

CITY OF NORMAN, OK CITY COUNCIL REGULAR MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Tuesday, December 13, 2022 at 6:30 PM

AGENDA – AS AMENDED

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, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MINUTES AS FOLLOWS:
CITY COUNCIL STUDY SESSION MINUTES OF SEPTEMBER 6, 2022
CITY COUNCIL MINUTES OF SEPTEMBER 13, 2022
NORMAN UTILITIES AUTHORITY MINUTES OF SEPTEMBER 13, 2022
NORMAN MUNICIPAL AUTHORITY MINUTES OF SEPTEMBER 13, 2022
NORMAN TAX INCREMENT FINANCE AUTHORITY MINUTES OF SEPTEMBER 13, 2022
CITY COUNCIL STUDY SESSION MINUTES OF OCTOBER 18, 2022

AWARDS AND PRESENTATIONS

2. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-73: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AWARDING THE 2022 CITY OF NORMAN HUMAN RIGHTS AWARD, IN CONJUNCTION WITH THE NORMAN HUMAN RIGHTS COMMISSION.
3. PRESENTATION OF A KEEP OKLAHOMA BEAUTIFUL ENVIRONMENTAL EXCELLENCE AWARD TO MS. KAREN CHAPMAN WHO HAS BEEN SELECTED AS AN AFFILIATE CHAMPION FOR ALL OF HER EFFORTS TO HELP OUR ENVIRONMENT IN THE CITY OF NORMAN.

PROCLAMATIONS

4. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2223-8: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF DECEMBER, 2022, AS NATIONAL IMPAIRED DRIVING PREVENTION MONTH IN THE CITY OF NORMAN.

COUNCIL ANNOUNCEMENTS

CONSENT DOCKET

This item is placed on the agenda so that the City Council, by unanimous consent, can designate those routine agenda items that they wish to be approved or acknowledged by one motion. If any item proposed does not meet with approval of all Councilmembers, that item will be heard in regular order. Staff recommends that Item 5 through Item 29 be placed on the consent docket.

First Reading Ordinance

5. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2223-16 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE THE EAST HALF (E/2) OF THE SOUTHWEST QUARTER (SW/4) OF SECTION THIRTY-FOUR (34), TOWNSHIP TEN NORTH (T-10-N), RANGE THREE WEST (R-3-W) OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE R-1, SINGLE FAMILY DWELLING DISTRICT, AND CO, SUBURBAN OFFICE COMMERCIAL DISTRICT, AND PLACE SAME IN THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (NORTH OF INDIAN HILLS ROAD AND ONE-FOURTH MILE EAST OF 48TH AVENUE N.W.)

Reports/Communications

6. CONSIDERATION OF SUBMISSION, ACKNOWLEDGEMENT, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RECEIPT OF REPORTS ENTITLED “ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR FISCAL YEAR ENDED JUNE 30, 2022,” AS PREPARED BY THE CITY OF NORMAN FINANCE DEPARTMENT AND AUDITED BY THE FIRM OF FORVIS, LLP, FOR THE CITY OF NORMAN, OKLAHOMA, NORMAN UTILITIES AUTHORITY, NORMAN MUNICIPAL AUTHORITY, NORMAN ECONOMIC DEVELOPMENT AUTHORITY AND NORMAN TAX INCREMENT FINANCE AUTHORITY.
7. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RECEIPT OF THE FINANCE DIRECTOR'S INVESTMENT REPORT AS OF NOVEMBER 30, 2022, AND DIRECTING THE FILING THEREOF.

Flexible Spending Plan

8. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE AMENDED CITY OF NORMAN, OKLAHOMA, FLEXIBLE SPENDING PLAN EFFECTIVE JANUARY 1, 2023.

Easement

9. CONSIDERATION OF GRANTING, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2223-23: GRANTING AN EASEMENT TO OKLAHOMA GAS AND ELECTRIC TO PROVIDE ELECTRICAL SERVICE TO THE NEW SANITATION OFFICE BUILDING AT 2309 GODDARD AVENUE.

Final Plat

10. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A FINAL SITE DEVELOPMENT PLAN AND FINAL PLAT FP-2223-6: FOR PINE CREEK ADDITION, A PLANNED UNIT DEVELOPMENT, SUBJECT TO RECEIPT OF PROOF A WARRANTY DEED IS FILED OF RECORD FOR THE PRIVATE PARK. (LOCATED ON THE NORTH SIDE OF TECUMSEH ROAD AND A QUARTER MILE EAST OF PORTER AVENUE.)
11. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A FINAL SITE DEVELOPMENT PLAN AND FINAL PLAT FP-2223-7: FOR UNIVERSITY NORTH PARK ADDITION, SECTION XX, A PLANNED UNIT DEVELOPMENT, SUBJECT TO COMPLETION OF PUBLIC IMPROVEMENTS OR BONDING OF THE PUBLIC IMPROVEMENTS THROUGH THE CONCURRENT CONSTRUCTION PROCESS. (LOCATED AT THE NORTHEAST CORNER OF 24TH AVENUE N.W. AND LEGACY PARK DRIVE.)

12. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A FINAL SITE DEVELOPMENT PLAN AND FINAL PLAT FP-2223-8: FOR RED CANYON RANCH ADDITION, SECTION 8, A PLANNED UNIT DEVELOPMENT, SUBJECT TO RECEIPT OF A TRAFFIC IMPACT FEE OF \$26,680.20. (LOCATED ON THE WEST SIDE OF 12TH AVENUE N.E. AND ONE-HALF MILE NORTH OF TECUMSEH ROAD.)

Acceptance of Funds

13. CONSIDERATION OF ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AN INCENTIVE PAYMENT IN THE AMOUNT OF \$7,808 FROM THE PEPSI BEVERAGES COMPANY TO THE NORMAN MUNICIPAL AUTHORITY FOR THE EXCLUSIVE SALE OF PEPSI PRODUCTS AT THE WESTWOOD GOLF COURSE AND WESTWOOD FAMILY AQUATIC CENTER AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

Contracts

14. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. NINE TO CONTRACT K-1516-110: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, THE NORMAN MUNICIPAL AUTHORITY, AND ADG, P.C., INCREASING THE CONTRACT BY \$90,500 FOR A REVISED CONTRACT AMOUNT OF \$4,872,063.14 TO PROVIDE ADDITIONAL PROFESSIONAL SERVICES RELATED TO THE PURCHASING OF FURNITURE AND COORDINATION OF MOVING OFFICES FOR THE DEVELOPMENT CENTER AND THE MUNICIPAL BUILDING (PHASE 1) AND THE MUNICIPAL COURT (PHASE 2).

15. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. TWO TO CONTRACT K-2021-75: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND E SOURCE COMPANIES, L.L.C., INCREASING THE CONTRACT AMOUNT BY \$1,372,980 FOR A REVISED CONTRACT AMOUNT OF \$1,601,640 FOR ADVANCED WATER METER INFRASTRUCTURE PROJECT AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

16. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT SIX TO CONTRACT K-2021-115: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND CROSSLAND CONSTRUCTION COMPANY, INC., INCREASING THE CONTRACT AMOUNT BY \$1,197,276.74 FOR A REVISED CONTRACT AMOUNT OF \$12,753,217.74 FOR CONSTRUCTION SERVICES FOR THE SENIOR WELLNESS CENTER AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

17. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO. THREE TO CONTRACT K-2122-1: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND NASH CONSTRUCTION COMPANY DECREASING THE CONTRACT AMOUNT BY \$61,374.36 FOR A REVISED CONTRACT AMOUNT OF \$376,736.64 FOR THE FYE 2022 ANNUAL SIDEWALK PROGRAM, FINAL ACCEPTANCE OF THE PROJECT, AND FINAL PAYMENT IN THE AMOUNT OF \$18,836.83.

18. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO. TWO TO CONTRACT K-2122-26: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND PARATHON CONSTRUCTION, L.L.C., INCREASING THE CONTRACT AMOUNT BY \$10,408.10 FOR A REVISED CONTRACT AMOUNT OF \$322,894.60 FOR THE FYE 2022 24TH AVENUE N.W. SIDEWALK ACCESSIBILITY CONSTRUCTION PROJECT (FROM WEST MAIN STREET TO ROBINSON STREET), FINAL ACCEPTANCE OF THE PROJECT, AND FINAL PAYMENT IN THE AMOUNT OF \$16,144.73.
19. CONSIDERATION OF AWARDED, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 2223-25 AND CONTRACT K-2223-58: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND NASH CONSTRUCTION COMPANY IN THE AMOUNT OF \$251,545 FOR THE 24TH AVENUE S.W. ADA AND SIDEWALK IMPROVEMENT PROJECT, PERFORMANCE BOND B-2223-29; STATUTORY BOND B-2223-30; MAINTENANCE BOND MB-2223-28, AND RESOLUTION R-2223-44 GRANTING TAX-EXEMPT STATUS.
20. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE FINAL ACCEPTANCE OF CONTRACT K-2223-64: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND SWIFTCO DEVELOPMENT, L.L.C., FOR THE MOORE-LINDSAY HISTORICAL HOUSE MUSEUM ROOF REPLACEMENT PROJECT AND FINAL PAYMENT IN THE AMOUNT OF \$5,425.
21. CONSIDERATION OF APPROVAL, ACCEPTANCE, ADOPTION, REJECTION, AND/OR POSTPONEMENT OF CONTRACT K-2223-65: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND CAPITOL CLEANING OKC, LP, IN THE AMOUNT OF \$137,760 TO PROVIDE CUSTODIAL SERVICES FOR THE NORMAN PUBLIC LIBRARY CENTRAL FACILITY.
22. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2223-71: A PUBLIC TRANSIT REVOLVING FUND AGREEMENT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE OKLAHOMA DEPARTMENT OF TRANSPORTATION (ODOT) DISTRIBUTING A MAXIMUM AMOUNT OF FUNDS IN AN AMOUNT NOT-TO-EXCEED TWO HUNDRED NINETY-TWO THOUSAND EIGHT HUNDRED NINETY-SEVEN DOLLARS (\$292,897) IN ONE (1) BILLING PAYABLE ON OR AFTER OCTOBER 1, 2022, SUCH FUNDS TO BE USED FOR ESTABLISHING, EXPANDING, IMPROVING, AND MAINTAINING THE CITY OF NORMAN'S URBAN PUBLIC MASS TRANSPORTATION SERVICES.
23. CONSIDERATION OF APPROVAL, ACCEPTANCE, ADOPTION, REJECTION, AND/OR POSTPONEMENT OF AWARDED CONTRACT K-2223-73: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND BRAVO! BUILDING SERVICES IN THE AMOUNT OF \$114,214.80 TO PROVIDE NIGHTLY CUSTODIAL SERVICES FOR THE NORMAN MUNICIPAL COMPLEX.

Resolutions

24. RATIFYING CITY COUNCIL'S ADOPTION ON OCTOBER 11, 2022, OF RESOLUTION R-2223-46: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, PROGRAMMING ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS TRANSPORTATION ALTERNATIVE (ACOG TAP) FUNDING FOR THE LINDSEY STREET FROM 12TH AVENUE S.E. TO 24TH AVENUE S.E. SIDEWALK PROJECT.
25. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-69: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROVING PROPOSED CHANGES TO THE BUS TRANSIT SERVICE FOR IMPLEMENTATION IN AUGUST 2023.
26. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-70: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, ADOPTING A PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) AND AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE(S) TO IMPLEMENT THE PLAN.
27. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2122-74: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AND THE NORMAN MUNICIPAL AUTHORITY APPROPRIATING \$75,000 FROM THE WESTWOOD FUND BALANCE TO BE USED FOR THE PURCHASE OF GOLF SHOP ASSETS & BUDGET RESERVE FOR OPERATIONS
28. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF R-2223-77: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROVING THE ASSIGNMENT OF THE SERVICE CONTRACT K-1819-70 WITH THE BALL CLUBS OF NORMAN TO THE NORMAN OPTIMIST CLUB AND AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO MAKE ALL PAYMENTS REQUIRED UNDER THE CONTRACT TO THE NORMAN OPTIMIST CLUB.

Submission of Payment

29. CONSIDERATION OF APPROVAL, ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF PAYMENT OF QUALITY JOBS INCENTIVE TO THE NORMAN ECONOMIC DEVELOPMENT COALITION IN THE AMOUNT OF \$91,240 IN ACCORDANCE WITH CONTRACT K-1314-106, UNIVERSITY NORTH PARK TAX INCREMENT FINANCE DISTRICT #2 (TIF) DEVELOPMENT AGREEMENT NO. 6, AS AMENDED.

NON-CONSENT ITEMS

Second Reading Ordinance

30. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2223-19 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, ADDING ARTICLE VII "ELECTRIC CHARGING STATIONS" TO CHAPTER 2 OF THE CODE OF THE CITY OF NORMAN, OKLAHOMA, EMPOWERING THE CITY MANAGER OR HIS DESIGNEE TO SET THE PRICE FOR THE USE OF CITY OWNED CHARGING STATIONS BY OTHER GOVERNMENTAL ENTITIES AND THE GENERAL PUBLIC; SETTING FORTH A SIGNAGE REQUIREMENT FOR PARKING SPACES RESERVED FOR CHARGING STATIONS AND RELATED DEFINITIONS; AND PROVIDING FOR THE SEVERABILITY THEREOF.

MISCELLANEOUS COMMENTS

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

ADJOURNMENT

File Attachments for Item:

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

CITY COUNCIL STUDY SESSION MINUTES OF SEPTEMBER 6, 2022

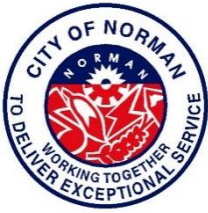
CITY COUNCIL MINUTES OF SEPTEMBER 13, 2022

NORMAN UTILITIES AUTHORITY MINUTES OF SEPTEMBER 13, 2022

NORMAN MUNICIPAL AUTHORITY MINUTES OF SEPTEMBER 13, 2022

NORMAN TAX INCREMENT FINANCE AUTHORITY MINUTES OF SEPTEMBER 13, 2022

CITY COUNCIL STUDY SESSION MINUTES OF OCTOBER 18, 2022



CITY OF NORMAN, OK STAFF REPORT

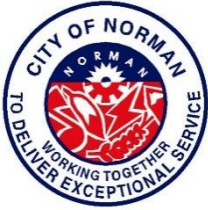
MEETING DATE: 12/13/2022

REQUESTER: Brenda Hall, City Clerk

PRESENTER: Brenda Hall, City Clerk

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

CITY COUNCIL STUDY SESSION MINUTES OF SEPTEMBER 6, 2022
CITY COUNCIL MINUTES OF SEPTEMBER 13, 2022
NORMAN UTILITIES AUTHORITY MINUTES OF SEPTEMBER 13, 2022
NORMAN MUNICIPAL AUTHORITY MINUTES OF SEPTEMBER 13, 2022
NORMAN TAX INCREMENT FINANCE AUTHORITY MINUTES OF
SEPTEMBER 13, 2022
CITY COUNCIL STUDY SESSION MINUTES OF OCTOBER 18, 2022



CITY OF NORMAN, OK CITY COUNCIL STUDY SESSION

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

Tuesday, September 06, 2022 at 5:30 PM

MINUTES

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

CALL TO ORDER

PRESENT

- Mayor Larry Heikkila
- Councilmember Ward 1 Brandi Studley
- Councilmember Ward 2 Lauren Schueler
- Councilmember Ward 3 Kelly Lynn
- Councilmember Ward 4 Helen Grant
- Councilmember Ward 5 Rarchar Tortorello
- Councilmember Ward 6 Elizabeth Foreman (arrived 6:23 p.m.)
- Councilmember Ward 7 Stephen Holman
- Councilmember Ward 8 Matthew Peacock

ABSENT

None

AGENDA ITEMS

1. 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.

Dr. David McLeod, Associate Director of the University of Oklahoma (OU) School of Social Work, said he began working with the Norman Police Department (NPD) approximately four years ago. His research area is forensic psychopathology and prior to that, he was a police detective before becoming a forensic social worker then a researcher. He has been involved in police work from many different angles.

Item 1, continued:

Dr. McLeod said when he began working with NPD, he was researching mental health services and how police departments deal with mental health crises. At that time, he was looking for ways to utilize existing reporting techniques to try to route people to mental health services, then COVID-19 came along and everything changed. He said as the pandemic began winding down and people started getting back to their normal daily lives, he started working on use of force data as well. He said NPD wanted to have a better understanding of where this was happening all over the country, not just Norman, and what they needed to do to ensure they were policing in a way that is equitable and represented the community.

The NPD Technical Support Officers provided exact data sets given to the Center for Policing Equity (CPE) and he began researching where, why, and how this phenomenon is happening. He already knew that findings would show there is a disproportionate number of people involved in use of force scenarios. He met with CPE regarding the model they use, which is a very specific regression model that helps to understand that based on population there should be a variation in data sets that looks like the variation in the community and when variation is not seen, can that be explained with other variables. There were a few things CPE could explain using other variables, i.e., economic variables, but there was also a piece of the puzzle that could not be explained using other variables.

Dr. McLeod said he wanted to identify the context of where use of force is actually happening, is it at the officer level? He broke down different demographic characteristics of officers involved in use of force reports using officer's age, amount of time on the job, officer gender, officer race, etc., but these characteristics did not appear to be statistically significant contributors to the disparity. He then looked at calls of service where use of force was happening and this was a particularly important variable because there is a reality in the way police departments respond in the community. Some activities are officer initiated and other activities are dispatch initiated so as he broke the data down he found the three types of calls where there was racial disparity that was statistically significant that included fight calls, disturbance calls, and suspicious person calls.

The two more significant areas were fight and disturbance calls. An important thing to understand with this data is that multiple "truths" were found with one being that use of force does not happen in our community with near the volume that citizens might think. The vast, vast, vast amount of police/citizen interactions do not culminate in a use of force scenario. When use of force does happen, there was an overrepresentation of people of color more than what should be seen; however, that does not mean most use of force was involving a person of color. It just means that within our community, people of color are a relatively small portion of the population and are seen more than mathematically expected.

Councilmember Studley asked how many fight and disturbance calls did not result in use of force and Dr. McLeod said out of 145 fight calls and 500 disturbance calls only one of those calls resulted in a use of force scenario. He said there are approximately 50 to 60 use of force incidents out of 75,000 calls per year on all levels of service.

Item 1, continued:

Councilmember Grant asked for clarification on what use of force is and Dr. McLeod said use of force can be a wide spectrum of activities that could include body slams, use of pepper spray, use of Tasers, etc. He said there were higher levels of mental health issues, substance abuse issues, observations of agitation, etc., at a majority of disturbance calls.

Councilmember Schueler asked if there were outcomes from the study that would suggest that NPD should gather the data in a different way and Dr. McLeod said the data research has already inspired multiple changes. He met with administration of NPD about changes currently taking place and changes that could be beneficial in the future in helping people get the broader picture of how these things unfold in the community. He said NPD could learn a lot more if they had the resources to hire someone to devote the time and attention to the data that it deserves in order to support a police force that is as healthy as possible so officers are able to engage in high crisis, high stress situations.

Dr. McLeod said data is pointing towards youth diversion and discussion needs to occur on diverting youth. Councilmember Studley felt youth diversion should probably be handled by social services with police being the last resort.

Councilmember Grant asked if School Resource Officer (SRO) data was also in the data set and Dr. McLeod said yes, the data includes all NPD activities, but he has not specifically researched data in schools yet.

Councilmember Studley said she would like to see data on any tickets issued to students and Dr. McLeod said he has not done much research on that data, but in preliminary research, there were few incidents with students.

Councilmember Holman asked if a student arrest generally equates to use of force and Dr. McLeod said not at all.

Councilmember Schueler asked if SRO data is the same as the data collected for all police calls and Dr. McLeod said he was not sure, but data should include basic call information plus an extra level of more specifics on the incident. Police Chief Kevin Foster said NPD collects data based on the agreement with what Norman Public Schools (NPS) wants to see, but NPD also collects data beyond that for NPD uses. He said NPD is working with NPS on more diversion options to keep kids out of the system.

Dr. McLeod said a recent report from the Incidents of Justice looked at different SRO Programs and there were a couple of common threads that tend to correlate with SRO Programs that contribute to young people transitioning into the carceral system. He said that is most usually focused when the school district and police department are using the police and their presence in schools as part of their disciplinary cycle of the school and when there is a dependence on police to be the rule enforcers inside the schools. The agreement with NPS is set up in a way that SROs are not part of the disciplinary process.

Item 1, continued:

Councilmember Studley understands the agreement with NPS is not to use SROs for the disciplinary process; however, it is a reality that teachers and faculty may use SROs as rule enforcers. She said it is important to identify learning and growing opportunities for youth and know when it is appropriate for police interaction. Mr. McLeod agreed and said this is something that needs to be solidified and formalized to continue to make very, very clear what the expectations are for SROs. He said SROs should be trained to be approachable in a way that a young person can confide in them with concerns and building good relationships between SROs and students while at the same time making safety at the school a priority.

Councilmember Foreman asked if the Memorandum of Understanding (MOU) with NPS could be updated to address the role of SROs and Chief Foster said yes.

Councilmember Studley asked if NPS calls the 988 mental health crises hotline and Chief Foster said he thinks the school uses a school representative, such as a Counselor, but that person may not be a mental health professional. Councilmember Studley asked if the City can include mental health responses with SROs and Chief Foster said the school has options other than using police, but if SROs are in the school, they will intercede if appropriate.

Mr. Darrel Pyle, City Manager, said the 988 System is fairly new so it would be interesting to determine how many calls for service include the school system, what kind of call volume is being seen, what those calls for service look like, how often NPD gets involved after 988 has been called, and how many 988 calls request police response. He said he will try to locate 988 data to determine what they collect data on and how that data is collected.

Mayor Heikkila thanked Dr. McLeod for the update.

* * * * *

2. STATUS REPORT ON THE PURCHASE OF 1210 WEST ROBINSON STREET AND THE POSSIBLE ACQUISITION OF PROPERTY LOCATED AT 309 NORMAN CENTER COURT.

Mr. Anthony Purinton, Assistant City Attorney, said the City started its due diligence period on 1210 West Robinson Street, which is 60 days with a 30 day extension, if needed. He said some initial inspections and walk-throughs have taken place, but no information has been submitted to the City. He said some of the walk-throughs included City employees with heating and air, electrical, and plumbing knowledge. He said an environmental assessment has been completed and survey work is currently being performed. He said asbestos testing vendors have walked through the building in order to give an estimate on costs of testing for asbestos. He said a roof inspection is being scheduled as well as additional heat and air system inspections.

Item 2, continued:

Mr. Purinton said the City recently learned of an alternative offer on the location after the property owner entered into a contract with the City. That alternative offer was made by the Office of Veterans Affairs (VA) who want to renovate the building for a VA hospital/clinic to be operated in what used to be a specialty hospital facility. He said the City can terminate the contract at any time for any reason prior to the end of the inspection period, which is October 22, 2022, or extend the contract November 21, 2022, and still be able to terminate the contract and keep the \$25,000 of earnest money. He said the VA is willing to reimburse the City for any out of pocket expenses for inspections currently being done by the City if Council decides to terminate the contract and allow the VA to purchase the building. The City will also receive all inspection reports well before the contract time is over.

Mr. Purinton said a new opportunity has presented itself for property located at 309 Norman Center Court. He said the property is a vacant hotel listed for \$3.75 million, which was built in 1995 and is 30,000 square feet (10,000 square feet less than the Robinson Street property) with 61 rooms. He said if Council is interested in this property for affordable housing, some rooms could be combined for a total of 40 beds that could be converted into 20 one-bedroom units and 20 efficiency units. He said it is a smaller hotel facility that has been on the market for 18 months and located near a bus stop with quite a bit of undeveloped land around the property. The nearest residential area is 1,100 feet from the building. He said Staff has started the process of obtaining an appraisal and anticipates having to spend less money on renovating the property than the Robinson Street property. The Norman Center Court property will need to be rezoned to a possible Planned Unit Development (PUD) or Simple Planned Unit Development (SPUD).

Councilmember Lynn asked if the property includes furniture and appliances already inside the units and Mr. Purinton said yes. Mr. Pyle said this furniture can be utilized immediately versus trying to purchase furniture for the Robinson Street location that would have included disposal of several hospital beds, etc.

Mr. Pyle said the City is working with the Norman Housing Authority (NHA) to make sure the Norman Center Court property meets all the elements for Section 8 Housing.

Councilmember Tortorello asked about the types of renovations needed as well as costs and Mr. Pyle said there are some suites with adjoining rooms that could be easily converted to one-bedroom units as well as adding more extensive kitchen areas in each unit. He said some bathroom work would be needed to convert bathtubs into showers and develop the appropriate number of Americans with Disabilities (ADA) accessible units. He said renovation for the Robinson Street property was anticipated to cost \$3 to \$5 million and this location would cost half that amount.

Councilmember Schueler said no supportive services will be available on-site and asked how that compares to other Section 8 Housing and Ms. Lisa Krieg, Community Development Block Grant (CDBG)/Grants Manager, said support services are available in the community and on-site Staff will be able to lead residents to those services.

Item 2, continued:

Councilmember Studley said she is somewhat concerned about not having on-site services and asked if there is a conference room that could be converted for on-site services and Ms. Krieg said there is really no additional space except at the front desk. Mr. Pyle said there is an indoor pool and fitness center that have been well maintained and Council could discuss converting those to additional Staff space. He said some space could be converted to laundry facilities for residents use as well.

Councilmember Foreman asked if on-site Staff will be available 24/7 and Ms. Krieg said yes.

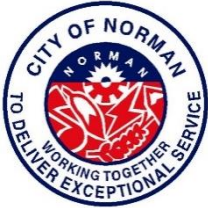
ADJOURNMENT

The meeting was adjourned at 7:04 p.m.

ATTEST:

City Clerk

Mayor



CITY OF NORMAN, OK CITY COUNCIL REGULAR MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Tuesday, September 13, 2022 at 6:30 PM

MINUTES

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.

CALL TO ORDER

Mayor Pro Tem Peacock called the Meeting to Order at 6:30 p.m.

ROLL CALL

PRESENT

Mayor Pro Tem Matthew Peacock
Councilmember Ward 1 Brandi Studley
Councilmember Ward 2 Lauren Schueler
Councilmember Ward 3 Kelly Lynn
Councilmember Ward 4 Helen Grant
Councilmember Ward 5 Rarchar Tortorello
Councilmember Ward 6 Elizabeth Foreman
Councilmember Ward 7 Stephen Holman

ABSENT

Mayor Larry Heikkila

PLEDGE OF ALLEGIANCE

Mayor Pro Tem Peacock led the Pledge of Allegiance.

APPROVAL OF MINUTES

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

CITY COUNCIL STUDY SESSION MINUTES OF MAY 3, 2022

CITY COUNCIL MINUTES OF JULY 26, 2022

NORMAN UTILITIES AUTHORITY MINUTES OF JULY 26, 2022

NORMAN MUNICIPAL AUTHORITY MINUTES OF JULY 26, 2022

NORMAN TAX INCREMENT FINANCE AUTHORITY MINUTES OF JULY 26, 2022

Motion made by Councilmember Ward 6 Foreman, Seconded by Councilmember Ward 5 Tortorello.

Voting Yea: Mayor Pro Tem Peacock, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman

Items submitted for the record

1. Staff Report dated September 13, 2022, from Brenda Hall, City Clerk
2. City Council Study Session minutes of May 3, 2022
3. City Council minutes of July 26, 2022
4. Norman Utilities Authority minutes of July 26, 2022
5. Norman Municipal Authority minutes of July 26, 2022
6. Norman Tax Increment Finance Authority minutes of July 26, 2022

The Minutes were Approved.

* * * * *

PROCLAMATIONS

2. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2223-3: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE WEEK OF SEPTEMBER 17 THROUGH 23, 2022, AS CONSTITUTION WEEK IN THE CITY OF NORMAN.

Motion made by Councilmember Ward 6 Foreman, Seconded by Councilmember Ward 2 Schueler.

Voting Yea: Mayor Pro Tem Peacock, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman

Item 2, continued:

Items submitted for the record

- 1. Staff Report dated September 13, 2022, from Brenda Hall, City Clerk
- 2. Proclamation P-2223-3

Participants in discussion

- 1. Ms. Margaret Barbour, Honorary Black Beaver Regent, and Ms. Adrien Gates, Black Beaver Vice Regent for the Daughters of the American Revolution, accepted the proclamation and thanked Council.
- 2. Proclamation P-2223-3

Receipt of the Proclamation was Acknowledged.

* * * * *

COUNCIL ANNOUNCEMENTS

12th Avenue N.E. and Lindsey Street. Councilmember Studley thanked Mr. Scott Martin, President and Chief Operating Officer of the Chamber of Commerce, and Ms. Sara Kaplan, Retail Marketing Coordinator, for meeting with her regarding future ideas for the 12th Avenue N.E., and East Lindsey Street area.

*

Meals for the Homeless. Councilmember Studley thanked Ms. Susan Sparks for riding with her this week to deliver meals to the homeless. She said people should understand that homeless people are not all drug addicts and pedophiles; many are human beings with needs who are going through hard times and encouraged others to reach out to her so they can meet some of these people.

*

COCMHC Event. Councilmember Schueler recognized the month of September as Recovery Month and said there is an event on September 30th at the Virtue Center called "Recovery is Life" which will be at the Central Oklahoma Community Health Center located at 909 East Alameda Street from 6-9 p.m. She said there will be a food truck, music, games, and prizes. She said this event would help people understand what recovery is so they can support it.

*

Movie in the Park. Councilmember Grant announced there will be a Movie in the Park on Friday, September 16th, at Lions Park beginning at 7:00 p.m. She said the admission is free.

*

Second Friday Art Walk. Councilmember Grant said she hoped everyone enjoyed the Second Friday Art Walk last Friday, September 9th.

*

Council Announcements, continued:

Six Years in Ward 6. Councilmember Foreman said she moved to Ward 6 six years ago not knowing what was ahead. She said she feels very privileged and honored to be able to serve the residents of Ward 6.

*

Vineyard Playground Dedication. Councilmember Foreman said there will be a ceremonial ribbon cutting for the new Vineyard Park Playground on Friday, September 16th, at 5:30 p.m.

*

E-Waste Recycling Event. Councilmember Holman announced there will be an E-Waste Recycling Event on Saturday, September 17th, at Reaves Park, from 9:00 a.m. to noon. He said the event is open to the public. He said people will have the opportunity to drop off televisions, printers, copiers, scanners, fax machines, laptops, tablets, I-Pods, Speakers, Keyboards, VCRs, DVD Players, modems, hard drives, cellphones, telephones, computer monitors, etc. He said the company doing the recycling is R2 Certified, which will ensure that all personal data is wiped clean.

*

Community Planning and Transportation Committee (CPTC) Meeting. Councilmember Holman encouraged everyone to attend or watch the upcoming CPTC meeting on Thursday, September 22nd, at 4:00 p.m.

*

Touch a Truck Event. Mayor Pro Tem Peacock said the Pioneer Library System will be hosting the Annual Touch a Truck Event on Saturday, September 17, from 9:00 a.m. to noon at the Cleveland County Fairgrounds. He said it is a great event for kids and there is a quiet hour from 9-10 a.m. for auditory sensitive children.

* * * * *

CONSENT DOCKET

This item is placed on the agenda so that the City Council, by unanimous consent, can designate those routine agenda items that they wish to be approved or acknowledged by one motion. If any item proposed does not meet with approval of all Councilmembers, that item will be heard in regular order. Staff recommends that Item 3 through Item 29 be placed on the consent docket.

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

Voting Yea: Mayor Pro Tem Peacock, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman

Item 3 through Item 29 was Placed on the Consent Docket.

* * * * *

First Reading Ordinance

3. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2223-2 UPON FIRST READING BY TITLE. AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE THE EAST 20 FEET OF LOT FIFTY (50) AND ALL OF LOT FIFTY-ONE (51), IN BLOCK TWO (2), WOODSLAWN ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE R-1, SINGLE FAMILY DWELLING DISTRICT AND PLACE THE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT, AND REMOVE AND THE WEST 25 FEET OF BLOCK NINE (9), WOODSLAWN ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE C-2, GENERAL COMMERCIAL DISTRICT AND PLACE THE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (621 HIGHLAND PARKWAY)

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

Voting Yea: Mayor Pro Tem Peacock, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman

Items submitted for the record

1. Staff Report dated September 13, 2022, from Jane Hudson, Director of Planning and Community Development
2. Ordinance O-2223-2
3. Application for Simple Planned Unit Development 2025 Plan Amendment dated August 1, 2022, from Rental Ranch II, L.L.C., and D.L. Hayes Company, Inc. with Exhibit a, Preliminary Site Development Plan, and Exhibit B, Allowable Uses
4. Location map
5. City of Norman Predevelopment Summary PD22-14 dated June 23, 2022, for Rental Ranch II, L.L.C., and D.L. Hayes Company for property located at 621 Highland Parkway
6. Planning Commission Staff Report dated August 11, 2022
7. Pertinent excerpts from Planning Commission minutes of August 11, 2022

Ordinance O-2223-2 was Adopted Upon First Reading by Title

* * * * *

- 4. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2223-3 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE LOTS FORTY-EIGHT (48) AND FORTY-NINE (49), IN BLOCK FOUR (4), OF STATE UNIVERSITY ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE R-3, MULTI-FAMILY DWELLING DISTRICT, AND PLACE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (765 JENKINS AVENUE)

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

Voting Yea: Mayor Pro Tem Peacock, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman

Items submitted for the record

- 1. Staff Report dated September 13, 2022, from Jane Hudson, Director of Planning and Community Development
- 2. Ordinance O-2223-3
- 3. Application for Simple Planned Unit Development 2025 Plan Amendment dated June 6, 2022 and revised August 5, 2022, from BMH Jenkins 2022, L.L.C., with Exhibit A, Legal Description; Exhibit B, Site Development Plan; and Exhibit C, Allowable Uses
- 4. Location map
- 5. City of Norman Predevelopment Summary PD22-11 dated May 26, 2022, for BMH Jenkins 2022, L.L.C., for property located at 765 Jenkins Avenue
- 6. Planning Commission Staff Report dated August 11, 2022
- 7. Pertinent excerpts from Planning Commission minutes of August 11, 2022

Ordinance O-2223-3 was Adopted Upon First Reading by Title

* * * * *

- 5. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2223-5 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE PART OF THE SOUTHEAST QUARTER (SE/4) OF SECTION EIGHT (8), 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 SAME IN THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT FOR RESIDENTIAL USES; AND PROVIDING FOR THE SEVERABILITY THEREOF. (NORTHWEST CORNER OF EAST TECUMSEH ROAD AND 12TH AVENUE N.E.)

