



# CITY OF NORMAN, OK CITY COUNCIL REGULAR MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069  
Tuesday, October 25, 2022 at 6:30 PM

## AGENDA

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

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

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

### APPROVAL OF MINUTES

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

CITY COUNCIL COMMUNITY PLANNING AND TRANSPORTATION COMMITTEE  
MINUTES OF AUGUST 25, 2022

## PROCLAMATIONS

2. CONSIDERATION OF ACKNOWLEDGEMENT, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2223-4: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING TUESDAY, NOVEMBER 1, 2022, AS NATIONAL FAMILY LITERACY DAY IN THE CITY OF NORMAN, OKLAHOMA.
3. CONSIDERATION OF APPROVAL, ACCEPTANCE, ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2223-6: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE IMPORTANCE OF SUICIDE PREVENTION IN THE CITY OF NORMAN IN HONOR OF ZACH HARRINGTON.

## 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 4 through Item 22 be placed on the consent docket.

#### First Reading Ordinance

4. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2223-10 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, REQUESTING CLOSURE OF THE RIGHT-OF-WAY LOCATED EAST OF TOLLIE DRIVE BETWEEN LOT 4, BLOCK 7 AND LOT 1, BLOCK 8, HANLY ADDITION.
5. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2223-15 ON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE LOTS SEVENTEEN (17) THROUGH NINETEEN (19), BLOCK ELEVEN (11), OF T.R. WAGGONER'S FIRST ADDITION, AND LOT TWENTY (20), BLOCK ELEVEN (11) COMBINED WITH T.R. WAGGONER'S FIRST ADDITION AND D.L. LARSH'S FIRST ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE CCFBC, CENTER CITY FORM-BASED CODE, AND PLACE SAME IN THE CCPUD, CENTER CITY PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (401 SOUTH UNIVERSITY BOULEVARD)



6. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2223-18 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 10-502 OF ARTICLE V, CHAPTER 10 OF THE CODE OF CITY OF NORMAN AMENDING THE DEFINITION OF PUBLIC PARK AND ADDING DEFINITIONS FOR VAPING AND VAPOR PRODUCT; AMENDING SECTION 10-503 TO PROHIBIT SMOKING OR VAPING ON ANY MUNICIPAL PROPERTY; AND PROVIDING FOR THE SEVERABILITY THEREOF.

### **Appointments**

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

#### ENVIRONMENTAL CONTROL ADVISORY BOARD

TERM: 10-27-22 TO 10-27-25: TOM FIGHTMASTER, WARD 6

TERM: 10-25-22 TO 10-27-25: INGER GUIFFRIDA, WARD 6

TERM: 10-27-22 TO 10-27-25: DEBRA CRETSINGER, WARD 2

#### GREENBELT COMMISSION

TERM: 07-13-22 TO 07-13-25: ZACH DUFRAN, WARD 2

TERM: 07-13-22 TO 07-13-25: KRISTINA WYCKOFF, WARD 4

TERM: 07-13-22 TO 07-13-25: MARGUERITE LARSON, AT LARGE

#### HISTORIC DISTRICT COMMISSION

TERM: 10-26-22 TO 10-26-25: BARRETT WILLIAMSON, WARD 2

TERM: 10-25-22 TO 10-26-25: SARAH BREWER, WARD 4

TERM: 10-26-22 TO 10-26-25: EMILY WILKINS, WARD 4

#### NORMAN ELECTION COMMISSION

TERM: 09-01-22 TO 09-01-25: JANE PURCELL, WARD 4

TERM: 09-01-22 TO 09-01-25: MICHAEL MOREHEAD, WARD 5

#### PUBLIC SAFETY OVERSIGHT COMMITTEE

TERM: 10-25-22 TO 02-10-23: MARK EMERSON, WARD 5

### **Reports/Communications**

8. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RECEIPT OF THE FINANCE DIRECTOR'S INVESTMENT REPORT AS OF SEPTEMBER 30, 2022 AND DIRECTING THE FILING THEREOF.
9. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RECEIPT OF THE MONTHLY DEPARTMENTAL REPORTS FOR THE MONTH OF SEPTEMBER, 2022.

- [10.](#) CONSIDERATION OF SUBMISSION, ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR REJECTION OF RECEIPT OF THE CITY MANAGER'S CONTRACT AND CHANGE ORDER REPORT AND DIRECTING THE FILING THEREOF.

### **Final Plat**

- [11.](#) CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, POSTPONEMENT AND/OR AMENDMENT OF FP-2223-5: A FINAL SITE DEVELOPMENT PLAN AND FINAL PLAT FOR SPRINGS AT FLINT HILLS, SECTION 1, A PLANNED UNIT DEVELOPMENT, SUBJECT TO RECEIPT OF \$371,437.20 FOR DEFERRAL OF STREET PAVING, DRAINAGE AND SIDEWALK IMPROVEMENTS IN CONNECTION WITH 12<sup>TH</sup> AVENUE N.W., RECEIPT OF TRAFFIC IMPACT FEE OF \$17,727.07 AND PROOF OF PRIVATE PARK LAND DEEDED TO HOMEOWNERS ASSOCIATION AND COMPLETION AND ACCEPTANCE OF ALL REQUIRED PUBLIC IMPROVEMENTS. (GENERALLY LOCATED 580 FEET NORTH OF TECUMSEH ROAD ON THE WEST SIDE OF 12<sup>TH</sup> AVENUE NW).
- [12.](#) CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF FP-2223-6: A FINAL SITE DEVELOPMENT PLAN AND FINAL PLAT FOR BELLATONA ADDITION, SECTION 4, A PLANNED UNIT DEVELOPMENT. (GENERALLY LOCATED ON THE NORTH SIDE OF STATE HIGHWAY 9 EAST OF 36TH AVENUE S.E.).

### **Certificate of Survey**

- [13.](#) CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF NORMAN RURAL CERTIFICATE OF SURVEY COS-2223-3: FOR J&D ACRES AND EASEMENT E-2223-14. (GENERALLY LOCATED ONE-HALF MILE EAST OF 108TH AVENUE N.E. ON THE NORTH SIDE OF EAST TECUMSEH ROAD)

### **Contracts**

- [14.](#) CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE FINAL ACCEPTANCE OF CONTRACT K-2122-64: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND HAPPY PLAYGROUNDS L.L.C., FOR THE URBAN VINEYARD PARK PLAYGROUND PROJECT AND FINAL PAYMENT OF \$7,936.15.
- [15.](#) CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 2223-21 AND CONTRACT K-2223-6: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND SILVER STAR CONSTRUCTION COMPANY, INC. IN THE AMOUNT OF \$1,455,000 FOR THE ASPHALT PAVEMENT PROJECT, FYE 2023 LOCATIONS, PERFORMANCE BOND B-2223-7; STATUTORY BOND B-2223-8; MAINTENANCE BOND MB-2223-4, AND RESOLUTION R-2223-4 GRANTING TAX-EXEMPT STATUS

16. CONSIDERATION OF APPROVAL, AWARDED, ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF REQUEST FOR PROPOSAL RFP-2223-28 AND CONTRACT K-2223-64: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND SWIFTCO DEVELOPMENT, L.L.C., IN THE AMOUNT OF \$108,500, PERFORMANCE BOND B-2223-31; STATUTORY BOND B-2223-32, AND MAINTENANCE BOND MB-2223-31 FOR THE MOORE-LINDSAY HISTORIC HOUSE ROOF REPLACEMENT PROJECT, AND RESOLUTION R-2223-58 GRANTING TAX-EXEMPT STATUS.

### **Resolutions**

17. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-43: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$571,703 FROM THE PUBLIC SAFETY SALES TAX FUND BALANCE; \$3,766,466 FROM THE ROOM TAX FUND BALANCE; \$518 FROM THE SEIZURE AND RESTITUTION FUND BALANCE; \$2,551,784 FROM THE PUBLIC TRANSPORTATION FUND BALANCE; \$301,648 FROM THE WESTWOOD FUND BALANCE; \$109,484 FROM THE SANITATION FUND BALANCE; \$2,088,927 FROM THE RISK MANAGEMENT FUND BALANCE; \$370,688 FROM THE UNIVERSITY NORTH PARK TAX INCREMENT FINANCE FUND BALANCE; AND \$100,040 FROM THE DEBT SERVICE FUND BALANCE TO CLOSE OUT YEAR END ACCOUNTING ENTRIES FOR FYE 2022.
18. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-45: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, REQUESTING OKLAHOMA GOVERNMENTS (ACOG) TRANSPORTATION ALTERNATIVES FUNDING FOR THE CONSTRUCTION OF SIDEWALKS ON THE EAST SIDE OF BERRY ROAD FROM BOYD STREET NORTH TO GROVER LANE, THE SOUTH SIDE OF BOYD STREET FROM BERRY ROAD TO FLOOD AVENUE AND THE RAMPS AT THE INTERSECTION OF BERRY ROAD AND BOYD STREET.
19. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-46: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN REQUESTING ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS TRANSPORTATION ALTERNATIVE PROGRAM (ACOG TAP) FUNDING FOR THE LINDSEY STREET FROM 12TH AVENUE S.E. TO 24TH AVENUE S.E. SIDEWALK PROJECT.

20. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-49: A RESOLUTION OF THE NORMAN UTILITIES AUTHORITY (THE "AUTHORITY") APPROVING AND AUTHORIZING A CLEAN WATER SRF LOAN FROM THE OKLAHOMA WATER RESOURCES BOARD IN THE TOTAL AGGREGATE PRINCIPAL AMOUNT OF \$15,000,000; APPROVING THE ISSUANCE OF A PROMISSORY NOTE IN THE TOTAL AGGREGATE PRINCIPAL AMOUNT OF \$15,000,000, SECURED BY A PLEDGE OF REVENUES AND AUTHORIZING ITS EXECUTION; APPROVING AND AUTHORIZING THE EXECUTION OF A LOAN AGREEMENT FOR CLEAN WATER SRF LOAN; DESIGNATING A LOCAL TRUSTEE AND APPROVING AND AUTHORIZING THE EXECUTION OF A TRUST AGREEMENT; APPROVING AND AUTHORIZING THE EXECUTION OF A SECURITY AGREEMENT; RATIFYING AND CONFIRMING AN AMENDED LEASE AGREEMENT WHEREBY THE CITY OF NORMAN, OKLAHOMA LEASED ITS WATER AND SANITARY SEWER SYSTEMS TO THE AUTHORITY; APPROVING VARIOUS COVENANTS; APPROVING AND AUTHORIZING THE ESTABLISHMENT OF A PROJECT COSTS DISBURSEMENT ACCOUNT; APPROVING AND AUTHORIZING PAYMENT OF FEES AND EXPENSES; AND CONTAINING OTHER PROVISIONS RELATING THERETO.
21. CONSIDERATION OF APPROVAL, ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-50: A RESOLUTION OF THE CITY OF NORMAN, OKLAHOMA (THE "CITY") APPROVING ACTION TAKEN BY THE NORMAN UTILITIES AUTHORITY (THE "AUTHORITY") AUTHORIZING ISSUANCE, SALE AND DELIVERY OF A CLEAN WATER SRF PROMISSORY NOTE OF THE AUTHORITY TO THE OKLAHOMA WATER RESOURCES BOARD; RATIFYING AND CONFIRMING AN AMENDED LEASE AGREEMENT WHEREBY THE CITY LEASES ITS WATER AND SANITARY SEWER SYSTEMS TO THE AUTHORITY; AND CONTAINING OTHER PROVISIONS RELATED THERETO.
22. CONSIDERATION OF ADOPTION, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-52: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, IMPLEMENTING TWO-HOUR PARKING LIMITS ON THE NORTH SIDE OF EUFAULA STREET BETWEEN PORTER AVENUE AND CRAWFORD AVENUE.

## **NON-CONSENT ITEMS**

23. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-30: 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 (N/2) OF SECTION TWENTY-SIX (26), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE SPECIAL ENTERPRISE ZONE. (4000 EAST ROBINSON STREET)

## **Second Reading Ordinance**

24. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2223-9 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE PART OF THE NORTH HALF (N/2) OF SECTION TWENTY-SIX (26), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT AND PLACE THE SAME IN THE A-1, GENERAL AGRICULTURAL DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (4000 EAST ROBINSON STREET)

25. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2223-11 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO GRANT SPECIAL USE FOR A CHURCH, TEMPLE, OR OTHER PLACE OF WORSHIP IN THE R-1, SINGLE FAMILY DWELLING DISTRICT FOR LOT ONE (1), BLOCK ONE (1), NORTHHAVEN CHURCH ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (4600 36TH AVENUE N.W.)

## **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.*

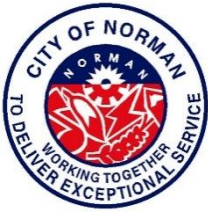
## **ADJOURNMENT**

**File Attachments for Item:**

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

CITY COUNCIL COMMUNITY PLANNING AND TRANSPORTATION COMMITTEE MINUTES  
OF AUGUST 25, 2022





## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 10/25/2022

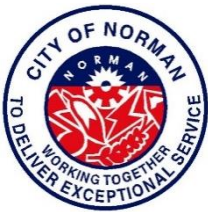
**REQUESTER:** Brenda Hall

**PRESENTER:** Brenda Hall, City Clerk

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

CITY COUNCIL COMMUNITY PLANNING AND TRANSPORTATION COMMITTEE MINUTES OF AUGUST 25, 2022

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

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

Thursday, August 25, 2022 at 4:00 PM

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## MINUTES

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

### CALL TO ORDER

#### PRESENT

Councilmember Ward 2 Lauren Schueler  
Councilmember Ward 7 Stephen Holman, Chair

#### ABSENT

Councilmember Ward 8 Matthew Peacock

#### OTHERS PRESENT:

Mayor Larry Heikkila  
Councilmember Ward 1 Brandi Studley  
Councilmember Ward 4 Helen Grant  
Dr. Marilyn Dillon, Ph.D., Mobility Management Administrator/American with Disabilities Act (ADA) Coordinator for Embark  
Mr. Taylor Johnson, Transit and Parking Program Manager  
Mr. Tim Miles, Capital Projects Engineer  
Ms. Heather Poole, Assistant City Attorney  
Mr. Darrel Pyle, City Manager  
Mr. Scott Sturtz, City Engineer  
Ms. Kathryn Walker, City Attorney

## AGENDA ITEMS

Chairman Holman said Item 4 will be the first item discussed.

### 4. PUBLIC TRANSIT REPORT

Mr. Taylor Johnson, Transit and Parking Program Manager, said the fixed route service transported 18,906 passengers in July 2022, compared to 18,520 in July 2021. The daily average ridership was 757. There were 636 passengers with bicycles and 87 passengers with wheelchairs or other mobility devices transported in July.

The paratransit service transported 1,791 passengers in July 2022, compared to 1,654 in July 2021. Average daily ridership was 78, an increase of 13.18% compared to July 2021.

Saturday service totaled 2,056 in July 2022, a 5.71% increase over 1,945 in July 2021.

Mr. Johnson said Staff worked with Nelson/Nygaard, the consultant for Go Norman Transit Plan, on an amendment to their contract to make minor changes to reflect using 318-320 East Comanche Street as a Transit Center rather than the Norman Depot. Staff is now working with McKinney Partnership Architects on the architectural design for the renovation of the new Transit Center and cost estimates. He said this will be a functional Transit Center with indoor waiting area, restrooms, and a water bottle fill station and he hopes to present the proposed design to the Committee soon.

On October 1, 2021, the Association of Central Oklahoma Governments (ACOG) announced the grant cycle was open for the Air Quality Small Grant Program. This program seeks to improve air quality in Central Oklahoma by reducing reliance on single-occupancy vehicle trips. Small transportation infrastructure projects and transit improvements as well as projects focused on congestion relief efforts are all eligible.

Mr. Johnson said Nelson/Nygaard has been working on a new, efficient bus route system and Staff is looking at the overall schedule for implementing the recommended route network in the GO Norman Transit Plan. This will include a public participation process to finalize the route changes, implementing bus stop changes, renovating the new Transit Center, and marketing.

Staff has applied for the FY22 Federal Transit Administration (FTA) Bus and Bus Facilities Grant, which is proposed to replace two Compressed Natural Gas (CNG) 35-foot fixed route buses and four paratransit vans.

The City has also applied for and received a grant from the Oklahoma Department of Transportation (ODOT) for two 35-foot CNG fixed route busses.

Mr. Johnson said Fleet Maintenance Division continues to ensure the transit fleet is in operational condition each morning for line up, despite the age of the vehicles. The maintenance includes fueling, cleaning, and sanitizing each transit vehicle daily.

Item 4, continued:

Mr. Johnson said the cities of Moore, Del City, and Midwest City have opted to drop out of the regional transportation plans. He said the City of Moore does not have a bus system, which would be a critical component in regional transportation. All cities had concerns regarding increasing sales tax for regional transportation funding.

Councilmembers said they would like to see more signage at the bus stops regarding bus route schedules and drop off points. Mr. Johnson said route maps are posted inside each bus and schedule/route brochures are available to riders on the bus as well as the Norman EMBARK website that has all the information needed. He said Staff is preparing to introduce an app that will give real time information to riders. Chairman Holman suggested using a QR Code that takes riders to the website.

Items submitted for the record

1. Memorandum dated August 25, 2022, from Taylor Johnson, Transit and Parking Program Manager, through Shawn O'Leary, P.E., CFM, Director of Public Works, to Council Community Planning and Transportation Committee
2. EMBARK Norman Performance Report for July 2022

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1. PRESENTATION OF THE EMBARK 2021 CUSTOMER SURVEY RESULTS.

Mr. Chris Tathan, ETC Institute (ETC), said ETC is the leader in market research for State and local governments. Since 2011, ETC has surveyed more than three million people for more than 1,000 government agencies on four continents. For more than 35 years, ETC's mission has been to help local governments gather and use survey data to make better decisions. The customer survey included major findings on characteristics of transit users, satisfaction with bus services, opportunities for improvement, and other issues.

Purpose and Methodology

The purpose of the survey is to help understand the characteristics of riders; assess satisfaction with transit services and changing expectations over time; identify opportunities to maximize the investment of available resources to continually improve quality of services provided, and gather feedback on other issues that may impact decisions related to transit service. The survey was administered during the fall of 2021 and 153 surveys were collected on routes in Norman. Another 1,432 surveys were completed with Oklahoma City (OKC) riders – 1,279 riders were surveyed on buses and 252 were surveyed on streetcars. Overall results have a precision of at least +/-2.5% at the 95% level of confidence.

### Characteristics of Transit Users

People of all ages are being serviced by EMBARK and Norman riders are more likely to be under 30 years old than OKC users. People of all races are using transit services in Norman (40% - Caucasian; 29% - Blacks/African American; 24% - Asians; 20% - Hispanic/Latino/Spanish). The main purposes of the trips include getting to work, shopping/dining/entertainment, medical, and getting to school or other. The majority of bus riders in Norman use transit service on a daily basis – 63.8% use the service daily, 31.4% use the service four days per week, and 4.7% use the bus once per month.

### Satisfaction with Transit Services

Satisfaction with Norman bus services improved in 12 of 15 areas that include safe operation of buses – 95%; cleanliness of bus – 93%; courtesy of drivers – 93%; how safe you feel riding this bus route – 91%; availability of accessible bus stops – 91%; ease of locating a bus stop – 90%; COVID-19 safety precautions/procedures while riding – 90%; safety at Brooks Street Transfer Center – 88%; cleanliness of Brooks Street Transfer Center – 87%; ease of getting service information - 87%; safety while waiting at a bus stop – 84%; buses arriving on time – 81%; and frequency of service - 75%. Norman EMBARK is setting the standard for customer satisfaction in all areas. Overall satisfaction with the quality of service provided by EMBARK is very high with all three services rated above the national average.

### Top Priorities and Opportunities to Improve Transit Services

Norman bus service items that are most important to riders include buses arriving on time; availability of accessible bus stops; frequency of service; feeling safe while waiting for the bus; COVID-19 safety precautions/procedures while riding; courtesy of drivers; ease of locating a bus stop; cleanliness of bus shelters; safe operation of buses; safety while waiting at a bus stop; cleanliness of bus; safety at Transfer Center; information at bus stops; ease of getting service information; and cleanliness of Transfer Center.

Mr. Tathan said EMBARK is setting the standard when it comes to providing riders with an excellent customer experience and satisfaction has stayed the same or improved in most areas over the past year. He said the importance-satisfaction analysis should be used to guide opportunities for further improvements.

Councilmembers were very pleased with the survey results.

Item 1, continued:

Items submitted for the record

1. PowerPoint presentation entitled, “EMBARK 2021 Customer Survey Results,” dated August 25, 2022

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## 2. DISCUSSION REGARDING THE FEASIBILITY ANALYSIS FOR UNDERGROUND UTILITIES ON THE JENKINS AVENUE BOND PROJECT.

Mr. Scott Sturtz, City Engineer, said the 2019 Transportation Bond Program is a \$142 million program that includes 19 Transportation Projects, 5 Bond Projects, and 14 Federal Funded Projects. He said, since the creation of the bond package, the project scoring was changed for federal funding and because of that, projects that used to be a “slam dunk” are not receiving the federal funding so Staff had to move some projects around to make the most of available funding for priority projects. He said Staff is looking for funding measures to complete all bond projects as voted on by the public.

The Jenkins Avenue Bond Project from Imhoff Road to Lindsey Street will provide roadway widening and reconstruction; four-lane divided roadway; new traffic signal at Timberdell Road; traffic signal modifications at Stinson and Constitution Streets; new sidewalk/multimodal path; decorative roadway lighting; stormwater drainage system; and landscaping.

Design considerations include realigning Timberdell Road with a signalized intersection. He said Stinson Street will have a four-way intersection with pedestrian crossings. Mr. Sturtz said quite a bit of right-of-way (ROW) will be needed from the University of Oklahoma (OU), the City of Norman, and four residents. He said Staff is working with private property owners to reduce impact to their properties.

Utility relocations include City water and fiber; Oklahoma Natural Gas (ONG); AT&T; Info Fiber; Cox Communication; Oklahoma Gas and Electric (OG&E) Company; OU fiber, water, gas, and electric. He said OU placed their utilities into the City’s ROW without informing the City so OU must move all their utilities outside of the ROW to allow enough room for the City’s utilities. Mr. Darrel Pyle, City Manager, said relocation of the utilities will cost OU approximately \$5 million.

The project budget includes total project construction estimate - \$10,091,743; construction management - \$11,031,530; total estimated project cost - \$11,031,530; federal share - \$7,500,000; current City bond share - \$3,531,530; surplus City bond funds - \$6,650,214 for total funds of \$9,601,000.

Mr. Tim Miles, Capital Projects Engineer, said there are approximately 5,300 liner feet of overhead utilities with the Jenkins Avenue Project. He said Cox, AT&T, and WI-FI Systems have been installed underneath the Oklahoma Gas and Electric Company (OG&E) poles. He said on Lindsey Street, utilities were buried underground; however, transformers are too large to be buried so they are stored in large, green aboveground boxes at a cost of \$2.3 million. Jenkins Avenue underground utility costs would be an estimated \$1,260,000 that consists of OG&E - \$1,000,000; Cox - \$90,000; and AT&T - \$170,000.



Councilmembers said they want to pursue placing electric utilities underground on this project as well as any future projects when feasible. Mr. Miles said there is not a lot of room in the ROW and some trees would be impacted if lines are buried plus there is not enough room for the above ground green boxes that hold the transformers, which are very expensive to bury underground.

If overhead electric is in conflict with proposed roadway improvements, the City pays the difference in cost between overhead and underground. Underground installation costs are approximately three to five times higher than overhead for an average section line street while feeder lines are four to seven times higher than overhead lines.

If overhead electric is not in conflict with proposed roadway improvements, the City pays 100% of underground relocation costs, which would be the case on the Jenkins Avenue Bond Project. The 2019 Bond funds do not include underground relocation costs and there are potential ROW implications for three overhead utilities. Mr. Sturtz said the City should expect delays in the project due to material shortages.

Chairman Holman said he would be willing to pay half of the expenses to bury electric lines for this project and asked Staff if they could try to negotiate an agreement with OG&E. Mr. Pyle said Staff should be able to build a good case study on cost savings, e.g., no tree trimming, no weather related outages, etc., that may persuade OG&E to consider paying half of the \$1 million costs.

Items submitted for the record

1. PowerPoint presentation entitled, "Jenkins Avenue Bond Project: Underground Utilities," dated August 25, 2022

3. UPDATE ON THE ALAMEDA WIDENING BOND PROJECT.

The East Alameda proposed street improvements for the urban section includes a three lane reconstructed roadway; on-street bike lanes; curb/gutter; sidewalk on the south side; stormwater pipeline system; and new water line at a cost of \$2,171,000. There will also be new left-turn lanes on Alameda Street at 36th Avenue East and 48th Avenue East.

The East Alameda proposed rural section street improvements includes a two-lane reconstructed roadway; ten foot wide paved shoulders; and stormwater improvements for a cost of \$1,445,911. There will also be new left-turn lanes on Alameda Street at 36th Avenue East and 48th Avenue East.

The project budget overview consists of \$1,301,507 from 2012 Bond Funds; \$2,452,000 from 2016-2022 Streets Maintenance Bond Surplus; \$216,480 from 2021-2026 Street Maintenance Bond for a total budget of \$3,969,987. Key project cost saving elements include using a City paving crew on the rural portion; no sidewalk on the north side; three-lane roadway; no ROW acquisition; and limited utility relocation.

Item 3, continued:

Item 1.

Mr. Miles said the urban section proposal for three lanes with bike lanes can be justified by the fact that the lane configuration was not part of the 2012 Bond Program distribution materials nor was lane configuration a part of the 2012 Bond ballot ordinance. He said a four to five lane option was not warranted based on traffic projections, there was not enough ROW for five lanes, and no federal funding was received, which impacts land acquisition and construction costs.

Councilmembers thanked Staff for the update.

Items submitted for the record

1. PowerPoint presentation entitled, "East Alameda Street Bond Project: Update," dated August 25, 2022

## ADJOURNMENT

The meeting adjourned at 5:55 p.m.

ATTEST:

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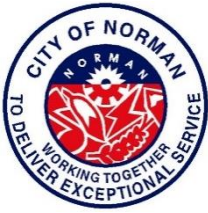
City Clerk

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Mayor

**File Attachments for Item:**

2. CONSIDERATION OF ACKNOWLEDGEMENT, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2223-4: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING TUESDAY, NOVEMBER 1, 2022, AS NATIONAL FAMILY LITERACY DAY IN THE CITY OF NORMAN, OKLAHOMA



## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 10/25/2022

**REQUESTER:** Brenda Hall, City Clerk

**PRESENTER:** Brenda Hall, City Clerk

**ITEM TITLE:** CONSIDERATION OF ACKNOWLEDGEMENT, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2223-4: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING TUESDAY, NOVEMBER 1, 2022, AS NATIONAL FAMILY LITERACY DAY IN THE CITY OF NORMAN, OKLAHOMA

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## Proclamation

P-2223-4

A PROCLAMATION OF THE MAYOR OF THE CITY OF  
NORMAN, OKLAHOMA, PROCLAIMING TUESDAY,  
NOVEMBER 1, 2022, AS NATIONAL FAMILY LITERACY  
DAY IN THE CITY OF NORMAN.

- § 1. WHEREAS, National Family Literacy Day, established by the 103rd Congress in 1994, and now marking its 28th anniversary on November 1, 2022, highlights the importance of reading and learning for the entire family and emphasizes the impact that parents have on their children's learning; and
- § 2. WHEREAS, literacy programs across the United States will observe National Family Literacy Day by holding read-a-thons, book drives, workshops, and family activities at schools, libraries, and community centers to encourage literacy; and
- § 3. WHEREAS, as many as one in six adults struggle with reading and writing and by learning to read, individuals can gain self-respect and confidence and strive toward goals that otherwise would not be achievable; and
- § 4. WHEREAS, the National Society of the Daughters of the American Revolution is a nonprofit, nonpolitical volunteer women's service organization dedicated to promoting patriotism, preserving American history, and securing America's future through better education for children and adults; and
- § 5. WHEREAS, education being one of the cornerstones of the Black Beaver Chapter of the National Society of the Daughters of the American Revolution is committed to increasing literacy by promoting and supporting literacy programs.

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

- § 6. Do hereby proclaim Tuesday, November 1, 2022, as National Family Literacy Day in the City of Norman.

PASSED AND APPROVED this 11th day of October, 2022.

\_\_\_\_\_  
Mayor

ATTEST:

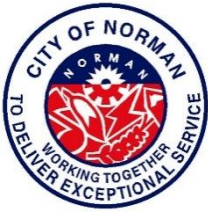
\_\_\_\_\_  
City Clerk



**File Attachments for Item:**

3. CONSIDERATION OF APPROVAL, ACCEPTANCE, ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2223-6: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE IMPORTANCE OF SUICIDE PREVENTION IN THE CITY OF NORMAN IN HONOR OF ZACH HARRINGTON.





## CITY OF NORMAN, OK STAFF REPORT

---

**MEETING DATE:** 10/25/2022

**REQUESTER:** Cinthya Allen, Chief Diversity and Equity Officer

**PRESENTER:** Cinthya Allen, Chief Diversity and Equity Officer

**ITEM TITLE:** CONSIDERATION OF APPROVAL, ACCEPTANCE, ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2223-6: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE IMPORTANCE OF SUICIDE PREVENTION IN THE CITY OF NORMAN IN HONOR OF ZACH HARRINGTON.

---

## Proclamation

P-2223-6

A PROCLAMATION OF THE MAYOR OF THE CITY OF  
NORMAN, OKLAHOMA, PROCLAIMING THE IMPORTANCE  
OF SUICIDE PREVENTION IN THE CITY OF NORMAN IN  
HONOR OF ZACH HARRINGTON.

- § 1. WHEREAS, the City of Norman is committed to building a community which celebrates and values resources to create stronger support networks which combat suicide; and
- § 2. WHEREAS, the City of Norman recognizes that discrimination, bullying, and stigmatism can create environments of added grief and isolation; and
- § 3. WHEREAS, LGBTQ+ youth are more than four times as likely to attempt suicide than their peers; and
- § 4. WHEREAS, suicide is the second leading cause of death among people aged 10-14 and the third leading cause of death among people aged 15-24 in the United States; and
- § 5. WHEREAS, the City of Norman counts on organizations such as Norman PFLAG, a chapter of the national organization which has been in place since 1972 and provides support to members of the LGBTQ+ community and their families and friends to create a pathway for better understanding and safety;

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

- § 6. Do hereby proclaim the importance of suicide prevention in honor of Mr. Zach Harrington and remind our city of the loss and lesson Mr. Zach Harrington taught us.

PASSED AND APPROVED this 25th day of October, 2022.

\_\_\_\_\_  
Mayor

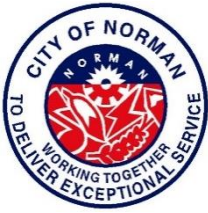
ATTEST:

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



**File Attachments for Item:**

4. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2223-10 UPON FIRST READING BY TITLE:  
AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, REQUESTING CLOSURE OF THE RIGHT-OF-WAY LOCATED EAST OF TOLLIE DRIVE BETWEEN LOT 4, BLOCK 7 AND LOT 1, BLOCK 8, HANLY ADDITION.



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/25/2022

**REQUESTER:** Ken Danner, Subdivision Development Manager

**PRESENTER:** Shawn O'Leary, Director of Public Works

**TITLE:** CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2223-10 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, REQUESTING CLOSURE OF THE RIGHT-OF-WAY LOCATED EAST OF TOLLIE DRIVE BETWEEN LOT 4, BLOCK 7 AND LOT 1, BLOCK 8, HANLY ADDITION.

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### **BACKGROUND:**

This is a request for closing a certain platted right-of-way (typically used for street and utility purposes). The property is generally located south of Alameda Street and west of 12th Avenue S.E.

### **DISCUSSION:**

The applicant's representatives have made a request to close a certain right-of-way (platted for street purposes known as Creston Way) located east of Tollie Drive between Lot 4, Block 7 and Lot 1, Block 8, Hanly Addition. The final plat Hanly Addition, Block's 5-6-7 & 8 was filed of record with the Cleveland County Clerk on February 25, 1953. The right-of-way (Creston Way) is specifically located east of Tollie Drive. There are existing utilities running north and south within the eastern portion of the right-of-way and a reserved utility easement was requested by some of the Utility Companies.

Planning Commission, at its meeting of September 11, 2022, recommended rejection by a vote of 7-0. There was a protest from an adjacent property owner to the east regarding her need to be able to utilize the right-of-way at any time including in the future.

If approved, the closed public right-of-way will revert to private ownership. The existing parcels on each side of the existing right-of-way, Lot, 4, Block 7 and Lot 1, Block 8 of the Hanly Addition will each receive half of the right-of-way or a parcel that is 25' X 120' or 3,000 square feet.

### **RECOMMENDATION:**

Based on the fact a public street has never been constructed within this right-of-way, staff has supported the closure as described in the applicant's request.

O-2223-10

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, CLOSING THAT PORTION OF CRESTON WAY LOCATED BETWEEN LOT FOUR (4), BLOCK SEVEN (7) AND LOT ONE (1), BLOCK EIGHT (8) OF THE HANLY ADDITION BLOCKS 5, 6, 7 & 8 TO NORMAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF.

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

- § 1. That, pursuant to Resolution Number R-8182-66, Ronald K. Dodgion, the owner of the subject property, has petitioned the City to have that portion of Creston Way located between Lot Four (4), Block Seven (7) and Lot One (1), Block Eight (8) of HANLY ADDITION BLOCKS 5, 6, 7 & 8 closed; and,
- § 2. That, also pursuant to Resolution Number R-8182-66, the proper notice has been given, and the maps, memorandums and other items required by said Resolution have been presented to this Council; and
- § 3. That, also pursuant to Resolution Number R-8182-66, a public hearing has been held regarding said closing; and
- § 4. That, the portion of the public rights-of-way described as follows are hereby closed:
- That portion of Creston Way located between Lot Four (4), Block Seven (7) and Lot One (1), Block Eight (8) of the HANLY ADDITION BLOCKS 5, 6, 7 & 8, Norman, Cleveland County, Oklahoma, according to the recorded plat thereof.
- § 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  
\_\_\_\_\_, 2022.

NOT ADOPTED this \_\_\_\_\_ day of  
\_\_\_\_\_, 2022.

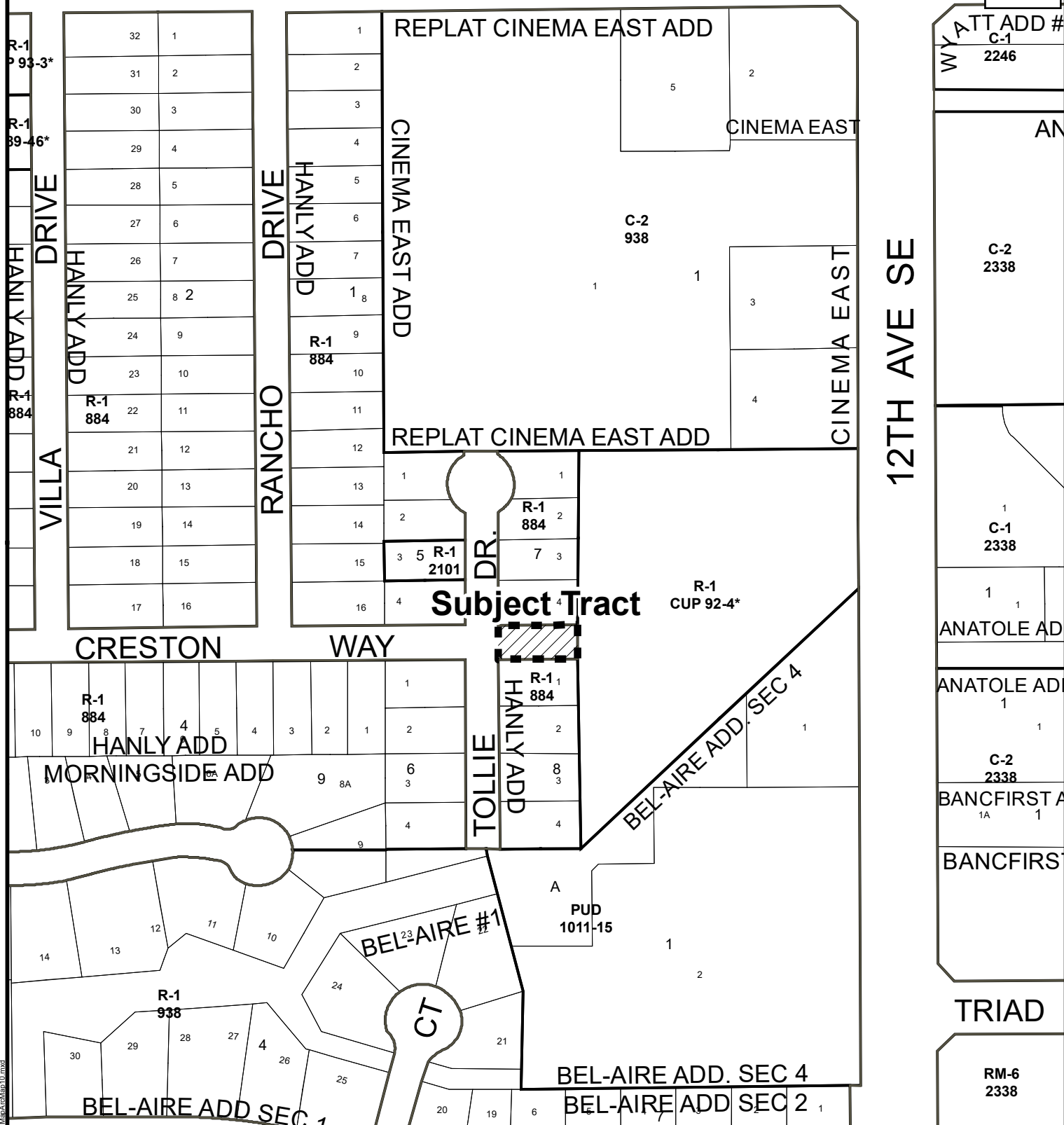
\_\_\_\_\_  
(Mayor)

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

ATTEST:

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

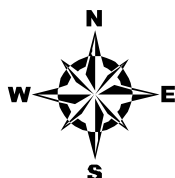
# STREET



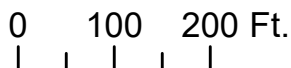
# Location Map



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



August 9, 2022



## Subject Tract



## Zoning



## office memorandum



DATE: August 1, 2022

TO: Kathryn Walker, City Attorney  
Chris Mattingly, Director of Utilities  
Ken Danner, Subdivision Manager  
Rone Tromble, Administrative Technician IV  
Jane Hudson, Director of Planning and Community Development

FROM: Brenda Hall, City Clerk

SUBJECT: Request to Vacate/Close Public Easement

I am in receipt of a request to vacate and close an easement for property located between Lot 4, Block 7, and Lot 1, Block 8, Hanly Addition.

In accordance with Resolution No. R-8182-66, I am forwarding the request, legal description, and certified ownership list to your office and requesting that your office send notice to the furnished list of property owners and have the necessary ordinance prepared. If further action is needed from my office, please notify me.

BH:smr  
attachments



August 1, 2022

Ms. Brenda Hall  
City Clerk  
City of Norman  
201 West Gray  
Norman, OK 73069

**RE: Vacation & Closure of a Portion of Creston Way**

Dear Ms. Hall,

We submit this request to vacate and close the public interest in a certain portion of Creston Way, as more particularly described in the attached application. Pursuant to 11 O.S. § 42-101 et seq., we submit this application on behalf of Ronald K. Dodgion, the owner of the property located at 701 Tollie Dr., which directly abuts the portion of Creston Way sought to be vacated herein. The legal description of the portion of Creston Way sought to be vacated is attached. The applicant believes there may be one or more utilities located within this area and the applicant agrees to grant new easements or allow reservations of rights as may be necessary to ensure continued access and rights to existing utilities. This area has never been utilized as an extension of Creston Way and the applicant does not believe that the City has any plans to improve this area as a public street.

In addition to this request, we hereby submit the filing fee and a certified ownership list reflecting the property owners within 300 feet of the area sought to be vacated. Please let us know if you need any additional information from us in order to place this item on the agenda for Planning Commission and City Council consideration. Thank you very much for your assistance and cooperation.

Respectfully Submitted,  
**RIEGER LAW GROUP PLLC**

**GUNNER B. JOYCE**  
*Attorney at Law*

Sean Paul Rieger  
*Attorney • Architect • Broker*

Daniel L. Sadler  
*Attorney at Law*

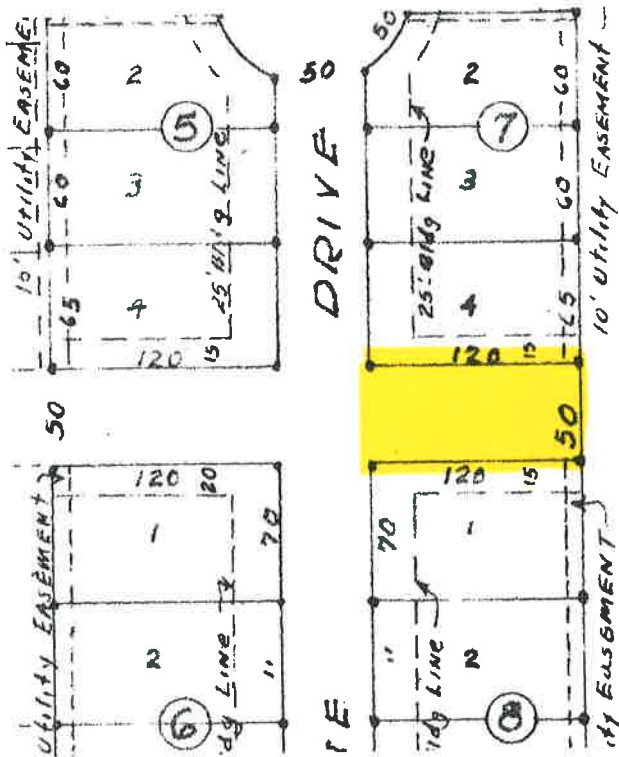
Gunner B. Joyce  
*Attorney at Law*

Keith A. Barrett  
*Attorney at Law*

Kendra D. Streeter  
*Attorney at Law*

**PORTION OF CRESTON WAY TO BE VACATED**  
**LEGAL DESCRIPTION**

That portion of Creston Way located between Lot Four (4), Block Seven (7) and Lot One (1), Block Eight (8) of the Hanly Addition, Norman, Cleveland County, Oklahoma, according to the record plat thereof.



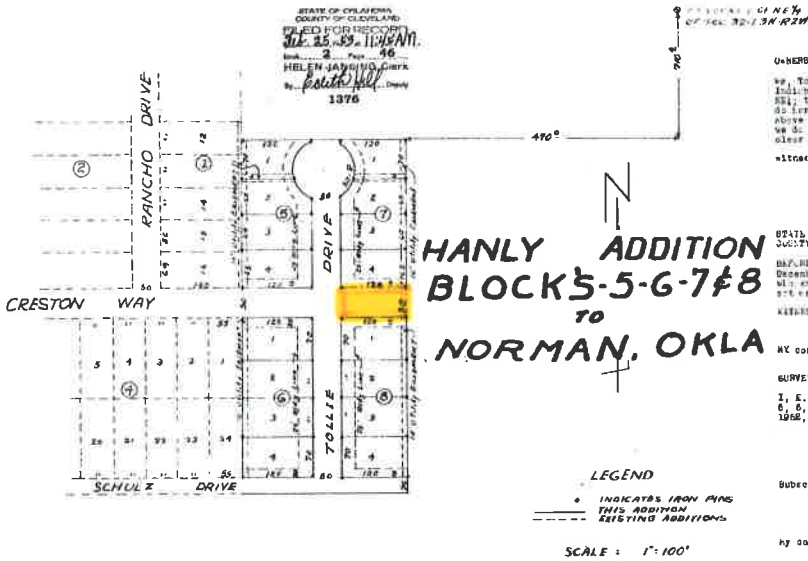
**HANLY  
BLOCK**

**NORMAN**

Block PT. 2 Page 46

Doc Number: P 1953 1376

Printed: 03-25-1953 11:45:00 AM



#### OWNERS CERTIFICATE & DEDICATION:

We, Tol Dickenson and Royal Dickenson (husband and wife), owners of that part of the NW 1/4 of Section 26, T20N-R20W of the Indian Meridian (hereinafter as follows), Beginning at a point 400 feet east and 710 feet south of North East Corner of said NW 1/4, thence West 250 feet; thence South 410 feet; thence East 230 feet; thence North 410 feet to the point of beginning; do hereby certify that we are the owners of and the only persons who have any right, title or interest in the land hereinafter above and as shown on the annexed map; that said map is a correct survey of the said property made with our consent; that we do hereby dedicate to the public, use of all streets and alleys as shown on the annexed map; that we hereby guarantee a clear title to the land as dedicated from ourselves, our heirs, or assigns forever.

Witness our hands and seals this 14th day of December, 1952.

*Tol Dickenson*  
*Royal Dickenson*

STATE OF OKLAHOMA }  
COUNTY OF CLEVELAND }

I, CLAUDE EUSTON, the undersigned, a notary public in and for said County and State, on this 14th day of December, 1952, personally appeared Tol Dickenson and Royal Dickenson, husband and wife, to me known to be the identical persons who executed the within and foregoing instrument and acknowledged to me that they executed the same of their free and voluntary accord and for the uses and purposes therein set forth.

Witness my hand and seal this 14th day of December, 1952.

*Claude Euston*  
Notary Public

MY commission expires 6-15-56.

#### SURVEYORS CERTIFICATE:

I, E. E. Ducker, the undersigned, do hereby certify that I am by profession a surveyor, in that the annexed map of Blocks 5, 6, 7, and 8 of the HANLY ADDITION correctly represents a survey made under my supervision on the 3rd day of November, 1952, and that all of the monuments shown thereon actually exist and their positions are correctly shown.

*E. E. Ducker*  
Surveyor

Subscribed and sworn to before me this 14th day of December, 1952.

*Claude Euston*  
Notary Public

My commission expires 6-15-56.

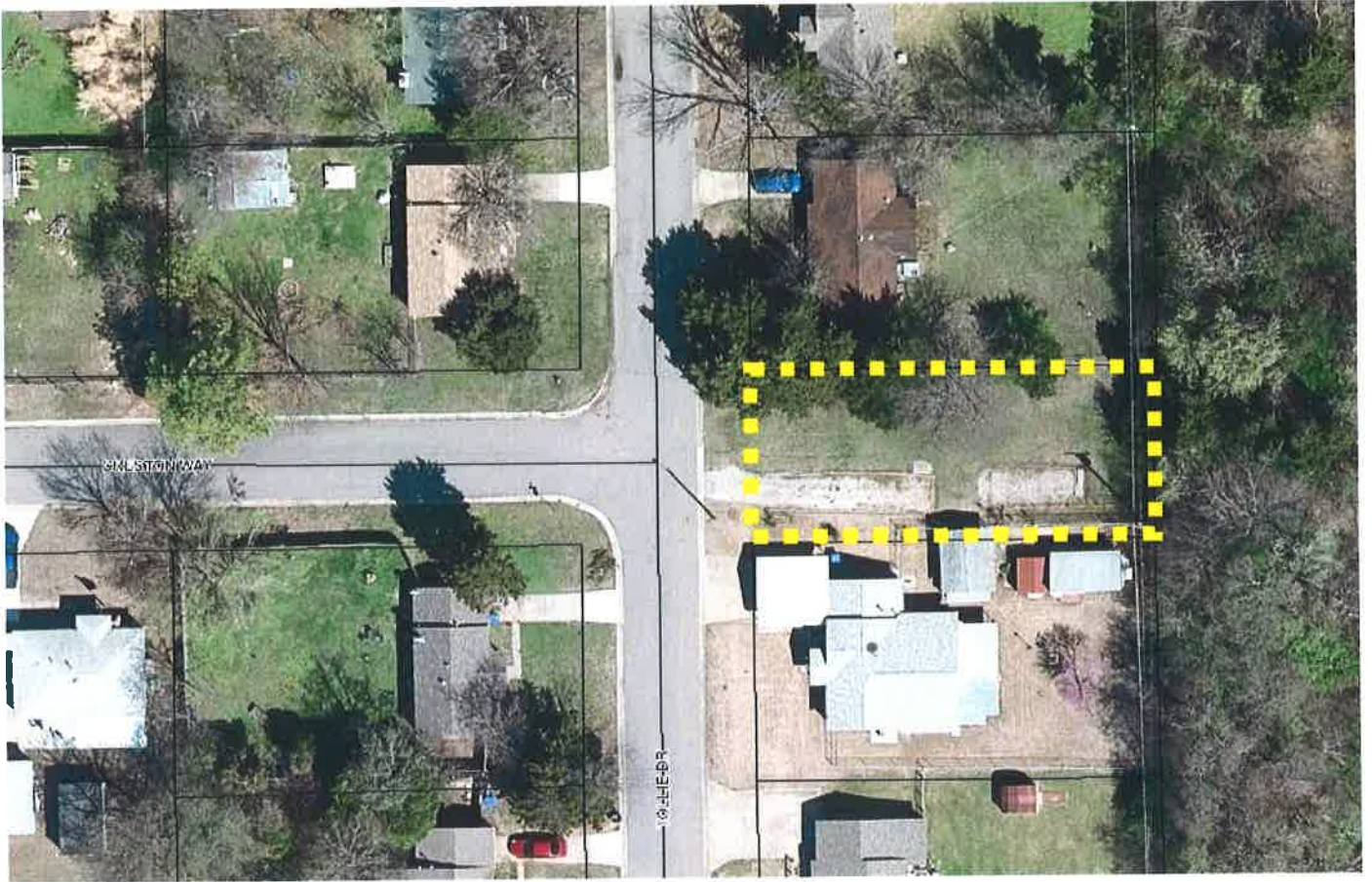
#### CITY PLANNING COMMISSION CERTIFICATE:

I, Claude Euston, Secretary of the City Planning Commission of the City of Norman, Oklahoma, do hereby certify that the said Planning Commission approved the annexed map of BLOCKS 5, 6, 7, and 8 of the HANLY ADDITION at a meeting held on the 2nd day of December, 1952.

*Claude Euston*  
Secretary of the Commission



AERIAL IMAGE OF AREA  
SOUGHT TO BE VACATED & CLOSED



Planning Commission Agenda  
September 8, 2022

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ORDINANCE NO.  
O-2223-10

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ITEM NO. 7

**STAFF REPORT**

**GENERAL INFORMATION:**

**APPLICANT:** Ronald K. Dodgion  
Attorney: Sean Rieger/Gunner Joyce

**REQUESTED ACTION:** Closure of Certain Right-of-Way (Creston Way)  
between Lot 4, Block 7 and Lot 1, Block 8, Hanly  
Addition,

**BACKGROUND:** This is a request for closing certain right-of-way (platted as use for street purposes known as Creston Way) located east of Tollie Drive between Lot 4, Block 7 and Lot 1, Block 8. The property is generally located south of Alameda Street and west of 12<sup>th</sup> Avenue S.E. The final plat Hanly Addition, Block's 5-6-7 & 8 was filed of record with the Cleveland County Clerk on February 25, 1953.

**DISCUSSION:** The attorney for the applicant has submitted a request to close and vacate the right-of-way so that the properties can be contiguous. This portion of street right-of-way has never been paved as a public street. There are existing utilities running north and south within the eastern portion of the right-of-way and City staff is recommending that a utility easement be provided at the time of vacation in District Court. In addition, a reserved utility easement was requested by some of the Utility Companies.

**RECOMMENDATION:** With the above concurrence, staff can support this request.

**ACTION NEEDED:** Recommend approval or disapproval to City Council of the request to close certain public right-of-way (Creston Way) located east of Tollie Drive between Lot 4, Block 7 and Lot 1, Block 8, of Hanly Addition.

**ACTION TAKEN:** \_\_\_\_\_

**NORMAN PLANNING COMMISSION  
REGULAR SESSION MINUTES**

**SEPTEMBER 8, 2022**

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Council Chambers of the Norman Municipal Building, 201 West Gray Street, on the 8<sup>th</sup> day of September, 2022.

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

Chair Erica Bird called the meeting to order at 6:30 p.m.

\* \* \*

Item No. 1, being:

**ROLL CALL**

**MEMBERS PRESENT**

Cameron Brewer  
Kevan Parker  
Liz McKown  
Steven McDaniel  
Erica Bird  
Jim Griffith  
Michael Jablonski

**MEMBERS ABSENT**

Doug McClure  
Shaun Axton

A quorum was present.

**STAFF MEMBERS PRESENT**

Jane Hudson, Director, Planning &  
Community Development  
Roné Tromble, Recording Secretary  
Lora Hoggatt, Planning Services Manager  
Colton Wayman, Planner I  
Logan Hubble, Planner I  
Ken Danner, Subdivision Development  
Manager  
Jami Short, Traffic Engineer  
Beth Muckala, Asst. City Attorney  
Todd McLellan, Development Engineer  
Bryce Holland, Multimedia Specialist

\* \* \*



Item No. 7, being:

**CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE NO. O-2223-10: RONALD K. DODGION REQUESTS CLOSURE AND VACATION OF A PORTION OF CRESTON WAY, LOCATED BETWEEN LOT 4, BLOCK 7 AND LOT 1, BLOCK 8 OF HANLY ADDITION.**

**ITEMS SUBMITTED FOR THE RECORD:**

1. Location Map
2. Staff Report
3. Request to Vacate/Close Public Easement with Attachments

**PRESENTATION BY STAFF:**

1. Ken Danner reviewed the staff report, a copy of which is filed with the minutes.
2. Mr. Jablonski asked who will own the property if the right-of-way is given up. Mr. Danner responded. Ms. Bird provided further clarification.

**APPLICANT PRESENTATION:**

1. Sean Rieger, 136 Thompson Drive, representing the applicant, presented the request. He noted the applicant is open to maintaining a pedestrian or bicycle easement through the property.
2. Mr. Parker asked if the applicant owns one of the adjacent properties. Mr. Rieger responded.
3. Ms. Bird asked the intent. Mr. Rieger responded the applicant's concern is that the property to the east not connect to the neighborhood.
4. Mr. Parker asked where the easements are. Mr. Rieger responded they are happy to retain easements for utilities. Mr. Danner noted the City has nothing in the subject area; utility easements run north-south on the east.
5. Mr. Jablonski asked about adding a pedestrian/bike easement. Ms. Bird responded it could be included with the motion.

**AUDIENCE PARTICIPATION:**

1. Karen Diers, 200 12<sup>th</sup> Avenue S.E., spoke in opposition.
2. Skye Diers, 3605 Sun Valley Drive, spoke in opposition.

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

1. Mr. Jablonski spoke in opposition to future commercial traffic through this right-of-way, but supported the family to the east using it for access, and a possible future residential neighborhood to the east could use that access.
2. Ms. Bird noted the protest from the property to the east which was 36.9%. This is an asset of that property.
3. Mr. Brewer supports a pedestrian/bicycle easement and believes that connectivity is essential.
4. Mr. Parker commented that closing this right-of-way limits future development of the property to the east. If it is left open, there is potential for a residential development on the west part of that property.
5. Ms. Bird spoke in support of a motion which included a pedestrian/bicycle easement and right of access.

*Michael Jablonski moved to recommend rejection of Ordinance No. O-2223-10 to City Council.  
Jim Griffith seconded the motion.*

There being no further discussion, a vote on the motion was taken with the following result:

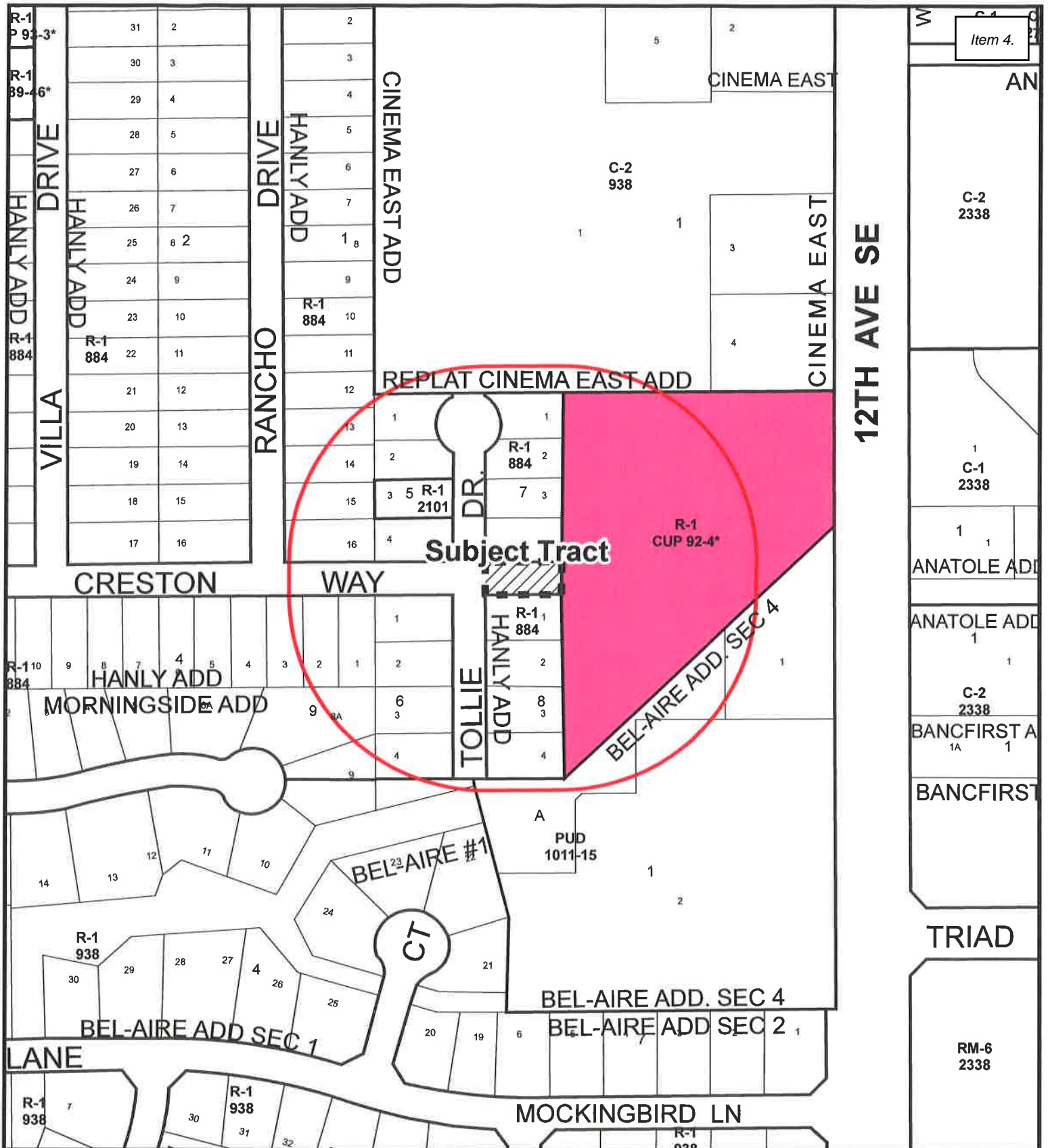
YEAS	Kevan Parker, Liz McKown, Jim Griffith, Michael Jablonski
NAYES	Cameron Brewer, Steven McDaniel, Erica Bird,
ABSENT:	Doug McClure, Shaun Axton

Ms. Tromble announced that the motion, to recommend rejection of Ordinance No. O-2223-10 to City Council, passed by a vote of 4-3.

\* \* \*

CRESTON WAY CLOSURE  
O-2223-10

PROTESTS AS OF 9/2/2022



# Protest Map



36.9% Protest Within Notification Area

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



0 100 200 Feet

September 6, 2022

-  Subject Tract
-  Notification Area
-  Protest

August 25, 2022

Sirs,

I'm writing to protest the closure of the Creston Way right-of-way. My four acre property is east of this opening and I have used this for a variety of reasons. The Utility company comes in thru this easement to maintain the power lines. When 12th Ave was being widened I was able to leave my home by this exit. During the construction my mail was delivered to the gate to my property. All six classes of my daughters pre-school regularly come through the opening for nature walks and other events.

I just recently celebrated my 90th birthday. My health is reasonable good but I won't last forever. At my death I have asked my children to give up the family home and sell the 4 acres. The new owner could make the decision of whether or not this access would be an asset.

I feel a few years delay is not an unreasonable request. Thank you for your consideration.

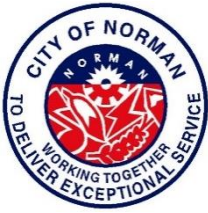
Sincerely,

*Harold J. Piers*  
200 12<sup>th</sup> Ave S.E.

FILED IN THE OFFICE  
OF THE CITY CLERK  
ON 8-30-22

**File Attachments for Item:**

5. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2223-15 ON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE LOTS SEVENTEEN (17) THROUGH NINETEEN (19), BLOCK ELEVEN (11), OF T.R. WAGGONER'S FIRST ADDITION, AND LOT TWENTY (20), BLOCK ELEVEN (11) COMBINED WITH T.R. WAGGONER'S FIRST ADDITION AND D.L. LARSH'S FIRST ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE CCFBC, CENTER CITY FORM-BASED CODE, AND PLACE SAME IN THE CCPUD, CENTER CITY PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (401 SOUTH UNIVERSITY BOULEVARD)



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/25/2022

**REQUESTER:** McFarlin Memorial United Methodist Church, Inc.

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

**ITEM TITLE:** CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2223-15 ON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE LOTS SEVENTEEN (17) THROUGH NINETEEN (19), BLOCK ELEVEN (11), OF T.R. WAGGONER'S FIRST ADDITION, AND LOT TWENTY (20), BLOCK ELEVEN (11) COMBINED WITH T.R. WAGGONER'S FIRST ADDITION AND D.L. LARSH'S FIRST ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE CCFBC, CENTER CITY FORM-BASED CODE, AND PLACE SAME IN THE CCPUD, CENTER CITY PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (401 SOUTH UNIVERSITY BOULEVARD)

### PROJECT OVERVIEW:

McFarlin Memorial Methodist Church is requesting a rezoning to CCPUD, Center City Planned Unit Development, to allow for an expansion of their current food pantry to a Community Mission Center located at 401 S. University Boulevard. The current structure on the site contains a small house that has been utilized for a community food pantry for some years. The construction of a larger facility, will allow the expansion of their uses to meet their mission to serve the community.

The subject property was zoned R-3, Multi-Family Dwelling District, until the Center City Form-Based Code (CCFBC) was adopted in 2018 and recently amended in July of this year. The amended CCFBC designates this site as Urban Residential Frontage, with the anticipation of multifamily use structures built at the required build line, typically located along the property line. This Designation does not allow for the proposed uses of the Community Mission Center as this lot was not designated as Civic on the adopted Regulating Plan. In addition, the proposed building does not meet several of the form requirements of the Urban Residential District necessitating the rezoning request to a CCPUD.

### PROCEDURAL REQUIREMENTS:

**PRE-DEVELOPMENT MEETING PD22-18 - August 25, 2022**

No neighbors attended the meeting.

## **CCPUD BACKGROUND:**

During the initial development of the Center City Form Based Code, the question was asked, what to do with applications that need or want an option to vary from the regulations within the CCFBC? The option, establish Appendix B, Sec 520 Center City Planned Unit Development, within the Center City Form-Based Code. Appendix B was included to provide an alternative zoning district for the Center City Area as defined in the Center City Form Based Code (CCFBC). The process of requesting a CCPUD gives Planning Commission and City Council the opportunity to review the proposal within the Center City area.

### **Appendix B**

#### **Sec. 520 Center City Planned Unit Development**

**A. Statement of Purpose:** *It is the intent of this section to provide an alternative zoning district for the Center City Area as defined in the Center City Form Based Code (CCFBC). This Center City Planned Unit Development District (CCPUD) is specifically catering to the Center City Area because of the size of lots, the lack of vacant land and other distinguishing characteristics in this area that make the use of the existing PUD regulations not feasible. The CCPUD encourages developments that create the character of development envisioned in the CCFBC.*

*Specifically, the purposes of this section are to:*

- 1. Provide an alternative zoning district to the CCFBC where a property owner proposes a development that does not meet the strict regulations required in the CCFBC.*
- 2. Provide open space/street space that is compatible with the concepts of the CCFBC.*
- 3. Provide comprehensive and innovative planning and design for a development which is consistent and compatible with surrounding developments.*
- 4. Provide more efficient and economic use of land resulting in an urban/pedestrian environment.*
- 5. Provide complete and useful information which will enable the Planning Commission and City Council to make more informed decisions on land use.*
- 6. Encourage developments that achieve community goals, such as, but not limited to, aging in place, or affordable housing, or other emerging trends in housing, that may not be able to meet all the required elements of the Center City Form Based Code.*

**B. Uses Permitted.** *The CCPUD regulations are designed to provide for any mix of uses. There are no specifically prescribed uses which are permitted within the boundaries of the Center City Area in order to increase creativity and flexibility in the Center City Area when development according to the CCFBC is not feasible. The owner/applicant will be responsible for the preparation of a list of permitted uses within the specific CCPUD. The development of the list shall take into account the nature and purpose of the CCPUD area, and such uses and locations shall be appropriate in order to protect and be in harmony with surrounding development.*

**EXISTING ZONING:** The subject property is currently zoned Center City Form-Based Code, Urban Residential Frontage.



## **STAFF ANALYSIS:**

The particulars of this CCPUD include:

**USE:** The CCPUD Narrative proposes a Community Mission Center in support of the applicant's mission and goals, featuring the uses listed below. It should be noted that this is a CCPUD, with specific uses listed as an extension of the Church's mission, and those uses are not allowed as stand-alone uses in Urban Residential. The proposed uses are as follows:

- Non-Profit Discount Community Grocery Store/Food Pantry, including, but not limited to, personal shopping experience and drive-up/pick-up service.
- Church and Similar Religious Services.
- Administrative and Professional Offices and Meeting Space.
- Business Support Services.
- Community Recreation.
- The following uses so long as they are ancillary to the operation of the Mission Center and are not standalone uses on the Property:
  - Intake and Assessment Services.
  - Case Management Services.
  - Resource Development Services.
  - Community Education Services.
  - Job Placement Services.
  - Volunteer Training.
  - Internship Programs.
  - Professional Development Programs and Services.
  - Housing Support Services.
  - Emergency Support Services.
  - Office Uses.
  - Counseling Services.
  - Professional Support Services.
  - Education Classes, Organizations, and Services.
  - Medical and Wellbeing Care Clinics, Offices, and Services.
  - Non-Profit/Ancillary Child Care Services.
  - Meeting Space for Support, Recovery, and Community Organizations.

**SITE PLAN/ACCESS:** The Site Development Plan is included as Exhibit B. Access to the proposed building is from the existing alleyway located to the south and a new drive aisle to the east of the building/rear side of the building. This drive aisle at the rear of the building is for drop-off and pick-up of food and supplies.

**HEIGHT:** The proposed building will be a two-story structure, as shown in the attached proposed renderings in Exhibit D.

**DEVELOPMENT ELEMENTS:** Materials and design of the proposed structure are shown on the elevation renderings (Exhibit D). Changes to those materials and designs are permissible under current Center City Form-Based Code, Urban Residential standards.

**SANITATION:** The existing dumpster located on McFarlin property will be utilized for the increased sanitation needs of the proposed Community Mission Center.

**SIGNAGE:** Signage will comply with the regulations of the Center City Form-Based Code; however, the applicant may retain the existing ground sign in either the current location or new location on the site.

**LIGHTING:** Lighting will comply with the regulations of the Center City Form-Based Code and the Norman Commercial Lighting Ordinance.

**OPEN SPACE:** Open space is shown on the Site Development Plan. Applicant is proposing the use of low impact development measures in the form of rain gardens along the front of the building.

**PARKING:** The applicant is not proposing any on-site parking. The applicant will use their existing adjacent parking areas as necessary for additional parking demands.

### **ALTERNATIVES/ISSUES:**

**IMPACTS:** This site currently contains a community food pantry in an historic residential structure, which is approximately 1,500 square feet. The proposed Community Mission Center will be contained in a two-story structure, with a footprint of approximately 5,000 square feet. This increased building size will allow for the expansion of the community food pantry and a variety of social outreach programs currently needed by the community. The proposed building will not meet all of the siting requirements of the CCFBC, in particular the required build-to-line (RBL) and the requirement to construct the building from lot line to lot line. The construction of a larger building, along with expanded services will create additional vehicular traffic and possibly the need for parking. The site plan indicates the construction of an access road on the east side, to handle the drop off and pick up from the food pantry. The existing parking located west of University Boulevard will be utilized for additional individuals accessing the services at the building.

### **STAFF ANALYSIS:**

The proposed Mission Center will expand the current food pantry and community social services offered by McFarlin Church. The structure will have a style similar to what is required in the Center City Form-Based Code, as well as a roof that matches the style of the existing church. While a church is an allowed use in the Urban Residential Designation of the CCFBC, the proposed Mission Center will be an expansion of the church's mission, and will not allow for stand-alone uses allowed for private business. Additionally, the proposed design does not meet many of the form standards required of the CCFBC, Urban Residential Designation. To allow for growth of the Church's mission in the form of expanded social support services to the community, as well as to allow for the variances to the form standards required of the CCFBC, a CCPUD was necessary. While the proposed building for the Community Mission Center does not meet all the form requirements of the CCFBC, the church is providing a Center that represents the feel of the residential area while being large enough to allow for expanded social outreach services needed in the community. The CCPUD also limits the uses of the property to the listed

social and community services that will be provided by the church as an expansion of their mission.

**OTHER AGENCY COMMENTS:**

**FIRE DEPARTMENT:** No comments.

**PUBLIC WORKS/ENGINEERING:** There will be an increase in stormwater runoff due to this project. The increased runoff will be mitigated by using a combination of rain gardens and increasing the size of the existing detention pond at the southwest corner of the intersection of West Symmes Street and South Webster Avenue.

**TRAFFIC ENGINEER:** The existing playground fence is very close to the east side of the new proposed road. The Church needs to understand that they will be repairing and/or replacing sections of fence for some time if they do not get a little more separation between the road and the fence.

**UTILITIES:** No comments.

**NOTE:** City Staff noted a scrivener's error in the lot description within the legal notice provided by applicant, and has provided a corrected description that appears in the PUD document and ordinance. City Staff did review and separately verify that the required legal notice was provided by applicant in conformance with the Norman Zoning Ordinance.

**CONCLUSION:** Staff forwards this request for rezoning from Center City Form-Based Code, Urban Residential, to CCPUD, Center City Planned Unit Development, as Ordinance No. O-2223-15 for consideration by City Council.

At their meeting of October 13, 2022, Planning Commission unanimously recommended adoption of Ordinance No. O-2223-15, by a vote of 7-0.

O-2223-15

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE LOTS SEVENTEEN (17) THROUGH NINETEEN (19), BLOCK ELEVEN (11), OF T.R. WAGGONER'S FIRST ADDITION, AND LOT TWENTY (20), BLOCK ELEVEN (11), COMBINED WITH T.R. WAGGONER'S FIRST ADDITION AND D.L. LARSH'S FIRST ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE CCFBC, CENTER CITY FORM-BASED CODE, AND PLACE SAME IN THE CCPUD, CENTER CITY PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (401 South University Boulevard)

- § 1. WHEREAS, McFarlin Memorial United Methodist Church, Inc., the owners of the hereinafter described property, have made application to have the subject property removed from the CCFBC, Center City Form-Based Code, and placed in the CCPUD, Center City Planned Unit Development; and
- § 2. WHEREAS, said application has been referred to the Planning Commission of said City and said body has, after conducting a public hearing as required by law, considered the same and recommended that the same should be granted and an ordinance adopted to effect and accomplish such rezoning; and
- § 3. WHEREAS, the City Council of the City of Norman, Oklahoma, has thereafter considered said application and has determined that said application should be granted and an ordinance adopted to effect and accomplish such rezoning.

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

- § 4. That Section 460 of Chapter 22 of the Code of the City of Norman, Oklahoma, is hereby amended so as to remove the following described property from the CCFBC, Center City Form-Based Code, and place the same in the CCPUD, Center City Planned Unit Development, to wit:

Lots Seventeen (17) through Nineteen (19), Block Eleven (11), of T.R. Waggoner's First Addition, and Lot Twenty (20), Block Eleven (11) combined with T.R. Waggoner's First Addition and D.L. Larsh's First Addition to Norman, Cleveland County, Oklahoma, according to the recorded plat thereof.

Ordinance No. O-2223-15

Page 2

- § 5. Further, pursuant to the provisions of Section 22:429.7 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, considered by the Planning Commission on October 13, 2022, and supporting documentation submitted by the applicant and reviewed by the Planning Commission, and made a part hereof.
- § 6. Severability. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of this ordinance.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

NOT ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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

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

ATTEST:

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

# McFarlin Mission Center

*A Center City Planned Unit Development*

Applicant: McFarlin Memorial United Methodist Church, Inc.

401 S. University Blvd.

Norman, Oklahoma

Application for:

Center City Planned Unit Development

Submitted September 2, 2022

Revised October 6, 2022

PREPARED BY:

**RIEGER LAW GROUP PLLC**

136 Thompson Drive

Norman, Oklahoma 73069

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- B. Development Team

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- B. Existing Land Use and Zoning
- C. Elevation and Topography
- D. Drainage
- E. Utility Services
- F. Fire Protection Services
- G. Traffic Circulation and Access

### **III. DEVELOPMENT PLAN AND DESIGN CONCEPT**

- A. Permissible Uses
- B. Development Criteria

### **EXHIBITS**

- A. Legal Description of the Property
- B. Site Development Plan
- C. Allowable Uses
- D. Exterior Renderings
- E. Historic Runoff Coefficient Calculations
- F. Proposed Runoff Coefficient Calculations & Proposed Mitigation

## I. INTRODUCTION

A. **Background and Intent.** This Center City Planned Unit Development (“CCPUD”) is proposed by McFarlin Memorial United Methodist Church, Inc. (the “**Applicant**”) for the property located at 401 S. University Blvd., Norman, Oklahoma, more particularly described on **Exhibit A** (the “**Property**”). The Property contains approximately 0.32 acres. This CCPUD is intended to put forth the parameters for the further development of the Property and expansion of the existing social outreach programs. This proposed expansion seeks to allow for the construction of a Mission Center to provide further access to food, groceries, and additional resources to the community. This CCPUD will allow for a relaxation of the CCFBC’s specific development and design criteria applicable to the Property in order to allow the Applicant to develop the Mission Center in furtherance of the Applicant’s goals for the Property and the community.

B. **Development Team.** The Applicant is McFarlin Memorial United Methodist Church, Inc. The architect for the project is the McKinney Partnership. SMC Consulting Engineers are serving as the civil engineers for the project.

## II. PROPERTY DESCRIPTION/GENERAL SITE CONDITIONS

- A. **Location.** The Property is an approximately 14,000 square foot parcel located on the Southeast Corner of the S. University Blvd. and W. Symmes Street intersection. The specific location is illustrated on the Site Development Plan, attached hereto as **Exhibit B**.
- B. **Existing Land Use and Zoning.** The Property is located in the Center City Form Based Code (“CCFBC”) District, Urban Residential. The Property currently contains a small brick building, of approximately 1,445 square feet, which is being used as a small food pantry and additional space for Church activities.
- C. **Elevation and Topography.** The Property is essentially flat with little to no elevation change throughout. The Property contains the existing structure referenced above and signage for the Church.
- D. **Drainage.** The Applicant will meet or exceed the City’s applicable ordinances regarding drainage requirements on the Property. Currently, the Property drains to the East into an existing detention area. The Property’s existing impervious area is approximately 2,680 square feet.
- E. **Utility Services.** All necessary utilities for this project (including water, sewer, gas, telecommunications, and electric) are currently located within the necessary proximity to serve the Property, or they will be extended by the Applicant, as necessary.



- F. **Fire Protection Services.** Fire protection services will be provided by the City of Norman Fire Department and by the owner of the Property where required by building and fire protection codes in the structures.
- G. **Traffic Circulation and Access.** Traffic access and circulation will be allowed in the manner depicted on the Site Development Plan. The Property will create an additional curb cut for cars to access W. Symmes Street to allow for circulation within the Property and to utilize the drive through for pick up and drop of food and supplies to the Mission Center.

### III. DEVELOPMENT PLAN AND DESIGN CONCEPT

The Property shall be developed in compliance with the terms of this CCPUD and the exhibits attached hereto and incorporated herein by reference, subject to adjustments or modifications allowed pursuant to Appendix B, Section 520(F), Administration, of the CCFBC, as may be amended from time to time.

#### A. Allowable Uses.

A list of the allowable uses for the Property is attached hereto as **Exhibit C**.

#### B. Development Criteria.

1. **Siting.** The proposed Site Development Plan for the Property is concurrently submitted with this CCPUD as **Exhibit B** and shall be incorporated herein as an integral part of this CCPUD. The Property shall be developed in substantial conformance with the Site Development Plan, subject to adjustments or modifications allowed pursuant to Appendix B Section 520(F), Administration, of the CCFBC, as may be amended from time to time. The building shall be setback a minimum of 12 feet from the North property line, with screening for condensing units and similar mechanical equipment to be setback 4 feet 6 inches from property line. The building shall be setback a minimum of 39 feet from the East property line, with awnings allowed to protrude from the building for a maximum of 8 feet. The building shall be setback a minimum of 18 feet from the South property line, with screening for condensing units and similar mechanical equipment to be setback 16 feet from the property line. The building shall be setback a minimum of 8 feet from the West property line, with awnings allowed to protrude from the building for a maximum of 8 feet. The proposed building will have approximately 4,964 square feet per floor, subject to allowable final design modifications as discussed above.
2. **Building Height.** Maximum building height for the Property is two (2) stories.

3. **Elements.** The Property shall be built in accordance with the terms of this CCPUD and the exhibits hereto. Exterior materials shall comply with the requirements of Section 402(J), Architectural Materials (exteriors), of the CCFBC, as may be amended from time to time. Proposed elevations of the building to be constructed on the Property are attached as **Exhibit D**. Screening for condensing units and similar mechanical equipment shall consist of wood or composite wood fencing.
4. **Sanitation.** It is the intent that trash dumpsters will be shared with nearby dumpster account holders. In the event that dumpster or trash service becomes required on the Property, the location of such shall conform to the applicable City of Norman Ordinances.
5. **Signage.** With the exception of the existing ground sign located in the northwestern portion of the Property, all signage for the Property shall comply with Section 402(M), Signage, of the CCFBC, as amended thereafter. The Applicant may retain, relocate, maintain, and replace the existing ground sign located on the Property as long as such replacement sign does not increase the total square footage for the sign being replaced. Temporary directional and wayfinding signage may be utilized on the Property so long as such signage does not exceed 10 square feet per side and placement of such signage does not impair site triangles.
6. **Traffic access and sidewalks.** Traffic circulation and access to the Property shall be allowed in the manner shown on the Site Development Plan.
7. **Lighting.** The project shall comply with the requirements of the CCFBC under Section 402(N), Lighting & Mechanical, as amended thereafter and the Commercial Outdoor Lighting Standards, under Section 431.6 of Chapter 22, as amended thereafter.
8. **Open Space.** Open space will be located on the Property in the locations depicted on the attached Site Development Plan. The Preliminary Site Development Plan proposes an increase of approximately 7,630 square feet of impervious coverage, resulting in approximately 10,310 square feet of impervious coverage for the Property. However, the Applicant's proposed use of LID measures, such as, by way of example, enlarging the existing detention pond to accommodate storm water runoffs associated with this development will allow the Property to be developed with a maximum of 85% impervious coverage. Applicant has provided historic stormwater runoff calculations as well as proposed mitigation calculations as exhibits to this CCPUD.

- 9. Parking.** The Property is not providing parking on-site; visitors may utilize the Applicant's adjacent parking areas as necessary.
- 10. Drainage.** The Property will drain into the existing detention area located to the East of the Property on the Applicant's adjacent land. The Applicant will expand the existing detention area to accommodate the stormwater runoff from this development.

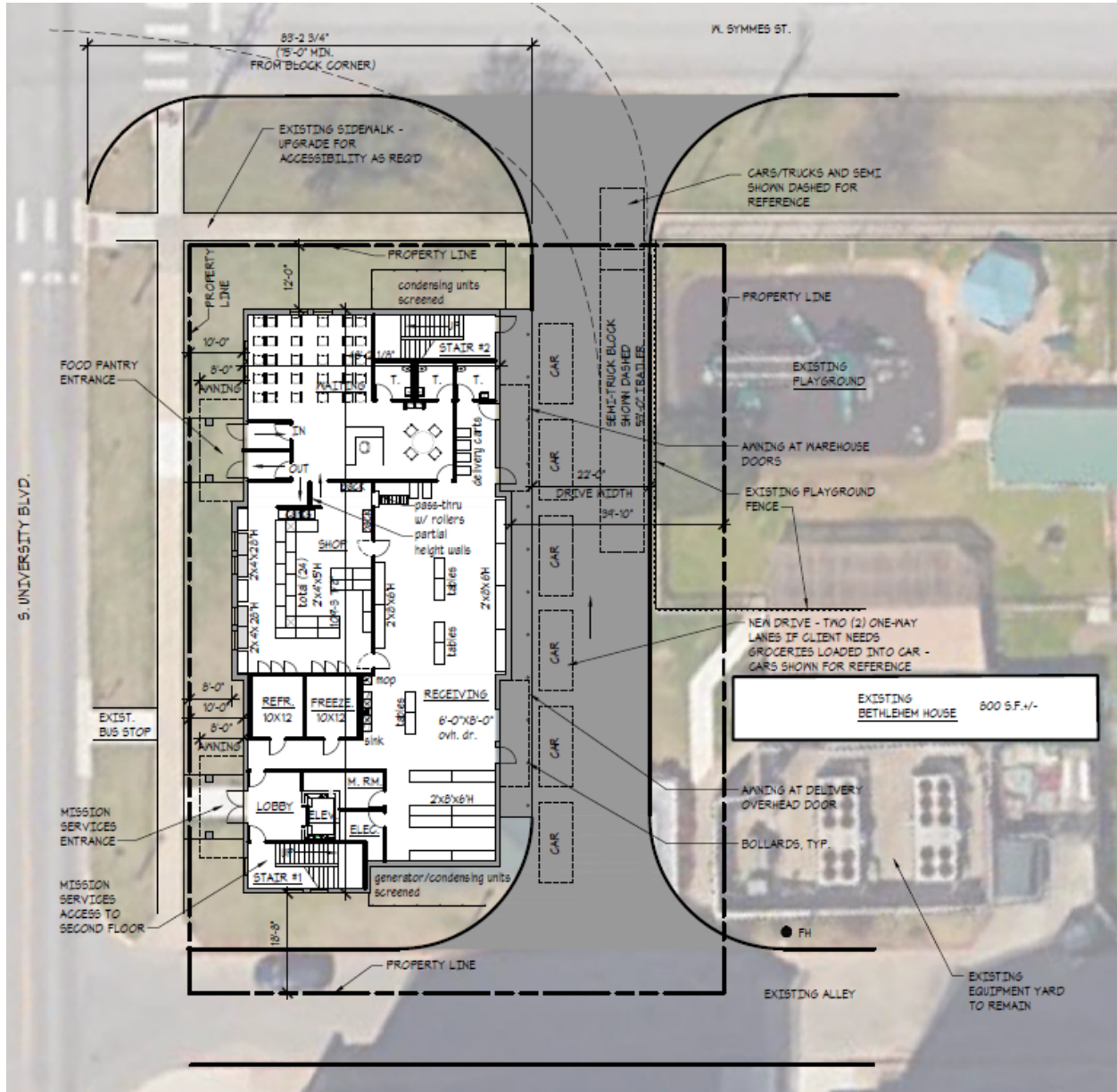
**EXHIBIT A****LEGAL DESCRIPTION OF THE PROPERTY**

Lots Seventeen (17) through Nineteen (19), Block Eleven (11), of T.R. Waggoner's First Addition, and Lot Twenty (20), Block Eleven (11) combined with T.R. Waggoner's First Addition and D.L. Larsh's First Addition to Norman, Cleveland County, Oklahoma, according to the recorded plat thereof.

**EXHIBIT B**

## PROPOSED SITE DEVELOPMENT PLAN

*Full Size PDF Document Submitted to City Staff*



## **EXHIBIT C**

### **ALLOWABLE USES**

#### Allowable Uses:

- Community Mission Center in support of the Applicant's mission and goals, primarily featuring the uses enumerated herein.
- Non-Profit Discount Community Grocery Store/Food Pantry, including, but not limited to, personal shopping experience and drive-up pick-up service.
- Church and Similar Religious Services.
- The following uses so long as they are ancillary to the operation of the Mission Center and are not standalone uses on the Property:
  - Intake and Assessment Services.
  - Administrative and Professional Offices and Meeting Space.
  - Business Support Services.
  - Community Recreation.
  - Case Management Services.
  - Resource Development Services.
  - Community Education Services.
  - Job Placement Services.
  - Volunteer Training.
  - Internship Programs.
  - Professional Development Programs and Services.
  - Housing Support Services.
  - Emergency Support Services.
  - Office Uses.
  - Counseling Services.
  - Professional Support Services.
  - Education Classes, Organizations, and Services.
  - Medical and Wellbeing Care Clinics, Offices, and Services.
  - Non-Profit/Ancillary Child Care Services.
  - Meeting Space for Support, Recovery, and Community Organizations.

## **EXHIBIT D**

### **PROPOSED EXTERIOR RENDERINGS** *Full Size PDF Documents Submitted to City Staff*



**02** MISSION CENTER SOUTHEAST VIEW  
SCALE: "NO SCALE"



**01** MISSION CENTER SOUTHWEST VIEW  
SCALE: "NO SCALE"

## EXHIBIT E

### HISTORIC RUNOFF COEFFICIENT CALCULATIONS

*Full Size PDF Document Submitted to City Staff*



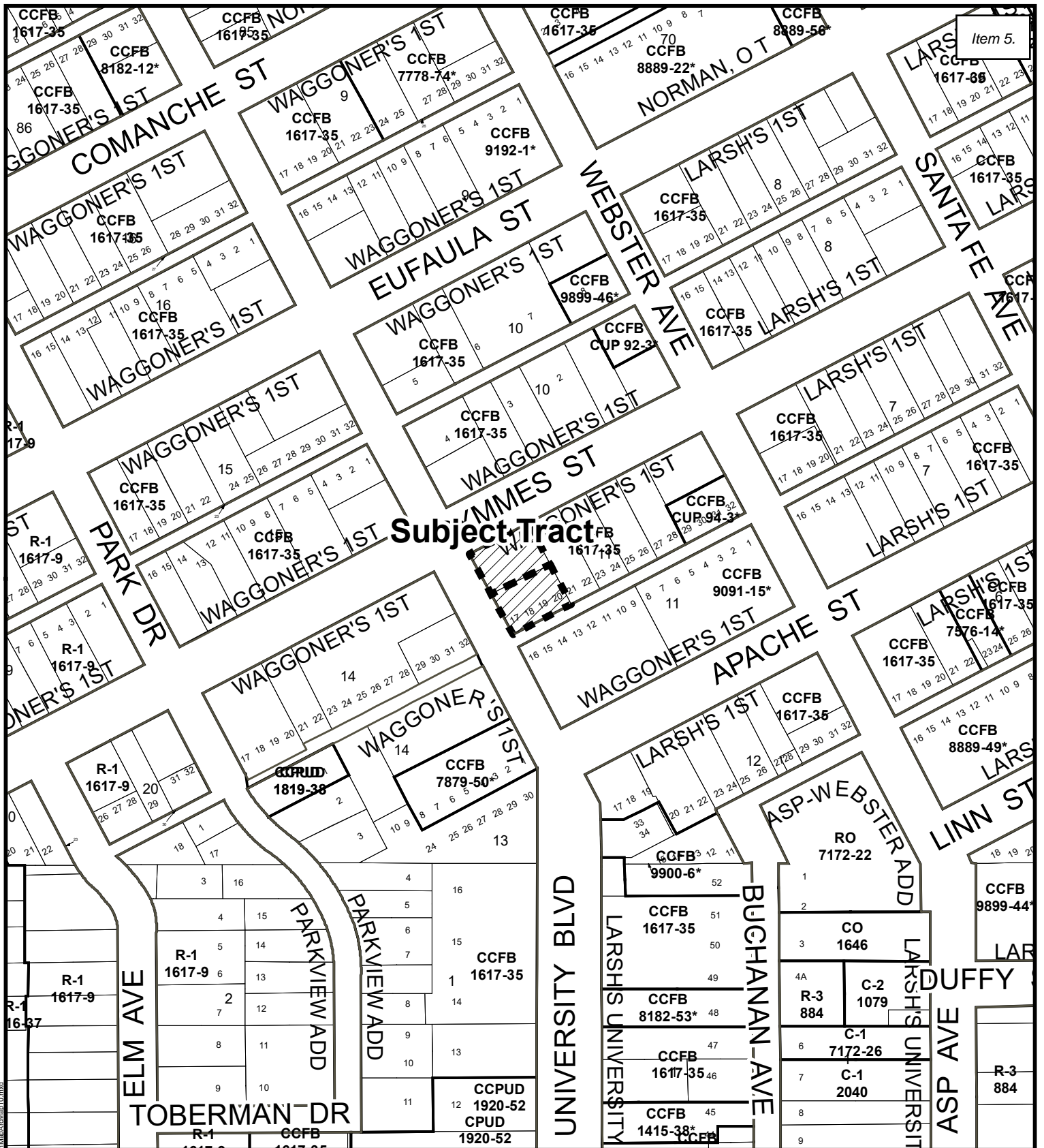


## EXHIBIT F

### PROPOSED RUNOFF COEFFICIENT CALCULATIONS & PROPOSED MITIGATION

*Full Size PDF Document Submitted to City Staff*

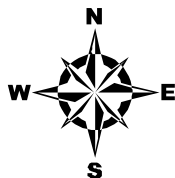




# Location Map



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

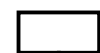


September 6, 2022

0 100 200 Ft.



Subject Tract



Zoning

ORDINANCE NO. O-2223-15

ITEM NO. 3

**STAFF REPORT****GENERAL INFORMATION**

APPLICANT	McFarlin Memorial United Methodist Church
REQUESTED ACTION	Rezoning to CCPUD, Center City Planned Unit Development
EXISTING ZONING	Center City Form-Based Code, Urban Residential Frontage
SURROUNDING ZONING	North: Center City Form-Based Code, Detached Frontage East: Center City Form-Based Code, Urban Residential Frontage South: Center City Form-Based Code, Urban Residential Frontage West: Center City Form-Based Code, Urban Residential Frontage
LOCATION	401 S. University Blvd.
WARD	Ward 4
CORE AREA	Yes
SIZE	0.32 acres, more or less
PURPOSE	Community Mission Center and Food Pantry
EXISTING LAND USE	Food Pantry
SURROUNDING LAND USE	North: Residential East: Church South: Church West: Parking

**PROJECT OVERVIEW:** McFarlin Memorial Methodist Church is requesting a rezoning to CCPUD, Center City Planned Unit Development, to allow a Community Mission Center to be

located at 401 S. University Boulevard. The current structure on the site contains a community food pantry.

