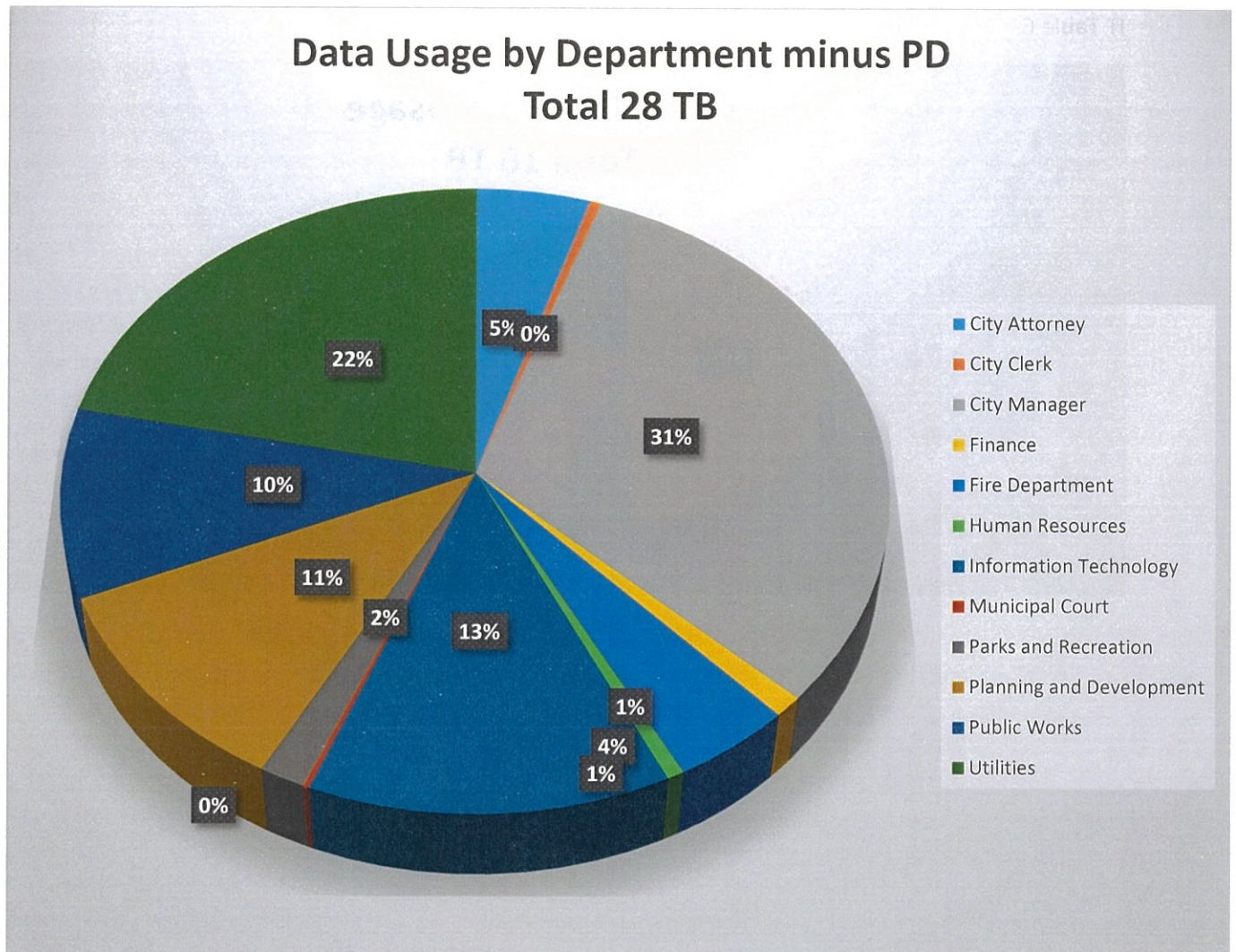
Add filter +



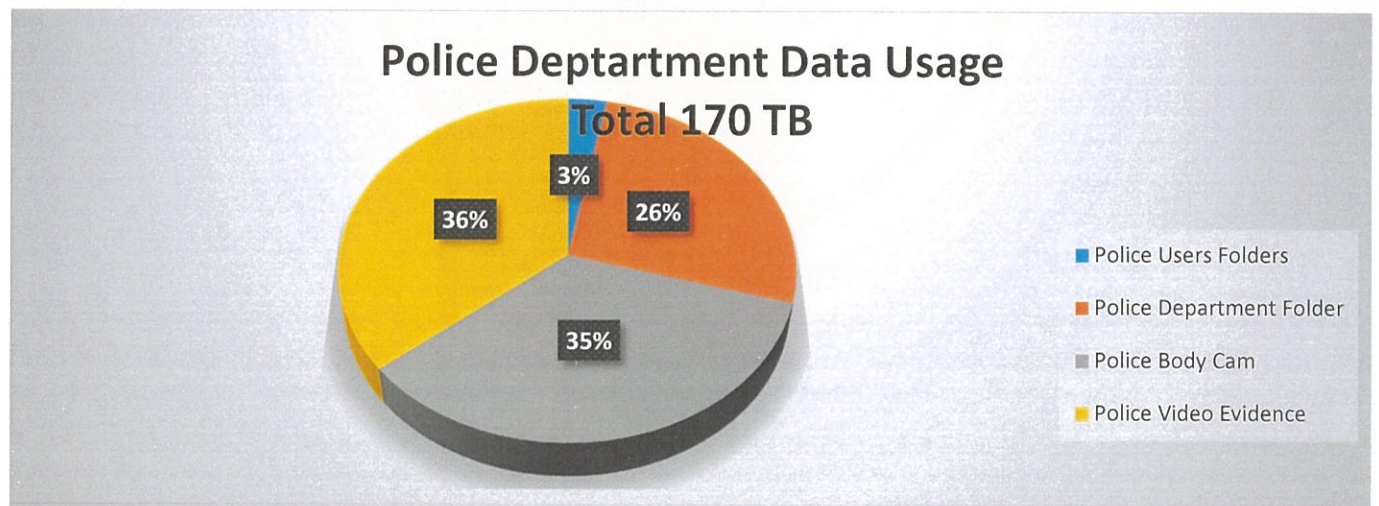
| Plot rows | | Search... | | Rows per page: 10 | | Go to: 1 | | 1-10 of 1444 | |
|-------------------------------------|----|--|---|--------------------------|-------------------------|-----------------------|---|--------------------------|------------|
| | | Page title and screen class | + | ↓ Views | Active users | Views per active user | Average engagement time per active user | Event count | |
| | | Total | | 201,060 100% of total | 63,921 100% of total | 3.15 Avg 0% | 56s Avg 0% | 614,513 100% of total | All events |
| <input checked="" type="checkbox"/> | 1 | Welcome to the City of Norman, OK City of Norman, OK | | 27,761 | 13,088 | 2.12 | 21s | 69,281 | |
| <input checked="" type="checkbox"/> | 2 | Pay Your City Utility Bill City of Norman, OK | | 23,775 | 12,797 | 1.86 | 15s | 85,150 | |
| <input checked="" type="checkbox"/> | 3 | Online Payments City of Norman, OK | | 11,388 | 7,108 | 1.60 | 11s | 28,235 | |
| <input checked="" type="checkbox"/> | 4 | Adopt a Pet City of Norman, OK | | 10,913 | 6,154 | 1.77 | 15s | 35,626 | |
| <input checked="" type="checkbox"/> | 5 | Animal Welfare City of Norman, OK | | 9,681 | 6,410 | 1.51 | 10s | 30,010 | |
| <input type="checkbox"/> | 6 | Election City of Norman, OK | | 5,990 | 3,898 | 1.54 | 42s | 21,598 | |
| <input type="checkbox"/> | 7 | Job Opportunities City of Norman, OK | | 4,875 | 2,916 | 1.67 | 1m 05s | 14,317 | |
| <input type="checkbox"/> | 8 | Trash & Recycling City of Norman, OK | | 3,730 | 2,367 | 1.58 | 42s | 11,641 | |
| <input type="checkbox"/> | 9 | Search Results City of Norman, OK | | 2,991 | 1,514 | 1.98 | 44s | 7,022 | |
| <input type="checkbox"/> | 10 | Ward 7 - Stephen Tyler Holman City of Norman, OK | | 2,939 | 2,284 | 1.29 | 34s | 9,084 | |

Item 8.

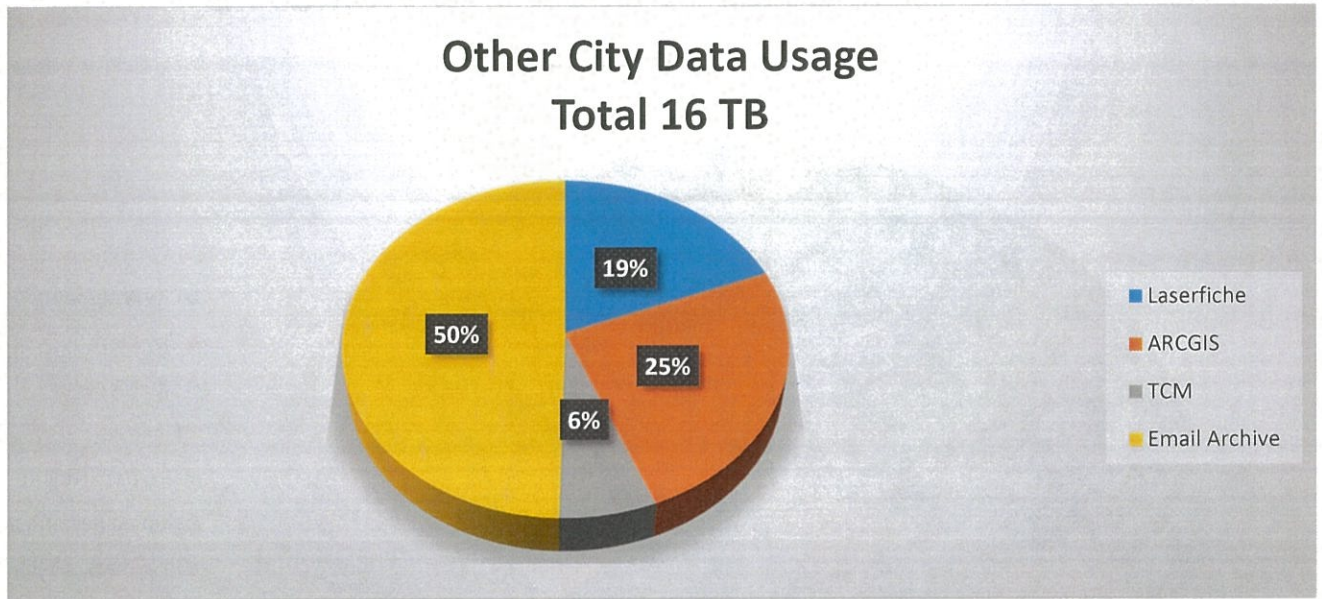
IT Table A



IT Table B



IT Table C

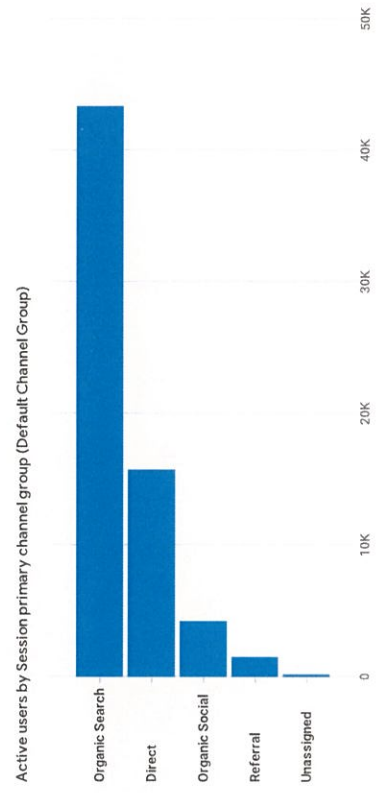
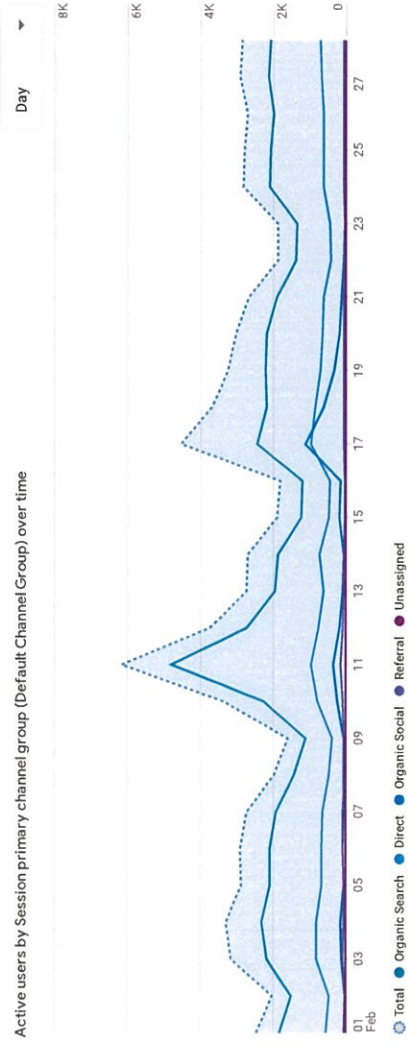


Custom Feb 1 - Feb 28, 2025

Monthly Site Traffic

Add filter

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



| Plot rows | | Q Search... | | Rows per page: 10 | | | | | | | | | | 1-6 of 6 | |
|-------------------------------------|---|----------------------------------|--|-------------------|---|-------------------------|--------------------------|-------------------------|-------------------------------------|----------------------------------|--------------------|------------------|--------------------------|------------------------|------------|
| | | Session primary...Channel Group) | | + | ↓ | Active users | Sessions | Engaged sessions | Average engagement time per session | Engaged sessions per active user | Events per session | Engagement rate | Event count | Session key event rate | All events |
| <input checked="" type="checkbox"/> | | Total | | | | 63,921 100% of total | 109,181 100% of total | 63,908 100% of total | 32s Avg 0% | 1.00 Avg 0% | 5.63 Avg 0% | 58.53% Avg 0% | 614,513 100% of total | 0% | |
| <input checked="" type="checkbox"/> | 1 | Organic Search | | | | 43,371 | 78,535 | 48,541 | 36s | 1.12 | 5.69 | 61.81% | 446,610 | 0% | |
| <input checked="" type="checkbox"/> | 2 | Direct | | | | 15,712 | 22,318 | 11,209 | 23s | 0.71 | 5.44 | 50.22% | 121,343 | 0% | |
| <input checked="" type="checkbox"/> | 3 | Organic Social | | | | 4,206 | 5,190 | 3,281 | 13s | 0.78 | 5.57 | 63.22% | 28,915 | 0% | |
| <input checked="" type="checkbox"/> | 4 | Referral | | | | 1,500 | 2,385 | 1,357 | 42s | 0.90 | 6.06 | 56.9% | 14,460 | 0% | |
| <input checked="" type="checkbox"/> | 5 | Unassigned | | | | 179 | 189 | 19 | 1m 03s | 0.11 | 16.83 | 10.05% | 3,180 | 0% | |
| <input type="checkbox"/> | 6 | Organic Video | | | | 1 | 2 | 0 | 0s | 0.00 | 2.50 | 0% | 5 | 0% | |

LEGAL 7

MONTHLY REPORT - LEGAL DEPARTMENT
February 2025 Report
(Submitted March 14, 2025)

MONTHLY HIGHLIGHTS:

LIST OF PENDING CASES:

UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT

UNITED STATES DISTRICT COURT, EASTERN DISTRICT OF NEW YORK

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

UNITED STATES DISTRICT COURT, WESTERN DISTRICT OF OKLAHOMA

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

Alicia Coulter v. Jarek Butler, Ashleigh Melton, City of Norman, CIV-2024-835 (K)

This case was filed on August 13, 2024, and served on the City on January 23, 2025. It alleges claims based on the Plaintiff's arrest by officers employed by the City of Moore and subsequent incarceration in the Cleveland County Detention Center. Neither the City of Norman nor its employees were involved in the Plaintiff's arrest and subsequent incarceration.

OKLAHOMA SUPREME COURT / COURT OF CIVIL APPEALS

COURT OF CRIMINAL APPEALS

CLEVELAND COUNTY DISTRICT COURT

A. *General Lawsuits*

115 W. Main LLC v. Sooner Emerald Dreams LLC, et al., CJ-2024-1318

Allison et al v. Post et al, CV-24-3374

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

Bad Day Towing & Recovery v. City of Norman, CV-2024-2032 (K)

City v. Geoffrey and Kristin Arce, Case No. CV-2024-3662 (K, M, S)

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

City v. IAFF, CV-2011-48 L; DF-109447 (K)

City v. Komiske, Cobblestone Creek Management Company, et al, CV-2012-748 (K, W)

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

Norman Municipal Authority and City of Norman v. Flintco, LLC, et al, CJ-2024-1343

FOP/IAFF/AFSCME v. Okla. Dept. of Labor and City of Norman, CJ-2005-1170 L (K)

FOP v. City of Norman, CV-2011-876 L (K)

Martin Flores v. City of Norman & John Doe, CJ-2021-1051 (K)

Kevin Hahn v. Norman Police Department, City of Norman, CJ-2021-210 (K)

City v. Loeffler & Ashford Investments, LLC, CV-2022-1182 (M)

City v. Lonnie Hodges, CV-2020-2922
The Norman Petition Initiative No. 2021-1, Case No. CV-2020-2384 (K)
McCarver v. City of Norman, CJ-2013-128 TS (K)
Remy v. Hall, et al., Case No. CV-2017-1853 (K, S)
Shaz Investment Group, LLC v. City of Norman, CJ-2021-1044 (K)
Smith et al v. Norman Regional Health System v. City of Norman, CJ-2014-874 (K)
University Town Center, LLC v. City of Norman et al, CJ-2024-1405

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. Tietz Revocable Trust, et al., CJ-2013-775 (M)
City of Norman v Apex Properties, LLC, et al., CJ-2021-221 (M)
City of Norman v. D&J Land, LLC, et al., CJ-2022-251 (M):
City of Norman v. Harold and Diana Hansmeyer, et al., CJ-2024-498 (W)

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

City of Norman v. Legacy Property Partners, LLC, CV-2018-249 (K, S)
Mortgage Clearing Corporation v. Ricky Joe Butler, et al., CJ-2016-219 (M)
Mortgage Clearing Corporation v. Doiron, et al., CJ-2014-1459 (M)
Katy Construction Co., CV-2024-2213
US Bank National Association v. Hudson et al., CJ-2024-996
US Bank National Association v. Vermillion et al., CJ-2024-1019
Orrklahoma Realty – Norman, LLC v. City of Norman et al., CV-2024-2824

D. *Municipal Court Appeals*

City of Norman v. Carisa McDonald, CM-2024-2317 (R)

E. *Small Claims Court*

None

F. *Board of Adjustment Appeals*

None

LABOR / ADMINISTRATIVE PROCEEDINGS

A. *Grievance & Arbitration Proceedings (K)*

This office has assisted with the following grievances:

AFSCME Grievance FYE 21-02 – (COVID-19 Leave)
AFSCME Grievance FYE 22-02 – (Jerry Younts and Bennie Gilmore – COVID-19 Leave)
AFSCME Grievance FYE 22-02 – (Tara Klepper – COVID-19 Leave)
AFSCME Grievance FYE 24-06 – (Malia Ross – Discipline)
AFSCME Grievance FYE-24-09 – (James Salley – Termination)

IAFF Grievance FYE 21 – (Carl Shanon Smith – Improper Compensation)
IAFF Grievance FYE 23 – (Matt Ferris – Discipline)
IAFF Grievance FYE-24 – (Non-Emergency Call Back)
IAFF Grievance FYE-24 – (Failure to Staff Personnel)

FOP Grievance FYE-25-01 – (Larry Shelton – Termination Not for Just Cause)
 This grievance has been resolved and will no longer appear on the Monthly Report.

B. *Equal Employment Opportunity Commission (EEOC)*

Yoon v. City of Norman – Charge No. 564-2024-00586
Monroe-Worthly v. City of Norman – Charge No. 564-2025-01069

C. *Contested Unemployment Claims (OESC)*

Application of Donald R. Cox – Claim ID No. 866771528
 This grievance has been resolved and will no longer appear on the Monthly Report.
 Application of WJ Mack – Claim ID No. 045587093
 This grievance has been resolved and will no longer appear on the Monthly Report.
 Application of Perry D. Broyles – Claim ID No. 164372228
 This grievance has been resolved and will no longer appear on the Monthly Report.
 Application of Elisabeth Forman – Claim ID No. 564392057
 The City has been removed as a former “employer” for Ms. Forman. Thus, this Claim will no longer appear on the Monthly Report
 Application of Michael L. Hensley – Claim ID No. 986767813

MUNICIPAL COURT PROSECUTIONS

This chart represents the cases prosecuted by the City Attorney’s Office in the Municipal Criminal Court through February 2025. During the month, several court sessions were cancelled due to weather. The chart does not represent those cases disposed of prior to Court through actions of the City Attorney and the Court.

| | <u>ADULT CASES</u> | | | <u>JUVENILE CASES</u> | | | <u>COURT SESSIONS</u> | | |
|-------|---------------------------|-------------------|-------------------|------------------------------|-------------------|-------------------|------------------------------|-------------------|-------------------|
| Month | FYE 23 | FYE 24 | FYE 25 | FYE 23 | FYE 24 | FYE 25 | FYE 23 | FYE 24 | FYE 25 |
| JULY | 165 | 464 | 359 | 7 | 11 | 25 | 9 | 10 | 11 |
| AUG | 241 | 341 | 493 | 10 | 7 | 6 | 13 | 16 | 13 |
| SEPT | 245 | 295 | 395 | 15 | 18 | 11 | 10 | 8 | 10 |

| | <u>ADULT CASES</u> | | | <u>JUVENILE CASES</u> | | | <u>COURT SESSIONS</u> | | |
|--------------|--------------------|-------|-------|-----------------------|-----|----|-----------------------|-----|----|
| OCT | 244 | 346 | 420 | 13 | 7 | 13 | 9 | 11 | 10 |
| NOV | 205 | 292 | 246 | 10 | 11 | 15 | 6 | 10 | 6 |
| DEC | 165 | 163 | 314 | 5 | 9 | 13 | 8 | 4 | 8 |
| JAN | 205 | 280 | 419 | 9 | 9 | 11 | 10 | 5 | 12 |
| FEB | 256 | 338 | 318 | 17 | 20 | 0 | 10 | 12 | 6 |
| MAR | 272 | 466 | | 13 | 8 | | 12 | 10 | |
| APR | 322 | 443 | | 9 | 11 | | 9 | 14 | |
| MAY | 395 | 430 | | 17 | 26 | | 13 | 10 | |
| JUNE | 344 | 333 | | 31 | 7 | | 9 | 9 | |
| TOTALS / YTD | 3,059 | 4,191 | 2,764 | 156 | 144 | 94 | 118 | 119 | 76 |

WORKERS' COMPENSATION COURT

The total number cases pending as of February 2025 are 19. There were no new workers compensation claims. One Court Order was approved by the City Council during the month. The remaining cases are proceeding in active litigation in the Oklahoma Workers' Compensation Commission/Court of Existing Claims. The current breakdown of pending Workers' Compensation cases by work area have been reviewed and updated for accuracy is as follows:

| DEPARTMENT | DIVISION | PENDING CASES | FYE 25 CASES | FYE 24 CASES | FYE23 CASES | FYE22 CASES |
|--------------|------------------------|---------------|--------------|--------------|-------------|-------------|
| Fire | Suppression | 7 | 4 | 3 | 9 | 4 |
| Fire | Prevention | | | | | 1 |
| Parks/Rec | Facility Maintenance | 1 | 1 | | | |
| Parks/Rec. | Park Maintenance | 1 | | | | |
| Parks/Rec | Westwood Pool | | | | | 1 |
| Police | Criminal Investigation | 2 | | | | 1 |
| Police | Patrol | 4 | 1 | 2 | 1 | 4 |
| Police | Administration | | | | | 2 |
| Public Works | Street Maintenance | 1 | 1 | | | 1 |
| Public Works | Fleet | 1 | 1 | 1 | | |
| Public Works | Storm Water | 2 | | 2 | | |
| Public Works | Traffic Control | | | | 1 | |
| Utilities | Line Maintenance | | | | 1 | |
| Utilities | Sanitation | | | | 1 | |
| TOTALS | | 19 | 8 | 8 | 13 | 14 |

List of Pending Cases

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

(Police, Patrol, Master Police Officer, Intestinal/Parasite/Infection)

Bernhardt, Kyle v. City of Norman, CM-2024-06289K

(FD/Suppression/Fire Driver Engineer, Left Shoulder)

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

(Police, Patrol, Master Police Officer, Left Shoulder, Neck, Left Hand, Left Arm, Left Hip, Right Knee)

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

Hiatt, Darin v. City of Norman, CM-2024-04540W
(Public Works, Streets, Heavy Equipment Operator, Neck, Left Shoulder, Left Arm)

Kizzia, Derrald v. City of Norman, WCC-2014-06995 K
(Parks & Rec, Park Maintenance, Heavy Equipment Operator, Right Knee/Reopen Request)

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

Massie, Nathan v. City of Norman, CM-2024-03408 H
(Public Works, Fleet, Service Technician, Neck+Neck, Lower Back, Ears+Neck, Bilateral Ears, Lumbar, Middle Back+Neck, Bilateral Ears, Lumbar, Middle Back, Both Shoulders, Both Arms)

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

Mosley, Kent v. City of Norman, CM-2020-00585 X
(Police, Patrol, Sergeant, Mid & Low Back, Radicular Pain Down L. & R. Leg, R. Big Toe, R. & L. Buttocks + Neck, Headaches + Consequential Erectile Dysfunction) + Disfigurement to Stomach

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

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

Robertson, Kellee v. City of Norman, WCC-2010-13896 F
(Police, Narcotics, Master Police Officer, Respiratory System/Lungs, Circulatory System Organs of the Body and Whole Person)

Shelton, Allen W. v. City of Norman, CM-2024-03108 M
(Public Works, Stormwater, Heavy Equipment Operator, Right Shoulder)

Shelton, Allen W. v. City of Norman, CM-2024-03110 X
(Public Works, Stormwater, Heavy Equipment Operator, Left Shoulder, Whole Back, Radicular Right Leg/Foot)

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

Tipton, Jared v. City of Norman, CM-2024-05980 T
(Fire, Suppression, Fire Driver Engineer, R. Shoulder)

Wilkins, Levi v. City of Norman, CM-2019-05323 X
(Fire, Suppression, Fire Driver Engineer, BAW, Cancer)

Wilson, Jerry v. City of Norman, CM-2024-04699W
(Parks & Recreation, Facility Maintenance, Tradesworker, Head, Right Shoulder, Lower Back, Right and Left Ribs)

A Court Order in the above claim was approved by the City Council on February 11, 2025 and will no longer appear on the monthly report.

TORT CLAIMS

The following is a breakdown of the Tort Claims activity through February 2025.

| DEPARTMENT | FYE 25 Month | FYE 25 YTD | FYE 24 YTD | FYE 23 YTD | FYE 22 YTD |
|----------------------------|-------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Animal Control | | 1 | | 2 | 2 |
| Finance – IT | | | | | |
| Fire | | | 2 | | 2 |
| Legal | | | | | |
| Other | | 4 | 4 | 5 | 6 |
| Parks | | 5 | 2 | 1 | 2 |
| Planning | | 2 | | 1 | 2 |
| Police | | 2 | 8 | 8 | 8 |
| Public Works – other | | 2 | 2 | 5 | 2 |
| Public Works – Stormwater | | | | | 1 |
| Public Works – Engineering | | 1 | | | |
| Public Works – Streets | | 7 | 12 | 8 | 10 |
| Utilities – other | | | 2 | | |
| Utilities – Water | 1 | 4 | 5 | 16 | 6 |
| Utilities – Sanitation | 1 | 6 | 10 | 7 | 6 |
| Utilities – Sewer | | 2 | 8 | 3 | 4 |
| TOTAL CLAIMS | 2 | 36 | 55 | 56 | 51 |

| CURRENT CLAIM STATUS | FYE 25 TO DATE | FYE 24 | FYE 23 | FYE 22 |
|---|---------------------------|---------------|---------------|---------------|
| Claims Filed | 36 | 61 | 56 | 51 |
| Claims Open and Under Consideration | 8 | 1 | 0 | 0 |
| Claims Not Accepted Under Statute/Other | 2 | 1 | 4 | 3 |
| Claims Paid Administratively | 7 | 26 | 25 | 15 |
| Claims Paid Through Council Approval | 3 | 4 | 2 | 2 |
| Claims Resulting in a Lawsuit for FY | 0 | 1 | 0 | 5 |
| Claims Barred by Statute (No Further Action Allowed) | 4 | 27 | 25 | 26 |
| Claims in Denied Status (Still Subject to Lawsuit) | 12 | 1 | 0 | 0 |

MUNICIPAL COURT 8

**MUNICIPAL COURT
MONTHLY REPORT
FEBRUARY - FY '25**

CASES FILED

| | <u>FEBRUARY</u> | <u>FY 25</u> | <u>Y-T-D</u> | <u>FEBRUARY</u> | <u>FY 24</u> | <u>Y-T-D</u> |
|--------------------|------------------------|---------------------|---------------------|------------------------|---------------------|---------------------|
| Traffic | 1,194 | | 6,817 | 1,072 | | 6,182 |
| Non-Traffic | 206 | | 2,071 | 229 | | 2,203 |
| SUB TOTAL | 1,400 | | 8,888 | 1,301 | | 8,385 |
| Parking | 579 | | 6,150 | 977 | | 6,147 |
| GRAND TOTAL | 1,979 | | 15,038 | 2,278 | | 14,532 |

CASES DISPOSED

| | <u>FEBRUARY</u> | <u>FY 25</u> | <u>Y-T-D</u> | <u>FEBRUARY</u> | <u>FY 24</u> | <u>Y-T-D</u> |
|--------------------|------------------------|---------------------|---------------------|------------------------|---------------------|---------------------|
| Traffic | 932 | | 6,395 | 951 | | 5,351 |
| Non-Traffic | 288 | | 2,097 | 260 | | 1,735 |
| SUB TOTAL | 1,220 | | 8,492 | 1,211 | | 7,086 |
| Parking | 498 | | 5,520 | 627 | | 5,074 |
| GRAND TOTAL | 1,718 | | 14,012 | 1,838 | | 12,160 |

REVENUE

| | <u>FEBRUARY</u> | <u>FY 25</u> | <u>Y-T-D</u> | <u>FEBRUARY</u> | <u>FY 24</u> | <u>Y-T-D</u> |
|--------------------|------------------------|---------------------|------------------------|------------------------|---------------------|----------------------|
| Traffic | \$ 106,118.44 | | \$ 680,440.51 | \$ 105,056.58 | | \$ 633,208.99 |
| Non-Traffic | \$ 14,350.32 | | \$ 150,903.10 | \$ 21,164.24 | | \$ 153,767.22 |
| SUB TOTAL | \$ 120,468.76 | | \$ 831,343.61 | \$ 126,220.82 | | \$ 786,976.21 |
| Parking | \$ 20,625.00 | | \$ 207,328.00 | \$ 23,385.00 | | \$ 162,265.75 |
| GRAND TOTAL | \$ 141,093.76 | | \$ 1,038,671.61 | \$ 149,605.82 | | \$ 949,241.96 |

MUNICIPAL COURT - MONTHLY REPORT
February 2025

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 35 new cases and closed 32 cases during the month of February 2025. 1 Mediation was held.

PARKS AND RECREATION 9

Park Development Activities February 2025

YFAC Pickleball and Volleyball

Multisports, LLC completed their work to construct the new 6-court outdoor pickleball facility on the east side of the Young Family Athletic Center (YFAC). Crews from Musco Sports Lighting continued their work as weather allowed in February to install the new lights on that side of the building to light the pickleball courts, as well as the new sand volleyball and existing turf practice field at YFAC. Once all work is complete, we will finish grading the site and install all remaining concrete walkways, sod and landscaping to make the site ready for use in the spring. All work will be completed in time for spring league play at the YFAC.

Alameda and Carter Park

We opened bids for construction of the new park at the corner of Alameda Street and Carter Avenue, and are now working on value-engineering some of the features in the design to keep costs in budget. We will also meet with the Naming Sub-Committee of the Park Board to select a name for the park to include in the new signage being created for what has to-date been referred to as "stormwater park". Once we have a final cost for construction, we will award a contract, and work will commence in spring, to be completed this summer.

Norman Forward Neighborhood Parks

The park design for a new neighborhood park adjacent to the Links neighborhood was approved at the Park Board meeting in February. We will also work with a Naming Sub-Committee of the Park Board to name the park as part of the new park development process. Construction will now begin on the trees and trails in the park; while we solicit bids for a playground, shelter and other features in the park.

Forestry

We are working with our Steering Committee for the Urban Forest Master Plan being developed by DAVEY Resource Group to prepare for a community input meeting in March. That meeting will help discover what residents want to see done by the city to preserve and expand our urban forest—followed by several stakeholder meetings with local groups who will be affected by such a plan.

We are also wrapping up our tree planting projects in several parks for this winter dormant period. At those sites, we will be adding irrigation systems and/or hose water sources to allow us to help the trees establish in the first years they spend in the park before we ween them off those systems as they put on a healthy canopy and robust root system that will support them for decades to come.

| February 2025 PARK MAINTENANCE DIVISION | | | | |
|---|----------|----------|--|-------------------|
| SAFETY REPORT | FY25 MTD | FY25 YTD | | FY24 MTD FY24 YTD |
| On-The-Job Injuries | 2 | 10 | | 0 6 |
| Vehicle Accidents | 2 | 3 | | 0 0 |
| Employee responsible | 1 | 2 | | 0 0 |
| ROUTINE ACTIVITY | | | | |
| Big Mowing | 0 | 542.00 | | 0.00 925.75 |
| Trim Mowing | 0 | 3749.75 | | 7.00 5797.00 |
| Chemical Spraying | 121 | 566.50 | | 0.00 1948.00 |
| Fertilization | 0 | 20.00 | | 0.00 92.00 |
| Park Tree Work | 84 | 1628.25 | | 54.00 1004.75 |
| Street Tree Work | 0 | 128.00 | | 0.00 16.00 |
| Trash Maintenance | 237.25 | 1997.00 | | 417.00 4354.25 |
| Sprinkler Maintenance | 73 | 1034.75 | | 93.25 1607.50 |
| Watering | 0 | 96.00 | | 0.00 73.00 |
| Painting | 6 | 54.00 | | 0.00 138.00 |
| Landscape Maintenance | 396 | 2404.00 | | 359.50 2994.00 |
| Seeding/Sodding | 0 | 37.00 | | 0.00 45.50 |
| Ballfield Maintenance | 170 | 408.25 | | 0.00 101.00 |
| Fence Repairs | 34 | 284.00 | | 24.00 384.75 |
| Equipment Repairs/Maintenance | 144 | 1657.25 | | 93.50 2408.25 |
| Material Hauling | 134 | 510.25 | | 14.00 634.50 |
| Snow/Ice Removal | 423.25 | 537.00 | | 0.00 297.00 |
| Christmas Setup | 6 | 542.25 | | 36.00 1146.00 |
| Vector Control | 0 | 111.00 | | 0.00 144.00 |
| Events | 63 | 776.25 | | 86.00 590.75 |
| Vandalism Repair | 81.5 | 243.25 | | 4.00 385.00 |
| Trail Maintenance | 131 | 272.00 | | 0.00 150.00 |
| Playground Maintenance | 7.5 | 561.00 | | 1.00 1279.50 |
| Restroom Maintenance | 36 | 76.00 | | 59.75 783.00 |
| Carpentry/Welding | 262.75 | 1412.25 | | 136.00 1577.50 |
| Shop Time | 11 | 86.00 | | 63.00 539.25 |
| Special Projects | 12.25 | 268.75 | | 198.75 1387.75 |
| Miscellaneous | 76 | 306.50 | | 170.50 1019.50 |
| Shopping Carts (by cart, not hours) | 1 | 91 | | |

**FEBRUARY 2025
RECREATION DIVISION
MONTHLY REPORT**

Little Axe Community Center: For the month of February, the After School Program had fourteen kids enrolled with an average of nine kids attending daily. The children worked on winter crafts and played games inside with most days being below freezing. The Center worked with Little Axe High School students on WAT (Work Adjustment Training) Program twice a week. The Center has a small food pantry on Mondays for the Little Axe Community. We had our monthly OHCE meeting and P.L.S offered free craft classes to the community while offering story time. P.L.S. also had an on hand librarian to take care of any library needs. The Center has welcome back Community Action out of Shawnee to help any community members in need or may need assistance. Community Action is at the Little Axe Community Center on Fridays from 1pm to 4pm.

12th Avenue Recreation Center: 12th Avenue Recreation Center averaged 32 students in the After School Program for the month of February. The number of days the kids were in school took a big hit as they canceled numerous days because of snow and icy weather. Staff also assisted in the annual Daddy Daughter Dance at the YFAC, along with the Out of School Camps at 12th Avenue Recreational Center. Classes and rentals continued as normal with more birthday rentals in the month of February.

Irving Recreation Center: This month at Irving we had a total of 29 students enrolled in our After School Program. We had 286 total visits with an average of 20 students per day. Half way through the month school and camp was closed for a week due to weather. When we were able to meet, we went outside and played large group games. A mock schedule for our summer camp was created and approved. A new system for tracking attendance at rentals was created which should allow for more accurate tracking of attendance.

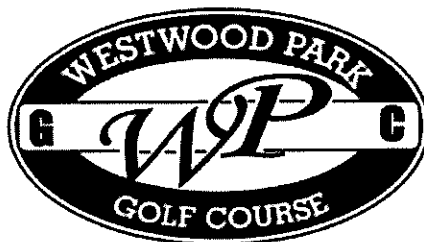
Whittier Recreation Center: This month at Whittier Recreation Center our After School Program continued with 23 students enrolled, and an average daily attendance of about 14 children. The Recreation Center is still closed for renovations, so no activities or programs are being held currently.

| FACILITY ATTENDANCE: | Month | Year to Date |
|-------------------------------|--------------|---------------------|
| Little Axe Community Center | 451 | 6,886 |
| 12th Avenue Recreation Center | 1,533 | 13,651 |
| Irving Recreation Center | 286 | 3,118 |
| Whittier Recreation Center | 227 | 3,310 |
| Reaves Center | 300 | 2,400 |
| Tennis Center | 2,549 | 23,647 |

YOUNG FAMILY ATHLETIC CENTER
FEBRUARY 2025

| | FYE 2025 MTD | FYE 2025 YTD |
|--------------------------------|-------------------------|-------------------------|
| YFAC Memberships | \$4,830.00 | \$25,290.00 |
| YFAC Day Passes | \$113.00 | \$884.00 |
| YFAC Gym Passes | \$2,333.00 | \$19,489.00 |
| YFAC Aqua Class/Camp | \$2,125.00 | \$4,736.00 |
| YFAC GYM Class/Camp | \$0.00 | \$2,125.00 |
| YFAC Misc Class/Camp | \$0.00 | \$51,146.00 |
| YFAC POOL Rental | \$13,269.50 | \$97,077.00 |
| YFAC GYM Rental | \$4,387.00 | \$11,111.16 |
| YFAC MISC Rental | \$1,000.00 | \$1,375.00 |
| YFAC POOL Tournament | \$0.00 | \$0.00 |
| YFAC GYM Tournament | \$15,850.00 | \$132,535.66 |
| YFAC Leases | \$0.00 | \$30,131.69 |
| YFAC Other Revenue/Advertising | \$0.00 | \$58,631.81 |
| YFAC Leagues | \$0.00 | \$0.00 |
| TOTAL INCOME | \$43,907.50 | \$381,261.32 |
| YFAC GYM Expenditures | \$14,202.21 | \$109,134.10 |
| YFAC POOL Expenditures | \$18,478.93 | \$171,009.84 |
| EXPENDITURES | \$32,681.14 | \$280,143.94 |
| Income vs. Expenditures | \$11,226.36 | \$101,117.38 |

WESTWOOD/NORMAN MUNICIPAL AUTHORITY 9A



FEBRUARY 2025

Westwood Golf Course Division Monthly Progress Report

| ACTIVITY | FEB FYE 25 | FEB FYE 24 |
|--|--------------------|--------------------|
| Regular Green Fees | 301 | 514 |
| Senior Green Fees | 193 | 338 |
| Junior Fees | 85 | 109 |
| School Fees (high school golf team players) | 236 | 49 |
| Advanced Fees (high school golf team pre-pay) | 0 | 0 |
| Annual Fees (Regular, Senior & Junior Members) | 189 | 842 |
| Employee Comp Rounds | 86 | 306 |
| Golf Passport Rounds | 0 | 0 |
| 9-Hole Green Fee | 86 | 172 |
| 2:00 Fees | 157 | 450 |
| Dusk Fees or 5:00 Fees | 29 | 41 |
| PGA Comp Rounds | 1 | 1 |
| *Rainchecks (not counted in total round count) | 7 | 14 |
| Misc Promo Fees (birthday, players cards, OU student) | 32 | 62 |
| Green Fee Adjustments (fee difference on rainchecks) | 0 | 5 |
| Total Rounds (*not included in total round count) | 1395 | 2889 |
| % change from FY '24 | -51.71% | |
| Range Tokens | 1817 | 2788 |
| % change from FY '24 | -34.83% | |
| 18 - Hole Carts | 47 | 68 |
| 9 - Hole Carts | 13 | 24 |
| ½ / 18 - Hole Carts | 485 | 712 |
| ½ / 9 - Hole Carts | 97 | 189 |
| Total Carts | 642 | 993 |
| % change from FY '24 | -35.35% | |
| 18 - Hole Trail Fees | 0 | 0 |
| 9 - Hole Trail Fees | 0 | 0 |
| 18 - Hole Senior Trail Fees | 0 | 0 |
| 9-Hole Senior Trail Fees | 0 | 0 |
| Total Trail Fees | 0 | 0 |
| % change from FY '24 | 0.00% | |
| TOTAL REVENUE | \$62,947.11 | \$83,642.34 |
| % change from FY '24 | -24.74% | |

**FEBRUARY 2025
WESTWOOD GOLF DIVISION
MONTHLY PROGRESS REPORT**

| SAFETY REPORT | | | | |
|------------------------------|--------------------|---------------------|--------------------|---------------------|
| | FY 2025 | FY 2025 | FY 2024 | FY 2024 |
| | MTD | YTD | MTD | YTD |
| Injuries On The Job | 1 | 0 | 0 | 0 |
| City Vehicles Damaged | 0 | 0 | 0 | 0 |
| Vehicle Accidents Reviewed | 0 | 0 | 0 | 0 |
| FINANCIAL INFORMATION | | | | |
| | FY 2025 | FY 2025 | FY 2024 | FY 2024 |
| | MTD | YTD | MTD | YTD |
| Green Fees | \$21,381.58 | \$242,847.54 | \$35,868.65 | \$329,470.27 |
| Driving Range | \$7,268.00 | \$71,028.00 | \$11,423.78 | \$79,380.09 |
| Cart Rental | \$10,181.27 | \$131,842.12 | \$18,574.78 | \$171,795.88 |
| Golf Classes | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Golf Shop Rentals | \$164.44 | \$2,107.72 | \$150.29 | \$1,852.55 |
| USGA Handicap Fees | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Golf Cart Capital | \$889.61 | \$10,368.04 | \$1,112.21 | \$10,161.06 |
| Golf Merchandise | \$7,043.61 | \$125,617.32 | \$9,978.28 | \$118,962.94 |
| Restaurant | \$4,535.50 | \$95,619.50 | \$6,146.60 | \$102,942.05 |
| Golf Membership | \$11,383.79 | \$85,014.01 | \$0.00 | \$0.00 |
| Interest Earnings | \$99.31 | \$11,925.05 | \$387.75 | \$128,498.70 |
| TOTAL INCOME | \$62,947.11 | \$776,369.30 | \$83,642.34 | \$945,056.33 |
| Expenditures | \$114,799.68 | \$1,018,869.00 | \$96,077.81 | \$931,501.37 |
| Income vs Expenditures | -\$51,852.57 | -\$242,499.70 | -\$12,435.47 | \$13,554.96 |
| | | | | |
| Rounds of Golf | 1,395 | 21,061 | 2,889 | 20,782 |

Westwood maintenance staff continues the cleanup of brush and debris left behind from tree and brush removal in the ditches and perimeter area of the course.

Staff is backfilling the cart path and doing drainage work on #7 pond area to make way for the spring sod work to complete this project.

We are working to resolve the infield issues (putting and chipping green areas) and the drainage outlet pipe is completely clogged with tree roots at the drainage exit, next to #18 green cart path.

The next bunker renovation will be #2 greenside bunker.

FEBRUARY 2025
WESTWOOD FAMILY AQUATIC CENTER

| FINANCIAL INFORMATION MONTHLY PROGRESS REPORT | | | | |
|---|------------------------------|---------------------|--------------------|---------------------|
| | FY 2025 MTD | FY 2025 YTD | FY 2024 MTD | FY 2024 YTD |
| Swim Pool Passes | \$5,800.00 | \$18,030.00 | \$5,880.00 | \$11,730.00 |
| Swim Pool Gate Admission | \$0.00 | \$189,589.00 | \$0.00 | \$186,635.00 |
| Swim Lesson Fees | \$5,115.00 | \$10,031.00 | \$5,655.00 | \$13,780.15 |
| Swim Pool Rental | \$1,850.00 | \$57,031.37 | \$0.00 | \$47,927.56 |
| Swim Pool Classes | \$1,850.00 | \$3,400.00 | \$3,300.00 | \$6,357.00 |
| Swim Pool Merchandise Sales | \$0.00 | \$336.58 | \$0.00 | \$236.44 |
| Swim Pool Concessions | \$0.00 | \$98,762.76 | \$0.00 | \$104,250.55 |
| TOTAL INCOME | \$14,615.00 | \$377,180.71 | \$14,835.00 | \$385,751.70 |
| Expenditures | \$24,503.95 | \$658,053.25 | \$15,203.75 | \$723,996.60 |
| Income vs Expenditures | -\$9,888.95 | -\$280,872.54 | -\$368.75 | -\$338,244.90 |
| ATTENDANCE INFORMATION | | | | |
| | FY 2025 MTD | FY 2025 YTD | | FY 2024 YTD |
| Pool Attendance | 0 | 51763 | 0 | 30941 |
| Adult Lap Swim Morning/Night | 0 | 125 | 0 | 219 |
| Water Walkers | 0 | 3851 | 0 | 200 |
| Toddler Time | 0 | 673 | 0 | 393 |
| Water Fitness | 0 | 1654 | 0 | 186 |
| Swim Team | 0 | 60 | 0 | 10 |
| Scuba Rentals | 0 | 22 | 0 | 13 |
| Scuba Participants | 0 | 69 | 0 | 35 |
| Swim Lesson | 0 | 295 | 0 | 1275 |
| Private Swim Lessons | 0 | 30 | 0 | 35 |
| Special Events | 0 | 12 | 0 | 7 |
| Party/Rentals | 0 | 17 | 0 | 86 |
| TOTAL FY 2025 ATTENDANCE | 0 | 58571 | 0 | 33400 |
| ATTENDANCE INFORMATION MAY 2024 TO NOVEMBER 2024 | | | | |
| | Pool Attendance | 99,996 | | |
| | Adult Lap Swim Morning/Night | 127 | | |
| | Water Walkers | 3,886 | | |
| | Toddler Time | 1,157 | | |
| | Water Fitness | 1,793 | | |
| | Swim Team | 118 | | |
| | Scuba Rentals | 34 | | |
| | Scuba Participants | 125 | | |
| | Swim Lesson | 375 | | |
| | Private Swim | 61 | | |
| | Special Events | 16 | | |
| | Party/Rentals | 50 | | |
| | TOTAL ATTENDANCE | 107,738 | | |

FACILITY MAINTENANCE 9B



Cost by Building with Maint Type

| Building | Maint Type | Total Cost | Labor | Supplies | Equipment | Inventory | Outsourcing | Feb-25 |
|------------------|----------------|------------|----------|----------|-----------|-----------|-------------|----------|
| | | | | | | | | Overhead |
| 12TH AVE REC | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CENTER - 1701 | PLUMBING | 40.43 | 40.43 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 12TH AVE NE | Totals: | 0.00 | 40.43 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| A - COURTS - | GENERAL | 121.30 | 121.30 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 321 N WEBSTER | HVAC | 422.86 | 422.86 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | PLUMBING | 246.14 | 161.73 | 84.41 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Totals: | 790.30 | 705.89 | 84.41 | 0.00 | 0.00 | 0.00 | 0.00 |
| ADULT | ELECTRICAL | 895.60 | 895.60 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| WELLNESS AND | HVAC | 193.66 | 193.66 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| EDUCATION | PLUMBING | 484.23 | 40.43 | 443.80 | 0.00 | 0.00 | 0.00 | 0.00 |
| CENTER - 602 N | Totals: | 1,573.49 | 1,129.69 | 443.80 | 0.00 | 0.00 | 0.00 | 0.00 |
| AGING | PLUMBING | 40.43 | 40.43 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SERVICES - 329 | Totals: | 40.43 | 40.43 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ANDREWS | HVAC | 74.27 | 74.27 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| PARK - 200 W | Totals: | 74.27 | 74.27 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ANIMAL | ELECTRICAL | 161.73 | 161.73 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| WELFARE - | HVAC | 226.00 | 226.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3428 S JENKINS | PLUMBING | 80.87 | 80.87 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Totals: | 468.60 | 468.60 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ANTIQUE | ELECTRICAL | 80.87 | 80.87 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| GARDEN | Totals: | 80.87 | 80.87 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| B - POLICE | GENERAL | 61.83 | 40.43 | 21.40 | 0.00 | 0.00 | 0.00 | 0.00 |
| DEPT -112 W | HVAC | 193.66 | 193.66 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| DAWS | PLUMBING | 283.03 | 283.03 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Totals: | 538.53 | 517.13 | 21.40 | 0.00 | 0.00 | 0.00 | 0.00 |
| C - HR, IT - 313 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| N WEBSTER | ELECTRICAL | 40.43 | 40.43 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | GENERAL | 40.43 | 40.43 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | HVAC | 74.27 | 74.27 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | PLUMBING | 121.83 | 40.43 | 81.40 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Totals: | 0.00 | 195.57 | 81.40 | 0.00 | 0.00 | 0.00 | 0.00 |
| CHRISTMAS | ELECTRICAL | 161.73 | 161.73 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| LIGHTS | Totals: | 161.73 | 161.73 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CITY HALL | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Totals: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CITY HALL - | ELECTRICAL | 222.38 | 222.38 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 201 W GRAY | GENERAL | 138.22 | 138.22 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | HVAC | 802.19 | 802.19 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | PLUMBING | 40.43 | 40.43 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Totals: | 1,203.22 | 1,203.22 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| COMMUNITY | GENERAL | 80.87 | 80.87 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| PARKS | PLUMBING | 60.65 | 60.65 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Totals: | 141.52 | 141.52 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| D - | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| DEVELOPMENT | ELECTRICAL | 303.25 | 303.25 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CENTER - 225 N | GENERAL | 40.43 | 40.43 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| WEBSTER | HVAC | 266.33 | 266.33 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | PLUMBING | 40.43 | 40.43 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Totals: | 0.00 | 650.45 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| DEVELOPMENT | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CENTER | Totals: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| EMERGENCY | HVAC | 309.86 | 309.86 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| COMMUNICATI | PLUMBING | 280.87 | 80.87 | 200.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ONS AND | Totals: | 590.72 | 390.72 | 200.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| FACILITY | ELECTRICAL | 1,643.62 | 1,643.62 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| MAINTENANCE | Totals: | 1,643.62 | 1,643.62 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

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| | | | | | | | | |
|---|----------------|----------|----------|----------|------|------|------|------|
| FIRE STATION 1 - 411 E MAIN | ELECTRICAL | 47.28 | 40.43 | 6.85 | 0.00 | 0.00 | 0.00 | 0.00 |
| | HVAC | 167.10 | 167.10 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | PLUMBING | 181.95 | 181.95 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Totals: | 396.34 | 389.49 | 6.85 | 0.00 | 0.00 | 0.00 | 0.00 |
| FIRE STATION 2 - 2211 W BOYD | PLUMBING | 161.73 | 161.73 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Totals: | 161.73 | 161.73 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| FIRE STATION 4 - 4145 W | HVAC | 185.67 | 185.67 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Totals: | 185.67 | 185.67 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| FIREHOUSE ART CENTER - 444 S FLEET | ELECTRICAL | 283.03 | 283.03 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Totals: | 283.03 | 283.03 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| MAINTENANCE - 1301 DAVINCI | ELECTRICAL | 2,514.51 | 1,522.32 | 992.19 | 0.00 | 0.00 | 0.00 | 0.00 |
| | GENERAL | 133.27 | 133.27 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | PLUMBING | 1,425.11 | 444.77 | 980.34 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Totals: | 4,072.88 | 2,100.35 | 1,972.53 | 0.00 | 0.00 | 0.00 | 0.00 |
| GRIFFIN PARK - 1001 E | HVAC | 92.84 | 92.84 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Totals: | 92.84 | 92.84 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| IRVING REC CENTER - 1920 | PLUMBING | 40.43 | 40.43 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Totals: | 40.43 | 40.43 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| IRVING RECREATION | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Totals: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| LINDSEY YARD - STORMWATER LINE | HVAC | 37.13 | 37.13 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Totals: | 37.13 | 37.13 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| MAINTENANCE LITTLE AXE REC CENTER - 1000 | ELECTRICAL | 80.87 | 80.87 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Totals: | 80.87 | 80.87 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| NE 168TH AVE | PLUMBING | 150.14 | 121.30 | 28.84 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Totals: | 0.00 | 121.30 | 28.84 | 0.00 | 0.00 | 0.00 | 0.00 |
| MOORE- LINDSAY | HVAC | 154.93 | 154.93 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | PLUMBING | 348.37 | 80.87 | 267.50 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Totals: | 503.30 | 235.80 | 267.50 | 0.00 | 0.00 | 0.00 | 0.00 |
| HISTORIC MUNICIPAL COURT | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Totals: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| NE LIONS PARK - 1800 | ELECTRICAL | 283.03 | 283.03 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | HVAC | 111.40 | 111.40 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Totals: | 394.44 | 394.44 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| NORTHCLIFF NEIGHBORHOOD PARKS | PLUMBING | 3,619.04 | 1,213.00 | 2,406.04 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Totals: | 3,619.04 | 1,213.00 | 2,406.04 | 0.00 | 0.00 | 0.00 | 0.00 |
| NORMAN INVESTIGATION S CENTER - | GENERAL | 121.30 | 121.30 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | HVAC | 114.60 | 114.60 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Totals: | 235.90 | 235.90 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| NORMAN PUBLIC | HVAC | 151.73 | 151.73 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Totals: | 151.73 | 151.73 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| NORMAN PUBLIC | GENERAL | 38.73 | 38.73 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | PLUMBING | 40.43 | 40.43 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Totals: | 79.17 | 79.17 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| LIBRARY - EAST | | | | | | | | |
| | Totals: | 190.46 | 190.46 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| NORTH EAST RADIO TOWER - PARKS | HVAC | 190.46 | 190.46 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Totals: | 154.93 | 154.93 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| MAINTENANCE POLICE | HVAC | 154.93 | 154.93 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Totals: | 154.93 | 154.93 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SHOOTING POLICE STATION | PLUMBING | 40.43 | 40.43 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Totals: | 40.43 | 40.43 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Totals: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ROTARY PARK - 1501 W BOYD | HVAC | 74.27 | 74.27 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Totals: | 74.27 | 74.27 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| RUBY GRANT PARK - 3110 W SANITATION - 2301 | HVAC | 92.84 | 92.84 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Totals: | 92.84 | 92.84 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SANTA FE RAILROAD SHOP TIME | GENERAL | 121.30 | 121.30 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Totals: | 121.30 | 121.30 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | PLUMBING | 124.43 | 40.43 | 84.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Totals: | 124.43 | 40.43 | 84.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | GENERAL | 2,865.45 | 2,865.45 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Totals: | 2,865.45 | 2,865.45 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

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| | | | | | | | | |
|----------------|------------|-----------|-----------|-----------|------|----------|------|------|
| TRAFFIC | PLUMBING | 124.43 | 40.43 | 84.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CONTROL - | Totals: | 124.43 | 40.43 | 84.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TRANSFER | GENERAL | 40.43 | 40.43 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| STATION - | Totals: | 40.43 | 40.43 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TRANSIT | PLUMBING | 283.03 | 283.03 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CENTER - 320 E | Totals: | 283.03 | 283.03 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TRANSIT/PUBLI | HVAC | 232.39 | 232.39 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| C SAFETY - | Totals: | 232.39 | 232.39 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| VETERANS | ELECTRICAL | 20.22 | 20.22 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CENTER | Totals: | 20.22 | 20.22 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| WARMING | ELECTRICAL | 192.66 | 80.87 | 111.79 | 0.00 | 0.00 | 0.00 | 0.00 |
| SHELTER - 109 | GENERAL | 268.03 | 268.03 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| W GRAY | PLUMBING | 529.54 | 485.20 | 44.34 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Totals: | 990.23 | 834.10 | 156.13 | 0.00 | 0.00 | 0.00 | 0.00 |
| WATER | PLUMBING | 210.30 | 121.30 | 89.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| RECLAMATION - | Totals: | 210.30 | 121.30 | 89.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| WATER | ELECTRICAL | 80.87 | 80.87 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TREATMENT | Totals: | 80.87 | 80.87 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| WESTWOOD | | 740.94 | 0.00 | 0.00 | 0.00 | 740.94 | 0.00 | 0.00 |
| GOLF COURSE - | PLUMBING | 60.65 | 60.65 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2400 | Totals: | 801.59 | 60.65 | 0.00 | 0.00 | 740.94 | 0.00 | 0.00 |
| WESTWOOD | ELECTRICAL | 939.02 | 363.90 | 575.12 | 0.00 | 0.00 | 0.00 | 0.00 |
| TENNIS | Totals: | 939.02 | 363.90 | 575.12 | 0.00 | 0.00 | 0.00 | 0.00 |
| WHITTIER | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| RECREATION | Totals: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| YOUNG | ELECTRICAL | 289.10 | 289.10 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| FAMILY | GENERAL | 313.47 | 313.47 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ATHLETIC | HVAC | 1,817.21 | 1,817.21 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CENTER - 2201 | PLUMBING | 202.17 | 202.17 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TRAE YOUNG | Totals: | 2,621.94 | 2,621.94 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | 56,418.73 | 43,052.80 | 13,002.04 | 0.00 | 1,481.87 | 0.00 | |

PLANNING AND COMMUNITY DEVELOPMENT 10

February 2025 Residential Permit Activity

| Report Category | Permit Number | Date Issued | Address | Sq Ft | Zoning | Ward | Subdivision | Contractor | Valuation |
|--------------------------------------|----------------|-------------|--------------------------|-------|--------|------|--------------------------------|-------------------------------------|---------------|
| Residential, Accessory Structure | PRAB202404475 | 2025-02-03 | 1720 QUAIL CREEK DR | 1928 | RE | 5 | QUAIL CREEK ACRES #1 | VBD OUTDOOR LIVING | \$ 180,000.00 |
| | PRAB202500068 | 2025-02-14 | 3312 WOODSBORO DR | 192 | R-1 | 8 | CROSSROADS WEST #3 | THOMAS, SETH | \$ 9,000.00 |
| | PRAB202500121 | 2025-02-06 | 9908 144TH AVE NE | 2500 | A-2 | 5 | PRIDE #034 | DAVID STITT | \$ 75,000.00 |
| | PRAB202500250 | 2025-02-14 | 132 MOUNT VERNON DR | 128 | R-1 | 6 | LAKEVIEW TERRACE | LEEHAN, DENNIS MICHAEL | \$ 8,000.00 |
| | PRAB202500356 | 2025-02-18 | 9701 E LINDSEY ST | 1200 | A-2 | 5 | LAKEWOOD ACRES | BETTER BARNS | \$ 73,311.73 |
| | PRAB202500407 | 2025-02-10 | 14209 INDIAN RDG | 720 | A-2 | 5 | INDIAN HILLS RIDGE ESTATES COS | MATTHEW ELLIOTT | \$ 15,000.00 |
| | PRAB202500417 | 2025-02-14 | 1410 72ND AVE NE | 4000 | A-2 | 5 | LAGO RANCHERO | THOMAS E FAZENDIN | \$ 50,000.00 |
| | PRAB202500424 | 2025-02-14 | 4312 EAGLE CLIFF DR | 320 | R-1 | 7 | EAGLE CLIFF SOUTH SEC 5 | TUFF SHED INC | \$ 20,000.00 |
| \$ 430,311.73 | | | | | | | | | |
| Residential, Accessory Dwelling Unit | PRADU202404308 | 2025-02-06 | 347 WOODCREST DR | 640 | R-1 | 6 | WOODCREST ESTATES #1 | DALE ROBINETT | \$ 40,000.00 |
| | PRADU202404523 | 2025-02-04 | 6900 GOERTZEN DR | 1456 | A-2 | 5 | GOERTZEN ADD | M&P INVESTMENTS, LLC | \$ 175,000.00 |
| | PRADU202405398 | 2025-02-07 | 3813 CARRINGTON LN | 400 | R-1 | 8 | CARRINGTON PLACE ADD SEC 2 | IRON BISON HOMES | \$ 140,000.00 |
| \$ 355,000.00 | | | | | | | | | |
| Residential, Addition/Alteration | PRAD202405319 | 2025-02-24 | 624 SINCLAIR DR | 2400 | RM-2 | 1 | COLONIAL EST # 8 | JOBIN CHERIAN | \$ 90,000.00 |
| | PRAD202500033 | 2025-02-10 | 1909 CLOVERDALE LN | 250 | R-1 | 5 | EAST RIDGE ADD SEC 16 | MARY MONICA FOWLER | \$ 20,000.00 |
| | PRAD202500474 | 2025-02-18 | 500 LEGACY CT | 519 | PUD | 6 | VINTAGE CREEK ADDITION | MONARCH HOMES, LLC | \$ 120,000.00 |
| | PRAD202500507 | 2025-02-21 | 3925 NICOLE CIR | 306 | R-1 | 8 | CASTLEROCK ADD #3 | FOUR SEASONS SUNROOMS | \$ 49,230.00 |
| \$ 279,230.00 | | | | | | | | | |
| Residential, Carport | PRCP202500084 | 2025-02-05 | 221 W MOSIER ST | 240 | R-2 | 4 | HIGHLAND ADDITION | ROSE ROCK HABITAT FOR HUMANITY, INC | \$ 2,800.00 |
| | \$ 2,800.00 | | | | | | | | |
| Residential, Demolition | PRDE202500348 | 2025-02-28 | 821 E SYMMES ST | | R-2 | 4 | ANIOL ADD | RIOS JUNK REMOVAL | N/A |
| | \$ - | | | | | | | | |
| Residential, Manufactured Home | PRMF202500076 | 2025-02-11 | 1900 COUNTRYWOOD ESTATES | 2128 | A-2 | 5 | CLEAR BAY ESTATES COS | CLAYTON HOMES OF OKLAHOMA CITY | \$ 160,000.00 |
| | PRMF202500274 | 2025-02-05 | 14100 E CEDAR LANE RD | 2280 | A-2 | 5 | NOT SUBDIVIDED | MEDLOCK, TORRANCE | \$ 222,000.00 |
| | \$ 382,000.00 | | | | | | | | |

February 2025 Residential Permit Activity

| | | | | | | | | | |
|---|---------------|------------|-----------------------|------|-----|---|--------------------------------|-------------------------------|-----------------|
| Residential, New Single Family Dwelling | PRSF202405836 | 2025-02-04 | 2651 108TH AVE SE | 7536 | A-2 | 5 | WOODLAND HILLS | TERRENCE MALBROUGH | \$ 617,540.00 |
| | PRSF202500044 | 2025-02-06 | 9908 144TH AVE NE | 4819 | A-2 | 5 | PRIDE #034 | DAVID STITT | \$ 478,520.00 |
| | PRSF202500170 | 2025-02-12 | 6101 144TH AVE NE | 3214 | A-2 | 5 | STELLA HILLS ESTATES | WILLIAM CASE | \$ 389,000.00 |
| | PRSF202500195 | 2025-02-11 | 1420 COUNCIL GROVE ST | 2212 | PUD | 8 | FLINT HILLS SEC 1 | IDEAL HOMES OF NORMAN, LP | \$ 208,320.00 |
| | PRSF202500220 | 2025-02-11 | 1506 COUNCIL GROVE ST | 2212 | PUD | 8 | FLINT HILLS SEC 1 | IDEAL HOMES OF NORMAN, LP | \$ 208,320.00 |
| | PRSF202500228 | 2025-02-06 | 6250 156TH AVE NE | 4461 | A-2 | 5 | NOT SUBDIVIDED | TURNER & SON HOMES | \$ 624,540.00 |
| | PRSF202500236 | 2025-02-05 | 3742 MESA RD | 2984 | PUD | 6 | RED CANYON RANCH SEC. 8 | IDEAL HOMES OF NORMAN, LP | \$ 209,000.00 |
| | PRSF202500284 | 2025-02-03 | 2009 WOLFORD WAY | 1591 | PUD | 1 | THE VILLAGES | LENNAR HOMES OF OKLAHOMA, LLC | \$ 181,580.00 |
| | PRSF202500299 | 2025-02-06 | 5515 WINDSTONE DR | 2965 | PUD | 3 | GLENRIDGE ADD SEC 3 | D.R. HORTON | \$ 295,680.00 |
| | PRSF202500404 | 2025-02-11 | 3707 CASSIDY DR | 2246 | PUD | 8 | FLINT HILLS SEC 1 | IDEAL HOMES OF NORMAN, LP | \$ 204,540.00 |
| | PRSF202500411 | 2025-02-11 | 3711 CASSIDY DR | 2286 | PUD | 8 | FLINT HILLS SEC 1 | IDEAL HOMES OF NORMAN, LP | \$ 209,440.00 |
| | PRSF202500431 | 2025-02-12 | 3715 CASSIDY DR | 1813 | PUD | 8 | FLINT HILLS SEC 1 | IDEAL HOMES OF NORMAN, LP | \$ 162,120.00 |
| | PRSF202500452 | 2025-02-17 | 3001 RED CEDAR WAY | 2321 | PUD | 8 | GREENLEAF TRAILS ADD SEC 12 | IDEAL HOMES OF NORMAN, LP | \$ 209,440.00 |
| | PRSF202500471 | 2025-02-17 | 1106 MUJR FOREST WAY | 3356 | PUD | 6 | RED CANYON RANCH SEC 8 | IDEAL HOMES OF NORMAN, LP | \$ 339,920.00 |
| | PRSF202500569 | 2025-02-25 | 634 RED CEDAR WAY | 2316 | PUD | 8 | GREENLEAF TRAILS ADD SEC 12 | IDEAL HOMES OF NORMAN, LP | \$ 222,740.00 |
| 15 | | | | | | | | | \$ 4,560,700.00 |
| Residential, Pool | PRPO202405673 | 2025-02-17 | 416 NANTUCKET BLVD | 450 | R-1 | 6 | THE VINEYARD PHASE III | SIGNATURE CUSTOM POOLS | \$ 87,000.00 |
| | PRPO202500314 | 2025-02-14 | 6151 SAND HILL CT | 3520 | A-2 | 5 | CLINKENBEARD ACRES | TROPHY ELECTRIC | \$ 130,000.00 |
| | PRPO202500346 | 2025-02-07 | 205 SONORA LN | 1850 | PUD | 6 | LITTLE RIVER TRAILS ADD, SEC 1 | SPARTAN POOLS & PATIO | \$ 148,500.00 |
| | PRPO202500458 | 2025-02-28 | 4702 Highbury DR | 800 | PUD | 8 | VILLAS AT ASHTON GROVE, SEC 1 | ARTISTIC POOLS | \$ 80,000.00 |
| | PRPO202500462 | 2025-02-25 | 409 YARMOUTH RD | 902 | R-1 | 6 | THE VINEYARD PHASE III | FOX POOLS OF CENTRAL OK | \$ 68,800.00 |
| | PRPO202500502 | 2025-02-21 | 4532 BELLINGHAM LN | 426 | R-1 | 8 | CARRINGTON PLACE ADD SEC 14 | BLUE HAVEN POOLS OF OK | \$ 105,000.00 |
| | PRPO202500531 | 2025-02-21 | 603 DOE RIDGE CT | 1003 | RE | 5 | VISTA SPRINGS EST ADD SEC 2 | BLUE HAVEN POOLS OF OK | \$ 150,000.00 |
| | PRPO202500550 | 2025-02-28 | 9300 ARROWHEAD CIR | 420 | A-2 | 5 | RUNNING DEER ESTATES COS | TIMOTHY PHILLIPS | \$ 100,000.00 |
| 8 | | | | | | | | | \$ 869,300.00 |



February 2025 Residential Permit Activity

| | | | | | | | | | |
|----------------------------|----------------|------------|------------------------|-----|---|--------------------------------|-------------------------------|----|-----------|
| Residential, Solar | PRSSO202500438 | 2025-02-10 | 821 COOPERS HAWK DR | R-1 | 7 | EAGLE CLIFF ADD #3 | GREEN LIGHT SOLAR | \$ | 26,892.00 |
| | 1 | | | | | | | \$ | 26,892.00 |
| Residential, Storm Shelter | PRSS202500345 | 2025-02-06 | 910 EAGLEROCK LN | PUD | 8 | GREENLEAF TRAILS ADD, SEC 6 | OZ SAFEROOMS | \$ | 13,575.00 |
| | PRSS202500370 | 2025-02-11 | 2009 OAKCREEK DR | R-1 | 1 | OAKHURST ADD SEC 12 | FLATSAFE TORNADO SHELTERS | \$ | 4,600.00 |
| | PRSS202500376 | 2025-02-03 | 1410 VALLEY RIDGE RD | R-1 | 3 | BROOKHAVEN 3RD | STORM SAFE SHELTER, LLC | \$ | 3,499.00 |
| | PRSS202500385 | 2025-02-04 | 1921 EAST VIEW DR | R-1 | 5 | EAST RIDGE ADDITION SECTION 11 | STORM SAFE SHELTER, LLC | \$ | 2,500.00 |
| | PRSS202500387 | 2025-02-12 | 3035 RED CEDAR WAY | PUD | 8 | GREENLEAF TRAILS ADD SEC 12 | FLAT SAFE TORNADO SHELTERS | \$ | 3,000.00 |
| | PRSS202500391 | 2025-02-04 | 1312 SKYLER WAY | R-1 | 7 | CEDAR LANE SEC 1 | STORM SAFE SHELTER, LLC | \$ | 4,500.00 |
| | PRSS202500422 | 2025-02-06 | 421 MISTY RIDGE DR | R-1 | 1 | SUMMIT LAKES ADDITION SEC 4 | OKLAHOMA SHELTERS | \$ | 4,500.00 |
| | PRSS202500427 | 2025-02-11 | 707 MIDLAND VALLEY ST | PUD | 8 | GREENLEAF TRAILS ADD SEC 10 | FLATSAFE TORNADO SHELTERS | \$ | 3,000.00 |
| | PRSS202500443 | 2025-02-07 | 320 W JOHNSON ST | R-1 | 4 | SOONER HOMES ADD | OKLAHOMA SHELTERS | \$ | 3,600.00 |
| | PRSS202500456 | 2025-02-10 | 2681 BRENTWOOD DR | R-1 | 2 | NORMANDY PARK | STORM SAFE SHELTER, LLC | \$ | 2,800.00 |
| | PRSS202500478 | 2025-02-13 | 1513 CANTERBURY ST | R-1 | 2 | WOODSLAWN 3RD ADD | STORM SAFE SHELTER, LLC | \$ | 3,800.00 |
| | PRSS202500483 | 2025-02-24 | 1600 GRAND CANYON DR | A-2 | 5 | LINDSEY HEIGHTS | BIGGS BACKHOE, INC | \$ | 4,900.00 |
| | PRSS202500486 | 2025-02-13 | 2808 VILLAGE LAKE DR | R-1 | 8 | HIGHLAND VILLAGE ADD, SEC 10 | GROUND ZERO SHELTERS | \$ | 2,645.00 |
| | PRSS202500506 | 2025-02-21 | 1329 LAKECREST DR | R-1 | 6 | LAKECREST ESTATES | OKLAHOMA SHELTERS | \$ | 5,100.00 |
| | PRSS202500543 | 2025-02-24 | 516 TYLER DR | R-1 | 6 | ALAMEDA PARK ADD SEC 3 | OKLAHOMA SHELTERS | \$ | 4,400.00 |
| | PRSS202500560 | 2025-02-21 | 725 OZARK LN | PUD | 8 | GREENLEAF TRAILS ADD SEC 12 | STORM SAFE SHELTER, LLC | \$ | 3,000.00 |
| | PRSS202500565 | 2025-02-24 | 4790 E INDIAN HILLS RD | A-2 | 5 | NOT SUBDIVIDED | STORM SAFE SHELTER, LLC | \$ | 3,800.00 |
| | PRSS202500572 | 2025-02-21 | 608 CAROLYN RIDGE RD | PUD | 6 | RED CANYON RANCH SEC 5 | OKLAHOMA SHELTERS | \$ | 3,200.00 |
| | PRSS202500573 | 2025-02-21 | 708 CAVECREEK ST | R-1 | 6 | SHADOWLAKE ADD, SEC 4 | OKLAHOMA SHELTERS | \$ | 3,200.00 |
| | PRSS202500593 | 2025-02-25 | 3815 SKYLER WAY | R-1 | 7 | CEDAR LANE SEC III | STORM SAFE SHELTER, LLC | \$ | 2,500.00 |
| | PRSS202500595 | 2025-02-25 | 3819 SKYLER WAY | R-1 | 7 | CEDAR LANE SEC III | STORM SAFE SHELTER, LLC | \$ | 2,500.00 |
| | PRSS202500597 | 2025-02-26 | 3805 LLEYTON DR | R-1 | 7 | CEDAR LANE SEC III | STORM SAFE SHELTER, LLC | \$ | 2,500.00 |
| | PRSS202500599 | 2025-02-25 | 1518 FLINT HILLS ST | PUD | 8 | FLINT HILLS SEC. 1 | STORM SAFE SHELTER, LLC | \$ | 3,000.00 |
| | PRSS202500600 | 2025-02-26 | 1906 HOLLOW CREST CT | R-1 | 5 | SUMMIT VALLEY ADD SEC 3 | SHELTER, LLC DREAM MAKER, LLC | \$ | 3,600.00 |
| | PRSS202500607 | 2025-02-26 | 817 ANDREA ST | R-1 | 2 | CANADIAN TRAILS 3 | FLATSAFE TORNADO SHELTERS | \$ | 4,175.00 |



February 2025 Residential Permit Activity

| | | | | | | | | | |
|---------------|------------|---------------------|--|-----|---|-------------------------|-------------------------|----|--------------|
| PRSS202500612 | 2025-02-26 | 3012 PINE HILL RD | | PUD | 8 | CASCADE ESTATES SEC 7 | STORM SAFE SHELTER, LLC | \$ | 4,250.00 |
| PRSS202500613 | 2025-02-26 | 3209 SWAN HOLLOW DR | | R-1 | 8 | PRAIRIE CREEK ADD SEC 3 | STORM SAFE SHELTER, LLC | \$ | 4,300.00 |
| PRSS202500620 | 2025-02-27 | 4013 HARROGATE DR | | R-1 | 3 | BROOKHAVEN 31 | STORM SAFE SHELTER, LLC | \$ | 3,000.00 |
| 28 | | | | | | | | \$ | 109,444.00 |
| Total | 71 | | | | | | | \$ | 7,015,677.73 |



February 2025 Residential Permit Activity

| CATEGORY | COUNT | VALUATION |
|---|-----------|------------------------|
| Residential, Accessory Structure | 8 | \$ 430,311.73 |
| Residential, Accessory Dwelling Unit | 3 | \$ 355,000.00 |
| Residential, Addition / Alteration | 4 | \$ 279,230.00 |
| Residential, Carport | 1 | \$ 2,800.00 |
| Residential, Demolition | 1 | N/A |
| Residential, Manufactured Home | 2 | \$ 382,000.00 |
| Residential, New Single Family Dwelling | 15 | \$ 4,560,700.00 |
| Residential, Pool | 8 | \$ 869,300.00 |
| Residential, Solar | 1 | \$ 26,892.00 |
| Residential, Storm Shelter | 28 | \$ 109,444.00 |
| Total | 71 | \$ 7,015,677.73 |

| Monthly Permit Activity Summary with Details February 2025 | | | | | |
|---|--|--------------|-------------------------|---------------|--------------------------|
| | | 2025 | | 2024 | |
| Group | Category | Permits | Valuation | Permits | Valuation |
| RESIDENTIAL | Multi-Family, Addition / Alteration | | | 7 | \$ 584,752.00 |
| | Multi-Family, Demolition | | | 1 | \$ 13,000.00 |
| | Multi-Family, Fire | | | 5 | \$ 50,978.21 |
| | Multi-Family, Foundation Only | | | 2 | \$ 930,000.00 |
| | Multi-Family, New Multi-Unit Residential | 1 | \$ 7,688,454.00 | 2 | \$ 3,100,000.00 |
| | Multi-Family, Repair | 1 | \$ 30,000.00 | 3 | \$ 800,792.00 |
| | Residential, Accessory Structure | 20 | \$ 1,136,287.84 | 104 | \$ 4,329,180.27 |
| | Residential, Accessory Dwelling Unit | 3 | \$ 355,000.00 | 8 | \$ 686,000.00 |
| | Residential, Addition / Alteration | 22 | \$ 2,085,450.00 | 112 | \$ 10,048,764.27 |
| | Residential, CarPort | 2 | \$ 12,300.00 | 35 | \$ 238,739.36 |
| | Residential, Demolition | 4 | | 38 | \$ 135,500.00 |
| | Residential, Fire | | | 2 | \$ 187,000.00 |
| | Residential, Manufactured Home | 3 | \$ 384,000.00 | 8 | \$ 818,078.00 |
| | Residential, Manufactured Home Replacement | | | | |
| | Residential, New Single Family Dwelling | 45 | \$ 16,712,690.00 | 427 | \$ 164,015,798.82 |
| | Residential, New Two Family (duplex) | 1 | \$ 328,000.00 | 2 | \$ 1,170,000.00 |
| | Residential, Pool | 12 | \$ 1,198,400.00 | 80 | \$ 7,215,726.00 |
| | Residential, Repair | 1 | \$ 90,000.00 | 15 | \$ 1,249,221.00 |
| | Residential, Solar | 12 | \$ 347,936.68 | 151 | \$ 4,466,212.58 |
| | Residential, Storm Shelter | 53 | \$ 211,694.00 | 282 | \$ 1,197,965.00 |
| | Residential, Water Well | 4 | | 10 | |
| | Total | 184 | \$ 30,580,212.52 | 1,294 | \$ 201,237,707.51 |
| NON-RESIDENTIAL | Commercial, Addition / Alteration | 23 | \$ 5,633,010.00 | 121 | \$ 51,807,976.00 |
| | Commercial, Demolition | | | 15 | \$ 295,000.00 |
| | Commercial, Fire | 16 | \$ 358,349.38 | 63 | \$ 1,609,119.11 |
| | Commercial, Foundation Only | | | 3 | \$ 3,200,000.00 |
| | Commercial, New Commercial Building | 7 | \$ 18,034,000.00 | 31 | \$ 60,780,677.00 |
| | Commercial, Pool | | | 1 | \$ 250,000.00 |
| | Commercial, RCF/RDCF | | | 5 | |
| | Commercial, Repair | | | 15 | \$ 8,918,929.00 |
| | Commercial, Solar | | | 4 | \$ 777,603.00 |
| | Industrial, Addition / Alteration | | | 1 | \$ 550,000.00 |
| | Industrial, Fire | 2 | \$ 2,700.00 | 1 | \$ 92,000.00 |
| | Industrial, Foundation Only | | | 1 | \$ 450,000.00 |
| | Industrial, New Commercial Building | | | 1 | \$ 200,000.00 |
| | Institutional, Addition / Alteration | | | 2 | \$ 2,350,000.00 |
| | Institutional, Demolition | | | 1 | |
| | Institutional, Fire | 3 | \$ 4,525.00 | 10 | \$ 400,975.07 |
| | Total | 51 | \$ 24,032,584.38 | 275 | \$ 131,682,279.18 |
| OTHER ACTIVITY | # of New Dwelling Units | 100 | | 457 | |
| | All Field Inspections | 3,225 | | 22,666 | |
| | Certificate of Completion (CC) | 508 | | 3,188 | |
| | Certificate of Occupancy (CO) | 132 | | 627 | |
| | Demo # of Dwelling Units | 3 | | 37 | |
| | Demolition | | | 6 | |
| | Electrical Permit | 100 | | 1,361 | |
| | Fire | | | 1 | |
| | Garage Sale | 20 | | 843 | |
| | Mechanical Permit | 87 | | 1,281 | |
| | Paving (PRIVATE PROPERTY) | 3 | \$ 15,000.00 | 95 | \$ 761,735.55 |
| | Plumbing Permit | 178 | | 1,590 | |
| | Public Works | 27 | \$ 2,211,293.17 | 178 | \$ 3,377,959.51 |
| | Sign | 22 | \$ 35,950.00 | 243 | \$ 755,465.00 |
| | Street Closure(Not Event) | | | 2 | |
| | Structure Moving | 4 | | 16 | |
| | Temporary Structure | 4 | | 22 | |
| | Utilities WM | 2 | | | |
| | Total | 4,415 | \$ 2,262,243.17 | 32,613 | \$ 4,895,160.06 |
| Total | | 4,650 | \$ 56,875,040.07 | 34,182 | \$ 337,815,146.75 |

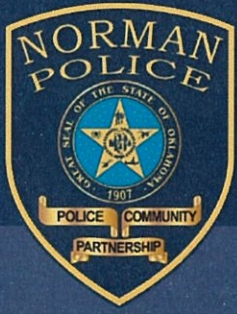


February 2025 Non-Residential Permit Activity

| Reporting Code | Permit Number | Date Issued | Address | Sq Ft | Zoning | Ward | Subdivision | Contractor | Tenant | Valuation |
|-------------------------------------|---------------|-------------|----------------------|-------|--------|------|-------------------------------|-----------------------------|------------------------------------|------------------|
| Commercial, Addition/Alteration | PRAD202404430 | 2025-02-12 | 702 N PORTER AVE | 335 | C-2 | 4 | JONES ADD, J A | TUNGSTEN CONSTRUCTION | TARAHUMARA MEXICAN CAFE | \$ 120,000.00 |
| | PRAD202500286 | 2025-02-05 | 108 W MAIN ST | 3528 | CCFB | 4 | NORMAN, O T | STANDARD SERVICES, LLC. | THE LOKAL | \$ 350,000.00 |
| | PRAD202500374 | 2025-02-12 | 601 12TH AVE NE | 125 | C-2 | 6 | TSTB ADD SEC 1 | JAMIE BERGMAN | WALMART STORE #2734 | \$ 32,000.00 |
| | PRAD202500390 | 2025-02-14 | 2292 W MAIN ST | 1965 | C-2 | 2 | JENNINGS ESTATES #1 | SUN CONSTRUCTION SERVICES | GAME XCHANGE | \$ 65,000.00 |
| | PRAD202500433 | 2025-02-18 | 1491 ALAMEDA ST | 5 | C-2 | 6 | LAKEVIEW TERRACE | ART EXPART ART EXPRESS HOME | CONVENIENCE STORE | \$ 1,000.00 |
| | PRAD202500469 | 2025-02-21 | 4700 WILLOW GROVE DR | 240 | A-2 | 3 | WHEELER COS | RJ FUQUA | AT&T MOBILITY | \$ 40,000.00 |
| 6 | | | | | | | | | | \$ 608,000.00 |
| Commercial, Fire | 10 | | | | | | | | | \$ 162,708.38 |
| Commercial, New Commercial Building | PRNR202305776 | 2025-02-07 | 2224 W MAIN ST | 510 | C-2 | 2 | JENNINGS ESTATES | ANGELA LOVE | SEVEN BREW COFFEE DRIVE THRU | \$ 850,000.00 |
| | PRNR202403868 | 2025-02-24 | 309 S PETERS AVE | 850 | C-3 | 4 | NORMAN, O T | TITAN BUILDING CO | LEVITY BREAKFAST HOUSE | \$ 9,000.00 |
| | PRNR202404300 | 2025-02-18 | 2320 24TH AVE SE | 45700 | C-2 | 5 | NOT SUBDIVIDED | FTI GROUP LLC | RIGID AUTOMATION | \$ 6,000,000.00 |
| | PRNR202404301 | 2025-02-18 | 2204 24TH AVE SE | 10500 | C-2 | 5 | NOT SUBDIVIDED | FTI GROUP, LLC | FTI GROUP | \$ 1,000,000.00 |
| | PRNR202405588 | 2025-02-06 | 6777 INTERSTATE DR | 1770 | I-2 | 8 | RUPPERTS 2ND ADDITION | MICAH PAXTON | WARREN CAT RENTAL AND SALES CENTER | \$ 175,000.00 |
| | PRNR202405675 | 2025-02-26 | 1601 GOPPOLD LN | 13856 | PUD | 8 | UNIVERSITY TOWN CENTER SEC 23 | GRANT SMITH | FIVE BELOW | \$ 2,000,000.00 |
| 6 | | | | | | | | | | \$ 10,034,000.00 |
| Industrial, Fire | 2 | | | | | | | | | \$ 2,700.00 |
| Institutional, Fire | 3 | | | | | | | | | \$ 4,525.00 |
| Total | 27 | | | | | | | | | \$ 10,811,933.38 |

| February 2025 Non-Residential Permit Activity | | | |
|---|-------|----|---------------|
| Category | Count | | Valuation |
| Commercial, Addition / Alteration | 6 | \$ | 608,000.00 |
| Commercial, Fire | 10 | \$ | 162,708.38 |
| Commercial, New Commercial Building | 6 | \$ | 10,034,000.00 |
| Industrial, Fire | 2 | \$ | 2,700.00 |
| Institutional, Fire | 3 | \$ | 4,525.00 |
| Total | 27 | \$ | 10,811,933.38 |

POLICE 11



NORMAN POLICE DEPARTMENT

MONTHLY DEPARTMENT OVERVIEW

Item 8.



FEBRUARY | 2025

MONTHLY ACTIVITY OVERVIEW

| SUMMARY OF REPORTED OFFENSES | 2025 | 5-YEAR AVERAGE | 2024 |
|---------------------------------|--------------|----------------|--------------|
| MURDER | 0 | 0 | 0 |
| SEXUAL ASSAULTS | 11 | 13 | 9 |
| ROBBERY | 2 | 3 | 2 |
| AGGRAVATED ASSAULTS | 18 | 21 | 24 |
| BURGLARY OF BUILDING | 19 | 29 | 34 |
| LARCENY/THEFT | 135 | 179 | 167 |
| MOTOR VEHICLE THEFT | 18 | 30 | 31 |
| ARSON | 1 | 0 | 0 |
| KIDNAPPING | 1 | 1 | 1 |
| FRAUD/FORGERY | 65 | 67 | 75 |
| DUI/APC | 25 | 28 | 26 |
| PUBLIC INTOXICATION | 41 | 35 | 44 |
| RUNAWAYS | 34 | 24 | 33 |
| DRUG VIOLATIONS | 78 | 45 | 55 |
| THREATS/HARASSMENT | 28 | 29 | 31 |
| VANDALISM | 38 | 58 | 75 |
| OTHER | 577 | 523 | 636 |
| TOTAL REPORTED OFFENSES | 1,091 | 1,085 | 1,243 |
| TOTAL ARRESTS: | 649 | 549 | 674 |
| PROTECTIVE CUSTODY: | 42 | 74 | 86 |
| TOTAL CASE REPORTS* | 836 | 881 | 1,016 |
| COLLISIONS | 141 | 152 | 181 |
| FATALITY | 0 | 1 | 1 |
| INJURY | 16 | 19 | 13 |
| NON-INJURY | 125 | 132 | 167 |
| NUMBER OF PEOPLE INJURED | 22 | 25 | 15 |
| CITATIONS & WARNINGS | 3,744 | 2,692 | 3,849 |
| TRAFFIC CITATIONS | 1,158 | 724 | 1,057 |
| TRAFFIC WARNINGS | 2,017 | 1,346 | 1,821 |
| PARKING CITATIONS & WARNINGS | 568 | 619 | 971 |

COMMUNICATIONS CENTER ACTIVITY OVERVIEW

Item 8.

911 CALLS TAKEN: 4,345

NON-EMERGENCY CALLS TAKEN: 14,153

TOTAL INCOMING CALLS: 18,498

TOTAL CALLS FOR SERVICE GENERATED: 10,958

POLICE CALLS FOR SERVICE: 7,139

OFFICER INITIATED: 3,134

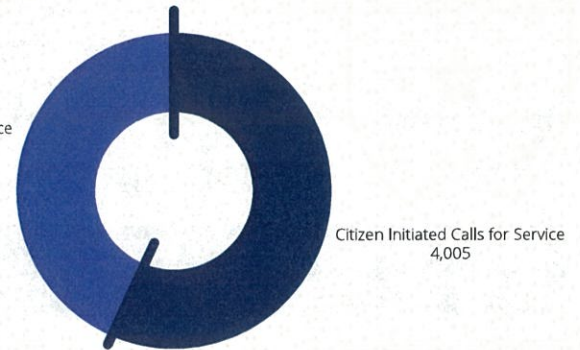
CITIZEN INITIATED: 4,005

OTHER CAD ACTIVITY:

NORMAN FIRE: 1,715

EMSSTAT: 2,104

Officer Initiated Calls for Service
3,134



INVESTIGATIONS ACTIVITY

CASES OPEN DURING REPORTING PERIOD: 171

CASES ASSIGNED DURING THE CURRENT REPORTING PERIOD: 64

CASES CLOSED DURING REPORTING PERIOD: 400

CLEARED BY ARREST / WARRANT: 20

CLEARED BY EXCEPTION: 13

COP FOLLOW-UP: 12

DEACTIVATED: 294

DEACTIVATED DUE TO STAFFING: 27

MISSING PERSONS RECOVERED: 10

REFERRED INTERNALLY: 20

UNFOUNDED: 4

ANIMAL WELFARE

INTAKES: 192

LIVE RELEASES: 221

LIVE OUTCOME RATE: 95%

ANIMALS FOSTERED: 39

VOLUNTEER HOURS: 355

RECORDS

CUSTOMER SERVICE CONTACTS: 1,615

IN-PERSON CONTACTS: 649

PHONE CONTACTS: 490

EMAIL CONTACTS: 476

DEPARTMENT STAFFING

AUTHORIZED COMMISSIONED: 184

ACTUAL EMPLOYED: 172

AVAILABLE FOR ASSIGNMENT: 153**

AUTHORIZED NON-COMMISSIONED: 77

ACTUAL NON-COMMISSIONED: 73

AVAILABLE FOR ASSIGNMENT: 72**

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

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

ANIMAL CONTROL 11A

Norman Animal Welfare Monthly Statistical Report

February 2025



IN SHELTER ANIMAL COUNTS

| | 2024 | | | 2025 | | | Comparisons | |
|-----------|--------|--------|-------|--------|--------|-------|-------------|---------|
| | Canine | Feline | Total | Canine | Feline | Total | Difference | Percent |
| Beginning | 73 | 43 | 116 | 75 | 47 | 122 | 6 | 5% |
| Ending | 93 | 27 | 120 | 96 | 53 | 149 | 29 | 24% |

ANIMAL INTAKES

| | 2024 | | | 2025 | | | Comparisons | |
|---------------------------|------------|-----------|------------|------------|-----------|------------|-------------|------------|
| | Canine | Feline | Total | Canine | Feline | Total | Difference | Percent |
| Stray at Large | 111 | 58 | 169 | 103 | 45 | 148 | (21) | -12% |
| Owner Relinquish | 22 | 29 | 51 | 17 | 28 | 45 | (6) | -12% |
| Owner Intended Euth | 0 | 1 | 1 | 1 | 0 | 1 | 0 | 0% |
| Transfer In | 0 | 0 | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| Other Intakes* | 0 | 5 | 5 | 7 | 2 | 9 | 4 | 80% |
| Returned Animal | 6 | 4 | 10 | 13 | 5 | 18 | 8 | 80% |
| TOTAL LIVE INTAKES | 139 | 97 | 236 | 141 | 80 | 221 | (15) | -6% |

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

OTHER STATISTICS

| | 2024 | | 2025 | | Comparisons | |
|--------------------------|----------|----------|----------|----------|-------------|------------|
| | Total | | Total | | Difference | Percent |
| Wildlife Collected (DOA) | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| Dog Collected (DOA) | 1 | 1 | 1 | 1 | 0 | 0% |
| Cat Collected (DOA) | 0 | 0 | 3 | 3 | 3 | #DIV/0! |
| Wildlife Transferred | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| Intake Horses | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| Intake Cows | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| Intake Goats | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| Intake Sheep | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| Intake Rabbits | 2 | 2 | 1 | 1 | (1) | -50% |
| Intake Pigs | 1 | 1 | 0 | 0 | (1) | -100% |
| Intake Other | 1 | 1 | 3 | 3 | 2 | 200% |
| TOTAL OTHER ITEMS | 5 | 5 | 8 | 8 | 3 | 60% |

LENGTH OF STAY (DAYS)

| | 2024 | 2025 |
|--------|------|------|
| Dog | 21.2 | 16.8 |
| Puppy | 11.3 | 10.2 |
| Cat | 7.7 | 16.9 |
| Kitten | 4.7 | 12.9 |

OWNER SURRENDER PENDING INTAKE

| | Canine | Feline | Other | Total |
|---------|--------|--------|-------|-------|
| Animals | 202 | 30 | 0 | 232 |

Norman Animal Welfare Monthly Statistical Report February 2025



LIVE ANIMAL OUTCOMES

| | 2024 | | | 2025 | | | Comparisons | |
|----------------------------|------------|------------|------------|------------|-----------|------------|-------------|-------------|
| | Canine | Feline | Total | Canine | Feline | Total | Difference | Percent |
| Adoption | 68 | 66 | 134 | 81 | 55 | 136 | 2 | 1% |
| Return To Owner | 32 | 5 | 37 | 28 | 1 | 29 | (8) | -22% |
| Transferred Out | 4 | 0 | 4 | 2 | 1 | 3 | (1) | -25% |
| Returned to Field | 0 | 34 | 34 | 0 | 16 | 16 | (18) | -53% |
| Returned to Owner in Field | 24 | 0 | 24 | 17 | 0 | 17 | | |
| TOTAL LIVE OUTCOMES | 128 | 105 | 233 | 128 | 73 | 201 | (32) | -14% |

OTHER ANIMAL OUTCOMES

| | 2024 | | | 2025 | | | Comparisons | |
|-----------------------------|-----------|----------|-----------|----------|----------|-----------|-------------|-------------|
| | Canine | Feline | Total | Canine | Feline | Total | Difference | Percent |
| Died in Care | 1 | 0 | 1 | 1 | 0 | 1 | 0 | 0% |
| Lost in Care | 0 | 0 | 0 | 1 | 0 | 1 | 1 | 100% |
| Shelter Euth | 14 | 7 | 21 | 6 | 1 | 7 | (14) | -67% |
| Owner Intended Euth | 0 | 1 | 1 | 1 | 0 | 1 | 0 | 0% |
| TOTAL OTHER OUTCOMES | 15 | 8 | 23 | 9 | 1 | 10 | (13) | -57% |

TOTAL OUTCOMES

| | 2024 | | | 2025 | | | Comparisons | |
|-----------------------|------------|------------|------------|------------|-----------|------------|-------------|-------------|
| | Canine | Feline | Total | Canine | Feline | Total | Difference | Percent |
| Total Live Outcomes | 128 | 105 | 233 | 128 | 73 | 201 | (32) | -14% |
| Total Other Outcomes | 15 | 8 | 23 | 9 | 1 | 10 | (13) | -57% |
| TOTAL OUTCOMES | 143 | 113 | 256 | 137 | 74 | 211 | (45) | -18% |

SHELTER EUTHANASIA DATA

| | Canine | Feline | Other | Total | Percentage |
|-------------------------|----------|----------|----------|----------|------------|
| | | | | | |
| Medical - Sick | 0 | 1 | 0 | 1 | 14% |
| Medical - Injured | 1 | 0 | 0 | 1 | 14% |
| Behavior - Aggressive | 4 | 0 | 0 | 4 | 57% |
| Behavior - Other | 1 | 0 | 0 | 1 | 14% |
| TOTAL EUTHANASIA | 6 | 1 | 0 | 7 | |

MONTHLY LIVE RELEASE RATE

| 2024 | 2025 |
|-------|-------|
| 91.4% | 95.7% |

Live Outcomes / (Total Outcomes - Owner Int Euth)

PUBLIC WORKS 12

DEPARTMENT OF PUBLIC WORKS
MONTHLY PROGRESS REPORT
CITY OF NORMAN, OKLAHOMA
February 2025

ENGINEERING DIVISION

DEVELOPMENT

The Development Manager processed one (1) Rural Certificate of Survey and three (3) Preliminary Plats for Planning Commission; two (2) Final Plat for the Development Committee. The Development Engineer reviewed 35 sets of construction plans and four (4) punch lists. There were 95 permits reviewed and/or issued. Fees were collected in the amount of \$9,052.18.

CAPITAL PROJECTS:

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

On April 2, 2019, the citizens of Norman voted in favor of a Bond Issue to finance the local share of 19 transportation improvement projects. The Gray Street Two-Way 2019 Bond Project consists of the conversion of Gray Street from a one-way street to a two-way street between University Avenue and Porter Avenue, and the installation of streetscape elements along Gray Street. The intersection with James Garner Avenue will be entirely reconstructed to accommodate the future James Garner Phase 3 2019 Bond Project. In addition to the roadway and streetscape work, improvements are required to the railroad crossing just east of James Garner Avenue.

The total construction cost for the project is approximately \$7.5 million. Of that, approximately \$4.9 million will be paid by federal grants. The remaining \$2.6 million will be paid for through the City of Norman 2019 Bond Program.

The Oklahoma Department of Transportation (ODOT) conducted a bid opening on March 21, 2024, for the Gray Street Two-Way 2019 Bond Project. The low bidder was Ellsworth Construction, LLC of Oklahoma City, Oklahoma. ODOT awarded the project on April 1, 2024. Construction started on Monday, August 5, 2024, and there are 360 calendar days in the project. This timeframe will likely require just over a year to complete. ODOT is administering the construction of this project, with the assistance of WSB.

Proposed improvements include:

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

As of the last pay application on 2/15/25, 19.21% of the total contract amount has been expended. Through 2/15/25, 44.72% of the contract time has expired.

The contractor's activities this month were as follows:

- Construction of concrete paving and curb and gutter on the north side of Gray Street between Peters Avenue and Jones Avenue and between James Garner Avenue and Santa Fe Avenue
- Construction of drainage structures between Peters Avenue and Jones Avenue on the north side of Gray Street
- Construction of asphalt paving on the north side of Gray Street between Peters Avenue and Jones Avenue
- Construction of curb, gutter, sidewalks and driveways between Santa Fe Avenue and James Garner Avenue
- Began installation of decorative street light poles on the north side of Gray Street from Porter Avenue to Jones Avenue
- Began construction of concrete driveways between Santa Fe Avenue and Webster Avenue.

Sidewalk Programs:

Lindsey Street Sidewalk Repair Project This project is 80% funded through an ACOG grant. This project will include removal and replacement of sidewalks, ramps, driveways and pedestrian push button actuators along

Monthly Progress Report

Public Works (February 2025)

Lindsey Street from 12th Avenue SE to 24th Avenue SE on the north and south sides of Lindsey Street. Construction is anticipated to start April 7th of 2025.

12th Ave NE and W Brooks Street Sidewalk Project This project is 80% funded through an ACOG grant and is currently on hold while an environmental review is completed. This project will include placement of sidewalks, ramps, and driveways along 12th Avenue NE from East Robinson Street to East Rock Creek Road and West Brooks Street from South Pickard Avenue to Wylie Road. Construction is anticipated to start in the late summer/fall of 2025.

FYE 2025 Sidewalk Concrete Projects This project was awarded to Arroyo's Concrete LLC on July 23, 2024 and is currently under construction. This contract includes Citywide Sidewalk Reconstruction Projects, Sidewalk Accessibility Projects, Sidewalk Program for Schools and Arterials Projects, Downtown Area Sidewalks and Sidewalks and Trails. This contract will be ongoing through June of 2025.

Flood Multimodal Path This project was awarded to Parathon Construction and is currently under construction. This contract includes a 10' wide multi use path along the west side of Flood Avenue from Robinson Street to Tecumseh Road. The contractor has completed approximately 80% of the work and have expended approximately 80% of the time allotted for the project. The contract is for 180 days the start date was 9/3/2024 and current completion date due to weather delays is April 15, 2025.

State Highway 9 Multi Use Path This project is 80% funded through an ACOG grant and is currently in design, 90% plans have been completed and are in review at this time. This project will include the construction of a 10' wide Multi Use Path from 48th Ave SE to 72nd Ave SE along the north side of State Highway 9. Construction is anticipated to start in the fall of 2025.

Street Maintenance Bond Programs:

FYE 2025 Street Maintenance Bond – Urban Concrete 1

Urban Concrete 2 bids were opened on June 13, 2024. 8 bids were received and the contract was awarded on July 9, 2024 to Ellsworth Construction in the amount of \$1,191,250.50. The project consists of select panel replacement on existing concrete streets. The project is anticipated to be completed by April 2025. The contractor mobilized on September 30, 2023. During the month of February, the contractor completed work on Merkle Drive.

FYE 2025 Street Maintenance Bond – Urban Concrete 2

Urban Concrete Bid 2 bids were opened on June 13, 2024. 8 bids were received and the contract was awarded on July 9, 2024 to Ellsworth Construction in the amount of \$1,272,530.00. The project consists of select panel replacement on existing concrete streets. The project is anticipated to be completed by April 2025. During the month of February, the contractor completed work in the Westwood Estates addition on Parkland Way and began construction on Dakota Street.

Bridge Maintenance Bond:

60th Ave NE Bridge Replacement

The 60th Ave NE Bridge Replacement bids were opened on June 22, 2023. 3 bids were received and the contract was awarded to K&R Builders in the amount of \$3,043,805.25. The project consists of removal of the existing bridge, minor channel clean-up, construction of a new bridge, and roadway grade adjustments. The project is anticipated to be completed by February 2025. During the month of February, the contractor continued fill operations for the construction of the roadway, began construction of storm water inlets on all four corners of the new bridge, and installed new 18" reinforced concrete storm sewer.

TRANSIT AND PARKING DIVISION

PUBLIC TRANSIT

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

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

Monthly Progress Report

Public Works (February 2025)

recommended in the plan. Recent work includes:

Vehicle Procurement

The City is in the process of purchasing 6 CNG cutaway transit buses for the paratransit fleet. During the week of March 5-7, staff will conduct a pre-delivery inspection trip to two manufacturing facilities: the first in Elkhart, IN to inspect the conversion of the fuel system to CNG and the second to Oregon, OH to inspect the construction of the vehicle chassis. At the time of this trip each facility has 3 of our ordered vehicles under construction. Conducting this trip allows staff to ensure any quality control concerns are addressed and order specifications are being met before the vehicles are delivered. Below is background on this purchase:

- On June 11, 2024, Council adopted resolution R-2324-149 formally accepting the grant and authorizing the purchase. After additional approvals to enhance the vehicles the revised cost share per bus is \$129,452 federal (72%) and \$51,998 local match (28%), resulting in \$181,450 total per bus. Thus the proposed cost share for 6 cutaway buses is \$776,714 federal (72%) and \$311,986 local (28%), resulting in a \$1,088,700 total cost for 6 units.

Service Expansion Priorities

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

- Priority 1: Sunday Service – Proposed Sunday service span and trip frequencies would match current Saturday service levels. Sunday transit service is currently being offered and evaluated as part of the Norman On-Demand microtransit pilot program.
- Priority 3: Increased Frequency on Route 110 – This service expansion upgrades the trip frequency of Route 110 (Main St/24th Ave NW) from 60 minutes to 30 minutes. Staff are re-evaluating the timing of this priority in relation to the current ridership, expected development along the route, and other transit needs.
- Priority 4: Implementation of New Route 113 – This service expansion would add a new route in Southeast Norman operating with a 30-minute frequency. The proposed route, as recommended in the plan, would operate along Classen Blvd, Constitution St, Oak Tree Ave, 12th Ave SE, Cedar Ln and then turnaround near Cedar Ln and Classen Blvd.

Microtransit Pilot Program with Via Transportation – Norman On-Demand

- On July 9, 2024, Council approved contract amendments with both Via Transportation and the University of Oklahoma to extend the expanded service through the end of summer 2025. The service entered its second year of operation on August 20, 2024. Staff are exploring options for this pilot program's future as we near the midpoint of its second year of operation. More details can be found in the attached monthly performance report for Norman On-Demand.

Transit Monthly Performance Reports

Attached are both the EMBARK Norman Performance Report and the Norman On-Demand Performance Reports for January 2024.

PARKING

East Gray Street Parking Lot Pay-Station Replacement

Replacement pay station units including a technological upgrade for the E Gray St. Parking Lot were approved as part of the FY25 budget and were installed Monday, February 24, 2025. Following technology downloads and updates on the new equipment, the machines are currently operational, though staff are working to learn new maintenance routines and troubleshoot any programming issues as they arise. The new units make use of the same network and software as the existing system, but the upgraded model is now capable of accepting chip and contactless payments. Other payment methods including pay-by-text and mobile app payments meant there was minimal disruption to regular parking operations while the installation was completed.

*Monthly Progress Report
Public Works (February 2025)*

STREETS DIVISION

CAPITAL PROJECTS

- Streets Crews worked in Savannah Addition on Halray Drive replacing concrete panels. The repairs required 45.52 cubic yards of concrete and resulted in over 228 square yards repaired
- Streets Crews worked on Cinnamon Run from Allspice Run to Nutmeg Drive to complete an asphalt repair. This asphalt deep patch and overlay required 1,808.85 tons of asphalt for the repair.

ASPHALT PROJECTS

- Streets Paving Crew worked on Beaumont Square to complete an asphalt repair. This asphalt deep patch required 18.43 tons to complete the repair.

SNOW AND ICE OPERATIONS – TOTALS FOR 2 SNOW AND ICE EVENTS

- Crews spread 1,015 tons of sand and salt mix during inclement weather. Due to low temperatures and ice, 175 miles of road was treated with sand mixture.
- Crews applied 64,500 gallons of brine mixture to 207 miles of roadway.
- There were two periods of inclement weather during February, from February 11th to 12th and February 17th to 19th.

STORMWATER DIVISION

STORMWATER CAPITAL PROJECTS

FYE 2025 Drainage Rehabilitation Project

The City of Norman's Stormwater Division is responsible for the maintenance of a vast network of stormwater inlets, flumes, vegetated channels, and storm sewer lines. Many of the City's inlets are decades old and built of brick and mortar. Over time, the brick and mortar inlets have demanded an outsized maintenance effort. Intent on reducing the maintenance burden and building off the success of FYE 2023 Inlet Rehabilitation Project, staff has continued to add locations to the list of inlets and other drainage infrastructure in most need of replacement. This is a city-wide project. This project will also construct a concrete flume in the vicinity of Rowena Lane where homeowners have experienced excessive standing water due to the existing poor drainage conditions.

The Drainage Rehabilitation Project will affect all wards in the City. Construction activities include removal of old brick and mortar inlet structures and construction of new concrete inlet structures, removal and replacement of sidewalk, and construction of a new flexamat-lined channel and flume. Such construction activities are necessary to improve the condition of the City's stormwater infrastructure and decrease the required maintenance intervals.

During the month of February, the contractor completed construction of inlets located at 699 Webster Avenue, and performed repairs of the articulate concrete blocks in Imhoff Creek.

WORK ORDER RESPONSE

Stormwater Division received 6 work order requests and closed 5 work orders.

INFRASTRUCTURE MAINTENANCE

The Infrastructure Maintenance Crew

- Repaired a washout with flex-a-mat and replaced a section of sidewalk at 48th Avenue NW and Robinson Street.
- Completed drainage dirt work, installed headwalls, and prepped area for sod at 3898 120th Avenue NE.
- Assisted Streets Division during Snow and Ice Operations.

CHANNEL MAINTENANCE

The Channel Maintenance Crew

- Repaired a section of WPA drainage channel wall in Imhoff Creek Channel.
- Assisted Streets Division Asphalt Overlay Crew in the paving of 72nd Avenue SE and Nutmeg Drive.
- Began removing drainage debris from Brookhaven Channel at 3225 Cove Hollow Court.
- Assisted Streets Division during Snow and Ice Operations.

Monthly Progress Report

Public Works (February 2025)

- Mowed 35,197 square feet of drainage areas.

URBAN STREET SWEEPING/CAMERA VAN OPERATIONS

The Street Sweeping/Camera Crew

- 245 lane miles were swept in February resulting in the removal of approximately 85.47 tons of debris from various curb-lined streets throughout the city.
- The Camera Crew was able to camera 5,434 linear feet of stormwater infrastructure before camera went down for repairs.
- Assisted Streets Division during Snow and Ice Operations.

INLET CLEARING OPERATIONS

Stormwater crews checked 560 inlets and cleaned 127 inlets totaling 2.25 tons of debris removed in Ward 2 and 4.

STORMWATER OKIE LOCATES

During the month of February 2,120 Call 811 Okie Spots were received. Of those requests, 90 were marked stormwater pipe locates.

FLEET DIVISION

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

FUEL REPORT

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

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

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

MAINTENANCE REPORT

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

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

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

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

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

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

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

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

PRODUCTIVITY REPORT

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

Productivity Goal: When mechanics are productive at 70%, meaning that 70% of their day was spent actually working on vehicles, the City of Norman is in equilibrium. We are able to use the money generated from their direct labor to pay wages, benefits and the utilities. Actual Productivity: This is the average percent of all the mechanics' total productivity during the available working hours for the month.

FEBRUARY 2025
DEVELOPMENT COORDINATION, ENGINEERING
AND PERMIT REVIEW

Subdivision Development:

FYE 2025 Associated Fees

Planning Commission/Dev Comm Review:

This Month

Last Month

FY Total

*Norman Rural Cert of Survey... 1
 *Final Plats..... 2
 *Preliminary Plats..... 3
 *Short Form Plat..... 1
 *Center City Form Based Code.. 0
 *Concurrent Constr. Request... 0

City Council Review:

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

\$6,055.00

Development Committee:

Final Plats..... 0

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

Subtotal:

\$6,055.00

\$11,070.00

\$52,590.00

Permits Reviewed/Issued:

(includes Offsite Construction fees)

**Single Family..... 15
 ***Commercial..... 27
 Multi-Family..... 0
 Addition/Alteration..... 10
 House Moving..... 0
 Paving Only..... 1
 Storage Building..... 8
 Swimming Pool..... 8
 Storm Shelters..... 28
 Public Improvements..... 2
 Temporary Encroachments..... 0
 Fire Line Pits/Misc..... 0
 Franchise Utilities 6
 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 | \$100.00 | \$1,600.00 |
| \$2,997.18 | \$6,105.57 | \$36,960.00 |
| \$9,052.18 | \$17,275.57 | \$78,617.00 |
| 35 | 29 | 181 |
| 4 | 2 | 16 |

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

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

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

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

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

FEBRUARY 2025

DEVELOPMENT COORDINATION, ENGINEERING, AND PERMIT REVIEW

KEN DANNER/TODD McLELLAN/LANDON GUM

| | NUMBER OF INSTANCES | PERCENTAGE ACHIEVED |
|---|------------------------|------------------------|
| <i>PI #8</i> PREPARE DEVELOPMENT PUNCH LIST WITHIN 1 DAY OF FINAL INSPECTION | 4 | 100% |
| <i>PI #10</i> SINGLE FAMILY BLDG PERMIT REVIEW W/I 3 DAYS | 15 | 100% |
| <i>PI #11</i> COMMERCIAL BLDG PERMIT REVIEW W/I 7 DAYS | 27 | 100% |
| <i>PI #12</i> CONSTRUCTION PLAN REVIEW W/I 10 DAYS | 35 | 100% |
| <i>PI #13</i> FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS | 2 | 100% |

PERFORMANCE REPORT

Summary of Services Table: January 2025

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

| EMBARK Norman Service Summary | ADP Jan FY25 | FY25 YTD | FY24 YTD | Service Profile | Jan FY25 | Jan FY24 |
|----------------------------------|-----------------|-------------|-------------|-----------------|-------------|-------------|
| Fixed Routes (M-F) | 1,606 | 252,539 | 199,507 | Weekdays | 22 | 22 |
| Fixed Routes (Sat) | 744 | 24,101 | 20,709 | Saturdays | 4 | 4 |
| PLUS (M-F) | 85 | 14,745 | 12,946 | Gamedays | 0 | 0 |
| -Zone 1* | 59 | 10,589 | 9,629 | Holidays | 1 | 1 |
| -Zone 2** | 26 | 4,156 | 3,317 | Weather | 1 | 5 |
| PLUS (Sat)*** | 14 | 569 | 631 | Fiscal YTD Days | 179 | 179 |
| | | | | Cal. YTD Days | 26 | 26 |

*Requires ¾ mile

**Operates only on Weekdays until 7:00 pm

***Operates only in Zone 1

Strategic Performance Measures

| MEASURE | FY 25 YTD | FY 25 Targets | |
|--|--------------|------------------|---|
| # of Norman fixed-route passenger trips provided | 276,640 | 400,000 | ● |
| # of Norman paratransit trips provided | 15,314 | 23,800 | ■ |
| % of on-time Norman paratransit pick-ups | 97.34% | 98.58% | ● |
| # of Norman bus passengers per service hour, cumulative | 20.31 | 21.14 | ▲ |
| # of Norman bus passengers per day, average | 1,551* | 800* | ● |
| % of Norman required paratransit pick-ups denied due to capacity | 0.90%* | 0.00% | ● |
| % of on-time fixed-route arrivals | 68.27% | 75.00% | ▲ |

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



Performance Report

Microtransit Pilot Program Performance Report

January 2024

Purpose

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

Service Profile, Hours, and Pricing

Norman On-Demand is a pilot microtransit service which launched for late night and Sunday service in core Norman on August 21, 2023. Norman On-Demand is a turnkey service provided by TransitTech provider Via. The Norman On-Demand app is available on the Apple App Store and the Google Play Store. This service provides access to safe and affordable public transportation through technology, particularly during evening hours and on Sundays when other public transit options are limited. Through a collaboration with the University of Oklahoma, the Norman On-Demand Program also operates the University's SafeRide

| Service Hours | | Pricing | |
|---|-------------|--|--------|
| Monday-Wednesday | 7pm – 1am | First Passenger | \$2.00 |
| Thursday-Saturday | 7pm – 3am* | Each Additional Passenger | \$1.00 |
| OU SafeRide: Thursday-Saturday | 10pm – 3am* | OU SafeRide (OU Students using OU email address during SafeRide hours) | Free |
| Sunday | 10am – 6pm | | |
| ADA/Wheelchair Accessible Vehicles available upon request. | | | |
| *Outside of the OU fall and spring semesters, Thursday-Saturday service ends at 1am | | | |

Program, which is designed to provide safe and free late night transportation to OU students. Because this is a pilot program, there may be changes to service area, hours of operations, or other aspects of the service while the City focuses the program to efficiently serve the needs and desires of our community.

Key Performance Indicator Measures

| Measure | Target | Fiscal Year to Date (7/01/24 – 1/31/25) | January | | Year Over Year Service |
|---|-------------|---|------------|------------|------------------------------|
| | | | 2025 | 2024 | |
| Average Walking Distance | <0.10 miles | 0.06 miles | 0.07 miles | 0.07 miles | 0% (no change) |
| Maximum Walking Distance | 0.25 miles | 0.37 miles | 0.37 miles | 0.32 miles | +13.51% |
| Average Rider Wait Time* | <15 min | 22.5 min | 27.4 min | 25.2 min | +8.03% |
| Maximum Rider Wait Time* | 20 min | 79.8 min* | 47.0 min* | 54.8 min* | -16.60% |
| Percent of Ride Requests Picked Up in 20min | >80% | 46.35%** | 36.13%** | 47.98%** | -32.80% |
| *OU has requested longer available wait times for OU students during SafeRide hours (up to a 2 hour max). This affects the original goal of 20 minutes that was identified in the original Request for Proposals. | | | | | |
| **Number of ride requests with 'Completed' status that have a wait time of 20 minutes or less as a percentage of the total number of ride requests with 'Completed' status. This data is skewed by longer available wait times for OU students during SafeRide hours. | | | | | |

Additional Performance Measures

Ridership

Norman On-Demand completed 3,272 rides in January 2025, which is a 3.06% decrease from the December 2024 total of 3,372. There were a total of 52 completed trips requesting a WAV or wheelchair accessible vehicle in December 2024. Ridership per service hour

(RPSH) is a ratio of the number of riders making use of the service in relation to how much service is being provided (i.e. one vehicle providing one hour of service would be one 'service hour').

| Ridership | Fiscal Year to Date (7/01/24 – 1/31/25) | January | | Year Over Year Service |
|-------------------------------------|--|---------|-------|------------------------|
| | | 2025 | 2024 | |
| Total Number of Riders | 27,147 | 3,272 | 2,481 | +24.18% |
| Total # of Completed Trips | 17,872 | 2,184 | 1,592 | +27.11% |
| # of Completed Trips Requesting WAV | 217 | 52 | 13 | +75.00% |
| Ridership Per Service Hour (RPSH) | 6.0 | 6.1 | N/A | N/A |

Rider Experience

Approximately 12.8% of all completed rides during FYE25 received a rating, of which 96.8% were rated five out of five stars. The

| Rider Experience | Fiscal Year to Date (7/01/24 – 1/31/25) | January | | Year Over Year Service |
|-------------------------------------|--|---------|------|------------------------|
| | | 2025 | 2024 | |
| Average Ride Duration (in minutes) | 11.3 minutes | 10.5 | 8.2 | +21.90% |
| Average Ride Distance (in miles) | 3.3 miles | 3.2 | 2.8 | +12.5% |
| Average Ride Rating (5 stars scale) | 4.9 stars | 4.9 | 4.8 | 0% (no change) |

system includes an automated feed-back process where all ride ratings with four stars or fewer that have actual written feedback attached are reviewed by customer support agents. Poor ride ratings alone are not categorized as complaints. Six complaints were reported to Via in the month of January, representing 1.2 complaints per 1000 rides provided. Four complaints were regarding driver conduct, regarding detours and pickup issues as well as demeanor; one complaint was regarding the cleanliness/smell of the vehicle; and one complaint was disputing a duplicate charge.

Program Engagement and Rider Growth

Since the Norman On-Demand App launched on August 16, 2023, a total of 10,095 individual accounts have been created, which is a 5.62% increase over the December 2024 service to date total of 9,558 and a 61.78% increase over the January 2024 service to date total of 3,835. Of these accounts more than half of them (51.58%) have utilized the service at least once and more than a quarter of active accounts (2,883 accounts or 28.56%) have completed more than five rides. A highlight of recent data shows 16 unique accounts have completed more than 100 rides.

Riders are also able to call 405-643-8638 to schedule rides without using the App.

| Engagement – Service to Date (8/16/23 – 12/31/24) | | |
|---|--------|--------|
| App Accounts Created Since Launch | 10,095 | |
| OU Accounts | N/A | N/A |
| Active Accounts* | 7,009 | 69.43% |
| Rider Accounts** | 5,208 | 51.58% |
| Repeat Rider Accounts*** | 4,209 | 41.69% |
| *accounts with user engaging w/ ride requests at least once | | |
| **accounts with at least 1 completed ride | | |
| ***accounts with at least 2 completed rides | | |

Accidents and Vehicles

No accidents or incidents were reported in the month of January. Five of seven vehicles were in active service during the month of January, which still meets the target fleet availability. One of the vehicles out for service is being assessed for a wiring issue, the other is expected to return to service in early February.

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2025

Item 8.

| STREET DIVISION | | | | | |
|---|------------------------------|------------------------------|---------------|--------------|-----------|
| | FYE 2025 February 2025 | FYE 2025 February 2025 | Year to Date | Year to Date | FYE 2025 |
| PERFORMANCE INDICATORS | ACTUAL | PERCENT | ACTUAL | PERCENT | PROJECTED |
| Distribute work order requests to field personnel within one day. | 99% | 99% | 99% | 100% | 100% |
| Patch potholes smaller than one cubic foot within 24 hours | 100% | 100% | 100% | 100% | 95% |
| (tons of material used) | 4.04 | | 183.17 | | |
| Overlay/pave 10 miles per year. | 1.50 | 15% | 2.80 | 28% | 100% |
| Replace 2,000 square yards of concrete pavement panels | 380.78 | 19% | 3,097.11 | 155% | 100% |
| Grade all unpaved alleys two (2) times per year. (approximately 210 blocks) | 13.00 | 3% | 22.00 | 5% | 100% |
| Mow 15 ROW-miles (1,584,000 sf) of Urban right-of-way, eight times per year | - | 0% | 15,191,250.00 | 120% | 100% |
| Mow 148 miles of Rural Right-of-way three times per year | - | 0% | 1,488.00 | 335% | 100% |
| Debris Removal – pre-positioned contractor on notice 24 hours prior to storm event | - | 0% | - | 0% | 100% |
| Debris Removal - Issue Notice to Proceed/Task Order with 48 hours of storm event | - | 0% | - | 0% | 100% |
| Bridge - Maintain 5 non-deficient bridges in a year | 5 | 180% | 9 | 180% | 100% |
| Bridge - Rehab 7 structurally deficient bridges per year through outside contract | - | 0% | - | 0% | 100% |
| Bridge - Replace one functionally obsolete bridge per year | - | 50% | - | 0% | 100% |
| Bond Program - Contract all selected projects for the bond year within the same fiscal year | | | | 65% | 100% |
| Capital Program – Complete all selected projects within the same fiscal year | | | - | 40% | 100% |

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2025

| STORMWATER DIVISION | | | | | |
|--|-------------------------------|-------------------------------|--------------|-----------------|-----------|
| | FYE 2025 FEBRUARY, 2025 | FYE 2025 FEBRUARY, 2025 | Year to Date | Year to Date | FYE25 |
| PERFORMANCE INDICATORS | ACTUAL | PER CENT | ACTUAL | PER CENT | PROJECTED |
| Respond to stormwater complaints and drainage concerns within 24 hours of the time reported. | 99% | 99% | 99% | 99% | 99% |
| | | | | | |
| Mechanically sweep 500 curb miles per month (6,000 Annually) | 245.00 | 49% | 2,947.00 | 49% | 85% |
| | | | | | |
| Inspect and clean 100% of the urban drainage inlets three times per year. | 560.00 | 6% | 5,165.00 | 52% | 65% |
| | | | | | |
| Mow 2,271,548 square-feet (52 acres) of open drainage ways, six times per year. | 35,197.00 | 0% | 5,713,701.50 | 42% | 70% |
| | | | | | |
| Permit all floodplain activities as appropriate. | - | 0% | 18.00 | 18% | 95% |
| | | | | | |
| Camera stormwater infrastructure to inspect and identify. (4 map grids per month) | 1.00 | 2% | 5 | 11% | 85% |
| *Camera map grids identified in FY24 and program transitioning to proactive inspection. | | | | | |

**PUBLIC WORKS
FLEET DIVISION
ACTIVITY REPORT**

Item 8.