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

Item 5, continued:

Voting Yea: Mayor Pro Tem Peacock, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman

Items submitted for the record

- 1. Staff Report dated September 13, 2022, from Jane Hudson, Director of Planning and Community Development
- 2. Ordinance O-2223-5
- 3. Application for Simple Planned Unit Development 2025 Plan Amendment dated June 1, 2022, and revised August 9, 2022, from Red Rock Land Fund, L.L.C., with Exhibit A, Legal Description; Exhibit B, Site Development Plan; Exhibit C, Typical Lot Site Plan; Exhibit D, Typical Layout of Multigenerational Suites; Exhibit E, Greenspace Exhibit; and Exhibit F, Allowable Uses
- 4. Planning Commission Staff Report dated August 11, 2022
- 5. City of Norman Predevelopment Summary PD22-12 dated May 26, 2022, for Red Rock Land Fund, L.L.C., for property located on the northwest corner of Tecumseh Road and 12th Avenue N.E.
- 6. Location map
- 7. Pertinent excerpts from Planning Commission minutes of August 11, 2022

Ordinance O-2223-5 was Adopted Upon First Reading by Title

* * * * *

- 6. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2223-6 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO GRANT SPECIAL USE FOR MUNICIPAL USE IN THE A-1, GENERAL AGRICULTURAL DISTRICT FOR PART OF THE SOUTHWEST QUARTER (SW/4) OF SECTION TWENTY-TWO (22), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (NORTH OF E. ROBINSON STREET APPROXIMATELY 2,000' EAST OF 24TH AVENUE N.E.)

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

Voting Yea: Mayor Pro Tem Peacock, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman

Item 6, continued:

Items submitted for the record

1. Staff Report dated September 13, 2022, from Jane Hudson, Director of Planning and Community Development
2. Ordinance O-2223-6
3. Location map
4. Aerial location map
5. Site plan
6. Planning Commission Staff Report dated August 11, 2022
7. Pertinent excerpts from Planning Commission minutes of August 11, 2022

Ordinance O-2223-5 was Adopted Upon First Reading by Title

* * * * *

7. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT OR POSTPONEMENT OF ORDINANCE O-2223-12 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA ADOPTING AND RATIFYING THE ASSESSMENT ROLL FOR THE UNIVERSITY NORTH PARK BUSINESS IMPROVEMENT DISTRICT; ESTABLISHING THE TIME AND TERMS OF PAYMENT OF THE ASSESSMENTS AND OTHER EXPENSES; FIXING PENALTIES TO BE CHARGED FOR DELINQUENT PAYMENT OF THE ASSESSMENT OR AN INSTALLMENT THEREOF; SETTING FORTH THE TRACTS OR PARCELS OF LAND AGAINST WHICH THE ASSESSMENTS ARE BEING ADOPTED, RATIFIED AND LEVIED; DIRECTING THE CITY CLERK TO PREPARE, SIGN, ATTEST AND RECORD WITH THE COUNTY CLERK OF CLEVELAND COUNTY, FOLLOWING PASSAGE OF THE PAYMENT DEADLINE, A CLAIM OF LIEN FOR ANY UNPAID AMOUNT DUE AND ASSESSED AGAINST A TRACT OR PARCEL OF LAND; PROVIDING FOR THE SEVERABILITY THEREOF.

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

Voting Yea: Mayor Pro Tem Peacock, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman

Items submitted for the record

1. Staff Report dated September 13, 2022, from Kathryn L. Walker, City Attorney
2. Ordinance O-2223-12 with Exhibit A, Assessment Roll

Ordinance O-2223-12 was Adopted Upon First Reading by Title

* * * * *

8. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2223-13 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, ADOPTING AND RATIFYING THE ASSESSMENT ROLL FOR THE DOWNTOWN NORMAN BUSINESS IMPROVEMENT DISTRICT; ESTABLISHING THE TIME AND TERMS OF PAYMENT OF THE ASSESSMENTS AND OTHER EXPENSES; FIXING PENALTIES TO BE CHARGED FOR DELINQUENT PAYMENT OF THE ASSESSMENT OR AN INSTALLMENT THEREOF; SETTING FORTH THE TRACTS OR PARCELS OF LAND AGAINST WHICH THE ASSESSMENTS ARE BEING ADOPTED, RATIFIED AND LEVIED; DIRECTING THE CITY CLERK TO PREPARE, SIGN, ATTEST AND RECORD WITH THE COUNTY CLERK OF CLEVELAND COUNTY, FOLLOWING PASSAGE OF THE PAYMENT DEADLINE, A CLAIM OF LIEN FOR ANY UNPAID AMOUNT DUE AND ASSESSED AGAINST A TRACT OR PARCEL OF LAND; PROVIDING FOR THE SEVERABILITY THEREOF.

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

Voting Yea: Mayor Pro Tem Peacock, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman

- Items submitted for the record
1. Staff Report dated September 13, 2022, from Kathryn L. Walker, City Attorney
 2. Ordinance O-2223-13 with Exhibit A, Assessment Roll and Assessment Plat

Ordinance O-2223-13 was Adopted Upon First Reading by Title

* * * * *

Appointments

9. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MAYOR’S APPOINTMENT AS FOLLOWS:

ECONOMIC DEVELOPMENT ADVISORY BOARD
 TERM: 09-13-22 TO 08-13-25: SHELLEY COX, WARD 3

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

Voting Yea: Mayor Pro Tem Peacock, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman

Item 9, continued:

Items submitted for the record

- 1. Staff Report dated September 13, 2022, from Brenda Hall, City Clerk

The Appointment was Confirmed.

* * * * *

Final Plat

- 10. CONSIDERATION OF AUTHORIZATION, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A FINAL SITE DEVELOPMENT PLAN AND FINAL PLAT FOR FLINT HILLS, SECTION 1, A PLANNED UNIT DEVELOPMENT WITH RECEIPT OF TRAFFIC IMPACT FEE IN THE AMOUNT OF \$21,881.52. (GENERALLY LOCATED ONE-QUARTER MILE NORTH OF TECUMSEH ROAD AND ONE-QUARTER MILE WEST OF 12TH AVENUE NW).

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

Voting Yea: Mayor Pro Tem Peacock, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman

Items submitted for the record

- 1. Staff Report dated September 13, 2022, from Ken Danner, Subdivision Development Manager
- 2. Location map
- 3. Final plat
- 4. Preliminary plat
- 5. Development Committee Staff Report dated August 26, 2022
- 6. Application for Development Committee Action dated August 15, 2022 from Flint Hills Land Fund, L.L.C., for Flint Hills Addition, Section 1

The Final Site Development Plan and Final Plat for Flint Hills Addition, Section 1, a Planned Unit Development, were Approved with Receipt of Traffic Impact Fee in the amount of \$21,881.52.

* * * * *

- 11. CONSIDERATION OF AUTHORIZATION, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A FINAL SITE DEVELOPMENT PLAN AND FINAL PLAT FOR GREENLEAF TRAILS ADDITION, SECTION 12, A PLANNED UNIT DEVELOPMENT WITH RECEIPT OF A TRAFFIC IMPACT FEE IN THE AMOUNT OF \$13,470.18. (GENERALLY LOCATED ONE-QUARTER MILE EAST OF 12TH AVENUE N.W. AND ONE-QUARTER MILE SOUTH OF TECUMSEH ROAD).

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

Item 11, continued:

Voting Yea: Mayor Pro Tem Peacock, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman

Items submitted for the record

- 1. Staff Report dated September 13, 2022, from Ken Danner, Subdivision Development Manager
- 2. Location map
- 3. Final plat
- 4. Revised preliminary plat
- 5. Development Committee Staff Report dated August 26, 2022
- 6. Application for Development Committee Action dated January 21, 2022, from Sweetgrass Partners, L.L.C., for Greenleaf Trails Addition, Section 12

The Final Site Development Plan and Final Plat for Greenleaf Trails Addition, Section 12, a Planned Unit Development, were Approved with Receipt of Traffic Impact Fee in the amount of \$13,470.18.

* * * * *

12. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A SITE PLAN AND FINAL PLAT FOR HAMES ADDITION, A REPLAT OF LOT 1, BLOCK 1. (LOCATED AT 910 NORTH LAHOMA AVENUE.)

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

Voting Yea: Mayor Pro Tem Peacock, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman

Items submitted for the record

- 1. Staff Report dated September 13, 2022, from Ken Danner, Subdivision Development Manager
- 2. Location map
- 3. Site plan
- 4. Final Plat
- 5. Preliminary plat
- 6. Development Committee Staff Report dated August 26, 2022
- 7. Application for Development Committee Action dated August 23, 2022, from David and Kelly Hames for Hames Addition

The Site Plan and Final Plat for Hames Addition, a Replat of Lot 1, Block 1, were Approved.

* * * * *

13. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO ONE TO CONTRACT K-1011-154: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND NORMAN REGIONAL HOSPITAL AUTHORITY D/B/A NORMAN REGIONAL HEALTH SYSTEM (NRHS) TO PROVIDE CERTAIN HEALTH CARE SERVICES FOR WORKERS INJURED ON THE JOB AND INCLUDE THE SERVICES OF ORTHO CENTRAL.

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

Voting Yea: Mayor Pro Tem Peacock, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman

Items submitted for the record

1. Staff Report dated September 13, 2022, from Clint Mercer, Chief Accountant
2. Letter dated August 15, 2022, from Meegan M. Carter, Vice President, Population Health and Wellness, Norman Regional Health System, to Mr. Clint Mercer, City of Norman, with Exhibit B, NRHS Entities as of August, 2022
3. Norman Regional Health System Managed Care Contract Review Summary
4. Contract K-1011-154 with Exhibit A, Reimbursement Schedule, and Exhibit B, NRHS Affiliated Entities

Amendment No. One to Contract K-1011-154 with Norman Regional Hospital Authority d/b/a Norman Regional Health System was Approved.

* * * * *

14. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO. ONE TO CONTRACT K-2021-108: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND MATTHEWS TRENCHING COMPANY, INC., DECREASING THE CONTRACT AMOUNT BY \$121,881.37 FOR A REVISED CONTRACT AMOUNT OF \$1,058,368.63 AND ADDING 60 CALENDAR DAYS FOR THE 12TH AVENUE N.E., MANHOLE REPLACEMENT PROJECT, FINAL ACCEPTANCE OF THE PROJECT, AND FINAL PAYMENT IN THE AMOUNT OF \$11,770.49.

Acting as the Norman Utilities Authority

Motion made by Trustee Ward 7 Holman, Seconded by Trustee Ward 6 Foreman.

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

Item 14, continued:

Items submitted for the record

1. Staff Report dated September 13, 2022, from Nathan Madenwald, Utilities Engineer
2. Change Order No. One to Contract K-2021-108

Change Order No. One to Contract K-2021-108 was Approved, the Project was Accepted, and Final Payment in the amount of \$11,770.49 was Approved.

* * * * *

15. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO ONE TO CONTRACT K-2223-2: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND NASH CONSTRUCTION COMPANY INCREASING THE CONTRACT AMOUNT BY \$97,432.50 FOR A REVISED CONTRACT AMOUNT OF \$1,301,251.50 ADDING 11 LOCATIONS OF CONCRETE PAVEMENT FAILURE FOR PERMANENT REPAIR AND ADDING 45 DAYS TO THE CONTRACT FOR THE URBAN CONCRETE PAVEMENT PROJECT, FYE 2023 LOCATIONS, BID 2.

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

Voting Yea: Mayor Pro Tem Peacock, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman

Items submitted for the record

1. Staff Report dated September 13, 2022, from Joseph Hill, Streets Program Manager
2. Change Order No. One to Contract K-2223-2
3. Project location map

Change Order No. One to Contract K-2223-2 was Approved.

* * * * *

16. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2223-10: AN AGREEMENT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE PIONEER LIBRARY SYSTEM FOR LIBRARY SERVICES, FACILITIES AND MAINTENANCE EFFECTIVE JULY 1, 2022, THROUGH JUNE 30, 2023.

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

Voting Yea: Mayor Pro Tem Peacock, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman

Item 16, continued:

Items submitted for the record

1. Staff Report dated September 13, 2022, from Jason Olsen, Director of Parks and Recreation
2. Contract K-2223-10

Contract K-2223-10 with Pioneer Library System effective July 1, 2022, through June 30, 2023, was Approved.

* * * * *

17. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 2223-9 AND CONTRACT K-2223-14: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND EMC SERVICES, L.L.C., IN THE AMOUNT OF \$444,173 FOR THE FYE 2023 SIDEWALK CONCRETE PROJECT, CHANGE ORDER NO. ONE INCREASING THE CONTRACT AMOUNT BY \$30,906 FOR A REVISED CONTRACT AMOUNT OF \$475,079, PERFORMANCE BOND B-2223-17; STATUTORY BOND B-2223-18; MAINTENANCE BOND MB-2223-8, RESOLUTION R-2223-10 GRANTING TAX-EXEMPT STATUS AND BUDGET TRANSFER AS OUTLINED IN THE STAFF REPORT.

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

Voting Yea: Mayor Pro Tem Peacock, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman

Items submitted for the record

1. Staff Report dated September 13, 2022, from Steve Guizzo, Engineering Assistant
2. Contract K-2223-14
3. Change Order No. One to Contract K-2223-14
4. Performance Bond B-2223-17
5. Statutory Bond B-2223-18
6. Maintenance Bond MB-2223-8
7. Resolution R-2223-10
8. Project location maps

Bid 2223-9 was Awarded to EMC Services, L.L.C.; Contract K-2223-10 and associated bonds were Approved; Resolution R-2223-10 was Adopted; and the Budget Transfer was Approved.

* * * * *

18. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2223-19: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND MESHEK AND ASSOCIATES, L.L.C. IN THE AMOUNT OF \$100,000 FOR THE FLOOD WARNING SYSTEM SCOPING PROJECT.

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

Voting Yea: Mayor Pro Tem Peacock, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman

Items submitted for the record

- 1. Staff Report dated September 13, 2022, from Jason Murphy, Stormwater Program Manager
- 2. Contract K-2223-14 with Exhibit a, Consultant’s Standard Hourly Rates; Exhibit B, Required Insurance Limits and Coverages for Engineers; and Exhibit C, Project Scoping Services for a Flood Warning System, Scope of Services

Contract K-2223-19 with Meshek and Associates, L.L.C., was Approved.

* * * * *

19. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2223-36: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, THE CLEVELAND COUNTY SHERIFF’S DEPARTMENT, AND THE BOARD OF COUNTY COMMISSIONERS OF CLEVELAND COUNTY TO PROVIDE FOR THE INCARCERATION OF CITY PRISONERS IN THE CLEVELAND COUNTY JAIL FACILITY AT A COST OF \$60.77 PER DAY PER PRISONER.

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

Voting Yea: Mayor Pro Tem Peacock, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman

Items submitted for the record

- 1. Staff Report dated September 13, 2022, from Jeanne Snider, Assistant City Attorney
- 2. Contract K-2223-36

Participants in discussion

- 1. Ms. Kathryn Walker, City Attorney
- 2. Mr. Kevin Foster, Police Chief

Contract K-2223-36 with the Cleveland County Sheriff’s Department and the Board of County Commissioners of Cleveland County was Approved.

* * * * *

20. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2223-46: A CONTRACT BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND RJN GROUP, INC., IN AN AMOUNT NOT-TO-EXCEED \$146,222 FOR WASTEWATER FLOW MONITORING SERVICES.

Acting as the Norman Utilities Authority

Motion made by Trustee Ward 7 Holman, Seconded by Trustee Ward 6 Foreman.

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

Items submitted for the record

- 1. Staff Report dated September 13, 2022, from Nathan Madenwald, Utilities Engineer
- 2. Contract K-2223-46 with Attachment A, Schedule; Attachment B, Scope of Services; and Attachment C, Compensation
- 3. Project location map

Contract K-2223-46 was with RJN Group, Inc., was Approved.

* * * * *

21. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF A 2023 SAFE OKLAHOMA GRANT IN THE AMOUNT OF \$59,464 FROM THE OFFICE OF THE ATTORNEY GENERAL TO BE USED BY THE NORMAN POLICE DEPARTMENT FOR PURCHASING A LARGE-SCALE 3-DIMENSIONAL CRIME SCENE SCANNER FROM FARO TECHNOLOGIES, CONTRACT K-2223-48, AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

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

Voting Yea: Mayor Pro Tem Peacock, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman

Items submitted for the record

- 1. Staff Report dated September 13, 2022, from John Stege, Police Standards Administrator
- 2. Award letter dated August 15, 2022, from John O'Connor, Oklahoma Attorney General, to Captain Eric Lehenbauer, Norman Police Department
- 3. Contract K-2223-48 with Appendix A, Purposes of Funding
- 4. Oklahoma Office of Management and Enterprise Services Certification for Competitive Bid and/or Contract (Non-Collusion Certification)
- 5. Letter dated February 5, 2022, from Jim Schwartz, Senior Solutions Director, Public Safety Analytics, FARO Technologies, Inc., to Whom It May Concern

Item 21, continued:

Participants in discussion

1. Mr. David Freudiger, Police Department Property Technician
2. Mr. Kevin Foster, Police Chief

The 2023 SAFE Oklahoma Grant in the amount of \$59,464, Contract K-2223-48, and the Budget Appropriation were Approved.

* * * * *

22. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2223-50: A PERMIT AGREEMENT FOR PARKING SPACES IN THE RIGHT-OF-WAY BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND KATY RENTALS, L.L.C., FOR AN ANNUAL AMOUNT OF \$150 PER SPACE RELATING TO PROPERTIES ADDRESSED AS 207 AND 209 MCCULLOUGH STREET.

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

Voting Yea: Mayor Pro Tem Peacock, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman

Items submitted for the record

1. Staff Report dated September 13, 2022, from Elisabeth Muckala, Assistant City Attorney
2. Contract K-2223-50 with Exhibit A, location maps, Exhibit B, List of Current Tenants Form; and Exhibit C, signage example

Contract K-2223-50 with Katy Rentals, L.L.C., in the amount of \$150 per Space was Approved.

* * * * *

23. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2223-51: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND UNITED WAY OF NORMAN IN THE AMOUNT OF \$114,000 FOR THE FACILITATION OF APPLICATION DEVELOPMENT AND REVIEW FOR AMERICAN RESCUE PLAN ACT (ARPA) FUNDS EARMARKED FOR NON-PROFITS AND BUDGET APPROPRIATION.

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

Voting Yea: Mayor Pro Tem Peacock, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman

Item 23, continued:

Items submitted for the record

1. Staff Report dated September 13, 2022, from Kathryn Walker, City Attorney
2. Contract K-2223-51

Contract K-2223-51 with United Way of Norman in the amount of \$114,000 and the Budget Appropriation were Approved.

* * * * *

Resolutions

24. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2223-23: A RESOLUTION OF THE NORMAN UTILITIES AUTHORITY AUTHORIZING CHAIRMAN TO ACCEPT A WATERSMART APPLIED SCIENCE GRANT FROM BUREAU OF RECLAMATION FOR LAKE THUNDERBIRD PREDICTIVE LAKE OPTIMIZATION TOOL.

Acting as the Norman Utilities Authority

Motion made by Trustee Ward 7 Holman, Seconded by Trustee Ward 6 Foreman.

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

Items submitted for the record

1. Staff Report dated September 13, 2022, from Ken Giannone, P.E., Capital Projects Engineer
2. Resolution R-2223-23
3. Notice of Award in the amount of \$148,339 dated April 6, 2022, for Bureau of Reclamation Applied Science Grant No. R22AP00241

Resolution R-2223-23 was Adopted.

* * * * *

25. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-31: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$4,225 FROM THE ANIMAL WELFARE DONATIONS ACCOUNT TO BE USED AT THE NORMAN ANIMAL WELFARE CENTER.

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

Voting Yea: Mayor Pro Tem Peacock, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman

Item 25, continued:

Items submitted for the record

1. Staff Report dated September 13, 2022, from Kellee Robertson, Manager, Animal Welfare Division
2. Resolution R-2223-31

Resolution R-2223-31 was Adopted.

* * * * *

26. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-33: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING JOINT PETITION SETTLEMENT OF THE CLAIM FILED BY TAMMY LYNN ERICKSEN UNDER THE PROVISIONS OF THE WORKERS' COMPENSATION STATUTES OF THE STATE OF OKLAHOMA IN THE CASE OF TAMMY L. ERICKSEN V. THE CITY OF NORMAN, WORKERS' COMPENSATION COMMISSION CASE 2021-06871 E AND DISMISSAL WITH PREJUDICE OF THE CLAIM FILED BY TAMMY L. ERICKSEN UNDER THE PROVISIONS OF THE WORKERS' COMPENSATION COURT STATUTES OF THE STATE OF OKLAHOMA IN THE CASE OF TAMMY L. ERICKSEN V. THE CITY OF NORMAN, WORKERS' COMPENSATION CASE NO. 2022-15003 K; DIRECTING THE LEGAL DEPARTMENT TO THEN FILE SUCH SETTLEMENT AND ALL ATTENDANT COSTS IN THE WORKERS' COMPENSATION COMMISSION AND COURT OF EXISTING CLAIMS, OKLAHOMA CITY, OKLAHOMA; AND AUTHORIZING AND DIRECTING THE FINANCE DIRECTOR TO SUBSEQUENTLY PURCHASE SUCH WORKERS' COMPENSATION COMMISSION JUDGMENT FROM THE RISK MANAGEMENT INSURANCE FUND.

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

Voting Yea: Mayor Pro Tem Peacock, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman

Items submitted for the record

1. Staff Report dated September 13, 2022, from Jeanne Snider, Assistant City Attorney
2. Settlement calculations
3. Resolution R-2223-33

Resolution R-2223-33 was Adopted.

* * * * *

27. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-34: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING EXECUTION OF THE AMENDED AND RESTATED TRUST AGREEMENT AND INDENTURE OF THE REGIONAL TRANSPORTATION AUTHORITY OF CENTRAL OKLAHOMA.

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

Voting Yea: Mayor Pro Tem Peacock, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman

Items submitted for the record

- 1. Staff Report dated September 13, 2022, from Taylor Johnson, Transit and Parking Program Manager
- 2. Settlement calculations
- 3. Resolution R-2223-34
- 4. Regional Transportation Authority of Central Oklahoma Amended and Restated Trust Agreement and Indenture
- 5. Legislatively notated copy of Regional Transportation Authority of Central Oklahoma Amended and Restated Trust Agreement and Indenture

Resolution R-2223-34 was Adopted.

* * * * *

28. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT OR POSTPONEMENT OF RESOLUTION R-2223-35: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, ACKNOWLEDGING THE RECEIPT OF THE 2023 ASSESSMENT ROLL AND ASSESSMENT PLAT FOR THE UNIVERSITY NORTH PARK BUSINESS IMPROVEMENT DISTRICT, INSTRUCTING THE CITY CLERK TO GIVE NOTICE OF A HEARING ON THE PROPOSED ASSESSMENT ROLL; AND CONTAINING OTHER PROVISIONS RELATED THERETO.

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

Voting Yea: Mayor Pro Tem Peacock, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman

Items submitted for the record

- 1. Staff Report dated September 13, 2022, from Kathryn Walker, City Attorney
- 2. Resolution R-2223-35

Resolution R-2223-35 was Adopted.

* * * * *

29. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/C
POSTPONEMENT OF RESOLUTION R-2223-28: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, ACKNOWLEDGING THE RECEIPT OF THE ASSESSMENT ROLL AND ASSESSMENT PLAT FOR THE PROPOSED DOWNTOWN BUSINESS IMPROVEMENT DISTRICT, DETERMINING THAT THE CREATION OF AN IMPROVEMENT DISTRICT TITLED "DOWNTOWN BUSINESS IMPROVEMENT DISTRICT" IS NECESSARY; INSTRUCTING THE CITY CLERK TO GIVE NOTICE OF A HEARING ON THE PROPOSED DISTRICT; AND CONTAINING OTHER PROVISIONS RELATED THERETO.

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

Voting Yea: Mayor Pro Tem Peacock, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman

Items submitted for the record

1. Staff Report dated September 13, 2022, from Kathryn Walker, City Attorney
2. Resolution R-2223-28
3. Petition in Favor of a Business Improvement District with 59 property owner signatures for 164 parcels of property
4. Reversal Letter of Protest of Formation of Downtown Norman Business Improvement District dated August 18, 2022, from Rebecca Ruth Marshall
5. 2023 Downtown Business Improvement District Assessment Roll
6. Proposed Business Improvement District location map
7. District Plan for Downtown Norman Business Improvement District in the City of Norman, Oklahoma approved June 3, 2022 with Exhibit a, Proposed Business Improvement District Location Map, and Exhibit 2, Properties within proposed Business Improvement District
8. Letter dated August 17, 2022, from Bradley K. Goodman to Office of City Clerk, City of Norman with protest list of owners and parcels showing percentage and total acreage of each parcel
9. Letter of Protest dated August 12, 2022, from Brad Goodman, member, Goodman and Sons, L.L.C.
10. Letter of Protest dated August 8, 2022, from Brad Goodman, Manager, Goodman Holdings, L.L.C.
11. Letter of Protest dated August 8, 2022, from Brad Goodman, Manager, Goodman Investments, L.L.C.
12. Letter of Protest dated August 14, 2022, from Bradley K. Goodman
13. Letter of Protest dated August 2, 2022, from Roy Woods, Manager, Norman Porter Center, L.L.C.
14. Letter of Protest from Richard Dowell
15. Letter of Protest dated August 9, 2022, from Tony Shirk, Big Brothers Investments, L.L.C.
16. Letter of Protest dated August 9, 2022, from Tony Shirk, Big Brothers Investments, L.L.C.
17. Letter of Protest dated July 14, 2022, from Aldridge Teasdale, P.L.L.C.
18. Letter of Protest dated August 15, 2022, from Aaron Stiles
19. Letter of Protest from Ali Ghaniabadi, Charlie Inman Properties, L.L.C.

Item 29, continued:

20. Letter of Protest dated July 21, 2022, from Kyle Launchbaugh
21. Letter of Protest dated August 12, 2022, from Sean Elia
22. Letter of Protest dated August 11, 2022, from Brandi and Rudy Vrana
23. Letter of Protest dated August 11, 2022, from Randy Hooper
24. Letter of Protest dated August 10, 2022, from Doug Hickson
25. Letter of Protest dated August 8, 2022, from Rebecca R. Marshall
26. Letter of Protest dated August 8, 2022, from Brandi and Rudy Vrana
27. Letter of Protest dated August 8, 2022, from Terry Garrett, Comanche Center, L.L.C.
28. Letter of Protest dated August 5, 2022, from Susanne S. Corr, Ed Corr Family, L.L.C.
29. Letter of Protest dated August 4, 2022, from Lance Knight
30. Letter of Protest dated August 3, 2022, from Phyllis Woodard
31. Letter of Protest dated July 22, 2022, from Clay Speer
32. Letter of Protest dated July 18, 2022, from Monty Moore, Farmers Insurance
33. Letter of Protest dated July 18, 2022, from Holly Iker, BIC Legal, L.L.C.
34. Letter of Protest dated July 18, 2022, from Donald Manchester
35. Letter of Protest dated July 14, 2022, from Sherman Griffin
36. Letter of Protest dated July 14, 2022, from Brian Dobry
37. Letter of Protest dated July 14, 2022, from Miller Eye Care
38. Letter of Protest dated July 25, 2022, from Steven L. Stice
39. Letter of Protest dated August 1, 2022, from David Patel
40. Letter of Protest dated July 28, 2022, from Tracy Schumacher
41. Letter of Protest from Gene Lavastida, AIA
42. Letter of Protest dated August 11, 2022, from Gaurav Kumar Pradhan
43. Letter of Protest dated August 15 2022, from Charles Wadsack, Member
44. Letter of Protest dated August 15, 2022, from Andrew Million
45. Letter of Protest dated July 15, 2022, from Thomas C. Welk
46. Letter of Protest dated July 15, 2022, from Bruce K. Remy
47. Letter of Protest dated July 15, 2022, from Kurt Pfenning
48. Letter of Protest dated July 29 2022, from Tommy Craig Ingram
49. Letter of Protest dated July 28, 2022, from Wendy Foreman
50. Letter of Protest dated August 9, 2022, from Kay M. Linze Revocable Trust
51. Letter of Protest dated August 19, 2022, from Debra Deann Loeffelholz
52. Norman Bid Square Footage amended August 18, 2022
53. Letter of Protest dated August 14, 2022, from Don Armstrong, Martha C, L.L.C.
54. Letter of Protest dated August 15, 2022, from Danny Moore
55. Letter of Protest dated August 16, 2022, from Paul Moore
56. Letter of Protest dated August 15, 2022, from Donald H. Polk
57. Letter of Protest received August 26, 2022, from R. Dale Nichols, 4DN, L.L.C.
58. Letter of Protest received August 26, 2022, from R. Dale Nichols, 104, L.L.C.

Resolution R-2223-28 was Adopted.

* * * * *

Approval of the Consent Docket

Item 1.

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

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

This is the end of the Consent Docket. Item 3 through Item 29 were Approved on the Consent Docket.

* * * * *

NON-CONSENT ITEMS

Second Reading Ordinance

30. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2223-8 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION NOS. 2-112, 2-113, 2-114, 2-115, 2-116, 2-117, 2-118 AND 2-119 OF CHAPTER 2 OF THE CODE OF THE CITY OF NORMAN SO AS TO REVISE THE DESCRIPTION OF WARD BOUNDARY LINES FOR WARDS ONE, TWO, THREE, FOUR, FIVE, SIX, SEVEN AND EIGHT OF THE CITY OF NORMAN; SO AS TO PROVIDE FOR THE REPEALING OF ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING FOR THE SEVERABILITY THEREOF

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

Voting Yea: Mayor Pro Tem Peacock, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman

Items submitted for the record

1. Staff Report dated August 23, 2022, from Joyce Green, GIS Services Manager
2. Ordinance O-2223-8
3. Legislatively notated copy of Ordinance O-2223-8
4. Norman Reapportionment Ad Hoc Committee minutes of May 25, 2022
5. Norman Reapportionment Ad Hoc Committee minutes of June 15, 2022
6. Norman Reapportionment Ad Hoc Committee minutes of July 6, 2022
7. Reapportionment Ad Hoc Committee Resolution RAHCR-2223-1
8. Map dated May 25, 2022, depicting Reapportionment Ad Hoc Committee Proposed Ward Boundaries showing changes in ward boundaries and changes in population
9. Map dated May 25, 2022, depicting Reapportionment Ad Hoc Committee Proposed Ward Boundaries after changes are made

Item 30, continued:

Participants in discussion

- 1. Joyce Green, GIS Services Manager
- 2. Kathryn Walker, City Attorney

Ordinance O-2223-8 was Adopted Upon Second Reading Section by Section.

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

Voting Yea: Mayor Pro Tem Peacock, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman

Ordinance O-2223-8 was Adopted Upon Final Reading as a Whole.

* * * * *

MISCELLANEOUS COMMENTS

Downtown Business Improvement District (BID). Mr. Brad Goodman, Ward 4, said in two weeks City Council will be voting on the Downtown Business Improvement District, which will assess City and County properties for the benefit of the BID. He said although he has not seen a separate agreement between the BID and the City referenced in the plan, he assumes the City will sign it if the BID is approved. He said the PowerPoint Presentation provided by the proponent referenced a separate agreement to pay \$75,000 a year to the BID and between the self-assessment and the separate agreement, the City and County will pay approximately \$100,000 per year. He asked what possible benefits are the City and County taxpayers getting and what benefits are his properties getting by paying large assessments anticipated by the debt. He said when the City agreed to sign on to the BID, any chance of negotiation was removed regarding the structure and management of the BID. He said with the City and County included, the proponents have no motivation to negotiate with property owners to allow them to have any say. He asked City Council to please decline accepting the BID on September 27th. He said the City and County should have stayed out of the process until a true majority of private owners had signed on.

*

Homeless. Mr. Jonathan Mobley thanked City Council for all of the things they have done to support the homeless community.

*

Audience Participation. Mr. John High suggested that the audience be allowed to ask questions after Council had spoken. He said audience comments should be allowed without signing up ahead of time. He also said that the public should be able to speak at study sessions as well.

* * * * *

ADJOURNMENT

The Meeting Adjourned at 7:08 p.m.