The subject property was zoned R-3, Multi-Family Dwelling District, until the Center City Form-Based Code (CCFBC) was adopted in 2018 and recently amended in July of this year. The amended CCFBC designates this site as Urban Residential Frontage. This designation does not allow for the proposed uses of the Community Mission Center that McFarlin desires, necessitating a rezoning request to a CCPUD.

### **PROCEDURAL REQUIREMENTS:**

**PRE-DEVELOPMENT MEETING:** PD22-18 August 25, 2022

No neighbors attended the meeting.

**CCPUD BACKGROUND:** During the initial development of the Center City Form Based Code, the question was asked, what to do with applications that need or want an option to vary from the regulations within the CCFBC? The option, establish Appendix B, Sec 520 Center City Planned Unit Development, within the Center City Form-Based Code. Appendix B was included to provide an alternative zoning district for the Center City Area as defined in the Center City Form Based Code (CCFBC). The process of requesting a CCPUD gives Planning Commission and City Council the opportunity to review the proposal within the Center City area.

## **Appendix B**

### **Sec. 520 Center City Planned Unit Development**

**A. Statement of Purpose:** *It is the intent of this section to provide an alternative zoning district for the Center City Area as defined in the Center City Form Based Code (CCFBC). This Center City Planned Unit Development District (CCPUD) is specifically catering to the Center City Area because of the size of lots, the lack of vacant land and other distinguishing characteristics in this area that make the use of the existing PUD regulations not feasible. The CCPUD encourages developments that create the character of development envisioned in the CCFBC.*

*Specifically, the purposes of this section are to:*

- 1. Provide an alternative zoning district to the CCFBC where a property owner proposes a development that does not meet the strict regulations required in the CCFBC.*
- 2. Provide open space/street space that is compatible with the concepts of the CCFBC.*
- 3. Provide comprehensive and innovative planning and design for a development which is consistent and compatible with surrounding developments.*
- 4. Provide more efficient and economic use of land resulting in an urban/pedestrian environment.*
- 5. Provide complete and useful information which will enable the Planning Commission and City Council to make more informed decisions on land use.*
- 6. Encourage developments that achieve community goals, such as, but not limited to, aging in place, or affordable housing, or other emerging trends in housing, that may not be able to meet all the required elements of the Center City Form Based Code.*

**B. Uses Permitted.** *The CCPUD regulations are designed to provide for any mix of uses. There are no specifically prescribed uses which are permitted within the boundaries of the Center City Area in order to increase creativity and flexibility in the Center City Area when development according to the CCFBC is not feasible. The owner/applicant will be responsible for the preparation of a list of permitted uses within the specific CCPUD. The development of the list shall take into account the nature and purpose of the CCPUD area, and such uses and locations shall be appropriate in order to protect and be in harmony with surrounding development.*

**EXISTING ZONING:** The subject property is currently zoned Center City Form-Based Code, Urban Residential Frontage.

**STAFF ANALYSIS:** The particulars of this CCPUD include:

**USE:** The CCPUD Narrative proposes a Community Mission Center in support of the applicant's mission and goals, featuring the following uses:

- Non-Profit Discount Community Grocery Store/Food Pantry, including, but not limited to, personal shopping experience and drive-up/pick-up service.
- Church and Similar Religious Services.
- Administrative and Professional Offices and Meeting Space.
- Business Support Services.
- Community Recreation.
- The following uses so long as they are ancillary to the operation of the Mission Center and are not standalone uses on the Property:
  - Intake and Assessment Services.
  - Case Management Services.
  - Resource Development Services.
  - Community Education Services.
  - Job Placement Services.
  - Volunteer Training.
  - Internship Programs.
  - Professional Development Programs and Services.
  - Housing Support Services.
  - Emergency Support Services.
  - Office Uses.
  - Counseling Services.
  - Professional Support Services.
  - Education Classes, Organizations, and Services.
  - Medical and Wellbeing Care Clinics, Offices, and Services.
  - Non-Profit/Ancillary Child Care Services.
  - Meeting Space for Support, Recovery, and Community Organizations.

**SITE PLAN/ACCESS:** The Site Development Plan is included as Exhibit B. Access to the proposed building is from the existing alleyway located to the south and a new drive aisle to the east of the building/rear side of the building. This drive aisle at the rear of the building is for drop-off and pick-up of food and supplies.

**HEIGHT:** The proposed building will be a two-story structure, as shown in the attached proposed renderings in Exhibit D.

**DEVELOPMENT ELEMENTS:** Materials and design of the proposed structure are shown on elevation renderings (Exhibit D). Changes to those materials and designs are permissible under current Center City Form-Based Code, Urban Residential standards.

**SANITATION:** The existing dumpster located on McFarlin property will be utilized for the increased sanitation needs of the proposed Community Mission Center.

**SIGNAGE:** Signage will comply with the regulations of the Center City Form-Based Code; however, the applicant may retain the existing ground sign in either the current location or new location on the site.

**LIGHTING:** Lighting will comply with the regulations of the Center City Form-Based Code.

**OPEN SPACE:** Open space is shown on the Site Development Plan. Applicant is proposing the use of low impact development measures in the form of rain gardens along the front of the building.

**PARKING:** The applicant is not proposing any on-site parking. The applicant will use their existing adjacent parking areas as necessary for additional parking demands.

### **ALTERNATIVES/ISSUES:**

**IMPACTS:** This site currently contains a community food pantry in an historic residential structure, which is approximately 1,500 square feet. The proposed Community Mission Center will be contained in a two-story structure, with a footprint of approximately 5,000 square feet. This increased building size will allow for the expansion of the community food pantry and a variety of social outreach programs currently needed by the community. The proposed building will not meet all of the siting requirements of the CCFBC, in particular the required build-to-line (RBL) and the requirement to construct the building from lot line to lot line. The construction of a larger building, along with expanded services will create additional vehicular traffic and possibly the need for parking. The site plan indicates the construction of an access road on the east side, to handle the drop off and pick up from the food pantry. The existing parking located west of University Boulevard will be utilized for additional individuals accessing the services at the building.

**STAFF ANALYSIS:** The Community Mission Center will continue many of the services currently offered by McFarlin Church as well as the food pantry. The new building will allow for expansion of social services to the community, not currently offered by the church. The structure will have a style similar to what is required in the Center City Form-Based Code, as well as a roof that matches the style of the existing church. To allow for expanded social support services to the community, they are required to apply for a CCPUD, since this particular use was not an allowed use in the CCFBC. While the proposed building for the Community Mission Center does not meet all the form requirements of the CCFBC, the church is providing a Center that represents the feel of the residential area while being large enough to allow for expanded social outreach services needed in the community.

### **OTHER AGENCY COMMENTS:**

**FIRE DEPARTMENT:** No comments.

**PUBLIC WORKS/ENGINEERING:** There will be an increase in stormwater runoff due to this project. The increased runoff will be mitigated by using a combination of rain gardens and

increasing the size of the existing detention pond at the southwest corner of the intersection of West Symmes Street and South Webster Avenue.

**TRAFFIC ENGINEER:** The existing playground fence is very close to the east side of the new proposed road. The Church needs to understand that they will be repairing and/or replacing sections of fence for some time if they do not get a little more separation between the road and the fence.

**UTILITIES:** No comments.

**CONCLUSION:** Staff forwards this request for rezoning from Center City Form-Based Code, Urban Residential, to CCPUD, Center City Planned Unit Development, as Ordinance No. O-2223-15 for consideration by the Planning Commission and a recommendation to City Council.

**NORMAN PLANNING COMMISSION  
REGULAR SESSION MINUTES**

**OCTOBER 13, 2022**

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Council Chambers of the Norman Municipal Building, 201 West Gray Street, on the 13<sup>th</sup> day of October, 2022.

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

Chair Erica Bird called the meeting to order at 6:38 p.m.

\* \* \*

Item No. 1, being:

**ROLL CALL**

**MEMBERS PRESENT**

Cameron Brewer  
Kevan Parker  
Liz McKown  
Erica Bird  
Jim Griffith  
Shaun Axton  
Michael Jablonski

**MEMBERS ABSENT**

Steven McDaniel, Doug McClure

A quorum was present.

**STAFF MEMBERS PRESENT**

Jane Hudson, Director, Planning &  
Community Development  
Anais Starr, Planner II  
Roné Tromble, Recording Secretary  
Jami Short, Traffic Engineer  
Beth Muckala, Asst. City Attorney  
Bryce Holland, Multimedia Specialist

\* \* \*



Item No. 3, being:

**CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE NO. O-2223-15: MCFARLIN MEMORIAL UNITED METHODIST CHURCH, INC. REQUESTS REZONING FROM CCFBC, CENTER CITY FORM-BASED CODE, TO CCPUD, CENTER CITY PLANNED UNIT DEVELOPMENT, FOR 0.32 ACRES OF PROPERTY LOCATED AT 401 S. UNIVERSITY BOULEVARD.**

**ITEMS SUBMITTED FOR THE RECORD:**

1. Location Map
2. Staff Report
3. CCPUD Narrative – McFarlin Mission Center

**PRESENTATION BY STAFF:**

1. Anais Starr reviewed the staff report, a copy of which is filed with the minutes.
2. Mr. Jablonski asked about stormwater and the data used. Ms. Starr responded that the applicant can address that.

**APPLICANT PRESENTATION:**

1. Sean Rieger, 136 Thompson Drive, representing the applicant, presented the request.
2. Chris Anderson, SMC Consulting Engineers, discussed the rainfall data.
3. Mr. Jablonski asked if they considered using pervious concrete. Mr. Anderson explained the plans for rain gardens and detention.
4. Ms. Bird talked about pervious concrete. She also asked for more information on the drive-thru.
5. Rod Foster talked about the food pantry and drive-thru. He also talked about the mobile food pantry.
6. Mr. Brewer asked how this will impact parents dropping off kids at the daycare. Mr. Foster responded that it may improve the situation.
7. Mr. Rieger noted that the CCFBC allows for off-site parking.
8. Ms. Bird asked about the design of the side of the building that will be facing residential homes to the north.
9. Rick McKinney talked about the design of the building.

**AUDIENCE PARTICIPATION:**

1. Jamileh Wilcox, 322 S. University Boulevard – lives at the northwest corner of the intersection. Her concerns included the flooding in the area, the size of the building, the location of the drive-thru, the mission center uses, and increased traffic.
2. Ms. Bird responded to some of the concerns and noted the CCPUD document should be available online and the uses are specified. She asked the size of the building.
3. Mr. Rieger discussed the size of the building and other comments.
4. Ms. Bird discussed the view of the building from the residences. Mr. Brewer agreed with softening the view on the north side.

5. Mr. Axton talked about the concern with the drainage. Mr. Anderson explained the current drainage situation and the plans to capture that water.

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

*Kevan Parker moved to recommend adoption of Ordinance No. O-2223-15 to City Council. Jim Griffith seconded the motion.*

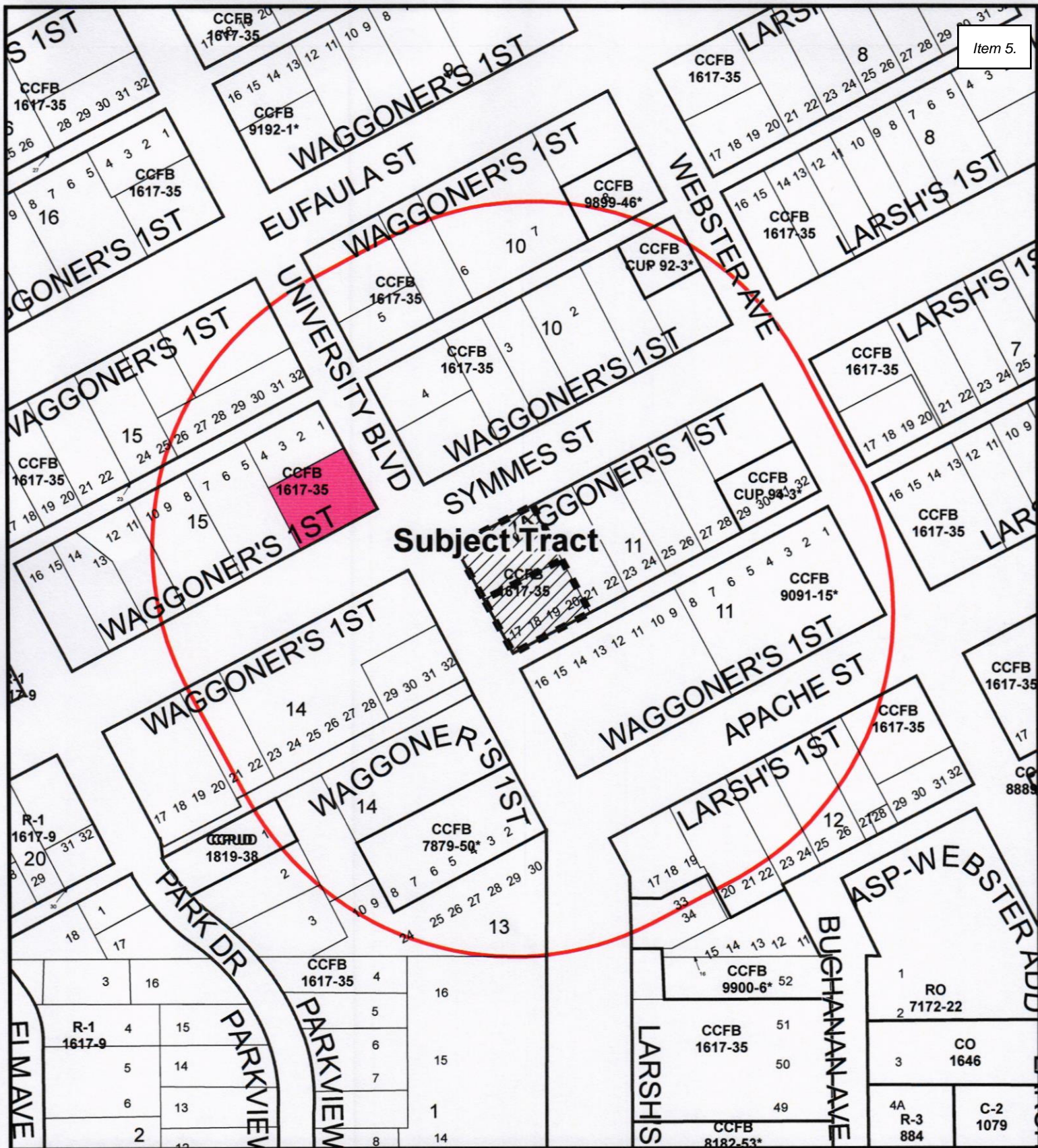
There being no further discussion, a vote on the motion was taken with the following result:

YEAS	Cameron Brewer, Kevan Parker, Liz McKown, Erica Bird, Jim Griffith, Shaun Axton, Michael Jablonski
NAYES	None
ABSENT:	Steven McDaniel, Doug McClure

Ms. Tromble announced that the motion, to recommend adoption of Ordinance No. O-2223-15 to City Council, passed by a vote of 7-0.

\* \* \*





# Protest Map



2.2% Protest Within Notification Area

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



0 75 150 Feet

October 12, 2022



Subject Tract



Notification Area



Protest




10 October 2022

Norman Planning Commission  
c/o Norman City Clerk  
201-A W. Gray St  
Norman OK 73069

RE: 10/13/22 planning commission public hearing on the request for rezoning for property at 401 S. University Blvd /  
10/13/22 as per attached copy of Notice.

This is to formally file a protest of this rezoning request, as required in the Notice of Request for Rezoning that I  
received.

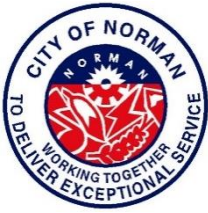
Thank you.

  
Jamileh Wilcox  
322 S. University Blvd.  
Norman OK 73069

FILED IN THE OFFICE  
OF THE CITY CLERK  
ON 10/10/22

**File Attachments for Item:**

6. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2223-18 UPON FIRST READING BY TITLE:  
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 10-502 OF ARTICLE V, CHAPTER 10 OF THE CODE OF CITY OF NORMAN AMENDING THE DEFINITION OF PUBLIC PARK AND ADDING DEFINITIONS FOR VAPING AND VAPOR PRODUCT; AMENDING SECTION 10-503 TO PROHIBIT SMOKING OR VAPING ON ANY MUNICIPAL PROPERTY; AND PROVIDING FOR THE SEVERABILITY THEREOF.



## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 10/25/2022

**REQUESTER:** Jason Olsen, Director of Parks and Recreation

**PRESENTER:** Jason Olsen, Director of Parks and Recreation

**ITEM TITLE:** CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2223-18 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 10-502 OF ARTICLE V, CHAPTER 10 OF THE CODE OF CITY OF NORMAN AMENDING THE DEFINITION OF PUBLIC PARK AND ADDING DEFINITIONS FOR VAPING AND VAPOR PRODUCT; AMENDING SECTION 10-503 TO PROHIBIT SMOKING OR VAPING ON ANY MUNICIPAL PROPERTY; AND PROVIDING FOR THE SEVERABILITY THEREOF.

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### **BACKGROUND:**

In 1996, the Oklahoma Attorney General filed a lawsuit against “Big Tobacco” for predatory marketing and egregious efforts to normalize smoking. By 1998, 45 other states had filed similar lawsuits and four of the largest tobacco companies agreed to negotiate a master settlement. As part of the settlement, the tobacco companies agreed to cease efforts to promote its products to youth. The settlement also banned branded merchandise, free product samples in facilities open to minors, and most sponsorships by tobacco companies. Each state receives an annual payment as long as cigarettes are sold nationally.

After bipartisan support for legislation creating a state question to amend the Oklahoma Constitution, voters approved the creation of the Tobacco Settlement Endowment Trust (TSET) in 2000, making Oklahoma the first to protect its settlement payments in a constitutional trust. Seventy-five percent (75%) of each annual payment is deposited in the trust and only the interest earnings are used to provide grants and programs aimed at reducing Oklahoma’s leading causes of death – cancer, heart disease and stroke – by focusing on programs that reduce tobacco use and obesity, the greatest contributing factors to cancer and cardiovascular disease.

Locally, the Cleveland County Turning Point Coalition/Tobacco Free Cleveland County was formed in 2004 as a result of a TSET Grant that supported the Communities of Excellence Tobacco Prevention Program in Cleveland County, to combat tobacco use and secondhand smoke in our community. Cleveland County Turning Point Coalition/Tobacco Free Cleveland

County was made up of representatives from various agencies and municipalities, including the Cleveland County Health Department, Norman Regional Health Systems, the Cities of Moore, Norman, and Noble and their respective school districts, and others. As a result of this effort, the City adopted Ordinance O-0607-45 in 2007 to prohibit the sale of tobacco products to a minor and regulate where tobacco products were placed with regard to youth access to such products, as well as to bring the Code into alignment with new (at the time) state laws related to youth access to tobacco products and smoking in public places.

In 2009, Council adopted Ordinance O-0809-39 expanding the prohibition of smoking in all City-owned public parks, but excluded parking lots of any public park or playground and the Westwood Golf Course. In 2020, Council adopted Ordinance O-1920-65 changing the minimum age to purchase tobacco or vapor products from 18 to 21 consistent with a state law signed by Governor Stitt in May 2020. In 2021, Council adopted O-2021-41 expanding the definition of “public place” and prohibiting the smoking of marijuana or vape marijuana in addition to tobacco, in public places, indoor workplaces, vehicles providing public transportation, or at a meeting of a public body, consistent with State law. This prohibition applies to all City-owned public parks, excluding the parking lots of any public park or playground and the Westwood Golf Course.

TSET continues to fund a program in Cleveland County, now called the Healthy Living Program, which is a partnership with the Norman Regional Health System. TSET offers Healthy Incentive Grants for Communities each year to help municipalities adopt and implement best and promising practices for tobacco-free environments, access to healthy foods and physical activity opportunities in an effort to improve the health and quality of life for residents. Healthy Living Program staff began working with the City of Norman to expand its tobacco and smoking ordinance in 2015 to broaden existing smoking bans to include parking lots of public parks or playgrounds and the Westwood Golf Course. Healthy Incentive Grants from TSET are available at different funding levels to communities who meet grant criteria. Norman previously received awards in 2012 and 2013 totaling \$50,000. In 2012, grant funding was used to purchase playground equipment and a water fountain for Eastridge Park. In 2013, grant funding was used to install a fitness walking trail at Saxon Park. For FYE2023, Healthy Incentive Grants are open for application during November 2022 and March 2023,

On June 9, 2022, the Cleveland County Program Coordinator of the Healthy Living Program gave a presentation to the Council Oversight Committee regarding the revised TSET Healthy Incentive Grant Program. Committee members were advised that the grant program criteria had been updated, and maximum funding had been increased to \$150,000. Under the new criteria, Norman was advised it may be eligible for a \$100,000 grant if the ordinance is expanded to prohibit tobacco use on the Westwood Golf Course and in park parking lots and playgrounds. Council committee members asked the Healthy Living Program staff to gather additional survey data related to the use of tobacco products at Westwood Golf Course.

On September 1, 2022 TSET gave a presentation to the Parks Board, which included data from the additional survey efforts at Westwood Golf Course, and was supportive of the request to modify the City’s Ordinance. Another presentation was provided to the Council Oversight Committee on October 13, 2022 by TSET which included survey data and proposed ordinance changes. Proposed ordinance changes include prohibiting the use of tobacco and vapor products in all indoor and outdoor City-owned and operated properties. State law prohibits the City from enacting provisions related to smoking in public places that are more restrictive than

state law, unless such restrictions are limited to our own property. After the September Council Oversight Committee presentation, requests from more than three Councilmembers were received by the City Clerk to place this item on Council's next agenda for action. The City Manager has also scheduled a discussion of this proposed ordinance at Council's Conference scheduled for October 25, 2022 to allow the opportunity for full Council input. Any changes Council desires will be prepared for amendment during Second and Final Reading on November 8, 2022.

It should be noted that adoption of the proposed ordinance changes is one of a number of criteria that must be met to be eligible for TSET grant funding. The Healthy Incentive Grant for Communities Criteria & Resources for Fiscal Year 2023 is attached for Council's information. Additional work will be necessary to ensure other criteria are met. It is unlikely all of the items required to meet the criteria could be accomplished in time for the November 2022 application period.

### **DISCUSSION:**

Ordinance O-2223-18, if adopted, would expand the City's existing prohibition of smoking tobacco or marijuana, or vaping marijuana to all parking lots located on the same property as a public park or playground and the Westwood Golf Course. It also adds a definition for "vaping" and "vapor product" and adds a prohibition against vaping of tobacco on City property, including within 25 feet of the entrance of municipal buildings and public parks.

It should be noted that adoption of the proposed ordinance changes is one of a number of criteria that must be met to be eligible for TSET grant funding. The Healthy Incentive Grant for Communities Criteria & Resources for Fiscal Year 2023 is attached for Council's information. Additional work will be necessary to ensure other criteria are met. It is unlikely all of the items required to meet the criteria could be accomplished in time for the November 2022 application period.

Local entities who have passed ordinances banning smoking and vapor products, as well as smokeless tobacco on public property include Cleveland County (January 1, 2016); Edmond (October 18, 2021); and Moore Norman Technology Center (July 1, 2013). Other entities who have banned smoking and vapor products, but not smokeless tobacco, include Oklahoma City (February 18, 2020); and Moore (May 21, 2019).

### **RECOMMENDATION:**

Staff forwards Ordinance O-2223-18 to Council for its consideration.



AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 10-502 OF ARTICLE V, CHAPTER 10 OF THE CODE OF CITY OF NORMAN AMENDING THE DEFINITION OF PUBLIC PARK AND ADDING DEFINITIONS FOR VAPING AND VAPOR PRODUCT; AMENDING SECTION 10-503 TO PROHIBIT SMOKING OR VAPING ON ANY MUNICIPAL PROPERTY; AND PROVIDING FOR THE SEVERABILITY THEREOF.

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

- § 1. THAT Section 10-502 of Chapter 10 of the Code of Ordinances of the City of Norman shall be amended to read as follows:

\* \* \*

*Public park:* All areas of a park or playground that is owned and operated by the City of Norman to which members of the general public have been granted a right to access.

\* \* \*

*Vaping:* The using of a vapor product.

*Vapor product:* Any noncombustible product that may or may not contain nicotine, THC or marijuana, that employs a mechanical heating element, battery, electronic circuit, or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. Vapor product shall include any vapor cartridge or other container with or without nicotine, THC or marijuana or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device any vapor cartridge or other container of a solution, that may nor may not contain nicotine, marijuana or THC, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, or electronic device.

- § 2. THAT Section 10-503 of Chapter 10 of the Code of Ordinances of the City of Norman shall be amended to read as follows:

Sec. 10-503. – Smoking and vaping in certain public places prohibited.

- (1) Except where specifically allowed by law, no person shall smoke tobacco or marijuana or vape marijuana in a public place, in an indoor workplace, in any vehicle providing public transportation, or at a meeting of a public body.
- (2) All buildings, or portions thereof owned or operated by this municipality shall be designated as non-smoking and non-vaping.
- (3) No smoking or vaping of tobacco or marijuana shall be allowed within twenty-five (25) feet of the entrance or exit of any building specified in subsection (2) of this section.

- (4) No smoking or vaping of tobacco or marijuana shall be allowed on the grounds of any City-owned public parks.

\* \* \*

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

ADOPTED this \_\_\_\_\_ day  
of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Larry Heikkila, Mayor

ATTEST:

\_\_\_\_\_  
Brenda Hall, City Clerk

NOT ADOPTED this \_\_\_\_\_ day  
of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Larry Heikkila, Mayor

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 10-502 OF ARTICLE V, CHAPTER 10 OF THE CODE OF CITY OF NORMAN AMENDING THE DEFINITION OF PUBLIC PARK AND ADDING DEFINITIONS FOR VAPING AND VAPOR PRODUCT; AMENDING SECTION 10-503 TO PROHIBIT SMOKING OR VAPING ON ANY MUNICIPAL PROPERTY; AND PROVIDING FOR THE SEVERABILITY THEREOF.

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

- § 1. THAT Section 10-502 of Chapter 10 of the Code of Ordinances of the City of Norman shall be amended to read as follows:

\* \* \*

*Public park:* All ~~unenclosed~~ areas of a park or playground that is owned and operated by the City of Norman to which members of the general public have been granted a right to access. ~~"Public park" shall exclude parking lots located on the same property as a park or playground, and the Westwood Golf Course.~~

\* \* \*

*Vaping:* The using of a vapor product.

*Vapor product:* Any noncombustible product that may or may not contain nicotine, THC or marijuana, that employs a mechanical heating element, battery, electronic circuit, or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. Vapor product shall include any vapor cartridge or other container with or without nicotine, THC or marijuana or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device any vapor cartridge or other container of a solution, that may nor may not contain nicotine, marijuana or THC, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, or electronic device.

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- (2) All buildings, or portions thereof owned or operated by this municipality shall be designated as non-smoking and non-vaping.

- (3) No smoking or vaping of tobacco or marijuana ~~or vaping marijuana~~ shall be allowed within twenty-five (25) feet of the entrance or exit of any building specified in subsection (2) of this section.
- (4) No smoking or vaping of tobacco or marijuana ~~or vaping marijuana~~ shall be allowed on the grounds of any City-owned public parks ~~excluding the parking lots of any public park or playground and the Westwood Golf Course.~~

\* \* \*

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

ADOPTED this \_\_\_\_\_ day  
of \_\_\_\_\_, 2022.

NOT ADOPTED this \_\_\_\_\_ day  
of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Larry Heikkila, Mayor

\_\_\_\_\_  
Larry Heikkila, Mayor

ATTEST:

\_\_\_\_\_  
Brenda Hall, City Clerk

## Healthy Incentive Grant for Communities Criteria & Resources

**Fiscal Year 2023 (7/1/2022 – 6/30/2023)**

ALL Classification Levels Criteria	Documentation Required to Fulfill Criteria	Resources Related to Criteria Requirements
<b>Signed and Dated Non-Acceptance of Tobacco Funds Certification Form from TSET</b>	Provide a copy of the signed and dated Non-Acceptance of Tobacco Funds Certificate form from TSET.	<b>Attachment A: Non-Acceptance of Tobacco Funds Certification Form</b>
<b>Comprehensive Tobacco-free City-owned Property Ordinance</b>	Provide a copy of the ordinance.	Ordinance must meet the elements outlined in the <a href="#">sample ordinance</a> , which includes restricting tobacco use, smoking and vaping indoors and outdoors on city-owned and operated property.  To indicate that the ordinance has been passed by proper authorities, include proof of passage (e.g., council meeting minutes, presences on city website, or signature of authorized official and date ordinance was passed).
<b>Promote the Oklahoma Tobacco Helpline within the Community</b>	Provide documentation of how you promote the Oklahoma Tobacco Helpline.	To indicate how the <a href="#">Oklahoma Tobacco Helpline</a> is being promoted, include proof of promotion (e.g., links to city/chamber/local businesses' website, copies of flyers, photos of posted flyers & location, cities social media accounts, etc.)  Order <a href="#">Free Resources</a> to promote the Oklahoma Tobacco Helpline.
<b>Promote the Shape Your Future website throughout the Community</b>	Provide documentation of how you promote the Shape Your Future website.	To indicate how the <a href="#">Shape Your Future</a> website is being promoted, include proof of promotion (e.g., links to city/chamber/local business' website, copies of flyers, photos of posted flyers & location, cities social media accounts, etc.)  Order <a href="#">Free Resources</a> to promote the Shape Your Future website.

## Bronze Classification Level

Item 6.

Criteria	Documentation Required to Fulfill Criteria	Resources Related to Criteria Requirements
<b>City has Workplace Wellness Champion, Team, or Committee</b>	Provide documentation of City's Workplace Wellness Champion, Team, or Committee.	<p>If the city has <u>less than 10 full time paid employees</u>, provide name and title of identified wellness champion, team, or committee.</p> <p>If the city has <u>more than 10 full time paid employees</u>, provide names and titles of wellness team or committee members.</p>
<b>City Supports the Tobacco Ordinance and Assesses Employee Health Promoting Policies, Programs, and Activities</b>	<p>Provide a detailed summary of information gathered as it pertains to current and future wellness policy, programs, and activities.</p> <p>Include a copy of your current worksite wellness policy, if applicable. *</p>	<p><u>Regarding tobacco-</u> Provide statement of city's commitment to ensuring that your workplace is a tobacco-, smoke-, and vape-free environment, at all times.</p> <p><u>Regarding nutrition and physical activity-</u> Gather employee input on current and potential wellness policies, programs, &amp; activities (e.g., surveys, focused discussion groups, etc.).</p> <p><a href="#">Sample Workplace Wellness Policy Resolution for Local Governments</a></p> <p>*To indicate that the policy has been passed by proper authorities, include proof of passage (e.g., signature of authorized official and date policy was passed).</p>
<b>City has a Youth Access to Tobacco Ordinance</b>	Provide a copy of the city's ordinance that prohibits the sale, gifting or furnishing in any manner any tobacco product or vapor product to another person who is under 21 years of age.	<p><a href="#">Sample Youth Access to Tobacco Ordinance</a></p> <p>Contact Oklahoma ABLE Commission in order to report your community's enacted enabling ordinance.            Captain Erik Smoot,  <a href="mailto:Erik.Smoot@able.ok.gov">Erik.Smoot@able.ok.gov</a>            (405) 522-3117 (office)            (405) 837-9740 (mobile)</p> <p>To indicate that the ordinance has been passed by proper authorities, include proof of passage (e.g., signature of authorized official and date ordinance was passed, webpage link to publicly available ordinances, etc.).</p>

<p><b>City has Completed a Community Assessment of the Food Retail Environment</b></p>	<p>Provide a detailed description of the food retail environment in your community. Include information on the availability of healthy food from community farmers' markets, corner stores and/or grocery stores.</p> <p>Provide a list of stores and markets that accept WIC, SNAP, and Senior Nutrition Vouchers within or nearby your community.</p>	<div>Item 6.</div> <p><a href="#">SNAP Retailer Locator (arcgis.com)</a></p> <p><a href="#">Oklahoma WIC Approved Grocers and Pharmacies</a></p> <p><a href="#">Healthy Food Access Example Videos</a></p> <p>Consider utilizing the Find, Afford, Choose, Use Framework on page 10 of the <a href="#">Partnering with Local Governments to Create Healthy Food Retail Policy Guidebook</a> to begin conversation within your community.</p>
<p><b>City has Assessed the Community Landscape as it Relates to Active Living</b></p>	<p>Provide a detailed description of the community landscape as it relates to active living (i.e., etc.). Include information that you have collected and analyzed that depict your community.</p> <p><u>Examples of active living landscapes:</u> Park and open spaces, community based social support programs, active transportation infrastructure, etc.</p> <p><u>Examples of data collection for active living:</u> Walkability/bikeability audits, photovoice projects, community park audits, etc.</p>	<p><a href="#">Sample Walkability Checklist</a></p> <p><a href="#">Sample Bikeability Checklist</a></p> <p><a href="#">Active Living and Transportation Toolbox</a></p> <p>Consider utilizing the <a href="#">Active Living and Transportation Playbook</a> as a guide to help communities partner with local governments to create healthy, active streets and encourage active transportation. Also, utilizing the <a href="#">Planning, Building, &amp; Implementing Active Transportation Infrastructure Fact Sheet</a> as a tool for guidance through active transportation projects.</p> <p>The <a href="#">Community Park Audit Tool (CPAT) Guidebook</a> and <a href="#">Community Park Audit Tool (CPAT)</a> could be helpful tools as well.</p>

## Silver Classification Level (must meet all Bronze level criteria +)

Item 6.

Criteria	Documentation Required to Fulfill Criteria	Resources Related to Criteria Requirements
City has Workplace Wellness Goals	Provide a copy of your documented worksite wellness goals.	<p>If the city has <u>less than 10 full time paid employees</u>, provide documented wellness goals for your city as identified by your wellness champion, team, or committee.</p> <p>If the city has <u>more than 10 full time paid employees</u>, provide documented wellness goals for your city as identified by your wellness team or committee <b>and</b> a copy of the team or committee minutes from the most recent meeting.</p>
City has a Worksite Wellness Policy and Provides Health Promotion Programs and Activities to Employees	Provide a copy of your current worksite wellness policy and description of health promotion programs and activities offered to employees.	<p><u>Regarding tobacco-</u> Provide statement of city's commitment to ensuring that your workplace is a tobacco-, smoke-, and vape-free environment, at all times. This must include policy language that supports the tobacco ordinance, provides cessation support, and outlines implementation and enforcement.</p> <p><u>Regarding nutrition and physical activity-</u> The Worksite Wellness Policy must include elements within each section <b>(Worksite Wellness Checklist) to meet the minimum requirement listed below:</b></p> <p>If the city has <u>less than 10 full time paid employees-</u> <i>Wellness Program Support: 2 elements</i> <i>Nutrition: 8 elements</i> <i>PA: 4 elements</i></p> <p>If the city has <u>more than 10 full time paid employees-</u> <i>Wellness Program Support: 4 elements</i> <i>Nutrition: 12 elements</i> <i>PA: 7 elements</i></p> <p>To indicate that the policy has been passed by proper authorities, include proof of passage (e.g., signature of authorized official and date policy was passed).</p> <p><a href="#">Sample Workplace Wellness Policy Resolution for Local Governments</a></p>



<b>City has a Tobacco Zoning Ordinance</b>	Provide a copy of your zoning ordinance that prohibits the location of a tobacco/e-cigarette store within 300 feet of any playground, school or other facility being used primarily by persons under 21 years of age.	<div> <a href="#">Sample Tobacco Zoning Ordinance</a> <div>Item 6.</div> </div> <p>To indicate that the ordinance has been passed by proper authorities, include proof of passage (e.g., signature of authorized official and date ordinance was passed, webpage link to publicly available ordinances, etc.).</p>
<b>City has Policies, Ordinances, Resolutions, and/or Legal Codes that Establish Support and Promote Farmers' Markets, Community Gardens, and/or Healthy Food and Beverage Options</b>	Provide a copy of your policies, ordinances, resolutions and/or legal codes, that have been adopted and implemented, to establish, support, and promote farmers' markets, community gardens, and/or healthy food and beverage options.	<p><u>Example policies, ordinances, resolutions and/or legal codes:</u></p> <ul style="list-style-type: none"> <li>• <a href="#">Healthy Food Systems Resolutions</a></li> <li>• <a href="#">Farmer's Markets-Land Use for Healthy Food Access</a></li> <li>• <a href="#">Farmer's Markets-Expansion, Development and Formalization</a></li> </ul> <p>To indicate that the policy, ordinance, or legal code has been passed by proper authorities, include proof of passage (e.g., signature of authorized official and date passed, webpage link to publicly information, etc.).</p>
<b>City has Policies, Ordinances, Resolutions, and/or Legal Codes that Establish, Support, and Promote Active Living</b>	Provide a copy of your policies, ordinances, resolutions and/or legal codes, that have been adopted and implemented, to establish, support, and promote active living.	<p><u>Example policies, ordinances, resolution and/or legal codes:</u></p> <ul style="list-style-type: none"> <li>• <a href="#">Comprehensive Plans</a></li> <li>• <a href="#">Complete Streets Resolution</a></li> <li>• <a href="#">Safe Routes to School Policy</a></li> <li>• <a href="#">Shared Use Policy</a></li> </ul> <p>Consider utilizing the <a href="#">Planning, Building, &amp; Implementing Active Transportation Infrastructure Fact Sheet</a> as a tool for active transportation projects.</p> <p>To indicate that the policy, ordinance, or legal code has been passed by proper authorities, include proof of passage (e.g., signature of authorized official and date passed, webpage link to publicly information, etc.).</p>

# Gold Classification Level (must meet Bronze and Silver level criteria +)

Item 6.

Criteria	Documentation Required to Fulfill Criteria	Resources Related to Criteria Requirements
City has Leadership Support for Workplace Wellness	Provide documentation of leadership support for your workplace wellness policy, goals, and initiatives.	Provide documentation of leadership support of the wellness goals and initiatives for your city, as identified by the wellness champion, team, or committee (e.g., letter of support from the city manager, mayor, city councilperson, etc.).
City has a Worksite Wellness Policy and Provides Health Promotion Programs and Activities to Employees	Provide a copy of your current worksite wellness policy and description of health promotion programs and activities offered to employees.	<p><u>Regarding tobacco-</u> Provide statement of city's commitment to ensuring that your workplace is a tobacco-, smoke-, and vape-free environment, at all times. This must include policy language that supports the tobacco ordinance, provides cessation support, and outlines implementation and enforcement.</p> <p><u>Regarding nutrition and physical activity-</u> The Worksite Wellness Policy must include elements within each section <b>(Worksite Wellness Checklist) to meet the</b> minimum requirement listed below:</p> <p>If the city has <u>less than 10 full time paid employees-</u>  <i>Wellness Program Support: 4 elements</i>  <i>Nutrition: 12 elements</i>  <i>PA: 7 elements</i></p> <p>If the city has <u>more than 10 full time paid employees-</u>  <i>Wellness Program Support: 5 elements</i>  <i>Nutrition: 15 elements</i>  <i>PA: 10 elements</i></p> <p>To indicate that the policy has been passed by proper authorities, include proof of passage (e.g., signature of authorized official and date policy was passed).</p> <p><a href="#">Sample Workplace Wellness Policy Resolution for Local Governments</a></p>
City conducts frequent underage tobacco checks in the community to identify and discourage illegal selling of tobacco and vapor products to minors and results are made public.	Provide a copy of the list of compliance checks conducted within the last 6 months. Include a copy of the publication notice.	<p><u>Contact for Oklahoma ABLE Commission:</u>            Captain Erik Smoot            Oklahoma ABLE Commission            50 N.E. 23rd Street            Oklahoma City, OK. 73105            (405) 522-3117 (office)            (405) 837-9740 (mobile)</p>

		To indicate that the ordinance has been passed by proper authorities, include proof of passage (e.g., signature of authorized official and date ordinance was passed, webpage link to publicly available ordinances, etc.).
<b>City has a Retail Brick-and-Mortar Location or has Permanently Recurring Retail Opportunities that Ensures Access to Healthy Foods and Offers Affordable Fresh Fruits and Vegetables</b>	<p>Provide a detailed description of the city's increased affordability of or access to healthy foods, within the last three years, including fresh fruits and vegetables.</p> <p><u>Examples of brick-and-mortar locations:</u> Convenience store, markets, grocery store</p> <p><u>Examples of permanently recurring retail:</u> Mobile Markets, Farmer's markets</p>	<p><u>Within your description include answers to the following:</u> How have your policies, ordinances, resolutions and/or legal codes, that were previously established, helped to increase support for brick-and-mortar locations or permanently recurring retail opportunities. In what ways has the city been able to increase affordability of or access to healthy foods (e.g., SNAP, Senior Vouchers at Farmers Markets, Double Up Oklahoma, etc.)? Who has benefited from that increased affordability and access?</p> <p><u>Other Tools and Resources:</u> <a href="#">Healthy Picks-Healthy Retail Signage</a> <a href="#">Farmer's Market Signage</a></p>
<b>City Ensures the Residents have Access and Availability to a Community that Supports Active Living</b>	<p>Provide a detailed description of the city's recent efforts to increase access and availability for active living, within the last three years.</p>	<p><u>Within your description include answers to the following:</u> How have your policies, ordinances, resolutions, and/or legal codes, that were previously established, helped to support and promote active living within your city? In what ways has the city been able to increase access and availability to support active living (e.g., infrastructure to support walking/biking, social support physical activity programs, etc.)? Who has benefited from that increased access and availability?</p>

**File Attachments for Item:**

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

**ENVIRONMENTAL CONTROL ADVISORY BOARD**

TERM: 10-27-22 TO 10-27-25: TOM FIGHTMASTER, WARD 6

TERM: 10-25-22 TO 10-27-25: INGER GUIFFRIDA, WARD 6

TERM: 10-27-22 TO 10-27-25: DEBRA CRETSINGER, WARD 2

**GREENBELT COMMISSION**

TERM: 07-13-22 TO 07-13-25: ZACH DUFRAN, WARD 2

TERM: 07-13-22 TO 07-13-25: KRISTINA WYCKOFF, WARD 4

TERM: 07-13-22 TO 07-13-25: MARGUERITE LARSON, AT LARGE

**HISTORIC DISTRICT COMMISSION**

TERM: 10-26-22 TO 10-26-25: BARRETT WILLIAMSON, WARD 2

TERM: 10-25-22 TO 10-26-25: SARAH BREWER, WARD 4

TERM: 10-26-22 TO 10-26-25: EMILY WILKINS, WARD 4

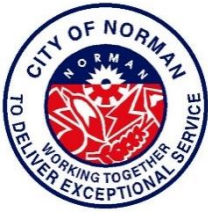
**NORMAN ELECTION COMMISSION**

TERM: 09-01-22 TO 09-01-25: JANE PURCELL, WARD 4

TERM: 09-01-22 TO 09-01-25: MICHAEL MOREHEAD, WARD 5

**PUBLIC SAFETY OVERSIGHT COMMITTEE**

TERM: 10-25-22 TO 02-10-23: MARK EMERSON, WARD 5



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/25/2022

**REQUESTER:** Brenda Hall

**PRESENTER:** Brenda Hall, City Clerk

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

### ENVIRONMENTAL CONTROL ADVISORY BOARD

TERM: 10-27-22 TO 10-27-25: TOM FIGHTMASTER, WARD 6

TERM: 10-25-22 TO 10-27-25: INGER GUIFFRIDA, WARD 6

TERM: 10-27-22 TO 10-27-25: DEBRA CRETSINGER, WARD 2

### GREENBELT COMMISSION

TERM: 07-13-22 TO 07-13-25: ZACH DUFRAN, WARD 2

TERM: 07-13-22 TO 07-13-25: KRISTINA WYCKOFF, WARD 4

TERM: 07-13-22 TO 07-13-25: MARGUERITE LARSON, AT LARGE

### HISTORIC DISTRICT COMMISSION

TERM: 10-26-22 TO 10-26-25: BARRETT WILLIAMSON, WARD 2

TERM: 10-25-22 TO 10-26-25: SARAH BREWER, WARD 4

TERM: 10-26-22 TO 10-26-25: EMILY WILKINS, WARD 4

### NORMAN ELECTION COMMISSION

TERM: 09-01-22 TO 09-01-25: JANE PURCELL, WARD 4

TERM: 09-01-22 TO 09-01-25: MICHAEL MOREHEAD, WARD 5

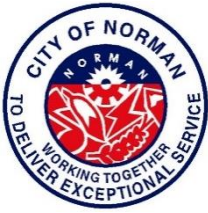
### PUBLIC SAFETY OVERSIGHT COMMITTEE

TERM: 10-25-22 TO 02-10-23: MARK EMERSON, WARD 5

Inger Guiffrida will replace Courtney DeKalb-Myers who does not wish to be reappointed; Sarah Brewer will replace Joan Koos who does not wish to be reappointed; Mark Emerson will replace Jim Costello who is no longer eligible to serve; and Tom Fightmaster, Debra Cretsinger, Zach Dufran, Kristina Wyckoff, Marguerite Larson, Barrett Williamson, Emily Wilkins, Jane Purcell, and Michael Morehead are reappointments.

**File Attachments for Item:**

8. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RECEIPT OF THE FINANCE DIRECTOR'S INVESTMENT REPORT AS OF SEPTEMBER 30, 2022 AND DIRECTING THE FILING THEREOF.



## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 10/25/2022

**REQUESTER:** Anthony Francisco

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

**ITEM TITLE:** CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RECEIPT OF THE FINANCE DIRECTOR'S INVESTMENT REPORT AS OF SEPTEMBER 30, 2022 AND DIRECTING THE FILING THEREOF.

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DATE: October 11, 2022

TO: City Council

FROM: Anthony Francisco, Director of Finance

REVIEWED BY: Clint Mercer, Chief Accountant

PREPARED BY: Debbie Whitaker, Municipal Accountant III

SUBJECT: Breakdown of Interest Earnings by Fund

FUND	MONTHLY COMPARISON						ANNUAL COMPARISON			
	MONTHLY BUDGETED INTEREST EARNINGS FYE23	MONTHLY INTEREST EARNINGS September 2022	MONTHLY % INCREASE (DECREASE)	MONTHLY INTEREST % OF PORTFOLIO HOLDINGS	MONTH-END BALANCE September 2022	MONTHLY % OF PORTFOLIO HOLDINGS	ANNUAL BUDGETED INTEREST EARNINGS FYE23-YTD	INTEREST EARNINGS YTD FYE23	YTD % INCREASE (DECREASE)	YTD % PORTFOLIO HOLDINGS
GENERAL FUND	\$15,785	\$11,510	-27.09%	5.14%	13,553,442	4.81%	\$45,518	\$32,311	-29.02%	5.67%
NET REVENUE STABILIZATION	\$4,167	\$4,253	2.08%	1.90%	4,244,485	1.51%	\$12,500	\$11,800	-5.60%	2.07%
PUBLIC SAFETY SALES TAX FUND	\$4,167	\$7,672	84.13%	3.43%	8,171,866	2.90%	\$12,500	\$13,623	8.98%	2.39%
HOUSING	N/A	\$41	100.00%	0.02%	4,519,537	1.60%	N/A	\$126	100.00%	0.02%
SPECIAL GRANTS FUND	N/A	\$4,338	100.00%	1.94%	23,569,058	8.36%	N/A	\$13,683	100.00%	2.40%
ROOM TAX FUND	\$208	\$862	313.94%	0.39%	650,535	0.23%	\$625	\$2,095	235.16%	0.37%
SEIZURES	\$42	\$1,358	3159.30%	0.61%	1,485,855	0.53%	\$125	\$3,769	2915.39%	0.66%
CLEET FUND	N/A	\$0	100.00%	0.00%	(8,371)	0.00%	N/A	\$0	100.00%	0.00%
TRANSIT & PARKING FUND	\$0	\$1,204	0.00%	0.54%	1,288,272	0.46%	\$0	\$7,553	0.00%	1.33%
ART IN PUBLIC PLACES FUND	N/A	\$3	100.00%	0.00%	2,851	0.00%	N/A	\$6	100.00%	0.00%
WESTWOOD FUND	\$625	\$269	-57.03%	0.12%	1,543,592	0.55%	\$1,875	\$792	-57.76%	0.14%
WATER FUND	\$10,000	\$37,964	279.64%	16.97%	39,740,372	14.10%	\$30,000	\$97,570	225.23%	17.13%
WASTEWATER FUND	\$4,167	\$8,167	96.01%	3.65%	8,617,174	3.06%	\$12,500	\$23,024	84.19%	4.04%
SEWER MAINTENANCE FUND	N/A	\$13,721	100.00%	6.13%	13,734,843	4.87%	N/A	\$37,595	100.00%	6.60%
DEVELOPMENT EXCISE	\$5,833	\$6,872	17.81%	3.07%	7,238,909	2.57%	\$17,500	\$18,557	6.04%	3.26%
SANITATION FUND	\$25,000	\$15,101	-39.60%	6.75%	14,871,849	5.28%	\$75,000	\$42,112	-43.85%	7.39%
RISK MANAGEMENT FUND	N/A	\$1,576	100.00%	0.70%	942,861	0.33%	N/A	\$3,902	100.00%	0.69%
CAPITAL PROJECTS FUND	\$58,333	\$31,484	-46.03%	14.07%	64,228,997	22.79%	\$100,000	\$86,656	-13.34%	15.22%
NORMAN FORWARD SALES TAX	\$1,250	\$57,141	4471.24%	25.54%	54,698,692	19.41%	\$3,750	\$130,429	3378.11%	22.90%
PARKLAND FUND	\$833	\$806	-3.34%	0.36%	806,925	0.29%	\$2,500	\$2,227	-10.93%	0.39%
UNP TAX INCREMENT DISTRICT	\$2,000	\$11,579	478.93%	5.17%	10,104,335	3.59%	\$120,000	\$19,955	100.00%	3.50%
CENTER CITY TAX INCREMENT DIST	\$167	\$927	0.00%	0.41%	928,659	0.33%	N/A	\$2,535	100.00%	0.45%
SINKING FUND	\$2,083	\$5,931	184.70%	2.65%	5,911,539	2.10%	\$6,250	\$16,448	163.17%	2.89%
SITE IMPROVEMENT FUND	N/A	\$51	100.00%	0.02%	50,907	0.02%	N/A	\$142	100.00%	0.02%
TRUST & AGENCY FUNDS	N/A	\$10	100.00%	0.00%	9,806	0.00%	N/A	\$27	100.00%	0.00%
ARTERIAL ROAD FUND	N/A	\$930	100.00%	0.42%	928,031	0.33%	N/A	\$2,580	100.00%	0.45%
	\$134,660	\$223,768	66.17%	100.00%	281,835,023	100.00%	\$440,643	\$569,517	29.25%	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 \$281.84 million as of 09/30/22 are represented by working capital cash balances of all City funds of approximately \$91.35 million, outstanding encumbrances of \$96.95 million, General Obligation Bond proceeds of \$36.94 million, NUA revenue bond proceeds of \$8.38 million, NMA bond proceeds of \$38.42 million, and UNP TIF reserve amounts of \$9.8 million.



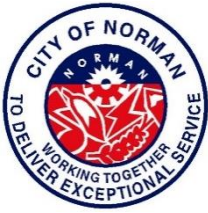
## INVESTMENT BY TYPE

September 30, 2022					EARNED		
LIST BY TYPE	SEC. NO.	PURCHASED	MATURITY	YIELD	INTEREST	COST	MARKET
<b>**Checking</b>							
BANK OF OKLAHOMA	GEN'L DEP.			0.05%	\$1,505.22	\$43,736,376.52	\$43,736,376.52
BANK OF OKLAHOMA	WARRANTS PAYABLE					(\$877,347.37)	(\$877,347.37)
BANK OF OKLAHOMA	PAYROLL					(\$4,585,059.04)	(\$4,585,059.04)
BANK OF OKLAHOMA	COURT BOND REFUNDS					\$146,447.49	\$146,447.49
BANK OF OKLAHOMA	INSURANCE CLAIMS					(\$528,303.27)	(\$528,303.27)
BANK OF OKLAHOMA	LOCK BOX					\$2,172,665.20	\$2,172,665.20
BANK OF OKLAHOMA	RETURN CHECKS					(\$5,906.59)	(\$5,906.59)
BANK OF OKLAHOMA	PARKS					\$0.00	\$0.00
BANK OF OKLAHOMA	FLEXIBLE SPENDING					(\$6,073.29)	(\$6,073.29)
BANK OF OKLAHOMA	CDBG-CV			0.25%	\$41.14	\$201,198.76	\$201,198.76
<b>**Subtotal</b>					<b>\$1,546.36</b>	<b>\$40,253,998.41</b>	<b>\$40,253,998.41</b>
<b>**Money Market</b>							
BANCFIRST-NUA	MONEY MKT.			0.37%	\$604.76	\$1,128,315.58	\$1,128,315.58
BANCFIRST-NMA Room Tax	MONEY MKT.			0.06%	\$179.25	\$36,124.44	\$36,124.44
BANCFIRST-NUA Water	MONEY MKT.			0.37%	\$5,014.76	\$6,325,638.99	\$6,325,638.99
BANCFIRST-NUA Clean Water	MONEY MKT.			0.06%	\$548.21	\$927,854.94	\$927,854.94
BANCFIRST-NMA PSST	MONEY MKT.			0.37%	\$7,661.97	\$7,991,751.73	\$7,991,751.73
BANCFIRST-NMA Norman Forward	MONEY MKT.			0.37%	\$32,397.51	\$28,893,389.85	\$28,893,389.85
BANCFIRST-NMA ERP Financing	MONEY MKT.			0.37%	\$1,096.03	\$1,500,007.87	\$1,500,007.87
BANK OF OKLAHOMA UNP TIF	MONEY MKT.			0.01%	\$11,340.66	\$9,798,084.68	\$9,798,084.68
BANK OF OKLAHOMA ARPA	MONEY MKT.			0.25%	\$4,336.39	\$21,108,118.18	\$21,108,118.18
BANK OF OKLAHOMA-Westwood	MONEY MKT.			0.05%	\$268.57	\$0.00	\$0.00
BANK OF OKLAHOMA-CW	MONEY MKT.			0.05%	\$0.51	\$12,430.76	\$12,430.76
BANK OF OKLAHOMA	MONEY MKT.			0.05%	\$1.35	\$32,995.73	\$32,995.73
BANK OF OKLAHOMA	MONEY MKT.			0.05%	\$5.60	\$136,335.39	\$136,335.39
BANK OF OKLAHOMA-SW	MONEY MKT.			0.05%	\$0.00	\$6.77	\$6.77
BANK OF OKLAHOMA-Misty Lake	MONEY MKT.			0.25%	\$122.35	\$595,562.28	\$595,562.28
BANK OF OKLAHOMA-2015	MONEY MKT.			0.05%	\$26.99	\$523,299.25	\$523,299.25
BANK OF OKLAHOMA-2019A	MONEY MKT.			0.05%	\$192.82	\$4,671,715.26	\$4,671,715.26
BANK OF OKLAHOMA-2019B	MONEY MKT.			0.05%	\$530.51	\$12,498,744.06	\$12,498,744.06
BANK OF OKLAHOMA-2020A	MONEY MKT.			0.25%	\$1,177.23	\$5,583,939.43	\$5,583,939.43
BANK OF OKLAHOMA-2021	MONEY MKT.			0.25%	\$2,806.62	\$13,661,573.38	\$13,661,573.38
<b>**Subtotal</b>					<b>\$68,311.99</b>	<b>\$115,425,888.57</b>	<b>\$115,425,888.57</b>
<b>**Sweep/Overnight</b>							
BANK OF OKLAHOMA	ICS ACCT			1.11%	\$2,107.87	\$2,332,593.80	\$2,332,593.80
BANK OF OKLAHOMA PORTFOLIO	SHORT TERM			0.01%	\$1,157.18	\$661,541.88	\$661,541.88
<b>**Certificate of Deposit</b>							
FIRST FIDELITY BANK	CD	09/30/21	09/30/22	0.45%	\$31.25	\$250,000.00	\$250,000.00
GREAT NATIONS BANK	CD	09/30/21	09/30/22	0.45%	\$114.58	\$250,000.00	\$250,000.00
VALLIANCE BANK	CD	11/30/21	11/30/22	0.15%	\$31.25	\$250,000.00	\$250,000.00
FIRST NATIONAL BANK	CD	12/28/21	12/28/22	0.25%	\$52.08	\$250,000.00	\$250,000.00
<b>**Subtotal</b>					<b>\$229.16</b>	<b>\$1,000,000.00</b>	<b>\$1,000,000.00</b>
<b>**U.S. Treasury Securities/Agency Securities</b>							
US T-Note	912796YF0	06/30/22	10/25/22	2.04%	20,781.25	12,500,000.00	\$12,444,300.86
FHLB	313381BR5	12/31/19	12/09/22	1.61%	10,936.82	8,100,000.00	\$8,073,513.00
FFCB	3133EMKU5	01/29/21	12/14/22	0.11%	455.30	5,005,000.00	\$4,974,069.10
FHLMC	3134GXGQ1	01/29/21	12/15/22	0.06%	911.66	8,000,000.00	\$7,945,280.00
FNMA	3135G05T8	11/30/21	08/18/23	0.48%	2,609.17	6,500,000.00	\$6,269,185.00
US T-Note	9128284X5	06/29/21	08/31/23	2.75%	2,072.68	8,500,000.00	\$8,387,205.00
FHLMC	3134GW7K6	04/29/22	11/03/23	2.40%	13,129.62	6,788,000.00	\$6,497,066.32
FHLB	3130A3VC5	12/31/19	12/08/23	1.62%	8,932.98	6,500,000.00	\$6,349,005.00
US T-Note	91282CBN0	06/30/21	12/28/23	0.13%	1,353.82	9,000,000.00	\$8,865,540.00
FFCB	3133ENLF5	01/28/22	01/18/24	1.17%	7,272.49	7,500,000.00	\$7,191,375.00
FMAC	31422XYB2	05/23/22	05/02/24	2.59%	16,238.83	7,528,000.00	\$7,343,488.72
FHLB	3130A8HK2	11/30/21	06/14/24	0.70%	3,748.54	6,240,000.00	\$5,974,363.20
US T-Note	91282CCT6	01/31/22	08/15/24	1.27%	7,729.07	7,500,000.00	\$6,977,925.00
FFCB	3133ENEJ5	06/30/22	11/18/24	3.15%	31,412.46	12,500,000.00	\$11,638,625.00
FHLB	3130A3GE8	01/28/22	12/13/24	1.41%	3,048.46	2,500,000.00	\$2,417,000.00
US T-STRIPS	912833LU2	08/31/22	02/15/25	3.38%	19,781.98	7,500,000.00	\$6,797,925.00
<b>**Subtotal</b>					<b>150,415.13</b>	<b>122,161,000.00</b>	<b>\$118,145,866.20</b>
<b>**TOTAL**</b>					<b>223,767.69</b>	<b>281,835,022.66</b>	<b>\$275,487,295.06</b>

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

**File Attachments for Item:**

9. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RECEIPT OF THE MONTHLY DEPARTMENTAL REPORTS FOR THE MONTH OF SEPTEMBER, 2022.



## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 010/25/2022

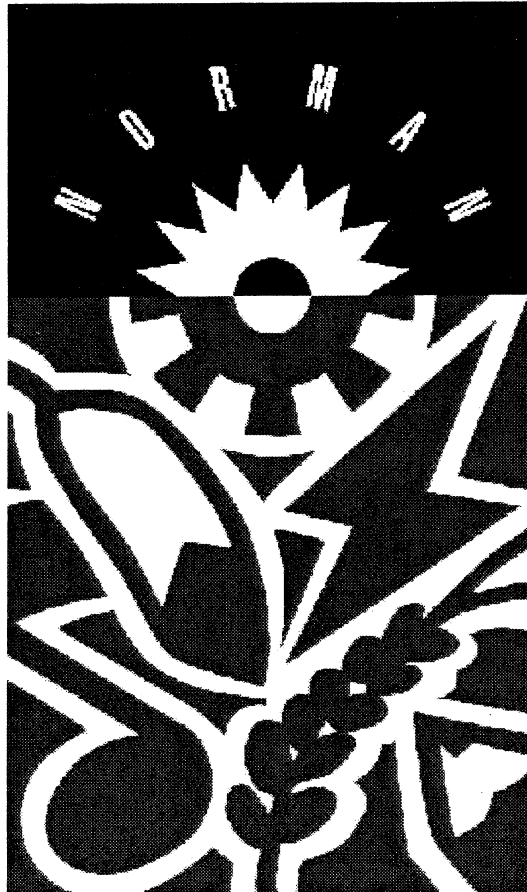
**REQUESTER:** Stacey Parker, Executive Assistant

**PRESENTER:** Darrel Pyle, City Manager

**ITEM TITLE:** CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RECEIPT OF THE MONTHLY DEPARTMENTAL REPORTS FOR THE MONTH OF SEPTEMBER, 2022.

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# City of Norman



## Monthly Departmental Report

**September 2022**

## MONTHLY PROGRESS

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**CITY CLERK            1**

**CITY CLERK****MONTHLY PROGRESS REPORT****September 2022**

<b>ACTION CENTER</b>				
<b>DEPARTMENT</b>	<b>CALLS</b>	<b>CALLS YTD</b>	<b>ADDITIONAL CONTACTS</b>	<b>ADDITIONAL CONTACTS YTD</b>
Animal Welfare	18	44	2	8
Bus Service	0	0	0	0
CDBG	5	5	2	7
City Clerk	70	375	3	12
City Manager/Mayor	6	27	5	31
City Wide Garage Sale	0	0	0	0
Code Enforcement	68	212	5	15
Finance	3	21	0	0
Fire/Civil Defense	6	13	1	1
Human Resources	10	26	0	0
I.T.	6	22	0	0
Legal	6	24	0	5
Line Maintenance	22	56	3	4
Municipal Court	3	8	1	1
Noise Complaint	0	0	0	0
Norman Forward Questions	0	0	0	0
Parks & Recreation	23	79	5	10
Permits/Inspections	38	159	0	0
Planning	8	32	1	2
Police/Parking	33	97	18	41
Public Works	14	61	0	4
Recycling	0	0	0	0
Sanitation	65	186	2	6
Sidewalks	0	0	0	0
Storm Debris	0	0	0	0
Storm Water	24	22	8	16
Streets	30	102	7	17
Street Lights	0	0	0	0
Traffic	29	80	1	4
Utilities	71	272	4	11
WC Questions	0	0	0	0
WC Violations	0	0	0	0
<b>September Total 626</b>	<b>558</b>	<b>1947</b>	<b>68</b>	<b>195</b>



## LICENSES

Twenty Three New licenses and Two Renewals were issued during the month of September. Following is a list of each license type and the number issued for that specific type:

LICENSE TYPE	NUMBER	FYE	LICENSE TYPE	NUMBER	FYE
	ISSUED	YTD		ISSUED	YTD
Bee Keeper	0	0	Retail Beer	0	0
Brewer	0	1	Retail Spirits Store	0	1
Coin-Operated Devices	1	2	Retail Wine	0	0
Distiller	0	0	Salvage Yard	0	0
Food	3	15	Sidewalk Dining	0	0
Game Machines	0	0	Solicitor/Peddler (30 day)	1	2
Impoundment Yard	0	0	Solicitor/Peddler (60 day)	2	4
Kennel	0	0	Solicitor/Peddler (one day)	0	0
Medical Marijuana Dispensary	2	6	Special Event	0	0
Medical Marijuana Grower	1	1	Strong Beer & Wine/Winemaker	0	1
Medical Marijuana Processor	1	2	Taxi/Motorbus/Limousine	0	0
Medical Marijuana Testing Laboratory	0	0		0	0
Mixed Beverage	1	2	Temp Food (one day)	2	3
Mixed Beverage/Caterer	1	3	Temp Food (30 day)	3	3
Pawnbroker	0	0	Temp Food (180 day)	5	6
Pedicab	2	3	Transient Amusement	0	0
<b>YTD License Total: 55</b>	<b>12</b>	<b>35</b>		<b>13</b>	<b>20</b>

### NEW ESTABLISHMENT LICENSES

NAME	ADDRESS	LICENSE TYPE(S)
Brandi Berry Dank Tank	421 W. Gray St	Medical Marijuana Dispensary
Golden Trends	1560 Double Drive	Medical Marijuana Grower
Planet Group	112 W. Main St.	Medical Marijuana Processor
Smile Group	112 W. Main St.	Medical Marijuana Dispensary
Noun Hotel	542 S. University Blvd.	Food Service License
Noun Hotel	542 S. University Blvd.	Occupational Tax/Mixed Beverage
Sweet Sips	333 W. Boyd St #110	Food Service License
Sooner Pedicab	3001 Allspice Run	Pedicab
Zoom Pedicab	999 Outside of City	Pedicab
Thastar Vending LLC	418 Interstate Dr.	Coin Operated Vending Machines

### SOLICITOR/PEDDLER LICENSE

60 DAY	30 DAY	1 DAY
Sooner Bloomers	Small Town Solar	
777 Roofing & Construction		

### TEMPORARY FOOD PERMITS

180 DAY	30 DAY	1 DAY
Destiny Ranch/Cornell Cattle	Cappuvino	Afonso's Smoked BBQ LLC
OK Sandwich	Prime House Direct	On the Hook Fish and Chips
Taqueria El Mexicano #2	Riko's Tacos	
Taqueria San Tadeo		
Ted's Café Escondido		

### **CLAIMS FILED**

<b>DATE FILED</b>	<b>NAME</b>	<b>JUSTIFICATION</b>	<b>AMOUNT</b>
09/01/22	Ray Apartments	Alleges that on July 21, 2022 the Management of Ray Apartments located at 320 E. Boyd reported a water main leak. City of Norman employee reported that it was on the apartment's side of property. Apartment management called BL3 Plumbers, who dug up the meter and discovered leak was on the city side. Reimbursement for plumber's services.	\$425.00
09/22/22	Darrin Cartwright	Alleges that on August 26, 2022 a City of Norman police vehicle at the intersection of W. Gray Street and Santa Fe Ave. hit his truck. Seeking reimbursement for medical services and car rental. Truck totaled, insurance company will file separately for damages.	\$715.35
09/26/22	Tyler Kyle Represented by Matt Swain, Swain Law Group	Allegedly, Norman Police Department misidentified subject of their investigation, which led to filing charges and arresting the wrong man. Mr. Kyle is seeking \$75,000 in damages for wrongful arrest, attorney fees, legal fees and mental stress and anxiety.	\$75,000.00

### **STUDY SESSION**

On September 06, 2022, City Council met in Study Session for update from Dr. David McLeod Associate Director of the University of Oklahoma School of Social Work, regarding the Police Use of Force and School Resource Officers. Additionally, status report on the Purchase of 1210 West Robinson Street and the possible acquisition of property located at 309 Norman Center Court.

On September 20, 2022, City Council met in Study Session to discuss the creation of a Council Handbook including but not limited to Meeting Processes and Policies.

### **FINANCE COMMITTEE**

On September 15, 2022 the Finance Committee met and discussed the FYE 2022 Year End Closeout, additionally discussed the FYE 2024 Budget Calendar. The Monthly Revenue and Expenditures Reports were discussed.

### **BUSINESS AND COMMUNITY AFFAIRS COMMITTEE**

On September 01, 2022, the Business and Community Affairs Committee met and discussed The Strong Towns Community Action Lab proposal.

### **COMMUNITY PLANNING & TRANSPORTATION COMMITTEE**

On September 22, 2022, the Community Planning and Transportation Committee met with presentation on the new Bike Skills Course. Additionally discussed the Disaster Debris Management Program and Public Transit Report was submitted.

### **OVERSIGHT COMMITTEE**

On September 08, 2022, the Oversight Committee met to discuss a Bus Pass Program for the Homeless.

**CITY MANAGER                      2**

## **NORMAN FORWARD 2A**



# Memorandum

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

**From:** A.J. Kirkpatrick, ADG

**ADG Project Number:** 16-003

**ADG Project Name:** Norman FORWARD

**Date:** 09.30.2022

**Re:** September 2022 Monthly Report

**REPORT PERIOD:** September 1 through September 30, 2022

## WORK THIS MONTH

1. Thursday, September 1, 2022 | 9:00 a.m. | Griffin Park Phase 5 & Phase 6 OAC
  - a. Discussion of project schedule, budgets, and critical issues
2. Thursday, September 1, 2022 | 1:00 p.m. | YFAC - OAC Meeting
  - a. Discussion of project schedule, budgets, and critical issues
3. Friday, September 2, 2022 | 8:30 a.m. | North Base Cleaning Bay: Check in
  - a. Teams meeting with City Staff to review progress
4. Tuesday, September 6, 2022 | 11:15 a.m. | ECOC Interiors Coordination
  - a. Review interiors items such as window treatments, glazing options, and finishes
5. Tuesday, September 6, 2022 | 3:30 p.m. | YFAC FSB/ADG Coordination Pre-meeting
  - a. Meeting with FSB to facilitate coordination of contract documents
6. Tuesday, September 6, 2022 | 3:30 p.m. | CFOB Meeting
  - a. Supported City Staff with project status reports and financial data
7. Thursday, September 8, 2022 | 1:00 p.m. | ECOC - Decompression Room FFE
  - a. Discussed furnishings and wall treatment of Decompression Room
8. Thursday, September 8, 2022 | 1:00 p.m. | Norman Senior Center Progress Meeting
  - a. Bi-weekly coordination call with TMC design team and Building C design team
9. Thursday, September 8, 2022 | 3:30 p.m. | YFAC Steel Topping Out Ceremony
  - a. Ceremony of topping out of building
10. Friday, September 9, 2022 | 9:30 a.m. | NF YFAC Bi-weekly Programming Meeting
  - a. Discussion of outstanding design decisions
11. Monday, September 12, 2022 | 10:30 a.m. | Weekly N.F. Staff-ADG Coordination Mtg
  - a. Weekly discussion of project schedules, budgets, and critical issues
12. Tuesday, September 13, 2022 | 2:00 p.m. | Norman ECOC Bi-weekly Programming Meeting
  - a. Discussion of programming issues on the ECOC
13. Wednesday, September 14, 2022 | 9:30 a.m. | YFAC FSB/ADG Coordination Pre-meeting
  - a. Meeting with FSB to facilitate coordination of contract documents
14. Wednesday, September 14, 2022 | 10:00 a.m. | Norman Municipal Complex - OAC Meeting
  - a. Bi-weekly discussion of project schedules, budgets, and critical issues
15. Wednesday, September 14, 2022 | 2:00 p.m. | City of Norman TMC - Progress Meeting
  - a. Bi-weekly meeting reviewing progress and discussing coordination items

Memorandum

To: Jason Olsen, The City of Norman Parks and Recreation  
 Re: September 2022 Monthly Report

09.30.2022

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ADG Project No. 16-003

16. Thursday, September 15, 2022 | 9:00 a.m. | Griffin Park Phase 5 & Phase 6 OAC
  - a. Discussion of project schedule, budgets, and critical issues
17. Thursday, September 15, 2022 | 12:00 p.m. | Norman ECOC - Owner Requested Items
  - a. Reviewed owner-provided items and locations in facility
18. Thursday, September 15, 2022 | 1:00 p.m. | YFAC - OAC Meeting
  - a. Discussion of project schedule, budgets, and critical issues
19. Friday, September 16, 2022 | 8:00 a.m. | ECOC VE Session #1
  - a. Value engineering session identifying cost saving measures
20. Friday, September 16, 2022 | 9:00 a.m. | Reaves Park OAC Meeting
  - a. Discussion of project schedule, budgets, and critical issues
21. Monday, September 19, 2022 | 10:30 a.m. | Weekly N.F. Staff-ADG Coordination Mtg
  - a. Weekly discussion of project schedules, budgets, and critical issues
22. Monday, September 19, 2022 | 2:00 p.m. | ECOC VE Session #2
  - a. Value engineering session identifying cost saving measures
23. Tuesday, September 20, 2022 | 1:00 p.m. | ECOC - RFQ Review
  - a. Reviewed FF&E vendor RFQ with ADG Interiors
24. Tuesday, September 20, 2022 | 3:30 p.m. | FSB/ADG YFAC Coordination Pre-Meeting
  - a. Meeting with FSB to facilitate coordination of contract documents
25. Thursday, September 22, 2022 | 1:00 p.m. | NF YFAC Bi-weekly Programming Meeting
  - a. Discussion of outstanding design decisions
26. Thursday, September 22, 2022 | 2:30 p.m. | Norman Senior Center Progress Meeting
  - a. Bi-weekly coordination call with TMC design team and Building C design team
27. Tuesday, September 27, 2022 | 1:00 p.m. | Norman ECOC Bi-weekly Programming Meeting
  - a. Discussion of programming issues on the ECOC
28. Tuesday, September 27, 2022 | 3:30 p.m. | FSB/ADG YFAC Coordination Pre-Meeting
  - a. Meeting with FSB to facilitate coordination of contract documents
29. Thursday, September 28, 2022 | 8:30 a.m. | ECOC – Door Hardware Coordination
  - a. Reviewed door hardware specifications and schedule with CWA and NPD
30. Wednesday, September 28, 2022 | 10:00 a.m. | Norman Municipal Complex - OAC Meeting
  - a. Bi-weekly discussion of project schedules, budgets, and critical issues
31. Thursday, September 29, 2022 | 8:15 a.m. | ECOC: Groundbreaking Coordination Meeting
  - a. Meeting coordinating groundbreaking ceremony
32. Thursday, September 29, 2022 | 9:00 a.m. | Griffin Park Phase 5 & Phase 6 OAC
  - a. Discussion of project schedule, budgets, and critical issues
33. Thursday, September 29, 2022 | 11:00 a.m. | ECOC Console Spec Review
  - a. Reviewed dispatch console specification and provided comments
34. Thursday, September 29, 2022 | 1:00 p.m. | YFAC - OAC Meeting
  - a. Discussion of project schedule, budgets, and critical issues
35. Thursday, September 29, 2022 | 1:30 p.m. | Building C (HR) Audio/Video Design Meeting
  - a. Meeting identifying AV/IT items room by room

Memorandum

To: Jason Olsen, The City of Norman Parks and Recreation  
 Re: September 2022 Monthly Report

09.30.2022

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ADG Project No. 16-003

**Construction Observation Site Visits:**

- a. Griffin, Phases 5 and 6: 10
- b. Municipal Complex, City Hall: 3
- c. Municipal Complex, Development Center: 9
- d. North Base: 1
- e. Young Family Athletic Center: 9
- f. Reaves Park: 9
- g. Senior Center: 5

**WORK ANTICIPATED THE UPCOMING MONTH (October 2022)**

- Emergency Communications and Operations Center
  - Construction document progress, updated construction budget
  - Recurring bi-weekly programming meetings
- Griffin Park
  - Phase 5: Construction finishing up and punch walk scheduled
  - Phase 6: Construction underway and on schedule
- Reaves Park
  - Construction underway
- North Base Complex
  - Final reports for Davis Bacon compliance and deliverables
  - Cleaning Bay resolution
- Young Family Athletic Center / Indoor Aquatic and Multi-Sport Facility
  - Recurring bi-weekly OAC meetings and programming meetings
  - Ongoing vertical construction; interior partitions in progress
- Senior Wellness Center
  - Construction underway; pouring of main slab on 10.11.22
  - Recurring OAC meetings
  - Awaiting GMP #6 as final package
- Municipal Complex
  - Development Center: Construction underway
  - Municipal Courts: Construction document completion
  - Building C: Design development completion
  - FF&E selection, procurement, and layout underway
- Continued Development of Standardized Contracts for Use with Architectural, Design, and Construction Consultants

**PROJECT STATUS**

- Norman ECOC
  - a. Schedule: Construction documents underway
  - b. Budget: Alignment in progress
  - c. Issues: No known issues
- Griffin Park
  - a. Schedule: Phase V construction completion, Phase VI in construction
  - b. Budget: Alignment in process
  - a. Issues: No known issues
- Reaves Park
  - a. Schedule: Construction ongoing
  - b. Budget: In Budget
  - c. Issues: No known issues

## Memorandum

To: Jason Olsen, The City of Norman Parks and Recreation  
 Re: September 2022 Monthly Report

09.30.2022

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ADG Project No. 16-003

- Young Family Athletic Center / Indoor Aquatic and Multi-Sport Facility
  - a. Schedule: Construction ongoing
  - b. Budget: In budget
  - c. Issues: No known issues
- Senior Wellness Center
  - a. Schedule: Construction ongoing
  - b. Budget: Alignment in process; GMP #6 still forthcoming
  - c. Issues: Coordination with Oceans development; Sale date of 718 N Porter
- North Base
  - a. Schedule: Punch list completion, TCO in place
  - b. Budget: In budget
  - c. Issues: Punch list completion; Cleaning bay
- Ruby Grant
  - a. In operation: Final acceptance by City Council on January 18, 2022
  - b. Budget: In budget
- Westwood Indoor Tennis Facility
  - a. In operation: Opening Celebration on May 24, 2019
  - b. Budget: In budget
  - c. Issues: Court paint warranty extended another 12 months from September 22, 2022
- East Library
  - a. In operation: Opening Celebration on July 20, 2018
  - b. Budget: Within budget
- Central Library
  - a. In operation: Opening Celebration on November 4, 2019
  - b. Budget: Within budget
- Westwood Family Aquatic Center
  - a. In operation: Opening Celebration on May 26, 2018
  - b. Budget: Final Pay App approved on July 24, 2018
- Norman Forward Program Management
  - a. Schedule: Proceeding per Implementation Plan
  - b. Budget: Proceeding per Implementation Plan
  - c. Implementation Plan: Revised/Updated March 2022
  - d. Issues: None

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SUBMITTED BY: ADG – A.J. Kirkpatrick



**FINANCE 3**

CITY OF NORMAN

Department of Finance  
Monthly Report – September 2022

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

Treasury Division:

In the month of September, the Treasury Division processed 37,985 payments in person and over the phone, a decrease of -4% from last month. Paymentus (the City's 3<sup>rd</sup> party processor of online and automated telephone payments) processed 10,339 payments in September, a decrease of -1.6% from last month.

General Fund Revenues & Expenditures:

When comparing General Fund revenue sources versus budgeted levels, revenues are below target for the month of September by -6.7%. Revenues from the City's largest single source of revenue, sales tax, are above target by 1.5% for the year to date and -0.1 % below last fiscal year. Following is a summary table regarding General Fund revenues and expenditures to-date.

	FYE 23 Budget To Date	FYE 23 Actual To Date	FYE 22 Actual To Date	FYE 21 Actual To Date
Sales Tax Revenue	\$13,524,425	\$13,718,968	\$13,732,071	\$11,217,959
General Fund Revenue	\$25,160,788	\$23,489,315	\$22,090,909	\$28,111,435
General Fund Expenses	\$24,187,927	\$23,697,166	\$18,976,663	\$19,227,474

*Finance Department  
September Monthly Report  
Page 1 of 1*

## Administration Division

	FYE 23		FYE 22	
	September	YTD	September	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	480.00	1,120.00	320.00	960.00
Total Comp Time Available	1.75	13.75	5.75	14.25
Total Overtime Hours	5.00		0.00	0.50
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	 486.75	 1,133.75	 325.75	 974.75
Benefit Hours Taken	121.25	205.75	65.50	144.50
 TOTAL ACCOUNTABLE STAFF HOURS	 365.50	 928.00	 260.25	 830.25
 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

## ACCOUNTING 3A

## Accounting Division

	FYE 23		FYE 22	
	September	YTD	September	YTD
Total Regular Hours Available	1,680.00	3,920.00	960.00	2,880.00
Total Comp Time Available	2.25	7.00	2.25	9.50
Total Overtime Hours	6.00	17.50	13.00	80.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 1,688.25	 3,944.50	 975.25	 2,969.50
Benefit Hours Taken	317.50	734.75	183.00	408.50
 TOTAL ACCOUNTABLE STAFF HOURS	 1,370.75	 3,209.75	 792.25	 2,561.00
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
 TOTAL ACCOUNTABLE STAFF HOURS	 0.00	 0.00	 0.00	 0.00
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00

## **CITY REVENUE REPORTS**

**3B**

## City Revenue Report

	<b>FYE 23 August</b>	<b>FYE 23 September</b>	<b>Plus/Minus</b>
Total Revenue Received (\$)	\$5,746,233	\$5,876,919	\$130,686
Utility Payments - Office (#)	39,625	37,985	(1,640)
Utility Payments - Office (\$)	\$5,329,788	\$5,391,978	\$62,190
Paymentus (#)	13,091	13,301	210
Paymentus (\$)	\$1,385,495	\$1,446,890	\$61,395
Lockbox (#)	10,636	10,339	(297)
Lockbox (\$)	\$1,648,084	\$1,741,996	\$93,912
E-Lockbox (#)	3,703	3,620	-83
E-Lockbox (\$)	466,854	430,419	(\$36,435)
Bank Draft Payments (#)	11586	11035	(551)
Bank Draft Payments (\$)	\$1,381,302	\$1,459,446	\$78,144
Utility Deposits (#)			\$0
Utility Deposits (\$)			\$0
Fix Payments (#)			\$0
Fix Payments (\$)			\$0
Processed Return Checks (#)	123	95	(28)
Processed Return Checks (\$)	(\$13,652)	(\$12,590)	\$1,062
Other Revenue Transactions (#)			\$0
Other Revenue Received (\$)			\$0
Accounts Receivable Payments (\$)	271,512	137,641	(\$133,871)
Municipal Court - Fines/Bonds (\$)	127,269	140,861	\$13,592
Municipal Court - Credit Card (#)	315	396	81
Municipal Court - Credit Card (\$)	75,279	74,030	(1,249)
Building Permits Cash Report (\$)	193,873	323,693	\$129,820
Building Permits Credit Card (#)	390	365	-25
Building Permits Credit Card (\$)	\$78,568	\$248,939	\$170,371
Occupational License - Bldg Insp. (\$)	\$5,684	\$3,642	(\$2,042)
Occupational License - Bldg Insp. CC (#)	34	18	-16
Occupational License - Bldg Insp. CC (\$)	\$4,884	\$2,942	(\$1,942)
Business License - City Clerk (\$)	2,290	8,195	\$5,905
Accounts Receivable Billed (\$)	\$406,528	\$59,911	(\$346,617)

## Budget Services Division

	FYE 23		FYE 22	
	September	YTD	September	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	480.00	1,120.00	319.50	959.50
Total Comp Time Available	0.00	0.00	0.00	2.75
Total Overtime Hours	0.00	0.25	0.50	0.50
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	 480.00	 1,120.25	 320.00	 962.75
Benefit Hours Taken	43.75	131.00	44.50	168.00
 TOTAL ACCOUNTABLE STAFF HOURS	 436.25	 989.25	 275.50	 794.75
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
 TOTAL ACCOUNTABLE STAFF HOURS	 0.00	 0.00	 0.00	 0.00
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00



## Treasury Division

	FYE 23		FYE 22	
	September	YTD	September	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	1,200.00	2,800.00	657.25	2,257.25
Total Comp Time Available	5.00	16.25	10.75	53.25
Total Overtime Hours	54.75	148.75	31.00	110.25
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	 1,259.75	 2,965.00	 699.00	 2,420.75
Benefit Hours Taken	204.25	513.00	107.25	333.50
 TOTAL ACCOUNTABLE STAFF HOURS	 1,055.50	 2,452.00	 591.75	 2,087.25
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
 TOTAL ACCOUNTABLE STAFF HOURS	 0.00	 0.00	 0.00	 0.00
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00

**UTILITY      3C**

## Utility Division

	FYE 23		FYE 22	
	September	YTD	September	YTD
<b>PERSONNEL HOURS - FULL TIME</b>				
Total Regular Hours Available	1,680.00	3,920.00	2,262.00	6,982.00
Total Comp Time Available	18.50	42.50	3.25	41.75
Total Overtime Hours	75.50	220.25	91.75	316.50
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>1,774.00</b>	<b>4,182.75</b>	<b>2,357.00</b>	<b>7,340.25</b>
Benefit Hours Taken	244.25	636.00	513.50	1,427.75
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>1,529.75</b>	<b>3,546.75</b>	<b>1,843.50</b>	<b>5,912.50</b>
<b>PERMANENT PART-TIME</b>				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Benefit Hours Taken	0.00	0.00	0.00	0.00
<b>TOTAL ACCOUNTABLE STAFF HOURS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TEMPORARY</b>				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
<b>TOTAL HOURS AVAILABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## Office Services

	FYE 23		FYE 22	
	September	YTD	September	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	480.00	1,120.00	318.75	958.75
Total Comp Time Available	0.25	0.25	0.00	0.00
Total Overtime Hours	41.25	144.50	32.75	109.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 521.50	 1,264.75	 351.50	 1,067.75
Benefit Hours Taken	69.25	158.00	24.00	136.00
 TOTAL ACCOUNTABLE STAFF HOURS	 452.25	 1,106.75	 327.50	 931.75
 PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
 TOTAL ACCOUNTABLE STAFF HOURS	 0.00	 0.00	 0.00	 0.00
 TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
 TOTAL HOURS AVAILABLE	 0.00	 0.00	 0.00	 0.00

### Drive-up Window and Mail Payments - FYE 2023

	Aug '22	Sep '22
Mail Payments - Lockbox	10,636	10,339
Mail Payments - E-Lockbox	3,703	3,620
Mail Payments - Office	75	424
<b>Total Mail Payments - Subtotal</b>	<b>14,414</b>	<b>14,383</b>
Night Deposits	177	126
Paymentus Payments	13,091	13,301
<b>Without assistance paymnts - Subtotal</b>	<b>13,268</b>	<b>13,427</b>
Office Payments	2,496	2,218
<b>With assistance payments - Subtotal</b>	<b>2,496</b>	<b>2,218</b>
<b>Total Payments Processed - Subtotal</b>	<b>30,178</b>	<b>30,028</b>
Bank Draft (ACH) Payments	11586	11035
<b>Total Payments (Utility)</b>	<b>41,764</b>	<b>41,063</b>
<b>Total Payments</b>	<b>60,356</b>	<b>60,056</b>

### Traffic Counter at Drive-up Facility

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

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

## Utility Division Activity Report

	FYE 23		FYE 22	
	September	YTD	September	YTD
STATUS REPORT				
Regular Utility Accounts Billed	44,528	132,798	42,678	130,115
New Ons	751	2,838	682	2,705
Final Accounts Billed	674	2,437	627	2,355
TOTAL ACCOUNTS BILLED	45,953	138,073	43,987	135,175

**FIRE DEPARTMENT 4**

## September 2022 Fire Prevention Activity Summary

### Prevention Department Update and Activities

Training	177 unit hours	Vehicle Fires, Inspection & Code Enforcement, Legal, Medical, Investigation
Inspections/Re-Inspections	163 hours	Game Day w/OU FM, Annual, Certificate of Occupancy, Daycare, Fire Alarm, Fire Suppression System, General, Occupancy, Food Truck, Fair Safety
Smoke Detectors	5	Check/Install Smoke Detectors/Replace Batteries
Investigations	15	6 Closed, 3 Complete, 6 Pending
Investigative Activities	53 hours	Fire Scene Investigation, evidence to evidence shed, OSBI, interviews/Interrogation, Egress complaint
Department Meetings	19 (54 hours)	Shift Change Meetings, Staff Meeting, OU Fire Marshal
Station & Equipment Maintenance	40 hours	Daily checks, supplies replenishing, game day supply prep, cleaning & organization
Public Service/Education & Special Events	71 hours	CC Fair, tours, Fire Prevention Month Prep, OU Game, Norman Film Festival, Touch a Truck, Bait & Badges, Recruit Graduation

### Planning Officer Activities

Activities	Notes	Number	Staff Hours
Plan Reviews		24	75
Inspections/Re-inspections		8	10
On Site Meetings	SWC, D-T-D, Minges, NHP, Saltgrass, Warm S	6	10
Office/Department Meetings	Unsafe building discussions, pre planning	10	7
Job Training	Target Sol, Consultant in house, OU Pre	5	21
Data Entry	NW site plans, Activities	Daily	15
Email Communication	Contractor/Architect inquiries, Citizen issues	Daily	25
Calls for Information	Contractor/Architect inquiries, Citizen issues	Daily	4
<b>Totals</b>			<b>167</b>





## NFD Monthly Progress Report September 2022

### Incident Response Type Summary

Incident Type	Total	% of Total
1 - Fire	28	1.79%
2 - Overpressure Rupture, explosion, Overheat - No Fire	0	0.00%
3 - Rescue & emergency	932	59.48%
4 - Hazardous Conditions (No Fire)	30	1.91%
5 - Service Call	102	6.51%
6 - Good Intent Call	381	24.31%
7 - False Alarm & False Call	68	4.34%
8 - Severe Weather & Natural Disaster	0	0.00%
9 - Special Incident Type	0	0.00%
Incomplete Reports	26	1.66%
<b>Total Incident Count (Unique Calls)</b>	<b>1567</b>	<b>100.00%</b>
<b>Number of Total Unit Responses</b>	<b>2008</b>	

Total Fire Loss    \$143,622.00

	Number of First-In Calls	Average Time/Seconds	Average Time/Minutes
Station #1	320	278	0:04:38
Station #2	175	312	0:05:12
Station #3	312	333	0:05:33
Station #4	196	310	0:05:10
Station #5	66	614	0:10:14
Station #6	58	574	0:09:34
Station #7	138	352	0:05:52
Station #8	111	334	0:05:34
Station #9	188	341	0:05:41

### Community Outreach

Tours and Special Events	17	Cleveland County Fair, Touch a Truck, Bait and Badges, Tours & Ride Alongs
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### Burn Permits

Burn Permits Issued	58	Conditions were favorable for burning 8 days in September
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### Training

Total Personnel Training Hours	1949	Mgmt/Supvsr, Hazmat, Wildland, Special Healthcare, etc.
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**NFD Monthly Progress Report  
September 2022**

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**Total Calls By Unit**

	Total Number of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
NFD3	8	1		1			1	4		1
Chief 301	13	2		3	1			5	1	1
Chief 302	33	6	6	3	1		1	10	3	3
Chief 303	21	6	2	3	1			6	3	
Chief 304	3	1		1	1					
Chief 401	11	2		2			1	4		2
Chief 402	18	2		2	1	2	3	7		1
Chief 403	9	2		2	2			2		1
Chief 404	1			1						
Engine 1	344	315	1	10				14	1	3
Brush 1	10	7	1					1		1
Ladder 1	22	7		3	1			8		3
Engine 2	196	5	173	4	6			8		
Brush 2	11	1	7	1	1			1		
Ladder 2	18	5		3				8		2
Engine 3	331	9	2	310	1		1	4		4
Brush 3	5	1	1	3						
Engine 4	212	2	5	1	192			9	3	
Brush 4	4		3	1						
Engine 5	31					29	2			
Brush 5	68			1		65	2			
Engine 6	13						12			1
Brush 6	61					2	57			2
Rescue 7	1		1							
Squad 7	175	13	4	9	5		2	135	5	2
Brush 7	2							2		
Engine 8	115	1						6	108	
Brush 8	1							1		
Tanker 8	3						1	2		
Engine 9	216	10		10		2	3	5		186
Brush 9	6	3		1			1			1
Tanker 9	2						1			1
EMS1	6	1		1		1	1	1		1
Fire Marshal 1	6	2						1	1	2
Fire Marshal 2	8	1		1			2	2	2	
Fire Marshal 3	6		1				1	2	1	1
Fire Marshal 4	11	4		1				4	1	1
Fire Marshal 5	6	2		1				3		
Fire Marshal 6	1								1	
	<b>2008</b>	<b>411</b>	<b>207</b>	<b>379</b>	<b>213</b>	<b>101</b>	<b>92</b>	<b>255</b>	<b>130</b>	<b>220</b>

## EMERGENCY MANAGEMENT DIVISION ACTIVITIES

Emergency Management Division

Comments: September 2022

<b>Regular Monthly Scheduled Activities</b>	Unless otherwise noted all meetings are held at the Norman Fire Training Center 2207 Goddard Ave, Norman, OK
Each morning at 7:00 am, a silent test of the outdoor warning system is conducted	The test provides an operational snapshot of the status of the system. This information provides information if a unit needs maintenance and if it is operating properly
Each Monday morning at 10:00 am, the National Weather Service conducts a video call regarding the upcoming weekly weather.	This call has the option for video participation and telephone call in. It is primarily for the Emergency Management of jurisdictions, school, State offices involved in EM, Tribes and other entities tasked with severe weather operations. It is not intended for the general public nor is this just a weather forecast. This time allows for interaction with the NWS about concerns that directly affect the local jurisdiction so they may better prepare for incoming weather.
Each Tuesday evening at 6:30 pm, ELMER night with the Amateur radio club (SCARS, <a href="http://www.w5nor.org">www.w5nor.org</a> ) at the Fire Training Center (South Canadian Amateur Radio Society)	The club mentors other HAMS, works on projects and equipment, provides general support to the City and Public on Amateur operations
Each Wednesday Morning 9:15 am	Radio test with State Emergency Management. This tests the local and statewide capability for voice communication to the State office and to other jurisdictions.
Each first Thursday evening of the month is amateur radio testing night at 6:00 pm	Open to the public, the club provides the opportunity for the community to test for their Amateur license or upgrade a license. Note: the FCC has been directed to start charging for testing. Effective date is TBD
Each Saturday 12:00 Outdoor Warning audible test. This test is supported by the Amateur radio club to assist in identifying and verifying units	Audible test of the outdoor warning system is conducted for 60 seconds. Three units are sounded for 20 seconds due to

needing maintenance. Residents can assist by “Adopting a Pole” and reporting the siren status they adopt at the website <a href="http://www.w5nor.org">www.w5nor.org</a>	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	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 (normally at the Norman Regional hospital on Porter) under the management of the Cleveland County Emergency Management office. The public is welcome to address any concerns regarding emergency planning or SARA Title III information

<b>Other Emergency Management Activities</b>	
The Cleveland County Medical Reserve CORPS has provided several First Aid/Cooling stations for various venues	<p>Cleveland County Free Fair, September 8-11, 2022.</p> <p>Moore Marching Band Competition, September 17, 2022</p> <p>These stations provide a robust first aid capability along with cooling stations and general event support. These stations operate the full time the event is operational and is manned by medical and non-medical volunteers from the Medical Reserve CORPS and Norman Emergency Management Response Team. Plenty of band aids to fix boo boos along with treating minor injuries and calling for EMSTAT if the situation warrants. These aid station takes a lot of the “busy” first aid off of the EMS and provides for a static facility to bring those needing aid or lost children</p>
The Norman Emergency Management has been asked to support the National Weather Festival with volunteers to help clear ground space for aircraft arriving and departure	<p>Norman’s EM Coordinator has a military background in ground support to incoming aircraft. A previous year at the NWF, there was an incident resulting in a member of the public being injured. Providing a trained ground crew enhances safety for the festival goers.</p>
<b>Local Response</b>	
Red Cross Coordination for burn outs. In September there were three fires responded to in order to assist families with immediate needs. One of these was a motel. Note: the management of the Motel (Travel Lodge of Norman) did an outstanding job of aiding the victims of the fire in relocating to other motels and helping them to recover vital medicines like insulin.	<p>With the robust reorganization in the Red Cross and the turmoil of having a in home fire, the volunteers or I, when called, will respond to the scene, (physically or by phone and assist the family in coordination with the Red Cross to provide immediate assistance.</p>
<b>Youth Camp</b>	
The 2023 Youth Camp is in in the initial stages	Lawton, Cameron University is the proposed site for the 2023 Youth Camp
The Norman Art Walk conducted each second Friday contacted the EM Division for support of	As requested, Norman response volunteers provides first aid and cooling station

a cooling station.	support.
Norman EM coordinates the activities of the Cleveland County Medical Reserve CORPS Unit 0333 in collaboration with the Cleveland County Health Department. During the COVID response by the health department the MRC was vital in operating numerous points of distribution for the vaccine injections. More than 3000 volunteer hours were provided during the height of the response.	The Emergency Management Coordinator met with the State Coordinator and the Cleveland County Local Response Coordinator (LRC) to discuss the reorganization of the health departments and the management of the MRC Unit. Cleveland County is now assigned to take care of solely Cleveland County. Previously they supported 5 counties. The reassignment identifies the health department as Region 10, Cleveland County. This will assist in the collaboration of the MRC unit and will continue to enhance the Norman Emergency Volunteer response.
<b>Disaster Reimbursement Status</b>	
FEMA has instituted a new process for reimbursement claims. As with any new process there are many issues to be worked through	It is vital for Volunteers to ensure their time has been recorded. Volunteer hours are dollars for a jurisdiction. The hours go to meeting cost share and having a value added impact for the local jurisdictions.
Disaster DR-4222 2015	Federal portion paid, State portion of \$91,808.32 is pending
Disaster Dr-4575 October 2021	The initial FEMA review has been completed and forwarded to the State EM for review. The State has requested additional information and the request was given to the Division (12-09-2021) to provide their portion of the requested information.
Disaster 4587 February 2021	The initial application to FEMA was opened. The process of gathering, reviewing and submitting documentation is ongoing and should have the first FEMA review done by end of January 2022.
<b>Mitigation Grant Status</b>	
Various departments have taken advantage of the State Mitigation program	
<b>Severe Weather Issues</b>	
National Weather Service Storm Spotter Training	<a href="https://www.weather.gov/norman/spotter-schedule">NWS Norman Spotter Schedule (weather.gov)</a>

**HUMAN RESOURCES 5**

**HUMAN RESOURCES**  
**Monthly Report**  
**September 2022**

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**ADMINISTRATION**

Administrative Support

- Processed Monthly Department Report
- Processed invoices and reconciled expense accounts
- Coordinated Employee Perks: DSW & area Gym Memberships
- Coordinated Birthday/Anniversary post card mail outs
- Reconciled petty cash and implemented new procedures
- Coordinated various interviews
- Assisted with new employee orientations
  - New Hire packets
  - Processed I-9 paperwork
  - Made Employee ID Badges for new hires
- Labor Relations:
  - FOP signed a Tentative Agreement for their FYE 23 Collective Bargaining Agreement (CBA). The FOP membership voted in favor of ratifying their contract as outlined in the Tentative Agreement.
  - AFSCME signed a Tentative Agreement for their FYE 23 Collective Bargaining Agreement (CBA). The AFSCME membership voted in favor of ratifying their contract as outlined in the Tentative Agreement.
  - IAFF cancelled the September meeting and opted to resume negotiations in October.