January 2025

| IN GALLONS | FYE 2025 | FUEL REPORT | | |
|------------------|---------------------------|-------------------------|--------------------------|----------------------------|
| | <u>UNLEADED PURCHASED</u> | <u>DIESEL PURCHASED</u> | <u>CNG PURCHASED</u> | |
| Internal pumps | 15,372.00 | 14,939.00 | 22,987.28 | |
| Outside - sublet | 388.00 | 102.00 | 1,254.35 | |
| TOTAL | 15,760.00 | 15,041.00 | 24,241.63 | |
| | <u>UNLEADED CONSUMED</u> | <u>DIESEL CONSUMED</u> | <u>CITY CNG CONSUMED</u> | <u>PUBLIC CNG CONSUMED</u> |
| Consumption | 20,225.10 | 18,908.60 | 22,987.28 | 1,254.35 |

| FYE 2025 TO DATE CONSUMPTION | | | | |
|------------------------------|--------------------------|------------------------|--------------------------|----------------------------|
| TOTAL | <u>UNLEADED CONSUMED</u> | <u>DIESEL CONSUMED</u> | <u>CITY CNG CONSUMED</u> | <u>PUBLIC CNG CONSUMED</u> |
| Consumption | 168,689.23 | 182,170.84 | 256,384.24 | 8,597.14 |

| INTERNAL PRICE PER GALLON: | | | | | EXTERNAL PRICE PER GALLON: | | | | |
|----------------------------|------|--------|-----|--------|----------------------------|------|--------|-----|--------|
| UNLEADED | High | \$2.36 | Low | \$2.14 | UNLEADED | High | \$2.36 | Low | \$2.26 |
| DIESEL | High | \$2.45 | Low | \$2.15 | DIESEL | High | \$2.25 | Low | \$2.24 |
| CNG | High | \$0.17 | Low | \$0.17 | CNG | High | \$2.10 | Low | \$2.10 |

| CONSUMABLE PARTS PURCHASED | | PUBLIC CNG SALES | |
|-------------------------------------|---------------------|--|-------------|
| REPAIR PARTS | \$110,570.35 | Month Total Public CNG Sales | \$2,615 |
| OILS/FLUIDS | \$3,558.07 | FYE 2025 To Date Public Sales | \$16,603 |
| TIRES | \$17,973.84 | LIFE TO DATE CNG GAS GALLON EQUIVALENT | |
| SUBLET REPAIRS | \$13,011.35 | Total Sold Gallons Life To Date | 1,132,189 |
| | | Total Gross Sales Life To Date | \$1,699,447 |
| TOTAL SPENT ALL Parts/Sublet | \$145,113.61 | Life To Date CNG Gas Gallon Equivalent | |
| | | Total Public/City Through-Put CNG Gallons @ Station: | 3,837,722 |

| Light Shop | CURRENT MONTH | LAST MONTH | Two Months Ago | YEAR TO DATE |
|-----------------------|---------------|------------|----------------|--------------|
| ROAD SERVICE | 3 | 0 | 0 | 12 |
| EMERGENCY ROAD CALLS | 9 | 16 | 7 | 124 |
| PM SERVICES | 64 | 84 | 109 | 724 |
| INCLEMENT WEATHER | 1 | 0 | 0 | 1 |
| WORK ORDERS | 119 | 212 | 174 | 2,010 |
| SCHEDULED REPAIRS | 69 | 99 | 100 | 1,003 |
| NON SCHEDULED REPAIRS | 50 | 87 | 43 | 771 |

| Heavy Shop | CURRENT MONTH | LAST MONTH | Two Months Ago | YEAR TO DATE |
|-----------------------|---------------|------------|----------------|--------------|
| ROAD SERVICE | 21 | 11 | 0 | 55 |
| EMERGENCY ROAD CALLS | 0 | 4 | 15 | 19 |
| PM SERVICES | 40 | 40 | 50 | 395 |
| INCLEMENT WEATHER | 1 | 0 | 0 | 0 |
| WORK ORDERS | 110 | 151 | 132 | 1,411 |
| SCHEDULED REPAIRS | 37 | 31 | 133 | 637 |
| NON SCHEDULED REPAIRS | 73 | 94 | 6 | 721 |

| Transit Shop | CURRENT MONTH | LAST MONTH | Two Months Ago | YEAR TO DATE |
|-----------------------|---------------|------------|----------------|--------------|
| ROAD SERVICE | 1 | 0 | 0 | 1 |
| EMERGENCY ROAD CALLS | 0 | 0 | 0 | 1 |
| PM SERVICES | 9 | 4 | 15 | 98 |
| INCLEMENT WEATHER | 1 | 0 | 0 | 1 |
| WORK ORDERS | 48 | 41 | 61 | 422 |
| SCHEDULED REPAIRS | 89 | 39 | 71 | 473 |
| NON SCHEDULED REPAIRS | 4 | 1 | 8 | 26 |

| EVT Shop | CURRENT MONTH | LAST MONTH | Two Months Ago | YEAR TO DATE |
|-----------------------|---------------|------------|----------------|--------------|
| ROAD SERVICE | 0 | 0 | 0 | 0 |
| EMERGENCY ROAD CALLS | 0 | 1 | 0 | 3 |
| PM SERVICES | 7 | 12 | 6 | 90 |
| INCLEMENT WEATHER | 0 | 0 | 0 | 0 |
| WORK ORDERS | 23 | 26 | 27 | 299 |
| SCHEDULED REPAIRS | 17 | 11 | 55 | 272 |
| NON SCHEDULED REPAIRS | 9 | 15 | 0 | 86 |

| COMBINED SHOPS | CURRENT MONTH | LAST MONTH | TWO MONTHS AGO | YEAR TO DATE |
|-----------------------|---------------|------------|----------------|--------------|
| ROAD SERVICE | 25 | 11 | 0 | 68 |
| EMERGENCY ROAD CALLS | 9 | 21 | 22 | 282 |
| PM SERVICES | 120 | 140 | 180 | 1,136 |
| INCLEMENT WEATHER | 3 | 0 | 0 | 0 |
| WORK ORDERS | 300 | 430 | 394 | 4,488 |
| SCHEDULED REPAIRS | 212 | 180 | 359 | 2,678 |
| NON SCHEDULED REPAIRS | 136 | 197 | 57 | 1,776 |

**FLEET DIVISION
INVENTORY
February 2025**

FUEL

| | | | | | | |
|-----------------|---------|---------|----------|---|-------|--------------|
| WESTWOOD GOLF | 721.9 | gallons | UNLEADED | @ | 2.520 | \$ 1,819.19 |
| WESTWOOD GOLF | 633.1 | gallons | DIESEL | @ | 2.640 | \$ 1,671.38 |
| NORTH BASE | 4,940.0 | gallons | UNLEADED | @ | 2.230 | \$ 11,016.20 |
| NORTH BASE | 4,667.0 | gallons | DIESEL | @ | 2.320 | \$ 10,827.44 |
| FIRE STATION #5 | 239.6 | gallons | UNLEADED | @ | 2.030 | \$ 486.39 |
| FIRE STATION #5 | 182.5 | gallons | DIESEL | @ | 2.210 | \$ 403.33 |
| FIRE STATION #6 | 130.6 | gallons | UNLEADED | @ | 2.310 | \$ 301.69 |
| FIRE STATION #6 | 290.2 | gallons | DIESEL | @ | 2.250 | \$ 652.95 |
| BULK TANKS | 1,200.0 | gallons | DIESEL | @ | 2.170 | \$ 2,604.00 |

| TOTAL | GALLONS: | DOLLAR: |
|--------------|-----------------|----------------|
| UNLEADED | 6,032.1 | \$ 13,623.46 |
| DIESEL | 6,972.8 | \$ 16,159.10 |

**PUBLIC WORKS FLEET DIVISION
PM COMPLIANCE REPORT
FEBRUARY FYE 2025**

Industry Standard Compliance: Not To Exceed 5%

Item 8.

| 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 | 1 | 1 | | | 0% | 0% |
| INFORMATION TECHNOLOGY | | | | | | |
| INFORMATION TECHNOLOGY | 1 | | 1 | | 0% | 100% |
| HUMAN RESOURCES | | | | | | |
| HUMAN RESOURCES | | | | | 0% | 0% |
| | | | | | 0% | 0% |
| PLANNING | | | | | | |
| PLANNING | 1 | 1 | | | 0% | 0% |
| BUILDING INSPECTIONS | | | | | 0% | 0% |
| CODE COMPLIANCE | 1 | 1 | | | 0% | 200% |
| PUBLIC WORKS | | | | | | |
| ENGINEERING | | | | | 0% | 0% |
| STREETS | 9 | 9 | | | 0% | 22% |
| STORMWATER | 5 | 5 | | | 0% | 40% |
| TRAFFIC | 1 | 1 | | | 0% | 200% |
| STORMWATER QUALITY | 1 | 1 | | | 0% | 0% |
| FLEET | 1 | 1 | | | 0% | 0% |
| TRANSIT | | | | | 0% | 0% |
| POLICE | | | | | | |
| ANIMAL CONTROL | | | | | 0% | 0% |
| POLICE ADMINISTRATION | | | | | 0% | 0% |
| POLICE STAFF SERVICES | | | | | 0% | 0% |
| POLICE CRIMINAL INVESTIGATIONS | 2 | 2 | | | 0% | 300% |
| POLICE PATROL | 15 | 14 | 2 | 3 | 20% | 200% |
| POLICE SPECIAL INVESTIGATIONS | 1 | 1 | | | 0% | 100% |
| POLICE EMERGENCY COMMUNICATIONS | | | | | 0% | 0% |
| FIRE | | | | | | |
| FIRE ADMINISTRATION | | | | | 0% | 0% |
| FIRE TRAINING | | | | | 0% | 0% |
| FIRE PREVENTION | 1 | 1 | | | 0% | 200% |
| FIRE SUPPRESSION | 2 | 2 | | | 0% | 0% |
| FIRE DISASTER PREPAREDNESS | | | | | 0% | 0% |
| PARKS & RECREATION | | | | | | |
| PARK MAINTENANCE | 10 | 10 | | | 0% | 20% |
| PARKS & RECREATION | | | | | 0% | 0% |
| CUSTODIAL | | | | | 0% | 0% |
| FACILITY MAINTENANCE | | | | | 0% | 0% |
| PARKS FORESTRY | | | | | 0% | 0% |
| PUBLIC SAFETY SALES TAX (PSST) | | | | | | |
| PSST POLICE PATROL | 5 | 5 | | | 0% | 100% |
| PSST POLICE CRIMINAL INVESTIGATIONS | | | | | 0% | 0% |
| PSST FIRE SUPPRESSION | 1 | 1 | | | 0% | 0% |
| PSST SRO | | | | | 0% | 0% |
| CDBG | | | | | | |
| PLANNING CDBG | | | | | 0% | 0% |
| UTILITIES WATER | | | | | | |
| UTILITIES ADMINISTRATION | | | | | 0% | 0% |
| WATER TREATMENT PLANT | | | | | 0% | 0% |
| WATER PLANT | | | | | 0% | 0% |
| WATER PLANT WELLS | | | | | 0% | 0% |
| WATER PLANT LAB | | | | | 0% | 0% |
| LINE MAINTENANCE ADMIN | | | | | 0% | 0% |
| WATER LINE MAINTENANCE | 10 | 9 | 1 | 1 | 10% | 20% |
| UTILITIES INSPECTOR | | | | | 0% | 0% |
| METER SERVICES | | | | | 0% | 0% |
| UTILITIES WRF | | | | | | |
| WRF ADMIN | | | | | 0% | 0% |
| WRF INDUSTRIAL | | | | | 0% | 0% |
| WRF BIOSOLIDS | 1 | 1 | | | 0% | 0% |
| WRF OPERATIONS | | | | | 0% | 0% |
| SEWER LINE MAINTENANCE | 4 | 4 | | | 0% | 0% |
| UTILITIES SANITATION | | | | | | |
| SANITATION ADMINISTRATION | | | | | 0% | 0% |
| SANITATION RESIDENTIAL | 18 | 16 | 2 | 2 | 11% | 22% |
| SANITATION COMMERCIAL | 4 | 2 | 1 | 2 | 50% | 100% |
| SANITATION TRANSFER | 1 | 1 | | | 0% | 400% |
| SANITATION COMPOST | | | | | 0% | 0% |
| SANITATION RECYCLE | 2 | 1 | 1 | 1 | 50% | 100% |
| SANITATION YARD WASTE | 2 | 2 | | | 0% | 0% |
| | | | | | 0% | 0% |
| UTILITIES EVIROMENTAL | | | | | | |
| ENVIRONMENTAL & SUSTAINABILITY | | | | | 0% | 0% |
| CITYWIDE TOTAL | 100 | 92 | 8 | 9 | 9% | 23% |

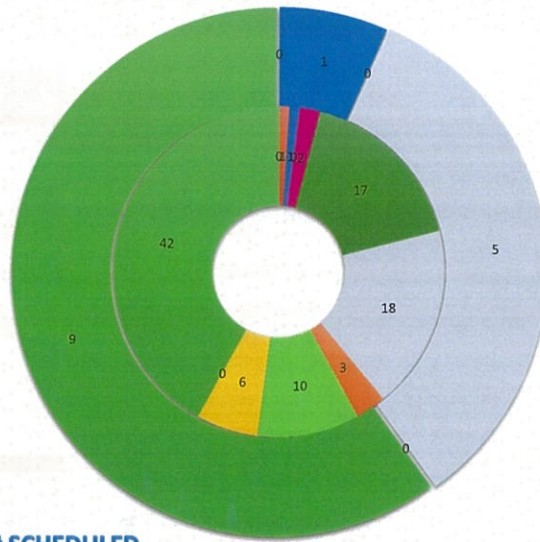
**PUBLIC WORKS FLEET DIVISION
PM COMPLIANCE REPORT
FEBRUARY FYE 2025**

Item 8.

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 | | | | | | | | | | |
| 986T | 2000 Dons Equipment Trailer | Animal Control | 3/1/2025 | 11/19/2024 | -102 | Days | 11/19/2024 | Light Repair | PM-A | 5/11/2023 |
| 1113 | 2014 Ford Interceptor | PD Patrol | 74263 | 74746 | 483 | Miles | 12/2/2024 | Light Repair | PM-C | 9/17/2024 |
| 987T | 1998 W&W 6X16 Stock Trailer | Animal Control | 3/1/2025 | 1/13/2025 | -47 | Days | 1/13/2025 | Light Repair | PM-A | 1/25/2024 |
| 1105 | 2015 Ford Interceptor | PD Patrol | 68553 | 68260 | -293 | Miles | 1/9/2025 | Light Repair | PM-C | 10/7/2024 |
| 1160 | 2013 Ford Interceptor | PD Patrol | 110607 | 106512 | -4095 | Miles | 1/27/2025 | Light Repair | PM-C | 12/5/2024 |
| 241163 | 2024 Ford Explorer | PD Patrol | 3295 | 4000 | 705 | Miles | 2/17/2025 | Light Repair | PM-C | |
| 221197 | 2022 Ford Explorer | PD Patrol | 25972 | 26475 | 503 | Miles | 2/21/2025 | Light Repair | PM-C | 12/5/2024 |
| 1165 | 2014 Ford Interceptor | PD Patrol | 67949 | 68157 | 208 | Miles | 2/21/2025 | Light Repair | PM-C | 12/5/2024 |
| Public Works | | | | | | | | | | |
| 892T | 2012 MAXEY TD 10.4K TRAILER | Stormwater Maintenance | 3/1/2025 | 1/31/2025 | -29 | Hours | 1/31/2025 | Light Repair | PM-A | 2/19/2024 |
| 2376 | 2023 Skyjack Scissor Lift | Fleet Heavy Shop | 3/1/2025 | 1/1/2025 | -59 | Days | 1/31/2025 | Heavy Repair | PM-B | 10/1/2024 |
| Utilities | | | | | | | | | | |
| 0239 | 2016 Peterbilt 320 | Sanitation Commercial | 3/1/2025 | 11/21/2024 | -100 | Days | 11/21/2024 | Heavy Repair | PM-N | 8/2/2023 |
| 0228 | 2018 Peterbilt 320 | Sanitation Commercial | 3/1/2025 | 2/11/2025 | -18 | Days | 2/11/2025 | Heavy Repair | PM-C | 8/2/2023 |

**PM Compliance Report February
FYE 2025**



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

| Department | Scheduled | Missed /Late | % Late |
|------------------------|------------|--------------|--------------|
| City Clerk | 0 | 0 | 0.0% |
| Municipal Court | 1 | 0 | 0.0% |
| Information Technology | 1 | 1 | 100.0% |
| Human Resources | 0 | 0 | 0.0% |
| Planning | 2 | 0 | 0.0% |
| Public Works | 17 | 0 | 0.0% |
| Police | 18 | 5 | 27.8% |
| Fire | 3 | 0 | 0.0% |
| Parks & Rec. | 10 | 0 | 0.0% |
| PSST | 6 | 0 | 0.0% |
| CDBG | 0 | 0 | 0.0% |
| Utilities | 42 | 9 | 21.4% |
| Citywide Total | 100 | 15 | 15.0% |

PUBLIC WORKS
FLEET DIVISION
Technician Productivity
Report

FYE 2025

February 2025

| MECHANIC | PRODUCTIVITY | | | | INDIVIDUAL PRODUCTIVITY | | | | Total | |
|----------|--------------|--------|------------|-------------|-------------------------|--------|-----------|----------|-------|--|
| | GOAL | ACTUAL | DIFFERENCE | TOTAL HOURS | NAME | direct | Available | indirect | | |
| 497 | 72% | 121.53 | 85.1% | 13.1% | Lowman | 121.53 | 142.75 | 21.22 | | |
| 642 | 72% | 0.00 | #DIV/0! | 0.00 | Deaver | 0.00 | 0.00 | 0.00 | | |
| 1554 | 72% | 118.59 | 78.2% | 6.2% | Boyd | 118.59 | 151.59 | 33.00 | | |
| 1676 | 72% | 76.74 | 85.7% | 13.7% | Schunacher | 76.74 | 89.56 | 12.82 | | |
| 2098 | 72% | 115.38 | 81.4% | 9.4% | Johnson | 115.38 | 141.74 | 26.36 | | |
| 2495 | 72% | 136.09 | 83.4% | 11.4% | Vann | 136.09 | 163.26 | 27.17 | | |
| 2745 | 72% | 113.24 | 92.6% | 20.6% | Durham | 113.24 | 122.30 | 9.06 | | |
| 3001 | 72% | 124.08 | 84.8% | 12.8% | Winters | 124.08 | 146.39 | 22.31 | | |
| 3134 | 72% | 0.00 | #DIV/0! | 0.00 | Massie | 0.00 | 0.00 | 0.00 | | |
| 3151 | 72% | 108.48 | 85.2% | 13.2% | Gunter | 108.48 | 127.28 | 18.80 | | |
| 3167 | 72% | 123.78 | 84.0% | 12.0% | Wilson | 123.78 | 147.34 | 23.56 | | |
| 3487 | 72% | 57.08 | 97.5% | 25.5% | Sprayberry | 57.08 | 58.53 | 1.45 | | |
| 3502 | 72% | 140.47 | 87.8% | 15.8% | West | 140.47 | 160.01 | 19.54 | | |
| 3572 | 72% | 152.45 | 93.2% | 21.2% | Winn | 152.45 | 163.55 | 11.10 | | |
| 3843 | 72% | 134.20 | 83.6% | 11.6% | Dillon | 134.20 | 160.51 | 26.31 | | |
| 3968 | 72% | 106.87 | 62.8% | -9.2% | Cole | 106.87 | 170.07 | 63.20 | | |
| 4033 | 72% | 130.13 | 83.6% | 11.6% | Wood | 130.13 | 155.63 | 25.50 | | |
| 4303 | 72% | 98.59 | 55.3% | -16.7% | LaChance | 98.59 | 178.38 | 79.79 | | |
| 4310 | 72% | 100.68 | 58.2% | -13.8% | Nolasco | 100.68 | 173.01 | 72.33 | | |
| 4316 | 72% | 80.01 | 65.1% | -6.9% | Martin | 80.01 | 122.87 | 42.86 | | |

| | |
|-----------------------|---------|
| DIRECT LABOR HOURS | 2038.39 |
| TOTAL AVAILABLE HOURS | 2278.89 |
| PRODUCTIVITY GOAL | 72.0% |
| ACTUAL PRODUCTIVITY | 89.4% |

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

| FEBRUARY 2025 | | PROJECTED GOAL | THIS MONTH | | | YEAR TO DATE | | |
|---------------|--|---|--------------------|---------------------|----------------|--------------------|---------------------|----------------|
| | | Percentage | Number of Requests | Goal Met | Percentage Met | Number of Requests | Goal Met | Percentage Met |
| | Provide initial response to citizen inquiries within 2 days | 100% | 104 | 104 | 100% | 886 | 886 | 100% |
| | Provide information requested by citizens within 7 days | 95% | 104 | 104 | 100% | 886 | 886 | 100% |
| | Complete traffic engineering studies within 45 days. | 99% | 0 | 0 | 100% | 22 | 19 | 100% |
| | Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days. | 95% | 29 | 29 | 0% | 211 | 211 | 100% |
| | Worker Hours Per Gallon of Paint Installed. | 0.80 | Gallons | Worker Hours | Percentage | Gallons | Worker Hours | Percentage |
| | | | 6 | 3 | 0.50 | 858 | 480.5 | 0.56 |
| | Thermoplastic legend, arrows, stop bars & crosswalks installed. | 4-6 Installations per day per 2 person crew. 100% | Crew Work Days | Total Installations | Average | Crew Work Days | Total Installations | Average |
| | | | 0 | 0 | 0.00 | 16.56 | 91 | 5.50 |
| | 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% | 117 | 117 | 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 |
| | | | 15 | 15 | 100% | 112 | 112 | 100% |
| | Response to reports of sign damage: | Percentage | | | | | | |
| | High Priority Stop or Yield Signs within one hour | 99% | 18 | 18 | 100% | 137 | 137 | 100% |
| | Lower Priority all other signs within one day | 90% | 54 | 54 | 100% | 470 | 470 | 100% |
| | Street Name Signs within two weeks | 90% | 46 | 46 | 100% | 179 | 179 | 100% |
| | Percent of work hours lost due to on the job injuries. | <.01% | Total Work Hours | Work Hours Lost | Percentage Met | Total Work Hours | Work Hours Lost | Percentage Met |
| | | | 3200 | 0 | 0.00 | 25129 | 0 | 0.00 |

UTILITIES 13

LINE MAINTENANCE:Waterline Capital Projects

- Beaumont Drive – 100%
- 1357 12th NE Avenue – 100%
- Crest Court – 100%
- Barb Court – 100%
- Page Street – 100%
- Crail Drive – 0% Hold – Pending Lead Survey

Staff has completed the Crest Court project. Staff has completed the 12th AVE NE project. Staff has completed the Beaumont project. Staff has completed the Page Street project. Crail Project materials have been ordered – project on hold pending lead surveys. Ashton Grove project has been completed. Sutton Place project has been completed. Park Hill lift station pumps have been installed.

Water Line Breaks Total – 10 in February

Water Lines Hit by Contractors – 1-1"

Sewer Line Data

- Total obstruction service requests – 27
- Private Plumbing: 24
- City Infrastructure: 3
- Sanitary Sewer Overflows: 0 on private side, 0 on city side

Lift Station D Flows:

- Days – 28
- Average daily flow: 1.154 MGD
- Total Monthly flow: 32.312 MG

UTILITIES ENGINEERING:

AIM Water and Wastewater Master Planning Effort: In combination with the overall comprehensive land use plan, Water and Wastewater master planning efforts are being done to evaluate the current infrastructure, provide input on future development locations, and determine infrastructure needed to support the selected land use alternative(s). RDG, with Garver performing the engineering for water and wastewater efforts, was selected as the consultant for the project. Contract K-2324-46 was awarded to RDG (with Garver as a subconsultant) in July 2023. The W/WW Subcommittee approved the overall plan concepts during the final meeting January 28, 2025. The AIM steering committee approved all of the plans within the process at their final March 12, 2025 meeting. The next steps are to proceed to Planning Commission and then to Council for final approval. RDG/Garver is finalizing the plans with future acceptance in May 2025 along with other plans.

Tangentially, staff worked with Garver and RJN to complete the wastewater collection system flow monitoring necessary for proper calibration of the wastewater model being developed and updated by Garver.

WASTEWATER PROJECTS:

WRF Reuse Pilot Study (WW0317) – Project is a pilot study designed to consider treatment alternatives to produce highly treated effluent at the WRF suitable for Indirect Potable Reuse (IPR) by discharging it into Lake Thunderbird to supplement Norman's available raw water supply. NUA approved a contract with Garver LLC on February 11, 2020 to design the pilot project for various alternative treatment processes to determine if reuse is feasible and, if so, to recommend the best and most economic treatment technologies for the implementation of a reuse program. In July

2020, NUA approved Amendment No. 1 to Garver's contract which consolidated all pilot study tasks, including procurement/rental of treatment equipment for alternative treatment trains, temporary construction/installation of pilot study equipment and eventual removal of all pilot study equipment, into Garver's contract. During the remainder of 2020, Garver completed pilot study design, and during winter 2020/2021 and spring 2021, temporary construction of Phase I treatment trains, which consisted of one train using an Aqua Nereda patented process and one train using a modified University of Cape Town (mUCT) process was completed. By June 2021, both trains had been commissioned and were operating as intended. As a result, WRF and Garver staff were able to commence the Phase I testing and sampling regimens. In November 2021 and February 2022, skids and trailers containing advanced tertiary processes that were to be pilot tested as part of Phase II and Phase III, respectively, were delivered; temporary construction needed to place them into service was completed; and Phase II and Phase III testing and sampling regimens commenced. Phases I, II, and III and all associated testing and sampling were completed as of June 1, 2022, and Garver's construction subcontractor completed removal of all temporary process equipment by late summer 2022. A first draft copy of the engineering report was submitted for review in December 2022. A second draft was submitted to NUA and, informally, to Oklahoma Department of Environmental Quality (ODEQ) in March 2023. For the rest of 2023, Garver convened regular meetings with ODEQ to review the draft report findings and conclusions in detail, and on March 18, 2024, ODEQ issued a letter of "support" for the results of the pilot study. Upon receiving ODEQ's letter and as per their Contract, Garver submitted their draft final report to an "Independent Advisory Panel" consisting of independent industry experts who will review results and recommendations, deliberate among themselves, and, finally, issue recommendations regarding the report and its conclusions. A technical orientation with the panel members, NUA, and Garver convened on August 28, 2024. This was followed by a half-day workshop on December 17, 2024 during which Garver described the finer details of the pilot test, the data obtained, and their conclusions, and ended with an extended question and answer session. At this time, the panel members are deliberating and will issue their independent conclusions and recommendations during the first quarter of 2025. Once any recommendations submitted by the panel are addressed by Garver, a final report will be submitted, likely in the spring of 2025.

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

In October 2021, NUA learned that it has been awarded a second grant from BOR, a green infrastructure grant to evaluate what role a constructed wetland could play in further improving quality of stormwater and/or effluent water entering Lake Thunderbird as part of the future reuse program that is the subject of the pilot study. This grant includes \$209,824 worth of in-kind funds from various federal agency resources to be expended in (Federal) Fiscal Years 2022 through 2024 for research and investigations, and grant can be extended with additional funds added in future years as conclusions are reached and recommendations made based on the work done during the initial years' funding. The project was officially kicked off in early November 2021, and work (research and data gathering) is ongoing. A workshop to review alternatives and select the best convened in August 2024. If funding beyond fiscal year 2024 (which ends on September 30, 2024) is authorized, design and construction of a pilot constructed wetland may occur starting in Fiscal Years 2025 and 2026. As of FYE 2025, no additional funding has been authorized but in-kind funding in the original grant has not yet been exhausted and compilation of deliverables including a final report and conclusions is still ongoing so the team continues to meet on a semi-regular basis to discuss and coordinate.

In April 2022, NUA learned that a third grant from BOR associated with possible IPR had been authorized. The third grant was an applied science grant for \$148,339 to create a Predictive Lake Optimization Tool (PLOT) for Lake Thunderbird. The PLOT will use weather and climatological data and forecasts and data specific to Lake Thunderbird and its watershed to create a preliminary model that will furnish predictions on the theoretical best times, quantities, and manner for adding supplemental IPR flows to the lake. This would allow both for the best possible economic evaluation of infrastructure alternatives for a future IPR program but also for the efficient management of such a future IPR program if/when one is implemented. A resolution authorizing acceptance of the grant was approved by City Council in September 2022, and a Contract with Garver in the amount of \$196,190 (of which \$148,339.00 would be reimbursable from BOR Applied Science Grant) was approved by City Council on March 14, 2023. During the remainder of 2023 and continuing into the Spring of 2024, Garver and their subconsultants completed research and created the PLOT, and, on June 11, 2024, they convened a workshop presenting the preliminary conclusions. Based on the workshop, Norman requested that additional information and analysis be provided to clarify some minor questions before a final report is issued. An additional workshop is being scheduled for August 2024 to share

preliminary results with Bureau of Reclamation (BOR) and Central Oklahoma Master Conservancy District (COMCD) staff convened on August 15, 2024. Garver should address all questions raised in workshops and furnish a final report early in 2025.

Engineer: Garver LLC (Michael "Cole" Niblett)

WRF Dewatering Centrifuge Replacement (WW0326) – Project will replace dewatering centrifuges at WRF. Existing centrifuges are approaching the end of their useful lives, and, consequently, they need excessive maintenance, regular major repairs and increasing polymer feed rates to achieve necessary sludge quality. Moreover, poor service provided by manufacturer often results in extended downtime before necessary repairs are completed. NUA approved a Contract with Garver, LLC on December 8, 2020 to prepare a design to replace centrifuges, and design for this project commenced immediately thereafter. Throughout 2021, manufacturers of several different dewatering technologies ran demonstration tests that were observed by Garver, WRF and NUA Engineering staff, and WRF and NUA Engineering staff also made several site visits to wastewater treatment plants in the region to observe equipment by other manufacturers/technologies in operation. Based on these demonstrations and site visits, Garver issued a Final Version of the Preliminary Engineering Report in November 2021 recommending hydraulic drive centrifuges as the technology for this project. During winter and spring 2022, Garver and NUA met with representatives from most of the reputable centrifuge manufacturers in the industry to learn more about their equipment and, just as importantly, to learn about their manufacturing and service infrastructure. Based on these meetings, three (3) manufacturers were approved for inclusion in the bidding documents.

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

Based on further discussions, an additional concern arose based on the fact that until funding is approved by Congress, exact details of grant requirements will remain uncertain. Garver advised and EPA Community Grant staff affirmed that, for grants issued up to and including Fiscal Year 2024, if project is receiving funding via another Federal Program and project meets requirements of that program, EPA Community Grants will approve project on that basis. As a result, NUA has applied for and received a Clean Water State Revolving Fund (CWSRF) loan from Oklahoma Water Resources Board (OWRB). The loan request was worded to also cover other planned projects at the WRF so, assuming EPA Community Grant is eventually made, the CWSRF loan funds will be directed to those other projects as well. OWRB has advised that, as with the EPA Community Grant, the project could start before the loan was granted. Then, once approved, NUA could immediately start seeking reimbursement for all work completed on the project prior to loan approval. It should also be noted that the use of CWSRF loans for upcoming capital projects at the WRF was recommended by the Raffelis report for upcoming wastewater capital spending.

Based on the above-described EPA Community Grant and CWSRF loan processes and timing and the critical nature of this project, NUA chose to proceed with bidding and obtain reimbursement from EPA and/or CWSRF when those financial instruments were approved. As a result, project was advertised on August 30, 2023 and bids were opened on Thursday, October 19, 2023. Crossland Heavy Contractors were deemed the lowest and best Bidder with a base bid in the amount of \$3,320,000, and Contract was awarded at the November 28, 2023 Council Meeting. Pre-Work Meeting convened in December 2023. Notice to Proceed was issued in January 2024, and shop drawing approval and procurement processes commenced immediately thereafter.

In March 2024, NUA received confirmation that the EPA Community Funding Grant in the amount of \$5,000,000 had been officially authorized and funded. However, the grant included a strict Buy America Build America (BABA) clause while the project bidding documents and thus the resultant contract with Crossland Heavy Contractors did not include this requirement. Between April and June 2024, NUA convened numerous meetings with EPA and Garver to determine the appropriate path forward that would allow NUA to accept this grant. Based on EPA input, NUA requested a "Technical Correction" from EPA that would allow some or all funding from the grant to be expended on other critical projects at the WRF, and, in September 2024, EPA officially approved the "Technical Correction". This will allow the grant funds to be expended on the WRF Blower Replacement and WRF Laboratory Renovation, and New Maintenance Facility projects (details on both projects are updated elsewhere in this report), while this project will now be funded using a combination of internally-generated funds and the CWSRF loan.

During February 2025, Centrifuge No. 1 was set into place, and connection of control and power wiring and mechanical piping to it is ongoing. Delivery of the Control Panel has been delayed and is now expected in May 2025. As a result, commissioning of Centrifuge No. 1 and then beginning work on Centrifuge No. 2 has likely been delayed until late May and early June 2025, respectively. All work on project is still projected to be complete on or near the current contract completion date in July 2025.

Engineer: Garver LLC (Michael "Cole" Niblett)

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

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

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

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

During August 2022, Greeley Hansen submitted 95% design documents. At time of submittal, it was agreed that a design review meeting would convene in February/March 2023 so that all comments and corrections noted can be addressed at one time just prior to advertisement, which was then projected to occur in May 2023. Since that time, the decision was made to defer construction of this project for two additional years, until FY 2026. However, as noted above in the discussion for WRF Dewatering Centrifuge Replacement (WW0326) project, NUA received an EPA Community Grant in the amount of \$5,000,000 for that project. However, for several reasons, a request for a "Technical Correction" was made to EPA that would allow for the grant funds to be used for this project (and the WRF Blower Replacement project which is discussed elsewhere in this report). This request was approved by EPA in September 2024, which means that funds for the construction of this project are now available and project can be advertised and awarded as soon as practical.

In February 2025, Greeley and Hansen continued updating and finalizing plans and specifications for permitting and EPA approval (as part of Community Funding Grant award process) and for bidding. Tentative schedule calls for bidding project in late spring and awarding in early summer. Project Tasks/Dates below have been updated below based on the current schedule, but they will likely be further refined over the next few months as final plans are readied and submitted for approvals.

Also in February 2025, Greeley and Hansen submitted a proposed Amendment No. 2 to their design contract for alleged additional services associated with changes to Construction Administration requirements, which were not covered by Amendment No. 1. This request is currently being reviewed. If any of it is determined to have merit, the resultant Amendment No. 2 would be negotiated and likely be submitted to City Council for approval during April or May 2025.

Engineer: TYLin (formerly Greeley and Hansen LLC) (John Schmidt)

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

On November 30, 2021, City Council approved the use of on-call Contracts of Parkhill and Lemke Land Surveying to prepare bidding documents for this project. During May 2023, a preliminary set of plans was submitted for City of Norman review and a review meeting convened and in July 2023, 95% plans were submitted and a review meeting convened. Final Plans and Bidding Documents were completed and project was advertised on September 14, 2023. Bids were opened on October 5, 2023, and Krapff-Reynolds Construction Co. (KRCC) has been deemed the lowest and best bidder with a base bid plus bid alternate cost of \$5,468,900.50. City Council approved Contract Award on November 14, 2023. A Pre-Work Meeting convened in January 2024. After an extended procurement process, KRCC mobilized to the project in late March 2024, and sanitary sewer replacement and manhole rehabilitation is ongoing. As of the end of February 2025, the Work was nearly 90% complete and remains on schedule for final completion during the Summer of 2025.

Engineer: Parkhill (Sean Price)

WRF Digester #3 Roof Replacement (WW0336): The existing roof for Digester 3 has reached the end of its useful life and has experienced high rates of failure that warrant a project to upgrade the existing facility. Funding in FYE 24 is for an evaluation of Digester 3 and the roof. Future funding will be used to upgrade and rehabilitate the digester to extend the useful life of the asset. The operating impact of this project is that a full rehabilitation or replacement of the digester roof will more efficiently use funds rather than reactively repairing the roof when it fails.

As of May 2024, there will no longer be an exterior plate of metal welded over the leak in the roof of the digester due to safety concerns with respect to the gases escaping the leak. Garver, a consulting engineering firm, is preparing a work order for the internal assessment of the digester.

As of July 2024, the contractor onsite cleaning out another digester will be moving on to removing solids from the storm holding pond at the WRF after the current project, as they were the winning bidder for that project. In June 2024, we were going to solicit a quote for cleaning out Digester #3 after their current project concluded (cleaning out the digester they were originally contracted to clean). This Digester #3 cleanout would have been followed by an internal assessment of the structure's floating roof.

Instead, the WRF has hired staff who are experienced in welding. To save significant costs, we are currently developing a plan to drain the digester over the course of a week. Once the digester is drained, a minimum of two hydrogen sulfide and methane gas detectors (one interior near the proposed welding area and one exterior near the proposed welding area) would be placed as a safety precaution prior to any welding. Once the weld site is deemed safe from hazardous gases, WRF staff would then weld a steel plate on the exterior of the floating roof's crack to seal the roof again. Sealing the roof would allow for it to be repressurized and "float" once again.

This would be considered a temporary solution with an anticipated lifespan through 2028, when it is anticipated that more funds will be available to develop a more permanent solution, such as a roof replacement.

Following CIP discussions in January 2025, Digester #3 has been moved ahead of Digester #1 in digester cleanout projects. Digester #3 will be cleaned out as early as July 2025 for internal structural assessment of the digester and its roof, as well as to prepare the interior portion of the roof for a temporary fix. July 2025 is the beginning of FY 2026, which is when the next digester cleanout is scheduled. The temporary fix will be welding a metal plate over the exterior portion of the crack in the roof. The permanent roof replacement will likely happen in 2028 when more funds are available for the WRF to execute the full replacement for this CIP project. No changes were made in February with regard to executing the repair. Digester #3 will be cleaned out instead of Digester #1 as early as July. It will not happen earlier than July as the next digester cleanout project is budgeted for FY 26.

Engineer: Garver – On-Call services

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

From an email from Parkhill on 12-05-24 the preliminary SMP-18 plans for review are expected before January 1, 2025.

NUA staff had a meeting with the new engineering team assigned to this project at Parkhill on January 30, 2025. From this meeting, plans are expected to be in-hand by mid-February 2025. Draft plans were received in late February and are under review.

Engineer: Staff with assistance from Lemke Surveying

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

The project Kickoff Meeting occurred 7/11/24 at the WRF. Garver to develop a sampling plan based on data received by WRF staff. NUA is also holding meetings with the USGS in August and September to explore additional CEC sampling at no cost to the NUA.

As of the end of November 2024, the sampling plan is in development. Equipment for the biosolids holding bins and plumbing to be acquired in February, after sampling plan review.

In August, NUA staff organized a meeting with USGS Research Hydrologists Michelle Lorah and Jason Masoner, and OU Professor of Civil Engineering and Environmental Sciences Bob Nairn regarding sampling.

As of December 2024, the WRF land application permit and soil testing is being reviewed by Garver to begin finalizing the sampling plan. A review of sampling needs will take place in January 2025.

An onsite meeting with Garver was conducted in January 2025. During this meeting, Garver announced plans to conduct baseline sampling for the liquid and solid treatment trains at the WRF in February 2025. Also occurring in February 2025, NUA staff will begin mixing biosolids and yard clippings to create Class-A compost, specifically for use in the biosolids troughs that will be created and regularly sampled throughout the duration of this project. Sampling plan was received and items are being procured for the pilot set up. Sampling at the WRF of the solid and liquid treatment processes to will be done in March 2025.

Engineer: Garver (Bryce Callies)

Water Reclamation Facility (WRF) Aeration Blower Replacements: The WRF has been in need of replacing two turbo blowers and outdated centrifugal blowers that supply the aeration basin with air for multiple years. The current turbo blowers have significant issues operating during the hottest portion of the year, and their replacements are already on-site. It is expected for the winning contractor to quickly install the new turbo blowers, but it could take upwards of a year or more to procure the other centrifugal blowers being replaced. This project also includes intake improvements for the turbo blowers and point repairs for leaks along the aeration main. Garver is the consultant on this project, and as of May 30 2024 bid opening, Crossland Heavy submitted the lowest bid, but bid award is still pending review.

In June 2024, EPA funding was authorized for this project. The authorization of the funding source is significant as this project must now meet all of the EPA requirements for funding. The project was bid with anticipation of using these funds, and now that funding is secured the project may proceed as anticipated.

Preconstruction meeting occurred on July 30, 2024 at the WRF. Crossland Construction Contractors produced a schedule of work beginning in late Fall for the install of the Turbo Blowers. Lead times for electrical components for the centrifugal blowers are a driving factor for their installation not beginning until Winter of 2025. Crossland will be onsite at the WRF in August to verify measurements and confirm their construction sequence planning.

As of August 2024, installation of the turbo blowers is expected to begin in late November or early December in 2024.

This project is expected to be funded with EPA funds and a Resolution before the Norman City Council on October 8, 2024 will be presented to convert this project to be fully funded by the EPA (80% EPA, 20% City fund match required).

On October 14, 2024 Crossland Heavy repaired the leak in the blower main line, which was a base bid item. This was originally expected to be done in November, and this expedient repair has put them ahead of schedule. Crossland is currently working on removal and replacement of the first turbo blower, which may be completed in November instead of December.

As of the end of November 2024, the first turbo blower has been placed on its concrete pedestal and delays in electrical equipment has prevented finalization of the installation of the blower. Even with this delay, the project is still expected to be on schedule, with both turbo blowers installed by the end of February 2025.

As of December 2024, the project has experienced no further delays and the first turbo blower is still on pace to have its installation completed by the end of February 2025.

As of January 2025, the complete installation of the first turbo blower and WRF staff blower training is expected to occur in mid to late February 2025. As of February 2025, WRF staff has confirmed the newly installed blower works as intended when run manually, however SCADA tie-in remains before final release of the first turbo blower will be completed.

Engineer: Garver (Michael Nguyen)

Ashton Grove Lift Station Basin Study (WW0341): On April 9, 2024, the Norman Utilities Authority approved Contract K-2324-168 with Dukes Root Control, Inc. for \$118,794.72 to assess sewer line conditions in the Ashton Grove Lift Station Basin, located east of 48th Avenue NW and south of West Rock Creek Road. The study includes several forms of assessment, including utilizing a sewer line rapid assessment tool (SLRAT) for line assessment, manhole inspections, and flow tracking using 36 iTrackers to be placed in manholes throughout the project area. All assessments and field work completed in May 2024. During the 60-day iTracker period, the City has experienced several heavy rainfall events and will only need a 60-day period for the study instead of a 90-day period to gather sufficient inflow data.

As of July 18, all field work has been completed and iTrackers collected. Project report anticipated in late August or early September.

As of August 2024, deliverables are expected in early September with a follow-up deliverables presentation by Duke's soon after in September.

Deliverables presentation occurred on September 24, 2024. Deliverables presentation included SLRAT, manhole inspection, and iTracker results. City Staff to review deliverables and identify future actions for identified problem areas in October 2024.

During the Southwest American Water Works Association Conference, Peter met with Brian Conroy from Duke's in regard to inadequate data produced from several iTrackers in the project period. A follow-up meeting will be held in November to discuss what Duke's will do to resolve the gap in data.

Following discussion with Duke's staff, NUA produced a spreadsheet detailing the data issues with specific iTracker units. A follow-up meeting will be held with Duke's to determine how this issue may be compensated.

In a discussion regarding the meeting needs, a discrepancy between the Duke's iTracker flow out of the Ashton Grove Basin and NUA flow monitoring devices very near to the Ashton Grove Basin was discussed. The NUA flow values are to be given to Duke's for their evaluation and included in a January 2025 meeting.

Following the January 2025 meeting, Duke's reviewed the provided flow data and requested a February follow-up meeting so they can provide more details on the data provided and the study's performance. The goal of a more detailed data analysis is to identify specific areas in Ashton Grove for smoke testing to detect infiltration and inflow issues. In the second meeting with Duke's they identified two keys areas that are candidates for smoke testing.

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

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

WATER PROJECTS:

Water Line Replacement, Parsons Addition Phases I and II (WA0246): 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, 2022, and 2023, Phase II was delayed until the following Spring each year. Phase II was advertised on March 7, 2024 and bids were opened on March 28, 2024. Southwest Water Works (SWWW) of Oklahoma City, Oklahoma was the apparent low bidder with a base bid of \$3,250,256. City Council authorized Contract Award on April 9, 2024, and immediately after Contract Award, Notice to Proceed with shop drawings and material procurement was issued. As per Contract, Notice to Proceed with Construction was issued on May 13, 2024

(Monday after OU's Spring 2024 Graduation Weekend), and, as of August 2, 2024, all work including punchlist work was complete ahead of the Contract Completion Date of August 4, 2024. Documentation for final acceptance, final payment and the final change order have all been prepared and signed by the contractor and engineer, and was approved by City Council approval at their January 14, 2025 meeting. This will be the final update for this project.

Engineer: Garver, LLC (formerly Cabiness Engineering) (Michael Nguyen)

Robinson Water Line: 24th Ave NE to 12th Ave NE – Jacobs Engineering was selected as the consultant for the 30-inch water line project from 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 at least Fiscal Year 2023/24. From that point, it was agreed that Jacobs could schedule final design work and easement acquisition at a pace intended to synchronize completion of final design, receipt of permit, and purchase of all easements with this revised construction schedule. However, Jacobs encountered issues with their chosen alignment, largely associated with a previously-identified and currently-unused OG&E easement along Robinson Avenue in front of large, adjacent properties owned by the United States Department of Veterans Affairs and J.D. McCarty. OG&E has now given formal authorization for Norman Utilities to encroach on their easement as needed for this project so preparation of final plans and easement acquisitions can now proceed.

Due to the critical nature of the project and the delayed progress in finalizing design for bid, meetings convened between NUA and Jacobs on January 6 and February 20, 2025. In these meetings, Jacobs and NUA committed to close coordination and working together toward the goal of completing final design as well as obtaining easements and permits in order to advertise the project in June 2025. Contract Award, and Notice to Proceed with Construction would follow thereafter in July/August 2025.

Engineer: Jacobs Engineering (Arun Srinivasan)

Robinson Water Tower Resurfacing (WA0382), Lindsey Water Tower Resurfacing or Demolition (WA0182), and Non-Potable Water Expansion Study: Lindsey Tower was decommissioned approximately 10 years ago because it is not tall enough to act as viable potable water system storage at current system operating pressures. However, before receiving bids to demolish the tank, Norman Utilities Authority (NUA) received it's 2060 *Strategic Water Supply Plan*, which included a recommendation that, in the future, NUA evaluate the economics of a recycled water system for irrigation clients that could potentially use Lindsey Tower as dedicated storage. For this reason, demolition of Lindsey Tower was deferred until a future recycled water system could be evaluated. In 2020, the coatings on the tower began to show signs of deterioration. For this reason, Dunham Engineering evaluated the condition of the tank in the Fall of 2020, and they determined that the underlying steel was in good condition and the tank could be repainted and recommissioned for many years of additional service if needed. In July 2021, NUA requested that Dunham provide a proposed scope and fee for Lindsey Water Tower rehabilitation. Dunham submitted their proposed scope and fee in early October 2021. Scope and fees were negotiated, However, before submitting Contract for City Council approval, NUA has decided to await outcome of ongoing study being performed by Plummer Engineering, which is described in the following paragraphs and will directly impact future usage, if any, for Lindsey Tank.

In October 2021, NUA requested that Plummer Engineering furnish a scope and fee proposal to analyze the possibility of constructing a recycled water system using treated effluent from the Norman Water Reclamation Facility (WRF) to supply irrigation water to Reaves Park on the University of Oklahoma (OU) campus and to 10 to 15 other potential customers to the east of the WRF and Reaves Park, generally on or near Highway 9, as described Norman's 2060 *Strategic Water Supply Plan*. This recycled water system would necessarily run in close proximity to Lindsey Tower so, as part of their analysis, Plummer was also directed to assess the possibility of repurposing Lindsey Tower as dedicated storage for this new non-potable water system. Plummer's scope and fee was finalized in November 2021 and their

Contract was approved by City Council on December 14, 2021. In March 2023, City of Norman furnished additional requested data to Plummer to assist in finalizing their analysis, and on September 29, 2023, a draft report was submitted for City of Norman review. During the fall of 2024, there were multiple meetings and conference calls between Plummer and NUA to clarify details of report. Final conclusion was that neither the repurposing of Lindsey Tower for a future Non-Potable Recycled Water System nor returning Lindsey Tower to service as potable water storage were financially viable. As a result, the only option left to NUA was the demolition of Lindsey Tower.

The conclusions of Plummer's report were presented to City Council in the March 12, 2024 Conference Meeting. In response, City Council indicated that, because of its visibility and proximity to OU's stadium, the tower may have value to the City as a landmark with City of Norman logo (and possibly an OU logo paid for by OU). For this reason, City Council indicated that, depending on costs and possible contributions by others, they may be interested in City of Norman taking possession of Lindsey Tower and using General Funds (and other contributions) to paint just the exterior of the tank so it could serve as a landmark. After further discussion, NUA noted that, unrelated to Lindsey Water Tower, funding has been budgeted in FY 2025 for Project WA0382, Robinson Tower Resurfacing. Consequently, NUA could prepare a single bid package that would include both Robinson Tower Resurfacing and two alternates for Lindsey Tower: (1). Demolition of Lindsey Tower; and (2). Resurfacing of Exterior of Lindsey Tower (so it could serve as a landmark). By combining the work on two water towers, NUA could expect to receive the most competitive bids. After bids are received, City Council could determine, based on actual costs, if they want to proceed with funding the exterior resurfacing of Lindsey Tower from the General Fund with a contribution from NUA equal to the cost of the demolition alternative or if they will simply direct NUA to accept the demolition alternative and demolish Lindsey Tower. City Council directed that NUA proceed with this option. Based on this direction, a contract was negotiated with Coastal Windforce, Inc. (formerly Dunham Engineering) to prepare a single set of Bidding Documents covering Robinson Tower Resurfacing and the two alternates for Lindsey Tower (Demolition or Exterior Resurfacing Only) and to perform construction administration and management services for the Work at both towers, and Engineering Contract No. K-2324-169 was approved at the May 14, 2024 City Council Meeting.

On March 21, 2024, the combined bid package for Robinson Tower Resurfacing and the two alternates for Lindsey Tower were advertised. These bids were opened on April 18, 2024. The actual costs for the two alternatives were presented to City Council at the April 23, 2024 Conference Meeting. During that meeting, City Council deferred a decision until they could further investigate options and implications for funding the alternative to preserve Lindsey Tower. In mid-May, NUA was directed to proceed with the resurfacing of Robinson Tower, but to defer any work on Lindsey Tower for at least 6 months to allow for further time to investigate possible funding sources to preserve it. NUA determined that most sensible path forward entailed awarding a contract to the lowest and best bidder, G&L Tank Sandblasting & Painting of Shelbyville, Tennessee (G&L), for the combined Robinson Tower Resurfacing/Lindsey Tower Demolition alternate with added contract language requiring G&L to defer demolition of Lindsey Tower for a minimum of 6 months after Contract Award. If at the end of the 6-month deferral, City Council decides to proceed with preservation of Lindsey Tower or if they wish to further defer their decision, the demolition portion of the Contract would be deleted by Change Order. Then, once a final decision is made, either the demolition or rehabilitation of Lindsey Tower would be rebid.

On May 28, 2024, City Council approved award of Contract K-2324-143 in the amount of \$816,200.00 (\$504,200.00 for the resurfacing of Robinson Tower and \$312,000.00 for the demolition of Lindsey Tower). As noted above, the awarded Contract included a requirement that demolition of Lindsey Tower be deferred a minimum of 6 months with the understanding that, at the end of that time, City of Norman will decide to either proceed with the demolition or delete that work in its entirety from the Contract. In late November 2024, a final determination was made to pursue options to resurface Lindsey Tower. As a result, a change order is being prepared to delete this work from G&L's contract, and it should be submitted for City Council in January 2025.

At Robinson Tower during the month of February 2025, G&L completed all punchlist work, except for regrading and sod placement, which, due to weather conditions, will be completed in early March 2025. Tank was disinfected and returned to service on February 28, 2025. Final Acceptance and final payment should occur in April 2025.

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

Tecumseh Water Line Replacement (WA0380): The existing 24-inch water line along Tecumseh Road is a vital component of the Norman water distribution system. The crossing of Interstate 35 is a portion that is extremely deep and is not able to be worked on by City staff due to this depth. This project will replace the pipe generally from Flood Avenue to Journey Parkway to provide more reliable and maintainable water service to the area and for transmission of water under Interstate 35. This project will also replace several ductile iron laterals along this corridor. Contract was executed on February 27, 2024. Proposed alignment was reviewed and comments sent back to Plummer in May 2024. Next steps are to meet with Public Works on the timing of Tecumseh Road Widening Project from 24th to Flood, in an effort to determine the best window to replace the waterline along that section of road.

A meeting with ODOT occurred in June 2024, with ODOT accepting the proposed alignment. The next steps in this project are to execute the alignment survey and begin geotechnical assessment of the soil near I-35.

As of July 2024, the alignment survey is to be scheduled in September, with 30% plan development to follow the survey.

The alignment survey was completed in September 2024, and the 30% plans are currently in development. The survey yielded no unexpected findings.

In October 2024, Peter was informed that the Plummer engineers on the project, Alan Swartz and Tayler Kent, were leaving Plummer. A follow-up meeting was held to discuss the status of the project, and Robert Weinert, the engineer replacing Alan Swartz as the lead was introduced. Robert is a seasoned engineer and has worked on large projects for NUA in the past (Robinson Phase I and II WL Replacement).

A technical memorandum is expected in late November, with the 30% plans pushed back to early December.

The technical memorandum was received in December with 35% plans, and is being reviewed by NUA staff.

As of January 2025, the 35% plans are still under review. Utilities staff met with Public Works in February 2025 to ensure there are no future conflicts with projects Public Works has planned in the same area.

Engineer: Plummer (*Robert Weinert*)

Danfield Water Line Replacement (WA0379): This project will replace the existing 6 and 8-inch lines running along Danfield from where it intersects Brookhaven Blvd on the south to where it intersects the same street to the north. The existing lines are ductile iron pipe that are 40-50 years old and have experienced a significant amount of corrosion that have impacted water service to the development. The project is approximately 4,000 linear feet. The final design will also include waterline replacement of all five cul-de-sacs located in this section of Danfield. As of the first week in February, design for the Master Alignment has been completed. As of the first week in March 2024, design is underway. Design phase completion is expected in late April 2024. Follow-up with Parkhill on May 7, 2024 has design phase expected completion on May 17.

Plans were received on Monday October 7, 2024 and are currently under review by Norman Utilities Staff.

Staff has completed review of plans and bid documents are being prepared while Parkhill addresses NUA comments on the design.

From a 12-5-24 update email, NUA expects to receive the completed plans by January 1, 2025.

The Parkhill engineer on this project has moved to a different company and a meeting with the new project manager at Parkhill will take place in January 2025. As the initial plans were already received by NUA and returned to Parkhill with NUA comments to address, the final plans are expected to come in January or February 2025. NUA staff will meet with the new project manager in January to determine how close Parkhill is to tendering final plans.

During the meeting with the new Parkhill team assigned to this project, Parkhill determined the final plans will be ready by mid-February. Bid specifications are being prepared and bidding is slated to be advertised in March.

Engineer: Parkhill (*Sean Price*)

Advanced Metering Infrastructure (WA0351): The City of Norman has an aged water meter population and current and improvement technology have improved such that advanced metering infrastructure would provide significant benefits for the City and its customers. The implementation of this technology will reduce staff requirements for the reading of

meters and will ensure more timely and accurate readings. With daily water usage information accessible for staff and the customer, customers will be able to be notified of leaks and better understand how water is used at their property. This will also help with water conservation efforts and billing resolutions. In addition to water metering improvements, the system and technology will also be leveraged to the maximum extent possible for monitoring the water system and other City needs. The consultant has completed the assessment phase of the project. The procurement phase, specifically the generation of the Request for Proposal, began in November. In May 2022, the Bureau of Reclamation notified staff that the City was awarded a \$500,000 grant under the Watersmart program or a \$2,000,000 grant under the Bipartisan Infrastructure Law program. Upon direction from City Council, staff is moving forward with this project to fully implement the project. Request for Proposal (RFP) 2223-13 was issued on August 25, 2022. Proposals were received. Three vendors were short-listed and interviews were completed November 15-17, 2022. The top-ranked vendor was selected and contract negotiations are underway. A waiver from the BOR was received and the project is now moving forward with contracts awarded on April 9, 2024. The formal implementation kickoff was held in June. Radio network is installed and meters are communicating and reading on the system. Integration work for software is ongoing. The Initial Deployment Area is complete and but work is still ongoing to allow for testing of systems and integrations. Meter replacement rate has picked up now that freezing conditions appear to be in the past. Approximately 7,000 meters have been upgraded to-date.

Consultant: E Source (Alyssa Pourciau)

Lead Service Line Inventory and Replacement (WA0384): The recent Lead and Copper Rule Revision will require new measures for utilities to comply with the rule. Specifically included within this proposed funding are 1) Inventory of approximately 5,000 service lines, 2) Distribution of pitchers to 20,000 locations, and 3) testing of 20,000 locations resulting from any disturbance. Costs for the inventory continue until completed. Reduced costs for the pitchers and testing are proposed in later years since the Advanced Water Metering project will be completed. Line Maintenance has continued to complete service line inventories and, based on the results of the surveys and discussions with the ODEQ, the estimated number of unknowns was reduced to approximately 4,500 services. The final inventory was submitted to the DEQ on October 16, 2024. Service line verification was completed for Norman schools and is currently ongoing for locations recommended by Voda.AI.

James Garner Ave Waterline Replacement from Main to Duffy (WA0338): This project will replace the aging 6, 8, 12, and 16-inch waterlines between Main Street and Duffy Street along James Garner Avenue in conjunction with the Public Works Department James Garner Avenue Streetscape project currently being designed by Cowan Group Engineering, LLC. The waterlines in this area are over 50 years old and have experienced failures that disrupt water service and traffic flows. Replacement of these waterlines prior to the surface improvements will ensure good infrastructure and reduce the likelihood that the surface improvements have to be removed and replaced for future water line replacement work. NUA entered into a contract with Cowan Group Engineering, LLC in the amount of \$93,800 on June 22, 2021. A kick-off meeting was held on February 15, 2022 after 60% streetscape plans were completed. Additional items were added to the project so an amendment will be brought to City Council for approval. This project will be completed in combination with the Public Works project to reduce overall restoration costs and impacts to the public. Project is currently out to bid.

Engineer: Cowan Group Engineering, LLC (Jeff Cowan)

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

plans, bidding, and construction dates will be determined based on the schedule for the rest of the project. ODOT has bid the project and awarded contract. The Pre-Work meeting was held on February 12, 2025 with work expected to begin in March.

Water Line Desktop Condition Assessment (WA0337): This contract provides for our consultant, Voda.AI, to complete a desktop condition assessment of the water lines within the distribution system. Each segment of water line within the City's database will be evaluated and scored for both likelihood and consequence of failure using information from GIS databases such as pipe age, material, soil conditions, and other factors relevant to pipe reliability. To prove their model's validity for our system, the model will be set up using historical data and the analysis will then be performed and compared against actual results for a test year. Staff have been working with the consultant to provide data and working through data cleanup. Initial results were provided in November. Staff reviewed the information in December and had modifications/corrections. Updated information provided and staff will complete an additional review in March.

Southlake Addition Waterline Replacement (WA0352):

This project will replace approximately 7,500 linear feet of aging waterlines within the Southlake Addition, which is located between Cedar Lane and State Highway 9, just east of Classen Blvd (SH 77). The existing lines are ductile iron pipe that were installed in the 1980s and have experienced a significant amount of corrosion, causing a significant number of breaks impacting water service to the neighborhood. This project will install replacement 8-inch mains to replace the existing lines, along with minimal amounts of 6-inch for small streets and short dead-end lines, and will then reconnect services for the residents. A Request for Proposals (RFP) for this project was published in the Norman Transcript on July 15, 2021. Staff received 18 proposals on August 5, 2021. Staff reviewed each proposal and selected a firm using the ranking criteria listed in the RFP. Smith Roberts Baldischwiler (SRB) ranked the highest and was selected for the project and a contract in the amount of \$59,000 was awarded on November 9, 2021. Line Maintenance potholed 27 locations (approximately 20%) in this neighborhood to determine if lead service line replacement will be necessary. All service lines potholed were found to be made of copper. Bids were opened on July 13, 2023 where Cimarron Construction Company was the low bidder at \$2,631,347.00. This number includes replacement of Southlake Addition waterlines as well as waterlines at 1932 E Lindsey Street that have had frequent breaks in the last fiscal year, for which Line Maintenance has had to temporarily repair. A contract with Cimarron Construction Co. was approved by City Council on August 8, 2023. A pre-construction meeting was held on August 29, 2023. All punch list items have been completed at the apartment complex. Contractor has completed the installation of all the lines within the Southlake development. Remaining items of work will be cleanup as weather conditions permit.

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. An additional sum of \$49,286 was added to the contract for work needed to improve the design following public comments. The Planning Committee approved the revised platting/zoning for the location. Engineers are working on design revisions for the 90% submittal and staff is working on revisions to approval of Amendment 2 of the engineering contract.

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

Land Acquisition: Smith Roberts Baldischwiler (Bryan Mitchell)

Disinfection System Engineer: Plummer Associates (Alan Swartz)

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

Clarifiers 1 and 2 at the Water Treatment Plant (WTP) were installed in 1965 and have experienced deterioration warranting replacement of gearboxes and motors, in addition to new coats of paint. After 55 years in service, it's expected that the structural integrity of these clarifiers will have decreased. In July 2021, staff hired Suez Water Technology Solutions Services, Inc., who currently own the "Accelator" technology employed by these two clarifiers, to perform a visual inspection on one of the clarifiers. They found pitting and corrosion of steel and indicated the need to repair/replace the launder and outer wall brackets, in addition to realignment for the hood structure and circular deckplate, and re-painting the structure. This project will first entail a more in-depth condition assessment of both clarifiers 1 and 2 by Carollo Engineers, Inc, including visual and non-destructive testing of the concrete to determine areas of possible concern and ultrasonic thickness testing for metal structures. A final technical memorandum will be provided with their findings in addition to estimated costs for needed repairs in order to obtain reliable capacity from the clarifiers for the next 20-40 years. A contract with schedule, scope, and fee of \$73,991.00 was obtained with Carollo and was awarded on December 14, 2021. Staff held a kickoff meeting with Carollo on December 22, 2021. An inspection and metal thickness testing was held on January 27, 2022. Paint samples were collected on February 8, 2022 for lead testing. A final Technical Memo was received in June 2022 which explained the most necessary repairs needed on clarifiers 1 and 2 are structural and electrical elements. To repair these elements only, the cost would be about \$551,096. In addition, alternates were provided for additional repair/replacements that aren't as dire. Alternate 1 consists of structural and electrical repairs in addition to metal repairs and recoating. Alternate 2 consists of structural and electrical repairs in addition to replacing both clarifiers with new carbon steel tanks. Alternate 3 consists of structural and electrical repairs in addition to replacing both clarifiers with stainless steel tanks. Cost for these alternates are \$2,306,254, \$2,742,868, and \$2,887,684, respectively. Life cycle costs decrease with each alternate. In addition, repairs and recoating to clarifier 3 were included at a cost of \$502,695. WTP staff are reviewing what they would like to do moving forward based on funding and timeline. Staff has determined that clarifier 3 is in most dire need for recoating/potential metal repairs and would like this to be accomplished with funds for this project. Repairs to clarifiers 1 and 2 would be completed at a later date if funding allows. Staff met with Carollo on July 19, 2023 to discuss combining this work with other WTP projects that need to be completed.

SANITATION CAPITAL PROJECTS:

Compost Facility Scale House (SA0019):

This project will modify the existing City compost facility layout located at Bratcher Minor Road, west of Jenkins, to facilitate a more efficient operation for the public and facility, install scales used for weighing large loads of compost, and construction of a modular building with potable water and sanitary sewer for staff in charge of coordinating with customers. This building will also replace the prefabricated building purchased in 2003 that has become severely deteriorated and inadequate. Based on the project scope, staff appointed TriCore Group, LLC as the engineer responsible for design and bidding services. City Council approved the contract with TriCore Group in the amount of \$30,500 on May 11, 2021. Staff met with Engineers on March 4, 2022 to discuss preliminary plans. It was determined that a permanent building be built, rather than a prefabricated building, to better accommodate operations. In order to do this, Engineers had to subcontract an architect for the design of the building. An amendment to the contract for architectural services was approved by Council on April 12, 2022, which increased the cost of engineering services to \$39,000. The engineer requested an increase of \$4,000 to the contract in order to pay for redesign of the architectural plans. Staff is working on revisions to the contract to approve a final contract amount of \$43,000. Staff received final plans and specifications from the engineers on September 6, 2022 and are reviewing before starting the bid process. Planning reviewed the current set of plans and sent their comments on June 23, 2023. These were forwarded to the

Engineer for incorporation to the final plan set. A quote for access control and cameras (Convergint) and low voltage (TransTel) was obtained by IT in June. The Engineer sent a revised set of plans this month. Upon review, there are pay items missing for concrete and asphalt work, as well as details and specifications missing for the storm shelter and other important components. Comments from Planning were not incorporated and a revised specifications book has not been sent. Updated plans and specifications are currently being prepared by TriCore. As of the first week in March 2024, City of Norman comments on the plans and specifications are currently being addressed by TriCore prior to entering the bidding phase of this project.

A discussion with Tricore took place on October 2, 2024 and they requested for Norman Utilities Staff to begin compiling bid documents. Bid documents are expected to be completed in November with the bidding process beginning in December. This project doesn't have the same priority as projects with federal or state funding window constraints such as the WRF Aeration Blowers and Biosolids CEC project, or projects that will have a greater impact on Norman residents such as the Danfield WL Replacement and SMP-18, which have all required significant input from the NUA in the period originally designated for producing the bid documents in October.

This project is expected to go out for bid in January or early February 2025. A request was made for Tricore to tender plans to Development Services for review while the bidding documents are finalized and the bidding process begins.

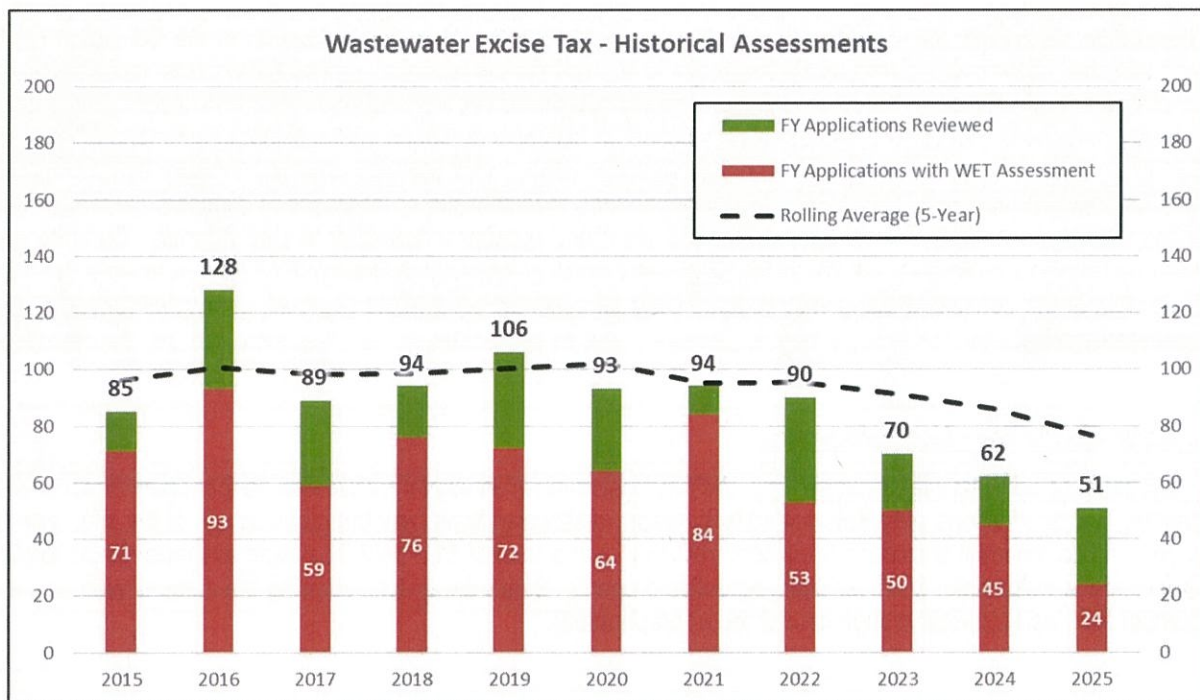
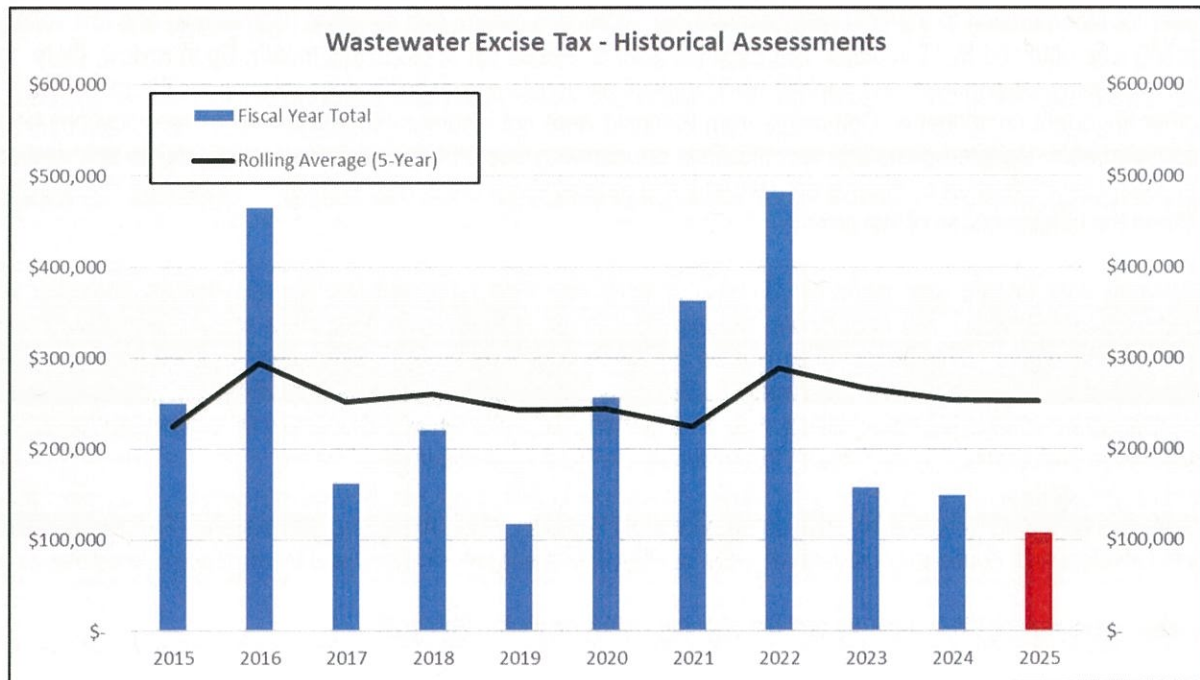
The project went out for bid in January and bid opening will be on March 20, 2025.

Engineer: TriCore Group, LLC (Greg Vance)

Sanitation Cost-of-Service Study (SA0025): This study will complete a financial evaluation of the Sanitation Fund. Raftelis, who has performed several financial studies for the Utilities Department, was selected to complete this work. Under this contract, Raftelis will evaluate the overall financial condition of the Sanitation fund amidst increasing costs. In summary, this study will develop a financial plan based on historical revenues and anticipated operating and capital expenditures, assess costs for service for various customer classes and services provided to sanitation customers, evaluate the current rate structure and prepare recommended modifications or increases to eliminate customer class subsidies and/or meet requirements for the financial plan; and present information to City Council. Contract was awarded by City Council on January 23, 2024. Staff are compiling information through FYE2024 to provide the most accurate data to the consultant along with updated contract costs for solid waste disposal, comingled recycling, and drop center recycling.

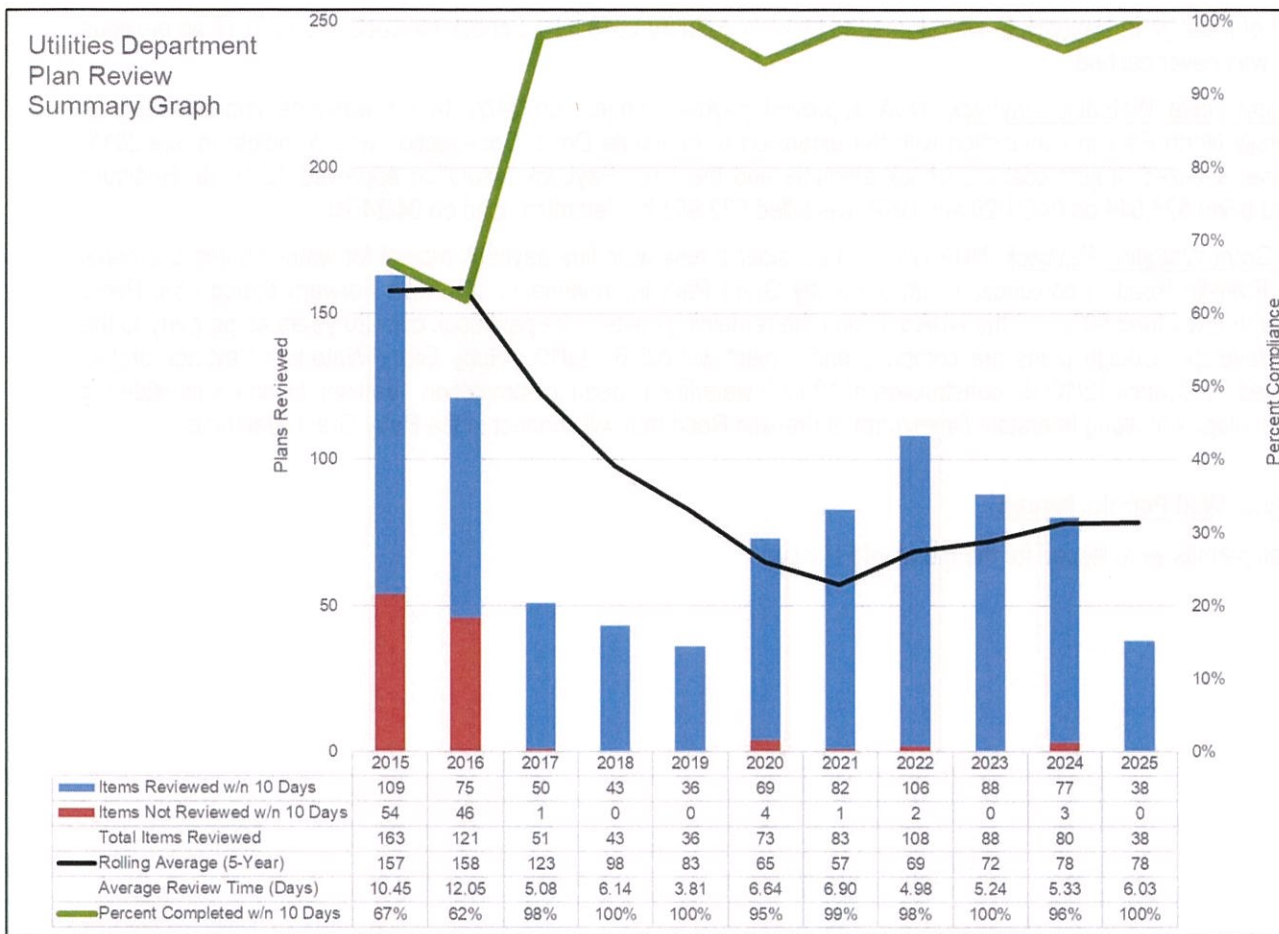
Wastewater Excise Tax – Non-Residential:

WRF Investment Fee/Wastewater Excise Tax: Staff evaluated the Wastewater Excise Tax on four commercial entities last month. Two applications were determined to increase wastewater flows over the previous use of the site. For the fiscal year, 45 commercial properties have been reviewed and a total of \$107,942. 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:

Four plan sets were reviewed this past month. Staff has reviewed 38 plans for the current fiscal year with an average review time of 6.03 days and with 100 percent of plans reviewed within 10 days. *Graph current through date or report generation.*



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 February.

DIVISION OF ENVIRONMENTAL RESILIENCE AND SUSTAINABILITY February 2025
SUMMARY

Item 8.

| | MONTHLY | YEAR-TO-DATE |
|-----------------------------------|---------|--------------|
| STORMWATER CONSTRUCTION SW | | |
| INSPECTIONS | 87 | 676 |
| ACTIVE SITES | 81 | 643 |
| CITATIONS | 0 | 0 |
| NOVS | 0 | 0 |
| CDOS | 0 | 0 |
| SWOS | 0 | 0 |
| ECPS | 3 | 22 |

| | | |
|----------------------------------|----|-----|
| STORMWATER MS4 OPERATIONS | | |
| ACTION CENTER | 0 | 14 |
| PWSTORMWATER | 0 | 5 |
| CALLS | 0 | 45 |
| OTHER | 5 | 60 |
| TOTAL INQUIRIES | 5 | 110 |
| OUTFALL INSPECTIONS | 37 | 52 |
| MCM 5 INSPECTIONS | 0 | 122 |
| MCM 6/P2 INSPECTIONS | 0 | 13 |

| | | |
|--|------|------|
| PRETREATMENT/FATS, OILS, AND GREASE (FOG) PROGRAM | | |
| FOG INSPECTIONS | 14 | 159 |
| FOOD LICENSE APPROVAL | 3 | 26 |
| SIU INSPECTIONS | 0 | 9 |
| SIU SITES SAMPLED | 2 | 19 |
| TABLE II MONITORING (%) | 100% | 100% |
| TABLE III MONITORING (%) | 25% | 25% |

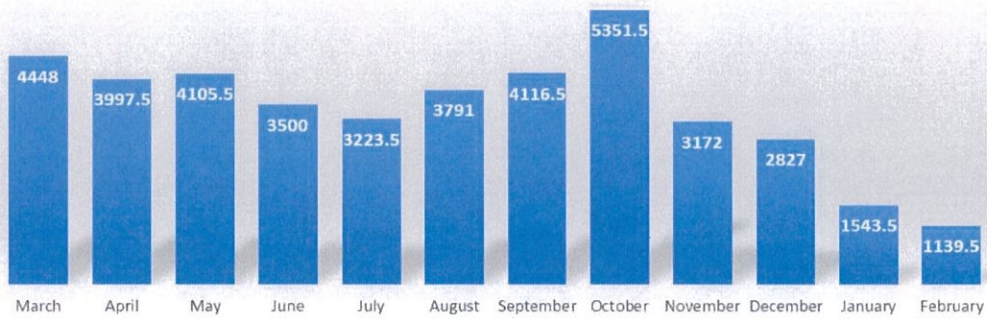
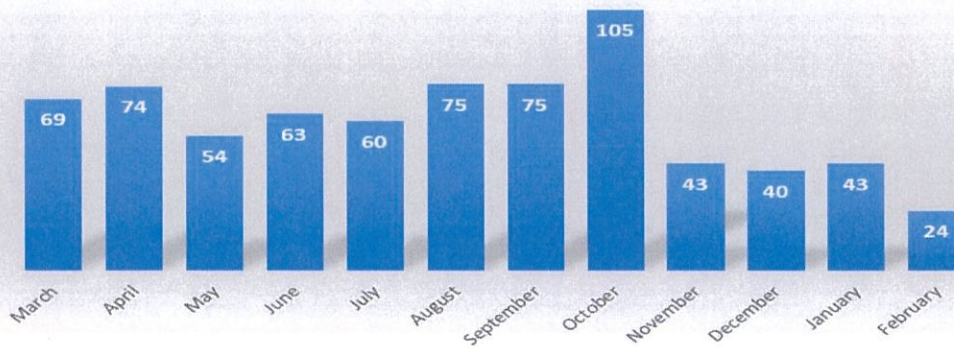
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|----------------------------------|--------|---------|
| HOUSEHOLD HAZARDOUS WASTE | | |
| HHWF: CARS SERVED | 24 | 451 |
| SWAP SHOP VISITS | 4 | 43 |
| OIL DISPOSED | 2100 | 33677 |
| ANTIFREEZE DISPOSED | 1350 | 4095 |
| TIRES DISPOSED | 4725 | 93060 |
| HHW MATERIAL COLLECTED | 1139.5 | 25164.5 |
| E-WASTE: CARS SERVED | 0 | 370 |
| E-WASTE COLLECTED | 0 | 20089 |
| TOTAL CARS SERVED | 24 | 845 |
| TOTAL MATERIAL COLLECTED | 1139.5 | 47341.5 |

| | | |
|-------------------------|--------------|---------------|
| REVENUE | | |
| FOG PROGRAM | \$ 1,600.00 | \$ 11,900.00 |
| SURCHARGE | \$ 10,017.31 | \$ 89,807.97 |
| LAB ANALYSIS RECOVERY | \$ - | \$ - |
| IND. Dischg. Permit fee | \$ - | \$ 36,554.52 |
| TOTAL | \$ 11,617.31 | \$ 138,262.49 |

[illegible]

Upcoming Events:

| | | |
|-----------------|-----------|----------------------------|
| | 3/13/2025 | Downtowners |
| | 3/22/2025 | World Water Day |
| 3/23/25-5/18/25 | | Green Norman Ecobration |
| | 3/23/2025 | Kick-off event at Eastwood |
| 4/4/25-4/5/25 | | Rain Barrel distribution |
| | 4/5/2025 | Big Event |
| 4/10/25-4/11/25 | | Artful Inlets installation |
| | 4/27/2025 | Earth Day Festival |
| | 5/3/2025 | E-waste Collection |

Amount Collected in Pounds at Facility (lbs)**Number of Facility Appointments**

| CITY OF NORMAN | | | | |
|----------------------------------|-----------|------------|-----------|------------|
| DEPARTMENT OF UTILITIES | | | | |
| LINE MAINTENANCE DIVISION | | | | |
| MONTHLY PROGRESS REPORT | | | | |
| WATER MAINTENANCE | | | | |
| | FYE 2025 | | FYE 2024 | |
| February 2025 | MONTH | YTD | MONTH | YTD |
| | | | | |
| New Meter Sets: | 22 | 295 | 48 | 248 |
| Number Short Sets | 21 | 279 | 48 | 244 |
| Number Long Sets | 1 | 16 | 0 | 4 |
| Average Meter Set Time | 5.45 | 5.95 | 4.63 | 5.96 |
| Number of Work Orders: | | | | |
| Service Calls | 413 | 4,098 | 547 | 3,708 |
| Meter Resets | 0 | 4 | 0 | 4 |
| Meter Removals | 3 | 27 | 12 | 32 |
| Meter Changes | 17 | 374 | 77 | 423 |
| Locates Completed | 574 | 4,344 | 431 | 3,217 |
| Number of Water Main Breaks | 20 | 136 | 8 | 105 |
| Average Time Water Off | 1.22 | 1.53 | 1.13 | 1.65 |
| Number of Water Leaks | 26 | 372 | 39 | 392 |
| Fire Hydrants: | | | | |
| New | 0 | 1 | 0 | 0 |
| Replaced | 0 | 7 | 0 | 4 |
| Maintained | 29 | 390 | 26 | 424 |
| Number of Valves Exercised | 132 | 904 | 85 | 739 |
| Feet of Main Construction | 0 | 0 | 0 | 500 |
| Hours of Main Construction | 0 | 0 | 0 | 1,631 |
| Meter Changeovers | 0 | 0 | 0 | 5 |
| OJI's | 0 | 0 | 0 | 0 |
| Hours Flushing/Testing New Mains | 4.50 | 94 | 4 | 138 |
| Hours Worked Outside of Division | 0.00 | 0.00 | 0 | 0 |

| CITY OF NORMAN | | | | |
|--|---------------|----------------|---------------|----------------|
| DEPARTMENT OF UTILITIES | | | | |
| LINE MAINTENANCE DIVISION | | | | |
| MONTHLY PROGRESS REPORT | | | | |
| SEWER MAINTENANCE | | | | |
| | FYE 2025 | | FYE 2024 | |
| February 2025 | MONTH | YTD | ←MONTH | YTD |
| | | | | |
| Obstructions: | | | | |
| City Responsibility | 3 | 13 | 0 | 12 |
| Property Owner Responsibility | 24 | 151 | 23 | 157 |
| TOTAL | 27 | 164 | 23 | 169 |
| Number of Feet of Sewer Cleaned: | | | | |
| Cleaned | 71,433 | 806,049 | 53,324 | 669,060 |
| Rodded | 6,350 | 26,796 | 1,943 | 21,713 |
| Foamed | 0 | 60,484 | 0 | 68,206 |
| SL-RAT | 11,593 | 14,418 | 0 | 0 |
| TOTAL | 89,376 | 907,747 | 55,267 | 758,979 |
| Sewer Overflows: | | | | |
| Rainwater | 0 | 0 | 0 | 0 |
| Grease/Paper/Roots | 0 | 1 | 0 | 1 |
| Obstruction | 0 | 1 | 0 | 0 |
| Private | 0 | 1 | 1 | 9 |
| Other (Lift Station, Line Break, etc.) | 0 | 0 | 0 | 0 |
| Total Overflows | 0 | 3 | 1 | 10 |
| Feet of Sewer Lines Televised | 33,630 | 301,086 | 28,260 | 191,107 |
| Locates Completed | 212 | 2,114 | 306 | 2,467 |
| Manholes: | | | | |
| Inspected | 982 | 9,422 | 974 | 8,922 |
| New | 0 | 0 | 0 | 0 |
| Raised | 3 | 19 | 0 | 9 |
| Repaired | 0 | 14 | 0 | 11 |
| Feet of Sewer Lines Replaced/Repaired | 0.00 | 15.00 | 12 | 58 |
| Hours Worked at Lift Station | 51.96 | 416.64 | 44 | 316 |
| Hours Worked for Other Departments | 1.07 | 41.85 | 7.22 | 34.46 |
| OJI's | 0 | 1 | 0 | 0 |
| Square Feet of Concrete | 0 | 0 | 0 | 0 |
| Average Response Time (Minutes) | 19.00 | 21.40 | 31.00 | 27.15 |
| Number of Claims | 0.00 | 0.00 | 0.00 | 2.00 |

City of Norman, Oklahoma
Department of Utilities

Monthly Progress Report
Water Reclamation Facility
February 1-29, 2025
Flow Statistics

| | FYE 2025 | | FYE 2024 | |
|--------------------------------|-------------------|------------|-------------------|------------|
| | <u>This Month</u> | <u>YTD</u> | <u>This Month</u> | <u>YTD</u> |
| Total Influent Flow (M.G.) | 307.0 | 2657.1 | 354.2 | 2744.8 |
| Total Effluent Flow (M.G.) | 305.4 | 2595.7 | 342.9 | 2562.7 |
| Influent Peak Flow (MGD) | 13.0 | 25.0 | 19.8 | 28.3 |
| Effluent Peak Flow (MGD) | 13.0 | 24.2 | 19.5 | 27.7 |
| Daily Avg. Influent Flow (MGD) | 11.0 | 11.0 | 12.2 | 11.2 |
| Daily Avg. Effluent Flow (MGD) | 10.9 | 10.7 | 11.8 | 10.5 |
| Precipitation (inches) | 2.2 | 49.4 | 1.7 | 27.8 |

Discharge Monitoring Report Stats

EPA minimum percentage removal 85%

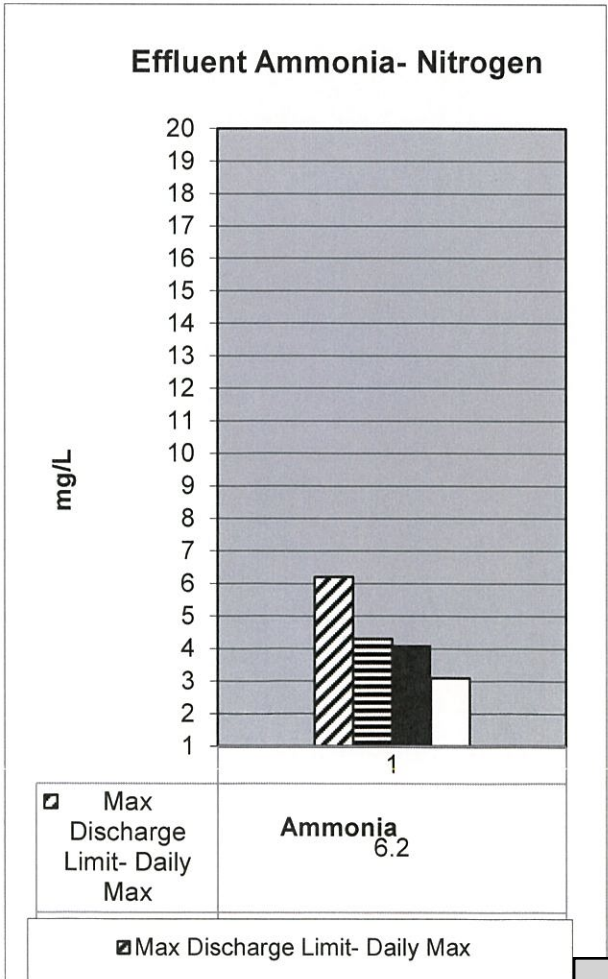
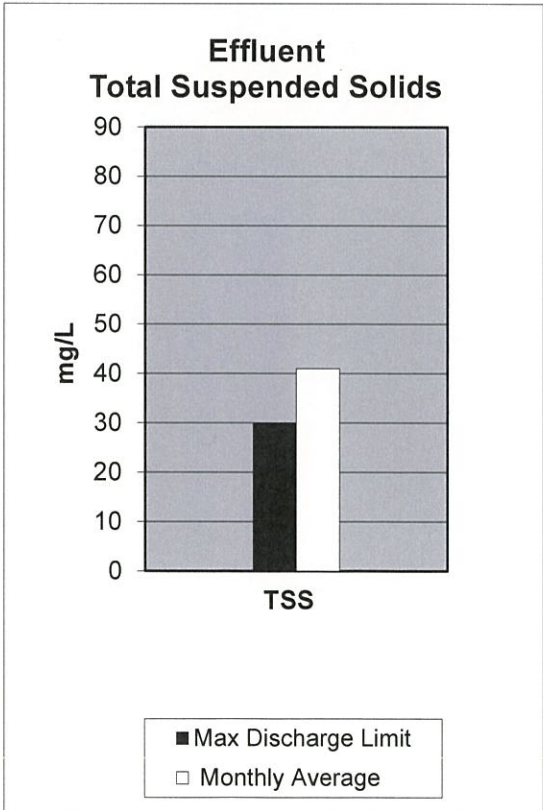
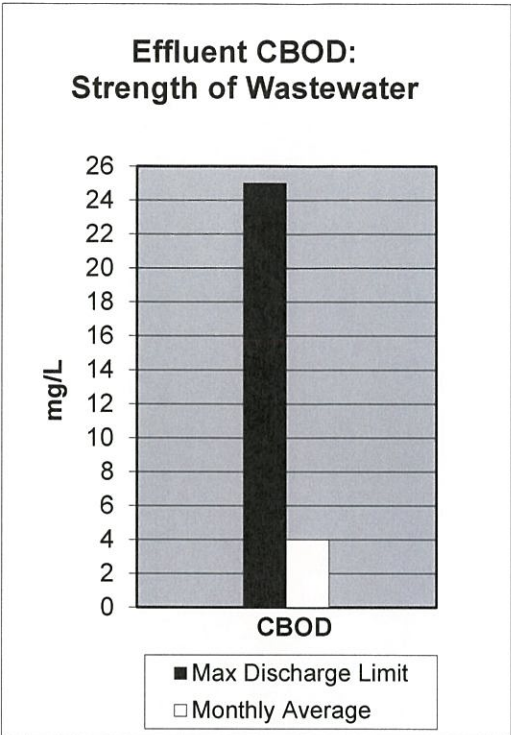
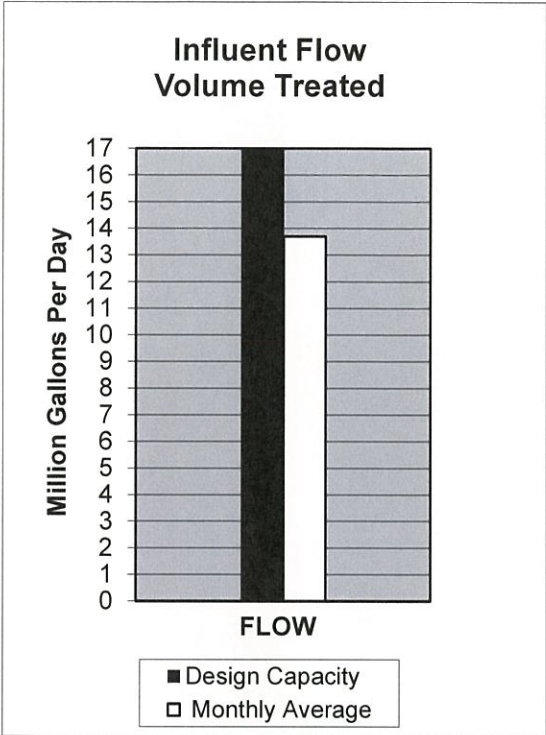
| | | |
|-----------------------------|------|------|
| 5 day BOD: | Avg. | Avg. |
| Influent Total (mg/l) | 127 | 213 |
| Effluent Carbonaceous Total | 4.4 | 3 |
| Percent Removal | 96.5 | 98.6 |
| Total Suspended Solids: | | |
| Influent (mg/L) | 206 | 240 |
| Effluent (mg/L) | 40.7 | 10 |
| Percent Removal | 80.2 | 95.8 |
| Dissolved Oxygen: | | |
| Influent (min) | 0.7 | 0.7 |
| Effluent (min) | 6.6 | 6.9 |
| pH | | |
| Influent (Low) | 7.0 | 7.2 |
| (High) | 7.2 | 7.5 |
| Effluent (Low) | 6.7 | 6.9 |
| (High) | 7.1 | 7.4 |
| Ammonia Nitrogen | | |
| Influent (mg/L) | 28.2 | 29.2 |
| Effluent (mg/L) | 3.1 | 0.1 |
| Percent Removal | 89.0 | 99.8 |

Utilities

| | | | | |
|---|------------|-----------|------------|-----------|
| Electrical | | | | |
| Total kWh Used (Plant wide) | 543,740 | 4,085,700 | 470,960 | 3,587,260 |
| Aeration Blowers, WSL&Headworks | 117,700 | 1,023,000 | 133,600 | 998,800 |
| UV Facility | 53,200 | 599,600 | 40,400 | 494,200 |
| Natural Gas | | | | |
| Total cubic feet/day (plant wide) | 741,000 | 3,487,000 | 480,000 | 2,308,000 |
| Public Education (Tours) | 1 | 3 | 4 | 23 |
| Total Attendees for FYE 25 | 144 | | 154 | |
| Reclaimed Water System (MG) | | | | |
| OU Golf Course | 1.7 | 81.1 | 1.3 | 78.1 |
| E.coli geometric mean average for February 2024 205 MPN (Limit is 630) | | | | |

CITY OF NORMAN
WATER RECLAMATION FACILITY
February 2025

Item 8.



Comments here

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

WATER TREATMENT DIVISION

MONTH: February-2025

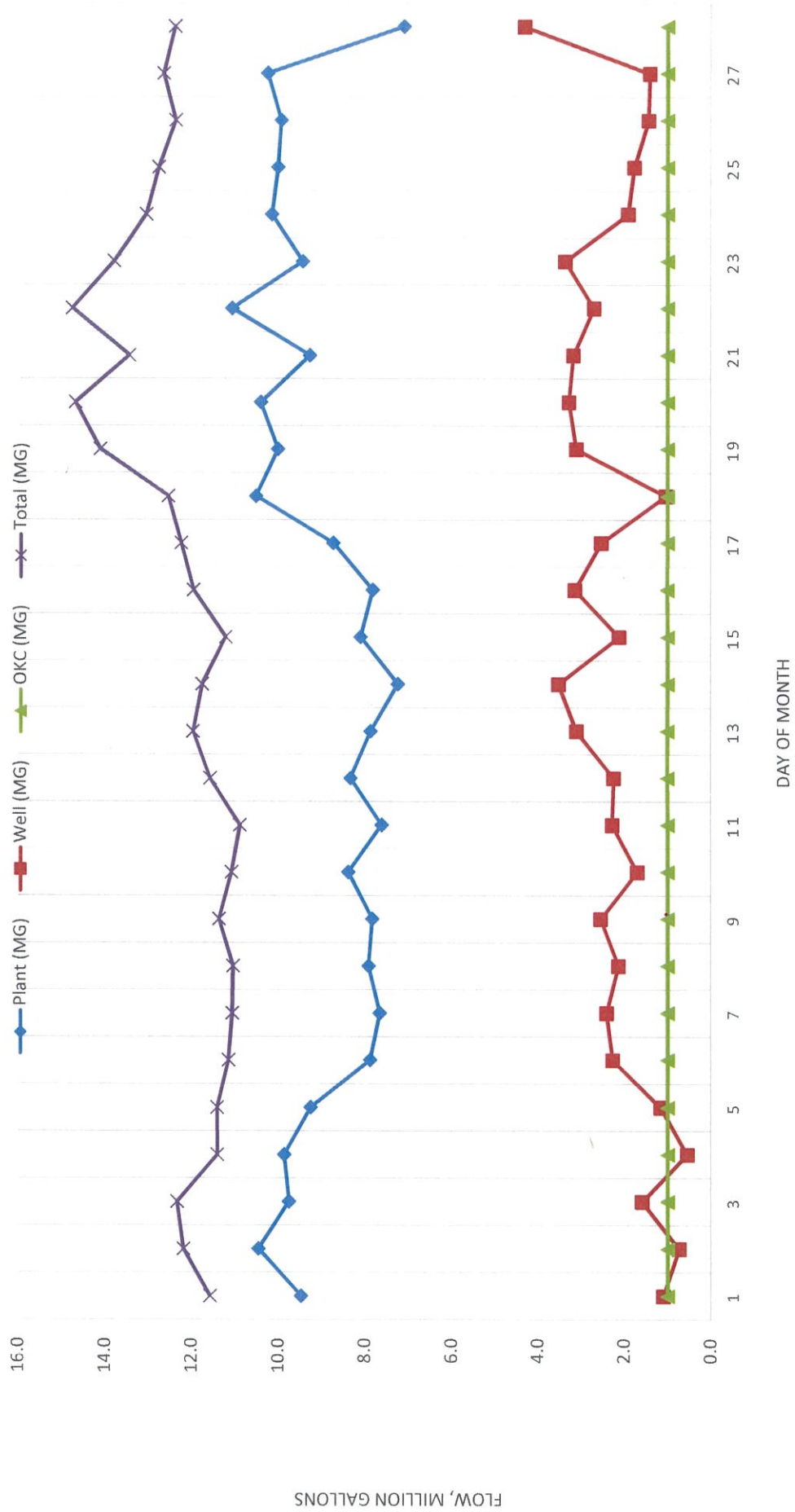
| | FYE 2025 | | FYE 2024 | |
|--|--------------------------|----------------------------|--------------------------|----------------------------|
| | <u>This month</u> | <u>Year to date</u> | <u>This month</u> | <u>Year to date</u> |
| Water Supply | | | | |
| Plant Production (MG) | 252.31 | 2783.85 | 276.53 | 2451.04 |
| Well Production (MG) | 62.58 | 705.07 | 53.11 | 1029.62 |
| Oklahoma City Water Used (MG) | 27.99 | 238.78 | 28.99 | 243.12 |
| Total Water Produced (MG) | 342.88 | 3727.70 | 358.62 | 3723.78 |
| Average Daily Production | 12.25 | 15.34 | 12.37 | 15.26 |
| Peak Day Demand | | | | |
| Million Gallons | 14.77 | 23.15 | 13.31 | 23.32 |
| Date | 2/22/2025 | 8/6/2024 | 2/26/2024 | 9/4/2023 |
| System Capacity (see note 1) | 30.34 | 30.34 | 25.78 | 25.78 |
| Demand Above Capacity (Peak Day) | 0.00 | 0.00 | 0.00 | 0.00 |
| Note 1: 2024- system capacity updated to reflect actual firm capacity from all sources | | | | |
| Costs | | | | |
| Plant | \$673,997.11 | \$5,586,752.50 | \$656,047.40 | \$5,452,486.95 |
| Wells | \$195,723.19 | \$1,885,929.42 | \$266,183.98 | \$2,035,176.86 |
| OKC | \$99,542.99 | \$800,335.88 | \$105,017.64 | \$769,107.91 |
| Total | \$969,263.29 | \$8,273,017.80 | \$1,027,249.02 | \$8,256,771.72 |
| Cost per Million Gallons | | | | |
| Plant | \$2,671.26 | \$2,006.85 | \$2,372.46 | \$2,224.56 |
| Wells | \$3,127.77 | \$2,674.81 | \$5,012.41 | \$1,976.63 |
| OKC | \$3,555.87 | \$3,351.79 | \$3,623.05 | \$3,163.54 |
| Total | \$2,826.80 | \$2,219.34 | \$2,864.47 | \$2,217.31 |
| Water Quality | | | | |
| Bacterial Samples in Compliance | 100 | 801 | 100 | 808 |
| Bacterial Samples out of Compliance | 0 | 2 | 0 | 2 |
| Total number of inquiries (Note 2) | 0 | 11 | 0 | 18 |
| Total number of complaints (Note 2) | 3 | 28 | 4 | 44 |
| Number of complaints per 1000 service connections | 0.07 | 0.65 | 0.10 | 1.07 |
| Note 2: Prior to April 2016 complaints and inquiries were grouped together, listed as complaints, and not distinguished. | | | | |
| Safety | | | | |
| Hours lost to OJI | 26 | 0 | 0 | 0 |
| Hours lost to TTD | 0 | 0 | 0 | 0 |
| Total Hours Lost | 26 | 0 | 0 | 0 |
| Safety Training Sessions Held | 0 | 0 | 1 | 7 |
| Public Education | | | | |
| Number of tours conducted | 1 | 14 | 1 | 10 |
| Number of people on tours | 1 | 164 | 24 | 161 |

Notes:

One OJI from slipping on ice occurred on 2/18 and resulted in 25.5 hours of OJI for February

Most monitoring well sensors are not working properly. Staff is working to get these replaced in order to start pulling accurate

WATER PRODUCTION FOR FEBRUARY 2025



MONTHLY TRANSFER STATION REPORT

February 2025

| | TONS PER MONTH | REVENUE PER MONTH |
|---------------|----------------|-------------------|
| O.U. | 295.80 | \$16,803.13 |
| STANDARD GATE | 852.07 | \$99,750.88 |
| RESIDENTIAL | 155.27 | \$7,593.60 |
| MATTRESS | | \$3,900.00 |
| TOTALS: | 1,303.14 | \$128,047.61 |

| | MONTH |
|---|--------|
| # OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS. | 385.00 |

| | |
|--|---------|
| # OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS. | 7055.25 |
|--|---------|

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

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

| | |
|-----------------------------------|----------|
| TOTAL LOADS BROUGHT TO LANDFILLS: | 385.00 |
| GRAND TOTAL TONS TO LANDFILLS | 7,055.25 |

| | |
|-----------------------------------|--------------|
| DISPOSAL COST PER TON (OKC) | \$21.75 |
| TIPPING FEE'S FOR DUMPING AT OKC: | \$153,451.69 |
| GRAND TOTAL TIPPING FEE'S | \$153,451.69 |

| | |
|---|--------|
| # OF LOADS BROUGHT TO TRANSFER STATION COMMERCIAL SANITATION TRUCKS: | 581.00 |
|---|--------|

| | |
|--|---------|
| # OF TONS BROUGHT TO TRANSFER STATION COMMERCIAL SANITATION TRUCKS: | 3663.56 |
|--|---------|

| | |
|--|--------|
| # OF LOADS BROUGHT TO TRANSFER STATION RESIDENTIAL SANITATION TRUCKS: | 406.00 |
|--|--------|

| | |
|---|---------|
| # OF TONS BROUGHT TO TRANSFER STATION RESIDENTIAL SANITATION TRUCKS: | 2388.48 |
|---|---------|

| | |
|--|--------|
| TOTAL LOADS BROUGHT TO TRANSFER STATION: | 987.00 |
|--|--------|

| | |
|---|---------|
| TOTAL TONS BROUGHT TO TRANSFER STATION: | 6052.04 |
|---|---------|

| | |
|---|-------|
| MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.: | 87.27 |
|---|-------|

| | |
|---|---------|
| TOTAL TONS RECEIVED AT TRANSFER STATION | 1390.41 |
|---|---------|

SANITATION DIVISION PROGRESS REPORT

SUMMARY 2025

| | FYE 23 | | FYE 25 | |
|-------------------------------------|--------|------------|--------|------------|
| | MONTH | YR-TO-DATE | MONTH | YR-TO-DATE |
| <u>Vehicle Accidents</u> | 2 | 21 | 2 | 15 |
| | | | | |
| <u>On The Job Injuries</u> | 1 | 4 | 2 | 6 |
| | | | | |
| <u>Bulk Pickups</u> | 40 | 173 | 57 | 469 |
| | | | | |
| <u>Refuse Complaints</u> | 120 | 473 | 127 | 905 |
| | | | | |
| <u>New Polycarts Requests</u> | 48 | 383 | 48 | 390 |
| | | | | |
| <u>Polycarts Exchanges</u> | 7 | 80 | 2 | 37 |
| | | | | |
| <u>Additional Polycart Requests</u> | 66 | 443 | 71 | 599 |
| | | | | |
| <u>Replaced Stolen Polycarts</u> | 29 | 153 | 13 | 219 |
| | | | | |
| <u>Replaced Damaged Polycarts</u> | 51 | 731 | 27 | 468 |
| | | | | |
| <u>Polycarts Repaired</u> | 25 | 319 | 20 | 234 |

COMPOST MONTHLY REPORT**FEBRUARY 2025****MONTH**

| | |
|--|-------------|
| TONS BROUGHT IN BY COMPOST CREWS: | 164.55 |
| LANDFILL TIPPING FEE'S | \$ 21.75 |
| SAVINGS FROM NOT DUMPING AT LANDFILL: | \$ 3,578.96 |

| | |
|---|--------------|
| TONS BROUGHT IN BY PUBLIC: | 1,200.00 |
| TONS BROUGHT IN BY CONTRACTORS : | 1,800.00 |
| TONS BROUGHT IN BY OTHER CITY DEPARTMENTS: | 100.00 |
| LANDFILL TIPPING FEE'S | \$ 21.75 |
| SAVINGS FROM NOT DUMPING AT LANDFILL: | \$ 67,425.00 |

| | |
|--|--------------|
| TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL: | \$ 71,003.96 |
|--|--------------|

| | |
|--|-------------------|
| REVENUE COLLECTED FROM COMPOST SALES: | \$350.00 |
| REVENUE COLLECTED FROM GATE SALES: | \$4,320.00 |

| | |
|-----------------------------|-----------------|
| TOTAL TONS COLLECTED | 3,264.55 |
|-----------------------------|-----------------|

MULCH CUBIC YDS**MONTH****COMPOST CUBIC YDS****MONTH**

| | |
|------------------------------------|-------|
| PARKS DEPT. | |
| ROAD & CHANNEL | |
| LINE MAINTENANCE | |
| STREET DEPT. | |
| WATER TREATMENT | |
| MURPHY PRODUCTS OKC | |
| SELF LOADING BIN | |
| DRYING BEDS | 1,800 |
| COMPOST SOLD BY CUBIC YARDS | |
| MULCH SOLD BY CUBIC YARDS | 9,000 |
| TOTAL: | 1,800 |

| |
|-----|
| |
| |
| |
| |
| |
| |
| |
| 18 |
| |
| |
| 105 |
| 18 |

CURBSIDE MONTHLY RECYCLING REPORT**Feb-25****PROGRAM STATISTICS**

| | AVERAGE |
|-----------------------------|----------------|
| | MONTH |
| SET OUT/PARTICIPATION RATE: | 65% |
| | |
| AVERAGE TONS PER DAY : | 17.48 |
| | |
| POUNDS PER HOME: | 20.68 |

COMMODITY BY TON

| | % of Total | TONS |
|-----------------------|-------------------|---------------|
| ALUMINUM BEVERAGE CAN | 2.10% | 7.35 |
| #1 PET | 5.50% | 19.24 |
| NEWS | 0.00% | 0 |
| GLASS CONTAINERS | 5.72% | 20.01 |
| MIX PAPER | 33.40% | 116.83 |
| PLASTIC FILM | 0.57% | 1.99 |
| #2 NATURAL | 0.90% | 3.15 |
| #2 COLOR | 1.10% | 3.85 |
| #3-#7 | 0.00% | 0 |
| METAL | 0.82% | 2.87 |
| RIGIDS | 0.89% | 3.11 |
| TIN-STEEL SCRAP | 3.30% | 11.54 |
| TRASH | 28.30% | 98.99 |
| OCC | 17.40% | 60.86 |
| TOTAL | 100.00% | 349.79 |

| | MONTH |
|------------------------|--------------|
| SERVICE CALLS (MISSES) | 18 |
| HOUSESIDE | 0 |
| REMINDER | 0 |
| SCATTERED | 0 |
| MISC. | 0 |
| REPAIR | 8 |
| NEW | 36 |
| ADD | 3 |
| MISSING | 6 |
| EXCHANGE | 0 |
| REPLACE | 4 |
| PICK UP | 13 |
| | |
| | |
| | |
| TOTAL CALLS | 88.00 |

| | MONTH |
|--------------------------------|-------------------|
| LANDFILL COST AVOIDANCE | \$7,607.93 |

Drop Center Report February 2025

| MONTHLY UNIT PRICES | | Revenue per ton | Proc. Fee | LBS Rejected | Tons Rejected | % | LNDEL Fee | Tons Diverted | \$ Diverted |
|---------------------|--|-----------------|-----------|--------------|---------------|---|-----------|---------------|-------------|
| ALUMINUM: | | \$1,150.00 | \$0.00 | | 0 | 0 | \$21.75 | 240.51 | \$5,231.09 |
| PLASTICS: | | \$75.00 | \$0.00 | | | | | | |
| STEEL CANS: | | \$0.00 | \$0.00 | | | | | | |
| MIXED OFFICE PAPER: | | \$15.00 | \$0.00 | | | | | | |
| CARDBOARD: | | \$55.00 | \$0.00 | | | | | | |

| RECYCLING CENTER DATA: | | #9 | Westwood | Hollywood | Transfer | Total Tons | PRO/FEE | Revenues | Net |
|--------------------------|--|-------|----------|-----------|----------|------------|---------|------------|------------|
| ALUMINUM: | | TONS | TONS | TONS | TONS | | | | |
| PLASTICS: | | 0.3 | 0.1 | 0.55 | 0.05 | 1 | \$0.00 | \$1,150.00 | \$1,150.00 |
| STEEL CANS: | | 2.16 | 1.08 | 4.38 | 0.33 | 7.95 | \$0.00 | \$596.25 | \$596.25 |
| MIXED OFFICE PAPER: | | 0.3 | 0.1 | 0.55 | 0.05 | 1 | \$0.00 | \$0.00 | \$0.00 |
| CARDBOARD: | | 3.08 | 0.9 | 22.79 | 0 | 26.77 | \$0.00 | \$401.55 | \$401.55 |
| RECYCLING CENTER TOTALS: | | 17.08 | 9.94 | 28.1 | 1.27 | 56.39 | \$0.00 | \$3,101.45 | \$3,101.45 |
| | | 22.92 | 12.12 | 56.37 | 1.7 | 93.11 | \$0.00 | \$5,249.25 | \$5,249.25 |

| Commercial Cardboard Containers | | Revenues | Compactors | Revenues | Wood | Glass | Metal |
|---------------------------------|------------|----------|------------|----------|--------|-------|--------|
| TONS | | TONS | TONS | TONS | TONS | TONS | TONS |
| 27.36 | \$1,504.80 | 15.82 | \$870.10 | 0 | \$0.00 | 30.52 | 0 |
| | | | | | | | Cost |
| | | | | | | | Profit |

| Expenses | | Average hrly+ benefits \$26.78 | | | |
|--------------|------------|--------------------------------|-----------|-------------|------------|
| | | Cage Rolloff | Cardboard | Occ Compact | MXD Office |
| Hours | 40 | 192 | 10 | 18 | 260 |
| Labor \$ | \$1,071.20 | \$5,141.76 | \$267.80 | \$482.04 | \$6,962.80 |
| Vehicle cost | \$229.20 | \$353.83 | \$57.30 | \$103.14 | \$743.47 |

| | |
|------------------|-------------|
| Customer Revenue | \$12,377.80 |
|------------------|-------------|

| Total All Recycle and Cardboard | |
|---------------------------------|------------|
| 166.81 | Revenues |
| | \$7,624.15 |
| Total Recycle Only | |
| | Revenues |
| | \$2,147.80 |

| | |
|-----------------|------------|
| Total Cardboard | Revenues |
| | \$5,476.35 |

| Revenue | | Income | Expense | Net |
|---------|--|-------------|------------|--------------|
| | | \$20,001.95 | \$7,706.27 | \$ 12,295.68 |

File Attachments for Item:

9. CONSIDERATION OF SUBMISSION, ACKNOWLEDGEMENT, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RECEIPT OF REPORT ENTITLED "THE CITY OF NORMAN SINGLE AUDIT REPORT FOR THE YEAR ENDED JUNE 30, 2024," AS PREPARED BY THE CITY OF NORMAN FINANCE DEPARTMENT AND AUDITED BY THE FIRM OF FORVIS MAZARS, L.L.P., FOR THE CITY OF NORMAN, OKLAHOMA, NORMAN UTILITIES AUTHORITY, NORMAN MUNICIPAL AUTHORITY, NORMAN ECONOMIC DEVELOPMENT AUTHORITY AND NORMAN TAX INCREMENT FINANCE AUTHORITY.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 02/11/2025

REQUESTER: Clint Mercer

PRESENTER: Anthony Francisco, Finance Director

ITEM TITLE: CONSIDERATION OF SUBMISSION, ACKNOWLEDGEMENT, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RECEIPT OF REPORT ENTITLED "THE CITY OF NORMAN SINGLE AUDIT REPORT FOR THE YEAR ENDED JUNE 30, 2024," AS PREPARED BY THE CITY OF NORMAN FINANCE DEPARTMENT AND AUDITED BY THE FIRM OF FORVIS MAZARS, L.L.P., FOR THE CITY OF NORMAN, OKLAHOMA, NORMAN UTILITIES AUTHORITY, NORMAN MUNICIPAL AUTHORITY, NORMAN ECONOMIC DEVELOPMENT AUTHORITY AND NORMAN TAX INCREMENT FINANCE AUTHORITY.

BACKGROUND:

Many of the federal and state grants that the City receives require an audit report to be reviewed by independent accountants, as directed by the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award. The "Single Audit" report is included to meet those requirements.

On June 9, 2023, the Council accepted the proposal of Forvis Mazars, LLP, (RFP 2223-64), to provide independent auditing services for the City of Norman, the Norman Municipal Authority, Norman Utilities Authority, Norman Tax Increment Finance Authority and related entities for a period of three fiscal years with an option to extend the services for an additional two fiscal years.

DISCUSSION:

The audited financial statements of both the City and its Trusts were received by City Council on December 10, 2024. The Single Audit was not complete at that time.

The City received an unmodified ("clean") opinion from Forvis Mazars, LLP that the Single Audit fairly represents the City's grant operations as of June 30, 2024, in all material respects.

Also included with this item is a "management letter" from Forvis Mazars, LLP. It discusses findings during the audit review that are not considered material to the overall operations of the

City, future audit and accounting standards to be considered, or other items that would impact on the fair representation of the City's financial position.

RECOMMENDATION:

It is recommended that the Fiscal Year 2023-2024 Single Audit Report be accepted. All documents are available for review in the City Clerk's Office.

Forvis Mazars Report to the Honorable Mayor, City Council, Finance Committee, and Management

City of Norman, Oklahoma

Results of the 2024 Financial Statement Audit, Including Required Communications

June 30, 2024

Required Communications Regarding Our Audit Strategy & Approach (AU-C 260)

The following matters are required communications we must make to you, including these responsibilities:

Overview & Responsibilities

Scope of Our Audit &
Inherent Limitation to
Reasonable Assurance

Your & Our
Responsibilities

Extent of Our
Communication &
Distribution Restriction

Independence Matters

| Matter | Discussion |
|---|---|
| Scope of Our Audit | <p>This report covers audit results related to your financial statements and supplementary information</p> <ul style="list-style-type: none"> • As of and for the year ended June 30, 2024 • Conducted in accordance with our contract dated August 4, 2024 |
| Our Responsibilities | <p>Forvis Mazars is responsible for forming and expressing opinions about whether the financial statements that have been prepared by management, with the oversight of those charged with governance, are prepared in accordance with accounting principles generally accepted in the United States of America (GAAP).</p> |
| Audit Scope & Inherent Limitations to Reasonable Assurance | <p>An audit performed in accordance with auditing standards generally accepted in the United States of America (GAAS) and <i>Government Auditing Standards</i> issued by the Comptroller General of the United States (GAGAS) is designed to obtain reasonable, rather than absolute, assurance about the financial statements. The scope of our audit tests was established in relation to the opinion unit being audited and did not include a detailed audit of all transactions.</p> |
| Extent of Our Communication | <p>In addition to areas of interest and noting prior communications made during other phases of the engagement, this report includes communications required in accordance with GAAS that are relevant to the responsibilities of those charged with governance in overseeing the financial reporting process, including audit approach, results, and internal control. The standards do not require the auditor to design procedures for the purpose of identifying other matters to be communicated with those charged with governance.</p> |
| Independence | <p>The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence.</p> |
| Your Responsibilities | <p>Our audit does not relieve management or those charged with governance of your responsibilities. Your responsibilities and ours are further referenced in our contract.</p> |

| Matter | Discussion |
|---------------------------------|--|
| Distribution Restriction | <p>This communication is intended solely for the information and use of the following and is not intended to be, and should not be, used by anyone other than these specified parties:</p> <ul style="list-style-type: none"> • City Council, Finance Committee, and Management • Others within the Entity |

Government Auditing Standards

| Matter | Discussion |
|-----------------------------------|---|
| Additional GAGAS Reporting | <p>We also provided reports as of June 30, 2024 on the following as required by GAGAS:</p> <ul style="list-style-type: none"> • Internal control over financial reporting and on compliance and other matters based on an audit of the financial statements performed in accordance with GAGAS |
| Reporting Limitations | <p>Our consideration of internal control over financial reporting and our tests of compliance were not designed with an objective of forming an opinion on the effectiveness of internal control or on compliance and, accordingly, we do not express such an opinion.</p> |

Other Information Accompanying the Audited Financial Statements

The audited financial statements are presented along with management's ACFR. Management, or those charged with governance, is responsible for preparing the annual report.

We were not engaged to audit the information contained in the ACFR, and as a result, our opinion does not provide assurance as to the completeness and accuracy of the information contained therein.

As part of our procedures, we read the entire report to determine if financial information discussed in sections outside the financial statements materially contradicts the audited financial statements. If we identify any such matters, we bring them to management's attention and review subsequent revisions.

Auditor Objectives Related to Other Information

Our objectives related to the other information accompanying the audited financial statements were to:

- Consider whether a material inconsistency exists between the other information and the financial statements
- Remain alert for indications that:
 - A material inconsistency exists between the other information and the auditor's knowledge obtained in the audit, or
 - A material misstatement of fact exists or the other information is otherwise misleading
- Respond appropriately when we identify that such material inconsistencies appear to exist or when we otherwise become aware that other information appears to be materially misstated. Potential responsive actions would include requesting management to correct the identified inconsistency
- Include the appropriate communication in our auditor's report, disclosing the procedures performed on the Other Information, as well as the results obtained

Qualitative Aspects of Significant Accounting Policies and Practices

The following matters are detailed in the following pages and included in our assessment:

**Significant Accounting
Policies**

**Unusual Policies or
Methods**

**Alternative Accounting
Treatments**

**Management Judgments
& Accounting Estimates**

**Financial Statement
Disclosures**

**Our Judgment About the
Quality of the Entity's
Accounting Principles**

Significant Accounting Policies

Significant accounting policies are described in Note 1 of the audited financial statements.

With respect to new accounting standards adopted during the year, we call to your attention the following topics detailed in the following pages:

- No matters are reportable

Unusual Policies or Methods

With respect to significant unusual accounting policies or accounting methods used for significant unusual transactions (significant transactions outside the normal course of business or that otherwise appear to be unusual due to their timing, size, or nature):

- No matters are reportable

Alternative Accounting Treatments

We had discussions with management regarding alternative accounting treatments within GAAP for policies and practices for material items, including recognition, measurement and disclosure considerations related to the accounting for specific transactions as well as general accounting policies, as follows.

- No matters are reportable

Management Judgments and Accounting Estimates

Accounting estimates are an integral part of financial statement preparation by management, based on its judgments. Significant areas of such estimates for which we are prepared to discuss management's estimation process and our procedures for testing the reasonableness of those estimates include:

- Net pension liability (asset)
- Other postemployment benefit (OPEB) liability

- Claims and judgments payable
- Allowance for uncollectible receivables

Financial Statement Disclosures

The following areas involve particularly sensitive financial statement disclosures for which we are prepared to discuss the issues involved and related judgments made in formulating those disclosures:

- Pension plans
- OPEB

Our Judgment About the Quality of the Entity's Accounting Principles

During the course of the audit, we made the following observations regarding the Entity's application of accounting principles:

- No matters are reportable

Significant Accounting Policies & Alternative Treatments – Details

Governmental Accounting Standards Board (GASB) Statement No. 87, *Leases*

Effective , the Entity adopted GASB 87, *Leases*. GASB 87 creates one model for recognizing leases for both lessees and lessors. Substantially all leases are recognized on the lessee's statement of net position.

In the activity statement, lessees no longer report rent expense for the previously classified operating leases but instead report interest expense on the liability and amortization expense related to the asset. Lessors recognize a lease receivable and corresponding deferred inflow of resources. Interest income associated with the receivable are recognized using the effective interest method.

Adoption of GASB 87 required significant time to identify a complete list of lease contracts for consideration of adoption and measure the lease assets and liabilities for recognition. In addition, due to adoption of the standard, the Entity's key performance indicators related to the statement of net position (such as the current ratio) are likely not comparable to historical results.

Adjustments Identified by Audit

During the course of any audit, an auditor may propose adjustments to financial statement amounts. Management evaluates our proposals and records those adjustments that, in its judgment, are required to prevent the financial statements from being materially misstated.

A misstatement is a difference between the amount, classification, presentation, or disclosure of a reported financial statement item and that which is required for the item to be presented fairly in accordance with the applicable financial reporting framework.

Proposed & Recorded Adjustments

Auditor-proposed and management-recorded entries include the following:

- No matters are reportable

Uncorrected Misstatements

Some adjustments proposed were **not recorded** because their effect is not currently considered material. We request that all identified misstatements be corrected.

Uncorrected misstatements that were determined by management to be immaterial, both individually and in the aggregate, but more than trivial to the financial statements as a whole, are listed below.

While these uncorrected misstatements were deemed to be immaterial to the current-period financial statements, it is possible that the impact of these uncorrected misstatements, or matters underlying these uncorrected misstatements, could potentially cause future-period financial statements to be materially misstated.

Current-Period Uncorrected Misstatements

- Prepaid insurance asset

Other Required Communications

Other Material Communication

Listed below is another material communication between management and us related to the audit:

- Management representation letter (see Attachments)

We orally communicated to management deficiencies in internal control identified during our audit that are not considered material weaknesses or significant deficiencies.

Attachments

Management Representation Letter (Attachment A)

As a material communication with management, included herein is a copy of the representation letter provided by management at the conclusion of our engagement.

Attachment A

Management Representation Letter



The City of NORMAN

201 West Gray, Bldg. C • P.O. Box 370
Norman, Oklahoma 73069 • 73070

OFFICE OF THE FINANCE DIRECTOR
Phone 405-366-5413
FAX: 405-366-5417

Item 9.

Representation of:
City of Norman, Oklahoma
225 N. Webster Ave
Norman, OK 73069

Provided to:
Forvis Mazars, LLP
Certified Public Accountants
211 N. Robinson Avenue, Suite 600
Oklahoma City, OK 73102-9421

The undersigned ("We") are providing this letter in connection with Forvis Mazars' audit of our financial statements as of and for the year ended June 30, 2024.

We are also providing this letter in connection with:

Our representations are current and effective as of the date of Forvis Mazars' report: December 5, 2024.

Our engagement with Forvis Mazars is based on our contract for services dated: August 4, 2024.

Our Responsibility & Consideration of Material Matters

We confirm that we are responsible for the fair presentation of the financial statements subject to Forvis Mazars' report in conformity with accounting principles generally accepted in the United States of America.

We are also responsible for adopting sound accounting policies; establishing and maintaining effective internal control over financial reporting, operations, and compliance; and preventing and detecting fraud.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

Confirmation of Matters Specific to the Subject Matter of Forvis Mazars' Report

We confirm, to the best of our knowledge and belief, the following:

Broad Matters

1. We have fulfilled our responsibilities, as set out in the terms of our contract, for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.
2. We acknowledge our responsibility for the design, implementation, and maintenance of:
 - a. Internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.
 - b. Internal control to prevent and detect fraud.

3. We have provided you with:
 - a. Access to all information of which we are aware that is relevant to the preparation and fair presentation of the financial statements, such as financial records and related data, documentation, and other matters.
 - b. Additional information that you have requested from us for the purpose of the audit.
 - c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - d. All minutes of City Council and Finance Committee meetings held through the date of this letter or summaries of actions of recent meetings for which minutes have not yet been prepared. All unsigned copies of minutes provided to you are copies of our original minutes approved by the City Council and Finance Committee, as applicable, and maintained as part of our records.
 - e. All significant contracts and grants.
4. We have responded fully and truthfully to all your inquiries.