* * * * *

ATTEST:

City Clerk

Mayor



CITY OF NORMAN, OK CITY COUNCIL STUDY SESSION

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

Tuesday, October 18, 2022 at 5:30 PM

MINUTES

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

CALL TO ORDER

PRESENT

- Mayor Larry Heikkila
- Councilmember Ward 1 Brandi Studley
- Councilmember Ward 2 Lauren Schueler
- Councilmember Ward 3 Kelly Lynn
- Councilmember Ward 4 Helen Grant
- Councilmember Ward 5 Rarchar Tortorello
- Councilmember Ward 6 Elizabeth Foreman
- Councilmember Ward 7 Stephen Holman
- Councilmember Ward 8 Matthew Peacock

ABSENT

None

AGENDA ITEMS

1. DISCUSSION REGARDING A MICROTRANSIT PILOT PROGRAM.

Mr. Shawn O'Leary, Director of Public Works, introduced HNTB Corporation (HNTB) representatives, Mr. Ryan Billings, Project Manager; Ms. Allison Buchwach; and Ms. Kay Blackburn. He said HNTB is a multi-national corporation with expertise in microtransit services.

Item 1, continued:

Mr. O'Leary said during the budget process, Council allocated \$750,000 to fund an on-demand, turnkey microtransit program and tonight Staff will be looking for guidance from Council as microtransit can be many different things. He said there are very few programs throughout the United States and Norman will be the first City in Oklahoma to have a microtransit program.

Mr. Taylor Johnson, Transit and Parking Manager, provided an overview of current public transit services and facilities. He said the fixed-route service includes a free fare system; operates on a fixed-route schedule Monday through Friday from 7:00 a.m. to 10:00 p.m. and Saturday from 10:00 a.m. to 7:00 p.m.; serves various destinations throughout Norman; consists of 13 buses (seven new replacement buses on order); carried 244,482 passengers in FYE 2022; and 63,094 passengers in FYE 2023 with an average daily ridership of 911 passengers and 375 passengers on Saturdays. The fixed-route service includes five local routes consisting of Main Street, Lindsey Street East, Lindsey Street West, West Norman Link, and Alameda Street as well as two specialty routes, Norman/Sooner Express to Oklahoma City and Social Security Office route to Moore.

The current Plus Paratransit service is fare free; operates on a schedule of zones that includes Zone 1, Monday through Friday from 7:00 a.m. to 10:00 p.m. and Saturday from 10:00 a.m. to 7:00 p.m. and Zone 2, Monday through Friday 7:00 a.m. to 7:00 p.m.; consists of 15 buses (five new replacement buses on order); carried 21,625 passengers in FYE 2022; 5,991 passengers in FYE 2023 with an average daily ridership of 89 passengers and 12 passengers on Saturdays; the service provides transportation for eligible individuals who are not functionally able to ride fixed-route bus service due to a disabling condition; and passengers must submit an application and once approved, customers can schedule a trip one to seven days in advance. Zone 1 is a paratransit service required to be provided within 3/4 mile around fixed-routes and Zone 2 is paratransit service provided within 3/4 mile of fixed-route to City of Norman limits and is a service provided beyond what is required.

The Transit and Public Safety Maintenance Facility located on North Flood Street is an 18,634 square foot facility consisting of office spaces and service bays to maintain large public transit and public safety vehicles with a construction cost of \$7,584,743.41. The City is currently utilizing Cleveland Area Rapid Transit's (CART) Brooks Street Transfer Station, which has supportive infrastructure (sidewalks, bike lanes/paths; access to street grid for routes); improves access to major destinations; and continues momentum of creating a more vibrant downtown. The City recently purchased property located at 320 East Comanche Street for the Downtown Transit Center.

Council approved the Go Norman Transit Plan on June 22, 2021, that proposed route changes in 2023 and included recommendations for future improvements, such as adding routes, increasing frequency, and adding service periods.

Mr. Billings said HNTB's goal is to develop a microtransit pilot project that will align with the Go Norman Transit Plan; however, before moving forward HNTB wants to understand the needs that a microtransit system can address with existing conditions and finding alternative development and testing as well as recommendations and adoption prior to implementing a pilot program.

Item 1, continued:

Ms. Buchwach said a microtransit program would be a publicly regulated, software-enabled transit service that uses multi-passenger vehicles (cars, vans, or shuttles) to provide on-demand or semi-fixed schedule/route services. Vendors provide three key components that include passenger app, driver app, and back office and administrative functions, e.g., routing, dispatching, and reporting. She said microtransit on-demand coverage area or geographic “zone” can service one or a few destinations with dynamic routing determined by demand as well as service to a hub or transfer point with routing determined by demand.

A fixed-route plus on-demand coverage area or “zone” would include vehicles traveling along a fixed-route where there is high demand, floating stops for fluctuating demand, and demand response for low demand. Microtransit can include services such as curb-to-curb, door-to-door, or pick-up/drop-off locations impacting the number of vehicles needed. The range of fares are determined by whether services are provided by City Staff/vehicles or through a contract with a third party (turnkey service).

Other expectations for microtransit can include the following:

- Productivity Problem – demand based service is less efficient and more expensive per passenger and high subsidies could lead to inequitable allocation of services
- Opportunity Cost – serves fewer people and funding could benefit more people through the improvement of fixed-route service, improving stations and amenities, or improving pedestrian access
- Microtransit can serve other roles; microtransit can replace low-productivity of fixed-route services (where passengers per hour are five or fewer) and is beneficial in certain situations, such as in areas where fixed-route is difficult/not viable, or to improve the reliability and coverage of paratransit.

Ms. Buchwach highlighted other cities’ microtransit pilot performance costs that include AC Transit - \$214 per vehicle service hour and \$71 per passenger trip; Cherriots - \$65 per vehicle service hour and \$18.57 per passenger trip; DART (Dallas) - \$46 per vehicle service hour and \$18.40 per passenger trip; Greater Dayton RTA – RTA pays Lyft and taxis and uses in-house paratransit/\$13.00 per passenger trip; Denver RTD - \$83 per vehicle service hour and \$21.84 per passenger trip; HART – pays contractor by trip/\$10 per passenger trip; Houston Metro - \$75 per vehicle service hour and \$31.25 per passenger trip; Kitsap Transit - \$130.72 per vehicle service hour and \$35.68 per passenger trip; LYNX - \$41.47 per vehicle service hour and \$12.60 per passenger trip; MST - \$54.18 per vehicle service hour and \$13.44 per passenger trip; NVRTA - \$44.48 per vehicle service charge and \$17 per passenger trip; NCTD - \$97 per vehicle service hour and \$36 per passenger trip; and TDU - \$34.69 per vehicle service charge and \$7.34 per passenger trip.

Councilmember Lynn said he would like to know more about how the VIA Transportation model in Arlington, Texas, works. Do they offer vouchers, passes, etc.?

Item 1, continued:

Case Studies

Arlington, Texas, provides full replacement of public transit for 99 square miles; incremental build-out of coverage areas; fares of \$3 to \$5; pickups within two blocks of residence; and a 12-minute average wait time. Mr. Johnson said this is a large system with 53 vehicles and Arlington is planning to expand to 68 vehicles (\$8 million dollar contract with VIA Transportation for current vehicles).

Lincoln, Nebraska, provides curb-to curb service, pooled (shared ride) service within City limits; has overlapping microtransit and paratransit service fleet by requiring all vehicles be Americans with Disabilities Act (ADA) accessible; a fare of \$5 per trip; operates weekdays from 7:00 a.m. to 2:00 p.m. and 4:00 p.m. to 7:00 p.m. with Saturday service operating from 7:00 a.m. to 7:00 p.m. and no Sunday service; trips are booked through smartphone app only; there is no guaranteed wait time; and same-day only reservations.

Pinellas County, Florida, provides on-demand curb-to-curb service for rides between home and work for late night workers; is an as-needed basis (no access to car and within 150% of federal poverty line); operates all days of the week from 9:00 p.m. to 6:00 a.m.; customers pay \$20 per month for up to 25 rides; and average wait time from ride request to pick-up is five to seven minutes.

Next steps include workshop summary; alternatives analysis in six to eight weeks; City Council Workshop No. 2; workshop summary; mailing out Request for Proposal (RFP); and implementation plan.

Councilmembers thanked HNTB and Staff for the update and said they look forward to implementation of a pilot program.

Items submitted for the record

1. Microtransit Pilot Study Norman, Ok. City Council Workshop dated October 18, 2022
2. PowerPoint presentation entitled, "Norman Microtransit Pilot Study Council Workshop," dated October 18, 2022
3. Survey Summary Sheet

* * * * *

2. DISCUSSION REGARDING CITY COUNCIL MEETING PROCESSES AND DECORUM.

Ms. Kathryn Walker, City Attorney, said over the years and in recent days, Staff has received a number of questions regarding the process for conducting Council and Committee meetings as well as questions about decorum during meetings. The purpose of an agenda item is to provide Council with information regarding policies and ordinances that have been formally adopted, policies of practice, and other related information. She said summaries of relevant Charter, Code, and Resolution provisions have been provided to Council in attached documents.

Item 2, continued:

Ms. Walker said the City Council Chambers is a place of public business and appropriate attire, appropriate behavior and attention to business is expected with specific rules of conduct set forth in a resolution. She said the Code of Conduct includes keeping each other informed, sharing information, verifying information; focusing on the issue, not making it personal; treating people with respect, not embarrassing or attacking; be concise, focusing, and be brief; listen and understand before judging; avoiding stereotyping or characterizing; coming prepared ready to work; being attentive; giving others your interest; it is okay to disagree; vote and decide, then move forward; silencing all cell phones and pagers; and taking games and conversations outside the Chambers. Ms. Walker said the presiding officer is charged with preserving decorum at all meetings.

City Code provisions address Council decorum and states, “Members of the Council shall...[c]onduct themselves so as to bring credit upon the City, setting an example of good, ethical conduct for all citizens of the community.”

Ms. Walker said Staff often receives questions about parliamentary procedure and the City follows Robert’s Rules of Order, specifically the tenth addition. The presiding officer chairs the meeting and answers all questions concerning application and interpretation of Robert’s Rules. She said Ms. Brenda Hall, City Clerk, is a certified Parliamentarian so she is helpful on this provision. Robert’s Rules require Councilmembers wishing to speak to be recognized prior to speaking and all questions should be directed through the Chair and not directed at one another.

As a matter of practice, Council agendas have contained an item for Council to make announcements and for many years, this was identified on the meeting agendas as “Council Comments,” but concerns were raised that the term “comments” was misleading, as it was really intended for announcements and not points of discussion that were more appropriate for an agendized Council discussion. Council announcements should be used for announcements about events in the City, ward meetings, etc., and not as a platform to discuss things that are appropriate for full Council discussion or to attack another Councilmember in violation of the House Rules.

The consent docket has been used for many years in cities across the State and Nation for routine business where unanimous consent of Council is anticipated. On each agenda, it is described as follows: “These items are placed on the agenda so that City Council, by unanimous consent, can designate those routine agenda items that they wish to be approved or acknowledged by one motion. If an item proposed does not meet with approval of all Councilmembers, that item will be heard in regular order. Staff recommends that Items _____ through Item _____ be placed on the consent docket.”

If a Councilmember does not wish to approve an agenda item proposed for the consent docket, it should be pulled from the consent docket and heard in order after the consent docket has been disposed of. If the vote on the consent docket is not unanimous, it is not considered a consent docket. It is advisable to notify the City Manager or the City Clerk of a Councilmember’s intent to pull something off consent in advance so Staff can be prepared with relevant information.

Item 2, continued:

Ms. Walker said Legislative items are not historically considered a “routine agenda item” subject to placement on the consent docket.

Legislation is typically an ordinance, but not always, and specific language is included in Section I of Article XI of the Charter and is titled “Ordinances, how adopted.” This Article of the Charter has been amended and renumbered over the years; however, this specific language dates back to the original City of Norman Charter effective in 1919. Many cities began with similar model charters and have modified them over the years. It is important to understand the distinction between legislative action and administrative or ministerial actions to understand the impact of this language. Legislative adoptions have not been included on the consent docket as a matter of practice.

Ms. Walker said in regards to questions about whether or not the consent docket should be read aloud at each meeting, Article XI, Section 1 of the Charter states “...[E]very motion, resolution or ordinance shall be reduced to writing and read before the final vote is taken thereon.” She said motions are always stated orally on the record and all ordinances receive a second and final reading off the consent docket so the remaining question is whether this language requires a conclusion that resolutions placed on the consent docket must be read orally into the record to be validly adopted. She said legally, the consent docket items do not have to be orally read prior to a vote.

Ms. Hall said the City’s website is fully ADA compliant and Staff has been very careful that anything put on the website can be orated using visual and/or audio technology. She said many cities around the State do not read the consent docket at the Council meeting.

Ms. Walker said conferences, study sessions, and committee meetings, although less formal than regular meetings, should still follow the parliamentary procedure. She said conference sessions are held prior to regular Council meetings and at any other times deemed necessary by the Mayor or City Manager. Conferences should be devoted to matters where the interchange of information preliminary to public discussion is deemed essential. These sessions are informal and no formal votes shall be taken on any matter, these sessions should be open to the public, and the Mayor serves as the presiding officer.

Study sessions have historically been set on the 1st, 3rd, and 5th Tuesday of each month. There is no Charter or Code requirement that requires study sessions to be held. These meetings have been treated similarly to Council conferences in that they are for situations where the interchange of information preliminary to public discussion is needed. They are informal sessions, no votes are taken, and the Mayor serves as the presiding officer.

Council Committees are determined by the Mayor and are not provided for in the Code or Charter. Historically, the elected mayor has selected the Chairs of the Committee and the Committees have functioned as a way of obtaining Council input and consensus prior to placing an item on Council’s agenda for action. The Chair typically serves to facilitate the delivery of the information with the goal of providing Staff with direction that represents the consensus of the Committee for moving forward on a particular item.

Item 2, continued:

Ms. Walker said Councilmembers are board members of the Municipal Corporation and trustees of its public trusts. Councilmembers have the fiduciary duty to the City that takes precedent over politics and relationships between each other. The fiduciary duty includes the duty of care, which requires Councilmembers/Trustees be fully and adequately informed and act with care when making decisions and acting for the City or one of its public trusts. It also includes the duty of loyalty, which requires Councilmembers to act and make decisions in the best interest of the City or its public trusts and not in their own personal interests.

Preparation for meetings is important and communication with Staff in advance of the meeting is critical. Staff's desire is to work with all Councilmembers regardless of whether Staff agrees with their politics or actions. Staff should not be used as a pawn to score political points. Letting Staff know if Council has questions ahead of the meeting ensures that Councilmembers get the answers they want at the meeting and avoids the "gotcha game." Staff is available to help Councilmembers do their job to the best of their ability, but Staff cannot do that if Council is not working cooperatively with one another.

Some members of Council expressed concerns about not reading the Consent Docket out loud during the Council meeting and said although it might not be illegal, it is immoral.

Concern was also expressed about recent behavior in a committee meeting and Mayor Heikkila asked Councilmembers to contact him if it happens again.

Councilmember Foreman requested a copy of her Oath and Ms. Hall said she would forward individual copies of Oaths to Council.

Items submitted for the record

- 1. Memorandum dated October 17, 2022, from Kathryn Walker, City Attorney, to Honorable Mayor and Councilmembers

* * * * *

ADJOURNMENT

The meeting was adjourned at 7:09 p.m.

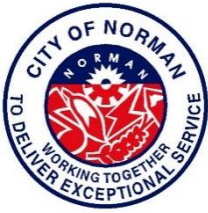
ATTEST:

City Clerk

Mayor

File Attachments for Item:

2. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-73: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AWARDED THE 2022 CITY OF NORMAN HUMAN RIGHTS AWARD, IN CONJUNCTION WITH THE NORMAN HUMAN RIGHTS COMMISSION.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/13/2022

REQUESTER: Anthony Purinton, Assistant City Attorney

PRESENTER: Anthony Purinton, Assistant City Attorney

ITEM TITLE: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AWARDING THE 2022 CITY OF NORMAN HUMAN RIGHTS AWARD, IN CONJUNCTION WITH THE NORMAN HUMAN RIGHTS COMMISSION.

This 2022 Human Rights Award nominee was chosen by unanimous vote by Commissioners at the November 28, 2022, Human Rights Commission meeting.

R-2223-73

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AWARING THE 2022 CITY OF NORMAN HUMAN RIGHTS AWARD, IN CONJUNCTION WITH THE NORMAN HUMAN RIGHTS COMMISSION.

- § 1. WHEREAS, the City of Norman entrusts the Norman Human Rights Commission with the duties of studying problems of discrimination, advising City Council on human rights issues, and coordinating citizen involvement in the promotion of human rights; and
- § 2. WHEREAS, the Norman Human Rights Commission seeks to promote and encourage fair treatment and mutual understanding among all citizens and to combat all prejudice, bigotry, and discrimination that prevent individuals from reaching their full potential as human beings; and
- § 3. WHEREAS, after receiving nominations from the Norman community, the Norman Human Rights Commission selects an individual or group to receive the Norman Human Rights Award based on exceptional achievement, outstanding effort, and/or leadership to promote human rights and equality and to serve as an example to all.

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

- § 4. THAT the City of Norman, Oklahoma, in conjunction with the Norman Human Rights Commission, does hereby award the 2022 City of Norman Human Rights Award to Norman Care-A-Vans.

PASSED AND ADOPTED this 13th day of December, 2022.

Mayor

ATTEST:

City Clerk

2022 HUMAN RIGHTS AWARD NOMINATION FORM

Email completed form to sarah.encinias@normanok.gov, or print and mail completed form to: Norman Human Rights Commission, City of Norman, PO Box 370, Norman, OK 73070. Nominations are due by October 23, 2022.

1. Person Being Nominated:

Name: Norman Care-A -Vans
Address: _____
Phone: 405-532-6436 Email: outreach@normancareavans.org

2. List volunteer, services, organizations, professional affiliations (if any) and describe how this person has demonstrated outstanding effort, achievement and/or leadership in the promotion of human rights and equality (such as successes, results, impact, personal risks taken, time expended, sacrifices made, years of service, inspiration or motivation given, cooperation fostered, organizations or programs created, example set and innovations undertaken):

(Attach additional pages if needed.)

As a life long resident of Norman, Oklahoma, I have never seen the homeless population as visible and as large as it is today. I know the homelessness is a multi-faceted issue and is not easy to fix. In Norman, like in many communities that face the same issue, their are differing opinions on how to help. These differing opinions often turn political. The sad part is as these politics are being sorted out there are homeless individuals who are going without basic human needs and are in unsafe situations. Norman-Care-A-Vans, is a community organization that has a direct hands on approach to helping Norman's homeless, by providing resources to help the homeless and other vulnerable Norman citizens stay healthy and safe.

The resources and support that Norman Care-A-Vans provide is hard to quantify, as it has a rippling effect on the citizens of Norman. Not only do they provide rides to medical appointments for citizens who would have a difficult time getting to their doctors, and deliver hot meals to the homeless, they connect many vulnerable citizens with other resource information and organizations such as Red Dirt Collective, Food and Shelter for Friends and Out of Harms Way. Norman Care-A- Vans advocate for the Homeless of Norman. Norman Care-A-Vans and their staff have worked diligently to be a voice at City Council meetings and other venues including staging a sit in at City Hall to demonstrate the need for a solution to the issue of Homelessness in Norman.

Although the above mentioned activities are wonderful, it is the actions of the Norman Care-A-Vans staff during the removal of the homeless camps and during the unprecedented cold weather we have experienced in the last year that is why I am nominating them. During the removal of the homeless camps, Norman Care-A-Vans were there, on site with the homeless population helping them pack up their things and move to a safe spot. Providing food, water and trash bags, as well as emotional support for people who were being removed from what was their space. The actions of the Norman-Care-A-Vans team, helped this go more smoothly and prevented arrests and violence. During the unprecedented cold weather, we have had, while we were warm at home, the Norman Care-A-Vans team were out in the cold providing blankets. sleeping bags, tents and tarps to the homeless. When it got to be so cold, that survival was an issue, they were driving around finding the homeless and taking them to shelters and donated hotel rooms.

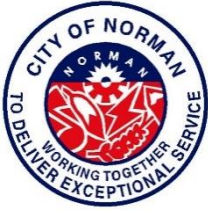
The time spent and risks to personal safety from the Norman-Care-A Vans team is unmeasurable, and done all in the name of helping the most vulnerable population in Norman. I can't think of a more basic human right than shelter. This is why I would like to nominate the Norman-Care-A -Vans team for 2022 Human Rights Award. a

3. Person completing form:

Name: Laura Eyster

File Attachments for Item:

3. PRESENTATION OF A KEEP OKLAHOMA BEAUTIFUL ENVIRONMENTAL EXCELLENCE AWARD TO MS. KAREN CHAPMAN WHO HAS BEEN SELECTED AS AN AFFILIATE CHAMPION FOR ALL OF HER EFFORTS TO HELP OUR ENVIRONMENT IN THE CITY OF NORMAN.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/13/2022

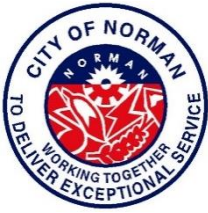
REQUESTER: Michele Loudenback, Environmental and Sustainability Manager

PRESENTER: Mayor Larry Heikkila

ITEM TITLE: PRESENTATION OF A KEEP OKLAHOMA BEAUTIFUL ENVIRONMENTAL EXCELLENCE AWARD TO MS. KAREN CHAPMAN WHO HAS BEEN SELECTED AS AN AFFILIATE CHAMPION FOR ALL OF HER EFFORTS TO HELP OUR ENVIRONMENT IN THE CITY OF NORMAN.

File Attachments for Item:

4. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2223-8: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF DECEMBER, 2022, AS NATIONAL IMPAIRED DRIVING PREVENTION MONTH IN THE CITY OF NORMAN.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/13/2022

REQUESTER: Darci Poe

PRESENTER: John Stege, Professional Standards, Police Department

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2223-8: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF DECEMBER, 2022, AS NATIONAL IMPAIRED DRIVING PREVENTION MONTH IN THE CITY OF NORMAN.

Proclamation

P-2223-8

A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF DECEMBER, 2022, AS NATIONAL IMPAIRED DRIVING PREVENTION MONTH IN THE CITY OF NORMAN.

- § 1. WHEREAS, every year thousands of lives are needlessly lost on our Nation’s roadways as a result of alcohol and drug impaired driving; and
- § 2. WHEREAS, alcohol, illicit drugs, prescription medication, and over-the-counter medications can impair a driver’s judgment, decrease motor coordination and slow the reaction time necessary to safely operate a motor vehicle; and
- § 3. WHEREAS, the federal Infrastructure Investment and Jobs Act calls for the National Highway Traffic Safety Administration to issue a new standard for “advanced drunk and impaired prevention technology” for new vehicles, which would help prevent impaired drivers from taking the wheel; and
- § 4. WHEREAS, while technology continues to advance, everyone must take individual responsibility and pledge to never drive while impaired and to deter others from making that fateful decision.

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

- § 5. Do hereby proclaim the month of December, 2022, as National Impaired Driving Prevention Month in the City of Norman and urge residents of the City of Norman to make responsible decisions and take appropriate measures to help end impaired driving.

PASSED AND APPROVED this 13th day of December, 2022.

Mayor

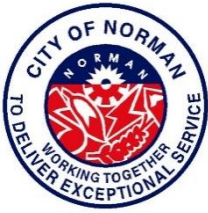
ATTEST:

City Clerk



File Attachments for Item:

5. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2223-16 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE THE EAST HALF (E/2) OF THE SOUTHWEST QUARTER (SW/4) OF SECTION THIRTY-FOUR (34), TOWNSHIP TEN NORTH (T-10-N), RANGE THREE WEST (R-3-W) OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE R-1, SINGLE FAMILY DWELLING DISTRICT, AND CO, SUBURBAN OFFICE COMMERCIAL DISTRICT, AND PLACE SAME IN THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (NORTH OF INDIAN HILLS ROAD AND ONE-FOURTH MILE EAST OF 48TH AVENUE N.W.)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/13/2022

REQUESTER: Premium Land, L.L.C.

PRESENTER: Jane Hudson, Director of Planning & Community Development

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2223-16 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE THE EAST HALF (E/2) OF THE SOUTHWEST QUARTER (SW/4) OF SECTION THIRTY-FOUR (34), TOWNSHIP TEN NORTH (T-10-N), RANGE THREE WEST (R-3-W) OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE R-1, SINGLE FAMILY DWELLING DISTRICT, AND CO, SUBURBAN OFFICE COMMERCIAL DISTRICT, AND PLACE SAME IN THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (NORTH OF INDIAN HILLS ROAD AND ONE-FOURTH MILE EAST OF 48TH AVENUE N.W.)

PROJECT OVERVIEW:

Premium Land, LLC is requesting a rezoning to PUD, Planned Unit Development, at property located at W. Indian Hills Road between 48th Avenue N.W. and 36th Avenue N.W. The site is currently vacant. The subject property was rezoned R-1, Single-Family Dwelling District, and CO, Suburban Office Commercial District, from A-2, Rural Agricultural District, with Ordinance No. ZO-0910-5. The applicant requests a rezoning to PUD, Planned Unit Development, to allow for a mixed-use development with office, commercial and residential uses. The proposed residential development includes multifamily, duplex, and single-family housing products.

PROCEDURAL REQUIREMENTS:

GREENBELT MEETING: GB 22-17, October 18, 2022

There is a proposed trail (by developer) in the Greenway Master Plan along W. Indian Hills Road in addition to the subject parcel's east property line, and through the center of the subject parcel. The applicant stated that the proposed development will meet all recommendations outlined in the Greenway Master Plan for this property.

Greenbelt Commission discussion consisted of:

- Commissioner Dotson stated that this was way up on the north side of the City limits.
- Commissioner Wyatt-Swanson brought up that OTA is proposing a turnpike that may take a portion of the property.
- Sean Rieger presented to the commissioners that the lower part of the area is commercial so if OTA comes in with the Turnpike it would not interfere with the residential areas.
- Sean Rieger stated that sidewalks were accepted as trails. The sidewalks will follow along the streets and lead up to a park on the east side of the neighborhood. There is also sidewalks that go through the middle of the property in between the apartments, which has stub streets that will all connect.
- Sean Rieger also stated that they have satisfied all Greenway Master Plan recommendations in that area.
- Commissioner DuFran stated he commended the applicant's efforts for meeting/accommodating the Greenways Master Plan to follow the planned trails in this development.

Motion by Rachel Wyatt-Swanson and seconded by Kristina Wyckoff to vote on both consent and non-consent items together and to pass all items.

PRE-DEVELOPMENT MEETING: PD 22-23, September 22, 2022

A neighbor asked what uses would be allowed in Tract 1. The applicant's representative replied that commercial uses would be allowed.

A neighbor stated that Indian Hills Road is too small for increased traffic.

A neighbor showed concern for contaminants entering the watershed as a result of the development.

ZONING ORDINANCE CITATION:

SEC. 420 – PLANNED UNIT DEVELOPMENT

1. Statement of Purpose. It is the intent of this section to encourage developments with a superior built environment brought about through unified development and to provide for the application of design ingenuity in such developments while protecting existing and future surrounding areas in achieving the goals of the comprehensive plan of record. The "PUD" Planned Unit Development district herein established is intended to provide for greater flexibility in the design of buildings, yards, courts, circulation, and open space than would otherwise be possible through the strict application of other district regulations. In this way, applicants may be awarded certain premiums in return for assurances of overall planning and design quality, or which will be of exceptional community benefit and which are not now required by other regulations. By permitting and encouraging the use of such procedures, the Planning Commission and City Council will be able to make more informed land use decisions and thereby guide development more effectively in the best interest of the health, safety, and welfare of the City.

Specifically, the purposes of this section are to encourage:

- (a) A maximum choice in the types of environment and living units available to the public.
- (b) Provision of more usable and suitably located open space, recreation areas, or other common facilities than would otherwise be required under conventional land development regulations.
- (c) Maximum enhancement and minimal disruption of existing natural features and amenities.
- (d) Comprehensive and innovative planning and design of diversified developments, which are consistent with the City's long range, plan and remain compatible with surrounding developments.
- (e) More efficient and economic use of land resulting in smaller networks of utilities and streets, thereby lowering costs.
- (f) Preparation of more complete and useful information, which will enable the Planning Commission and City Council to make more informed decisions on land use.

The PUD (Planned Unit Development) Regulations are designed to provide for small and large-scale developments incorporating a single type or a variety of residential, commercial, industrial and related uses, which are planned and developed as a unit. Such development may consist of individual lots, or it may have common building sites. Private or public common land and open space must be an essential, major element of the development, which is related to, and affects, the long-term value of the homes and other development. A Planned Unit Development shall be a separate entity with a distinct character that respects and harmonizes with surrounding development.

STAFF ANALYSIS:

The particulars of this PUD include:

USE: This PUD, Planned Unit Development proposes certain uses per tract. A complete list of proposed uses is included as Exhibit C in the PUD narrative. The following are the general uses proposed as part of this PUD, as further elaborated within the PUD use list found in Exhibit C:

- Tract 1 – Commercial
 - Uses permitted in the C-2, General Commercial District
 - Bar/Lounge/Tavern
- Tract 2 – Multi-Family Dwelling
 - Uses permitted in the R-3, Multi-Family Dwelling District
- Tract 3 – Two-Family Dwelling
 - Uses permitted in the R-2, Two-Family Dwelling District
- Tract 4 – Single Family Dwelling
 - Uses permitted in the R-1, Single-Family Dwelling District

Some of the uses proposed in Exhibit C, in the PUD Narrative, are general in nature, such as “commercial uses/shops or services” and “uses customarily incidental to any of the above uses”. The City of Norman’s PUD Ordinance, found at 22:420 of the Zoning Ordinance, requires that PUD applicants provide “a specific written list of uses to be ‘permitted by right[.]’” Staff expressed

to applicant that the general and categorical nature of these uses appeared to be at odds with the PUD ordinance requirements in this regard because, as worded, these uses appear to allow for the later creation of permitted uses other than those presently listed in Exhibit C. Applicant has opted to urge its request for these uses to City Council.

OPEN SPACE/PARKLAND: The PUD Ordinance, 22:420, 3. Standards of Development requires 10% open space for non-residential portions and residential portions of developments.

The applicant's PUD Narrative states open space may be provided as shown on the Open Space Exhibit; this comes out to approximately 21% of the site.

If the open space drops below 10% for the non-residential or residential portions of development, the development will not be compliant with the Standards of Development in the Zoning Ordinance.

Approximately 2.66 acres of dedicated parkland will exist in the northeast corner of the property. This will satisfy the proposed Gateway Park and Trails Plan (see attached copy).

SITE PLAN/ACCESS: This PUD proposes four tracts for the property of varying intensities and uses:

- Tract 1: Directly adjacent to W. Indian Hills Road, Tract 1 is approximately 28.6 acres and proposes a large strip center with big box retail in addition to three standalone commercial buildings. Large parking lots are proposed to accommodate patrons.
- Tract 2: Directly north and adjacent to Tract 1, Tract 2 is approximately 19.0 acres and proposes twenty-one garden apartment buildings and one leasing building with a total of 400 units. Parkland is also proposed in the western and eastern portions of the tract. Large parking lots are proposed to accommodate residents.
- Tract 3: Directly north and adjacent to Tract 2, Tract 3 is approximately 6.4 acres and proposes 28 lots for duplexes with a total of 56 units. A driveway per unit is proposed for each lot.
- Tract 4: Surrounding Tract 3, Tract 4 is approximately 25.8 acres and proposes 95 single-family lots. In the northeastern portion of the tract, approximately 2.66 acres of parkland is proposed as a terminus for the proposed Gateway Park and Trails. A driveway is proposed for each lot.

The site is proposed to be accessed from W. Indian Hills Road with two collectors near the western and eastern lot lines of the property. Sidewalks are proposed throughout the development and along W. Indian Hills Road.

LANDSCAPING: Landscaping shall comply with the applicable provisions of the City of Norman's Landscaping Requirements.

SIGNAGE: All signs will comply with the sign standards of the City of Norman Sign Code.

LIGHTING: Lighting throughout the development will comply with all City of Norman standards and requirements.

SANITATION/UTILITIES: Trash dumpster will be located as depicted on the Preliminary Site Development Plan or in locations as may be approved by City sanitation services.

PARKING: Parking for the property will be developed in general compliance with the parking layout shown on the Preliminary Site Development Plan. Tract 1 of the Preliminary Site Development Plan contains large parking lots to accommodate commercial activity. Tract 2 also contains large parking lots to accommodate residents for the proposed garden apartments. Tracts 3 and 4 will contain duplex and single-family housing products, and units in these tracts will have their own driveways. All parking for the site shall comply with Norman's applicable parking ordinances, as amended from time to time.

SIDEWALKS: All sidewalks will be installed in accordance with the final development plans and the City of Norman's applicable standards and specifications. A 10' sidewalk will be constructed adjacent to Indian Hills Road.

EXTERIOR BUILDING MATERIALS: The following exterior materials shall be used for buildings constructed on the property:

- Brick
- Stone
- Synthetic stone
- High impact quality stucco or EIFS
- Masonry
- Metal accents

PHASING: It is anticipated that Tract 4 will be the initial phase in the development; however, the actual timing, sequence, and number of future phases will be determined by market demand and absorption rates. A conceptual Preliminary Phasing Plan is attached as an exhibit.

EXISTING ZONING: The subject property is currently zoned R-1, Single-Family Dwelling District, and CO, Suburban Office Commercial District.