**BENEFITS**

- Fielding employee calls/emails (round about 200+) referencing claims/health/deferred comp/dental/wellness concerns/basic & supplemental life/vision
  - Newborns – Marriage – Death – Loss or Gain of Coverage
- New Hire Orientation
  - Presenting CoN benefits to incoming and rehires
  - Building packets
  - Answering question about coverage
- Enrolling New Hires
  - Enrolling in Munis
    - Benefits
    - Dependents
    - Beneficiaries
    - AFSME dues
  - Website enrolling employees
    - Meritain
    - VSP
- Assisting approximately 5 employees/retired employees with information regarding COBRA/Retiree medical and dental inquiries and setup
- Contacting & setting up Flu shots through Cleveland County Health Department



- Weekly implementation Zoom calls with the following carriers and our broker:
  - Blue Cross Blue Shield
  - The Standard
  - Allstate
  - Met Life
  - Delta Dental
  - Optum
    - Work with HR Director
      - pricing for carriers
      - Selecting session locations and time schedule
      - Working on benefit information flyers
      - Making sure our broker/carriers receive all signed documentation
- Collecting data for auditor (benefits)
  - Active, Retiree, Cobra participants
    - Medical/Dental/Vision
      - Demographics
      - Type ( emp only, emp + fam, emp+child, emp + spouse)
- Munis training
  - Interactive team Webinar
    - Setup Implementation
    - Overview
- Working closely with Mindy Aynes
  - Deduction setup, questions, arrears and refunds
- Benefit Terminations
  - End dating Munis benefits
  - Terming Meritain and VSP coverage
- Meeting with my HR Director
  - Weekly Discussions on progression of current and future projects

### **PERSONNEL ACTIONS**

#### **New Hires – 15**

<b>Dept./Div.</b>	<b>Position</b>	<b>Number of Employees</b>
Human Resources/Admin.	Office Assistant	1
Parks & Rec/Recreation	Recreation Center Specialist	1
Police Department/Admin.	Public Information Officer	1
Police Department/Emerg. Comm.	Communications Officer I	1
Police Department/Patrol	Police Officer	5
Police Department/Staff Svcs.	Database Manager	1
Police Department/Records	Records Clerk	1
Public Works/Stormwater	Maintenance Worker I	1
Public Works/Streets	Maintenance Worker I	1
Utilities/Sanitation	Sanitation Worker I	1
Utilities/SLM	Utility Collection Worker I	1

**Separations – 12**

<b>Dept./Div.</b>	<b>Position</b>	<b>Number of Employees</b>
Finance/Admin	Admin Tech IV	1
Parks & Recreation/Park Maint.	Maintenance Worker I	2
Parks & Recreation/Park Maint.	Maintenance Worker II	1
Planning & Community Develop.	Planner I	1
Police/Staff Services	Police Lieutenant	1
Public Works/Fleet	Mechanic Apprentice	2
Public Works/Streets	Maintenance Worker I	2
Utilities/Meter Services	Meter Reader	2

**Promotions – 0**

<b>Dept./Div.</b>	<b>Position</b>	<b>Number of Employees</b>

**RECRUITMENT**

**Accepted applications for the following positions:**

<b>Department/Division</b>	<b>Position</b>
Finance/Administration	Administrative Technician IV
Human Resources/Administration	Human Resources Coordinator
Information Technology	Network and Infrastructure Engineer
Parks & Recreation/Facility Maintenance	Custodian (PPT)
Parks & Recreation/Park Maintenance	Maintenance Worker I
Parks & Recreation/Recreation	Food & Beverage Tech I (PT)
Parks & Recreation/Recreation	Recreation Technician (PPT)
Parks & Recreation/Recreation-12 <sup>th</sup> Ave	Recreation Leader I
Parks & Recreation/Recreation-Irving, 12 <sup>th</sup> , Whittier	Recreation Center Specialist (PT)
Parks & Recreation/Recreation-Irving & Whittier	Recreation Supervisor
Parks & Recreation/Recreation-Little Axe	Recreation Center Specialist (PT)
Parks & Recreation/Westwood Golf Center	Golf Course Attendant (PT)
Parks & Recreation/Westwood Tennis Center	Temporary Laborer (PT)
Planning and Community Development	Planner I
Police/Administration	Police Public Information Officer
Police Department	Police Officer
Police/Emergency Communications Bureau	Communications Officer I
Police/Emergency Communications Bureau	Communications Officer II
Police/Staff Services	Parking Service Officer (PPT)
Police/Staff Services	Police Records Clerk
Public Works/Fleet	EVT Mechanic II
Public Works/Stormwater	Maintenance Worker I
Public Works/Streets	Maintenance Worker I
Public Works/Traffic	Traffic Engineer
Utilities/Meter Services	Meter Reader
Utilities/Sanitation	Sanitation Worker I
Utilities/Sanitation	Transfer Station Attendant
Utilities/Sewer Line Maintenance	Utility Collection Worker I
Utilities/Water Reclamation Facility	Maintenance Worker I
Utilities/Water Reclamation Facility	Plant Operator D

Utilities/Water Treatment Plant	Temporary Laborer (PT)	Item 9.
---------------------------------	------------------------	---------

### Recruitment & Hiring Statistics:

Contacts/Inquiries		Selection Process Elements	
In Person	325	Written Exams	2
Phone	375	Practical Testing/Assessment Center	0
Mail	250	Panel Board Interviews	8
Email	275	Promotions	0
Total Subscribers on E-mail Vacancy List	1,405	Oral Interviews	2
Total Page Views for HR Website	4,774	Hiring/Promotion Board	2

Hiring Statistics		Recruitment Statistics	
Pre-Employment Reference Investigations	28	Advertisements Placed	40
Pre-Employment Drug Screens	9	Applications Received	156
Pre-Employment Physicals	9	Job Announcements Emailed	45
Pre-Employment Criminal Backgrounds	14	Job Announcement to CON Depts.	315

### TRAINING AND DEVELOPMENT

Conducted training for eleven new employees on the topics of Understanding, Responding to and Preventing Workplace Harassment, ADA, Workplace Violence, City of Norman Code of Ethics and Code of Conduct, Customer Service Give em the Pickle, Computer Networks and Communications Policy, and Social Media Policy.

Provided Alcohol Awareness, Signs, Symptoms, and Consequences training conducted by the City of Norman's EAP provider for 15 employees in the Norman Fire Department.

The Computer Training Lab was the site for Tyler Technologies Munis HR upgrade, testing and training, Information Technology ERP weekly meetings, ADA Accessible Document Training for Administrative Technicians, Employee Resource Groups Technical Enrichment Series Microsoft Basic Outlook and PowerPoint training for 20 employees, and Police Mobile, Records, and OLETS software training for the Police Academy.

Provided Teamwork Core Value Awards for presentation by Parks and Recreation Director Jason Olsen, Recreation Manager Veronica Tracy, and Recreation Supervisor Mitchell Richardson to Irving Recreation Center employees Andrew and Thomas McClary for their assistance in the After School Program.

Provided administrative control on a Fire Driver Engineer Promotion Board for test construction, the promotional process, security surveillance and testing.

### SAFETY

- Safety material documents were sent to divisions each week
- Conducted one (1) Return to Work Meeting (Park Maintenance)
- Conducted two (2) Fitness for Duty Meetings (Stormwater(1)/Police (1))
- Conducted eleven (11) new employee orientations
- Safety meetings were held covering Hazard Communication

### Recordable Injuries – 7

Dept./Division	Nature of the Injury	Activity	Prognosis
----------------	----------------------	----------	-----------

Fire/ Suppression	Lower left leg strain	While in training, landed on toes after jumping & heard something pop	Off work	Item 9.
Fire/ Suppression	Lower back strain	While bending over to disconnect 3" hose, felt a sharp pain in lower back	Off work	
Police/ Patrol	Right upper quad strain	Felt a pop in right quad after standing up from doing push-ups	Work restrictions	
Police/ Patrol	Broken left leg	Left leg was broken due to an auto collision	Off work	
Police/ Patrol	Right quad strain	Felt pop in right quad while running	Work restrictions	
Police/ Patrol	Lower back strain	Strained back during bike training	Returned to work	
Utilities/ Sanitation	Strained left upper torso area	Slipped in the back of the truck & landed on back	Returned to work	

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

2022	2021	2020	2019	2018	2017
47	64	57	65	71	59

**Vehicle Collisions: 1**

Division	Description of Collision	Status
Public Works/ Stormwater	City driver began pulling out into traffic after parked next to the curb. As he was coming out into the lane of traffic, another vehicle struck the City vehicle in an attempt to go around.	<b>"At Fault"</b>

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

2023	2022	2021	2020	2019	2018
2	3	10	3	8	5

**INFORMATION TECHNOLOGY 6**

## CITY OF NORMAN

### Information Technology Department Monthly Report – September 2022.

Working projects for the IT Department are as follows:

Project	Description/improvement anticipated	Status
ERP Replacement Project	Process improvements for finance, purchasing, AR/AP, Courts, HR, Payroll, Personnel, and Permits Management through newer technology, software, and business review processes.	In Progress –Project team has completed implementation work on Incode for Municipal Court, Munis for Financials, Advanced Utilities for utility billing, Tyler EAM for Work Orders, as well as Intellitime for Time and Attendance. Munis for HR Module is being updated. CityView for Planning and Permits began May 2021 and will continue into first quarter 2023.
Main Site data center upgrades	Necessary upgrades to current infrastructure are needed to enhance capabilities and continue with power saving and cooling efforts by reducing the amount of physical servers through virtualization.	Ongoing: New core switching is implemented and speed enhanced at main 201 W Gray campus. IT Network staff are in implementation and testing of networking and security appliances, as well as virtual upgrades.
Water tower and mono-pole contract negotiations.	Increased Revenue and compliance for water tower/cellular mono-pole leases. Repair requirements.	Ongoing

Fiber Optic Installation for redundant loop at WTP and EOC	IT and the Utilities Department will be using capital funds to connect a microwave antenna from Fire station 9 to the Water treatment plant and connect to the Emergency Operations Center once that building is complete. This will create a redundant loop for the WTP and EOC in case of lost service from the main connection.	Awaiting Approval, Working with Utilities Department, land acquisition complete, right of way in negotiation possible launch in FYE23
New Building construction/renovation support.	The IT Department is involved in all new building construction planning and will be responsible to map our networking infrastructure, building air for network closets, power for equipment and battery backups, network drops, wireless network coverage, hardware installation, and physical moves of staffs computer systems in all building projects (Norman Forward Driven)	In Progress – Sanitation, Line Maintenance, Sr. Center, YFAC, EOC, Building D, Building A, Building C, Bus Station, Building Maint.
Jenkins Street Fiber Move	Move the city's fiber optics out of the way of construction during the Jenkins Street widening project.	In Planning – to be complete by end of calendar year 2022.
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 uses the network and email.	Ongoing
Endpoint Security Review	Review current endpoint security appliances and software and make upgrades as necessary.	In Progress
Print consolidation	Work with outside vendor to consolidate all print, fax, copy machines in CoN facilities.	In Planning

Automated Meter Infrastructure	Implement and integrate AMI for meter reading and utility billing.	In Planning
Print Shop Move to IT	Transition the Print Shop from the Finance Department in to the IT Department.	In Planning
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 Planning

### Support Tickets:

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

### Mass Communications:

The following statistics represent email space and resource savings. In the attached table, you will see that 14 emails from the groups shown were sent from city servers using city resources – of those 21,603 were delivered to outside mailboxes for the month of September 2022. The city servers generated mass communications to Norman citizens of 21,603 messages from only 14 sent (see **IT Table 2**).



### Email Security Appliance:

The City of Norman's IT Department has an email filter that has enhanced reporting and filtering capabilities that protect the City's systems from malicious attacks from the outside. Email is one of the preferred methods of the delivery of malicious software and viruses. The IT department monitored 300,613 attempted incoming and 111,502 outgoing messages for the month of September 2022. Incoming messages totaling 132,087 were considered Spam or hazardous e-mails by our email-filtering appliance, and were quarantined or filtered (see **IT Table 3**). This number represents nearly 45% of our inbound mail. This percentage continues to be the norm for malicious email/spam. The IT Department has made the decision to block inbound traffic from countries with known malicious attackers 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:

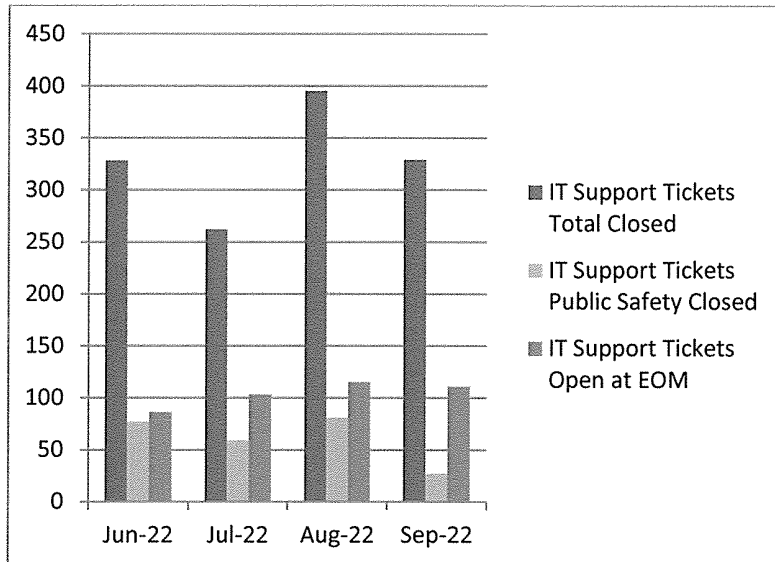
The City of Norman's web site is hosted, updated, and maintained by the IT Department. In the month of September 2022, the City of Norman's web site had 92,753 individual web sessions access the web site for 194,169 total page views. Of those sessions, 52,007 were identified as New Users to view content on the City web site (see **IT Table 4**). In July of 2019, the IT Department kicked off a project with Interpersonal Frequency to overhaul the City website. Since its completion in June 2020, the site has reduced and more relevant information as well as the ability to function seamlessly from mobile devices and tablets.

### ERP Project Implementation Progress:

The chart below shows the path that we have followed through our ERP Implementation Project. The project began in January of 2018 and is expected to run through FYE23. The City Council has approved approximately \$6 Million to replace the outdated software systems that run our daily business operations. Once complete the city will have enhanced automated services and web services for our citizen base as well as the employees who use and track their daily work with these business systems. The IT Department has completed implementation of Parks and Rec software (Vermont Systems), Municipal Court software (Incode), Finance software (Munis), Utility Billing software (CIS Infinity), and Payroll (Munis). Human Resource Management (HRM), and EAM for Work Orders has been our focus for the Months of July/August 2022. Daily work continues on these systems as well as additional training and configuration on the Utility Billing software. Server installation and configuration for Planning and Community Services (CityView) application began in May of 2021. The COVID-19 pandemic had an adverse effect on the completion of CIS Infinity and the starting of CityView because of vendor resource availability and travel restrictions in Canada (both companies are Harris owned and based in Canada). The final phase of our software upgrades, City View, is expected to complete during the first quarter of

FYE23. We will continue to evaluate each of these systems moving forward starting with a review of the HR Systems in FYE23.

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

**Table 1****Table 2**

September 2022 LIST SERVER REPORT			
<i><b>Group</b></i>	<i><b>Active Members</b></i>	<i><b>Mailings</b></i>	<i><b>Total Delivered</b></i>
Affirmative Action Group	15	3	45
Job Posting	1402	3	4206
Norman News	2169	8	17352
<b>Totals</b>	3586	14	21603



SECURE EMAIL GATEWAY

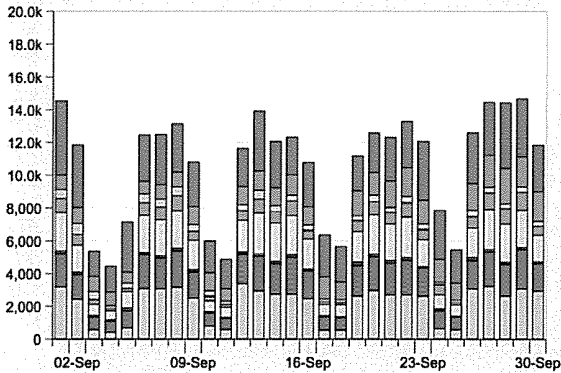
## Executive Summary

ironport.example.com

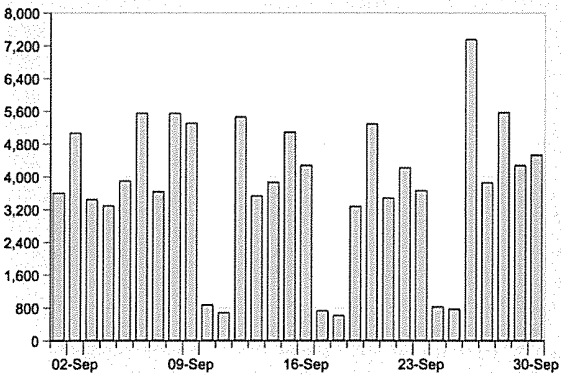
01 Sep 2022 00:00 to 30 Sep 2022 23:59 (GMT -05:00)

Data in time range: 100.0 % complete

Incoming Mail Graph



Outgoing Mail Graph



Incoming Mail Summary

Message Category	%	Messages
Stopped by IP Reputation Filtering	27.9%	83,745
Stopped by Domain Reputation Filtering	12.5%	37,495
Stopped as Invalid Recipients	0.0%	13
Spam Detected	3.5%	10,460
Virus Detected	0.0%	64
Detected by Advanced Malware Protection	0.0%	142
Messages with Malicious URLs	0.0%	68
Stopped by Content Filter	0.0%	100
Stopped by DMARC	6.0%	17,935
S/MIME Verification/Decryption Failed	0.0%	0
<b>Total Threat Messages:</b>	<b>43.9%</b>	<b>132,087</b>
Marketing Messages	16.9%	50,808
Social Networking Messages	1.5%	4,387
Bulk Messages	15.9%	47,680
<b>Total Graymails:</b>	<b>34.2%</b>	<b>102,875</b>
S/MIME Verification/Decryption Successful	0.0%	0
Clean Messages	21.8%	65,651
<b>Total Attempted Messages:</b>		<b>300,613</b>

Outgoing Mail Summary

Message Processing	%	Messages
Spam Detected	0.0%	0
Virus Detected	0.0%	0
Detected by Advanced Malware Protection	0.0%	0
Messages with Malicious URLs	0.0%	0
Stopped by Content Filter	0.0%	0
Stopped by DLP	0.0%	0
Clean Messages	100.0%	111,470
<b>Total Messages Processed:</b>		<b>111,470</b>
Message Delivery	%	Messages
Hard Bounces	1.7%	1,929
Delivered	98.3%	109,573
<b>Total Messages Delivered:</b>		<b>111,502</b>

ironport.example.com - 01 Oct 2022 01:00 (GMT -05:00)

Sep 7

Sep 9

Sep 11

Sep 13

Sep 15

Sep 17

Sep 19

Sep 21

Sep 23

Sep 25

	Sessions	Pages / Session	Pageviews	Users	New Users	Bounce Rate
	<b>92,753</b> % of Total: 100.00% (92,753)	<b>2.09</b> Avg for View: 2.09 (0.00%)	<b>194,169</b> % of Total: 100.00% (194,169)	<b>61,879</b> % of Total: 100.00% (61,879)	<b>52,007</b> % of Total: 100.04% (51,986)	<b>4</b> Avg for (0.00%)
	<b>4,257</b> (4.59%)	<b>1.91</b>	<b>8,119</b> (4.18%)	<b>3,778</b> (4.68%)	<b>2,694</b> (5.18%)	<b>5</b>
	<b>3,741</b> (4.03%)	<b>2.12</b>	<b>7,927</b> (4.08%)	<b>3,245</b> (4.02%)	<b>2,069</b> (3.98%)	<b>4</b>
	<b>3,663</b> (3.95%)	<b>2.09</b>	<b>7,638</b> (3.93%)	<b>3,169</b> (3.93%)	<b>1,978</b> (3.80%)	<b>4</b>
	<b>3,631</b> (3.91%)	<b>1.98</b>	<b>7,194</b> (3.71%)	<b>3,222</b> (3.99%)	<b>2,169</b> (4.17%)	<b>4</b>
	<b>3,609</b> (3.89%)	<b>2.21</b>	<b>7,965</b> (4.10%)	<b>3,174</b> (3.93%)	<b>1,916</b> (3.68%)	<b>4</b>
	<b>3,547</b> (3.82%)	<b>2.20</b>	<b>7,807</b> (4.02%)	<b>3,061</b> (3.79%)	<b>1,952</b> (3.75%)	<b>3</b>
	<b>3,440</b> (3.71%)	<b>2.34</b>	<b>8,040</b> (4.14%)	<b>2,895</b> (3.59%)	<b>1,769</b> (3.40%)	<b>3</b>
	<b>3,372</b> (3.64%)	<b>2.18</b>	<b>7,349</b> (3.78%)	<b>2,910</b> (3.61%)	<b>1,773</b> (3.41%)	<b>3</b>
	<b>3,367</b> (3.63%)	<b>2.11</b>	<b>7,121</b> (3.67%)	<b>2,933</b> (3.64%)	<b>1,887</b> (3.63%)	<b>3</b>
	<b>3,362</b> (3.62%)	<b>2.21</b>	<b>7,434</b> (3.83%)	<b>2,906</b> (3.60%)	<b>1,819</b> (3.50%)	<b>3</b>

**LEGAL 7**

**MONTHLY REPORT - LEGAL DEPARTMENT**  
**September 2022 Report**  
**(Submitted October 14, 2022)**

**MONTHLY HIGHLIGHTS:**

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

This case arises out of proposed development on 36<sup>th</sup> Avenue Northwest just south of west Robinson Street. Council denied the proposed development and the developer challenged the action in district court. The district court ruled in the developer's favor and the City appealed. On September 14, 2022, the Court of Civil Appeals reversed the district court's ruling the mandate was issued on October 12, 2022, which means that the Court of Civil Appeals decision is final. Consequently, this case will no longer appear on the Monthly report.

**LIST OF PENDING CASES:**

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

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

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

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

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

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

Doughty v. CentralSquare Technologies LLC, et al., CJ-2020-451; CIV-2020-500 (K)

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

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

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

Shaw, Austin, et al. v. City of Norman, Case No. SD-120,666; CJ-2019-1313 (K)

**COURT OF CRIMINAL APPEALS**

None

**CLEVELAND COUNTY DISTRICT COURT**

**A. *General Lawsuits***

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

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

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

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

City of Norman v. Aaron Stachmus and Bryson Anglin, CJ-2021-445 (S)

City of Norman v. Aaron Stachmus and Bryson Anglin, CJ-2022-424 (S)

City of Norman v. Aaron Stachmus and Bryson Anglin, CJ-2022-647 (S)

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Kevin Easley v. City of Norman, CV-2022-2830  
Etter v. City of Norman, CJ-2021-731 (K)  
FOP/IAFF/AFSCME v. Okla. Dept. of Labor and City of Norman, CJ-2005-1170 L (K)  
FOP v. City of Norman, CV-2011-876 L (K)  
Martin Florez v. City of Norman & John Doe, CJ-2021-1051  
Caleb Fulton v. Loyal Reich, Reich Dozer Services, LLC, City of Norman, Board of County Commissioners of Cleveland County, State of Oklahoma, CJ-2020-797 (K)  
Kevin Hahn v. Norman Police Department, City of Norman, CJ-2021-210 (K)  
Jaclyn Jacobs v. City of Norman, CJ-2022-794 (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)  
Hunter Miller Family v. City of Norman, CV-2022-683 (K)  
Remy v. Hall, et al., Case No. CV-2017-1853 (K, S)  
Shaz Investment Group, LLC v. City of Norman, CJ-2021-1044 (K)  
Walling v. Norman Regional Health System, et al, CJ-2014-874 (K)

**B. *Condemnation Proceedings***

City of Norman v. Chastain Oil Company, a Corporation, et al., CV-2015-677 (M)  
City of Norman v. West Lindsey Center Investors, LLC, et al., CV-2015-671 (M)  
City of Norman v. Tietzort Revocable Trust, et al., CJ-2013-775 (M)  
City of Norman v Apex Properties, LLC, et al., CJ-2021-221 (M)  
City of Norman v. The Uplands Development Co., LLC, et al., CJ-2021-227 (M)  
City of Norman v. Hallbrooke Development Group One, LLC, et al., CJ-2021-228 (M)  
City of Norman v. D&J Land, LLC, et al. CJ-2022-251 (M)

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

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

**D. *Municipal Court Appeals***

None

**E. *Small Claims Court***

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

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

None



## **LABOR / ADMINISTRATIVE PROCEEDINGS**

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

This office has assisted with the following grievances:

AFSCME Grievance FYE 21-02 – (COVID-19 Leave)  
AFSCME Grievance FYE 21-05 – (Brooks & Stephens)  
AFSCME Grievance FYE 22-02 – (Jerry Younts and Bennie Gilmore – COVID-19 Leave)  
AFSCME Grievance FYE 22-02 – (Tara Klepper – COVID-19 Leave)  
AFSCME Grievance FYE 22-12 – (Stephanie Shelton – Discipline/3 Day Suspension)  
AFSCME Grievance FYE 22-13 – (Stephanie Shelton – Discipline/5 Day Suspension)

IAFF Grievance FYE 21 – (Carl Smith – Improper Compensation)  
IAFF Grievance FYE 22 – (Battalion Chief)  
 This Grievance has been resolved and will no longer appear on the Monthly Report.  
IAFF Grievance FYE 22 – (Clymer Promotion)  
 This Grievance has been resolved and will no longer appear on the Monthly Report.  
IAFF Grievance FYE 22 – (Fire Training Officer)  
 This Grievance has been resolved and will no longer appear on the Monthly Report.  
IAFF Grievance FYE 22 – (Source Documents)  
IAFF Grievance FYE 22 – (Chris Beirne – Payment of Sick Leave)  
IAFF Grievance FYE 22 – (Chris Beirne – Alcohol Testing Procedure)  
IAFF Grievance FYE 23 – (Carl Smith – Light Duty)  
 This grievance arises out of the Fire Chief's decision to assign a firefighter to light duty.  
IAFF Grievance FYE 23 – (Carl Smith – Pay)  
 This Grievance has been resolved and will no longer appear on the Monthly Report.

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

Candice Smith, 564-2022-00673 (Discrimination)  
 This Charge of Discrimination alleges that Ms. Smith was discriminated against based on her status as a pregnant female. On September 12, 2022, the EEOC notified the City that it would not proceed further with its investigation and issued Ms. Smith a Notice of Right to Sue. Ms. Smith has 90 days from receipt of the Notice – i.e., December 11, 2022, to file a lawsuit against the City regarding the allegations in Ms. Smith's Charge of Discrimination. Because it has been resolved at the EEOC level, this Charge will no longer appear on the Monthly Report.

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

None

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### MUNICIPAL COURT PROSECUTIONS

This chart represents the cases prosecuted by the City Attorney's Office in the Municipal Criminal Court through September 2022. The chart does not represent those cases disposed of prior to Court through actions of the City Attorney and the Court.

Month	<u>ADULT CASES</u>			<u>JUVENILE CASES</u>			<u>COURT SESSIONS</u>		
	FYE 21	FYE 22	FYE 23	FYE 21	FYE 22	FYE 23	FYE 21	FYE 22	FYE 23
JULY	545	275	165	23	11	7	16	7	9
AUG	444	236	241	11	9	10	14	5	13
SEPT	520	263	245	10	9	15	13	5	10
OCT	325	269		4	12	32	7	6	
NOV	259	228		0	2		6	6	
DEC	279	162		6	1		7	3	
JAN	134	185		3	9		0	6	
FEB	178	787		1	8		0	8	
MAR	270	282		6	13		5	9	
APR	420	323		6	12		13	10	
MAY	507	582		10	21		13	12	
JUNE	422	268		0	7		11	11	
TOTALS / YTD	4,303	3,860	651	80	114	32	105	88	32

### WORKERS' COMPENSATION COURT

The total number cases pending as of September 2022 are 17. There were no new workers compensation cases received during the month of September 2022. 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 23 CASES	FYE22 CASES	FYE21 CASES	FYE20 CASES
Fire	Suppression	3		4	2	2
Fire	Prevention	1		1		
Parks/Rec.	Park Maintenance	1				
Parks/Rec	Westwood Pool			1		
Planning	Development Services					
Police	Animal Welfare	2			2	1
Police	Criminal Investigation	2		1		
Police	Patrol	4	1	4	1	2
Police	Administration	2		2		
Public Works	Street Maintenance	2		1	1	1
Public Works	Vehicle Maintenance					
Public Works	Storm Water					
Utilities	Line Maintenance					1

Legal – September 2022 Monthly Report  
 October 14, 2022  
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DEPARTMENT	DIVISION	PENDING CASES	FYE 23 CASES	FYE22 CASES	FYE21 CASES	FYE20 CASES
Utilities	Sanitation					
<b>TOTALS</b>		17	1	14	6	7

### ***List of Pending Cases***

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

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

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

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

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

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

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

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

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

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

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

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

***A settlement in the above cases was approved by Council on September 13, 2022 and will no longer appear on the monthly report.***

Henderson, Fred L. v. City of Norman, CM-2022-01483 Y

(Fire, Prevention, Fire Marshal, Both Knees)

Hiatt, Darin v. City of Norman, CM-01014 Q

(Public Works, Streets, HEO, Neck, R. Shoulder, R. Hand)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Legal – September 2022 Monthly Report  
 October 14, 2022  
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Younts, Jerry Wayne v. City of Norman, CM-2020-06911 F  
 (Public Works/Street Maintenance/HEO, L Shoulder, Neck)

### **TORT CLAIMS**

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

DEPARTMENT	FYE 23 Month	FYE 23 YTD	FYE 22 YTD	FYE 21	FYE 20
Animal Control		2	2	1	
Finance – IT				1	
Fire			2	1	4
Legal				2	
Other			6	11	10
Parks			2	4	6
Planning		1	2		
Police	2	4	8	3	5
Public Works – other		1	2	2	3
Public Works – Stormwater			1		2
Public Works – Engineering				1	2
Public Works – Streets		4	10	9	11
Utilities – Water	1	4	6	11	11
Utilities – Sanitation		1	6	12	12
Utilities – Sewer			4	5	5
<b>TOTAL CLAIMS</b>	<b>3</b>	<b>17</b>	<b>51</b>	<b>63</b>	<b>71</b>

CURRENT CLAIM STATUS	FYE 23 TO DATE	FYE 22	FYE 21	FYE 20
Claims Filed	17	51	63	71
Claims Open and Under Consideration	6	2	0	0
Claims Not Accepted Under Statute/Other	0	3	10	11
Claims Paid Administratively	5	15	11	13
Claims Paid Through Council Approval	0	2	7	14
Claims Resulting in a Lawsuit for FY	0	2	3	1
Claims Barred by Statute (No Further Action Allowed)	0	19	32	32
Claims in Denied Status (Still Subject to Lawsuit)	6	8	0	0

**MUNICIPAL COURT 8**

**MUNICIPAL COURT  
MONTHLY REPORT  
SEPTEMBER - FY '23**

**CASES FILED**

	<b><u>SEPTEMBER</u></b>	<b><u>FY23</u></b>	<b><u>Y-T-D</u></b>	<b><u>SEPTEMBER</u></b>	<b><u>FY22</u></b>	<b><u>Y-T-D</u></b>
Traffic	321		885	400		1,119
Non-Traffic	263		685	222		587
SUB TOTAL	584		1,570	622		1,706
Parking	1,415		2,317	1,077		2,168
<b>GRAND TOTAL</b>	<b>1,999</b>		<b>3,887</b>	<b>1,699</b>		<b>3,874</b>

**CASES DISPOSED**

	<b><u>SEPTEMBER</u></b>	<b><u>FY23</u></b>	<b><u>Y-T-D</u></b>	<b><u>SEPTEMBER</u></b>	<b><u>FY22</u></b>	<b><u>Y-T-D</u></b>
Traffic	313		970	501		1,279
Non-Traffic	251		724	176		501
SUB TOTAL	564		1,694	677		1,780
Parking	854		1,573	1,261		2,477
<b>GRAND TOTAL</b>	<b>1,418</b>		<b>3,267</b>	<b>1,938</b>		<b>4,257</b>

**REVENUE**

	<b><u>SEPTEMBER</u></b>	<b><u>FY23</u></b>	<b><u>Y-T-D</u></b>	<b><u>SEPTEMBER</u></b>	<b><u>FY22</u></b>	<b><u>Y-T-D</u></b>
Traffic	\$ 40,930.22		\$ 113,946.03	\$ 47,257.57		\$ 148,238.30
Non-Traffic	\$ 27,351.68		\$ 68,754.22	\$ 21,894.09		\$ 67,335.11
SUB TOTAL	\$ 68,281.90		\$ 182,700.25	\$ 69,151.66		\$ 215,573.41
Parking	\$ 25,890.00		\$ 52,965.00	\$ 48,875.76		\$ 82,738.26
<b>GRAND TOTAL</b>	<b>\$ 94,171.90</b>		<b>\$ 235,665.25</b>	<b>\$ 118,027.42</b>		<b>\$ 298,311.67</b>

## MUNICIPAL COURT - MONTHLY REPORT September 2022

### JUVENILE COMMUNITY SERVICE PROGRAM

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

### MEDIATION PROGRAM

The Early Settlement – Norman Mediation Program accepted 32 new cases and closed 31 cases during the month of September 2022. 1 Mediation was held.

**PARKS AND RECREATION                      9**



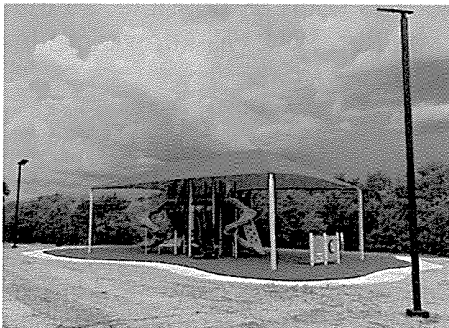
## Park Development Activities September 2022

### **NORMAN FORWARD Reaves Park:**



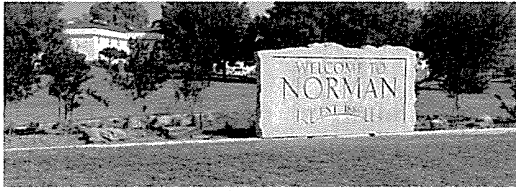
Work is continuing at the park; including final asphalt, striping, lighting, sod, trees and walkways for the new loop road and interior parking lots. Crews are finishing the grading and irrigation on the 4 new fields; and we expect to start laying the field sod the first of October; ahead of the winter dormancy period. This will allow the field turf to establish well-ahead of normal freezing temperatures and have us ready for play when the spring season begins. They will also be completing the new fields' outfield fencing, lighting and scoreboard placement. The roof and doors of the new restroom and concession building are being installed while the HVAC, plumbing and electrical subcontractors are finishing their build-outs. Final drainage structures are being completed, while the Ballclubs of Norman have started their fall league play. The work area will shrink down to the southern half of the current fenced area by late October. All work is planned for completion in early 2023, including a grand opening ceremony prior to the start of the spring baseball/softball season. A separate contractor is working to build the first sections of the new multi-modal path along the north side of Constitution Street, which passes through Reaves Park. We are working with them to identify trees that need to be preserved, removed or trimmed to make way for the new wide path. All work is planned for completion in early 2023, including a grand opening ceremony prior to the start of the spring baseball/softball season.

### **NORMAN FORWARD Neighborhood Parks:**



We held a small dedication ceremony on Friday (Sept. 16) at Vineyard Park to officially open the new playground that replaced the one destroyed by arson in the winter of 2020. We have also removed the old equipment and are preparing the ground for the new playground at Cherry Creek Park. That installation is scheduled to be done this fall; and will also include improvements to the soccer field, park furniture and walkways in the park. After this project, we will be doing some improvements to William Morgan Park, which will start with removing the poison ivy that has overgrown the area around the pond in the park and along the main walking trail. More improvements will be done at that park and several others starting next year as we continue through the 15 year Neighborhood Park Improvement program. We are also working on designs for the new park being built in the Bellatona Addition that will serve that area and Summit Valley neighborhoods. A conceptual design for the new Bentley Park will be presented at an upcoming Park Board for public input and review.

### **Public Landscapes:**



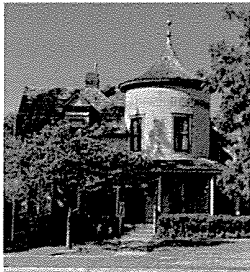
Crews continue to work on planting new landscapes at several public beautification areas. We recently had the south "Welcome to Norman" sign at Classen and 12<sup>th</sup> Avenue SE replanted after the severe weather of the past few

years had damaged many of the larger shrubs in that area. We will also be making improvements to smaller landscape areas at the Main Street "Welcome" sign, the Miller Historic District sign on Classen Boulevard and to several tree islands along our major streets. Work will continue as more sites are identified.

### **Andrews Park:**

Work has begun in Andrews Park to remove the old large playground in preparation for the new inclusive play area in its place. The current tot lot will remain available during construction, which is expected to be complete this fall. We are also starting the process of hiring a design team to create a master plan for Norman's oldest park to help guide us in future projects to upgrade the amphitheater area, splash pad, park trails and other areas that will help us move forward with daily use and event hosting at Andrews.

### **Historical House:**



We are receiving bids for a new shake roof on the Moore-Lindsey Historical House Museum. The existing roof has reached the end of its useful life and has tarps covering areas where hail and other weather and/or age has led to roof failure. We are also getting additional pricing to remove the asphalt shingle roof on the Carriage House at the museum, and replace it with a shake roof to match the main house. The current roof on that building is also well beyond

it's expected lifespan. We plan to award the project as soon as possible, so that work can be done quickly as we get into wetter weather. We will keep tarps in-place until the new roof is completed.

### **Forestry:**



We are working on pruning branches at several parks for safety and tree health over the next few weeks, prior to their annual leaf drop, which makes it much harder to identify dead material from live. In particular, we have a crew working to remove dead limbs from some large cottonwood trees in Kevin Gottshall Park, and are also doing trail-side maintenance at Creekside Bike Park and Ruby Grant Park ahead of a couple of special events being hosted at those sites in October. We are also coordinating with the contractor working to build the

new multimodal trail along Constitution Street to remove low limbs between the new path and the baseball fields in Reaves Park.

# SEPTEMBER 2022 PARK MAINTENANCE DIVISION

Park Maintenance crews performed routine trash removal & leaf clean-up in City Parks as well as restroom/shelter cleaning & landscape maintenance in City Parks.

<b>SAFETY REPORT</b>	<b>FYE-23 MTD</b>	<b>FYE-23 YTD</b>		<b>FYE-22 MTD</b>	<b>FYE-22 YTD</b>
On-The-Job Injuries	0	0		1	1
Vehicle Accidents	0	0		0	0
Employee responsible	0	0		0	0
<b>ROUTINE ACTIVITIES</b>	<b>Total Man</b>	<b>Hours YEAR-TO-DATE</b>		<b>Total Man</b>	<b>Hours YEAR-TO-DATE</b>
Big Mowing	134.00	321.50		84.00	243.00
Trim Mowing	947.00	2455.00		409.00	409.00
Chemical Spraying	85.00	379.00		41.00	41.00
Fertilization	0.00	21.00		16.00	19.00
Park Tree Work	311.00	1539.00		0.00	139.00
Street Tree Work	0.00	72.00		48.00	56.00
Trash Maintenance	209.50	446.00		33.00	97.00
Sprinkler Maintenance	164.00	596.00		32.00	169.00
Watering	0.00	0.00		189.00	189.00
Painting	2.00	2.00		64.00	134.50
Landscape Maintenance	107.00	342.00		0.00	0.00
Seeding/Sodding	0.00	0.00		120.50	123.50
Ballfield Maintenance	2.00	2.00		0.00	0.00
Fence Repairs	0.00	0.00		0.00	216.00
Equipment Repairs/Maintenance	247.00	590.75		0.00	13.00
Material Hauling	11.00	63.50		69.25	69.25
Snow/Ice Removal	0.00	0.00		8.25	32.25
Christmas Setup	0.00	0.00		0.00	0.00
Vector Control	16.00	148.00		0.00	0.00
Events	0.00	98.00		72.00	277.00
Vandalism Repair	9.00	20.00		0.00	219.00
Trail Maintenance	0.00	0.00		0.00	0.00
Playground Maintenance	107.25	690.00		45.00	45.00
Restroom Maintenance	4.00	11.00		180.50	390.50
Carpentry/Welding	4.50	38.00		0.00	236.75
Shop Time	20.00	132.50		0.00	94.00
Special Projects	248.00	846.00		188.00	188.00
Miscellaneous	255.25	813.50		58.00	66.00

SEPTEMBER 2022  
RECREATION DIVISION  
MONTHLY REPORT

**Norman Senior Center:** The Norman Senior Center saw a monthly attendance of 868. On Wednesday, September 7 at 12:30 pm, the Norman Senior Center took a day trip to watch the OKC Dodger game. The Ugly Quilting Group met on Thursday, September 8 at 10 am and will continue to meet on the second Thursday of each month. First Monday Birthdays were celebrated on Monday, September 12. On Tuesday, September 13, the Mystery Dinner trip took place. Patrons enjoyed a trip to Carlito's Café in Newcastle. Grill and Games, sponsored by Navigating Medicare, took place on Friday, September 16. Accentra Home Health offered free blood sugar and blood pressure screenings on Thursday, September 22. On Wednesday, September 28, the Norman Senior Center hosted Bingo, sponsored by Rivermont. On Thursday, September 29, the Norman Public Library had a team on site to issue library cards, answer questions about the library, and assisted those with their digital devices.

**Little Axe Community Center:** The Little Axe Community Center held a Health Fair and Vaccines on September 14th. There was a good turnout and 14 people wanted the new booster shot. The After School Program is growing and doing well. The Little Axe Community Center had a very successful Lunch and Learn with 50 people in attendance. One lucky lady even won a new television!

**12th Avenue Recreation Center:** The 12th Avenue Recreation Center averaged 31 students per day for the month of September. With Norman Public Schools being closed on September 2<sup>nd</sup>, we held a day camp for those that wanted to attend! Throughout the month, students got to do various crafts with all the staff like making a Personalized Planet that described more about them! Silver Spurs Square Dancing continued their weekend rentals throughout September, and had their one year anniversary on the 17<sup>th</sup>.

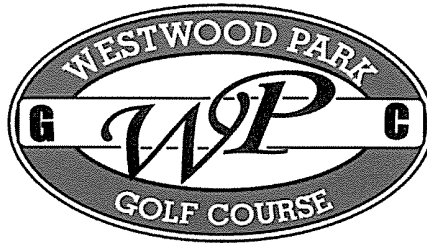
**Irving Recreation Center:** The Irving After School Program averaged 29 students per day through the month of September. Mitchell Richardson continued as the acting supervisor while the position was waiting to be filled.

**Whittier Recreation Center:** The Whittier Discovery camp ended its summer camp with days laid out for each child to choose their favorite activity of the summer to lead. Our last field trip consisted of a visit to Andrews Park. The kids had lunch, put on an amazing talent show, and played cops and robbers on the playground with staff. Our After School Program enrollment has had over 20 returning kids enroll and 2 new enrollments from summer camp. After school camp has averaged 27 kids for the month of August. Staff worked on decorating the halls and walls for the new school year. Clogging classes continued on their Tuesday and Thursday evening practice schedule throughout August. Our clogging instructor will be retiring at the end of September and passing the class on to a long time clogger from the same class.

<b>FACILITY ATTENDANCE:</b>	<b>Month</b>	<b>Year to Date</b>
Norman Senior Center	868	2,609
Little Axe Community Center	538	2,686
12th Avenue Recreation Center	1,230	5,850
Irving Recreation Center	325	1,752
Whittier Recreation Center	759	1,704
Reaves Center	300	900
Tennis Center	3,950	10,758

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
Senior	771	970	868										2,609
Axe	1,004	1,144	538										2,686
twelveth	2,815	1,805	1,230										5,850
Irving	717	710	325										1,752
Whittier	652	293	759										1,704
Reaves	300	300	300										900
Tennis	3,488	3,320	3,950										10,758

**WESTWOOD/NORMAN MUNICIPAL AUTHORITY 9A**



## SEPTEMBER 2022

### Westwood Golf Course Division Monthly Progress Report

ACTIVITY	SEPT FYE'23	SEPT FYE'22
Regular Green Fees	1035	850
Senior Green Fees	498	474
Junior Fees	267	321
School Fees ( high school golf team players)	28	0
Advanced Fees (high school golf team pre-pay)	0	0
Annual Fees (Regular, Senior & Junior Members)	805	644
Employee Comp Rounds	354	288
Golf Passport Rounds	0	0
9-Hole Green Fee	224	190
2:00 Fees	305	140
4:00 Fees	0	205
Dusk Fees or 6:00 Fees	131	81
PGA Comp Rounds	3	2
*Rainchecks (not counted in total round count)	11	19
Misc Promo Fees (birthday, players cards, OU student)	123	537
Green Fee Adjustments (fee difference on rainchecks)	9	7
<b>Total Rounds</b> (*not included in total round count)	<b>3782</b>	<b>3739</b>
% change from FY '20	1.15%	
<b>Range Tokens</b>	<b>4404</b>	<b>3988</b>
% change from FY '20	10.43%	
18 - Hole Carts	171	181
9 - Hole Carts	88	67
½ / 18 - Hole Carts	1433	1454
½ / 9 - Hole Carts	317	387
<b>Total Carts</b>	<b>2009</b>	<b>2089</b>
% change from FY '20	-3.83%	
18 - Hole Trail Fees	0	1
9 - Hole Trail Fees	0	2
18 - Hole Senior Trail Fees	0	2
9-Hole Senior Trail Fees	0	0
<b>Total Trail Fees</b>	<b>0</b>	<b>5</b>
% change from FY '20	-100.00%	
<b>TOTAL REVENUE</b>	<b>\$135,945.90</b>	<b>\$129,234.85</b>
% change from FY '20	5.19%	

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

Item 9.

<b>SAFETY REPORT</b>	<b>FY 2023</b>	<b>FY 2023</b>	<b>FY 2022</b>	<b>FY 2022</b>
	<b>MTD</b>	<b>YTD</b>	<b>MTD</b>	<b>YTD</b>
Injuries On The Job	0	0	1	0
City Vehicles Damaged	0	0	0	0
Vehicle Accidents Reviewed	0	0	0	0

**FINANCIAL INFORMATION**

	<b>FYE 2023</b>	<b>FYE 2023</b>	<b>FY 2022</b>	<b>FYE 2022</b>
	<b>MTD</b>	<b>YTD</b>	<b>MTD</b>	<b>YTD</b>
Green Fees	\$62,011.78	\$186,420.91	\$59,802.74	\$192,831.98
Driving Range	\$17,143.26	\$48,706.10	\$14,721.56	\$44,537.11
Cart Rental	\$35,146.12	\$102,557.07	\$35,237.21	\$109,728.15
Restaurant	\$21,376.17	\$78,920.37	\$19,295.44	\$66,956.43
Insufficient Check Charge	\$0.00	\$0.00	\$0.00	\$0.00
Interest Earnings	\$268.57	\$792.05	\$177.90	\$444.89
<b>TOTAL INCOME</b>	<b>\$135,945.90</b>	<b>\$417,396.50</b>	<b>\$129,234.85</b>	<b>\$414,498.56</b>
Expenditures	\$65,163.54	\$298,473.10	\$94,322.52	\$349,703.69
Income vs Expenditures	<b>\$70,782.36</b>	<b>\$118,923.40</b>	<b>\$34,912.33</b>	<b>\$64,794.87</b>
Rounds of Golf	4287	12861	4093	12279

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

We are in the process of installing a Ph adjustment injection system in the irrigation pumping station. This process is extensive and will take us several weeks to complete. This change will significantly produce better turfgrass quality conditions on all irrigated golf course areas. Thank you again to the Foundation and The Lionel Bentley Family donation. Our use of city water for irrigation is down by over 70% compared to all previous years. This is a direct reflection of the changes we completed with the well water (#11) piped and diverted directly into the irrigation pond. We hope to continue this major financial savings to Westwood's operating budget. Mowing is requiring most of our time and greens are performing very well with our fertilizer, topdressing and recovery methods. Manganese was the limiting factor. Overall greens quality rating is 95%. Nutsedge, Dallasgrass and prostrate knotweed has been our targeted weeds for control in the rough areas. This will be ongoing well into the fall.



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

*Item 9.*

SEPTEMBER 2022  
WESTWOOD POOL  
MONTHLY REPORT

FINANCIAL INFORMATION

	FYE 2023 MTD	FYE 2023 YTD	FYE 2022 TOTAL
Swim Pool Passes	\$0.00	\$239.00	\$280,436.50
Swim Pool Gate Admission	\$7,870.00	\$184,326.00	\$333,721.00
Swim Lesson Fees	\$0.00	\$3,880.00	\$63,442.00
Pool Rental	\$4,125.00	\$34,238.00	\$47,806.00
Locker Fees	\$0.00	\$0.00	\$0.00
Pool Classes	\$0.00	\$0.00	\$24,633.00
Pool Merchandise Sales	\$0.00	\$0.00	\$0.00
Concessions	\$3,332.32	\$101,881.18	\$203,526.27
<b>TOTAL INCOME</b>	<b>\$15,327.32</b>	<b>\$324,564.18</b>	<b>\$953,564.77</b>
Expenditures	\$70,211.05	\$504,484.42	\$693,322.52
<b>Income verses Expenditures</b>	<b>(\$54,883.73)</b>	<b>(\$179,920.24)</b>	<b>\$260,242.25</b>

ATTENDANCE INFORMATION

	FYE 2023 MTD Sep-22	FYE 2022-23 YTD April 22 - Present	2021 YTD April 21 - Oct 21
a. Pool Attendance	640	114,679	75,468
b. Adult Lap Swim Morning/Night	225	950	1,802
c. Water Walkers	1,120	1,124	4,923
d. Toddler Time	50	4,328	5,421
e. Water Fitness	550	2,610	2,826
f. Swim Team	0	1,435	4,423
g. Scuba Rentals	8	514	54
h. Scuba Participants	24	282	100
i. Swim Lessons	0	1,465	1,697
j. Private Swim Lessons	8	73	51
g. Movie Night/Special Events	2	2156	1,298
h. Party / Rentals	14	259	116
<b>TOTAL ATTENDANCE</b>	<b>2,641</b>	<b>129,875</b>	<b>98,179</b>

SEPTEMBER 2022  
WESTWOOD POOL  
MONTHLY REPORT

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SEPTEMBER 2022  
WESTWOOD POOL  
MONTHLY REPORT

FINANCIAL INFORMATION

	FYE 2023 MTD	FYE 2023 YTD	FYE 2022 TOTAL
Swim Pool Passes	\$0.00	\$239.00	\$280,436.50
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Pool Rental	\$4,125.00	\$34,238.00	\$47,806.00
Locker Fees	\$0.00	\$0.00	\$0.00
Pool Classes	\$0.00	\$0.00	\$24,633.00
Pool Merchandise Sales	\$0.00	\$0.00	\$0.00
Concessions	\$3,332.32	\$101,881.18	\$203,526.27
<b>TOTAL INCOME</b>	<b>\$15,327.32</b>	<b>\$324,564.18</b>	<b>\$953,564.77</b>
Expenditures	\$70,211.05	\$504,484.42	\$693,322.52
<b>Income versus Expenditures</b>	<b>(\$54,883.73)</b>	<b>(\$179,920.24)</b>	<b>\$260,242.25</b>

ATTENDANCE INFORMATION

	FYE 2023 MTD Sep-22	FYE 2022-23 YTD April 22 - Present	2021 YTD April 21 - Oct 21
a. Pool Attendance	640	114,679	75,468
b. Adult Lap Swim Morning/Night	225	950	1,802
c. Water Walkers	1,120	1,124	4,923
d. Toddler Time	50	4,328	5,421
e. Water Fitness	550	2,610	2,826
f. Swim Team	0	1,435	4,423
g. Scuba Rentals	8	514	54
h. Scuba Participants	24	282	100
i. Swim Lessons	0	1,465	1,697
j. Private Swim Lessons	8	73	51
g. Movie Night/Special Events	2	2156	1,298
h. Party / Rentals	14	259	116
<b>TOTAL ATTENDANCE</b>	<b>2,641</b>	<b>129,875</b>	<b>98,179</b>

**FACILITY MAINTENANCE                      9B**

## Facility Maintenance - September 2022 - Labor/Materials Cost Report

### Comprehensive Costs

Grand Total Cost: \$89,043.95

Total Misc. Cost (Materials/Contract Labor): \$52,995.14

Total Labor Cost: \$36,048.81

Total Labor Hours: 1,269.75

### Total Cost by Request Type

Administrative: \$7.74K – 9%

Custodial: \$13.25K – 15%

Electrical: \$9.95K – 11%

General Maintenance: \$3.4K – 4%

HVAC: \$42.28K – 47%

Plumbing: \$9.8K – 11%

Roofs: \$431.96 – 1%

Pest Control: \$2.57K – 2%

### Top Buildings by Cost

Animal Welfare: \$34K

Indirect: \$13.88K

201B (NPD – Complex): \$8.23K

City Hall (Complex): 4.22K

201A (Complex): \$3.17K

201C (Complex): \$3.08K

12<sup>th</sup> Ave Recreation Center: \$2.65K

Central Library: \$1.96K

Senior Center: \$1.46K

Westwood Tennis: \$1.41K

Norman Investigations Center: \$1.34K

201D (Complex – Development Center): \$1.19K

Little Axe Recreation Center: \$979.64

Fire Station #7: \$820.14

Andrews Park: \$743.50

Water Reclamation Facility: \$706.97

Facility Maintenance: \$692.82

Reaves Park: \$603.69

Fire Station #8: \$572.06

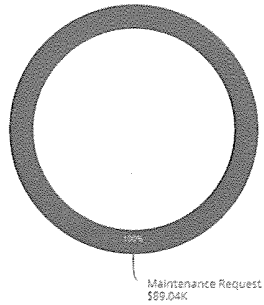
Shooting Range (NPD): \$569.35

Grand Total Cost  
**\$89,043.95**  
 Total Misc Cost \$52,995.14

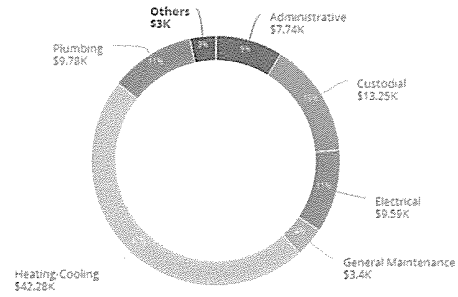
Total Labor Cost  
**\$36,048.81**  
 Total Labor Hours 1,269.75

Total Inventory Cost  
**#N/A**

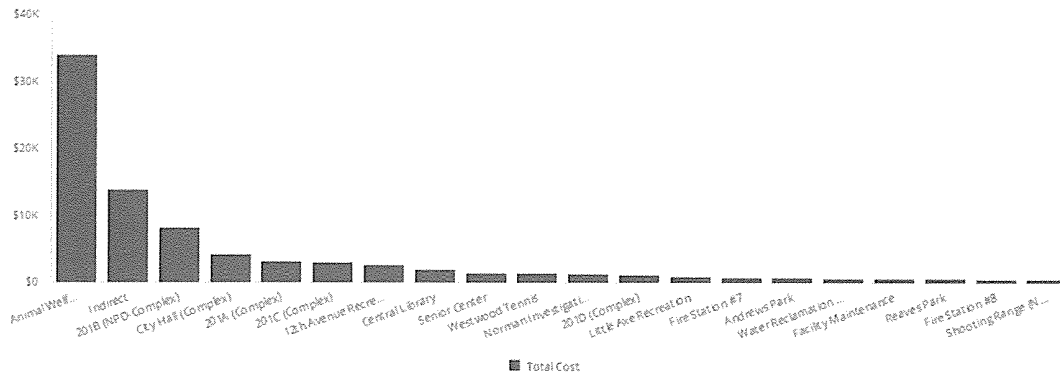
Total Cost by Module



Total Cost by Request Type



Top Buildings by Cost



## Comprehensive Operations

Maintenance Requests – Total: 336

Administrative: 87 – 26%

Custodial: 20 – 6%

Electrical: 62 – 18%

General Maintenance: 28 – 8%

HVAC: 71 – 21%

Plumbing: 63 – 19%



Others: 5 – 1%

/Roofs: 3

/Pest Control: 2

Finalized Requests – Total: 332

Number of Requests by Building

Indirect: 113

201B (NPD – Complex): 33

Central Library: 17

201A (Complex): 11

Animal Welfare: 10

Norman Investigation Center: 10

City Hall (Complex): 9

Westwood Tennis: 8

201C (Complex): 8

Shooting Range (NPD): 7

Senior Center: 7

Neighborhood Parks: 6

Reaves Park: 6

12<sup>th</sup> Ave Recreation Center: 6

Andrews Park: 5

Water Reclamation Facility: 5

Fleet: 5

Fire Station #7: 4

East Library: 4

Whittier Recreation Center: 4

Griffin Park: 4

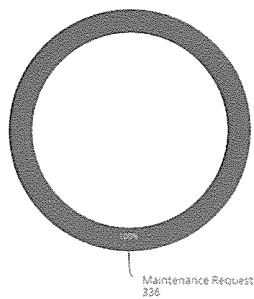
Traffic Control: 3

Fire Station #9: 3

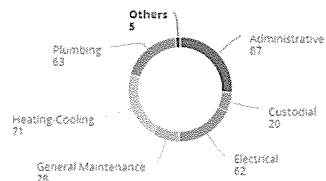
Fire Station #8: 3

Fire Station #5: 3

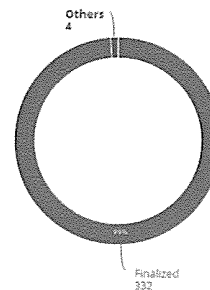
Requests by Module



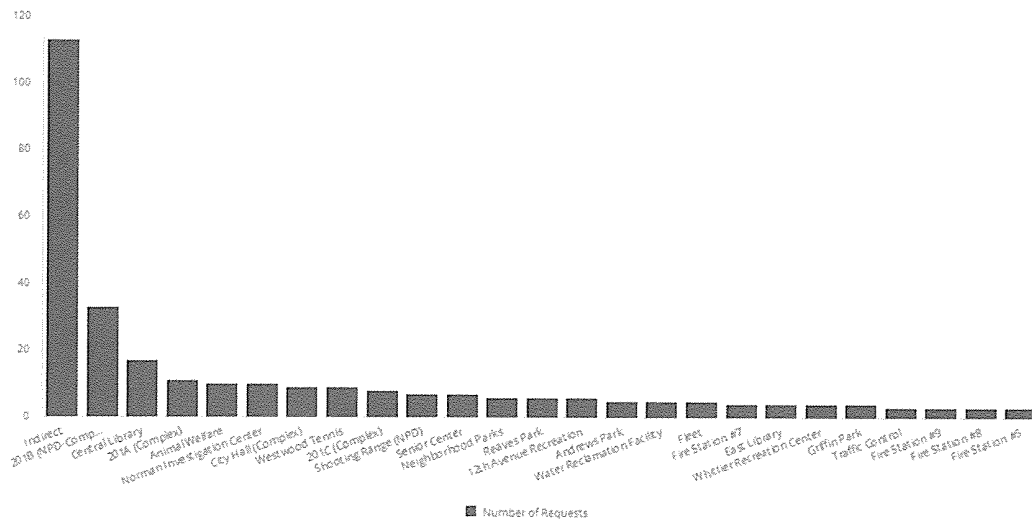
Requests by Type



Requests by Current Status



Requests by Building



## Work Summary

### PM & Work Requests by Current State

Completed – on time: 22 – 7%

Completed – overdue: 310 – 93%

\*\*\*This segment is not 100% accurate, the numbers are based on the physical date that the work orders were closed out versus the date they were entered as closed.

### PM & Work Requests Assigned by User

Bill S.: 48 – 14%

Brian J.: 51 – 15%

Don A.: 43 – 12%

Jeff L.: 73 – 21%

Jerry W.: 50 – 14%

Kathy L.: 22 – 6%

Robert B.: 47 – 13%

Others: 16 – 5%

/Jason M.: 4

/Josh H.: 4

/Linda M.: 4

/Nate M.: 4

### PM & Work Requests by Type

Administrative: 87 – 26%

Custodial: 20 – 6%

Electrical: 61 – 18%

General Maintenance: 25 – 8%

HVAC: 71 – 21%

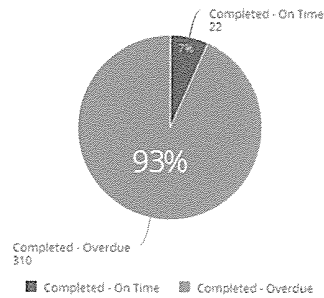
Plumbing: 63 – 19%

Others: 5 – 2%

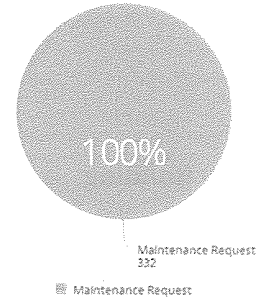
/Roofs: 3

/Pest Control: 2

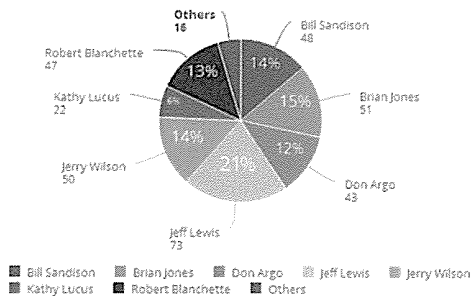
PM and Work Requests By Current State



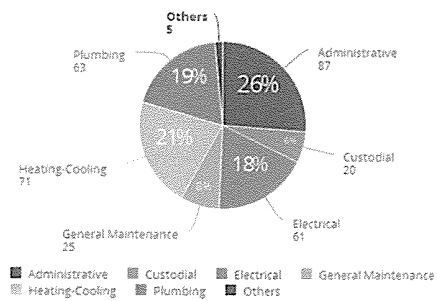
Requests By Module



PM and Work Requests Assigned By User



PM and Work Requests By Type



## Team Performance

### Labor Hours by User

Bill S.: 153.25 – 12%

Brian J.: 162.5 -- 13%

Don A.: 157 – 12%

Jason M.: 152 – 12%

Jeff L.: 162 – 13%

Jerry W.: 145 – 11%

Josh H.: 40 – 3%

Kathy L.: 110 – 9%

Linda M.: 60 – 5%

Robert B.: 127 – 10%

Nate M.: 4 – 0%

#### Labor Hours by Building

12<sup>th</sup> Ave Recreation Center: 61.5

201A (Complex): 83.5

201B (NPD – Complex): 169.25

201C (Complex): 79.5

Andrews Park: 19.25

Animal Welfare: 23

Central Library: 43

City Hall (Complex): 82.5

Development Center: 2

East Library: 11.5

Facility Maintenance: 7

Fire Station #1: 5.5

Fire Station #2: 6.5

Fire Station #3: 6.5

Fire Station #4: 4

Fire Station #5: 8

Fire Station #6: 4

Fire Station #7: 16

Fire Station #8: 15

Fire Station #9: 7

Firehouse Art Center: 3

Fleet: 9.5

Griffin Park: 6.25

Household Hazardous Waste: 1

\*Indirect: 363.75

Irving Recreation Center: 6

Legacy Park: 1

Line Maintenance: 8.5

Lions Park: 1

Little Axe Recreation Center: 10.5

Neighborhood Parks: 9

Norman Investigation Center: 31

Reaves Park: 18.5

Ruby Grant Park: 3

Senior Center: 18

Shooting Range (NPD): 13

Sooner Theater: 10

Special Operations (NPD): 1

Streets: 9.5

Traffic Control: 7.5

Transfer Station: 8.5

Transit/EVT: 3

Water Reclamation Facility: 13.5

Water Treatment Plant: 6.5

Westwood Golf: 2

Westwood Tennis: 37.25

Whittier Recreation Center: 12.5



**PLANNING AND COMMUNITY DEVELOPMENT      10**

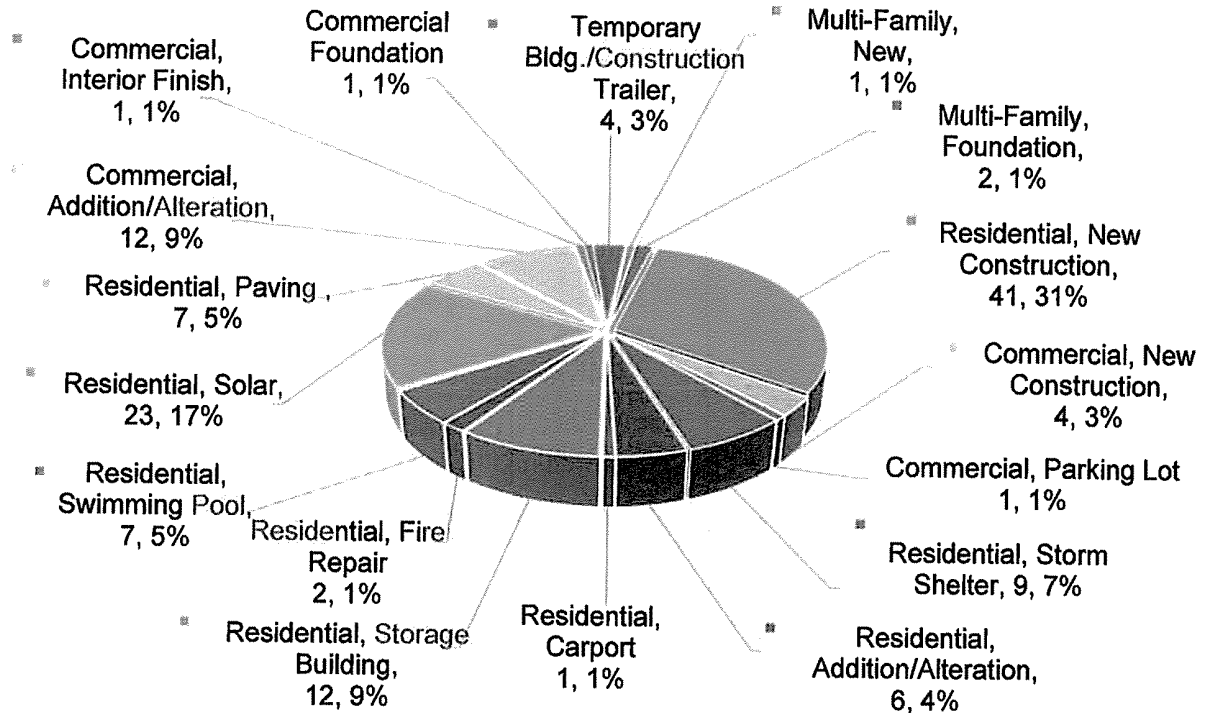




# CITY OF NORMAN

## DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY

### SEPTEMBER 2022 REPORT



Permit Type			Valuation
Residential, New Construction	41		\$ 13,896,237
Residential Duplex, New Construction	0		\$ -
Residential, New Manufactured Home	0		\$ -
Commercial, New Construction	4		\$ 12,070,875
Commercial, Parking Lot	1		\$ 26,000
Commercial, Shell Building	0		\$ -
Residential, Storm Shelter	9		\$ 35,260
Residential, Addition/Alteration	6		\$ 378,350
Residential, Carport	1		\$ 3,850
Residential, Storage Building	12		\$ 360,125
Residential, Fire Repair	2		\$ 50,900
Residential, Swimming Pool	7		\$ 478,180
Residential, Manufactured Home Repl	0		\$ -
Residential, Solar	23		\$ 737,960
Residential, Paving	7		\$ 31,800
Commercial, Addition/Alteration	12		\$ 6,551,000
Commercial, Interior Finish	1		\$ 400,000
Commercial, Fire Repair	0		\$ -
Commercial, Foundation	1		\$ 100,000
Temporary Bldg./Construction Trailer	4		\$ 15,531
Multi-Family, New	1		\$ 1,250,000
Multi-Family, Addition/Alteration	0		\$ -
Multi-Family, Foundation	2		\$ 55,500
Multi-Family, Fire Repair	0		\$ -
Group Quarters	0		\$ -
	<b>134</b>		<b>\$ 36,441,566</b>

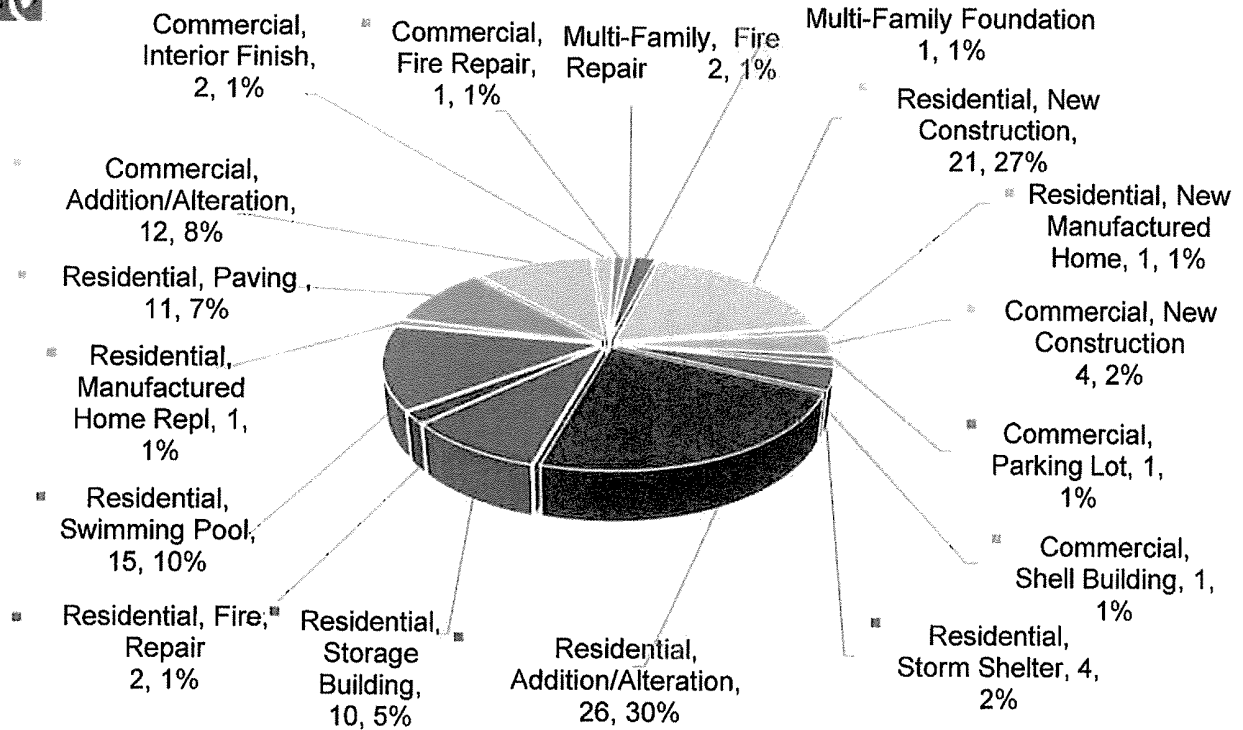
\*FOR MONTHLY COMPARISON TO PRIOR YEAR SEE PAGE 2.