Government Auditing Standards

5. We acknowledge that we are responsible for compliance with applicable laws, regulations, and provisions of contracts and grant agreements.
6. We have identified and disclosed to you all laws, regulations, and provisions of contracts and grant agreements that have a direct and material effect on the determination of amounts in our financial statements or other financial data significant to the audit objectives.
7. We have identified and disclosed to you any violations or possible violations of laws, regulations, including those pertaining to adopting, approving, and amending budgets, and provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for recognition and/or disclosure in the financial statements or for your reporting on noncompliance.
8. We have taken or will take timely and appropriate steps to remedy any fraud, abuse, illegal acts, or violations of provisions of contracts or grant agreements that you or other auditors report.
9. We have a process to track the status of audit findings and recommendations.
10. We have identified to you any previous financial audits, attestation engagements, performance audits, or other studies related to the objectives of your audit and the corrective actions taken to address any significant findings and recommendations made in such audits, attestation engagements, or other studies.

Misappropriation, Misstatements, & Fraud

11. We have informed you of all current risks of a material amount that are not adequately prevented or detected by our procedures with respect to:
 - a. Misappropriation of assets.
 - b. Misrepresented or misstated assets, deferred outflows of resources, liabilities, deferred inflows of resources, net position or fund balance.

12. We have no knowledge of fraud or suspected fraud affecting the entity involving:
 - a. Management or employees who have significant roles in internal control over financial reporting, or
 - b. Others when the fraud could have a material effect on the financial statements.
13. We understand that the term "fraud" includes misstatements arising from fraudulent financial reporting and misstatements arising from misappropriation of assets. Misstatements arising from fraudulent financial reporting are intentional misstatements, or omissions of amounts or disclosures in financial statements to deceive financial statement users. Misstatements arising from misappropriation of assets involve the theft of an entity's assets where the effect of the theft causes the financial statements not to be presented in conformity with accounting principles generally accepted in the United States of America.
14. We have no knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, customers, analysts, SEC or other regulators, citizens, suppliers, or others.
15. We have assessed the risk that the financial statements may be materially misstated as a result of fraud and disclosed to you any such risk identified.

Ongoing Operations

Related Parties

16. We have disclosed to you the identity of all of the entity's related parties and all the related-party relationships of which we are aware.

In addition, we have disclosed to you all related-party transactions and amounts receivable from or payable to related parties of which we are aware, including any modifications during the year that were made to related-party transaction agreements which existed prior to the beginning of the year under audit, as well as new related-party transaction agreements that were executed during the year under audit.

Related-party relationships and transactions have been appropriately accounted for and disclosed in accordance with accounting principles generally accepted in the United States of America.

17. We understand that the term related party refers to:
 - Affiliates
 - Trusts for the benefits of employees, such as pension and profit-sharing trusts that are managed by or under the trusteeship of management
 - Management and members of their immediate families
 - Any other party with which the entity may deal if one party can significantly influence the management or operating policies of the other to an extent that one of the transacting parties might be prevented from fully pursuing its own separate interests.

Another party is also a related party if it can significantly influence the management or operating policies of the transacting parties or if it has an ownership interest in one of the transacting parties and can significantly influence the other to an extent that one or more of the transacting parties might be prevented from fully pursuing its own separate interests.

The term affiliate refers to a party that directly or indirectly controls, or is controlled by, or is under common control with, the entity.

Litigation, Laws, Rulings & Regulations

18. We have disclosed to you all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements. The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with accounting principles generally accepted in the United States of America.
19. We have no knowledge of communications, other than those specifically disclosed, from regulatory agencies, governmental representatives, employees, or others concerning investigations or allegations of noncompliance with laws and regulations, deficiencies in financial reporting practices, or other matters that could have a material adverse effect on the financial statements.
20. We have disclosed to you all known instances of violations or noncompliance or possible violations or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements or as a basis for recording a loss contingency.
21. Except for the ongoing arbitrage calculation examination by the IRS, there are no regulatory examinations currently in progress for which we have not received examination reports.
22. We have no reason to believe the entity owes any penalties or payments under the Employer Shared Responsibility Provisions of the *Patient Protection and Affordable Care Act*, nor have we received any correspondence from the IRS or other agencies indicating such payments may be due.
23. We have not been designated as a potentially responsible party (PRP or equivalent status) by the Environmental Protection Agency (EPA) or other cognizant regulatory agency with authority to enforce environmental laws and regulations:

Nonattest Services

24. You have provided nonattest services, including the following, during the period of this engagement:
 - Assistance with preparing a draft of the financial statements and related notes and supplementary information
 - Preparing a draft of the schedule of expenditures of federal awards
 - Completing the auditee portion of the Form SF-SAC (Data Collection Form) through the Federal Audit Clearinghouse
25. With respect to these services:
 - a. We have designated a qualified management-level individual to be responsible and accountable for overseeing the nonattest services.
 - b. We have established and monitored the performance of the nonattest services to ensure they meet our objectives.
 - c. We have made any and all decisions involving management functions with respect to the nonattest services and accept full responsibility for such decisions.
 - d. We have evaluated the adequacy of the services performed and any findings that resulted.

- e. We have established and maintained internal controls, including monitoring ongoing activities.
- f. When we receive final deliverables from you, we will store those deliverables in information systems controlled by us. We have taken responsibility for maintaining internal control over these deliverables.

Financial Statements & Reports

26. With regard to supplementary information:

- a. We acknowledge our responsibility for the presentation of the supplementary information in accordance with the applicable criteria.
- b. We believe the supplementary information is fairly presented, both in form and content, in accordance with the applicable criteria.
- c. The methods of measurement and presentation of the supplementary information are unchanged from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
- d. We believe the significant assumptions or interpretations underlying the measurement and/or presentation of the supplementary information are reasonable and appropriate.
- e. We understand that combining supplementary information is for purposes of additional analysis of the financial statements rather than to present the financial position and results of operations of each of the individual funds.
- f. If the supplementary information is not presented with the audited financial statements, we will make the audited financial statements readily available to intended users of the supplementary information no later than the date such information and the related auditor's report are issued.

27. With regard to other information that is presented in the form of our Annual Comprehensive Financial Report (ACFR):

- a. We confirm that the ACFR comprise the annual report for the entity.
- b. We have provided you with the final draft of the ACFR.

Transactions, Records, & Adjustments

- 28. All transactions have been recorded in the accounting records and are reflected in the financial statements.
- 29. We have everything we need to keep our books and records.
- 30. We have disclosed any significant unusual transactions the entity has entered into during the period, including the nature, terms, and business purpose of those transactions.
- 31. We are in agreement with the adjusting journal entries you have proposed, and they have been posted to the entity's accounts.
- 32. We believe the effects of the uncorrected financial statement misstatements and omitted disclosures summarized in the attached schedule and aggregated by you during the current

engagement are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Governmental Accounting & Disclosure Matters

33. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
34. With regard to deposit and investment activities:
 - a. All deposit, repurchase agreements, and investment transactions have been made in accordance with legal and contractual requirements.
 - b. Disclosures of deposit and investment balances and risks in the financial statements are consistent with our understanding of the applicable laws regarding enforceability of any pledges of collateral.
 - c. We understand that your audit does not represent an opinion regarding the enforceability of any collateral pledges.
35. The financial statements include all component units, appropriately present majority equity interests in legally separate organizations and joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
36. We have identified and evaluated all potential fiduciary activities. The financial statements include all fiduciary activities required by GASB Statement No. 84, *Fiduciary Activities*, as amended.
37. Components of net position (net investment in capital assets, restricted, and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
38. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated or amortized.
39. We have appropriately disclosed the entity's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position/fund balance is available and have determined that net position is properly recognized under the policy.
40. The entity has properly separated information in debt disclosures related to direct borrowings and direct placements of debt from other debt and disclosed any unused lines of credit, collateral pledged to secure debt, terms in debt agreements related to significant default or termination events with finance-related consequences, and significant subjective acceleration clauses in accordance with GASB Statement No. 88.
41. We have identified and evaluated all potential tax abatements, and we believe there are no material tax abatements .
42. The entity's ability to continue as a going concern was evaluated and that appropriate disclosures are made in the financial statements as necessary under GASB requirements.
43. The supplementary information required by the Governmental Accounting Standards Board, consisting of management's discussion and analysis, budgetary comparisons, pension, and

other postemployment benefit information, has been prepared and is measured and presented in conformity with the applicable GASB pronouncements, and we acknowledge our responsibility for the information. The information contained therein is based on all facts, decisions, and conditions currently known to us and is measured using the same methods and assumptions as were used in the preparation of the financial statements. We believe the significant assumptions underlying the measurement and/or presentation of the information are reasonable and appropriate. There has been no change from the preceding period in the methods of measurement and presentation.

44. With regard to pension and other postretirement benefits (OPEB):
 - a. We believe the actuarial assumptions and methods used to measure pension and OPEB liabilities and costs for financial accounting purposes are appropriate in the circumstances.
 - b. We have provided you with the entity's most current pension and OPEB plan instrument for the audit period, including all plan amendments.
 - c. The participant data provided to you related to pension and OPEB plans are true copies of the data submitted or electronically transmitted to the plan's actuary.
 - d. The participant data that we provided the plan's actuary for the purposes of determining the actuarial present value of accumulated plan benefits and other actuarially determined amounts in the financial statements were complete.

General Government Matters

45. The financial statements properly classify all funds and activities in accordance with GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, as amended.
46. All funds that meet the quantitative criteria in in GASB Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, as amended, and No. 37, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments: Omnibus—an Amendment of GASB Statements No. 21 and No. 34*, for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
47. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
48. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
49. We have appropriately disclosed that the entity is following either its established accounting policy regarding which governmental fund resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available or is following paragraph 18 of GASB Statement No. 54 to determine the fund balance classifications for financial reporting purposes and have determined that fund balance is properly recognized under the policy.
50. We have exercised due care in the preparation of the introductory and statistical sections included in our annual comprehensive financial report (ACFR) and are not aware of any information contained therein that is inconsistent with the information contained in our basic

financial statements.

Accounting & Disclosure

51. All transactions entered into by the entity are final. We are not aware of any unrecorded transactions, side agreements or other arrangements (either written or oral) that are in place.
52. Except as reflected in the financial statements, there are no:
 - a. Plans or intentions that may materially affect carrying values or classifications of assets, deferred outflows of resources, liabilities, deferred inflows of resources, net position or fund balance.
 - b. Material transactions omitted or improperly recorded in the financial records.
 - c. Material unasserted claims or assessments that are probable of assertion or other gain/loss contingencies requiring accrual or disclosure, including those arising from environmental remediation obligations.
 - d. Events occurring subsequent to the balance sheet date through the date of this letter, which is the date the financial statements were available to be issued, requiring adjustment or disclosure in the financial statements.
 - e. Agreements to purchase assets previously sold.
 - f. Arrangements with financial institutions involving compensating balances or other arrangements involving restrictions on cash balances, lines of credit, or similar arrangements.
 - g. Guarantees, whether written or oral, under which the entity is contingently liable.
 - h. Known or anticipated asset retirement obligations.
53. Except as disclosed in the financial statements, the entity has:
 - a. Satisfactory title to all recorded assets, and those assets are not subject to any liens, pledges, or other encumbrances.
 - b. Complied with all aspects of contractual and grant agreements, for which noncompliance would materially affect the financial statements.
54. We agree with the findings of specialists in evaluating the entity's pension, OPEB, and worker's compensation estimated assets or liabilities and have adequately considered the qualification of the specialists in determining the amounts and disclosures used in the financial statements and underlying accounting records. We did not give or cause any instructions to be given to the specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had impact on the independence or objectivity of the specialists.

Revenue, Accounts Receivable, & Inventory

55. Adequate provisions and allowances have been accrued for any material losses from:
 - a. Uncollectible receivables.

- b. Excess or obsolete inventories.
- c. Sales commitments, including those unable to be fulfilled.
- d. Purchase commitments in excess of normal requirements or at prices in excess of prevailing market prices.

Estimates

- 56. We have identified all accounting estimates that could be material to the financial statements and we confirm the appropriateness of the methods and the consistency in their application, the accuracy and completeness of data, and the reasonableness of significant assumptions used by us in making the accounting estimates, including those measured at fair value reported in the financial statements.
- 57. Significant estimates that may be subject to a material change in the near term have been properly disclosed in the financial statements. We understand that "near term" means the period within one year of the date of the financial statements. In addition, we have no knowledge of concentrations, which refer to volumes of business, revenues, available sources of supply, or markets, loans, investments, or deposits, existing at the date of the financial statements that would make the entity vulnerable to the risk of severe impact in the near term that have not been properly disclosed in the financial statements.

Fair Value


- 58. With respect to the fair value measurements of financial and nonfinancial assets and liabilities, if any, recognized in the financial statements or disclosed in the notes thereto:
 - a. The underlying assumptions are reasonable and they appropriately reflect management's intent and ability to carry out its stated course of action.
 - b. The measurement methods and significant assumptions used in determining fair value are appropriate in the circumstances for financial statement measurement and disclosure purposes and have been consistently applied.
 - c. The significant assumptions appropriately reflect market participant assumptions.
 - d. The disclosures related to fair values are complete, adequate, and in conformity with accounting principles generally accepted in the United States of America.
 - e. There are no subsequent events that require adjustments to the fair value measurements and disclosures included in the financial statements.


Tax-Exempt Bonds

- 59. Tax-exempt bonds issued have retained their tax-exempt status.
- 60. We have notified you of any instances of noncompliance with applicable disclosure requirements of the SEC Rule 15c2-12 and applicable state laws.

City of Norman, Oklahoma
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City of Norman
Period Ending: June 30, 2024
ATTACHMENT

This analysis and the attached "Schedule of Uncorrected Misstatements (Adjustments Passed)" reflect the effects on the financial statements if the uncorrected misstatements identified were corrected.

Governmental Activities (Government-Wide Statements)

QUANTITATIVE ANALYSIS

| | Before Misstatements | Misstatements | Subsequent to Misstatements | % Change |
|--|-------------------------|---------------|--------------------------------|----------|
| Current Assets | 202,816,254 | | 202,816,254 | |
| Non-Current Assets & Deferred Outflows | 638,858,537 | | 638,858,537 | |
| Current Liabilities | (60,958,306) | 100,850 | (60,857,456) | -0.17% |
| Non-Current Liabilities & Deferred Inflows | (249,433,033) | | (249,433,033) | |
| Current Ratio | | | 3.33 | |
| | | | | |
| Total Assets & Deferred Outflows | 841,674,791 | | 841,674,791 | |
| Total Liabilities & Deferred Inflows | (310,391,339) | 477,976 | (309,913,363) | -0.15% |
| Total Net Assets | (531,283,452) | (477,976) | (531,761,428) | 0.09% |
| | | | | |
| General Revenues & Transfers | (160,777,741) | | (160,777,741) | |
| Net Program Revenues/ Expenses | 128,937,602 | (477,976) | 128,459,626 | -0.37% |
| Change in Net Assets | (31,840,139) | (477,976) | (32,318,115) | 1.50% |

Client: City of Norman
Period Ending: June 30, 2024

Governmental Activities (Government-Wide Statements)
SCHEDULE OF UNCORRECTED MISSTATEMENTS (ADJUSTMENTS PASSED)

| | | Factual (F), Judgmental (J) or Projected (P) | Assets & Deferred Outflows | | Liabilities & Deferred Inflows | | General Revenues & Transfers | | | Revenues/ Expenses | Net Assets | Net Effect on Following Year | |
|---|-------------------------------|--|----------------------------|------------|--------------------------------|------------|------------------------------|---------|-----------|--------------------|----------------------|------------------------------|---|
| Description | Financial Statement Line Item | | Current | Noncurrent | Current | Noncurrent | Revenue | | Expenses | | Change in Net Assets | Net Assets | |
| | | | DR (CR) | DR (CR) | DR (CR) | DR (CR) | DR (CR) | DR (CR) | DR (CR) | DR (CR) | DR (CR) | DR (CR) | |
| To adjust accrued liabilities to the estimated amount for incurred claims | | J | 0 | 0 | 100,850 | 377,126 | 0 | 0 | (477,976) | 0 | 0 | 0 | 0 |
| | Accrued Liabilities | | | | 100,850 | 377,126 | | | | | N/A - Estimate | | |
| | General government expenses | | | | | | | | (477,976) | | | | |
| Total passed adjustments | | | 0 | 0 | 100,850 | 377,126 | 0 | | (477,976) | 0 | | | 0 |
| Impact on Change in Net Assets | | | | | | | | | | (477,976) | | | |
| Impact on Net Assets | | | | | | | | | | (477,976) | | | |

City of Norman
Period Ending: June 30, 2024
ATTACHMENT

This analysis and the attached "Schedule of Uncorrected Misstatements (Adjustments Passed)" reflect the effects on the financial statements if the uncorrected misstatements identified were corrected.

Business Type Activities (Government-Wide Statements)

QUANTITATIVE ANALYSIS

| | | Before Misstatements | Misstatements | Subsequent to Misstatements | % Change |
|--|---------------------|-------------------------|---------------|--------------------------------|----------|
| Current Assets | Current Assets | 89,527,666 | 254,403 | 89,782,069 | 0.28% |
| | Current Liabilities | 295,349,274 | | 295,349,274 | |
| | Current Liabilities | (15,248,130) | (254,403) | (15,502,533) | 1.67% |
| Non-Current Liabilities & Deferred Inflows | | (52,096,305) | | (52,096,305) | |
| | Current Ratio | 5.87 | | 5.79 | -1.36% |
| Total Assets & Deferred Outflows | | 384,876,940 | 254,403 | 385,131,343 | 0.07% |
| Total Liabilities & Deferred Inflows | | (67,344,435) | (254,403) | (67,598,838) | 0.38% |
| Total Net Position | | (317,532,505) | | (317,532,505) | |
| General Revenues & Transfers | | (4,682,177) | | (4,682,177) | |
| Net Program Revenues/ Expenses | | (4,709,406) | | (4,709,406) | |
| Change in Net Position | | (9,391,583) | | (9,391,583) | |

Client: City of Norman
Period Ending: June 30, 2024

Governmental Activities (Government-Wide Statements)
SCHEDULE OF UNCORRECTED MISSTATEMENTS (ADJUSTMENTS PASSED)

| | | Assets | | | | Liabilities | | | | General Revenues & Transfers | | | | Revenues & Expenses | | Net Position | | Net Effect on Following Year | |
|-----------------------------|-------------------------------|--|---------|----|------------|-------------|-----------|----|------------|------------------------------|----------------------------------|----|----|---------------------|----|--------------|---------------------------|------------------------------|----|
| Description | Financial Statement Line Item | Factual (F), Judgmental (J) or Projected (P) | Current | | Noncurrent | | Current | | Noncurrent | | DR | CR | DR | CR | DR | CR | Change in Net Position | Net Position | |
| | | | DR | CR | DR | CR | DR | CR | DR | CR | | | | | | | | | DR |
| To reclassify to the credit | | F | 254,403 | | 0 | | (254,403) | | 0 | | 0 | | 0 | | 0 | | 0 | 0 | |
| | Receivables: Accounts | | 254,403 | | | | | | | | | | | | | | N/A Balance Sheet only | | |
| | Accrued Liabilities | | | | | | (254,403) | | | | | | | | | | | | |
| Total passed adjustments | | | 254,403 | | 0 | | (254,403) | | 0 | | 0 | | 0 | | 0 | | 0 | 0 | |
| | | | | | | | | | | | Impact on Change in Net Position | | 0 | | 0 | | | | |
| | | | | | | | | | | | Impact on Net Position | | 0 | | 0 | | | | |

City of Norman
Period Ending: June 30, 2024
ATTACHMENT

This analysis and the attached "Schedule of Uncorrected Misstatements (Adjustments Passed)" reflect the effects on the financial statements if the uncorrected misstatements identified were corrected.

Other Aggregate

QUANTITATIVE ANALYSIS

| | Before Misstatements | Misstatements | Subsequent to Misstatements | % Change |
|--------------------------------------|-------------------------|---------------|--------------------------------|----------|
| Total Assets & Deferred Outflows | 147,518,729 | 234,259 | 147,752,988 | 0.16% |
| Total Liabilities & Deferred Inflows | (6,409,431) | 477,976 | (5,931,455) | -7.46% |
| Total Fund Balance | (141,109,298) | (712,235) | (141,821,533) | 0.50% |
| Revenues | (81,690,138) | | (81,690,138) | |
| Expenditures | 58,350,980 | (515,159) | 57,835,821 | -0.88% |
| Change in Fund Balance | (23,601,775) | (515,159) | (24,116,934) | 2.18% |

Client: City of Norman

Other Aggregate

Period Ending: June 30, 2024

SCHEDULE OF UNCORRECTED MISSTATEMENTS (ADJUSTMENTS PASSED)

| Description | | Financial Statement Line Item | Factual (F), Judgmental (J) or Projected (P) | Assets & Deferred | | Liabilities & | | Revenues | | Expenditures | | Fund Balance | | Net Effect on Following Year | |
|--|----------------------------------|-------------------------------|--|-------------------|------------------|---------------|------|----------|-----------|--------------|------|----------------------------------|------|------------------------------|-----------------|
| | | | | Outflows | Deferred Inflows | DR | (CR) | DR | (CR) | DR | (CR) | DR | (CR) | Change in Fund Balance | Fund Balance |
| | | | | | | | | | | | | | | | |
| Turnaround effect of recording a portion of insurance expense that should have been a prepaid asset. | | | F | 0 | 0 | | | 0 | | 197,076 | | (197,076) | | 0 | 0 |
| | Services, maintenance and claims | | | | | | | | | 197,076 | | | | N/A - Turnaround effect | |
| | Fund Balance | | | | | | | | | | | (197,076) | | | |
| Recording portion of insurance expenses that should have been a prepaid asset | | | F | 234,259 | 0 | | | 0 | | (234,259) | | 0 | | 234,259 | 234,259 |
| | Prepaid Insurance | | | 234,259 | | | | | | | | | | 234,259 | |
| | Services, maintenance and claims | | | | | | | | | (234,259) | | | | | 234,259 |
| To adjust accrued liabilities to the estimated amount for incurred claims. | | | J | 0 | 477,976 | | | 0 | | (477,976) | | 0 | | 0 | 0 |
| | Accrued liabilities | | | | 477,976 | | | | | | | | | N/A - Estimate | |
| | Services, maintenance and claims | | | | | | | | | (477,976) | | | | | |
| | | | | | | | | | | | | | | | |
| Total passed adjustments | | | | 234,259 | 477,976 | | | 0 | (515,159) | (197,076) | | | | 234,259 | 234,259 |
| | | | | | | | | | | | | Impact on Change in Fund Balance | | (515,159) | |
| | | | | | | | | | | | | Impact on Fund Balance | | (712,235) | |

City of Norman
Period Ending: June 30, 2024
ATTACHMENT

This analysis and the attached "Schedule of Uncorrected Misstatements (Adjustments Passed)" reflect the effects on the financial statements if the uncorrected misstatements identified were corrected.

Norman Municipal Authority

QUANTITATIVE ANALYSIS

| | Before Misstatements | Misstatements | Subsequent to Misstatements | % Change |
|--|-------------------------|---------------|--------------------------------|----------|
| Current Assets | 12,950,503 | 72,734 | 13,023,237 | 0.56% |
| Non-Current Assets & Deferred Outflows | 19,491,690 | | 19,491,690 | |
| Current Liabilities | (1,649,894) | (72,734) | (1,722,628) | 4.41% |
| Non-Current Liabilities & Deferred Inflows | (406,875) | | (406,875) | |
| Current Ratio | 7.849 | | 7.560 | -3.68% |
| | | | | |
| Total Assets & Deferred Outflows | 32,442,193 | 72,734 | 32,514,927 | 0.22% |
| Total Liabilities & Deferred Inflows | (2,056,769) | (72,734) | (2,129,503) | 3.54% |
| Total Net Position | (30,385,424) | | (30,385,424) | |
| | | | | |
| Operating Revenues | (17,695,750) | | (17,695,750) | |
| Operating Expenses | 17,450,911 | | 17,450,911 | |
| Nonoperating (Revenues) Exp | (1,286,415) | | (1,286,415) | |
| Change in Net Position | (1,531,254) | | (1,531,254) | |

Client: City of Norman
Period Ending: June 30, 2024

Norman Municipal Authority

SCHEDULE OF UNCORRECTED MISSTATEMENTS (ADJUSTMENTS PASSED)

| Description | Financial Statement Line Item | Factual (F), Judgmental (J) or Projected (P) | Assets & Deferred Outflows | | Liabilities & Deferred Inflows | | Operating Revenues | Operating Expenses | Nonoperating (Revenues) Exp | Net Position | Net Effect on Following Year | |
|---|-------------------------------|--|----------------------------|------------|--------------------------------|------------|-----------------------|-----------------------|--------------------------------|--------------|----------------------------------|--------------|
| | | | Current | Noncurrent | Current | Noncurrent | | | | | Change in Net Position | Net Position |
| | | | DR - (CR) | DR - (CR) | DR - (CR) | DR - (CR) | DR - (CR) | DR - (CR) | DR - (CR) | DR - (CR) | DR - (CR) | DR - (CR) |
| To reclassify the credit balances in Utilities A/R to AP | | F | 72,734 | 0 | (72,734) | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Receivables: Accounts | | 72,734 | | | | | | | | N/A Balance Sheet only | |
| | Accrued Liabilities | | | | (72,734) | | | | | | | |
| Total passed adjustments | | | 72,734 | 0 | (72,734) | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | | | | | | | Impact on Change in Net Position | |
| | | | | | | | | | | | 0 | |
| | | | | | | | | | | | Impact on Net Position | |
| | | | | | | | | | | | 0 | |

City of Norman
Period Ending: June 30, 2024
ATTACHMENT

This analysis and the attached "Schedule of Uncorrected Misstatements (Adjustments Passed)" reflect the effects on the financial statements if the uncorrected misstatements identified were corrected.

Norman Utilities Authority

QUANTITATIVE ANALYSIS

| | Before Misstatements | Misstatements | Subsequent to Misstatements | % Change |
|--|-------------------------|---------------|--------------------------------|----------|
| Current Assets | 76,577,163 | 181,669 | 76,758,832 | 0.24% |
| Non-Current Assets & Deferred Outflows | 275,857,584 | | 275,857,584 | |
| Current Liabilities | (13,598,236) | (181,669) | (13,779,905) | 1.34% |
| Non-Current Liabilities & Deferred Inflows | (51,689,430) | | (51,689,430) | |
| Current Ratio | 5.631 | | 5.570 | -1.08% |
| | | | | |
| Total Assets & Deferred Outflows | 352,434,747 | 181,669 | 352,616,416 | 0.05% |
| Total Liabilities & Deferred Inflows | (65,287,666) | (181,669) | (65,469,335) | 0.28% |
| Total Net Position | (287,147,081) | | (287,147,081) | |
| | | | | |
| Operating Revenues | (46,925,699) | | (46,925,699) | |
| Operating Expenses | 45,259,163 | | 45,259,163 | |
| Nonoperating (Revenues) Exp | (2,860,967) | | (2,860,967) | |
| Change in Net Position | (7,860,329) | | (7,860,329) | |

Client: City of Norman
Period Ending: June 30, 2024

Norman Utilities Authority

SCHEDULE OF UNCORRECTED MISSTATEMENTS (ADJUSTMENTS PASSED)

| Description | Financial Statement Line Item | Factual (F), Judgmental (J) or Projected (P) | Assets & Deferred Outflows | | Liabilities & Deferred Inflows | | Operating Revenues | Operating Expenses | Nonoperating (Revenues) Exp | Net Position | Net Effect on Following Year | |
|---|-------------------------------|--|----------------------------|------------|--------------------------------|------------|-----------------------|-----------------------|--------------------------------|----------------------------------|------------------------------|--------------|
| | | | Current | Noncurrent | Current | Noncurrent | | | | | Change in Net Position | Net Position |
| | | | DR - (CR) | DR - (CR) | DR - (CR) | DR - (CR) | DR - (CR) | DR - (CR) | DR - (CR) | DR - (CR) | DR - (CR) | DR - (CR) |
| To reclassify the credit balances in Utilities A/R to AP | | F | 181,669 | 0 | (181,669) | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Receivables: Accounts | | 181,669 | | | | | | | | N/A Balance Sheet only | |
| | Accrued Liabilities | | | | (181,669) | | | | | | | |
| Total passed adjustments | | | 181,669 | 0 | (181,669) | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | | | | | | Impact on Change in Net Position | | |
| | | | | | | | | | | 0 | | |
| | | | | | | | | | | Impact on Net Position | | |
| | | | | | | | | | | 0 | | |

City of Norman, Oklahoma

Single Audit Reports

June 30, 2024

| | |
|---|----|
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City of Norman, Oklahoma
Schedule of Expenditures of Federal Awards
Year Ended June 30, 2024

| Federal Grantor/Pass-Through Grantor/ Program or Cluster Title | Federal Assistance Listing Number | Pass-Through Entity Identifying Number | Grant or Other Identifying Number | Passed Through to Subrecipients | Total Federal Expenditures |
|---|--|---|--------------------------------------|---------------------------------------|----------------------------------|
| U.S. Department of Housing and Urban Development | | | | | |
| CDBG – Entitlement Cluster | | | | | |
| Community Development Block Grants/Entitlement Grants | 14.218 | None | #B-17 MC-40-0002 | \$ - | \$ 51,825 |
| Community Development Block Grants/Entitlement Grants | | None | #B-18 MC-40-0002 | - | 30,435 |
| Community Development Block Grants/Entitlement Grants | | None | #B-19 MC-40-0002 | - | 44,083 |
| Community Development Block Grants/Entitlement Grants | | None | #B-20 MC-40-0002 | - | 24,306 |
| Community Development Block Grants/Entitlement Grants | | None | #B-21 MC-40-0002 | - | 192,666 |
| Community Development Block Grants/Entitlement Grants | | None | #B-22 MC-40-0002 | - | 70,978 |
| Community Development Block Grants/Entitlement Grants | | None | #B-23 MC-40-0002 | - | 780,915 |
| COVID-19 – Community Development Block Grants/Entitlement Grants | | None | #B-20 MW-40-0002 (CARES) | - | 74,079 |
| Total CDBG – Entitlement Cluster | | | | - | 1,269,287 |
| HOME Investment Partnerships Program | 14.239 | None | #M-16 MC-40-0204 | - | 8,274 |
| HOME Investment Partnerships Program | | None | #M-20 MC-40-0204 | - | 17,168 |
| HOME Investment Partnerships Program | | None | #M-21 MC-40-0204 | - | 34,943 |
| HOME Investment Partnerships Program | | None | #M-22 MC-40-0204 | - | 23,422 |
| HOME Investment Partnerships Program | | None | #M-23 MC-40-0204 | - | 15,000 |
| HOME Investment Partnerships Program | | None | #M-21 MP-40-0204 | - | 3,500 |
| Subtotal 14.239 | | | | - | 102,307 |
| <i>Pass-Through Oklahoma Department of Commerce</i> | | | | | |
| COVID-19 – Community Development Block Grants/State's Program and Non-Entitlement Grants in Hawaii | 14.228 | 18221 CDBGCR20 | None | - | 108,838 |
| Total U.S. Department of Housing and Urban Development | | | | - | 1,480,432 |
| U.S. Department of Agriculture | | | | | |
| <i>Pass-Through Oklahoma Department of Agriculture</i> | | | | | |
| Cooperative Forestry Assistance | 10.664 | 22-764 | None | - | 10,000 |
| Total U.S. Department of Agriculture | | | | - | 10,000 |
| U.S. Department of Interior | | | | | |
| Applied Science Grants | 15.557 | None | R22AP00241-00 | - | 54,968 |
| <i>Pass-Through Oklahoma State Historic Preservation Office</i> | | | | | |
| Historic Preservation Fund Grants-in-Aid | 15.904 | 23-612 | None | - | 18,043 |
| Total U.S. Department of Interior | | | | - | 73,011 |
| U.S. Department of Justice | | | | | |
| <i>Pass-Through Oklahoma District Attorney's Office</i> | | | | | |
| Crime Victim Compensation | 16.575 | 2022-VOCA-Norman PD 199 | None | - | 14,688 |
| Crime Victim Compensation | 16.575 | 2023-VOCA-Norman PD 191 | None | - | 52,768 |
| Subtotal 16.575 | | | | - | 67,456 |
| Edward Byrne Memorial Justice Assistance Grant (JAG) | 16.738 | None | 15PBJA-22-GG-02380-JAGX | - | 5,549 |
| Edward Byrne Memorial Justice Assistance Grant (JAG) | | None | 15PBJA-22-GG-03697-JAGX | - | 11,542 |
| Subtotal 16.738 | | | | - | 17,091 |
| Equitable Sharing Program | 16.922 | None | None | - | 675 |
| Total U.S. Department of Justice | | | | - | 85,222 |

City of Norman, Oklahoma
Schedule of Expenditures of Federal Awards
Year Ended June 30, 2024

(Continued)

| Federal Grantor/Pass-Through Grantor/ Program or Cluster Title | Federal Assistance Listing Number | Pass-Through Entity Identifying Number | Grant or Other Identifying Number | Passed Through to Subrecipients | Total Federal Expenditures |
|--|--|---|--------------------------------------|---------------------------------------|----------------------------------|
| U.S. Department of Transportation | | | | | |
| <i>Pass-Through Association of Central Oklahoma Governments</i> | | | | | |
| Highway Planning and Construction | 20.205 | STP-214E(123)AG | None | \$ - | \$ 959,855 |
| Highway Planning and Construction | | FTA-PL-2024-02 | None | - | 50,000 |
| Highway Planning and Construction | | CMAQ2022-03 | None | - | 120,000 |
| <i>Subtotal 20.205</i> | | | | - | 1,129,855 |
| <i>Pass-Through Oklahoma Tourism and Recreation Department</i> | | | | | |
| Recreational Trails Program | 20.219 | 21(111) | None | - | 85,700 |
| Federal Transit Cluster | | | | | |
| Federal Transit – Formula Grants | 20.507 | None | OK-2020-026-00 | - | 402,020 |
| Federal Transit – Formula Grants | | None | OK-2023-023-00 | - | 322,567 |
| Federal Transit – Formula Grants | | None | OK-2024-001-00 | - | 894,963 |
| Federal Transit – Formula Grants | | None | OK-2024-012-00 | - | 2,361,034 |
| Total Federal Transit Cluster | | | | - | 3,980,584 |
| Total U.S. Department of Transportation | | | | - | 5,196,139 |
| U.S. Department of Treasury | | | | | |
| COVID-19 - Coronavirus State and Local Recovery Funds | 21.027 | None | None | - | 6,276,495 |
| Total U.S. Department of Treasury | | | | - | 6,276,495 |
| U.S. Department of Health and Human Services | | | | | |
| <i>Pass-Through National Association of County and City Health Officials</i> | | | | | |
| Medical Reserve Corps Small Grant Program | 93.008 | MRC 20 - 0333 | None | - | 230 |
| Medical Reserve Corps Small Grant Program | | MRC 21 - 0333 | None | - | 1,628 |
| Medical Reserve Corps Small Grant Program | | MRC 22 - 0333 | None | - | 45 |
| Medical Reserve Corps Small Grant Program | | MRC RISE22 - 0333 | None | - | 10,821 |
| Medical Reserve Corps Small Grant Program | | MRC 23 - 0333 | None | - | 2,000 |
| Medical Reserve Corps Small Grant Program | | MRC 24 - 0333 | None | - | 1,905 |
| Total U.S. Department of Health and Human Services | | | | - | 16,629 |
| U.S. Department of Federal Emergency Management | | | | | |
| <i>Pass-Through Oklahoma Department of Emergency Management</i> | | | | | |
| FEMA – Hazard Mitigation Grant Program | 97.039 | DR-4438-0012-OK | None | - | 499,634 |
| FEMA – Hazard Mitigation Grant Program | | DR-4575-0008-OK | None | - | 270,551 |
| <i>Subtotal 97.039</i> | | | | - | 770,185 |
| FEMA – Building Resilient Infrastructure and Communities | 97.047 | None | FEMA EMT-2020-BR-014-004 | - | 14,310 |
| FEMA – Building Resilient Infrastructure and Communities | | None | FEMA EMT-2020-BR-014-005 | - | 20,715 |
| <i>Subtotal 97.047</i> | | | | - | 35,025 |
| FEMA – Homeland Security Grant Program | 97.067 | None | 1480.506 | - | 9,478 |
| FEMA – Homeland Security Grant Program | | None | 1430.035 | - | 37,425 |
| FEMA – Homeland Security Grant Program | | None | 1330.04 | - | 48,538 |
| <i>Subtotal 97.067</i> | | | | - | 95,441 |
| Total U.S. Department of Federal Emergency Management | | | | - | 900,651 |
| Environmental Protection Agency | | | | | |
| Clean Water State Revolving Fund | 66.458 | None | None | - | 79,000 |
| Total Environmental Protection Agency | | | | - | 79,000 |
| Total Expenditures of Federal Awards | | | | \$ - | \$ 14,117,579 |

The accompanying notes are an integral part of this Schedule.

City of Norman, Oklahoma
Notes to Schedule of Expenditures of Federal Awards
June 30, 2024

Note 1. Basis of Presentation

The accompanying schedule of expenditures of federal awards (Schedule) includes the federal award activity of the City of Norman, Oklahoma (City) under programs of the federal government for the year ended June 30, 2024. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the City, it is not intended to and does not present the financial position, changes in financial position, or cash flows of the City.

Note 2. Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance or other regulatory requirements, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years.

Note 3. Indirect Cost Rate

The City has elected not to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With *Government Auditing Standards*

Independent Auditor's Report

Honorable Mayor and City Council
City of Norman, Oklahoma
Norman, Oklahoma

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*), the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Norman, Oklahoma (City) as of and for the year ended June 30, 2024 and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated December 5, 2024.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Forvis Mazars, LLP

**Oklahoma City, Oklahoma
March 20, 2025**

Report on Compliance for Each Major Federal Program; Report on Internal Control Over Compliance; and Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

Independent Auditor's Report

Honorable Mayor and City Council
City of Norman, Oklahoma
Norman, Oklahoma

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited the City of Norman, Oklahoma's (City) compliance with the types of compliance requirements identified as subject to audit in the *OMB Compliance Supplement* that could have a direct and material effect on each of the City's major federal programs for the year ended June 30, 2024. The City's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the City complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2024.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the City and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the City's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the City's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the City's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the City's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the City's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the City's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit, we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the City's basic financial statements. We have issued our report thereon dated December 5, 2024, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Forvis Mazars, LLP

**Oklahoma City, Oklahoma
March 20, 2025**

Section I – Summary of Auditor’s Results

Financial Statements

1. Type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP:
☒ Unmodified ☐ Qualified ☐ Adverse ☐ Disclaimer
2. Internal control over financial reporting:

Significant deficiency(ies) identified? ☐ Yes ☒ None reported

Material weakness(es) identified? ☐ Yes ☒ No
3. Noncompliance material to the financial statements noted? ☐ Yes ☒ No

Federal Awards

4. Internal control over major federal program:

Significant deficiency(ies) identified? ☐ Yes ☒ None reported

Material weakness(es) identified? ☐ Yes ☒ No
5. Type of auditor’s report issued on compliance for major federal program:
☒ Unmodified ☐ Qualified ☐ Adverse ☐ Disclaimer
6. Any audit findings disclosed that are required to be reported by 2 CFR 200.516(a)? ☐ Yes ☒ No
7. Identification of major federal program:

Assistance Listing

| Number(s) | Name of Federal Program or Cluster |
|-----------|--|
| 20.205 | Highway Planning and Construction |
| 21.027 | COVID-19 - Coronavirus State and Local Fiscal Recovery Funds |
| 97.039 | Hazard Mitigation Grant |

Name of Federal Program or Cluster

| | |
|--------|--|
| 20.205 | Highway Planning and Construction |
| 21.027 | COVID-19 - Coronavirus State and Local Fiscal Recovery Funds |
| 97.039 | Hazard Mitigation Grant |

8. Dollar threshold used to distinguish between Type A and Type B programs: \$750,000.
9. Auditee qualified as a low-risk auditee? ☒ Yes ☐ No

(Continued)

Section II – Financial Statement Findings

**Reference
Number**

Finding

No matters are reportable

Section III – Federal Award Findings and Questioned Costs

**Reference
Number**

Finding

No matters are reportable

City of Norman, Oklahoma
Summary Schedule of Prior Audit Findings
Year Ended June 30, 2024

| Reference Number | Summary of Finding | Status |
|---------------------|---------------------------|--------|
| | No matters are reportable | |

Honorable Mayor, City Council, Finance Committee, and Management
City of Norman, Oklahoma

As part of our audits of the compliance of City of Norman, Oklahoma as of and for the year ended June 30, 2024, we wish to communicate the following to you.

AUDIT SCOPE AND RESULTS

Auditor's Responsibility Under Auditing Standards Generally Accepted in the United States of America and the Standards Applicable to Financial Audits Contained in *Government Auditing Standards* Issued by the Comptroller General of the United States and U.S. Office of Management and Budget (OMB) Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)

An audit performed in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States and U.S. Office of Management and Budget (OMB) Uniform Guidance is designed to obtain reasonable, rather than absolute, assurance about whether noncompliance with the types of compliance requirements described in the OMB Compliance Supplement that could have a direct and material effect on a major federal award program occurred.

A compliance audit includes designing procedures to detect both intentional and unintentional material noncompliance. The auditor can obtain reasonable, but not absolute, assurance about the entity's compliance because of factors such as the need for judgment, the use of sampling, the inherent limitations of internal control over compliance with applicable compliance requirements, and the fact that much of the evidence available to the auditor is persuasive rather than conclusive in nature. Our engagement does not include a detailed audit of every transaction. Our contract more specifically describes our responsibilities.

Refer to letter dated December 5, 2024 for communications as the result of the financial statement audit.

These standards require communication of significant matters related to a compliance audit that are relevant to the responsibilities of those charged with governance in overseeing the compliance audit process. Such matters are communicated in the remainder of this letter or have previously been communicated during other phases of the audit. The standards do not require the auditor to design procedures for the purpose of identifying other matters to be communicated with those charged with governance.

An audit of compliance does not relieve management or those charged with governance of their responsibilities. Our contract more specifically describes your responsibilities.

Significant Unusual Transactions

Significant unusual transactions represent significant transactions that are outside the normal course of business for the entity or that otherwise appear to be unusual due to their timing, size, or nature. We have identified the following transactions that we consider to be significant and unusual.

No matters are reportable.

Other Material Communications

Listed below are other material communications between management and us related to the audit:

- Management representation letter (attached)

We orally communicated to management other deficiencies in internal control over compliance identified during our audit that are not considered material weaknesses or significant deficiencies

Forvis Mazars, LLP

**Oklahoma City, Oklahoma
March 20, 2025**



The City of NORMAN

201 West Gray, Bldg. C • P.O. Box 370
Norman, Oklahoma 73069 • 73070
City of Norman, Oklahoma
25 N Webster
Norman, OK 73069

Item 9.

OFFICE OF THE FINANCE DIRECTOR
Phone 405-366-5413
FAX: 405-366-5417

Provided to:

Forvis Mazars, LLP
Certified Public Accountants
211 N. Robinson Avenue, Suite 600
Oklahoma City Ok

The undersigned ("We") are providing this letter in connection with Forvis Mazars' audit of our compliance with requirements applicable to each of our major federal award programs as of and for the year ended June 30, 2024.

Our representations are current and effective as of the date of Forvis Mazars' report: March 20, 2025.

Our engagement with Forvis Mazars is based on our contract for services dated: April 17, 2024.

Consideration of Material Matters

- Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

Confirmation of Matters Specific to the Subject Matter of Forvis Mazars' Report

We confirm, to the best of our knowledge and belief, the following:

Broad Matters

1. We have fulfilled our responsibilities, as set out in the terms of our contract, for compliance with requirements applicable to each of our major federal awards programs.
2. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
3. We have provided you with:
 - a. Access to all information of which we are aware that is relevant to the compliance requirements applicable to each of our major federal awards programs.
 - b. Additional information that you have requested from us for the purpose of the audit.
 - c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - d. All significant contracts and grants.

4. We have responded fully and truthfully to all your inquiries.

Government Auditing Standards

5. We acknowledge that we are responsible for compliance with applicable laws, regulations, and provisions of contracts and grant agreements.
6. We have identified and disclosed to you any violations or possible violations of laws, regulations, including those pertaining to adopting, approving, and amending budgets, and provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for recognition and/or disclosure in the financial statements or for your reporting on noncompliance.
7. We have taken or will take timely and appropriate steps to remedy any fraud, abuse, illegal acts, or violations of provisions of contracts or grant agreements that you or other auditors report.
8. We have a process to track the status of audit findings and recommendations.
9. We have identified to you any previous financial audits, attestation engagements, performance audits, or other studies related to the objectives of your audit and the corrective actions taken to address any significant findings and recommendations made in such audits, attestation engagements, or other studies.

Federal Awards Programs (Uniform Guidance)

10. We have identified in the schedule of expenditures of federal awards all assistance provided (either directly or passed through other entities) by federal agencies in the form of grants, contracts, loans, loan guarantees, property, cooperative agreements, interest subsidies, commodities, insurance, direct appropriations, or in any other form.
11. We have disclosed to you all contracts or other agreements with service organizations, and we have disclosed to you all communications from the service organizations relating to noncompliance at the service organizations.
12. We have reconciled the schedule of expenditures of federal awards (SEFA) to the financial statements.
13. Federal awards-related revenues and expenditures are fairly presented, both in form and content, in accordance with the applicable criteria in the entity's financial statements.
14. We have evaluated all recipient organizations that received federal funding and have correctly identified all subrecipients on the schedule of expenditures of federal awards.
15. We have identified the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Compliance Supplement* regarding activities allowed or unallowed; allowable costs/cost principles; cash management; eligibility; equipment and real property management; matching, level of effort, earmarking; period of performance of federal funds; procurement and suspension and debarment; program income; reporting; subrecipient monitoring; and special tests and provisions that are applicable to each of our federal awards programs. We have identified to you our interpretation of any applicable compliance requirements subject to varying interpretations.
16. We are responsible for complying, and have complied, with the requirements of Uniform Guidance.

17. We are responsible to understand and comply with the requirements of federal statutes, regulations, and the terms and conditions of federal awards related to each of our federal awards programs and have disclosed to you any and all instances of noncompliance with those requirements occurring during the period of your audit or subsequent thereto to the date of this letter of which we are aware. Except for any instances of noncompliance we have disclosed to you, we believe the entity has complied with all applicable compliance requirements.
18. We are responsible for the design, implementation, and maintenance of internal controls over compliance that provide reasonable assurance we have administered each of our federal awards programs in compliance with federal statutes, regulations, and the terms and conditions of the federal awards.
19. We have made available to you all federal awards (including amendments, if any) and any other correspondence or documentation relevant to each of our federal awards programs and to our compliance with applicable requirements of those programs.
20. The information presented in federal awards program financial reports and claims for advances and reimbursements is supported by the books and records from which our financial statements have been prepared.
21. The costs charged to federal awards are in accordance with applicable cost principles.
22. The reports provided to you related to federal awards programs are true copies of reports submitted or electronically transmitted to the federal awarding agency, the applicable payment system, or pass-through entity in the case of a subrecipient.
23. Amounts claimed or used for matching were determined in accordance with Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) regarding cost principles.
24. We have monitored any subrecipients to determine that they have expended federal awards in accordance with federal statutes, regulations, and the terms and conditions of the subaward and have met the audit and other requirements of the Uniform Guidance.
25. We have taken appropriate corrective action on a timely basis after receipt of any subrecipient's auditor's report that identified findings and questioned costs pertaining to federal awards programs passed through to the subrecipient by us.
26. We have considered the results of any subrecipient's audits received and made any necessary adjustments to our books and records.
27. We have disclosed to you any communications from federal awarding agencies and pass-through entities concerning possible noncompliance with the applicable compliance requirements for each of our federal awards programs, including any communications received from the end of the period of your audit through the date of this letter.
28. We have identified to you any previous compliance audits, attestation engagements, and internal or external monitoring related to the objectives of your compliance audit, including findings received and corrective actions taken to address any significant findings and recommendations made in such audits, attestation engagements, or other monitoring.
29. The reporting package does not contain any protected personally identifiable information.
30. No changes have been made in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding

significant deficiencies or material weaknesses in internal control over compliance subsequent to the period covered by the auditor's report.

Litigation, Laws, Rulings, & Regulations

31. We have no knowledge of communications, other than those specifically disclosed, from regulatory agencies, governmental representatives, employees, or others concerning investigations or allegations of noncompliance with laws and regulations, deficiencies in financial reporting practices, or other matters that could have a material adverse effect on our compliance.
32. We have disclosed to you all known instances of violations or noncompliance or possible violations or suspected noncompliance with laws and regulations whose effects should be considered.
33. There are no regulatory examinations currently in progress for which we have not received examination reports.

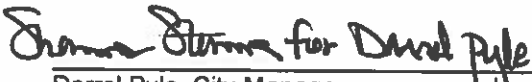

Nonattest Services


34. You have provided nonattest services, including the following, during the period of this engagement:
 - Preparing a draft of the schedule of expenditures of federal awards.
 - Completing the auditee portion of the Form SF-SAC (Data Collection Form) through the Federal Audit Clearinghouse.
35. With respect to these services:
 - a. We have designated a qualified management-level individual to be responsible and accountable for overseeing the nonattest services.
 - b. We have established and monitored the performance of the nonattest services to ensure they meet our objectives.
 - c. We have made any and all decisions involving management functions with respect to the nonattest services and accept full responsibility for such decisions.
 - d. We have evaluated the adequacy of the services performed and any findings that resulted.
 - e. Established and maintained internal controls, including monitoring ongoing activities.
 - f. When we receive final deliverables from you, we will store those deliverables in information systems controlled by us. We have taken responsibility for maintaining internal control over these deliverables.

Supplementary Information

36. With regard to supplementary information:
 - a. We acknowledge our responsibility for the presentation of the supplementary information in accordance with the applicable criteria.
 - b. We believe the supplementary information is fairly presented, both in form and content, in accordance with the applicable criteria.

- c. The methods of measurement and presentation of the supplementary information are unchanged from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
- d. We believe the significant assumptions or interpretations underlying the measurement and/or presentation of the supplementary information are reasonable and appropriate.
- e. If the supplementary information is not presented with the audited financial statements, we will make the audited financial statements readily available to intended users of the supplementary information no later than the date such information and the related auditor's report are issued.


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Clint Mercer, Chief Accountant
Clint.Mercer@NormanOK.gov


Anthony Francisco, Director of Finance
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File Attachments for Item:

10. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION AND/OR POSTPONEMENT OF THE SUBMISSION OF THE NORMAN REGIONAL HEALTH SYSTEM 2022, 2023, 2024 AND 2025 BUDGETS.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/25/2025

REQUESTER: Brenda Hall

PRESENTER: Brenda Hall, City Clerk

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION AND/OR POSTPONEMENT OF THE SUBMISSION OF THE NORMAN REGIONAL HEALTH SYSTEM 2022, 2023, 2024 AND 2025 BUDGETS.

INFORMATION:

Article X, Section 4, of the Charter of the City of Norman states "The Board of Norman Regional Hospital Authority as current operator of the Norman Regional Health System shall keep a record of its meetings and official transactions, and shall make financial reports to the City Councilmembers in such form as may be required by the Councilmembers at such times as may be prescribed, and the Board shall file a copy of its adopted budget for the ensuing fiscal year with the City Clerk for presentation to the City Council no later than the next regularly scheduled City Council meeting following its adoption. Such adopted budget shall, in addition to any other information required by the Councilmembers, show an estimate of anticipated income, and estimated expenditures." The Norman Regional Hospital Authority approved the Norman Regional Health System 2022 Budget on June 28, 2021; 2023 Budget on June 27, 2022; 2024 Budget on June 26, 2023 and 2025 Budget on June 24, 2024. In accordance therewith, the above-described items are submitted for City Council's consideration in order that acknowledgement of the receipt of the budgets may be noted in the minutes as a matter of permanent record.

Norman Regional Health System FY 2022 Budget Presentation



FY 2021 Projected Financial Results

- **Net Revenue projected at \$508.8 million (projected from May)**
 - \$41.7 million (or 8.9%) up from FY20
 - Per adjusted discharge projected to be \$13,235 (or 13.9% over FY20)

- **Total Operating Expense projected at \$517.8 million (projected from May)**
 - \$31.8 million (or 6.5%) up from FY20
 - Per adjusted discharge projected to be \$13,469 (or 11.4% over FY20)

- **FY 2021 Income from Operations projected at \$-9.0 million (-1.8% operating margin)**
 - \$10.0 million (or 52.5%) over FY20
 - \$18.0 million (or 201.0%) under FY21 budget



FY 2021 Projected Financial Results (continued)

■ Volumes (projected from May)

- Discharges projected to be 15,689 (down 5.0% from FY20)
- Adjusted discharges projected to be 38,444 (down 4.3% from FY20)
- Deliveries projected to be 2,396 (down 2.6% from FY20)
- Cath Lab cases projected to be 3,182 (up 5.3% from FY20)
- Surgery cases projected to be 11,128 (up 5.8% from FY20)
- Hospital outpatient registrations projected to be 280,586 (up 2.5% from FY20)
- Emergency Department visits projected to be 79,666 (down 11.1% from FY20)
- Clinic visits projected to be 355,936 (up 9.2% from FY20)

■ Key Ratios (projected from May)

- Operating Margin will improve from -4.1% for FY 2020 to a projected -1.8% for FY 2021
- Days Cash on Hand will improve from 188 at June 30, 2020 to a projected 206 at June 30, 2021
- Maximum Annual Debt Service Coverage will improve from 2.87 for FY 2020 to a projected 2.96 for FY 2021
- Cash to Debt Ratio will improve from 84.3% at June 30, 2020 to a projected 101.3% at June 30, 2021
- Debt to Capitalization Ratio will improve from 45.1% at June 30, 2020 to a projected 41.3% at June 30, 2021



FY 2022 Budget Goals

InspireHEALTH Forecasting

| | FY20 | FY21 | FY22 | FY23 | FY24 | FY25 |
|--------------------------------------|-----------------|----------------|----------------|----------------|----------------|----------------|
| Cash + Investments | \$ 231,951,581 | \$ 257,102,067 | \$ 228,268,459 | \$ 170,140,134 | \$ 154,821,813 | \$ 180,326,851 |
| Total Operating Revenues | \$ 455,395,328 | \$ 523,494,603 | \$ 538,954,504 | \$ 555,071,487 | \$ 563,297,960 | \$ 575,830,111 |
| Total Operating Expenses + Interest | \$ 482,673,834 | \$ 514,579,589 | \$ 531,292,760 | \$ 558,176,661 | \$ 568,344,240 | \$ 573,349,100 |
| Operating Income | \$ (27,278,506) | \$ 8,915,014 | \$ 7,661,744 | \$ (3,105,174) | \$ (5,046,280) | \$ 2,481,011 |
| Operating Margin w/Interest Expense | -6.0% | 1.7% | 1.4% | -0.6% | -0.9% | 0.4% |
| Days Cash On Hand (all unrestricted) | 187.5 | 196.6 | 168.4 | 121.0 | 110.1 | 127.1 |
| Debt Service Coverage | 1.6 | 3.1 | 2.8 | 2.0 | 2.1 | 2.5 |
| Long-Term Debt to Capitalization | 45.2% | 43.3% | 41.7% | 40.9% | 40.2% | 38.8% |



FY 2022 Budget Highlights

▪ Volumes

- Inpatient discharges expected to grow 4.2%, or 666 cases more than FY 2021 projection
- Hospital outpatient visits (including ED visits) expected to increase 1.7%, or 4,822 visits from FY 2021 projection
- Clinic visits (including Telehealth visits) expected to increase 12.0%, or 42,560 visits from FY 2021 projection (based on addition of Breast Surgeon, Tri City expansion, other growth, and less restrictions related to Covid)

▪ Net Revenue

- Net Patient Revenue budget of \$534.0 million is 6.6% (\$33.1 million) more than FY 2021 projection
 - \$16.6 million based on volume changes, including increased surgical volumes & emergency department visits
 - \$ 7.1 million based on reimbursement changes and improvements in bad debt and denials
 - \$ 5.3 million in clinics for new Breast Surgeon, Tri City expansion, other growth, and less restrictions related to Covid
 - \$ 2.4 million in improved SHOPP payments from Medicaid Expansion
 - \$ 1.7 million based on the price increase
- Other Operating Revenue budget of \$4.5 million is 42.1% (\$3.3 million) less than FY 2021 projection
 - \$ 3.2 million based on termination of Covid-19 surge lease
 - \$ 0.1 million based on Red Rock vacating lease space



FY 2022 Budget Highlights (continued)

- **Total Operating Expense budget of \$530.2 million is 2.4% (\$12.4 million) more than FY 2021 projection**
 - (\$12.0) million in lower costs due to fewer Covid-19 patients
 - \$12.0 million in salaries & benefits for normal merit increases, market adjustments, new positions, & gainsharing
 - (\$ 7.3) million in improved labor efficiencies
 - \$ 8.8 million in patient supplies for increased surgical volumes, emergency department visits, & price inflation
 - (\$ 1.5) million in patient supplies for decreased length of stay and vendor cost saving initiatives
 - \$ 5.4 million in clinics for new Breast Surgeon, Tri City expansion, other growth, and less restrictions related to Covid
 - \$ 4.0 million in interest on 2019 bonds to fund *Inspire*HEALTH projects can no longer be capitalized after June 30, 2021
 - \$ 3.0 million in other expenses (computer services, insurance, utilities, billing & collections, and UPL fees)
- **Profitability**
 - Operating Income budgeted at \$8.4 million (1.6% operating profit margin)
 - Excess of Revenues over Expenses budgeted at \$20.0 million (3.6% overall profit margin)
- **Non-operating Income budget down \$45.6 million from FY 2021 projection**
 - \$27.2 million in investment income expected to yield less in FY 2021
 - \$15.5 million in Covid-19 stimulus funds not recurring in FY 2021
 - \$ 2.9 million in gain on sale of land not recurring in FY 2021



FY 2022 Budget Highlights (continued)

■ Capital and Days Cash on Hand

- FY22 Routine Capital Budget request is \$12.9 million
 - \$13.3 million identified in FY22 Routine Capital Budget detail (see appendix) will be reduced once additional info becomes available
 - Amount noted for Young Family Athletic Center is just Phase 1 of estimated \$8.1 million total (Phase 2 will be in FY 2023)
- **FY22 InspireHEALTH capital impact**
 - InspireHEALTH corporate budgets totaling \$278.9 million approved by Board in January of 2021
 - InspireHEALTH capital spend within FY22 is \$67.1 million (estimated 92% from bond proceeds)
- Days Cash on Hand target for June 30, 2022 is 197 days (may need to adjust target during year)

■ Target Debt Ratios

- Maximum Annual Debt Service Coverage for FY 2022 is expected to be 2.72
- Debt to Capitalization Ratio as of June 30, 2022 is expected to be 38.8%



FY 2022 Operating Budget

Norman Regional Health System

| | FY 2021 | FY 2022 | Variance % |
|---|-------------------------|-------------------------|---------------------------|
| | <u>Projected</u> | <u>Budget</u> | <u>Incr/(Decr)</u> |
| OPERATING REVENUE | | | |
| (1) Inpatient Revenue | \$ 971,390,763 | \$ 1,023,810,278 | 5.4% |
| (2) Outpatient Revenue | 1,198,492,675 | 1,279,292,313 | 6.7% |
| (3) DME Revenue | 7,526,878 | 7,754,864 | 3.0% |
| (4) ED Physician Revenue | 27,206,056 | 29,995,421 | 10.3% |
| (5) Physician Income | 175,684,307 | 197,542,941 | 12.4% |
| (6) TOTAL PATIENT REVENUE | <u>\$ 2,380,300,679</u> | <u>\$ 2,538,395,817</u> | 6.6% |
| DEDUCTIONS FROM REVENUE | | | |
| (7) Charity Deductions | 42,114,099 | 44,499,561 | 5.7% |
| (8) Bad Debt Expense | 122,456,647 | 132,853,072 | 8.5% |
| (9) Government & Other Deductions | 1,714,786,766 | 1,827,026,701 | 6.5% |
| (10) TOTAL DEDUCTIONS FROM REVENUE | <u>\$ 1,879,357,512</u> | <u>\$ 2,004,379,334</u> | 6.7% |
| (11) NET PATIENT REVENUE | 500,943,167 | 534,016,483 | 6.6% |
| (12) OTHER OPERATING REVENUE | 7,852,397 | 4,542,647 | -42.1% |
| (13) NET REVENUE | <u>\$ 508,795,564</u> | <u>\$ 538,559,130</u> | 5.8% |
| EXPENSES | | | |
| (14) Salaries | 246,611,932 | 252,816,953 | 2.5% |
| (15) Benefits | 38,098,341 | 37,609,454 | -1.3% |
| (16) Supplies (excluding pharmaceuticals) | 69,955,207 | 69,073,163 | -1.3% |
| (17) Pharmaceutical Supplies | 44,920,827 | 45,635,682 | 1.6% |
| (18) Professional Fees | 1,797,360 | 1,522,333 | -15.3% |
| (19) Physician Fees | 9,423,042 | 8,625,069 | -8.5% |
| (20) Purchased Services | 17,850,923 | 17,997,080 | 0.8% |



FY 2022 Operating Budget

Norman Regional Health System (continued)

| | | FY 2021 | FY 2022 | Variance % |
|------|---------------------------------------|-----------------------------|-----------------------------|---------------------------|
| | | <u>Projected</u> | <u>Budget</u> | <u>Incr/(Decr)</u> |
| (21) | Leases | 8,694,966 | 8,616,343 | -0.9% |
| (22) | Utilities | 3,947,797 | 4,134,961 | 4.7% |
| (23) | Insurance | 5,102,755 | 5,425,805 | 6.3% |
| (24) | Computer Support | 8,807,907 | 9,725,256 | 10.4% |
| (25) | Service Contracts & Equipment Repairs | 9,507,557 | 10,143,399 | 6.7% |
| (26) | Billing & Collections | 6,415,008 | 6,835,242 | 6.6% |
| (27) | SHOPP | 8,652,886 | 9,344,143 | 8.0% |
| (28) | Miscellaneous Expenses | 9,910,057 | 10,797,359 | 9.0% |
| (29) | Interest | 6,461,301 | 10,465,114 | 62.0% |
| (30) | Depreciation and Amortization | 21,661,898 | 21,439,104 | -1.0% |
| (31) | TOTAL OPERATING EXPENSES | <u>\$ 517,819,764</u> | <u>\$ 530,206,461</u> | 2.4% |
| (32) | OPERATING INCOME | <u>\$ (9,024,200)</u> | <u>\$ 8,352,670</u> | 192.6% |
| (33) | Contributions | 59,672 | 45,895 | -23.1% |
| (34) | Investment Income | 41,674,870 | 11,572,297 | -72.2% |
| (35) | CARES Act Relief Funds | 15,498,359 | - | -100.0% |
| (36) | NONOPERATING INCOME | <u>\$ 57,232,901</u> | <u>\$ 11,618,192</u> | -79.7% |
| (37) | EXCESS OF REVENUES OVER EXPENSES | <u><u>\$ 48,208,701</u></u> | <u><u>\$ 19,970,862</u></u> | -58.6% |
| (38) | OPERATING MARGIN | -1.8% | 1.6% | |
| (39) | TOTAL MARGIN | 8.5% | 3.6% | |



FY 2022 Budget Volumes

Norman Regional Health System

| | Discharges | | | Patient Days | | | ALOS | | |
|--------------------------|----------------------|-------------------|----------------|----------------------|-------------------|----------------|----------------------|-------------------|----------------|
| | FY 2021 Projected | FY 2022 Budget | % Incr/Decr | FY 2021 Projected | FY 2022 Budget | % Incr/Decr | FY 2021 Projected | FY 2022 Budget | % Incr/Decr |
| Porter Campus | | | | | | | | | |
| (1) BMS | 501 | 566 | 13.0% | 3,551 | 3,962 | 11.6% | 7.09 | 7.00 | -1.2% |
| (2) Rehab | 452 | 396 | -12.4% | 5,411 | 5,544 | 2.5% | 11.97 | 14.00 | 16.9% |
| (3) Acute | 6,863 | 7,154 | 4.2% | 33,027 | 31,289 | -5.3% | 4.81 | 4.37 | -9.1% |
| (4) Total | 7,816 | 8,116 | 3.8% | 41,989 | 40,795 | -2.8% | 5.37 | 5.03 | -6.4% |
| HealthPlex Campus | | | | | | | | | |
| (5) Acute | 7,624 | 7,901 | 3.6% | 28,640 | 26,801 | -6.4% | 3.76 | 3.39 | -9.7% |
| (6) NICU | 249 | 338 | 35.7% | 3,645 | 4,533 | 24.4% | 14.64 | 13.41 | -8.4% |
| (7) Total | 7,873 | 8,239 | 4.6% | 32,285 | 31,334 | -2.9% | 4.10 | 3.80 | -7.3% |
| Total System | | | | | | | | | |
| (8) Acute | 14,487 | 15,055 | 3.9% | 61,667 | 58,090 | -5.8% | 4.26 | 3.86 | -9.4% |
| (9) BMS | 501 | 566 | 13.0% | 3,551 | 3,962 | 11.6% | 7.09 | 7.00 | -1.2% |
| (10) Rehab | 452 | 396 | -12.4% | 5,411 | 5,544 | 2.5% | 11.97 | 14.00 | 16.9% |
| (11) NICU | 249 | 338 | 35.7% | 3,645 | 4,533 | 24.4% | 14.64 | 13.41 | -8.4% |
| (12) Total | 15,689 | 16,355 | 4.2% | 74,274 | 72,129 | -2.9% | 4.73 | 4.41 | -6.8% |



FY 2022 Budget Volumes

Norman Regional Health System (continued)

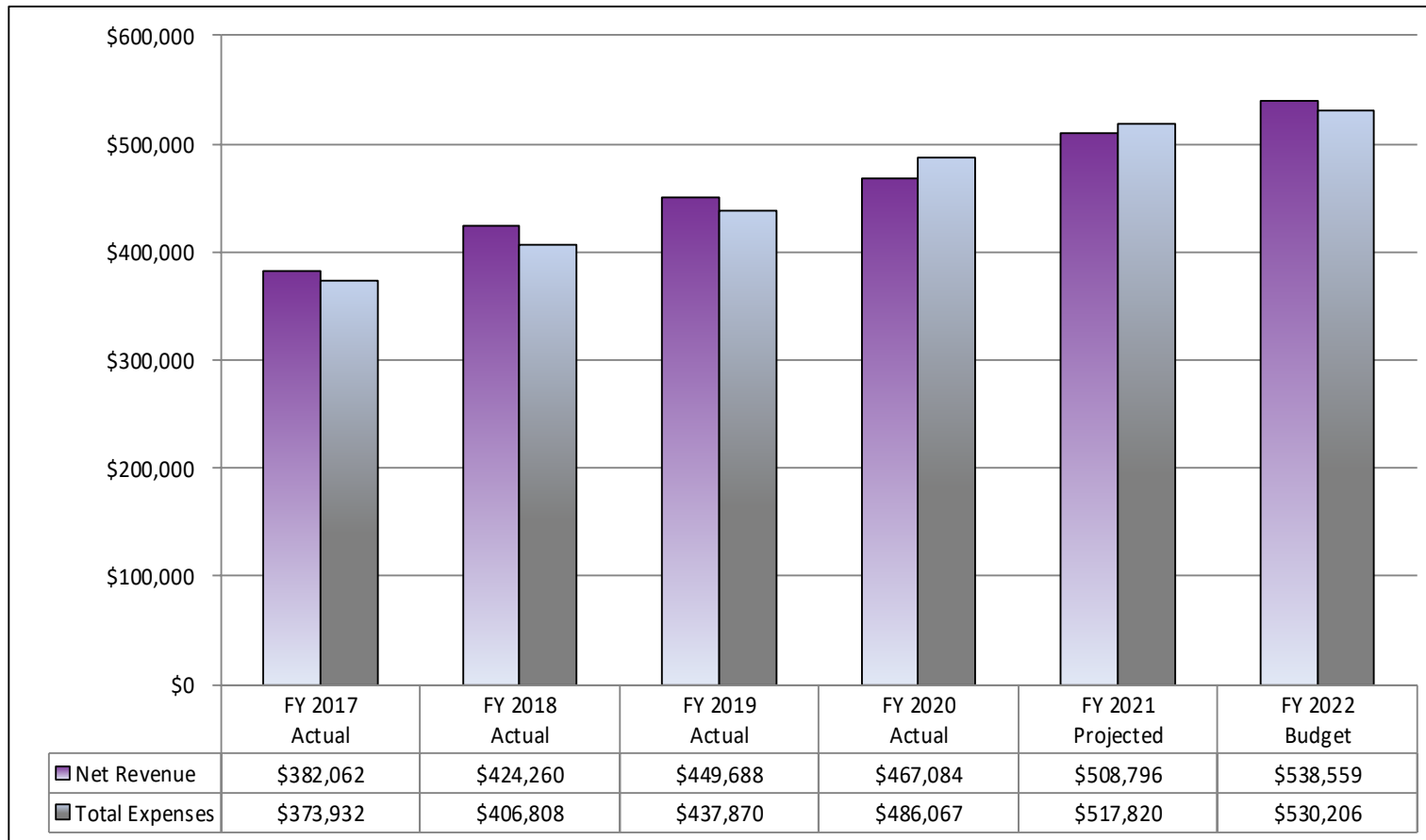
| | FY 2021 Projected | FY 2022 Budget | % Incr/Decr |
|---|----------------------|-------------------|----------------|
| Adjusted Statistics | | | |
| (1) Adjusted Patient Days | 182,001 | 178,834 | -1.7% |
| (2) Adjusted Discharges | 38,444 | 40,550 | 5.5% |
| Deliveries | | | |
| (3) HealthPlex | 2,396 | 2,394 | -0.1% |
| Cath Lab Cases | | | |
| (4) Inpatient | 1,274 | 1,200 | -5.8% |
| (5) Outpatient | 1,908 | 2,100 | 10.1% |
| (6) Total | 3,182 | 3,300 | 3.7% |
| Surgeries (excludes FBC Surgeries) | | | |
| Inpatient | | | |
| (7) NRH | 1,971 | 2,230 | 13.1% |
| (8) HealthPlex | 1,569 | 1,782 | 13.6% |
| (9) Total | 3,540 | 4,012 | 13.3% |
| Outpatient | | | |
| (10) NRH | 3,781 | 3,818 | 1.0% |
| (11) HealthPlex | 3,807 | 3,977 | 4.5% |
| (12) Total | 7,588 | 7,795 | 2.7% |
| Totals | | | |
| (13) NRH | 5,752 | 6,048 | 5.1% |
| (14) HealthPlex | 5,376 | 5,759 | 7.1% |
| (15) Total | 11,128 | 11,807 | 6.1% |
| ASC/Endoscopy Cases | | | |
| (16) Ortho Central ASC | 1,884 | 2,037 | 8.1% |
| (17) GI Endoscopy | 4,391 | 4,435 | 1.0% |
| (18) Total | 6,275 | 6,472 | 3.1% |

| | FY 2021 Projected | FY 2022 Budget | % Incr/Decr |
|--|----------------------|-------------------|----------------|
| OP Hospital Registrations (includes outpatient ED visits) | | | |
| (19) NRH | 127,121 | 128,392 | 1.0% |
| (20) HealthPlex | 97,217 | 101,013 | 3.9% |
| (21) NRM | 56,248 | 56,003 | -0.4% |
| (22) Total | 280,586 | 285,408 | 1.7% |
| Emergency Department Visits (includes ED admissions) | | | |
| (23) NRH | 34,787 | 37,003 | 6.4% |
| (24) HealthPlex | 24,640 | 26,050 | 5.7% |
| (25) NRM | 16,563 | 17,891 | 8.0% |
| (26) Total | 75,990 | 80,944 | 6.5% |
| (27) OB ED | 3,676 | 3,488 | -5.1% |
| (28) Total w/ OB ED | 79,666 | 84,432 | 6.0% |
| ED Provider Visits | | | |
| (29) ED Provider Visits | 74,399 | 79,102 | 6.3% |
| EMSSStat Registrations | | | |
| (30) EMSSStat Registrations | 18,880 | 19,588 | 3.8% |
| Clinic Visits (includes Telehealth) | | | |
| (31) Primary Care | 130,093 | 148,820 | 14.4% |
| (32) Specialty | 76,975 | 88,232 | 14.6% |
| (33) Ortho Central (Clinic & PT) | 41,409 | 50,660 | 22.3% |
| (34) Heart & Vascular | 39,648 | 44,943 | 13.4% |
| (35) Surgery | 22,255 | 20,418 | -8.3% |
| (36) Physical Performance Center | 19,246 | 18,600 | -3.4% |
| (37) GI of Norman (East & West) | 15,136 | 15,915 | 5.1% |
| (38) Oncology | 11,174 | 10,908 | -2.4% |
| (39) Total Clinic Visits | 355,936 | 398,496 | 12.0% |



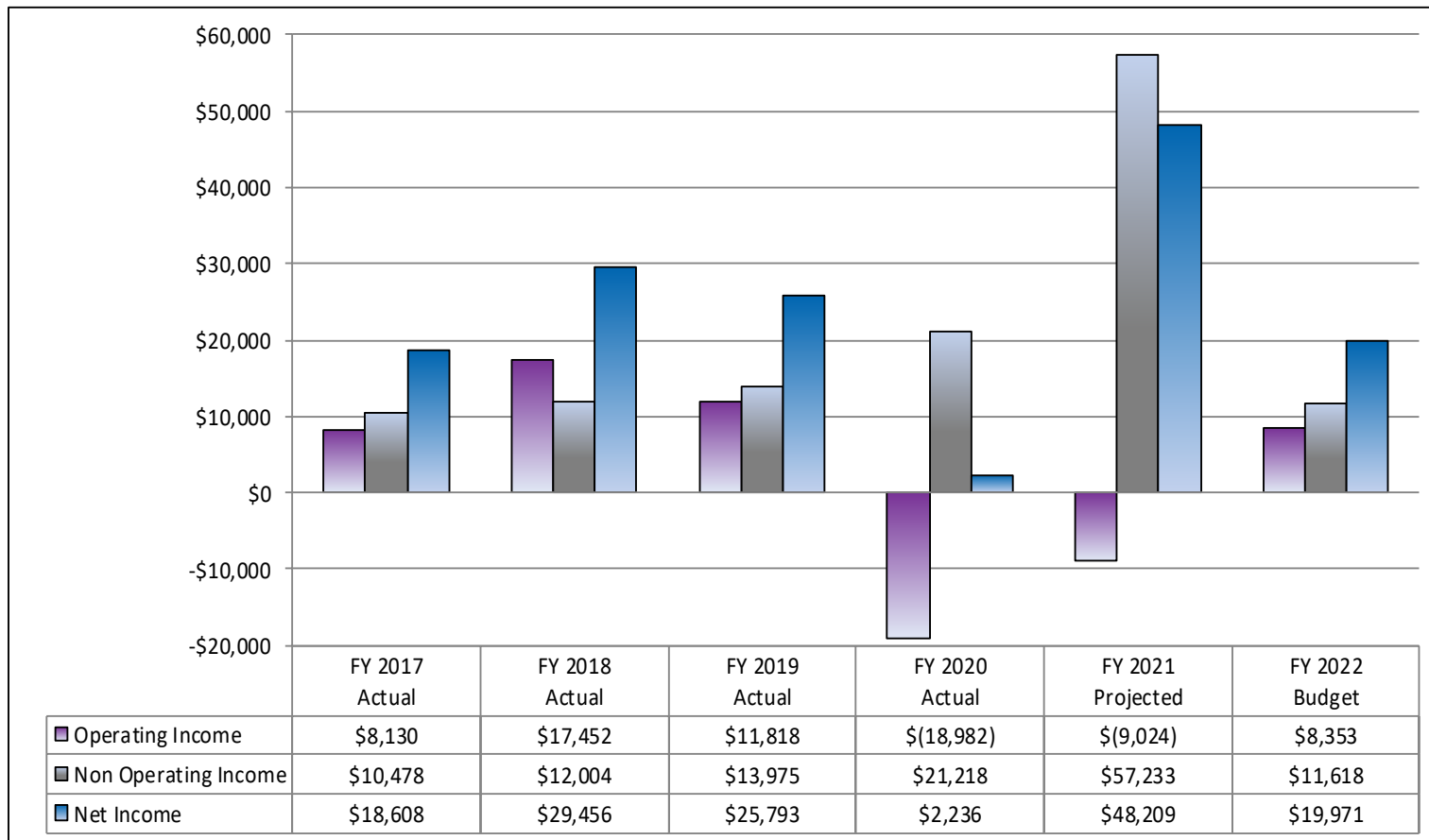
FY 2022 Budget Presentation

Net Revenue and Expense (\$ in 000's)



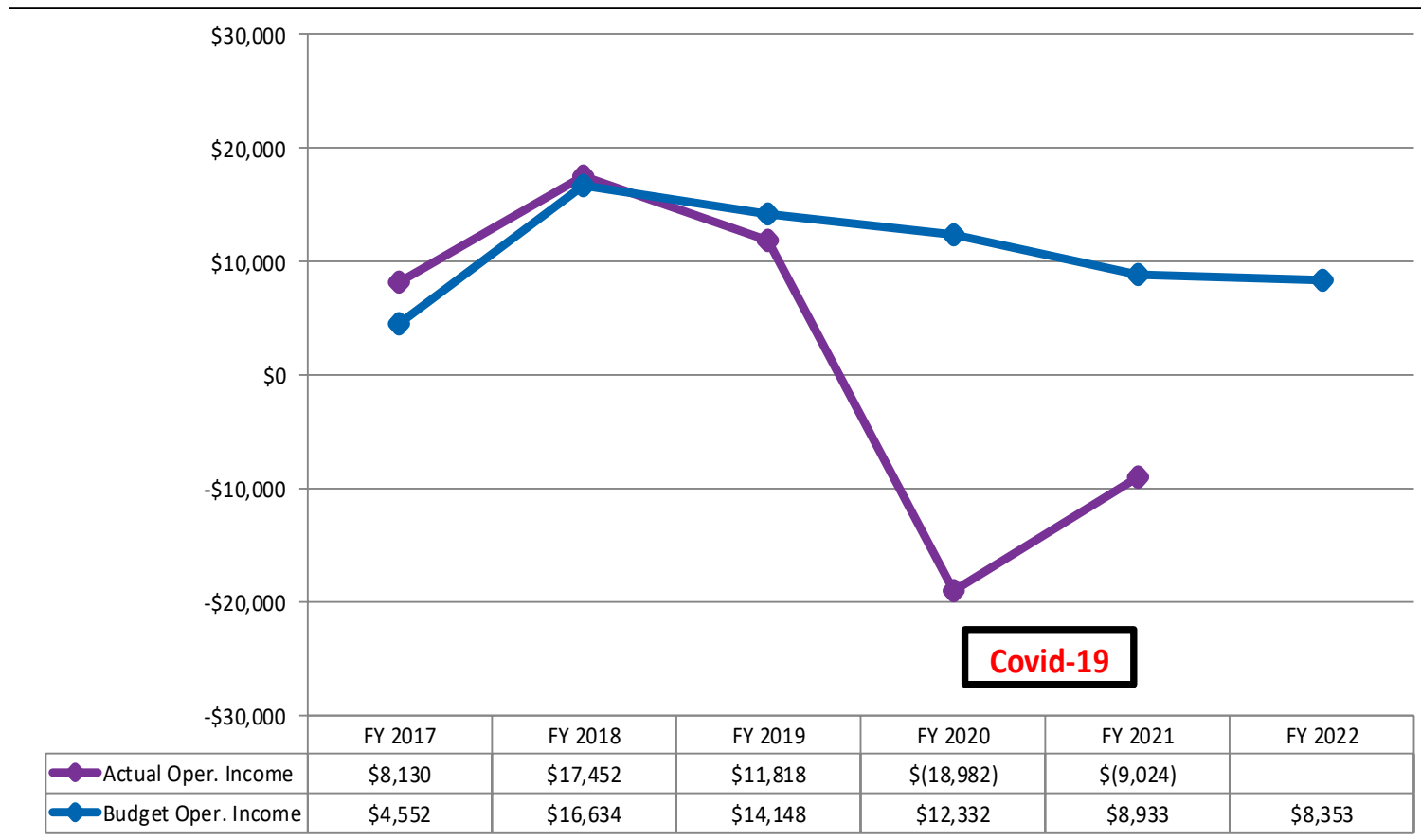
FY 2022 Budget Presentation

Income (\$ in 000's)



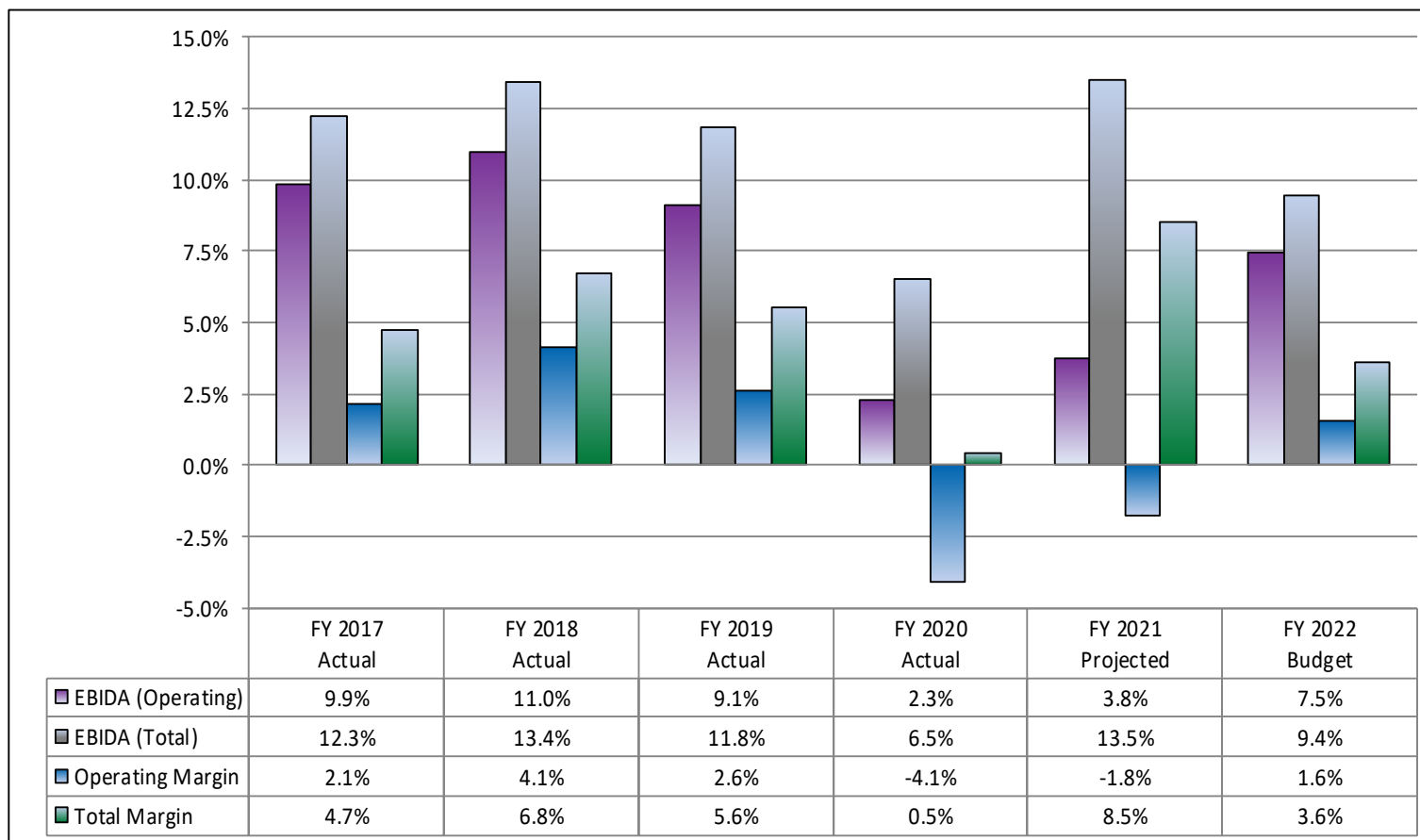
FY 2022 Budget Presentation

Actual v. Budget Income (\$ in 000's)



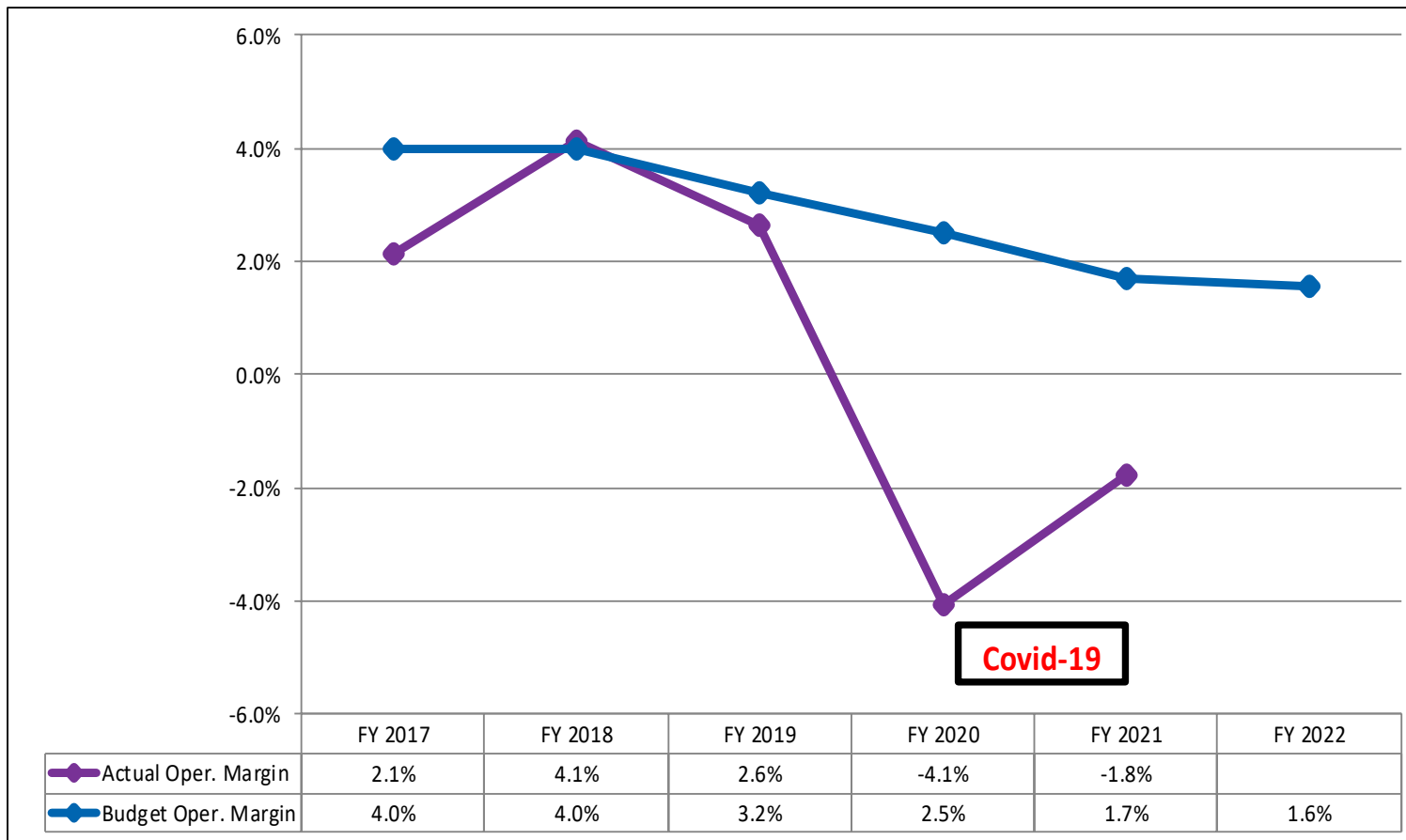
FY 2022 Budget Presentation

Profit Margins



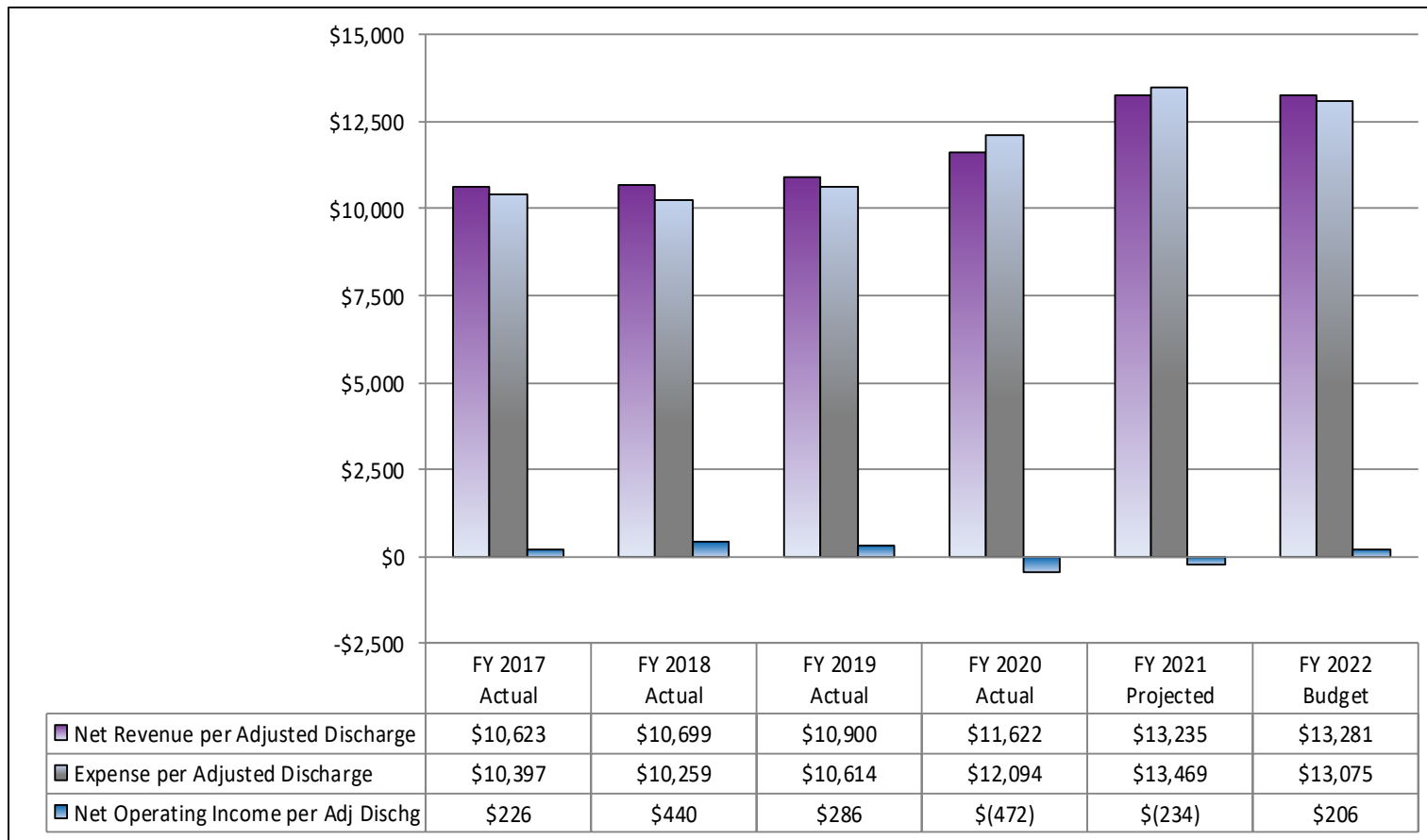
FY 2022 Budget Presentation

Actual v. Budget Profit Margins



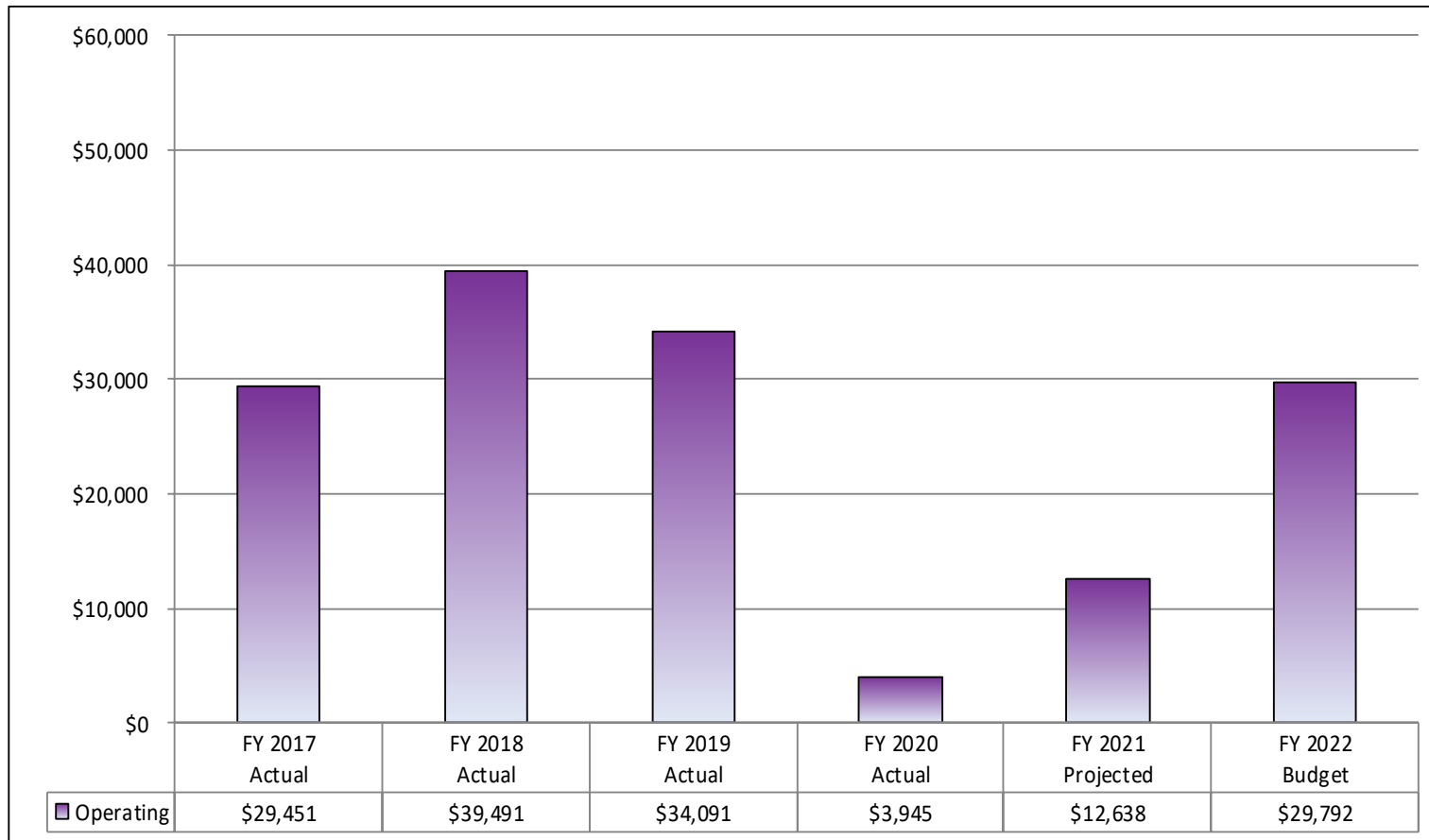
FY 2022 Budget Presentation

Operating Income per Adjusted Discharge



FY 2022 Budget Presentation

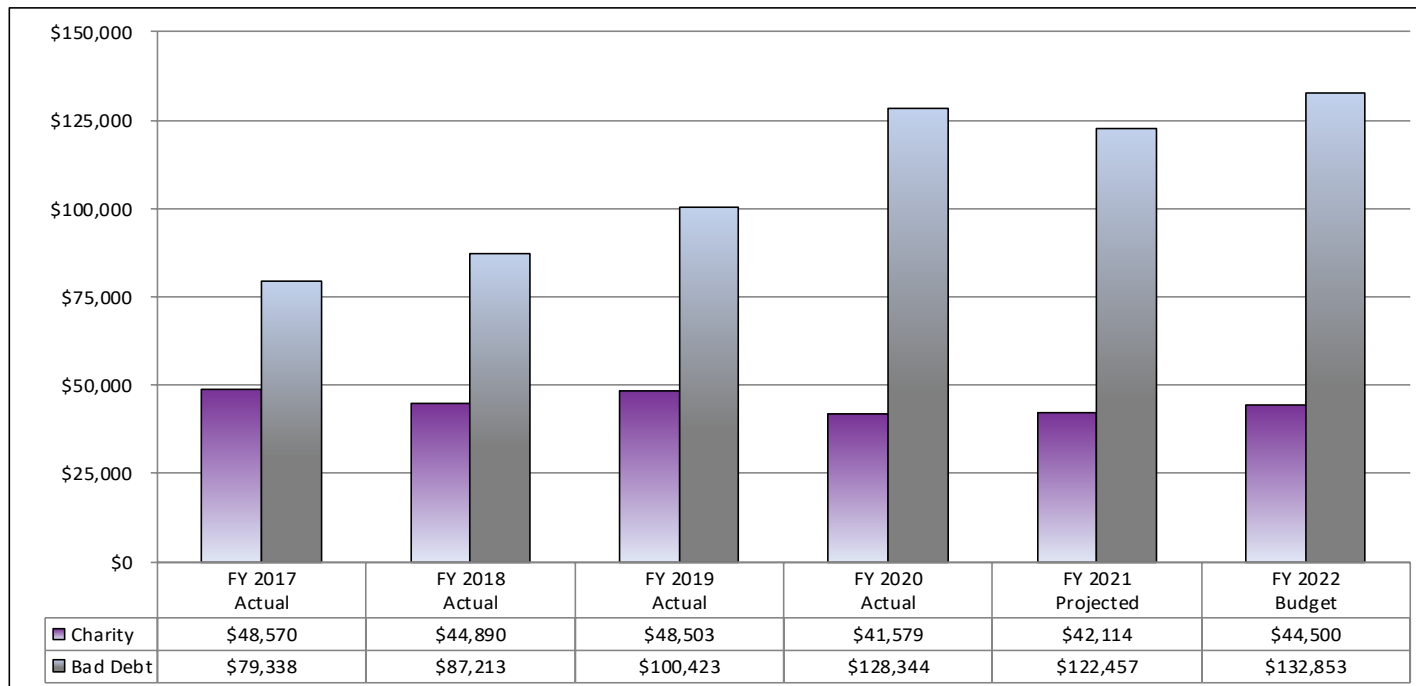
Operating Cash Flow (\$ in 000's)



FY 2022 Budget Presentation

Charity & Bad Debt Expense (\$ in 000's)

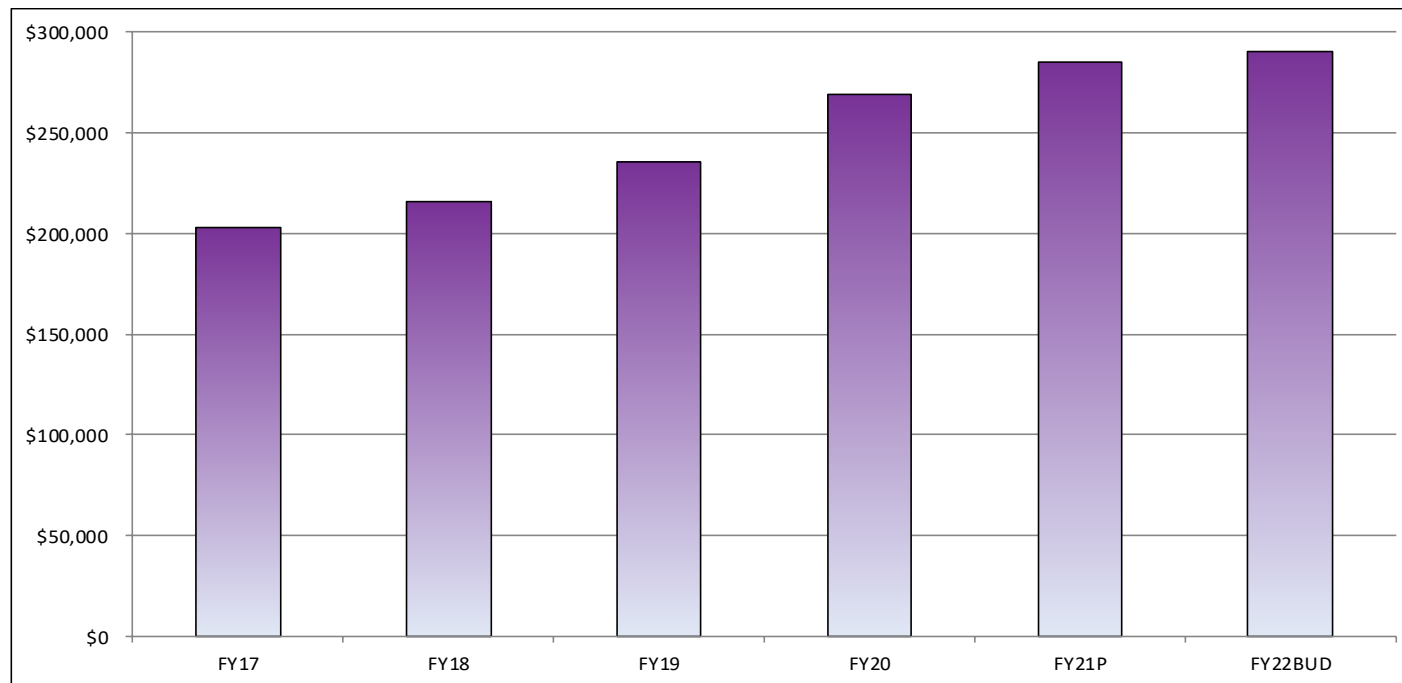
| Year | FY 17 Act | FY 18 Act | FY 19 Act | FY 20 Act | FY 21 Proj | FY 22 Bud |
|--------------------------|-----------|-----------|-----------|-----------|------------|-----------|
| Actual | \$127,908 | \$132,103 | \$148,926 | \$169,923 | \$164,571 | \$177,353 |
| % of Hospital Rev | 7.7% | 7.2% | 7.5% | 8.5% | 7.6% | 7.7% |



FY 2022 Budget Presentation

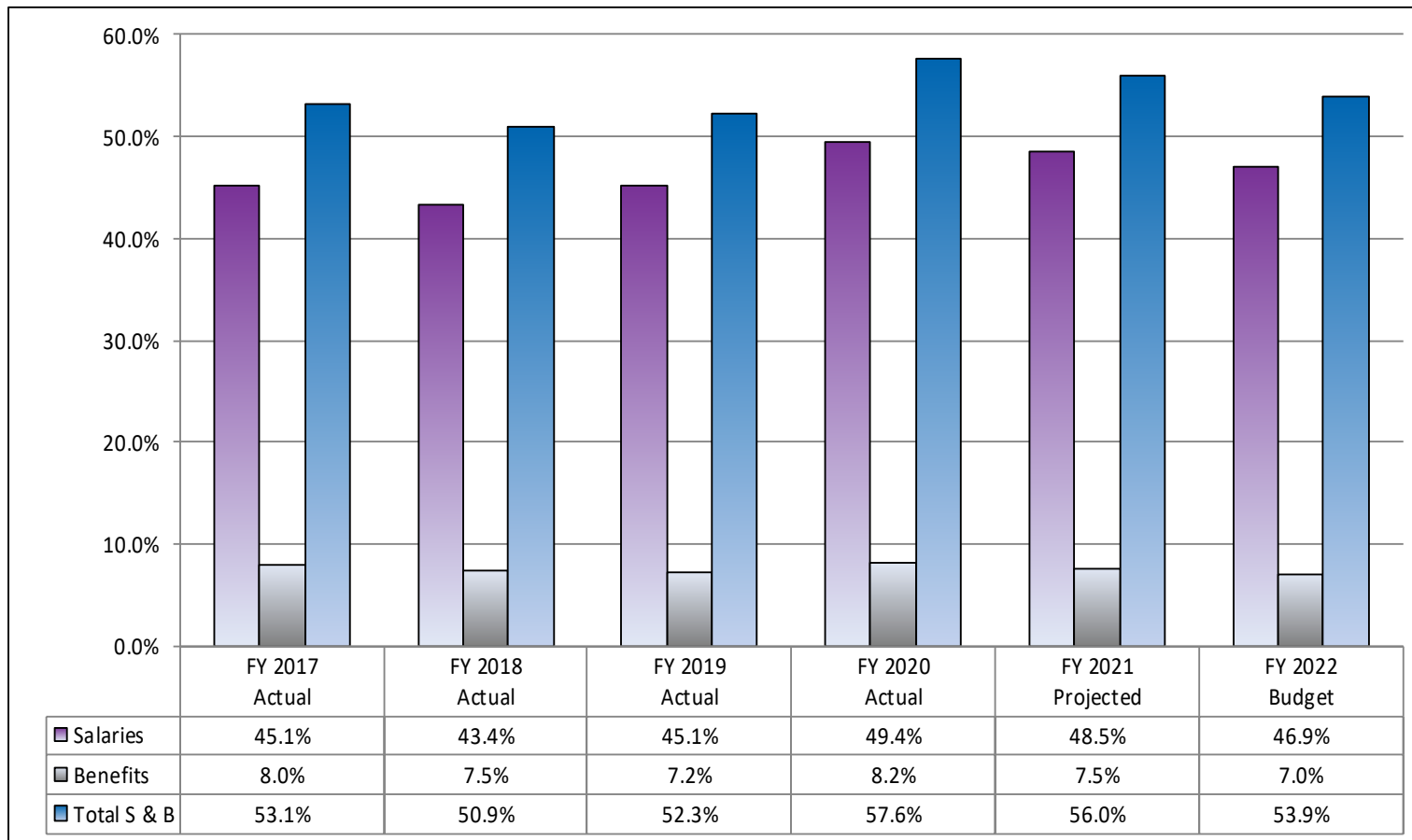
Salaries and Benefits Expense (\$ in 000's)

| Year | FY 17 Act | FY 18 Act | FY 19 Act | FY 20 Act | FY 21 Proj | FY 22 Bud |
|--------|-----------|-----------|-----------|-----------|------------|-----------|
| Actual | \$203,001 | \$215,809 | \$235,276 | \$268,846 | \$284,710 | \$290,426 |
| Growth | 5.0% | 6.3% | 9.0% | 14.3% | 5.9% | 2.0% |



FY 2022 Budget Presentation

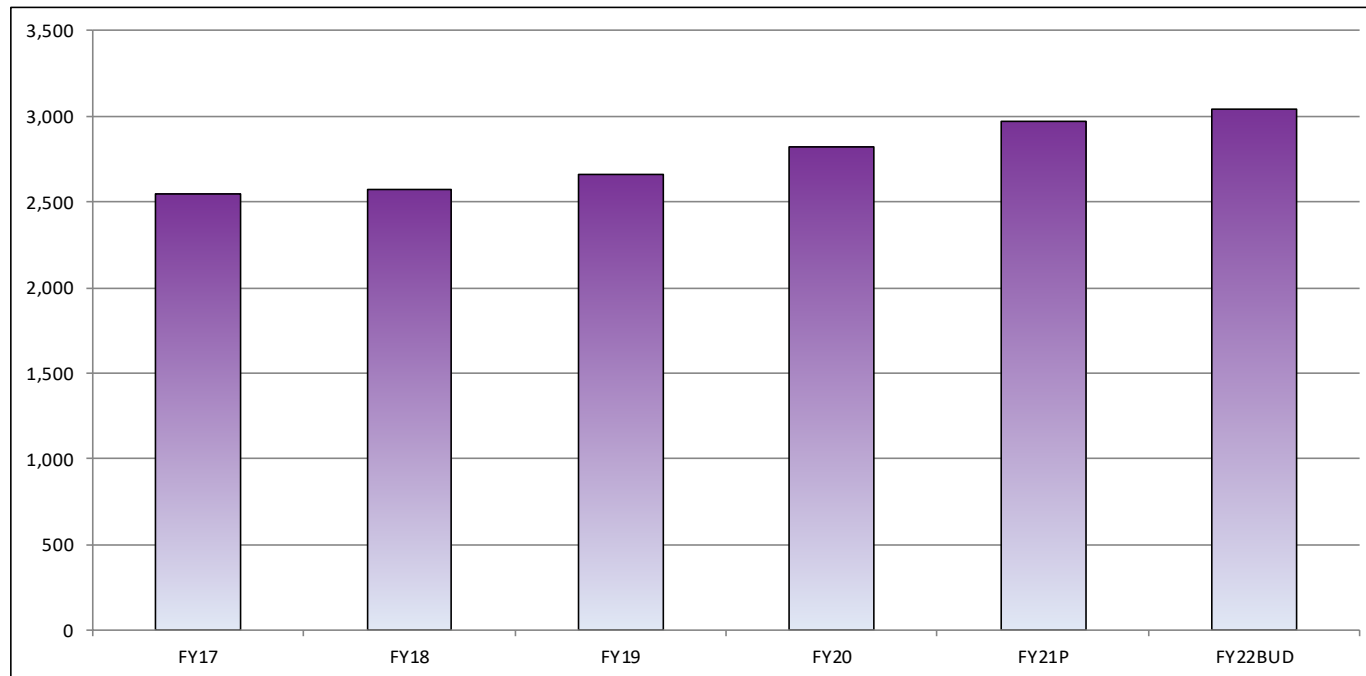
Salaries & Benefits as % of Net Revenue



FY 2022 Budget Presentation

System Paid FTEs

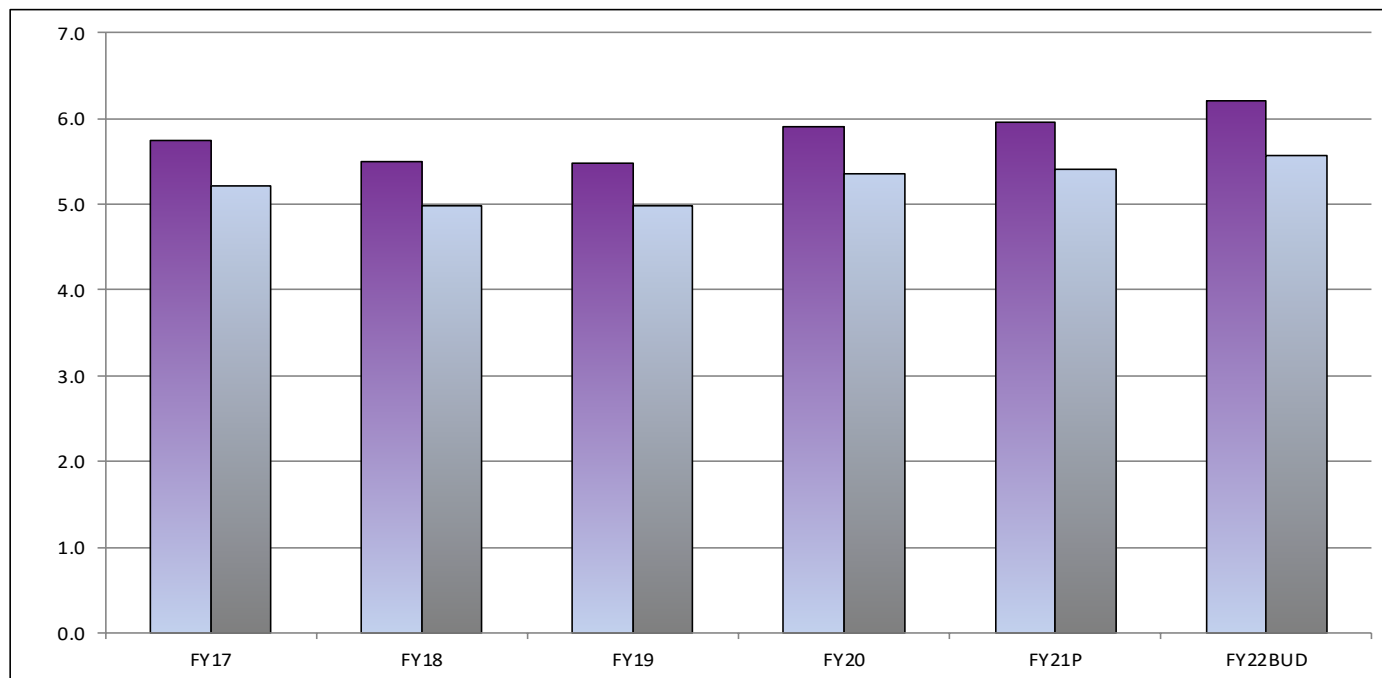
| Year | FY 17 Act | FY 18 Act | FY 19 Act | FY 20 Act | FY 21 Proj | FY 22 Bud |
|--------|-----------|-----------|-----------|-----------|------------|-----------|
| Actual | 2,543 | 2,570 | 2,662 | 2,817 | 2,969 | 3,039 |
| Growth | 2.7% | 1.1% | 3.6% | 5.8% | 5.4% | 2.4% |



FY 2022 Budget Presentation

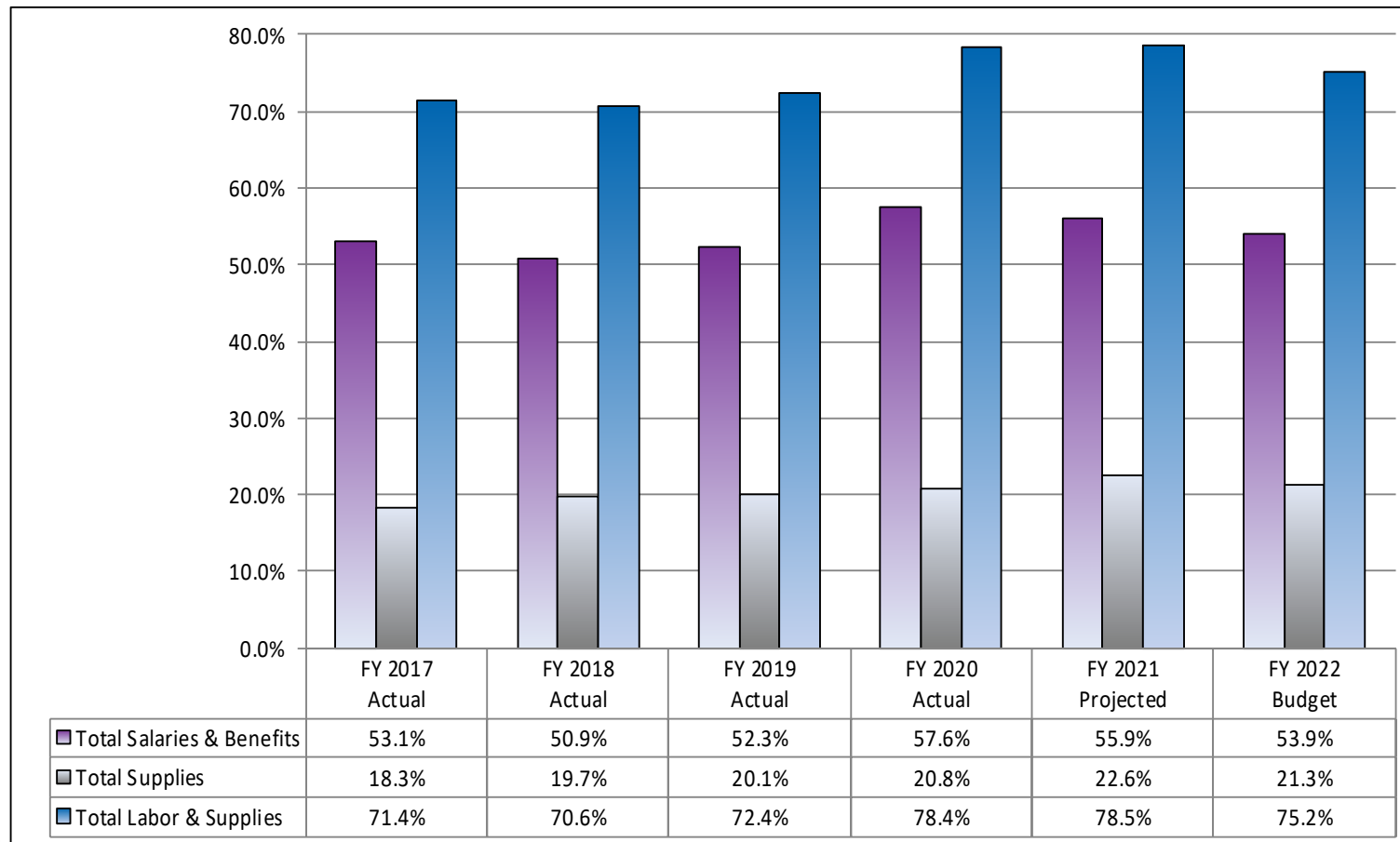
System FTEs Per Adjusted Occupied Bed

| Year | FY 17 Act | FY 18 Act | FY 19 Act | FY 20 Act | FY 21 Proj | FY 22 Bud |
|-------------------|-----------|-----------|-----------|-----------|------------|-----------|
| Paid | 5.7 | 5.5 | 5.5 | 5.9 | 6.0 | 6.2 |
| Productive | 5.2 | 5.0 | 5.0 | 5.4 | 5.4 | 5.6 |



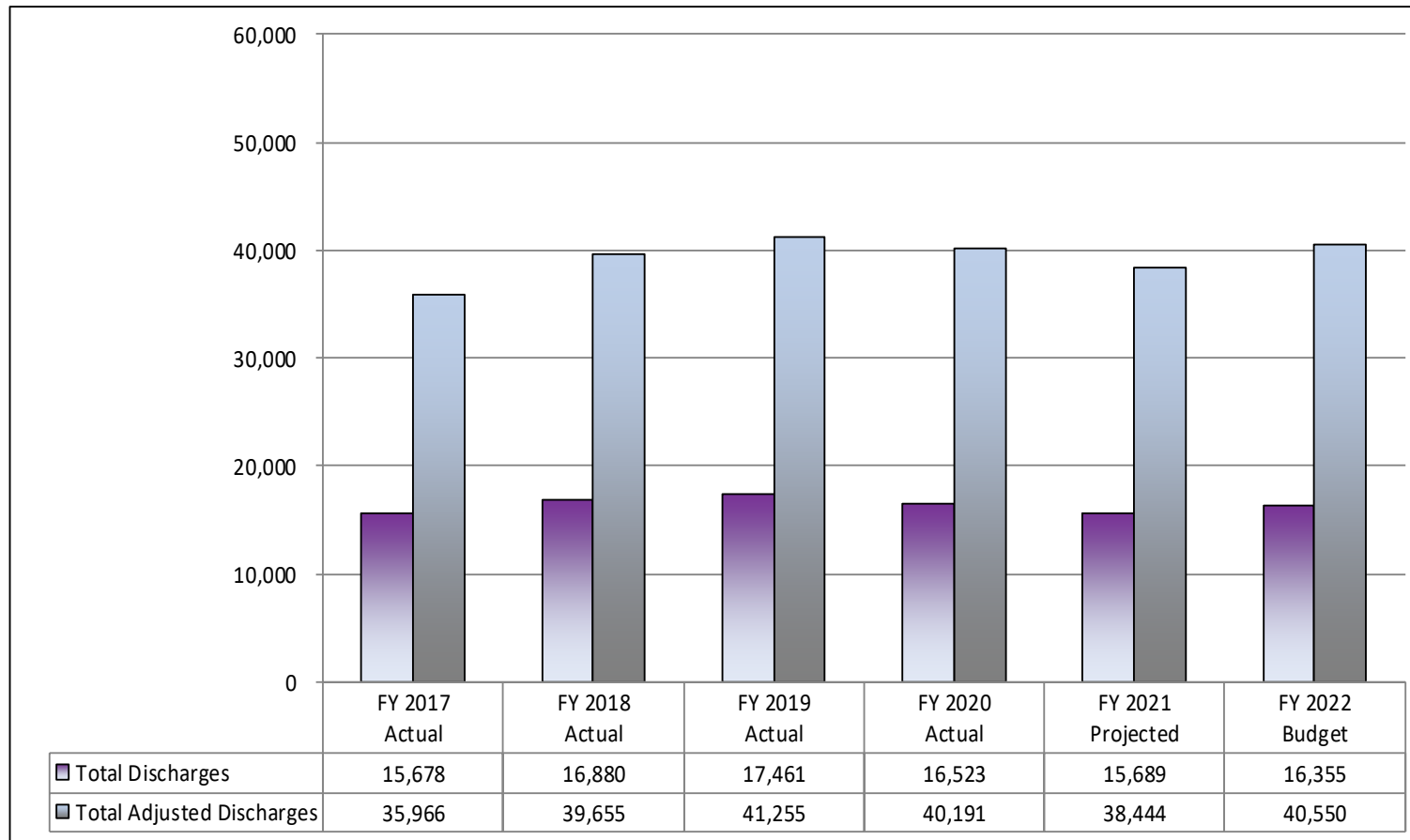
FY 2022 Budget Presentation

Labor & Supplies as % of Net Revenue



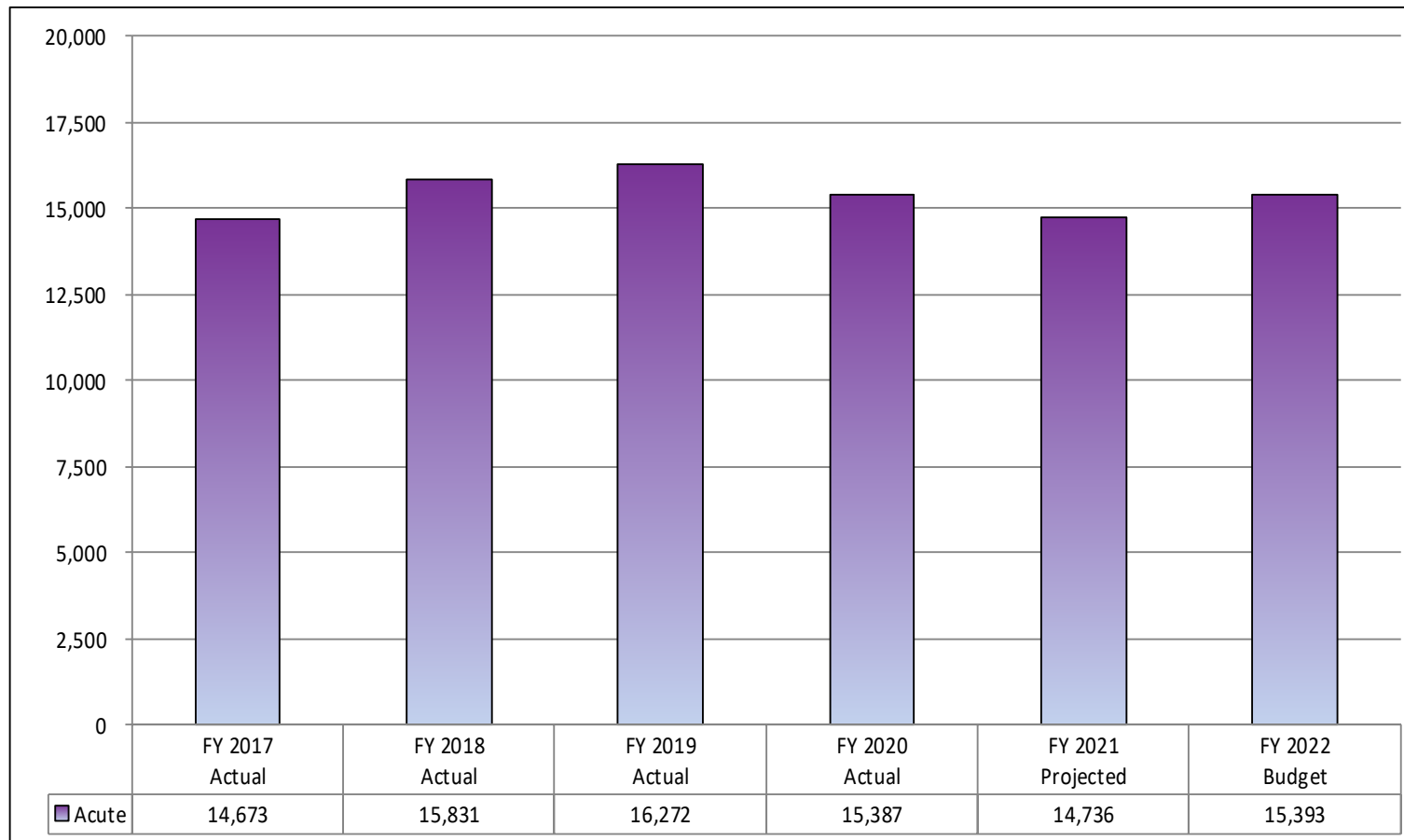
FY 2022 Budget Presentation

Discharges & Adjusted Discharges



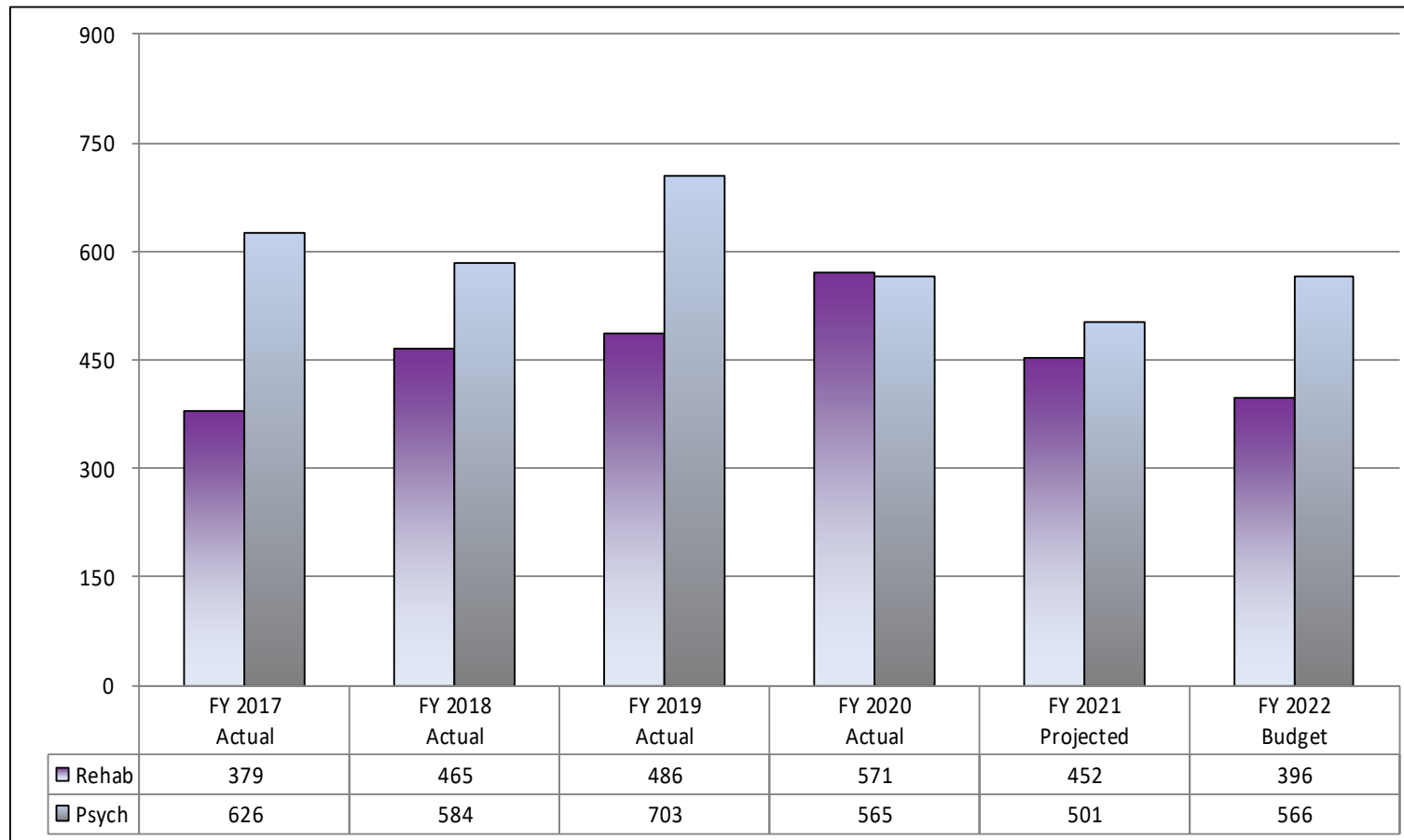
FY 2022 Budget Presentation

Acute Discharges (includes NICU)