ALTERNATIVES/ISSUES:

IMPACTS: Surrounding properties include single-family homes, a church, and vacant land. Adjacent properties are zoned R-1, Single-Family Dwelling District, PUD, Planned Unit Development, CO, Suburban Office Commercial District, and A-2 Rural Agricultural District. Properties adjacent to the site to the north are located in the City of Moore. The subject property, which is currently vacant, proposes a mixed used development through this PUD. The site is approximately 4,000 to 4,500 feet from Interstate 35. Directly east and west of the site are large vacant parcels.

The site plan identifies four tracts of varying uses/intensities.

- Tract 1 proposes three standalone buildings and a retail strip center, allowing for uses permitted in the C-2, General Commercial District in addition to Bars/Lounges/Taverns. This totals to approximately 180,470 square feet of commercial space.
- Tract 2 proposes twenty-one apartment buildings and one leasing building at approximately 400 units, allowing for uses permitted in the R-3, Multi-Family Dwelling District.
- Tract 3 proposes twenty-eight duplexes at 56 units. Tract 3 allows for uses in the R-2, Medium Density Apartment District, while
- Tract 4 allows for uses in the R-1, Single Family Dwelling District and proposes 95 single family lots.

Overall, it is calculated that the total residential population of this development would be approximately 1,039 persons at buildout. Relative to surrounding properties, the proposed development would increase residents and commercial activity in this area.

Two new roadways are proposed along the east and west property lines of the subject property for vehicular access off W. Indian Hills Road. Sidewalks will be included throughout and will comply with all City requirements. Parking appears to be substantial, to accommodate the non-residential uses. In Tracts 1 and 2, large parking lots will cover the majority of the area. In Tracts 3 and 4, units will have their own dedicated driveways. Four detention ponds are located throughout the development; they will comply with the drainage report required by Public Works, to mitigate any stormwater runoff in the area. Additional improvements to W. Indian Hills Road will also be required to support the new access roads and development.

OTHER AGENCY COMMENTS:

FIRE DEPARTMENT: Fire protection will be provided as required by adopted code.

PUBLIC WORKS/ENGINEERING: There are existing water and sanitary systems to the property. These systems will be extended to serve the development. Streets will be constructed to City standards. Indian Hills Road is designated as a Principal Urban Arterial street. Streets are designed to connect to the property to the east and property to the west. Detention facilities are proposed to handle stormwater runoff. Sidewalks will be installed adjacent to all streets. A 10' sidewalk will be installed adjacent to Indian Hills Road.

TRAFFIC ENGINEER: Per David Riesland, Transportation Engineer, see attached Transportation Impacts Staff Report.

UTILITIES: Water and sanitary sewer mains are adjacent to the site and available for extension to serve the proposed development.

CONCLUSION: Staff forwards this request for rezoning from R-1, Single-Family Dwelling District, and CO, Suburban Office Commercial District, to PUD, Planned Unit Development, as Ordinance No. O-2223-16 for consideration by City Council.

At their meeting of November 10, 2022, Planning Commission unanimously (9-0) voted to adopt the following motion: recommend adoption of Resolution R-2223-53, Ordinance O-2223-16, and PP-2223-3 to City Council, with the recommended conditions of a reduction in parking, exploring a connection to the west of the property, and exploring additional connectivity internal to the property.

UPDATE: On November 29, the applicant's representative submitted a revised site plan addressing the motion at Planning Commission, the following was amended:

The following revisions have been made at the recommendation of the Planning Commission:

- 1.) The large-scale retail buildings have been split and more pedestrian connectivity provided between the commercial tract and the multi-family tract.
- 2.) The number of parking stalls has been reduced by 10% from the previous layout
- 3.) A common area has been provided at the northwest corner of the project. This may accommodate another pedestrian access to the subdivision on the west.

O-2223-16

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 THE EAST HALF (E/2) OF THE SOUTHWEST QUARTER (SW/4) OF SECTION THIRTY-FOUR (34), TOWNSHIP TEN NORTH (T-10-N), RANGE THREE WEST (R-3-W) OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE R-1, SINGLE FAMILY DWELLING DISTRICT, AND THE CO, SUBURBAN OFFICE COMMERCIAL DISTRICT, AND PLACE SAME IN THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (North of Indian Hills Road and ¼ mile east of 48th Avenue N.W.)

- § 1. WHEREAS, Premium Land, L.L.C., the owners of the hereinafter described property, have made application to have the subject property removed from the R-1, Single Family Dwelling District, and the CO, Suburban Office Commercial District and placed in the PUD, Planned Unit Development District; and
- § 2. WHEREAS, said application has been referred to the Planning Commission of said City and said body has, after conducting a public hearing 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 R-1, Single Family Dwelling District, and the CO, Suburban Office Commercial District and place the same in the PUD, Planned Unit Development District, to wit:

The East half (E/2) of the Southwest Quarter (SW/4), of Section Thirty-four (34), Township Ten North (T-10-N), Range Three West (R-3-W) of the Indian Meridian, Cleveland County, Oklahoma.

Said tract being 79.88± acres.

Ordinance No. O-2223-16
Page 2

§ 5. Further, pursuant to the provisions of Section 22:420 of the Code of the City of Norman, as amended, the following condition is hereby attached to the zoning of the tract:

- a. The site shall be developed in accordance with the PUD Narrative and Site Development Plan, approved by the Planning Commission on November 10, 2022, and supporting documentation submitted by the applicant and approved 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)

REDLANDS

**A PLANNED UNIT DEVELOPMENT
NORMAN, OKLAHOMA**

**APPLICANT:
*PREMIUM LAND, LLC***

**APPLICATION FOR:
PLANNED UNIT DEVELOPMENT
PRELIMINARY PLAT
NORMAN 2025**

Submitted October 3, 2022
Revised November 3, 2022

PREPARED BY:

**RIEGER LAW GROUP PLLC
136 Thompson Drive
Norman, Oklahoma 73069**

TABLE OF CONTENTS

- I. INTRODUCTION
- II. PROPERTY DESCRIPTION/GENERAL SITE CONDITIONS
 - A. Location
 - B. Existing Land Use and Zoning
 - C. Elevation and Topography
 - D. Drainage
 - E. Utility Services
 - F. Fire Protection Services
 - G. Traffic Circulation and Access
- III. DEVELOPMENT PLAN AND DESIGN CONCEPT
 - A. Uses Permitted
 - B. Area Regulations
 - C. Additional Development Criteria

EXHIBITS

- A. Legal Description of the Property
- B. Preliminary Site Development Plan
- C. Allowable Uses
- D. Preliminary Plat
- E. Preliminary Open Space Plan
- F. Preliminary Phasing Plan

I. INTRODUCTION

Premium Land, LLC (the “**Applicant**”) intends to rezone and plat the property that is more particularly described on **Exhibit A** (the “**Property**”) to a Planned Unit Development (“**PUD**”) in order to develop a mixed-use community, featuring single-family, multifamily, and commercial uses within the Property. The Applicant also seeks to amend the property’s NORMAN 2025 Designation to Mixed-Use in order to facilitate this development. The Property contains approximately 79.88 acres and a preliminary conceptual site plan of the proposed development has been attached hereto as **Exhibit B**.

II. PROPERTY DESCRIPTION/GENERAL SITE CONDITIONS

A. Location

The Property is generally located along W. Indian Hills Road between 48th Avenue NW and 36th Avenue NW, as is more particularly shown on the attached exhibits.

B. Existing Land Use and Zoning

The Property currently contains R-1, Single Family Dwelling and CO, Suburban Office Commercial zonings. Additionally, the Property currently has NORMAN 2025 designations of Low Density Residential and Office. The Property is undeveloped. There are plugged oil wells on site and development around the wells will meet State and local regulations.

C. Elevation and Topography

The Property is generally flat with gradual elevation change from the West to the East.

D. Drainage

The Applicant proposes stormwater and drainage management systems that will meet or exceed the City’s applicable ordinances and regulations. A drainage report will be provided to City Staff as part of the Preliminary Plat application.

E. Utility Services

All necessary utilities for this project for 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 Applicant as such are required by applicable City codes, ordinances, and/or regulations.

G. Traffic Circulation and Access

Access to the Property shall be permitted in the manner depicted on the attached Preliminary Site Development Plan and Preliminary Plat.

III. DEVELOPMENT PLAN AND DESIGN CONCEPT

The Property shall be developed in compliance with the Preliminary Site Development Plan, attached hereto as **Exhibit B**, subject to final design development and the changes allowed by Section 22.420(7) of the City of Norman's PUD Ordinance, as may be amended from time to time. The Exhibits attached hereto, and as submitted on behalf on the Applicant, are incorporated herein by reference and further depict the development criteria for the Property.

A. Uses Permitted:

The Property will be developed as mixed-use development, featuring single-family, multifamily, and commercial uses. As indicated on the Preliminary Site Development Plan, the Property is divided up into four (4) Tracts for purposes of allowable uses and area regulations. Tract 1 is intended to resemble spirit of the allowances of Norman's C-2, General Commercial District. Tract 2 is intended to resemble the spirit of the allowances of Norman's R-3, Multi-Family Dwelling District. Tract 3 is intended to resemble the spirit of the allowances of Norman's R-2, Two-Family Dwelling District. Finally, Tract 4 is intended to resemble the spirit of the allowances of Norman's R-1, Single-Family Dwelling District. A complete list of the allowable uses for the Property is attached as **Exhibit C**.

B. Area Regulations:

1. Tract 1 – Commercial

Front Yard: There shall be a minimum ten (10) foot building setback from the South property line of Tract 1. Across the entire South property line of Tract 1, except for access points and associated driveways, a minimum ten (10) foot landscape strip shall be installed, which may not be encroached upon by parking. One eight (8) foot tall shade (canopy) tree per each twenty (20) feet of lot frontage along Indian Hills Rd. and one (1) three (3)-gallon shrub per five (5) feet of building frontage along Indian Hills Rd. shall be installed and maintained within this landscape strip. Clustering of these required plantings may be allowed. Such planting should be covered by the three (3) year maintenance bond required when new landscaping is installed with the parking lot on the same lot.

Side Yard: There shall be a minimum ten (10) foot building setback from the East and West property lines of Tract 1.

Rear Yard: There shall be a minimum ten (10) foot building setback from the North property line of Tract 1.

Height: There shall be no height limit for any building or structure in Tract 1 of the Property.

2. **Tract 2 – Multi-Family Dwelling**

Number of Units: Tract 2 of the Property shall consist of apartment houses which may contain a maximum of 400 units.

Front Yard: There shall be a minimum twenty-five (25) foot building setback from the North property line of Tract 2.

Side Yard: There shall be a minimum twenty-five (25) foot building setback from the East and West property lines of Tract 2.

Rear Yard: There shall be a minimum five (5) foot building setback from the South property line of Tract 2.

Height: No buildings shall exceed three stories in height in Tract 2 of the Property. Any accessory building exceeding twelve (12) feet in height shall have the required side and rear yard setbacks increased by one (1) foot for each additional foot of height above twelve (12). Provided, however, that no accessory building shall exceed the height of the principal apartment buildings to which it is accessory.

Building Coverage: Main and accessory buildings shall not cover more than forty percent (40%) of Tract 2.

Impervious Area: The total amount of impervious area, including all buildings and permanently paved areas shall not cover more than sixty-five percent (65%) of Tract 2.

3. **Tract 3 – Two-Family Dwelling**

Front Yard: The minimum depth of the front yard shall be twenty-five (25) feet.

Side Yard: The minimum width of the side yard shall be five (5) feet.

Rear Yard: There shall be a rear yard of not less than twenty (20) feet; one-story unattached buildings of accessory use shall set back one (1) foot from the utility easement or alley line and garage apartments shall be set back ten (11) feet from the rear lot line.

Height: No building shall exceed two stories in height. A two and one-half or three-story building may be constructed if the side yards are increased an additional five (5) feet. Any accessory building shall not exceed a wall height of ten (10) feet unless the required side and rear yard setbacks are increased by one (1) foot for each additional foot of wall height above ten (10) feet. Provided, however, that no accessory building shall exceed the height of the principal building to which it is accessory.

Lot Width: There shall be a minimum lot width of fifty (50) feet at the building line for single family and two-family dwellings within Tract 2, and such lot shall abut on a street not less than thirty-five (35) feet.

Building Coverage: Main and accessory buildings shall not cover more than forty percent (40%) of the lot area; accessory buildings shall not cover more than twenty percent (20%) of the rear yard.

Impervious Area: The total amount of impervious area, including all buildings and permanently paved areas shall not cover more than sixty-five percent (65%) of a lot. Paving for parking, and other impervious surfaces, shall not cover more than fifty percent (50%) of the front yard. Total impervious area of the front yard can be increased to seventy percent (70%) when one or more of the following circumstances occur: (a) the driveway is needed to access a garage for three or more cars, (b) the driveway is part of a circular driveway that includes a landscaped separation from the sidewalk, or (c) the driveway is located on a cul-de-sac lot with lot frontage of less than forty (40) feet.

4. **Tract 4 – Single Family Dwelling**

Front Yard: The minimum depth of the front yard shall be twenty-five (25) feet.

Side Yard: The minimum width of the side yard shall be five (5) feet. On any corner lot a main building shall set back from the right-of-way line of the intersecting street a distance of fifteen (15) feet in case such lot is back to back with another corner lot, and twenty (20) feet in every other case. Accessory buildings shall be set back from the right-of-way line of the intersecting street ten (10) feet in case such lot is back to back with another corner lot, and twenty (20) feet in every other case. In no case shall a garage which faces a street be located closer than twenty (20) feet to that street property line.

Rear Yard: There shall be a rear yard having a depth of not less than twenty (20) feet or twenty percent (20%) of the depth of the lot, whichever amount is smaller; unattached one-story buildings of accessory use shall set back one (1) foot from the utility easement or alley line. The lots located in the area that is currently planned as lots 1-11, Block 5 on the Preliminary Site Development Plan and Preliminary Plat shall have a minimum twenty-five (25) foot rear yard building setback.

Height: No building shall exceed two stories in height. A three-story building may be constructed if the side yards are increased an additional five (5) feet. Any accessory building shall not exceed a wall height of ten (10) feet unless the required side and rear yard setbacks are increased by one (1) foot for each additional foot of wall height above ten (10) feet. Provided, however, that no accessory building shall exceed the height of the principal building to which it is accessory.

Lot Width: There shall be a minimum lot width of fifty (50) feet at the building line for interior lots and a minimum lot width of sixty (60) feet at the building line for corner lots. All lots shall abut on a street for a distance of not less than thirty-five (35) feet.

Building Coverage: Coverage allowed under this provision shall be no more than forty percent (40%) of the total lot area.

Impervious Area: The total amount of impervious area, including all buildings and permanently paved areas shall not cover more than sixty-five percent (65%) of a lot. Paving for parking and other impervious surfaces, shall not cover more than fifty percent (50%) of the required twenty-five (25) foot front yard. Total impervious area of the front yard can be increased to seventy percent (70%) when one or more of the following circumstances occur: (a) the driveway is needed to access a garage for three or more cars, (b) the driveway is part of a circular driveway that includes a landscaped separation from the sidewalk, or (c) the driveway is located on a cul-de-sac lot with lot frontage of less than forty (40) feet.

C. Additional Development Criteria:

1. Exterior Materials

The exterior of the buildings constructed within the Property may be constructed of brick, stone, synthetic stone, high impact quality stucco or EIFS, masonry, metal accents, and any combination thereof. The Applicant may file restrictive covenants against the Property to more narrowly tailor architectural review within the development.

2. Sanitation

Trash dumpster will be located as depicted on the Preliminary Site Development Plan or in locations as modified or approved by City sanitation services.

3. Signage

All signs shall comply with the sign standards of the City of Norman Sign Code, and as thereafter amended, as applicable to the underlying use for each Tract.

4. Traffic access and circulation

Access to the Property shall be permitted in the manner depicted on the attached Preliminary Site Development Plan and Preliminary Plat.

5. Open Space

The areas initially planned as open space are depicted on the attached Preliminary Open Space Plan. The Preliminary Open Space Plan contemplates approximately 21% of the Property will be used as open space; however, the total open space actually developed within the Property may be less than the amount shown on the Preliminary Open Space Plan. Notwithstanding the foregoing, the minimum amount of open space developed on the Property shall be ten percent (10%) of the Property and the amount of Parkland dedication shall be a minimum of 2.66 acres.

6. Parking

Parking for the Property may be developed in general compliance with the parking layout shown on the Preliminary Site Development Plan. The Property shall comply with Norman's applicable parking ordinances, as amended from time to time.

7. Landscaping

Landscaping shall be installed and maintained in order to meet or exceed the City of Norman's applicable landscaping requirements applicable to the underlying uses of each Tract.

8. Parkland

The Applicant is dedicating 2.66 acres of parkland in the Northeast corner of the Property, which is the same location as a previously approved plan allowing for connection to adjacent parkland to the East.

9. Phasing

It is anticipated that the development of the Property will occur in multiple phases. It is expected that the initial phase of development will be Tract 4. A Preliminary Phasing Plan is attached showing a conceptual sequencing of development. Notwithstanding the foregoing, the actual timing, sequence, and number of future phases will be determined by market demand and absorption rates.

10. Sidewalks

All sidewalks will be constructed in accordance with final development plans and the City of Norman's applicable standards and specifications. A 10' sidewalk will be constructed adjacent to Indian Hills Road.

11. Lighting

All exterior lighting in Tract 1 – Commercial and Tract 2 – Multi-Family Dwelling shall be installed in conformance with the City of Norman's Commercial Outdoor Lighting Standards, as amended from time to time.

EXHIBIT A

Legal Description of the Property

The East half (E/4) of the Southwest Quarter (SW/4), of Section Thirty-four (34), Township Ten North (T-10-N), Range Three West (R-3-W) of the Indian Meridian, Cleveland County, Oklahoma.

Said tract being 79.88± acres.

EXHIBIT B
Preliminary Site Development Plan
Full Size Documents Submitted to City Staff

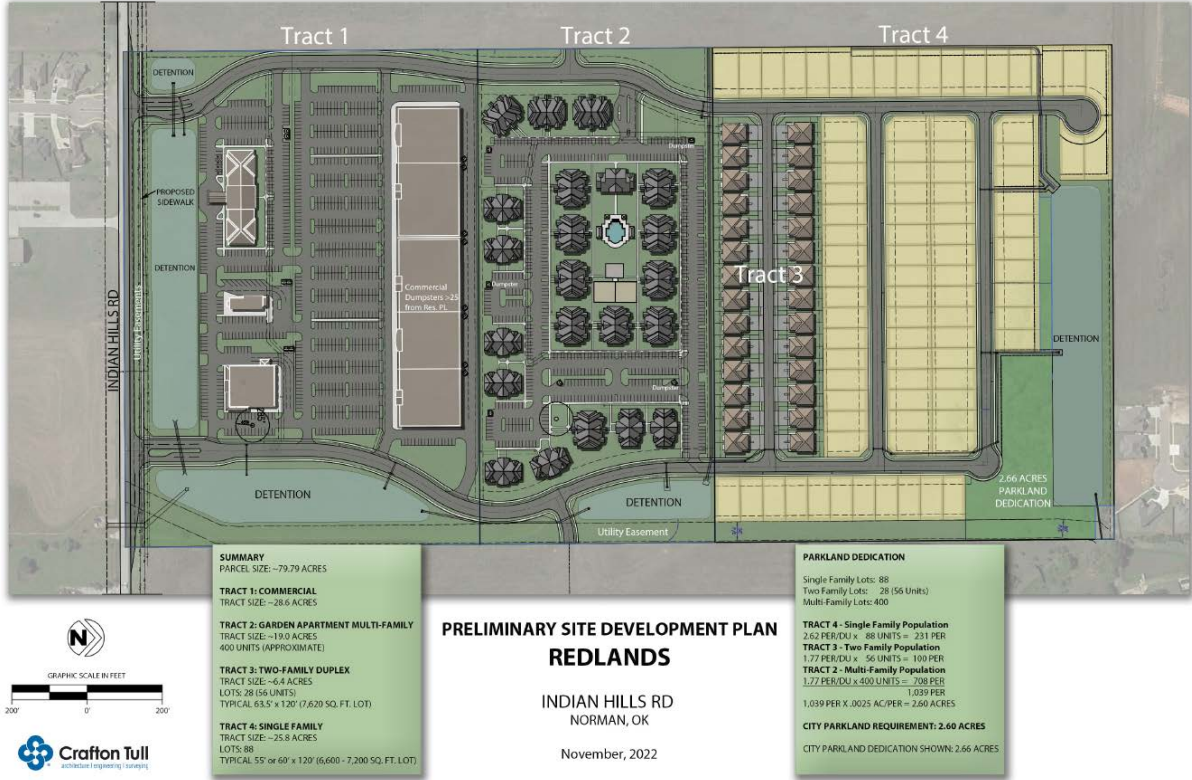


EXHIBIT C
Allowable Uses

Allowable Uses:

Tract 1 – Commercial Uses

- Art Gallery/Studio.
- Assembly Halls of non-profit corporations.
- Libraries.
- Museums.
- Music Conservatories.
- Office buildings and office uses.
- Trade schools and schools for vocational training.
- Churches and other places of worship.
- Short-term rentals.
- Antique shop.
- Appliance Store.
- Artist materials supply, or studio.
- Automobile parking lots.
- Automobile supply store.
- Baby shop.
- Bakery/Baked Goods store.
- Bank.
- Barber shop, or beauty parlor.
- Book or stationery store.
- Camera shop.
- Candy store.
- Catering establishment.
- Child Care / Day Care establishment.
- Clothing or apparel store.
- Coffee house or coffee shop.
- Commercial uses/shops/or services.
- Dairy products or ice cream store.
- Delicatessen store.
- Dress shop.
- Drug store or fountain.
- Dry Cleaning and Laundry Establishment.
- Dry goods store.
- Fabric or notion store.
- Florist/Flower Shop.
- Furniture Store.

- Gift Shop.
- Grocery or supermarket.
- Hardware store.
- Hotel or motel.
- Interior decorating store.
- Jewelry shop.
- Key shop.
- Leather Store and/or Leather Goods Store.
- Locksmith.
- Medical Marijuana Dispensary, as allowed by state law.
- Music, Radio, Electronics, Telephone, or Television Store.
- Outdoor Patio.
- Painting and decorating shop.
- Pet shop/or Small Animal Hospital.
- Pharmacy.
- Photographer's studio.
- Restaurant/Bar/Lounge/Tavern
 - may include live entertainment and/or a dance floor, (all such activity fully within an enclosed building) provided the kitchen remains open with full food service whenever live entertainment is offered.
- Retail Shops or Stores.
- Retail spirits store/Liquor store.
- Spa or Similar Establishment.
- Smoke, Tobacco, Vape, or Similar Shop.
- Self-service laundry.
- Sewing machine sales.
- Sporting goods sales.
- Shoe store or repair shop.
- Sign Store/Printing Store.
- T-Shirt Printing or Similar Sales or Services.
- Tanning Spa or Tanning Establishment.
- Tailor shop.
- Theater (excluding drive-in theaters), Bowling Alley, Arcade, or Similar Establishments, including those that sell alcoholic beverages in compliance with state law.
- Tier I Medical Marijuana Processor, as allowed by state law.
- Tier II Medical Marijuana Processor, as allowed by state law.
- Toy store.

Tract 2 – Multi-Family Uses

- Two-family dwelling (duplex), or a single-family dwelling and a garage apartment
- Apartment house
- Detached one family dwelling

- Family day care home
- General purpose farm or garden
- Home occupation
- Municipal recreation or water supply
- Model Home, subject to an annual permit, as provided in Sec. 22:450 (84) for no more than four (4) years, and as thereafter amended
- Short-term rentals
- Accessory buildings and uses customarily incidental to any of the above uses when located on the same lot

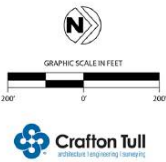
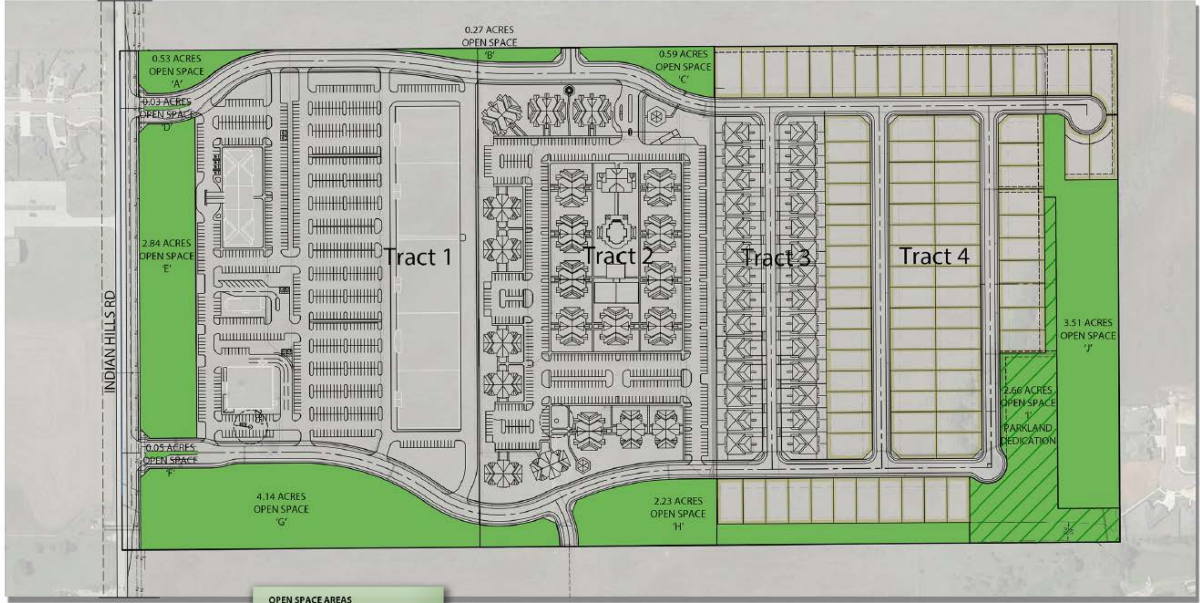
Tract 3 – Two-Family Uses

- One Single Family dwelling
- One Two-family dwelling (duplex)
- One Single Family dwelling and a garage apartment
- Family day care home
- General purpose farm or garden
- Home occupation
- Municipal recreation or water supply
- Model Home, subject to an annual permit, as provided in Sec. 22:450 (84) for no more than four (4) years, and as thereafter amended
- Short-term rentals
- Accessory buildings and uses customarily incidental to any of the above uses when located on the same lot

Tract 4 – Single Family Uses

- Detached one family dwelling
- Family day care home
- General purpose farm or garden
- Home occupation
- Municipal recreation or water supply
- Model Home, subject to an annual permit, as provided in Sec. 22:450 (84) for no more than four (4) years, and as thereafter amended
- Short-term rentals
- Accessory buildings and uses customarily incidental to any of the above uses when located on the same lot

EXHIBIT E
Preliminary Open Space Plan
Full Size Documents Submitted to City Staff

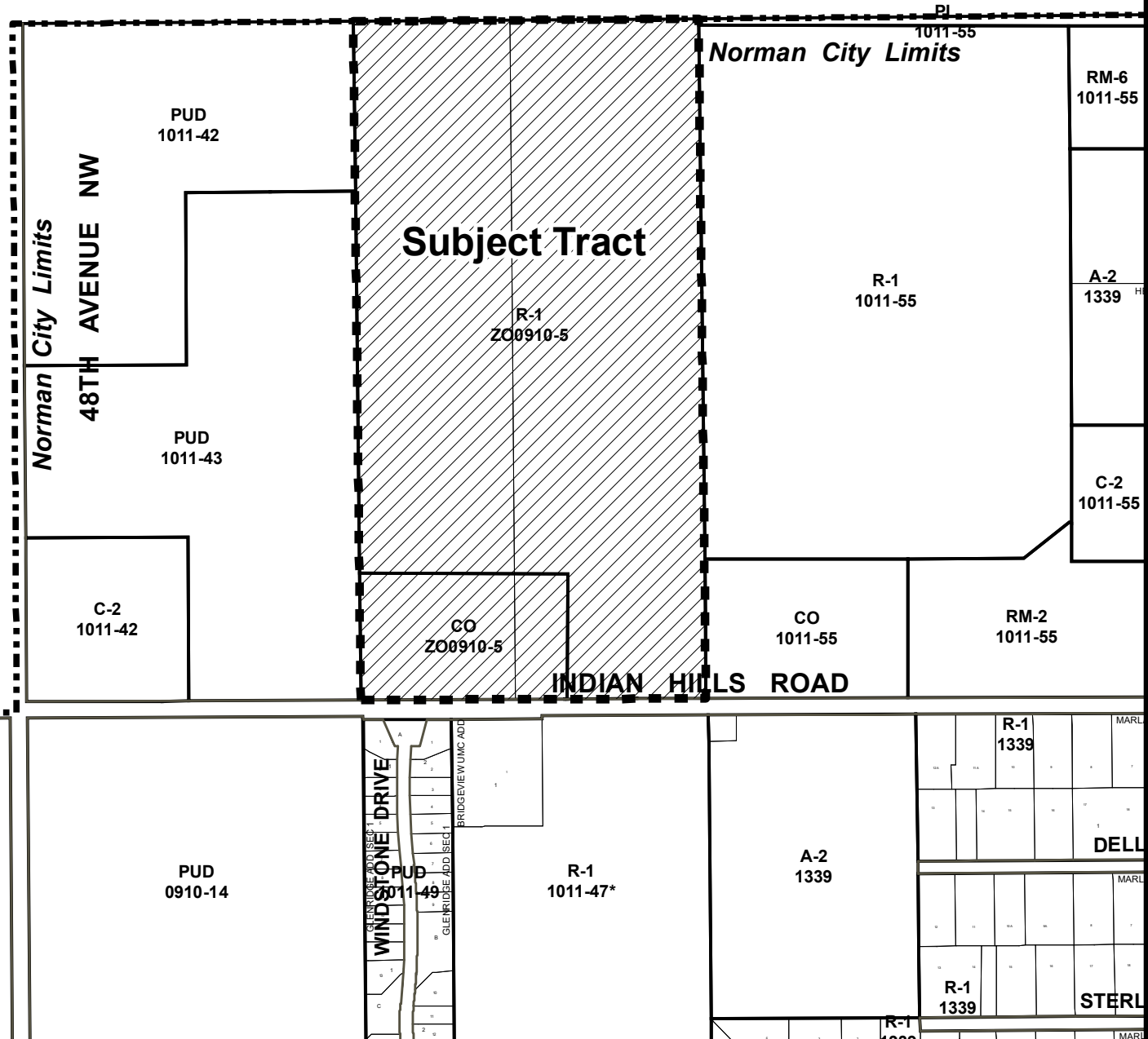


OPEN SPACE AREAS	
AREA A:	0.53 ACRES
AREA B:	0.27 ACRES
AREA C:	0.59 ACRES
AREA D:	0.03 ACRES
AREA E:	2.84 ACRES
AREA F:	0.05 ACRES
AREA G:	4.14 ACRES
AREA H:	2.23 ACRES
AREA I:	2.66 ACRES
AREA J:	3.51 ACRES
TOTAL:	16.85 ACRES
PERCENT OF OVERALL ACREAGE: 21%	

**OPEN SPACE PLAN
REDLANDS**

INDIAN HILLS RD
NORMAN, OK

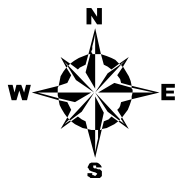
October, 2022



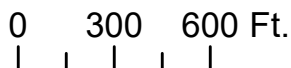
Location Map





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.