**CITY OF NORMAN**  
**Building Permit Activity-SEPTEMBER 2022**

	DESCRIPTION	2022 YEAR TO-DATE	VALUATION	2021 TOTALS	2021 TOTAL VALUATION
	Residential, New Construction.....	331	\$ 108,688,502	559	\$ 171,447,259
	Residential, New Dwelling Unit Attached.....	0	\$ -	0	\$ -
	Residential, New Manufactured Home.....	6	\$ 642,004	2	\$ 65,000
	Residential, New Non Dwelling Unit.....	0	\$ -	0	\$ -
	Residential Duplex, New Construction.....	12	\$ 2,220,000	2	\$ 400,000
	Residential, Garage Apartment.....	0	\$ -	0	\$ -
	Multi-Family, New Construction 3-4 DU.....	1	\$ 1,100,000	1	\$ 750,000
	Multi-Family, New Construction 5+ DU.....	2	\$ 2,050,000	9	\$ 22,230,000
	Multi-Family, Fire Repair.....	50	\$ 650,270	13	\$ 284,798
	Multi-Family, Foundation.....	5	\$ 205,500	3	\$ 170,000
	Multi-Family, Addition/Alteration.....	3	\$ 82,540	2	\$ 16,000
	Residential, Addition/Alteration.....	107	\$ 7,116,347	185	\$ 11,219,201
	Residential, Carport.....	3	\$ 9,045	4	\$ 73,710
	Residential, Storm Shelter.....	172	\$ 760,767	307	\$ 1,174,221
	Residential, Storage Building.....	117	\$ 5,489,677	141	\$ 4,708,996
	Residential, Fire Repair.....	15	\$ 1,099,098	31	\$ 1,558,116
	Residential, Swimming Pool.....	89	\$ 7,144,493	145	\$ 9,332,054
	Residential, Manufactured Home Replacement	4	\$ 355,535	7	\$ 582,151
	Residential, Solar.....	128	\$ 4,522,161	16	\$ 461,303
	Residential, Paving.....	84	\$ 1,065,546	111	\$ 1,737,557
	Group Quarters.....	0	\$ -	0	\$ -
	<b>TOTAL</b>	<b>1129</b>	<b>\$ 143,201,485</b>	<b>1538</b>	<b>\$ 226,210,366</b>
<b>NON-RESIDENTIAL</b>	Commercial, New Construction.....	26	\$ 42,532,500	51	\$ 263,453,985
	Commercial, New Shell Building.....	7	\$ 6,895,000	11	\$ 9,242,000
	Commercial, Addition/Alteration.....	139	\$ 122,069,771	143	\$ 45,783,076
	Commercial, Interior Finish.....	27	\$ 5,274,600	40	\$ 3,374,700
	Commercial, New Foundation.....	5	\$ 970,200	7	\$ 10,740,000
	Commercial, Fire Repair.....	2	\$ 302,814	8	\$ 888,000
	Commercial, Parking Lot.....	3	\$ 114,000	7	\$ 682,640
	Commercial, Temporary Bldg./Const Trailer....	35	\$ 321,404	29	\$ 351,391
	<b>TOTAL</b>	<b>244</b>	<b>\$ 178,480,289</b>		<b>\$ 334,515,792</b>
<b>OTHER ACTIVITY</b>	Electrical Permits.....	1,330		1663	
	Heat/Air/Refrigeration Permits.....	1,341		1405	
	Plumbing and Gas Permits.....	1,430		1891	
	Sign Permits.....	384		475	
	Water Well Permits.....	24		44	
	Garage Sale Permits.....	540		782	
	Structure Moving Permits.....	18		16	
	Demo-Residential Permits.....	29		31	
	Demo-Non-Residential Permits.....	6		10	
	Temp. Const. Bldgs. & Roll-off Permits.....	114		173	
	Lot Line Adjustments Filed.....	10		25	
	Certificate of Occupancy (CO).....	913		1070	
	All Field Inspections.....	21,428		27583	
	Net Residential Demos & Removals.....	-47			
	<b>TOTAL VALUATION</b>		<b>\$ 321,681,774</b>		<b>\$ 560,726,158</b>



**CITY OF NORMAN**  
**DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY**  
**SEPTEMBER 2021 REPORT**



Permit Type	Count	Valuation
Residential, New Construction	21	\$ 6,737,880
Residential Duplex, New Construction	0	\$ -
Residential, New Manufactured Home	1	\$ 45,000
Commercial, New Construction	4	\$ 918,131
Commercial, Parking Lot	1	\$ 10,000
Commercial, Shell Building	1	\$ 800,000
Residential, Storm Shelter	4	\$ 20,336
Residential, Addition/Alteration	26	\$ 2,791,026
Residential, Carport	0	\$ -
Residential, Storage Building	10	\$ 438,738
Residential, Fire Repair	2	\$ 60,000
Residential, Swimming Pool	15	\$ 1,127,840
Residential, Manufactured Home Repl	1	\$ 79,183
Residential, Paving	11	\$ 72,601
Commercial, Addition/Alteration	12	\$ 511,000
Commercial, Interior Finish	2	\$ 230,000
Commercial, Fire Repair	1	\$ 50,000
Commercial, Foundation	0	\$ -
Temporary Bldg./Construction Trailer	0	\$ -
Multi-Family, New	0	\$ -
Multi-Family, Addition/Alteration	0	\$ -
Multi-Family, Foundation	1	\$ 50,000
Multi-Family, Fire Repair	2	\$ 2,250
Group Quarters	0	\$ -
<b>Total</b>	<b>115</b>	<b>\$ 13,943,985</b>



City of Norman  
BUILDING PERMITS AND INSPECTIONS

RESIDENTIAL BUILDING PERMITS  
Issued September 2022 - Sorted by Permit Type

Permit Type	Contractor	Permit #	Date Issued	Address	Lot	Block	Subdivision	Zoning	Valuation	Project Area	KW
1 & 2 FAMILY STORM SHELTER	GROUND ZERO STORM SHELTERS	3977	9/21/2022	3801 MONTELENA CIR	4	2	BROOKHAVEN #41	R1	\$ 3,495	32	
1 & 2 FAMILY STORM SHELTER	STORM SAFE	3980	9/13/2022	1612 KIAMICHI RD	8	2	INDIAN HILLS ESTATES	RE	\$ 4,500	24	
1 & 2 FAMILY STORM SHELTER	PREFERRED SHELTERS	4006	9/22/2022	1036 BOYD ST	6	1	ETHERINGTON HEIGHTS	R1	\$ 2,850	24	
1 & 2 FAMILY STORM SHELTER	FLAT SAFE TORNADO SHELTERS	4012	9/7/2022	511 DAKOTA ST	5	2	NORMAN HEIGHTS ADDITION	R1	\$ 6,175	16	
1 & 2 FAMILY STORM SHELTER	FLAT SAFE TORNADO SHELTERS	4071	9/8/2022	4612 STABLE DR	38	2	ROCK CREEK POLO CLUB	R1	\$ 4,600	48	
1 & 2 FAMILY STORM SHELTER	STORM SAFE SHELTER, LLC	4326	9/22/2022	2833 WEYMOUTH CT	10	2	WOODLAKE ESTATES #2	R1	\$ 3,745	21	
1 & 2 FAMILY STORM SHELTER	GROUND ZERO STORM SHELTERS	4328	9/22/2022	3903 NORTHRIDGE RD	1	2	BROOKHAVEN #04	R1	\$ 3,995	24	
1 & 2 FAMILY STORM SHELTER	STORM SHELTER, INC	4357	9/26/2022	3321 FIRESIDE CIR	5	6	PRAIRE CREEK ADD #2	R1	\$ 3,050	20	
1 & 2 FAMILY STORM SHELTER	STORM SAFE SHELTER, LLC	4397	9/28/2022	330 SHILOH DR	1	7	SUNRISE HEIGHTS SEC #3	R1	\$ 2,850	18	
1 & 2 FAMILY, ADD OR ALTER	BARGAIN BARNS & BUILDINGS, LLC	3231	9/1/2022	605 IOWA ST	27	4	NORMAN HEIGHTS ADDITION	R1	\$ 1,850	400	
1 & 2 FAMILY, ADD OR ALTER	OWNER	3910	9/2/2022	1815 KIAMICHI RD	3	1	INDIAN HILLS ESTATES	RE	\$ 1,500	947	
1 & 2 FAMILY, ADD OR ALTER	COMMERCIAL LAND SURVEYS	4068	9/8/2022	2809 DALEWOOD TER	29	1	EAST RIDGE ADD #03	R1	\$ 50,000	2000	
1 & 2 FAMILY, ADD OR ALTER	SWIFT, BRENT	4080	9/21/2022	715 WILLOW LN	19	1	WILLOW BROOK ADD	R1	\$ 185,000	2000	
1 & 2 FAMILY, ADD OR ALTER	OWNER	4119	9/13/2022	4600 HIGHLAND LAKE DR	8	2	HIGHLAND HILLS #3	RE	\$ 100,000	480	
1 & 2 FAMILY, ADD OR ALTER	EISEL ROOFING & CONSTRUCTION	4310	9/22/2022	945 MOCKINGBIRD LN	30	4	BEL-AIRE ADD SEC 1	R1	\$ 40,000	417	
1 & 2 FAMILY, CARPORT	ABLE SEAMLESS GUTTERING	4246	9/27/2022	1424 LINDALE AVE	20	5	LYDICK #1	R1	\$ 3,850	220	
1 & 2 FAMILY, FIRE REPAIR	MEDINA HOMES LLC	4179	9/19/2022	1710 TELSTAR CT	21	1	CRYSTAL HEIGHTS #3	R1	\$ 50,000	1800	
1 & 2 FAMILY, FIRE REPAIR	OWNER	4352	9/23/2022	140 REED AVE	57	2	RUCKERS CHURCH ADD #2	R2	\$ 900	200	
1 & 2 FAMILY, PAVING	OSCAR GOMEZ CONCRETE	3625	9/28/2022	820 COLLEGE AVE	8	2	CAMPUS ADD	R2	\$ 4,000	514	
1 & 2 FAMILY, PAVING	A & L CONCRETE	4112	9/14/2022	1437 DEER CHASE DR	1	1	DEERFIELD ADD SEC 5	R1	\$ 2,200	98	
1 & 2 FAMILY, PAVING	JOHNSON, BOBBY	4144	9/22/2022	524 FLOOD AVE	8	1	WESTBROOK ADD	R1	\$ 4,500	416	
1 & 2 FAMILY, PAVING	VELASCO, FELIPE	4188	9/15/2022	1230 BROOKS ST	16	1	ETHERINGTON HEIGHTS #2	R1	\$ 1,100	78	
1 & 2 FAMILY, PAVING	BLACKSTONE SERVICES, LLC	4181	9/15/2022	3821 CARRINGTON LN	6	3	CARRINGTON PLACE ADD #3	R1	\$ 6,500	376	
1 & 2 FAMILY, PAVING	OLIVAS CONSTRUCTION CO.	4215	9/23/2022	3923 PINE TREE CIR	2	8	CHERRY CREEK #3	R1	\$ 7,900	792	
1 & 2 FAMILY, PAVING	A & L CONCRETE	4255	9/22/2022	1407 NEBRASKA ST	16	1	WESTFIELD MANOR ADDITION	R1	\$ 5,600	595	
1 & 2 FAMILY, SOLAR	GREEN LIGHT SOLAR	3304	9/1/2022	2108 24TH AVE	2	3W	NOT SUBDIVIDED	A2	\$ 24,620		12
1 & 2 FAMILY, SOLAR	ADT SOLAR, LLC	3824	9/8/2022	4319 WAYSIDE DR	9	1	INDIAN SPRINGS ESTATES	RE	\$ 38,671		10
1 & 2 FAMILY, SOLAR	PAIC SOLAR	4003	9/7/2022	2809 MARBEL DR	5	2	HIGHLAND VILLAGE ADD SEC 4	R1	\$ 36,395		9
1 & 2 FAMILY, SOLAR	PAIC SOLAR	4005	9/7/2022	3305 WINCHESTER CIR	6	4	PRAIRIE CREEK	R1	\$ 43,788		8
1 & 2 FAMILY, SOLAR	SHINE SOLAR DBA SHINE AIR	4043	9/7/2022	3001 YOSEMITE DR	4	1	PARK HILL ADDITION	PUD	\$ 21,888		5
1 & 2 FAMILY, SOLAR	ADT SOLAR, LLC	4061	9/13/2022	1312 HOLLOW TREE TER	22	1	EAST RIDGE ADD #14	R1A	\$ 31,875		5
1 & 2 FAMILY, SOLAR	GREEN LIGHT SOLAR	4113	9/28/2022	1421 BUENA VISTA CIR	6	2	SONOMA PARK #4	R1	\$ 13,420		6
1 & 2 FAMILY, SOLAR	SOLAR POWER OF OKLAHOMA(FORMER	4149	9/13/2022	12413 FRANKLIN RD	27	5	WHISPERING HILLS	R1	\$ 39,311		10
1 & 2 FAMILY, SOLAR	SOLAR POWER OF OKLAHOMA(FORMER	4189	9/15/2022	3824 WATERBROOK DR	9	3	BELLATONA SEC. #1	R1	\$ 11,340		4
1 & 2 FAMILY, SOLAR	SOLAR POWER OF OKLAHOMA(FORMER	4170	9/19/2022	2708 CHEYENNE WAY	18	10	WILDWOOD GREEN #2	R1	\$ 19,000		7
1 & 2 FAMILY, SOLAR	PAIC SOLAR	4280	9/21/2022	3101 MONTANE DR	8	2	GREENLEAF TRAILS ADD 8	PUD	\$ 33,283		7
1 & 2 FAMILY, SOLAR	SOLAR POWER OF OKLAHOMA(FORMER	4309	9/22/2022	3500 SUMMIT CROSSING PKY	4	5	SUMMIT LAKES ADD #10	R1	\$ 31,258		7
1 & 2 FAMILY, SOLAR	SOLAR POWER OF OKLAHOMA(FORMER	4315	9/22/2022	712 GOSHAWK DR	11	2	EAGLE CLIFF ADD #6	R1	\$ 25,200		8
1 & 2 FAMILY, SOLAR	SOLAR POWER OF OKLAHOMA(FORMER	4319	9/23/2022	5001 DEERHURST DR	18	1	CAMBRIDGE ADD #5	R1	\$ 22,700		7
1 & 2 FAMILY, SOLAR	ADT SOLAR, LLC	4327	9/23/2022	3604 BROWNWOOD LN	28	3	CASTLEROCK ADD #6	R1	\$ 54,178		8
1 & 2 FAMILY, SOLAR	OKIE SOLAR	4354	9/26/2022	816 OAKBROOK DR	4	3	WILLOW BROOK ADD	R1	\$ 38,000		13
1 & 2 FAMILY, SOLAR	PAIC SOLAR	4364	9/27/2022	1110 OLD FRISCO RD	20	4	GREENLEAF TRAILS ADD 8	PUD	\$ 39,394		9
1 & 2 FAMILY, SOLAR	ASTRAWATT SOLAR	4391	9/28/2022	616 RIVERMONT CT	1	3	SHADOWRIDGE ADD #2	R1	\$ 35,431		10
1 & 2 FAMILY, SOLAR	MY ROOF	4405	9/29/2022	624 SUMMIT CREST LN	19	3	SUMMIT LAKES ADD #7	R1	\$ 33,274		10
1 & 2 FAMILY, SOLAR	MY ROOF	4410	9/29/2022	612 SUMMIT CREST LN	16	3	SUMMIT LAKES ADD #7	R1	\$ 32,478		12
1 & 2 FAMILY, SOLAR	MY ROOF	4420	9/29/2022	3312 VALLEY HOLLOW	23	1	SUMMIT VALLEY	R1	\$ 33,599		9
1 & 2 FAMILY, SOLAR	MY ROOF	4422	9/29/2022	3109 24TH AVE	7	4	ST JAMES PARK ADD 3	R1	\$ 19,744		5
1 & 2 FAMILY, SOLAR	MY ROOF	4443	9/29/2022	3125 STONE CREEK DR	26	1	STONE LAKE	R1	\$ 58,717		14
1 & 2 FAMILY, STORAGE BLDG	ORTEGA, VICTOR	3606	9/1/2022	4307 MAE BELLE CT	13	2W	JOHN DALTON RIDGE COS 2021-15	A2	\$ 30,000	1500	
1 & 2 FAMILY, STORAGE BLDG	FREDGREN, TOM	3847	9/22/2022	5221 LADBROOK ST	28	1	CAMBRIDGE ADD #3	R1	\$ 15,000	180	
1 & 2 FAMILY, STORAGE BLDG	BACKYARD SOLUTIONS, INC	3885	9/2/2022	2705 CREEKVIEW TER	49	3	EAST RIDGE ADD	R1	\$ 5,000	160	
1 & 2 FAMILY, STORAGE BLDG	TUFF SHED INC	3959	9/8/2022	2604 SUMMIT TERRACE DR	8	4	SUMMIT LAKES ADD #8	R1	\$ 5,900	128	
1 & 2 FAMILY, STORAGE BLDG	PERRY, BRAD	4004	9/7/2022	6106 ROCK CREEK RD	18	1W	NOT SUBDIVIDED	A2	\$ 52,000	2400	
1 & 2 FAMILY, STORAGE BLDG	TUFF SHED INC	4091	9/13/2022	8505 RIDGEVIEW DR	15	1	TIMBERLAKE ESTATES	RE	\$ 9,055	120	
1 & 2 FAMILY, STORAGE BLDG	TUFF SHED	4100	9/13/2022	2817 BISHOPS CT	21	2	BERKELEY ADD #6	R1	\$ 9,156	192	
1 & 2 FAMILY, STORAGE BLDG	TW CONSTRUCTION	4158	9/21/2022	6325 HAROLD WAY	8	1	WOODY BRYANT ADD	RE	\$ 22,800	1500	
1 & 2 FAMILY, STORAGE BLDG	WINDSTONE CONSTRUCTION	4207	9/20/2022	4308 MAE BELLE CT	13	2W	JOHN DALTON RIDGE COS 2021-15	A2	\$ 150,000	2581	
1 & 2 FAMILY, STORAGE BLDG	BARGAIN BARNS & BUILDINGS, LLC	4283	9/29/2022	7225 LINDSEY ST	32	1W	NOT SUBDIVIDED	A2	\$ 31,976	1200	
1 & 2 FAMILY, STORAGE BLDG	BARGAIN BARNS & BUILDINGS, LLC	4284	9/29/2022	7225 LINDSEY ST	32	1W	NOT SUBDIVIDED	A2	\$ 3,238	450	
1 & 2 FAMILY, STORAGE BLDG	OWNER	4287	9/21/2022	13328 TATGE CIR	4	1	INDIAN MERIDIAN EST	RE	\$ 28,000	1500	
1 & 2 FAMILY, SWIMMING POOL	BLUE HAVEN POOLS OF OK	3262	9/7/2022	1112 PICKARD AVE	10	2	PICKARD ACRES	R1	\$ 86,222	675	
1 & 2 FAMILY, SWIMMING POOL	ARTISTIC POOLS	3837	9/7/2022	2700 CRITTENDEN LNK RD	2	4	ASHTON GROVE ADD SEC 2	PUD	\$ 81,958	950	
1 & 2 FAMILY, SWIMMING POOL	SIGNATURE CUSTOM POOLS	3908	9/8/2022	517 MERRYWOOD LN	2A	1	MERRYWOOD ACRES	R1	\$ 70,000	878	
1 & 2 FAMILY, SWIMMING POOL	SIGNATURE CUSTOM POOLS	3920	9/8/2022	4515 CRITTENDEN DR	1	4	ASHTON GROVE ADD SEC 2	PUD	\$ 94,000	1030	
1 & 2 FAMILY, SWIMMING POOL	AQUATIC DESIGNS POOL & SPA	4086	9/21/2022	4600 HARROGATE DR	4	1	BROOKHAVEN #34	R1	\$ 70,000	1180	
1 & 2 FAMILY, SWIMMING POOL	AQUATIC DESIGNS POOL & SPA	4087	9/21/2022	3216 WALNUT RD	5	1	WALNUT RIDGE ADD	R1	\$ 50,000	612	
1 & 2 FAMILY, SWIMMING POOL	GALAXY OUTDOOR RECREATION	4141	9/14/2022	4700 PERSIMMON CT	35	2	ROCK CREEK POLO CLUB #3	R1	\$ 28,000	1488	

1 FAMILY, NEW CONSTRUCTION	BYRD BUILDING	2846	9/30/2022	4410		ESCALON	DR	6	4	LAS COLINAS SEC. #1	R1	\$	518,840	5660
1 FAMILY, NEW CONSTRUCTION	WINDSTONE CONSTRUCTION	3143	9/13/2022	15005	E	IMHOFF	RD	5	1E	PRAIRIE CREEK RANCH COS 2021-3	A2	\$	669,500	5534
1 FAMILY, NEW CONSTRUCTION	BYRD BUILDING	3368	9/1/2022	2606		BRIXTON	DR	16	1	VILLAS AT ASHTON GROVE	PUD	\$	809,480	8074
1 FAMILY, NEW CONSTRUCTION	RED LEAF CONSTRUCTION, INC	3514	9/23/2022	4908		ENCLAVE	CIR	17	4	FOUNTAIN VIEW NORTH	PUD	\$	255,780	2407
1 FAMILY, NEW CONSTRUCTION	VESTA HOMES, INC	3787	9/8/2022	2606		EVERTON	LN	2	4	ST JAMES PARK ADD 5	R1	\$	294,000	3014
1 FAMILY, NEW CONSTRUCTION	VESTA HOMES, INC	3800	9/8/2022	2520		EVERTON	LN	5	4	ST JAMES PARK ADD 5	R1	\$	294,000	3166
1 FAMILY, NEW CONSTRUCTION	C.A. MCCARTY CONSTRUCTION LLC	3948	9/7/2022	4513		BELLINGHAM	LN	6	1	CARRINGTON PLACE ADD #14	R1	\$	620,200	6014
1 FAMILY, NEW CONSTRUCTION	RED LEAF CONSTRUCTION, INC	3996	9/15/2022	4534		ENCLAVE	C-R	14	4	FOUNTAIN VIEW NORTH	PUD	\$	223,160	2193
1 FAMILY, NEW CONSTRUCTION	RED LEAF CONSTRUCTION, INC	3997	9/15/2022	4900		ENCLAVE	CIR	19	4	FOUNTAIN VIEW NORTH	PUD	\$	230,720	2193
1 FAMILY, NEW CONSTRUCTION	RED LEAF CONSTRUCTION, INC	3998	9/15/2022	4812		ENCLAVE	CIR	21	4	FOUNTAIN VIEW NORTH	PUD	\$	301,880	2721
1 FAMILY, NEW CONSTRUCTION	OWNER	4044	9/15/2022	616		TIMBERBROOK	DR	2	12	VINTAGE CREEK ADDITION	PUD	\$	400,000	3828
1 FAMILY, NEW CONSTRUCTION	C.A. MCCARTY CONSTRUCTION LLC	4057	9/25/2022	4423		BELLINGHAM	CT	11	1	CARRINGTON PLACE ADD #14	R1	\$	900,000	6019
1 FAMILY, NEW CONSTRUCTION	RICHARDSON HOMES	4152	9/22/2022	15000	E	FRANKLIN	RD	8	1E	PEEBLY ESTATES COS 2021-1	A2	\$	393,272	4036
1 FAMILY, NEW CONSTRUCTION	DAVID CADDELL CONSTRUCTION	4261	9/22/2022	2901		BRETTFORD	WAY	12	4	ST JAMES PARK ADD 4	R1	\$	370,000	3555
1 FAMILY, NEW CONSTRUCTION	B.L. BELL CONSTRUCTION, LLC	4266	9/28/2022	4500	E	ROBINSON	ST	26	2W	PECAN HEIGHTS (SURVEY)	A2	\$	175,000	1645
1 FAMILY, NEW CONSTRUCTION	RED LEAF CONSTRUCTION, INC	4348	9/7/2022	4604		ENCLAVE	CIR	18	4	FOUNTAIN VIEW NORTH	PUD	\$	152,095	2172
1 FAMILY, NEW CONSTRUCTION	SHERIDAN HOMES, LLC	3735	9/9/2022	565		DENA	DR	20	1	ALAMEDA PARK ADD #3	R1	\$	265,720	2500
1 FAMILY, NEW CONSTRUCTION	REMINGTON ENTERPRISES	3927	9/12/2022	2811		CLIFTON	TER	2	5	VARENNIA LANDING ADDITION	PUD	\$	295,120	2507
1 FAMILY, NEW CONSTRUCTION	LANDMARK FINE HOMES, LP	3979	9/13/2022	1612		KIAMICHI	RD	6	2	INDIAN HILLS ESTATES	RE	\$	375,000	2549
1 FAMILY, NEW CONSTRUCTION	DENALI HOMES, LLC	4054	9/16/2022	4406		ESCALON	DR	7	4	LAS COLINAS SEC. #1	R1	\$	518,080	4722
1 FAMILY, NEW CONSTRUCTION	REMINGTON ENTERPRISES	4105	9/19/2022	1092		RIVA	PKY	16	3	VARENNIA LANDING ADDITION	PUD	\$	212,250	1819
1 FAMILY, NEW CONSTRUCTION	REMINGTON ENTERPRISES	4126	9/19/2022	909		RIVA	PKY	5	4	VARENNIA LANDING ADDITION	PUD	\$	295,120	2507
1 FAMILY, NEW CONSTRUCTION	REMINGTON ENTERPRISES	4127	9/19/2022	905		RIVA	PKY	6	4	VARENNIA LANDING ADDITION	PUD	\$	299,600	2553
1 FAMILY, NEW CONSTRUCTION	SHERIDAN HOMES, LLC	4216	9/26/2022	2309		ALAMEDA PARK	DR	10	5	ALAMEDA PARK ADD #3	R1	\$	238,880	2347
1 FAMILY, NEW CONSTRUCTION	SHERIDAN HOMES, LLC	4220	9/29/2022	3105		CRUDEN	DR	1	1	CASCADE ESTATES PUD #5	PUD	\$	266,240	3058
1 FAMILY, NEW CONSTRUCTION	SHERIDAN HOMES, LLC	4221	9/29/2022	413		VILLAGE LAKE	DR	18	1	HIGHLAND VILLAGE ADD SEC 10	R1	\$	322,700	3230
1 FAMILY, NEW CONSTRUCTION	LANDMARK FINE HOMES, LP	4386	9/28/2022	512		QUIDNET	RD	10	13	VINEYARD PHASE III	R1	\$	500,000	3895
1 FAMILY, NEW CONSTRUCTION	REMINGTON ENTERPRISES	3925	9/12/2022	2807		CLIFTON	TER	1	5	VARENNIA LANDING ADDITION	PUD	\$	299,600	2533
1 FAMILY, NEW CONSTRUCTION	REMINGTON ENTERPRISES	3926	9/12/2022	2815		CLIFTON	TER	3	5	VARENNIA LANDING ADDITION	PUD	\$	295,120	2507
1 FAMILY, NEW CONSTRUCTION	REMINGTON ENTERPRISES	4101	9/19/2022	1012		VARENNIA	LN	14	1	VARENNIA LANDING ADDITION	PUD	\$	321,580	2695
1 FAMILY, NEW CONSTRUCTION	REMINGTON ENTERPRISES	4102	9/19/2022	930		RIVA	PKY	17	3	VARENNIA LANDING ADDITION	PUD	\$	212,520	1891
1 FAMILY, NEW CONSTRUCTION	REMINGTON ENTERPRISES	4104	9/19/2022	1000		RIVA	PKY	15	3	VARENNIA LANDING ADDITION	PUD	\$	212,520	1891
1 FAMILY, NEW CONSTRUCTION	REMINGTON ENTERPRISES	4109	9/19/2022	2819		CLIFTON	TER	4	5	VARENNIA LANDING ADDITION	PUD	\$	295,120	2507
1 FAMILY, NEW CONSTRUCTION	REMINGTON ENTERPRISES	4121	9/19/2022	1014		RIVA	PKY	13	3	VARENNIA LANDING ADDITION	PUD	\$	212,520	1819
1 FAMILY, NEW CONSTRUCTION	REMINGTON ENTERPRISES	4128	9/19/2022	1025		RIVA	PKY	10	3	VARENNIA LANDING ADDITION	PUD	\$	212,520	1891
1 FAMILY, NEW CONSTRUCTION	REMINGTON ENTERPRISES	4130	9/19/2022	901		RIVA	PKY	7	4	VARENNIA LANDING ADDITION	PUD	\$	295,120	2507
1 FAMILY, NEW CONSTRUCTION	REMINGTON ENTERPRISES	4131	9/19/2022	1018		RIVA	PKY	12	3	VARENNIA LANDING ADDITION	PUD	\$	212,520	1891
1 FAMILY, NEW CONSTRUCTION	REMINGTON ENTERPRISES	4133	9/19/2022	925		RIVA	PKY	1	4	VARENNIA LANDING ADDITION	PUD	\$	295,120	2507
1 FAMILY, NEW CONSTRUCTION	REMINGTON ENTERPRISES	4135	9/19/2022	921		RIVA	PKY	2	4	VARENNIA LANDING ADDITION	PUD	\$	299,600	2533
1 FAMILY, NEW CONSTRUCTION	REMINGTON ENTERPRISES	4136	9/19/2022	913		RIVA	PKY	4	4	VARENNIA LANDING ADDITION	PUD	\$	295,120	2507
1 FAMILY, NEW CONSTRUCTION	REMINGTON ENTERPRISES	4137	9/19/2022	1010		RIVA	PKY	14	3	VARENNIA LANDING ADDITION	PUD	\$	212,520	1891
3+ FAMILY, FOUNDATION PERMIT	CSO DEVELOPMENT	4037	9/20/2022	291	E	BOYD	ST	18	3	STATE UNIVERSITY ADD	CCFB	\$	30,000	2483
3+ FAMILY, FOUNDATION PERMIT	CSO DEVELOPMENT	4038	9/20/2022	211	E	BOYD	ST	22	3	STATE UNIVERSITY ADD	CCFB	\$	25,500	1859
3+ FAMILY, NEW CONSTRUCTION	CSO DEVELOPMENT	3953	9/15/2022	515	S	SANTA FE	AVE	14	3	LARSH ADD #1	R3	\$	1,250,000	11206
TEMPORARY ROLL-OFF, OTHER	G S J M, LLC	4332	9/22/2022	300	W	GRAY	ST	27	84	NORMAN, ORIGINAL TOWNSHIP	CCFB	\$	-	0
TEMPORARY ROLL-OFF, OTHER	BENNETT, DEWITE LEE	4438	9/23/2022	121	E	HAYES	ST	7	18	HIGHLAND ADDITION	R2	\$	-	0
TEMPORARY ROLL-OFF, RESIDENTIAL	ARGO, DON	4080	9/7/2022	4510	E	FRANKLIN	RD	11	2W	NOT SUBDIVIDED	A2	\$	-	0
TEMPORARY ROLL-OFF, RESIDENTIAL	CONNER, RUSSELL CLARK	4106	9/8/2022	11550	E	ROCK CREEK	RD	23	1W	SILVER CREEK EST (SURVEY)	RE	\$	-	0
TEMPORARY ROLL-OFF, RESIDENTIAL	HAHN, GEORGE B	4183	9/14/2022	1912		OAKHURST	CIR	21	2	OAKHURST ADD	R1	\$	-	0
TEMPORARY ROLL-OFF, RESIDENTIAL	WARDEN, EDITH M	4279	9/20/2022	522		BARBOUR	AVE	2	7	WOODSLAWN ADD #3	R1	\$	-	0
TEMPORARY ROLL-OFF, RESIDENTIAL	SUMMERS, ROBERT L	4383	9/27/2022	303	E	FRANK	ST	1	2	J A JONES ADDITION	R3	\$	-	0
TOTAL PERMITS		111	AVERAGE VALUATION		\$	17,278,162		AVERAGE PROJECT AREA		1,942		(SOLAR PERMITS - PROJECT AREA NOT INCLUDED)		
(EXCLUDING TEMP ROLL-OFF)			TOTAL VALUATION		\$	155,659		TOTAL PROJECT AREA		170,912				
Permit Type		Permit Counts		Unit Count		Valuation		Permit Type		Permit Counts				
1 & 2 FAMILY, STORM SHELTER		9				\$ 35,290		RESIDENTIAL STORAGE CONTAINER		0				
1 & 2 FAMILY, ADD OR ALT		6				\$ 378,350		TEMPORARY ROLL-OFF, RESIDENTIAL		5				
1 & 2 FAMILY, CARPORT		1				\$ 3,650		TEMPERARY ROLL-OFF, OTHER		3				
1 & 2 FAMILY, FIRE REPAIR		2				\$ 50,900		SEASONAL STORAGE CONTAINER		0				
1 & 2 FAMILY, PAVING		7				\$ 31,800								
1 & 2 FAMILY, SOLAR		23				\$ 737,960								
1 & 2 FAMILY, STORAGE BLDG		12				\$ 360,125								
1 & 2 FAMILY, SWIMMING POOL		7				\$ 478,180								
1 FAMILY, MANUFACTURED HOME REPLACEMENT		0				\$ -								
1 FAMILY, MANUFACTURED HOME NEW		0				\$ -								
1 FAMILY, NEW CONSTRUCTION		41				\$ 13,896,237								
2-FAMILY, NEW CONSTRUCTION		0				\$ -								
3-FAMILY, NEW CONSTRUCTION		1		8		\$ 1,250,000								
3-FAMILY, FIRE REPAIR		0				\$ -								
3+FAMILY, FOUNDATION		2				\$ 55,500								
3+FAMILY, ADD/ALT		0				\$ -								
GROUP QUARTERS		0				\$ -								
GROUP QUARTERS		0				\$ -								
GROUP QUARTERS		0				\$ -								
TOTAL		111		8		\$ 17,278,162		TOTAL DEMO-NET DWELLING UNITS		-2				



City of Norman  
BUILDING PERMITS AND INSPECTIONS

NON-RESIDENTIAL BUILDING PERMITS  
Issued September 2022- Sorted by Permit Type

Permit Type	Contractor	Tenant Name	Permit #	Issued	Street #	Dir	Street Name	Street Type	Lot	Block	Subdivision	Zoning	Valuation	Project Area
COMMERCIAL, ADD/ALT	MMF CONSTRUCTION, LLC.	AUTOMAX HYUNDAI SERVICE CENTER	497	9/7/2022	501		INTERSTATE	DR	1	1	PARK CENTRAL ADD	C2	\$ 1,500,000	12585
COMMERCIAL, ADD/ALT	MMF CONSTRUCTION, LLC.	AUTOMAX HYUNDAI DEALERSHIP	498	9/7/2022	551		INTERSTATE	DR	2	1	PARK CENTRAL ADD	C2	\$ 3,500,000	16530
COMMERCIAL, ADD/ALT	SHELLBACK GENERAL CONTRACTING	405 BREWING	2130	9/22/2022	205	E	MAIN	ST	3	14	NORMAN, ORIGINAL TOWNSHIP	C3	\$ 250,000	1980
COMMERCIAL, ADD/ALT	SHELLBACK GENERAL CONTRACTING	ADAIR & ASSOCIATES OFFICE REMODEL	2131	9/22/2022	205	E	MAIN	ST	3	14	NORMAN, ORIGINAL TOWNSHIP	C3	\$ 150,000	1800
COMMERCIAL, ADD/ALT	SUN CONSTRUCTION SERVICES	FFB REMODEL	3124	9/14/2022	3595	W	ROBINSON	ST	1	1	CASHBOX NORTHWEST	C1	\$ 580,000	2750
COMMERCIAL, ADD/ALT	KEL-CO CONSTRUCTION	M3 TECHNOLOGY SOLUTIONS REMODEL	3500	9/1/2022	1900		INDUSTRIAL	BLVD		2A	NORMAN INDUSTRIAL TRACT	I2	\$ 70,000	10800
COMMERCIAL, ADD/ALT	LEASEE (TENANT)	LEGALLY BREWED REMODEL	3700	9/7/2022	123	W	MAIN	ST	12	66	NORMAN, ORIGINAL TOWNSHIP	ROW	\$ 30,000	300
COMMERCIAL, ADD/ALT	COMANCHE CONSTRUCTION, LLC.	CHRISTIAN BROTHERS AUTO	3849	9/7/2022	3050		YARBROUGH	WAY	2	1	CHRISTIAN BROTHERS AUTOMOTIVE	C2	\$ 100,000	948
COMMERCIAL, ADD/ALT	KYPOR SKY	T-MOBILE & SPRINT ANTENNAS	3972	9/1/2022	1295		CROSSROADS	BLVD	4	1	TOWNE WEST VILLAGE	C2	\$ 25,000	100
COMMERCIAL, ADD/ALT	VITRUVIAN HOMES	INCREDIBLE KIDS ACADEMY	4080	9/23/2022	1007	N	UNIVERSITY	BLVD	7	1	ADBAR #2	I1	\$ 9,000	3687
COMMERCIAL, ADD/ALT	WOOD, PATRICK	DRYBAR INTERIOR REMODEL	4153	9/29/2022	2236		24TH	AVE	2	2	UNIVERSITY NORTH PARK SEC 6	PUD	\$ 312,000	2600
COMMERCIAL, ADD/ALT	FULTON TECHNOLOGIES, INC.	VERIZON WIRELESS ANTENNAS	5735	9/14/2022	186		24TH	AVE	33	2W	NOT SUBDIVIDED	C2	\$ 25,000	100
COMMERCIAL, FOUNDATION PERMIT	MEEK DEVELOPMENT	MISSION NORMAN FOUNDATION	4384	9/29/2022	2525	E	LINDSEY	ST	34	2W	NOT SUBDIVIDED	PUD	\$ 100,000	7728
COMMERCIAL, INTERIOR FINISH	JOHANSEN INTERIORS, LLC.	MOD PIZZA	2682	9/6/2022	2065		24TH	AVE	1	1	UNIVERSITY NORTH PARK SEC 18	PUD	\$ 400,000	2860
COMMERCIAL, NEW CONSTRUCTION	CROSSLAND CONSTRUCTION CO, INC.	NORMAN SENIOR WELLNESS CENTER	1233	9/27/2022	602	N	FINDLAY	AVE	7	1	NORTHEAST ADD	R1	\$ 12,000,000	32000
COMMERCIAL, NEW CONSTRUCTION	PULLIN AMERICA HOUSE MOVERS, L	MNTC TRAINING BUILDING #1	3679	9/14/2022	5200		12TH	AVE	1	3W	NOT SUBDIVIDED	A2	\$ 10,000	1560
COMMERCIAL, NEW CONSTRUCTION	PULLIN AMERICA HOUSE MOVERS, L	MNTC TRAINING BUILDING #2	3680	9/14/2022	5200		12TH	AVE	1	3W	NOT SUBDIVIDED	A2	\$ 10,000	1560
COMMERCIAL, NEW CONSTRUCTION	CSO DEVELOPMENT	CSO DEVELOPMENT CABANA	3954	9/15/2022	515	S	SANTA FE	AVE	14	3	LARSH ADD #1	R3	\$ 50,875	407
COMMERCIAL, PARKING LOT	VANCE CONSTRUCTION SERVICES	CAMPBELL COMPANIES NEW DRIVE	4404	9/29/2022	3111		BROCE	DR	2	1	BROCE INDUSTRIAL PARK #1	I1	\$ 25,000	2541
TEMPORARY BLDG/CONST	CONVENTIONS & MORE	LEGACY FEST CAR SHOW TENT	3133	9/9/2022	208	E	GRAY	ST	23	14	NORMAN, ORIGINAL TOWNSHIP	C3	\$ 1,200	800
TEMPORARY BLDG/CONST	LOWE, TIM	SOONER BLOOMERS TENT	3807	9/12/2022	3299	W	MAIN	ST	1	1	SOONER FASHION MALL	C2	\$ 2,500	1500
TEMPORARY BLDG/CONST	COMANCHE CONSTRUCTION, LLC.	CHRISTIAN BROTHERS OFFICE/TRAILER	3851	9/7/2022	3050		YARBROUGH	WAY	2	1	CHRISTIAN BROTHERS AUTOMOTIVE	C2	\$ 10,000	160
TEMPORARY BLDG/CONST	OKC TENTS AND MOORE	LANDERS CHEVROLET TENT	4035	44812			ED NOBLE	PKY	1	1	NORMAN AUTOMOTIVE BUSINESS PK	C2	\$ 1,831	3200

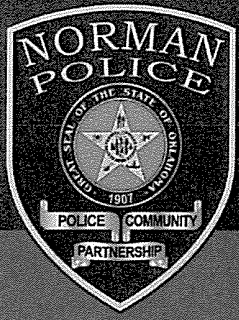
TOTAL PERMITS 23

AVERAGE VALUATION \$ 833,192  
TOTAL VALUATION \$ 19,163,406

AVERAGE PROJECT AREA 4,717  
TOTAL PROJECT AREA 108,496

Permit Type	Permit Counts	Valuation	New Construction Business Information (New Construction and New Shell Building)			
COMMERCIAL, ADD/ALT	12	\$ 6,551,000	Building Size (SF)	Use/Classification	Business	
COMMERCIAL, FOUNDATION PERMIT	1	\$ 100,000	32,000	INSTITUTIONAL	NORMAN SENIOR WELLNESS CENTER	
COMMERCIAL, FIRE REPAIR	0	\$ -	1,560	INSTITUTIONAL	MNTC TRAINING BUILDING #1	
COMMERCIAL, INTERIOR FINISH	1	\$ 400,000	1,560	INSTITUTIONAL	MNTC TRAINING BUILDING #1	
COMMERCIAL, NEW CONSTRUCTION	4	\$ 12,070,875				
COMMERCIAL, NEW SHELL BLDG	0	\$ -				
COMMERCIAL, PARKING LOT	1	\$ 25,000				
TEMPORARY BLDG/CONST TRAILER	4	\$ 15,531				
<b>TOTAL</b>	<b>23</b>	<b>\$ 19,163,406</b>				

**POLICE 11**



# NORMAN POLICE DEPARTMENT

## MONTHLY DEPARTMENT OVERVIEW

Item 9.



SEPTEMBER | 2022

### MONTHLY ACTIVITY OVERVIEW

SUMMARY OF REPORTED CRIMES	2022	5-YEAR AVERAGE	2021
MURDER	0	0	0
SEXUAL ASSAULTS	24	13	24
ROBBERY	3	3	1
AGGRAVATED ASSAULTS	11	17	24
BURGLARY OF BUILDING	44	50	36
LARCENY/THEFT	174	250	296
MOTOR VEHICLE THEFT	28	37	53
ARSON	1	1	1
KIDNAPPING	1	1	1
FRAUD/FORGERY	71	74	83
DUI/APC	36	33	23
PUBLIC INTOXICATION	62	57	37
RUNAWAYS	24	25	30
DRUG VIOLATIONS	50	74	35
THREATS/HARASSMENT	41	36	48
VANDALISM	66	89	119
OTHER	799	785	800
<b>TOTAL REPORTED CRIME</b>	<b>1,221</b>	<b>1,228</b>	<b>1,334</b>
<b>TOTAL ARRESTS:</b>	<b>474</b>	<b>551</b>	<b>455</b>
PROTECTIVE CUSTODY:	92	102	91
<b>TOTAL CASE REPORTS*</b>	<b>1,010</b>	<b>1,090</b>	<b>1,148</b>
<b>COLLISIONS</b>	<b>196</b>	<b>218</b>	<b>219</b>
FATALITY	0	1	1
INJURY	67	63	62
NON- INJURY	129	154	156
NUMBER OF PEOPLE INJURED	107	94	99
<b>CITATIONS &amp; WARNINGS</b>	<b>2,414</b>	<b>3,720</b>	<b>2,110</b>
TRAFFIC CITATIONS	289	986	386
TRAFFIC WARNINGS	741	1,557	671
PARKING CITATIONS & WARNINGS	1,384	1,177	1,053



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## COMMUNICATIONS CENTER ACTIVITY OVERVIEW

Item 9.

911 CALLS TAKEN: 5,451

NON-EMERGENCY CALLS TAKEN: 16,995

**TOTAL INCOMING CALLS: 24,289**

**TOTAL CALLS FOR SERVICE GENERATED: 10,647**

POLICE CALLS FOR SERVICE: 7,043

OFFICER INITIATED: 1,843

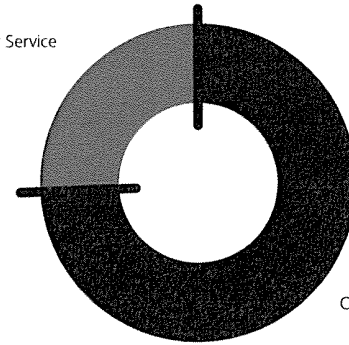
CITIZEN INITIATED: 5,200

OTHER CAD ACTIVITY:

NORMAN FIRE: 1,568

EMSSTAT: 1,993

Officer Initiated Calls for Service  
1,843



Citizen Initiated Calls for Service  
5,200

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## INVESTIGATIONS ACTIVITY

CASES CURRENTLY OPEN (2020 TO PRESENT): 418

CASES ASSIGNED DURING THE CURRENT REPORTING PERIOD: 213

CASES CLOSED DURING REPORTING PERIOD: 626

CLEARED BY ARREST / WARRANT: 17

CLEARED BY EXCEPTION: 53

COP FOLLOW-UP: 6

DEACTIVATED: 529

DEACTIVATED DUE TO STAFFING: 7

REFERRED TO PATROL: 10

UNFOUNDED: 4

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## ANIMAL WELFARE

INTAKES: 269

LIVE RELEASES: 217

LIVE OUTCOME RATE: 86.5%

ANIMALS FOSTERED: 102

ANIMALS LICENSED: 59

VOLUNTEER HOURS: 312

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## RECORDS

CUSTOMER SERVICE CONTACTS: 2,035

IN-PERSON CONTACTS: 1,015

PHONE CONTACTS: 1,020

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## DEPARTMENT STAFFING

AUTHORIZED COMMISSIONED OFFICER POSITIONS: 180

CURRENT COMMISSIONED OFFICERS: 154 (21 VACANCIES / 5 IN POLICE ACADEMY)

OFFICERS AVAILABLE FOR ASSIGNMENT: 135

19 ARE UNAVAILABLE DUE TO OJI, LONGTERM MEDICAL; MILITARY LEAVE; FIELD TRAINING

AUTHORIZED NON-COMMISSIONED POSITIONS: 72

INCLUDES ANIMAL WELFARE, DISPATCH, PARKING SERVICES, RECORDS, AND ADMINISTRATIVE TECHNICIANS

CURRENT NON-COMMISSIONED POSITIONS: 65 (7 VACANCIES)

**ANIMAL CONTROL      11A**

# Norman Animal Welfare Monthly Statistical Report September 2022



## IN SHELTER ANIMAL COUNTS

	2021			2022			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Beginning	91	102	193	92	96	188	(5)	-3%
Ending	70	99	169	102	128	230	61	36%

## ANIMAL INTAKES

	2021			2022			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Stray at Large	101	103	204	105	96	201	(3)	-1%
Owner Relinquish	3	9	12	15	25	40	28	233%
Owner Intended Euth	1	0	1	1	0	1	0	0%
Transfer In	0	0	0	0	0	0	0	0%
Other Intakes*	6	5	11	6	6	12	1	9%
Returned Animal	10	9	19	6	9	15	(4)	-21%
<b>TOTAL LIVE INTAKES</b>	<b>121</b>	<b>126</b>	<b>247</b>	<b>133</b>	<b>136</b>	<b>269</b>	<b>22</b>	<b>9%</b>

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

## OTHER STATISTICS

	2021		2022		Comparisons	
	Total		Total		Difference	Percent
Wildlife Collected (DOA)	0	0	0	0	0	0%
Dog Collected (DOA)	0	0	1	1	1	100%
Cat Collected (DOA)	0	0	0	0	0	0%
Wildlife Transferred	0	0	0	0	0	0%
Intake Horses	2	2	1	1	(1)	-50%
Intake Cows	0	0	0	0	0	0%
Intake Goats	0	0	0	0	0	0%
Intake Sheep	0	0	0	0	0	0%
Intake Rabbits	0	0	1	1	1	100%
Intake Pigs	0	0	0	0	0	0%
Intake Other	2	2	1	1	(1)	-50%
<b>TOTAL OTHER ITEMS</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>0%</b>

## LENGTH OF STAY (DAYS)

	2021	2022
Dog	16.9	19.1
Puppy	19.6	17.6
Cat	17.4	16.8
Kitten	10.2	11.4

## OWNER SURRENDER PENDING INTAKE

	Canine	Feline	Other	Total
Animals	62	59	0	121

# Norman Animal Welfare Monthly Statistical Report September 2022



## LIVE ANIMAL OUTCOMES

	2021			2022			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Adoption	62	102	164	57	81	138	(26)	-16%
Return To Owner	54	3	57	34	1	35	(22)	-39%
Transferred Out	16	7	23	19	24	43	20	87%
Returned to Field	0	1	1	0	1	1	0	0%
Other Outcome	0	0	0	0	0	0	0	0%
<b>TOTAL LIVE OUTCOMES</b>	<b>132</b>	<b>113</b>	<b>245</b>	<b>110</b>	<b>107</b>	<b>217</b>	<b>(28)</b>	<b>-11%</b>

## OTHER ANIMAL OUTCOMES

	2021			2022			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Died in Care	1	9	10	0	14	14	4	40%
Lost in Care	0	0	0	1	0	1	1	100%
Shelter Euth	8	8	16	12	7	19	3	19%
Owner Intended Euth	1	0	1	0	0	0	(1)	-100%
<b>TOTAL OTHER OUTCOMES</b>	<b>10</b>	<b>17</b>	<b>27</b>	<b>13</b>	<b>21</b>	<b>34</b>	<b>7</b>	<b>26%</b>

## TOTAL OUTCOMES

	2021			2022			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Total Live Outcomes	132	113	245	110	107	217	(28)	-11%
Total Other Outcomes	10	17	27	13	21	34	7	26%
<b>TOTAL OUTCOMES</b>	<b>142</b>	<b>130</b>	<b>272</b>	<b>123</b>	<b>128</b>	<b>251</b>	<b>(21)</b>	<b>-8%</b>

## SHELTER EUTHANASIA DATA

	Canine	Feline	Other	Total	Percentage
Medical - Sick	2	6		8	42%
Medical - Injured	1	1		2	11%
Behavior - Aggressive	4	0		4	21%
Behavior - Other	5	0		5	26%
<b>TOTAL EUTHANASIA</b>	<b>12</b>	<b>7</b>	<b>0</b>	<b>19</b>	

## MONTHLY LIVE RELEASE RATE

2021	2022
90.4%	86.5%
<i>Live Outcomes / (Total Outcomes - Owner Int Euth)</i>	

**PUBLIC WORKS                      12**

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

**ENGINEERING DIVISION**

**DEVELOPMENT**

The Development Manager processed one (1) Preliminary Plat and three (3) Final Plats for City Council. The Development Engineer reviewed 33 sets of construction plans and 6 punch lists. There were 110 permits reviewed and/or issued. Fees were collected in the amount of \$22,210.10.

**CAPITAL PROJECTS:**

**Alameda Street Widening Project:**

The City of Norman conducted a bid opening on December 16, 2021, for the Alameda Street Widening Project. The City of Norman conducted a bid opening on December 16, 2021, for the Alameda Street Widening Project, located from Ridge Lake Boulevard to east of 48<sup>th</sup> Avenue East. The low bidder was Silver Star Construction, Inc. of Moore, Oklahoma in the amount of \$3,616,910.70. City Council approved the award of this project on January 25, 2022. This project had a delayed start date to allow the private utility companies enough time to relocate their utilities in conflict with this project. Silver Star started work on Monday, April 18, 2022. This project will be constructed in two separate phases. The Urban Project Phase is from Ridge Lake Boulevard to east of 36<sup>th</sup> Avenue East. The Rural Project Phase is from east of 36<sup>th</sup> Avenue East to east of 48<sup>th</sup> Avenue East. The City of Norman is administering the construction of this project.

The current project schedule is as follows:

- October 2022: Complete urban section from Ridge Lake Dr. to the intersection at 36<sup>th</sup> Ave. SE
- November 2022: Close 36<sup>th</sup> Avenue SE and complete the intersection
- May 2023: Complete rural section from 36<sup>th</sup> Ave. SE through the intersection at 48<sup>th</sup> Ave. SE

Proposed improvements for the Alameda Street Project include:

- Widening East Alameda Street from 2 lanes to 3 lanes between Ridge Lake Boulevard and 36<sup>th</sup> Avenue S.E.
- Add 10-foot shoulders to East Alameda Street between 36<sup>th</sup> Avenue S.E. and 48<sup>th</sup> Avenue S.E.
- Intersection improvements at East Alameda Street/36<sup>th</sup> Avenue S.E. and East Alameda Street/48<sup>th</sup> Avenue S.E.
- Continuous sidewalks on the south side of East Alameda Street to 36<sup>th</sup> Avenue S.E.
- Storm water improvements

The contractor's activities this month were as follows:

- Finished installing the concrete storm inlets for the new storm pipeline system on Alameda Street between Ridge Lake Boulevard and 36<sup>th</sup> Avenue East
- Finished grading the roadway on Urban Project between Ridge Lake Boulevard and 36<sup>th</sup> Ave. East
- Finished subgrade stabilization on the Urban Project between Ridge Lake Boulevard and 36<sup>th</sup> Avenue East
- Finished installing reinforced concrete pipes (RCP) at the drives on the Rural Project between 36<sup>th</sup> Avenue East and 48<sup>th</sup> Avenue East

**36<sup>th</sup> Avenue Northwest Phase 2 Waterline Relocations Project- Tecumseh Road to Market Place:**

The City of Norman conducted a bid opening on February 11, 2022, for the 36<sup>th</sup> Avenue Northwest Phase 2 Waterline Relocations Project. The low bidder was Matthews Trenching Co., Inc. of Oklahoma City, Oklahoma in the amount of \$799,630.00. The Norman City Council awarded the project at the March 8, 2022 City Council Meeting. Construction began on April 18, 2022. This project has a 180-calendar day construction schedule. Staff estimates an October 2022 completion.

The project involves the following items:

- Relocation of approximately 5400 L.F. of 6", 8" and 12" waterline to alleviate conflicts with the future widening of 36<sup>th</sup> Avenue NW from Franklin Road to Market Place.

The contractor's activities this month were as follows:

- *Continued backfilling and dressing of trenches*
- *Continued disinfection of new water lines.*
- *Began final connections for sections that have passed disinfection testing.*

**Sidewalk Programs:**

**FYE 2023 Sidewalk Concrete Projects.** This project was awarded to EMC Services LLC and is scheduled to start October 10, 2022. This contract includes Citywide Sidewalk Reconstruction Project, Sidewalk Accessibility Projects, Sidewalk Program for Schools and Arterials Projects, Downtown Area Sidewalks and Curbs and Sidewalks and Trials. This contract will be on going thru June of 2023.

**FYE2023 Sidewalk Horizontal Saw Cutting Project.** This project was awarded to ASTI Sawing and is scheduled to start in mid to late November, 2022. This contract will be to horizontally saw cut sidewalk tripping hazards in various locations throughout the city. This contract is anticipated to take 1 month to complete.

**FYE 2022 Street Maintenance Bond – Urban Road Reconstruction – McCullough Street & Alley**  
Bids were opened March 24, 2022. Six bids were received and Parathon Construction LLC was the low bidder. The contract was awarded in the amount of \$315,863.50 at the April 26, 2022 Council Meeting.

Work on obtaining easements necessary to construct the east alley continued throughout September. Change Order No. 1 was processed to account for added sidewalk and parking on the street section of the project as well as cross section changes needed for the east alley. Work on the south alley resumed on October 3<sup>rd</sup>.

**Street Maintenance Bond Programs:**

**FYE 2022 Street Maintenance Bond – Urban Concrete – McGee Drive Concrete Pavement Repair**  
Bids were opened April 7, 2022. Eight bids were received and on May 24, 2022 the contract was awarded to Parathon Construction LLC in the amount of \$403,235.

Panel replacement is complete from Westbrooke Terrace to Rolling Hills Street. Two-way traffic has been restored utilizing the southbound leg of the boulevard section. Work continues in the northbound leg of the boulevard section.

**FYE 2023 Street Maintenance Bond – Urban Concrete 1**

Urban Concrete Bid 1 bids were opened on June 9, 2022. Seven bids were received and the contract was awarded on July 12, 2022 to Arroyo's Concrete LLC in the amount of \$1,124,371.50. The project consists of select panel replacement on existing concrete streets. The project should be completed by March 2023.

Work has been completed on Caddell, Brooks, .Avondale, Lindale.

**FYE 2023 Street Maintenance Bond – Urban Concrete 2**

Urban Concrete Bid 2 bids were opened on June 23, 2022. Six bids were received and the contract was awarded on July 26, 2022 to Nash Construction Company in the amount of \$1,203,819.00. The project consists of select panel replacement on existing concrete streets. The project should be completed by March 2023.

Change Order No. 1 was processed to add concrete pop up repair at 11 locations.

Work has been completed College, Brandywine, and Louisiana. In September, much of Mockingbird Lane and Mockingbird Court were completed.

**PUBLIC TRANSIT**

**Vehicle Procurement**

- The City is currently in the process of purchasing 2 battery electric buses, the first electric vehicles in the City's fleet. Staff will visit the manufacturing facility in September to inspect the vehicles and ensure they are built to specifications. The anticipated delivery of the vehicles has been pushed back to October 2022 due to supply chain issues with a few remaining parts. Below is background information on both battery electric bus projects:

*Monthly Progress Report  
Public Works (September 2022)*

- An authorization to purchase the City's first battery electric transit bus, was approved by Council on May 25, 2021 and a purchase order was issued on May 27, 2021. Grant funding from Oklahoma Department of Environmental Quality through the Volkswagen Settlement Fund will reimburse approximately 50% of the vehicle purchase price.
- An authorization to purchase the City's second battery electric transit bus was approved by Council on August 10, 2021 and a purchase order was issued on August 13, 2021. Grant funding from FTA's 2021 Low- or No-Emission Vehicle Program will reimburse approximately 70% of the vehicle purchase price.
- Council granted approval for additional funds to be allocated to both bus builds on December 14, 2021. These additional funds were used add charge rails to the top of the busses so that in the future an overhead pantograph charging system could be utilized.
- On June 14, 2022 Council approved a contract with ODOT to utilize Surface Transportation Block Grant (STBG) funds to purchase 2 35' CNG buses. Funds were from FY 2021 and 2022 and the total grant amount is \$959,855 (80%) with the local match requirement at \$239,964 (20%). An authorization to purchase was approved by Council on August 23, 2022 and a purchase order was issued on September 29, 2022.

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

- The Go Norman Transit Plan was approved by resolution by Council at its June 22<sup>nd</sup>, 2021 meeting. Staff are continuing to move forward on plan recommendations. Recent work includes:
  - Staff continue to have regular meetings with the architects to finalize renovation plans for the 320 E. Comanche St property into a City Transit Center. The next step is to acquire a cost estimate for the work to be completed before bidding out the work.
  - Staff are finalizing the public participation process for the recommended route network. This will consist of 2-3 public meetings where staff will glean feedback on the proposal. Finally, it will conclude with a final Council agenda item requesting review and approval to move forward with implementation.
  - Staff continue to work with partner agencies, such as EMBARK and Tyler Media, on the overall implementation plan for the recommended route network in the Go Norman Transit Plan. This includes a public participation process to finalize the route changes as mentioned above, implementing the bus stop changes, renovating the new Transit Center, marketing, and others.

**Grants**

- FY22 RAISE Grant: Application for purchase and installation of 2 pantograph chargers, providing for in service charging for the new EV buses. Council supported the application by resolution on April 12 and it was submitted on April 14. Unfortunately, the City's grant application for this program was not accepted.
- FY22 FTA Bus and Bus Facilities Grant (5339b): Application proposing to replace 2 CNG 35' fixed route buses and 4 paratransit vans. Council supported the application by resolution on May 24, and it was submitted on May 31. Unfortunately, the City's grant application for this program was not accepted.
- FY22 FTA Low- or No-Emissions Vehicle Program (5339c): Staff are awaiting news of an application proposing to replace 2 CNG 35' fixed route buses. Council supported the application by Resolution on May 24, and it was submitted on May 31. The City's grant application to this program was approved. Staff will begin the process to request Council's acceptance of the grant and procurement of the vehicles.



### **Regional Transportation Authority (RTA) Updates**

- In addition to Midwest City (who withdrew last fall), Del City and Moore expressed their intent on withdrawing from the RTA in May of 2022. A resolution updating the RTA Trust Indenture due to these departures was approved by Council on September 13, 2022. RTA has stated that FY 2023 funding contributions will not change.
- As a part of the updated RTA Trust Indenture, Norman has gained an additional appointment to the RTA Board of Directors. On September 27, 2022 Council approved a resolution appointing Mr Chuck Thompson to this position.

### **Transit Monthly Performance Report**

Attached are the transit performance reports for August and September 2022.

### **STREETS DIVISION**

#### **CAPITAL PROJECTS:**

##### **RIVERSIDE ADDITION**

Streets crews replaced damaged concrete panels on Riverside Addition. This repair required 90.50 cubic yards of concrete and resulted in over 292 square yards repaired.

##### **BESSENT ADDITION & LAND T ADDITION**

Streets crews replaced damaged concrete panels in Bessent and Land T Addition. This repair required 3.50 cubic yards of concrete and resulted in over 22 square yards repaired.

##### **INDIAN HILLS ROAD: 108<sup>TH</sup> AVENUE NE TO 98<sup>TH</sup> AVE NE**

Streets crews worked an overlay at Indian Hills Road: 108<sup>th</sup> Avenue NE to 98<sup>th</sup> Avenue NE and required 2,011.40 tons of asphalt for the repair.

##### **132<sup>ND</sup> AVENUE SE: CEDAR LANE TO POST OAK ROAD**

Streets crews worked an overlay at 132<sup>nd</sup> Avenue SE; Cedar Lane to Post Oak Road and required 41.55 tons of asphalt for the repair.

#### **ASPHALT OPERATIONS:**

##### **JONES AVENUE AND HUGHBERT STREET (DEEP PATCH)**

Streets crews worked a deep patch at Jones Avenue and Hughbert Street and required 10.37 tons of asphalt for the repair.

#### **CONCRETE OPERATIONS:**

##### **6233 HAROLD WAY NE**

Streets crews replaced damaged concrete panels on 6233 Harold Way NE. This repair required 25 cubic yards of concrete and resulted in over 133 square yards repaired.

##### **3209 FLOOD AVENUE**

Streets crews replaced damaged concrete panels on 3209 Flood Avenue. This repair required 38.50 cubic yards of concrete and resulted in over 108 square yards repaired.

#### **ROADSIDE OPERATIONS:**

##### **MOWING OF ROADSIDE RIGHTS-OF-WAY**

Streets Roadside Mowing crew continued their summer mowing schedule. During September, 2022, 226 miles of rural rights-of way and 4,281,438 sq. ft. of urban rights-of-way were mowed.

#### **ROUTINE POTHOLE PATCHING OPERATIONS**

This month approximately 8.99 tons of asphalt was utilized in routine pothole patching operations.

## **STORMWATER**

### **WORK ORDER RESPONSE**

Stormwater Division received 19 work order requests and closed 15 work orders.

### **INFRASTRUCTURE MAINTENANCE**

The Infrastructure Maintenance crew sealed a leaking pipe at 3001 Summit Crossing and on Paloma Place at entrance to First Fidelity Bank. They cleaned the stormwater system (pipes, inlets and boxes) at Symmes and Elm. The Infrastructure Maintenance crew removed various saplings from curb hoods in Ward 2, 4, 7. The Maintenance crew started a pipe replacement project on 24<sup>th</sup> Ave NE (Hall Park) consisting of replacing 140 feet of 48 inch HP pipe across 24<sup>th</sup> Ave NE. The Infrastructure Maintenance crew checked 100 inlets and cleaned 22 inlets totaling .75 tons of debris removed.

### **CHANNEL MAINTENANCE**

The Channel Maintenance crew started and finished a comprehensive cleaning of Bishop Channel. They were able to remove 85 tons of debris from the channel. The Channel Maintenance Crew was able to mow 1,637,372 square feet of stormwater channels. The Channel Maintenance crew also cleaned a flume at 1303 Tenkiller Lane removing 15 tons of debris and removed drifts at Woodcreek and Brooks/I-35 totaling 15 tons. They cleaned a sidewalk on Stoney Brook Lane. The Channel Maintenance crew checked 92 inlets and cleaned 23 inlets totaling .75 tons of debris removed.

### **URBAN STREET SWEEPING/CAMERA VAN OPERATIONS**

A total of 463 lane miles were swept in September resulting in the removal of approximately 73.36 tons of debris from various curb-lined streets throughout the city. The litter crew removed more than 11.94 tons of litter from channels and ROW in the City of Norman. The camera crew was able to video 482 linear feet of stormwater pipe at Dove Crossing, Barton Drive and 36<sup>th</sup> NW at Main Street.

### **STORMWATER OKIE LOCATES**

During the month of September, 3348 Call 811 Okie Spots were received. Of those requests, 76 were stormwater pipe locates, 49 were marked, and 672 were referred to other departments.

### **CONSTRUCTION SITE STORMWATER MANAGEMENT**

Performed 153 inspections of 108 active sites.

Issued 0 citations, 5 NOVs, and 1 COD to active sites

Issued 2 Earth Change Permits to new projects

Inspected 10 detention/retention ponds.

### **MS4 OPERATIONS**

Received and responded to 30 citizen calls

Conducted 4 outfall inspection.

On September 1, Ms. Chao, Ms. Boteler, and Mr. Shumate demonstrated the Enviroscope model at Eisenhower Elementary School.

On September 6, Ms. Chao met with Colton Snyder at Club Car Wash to discuss illicit discharges associated with vehicle washwaters.

On September 7, Mr. Murphy and Ms. Chao presented at the City of Norman's Fall Builders Workshop.

On September 8, Ms. Chao and Mr. Shumate facilitated a clean-up event in partnership with Hitachi.

On September 8, Mr. Murphy and Ms. Chao attended the quarterly COSWA meeting.

*Monthly Progress Report  
Public Works (September 2022)*

On September 12, Ms. Chao attended an LTWA meeting at Carrington Lakes where potential stormwater BMPs were discussed.

On September 14, Ms. Chao presented at the Resource Management Conference. Mr. Shumate and Ms. Boteler were also in attendance.

On September 16, Mr. Murphy attended a meeting with Code Compliance and Norman Utilities department to discuss a universal response system for alley litter complaints.

On September 19-21, Mr. Murphy attended the OFMA Annual Conference.

On September 21, Mr. Murphy attended a meeting with Ms. Muckala Mr. McLellan to discuss floodplain violation responses.

On September 21, Ms. Chao attended OKC's virtual webinar Using Compost for Erosion Control and the monthly ECAB meeting.

On September 23, Mr. Murphy and Ms. Chao attended a meeting with Freese and Nichols discussing EDC updates and approximate timelines.

On September 23, Mr. Murphy performed a walkthrough the Vineyards project location with Mr. Brooks, staff engineer, and Mr. Zink, staff arborist, to discuss construction concerns with trees on upcoming construction project.

On September 26, Mr. Murphy and Ms. Chao attended a meeting with Freese and Nichols to discuss the BMP compliance plan for the Lake Thunderbird TMDL.

On September 27, Mr. Murphy and Ms. Chao attended a meeting with Garver to discuss potential grant opportunities.

On September 29, Ms. Chao and Ms. Boteler attended the OK Compost Conference planning meeting.

On September 30, Ms. Chao attended the LID Conference planning committee meeting.

### **FLEET DIVISION**

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

#### **FUEL REPORT**

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

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

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

#### **MAINTENANCE REPORT**

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

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

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

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

*Monthly Progress Report*  
*Public Works (September 2022)*

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.

**September 2022**  
**DEVELOPMENT COORDINATION, ENGINEERING**  
**AND PERMIT REVIEW**

**Subdivision Development:**

FYE 2023 Associated Fees

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

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

**City Council Review:**

Certificate of Survey..... 0  
 Preliminary Plat..... 1  
 Final Plats ..... 3  
 Certificate of Plat Correction..... 0  
 Encroachment..... 0  
 Easements..... 0  
 Closure..... 0  
 Release of Deferral..... 0

\$ 4,370.00

**Development Committee:**

Final Plats..... 0

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

\$0.00

**Subtotal:**

\$4,370.00

\$13,999.50

\$23,839.50

**Permits Reviewed/Issued:**

(includes Offsite Construction fees)

\*\*Single Family..... 34  
 \*\*\*Commercial..... 2  
 Multi-Family..... 1  
 Addition/Alteration..... 22  
 House Moving..... 0  
 Paving Only..... 9  
 Storage Building..... 9  
 Swimming Pool..... 6  
 Storm Shelters..... 9  
 Public Improvements..... 3  
 Temporary Encroachments..... 1  
 Fire Line Pits/Misc..... 0  
 Franchise Utilities ..... 11  
 Other revenue .....  
 Flood Plain (@\$100.00 each)..... 1

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

\$0.00	\$0.00	
\$100.00	\$100.00	\$400.00
\$17,740.10	\$4,947.47	\$24,977.25
\$22,210.10	\$19,046.97	\$44,846.75
33	43	113
6	5	17

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

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

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

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

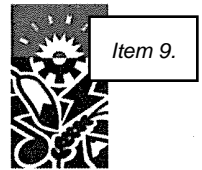
\*\*\*\*\*All Punch Lists prepared within one day of Final Inspection.....PI # 8

**September 2022**

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

**KEN DANNER/TODD McLELLAN/JACK BURDETT**

	NUMBER OF INSTANCES	PERCENTAGE ACHIEVED
<i>PI #8</i> PREPARE DEVELOPMENT PUNCH LIST WITHIN 1 DAY OF FINAL INSPECTION	6	100%
<i>PI #10</i> SINGLE FAMILY BLDG PERMIT REVIEW W/I 3 DAYS	34	100%
<i>PI #11</i> COMMERCIAL BLDG PERMIT REVIEW W/I 7 DAYS	2	100%
<i>PI #12</i> CONSTRUCTION PLAN REVIEW W/I 10 DAYS	33	100%
<i>PI #13</i> FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS	3	100%



# PERFORMANCE REPORT

## Summary of Services Table: August 2022

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

EMBARC Norman Service Summary	ADP Aug FY23	FY23 YTD	FY22 YTD		Service Profile	Aug FY23	Aug FY22
Fixed Routes (M-F)	898	37,405	35,687		Weekdays	23	22
Fixed Routes (Sat)	434	3,792	3,622		Saturdays	4	4
PLUS (M-F)	89	3,740	3,145		Gamedays	0	0
-Zone 1*	74	3,154	2,517		Holidays	0	0
-Zone 2**	17	586	628		Weather	0	0
PLUS (Sat)***	23	200	146		Fiscal YTD Days	52	52
					Cal. YTD Days	204	205

\*Requires ¾ mile

\*\*Operates only on Weekdays until 7:00 pm

\*\*\*Operates only in Zone 1

## Strategic Performance Measures

MEASURE	FY 23 YTD	FY 23 Targets	
# of Norman fixed-route passenger trips provided	41,197	251,881	●
# of Norman paratransit trips provided	3,940	21,000	●
% of on-time Norman paratransit pick-ups	98.26%	98.58%	■
# of Norman bus passengers per service hour, cumulative	12.62	13.04	●
# of Norman bus passengers per day, average	794	800*	●
% of Norman required paratransit pick-ups denied due to capacity	0.03%	0.00%*	●
% of on-time fixed-route arrivals	81.45%	80.94%	●

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



# PERFORMANCE REPORT

## Summary of Services Table: September 2022

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

EMBARC Norman Service Summary	ADP Sep FY23	FY23 YTD	FY22 YTD	Service Profile	Sep FY23	Sep FY22
Fixed Routes (M-F)	992	58,222	56,158	Weekdays	21	22
Fixed Routes (Sat)	270	4,872	4,735	Saturdays	4	4
PLUS (M-F)	94	5,710	4,801	Gamedays	3	4
-Zone 1*	77	4,764	3,821	Holidays	1	1
-Zone 2**	17	946	980	Weather	0	0
PLUS (Sat)***	20	281	186	Fiscal YTD Days	77	77
				Cal. YTD Days	229	230

\*Requires ¾ mile

\*\*Operates only on Weekdays until 7:00 pm

\*\*\*Operates only in Zone 1

## Strategic Performance Measures

MEASURE	FY 23 YTD	FY 23 Targets	
# of Norman fixed-route passenger trips provided	63,094	251,881	●
# of Norman paratransit trips provided	5,991	21,000	●
% of on-time Norman paratransit pick-ups	98.11%	98.58%	■
# of Norman bus passengers per service hour, cumulative	13.05	13.04	●
# of Norman bus passengers per day, average	821	800*	●
% of Norman required paratransit pick-ups denied due to capacity	0.02%	0.00%*	●
% of on-time fixed-route arrivals	76.20%	80.94%	●

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



SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2023

Item 9.

STREET DIVISION					
	FYE 2023 September 2022	FYE 2023 September 2022	Year to Date	Year to Date	FYE 2023
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)	8.99		26.52		
Overlay/pave 10 miles per year.	-	0%	0.80	8%	100%
Replace 2,000 square yards of concrete pavement panels	402.00	20%	855.00	43%	100%
Grade all unpaved alleys two (2) times per year. (approximately 210 blocks)	43.00	10%	56.25	13%	100%
Mow 15 ROW-miles (1,584,000 sf) of Urban right-of-way, eight times per year	4,281,438.00	34%	11,718,206.00	92%	100%
Mow 148 miles of Rural Right-of-way three times per year	226.00	51%	671.00	151%	100%
Debris Removal – pre-positioned contractor on notice 24 hours prior to storm event	-	0%	-	0%	0%
Debris Removal - Issue Notice to Proceed/Task Order with 48 hours of storm event	-	0%	-	0%	0%
Bridge - Maintain 5 non-deficient bridges in a year	-	0%	-	0%	0%
Bridge - Rehab 7 structurally deficient bridges per year through outside contract	-	0%	-	0%	0%
Bridge - Replace one functionally obsolete bridge per year	-	0%	-	0%	0%
Bond Program - Contract all selected projects for the bond year within the same fiscal year		0%	-	0%	0%
Capital Program – Complete all selected projects within the same fiscal year		0%	-	0%	0%

STORMWATER DIVISION					
	FYE 2023 SEPTEMBER, 2022	FYE 2023 SEPTEMBER, 2022	Year to Date	Year to Date	FYE 2023
PERFORMANCE INDICATORS	ACTUAL	PER CENT	ACTUAL	PER CENT	PROJECTED
Respond to stormwater complaints and drainage concerns within 24 hours of the time reported.	99%	99%	99%	99%	99%
Mechanically sweep 500 curb miles per month (lane miles)	463.00	93%	1,331.00	22%	50%
Inspect and clean 100% of the urban drainage inlets three times per year. (approximately 5,000 locations)	302.00	3%	303.00	3%	70%
Mow 2,271,548 sq.feet of open drainage ways, six times per year	1,637,372.00	12%	2,552,114.00	19%	90%
Apply chemical vegetative control to open drainage channels, one time per year.	-	0%	-	0%	90%
Collect 60 tons annually of litter from rights of way in the urban & rural areas.	11.94	95%	-		95%
Permit all earth disturbing operations over 1 acre in size.	2.00	100%	11.00		95%
Permit all floodplain activities as appropriate.	3.00	3%	7.00		100%
Submit all necessary reports and documentation as required to comply with state stormwater regulations within 15 days of deadlines.	-	0%	1.00		100%
Perform erosion control inspections of permitted sites within 30 days.	153.00	142%	459.00		100%
Inspect City facilities identified as potential stormwater pollution sources.	-	0%	-		50%
Inspect stormwater outfalls.	4.00	0%	29.00		20%

# PM COMPLIANCE REPORT

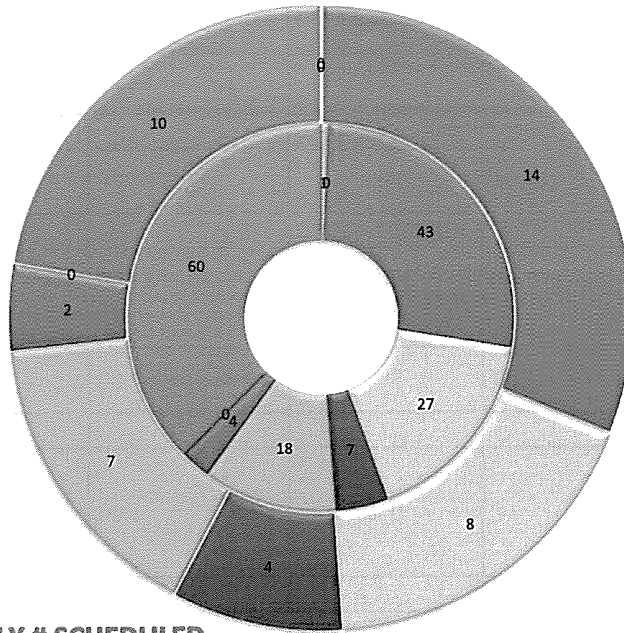
September FYE 2023

Item 9.

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 DON
<b>POLICE</b>										
072	2005 Nissan Quest	PD Special Investigations	9/1/2022	7/13/2022	-50	days	8/19/2022	Light Repair	PM-C	7/13/2021
001	2011 Chevy Tahoe	PD Criminal Investigations	100058	99615	-443	miles	8/22/2022	Light Repair	PM-C	12/21/2021
026T	2011 Featherlite Trailer	PD Patrol	10/1/2022	8/11/2022	-51	days	8/25/2022	Light Repair	PM-A	8/11/2021
1031	2021 Ford Expedition	PD Criminal Investigations	9295	8287	-1008	miles	8/25/2022	Light Repair	PM-C	3/9/2022
092	2012 John Deere Z910A	PD Animal Control	10/1/2022	8/26/2022	-36	days	8/25/2022	Light Repair	PM-C	8/26/2021
071	2017 Ford Interceptor	PD Patrol	36054	35818	-236	miles	9/23/2022	Light Repair	PM-C	2/14/2022
<b>WORKS</b>										
016	2018 John Deere	Z960M Ztrack	549	599	50	miles	9/19/2022	Light Repair	PMC	12/17/2021
02M	2014 Bradco	SS	10/1/2022	7/28/2022	-65	days	9/26/2022	Heavy Repair	PM-C	1/28/2022
<b>PUBLIC WORKS</b>										
09P	2002 Buyers Snowdogg	Streets	10/1/2022	4/27/2022	-157	days	4/27/2022	Light Repair	PM-B	10/27/2021
080	2012 John Deere Ag Tractor	Streets	3545	3509	-36	hours	9/26/2022	Heavy Repair	PM-C	3/29/2022
015	2017 John Deere Trackloader	Streets	884	609	-275	hours	9/29/2022	Heavy Repair	PM-D	12/16/2020
<b>UTILITIES</b>										
077	2016 Ranger 225 Welder	Commercial Sanitation	10/1/2022	6/28/2022	-95	days	6/27/2022	Light Repair	PM-C	6/28/2021

## PM Compliance Report August FYE 2023



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

Department	Scheduled	Missed/Late	% Late
City Clerk	1	0	0.0%
Municipal Court	0	0	0.0%
Information Technology	0	0	0.0%
Human Resources	0	0	0.0%
Planning	0	0	0.0%
Public Works	43	14	32.6%
Police	27	8	29.6%
Fire	7	4	57.1%
Parks & Rec.	18	7	38.9%
PSST	4	2	50.0%
CDBG	0	0	0.0%
Utilities	60	10	16.7%
<b>Citywide Total</b>	<b>159</b>	<b>45</b>	<b>28.3%</b>

<b>MUNICIPAL COURT</b>							
MUNICIPAL COURT						0%	0%
<b>INFORMATION TECHNOLOGY</b>							
INFORMATION TECHNOLOGY						0%	0%
<b>HUMAN RESOURCES</b>							
HUMAN RESOURCES						0%	0%
<b>PLANNING</b>							
PLANNING						0%	0%
BUILDING INSPECTIONS						0%	0%
CODE COMPLIANCE						0%	67%
<b>PUBLIC WORKS</b>							
ENGINEERING						0%	100%
STREETS	22	16		6		27%	19%
STORMWATER	5	3	1	1		20%	24%
TRAFFIC	6	6				0%	15%
STORMWATER QUALITY	1	1				0%	0%
FLEET	9	9				0%	0%
TRANSIT						0%	0%
<b>POLICE</b>							
ANIMAL CONTROL	4	2	2			0%	63%
POLICE ADMINISTRATION						0%	33%
POLICE STAFF SERVICES	3	3				0%	0%
POLICE CRIMINAL INVESTIGATIONS	4	2	2	2		50%	53%
POLICE PATROL	12	8	3	4		33%	38%
POLICE SPECIAL INVESTIGATIONS	4	3		1		25%	29%
POLICE EMERGENCY COMMUNICATIONS						0%	0%
<b>FIRE</b>							
FIRE ADMINISTRATION	2			2		100%	100%
FIRE TRAINING	1		1			0%	100%
FIRE PREVENTION	1		1			0%	100%
FIRE SUPPRESSION	3	3				0%	20%
FIRE DISASTER PREPAREDNESS						0%	0%
<b>PARKS &amp; RECREATION</b>							
PARK MAINTENANCE	14	10	1	4		29%	33%
PARKS & RECREATION	3	1	1	1		33%	67%
CUSTODIAL						0%	0%
FACILITY MAINTENANCE	1	1				0%	0%
PARKS FORESTRY						0%	0%
<b>PUBLIC SAFETY SALES TAX (PSST)</b>							
PSST POLICE PATROL	2	1	1	1		50%	50%
PSST POLICE CRIMINAL INVESTIGATIONS						0%	0%
PSST FIRE SUPPRESSION	2	2				0%	0%
<b>CDBG</b>							
PLANNING CDBG						0%	0%
<b>UTILITIES WATER</b>							
UTILITIES ADMINISTRATION						0%	0%
WATER TREATMENT PLANT	2	2				0%	0%
WATER PLANT	1		1	1		100%	133%
WATER PLANT WELLS						0%	0%
WATER PLANT LAB						0%	0%
LINE MAINTENANCE ADMIN.						0%	0%
WATER LINE MAINTENANCE	13	13				0%	0%
UTILITIES INSPECTOR						0%	0%
METER SERVICES						0%	0%
<b>UTILITIES WRF</b>							
WRF ADMIN	1	1				0%	50%
WRF INDUSTRIAL						0%	0%
WRF BIOSOLIDS	3	3				0%	0%
WRF OPERATIONS						0%	0%
SEWER LINE MAINTENANCE	10	8	2	1		10%	17%
<b>UTILITIES SANITATION</b>							
SANITATION ADMINISTRATION						0%	0%
SANITATION RESIDENTIAL	16	15		1		6%	39%
SANITATION COMMERCIAL	5	5				0%	56%
SANITATION TRANSFER	4	2	1	1		25%	40%

**FLEET MANAGEMENT  
INVENTORY  
September 2022**

**FUEL**

WESTWOOD GOLF	455.7	gallons	DIESEL	@	4.500	\$ 2,050.65
WESTWOOD GOLF	476.7	gallons	UNLEADED	@	4.460	\$ 2,126.08
NORTH BASE	5,057.4	gallons	UNLEADED	@	2.820	\$ 14,261.73
NORTH BASE	4,739.2	gallons	DIESEL	@	4.090	\$ 19,383.39
FIRE STATION #5	299.6	gallons	UNLEADED	@	3.100	\$ 928.85
FIRE STATION #5	113.2	gallons	DIESEL	@	3.800	\$ 430.16
FIRE STATION #6	201.2	gallons	UNLEADED	@	2.740	\$ 551.29
FIRE STATION #6	235.0	gallons	DIESEL	@	4.130	\$ 970.55
BULK TANKS	1,200.0	gallons	DIESEL	@	4.090	\$ 4,908.00

<b>TOTAL</b>	<b>GALLONS:</b>	<b>DOLLAR:</b>
UNLEADED	6,034.9	\$ 17,867.96
DIESEL	6,743.1	\$ 27,742.75

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**PUBLIC WORKS  
FLEET DIVISION  
ACTIVITY REPORT**

Item 9.

September 2022

IN GALLONS		FYE 2023	FUEL REPORT	
		UNLEADED PURCHASED	DIESEL PURCHASED	CNG PURCHASED
Internal pumps		21,997.00	22,387.00	27,921.85
Outside - sublet		1,610.00	700.00	6,833.37
<b>TOTAL</b>		<b>23,607.00</b>	<b>23,087.00</b>	<b>34,755.22</b>
TOTAL		UNLEADED CONSUMED	DIESEL CONSUMED	CITY CNG CONSUMED
Consumption		21,801.38	21,293.62	42,288.37
				PUBLIC CNG CONSUMED
				6,833.37

FYE 2023 TO DATE CONSUMPTION				
TOTAL	UNLEADED CONSUMED	DIESEL CONSUMED	CITY CNG CONSUMED	PUBLIC CNG CONSUMED
Consumption	67,289.48	66,761.39	117,068.71	20,101.60

INTERNAL PRICE PER GALLON:					EXTERNAL PRICE PER GALLON:				
UNLEADED	High	\$3.21	Low	\$2.74	UNLEADED	High	\$3.25	Low	\$2.64
DIESEL	High	\$4.13	Low	\$3.49	DIESEL	High	\$3.88	Low	\$3.49
CNG	High	\$1.28	Low	\$1.19	CNG	High	\$2.10	Low	\$1.89

FASTER CONSUMABLE PARTS PURCHASED			PUBLIC CNG SALES		
REPAIR PARTS		\$66,464.27	Month Total Public CNG Sales		\$13,826
BATTERIES		\$3,239.40	FYE 2023 To Date Public Sales		\$38,949
OILS/FLUIDS		\$9,055.41	<b>LIFE TO DATE CNG GAS GALLON EQUIVALENT</b>		
TIRES		\$26,514.79	Total Sold Gallons Life To Date		1,041,906
SUBLET REPAIRS		\$35,270.59	Total Gross Sales Life To Date		\$1,511,540
<b>TOTAL SPENT ALL parts/sublet</b>		<b>\$140,544.46</b>	Life To Date CNG Gas Gallon Equivalent		
			Total Public/City Through-Put CNG Gallons @ Station		2,988,769

Light Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	3	2	0	5
EMERGENCY ROAD CALLS	3	8	2	13
PM SERVICES	97	98	83	278
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	214	258	204	676
SCHEDULED REPAIRS	22	105	91	218
NON SCHEDULED REPAIRS	85	100	113	298

Heavy Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	2	0	1	3
EMERGENCY ROAD CALLS	23	22	23	68
PM SERVICES	41	48	47	136
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	185	182	189	556
SCHEDULED REPAIRS	41	50	50	141
NON SCHEDULED REPAIRS	115	111	139	365

Transit Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	3	0	1	4
EMERGENCY ROAD CALLS	1	1	0	2
PM SERVICES	8	11	10	29
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	68	84	54	206
SCHEDULED REPAIRS	10	13	11	34
NON SCHEDULED REPAIRS	51	64	43	158

EVT Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	10	12	8	30
EMERGENCY ROAD CALLS	0	1	2	3
PM SERVICES	1	11	7	19
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	26	41	29	96
SCHEDULED REPAIRS	14	23	16	53
NON SCHEDULED REPAIRS	5	12	13	30

COMBINED SHOPS	CURRENT MONTH	LAST MONTH	TWO MONTHS AGO	YEAR TO DATE
ROAD SERVICE	18	14	10	42
EMERGENCY ROAD CALLS	27	32	27	86
PM SERVICES	126	171	152	449
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	505	581	488	1574
SCHEDULED REPAIRS	163	195	174	532
NON SCHEDULED REPAIRS	261	297	314	872

**PUBLIC WORKS  
FLEET DIVISION**  
Technician Productivity  
Report

FYE 2023

September 2022

MECHANIC	DIRECT LABOR HOURS	PRODUCTIVITY		INDIVIDUAL PRODUCTIVITY	
		GOAL		ACTUAL	DIFFERENCE
# 001	134.76	72%		98.7%	26.7%
# 002	101.76	72%		74.5%	2.5%
# 003	107.16	72%		78.5%	6.5%
# 004	76.93	72%		56.4%	-15.6%
# 006	117.53	72%		86.1%	14.1%
# 007	104.29	72%		76.4%	4.4%
# 008	69.34	72%		50.8%	-21.2%
# 009	71.01	72%		52.0%	-20.0%
# 010	108.27	72%		79.3%	7.3%
# 011	117.49	72%		86.1%	14.1%
# 012	129.74	72%		95.0%	23.0%
# 013	122.02	72%		89.4%	17.4%
# 018	112.11	72%		82.1%	10.1%
# 021	111.41	72%		81.6%	9.6%
# 028	107.33	72%		78.6%	6.6%
# 031	110.11	72%		80.7%	8.7%
# 037	88.70	72%		65.0%	-7.0%
#038	84.62	72%		289.3%	217.3%
#040	105.99	72%		362.4%	290.4%

DIRECT LABOR HOURS	1980.57
TOTAL AVAILABLE HOURS	2593.50
PRODUCTIVITY GOAL	72.0%
<b>ACTUAL PRODUCTIVITY</b>	<b>76.4%</b>

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

<b>SEPTEMBER 2022</b>	<b>PROJECTED GOAL</b>	<b>THIS MONTH</b>			<b>YEAR TO DATE</b>		
	<b>Percentage</b>	<b>Number of Requests</b>	<b>Goal Met</b>	<b>Percentage Met</b>	<b>Number of Requests</b>	<b>Goal Met</b>	<b>Percentage Met</b>
Provide initial response to citizen inquiries within 2 days	100%	136	136	100%	333	333	100%
Provide information requested by citizens within 7 days	95%	136	136	100%	333	333	100%
Complete traffic engineering studies within 45 days.	99%	0	0	100%	3	0	100%
Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days.	95%	45	45	100%	72	72	100%
Worker Hours Per Gallon of Paint Installed.	0.80	<b>Gallons</b>	<b>Worker Hours</b>	<b>Percentage</b>	<b>Gallons</b>	<b>Worker Hours</b>	<b>Percentage</b>
		65	99	1.52	887	309	0.35
Thermoplastic legend, arrows, stop bars & crosswalks installed.	4-6 Installations per day per 2 person crew. 100%	<b>Crew Work Days</b>	<b>Total Installations</b>	<b>Average</b>	<b>Crew Work Days</b>	<b>Total Installations</b>	<b>Average</b>
		2.58	17	6.59	13.9	99	7.12
Preventative Maintenance on each traffic signal once a year. Approximately 11 will be performed each month.	100%	<b>Number Performed</b>	<b>Goal Met</b>	<b>Percentage Met</b>	<b>Number Performed</b>	<b>Goal Met</b>	<b>Percentage Met</b>
		14	14	100%	47	47	100%
Response to reports on traffic signal malfunctions within one hour.	99%	<b>Number of Reports</b>	<b>Goal Met</b>	<b>Percentage Met</b>	<b>Number of Reports</b>	<b>Goal Met</b>	<b>Percentage Met</b>
		19	19	100%	73	73	100%
Response to reports of sign damage:	<b>Percentage</b>						
<b>High Priority</b> Stop or Yield Signs within one hour	99%	10	10	100%	18	18	100%
<b>Lower Priority</b> all other signs within one day	90%	55	55	100%	146	146	100%
<b>Street Name Signs</b> within two weeks	90%	42	42	100%	113	113	100%
Percent of work hours lost due to on the job injuries.	<.01%	<b>Total Work Hours</b>	<b>Work Hours Lost</b>	<b>Percentage Met</b>	<b>Total Work Hours</b>	<b>Work Hours Lost</b>	<b>Percentage Met</b>
		3192	168	0.05	9424	281.5	0.03



**UTILITIES 13**

## Monthly Report September 2022

### **LINE MAINTENANCE:**

#### Waterline Capital Projects

- Beaumont Drive – 0%
- 1357 12<sup>th</sup> NE Avenue – 100%
- Crest Court – 100%
- Barb Court – 100%

Staff has completed the Crest Court project. Staff has completed the 12<sup>th</sup> AVE NE project. Materials in process for the Beaumont project.

#### Water Line Breaks – 18 in September

#### Sewer Line Data

- Total obstruction service requests - 30
  - Private Plumbing: 28
  - City Infrastructure: 2
  - Sanitary Sewer Overflows: 1 on private side

#### Lift Station D Flows:

- Days - 30
- Average daily flow: 1.119 MGD
- Total Monthly flow: 33.570 MG

### **UTILITIES ENGINEERING:**

Line Maintenance Building: Project will construct new building for Line Maintenance Division consisting of 49 staff; the existing 11,000 SF building is currently located on North Base property adjacent to the Fleet offices and vehicle servicing areas. This project assumes construction of a new 20,000 SF facility NW of the water treatment plant to house administrative offices, the employee breakroom, fire hydrant/meter repair area as well as areas for numerous water and sewer line repair parts, pump repair parts and a work area for pump repairs and testing. A preliminary meeting was held with City staff to discuss the project and what variances may be required. Additional funding will also be necessary due to the increased cost for the project to meet actual division needs now and into the future. Due to other department priorities, funding for the project was pushed back to FYE 23 so the project has essentially been pushed back one year. Contract K-2122-115 was approved by Council and the Architect and Contractor are working through the process with GMP expected in September 2022. Bid Opening was held on September 7, 2022. 61 bidders submitted bids across the 30 categories of construction work. The total of the Base Bid was approximately \$7.7 Million, including contingencies, insurance, allowances, and other project requirements. Special-use permits were approved by Council on September 27, 2022 and approval of the GMP is on the October 11, 2022 Council docket.

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

information has been received and reviewed by staff. Staff is doing a final review to determine if final deliverable meets City requirements before determining if or how to complete the remainder of the project.

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

The WTP array was energized on August 2, 2022, and is currently producing power for the WTP. Final testing and monitoring equipment installation are still required before this site is completed. For the WRF, all tie-ins have been completed. All modules are installed. Three of the five arrays are in operation at the WRF.

### **WASTEWATER PROJECTS:**

WRF Reuse Pilot Study (WW0317) – Project is considering treatment alternatives to produce highly treated effluent at the WRF suitable for discharge in Lake Thunderbird to supplement Norman's available raw water supply. NUA approved a contract with Garver LLC on February 11, 2020 to design the pilot project for various alternative treatment processes to determine if reuse is feasible and, if so, recommend best treatment technologies to allow reuse to be implemented. In July 2020, NUA approved Amendment No. 1 to Garver's contract, which fully consolidated all pilot study tasks including procurement/rental of treatment equipment for alternative treatment trains, temporary installation and eventual removal of all pilot study equipment into Garver's contract. During the remainder of 2020, Garver completed pilot study design, and during winter 2020/2021 and spring 2021, temporary construction of Phase I treatment trains, which consists of one train using an Aqua Nereda patented process and one train using a modified University of Cape Town (mUCT) process was completed. During June 2021, WRF staff was able to commence operating both trains as intended and commenced full sampling and testing regimen as per Garver's pilot testing protocol. As of November 2021, the Phase II temporary skids for advanced tertiary treatment had been installed, tested, and placed into service. Trailers with advanced treatment equipment that is part of Phase III of the study were delivered to the WRF in early January 2022 and were placed into service in February 2022. Phase I, II, and III and all associated testing and sampling were completed as of June 1, 2022, and Garver's construction subcontractor has largely completed removal of temporary treatment facilities. Garver has commenced compiling data and writing report. A draft copy of the engineering report should be submitted for review in September 2022 and the final report should be complete and submitted to ODEQ by December 2022.

In December 2019, NUA learned that Bureau of Reclamation (BOR) had approved a grant of up to \$700,000 to assist in funding project. Grant contract was fully executed during September 2021 and remains active.

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

In April 2022, NUA learned that a third grant from BOR had been authorized. The third grant was an applied science grant for \$148,339 to create a Predictive Lake Optimization Tool (PLOT) for Lake Thunderbird. The PLOT will use weather and climatological data, weather and seasonal weather forecasts, and data specific to Lake Thunderbird and its watershed to determine the best times to add supplemental IPR flows to the lake. A resolution authorizing acceptance of the grant was approved by City Council in September 2022, and negotiations with the Consultant for the project, Garver, commenced immediately thereafter. Contract should be negotiated and submitted to Norman Utilities Authority for approval in November 2022. Work will commence immediately upon approval.

Engineer: Garver LLC (Michael "Cole" Niblett)

WRF Dewatering Centrifuge Replacement (WW0326) – Project will replace dewatering centrifuges at WRF. Current centrifuges are approaching the end of their useful lives, and thus require excessive maintenance and repairs, and, due to poor service provided by manufacturer, often require extended downtime before necessary repairs can be completed to keep them operational. NUA approved a Contract with Garver, LLC on December 8, 2020, and design for this project commenced immediately thereafter. During the first half of 2021, manufacturers of several different dewatering technologies ran demonstration tests that were observed by Garver, WRF and NUA Engineering staff. WRF and NUA Engineering staff also made several site visits at plants in the region to observe other manufacturers/technologies in operation. These demonstrations and observations generally showed that the various screw press technologies could not meet the minimum requirement of consistently producing 20% solids sludge. In response, one manufacturer, PW Tech using their Volute Dewatering Press performed a follow-up demonstration with a new mixing technology that was supposed to increase percent solids and reduce polymer demand. However, the demonstration failed to show either. Based on these results, Garver issued a Final Version of the Preliminary Engineering Report in November 2021 recommending hydraulic drive centrifuges as the technology for this project. During winter and spring 2022, Garver and NUA met with several reputable centrifuge manufactures to learn more about their equipment and, just as importantly, to learn about their manufacturing and service infrastructure. Based on these meetings, two (2) manufacturers have been approved for inclusion in the project specifications.

Garver completed and submitted preliminary design documents for review in August 2022, and a review meeting convened in September 2022. Garver anticipates completing Bidding Documents in by the end of 2022. Contract would then be advertised, and bids opened in January 2023. Construction contract should be awarded and Notice to Proceed with construction issued in February 2023. Construction should be complete by November 2023.

Engineer: Garver LLC (Michael “Cole” Niblett)

WRF New Maintenance Building (WW0318) and WRF Main Control Building Renovation (WW0325): - These two projects are being designed under a single design contract and are anticipated to be bid as a single project, either traditional design/bid/build or Construction Manager at Risk (CMaR) project so they will be covered as a single project. Due to recent plant improvements projects, space formerly used for spare part storage has been incorporated into plant operations space, leaving a shortage of viable storage space. Project WW0318 will cover the construction of a new pre-engineered Maintenance Building for spare part storage and other critical maintenance activities to offset space lost in existing facilities 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. Greeley Hansen submitted a draft Preliminary Engineering Report (PER) in November 2021 and, after a review meeting later in November 2021, they submitted a final PER in late January 2022.

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

During August 2022, Greeley Hansen submitted 95% design documents. It has been agreed that a design review meeting will convene early in 2023 so that comments and corrections noted can be addressed just prior to advertisement, which is projected to occur in late April 2023+/- . Bids would then be opened in May 2023, and Contracts Awarded in June 2023. Notice to Proceed with construction will be issued on or after July 1, 2023. Construction would then take one calendar year.

Engineer: Greely and Hansen LLC (Ana Stagg)

Lift Station D Force Main Replacement (WW0091): Another portion of the Lift Station D 16" ductile iron force main along 12th Ave N.E. is severely deteriorated and in need of replacement. Approximately 3,500 feet of this force main to just south of Rock Creek Road was replaced with 20-inch PVC in 2009. The area needing replacement because of continued

breaks is on the west side of 12th from the end of the previous project to the point where it begins to gravity flow near the 12th Avenue Recreation Center. The project is expected to require 2,300 feet of new 20-inch piping, three air release vaults, and a new receiving manhole. After discussions with the Parks Department, the City of Norman will continue to lease the property needed for this project and will not purchase the property outright. Therefore, the project was kicked back off to identify the best alignment and then move forward to final design, easement acquisition (as necessary), bidding and construction. Design is progressing based on field investigations and 90% plans were submitted in November. Staff has reviewed the plans and there are constructability concerns regarding the proposed alignment. Staff have reviewed the alternative alignment on the east side of 12<sup>th</sup> Avenue NE and this corridor appears to be more constructible due to reduced utility conflicts. Council approved the amendment for the design contract to allow for the design of the new alignment along the east side of the road. Additional survey work has been completed and the revised alignment does not appear to have any conflicts or issues that would prohibit its construction. Staff is currently reviewing revised 90 percent plans.

Engineer: PEC, Inc. (Chris Grizer)

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

Engineer: Garver, Inc. (Steve Rice)

Septage Receiving Facility (WW0319): The Water Reclamation Facility (WRF) is often contacted regarding the possibility of taking trucked wastewater from hauling companies. Delivery of trucked wastes is not typically approved due to the undocumented quality of the trucked waste. Oklahoma City is currently the only municipal location in the metropolitan area for haulers to dispose of septage. The WRF could potentially generate revenue from companies hauling septage (septic tank clean-outs) and other acceptable wastes. Additionally, City of Norman residents utilizing a private sewage system could benefit through their private haulers having a closer disposal solution. To allow for the new facility, the current WRF treatment processes must be protected which may require temporary storage of the trucked wastes delivered to the WRF while water quality testing is performed to verify its acceptability. Preparation of an engineering study and design was budgeted for FYE19 and construction was budgeted for FYE20. This project is not a high priority for service reliability and has been deferred due to funding availability.

Engineer: Olsson, Inc. (Kevin Rood)

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

Engineer: Staff with assistance from Lemke Surveying

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

Engineer: Staff with assistance from Lemke Surveying

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

Engineer: Staff with assistance from local surveyor

12<sup>th</sup> Avenue NE Manhole Replacements (WW0330): This project will replace the existing 36 manholes on the existing 24-inch sanitary sewer line generally running along 12<sup>th</sup> Avenue NE from Alameda Street to north of Robinson Street. Due to the high hydrogen sulfide concentrations, rehabilitation was deemed to not be feasible for the project. The existing manholes have deteriorated such that replacement is warranted. Material delivery challenges have delayed the start of the project. The initial manhole deliveries were received on November 8, 2021. All work is complete and the project is on the docket for acceptance.

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

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

## **WATER PROJECTS:**

Blending of Wells 5, 6, and 52 at the Water Treatment Plant (WA0369): This project will blend wells 5, 6, and 52, at the Water Treatment Plant (WTP) before entering the distribution system. Blending these wells will only require samples be taken at the blending site as opposed to each well, which will minimize time and money spent on sampling each month. This project will require approximately 2,200 feet of 8-inch waterline to bring well 52 to the 36<sup>th</sup> Avenue NE and Robinson Street intersection where it will combine with the line coming from well 5. An existing 12-inch waterline will then be converted to a non-potable line as it moves west on Robinson Street before it combines with well 6 and the distribution system at the WTP. In addition, two bores consisting of approximately 260 linear feet of 8-inch and 6-inch waterline under Robinson Street will be required to connect the neighborhoods on the north side of Robinson Street with the existing high pressure line on the south side of Robinson Street. An existing 10-inch waterline and old 24-inch concrete line at the WTP will be abandoned as part of this project. As part of a previous project, Freese and Nichols, Inc. recently designed the project to extend water transmission lines from the WTP to 24<sup>th</sup> Avenue NE. Since they are familiar with the lines in the area and the interconnection requirements at the WTP and would be able to provide design services for this project, staff determined that it would be in the best interest of the NUA to contract with Freese and Nichols, Inc. for this project as well. City Council approved the contract with Freese and Nichols, Inc. on May 11, 2021 for \$47,850. Staff had a project kick-off meeting with engineers on May 27, 2021. Edits to the final bid documents are being made before starting the bid process.

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

Jenkins Avenue Waterline Replacement (WA0353): This project will replace approximately 2,500 feet of existing 6-inch waterline with new 12-inch waterline in concert with the planned widening of Jenkins Avenue through the City of Norman Public Works Department. This project will also design a 1,000-foot extension of the Segment D transmission line recommended by the 2003 water 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. Staff met with engineers in September to discuss further revisions to the plans. Public Works is in discussion with ODOT about the possibility of adding the waterline to the Public Works project in order to remove and reset these lights, install waterline, and work on the streetscape under the same project. A 90% submittal was received and another review meeting is scheduled for October 28, 2022.