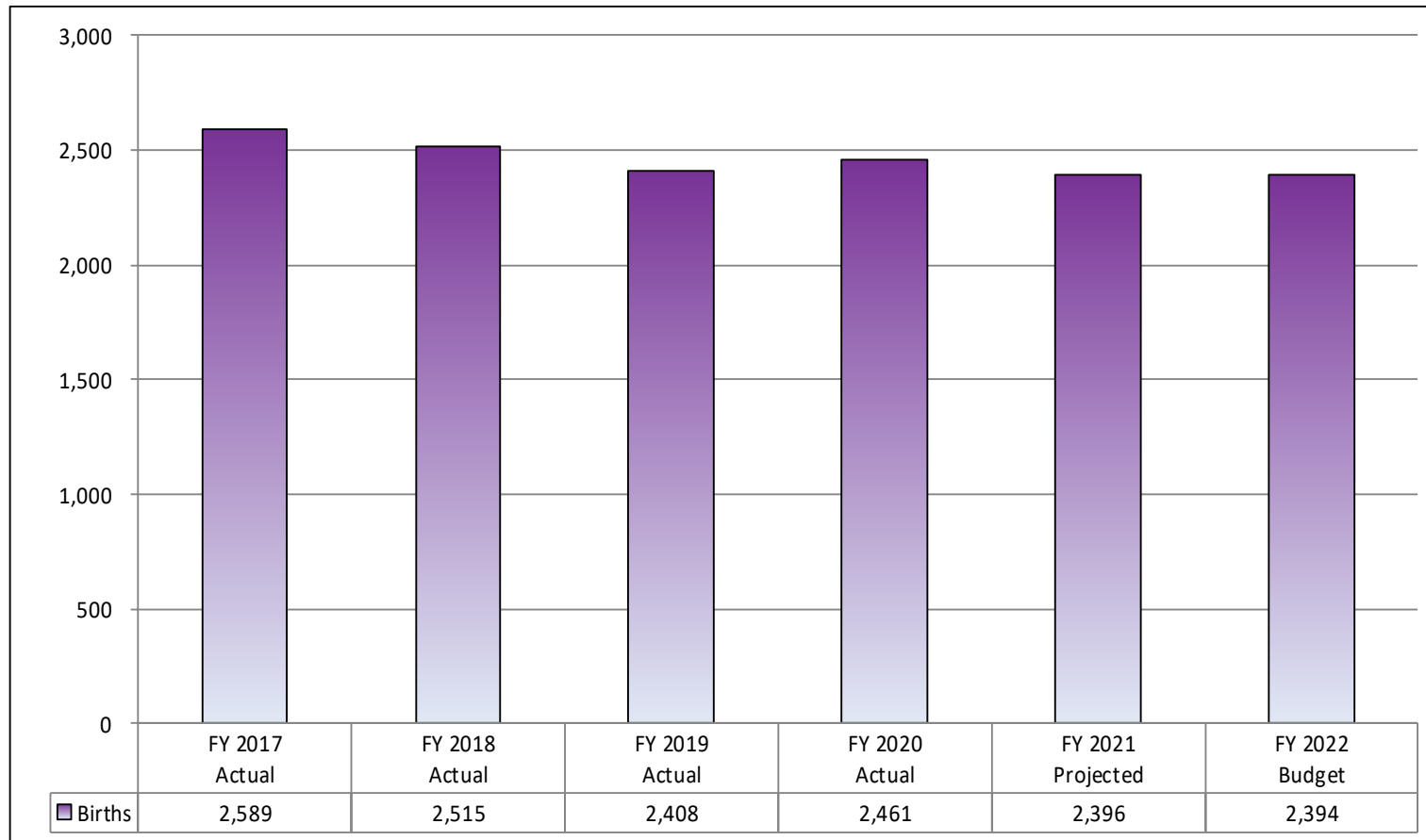


FY 2022 Budget Presentation

Sub Acute Discharges by Type

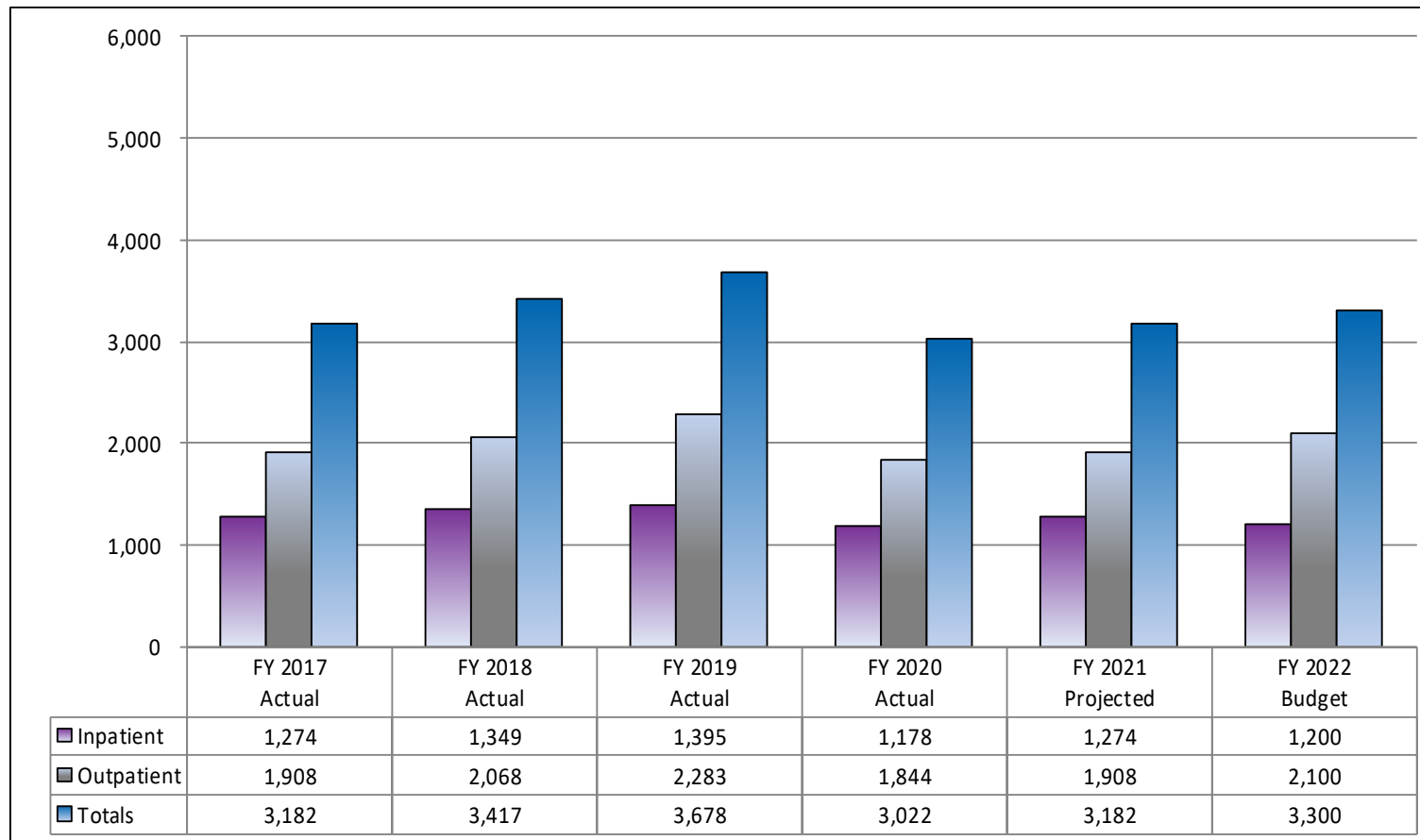


FY 2022 Budget Presentation Deliveries



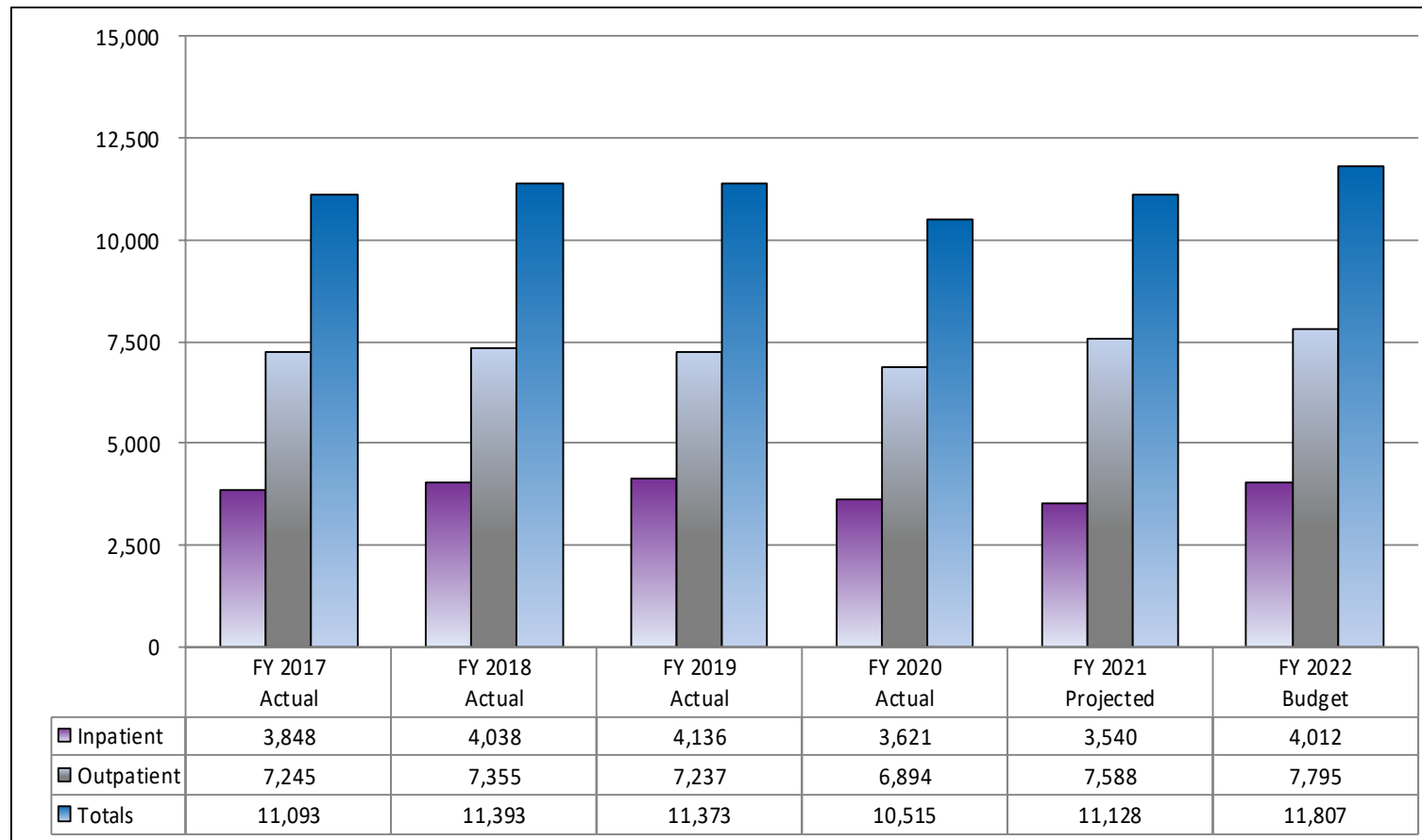
FY 2022 Budget Presentation

Cath Lab Cases



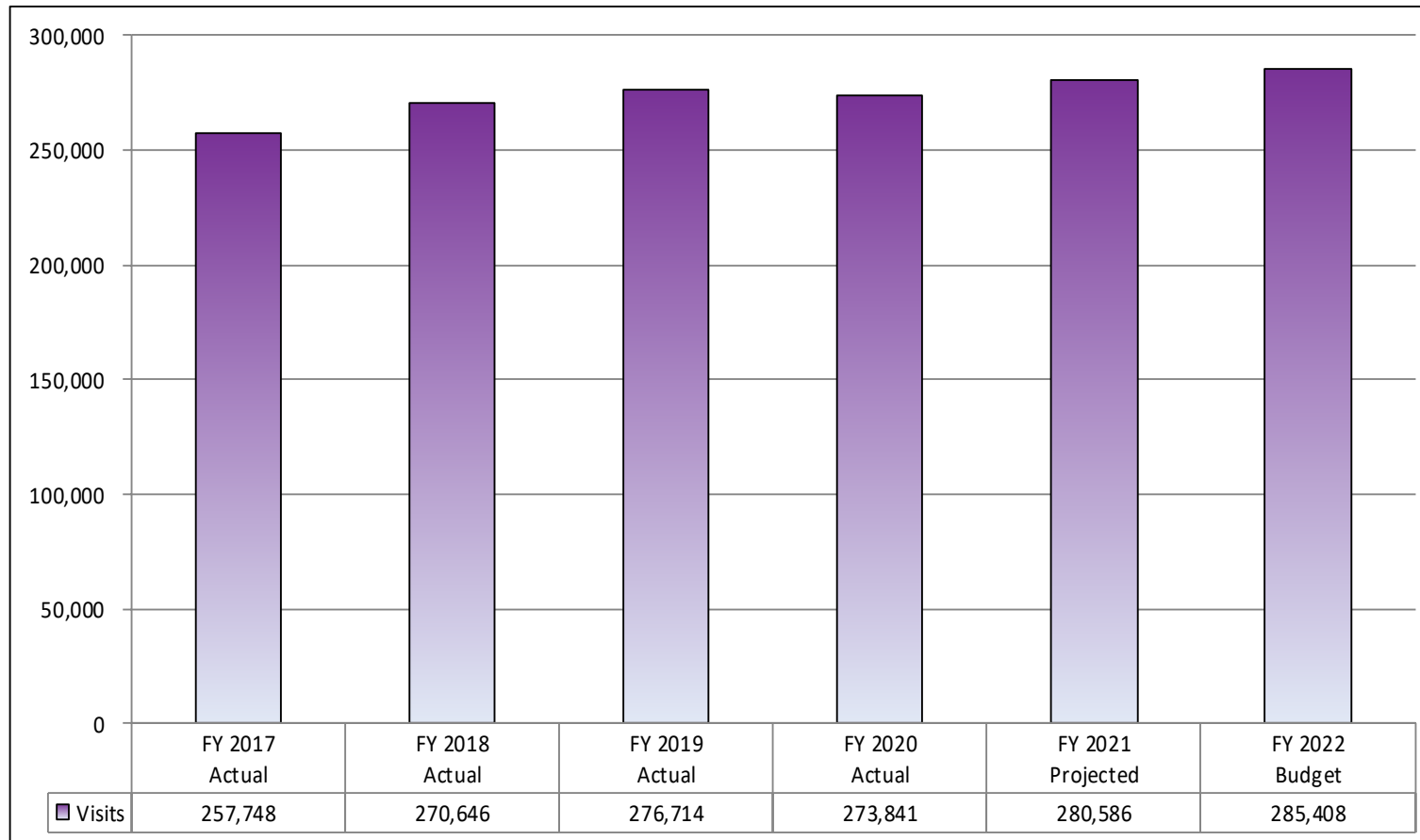
FY 2022 Budget Presentation

Surgical Cases (excludes FBC Surgeries)



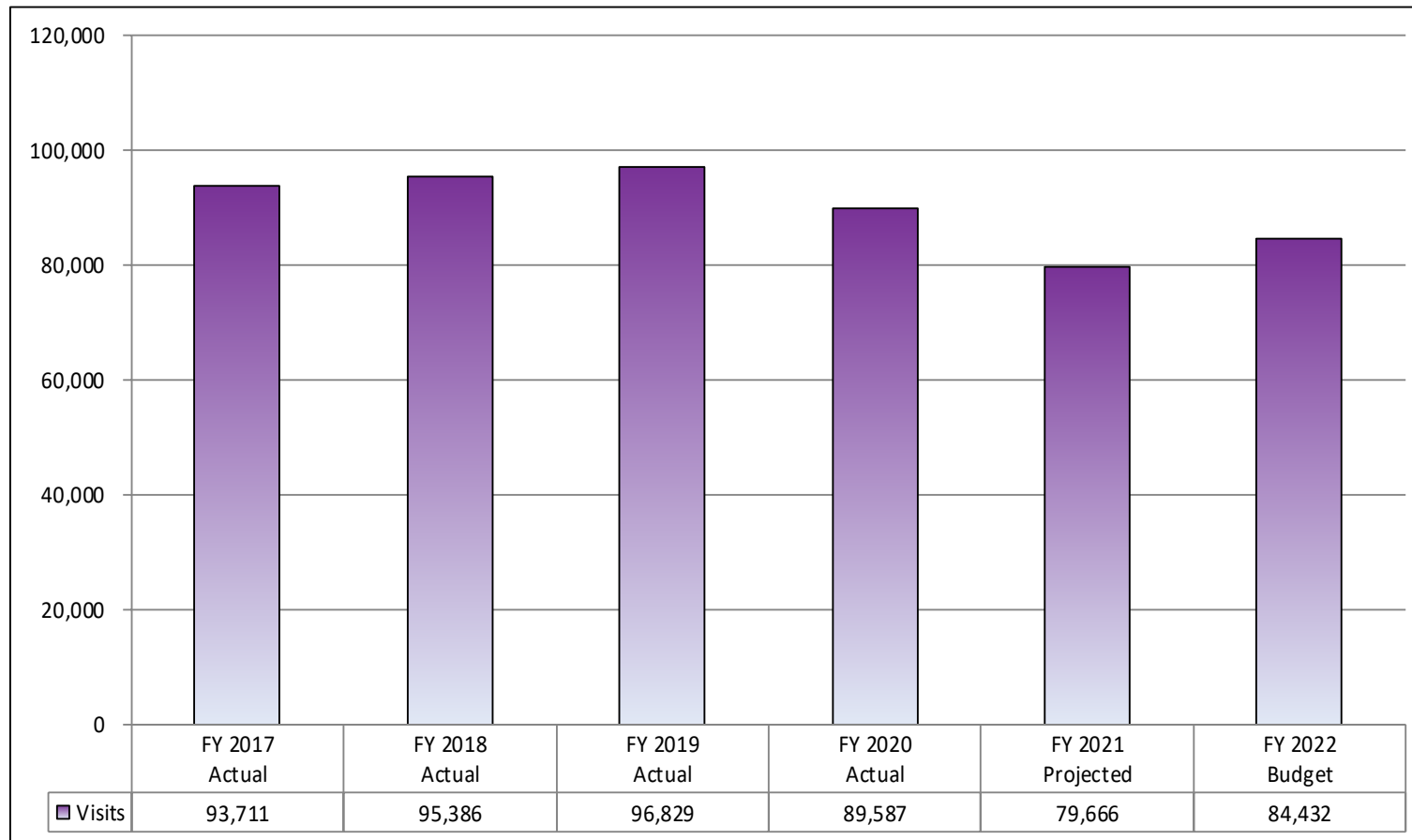
FY 2022 Budget Presentation

Hospital Outpatient Registrations



FY 2022 Budget Presentation

Emergency Department Visits *

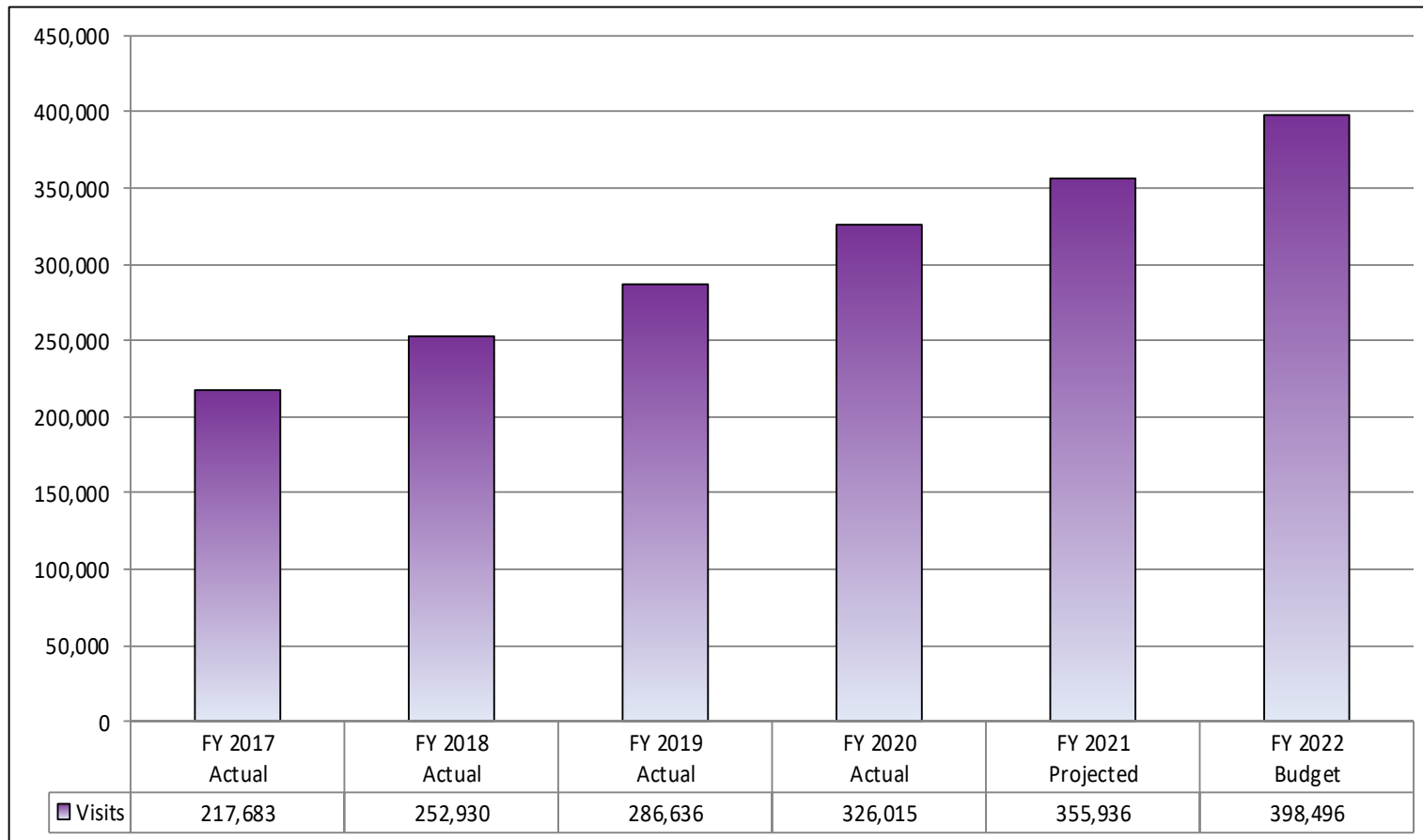


* Emergency Department Visits (including ED Admissions)



FY 2022 Budget Presentation

Clinic Visits *

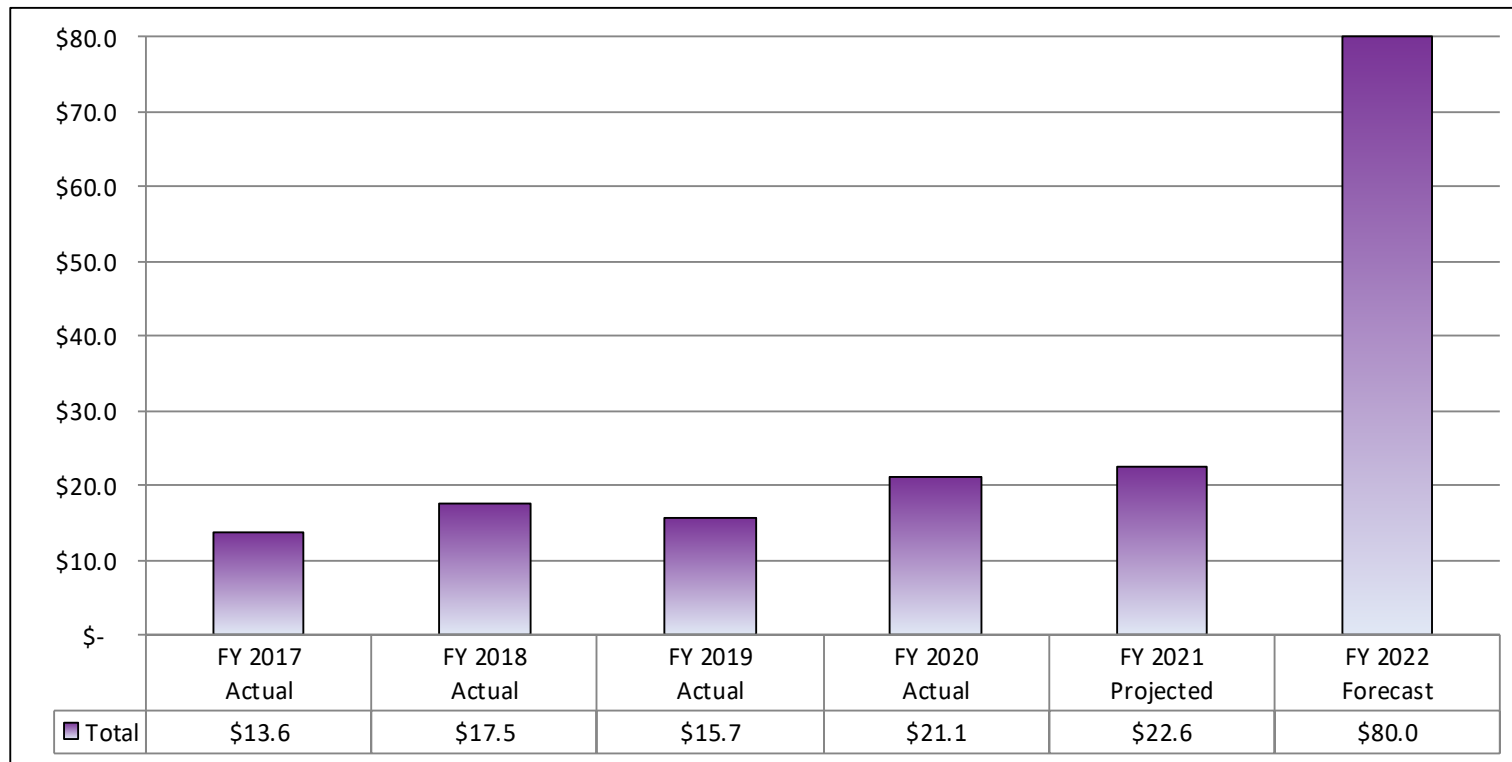


* Clinic Visits exclude Hospitalists, Intensivists, Behavioral Med, Physical Med & Rehab, Wound Care, Radiologists, & ED Physicians



FY 2022 Budget Presentation

Capital Expenditures (\$ in Millions)



FY 2022 Budget Presentation

Appendix A: Planned Capital for FY2022

| ID | Category/Product | Entity/Department | OM VP Role | FY22 Planned Amt |
|------|---|--|------------|------------------|
| 2828 | Multisports Aquatics Center: Phase 1 | 01.07.41890: PON Orthocentral Clinic | Meegan | \$ 2,188,372 |
| 2293 | Nurse Call | 01.01.30110: Nursing Resources | Brittni | \$ 1,500,000 |
| 2705 | Rosa knee platform Zimmer Biomet | 01.03.32100: HPX-Surgical Services | John | \$ 764,000 |
| 2808 | Relocation of Endocrinology Clinic | 01.07.41115: Norman Endocrinology Assoc. | Meegan | \$ 710,599 |
| 2841 | LG V Zero Client - Teradici Tera2321 LG Electronics | 01.99.93100: Health Information Technology | John | \$ 480,000 |
| 1419 | Cisco Systems, Inc. Switches | 01.99.93100: Health Information Technology | John | \$ 400,000 |
| 1264 | Ambulance Remount Osage Ambulances | 01.06.33500: EMSStat | Brittni | \$ 377,546 |
| 1424 | Cisco Systems, Inc. Network Access Control System | 01.99.93100: Health Information Technology | John | \$ 350,000 |
| 2314 | Create vehicular access to the Moore clinic from 4th Street on the North side of the facility | 01.99.81400: Engineering | John | \$ 309,330 |
| 1421 | Replacement of eol/eos for existing nursing wireless phones. | 01.99.93100: Health Information Technology | John | \$ 300,000 |
| 2745 | OPMI Pentero 800 Carl Zeiss | 01.01.32100: NRH-Surgical Services | John | \$ 274,730 |
| 2824 | Philips Vue Philips Healthcare | 01.01.40510: NRH-Imaging Services | John | \$ 249,000 |
| 2145 | MX1 Ultrasound System V1 BOM Konica Minolta | 01.07.41890: PON Orthocentral Clinic | Meegan | \$ 217,454 |
| 2193 | Pure1 PureStorage | 01.99.93100: Health Information Technology | John | \$ 200,000 |
| 1400 | HP DL380 G10 w/ Nvidia grid cards Hewlett Packard Enterprise (HPE) | 01.99.93100: Health Information Technology | John | \$ 200,000 |
| 2835 | Synergy servers Hewlett Packard Enterprise (HPE) | 01.99.93100: Health Information Technology | John | \$ 196,394 |
| 2822 | 360 Encompass System, 3M Health Care | 01.99.81130: Coders | Meegan | \$ 185,211 |
| 2916 | Symmetra RM XR Frame UPS | 01.99.93100: Health Information Technology | John | \$ 159,406 |
| 2838 | SSO Licences/Password Management/VDI Forward Advantage, Inc. | 01.99.93100: Health Information Technology | John | \$ 156,336 |
| 1446 | Formal Compensation System with Job Valuation and Computerized Electronic Merit Review/Evaluation | 01.99.93150: Human Resources | John | \$ 150,000 |
| 1458 | Johnson Controls, Inc. analog camera replacements | 01.99.81420: Security | John | \$ 146,000 |
| 2760 | Liaison XL Analyzer DiaSorin | 01.01.40100: NRH-Laboratory | John | \$ 125,000 |



FY 2022 Budget Presentation

Appendix A (continued)

| ID | Category/Product | Entity/Department | OM VP Role | FY22 Planned Amt |
|------|---|--|------------|------------------|
| 2695 | 1688 AIM 4K camera head and AIM 4K coupler Kit Stryker | 01.01.32100: NRH-Surgical Services | John | \$ 120,063 |
| 615 | Alien Vault for Security Log Server | 01.99.93100: Health Information Technology | John | \$ 120,000 |
| 2746 | Windows 10 upgrade RADPRO | 01.01.40510: NRH-Imaging Services | John | \$ 111,900 |
| 2773 | Analyzer Instrument | 01.01.40100: NRH-Laboratory | John | \$ 100,000 |
| 1423 | ASA 5500-X Series Firewalls Cisco Systems, Inc. | 01.99.93100: Health Information Technology | John | \$ 100,000 |
| 1417 | 19" Widescreen Thin Client Integrated LCD Monitor Samsung - Electronics & Appliances | 01.99.93100: Health Information Technology | John | \$ 100,000 |
| 2826 | Philips Healthcare EOL Maclab Server and Hemo replacement | 01.03.40350: HPX-Cath Lab | Brittni | \$ 100,000 |
| 2704 | Generac Model RG03824ANAX Size 38kw Upgrade to gel battery and block heater for best cold weather performance Generac | 01.06.33500: EMSStat | Brittni | \$ 100,000 |
| 2823 | Mobile XRay Unit | 01.07.41890: PON Orthocentral Clinic | Meegan | \$ 92,143 |
| 2723 | Power Tools Stryker | 01.07.41910: Ortho Central Ambulatory Surgery Center | Meegan | \$ 89,119 |
| 2135 | Qube Mini Spacelabs Healthcare | 01.03.30550: HPX-Womens & Childrens Health | Brittni | \$ 87,586 |
| 2753 | Hb9210 HbA1c Analyzer Premier Biotech | 01.01.40100: NRH-Laboratory | John | \$ 85,920 |
| 2700 | Mazor instrumentation Medtronic | 01.01.32100: NRH-Surgical Services | John | \$ 80,185 |
| 2812 | Powerscribe one upgrade and powershare upgrade Nuance | 01.01.40510: NRH-Imaging Services | John | \$ 80,000 |
| 2801 | Construction Durante Construction | 01.99.81400: Engineering | John | \$ 80,000 |
| 2614 | Convert 5th floor waiting to Centers of Excellence Office space. Convert 5th floor Vast to Cardiopulmonary Rehab. | 01.99.95080: Centers of Excellence | Brittni | \$ 80,000 |
| 2613 | Reallocate space at HPX. 4th Floor waiting converted to Provider Documentation. 4th Floor Dialysis converted to hospitalist sleep room. | 01.07.41240: Hospitalist | John | \$ 80,000 |
| 1420 | Infoblox eol/eos | 01.99.93100: Health Information Technology | John | \$ 80,000 |
| 2685 | Breast surgeon instrumentation V.Meuller | 01.03.32100: HPX-Surgical Services | John | \$ 80,000 |



FY 2022 Budget Presentation

Appendix A (continued)

| ID | Category/Product | Entity/Department | OM VP Role | FY22 Planned Amt |
|------|--|--|------------|------------------|
| 1426 | Contingency bucket for the forced migration to Windows 10. | 01.99.93100: Health Information Technology | John | \$ 75,000 |
| 1402 | Mattress Replacements | 01.03.81200: HPX-Environmental Services | John | \$ 75,000 |
| 2813 | SenTec Digital Monitor SenTec AG | 01.03.30950: HPX-NICU | Brittni | \$ 72,500 |
| 2891 | Employee application and intranet Dynamic Signal | 01.99.94050: Corporate Communications | Paula | \$ 70,000 |
| 2190 | Flooring Apex Flooring | 01.99.81400: Engineering | John | \$ 68,000 |
| 1425 | SSO Licences/Password Management/VDI Forward Advantage, Inc. | 01.99.93100: Health Information Technology | John | \$ 66,000 |
| 2725 | midas rex (stealth) Medtronic | 01.01.32100: NRH-Surgical Services | John | \$ 62,737 |
| 2056 | SAS Visual Analytics SAS | 01.99.92020: Decision Support | John | \$ 60,000 |
| 2782 | Construction Durante Construction | 01.99.81400: Engineering | John | \$ 60,000 |
| 2681 | Arch Innovative Orthopedic Technologies, LLC | 01.03.32100: HPX-Surgical Services | John | \$ 59,640 |
| 1457 | Johnson Controls, Inc. Cameras for new face detection | 01.99.81420: Security | John | \$ 56,532 |
| 2698 | Visera elite video sytem and tower Olympus | 01.01.32100: NRH-Surgical Services | John | \$ 54,076 |
| 2218 | SonoSite X-Porte FUJIFILM SonoSite, Inc. | 01.03.40350: HPX-Cath Lab | Brittni | \$ 50,963 |
| 2687 | Xtract-All Knee Shukla Medical | 01.03.32100: HPX-Surgical Services | John | \$ 50,000 |
| 2719 | Sonosite PX Ultrasound System FUJIFILM SonoSite, Inc. | 01.01.33200: NRH-Emergency Department | Brittni | \$ 46,665 |
| 1442 | EMR Updates for Interoperability | 01.99.93100: Health Information Technology | John | \$ 45,000 |
| 2796 | Mobile XRay Unit | 01.07.41580: PHYS Same Day Clinic | Meegan | \$ 45,000 |
| 2741 | OER-Pro Olympus | 01.07.41780: Medical Plaza Endoscopy | Meegan | \$ 44,064 |
| 1408 | New exterior signage for Porter campus | 01.01.81400: NRH-Engineering Services | John | \$ 43,700 |
| 1984 | Linvatec sets CONMED | 01.03.32100: HPX-Surgical Services | John | \$ 41,864 |
| 2696 | Operative Laparoscopes Stryker | 01.01.32100: NRH-Surgical Services | John | \$ 38,036 |
| 2060 | Data Innovations LLC Interface for Microbiology Testing | 01.01.40100: NRH-Laboratory | John | \$ 37,346 |
| 2809 | Furniture Multi Admiral Express | 01.03.32100: HPX-Surgical Services | John | \$ 35,000 |
| 1305 | VolparaEnterprise Software Volpara Solutions | 01.03.40510: HPX-Imaging Services | John | \$ 34,000 |
| 1440 | Electronic Tracking of FMLA Leaves of Absence | 01.99.93150: Human Resources | John | \$ 30,000 |



FY 2022 Budget Presentation

Appendix A (continued)

| ID | Category/Product | Entity/Department | OM VP Role | FY22 Planned Amt |
|------|--|--|------------|------------------|
| 2724 | Temperature Monitors, Probes, Power Supply, and Buffer Vials SensoScientific | 01.03.32100: HPX-Surgical Services | John | \$ 29,750 |
| 2729 | OTC18M, Cuattro 1417 DR UMG/DEL MEDICAL | 01.07.41890: PON Orthocentral Clinic | Meegan | \$ 28,933 |
| 2686 | Universal flexible osteotome solution Shukla Medical | 01.03.32100: HPX-Surgical Services | John | \$ 27,000 |
| 2731 | FA2118891 - RT300-LA Supine, clinic Restorative Therapies, Inc | 01.01.40900: NRH-Physical Rehabilitation | Britttni | \$ 25,220 |
| 2779 | Lab Outreach Interfaces | 01.01.40110: Lab Outreach | John | \$ 24,000 |
| 2179 | furniture Admiral Express | 01.03.31440: HPX-PCCU | Britttni | \$ 24,000 |
| 2706 | Bravo Reflux Testing System Medtronic | 01.01.32210: NRH-Endoscopy Lab | John | \$ 23,474 |
| 2903 | Troy Secure Print Enterprise Troy Group, Inc | 01.99.93100: Health Information Technology | John | \$ 22,600 |
| 2798 | Tru-Fit OBT Overbed Tables Stryker | 01.03.31440: HPX-PCCU | Britttni | \$ 21,000 |
| 1252 | Activate Series Elliptical Cross-Trainer Life Fitness | 01.09.73400: The Health Club | Meegan | \$ 20,312 |
| 2774 | Lab Interfaces | 01.01.40100: NRH-Laboratory | John | \$ 20,000 |
| 2185 | Artwork D & K Art Design | 01.99.81400: Engineering | John | \$ 20,000 |
| 2793 | Furniture Multi Admiral Express | 01.07.41470: Pulmonary Clinic - Robinson Medical Plaza | Meegan | \$ 20,000 |
| 2791 | Flooring Apex Flooring | 01.99.81400: Engineering | John | \$ 20,000 |
| 2688 | Xtract-All Screw Shukla Medical | 01.03.32100: HPX-Surgical Services | John | \$ 19,600 |
| 2709 | olympus BR-H190 bronchoscope IMS Medical Equipment (Podiatry Superstore) | 01.01.32210: NRH-Endoscopy Lab | John | \$ 18,995 |
| 2188 | furniture Admiral Express | 01.99.81400: Engineering | John | \$ 18,000 |
| 2680 | Shoulder ARthroplasty Retr. Set Arthrex, Inc. | 01.03.32100: HPX-Surgical Services | John | \$ 17,900 |
| 2788 | Furniture Copelin Contract | 01.01.40110: Lab Outreach | John | \$ 15,000 |
| 2142 | neoBLUE LED Phototherapy System Natus | 01.03.30950: HPX-NICU | Britttni | \$ 12,708 |
| 2151 | NM Injection Room to US Room Reno | 01.03.40510: HPX-Imaging Services | John | \$ 11,248 |
| 2722 | Temperature Monitors, Probes, Power Supply, and Buffer Vials SensoScientific | 01.01.32100: NRH-Surgical Services | John | \$ 10,985 |
| 1260 | Installation, Wall for MRI Noise Reduction | 01.02.40510: NRM-Imaging Services | John | \$ 10,000 |
| 2847 | Endocrinology Suite Reno | 01.07.41420: Heart & Vascular Assoc. | Britttni | \$ 10,000 |
| 2787 | Construction Durante Construction | 01.99.81400: Engineering | John | \$ 10,000 |



FY 2022 Budget Presentation

Appendix A (continued)

| ID | Category/Product | Entity/Department | OM VP Role | FY22 Planned Amt |
|------|--------------------------------------|--|------------|----------------------|
| 2182 | Tru-Fit OBT Overbed Tables Stryker | 01.99.81400: Engineering | John | \$ 9,750 |
| 2127 | 960RX Vulcan Food Equipment Group | 01.03.41160: HPX-Nutrition & Dining Services | John | \$ 9,634 |
| 2181 | Tru-Fit OBT Overbed Tables Stryker | 01.99.81400: Engineering | John | \$ 9,500 |
| 2806 | MAJ-2056 Olympus | 01.01.32210: NRH-Endoscopy Lab | John | \$ 9,429 |
| 2761 | IT1000 Roche Diagnostics Corporation | 01.01.40100: NRH-Laboratory | John | \$ 9,000 |
| 2784 | Cardiac (Electrocardiograph (EKG)) | 01.07.41580: PHYS Same Day Clinic | Meegan | \$ 8,500 |
| 2062 | MAX4000-PLUS CNMC Company, Inc. | 01.01.40440: Radiation Therapy | Meegan | \$ 8,300 |
| 2152 | Hill-Rom OB-GYN Stretcher Hill-Rom | 01.03.40510: HPX-Imaging Services | John | \$ 8,000 |
| 2900 | Reports Interface eClinicalWorks | 01.99.93100: Health Information Technology | John | \$ 5,000 |
| | | | | <u>\$ 13,285,255</u> |



Norman Regional Health System FY 2023 Budget Presentation



FY 2022 Projected Financial Results

- **Net Revenue projected at \$527.4 million (projected from May)**
 - \$11.2 million (or 2.1%) below FY 2022 budget
 - \$14.4 million (or 2.8%) up from FY 2021 actual
 - Per adjusted discharge projected to be \$13,071 (or 1.6% under FY 2021)

- **Total Operating Expense projected at \$561.3 million (projected from May)**
 - \$31.1 million (or 5.9%) above FY 2022 budget
 - \$42.2 million (or 8.1%) up from FY 2021 actual
 - Per adjusted discharge projected to be \$13,913 (or 3.5% over FY 2021)

- **Income from Operations projected at \$-34.0 million (-6.4% operating margin)**
 - \$42.3 million (or 506.6%) under FY 2022 budget
 - \$27.8 million (or 448.3%) under FY 2021 actual



FY 2022 Projected Financial Results (continued)

■ Volumes (projected from May)

- Discharges projected to be 15,220 (down 2.9% from FY 2021 and 6.9% below FY 2022 budget)
- Adjusted discharges projected to be 40,347 (up 4.5% from FY 2021)
- Deliveries projected to be 2,585 (up 8.1% from FY 2021)
- Cath Lab cases projected to be 3,007 (down 6.6% from FY 2021)
- Surgery cases projected to be 11,043 (down 1.7% from FY 2021)
- Hospital outpatient registrations projected to be 321,300 (up 13.1% from FY 2021)
- Emergency Department visits projected to be 92,048 (up 14.2% from FY 2021)
- Clinic visits projected to be 384,570 (up 6.8% from FY 2021)

■ Key Ratios (projected from May)

- Operating Margin will decline from -1.2% for FY 2021 to a projected -6.4% for FY 2022
- Days Cash on Hand will decline from 211 at June 30, 2021 to a projected 176 at June 30, 2022
- Maximum Annual Debt Service Coverage will decline from 2.82 for FY 2021 to a projected 1.48 for FY 2022
- Cash to Debt Ratio will decline from 104.1% at June 30, 2021 to a projected 82.6% at June 30, 2022
- Debt to Capitalization Ratio will decline from 41.1% at June 30, 2021 to a projected 46.4% at June 30, 2022



FY 2023 Budget Highlights

▪ Volumes

- Inpatient discharges budgeted to grow 12.0%, or 1,834 cases more than FY 2022 projection
- Hospital outpatient visits (including ED visits) budgeted to increase 6.8%, or 21,715 visits from FY 2022 projection
- Clinic visits (including Telehealth visits) budgeted to increase 14.8%, or 56,831 visits from FY 2022 projection (based on increasing primary care visits to 20 per day per provider, based on Huron Consulting recommendation, additional providers in Ortho Central Clinic & PT and full year of Central Imaging & NMotion, and other new providers)

▪ Net Revenue

- **Net Patient Revenue budget of \$574.8 million is 10.2% (\$53.4 million) more than FY 2022 projection**
 - \$36.4 million in hospital volumes, including increased surgical volumes and admissions in Rehab & Behavioral Health
 - \$ 6.8 million in clinic volumes, including improved productivity and new providers
 - \$ 6.3 million based on reimbursement changes
 - \$ 2.5 million based on the charge increase
 - \$ 1.4 million in improved SHOPP payments from Medicaid Expansion
- **Other Operating Revenue budget of \$5.1 million is 15.0% (\$0.9 million) less than FY 2022 projection**
 - Non-recurring gain on land swap with the City of Norman



FY 2023 Budget Highlights (continued)

- **Total Operating Expense budget of \$579.9 million is 3.3% (\$18.6 million) more than FY 2022 projection**
 - (\$15.1) million in lower costs due to fewer Covid-19 patients
 - \$11.9 million in patient supplies for increased surgical volumes and price inflation
 - \$ 8.7 million in salaries & benefits for merit increases and market adjustments
 - \$ 5.2 million in clinics for increasing visits per day and addition of new providers
 - \$ 4.4 million in other expenses (computer services, insurance, amortization and interest on capital leases)
 - \$ 3.5 million in increased UPL fees related to Medicaid Expansion
- **Operating Profitability**
 - Operating Income budgeted at break-even (\$34.0 million improvement from FY 2022 projection)
 - Excess of Revenues over Expenses budgeted at \$8.1 million (1.4% overall profit margin)
- **Non-operating Income**
 - Investment income budgeted to improve in FY 2023
 - Covid-19 stimulus funds not budgeted to recur in FY 2023
- **Capital Budget**
 - FY 2023 Routine Capital Budget request is \$15.9 million (see appendix)
 - Includes \$2.9 million under budget in FY22 that has been moved to FY 2023



FY 2023 Operating Budget

Norman Regional Health System

| | | FY 2022 <u>Projected</u> | FY 2023 <u>Budget</u> | Variance % <u>Incr/(Decr)</u> |
|--------------------------------|--------------------------------------|---|--|--|
| OPERATING REVENUE | | | | |
| (1) | Inpatient Revenue | \$ 949,824,849 | \$ 1,103,163,979 | 16.1% |
| (2) | Outpatient Revenue | 1,347,272,550 | 1,454,913,286 | 8.0% |
| (3) | DME Revenue | 8,705,292 | 7,500,785 | -13.8% |
| (4) | ED Physician Revenue | 29,501,897 | 31,291,493 | 6.1% |
| (5) | Physician Income | <u>182,598,845</u> | <u>211,764,671</u> | 16.0% |
| (6) | TOTAL PATIENT REVENUE | \$ 2,517,903,433 | \$ 2,808,634,213 | 11.5% |
| DEDUCTIONS FROM REVENUE | | | | |
| (7) | Charity Deductions | 33,085,572 | 36,676,676 | 10.9% |
| (8) | Bad Debt Expense | 81,410,652 | 90,203,421 | 10.8% |
| (9) | Government & Other Deductions | <u>1,882,082,736</u> | <u>2,106,998,131</u> | 12.0% |
| (10) | TOTAL DEDUCTIONS FROM REVENUE | <u>\$ 1,996,578,960</u> | <u>\$ 2,233,878,228</u> | 11.9% |
| (11) | NET PATIENT REVENUE | 521,324,473 | 574,755,986 | 10.2% |
| (12) | OTHER OPERATING REVENUE | <u>6,051,068</u> | <u>5,146,100</u> | -15.0% |
| (13) | NET REVENUE | \$ 527,375,541 | \$ 579,902,085 | 10.0% |
| EXPENSES | | | | |
| (14) | Salaries | 273,122,190 | 280,066,316 | 2.5% |
| (15) | Benefits | 35,740,545 | 37,935,199 | 6.1% |
| (16) | Supplies (excluding pharmaceuticals) | 69,082,786 | 71,444,412 | 3.4% |
| (17) | Pharmaceutical Supplies | 53,179,329 | 51,374,175 | -3.4% |
| (18) | Professional Fees | 1,508,334 | 1,481,799 | -1.8% |
| (19) | Physician Fees | 8,794,876 | 9,905,462 | 12.6% |
| (20) | Purchased Services | 21,430,578 | 21,311,374 | -0.6% |



FY 2023 Operating Budget

Norman Regional Health System (continued)

| | | FY 2022 | FY 2023 | Variance % |
|------|---------------------------------------|-------------------------|-----------------------|---------------------------|
| | | <u>Projected</u> | <u>Budget</u> | <u>Incr/(Decr)</u> |
| (21) | Leases | 3,539,981 | 3,284,398 | -7.2% |
| (22) | Utilities | 4,716,200 | 4,883,621 | 3.5% |
| (23) | Insurance | 5,740,785 | 6,153,333 | 7.2% |
| (24) | Computer Support | 9,342,332 | 10,513,543 | 12.5% |
| (25) | Service Contracts & Equipment Repairs | 5,003,214 | 5,044,831 | 0.8% |
| (26) | Billing & Collections | 6,678,861 | 5,924,972 | -11.3% |
| (27) | SHOPP | 10,049,220 | 13,564,716 | 35.0% |
| (28) | Miscellaneous Expenses | 9,605,703 | 9,594,467 | -0.1% |
| (29) | Interest | 11,988,316 | 12,785,960 | 6.7% |
| (30) | Depreciation and Amortization | 31,818,099 | 34,633,505 | 8.8% |
| (31) | TOTAL OPERATING EXPENSES | <u>\$ 561,341,349</u> | <u>\$ 579,902,085</u> | 3.3% |
| (32) | OPERATING INCOME | <u>\$ (33,965,808)</u> | <u>\$ (0)</u> | 100.0% |
| (33) | Contributions | 29,742 | 33,652 | 13.1% |
| (34) | Investment Income | (18,499,650) | 8,017,631 | 143.3% |
| (35) | CARES Act Relief Funds | 9,030,984 | - | -100.0% |
| (36) | Debt Issuance Expense | (117,241) | - | 100.0% |
| (37) | NONOPERATING INCOME | <u>\$ (9,556,165)</u> | <u>\$ 8,051,283</u> | 184.3% |
| (38) | EXCESS OF REVENUES OVER EXPENSES | <u>\$ (43,521,973)</u> | <u>\$ 8,051,283</u> | 118.5% |
| (39) | OPERATING MARGIN | -6.4% | 0.0% | |
| (40) | TOTAL MARGIN | -8.4% | 1.4% | |



FY 2023 Budget Volumes

Norman Regional Health System

| | Discharges | | | Patient Days | | | ALOS | | |
|--------------------------|----------------------|-------------------|----------------|----------------------|-------------------|----------------|----------------------|-------------------|----------------|
| | FY 2022 Projected | FY 2023 Budget | % Incr/Decr | FY 2022 Projected | FY 2023 Budget | % Incr/Decr | FY 2022 Projected | FY 2023 Budget | % Incr/Decr |
| Porter Campus | | | | | | | | | |
| (1) BMS | 513 | 675 | 31.6% | 3,680 | 4,662 | 26.7% | 7.17 | 6.91 | -3.7% |
| (2) Rehab | 334 | 550 | 64.7% | 4,378 | 6,570 | 50.1% | 13.11 | 11.95 | -8.9% |
| (3) Acute | 6,331 | 7,200 | 13.7% | 30,154 | 30,720 | 1.9% | 4.76 | 4.27 | -10.4% |
| (4) Total | 7,178 | 8,425 | 17.4% | 38,212 | 41,952 | 9.8% | 5.32 | 4.98 | -6.5% |
| HealthPlex Campus | | | | | | | | | |
| (5) Acute | 7,761 | 8,309 | 7.1% | 28,253 | 28,518 | 0.9% | 3.64 | 3.43 | -5.7% |
| (6) NICU | 281 | 320 | 13.9% | 3,957 | 4,521 | 14.3% | 14.08 | 14.13 | 0.3% |
| (7) Total | 8,042 | 8,629 | 7.3% | 32,210 | 33,039 | 2.6% | 4.01 | 3.83 | -4.4% |
| Total System | | | | | | | | | |
| (8) Acute | 14,092 | 15,509 | 10.1% | 58,407 | 59,238 | 1.4% | 4.14 | 3.82 | -7.8% |
| (9) BMS | 513 | 675 | 31.6% | 3,680 | 4,662 | 26.7% | 7.17 | 6.91 | -3.7% |
| (10) Rehab | 334 | 550 | 64.7% | 4,378 | 6,570 | 50.1% | 13.11 | 11.95 | -8.9% |
| (11) NICU | 281 | 320 | 13.9% | 3,957 | 4,521 | 14.3% | 14.08 | 14.13 | 0.3% |
| (12) Total | 15,220 | 17,054 | 12.0% | 70,422 | 74,991 | 6.5% | 4.63 | 4.40 | -5.0% |



FY 2023 Budget Volumes

Norman Regional Health System (continued)

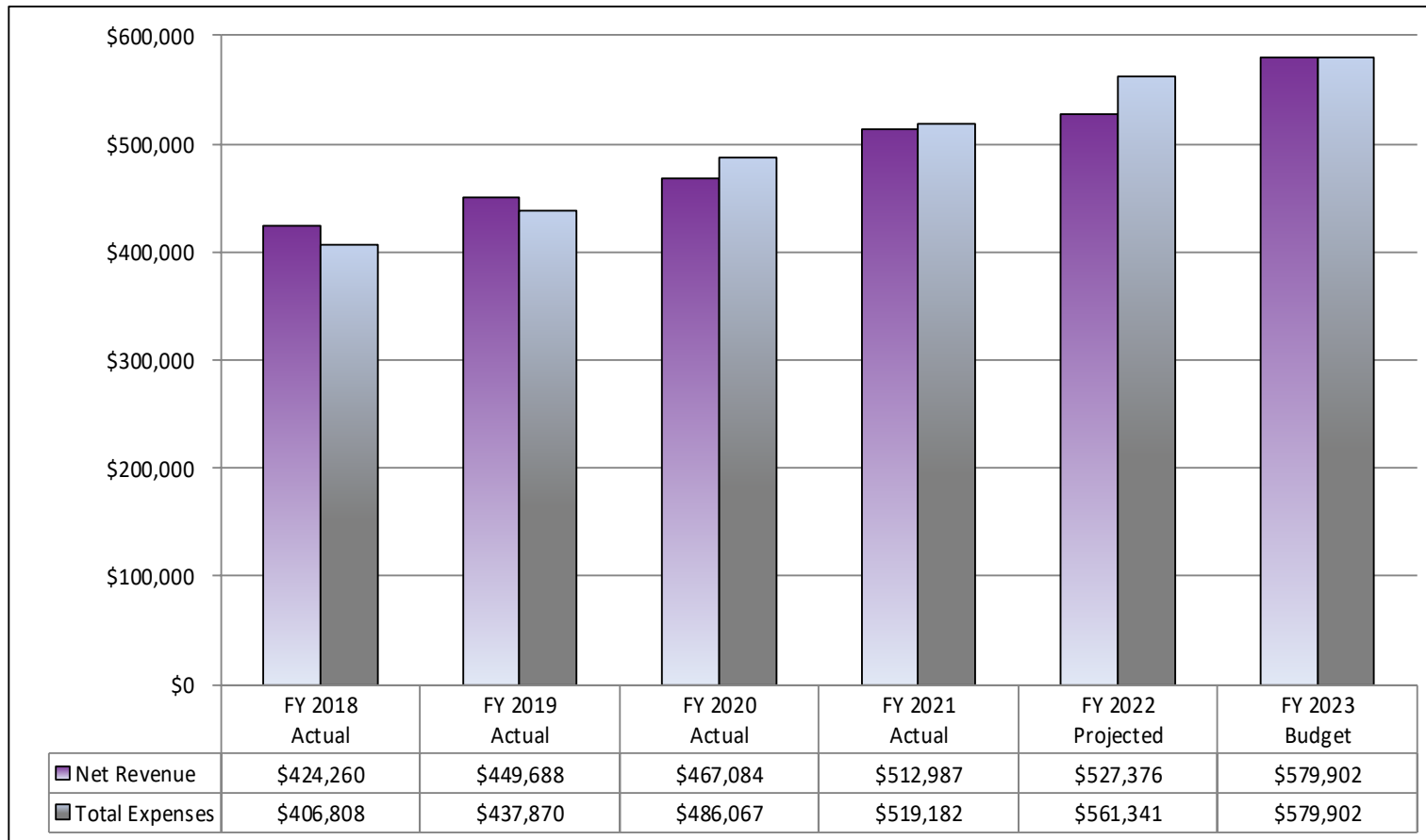
| | FY 2022 Projected | FY 2023 Budget | % Incr/Decr |
|---|----------------------|-------------------|----------------|
| Adjusted Statistics | | | |
| (1) Adjusted Patient Days | 186,683 | 190,926 | 2.3% |
| (2) Adjusted Discharges | 40,347 | 43,419 | 7.6% |
| Deliveries | | | |
| (3) HealthPlex | 2,585 | 2,553 | -1.2% |
| Cath Lab Cases | | | |
| (4) Inpatient | 1,197 | 1,296 | 8.3% |
| (5) Outpatient | 1,810 | 2,048 | 13.1% |
| (6) Total | 3,007 | 3,344 | 11.2% |
| Surgeries (excludes FBC Surgeries) | | | |
| Inpatient | | | |
| (7) NRH | 1,804 | 2,061 | 14.2% |
| (8) HealthPlex | 1,264 | 1,603 | 26.8% |
| (9) Total | 3,068 | 3,664 | 19.4% |
| Outpatient | | | |
| (10) NRH | 3,920 | 4,610 | 17.6% |
| (11) HealthPlex | 4,055 | 4,651 | 14.7% |
| (12) Total | 7,975 | 9,261 | 16.1% |
| Totals | | | |
| (13) NRH | 5,724 | 6,671 | 16.5% |
| (14) HealthPlex | 5,319 | 6,254 | 17.6% |
| (15) Total | 11,043 | 12,925 | 17.0% |
| ASC/Endoscopy Cases | | | |
| (16) Ortho Central ASC | 2,062 | 2,354 | 14.2% |
| (17) GI Endoscopy | 3,388 | 4,505 | 33.0% |
| (18) Total | 5,450 | 6,859 | 25.9% |

| | FY 2022 Projected | FY 2023 Budget | % Incr/Decr |
|--|----------------------|-------------------|----------------|
| OP Hospital Registrations (includes outpatient ED visits) | | | |
| (19) NRH | 156,597 | 152,497 | -2.6% |
| (20) HPX | 100,613 | 102,359 | 1.7% |
| (21) NRM | 64,090 | 65,547 | 2.3% |
| (22) NRN | 0 | 22,612 | 0.0% |
| (23) Total | 321,300 | 343,015 | 6.8% |
| Emergency Department Visits (includes ED admissions) | | | |
| (24) NRH | 39,152 | 31,474 | -19.6% |
| (25) HPX | 27,946 | 29,985 | 7.3% |
| (26) NRM | 21,017 | 22,072 | 5.0% |
| (27) NRN | 0 | 10,890 | 0.0% |
| (28) Total | 88,115 | 94,421 | 7.2% |
| (29) OB ED | 3,933 | 4,012 | 2.0% |
| (30) Total w/ OB ED | 92,048 | 98,433 | 6.9% |
| EMSStat Registrations | | | |
| (31) EMSStat Registrations | 20,387 | 21,048 | 3.2% |
| Clinic Visits (includes Telehealth) | | | |
| (32) Primary Care | 132,682 | 164,254 | 23.8% |
| (33) Specialty (excluding below) | 91,846 | 100,094 | 9.0% |
| (34) Ortho Central (Clinic & PT) | 49,453 | 61,591 | 24.5% |
| (35) Heart & Vascular | 41,313 | 41,844 | 1.3% |
| (36) Surgery | 22,372 | 23,928 | 7.0% |
| (37) Physical Therapy | 19,606 | 21,250 | 8.4% |
| (38) GI of Norman (East & West) | 14,606 | 15,948 | 9.2% |
| (39) Oncology | 12,692 | 12,492 | -1.6% |
| (40) Total Clinic Visits | 384,570 | 441,401 | 14.8% |



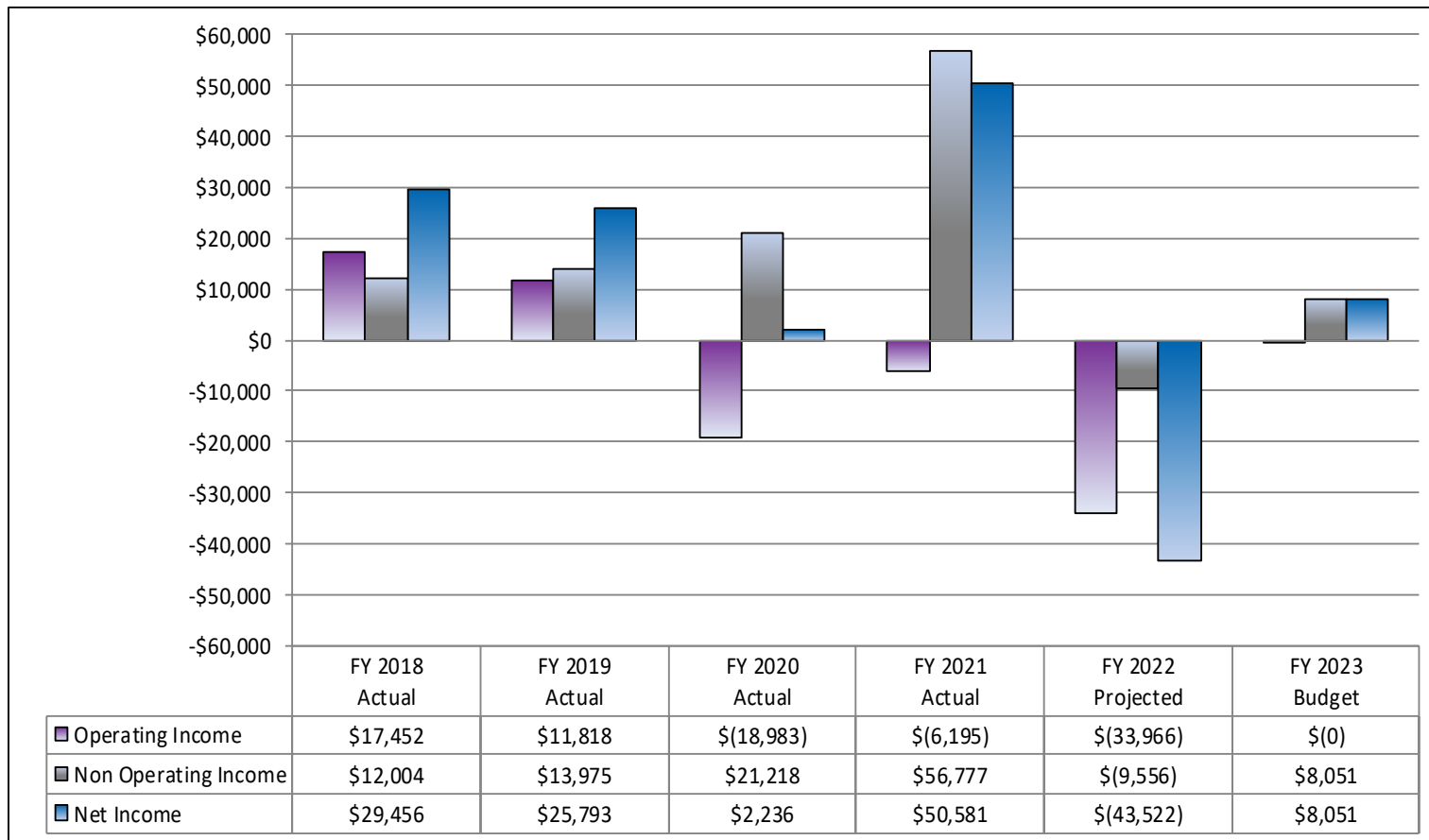
FY 2023 Budget Presentation

Net Revenue and Expense (\$ in 000's)



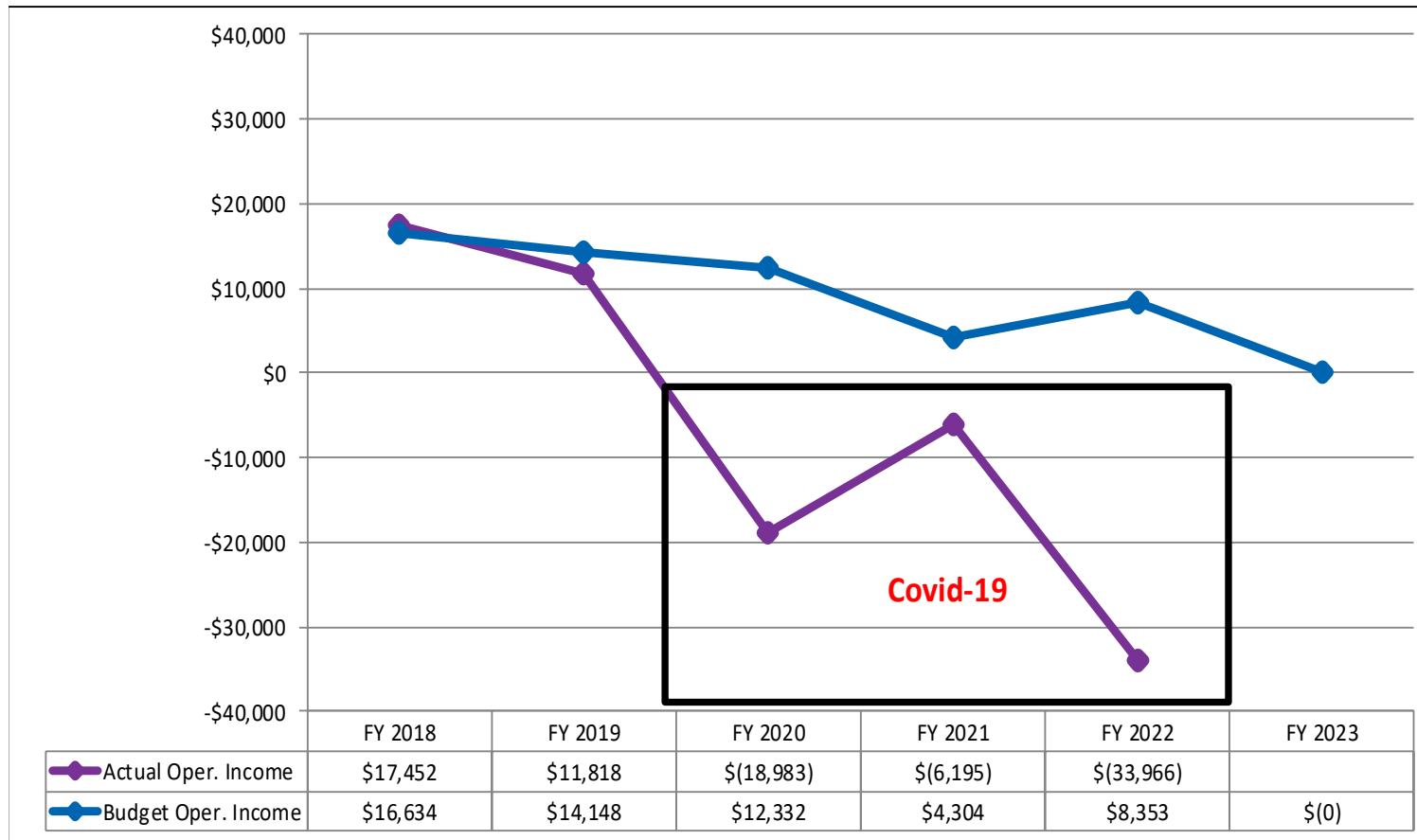
FY 2023 Budget Presentation

Income (\$ in 000's)



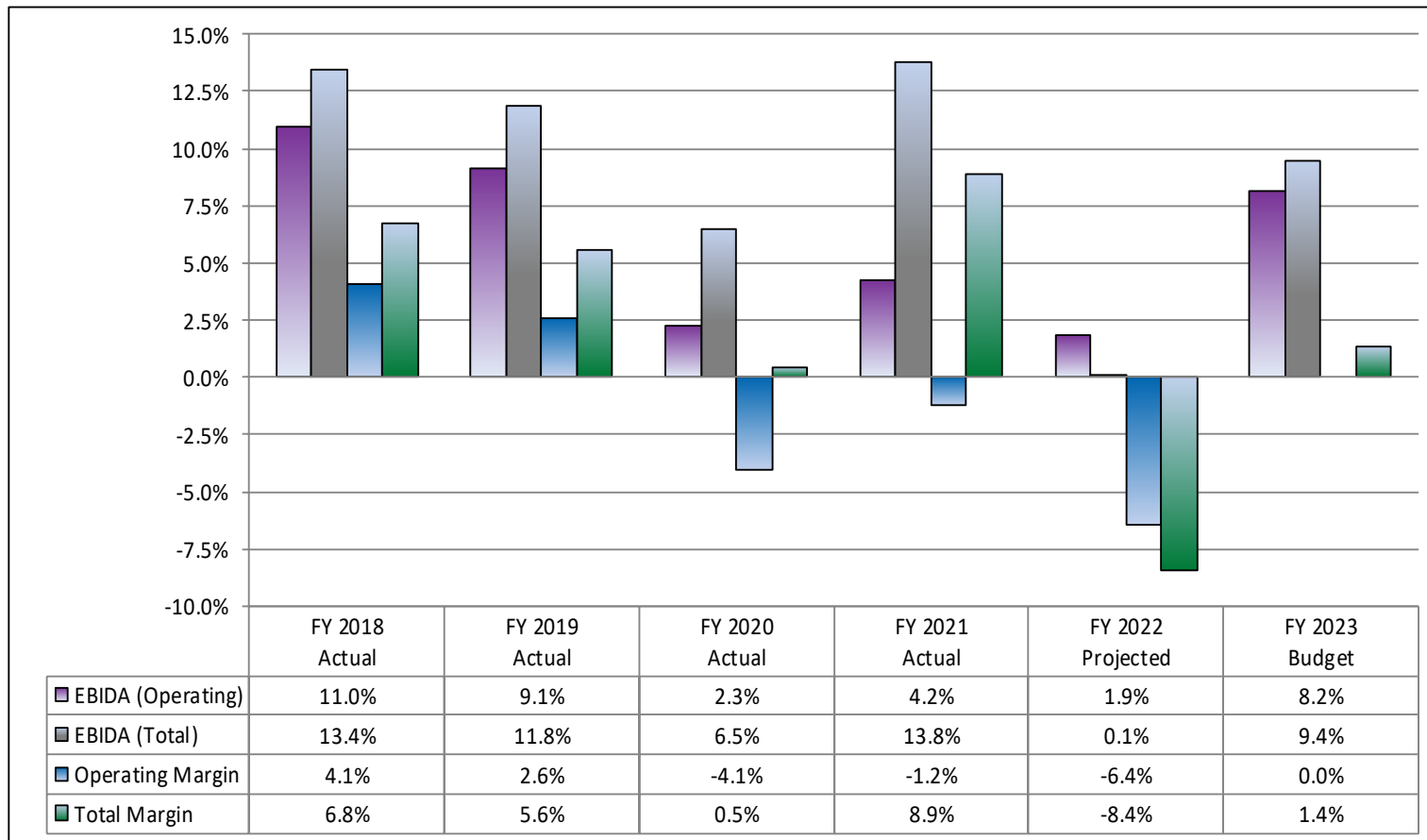
FY 2023 Budget Presentation

Actual v. Budget Income (\$ in 000's)



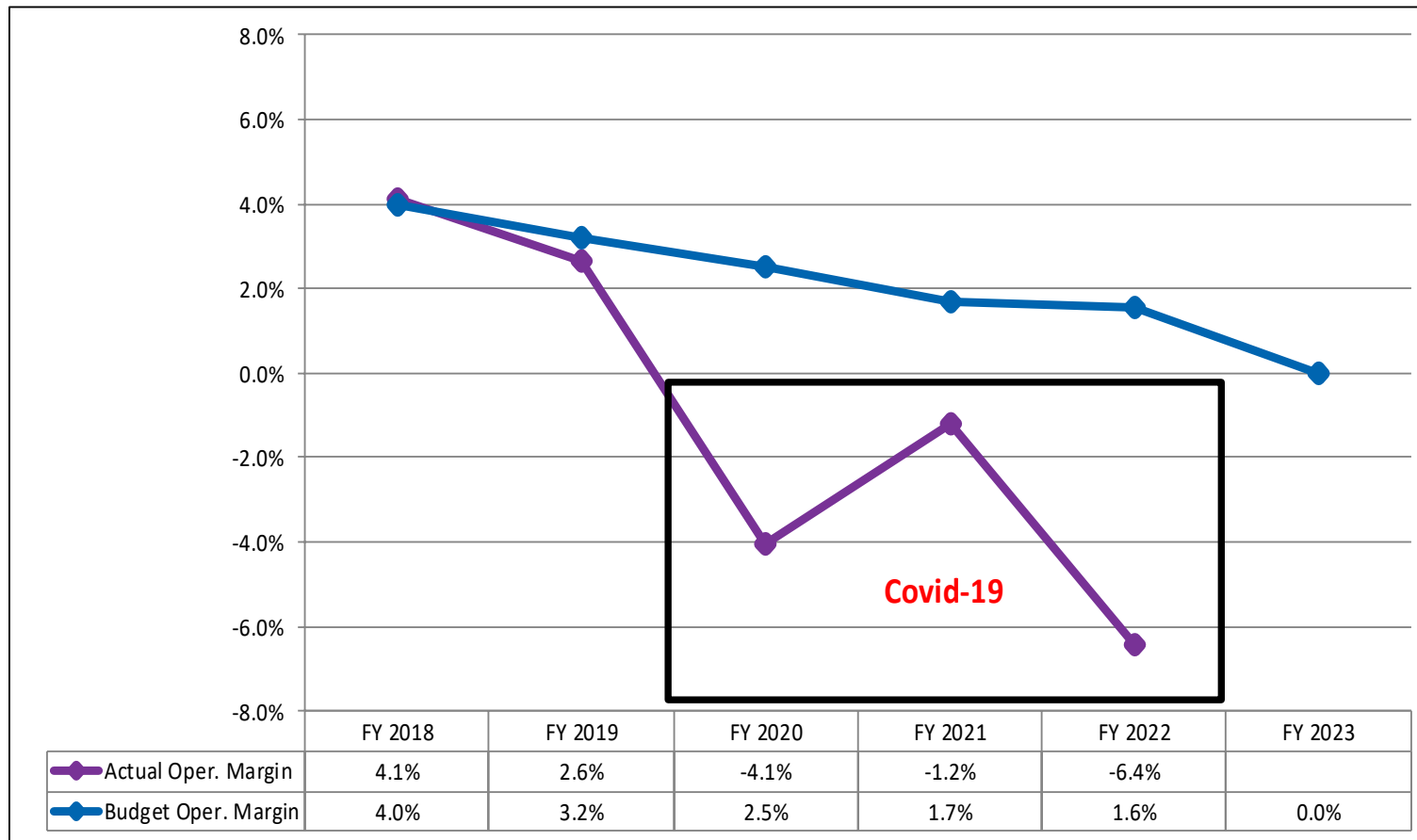
FY 2023 Budget Presentation

Profit Margins



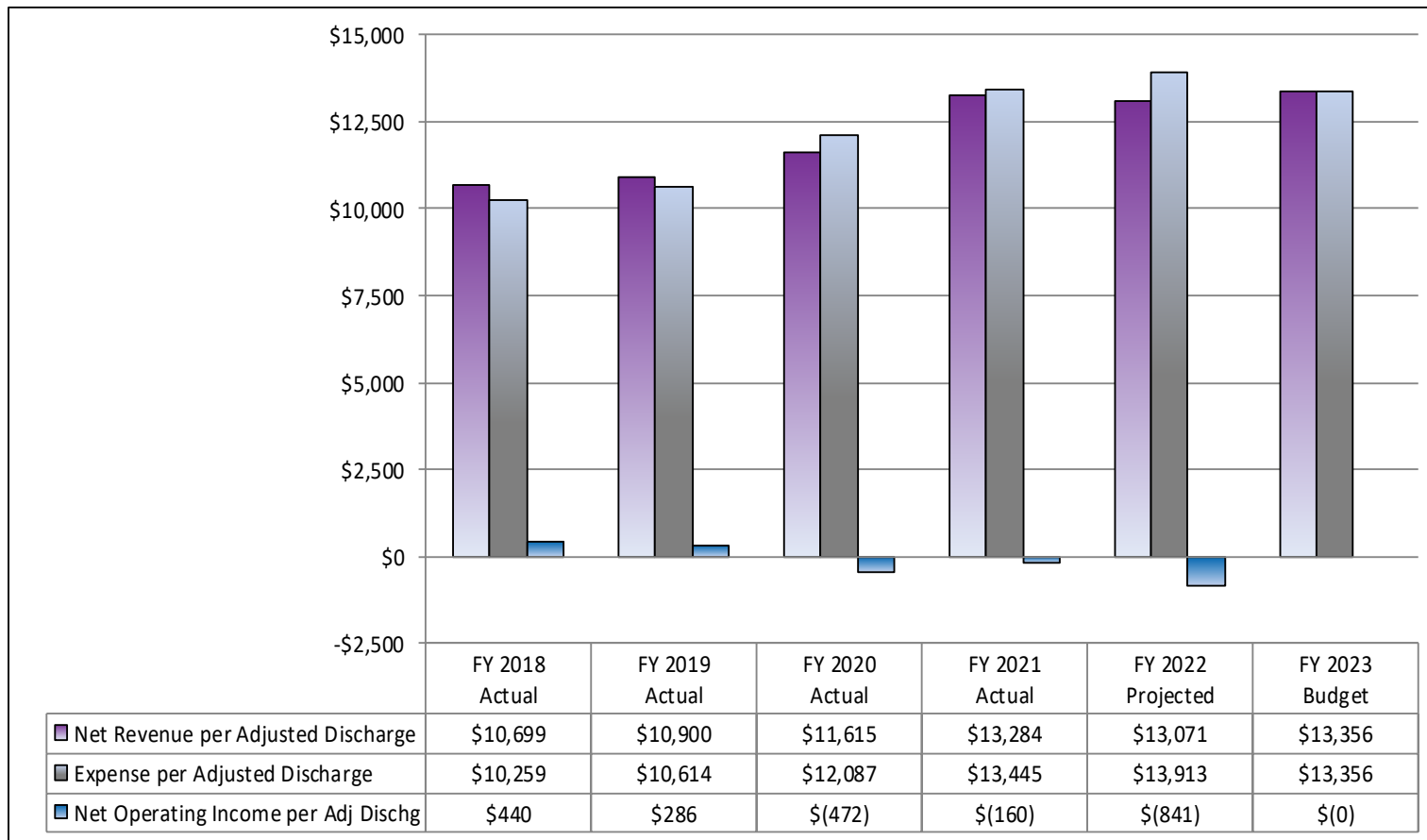
FY 2023 Budget Presentation

Actual v. Budget Profit Margins



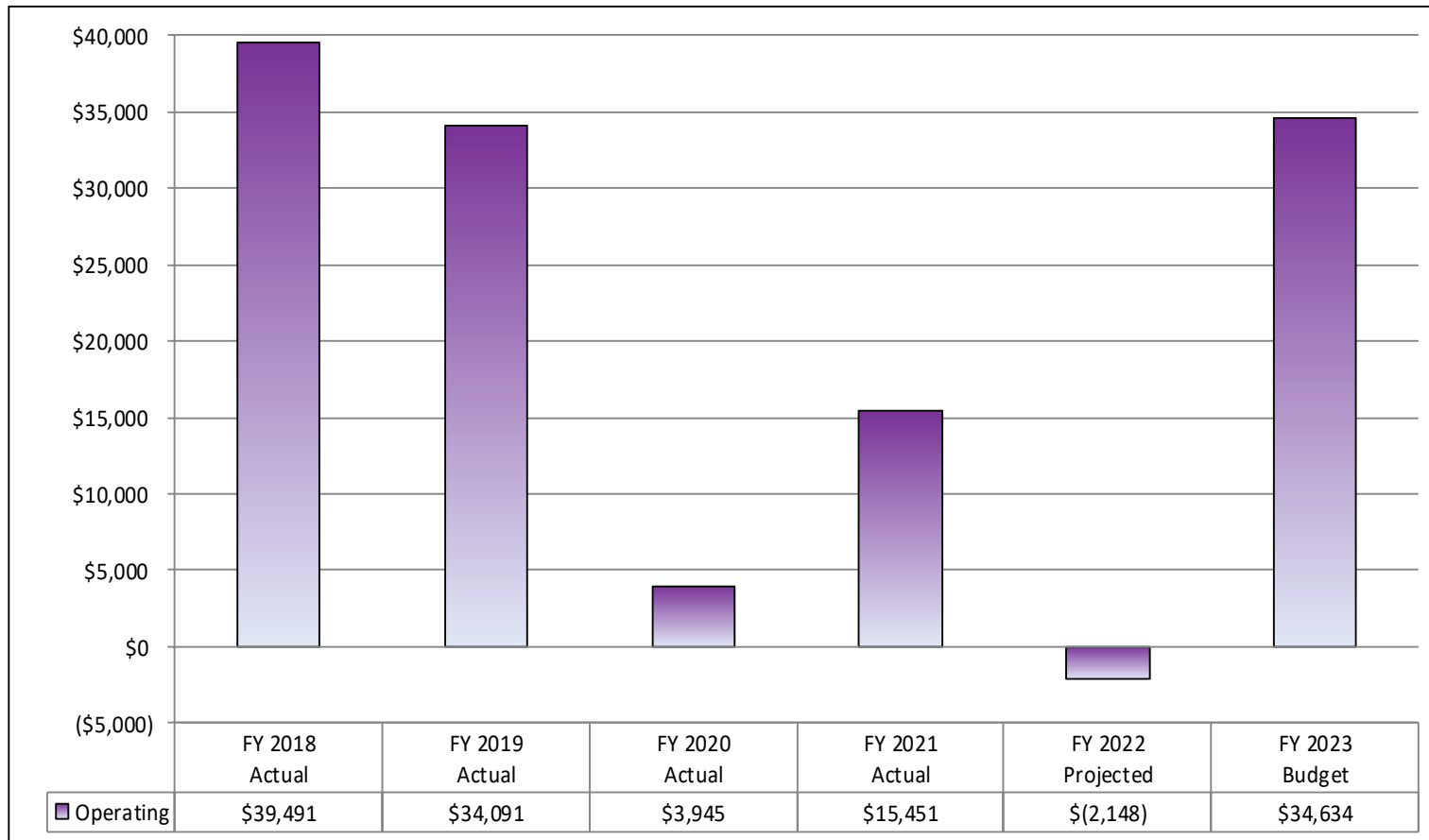
FY 2023 Budget Presentation

Operating Income per Adjusted Discharge



FY 2023 Budget Presentation

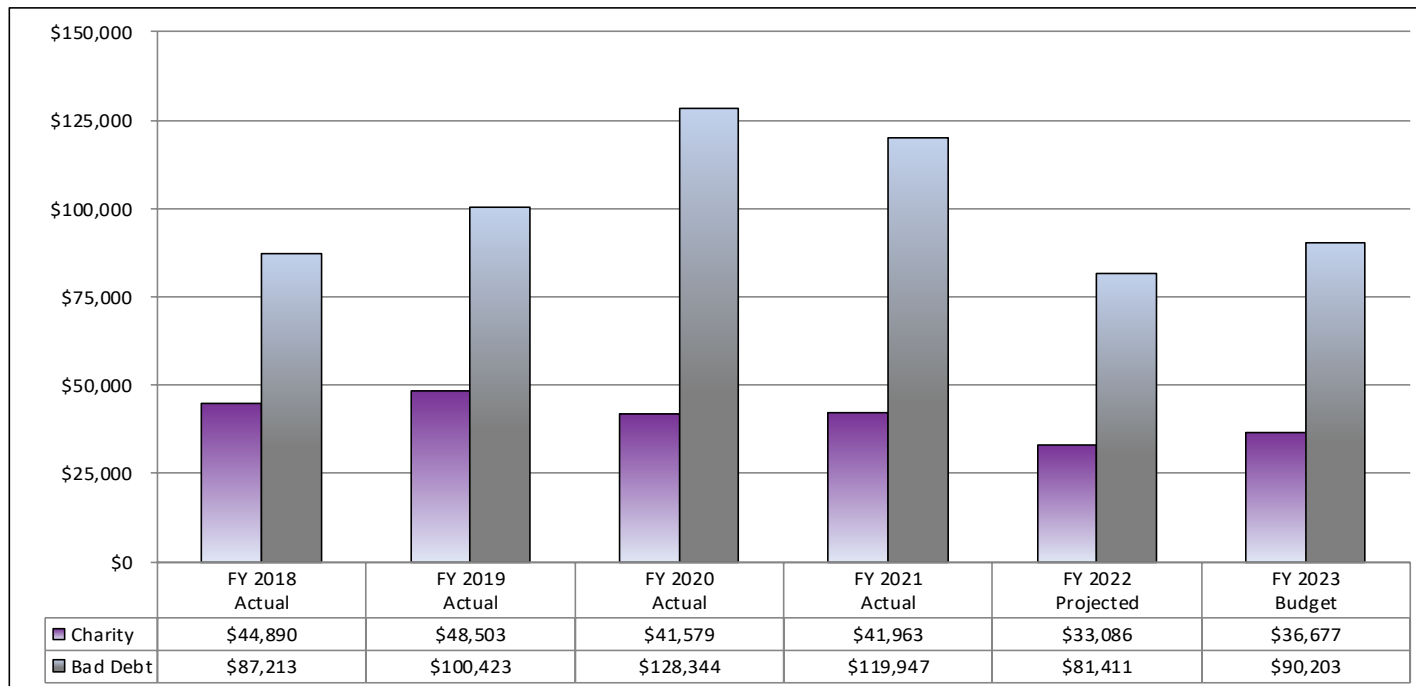
Operating Cash Flow (\$ in 000's)



FY 2023 Budget Presentation

Charity & Bad Debt Expense (\$ in 000's)

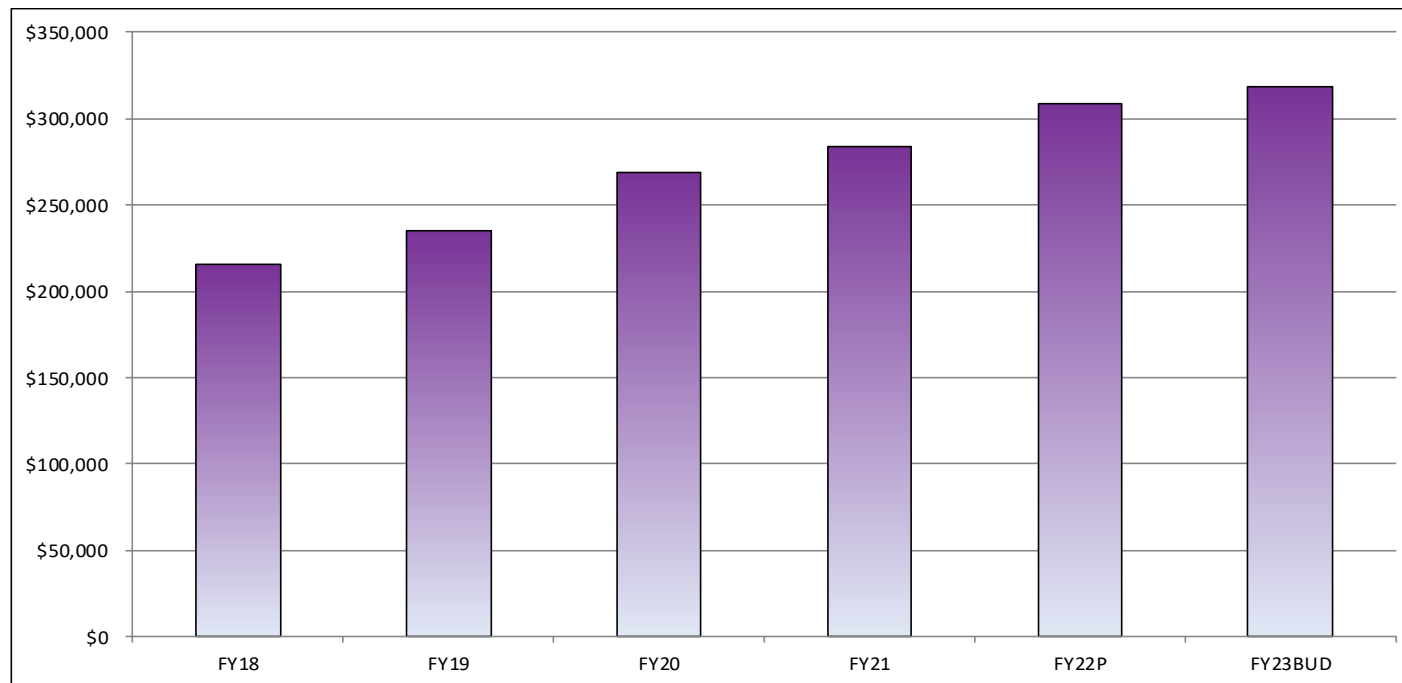
| Year | FY 18 Act | FY 19 Act | FY 20 Act | FY 21 Act | FY 22 Proj | FY 23 Bud |
|--------------------------|-----------|-----------|-----------|-----------|------------|-----------|
| Actual | \$132,103 | \$148,926 | \$169,923 | \$161,910 | \$114,496 | \$126,880 |
| % of Hospital Rev | 7.2% | 7.5% | 8.5% | 7.4% | 5.0% | 5.0% |



FY 2023 Budget Presentation

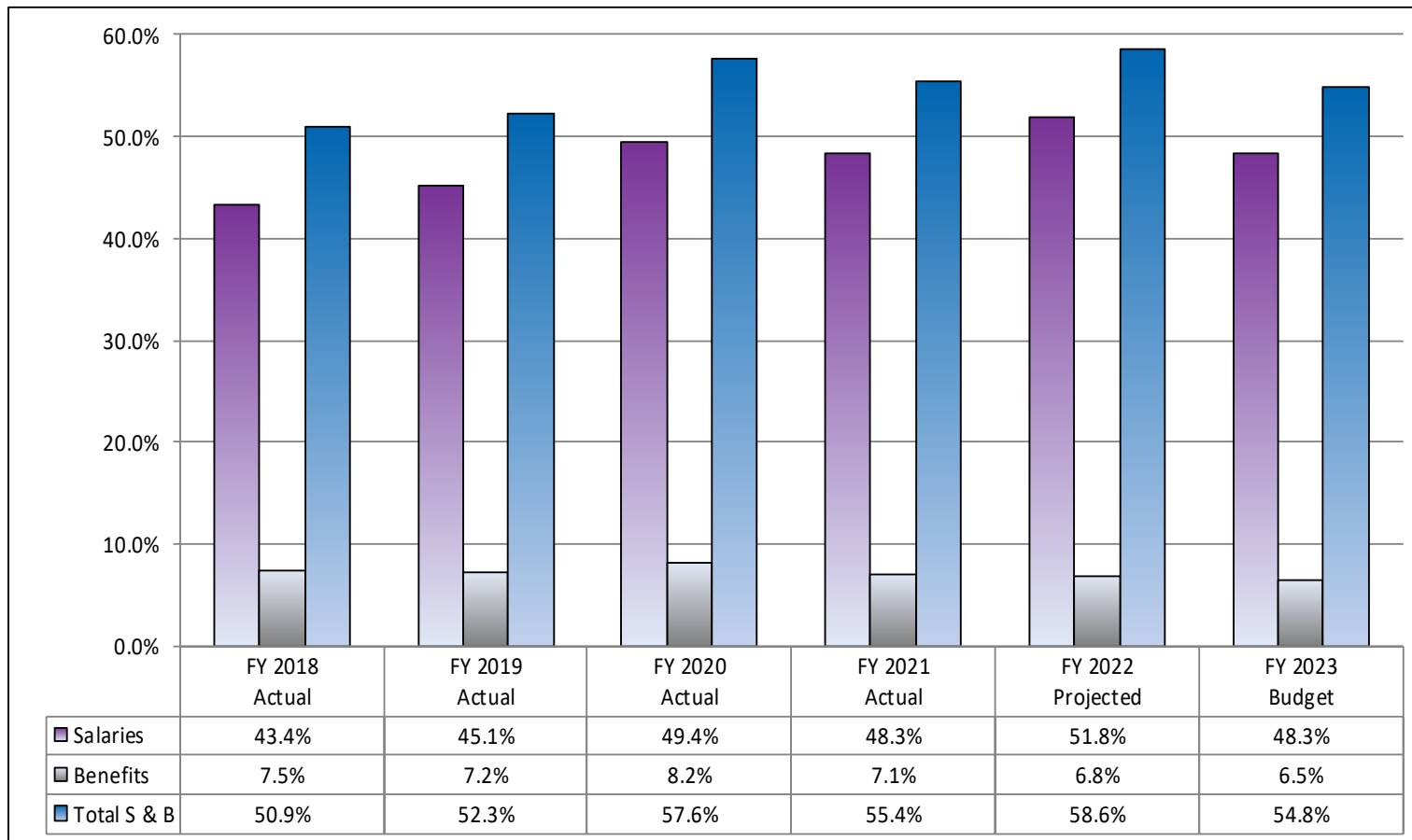
Salaries and Benefits Expense (\$ in 000's)

| Year | FY 18 Act | FY 19 Act | FY 20 Act | FY 21 Act | FY 22 Proj | FY 23 Bud |
|--------|-----------|-----------|-----------|-----------|------------|-----------|
| Actual | \$215,809 | \$235,276 | \$268,846 | \$284,210 | \$308,863 | \$318,002 |
| Growth | 6.3% | 9.0% | 14.3% | 5.7% | 8.7% | 3.0% |



FY 2023 Budget Presentation

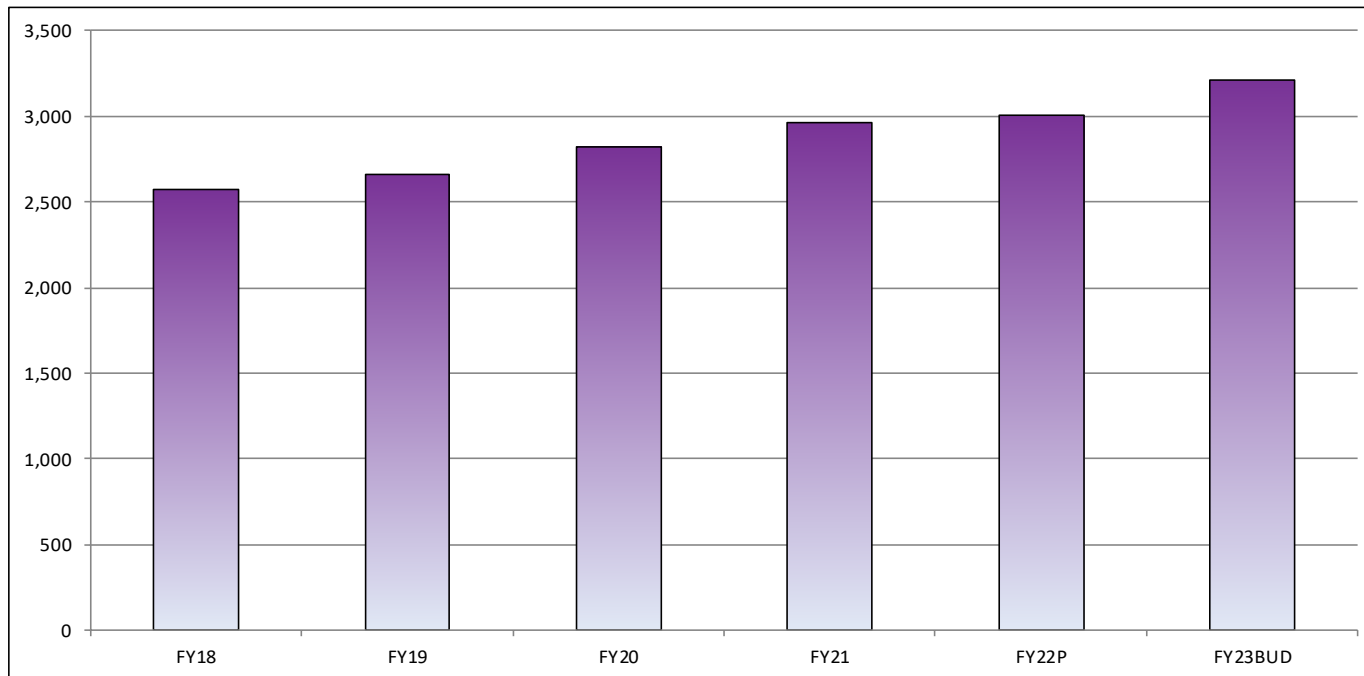
Salaries & Benefits as % of Net Revenue



FY 2023 Budget Presentation

System Paid FTEs

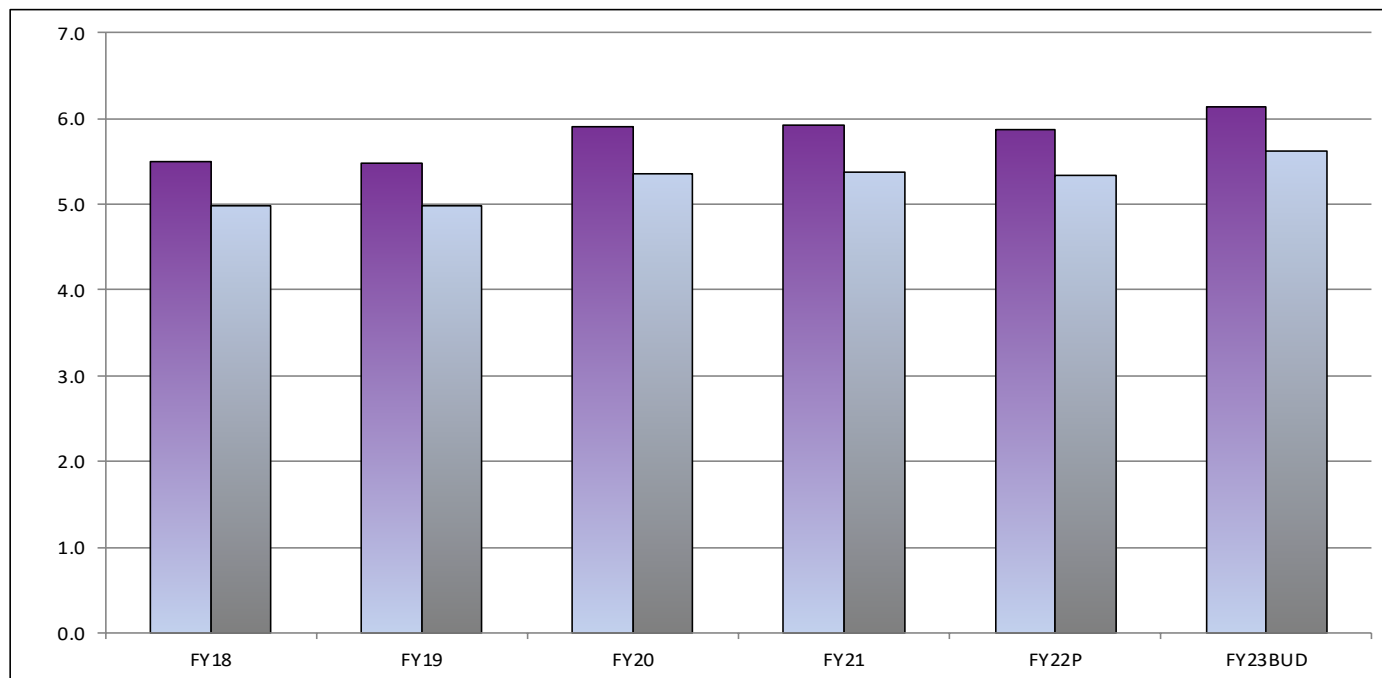
| Year | FY 18 Act | FY 19 Act | FY 20 Act | FY 21 Act | FY 22 Proj | FY 23 Bud |
|--------|-----------|-----------|-----------|-----------|------------|-----------|
| Actual | 2,570 | 2,662 | 2,817 | 2,959 | 3,003 | 3,210 |
| Growth | 1.1% | 3.6% | 5.8% | 5.0% | 1.5% | 6.9% |



FY 2023 Budget Presentation

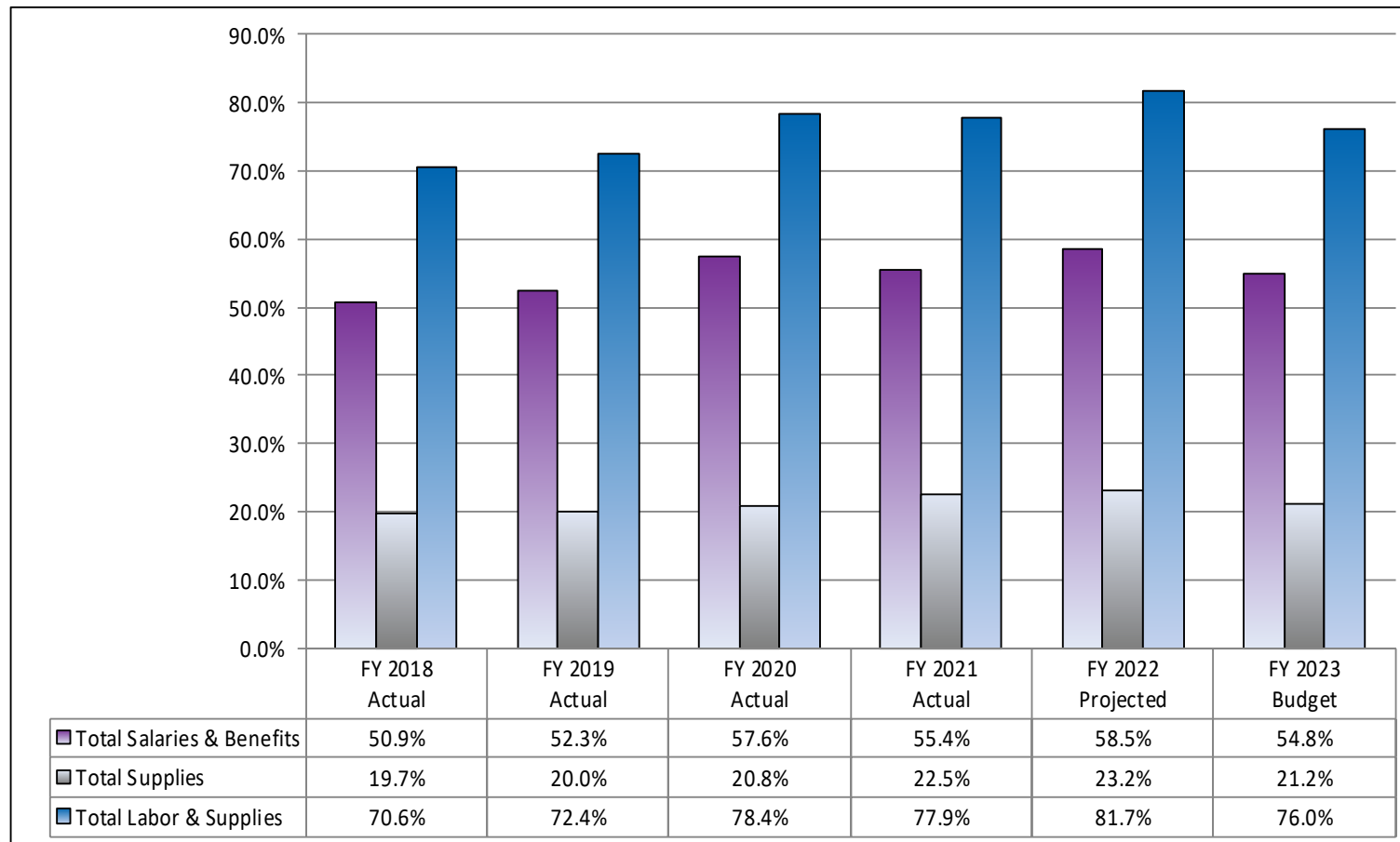
System FTEs Per Adjusted Occupied Bed

| Year | FY 18 Act | FY 19 Act | FY 20 Act | FY 21 Act | FY 22 Proj | FY 23 Bud |
|-------------------|-----------|-----------|-----------|-----------|------------|-----------|
| Paid | 5.5 | 5.5 | 5.9 | 5.9 | 5.9 | 6.1 |
| Productive | 5.0 | 5.0 | 5.4 | 5.4 | 5.3 | 5.6 |



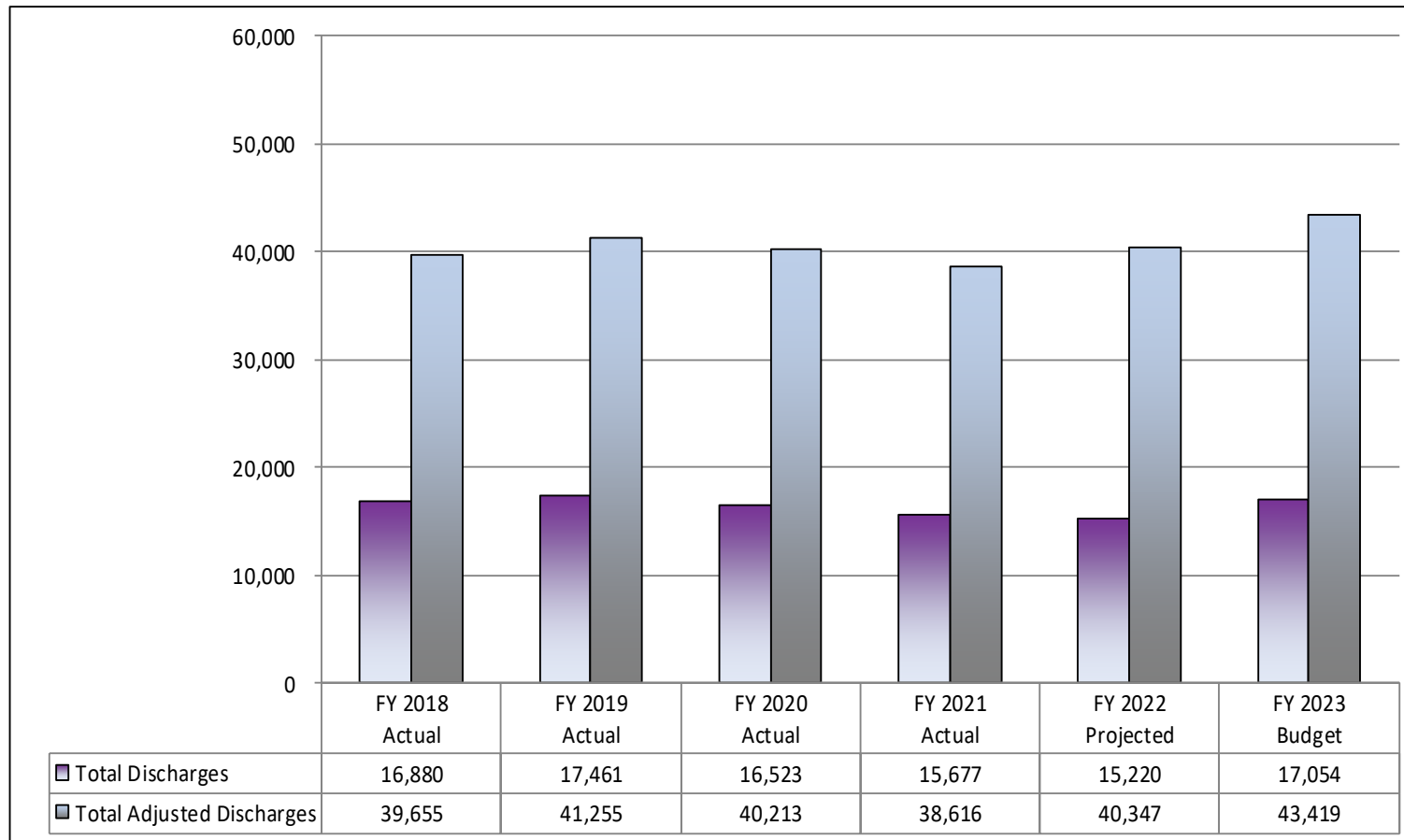
FY 2023 Budget Presentation

Labor & Supplies as % of Net Revenue



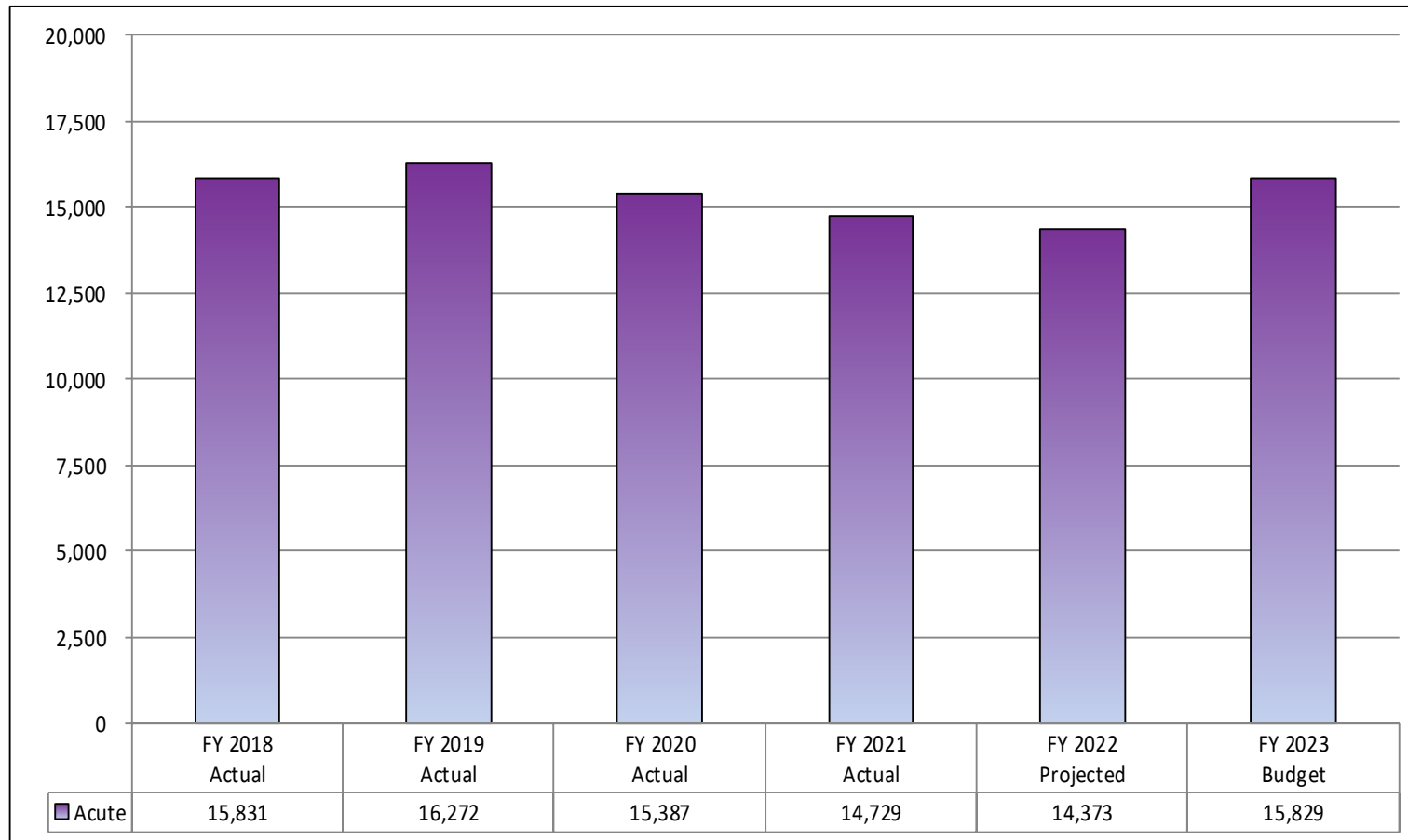
FY 2023 Budget Presentation

Discharges & Adjusted Discharges



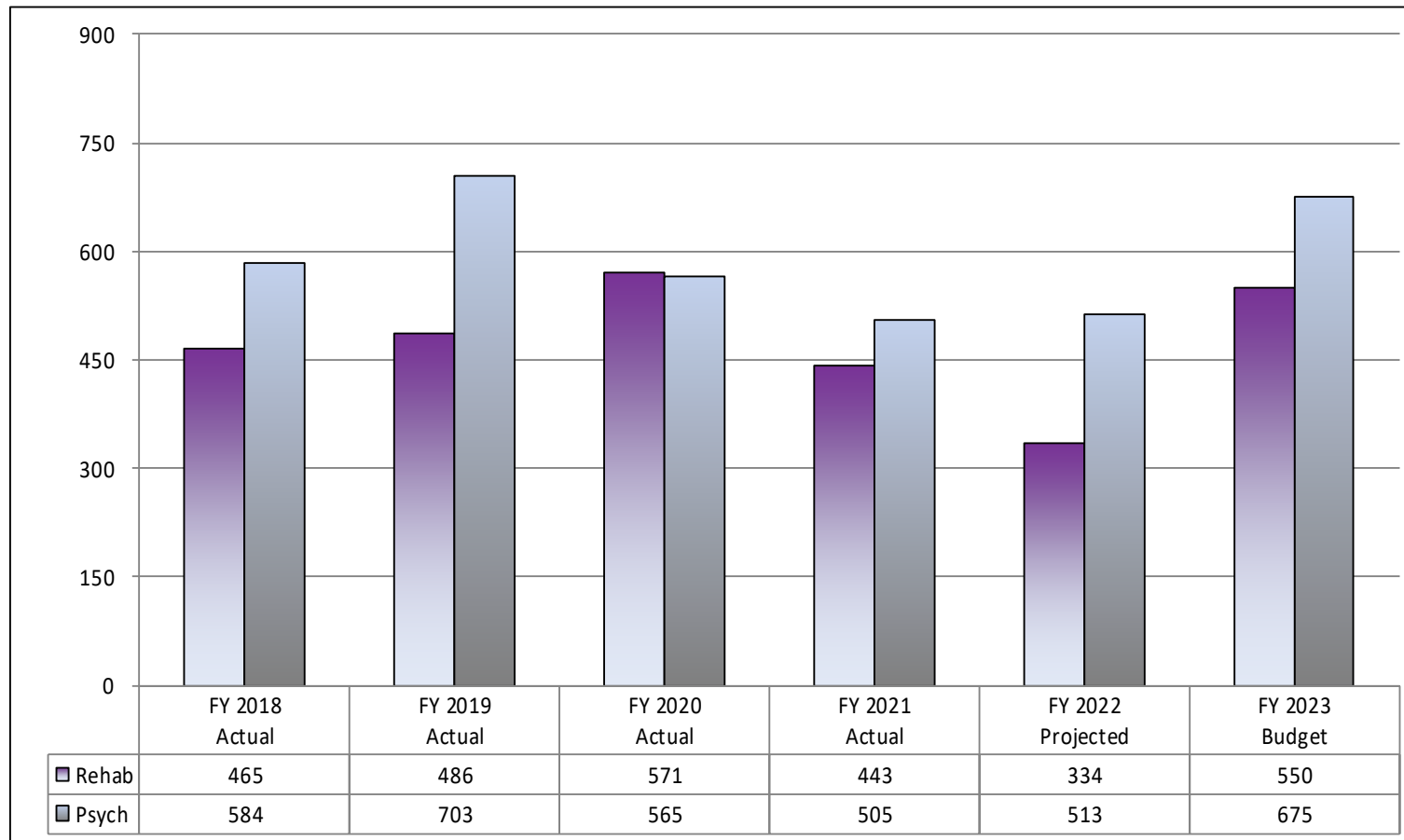
FY 2023 Budget Presentation

Acute Discharges (includes NICU)