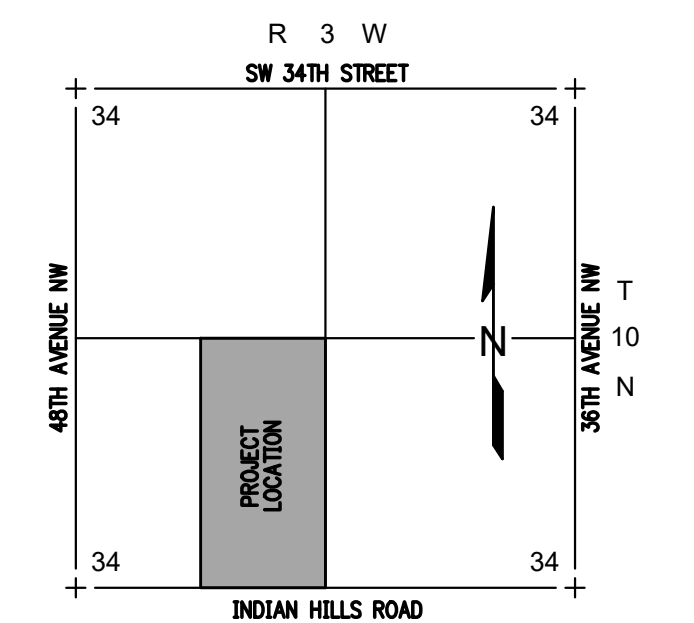
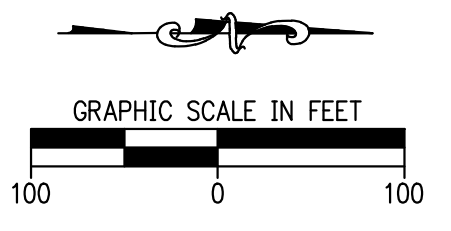


September 6, 2022



-  Subject Tract
-  Zoning

PRELIMINARY PLAT
OF
REDLANDS
A PLANNED UNIT DEVELOPMENT
A PART OF THE SW/4 OF SECTION 34, T10N, R3W, I.M.
NORMAN, CLEVELAND COUNTY, OKLAHOMA



LOCATION MAP
SCALE: 1" = 2000'

OWNER/DEVELOPER
PREMIUM LAND, LLC
P.O. BOX 6718
EDMOND, OK 73083
PH: 405.285.5105

LOT COUNT:

SINGLE-FAMILY RESIDENTIAL	88 LOTS
DUPLEX RESIDENTIAL	28 LOTS
COMMERCIAL	1 LOT
APARTMENTS	1 LOT
TOTAL ACRES	79.79

NOTES

- EXISTING ZONING IS R-1 AND CO. PROPOSED ZONING IS P.U.D.
- ALL PUBLIC UTILITIES SHALL BE DESIGNED IN ACCORDANCE WITH THE CITY OF NORMAN STANDARDS.
- ALL STREETS SHALL BE DESIGNED IN ACCORDANCE WITH THE CITY OF NORMAN STANDARDS.
- ALL PUBLIC UTILITIES WILL BE IN DEDICATED EASEMENTS.
- ALL SANITARY SEWER LINES TO BE 8" DIA. UNLESS NOTED OTHERWISE.
- ALL WATER LINES TO BE 8" DIA. UNLESS NOTED OTHERWISE.
- FIRE HYDRANTS WILL BE LOCATED AND INSTALLED IN ACCORDANCE WITH THE FINAL PLANS AND THE CITY OF NORMAN STANDARDS AND SPECIFICATIONS.
- FRONT YARD BUILDING LINE SETBACKS ARE 25'. SIDE YARD BUILDING LINE SETBACKS ARE 5'.
- ALL ISLANDS AND/OR MEDIANS WITHIN STREET RIGHTS-OF-WAY AND ALL COMMON AREAS WITHIN THIS DEVELOPMENT WILL BE MAINTAINED BY THE PROPERTY OWNERS ASSOCIATION OF REDLANDS.
- REFER TO DRAINAGE REPORT FOR SPECIFIC DATA.
- OPEN SPACES WILL ALSO BE DRAINAGE EASEMENTS.
- ALL SIDEWALKS WILL BE CONSTRUCTED IN ACCORDANCE WITH THE FINAL PLANS AND THE CITY OF NORMAN STANDARDS AND SPECIFICATIONS. A 10' SIDEWALK WILL BE CONSTRUCTED ADJACENT TO INDIAN HILLS ROAD.
- THE WATERLINE CONSTRUCTION WILL BE DESIGNED WITH FINAL PLATS TO LOOP THE 8" WATERLINES TO COMPLY WITH ENGINEERING REQUIREMENTS.
- PARK LAND DEDICATION REQUIRED:
0.83 ACRES (SINGLE-FAMILY & DUPLEX)
1.77 ACRES (MULTI-FAMILY)
- THIS DEVELOPMENT REQUIRES CONSTRUCTION AND MAINTENANCE OF A LIFT STATION AND/OR SIPHON EQUIPMENT. A FINAL PLAT SHALL NOT BE PRESENTED TO THE NORMAN CITY COUNCIL FOR CONSIDERATION UNTIL SUCH TIME AS A CONTRACTUAL AGREEMENT AND BINDING COVENANTS SETTING FORTH THE MANNER IN WHICH CONSTRUCTION AND MAINTENANCE OF SAID LIFT STATION AND/OR SIPHON EQUIPMENT IS TO OCCUR, AND EACH PARTY'S RESPONSIBILITY FOR IT, IS ALSO PRESENTED TO CITY COUNCIL FOR CONTINGENT CONSIDERATION AND APPROVAL THEREOF. AS TO THE LIFT STATION OR SIPHON PUMP EQUIPMENT, ANY SUCH AGREEMENT SHALL SPECIFY THAT THE PROPERTY OWNERS' ASSOCIATION OF EACH ADDITION OF LOTS THAT ARE SERVED BY THE EQUIPMENT SHALL ULTIMATELY BE AND AT ALL TIMES REMAIN RESPONSIBLE FOR ALL MAINTENANCE AND REPAIR OF SUCH EQUIPMENT. THE RESPECTIVE PROPERTY OWNERS' ASSOCIATIONS SHALL ASSESS EACH LOT AS NECESSARY TO FUND THE MAINTENANCE AND REPAIR OF THE LIFT STATION AND SIPHON EQUIPMENT. IN THE EVENT THAT THE LIFT STATION OR SIPHON EQUIPMENT FAILS AND IS NOT PROPERLY MAINTAINED OR REPAIRED, THE CITY OF NORMAN SHALL HAVE THE RIGHTS AND AUTHORITY SET OUT IN SAID REFERENCE AGREEMENT ENTRY AND MITIGATING ACTIONS AS NECESSARY FOR THE PUBLIC'S SAFETY IN WHICH CASE SUCH COSTS SHALL BE LIABLE FOR ASSESSMENT AGAINST THE LOTS SERVED BY SUCH EQUIPMENT.

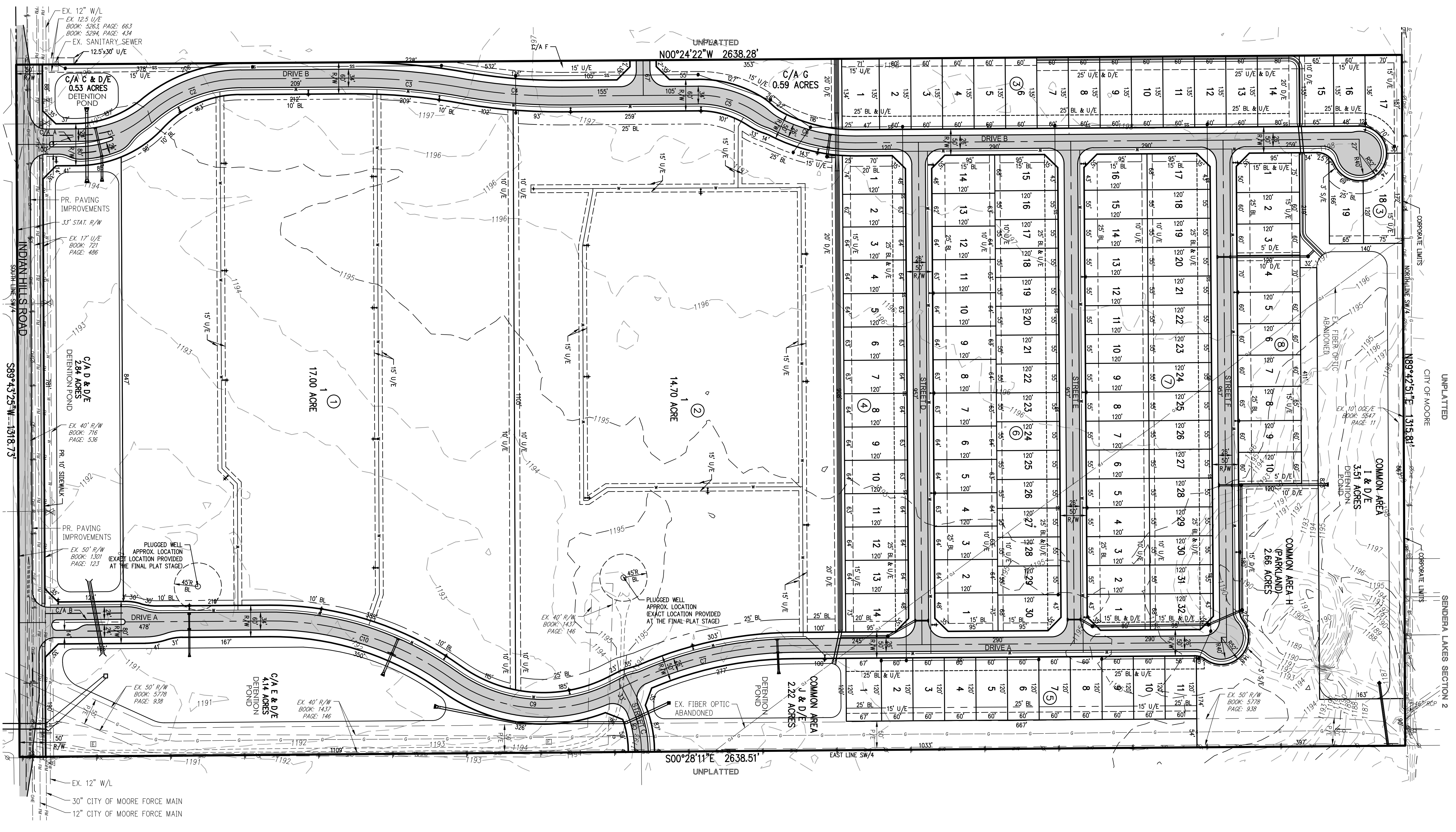
LEGAL DESCRIPTION
The East Half of the Southwest Quarter (SW/4) of Section Thirty-four (34), Township Ten (10) North, Range Three (3) West of the Indian Meridian, Cleveland County, Oklahoma.

PRELIMINARY PLAT
REDLANDS - A PLANNED UNIT DEVELOPMENT

300 Pointe Parkway Blvd.
Yukon, Oklahoma 73099

Crafton Tull
architectural | engineering | surveying
405.787.6270 | 405.787.6261
www.craftontull.com

SHEET NO.: 1 of 3
DATE: 10/31/22
PROJECT NO.: 22609900



COMMON AREAS:

C/A 'A'	0.03 ACRES
C/A 'B'	0.05 ACRES
C/A 'C' (DR.)	0.53 ACRES
C/A 'D' (DR.)	2.84 ACRES
C/A 'E' (DR.)	4.14 ACRES
C/A 'F'	0.27 ACRES
C/A 'G'	0.59 ACRES
C/A 'H' (PARK LAND)	2.66 ACRES
C/A 'I' (DR.)	3.51 ACRES
C/A 'J' (DR.)	2.22 ACRES
TOTAL C/A (SITE)	16.84 ACRES

STORM DRAINAGE DETENTION FACILITY EASEMENT
Drainage Detention Facility Easements are hereby established as shown to provide for Detention of Storm Surface Water and constructed as approved by the City Engineer. All maintenance within the Drainage Detention Facility Easement shall be the right, duty and responsibility of the Property Owners Association in the plat of REDLANDS; however, if maintenance is neglected or subject to other unusual circumstances and is determined to be a hazard or threat to public safety by the City, corrective maintenance may be performed by the governing jurisdiction with costs assessed to and born upon said Property Owners Association. Officials representing the Public Works Department, shall have the right to enter upon the easement for purposes of periodic inspection and/or corrective maintenance of the facility. Upon receiving written approval from the Public Works Department, Property Owners Association may construct improvements within the easement, provided the improvement does not interfere with the function of the Detention Facility.

LEGEND

BL	BUILDING LIMIT LINE
D/E	DRAINAGE EASEMENT
U/E	UTILITY EASEMENT
S/E	SIDEWALK EASEMENT (3')
P/E	EX. PIPELINE EASEMENT
EX.	EXISTING
L.N.A.	LIMITS OF NO ACCESS
R/W	RIGHT-OF-WAY
(DR.)	DRAINAGE RELATED COMMON AREA

CURVE TABLE

CURVE #	LENGTH	RADIUS	DELTA	CHORD DIRECTION	CHORD LENGTH
C1	164.80'	230.00'	041°03'11"	N20° 48' 10"W	161.29'
C2	192.85'	270.00'	040°55'24"	S20° 52' 04"E	188.77'
C3	222.97'	1170.00'	010°55'08"	S05° 03' 12"W	222.63'
C4	181.57'	1035.24'	010°02'56"	N04° 37' 06"E	181.34'
C5	120.83'	200.00'	034°36'58"	S16° 54' 07"W	119.00'
C6	196.35'	325.00'	034°36'58"	N16° 54' 07"E	193.38'
C7	348.64'	725.00'	027°33'08"	S14° 10' 56"E	345.29'
C8	93.42'	200.00'	026°45'45"	S76° 12' 45"W	92.57'
C9	333.43'	300.00'	063°40'48"	N03° 52' 53"E	316.53'
C10	368.73'	585.00'	036°06'50"	S17° 39' 52"W	362.66'



SUMMARY
 PARCEL SIZE: ~79.79 ACRES

TRACT 1: COMMERCIAL
 TRACT SIZE: ~28.6 ACRES

TRACT 2: GARDEN APARTMENT MULTI-FAMILY
 TRACT SIZE: ~19.0 ACRES
 400 UNITS (APPROXIMATE)

TRACT 3: TWO-FAMILY DUPLEX
 TRACT SIZE: ~6.4 ACRES
 LOTS: 28 (56 UNITS)
 TYPICAL 63.5' x 120' (7,620 SQ. FT. LOT)

TRACT 4: SINGLE FAMILY
 TRACT SIZE: ~25.8 ACRES
 LOTS: 88
 TYPICAL 55' or 60' x 120' (6,600 - 7,200 SQ. FT. LOT)

PARKLAND DEDICATION

Single Family Lots: 88
 Two Family Lots: 28 (56 Units)
 Multi-Family Lots: 400

TRACT 4 - Single Family Population
 2.62 PER/DU x 88 UNITS = 231 PER

TRACT 3 - Two Family Population
 1.77 PER/DU x 56 UNITS = 100 PER

TRACT 2 - Multi-Family Population
 1.77 PER/DU x 400 UNITS = 708 PER

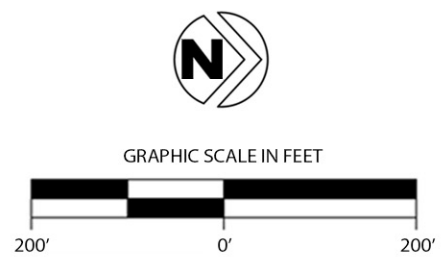
1,039 PER

1,039 PER X .0025 AC/PER = 2.60 ACRES

CITY PARKLAND REQUIREMENT: 2.60 ACRES

CITY PARKLAND DEDICATION SHOWN: 2.66 ACRES

PRELIMINARY SITE DEVELOPMENT PLAN
REDLANDS
 INDIAN HILLS RD
 NORMAN, OK
 November, 2022



ORDINANCE NO. O-2223-16

ITEM NO. 4

STAFF REPORT

GENERAL INFORMATION

APPLICANT	Premium Land, LLC
REQUESTED ACTION	Rezoning to PUD, Planned Unit Development
EXISTING ZONING	R-1, Single-Family Dwelling District, and CO, Suburban Office Commercial District
SURROUNDING ZONING	North: City of Moore East: R-1, Single-Family Dwelling District, and CO, Suburban Office Commercial District South: PUD, Planned Unit Development, Ordinance No. O-1011-49, and R-1, Single-Family Dwelling District West: PUD, Planned Unit Development, Ordinance Nos. O-1011-42 and O-1011-43
LOCATION	W. Indian Hills Road between 48th Avenue N.W. and 36th Avenue N.W.
WARD	Ward 3
CORE AREA	No
AREA/SF	79.88 acres, more or less
PURPOSE	Allow for a mixed-use development with single-family, multifamily, office and commercial uses (See Exhibit C of the PUD Narrative for a list of allowed uses.)
EXISTING LAND USE	Vacant
SURROUNDING LAND USE	North: Single-family residential East: Vacant

South: Single-family residential Church
West: Vacant

LAND USE PLAN DESIGNATION	Low Density Residential Designation and Office Designation
PROPOSED LAND USE DESIGNATION	Mixed-Use Designation
GROWTH AREA DESIGNATION	Current Urban Service Area

PROJECT OVERVIEW: Premium Land, LLC is requesting a rezoning to PUD, Planned Unit Development, at property located at W. Indian Hills Road between 48th Avenue N.W. and 36th Avenue N.W. The site is currently vacant. The subject property was rezoned R-1, Single-Family Dwelling District, and CO, Suburban Office Commercial District, from A-2, Rural Agricultural District, with Ordinance No. ZO-0910-5. The applicant requests a rezoning to PUD, Planned Unit Development, to allow for a mixed-use development with office, commercial and residential uses. The proposed residential development includes multifamily, duplex, and single-family housing products.

PROCEDURAL REQUIREMENTS:

GREENBELT MEETING: GB 22-17, October 18, 2022

There is a proposed trail (by developer) in the Greenway Master Plan along W. Indian Hills Road in addition to the subject parcel’s east property line, and through the center of the subject parcel. The applicant stated that the proposed development will meet all recommendations outlined in the Greenway Master Plan for this property.

Commission discussion consisted of:

- Commissioner Dotson stated that this was way up on the north side of the City limits.
- Commissioner Wyatt-Swanson brought up that OTA is proposing a turnpike that may take a portion of the property.
- Sean Rieger presented to the commissioners that the lower part of the area is commercial so if OTA comes in with the Turnpike it would not interfere with the residential areas.
- Sean Rieger stated that sidewalks were accepted as trails. The sidewalks will follow along the streets and lead up to a park on the east side of the neighborhood. There is also sidewalks that go through the middle of the property in between the apartments which has stub streets that will all connect.
- Sean Rieger also stated that they have satisfied all Greenway Master Plan recommendations in that area.
- Commissioner DuFran stated he commended the applicant’s efforts for meeting/accommodating the Greenways Master Plan to follow the planned trails in this development.

Motion by Rachel Wyatt-Swanson to vote on both consent and non-consent items together and to pass all items; Second by Kristina Wyckoff.

PRE-DEVELOPMENT MEETING: PD 22-23, September 22, 2022

A neighbor asked what uses would be allowed in Tract 1.

The applicant’s representative replied that commercial uses would be allowed.

A neighbor stated that Indian Hills Road is too small for increased traffic.

A neighbor showed concern for contaminants entering the watershed as a result of the development.

ZONING ORDINANCE CITATION:

SEC. 420 – PLANNED UNIT DEVELOPMENT

1. Statement of Purpose. It is the intent of this section to encourage developments with a superior built environment brought about through unified development and to provide for the application of design ingenuity in such developments while protecting existing and future surrounding areas in achieving the goals of the comprehensive plan of record. The "PUD" Planned Unit Development district herein established is intended to provide for greater flexibility in the design of buildings, yards, courts, circulation, and open space than would otherwise be possible through the strict application of other district regulations. In this way, applicants may be awarded certain premiums in return for assurances of overall planning and design quality, or which will be of exceptional community benefit and which are not now required by other regulations. By permitting and encouraging the use of such procedures, the Planning Commission and City Council will be able to make more informed land use decisions and thereby guide development more effectively in the best interest of the health, safety, and welfare of the City.

Specifically, the purposes of this section are to encourage:

- (a) A maximum choice in the types of environment and living units available to the public.
- (b) Provision of more usable and suitably located open space, recreation areas, or other common facilities than would otherwise be required under conventional land development regulations.
- (c) Maximum enhancement and minimal disruption of existing natural features and amenities.
- (d) Comprehensive and innovative planning and design of diversified developments which are consistent with the City's long range plan and remain compatible with surrounding developments.
- (e) More efficient and economic use of land resulting in smaller networks of utilities and streets, thereby lowering costs.
- (f) Preparation of more complete and useful information which will enable the Planning Commission and City Council to make more informed decisions on land use.

The PUD (Planned Unit Development) Regulations are designed to provide for small and large-scale developments incorporating a single type or a variety of residential, commercial, industrial and related uses, which are planned and developed as a unit. Such development may consist of individual lots, or it may have common building sites. Private or public common land and open space must be an essential, major element of the development, which is related to, and affects, the long-term value of the homes and other development. A Planned Unit Development shall be a separate entity with a distinct character that respects and harmonizes with surrounding development.

STAFF ANALYSIS: The particulars of this PUD include:

USE: This PUD, Planned Unit Development proposes certain uses per tract. A complete proposed uses is included as Exhibit C in the PUD narrative. The following are the general uses proposed as part of this PUD:

- Tract 1 – Commercial
 - Uses permitted in the C-2, General Commercial District
 - Bar/Lounge/Tavern
- Tract 2 – Multi-Family Dwelling
 - Uses permitted in the R-3, Multi-Family Dwelling District
- Tract 3 – Two-Family Dwelling
 - Uses permitted in the R-2, Two-Family Dwelling District
- Tract 4 – Single Family Dwelling
 - Uses permitted in the R-1, Single-Family Dwelling District

Some of the uses proposed in Exhibit C, in the PUD Narrative, are general in nature, “commercial uses/shops or services” and “uses customarily incidental to any of the above uses”. This allows for uses other than those listed in Exhibit C.

OPEN SPACE/PARKLAND: The PUD Ordinance, 22:420, 3. Standards of Development requires 10% open space for non-residential portions and residential portions of developments.

The applicants PUD Narrative states open space may be provided as shown on the Open Space Exhibit; this comes out to approximately 21% of the site.

If the open space drops below 10% for the non-residential or residential portions of development, the development will not be compliant with the Standards of Development in the Zoning Ordinance.

Approximately 2.66 acres of dedicated parkland will exist in the northeast corner of the property. This will satisfy the proposed Gateway Park and Trails Plan (see attached copy).

SITE PLAN/ACCESS: This PUD proposes four tracts for the property of varying intensities and uses:

- Tract 1: Directly adjacent to W. Indian Hills Road, Tract 1 is approximately 28.6 acres and proposes a large strip center with big box retail in addition to three standalone commercial buildings. Large parking lots are proposed to accommodate patrons.
- Tract 2: Directly north and adjacent to Tract 1, Tract 2 is approximately 19.0 acres and proposes twenty-one garden apartment buildings and one leasing building with a total of 400 units. Parkland is also proposed in the western and eastern portions of the tract. Large parking lots are proposed to accommodate residents.
- Tract 3: Directly north and adjacent to Tract 2, Tract 3 is approximately 6.4 acres and proposes 28 lots for duplexes with a total of 56 units. A driveway per unit is proposed for each lot.
- Tract 4: Surrounding Tract 3, Tract 4 is approximately 25.8 acres and proposes 95 single-family lots. In the northeastern portion of the tract, approximately 2.66 acres of parkland is proposed as a terminus for the proposed Gateway Park and Trails. A driveway is proposed for each lot.

The site is proposed to be accessed from W. Indian Hills Road with two collectors near the western and eastern lot lines of the property. Sidewalks are proposed throughout the development and along W. Indian Hills Road.

LANDSCAPING: Landscaping shall comply with the applicable provisions of the City of Norman's Landscaping Requirements.

SIGNAGE: All signs will comply with the sign standards of the City of Norman Sign Code.

LIGHTING: Lighting throughout the development will comply with all City of Norman standards and requirements.

SANITATION/UTILITIES: Trash dumpster will be located as depicted on the Preliminary Site Development Plan or in locations as may be approved by City sanitation services.

PARKING: Parking for the property will be developed in general compliance with the parking layout shown on the Preliminary Site Development Plan. Tract 1 of the Preliminary Site Development Plan contains large parking lots to accommodate commercial activity. Tract 2 also contains large parking lots to accommodate residents for the proposed garden apartments. Tracts 3 and 4 will contain duplex and single-family housing products, and units in these tracts will have their own driveways. All parking for the site shall comply with Norman's applicable parking ordinances, as amended from time to time.

SIDEWALKS: All sidewalks will be installed in accordance with the final development plans and the City of Norman's applicable standards and specifications. A 10' sidewalk will be constructed adjacent to Indian Hills Road.

EXTERIOR BUILDING MATERIALS: The following exterior materials shall be used for buildings constructed on the property:

- Brick
- Stone
- Synthetic stone
- High impact quality stucco or EIFS
- Masonry
- Metal accents

PHASING: It is anticipated that Tract 4 will be the initial phase in the development; however, the actual timing, sequence, and number of future phases will be determined by market demand and absorption rates. A conceptual Preliminary Phasing Plan is attached as an exhibit.

EXISTING ZONING: The subject property is currently zoned R-1, Single-Family Dwelling District, and CO, Suburban Office Commercial District.

ALTERNATIVES/ISSUES:

IMPACTS: Surrounding properties include single-family homes, a church, and vacant land. Adjacent properties are zoned R-1, Single-Family Dwelling District, PUD, Planned Unit Development, CO, Suburban Office Commercial District, and A-2 Rural Agricultural District. Properties adjacent to the site to the north are located in the City of Moore. The subject property, which is currently vacant, proposes a mixed used development through this PUD. The site is approximately 4,000 to 4,500 feet from Interstate 35. Directly east and west of the site are large vacant parcels.

The site plan identifies four tracts of varying uses/intensities.

- Tract 1 proposes three standalone buildings and a retail strip center, allowing for uses permitted in the C-2, General Commercial District in addition to Bars/Lounges/Taverns. This totals to approximately 180,470 square feet of commercial space.
- Tract 2 proposes twenty-one apartment buildings and one leasing building at approximately 400 units, allowing for uses permitted in the R-3, Multi-Family Dwelling District.
- Tract 3 proposes twenty-eight duplexes at 56 units. Tract 3 allows for uses in the R-2, Medium Density Apartment District, while
- Tract 4 allows for uses in the R-1, Single Family Dwelling District and proposes 95 single family lots.

Overall, it is calculated that the total residential population of this development would be approximately 1,039 persons at buildout. Relative to surrounding properties, the proposed development would increase residents and commercial activity in this area.

Two new roadways are proposed along the east and west property lines of the subject property for vehicular access off W. Indian Hills Road. Sidewalks will be included throughout and will comply with all City requirements. Parking appears to be substantial, to accommodate the non-residential uses. In Tracts 1 and 2, large parking lots will cover the majority of the area. In Tracts 3 and 4, units will have their own dedicated driveways. Four detention ponds are located throughout the development; they will comply with the drainage report required by Public Works, to mitigate any stormwater runoff in the area. Additional improvements to W. Indian Hills Road will also be required to support the new access roads and development.

OTHER AGENCY COMMENTS:

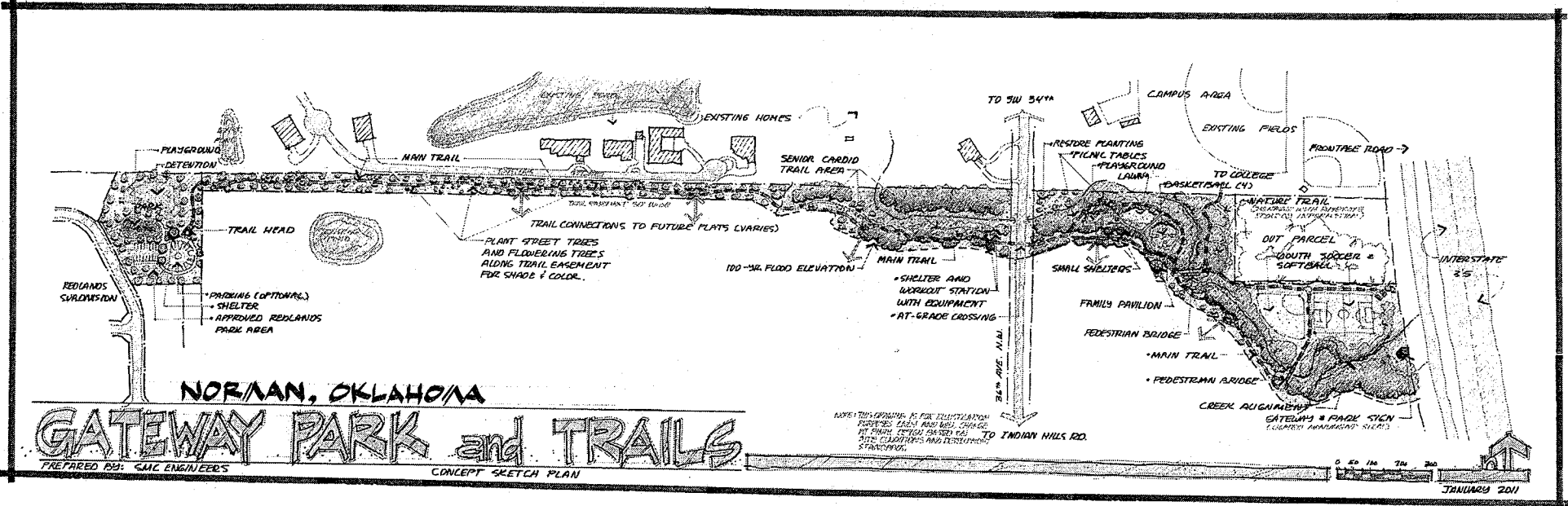
FIRE DEPARTMENT: Fire protection will be provided as required by adopted code.

PUBLIC WORKS/ENGINEERING: There are existing water and sanitary systems to the property. These systems will be extended to serve the development. Streets will be constructed to City standards. Indian Hills Road is designated as a Principal Urban Arterial street. Streets are designed to connect to the property to the east and property to the west. Detention facilities are proposed to handle stormwater runoff. Sidewalks will be installed adjacent to all streets. A 10' sidewalk will be installed adjacent to Indian Hills Road.

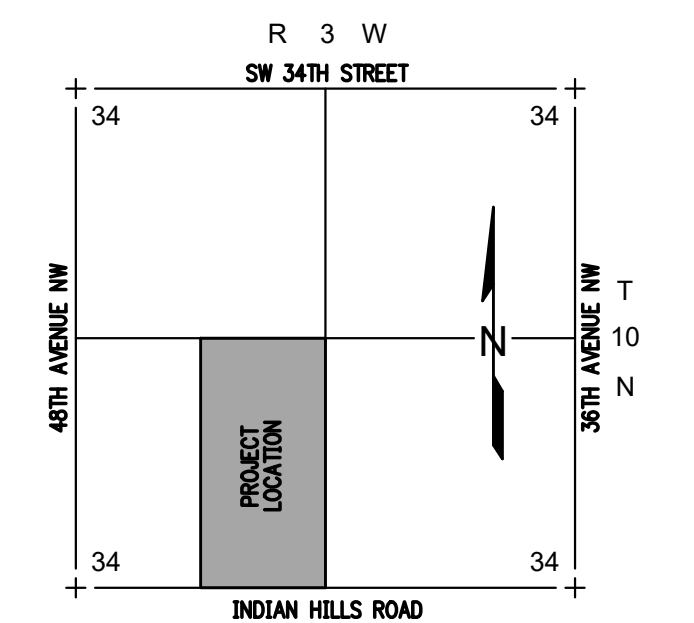
TRAFFIC ENGINEER: Per David Riesland, Transportation Engineer, see attached Transportation Impacts Staff Report.

UTILITIES: Water and sanitary sewer mains are adjacent to the site and available for extension to serve the proposed development.

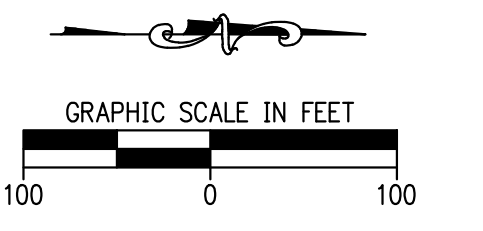
CONCLUSION: Staff forwards this request for rezoning from R-1, Single-Family Dwelling District, and CO, Suburban Office Commercial District, to PUD, Planned Unit Development, as Ordinance No. O-2223-16 for consideration by the Planning Commission and a recommendation to City Council.