Flood Avenue Waterline Replacement (WA0328):

Project will replace approximately 12,700 feet of 16-inch water line from Robinson Street to Tecumseh Road, and about 2,900 feet of 12-inch from Tecumseh to Venture Drive with 16-inch C900 PVC pipe. The existing ductile iron pipe is not compatible with the corrosive clay soils. It is failing, causing service disruptions to customers and damage to driveways, streets, and yards. In combination with this project, the potential for using existing wells along Flood for blending back into the water system using the existing pipe after rehabilitation will be evaluated. Total bids for construction ranged from \$2.9 million to \$3.8 million. Southwest Waterworks was determined to be the lowest responsible bidder at \$2,854,724.50. City Council approved the contract with Southwest Water Works on September 14, 2021 in the amount of \$2,854,724.50. A pre-construction meeting was held on October 6, 2021. Construction began November 3, 2021 and will continue for 330 calendar days. The James Garner waterline between Acres and Robinson was added onto the contract for this project in February, with an additional 75 days added onto the project and a revised contract amount of \$3,325,518.50. Contractors are currently installing waterline at Venture. All waterlines south of Tecumseh have been tied in, except for the small section of line at Atchison Drive. The lines at Atchison and north of Tecumseh at 24<sup>th</sup> Ave NW were re-chlorinated and will be sampled this week.

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

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

This project will determine the best location, layout, and treatment processes for blending and treating the 41 active groundwater wells utilized by the City of Norman. All active wells are currently in compliance with the standards set forth in the Safe Drinking Water Act and Public Water Supply Operations are not required to provide treatment and residual disinfectant under Oklahoma Administrative Code 252:631. However, the NUA also treats and distributes surface water from Lake Thunderbird. Since the water from the surface water source and the groundwater wells is blended in the distribution system piping, ODEQ has indicated that the system will need to be modified such that a minimum disinfectant residual of 1.0 mg/L of total chloramines (NHCL<sub>2</sub>) should be found throughout all parts of the system in the future. In addition, maximum contaminant levels (MCLs) of total chromium and arsenic may be lowered by EPA, and a new MCL for hexavalent chromium may be established in the future, thus requiring additional treatment for the groundwater wells. NUA entered into a contract with Carollo Engineering, Inc. on June 22, 2021 in the amount of \$95,090 to develop preliminary layouts for the future build-out of the facility including immediate needs and future treatment processes. The Notice to Proceed date was set for June 29, 2021 and a kick-off meeting and site field investigations are scheduled to be held on July 21, 2021. Staff met with SRB, LLC this month to obtain assistance for acquiring the land needed for the blending location which includes review of property records, survey and map, and negotiation assistance. A Purchase Order was created for \$16,200 for these services, and a 28-acre parcel of land was approved to be purchased by Council on February 22, 2022 in the amount of \$800,000. This 28-acres, which became for sale in 2021, is located near a potential site that was evaluated as being in a more favorable location based on the layout of our wellfield, as indicated by a hydraulic model conducted by Plummer Associates, LLC. A final Technical Memo was received from Carollo this month and was sent to Plummer. This memo will be utilized by Plummer to determine the layout and modeling needed

for the preliminary disinfection system. A contract with Plummer for \$528,900 is on the docket for approval by Council on October 11, 2022.

Site Evaluation Engineer: Carollo Engineering, Inc. (Tom Crowley & Rebecca Poole)  
 Land Acquisition: Smith Roberts Baldischwiler (Bryan Mitchell)  
 Disinfection System Engineer: Plummer Associates (Alan Swartz)

James Garner Ave Waterline Replacement from Main to Duffy (WA0338): This project will replace the aging 6, 8, 12, and 16-inch waterlines between Main Street and Duffy Street along James Garner Avenue in conjunction with the Public Works Department James Garner Avenue Streetscape project currently being designed by Cowan Group Engineering, LLC. The waterlines in this area are over 50 years old and have experienced failures that disrupt water service and traffic flows. Replacement of these waterlines prior to the surface improvements would ensure good infrastructure and reduce the likelihood that the surface improvements have to be removed and replaced for future water line replacements work. NUA entered into a contract with Cowan Group Engineering, LLC in the amount of \$93,800 on June 22, 2021. A contract transmittal was sent with a start date of June 29, 2021. A kick-off meeting was held February 15, 2022 after 60% streetscape plans were completed. Funding for the streetscape work will be determined in March, which will determine when the waterline project needs to begin. The waterline will need to be completed before the roadway work begins. Engineers are working on 65% plans, which will be received in November 2022

Engineer: Cowan Group Engineering, LLC (Jeff Cowan)

Phase II – Porter Avenue Waterline Replacement (WA0354):

This project will replace approximately 1,500 feet of aging 8-inch and 5,000 feet of 12-inch waterline along Porter Avenue from Robinson Street to Alameda Street in conjunction with the Public Works Department Porter and Avenue Streetscape project. Part of this project (Main Street to Rich Street) was already completed as part of Public Work's ODOT funded Transportation Bond project. Replacement of these waterlines prior to the surface improvements will ensure good infrastructure and reduce the likelihood that the surface improvements have to be removed and replaced for future water line replacement work. NUA entered into a contract with Cabiness Engineering, LLC (Garver Engineering) in February 2021 in the amount of \$58,100. Staff received final design plans and sent an invitation to bid to the *Norman Transcript* for publication on December 23, 2021 and December 30, 2021. A mandatory pre-bid was held on January 4, 2022 and the bid opening will be held on January 20, 2022. Bids were opened on February 3, 2022 and four contractors submitted bids. Cimarron Construction Company, LLC submitted the lowest and best bid for the Base Bid and Alternate B at \$2,039,328. The Contract and Bonds were signed and approved by Council on February 22, 2022. A kick-off meeting was held on March 4, 2022. City staff and the Engineer are in the process of reviewing submittals provided by the Contractor. The Engineer is also working on getting a final conformed set of plans together showing the alternate bid that was awarded. Construction start date for the Notice-to-Proceed was March 14, 2022. Rather than a number of days for construction completion, this project has an end date for construction of July 15, 2022. This is to ensure the waterline work is finished prior to the streetscape work. Work began on March 14, 2022. All tie-ins for this project have been completed. Contractors are currently in the process of restoring sod and paint striping, in addition to any final punch list items.

Engineer: Garver Engineering (Bret Cabiness/Sean Price)

Water Treatment Plant Carbon Dioxide Tank Replacement (WA0374):

The existing carbon dioxide tank at the City's Water Treatment Plant is aging and vendors are not able to supply replacement parts to the model any longer. Carbon Dioxide is used to adjust the pH of the drinking water which effects its scaling and corrosivity potential, so a new tank is necessary. This project will involve removal of the existing 30-ton carbon dioxide tank at the water treatment plant, complete installation of new tank 30-ton tank of correct make and model specified or approved equal, demonstrating correct operation and dosages both manually and remotely, and training water treatment staff on operation and maintenance. Staff awarded the removal and installation to Wynn Construction Co. for \$75,000. Staff awarded the purchase and delivery of the tank to Tomco Systems in the amount of \$228,975 in December 2021. The purchase authorization was approved by Council on January 18, 2022. Tomco moved forward with ordering the tank on April 25, 2022. The new tank was shipped on September 28, 2022 and it was delivered to the WTP on October 3, 2022. Wynn Construction completed the installation before Poet filled with carbon dioxide. A press release was sent out to utility customers the weekend prior to request they reduce water consumption from 8am to 5pm that day. The plant was brought back online at approximately 4:00pm. There were two leaks found on the new tank. One is located on the braided flex pipe that Wynn is responsible for. It was repaired on October 6, 2022. The other leak is located on the



ventilation apparatus on the top of the tank that Tomco will be responsible for. Tomco is scheduled to perform startup on the compressor, repair of the leak on top of the tank, and conduct operator training/maintenance on the new tank on October 13, 2022. In addition, staff requested a quote from Wynn in order to perform additional electrical and communication connections that came up during installation.

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

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

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. Engineers are currently working on incorporating the two utility easements needed for the project into the plans. In addition, a new plat for the neighboring addition (St. James) was reviewed to ensure new waterline plans in Southlake will match.

Engineer: SRB (Marc Long)

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

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

In March 2020, 2021, and 2022, Phase II was delayed until Spring of 2021, 2022 and 2023, respectively. Assuming the project is not deferred again for budgetary reasons, it is now scheduled to advertise during the early Spring of 2023 in order for the Low Bidder to start ordering long-lead materials in April 2023 (to offset potential supply chain-related delays), ensuring that Contractor can start pipe installation work promptly when Notice to Proceed is issued immediately upon the end of OU's spring 2023 semester in mid-May 2023. Assuming this schedule is maintained, it is anticipated that construction would continue through summer and major work would be completed before the start of the fall semester in August 2023.

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

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

Two large property owners with whom easement agreements must be negotiated, J.D. McCarty and U.S. Department of Veterans Affairs, are also customers with multiple meters with whom NUA intends to negotiate an agreement on master metering. The current intent is to negotiate both easement purchase and master metering agreement concurrently and to incorporate master meter installation for both into this project.

During April 2022, the decision was made to defer construction on this project until Fiscal Year 2024. As a consequence, Final Design and Easement Acquisition will be completed during the remainder of 2022 and, if necessary, continuing into early 2023. Project will then be advertised in April 2023, and Bids opened in May 2023. Contract award is anticipated in June 2023, and Notice to Proceed with construction would then follow on July 1, 2023. Project completion is projected for June 2024.

Engineer: Jacobs Engineering (Arun Srinivasan)

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

In October 2021, NUA requested that Plummer Engineering furnish a proposed scope and fee to analyze the possibility of extending a non-potable reuse system from the Norman Water Reclamation Facility (WRF) to Reaves Park on the University of Oklahoma (OU) campus and to 10 to 15 other potential customers to the east of the WRF and Reaves Park, generally on or near Highway 9, as described Norman's 2060 Strategic Water Supply Plan. This reuse system would necessarily run in close proximity to Lindsey Tower so, as part of their analysis, Plummer has also been directed to assess the possibility of repurposing Lindsey Tower as dedicated storage for the new reuse system. Plummer's scope and fee was finalized in November 2021 and their Contract was approved by City Council on December 14, 2021. A kickoff meeting convened on January 6, 2022 and Plummer has commenced work on the study. The study is ongoing and preliminary results should be available by September 2022 with a final report delivered in October 2022.

Assuming the Plummer study affirms repurposing Lindsey Tower as dedicated non-potable storage, a Contract for Dunham to prepare bidding documents for, and to inspect construction of, rehabilitation work on Lindsey Tower would be immediately submitted to Council in September 2022. Bidding Documents would then be completed and project advertised in November 2022, and Bids would be opened, Contracts awarded, and Notice to Proceed issued in November/December 2022. Rehabilitation work would require approximately 3 months, and thus project would then be complete by the end of February 2023.

If Plummer's report does not recommend repurposing Lindsey Tank for non-potable storage, tank will be further evaluated to determine if it can be recommissioned and viably used for potable water storage. Depending on the outcome of this final evaluation, there is a range of possibilities for the future of Lindsey Tank. If no viable use can be found for Lindsey Tower at this point, it may be recommended for demolition. If it is determined that construction of additional infrastructure (for example a booster station) could make Lindsey Tower viable as potable water storage, both from a financial perspective and an engineering perspective, it could be part of a future project that combines rehabilitation of Lindsey Tower with construction of the identified new infrastructure that would see the rehabilitated tower returned to service upon completion of construction.

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

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

Consultant: E Source (Alyssa Pourciau)

FYE15 Water Wells and Supply Lines/Wellfield - Carollo and staff held a coordination meeting with ACOG the morning of July 18th and also held a kickoff meeting the afternoon of July 18, 2016. ACOG prepared a map showing potential thick sands that will be targeted for future wells. Carollo used this information along with GIS data and composed a more robust map to better define future well locations to pursue. Additionally, it was decided to stay with ½ mile spacing so that maximum yields can be achieved. Carollo received modeling information from APAI which allowed them to proceed with optimizing the best well sites based on proposed groundwater treatment plant sites. Carollo prepared a Draft Technical Memorandum (TM) and staff provided comments and 45 potential well sites were selected. Carollo performed an optimization model and 20 of the 45 well sites stand out as sites to begin with. Carollo and staff prepared an addendum to their contract and it was approved by NUA 2/13/18. The next step is to approach land owners to negotiate test well sites. A Frequently Asked Questions sheet has been drafted and will be utilized with potential well site land owners. Test wells are expected to begin in September 2018. Staff is working with Carollo and their sub-consultant to obtain necessary access agreements for potential well sites. Approximately 8 landowners are interested and staff is moving forward with securing documents for 5 of them. Well Construction bids were opened and read aloud October 18, 2018. Layne Christiansen was low bidder and a contract in the amount of \$4,714,421.72 was approved November 27, 2018 at NUA meeting. Held kick off meeting January 23, 2019 and again met February 27, 2019.

Layne has drilled all test holes and plan to begin final well drilling January 2020. All 11 well site easements and deeds were approved by NUA on October 22, 2019. The NUA also approved CO#1 December 10, 2019 for Layne's contract to

add 3 additional wells to the original 6 as shown in the contract. This change order also added days to contract and completion date is now December 2020. Held kick off meeting January 23, 2019 and since Layne had drilled all test holes, the plan was to begin final well drilling January 2020. Layne's rig was under repair so final well drilling didn't begin until February 18, 2020. Crews have completed all wells and are now complete with all 6 monitoring wells. 1 deep monitor well failed and was re-drilled in September. Well house construction is complete and all wells are ready for pumping. Contractor finalized disinfection on well house lines and are in the final clean up stages. Project is substantially complete and final payment was pending final re-development of Park Well. Park Well is now operational and Consultant and Contractor are finalizing final change order and close out payments for project.

Engineer: Carollo Engineers (Rebecca Poole)

Master Meter Project – Bids to install 10 master meters were opened 7/24/14. An agenda item was taken to Council but suspended until written documentation was obtained from USPS, MNTC, JD McCarty, and Veterans Center. On 6/19/17, staff received approval from USPS to install one meter and vault to accommodate a water line project they had underway. This project was completed 7/27/17. The permission letter they provided allows staff to complete the two other sites for USPS. Staff has made contact with MNTC and is scheduling a meeting in April 2018 to obtain similar written documentation to allow for the 3 new meter vaults to be installed on their property. Staff contacted the State of Oklahoma to obtain similar letter for JD McCarty and Veterans Center which have 2 new meter vaults each to be installed. Staff met with State of Oklahoma Real Estate officials and they requested additional information but seem amenable to our project. Additional documents were sent for their review. They emailed they are currently reviewing documents as of 6/6/18. Staff is designing a project along Robinson that will front the J.D. McCarty Center and the Veteran's Center. Staff is planning to meet with State officials as part of that effort. Staff has been unable to establish a meeting with MNTC. Though MNTC, JD McCarty, and Veterans Center are not onboard with installing master meters at this time, staff will work with USPS to install 2 additional meters at their facility. Our consultants for the Robinson water line project 24<sup>th</sup> NE to 12<sup>th</sup> NE have begun discussion with OMES and Department of Mental health regarding easements for both water line and meter vaults. These two large property owners with whom easement agreements must be negotiated, are also customers with multiple meters with whom NUA intends to negotiate an agreement on master metering. The current intent is to negotiate both easement purchase and master metering agreement concurrently and to incorporate master meter installation for both into this project. Staff anticipates having an agreement established by December 2022. In addition, staff is evaluating meter locations at the USPS with in-house forces.

### **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.

Engineer: TriCore Group, LLC (Greg Vance)

#### Transfer Station Renovations (SA005):

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

Station will be required to stay in operation during the entire construction. Request for Qualifications were sent on September 29, 2022 and an optional on-site meeting was held on October 11, 2022. Qualifications are due Thursday, October 20, 2022.

New Sanitation Office Building: The Sanitation Department has outgrown their current office space. Because their existing facility cannot be readily expanded and because it is not laid out in a way that would allow renovations to create a more efficient workspace, a new facility must be constructed. On January 12, 2021, Norman Municipal Utilities Authority (NMUA) approved a design contract with The McKinney Partnership Architects PC (TMP) to design this new facility, and design commenced immediately thereafter. TMP completed Design Development level plans and specifications in April 2021 and final plans and specifications in January 2022.

Project was advertised on February 10 and 17, 2022 and bids were be opened on March 3, 2022. TCS Construction was the apparent low bidder, but a review of their bid package revealed several flaws including an inability to meet experience requirements and a failure to provide an irrevocable guarantee from their surety. For these reasons, NUA has deemed the second low bidder, Crossland Construction Company (Crossland), to be Lowest and Best Bidder in accordance with City of Norman regulations and the State of Oklahoma Competitive Bidding Act. Contract Award was approved by City Council on April 26, 2022 and Notice to Proceed was issued on April 29, 2022.

During September 2022, Crossland installed structural steel and roof trusses. They also formed, reinforced and poured concrete curbs, parking lot and sidewalks. In October, Crossland expects to complete building roof and commence roughing in plumbing, electric, and HVAC above ceilings inside building. Crossland also remains on schedule to have building weathertight by the end of November 2022, which should minimize impacts to work due to weather during winter months. Construction is expected to be complete in spring of 2023.

Architect: The McKinney Partnership Architects PC (Toni Bragg)

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

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

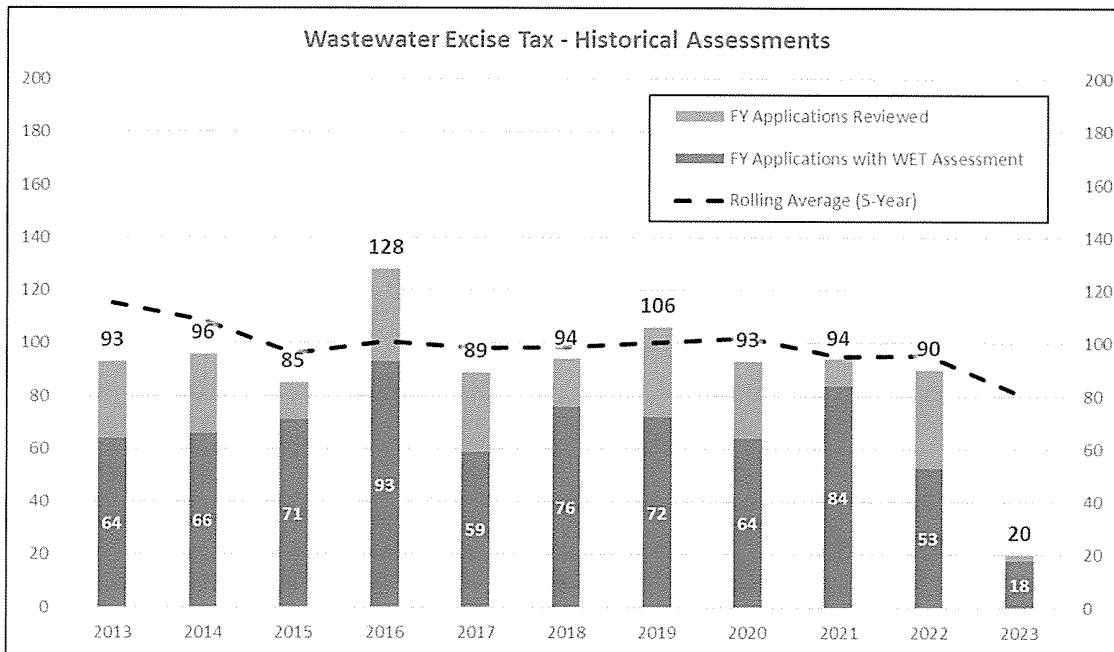
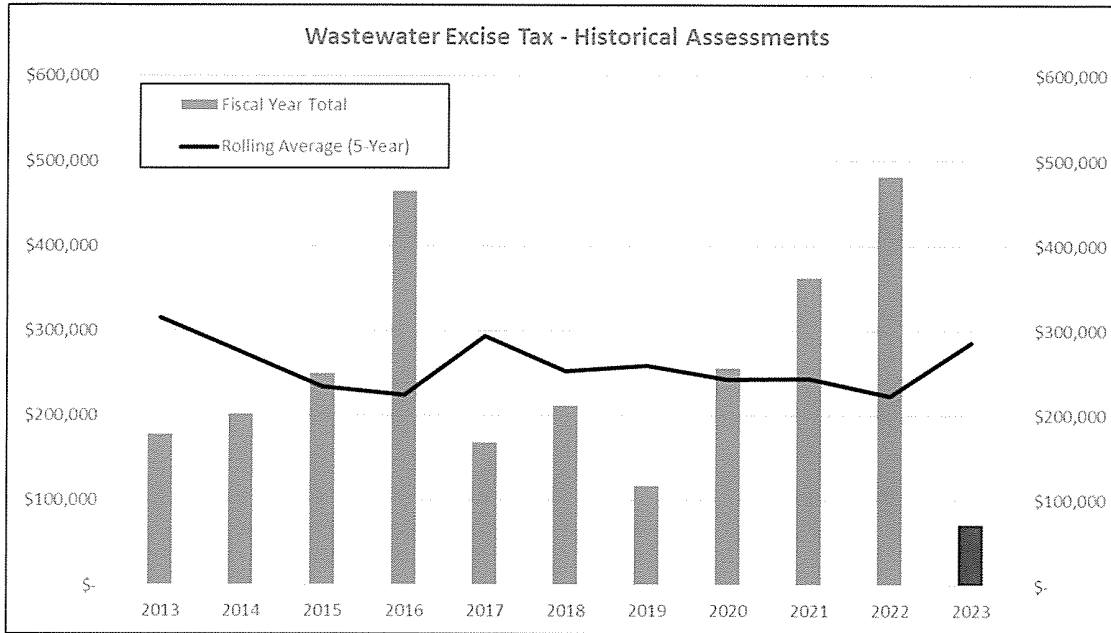
Preliminary design efforts have identified potential improvements to the final product that warrant modifications to the project scope that required a contract amendment with the Architect. Amendment No. 1 was approved by City Council in February 2020 and included changes to the site for the Household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

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

Architect: Studio Architects, LLC (George Winters)

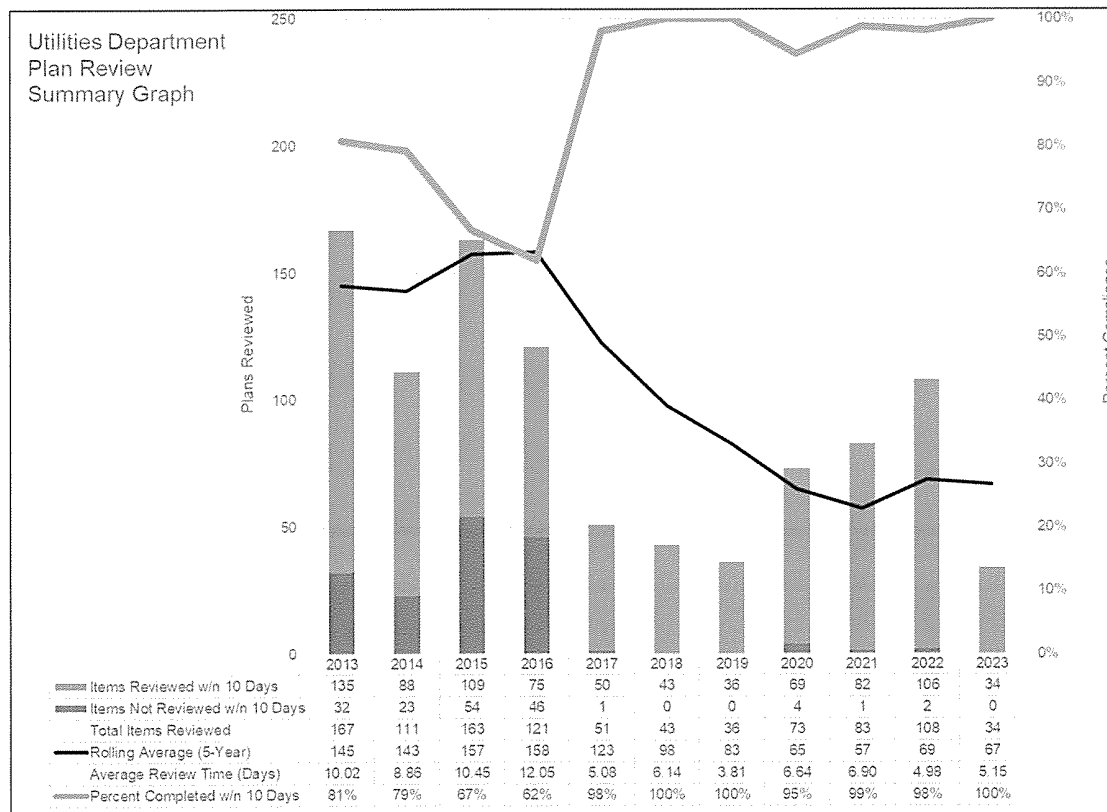
### Wastewater Excise Tax – Non-Residential:

**WRF Investment Fee/Wastewater Excise Tax:** Staff evaluated the Wastewater Excise Tax on 10 commercial entities last month. Of the 10 applications, 9 applications were assessed since the applications were determined to increase wastewater flows over the previous use of the site. For the fiscal year, 19 commercial properties were reviewed and a total of \$68,898.20 was assessed to the 17 entities that will increase wastewater flows for the respective property. Below are graphs showing the amount assessed and the number reviewed.



## PLAN REVIEW:

Sixteen plan sets were reviewed during September. Staff has reviewed 34 plans for the current fiscal year with an average review time of 5.15 days and with 100 percent of plans reviewed within 10 days.



## RECOUPMENT PROJECTS:

1. NW Sewer Study: 36th Interceptor & Force Main Payback projects established in 1998/1999: Because of abandonment of Carrington LS, two resolutions reducing number of parcels requiring payback approved 01/10/12. Releases for many properties now served by North interceptor system projects were filed of record in 2012. NUA approved appropriation of payback funds on 12/05/17. Collected payback fees of \$697 for Jolley Addition on 03/23/18. NUA approved appropriation of payback funds 12/10/19 allowing staff to issue payback checks to developers in late December 2019.
2. Sewer Service Area 5 Payback: Payback project established by R-0304-13 for NUA share of sewer improvements along Highway 9 from the Summit Valley Lift Station to the USPS.
3. North Porter Waterline Payback: Payback project established 04/12/05 for 12-inch waterline constructed by Calvary Free Will Baptist Church along Porter Avenue from Tecumseh Road north. Total payback to date is \$0.00 of potential \$61,177.
4. 36th Avenue NW Waterline Payback: Payback project established 08/24/99 for 24-inch waterline along 36th Avenue NW from Tecumseh Road to SE 34th in Moore. Total payback to date is \$65,123.
5. 24th Avenue NW Waterline Payback: Payback project established 04/22/08 for 24-inch waterline along 24th Avenue NW from convention center to Tecumseh Road. Medcore billed \$27,212 on 04/15/20; total payback to date is \$87,074 of original project cost of \$346,134.
6. Post Oak Lift Station Payback: Payback project approved 04/14/09 for sewer and lift station improvements to serve the Links development and other properties in SE Norman. Construction complete and final payback costs approved 01/25/11. Parcel 5 payback of \$15,717.09 paid 12/15/15; total of \$15,717.09 paid to date and will be returned to Links at

end of fiscal year. Payback funds returned to Links in January 2018. Links check reissued in July 2019 as previous check was never cashed.

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

#### **Private Water Well Permits Issued**

6 Water Well Permits (22-3981, -4084, -4151, -4276, -4288, and -4363) were issued for the month of September.



**September 2022**  
**ENVIRONMENTAL SERVICES DIVISION**  
**MONTHLY REPORT**

**INSPECTIONS**

	September	Year to date
Fats, oil and grease (FOG) program	35	265
Food license approval	4	19
Significant Industrial Users	5	14
<b>Total inspections</b>	<b>44</b>	<b>298</b>

**ROUTINE ACTIVITIES**

	September	Year to date
Significant Industrial User sites sampled	1	14
Required annual 40 CFR Part 122, Appendix D, Table II monitoring completed (%)	100%	100%
Required quarterly 40 CFR Part 122, Appendix D, Table III monitoring completed (%)	25%	75%
HHWF: cars served	92	615
Pounds of Material Collected	8252	47,136.5
E-waste: cars served	307	662
Pounds of Material Collected	21085	42,516
Total HHW cars served	399	878
Total HHW Pounds of Material Collected	29,337.0	89,652.5

**REVENUE**

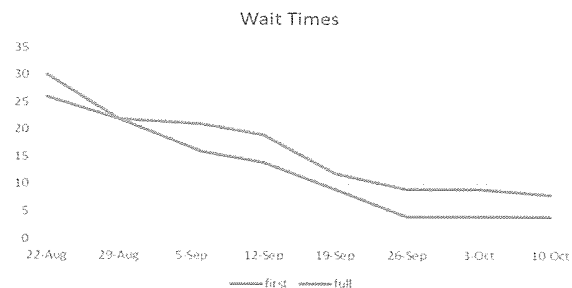
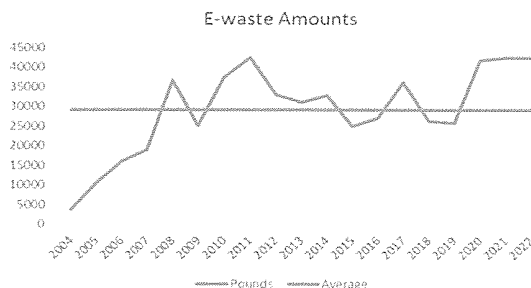
	September	Year to date
FOG Program	\$400.00	\$12,800.00
Surcharge	\$8,381.67	\$14,304.77
Lab Analysis Recovery	\$0.00	\$2,659.00
Industrial Discharge Permit	\$0.00	\$0.00
<b>Total revenue</b>	<b>\$8,781.67</b>	<b>\$29,763.77</b>

**ENVIRONMENTAL CONTROL ADVISORY BOARD (ECAB)**

- 1 Provided staff liaison support including attending meetings, preparation of minutes, speaker scheduling and issue research.
- 2 Facilitated Yard by Yard and Recycling Education Information
- 3 Coordinating with Cleveland County Conservation District for Yard by Yard participation.
- 4 Subcommittees are researching implementation of the US Mayors' Climate Protection Agreement.

**MISCELLANEOUS ACTIVITIES**

- 1 Staff maintain and loan out recycling containers for special events. Containers are routinely used at the OKC Memorial Marathon, Earth Day, May Fair, Summer Breeze concerts, Midsummer Nights Fair, Groovefest, and 2nd Friday Art Walks.
- 2 Working on Phase II of the Fats, Oils and Grease Program (FOG) - to include OU businesses, fraternities, sororities, and long-term care
- 3 Staff is working with other departments to increase energy efficiency - i.e. turning off computers, duplex printing, anti-idling, methane recovery,
- 4 Acts as President of LTWA providing support including agenda setting, issue research and collaboration
- 5 Participates on LTWA Education and Outreach Subcommittee
- 6 Participate in Lake Thunderbird TMDL, IPR Treatment Wetlands internal and external team meetings
- 7 Coordinating SW permitting (State and local) for WRF Solar project, Compost facility, HHW facility
- 8 As of September 30, 2022 approximately 32,600 gallons of grease/solids had been prevented from entering the sanitary sewer in FYE 23 as a result of the FOG program.
- 9 Fourth required annual Table III influent and effluent sampling event scheduled for October 17-19, 2022.
- 10 Continued coordination with Fleet, Legal and Transit/Parking for City Hall EV Chargers
- 11 Project manager for EV Charging Station going in at City Hall
- 12 Planning and coordinating for Naturizer property for bees, an Eagle Scout project (bee hotels and bat house and maybe a small pollinator garden) and other exciting things
- 13 E-waste event held at Reaves Park on September 17 and we collected over 21 thousand pounds of material and served over 300 cars
- 14 Coordinating collection of BMP ideas to help mitigate any potential damage from future road construction
- 15 Planning and facilitating the Lake Thunderbird Workshop and Clean-up Event
- 16 Coordinating with OU student as potential intern to help with GHG emission inventory update
- 17 Coordinating with ODOT on Monarch habitat BMPs as part of the Monarch Highway
- 18 Weeded pollinator garden and performed a clean-up of Prairie Creek Park
- 19 Toured Carrington Lakes Subdivision with LTWA and Dr. Nairn to observe a potential project area
- 20 Attended OFMA conference in Durant for CFM
- 21 Attended OKRA in Sulphur



CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
SEWER MAINTENANCE				
	FYE 2023		FYE 2022	
September 2022	MONTH	YTD	MONTH	YTD
Obstructions:				
City Responsibility	2	2	1	3
Property Owner Responsibility	28	61	18	38
<b>TOTAL</b>	<b>30</b>	<b>63</b>	<b>19</b>	<b>41</b>
Number of Feet of Sewer Cleaned:				
Cleaned	123,742	326,036	124,835	354,484
Rodded	3,010	16,690	1,922	7,247
Foamed	0	77,154	0	74,476
SL-RAT	0	0	0	0
<b>TOTAL</b>	<b>126,752</b>	<b>419,880</b>	<b>126,757</b>	<b>436,207</b>
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	0	0	0	0
Obstruction	0	0	1	1
Private	1	2	2	4
Other (Lift Station, Line Break, etc.)	0	0	0	0
<b>Total Overflows</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>5</b>
Feet of Sewer Lines Televised	16,931	71,886	19,946	71,527
Locates Completed	417	1,298	249	778
Manholes:				
Inspected	1,263	4,319	941	3,100
New	0	0	0	0
Raised	3	5	0	0
Repaired	4	10	0	0
Feet of Sewer Lines Replaced/Repaired	13.00	13.00	13	25
Hours Worked at Lift Station	91.88	332.76	75	242
Hours Worked for Other Departments	2.12	8.98	0.00	0.50
OJI's	0	2	0	0
Square Feet of Concrete	18	54	0	0
Average Response Time (Minutes)	28.00	29.65	31.20	26.20
Number of Claims	0.00	0.00	0.00	0.00

CITY OF NORMAN				
DEPARTMENT OF UTILITIES				
LINE MAINTENANCE DIVISION				
MONTHLY PROGRESS REPORT				
WATER MAINTENANCE				
	FYE 2023		FYE 2022	
September 2022	MONTH	YTD	MONTH	YTD
<b>New Meter Sets:</b>	<b>20</b>	<b>92</b>	<b>37</b>	<b>139</b>
Number Short Sets	20	90	37	139
Number Long Sets	0	2	0	0
Average Meter Set Time	5.07	5.03	4.05	4.65
Number of Work Orders:				
Service Calls	437	1,530	366	1,088
Meter Resets	0	2	0	2
Meter Removals	0	23	2	4
Meter Changes	52	105	29	77
Locates Completed	382	1,304	1,031	3,356
Number of Water Main Breaks	18	57	13	56
Average Time Water Off	1.22	50.26	1.15	2.25
Fire Hydrants:				
New	0	2	0	0
Replaced	1	2	0	0
Maintained	136	342	152	307
Number of Valves Exercised	361	882	171	451
Feet of Main Construction	0	2,225	0	0
Hours of Main Construction	24	894	0	162
Meter Changeovers	1	1	0	0
OJI's	1	4	0	0
Hours Flushing/Testing New Mains	83.37	184	146	274
Hours Worked Outside of Division	0.00	0.00	13	14

City of Norman, Oklahoma  
Department of Utilities

Monthly Progress Report  
Water Reclamation Facility  
September 1-30 2022  
**Flow Statistics**

	<b>FYE 2023</b>		<b>FYE 2022</b>	
	<u>This Month</u>	<u>YTD</u>	<u>This Month</u>	<u>YTD</u>
Total Influent Flow (M.G.)	314.7	939.0	325.3	1085.8
Total Effluent Flow (M.G.)	291.9	876.2	299.2	1040.2
Influent Peak Flow (MGD)	13.0	13.0	11.5	25.5
Effluent Peak Flow (MGD)	12.7	12.7	10.8	25.5
Daily Avg. Influent Flow (MGD)	10.5	10.2	9.7	10.8
Daily Avg. Effluent Flow (MGD)	9.7	9.7	9.7	9.7
Precipitation (inches)	2.5	4.9	0.0	4.0

**Discharge Monitoring Report Stats**

5 day CBOD:	EPA minimum percentage removal 85%	
	Avg.	Avg.
Influent Total (mg/l)	198	149
Effluent Carbonaceous Total	2	2
Percent Removal	99.0	98.7
Total Suspended Solids:		
Influent (mg/L)	327	349
Effluent (mg/L)	7	6
Percent Removal	97.9	98.3
Dissolved Oxygen:		
Influent (min)	0.1	0.4
Effluent (min)	7.3	6.5
pH		
Influent (Low)	6.75	6.64
(High)	7.30	7.03
Effluent (Low)	6.73	6.95
(High)	7.33	7.25
Ammonia Nitrogen		
Influent (mg/L)	30.1	29.3
Effluent (mg/L)	0.5	0.3
Percent Removal	98.3	99.0

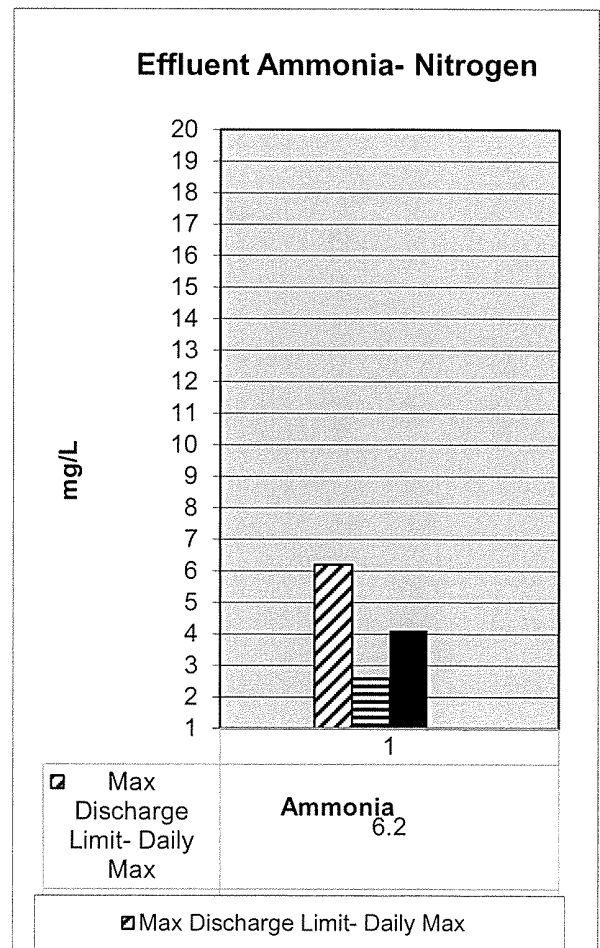
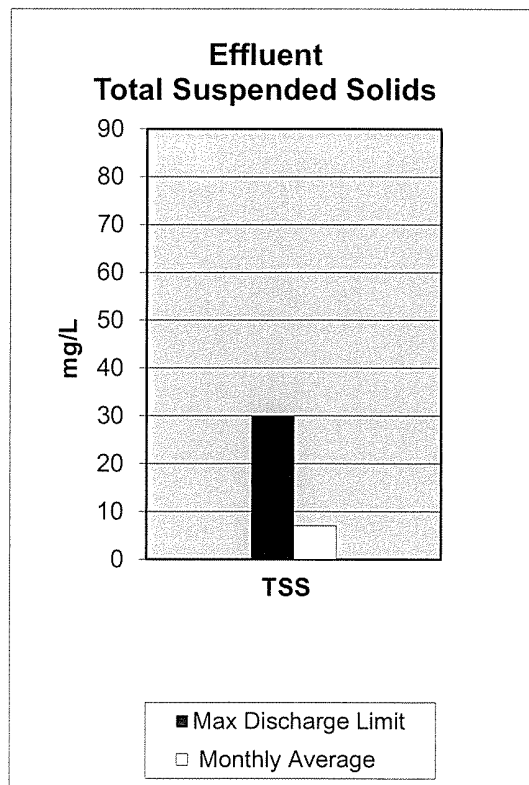
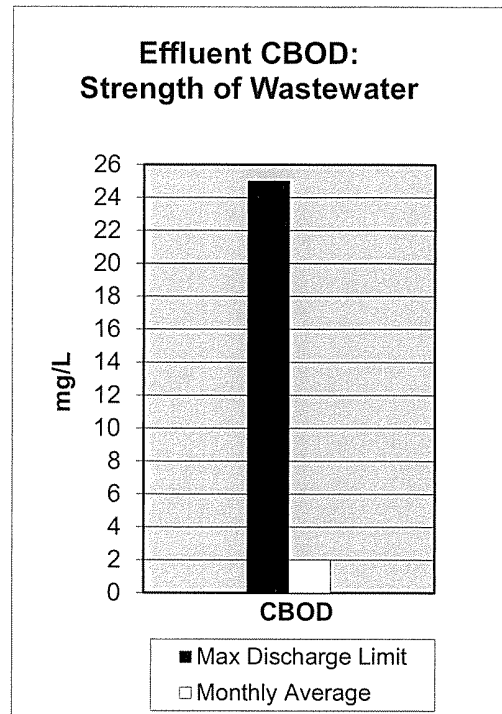
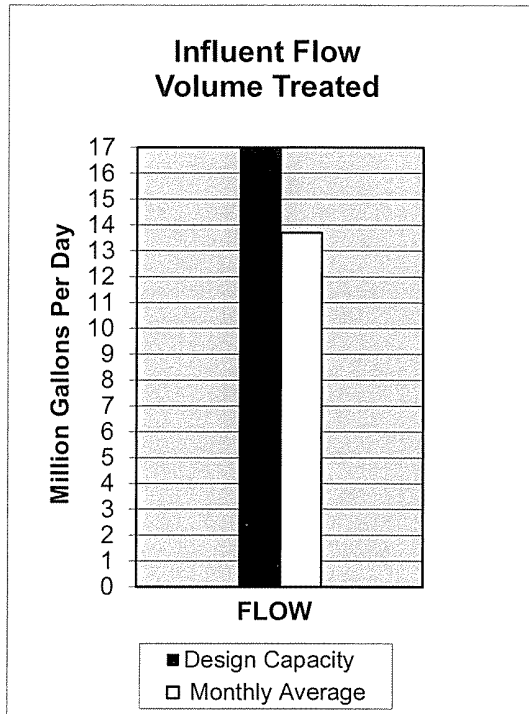
**Utilities**

Electrical				
Total kWh Used (Plant wide)	496,680	1,555,880	523,580	1,522,040
Aeration Blowers, WSL&Headworks	173,300	515,800	201,200	734,380
UV Facility	65,800	224,200	66,700	273,700
Natural Gas				
Total cubic feet/day (plant wide)	209,000	509,000	305,000	968,000
Public Education (Tours)	0	0	0	0
Total Attendees for FYE 23	12		18	
Reclaimed Water System (MG)	0.0	0.0	0.0	0.0
OU Golf Course	10.9	46.5	11.3	37.3

E.coli Geometric Mean for September 2022 81 MPN (Limit is 126)

**CITY OF NORMAN**  
**WATER RECLAMATION FACILITY**  
**September 2022**

Item 9.



Comments here

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

**WATER TREATMENT DIVISION****MONTH: September-2022**

	<b>FYE 2023</b>		<b>FYE 2022</b>	
	<b><u>This month</u></b>	<b><u>Year to date</u></b>	<b><u>This month</u></b>	<b><u>Year to date</u></b>
<b>Water Supply</b>				
Plant Production (MG)	467.59	1395.62	412.24	1215.81
Well Production (MG)	72.21	401.73	125.04	319.23
Oklahoma City Water Used (MG)	28.64	90.79	29.65	89.78
Total Water Produced (MG)	568.45	1888.15	566.92	1624.82
Average Daily Production	18.95	20.52	18.90	17.66

**Peak Day Demand**

Million Gallons	20.82	25.52	20.55	20.88
Date	9/19/2022	7/27/2022	9/1/2021	8/26/2021
System Capacity (see note 1)	25.78	25.78	23.35	23.35
Demand Above Capacity (Peak Day)	0.00	0.00	0.00	0.00

Note 1: Beginning June 2016 the System Capacity includes the Oklahoma City water line. (Plant + Wells + OKC)

**Costs**

Plant	\$714,523.53	\$2,136,480.25	\$715,681.44	\$2,098,167.55
Wells	\$238,702.93	\$802,745.00	\$231,556.12	\$689,612.80
OKC	\$98,875.48	\$282,954.12	\$77,367.51	\$77,367.51
Total	\$1,052,101.94	\$3,222,179.37	\$1,024,605.07	\$2,865,147.86

**Cost per Million Gallons**

Plant	\$1,528.10	\$1,530.84	\$1,736.10	\$1,725.74
Wells	\$3,305.59	\$1,998.22	\$1,851.89	\$2,160.22
OKC	\$3,451.99	\$3,116.48	\$2,609.71	\$861.75
Total	\$1,850.84	\$1,706.53	\$1,807.32	\$1,763.36

**Water Quality**

Bacterial Samples in Compliance	100	300	88	308
Bacterial Samples out of Compliance	0	0	2	4
Total number of inquiries (Note 2)	2	14	6	18
Total number of complaints (Note 2)	1	15	5	16
Number of complaints per 1000 service connections	0.03	0.39	0.12	0.40

Note 2: Prior to April 2016 complaints and inquiries were grouped together, listed as complaints, and not distinguished.

**Safety**

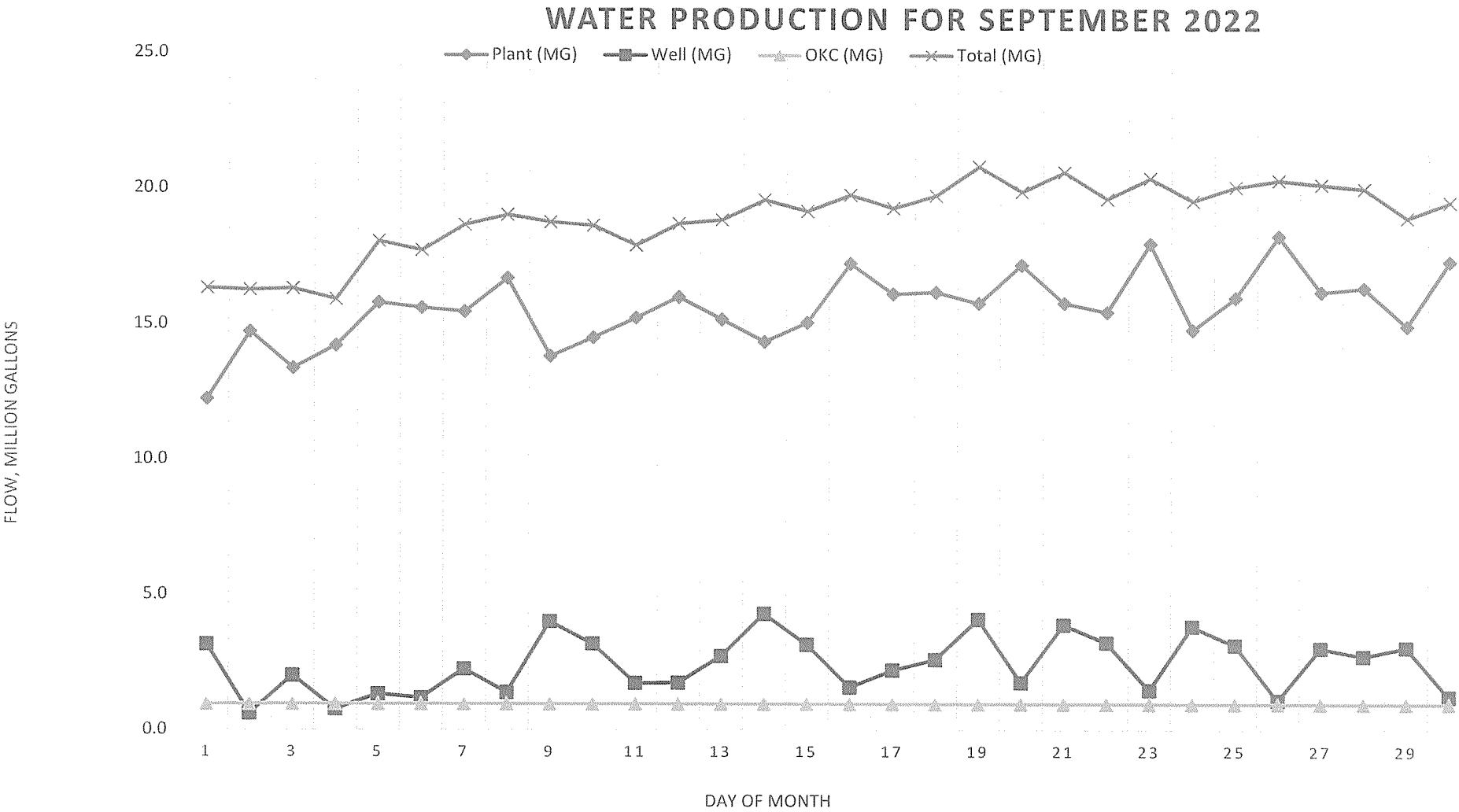
Hours lost to OJI	0	0	0	0
Hours lost to TTD	0	0	0	0
Total Hours Lost	0	0	0	0
Safety Training Sessions Held	1	2	1	3

**Public Education**

Number of tours conducted	2	3	1	8
Number of people on tours	23	25	18	89

**Notes:**

Solar project produced 154,267 KWH of power in the month of September. Well 43 returned to service. Replaced lime pinch valve and actuator on SCC 4. Well 63 (Park) in service. Well 51 flow meter replaced. CO2 storage tank replaced and in service. Returned PAC unit to Norit. Well 3A roof replaced



# MONTHLY TRANSFER STATION REPORT

## September 2022

	TONS PER MONTH	REVENUE PER MONTH
O.U.	409.78	\$21,659.69
STANDARD GATE	2,495.50	\$137,487.57
RESIDENTIAL	454.41	\$19,575.40
TOTALS:	3,359.69	\$178,722.66

	MONTH
# OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	470.00

# OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	9169.75
--	---------

# 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:	470.00
GRAND TOTAL TONS TO LANDFILLS	9,169.75

DISPOSAL COST PER TON (OKC)	\$22.08
TIPPING FEE'S FOR DUMPING AT OKC:	\$202,468.08
GRAND TOTAL TIPPING FEE'S	\$202,468.08

# OF LOADS BROUGHT TO TRANSFER STATION COMMERCIAL SANITATION TRUCKS:	642.00
---	--------

# OF TONS BROUGHT TO TRANSFER STATION COMMERCIAL SANITATION TRUCKS:	3961.33
--	---------

# OF LOADS BROUGHT TO TRANSFER STATION RESIDENTIAL SANITATION TRUCKS:	435.00
--	--------

# OF TONS BROUGHT TO TRANSFER STATION RESIDENTIAL SANITATION TRUCKS:	2680.55
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TOTAL LOADS BROUGHT TO TRANSFER STATION:	1077.00
--	---------

TOTAL TONS BROUGHT TO TRANSFER STATION:	6641.88
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MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.:	90.29
---	-------

TOTAL TONS RECEIVED AT TRANSFER STATION	19261.61
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**SANITATION DIVISION PROGRESS REPORT****SUMMARY 2023**

	FYE 22		FYE 23	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
<u>Vehicle Accidents</u>	1	1	0	7
<u>On The Job Injuries</u>	0	1	1	1
<u>Bulk Pickups</u>	39	103	39	89
<u>Refuse Complaints</u>	72	262	115	156
<u>New Polycarts Requests</u>	54	187	64	114
<u>Polycarts Exchanges</u>	10	29	3	36
<u>Additional Polycart Requests</u>	101	251	104	147
<u>Replaced Stolen Polycarts</u>	9	65	32	66
<u>Replaced Damaged Polycarts</u>	105	358	85	322
<u>Polycarts Repaired</u>	41	123	41	129

**COMPOST MONTHLY REPORT****SEPTEMBER**

	MONTH
TONS BROUGHT IN BY COMPOST CREWS:	308.19
LANDFILL TIPPING FEE'S	\$ 22.08
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 22.08
TONS BROUGHT IN BY PUBLIC:	400.00
TONS BROUGHT IN BY CONTRACTORS :	1,060.00
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	200.00
LANDFILL TIPPING FEE'S	\$ 22.08
SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 36,652.80
TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:	\$ 36,674.88
REVENUE COLLECTED FROM COMPOST SALES:	\$12,960.00
REVENUE COLLECTED FROM GATE SALES:	\$16,360.00
TOTAL TONS COLLECTED	1,968.19
MULCH CUBIC YDS MONTH	COMPOST CUBIC YDS MONTH
PARKS DEPT.	
ROAD & CHANNEL	
LINE MAINTENANCE	
STREET DEPT.	
WATER TREATMENT	
MURPHY PRODUCTS OKC	
SELF LOADING BIN	0
DRYING BEDS	1,500
COMPOST SOLD BY CUBIC YARDS	0
MULCH SOLD BY CUBIC YARDS	250
TOTAL:	1,750

**CURBSIDE MONTHLY RECYCLING REPORT****Sep-22****PROGRAM STATISTICS**

	<b>AVERAGE MONTH</b>
SET OUT/PARTICIPATION RATE:	91%
AVERAGE TONS PER DAY :	11.92
POUNDS PER HOME:	21.91

**COMMODITY BY TON**

	<b>% of Total</b>	<b>TONS</b>
ALUMINUM BEVERAGE CAN	1.96%	7.01
#1 PET	4.08%	14.59
NEWS	0.00%	0
GLASS CONTAINERS	10.07%	36.01
MIX PAPER	29.67%	106.09
PLASTIC FILM	0.60%	2.15
#2 NATURAL	1.11%	3.97
#2 COLOR	1.66%	5.94
#3-#7	0.00%	0
METAL	0.30%	1.07
RIGIDS	0.26%	0.93
TIN-STEEL SCRAP	2.14%	7.65
TRASH	27.91%	99.8
OCC	20.24%	72.37
<b>TOTAL</b>	<b>100.00%</b>	<b>357.58</b>

	<b>MONTH</b>
SERVICE CALLS (MISSES)	52
HOUSESIDE	1
REMINDER	2
SCATTERED	0
MISC.	0
REPAIR	27
NEW	36
ADD	3
MISSING	12
EXCHANGE	0
REPLACE	7
PICK UP	8
<b>TOTAL CALLS</b>	<b>148.00</b>

	<b>MONTH</b>
<b>LANDFILL COST AVOIDANCE</b>	<b>\$7,062.21</b>

## Drop Center Report September

MONTHLY UNIT PRICES	Revenue per ton	Proc. Fee	LBs Rejected	Tons Rejected	%	LNDFL Fee	Tons Diverted	\$ Diverted
ALUMINUM:	\$1,110.00	\$0.00		0	0	0%	\$22.08	\$4,777.45
PLASTICS:	\$5.00	\$0.00					216.37	
STEEL CANS:	\$0.00	\$0.00						
MIXED OFFICE PAPER:	\$5.00	\$0.00						
CARDBOARD:	\$90.00	\$0.00						

RECYCLING CENTER DATA:	#9	Westwood	Hollywood	Transfer				
	TONS	TONS	Tons	Tons	Total Tons	PRO/FEE	Revenues	Net
ALUMINUM:	0.28	0.2	0.67	0.07	1.22	\$0.00	\$1,354.20	\$1,354.20
PLASTICS:	1.39	1.23	3.64	0.35	6.61	\$0.00	\$33.05	\$33.05
STEEL CANS:	0.13	0.18	0.35	0.02	0.68	\$0.00	\$0.00	\$0.00
MIXED OFFICE PAPER:	2.38	0	6.49	0	8.87	\$0.00	\$44.35	\$44.35
CARDBOARD:	13.04	8.68	27.36	0.51	49.59	\$0.00	\$4,463.10	\$4,463.10
RECYCLING CENTER TOTALS:	17.22	10.29	38.51	0.95	66.97	\$0.00	\$5,894.70	\$5,894.70

Commercial Cardboard Containers		Compactors		Wood		Glass		Metal	
TONS	Revenues	TONS	Revenues	TONS	Revenues	TONS	Revenues	TONS	Revenues
53.57	\$4,821.30	12.34	\$1,110.60	4.48	\$0.00	0	\$0.00	4.31	\$431.00
								Cost	\$170.00
								Profit	\$261.00

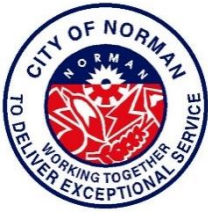
Expenses	Average hrly+ benefits	\$26.78				
	Cage Rolloff	Cardboard	Occ Compact	MXD Office	Total	
Hours	38	200.25	6	12	256.25	
Labor \$	\$1,017.64	\$5,362.70	\$160.68	\$321.36	\$6,862.38	Customer Revenue
Vehicle cost	\$980.78	\$5,586.49	\$154.86	\$309.83	\$7,031.96	\$12,280.67

Total All Recycle and Cardboard		Total Recycle Only		Total Cardboard	
Tons	Revenues	Tons	Revenues	Tons	Revenues
141.67	\$12,087.60	26.17	\$1,692.60	115.50	\$10,395.00

Revenue	Total Revenue	Total Expense	Total Net
	\$24,368.27	\$13,894.34	\$ 10,473.94

**File Attachments for Item:**

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



## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 10/25/2022

**REQUESTER:** Brenda Hall, City Clerk

**PRESENTER:** Brenda Hall, City Clerk

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

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Date: October 17, 2022  
 To: Darrell Pyle, City Manager  
 Through: Chris Mattingly, P.E., Director of Utilities *CM*  
 From: Rachel Croft, Staff Engineer *RC*  
 Subject: Contract K-2122-44 – Change Order No. 1  
 Project WA0374 – WTP Replacement Carbon Dioxide Tank

On November 9, 2021, the Norman Utilities Authority approved Contract K-2122-44 with Wynn Construction Company, Inc. for the construction of Project WA0374 – WTP Replacement Carbon Dioxide Tank in the amount of \$75,000.00. As part of this project, Wynn Construction Co. will remove the existing 30-ton carbon dioxide tank that the Water Treatment Plant, complete installation of a new 30-ton tank, and demonstrate correct operation and dosages, both manually and remotely. The new tank, start of up heater/refrigeration, and operation/maintenance training for staff will be performed by the tank manufacturer, Tomco Systems Company (Bid 2122-32 approved by NUA on January 18, 2022).

During construction of the project, it was observed that additional electrical work and communication conduit were needed to reach the voltage necessary for the new unit. Change Order No. 1 creates a new pay item for the installation and materials needed for this electrical work.

The overall change to the contract price is \$10,053.00 or 13.40% over the original contract price, for a new contract price of \$85,053.00. There is \$45,837.66 available in the project account (WA0374-CONST) 31999939-46101, which is sufficient for funding this change order. Pursuant to Resolution No. R-1112-55, since the change order is less than \$40,000, the City Manager may approve this item and approval by the City Council is not required. Approval of Change Order No. 1 is recommended.

cc: Nathan Madenwald, P.E., Utilities Engineer  
 Brenda Hall, City Clerk  
 File

Approved by: \_\_\_\_\_

*[Signature]*  
Darrell Pyle, City Manager

NORMAN UTILITIES AUTHORITY  
CITY OF NORMAN  
CLEVELAND COUNTY, OKLAHOMA

DATE: October 10, 2022  
CHANGE ORDER NO.: One (1)  
CONTRACT NO.: K-2122-44  
PROJECT: WA0374- WTP Replacement Carbon Dioxide Tank  
CONTRACTOR: Wynn Construction Co., Inc.  
11901 N Eastern Ave, OKC, OK 73131

	<u>Contract Time</u>		<u>Contract Amount</u>	
ORIGINAL:	160	calendar days	\$75,000.00	
PREVIOUS CHANGE ORDERS:	0	calendar days	\$0.00	
THIS CHANGE ORDER:	0	calendar days	\$10,053.00	13.40%
REVISED AMOUNT:	160	calendar days	\$85,053.00	
ORIGINAL START DATE:	October 3, 2022			
ORIGINAL COMPLETION DATE:	March 12, 2023			
PREVIOUS COMPLETION DATE:	March 12, 2023			
NEW COMPLETION DATE:	March 12, 2023			

DESCRIPTION:	Increase / Decrease (\$)
Item 1: Addition of new pay items for new items of work for the additional electrical and communication lines necessary for SCADA connection.	10,053.00
Wynn Construction Co., Inc. agrees to complete the work as amended and modified by Change Order No. 1 as described above.	

SUBMITTED BY  
CONTRACTOR:

Ricky Thompson  
Wynn Construction Co., Inc.

Date: 10/11/2022

RECOMMENDED BY  
PROJECT MANAGER:

Rachel Croft  
Rachel Croft, NUA

Date: 10/13/2022

APPROVED AS TO FORM  
AND LEGALITY:

Elizabeth L. Linder  
City Attorney

Date: 10/19/2022

ACCEPTED BY  
NORMAN UTILITIES AUTHORITY:

[Signature]  
City Manager

Date: 10-20-22

Change Order No. 1  
K-2122-44

Attachment 1

<u>Bid Item</u>	<u>Description</u>	<u>Units</u>	<u>Current Contract Amount</u>	<u>Unit Price</u>	<u>Original Contract Amount</u>	<u>Proposed Quantity Increase/Decrease</u>	<u>Cost Increase / Decrease</u>	<u>Percent Change</u>
REMOVE AND REPLACE 30 TON CARBON DIOXIDE TANK								
1 COMPLETE IN PLACE		LS	1	\$ 75,000.00	\$ 75,000.00		\$0.00	0.00%
SUBTOTAL					\$ 75,000.00		\$0.00	\$0.00

CHANGE ORDER PAY ITEMS

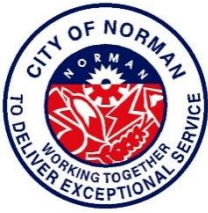
CO1-1	added electrical service and communications conduit	EA	0	\$10,053.00	\$0	1.00	\$10,053.00	N/A
SUBTOTAL					\$0.00		\$10,053.00	\$0.00

Original Contract Amount	\$75,000.00
Change Order No. 1	\$10,053.00
Final Contract Amount	\$85,053.00



**File Attachments for Item:**

11. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, POSTPONEMENT AND/OR AMENDMENT OF FP-2223-5: A FINAL SITE DEVELOPMENT PLAN AND FINAL PLAT FOR SPRINGS AT FLINT HILLS, SECTION 1, A PLANNED UNIT DEVELOPMENT, SUBJECT TO RECEIPT OF \$371,437.20 FOR DEFERRAL OF STREET PAVING, DRAINAGE AND SIDEWALK IMPROVEMENTS IN CONNECTION WITH 12<sup>TH</sup> AVENUE N.W., RECEIPT OF TRAFFIC IMPACT FEE OF \$17,727.07 AND PROOF OF PRIVATE PARK LAND DEEDED TO HOMEOWNERS ASSOCIATION AND COMPLETION AND ACCEPTANCE OF ALL REQUIRED PUBLIC IMPROVEMENTS. (GENERALLY LOCATED 580 FEET NORTH OF TECUMSEH ROAD ON THE WEST SIDE OF 12<sup>TH</sup> AVENUE NW).



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/25/2022

**REQUESTER:** Ken Danner, Subdivision Development Manager

**PRESENTER:** Shawn O'Leary, Director of Public Works

**TITLE:** CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, POSTPONEMENT AND/OR AMENDMENT OF FP-2223-5: A FINAL SITE DEVELOPMENT PLAN AND FINAL PLAT FOR SPRINGS AT FLINT HILLS, SECTION 1, A PLANNED UNIT DEVELOPMENT, SUBJECT TO RECEIPT OF \$371,437.20 FOR DEFERRAL OF STREET PAVING, DRAINAGE AND SIDEWALK IMPROVEMENTS IN CONNECTION WITH 12<sup>TH</sup> AVENUE N.W., RECEIPT OF TRAFFIC IMPACT FEE OF \$17,727.07 AND PROOF OF PRIVATE PARK LAND DEEDED TO HOMEOWNERS ASSOCIATION AND COMPLETION AND ACCEPTANCE OF ALL REQUIRED PUBLIC IMPROVEMENTS. (GENERALLY LOCATED 580 FEET NORTH OF TECUMSEH ROAD ON THE WEST SIDE OF 12<sup>TH</sup> AVENUE NW).

### **BACKGROUND:**

This item is a final plat for Springs at Flint Hills, Section 1, a Planned Unit Development, and is generally located 580-feet north of Tecumseh Road on the west side of 12<sup>th</sup> Avenue N.W.

The Norman Board of Parks Commissioners recommended private parkland for Founders Park Addition at its meeting of February 4, 2010. City Council at its meeting of October 29, 2020, adopted Ordinance No. O-2021-9 amending Ordinance No. O-1516-36, placing this property in the PUD, Planned Unit Development and removing it from PUD, Planned Unit Development. In addition, City Council approved the preliminary plat for Flint Hills Addition, a Planned Unit Development. This final plat consist of 16.76 acres with 52 residential lots and 5 common areas.

The Norman Development Committee, at its meeting of October 7, 2022, reviewed and approved the program of improvements, final site development plan/final plat for Springs at Flint Hills, Section 1, a Planned Unit Development and recommended that the final site development plan/final plat be submitted to City Council for consideration. The Development Committee recommended deferral of street paving, drainage and sidewalk improvements in connection with 12<sup>th</sup> Avenue N.W.

**DISCUSSION:**

Construction plans have been reviewed by staff for the required public improvements for this property. Approximately 1,508-feet of street paving with drainage structures and sidewalks in connection with 12<sup>th</sup> Avenue N.W. are required. Section 19-602 B 1.2. (a)(b)(c) and (d) of the City Code establishes a method of deferring public improvements under the following situations: (a) where incompatible grades exist; (b) where there are inadequate or a lack of connecting facilities; (c) where construction of the improvement would not immediately function for its intended use; or (d) where such improvement would be replaced by a planned future project. The developer is required to post a certificate of deposit with the City in a special account to be used with a future paving, drainage and sidewalk project or at such time as development occurs adjacent to the property.

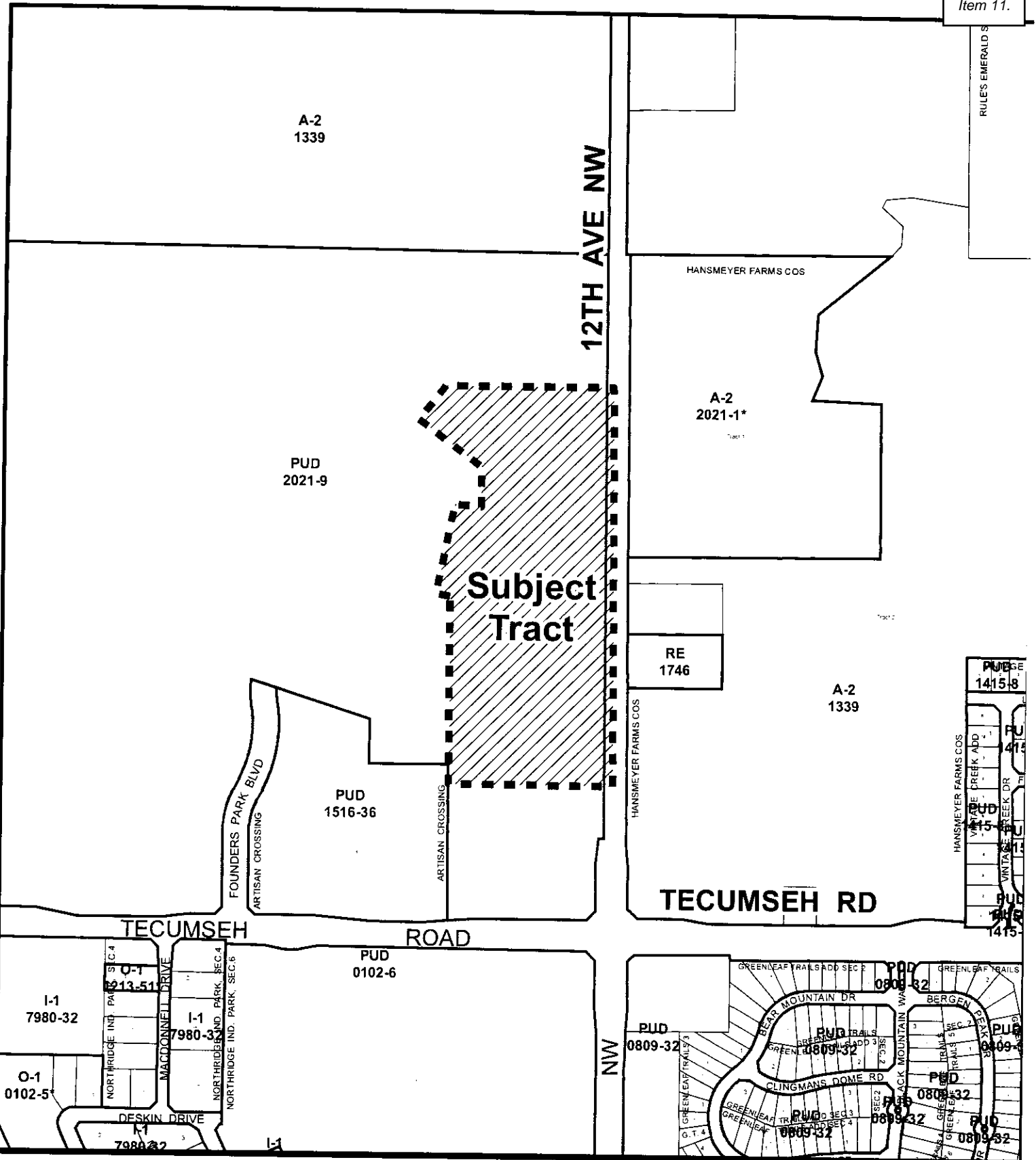
Construction plans have been reviewed by staff for the required improvements for this property. The improvements consist of water mains with fire hydrants, sanitary sewer, drainage including detention, street paving and sidewalks. Interior streets are private and will be maintained by the Property Owners Association.

The northern portion of the property contains flood plain. If any walking trails and other open space amenities are proposed, they will require flood plain permits.

This property contains a Water Quality Protection Zone (WQPZ). An engineering solution has been approved to address the WQPZ. The WQPZ is located within the open space areas. The owners have submitted covenants for protecting the WQPZ. The covenants have been reviewed by the Legal Department.

**RECOMMENDATION:**

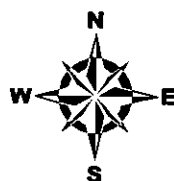
The final plat is consistent with the preliminary plat. Based upon the above information, staff recommends approval of the final site development plan/final plat and the filing of the plat subject to receipt of \$371,437.20 for the deferral of street paving, drainage and sidewalk improvements in connection with 12<sup>th</sup> Avenue N.W., receipt traffic impact fee in the amount of \$17,727.07 and proof private park land has been deeded to the Homeowners Association and completion and acceptance of all required public improvements and authorize the Mayor to sign the final plat.



# Location Map



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

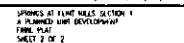


August 16, 2022

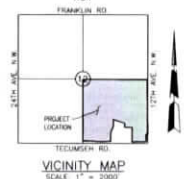
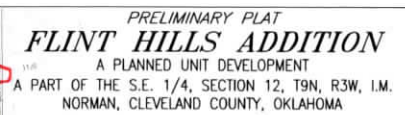
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Subject Tract

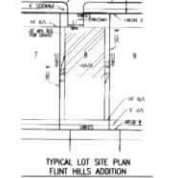
Zoning





[illegible]

- NOTES:**
- INCLUDE EXISTING METERS MAY BE REQUIRED WITH FINAL DESIGN PLANS.
- THE METERWAYS WILL BE LOCATED AND INSTALLED IN ACCORDANCE WITH THE FINAL PLANS AND THE CITY OF NORMAN STANDARDS AND SPECIFICATIONS.
- ALL METERWAYS WILL BE CONSTRUCTED IN ACCORDANCE WITH THE FINAL PLANS AND THE CITY OF NORMAN STANDARDS AND SPECIFICATIONS.
- FOR COMPLETE DRAINAGE CALCULATIONS SEE DRAINAGE REPORT:
- "LIMITS OF NO ACCESS" IS SHOWN AS INDICATED "NA"
- ALL PERMETER EASEMENTS SHALL BE NO FEET MINOR FOR NORMAN SD. 611A.
- ALL BACK TO BACK EASEMENTS IN LOTS SHALL BE A MINIMUM OF 3 FEET MINOR, (10 FEET TOTAL FOR NORMAN SD. 611A) SHALL BE NOTED ON EASEMENTS.
- ALL PROPOSED SPACING UNITS ARE 8-INCH EXCEPT AS NOTED.
- ALL PROPOSED MATERIALS ARE 8-INCH EXCEPT AS NOTED.
- COMMON AREAS / OPEN SPACE LOTS ARE SHOWN AS A,B,C,E ETC.
- COMMON AREAS / OPEN SPACES WILL ALSO BE DRAINAGE EASEMENTS.
- COMMON OPEN SPACE AREAS WILL BE OWNED AND MAINTAINED BY WHATEVER PROPERTY OWNER'S ASSOCIATION
- THE WATERFLOUSE CONSTRUCTION OF THE FINAL PLANS TO LOOP THE 8-INCH MATERIALS TO COMPLY WITH ENGINEERING REQUIREMENTS.
- TURNING RADIUS WITHIN PARKING AREAS SHALL ACCOMMODATE THE LARGEST RESPONDING VEHICLES.
- THE MINIMUM DEPTH OF THE FRONT YARD SETBACK SHALL BE FOURTEEN (14') FEET PROVIDED THAT ALL GARAGES SHALL HAVE A MINIMUM TWENTY (20') FEET FRONT YARD SETBACK.
- THERE SHALL BE NO CLEARING, GRADING, CONSTRUCTION OR DISTURBANCE OF VEGETATION WITHIN THE PROPERTY BOUND BY THE SETBACK REQUIREMENTS UNLESS SUCH DISTURBANCE IS DONE IN ACCORDANCE WITH 19-141(1) OF THE NORMAN CITY CODE.
- NO MOUNT SHOWN HEREIN IS SUBJECT TO FUTURE OFFICIAL CODE WHICH MAY BE FOUND IN THE LAND RECORDS AND IN THE CITY OF NORMAN CITY CODE.
- FINAL PLAN FILE #2012070100 DATE 02/29/2013 WAS USED FOR FLOOR PLAN INFORMATION.
- PERMETER INSTALLATION AT PROPOSED GARAGES WILL BE PROHIBITED TO ALLOW FOR FUTURE MAINTENANCE

[illegible]

\* FOR COMPLETE TRAFFIC DATA SEE  
TRAFFIC REPORT, PREPARED BY T.E.C.

**MATERIALS ESTIMATE FOR SPRINGS AT FLINT HILLS SECTION 1**  
**Deferred Paving & Drainage Quantities for 12th Ave. NW Widening**  
**Norman, Oklahoma**  
**April 12, 2022**

**Paving**

<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Cost</u>
1	6" Curb & Gutter	1409	LF	16.00	\$22,544.00
2	2" Type "S5" Asphalt	1628	SY	11.15	\$18,152.20
3	4" Type "S3" Asphalt	1628	SY	19.00	\$30,932.00
4	3" Type "S3" Asphalt	2097	SY	16.00	\$33,552.00
5	6" treated base	2097	SY	6.00	\$12,582.00
6	2" Type "S5" Milling & Overlay Asphalt	1997	SY	21.00	\$41,937.00
7	Excavation and Grading	1	LS	8,000.00	\$8,000.00
8	Erosion Control	1	LS	5,000.00	\$5,000.00
9	Traffic Control	1	LS	1,650.00	\$1,650.00
10	Signage & Striping	1	LS	2,800.00	\$2,800.00
11	5' Concrete sidewalk	1383	L.F.	15.00	\$20,745.00

**Paving Total      \$197,894.20**

**Drainage**

1	18" RCP	512	L.F.	41.00	\$20,992.00
2	24" RCP	297	L.F.	53.00	\$15,741.00
3	36" RCP	311	L.F.	73.00	\$22,703.00
4	Double Barrel 10'x 3' RCB	67	L.F.	855.00	\$57,285.00
5	Std. Des 2-0 Inlet w/ 2 grates & 2 hoods	2	EA	1,800.00	\$3,600.00
6	Std. Des 2-1 Inlet w/ 2 grates & 4 hoods	1	EA	2,000.00	\$2,000.00
7	Std. Des. 2-2 Inlet w/ 2 grates & 6 hoods	1	EA	2,700.00	\$2,700.00
8	5' I.D. Storm Sewer manhole	1	EA	2,300.00	\$2,300.00
9	4' I.D. Storm Sewer manhole	1	EA	1,500.00	\$1,500.00
10	Headwall for 10' x 3' RCB	2	EA	8,500.00	\$17,000.00
11	3' Cutoff Wall	2	EA	200.00	\$400.00
12	Type A Aggregate	719	Tons	38.00	\$27,322.00

**Drainage Total      \$173,543.00**

**Project Total      \$371,437.20**



OK  
 4-15-22



# office memorandum

**Date:** October 7, 2022

**To:** Development Committee

**From:** Shawn O'Leary, Director of Public Works

**Subject:** Deferral of Street Paving, Drainage and Sidewalk Improvements  
Springs at Flint Hills, Section 1, a Planned Unit Development

Springs at Flint Hills Section 1, a Planned Unit Development is generally located one-quarter mile north of West Tecumseh Road on the west side of 12<sup>th</sup> Avenue N.W. As part of the required improvements, the developer would construct street paving, drainage structures and sidewalks improvements in connection with 12<sup>th</sup> Avenue N.W. Twelfth Avenue N.W. is classified as a Minor Urban Arterial per the Comprehensive Transportation Plan.

It is recommended that the construction of these improvements be deferred under the provisions of Section 19-602B1.2.(a)(b)(c)(d) of the City Code. My recommendation for deferral is based on the fact these improvements would not immediately function due to the lack of connecting facilities and these improvements could be replaced by a future project.

If you need additional information, please feel free to contact me.

KID

cc: Darrel Pyle, City Manager  
Jane Hudson, Director of Planning and Community Development  
David Riesland, Transportation Engineer  
Scott Sturtz, City Engineer



## DEVELOPMENT COMMITTEE

---

FINAL PLAT  
FP-2223-5

DATE:  
October 7, 2022

---

### STAFF REPORT

**ITEM:** Consideration of a Final Plat for **SPRINGS AT FLINT HILLS ADDITION, SECTION 1, A PLANNED UNIT DEVELOPMENT.**

**LOCATION:** Generally located 580-feet north of Tecumseh Road on the west of 12<sup>th</sup> Avenue N.W.

**INFORMATION:**

1. Owners. Landmark Land Company, L.L.C.
2. Developer. Landmark Land Company, L.L.C.
3. Engineer. SMC Consulting Engineers, P.C.

**HISTORY:**

1. October 18, 1961. City Council adopted Ordinance No. 1312 annexing this property into the Norman Corporate City Limits without zoning.
2. December 19, 1961. Planning Commission recommended to City Council that this property be placed in A-2, Rural Agricultural District.
3. January 23, 1962. City Council adopted Ordinance No. 1339 placing this property in A-2, Rural Agricultural District.
4. February 4, 2010. The Norman Board of Parks Commissioners, on a vote of 7-1, recommended private park with a combination of active and passive land for Founders Park Addition, a Planned Unit Development.
5. February 11, 2010. Planning Commission, on a vote of 7-0, postponed for sixty (60) days a request to amend the NORMAN 2025 Land use and Transportation Plan from Future Urban Service Area to Current Urban Service Area and from Industrial Designation to Low Density Residential Designation, Medium Density Residential Designation, Commercial Designation, Office Designation, Industrial Designation and Open Space Designation.
6. February 11, 2010. Planning Commission, on a vote of 7-0, postponed for sixty (60) days a request to rezone this property from A-2, Rural Agricultural District to PUD, Planned Unit Development.
7. February 11, 2010. Planning Commission, on a vote of 7-0, postponed for sixty (60) day the preliminary plat for Founders Park Addition, A Planned Unit Development.

8. April 8, 2010. Planning Commission, on a vote of 4-3-1, recommended amendment of the NORMAN 2025 Land Use and Transportation Plan to place this property in the Current Urban Service Area from Future Urban Service Area and from Industrial Designation to Low Density Residential Designation, Medium Density Residential Designation, Commercial Designation, Office Designation, Industrial Designation and Open Space Designation.
9. April 8, 2010. Planning Commission, on a vote of 4-3-1, recommended that this property be placed in the Planned Unit Development PUD and removed from A-2, Rural Agricultural District.
10. April 8, 2010. Planning Commission, on a vote of 4-3-1, recommended to City Council the approval of the preliminary plat for Founders Park Addition, a Planned Unit Development.
11. June 8, 2010. City Council approved amending the NORMAN 2025 Land Use and Transportation Plan to place this property in the Current Urban Service Area from Future Urban Service Area and from Industrial Designation to Low Density Residential Designation, Medium Density Residential Designation, Commercial Designation, Office Designation, Industrial Designation and Open Space Designation.
12. June 8, 2010. City Council adopted Ordinance No. O-0910-17 placing this property in the Planned Unit Development (PUD) and removing it from A-2, Rural Agricultural District.
13. June 8, 2010. City Council approved the preliminary plat for Founders Park Addition, a Planned Unit Development.
14. May 31, 2017. The City Development Committee administratively approved the preliminary plat for Founders Park Addition, a Planned Unit Development for an additional five (5) years.
15. October 29, 2020. City Council amended the NORMAN 2025 Land Use and Transportation Plan from Low Density Residential, Medium Residential, Commercial, Office Industrial and Open Space Designations to Mixed Use Designation for approximately 139.43 acres.
16. October 29, 2020. City Council adopted Ordinance No. O-2021-9 amending Ordinance No. O-1516-36 placing this property in PUD, Planned Unit Development and removing it from PUD, Planned Unit Development.
17. October 29, 2020. City Council approved the preliminary plat for Flint Hills Addition, a Planned Unit Development.

### IMPROVEMENT PROGRAM:

1. Fencing. Fencing/screening will be required adjacent to single-family residential lots that side or backup to 12<sup>th</sup> Avenue N.W.
2. Fire Hydrants. Fire hydrants will be installed in accordance with approved plans. Their locations have been reviewed by the Fire Department.
3. Permanent Markers. Permanent markers will be installed prior to filing of final plat.
4. Sanitary Sewers. Sanitary sewer mains will be extended and connect to an existing sanitary sewer interceptor. The sanitary sewer mains will be installed in accordance with approved plans and City and Oklahoma Department of Environmental Quality standards.
5. Sidewalks. Sidewalks will be constructed adjacent to the interior streets. Staff is recommending deferral of sidewalks adjacent to 12<sup>th</sup> Avenue N.W.
6. Drainage. Proposed privately maintained detention facilities will be constructed to serve this development. With the use of a detention/retention pond, downstream properties will not be impacted.
7. Streets. Twelfth Avenue NW will be built half-width of an arterial street. Staff is recommending deferral of street paving, drainage structures and sidewalks in connection with 12<sup>th</sup> Avenue N.W. Private streets constructed to City standards will serve this proposed gated development.
8. Water Mains. Water mains will be installed in accordance with approved plans and City and Department of Environmental Quality standards. There is an existing twelve-inch (12") water main adjacent to 12<sup>th</sup> Avenue N.W. Interior water lines will be installed and looped, where possible, to provide domestic water and fire protection.
9. Flood Plain. The northern portion of the property contains flood plain. If any walking trails and other open space amenities will require a flood plain permit.
10. Water Quality Protection Zone. This property contains Water Quality Protection Zone (WQPZ). An engineering solution has been submitted to address the WQPZ. The owners have submitted covenants for protecting the WQPZ

### PUBLIC DEDICATIONS:

1. Easements. All required easements are dedicated to the City on the final plat.
2. Rights-of-Way. The interior streets are private and will be maintained by the Property Owners Association.

**SUPPLEMENTAL MATERIAL:** Copies of a location map, preliminary plat and final site development/final plat are attached.

**DEVELOPMENT COMMITTEE COMMENTS:** This final plat consists of 21.89 acres and fifty-two (52) single-family lots. It will use interior private streets as a gated development.

Staff is recommending deferral of street paving, drainage structures and sidewalks in connection with 12<sup>th</sup> Avenue N.W. The engineer's estimate for the public improvements is \$371,437.20. A certificate of deposit will be required after City Council approval.

It has been determined a traffic impact fee is required in the amount of \$17,727.07.

Private park land will be required with this final plat.

The final plat is consistent with the approved preliminary plat.

APPLICATION FOR  
DEVELOPMENT COMMITTEE  
ACTION

Date: 04/11/2022

Part I: To be Completed by Applicant:

1. Applicant(s):

Landmark Land Company, LLC

Signature of Applicant(s):

Christopher D. Anderson, PE (as agent for applicant)

Telephone Number and Address:

SMC Consulting Engineers, PC

815 W. Main Street

Oklahoma City, OK 73106 405.232.7715

2. Project Name and Legal Description:

Springs at Flint Hills Section 1, a Planned Unit Development

3. Action Request of Development Committee:

Request Development Committee approve the final site development plan and final plat.

Part II: To Be Completed by Development Committee:

Development Committee Met on: October 7, 2022

Development Committee Findings:

The engineer for the owner has requested the Development Committee approve the program of public improvements and final site development plan/final plat and submit to City Council for consideration.

Development Committee Recommendations:

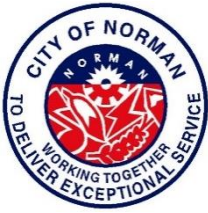
Recommend the City Council approve the final site development plan/final plat for Springs at Flint Hills Section 1. In addition, approve deferred construction for 12th Avenue N.W.

Record of Acceptance:

	Yes	No		Yes	No
Director of Public Works	<input type="checkbox"/>	<input type="checkbox"/>	<u>Jane H. [Signature]</u> Director of Planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Director of Utilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Bratt Hoggatt</u> Planning Services Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
City Engineer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Ken Pannu</u> Subdivision Development Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**File Attachments for Item:**

12. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF FP-2223-6: A FINAL SITE DEVELOPMENT PLAN AND FINAL PLAT FOR BELLATONA ADDITION, SECTION 4, A PLANNED UNIT DEVELOPMENT. (GENERALLY LOCATED ON THE NORTH SIDE OF STATE HIGHWAY 9 EAST OF 36TH AVENUE S.E.).



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/25/2022

**REQUESTER:** Ken Danner, Subdivision Development Manager

**PRESENTER:** Shawn O'Leary, Director of Public Works

**TITLE:** CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF FP-2223-6: A FINAL SITE DEVELOPMENT PLAN AND FINAL PLAT FOR BELLATONA ADDITION, SECTION 4, A PLANNED UNIT DEVELOPMENT. (GENERALLY LOCATED ON THE NORTH SIDE OF STATE HIGHWAY 9 EAST OF 36TH AVENUE S.E.).

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### **BACKGROUND:**

This item is a final plat for Bellatona Addition, Section 4 and is generally located on the north side of State Highway No. 9 and east of 36<sup>th</sup> Avenue S.E.

City Council, at its meeting of October 14, 2003, adopted Ordinance No. O-0304-15, placing this property in R-1, Single Family Dwelling District. The preliminary plat for Bellatona Addition was approved by the Norman Development Committee at its meeting of August 27, 2020. There were no changes in the preliminary plat. The final plat consists of 26.89 acres, 69 single-family residential lots, 3 commercial lots and 1 open space area utilized for an existing detention facility to be maintained by the Property Owners Association. There are 363 residential lots remaining in the development. The Norman Development Committee, on October 7, 2022, approved the program of public improvements, site plan for the commercial lots and final plat and submits the final plat for Bellatona Addition, Section 4 to City Council for consideration.

### **DISCUSSION:**

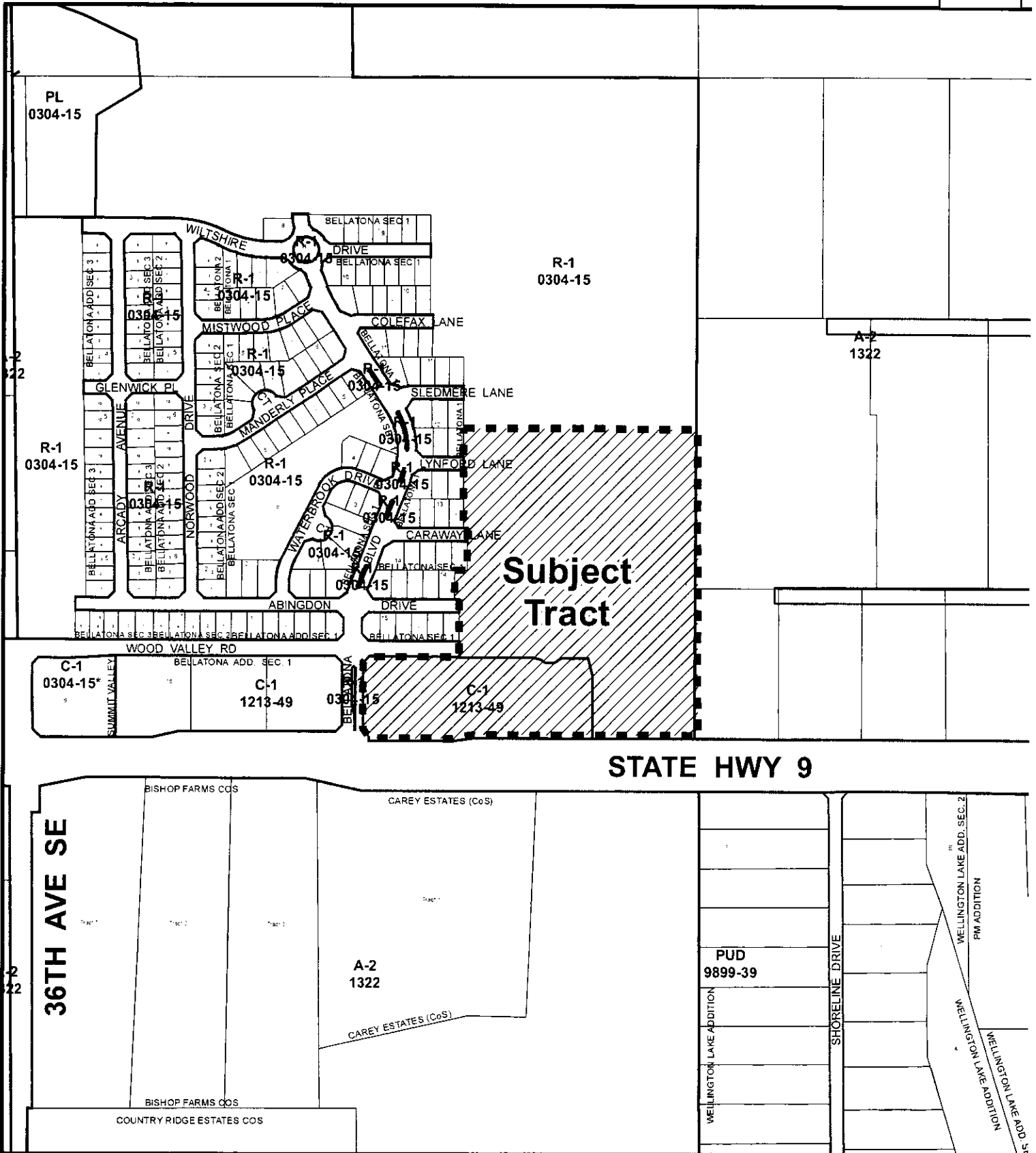
Construction plans have been reviewed for the required public improvements for this property. These improvements consist of water mains with fire hydrants, sanitary sewer mains, paving, drainage and sidewalks. A warranty deed for park land has been filed of record fulfilling park land requirements for Summit Valley and Bellatona plats.