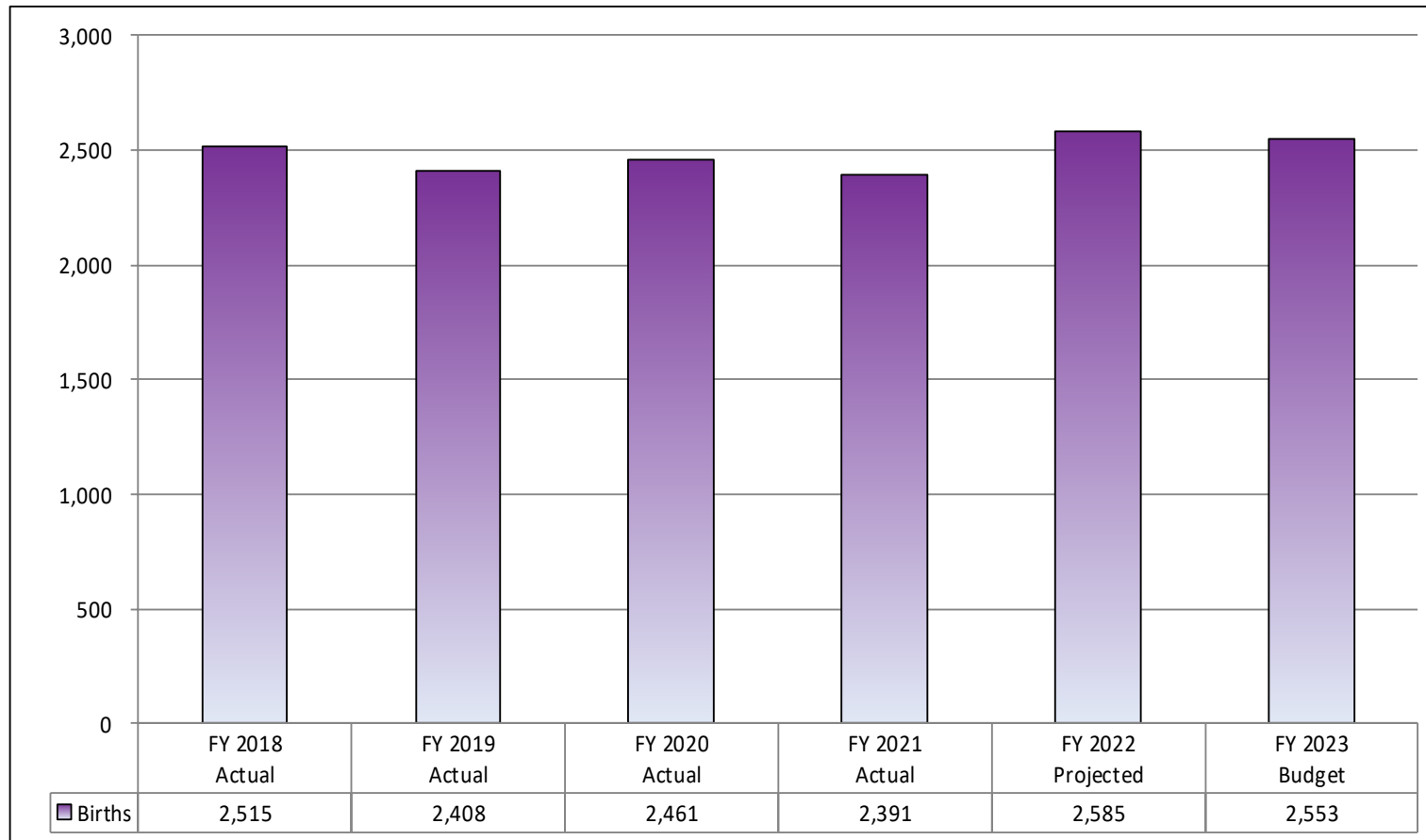


FY 2023 Budget Presentation

Sub Acute Discharges by Type

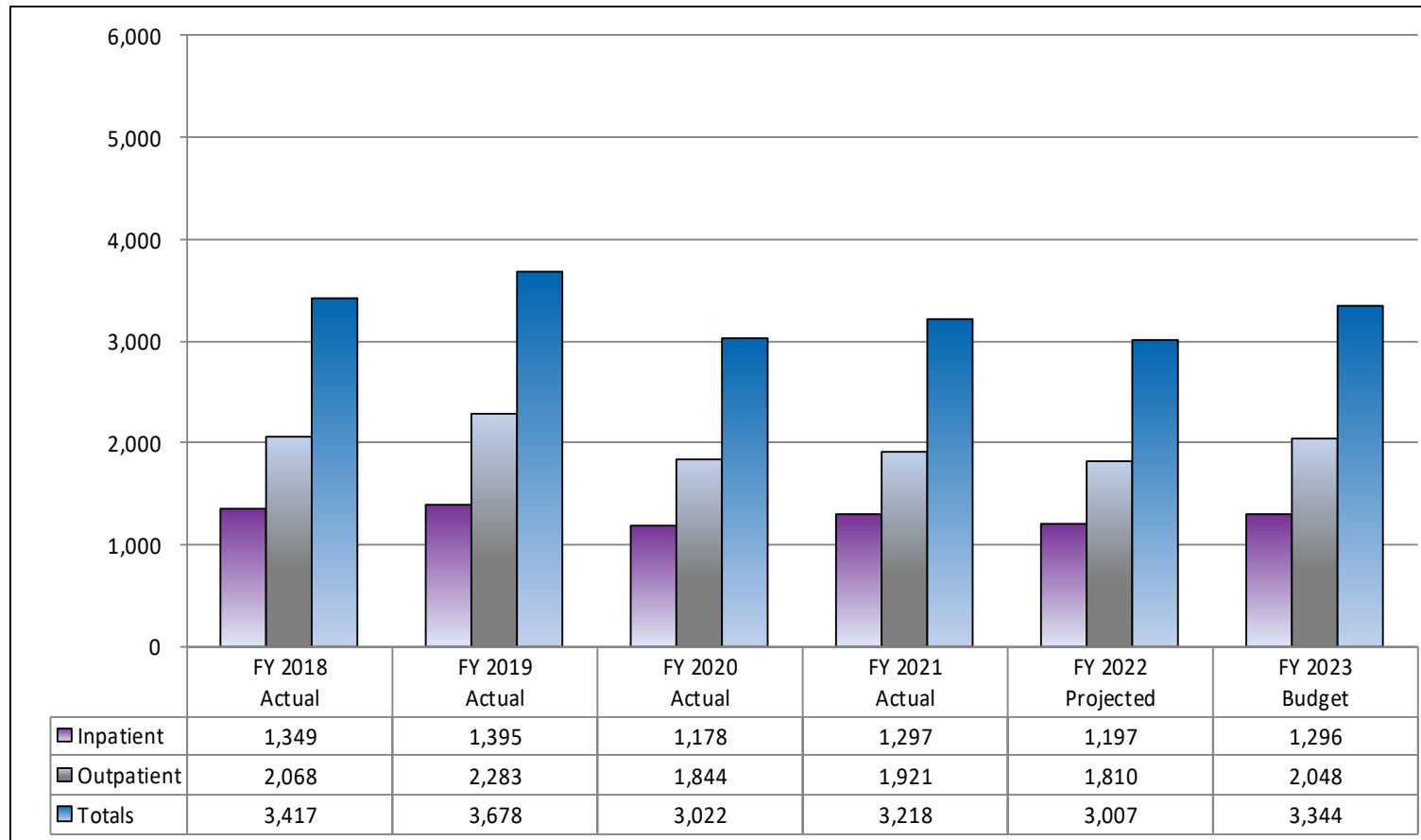


FY 2023 Budget Presentation Deliveries



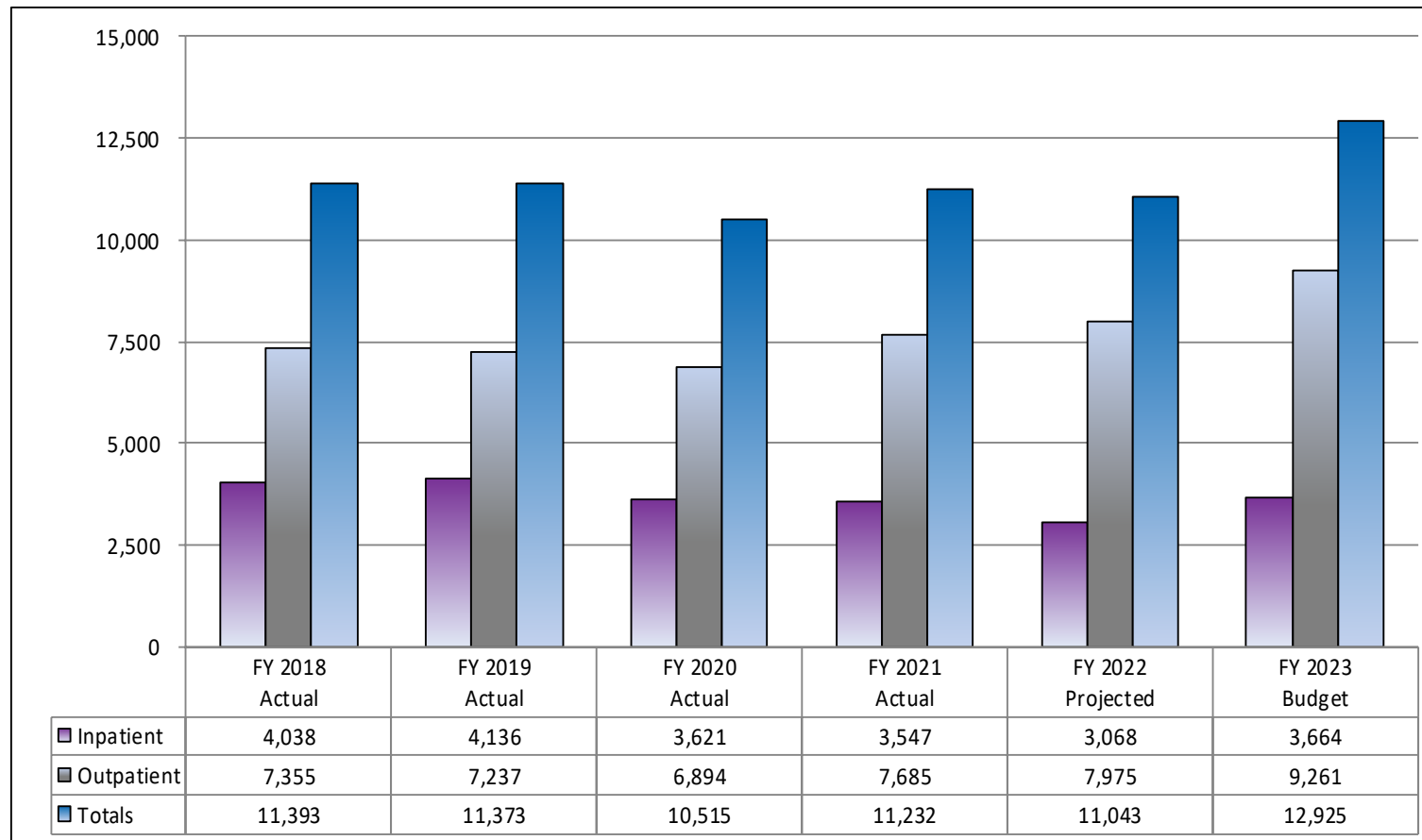
FY 2023 Budget Presentation

Cath Lab Cases



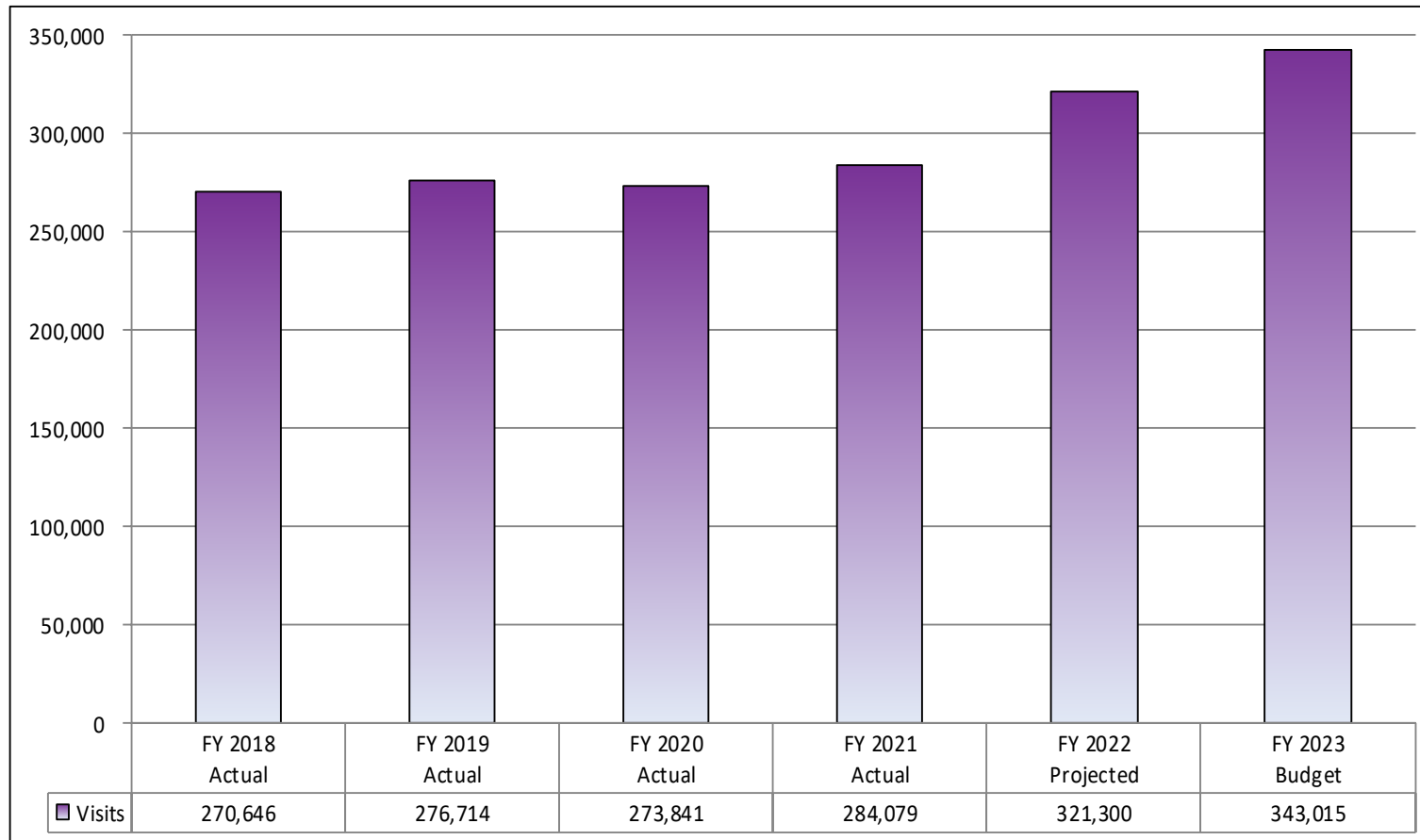
FY 2023 Budget Presentation

Surgical Cases (excludes FBC Surgeries)



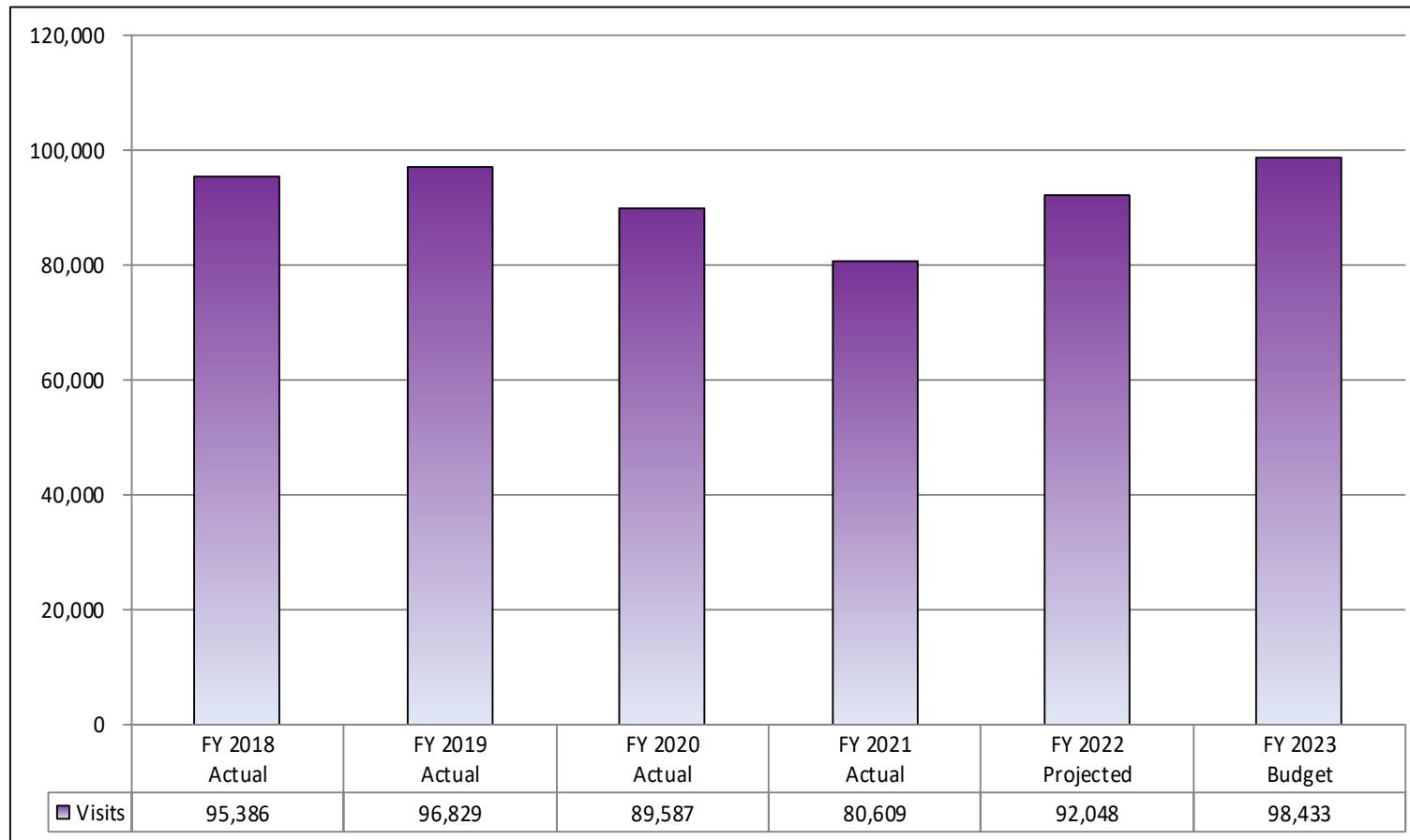
FY 2023 Budget Presentation

Hospital Outpatient Registrations



FY 2023 Budget Presentation

Emergency Department Visits *

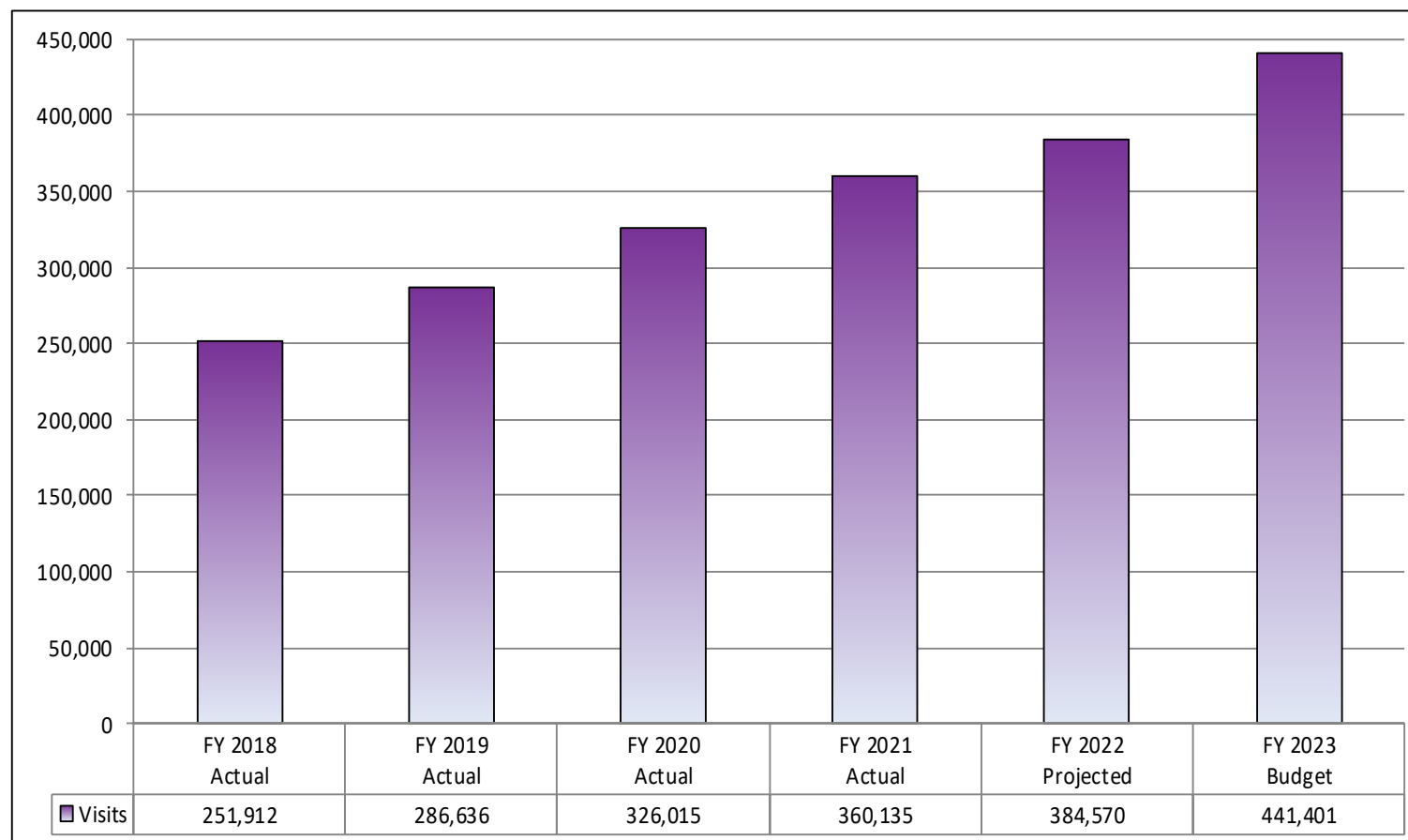


* Emergency Department Visits (including ED Admissions)



FY 2023 Budget Presentation

Clinic Visits *



* Clinic Visits exclude Hospitalists, Intensivists, Behavioral Med, Physical Med & Rehab, Wound Care, Radiologists, & ED Physicians



FY 2023 Budget Presentation

Appendix A: Planned Capital for FY2023

| ID | Category/Product | Entity/Department | Director | OM VP Role | FY23 Planned Amt |
|------|---|--|-----------------------|------------|------------------|
| 2945 | YFAC | 01.07.41990: Nmotion | hkuklinski@nrh-ok.com | Richie | \$ 5,771,518 |
| 3500 | Building Equipment | 01.03.40350: HPX-Cath Lab | vmcknight@nrh-ok.com | Britttni | \$ 2,400,000 |
| 3755 | Da Vinci Xi Surgical System | 01.03.32100: HPX-Surgical Services | abooher@nrh-ok.com | John | \$ 1,834,500 |
| 2077 | Imaging (Ultrasound, Point-of-Care), Siemens Healthineers | 01.03.40510: HPX-Imaging Services | dsbeswick@nrh-ok.com | John | \$ 594,850 |
| 2916 | Power Source (Power Supply), APC by Schneider | 01.99.93100: Health Information Technology | dkelley@nrh-ok.com | John | \$ 555,467 |
| 1265 | Vehicle (Ambulance), Osage Ambulances | 01.06.33500: EMSStat | khurley@nrh-ok.com | Britttni | \$ 496,960 |
| 2810 | Crib (Infant Warmer), Atom Medical | 01.03.30850: HPX-Newborn Transition Team | atroxell@nrh-ok.com | Britttni | \$ 392,400 |
| 2716 | Bed (Birthing), Hillrom | 01.03.30820: HPX-Labor, Delivery, & Recovery | atroxell@nrh-ok.com | Britttni | \$ 316,874 |
| 3423 | Foodservice, CBORD Group, Inc | 01.01.41160: NRH-Nutrition & Dining Services | ajones@nrh-ok.com | John | \$ 314,608 |
| 2701 | Surgical Instruments/Equipment (Set), Medtronic | 01.01.32100: NRH-Surgical Services | btimmerman@nrh-ok.com | John | \$ 301,072 |
| 3544 | Endoscope (Video System), Olympus | 01.07.41770: West Norman Endoscopy | tbrnum@nrh-ok.com | Meegan | \$ 276,315 |
| 3405 | Pump (Syringe), Smiths Medical | 01.03.30950: HPX-NICU | atroxell@nrh-ok.com | Britttni | \$ 240,000 |
| 3484 | Imaging, Philips Healthcare | 01.03.40350: HPX-Cath Lab | vmcknight@nrh-ok.com | Britttni | \$ 230,000 |
| 2816 | Crib (Infant Warmer), Atom Medical | 01.03.30950: HPX-NICU | atroxell@nrh-ok.com | Britttni | \$ 193,130 |
| 3538 | Cart (Imaging), Abbott Laboratories | 01.03.40350: HPX-Cath Lab | vmcknight@nrh-ok.com | Britttni | \$ 140,000 |
| 3391 | Construction | 01.03.30810: HPX-Lactation Services | atroxell@nrh-ok.com | Britttni | \$ 134,612 |
| | Information Technology (Server), Siemens | | | | |
| 3501 | Healthineers | 01.03.40520: HPX Heart Plaza Imaging | vmcknight@nrh-ok.com | Britttni | \$ 126,900 |
| 1402 | Housekeeping (Accessories) | 01.03.81200: HPX-Environmental Services | CBawner@nrh-ok.com | John | \$ 118,452 |



FY 2023 Budget Presentation

Appendix A (continued)

| ID | Category/Product | Entity/Department | Director | OM VP Role | FY23 Planned Amt |
|------|--|--|-----------------------|------------|------------------|
| 3486 | Imaging, Philips Healthcare | 01.03.40350: HPX-Cath Lab | vmcknight@nrh-ok.com | Brittini | \$ 115,000 |
| 2124 | Pump (Compression), ZOLL Medical Corporation | 01.06.33500: EMSSStat | khurley@nrh-ok.com | Brittini | \$ 101,179 |
| 3490 | Analyzer | 01.01.40100: NRH-Laboratory | cbohanan@nrh-ok.com | John | \$ 100,000 |
| 1417 | Information Technology (Monitor, Display), | 01.99.93100: Health Information Technology | dkelley@nrh-ok.com | John | \$ 100,000 |
| 2843 | Respiratory (Ventilator), Philips Healthcare | 01.01.40300: NRH-Respiratory Care | vmcknight@nrh-ok.com | Brittini | \$ 90,000 |
| 3431 | Construction | 01.03.30270: HPX Ortho Spine | tcolle@nrh-ok.com | Brittini | \$ 88,031 |
| 2644 | Imaging (CT Scanner), Philips Healthcare | 01.01.40440: Radiation Therapy | tbrnum@nrh-ok.com | Meegan | \$ 87,465 |
| 3540 | Cardiac (Cath Lab), Philips Healthcare | 01.01.40510: NRH-Imaging Services | dsbeswick@nrh-ok.com | John | \$ 85,192 |
| 3519 | Information Technology (Server), Hewlett Packard | 01.99.81420: Security | SCohea@nrh-ok.com | John | \$ 73,952 |
| 3428 | Vehicle (Truck), Ford Motor Company | 01.99.81420: Security | SCohea@nrh-ok.com | John | \$ 70,000 |
| 3458 | Surgical Instruments/Equipment (Phacoemulsifier), Alcon Laboratories, Inc. | 01.01.32100: NRH-Surgical Services | btimmerman@nrh-ok.com | John | \$ 64,500 |
| 2749 | Monitor (Physiologic), Philips Healthcare | 01.02.40510: NRM-Imaging Services | dsbeswick@nrh-ok.com | John | \$ 43,689 |
| 2056 | Information Technology (Software), SAS | 01.99.92020: Decision Support | rvmuzny@nrh-ok.com | John | \$ 33,580 |
| 3457 | Table (Surgical), Hillrom | 01.01.32100: NRH-Surgical Services | btimmerman@nrh-ok.com | John | \$ 38,885 |
| 3533 | Surgical Instruments/Equipment (Electrosurgical Unit (ESU)), ERBE Inc. | 01.07.41780: Medical Plaza Endoscopy | tbrnum@nrh-ok.com | Meegan | \$ 38,879 |
| 3448 | Endoscope (Colonoscope), Olympus | 01.01.32210: NRH-Endoscopy Lab | btimmerman@nrh-ok.com | John | \$ 38,401 |
| 3537 | Imaging (Accessories), Abbott Laboratories | 01.03.40350: HPX-Cath Lab | vmcknight@nrh-ok.com | Brittini | \$ 30,000 |
| 3446 | Monitor (Cerebral), Integra LifeScience | 01.01.40200: NRH-Central Supply-Sterile Processing | btimmerman@nrh-ok.com | John | \$ 29,435 |



FY 2023 Budget Presentation

Appendix A (continued)

| ID | Category/Product | Entity/Department | Director | OM VP Role | FY23 Planned Amt |
|------|---|--|-----------------------|------------|----------------------|
| 2069 | Imaging (Breast Biopsy), BD (Becton, Dickinson and Company) | 01.03.40480: HPX Mammography | dsbeswick@nrh-ok.com | John | \$ 28,475 |
| 2742 | Construction Phase 1: Design | 01.07.41710: Neurosurgeons | pjones@nrh-ok.com | Meegan | \$ 25,000 |
| 3447 | Surgery (Cryosurgery), ERBE Inc. | 01.01.32210: NRH-Endoscopy Lab | btimmerman@nrh-ok.com | John | \$ 24,283 |
| 2179 | Furniture & Fixture, Admiral Express | 01.03.31440: HPX-PCCU | cmcmurray@nrh-ok.com | Brittini | \$ 24,000 |
| 3469 | Surgery (OR Environment), InVitaHealth | 01.01.32100: NRH-Surgical Services | btimmerman@nrh-ok.com | John | \$ 21,900 |
| 3439 | Pump (Fluid, Suction), Hologic | 01.03.32110: HPX-Womens Surgery | btimmerman@nrh-ok.com | John | \$ 18,495 |
| 3542 | Test Equipment (Stress Test System), GE Healthcare | 01.01.40510: NRH-Imaging Services | dsbeswick@nrh-ok.com | John | \$ 14,000 |
| 3523 | Security (Personal Safety), armorskin XP | 01.99.81420: Security | SCohea@nrh-ok.com | John | \$ 13,337 |
| 3502 | Cardiac (Electrocardiograph (EKG)), GE Healthcare | 01.07.41420: Heart & Vascular Assoc. | vmcknight@nrh-ok.com | Brittini | \$ 11,550 |
| 3419 | Television (Commercial), Samsung - Electronics & Appliances | 01.01.94150: Education | kmwells@nrh-ok.com | Paula | \$ 10,665 |
| 3454 | Endoscope (Cystoscope), Olympus | 01.01.32100: NRH-Surgical Services | btimmerman@nrh-ok.com | John | \$ 9,758 |
| 2860 | Patient Care (Patient Lift), Guldman Inc. | 01.02.33200: NRM-Emergency Department | jmilam@nrh-ok.com | Brittini | \$ 8,962 |
| 3477 | Test Equipment (Bilirubinometer), Draeger Medical, Inc | 01.03.30850: HPX-Newborn Transition Team | atroxell@nrh-ok.com | Brittini | \$ 8,403 |
| 2815 | Patient Care (Suction Regulator), Ohio Medical | 01.03.30950: HPX-NICU | atroxell@nrh-ok.com | Brittini | \$ 8,232 |
| 2744 | Furniture & Fixture, La-Z-Boy Comfort Studio | 01.06.33500: EMSSStat | khurley@nrh-ok.com | Brittini | \$ 7,425 |
| 3504 | Housekeeping (Floor Scrubber), Nobles (a Tennant Company) | 01.03.81200: HPX-Environmental Services | CBawner@nrh-ok.com | John | \$ 6,500 |
| 3403 | Monitor (Fetal), GE Healthcare | 01.03.30820: HPX-Labor, Delivery, & Recovery | atroxell@nrh-ok.com | Brittini | \$ 5,638 |
| 3478 | Information Technology | 01.99.73450: Health Promotion Services | kmwells@nrh-ok.com | Paula | \$ 5,000 |
| | | | | | <u>\$ 15,917,468</u> |



Norman Regional Health System FY 2024 Budget Presentation



FY 2024 Budget Highlights

▪ Volumes

- Inpatient discharges budgeted to decline 2.5%, or 389 cases less than FY 2023 projection
- Hospital outpatient visits (including ED visits) budgeted to increase 2.5%, or 7,984 visits from FY 2023 projection
- Clinic visits (including Telehealth visits) budgeted to increase 17.1%, or 66,403 visits from FY 2023 projection (based on adding new Primary Care locations)

▪ Net Revenue

- **Net Patient Revenue budget of \$572.6 million is 6.2% (\$33.3 million) more than FY 2023 projection**
 - \$ 28.5 million in collections (based on changing vendors for self pay and pro fee billing, and improved denials recoveries)
 - \$ 4.8 million in volume changes, including new clinic locations and providers
- **Other Operating Revenue budget of \$9.1 million is 27.9% (\$2.0 million) more than FY 2023 projection**
 - \$ 2.0 million for a full year of Oncology joint venture



FY 2024 Budget Highlights (continued)

- **Total Expense budget of \$604.6 million is 2.0% (\$21.7 million) more than FY 2023 projection**
 - \$ 11.9 million in salaries & benefits for merit increases and market adjustments
 - \$ 11.5 million in increased depreciation, capital lease amortization, interest, and utilities for new facilities
 - \$ 9.0 million in patient supplies for increased surgical volumes and price inflation
 - \$ 3.4 million in other expenses (computer services, insurance, and billing & collections)
 - \$ 3.1 million in increased UPL fees related to Medicaid Expansion
 - (\$ 2.5) million in lower pharmaceutical costs due to 340B implementation
 - (\$14.7) million in lower pharmaceutical costs due to Oncology joint venture
- **Operating Profitability**
 - Operating Income budgeted at -\$23.0 million (\$13.6 million improvement from FY 2023 projection)
 - Excess of Revenues over Expenses budgeted at -\$8.2 million (-1.4% overall profit margin)
- **Capital Budget**
 - FY 2024 Routine Capital Budget request is \$15.0 million
 - FY 2024 *Inspire*HEALTH Capital Budget is \$75.0 million



FY 2024 Operating Budget

Norman Regional Health System

| | | FY 2023 | FY 2024 | Variance % |
|--------------------------------|--------------------------------------|-------------------------|----------------------|---------------------------|
| | | <u>Projected</u> | <u>Budget</u> | <u>Incr/(Decr)</u> |
| OPERATING REVENUE | | | | |
| (1) | Inpatient Revenue | \$ 926,770,759 | \$ 925,730,878 | -0.1% |
| (2) | Outpatient Revenue | 1,417,807,414 | 1,408,162,504 | -0.7% |
| (3) | DME Revenue | 8,802,398 | 8,971,865 | 1.9% |
| (4) | ED Physician Revenue | 30,057,580 | 31,221,781 | 3.9% |
| (5) | Physician Income | 198,231,311 | 224,074,047 | 13.0% |
| (6) | TOTAL PATIENT REVENUE | \$ 2,581,669,462 | \$ 2,598,161,076 | 0.6% |
| DEDUCTIONS FROM REVENUE | | | | |
| (7) | Charity Deductions | 11,819,499 | 12,160,384 | 2.9% |
| (8) | Bad Debt Expense | 71,398,039 | 51,816,209 | -27.4% |
| (9) | Government & Other Deductions | 1,959,214,866 | 1,961,630,823 | 0.1% |
| (10) | TOTAL DEDUCTIONS FROM REVENUE | \$ 2,042,432,404 | \$ 2,025,607,416 | -0.8% |
| (11) | NET PATIENT REVENUE | 539,237,058 | 572,553,660 | 6.2% |
| (12) | OTHER OPERATING REVENUE | 7,108,104 | 9,090,539 | 27.9% |
| (13) | NET REVENUE | \$ 546,345,162 | \$ 581,644,200 | 6.5% |
| EXPENSES | | | | |
| (14) | Salaries | 289,749,786 | 299,387,055 | 3.3% |
| (15) | Benefits | 41,889,745 | 42,744,872 | 2.0% |
| (16) | Supplies (excluding pharmaceuticals) | 72,686,832 | 80,440,972 | 10.7% |
| (17) | Pharmaceutical Supplies | 41,204,693 | 25,108,343 | -39.1% |
| (18) | Professional Fees | 2,740,905 | 1,577,992 | -42.4% |
| (19) | Physician Fees | 10,052,237 | 9,357,065 | -6.9% |
| (20) | Purchased Services | 21,682,457 | 23,020,311 | 6.2% |



FY 2024 Operating Budget

Norman Regional Health System (continued)

| | | FY 2023 | FY 2024 | Variance % |
|------|---------------------------------------|-------------------------------|------------------------------|---------------------------|
| | | <u>Projected</u> | <u>Budget</u> | <u>Incr/(Decr)</u> |
| (21) | Leases | 3,506,602 | 3,711,008 | 5.8% |
| (22) | Utilities | 5,749,739 | 6,640,565 | 15.5% |
| (23) | Insurance | 5,772,010 | 6,357,721 | 10.1% |
| (24) | Computer Support | 10,318,036 | 12,227,367 | 18.5% |
| (25) | Service Contracts & Equipment Repairs | 5,983,604 | 5,418,512 | -9.4% |
| (26) | Billing & Collections | 6,129,716 | 6,996,295 | 14.1% |
| (27) | SHOPP Fees | 14,593,786 | 17,689,630 | 21.2% |
| (28) | Miscellaneous Expenses | 11,024,807 | 13,538,502 | 22.8% |
| (29) | TOTAL OPERATING EXPENSES | <u>\$ 543,084,955</u> | <u>\$ 554,216,210</u> | 2.0% |
| (30) | EBIDA INCOME | <u>\$ 3,260,207</u> | <u>\$ 27,427,990</u> | 741.3% |
| (31) | Interest Expense | 12,186,781 | 14,405,719 | 18.2% |
| (32) | Depreciation and Amortization | <u>27,713,231</u> | <u>36,025,010</u> | 30.0% |
| (33) | TOTAL NONOPERATING EXPENSES | <u>\$ 39,900,012</u> | <u>\$ 50,430,729</u> | 26.4% |
| (34) | TOTAL EXPENSES | <u>\$ 582,984,967</u> | <u>\$ 604,646,939</u> | 3.7% |
| (35) | OPERATING INCOME | <u>\$ (36,639,805)</u> | <u>\$ (23,002,739)</u> | -37.2% |
| (36) | Contributions | 16,210 | 14,116 | -12.9% |
| (37) | Investment Income | <u>13,911,385</u> | <u>14,809,759</u> | 6.5% |
| (38) | NONOPERATING INCOME | <u>\$ 13,927,595</u> | <u>\$ 14,823,875</u> | 6.4% |
| (39) | NET INCOME | <u><u>\$ (22,712,210)</u></u> | <u><u>\$ (8,178,864)</u></u> | 64.0% |
| (40) | OPERATING MARGIN | -6.7% | -4.0% | |
| (41) | TOTAL MARGIN | -4.1% | -1.4% | |



FY 2024 Budget Volumes

Norman Regional Health System

| | Discharges | | | Patient Days | | | ALOS | | |
|--------------------------|----------------------|-------------------|----------------|----------------------|-------------------|----------------|----------------------|-------------------|----------------|
| | FY 2023 Projected | FY 2024 Budget | % Incr/Decr | FY 2023 Projected | FY 2024 Budget | % Incr/Decr | FY 2023 Projected | FY 2024 Budget | % Incr/Decr |
| Porter Campus | | | | | | | | | |
| (1) BMS | 555 | 527 | -5.0% | 3,720 | 3,636 | -2.3% | 6.70 | 6.90 | 2.9% |
| (2) Rehab | 457 | 480 | 5.0% | 5,488 | 5,760 | 5.0% | 12.01 | 12.00 | -0.1% |
| (3) Acute | 6,537 | 4,874 | -25.4% | 27,078 | 19,202 | -29.1% | 4.14 | 3.94 | -4.9% |
| (4) Total | 7,549 | 5,881 | -22.1% | 36,286 | 28,598 | -21.2% | 4.81 | 4.86 | 1.2% |
| HealthPlex Campus | | | | | | | | | |
| (5) Acute | 8,037 | 9,316 | 15.9% | 26,007 | 33,522 | 28.9% | 3.24 | 3.60 | 11.2% |
| (6) NICU | 274 | 274 | 0.0% | 4,416 | 4,243 | -3.9% | 16.12 | 15.49 | -3.9% |
| (7) Total | 8,311 | 9,590 | 15.4% | 30,423 | 37,765 | 24.1% | 3.66 | 3.94 | 7.6% |
| Total System | | | | | | | | | |
| (8) Acute | 14,574 | 14,190 | -2.6% | 53,085 | 52,724 | -0.7% | 3.64 | 3.72 | 2.0% |
| (9) BMS | 555 | 527 | -5.0% | 3,720 | 3,636 | -2.3% | 6.70 | 6.90 | 2.9% |
| (10) Rehab | 457 | 480 | 5.0% | 5,488 | 5,760 | 5.0% | 12.01 | 12.00 | -0.1% |
| (11) NICU | 274 | 274 | 0.0% | 4,416 | 4,243 | -3.9% | 16.12 | 15.49 | -3.9% |
| (12) Total | 15,860 | 15,471 | -2.5% | 66,709 | 66,363 | -0.5% | 4.21 | 4.29 | 2.0% |



FY 2024 Budget Volumes

Norman Regional Health System (continued)

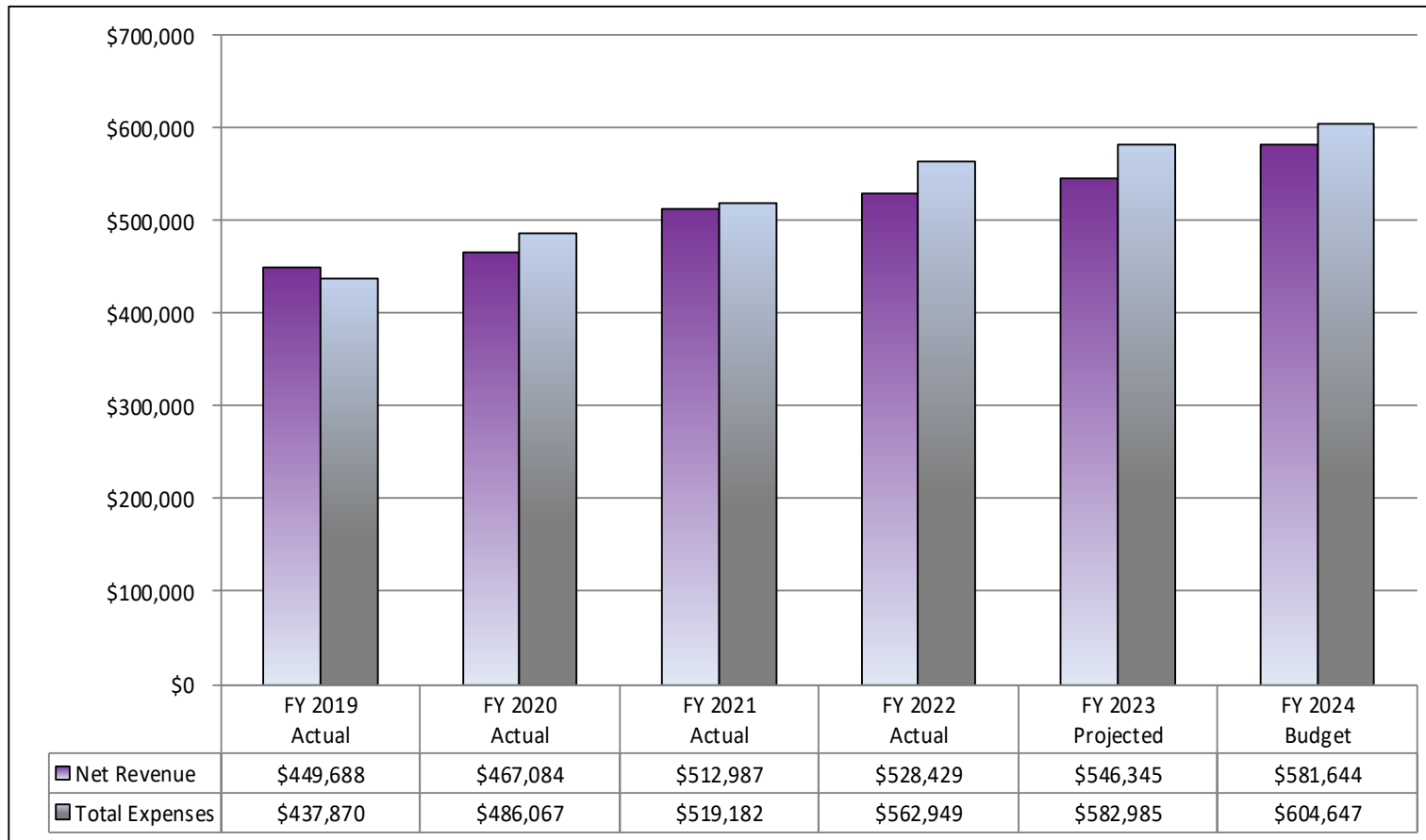
| | FY 2023 Projected | FY 2024 Budget | % Incr/Decr |
|---|----------------------|-------------------|----------------|
| Adjusted Statistics | | | |
| (1) Adjusted Patient Days | 185,829 | 186,255 | 0.2% |
| (2) Adjusted Discharges | 44,181 | 43,421 | -1.7% |
| Deliveries | | | |
| (3) HealthPlex | 2,676 | 2,672 | -0.1% |
| Cath Lab Cases | | | |
| (4) Inpatient | 1,391 | 1,375 | -1.2% |
| (5) Outpatient | 1,982 | 2,108 | 6.4% |
| (6) Total | 3,373 | 3,483 | 3.3% |
| Surgeries (excludes FBC Surgeries) | | | |
| Inpatient | | | |
| (7) NRH | 1,822 | 1,526 | -16.2% |
| (8) HPX | 1,249 | 1,292 | 3.4% |
| (9) ACC | 0 | 504 | 0.0% |
| (10) Total | 3,071 | 3,322 | 8.2% |
| Outpatient | | | |
| (11) NRH | 4,044 | 3,108 | -23.1% |
| (12) HPX | 4,143 | 4,549 | 9.8% |
| (13) ACC | 0 | 1,033 | 0.0% |
| (14) Total | 8,187 | 8,690 | 6.1% |
| Totals | | | |
| (15) NRH | 5,866 | 4,634 | -21.0% |
| (16) HPX | 5,392 | 5,841 | 8.3% |
| (17) ACC | 0 | 1,537 | 0.0% |
| (18) Total | 11,258 | 12,012 | 6.7% |
| ASC/Endoscopy Cases | | | |
| (19) Ortho Central ASC | 2,204 | 2,674 | 21.3% |
| (20) GI Endoscopy | 4,148 | 4,185 | 0.9% |
| (21) Total | 6,352 | 6,859 | 8.0% |

| | FY 2023 Projected | FY 2024 Budget | % Incr/Decr |
|--|----------------------|-------------------|----------------|
| OP Hospital Registrations (includes outpatient ED visits) | | | |
| (22) NRH | 135,972 | 100,555 | -26.0% |
| (23) HPX | 99,099 | 95,609 | -3.5% |
| (24) ACC | 0 | 19,712 | 0.0% |
| (25) NRM | 62,679 | 64,220 | 2.5% |
| (26) NRN | 16,456 | 42,094 | 155.8% |
| (27) Total | 314,206 | 322,190 | 2.5% |
| Emergency Department Visits (includes ED admissions) | | | |
| (28) NRH | 35,405 | 24,455 | -30.9% |
| (29) HPX | 28,453 | 33,704 | 18.5% |
| (30) NRM | 20,944 | 22,305 | 6.5% |
| (31) NRN | 9,671 | 18,251 | 88.7% |
| (32) Total | 94,473 | 98,715 | 4.5% |
| (33) OB ED | 4,343 | 4,278 | -1.5% |
| (34) Total w/ OB ED | 98,816 | 102,993 | 4.2% |
| EMSStat Registrations | | | |
| (35) EMSStat Registrations | 20,901 | 22,128 | 5.9% |
| ED Provider Visits | | | |
| (36) ED Provider Visits | 89,030 | 93,729 | 5.3% |
| Clinic Visits (includes Telehealth) | | | |
| (37) Primary Care | 133,221 | 162,941 | 22.3% |
| (38) Specialty (excluding below) | 90,188 | 96,551 | 7.1% |
| (39) Ortho Central (Clinic & PT) | 58,808 | 68,963 | 17.3% |
| (40) Heart & Vascular | 39,140 | 43,890 | 12.1% |
| (41) Surgery | 24,103 | 40,655 | 68.7% |
| (42) Physical Therapy | 20,134 | 24,828 | 23.3% |
| (43) GI of Norman (East & West) | 14,991 | 17,175 | 14.6% |
| (44) Oncology | 8,015 | 0 | -100.0% |
| (45) Total Clinic Visits | 388,600 | 455,003 | 17.1% |



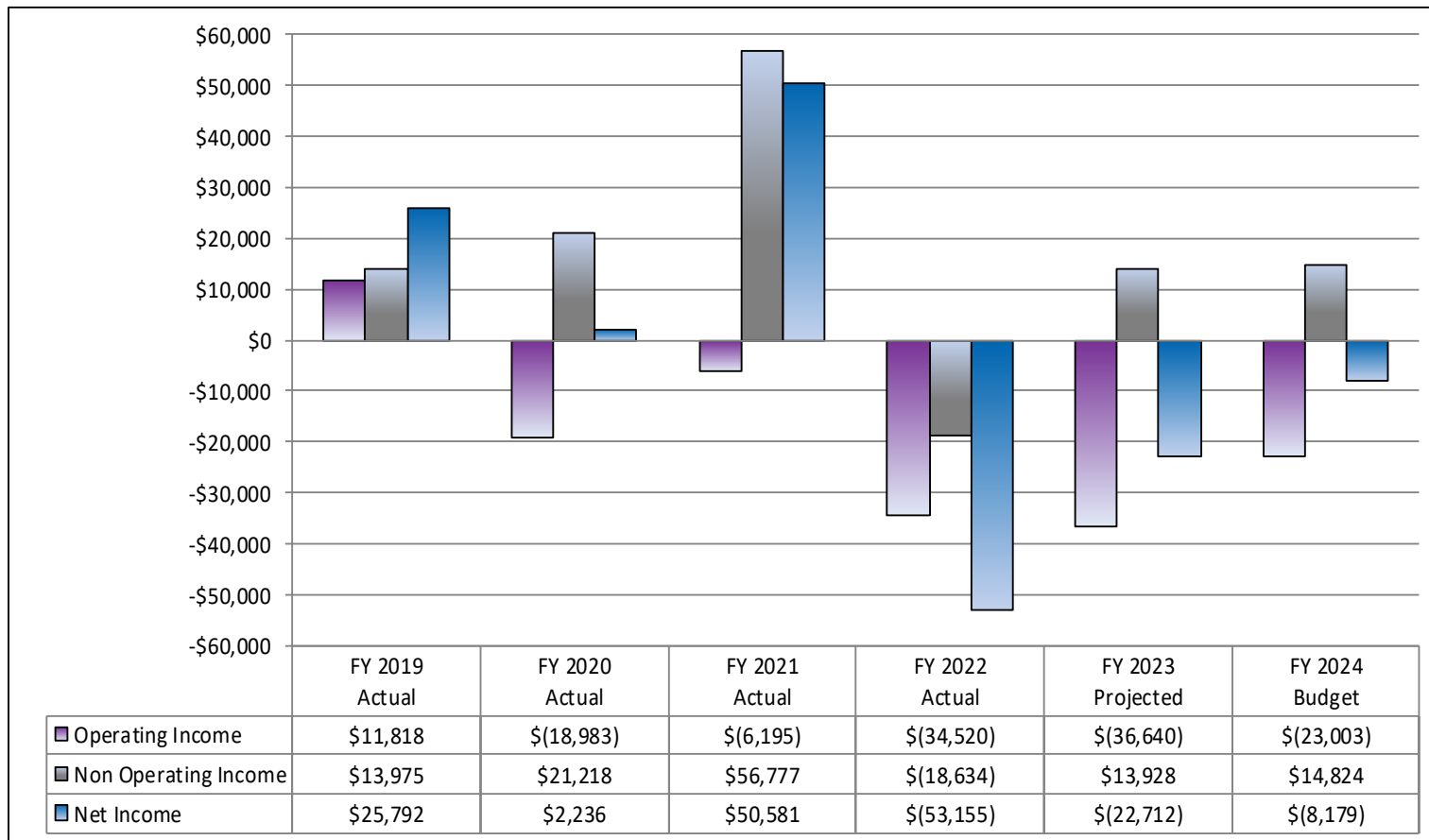
FY 2024 Budget Presentation

Net Revenue and Expense (\$ in 000's)



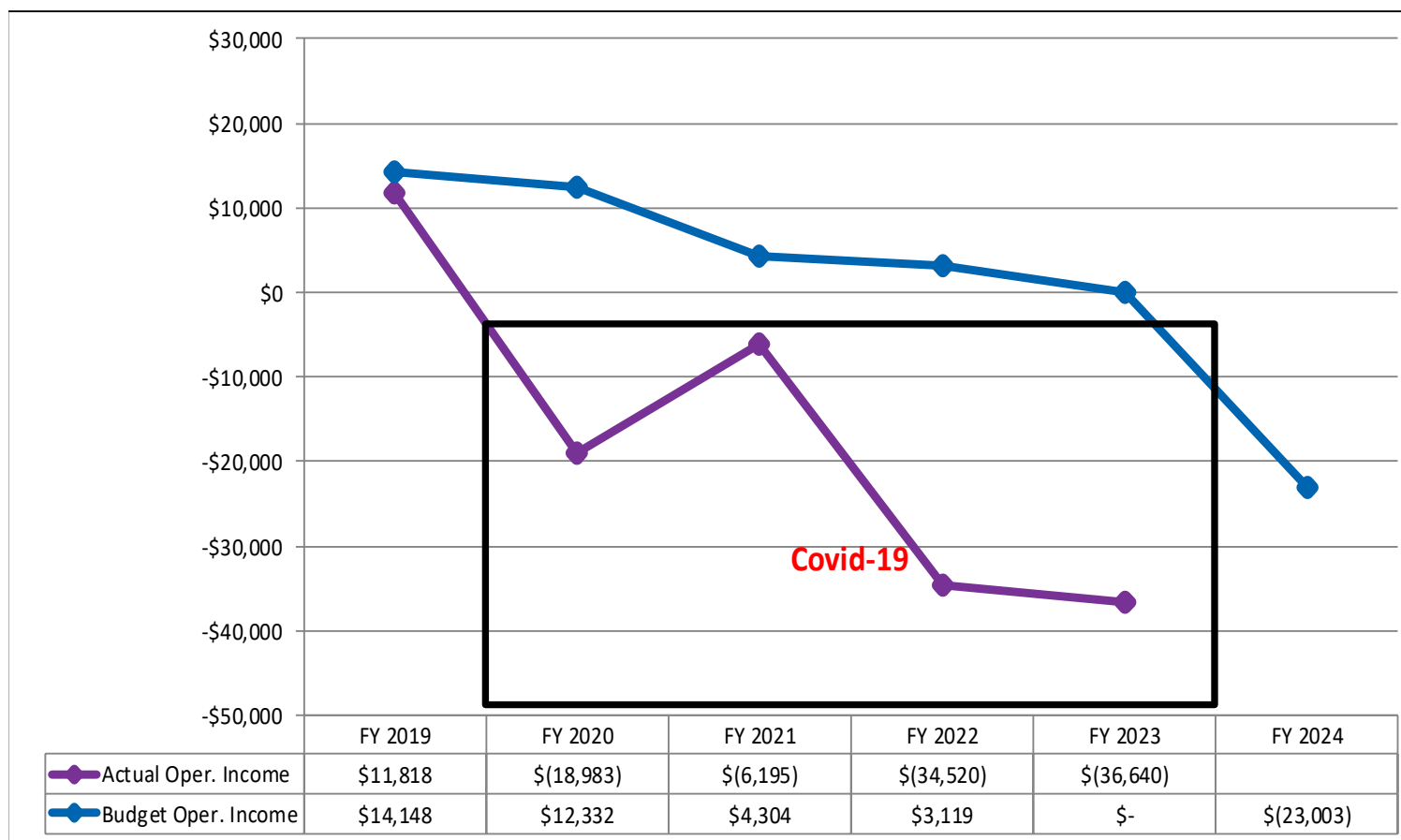
FY 2024 Budget Presentation

Income (\$ in 000's)



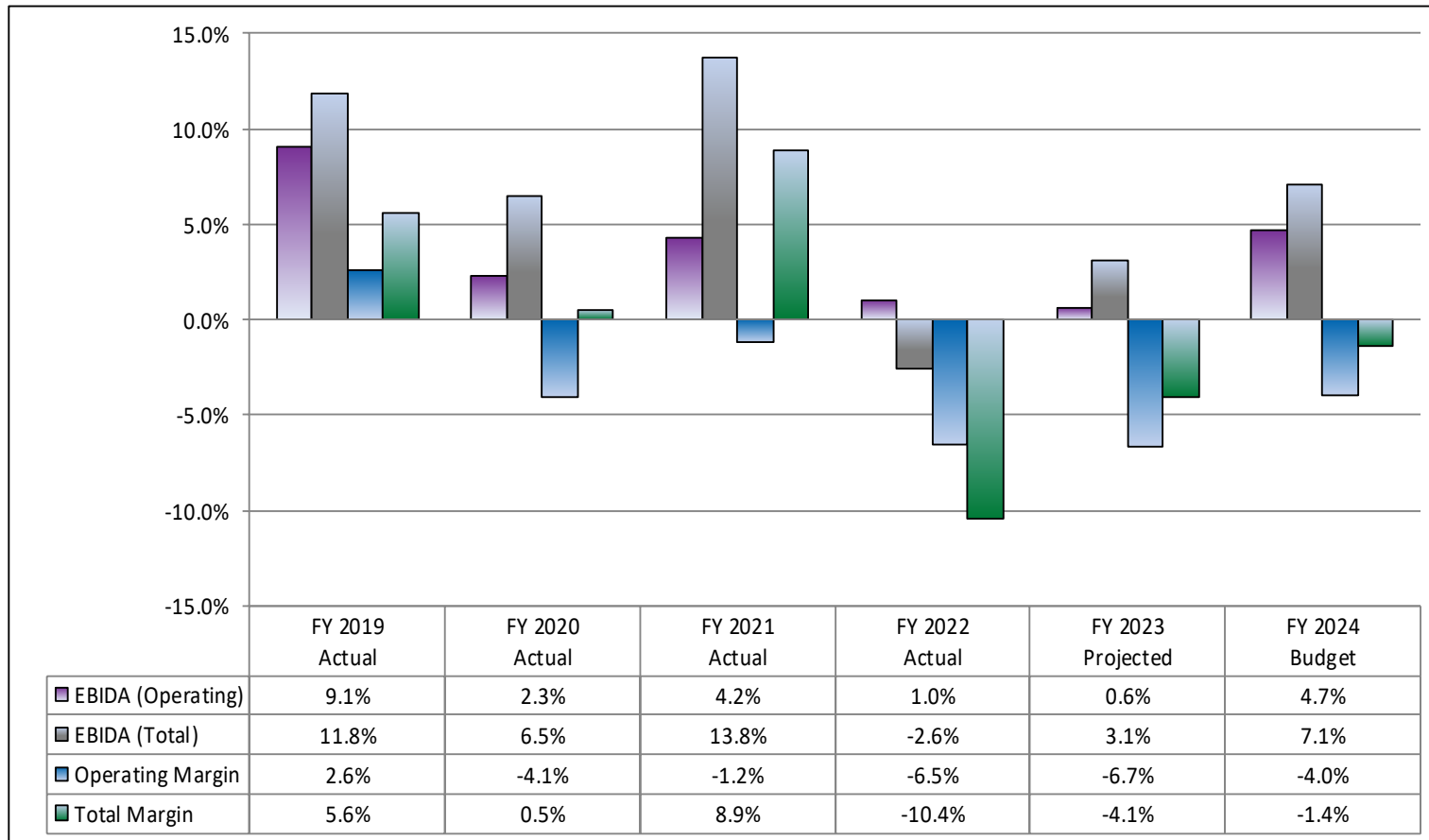
FY 2024 Budget Presentation

Actual v. Budget Income (\$ in 000's)



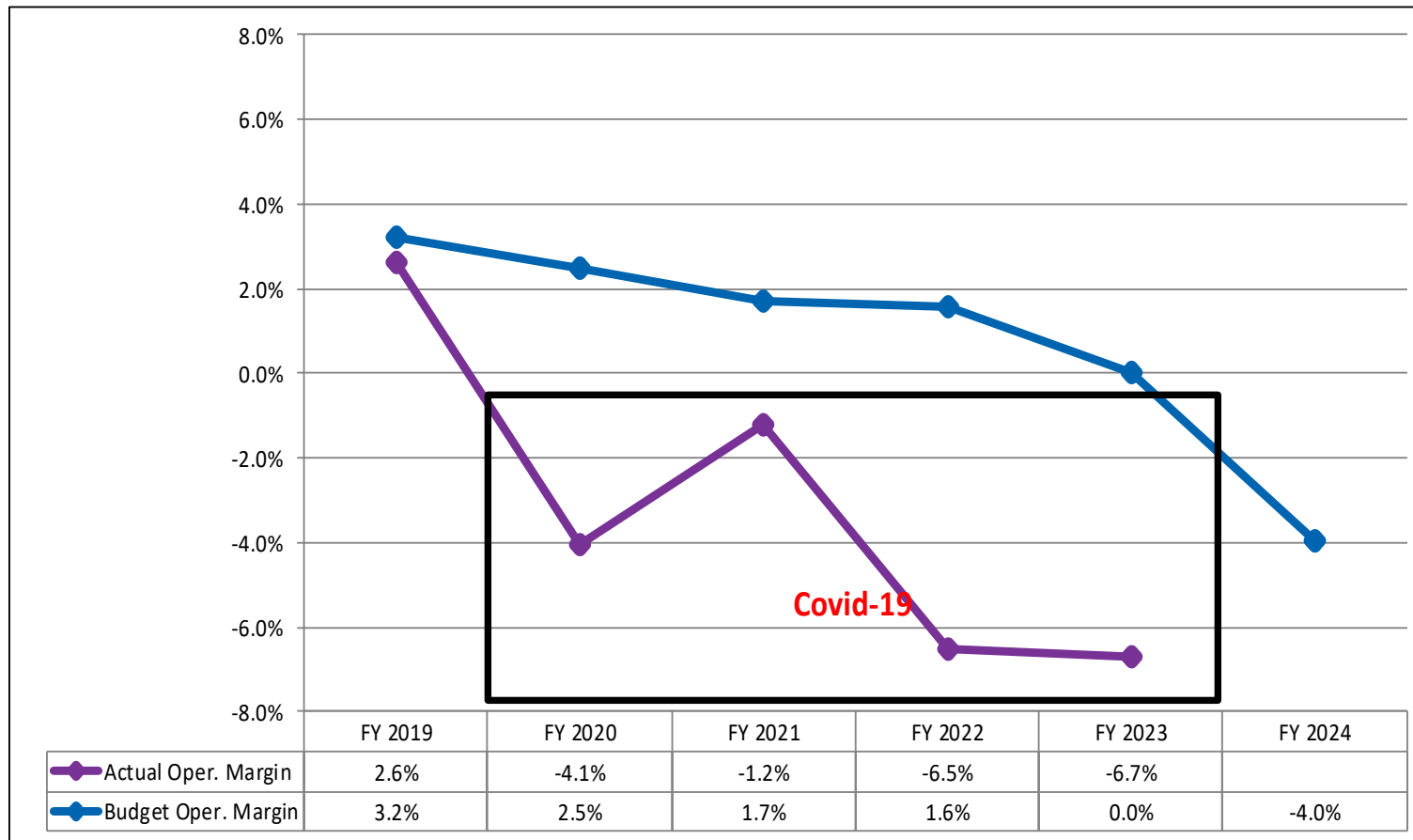
FY 2024 Budget Presentation

Profit Margins



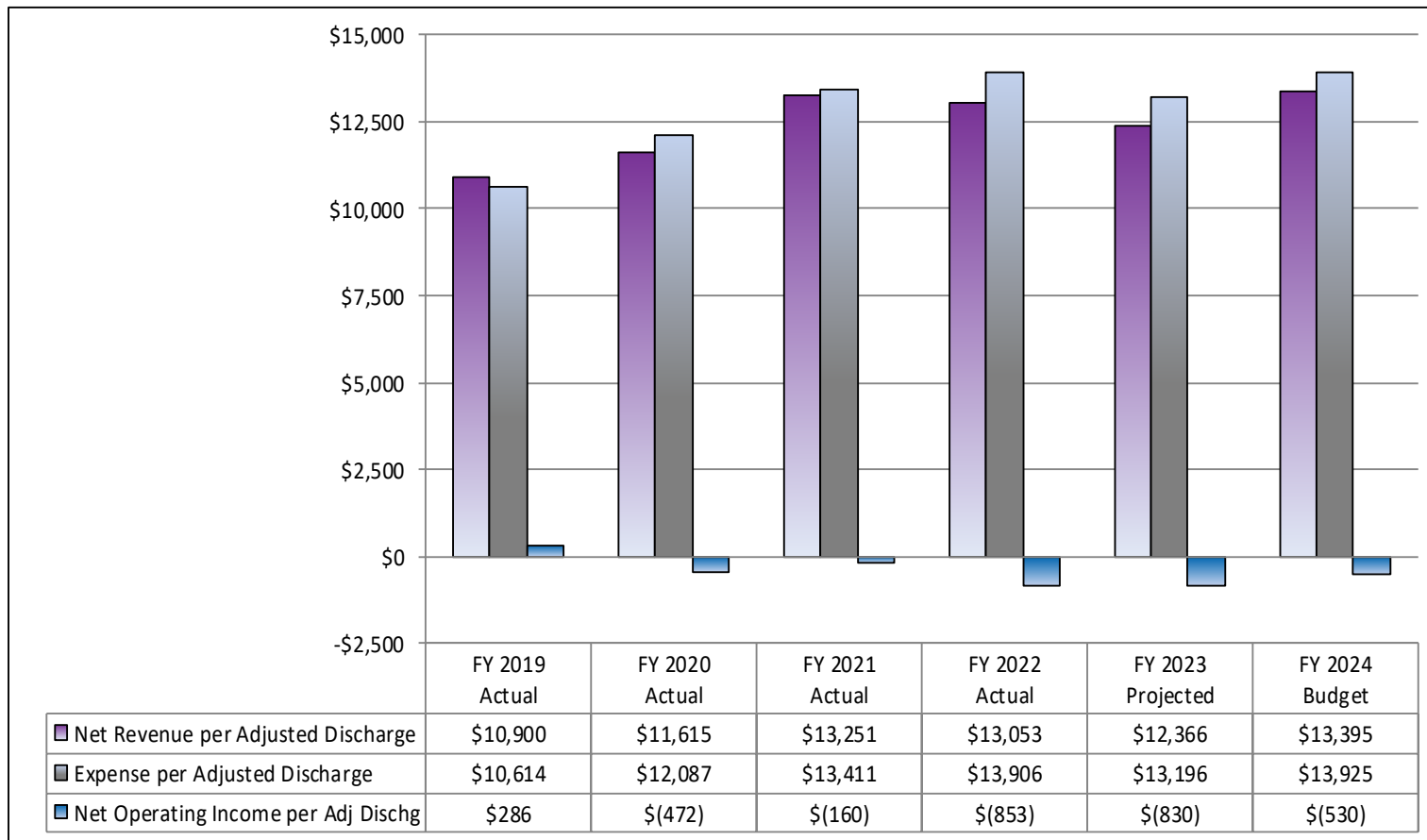
FY 2024 Budget Presentation

Actual v. Budget Profit Margins



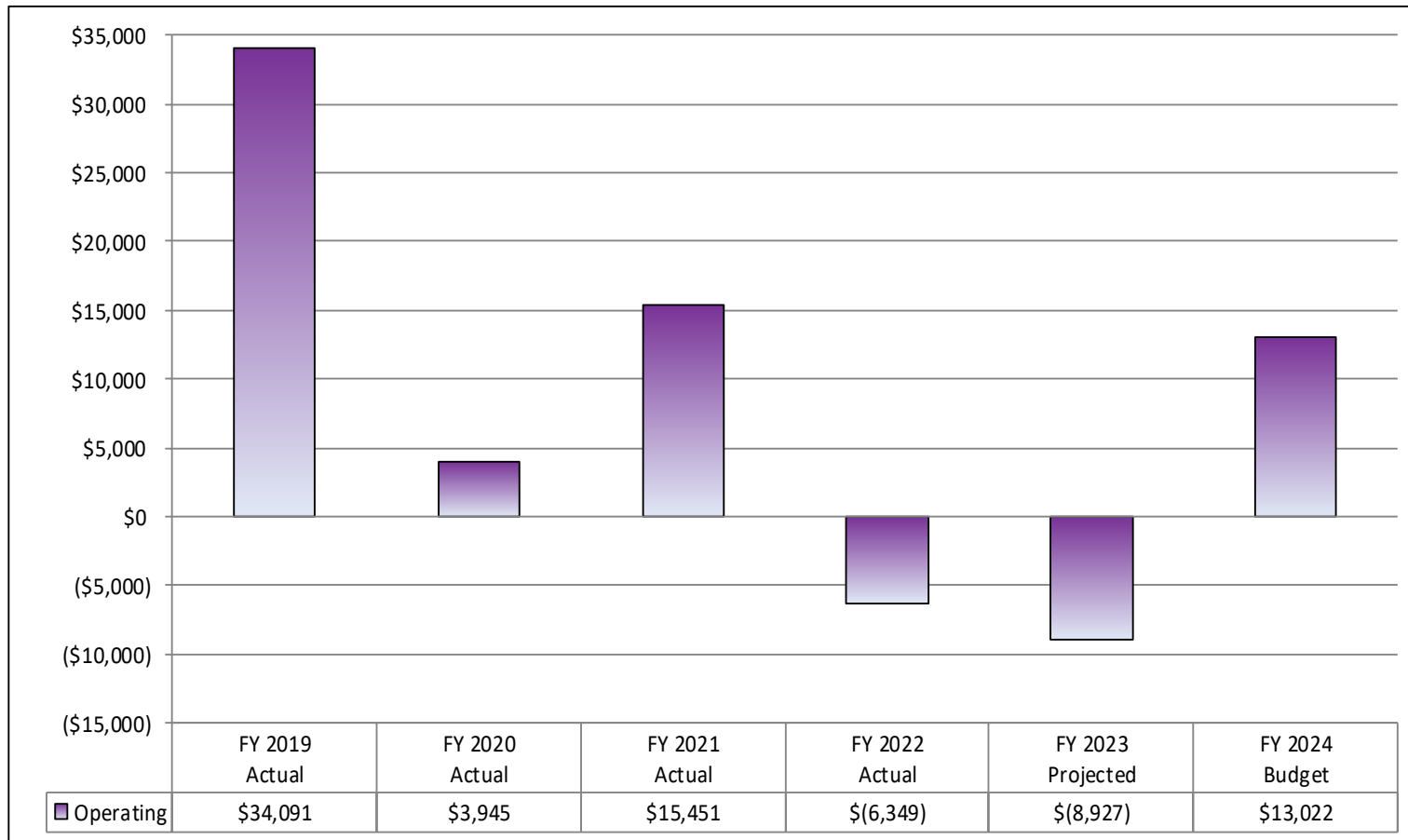
FY 2024 Budget Presentation

Operating Income per Adjusted Discharge



FY 2024 Budget Presentation

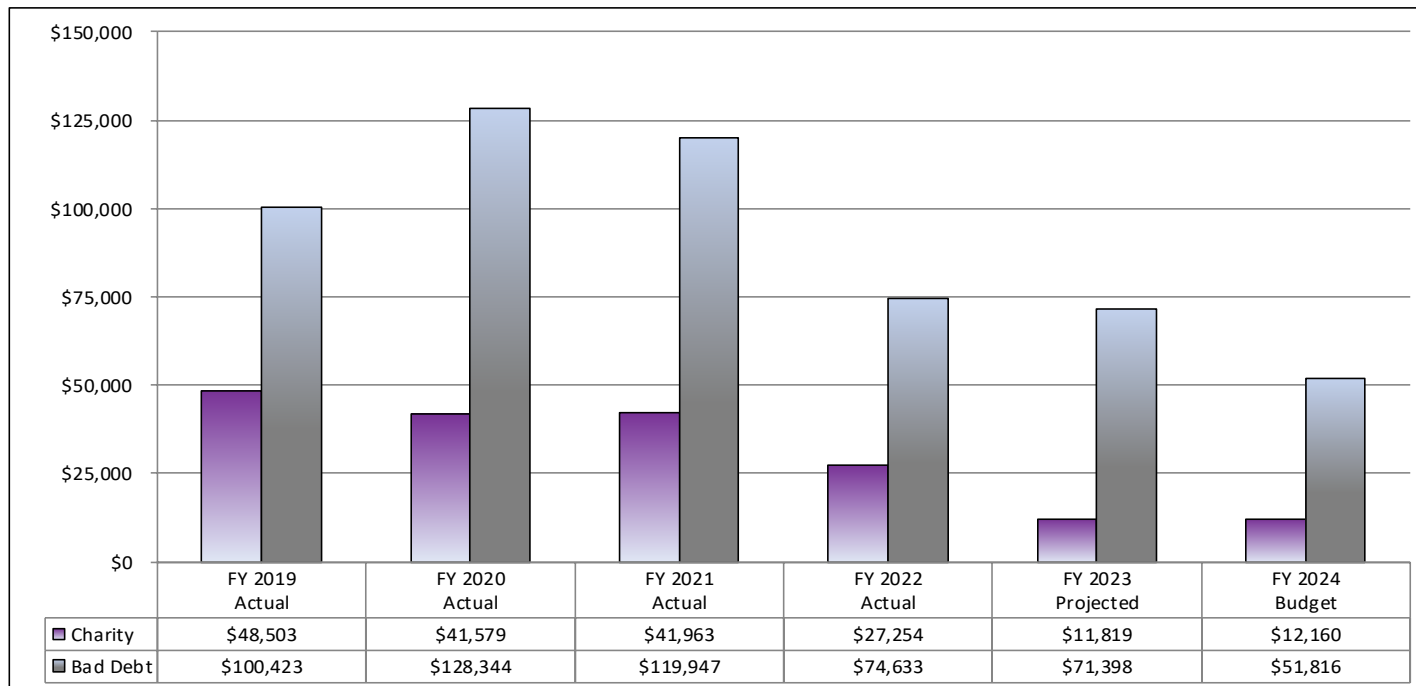
Operating Cash Flow (\$ in 000's)



FY 2024 Budget Presentation

Charity & Bad Debt Expense (\$ in 000's)

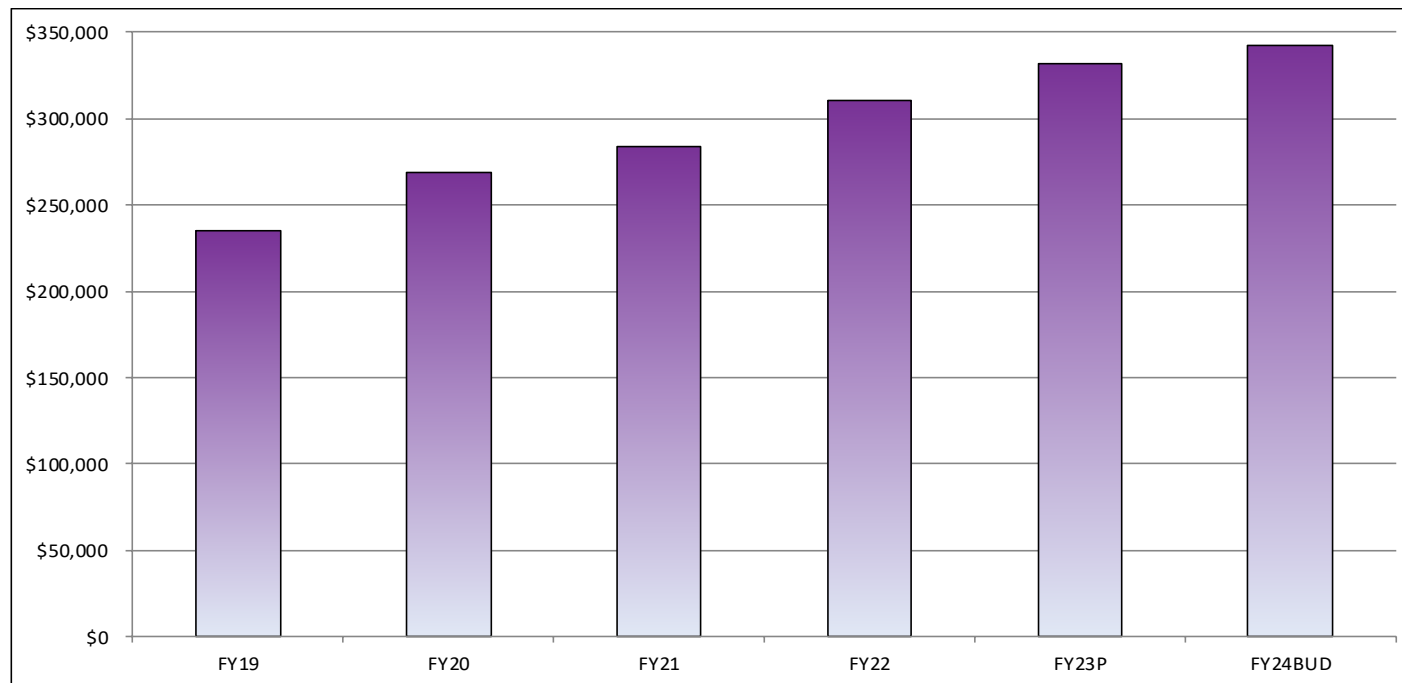
| Year | FY 19 Act | FY 20 Act | FY 21 Act | FY 22 Act | FY 23 Proj | FY 24 Bud |
|--------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Actual | \$148,926 | \$169,923 | \$161,910 | \$101,887 | \$83,218 | \$63,977 |
| % of Hospital Rev | 7.5% | 8.5% | 7.4% | 4.4% | 3.5% | 2.7% |



FY 2024 Budget Presentation

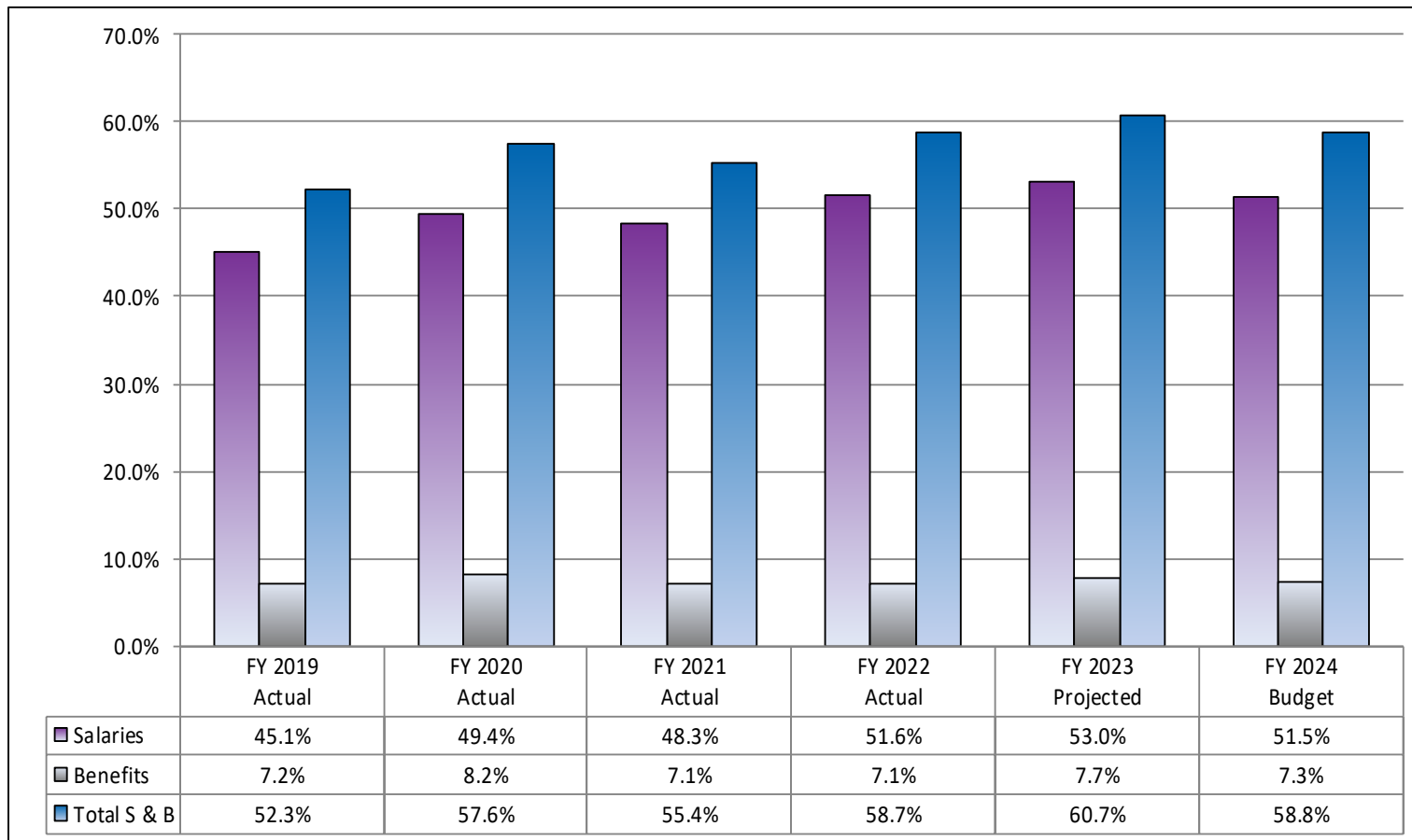
Salaries and Benefits Expense (\$ in 000's)

| Year | FY 19 Act | FY 20 Act | FY 21 Act | FY 22 Act | FY 23 Proj | FY 24 Bud |
|--------|-----------|-----------|-----------|-----------|------------|-----------|
| Actual | \$235,276 | \$268,846 | \$284,210 | \$310,261 | \$331,640 | \$342,132 |
| Growth | 6.3% | 14.3% | 5.7% | 9.2% | 6.9% | 3.2% |



FY 2024 Budget Presentation

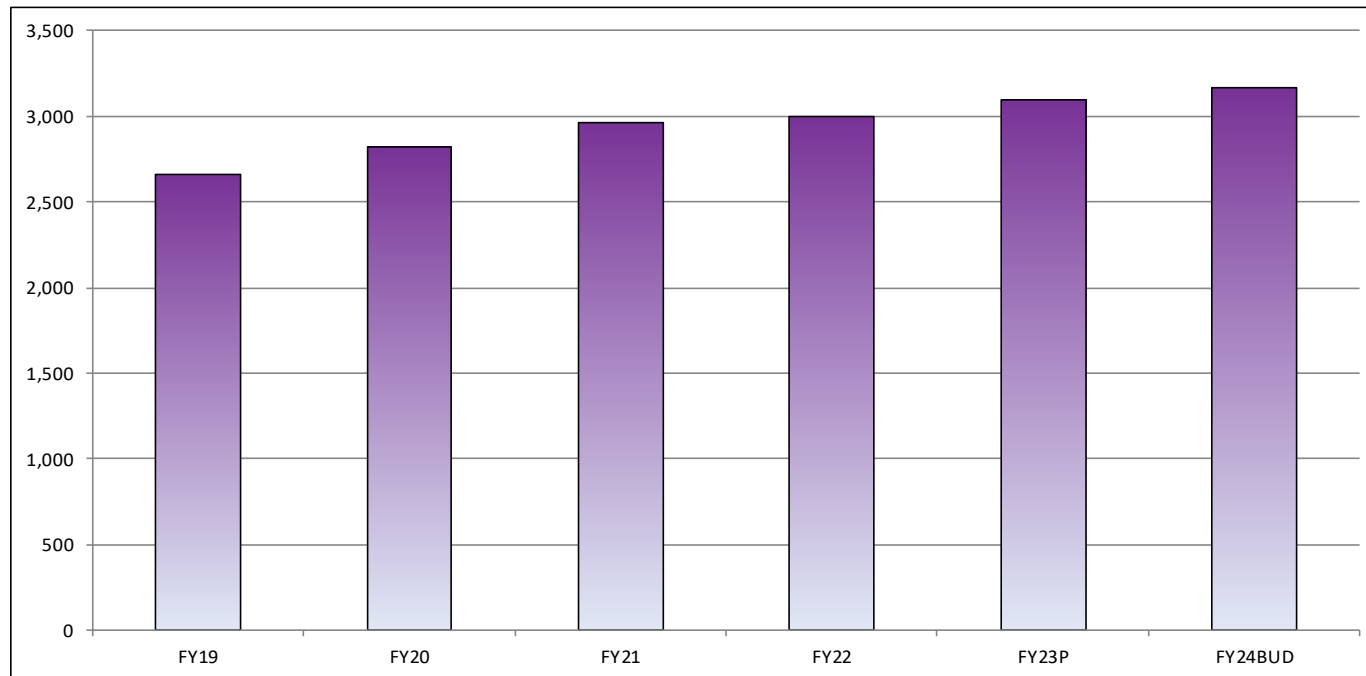
Salaries & Benefits as % of Net Revenue



FY 2024 Budget Presentation

System Paid FTEs

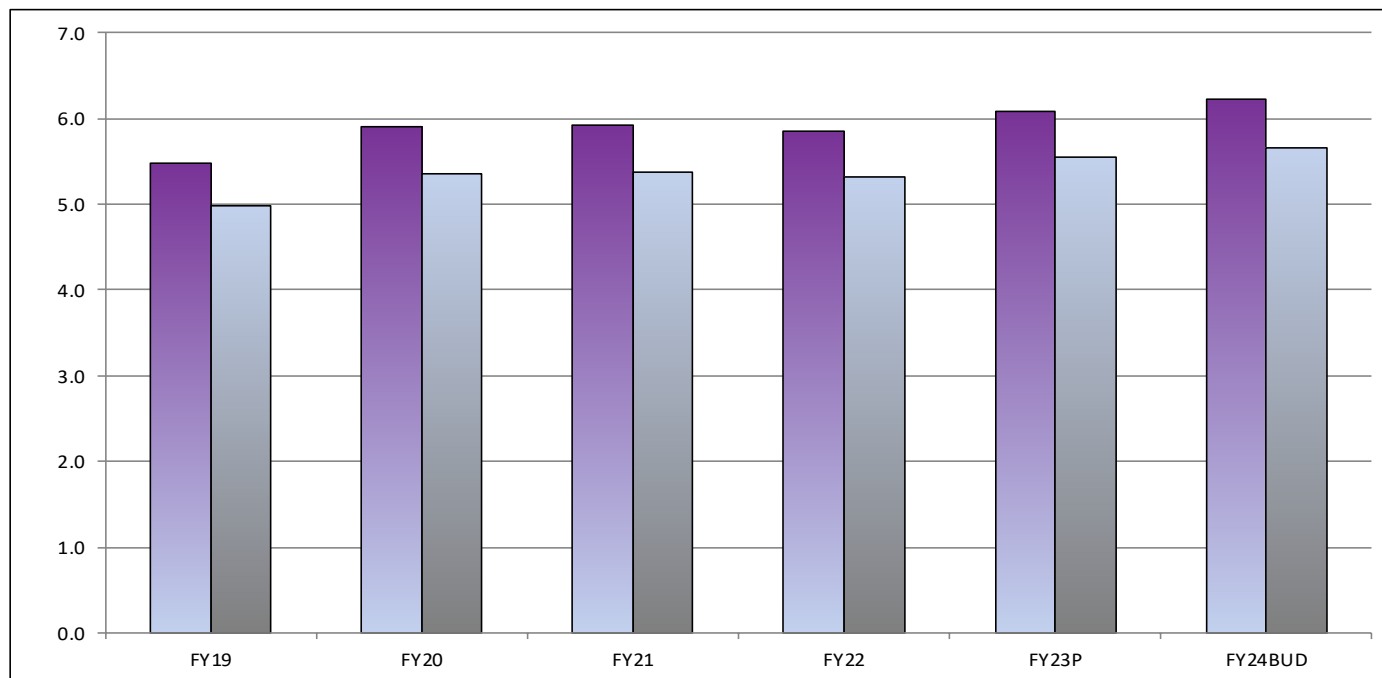
| Year | FY 19 Act | FY 20 Act | FY 21 Act | FY 22 Act | FY 23 Proj | FY 24 Bud |
|--------|-----------|-----------|-----------|-----------|------------|-----------|
| Actual | 2,662 | 2,817 | 2,959 | 3,000 | 3,097 | 3,169 |
| Growth | 1.1% | 5.8% | 5.0% | 1.4% | 3.2% | 2.3% |



FY 2024 Budget Presentation

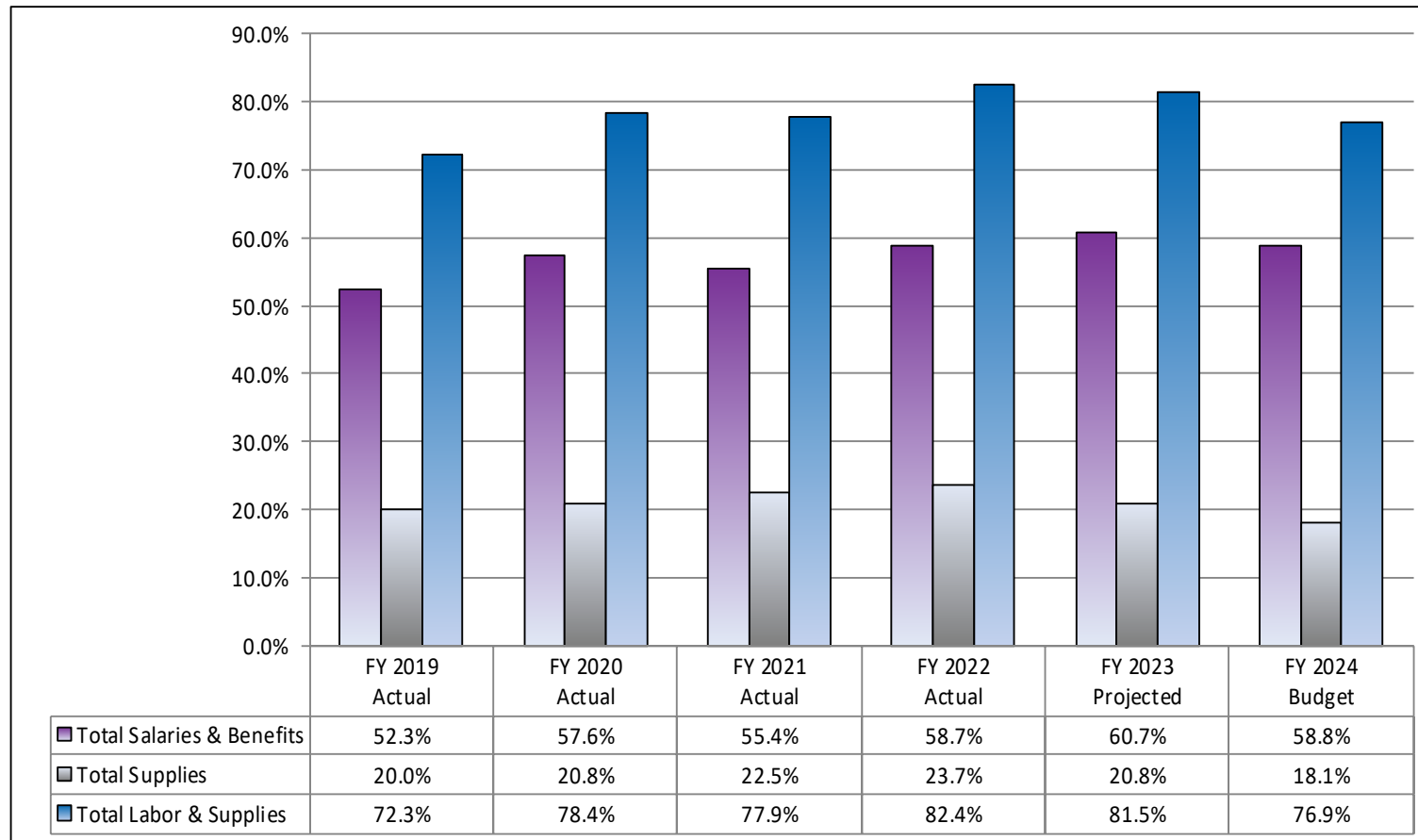
System FTEs Per Adjusted Occupied Bed

| Year | FY 19 Act | FY 20 Act | FY 21 Act | FY 22 Act | FY 23 Proj | FY 24 Bud |
|-------------------|-----------|-----------|-----------|-----------|------------|-----------|
| Paid | 5.5 | 5.9 | 5.9 | 5.9 | 6.1 | 6.2 |
| Productive | 5.0 | 5.4 | 5.4 | 5.3 | 5.5 | 5.7 |



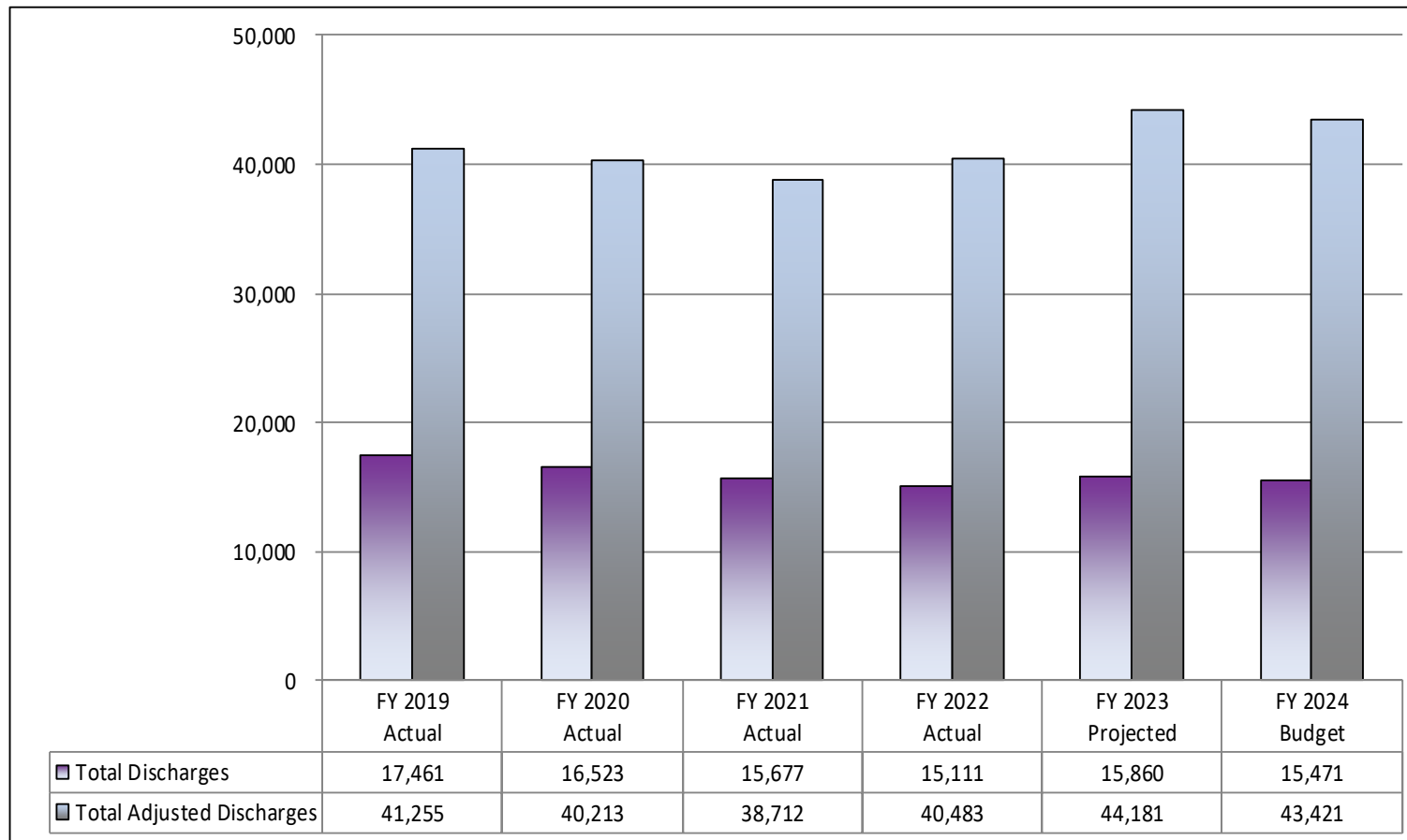
FY 2024 Budget Presentation

Labor & Supplies as % of Net Revenue



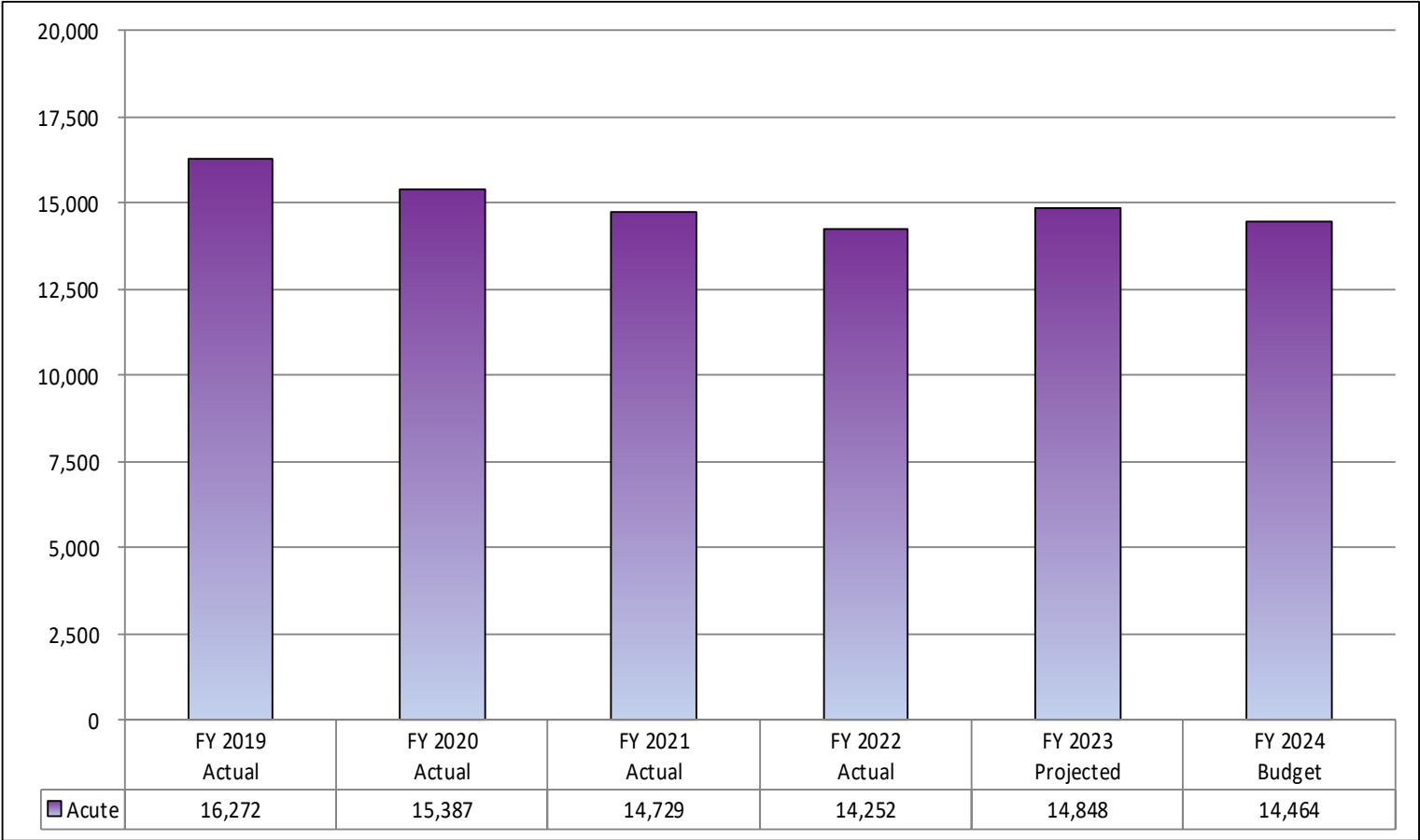
FY 2024 Budget Presentation

Discharges & Adjusted Discharges



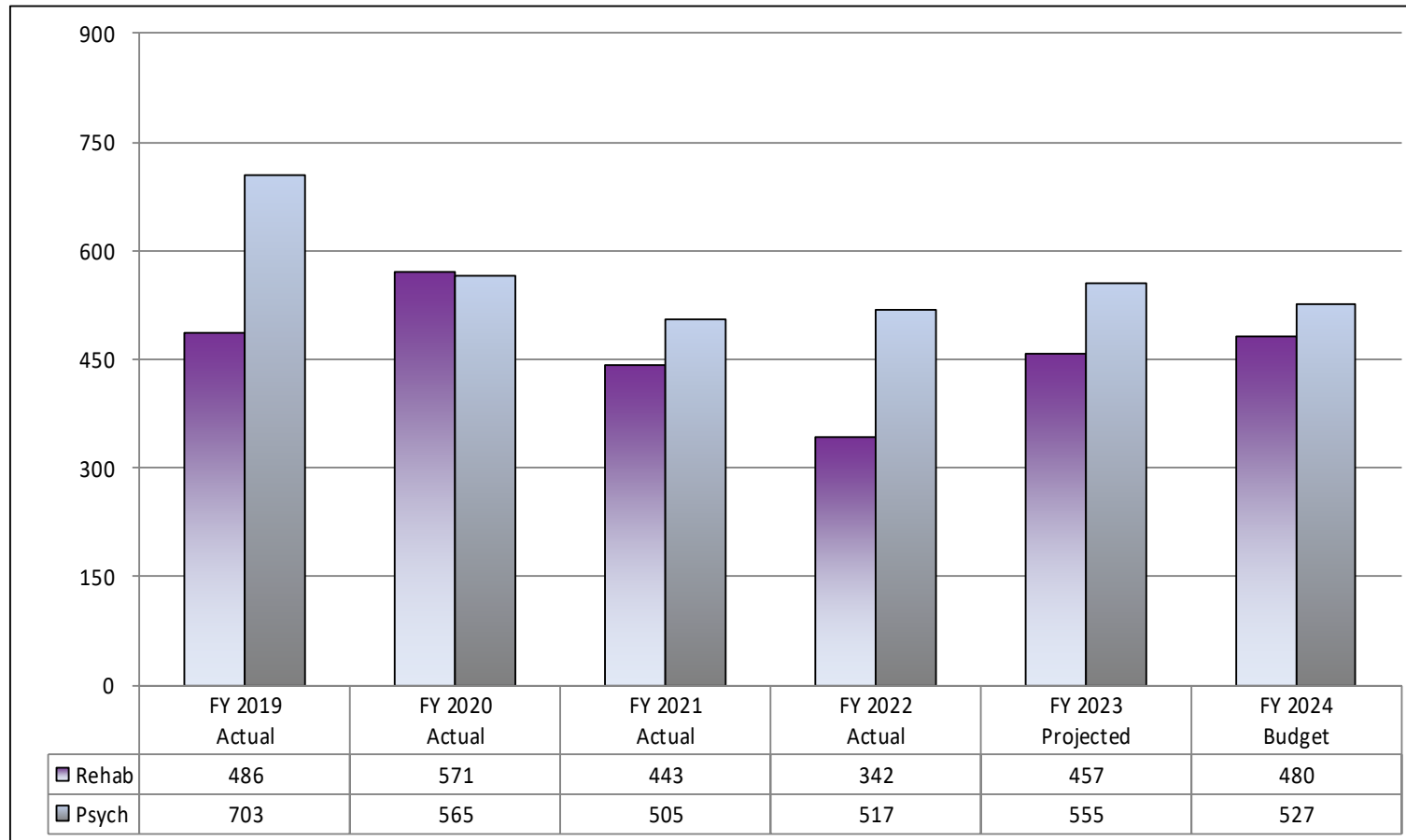
FY 2024 Budget Presentation

Acute Discharges (includes NICU)

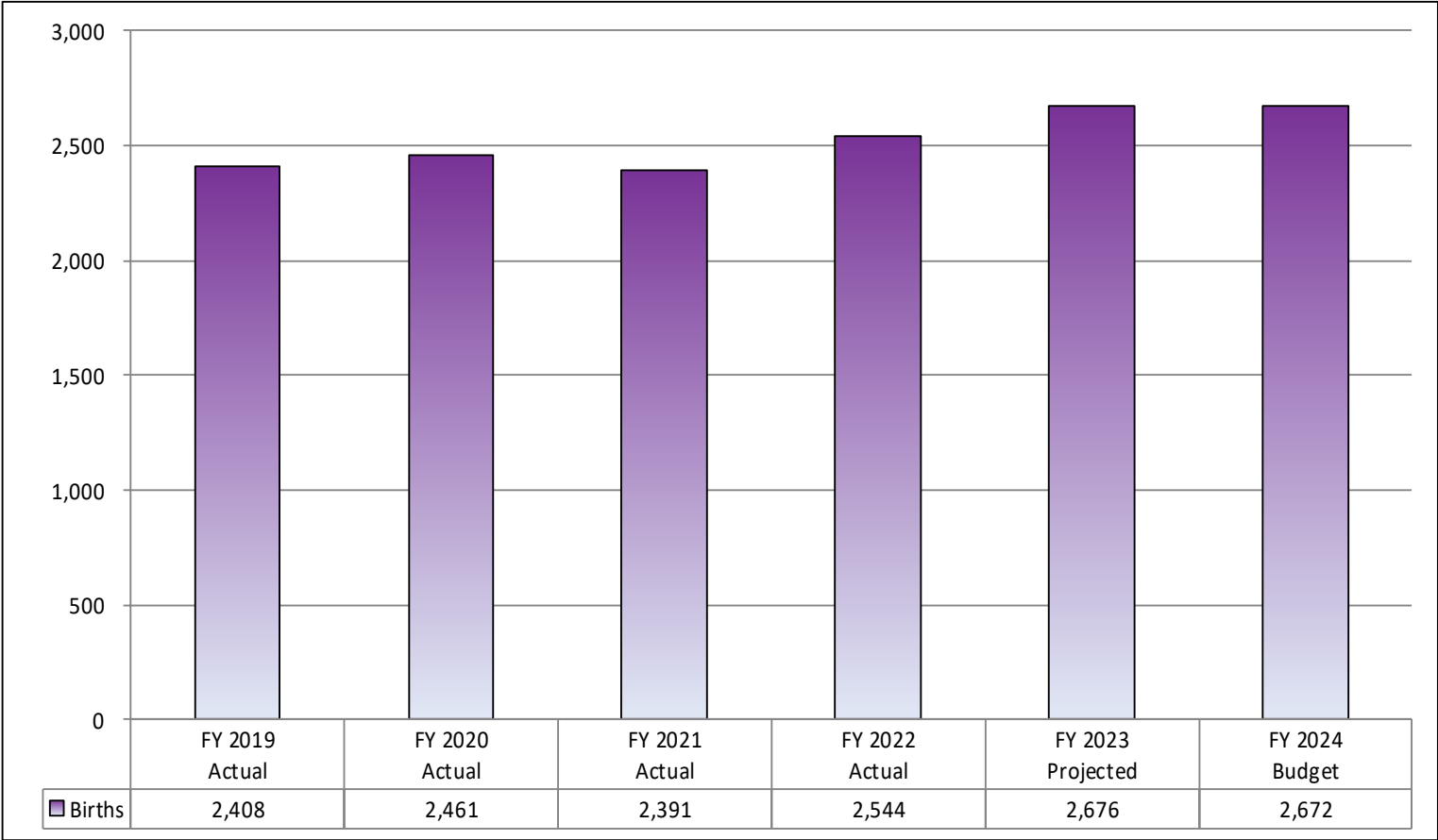


FY 2024 Budget Presentation

Sub Acute Discharges by Type

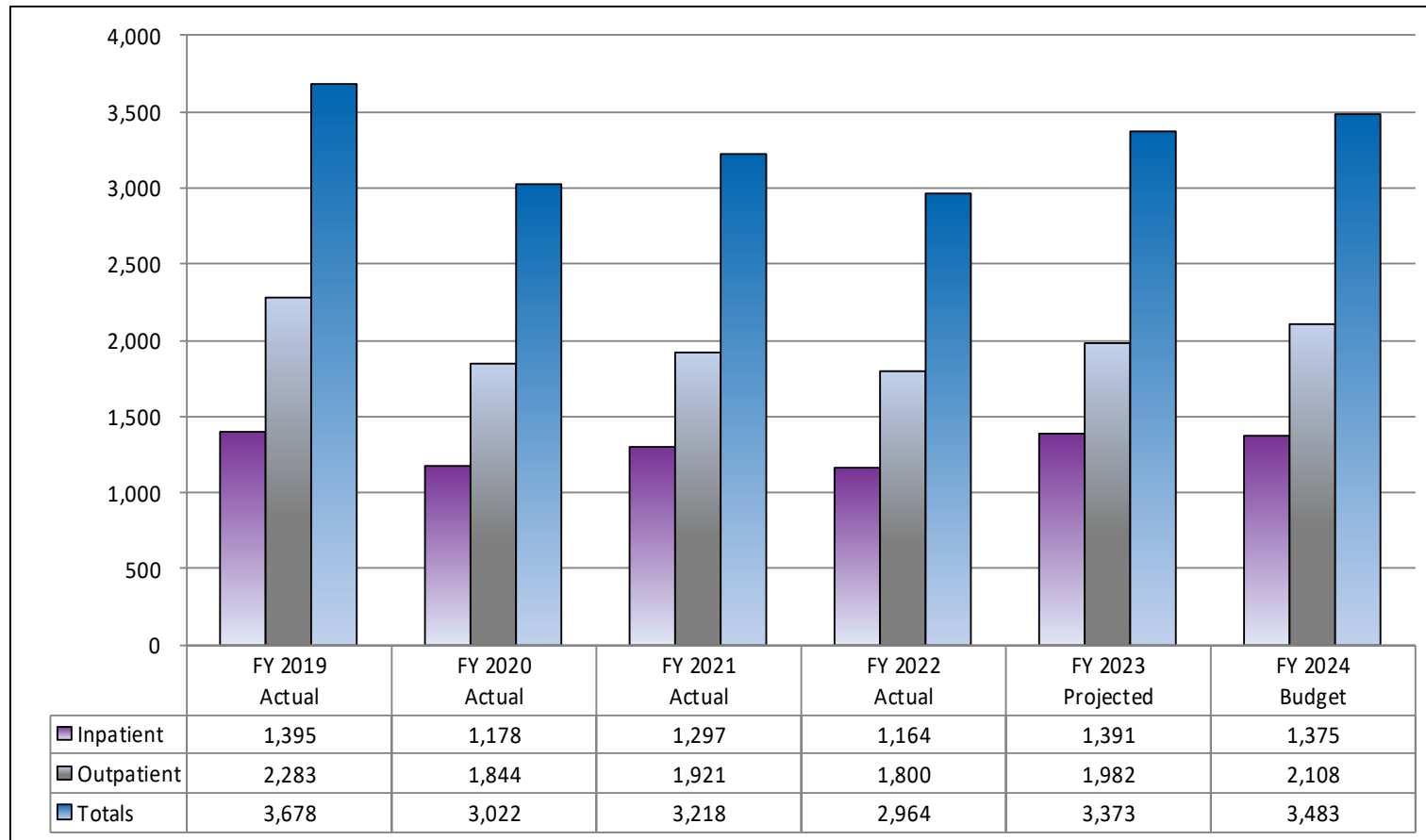


FY 2024 Budget Presentation Deliveries



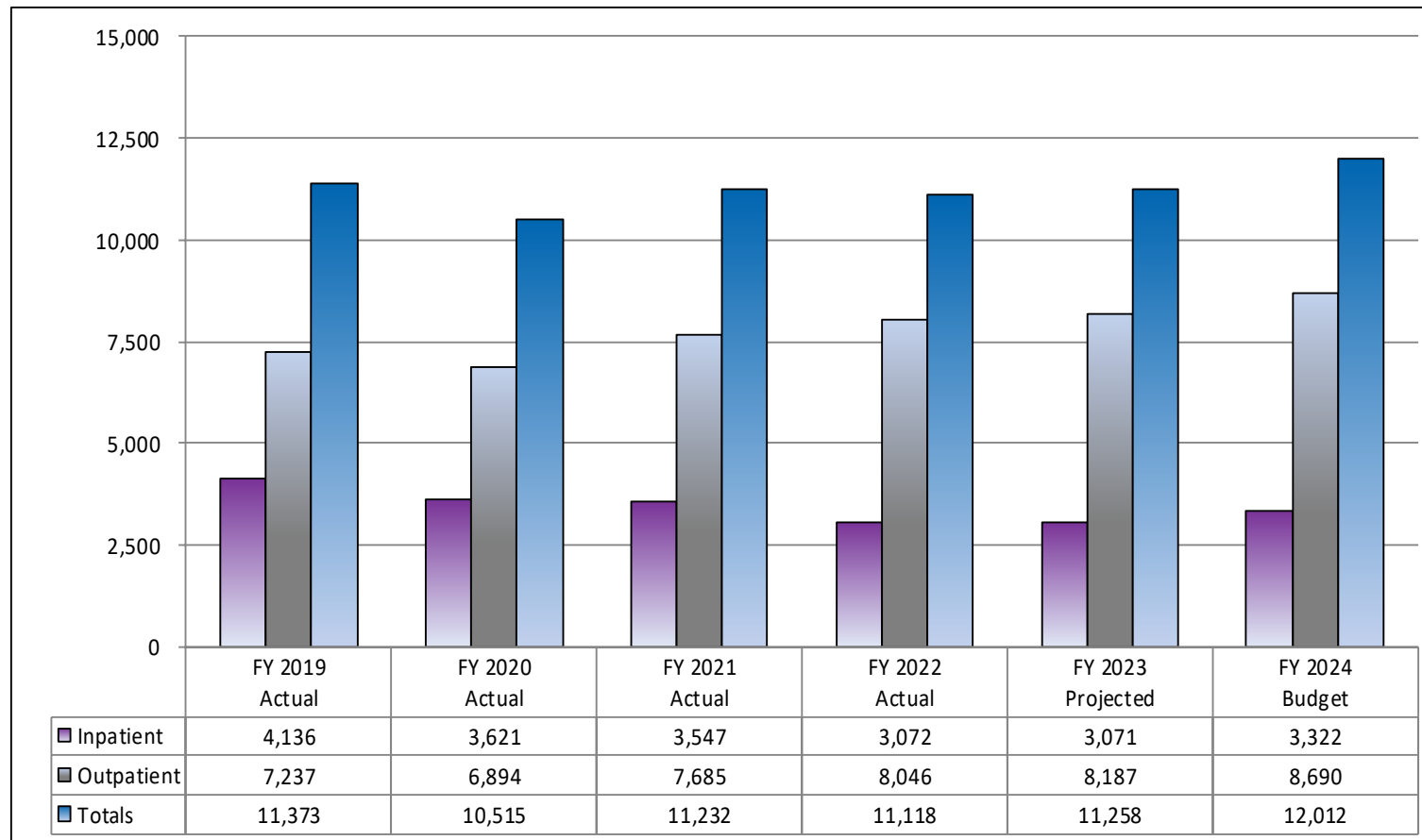
FY 2024 Budget Presentation

Cath Lab Cases



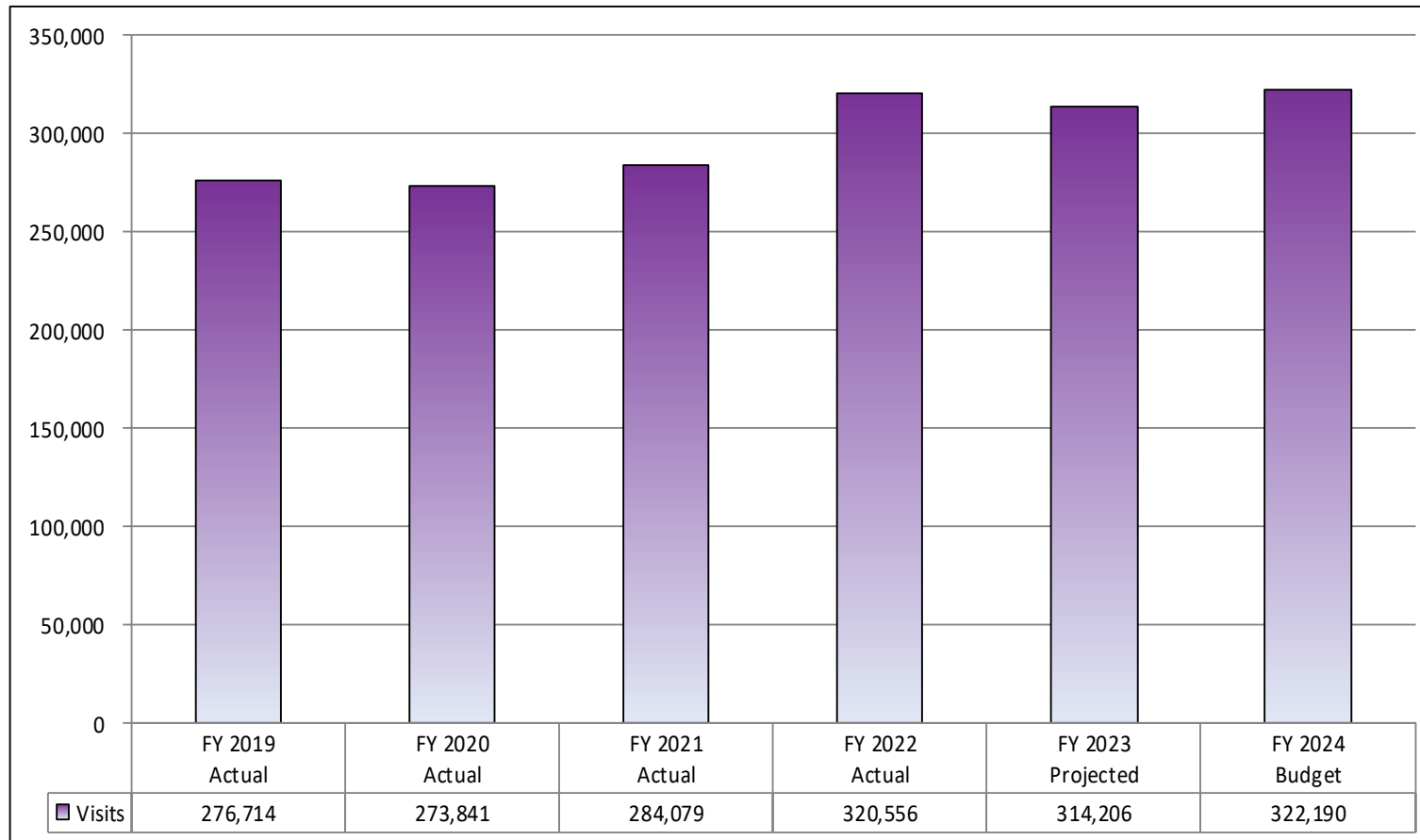
FY 2024 Budget Presentation

Surgical Cases (excludes FBC Surgeries)



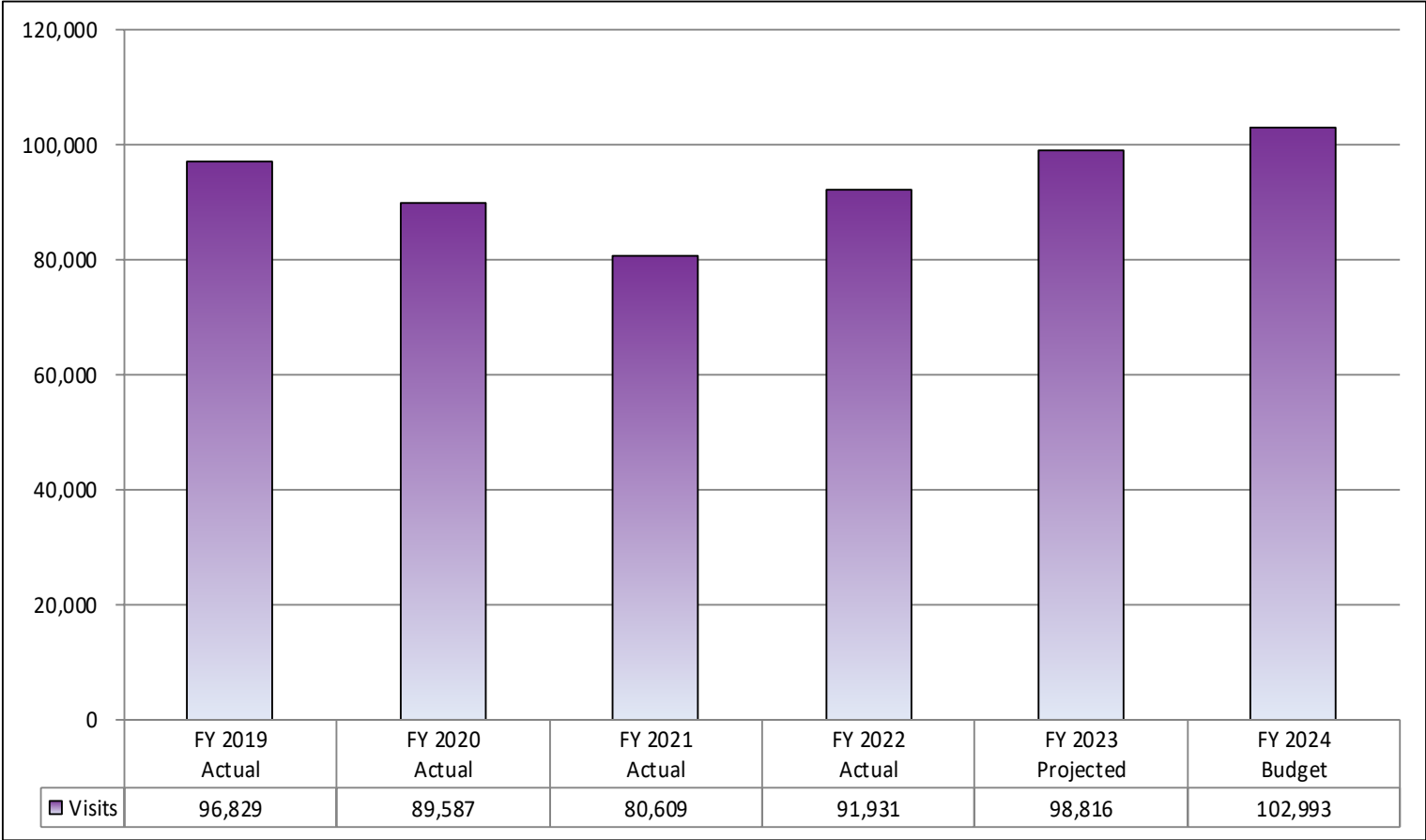
FY 2024 Budget Presentation

Hospital Outpatient Registrations



FY 2024 Budget Presentation

Emergency Department Visits *

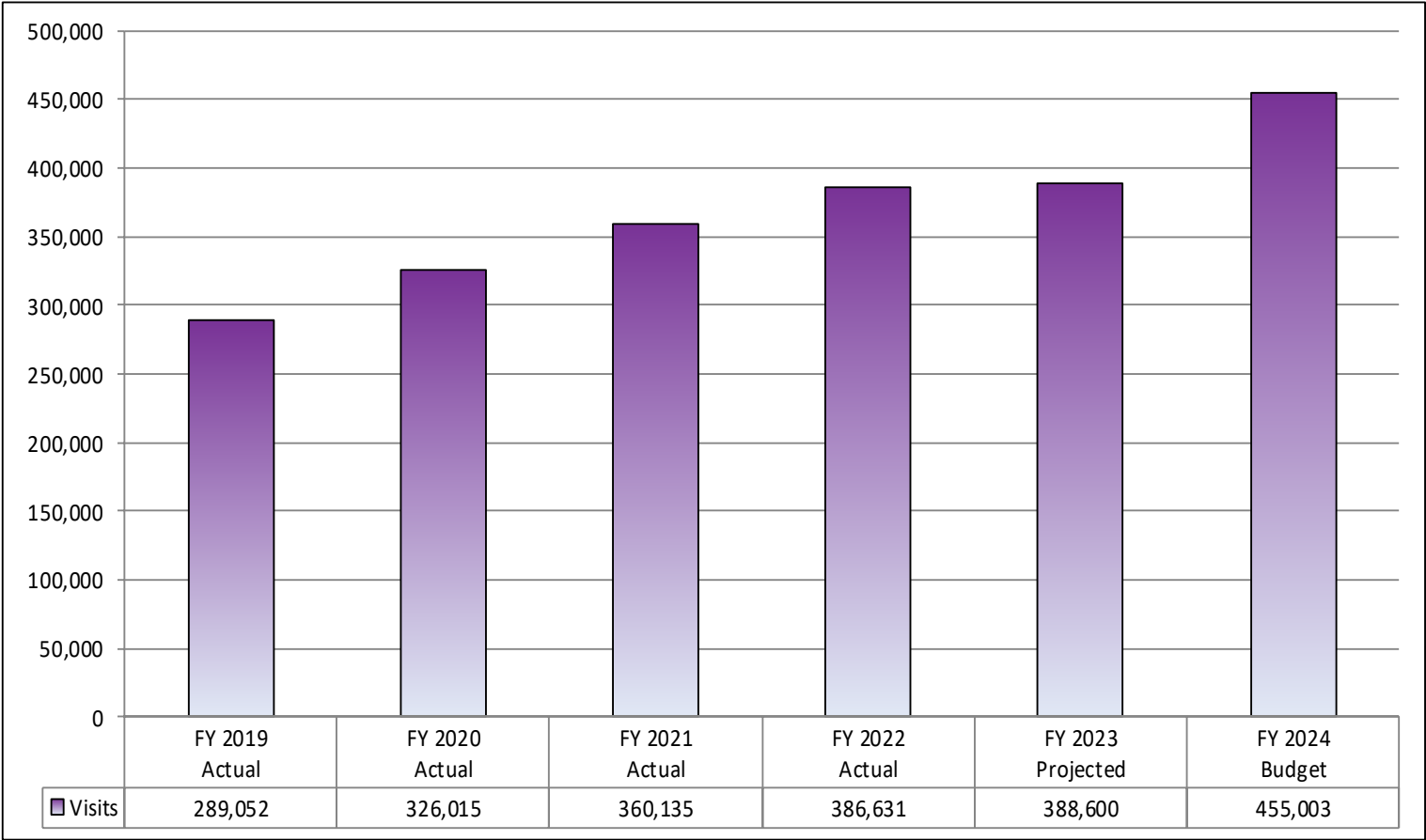


* Emergency Department Visits (including ED Admissions)



FY 2024 Budget Presentation

Clinic Visits *



* Clinic Visits exclude Hospitalists, Intensivists, Behavioral Med, Physical Med & Rehab, Wound Care, Radiologists, & ED Physicians



Norman Regional Health System FY 2025 Budget Presentation



FY 2025 Budget Highlights

▪ Volumes

- Inpatient discharges budgeted to grow 1.2%, or 190 cases more than FY 2024 projection
- Hospital outpatient visits (including ED visits) budgeted to increase 3.7%, or 11,778 visits from FY 2024 projection
- Clinic visits (including Telehealth visits) budgeted to increase 11.6%, or 50,477 visits from FY 2024 projection (based on adding new primary care locations and providers in specialty clinics)

▪ Net Revenue

- **Net Patient Revenue budget of \$604.8 million is 7.7% (\$43.5 million) more than FY 2024 projection**
 - \$ 24.6 million in collections (based on new SHOPP program payments and improved denials recoveries)
 - \$ 18.9 million in clinic volumes, including new locations and providers, and a price increase
- **Other Operating Revenue budget of \$8.7 million is 9.4% (\$0.9 million) less than FY 2024 projection**
 - (\$ 0.9) million for closure of cafeteria during construction



FY 2025 Budget Highlights

- **Total Expense budget of \$639.6 million is 4.7% (\$28.5 million) more than FY 2024 projection**
 - \$ 25.5 million in depreciation, capital lease amortization, interest, & utilities (related to opening new facilities)
 - \$ 6.9 million in salaries & benefits for merit increases and increased volumes
 - \$ 3.2 million in pharmaceuticals for increased volume in the Outpatient Infusion Center
 - \$ 2.7 million in patient supplies for increased surgical volumes and price inflation
 - (\$10.0) million in lower benefits costs from retirement plan and employee prescription changes
- **Operating Profitability**
 - Operating Income budgeted at -\$26.0 million (\$14.1 million improvement from FY 2024 projection)
 - Excess of Revenues over Expenses budgeted at -\$18.4 million (-3.0% overall profit margin)



FY 2025 Operating Budget

Norman Regional Health System

| | | FY 2024 | FY 2025 | Variance % |
|--------------------------------|--------------------------------------|-------------------------|-------------------------|---------------------------|
| | | <u>Projected</u> | <u>Budget</u> | <u>Incr/(Decr)</u> |
| OPERATING REVENUE | | | | |
| (1) | Inpatient Revenue | \$ 937,764,987 | \$ 931,462,206 | -0.7% |
| (2) | Outpatient Revenue | 1,407,184,705 | 1,459,489,162 | 3.7% |
| (3) | DME Revenue | 7,600,730 | 8,400,000 | 10.5% |
| (4) | ED Physician Revenue | 31,308,111 | 32,470,769 | 3.7% |
| (5) | Physician Income | <u>250,927,557</u> | <u>268,299,320</u> | 6.9% |
| (6) | TOTAL PATIENT REVENUE | \$ 2,634,786,090 | \$ 2,700,121,457 | 2.5% |
| DEDUCTIONS FROM REVENUE | | | | |
| (7) | Charity Deductions | 7,509,652 | 7,273,224 | -3.1% |
| (8) | Bad Debt Expense | 82,538,000 | 86,092,358 | 4.3% |
| (9) | Government & Other Deductions | <u>1,983,371,804</u> | <u>2,001,914,147</u> | 0.9% |
| (10) | TOTAL DEDUCTIONS FROM REVENUE | \$ <u>2,073,419,456</u> | \$ <u>2,095,279,728</u> | 1.1% |
| (11) | NET PATIENT REVENUE | 561,366,634 | 604,841,729 | 7.7% |
| (12) | OTHER OPERATING REVENUE | <u>9,618,983</u> | <u>8,712,003</u> | -9.4% |
| (13) | NET REVENUE | \$ 570,985,617 | \$ 613,553,732 | 7.5% |
| EXPENSES | | | | |
| (14) | Salaries | 309,366,204 | 315,706,704 | 2.0% |
| (15) | Benefits | 47,730,507 | 37,718,659 | -21.0% |
| (16) | Supplies (excluding pharmaceuticals) | 77,335,972 | 80,014,985 | 3.5% |
| (17) | Pharmaceutical Supplies | 22,712,207 | 25,819,623 | 13.7% |
| (18) | Professional Fees | 1,805,173 | 1,684,335 | -6.7% |
| (19) | Physician Fees | 10,942,493 | 10,650,989 | -2.7% |
| (20) | Purchased Services | 23,276,240 | 22,599,685 | -2.9% |