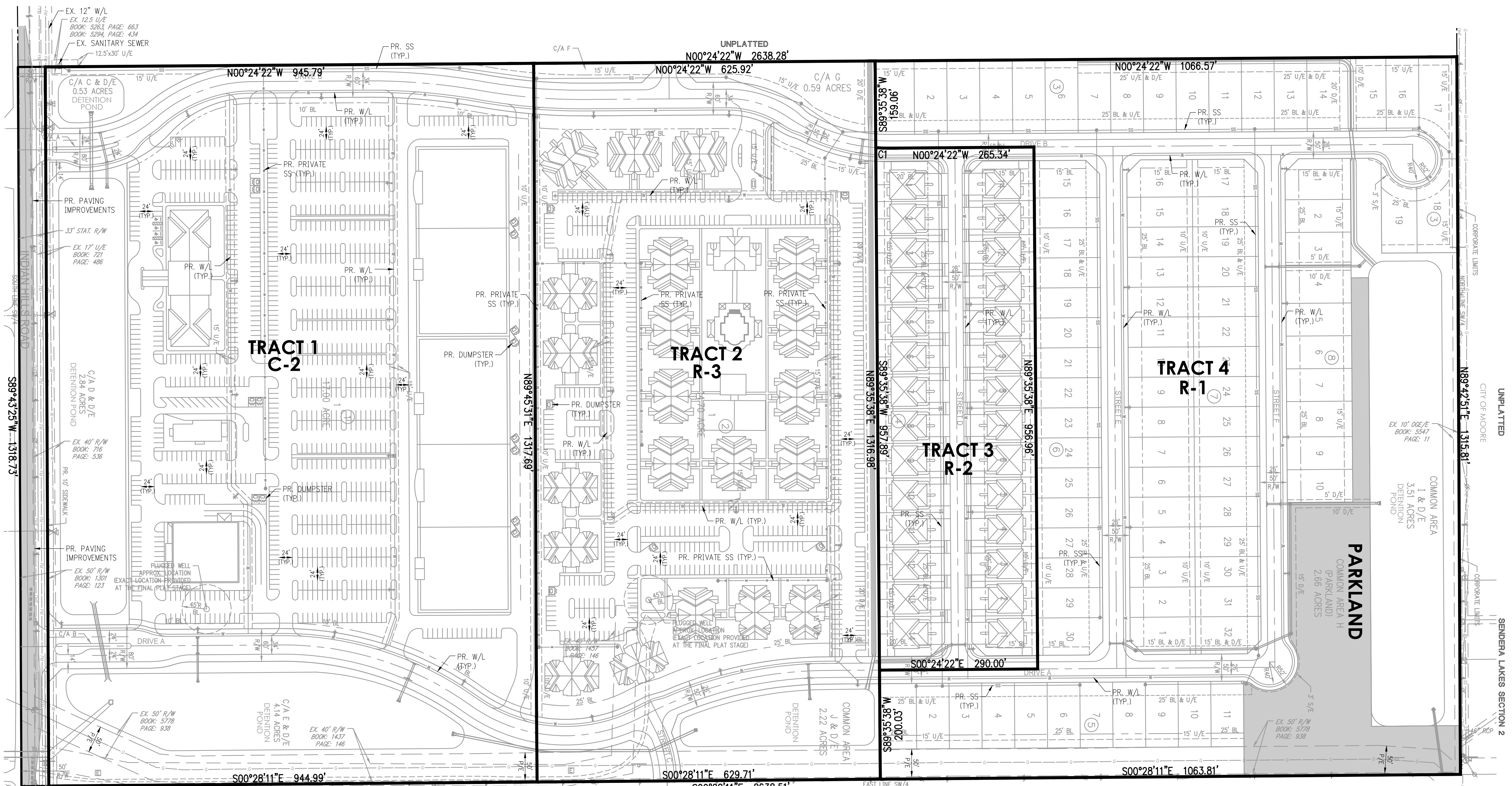
PRELIMINARY PLAT - CONCEPTUAL SITE PLAN
OF
REDLANDS
A PLANNED UNIT DEVELOPMENT
A PART OF THE SW/4 OF SECTION 34, T10N, R3W, I.M.
NORMAN, CLEVELAND COUNTY, OKLAHOMA



LOCATION MAP
SCALE: 1" = 2000'



CURVE TABLE					
CURVE #	LENGTH	RADIUS	DELTA	CHORD DIRECTION	CHORD LENGTH
C1	24.69'	325.00'	004°21'09"	N01° 46' 12"E	24.68'



EX. 12" W/L
30" CITY OF MOORE FORCE MAIN
12" CITY OF MOORE FORCE MAIN

OWNER/DEVELOPER
PREMIUM LAND, LLC
P.O. BOX 6718
EDMOND, OK 73083
PH: 405.285.5105

COMMON AREAS:

C/A 'A'	0.03 ACRES
C/A 'B'	0.05 ACRES
C/A 'C' (DR.)	0.53 ACRES
C/A 'D' (DR.)	2.84 ACRES
C/A 'E' (DR.)	4.14 ACRES
C/A 'F'	0.27 ACRES
C/A 'G'	0.59 ACRES
C/A 'H' (PARK LAND)	2.66 ACRES
C/A 'I' (DR.)	3.51 ACRES
C/A 'J' (DR.)	2.22 ACRES
TOTAL C/A (SITE)	16.84 ACRES

LEGEND

BL	BUILDING LIMIT LINE
D/E	DRAINAGE EASEMENT
U/E	UTILITY EASEMENT
S/E	SIDEWALK EASEMENT (3')
P/E	EX. PIPELINE EASEMENT
EX.	EXISTING
L.N.A.	LIMITS OF NO ACCESS
R/W	RIGHT-OF-WAY
(DR.)	DRAINAGE RELATED COMMON AREA

TRACT 1
PROPOSED ZONING: C-2
AREA: 28.61 Acres, More or Less
SQUARE FOOTAGE: 180,470 (Approximate)

TRACT 2
PROPOSED ZONING: R-3
AREA: 18.99 Acres, More or Less
UNITS: 400 (Approximate)

TRACT 3
PROPOSED ZONING: R-2
AREA: 6.37 Acres, More or Less
UNITS: 56 (Approximate)

TRACT 4
PROPOSED ZONING: R-1
AREA: 25.82 Acres, More or Less
LOTS: 95 (Approximate)

PARKLAND DEDICATION

R-1 Single Family Lots: 88
R-2 Two Family Lots: 28 (56 units)
R-3 Multi-Family Units: 400

Single Family Population:
2.62 per/du x 88 lots = 231 per

Two Family Population:
1.77 per/du x 56 units = 100 per

Multi-Family Population:
1.77 per/du x 400 units: 708 per

Total Population: 1,039 per

Parkland Requirement:
1,039 per x 0.0025ac/per = 2.60 ac.

LEGAL DESCRIPTION
The East Half of the Southwest Quarter (SW/4) of Section Thirty-four (34), Township Ten (10) North, Range Three (3) West of the Indian Meridian, Cleveland County, Oklahoma.

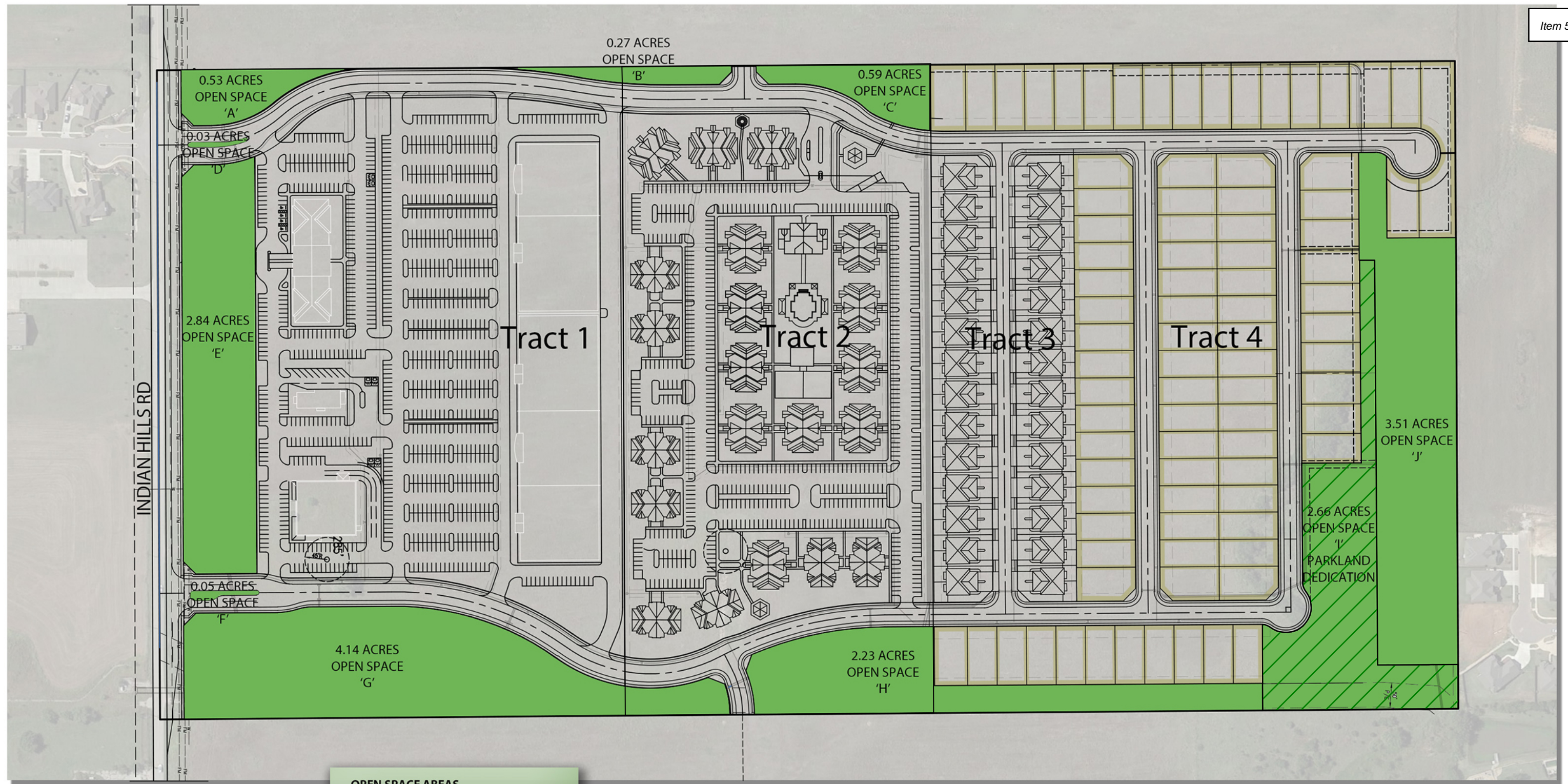
PRELIMINARY PLAT - CONCEPTUAL SITE PLAN
REDLANDS - A PLANNED UNIT DEVELOPMENT

300 Pointe Parkway Blvd.
Yukon, Oklahoma 73099

Crafton Tull
architecture | engineering | surveying
405.787.6270 | 405.787.6276
www.craftontull.com

SHEET NO.: 2 of 3
DATE: 10/31/22
PROJECT NO.: 22609900

CERTIFICATE OF AUTHORIZATION:
CA 973 (REV. 01) EXPIRES 6/30/2024



OPEN SPACE AREAS

AREA A:	0.53 ACRES
AREA B:	0.27 ACRES
AREA C:	0.59 ACRES
AREA D:	0.03 ACRES
AREA E:	2.84 ACRES
AREA F:	0.05 ACRES
AREA G:	4.14 ACRES
AREA H:	2.23 ACRES
AREA I:	2.66 ACRES
AREA J:	3.51 ACRES
TOTAL:	16.85 ACRES
PERCENT OF OVERALL ACREAGE: 21%	

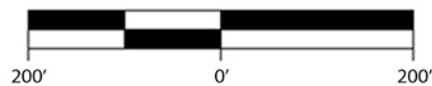
OPEN SPACE PLAN REDLANDS

INDIAN HILLS RD
NORMAN, OK

October, 2022

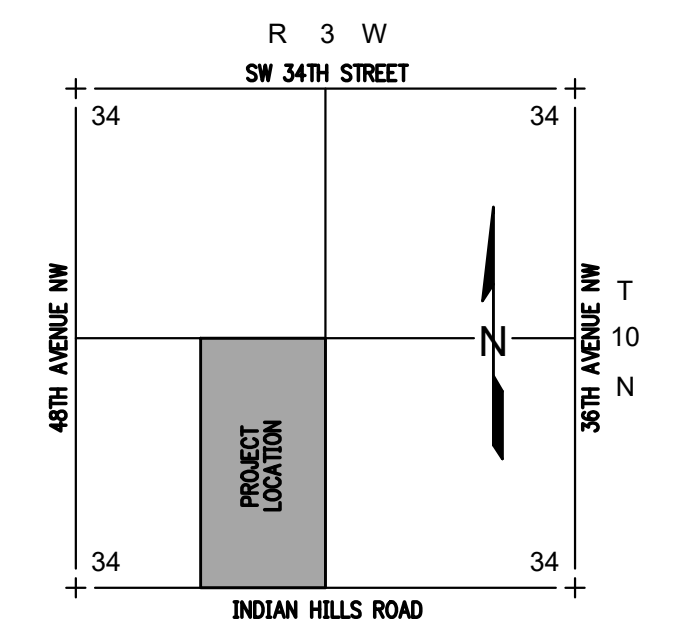


GRAPHIC SCALE IN FEET

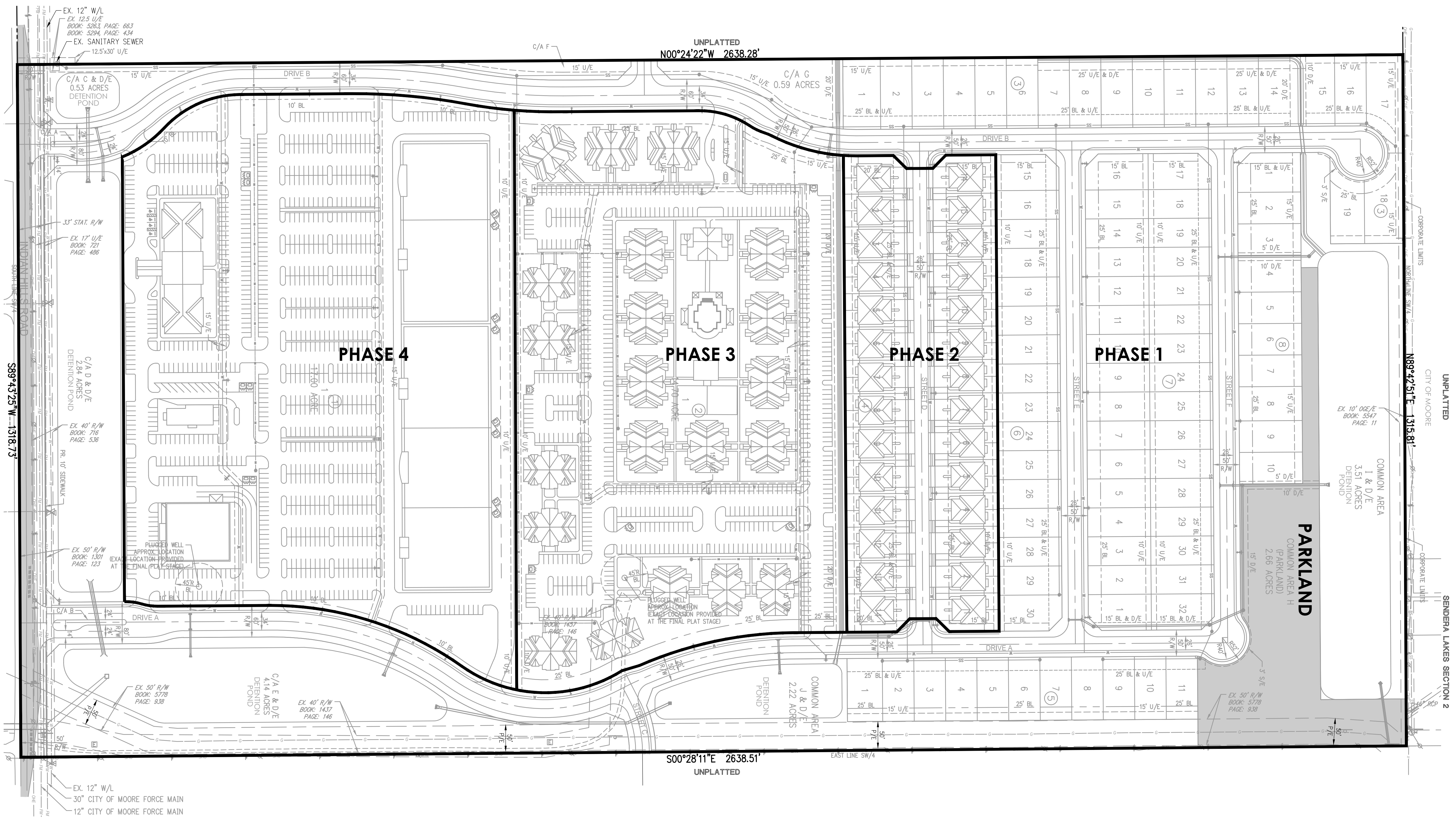
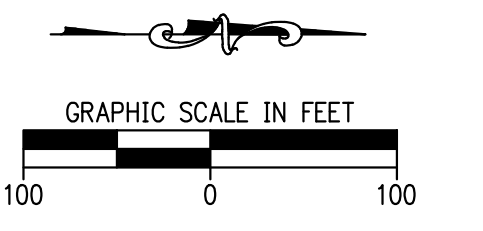


DEVELOPMENTAL PHASING SHALL BE ALLOWED AS A PART OF THIS P.U.D. THE ANTICIPATED PROGRESSION OF DEVELOPMENT IS ILLUSTRATED AS SHOWN IN THIS EXHIBIT. THE ACTUAL PROGRESSION MAY VARY DUE TO MARKET CONDITIONS.

PRELIMINARY PHASING PLAN OF REDLANDS A PLANNED UNIT DEVELOPMENT A PART OF THE SW/4 OF SECTION 34, T10N, R3W, I.M. NORMAN, CLEVELAND COUNTY, OKLAHOMA



LOCATION MAP
SCALE: 1" = 2000'



EX. 12" W/L
EX. 12.5' U/E
BOOK: 5263, PAGE: 663
BOOK: 5294, PAGE: 434
EX. SANITARY SEWER
12.5'x30' U/E

C/A C & D/E
0.53 ACRES
DETENTION POND

33' STAT. R/W
EX. 17' U/E
BOOK: 721
PAGE: 486

C/A D & E
2.84 ACRES
DETENTION POND

EX. 40' R/W
BOOK: 716
PAGE: 536

PR. 10' SIDEWALK

EX. 50' R/W
BOOK: 1301
PAGE: 123

EX. 50' R/W
BOOK: 578
PAGE: 938

EX. 12" W/L
30" CITY OF MOORE FORCE MAIN
12" CITY OF MOORE FORCE MAIN

UNPLATTED
N00°24'22"W 2638.28'

UNPLATTED
S00°28'11"E 2638.51'

UNPLATTED
N89°42'51"E 315.81'

UNPLATTED
EAST LINE SW/4

INDIAN HILLS ROAD

DRIVE B

DRIVE G

DRIVE A

DRIVE C

DRIVE D

DRIVE E

DRIVE F

DRIVE H

DRIVE I

DRIVE J

DRIVE K

DRIVE L

DRIVE M

DRIVE N

DRIVE O

DRIVE P

DRIVE Q

DRIVE R

DRIVE S

DRIVE T

DRIVE U

DRIVE V

DRIVE W

DRIVE X

DRIVE Y

DRIVE Z

DRIVE AA

DRIVE AB

DRIVE AC

DRIVE AD

DRIVE AE

DRIVE AF

DRIVE AG

DRIVE AH

DRIVE AI

DRIVE AJ

DRIVE AK

DRIVE AL

DRIVE AM

DRIVE AN

DRIVE AO

DRIVE AP

DRIVE AQ

DRIVE AR

DRIVE AS

DRIVE AT

DRIVE AU

DRIVE AV

DRIVE AW

DRIVE AX

DRIVE AY

DRIVE AZ

DRIVE BA

DRIVE BB

DRIVE BC

DRIVE BD

DRIVE BE

DRIVE BF

DRIVE BG

DRIVE BH

DRIVE BI

DRIVE BJ

DRIVE BK

DRIVE BL

DRIVE BM

DRIVE BN

DRIVE BO

DRIVE BP

DRIVE BQ

DRIVE BR

DRIVE BS

DRIVE BT

DRIVE BU

DRIVE BV

DRIVE BW

DRIVE BX

DRIVE BY

DRIVE BZ

DRIVE CA

DRIVE CB

DRIVE CC

DRIVE CD

DRIVE CE

DRIVE CF

DRIVE CG

DRIVE CH

DRIVE CI

DRIVE CJ

DRIVE CK

DRIVE CL

DRIVE CM

DRIVE CN

DRIVE CO

DRIVE CP

DRIVE CQ

DRIVE CR

DRIVE CS

DRIVE CT

DRIVE CU

DRIVE CV

DRIVE CW

DRIVE CX

DRIVE CY

DRIVE CZ

DRIVE DA

DRIVE DB

DRIVE DC

DRIVE DD

DRIVE DE

DRIVE DF

DRIVE DG

DRIVE DH

DRIVE DI

DRIVE DJ

DRIVE DK

DRIVE DL

DRIVE DM

DRIVE DN

DRIVE DO

DRIVE DP

DRIVE DQ

DRIVE DR

DRIVE DS

DRIVE DT

DRIVE DU

DRIVE DV

DRIVE DW

DRIVE DX

DRIVE DY

DRIVE DZ

DRIVE EA

DRIVE EB

DRIVE EC

DRIVE ED

DRIVE EE

DRIVE EF

DRIVE EG

DRIVE EH

DRIVE EI

DRIVE EJ

DRIVE EK

DRIVE EL

DRIVE EM

DRIVE EN

DRIVE EO

DRIVE EP

DRIVE EQ

DRIVE ER

DRIVE ES

DRIVE ET

DRIVE EU

DRIVE EV

DRIVE EW

DRIVE EX

DRIVE EY

DRIVE EZ

DRIVE FA

DRIVE FB

DRIVE FC

DRIVE FD

DRIVE FE

DRIVE FF

DRIVE FG

DRIVE FH

DRIVE FI

DRIVE FJ

DRIVE FK

DRIVE FL

DRIVE FM

DRIVE FN

DRIVE FO

DRIVE FP

DRIVE FQ

DRIVE FR

DRIVE FS

DRIVE FT

DRIVE FU

DRIVE FV

DRIVE FW

DRIVE FX

DRIVE FY

DRIVE FZ

DRIVE GA

DRIVE GB

DRIVE GC

DRIVE GD

DRIVE GE

DRIVE GF

DRIVE GH

DRIVE GI

DRIVE GJ

DRIVE GK

DRIVE GL

DRIVE GM

DRIVE GN

DRIVE GO

DRIVE GP

DRIVE GQ

DRIVE GR

DRIVE GS

DRIVE GT

DRIVE GU

DRIVE GV

DRIVE GW

DRIVE GX

DRIVE GY

DRIVE GZ

DRIVE HA

DRIVE HB

DRIVE HC

DRIVE HD

DRIVE HE

DRIVE HF

DRIVE HG

DRIVE HH

DRIVE HI

DRIVE HJ

DRIVE HK

DRIVE HL

DRIVE HM

DRIVE HN

DRIVE HO

DRIVE HP

DRIVE HQ

DRIVE HR

DRIVE HS

DRIVE HT

DRIVE HU

DRIVE HV

DRIVE HW

DRIVE HX

DRIVE HY

DRIVE HZ

DRIVE IA

DRIVE IB

DRIVE IC

DRIVE ID

DRIVE IE

DRIVE IF

DRIVE IG

DRIVE IH

DRIVE II

DRIVE IJ

DRIVE IK

DRIVE IL

DRIVE IM

DRIVE IN

DRIVE IO

DRIVE IP

DRIVE IQ

DRIVE IR

DRIVE IS

DRIVE IT

DRIVE IU

DRIVE IV

DRIVE IW

DRIVE IX

DRIVE IY

DRIVE IZ

DRIVE JA

DRIVE JB

DRIVE JC

DRIVE JD

DRIVE JE

DRIVE JF

DRIVE JG

DRIVE JH

DRIVE JI

DRIVE JJ

DRIVE JK

DRIVE JL

DRIVE JM

DRIVE JN

DRIVE JO

DRIVE JP

DRIVE JQ

DRIVE JR

DRIVE JS

DRIVE JT

DRIVE JU

DRIVE JV

DRIVE JW

DRIVE JX

DRIVE JY

DRIVE JZ

DRIVE KA

DRIVE KB

DRIVE KC

DRIVE KD

DRIVE KE

DRIVE KF

DRIVE KG

DRIVE KH

DRIVE KI

DRIVE KJ

DRIVE KK

DRIVE KL

DRIVE KM

DRIVE KN

DRIVE KO

DRIVE KP

DRIVE KQ

DRIVE KR

DRIVE KS

DRIVE KT

DRIVE KU

DRIVE KV

DRIVE KW

DRIVE KX

DRIVE KY

DRIVE KZ

DRIVE LA

DRIVE LB

DRIVE LC

DRIVE LD

DRIVE LE

DRIVE LF

DRIVE LG

DRIVE LH

DRIVE LI

DRIVE LJ

DRIVE LK

DRIVE LL

DRIVE LM

DRIVE LN

DRIVE LO

DRIVE LP

DRIVE LQ

DRIVE LR

DRIVE LS

DRIVE LT

DRIVE LU

DRIVE LV

DRIVE LW

DRIVE LX

DRIVE LY

DRIVE LZ

DRIVE MA

DRIVE MB

DRIVE MC

DRIVE MD

DRIVE ME

DRIVE MF

DRIVE MG

DRIVE MH

DRIVE MI

DRIVE MJ

DRIVE MK

DRIVE ML

DRIVE MM

DRIVE MN

DRIVE MO

DRIVE MP

DRIVE MQ

DRIVE MR

DRIVE MS

DRIVE MT

DRIVE MU

DRIVE MV

DRIVE MW

DRIVE MX

DRIVE MY

DRIVE MZ

DRIVE NA

DRIVE NB

DRIVE NC

DRIVE ND

DRIVE NE

DRIVE NF

DRIVE NG

DRIVE NH

DRIVE NI

DRIVE NJ

DRIVE NK

DRIVE NL

DRIVE NM

DRIVE NN

DRIVE NO

DRIVE NP

DRIVE NQ

DRIVE NR

DRIVE NS

DRIVE NT

DRIVE NU

DRIVE NV

DRIVE NW

DRIVE NX

DRIVE NY

DRIVE NZ

DRIVE OA

DRIVE OB

DRIVE OC

DRIVE OD

DRIVE OE

DRIVE OF

DRIVE OG

DRIVE OH

DRIVE OI

DRIVE OJ

DRIVE OK

DRIVE OL

DRIVE OM

DRIVE ON

DRIVE OO

DRIVE OP

DRIVE OQ

DRIVE OR

DRIVE OS

DRIVE OT

DRIVE OU

DRIVE OV

DRIVE OW

DRIVE OX

DRIVE OY

DRIVE OZ

DRIVE PA

DRIVE PB

DRIVE PC

DRIVE PD

DRIVE PE

DRIVE PF

DRIVE PG

DRIVE PH

DRIVE PI

DRIVE PJ

DRIVE PK

DRIVE PL

DRIVE PM

DRIVE PN

DRIVE PO

DRIVE PP

DRIVE PQ

DRIVE PR

DRIVE PS

DRIVE PT

DRIVE PU

DRIVE PV

DRIVE PW

DRIVE PX

DRIVE PY

DRIVE PZ

DRIVE QA

DRIVE QB

DRIVE QC

DRIVE QD

DRIVE QE

DRIVE QF

DRIVE QG

DRIVE QH

DRIVE QI

DRIVE QJ

DRIVE QK

DRIVE QL

DRIVE QM

DRIVE QN

DRIVE QO

DRIVE QP

DRIVE QQ

DRIVE QR

DRIVE QS

DRIVE QT

DRIVE QU

DRIVE QV

DRIVE QW

DRIVE QX

DRIVE QY

DRIVE QZ

DRIVE RA

DRIVE RB

DRIVE RC

DRIVE RD

DRIVE RE

DRIVE RF

DRIVE RG

DRIVE RH

DRIVE RI

DRIVE RJ

DRIVE RK

DRIVE RL

DRIVE RM

DRIVE RN

DRIVE RO

DRIVE RP

DRIVE RQ

DRIVE RR

DRIVE RS

DRIVE RT

DRIVE RU

DRIVE RV

DRIVE RW

DRIVE RX

DRIVE RY

DRIVE RZ

DRIVE SA

DRIVE SB

DRIVE SC

DRIVE SD

DRIVE SE

DRIVE SF

DRIVE SG

DRIVE SH

DRIVE SI

DRIVE SJ

DRIVE SK

DRIVE SL

DRIVE SM

DRIVE SN

DRIVE SO

DRIVE SP

DRIVE SQ

DRIVE SR

DRIVE SS

DRIVE ST

DRIVE SU

DRIVE SV

DRIVE SW

DRIVE SX

DRIVE SY

DRIVE SZ

DRIVE TA

DRIVE TB

DRIVE TC

DRIVE TD

DRIVE TE

DRIVE TF

DRIVE TG

DRIVE TH

DRIVE TI

DRIVE TJ

DRIVE TK

DRIVE TL

DRIVE TM

DRIVE TN

DRIVE TO

DRIVE TP

DRIVE TQ

DRIVE TR

DRIVE TS

DRIVE TT

DRIVE TU

DRIVE TV

DRIVE TW

DRIVE TX

DRIVE TY

DRIVE TZ

DRIVE UA

DRIVE UB

DRIVE UC

DRIVE UD

DRIVE UE

DRIVE UF

DRIVE UG

DRIVE UH

DRIVE UI

DRIVE UJ

DRIVE UK

DRIVE UL

DRIVE UM

DRIVE UN

DRIVE UO

DRIVE UP

DRIVE UQ

DRIVE UR

DRIVE US

DRIVE UT

DRIVE UY

DRIVE UZ

DRIVE VA

DRIVE VB

DRIVE VC

DRIVE VD

DRIVE VE

DRIVE VF

DRIVE VG

DRIVE VH

DRIVE VI

DRIVE VJ

DRIVE VK

DRIVE VL

DRIVE VM

DRIVE VN

DRIVE VO

DRIVE VP

DRIVE VQ

DRIVE VR

DRIVE VS

DRIVE VT

DRIVE VU

DRIVE VV

DRIVE VW

DRIVE VX

DRIVE VY

DRIVE VZ

DRIVE WA

DRIVE WB

DRIVE WC

DRIVE WD

DRIVE WE

DRIVE WF

DRIVE WG

DRIVE WH

DRIVE WI

DRIVE WJ

DRIVE WK

DRIVE WL

DRIVE WM

DRIVE WN

DRIVE WO

DRIVE WP

DRIVE WQ

DRIVE WR

DRIVE WS

DRIVE WT

DRIVE WU

DRIVE WV

DRIVE WW

DRIVE WX

DRIVE WY

DRIVE WZ

DRIVE XA

DRIVE XB

DRIVE XC

DRIVE XD

DRIVE XE

DRIVE XF

DRIVE XG

DRIVE XH

DRIVE XI

DRIVE XJ

DRIVE XK

DRIVE XL

DRIVE XM

DRIVE XN

DRIVE XO

DRIVE XP

DRIVE XQ

DRIVE XR

DRIVE XS

DRIVE XT

DRIVE XU

DRIVE XV

DRIVE XW

DRIVE XX

DRIVE XY

DRIVE XZ

DRIVE YA

DRIVE YB

DRIVE YC

DRIVE YD

DRIVE YE

DRIVE YF

DRIVE YG

DRIVE YH

DRIVE YI

DRIVE YJ

DRIVE YK

DRIVE YL

DRIVE YM

DRIVE YN

DRIVE YO

DRIVE YP

DRIVE YQ

DRIVE YR

DRIVE YS

DRIVE YT

DRIVE YU

DRIVE YV

DRIVE YW

DRIVE YX

DRIVE YY

DRIVE YZ

DRIVE ZA

DRIVE ZB

DRIVE ZC

DRIVE ZD

DRIVE ZE

DRIVE ZF

DRIVE ZG

DRIVE ZH

DRIVE ZI

DRIVE ZJ

DRIVE ZK

DRIVE ZL

DRIVE ZM

DRIVE ZN

DRIVE ZO

DRIVE ZP

DRIVE ZQ

DRIVE ZR

DRIVE ZS

DRIVE ZT

DRIVE ZU

DRIVE ZV

DRIVE ZW

DRIVE ZX

DRIVE ZY

DRIVE ZZ

COMMON AREAS:	
C/A 'A'	0.03 ACRES
C/A 'B'	0.05 ACRES
C/A 'C' (DR.)	0.53 ACRES
C/A 'D' (DR.)	2.84 ACRES
C/A 'E' (DR.)	4.14 ACRES
C/A 'F'	0.27 ACRES
C/A 'G'	0.59 ACRES
C/A 'H' (PARK LAND)	2.66 ACRES
C/A 'I' (DR.)	3.51 ACRES
C/A 'J' (DR.)	2.22 ACRES
TOTAL C/A (SITE)	16.84 ACRES

LEGEND	
BL	BUILDING LIMIT LINE
D/E	DRAINAGE EASEMENT
U/E	UTILITY EASEMENT
S/E	SIDEWALK EASEMENT (3')
P/E	EX. PIPELINE EASEMENT
EX.	EXISTING
L.N.A.	LIMITS OF NO ACCESS
R/W	RIGHT-OF-WAY
(DR.)	DRAINAGE RELATED COMMON AREA

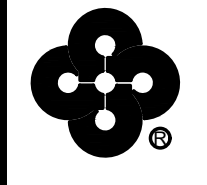
TRACT 1 PROPOSED ZONING: C-2 AREA: 28.61 Acres, More or Less SQUARE FOOTAGE: 180,470 (Approximate)	TRACT 3 PROPOSED ZONING: R-2 AREA: 6.37 Acres, More or Less UNITS: 56 (Approximate)	PARKLAND DEDICATION R-1 Single Family Lots: 88 R-2 Two Family Lots: 28 (56 units) R-3 Multi-Family Units: 400 Single Family Population: 2.62 per/du x 88 lots = 231 per Two Family Population: 1.77 per/du x 56 units = 100 per Multi-Family Population: 1.77 per/du x 400 units: 708 per Total Population: 1,039 per Parkland Requirement: 1,039 per x 0.0025ac/per = 2.60 ac.
TRACT 2 PROPOSED ZONING: R-3 AREA: 18.99 Acres, More or Less UNITS: 400 (Approximate)	TRACT 4 PROPOSED ZONING: R-1 AREA: 25.82 Acres, More or Less LOTS: 95 (Approximate)	

OWNER/DEVELOPER
PREMIUM LAND, LLC
 P.O. BOX 6718
 EDMOND, OK 73003
 PH: 405.285.5105

LEGAL DESCRIPTION
 The East Half of the Southwest Quarter (SW/4) of Section Thirty-four (34), Township Ten (10) North, Range Three (3) West of the Indian Meridian, Cleveland County, Oklahoma.

PRELIMINARY PHASING PLAN
 REDLANDS - A PLANNED UNIT DEVELOPMENT

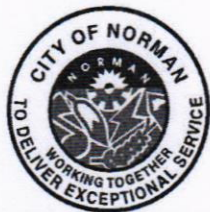
300 Pointe Parkway Blvd.
 Yukon, Oklahoma 73099



Crafton Tull
 architecture | engineering | surveying
 405.787.6270 | 405.787.6276
 www.craftontull.com

SHEET NO.: 3 OF 3
 DATE: 10/31/22
 PROJECT NO.: 22609900

CERTIFICATE OF AUTHORIZATION
 CA 973 (REV. 01) EXPIRES 6/30/2024



CITY OF NORMAN, OK PLANNING COMMISSION MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Thursday, November 10, 2022 at 6:30 PM

MINUTES

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Council Chambers of the Norman Municipal Building, 201 West Gray Street, on the 10th day of November, 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 6:31 p.m.