### **STAFF RECOMMENDATION:**

Based on the above information, Staff recommends acceptance of the public dedications, approval of the final plat and filing of the final plat, subject to completion of public improvements. The City Development Committee will ensure completion of all required public improvements or

bonds securing public improvements and recommend that the Mayor sign the final plat and bonds.





# Location Map



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



August 16, 2022

0 250 500 Ft.



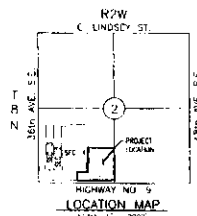
Subject Tract



Zoning

258

FINAL PLAT  
**BELLATONA ADDITION SECTION 4**  
 A PART OF THE S.W. 1/4, SECTION 2, T8N, R2W, I.M.  
 NORMAN, CLEVELAND COUNTY, OKLAHOMA



**OWNER'S CERTIFICATE AND DEDICATION**  
 KNOW ALL MEN BY THESE PRESENTS:

I, the undersigned, **BELLATONA DEVELOPMENT, LLC**, an Oklahoma limited liability company, do hereby certify that we are the owners of and the only parties or parties, corporations or corporations having any right title or interest in the land shown on the annexed plat of **BELLATONA ADDITION SECTION 4** a subdivision of a part of the S.W. 1/4, Section 2, T8N, R2W, of the Indian Meridian to Norman, Cleveland County, Oklahoma, and have caused the said premises to be surveyed and platted into lots, blocks, streets and easements as shown on said annexed plat, said annexed plat represents a correct survey of all property included therein and is hereby adopted as the plat of and under the name of **BELLATONA ADDITION SECTION 4, BELLATONA DEVELOPMENT, LLC**, an Oklahoma limited liability company, dedicated of streets and easements shown on said annexed plat to the public, for public highways, streets and easements, for themselves, their successors and assigns forever and have caused the same to be released from all rights, easements and encumbrances except as shown on the Bonded Abstractor's Certificate.

In Witness Whereof the undersigned have caused this instrument to be executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
**BELLATONA DEVELOPMENT, LLC**, an Oklahoma limited liability company  
 By: **Cris Properties, Inc.**, Manager  
 \_\_\_\_\_  
 Evan Nixon, PRESIDENT

**STATE OF OKLAHOMA** s.s  
**COUNTY OF**

Before me, the undersigned a Notary Public in and for said County and State, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared Evan Nixon, as President of **Cris Properties, Inc.**, Manager of **BELLATONA DEVELOPMENT, LLC**, an Oklahoma limited liability company, to me known to be the identical person who executed the within and foregoing instrument and acknowledged to me that he executed the same as his free and voluntary act and deed and as the free and voluntary act and deed of **BELLATONA DEVELOPMENT, LLC**, an Oklahoma limited liability company, for the uses and purposes therein set forth.

Given under my hand and seal the day and year last above written.  
 My Commission Expires \_\_\_\_\_

NOTARY PUBLIC

**BONDED ABSTRACTOR'S CERTIFICATE**

The undersigned, duly qualified abstractor in and for said County and State, hereby certifies that according to the records of said County, title to the land shown on the annexed plat of **BELLATONA ADDITION SECTION 4**, a subdivision of a part of the S.W. 1/4, Section 2, T8N, R2W, of the 14 to Norman, Cleveland County, Oklahoma appears to be vested in **BELLATONA DEVELOPMENT, LLC**, an Oklahoma limited liability company, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, unencumbered by pending actions, judgments, liens, taxes or other encumbrances except minerals previously conveyed and mortgages of record.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
 First American Title Insurance Company

**CERTIFICATE OF CITY OF NORMAN DEVELOPMENT COMMITTEE**

I, \_\_\_\_\_, Chairman of the City of Norman Development Committee certify that the public improvement plans and final plat comply with the standards and specifications of the City of Norman on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Development Committee Chairman

**ACCEPTANCE OF DEDICATIONS**

As it resolved by the City Council of the City of Norman, Oklahoma that the dedications shown on the annexed plat of **BELLATONA ADDITION SECTION 4**, Norman, Oklahoma are hereby accepted.

Signed by the Mayor of the City of Norman, Oklahoma this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

ATTEST:

City Clerk

MAYOR

**CERTIFICATE OF CITY CLERK**

I, \_\_\_\_\_, City Clerk of the City of Norman, Oklahoma, hereby certify that I have examined the records of said City and find that all delinquent payments on unexpired installment have been paid in full and that there is no special assessment procedure now pending against the land on the annexed plat of **BELLATONA ADDITION SECTION 4** to the City of Norman, Oklahoma.

Signed by the City Clerk on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

CITY CLERK

**COUNTY TREASURER'S CERTIFICATE**

I, Ann Reynolds, hereby certify that I am the duly elected and acting County Treasurer of Cleveland County, State of Oklahoma, that the tax records of said County show all taxes paid for the year 20\_\_\_\_, and all prior years on the land shown on the annexed plat of **BELLATONA ADDITION SECTION 4**, an addition to the City of Norman, Cleveland County, Oklahoma that the required statutory security has been deposited in the office of the County Treasurer, guaranteeing payment of current years taxes. IN WITNESS WHEREOF, said County Treasurer has caused this instrument to be executed at Norman, Oklahoma on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

COUNTY TREASURER, Ann Reynolds

**LICENSED LAND SURVEYOR**

I, Doug R. Alford, do hereby certify that I am a licensed Land Surveyor in the State of Oklahoma, and that the Final Plat of **BELLATONA ADDITION SECTION 4**, an addition to the City of Norman, Oklahoma, consisting of two (2) sheets, represents a survey made under my supervision on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and that instruments shown thereon actually exist and their positions are correctly shown, that this Survey meets the Oklahoma Minimum Standards for the Practice of Land Surveying as adopted by the Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors, and that said final plat complies with the requirements of Title 11 SECTION 41-108 of the Oklahoma State Statutes.

**ACCURATE POINTS SURVEYING, L.L.C.**

2119 N. Kiewit Dr. #162  
 Moore, OK 73160  
 PH (405) 752-2810

Doug R. Alford LICENSED LAND SURVEYOR NO. 16225  
 OKLAHOMA COMMISSION OF LAND SURVEYING NO. 8233 (S.S.) EXPIRES June 30, 2022

**STATE OF OKLAHOMA** s.s  
**COUNTY OF OKLAHOMA**

Before me, the undersigned, a Notary Public in and for said County and State on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared Doug R. Alford to me known to be the identical person who executed the within and foregoing instrument and acknowledged to me that he executed the same as his free and voluntary act and deed for the uses and purposes therein set forth.

Given under my hand and seal the day and year last above written.

My Commission Expires \_\_\_\_\_

NOTARY PUBLIC

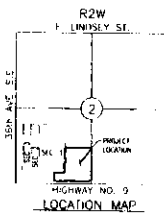
Date June 25, 2022

SAC Consulting Engineers, P.C.  
 815 N. Main Street  
 Oklahoma City, OK 73106  
 PH: (405) 232-7715  
 Oklahoma CE#664 Exp: 6-30-2023

BELLATONA ADDITION SECTION 4  
 FINAL PLAT  
 SHEET 1 OF 2

## STORM DRAINAGE DETENTION FACILITY EASEMENT

DRAINAGE DETENTION FACILITY EASEMENTS ARE HEREBY ESTABLISHED AS SHOWN TO PERMIT THE DETENTION OF STORM SURFACE WATER AND A CONTINGENCY AS APPOINTED BY THE CITY ENGINEER. ALL MAINTENANCE WITHIN THE EASEMENT BETWEEN FACILITY EASEMENT SHALL BE THE DUTY AND RESPONSIBILITY OF THE PROPERTY OWNERS. MAINTENANCE IS RELEGATED OR SUBJECT TO OTHER INDIVIDUAL CIRCUMSTANCES AND IS TO REMAIN IN THE PUBLIC HANDS. THE CITY ENGINEER SHALL HAVE THE RIGHT TO ENTER UPON THE EASEMENT FOR THE PURPOSES OF PERIODIC INSPECTION AND/OR CONSTRUCTION. MAINTENANCE OF THE FACILITY UPON RECEIVING WRITTEN APPROVAL FROM THE CITY ENGINEER. MAINTENANCE OF THE FACILITY UPON RECEIVING WRITTEN APPROVAL FROM THE CITY ENGINEER. MAINTENANCE OF THE FACILITY UPON RECEIVING WRITTEN APPROVAL FROM THE CITY ENGINEER. MAINTENANCE OF THE FACILITY UPON RECEIVING WRITTEN APPROVAL FROM THE CITY ENGINEER.



# FINAL PLAT

## BELLATONA ADDITION SECTION 4

### A PART OF THE S.W. 1/4, SECTION 2, T8N, R2W, I.M.

### NORMAN, CLEVELAND COUNTY, OKLAHOMA

## LEGAL DESCRIPTION

A tract of land lying in the Southwest Quarter (SW/4) of Section Two (2), Township Eight North (T8N), Range Two West (R2W) of the Indian Meridian, Cleveland County, Oklahoma being more particularly described as follows:

COMMENCING at the Southeast corner of said SW/4; THENCE North 00°15'51" West along the East line of said SW/4 a distance of 122.42 feet to a point on the North right-of-way line of State Highway No. 9 and the POINT OF BEGINNING.

THENCE along said North right-of-way line the following line (1) courses:

- 1) South 83°28'48" West a distance of 138.05 feet.
- 2) North 89°51'58" West a distance of 805.16 feet.
- 3) South 78°49'03" West a distance of 78.52 feet.
- 4) North 89°51'58" West a distance of 290.11 feet.
- 5) North 75°51'01" West a distance of 42.38 feet to the Southeast corner of the East line of said BELLATONA ADDITION SECTION 1 (see plat in Book 74 of Maps, Page 120).

THENCE along boundary of said final plat the following line (11) courses:

- 1) North 37°52'39" West a distance of 38.40 feet.
- 2) North 00°08'02" East a distance of 251.85 feet.
- 3) North 49°08'02" East a distance of 35.36 feet.
- 4) South 89°51'58" East a distance of 140.00 feet.
- 5) North 00°08'02" East a distance of 220.00 feet.
- 6) North 89°51'58" West a distance of 17.36 feet.
- 7) North 00°08'02" East a distance of 119.00 feet.
- 8) South 89°51'58" East a distance of 42.84 feet.
- 9) North 00°08'02" East a distance of 140.00 feet.
- 10) North 89°51'58" West a distance of 14.63 feet.
- 11) North 00°08'02" East a distance of 340.00 feet.

THENCE South 89°51'58" East a distance of 896.48 feet to a point on the East line of said S.W. 1/4.  
THENCE South 00°15'51" East along said East line a distance of 1150.51 feet to the POINT OF BEGINNING.

Said tract contains 76.89 acres, more or less.

SCALE: 1" = 100'

THE RECORD IS IN PLAT 100 OF THE  
V.L.M. IN THE S.W. 1/4 OF SECTION 2, T8N, R2W, I.M.  
IN BOOK 74 OF MAPS, PAGE 120.

60 SINGLE FAMILY RESIDENTIAL LOTS  
3 COMMERCIAL LOTS

## LINE TABLE

LINE NO.	BEARING	DISTANCE	CUMULATIVE DISTANCE
1	South 83°28'48" West	138.05	138.05
2	North 89°51'58" West	805.16	943.21
3	South 78°49'03" West	78.52	1021.73
4	North 89°51'58" West	290.11	1311.84
5	North 75°51'01" West	42.38	1354.22
6	North 37°52'39" West	38.40	1392.62
7	North 00°08'02" East	251.85	1644.47
8	North 49°08'02" East	35.36	1679.83
9	South 89°51'58" East	140.00	1819.83
10	North 00°08'02" East	220.00	2039.83
11	North 89°51'58" West	17.36	2057.19
12	North 00°08'02" East	119.00	2176.19
13	South 89°51'58" East	42.84	2219.03
14	North 00°08'02" East	140.00	2359.03
15	North 89°51'58" West	14.63	2373.66
16	North 00°08'02" East	340.00	2713.66

## CURVE TABLE

CURVE NO.	BEARING	DISTANCE	CUMULATIVE DISTANCE
1	South 83°28'48" West	138.05	138.05
2	North 89°51'58" West	805.16	943.21
3	South 78°49'03" West	78.52	1021.73
4	North 89°51'58" West	290.11	1311.84
5	North 75°51'01" West	42.38	1354.22
6	North 37°52'39" West	38.40	1392.62
7	North 00°08'02" East	251.85	1644.47
8	North 49°08'02" East	35.36	1679.83
9	South 89°51'58" East	140.00	1819.83
10	North 00°08'02" East	220.00	2039.83
11	North 89°51'58" West	17.36	2057.19
12	North 00°08'02" East	119.00	2176.19
13	South 89°51'58" East	42.84	2219.03
14	North 00°08'02" East	140.00	2359.03
15	North 89°51'58" West	14.63	2373.66
16	North 00°08'02" East	340.00	2713.66

## NOTES

1. UNLESS OTHERWISE NOTED, U.S. & C.A. 6333 CAPS  
WILL BE AT ALL PROPERTY CORNERS.
2. EASEMENT IN FAVOR OF THE STATE OF  
OKLAHOMA, FOR A HIGHWAY, RECORDED IN BOOK 342,  
PAGE 342, DOES NOT AFFECT THIS FINAL PLAT.

9. NEWMARK (NBS)

MARKS ARE AT INTERSECTION OF  
PROPERTY W & HIGHWAY 9  
ELEV. =

D/C = DRAINAGE EASEMENT  
SW/4 = SW/4 OF SECTION 4  
CNA = EASEMENT OF NO ACCESS  
U/L = UTILITY EASEMENT  
B/L = BUILDING LINE  
-ELEV- = ADDRESS

Date: June 15, 2022

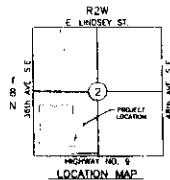
SAC Consulting Engineers, P.C.  
812 W. Main Street  
Oklahoma City, OK 73106  
Ph: (405) 252-7716  
Oklahoma License No. 6-10-2021

BELLATONA ADDITION SECTION 4  
FINAL PLAT  
SHEET 2 OF 2

NOTE: THE UNIT OF MEASUREMENT SHOWN FOR ALL DIMENSIONS ON THE FINAL PLAT IS U.S. SURVEY FEET.



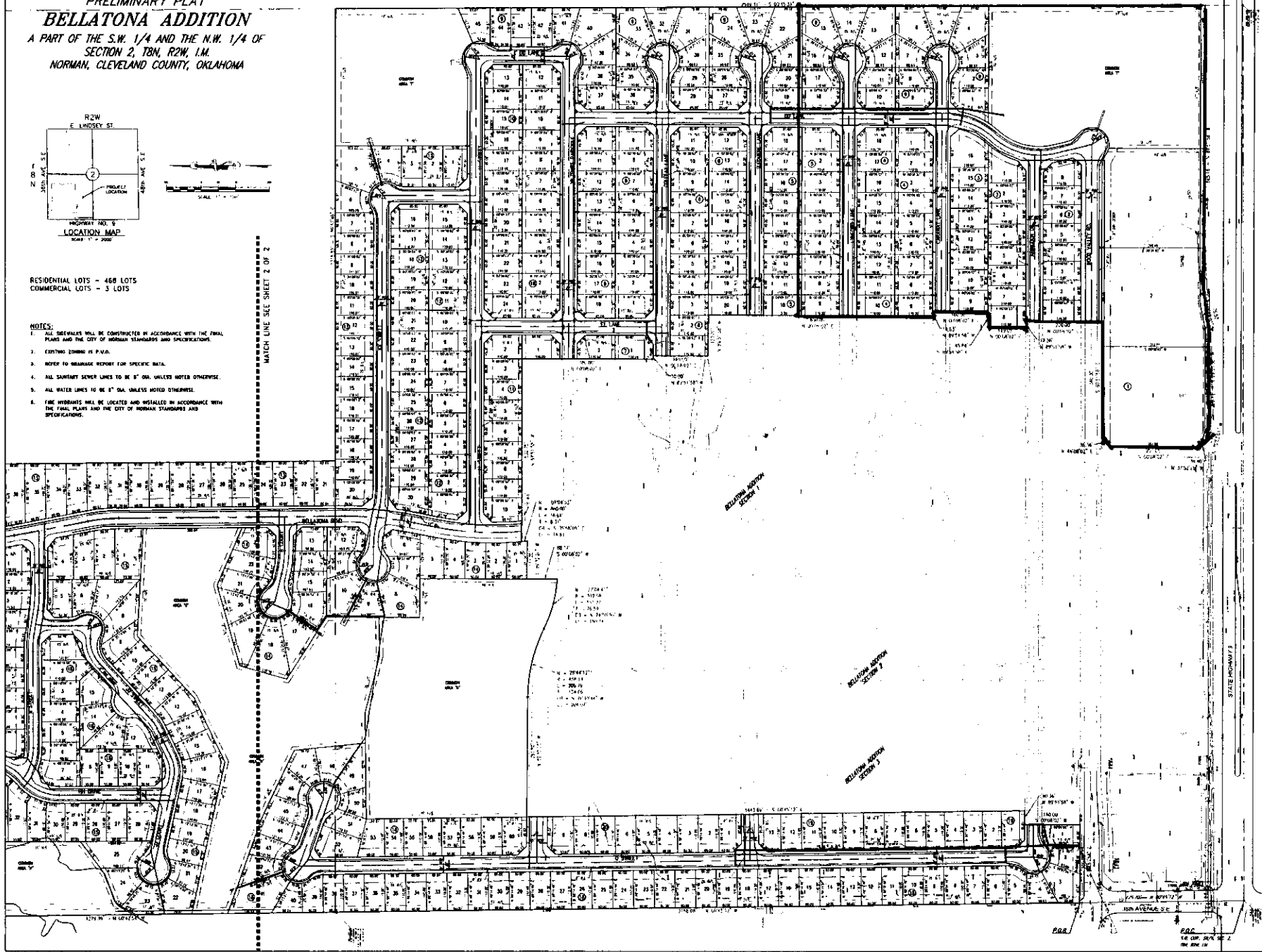
**PRELIMINARY PLAT**  
**BELLATONA ADDITION**  
 A PART OF THE S.W. 1/4 AND THE N.W. 1/4 OF  
 SECTION 2, T8N, R2W, I.M.  
 NORMAN, CLEVELAND COUNTY, OKLAHOMA



RESIDENTIAL LOTS - 468 LOTS  
 COMMERCIAL LOTS - 3 LOTS

- NOTES:**
1. ALL SIDEWALKS WILL BE CONSTRUCTED IN ACCORDANCE WITH THE FINAL PLANS AND THE CITY OF NORMAN STANDARDS AND SPECIFICATIONS.
  2. EXISTING DRAINAGE IS P.U.A.
  3. REFER TO MEASUREMENT REPORT FOR SPECIFIC DATA.
  4. ALL SANITARY SEWER LINES TO BE 8" DIA. UNLESS NOTED OTHERWISE.
  5. ALL WATER LINES TO BE 8" DIA. UNLESS NOTED OTHERWISE.
  6. FIRE HYDRANTS WILL BE LOCATED AND INSTALLED IN ACCORDANCE WITH THE FINAL PLANS AND THE CITY OF NORMAN STANDARDS AND SPECIFICATIONS.

MATCH LINE SEE SHEET 2 OF 2



**OWNER / DEVELOPER**  
 BELLATONA DEVELOPMENT LLC  
 1201 BROADWAY  
 NORMAN, OK 73069  
 (405) 329-0256

**ENGINEER**  
 SMC CONSULTING ENGINEERS, P.C.  
 815 N. MAIN ST.  
 NORMAN, OK 73069  
 (405) 232-7115



**BELLATONA ADDITION**  
 STATE HWY. 9 & 36TH AVE. S.E.  
 NORMAN, OKLAHOMA

**SMC**  
 S.M.C. CONSULTING ENGINEERS, P.C.  
 815 N. MAIN ST.  
 NORMAN, OK 73069  
 (405) 232-7115

PRELIMINARY PLAT

## DEVELOPMENT COMMITTEE

FINAL PLAT  
FP-2223-6

DATE:  
October 7, 2022

**ITEM:** Consideration of a Final Plat for **BELLATONA ADDITION, SECTION 4.**

**LOCATION:** Generally located north of State Highway No. 9 and east of 36<sup>th</sup> Avenue S.E (Closed Section).

**INFORMATION:**

1. Owner. Bellatona Development L.L.C., by Cies Properties Inc.
2. Developer. Bellatona Development L.L.C., by Cies Properties Inc.
3. Engineer. SMC Consulting Engineers, P.C.

**HISTORY:**

1. October 18, 1961. City Council adopted Ordinance No. O-1314 annexing this property into the Corporate City Limits.
2. December 12, 1961. City Council adopted Ordinance No. 1322 placing this property in the A-2, Rural Agricultural District.
3. August 7, 2003. The Norman Board of Parks Commissioners, on a vote of 8-0, recommended to City Council that park land dedication be required for Summit Valley Addition.
4. August 14, 2003. Planning Commission, on a vote of 7-0, recommended to City Council that the Norman 2020 Land Use and Transportation Plan be amended from Very Low Density Residential Designation to Low Density Residential Designation.
5. August 14, 2003. Planning Commission, on a vote of 7-0, recommended to City Council that this property be placed in R-1, Single Family Dwelling District and removing it from A-2, Rural Agricultural District.
6. October 14, 2003. City Council amended the Norman 2020 Land Use and Transportation Plan from Very Low Density Residential to Low Density Residential Designation.

## HISTORY (CON'T)

7. October 14, 2003. City Council adopted Ordinance No. O-0304-15 placing this property in R-1, Single Family Dwelling District and removing it from A-2, Rural Agricultural District.
8. October 14, 2003. City Council approved the preliminary plat for Summit Valley Addition.
9. August 14, 2008. Planning Commission, on a vote of 8-0, recommended to City Council the approval of the revised preliminary plat for Summit Valley Addition.
10. September 23, 2008. City Council approved the revised preliminary plat for Summit Valley Addition.
11. May 12, 2011. Planning Commission, on a vote of 9-0, recommended to City Council that the preliminary plat for Summit Valley Addition be approved.
12. June 21, 2011. City Council approved the preliminary plat for Summit Valley Addition.
13. June 13, 2013. Planning Commission, on a vote of 5-0, postponed consideration of the revised preliminary plat for Bellatona Addition (formerly a part of Summit Valley Addition) at the request of the applicant.
14. July 13, 2013. Planning Commission, on a vote of 6-0, recommended to the City Council that the revised preliminary plat for Bellatona Addition be approved.
15. August 27, 2013. City Council approved the revised preliminary plat for Bellatona Addition with alley waiver for the commercial property.
16. August 27, 2020. The City of Norman Development Committee administratively approve the preliminary plat for an additional five (5) years.

## IMPROVEMENT PROGRAM:

1. Fire Hydrants. Fire hydrants will be installed in accordance with approved plans. Their locations have been approved by the Fire Department.
2. Permanent Markers. Permanent markers will be installed prior to filing of the final plat.

Development Committee Staff Report  
 Final Plat For Bellatona Addition, Section 4  
 October 7, 2022  
 Page 3

### IMPROVEMENT (CON'T)

3. Sanitary Sewers. Sanitary sewer mains will be installed in accordance with approved plans and City and State Department of Environmental Quality standards. An existing lift station and off peak holding area will be utilized. The property owners association is responsible for maintenance cost of the lift station until such time it is no longer needed.
4. Sidewalks. Sidewalks will be constructed on each lot prior to occupancy.
5. Storm Sewers. Storm water and appurtenant drainage structures will be installed in accordance with approved plans and City drainage standards. Runoff will be conveyed to privately-maintained detention facilities located throughout the property. A mandatory property owners association has been established.
6. Streets. Streets will be constructed in accordance with approved plans and City paving standards.
7. Water Main. Water mains will be installed in accordance with approved plans and City and State Department of Environmental Quality standard.

### PUBLIC DEDICATIONS:

1. Easements. All required easements are dedicated to the City on the final plat.
2. Rights-of-Way. Street rights-of-way are dedicated to the City on the final plat.

**SUPPLEMENTAL MATERIAL:** Copies of a location map, preliminary plat and final plat are attached.

### DEVELOPMENT COMMITTEE COMMENTS:

The engineer for the developer has requested the Development Committee review the final plat for Bellatona Addition, Section 4 and submit it to City Council for consideration.

This final plat consists of 26.89 acres and 69 single family residential lots, 3 commercial lots and 1 open space property with existing detention facility. There are approximately 363 residential lots remaining to be platted on approximately 100 acres.

The final plat is consistent with the preliminary plat as approved by the Development Committee.



APPLICATION FOR  
DEVELOPMENT COMMITTEE  
ACTION

Date: 08/15/2022

Part I: To be Completed by Applicant:

1. Applicant(s):

Bellatona Development, LLC

Signature of Applicant(s):

Christopher D. Anderson, P.E. (as agent for applicant)

Telephone Number and Address:

SMC Consulting Engineers, PC

815 West Main, Oklahoma City, OK 73106

405.232.7715

2. Project Name and Legal Description:

Bellatona Addition Section 4

3. Action Request of Development Committee:

Request Development Committee approve the final plat and submit to City Council for consideration.

Part II: To Be Completed by Development Committee:

Development Committee Met on: October 7, 2022

Development Committee Findings: The engineer for the owners has requested the Development Committee approve the program of public improvements, site plan for the commercial lots and final plat and submit to City Council for consideration.

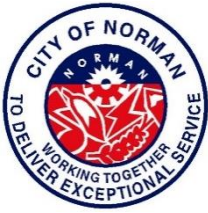
Development Committee Recommendations:

Recommend the City Council approve the site plan for the commercial lots and the final plat for Bellatona Addition, Section 4.

		Record of Acceptance:			
	Yes	No		Yes	No
Director of Public Works	<input type="checkbox"/>	<input type="checkbox"/>	<u>Jane H. L.</u> Director of Planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Director of Utilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>K. Hoggatt</u> Planning Services Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
City Engineer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Ken Darnum</u> Subdivision Development Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**File Attachments for Item:**

13. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF NORMAN RURAL CERTIFICATE OF SURVEY COS-2223-3: FOR J&D ACRES AND EASEMENT E-2223-14. (GENERALLY LOCATED ONE-HALF MILE EAST OF 108TH AVENUE N.E. ON THE NORTH SIDE OF EAST TECUMSEH ROAD)



## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 10/25/2022

**REQUESTER:** Ken Danner, Subdivision Development Manager

**PRESENTER:** Shawn O'Leary, Director of Public Works

**TITLE:** CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF NORMAN RURAL CERTIFICATE OF SURVEY COS-2223-3: FOR J&D ACRES AND EASEMENT E-2223-14. (GENERALLY LOCATED ONE-HALF MILE EAST OF 108TH AVENUE N.E. ON THE NORTH SIDE OF EAST TECUMSEH ROAD)

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### **BACKGROUND:**

This item is Norman Rural Certificate of Survey COS-2223-3 for J&D Acres located one-half mile east of 108th Avenue N.E. on the north side of East Tecumseh Road.

Norman Rural Certificate of Survey COS-2223-3 for J&D Acres was approved by Planning Commission at its meeting of September 8, 2022.

### **DISCUSSION:**

This property consists of 17.942 acres and one (1) tract.

Individual sanitary sewer and water systems will be installed in accordance with City and Oklahoma Department of Environmental Quality standards.

Fire protection will be provided by the City of Norman pumper/tanker trucks.

The property contains Water Quality Protection Zone (WQPZ) for a tributary of Little River in the Lake Thunderbird watershed. The required covenants protecting the WQPZ have been reviewed by the City Legal Department and will be filed of record with the certificate of survey. A drainage easement has been submitted to address the WQPZ.

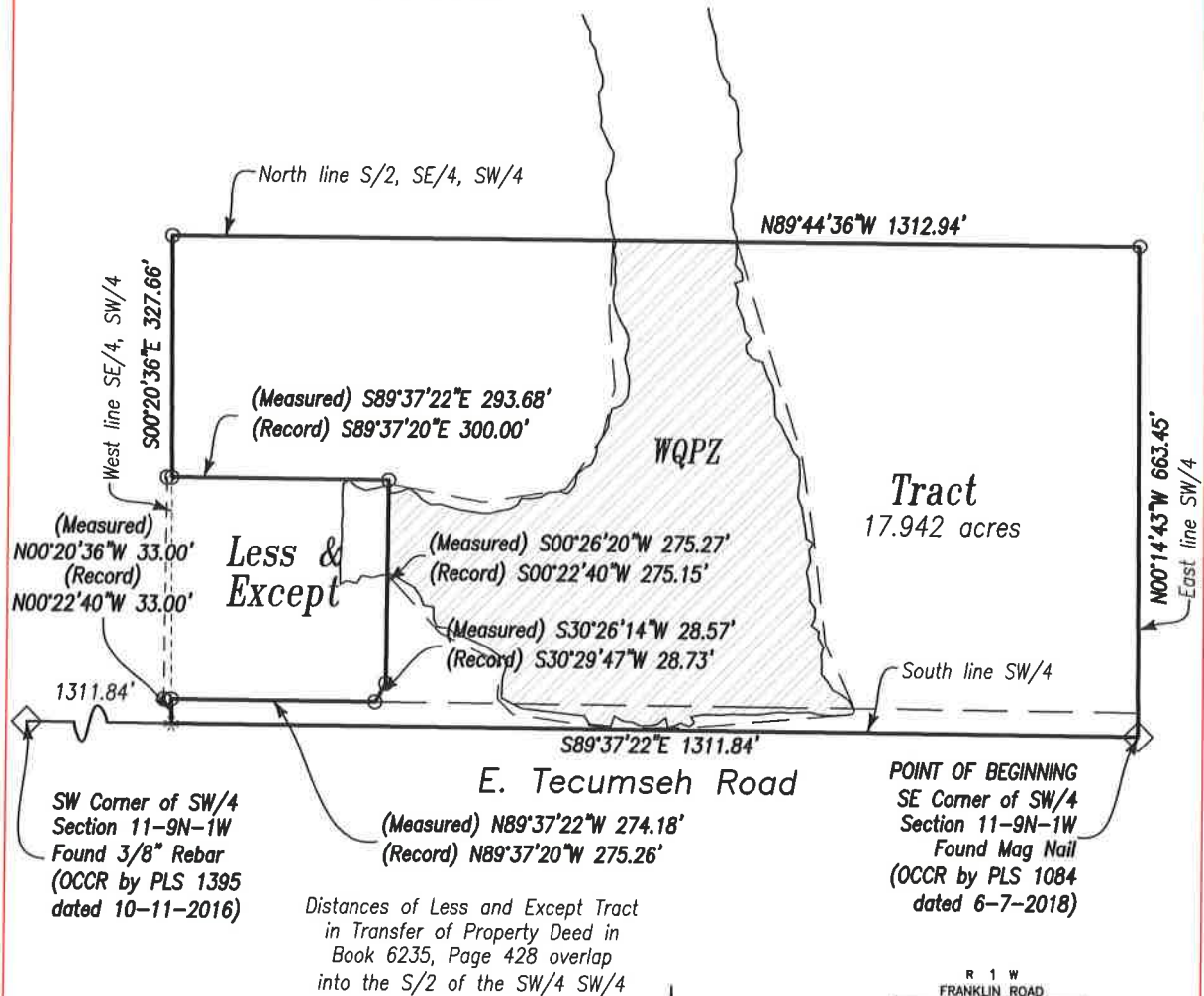
If approved, the applicant will be allowed to construct one single family home on the parcel with access onto Tecumseh Road.

**RECOMMENDATION:**

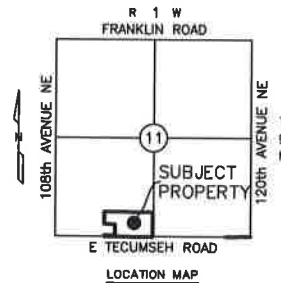
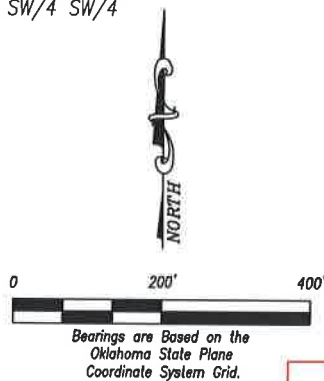
Based upon the above information, staff recommends approval of Norman Rural Certificate of Survey COS-2223-3 for J&D Acres including Easement E-2223-14.

**J&D ACRES****NORMAN RURAL CERTIFICATE OF SURVEY**

PART OF THE S/2 OF THE SE/4 OF THE SW/4  
SECTION 11, T9N, R1W, IM,  
CITY OF NORMAN,  
CLEVELAND COUNTY, OKLAHOMA

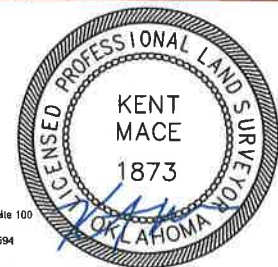
**LEGEND**

- SET 1/2" IRON PIN WITH  
CAP "MACBAX CA 8137"
- ⊙ SET MAG NAIL WITH  
SHINER "MACBAX CA 8137"
- ▲ SET RAILROAD SPIKE
- FOUND MAG NAIL
- FOUND 1/2" IRON PIN
- ◇ FOUND PLSS MONUMENT
- SECTION LINE
- QUARTER SECTION LINE
- QUARTER-QUARTER SECTION LINE
- 33' STATUTORY RIGHT OF WAY
- FENCE
- BOUNDARY LINE
- LOT LINE
- WQPZ EASEMENT



Daniel Alexander  
OWNER/SUBDIVIDER

**MBLS**  
MacBax Land Surveying, PLLC  
civil engineering & land surveying



SURVEY FOR  
DANIEL ALEXANDER  
NORMAN RURAL CERTIFICATE OF SURVEY

DATE  
7/11/2022

SCALE  
1" = 200'

PROJECT NO.  
MB-22078

REVISED  
7/20/2022

Page 1 of 5

LOCATION

Part of the S/2, SE/4, SW/4  
Section 11, T9N, R1W, I.M.  
Cleveland County, Oklahoma

5744 Huetlner Court, Suite 100  
Norman, OK 73069  
Telephone: (405) 872-7594  
Email: Kent@MBLS.us

Certificate of Authorization No. 8137



GRANT OF EASEMENT (WQPZ EASEMENT)

E-2223-14

KNOW ALL MEN BY THESE PRESENTS:

A tract of land that is part of the South Half (S/2) of the Southeast Quarter (SE/4) of the Southwest Quarter (SW/4) of Section Eleven (11), Township Nine (9) North, Range One (1) West of the Indian Meridian, Cleveland County, Oklahoma, being more particularly described as follows: COMMENCING at the Southeast Corner of said SW/4; THENCE N 00°14'43"W, along the east line of said SW/4, a distance of 663.45 feet; THENCE N 89°44'36" W, along the north line of the South Half of the Southeast Quarter of said Southwest Quarter, a distance of 546.99 feet to the POINT OF BEGINNING; THENCE continuing N 89°44'36" W, along the north line of the South Half of the Southeast Quarter of said Southwest Quarter, a distance of 168.98 feet; THENCE S 02°38'19" W a distance of 96.89 feet; THENCE S 04°37'58" E a distance of 103.84 feet; THENCE S 13°51'20" W a distance of 67.56 feet; THENCE S 34°21'48" W a distance of 87.10 feet; THENCE S 80°48'55" W a distance of 112.76 feet; THENCE N 79°38'01" W a distance of 131.00 feet; THENCE S 00°22'40" W a distance of 122.41 feet; THENCE S 42°36'00" E a distance of 106.21 feet; THENCE S 64°03'30" E a distance of 93.14 feet; THENCE S 05°12'22" W a distance of 48.30 feet; THENCE S 45°51'00" E a distance of 30.19 feet; THENCE S 82°15'06" E a distance of 131.79 feet; THENCE N 89°00'50" E a distance of 111.13 feet; THENCE N 84°57'07" E a distance of 224.92 feet; THENCE N 24°39'06" W a distance of 102.79 feet; THENCE N 06°40'08" W a distance of 140.58 feet; THENCE N 08°10'19" W a distance of 115.59 feet; THENCE N 17°30'50" W a distance of 304.63 feet to the POINT OF BEGINNING. Above described tract contains 5.589 acres, more or less, per plat of survey MB-22078 dated September 26, 2022 by MacBax Land Surveying, PLLC.

Basis of Bearing is Grid North—Oklahoma State Plane Coordinate System, South Zone. Property description prepared by Kent Mace, Oklahoma PLS No. 1873, MacBax & Associates, September 26, 2022.

With the right of ingress and egress to and from the same, for the purpose of surveying, laying out, constructing, maintaining and operating the facilities indicated below:

Drainage and the establishment of a Water Quality Protection Zone (WQPZ)

There shall be no clearing, grading, construction or disturbance of vegetation within the Water Quality Protection Zone (WQPZ) except permitted by the Director of Public Works unless such disturbance is done in accordance with 19-514(E) of the Norman City Code.

All WQPZ Areas shown hereon are subject to the applicable Codes of the City of Norman.

To have and to hold the same unto said City, it's successors and assigns forever.

Signed and delivered this 10 day of OCTOBER, 2022.

Signature of Owner  
Daniel James Alexander

Daniel Alexander  
(Print Name)

Signature of Owner  
Jackie Tara Alexander

Jackie Alexander  
(Print Name)

STATE OF OKLAHOMA

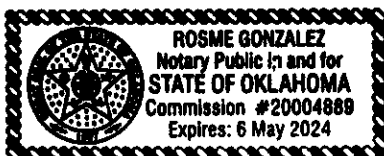
(COUNTY OF CLEVELAND)SS

NOTARY

State of Oklahoma)  
County of Cleveland) SS

Before me, a Notary Public, in and for said County and State, on this 10<sup>th</sup> day of OCTOBER, 2022, personally appeared Daniel James Alexander and Jackie Tara Alexander, husband and wife, to me known to be the identical persons who executed the within and foregoing instrument and acknowledged to me that he executed same as their free and voluntary act and deed.

My commission expires: MAY 6, 2024



Rosme Gonzalez  
Notary Public

**MBLS**  
MacBax Land Surveying, PLLC  
civil engineering & land surveying

SURVEY FOR	
J&D Acres	
NORMAN RURAL CERTIFICATE OF SURVEY	
DATE	SCALE
10/7/2022	N/A
PROJECT NO.	REVISED
MB-22078	Page 1 of 2

LOCATION  
Part of the S/2, SE/4, SW/4  
Section 11, T9N, R1W, I.M.  
Cleveland County, Oklahoma

5744 Huettnier Court, Suite 100  
Norman, OK 73069  
Telephone: (405) 872-7594  
Email: Kent@MBLS.us  
Certificate of Authorization No. 8137

Approved as to form and legality this 13 day of October, 2022

Elizabeth L. Lohala  
City Attorney

**NORMAN CITY COUNCIL**

Approved and accepted by the Council of the City of Norman, \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Mayor

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

**NOTARY**

State of Oklahoma  
Cleveland County

Before me, a Notary Public, in and for said County and State, personally appeared on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, personally appeared \_\_\_\_\_ to me known to be the identical persons who executed the within and foregoing instrument and acknowledged to me that they executed the same as their free and voluntary act.

\_\_\_\_\_  
Notary Public



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CERTIFICATE OF SURVEY  
COS-2223-3

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ITEM NO. 3

**STAFF REPORT****ITEM:** Consideration of **NORMAN RURAL CERTIFICATE OF SURVEY NO. COS-2223-3, J&D ACRES.****LOCATION:** Generally located one-half mile east of 108th Avenue N.E. on the north side of East Tecumseh Road.**INFORMATION:**

1. Owners. Jackie and Daniel Alexander.
2. Developer. Jackie and Daniel Alexander.
3. Surveyor. MacBax Land Surveying, P.L.L.C.

**HISTORY:**

1. October 21, 1961. City Council adopted Ordinance No. 1312 annexing this property into the Norman Corporate City limits without zoning.
2. October 30, 1961. Planning Commission recommended to City Council that this property be placed in A-2, Rural Agricultural District.
3. December 12, 1961. City Council adopted Ordinance No. 1322 placing this property in A-2, Rural Agricultural District.

**IMPROVEMENT PROGRAM:**

1. Fire Protection. Fire protection will be provided by the Norman Fire Department.
2. Sanitary Sewer. Individual sanitary sewer system will be installed in accordance with City and Oklahoma Department of Environmental Quality standards.
3. Water. Individual water well will be installed in accordance with City and Oklahoma Department of Environmental Quality standards.
4. Acreage. This property consists of 17.942 acres and one (1) tract.

5. Water Quality Protection Zone. Tracts 1 contains WQPZ. However, there is sufficient area to construct structures including private sanitary sewer system outside of the WQPZ. This area will be protected by the owner per covenants.

**SUPPLEMENTAL MATERIAL:** Copies of a location map, Norman Rural Certificate of Survey No. COS-2223-3 for J&D Acres are included in the Agenda Book.

**STAFF COMMENTS AND RECOMMENDATION:** Staff recommends approval of Norman Rural Certificate of Survey No. COS-2223-3 for J&D Acres.

**ACTION NEEDED:** Recommend approval or disapproval of Norman Rural Certificate of Survey No. COS-2223-3 for J&D Acres to City Council.

**ACTION TAKEN:**\_\_\_\_\_

**NORMAN PLANNING COMMISSION  
REGULAR SESSION MINUTES**

**SEPTEMBER 8, 2022**

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Council Chambers of the Norman Municipal Building, 201 West Gray Street, on the 8<sup>th</sup> day of September, 2022.

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

Chair Erica Bird called the meeting to order at 6:30 p.m.

\* \* \*

Item No. 1, being:

**ROLL CALL**

**MEMBERS PRESENT**

Cameron Brewer  
Kevan Parker  
Liz McKown  
Steven McDaniel  
Erica Bird  
Jim Griffith  
Michael Jablonski

**MEMBERS ABSENT**

Doug McClure  
Shaun Axton

A quorum was present.

**STAFF MEMBERS PRESENT**

Jane Hudson, Director, Planning &  
Community Development  
Roné Tromble, Recording Secretary  
Lora Hoggatt, Planning Services Manager  
Colton Wayman, Planner I  
Logan Hubble, Planner I  
Ken Danner, Subdivision Development  
Manager  
Jami Short, Traffic Engineer  
Beth Muckala, Asst. City Attorney  
Todd McLellan, Development Engineer  
Bryce Holland, Multimedia Specialist

\* \* \*

**CONSENT DOCKET**

Item No. 1, being:

**CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MINUTES OF THE AUGUST 11, 2022 REGULAR PLANNING COMMISSION MEETING.**

Item No. 2, being:

**CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF COS-2223-2: CONSIDERATION OF A NORMAN RURAL CERTIFICATE OF SURVEY SUBMITTED BY PETE AND JENNIFER JACKSON, STONEWALL HOMES, L.L.C. (PATHFINDER SURVEYING) FOR SUNSET HILLS FOR 50.717 ACRES OF PROPERTY GENERALLY LOCATED ON THE EAST SIDE OF 60<sup>TH</sup> AVENUE N.E. APPROXIMATELY ½ MILE NORTH OF E. ROCK CREEK ROAD, WITH VARIANCES FOR TRACT 4 IN THE 250' FRONTAGE REQUIREMENT AND THE 330' MINIMUM FRONT BUILDING SETBACK WIDTH REQUIREMENT.**

Item No. 3, being:

**CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF COS-2223-3: CONSIDERATION OF A NORMAN RURAL CERTIFICATE OF SURVEY SUBMITTED BY DANIEL AND JACKIE ALEXANDER (MACBAX LAND SURVEYING, P.L.L.C.) FOR J&D ACRES FOR 17.942 ACRES OF PROPERTY GENERALLY LOCATED ON THE NORTH SIDE OF E. TECUMSEH ROAD APPROXIMATELY ½ MILE EAST OF 108<sup>TH</sup> AVENUE N.E.**

Item No. 4, being:

**CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2223-2: CONSIDERATION OF A PRELIMINARY PLAT SUBMITTED BY WH NORMANDY CREEK, L.P. (WALLACE DESIGN COLLECTIVE) FOR LOTS 2 & 3, BLOCK 1, JENNINGS ESATES NO. 1 ADDITION, A REPLAT OF PART OF BLOCK 1, JENNINGS ESTATES NO. 1 ADDITION FOR 5.2 ACRES OF PROPERTY GENERALLY LOCATED NEAR THE SE CORNER OF W. MAIN STREET AND 24<sup>TH</sup> AVENUE S.W.**

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

Chair Bird asked if any member of the Commission wished to remove any item from the Consent Docket. There being none, she asked if any member of the audience wished to remove any item from the Consent Docket. There being none, she asked for a motion.

*Liz McKown moved to approve the Consent Docket as presented. Michael Jablonski seconded the motion.*

There being no further discussion, a vote on the motion was taken with the following result:

YEAS	Cameron Brewer, Kevan Parker, Liz McKown, Steven McDaniel, Erica Bird, Jim Griffith, Michael Jablonski
NAYES	None
ABSENT:	Doug McClure, Shaun Axton

Ms. Tromble announced that the motion, to adopt the Consent Docket as presented, passed by a vote of 7-0.

\* \* \*

Item No. 3, being:

**CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF COS-2223-3: CONSIDERATION OF A NORMAN RURAL CERTIFICATE OF SURVEY SUBMITTED BY DANIEL AND JACKIE ALEXANDER (MACBAX LAND SURVEYING, P.L.L.C.) FOR J&D ACRES FOR 17.942 ACRES OF PROPERTY GENERALLY LOCATED ON THE NORTH SIDE OF E. TECUMSEH ROAD APPROXIMATELY 1/2 MILE EAST OF 108<sup>TH</sup> AVENUE N.E.**

**ITEMS SUBMITTED FOR THE RECORD:**

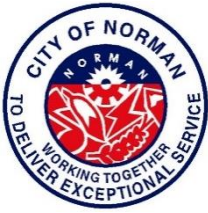
1. Location Map
2. Norman Rural Certificate of Survey
3. Staff Report

COS-2223-3 was approved on the Consent Docket by a vote of 7-0.

\*

**File Attachments for Item:**

14. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE FINAL ACCEPTANCE OF CONTRACT K-2122-64: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND HAPPY PLAYGROUNDS L.L.C., FOR THE URBAN VINEYARD PARK PLAYGROUND PROJECT AND FINAL PAYMENT OF \$7,936.15.



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/25/2022

**REQUESTER:** Bethany Grissom, Park Planner

**PRESENTER:** Jason Olsen, Director of Parks and Recreation

**ITEM TITLE:** CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE FINAL ACCEPTANCE OF CONTRACT K-2122-64: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND HAPPY PLAYGROUNDS L.L.C., FOR THE URBAN VINEYARD PARK PLAYGROUND PROJECT AND FINAL PAYMENT OF \$7,936.15.

### **BACKGROUND:**

In October 2015, Norman residents passed the Norman Forward Initiative, which funds various projects through a ½ % sales tax increase over 15 years. The Norman Forward Initiative is a project to improve all of the City's neighborhood parks. The funds for this project are "pay-go," meaning that Parks staff can only do a few park projects per year as the funds from the sales tax are collected. Knowing this, Park Planning staff worked to identify criteria to determine which parks had the highest level of need to meet the standards expected in the City's public parks. The overall NORMAN FORWARD Neighborhood Park Improvement plan was presented to the Board of Park Commissioners in March 2017; and then to the City Council in May 2017 for approval of the plan to spend the first five years of funding. After completing the renovation projects at the City's three highest-needs parks in the first three years of the program, Vineyard Park was identified as the next park for playground and park improvements. The Vineyard Park improvements include a major playground replacement with synthetic grass safety surfacing.

### **DISCUSSION:**

On November 1, 2021, City Council approved Contract K-2122-64 for the NORMAN FORWARD Neighborhood Park Improvement Plan to Happy Playgrounds L.L.C. for \$180,000. The work included the installation of a modular play unit, stand-alone play components, synthetic grass safety surfacing, and a large shade structure. Due to a reduction in the square footage of the project 1,428 less square feet of synthetic turf had to be used reducing the overall cost by \$21,777 to a new total of \$158,232. Three partial payments were made during the construction process. The final invoice is for a final payment of \$7,936.15 (and also reflects the deduction in total turf costs).

On September 12, 2022, City of Norman Parks and Recreation Staff inspected the project at Vineyard Park and found it complete per specifications. Photos of the final project are attached.

**RECOMMENDATION:**

It is recommended that City Council accept the NORMAN FORWARD Neighborhood Park Improvement Urban Vineyard Park Playground Project as complete and approve payment in the amount of \$7,936.15 to Happy Playgrounds L.L.C. Funding is available in the Norman Forward Neighborhood Park Improvements Project, Construction (account 51798830-46101; project NFP104).



# APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF 2

PAGES

TO OWNER:	PROJECT:	APPLICATION NO:	Distribution to:
City of Norman	Vineyard Park	4	<input checked="" type="checkbox"/> OWNER
201 W. Gray St.			<input type="checkbox"/> ARCHITECT
Norman, OK 73069			<input type="checkbox"/> CONTRACTOR
			<input type="checkbox"/>
			<input type="checkbox"/>

FROM CONTRACTOR:	VIA ARCHITECT:	PERIOD TO:	PROJECT NOS:
Happy Playgrounds, LLC		8/22/2022	
8601 S. Oxford Ave.			
Tulsa, OK 74137			

CONTRACT FOR: New Playground-Vineyard Park	CONTRACT DATE: 11/30/2021
--	---------------------------

Item 14.

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	180,000.00
2. Net change by Change Orders	\$	(21,277.00)
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	158,723.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	158,723.00
5. RETAINAGE:		
a. 5 % of Completed Work (Column D + E on G703)	\$	0.00
b. 5 % of Stored Material (Column F on G703)	\$	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	158,723.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	150,786.85
8. CURRENT PAYMENT DUE	\$	7,936.15
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: *Spide Collins* Date: 8/21/22

State of: **Oklahoma** County of: **Tulsa**  
 Subscribed and sworn to before me this 21<sup>st</sup> day of **August 2022**  
 Notary Public: *Brian J. Collins*  
 My Commission expires: 7/9/2026



## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$ \_\_\_\_\_

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)  
 ARCHITECT:

By: \_\_\_\_\_ Date: \_\_\_\_\_

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		\$21,777.00
TOTALS		\$21,777.00
NET CHANGES by Change Order	(\$21,777.00)	

**CONTINUATION SHEET**

AIA DOCUMENT G703

PAGE 2 OF 2PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

APPLICATION NO: 4

Contractor's signed certification is attached.

APPLICATION DATE: 8/20/2022

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO: 8/20/2022

Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREV APP (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
1	PLAYMAKER STRUCTURE	\$ 56,962.00	\$ 56,962.00			\$ 56,962.00	\$ 1.00	\$ -	
2	COZY COCOON	\$ 3,561.00	\$ 3,561.00			\$ 3,561.00	\$ 1.00	\$ -	
3	ACCESSIBLE WHIRL	\$ 13,419.00	\$ 13,419.00			\$ 13,419.00	\$ 1.00	\$ -	
4	PLAYGROUND PANELS	\$ 4,050.00	\$ 4,050.00			\$ 4,050.00	\$ 1.00	\$ -	
5	HIP SHADE, 30X40X12	\$ 9,045.00	\$ 9,045.00			\$ 9,045.00	\$ 1.00	\$ -	
6	FREIGHT-USA SHADE	\$ 529.00	\$ 529.00			\$ 529.00	\$ 1.00	\$ -	
7	FREIGHT-PLAYWORLD	\$ 3,425.00	\$ 3,425.00			\$ 3,425.00	\$ 1.00	\$ -	
8	SYN TURF SURFACING	\$ 56,059.00	\$ 56,059.00			\$ 56,059.00	\$ 1.00	\$ -	
9	INSTALLATION	\$ 30,250.00	\$ 30,250.00			\$ 30,250.00	\$ 1.00	\$ -	
10	BONDING	\$ 2,700.00	\$ 2,700.00			\$ 2,700.00	\$ 1.00	\$ -	
11	REDUCTION IN SYN TURF	\$ (21,277.00)	\$ (21,277.00)			\$ (21,277.00)	\$ 1.00	\$ -	
						\$ -	\$ -	\$ -	
	<b>GRAND TOTALS</b>	\$ 158,723.00	\$ 158,723.00	\$ -	\$ -	\$ 158,723.00		\$ -	

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity



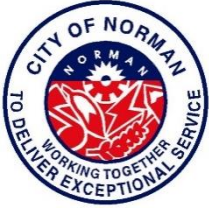






**File Attachments for Item:**

15. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 2223-21 AND CONTRACT K-2223-6: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND SILVER STAR CONSTRUCTION COMPANY, INC. IN THE AMOUNT OF \$1,455,000 FOR THE ASPHALT PAVEMENT PROJECT, FYE 2023 LOCATIONS, PERFORMANCE BOND B-2223-7; STATUTORY BOND B-2223-8; MAINTENANCE BOND MB-2223-4, AND RESOLUTION R-2223-4 GRANTING TAX-EXEMPT STATUS



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/25/2022

**REQUESTER:** Joseph Hill, Streets Program Manager

**PRESENTER:** Shawn O'Leary, Director of Public Works

**ITEM TITLE:** CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 2223-21 AND CONTRACT K-2223-6: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND SILVER STAR CONSTRUCTION COMPANY, INC. IN THE AMOUNT OF \$1,455,000 FOR THE ASPHALT PAVEMENT PROJECT, FYE 2023 LOCATIONS, PERFORMANCE BOND B-2223-7; STATUTORY BOND B-2223-8; MAINTENANCE BOND MB-2223-4, AND RESOLUTION R-2223-4 GRANTING TAX-EXEMPT STATUS

### BACKGROUND:

On Tuesday, April 6, 2021, Norman residents voted to approve the 2021-2026 Street Maintenance Bond Program, which includes the issuance of \$27 million in bonds to fund the resurfacing, rehabilitation and reconstruction of neighborhood streets. The five categories of street maintenance include (1) Urban Asphalt Pavement Street Rehabilitation, (2) Urban Concrete Street Rehabilitation, (3) Urban Road Reconstruction, (4) Rural Road Rehabilitation, and (5) Preventive Maintenance. The FYE 2023 Asphalt Pavement locations are shown on the attached map.

The roadways included in this project are located in established residential neighborhoods with one roadway located in a rural area. The current roadways are constructed of asphalt pavement which is in poor condition. This project involves rehabilitation of the existing pavement including milling, deep patching, and overlaying with new asphalt. The project includes 3.1 miles of roadway.

### DISCUSSION:

The FYE 2023 Asphalt Pavement Project was originally advertised on June 2, 2022 and June 9, 2022. Three contractors attended a pre-bid conference on June 9, 2022. Three bids were submitted and opened on July 7, 2022. The price of asphalt was very high and volatile at the time of that bid opening. This resulted in all of the bids exceeding available funding. All of the bids were rejected.

The project was again advertised on September 15, 2022 and September 22, 2022. Four contractors attended a pre-bid conference on September 19, 2022. Four bids were submitted and opened on September 29, 2022.

## Tabulation of Bid Results

<b>Contractor</b>	<b>Total</b>
First Water Contracting	\$1,470,056.50
Silver Star Construction Co.	\$1,455,000.00
Haskell Lemon Construction	\$1,766,582.50
Rudy Construction Co.	\$1,681,620.00
Engineer's Estimate	\$1,386,840.05

Silver Star Construction Company, Inc. of Moore, Oklahoma submitted the low bid in the amount of \$1,455,000, which is \$68,159.95 or 4.9% more than the engineer's estimate.

Silver Star Construction Company is a responsible bidder. They have successfully performed similar work for the City of Norman in the past. Due to corrections in asphalt market, the described bid is within the adopted budget to complete the identified locations.

This project will be funded as follows:

<b>Project</b>	<b>Number and Account</b>	<b>Amount</b>
Normandy Acres First	BP0524 ACCT# 50594401-46101	\$300,000.00
Classen-Miller Addition	BP0525 ACCT# 50594401-46101	\$78,840.00
Norman Old Town	BP0526 ACCT# 50594401-46101	\$146,000.00
Campus Addition	BP0527 ACCT# 50594401-46101	\$96,360.00
Eagle Cliff Addition	BP0528 ACCT# 50594401-46101	\$385,440.00
Rural	BP0540 ACCT #50593376-46101	\$448,360.00
<b>Total:</b>		<b>\$1,455,000.00</b>

If approved, construction of the Street Maintenance Bond Program –Asphalt Pavement - FYE 2023 Locations Project will begin on or around November 14, 2022. The construction time for this project is 240 days with an estimated completion in July 2023.

### RECOMMENDATION NO. 1:

Staff recommends the approval of Contract K-2223-6 with Silver Star Construction Company, Inc. in the amount of \$1,455,000 for construction of the Street Maintenance Bond Program –Asphalt Pavement - FYE 2023 Locations Project.

**RECOMMENDATION NO. 2:**

Staff further recommends that, the following bonds be approved:

Performance Bond B-2223-7

Statutory Bond B-2223-8

Maintenance Bond MB-2223-4

**RECOMMENDATION NO. 3:**

Staff further recommends that Silver Star Construction Company, Inc. be authorized as Project Agent via Resolution R-2223-4 to avoid the payment of sales tax on materials purchases related to the project.



## C O N T R A C T

THIS CONTRACT made and entered into this 20 day of October, 2022 by and between Silver Star Construction Company, Inc as Party of the First Part, hereinafter designated as the CONTRACTOR, and the City of Norman, a municipal corporation, hereinafter designated as the CITY, Party of the Second Part.

### W I T N E S S E T H

WHEREAS, the CITY has caused to be prepared in accordance with law, specifications, and other bidding documents for the work hereinafter described and has approved and adopted all of said bidding documents, and has caused Notice to Bidders to be given and advertised as required by law, and has received sealed proposals for the furnishing of all labor and materials for the following projects:

### **BID 2223-21 STREET MAINTENANCE BOND PROGRAM – ASPHALT PAVEMENT, FYE 2023 LOCATIONS**

as outlined and set out in the bidding documents and in accordance with the terms and provisions of said CONTRACT; and,

WHEREAS, the CONTRACTOR in response to said Notice to Bidders, has submitted to the CITY in the manner and at the time specified, a sealed proposal in accordance with the terms of this Contract; and,

WHEREAS, the CITY, in the manner provided by law, has publicly opened, examined, and canvassed the proposals submitted and has determined and declared the above-named CONTRACTOR to be the lowest and best Bidder on the above-prepared project, and has duly awarded this CONTRACT to said CONTRACTOR, for the sum named in the proposal, to wit:

(WRITTEN) One Million Four Hundred Fifty-Five Thousand 0/100 (DOLLARS);

(NUMERALS) (\$1,455,000.00) .

NOW, THEREFORE, for and in consideration of the mutual agreements and covenants herein contained, the parties to this CONTRACT have agreed, and hereby agree, as follows:

1) The CONTRACTOR shall, in a good and first-class, workman-like manner at his own cost and expense, furnish all labor, materials, tools, and equipment required to perform and complete said work in strict accordance with this CONTRACT and the following CONTRACT Documents: The Bid Notice published in the Norman Transcript, the Notice to Bidders, Instructions to Bidders, the Contractor's Bid or Proposal, the Construction Drawings, Specifications, Provisions, and Bonds thereto, all of which documents are on file in the Office of the Purchasing Agent of the City of Norman, and are made a part of this CONTRACT as fully as if the same were set out at length.

Contract No. K-2223-6  
Page 1 of 4

2) The CITY shall make payments as stipulated in the contract documents to the CONTRACTOR in the following manner: On or about the first day of each month, the project engineer, or other appropriate person, will make accurate estimates of the value, based on CONTRACT prices, or work done, and materials incorporated in the work and of materials suitably stored at the site thereof during the preceding calendar month. The CONTRACTOR shall furnish to the project engineer, or other appropriate person, such detailed information as he may request to aid him as a guide in the preparation of the monthly estimates.

Each monthly estimate for payment must contain or have attached an affidavit in accordance with the Constitution of the State of Oklahoma, Title 62, Section 310.9.

On completion of the work, but prior to the acceptance thereof by the CITY, it shall be the duty of the project engineer, or other appropriate person, to determine that said work has been completely and fully performed in accordance with said CONTRACT Documents; and upon making such determinations, said official shall make his final certificate to the CITY.

The CONTRACTOR shall furnish proof that all claims and obligations incurred by him in connection with the performance of said work have been fully paid and settled; said information shall be in the form of an affidavit, which shall bear the approval of the surety on the CONTRACT Bonds for payment of the final estimate to the CONTRACTOR; thereupon, the final estimate (including retainages) will be approved and paid.

3) It is further agreed that the CONTRACTOR will commence said work within 10 days following receipt of a NOTICE-TO-PROCEED, and prosecute the same vigorously and continuously. Any suspension of work must be approved by the engineer or the engineer's representative. The contract period is as follows:

**STREET MAINTENANCE BOND PROGRAM - ASPHALT PAVEMENT, FYE 2023  
LOCATIONS**

240 Calendar Days

1. 240 Calendar Days does not include weather days

i) Weather days to be determined by the engineer or streets program manager

4) That the CITY shall pay the CONTRACTOR for the work performed as follows:

- a. Payment for unit price items shall be at the unit price bid for actual construction quantities.
- b. Construction items specified but not included as bid items shall be considered incidental and shall not be paid for directly, but shall be included in the bid price for any or all of the pay quantities.
- c. Should any defective work or materials be discovered or should a reasonable doubt rise as to the quality of any work completed, there will be deducted from the next estimate an amount equal to the value of the defective or questionable work and shall not be paid until the defects are remedied.
- d. And that the CONTRACTOR'S bid is hereby made a part of this Agreement.

5) The amount of retainage with respect to progress payments will be 5%.

6) That the CONTRACTOR will not undertake to furnish any materials or to perform any work not specifically authorized under the terms of this Agreement unless additional materials or work are authorized by written Change Order, executed by the CITY; and that in the event any additional are provided by the CONTRACTOR without such authorization, the CONTRACTOR shall not be entitled to any compensation therefore whatsoever.

Contract No. K-2223-6  
Page 2 of 4

7) That if any additional work is performed or additional materials provided by the CONTRACTOR upon authorization by the CITY, the CONTRACTOR shall be compensated therefore at the unit price and as agreed to by both parties in the execution of the Change Order.

8) That the CONTRACTOR shall perform the work and provide the materials strictly in accordance with the specifications as to quality and kind, and all work and materials shall be subject to rejection by the CITY through its authorized representatives for failure to meet such requirements, and in the event of such rejection, the CONTRACTOR shall replace the work and materials without compensation therefore by the CITY.

9) The CONTRACTOR shall complete the work in accordance with the terms of this Agreement. The CONTRACTOR further agrees to pay liquidated damages, as stipulated in the contract document and the General Conditions included in the City of Norman Standard Specifications and Construction Drawings, for each calendar day thereafter.

10) The CONTRACTOR shall furnish surety bonds and certificate of insurance as specified herein which bonds and insurance must be approved by the CITY prior to issuance of the Work Order and commencement of work on the project. The CONTRACTOR shall provide written documentation from the Maintenance Bond Company that all work, including Change Orders, is covered by the Maintenance Bond before final acceptance of the project.

11) IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed, in four (4) duplicate originals, the day and year first above written.

12) To that end, no provision of this CONTRACT or of any such aforementioned document shall be interpreted or given legal effect to create an obligation on the part of the CITY to third persons, including, by way of illustration but not exclusion, sureties upon performance bonds, payment bonds or other bonds, assignees of CONTRACTOR, subcontractors, and persons performing labor, furnishing material or in any other way contributing to or assisting in the performance of the obligations of the CONTRACTOR; nor shall any such provisions be interpreted or given legal effect to afford a defense against any obligation owed or assumed by such third person to the CITY or in any way to restrict the freedom of the third person to the CITY or in any way to restrict the freedom of the CITY to exercise full discretion in its dealing with the Contractor.

13) The sworn, notarized statement below must be signed and notarized before this Contract will become effective.

STATE OF Oklahoma )  
 ) ss:  
COUNTY OF Cleveland )

Tim Caudle President, of lawful age, being first duly sworn, on oath says that (s)he is the agent authorized by CONTRACTOR to submit the above CONTRACT to the CITY. Affiant further states that CONTRACTOR has not paid, given or donated or agreed to pay, give, or donate to any officer or employee of the CITY any money or other thing of value, either directly or indirectly, in the procuring of the CONTRACT.

  
Tim Caudle President Contractor

Contract No. K-2223-6  
Page 3 of 4

Subscribed and sworn to before me this 20 day of October, 2022.



**AMBER HARRIS**  
NOTARY PUBLIC  
STATE OF OKLAHOMA

Amber Harris  
Notary Public

IN WITNESS WHEREOF, the said parties of the First and Second Part have hereunto set their hands and seals respectively the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Corporate Seal) (where applicable)

Principal

Signed: [Signature]

ATTEST:  
Authorized Representative

[Signature]  
Corporate Secretary (where applicable)

Title: Tim Caudle President

Address 2401 S. Broadway Moore, OK 73160

Telephone: 405-793-1725

CITY OF NORMAN:

Approved as to form and legality this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
City Attorney

Approved by the Council of the City of Norman, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

ATTEST:

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

\_\_\_\_\_  
Mayor

Contract No. K-2223-6

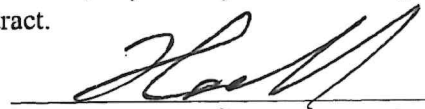
Page 4 of 4

**CONTRACT AFFIDAVIT**

STATE OF Oklahoma )  
 ) ss:  
 COUNTY OF Cleveland )

Tim Caudle/ President, of lawful age, being first duly sworn, on oath says that (s)he is the Agent authorized by the Firm of Silver Star Construction Co. Inc to submit the above Contract to the City of Norman, Oklahoma.

Affiant further states that such firm has not paid, given or donated or agreed to pay, give, or donate to any officer or employee of the City of Norman, Oklahoma, any money or other thing of value, either directly or indirectly, in the procuring of the Contract.



Contractor Tim Caudle President

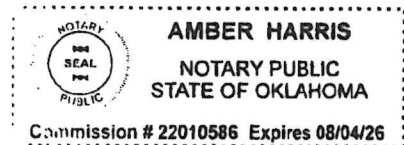
Subscribed and sworn to before me this 20 day of October, 2022



Notary Public

My Commission Expires:

08/04/26



**PERFORMANCE BOND**

Bond No. 87C238

Item 15.

Know all men by these presents, that Silver Star Constuction Company, Inc. as PRINCIPAL, and The Ohio Casualty Insurance Company Corporation organized under the laws of the State of Massachusetts and authorized to transact business in the State of Oklahoma, as SURETY, are held and firmly bound unto THE CITY OF NORMAN, a Municipal Corporation of the State of Oklahoma, herein called CITY, in the sum of One Million Four Hundred Fifty-Five Thousand & 00/100 DOLLARS, (\$ 1,455,000.00 ), for the payment of which sum PRINCIPAL and SURETY bind themselves, their heirs, executors, administrators, successors and assigns jointly and severally.

WHEREAS, the conditions of this obligation are such that the PRINCIPAL, being the lowest and best Bidder on the following PROJECT:

**BID 2223-21 STREET MAINTENANCE BOND PROGRAM - ASPHALT PAVEMENT, FYE 2023 LOCATIONS**

has entered into a written CONTRACT (K-2223-6) with THE CITY OF NORMAN, dated this 13th day of October, 20 22 for the erection and construction of this PROJECT, that CONTRACT being incorporated herein by reference as if fully set forth.

NOW, THEREFORE, if PRINCIPAL shall, in all particulars, well and truly perform and abide by said CONTRACT and all specifications and covenants thereto; and if the PRINCIPAL shall promptly pay or cause to be paid all indebtedness incurred for labor and materials and repairs to and parts for equipment furnished in the making of this PROJECT, whether incurred by the PRINCIPAL or subcontractors; and if the PRINCIPAL shall protect and hold harmless the CITY from all loss, damage, and expense to life or property suffered or sustained by any person, firm, or corporation caused by PRINCIPAL or his or its agents, servants, or employees in the construction of the PROJECT, or by or in consequence of any negligence, carelessness or misconduct in guarding and protecting the same, or from any act or omission of PRINCIPAL of his or its agents, servants, or employees; and if the PRINCIPAL shall protect and save the CITY harmless from all suits and claims of infringement or alleged infringement or patent rights or processes, then this obligation shall be null and void. Otherwise this obligation shall remain in full force and effect.

It is further expressly agreed and understood by the parties hereto that no changes or alterations in the CONTRACT and no deviations from the plan or mode of procedure herein fixed shall have the effect of releasing the sureties, or any of them, from the obligations of this Bond.

It is further expressly agreed that the Principal's obligations under this Bond include payment of not less than the prevailing hourly rate of wages as established by the Commissioner of Labor of the State of Oklahoma and by the Secretary of the U.S. Department of Labor or as determined by a court on appeal.

IN WITNESS WHEREOF, the PRINCIPAL has caused these presents to be executed in its name and its corporate seal (where applicable) to be hereunto affixed by its duly authorized representative(s), and the 20 day of October, 20 22 and the SURETY has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its authorized representative(s) on the day of October 20, 20 22.

Performance Bond No. B-2223-7  
Page 1 of 3



(Corporate Seal) (where applicable)

ATTEST:

Bob Crawley

Corporate Secretary (where applicable)



Principal

Signed: [Signature]

Authorized Representative

Title: Tim Caudle PresidentAddress: 2401 S. BroadwayMoore, OK 73160Telephone: 405-793-1725

(Corporate Seal) (where applicable)

ATTEST:

W. J. [Signature]Surety: The Ohio Casualty Insurance CompanySigned: [Signature]

Authorized Representative

Printed: Russell Hollingsworth

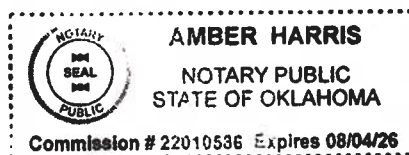
Authorized Representative

Title: Attorney-in-factAddress: PO Box 1669 Enid, OK 73702Telephone: 580-233-2000**CORPORATE ACKNOWLEDGEMENT**STATE OF Oklahoma )  
COUNTY OF Cleveland ) ss:

The foregoing instrument was acknowledge before me this 20 day of October, 2022, by Tim Caudle President (Name and Title), of Silver Star Construction Co, Inc, a(n) corporation, on behalf of the corporation.

WITNESS my hand and seal this 20 day of October, 2022.Amber Harris  
Notary Public

My Commission Expires:

08/04/26

Performance Bond No. B-2223-7

Page 2 of 3

**INDIVIDUAL ACKNOWLEDGEMENT**

Item 15.

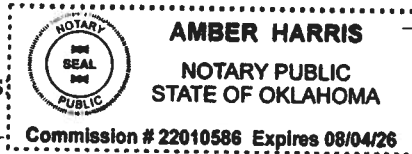
STATE OF Oklahoma )  
COUNTY OF Cleveland ) ss:

The foregoing instrument was acknowledge before me this 20 day of October, 2022,  
by Tim Caudle President (Name and Title) of  
Silver Star Construction Co. Inc  
a(n) corporation.

WITNESS my hand and seal this 20 day of October, 2022

My Commission Expires:

08/04/26



Amber Harris  
Notary Public

**PARTNERSHIP ACKNOWLEDGEMENT**

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) ss:

The foregoing instrument was acknowledge before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by \_\_\_\_\_ (Name and Title)  
(partner/agent) on behalf of \_\_\_\_\_, a partnership.

WITNESS my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_\_

**CITY OF NORMAN**

Approved as to form and legality this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
City Attorney

Approved by the Council of the City of Norman this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

ATTEST:

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

\_\_\_\_\_  
Mayor

Performance Bond No. B-2223-7  
Page 3 of 3





This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Item 15.

Liberty Mutual Insurance Company  
The Ohio Casualty Insurance Company  
West American Insurance Company

Certificate No: **8202300 - 986746**

## POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, John E Dillingham, Tara L Ramos of Enid, Oklahoma; Debra Cornelsen, Jason Blair, Russell Hollingsworth of Oklahoma City, Oklahoma

all of the city of \_\_\_\_\_ state of \_\_\_\_\_ each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 7th day of October, 2019.



Liberty Mutual Insurance Company  
The Ohio Casualty Insurance Company  
West American Insurance Company

By: David M. Carey  
David M. Carey, Assistant Secretary

State of PENNSYLVANIA ss  
County of MONTGOMERY

On this 7th day of October, 2019 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Insurance Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA  
Notarial Seal  
Teresa Pastella, Notary Public  
Upper Merion Twp., Montgomery County  
My Commission Expires March 28, 2021  
Member, Pennsylvania Association of Notaries

By: Teresa Pastella  
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

### ARTICLE IV - OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

### ARTICLE XIII - Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

**Certificate of Designation** - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

**Authorization** - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 26<sup>th</sup> day of October, 2022.



By: Renee C. Llewellyn  
Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

To confirm the validity of this Power of Attorney call 1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.

**STATUTORY BOND**

Bond No. 87C23810

Item 15.

Know all men by these presents that Silver Star Constuction Company, Inc. as PRINCIPAL, and The Ohio Casualty Insurance Company, a corporation organized under the laws of the State of Massachusetts, and authorized to transact business in the State of Oklahoma, as Surety, are held and firmly bound unto the State of Oklahoma in the sum of One Million Four Hundred Fifty-Five Thousand & 00/100 DOLLARS (\$ 1,455,000.00), or the payment of which sum PRINCIPAL and SURETY bind themselves, their heirs executors, administrators, successors and assigns jointly and severally.

WHEREAS, the conditions of this obligation are such, that the PRINCIPAL, being the lowest and best Bidder on the following PROJECT:

**BID 2223-21 STREET MAINTENANCE BOND PROGRAM --  
ASPHALT PAVEMENT, FYE 2023 LOCATIONS**

has entered into a written CONTRACT (K-2223-6) with THE CITY OF NORMAN, dated this 13th day of October, 20 22, for the erection and construction of this PROJECT, that CONTRACT being incorporated herein by reference as if fully set forth.

NOW, THEREFORE, if the PRINCIPAL, shall properly and promptly complete the work on this PROJECT in accordance with the CONTRACT, and shall well and truly pay all indebtedness incurred for labor and materials and repairs to and parts for equipment furnished in the making of the PROJECT, whether incurred by the PRINCIPAL, his subcontractors, or any material men, then this obligation shall be void. Otherwise this obligation shall remain in full force and effect. If debts are not paid within thirty (30) days after the same becomes due and payable, the person, firm, or corporation entitled thereto may sue and recover on this Bond, subject to the provisions of 61 O.S. S2, for the amount so due and unpaid.

It is further expressly agreed and understood by the parties hereto that no changes or alterations in said CONTRACT and no deviations from the plan or mode of procedure herein fixed shall have the effect of releasing the SURETIES, or any of them, from the obligation of this Bond.

It is further expressly agreed that the Principal's obligations under this Bond include payment of not less than the prevailing hourly rate of wages as established by the Commissioner of Labor of the State of Oklahoma and by the Secretary of the U.S. Department of Labor or as determined by a court on appeal.

IN WITNESS WHEREOF, the PRINCIPAL has caused these presents to be executed in its name and its corporate seal (where applicable) to be hereunto affixed by its duly authorized representative(s), on the 20 day of October, 20 22, and the SURETY has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its authorized representative on the 20th day of October, 2022.

(Corporate Seal) (where applicable)

ATTEST

Bob Crawley  
Corporate Secretary (where applicable)



Principal

Signed: [Signature]

Title: Tim Caudle President

Address: 2401 S. Broadway

Moore, OK 73160

Telephone: 405-793-1725

Statutory Bond No. B-2223-8

Page 1 of 3

(Corporate Seal) (where applicable)

Surety: The Ohio Casualty Insurance Company

Item 15.

ATTEST:

*W. [Signature]*

Signed: *Russell Hollingsworth*  
Authorized Representative

Printed: Russell Hollingsworth  
Authorized Representative

Title: Attorney-in-fact

Address: PO Box 1669 Enid, OK 73702

Telephone: 580-233-2000

**CORPORATE ACKNOWLEDGEMENT**

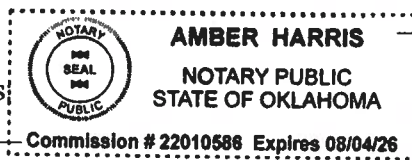
STATE OF Oklahoma )  
COUNTY OF Cleveland ) ss:

The foregoing instrument was acknowledge before me this 20 day of October, 2022, by Tim Caudle President (Name and Title), of Silver Star Const Co Inc a(n) corporation, on behalf of the corporation.

WITNESS my hand and seal this 20 day of October, 2022

My Commission Expires:

08/04/26



*Amber Harris*  
Notary Public

**INDIVIDUAL ACKNOWLEDGEMENT**

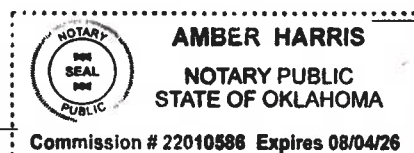
STATE OF Oklahoma )  
COUNTY OF Cleveland ) ss:

The foregoing instrument was acknowledge before me this 20 day of October, 2022 by Tim Caudle President (Name and Title) of Silver Star Construction Co Inc a(n) corporation.

WITNESS my hand and seal this 20 day of October, 2022

My Commission Expires:

08/04/26



*Amber Harris*  
Notary Public

Statutory Bond No. B-2223-8

Page 2 of 3

**PARTNERSHIP ACKNOWLEDGEMENT**

Item 15.

STATE OF \_\_\_\_\_ )  
 ) ss:  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledge before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by \_\_\_\_\_ (Name and Title) \_\_\_\_\_  
(partner/agent) on behalf of \_\_\_\_\_, a partnership.

WITNESS my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_\_

**CITY OF NORMAN**

Approved as to form and legality this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
City Attorney

Approved by the Council of the City of Norman this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

ATTEST:

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

\_\_\_\_\_  
Mayor

Statutory Bond No. B-2223-8  
Page 3 of 3





This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Item 15.

Liberty Mutual Insurance Company  
The Ohio Casualty Insurance Company  
West American Insurance Company

Certificate No: **8202300 - 986746**

## POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, John E Dillingham, Tara L Ramos of Enid, Oklahoma; Debra Cornelsen, Jason Blair, Russell Hollingsworth of Oklahoma City, Oklahoma

all of the city of \_\_\_\_\_ state of \_\_\_\_\_ each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 7th day of October, 2019.



Liberty Mutual Insurance Company  
The Ohio Casualty Insurance Company  
West American Insurance Company

By: David M. Carey  
David M. Carey, Assistant Secretary

State of PENNSYLVANIA ss  
County of MONTGOMERY

On this 7th day of October, 2019 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA  
Notarial Seal  
Teresa Pastella, Notary Public  
Upper Merion Twp., Montgomery County  
My Commission Expires March 28, 2021  
Member, Pennsylvania Association of Notaries

By: Teresa Pastella  
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

### ARTICLE IV - OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

### ARTICLE XIII - Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

**Certificate of Designation** - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

**Authorization** - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 20th day of October, 2019.



By: Renee C. Llewellyn  
Renee C. Llewellyn, Assistant Secretary

To confirm the validity of this Power of Attorney call 1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

**CITY OF NORMAN  
MAINTENANCE BOND**

Bond No. 87C23810

Item 15.

Know all men by these presents that Silver Star Constuction Company, Inc., as Principal, and The Ohio Casualty Insurance Company, a corporation organized under the laws of the State of Massachusetts, and authorized to transact business in the State of Oklahoma, as SURETY, are held and firmly bound unto THE CITY OF NORMAN, a Municipal Corporation of the State of Oklahoma, herein called CITY, in the sum of One Million Four Hundred Fifty-Five Thousand & 00/100 DOLLARS (\$), such sum being equal to the contract price and being in force for a period of one year from the date of the acceptance of the below described improvements by the City Council, and thereafter for the sum of 1,455,000.00 DOLLARS(\$), such sum being not less than fifteen percent (15%) of the total contract price of said improvements for a period of four (4) years thereafter, for the payment of which sum PRINCIPAL and SURETY bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally.

WHEREAS, the conditions of this obligation are such that the PRINCIPAL, being the lowest and best bidder on the following project:

**BID 2223-21 STREET MAINTENANCE BOND PROGRAM –  
ASPHALT PAVEMENT, FYE 2023 LOCATIONS**

has entered into a written CONTRACT (K-2223-6) with the CITY OF NORMAN, dated this 13th day of October, 2022 for the erection and construction of this PROJECT, that CONTRACT being incorporated herein by references as if fully set forth; and,

WHEREAS, under the ordinances of the CITY the PRINCIPAL is required to furnish to the CITY a maintenance bond covering said construction of this PROJECT, the bond to include the terms and provisions hereinafter set forth, as a condition precedent to final acceptance of the PROJECT.

NOW, THEREFORE, if the PRINCIPAL shall keep and maintain, subject to normal wear and tear, the construction, except for defects not occasioned by improper workmanship, materials, or failure to protect new work until it is accepted, and if the PRINCIPAL shall promptly repair, without notice from the CITY or expense to the CITY any and all defects arising from improper workmanship, materials, or failure to protect new work until it is accepted; all for a period of five (5) years from the date of the written final acceptance by the CITY, then this obligation shall be null and void. The amount of the Maintenance Bond shall be 100 % of the contract amount. Otherwise, this obligation shall remain in full force and effect at all times.

Provided further, however, that upon neglect, failure or refusal of the PRINCIPAL to maintain or make any needed repairs upon the construction on the PROJECT, as set out in the preceding paragraph, within ten (10) days after the mailing of notice to the PRINCIPAL by letter deposited in the United States Post Office at Norman, Oklahoma, addressed to the PRINCIPAL at the address set forth below, then the PRINCIPAL and SURETY shall jointly and severally be liable to the CITY for the cost and expense for making such repair, or otherwise maintaining the said construction.

It is further expressly agreed and understood by the parties hereto that no changes or alterations in said CONTRACT and no deviations from the plan or mode of procedure herein fixed shall have the effect of releasing the sureties, or any of them, from the obligations of this Bond.

Maintenance Bond No. MB-2223-4  
Page 1 of 3

IN WITNESS WHEREOF, the said PRINCIPAL has caused these presents to be executed in its name and its corporate seal (where applicable) to be hereunto affixed by its duly authorized representative(s), on the 20 day of October, 2022, and the SURETY has caused these presents to be executed in its name its corporate seal to be hereunto affixed by its authorized representative(s) on the 20 day of October, 2022.

(Corporate Seal) (where applicable)

ATTEST:

Bob Crawford

Corporate Secretary (where applicable)

Principal

Signed: [Signature]

Authorized Representative

Title: Tim Caudle President

Address: 2401 S. Broadway  
Moore, OK 73160

Telephone: 405-793-1725

(Corporate Seal) (where applicable)

ATTEST:

W. Hollingsworth

Surety: The Ohio Casualty Insurance Company

Signed: [Signature]

Authorized Representative

Printed: Russell Hollingsworth  
Authorized Representative

Title: Attorney-in-fact

Address: PO Box 1669 Enid, OK 73702

Telephone: 580-233-2000

### CORPORATE ACKNOWLEDGEMENT

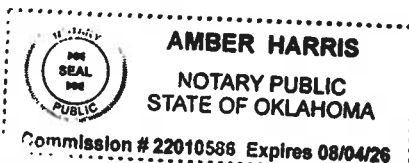
STATE OF Oklahoma )  
COUNTY OF Cleveland ) ss:

The foregoing instrument was acknowledge before me this 20 day of October, 2022  
by Tim Caudle President (Name and Title), of Silver Star Const Co, Inc  
a(n) corporation, on behalf of the corporation.

WITNESS my hand and seal this 20 day of October, 2022

My Commission Expires:

08/04/26



Amber Harris  
Notary Public

Maintenance Bond No. MB-2223-4

Page 2 of 3

**INDIVIDUAL ACKNOWLEDGEMENT**

Item 15.

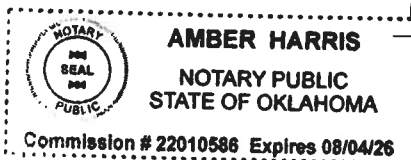
STATE OF Oklahoma )  
COUNTY OF Cleveland ) ss:

The foregoing instrument was acknowledge before me this 20 day of October, 2022, by  
Tim Caudle President (Name and Title) of Silver Star Construction Co. Inc  
a(n) corporation.

WITNESS my hand and seal this 20 day of October, 2022

My Commission Expires:

08/04/26



Amber Harris  
Notary Public

**PARTNERSHIP ACKNOWLEDGEMENT**

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) ss:

The foregoing instrument was acknowledge before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by  
\_\_\_\_\_  
(Name and Title) \_\_\_\_\_ (partner/agent)  
on behalf of \_\_\_\_\_, a partnership.

WITNESS my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_\_

**CITY OF NORMAN**

Approved as to form and legality this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
City Attorney

Approved by the Council of the City of Norman this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

ATTEST:

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

\_\_\_\_\_  
Mayor

Maintenance Bond No. MB-2223-4  
Page 3 of 3





This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Item 15.

Liberty Mutual Insurance Company  
The Ohio Casualty Insurance Company  
West American Insurance Company

Certificate No: **8202300 - 986746**

## POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, John E Dillingham, Tara L Ramos of Enid, Oklahoma; Debra Cornelsen, Jason Blair, Russell Hollingsworth of Oklahoma City, Oklahoma

all of the city of \_\_\_\_\_ state of \_\_\_\_\_ each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 7th day of October, 2019.



Liberty Mutual Insurance Company  
The Ohio Casualty Insurance Company  
West American Insurance Company

By: David M. Carey  
David M. Carey, Assistant Secretary

State of PENNSYLVANIA ss  
County of MONTGOMERY

On this 7th day of October, 2019 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA  
Notarial Seal  
Teresa Pastella, Notary Public  
Upper Merion Twp., Montgomery County  
My Commission Expires March 28, 2021  
Member, Pennsylvania Association of Notaries

By: Teresa Pastella  
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

### ARTICLE IV – OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

### ARTICLE XIII – Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

**Certificate of Designation** – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

**Authorization** – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 20th day of October, 2019.



By: Renee C. Llewellyn  
Renee C. Llewellyn, Assistant Secretary

To confirm the validity of this Power of Attorney call  
1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.

## Resolution

R-2223-4

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING AND APPOINTING SILVER STAR CONSTRUCTION COMPANY, INC., AS PROJECT AGENT FOR THE ASPHALT PAVEMENT PROJECT, FYE 2023 LOCATIONS, FOR THE CITY OF NORMAN.

- § 1. WHEREAS, the City of Norman, Oklahoma, does hereby acknowledge that the tax-exempt status of this political subdivision is a significant factor in determining the agreed contract price bid by Silver Star Construction Company, Inc., for the Asphalt Pavement Program, FYE 2023 Locations, for the City of Norman; and
- § 2. WHEREAS, the City of Norman, Oklahoma, in compliance with State law, desires to confer on Silver Star Construction Company, Inc., its special State and Federal sales tax exemptions and in order to achieve such end, finds it necessary to appoint as its direct purchasing agent, Silver Star Construction Company, Inc., to purchase materials which are in fact used for the Asphalt Pavement Program, FYE 2023 Locations, for the City of Norman; and
- § 3. WHEREAS, this limited agent status is conferred with the express understanding that Silver Star Construction Company, Inc., shall appoint employees and subcontractors as subagents who shall be authorized to make purchases on their behalf.

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

- § 4. That the City of Norman, Oklahoma, on the 25th day of October, 2022, did appoint Silver Star Construction Company, Inc., who is involved with the Asphalt Pavement Program, FYE 2023 Locations, an agent of the City of Norman, Oklahoma, solely for the purpose of purchasing, on a tax-exempt basis, materials and tangible personal property to be used exclusively for the Asphalt Pavement Program, FYE 2023 Locations, for the City of Norman.

PASSED AND ADOPTED THIS \_\_\_\_ day of \_\_\_\_\_, 2022.

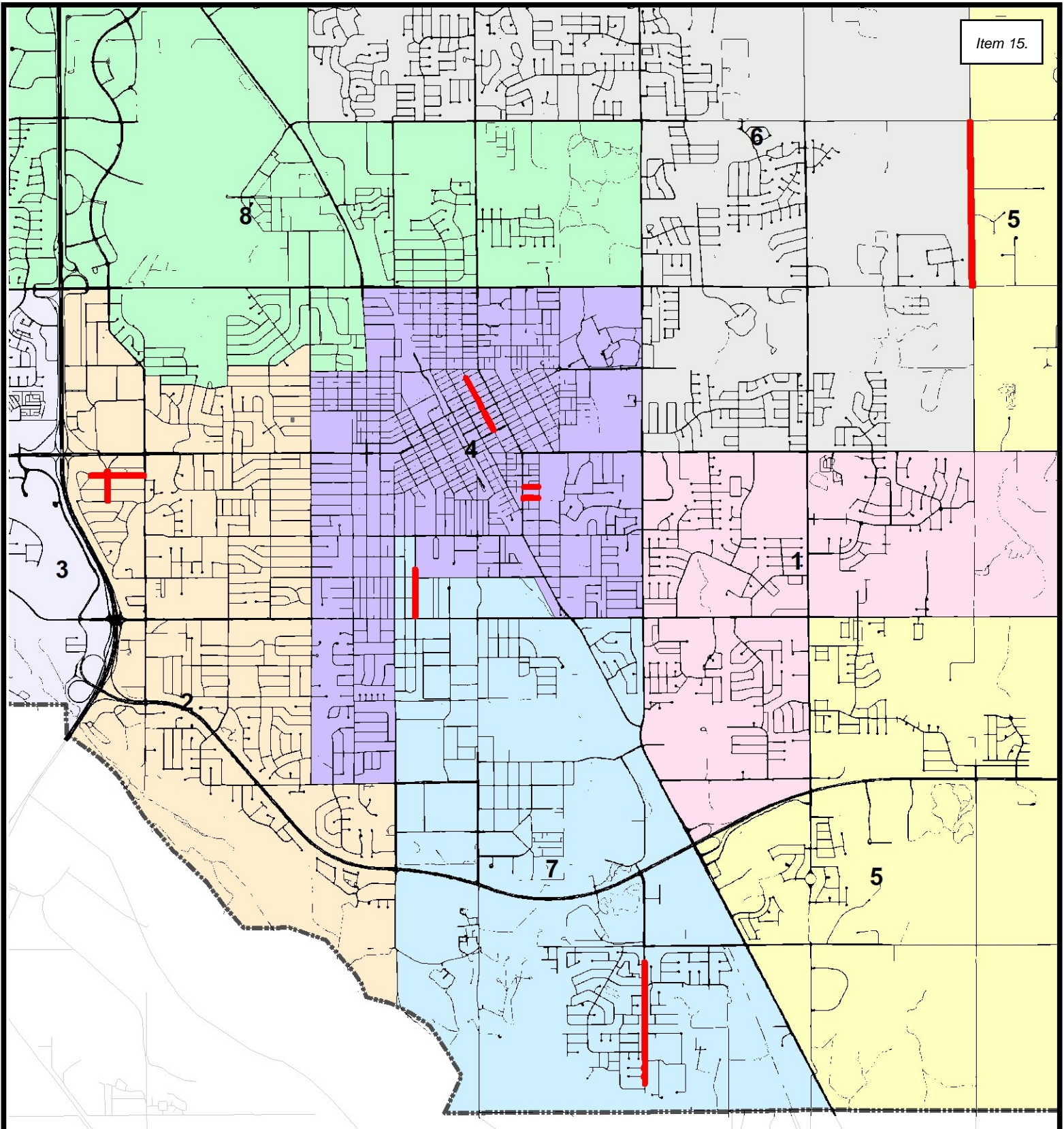
\_\_\_\_\_  
Mayor

ATTEST:

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







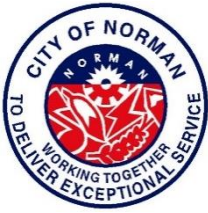
## FYE 2023 Asphalt Pavement

The City of Norman assumes no responsibility for errors or omissions in the information presented.