FY 2025 Operating Budget

Norman Regional Health System

| | | FY 2024 | FY 2025 | Variance % |
|------|---------------------------------------|-------------------------------|-------------------------------|---------------------------|
| | | <u>Projected</u> | <u>Budget</u> | <u>Incr/(Decr)</u> |
| (21) | Leases | 3,635,037 | 3,605,123 | -0.8% |
| (22) | Utilities | 5,808,233 | 6,044,453 | 4.1% |
| (23) | Insurance | 6,217,357 | 6,526,850 | 5.0% |
| (24) | Computer Support | 11,802,051 | 13,092,009 | 10.9% |
| (25) | Service Contracts & Equipment Repairs | 6,400,237 | 5,235,700 | -18.2% |
| (26) | Billing & Collections | 8,457,684 | 10,297,984 | 21.8% |
| (27) | SHOPP | 17,555,023 | 18,959,832 | 8.0% |
| (28) | Miscellaneous Expenses | 13,180,851 | 12,696,213 | -3.7% |
| (29) | TOTAL OPERATING EXPENSES | <u>\$ 566,225,269</u> | <u>\$ 570,653,143</u> | 0.8% |
| (30) | EBIDA INCOME | <u>\$ 4,760,348</u> | <u>\$ 42,900,589</u> | 801.2% |
| (31) | Interest Expense | 15,142,745 | 18,693,818 | 23.5% |
| (32) | Depreciation and Amortization | 29,710,880 | 50,205,982 | 69.0% |
| (33) | TOTAL NONOPERATING EXPENSES | <u>\$ 44,853,625</u> | <u>\$ 68,899,800</u> | 53.6% |
| (34) | TOTAL EXPENSES | <u>\$ 611,078,894</u> | <u>\$ 639,552,943</u> | 4.7% |
| (35) | OPERATING INCOME | <u>\$ (40,093,277)</u> | <u>\$ (25,999,211)</u> | 35.2% |
| (36) | Contributions | 29,237 | 32,340 | 10.6% |
| (37) | Investment Income | 11,592,400 | 7,519,645 | -35.1% |
| (38) | NONOPERATING INCOME | <u>\$ 11,621,637</u> | <u>\$ 7,551,985</u> | -35.0% |
| (39) | NET INCOME | <u><u>\$ (28,471,640)</u></u> | <u><u>\$ (18,447,226)</u></u> | 35.2% |
| (40) | OPERATING MARGIN | -7.0% | -4.2% | |
| (41) | TOTAL MARGIN | -4.9% | -3.0% | |



FY 2025 Budget Volumes

Norman Regional Health System

| | Discharges | | | Patient Days | | | ALOS | | |
|--------------------------|----------------------|-------------------|----------------|----------------------|-------------------|----------------|----------------------|-------------------|----------------|
| | FY 2024 Projected | FY 2025 Budget | % Incr/Decr | FY 2024 Projected | FY 2025 Budget | % Incr/Decr | FY 2024 Projected | FY 2025 Budget | % Incr/Decr |
| Porter Campus | | | | | | | | | |
| (1) BMS | 520 | 0 | -100.0% | 3,191 | 0 | -100.0% | 6.14 | - | -100.0% |
| (2) Rehab | 479 | 0 | -100.0% | 5,220 | 0 | -100.0% | 10.90 | - | -100.0% |
| (3) Acute | 6,698 | 0 | -100.0% | 27,706 | 0 | -100.0% | 4.14 | - | -100.0% |
| (4) Total | 7,697 | 0 | -100.0% | 36,117 | 0 | -100.0% | 4.69 | - | -100.0% |
| HealthPlex Campus | | | | | | | | | |
| (5) Rehab | 0 | 519 | 0.0% | 0 | 5,908 | 0.0% | - | 11.38 | 0.0% |
| (6) Acute | 8,384 | 15,737 | 87.7% | 26,303 | 55,713 | 111.8% | 3.14 | 3.54 | 12.8% |
| (7) NICU | 260 | 275 | 5.8% | 3,633 | 4,414 | 21.5% | 13.97 | 16.05 | 14.9% |
| (8) Total | 8,644 | 16,531 | 91.2% | 29,936 | 66,035 | 120.6% | 3.46 | 3.99 | 15.3% |
| Total System | | | | | | | | | |
| (9) Acute | 15,082 | 15,737 | 4.3% | 54,009 | 55,713 | 3.2% | 3.58 | 3.54 | -1.1% |
| (10) BMS | 520 | 0 | -100.0% | 3,191 | 0 | -100.0% | 6.14 | - | -100.0% |
| (11) Rehab | 479 | 519 | 8.4% | 5,220 | 5,908 | 13.2% | 10.90 | 11.38 | 4.5% |
| (12) NICU | 260 | 275 | 5.8% | 3,633 | 4,414 | 21.5% | 13.97 | 16.05 | 14.9% |
| (13) Total | 16,341 | 16,531 | 1.2% | 66,053 | 66,035 | 0.0% | 4.04 | 3.99 | -1.2% |



FY 2025 Budget Volumes

Norman Regional Health System

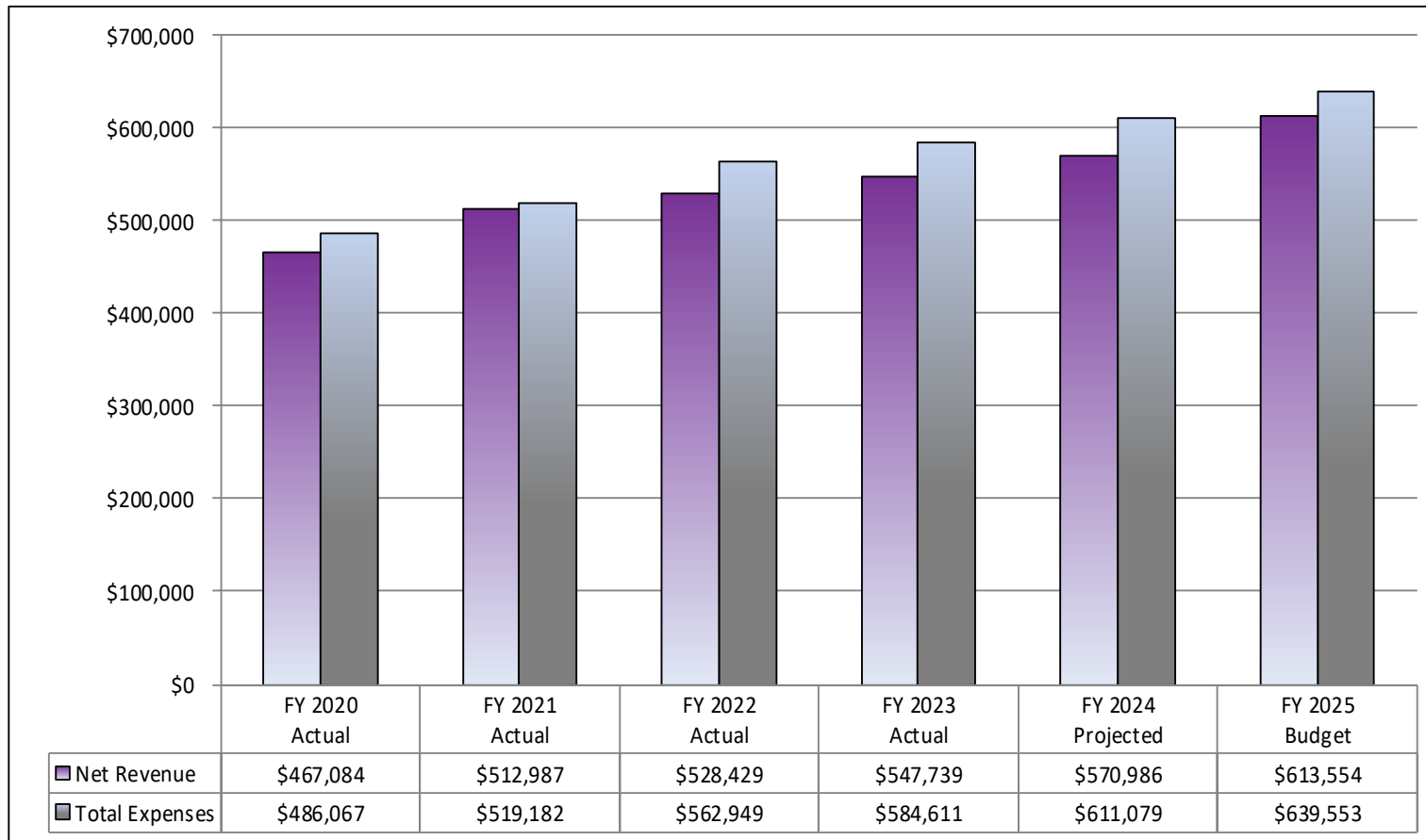
| | FY 2024 Projected | FY 2025 Budget | % Incr/Decr |
|---|----------------------|-------------------|----------------|
| Adjusted Statistics | | | |
| (1) Adjusted Patient Days | 185,585 | 191,422 | 3.1% |
| (2) Adjusted Discharges | 45,912 | 47,920 | 4.4% |
| Deliveries | | | |
| (3) HealthPlex | 2,457 | 2,544 | 3.5% |
| Cath Lab Cases | | | |
| (4) Inpatient | 1,478 | 1,400 | -5.3% |
| (5) Outpatient | 1,955 | 1,860 | -4.9% |
| (6) Total | 3,433 | 3,260 | -5.0% |
| Surgeries (excludes FBC Surgeries) | | | |
| Inpatient | | | |
| (7) NRH | 1,790 | 0 | -100.0% |
| (8) HPX | 1,380 | 1,435 | 4.0% |
| (9) ACC | 0 | 1,740 | 0.0% |
| (10) Total | 3,170 | 3,175 | 0.2% |
| Outpatient | | | |
| (11) NRH | 3,955 | 0 | -100.0% |
| (12) HPX | 4,481 | 4,713 | 5.2% |
| (13) ACC | 0 | 4,244 | 0.0% |
| (14) Total | 8,436 | 8,957 | 6.2% |
| Totals | | | |
| (15) NRH | 5,745 | 0 | -100.0% |
| (16) HPX | 5,861 | 6,148 | 4.9% |
| (17) ACC | 0 | 5,984 | 0.0% |
| (18) Total | 11,606 | 12,132 | 4.5% |
| ASC/Endoscopy Cases | | | |
| (19) Ortho Central ASC | 2,355 | 2,452 | 4.1% |
| (20) GI Endoscopy | 4,219 | 4,911 | 16.4% |
| (21) Total | 6,574 | 7,363 | 12.0% |

| | FY 2024 Projected | FY 2025 Budget | % Incr/Decr |
|--|----------------------|-------------------|----------------|
| OP Hospital Registrations (includes outpatient ED visits) | | | |
| (22) NRH | 121,353 | 7,200 | -94.1% |
| (23) HPX | 96,521 | 117,281 | 21.5% |
| (24) ACC | 0 | 103,942 | 0.0% |
| (25) NRM | 62,203 | 61,800 | -0.6% |
| (26) NRN | 36,493 | 38,125 | 4.5% |
| (27) Total | 316,570 | 328,348 | 3.7% |
| Emergency Department Visits (includes ED admissions) | | | |
| (28) NRH | 31,691 | 0 | -100.0% |
| (29) HPX | 27,775 | 60,000 | 116.0% |
| (30) NRM | 20,567 | 20,000 | -2.8% |
| (31) NRN | 19,774 | 20,000 | 1.1% |
| (32) Total | 99,807 | 100,000 | 0.2% |
| (33) OB ED | 3,719 | 3,822 | 2.8% |
| (34) Total w/ OB ED | 103,526 | 103,822 | 0.3% |
| EMSStat Registrations | | | |
| (35) EMSStat Registrations | 21,959 | 22,509 | 2.5% |
| ED Provider Visits | | | |
| (36) ED Provider Visits | 89,869 | 95,000 | 5.7% |
| Clinic Visits (includes Telehealth) | | | |
| (37) Primary Care | 148,786 | 180,596 | 21.4% |
| (38) Specialty (excluding below) | 89,752 | 94,417 | 5.2% |
| (39) Ortho Central (Clinic & PT) | 74,525 | 84,586 | 13.5% |
| (40) Heart & Vascular | 40,963 | 41,422 | 1.1% |
| (41) Surgery | 36,827 | 36,140 | -1.9% |
| (42) Physical Therapy | 27,492 | 30,350 | 10.4% |
| (43) GI of Norman (East & West) | 16,649 | 17,960 | 7.9% |
| (44) Oncology | 0 | 0 | 0.0% |
| (45) Total Clinic Visits | 434,994 | 485,471 | 11.6% |



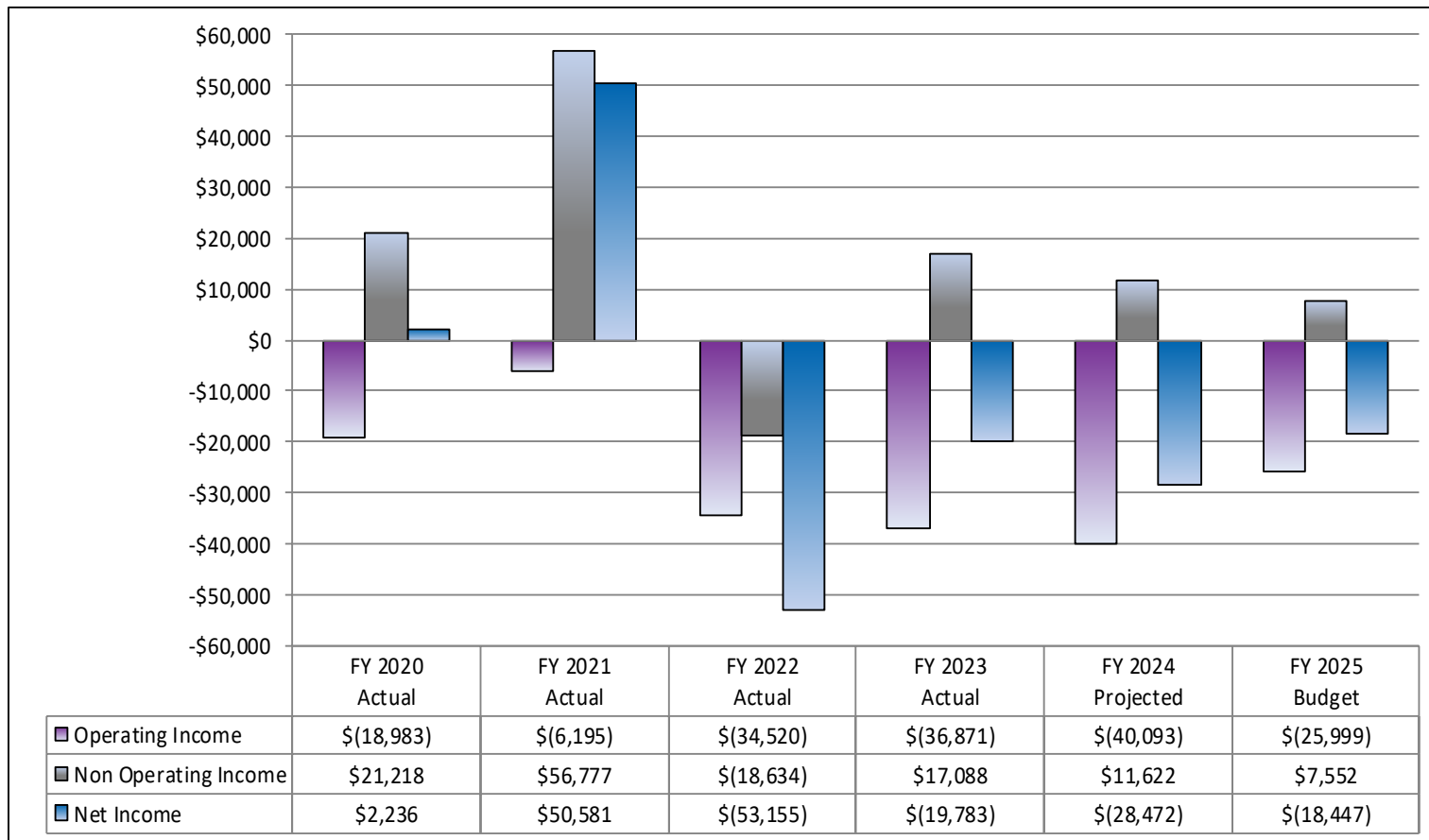
FY 2025 Budget Presentation

Net Revenue and Expense (\$ in 000's)



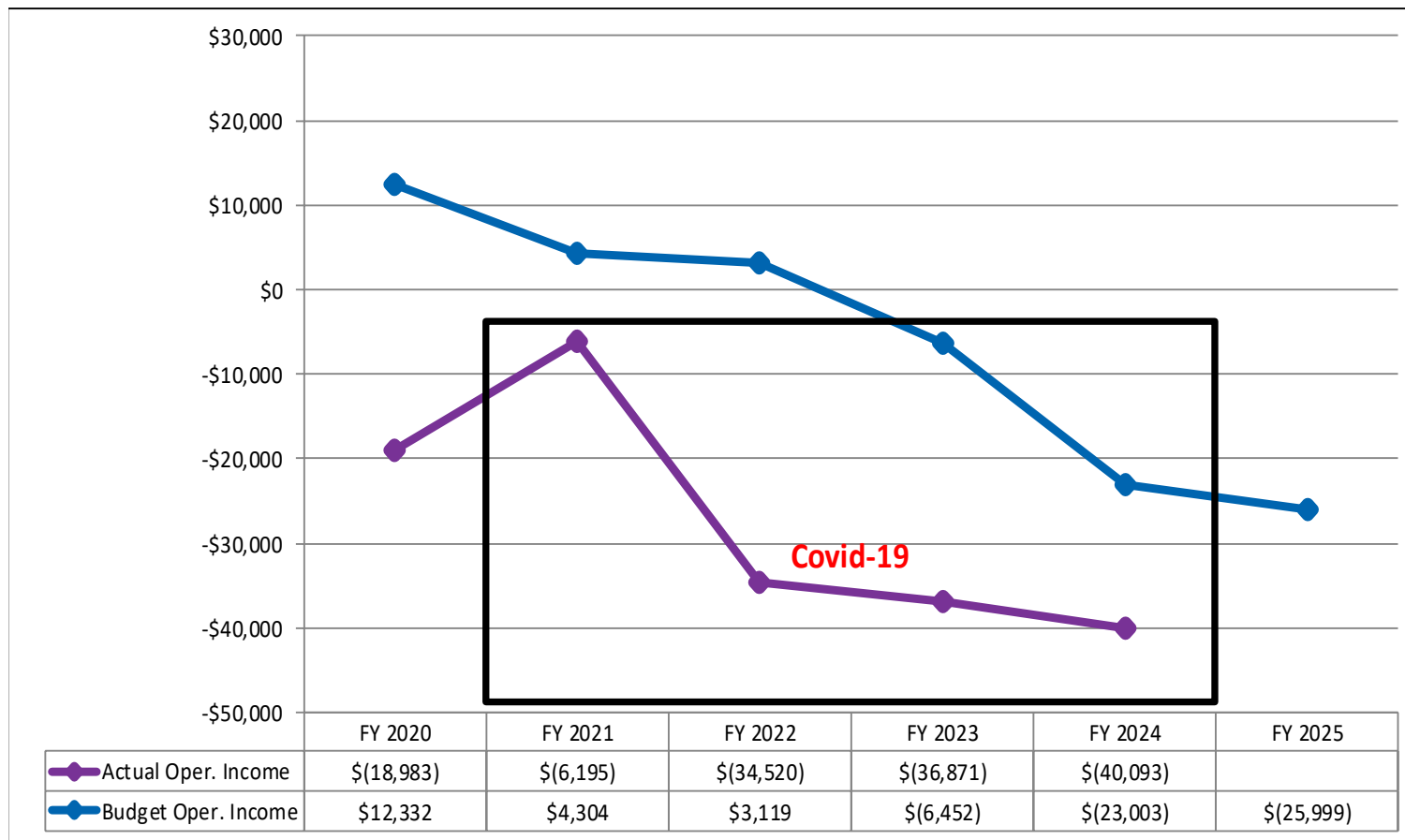
FY 2025 Budget Presentation

Income (\$ in 000's)



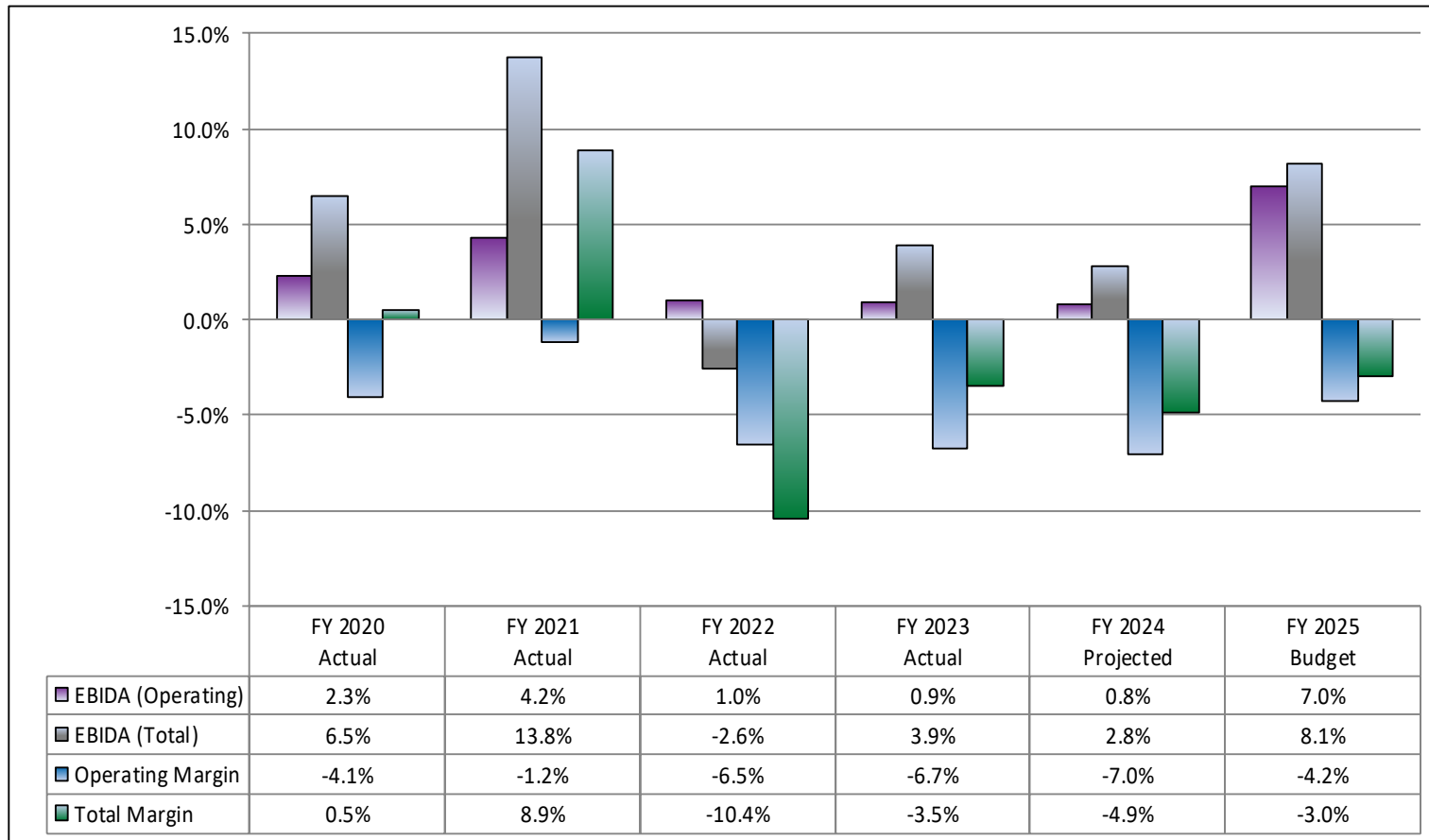
FY 2025 Budget Presentation

Actual v. Budget Income (\$ in 000's)



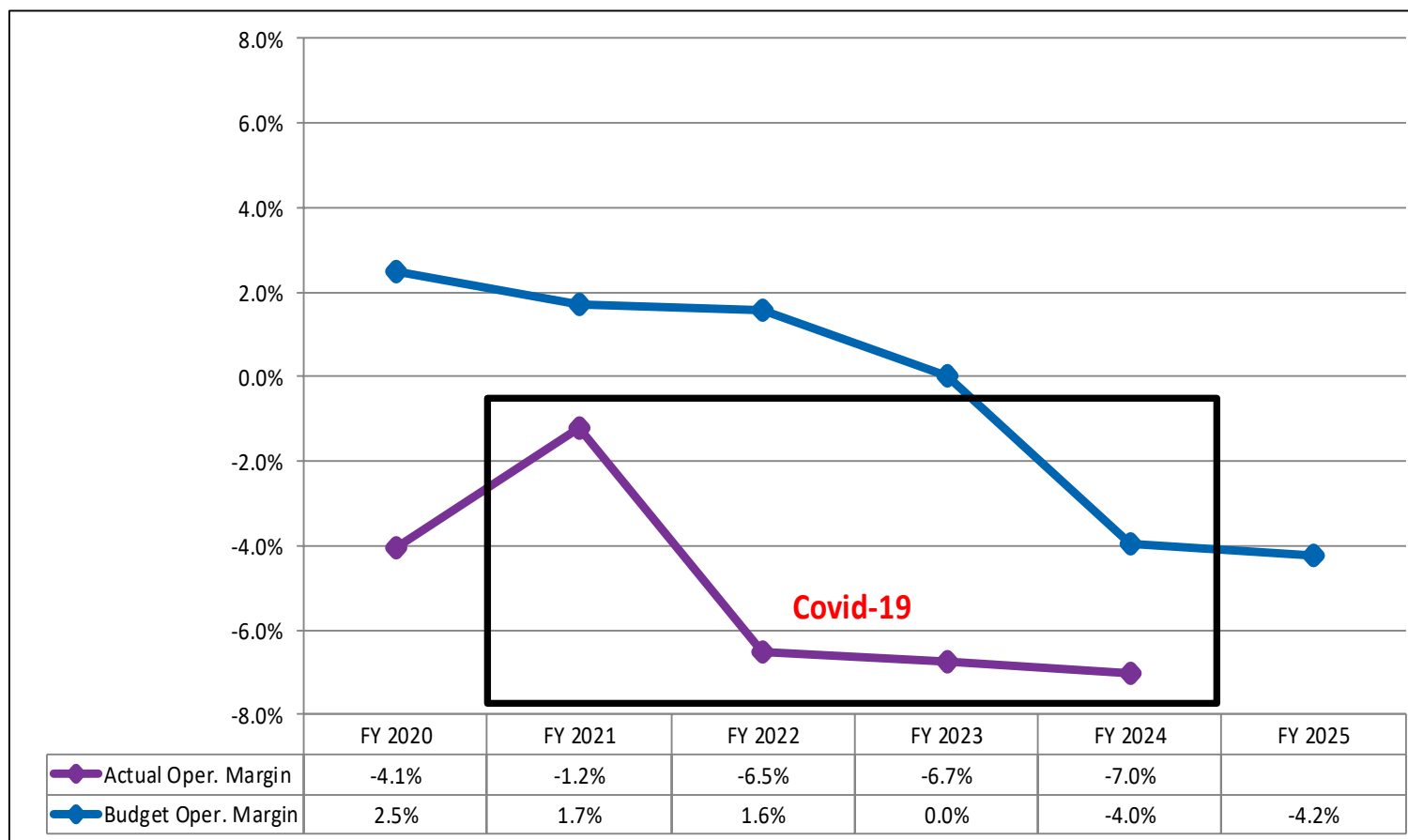
FY 2025 Budget Presentation

Profit Margins



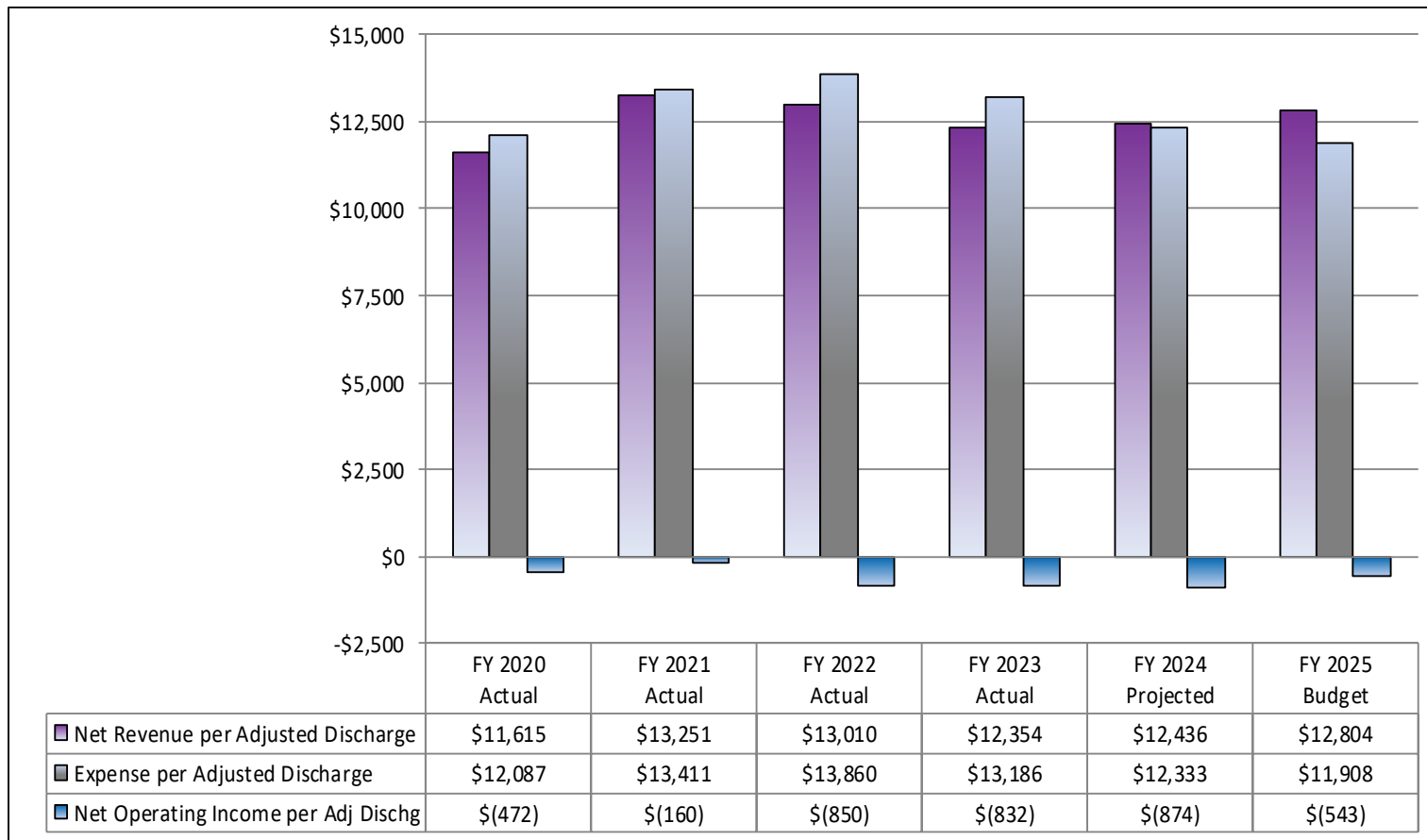
FY 2025 Budget Presentation

Actual v. Budget Profit Margins



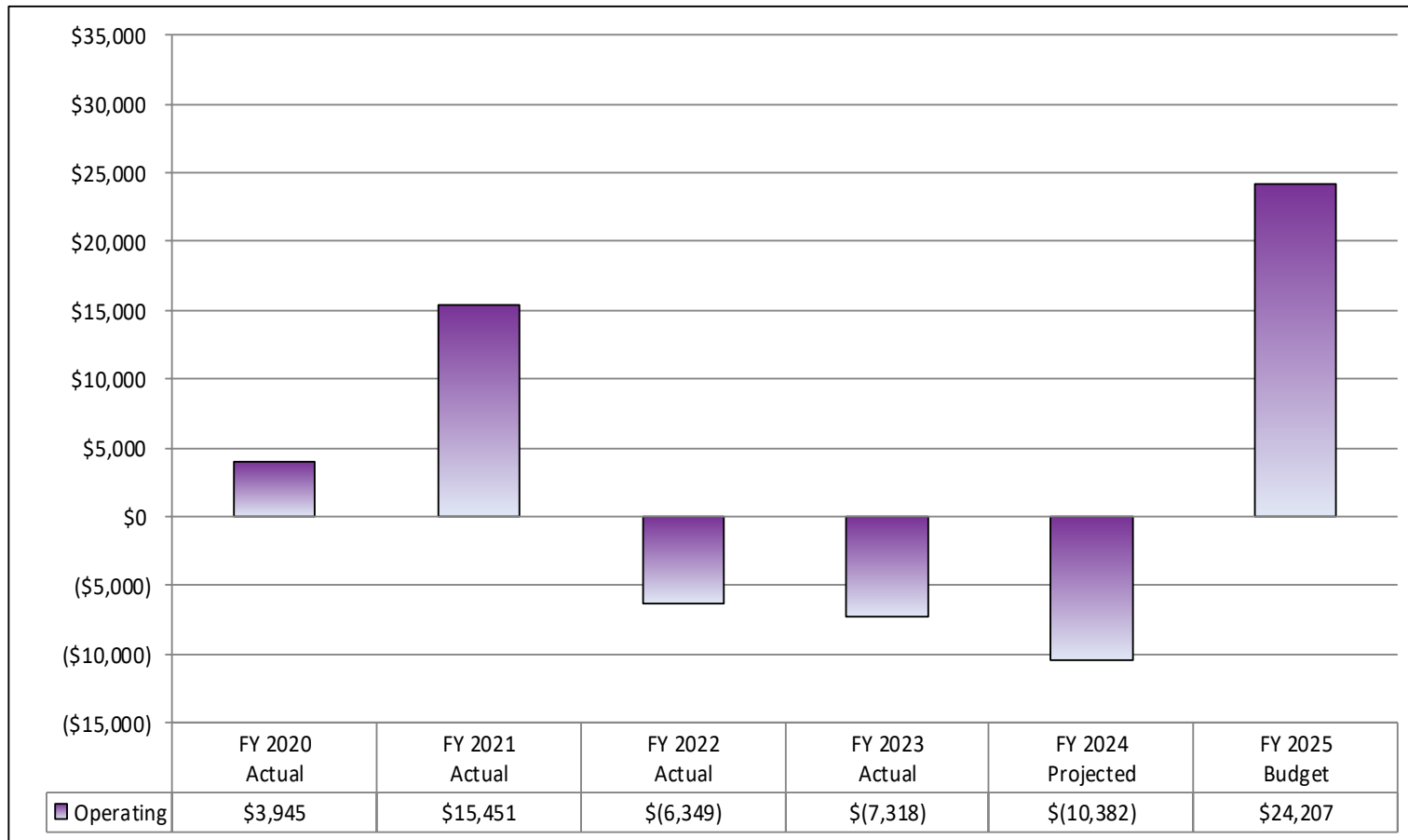
FY 2025 Budget Presentation

Operating Income per Adjusted Discharge



FY 2025 Budget Presentation

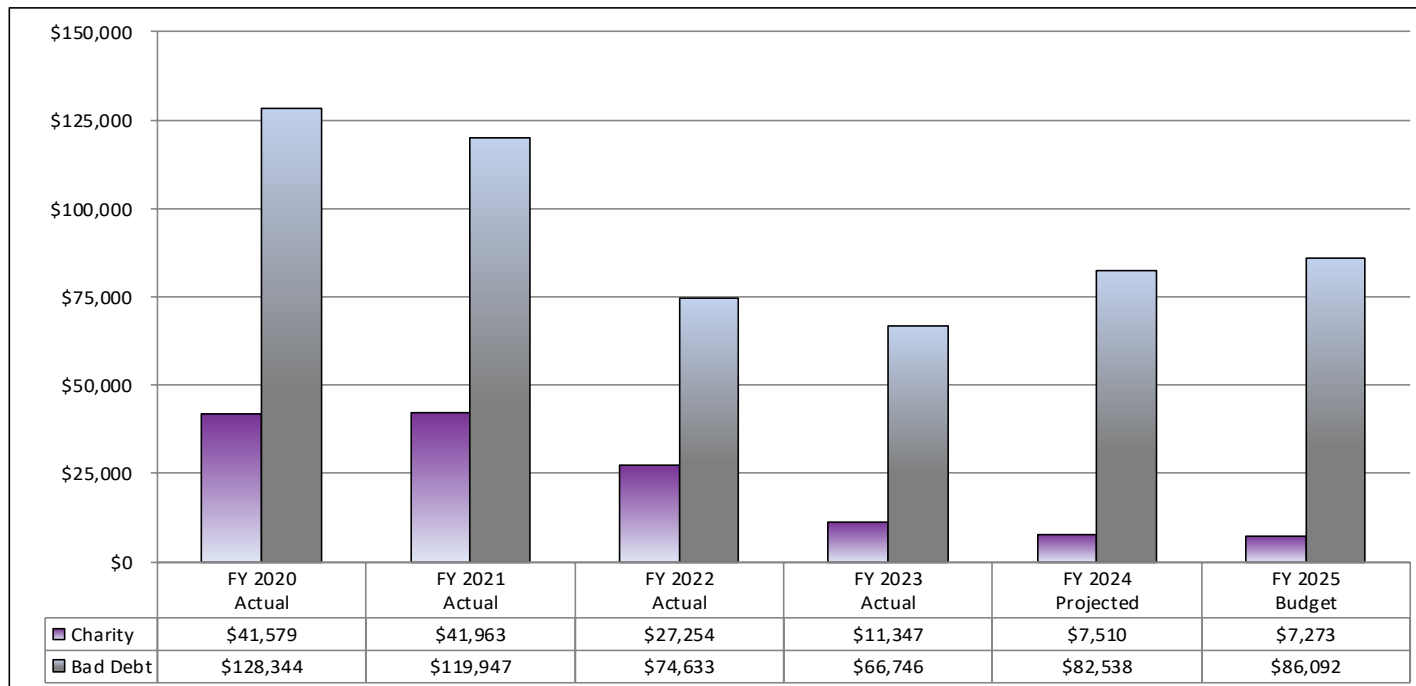
Operating Cash Flow (\$ in 000's)



FY 2025 Budget Presentation

Charity & Bad Debt Expense (\$ in 000's)

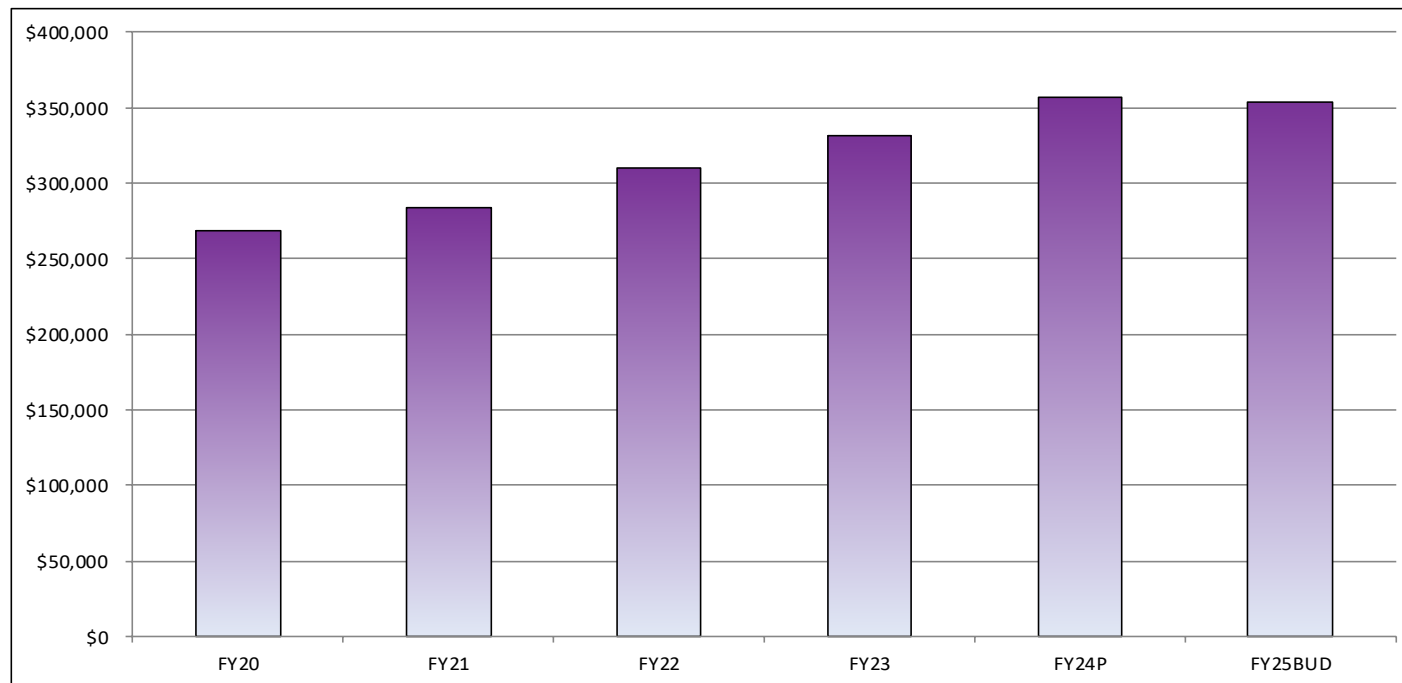
| Year | FY 20 Act | FY 21 Act | FY 22 Act | FY 23 Act | FY 24 Proj | FY 25 Bud |
|--------------------------|-----------|-----------|-----------|-----------|------------|-----------|
| Actual | \$169,923 | \$161,910 | \$101,887 | \$78,094 | \$90,048 | \$93,366 |
| % of Hospital Rev | 8.5% | 7.4% | 4.4% | 3.3% | 3.8% | 3.9% |



FY 2025 Budget Presentation

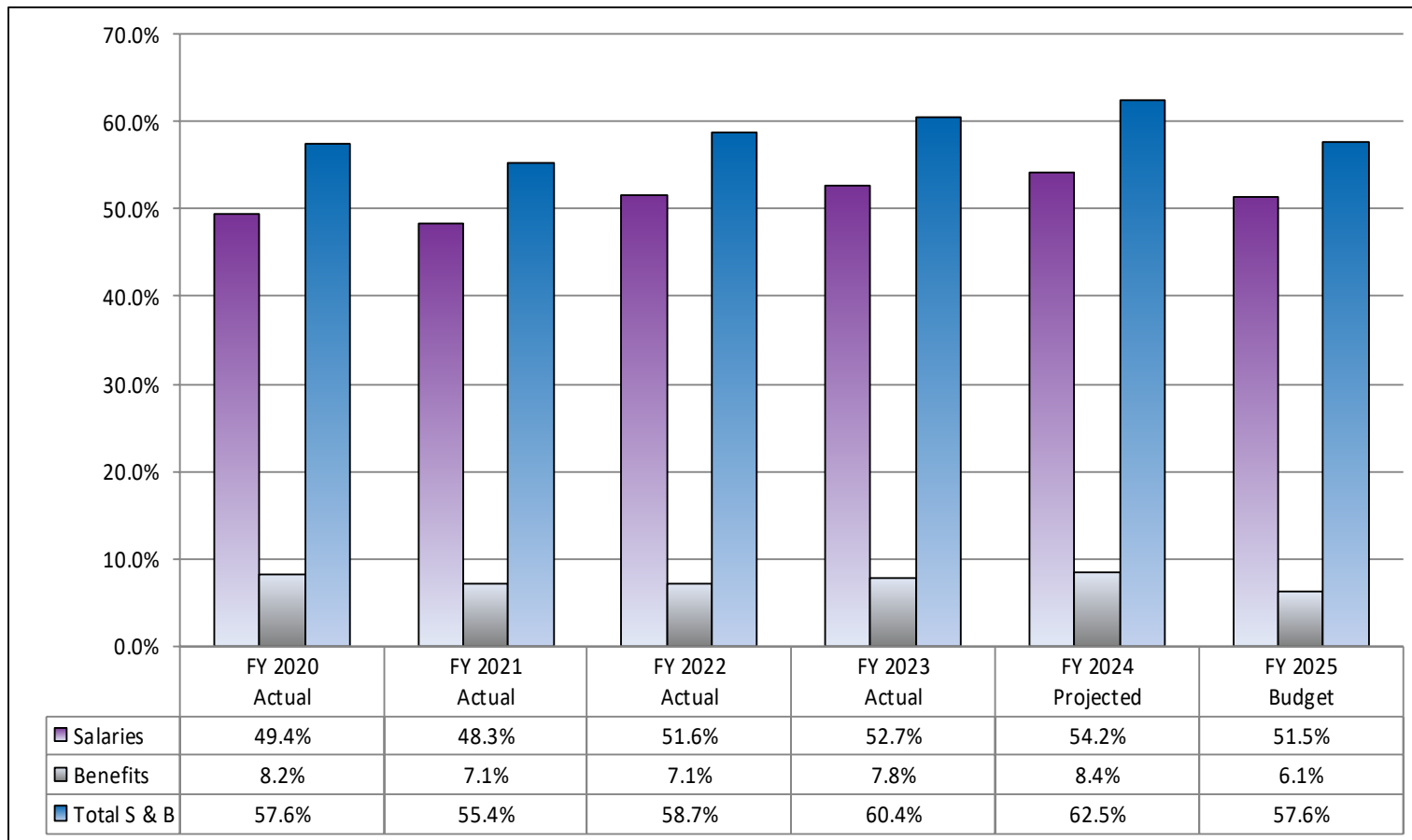
Salaries and Benefits Expense (\$ in 000's)

| Year | FY 20 Act | FY 21 Act | FY 22 Act | FY 23 Act | FY 24 Proj | FY 25 Bud |
|--------|-----------|-----------|-----------|-----------|------------|-----------|
| Actual | \$268,846 | \$284,210 | \$310,261 | \$331,067 | \$357,097 | \$353,425 |
| Growth | 6.3% | 5.7% | 9.2% | 6.7% | 7.9% | -1.0% |



FY 2025 Budget Presentation

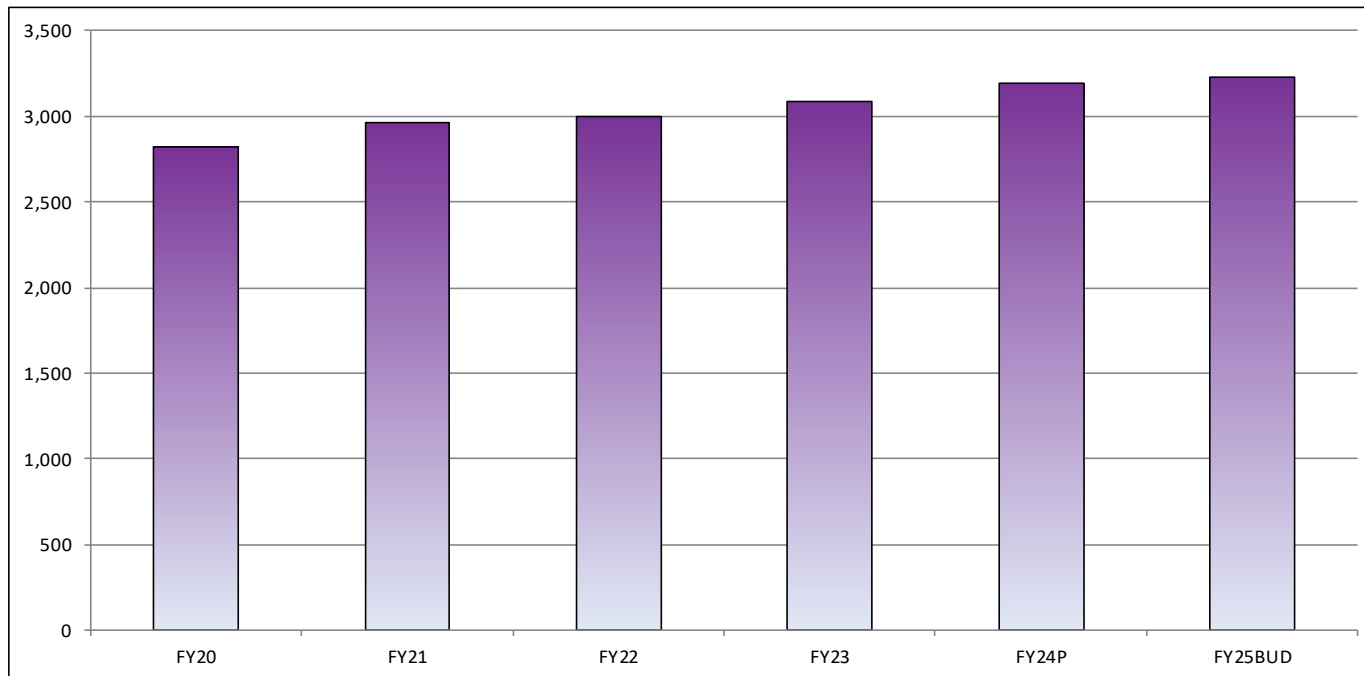
Salaries & Benefits as % of Net Revenue



FY 2025 Budget Presentation

System Paid FTEs

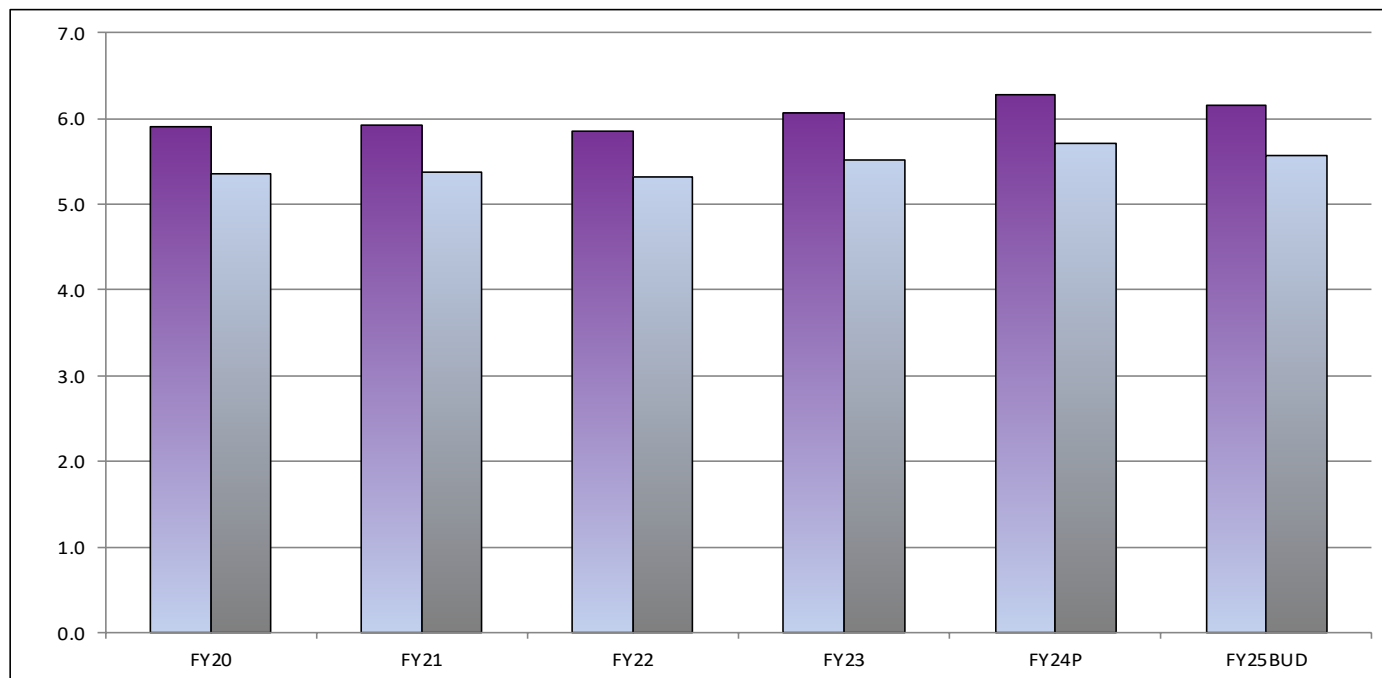
| Year | FY 20 Act | FY 21 Act | FY 22 Act | FY 23 Act | FY 24 Proj | FY 25 Bud |
|--------|-----------|-----------|-----------|-----------|------------|-----------|
| Actual | 2,817 | 2,959 | 3,000 | 3,086 | 3,188 | 3,228 |
| Growth | 1.1% | 5.0% | 1.4% | 2.9% | 3.3% | 1.3% |



FY 2025 Budget Presentation

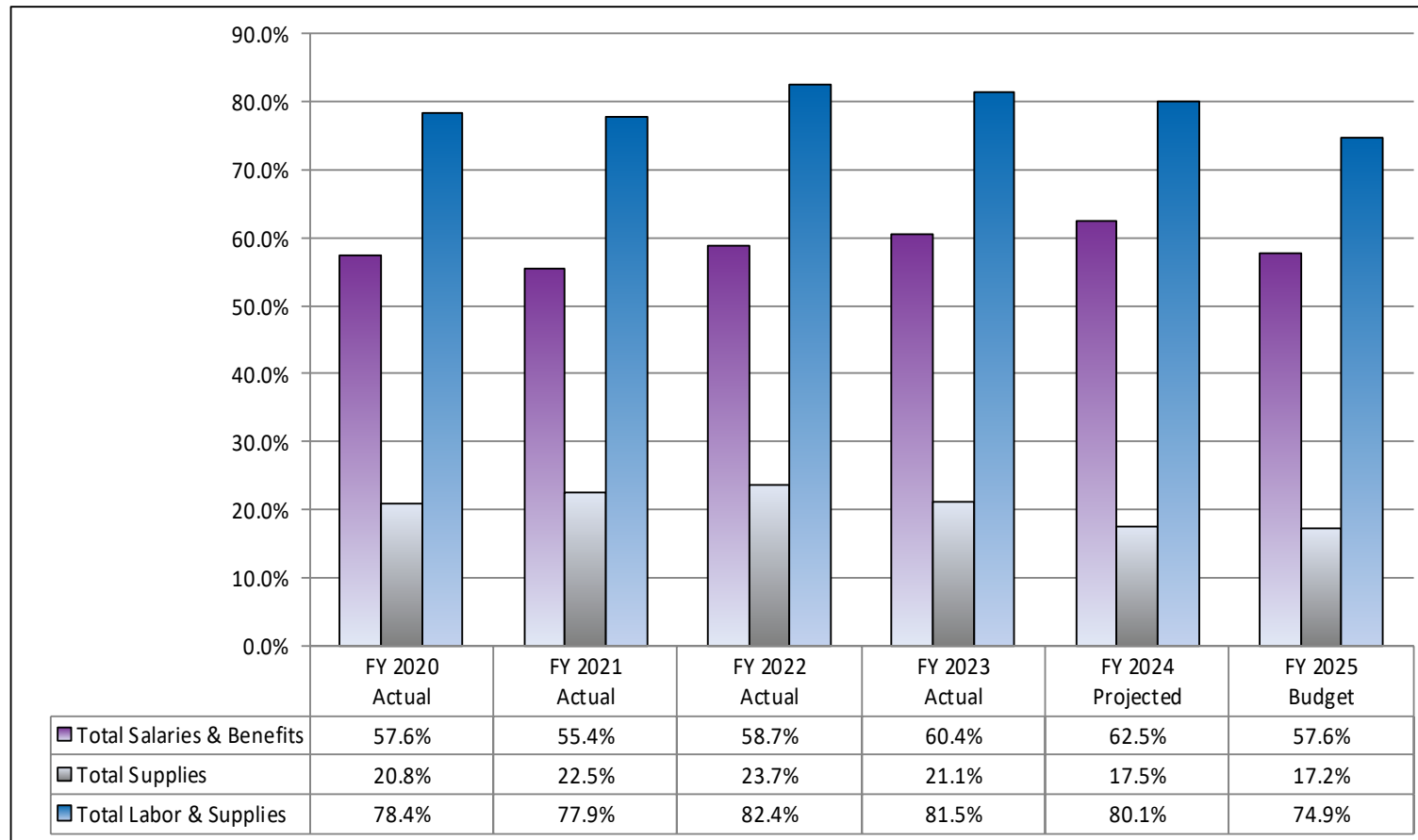
System FTEs Per Adjusted Occupied Bed

| Year | FY 20 Act | FY 21 Act | FY 22 Act | FY 23 Act | FY 24 Proj | FY 25 Bud |
|-------------------|-----------|-----------|-----------|-----------|------------|-----------|
| Paid | 5.9 | 5.9 | 5.9 | 6.1 | 6.3 | 6.2 |
| Productive | 5.4 | 5.4 | 5.3 | 5.5 | 5.7 | 5.6 |



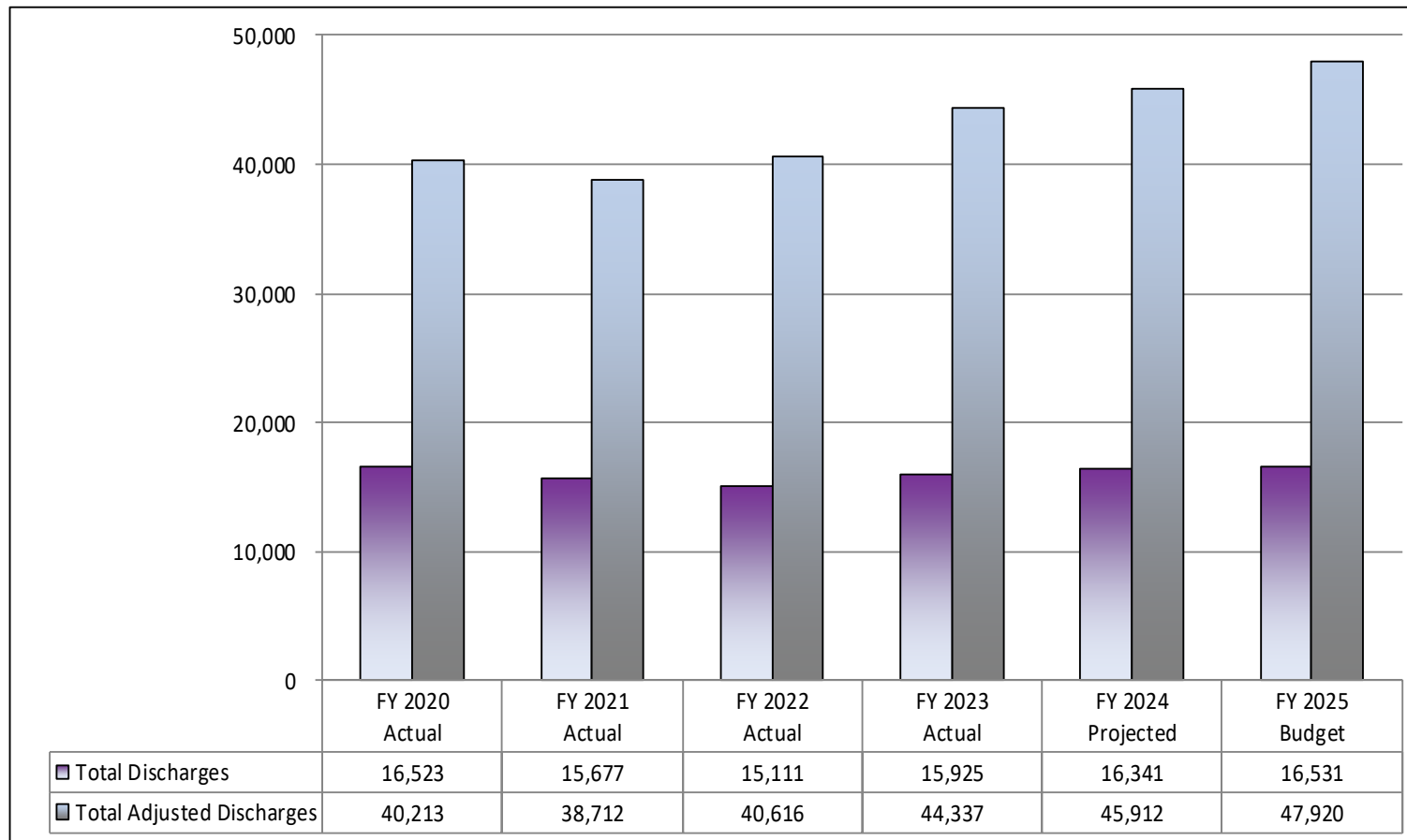
FY 2025 Budget Presentation

Labor & Supplies as % of Net Revenue



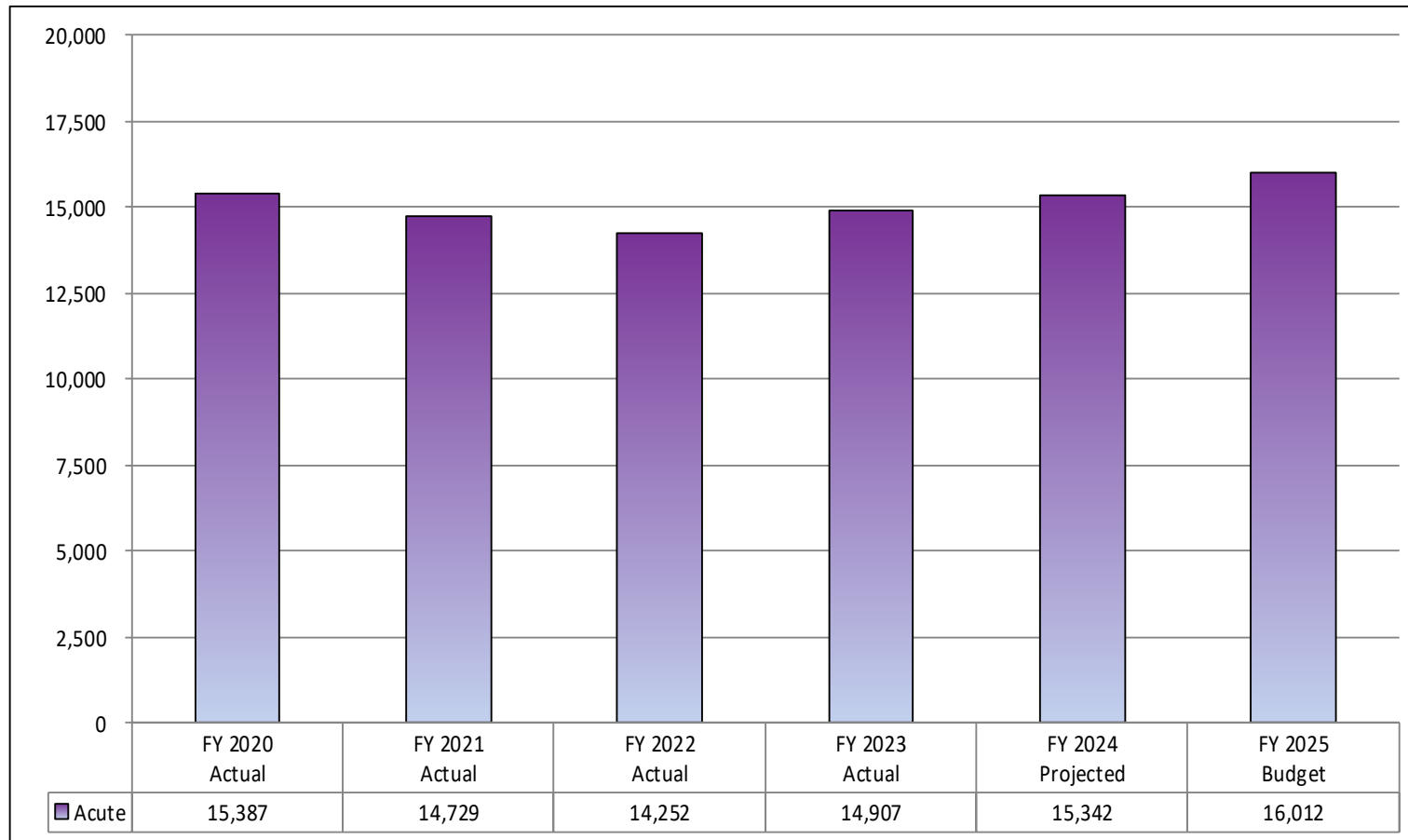
FY 2025 Budget Presentation

Discharges & Adjusted Discharges



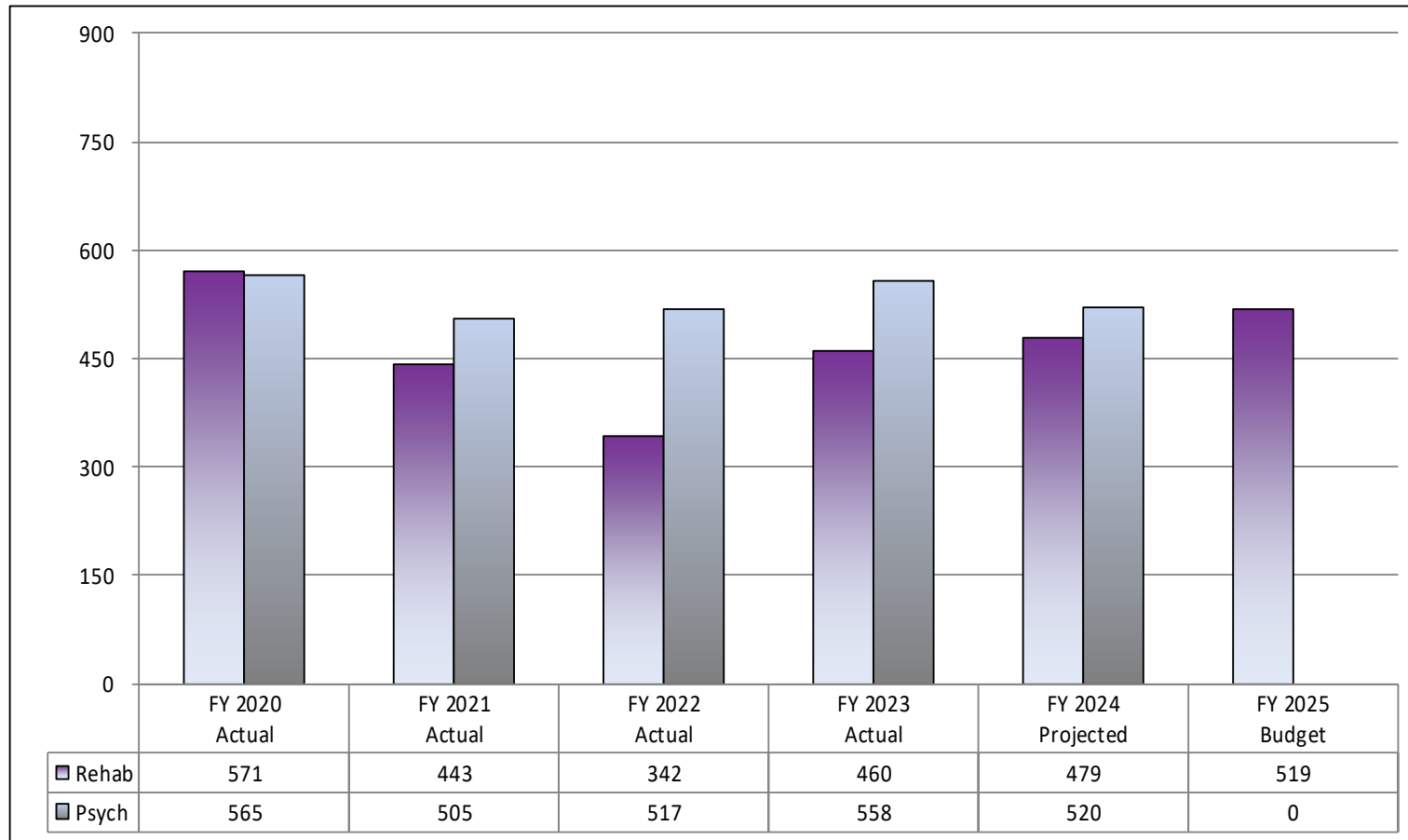
FY 2025 Budget Presentation

Acute Discharges (includes NICU)

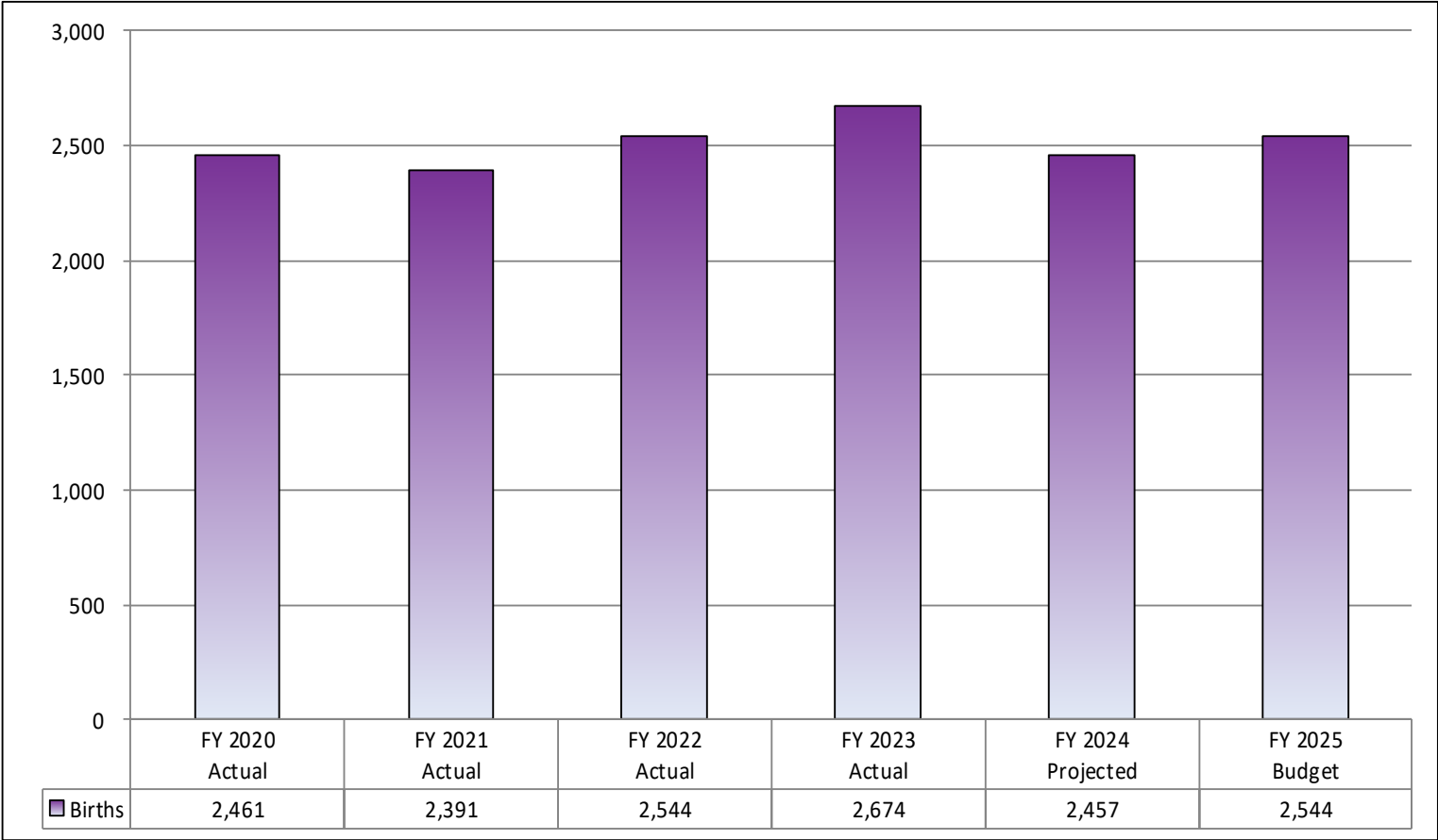


FY 2025 Budget Presentation

Sub Acute Discharges by Type

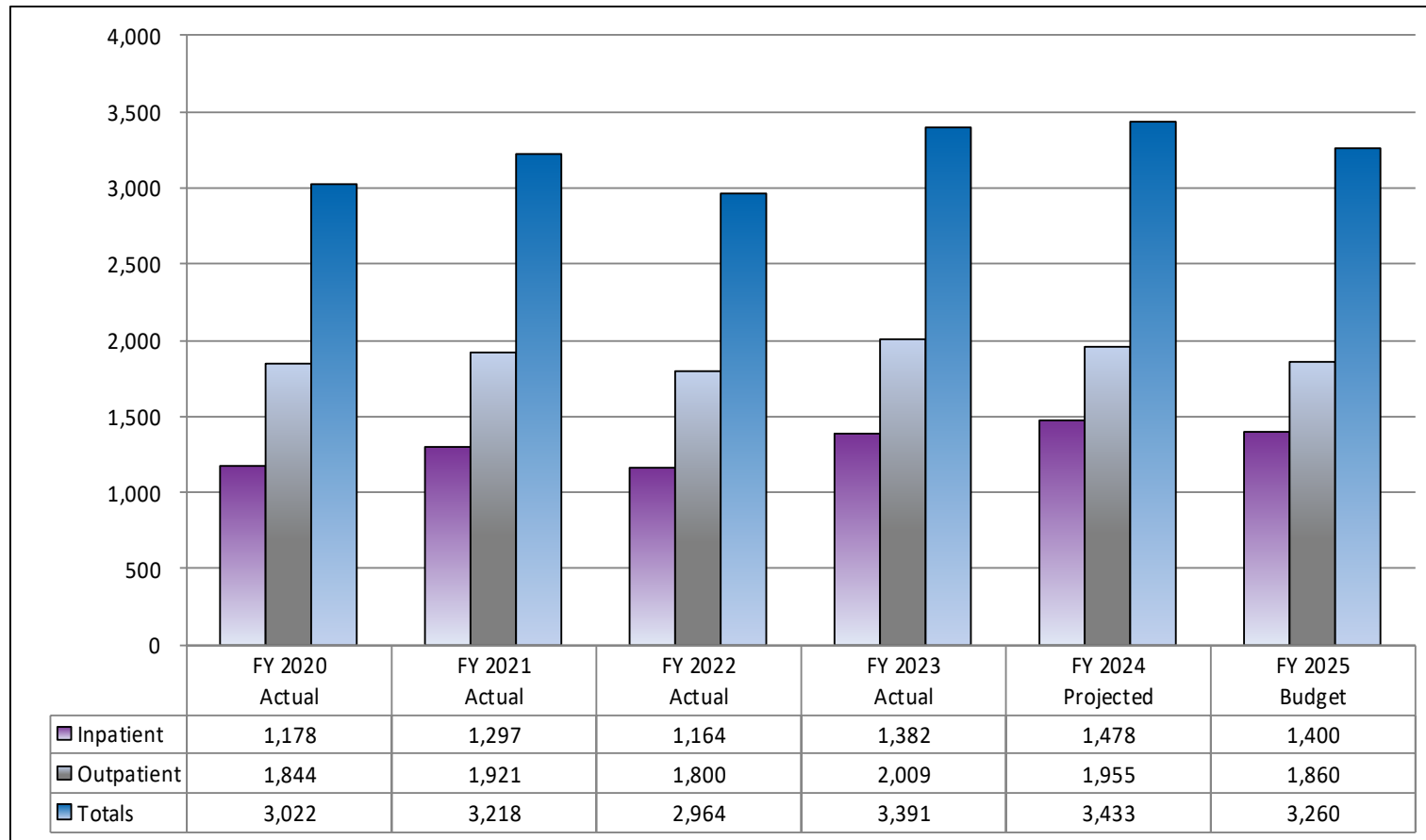


FY 2025 Budget Presentation Deliveries



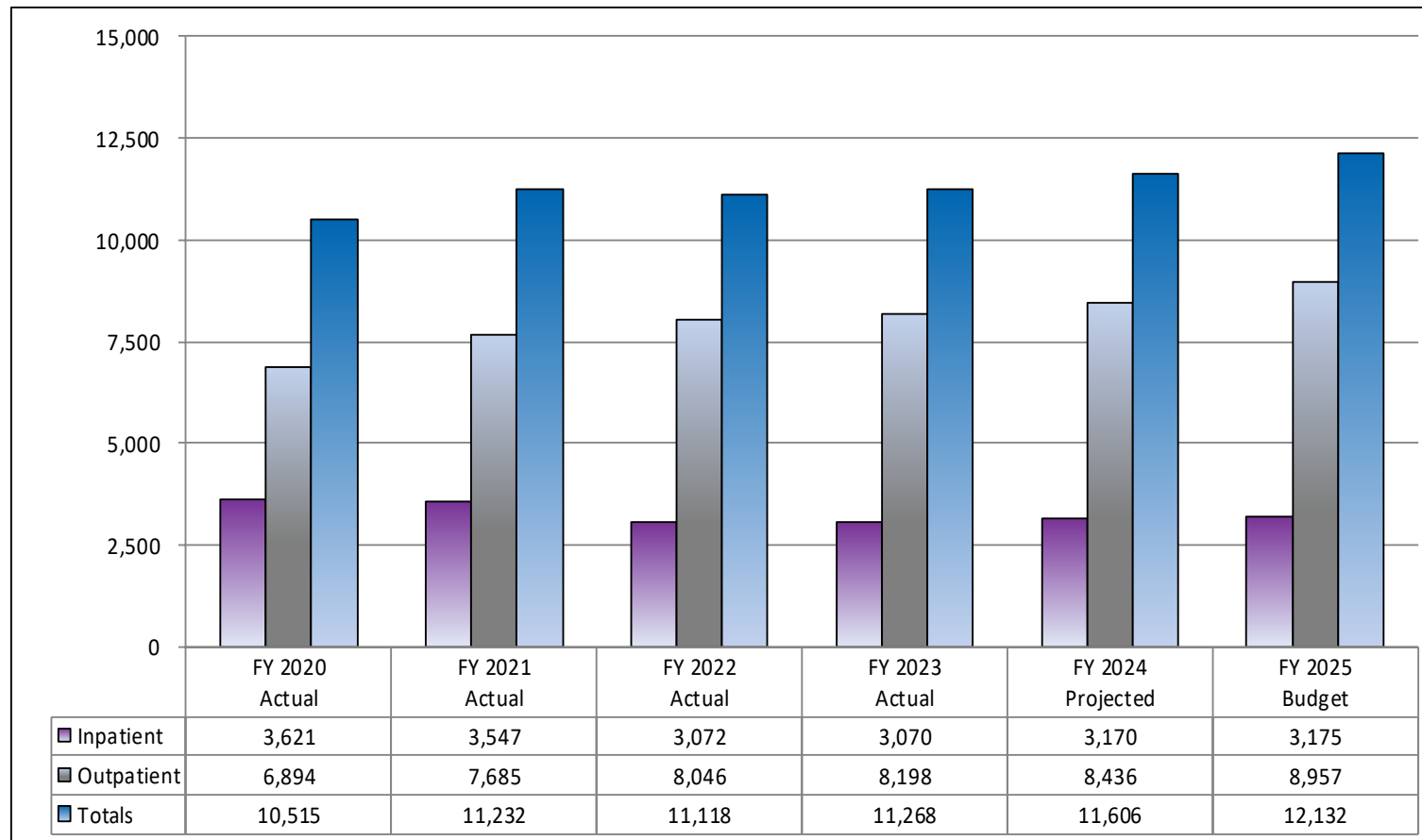
FY 2025 Budget Presentation

Cath Lab Cases



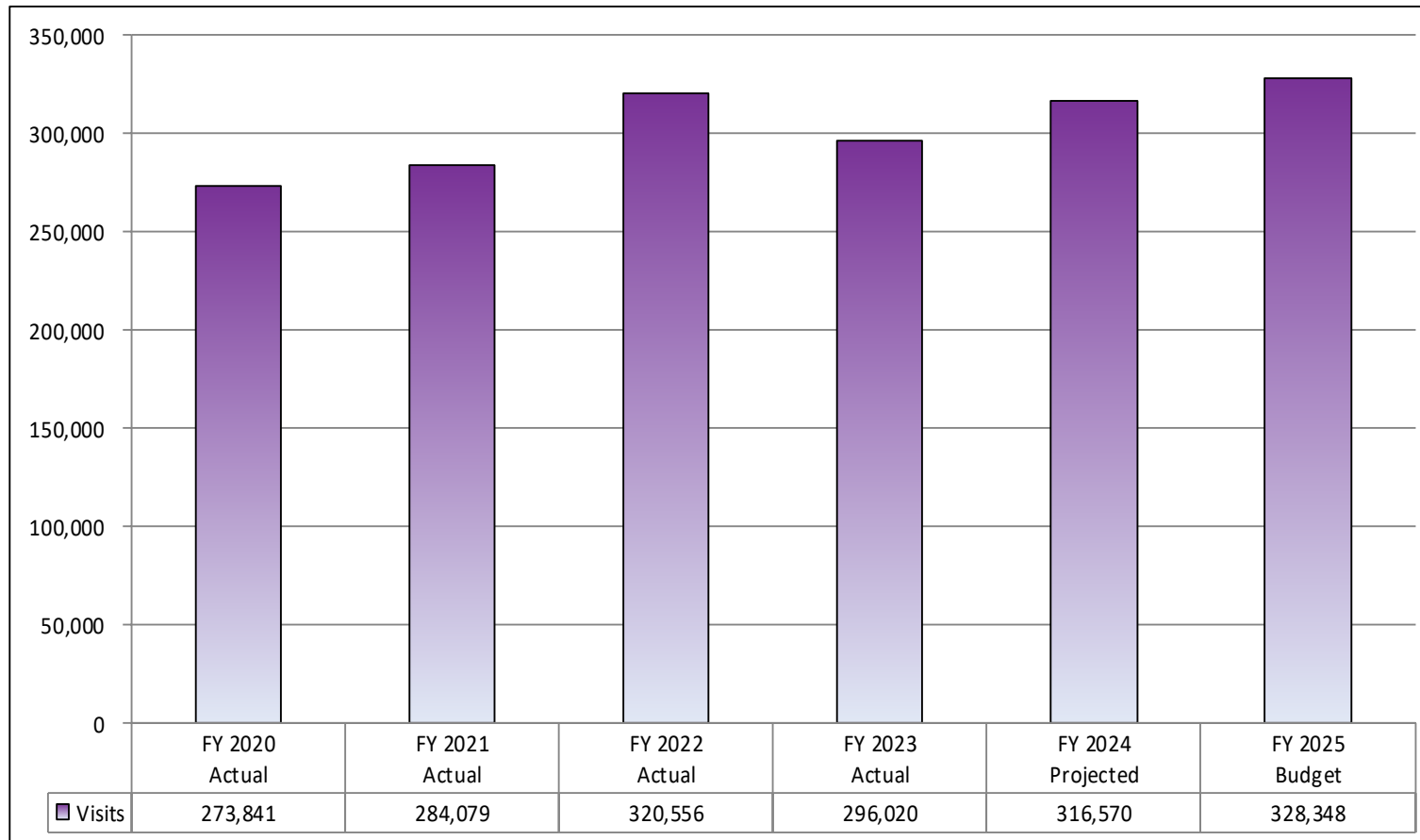
FY 2025 Budget Presentation

Surgical Cases (excludes FBC Surgeries)



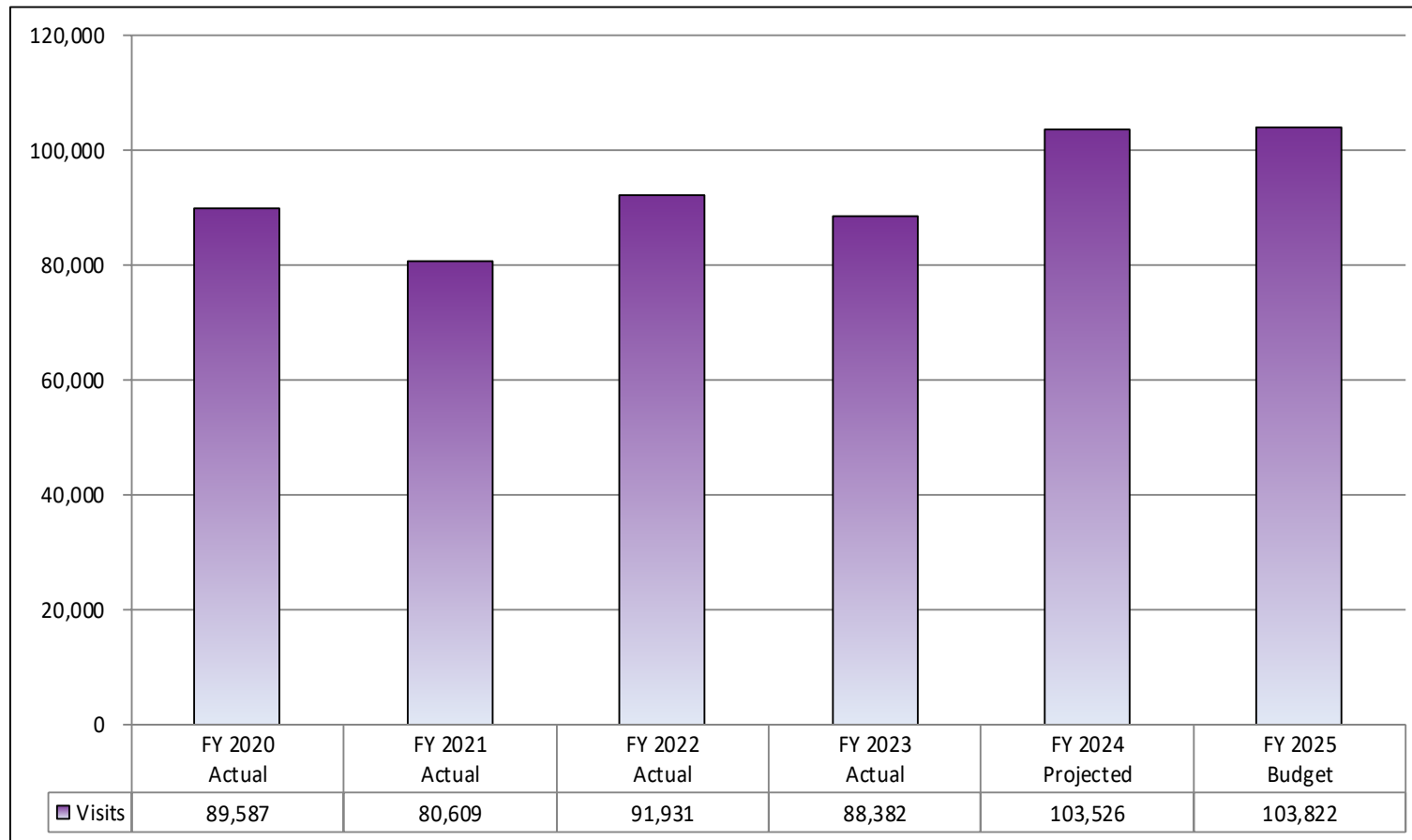
FY 2025 Budget Presentation

Hospital Outpatient Registrations



FY 2025 Budget Presentation

Emergency Department Visits *

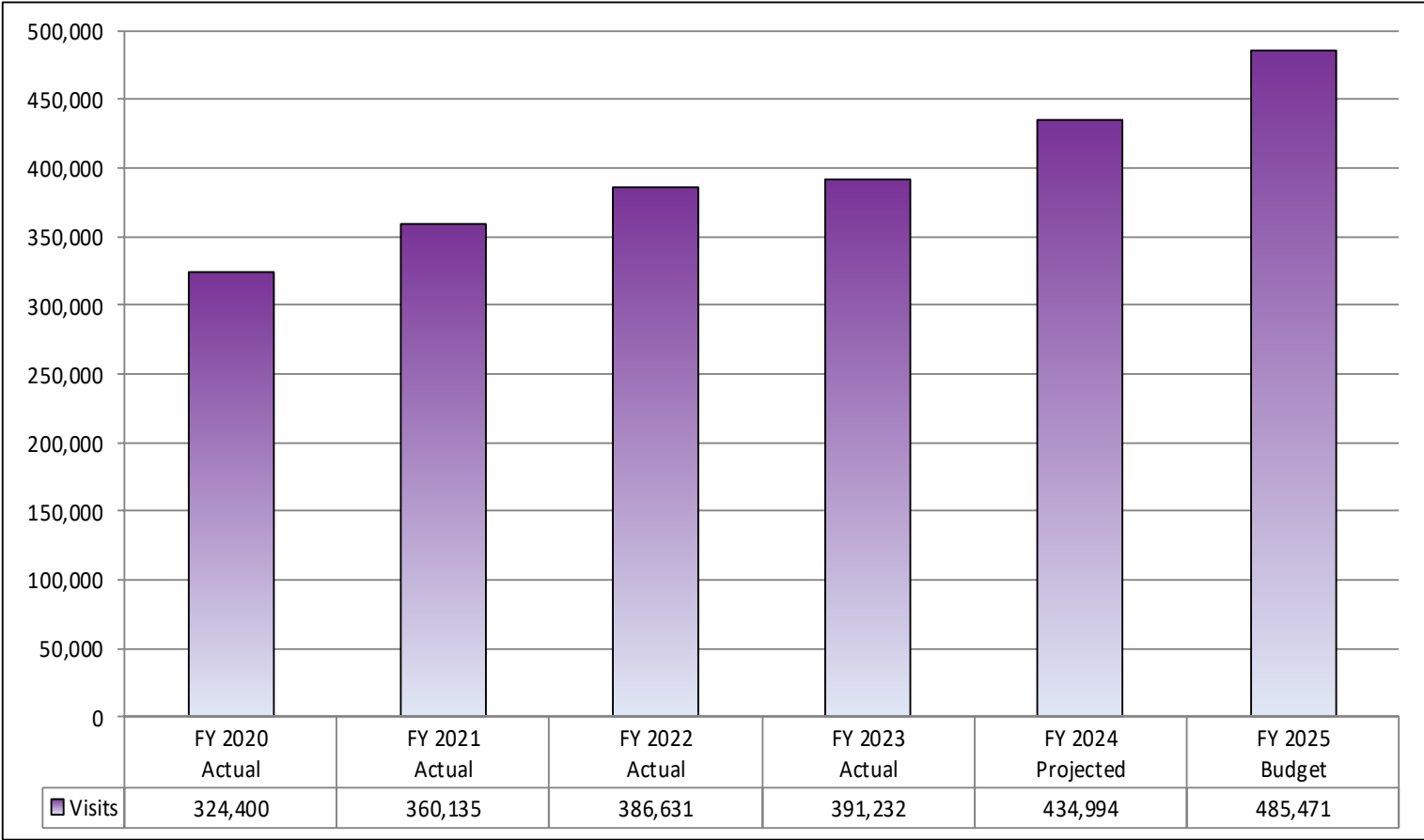


* Emergency Department Visits (including ED Admissions)



FY 2025 Budget Presentation

Clinic Visits *



* Clinic Visits exclude Hospitalists, Intensivists, Behavioral Med, Physical Med & Rehab, Wound Care, Radiologists, & ED Physicians



File Attachments for Item:

11. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RECEIPT OF THE ANNUAL REPORT FROM THE SANTA FE DEPOT TO THE BOARD OF PARK COMMISSIONERS.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/25/2025

REQUESTER: Jason Olsen, Director of Parks and Recreation

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RECEIPT OF THE ANNUAL REPORT FROM THE SANTA FE DEPOT TO THE BOARD OF PARK COMMISSIONERS.

BACKGROUND:

Built in 1909, the Historic Santa Fe Train Depot served continuously until passenger service ended in 1979. During the 1980s, a concerned group of Norman residents oversaw the restoration of the Depot. Listed in the National Register of Historic Places, the Depot resumed its original use in 1999 when passenger service was restored to Norman. After being closed for a short time for additional remodeling, the Norman Santa Fe Depot reopened in 2003 to serve the community as the rail station, an art gallery, and a performance venue, with the Performing Arts Studio as the operator working with the Parks Department to offer these services.

DISCUSSION:

The Santa Fe Depot is an agency that requests and receives annual funding from the City of Norman. The Santa Fe Depot gave its annual presentation to the Board of Park Commissioners on February 6, 2025. Their presentation included information about their events, programming, rentals, and 2023-2024 financials.

RECOMMENDATION:

It is recommended that the City Council accept the Santa Fe Depot's annual report for the 2024 calendar year.

The Performing Arts Studio, Inc. (dba The Depot)

Item 11.

Statement of Activity

July 2023 - June 2024

| | TOTAL |
|----------------------------------|---------------------|
| Revenue | |
| General Donations | 560.25 |
| Grants | |
| City of Norman (Amtrack) | 11,800.00 |
| Norman Arts Council (NAC) | 26,520.00 |
| Oklahoma Arts Council (OAC) | 7,000.00 |
| Total Grants | 45,320.00 |
| Membership Dues | 525.00 |
| Annual Membeship | 8,795.00 |
| Monthly Membership | 3,603.77 |
| Total Membership Dues | 12,923.77 |
| Miscellaneous Income | 16.05 |
| Program Support | 3,180.00 |
| Corporate/Individual Partnership | 23,630.00 |
| Donations (cash/text) | 4,493.60 |
| Monthly Partnerships | 6,412.63 |
| Total Program Support | 37,716.23 |
| Rental Fees | 18,311.25 |
| Janitor Fees | 2,651.25 |
| Rental Deposit | 6,625.00 |
| Total Rental Fees | 27,587.50 |
| Sales | 262.00 |
| Art Sales | 21,372.19 |
| Boutique Sales | 1,750.65 |
| Depot Merchandise Sales | 1,004.26 |
| Ticket Sales | 14,629.05 |
| Total Sales | 39,018.15 |
| Tuition | 2,118.98 |
| Vendor Fee | 1,080.00 |
| Total Revenue | \$166,340.93 |
| Cost of Goods Sold | |
| Cost of Goods Sold | 798.70 |
| Total Cost of Goods Sold | \$798.70 |
| GROSS PROFIT | \$165,542.23 |
| Expenditures | |
| Conference/Training Fees | 1,228.17 |
| Contract Services | 2,275.00 |
| Deposit refund | 5,488.25 |

The Performing Arts Studio, Inc. (dba The Depot)

Item 11.

Statement of Activity

July 2023 - June 2024

| | TOTAL |
|--------------------------------|------------------|
| Insurance | 2,524.99 |
| Health Insurance | 8,013.33 |
| Liability/D&O Insurance | 4,251.00 |
| Total Insurance | 14,789.32 |
| Memberships | 150.00 |
| Miscellaneous Expense | 780.15 |
| Payroll Expenses | |
| Director's Salary | 15,750.00 |
| Hourly Wages | 18,634.15 |
| Salaries | 25,833.31 |
| Taxes | 5,807.27 |
| Wages | 12,410.00 |
| Total Payroll Expenses | 78,434.73 |
| Postage | 1,766.71 |
| Printing | 4,026.26 |
| Professional Fees | |
| Accountant | 1,545.00 |
| Workshop Instructor | 1,560.00 |
| Total Professional Fees | 3,105.00 |
| Program Costs | |
| Advertising | 163.51 |
| Artist Commissions (65%) | 15,956.60 |
| Artist Fees | 20,518.20 |
| Equipment Rental | 3,423.84 |
| Lodging | 971.65 |
| Meals | 1,008.47 |
| Permit | 612.74 |
| Refreshments | 1,202.46 |
| Sound/Technical Services | 7,375.00 |
| Total Program Costs | 51,232.47 |
| QuickBooks Payments Fees | 19.00 |
| Square Fees | 1,951.06 |
| Subscriptions | 558.24 |
| Supplies | 557.60 |
| Amtrack | 420.23 |
| Office | 890.01 |
| Other | 128.13 |
| Total Supplies | 1,995.97 |
| Ticket Refund | 47.70 |

The Performing Arts Studio, Inc. (dba The Depot)

Item 11.

Statement of Activity
July 2023 - June 2024

| | TOTAL |
|---------------------------|---------------------|
| Utilities | 1,924.61 |
| Alarm/Security | 630.68 |
| Software/Apps | 1,796.49 |
| Telecommunications | 2,879.11 |
| Total Utilities | 7,230.89 |
| Total Expenditures | \$175,078.92 |
| NET OPERATING REVENUE | \$ -9,536.69 |
| NET REVENUE | \$ -9,536.69 |

The Performing Arts Studio, Inc. (dba The Depot)

Item 11.

Statement of Financial Position

As of June 30, 2024

| | TOTAL | |
|--------------------------------------|--------------------|-------------------------|
| | AS OF JUN 30, 2024 | AS OF JUN 30, 2023 (PY) |
| ASSETS | | |
| Current Assets | | |
| Bank Accounts | | |
| Armstrong Checking | 13,279.66 | 27,465.16 |
| PayPal Bank | 0.00 | 0.00 |
| Petty Cash | 200.00 | 100.00 |
| Total Bank Accounts | \$13,479.66 | \$27,565.16 |
| Accounts Receivable | | |
| Accounts Receivable | 22,700.00 | 0.00 |
| Total Accounts Receivable | \$22,700.00 | \$0.00 |
| Other Current Assets | | |
| Credit Card Receivables | 0.00 | 0.00 |
| Inventory Asset | 0.00 | 0.00 |
| Payroll Refunds | 0.00 | 0.00 |
| PrePaid Expenses | 0.00 | 0.00 |
| Undeposited Funds | 2,654.50 | 0.00 |
| Total Other Current Assets | \$2,654.50 | \$0.00 |
| Total Current Assets | \$38,834.16 | \$27,565.16 |
| Fixed Assets | | |
| Furniture and Equipment | 22,171.13 | 20,895.84 |
| Less Accumulated Depreciation | -9,546.00 | -9,546.00 |
| Total Furniture and Equipment | 12,625.13 | 11,349.84 |
| Total Fixed Assets | \$12,625.13 | \$11,349.84 |
| TOTAL ASSETS | \$51,459.29 | \$38,915.00 |

The Performing Arts Studio, Inc. (dba The Depot)

Item 11.

Statement of Financial Position

As of June 30, 2024

| | TOTAL | |
|--|--------------------|-------------------------|
| | AS OF JUN 30, 2024 | AS OF JUN 30, 2023 (PY) |
| LIABILITIES AND EQUITY | | |
| Liabilities | | |
| Current Liabilities | | |
| Accounts Payable | | |
| Accounts Payable | 0.00 | 0.00 |
| Total Accounts Payable | \$0.00 | \$0.00 |
| Other Current Liabilities | | |
| Deferred Income | 0.00 | -21,009.00 |
| Direct Deposit Payable | 0.00 | 0.00 |
| Health Insurance Liability | -89.23 | -442.76 |
| Hosted Ticket Sales | 0.00 | 0.00 |
| OK Sales Tax | 515.81 | 390.33 |
| Payroll Liabilities | 0.00 | 0.00 |
| Federal Taxes (941/944) | 1,311.64 | 1,344.16 |
| OK Income Tax | 471.50 | 445.50 |
| OK Unemployment Tax | 15.55 | 16.06 |
| Total Payroll Liabilities | 1,798.69 | 1,805.72 |
| Program Partner Funds | 146.94 | 146.94 |
| Rental Deposit | 600.00 | 0.00 |
| Sales Tax Agency Payable | 0.00 | 0.00 |
| Oklahoma Tax Commission Payable | 0.00 | 0.00 |
| Total Sales Tax Agency Payable | 0.00 | 0.00 |
| Sales Tax Payable | 0.00 | 0.00 |
| Total Other Current Liabilities | \$2,972.21 | \$ -19,108.77 |
| Total Current Liabilities | \$2,972.21 | \$ -19,108.77 |
| Total Liabilities | \$2,972.21 | \$ -19,108.77 |
| Equity | | |
| Opening Balance Equity | 0.00 | 0.00 |
| Unrestricted Net Assets | 58,023.77 | 49,155.20 |
| Net Revenue | -9,536.69 | 8,868.57 |
| Total Equity | \$48,487.08 | \$58,023.77 |
| TOTAL LIABILITIES AND EQUITY | \$51,459.29 | \$38,915.00 |



Narrative of 2023-2024 Annual Activities
Prepared for Norman Parks & Recreation Board

Our Mission, Vision & Values

*OUR VISION: A community connected
through shared artistic experiences*

*OUR MISSION: to create, curate, and present quality arts programs to connect
and enrich our community*

*OUR VALUES: Community,
Creativity, Inclusion, Representation, Intentionality, Quality*

We are Music

The Depot produces Norman's beloved Summer Breeze Concert Series in Lion's Park every summer where 1500-2000 of our neighbors bring a picnic and we bring the band. We are also a fantastic listening room for our Depot Concerts featuring the best in touring and local music.

TOTAL AUDIENCES FOR MUSIC: 25,000 (includes Summer Breeze, Concert, Comedy, and Poetry Attendees, and the over 3,000 views of our Depot TV videos on YouTube)



Summer Breeze - In 2024, we entertained our audiences with incredible concerts from local bands Casii Stephan, Em and the Mother Superiors, Caleb McGee, The Imaginaries, Mariachi Orgullo de America and brought touring artists The Sensational Barnes Brothers, and Mouths of Babes, and the latest in our Homegrown series curated by Kierston White of the Tequila Songbirds!

This series continued to draw huge crowds of people of all ages and diverse musical preferences. Lion's Park is the perfect concert venue and we love the partnership with the City of Norman Parks and Recreation department. The park is always ready for us and we appreciate the support with power, trash

receptacles and trash service. Our Summer Breeze Green Team, which helps collect and transport recyclables from the parks for each concert, has less work to do each year as audiences learn to take home their own trash. We have dramatically reduced the waste left for pickup at each concert. We believe this exemplary behavior and collaborative partnership is an expression of their appreciation for the high quality music and friendly family atmosphere that Summer Breeze provides.



Depot Concerts - Deeply rooted in local connections, and sprinkled with national attention, Depot Concerts continue to showcase the best of what The Depot is about. We are a unique space for a show - in a historic train station, with gorgeous art on the walls, hosting musicians and audiences that are excited to be there. We are continually surprised at the numbers of our guests coming from out of town, and from out of state to see the shows we produce. Our rooms were packed last year with concerts from Beppe Gambetta, a depot favorite and Italian singer/songwriter, Chanda Graham, a must-see in the OKC music scene, our annual holiday show with Miss Brown to You (so popular we did TWO nights in 2024), and Oklahoma favorites like Travis Linville, and Carter Sampson, and touring artists Tony Furtado, Julia Othmer, and The Brother Brothers. Depot Concerts feel like a family of music lovers and sound beautiful in our historic listening room.



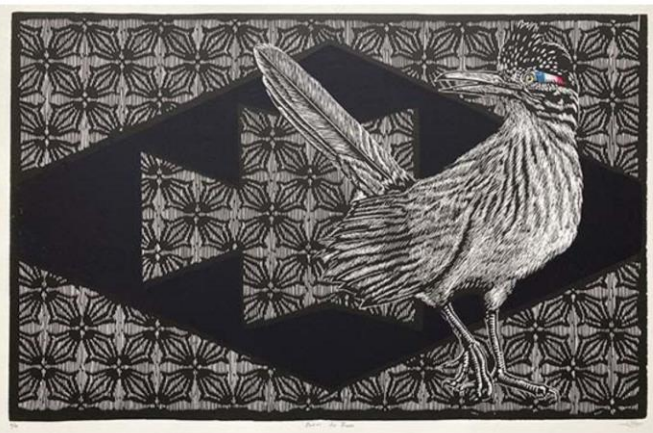
Friday, May 10—Saturday, June 29

Gallery Hours 10am-2pm, Wednesday-Saturday



EXTANT: INDIGENOUS VISIONS

an all-indigenous artist showcase featuring
Kristin Gentry, Tom Farris and Marwin Begaye



We are Art. The Depot Gallery hosts Oklahoma artists or artists with strong Oklahoma ties for six exhibits each year in our main gallery. The gallery is free and open to the public. Our gallery has worked diligently over the last 5 years to become the premiere gallery in Norman with annual sales averaging \$20,000 and art provided for viewing for over 25,000 patrons including our gallery guests, rental patrons, train customers, and the groups hosted by our venue. We host solo exhibitions and group shows and 2023 included our first ever “Emerging Artists Show” showcasing the breadth of artistic talent in our community.

Our gallery in 2023-2024 hosted the works of:

Joshua Martin – hyper realism artist and Norman resident whose works confound even photographers who don’t believe they are painted.

Lauri Ketchum – self-described ‘cowboy artist’ and co-founder of the Cowgirl Artists of America Extant Indigenous Visions with a trio of nationally recognized artists Marwin Begaye, Kristin Gentry and Tom Farris,

Gayla Goodell – Norman resident and former designer for the works of Mary Engelbreit whose charming pictures flew off our walls.

‘Musicians Who Make Art’ with Tim Gregory of Helen Kelter Skelter, guitarist and composer Gregg Standridge, and the spectacular jewelry by Lacey Saunders



We are Education. We offer art clinics, chats and workshops working with the stellar artists who show on our walls and are gearing up to have regular clinics, chats and classes for the 2025-2026 year. The experiences we provide are unique, intimate, and impactful and last year included multiple workshops with inimitable watercolor artist Connie Seabourn and the multi-talented Debby Kaspari.

We are Comedy. Our Third Thursday Comedy Night featuring comedy in a variety of forms from standup to sketch to improv. Our growing audiences are proving to us that our community desperately needs a good laugh.

We are a Community Partner The Depot partners with community organizations who might need headquarters for a festival, a home for a fundraiser, a room for a meeting or space for a classroom including Mardi Gras, Pride Parade, Oklahoma Storyworks, Two Weird Sisters Productions, Sierra Club, Cimarron Opera, Songwriters Association of Norman, Norman Next, , Food & Shelter, Inc, Jacobson House and others. We are also the premiere rental venue in the heart of the Walker Arts District.





We are Poetry. Our poetry program returned with reading by Lance Harper to a packed audience and continued in the last fiscal year with quarterly evenings of multiple poets around a theme organized by amazing Oklahoma author, poet, actor and director Paul Austin. The first was Oklahomeography in the fall of 2024 featuring Joey Brown, Ken Hada, and Benjamin Myers. Joey Brown, a poet and a fiction writer who has authored two poetry collections: Her poems and prose have appeared in many journals and anthologies. She was the featured writer of the Oswald Writers Series at the University of South Carolina-Aiken. Ken Hada is the author of eleven books of poetry and the director of the annual Scissortail Creative Writing Festival. Ken Hada received the 2022 Oklahoma Book Award for his collection, Contour Feathers, and many other awards and prizes. Benjamin Myers was the 2015-2016 Poet Laureate of the State of Oklahoma and the recipient of the Oklahoma Book Award for Poetry. He is the author of four books of poetry and his work has appeared in many journals.

We are a Depot. As caretakers of this historic facility, we welcome the opportunity to serve as host to passengers boarding Amtrak's Heartland Flyer from 8 to 9 a.m. - 7 days a week. Hosting consists of ensuring that passengers have required ticket information, luggage tags, parking information and comfortable waiting room with clean, stocked restrooms. This year, the City of Norman provided The Depot with \$11,600 to help cover the costs of providing these services. Volunteers open the Depot and serve as passenger hosts on evenings and weekends. In addition, our staff prints schedules and answers questions daily for potential train customers.



Our social media and YouTube reach have extended our audiences – We reached 118.9k people on Facebook/Instagram with our posts and reels with over 4500 followers and 3200 views of our Depot TV episodes on our YouTube channel.

We believe that the programming we provide through the stewardship of this structure on the National Registry of Historic Places not only aids the growth of Downtown Norman and supports its designation as a cultural district by the Oklahoma Arts Council, but promotes a strong and healthy community and makes Norman a great place to live and visit.

As you hopefully all know, The Depot offers an intimate listening room for concerts and poetry, an art gallery, Summer Breeze Concerts in Lions Park, Depot Comedy and a rental venue for private and community events, plus Amtrak service each morning, all in a beautiful historic building, fulfilling our mission *to create, curate and present quality fine arts programs for the enrichment of our community.*

Audience Numbers:

Summer Breeze – 20,000

Concerts – 622

Gallery Guests (includes rental patrons) – 22,000

Train Passengers – 7,047 passengers boarded the Heartland Flyer at the Depot during the 2023-2024 fiscal year. (this number does not include the patrons who stop by the Depot daily for information about how to book AMTRAK tickets, website assistance, etc.)

REVENUE SOURCES: The Depot is a 501c3, registered as a charitable organization with the State of Oklahoma and the IRS, filing an annual 990 return available on request.

Depot Rental – \$27,5877

Rental revenue is our most important revenue stream to assist in covering the administrative expenses of offering our programs. Rental income must cover salaries, insurance, phone, office supplies and other administrative costs. This was our largest year for rental revenue but doesn't appear to be a trend. Although we saw a record year in 22-23, we saw our rental numbers drop by half in 23-24 and are happy to see them rebounding this year. It seemed to be a market correction after everyone rushed to host events post-pandemic and then slowed down before returning to a more steady stream of event planning.

Rentals Sunday through Thursday are \$100/hour and rentals on Friday or Saturday are \$150/hour. This still keeps us the most reasonable rental venue in town, but allows us to continue to keep pace with inflated costs. Rentals must be a minimum of 2 hours and have an additional \$75 cleaning fee. The nearly 100 chairs, 6 round and 10 rectangular tables are available to use at no additional charge.

Membership – \$12,924

The Depot offers a membership program with a variety of benefits including discounts on art and rentals and members-only events. Membership levels are currently at \$60 for a Basic Membership which includes pre-sale ticket purchases, and a calendar of events. The Premier Membership is \$180 and offers basic benefits and 25% off a Depot rental, a 10% Gallery Discount, and we have added a Sustaining Level Membership that adds the member's name to our listings on Press Releases and Social Media posts.

Program Partners – \$37,716

The Depot's programs are beloved by the community and both in-kind and cash partnerships make up a substantial portion of our program budgets for Summer Breeze, Winter Wind, and the Gallery.

Art and Ticket Sales – \$39,018

In the last fiscal year we sold nearly \$20,000 in art and merchandise (65% going back to the artist), and nearly \$15,000 in concert tickets (80% of which go to the artist)

Responsible Parties: The Depot has an active Board of Directors and 4 part-time employees who accomplish an extraordinary slate of activities with the help of community volunteers.

Officers who authorize expenditures:

Michael Duncan, Board Chair

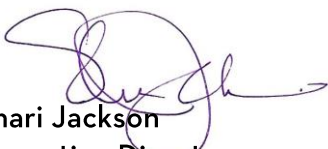
Shari Jackson, Executive Director

Danielle Tipton, Events Director

Danielle and Shari are responsible for keeping the books and working with Board Treasurer Keith Reams to provide reporting to the board and coordinate the timely filing of all payroll taxes and annual 990 filings.

The Depot is extremely grateful to the City of Norman for the use of the beautiful, historic Depot and for paying a percentage of the utilities, without which it is very doubtful The Depot could exist and administer great arts programming for our community. In addition to our work, we remain committed to allowing The Depot to function as a community gathering place for events such as the Norman Music Festival, Mardi Gras, PRIDE Festival, and other community events and organizations. Norman is truly enriched by the support provided by the City for The Depot, as well as the Firehouse Art Center, Sooner Theatre and Moore-Lindsey House, all of which are integral to making Norman such a wonderful place to live.

Thank you for your consideration and attention,



Shari Jackson
Executive Director
The Depot



Board of Trustees

Michael Duncan

Signatory & Can Authorize Expenditures

200 S. Jones Avenue

Norman, OK 73069

mdead@aol.com

2nd Term ends 06/30/27

Keath Reames – Treasurer

Signatory & Can Authorize Expenditures

200 S. Jones Avenue

Norman, OK 73069

Keith.reames@gmail.com

1st Term ends 06/30/2025

Sara McFall

200 S. Jones Avenue

Norman, OK 73069

saraelyria@gmail.com

1st Term ends 06/30/2027

David Whitaker

200 S. Jones Avenue

Norman, OK 73069

daviddwhit@gmail.com

1st Term ends 06/30/2027

Alissa Branch

200 S. Jones Avenue

Norman, OK 73069

alissab100@gmail.com

1st Term ends 06/30/2027

Staff Members

Shari Jackson, Executive Director
Signatory and can Authorize Expenditures
Prepares financial reports and budget
1200 Caddell Lane
Norman, OK 73069
shari@normandepot.org

Danielle Tipton, Events Director
Signatory and maintains books
200 S. Jones
Norman, OK 73069
danielle@normandepot.org

Office Manager
Trinity Slough
200 S. Jones
Norman, OK 73069
trinity@normandepot.org

Gallery Assistant
Joy Andrews
200 S. Jones
Norman, OK 73069
joy@normandepot.org

The Performing Arts Studio, Inc. (dba The Depot)

Item 11.

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L Classes

July 2023 - June 2024

| | TOTAL | | | |
|----------------------------------|---------------------|---------------------|----------------------|-----------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| Revenue | | | | |
| General Donations | 560.25 | 400.00 | 160.25 | 140.06 % |
| Grants | | | | |
| City of Norman (Amtrack) | 11,800.00 | 50,700.00 | -38,900.00 | 23.27 % |
| Norman Arts Council (NAC) | 26,520.00 | 26,752.00 | -232.00 | 99.13 % |
| Oklahoma Arts Council (OAC) | 7,000.00 | 7,000.00 | 0.00 | 100.00 % |
| Total Grants | 45,320.00 | 84,452.00 | -39,132.00 | 53.66 % |
| Membership Dues | 525.00 | | 525.00 | |
| Annual Membeship | 8,795.00 | 15,000.00 | -6,205.00 | 58.63 % |
| Monthly Membership | 3,603.77 | | 3,603.77 | |
| Total Membership Dues | 12,923.77 | 15,000.00 | -2,076.23 | 86.16 % |
| Miscellaneous Income | 16.05 | | 16.05 | |
| Program Support | 3,180.00 | | 3,180.00 | |
| Corporate/Individual Partnership | 23,630.00 | 60,000.00 | -36,370.00 | 39.38 % |
| Donations (cash/text) | 4,493.60 | 4,000.00 | 493.60 | 112.34 % |
| Monthly Partnerships | 6,412.63 | | 6,412.63 | |
| Total Program Support | 37,716.23 | 64,000.00 | -26,283.77 | 58.93 % |
| Rental Fees | 18,311.25 | 20,000.00 | -1,688.75 | 91.56 % |
| Janitor Fees | 2,651.25 | 3,000.00 | -348.75 | 88.38 % |
| Rental Deposit | 6,625.00 | 6,000.00 | 625.00 | 110.42 % |
| Total Rental Fees | 27,587.50 | 29,000.00 | -1,412.50 | 95.13 % |
| Sales | 262.00 | | 262.00 | |
| Art Sales | 21,372.19 | 18,000.00 | 3,372.19 | 118.73 % |
| Boutique Sales | 1,750.65 | 1,892.15 | -141.50 | 92.52 % |
| Depot Merchandise Sales | 1,004.26 | 875.26 | 129.00 | 114.74 % |
| Ticket Sales | 14,629.05 | 9,600.00 | 5,029.05 | 152.39 % |
| Total Sales | 39,018.15 | 30,367.41 | 8,650.74 | 128.49 % |
| Tuition | 2,118.98 | 1,500.00 | 618.98 | 141.27 % |
| Vendor Fee | 1,080.00 | 850.00 | 230.00 | 127.06 % |
| Total Revenue | \$166,340.93 | \$225,569.41 | \$ -59,228.48 | 73.74 % |
| Cost of Goods Sold | | | | |
| Cost of Goods Sold | 798.70 | 798.70 | 0.00 | 100.00 % |
| Total Cost of Goods Sold | \$798.70 | \$798.70 | \$0.00 | 100.00 % |
| GROSS PROFIT | \$165,542.23 | \$224,770.71 | \$ -59,228.48 | 73.65 % |
| Expenditures | | | | |
| Conference/Training Fees | 1,228.17 | 1,228.17 | 0.00 | 100.00 % |
| Contract Services | 2,275.00 | 4,650.00 | -2,375.00 | 48.92 % |
| Deposit refund | 5,488.25 | 5,200.00 | 288.25 | 105.54 % |
| Insurance | 2,524.99 | | 2,524.99 | |
| Health Insurance | 8,013.33 | 15,999.99 | -7,986.66 | 50.08 % |
| Liability/D&O Insurance | 4,251.00 | 4,500.00 | -249.00 | 94.47 % |
| Total Insurance | 14,789.32 | 20,499.99 | -5,710.67 | 72.14 % |

The Performing Arts Studio, Inc. (dba The Depot)

Item 11.

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L Classes

July 2023 - June 2024

| | TOTAL | | | |
|--------------------------------|---------------------|---------------------|----------------------|----------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| Memberships | 150.00 | 200.00 | -50.00 | 75.00 % |
| Miscellaneous Expense | 780.15 | | 780.15 | |
| Payroll Expenses | | | | |
| Director's Salary | 15,750.00 | | 15,750.00 | |
| Hourly Wages | 18,634.15 | | 18,634.15 | |
| Salaries | 25,833.31 | 85,202.66 | -59,369.35 | 30.32 % |
| Taxes | 5,807.27 | 4,558.24 | 1,249.03 | 127.40 % |
| Wages | 12,410.00 | 8,242.00 | 4,168.00 | 150.57 % |
| Total Payroll Expenses | 78,434.73 | 98,002.90 | -19,568.17 | 80.03 % |
| Postage | 1,766.71 | 1,800.00 | -33.29 | 98.15 % |
| Printing | 4,026.26 | 3,773.98 | 252.28 | 106.68 % |
| Professional Fees | | | | |
| Accountant | 1,545.00 | 4,850.00 | -3,305.00 | 31.86 % |
| Workshop Instructor | 1,560.00 | 1,200.00 | 360.00 | 130.00 % |
| Total Professional Fees | 3,105.00 | 6,050.00 | -2,945.00 | 51.32 % |
| Program Costs | | | | |
| Advertising | 163.51 | 163.51 | 0.00 | 100.00 % |
| Artist Commissions (65%) | 15,956.60 | 13,613.72 | 2,342.88 | 117.21 % |
| Artist Fees | 20,518.20 | 23,180.00 | -2,661.80 | 88.52 % |
| Equipment Rental | 3,423.84 | 4,000.00 | -576.16 | 85.60 % |
| Lodging | 971.65 | 1,200.00 | -228.35 | 80.97 % |
| Meals | 1,008.47 | 640.75 | 367.72 | 157.39 % |
| Permit | 612.74 | 386.74 | 226.00 | 158.44 % |
| Refreshments | 1,202.46 | 1,253.19 | -50.73 | 95.95 % |
| Sound/Technical Services | 7,375.00 | 11,095.00 | -3,720.00 | 66.47 % |
| Total Program Costs | 51,232.47 | 55,532.91 | -4,300.44 | 92.26 % |
| QuickBooks Payments Fees | 19.00 | 26.64 | -7.64 | 71.32 % |
| Square Fees | 1,951.06 | 1,904.64 | 46.42 | 102.44 % |
| Subscriptions | 558.24 | 610.19 | -51.95 | 91.49 % |
| Supplies | 557.60 | 390.08 | 167.52 | 142.95 % |
| Amtrack | 420.23 | 642.93 | -222.70 | 65.36 % |
| Office | 890.01 | 3,031.92 | -2,141.91 | 29.35 % |
| Other | 128.13 | | 128.13 | |
| Total Supplies | 1,995.97 | 4,064.93 | -2,068.96 | 49.10 % |
| Ticket Refund | 47.70 | | 47.70 | |
| Utilities | 1,924.61 | | 1,924.61 | |
| Alarm/Security | 630.68 | 650.04 | -19.36 | 97.02 % |
| Electric | | 1,700.04 | -1,700.04 | |
| Software/Apps | 1,796.49 | 2,199.96 | -403.47 | 81.66 % |
| Telecommunications | 2,879.11 | 3,000.00 | -120.89 | 95.97 % |
| Total Utilities | 7,230.89 | 7,550.04 | -319.15 | 95.77 % |
| Total Expenditures | \$175,078.92 | \$211,094.39 | \$ -36,015.47 | 82.94 % |

The Performing Arts Studio, Inc. (dba The Depot)

Item 11.

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L Classes
July 2023 - June 2024

| | TOTAL | | | |
|-----------------------|--------------|-------------|---------------|-------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| NET OPERATING REVENUE | \$ -9,536.69 | \$13,676.32 | \$ -23,213.01 | -69.73 % |
| NET REVENUE | \$ -9,536.69 | \$13,676.32 | \$ -23,213.01 | -69.73 % |

File Attachments for Item:

12. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT ONE TO CONTRACT K-1920-104:
WITH FREESE AND NICHOLS AND THE CITY OF NORMAN, OKLAHOMA, FOR
DESIGN ENGINEERING OF THE CONSTITUTION STREET 2019 BOND PROJECT –
JENKINS AVENUE TO CLASSEN BOULEVARD IN THE AMOUNT OF \$52,400 AS
OUTLINED IN THE STAFF REPORT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/11/2025

REQUESTER: Tim Miles, City Engineer

PRESENTER: Scott Sturtz, Director of Public Works

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT ONE TO CONTRACT K-1920-104: WITH FREESE AND NICHOLS AND THE CITY OF NORMAN, OKLAHOMA, FOR DESIGN ENGINEERING OF THE CONSTITUTION STREET 2019 BOND PROJECT – JENKINS AVENUE TO CLASSEN BOULEVARD IN THE AMOUNT OF \$52,400 AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

On April 2, 2019, the citizens of Norman voted in favor of a \$72 million transportation bond issue, which includes nineteen (19) projects. With the anticipated \$67 million in federal dollars being leveraged for these projects, approximately \$139 million is budgeted for the nineteen (19) projects. Please see the attached project list and map showing the approved projects.

On August 19, 2019, City staff advertised Request for Proposal RFP 1920-16 to solicit Consulting Engineering Services for the fourteen (14) bond projects still requiring design. The selection committee consisting of three (3) City staff and two (2) citizens “shortlisted” nine (9) consultant teams for interviews, which were held on October 2, 2019. The five (5) consultant teams selected after interviews to complete the design on these projects are:

- Garver, Norman
- Cowan Group, Oklahoma City
- Freese and Nichols, Oklahoma City
- MacArthur Associated Consultants, Oklahoma City
- Olsson Associates, Oklahoma City

These consultants are being assigned the various projects by City staff based on capacity, performance on their current projects and capabilities of their firm to complete a specific project.

On January 28, 2020, City Council awarded the design contract to Freese and Nichols for the Constitution Street 2019 Bond Project – Jenkins Avenue to Classen Boulevard in the amount of \$413,665.

DISCUSSION:

Tonight's agenda item is a contract amendment with Freese and Nichols to include additional design scope items that were determined necessary after the project was originally scoped. A detailed breakdown is outlined in the attached Contract Amendment No. 1 as well as summarized below.

The two primary scope change items include additional topographic survey data and traffic signal design. Several field changes were made during the recent Constitution Street Trail Construction Project. Additional survey is necessary along the north side of the project to ensure the roadway project can be constructed as originally designed. If not, the roadway design will be modified to accommodate the new trail. Signal warrants have now been met for the Constitution Street/Oak Tree Avenue intersection so a traffic signal will be added to the project to better accommodate multi-modal traffic at this intersection.

These scope changes resulted in an increased fee of \$52,400 for Freese and Nichols in Amendment No. 1. This amendment resulted in a 12.7% fee increase over the original contract amount for a total design fee of \$466,065 (\$413,665 original fee + \$52,400 AMD #1), which is still under the project design budget amount of \$613,977.

Funding for Amendment No. 1 to Contract K-1920-104 design services in the amount of \$52,400 is available in the Constitution Street 2019 Reconstruction Bond Project (No. BP0421, Account No. 50594019-46201 Design).

RECOMMENDATION:

Staff recommends approval of Amendment No.1 to contract K-1920-104 with Freese and Nichols for additional surveying and design engineering on the Constitution Street Reconstruction Project – Jenkins Avenue to Classen Boulevard in the amount of \$52,400.

Tim Miles
201 West Gray, Bldg. A
P.O. Box 370
Norman, Oklahoma 73069

FNI PROJECT NO. NRN20181
CLIENT CONTRACT REFERENCE K-1920-104
DATE: 2/03/2025

Project Name: 2019 Bond Projects Program Management
Constitution Street – from Jenkins Ave. to Classen Blvd.