ROLL CALL

PRESENT

Cameron Brewer
Kevan Parker
Liz McKown
Steven McDaniel
Erica Bird
Doug McClure
Jim Griffith
Shaun Axton
Michael Jablonski

A quorum was present.

STAFF MEMBERS PRESENT

Jane Hudson, Director, Planning & Community Development
Colton Wayman, Planner I
Beth Muckala, Assistant City Attorney
Todd McLellan, Development Engineer
Jami Short, Traffic Engineer
Bryce Holland, Multimedia Specialist
Roné Tromble, Recording Secretary

1. Election of Secretary for Remainder of 2022

Motion made by McKown, Seconded by McDaniel, to nominate Michael Jablonski as Secretary for the remainder of 2022.

Voting Yea: Brewer, Parker, McKown, McDaniel, Bird, McClure, Griffith, Axton, Jablonski

NON-CONSENT ITEMS**Premium Land, L.L.C.**

3. Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of R-2223-53: Premium Land, L.L.C. requests amendment of the NORMAN 2025 Land Use Plan from Low Density Residential Designation and Office Designation to Mixed Use Designation for approximately 79.88 acres of property generally located north of Indian Hills Road between 48th Avenue NW and 36th Avenue NW.

ITEMS SUBMITTED FOR THE RECORD:

1. 2025 Map
2. Staff Report

And

4. Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of O-2223-16: Premium Land, L.L.C. requests rezoning from R-1, Single Family Dwelling District, and CO, Suburban Office Commercial District, to PUD, Planned Unit Development, for approximately 79.88 acres of property generally located north of Indian Hills Road between 48th Avenue NW and 36th Avenue NW.

ITEMS SUBMITTED FOR THE RECORD:

1. Location Map
2. Staff Report
3. Gateway Park and Trails
4. Redlands PUD Narrative with Exhibits A-E
5. Preliminary Plat
6. Preliminary Plat-Conceptual Site Plan
7. Preliminary Phasing Plan
8. Preliminary Site Development Plan
9. Open Space Plan

And

5. Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of PP-2223-3: Consideration of a Preliminary Plat submitted by Premium Land, L.L.C. (Crafton Tull) for REDLANDS ADDITION for approximately 79.88 acres of property generally located north of Indian Hills Road between 48th Avenue NW and 36th Avenue NW.

ITEMS SUBMITTED FOR THE RECORD:

1. Location Map
2. Preliminary Plat
3. Staff Report
4. Transportation Impacts
5. Preliminary Plat-Conceptual Site Plan

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

Mr. Griffith asked whether the proposed parkland dedication meets or exceeds the requirement. Mr. Wayman believes it meets the requirement. Ms. Hudson added there is 2.66 acres dedicated at the northeast corner.

PRESENTATION BY THE APPLICANT:

Gunner Joyce, Rieger Law Group, representing the applicant, presented the project.

Mr. Parker asked for clarification of the Gateway Park and Trails with regard to the subject tract. Mr. Joyce responded. Mr. Parker asked about parking for the trailhead. Mr. Joyce said the parkland will be dedicated as City parkland, so the final design of the park will be done by the City. Ms. Hudson discussed her understanding of the original plan.

Mr. Parker asked what happens to Indian Hills Road if the turnpike comes through. B.J. Hawkins, Traffic Engineering Consultants, explained that if it goes through, Indian Hills would become a frontage road.

AUDIENCE PARTICIPATION:

Adam Ross, 3308 Winchester Circle, spoke with regard to his preferences for the area and made some recommendations.

DISCUSSION AND ACTION BY THE PLANNING COMMISSION:

Mr. Jablonski asked about planned trees throughout the development. Mr. Joyce responded they will meet or exceed the requirement for landscaping and trees.

Mr. Brewer asked about the square footage to parking ratios. Kendall Dillon, Crafton Tull, responded.

Mr. Brewer asked if there has been any consideration of additional connections within the neighborhood, specifically pedestrian and biking connections. Mr. Joyce responded.

Ms. Bird asked about the shape of the dedicated park space, and the area behind some of the houses. Mr. Joyce responded.

Ms. Bird asked how much open space would be lost if there was an eminent domain situation with the turnpike and how that would affect the site. Mr. Joyce responded.

Mr. Jablonski spoke regarding the amount of open space, and in favor of connecting the green space to the lot to the west.

Mr. Brewer spoke in support of reducing parking and increasing connectivity internal to the development, and suggested making some of the recommendations part of the motion.

Mr. Axton suggested modifying the area around the drainage easement to make it common area.

Mr. McDaniel asked who owns the property to the west. If the property to the west did not make provision in their PUD for greenspace, how would that benefit this owner? Mr. Joyce responded that the applicant is open to considering a connection to the west.

Ms. Bird commented on the idea of a connection to the west, and costs involved in making changes to the plans. Mr. Joyce responded.

Mr. Parker suggested maybe moving a couple of the lots at the northwest part of the tract to another area in order to make the open space connection possible. Ms. Bird agreed with that suggestion. Mr. Joyce indicated they are open to that suggestion.

Ms. Bird noted that Parks Board has made a recommendation based on the current plat, so they may have to return to Parks Board to make a change for anything that would be a publicly dedicated park; however, common area could be treated differently.

Ms. Bird also commented that she would like to see less parking.

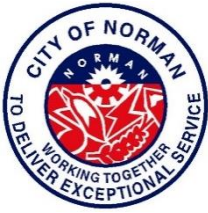
Motion made by Brewer, Seconded by Jablonski, to recommend adoption of Resolution No. R-2223-53, Ordinance No. O-2223-16, and PP-2223-3 to City Council, with the recommended conditions of a reduction in parking, exploring a connection to the west of the property, and exploring additional connectivity internal to the property.

Voting Yea: Brewer, Parker, McKown, McDaniel, Bird, McClure, Griffith, Axton, Jablonski

The motion, to recommend adoption of R-2223-53, O-2223-16, and PP-2223-3 to City Council with recommended conditions, was approved by a vote of 9-0.

File Attachments for Item:

6. CONSIDERATION OF SUBMISSION, ACKNOWLEDGEMENT, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RECEIPT OF REPORTS ENTITLED "ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR FISCAL YEAR ENDED JUNE 30, 2022," AS PREPARED BY THE CITY OF NORMAN FINANCE DEPARTMENT AND AUDITED BY THE FIRM OF FORVIS, LLP, FOR THE CITY OF NORMAN, OKLAHOMA, NORMAN UTILITIES AUTHORITY, NORMAN MUNICIPAL AUTHORITY, NORMAN ECONOMIC DEVELOPMENT AUTHORITY AND NORMAN TAX INCREMENT FINANCE AUTHORITY.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/13/2022

REQUESTER: Clint Mercer

PRESENTER: Clint Mercer, Chief Accountant

ITEM TITLE: CONSIDERATION OF SUBMISSION, ACKNOWLEDGEMENT, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RECEIPT OF REPORTS ENTITLED “ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR FISCAL YEAR ENDED JUNE 30, 2022,” AS PREPARED BY THE CITY OF NORMAN FINANCE DEPARTMENT AND AUDITED BY THE FIRM OF FORVIS, LLP, FOR THE CITY OF NORMAN, OKLAHOMA, NORMAN UTILITIES AUTHORITY, NORMAN MUNICIPAL AUTHORITY, NORMAN ECONOMIC DEVELOPMENT AUTHORITY AND NORMAN TAX INCREMENT FINANCE AUTHORITY.

BACKGROUND:

Oklahoma Statutes, Title 11, Section 17-105 require that an audit of the funds, assets, books, and records of the clerk and treasurer of the City be prepared and reviewed by an independent, qualified accountant. The City of Norman has, since fiscal year 1988-89, prepared an audit in conformance with Generally Accepted Accounting Principles (GAAP) promulgated by the Governmental Accounting Standards Board (GASB). For the past twenty-five fiscal years, the City has received the Government Finance Officers Association’s Award for Excellence in Financial Reporting. The Annual Comprehensive Financial Report (ACFR) for the fiscal year ended June 30, 2022 (FYE 2022) is included here. The ACFR includes financial statements for the City of Norman, the Norman Utilities Authority, the Norman Municipal Authority, the Norman Tax Increment Finance Authority (NTIFA) and Norman Economic Development Authority (NEDA) as required by the Trust Indentures of various Trusts of which the City of Norman is the beneficiary.

On May 8, 2018, the Council accepted the proposal of Forvis, LLP formerly BKD, LLP, (RFP-1718-55), to provide independent auditing services for the City of Norman, the Norman Municipal Authority, Norman Utilities Authority, Norman Tax Increment Finance Authority and related entities for a period of three fiscal years with an option to extend the services for an additional two fiscal years.

DISCUSSION:

The financial statements of both the City and its Trusts have received an unmodified (“clean”) opinion from Forvis, LLP, that they fairly represent the financial position of the City and its related Trusts as of June 30, 2022, in all material respects.

Under separate cover, the Council Audit/Finance Committee may receive a “management letter” from the City’s external auditor. The management letter may discuss findings during the audit review that are not considered material to the overall operations of the City, future audit and accounting standards to be considered, or other items that would impact on the fair representation of the City’s financial position. The Council will also receive a separate audit of the federal and state grant awards (Statement of Expenditure of Federal Awards, or “Single Audit”) upon disclosure of final guidelines for federal American Rescue Plan Act and other funds.

RECOMMENDATION:

It is recommended that the Fiscal Year 2021-2022 Annual Comprehensive Financial Report be accepted. All documents are available for review in the City Clerk’s Office.



ANNUAL COMPREHENSIVE FINANCIAL REPORT

2022



FISCAL YEAR ENDING
JUNE 30, 2022

ON THE COVER: ON AUGUST 23, 1960, HALL PARK WAS INCORPORATED AS A TOWN, JUST TO THE EAST OF NORMAN. AS OKLAHOMA'S FIRST ALL-ELECTRIC COMMUNITY, HALL PARK WAS DEDICATED AND CELEBRATED BY THE GENERAL ELECTRIC CORPORATION AND THEIR SPOKESPERSON RONALD REAGAN ON MARCH 2, 1962. BY 2003, THE TOWN HAD A POPULATION OF OVER 1,000, WITH ITS OWN ELECTED OFFICIALS, EMPLOYEES, WATER AND SEWAGE INFRASTRUCTURE SYSTEMS.

IN THE YEARS FOLLOWING HALL PARK'S INCORPORATION, NORMAN GREW AND ANNEXED AREAS TO SURROUND THE TOWN, WITH MAJOR NORMAN WATER AND SEWER SYSTEMS ADJOINING HALL PARK'S. THE WATER WELLS AND SEWAGE LAGOONS PROVIDING DRINKING WATER AND TREATMENT OF SEWAGE FOR HALL PARK RESIDENTS BECAME INADEQUATE FOR THE TOWN'S NEEDS. AFTER TWO YEARS OF PLANNING AND BY MUTUAL AGREEMENT, HALL PARK VOTED TO DIS-INCORPORATE, AND WAS ANNEXED BY THE CITY OF NORMAN AT MIDNIGHT ON SEPTEMBER 30, 2003. THE RESIDENTS OF HALL PARK ESTABLISHED A SPECIAL ASSESSMENT DISTRICT TO IMPROVE THE STREETS, WATER AND SEWERAGE INFRASTRUCTURE OF THE TOWN TO MEET NORMAN'S STANDARDS, AND CONNECTIONS WERE MADE TO THE NEARBY NORMAN WATER AND SEWER SYSTEMS.

AS A PART OF THE ANNEXATION, NORMAN ACQUIRED HALL PARK'S EXTENSIVE PUBLIC PARKS, TRAILS AND OPEN SPACES. AMONG THESE PUBLIC LANDS WERE APPROXIMATELY 65 ACRES WHICH FORMERLY HOUSED THE HALL PARK WATER TOWER AND SEWAGE LAGOONS. NORMAN CONSTRUCTED A NEW SEWER LIFT STATION AND WORKED THROUGH THE OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY TO COMPLETE PROPER CLOSURE OF THE LAGOONS. THIS RECLAIMED PUBLIC LAND BECAME A PRIME SITE, IMMEDIATELY ACROSS THE STREET FROM NORMAN'S WATER TREATMENT PLANT, FOR PUBLIC OPERATIONS OF THE CITY OF NORMAN. IN THE INTERIM YEARS AFTER HALL PARK BECAME A PART OF NORMAN, THESE PUBLIC LANDS SERVED AS A TEMPORARY DISPOSAL SITE FOR VEGETATIVE DEBRIS IN EMERGENCY ICE STORMS AND TORNADOES (INCLUDING A WEEK-LONG PERIOD OF CONTROLLED DEBRIS BURNING) AND FOR DISPOSAL OF WATER TREATMENT RESIDUALS FROM THE NORMAN WATER TREATMENT PLANT. THE ELEVATION OF THE SITE ALSO MADE IT AN IDEAL LOCATION FOR A NEW HIGH-PRESSURE PLANE WATER TOWER, WHICH WAS ERECTED BY THE NORMAN UTILITIES AUTHORITY IN 2016.

IN 2017, THE ANNEXED HALL PARK SITE WAS CHOSEN TO BE THE LOCATION OF THE NEW NORMAN EMERGENCY COMMUNICATIONS (DISPATCH) AND OPERATIONS CENTER (ECOC). THIS HARDENED FACILITY WILL ENABLE NORMAN'S EMERGENCY FUNCTIONS TO BE MOVED OUT OF THE DOWNTOWN MUNICIPAL COMPLEX, PROVIDING FOR VALUABLE REDUNDANCY IN THE CASE OF SEVERE STORMS AND PROVIDING FOR ENLARGED AND MODERNIZED EMERGENCY DISPATCH FUNCTIONS. THE FACILITY, FUNDED IN PART BY NORMAN'S ONE-HALF PERCENT (1/2%) DEDICATED PUBLIC SAFETY SALES TAX AND PARTIALLY FUNDED BY FEDERAL AMERICAN RECOVERY PLAN ACT ENTITLEMENT FUNDS, WILL BE COMPLETED DURING FISCAL YEAR 2023-2024.

IN 2021, THE ANNEXED HALL PARK SITE WAS CHOSEN TO BE THE LOCATION OF A NEW WATER AND SEWER LINE MAINTENANCE FACILITY, FUNDED BY RATEPAYERS OF THE NORMAN UTILITIES AUTHORITY. THE CO-LOCATION OF THE LINE MAINTENANCE HEADQUARTERS OPERATION WITH THE ECOC WILL EFFICIENTLY LOCATE MAJOR CITY FACILITIES IN EAST NORMAN, TO BETTER SERVE ALL RESIDENTS AND UTILITY CUSTOMERS.

THE BENEFICIAL PARTNERSHIP BETWEEN THE FORMER TOWN OF HALL PARK AND THE CITY OF NORMAN WILL MUTUALLY BENEFIT RESIDENTS OF THE UNITED NORMAN FOR DECADES TO COME.

PHOTOS PROVIDED BY: NORMAN UTILITIES AUTHORITY AND NORMAN POLICE DEPARTMENT



The City of Norman, Oklahoma



Annual Comprehensive Financial Report Fiscal Year Ended June 30, 2022

Prepared by:
City of Norman
Finance Department

THE CITY OF NORMAN, OKLAHOMA

TABLE OF CONTENTS

	Page
INTRODUCTORY SECTION	i - x
FINANCIAL SECTION:	
INDEPENDENT AUDITOR'S REPORT	1 - 3
MANAGEMENT'S DISCUSSION AND ANALYSIS	4 - 16
BASIC FINANCIAL STATEMENTS:	
Government-wide Financial Statements:	
Statement of Net Position	17
Statement of Activities	18
Fund Financial Statements:	
Balance Sheet – Governmental Funds	19
Statement of Revenues, Expenditures, and Changes in Fund Balances – Governmental Funds	20
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities	21
Statement of Net Position – Proprietary Funds	22
Statement of Revenues, Expenses, and Changes in Fund Net Position – Proprietary Funds	23
Statement of Cash Flows – Proprietary Funds	24
Statement of Fiduciary Net Position – Fiduciary Funds	25
Statement of Changes in Fiduciary Net Position – Fiduciary Funds	26
Notes to the Financial Statements	27 - 77

	Page
REQUIRED SUPPLEMENTARY INFORMATION:	
Schedule of the City’s Proportionate Share of the Net Pension Liability (Asset)	78 - 79
Schedule of the City’s Contributions	80 - 83
Schedule of Changes in the City’s Total OPEB Liability and Related Ratios - Last Ten Fiscal Years	84
Budgetary Comparison Schedule – General Fund	85 - 89
Budgetary Comparison Schedule – Public Safety Sales Tax Fund	90
Budgetary Comparison Schedule – Special Grants Fund	91 - 92
Notes to Required Supplementary Information on Budgetary Comparison Schedule – General Fund	93
OTHER SUPPLEMENTARY INFORMATION:	
Combining Balance Sheet – Nonmajor Governmental Funds	94
Combining Statement of Revenues, Expenditures and Changes in Fund Balances – Nonmajor Governmental Funds	95
Budgetary Comparison Schedule - Special Revenue Funds:	
Norman Room Tax Fund	96
Community Development Fund	97
Park Land Fund	98
Seizures and Restitutions Fund	99
Cleet Fund	100
Transit and Parking Fund	101
Art in Public Places Fund	102
Budgetary Comparison Schedule - Debt Service Fund	103
Budgetary Comparison Schedule - Capital Projects Fund	104
Budgetary Comparison Schedule – NORMAN FORWARD Fund	105
Budgetary Comparison Schedule – Westwood Fund	106
Notes to Other Supplementary Information on Budgetary Comparison Schedules – Nonmajor Special Revenue Funds, Debt Service Fund, Capital Projects Fund and NORMAN FORWARD Fund	107

	Page
Combining Financial Schedules and Statements – Enterprise Funds and Fiduciary Funds:	
Norman Utilities Authority:	
Combining Statement of Net Position	108
Combining Statement of Revenues, Expenses and Changes in Net Position	109
Combining Statement of Cash Flows	110
Fiduciary Funds:	
Combining Statement of Fiduciary Net Position	111
Combining Statement of Changes in Fiduciary Net Position	112
STATISTICAL SECTION (UNAUDITED):	
Statistical Section Table of Contents	113
Net Position by Component	114
Changes in Net Position	115 - 117
Fund Balances of Governmental Funds	118
Changes in Fund Balances of Governmental Funds	119
Taxable Sales by Category	120
Direct and Overlapping Sales Tax Rates	121
Sales Tax Revenue Payers by Industry	122
Ratios of Outstanding Debt by Type	123
Ratios of General Bonded Debt Outstanding	124
Direct and Overlapping Governmental Activities Debt	125
Legal Debt Margin Information	126
Pledged-Revenue Coverage	127
Demographic and Economic Statistics	128
Principal Employers	129
Full-Time Equivalent City Employees by Function	130
Operating Indicators by Function	131
Capital Asset Statistics by Function	132

This page left intentionally blank



INTRODUCTORY SECTION



The City of NORMAN

201 West Gray • P.O. Box 370
Norman, Oklahoma • 73070

OFFICE OF THE CITY MANAGER
Phone: 405-366-5402

Item 6.

December 8, 2022

Citizens of the City of Norman, Oklahoma
Honorable Mayor and City Council

State law requires that every general-purpose local government publish, within six months of the close of each fiscal year, a complete set of audited financial statements. This report is published to fulfill that requirement for the fiscal year ended June 30, 2022.

Management assumes full responsibility for the completeness and reliability of the information contained in this report, based upon a comprehensive framework of internal control that it has established for this purpose. Because the cost of internal control should not exceed the anticipated benefits of providing the control, the objective is to provide reasonable, rather than absolute, assurance that the financial statements are free of any material misstatements.

Forvis, has issued an unmodified (“clean”) opinion on the City of Norman (“City”) financial statements for the year ended June 30, 2022. The independent auditors’ report is located at the front of the financial section of this report.

Management’s Discussion and Analysis (“MD&A”) immediately follows the independent auditor’s report and provides a narrative introduction, overview, and analysis of the basic financial statements. The MD&A complements this Letter of Transmittal and should be read in conjunction with it. We are pleased to report that the financial position of the City of Norman and its component units is strong.

Profile of the Government

An elected Mayor and eight-member Council govern the City of Norman. Daily operations of the City are administered by a City Manager appointed by majority vote of the City Council.

The Basic Financial Statements of the City include all governmental and business-type activities, organizations and functions, including those legally separate organizations for which the City is financially accountable as defined by the Governmental Accounting Standards Board (“GASB”).

The City provides a full range of municipal government services to over 128,000 residents and numerous visitors annually. Municipal services provided include: traffic control; water production and distribution; public transportation and paratransit services; stormwater management and flood

control; wastewater collection and treatment (water reclamation); solid waste collection and disposal; emergency response services; city code enforcement; crime prevention, enforcement and adjudication; construction and maintenance of streets and bridges; maintenance of park land; and public recreational facilities.

The City does not operate hospitals or schools. Special districts and governmental entities with independent authority administer the public hospital, public schools and the university within the City. The City provides School Resource Police Officers through a cost-sharing agreement with the Norman Public Schools.

The Council is required to adopt a final budget by no later than ten days before the close of the fiscal year. This annual budget serves as the foundation for the City's financial planning and control. The budget is prepared by fund, department and category (e.g., salary and benefits). Department managers may transfer resources within their department as they see fit. Transfers between departments, however, need special approval from the City Manager. City Council approval is needed for transfers between funds or between capital projects.

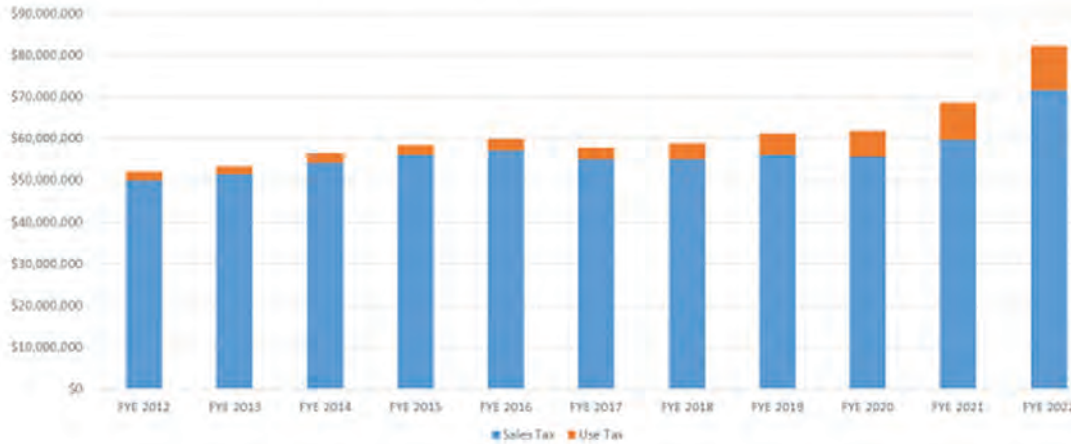
Local Economy; Relevant Financial Policies

The City of Norman is located in the geographic center of Oklahoma and is within the Oklahoma City metropolitan area. Norman's high quality of life is sought by people of all ages and walks of life, and is demonstrated by population growth in recent years. The University of Oklahoma, National Severe Storms Laboratory and National Weather Service, Hitachi Computer Products, U.S. Postal Service Technical Center, Immuno Mycologies Incorporated, SYSCO Food Services, Avara Pharmaceutical Technologies, and Johnson Controls Unitary Products Group are some of the leading institutions and businesses located in Norman. Several of these businesses have recently expanded, helping to sustain the health of the local economy for years to come.

One of the best indicators of the economic condition of the City is the evaluation of trends in some key factors. Sales and use taxes and franchise fees collectively represent 80% of the City's total General Fund revenue. Sales tax receipts increase in proportion to the level of retail sales and therefore provide a good indication of the economic condition of the community. Use taxes are collected at the same rate as sales tax on sales of goods outside of the state of Oklahoma for use within Norman, such as on-line sales. Reflecting changes in consumer behavior to on-line purchasing, use tax is an increasing source of revenue, but is relatively difficult to enforce.

Overall, sales tax collections increased by 16.3% from FYE 2021 levels. This increase is due to the city, state and nation coming out of the effects of the economic slowdown caused by Novel Coronavirus (COVID-19), and economic stimulus actions taken by the federal government. Collections from the City's franchise fees (charges to private electric, natural gas and cable companies to operate within the City's rights-of-way), which are heavily depended on weather patterns, increased 14.7% from FYE 2021 levels.

General Purpose Sales + Use Tax Revenue FYE 2012 – FYE 2022

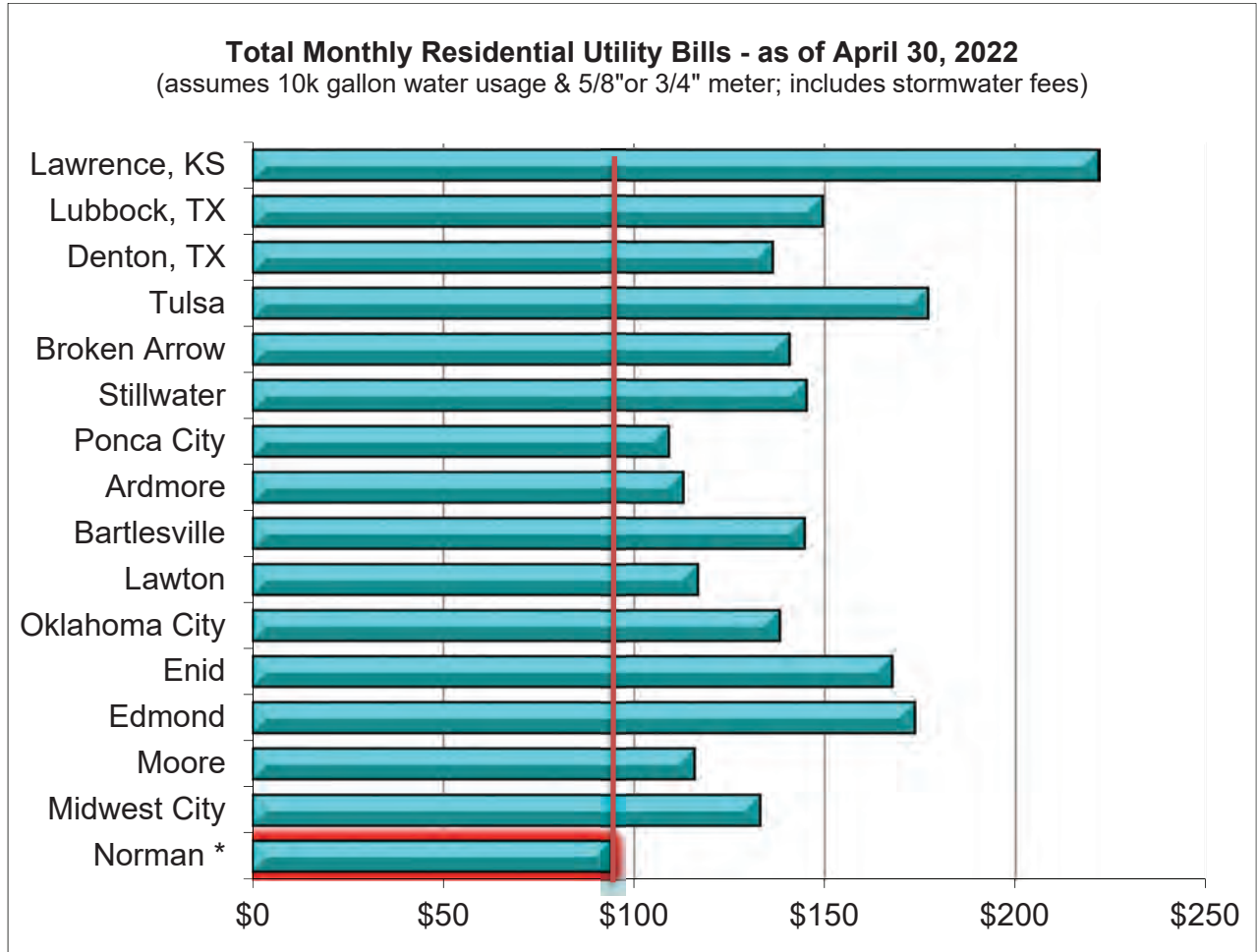


Since sales and use taxes and building permit revenues are a primary source of the City’s general governmental revenue, are by nature volatile, and because Norman is subject to extreme weather conditions which can necessitate significant unexpected expenditures during the course of the budget year, the City must budget conservatively and maintain sufficient fund balances to absorb any shortfalls that may occur. As a result, prudent reserve policies have been codified in a Net Revenue Stabilization (“Rainy Day”) Fund Ordinance. The Ordinance requires a budgetary fund balance of at least three percent (3%) of budgeted expenditures in the General Fund; a General Fund “Emergency Reserve” appropriation of 1%; and a minimum of 4% of General Fund expenditures to be maintained in a separate “Rainy Day” Fund (a minimum total of 8 percent of General Fund expenditures are mandated to be held in reserve fund balances or appropriations). The Ordinance sets a Targeted Rainy Day Fund balance of 5% of General Fund expenditures (the total Targeted Reserve Fund Balance is 9% of General Fund expenditures).

Fund balance in the Rainy Day Fund can only be appropriated for expenditure in case of federally-declared disasters or extraordinary capital expense requirements in the General Fund, or if the General Fund balance falls below one percent. The Ordinance requires that the Net Revenue Stabilization Fund balance be built or rebuilt to its minimum level within three years of any expenditure of Rainy Day Fund balances. The City of Norman’s Rainy Day Fund is being maintained at its Targeted level as of June 30, 2022.

The City also targets a fund balance level in other operating funds of at least eight percent (8%) of budgeted expenditures to protect citizen/customer service delivery from unexpected revenue shortfalls or cost overruns. The City also seeks to set utility rates within utility enterprise funds at a level to meet average net income and reserve requirements over a five-year period without the need for interim adjustments. The City’s unique Charter requirement that utility rate increases must be approved by a majority vote of the people of Norman makes this policy more difficult to achieve. The voters of Norman have not approved a water rate increase since 2015; wastewater, since 2013; and sanitation, since 2011. Norman is also one of the few cities of its size that does not have a stormwater utility fee to pay for the costs of federally-mandated pollutant discharge

programs (a stormwater utility fee would require voter approval). Norman’s all-in utility rates are the lowest in the region:



Long-term Financial Planning

The City provides very competitive employee benefit packages, particularly for health insurance and retirement (information on employee benefits is given in the Notes to Financial Statements Section). Much of the City’s long-term financial planning efforts in the general governmental service areas relate to controlling the rate of growth in these employee costs. The City continues to provide adequate service levels, but the ability to maintain these service levels without new revenue sources to support increased staffing will become doubtful. The Council continues to consider alternative revenue sources.

The financial status of the City’s utility enterprise funds is driven by major capital expenditures. The Council, acting as Trustees of the Norman Utilities Authority, has approved major expansion and improvements to the Norman Water Treatment Plant and expansion of the City’s groundwater supplies. The Water Utility is also implementing an Advanced Meter Infrastructure project, which will replace over 40,000 meters and improve customer efficiency.

Major Initiatives

The citizens of Norman approved an earmarked, temporary (15-year term) sales tax of one-half percent (1/2%) to fund major quality of life improvements in October, 2015; the NORMAN FORWARD initiative. The City's Norman Municipal Authority issued Tax Revenue Notes to finance the major facilities included in the Norman Forward program, and major facilities have been completed or are under construction, including the new Westwood Family Aquatic Center; the new Norman Public Library, East Branch; the expanded Westwood Tennis Center; the Griffin Park Soccer Complex; the new Norman Public Library, Central Branch; the Reaves Park Softball/Baseball Complex; a new Senior Citizen's Wellness and Recreation Center; the extension of James Garner Boulevard; and the new Trae Young Family Athletic Center, an indoor multi-sport and aquatic facility. Community and neighborhood park improvements are also being made city-wide with proceeds of the NORMAN FORWARD sales tax.

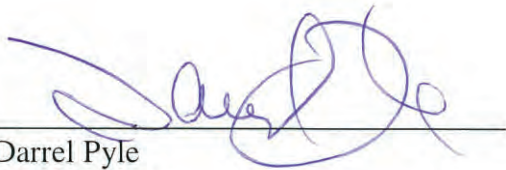
Awards and Acknowledgements

The Government Finance Officers Association ("GFOA") awarded a *Certificate of Achievement* for Excellence in Financial Reporting to the City for its Annual Comprehensive Financial Report ("ACFR") for the fiscal year ended June 30, 2021. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized ACFR. This report must satisfy both accounting principles generally accepted in the United States of America and applicable legal requirements. A Certificate of Achievement is valid for a period of one year only. We believe our current report continues to conform to the Certificate of Achievement program requirements, and we will submit it to the GFOA to determine its eligibility for certification.