**File Attachments for Item:**

16. CONSIDERATION OF APPROVAL, AWARDING, ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF REQUEST FOR PROPOSAL RFP-2223-28 AND CONTRACT K-2223-64: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND SWIFTCO DEVELOPMENT, L.L.C., IN THE AMOUNT OF \$108,500, PERFORMANCE BOND B-2223-31; STATUTORY BOND B-2223-32, AND MAINTENANCE BOND MB-2223-31 FOR THE MOORE-LINDSAY HISTORIC HOUSE ROOF REPLACEMENT PROJECT, AND RESOLUTION R-2223-58 GRANTING TAX-EXEMPT STATUS.



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/25/2022

**REQUESTER:** James Briggs, Park Development Manager

**PRESENTER:** Jason Olsen, Director of Parks and Recreation

**ITEM TITLE:** CONSIDERATION OF APPROVAL, AWARDING, ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF REQUEST FOR PROPOSAL RFP-2223-28 AND CONTRACT K-2223-64: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND SWIFTCO DEVELOPMENT, L.L.C., IN THE AMOUNT OF \$108,500, PERFORMANCE BOND B-2223-31; STATUTORY BOND B-2223-32, AND MAINTENANCE BOND MB-2223-31 FOR THE MOORE-LINDSAY HISTORIC HOUSE ROOF REPLACEMENT PROJECT, AND RESOLUTION R-2223-58 GRANTING TAX-EXEMPT STATUS.

### **BACKGROUND:**

The City of Norman owns the Moore-Lindsay House located at 508 North Peters Avenue, and it has served as the home of the Cleveland County Historical Society since the 1980s. The Society operates the building as a House Museum, which hosts daily tours, workshops, educational programs, and exhibits throughout the year in exchange for the use of the building. They pay all utility costs, and the City of Norman provides all building maintenance. Over the years, the maintenance has included the replacement of the house's original sandstone foundation, installing modern heat and air systems, acquiring and renovating the "Carriage House" structure, and various re-painting, woodwork, and window replacement projects. Also, the main house was re-roofed approximately 20 years ago with cedar shakes. The Historical House roof has reached the end of its expected lifespan and has been affected by multiple large hailstorms in the past few years. The roof is leaking in several places, which tarps have covered. The Carriage House still has the asphalt shingle roof that was on it when the City purchased it in the early 2000s. The Parks and Recreation Department requested funds to make improvements to the house in the Fiscal Year 2020 budget, and the City of Norman Facility Maintenance Division has annual funding available to maintain and/or replace roofs on all city-owned structures.

### **DISCUSSION:**

On 23 and 30 September 2022, Request for Proposals (R.F.P.) Number 2223-28 for the Moore-Lindsay Historical Museum Roof Replacement Project was advertised in the Norman Transcript, Southwest Construction News, e-Plan, i-Square Foot, and Bid News; and the R.F.P. was advertised on the City's website. Due to the complex nature of the museum roof's structure,

Requests for proposals were distributed directly to three specialty roof contractors, two of whom responded with complete proposals.

Parks and Recreation staff reviewed the proposals, which included a base bid to do the work according to the R.F.P.'s provisions and specifications, including technical data from the Cedar Shake and Shingle Bureau roof manual. All bidders were also asked to include a per-square-foot price to replace any roof deck material with new Oriented Strand Board (O.S.B.) decking if it was found to be present once the old roof was removed. When the proposals were compared, it was determined that the bid from Swiftco Development, L.L.C. (Swiftco), presented the best option to get the longest-lasting roof that would meet the aesthetic and material goals of the project. The new roof will be an Ipe wood roof, which is used more often on wood shake, and shingle projects due to its noticeable difference in durability and longevity.

Staff recommends awarding Contract K-2122-64 to Swiftco Development, L.L.C., in the total amount of \$108,500 for the Moore-Lindsay Historical Museum Roof Replacement Project. The proposed funding will come from the Fiscal Year 2019-2020 (FYE 2020) Room Tax Project Account for Museum Repairs, and the Facility Maintenance Roof Projects Capital Account. Some funding is proposed to be left in the Museum Account to help pay for any interior repair and/or exterior wood trim replacement that will be needed once the roof is replaced.

#### **RECOMMENDATION NO. 1:**

It is recommended that R.F.P. 2223-28 be awarded to Swiftco Development, L.L.C., in the amount of \$108,500 for the Moore-Lindsay Historical Museum Roof Replacement Project. The funding of \$108,500 is available for this project in the Room Tax Fund, Historical Museum Repairs, Construction Account (23796627-46101; project RT0090: \$88,500) and the Capital Fund, Facility Maintenance Roofs, Construction Account (account 50595540-46101; project EF1002--\$20,000).

#### **RECOMMENDATION NO. 2:**

It is further recommended that City Council approve Contract K-2223-64, Performance Bond B-2223-31, Statutory Bond B-2223-32, and Maintenance Bond MB-2223-31

#### **RECOMMENDATION NO. 3:**

It is further recommended that The Swiftco Development, L.L.C., be authorized and appointed as project agent for the Moore-Lindsay Historical Museum Roof Replacement Project by Resolution R-2223-58 to avoid the payment of sales tax on materials purchases related to the project.

Contract # K-2223-64**CONTRACT**

THIS CONTRACT made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between Swiftco Development, LLC, as Party of the First Part, hereinafter designated as the CONTRACTOR, and the City of Norman, a municipal corporation, hereinafter designated as the City, Party of the Second Part.

**WITNESSETH**

WHEREAS, the City has caused to be prepared in accordance with law, specifications, and other bidding documents for the work hereinafter described and has approved and adopted all said bidding documents, and has caused Solicitation for Bids to be given and advertised as required by law, and has received sealed proposals for the furnishing of all labor and materials for the following project:

**MOORE-LINDSEY HISTORICAL MUSEUM ROOF REPLACEMENT**

as outlined and set out in the bidding documents and in accordance with the terms and provisions of said contract; and

WHEREAS, the Contractor in response to said Solicitation for Bids, has submitted to the City of Norman on the manner and at the time specified, a sealed proposal in accordance with the terms of this Contract; and

WHEREAS, the City, in the manner provided by law, has opened, examined, and canvassed the proposals submitted and has determined and declared the above-named Contractor to be the lowest and best bidder on the above-prepared project, and has duly awarded this contract to said Contractor, for the total sum named in the proposal, to wit: One Hundred Eight Thousand Five Hundred DOLLARS and No CENTS (\$ 108,500 );

NOW, THEREFORE, for and in consideration of the mutual agreements and covenants herein contained, the parties to this Contract have agreed, and hereby agree, as follows:

1. The Contractor shall, in a good and first-class, workmanlike manner at their own cost and expense, furnish all labor, materials, tools, and equipment required to perform and complete said work in strict accordance with this Contract and the following Contract Documents:

Specifications, Provisions and Bonds thereto, all of which documents are on file in the office of the City Clerk of the City of Norman, and are made a part of this Contract as fully as if the same were set out at length, with the following additions and or exceptions: (If none, so state.) NONE

2. The City shall make payments to the Contractor in the following manner: On or about the first day of each month, the project manager, or other appropriate person, will make accurate estimates of the value, based on contract prices, or work done, and materials incorporated in the work and of materials suitably stored at the site thereof during the preceding calendar month.

Contract # K-2223-64

The Contractor shall furnish to the project manager, or the appropriate person, such detailed information as he may request to aid him as a guide in the preparation of the monthly estimates.

Each monthly estimate for payment must contain or have attached an affidavit as required by Senate Bills 469 of the 1974 Legislature.

On completion of the work, but prior to the acceptance thereof by the City, it shall be the duty of the project manager, or other appropriate person, to determine that said work has been completely and fully performed in accordance with said Contract Documents; and upon making such determinations said official shall make his final certificate to the City.

The Contractor shall furnish proof that all claims and obligations incurred by them in connection with the performance of said work have been fully paid and settled; said information shall be in the form of an affidavit, which shall bear the approval of the surety on the contract bonds for payment of the final estimates to the Contractor; thereupon, the final estimate (including retainages) will be approved and paid.

3. It is further agreed that the Contractor will commence said work within 10 days following receipt of a NOTICE-TO-PROCEED, and prosecute the same vigorously and continuously, and complete the same in Forty Five (45) calendar days.

The Notice to Bidders published in the Norman Transcript September 23 and October 7, 2022, the instructions to bidders, the special and general provisions of specifications and the Contractor's bid or proposal, each of said instruments on file in the office of the City Clerk of the City of Norman, are hereby referred to and by reference thereto are made part of this contract as if fully written in detail herein or attached thereto.

To that end, no provision of this contract or of any such aforementioned document shall be interpreted or given legal effect to create an obligation on the part of the City to third persons, including, by way of illustration but not exclusion, sureties upon performance bonds, payment bonds or other bonds, assignees of the Contractor, subcontractors, and persons performing labor, furnishing material or in any other way contributing to or assisting in the performance of the obligation of the Contractor; nor shall any such provisions be interpreted or given legal effect to afford a defense against any obligation owed or assumed by such third person to the City or in any way to restrict the freedom of the City to exercise full discretion in its dealing with the Contractor.

4. The sworn statement below must be signed and notarized before this Contract will become effective.



Contract # K-2223-64

IN WITNESS WHEREOF, the said parties of the First and Second Part have hereunto set their hands and seals respectively the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

CORPORATE SEAL

Swift Development, LLC  
Company Name

ATTEST:

Andrew Santini  
Corporate Secretary

BY

[Signature]  
President or Managing Partner

STATE OF Oklahoma  
COUNTY OF Cleveland

Brent Swift, of lawful age, being first duly sworn, on oath says that (s)he is the agent authorized by Contractor to submit the above Contract to the City. Affiant further states that Contractor has not paid, given or donated or agreed to pay, give, or donate to any officer or employee of the City any money or other thing of value, either directly or indirectly, in the procuring of the contract.

[Signature]  
President

Subscribed and sworn to before me this 19th day of October, 2022

My Commission Expires: 06-16-2026  
Commission Number: #22008226



CITY OF NORMAN

Approved as to form and legality this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
City Attorney

Approved by the City Council this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

ATTEST:

\_\_\_\_\_  
Mayor

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

Bond #RCB0036355

Bond # B-2223-31**PERFORMANCE BOND**

KNOW ALL MEN BY THESE PRESENTS:

That we, Swiftco Development, LLC, as Principal, and RLI Insurance Company, a corporation organized under the laws of the State of Illinois, and authorized to transact business in the State of Oklahoma, as Surety, are held and firmly bound unto THE CITY OF NORMAN, a Municipal Corporation and city of the first class, of the State of Oklahoma, in the full and just sum of One Hundred Eight Thousand Five Hundred DOLLARS and No CENTS (\$ 108,500 ), for the payment of which, well and truly to be made, we, and each of us, bind ourselves, our heirs, executors and assigns, themselves, and its successors and assigns jointly and severally, firmly by these presents. Dated this 20th day of October, 2022.

The conditions of this obligation are such, that whereas, said Principal is the lowest and best bidder for the making of the following city work and improvements, viz.:

**MOORE-LINDSEY HISTORICAL MUSEUM ROOF REPLACEMENT**

and has entered into a certain written contract with THE CITY OF NORMAN dated October 19 2022, for the erection and construction of said work and improvement, which said contract is hereby made a part and parcel of this bond as if literally written herein.

NOW, THEREFORE, if said Principal shall, in all particulars, well, truly and faithfully perform and abide by said Contract and each and every covenant, condition and part thereof and shall fulfill all obligations resting upon said Principal by the terms of said contract and said specifications; and if said Principal shall promptly pay, or cause to be paid, all labor, materials and/or repairs and all bills for labor performed on said work, whether by subcontract or otherwise; and if said Principal shall protect and save harmless said City of Norman from all loss, damage and expense to life or property suffered or sustained by any person, firm, or corporation caused by said Principal or his or its agents, servants, or employees in the construction of said work, or by or in consequence of any negligence, carelessness or misconduct in guarding and protecting the same, or from any act or omission of said Principal or his or its agents servants, or employees, and if said Principal shall protect and save the City of Norman harmless from all suits and claims of infringement or alleged infringement or patent rights or processes, then this obligation shall be null and void, otherwise to be and remain in full force and effect.

It is further expressly agreed and understood by the parties thereto that no changes or alterations in said Contract and no deviations from the plan or mode of procedure herein fixed shall have the effect of releasing the sureties, or any of them, from the obligations of this Bond.

IN WITNESS WHEREOF, the said Principal has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its duly authorized officers, and the said surety has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its attorney-in-fact, duly authorized to do so, the day and year first above written.

Bond #RCB0036355

Bond #B-2223-31

ATTEST:

Andrea Santini  
Corporate Secretary

ATTEST: Megan Hutton  
Corporate Secretary (Surety)

Swift Development, LLC  
Company Name

BY Brent Swift  
Principal

RLI Insurance Company  
Surety Name

BY Kelli Gorham Surety Power of Attorney



STATE OF OKLAHOMA, COUNTY OF CLEVELAND, SS:

Before me, the undersigned, a Notary Public in and for said County and State, on this 19<sup>th</sup> day of October, 2022 personally appeared Brent Swift to me know to be the identical person who executes the foregoing, and acknowledge to me that he executed the same as his free and voluntary act and deed for the uses and purposes therein set forth.

WITNESS my hand and seal the day and year last above written.

My Commission Expires: 06-16-2026  
Commission Number: #22008226

Andrea Santini  
Notary Public  
ANDREA MICHELE SANTINI  
Notary Public, State of Oklahoma  
Commission # 22008226  
My Commission Expires 06-16-2026

Approved as to form and legality this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
City Attorney

Approved by the Council of the City of Norman, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

ATTEST:

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

Bond #RCB0036355

Bond # B-2223-32**STATUTORY BOND**

KNOW ALL MEN BY THESE PRESENTS:

That we, Swiftco Development, LLC, as Principal, and RLI Insurance Company, a corporation organized under the laws of the State of Illinois, and authorized to transact business in the State of Oklahoma, as Surety, are held and firmly bound unto THE CITY OF NORMAN, a Municipal Corporation and city of the first class, of the State of Oklahoma, in the penal sum of One Hundred Eight Thousand Five Hundred DOLLARS and No CENTS, (\$108,500), for the payment of which well and truly to be made, we, and each of us, bind ourselves, our heirs, executors and assigns, themselves, and its successors and assigns, jointly and severally, firmly by these presents.

Dated this 20th day of October, 2022.

The conditions of this obligation are such, that whereas, the above Bonded Principal Swiftco Development, LLC is the lowest and best bidder for the making of the following City work and improvement, viz.:

**MOORE-LINDSEY HISTORICAL MUSEUM ROOF REPLACEMENT**

and has entered into a certain written contract with THE CITY OF NORMAN, dated \_\_\_\_\_, 20\_\_\_\_\_, for the erection and construction of said work and improvement, in exact accordance with the bid of said Principal, and according to certain specifications heretofore made, adopted and placed on file in the office of the City Clerk of the City of Norman.

NOW, THEREFORE, if the said Swiftco Development, LLC Principal, shall well and truly pay all indebtedness incurred for labor and material and repairs to and parts for equipment furnished in the making of said public improvement incurred by said Principal or subcontractors, then this obligation shall be void. Otherwise, this obligation shall remain in full force and effect. If debts are not paid within thirty (30) days after same becomes due and payable, the person, firm, or corporation entitled thereto may sue and recover on this bond, the amount so due and unpaid.

It is further expressly agreed and understood by the parties hereto that no changes or alterations in said Contract and no deviations from the plan or mode of procedure herein fixed shall have the effect of releasing the sureties, or any of them, from the obligations of this Bond.

IN WITNESS WHEREOF, the said Principal has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its duly authorized officers, and the said Surety has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its attorney-in-fact, duly authorized to do so, the day and year first above written.

Bond #RCB0036355

Bond # B-2223-32

ATTEST:

Andrea Santini  
Corporate Secretary

Swift Development, LLC  
Company Name  
BY Brent Swift  
Principal

ATTEST:

Megan Hutton  
Corporate Secretary (Surety)

RLI Insurance Company  
Surety Name  
BY Kelli Gorham  
Kelli Gorham Surety Power of Attorney

STATE OF OKLAHOMA, COUNTY OF CLEVELAND, SS:

Before me, the undersigned, a Notary Public in and for said County and State on this 19<sup>th</sup> day of October, 2022 personally appeared Brent Swift to me known to be the identical person who executed the foregoing, and acknowledged to me that he executed the same as his free and voluntary act and deed for the uses and purposes therein set forth.

WITNESS my hand and seal the day and year last above written.

Andrea Santini  
Notary Public  
ANDREA MICHELE SANTINI  
Notary Public, State of Oklahoma  
Commission # 22008226  
My Commission Expires 06-16-2026

My Commission Expires: 06-16-2026  
Commission Number: #22008226

Approved as to form and legality this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
City Attorney

Approved by the Council of the City of Norman, this \_\_\_\_\_, day of \_\_\_\_\_ 20\_\_\_\_.

ATTEST:

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

Bond #RCB0036355

Bond # MB-2223-31**MAINTENANCE BOND**

WHEREAS, THE UNDERSIGNED Swiftco Development, LLC, hereinafter referred to as the Principal, has entered into a certain contract dated \_\_\_\_\_, 20\_\_\_\_, for the construction of:

**MOORE-LINDSEY HISTORICAL MUSEUM ROOF REPLACEMENT**

WHEREAS, under the ordinances of said City of Norman the said Principal is required to furnish to the City a maintenance bond covering said construction, said bond to include the terms and provisions hereinafter set forth, as a condition precedent to final acceptance of said construction.

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That the said Principal and RLI Insurance Company, as a corporation organized under the laws of the State of Illinois, and authorized to transact business in the State of Oklahoma, as surety, are jointly and severally, firmly held and bound unto said City in the penal sum of One Hundred Eight Thousand Five Hundred Dollars and No CENTS (\$ 108,500 ), in lawful money of the United States of America, same being 100% of the cost of the construction herein referred to for the payment of which, well and truly to be made, we hereby bind ourselves, our heirs, executors, administrators, successors and assigns, firmly by these presents.

The condition of this bond is such that if the said Principal shall keep and maintain, subject to normal wear and tear, the said construction, except for defects not occasioned by improper workmanship, materials, or failure to protect new work until it is accepted, for a period of one year from the date of the written final acceptance thereof by the City, and shall promptly repair, without notice from the City, any and all defects or failures occurring or arising from improper workmanship, materials, or failure to protect new work until it is accepted within a period of one year without notice from said City, and without expense to said City, thence this obligation shall be null and void and of no force and effect; otherwise to be and remain in full force and effect at all times.

Provided further, however, that upon neglect, failure or refusal of the Principal to make any needed repairs upon said construction, or to maintain any part of the same, as set out in the preceding paragraph, within ten (10) days after the mailing of notice to the Principal by letter deposited in the United States Post Office at Norman, Oklahoma, addressed to the Principal at the address set forth below, then the Principal and surety shall jointly and severally be liable to the City, for the cost and expense for making such repairs, or otherwise maintaining the said construction.

It is further expressly agreed and understood by the parties hereto that no changes or alterations in said Contract and no deviations from the plan or mode of procedure herein fixed shall have the effect of releasing the sureties, or any of them, from the obligations of this Bond.

Bond #RCB0036355

Bond #MB-2223-31

IN WITNESS WHEREOF, the said Principal has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its duly authorized officers, and the said Surety has caused these presents to be executed in its name its corporate seal to be hereunto affixed by its attorney-in-fact, duly authorized to do so, the day and year first above written.

Executed and delivered this 20th day of October, 2022.

ATTEST:

Corporate Secretary

Company Name

Mailing Address of Principal:

BY

Principal

PO Box 305

Norman, OK 73070

RLI Insurance Company

Surety Name

BY:

Kelli Gorham

Attorney-in-Fact

STATE OF OKLAHOMA, COUNTY OF CLEVELAND, SS:

Before me, the undersigned, a Notary Public in and for said County and State, this 19th day of October, 2022, personally appeared Brent Smith to me known to be the identical person who executed the foregoing, and acknowledge to me that he executed the same as his free and voluntary act and deed for the uses and purposes therein set forth.

WITNESS my hand and seal the day and year last above written.

Notary Public

My Commission Expires: 06-16-2026Commission Number: #22008226

Approved as to form and legality this \_\_\_ day of \_\_\_\_\_, 20\_\_.

City Attorney

Approved by the Council of the City of Norman, this \_\_\_ day of \_\_\_\_\_, 20\_\_.

Mayor

ATTEST:

City Clerk



# POWER OF ATTORNEY

## RLI Insurance Company Contractors Bonding and Insurance Company

9025 N. Lindbergh Dr. Peoria, IL 61615  
Phone: 800-645-2402

### Know All Men by These Presents:

That this Power of Attorney is not valid or in effect unless attached to the bond which it authorizes executed, but may be detached by the approving officer if desired.

That **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company**, each an Illinois corporation, (separately and together, the "Company") do hereby make, constitute and appoint:

Frank Smith, Richard Horton, Kelli Gorham, Allison Peer, Rachel Stephens, Sallie Denison, Tracy Karjala, Jim Belobraydic, jointly or severally

in the City of Oklahoma City, State of Oklahoma its true and lawful Agent(s) and Attorney(s) in Fact, with full power and authority hereby conferred, to sign, execute, acknowledge and deliver for and on its behalf as Surety, in general, any and all bonds and undertakings in an amount not to exceed Twenty Five Million Dollars (\$25,000,000.00) for any single obligation.

The acknowledgment and execution of such bond by the said Attorney in Fact shall be as binding upon the Company as if such bond had been executed and acknowledged by the regularly elected officers of the Company.

**RLI Insurance Company** and/or **Contractors Bonding and Insurance Company**, as applicable, have each further certified that the following is a true and exact copy of a Resolution adopted by the Board of Directors of each such corporation, and is now in force, to-wit:

"All bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or Agents who shall have authority to issue bonds, policies or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile."

IN WITNESS WHEREOF, the **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company**, as applicable, have caused these presents to be executed by its respective Vice President with its corporate seal affixed this 27th day of October, 2021.



**RLI Insurance Company**  
**Contractors Bonding and Insurance Company**

By: Barton W. Davis  
Barton W. Davis Vice President

State of Illinois }  
County of Peoria } SS

### CERTIFICATE

On this 27th day of October, 2021, before me, a Notary Public, personally appeared Barton W. Davis, who being by me duly sworn, acknowledged that he signed the above Power of Attorney as the aforesaid officer of the **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company** and acknowledged said instrument to be the voluntary act and deed of said corporation.

By: Catherine D. Glover  
Catherine D. Glover Notary Public



I, the undersigned officer of **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company**, do hereby certify that the attached Power of Attorney is in full force and effect and is irrevocable; and furthermore, that the Resolution of the Company as set forth in the Power of Attorney, is now in force. In testimony whereof, I have hereunto set my hand and the seal of the **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company** this 19th day of October, 2022.

**RLI Insurance Company**  
**Contractors Bonding and Insurance Company**

By: Jeffrey D. Fick  
Jeffrey D. Fick Corporate Secretary



# Resolution

R-2223-58

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING AND APPOINTING SWIFTCO DEVELOPMENT, L.L.C., AS PROJECT AGENT FOR THE MOORE-LINDSAY HISTORIC HOUSE ROOF REPLACEMENT PROJECT IN THE CITY OF NORMAN.

- § 1. WHEREAS, the City of Norman, Oklahoma, does hereby acknowledge that the tax-exempt status of this political subdivision is a significant factor in determining the agreed contract price bid by Swiftco Development, L.L.C., for the Moore-Lindsay Historic House Roof Project; and
- § 2. WHEREAS, the City of Norman, Oklahoma, in compliance with State law, desires to confer on Swiftco Development, L.L.C., its special State and Federal sales tax exemptions and in order to achieve such end, finds it necessary to appoint as its direct purchasing agent, Swiftco Development, L.L.C., to purchase materials which are in fact used for the Moore-Lindsay Historic House Roof Project; and
- § 3. WHEREAS, this limited agent status is conferred with the express understanding that Swiftco Development, L.L.C., shall appoint employees and subcontractors as subagents who shall be authorized to make purchases on their behalf.

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

- § 4. That the City of Norman, Oklahoma, on the 25th day of October, 2022, did appoint Swiftco Development, L.L.C., who is involved in the Moore-Lindsay Historic House Roof Project, an agent of the City of Norman, Oklahoma, solely for the purpose of purchasing, on a tax-exempt basis, materials and tangible personal property to be used exclusively for the Moore-Lindsay Historic House Roof Project.

PASSED AND ADOPTED THIS 25th day of October, 2022.

\_\_\_\_\_  
Mayor

ATTEST:

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



**BID PROPOSAL (RFP #2223-28)—Page 1 of 4**

DATE: October 14, 2022  
 PROJECT: MOORE-LINDESY

HISTORICAL MUSEUM  
ROOF REPLACE PROJECT

LOCATION: 508 North Peters Avenue; Norman, Oklahoma

Proposal of Swiftco Development LLC  
 (Hereinafter called "Bidder") a corporation/~~partnership~~/~~an individual~~ (strike out inapplicable terms)  
 doing business in the state of Oklahoma

To: The City of Norman, Oklahoma

Gentlemen:

The undersigned, as the Bidder, declares that before preparing his bid, he read carefully the instructions to bidders, the general conditions, and the general detailed plans and specifications, examined the form of the contract and the several bonds and the information blanks to be submitted, and that he is familiar with all the provisions of the same and with all the requirements of the complete contract to be entered into and bonds to be executed; that he has carefully examined the specifications for the proposed work on file with the City Controller and Director of Parks and Recreation, that he has visited the site of the work, has examined carefully all local conditions, has informed himself by his independent research and soundings of all the difficulties to be encountered, has judged for himself of the accessibility of the work, and the quantities and character of the materials to be encountered or excavated and all attending circumstances affecting the cost of doing the work and the time required for its completion and that this bid is made with full knowledge of the difficulties that may be encountered and the kinds, quantity and quality of the work, and materials required or to be encountered, and with full knowledge of all specifications and estimates and all provisions of the contract and bonds, gained by the independent research of the Bidder.

Said Bidder proposes and agrees that if his proposal is accepted, he will enter into a contract with the City of Norman, within ten (10) days after the acceptance of his bid, for the furnishing of all necessary tools, all work necessary to erect, construct and install the described products and/or structures and appurtenances complete in place in the manner and under conditions required by the contract and by the plans and specifications therefore, on file in the Office of the Director of Parks and Recreation, Norman, Oklahoma for the following amounts:

The Bidder agrees that this bid shall be good and may not be withdrawn for a period of thirty (30) calendar days after submission of bid.

Upon receipt of written notice of the acceptance of this bid, Bidder will execute a contract within five (5) days and deliver all bonds as required by the General Conditions.

**BID PROPOSAL (RFP #2223-28)—Page 2 of 4**

The Contractor hereby agrees to commence work within ten (10) days following issuance of a written NOTICE-TO-PROCEED from the Project Manager and to complete same within thirty (30) consecutive calendar days. (Please Note below if additional time will be required to complete work)

**SECTION 1: MOORE-LINDSEY HISTORICAL MUSEUM ROOF REPLACE PROJECT**

Item	Description	Unit	Qty	Unit \$	Total Cost
1.	Provide and install all labor and materials necessary to remove existing shake roof from the main house at Moore-Lindsey Historical Museum site in Norman, OK and replace With a new cedar shake roof according to the project specifications (attached) and as described in the general conditions and specific provisions, attached herein; including all required construction inspections, as needed.	Lump Sum	1		\$115,500.00
1.a.	Alternate price to do the work in Item 1 Using Ipe Wood instead of Cedar	Lump Sum	1		\$85,250.00
2.	Provide all labor and materials as necessary to remove the existing composite shingle roof from the Carriage House at the Moore-Lindsey Historical Museum site in Norman, OK and replace With a new cedar shake roof according to The project specifications (attached) and as described in the general conditions and specific provisions, attached herein; including all required construction inspections, as needed.	Lump Sum	1		\$31,500.00
2.a.	Alternate price to do the work in Item 1 Using Ipe Wood instead of Cedar	Lump Sum	1		\$23,250.00

**Total Base Proposal:**

\$147,000.00

**(30 Day completion? Y/N)** N**Total Base Proposal in words:**

\$One hundred forty-seven thousand dollars

**Total Alternate (Ipe Wood) Proposal:** \$108,500.00**(30 Day completion? Y/N)** Y**Total Alternate Base Proposal (Ipe Wood)****in words:**

\$One hundred eight thousand five hundred dollars.

**BID PROPOSAL (RFP #2223-28)—Page 3 of 4****Add-Alternate: MOORE-LINDSEY HISTORICAL MUSEUM ROOF REPLACE PROJECT**

<b>Item</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit \$</b>
1.	Provide material and all labor necessary to install solid sheathing to replace (as-needed) any existing roof deck found to be rotten, missing or otherwise damaged enough to make it un-usable on both the main house and the Carriage House at the Moore-Lindsey Historical Museum site in Norman, OK. New Sheathing shall match existing roof Deck material in type and thickness as described in the specific provisions.	Square Ft.	1	<u>\$2.75</u>



**BID PROPOSAL (RFP #2223-28)—Page 4 of 4**

If partnership, give name  
and address of each member.

SIGNED: \_\_\_\_\_

Contractor

BY: \_\_\_\_\_

Representative

ADDRESS: 109 E. Tonkawa Street Suite 100

Norman, Ok 73069

Incorporated under the laws of:

Oklahoma

State

STATE OF Oklahoma )

COUNTY OF Cleveland )

Brent Swift

\_\_\_\_\_ of lawful age, being first duly sworn, upon his oath deposes and says: That he executed the accompanying bid on behalf of the bidder therein named for the construction of the above improvement in the City of Norman, Oklahoma, and that he had lawful authority to do so and said bidder has not directly nor indirectly entered into any agreement, expressed or implied, with any bidder or bidders, having for its object the controlling of the price or amount of such bid or bids, the paying to anyone any money for promotion to any bidder or bidders or other persons of any part of the contract or any part of the subject matter the bid or bids of the profits thereof, and that he has not and will not divulge the sealed bid on such public improvements to any persons whatsoever, except those having partnership or other financial interest with him in said bid or bids, until after the said sealed bid or bids are opened.

SIGNED: \_\_\_\_\_

Subscribed and sworn to before me, a Notary Public, in and for the State of

Oklahoma

, County of Cleveland this 14th day of

October

, 20 22.

My Commission Expires: 06-16-2026

Commission Number: #22008226

ANDREA MICHELE SANTINI  
Notary Public, State of Oklahoma  
Commission # 22008226  
My Commission Expires 06-16-2026

**BID AFFIDAVITS**

The following affidavits are to accompany the bid:

A. **Non-Collusion Affidavit**

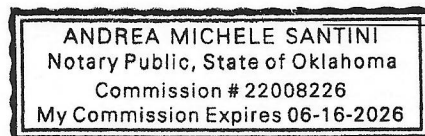
STATE OF Oklahoma )

COUNTY OF Cleveland )

Brent Swift, of lawful age, being first duly sworn on oath says that (s)he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any government official or employee as to quantity, quality, or price in the prospective contract, of any other terms of said prospective contract; or in any discussions between bidders and any government official concerning exchange of money or other thing of value for special consideration in the letting of a contract; that the bidder/contractor has not paid, given or donated or agreed to pay, give or donate to any officer or employee of the City of Norman (or other entity) any money or other thing of value, either directly or indirectly in the procuring of the award of a contract pursuant to this bid.

SIGNED: \_\_\_\_\_

Subscribed and sworn to before me this 14th day of October 20 22.



\_\_\_\_\_  
Notary Public

My Commission Expires:

6-16-2026

B. **Business Relationships Affidavit**STATE OF Oklahoma )COUNTY OF Cleveland )

Brent Swift, of lawful age, being first duly sworn, on oath says that (s)he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the nature of any partnership, joint venture, or other business relationship presently in effect or which existed within one (1) year prior to the date of this statement with the architect, engineer, or other party to the project is as follows:

Affiant further states that any such business relationship presently in effect or which existed within one (1) year prior to the date of this statement between any officer or director of the bidding company and any officer or director of the architectural or engineering firm or other party to the project is as follows:

N/A

Affiant further states that the names of all persons having any such business relationships and the positions they hold with their respective companies or firms are as follows:

N/A

(If none of the business relationships herein above mentioned exist, affiant should so state.)

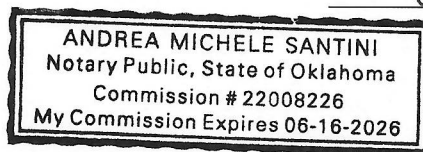
Subscribed and sworn to before me this 14<sup>th</sup> day of October 2022

Andrea Santini

Notary Public

My Commission Expires:

6-16-2026

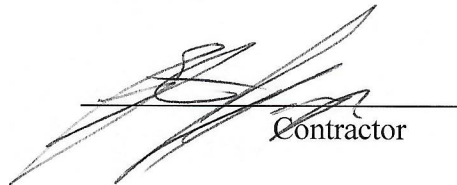


**CERTIFICATE OF NONDISCRIMINATION**


In connection with the performance of work under this contract, the contractor agrees as follows:

- A. The contractor agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, or ancestry. The Contractor shall take affirmative action to insure that employees are treated without regard to their race, creed, color, sex, national origin, or ancestry. Such actions shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruiting or recruitment, advertising, lay-off, or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship. The Contractor and Subcontractor shall agree to post in a conspicuous place, available to employees and applicants for employment notices to be provided by the City Clerk of the City of Norman setting forth provisions in this section.
- B. In the event of the Contractor's noncompliance with this nondiscrimination clause, the contract may be canceled or terminated by the City Council. The Contractor may be declared by the City Council ineligible for further contracts with the said agency until satisfactory proof of intent to comply shall be made by the Contractor.
- C. The Contractor agrees to include this nondiscrimination clause in any subcontracts connected with the performance of this agreement.

I have read the above stated clause and agree to abide by its requirements.

  
Contractor

ATTEST:

  
\_\_\_\_\_  
SECRETARY



**FALSE INFORMATION AFFIDAVIT**

STATE OF Oklahoma )  
 ) SS:  
 COUNTY OF Cleveland )

Brent Swift, of lawful age, being first duly sworn, on oath says that (s)he is the Agent authorized by the Firm/Company of Swiftco Development, LLC to submit the above Contract to the City of Norman, Oklahoma.

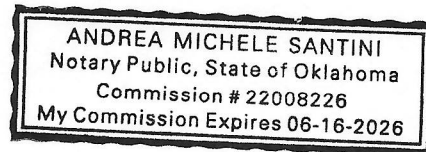
This affidavit further states that neither the bidding company nor any other company, owned or previously owned by anyone who is in an ownership or managerial capacity with the bidding company has ever knowingly submitted false information to the City.

[Signature]  
 Contractor

Subscribed and sworn to before me this 14<sup>th</sup> day of October, 2022.

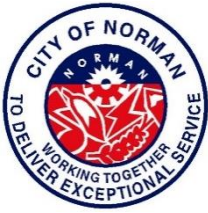
[Signature]  
 Notary Public

My Commission Expires: 06-16-2026  
 Commission Number: #22008226



**File Attachments for Item:**

17. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-43: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$571,703 FROM THE PUBLIC SAFETY SALES TAX FUND BALANCE; \$3,766,466 FROM THE ROOM TAX FUND BALANCE; \$518 FROM THE SEIZURE AND RESTITUTION FUND BALANCE; \$2,551,784 FROM THE PUBLIC TRANSPORTATION FUND BALANCE; \$301,648 FROM THE WESTWOOD FUND BALANCE; \$109,484 FROM THE SANITATION FUND BALANCE; \$2,088,927 FROM THE RISK MANAGEMENT FUND BALANCE; \$370,688 FROM THE UNIVERSITY NORTH PARK TAX INCREMENT FINANCE FUND BALANCE; AND \$100,040 FROM THE DEBT SERVICE FUND BALANCE TO CLOSE OUT YEAR END ACCOUNTING ENTRIES FOR FYE 2022.



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/25/2022

**REQUESTER:** Kimberly Coffman, Budget Manager

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

**ITEM TITLE:** CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-43: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$571,703 FROM THE PUBLIC SAFETY SALES TAX FUND BALANCE; \$3,766,466 FROM THE ROOM TAX FUND BALANCE; \$518 FROM THE SEIZURE AND RESTITUTION FUND BALANCE; \$2,551,784 FROM THE PUBLIC TRANSPORTATION FUND BALANCE; \$301,648 FROM THE WESTWOOD FUND BALANCE; \$109,484 FROM THE SANITATION FUND BALANCE; \$2,088,927 FROM THE RISK MANAGEMENT FUND BALANCE; \$370,688 FROM THE UNIVERSITY NORTH PARK TAX INCREMENT FINANCE FUND BALANCE; AND \$100,040 FROM THE DEBT SERVICE FUND BALANCE TO CLOSE OUT YEAR END ACCOUNTING ENTRIES FOR FYE 2022.

### **BACKGROUND:**

At the end of each fiscal year (June 30), the Finance Department posts all year-end accounting entries. In order to help with this process, some division's categories of expenses require a transfer to cover negative balances in line-item accounts. Oklahoma statutes require that each fund be balanced at the "object" category of expenditures, which include: salaries and benefits; materials and supplies; services and maintenance; and capital equipment ("capital outlay"). City of Norman policy requires the City Manager's approval for transfers within a City fund, or of funds between departments; from salary and benefit category accounts; and transfers from operating accounts to capital equipment accounts. The City Manager has already approved needed year-end transfers under his authority on recommendation from Finance Department staff (see attached memorandum). In some cases, however, some expenses cannot be covered from available allocations within the same fund and require an appropriation of fund balance. Oklahoma Statutes require that all appropriations of fund balance be approved by the City Council (governing body).

### **DISCUSSION:**

At fiscal year-end (FYE) 2022, nine funds lacked the needed funds within existing appropriations to cover expenses made during the year, for varying reasons. These include the Public Safety

Sales Tax Fund; the Room Tax Fund; the Seizures & Restitution Fund; the Public Transportation Fund; the Westwood Fund; the Sanitation Fund; the Risk Management Fund; the University North Park Tax Increment Finance District Fund; and the Debt Service Fund. Adequate fund balance exists in these funds to cover the recommended appropriations.

In the Public Safety Sales Tax Fund, an additional \$571,703 needs to be appropriated to cover higher than anticipated salary and overtime expenditures.

In the Room Tax Fund, an additional \$3,766,466 needs to be appropriated from bond proceeds to cover a transfer of these revenues to the Norman Forward Fund, due to debt that was issued and secured by Room Tax revenue, to help fund the Young Family Athletic Center.

In the Seizures & Restitution Fund, an additional \$518 needs to be appropriated to cover bank service fees.

In the Public Transportation Fund, an additional \$2,551,784 needs to be appropriated to cover reimbursement transfers to the General Fund.

In the Westwood Fund, an additional \$301,648 needs to be appropriated to cover higher than anticipated utility and salary expenditures.

In the Sanitation Fund, an additional \$109,484 needs to be appropriated to cover higher than anticipated overtime costs.

In the Risk Management Fund, an additional \$2,088,927 needs to be appropriated to cover higher than anticipated health claim payments.

In the University North Park Tax Increment Finance District Fund, an additional \$370,688 needs to be appropriated to cover transfers to the Norman Forward Fund for the Young Family Athletic Center.

In the Debt Service Fund, an additional \$100,040 needs to be appropriated to cover higher than anticipated interest expenditures.

### **RECOMMENDATION:**

Staff recommends the following appropriations and transfers be approved:

**\$571,703 from Public Safety Sales Tax Fund Balance** (account number 15-29000) to Salaries- Full Time - (account number 15661322-42001).

**\$3,766,466 from Room Tax Fund Balance** (account number 23-29000) to Interfund Transfer – Norman Forward (account number 23930194-48051).

**\$518 from Seizures & Restitution Fund Balance** (account number 25-29000) to Miscellaneous Services – Bank Service Fees (account number 25660138-44750).

**\$2,551,784 from Public Transportation Fund Balance** (account number 27-29000) to

Interfund Transfer – To General Fund (account number 27930194-48010).

**\$301,648 from Westwood Fund Balance** (account number 29-29000) to Utility Services - Water (account number 29970231-44341).

**\$109,484 from Sanitation Fund Balance** (account number 33-29000) to Other Salary - Overtime (account number 33955161-42110).

**\$2,088,927 from Risk Management Fund Balance** (account number 43-29000) to Self-Insurance – Health Claim Payments (account number 43330105-44420).

**\$370,688 from University North Park Tax Increment Finance District Fund Balance** (account number 57-29000) to Interfund Transfer – Norman Forward Fund (account number 57930194-48051).

**\$100,040 from Debt Service Fund Balance** (account number 60-29000) to Debt Service – Interest – GO Bonds (account number 60930149-47101).

# Resolution

R-2223-43

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, THE NORMAN MUNICIPAL AUTHORITY, AND THE NORMAN TAX INCREMENT FINANCE AUTHORITY APPROPRIATING \$571,703 FROM THE PUBLIC SAFETY SALES TAX FUND BALANCE; \$3,766,466 FROM THE ROOM TAX FUND BALANCE; \$518 FROM THE SEIZURE AND RESTITUTION FUND BALANCE; \$2,551,784 FROM THE WESTWOOD FUND BALANCE; \$109,484 FROM THE SANITATION FUND BALANCE; \$2,088,927 FROM THE RISK MANAGEMENT FUND BALANCE; \$370,688 FROM THE UNIVERSITY NORTH PARK TAX INCREMENT FINANCE FUND BALANCE; AND \$100,040 FROM THE DEBT SERVICE FUND BALANCE TO CLOSE OUT YEAR END ACCOUNTING ENTRIES FOR FYE 2022.

- § 1. WHEREAS, at the end of FYE 2022 fiscal year several accounts exceeded their budgetary balances and by law the City cannot overdraw expenditure accounts beyond budgetary balances; and
- § 2. WHEREAS, \$571,703 needs to be appropriated from the Public Safety Sales Tax Fund to cover higher than anticipated salary and overtime expenditures; and
- § 3. WHEREAS, \$3,766,466 needs to be appropriated from bond proceeds to cover a transfer of these revenues to the NORMAN FORWARD Fund due to debt that was issued and secured by Room Tax revenue to help fund the Young Family Athletic Center; and
- § 4. WHEREAS, \$518 needs to be appropriated from the Seizures and Restitution Fund to cover bank service fees; and
- § 5. WHEREAS, \$2,551,784 needs to be appropriated from the Public Transportation Fund to cover reimbursement transfers to the General Fund; and
- § 6. WHEREAS, \$301,648 needs to be appropriated from the Westwood Fund to cover higher than anticipated utility and salary expenditures; and
- § 7. WHEREAS, \$109,484 needs to be appropriated from the Sanitation Fund to cover higher than anticipated overtime costs; and



- § 8. WHEREAS, \$2,088,927 needs to be appropriated from the Risk Management Fund to cover higher than anticipated health claim payments; and
- § 9. WHEREAS, \$370,688 needs to be appropriated from the University North Park Tax Increment Finance District Fund to cover transfers to the NORMAN FORWARD Fund for the Young Family Athletic Center; and
- § 10. WHEREAS, \$100,040 needs to be appropriated from the Debt Service Fund to cover higher than anticipated interest expenditures.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, THE NORMAN MUNICIPAL AUTHORITY, AND THE NORMAN TAX INCREMENT FINANCE AUTHORITY:

- § 11. That the following appropriation be made for reasons as stated above:

Account Name	Losing Account	Gaining Account	Amount
Salaries – Full Time	15-29000	15661322-42001	\$ 571,703
Interfund Transfer-Norman Forward	23-29000	23930194-48051	\$3,766,466
Misc Services – Bank Service Fees	25-29000	25660138-44750	\$ 518
Interfund Transfer – To General Fund	27-29000	27930194-48010	\$2,551,784
Utility Services – Water	29-29000	29970231-44341	\$ 301,648
Other Salary – Overtime	33-29000	33955161-42110	\$ 109,484
Self-Insurance – Health Claim Payments	43-29000	43330105-44420	\$2,088,927
Interfund Transfer-Norman Forward Fund	57-29000	57930194-48051	\$ 370,688
Debt Service – Interest – GO Bonds	60-29000	60930149-47101	\$ 100,040

PASSED AND ADOPTED this 25th day of October, 2022.

\_\_\_\_\_  
Mayor/Chairman

ATTEST:

\_\_\_\_\_  
City Clerk/Secretary



**DATE:** September 30, 2022

**TO:** Darrel Pyle, City Manager

**FROM:** Kim Coffman, Budget Manager *KC*

**THROUGH:** Anthony Francisco, Director of Finance *A Francisco*

**SUBJECT:** Clean-up of FYE 2022 – All Expenditure Accounts

**BACKGROUND & DISCUSSION:**

Accounting is in the process of posting year-end closing entries. In order to help with the process some divisions require a transfer to cover their negative balances. Most of these transfers can be made from savings in other line items within the individual department. Legally we must have each division balanced at the object category of expenditures which includes: total salaries and benefits, total materials and supplies, total services and maintenance, and total capital equipment. Finance policy requires the City Manager's approval for items requiring a transfer of funds from one department to another, transfers involving any Salaries and Benefit general ledger line items, and transfers from operating accounts to capital equipment accounts.

**RECOMMENDATION:**

We recommend the attached list of transfer requests be approved in order to clean up all FYE 2022 expenditure accounts and to comply with the Municipal Budget Act.

As always, we stand ready to respond to any questions you have regarding this matter.

*[Signature]*  
**APPROVED**

\_\_\_\_\_  
**DENIED**

Reviewed by: Clint Mercer, Chief Accountant *[Signature]*

office memorandum



FUND	ORG	OBJ	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET	Entry
<b>GENERAL FUND</b>							
10	10110005	42001	Salaries-Full-Time	138,005	0.00	138,005	\$ (196,000)
10	10110006	42997	City Share-Payroll Accrual	0	2,850.82	-2,851	\$ 4,491
10	10110006	44009	Prof Svs-Consultant-Other	65,000	7,950.00	57,050	\$ (126,000)
10	10110101	44097	Prof Svs-1% Reserve	835,527	0.00	835,527	\$ (1,000,000)
10	10110101	44802	Internal Serv Fleet Auto Repai	3,500	8,972.60	-5,473	\$ 6,483
10	10110110	44199	Business Services-Other Busine	1,333,979	20,702.24	1,313,277	\$ (1,300,000)
10	10110110	44821	Internal Service Charges-Print	22,305	37,765.00	-15,460	\$ 19,105
10	10110111	42001	Salaries-Full-Time	183,700	190,443.26	-6,743	\$ 14,101
10	10110111	44303	Utility Services-Telephone - S	1,500	8,745.35	-7,245	\$ 963
10	10110111	44811	Internal Serv Build Overhead	313	342.17	-29	\$ 29
10	10110113	44811	Internal Serv Build Overhead	157	171.06	-14	\$ 14
10	10120280	44812	Internal Serv Build Custodial	92,986	101,274.63	-8,289	\$ 1,196
10	10120420	42210	Other Benefits-Medical Insuran	62,918	69,400.50	-6,483	\$ 13,809
10	10120420	44812	Internal Serv Build Custodial	6,128	9,260.87	-3,133	\$ 3,630
10	10122220	42001	Salaries-Full-Time	718,071	750,925.57	-32,855	\$ 19,354
10	10122220	44813	Internal Serv Building Repair	13,956	15,843.21	-1,887	\$ 1,455
10	10330122	44821	Internal Service Charges-Print	40,187	44,587.80	-4,401	\$ 5,286
10	10330123	42110	Other Salary-Overtime-Regular	2,234	14,026.26	-11,792	\$ 14,305
10	10330123	43002	Gen Sup-Copy Service	26,835	30,456.41	-3,622	\$ 3,738
10	10330125	42041	Salaries-Termination Payout	0	16,145.79	-16,146	\$ 39,038
10	10330125	44822	Internal Service Charges-Mail	2,150	2,235.12	-85	\$ 143
10	10330130	42001	Salaries-Full-Time	136,319	138,563.09	-2,244	\$ 3,200
10	10330130	43016	Gen Sup-Reception & Meeting	275	705.13	-430	\$ 273
10	10330130	44130	Business Services-Printing - G	2,300	2,943.94	-644	\$ 181
10	10330242	44343	Utility Services-Trash	0	15,703.89	-15,704	\$ 25,413
10	10330301	42001	Salaries-Full-Time	186,269	193,461.45	-7,192	\$ 9,433
10	10330301	44813	Internal Serv Building Repair	72,108	81,856.53	-9,749	\$ 8,500
10	10330320	42001	Salaries-Full-Time	407,988	449,208.54	-41,221	\$ 62,354
10	10330320	44012	Prof Svs-Auditing & Accounting	141,600	151,905.00	-10,305	\$ 14,726
10	10330320	44821	Internal Service Charges-Print	9,114	9,860.32	-746	\$ 919
10	10131232	42001	Salaries-Full-Time	60,621	62,656.58	-2,036	\$ 2,581
10	10131530	42041	Salaries-Termination Payout	0	89,170.95	-89,171	\$ 129,166
10	10440140	42003	Salaries-Temporary	24,000	31,181.25	-7,181	\$ 4,347
10	10440140	43801	Internal Serv Mat Fleet Fuel	245	7,964.00	-7,719	\$ 9,672
10	10440140	44813	Internal Serv Building Repair	60,478	68,653.88	-8,176	\$ 11,000
10	10440150	42001	Salaries-Full-Time	272,948	279,213.92	-6,266	\$ 7,671
10	10440150	44812	Internal Serv Build Custodial	7,600	8,277.89	-678	\$ 621
10	10440151	43801	Internal Serv Mat Fleet Fuel	10,610	16,590.72	-5,981	\$ 2,345
10	10440151	44622	Employ Trav Prof LicenseCert	885	3,706.00	-2,821	\$ 129
10	10440152	44821	Internal Service Charges-Print	1,748	2,444.40	-696	\$ 901
10	10440153	42001	Salaries-Full-Time	104,385	147,457.45	-43,072	\$ 76,671
10	10440153	44811	Internal Serv Build Overhead	313	342.17	-29	\$ 29
10	10550170	43801	Internal Serv Mat Fleet Fuel	225	576.66	-352	\$ 99
10	10550170	44320	Utility Services-Natural Gas	4,445	8,218.97	-3,774	\$ 460
10	10550175	42001	Salaries-Full-Time	58,148	69,624.50	-11,477	\$ 14,686
10	10550175	43126	Oth Sup-Mat-Outside Fuel - CNG	197,806	210,331.67	-12,526	\$ 12,232
10	10550201	42001	Salaries-Full-Time	223,539	227,889.80	-4,351	\$ 5,810
10	10550201	44601	Employ Trav Prof Memberships	560	556.42	-3,471	\$ 1,320
10	10550201	44813	Internal Serv Building Repair	30,239	34,326.93	-4,088	\$ 7,202
10	10550223	42001	Salaries-Full-Time	1,117,705	1,212,640.03	-94,935	\$ 145,514
10	10550223	43227	Maint Sup-Street Light Supplie	0	3,107.33	-6,343	\$ 2,351
10	10660115	42001	Salaries-Full-Time	1,309,016	1,330,023.09	-21,007	\$ 15,765
10	10660139	42001	Salaries-Full-Time	0	1,237,703.12	-1,237,703	\$ 144,702
10	10660139	43219	Maint Sup-Computer	7,850	6,504.25	-4,254	\$ 242
10	10660139	44801	Internal Serv Fleet Overhead	1,018	1,209.60	-192	\$ 37
10	10660230	42110	Oth Sal-Overtime-Regular	26,125	90,672.54	-64,548	\$ 21,814
10	10660230	43801	Internal Serv Mat Fleet Fuel	20,294	24,972.21	-4,678	\$ 7,172
10	10660270	43114	Oth Sup-Mat-Animal Food	20,431	35,847.43	-17,209	\$ 2,482
10	10660270	44802	Internal Serv Fleet Auto Repai	9,577	12,719.82	-3,143	\$ 2,657
10	10660310	43802	Internal Serv Fleet Parts	1,000	2,628.30	-1,628	\$ 396
10	10660310	44307	Utility Services-Computer Netw	0	5,795.76	-5,796	\$ 8,583
10	10660310	44813	Internal Serv Building Repair	78,156	105,835.67	-27,680	\$ 25,047
10	10660321	42110	Oth Sal-Overtime-Regular	30,938	122,704.31	-91,766	\$ 143,011
10	10660322	42111	Oth Sal Overtime-Holiday	0	456,849.19	-456,849	\$ 552,863
10	10660322	43801	Internal Serv Mat Fleet Fuel	156,857	192,485.72	-35,629	\$ 33,399
10	10664141	42041	Salaries-Termination Payout	0	62,411.41	-62,411	\$ 41,944
10	10664142	43121	Oth Sup-Mat-Smoke Detectors	0	1,610.70	-1,611	\$ 1,359
10	10664143	42001	Salaries-Full-Time	8,354,370	8,870,437.12	-516,067	\$ 637,877
10	10664144	42003	Salaries-Temporary	0	2,401.75	-2,402	\$ 4,653
10	10664144	43113	Oth Sup-Mat-Batteries	5,000	6,401.40	-1,401	\$ 398
10	10664240	44621	Employee Travel-Tuition & Educ	18,000	25,121.28	-7,121	\$ 11,615
10	10770126	42110	Other Salary-Overtime-Regular	0	7,507.48	-7,507	\$ 16,368
10	10770131	42997	City Share-Payroll Accrual	0	6,510.10	-6,510	\$ 5,321
10	10770131	44801	Int Svs-Fleet Overhead	509	604.81	-96	\$ 4
10	10770132	42997	City Share-Payroll Accrual	0	21,624.33	-21,624	\$ 10,219
10	10770182	44320	Utility Services-Natural Gas	1,667	7,008.81	-5,342	\$ 1,132
10	10770182	44813	Internal Serv Building Repair	0	91.34	-91	\$ 91
10	10770183	44813	Internal Serv Building Repair	6,427	6,613.51	-187	\$ 187
10	10770281	44320	Utility Services-Natural Gas	1,578	1,927.90	-350	\$ 648
10	10770284	43016	Gen Sup-Reception & Meeting	467	804.86	-338	\$ 72
10	10770370	44341	Utility Services-Water	119,664	151,999.15	-32,335	\$ 84,074
10	10770370	44812	Internal Serv Build Custodial	4,464	7,450.08	-2,986	\$ 3,912
10	10770410	42997	City Share-Payroll Accrual	0	6,010.90	-6,011	\$ (53,438)
10	10770410	43801	Internal Serv Mat Fleet Fuel	48,154	69,202.98	-21,049	\$ 13,154
10	10770410	44320	Utility Svs-Natural Gas	0	30,464.12	-30,464	\$ 17,518

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10	10770410	44801	Internal Serv Fleet Overhead	42,736	50,803.62	-8,068	\$	11,700
10	10770421	42110	Other Salary-Overtime-Regular	5,995	32,013.14	-26,018	\$	71,025
10	10770421	44799	Miscellaneous Serv Other	38,430	65,059.00	-26,629	\$	19,869
10	10770421	44813	Internal Serv Building Repair	30,252	36,262.27	-6,010	\$	353
10	10770425	42002	Salaries-Part-Time	74,207	84,606.39	-10,399	\$	33,425
10	10770430	42041	Salaries-Termination Payout	0	17,548.45	-17,548	\$	22,221
10	10770430	44320	Utility Svs-Natural Gas	4,382	6,756.17	-2,374	\$	1,183
10			Total 10 General Fund	99,175,495	90,915,859.37	4,372,238	\$	47,948

Item 17.

#### PUBLIC SAFETY SALES TAX FUND

15	15930149	47202	Debt Service-Charges - Revenue	2,500	1,833.36	667	\$	(667)
15	15550172	42001	Salaries-Full-Time	93,231	51,719.89	41,511	\$	(80,741)
15	15550172	43018	Gen Sup-Software	1,190	59.99	1,130	\$	(1,085)
15	15550172	44201	Maint & Rep Svs-Auto Rep Outsi	10,000	3,563.43	6,437	\$	(19,978)
15	15550172	44803	Int Svs Charges-Sublet	100	0.00	100	\$	(100)
15	15550172	45199	Plant & Op Eq-Other	42,500	32,756.77	9,490	\$	(21,756)
15	15661321	42001	Salaries-Full-Time	444,430	424,251.81	20,178	\$	(15,467)
15	15661321	43801	Internal Svs Mat Fleet Fuel	2,651	3,693.54	-1,043	\$	637
15	15661321	44802	Int Svs-Fleet Auto Repair	3,322	2,268.63	1,053	\$	(1,503)
15	15661139	42001	Salaries-Full-Time	91,239	81,008.90	10,230	\$	(14,804)
15	15661139	44604	Employ Trav Wkshop & Seminar	1,684	1,615.82	68	\$	(68)
15	15661313	42110	Oth Sal-Overtime-Regular	0	155,798.42	-155,798	\$	188,204
15	15661322	42001	Salaries-Full-Time	2,344,703	2,461,932.07	-117,229	\$	372,574
15	15661322	43801	Internal Svs Mat Fleet Fuel	74,450	93,449.52	-19,000	\$	14,751
15	15661322	44226	Maint & Rep ContractData Proc	40,993	34,353.28	6,640	\$	(750)
15	15661322	44802	Int Svs-Fleet Auto Repair	52,976	42,857.47	10,119	\$	(17,808)
15	15661322	45002	Service Equip-Police Cars	124,630	1,749.80	6,003	\$	(6,003)
15	15665143	42001	Salaries-Full-Time	2,192,233	2,335,822.77	-143,590	\$	183,299
15	15665143	43802	Internal Svs Fleet Parts	35,000	77,781.56	-42,782	\$	33,934
15	15665143	44226	Maint & Rep ContractData Proc	24,832	9,345.05	15,487	\$	(42,976)
15	15665143	44803	Int Svs-Charges-Sublet	15,000	17,209.32	-2,209	\$	2,510
15	15665143	45302	Telecom Equip Personal Compute	12,000	9,959.87	428	\$	(500)
15			Total 15 Public Safety Sales Tax Fu	21,116,884	14,219,363.61	4,533,542	\$	(26,596.52)

Fund Balance Appr

#### CDBG FUND

21	21240010	42001	Salaries-Full-Time	0	5,000.00	-5,000	\$	5,000
21	21240010	44712	Miscellaneous Services-Rental	213,726	0.00	213,726	\$	(5,000)
21	21240017	42001	Salaries-Full-Time	133,000	135,490.81	-2,491	\$	2,195
21	21240017	44710	Misc Svs-Owner Rehab Loans	256,617	86,663.20	169,954	\$	(2,195)
21			Total 21 Community Development Fund	5,886,033	1,999,058.54	3,755,298	\$	-

#### SPECIAL REVENUE FUND

22	22790097	46201	Capital Projects-Design	-626	0.00	-626	\$	-626
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s/b TR0082 in 50596688-46201 - Design

#### ROOM TAX FUND

23	23930149	47002	Debt Service-Principal-Revenue	0	149,000.00	-149,000	\$	264,290
23	23930194	48051	Interfund Transfer-Norman Forw	0	3,801,683.00	-3,801,683	\$	3,592,239
23	23330243	44774	Miscellaneous Services-Visito	740,074	631,200.00	108,874	\$	(108,874)
23	23330340	44901	Cost Alloc Management	52,500	71,311.00	-18,811	\$	18,811
23			Total 23 Room Tax Fund	1,675,888	5,172,958.33	-3,516,402	\$	3,766,466

Fund Balance Appr

#### SEIZURE FUND

25	25660138	44750	Miscellaneous Services-Bank Se	0	569.66	-570	\$	570
25	25660235	43610	Minor Equip & Tools-Minor Tool	52	0.00	52	\$	(52)
25			Total 25 Seizures and Restitutions	27,352	27,869.66	-518	\$	518

Fund Balance Appr

#### PUBLIC TRANSPORTATION FUND

27	27930194	48010	Interfund Transfer-To General	0	3,221,610.00	-3,221,610	\$	3,756,036
27	27550276	42001	Salaries-Full-Time	375,796	383,669.79	-7,874	\$	24,011
27	27550276	43801	Internal Serv Mat Fleet Fuel	125,204	178,439.34	-53,235	\$	20,906
27	27550276	44201	Maint & Rep Auto Rep Outside	73,683	64,357.47	9,288	\$	(9,491)
27	27550276	44803	Internal Service Charges-Suble	9,200	2,040.00	7,160	\$	(7,443)
27	27550276	45007	Service Equipment / Bus	2,202,559	0.00	481,761	\$	(500,684)
27	27550277	42001	Salaries-Full-Time	244,779	160,810.84	83,968	\$	(83,784)
27	27550277	43001	Gen Sup-Office	2,553	2,293.46	260	\$	(749)
27	27550277	44766	Misc Svs-Transit Op Contract	3,815,706	3,258,312.68	557,393	\$	(634,978)
27	27550277	44821	Internal Service Charges-Print	100	0.00	100	\$	(100)
27	27550277	45304	Telecom Eq Computer Software	6,400	392.90	6,007	\$	(11,940)
27			Total 27 Public Transportation & Pa	8,319,842	9,335,738.31	-2,782,345	\$	2,551,784

Fund Balance Appr

#### ART FUND

28	28930199	49005	Audit Adjustments-Bad Debt Exp	0	5.00	-5	\$	5
28	28730241	44741	Misc Svs-Contributions-Organiz	22,213	5,983.00	230	\$	(5)
28			Total 28 Art in Public Places Fund	22,213	5,988.00	225	\$	-

#### WESTWOOD FUND

29	29930149	47102	Debt Service-Interest - Revenu	11,944	2,985.94	8,958	\$	(11,041)
29	29930194	48023	Interfund Transfer-Room Tax Fu	0	12,051.57	-12,052	\$	12,052
29	29770035	42003	Salaries-Temporary	45,000	53,643.35	-8,643	\$	16,729
29	29770035	44140	Business Serv-Advertise-Gen	8,500	831.69	7,668	\$	(1,884)
29	29770035	45010	Service Equip-Trailers	19,000	0.00	595	\$	(595)
29	29970133	42997	City Share-Payroll Accrual	0	52,090.95	-52,091	\$	65,990
29	29970133	44708	Miscellaneous Services-Sales	18,000	0.00	18,000	\$	(403)
29	29970133	44813	Internal Serv Building Repair	5,422	5,634.98	-213	\$	133
29	29970231	42003	Salaries-Temporary	55,000	9,569.00	45,431	\$	(1,930)
29	29970231	43221	Maint Sup-Irrigation Systems	4,000	8,430.71	-4,431	\$	1,639

29	29970231	44341	Utility Services-Water	13,174	119,897.95	-106,724	\$	167,650
29	29970231	44813	Internal Serv Building Repair	13,073	18,942.86	-5,870	\$	7,318
29	29970231	45099	Service Equip-Other	13,330	12,976.51	354	\$	(354)
29	29970332	42003	Salaries-Temporary	41,562	52,814.43	-11,252	\$	27,655
29	29970332	43609	Minor Equipment & Tools-Minor	10,350	2,889.21	7,461	\$	(3,391)
29	29970332	44750	Miscellaneous Services-Bank S	2,000	50,398.92	-48,399	\$	22,393
29	29970332	44821	Internal Service Charges-Print	321	40.00	281	\$	(251)
29	29970332	45302	Telecom Eq Pers Computer	3,595	3,532.15	62	\$	(62)
29			Total 29 Westwood Park Fund	2,498,435	2,700,704.55	-301,647	\$	301,648

Fund Balance Appr

#### WATER FUND

31	31950510	42001	Salaries-Full-Time	29,456	30,326.37	-870	\$	1,111
31	31955233	42001	Salaries-Full-Time	69,644	70,762.45	-1,118	\$	1,633
31	31955234	43123	Oth Sup-Mat-Outside Water Reso	1,273,970	1,048,478.99	225,491	\$	(146,022)
31	31955251	43218	Maint Sup-Meter Set-Repairs	262,154	238,540.92	-20,602	\$	5,136
31	31955251	44304	Utility Services-Wireless Data	900	5,813.92	-4,914	\$	620
31	31955330	42001	Salaries-Full-Time	511,423	522,304.07	-10,881	\$	15,034
31	31955330	44813	Internal Serv Building Repair	9,304	10,562.15	-1,258	\$	637
31	31955335	44310	Utility Services-Electricity -	374,051	482,702.73	-108,652	\$	40,925
31	31955350	42041	Salaries-Termination Payout	0	74,172.30	-74,172	\$	78,235
31	31955350	44310	Utility Services-Electricity -	55,737	63,027.97	-7,291	\$	2,691
31			Total 31 Water Fund	60,631,020	27,991,048.21	28,541,956	\$	-

#### WATER RECLAMATION FUND

32	32950510	42001	Salaries-Full-Time	29,456	30,326.37	-870	\$	1,111
32	32955145	42210	Other Benefits-Medical Insuran	35,614	43,993.20	-8,379	\$	11,513
32	32955145	44211	Maint. & Repair Services-Plant	14,000	18,022.61	-5,323	\$	515
32	32955145	45010	Service Equipment-Trailers	159,565	0.00	159,565	\$	(169,000)
32	32955244	44211	Maint. & Repair Services-Plant	2,273	2,979.19	-706	\$	146
32	32955244	44822	Internal Service Charges-Mail	31	32.44	-1	\$	1
32	32955244	44901	Cost Alloc Management	36,923	42,662.00	-5,739	\$	2,112
32	32955246	42110	Other Salary-Overtime-Regular	2,150	14,600.70	-12,451	\$	21,634
32	32955246	44310	Utility Services-Electricity -	453,453	581,977.52	-128,525	\$	135,473
32	32955246	44813	Internal Serv Building Repair	11,346	13,971.03	-2,625	\$	4,343
32	32955246	45199	Plant & Operating Equip-Other	220,000	0.00	220,000	\$	(220,000)
32	32955252	42041	Salaries-Termination Payout	0	27,872.76	-27,873	\$	72,252
32	32955252	43801	Internal Serv Mat Fleet Fuel	46,859	53,578.62	-6,720	\$	6,260
32	32955252	44803	Internal Service Charges-Suble	2,000	6,716.91	-4,717	\$	4,256
32	32955252	44901	Cost Alloc Management	365,060	437,977.00	-72,917	\$	53,427
32	32955341	42997	City Share-Payroll Accrual	0	2,008.39	-2,008	\$	398
32	32955341	44099	Prof Svs-Other Professional	39,030	143.91	38,886	\$	(52,563)
32	32955341	44901	Cost Alloc Management	501,590	616,148.00	-114,558	\$	112,515
32	32955343	44821	Internal Service Charges-Print	2,466	3,414.12	-948	\$	1,963
32	32955343	44901	Cost Alloc Management	110,770	127,982.00	-17,212	\$	13,644
32			Total 32 Wastewater Fund	38,780,561	22,211,570.23	13,991,951	\$	-

#### SANITATION FUND

33	33930122	42001	Salaries-Full-Time	50,167	42,801.18	7,366	\$	(2,542)
33	33950171	42001	Salaries-Full-Time	63,359	69,117.61	-5,759	\$	4,372
33	33955160	42110	Other Salary-Overtime-Regular	2,063	13,914.64	-11,852	\$	21,978
33	33955160	43299	Maint Sup-Other Repairs	10,200	0.00	10,200	\$	(16,096)
33	33955160	44105	Bus Svs-Account Collection	18,664	4,027.60	9,666	\$	(13,017)
33	33955160	44813	Internal Serv Building Repair	7,564	13,571.09	-6,007	\$	6,060
33	33955160	44906	Cost Alloc Billing-Collection	14,942	13,445.00	1,497	\$	(1,744)
33	33955160	45302	Telecom Eq Pers Computer	10,149	5,212.74	4,749	\$	(5,199)
33	33955161	42110	Other Salary-Overtime-Regular	104,500	195,199.90	-90,700	\$	141,907
33	33955161	43801	Internal Serv Mat Fleet Fuel	108,641	138,195.35	-29,554	\$	49,819
33	33955161	44117	Bus Svs-Fleet Car Wash	22,900	11,250.00	11,650	\$	(4,463)
33	33955161	44802	Internal Serv Fleet Auto Repai	175,101	149,630.00	25,471	\$	(8,887)
33	33955161	44906	Cost Alloc Billing-Collection	73,662	66,280.00	7,382	\$	(8,596)
33	33955161	45004	Service Equipment-Sanitation T	1,060,776	936,665.08	123,311	\$	(147,560)
33	33955162	42110	Other Salary-Overtime-Regular	66,000	190,753.43	-124,753	\$	94,806
33	33955162	43802	Internal Serv Fleet Parts	124,435	143,908.16	-19,473	\$	28,751
33	33955162	44117	Bus Svs-Fleet Car Wash	12,095	9,020.00	3,075	\$	(2,225)
33	33955162	44803	Internal Service Charges-Suble	25,000	3,019.04	21,981	\$	(30,732)
33	33955162	44906	Cost Alloc Billing-Collection	59,704	53,719.00	5,985	\$	(6,971)
33	33955162	45108	Plant & Operating Equip-Refuse	187,954	162,821.85	25,133	\$	(67,300)
33	33955163	42110	Other Salary-Overtime-Regular	71,500	188,828.79	-117,329	\$	155,725
33	33955163	43801	Internal Serv Mat Fleet Fuel	159,385	233,669.94	-74,285	\$	75,102
33	33955163	44803	Internal Service Charges-Suble	41,000	30,613.03	10,387	\$	(13,222)
33	33955163	44906	Cost Alloc Billing-Collection	29,852	26,859.00	2,993	\$	(3,486)
33	33955163	45302	Telecom Eq Pers Computer	8,300	3,950.56	4,349	\$	(8,519)
33	33955165	42110	Other Salary-Overtime-Regular	24,200	69,379.90	-45,180	\$	58,121
33	33955165	43801	Internal Serv Mat Fleet Fuel	24,655	40,426.47	-15,771	\$	5,493
33	33955165	44342	Utility Services-Sewer	358	3,086.69	-2,729	\$	2,465
33	33955165	44802	Internal Serv Fleet Auto Repai	13,080	25,967.37	-12,887	\$	6,962
33	33955165	44901	Cost Alloc Management	110,037	107,653.00	2,384	\$	(4,057)
33	33955165	45301	Telecom Eq Computer Hardware	40,000	4,768.01	35,232	\$	(39,115)
33	33955166	42110	Other Salary-Overtime-Regular	9,455	23,356.39	-13,901	\$	26,091
33	33955166	43801	Internal Serv Mat Fleet Fuel	20,353	41,445.34	-21,092	\$	29,072
33	33955166	44199	Business Services-Other Busine	1,214,769	1,173,492.36	41,276	\$	(41,426)
33	33955166	44803	Internal Service Charges-Suble	10,000	7,223.93	2,776	\$	(1,381)
33	33955166	44904	Cost Alloc Data Processing	10,046	7,966.00	2,080	\$	(2,714)
33	33955166	45108	Plant & Operating Equip-Refuse	57,125	0.00	57,125	\$	(13,297)
33	33955168	42001	Salaries-Full-Time	475,178	406,939.72	68,238	\$	(69,931)
33	33955168	43801	Internal Serv Mat Fleet Fuel	46,979	69,305.11	-22,326	\$	8,272
33	33955168	44101	Bus Svs-Temporary Employment	180,154	112,057.08	67,547	\$	(49,286)

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33	33955168	44802	Internal Serv Fleet Auto Repai	49,026	39,418.37	9,608	\$	(16,532)
33	33955168	44906	Cost Alloc Billing-Collection	125,399	112,827.00	12,572	\$	(13,114)
33	33955168	45004	Service Equipment-Sanitation T	1,138,775	292,975.00	14,100	\$	(14,100)
33			Total 33 Sanitation Fund	25,024,426	18,001,325.67	2,533,315	\$	109,484
Fund Balance Appr								
<b>RISK MANAGEMENT FUND</b>								
43	43122351	44718	Misc Serv Special Claims	50,000	36,105.57	13,894	\$	(1,945)
43	43330102	42131	Other Salary-Orders-Settlement	439,681	126,286.70	313,394	\$	(370,244)
43	43330102	44018	Prof Serv-Work Comp Medical	980,000	544,490.40	434,520	\$	(612,684)
43	43330103	42132	Other Salary-Unemployment	21,700	11,245.53	10,454	\$	(10,454)
43	43330103	44099	Prof Svs-Other Professional	500	0.00	500	\$	(500)
43	43330104	42001	Salaries-Full-Time	185,393	189,159.49	-3,766	\$	6,546
43	43330104	44798	Miscellaneous Services-Uninsu	28,123	17,023.13	11,100	\$	(2,697)
43	43330105	42041	Salaries-Termination Payout	0	10,643.53	-10,644	\$	1,389
43	43330105	44420	Self Insurance-Health Claim Pa	11,105,284	14,158,687.92	-3,053,404	\$	3,088,162
43	43330199	42996	City Share-Compensated Absence	0	-8,646.31	8,646	\$	(8,646)
43			Total 43 Risk Management Fund	16,409,360	18,497,155.39	-2,088,926	\$	2,088,927
Fund Balance Appr								
<b>CAPITAL FUND</b>								
50	50120430	42041	Salaries-Termination Payout	0	52,645.34	-52,645	\$	38,111
50	50550411	42001	Salaries-Full-Time	883,079	758,142.00	124,937	\$	(38,111)
50			Total 50 Capital Projects Fund	95,883,201	37,062,440.29	45,137,937	\$	-
<b>NORMAN FORWARD FUND</b>								
51	51110111	44003	Prof Serv Consult-Plan-Dev	2,105,105	689,524.02	1,000,000	\$	(5,128)
51	51930149	47202	Debt Service-Charges - Revenue	7,500	12,627.87	-5,128	\$	5,128
52			Total 52 Park Land Fund	381,184	308,387.00	72,797	\$	-
<b>UNIVERSITY NORTH PARK TIF</b>								
57	57930194	48051	Interfund Transfer-Norman Forw	0	380,559.00	-380,559	\$	380,559
57	57330199	44709	Miscellaneous Services-Propor	7,849	0.00	7,849	\$	(9,871)
57			Total 57 Northpark TIF Fund	5,428,115	271,959.68	4,953,779	\$	370,688
Fund Balance Appr								
<b>Debt Service Fund</b>								
60	60930149	47101	Debt Service-Interest - GO Bon	2,001,629	2,136,626.26	-134,997	\$	131,747
60	60930149	48043	Interfund Transfer-To Insuranc	500,000	468,293.04	31,707	\$	(31,707)
60			Total 60 General L-T Debt Fund	11,591,629	11,691,669.30	-100,040	\$	100,040
Fund Balance Appr								

Item 17.

**File Attachments for Item:**

18. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-45: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, REQUESTING OKLAHOMA GOVERNMENTS (ACOG) TRANSPORTATION ALTERNATIVES FUNDING FOR THE CONSTRUCTION OF SIDEWALKS ON THE EAST SIDE OF BERRY ROAD FROM BOYD STREET NORTH TO GROVER LANE, THE SOUTH SIDE OF BOYD STREET FROM BERRY ROAD TO FLOOD AVENUE AND THE RAMPS AT THE INTERSECTION OF BERRY ROAD AND BOYD STREET.





## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/11/2022

**REQUESTER:** Scott Sturtz, City Engineer

**PRESENTER:** Shawn O'Leary, Public Works Director

**ITEM TITLE:** CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-45: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, REQUESTING OKLAHOMA GOVERNMENTS (ACOG) TRANSPORTATION ALTERNATIVES FUNDING FOR THE CONSTRUCTION OF SIDEWALKS ON THE EAST SIDE OF BERRY ROAD FROM BOYD STREET NORTH TO GROVER LANE, THE SOUTH SIDE OF BOYD STREET FROM BERRY ROAD TO FLOOD AVENUE AND THE RAMPS AT THE INTERSECTION OF BERRY ROAD AND BOYD STREET.

### BACKGROUND:

The Association of Central Oklahoma Governments Transportation Alternatives (ACOG TA) program has historically provided funding for projects and programs defined as transportation alternatives that advance non-motorized transportation opportunities, including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities, historic transportation preservation, environmental mitigation and vegetation management activities; recreational trail programs; safe routes to school projects; and projects for planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways. TA continues to build upon the legacy of the Transportation Enhancements (TE) and Safe Routes to Schools (SRTS) programs by providing funding opportunities for local projects that support additional transportation options, strengthen local economies, improve quality of life, protect the natural environment, and enhance transportation infrastructure.

Funds set aside for ACOG TA include all projects and activities that were previously eligible under TA, encompassing a variety of transportation projects that prioritize safety, comfort, and connectivity to destinations for all people who use the street network such as pedestrian and bicycle facilities, recreational trails, safe routes to school projects, community improvements such as historic preservation and vegetation management, and environmental mitigation related to Stormwater and habitat connectivity. The call for projects, through the (ACOG), is now open and will remain open through October 31, 2022.

**DISCUSSION:**

There are sidewalk gaps near the intersection of Berry Road and Boyd Street. These gaps include the following sidewalk sections:

- The east side of Berry Road from Boyd Street north to Grover Lane
- The south side Boyd Street from Berry Road to Flood Avenue
- The ramps at the intersection of Berry Road and Boyd Street.

The sidewalk gaps discussed above are currently ranked on the Sidewalk Priority Ranking List. The section on the south side of Boyd Street is currently the highest ranked project in the School Sidewalk and Arterial Program. It would be eligible for FYE 2024 funding. At the current funding levels this project would need to be completed in 3 phases. The section on the eastside of Berry is currently ranked 36<sup>th</sup> on the list. While this project is not ranked as high, including it in this program would complete the pedestrian connection in this area. The ramp improvements at this intersection are required for ADA compliance and must be completed with these projects.

A call for projects for the ACOG TA set-aside program is currently open and will close on October 31, 2022. If City Council approves this programming resolution, staff will submit an application for the Berry Road and Boyd Street Sidewalk Project.

The call for projects documentation indicates that this first round of TA funding is for FFY2023. City Staff would complete the plans in-house so the only cost to the City would be the 20% City share of construction. Then total construction estimate is \$593,243, with the City share of construction costs being \$107,849. City staff could budget these funds for FY2024 sidewalk programs using the funds from the Sidewalk Accessibility (\$30,000) and Sidewalk Program for Schools and Arterials (\$80,000). The project would be bid through ODOT on or before October 2023 so the funds are spent in FFY2023. In that case, construction of the sidewalks would begin in early 2024.

**RECOMMENDATION:**

Staff recommends approval of Resolution R-2223-45 (Berry Road and Boyd Street Sidewalk Project) requesting ACOG TA funding to provide 80% of the anticipated \$593,243 construction cost.

# Resolution

R-2223-45

**A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, PROGRAMMING ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS TRANSPORTATION ALTERNATIVE PROGRAM (ACOG TAP) FUNDING FOR THE CONSTRUCTION OF SIDEWALKS ON THE EAST SIDE OF BERRY ROAD FROM BOYD STREET NORTH TO GROVER LANE, THE SOUTH SIDE OF BOYD STREET FROM BERRY ROAD TO FLOOD AVENUE AND THE RAMPS AT THE INTERSECTION OF BERRY ROAD AND BOYD STREET.**

- § 1. WHEREAS, Federal ACOG TAP funds have been made available for the construction of eligible projects; and
- § 2. WHEREAS, the Council of the City of Norman has selected a sidewalk improvement project described as follows:

**Construction of sidewalks along the east side of Berry Road from Boyd Street north to Grover Lane, the south side of Boyd Street from Berry Road to Flood Avenue, the ramps at the intersection of Berry Road and Boyd Street**

- § 3. WHEREAS, the engineer's preliminary estimate of total construction cost is \$593,243 and Federal participation under the terms of the ACOG TAP funding for transportation alternatives, is hereby requested in the amount of \$485,394 or 80% of the construction cost; and
- § 4. WHEREAS, the City of Norman will arrange for a qualified engineer to furnish engineering services for the preparation of detailed plans, specifications. and estimates; and
- § 5. WHEREAS, the City of Norman agrees to provide satisfactory maintenance after completion; and
- § 6. WHEREAS, the City of Norman agrees to provide, at its sole cost, all required right-of-way necessary and to relocate any utilities required/affected by this project; and
- § 7. WHEREAS, the City of Norman agrees, as a condition to receiving any Federal financial assistance from the Oklahoma Department of Transportation, that it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42. U.S.C. 2000d et seq., and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, "Nondiscrimination of Federally-Assisted Programs of the Oklahoma Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964"; and
- § 8. WHEREAS, the City of Norman agrees to become jointly responsible, with the Oklahoma Department of Transportation and the contractor as co-applicants, for meeting all Environmental Protection Agency (E.P.A.) requirements for storm water runoff from this project. Further, if required, the City agrees to file jointly with the Department and the contractor, the general National Pollutant Discharge Elimination System (N.P.D.E.S.) permit with the E.P.A. which authorizes the storm water discharges associated with activity from the construction site identified in this resolution; and





§ 9. WHEREAS, the City of Norman further agrees to deposit with the Oklahoma Department of Transportation the matching funds required (20% of the construction cost) 30 days after approval by the Federal Highway Administration.

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

§ 10. That the State Transportation Commission is hereby requested to concur in the selection of this project for construction and to submit same to the Federal Highway Administration for their approval.

PASSED AND ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Mayor

ATTEST:

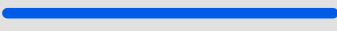
\_\_\_\_\_  
City Clerk



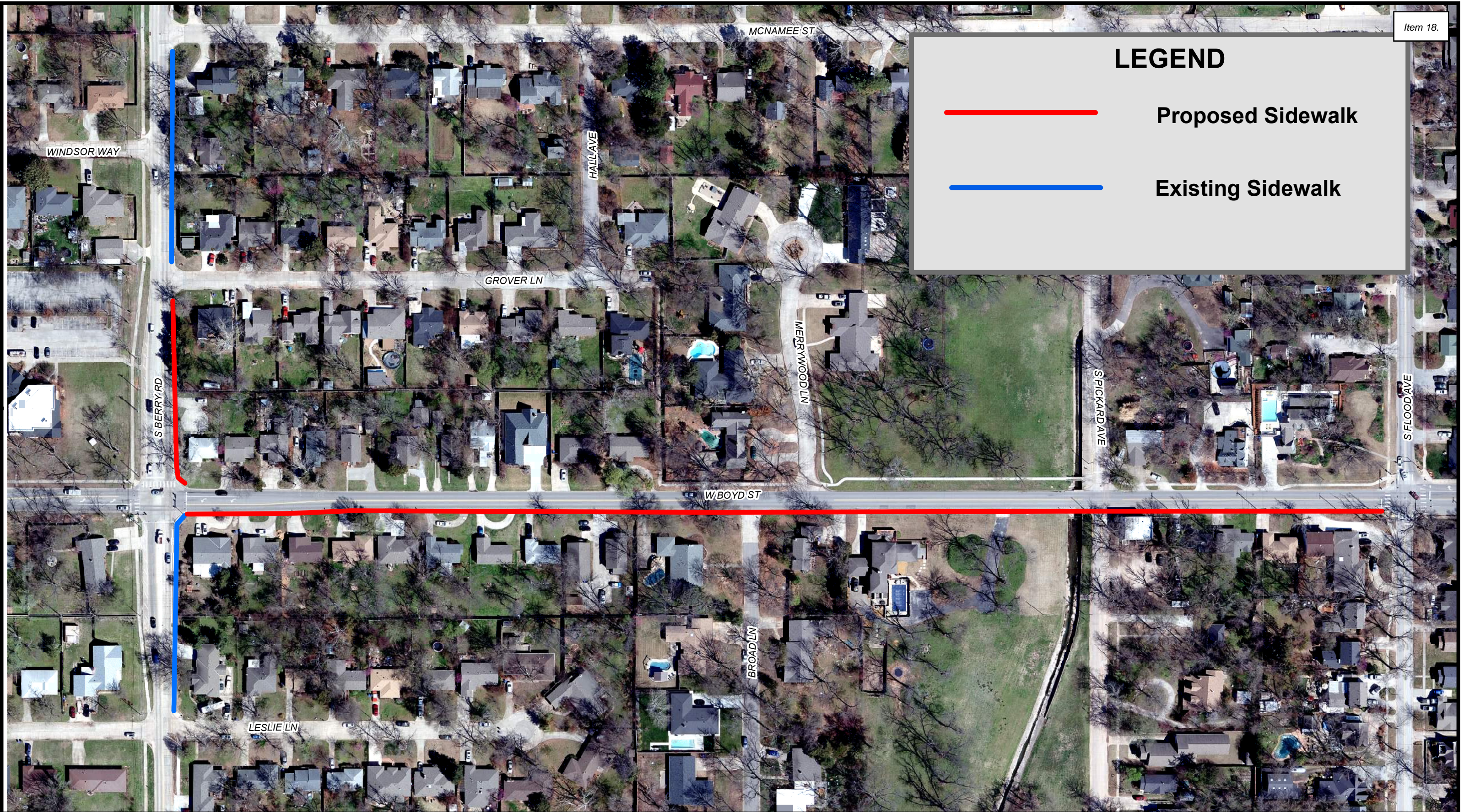
LEGEND



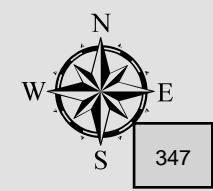
Proposed Sidewalk



Existing Sidewalk



BERRY & BOYD  
Sidewalk Improvements





**File Attachments for Item:**

19. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-46: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN REQUESTING ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS TRANSPORTATION ALTERNATIVE PROGRAM (ACOG TAP) FUNDING FOR THE LINDSEY STREET FROM 12TH AVENUE S.E. TO 24TH AVENUE S.E. SIDEWALK PROJECT.



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/11/2022

**REQUESTER:** Scott Sturtz, City Engineer

**PRESENTER:** Shawn O'Leary, Public Works Director

**ITEM TITLE:** CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-46: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN REQUESTING ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS TRANSPORTATION ALTERNATIVE PROGRAM (ACOG TAP) FUNDING FOR THE LINDSEY STREET FROM 12TH AVENUE S.E. TO 24TH AVENUE S.E. SIDEWALK PROJECT.

### **BACKGROUND:**

The Association of Central Oklahoma Governments Transportation Alternative Program (ACOG TAP) has historically provided funding for projects and programs defined as transportation alternatives that advance non-motorized transportation opportunities, including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities, historic transportation preservation, environmental mitigation and vegetation management activities; recreational trail programs; safe routes to school projects; and projects for planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways. TAP continues to build upon the legacy of the Transportation Enhancements (TE) and Safe Routes to Schools (SRTS) programs by providing funding opportunities for local projects that support additional transportation options, strengthen local economies, improve quality of life, protect the natural environment, and enhance transportation infrastructure.

Funds set aside for Association of Central Oklahoma Governments (ACOG) Transportation Alternative include all projects and activities that were previously eligible under TAP, encompassing a variety of transportation projects that prioritize safety, comfort, and connectivity to destinations for all people who use the street network such as pedestrian and bicycle facilities, recreational trails, safe routes to school projects, community improvements such as historic preservation and vegetation management, and environmental mitigation related to Stormwater and habitat connectivity. The call for projects, through the (ACOG), is now open and will remain open through October 31, 2022.

**DISCUSSION:**

In the City of Norman contracted Kimley-Horn and Associates to conduct an update to the ADA Transition Plan. The update was completed in 2018. In this update, several street corridors were identified for inspection for sidewalk compliance with ADA. The only corridor identified in the update that has not been addressed is the corridor on Lindsey Street from 12<sup>th</sup> Avenue SE to 24<sup>th</sup> Avenue SE. The inspection identified issues at signalized intersection, non-signalized intersections, driveways and the sidewalks. Inspection reports with associated costs estimates were included in the update for each location.

A call for projects for the ACOG TAP set-aside program is currently open and will close on October 31, 2022. If City Council approves this programming resolution, staff will submit an application for the Lindsey Street from 12<sup>th</sup> Avenue SE to 24<sup>th</sup> Avenue SE Sidewalk Project.

The call for projects documentation indicates that this first round of TAP funding is for FFY2023. City Staff would complete the plans in-house so the only cost to the City would be the 20% City share of construction. Then total construction estimate is \$443,100, with the City share of construction costs being \$88,620. City staff could budget these funds for FY2024 ADA Compliance and Repair Program that has a total proposed budget of \$300,000. The project would be bid through ODOT on or before October 2023 so the funds are spent in FFY2023. In that case, construction of the sidewalks would begin in early 2024.

**RECOMMENDATION:**

Staff recommends approval of Resolution R-2223-46 (Lindsey Street from 12<sup>th</sup> Avenue SE to 24<sup>th</sup> Avenue SE Sidewalk Project) requesting ACOG TAP funding to provide 80% of the anticipated \$443,100 construction cost.

R-2223-46

**A RESOLUTION OF THE COUNCIL OF THE CITY OF  
NORMAN, OKLAHOMA, PROGRAMMING ASSOCIATION  
OF CENTRAL OKLAHOMA GOVERNMENTS  
TRANSPORTATION ALTERNATIVE PROGRAM (ACOG)  
(TAP) FUNDING FOR THE CONSTRUCTION OF  
SIDEWALKS ON LINDSEY STREET FROM 12TH AVENUE  
SE TO 24TH AVENUE S.E.**

- § 1. WHEREAS, Federal ACOG TAP funds have been made available for the construction of eligible projects; and
- § 2. WHEREAS, the Council of the City of Norman has selected a sidewalk improvement project described as follows:

**Construction of sidewalks along Lindsey Street from 12th Avenue SE to  
24th Avenue SE**

- § 3. WHEREAS, the engineer's preliminary estimate of total construction cost is \$443,100 and Federal participation under the terms of the ACOG TAP funding for transportation alternatives, is hereby requested in the amount of \$354,480 or 80% of the construction cost; and
- § 4. WHEREAS, the City of Norman will arrange for a qualified engineer to furnish engineering services for the preparation of detailed plans, specifications and estimates; and
- § 5. WHEREAS, the City of Norman agrees to provide satisfactory maintenance after completion; and
- § 6. WHEREAS, the City of Norman agrees to provide, at its sole cost, all required right-of-way necessary and to relocate any utilities required/affected by this project; and
- § 7. WHEREAS, the City of Norman agrees, as a condition to receiving any Federal financial assistance from the Oklahoma Department of Transportation, that it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42. U.S.C. 2000d et seq., and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, "Nondiscrimination of Federally-Assisted Programs of the Oklahoma Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964"; and
- § 8. WHEREAS, the City of Norman agrees to become jointly responsible, with the Oklahoma Department of Transportation and the contractor as co-applicants, for meeting all Environmental Protection Agency (EPA) requirements for storm water runoff from this project. Further, if required, the City agrees to file jointly with the Department and the contractor, the general National Pollutant Discharge Elimination System (NPDES) permit with the EPA which authorizes the storm water discharges associated with activity from the construction site identified in this resolution; and



- § 9. WHEREAS, the City of Norman further agrees to deposit with the Oklahoma Department of Transportation the matching funds required (20% of the construction cost) 30 days after approval by the Federal Highway Administration.