ADDITIONAL DESCRIPTION OF PROJECT

The City of Norman has requested modifications to the project to include additional survey and design services necessary to update the plans that will incorporate segments of the recently constructed trail along the north side of Constitution Street and the design of a traffic signal system at the intersection of Constitution Street and Oak Tree Avenue.

ADDITIONAL DESIGN SERVICES

The recently constructed trail improvements along the north side of Constitution Street were not captured in the original survey (2020). Services in this amendment include additional topographic survey and design services to address impacts of the constructed trail to the proposed design improvements of the roadway widening and storm drain system. Design of a traffic signal system at the Oak Tree Avenue intersection will also be added to the project scope. Items included as part of this effort are:

- Roadway (FNI): \$13,225 Lump Sum
 - o Update CAD drawing files with new topographic survey data and existing terrain surface provided by subconsultant.
 - o Verify conflicts with existing utilities and recent trail/sidewalk improvements mentioned above.
 - o Design and Production Updates:
 - Roadway plan and profile
 - Removals
 - Storm drain system
 - Reprocess cross sections
 - o Update construction cost to include additional scope items.
- Traffic (FNI): \$20,275 Lump Sum
 - o Design traffic signal improvements with video detection systems at the intersection of Constitution Street and Oak Tree Avenue to meet City and ODOT standards.
 - Per the City's traffic signal warrant analysis, it is anticipated that the proposed signal at the intersection will have enough separation from the railroad tracks that the traffic signal will not need to be interconnected with the railroad crossing.
 - Traffic signal timing is not accounted for in this scope of work. Signal timing to be provided by City.
 - Update sidewalk crossing improvements to be ADA compliant and meet PROWAG standards.
 - Sheets to be included in 90% and Final Plan Submittal:
 - Traffic Signal Layout
 - Traffic Signal Phasing
 - Traffic Signal Wiring Diagram
 - City to provide Traffic signal warrant analysis data and results.

- Additional Survey (Lemke): \$18,900 Lump Sum
 - o Scope of services, deliverables and timeline are attached.

DELIVERABLES

Deliverables will be per the original contract and as modified or noted above.

SCHEDULE

Schedule of this work shall be as agreed upon by the City project manager.


FEE SCHEDULE SUMMARY

Compensation shall be amended as follows: Add a lump sum amount of fifty-two thousand, four hundred dollars (\$52,400).

| | |
|--------------------------------|--------------|
| Original Contract Amount: | \$413,665.00 |
| Amount of Amendment #1: | \$ 52,400.00 |
| Revised Total Contract Amount: | \$466,065.00 |

The above described services shall proceed upon execution of this amendment. All other provisions, terms and conditions of the Professional Services Agreement which are not expressly amended shall remain in full force and effect.

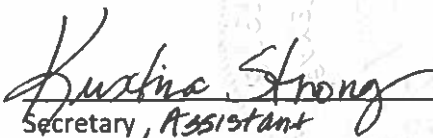
FREESE AND NICHOLS, INC.

BY: 
BRANDON HUXFORD
 Print Name

TITLE: VICE PRESIDENT

DATE: 3/11/2025

ATTEST:


 Secretary, Assistant

CITY OF NORMAN

BY: _____

 Print Name

TITLE: _____

DATE: _____

January 23, 2025

Mr. Eric Waggoner, P.E.
Freese and Nichols, Inc.
3600 NW 138th Street, Suite 202
Oklahoma City, OK 73134

RE: Proposal for Professional Services
Constitution Street Survey Updates
Oklahoma City, OK

Dear Mr. Waggoner:

Parkhill is pleased to have the opportunity to provide this Proposal for Topographic Surveying services for the referenced Project.

SCOPE OF SERVICES, DELIVERABLES, AND TIMELINE

Parkhill will provide Survey Services to update the previous Constitution Street Survey (project #: 20251):

- Recover control as needed from previous Surveys (20251).
- Provide Topographic Survey Services to include the following existing surface features: roads, curbs, centerlines, drives, sidewalks, buildings, finished floor elevations, signs, fences, walls, decorative trees, flowerbeds, all visible drainage structures, visible and/or marked utilities, and any other features within Survey Limits including:
 - Cross sections and grid shots at 50-foot density including applicable break lines.
 - Contours at 1-foot minimum density.
- Utility companies servicing the Project area will be contacted through "OKIE811" at least 72 hours prior to Survey, excluding weekends and holidays. Private utilities that are not members of "OKIE811" will not be researched and locates will not be requested for these non-members.
 - Private utilities will not be located by OKIE811 service. If desired to be shown on the Survey, the Owner shall mark all known private utility lines prior to the commencement of Survey Services. Parkhill also requests the Owner provide private utility atlas maps for depiction on the Survey as "per atlas map".
 - Parkhill will plot atlas maps and as built plans provided by the Client and/or utility owners.
 - Parkhill is NOT responsible for unmarked or mismarked utilities.
 - Parkhill will notate on the Survey utility size/type if this information is provided from utility companies and/or other sources.
 - If utility information is critical, Parkhill recommends to have QL-B SUE (Subsurface Utility Engineering) locates completed by a SUE Subconsultant. If requested, Parkhill can provide an additional fee for this service.
 - All utility information will be placed in the Civil 3D and/or AutoCAD Drawings.
- Storm sewer manholes, sanitary sewer manholes, water valves, and inverts will be measured for depth (to the connection outside of survey limits).
- Review any new right-of-way documents (possible two) supplied to the Surveyor. Update previously established right of way if applicable based on documents supplied.
 - This Scope does not include reviewing and/or updating any previously established boundary information established by the previous Surveyor. Examples of existing boundary information include, but not limited to, section lines, right of ways, parcel depictions, existing easements, etc.
- Combine and or update previous Survey with new Survey data and deliver in original Survey format.

3226 Bart Conner Drive
Norman, OK 73072
(405) 366-8541

14101 Wireless Way, Suite 350
Oklahoma City, OK 73134
(405) 832-9900

8622 South Peoria Avenue
Tulsa, OK 74132
(918) 794-7828

Services specifically excluded from our Scope of Services include, but are not limited to, the following:

- Subsurface Utility Engineering (SUE).
- Property Boundary and Easements (other than mentioned above).

DELIVERABLES

Our deliverables include a Civil 3D file, Survey control, and a Topographic certification. Any item not listed in this Proposal has not been considered for this fee estimate and is not included.

TIMELINE

The Survey timeline will be coordinated with the appropriate Project Manager.

COMPENSATION

Our fee for the Scope of Services described above will be based on a lump sum amount of \$18,900.00.

If this Proposal meets your expectations, you may indicate your acceptance by returning one signed copy to our office. Upon receipt of an executed Proposal, we will schedule and begin Work. We will prepare our Agreement for your execution and, upon execution, will be able to release our deliverables. If an alternative Agreement is preferred, we will review and consider it for an additional fee.

We appreciate the opportunity to provide Professional Services to you and look forward to the successful completion of your Project. If you have any questions, please do not hesitate to call us.

Sincerely,

PARKHILL

FREese AND NICHOLS, INC.

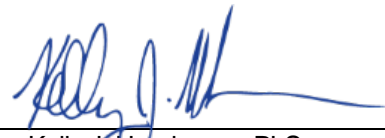
By 
Brian Bird, PLS
Professional Licensed Surveyor | Associate

Signature: _____

Name: _____

Title: _____

Date: _____

By 
Kelly J. Henderson, PLS
Director of Surveying | Principal

BB/rmg

Enclosures: Attachment 1 – Survey Limits Exhibit 1
Attachment 1 – Survey Limits Exhibit 2

Survey Limits Exhibit 1



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Survey Limits Exhibit 2

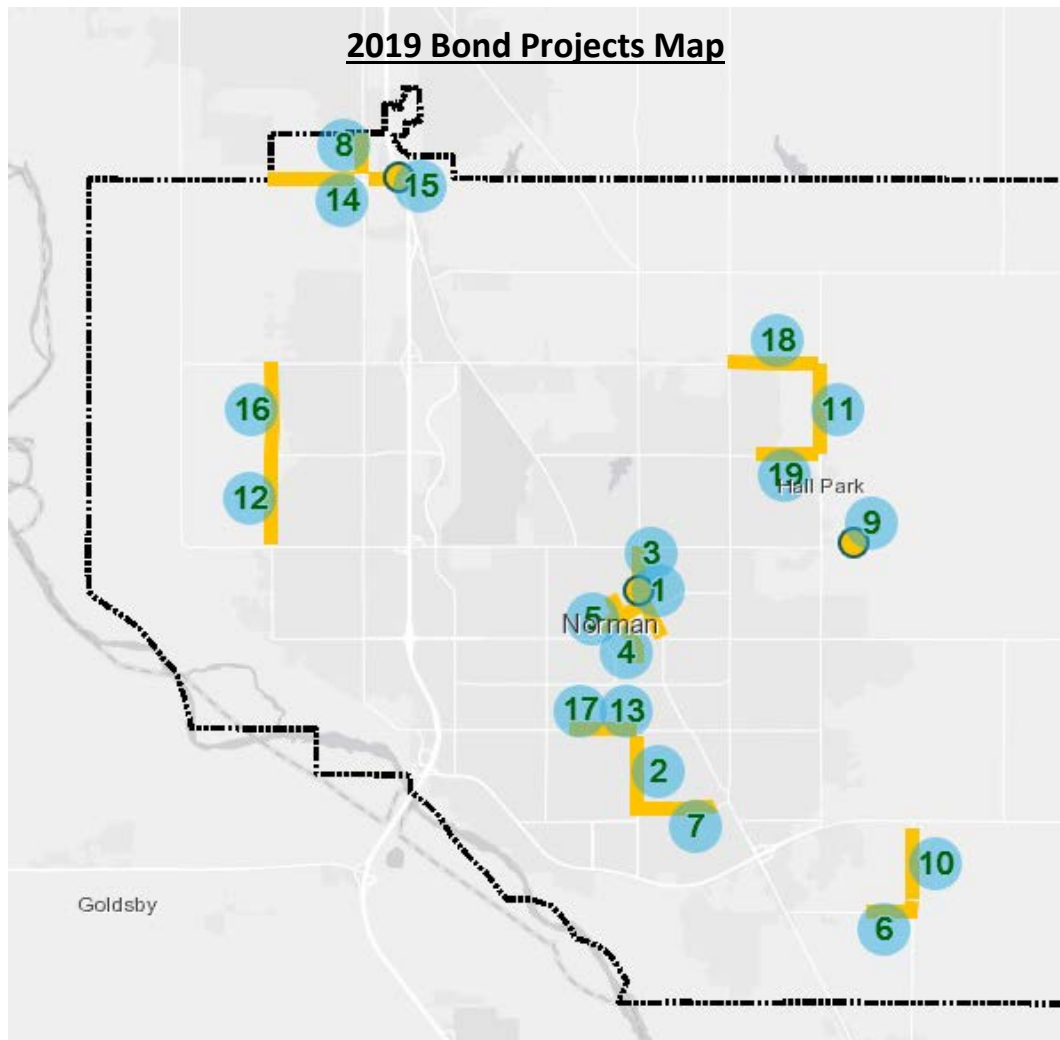


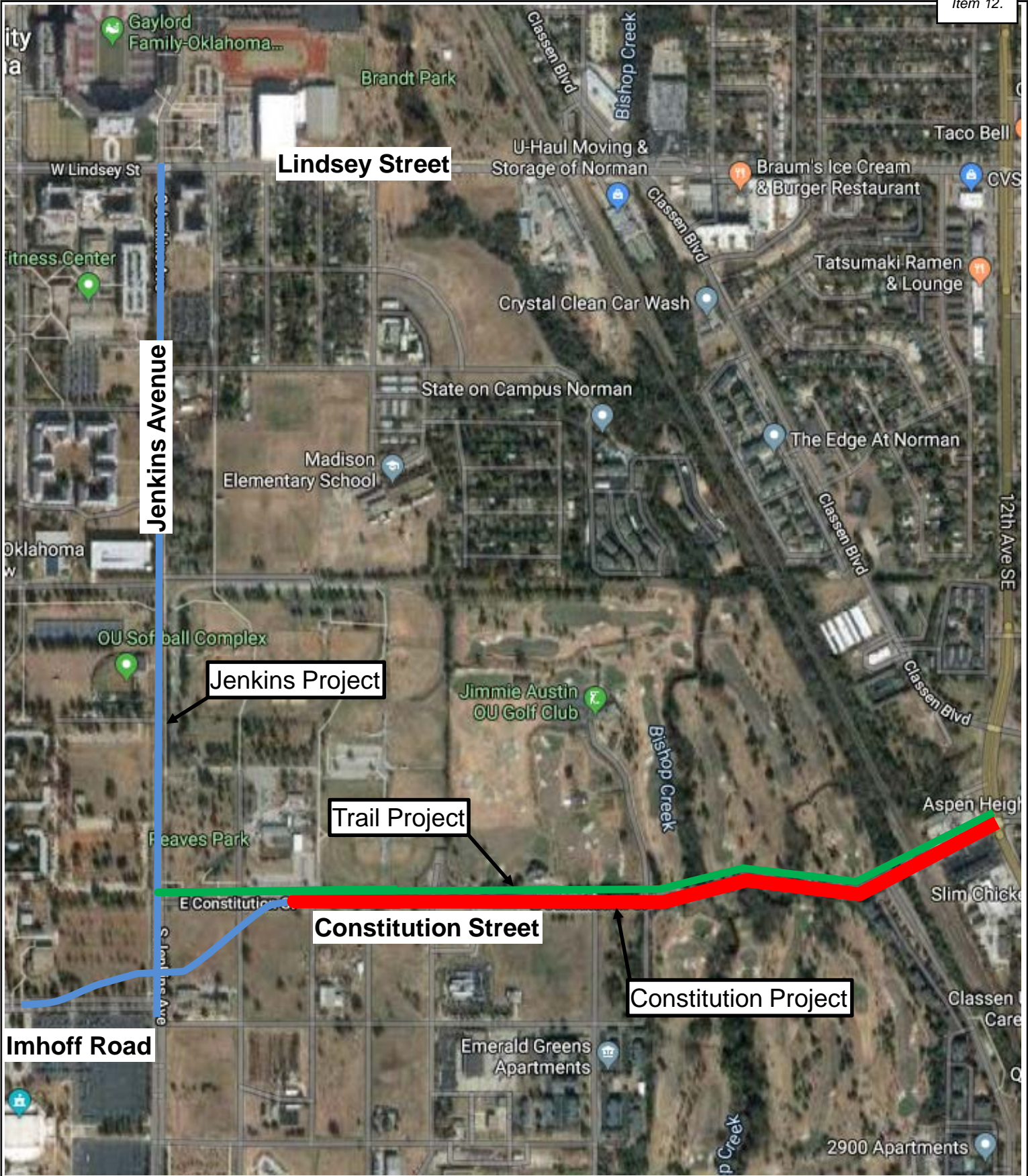
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8622 South Peoria Avenue
Tulsa, OK 74132
(918) 794-7828

| 2019 Bond Projects List | | |
|-------------------------|--------------------|---|
| Construction Year | Project No. on Map | Project Location |
| 2020 | 1 | Porter Avenue and Acres Street |
| 2021 | 2 | Jenkins Avenue - Imhoff Road to Lindsey Street |
| 2021 | 3 | Porter Avenue Streetscape |
| 2022 | 4 | James Garner Avenue - Acres to Duffy |
| 2022 | 5 | Gray Street Two-Way Conversion |
| 2023 | 6 | Cedar Lane Road - East of 24th Avenue SE to 36th Avenue SE |
| 2023 | 7 | Constitution Street - Jenkins to Classen |
| 2024 | 8 | 36th Avenue NW - North of Indian Hills Road to Moore City Limit |
| 2024 | 9 | Traffic Management Center |
| 2025 | 10 | 36th Avenue SE - Cedar Lane Road to State Highway 9 |
| 2025 | 11 | 24th Avenue NE - Rock Creek Road to Tecumseh Road |
| 2026 | 12 | 48th Avenue NW - Phase 1 - Robinson Street to Rock Creek Road |
| 2027 | 13 | Lindsey Street Special Corridor (Elm Avenue to Jenkins Avenue) |
| 2028 | 14 | Indian Hills Road - 48th Avenue NW to Interstate 35 |
| 2028 | 15 | Indian Hills Road and I-35 Interchange Match Funds |
| 2029 | 16 | 48th Avenue NW - Phase 2 - Rock Creek Road to Tecumseh Road |
| 2029 | 17 | Lindsey Street Special Corridor (Pickard Avenue to Elm Avenue) |
| 2030 | 18 | Tecumseh Road - 12th Ave NE to 24th Ave NE |
| 2030 | 19 | Rock Creek Road - Queenston to 24th Avenue NE |





Constitution Street Bond Project Location Map



File Attachments for Item:

13. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2425-63: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND BRAMLETT AND ASSOCIATES MULTIMEDIA, L.L.C., D/B/A BOLD MULTIMEDIA, FOR MARKETING SERVICES IN THE AMOUNT OF \$42,955 FOR THE PARKS AND RECREATION DEPARTMENT, WESTWOOD PARK, AND THE YOUNG FAMILY ATHLETIC CENTER.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 3/25/2025

REQUESTER: Mitchell Richardson, Recreation Manager

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2425-63: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND BRAMLETT AND ASSOCIATES MULTIMEDIA, L.L.C., D/B/A BOLD MULTIMEDIA, FOR MARKETING SERVICES IN THE AMOUNT OF \$42,955 FOR THE PARKS AND RECREATION DEPARTMENT, WESTWOOD PARK, AND THE YOUNG FAMILY ATHLETIC CENTER.

BACKGROUND:

The City of Norman Parks Department established a contractual agreement starting in 2019 with Bramlett and Associates Multimedia LLC, operating as Bold Multimedia (Bold), to support multimedia and marketing initiatives for the Parks Department. The objective is to enhance visibility, engagement, and awareness of the City's various parks, facilities, and recreational programs, including Westwood Park, the Young Family Athletic Center (YFAC), and general Parks and Recreation services. This partnership uses multimedia strategies to promote community engagement and participation effectively.

DISCUSSION:

Contract Summary: Under the agreement, Bold Multimedia will provide a range of marketing services categorized into three main areas, each with specific budget allocations and service requirements.

Parks and Recreation Media: Annual Budget: \$24,955 for up to 500 service hours
Services include social media management, graphic design, email and print newsletters, direct mail campaigns, branding for special events, and signage management.

Westwood Park Media: Annual Budget: \$9,000, varying service hours by season.
Services cover social media, email newsletters, event marketing, radio ads, and other promotional materials specific to Westwood Park facilities and programs at golf, tennis, and the aquatics center.

Young Family Athletic Center (YFAC) Media: Annual Budget: \$9,000 for up to 240 service hours
Services focus on YFAC event promotion, social media, video production, website content, email newsletters, and signage management.

Budget and Compensation: The agreement sets a maximum payment structure, disbursed monthly, ensuring consistent support for marketing efforts while adhering to budget constraints.

Termination Clause: The City or Bold Multimedia may terminate the contract with a 30-day written notice, ensuring flexibility for both parties in case of unforeseen changes or challenges.

Request for Proposal (RFP) 2425-31 ran in the Journal Record and was published on January 16 and 23, 2025. Three marketing agencies provided proposals, and the staff conducted virtual interviews on February 7, 2025.

RECOMMENDATION:

It is recommended that the City Council approve the contract with Bramlett and Associates Multimedia LLC, operating as Bold Multimedia for \$42,995 annually.

MARKETING SERVICES AGREEMENT

This Agreement is a contract, made and entered into this 11th day of March, ²⁰²⁵
("Effective Date") by and between the City of Norman, a municipal corporation, hereinafter
called the "City," and Brammlet and Associates Multimedia LLC, D/B/A Bold Multimedia, an
Oklahoma limited liability company, hereinafter called "Contractor."

WITNESSETH:

WHEREAS, the City is a Municipal Corporation and maintains business premises at 201 West
Gray St., Norman, Oklahoma; and

WHEREAS, the City of Norman Parks and Recreation Department ("Parks Department")
orchestrates and manages many programs and facilities for the City; and

WHEREAS, Contractor desires to assist in marketing services and activities for the City's Parks
Department and its programs and facilities.

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

ARTICLE 1 – TERM

The term of this Agreement shall commence on the Effective Date and terminate no later than
five (5) years from the Effective Date, each one-year period a "Contract Year," unless earlier
terminated pursuant to the provisions set forth herein, and subject to sufficient annual
appropriations by the City.

ARTICLE 2 – SERVICES TO BE PERFORMED BY CONTRACTOR

The Contractor shall perform the Services described in Exhibit A – Parks and Recreation Media,
Exhibit B – Westwood Park Media, and Exhibit C – Young Family Athletic Center Media.
Contractor agrees to work with the Parks Department staff to execute the Services. Contractor
agrees to comply with all applicable federal, state, and local laws, rules, and regulations and all
policies and procedures established by the City in their performance of the Services.

ARTICLE 3 – COMPENSATION

The City shall pay Contractor for the Services as follows:

1. An amount not to exceed \$24,955 per Contract Year for up to 500 hours of services for
the Services described under Exhibit A – Parks and Recreation Media. Such amount to
be paid to the Contractor in twelve (12) monthly installments.

2. An amount not to exceed \$9,000 per Contract Year for: 1) ten (10) average hours of services per month from November to February, and 2) twenty (20) average hours of services per month from March to October, for the Services described under Exhibit B – Westwood Park Media. Such amount to be paid to the Contractor in twelve (12) monthly installments.
3. An amount not to exceed \$9,000 per Contract Year for up to 240 hours of services for the Services described under Exhibit C – Young Family Athletic Center Media. Such amount to be paid to the Contractor in twelve (12) monthly installments.

ARTICLE 4 – TERMINATION

Either party shall have the right to terminate this Agreement for any reasons provided thirty (30) days written notice is provided.

ARTICLE 5 – INDEMNIFICATION

Contractor agrees to indemnify and hold harmless the City, its officers, agents and employees from and against all liability for injuries or death to persons, legal expense or damage to property caused by Contractor's, its agents or employees performance of the Services under this Agreement; provided, however, that Contractor shall not be liable for injury, damage or loss occasioned by the sole negligence of the City, its agents or employees. Contractor shall indemnify and hold harmless the City, its officers, agents and employees from and against all claims, damages, suits, expenses, liability or proceedings of any kind whatsoever, including, without limitation, Worker's Compensation claims of or by anyone whomever, in any way resulting from, or arising out of, Contractor's acts, omissions or operations under or in connection with this Agreement. This Article 5 shall survive the completion or termination of this Agreement.

ARTICLE 6 – NOTICE

Any notice, demand, or other communication under this Agreement shall be sufficiently given or delivered when it is delivered personally, or within three (3) business days after it is deposited in the United States mail, registered or certified mail, postage prepaid, return receipt requested, to:

City:

Jason Olsen
Director of Parks and Recreation
225 N. Webster Ave.
Norman, OK 73070

Contractor:

Name: Bramlett & Associates Multimedia LLC DBA BOLD Multimedia
Title: Krystyn Richardson, Owner
Address (street): 3812 Havenbrook Circle
Address (city, state, zip): Norman, OK 73072

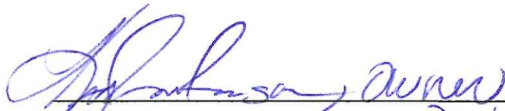
ARTICLE 7 – MISCELLANEOUS

- 1) *Counterparts*: This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and constitute the same instrument.
- 2) *Severability*: If any provision of this Agreement is determined to be unenforceable, invalid or illegal, then the enforceability, validity and legality of the remaining provisions will not in any way be affected or impaired, and such provision will be deemed to be restated to reflect the original intentions of the parties as nearly as possible in accordance with applicable law.
- 3) *Governing Law; Venue*: This Agreement shall be governed and construed in accordance with the laws of the United States of America and the State of Oklahoma. The venue for any action under this Agreement shall be in the District Court of Cleveland County, Oklahoma or the United States District Court for the Western District of Oklahoma. The parties agree to submit to the subject matter and personal jurisdiction of said court.
- 4) *Entire Agreement; Amendments*: This Agreement constitutes the entire agreement among the parties hereto and may not be amended or modified, except in writing, signed by each of the parties hereto. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.
- 5) *Authority*: Each party hereto has the legal right, power and authority to enter into this Agreement. Each party's execution, delivery and performance of this Agreement has been duly authorized, and no other action is requisite to the valid and binding execution, delivery and performance of this Agreement, except as expressly set forth herein.
- 6) *Relationship of Parties*: This Agreement does not create any partnership or joint venture between the parties hereto, or render any party liable for any of the debts or obligations of the other party. Neither party shall be deemed to be an agent or representative of the other. Contractor will be providing services to the City as an independent contractor and shall not be considered an employee of the City.
- 7) *Assignment*: This Agreement shall not be assigned by Contractor without prior written consent of the City, said consent not to be unreasonably withheld.

- 8) *Intellectual Property*: It is understood between the parties that each party is and shall remain the owner of all intellectual property that it owns or controls as of the Effective Date or that it authors, creates, or develops thereafter.
- 9) *Nondiscrimination*: Contractor agrees that it will not discriminate against any persons on the basis of race, color, religion, ancestry, national origin, age, place of birth, disability, sex, sexual orientation, gender identity or expression, familial status, or marital status, including marriage to a person of the same sex.
- 10) *Non-Waiver*: No failure on the part of either party to exercise, and no delay in exercising, any right hereunder shall operate as a waiver thereof; nor shall any single or partial exercise by either party of any right hereunder preclude any other or future exercise thereof or the exercise of any other right. The remedies herein provided are cumulative and not exclusive of any remedy available to either party at law or in equity.

IN WITNESS WHEREOF, the parties hereunto set their hands and seal the date first above written. The parties agree that they may conduct the transaction by electronic means and hereby state that electronic signature is valid and shall have the same force and effect as an original signature.

BRAMLET AND ASSOCIATES MULTIMEDIA LLC


Name & Title: Krystyn Richardson

ACKNOWLEDGEMENT

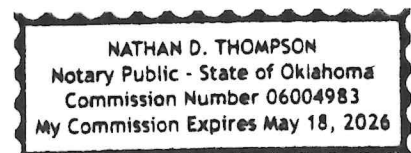
STATE OF Oklahoma)
) ss:
COUNTY OF Cleveland)

Before me, a Notary Public in and for the State of Oklahoma, on this 11th day of March, 2024, personally appeared Krystyn Richardson, to me known to be the identical person who subscribed their names to the foregoing instrument as their free act and voluntary deed for the uses and purposes therein set forth.


Notary Public

My Commission No. 06004983 Expires: May 18, 2026 [SEAL]

CITY OF NORMAN



APPROVED this _____ day of _____, ²⁰²⁵ by the Norman City Council.

Larry Heikkila, Mayor

ATTEST:

Brenda Hall, City Clerk

APPROVED as to form and legality this _____ day of _____, ²⁰²⁵

City Attorney

EXHIBIT A – PARKS AND RECREATION MEDIA

SCOPE OF SERVICES – PARKS AND RECREATION MEDIA

The following is a preliminary scope of services intended to communicate the expectations of the Norman Parks and Recreation Department (Parks Department) for the advertising services required. Contractor understands that the scope of work is fluid and may require adjustments as projects arise, change, and evolve. Contractor must be prepared to work in close collaboration with the Parks Department staff daily.

Client Relations:

Contractor will designate a day-to-day contact person responsible for facilitating communication between their team, designers, event planners, venue owners, and other stakeholders. This individual will work with the Parks Department from the inception of an idea, event, or product, through the development of a marketing strategy, and until the event or product launch. Expected responsibilities include:

- Continuously evolving ideas to effectively market to various facets and generations of the target market.
- Sharing the Parks Department's brand stories in a compelling manner that encourages engagement and sharing.
- Assisting in managing any media crises that may arise.
- Acting as a sounding board for the Parks Department on all matters related to marketing, advertising, and design.
- Providing specific and direct solutions to any marketing or advertising challenges faced by the Parks Department.
- Coordinating between the Parks Department, venue, and any other involved parties.
- Analyzing current marketing activities and providing advice to help develop the most effective marketing strategies.
- Engaging the target market across all relevant platforms.

Graphic & Digital Marketing:

- Creation of Facebook and Instagram graphics and management of event postings.
- Development and distribution of twelve (12) monthly email newsletters.
- Production of four (4) printed, magazine-style newsletters annually.
- Branding and graphic design services, including the creation of fliers, emails, posters, and social media graphics for special events, recreational sports, classes, and childcare programs.

Print Marketing:

- Development and coordination of direct mail campaigns.
- Design and management of apparel for events and employee uniforms.
- Photography services as needed for special events and advertising efforts.
- Creation and management of signage for events and facilities.
- Production of print ads for events and other recreational activities in the following publications:
 - Norman Transcript
 - Boyd Street

Fundraising Assistance:

- Providing support and strategies for fundraising efforts as needed.

Other Duties:

- Performing additional tasks as assigned by the Parks Department.

EXHIBIT B – WESTWOOD PARK MEDIA**SCOPE OF SERVICES – WESTWOOD PARK**

Advertising Services for Westwood Park are divided among Westwood Family Aquatic Center, Westwood Golf, The Turn, and Westwood Tennis.

Contractor will provide the following services to promote Westwood Park:

- Consulting, video production, graphic design, copywriting, event coordination, photography, website design, social media management, media buying services, print material design and coordination, and purchasing as they fall within the hours of the contract.

Specific items include:

- Manage the social media accounts for Westwood Park on Facebook and Instagram, which includes creating custom graphics for events, setting up events, and creating schedules and posts for all the events and promotions for the complex.
- Create and manage email newsletters
- Design ads for Boyd Street and Sooner Spector, others as assigned by the Parks Department, as needed
- Provide talking points for remotes
- Write and approve radio advertisements
- Find and suggest new advertising opportunities
- Food photography for both Westwood Aquatic Center and The Turn
- Design, order, and deliver merchandise
- Design, order, and deliver staff apparel
- Design Westwood program guide
- Design facility signage and coordinate installation
- Design golf cart signs
- Design of and assistance with in-store displays
- Golf tournament advertising and day-of needs as assigned, including the United Way, Memorial Day, Invitational, and Labor Day tournaments
- Jr Golf Academy and mini-clinic social media promotion

- Update The Turn's print and digital menu
- The Turn social media promotions
- Update Westwood Aquatic Center digital menus
- Promote Westwood Aquatic Center events, on average ten (10) per season
- Promotion of Westwood season passes
- Promotion of World's Largest Swim, including day of coverage, highlighting on social media and coordinating with media
- Hiring social media posts and materials for open house as needed
- Junior Tennis Program social media promotion and flyer
- Junior Tennis Clinic social media promotion and flyer
- Tennis Summer Camp social media promotion and flyer
- Provide reports detailing social media and advertising performance upon request
- Attend a monthly meeting and coordinate with the facilities staff to gather information
- Be responsive for consulting by phone, text, and email
- Other items as assigned by the Parks Department

EXHIBIT C – YOUNG FAMILY ATHLETIC CENTER MEDIA

SCOPE OF SERVICES – YOUNG FAMILY ATHLETIC CENTER

Contractor will provide comprehensive services to promote the Young Family Athletic Center (YFAC), focusing on increasing community engagement, promoting events, and enhancing brand awareness.

The scope includes the following services:

- **Consulting:** Provide strategic guidance and recommendations to optimize marketing efforts and achieve organizational objectives.
- **Video Production:** Create engaging video content to showcase YFAC facilities, programs, and events.
- **Graphic Design:** Develop visually appealing graphics for social media posts, website banners, print materials, and advertisements.
- **Copywriting:** Generate compelling copy for promotional materials, event descriptions, social media posts, and newsletters.
- **Event Coordination:** Assist in planning and executing promotional events, including ribbon cuttings, community days, and tournaments.
- **Photography:** Capture high-quality images of YFAC facilities, activities, and participants for use in marketing materials.
- **Website Design:** Enhance the YFAC website with updated design elements, user-friendly navigation, and engaging content.
- **Social Media Management:** Manage YFAC's social media accounts, including content creation, scheduling, and community engagement.
- **Media Buying Services:** Identify and purchase advertising space in relevant media outlets to reach target audiences effectively.
- **Print Material Design:** Design and coordinate the production of printed materials such as brochures, flyers, posters, and banners.
- **Merchandise Design:** Create designs for YFAC-branded merchandise, including apparel, accessories, and promotional items.
- **Signage Management:** Develop signage for YFAC facilities, including indoor and outdoor signs, digital signs, banners, and directional signage.

- Email Newsletters: Design and distribute regular email newsletters to YFAC members and subscribers, featuring updates, events, and special offers.
- Radio Advertisements: Write and produce radio advertisements to promote YFAC programs, events, and membership opportunities.
- Marketing Collateral: Provide assistance in updating and maintaining marketing collateral, including brochures and promotional materials.

File Attachments for Item:

14. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2425-102: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND AGUIRRE & FIELDS, LP., IN THE AMOUNT OF \$91,350.00 FOR THE DESIGN OF THE EAST ROBINSON STREET BRIDGE REPLACEMENT PROJECT AND BUDGET TRANSFER AS OUTLINED IN THE STAFF REPORT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 3/25/2025

REQUESTER: Joseph Hill, Streets Program Manager

PRESENTER: Scott Sturtz, Public Works Director

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2425-102: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND AGUIRRE & FIELDS, LP., IN THE AMOUNT OF \$91,350.00 FOR THE DESIGN OF THE EAST ROBINSON STREET BRIDGE REPLACEMENT PROJECT AND BUDGET TRANSFER AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

In December of 2021, staff reached out to H.W. Lochner, Inc. to consult on a Bridge Maintenance Program Site Discovery project. This project provided detailed cost estimates for the replacement and rehabilitation of bridge locations identified as being in most need, based on the City's inventory ranking system within the Bridge Maintenance Program. This Site Discovery was the basis for the Bridge Maintenance Bond which was approved by voters on October 11, 2023. Among the bridges included in the Site Discovery project was the East Robinson Street Bridge, NBI No. 05850, located approximately 0.5 miles east of 72nd Avenue NE in rural Norman.

According to the most recent inspection report, which is attached, this is a load rated bridge and classified as Structurally Deficient. Of the bridges not included in the Bridge Maintenance Bond, the inventory ranking system ranks this bridge as needing replacement.

Tonight's agenda item is to award the contract for design of the East Robinson Street Bridge over Unnamed Creek located approximately 0.5 miles east of 72nd Avenue NE to Aguirre & Fields. A map of this location is attached.

DISCUSSION:

Aguirre & Fields was previously hired using Qualifications-Based Selection following the request for proposal process for the Bridge Maintenance Bond program in October, 2023.

Three potential solutions exist for this location. Aguirre & Fields has been tasked with performing a preliminary engineering study to investigate each alternative.

Once the preliminary engineering study is completed, City staff will review and meet with Aguirre & Fields to determine the most appropriate path forward.

Aguirre & Fields' Scope of Services includes:

- Field Inspection and Assessment.
- Detailed Topographic Survey
- Design for roadway profile for all three alternatives
- Hydraulic and Hydrologic analysis for all three alternatives
- Preliminary report preparation and submission

Funds are available to pay for these design services in the amount of \$91,350 in the Bridge Maintenance Program (Project No. TC0254, Account No. 50596687-46201 Design).

If approved, Aguirre & Fields will begin work immediately on the critical path items.

RECOMMENDATION 1:

Staff recommends approval of Contract K-2425-102 between the City of Norman and Aguirre & Fields in the amount of \$91,350 for the design of the East Robinson Street Bridge over Unnamed Creek.

RECOMMENDATION 2:

Staff recommends transfer of \$91,350 from the Bridge Maintenance Program (Project TC0254, Account No. 50596687-46201 Design) to the East Robinson Street Bridge Replacement (Project TC0285, Account No. 50596687-46201 Design).

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is entered into between The City of Norman (OWNER) and Aguirre & Fields (CONSULTANT) for the following reasons:

1. OWNER intends to replace the bridge NBI No. 05850 on E. Robinson Street over Unnamed Creek (the Project); and,
2. OWNER requires certain professional survey, design, analysis and engineering 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 _____, 2025.

ARTICLE 2 - GOVERNING LAW; VENUE

This AGREEMENT shall be governed by the laws of the State of Oklahoma. The venue for any action under this AGREEMENT shall be in the District Court of Cleveland County, Oklahoma or the United States District Court for the Western District of Oklahoma. The parties agree to submit to the subject matter and personal jurisdiction of said court.

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 within thirty (30) days of 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 indemnity provided by the CONSULTANT in this regard shall extend in favor of the OWNER to any and all liability, loss, damage, cost, and expense (including attorneys' fees and accountants' fees) caused by an error, omission, or negligent act of any sub-consultant hired by CONSULTANT for the Project. 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 (30) 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 fifteen (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 fourteen (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:

Joseph Hill
Streets Program Manager
City of Norman
P.O. Box 370
Norman, OK 73070

CONSULTANT

Aguirre & Fields
Christine Crosby
Chief Financial Officer
7215 New Territory Blvd
Sugar Land, TX 77479

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 CONSULTANT have executed this AGREEMENT. The parties agree that they may conduct the transaction by electronic means and hereby state that electronic signature is valid and shall have the same force and effect as an original signature.

DATED this ____ day of _____, 2025.

The City of Norman
(OWNER)

Signature _____

Name _____

Title _____

Date _____

Attest:

City Clerk

Aguirre & Fields, LP.
(CONSULTANT)

Signature  _____

Name Oscar R. Aguirre, P.E.

Title President of Aguirre, LLC - General Partner

Date March 4, 2025

Attest:

Secretary

Approved as to form and legality this ____ day of _____ 2025.

City Attorney

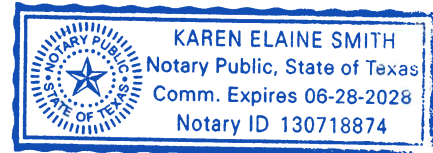
Signatory NotarizationSTATE OF TEXAS, COUNTY OF FORT BEND, SS:

Before me, the undersigned, a Notary Public in and for said Oscar R. Aguirre, P.E. of Aguirre, LLC – General Partner, it's Manager, to me known to be the identical person(s) who executed the foregoing Agreement for Professional Services, Contract No. K-2425-102 and acknowledged to me that they executed the same as their free and voluntary act and deed for the uses and purposes therein set forth.

WITNESS my hand and seal this 4TH day of March, 2025.My Commission Expires: 06-28-2028

Notary Public:

Karen E. Smith
Karen E. Smith



ATTACHMENT A SCOPE OF SERVICES

Article 3 of the AGREEMENT is amended and supplemented to include the following agreement of the parties. CONSULTANT shall, except as otherwise provided for herein, furnish all Engineering services, labor, equipment, and incidentals (SERVICES) as required for this AGREEMENT.

DESCRIPTION OF PROJECT

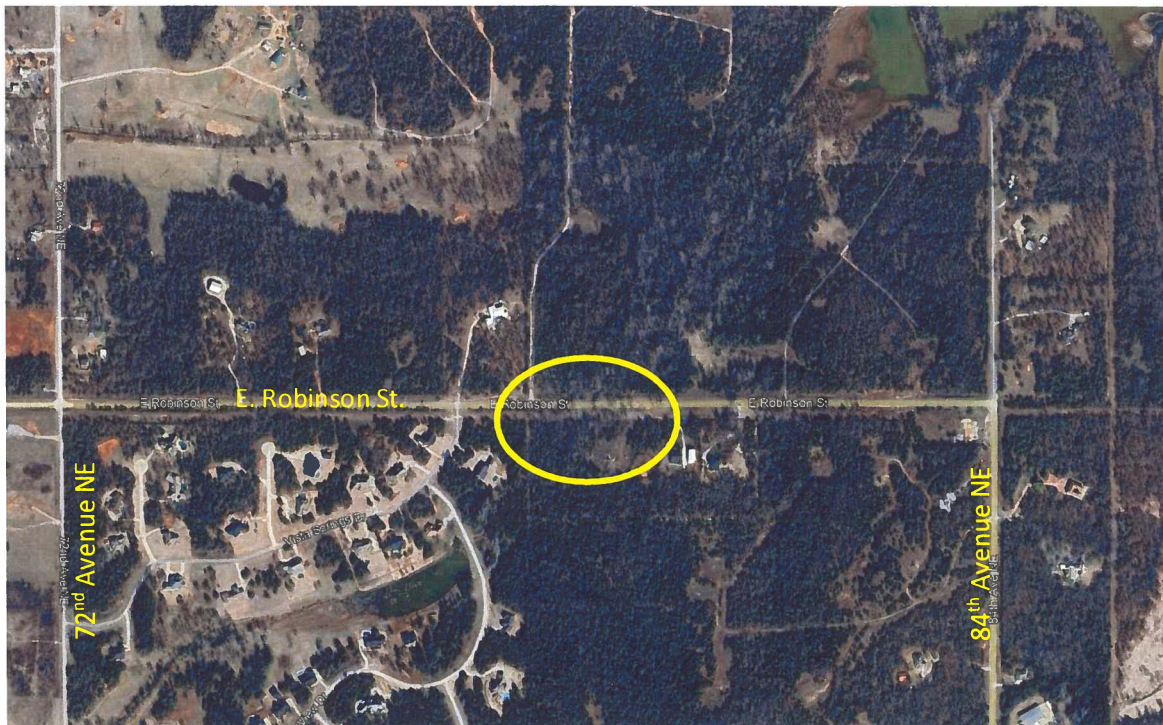
E. Robinson Street Bridge Replacement over Unnamed Creek

DESIGN SERVICES

GENERAL SCOPE OF SERVICES

The following is a scope of services provided by Aguirre & Fields to the City of Norman for bridge and roadway improvements under Contract No. K-2425-102. These design services align with the tasks set forth in Attachment C – Compensation.

The scope of the project includes providing engineering services associated with providing a preliminary analysis and recommendations for the replacement of the existing bridge carrying E. Robinson Street over Unnamed Creek (NBI No. 05850). The existing bridge is located approximately 0.6 miles east of 72nd Avenue NE in Norman, Oklahoma and consists of a 26' long steel beam bridge with a 19' clear roadway. The existing roadway has an approximately 19' wide clear roadway that carries two lanes of traffic. The route will be closed to traffic and will require a detour for the duration of construction.



Project Location Map**PROJECT DESCRIPTION**

The following items are included in the scope of work for the bridge replacement at Robinson Street:

- Perform a field investigation with a visual assessment of the existing span bridge.
- Perform a hydraulic analysis for potential low water crossing and bridge structures.
- Write recommendation memorandum detailing the results of preliminary engineering for the following three alternatives:
 - Remove and replace the existing bridge with a low water crossing.
 - Remove and replace the existing bridge with a reinforced concrete box structure. Reinforced concrete box structure is expected to include custom end treatments.
 - Remove and replace the existing bridge with a span structure. The span structure is expected to consist of a 3-span slab structure.
- Full depth roadway replacement of approximately 700 ft at the existing structure.
- Design for roadway profile for all three alternatives.
- Hydrology and Hydraulics
 - Develop hydrology for 2 – 500 yr frequencies
 - Develop HEC-RAS model for natural channel conditions
 - Develop HEC-RAS model for existing conditions
 - Develop HEC-RAS models for three (3) proposed scenarios
 - Low water crossing to convey 2 yr frequency
 - RCB structure to convey the 100 yr frequency
 - Span structure to convey the 100 yr frequency
 - Develop scour analysis for span structure
 - Develop Hydraulic Report summarizing hydrologic and hydraulic methodologies and results.
- Land Surveying, provided by MacArthur Associated Engineers, to produce construction plans will be limited to the following information:
 - Topographic survey will use the City of Norman Benchmark and Survey Control Network to establish site controls.
 - Survey limits will begin approximately 1,850' west of the 72nd Avenue NW and Robinson St. intersection and extend 2,280' east. Survey will extend from to right-of-way limits plus an additional 25'.
 - Utilities with top of rims and inverts (where necessary) and utility structures will be located with the assistance of a utility locate created through "OKIE811" and through the City of Norman GIS database.
 - Provide SUE Quality Level B for all utilities.
 - Survey Data Sheets
 - Additional information as provided in Appendix A.

TASK 1 SERVICES – PRELIMINARY DESIGN SUBMITTAL

This task includes the work required to complete preliminary design as outlined above. Detailed scope items are as follows:

- Perform field investigation, as outlined above.

- Provide a recommendation memorandum outlining the engineering alternatives and selection of a preferred solution.
- Attend one (1) review meeting with the City of Norman to confirm selection of alternative.

ADDITIONAL SERVICES (NOT INCLUDED IN SCOPE)

- Final plans, specifications, and estimate for the selected alternative
- Utility relocation coordination services
- Environmental services and 404 permit applications
- Geotechnical engineering services
- Bidding services, construction administration services, or as- built drawings
- Right-of-way plans, legal descriptions, or exhibits for required permanent or temporary easements.
- Right-of-way acquisition services
- Construction staking
- Property or boundary survey(s)
- Elevation certificate(s)
- NEPA study
- Traffic study and/or counts
- Public Meetings

The City of Norman reserves the right to include the above items as a supplement to this proposal and Aguirre & Fields shall be paid for additional services through a separate agreement.

City of Norman
Contract No.: K-2425-102

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 (Anticipated) | March 15, 2025 |
| Recommendation Memorandum | 180 days after NTP |
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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 and other factors beyond direct control of CONSULTANT.

City of Norman
Contract No.: K-2425-102

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 **Attachement A – Scope of Services**, in accordance with the limitations and conditions set forth in the AGREEMENT to pay an amount not to exceed \$ 91,350.00 unless changed or modified by a mutually 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:

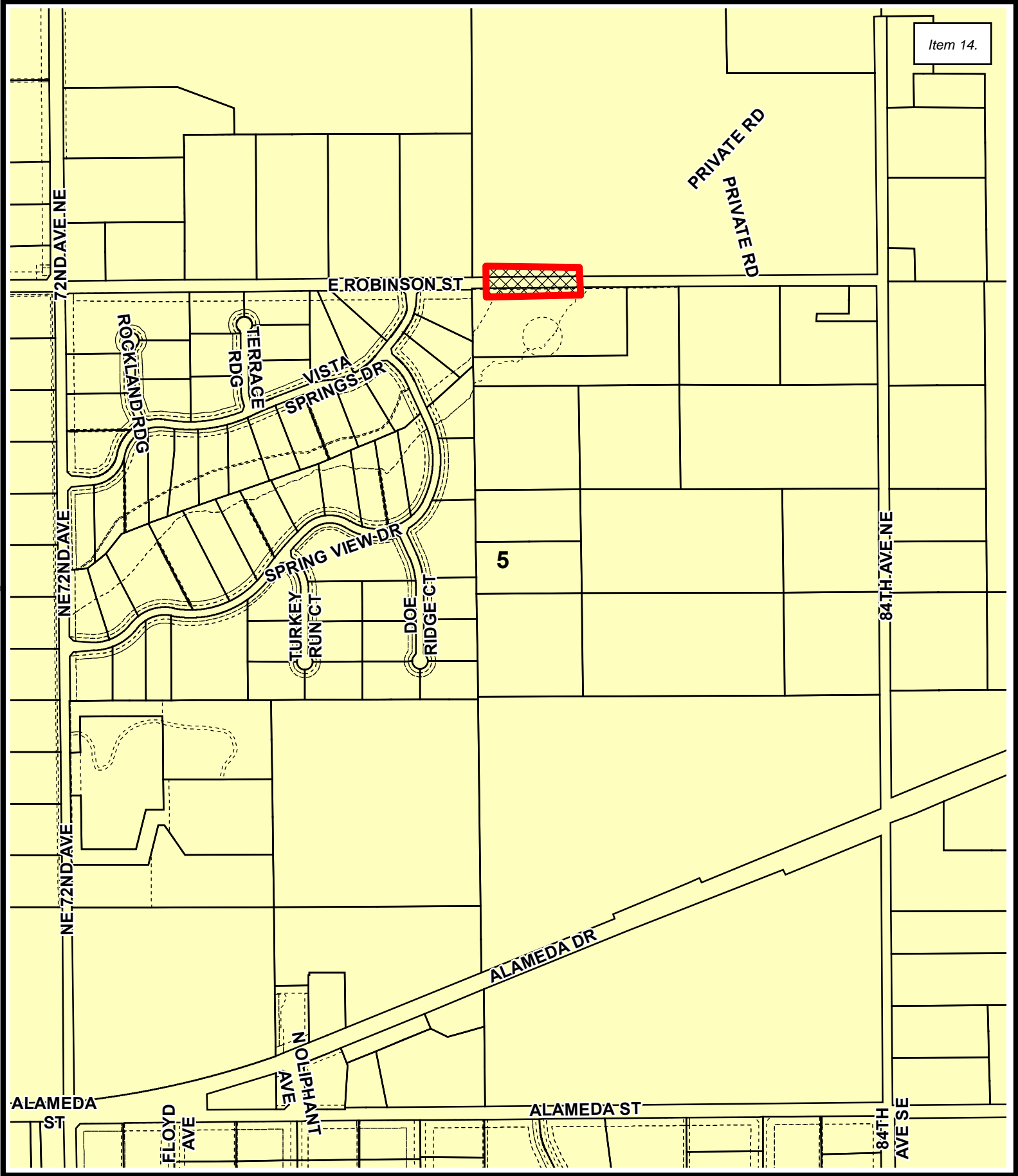
| DESIGN TASK | COMPENSATION |
|----------------------------------|--------------------|
| Task 1 – Roadway / Street | \$51,800.00 |
| Task 2 – Traffic | \$0.00 |
| Task 3 – Bridge / Structural | \$0.00 |
| Task 4 – Survey | \$39,550.00 |
| Task 5 – Geotechnical Testing | \$0.00 |
| Task 6 – Environmental Clearance | \$0.00 |
| Task 7 – Right-of-Way | \$0.00 |
| Task 8 – Utilities | \$0.00 |
| Task 9 – Construction | \$0.00 |
| Task 10 – Additional Items | \$0.00 |
| | |
| TOTAL COMPENSATION | \$91,350.00 |

**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

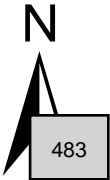
1. Owner shall furnish to CONSULTANT all available information pertinent to PROJECT including previous reports, and any other data relative to design and construction of PROJECT.
2. OWNER shall be responsible for all permit fees.
3. OWNER shall examine all studies, reports, sketches, estimate specifications, 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 and expediting their relocation in preparation for construction.
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.



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.

East Robinson Street Bridge



File Attachments for Item:

15. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2425-107: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, NORMAN TAX INCREMENT FINANCE AUTHORITY, NORMAN MUNICIPAL AUTHORITY, THE NORMAN UTILITIES AUTHORITY, NORMAN ECONOMIC DEVELOPMENT AUTHORITY AND MUNICIPAL FINANCE SERVICES, INC., TO PROVIDE FINANCIAL ADVISORY SERVICES TO THE CITY OF NORMAN.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/25/2025

REQUESTER: Anthony Francisco, Director of Finance

PRESENTER: Anthony Francisco, Director of Finance

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2425-107: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, NORMAN TAX INCREMENT FINANCE AUTHORITY, NORMAN MUNICIPAL AUTHORITY, THE NORMAN UTILITIES AUTHORITY, NORMAN ECONOMIC DEVELOPMENT AUTHORITY AND MUNICIPAL FINANCE SERVICES, INC., TO PROVIDE FINANCIAL ADVISORY SERVICES TO THE CITY OF NORMAN.

BACKGROUND:

The City of Norman, Norman Tax Increment Finance Authority, Norman Municipal Authority and Norman Utilities Authority have contracted with Municipal Finance Services of Edmond, Oklahoma (MFS) and First Southwest Company, Succeeded by Hilltop Securities, Inc. of Houston, Texas, for financial advisory services since adoption of Contract K-9697-37, on July 10, 1996. The Agreement provides for financial advisory services related to proposed and approved debt issuances of the City of Norman and its related trusts. The contract was amended on October 10, 2016 to comply with updated Securities Exchange Commission (SEC) and Municipal Security Rulemaking Board (MSRB) regulations, to add advisory services related to tax increment finance districts, and for adjustments to the compensation schedules. First Southwest Corporation was succeeded by Hilltop Securities, under the terms of the City's Financial Advisor Agreement, in 2018. On August 11, 2020 the contract was amended to remove Hilltop Securities as a part of the Financial Advisory team, as Hilltop Securities wanted to participate as a potential underwriter on the City's debt issuances.

Municipal Financial Services has ably aided the City's Finance Department and City Attorney in these various financial functions since the adoption of the Agreement.

DISCUSSION:

Under new standards of the MSRB, financial advisory agreements must be reviewed and/or renewed on an annual basis. While no major changes are anticipated to the City's agreement with MFS, this newly annualized contract is brought forward for Council and Trustees consideration.

RECOMMENDATION:

It is recommended that the City Council and Trustees of the Norman Municipal Authority, Norman Tax Increment Finance Authority, Norman Utilities Authority and Norman Economic Development Authority approved the amended Financial Advisor Service Agreement.



March 4, 2025

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is entered by and among MUNICIPAL FINANCE SERVICES, INC. ("MFSOK") and The City of Norman, Oklahoma, and its public trusts including the Norman Municipal Authority and the Norman Utilities Authority (collectively, the "Client").

The Client desires to engage MFSOK and agrees as follows:

I. Scope of Services.

Some or all of the following services listed below shall be provided under this Agreement and pertain to the Client's new and outstanding debt obligations, including general obligation bonds, revenue bonds, bank notes, lease financings, and loans from the Oklahoma Water Resources Board or other state or federal agencies during the term of the Agreement (the "Issues"). The Client designates MFSOK as the Client's independent registered municipal advisor ("IRMA") for purposes of SEC Rule 15Ba1-1(d)(3)(vi) (the "IRMA Exemption").

A. New Issue and Refunding of Existing Client Issues

1. Evaluate options or alternatives with respect to the proposed new Issue.
2. Provide financial analysis to the Client to assist in understanding the benefits, costs, and risks of the proposed new Issue.
3. Review recommendations made by other parties to the Client.
4. Assist Client in preparing a plan of finance.
5. Advise Client on structure, terms and timing of the proposed new Issue.
6. Prepare financing schedule.
7. Attend meetings as requested by the Client.
8. Assist the Client in preparation of their loan applications, loan proposals, offering documents, notices of sale, instructions to bidders, or official statements, as appropriate.
9. Coordinate as appropriate with Client staff, legal representatives, government agencies, accountants, auditors, engineers, consultants, rating agencies, banks, lenders, placement agents, trustees, paying agents, escrow agents, bond insurers and other credit enhancers, to facilitate the plan of finance.
10. If new Issue is a competitive bond sale, assist Client in collecting and analyzing bids submitted by underwriters and selecting the winning bidder.
11. If new Issue is a loan, assist Client in collecting and analyzing proposals submitted by banks.
12. If the new Issue is a negotiated bond sale, assist client in selecting an underwriter and coordinate the bond sales process.
13. Coordinate closing of the new Issue with Client and other parties.
14. Evaluate potential refunding opportunities on outstanding Issues.
15. Estimate of Needs review or preparation.

B. Other Services Under Separate Agreement. If requested by Client, MFSOK may provide other services including but not limited to:

1. Utility rate analysis.
2. Debt capacity analysis.
3. Cash defeasance or redemption services.

C. Continuing Disclosure Assistance

1. Assisting the Client annually in compiling the financial information and operating data set forth in their Continuing Disclosure Agreement ("CDA") included in any Official Statement; and
2. If necessary, assisting the Client in preparing their "Failure to File Notice" should documents not be available for filing within the prescribed time frame designated in the CDA; and
3. Upon request, assisting the Client in their submission of the aforementioned information to the Electronic Municipal Marketplace Access system ("EMMA").

MFSOK and the Client acknowledge that the Client will engage Bond Counsel and other legal service providers under separate contracts. MFSOK may rely on opinions and advice from legal representatives of the Client and will not be held responsible for any legal advice, directly or indirectly, rendered by the legal representatives.

Neither MFSOK as Municipal Advisor nor its Municipal Advisor Representatives are licensed to engage in the practice of law and, consequently, will offer no legal advice. None of the fee for services under this Agreement relates to legal services. If such legal services are necessary, it shall be the responsibility of the Client to obtain them.

MFSOK's services are limited to those specifically set forth herein.

II. Compensation and Reimbursements

A. New Issues and Refunding Issues. MFSOK shall be paid at the time of closing a fee calculated as follows on each transaction:

1. For a bank loan/note or lease financing – 0.50% of the principal amount, with a minimum fee of \$17,500.00.
2. For a loan through the Oklahoma Water Resources Board, including the Clean Water State Revolving Fund (CWSRF), the Drinking Water State Revolving Fund (DWSRF), or the Financial Assistance Program (FAP) - 0.50% of the principal amount, with a minimum fee of \$25,000.00.
3. For revenue bonds, 0.35% of the principal amount, with a minimum fee of \$25,000.00 and maximum fee of \$80,000.00.
4. For general obligation bonds, 0.25% of the principal amount, with a minimum fee of \$10,000.00 and maximum fee of \$40,000.00.

B. Compensation for Continuing Disclosure Assistance. MFSOK will receive a fee annually of \$2,000.00 for the services performed.

C. Expenses for New Issues and Refunding Issues. MFSOK shall also be paid a fixed amount of \$1,500.00 per transaction to cover expenses incurred as part of the transaction, provided that any filing, publication, recording or printing costs or similar third-party costs required in connection with the Issue shall be paid directly by the Client.

D. Payment and Contingency for New Issues and Refunding Issues. Payment for all fees and expenses shall be made at closing from proceeds of the Issue or from other available funds of the Client and shall be contingent upon closing of the Issue.

E. Other Services Under Separate Agreement. If requested by Client, MFSOK may provide other services including but not limited to:

1. Utility rate analysis.
2. Debt capacity analysis.
3. Cash defeasance or redemption services.

III. Term and Termination

- A. Term of Agreement. Unless terminated as provided herein, the terms of this Agreement shall be in place from the date approved by the Client until **June 30, 2025**.
- B. Termination of Agreement and Services. This Agreement and all services to be rendered hereunder may be terminated at any time by written notice from either party, with or without cause, with at least thirty (30) days' notice. In that event, all finished and unfinished documents prepared for the Client, shall, at the option of Client, become its property and shall be delivered to it or any party it may designate, provided that MFSOK shall have no liability whatsoever for any subsequent use of such documents.

IV. Successors and Assigns

MFSOK may not assign its obligations under this Agreement without the written consent of Client except to a successor partnership or corporation to which all or substantially all of the assets and operations of MFSOK are transferred. Client may assign its rights and obligations under this Agreement to (but only to) any other public entity that incurs the loan. Client shall not otherwise assign its rights and obligations under this Agreement without written consent of MFSOK. All references to MFSOK and Client in this Agreement shall be deemed to refer to any successor of MFSOK and to any such assignee of Client and shall bind and inure to the benefit of such successor and assignee whether so expressed or not.

V. Municipal Advisor Registration and Acknowledgement

Pursuant to Municipal Securities Rulemaking Board Rule (MSRB) G-10, on Investor and Municipal Advisory Client Education and Protection, Municipal Advisors are required to provide certain written information to their municipal advisory client and/or obligated person clients which include the following:

Municipal Finance Services, Inc. is currently registered as a Municipal Advisor with the U.S. Securities and Exchange Commission (SEC) and the MSRB.

Within the MSRB website at www.msrb.org, the Client may obtain the Municipal Advisory client brochure that is posted on the MSRB website. The brochure describes the protections that may be provided by the MSRB Rules along with how to file a complaint with financial regulatory authorities.

VI. Conflict of Interest Statement

As of the date of this agreement, MFSOK has performed a reasonable diligence to determine if there are any conflicts of interest that should be brought to the attention of the Client. During the diligence process, MFSOK has determined that no material conflict of interest has been identified, however, would like to provide the following disclosures:

MFSOK serves a wide variety of other clients that may from time to time have interests that could have a direct or indirect impact on the interests of another MFSOK client. For example, MFSOK serves as municipal advisor to other clients and, in such cases, owes a regulatory duty to such other clients just as it does to the Client. These other clients may, from time to time and depending on the specific circumstances, have competing interests.

In acting in the interests of its various clients, MFSOK could potentially face a conflict of interest arising from these competing client interests. MFSOK fulfills its regulatory duty and mitigates such conflicts through dealing honestly and with the utmost good faith with its clients.

The compensation arrangement included in Section II includes a component that is based on the size and completion of a transaction. Consistent with certain regulatory requirements, MFSOK hereby discloses that such contingent and/or transactional compensation presents a conflict of interest regarding MFSOK's ability to provide unbiased advice to enter into such transaction. The contingent fee arrangement creates an incentive for MFSOK to recommend unnecessary financings or financings that are disadvantages to the client, or to advise client to increase the size of the issue. This viewed conflict of interest will not impair MFSOK's ability to render unbiased and competent advice or to fulfill its fiduciary duty. The fee paid to MFSOK increases the cost of borrowing to the Client. The increased cost occurs from compensating MFSOK for municipal advisory services provided.

If MFSOK becomes aware of any other actual or potential conflict of interest not mentioned above during this agreement, MFSOK will promptly provide the Client a supplement written disclosure with sufficient details of the change, if any, which will allow the Client to evaluate the situation.

VII. Legal Events and Disciplinary History

A regulatory disclosure action has been made on MFSOK's Form MA and on Form MA-I for two of MFSOK's municipal advisory personnel relating to a 2017 U.S. Securities and Exchange Commission ("SEC") order. The details of which are available in Item 9; C (2), C (4), C (5) and the corresponding regulatory action DRP section on Form MA and Item 6: C (2), C (4), C (5), C (6) and the corresponding regulatory action DRP section on Form MA-I for both Rick A. Smith and Jon Wolff. In addition, the Oklahoma Department of Securities adopted the above proceedings which are identified in Item 9; D (2), D (4) and the corresponding regulatory action DRP section on Form MA.

The Client may electronically access MFSOK's most recent Form MA and each most recent Form MA-I filed with the Commission at the following website:

www.sec.gov/edgar/searchedgar/companysearch.html.

There has been no change to any legal or disciplinary event that has been disclosed on MFSOK's SEC registration for MA filings since December 18, 2017.

VIII. Fiduciary Duty

MFSOK is registered as a Municipal Advisor with the SEC and MSRB. As such, MFSOK has a Fiduciary duty to the Client and must provide both a Duty of Care and a Duty of Loyalty that entails the following.

Duty of Care:

- A. exercise due care in performing its municipal advisory activities;
- B. possess the degree of knowledge and expertise needed to provide the Client with informed advice;
- C. make a reasonable inquiry as to the facts that are relevant to the Client's determination as to whether to proceed with a course of action or that form the basis for any advice provided to the Client; and

- D. undertake a reasonable investigation to determine that MFSOK is not forming any recommendation on materially inaccurate or incomplete information; MFSOK must have a reasonable basis for:
- a. any advice provided to or on behalf of the Client;
 - b. any representations made in a certificate that it signs that will be reasonably foreseeably relied upon by the Client, any other party involved in the municipal securities transaction or municipal financial product, or investors in the Client's securities; and
 - c. any information provided to the Client or other parties involved in the municipal securities transaction in connection with the preparation of an official statement.

Duty of Loyalty:

MFSOK must deal honestly and with the utmost good faith with the Client and act in the Client's best interests without regard to the financial or other interests of MFSOK. MFSOK will eliminate or provide full and fair disclosure (included herein) to Client about each material conflict of interest (as applicable). MFSOK will not engage in municipal advisory activities with the Client as a municipal entity, if it cannot manage or mitigate its conflicts in a manner that will permit it to act in the Client's best interests. As of the date of receipt of this attachment, MFSOK has performed a reasonable diligence to determine if there are any conflicts of interest that should be brought to the attention of the Client.

IX. Recommendations

If MFSOK makes a recommendation of a municipal securities transaction or municipal financial product or if the review of a recommendation of another party is requested in writing by the Client and is within the scope of the engagement, MFSOK will determine, based on the information obtained through reasonable diligence of MFSOK whether a municipal securities transaction or municipal financial product is suitable for the Client. In addition, MFSOK will inform the Client of:

- A. the evaluation of the material risks, potential benefits, structure, and other characteristics of the recommendation;
- B. the basis upon which MFSOK reasonably believes that the recommended municipal securities transaction or municipal financial product is, or is not, suitable for the Client; and
- C. whether MFSOK has investigated or considered other reasonably feasible alternatives to the recommendation that might also or alternatively serve the Client's objectives.

If the Client elects a course of action that is independent of or contrary to the advice provided by MFSOK, MFSOK is not required on that basis to disengage from the Client.

X. Record Retention

Pursuant to SEC and MSRB record retention regulations, Municipal Finance Services, Inc. will maintain in writing, all communication and created documents between Municipal Finance Services, Inc. and the Client for six (6) years.

Notices

Any and all notices pertaining to this Agreement shall be sent by U.S. Postal Service, first class, postage prepaid to:

MFSOK:

Municipal Finance Services, Inc.
Attn: Jon Wolff
PO Box 747
Edmond, OK 73083-0747

CLIENT:

City of Norman, OK
Attn: Chairman
P.O. Box 370
Norman, OK 73070

Acceptance

If there are any questions regarding the above, please do not hesitate to contact MFSOK. If the foregoing terms meet with your approval, please indicate your acceptance by executing all original copies of this letter and keeping one copy for your file.

By signing this agreement, the Client acknowledges the provisions set forth in the agreement and understands its respective rights, duties, and responsibilities. Furthermore, the Scope of Services contained herein have been reviewed and are hereby approved.

Client and MFSOK have entered into this Agreement by the duly authorized representatives which was approved on March 25, 2025, at a meeting duly called and held in full compliance with the Oklahoma Open Meeting Act.

MUNICIPAL FINANCE SERVICES, INC.

By:  _____
Jon Wolff, President

CITY OF NORMAN

ATTEST:

By: _____
Mayor

By: _____
City Clerk

NORMAN MUNICIPAL AUTHORITY

ATTEST:

By: _____
Chairman

By: _____
Secretary

NORMAN UTILITIES AUTHORITY

ATTEST:

By: _____
Chairman

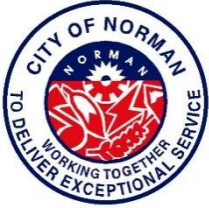
By: _____
Secretary

Approved by City of Norman Legal Department

By: _____ Date _____

File Attachments for Item:

16. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-98: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AND THE NORMAN MUNICIPAL AUTHORITY APPROPRIATING \$947,430 FROM THE 2021 STREET MAINTENANCE BOND FUND BALANCE ACCOUNT FOR BOND PROJECT ASPHALT LOCATIONS AS OUTLINED IN THE STAFF REPORT



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/25/2025

REQUESTER: Joseph Hill, Streets Program Manager

PRESENTER: Scott Sturtz, Director of Public Works

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-98: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AND THE NORMAN MUNICIPAL AUTHORITY APPROPRIATING \$947,430 FROM THE 2021 STREET MAINTENANCE BOND FUND BALANCE ACCOUNT FOR BOND PROJECT ASPHALT LOCATIONS AS OUTLINED IN THE STAFF REPORT

BACKGROUND:

On Tuesday, April 6, 2021, Norman residents voted to approve the 2021-2026 Street Maintenance Bond Program which includes the issuance of \$27 million in bonds to fund the resurfacing, rehabilitation and reconstruction of neighborhood streets. The five categories of street maintenance include (1) Urban Asphalt Pavement Street Rehabilitation, (2) Urban Concrete Street Rehabilitation, (3) Urban Road Reconstruction, (4) Rural Road Rehabilitation, and (5) Preventive Maintenance. The first 3 years of construction are complete and year 4 construction is underway.

DISCUSSION:

The 2021 Street Maintenance Bond program is on schedule and on budget. All bonds have been sold for the program and in preparation for the calendar year 2025 construction season, staff has identified an opportunity to accelerate Urban Asphalt category locations planned for year five(5) of construction. This appropriation will draw available funds from the Street Maintenance Bond fund balance ahead of the FYE 2026 budget adoption allowing staff to incorporate these year five (5) projects into the bond programs year four (4) construction plan. Furthermore, this appropriation will accelerate completion of bond projects.

Work performed at these project locations will include asphalt deep patching of point failures, milling of existing asphalt surface and replacement with new asphalt surface.

The below table shows the appropriation of funds based on initial construction estimates for the three (3) locations:

| Project # | Limits | Account From: | Account To: | Total: |
|-----------|---|---------------|----------------|--------------|
| BP0667 | Astor Drive – Tecumseh Road to Crail Drive | 50-29000 | 50594401-46101 | \$607,685.00 |
| BP0668 | Crail Drive – 36 th Avenue NW to Astor Drive | 50-29000 | 50594401-46101 | \$137,020.00 |
| BP0669 | Goddard Avenue – Flood Avenue to 2113 Goddard Avenue | 50-29000 | 50594401-46101 | \$202,725.00 |
| | | | Total: | \$947,430.00 |

RECOMMENDATION NO. 1:

Staff recommends approval of resolution R-2425-98 appropriating funds in the amount of \$947,430 from the Capital Fund Balance reserved for Street Maintenance Bonds to the Astor Drive – Tecumseh Road to Crail Drive, Crail Drive – 36th Avenue NW to Astor Drive, Goddard Avenue – Flood Avenue to 2113 Goddard Avenue as a part of the 2021 Street Maintenance Bond program outlined in the staff report.

Resolution

R-2425-98

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AND THE NORMAN MUNICIPAL AUTHORITY APPROPRIATING \$947,430.00 FROM THE 2021 STREET MAINTENANCE BOND FUND BALANCE ACCOUNT NUMBER 50-29000 TO BP0667, BP0668 AND BP0669 FOR BOND PROJECT ASPHALT LOCATIONS

- § 1. WHEREAS, Norman residents approved the 2021-2026 Street Maintenance Bond Program on April 6, 2021 to fund the resurfacing, rehabilitation and reconstruction of neighborhood streets; and
- § 2. WHEREAS, the 2021 Street Maintenance Bond program is currently on schedule and on budget; and
- § 3. WHEREAS, the year five Urban Asphalt projects have been incorporated into the year four construction plan, accelerating completion of the bond projects ahead of the FYE 2026 budget adoption; and
- § 4. WHEREAS, this appropriation will pay the full amount of \$947,430.00 for projects BP0667, BP0668 and BP0669 on the 2021 Street Maintenance Bond program.

NOW, THEREFORE, BE IT RESOLVED BY THE TRUSTEES OF THE NORMAN MUNICIPAL AUTHORITY:

- § 5. That the following appropriation be made for reasons as stated above:

| Project # | Limits | Losing Account | Gaining Account | Amount |
|-----------|---|----------------|-----------------|--------------|
| BP0667 | Astor Drive – Tecumseh Road to Crail Drive | 50-29000 | 50594401-46101 | \$607,685.00 |
| BP0668 | Crail Drive – 36 th Avenue NW to Astor Drive | 50-29000 | 50594401-46101 | \$137,020.00 |
| BP0669 | Goddard Ave – Flood Avenue to 2113 Goddard Ave | 50-29000 | 50594401-46101 | \$202,725.00 |
| | | | TOTAL | \$947,430.00 |

PASSED AND ADOPTED this 25th of March, 2025.

ATTEST:

Chairman

Secretary



File Attachments for Item:

17. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-99: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$125,000 FROM THE GENERAL FUND BALANCE TO PAY PENDING AND ANTICIPATED OUTSIDE LEGAL EXPENSES FOR THE REMAINDER OF FYE 2025.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/25/2025

REQUESTER: Rick Knighton, City Attorney

PRESENTER: Rick Knighton, City Attorney

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-99: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$125,000 FROM THE GENERAL FUND BALANCE TO PAY PENDING AND ANTICIPATED OUTSIDE LEGAL EXPENSES FOR THE REMAINDER OF FYE 2025.

BACKGROUND:

The Fiscal Year Ending June 30, 2025 (FYE 25) Budget appropriated \$215,000 for outside legal fees. That funding has now been depleted. Additional expenses for outside legal work for the remainder of FYE 25 is estimated to be \$125,000.

DISCUSSION:

The Outside Legal Services account (10122220-44011) was allocated \$215,000 for FYE 25 for litigation expenses incurred for cases processed through the legal system during the fiscal year. This account pays all litigation costs, including outside legal counsel, trial preparation, expert and general witness fees, subpoenas, discovery, union contract arbitration and employment related issues, costs of appeals when necessary, and various other litigation expenses.

Because the filing of new lawsuits and litigation costs are somewhat unpredictable, additional funding is normally requested as a supplemental appropriation on an “as-needed” basis. In FYE 25, the primary draws on this account have come from litigation regarding the Central Library and legal fees associated with proposed tax increment finance districts.

RECOMMENDATION:

It is recommended that \$125,000 be appropriated from the General Fund Balance (10-29000) to the Outside Legal Services account (10122220-44011).

Resolution

R-2425-99

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$125,000 FROM THE GENERAL FUND BALANCE TO PAY PENDING AND ANTICIPATED OUTSIDE LEGAL EXPENSES FOR THE REMAINDER OF FYE 2025.

- § 1. WHEREAS, \$215,000 was allocated for FYE 2025 for litigation expenses incurred for cases processed through the legal system during the fiscal year; and
- § 2. WHEREAS, this funding pays all litigation costs including outside legal counsel, trial preparation, expert and general witness fees, subpoenas, discovery, union contract arbitration and employment related issues, costs of appeals when necessary, and various other litigation expenses; and
- § 3. WHEREAS, costs related to outstanding litigation and other legal services through the end of FYE 2025 is estimated to be an additional \$125,000; and
- § 4. WHEREAS, in the past, additional funding was provided through an appropriation to the litigation account.

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

- § 5. That the below-described appropriation be made for the reasons stated above.

| Account Name | Losing Account | Gaining Account | Amount |
|---------------------|----------------|-----------------|-----------|
| Outside Legal Serv. | 10-29000 | 10122220-44011 | \$125,000 |

PASSED AND ADOPTED BY THE NORMAN CITY COUNCIL this 25th day of March, 2025.

Mayor

ATTEST:

City Clerk



File Attachments for Item:

18. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-108: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING JOINT PETITION SETTLEMENT OF THE CLAIM FILED BY JARED TIPTON UNDER THE PROVISIONS OF THE WORKERS' COMPENSATION STATUTES OF THE STATE OF OKLAHOMA IN THE CASE OF *JARED TIPTON V. THE CITY OF NORMAN*, WORKERS' COMPENSATION COMMISSION CASE 2024-05980 T; DIRECTING THE LEGAL DEPARTMENT TO THEN FILE SUCH SETTLEMENT AND ALL ATTENDANT COSTS IN THE WORKERS' COMPENSATION COMMISSION, OKLAHOMA CITY, OKLAHOMA; AND AUTHORIZING AND DIRECTING THE FINANCE DIRECTOR TO SUBSEQUENTLY PURCHASE SUCH WORKERS' COMPENSATION COMMISSION JUDGMENT FROM THE RISK MANAGEMENT INSURANCE FUND.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 3/25/25

REQUESTER: Jeanne Snider

PRESENTER: Jeanne Snider, Assistant City Attorney

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-108: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING JOINT PETITION SETTLEMENT OF THE CLAIM FILED BY JARED TIPTON UNDER THE PROVISIONS OF THE WORKERS' COMPENSATION STATUTES OF THE STATE OF OKLAHOMA IN THE CASE OF *JARED TIPTON V. THE CITY OF NORMAN*, WORKERS' COMPENSATION COMMISSION CASE 2024-05980 T; DIRECTING THE LEGAL DEPARTMENT TO THEN FILE SUCH SETTLEMENT AND ALL ATTENDANT COSTS IN THE WORKERS' COMPENSATION COMMISSION, OKLAHOMA CITY, OKLAHOMA; AND AUTHORIZING AND DIRECTING THE FINANCE DIRECTOR TO SUBSEQUENTLY PURCHASE SUCH WORKERS' COMPENSATION COMMISSION JUDGMENT FROM THE RISK MANAGEMENT INSURANCE FUND.

BACKGROUND:

Jared Tipton is a Fire Driver Engineer for the City of Norman's Suppression Division of the Fire Department. He was hired as a firefighter recruit March 3, 2008, reclassified as firefighter March 3, 2009 and promoted to Fire Driver Engineer October 18, 2023. Mr. Tipton filed Workers Compensation Commission Case 2024-05980 T on October 24, 2024, alleging a single incident injury to the Right Shoulder from a lifting injury on January 15, 2024 when he reaching up to close a compartment. The case was accepted and proceeded through the normal litigation process.

Prior to a trial being held, Mr. Tipton has agreed to a settlement in the total amount of \$23,328, which represents 18 percent permanent partial disability (PPD) to the Whole Body regarding the Right Shoulder. The settlement is recommended for consideration by the City Council.

DISCUSSION:

Medical Treatment. Mr. Tipton was seen at OrthoCentral the date of his injury and sent for a magnetic resonance imaging (MRI) on January 19, 2024. MRI imaging revealed a full-thickness rotator cuff tear with underlying inflammation and surgical intervention was recommended by Dr. Kirkpatrick. On February 7, 2024, he underwent arthroscopic repair and joint debridement

followed by postoperative physical therapy. Mr. Tipton continued to follow-up with Dr. Kirkpatrick and was released modified duty with restrictions on May 2, 2024 and to regular work May 31, 2024.

Issues for Trial. There is no question Mr. Tipton injured his right shoulder in the course of his employment with the City. The primary issues to be tried before the Workers' Compensation Commission are the extent of his injury and whether the injury is permanent in nature. Permanent partial disability is a factual determination made by the Workers' Compensation Commission Trial Judge based on doctors' opinions and medical records regarding the extent of permanent partial disability.

Evaluations. Mr. Tipton was first rated by Dr. Lance Rosson on December 18, 2024. Dr. Rosson opined a rating of 28 percent (\$36,288) PPD to the Right Shoulder, entitlement to continuing medical benefits in the nature of prescription medications on an as needed basis, as well as other treatment his treating physician or further selected physicians might deem necessary, and additional surgical intervention potentially required due to implanted medical devices/prosthetic/instrumentation.

On February 4, 2024, the medical expert for the City, William Jones, M.D. opined 8 percent (\$10,368) PPD to the Right Shoulder and noted that the bioabsorbable surgical anchors are not medical or prosthetic devices and are not intended to be repaired, replaced, or removed. The City's maximum exposure for total PPD would be \$36,288.

Trial. The case proceeded through the normal litigation process; however, Mr. Tipton has agreed to a settlement of the case as outlined below. If a trial was held, the Judge could determine nature and extent to his injuries and award permanent partial disability.

Proposed Settlement. The proposed settlement closes Workers' Compensation Commission Case 2024-05980 T in a lump sum payment of \$23,328 (less attorney fee) representing the settlement amount discussed above. Pursuant to 85A O.S. § 31(7), for injuries occurring on or after July 1, 2019, a Multiple Injury Trust Fund assessment in the amount of \$699.84, representing (3%) of the permanent partial disability award shall be deducted and paid to the Oklahoma Tax Commission.

It is felt that the settlement is fair and reasonable. A settlement is beneficial to the City in that it is a full, final and complete settlement of any and all claims and closes out any continued medical treatment. This settlement is beneficial to Mr. Tipton in that it provides certainty for an award and would be paid in a lump sum rather than at a weekly rate over a period of time.

Furthermore, if the case was settled in this manner, the City would incur additional costs and fees of:

Workers' Compensation Administration Fund Tax in the amount of \$466.56; Special Occupational Health & Safety Tax in the amount of \$174.96, and Workers Comp Commission Filing fee in the amount of \$140. In addition, the City would incur an additional cost and fee for the Cleveland County Court Filing Fee in the amount of \$154.14.

These additional costs and fees total \$935.66, which brings the total cost of this settlement to the City to \$24,263.66. Adequate funds are available in the Order/Settlements Account (43330102-42131).

RECOMMENDATION:

For the reasons outlined above, it is believed the settlement is fair, reasonable, and in the best interest of the City. Acceptance of the settlement would require the payments as outlined above. If approved, the settlement amount would be paid to Mr. Tipton and his attorney in a lump sum. The settlement would be certified to the Cleveland County District Court to be placed on the property tax rolls for collection over the next three years in accordance with 85A O.S. § 107, 51 O.S. § 159, and 62 O.S. § 361, *et seq* and 85 O.S. § 313, 51 O.S. § 159, and 62 O.S. § 361, *et seq*. Certifying the order to the property tax rolls would, in effect, reimburse the City's Workers' Compensation Fund over the next three years.

TIPTON, Jared

CM3-2024-05980 T (R Shldr)

SS# XXX-X8-1668

City Council Date 3/25/25

Atty: Jeffrey M. Cooper

Trial Date: NA Order Date: N/A

DOH: 3/3/08 Separation: N/A

RTW: 6/2/24 MMI: 5/31/24

Date of Injury: 1/15/24 (SI)

PPD Wage: \$360

Memo

Resolution R-2425-108

Purchase Requisitions

Permanent Partial Disability Settlement

Attorney Fees (20% of PPD)

Net to Claimant

| | |
|----------------------|--------------------------|
| \$23,328.00 | 18% R Shldr (Whole Body) |
| <u>\$ (4,665.60)</u> | |
| \$18,662.40 | |

Total PPD Settlement

Multiple Injury Trust Fund (3% of PPD-After 7/1/19)

Net to Attorney & Claimant (Less MITF)

| | | |
|-------------------|-------|----------------|
| \$23,328.00 | | |
| <u>(\$699.84)</u> | 11739 | 43330102-42134 |
| 22,628.16 | | 43330102-42131 |

City's Settlement Costs (953-092)

Workers Comp. Admn. Fund (2% of PPD)

Occupational & Health Trust Fund (0.75%)

Filing Fee - Workers Compensation **Commission**

Filing Fee - Cleveland County District Court

| | Vendor | |
|------------------|--------|----------------|
| \$ 466.56 | 2267 | 43330102-42133 |
| \$ 174.96 | 1950 | 43330102-42135 |
| <u>\$ 140.00</u> | 12122 | 43330102-44704 |
| \$ 781.52 | | |
| <u>\$ 154.14</u> | 434 | 43330102-44703 |
| \$935.66 | | |

Total Settlement Cost (PPD, TTD, Costs)

\$24,263.66

Settlement forms:

IF Compromise Settlement

Affidavit of Foreign Judgment

Assignment of Judgment

Checks with case name on them

Certificate of Mailing

| <u>Copies</u> | Filed in WCC | Filed in Dist.Ct. |
|---------------|--------------|-------------------|
| 11 | x | |
| 4 | | x |
| 4 | | x |
| 1 | | |
| 3 | x | |

File Closing procedure

Send Tax Roll Memo to Finance (1st) w/Agenda Approval

Send in Taxes to Tax Commission

Send filing fee to Comp Court

Mail Certified Copy of JP or CS - Mail to all providers

File Affidavit & Assignment in District Court

Send Tax Roll Memo to Finance (1nd) w/Aff & Assignment

Final Letter to Attorney (Sending Aff/Assignment)

Log onto Legal's tracking spreadsheet (Legal/WC/Audits)

Index in file list & place in storage

Send Closing Letter to Claimant's Attorney

| Completion |
|-------------|
| <u>Date</u> |

R-2425-108

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING JOINT PETITION SETTLEMENT OF THE CLAIM FILED BY JARED TIPTON UNDER THE PROVISIONS OF THE WORKERS' COMPENSATION STATUTES OF THE STATE OF OKLAHOMA IN THE CASE OF *JARED TIPTON V. THE CITY OF NORMAN*, WORKERS' COMPENSATION COMMISSION CASE 2024-05980 T; DIRECTING THE LEGAL DEPARTMENT TO THEN FILE SUCH SETTLEMENT AND ALL ATTENDANT COSTS IN THE WORKERS' COMPENSATION COMMISSION, OKLAHOMA CITY, OKLAHOMA; AND AUTHORIZING AND DIRECTING THE FINANCE DIRECTOR TO SUBSEQUENTLY PURCHASE SUCH WORKERS' COMPENSATION COMMISSION JUDGMENT FROM THE RISK MANAGEMENT INSURANCE FUND.

- §1. WHEREAS, Jared Tipton a Fire Driver Engineer for the City of Norman Fire Department, Suppression Division, alleged a single incident injury to the Right Shoulder from a lifting injury on January 15, 2024; and
- §2. WHEREAS, the City of Norman has negotiated settlement for the claim of Jared Tipton against the City of Norman, under the Workers' Compensation Statutes for a total of \$23,328, which represents 18 percent permanent partial disability to the Right Shoulder be paid in a lump sum settlement to Mr. Tipton, and such settlement is believed to be fair and reasonable; and
- §3. WHEREAS, the City shall incur additional costs for the settlement for payment for Workers Compensation Commission Case 2024-05980 T to the Workers' Compensation Administration Fund in the amount of \$466.56; the Special Occupational Health and Safety Fund in the amount of \$174.96; filing fee in the Workers' Compensation Commission in the amount of \$140; and filing fee in the Cleveland County District Court in the amount of \$154.14; and
- §4. WHEREAS, the Risk Management Insurance Fund of the City of Norman has heretofore appropriated funds for the payment of Workers' Compensation settlements covering injuries to qualified persons employed by the City of Norman; and



R-2425-108

§5. WHEREAS, the judgment and award should be transmitted and certified to the Workers' Compensation Commission, Oklahoma City, Oklahoma, which when filed will constitute judgment against the City of Norman, which it is entitled to purchase with funds out of the Risk Management Insurance Fund pursuant to Okla. Stat. tit. 85A, § 107, Okla. Stat. tit. 51, § 159, and Okla. Stat. tit. 62, § 361, *et seq.*; and

§6. WHEREAS, the City Council finds it will be in the best interest of the City if the funds of the Risk Management Insurance Fund are invested in said judgment; and

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

§7. That the Legal Department is authorized to enter into settlement with Jared Tipton for not more than \$23,328 for any and all claims that he has or may have against the City of Norman under the Workers' Compensation Statutes for any and all injuries known or unknown which occurred while working for the City of Norman; and

§8. That the Legal Department is directed to hereinafter file such settlement in the Workers' Compensation Commission, Oklahoma City, Oklahoma, along with all attendant costs therefore, as provided by law; and

§9. That the Finance Director is authorized and directed to purchase such judgment of the Workers' Compensation Commission, Oklahoma City, Oklahoma, out of funds of the Risk Management Insurance Fund of the City of Norman.

PASSED AND ADOPTED this ____ day of _____, 2025.

Mayor

ATTEST:

City Clerk

File Attachments for Item:

19. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-109: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$53,193.00 FROM THE NORMAN FORWARD FUND BALANCE TO BE USED FOR THE NORMAN FORWARD ARTS PROJECTS.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/25/2025

REQUESTER: Jason Olsen, Director of Parks and Recreation

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-109: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$53,193.00 FROM THE NORMAN FORWARD FUND BALANCE TO BE USED FOR THE NORMAN FORWARD ARTS PROJECTS.

BACKGROUND:

The City of Norman and the Norman Arts Council (NAC) partnered in several projects to install art in public places within the City of Norman. Through this partnership, the NAC purchases art pieces and the City provides a location for the piece(s) within public spaces owned by the City of Norman.

With the adoption of NORMAN FORWARD, the City committed to expending an amount not to exceed 1% of the aggregate construction costs of major facilities and community park improvements on public art at such facilities and parks. Because of the City's positive relationship with the NAC and the NAC's commitment to the sense of community fostered by public art, the NAC has agreed to expand the partnership with the City of Norman to assist with the selection, location, and installation of public art purchased with Norman Forward sales tax revenue.

The City of Norman has funded public art installed at or as a part of Norman Forward sales tax-funded projects, for up to 1% of construction costs, for the Central Library, East Library, Westwood Family Aquatic Center and Westwood Tennis, Ruby Grant Park, Andrews Park, Reaves Park, Griffin Park, Flood Roundabout, and the Young Family Athletic Center ("YFAC"), and have planned the future installation of artwork at Saxon Park. These costs (the "Norman Forward Public Arts Fund" or "NFPAF"), aggregated together, were initially estimated to be 1.2 million dollars.

The Selection Panel Advisory Board and the Norman Arts Council Board selected artist Nick Athanasiou of Skunk Control to build and install a sculpture at the Adult Wellness and Education Center (AWE), located at 602 N. Findlay Ave. The contract (K-2324-25) for \$100,000 to Skunk

Control was approved by the City Council on July 7, 2023, with installation and the public dedication of the art piece at the Adult Wellness and Education on December 13, 2024.

DISCUSSION:

Work is complete on the art at the AWE and final acceptance of the art by the Parks staff is recommended to the City Council, and staff further recommends that the City make the final payment to the artist.

To complete final payment, the City Council needs to approve the appropriation of \$53,193.00 from the Norman Forward Fund Balance (account 51-29000) to the Norman Forward Public Arts Project, Construction (account 51795500-46101; project NFP100).

RECOMMENDATION:

It is recommended that the City Council approve Resolution R-2425-109 for the appropriation of \$53,193.00 from Norman Forward Fund Balance (account 51-29000) to the Norman Forward Public Arts Project, Construction (account 51795500-46101; project NFP100) for Public Art at the Adult Wellness and Education Center.

Resolution

R-2425-109

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING APPROPRIATION AND TRANSFER OF \$53,192.11 FROM THE NORMAN FORWARD FUND BALANCE TO BE USED FOR THE NORMAN FORWARD ARTS PROJECTS

- § 1. WHEREAS, the City and the Norman Arts Council (NAC) partnered to install art in public places within the City of Norman; and
- § 2. WHEREAS, with the adoption of NORMAN FORWARD, the City committed to expend an amount not to exceed 1% of the aggregate construction costs of major facilities and community park improvements for public art at those facilities; and
- § 3. WHEREAS, the City has funded public art installed at or as a part of NORMAN FORWARD sales tax funded projects for the Central Library, East Library, Westwood Family Aquatic Center and Westwood Tennis, Ruby Grant Park, Andrews Park, Reaves Park, Griffin Park, Flood Roundabout, Young Family Athletic Center and future installation of artwork at Saxon Park; and
- § 4. WHEREAS, the City approved contract K-2324-25 with Skunk Control on July 7, 2023, to build and install a sculpture at the Adult Wellness and Education Center (AWE) for the amount of \$100,000; and
- § 5. WHEREAS, installation and dedication of the AWE artwork was completed December 13, 2024; and
- § 6. WHEREAS, this appropriation will pay the full amount of \$53,192.11 due for the public art installed at the Adult Wellness and Education Center.

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

- § 7. That the following transfer and appropriation be made for reasons as stated above:

| Account Name | Losing Account | Gaining Account | Amount |
|-----------------------------|----------------|-------------------------------|-------------|
| Norman Forward Fund Balance | 10770326 | 51795500-46101 Project NFP100 | \$53,192.11 |

PASSED AND ADOPTED this 25th of March, 2025.

ATTEST:

Mayor

City Clerk



File Attachments for Item:

20. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-110: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA ESTABLISHING POLICIES, DUE TO THE RECENT WILDFIRES, FOR ALLOWING AFFECTED RESIDENTS TO INHABIT TEMPORARY STRUCTURES WHILE REBUILDING PERMANENT STRUCTURES DESTROYED BY THE WILDFIRES AS A MEANS OF DISASTER RELIEF.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 3/25/25

REQUESTER: Rickey J. Knighton II, City Attorney

PRESENTER: Rickey J. Knighton II, City Attorney

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-110: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA ESTABLISHING POLICIES, DUE TO THE RECENT WILDFIRES, FOR ALLOWING AFFECTED RESIDENTS TO INHABIT TEMPORARY STRUCTURES WHILE REBUILDING PERMANENT STRUCTURES DESTROYED BY THE WILDFIRES AS A MEANS OF DISASTER RELIEF.

BACKGROUND:

Beginning March 14, 2025, the City of Norman and surrounding jurisdictions began experiencing catastrophic wildfires and strong winds. At present, the Norman Fire Department continues to respond to hot spots in the damaged areas and monitors continued wild fire risks.

As a result of these fires, approximately 6 dwelling units in the City of Norman have been destroyed. In light of the damage and impact on the citizens of the City of Norman, Resolution No. R-2425-110 has been requested as a means of disaster relief.

DISCUSSION:

Similar to prior resolutions, Resolution No. R-2425-110 allows affected citizens to live in temporary dwellings, when located on the same lot as the permanent dwelling that has been rendered uninhabitable by fire, while the permanent dwelling is repaired or reconstructed.

In furtherance of this, Resolution No. R-2425-110 directs the City Manager (or his designee) to allow affected residents to occupy temporary dwellings when the following criteria are met:

- Temporary dwellings are limited to mobile homes, recreational vehicles, travel trailers, tiny homes, and structures permanently affixed to the ground.
- Temporary dwellings must have adequate water, wastewater disposal systems, and electricity.
- Temporary dwellings may not be located within ten (10) feet of property lines, within site triangles, or over utility easements.

In addition to these requirements, to encourage rebuilding efforts, the affected property owners must apply for and receive a building permit within a year from the date of the destruction of their permanent residence to be able to continue to occupy the temporary dwelling. The fees for building and associated permits will be waived. Also, once the permanent residence is rebuilt, a property owner shall remove the temporary dwelling or make the necessary changes for the property to be in conformance with the regulations of the district in which the property is located within a time limit established by the City Manager (or his designee) or prior to the issuance of a Certificate of Occupancy for the new permanent structure on the subject property. The City Manager (or his designee) can extend the time limit or either or both of these requirements upon the showing of good cause by the affected citizen.

RECOMMENDATION:

Resolution No. R-2425-110 allows the habitation of temporary dwellings of citizens affected by the recent wildfires while those citizens repair or rebuild their permanent residences. In addition, it creates standards for such occupations to protect the health and safety of those citizens and surrounding property owners. If City Council wishes to allow habitation of temporary structures as a means of disaster relief, Staff recommends the adoption of Resolution No. R-2425-110.

R-2425-110

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA ESTABLISHING POLICIES, DUE TO THE RECENT WILDFIRES, FOR ALLOWING AFFECTED RESIDENTS TO INHABIT TEMPORARY STRUCTURES WHILE REBUILDING PERMANENT STRUCTURES DESTROYED BY THE WILDFIRES AS A MEANS OF DISASTER RELIEF.

- § 1. WHEREAS, the City of Norman, and many neighboring jurisdictions, have recently been affected by serious and widespread wildfires that have caused significant damage to homes located in east Norman; and
- § 2. WHEREAS, the City of Norman City Council desires to provide disaster relief by allowing affected residents to live in temporary dwellings, when located on the same lot as the permanent dwelling which has been rendered uninhabitable by fire, in order to permit the persons who were residing in the permanent dwelling immediately prior to the fire to continue to reside on the lot while the permanent dwelling is repaired or reconstructed; and
- § 3. WHEREAS, the City of Norman currently does not have any regulations in place to permit temporary dwellings.

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

- § 4. That City of Norman City Manager (or his designee) is directed to allow temporary dwellings when a temporary dwelling is needed to house the owners of a property affected by the recent wildfires before a building permit for a new permanent dwelling can be issued and before that new permanent dwelling is completed for occupancy.
- § 5. That the affected property owner must notify the City of Norman Planning and Community Development Department prior to habitation of such a temporary dwelling to ensure compliance with the requirements listed below.
- § 6. That the temporary dwelling units are limited to mobile homes, recreational vehicles, travel trailers, tiny homes ordinance and other structures as defined in Article 36 of the Norman City Code.
- § 7. That these temporary dwelling units must have adequate water and wastewater disposal systems and be connected to electricity prior to habitation by the affected property owners.



- § 8. That these temporary dwellings units may not be located within ten feet of property lines, within sight triangles, or over utility easements.
- § 9. That affected property owners residing in temporary dwelling units must apply for and receive a building permit within a year from the date of the destruction of their permanent residence in order to continue to be able to reside within the temporary dwelling; however, this time limit may be amended upon showing good cause for such an extension.

That City permit and inspection be required for utility supply of fuel gas or electricity, and City license be required for trade contractors.

That a generator/photovoltaic (solar) or battery be allowed as sole source for supply of electricity.

- § 10. That there be a temporary waiver of building and associated permit fees from issued within a year from the date of destruction of a permanent residence.
- § 11. That property owners shall remove the temporary dwelling or make the necessary changes for the property to be in conformance with the regulations of the district in which the property is located within a time limit established by the City Manager (or his designee) or prior to the issuance of a Certificate of Occupancy for the new permanent structure on the subject property; however, these time limits may be amended upon showing good cause for such an extension.
- § 12. That the City Manager (or his designee) is authorized to promulgate additional procedures for implementation of this Resolution in furtherance of the intent of the Resolution.
- § 13. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this _____ day of _____, 2025.

Mayor

ATTEST:

City Clerk

File Attachments for Item:

21. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-19 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 ONE (1) AND TWO (2), IN BLOCK SEVEN (7), OF D.L. LARSH'S FIRST ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE CCFBC, CENTER CITY FORM-BASED CODE, URBAN RESIDENTIAL FRONTAGE, AND PLACE SAME IN THE CCPUD, CENTER CITY PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (201 W APACHE ST)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/25/25

REQUESTER: DC Jones Holdings, LLC

PRESENTER: Jane Hudson, Planning & Community Development Director

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-19 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 ONE (1) AND TWO (2), IN BLOCK SEVEN (7), OF D.L. LARSH'S FIRST ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE CCFBC, CENTER CITY FORM-BASED CODE, URBAN RESIDENTIAL FRONTAGE, AND PLACE SAME IN THE CCPUD, CENTER CITY PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (201 W APACHE ST)

| | |
|----------------------------------|--|
| APPLICANT/REPRESENTATIVE | DC Jones Holdings, LLC/Matt Peacock |
| LOCATION | 201 W Apache Street |
| WARD | 4 |
| CORE AREA | Yes |
| REQUESTED ACTION | Rezoning from Center City Form Based Code, Urban Residential Frontage, District to Center City Form Based Code Planned Unit Development. |
| LAND USE PLAN DESIGNATION | Low Density Residential |
| GROWTH AREA DESIGNATION | Current Urban Service Area |

BACKGROUND:

The applicant requests to rezone the parcel located on the northwest corner of S Santa Fe Avenue and W Apache Street, designated as Center City Form Based Code District, Urban Residential 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 16,000 square foot four-story, mixed-use commercial and residential building, as illustrated in Exhibit A, Site Development Plan. The CCPUD proposes retail sales and services - commercial uses - on the ground floor and six (6) 3-bedroom residential dwelling units on the upper floors – for a total of eighteen (18) bedrooms. Open space will be provided in rear of the north side of the building and on the roof deck. The current CCFBC code for such a development on this parcel requires provision of eighteen (18) parking spaces. With this CCPUD the applicant is requesting to reduce this number and instead provide thirteen (13) parking spaces for this development. However, seven (7) of the proposed spaces are on-street parking. As proposed, six (6) tandem parking spaces will be provided by an on-site parking area with access off the alleyway. Five (5) on-street parking spaces will be installed along S Santa Fe Avenue and an additional two (2) on-street parking spaces will be installed on W Apache Street.

The proposed four-story commercial/residential structure will be brought two feet (2') closer to the sidewalk along the S Santa Fe Avenue frontage. The proposed location of the new building crosses the established Required Build Line in this District. Therefore, through the request for this CCPUD, the applicant proposes the RBL be moved to three feet (3') behind the property line from the current five foot (5') Required Build Line.

PROCEDURAL REQUIREMENTS:

GREENBELT MEETING: This property is already platted; therefore, Greenbelt is not a requirement for this request.

PRE-DEVELOPMENT: A Pre-Development meeting is not required for this application.

BOARD OF PARKS COMMISSIONERS: Parkland dedication is not required for this application.

CCFBC ORDINANCE CITATION:

APPENDIX B, SEC. 520 CENTER CITY PLANNED UNIT DEVELOPMENT - CCPUD

A. Statement of Purpose: It is the intent of this section to provide an alternative zoning district for the Center City Area as defined in the Center City Form Based Code (CCFBC). This Center City Planned Unit Development District (CCPUD) is specifically catering to the Center City Area because of the size of lots, the lack of vacant land and other distinguishing characteristics in this area that make the use of the existing PUD regulations not feasible. The CCPUD encourages developments that create the character of development envisioned in the CCFBC.

Specifically, the purposes of this section are to:

1. Provide an alternative zoning district to the CCFBC where a property owner proposes a development that does not meet the strict regulations required in the CCFBC.
2. Provide open space/street space that is compatible with the concepts of the CCFBC.
3. Provide comprehensive and innovative planning and design for a development which is consistent and compatible with surrounding developments.
4. Provide more efficient and economic use of land resulting in an urban/ pedestrian environment.

5. Provide complete and useful information which will enable the Planning Commission and City Council to make more informed decisions on land use.
6. Encourage developments that achieve community goals, such as, but not limited to, aging in place, or affordable housing, or other emerging trends in housing, that may not be able to meet all the required elements of the Center City Form Based Code.

STAFF ANALYSIS:

The applicant is requesting this CCPUD in order to build the desired structure illustrated on the attached drawings, which includes a unique building with curved façades at two corners. The applicant is able to comply with many of CCFBC requirements. However, due to the requirements for this parcel and the design of the desired structure, the applicant is requesting a variety of modifications to the Center City Form-Based Code, as follows:

1. Move the Required Build Line along S Santa Fe Avenue frontage from five feet (5') behind the property line to three feet (3') behind the property line. The W Apache Street Required Build Line will remain ten feet (10') behind the property line.
2. Allowances for additional commercial and civic uses on the ground floor including Recreation/Entertainment, Restaurant, Bar, Lounge, and Tavern uses.
3. Allow the use of temporary signage in the form of a grand opening banner for future commercial tenants.
4. Allow fenestration and façade composition as shown in Elevation Drawings, Exhibit C.
5. Allows the required Landscaping for the Open Space to be installed in front of the building along W Apache Street and S Santa Fe Avenue, as shown on the Site Development Plan. This would be a variance from the CCFBC Code, which requires ground-level landscaping to be located behind the Parking Setback Line. Additionally, due to the space limitations, shrubs instead of trees will be utilized for the landscaping and will be provided in front the building.
6. Allowance for thirteen (13) parking spaces, six (6) onsite and seven (7) street parking, instead of CCFBC required 18 parking spaces.
7. Allow the impervious surface for the parcel to be a maximum of 85% while utilizing low-impact drainage improvements as listed in submitted Civil report and Drainage plans.
8. Requesting a ten foot (10') Clear Height for the Ground Story, a reduction from the required twelve foot (12') Clear Height.
9. Requesting an exemption from the Street Wall requirement along S Santa Fe Avenue from the rear of the building to the alleyway to accommodate the curved building design.
10. Allow for chamfered corner entries which setback from the Required Build Line at the corner of S Santa Fe Avenue and W Apache Street.
11. As an amenity, the applicant will provide eight (8) bike racks instead of the required three (3).

USE: Residential uses are proposed for floors two (2) through four (4) while the ground floor is allowed to have a variety of commercial and civic use as listed in the Permissible Uses Section of the CCPUD Narrative.

PARKING: Under the existing CCFBC, Urban Residential Frontage, a residential structure with six (6) residential dwelling units and eighteen (18) bedrooms, requires eighteen (18) parking spaces. The applicant is proposing to provide six (6) on-site parking spaces, and seven (7) on-street parking spaces for a total thirteen (13) parking spaces for this development.

LANDSCAPING: The CCPUD narrative calls for Street Trees to be provided along S Santa Fe Avenue and W Apache Street as required under the CCFBC. The CCPUD allows the required Open Space Landscaping to be located in front of the building instead of behind Parking Setback Line as prescribed in the CCFBC. Due to the limited space in front of the building, the applicant is proposing shrubs instead of the required trees for the Open Space as indicated in Exhibit A, Site Development Plan.

SIGNAGE: The CCPUD proposes to meet most of the 402. General Provisions, Section M of the CCFBC but will allow for limited temporary grand opening signage for commercial/civic tenants.

LIGHTING: The project shall comply with the requirements of the CCFBC under 402. General Provisions, Section N. Lighting & Mechanical.

SANITATION/UTILITIES: The applicant is providing a dumpster with enclosure to service the sanitation needs of the Property.

FENCING/WALLS: The CCPUD is requesting to move the Street Wall to the property line in order to accommodate the unique curved facade of the structure and to screen the parking lot.

PARKS: Centennial Park at 411 W Symmes Street is approximately four blocks from the Property.

ALTERNATIVES/ISSUES:

IMPACTS: The proposed structure meets the stated goal of the Center City Form-Based Code District by creating a pedestrian-oriented mixed-use building. The addition of ground floor commercial will provide the much-desired local retail or service opportunities that many residents have indicated they would like to see in the Center City. The unique design of the building will complement the adjacent CCFBC structures. The requested Required Build Line along S Santa Fe Avenue will place this building three (3) feet from the east property line while the structure located on the south side of W Apache Street will setback five feet from the east property line. Though the proposed building will not be “in line” with the existing structure to the south, the difference in placement will be less noticeable since the properties are separated by W Apache Street. Some variations in site design is to be expected as these sites within the Center City Form Based Code area develop independently from one another.

The CCPUD allows the use of shrubs located in front of the building instead of trees and for the required landscaping to be located in front of the building along W Apache Street and S Santa Fe Avenue. The landscaping provides a greenspace in front of the structure making it a more pedestrian friendly environment, creating more of a connection to the pedestrian activity.

As noted in the above section “Parking”, under the current Code, the site would require eighteen (18) parking spaces. The applicant is requesting a CCPUD, the applicant is writing their own zoning regulations for this site. The goal of the Center City District is redevelopment; redevelopment with more intense uses than previously occurring in the District. The

development does not meet the established parking requirement but the redevelopment of the lot does meet the intent of the Center City Form Based Code – repeated here:

APPENDIX B, SEC. 520 CENTER CITY PLANNED UNIT DEVELOPMENT - CCPUD

A. Statement of Purpose: It is the intent of this section to provide an alternative zoning district for the Center City Area as defined in the Center City Form Based Code (CCFBC). This Center City Planned Unit Development District (CCPUD) is specifically catering to the Center City Area because of the size of lots, the lack of vacant land and other distinguishing characteristics in this area that make the use of the existing PUD regulations not feasible. The CCPUD encourages developments that create the character of development envisioned in the CCFBC.

Specifically, the purposes of this section are to:

- 1. Provide an alternative zoning district to the CCFBC where a property owner proposes a development that does not meet the strict regulations required in the CCFBC.*
- 2. Provide open space/street space that is compatible with the concepts of the CCFBC.*
- 3. Provide comprehensive and innovative planning and design for a development which is consistent and compatible with surrounding developments.*
- 4. Provide more efficient and economic use of land resulting in an urban/ pedestrian environment.*
- 5. Provide complete and useful information which will enable the Planning Commission and City Council to make more informed decisions on land use.*
- 6. Encourage developments that achieve community goals, such as, but not limited to, aging in place, or affordable housing, or other emerging trends in housing, that may not be able to meet all the required elements of the Center City Form Based Code.*

It is possible the lack of on-site parking could exacerbate current parking issues found in this portion of the District but this site is located in close proximity to downtown, Campus Corner and several other larger parking lots within the general vicinity which could show how this area can be better utilized as redevelopment occurs. Thirteen (13) parking spaces are proposed with this Property. Seven (7) are proposed as on-street spaces, which cannot be reserved for tenants. The applicant is providing six (6) spaces reserved solely for the use of the future tenants of this structure. The CCFB code requires 18 parking spaces for developments of this size. Through this CCPUD, the applicant is requesting a relaxation of parking requirements for this development. There is public parking within this general vicinity that could accommodate the needs of the site.

This is an example of how the area is trending with future developments. The goal of Center City Form Based Code was to increase density, create walkable/park once environment. This mixed use building in this location could be the facilitator for this type of possible redevelopment.

OTHER AGENCY COMMENTS:

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

PUBLIC WORKS/ENGINEERING: The total impervious area for the property will increase to 84.9% from the allowable 65% maximum, which requires an engineered solution. Submitted Civil

Plans and Drainage report provides Low Impact Development measures as listed in Section 7000 of the EDC. Drainage for the new development will utilize existing drainage systems, as well as underground detention storage consisting of infiltration trenches located in the parking area near the alley.

TRAFFIC ENGINEER: No traffic issues or impacts are anticipated.

UTILITIES:

Water: At the time of building permit: Show all proposed domestic, fire, and irrigation services. Domestic and fire water services are required to be separate and must be new service lines from the main to the structure. In accordance with ODEQ regulations, the City provides water at a minimum pressure of 25 psi. The Developer is responsible for designing and constructing all fixtures and systems to provide adequate domestic and fire protection under minimum pressure conditions. The Developer will be responsible for any failure of domestic and fire protection systems that require water in excess of 25 psi. Existing water services not proposed to be used must be abandoned at the main and existing material information must be provided to the Utilities Department.

Wastewater: Show proposed sewer service(s). Existing sewer service(s), if not to be reused, must be abandoned at the main at the time of building permit.

Sanitation: Solid waste service only. Recycling will only be available through the use of one of the regional recycling centers.

CONCLUSION: Staff forwards this request for Center City Planned Unit Development and Ordinance O-2425-19 for consideration by City Council.

PLANNING COMMISSION RESULTS: At their meeting of February 13, 2025, Planning Commission recommended adoption of Ordinance O-2425-19 by a vote of 8-0.

O-2425-19

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 ONE (1) AND TWO (2), IN BLOCK SEVEN (7) OF D.L. LARSH'S FIRST ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE CCFBC, CENTER CITY FORM-BASED CODE, URBAN RESIDENTIAL FRONTAGE, AND PLACE SAME IN THE CCPUD, CENTER CITY PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (201 W APACHE ST)

- § 1. WHEREAS, DC Jones Holdings, LLC , the owners of the hereinafter described property, have made application to have the subject property removed from the CCFBC, Center City Form-Based Code, Urban Residential Frontage, and placed in the CCPUD, Center City 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 February 13, 2025 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, Urban Residential Frontage, and place the same in the CCPUD, Center City Planned Unit Development District, to wit:

Lots One (1) and Two (2), in Block Seven (7), of D.L. Larsh's First Addition
Containing 7,000 sqft, more or less.

§ 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 _____, 2025.

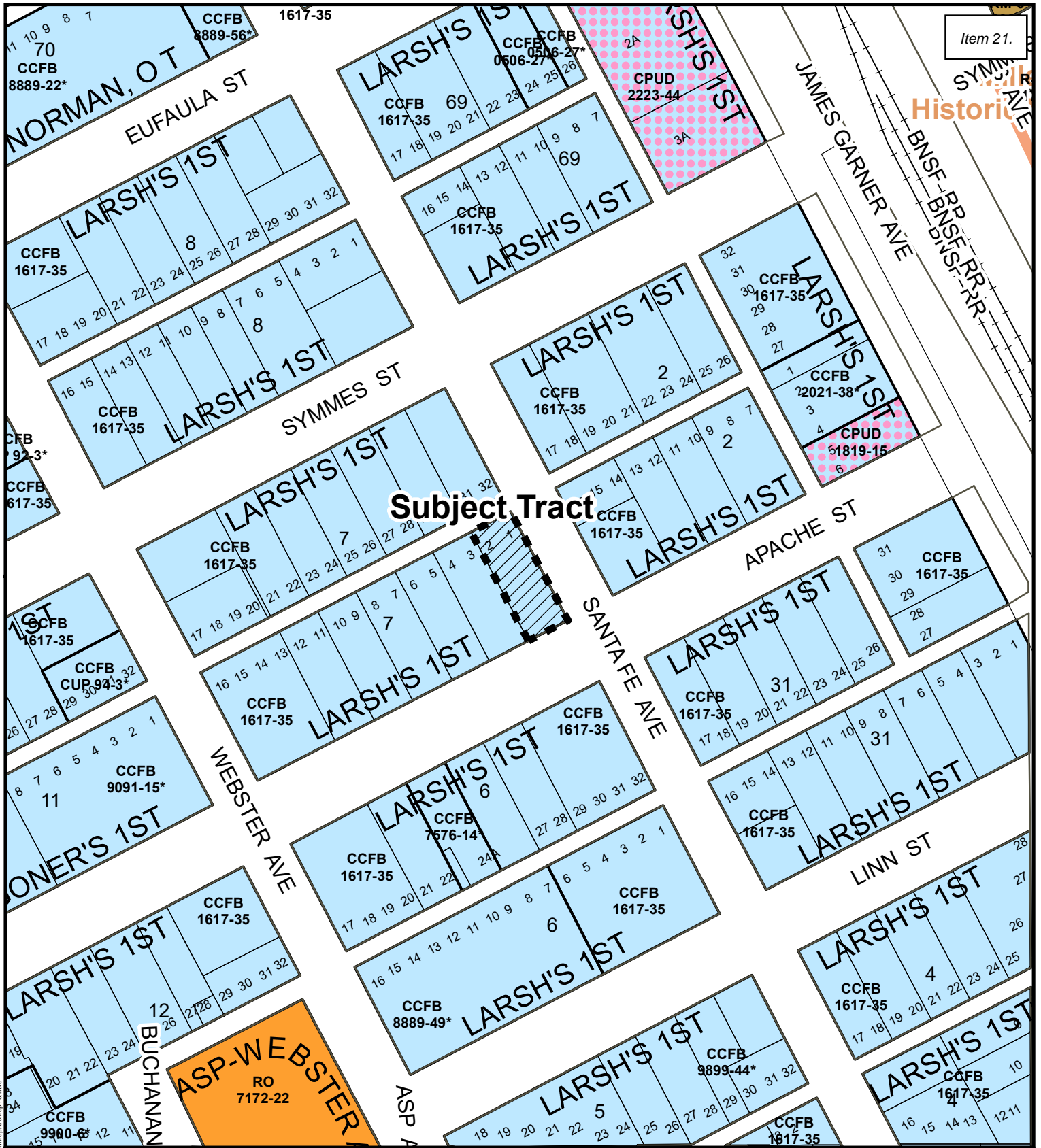
NOT ADOPTED this _____ day of _____, 2025.

(Mayor)

(Mayor)

ATTEST:

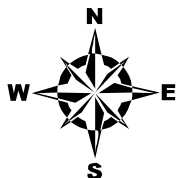
(City Clerk)



Location Map



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



November 5, 2024

0 75 150 Ft.



Subject Tract



Zoning

201 W. Apache

Norman, Oklahoma

Owner:
DC Jones Holdings, LLC

Prepared By:
Peacock Design, LLC

A CENTER CITY PLANNED UNIT DEVELOPMENT
APPLICATION FOR REZONING

Submitted December 2, 2025
Revised, February 7, 2025

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I. INTRODUCTION

A. Background and Intent

This Center City Planned Unit Development (the “**CCPUD**”) is submitted for the development of the 201 W. Apache Street property (the “Property”). The Property is located at the intersection of West Apache and S. Santa Fe Ave. The legal description is attached in **Exhibit B**.

The site is an existing vacant lot with existing utility services as well as existing alley access.

It is the intent of the owners to redevelop the Property in order to accommodate the gaps in the housing market while meeting the vision for the Center City. The Applicant is DC Jones Holdings, LLC. The project will feature a 16,000 SF mix-used building, consisting of ground floor commercial, with three floors of residential above, for a total of four floors plus an occupied roof deck. There will be 2 residential units per floor, consisting of 3 bedrooms per unit, for a total of 18 bedrooms.

The property is zoned CCFBC, Center City Form Based Code Urban Residential Frontage. The Applicant is requesting a CCPUD in order to redevelop the parcel to be in-line with the existing structures on this block and to bring neighborhood scaled commercial services to an area that has strong walkability and density. Beyond these variances, the applicant is able to conform to most of the other detailed CCFBC code provisions. Therefore, in the spirit of fulfilling the vision of CCFBC, the Applicants bring this CCPUD forward with requested variances from the CCFBC as is necessary for this proposed redevelopment. In order to accomplish these goals, the applicant hereby requests a rezoning to a CCPUD.

II. PROPERTY DESCRIPTIONS/EXISTING CONDITIONS

A. Location

The Property is located at 201 W. Apache St. The Property is on the northwest corner of W Apache St 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 Residential Frontage. The property currently contains a vacant lot with existing utility services.

C. Elevation and Topography

The existing Property currently consists of a vacant lot after removal of the existing house. The lot is generally flat.

D. Drainage

The property currently drains to the alley and then towards Santa Fe Ave, which is located along the eastern side of the property.

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 Apache Street is located along the front of the parcel, and Santa Fe is located along the east side of the property. Vehicle access is currently available through the existing alley entrance.

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 the allowances contained in Section 520(F), Administration, of the CCFBC, and as thereafter amended.

A. Permissible Uses

In order to achieve the type of mixed-use, pedestrian oriented, and multi-modal development sought by the Project Plan, the Property will be allowed to contain commercial and civic uses, as well as residential units in the upper stories of the building to be constructed on the Property. This flexibility seeks to create a vibrant mixed-use development that will stabilize and strengthen this area, as desired by the Project Plan. A list of the allowable uses for the Property is included below;

Residential – Upper floors as defined and regulated by the CCFBC.

- Household Living
- Group Living
- Overnight Lodging
- Family Day Care Home
- Short Term Rental

Commerce – Ground floor as defined and regulated by the CCFBC.

- Household Living
- Group Living
- Office
- Overnight Lodging
- Recreation/Entertainment
- Family Day Care Home
- Retail Sales and Service
- Restaurant, Bar, Lounge, or Tavern
- Art Studio/Artisanal Manufacturing
- Gym, Martial Arts Studio, Fitness Center, or Similar Exercise Use

Civic – All floors as defined and regulated by the CCFBC.

- Museum, library
- Places of worship including church, mosque, synagogue, temple
- Police, fire, EMS station, substation
- Neighborhood arts center, Community Center or similar community facility (public)
- Farmers Market

B. Development Criteria

- 1. Siting.** The development shall comply with the setbacks shown on the Site Development Plan. To achieve a multimodal, pedestrian friendly environment, the Required Building Line (RBL) along Santa Fe Ave will be shifted to be 3' behind the property line (as opposed to the existing 5' behind the property line), and the RBL along Apache will remain at the existing 10' behind the property line. The RBLs identified in the Regulating Plan for this parcel shall be identified and reset, as applicable, in accordance with this CCPUD.

The CCFBC regulations for 18 bedrooms requires 18 parking spaces. This CCPUD proposes thirteen (13) spaces. Six (6) designated Parking Spaces will be provided at the rear of the building with alley access, with an additional seven (7) Parking Spaces proposed as on-street parking at both Santa Fe and Apache, as shown on the Site Development Plan.

The new structure on the Property, shall be built at 100% of the RBL along the address frontage of Apache on the Property, and shall be built at a minimum of 65% of the RBL along Santa Fe Ave. 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. All on-site parking is to be located behind the Parking Setback Line for the address frontage of Apache St. The Parking Setback Line will remain at 40', as identified on the CCFBC Regulating Plan. There will be a 48" tall street wall between the building and the alley along the Santa Fe property line instead of the required RBL, as shown on the Site Development Plan. This street wall will be constructed of steel panels welded to a steel tube frame set on concrete footings.

- 2. Building Height.** The new structure on the parcel shall be at least two stories in height at the RBL but no more than five stories. The ground story finished floor elevation shall be no lower than 14-inches above the average fronting public sidewalk elevation. The ground story shall have a clear height of 10'-0" to the bottom of the exposed structure, and an effective height of approximately 11'-8" to the underside of the second floor deck. The second floor finish floor height will be at 12'-0" to accommodate a single run stair without landings. The minimum clear height for the third and fourth floor stories is 9'-0".
- 3. Elements.** The Property shall be built in accordance with the terms of this CCPUD, Exhibit A – Site Development Plan, and Exhibit C – Conceptual Elevation Drawings. The Ground Story Facades may be chamfered to form corner entries on the northeast and southeast corners of the building. Additionally, due to the unique design of the structure, the building will be allowed to be exempt from the requirements of 402.B.2.II “Complete and discrete” façade required for street frontage lengths exceeding 75 feet for Urban Residential. The project will have 87 feet of street frontage along Santa Fe, with two distinct curved sections occupying approximately 15 feet of frontage each, and one straight section occupying approximately 57 feet of frontage.

4. Unit Minimum and Bedrooms

This parcel will be developed with a minimum of 3 dwelling units. There is not a maximum number of units. The Ground Story commercial unit may count towards the minimum unit requirement. Each residential dwelling unit shall contain no more than three bedrooms.

5. Fenestration

- Blank lengths of wall exceeding 20 linear feet are prohibited on all required building lines (RBL), and other fronting exterior walls, provided the walls are not within 3 feet of the property line.
- Ground story fenestration shall comprise between 33% and 70% of the ground story facades, and other fronting exterior walls, provided they are not within 5 feet of the property line.

- Upper story fenestration shall comprise between 20% and 70% of the façade, and other fronting exterior wall area per story provided they are not within 5 feet of the property line. Upper story fenestration shall comprise between 10% and 70% of the upper story fronting exterior walls that are 3-5 feet from the property line.
6. **Sanitation.** Sanitation service will be provide via a dumpster on site within a dumpster enclosure as shown on the Site Development Plan.
 7. **Signage.** All signage shall comply with 402. General Provisions, Section M of the CCFBC, Permitted within the area between the second story floor line and the first floor ceiling with a horizontal band not to exceed two feet in height. This band shall not be higher than 20 feet or lower than 10 feet above the adjacent sidewalk. Company logos may be placed within the aforementioned band or painted within ground floor or second story windows. Blade signs that comply with the following will be allowed; No more than 5 feet wide, containing a maximum of 25 square feet per side. Minimum 9 foot clear height above the sidewalk. May be hung from the façade, overhang, or awning. Vertically oriented blade signs less than 30 inches wide may contain up to 30 square feet per side. The Property shall feature building address numbers which shall not exceed 18 inches (18") in height or width. Allowance for Temporary signage, limited to one grand opening banner sign per tenant up to a maximum of 60 square feet, which may be displayed for a period of thirty (30) days. There shall be only one grand opening allowed per business and this grand opening must occur in conjunction with the time the business first opens to the public at this location. No other temporary signs, beyond what is allowed in Section 402(M), Signage, of the CCFBC, as amended thereafter.
 8. **Traffic access and sidewalks.** The access from the existing alley will remain with this redevelopment. Access for pedestrians is planned along Apache Street and Santa Fe St where the main entrances are located. New ramps will be provided on property to achieve ADA accessibility from the public sidewalks, and new stairs will be provided on property to achieve pedestrian access from the public sidewalks. The sidewalk along both Apache and Santa Fe will be replaced to comply with current CCFBC standards. 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 plan. Bicycle parking racks shall be provided as illustrated on the Site Development Plan attached **Exhibit A** and will meet Appendix C, Bicycle Parking Design Guidelines of the CCFBC.

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

10. Drainage. The proposed building will have a low slope roof pitched north towards the alley, which will sheet drain into a gutter and downspout collector, to then be discharged into an underground detention storage system. The parking area on the project will be sloped to sheet drain towards the alley and then Santa Fe Ave. The total impervious area for the property will increase to 84.9% from the allowable 65% maximum, and therefore will utilize Low Impact Development measures as listed in Section 7000 of the EDC. Drainage for the new development will utilize existing drainage systems, as well as underground detention storage consisting of infiltration trenches located in the parking area near the alley. It is the intent that the roof downspouts will also be tied directly into this underground stormwater storage system and then all of the site stormwater will be slowly released to the public stormwater system. This redevelopment project will meet *Part 8. Site Development Requirements* found in the CCFBC.

11. Open Space. Open space will be provided on the occupied roof deck and the ground floor, as indicated on the attached Site Development Plan, **Exhibit A**. The open space on the ground floor will be located behind the parking setback line and RBL for Apache St. The open space provided on roof may be located anywhere on the roof deck. The total square footage of open area provided in the project complies with the 15% open area requirement, with 321 SF (of the 916 SF required) located on the ground, and with 735 SF located on the occupied roof deck, behind the RBL and Parking Set Back line, for a total of 1056 SF of open space on the property.

12. Landscaping. Refer to attached **Exhibit A**, Site Development Plan, for the street trees in street tree alignment area. Any trees planted shall be of a species that is listed in Section 506. Tree Lists, 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. Open Space landscaping to be provided as indicated on Exhibit A, Site Development Plan. Required Open Space landscaping to be located in front of the building instead behind the Parking Setback Line. Shrubs will be utilized

instead of trees to meet the Open Space landscaping requirements.

Parking Refer to attached **Exhibit A**, Site Development Plan for the number of on-site parking spaces provided, their location, and size. The CCFBC regulations requires 18 parking spaces for 18 bedrooms. This CCPUD is proposing to supply 13 parking spaces with the Property. (6) designated Parking Spaces, including 1 van accessible space, shall be placed at the rear of the building with alley access, with an additional (7) Parking Spaces proposed as on-street parking at both Santa Fe and Apache for a total of thirteen (13) parking spaces.

13. Architectural Materials (exteriors). 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 proposed:

- Unit Masonry Veneer
- Anodized or Weathering Steel Panel
- Glass and Glazing Systems
- High-Impact EIFS
- Concrete
- Aluminum Panel with concealed fasteners

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 high impact quality

C. CCFBC Standards

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

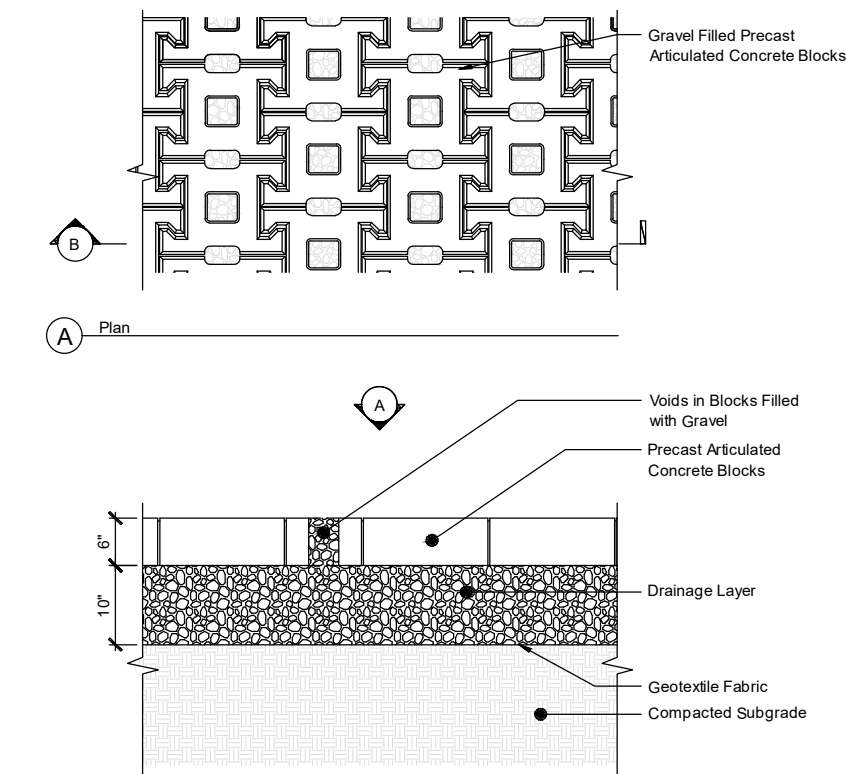
For convenience purposes, a summary of the proposed variances for this CCPUD are as follows:

1. Move the Required Building Line (RBL) along Santa Fe Avenue from five (5') feet behind the property line forward to three (3') behind the property line.
2. Allowance of additional Commerce and Civic uses on the ground floor units in addition to, or in alternative to, only Retail Sales and Service uses. These are included to foster a mixed-use, pedestrian focused development and include Recreation/Entertainment and Restaurant, Bar, Lounge, or Tavern.
3. Allowance for Temporary signage, limited to one grand opening banner sign per tenant up to a maximum of 60 square feet, which may be displayed for a period of thirty (30) days. There shall be only one grand opening allowed per business and this grand opening must occur in conjunction with the time the business first opens to the public at this location. No other temporary signs, beyond what is allowed in Section 402(M), Signage, of the CCFBC, as amended thereafter.
4. Exemption from 402.B.2.II "Complete and discrete" façade required for street frontage lengths exceeding 75 feet for Urban Residential. The project will have 87 feet of street frontage along Santa Fe, with two distinct curved sections occupying approximately 15 feet of frontage each, and one straight section occupying approximately 57 feet of frontage.
5. Landscaping will be provided as shown on the Site Development Plan. This CCPUD will allow required Open Space landscaping to be located in front of the building instead behind the Parking Setback Line. Shrubs will be utilized instead of trees to meet the Open Space landscaping requirements.
6. Requesting a 10' Clear Height for the Ground Story instead of the required 12' Clear Height.
7. Allowance for chamfered corner entries on the northeast and southeast corners. The building will not meet the RBL at these two corners.
8. Exemption from on-site parking requirement. The project requires (18) parking spaces be placed on-site. Six (6) Parking Spaces shall be placed at the rear of the building with alley access, with an additional seven (7) Parking Spaces proposed as on-street parking at both Santa Fe and Apache, as shown on the Site Development Plan, for a total of thirteen (13) parking spaces.

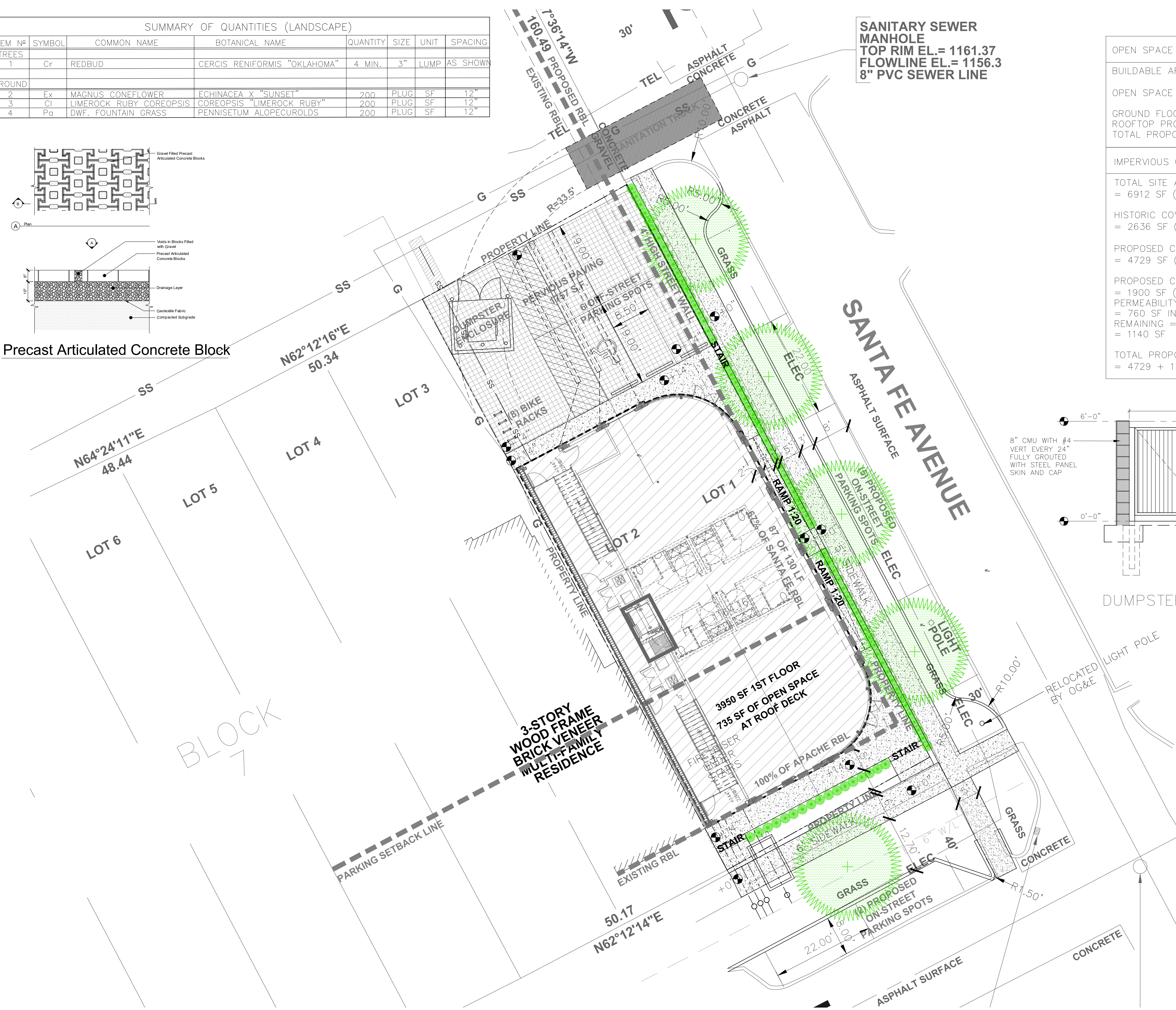
9. Exemption from street wall requirement at the RBL. There will be a 48" tall street wall between the building and the alley along the Santa Fe property in line instead of the required RBL, as shown on the Site Development Plan. This street wall will be constructed of steel panels welded to a steel tube frame set on concrete footings.

Exhibit A
Site Development Plan

| SUMMARY OF QUANTITIES (LANDSCAPE) | | | | | | | |
|-----------------------------------|--------|-------------------------|------------------------------|----------|------|------|----------|
| ITEM N° | SYMBOL | COMMON NAME | BOTANICAL NAME | QUANTITY | SIZE | UNIT | SPACING |
| TREES | | | | | | | |
| 1 | Cr | REDBUD | CERCIS RENIFORMIS "OKLAHOMA" | 4 MIN. | 3" | LUMP | AS SHOWN |
| GROUND | | | | | | | |
| 2 | Ex | MAGNUS CONEFLOWER | ECHINACEA X "SUNSET" | 200 | PLUG | SF | 12" |
| 3 | Cl | LIMEROCK RUBY COREOPSIS | COREOPSIS "LIMEROCK RUBY" | 200 | PLUG | SF | 12" |
| 4 | Pg | DWF. FOUNTAIN GRASS | PENNISETUM ALOPECUROIDES | 200 | PLUG | SF | 12" |



Precast Articulated Concrete Block



SANITARY SEWER
MANHOLE
TOP RIM EL.= 1161.37
FLOWLINE EL.= 1156.3
8" PVC SEWER LINE

OPEN SPACE REQUIREMENT (15%)

BUILDABLE AREA = 6110 SF

OPEN SPACE REQUIRED (15%) = 916 SF

GROUND FLOOR PROPOSED = 321 SF

ROOFTOP PROPOSED = 735 SF

TOTAL PROPOSED = 1056

IMPERVIOUS COVERAGE REQUIREMENT (85%)

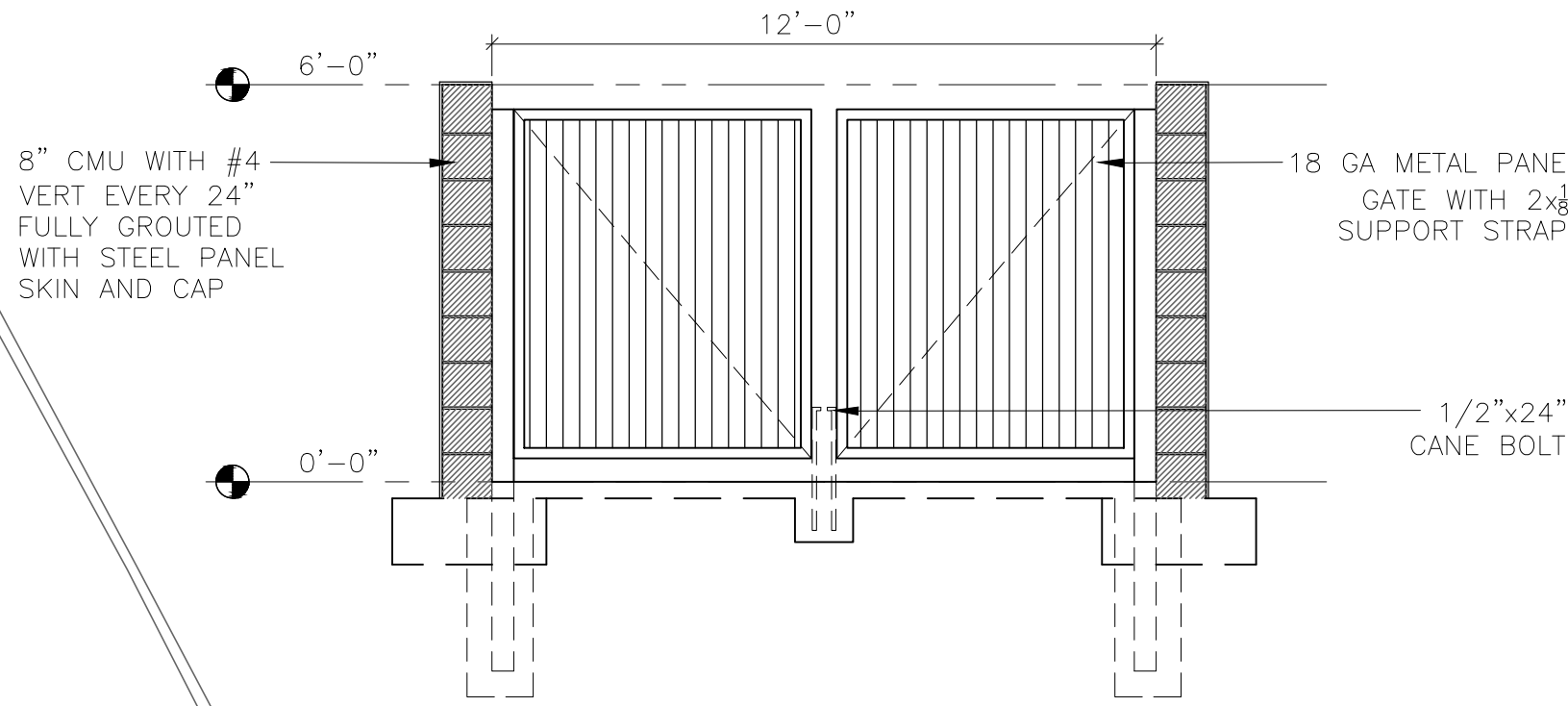
TOTAL SITE AREA
= 6912 SF (100%)

HISTORIC COVERAGE
= 2636 SF (38.1%)

PROPOSED COVERAGE BUILDING/PAVING
= 4729 SF (68.4%)

PROPOSED COVERAGE PERVIOUS PAVING
= 1900 SF (27.4%)
PERMEABILITY = 40% OF TOTAL
= 760 SF INFILTRATION AREA
REMAINING = 60% OF TOTAL
= 1140 SF

TOTAL PROPOSED IMPERVIOUS COVERAGE
= 4729 + 1140 = 5869 SF (84.9%)



DUMPSTER ENCLOSURE DETAIL

NEW PROJECT PLANS FOR:
201 WEST APACHE
NORMAN, OK 73069

JOB # : 0398-001

DATE: 2 . 5 . 25

SCALE : AS SHOWN

SHEET NAME : EXHIBIT A
SITE DEVELOPMENT PLAN

SHEET # : C2.0

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

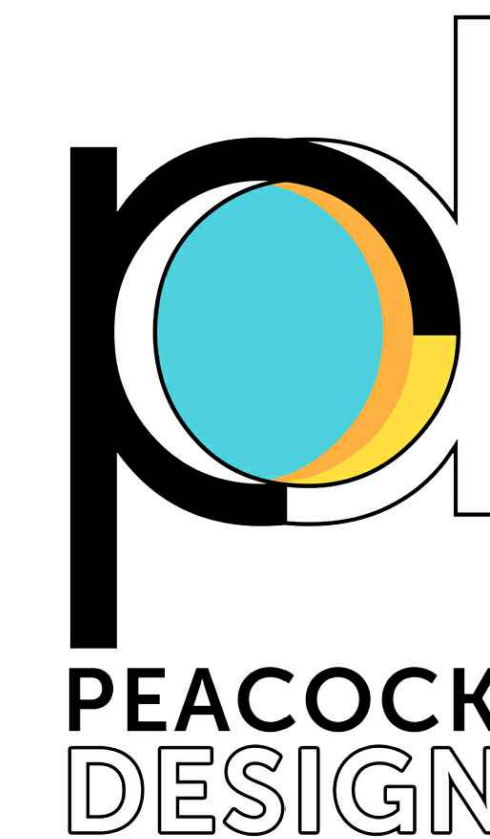


Exhibit B
Legal Description

Lots One(1) and Two (2), in Block Seven (7), of D.L. LARSH'S FIRST ADDITION to Norman, Cleveland County, Oklahoma, according to the recorded plan thereof.

Exhibit C
Conceptual Elevation Drawings



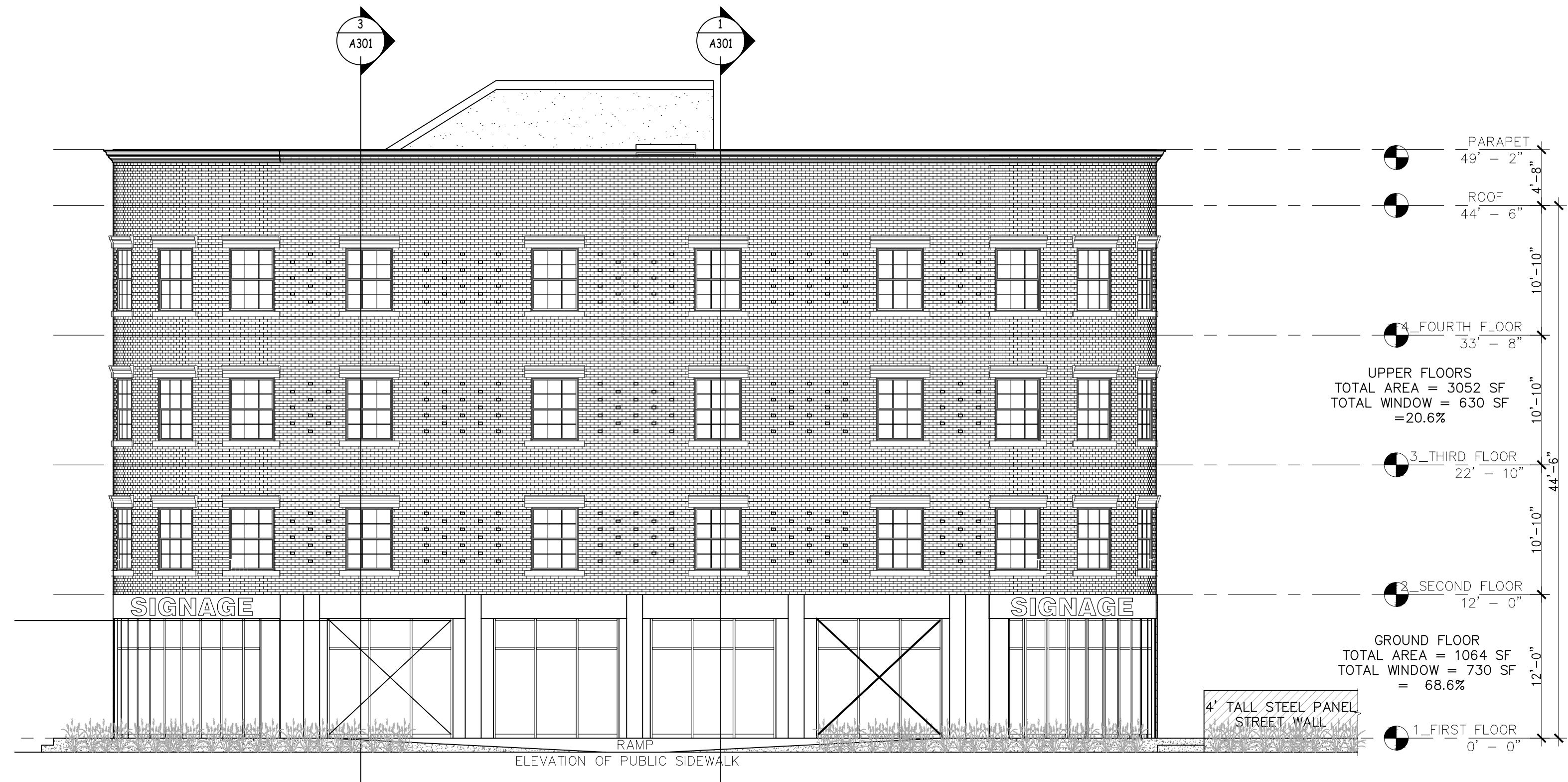
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NEW PROJECT PLANS FOR:
201 APACHE ST
NORMAN, OK 73069

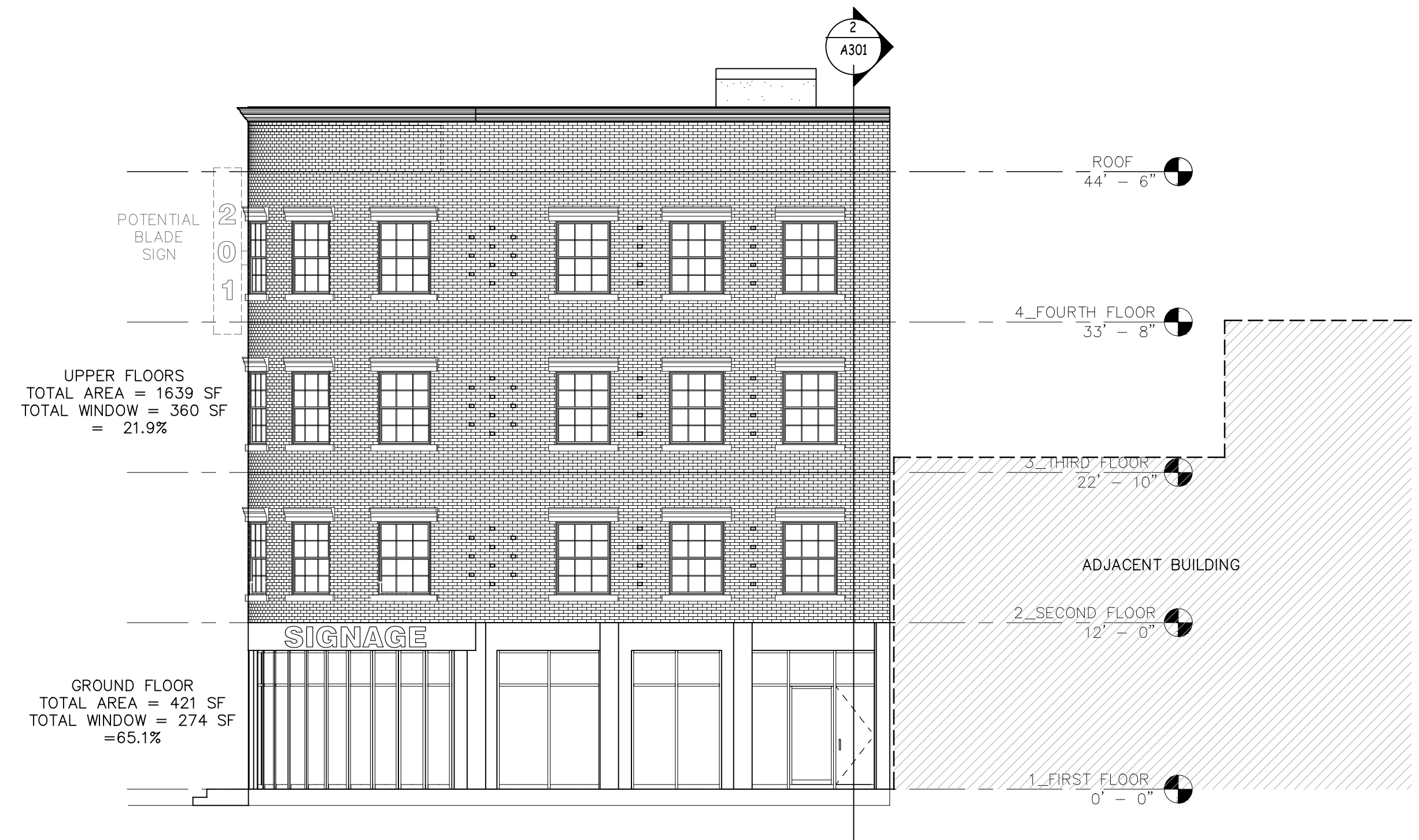
JOB # : 0398 — 001
DATE: 1 . 13 . 2025
SCALE : AS SHOWN
SHEET NAME :
SHEET # : A1.2
REVISION # : X

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Oklahoma City, OK 73106
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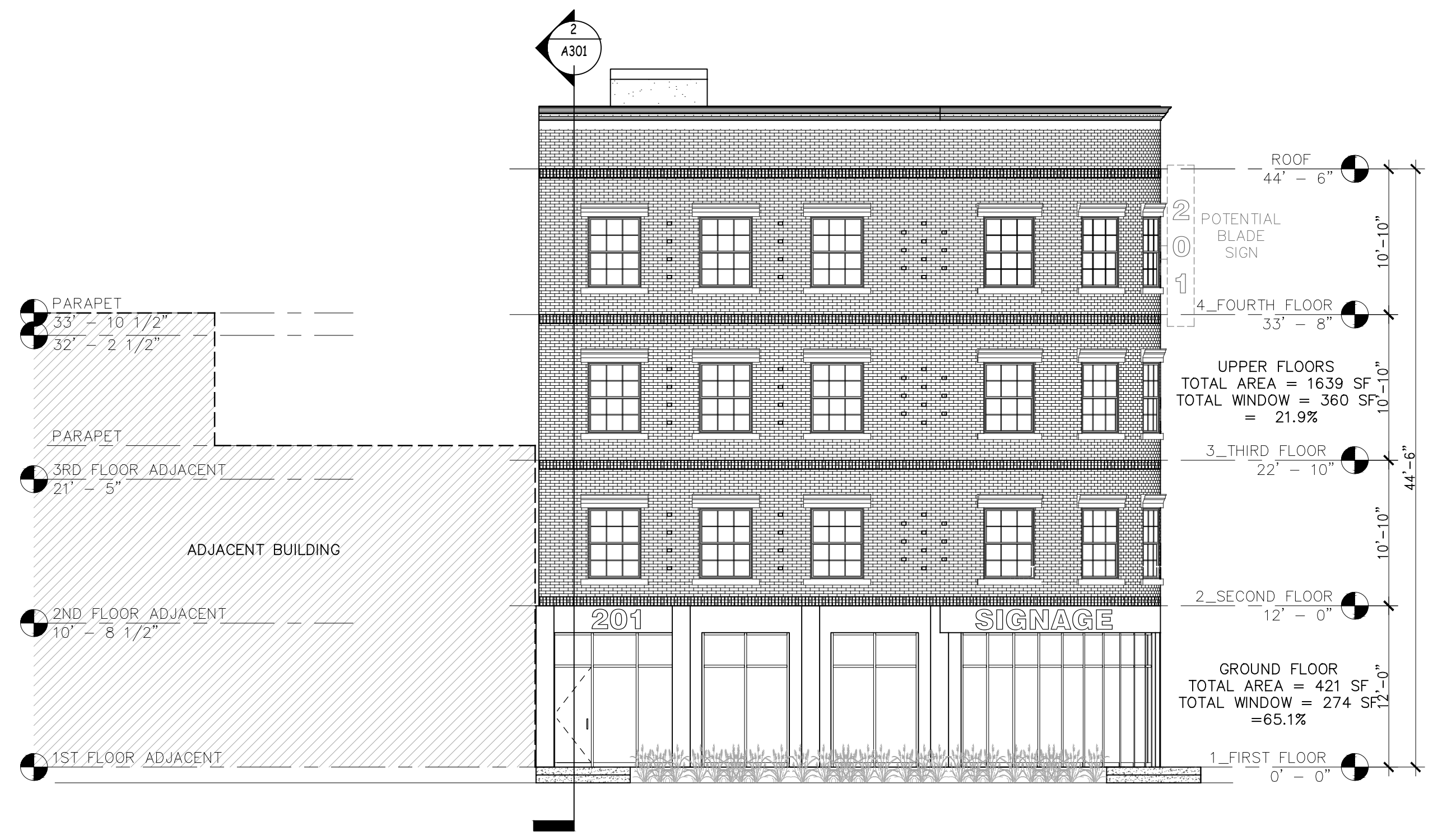
CERTIFICATE OF AUTHORIZATION:
#8609 EXP: JUNE 30, 2025
#03172 EXP: JUNE 30, 2025



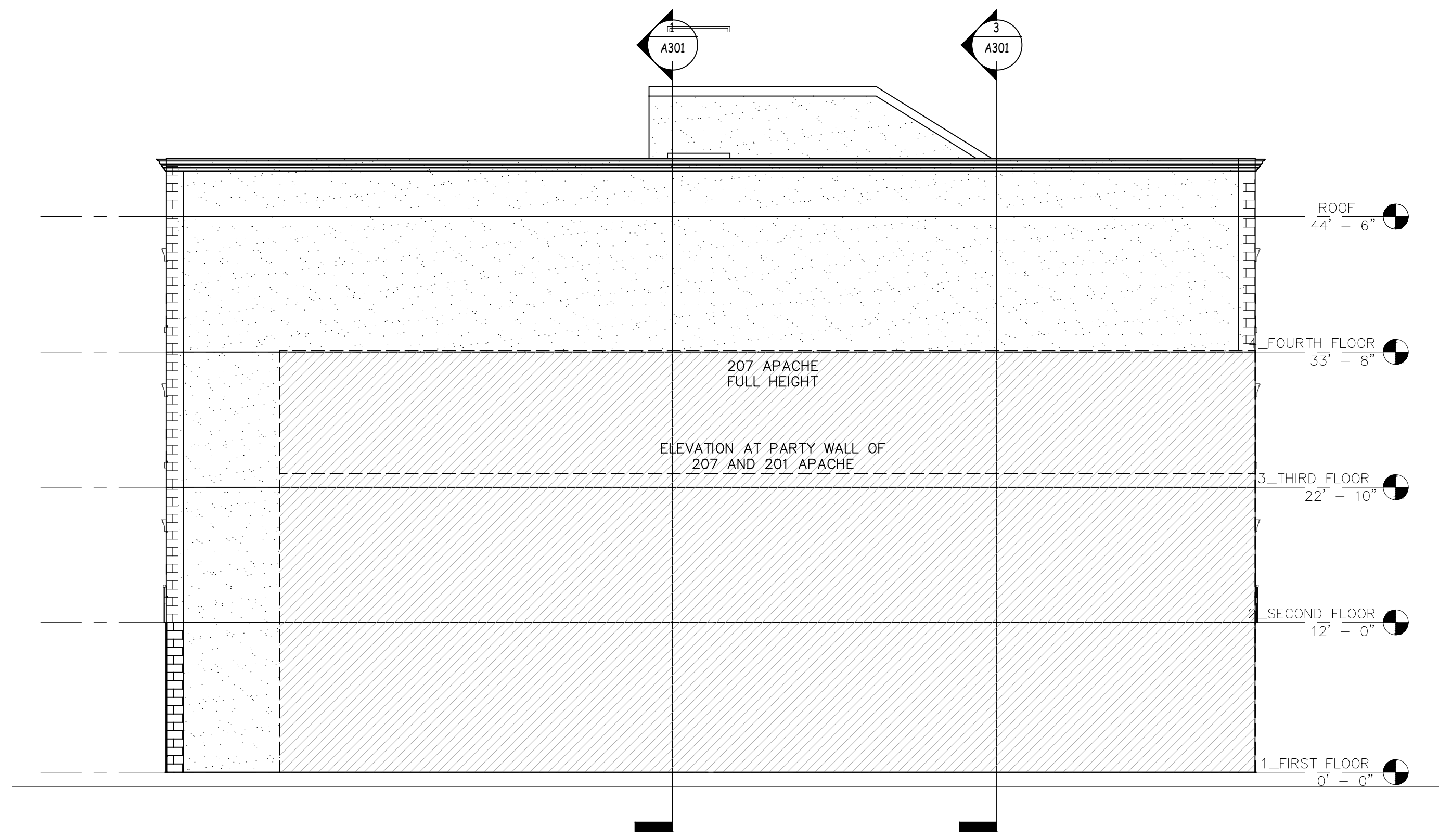
B EAST ELEVATION
SCALE: 1/8" = 1'-0"



E NORTH ELEVATION
SCALE: 1/8" = 1'-0"



D SOUTH ELEVATION
SCALE: 1/8" = 1'-0"



A WEST ELEVATION
SCALE: 1/8" = 1'-0"

EXHIBIT "C"
BUILDING ELEVATIONS



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 02/13/25

REQUESTER: DC Jones Holdings, LLC

PRESENTER: Anais Starr, Planner II

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-19: 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 ONE (1) AND TWO (2), IN BLOCK SEVEN (7), OF D.L. LARSH'S FIRST ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE CCFBC, CENTER CITY FORM-BASED CODE, URBAN RESIDENTIAL FRONTAGE, AND PLACE SAME IN THE CCPUD, CENTER CITY PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (201 W APACHE ST)

| | |
|----------------------------------|--|
| APPLICANT/REPRESENTATIVE | DC Jones Holdings, LLC/Matt Peacock |
| LOCATION | 201 W Apache Street |
| WARD | 4 |
| CORE AREA | Yes |
| REQUESTED ACTION | Rezoning from Center City Form Based Code, Urban Residential Frontage, District to Center City Form Based Code Planned Unit Development. |
| LAND USE PLAN DESIGNATION | Low Density Residential |
| GROWTH AREA DESIGNATION | Current Urban Service Area |

BACKGROUND:

The applicant requests to rezone the parcel located on the northwest corner of S Santa Fe Avenue and W Apache Street, designated as Center City Form Based Code District, Urban Residential 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 16,000 square foot four-story, mixed-use commercial and residential building, as illustrated in Exhibit A, Site Development Plan. The CCPUD proposes retail sales and services - commercial uses - on the ground floor and six (6) 3-bedroom residential dwelling units on the upper floors – for a total of eighteen (18) bedrooms. Open space will be provided in rear of the north side of the building and on the roof deck. The current CCFBC code for such a development on this parcel requires provision of eighteen (18) parking spaces. With this CCPUD the applicant is requesting to reduce this number and instead provide thirteen (13) parking spaces for this development. As proposed, six (6) tandem parking spaces will be provided by an on-site parking area with access off the alleyway. Five (5) on-street parking spaces will be installed along S Santa Fe Avenue and an additional two (2) on-street parking spaces will be installed on W Apache Street.

The proposed four-story commercial/residential structure will be brought two feet (2') closer to the sidewalk along the S Santa Fe Avenue frontage. The proposed location of the new building crosses the established Required Build Line in this District. Therefore, through the request for this CCPUD, the applicant proposes the RBL be moved to three feet (3') behind the property line from the current five foot (5') Required Build Line.

PROCEDURAL REQUIREMENTS:

GREENBELT MEETING: This property is already platted; therefore, Greenbelt is not a requirement for this request.

PRE-DEVELOPMENT: A Pre-Development meeting is not required for this application.

BOARD OF PARKS COMMISSIONERS: Parkland dedication is not required for this application.

CCFBC ORDINANCE CITATION:

APPENDIX B, SEC. 520 CENTER CITY PLANNED UNIT DEVELOPMENT - CCPUD

A. Statement of Purpose: It is the intent of this section to provide an alternative zoning district for the Center City Area as defined in the Center City Form Based Code (CCFBC). This Center City Planned Unit Development District (CCPUD) is specifically catering to the Center City Area because of the size of lots, the lack of vacant land and other distinguishing characteristics in this area that make the use of the existing PUD regulations not feasible. The CCPUD encourages developments that create the character of development envisioned in the CCFBC.

Specifically, the purposes of this section are to:

1. Provide an alternative zoning district to the CCFBC where a property owner proposes a development that does not meet the strict regulations required in the CCFBC.
2. Provide open space/street space that is compatible with the concepts of the CCFBC.
3. Provide comprehensive and innovative planning and design for a development which is consistent and compatible with surrounding developments.
4. Provide more efficient and economic use of land resulting in an urban/ pedestrian environment.

5. Provide complete and useful information which will enable the Planning Commission and City Council to make more informed decisions on land use.
6. Encourage developments that achieve community goals, such as, but not limited to, aging in place, or affordable housing, or other emerging trends in housing, that may not be able to meet all the required elements of the Center City Form Based Code.

STAFF ANALYSIS:

The applicant is requesting this CCPUD in order to build the desired structure illustrated on the attached drawings, which includes a unique building with curved façades at two corners. The applicant is able to comply with many of CCFBC requirements. However, due to the requirements for this parcel and the design of the desired structure, the applicant is requesting a variety of modifications to the Center City Form-Based Code, as follows:

1. Move the Required Build Line along S Santa Fe Avenue frontage from five feet (5') behind the property line to three feet (3') behind the property line. The W Apache Street Required Build Line will remain ten feet (10') behind the property line.
2. Allowances for additional commercial and civic uses on the ground floor including Recreation/Entertainment, Restaurant, Bar, Lounge, and Tavern uses.
3. Allow the use of temporary signage in the form of a grand opening banner for future commercial tenants.
4. Allow fenestration and façade composition as shown in Elevation Drawings, Exhibit C.
5. Allows the required Landscaping for the Open Space to be installed in front of the building along W Apache Street and S Santa Fe Avenue, as shown on the Site Development Plan. This would be a variance from the CCFB Code, which requires ground-level landscaping to be located behind the Parking Setback Line. Additionally, due to the space limitations, shrubs instead of trees will be utilized for the landscaping and will be provided in front the building.
6. Allowance for thirteen (13) parking spaces instead of CCFBC required 18 parking spaces.
7. Allow the impervious surface for the parcel to be a maximum of 85% while utilizing low-impact drainage improvements as listed in submitted Civil report and Drainage plans.
8. Requesting a ten foot (10') Clear Height for the Ground Story, a reduction from the required twelve foot (12') Clear Height.
9. Requesting an exemption from the Street Wall requirement along S Santa Fe Avenue from the rear of the building to the alleyway to accommodate the curved building design.
10. Allow for chamfered corner entries which setback from the Required Build Line at the corner of S Santa Fe Avenue and W Apache Street.
11. As an amenity, the applicant will provide eight (8) bike racks instead of the required three (3).

USE: Residential uses are proposed for floors two (2) through four (4) while the ground floor is allowed to have a variety of commercial and civic use as listed in the Permissible Uses Section of the CCPUD Narrative.

PARKING: Under the existing CCFBC, Urban Residential Frontage, a residential structure with six (6) residential dwelling units and eighteen (18) bedrooms, requires eighteen (18) parking spaces. The applicant is proposing to provide six (6) on-site parking spaces, and seven (7) on-street parking spaces for a total thirteen (13) parking spaces for this development.

LANDSCAPING: The CCPUD narrative calls for Street Trees to be provided along S Santa Fe Avenue and W Apache Street as required under the CCFBC. The CCPUD allows the required Open Space Landscaping to be located in front of the building instead of behind Parking Setback Line as prescribed in the CCFBC. Due to the limited space in front of the building, the applicant is proposing shrubs instead of the required trees for the Open Space as indicated in Exhibit A, Site Development Plan.

SIGNAGE: The CCPUD states all signage shall comply with 402. General Provisions, Section M of the CCFBC.

LIGHTING: The project shall comply with the requirements of the CCFBC under 402. General Provisions, Section N. Lighting & Mechanical.

SANITATION/UTILITIES: The applicant is providing a dumpster with enclosure to service the sanitation needs of the Property.

FENCING/WALLS: The CCPUD is requesting to move the Street Wall to the property line in order to accommodate the unique curved facade of the structure and to screen the parking lot.

PARKS: Centennial Park at 411 W Symmes Street is approximately four blocks from the Property.

ALTERNATIVES/ISSUES:

IMPACTS: The proposed structure meets the stated goal of the Center City Form-Based Code District by creating a pedestrian-oriented mixed-use building. The addition of ground floor commercial will provide the much-desired local retail or service opportunities that many residents have indicated they would like to see in the Center City. The unique design of the building will complement the adjacent CCFBC structures. The requested Required Build Line along S Santa Fe Avenue will place this building three (3) feet from the east property line while the structure located on the south side of W Apache Street will setback five feet from the east property line. Though the proposed building will not be “in line” with the existing structure to the south, the difference in placement will be less noticeable since the properties are separated by W Apache Street. Some variations in site design is to be expected as these sites within the Center City Form Based Code area develop independently from one another.

The CCPUD allows the use of shrubs located in front of the building instead of trees and for the required landscaping to be located in front of the building along W Apache Street and S Santa Fe Avenue. The landscaping provides a greenspace in front of the structure making it a more pedestrian friendly environment, creating more of a connection to the pedestrian activity.

As noted in the above section “Parking”, under the current Code, the site would require eighteen (18) parking spaces. The applicant is requesting a CCPUD, the applicant is writing their own zoning regulations for this site. The goal of the Center City District is redevelopment; redevelopment with more intense uses than previously occurring in the District. The development does not meet the established parking requirement but the redevelopment of the lot does meet the intent of the Center City Form Based Code – repeated here:

APPENDIX B, SEC. 520 CENTER CITY PLANNED UNIT DEVELOPMENT - CCPUD

A. Statement of Purpose: It is the intent of this section to provide an alternative zoning district for the Center City Area as defined in the Center City Form Based Code (CCFBC). This Center City Planned Unit Development District (CCPUD) is specifically catering to the Center City Area because of the size of lots, the lack of vacant land and other distinguishing characteristics in this area that make the use of the existing PUD regulations not feasible. The CCPUD encourages developments that create the character of development envisioned in the CCFBC.

Specifically, the purposes of this section are to:

- 1. Provide an alternative zoning district to the CCFBC where a property owner proposes a development that does not meet the strict regulations required in the CCFBC.*
- 2. Provide open space/street space that is compatible with the concepts of the CCFBC.*
- 3. Provide comprehensive and innovative planning and design for a development which is consistent and compatible with surrounding developments.*
- 4. Provide more efficient and economic use of land resulting in an urban/ pedestrian environment.*
- 5. Provide complete and useful information which will enable the Planning Commission and City Council to make more informed decisions on land use.*
- 6. Encourage developments that achieve community goals, such as, but not limited to, aging in place, or affordable housing, or other emerging trends in housing, that may not be able to meet all the required elements of the Center City Form Based Code.*

It is possible the lack of on-site parking could exacerbate current parking issues found in this portion of the District but this site is located in close proximity to downtown, Campus Corner and several other larger parking lots within the general vicinity which could show how this area can be better utilized as redevelopment occurs. Thirteen (13) parking spaces are proposed with this Property. Seven (7) are proposed as on-street spaces, which cannot be reserved for tenants. The applicant is providing six (6) spaces reserved solely for the use of the future tenants of this structure. The CCFB code requires 18 parking spaces for developments of this size. Through this CCPUD, the applicant is requesting a relaxation of parking requirements for this development. There is public parking within this general vicinity that could accommodate the needs of the site.

This is an example of how the area is trending with future developments. The goal of Center City Form Based Code was to increase density, create walkable/park once environment. This mixed use building in this location could be the facilitator for this type of possible redevelopment.

OTHER AGENCY COMMENTS:

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

PUBLIC WORKS/ENGINEERING: The total impervious area for the property will increase to 84.9% from the allowable 65% maximum, which requires an engineered solution. Submitted Civil Plans and Drainage report provides Low Impact Development measures as listed in Section 7000 of the EDC. Drainage for the new development will utilize existing drainage systems, as

well as underground detention storage consisting of infiltration trenches located in the parking area near the alley.

TRAFFIC ENGINEER: No traffic issues or impacts are anticipated.

UTILITIES:

Water: At the time of building permit: Show all proposed domestic, fire, and irrigation services. Domestic and fire water services are required to be separate and must be new service lines from the main to the structure. In accordance with ODEQ regulations, the City provides water at a minimum pressure of 25 psi. The Developer is responsible for designing and constructing all fixtures and systems to provide adequate domestic and fire protection under minimum pressure conditions. The Developer will be responsible for any failure of domestic and fire protection systems that require water in excess of 25 psi. Existing water services not proposed to be used must be abandoned at the main and existing material information must be provided to the Utilities Department.

Wastewater: Show proposed sewer service(s). Existing sewer service(s), if not to be reused, must be abandoned at the main at the time of building permit.

Sanitation: Solid waste service only. Recycling will only be available through the use of one of the regional recycling centers.

CONCLUSION: Staff forwards this request for Center City Planned Unit Development and Ordinance O-2425-19 to Planning Commission for consideration and a recommendation to the City Council.

NON-CONSENT ITEMS

201 W Apache Zoning

1. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-19: 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 ONE (1) AND TWO (2), IN BLOCK SEVEN (7), OF D.L. LARSH'S FIRST ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE CCFBC, CENTER CITY FORM-BASED CODE, URBAN RESIDENTIAL FRONTAGE, AND PLACE SAME IN THE CCPUD, CENTER CITY PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (201 W APACHE ST)

ITEMS SUBMITTED FOR THE RECORD

1. Staff Report
2. Location Map
3. CCPUD Narrative
4. Site Plan/Elevation Drawings

Staff Presentation

Anais Starr, Planner II, presented the staff report.

Applicant Presentation

Matt Peacock, Representative of Applicant, presented on the proposed CCPUD.

Commissioner McKown brought up the concern in regards to the lack of designated parking spaces. Mr. Peacock explained that the additional parking at First Baptist Church provides options.

Commissioner McDaniel also added that he has a concern for the lack of designated parking. Mr. Peacock explained that there is a lot of on street parking around the area and First Baptist Church has expressed they would increase the amount provided if it is needed.

Commissioner Jablonski asked about the roof top deck and wanted to know if they will provide plants for a cooling effect. Mr. Peacock explained they might add some planters but that it is not needed for the open space percentage.

Public Comment

There were no public comments.

Motion by Commissioner McDaniel to recommend approval of Ordinance O-2425-19; **Second** by Commissioner McKown.

The motion passed unanimously with a vote of 8-0.

File Attachments for Item:

22. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-82: 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 NORTH HALF OF THE NORTHWEST QUARTER (N/2 NW/4) OF SECTION FOURTEEN (14), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE VERY LOW RESIDENTIAL AND COUNTRY RESIDENTIAL DESIGNATIONS AND PLACE THE SAME IN THE INSTITUTIONAL DESIGNATION. (4020 E TECUMSEH ROAD)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/25/2025

REQUESTER: City of Norman – Norman Utilities Authority

PRESENTER: Jane Hudson, Planning & Community Development Director

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-82: 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 NORTH HALF OF THE NORTHWEST QUARTER (N/2 NW/4) OF SECTION FOURTEEN (14), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE VERY LOW RESIDENTIAL AND COUNTRY RESIDENTIAL DESIGNATIONS AND PLACE THE SAME IN THE INSTITUTIONAL DESIGNATION. (4020 E TECUMSEH ROAD)

| | |
|---------------------------------|--|
| APPLICANT/REPRESENTATIVE | City of Norman/Nathan Madenwald |
| LOCATION | 4020 E Tecumseh Rd |
| WARD | 5 |
| CORE AREA | No |
| REQUESTED ACTION | Land Use Designation change from Very Low Density Residential and Country Residential to Institutional Designation |
| CURRENT ZONING | RE, Residential Estates Dwelling District |
| PROPOSED ZONING | RE, Residential Estates Dwelling District with Special Use for Municipal Use |
| GROWTH AREA DESIGNATION | Suburban Residential Area (No Change) |

BACKGROUND: The subject parcel covers approximately 28 acres with frontage on East Tecumseh Road. All properties to the north, south, and east of the subject parcel, are zoned A-2, Rural Agricultural District. Abutting to the west of the subject parcel are residential uses, zoned RE, Residential Estate Dwelling District. Single-family homes are located on the parcels to the

north, east, and west. The applicant requests a Special Use for Municipal Use for this site. This Special Use would allow the applicant to construct a groundwater treatment facility. The proposal requires an amendment to the NORMAN 2025 Land Use & Transportation Plan from Country Residential / Very Low-Density Residential Designation to Institutional Designation for the subject parcel.

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?***

Over the years since 2007, there have been new homes built in the general area. The land south of the subject parcel has remained undeveloped. While the proposed Municipal Use would be a departure from the type of development that has typically occurred in this area, it can be an allowed use through a Special Use request. This allows Planning Commission and City Council the opportunity to review the proposed site.

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 does deviate from the existing and surrounding land use pattern in the surrounding area, however, the proposed use's impact on traffic in the surrounding area would be minimal given the nature of the development. The impact of the Institutional Land Use designation on neighboring properties should be negligible. The proposed ground water treatment facility will be automated with one staff member visiting the site once daily. The City Transportation Engineer has determined there are no negative traffic impacts anticipated with this project.

CONCLUSION: Staff forwards this request for amendment of the NORMAN 2025 Land Use Plan Amendment from Very Low-Density Residential Designation and Country Residential Designation to Institutional Designation for the subject parcel as Resolution R-2425-82 for consideration by City Council.

PLANNING COMMISSION RESULTS: At their meeting of February 13, 2025, Planning Commission recommended adoption of Resolution R-2425-82 by a vote of 8-0.

R-2425-82

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 NORTH HALF OF THE NORTHWEST QUARTER (N/2 NW/4) OF SECTION FOURTEEN (14), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE VERY LOW RESIDENTIAL AND COUNTRY RESIDENTIAL DESIGNATIONS AND PLACE THE SAME IN THE INSTITUTIONAL DESIGNATION. (4020 E 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, City of Norman – Norman Utilities Authority has requested that the following described property be moved from the Very Low Residential Designation and Country Residential and placed in the Institutional Designation for the hereinafter described property, to wit:

A tract of land being a part of the North Half of the Northwest Quarter (N/2 NW/4) of Section Fourteen (14), 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/2 NW/4;

THENCE South 00°19'26" East, along the east line of said N/2 NW/4, a distance of 1320.00 feet to the Southeast corner of said N/2 NW/4;

THENCE South 89°51'55" West, along the south line of said N/2 NW/4, a distance of 1103.99 feet (1108.00 feet record) to the Southeast corner of Block 2, Lot 11, HANSMEYER ADDITION;

THENCE North 00°15'05" West, along the east line of said Lot 11, a distance of 418.00 feet to a point on the south line of Block 1, Lot 7, HANSMEYER ADDITION, said point also being the Northwest corner of Block 2, Lot 11;

THENCE North 89°51'55" East, along the south line of said Block 1, Lot 7, a distance of 118.10 feet to the Southeast corner of said Lot 7;

THENCE North 00°15'55" West, along the east line of said Lot 7, a distance of 416.00 feet to a point on the south line of Block 1, Lot 2, said point also being the Northeast corner of Lot 7;

THENCE North 89°51'55" East, along the south line of Block, Lots 1 and 2, a distance of 242.90 feet to the Southeast corner of said Lot 1;
THENCE North 00°15'05" West, along the east line of said Lot 1, a distance of 486.00 feet to a point on the north line of the Northwest Quarter of Section 14;
THENCE North 89°51'55" East, along said north line, a distance of 741.32 feet (747.00 feet record) to the POINT OF BEGINNING.

Said tract of land containing 28.2733 acres, more or less.

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

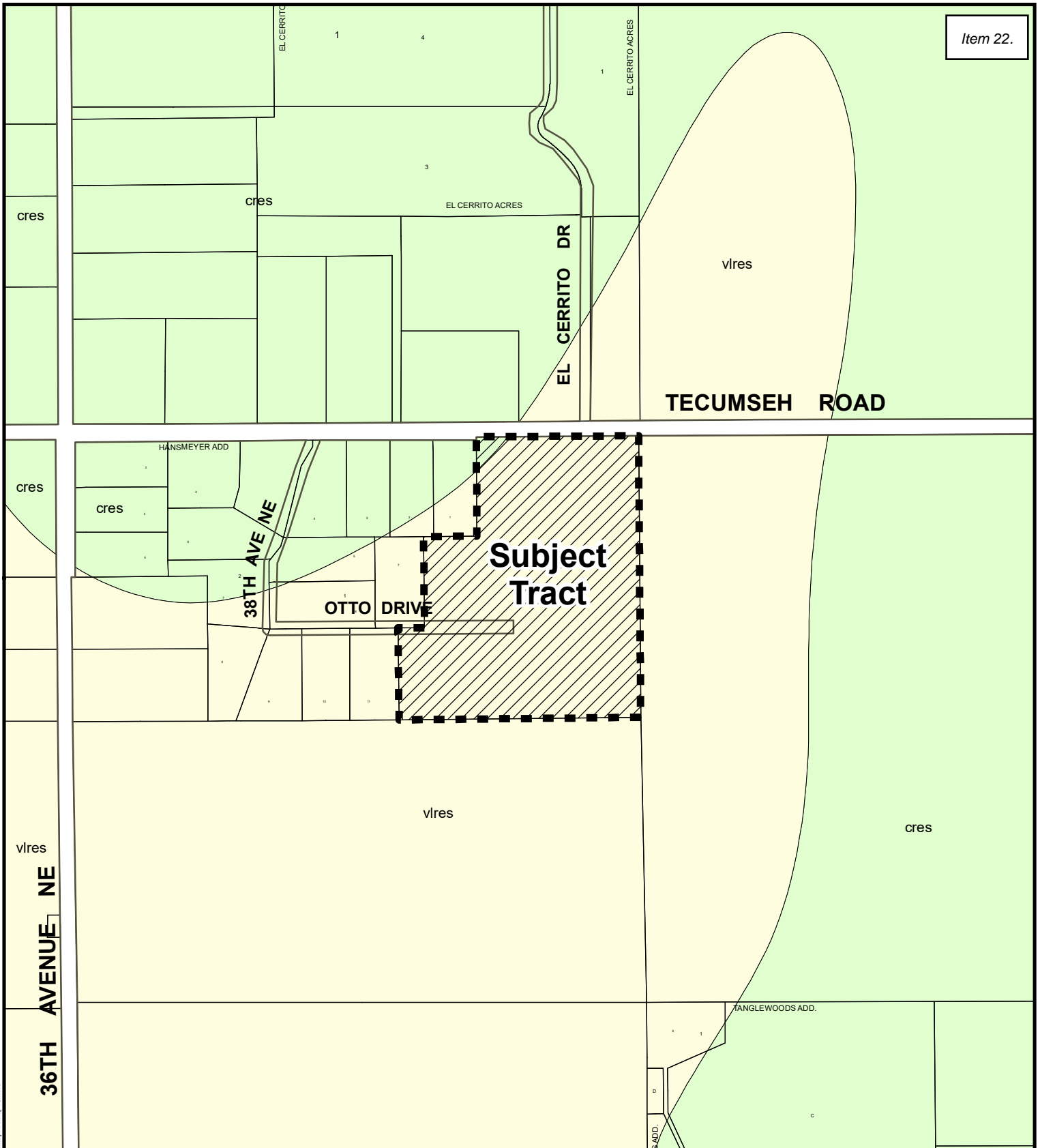
- § 4. That the Council of the City of Norman recognizes the need to control the future growth of the City of Norman; and, that after due consideration has determined that the requested amendment to the NORMAN 2025 Land Use and Transportation Plan should be adopted, and does hereby approve the requested designation.

PASSED AND ADOPTED this _____ day of _____, 2025.

(Mayor)

ATTEST:

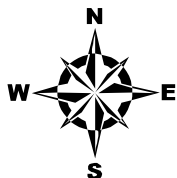
(City Clerk)



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.



January 3, 2025

0 300 600 Ft.

 Subject Tract

Applicant: City of Norman – Norman Utilities Authority

Project Location: 4020 E Tecumseh Rd

Case Number: PD25-01

Time: 5:30 p.m.

Applicant Representative: Nathan Madenwald

Attendees:

Frank Harrington
Linda Goode
Bill Taylor
Kevin Brierton
Clyde Tullos
Bryan Stambeck

City Staff:

Justin Fish, Planner I

Application Summary:

The applicant submitted a request for a Special Use zoning for approximately 28 acres located at 4020 E Tecumseh Rd. This Special Use zoning would allow the applicant to construct a groundwater treatment facility on the subject parcel. The first phase of this project includes the construction of a single building which will be used to store equipment and chemicals. Other features of the project would include a rain garden, bioswale, and aerobics system.

Neighbor's Comments/Concerns/Responses:

Questions about the project revolved around noise, smell, aesthetics, fencing, and scope. The applicant explained that the project would include a single building to house equipment. At a later time, a tank would be installed south of the building. This tank would be buried 20' into the ground resulting in it being level with the building. Fencing will be provided along East Tecumseh Road that will match the surrounding properties' front-facing fences. A chain-link fence with barbed wire would also be located around the perimeter of the building. The applicant explained that with the proposed development being a groundwater treatment facility, there should be no smell associated with the development. Lastly, the applicant addressed the neighbor's concerns about the noise produced from the development by stating since the equipment will be stored inside the proposed building, little to no noise will be produced.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 02/13/2025

REQUESTER: City of Norman – Norman Utilities Authority

PRESENTER: Justin Fish, Planner I

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-82:
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 NORTH HALF OF THE NORTHWEST QUARTER (N/2 NW/4) OF SECTION FOURTEEN (14), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE VERY LOW RESIDENTIAL AND COUNTRY RESIDENTIAL DESIGNATIONS AND PLACE THE SAME IN THE INSTITUTIONAL DESIGNATION. (4020 E TECUMSEH ROAD)

| | |
|---------------------------------|--|
| APPLICANT/REPRESENTATIVE | City of Norman/Nathan Madenwald |
| LOCATION | 4020 E Tecumseh Rd |
| WARD | 5 |
| CORE AREA | No |
| REQUESTED ACTION | Land Use Designation change from Very Low Density Residential and Country Residential to Institutional Designation |
| CURRENT ZONING | RE, Residential Estates Dwelling District |
| PROPOSED ZONING | RE, Residential Estates Dwelling District with Special Use for Municipal Use |
| GROWTH AREA DESIGNATION | Suburban Residential Area (No Change) |

BACKGROUND: The subject parcel covers approximately 28 acres with frontage on East Tecumseh Road. All properties to the north, south, and east of the subject parcel, are zoned A-2, Rural Agricultural District. Abutting to the west of the subject parcel are residential uses, zoned RE, Residential Estate Dwelling District. Single-family homes are located on the parcels to the

north, east, and west. The applicant requests a Special Use for Municipal Use for this site. This Special Use would allow the applicant to construct a groundwater treatment facility. The proposal requires an amendment to the NORMAN 2025 Land Use & Transportation Plan from Country Residential / Very Low-Density Residential Designation to Institutional Designation for the subject parcel.

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?***

Over the years since 2007, there have been new homes built in the general area. The land south of the subject parcel has remained undeveloped. While the proposed Municipal Use would be a departure from the type of development that has typically occurred in this area, it can be an allowed use through a Special Use request. This allows Planning Commission and City Council the opportunity to review the proposed site.

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 does deviate from the existing and surrounding land use pattern in the surrounding area, however, the proposed use's impact on traffic in the surrounding area would be minimal given the nature of the development. The impact of the Institutional Land Use designation on neighboring properties should be negligible. The proposed ground water treatment facility will be automated with one staff member visiting the site once daily. The City Transportation Engineer has determined there are no negative traffic impacts anticipated with this project.

CONCLUSION: Staff forwards this request for amendment of the NORMAN 2025 Land Use Plan Amendment from Very Low-Density Residential Designation and Country Residential Designation to Institutional Designation for the subject parcel as Resolution R-2425-82 for consideration by Planning Commission and recommendation to City Council.

2. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-82: 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 NORTH HALF OF THE NORTHWEST QUARTER (N/2 NW/4) OF SECTION FOURTEEN (14), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE VERY LOW RESIDENTIAL AND COUNTRY RESIDENTIAL DESIGNATIONS AND PLACE THE SAME IN THE INSTITUTIONAL DESIGNATION. (4020 E TECUMSEH ROAD)

ITEMS SUBMITTED FOR THE RECORD

1. Staff Report
2. NORMAN 2025 Land Use Plan Map
3. Pre-Development Summary

3. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-25: 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 GRANT SPECIAL USE FOR MUNICIPAL USE IN THE RE, RESIDENTIAL ESTATES DWELLING DISTRICT FOR PART OF THE NORTH HALF OF THE NORTHWEST QUARTER (N/2 NW/4) OF SECTION FOURTEEN (14), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (4020 E TECUMSEH ROAD)

ITEMS SUBMITTED FOR THE RECORD

1. Staff Report
2. Location Map
3. Site Plan
4. Special Use Condition Letter

4. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2425-7: CONSIDERATION OF A PRELIMINARY PLAT SUBMITTED BY THE CITY OF NORMAN – NORMAN UTILITES AUTHORITY (SBR, ENGINEERING SURVEY PLANNING) FOR NORMAN GROUNDWATER FACILITY FOR 28.2733 ACRES OF PROPERTY LOCATED AT 4020 EAST TECUMSEH ROAD.

ITEMS SUBMITTED FOR THE RECORD

1. Staff Report
2. Location Map
3. Preliminary Plat
4. Development Review Form

Staff Presentation

Justin Fish, Planner I, presented the staff report.

Mr. Fish pointed out that there is a special condition for Drinking Water Treatment only.

Applicant Presentation

Nathan Madenwald, Applicant, presented the proposed item.

Commissioner Kindel brought up concerns in regards to enforcement of the special condition to be Drinking Water Treatment only. Mr. Madenwald explained that for any future site plan amendments, it would have to come through Planning Commission and City Council for approval.

Commissioner McDaniel asked if this would produce a lot of noise. Mr. Madenwald explained it is not expected to produce noise.

Commissioner Jablonski thanked the applicant for all the beautification and consideration of hiding the building and limiting the noise.

Public Comment

There were no public comments.

Motion by Commissioner Brewer to recommend approval of Resolution R-2425-82, Ordinance O-2425-25, and PP-2425-7; **Second** by Commissioner Kindel.

The motion passed unanimously with a vote of 8-0.

File Attachments for Item:

23. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-25 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 GRANT SPECIAL USE FOR MUNICIPAL USE IN THE RE, RESIDENTIAL ESTATES DWELLING DISTRICT FOR PART OF THE NORTH HALF OF THE NORTHWEST QUARTER (N/2 NW/4) OF SECTION FOURTEEN (14), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (4020 E TECUMSEH ROAD)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/25/2025

REQUESTER: City of Norman – Norman Utilities Authority

PRESENTER: Jane Hudson, Planning & Community Development Director

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-25 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 GRANT SPECIAL USE FOR MUNICIPAL USE IN THE RE, RESIDENTIAL ESTATES DWELLING DISTRICT FOR PART OF THE NORTH HALF OF THE NORTHWEST QUARTER (N/2 NW/4) OF SECTION FOURTEEN (14), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (4020 E TECUMSEH ROAD)

| | |
|--------------------------------------|---|
| APPLICANT/REPRESENTATIVE | City of Norman/Nathan Madenwald |
| LOCATION | 4020 E. Tecumseh Rd. |
| WARD | 5 |
| CORE AREA | No |
| REQUESTED ACTION | Special Use for a Municipal Use (Ground Water Treatment Facility) |
| LAND USE PLAN DESIGNATION | Very Low Density Residential and Country Residential Designations |
| PROPOSED LAND USE DESIGNATION | Institutional Designation |
| GROWTH AREA DESIGNATION | Suburban Residential (No Change) |

BACKGROUND: The subject parcel covers approximately 28 acres of land. The applicant requests a Special Use for Municipal Use, Public Buildings, and Public Utility. The proposed development is a groundwater treatment facility. The proposed development will occur in two phases. The initial phase of the development brings the construction of a single building which

will be used to store liquid chemicals and pumps to disinfect ground water. The second phase of the project will include the construction of an underground storage tank.

PROCEDURAL REQUIREMENTS:

GREENBELT MEETING: GBC25-01, January 21, 2025

No greenbelt opportunity was found. Item was placed on the Consent Docket. Greenbelt Commissioners forward GBC 25-01, with no additional comments.

PRE-DEVELOPMENT: PD25-01, January 23, 2025

Questions about the project revolved around noise, smell, aesthetics, fencing, and scope. The applicant explained that the project would include a single building to house equipment. At a later time, a tank would be installed south of the building. This tank would be buried 20' into the ground resulting in it being level with the building. Fencing will be provided along East Tecumseh Road that will match the surrounding properties' front-facing fences. A chain-link fence with barbed wire would also be located around the perimeter of the building. The applicant explained that with the proposed development being a groundwater treatment facility, there should be no smell associated with the development. Lastly, the applicant addressed the neighbor's concerns about the noise produced from the development by stating since the equipment will be stored inside the proposed building, little to no noise will be produced.

BOARD OF PARKS COMMISSIONERS:

This application does not include residential uses and is therefore not required to go before the Board of Parks Commissioners.

ZONING ORDINANCE CITATION:

SECTION 36-513, RE, Residential Estate Dwelling District: This district is established to provide for a low population density in the Suburban Residential Growth Area as reflected in the Comprehensive Plan. The principal use of land is for single-family detached dwellings and related recreational, religious, and educational facilities. These areas are intended to be defined and protected from encroachment by uses which are incompatible with a residential environment.

A Special Use request shall be reviewed and evaluated on the following criteria according to Sec. 36-560, Special Uses:

- 1) Conformance with applicable regulations and standards established by the Zoning Regulations.
- 2) Compatibility with existing or permitted uses on abutting sites, in terms of building height, bulk and scale, setbacks and open spaces, landscaping and site development, and access and circulation features.
- 3) Potentially unfavorable effects or impacts on other existing or permitted uses on abutting sites, to the extent such impacts exceed those which reasonably may result from use of

the site by a permitted use. (NOTE: Throughout this Section, “Permitted Use” means any use authorized as a matter of right under the applicable zoning district.)

- 4) Modifications to the site plan which would result in increased compatibility, or would mitigate potentially unfavorable impacts, or would be necessary to conform to applicable regulations and standards and to protect the public health, safety, morals, and general welfare.
- 5) Safety and convenience of vehicular and pedestrian circulation in the vicinity, including traffic reasonably expected to be generated by the proposed “Special Use” and other uses authorized and anticipated in the area, considering existing zoning and land uses in the area.
- 6) That any conditions applicable to approval are the minimum necessary to minimize potentially unfavorable impacts on nearby uses and to ensure compatibility of the proposed “Special Use” with existing or permitted uses in the surrounding area.

STAFF ANALYSIS: The subject parcel covers approximately 28 acres with frontage on East Tecumseh Road. The subject parcel is surrounded by land zoned A-2, Rural Agricultural District on the north, south, and east sides. Properties to the west are zoned RE, Residential Estate Dwelling District. Single-family homes are to the north, east, and west of the subject parcel.

USE: The applicant proposes constructing a groundwater treatment facility on the subject parcel. The proposed development is projected to occur in two phases. Phase 1 of the proposed development will include one building, a rain garden, a bioswale, an aerobic spray field, fencing along the north property line, and fencing around the proposed building. The building will be used to store chemicals and equipment. The location of this building is shown on the submitted Site Plan. Municipal Use is an appropriate use within the RE, Residential Estate Dwelling District under a Special Use Zoning.

The applicant proposed the addition of a Condition of Use that limits the Special Use on this property to Drinking Water Treatment only. Any use that does not comply with the treatment of drinking water would require an amendment to the Special Use if granted.

SITE PLAN/ACCESS: The proposed Site Development Plan shows a new access point off of East Tecumseh Road. A rain garden and bioswale will be located on site west of the proposed buildings location. The proposed development will feature a 3-tier pipe fence along the north boundary of the property. A chain-link fence will be installed around the proposed building. This chain link fence will be approximately 6’ in height and feature barbed wire along the top.

LANDSCAPING: Landscaping is not required for this development, however, the applicant will use various methods of landscaping to act as screening.

LIGHTING: All exterior lighting shall be installed in conformance with the City of Norman’s Commercial Outdoor Lighting Standards (Section 36-549), as amended from time to time.

PARKING: There is no parking proposed on the site. Any parking on site would be required to meet the city of Norman's applicable parking ordinances.

EXTERIOR MATERIALS: The proposed structure will meet Section 36-547, Exterior Appearance. The applicant proposes split-face concrete masonry unit for all exterior elevations.

EXISTING ZONING: The allowable uses for properties zoned RE, Residential Estate Dwelling District, typically include single-family dwellings. Municipal Use, Public Buildings, and Public Utility are allowed uses permitted by Council approval of a Special Use.

ALTERNATIVES/ISSUES:

IMPACTS: The impact from developing a Municipal Use for groundwater treatment will not deviate from that of the surrounding residential developments in the area. During the initial phase of the proposed project, only a single building is to be built. The site will be visited sparingly causing no impact on the existing traffic of the area. This building will be screened from through the use of trees and berms in a rain garden, as shown on the Site Plan.

OTHER AGENCY COMMENTS:

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

PUBLIC WORKS/ENGINEERING: This application is accompanied by a request for Preliminary Plat of the subject tract. See the attached report from Engineering.

TRAFFIC ENGINEER: See attached report from the City Transportation Engineer.

UTILITIES: Water is accessible at the site. Sewage will be handled through the use of an onsite sewage disposal system. Lastly, trash service will not be necessary with the current phase. Any trash generated will be disposed of at the existing Water Treatment Facility at 3000 E Robinson.

CONCLUSION: Staff forwards this request for Special Use for a Municipal Use with attached Condition of Use with Ordinance O-2425-25 for consideration by City Council.

PLANNING COMMISSION RESULTS: At their Meeting of February 13, 2025, Planning Commission recommended adoption of Ordinance O-2425-25 by a vote of 8-0.

O-2425-25

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 GRANT SPECIAL USE FOR MUNICIPAL USE IN THE RE, RESIDENTIAL ESTATES DWELLING DISTRICT FOR PART OF THE NORTH HALF OF THE NORTHWEST QUARTER (N/2 NW/4) OF SECTION FOURTEEN (14), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (4020 E TECUMSEH ROAD)

- § 1. WHEREAS, City of Norman – Norman Utilities Authority has made application to have Special Use for Municipal Use on the property described below in the RE, Residential Estates Dwelling 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 February 13, 2025 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 grant Special Use for Municipal Use in the RE, Residential Estates Dwelling District, for the following described property, to wit:

A tract of land being a part of the North Half of the Northwest Quarter (N/2 NW/4) of Section Fourteen (14), 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/2 NW/4;

THENCE South 00°19'26" East, along the east line of said N/2 NW/4, a distance of 1320.00 feet to the Southeast corner of said N/2 NW/4;
THENCE South 89°51'55" West, along the south line of said N/2 NW/4, a distance of 1103.99 feet (1108.00 feet record) to the Southeast corner of Block 2, Lot 11, HANSMEYER ADDITION;
THENCE North 00°15'05" West, along the east line of said Lot 11, a distance of 418.00 feet to a point on the south line of Block 1, Lot 7, HANSMEYER ADDITION, said point also being the Northwest corner of Block 2, Lot 11;
THENCE North 89°51'55" East, along the south line of said Block 1, Lot 7, a distance of 118.10 feet to the Southeast corner of said Lot 7;
THENCE North 00°15'55" West, along the east line of said Lot 7, a distance of 416.00 feet to a point on the south line of Block 1, Lot 2, said point also being the Northeast corner of Lot 7;
THENCE North 89°51'55" East, along the south line of Block, Lots 1 and 2, a distance of 242.90 feet to the Southeast corner of said Lot 1;
THENCE North 00°15'05" West, along the east line of said Lot 1, a distance of 486.00 feet to a point on the north line of the Northwest Quarter of Section 14;
THENCE North 89°51'55" East, along said north line, a distance of 741.32 feet (747.00 feet record) to the POINT OF BEGINNING.

Said tract of land containing 28.2733 acres, more or less.

- § 5. Further, pursuant to the provisions of Section 36-560 of the Code of the City of Norman, as amended, the following conditions are hereby attached to the zoning of the tract:
- a. The site shall be developed in accordance with the Site Plan, and supporting documentation, which are made a part hereof.
 - b. The Special Use on the property shall be limited to Drinking Water Treatment only.
- § 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
_____, 2025.

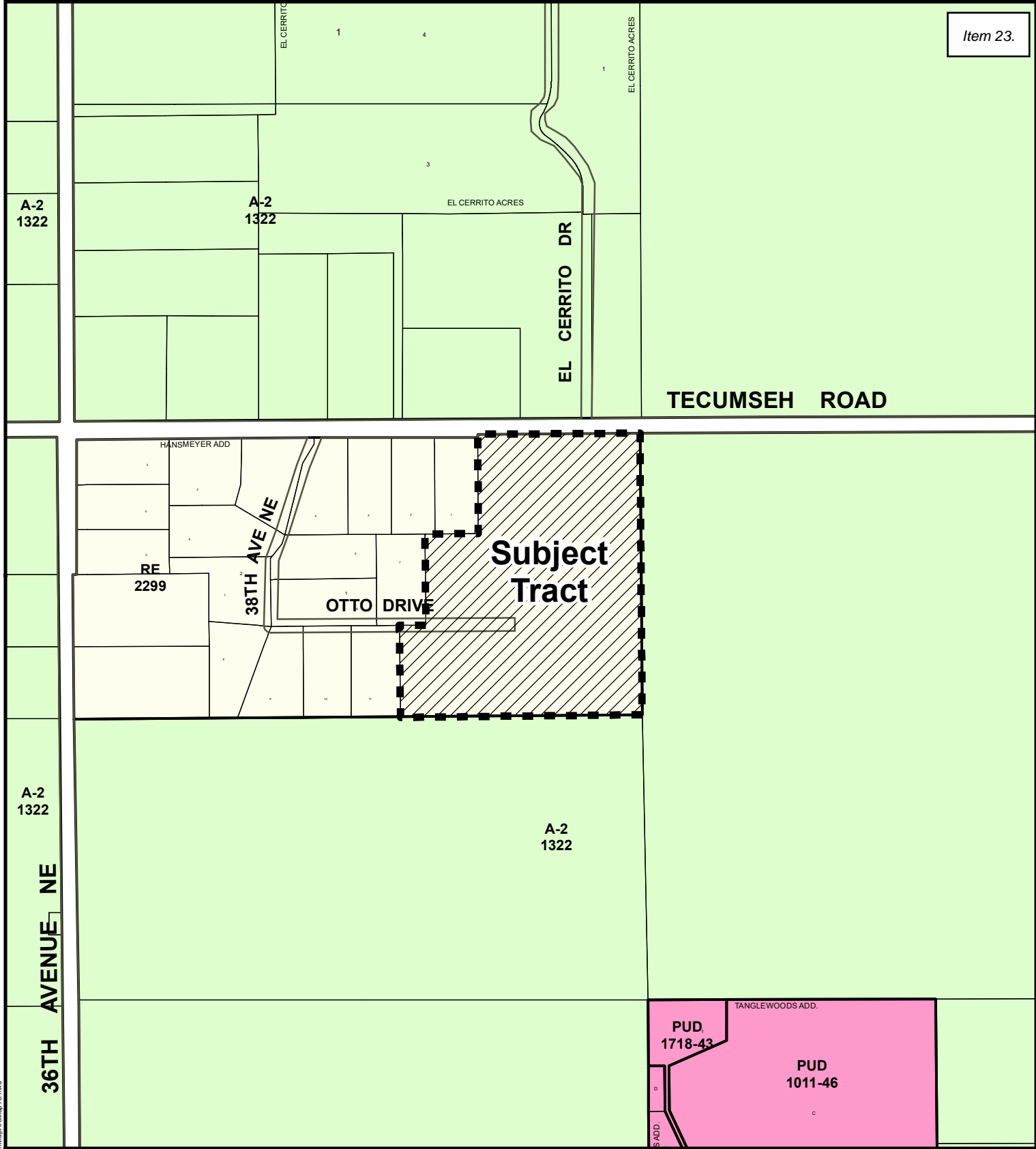
NOT ADOPTED this _____ day of
_____, 2025.

(Mayor)

(Mayor)

ATTEST:

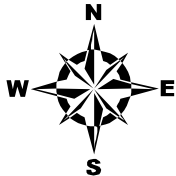
(City Clerk)



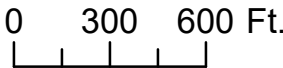
Location Map



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



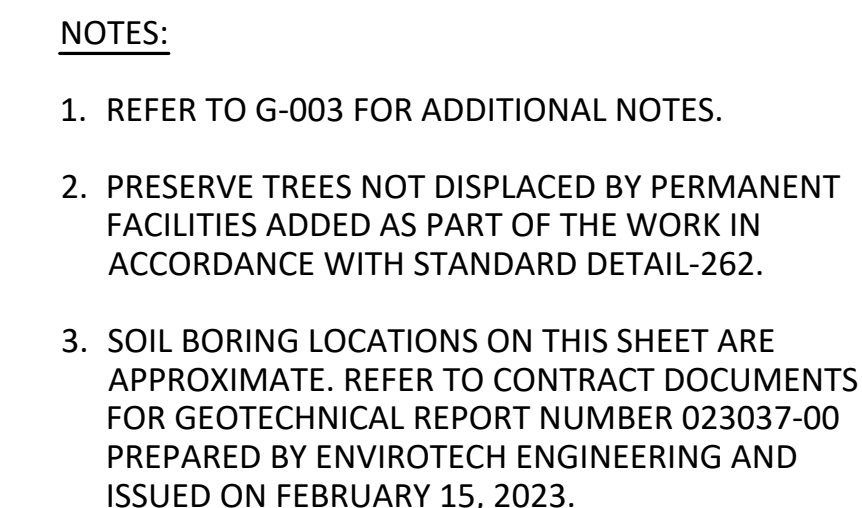
January 3, 2025



Subject Tract

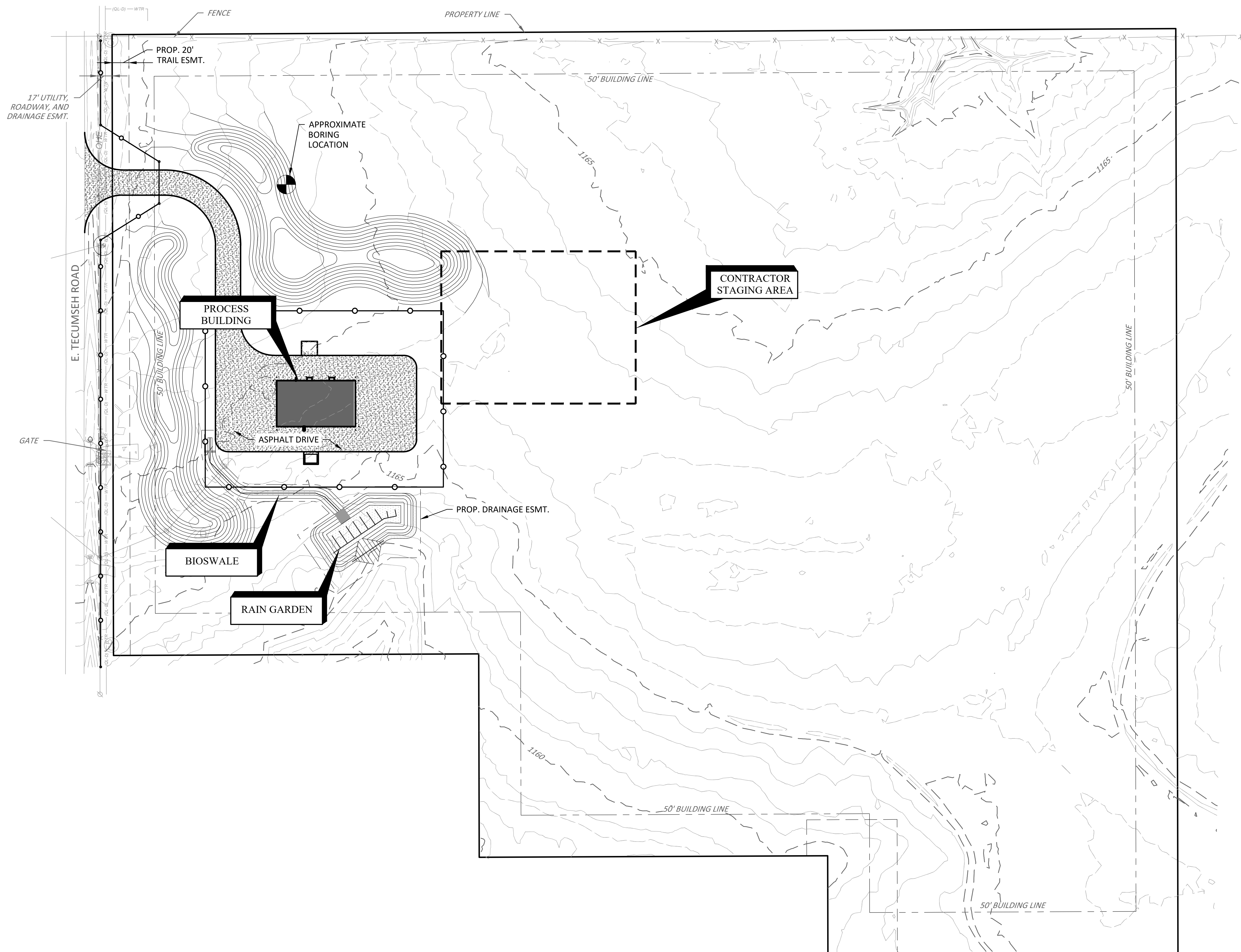


Zoning



NOTES:

1. REFER TO G-003 FOR ADDITIONAL NOTES.
2. PRESERVE TREES NOT DISPLACED BY PERMANENT FACILITIES ADDED AS PART OF THE WORK IN ACCORDANCE WITH STANDARD DETAIL-262.
3. SOIL BORING LOCATIONS ON THIS SHEET ARE APPROXIMATE. REFER TO CONTRACT DOCUMENTS FOR GEOTECHNICAL REPORT NUMBER 023037-00 PREPARED BY ENVIROTECH ENGINEERING AND ISSUED ON FEBRUARY 15, 2023.



THESE DOCUMENTS ARE
FOR INTERIM REVIEW AND
ARE NOT INTENDED FOR
CONSTRUCTION, BIDDING,
OR PERMIT PURPOSES.
JASON LAUBACHER
OKLAHOMA P.E. NO. 33527
DATE: 2/5/2025

IF THIS BAR DOES NOT
MEASURE ONE INCH,
DRAWING IS NOT TO
LABELED SCALE

DESIGNED A. HIBBARD
DRAWN G. SCHILLING
CHECKED J. LAUBACHER
REVIEWED A. DAVIS

| | |
|-------------|-------------|
| Seq. | |
| Dwg. No. | G-006 |
| | 1115-010-01 |

[illegible]

 **PLUMMER**

3331 COUCH DR, STE 200 | OKLAHOMA CITY, OK 73102
405.440.2725 | OKLAHOMA FIRM NO. 1097



The City of **NORMAN**

225 N. Webster Ave. • P.O. Box 370
Norman, Oklahoma 73069 • 73070

Item 23.

UTILITIES ADMINISTRATION
Phone: 405-366-5443

City of Norman – Planning Department
Attn: Justin Fish
225 N Webster
Norman, OK 73069

RE: Condition for Proposed Zoning of Property at 4020 E Tecumseh Road

This letter is to request the addition of a condition for the proposed zoning of the above referenced property. The condition should be to limit the Special Use on the property to **Drinking Water Treatment**. Uses that do not comply with this shall require formal modification to the zoning in accordance with City requirements.

Sincerely,

Nathan Madenwald | Utilities Engineer
City of Norman – 225 N Webster, Norman, OK 73069
405-366-5426 | nathan.madenwald@normanok.gov | www.normanok.gov



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 02/13/2025

REQUESTER: City of Norman – Norman Utilities Authority

PRESENTER: Justin Fish, Planner I

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-25: 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 GRANT SPECIAL USE FOR MUNICIPAL USE IN THE RE, RESIDENTIAL ESTATES DWELLING DISTRICT FOR PART OF THE NORTH HALF OF THE NORTHWEST QUARTER (N/2 NW/4) OF SECTION FOURTEEN (14), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (4020 E TECUMSEH ROAD)

| | |
|--------------------------------------|---|
| APPLICANT/REPRESENTATIVE | City of Norman/Nathan Madenwald |
| LOCATION | 4020 E. Tecumseh Rd. |
| WARD | 5 |
| CORE AREA | No |
| REQUESTED ACTION | Special Use for a Municipal Use (Ground Water Treatment Facility) |
| LAND USE PLAN DESIGNATION | Very Low Density Residential and Country Residential Designations |
| PROPOSED LAND USE DESIGNATION | Institutional Designation |
| GROWTH AREA DESIGNATION | Suburban Residential (No Change) |

BACKGROUND: The subject parcel covers approximately 28 acres of land. The applicant requests a Special Use for Municipal Use, Public Buildings, and Public Utility. The proposed development is a groundwater treatment facility. The proposed development will occur in two phases. The initial phase of the development brings the construction of a single building which

will be used to store liquid chemicals and pumps to disinfect ground water. The second phase of the project will include the construction of an underground storage tank.

PROCEDURAL REQUIREMENTS:

GREENBELT MEETING: GBC25-01, January 21, 2025

No greenbelt opportunity was found. Item was placed on the Consent Docket. Greenbelt Commissioners forward GBC 25-01, with no additional comments.

PRE-DEVELOPMENT: PD25-01, January 23, 2025

Questions about the project revolved around noise, smell, aesthetics, fencing, and scope. The applicant explained that the project would include a single building to house equipment. At a later time, a tank would be installed south of the building. This tank would be buried 20' into the ground resulting in it being level with the building. Fencing will be provided along East Tecumseh Road that will match the surrounding properties' front-facing fences. A chain-link fence with barbed wire would also be located around the perimeter of the building. The applicant explained that with the proposed development being a groundwater treatment facility, there should be no smell associated with the development. Lastly, the applicant addressed the neighbor's concerns about the noise produced from the development by stating since the equipment will be stored inside the proposed building, little to no noise will be produced.

BOARD OF PARKS COMMISSIONERS:

This application does not include residential uses and is therefore not required to go before the Board of Parks Commissioners.

ZONING ORDINANCE CITATION:

SECTION 36-513, RE, Residential Estate Dwelling District: This district is established to provide for a low population density in the Suburban Residential Growth Area as reflected in the Comprehensive Plan. The principal use of land is for single-family detached dwellings and related recreational, religious, and educational facilities. These areas are intended to be defined and protected from encroachment by uses which are incompatible with a residential environment.

A Special Use request shall be reviewed and evaluated on the following criteria according to Sec. 36-560, Special Uses:

- 1) Conformance with applicable regulations and standards established by the Zoning Regulations.
- 2) Compatibility with existing or permitted uses on abutting sites, in terms of building height, bulk and scale, setbacks and open spaces, landscaping and site development, and access and circulation features.
- 3) Potentially unfavorable effects or impacts on other existing or permitted uses on abutting sites, to the extent such impacts exceed those which reasonably may result from use of

the site by a permitted use. (NOTE: Throughout this Section, “Permitted Use” means any use authorized as a matter of right under the applicable zoning district.)

- 4) Modifications to the site plan which would result in increased compatibility, or would mitigate potentially unfavorable impacts, or would be necessary to conform to applicable regulations and standards and to protect the public health, safety, morals, and general welfare.
- 5) Safety and convenience of vehicular and pedestrian circulation in the vicinity, including traffic reasonably expected to be generated by the proposed “Special Use” and other uses authorized and anticipated in the area, considering existing zoning and land uses in the area.
- 6) That any conditions applicable to approval are the minimum necessary to minimize potentially unfavorable impacts on nearby uses and to ensure compatibility of the proposed “Special Use” with existing or permitted uses in the surrounding area.

STAFF ANALYSIS: The subject parcel covers approximately 28 acres with frontage on East Tecumseh Road. The subject parcel is surrounded by land zoned A-2, Rural Agricultural District on the north, south, and east sides. Properties to the west are zoned RE, Residential Estate Dwelling District. Single-family homes are to the north, east, and west of the subject parcel.

USE: The applicant proposes constructing a groundwater treatment facility on the subject parcel. The proposed development is projected to occur in two phases. Phase 1 of the proposed development will include one building, a rain garden, a bioswale, an aerobic spray field, fencing along the north property line, and fencing around the proposed building. The building will be used to store chemicals and equipment. The location of this building is shown on the submitted Site Plan. Municipal Use is an appropriate use within the RE, Residential Estate Dwelling District under a Special Use Zoning.

The applicant proposed the addition of a Condition of Use that limits the Special Use on this property to Drinking Water Treatment only. Any use that does not comply with the treatment of drinking water would require an amendment to the Special Use if granted.

SITE PLAN/ACCESS: The proposed Site Development Plan shows a new access point off of East Tecumseh Road. A rain garden and bioswale will be located on site west of the proposed buildings location. The proposed development will feature a 3-tier pipe fence along the north boundary of the property. A chain-link fence will be installed around the proposed building. This chain link fence will be approximately 6’ in height and feature barbed wire along the top.

LANDSCAPING: Landscaping is not required for this development, however, the applicant will use various methods of landscaping to act as screening.

LIGHTING: All exterior lighting shall be installed in conformance with the City of Norman’s Commercial Outdoor Lighting Standards (Section 36-549), as amended from time to time.

PARKING: There is no parking proposed on the site. Any parking on site would be required to meet the city of Norman's applicable parking ordinances.

EXTERIOR MATERIALS: The proposed structure will meet Section 36-547, Exterior Appearance. The applicant proposes split-face concrete masonry unit for all exterior elevations.

EXISTING ZONING: The allowable uses for properties zoned RE, Residential Estate Dwelling District, typically include single-family dwellings. Municipal Use, Public Buildings, and Public Utility are allowed uses permitted by Council approval of a Special Use.

ALTERNATIVES/ISSUES:

IMPACTS: The impact from developing a Municipal Use for groundwater treatment will not deviate from that of the surrounding residential developments in the area. During the initial phase of the proposed project, only a single building is to be built. The site will be visited sparingly causing no impact on the existing traffic of the area. This building will be screened from through the use of trees and berms in a rain garden, as shown on the Site Plan.

OTHER AGENCY COMMENTS:

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

PUBLIC WORKS/ENGINEERING: This application is accompanied by a request for Preliminary Plat of the subject tract. See the attached report from Engineering.

TRAFFIC ENGINEER: See attached report from the City Transportation Engineer.

UTILITIES: Water is accessible at the site. Sewage will be handled through the use of an onsite sewage disposal system. Lastly, trash service will not be necessary with the current phase. Any trash generated will be disposed of at the existing Water Treatment Facility at 3000 E Robinson.

CONCLUSION: Staff forwards this request for Special Use for a Municipal Use with attached Condition of Use with Ordinance O-2425-25 to the Planning Commission for consideration and recommendation to City Council.

2. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-82: 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 NORTH HALF OF THE NORTHWEST QUARTER (N/2 NW/4) OF SECTION FOURTEEN (14), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE VERY LOW RESIDENTIAL AND COUNTRY RESIDENTIAL DESIGNATIONS AND PLACE THE SAME IN THE INSTITUTIONAL DESIGNATION. (4020 E TECUMSEH ROAD)

ITEMS SUBMITTED FOR THE RECORD

1. Staff Report
2. NORMAN 2025 Land Use Plan Map
3. Pre-Development Summary

3. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-25: 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 GRANT SPECIAL USE FOR MUNICIPAL USE IN THE RE, RESIDENTIAL ESTATES DWELLING DISTRICT FOR PART OF THE NORTH HALF OF THE NORTHWEST QUARTER (N/2 NW/4) OF SECTION FOURTEEN (14), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (4020 E TECUMSEH ROAD)

ITEMS SUBMITTED FOR THE RECORD

1. Staff Report
2. Location Map
3. Site Plan
4. Special Use Condition Letter

4. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2425-7: CONSIDERATION OF A PRELIMINARY PLAT SUBMITTED BY THE CITY OF NORMAN – NORMAN UTILITES AUTHORITY (SBR, ENGINEERING SURVEY PLANNING) FOR NORMAN GROUNDWATER FACILITY FOR 28.2733 ACRES OF PROPERTY LOCATED AT 4020 EAST TECUMSEH ROAD.

ITEMS SUBMITTED FOR THE RECORD

1. Staff Report
2. Location Map
3. Preliminary Plat
4. Development Review Form

Staff Presentation

Justin Fish, Planner I, presented the staff report.

Mr. Fish pointed out that there is a special condition for Drinking Water Treatment only.

Applicant Presentation

Nathan Madenwald, Applicant, presented the proposed item.

Commissioner Kindel brought up concerns in regards to enforcement of the special condition to be Drinking Water Treatment only. Mr. Madenwald explained that for any future site plan amendments, it would have to come through Planning Commission and City Council for approval.

Commissioner McDaniel asked if this would produce a lot of noise. Mr. Madenwald explained it is not expected to produce noise.

Commissioner Jablonski thanked the applicant for all the beautification and consideration of hiding the building and limiting the noise.

Public Comment

There were no public comments.

Motion by Commissioner Brewer to recommend approval of Resolution R-2425-82, Ordinance O-2425-25, and PP-2425-7; **Second** by Commissioner Kindel.

The motion passed unanimously with a vote of 8-0.

File Attachments for Item:

24. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2425-7 PRELIMINARY PLAT FOR NORMAN GROUNDWATER FACILITY LOCATED AT 4020 EAST TECUMSEH ROAD (APPROXIMATELY ONE-HALF MILE EAST OF 36TH AVENUE N.E. ON THE SOUTH SIDE OF EAST TECUMSEH ROAD).



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/25/25

REQUESTER: Ken Danner, Subdivision Development Manager
David Riesland, Transportation Engineer

PRESENTER: Scott Sturtz, Director of Public Works

ITEM TITLE: CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2425-7 PRELIMINARY PLAT FOR NORMAN GROUNDWATER FACILITY LOCATED AT 4020 EAST TECUMSEH ROAD (APPROXIMATELY ONE-HALF MILE EAST OF 36TH AVENUE N.E. ON THE SOUTH SIDE OF EAST TECUMSEH ROAD).

BACKGROUND:

This item is a preliminary plat for Norman Groundwater Facility and is located at 4020 East Tecumseh Road. This property consists of 28.27 acres and 1 lot.

Planning Commission, at its meeting of February 13, 2025, recommended to City Council amending the NORMAN 2025 Land Use and Transportation Plan from the Very Low Residential Designation to Institutional Designation and removing this property from the RE, Residential Estates Dwelling District and placing this property in the RE, Residential Estates Dwelling District with Special Use for Municipal Use. In addition, Planning Commission, on February 13, 2025, recommended to City Council that the preliminary plat for Norman Groundwater Facility be approved.

DISCUSSION:

The proposed process building for Norman Groundwater is be located on the south side of Tecumseh Road between 36th and 48th Avenues NE. The site will contain a single point of access onto Tecumseh Road and is expected to generate minimal numbers of additional trips likely 10 or fewer peak hour trips and less than 100 trips on an average weekday. Obviously being below the threshold for when a traffic impact study is required (>100 peak hour trips is the threshold), the trips to be generated were approximately by Staff. No traffic operational issues are anticipated due to the development.

| STREET | NO. OF LANES | BACK-GROUND TRAFFIC (Veh/day) | PROJECTED TRAFFIC (Veh/day) | TOTAL PROJECTED TRAFFIC (Veh/day) | ROADWAY CAPACITY L.O.S. "E" | % CAPACITY USED (BACKGROUND) | % CAPACITY USED (PROJECTED) |
|---------------|--------------|-------------------------------|-----------------------------|-----------------------------------|-----------------------------|------------------------------|-----------------------------|
| Tecumseh Road | 2 | 1,700* | 100 | 1,800 | 17,100 | 9.94 | 10.53 |

* Estimated AADT

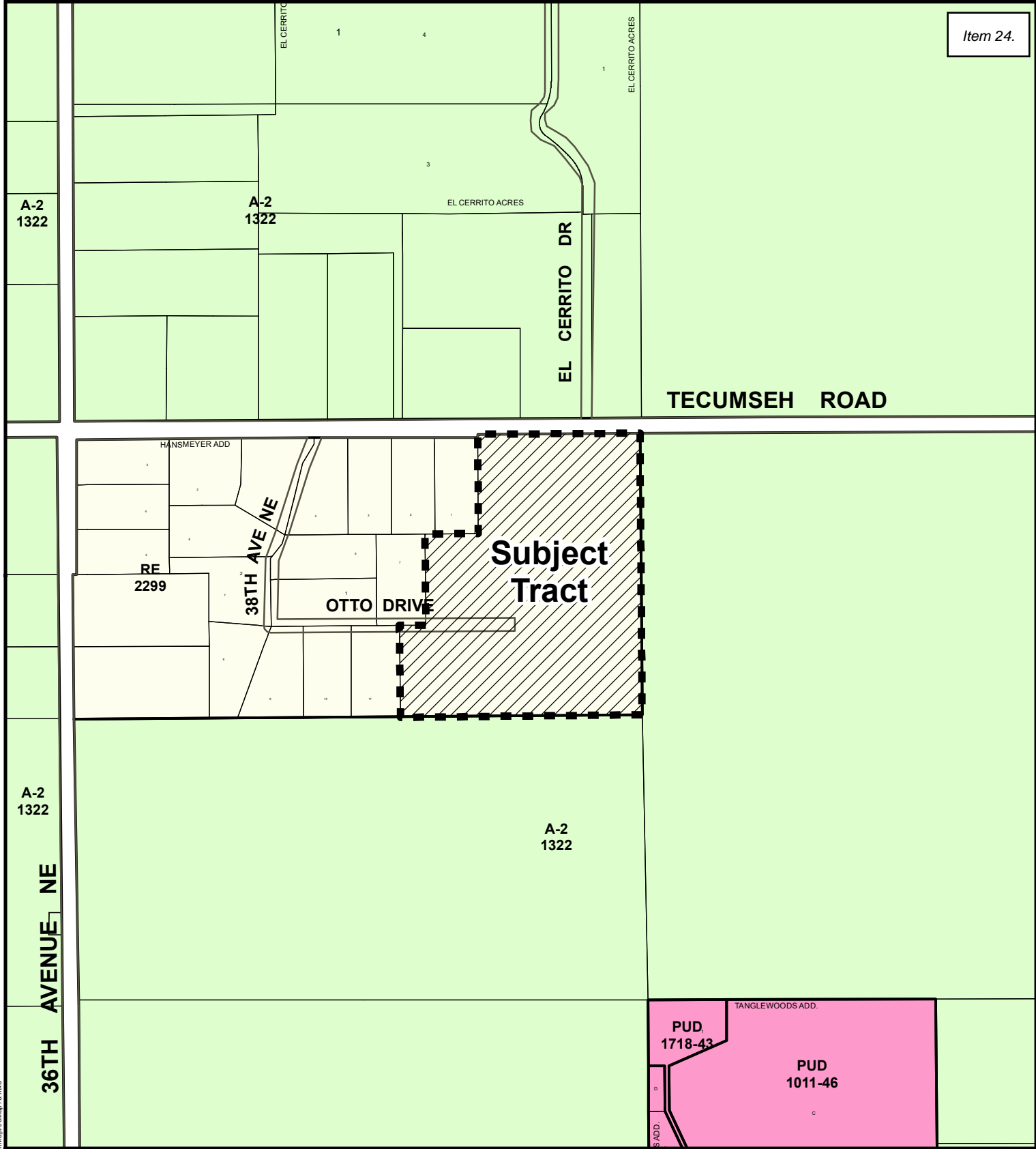
The proposed development will access Tecumseh Road from the south near the mid-mile between 36th and 48th Avenues NE. This access point will be designed for full access. Capacity exceeds demand in this area. As such, no additional off-site improvements are anticipated. There are no traffic impact fees to be collected in the area.

Public improvements for this property consist of the following:

1. **Fire Hydrants**. Fire hydrants will be reviewed by the Fire Department.
2. **Permanent Markers**. Permanent markers will be installed prior to filing of the final plat.
3. **Sanitary Sewers**. A private sewage system will be installed in accordance with approved plans and City and Oklahoma Department of Environmental Quality standards.
4. **Trail**. A trail will be required adjacent to Tecumseh Road. Staff may recommend deferral of the trail adjacent to Tecumseh Road with final platting.
5. **Storm Sewers**. This property will utilize detention facilities to convey storm water runoff.
6. **Streets**. Tecumseh Road will be constructed as an arterial street. Staff may recommend deferral with final platting.
7. **Water Mains**. There is an existing water main adjacent to Tecumseh Road.
8. **Public Dedications**. All rights-of-way and easements will be dedicated to the City with final platting.

STAFF RECOMMENDATIONS:

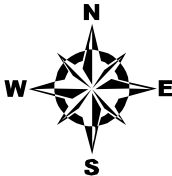
Based on the above information, staff recommends approval of the preliminary plat for Norman Groundwater Facility.



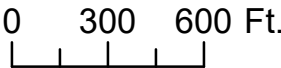
Location Map



Map Produced by the City of Norman
Geographic Information System.
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January 3, 2025

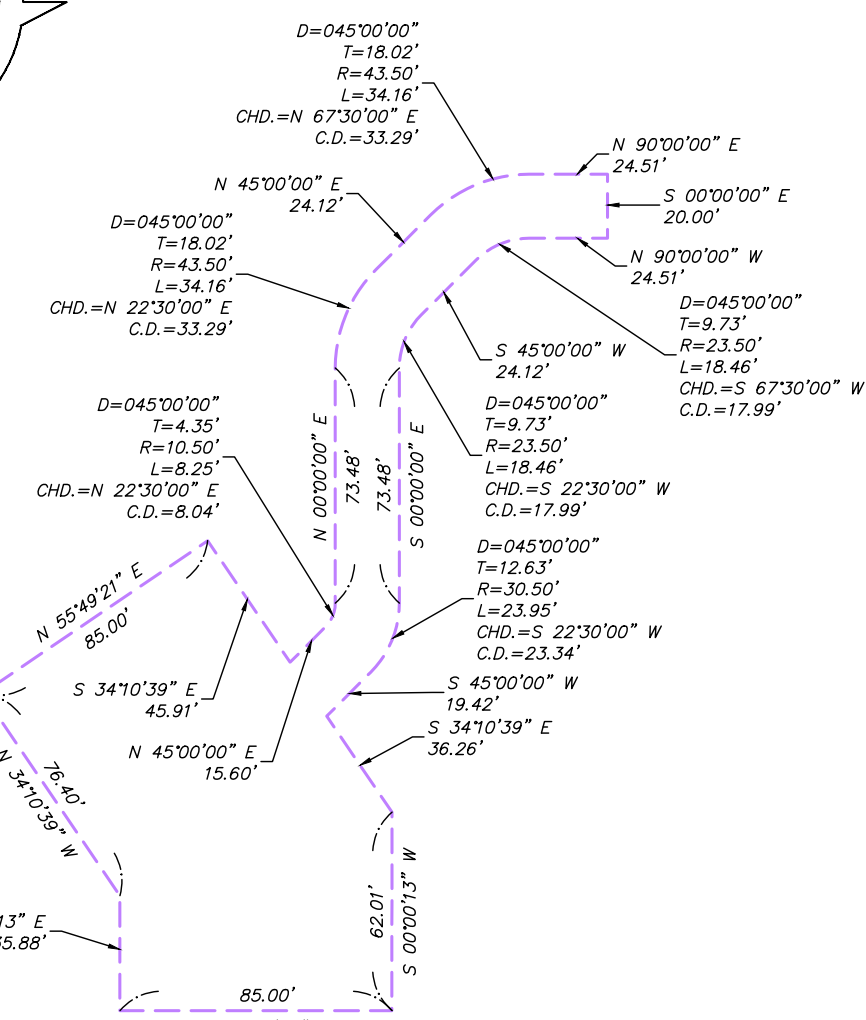


Subject Tract



Zoning

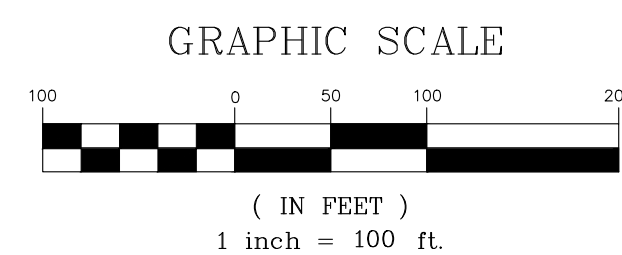
BEING PART OF THE N/2-NW/4, SEC. 14, T9N, R2W, I.M.,
AN ADDITION TO THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA



PRIMARY
HORIZONTAL / VERTICAL CONTROL

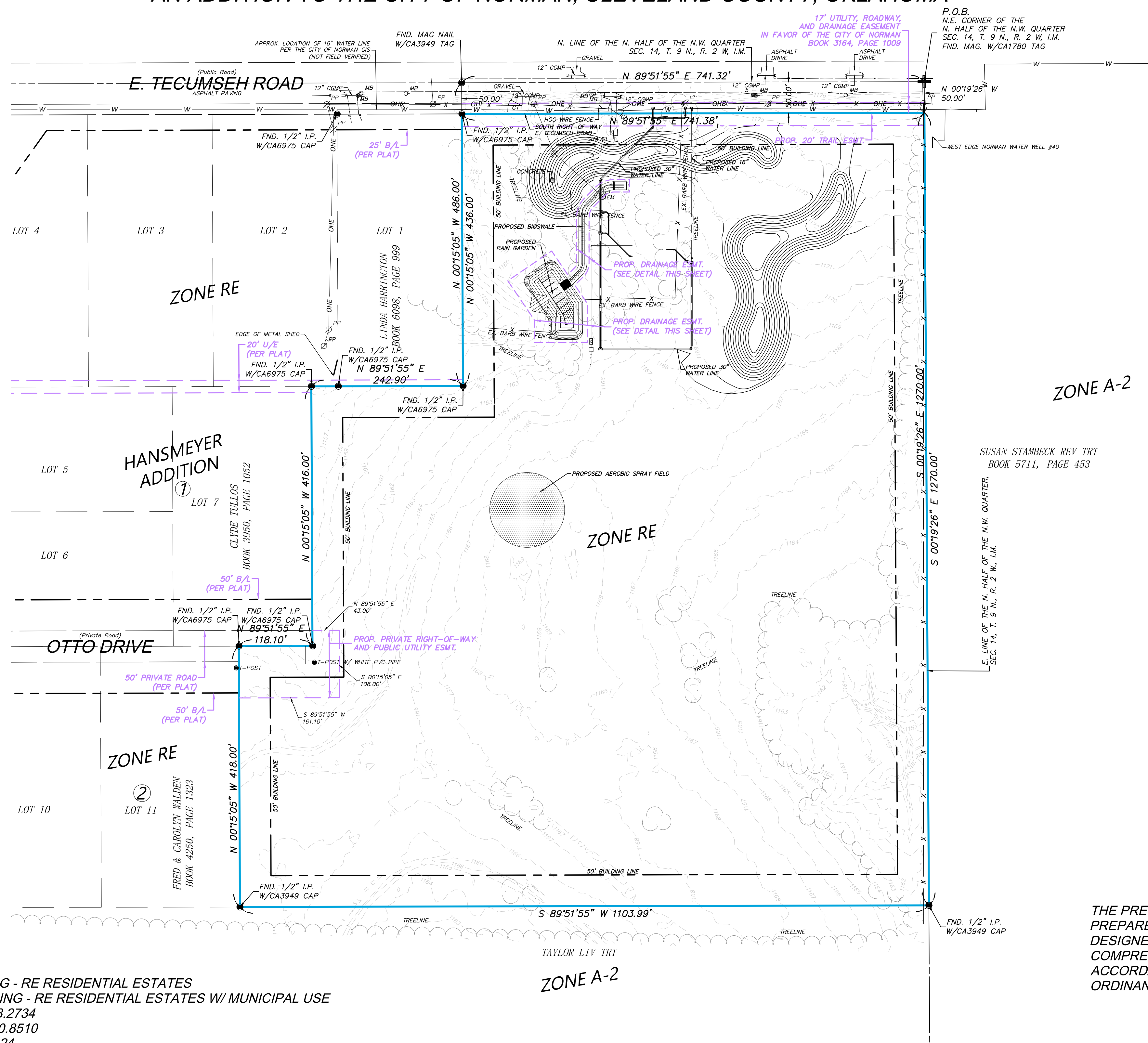
OWNER:
NORMAN UTILITIES AUTHORITY
201 W. GRAY STREET
NORMAN, OKLAHOMA 73069

SURVEYOR:
JUSTIN SMITH, PLS
SRB, LLC
100 N.E. 5TH STREET
OKLAHOMA CITY, OKLAHOMA 73104



| LEGEND | |
|--------|---------------------|
| P.O.C. | POINT OF COMMENCING |
| P.O.B. | POINT OF BEGINNING |
| FND. | FOUND |
| I.P. | IRON PIN |
| REC. | RECORD |
| U/E | UTILITY EASEMENT |

EXISTING ZONING - RE RESIDENTIAL ESTATES
PROPOSED ZONING - RE RESIDENTIAL ESTATES W/ MUNICIPAL USE
GROSS AREA=28.2734
STREET R-O-W=0.8510
NET AREA=27.4224
TOTAL LOTS=1
PUBLIC LOCAL STREET= 0 L.F.



ZONE A-2

LEGAL DESCRIPTION

A tract of land being a part of the North Half of the Northwest Quarter (N/2 NW/4) of Section Fourteen (14), 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/2 NW/4;

THENCE South 00°19'26" East, along the east line of said N/2 NW/4, a distance of 1320.00 feet to the Southeast corner of said N/2 NW/4;

THENCE South 89°51'55" West, along the south line of said N/2 NW/4, a distance of 1103.99 feet (1108.00 feet record) to the Southeast corner of Block 2, Lot 11, HANSMEYER ADDITION;

THENCE North 00°15'05" West, along the east line of said Lot 11, a distance of 418.00 feet to a point on the south line of Block 1, Lot 7, HANSMEYER ADDITION, said point also being the Northwest corner of Block 2, Lot 11;

THENCE North 89°51'55" East, along the south line of said Block 1, Lot 7, a distance of 118.10 feet to the Southeast corner of said Lot 7;

THENCE North 00°15'55" West, along the east line of said Lot 7, a distance of 416.00 feet to a point on the south line of Block 1, Lot 2, said point also being the Northeast corner of Lot 7;

THENCE North 89°51'55" East, along the south line of Block, Lots 1 and 2, a distance of 242.90 feet to the Southeast corner of said Lot 1;

THENCE North 00°15'05" West, along the east line of said Lot 1, a distance of 486.00 feet to a point on the north line of the Northwest Quarter of Section 14;

THENCE North 89°51'55" East, along said north line, a distance of 741.32 feet (747.00 feet record) to the POINT OF BEGINNING.

Said described tract of land contains an area of 1,231,587 square feet or 28.2733 acres, more or less.

THE PRELIMINARY PLAT HAS BEEN
PREPARED UNDER MY SUPERVISION &
DESIGNED IN ACCORDANCE WITH THE
COMPREHENSIVE PLAN AND IN
ACCORDANCE TO CITY OF NORMAN
ORDINANCES AND REGULATIONS.

FEBRUARY 05, 2025

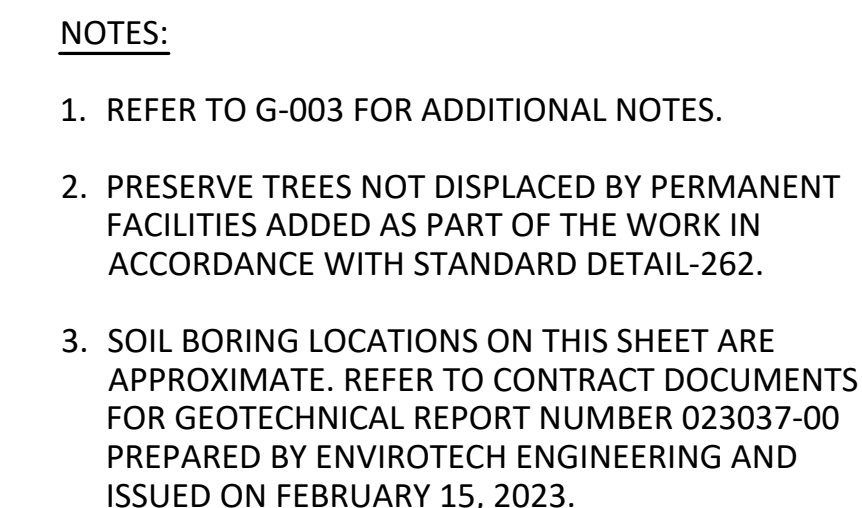


ENGINEERING SURVEYING PLANNING

CERTIFICATE OF AUTHORIZATION NO. 3949 EXPIRES JUNE 30, 2025

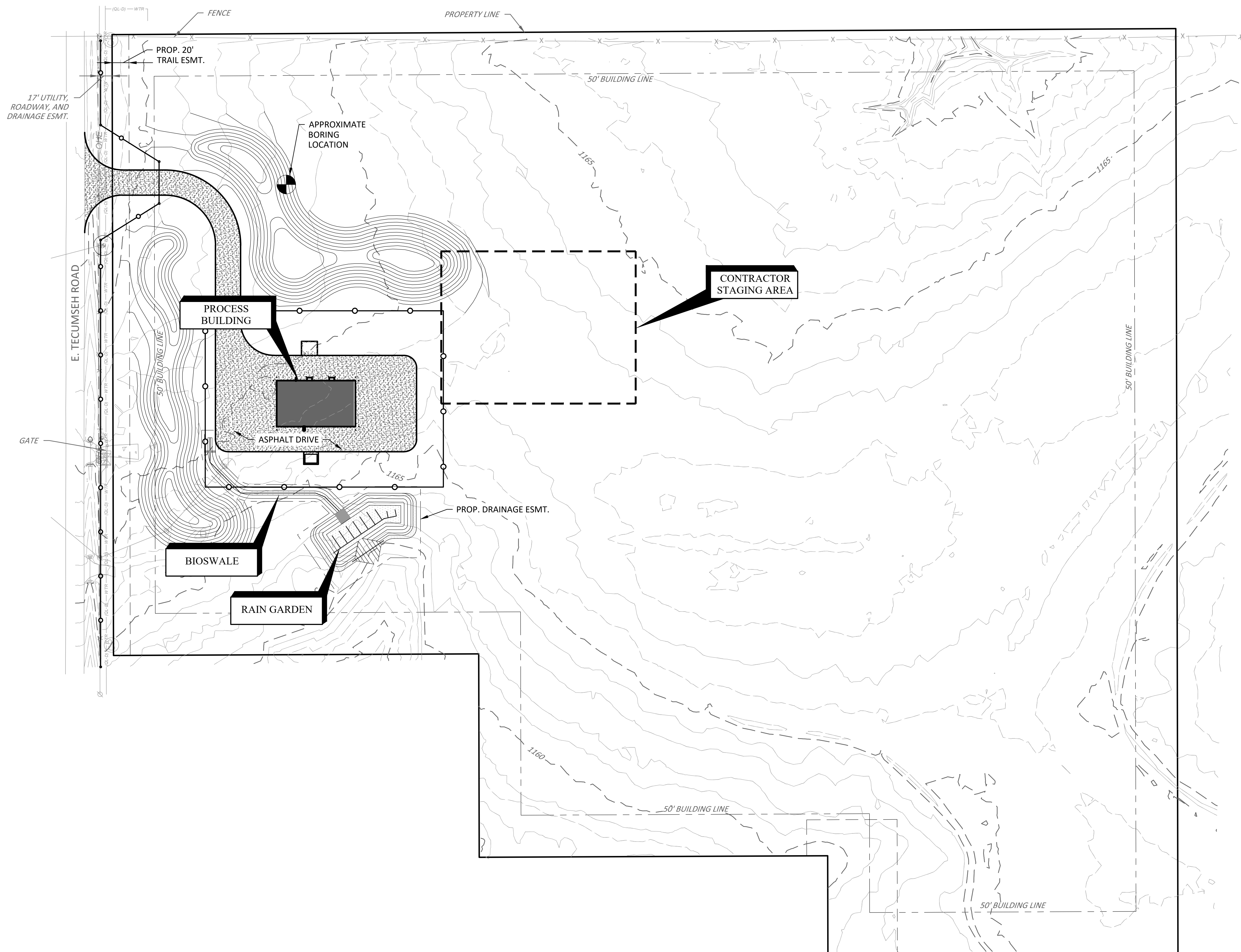
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NOTES:

1. REFER TO G-003 FOR ADDITIONAL NOTES.
2. PRESERVE TREES NOT DISPLACED BY PERMANENT FACILITIES ADDED AS PART OF THE WORK IN ACCORDANCE WITH STANDARD DETAIL-262.
3. SOIL BORING LOCATIONS ON THIS SHEET ARE APPROXIMATE. REFER TO CONTRACT DOCUMENTS FOR GEOTECHNICAL REPORT NUMBER 023037-00 PREPARED BY ENVIROTECH ENGINEERING AND ISSUED ON FEBRUARY 15, 2023.



THESE DOCUMENTS ARE
FOR INTERIM REVIEW AND
ARE NOT INTENDED FOR
CONSTRUCTION, BIDDING,
OR PERMIT PURPOSES.
JASON LAUBACHER
OKLAHOMA P.E. NO. 33527
DATE: 2/5/2025

| | |
|----------|---------------------|
| DESIGNED | <u>A. HIBBARD</u> |
| DRAWN | <u>G. SCHILLING</u> |
| CHECKED | <u>J. LAUBACHER</u> |
| REVIEWED | <u>A. DAVIS</u> |

1115-010-01



2. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-82: 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 NORTH HALF OF THE NORTHWEST QUARTER (N/2 NW/4) OF SECTION FOURTEEN (14), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE VERY LOW RESIDENTIAL AND COUNTRY RESIDENTIAL DESIGNATIONS AND PLACE THE SAME IN THE INSTITUTIONAL DESIGNATION. (4020 E TECUMSEH ROAD)

ITEMS SUBMITTED FOR THE RECORD

1. Staff Report
2. NORMAN 2025 Land Use Plan Map
3. Pre-Development Summary

3. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-25: 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 GRANT SPECIAL USE FOR MUNICIPAL USE IN THE RE, RESIDENTIAL ESTATES DWELLING DISTRICT FOR PART OF THE NORTH HALF OF THE NORTHWEST QUARTER (N/2 NW/4) OF SECTION FOURTEEN (14), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (4020 E TECUMSEH ROAD)

ITEMS SUBMITTED FOR THE RECORD

1. Staff Report
2. Location Map
3. Site Plan
4. Special Use Condition Letter

4. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2425-7: CONSIDERATION OF A PRELIMINARY PLAT SUBMITTED BY THE CITY OF NORMAN – NORMAN UTILITES AUTHORITY (SBR, ENGINEERING SURVEY PLANNING) FOR NORMAN GROUNDWATER FACILITY FOR 28.2733 ACRES OF PROPERTY LOCATED AT 4020 EAST TECUMSEH ROAD.

ITEMS SUBMITTED FOR THE RECORD

1. Staff Report
2. Location Map
3. Preliminary Plat
4. Development Review Form

Staff Presentation

Justin Fish, Planner I, presented the staff report.

Mr. Fish pointed out that there is a special condition for Drinking Water Treatment only.

Applicant Presentation

Nathan Madenwald, Applicant, presented the proposed item.

Commissioner Kindel brought up concerns in regards to enforcement of the special condition to be Drinking Water Treatment only. Mr. Madenwald explained that for any future site plan amendments, it would have to come through Planning Commission and City Council for approval.

Commissioner McDaniel asked if this would produce a lot of noise. Mr. Madenwald explained it is not expected to produce noise.

Commissioner Jablonski thanked the applicant for all the beautification and consideration of hiding the building and limiting the noise.

Public Comment

There were no public comments.

Motion by Commissioner Brewer to recommend approval of Resolution R-2425-82, Ordinance O-2425-25, and PP-2425-7; **Second** by Commissioner Kindel.

The motion passed unanimously with a vote of 8-0.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 02/13/2025

REQUESTER: City of Norman – Norman Utilities Authority

PRESENTER: Ken Danner, Subdivision Development Manager

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2425-7: CONSIDERATION OF A PRELIMINARY PLAT SUBMITTED BY THE CITY OF NORMAN – NORMAN UTILITIES AUTHORITY (SBR, ENGINEERING SURVEY PLANNING) FOR NORMAN GROUNDWATER FACILITY FOR 28.2733 ACRES OF PROPERTY LOCATED AT 4020 EAST TECUMSEH ROAD.

ITEM: Consideration of a Preliminary Plat for **NORMAN GROUNDWATER FACILITY.**

LOCATION: Located at 4020 East Tecumseh Road (approximately ½ mile east of 36th Avenue N.E. on the south side of Tecumseh Road).

INFORMATION:

1. Owners. City of Norman – Norman Utilities Authority.
2. Developer. City of Norman – Norman Utilities Authority.
3. Engineer. SBR, Engineering Surveying Planning.

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. August 4, 1970. City Council adopted Ordinance No. 2299 placing this property in the RE, Residential Estates Dwelling District and removing it from A-2, Rural Agricultural District.

5. February 13, 2025. The applicants have made a request to amend the NORMAN 2025 Land Use and Transportation Plan from Very Low Density Residential Designation to Institutional Designation.
6. February 13, 2025. The applicants have made a request to place this property in the Special Use for Municipal Use in the RE, Residential Estates Dwelling District.

IMPROVEMENT PROGRAM:

1. Fire Protection. Fire hydrant 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 system will be installed in accordance with approved plans and City and State Department of Environmental Quality standards.
4. Trail. A 10' trail will be installed adjacent to Tecumseh Road.
4. Storm Sewers. Storm sewers and appurtenant drainage structures will be installed in accordance with approved plans and City drainage standards. Privately maintained detention facility will be installed for the conveyance of storm water.
5. Streets. Tecumseh Road will be constructed as minor rural arterial street.
6. Water Mains. There is an existing water main adjacent to Tecumseh Road.

PUBLIC DEDICATIONS:

1. Easements. All required easements will be dedicated to the City on the final plat.
2. Rights-of-Way. Street rights-of-way will be dedicated to the City on the final plat.

SUPPLEMENTAL MATERIAL: Copies of a location map, site plan and preliminary plat are included in the Agenda Book.

STAFF COMMENTS AND RECOMMENDATION: The owners are proposing a groundwater facility on 28.27 acres. Staff recommends approval of the preliminary plat for Norman Groundwater Facility.

ACTION NEEDED: Recommend approval or disapproval of the preliminary plat for Norman Groundwater Facility to the City Council.

ACTION TAKEN: _____



CITY OF NORMAN

Development Review Form

Transportation Impacts

DATE: February 7, 2025

STAFF REVIEW BY: David Riesland, P.E.
City Transportation Engineer

PROJECT NAME: Norman Groundwater Facility

PROJECT TYPE: Municipal Use

Owner: City of Norman
Developer's Engineer: SRB
Developer's Traffic Engineer: N/A

SURROUNDING ENVIRONMENT (Streets, Developments)

The property surrounding this proposed development is very low density residential in nature. There is some country residential and Floodplain to the north. Tecumseh Road is the main east-west roadway in the area. 36th Avenue NE and 48th Avenue NE serve north-south movements to the west and to the east, respectively.

ALLOWABLE ACCESS:

The site proposes one access point located along Tecumseh Road at the approximate midpoint of the mile between 36th and 48th Avenues NE.

EXISTING STREET CHARACTERISTICS (Lanes, Speed Limits, Sight Distance, Medians)

Tecumseh Road: 2 lanes (existing), Speed Limit - 50 mph. No sight distance problems (though some rolling terrain exists. No median.

ACCESS MANAGEMENT CODE COMPLIANCE: YES ☒ NO ☐

Proposed number of access points for the development is in compliance with what is allowed in the subdivision regulations.

TRIP GENERATION

| Time Period | Total | In | Out |
|----------------|-------|----|-----|
| Weekday | 100 | 50 | 50 |
| A.M. Peak Hour | 10 | 6 | 4 |
| P.M. Peak Hour | 10 | 4 | 6 |

TRANSPORTATION IMPACT STUDY REQUIRED? YES ☐ NO ☒

Being below the threshold for when a traffic impact study is required, Staff existed the trip generation characteristics of the proposed municipal facility. The development will feature one access point located at Tecumseh Road. This proposed connection to the public roadway will afford full access.

RECOMMENDATION: APPROVAL ☒ DENIAL ☐ N/A ☐ STIPULATIONS ☐

Recommendations for Approval refer only to the transportation impact and do not constitute an endorsement from City Staff.

The proposed process building for Norman Groundwater is be located on the south side of Tecumseh Road between 36th and 48th Avenues NE. The site will contain a single point of access onto Tecumseh Road and is expected to generate minimal numbers of additional trips likely 10 or fewer peak hour trips and less than 100 trips on an average weekday. Obviously being below the threshold for when a traffic impact study is required (>100 peak hour trips is the threshold), the trips to be generated were approximately by Staff. No traffic operational issues are anticipated due to the development.

The proposed development will access Tecumseh Road from the south near the mid-mile between 36th and 48th Avenues NE. This access point will be designed for full access. Capacity exceeds demand in this area. As such, no additional off-site improvements are anticipated. There are no traffic impact fees to be collected in the area.

Norman Groundwater Facility Preliminary Plat

The proposed process building for Norman Groundwater is be located on the south side of Tecumseh Road between 36th and 48th Avenues NE. The site will contain a single point of access onto Tecumseh Road and is expected to generate minimal numbers of additional trips likely 10 or fewer peak hour trips and less than 100 trips on an average weekday. Obviously being below the threshold for when a traffic impact study is required (>100 peak hour trips is the threshold), the trips to be generated were approximately by Staff. No traffic operational issues are anticipated due to the development.

| STREET | NO. OF LANES | BACK-GROUND TRAFFIC (Veh/day) | PROJECTED TRAFFIC (Veh/day) | TOTAL PROJECTED TRAFFIC (Veh/day) | ROADWAY CAPACITY L.O.S. "E" | % CAPACITY USED (BACKGROUND) | % CAPACITY USED (PROJECTED) |
|---------------|--------------|-------------------------------|-----------------------------|-----------------------------------|-----------------------------|------------------------------|-----------------------------|
| Tecumseh Road | 2 | 1,700* | 100 | 1,800 | 17,100 | 9.94 | 10.53 |

* Estimated AADT

The proposed development will access Tecumseh Road from the south near the mid-mile between 36th and 48th Avenues NE. This access point will be designed for full access. Capacity exceeds demand in this area. As such, no additional off-site improvements are anticipated. There are no traffic impact fees to be collected in the area.