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

- § 10. That the State Transportation Commission is hereby requested to concur in the selection of this project for construction and to submit same to the Federal Highway Administration for their approval.

PASSED AND ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Mayor

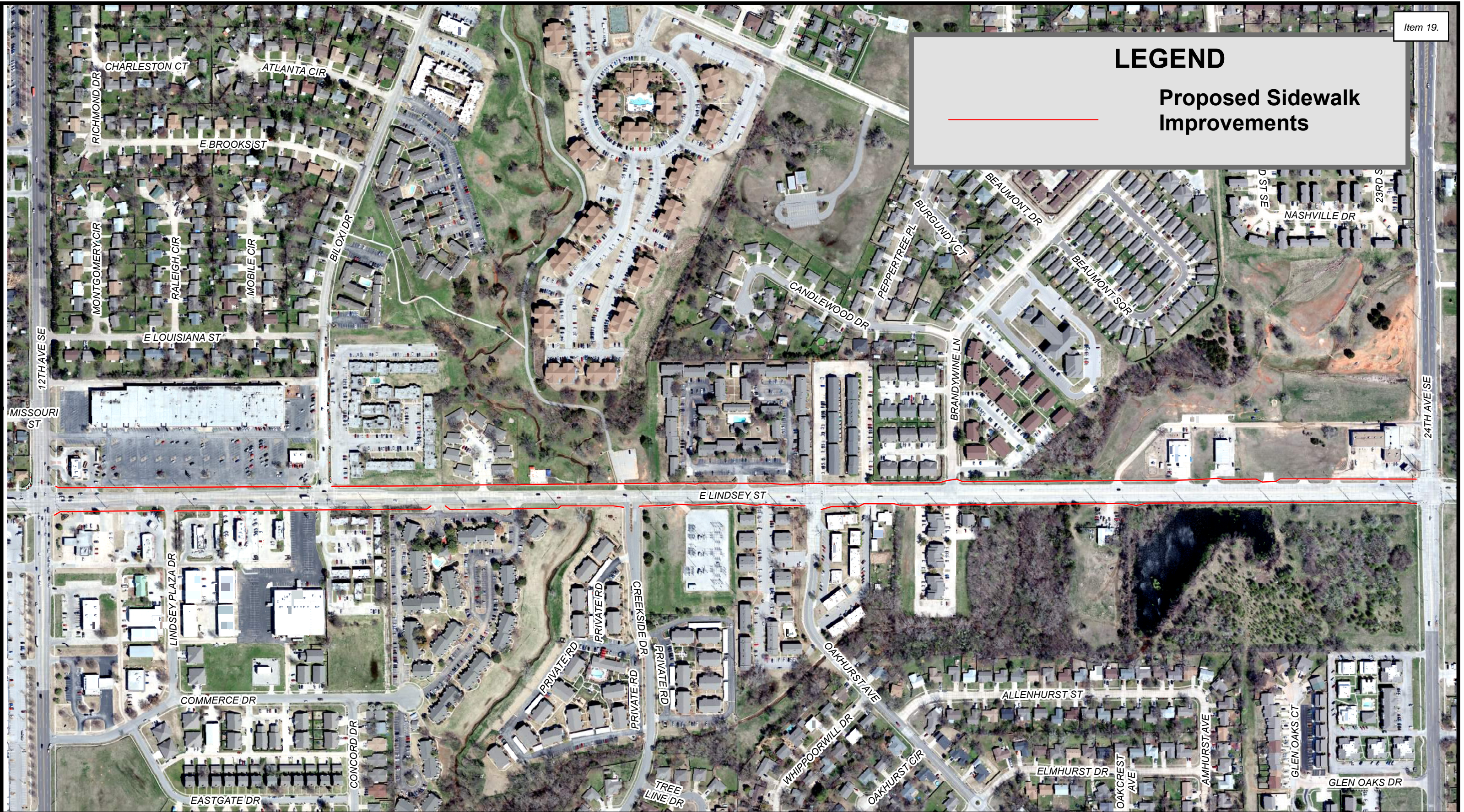
ATTEST:

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

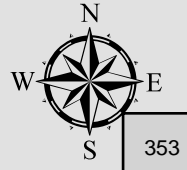


# LEGEND

Proposed Sidewalk Improvements



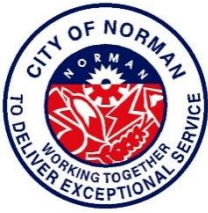
LINDSEY: 12Th Street - 24th Street  
Sidewalk Improvements





**File Attachments for Item:**

20. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-49: A RESOLUTION OF THE NORMAN UTILITIES AUTHORITY (THE "AUTHORITY") APPROVING AND AUTHORIZING A CLEAN WATER SRF LOAN FROM THE OKLAHOMA WATER RESOURCES BOARD IN THE TOTAL AGGREGATE PRINCIPAL AMOUNT OF \$15,000,000; APPROVING THE ISSUANCE OF A PROMISSORY NOTE IN THE TOTAL AGGREGATE PRINCIPAL AMOUNT OF \$15,000,000, SECURED BY A PLEDGE OF REVENUES AND AUTHORIZING ITS EXECUTION; APPROVING AND AUTHORIZING THE EXECUTION OF A LOAN AGREEMENT FOR CLEAN WATER SRF LOAN; DESIGNATING A LOCAL TRUSTEE AND APPROVING AND AUTHORIZING THE EXECUTION OF A TRUST AGREEMENT; APPROVING AND AUTHORIZING THE EXECUTION OF A SECURITY AGREEMENT; RATIFYING AND CONFIRMING AN AMENDED LEASE AGREEMENT WHEREBY THE CITY OF NORMAN, OKLAHOMA LEASED ITS WATER AND SANITARY SEWER SYSTEMS TO THE AUTHORITY; APPROVING VARIOUS COVENANTS; APPROVING AND AUTHORIZING THE ESTABLISHMENT OF A PROJECT COSTS DISBURSEMENT ACCOUNT; APPROVING AND AUTHORIZING PAYMENT OF FEES AND EXPENSES; AND CONTAINING OTHER PROVISIONS RELATING THERETO



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/17/2022

**REQUESTER:** Anthony Francisco

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

**ITEM TITLE:** CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-49: A RESOLUTION OF THE NORMAN UTILITIES AUTHORITY (THE "AUTHORITY") APPROVING AND AUTHORIZING A CLEAN WATER SRF LOAN FROM THE OKLAHOMA WATER RESOURCES BOARD IN THE TOTAL AGGREGATE PRINCIPAL AMOUNT OF \$15,000,000; APPROVING THE ISSUANCE OF A PROMISSORY NOTE IN THE TOTAL AGGREGATE PRINCIPAL AMOUNT OF \$15,000,000, SECURED BY A PLEDGE OF REVENUES AND AUTHORIZING ITS EXECUTION; APPROVING AND AUTHORIZING THE EXECUTION OF A LOAN AGREEMENT FOR CLEAN WATER SRF LOAN; DESIGNATING A LOCAL TRUSTEE AND APPROVING AND AUTHORIZING THE EXECUTION OF A TRUST AGREEMENT; APPROVING AND AUTHORIZING THE EXECUTION OF A SECURITY AGREEMENT; RATIFYING AND CONFIRMING AN AMENDED LEASE AGREEMENT WHEREBY THE CITY OF NORMAN, OKLAHOMA LEASED ITS WATER AND SANITARY SEWER SYSTEMS TO THE AUTHORITY; APPROVING VARIOUS COVENANTS; APPROVING AND AUTHORIZING THE ESTABLISHMENT OF A PROJECT COSTS DISBURSEMENT ACCOUNT; APPROVING AND AUTHORIZING PAYMENT OF FEES AND EXPENSES; AND CONTAINING OTHER PROVISIONS RELATING THERETO

### **BACKGROUND**

The Oklahoma Water Resources Board (OWRB), acting as the agent of the U.S. Environmental Protection Agency (EPA) and the Oklahoma legislature, has administered a Statewide Water Development Revolving Fund loan program (SRF) for many years. These programs provide financial assistance for municipalities to make infrastructural improvements to their water and water reclamation (formerly sewer or wastewater) systems to comply with federal and state drinking water and pollution control standards. The Norman Utilities Authority (NUA) has participated on several occasions in the Oklahoma Water Resources Board's Statewide Revolving Fund loan program and has benefitted from the lower interest rates and favorable terms in the program.

On June 8, 2021, the NUA/City Council approved contract K-2122-75 with ESource Technologies, for an assessment of alternative water metering solutions.

On September 28, 2021, the Trustees of the Norman Utilities Authority (NUA) heard a presentation from ESource Technologies Planning and Implementation Division, which recommended the replacement of the City's water meters with Advanced Meter Infrastructure. The estimated cost to fully implement these systems, including replacement of over 41,000 water meters, is over \$15 million. On April 12, 2022, the voters of Norman rejected a referendum for a utility rate increase to provide funding for the AMI implementation, among other capital projects.

At the NUA Study Session of June 7, 2021, Utilities Department staff presented alternative methods of paying for the AMI Implementation proposal, including phased-in approaches to the implementation. The Trustees directed staff to continue to pursue federal grant proposals to partially fund the AMI implementation and to finance the remaining costs through the OWRB SRF Program or through revenue bonds to be issued through the NUA.

On June 21, 2022, the NUA received official notification of the award of \$2,000,000 for the AMI Implementation through President Biden's Bipartisan Infrastructure and Jobs Act of 2022, administered by the U.S. Bureau of Reclamation's WaterSMART Water and Energy Efficiency Grant program. Norman's AMI Implementation Project was the only successful grant application received in Oklahoma.

On June 28, 2022, the NUA approved Resolution 2122-136, authorizing an application for a Clean Water State Wide Revolving Fund Loan in an amount not to exceed \$15,000,000 to fund the remaining costs of the AMI Implementation Project in excess of the amount of the WaterSMART grant.

The total estimated cost for the AMI Implementation Project is \$15,818,990.

## **DISCUSSION**

The Oklahoma Water Resources Board has approved the \$15,000,000 Clean Water Statewide Revolving Fund Loan for the AMI Implementation Project. To accept the grant and move forward with the funding for the project, two resolutions are proposed:

Resolution R-2223-49 is a Resolution of the Norman Utilities Authority, issuing a Note Payable to the Oklahoma Water Resources Board of \$15,000,000, for a term of up to 20 years at an interest rate not to exceed four percent (4%), secured by a pledge of water and sewer revenue; Appointing BancFirst Trust Company as Loan Trustee; and Ratifying the 1984 Lease of the water systems of the City of Norman to the Norman Utilities Authority.

Resolution R-2223-50 is a Resolution of the City of Norman authorizing the Norman Utilities Authority to issue its \$15,000,000 Note Payable Indebtedness.

## **RECOMMENDATION**

It is recommended that the Resolutions be adopted, authorizing the NUA Chairperson and staff to execute documents approving the \$15,000,000 Statewide Revolving Fund Loan between the

Norman Utilities Authority and the Oklahoma Water Resources Board, to provide funding for the Advanced Meter Infrastructure project.

**R-2223-49**  
***Resolution***

A RESOLUTION OF THE NORMAN UTILITIES AUTHORITY (THE “AUTHORITY”) APPROVING AND AUTHORIZING A CLEAN WATER SRF LOAN FROM THE OKLAHOMA WATER RESOURCES BOARD IN THE TOTAL AGGREGATE PRINCIPAL AMOUNT OF \$15,000,000; APPROVING THE ISSUANCE OF A PROMISSORY NOTE IN THE TOTAL AGGREGATE PRINCIPAL AMOUNT OF \$15,000,000, SECURED BY A PLEDGE OF REVENUES AND AUTHORIZING ITS EXECUTION; APPROVING AND AUTHORIZING THE EXECUTION OF A LOAN AGREEMENT FOR CLEAN WATER SRF LOAN; DESIGNATING A LOCAL TRUSTEE AND APPROVING AND AUTHORIZING THE EXECUTION OF A TRUST AGREEMENT; APPROVING AND AUTHORIZING THE EXECUTION OF A SECURITY AGREEMENT; RATIFYING AND CONFIRMING AN AMENDED LEASE AGREEMENT WHEREBY THE CITY OF NORMAN, OKLAHOMA LEASED ITS WATER AND SANITARY SEWER SYSTEMS TO THE AUTHORITY; APPROVING VARIOUS COVENANTS; APPROVING AND AUTHORIZING THE ESTABLISHMENT OF A PROJECT COSTS DISBURSEMENT ACCOUNT; APPROVING AND AUTHORIZING PAYMENT OF FEES AND EXPENSES; AND CONTAINING OTHER PROVISIONS RELATING THERETO.

WHEREAS, the Norman Utilities Authority, Cleveland County, Oklahoma (the “Borrower”), was organized under Title 60, Oklahoma Statutes 2021, Sections 176-180.4, as amended, for the purpose of furthering the public functions of The City of Norman, Oklahoma (the “City”); and

WHEREAS, the Borrower is authorized and has determined to construct improvements to the water system serving the City, including specifically the installation of an automated meter reading (AMR) system (the “Project”), in order to better serve the customers of said Borrower and in payment of part of the cost thereof, to seek money in the form of a Clean Water SRF Loan from the Oklahoma Water Resources Board (the “Board”) in the amount of \$15,000,000; and

WHEREAS, the Board has under consideration a loan application of the Borrower and the Borrower has determined to borrow money from the Board to accomplish the Project and to evidence such loan by the issuance of the Borrower’s Series 2022 Clean Water SRF Promissory Note to Oklahoma Water Resources Board in the original principal amount of \$15,000,000 (the “2022 Note”), said 2022 Note being secured by a lien on the revenues derived from the water and sanitary sewer systems of the Borrower (collectively the “System”), provided however, that the 2022 Note is not secured by the capital improvement charge established pursuant to Section 21-107 of the Code of the City or the sewer service maintenance rate established pursuant to Ordinance 0001-56 of the City and codified in Section 21-112 of the Code of the City; and

WHEREAS, said pledge of revenue derived from the sale of water is subject to the pledge by the City for the purpose of purchasing water from the Central Oklahoma Master Conservancy District (the “District”) pursuant to a Contract dated September 5, 1961, as amended by a First Amendment to Contract dated as of December 1, 2006, by and among the Authority, the City, and the District (collectively, the “Conservancy District Contract”); and

R-2223-49

WHEREAS, said pledge of revenues derived from the System is on a parity in all respects with the lien securing the Borrower's (i) Series 2009B Clean Water SRF Promissory Note to Oklahoma Water Resources Board dated August 28, 2009, issued in the original principal amount of \$7,640,000; (ii) Series 2014 Clean Water SRF Promissory Note to Oklahoma Water Resources Board dated April 29, 2014, issued in the original principal amount of \$50,300,000; (iii) Utility System Revenue Note, Series 2015 dated March 10, 2015, issued in the original principal amount of \$17,505,000; (iv) Utility System Revenue Note, Series 2016 dated May 19, 2016, issued in the original principal amount of \$9,380,000; (v) Series 2017 Drinking Water SRF Promissory Note to Oklahoma Water Resources Board dated January 31, 2017, issued in the original principal amount of \$31,000,000; and (vi) Series 2018 Promissory Note to Oklahoma Water Resources Board dated July 18, 2018, issued in the original principal amount of \$12,000,000 (collectively, the "Existing Indebtedness"); and

WHEREAS, it is the desire of the Borrower to authorize the execution and delivery of any and all documents necessary or attendant to the issuance of the 2022 Note.

NOW, THEREFORE, BE IT RESOLVED BY THE TRUSTEES OF THE NORMAN UTILITIES AUTHORITY, CLEVELAND COUNTY, OKLAHOMA:

Section 1. Issuance of Note. The Borrower is hereby authorized to accept said loan and issue its 2022 Note payable to the Board and secured by a pledge of revenue derived from the operation of the System, said pledge of revenue being subject and subordinate in all respects to the pledge of revenue in favor of the Conservancy District Contract, and said pledge of revenue being on a parity with the pledge of revenue in favor of the Existing Indebtedness, all as referenced above. The officers of the Borrower are hereby authorized and directed to execute said 2022 Note and to do any and all lawful things to effect said loan and secure said loan from the Board, provided that the principal amount of the 2022 Note shall be \$15,000,000, and the rate of interest on the 2022 Note shall be a fixed rate of interest not to exceed four percent (4.0%) per annum inclusive of administrative fees of one half of one percent (1/2%), and the maturity of the 2022 Note shall be not later than twenty (20) years following the date the Project is completed. The Chairman or Vice Chairman is authorized to execute a Certificate of Determination establishing the interest rate and preliminary principal payment schedule for the 2022 Note.

Section 2. Execution of Loan Agreement for Clean Water SRF Loan. The Loan Agreement for Clean Water SRF Loan by and between the Borrower and the Board (the "Loan Agreement") is hereby approved and the Chairman or Vice Chairman and Secretary or Assistant Secretary of the Borrower are hereby authorized to execute same for and on behalf of the Borrower, and to do all other lawful things to carry out the terms and conditions of said Loan Agreement.

Section 3. Designation of Local Trustee and Execution of Trust Agreement. The Borrower hereby designates BancFirst, Oklahoma City, Oklahoma, to serve as local trustee (the "Local Trustee") of certain funds in relation to the 2022 Note. The Trust Agreement by and between the Borrower and the Local Trustee, pertaining to the 2022 Note (the "Trust Agreement") is hereby approved and the Chairman or Vice Chairman and Secretary or Assistant Secretary are hereby authorized to execute same for and on behalf of the Borrower, and to do all other lawful things to carry out the terms and conditions of said Trust Agreement.

R-2223-49

Section 4. Execution of Security Agreement. The Security Agreement by the Borrower in favor of the Board (the “Security Agreement”), whereby the Borrower gives a lien on the revenues of the System to the Board to secure payment of the 2022 Note is hereby approved and the Chairman or Vice Chairman and Secretary or Assistant Secretary are hereby authorized to execute same for and on behalf of the Borrower, and do all other lawful things to carry out the terms and conditions of said Security Agreement.

Section 5. Covenants of Borrower. Until payment in full of the 2022 Note and performance of all obligations owing to the Board under the Loan Agreement and the instruments executed pursuant hereto, unless the Board shall otherwise consent in writing, the Borrower hereby represents its intent to abide by and carry out the covenants contained in the Security Agreement and the Loan Agreement, which covenants are incorporated herein in their entirety.

Section 6. Lease Agreement. The Amended Lease Agreement and Operation Maintenance Contract dated as of November 1, 1984, by and between the City and the Borrower (the “Lease Agreement”), whereby the City leased to the Borrower its presently existing and hereafter acquired water and sanitary sewer systems and whereby the Borrower agreed to operate and maintain the same, is hereby ratified and confirmed and the term of said Lease Agreement shall extend until the 2022 Note is paid.

Section 7. Project Costs Disbursement Account; Fees and Expenses. The Borrower is authorized to establish an account or accounts as necessary to serve as the Project Costs Disbursement Account described in the Loan Agreement. Upon closing of the referenced loan, the officers of the Borrower are hereby authorized to disburse (from loan proceeds or other available funds of the Borrower) those fees and expenses set forth on Exhibit “A” hereto, together with such other fees and expenses as will be set forth on the Borrower’s Closing Order to be executed in connection with the closing of the financing referenced herein.

Section 8. Necessary Action. The Chairman or Vice Chairman and Secretary or Assistant Secretary of the Borrower are hereby further authorized on behalf of the Borrower to accept, receive, execute, attest, seal and deliver the above mentioned documents and all additional documentation, certifications and instruments and to take such further actions as may be required in connection with the transactions contemplated hereby, and are further authorized to approve and make any changes to the documents approved by this Resolution, for and on behalf of the Borrower, the execution and delivery of such documents being conclusive as to the approval of any terms contained therein.

[Remainder of Page Left Blank Intentionally]

R-2223-49

ADOPTED AND APPROVED THIS 25<sup>TH</sup> DAY OF OCTOBER, 2022.

NORMAN UTILITIES AUTHORITY

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Secretary

(SEAL)



R-2223-49

CERTIFICATE  
OF  
AUTHORITY ACTION

I, the undersigned, hereby certify that I am the duly and acting Secretary of the Norman Utilities Authority.

I further certify that the Trustees of the Norman Utilities Authority held a Regular Meeting at 6:30 o'clock P.M., on October 25, 2022, after due notice was given in full compliance with the Oklahoma Open Meeting Act.

I further certify that attached hereto is a full and complete copy of a Resolution that was passed and approved by said Trustees at said meeting as the same appears in the official records of my office and that said Resolution is currently in effect and has not been repealed or amended as of this date.

I further certify that below is listed those Trustees present and absent at said meeting; those making and seconding the motion that said Resolution be passed and approved, and those voting for and against such motion:

PRESENT:

ABSENT:

MOTION MADE BY:

MOTION SECONDED BY:

AYE:

NAY:

WITNESS MY HAND THIS 25<sup>TH</sup> DAY OF OCTOBER, 2022.

NORMAN UTILITIES AUTHORITY

(SEAL)

\_\_\_\_\_  
Secretary of Authority

R-2223-49

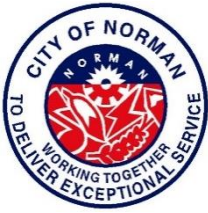
EXHIBIT "A"

## Fees and Expenses Paid at Closing

The Public Finance Law Group PLLC	
Legal Fee and Out-of-Pocket Expenses	\$56,500.00
Floyd & Driver, PLLC	
Legal Fee and Out-of-Pocket Expenses	\$54,000.00
Municipal Finance Services, Inc.	
Financial Advisor Fee and Out-of-Pocket Expenses	\$76,500.00
BancFirst	
Trustee Bank Acceptance Fee	\$500.00

**File Attachments for Item:**

21. CONSIDERATION OF APPROVAL, ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-50: A RESOLUTION OF THE CITY OF NORMAN, OKLAHOMA (THE "CITY") APPROVING ACTION TAKEN BY THE NORMAN UTILITIES AUTHORITY (THE "AUTHORITY") AUTHORIZING ISSUANCE, SALE AND DELIVERY OF A CLEAN WATER SRF PROMISSORY NOTE OF THE AUTHORITY TO THE OKLAHOMA WATER RESOURCES BOARD; RATIFYING AND CONFIRMING AN AMENDED LEASE AGREEMENT WHEREBY THE CITY LEASES ITS WATER AND SANITARY SEWER SYSTEMS TO THE AUTHORITY; AND CONTAINING OTHER PROVISIONS RELATED THERETO.



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/25/2022

**REQUESTER:** Anthony Francisco

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

**ITEM TITLE:** CONSIDERATION OF APPROVAL, ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-50:  
A RESOLUTION OF THE CITY OF NORMAN, OKLAHOMA (THE "CITY") APPROVING ACTION TAKEN BY THE NORMAN UTILITIES AUTHORITY (THE "AUTHORITY") AUTHORIZING ISSUANCE, SALE AND DELIVERY OF A CLEAN WATER SRF PROMISSORY NOTE OF THE AUTHORITY TO THE OKLAHOMA WATER RESOURCES BOARD; RATIFYING AND CONFIRMING AN AMENDED LEASE AGREEMENT WHEREBY THE CITY LEASES ITS WATER AND SANITARY SEWER SYSTEMS TO THE AUTHORITY; AND CONTAINING OTHER PROVISIONS RELATED THERETO.

### BACKGROUND

The Oklahoma Water Resources Board (OWRB), acting as the agent of the U.S. Environmental Protection Agency (EPA) and the Oklahoma legislature, has administered a Statewide Water Development Revolving Fund loan program (SRF) for many years. These programs provide financial assistance for municipalities to make infrastructural improvements to their water and water reclamation (formerly sewer or wastewater) systems to comply with federal and state drinking water and pollution control standards. The Norman Utilities Authority (NUA) has participated on several occasions in the Oklahoma Water Resources Board's Statewide Revolving Fund loan program and has benefitted from the lower interest rates and favorable terms in the program.

On June 8, 2021, the NUA/City Council approved contract K-2122-75 with ESource Technologies, for an assessment of alternative water metering solutions.

On September 28, 2021, the Trustees of the Norman Utilities Authority (NUA) heard a presentation from ESource Technologies Planning and Implementation Division, which recommended the replacement of the City's water meters with Advanced Meter Infrastructure. The estimated cost to fully implement these systems, including replacement of over 41,000 water meters, is over \$15 million. On April 12, 2022, the voters of Norman rejected a referendum for a utility rate increase to provide funding for the AMI implementation, among other capital projects.

At the NUA Study Session of June 7, 2021, Utilities Department staff presented alternative methods of paying for the AMI Implementation proposal, including phased-in approaches to the implementation. The Trustees directed staff to continue to pursue federal grant proposals to partially fund the AMI implementation and to finance the remaining costs through the OWRB SRF Program or through revenue bonds to be issued through the NUA.

On June 21, 2022, the NUA received official notification of the award of \$2,000,000 for the AMI Implementation through President Biden's Bipartisan Infrastructure and Jobs Act of 2022, administered by the U.S. Bureau of Reclamation's WaterSMART Water and Energy Efficiency Grant program. Norman's AMI Implementation Project was the only successful grant application received in Oklahoma.

On June 28, 2022, the NUA approved Resolution 2122-136, authorizing an application for a Clean Water State Wide Revolving Fund Loan in an amount not to exceed \$15,000,000 to fund the remaining costs of the AMI Implementation Project in excess of the amount of the WaterSMART grant.

The total estimated cost for the AMI Implementation Project is \$15,818,990.

## **DISCUSSION**

The Oklahoma Water Resources Board has approved the \$15,000,000 Clean Water Statewide Revolving Fund Loan for the AMI Implementation Project. To accept the grant and move forward with the funding for the project, two resolutions are proposed:

Resolution R-2223-49 is a Resolution of the Norman Utilities Authority, issuing a Note Payable to the Oklahoma Water Resources Board of \$15,000,000, for a term of up to 20 years at an interest rate not to exceed four percent (4%), secured by a pledge of water and sewer revenue; Appointing BancFirst Trust Company as Loan Trustee; and Ratifying the 1984 Lease of the water systems of the City of Norman to the Norman Utilities Authority.

Resolution R-2223-50 is a Resolution of the City of Norman authorizing the Norman Utilities Authority to issue its \$15,000,000 Note Payable Indebtedness.

## **RECOMMENDATION**

It is recommended that the Resolutions be adopted, authorizing the NUA Chairperson and staff to execute documents approving the \$15,000,000 Statewide Revolving Fund Loan between the Norman Utilities Authority and the Oklahoma Water Resources Board, to provide funding for the Advanced Meter Infrastructure project.

**R-2223-50**  
***Resolution***

A RESOLUTION OF THE CITY OF NORMAN, OKLAHOMA (THE “CITY”) APPROVING ACTION TAKEN BY THE NORMAN UTILITIES AUTHORITY (THE “AUTHORITY”) AUTHORIZING ISSUANCE, SALE AND DELIVERY OF A CLEAN WATER SRF PROMISSORY NOTE OF THE AUTHORITY TO THE OKLAHOMA WATER RESOURCES BOARD; RATIFYING AND CONFIRMING AN AMENDED LEASE AGREEMENT WHEREBY THE CITY LEASES ITS WATER AND SANITARY SEWER SYSTEMS TO THE AUTHORITY; AND CONTAINING OTHER PROVISIONS RELATED THERETO.

WHEREAS, the Norman Utilities Authority (the “Authority”) did, by its Resolution adopted October 25, 2022, authorize the issuance, sale and delivery of its Series 2022 Clean Water SRF Promissory Note to Oklahoma Water Resources Board; and

WHEREAS, the City Council of The City of Norman, Oklahoma (the “City”) hereby determines that the actions taken by the Authority should be authorized and approved; and

WHEREAS, the City hereby determines that such other action necessary or attendant to accomplishment of the referenced financing should be considered by the City Council of the City.

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

SECTION 1. Issuance of Note. That the issuance, sale and delivery of the Norman Utilities Authority, Cleveland County, Oklahoma, Series 2022 Clean Water SRF Promissory Note to Oklahoma Water Resources Board in the principal amount of \$15,000,000 (the “2022 Note”), all as approved by said Authority on October 25, 2022, be and hereby is authorized, approved and ratified.

SECTION 2. Approval. That all actions heretofore taken by the Authority in connection with the issuance, sale and delivery of the 2022 Note and all other aspects of the transaction be and are hereby authorized, approved and ratified.

SECTION 3. Lease Agreement. The Amended Lease Agreement and Operation and Maintenance Contract dated as of November 1, 1984, by and all between the City and the Authority (the “Lease Agreement”), whereby the City leased to the Authority its presently existing and hereafter acquired water and sanitary sewer systems and whereby the Authority agreed to operate and maintain the same, is hereby ratified and confirmed and the term of said Lease Agreement shall extend until the 2022 Note is paid.

SECTION 4. Necessary Action. That the Mayor or Mayor Pro Tem and City Clerk or Deputy City Clerk be and hereby are authorized and empowered to execute and deliver for and on behalf of

R-2223-50

the City any and all other documents or instruments reasonably necessary to accomplish the issuance, sale and delivery of the 2022 Note and all other aspects of the transaction.

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R-2223-50

PASSED AND APPROVED THIS 25<sup>TH</sup> DAY OF OCTOBER, 2022.

THE CITY OF NORMAN, OKLAHOMA

By \_\_\_\_\_  
Mayor

ATTEST:

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

(SEAL)



CERTIFICATE  
OF  
CITY COUNCIL ACTION

I, the undersigned, hereby certify that I am the duly qualified and acting City Clerk of The City of Norman, Oklahoma.

I further certify that the City Council of The City of Norman, Oklahoma, held a Regular Meeting at 6:30 o'clock p.m., on October 25, 2022, after due notice was given in full compliance with the Oklahoma Open Meeting Act.

I further certify that attached hereto is a full and complete copy of a Resolution that was passed and approved by said City Council at said meeting as the same appears in the official records of my office and that said Resolution is currently in effect and has not been repealed or amended as of this date.

I further certify that below is listed those Council Members present and absent at said meeting; those making and seconding the motion that said Resolution be passed and approved; and those voting for and against such motion:

PRESENT:

ABSENT:

MOTION MADE BY:

MOTION SECONDED BY:

AYE:

NAY:

WITNESS MY HAND THIS 25<sup>TH</sup> DAY OF OCTOBER, 2022.

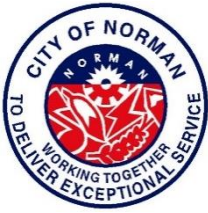
THE CITY OF NORMAN, OKLAHOMA

(SEAL)

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

**File Attachments for Item:**

22. CONSIDERATION OF ADOPTION, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-52: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, IMPLEMENTING TWO-HOUR PARKING LIMITS ON THE NORTH SIDE OF EUFAULA STREET BETWEEN PORTER AVENUE AND CRAWFORD AVENUE.



## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 10/25/2022

**REQUESTER:** Katherine Coffin

**PRESENTER:** David Riesland, Transportation Engineer

**ITEM TITLE:** CONSIDERATION OF ADOPTION, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-52:  
A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, IMPLEMENTING TWO-HOUR PARKING LIMITS ON THE NORTH SIDE OF EUFAULA STREET BETWEEN PORTER AVENUE AND CRAWFORD AVENUE.

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### BACKGROUND:

On-street parking restrictions have been evaluated, over the years, pursuant to Public Works Procedure 3-001. This policy requires that a petition signed by at least 60% of the residents affected by the proposed parking restriction be submitted to the City's Transportation Engineer. If the requisite number of signatures can be verified, the City will install signs delineating the requested parking restriction. However, the current application is not to restrict on-street parking, but, rather, to implement limitations on how long a motorist may park in a given parking space.

The portion of Eufaula Street between Porter Avenue and Crawford Avenue has historically been dominated by the presence of vehicles associated with Highland Dairy. A location map is attached. Until recently, this has not been a problem. With the influx of new businesses, there is a new need for parking spaces to turn over to the benefit of the new businesses rather than to have motorists park all day prohibiting potential customers from accessing the spaces and potentially the new businesses. As such, a new problem has been identified that needs to be resolved. City staff received this request from a business owner in the area. A map of the corridor businesses is attached.

### DISCUSSION:

Resolution R-2223-52 contains language that establishes new on street parking limitations that introduce two-hour parking on the north side of Eufaula Street between Porter Avenue and Crawford Avenue. The resolution directs staff to post the signs needed for enforcement of the said parking time limitations. If adopted, staff will issue the public notification on October 27, 2022, install the signs, and begin enforcement of the restrictions on November 1, 2022.

This is a common solution to public on-street parking demands of this nature. The City currently regulates public on-street parking throughout Downtown Norman.

**RECOMMENDATION:**

Staff recommends adoption of Resolution R-2223-52 establishing new on-street two-hour parking restrictions on the north side of Eufaula Street between Porter Avenue and Crawford Avenue.

# Resolution

R-2223-52

## A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, IMPLEMENTING TWO-HOUR PARKING LIMITS ON THE NORTH SIDE OF EUFAULA STREET BETWEEN PORTER AVENUE AND CRAWFORD AVENUE

- § 1. WHEREAS, on-street parking restrictions have been evaluated, over the years, pursuant to Public Works Procedure 3-001; and
- § 2. WHEREAS, the current application is not to restrict on-street parking, but, rather, to implement limitations on how long a motorist may park in a given parking space; and
- § 3. WHEREAS, the portion of Eufaula Street between Porter Avenue and Crawford Avenue has historically been dominated by the presence of vehicles associated with Highland Dairy; and
- § 4. WHEREAS, with the influx of new businesses, there is a new need for parking spaces to turn over to the benefit of the new businesses rather than to have motorists park all day prohibiting potential customers from accessing the spaces and potentially the new businesses; and
- § 5. WHEREAS, the City of Norman staff received a request to implement two-hour parking maximums in this block of Eufaula Street from a business owner in the area; and
- § 6. WHEREAS, upon approval, city staff will post the signs needed for enforcement of the said parking time limitations; and
- § 7. WHEREAS, If adopted, staff will issue the public notification on October 27, 2022, install the signs, and begin enforcement of the restrictions on November 1, 2022; and

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

- § 8. Adopt this Resolution establishing new on-street two-hour parking restrictions on the north side of Eufaula Street between Porter Avenue and Crawford Avenue.

PASSED AND ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Mayor

ATTEST:

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







## Location Map

**On-Street Parking on North Side of Eufaula Street between Porter Avenue and Crawford Avenue  
Conversion from No Parking Limitations to 2-Hour Parking**





## Property Owners

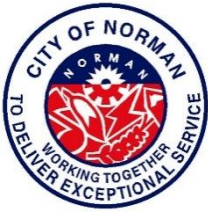
**Eufaula Street between Porter Avenue and Crawford Avenue**

**In Area Considered for 2-Hour Parking Limitations**

**File Attachments for Item:**

23. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-30: 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 (N/2) OF SECTION TWENTY-SIX (26), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE SPECIAL ENTERPRISE ZONE. (4000 EAST ROBINSON STREET)





## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/25/2022

**REQUESTER:** Zafar Baig

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

**ITEM TITLE:** CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-30: 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 (N/2) OF SECTION TWENTY-SIX (26), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE SPECIAL ENTERPRISE ZONE. (4000 EAST ROBINSON STREET)

### SUMMARY OF REQUEST:

In 2007, this parcel was placed in a Special Enterprise Zone to allow a previous owner to rezone to a PUD, Planned Unit Development, and construct a bed and breakfast with outdoor events/weddings. The applicant wishes to rezone the property to A-1, General Agricultural District, which requires removal from the Special Enterprise Zone.

### STAFF ANALYSIS:

The property had to meet the following conditions to allow the establishment of the Special Enterprise Zone in 2007:

- The site must be authorized as a Planned Unit Development. This application is accompanied by a PUD request.
- Uses are limited to service-oriented tourism facilities that relate to Lake Thunderbird as a destination, and capitalize on the rural, pastoral qualities that should be preserved in the area. The applicants have a large heavily wooded lot that is currently in use as a rural destination. The proposed use is simply an expansion of the existing use that exceeds what can be authorized under the existing residential guidelines.
- Each tract must contain twenty acres, and preserve existing vegetation. This tract is approximately twenty acres, and will be unified by a lot line adjustment if the request is approved.
- Substantial setbacks must be observed to minimize external impacts. The PUD indicates no construction within the front and rear 150' nor within 75' of either side property line. All new construction will abide by these requirements.

- No more than forty percent of the site may be disturbed or improved with structures and paving. Very little construction is proposed, and any construction will be well under the allowed percentage.
- Proposed locations must have good visibility for entering and exiting traffic, including a clear sight distance of 1200 feet in both directions for any proposed driveway. The existing driveway has good line of sight and should not be hazardous for any customers.

The above is no longer applicable, the previous applicant did not develop this property as a bed and breakfast/wedding venue; thus, the designation should be removed. The property is still vacant.

The current request for the property is to use the property for a single-family residence and agricultural uses. The proposed site plan shows a house, animal pen and barn. The rezoning request, proposed use, and size of the parcel do not allow the property to remain in a Special Enterprise Zone.

### **CONCLUSION:**

Staff forwards this request for a NORMAN 2025 Land Use & Transportation Plan amendment to remove the property from a Special Enterprise Zone as Resolution R-2223-30 for consideration by City Council.

At their meeting of September 8, 2022, Planning Commission unanimously recommended adoption of Resolution R-2223-30 by a vote of 7-0.

## Resolution

R-2223-30

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 (N/2) OF SECTION TWENTY-SIX (26), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE SPECIAL ENTERPRISE ZONE.  
(4000 East Robinson Street)

- § 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, Zafar Baig has requested that the following described property be moved from the Special Enterprise Zone, while retaining the Country Residential Designation, for the hereinafter described property, to wit:

Part of the North Half (N/2) of Section Twenty-Six (26), Township Nine (9) North, Range Two (2) West of the Indian Meridian, Cleveland County, Oklahoma, more particularly described as follows: Beginning at a point West 2,806.83 feet from the Northeast Corner of said Section; Thence South a distance of 872.00 feet; Thence West a distance of 250.00 feet; Thence North a distance of 872.00 feet; Thence East a distance of 250.00 feet to the Point of Beginning. AKA Tract No. 14, Pecan Heights

Said tract of land containing 5 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.

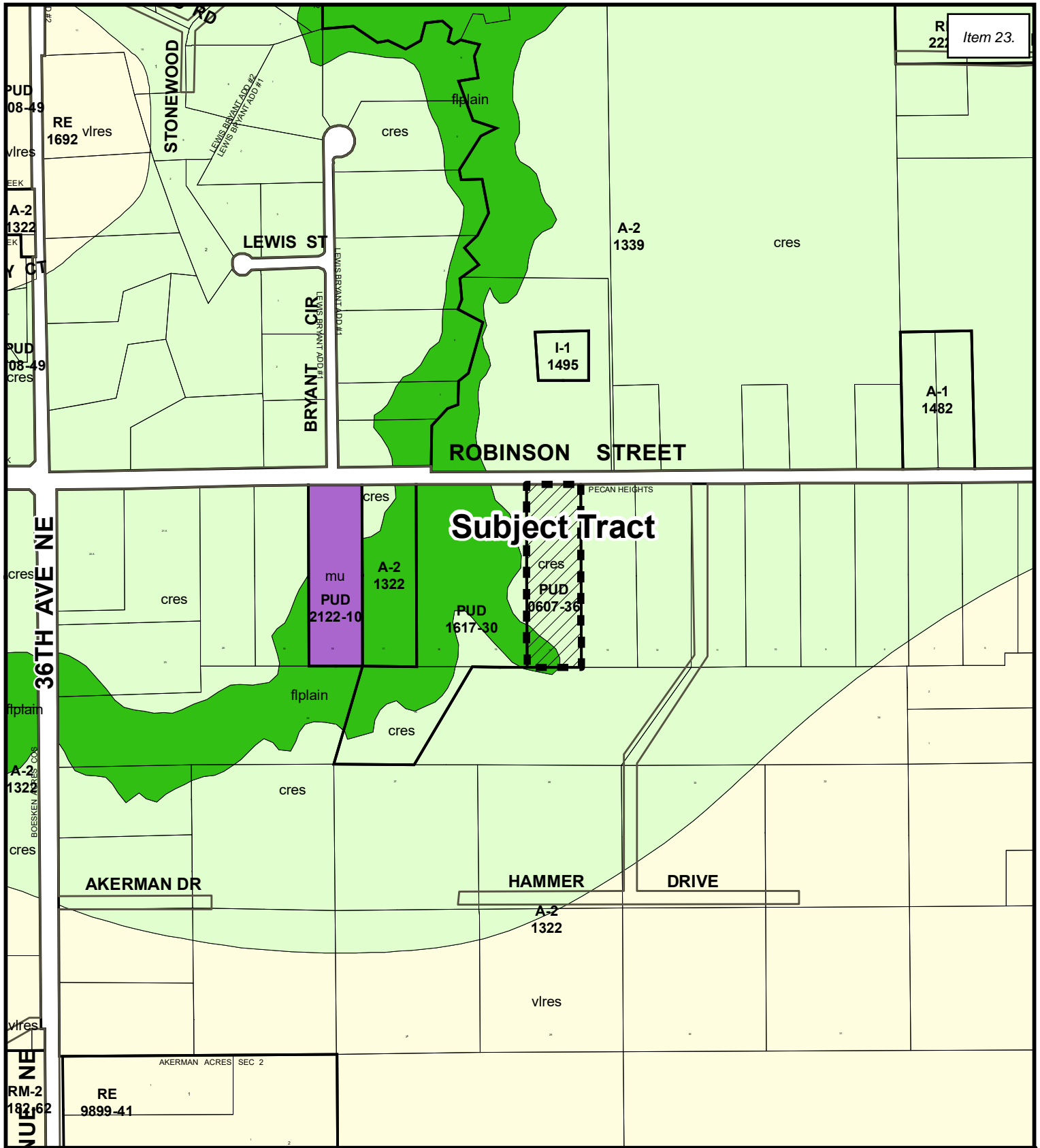
PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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

TEST:

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

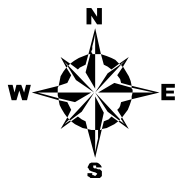




# Norman 2025 Land Use Plan





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



August 3, 2022

0 300 600 Ft.

 Subject Tract

 Zoning

**Applicant:** Zafar Baig

**Project Location:** 4000 E. Robinson Street

**Case Number:** PD22-17

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

**Applicant/Representative**

None

**Attendees**

None

**City Staff**

Colton Wayman, Planner I

Ken Danner, Subdivision Development Manager

**Application Summary**

NORMAN 2025 Plan Amendment to remove a Special Enterprise Zone, but retain Country Residential Designation; and rezoning from PUD, Planned Unit Development, to A-1, General Agricultural District

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

No neighbors attended the meeting.

**NORMAN PLANNING COMMISSION  
REGULAR SESSION MINUTES**

**SEPTEMBER 8, 2022**

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Council Chambers of the Norman Municipal Building, 201 West Gray Street, on the 8<sup>th</sup> day of September, 2022.

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

Chair Erica Bird called the meeting to order at 6:30 p.m.

\* \* \*

Item No. 1, being:

**ROLL CALL**

**MEMBERS PRESENT**

Cameron Brewer  
Kevan Parker  
Liz McKown  
Steven McDaniel  
Erica Bird  
Jim Griffith  
Michael Jablonski

**MEMBERS ABSENT**

Doug McClure  
Shaun Axton

A quorum was present.

**STAFF MEMBERS PRESENT**

Jane Hudson, Director, Planning &  
Community Development  
Roné Tromble, Recording Secretary  
Lora Hoggatt, Planning Services Manager  
Colton Wayman, Planner I  
Logan Hubble, Planner I  
Ken Danner, Subdivision Development  
Manager  
Jami Short, Traffic Engineer  
Beth Muckala, Asst. City Attorney  
Todd McLellan, Development Engineer  
Bryce Holland, Multimedia Specialist

\* \* \*

**NON-CONSENT ITEMS:**

Item No. 5, being:

**CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION NO. R-2223-30: ZAFAR BAIG REQUESTS AMENDMENT OF THE NORMAN 2025 LAND USE & TRANSPORTATION PLAN TO REMOVE THE PARCEL FROM THE SPECIAL ENTERPRISE ZONE, RETAINING COUNTRY RESIDENTIAL DESIGNATION FOR 5 ACRES OF PROPERTY LOCATED AT 4000 E. ROBINSON STREET.**

**ITEMS SUBMITTED FOR THE RECORD:**

1. 2025 Map
2. Staff Report
3. Pre-Development Summary

and

Item No. 6, being:

**CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE NO. O-2223-9: ZAFAR BAIG REQUESTS REZONING FROM PUD, PLANNED UNIT DEVELOPMENT (O-0607-36), TO A-1, GENERAL AGRICULTURAL DISTRICT, FOR 5 ACRES OF PROPERTY LOCATED AT 4000 E. ROBINSON STREET.**

**ITEMS SUBMITTED FOR THE RECORD:**

1. Location Map
2. Staff Report
3. Site Plan
4. Pre-Development Summary

**PRESENTATION BY STAFF:**

1. Logan Hubble reviewed the staff report, a copy of which is filed with the minutes.

**APPLICANT PRESENTATION:**

None

**AUDIENCE PARTICIPATION:**

None

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

*Michael Jablonski moved to recommend adoption of Resolution No. R-2223-30 and Ordinance No. O-2223-9 to City Council. Kevan Parker seconded the motion.*

There being no further discussion, a vote on the motion was taken with the following result:

YEAS	Cameron Brewer, Kevan Parker, Liz McKown, Steven McDaniel, Erica Bird, Jim Griffith, Michael Jablonski
NAYES	None
ABSENT:	Doug McClure, Shaun Axton

Ms. Tromble announced that the motion, to recommend adoption of Resolution No. R-2223-30 and Ordinance No. O-2223-9 to City Council, passed by a vote of 7-0.

\* \* \*

RESOLUTION NO. R-2223-30

ITEM NO. 5

**STAFF REPORT**

**ITEM:** Zafar Baig requests amendment of the NORMAN 2025 Land Use and Transportation Plan to remove the parcel from the Special Enterprise Zone (R-0607-102), retaining Country Residential Designation for 5 acres of property located at 4000 E. Robinson Street.

**SUMMARY OF REQUEST:** In 2007, this parcel was placed in a Special Enterprise Zone to allow a previous owner to rezone to a PUD, Planned Unit Development, and construct a bed and breakfast with outdoor events/weddings. The applicant wishes to rezone the property to A-1, General Agricultural District, which requires removal from the Special Enterprise Zone.

**STAFF ANALYSIS:** The property had to meet the following conditions to allow the establishment of the Special Enterprise Zone in 2007:

- The site must be authorized as a Planned Unit Development. This application is accompanied by a PUD request.
- Uses are limited to service-oriented tourism facilities that relate to Lake Thunderbird as a destination, and capitalize on the rural, pastoral qualities that should be preserved in the area. The applicants have a large heavily wooded lot that is currently in use as a rural destination. The proposed use is simply an expansion of the existing use that exceeds what can be authorized under the existing residential guidelines.
- Each tract must contain twenty acres, and preserve existing vegetation. This tract is approximately twenty acres, and will be unified by a lot line adjustment if the request is approved.
- Substantial setbacks must be observed to minimize external impacts. The PUD indicates no construction within the front and rear 150' nor within 75' of either side property line. All new construction will abide by these requirements.
- No more than forty percent of the site may be disturbed or improved with structures and paving. Very little construction is proposed, and will be well under the allowed percentage.
- Proposed locations must have good visibility for entering and exiting traffic, including a clear sight distance of 1200 feet in both directions for any proposed driveway. The existing driveway has good line of sight and should not be hazardous for any customers.

The above is no longer applicable, the previous applicant did not develop this property as a bed and breakfast/wedding venue; thus, the designation should be removed. The property is still vacant.

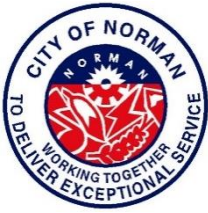
The current request for the property is to use the property for a single-family residence and agricultural uses. The proposed site plan shows a house, animal pen and barn. The rezoning request, proposed use, and size of the parcel do not allow the property to remain in a Special Enterprise Zone.



**CONCLUSION:** Staff forwards this request for a NORMAN 2025 Land Use & Transpo Plan amendment to remove the property from a Special Enterprise Zone as Resolution No. R-2223-30 for consideration by the Planning Commission and a recommendation to City Council.

**File Attachments for Item:**

24. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2223-9 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE PART OF THE NORTH HALF (N/2) OF SECTION TWENTY-SIX (26), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT AND PLACE THE SAME IN THE A-1, GENERAL AGRICULTURAL DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (4000 EAST ROBINSON STREET)



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/25/2022

**REQUESTER:** Zafar Baig

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

**ITEM TITLE:** CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2223-9 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE PART OF THE NORTH HALF (N/2) OF SECTION TWENTY-SIX (26), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT AND PLACE THE SAME IN THE A-1, GENERAL AGRICULTURAL DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (4000 EAST ROBINSON STREET)

### PROJECT OVERVIEW:

Zafar Baig is requesting a rezoning to A-1, General Agricultural District at 4000 E. Robinson St. This site is currently vacant.

The subject property and the adjacent property to the west were rezoned from A-2, Rural Agricultural District, to PUD, Planned Unit Development, with Ordinance No. O-0607-36 on May 22, 2007. This PUD allowed the property to be used as a bed and breakfast and wedding venue. The property to the west was subsequently rezoned to PUD, Planned Unit Development, with Ordinance No. O-1617-30 on March 28, 2017, to allow for a wellness treatment facility. The subject property was not included in that rezoning.

### PROCEDURAL REQUIREMENTS:

**GREENBELT MEETING:** GB 22-13, August 16, 2022

Greenbelt forwards this item with no additional comments.

**PRE-DEVELOPMENT MEETING:** PD22-17, August 25, 2022

No neighbors attended the meeting.

**ZONING ORDINANCE CITATION:****SEC 420.1, GENERAL AGRICULTURAL DISTRICT**

1. General Description. This district is intended to provide a zoning classification for the land situated on the fringe of the urban area that is used for agricultural purposes, but will be undergoing urbanization in the future. Most of these areas will be in close proximity to residential and commercial uses. Therefore the agricultural activities conducted in this district should not be detrimental to urban land uses. It is not intended that this district provide a location for a lower standard of residential development than is authorized in other districts. The types of uses, area and intensity of use of land which is authorized in this district is designed to encourage and protect agricultural uses until urbanization is warranted and the appropriate change in district classification is made.

**EXISTING ZONING:** The subject property is currently zoned PUD, Planned Unit Development, O-0607-36, which allows for a bed and breakfast and wedding venue.

**IMPACTS:** This rezoning proposal is approximately 5 acres. The applicant intends to build a house and a barn for animals. The site plan shows both structures near the middle of the parcel, with the barn closer to the east property line. Any construction will be required to meet the regulations of the A-1, General Agricultural District, zoning. The property would be similar in character to nearby single-family agricultural properties.

**STAFF ANALYSIS:** This site has been vacant for many years, overlooked for single-family development because of the current PUD zoning. Not many prospective buyers wanted to go through the rezoning process. As stated, under the existing PUD, only a bed and breakfast and wedding venue would be allowed. For the applicant to build a home, the property must be rezoned. A-1, General Agricultural District zoning would allow for a single-family home on a 5 acre parcel. The A-2 District requires parcels to be at least 10-acres in size, so the option for A-1 zoning fits the site.

It is noted that the driveway location demonstrated on the site plan will require the applicant to obtain separate approvals from COMCD prior to construction.

**INTERDEPARTMENTAL COMMENTS:**

**FIRE DEPARTMENT:** No additional comments.

**PUBLIC WORKS/ENGINEERING:** Property is platted. Site plan should show 15' radius on the drive approach not 5'. Applicant will need to contact Central Oklahoma Master Conservancy District when crossing raw water line with their proposed drive.

**TRAFFIC ENGINEER:** There might be a utility pole very close to the location of the proposed drive.

**UTILITIES:** There are two raw water mains located in easements located adjacent to Robinson Street right-of-way. The raw water lines are 30" and 48" in size. The owner will need to work out

requirements from the Central Oklahoma Master Conservancy District for the 30" raw water line and the City for the 48" raw water line before the new driveway is constructed.

**CONCLUSION:**

Staff forwards this request for rezoning from PUD, Planned Unit Development, O-0607-36 to A-1, General Agricultural District, as Ordinance O-2223-9 for consideration by City Council. At their September 8, 2022 meeting, Planning Commission unanimously recommended adoption of Ordinance O-2223-9 by a vote of 7-0.

O-2223-9

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE PART OF THE NORTH HALF (N/2) OF SECTION TWENTY-SIX (26), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT AND PLACE THE SAME IN THE A-1, GENERAL AGRICULTURAL DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (4000 East Robinson Street)

- § 1. WHEREAS, Zafar Baig has made application to have the property described below removed from the PUD, Planned Unit Development District, and to have the same placed in the A-1, General Agricultural District; and
- § 2. WHEREAS, said application has been referred to the Planning Commission of said City and said body has, after conducting a public hearing as required by law, considered the same and recommended that the same should be granted and an ordinance adopted to effect and accomplish such rezoning; and
- § 3. WHEREAS, the City Council of the City of Norman, Oklahoma, has thereafter considered said application and has determined that said application should be granted and an ordinance adopted to effect and accomplish such rezoning.

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

- § 4. That Section 460 of Chapter 22 of the Code of the City of Norman, Oklahoma, is hereby amended so as to remove the following described property from the PUD, Planned Unit Development District, and to place the same in the A-1, General Agricultural District, to wit:

Part of the North Half (N/2) of Section Twenty-Six (26), Township Nine (9) North, Range Two (2) West of the Indian Meridian, Cleveland County, Oklahoma, more particularly described as follows: Beginning at a point West 2,806.83 feet from the Northeast Corner of said Section; Thence South a distance of 872.00 feet; Thence West a distance of 250.00 feet; Thence North a distance of 872.00 feet; Thence East a distance of 250.00 feet to the Point of Beginning. AKA Tract No. 14, Pecan Heights.

Said tract of land containing 5 acres, more or less.

Ordinance No. O-2223-9

Page 2

§ 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

\_\_\_\_\_, 2022.

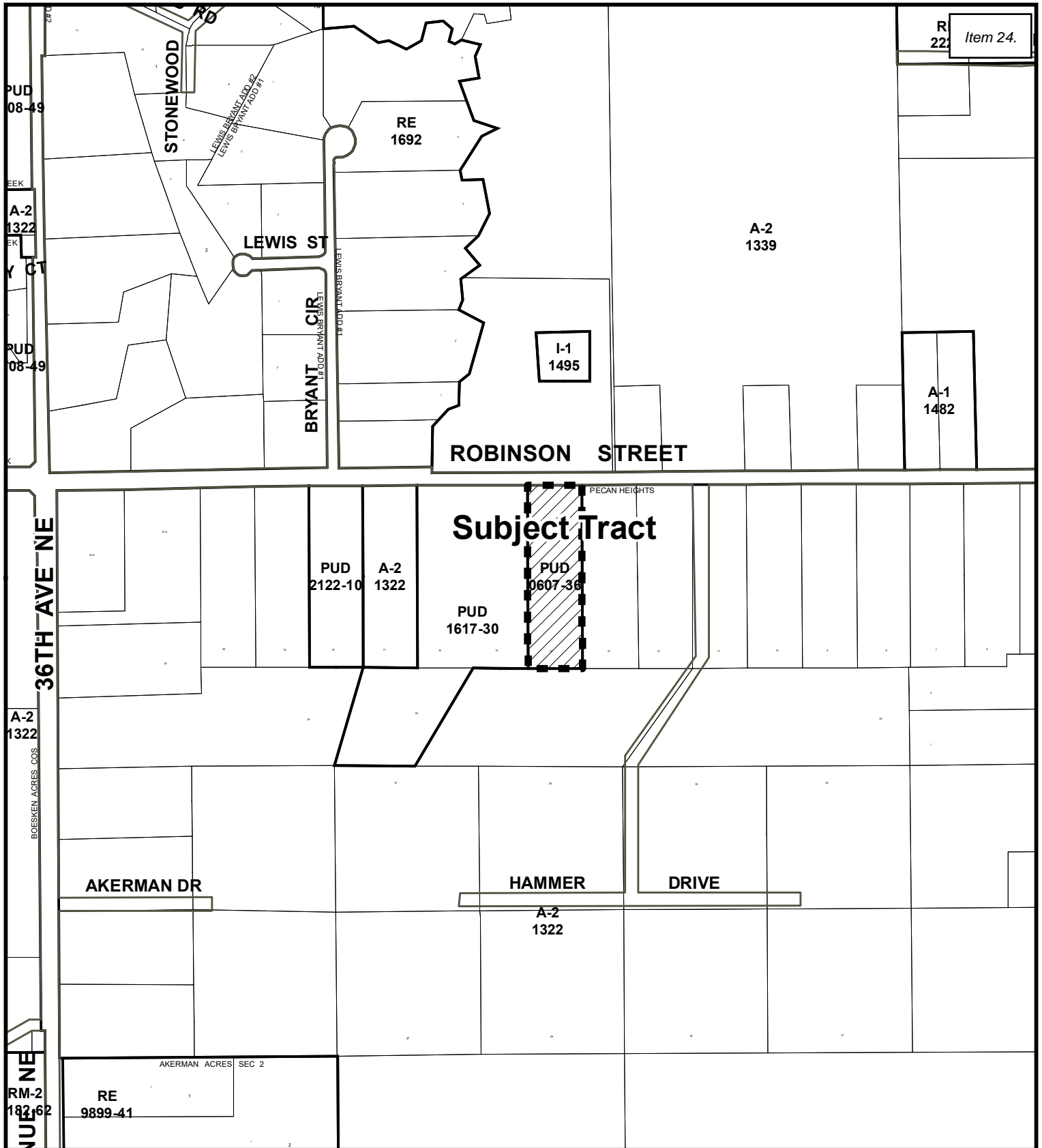
\_\_\_\_\_, 2022.

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

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

ATTEST:

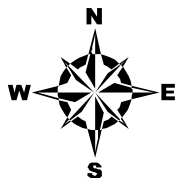
\_\_\_\_\_  
(City Clerk)



# Location Map





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



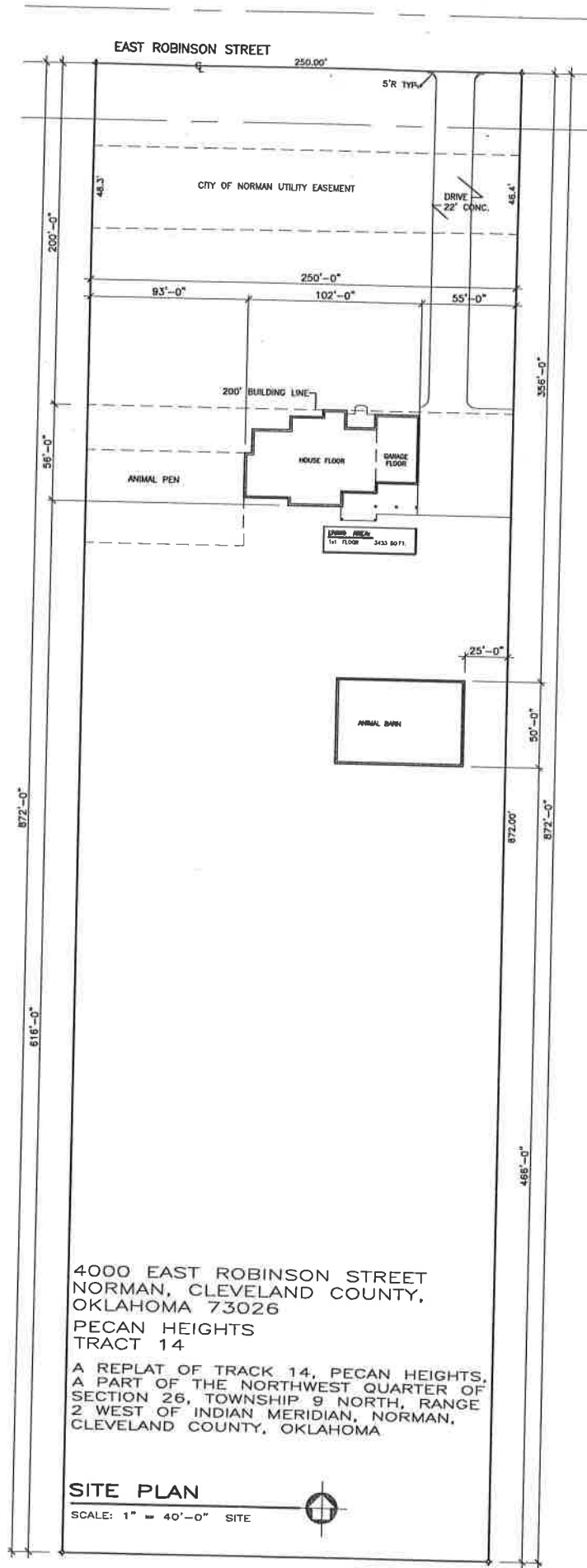
August 3, 2022

0 300 600 Ft.

 Subject Tract

 Zoning





ORDINANCE NO. O-2223-9

ITEM NO. 6

**STAFF REPORT****GENERAL INFORMATION**

APPLICANT	Zafar Baig
REQUESTED ACTION	Rezoning to A-1, General Agricultural District
EXISTING ZONING	PUD, Planned Unit Development (O-0607-36)
SURROUNDING ZONING	North: A-2, Rural Agricultural District, and I-1, Light Industrial District East: A-2, Rural Agricultural District South: A-2, Rural Agricultural District West: PUD, Planned Unit Development
LOCATION	4000 East Robinson Street
WARD	Ward 5
CORE AREA	No
SIZE	5 acres, more or less
PURPOSE	Single-Family Dwelling
EXISTING LAND USE	Vacant
SURROUNDING LAND USE	North: Single-Family Residential East: Church South: Single-Family Residential West: Wellness Treatment Facility
LAND USE PLAN DESIGNATION	Country Residential/Special Enterprise Zone
GROWTH AREA DESIGNATION	Country Residential Area

**PROJECT OVERVIEW:** Zafar Baig is requesting a rezoning to A-1, General Agricultural District at 4000 E. Robinson St. This site is currently vacant.

The subject property and the adjacent property to the west were rezoned from A-2 Agricultural District, to PUD, Planned Unit Development, with Ordinance No. O-0607-36 on May 22, 2007. This PUD allowed the property to be used as a bed and breakfast and wedding venue. The property to the west was subsequently rezoned to PUD, Planned Unit Development, with Ordinance No. O-1617-30 on March 28, 2017, to allow for a wellness treatment facility. The subject property was not included in that rezoning.

#### **PROCEDURAL REQUIREMENTS:**

**GREENBELT MEETING:** GB 22-13, August 16, 2022

Greenbelt forwards this item with no additional comments.

**PRE-DEVELOPMENT MEETING:** PD22-17 August 25, 2022

No neighbors attended the meeting.

#### **ZONING ORDINANCE CITATION:**

SEC 420.1, GENERAL AGRICULTURAL DISTRICT

1. General Description. This district is intended to provide a zoning classification for the land situated on the fringe of the urban area that is used for agricultural purposes, but will be undergoing urbanization in the future. Most of these areas will be in close proximity to residential and commercial uses. Therefore the agricultural activities conducted in this district should not be detrimental to urban land uses. It is not intended that this district provide a location for a lower standard of residential development than is authorized in other districts. The types of uses, area and intensity of use of land which is authorized in this district is designed to encourage and protect agricultural uses until urbanization is warranted and the appropriate change in district classification is made.

**EXISTING ZONING:** The subject property is currently zoned PUD, Planned Unit Development, O-0607-36, which allows for a bed and breakfast and wedding venue.

**IMPACTS:** This rezoning proposal is approximately 5 acres. The applicant intends to build a house and a barn for animals. The site plan shows both structures near the middle of the parcel, with the barn closer to the east property line. Any construction will be required to meet the regulations of the A-1, General Agricultural District, zoning. The property would be similar in character to nearby single-family agricultural properties.

**STAFF ANALYSIS:** This site has been vacant for many years, overlooked for single-family development because of the current PUD zoning. Not many prospective buyers wanted to go through the rezoning process. As stated, under the existing PUD, only a bed and breakfast and wedding venue would be allowed. For the applicant to build a home, the property must be rezoned. A-1, General Agricultural District zoning would allow for a single-family home on a 5 acre parcel. The A-2 District requires parcels to be at least 10-acres in size, so the option for A-1 zoning fits the site.

#### **INTERDEPARTMENTAL COMMENTS:**

**FIRE DEPARTMENT:** No additional comments.

**PUBLIC WORKS/ENGINEERING:** Property is platted. Site plan should show 15' radius on the drive approach not 5'. Applicant will need to contact Central Oklahoma Master Conservancy District when crossing raw water line with their proposed drive.

**TRAFFIC ENGINEER:** There might be a utility pole very close to the location of the proposed drive.

**UTILITIES:** There will be special requirements for the driveway pursuant to the Central Oklahoma Master Conservancy District (COMCD) since it is crossing raw water lines and we need to see a proposed cross section over the raw water lines to determine if there will be any significant grade changes.

**CONCLUSION:** Staff forwards this request for rezoning from PUD, Planned Unit Development, O-0607-36 to A-1, General Agricultural District, as Ordinance No. O-2223-9 for consideration by the Planning Commission and a recommendation to City Council.

**Applicant:** Zafar Baig

**Project Location:** 4000 E. Robinson Street

**Case Number:** PD22-17

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

**Applicant/Representative**

None

**Attendees**

None

**City Staff**

Colton Wayman, Planner I

Ken Danner, Subdivision Development Manager

**Application Summary**

NORMAN 2025 Plan Amendment to remove a Special Enterprise Zone, but retain Country Residential Designation; and rezoning from PUD, Planned Unit Development, to A-1, General Agricultural District

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

No neighbors attended the meeting.

**NORMAN PLANNING COMMISSION  
REGULAR SESSION MINUTES**

**SEPTEMBER 8, 2022**

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Council Chambers of the Norman Municipal Building, 201 West Gray Street, on the 8<sup>th</sup> day of September, 2022.

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

Chair Erica Bird called the meeting to order at 6:30 p.m.

\* \* \*

Item No. 1, being:

**ROLL CALL**

**MEMBERS PRESENT**

Cameron Brewer  
Kevan Parker  
Liz McKown  
Steven McDaniel  
Erica Bird  
Jim Griffith  
Michael Jablonski

**MEMBERS ABSENT**

Doug McClure  
Shaun Axton

A quorum was present.

**STAFF MEMBERS PRESENT**

Jane Hudson, Director, Planning &  
Community Development  
Roné Tromble, Recording Secretary  
Lora Hoggatt, Planning Services Manager  
Colton Wayman, Planner I  
Logan Hubble, Planner I  
Ken Danner, Subdivision Development  
Manager  
Jami Short, Traffic Engineer  
Beth Muckala, Asst. City Attorney  
Todd McLellan, Development Engineer  
Bryce Holland, Multimedia Specialist

\* \* \*

**NON-CONSENT ITEMS:**

Item No. 5, being:

**CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION NO. R-2223-30: ZAFAR BAIG REQUESTS AMENDMENT OF THE NORMAN 2025 LAND USE & TRANSPORTATION PLAN TO REMOVE THE PARCEL FROM THE SPECIAL ENTERPRISE ZONE, RETAINING COUNTRY RESIDENTIAL DESIGNATION FOR 5 ACRES OF PROPERTY LOCATED AT 4000 E. ROBINSON STREET.**

**ITEMS SUBMITTED FOR THE RECORD:**

1. 2025 Map
2. Staff Report
3. Pre-Development Summary

and

Item No. 6, being:

**CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE NO. O-2223-9: ZAFAR BAIG REQUESTS REZONING FROM PUD, PLANNED UNIT DEVELOPMENT (O-0607-36), TO A-1, GENERAL AGRICULTURAL DISTRICT, FOR 5 ACRES OF PROPERTY LOCATED AT 4000 E. ROBINSON STREET.**

**ITEMS SUBMITTED FOR THE RECORD:**

1. Location Map
2. Staff Report
3. Site Plan
4. Pre-Development Summary

**PRESENTATION BY STAFF:**

1. Logan Hubble reviewed the staff report, a copy of which is filed with the minutes.

**APPLICANT PRESENTATION:**

None

**AUDIENCE PARTICIPATION:**

None

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

*Michael Jablonski moved to recommend adoption of Resolution No. R-2223-30 and Ordinance No. O-2223-9 to City Council. Kevan Parker seconded the motion.*

There being no further discussion, a vote on the motion was taken with the following result:

YEAS	Cameron Brewer, Kevan Parker, Liz McKown, Steven McDaniel, Erica Bird, Jim Griffith, Michael Jablonski
NAYES	None
ABSENT:	Doug McClure, Shaun Axton

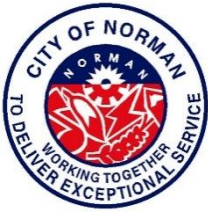
Ms. Tromble announced that the motion, to recommend adoption of Resolution No. R-2223-30 and Ordinance No. O-2223-9 to City Council, passed by a vote of 7-0.

\* \* \*

**File Attachments for Item:**

25. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2223-11 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO GRANT SPECIAL USE FOR A CHURCH, TEMPLE, OR OTHER PLACE OF WORSHIP IN THE R-1, SINGLE FAMILY DWELLING DISTRICT FOR LOT ONE (1), BLOCK ONE (1), NORTHHAVEN CHURCH ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (4600 36TH AVENUE N.W.)





## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 10/25/2022

**REQUESTER:** Timber Creek Fellowship Church

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

**ITEM TITLE:** CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2223-11 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO GRANT SPECIAL USE FOR A CHURCH, TEMPLE, OR OTHER PLACE OF WORSHIP IN THE R-1, SINGLE FAMILY DWELLING DISTRICT FOR LOT ONE (1), BLOCK ONE (1), NORTHHAVEN CHURCH ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (4600 36TH AVENUE N.W.)

### PROJECT OVERVIEW:

In June of this year, Timber Creek Fellowship Church purchased the property to relocate to this facility. NorthHaven Church will continue to occupy the existing facility until further notice. The applicant, Timber Creek Fellowship Church, is requesting to amend the Special Use for a Church to revise the site plan approved with Ordinance No. O-0203-21. The current proposal is to add an approximately 5,000-square-foot sanctuary to the existing building in addition to a new 5,400-square-foot building for Church offices. An approximately 17,000-square-foot sanctuary is proposed at a future date as the church expands. Additional parking is proposed as an extension to the existing parking lot to the west. A new surface lot located east of the Church offices is also proposed at a later date.

### PROCEDURAL REQUIREMENTS:

**GREENBELT MEETING:** N/A for this item.

**PRE-DEVELOPMENT MEETING:** PD 22-21, August 25, 2022

- Neighbors were concerned with the existing drainage for the site. Neighbors asked if Timber Creek Fellowship Church could resolve some of these issues in conjunction with the proposed improvements to the site.
  - The applicant explained that he has walked the site and has found that existing drains are clogged by debris. The applicant explained that unclogging these drains will help drainage for surrounding homeowners significantly.

- Neighbors also expressed concerns with the existing topography of the site concerning drainage.
  - The applicant explained that grading could further resolve these drainage issues.
- Neighbors also asked if irrigation would be provided to trees around the site – specifically those abutting single-family homes.
  - The applicant explained that he does not remember whether irrigation is provided per the draft irrigation plan but will look into this.

### **ZONING ORDINANCE CITATION:**

A Special Use request shall be reviewed and evaluated on the following criteria according to the Zoning Ordinance 22:434.1, Special Uses:

1. Conformance with applicable regulations and standards established by the Zoning Regulations.
2. Compatibility with existing or permitted uses on abutting sites, in terms of building height, bulk and scale, setbacks and open spaces, landscaping and site development, and access and circulation features.
3. Potentially unfavorable effects or impacts on other existing or permitted uses on abutting sites, to the extent such impacts exceed those which reasonably may result from use of the site by a permitted use. (NOTE: Throughout this Section, “Permitted Use” means any use authorized as a matter of right under the applicable zoning district.)
4. Modifications to the site plan which would result in increased compatibility, or would mitigate potentially unfavorable impacts, or would be necessary to conform to applicable regulations and standards and to protect the public health, safety, morals, and general welfare.
5. Safety and convenience of vehicular and pedestrian circulation in the vicinity, including traffic reasonably expected to be generated by the proposed “Special Use” and other uses authorized and anticipated in the area, considering existing zoning and land uses in the area.
6. That any conditions applicable to approval are the minimum necessary to minimize potentially unfavorable impacts on nearby uses and to ensure compatibility of the proposed “Special Use” with existing or permitted uses in the surrounding area.

### **STAFF ANALYSIS:**

As stated, the applicant will be relocating to this site and must request Special Use to amend the existing site plan to allow for the needed expansion of the facility. The expansion of a church facility is expected as the church grows and needs more classrooms or a larger sanctuary for seating.

**EXISTING ZONING:**

The subject property is currently zoned R-1, Single-Family Dwelling District, with Special Use for a Church.

**ALTERNATIVES/ISSUES:**

**IMPACTS:** The additional development and paving areas can be accommodated with the detention ponds that have been sized for this project. Any of the new outdoor lighting will be required to meet the Commercial Outdoor Lighting Standards. There is an existing 6' stockade fence surrounding the property to shield the adjacent residential properties. As noted in the Pre-Development meeting, the adjacent neighbors are concerned with the runoff from the site. The applicant is aware of this concern and states the existing drains are clogged by debris. The applicant explained that unclogging these drains will help drainage for surrounding homeowners significantly.

**OTHER AGENCY COMMENTS:**

**FIRE DEPARTMENT:** No comments.

**PUBLIC WORKS/ENGINEERING:** The property is platted. There is existing access. Sidewalks are existing. Sanitary sewer and water are existing. There is an existing private storm sewer system that the new parking lot will utilize. The storm sewer will carry water to the east to the detention ponds on the west side of 36<sup>th</sup> Avenue N.W. The ponds have been sized for this expansion project.

**TRAFFIC ENGINEER:** No comments.

**UTILITIES:** No comments.

**CONCLUSION:**

Staff forwards this request for Special Use in order to amend the existing site plan, as proposed by Ordinance O-2223-11, for consideration by City Council. At their September 8, 2022 meeting, Planning Commission recommended adoption of Ordinance O-2223-11 by a vote of 6-1.

O-2223-11

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO GRANT SPECIAL USE FOR A CHURCH, TEMPLE, OR OTHER PLACE OF WORSHIP IN THE R-1, SINGLE FAMILY DWELLING DISTRICT FOR LOT ONE (1), BLOCK ONE (1), NORTHHAVEN CHURCH ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (4600 36<sup>th</sup> Avenue N.W.)

- § 1. WHEREAS, Timber Creek Fellowship Church has made application to have Special Use for a Church, Temple, or Other Place of Worship to amend the site plan approved with Ordinance No. O-0203-21 on the property described below in the R-1, Single Family 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 as required by law, considered the same and recommended that the same should be granted and an ordinance adopted to effect and accomplish such rezoning; and
- § 3. WHEREAS, the City Council of the City of Norman, Oklahoma, has thereafter considered said application and has determined that said application should be granted and an ordinance adopted to effect and accomplish such rezoning.

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

- § 4. That Section 460 of Chapter 22 of the Code of the City of Norman, Oklahoma, is hereby amended so as to grant Special Use for a Church, Temple, or Other Place of Worship in the R-1, Single Family Dwelling District, for the following described property, to wit:

Lot One (1), Block One (1), NORTHHAVEN CHURCH ADDITION to Norman, Cleveland County, Oklahoma.

Said tract contains 9.51 acres, more or less.

Ordinance No. O-2223-11

Page 2

§ 5. Further, pursuant to the provisions of Section 22:434.1 of the Code of the City of Norman, as amended, the following conditions are hereby attached to the zoning of the tract:

- a. The site shall be developed in accordance with the Site Plan (Exhibit A), and supporting documentation submitted by the applicant and approved by the Planning Commission on September 8, 2022.

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

ADOPTED this \_\_\_\_\_ day of

NOT ADOPTED this \_\_\_\_\_ day of

\_\_\_\_\_, 2022.

\_\_\_\_\_, 2022.

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

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


ATTEST:


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


PL  
1920-28

2

00 Ft.

 Subject Tract

 Zoning



PUD  
0910-14

A-2  
1339

36TH AVE NW




The map is a plat map of a residential subdivision. It features several streets including Carrington Place, Canonbury Road, Warrington Way, Stansbury Road, Lorings Road, and Hill Way. Numerous lots are shown, many of which are zoned R-1. Several lots are identified with the address 9899-40. A specific lot is highlighted with a thick black border and labeled 'Subject Tract' with address 0203-21\*. The map also includes labels for 'Northhaven Church Add' and 'Pimlico Drive'. The title 'FRANKLIN, OHIO' is at the top, and 'PLAT' is at the bottom.

# Location Map

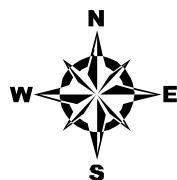
Map Produced by the City of Norman  
Geographic Information System.  
The City of Norman assumes no  
responsibility for errors or omissions  
in the information presented.

August 3, 2011

0 200

S:\ArcGIS10 MapTemplates\8x11\_LocationMapArcMap10.mxd



August 3, 2022

0      200      400 Ft.

☐ Zoning

407



Seal

**NOT FOR  
CONSTRUCTION**

Project:

**Timber Creek  
Fellowship Church**  
4600 36th Avenue NW  
Norman, OK

Revisions:

Sheet Number:

## A1.0



ORDINANCE NO. O-2223-11

ITEM NO. 9

**STAFF REPORT****GENERAL INFORMATION**

APPLICANT	Timber Creek Fellowship Church
REQUESTED ACTION	Special Use for a Church (site plan amendment)
EXISTING ZONING	R-1, Single Family Dwelling District with Special Use for a Church
SURROUNDING ZONING	North: C-1, Local Commercial District, and R-1, Single-Family Dwelling District East: PL, Parkland District South: R-1, Single-Family Dwelling District West: R-1, Single-Family Dwelling District
LOCATION	4600 36th Avenue N.W.
WARD	Ward 8
CORE AREA	No
AREA/SF	9.51 acres, more or less
PURPOSE	Site plan amendment for church
EXISTING LAND USE	Church
SURROUNDING LAND USE	North: Single Family Residential/Vacant East: Parks/Open Space (Ruby Grant) South: Single Family Residential West: Single Family Residential
LAND USE PLAN DESIGNATION	Institutional
GROWTH AREA DESIGNATION	Current Urban Service Area



**PROJECT OVERVIEW:** In June of this year, Timber Creek Fellowship Church purchased the property to relocate to this facility. NorthHaven Church will continue to occupy the existing facility until further notice. The applicant, Timber Creek Fellowship Church, is requesting to amend the Special Use for a Church to revise the site plan approved with Ordinance No. O-0203-21. The current proposal is to add an approximately 5,000-square-foot sanctuary to the existing building in addition to a new 5,400-square-foot building for Church offices. An approximately 17,000-square-foot sanctuary is proposed at a future date as the church expands. Additional parking is proposed as an extension to the existing parking lot to the west. A new surface lot located east of the Church offices is also proposed at a later date.

**PROCEDURAL REQUIREMENTS:**

**GREENBELT MEETING:** N/A for this item.

**PRE-DEVELOPMENT MEETING: PD 22-21 August 25, 2022**

- Neighbors were concerned with the existing drainage for the site. Neighbors asked if Timber Creek Fellowship Church could resolve some of these issues in conjunction with the proposed improvements to the site.
  - The applicant explained that he has walked the site and has found that existing drains are clogged by debris. The applicant explained that unclogging these drains will help drainage for surrounding homeowners significantly.
- Neighbors also expressed concerns with the existing topography of the site concerning drainage.
  - The applicant explained that grading could further resolve these drainage issues.
- Neighbors also asked if irrigation would be provided to trees around the site – specifically those abutting single-family homes.
  - The applicant explained that he does not remember whether irrigation is provided per the draft irrigation plan but will look into this.

**ZONING ORDINANCE CITATION:** A Special Use request shall be reviewed and evaluated on the following criteria according to the Zoning Ordinance 22:434.1, Special Uses:

1. Conformance with applicable regulations and standards established by the Zoning Regulations.
2. Compatibility with existing or permitted uses on abutting sites, in terms of building height, bulk and scale, setbacks and open spaces, landscaping and site development, and access and circulation features.
3. Potentially unfavorable effects or impacts on other existing or permitted uses on abutting sites, to the extent such impacts exceed those which reasonably may result from use of the site by a permitted use. (NOTE: Throughout this Section, "Permitted Use" means any use authorized as a matter of right under the applicable zoning district.)
4. Modifications to the site plan which would result in increased compatibility, or would mitigate potentially unfavorable impacts, or would be necessary to conform to applicable regulations and standards and to protect the public health, safety, morals, and general welfare.

5. Safety and convenience of vehicular and pedestrian circulation in the vicinity, including traffic reasonably expected to be generated by the proposed "Special Use" and other uses authorized and anticipated in the area, considering existing zoning and land uses in the area.
6. That any conditions applicable to approval are the minimum necessary to minimize potentially unfavorable impacts on nearby uses and to ensure compatibility of the proposed "Special Use" with existing or permitted uses in the surrounding area.

**STAFF ANALYSIS:** As stated, the applicant will be relocating to this site and must request Special Use to amend the existing site plan to allow for the needed expansion of the facility. The expansion of a church facility is expected as the church grows and needs more classrooms or a larger sanctuary for seating.

**EXISTING ZONING:** The subject property is currently zoned R-1, Single-Family Dwelling District, with Special Use for a Church.

**ALTERNATIVES/ISSUES:**

**IMPACTS:** The additional development and paving areas can be accommodated with the detention ponds that have been sized for this project. Any of the new outdoor lighting will be required to meet the Commercial Outdoor Lighting Standards. There is an existing 6' stockade fence surrounding the property to shield the adjacent residential properties. As noted in the Pre-Development meeting, the adjacent neighbors are concerned with the runoff from the site. The applicant is aware of this concern and states the existing drains are clogged by debris. The applicant explained that unclogging these drains will help drainage for surrounding homeowners significantly.

**OTHER AGENCY COMMENTS:**

**FIRE DEPARTMENT:** No comments.

**PUBLIC WORKS/ENGINEERING:** The property is platted. There is existing access. Sidewalks are existing. Sanitary sewer and water are existing. There is an existing private storm sewer system that the new parking lot will utilize. The storm sewer will carry water to the east to the detention ponds on the west side of 36<sup>th</sup> Avenue N.W. The ponds have been sized for this expansion project.

**TRAFFIC ENGINEER:** No comments.

**UTILITIES:** No comments.

**CONCLUSION:** Staff forwards this request to amend the existing site plan, as proposed by Ordinance No. O-2223-11, for consideration by the Planning Commission and a recommendation to City Council.



**Applicant:** Timber Creek Fellowship Church

**Project Location:** 4600 36<sup>th</sup> Avenue N.W.

**Case Number:** PD22-21

**Time:** 5:30 p.m.

**Applicant/Representative**

Rick McKinney

**Attendees**

James Chapman

Shawn Hussong

**City Staff**

Colton Wayman, Planner I

Beth Muckala, Assistant City Attorney III

Jack Burdett, Subdivision Development Coordinator

**Application Summary**

Special Use for a Church, Temple or Other Place of Worship to modify the site plan approved with O-0203-21

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

Neighbors were concerned with the existing drainage for the site. Neighbors asked if Timber Creek Fellowship Church could resolve some of these issues in conjunction with the proposed improvements to the site. The applicant explained that he has walked the site and has found that existing drains are clogged by debris. The applicant explained that unclogging these drains will help drainage for surrounding homeowners significantly. Neighbors also expressed concerns with the existing topography of the site concerning drainage. The applicant explained that grading could further resolve these drainage issues. Neighbors also asked if irrigation would be provided to trees around the site – specifically those abutting single-family homes. The applicant explained that he does not remember whether irrigation is provided per the draft irrigation plan but will look into this.

**NORMAN PLANNING COMMISSION  
REGULAR SESSION MINUTES**

**SEPTEMBER 8, 2022**

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Council Chambers of the Norman Municipal Building, 201 West Gray Street, on the 8<sup>th</sup> day of September, 2022.

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

Chair Erica Bird called the meeting to order at 6:30 p.m.

\* \* \*

Item No. 1, being:

**ROLL CALL**

**MEMBERS PRESENT**

Cameron Brewer  
Kevan Parker  
Liz McKown  
Steven McDaniel  
Erica Bird  
Jim Griffith  
Michael Jablonski

**MEMBERS ABSENT**

Doug McClure  
Shaun Axton

A quorum was present.

**STAFF MEMBERS PRESENT**

Jane Hudson, Director, Planning &  
Community Development  
Roné Tromble, Recording Secretary  
Lora Hoggatt, Planning Services Manager  
Colton Wayman, Planner I  
Logan Hubble, Planner I  
Ken Danner, Subdivision Development  
Manager  
Jami Short, Traffic Engineer  
Beth Muckala, Asst. City Attorney  
Todd McLellan, Development Engineer  
Bryce Holland, Multimedia Specialist

\* \* \*

Item No. 9, being:

**CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE No. O-2223-11: TIMBER CREEK FELLOWSHIP CHURCH REQUESTS SPECIAL USE FOR A CHURCH, TEMPLE, OR OTHER PLACE OF WORSHIP TO MODIFY THE APPROVED SITE PLAN (O-0203-21) FOR PROPERTY LOCATED AT 4600 36<sup>TH</sup> AVENUE N.W.**

**ITEMS SUBMITTED FOR THE RECORD:**

1. Location Map
2. Staff Report
3. Rendering of Existing Facilities
4. Site Plan
5. Pre-Development Summary

**PRESENTATION BY STAFF:**

1. Colton Wayman reviewed the staff report, a copy of which is filed with the minutes.
2. Mr. Jablonski asked about a detention pond. Mr. Wayman responded.
3. Mr. Parker asked about the underground drainage system. Mr. Wayman indicated the applicant will cover the issue in his presentation. Mr. McLellan also responded.
4. Ms. Bird asked for clarification of "proposed buildings" and "possible future structures" on the site plan. Mr. Wayman responded.

**APPLICANT PRESENTATION:**

1. Rick McKinney, 3600 West Main Street, representing the applicant, presented the project.
2. Mr. Brewer asked about the original site plan versus the proposed site plan. Mr. McKinney responded.
3. Mr. Parker asked about the underground drainage system, and the concerns from adjacent property owners. Mr. McKinney responded. Mr. Parker suggested a small detention pond in the northwest corner if necessary. Mr. McKinney committed to working closely with the neighbors to solve the drainage problem.
4. Ms. Bird asked about a drainage report. Mr. McKinney responded.

**AUDIENCE PARTICIPATION:**

None

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

1. Mr. Parker discussed concerns with the drainage.
2. Ms. McKown also had concerns about drainage.
3. Ms. Bird asked whether site plans are required to show drainage improvements. Ms. Hudson and Mr. McLellan responded.
4. Mr. Jablonski commented that drainage seems to have been a problem for a long time and has not been resolved. Mr. McDaniel noted that the applicant is a new owner of the property, and they seem committed to fixing the issues. Ms. Bird noted that at the Pre-Development meeting the applicant and neighbors started engaging in these conversations.

*Steven McDaniel moved to recommend adoption of Ordinance No. O-2223-11 to City Council. Michael Jablonski seconded the motion.*

There being no further discussion, a vote on the motion was taken with the following result:

YEAS	Cameron Brewer, Kevan Parker, Liz McKown, Steven McDaniel, Erica Bird, Jim Griffith
NAYES	Michael Jablonski
ABSENT:	Doug McClure, Shaun Axton

Ms. Tromble announced that the motion, to recommend adoption of Ordinance No. O-2223-11 to City Council, passed by a vote of 6-1.

\* \* \*

TIMBER CREEK FELLOWSHIP CHURCH  
O-2223-11

PROTESTS AS OF 9/2/2022



PUD  
0910-14

A-2  
1339

A-2  
1339

FRANKLIN ROAD

CE SEC. 5

R-1  
0304-66

LICO

ON PLACE SEC. 5

R-1  
0304-66

CANONBURY CIR

ANONBURY ROAD

CARRINGTON PLACE SEC. 5

CARRINGTON PLACE, SEC. 3

WARRINGTON WAY

CARRINGTON PLACE, SEC. 3

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DALSTON

CIRCLE

C-1  
0203-21

NORTH HAVEN CHURCH ADD

**Subject Tract**

R-1  
0203-21\*

NORTH HAVEN CHURCH ADD

CARRINGTON PLACE ADD

PL  
1920-28

R-1  
9899-40

1

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# Protest Map

0.9% Protest Within Notification Area



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



0 150 300 Feet

September 6, 2022



Subject Tract



Notification Area



Protest

**TERRACE TRUST, DTD NOVEMBER 20, 1995**  
**JAMES C. AND JUDY M. CHAPMAN, CO-TRUSTEES**  
**3909 PIMLICO DRIVE**  
**NORMAN, OKLAHOMA 73072**

August 21, 2022

Norman Planning Commission  
201-A West Gray Street  
Norman, OK 73069

RE: Timber Creek Fellowship Church Special Use Request  
Lot 1, Block 1, Northhaven Church Addition to Norman, Cleveland County, Oklahoma

Ladies and Gentlemen:

We are writing to advise Norman Planning Commission, (Commission) of our concern about drainage problems with the above referenced property.

When the addition to the Northhaven Church (Northhaven) was being built we discussed with Dale Giest and Rick Price, Northhaven members who oversaw the addition, both now deceased, about flooding that was occurring to our property. Mr. Giest attempted to ensure proper drainage to the east retaining pond was provided. Subsequently, our property has flooded every time a substantial rain occurs.

We are requesting the Commission ensure ground work be performed to alleviate this flooding problem. It appears Northhaven built a berm along the west end of the property which pushes rain water to the lowest point along that west boundary that includes our property. We believe the solution is to grade down the berm and install several additional drainage grates to direct the runoff to the central drain grate located in the northwest part of the property.

Thank you for your help in this matter.

Sincerely,

Terrace Trust

  
James C. Chapman, Co-trustee

  
Judy M. Chapman, Co-trustee

Enc.

FILED IN THE OFFICE  
OF THE CITY CLERK  
ON 8/22/22