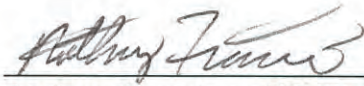
Preparation of an ACFR is a complex task and one that requires considerable expertise and experience. More important, the ongoing maintenance and reporting of the City's financial condition at the level to which Norman has been accustomed requires professionalism and dedication far beyond what could be expected from a paycheck. The City is fortunate to have a very talented accounting staff willing to undertake these magnanimous efforts year after year. It is our pleasure to express sincere thanks to the accounting staff of the City. Chief Accountant Clint Mercer, CPA, CPFO, and Municipal Accountant Debbie Whitaker deserve particular recognition for their efforts in preparing representative financial statements. We would also like to thank Forvis, (formerly BKD), independent auditors of the City, for their guidance and technical assistance.

Finally, we would like to express our gratitude and appreciation to the members of the Norman City Council and the Council's Finance and Audit Committee for your policy guidance which is contained in this document. As the governing body, your commitment to ensure accurate and reliable financial accounting and reporting systems, and to provide adequate staffing levels to ensure them, establishes an environment influencing all other decisions that are made. We are proud to convey the City Council's commitment to excellence to our citizens and all readers of the FYE 2022 ACFR.

Respectfully submitted,



Darrel Pyle
City Manager



Anthony Francisco, CPFO, CTP, CPFA, ACPFIM
Director of Finance/City Controller



Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

**City of Norman
Oklahoma**

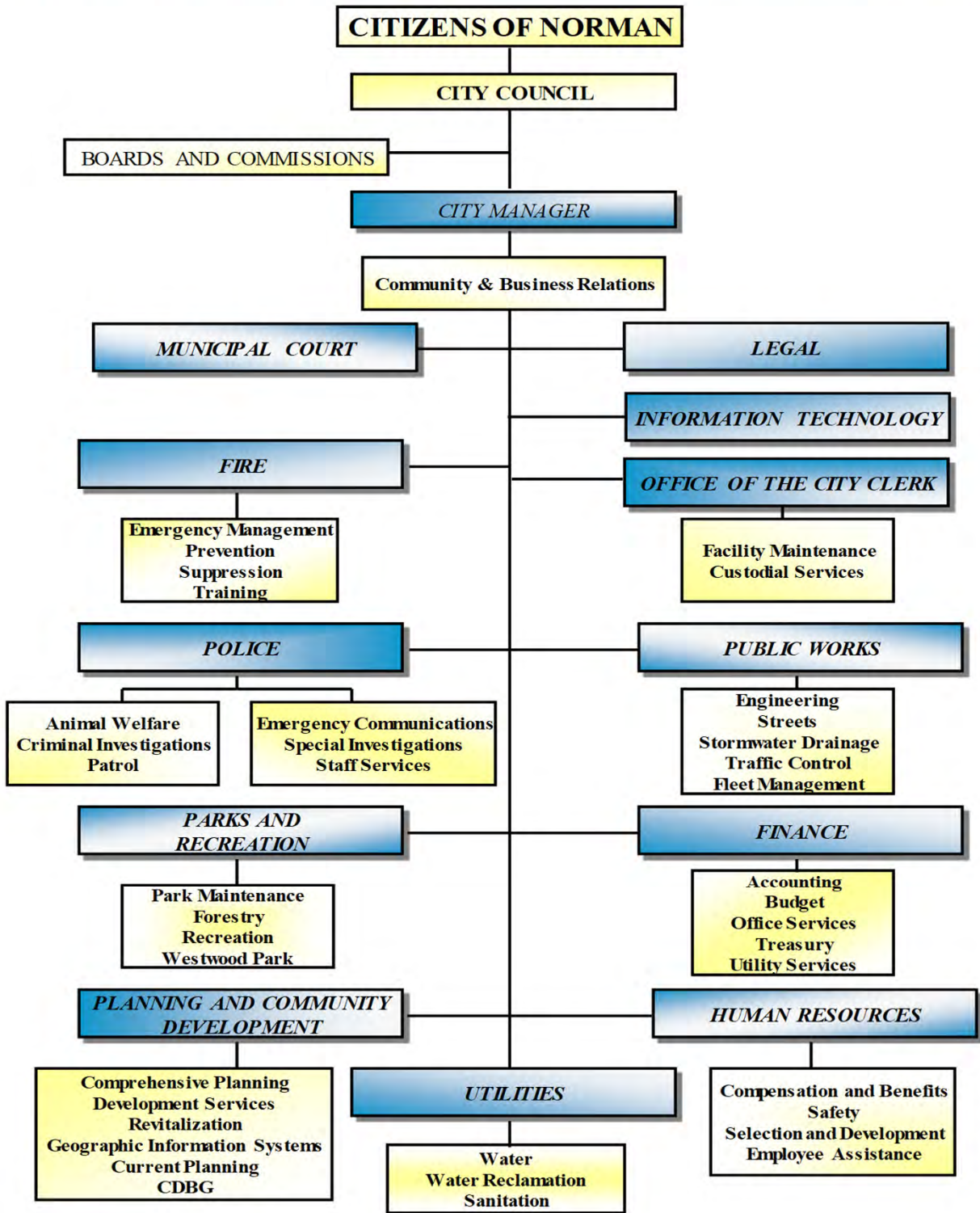
For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

June 30, 2021

Christopher P. Morrill

Executive Director/CEO

City Of Norman Organization Chart



CITY OFFICIALS

MAYOR
Breea Clark

Ward 1	Brandi Studley	Ward 5	Rarchar Tortorello
Ward 2	Lauren Schueler	Ward 6	Elizabeth Foreman
Ward 3	Kelly Lynn	Ward 7	Stephen Holman
Ward 4	Lee Hall	Ward 8	Matthew Peacock

City Manager Darrel Pyle

ACCOUNTING & RESEARCH STAFF

Anthony Francisco, CPFO, CTP, CPFA
Finance Director

Clint Mercer, CPA, CPFO
Chief Accountant

Debbie Whitaker
Municipal Accountant III

Mindy Aynes
Municipal Accountant I

Kim Coffman
Budget Manager

Lisa Woods
Municipal Accountant I

This document was prepared by the City of Norman Finance Department
For additional information please contact:
City of Norman Finance Department
P.O. Box 370
Norman, OK 73070
(405) 366-5413



FINANCIAL SECTION



Two Leadership Square South Tower, 211 N. Robinson Avenue, Suite 600 / Oklahoma City, OK 73102

P 405.606.2580 / F 405.600.9799

forvis.com

Independent Auditor's Report

Honorable Mayor and City Council
City of Norman, Oklahoma
Norman, Oklahoma

Opinions

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Norman, Oklahoma (the City) as of and for the year ended June 30, 2022 and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City as of June 30, 2022 and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the "Auditor's Responsibilities for the Audit of the Financial Statements" section of our report. We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for 12 months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with GAAS will always detect a

Honorable Mayor and City Council
City of Norman, Oklahoma
Page 2

material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that management's discussion and analysis, budgetary comparison, pension, and other postemployment benefit information as listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with GAAS, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The other supplementary information, as listed in the table

Honorable Mayor and City Council
City of Norman, Oklahoma
Page 3

of contents, is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, the other supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information

Management is responsible for the other information included in the annual comprehensive financial report. The other information comprises the introductory and statistical sections but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

FORVIS,LLP

Oklahoma City, Oklahoma
December 8, 2022

Management's Discussion and Analysis

As management of the City of Norman (the "City"), we offer readers of the City's financial statements this narrative overview and analysis of the financial activities of the City for the fiscal year ended June 30, 2022. We encourage readers to consider the information presented here in conjunction with additional information that we have furnished in our letter of transmittal, which can be found on pages i-x of this report. During 2022, the City adopted the provisions of GASB 87, *Leases*. However, the 2021 balances within the MD&A have not been restated.

Financial Highlights

- The assets and deferred outflow of resources of the City exceeded its liabilities and deferred inflows at the close of the most recent fiscal year by \$784,084,809 (net position).
- The City's total net position increased by \$33,219,953.
- As of the close of the current fiscal year, the City's governmental funds reported combined ending fund balances of \$200,554,117, a decrease of \$2,572,542 in comparison with the prior year. Approximately 91% or \$182,063,975 was nonspendable, restricted, committed or assigned for specific purposes. Approximately 9% or \$18,490,142 was unassigned at fiscal year end.
- At the end of the current fiscal year, unassigned fund balance for the general fund was \$18,490,142 or 22% of total general fund expenditures.
- The City's total debt decreased by \$21,540,486 (8.1 percent) during the current fiscal year. Key factors of this change were issuance of Norman Municipal Authority, Series 2021 in the amount of \$3,882,000. Also, the City made its normally scheduled payments.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the City's basic financial statements. The City's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves. A brief description of the basic financial statements follows.

Government-wide financial statements - The government-wide financial statements are designed to provide readers with a broad overview of the City's finances, in a manner similar to a private-segment business.

The statement of net position presents information on all the City's assets, deferred outflow of resources, liabilities and deferred inflow of resources with the difference between the assets plus deferred outflows of resources less liabilities and deferred inflows of resources reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type

activities). The governmental activities of the City include general government, planning, city controller, parks and recreation, public works, public service and public safety. The business-type activities of the City include the Norman Municipal Authority (the “NMA”), the Norman Utilities Authority (the “NUA”) and the Norman Economic Development Authority (the “NEDA”). The NMA operates the City’s sanitation services. The NUA operates the City’s water and wastewater services. The NEDA includes financing and operating economic development activities for the City.

The government-wide financial statements can be found on pages 17-18 of this report.

Fund financial statements - A fund is a group of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into three categories: governmental funds, proprietary funds and fiduciary funds. A brief description of these funds follows.

Governmental funds - Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government’s near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government’s near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The City maintains fourteen individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures and changes in fund balances for the general fund, public safety sales tax fund, special grants fund, capital projects fund and NORMAN FORWARD fund, all of which are considered to be major funds. Data from the other eight governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these nonmajor governmental funds is provided in the form of combining statements elsewhere in this report.

The City adopts an annual appropriated budget for its General Fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with the budget.

The basic governmental fund financial statements can be found on pages 19-21 of this report.

Proprietary funds – The City maintains two different types of major proprietary funds. Enterprise funds report the same functions presented as business-type activities in the government-wide financial statements. The City uses enterprise funds to account for NMA and NUA activities, which are both presented as major proprietary funds. The components of these funds are presented in additional detail in the form of combining statements elsewhere in this report. The City uses one other type of proprietary fund, an internal service fund to account for its retained risks. These services predominantly benefit governmental rather than business-type functions and have been included within *governmental activities* in the government-wide financial statements.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail.

The basic proprietary fund financial statements can be found on pages 22-24 of this report.

Fiduciary funds – Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the City’s own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

The basic fiduciary fund financial statements can be found on pages 25-26 of this report.

Notes to the financial statements – The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 27-77 of this report.

Other information – In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the City’s progress in funding its obligation to provide pension and other post-employment benefits to its employees and budgetary comparison schedules for the general fund and public safety sales tax fund. Required supplementary information can be found on pages 78-93 of this report. Also, this report presents certain other supplementary information such as combining financial information for non-major governmental funds, budgetary comparison schedules for non-major governmental funds and combining financial statements for enterprise funds and fiduciary funds. Other supplementary information can be found on pages 94-112 of this report.

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government’s financial position. In the case of the City, assets and deferred outflows exceeded liabilities and deferred inflows by \$784,084,809 at the close of the most recent fiscal year.

**Net Position
As of June 30**

	Governmental activities		Business-type activities		Total	
	2022	2021	2022	2021	2022	2021
Current and other assets	\$ 241,553,150	\$ 233,837,198	\$ 81,109,071	\$ 83,330,749	\$ 322,662,221	\$ 317,167,947
Capital assets, net	508,618,945	490,738,997	294,206,599	303,257,263	802,825,544	793,996,260
Noncurrent assets	18,792,771	-	7,820,402	7,185,087	26,613,173	7,185,087
Total assets	768,964,866	724,576,195	383,136,072	393,773,099	1,152,100,938	1,118,349,294
Deferred outflows	16,914,228	20,920,486	429,563	510,492	17,343,791	21,430,978
Total assets & deferred outflows	785,879,094	745,496,681	383,565,635	394,283,591	1,169,444,729	1,139,780,272
Long-term liabilities	197,732,322	243,029,838	66,818,901	73,386,902	264,551,223	316,416,740
Other liabilities	61,607,772	50,572,068	14,789,948	13,746,329	76,397,720	64,318,397
Total liabilities	259,340,094	293,601,906	81,608,849	87,133,231	340,948,943	380,735,137
Deferred inflows	43,798,050	8,175,790	612,927	-	44,410,977	8,175,790
Total liabilities & deferred inflows	303,138,144	301,777,696	82,221,776	87,133,231	385,359,920	388,910,927
Net position:						
Net investment in capital assets	419,320,944	357,563,482	225,662,267	228,867,966	644,983,211	586,431,448
Restricted	104,378,534	126,260,638	14,632,159	14,690,548	119,010,693	140,951,186
Unrestricted	(40,958,528)	(40,105,135)	61,049,433	63,591,846	20,090,905	23,486,711
Total net position	\$ 482,740,950	\$ 443,718,985	\$ 301,343,859	\$ 307,150,360	\$ 784,084,809	\$ 750,869,345

By far the largest portion of the City's net position (82 percent) reflect its investment in capital assets (e.g., land, buildings, machinery and equipment and infrastructure), less any related debt used to acquire those assets to provide services to citizens; consequently, these assets are not available for future spending. Although the City's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the City's net position (13 percent) represents resources that are subject to external restrictions on how they may be used. The remaining balance of net position is unrestricted.

There was an increase of \$1.2 million in the net position reported in connection with the City's business-type activities. This increase was due to several factors. See below for more information.

The governmental net position increased by \$31.9 million during the current fiscal year. This increase was due to several factors. See below for more information.

**Change in Net Position
For the Year Ended June 30**

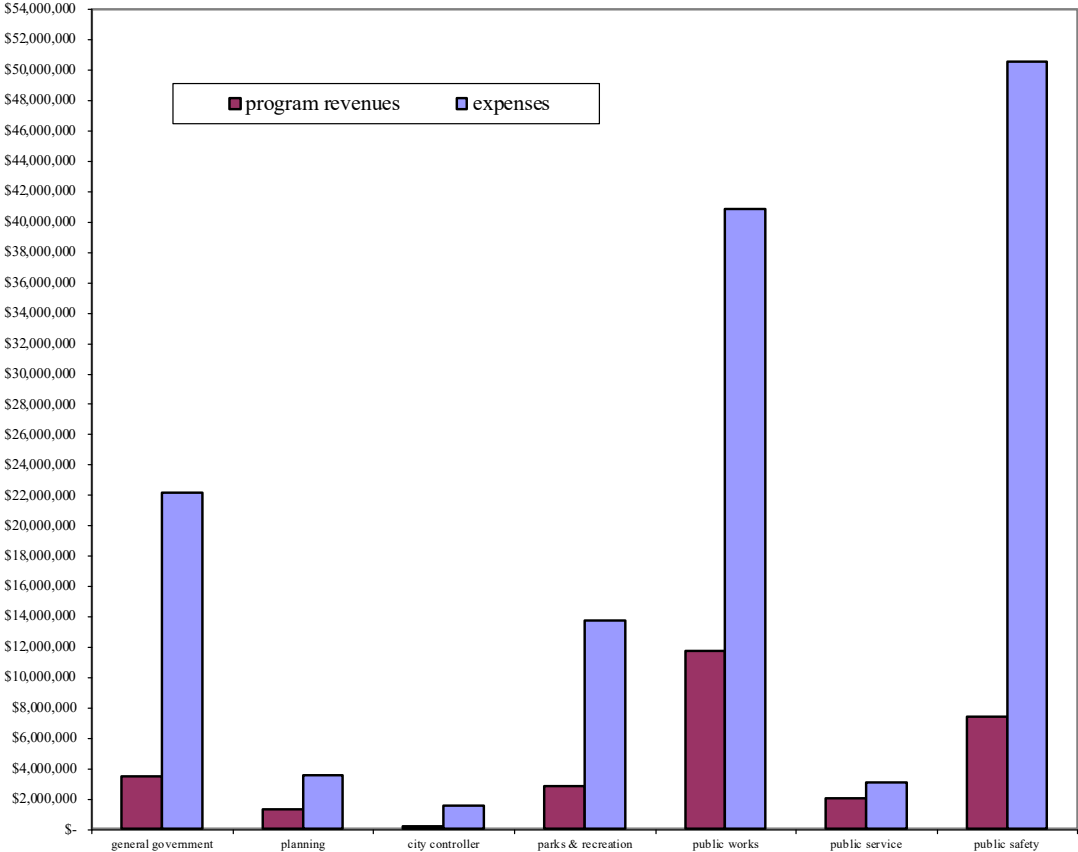
	Governmental activities		Business-type activities		Total	
	2022	2021	2022	2021	2022	2021
Program Revenues:						
Charges for services	\$ 11,102,425	\$ 9,447,778	\$ 56,061,767	\$ 59,274,876	\$ 67,164,192	\$ 68,722,654
Operating grants & contributions	9,679,746	24,521,662	-	-	9,679,746	24,521,662
Capital grants & contributions	8,244,353	12,643,765	3,511,824	10,796,491	11,756,177	23,440,256
General revenues:						
Sales and excise taxes	98,398,676	84,638,068	1,758,833	2,307,102	100,157,509	86,945,170
Franchise taxes	7,294,416	6,358,546	-	-	7,294,416	6,358,546
Property taxes	13,887,375	8,957,836	-	-	13,887,375	8,957,836
Use taxes	14,628,785	12,719,530	-	-	14,628,785	12,719,530
Other taxes	3,173,927	2,593,205	-	-	3,173,927	2,593,205
Investment earnings	(535,003)	469,832	(764,489)	47,842	(1,299,492)	517,674
Miscellaneous	3,863,587	1,816,052	43,237	32,621	3,906,824	1,848,673
Total revenues	169,738,287	164,166,274	60,611,172	72,458,932	230,349,459	236,625,206
Expenses:						
General government	22,116,186	18,819,315	-	-	22,116,186	18,819,315
Planning	3,574,817	3,345,940	-	-	3,574,817	3,345,940
City controller	1,544,569	2,227,636	-	-	1,544,569	2,227,636
Parks and recreation	13,719,291	8,513,678	-	-	13,719,291	8,513,678
Public works	40,833,147	41,734,848	-	-	40,833,147	41,734,848
Public service	3,055,832	3,831,725	-	-	3,055,832	3,831,725
Public safety	50,530,408	64,595,623	-	-	50,530,408	64,595,623
Interest on long-term debt	4,689,880	5,060,958	-	-	4,689,880	5,060,958
Westwood park	-	-	-	2,031,852	-	2,031,852
Water	-	-	23,293,028	18,178,326	23,293,028	18,178,326
Wastewater	-	-	19,076,169	20,239,517	19,076,169	20,239,517
Sanitation	-	-	14,696,179	14,707,244	14,696,179	14,707,244
Total expenses	140,064,130	148,129,723	57,065,376	55,156,939	197,129,506	203,286,662
Change in net position before transfers	29,674,157	16,036,551	3,545,796	17,301,993	33,219,953	33,338,544
Transfers	2,319,413	1,943,054	(2,319,413)	(1,943,054)	-	-
Change in net position	31,993,570	17,979,605	1,226,383	15,358,939	33,219,953	33,338,544
Net position, beginning	443,718,985	425,739,380	307,150,360	291,791,421	750,869,345	717,530,801
Beginning balance adjustment	7,028,395	-	(7,032,884)	-	(4,489)	-
Revised net position, beginning	450,747,380	425,739,380	300,117,476	291,791,421	750,864,856	717,530,801
Net position, ending	\$ 482,740,950	\$ 443,718,985	\$ 301,343,859	\$ 307,150,360	\$ 784,084,809	\$ 750,869,345

Governmental activities –Governmental activities increased the City’s net position by \$31.9 million. In the prior year, governmental activities increased the City’s net position by \$18 million. Key elements of this change are as follows:

- Sales tax revenue within the governmental activities (the City’s primary fund source) increased by \$13,760,608 or 16.3% over the prior fiscal year. The City and State’s economy experienced a significant increase during the fiscal year when City and State entities eliminated restrictions related to the pandemic.

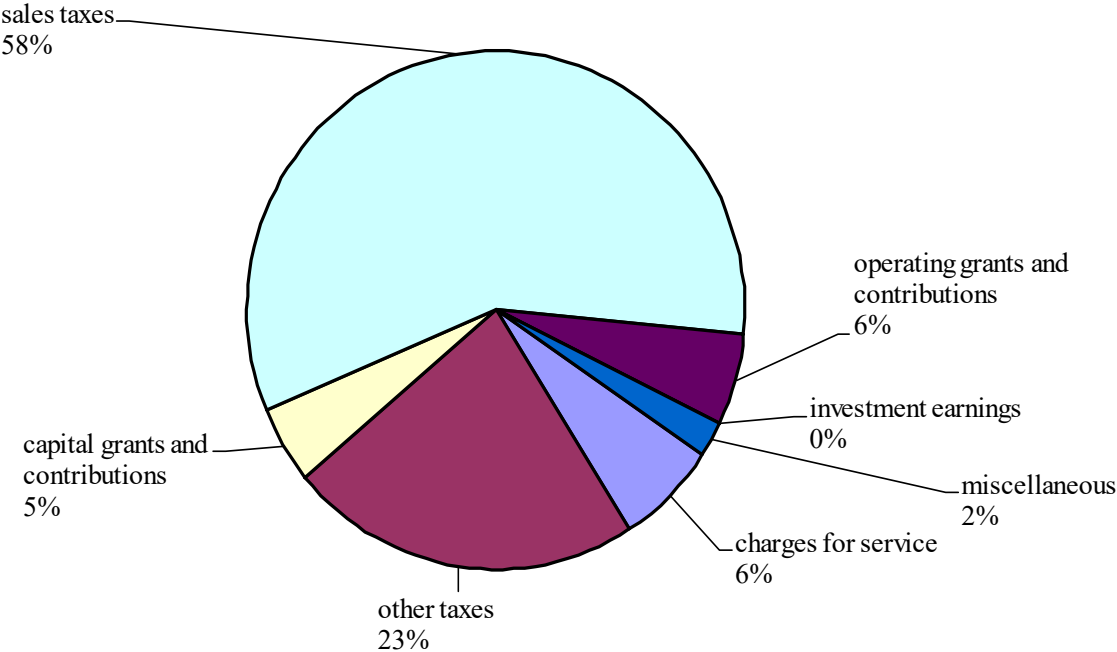
- Use tax revenue has increased \$1,909,255 or 15% over the prior fiscal year. This increase is related to post-pandemic increases in demand for products.
- Property tax revenue has increased \$4,929,539 or 55% from the prior fiscal year. Property taxes are collected to fund payment of general obligation bonds and judgements awarded against the City. These amounts increased in the current fiscal year due to the addition of the Series 2020A and 2021 general obligations bonds to the tax levy.
- Operating grants and contributions decreased \$14,841,916 or 60.5% from the prior fiscal year. Most of this decrease was due to Coronavirus Aid, Relief and Economic Security (CARES) Act funding (\$8,882,797) and Federal Emergency Management Agency (FEMA) reimbursement for the October 2020 ice storm that occurred within the City (\$3,842,835).
- Capital grants and contributions decreased \$4,399,412 or 35% from the prior fiscal year. Most of this figure is donated infrastructure (i.e., roads) from both developers and joint projects with the State of Oklahoma and the decrease is a direct reflection of a reduction in that activity.
- Public safety expenses decreased \$14,065,215 or 22% from the prior year. Most of this decrease was due to increases in pension expense related to the Police and Fire pension systems in the prior year.
- Parks and recreation expenses increased \$5,205,613 or 61% from the prior year. The Westwood Fund was changed from an enterprise fund within the Norman Municipal Authority to a special revenue fund. This was done due to the payoff of the Series 2002 revenue bonds.

Expenses and Program Revenues – Governmental Activities



Although governmental expenses exceed program revenue, most governmental activities are financed through general revenues such as taxes.

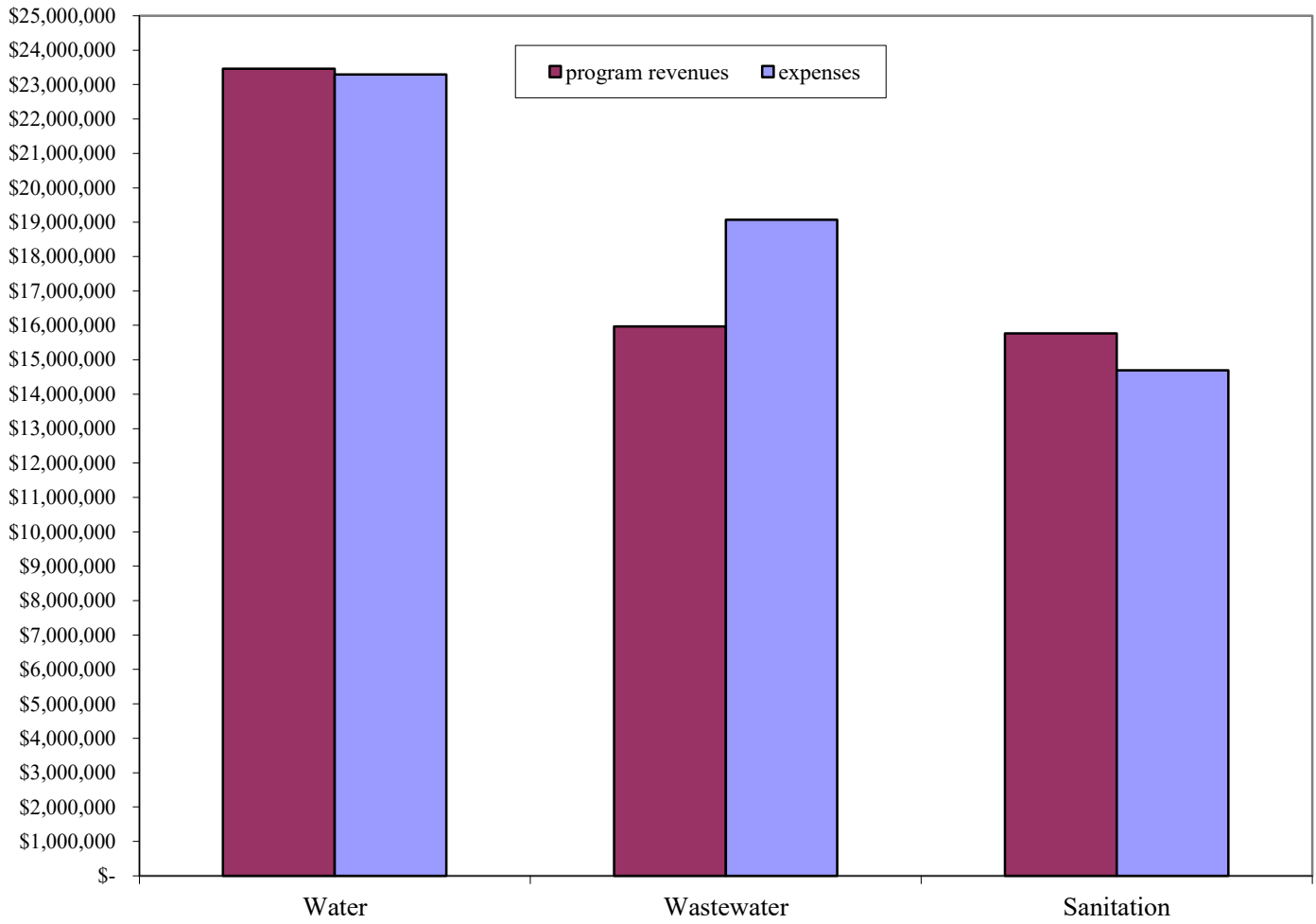
Revenues by Source - Governmental Activities



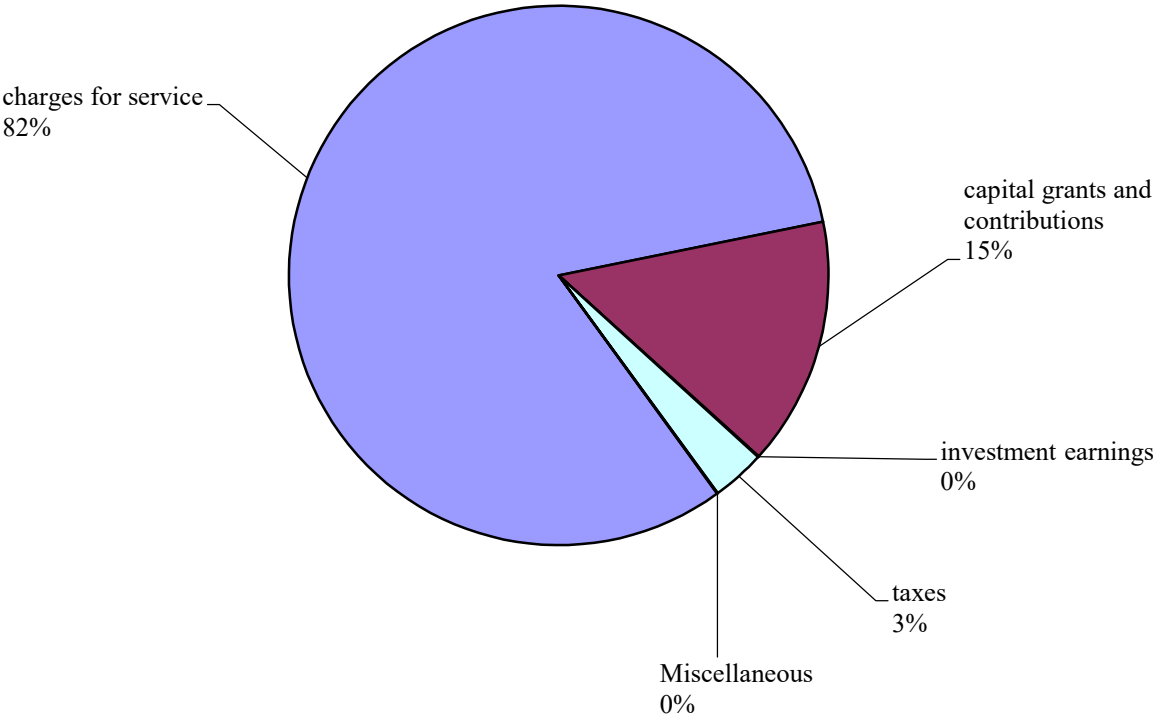
Business-type activities – Business-type activities increased the City’s net position by \$1.2 million. In the prior year, business-type activities increased the City’s net position by \$15.4 million. Key elements of this change are as follows:

- Charges for services decreased \$3,213,109 or 5.4% from the prior fiscal year. The Westwood Fund was changed from an enterprise fund within the Norman Municipal Authority to a special revenue fund. This was done due to the payoff of the Series 2002 revenue bonds.
- Capital grants and contributions revenue decreased \$7,284,667 or 67% from the prior fiscal year. This figure is made up of donated infrastructure (i.e., water and sewer pipe) from developers as they develop housing additions across the City. Most of the decrease was in water pipe.
- Westwood expenses decreased \$2,031,852 or 100% from the prior year. See information above regarding the Westwood Fund.
- Water expenses increased \$5,114,702 or 28% from the prior fiscal year. Most of this increase was due to several water maintenance projects in the current fiscal year. Also, a very large (approximately \$31,000,000) Water Treatment Plant project was finished in the prior year and subsequently increased depreciation expense in the current year.

Expenses and Program Revenues – Business-type Activities



Revenues by Source – Business-type Activities



Financial Analysis of the Government’s Funds

As noted earlier, the City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds – The focus of the City’s governmental funds is to provide information on near-term inflows, outflows and balances of spendable resources. Such information is useful in assessing the City’s financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government’s net resources available for spending at the end of a fiscal year.

As of end of the current fiscal year, the City’s governmental funds reported combined ending fund balances of \$200,554,117 a decrease of \$2,572,542) from the prior year. Approximately 9 percent of this total

amount (\$18,490,142) constitutes unassigned fund balance, which is available for spending at the government's discretion. The remainder of fund balance is either nonspendable, restricted, committed or assigned to indicate that it is not available for new spending.

The General Fund is the chief operating fund of the City. At the end of the current fiscal year, unassigned fund balance of the General Fund was \$18,490,142 while total fund balance reached \$26,748,889. As a measure of the General Fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. Unassigned fund balance represents 22 percent of total General Fund expenditures, while total fund balance represents 32 percent of that same amount.

The fund balance of the City's General Fund increased by \$8,035,757 during the current fiscal year compared to an increase of \$1,123,814 in the previous year. Key factors in the current year change are as follows:

- Sales tax revenues within the General Fund increased \$7,692,623 or 16.3% from the prior fiscal year. As noted previously above, sales taxes increased due to an overall increase in the economy.
- Use tax revenues within the General Fund increased \$1,388,549 or 15% from the prior fiscal year. As noted previously above, use taxes increased due to an overall increase in the economy.
- Intergovernmental revenues within the General Fund decreased \$10,678,404 or 70% from the prior fiscal year. Most of this decrease was due to CARES Act funds (\$8,882,797) and FEMA reimbursement for the October 2020 ice storm (\$3,842,835) received in the prior year.
- General government expenditures decreased \$3,697,652 or 28% from the prior year. The Building Maintenance function was moved from the City Clerk's division to the Recreation division. The current year building maintenance expenditures were \$1,105,322. Also, the City Manager's division paid out \$2,860,000 in CARES Act funding to help small business in the prior year.
- Parks and recreation expenditures increased \$1,908,512 or 39% from the prior fiscal year. See note above regarding the Building Maintenance division.

The Public Safety Sales Tax Fund has a total fund balance of \$11,010,744 all of which is restricted for public safety activities. The net increase in fund balance during the current year was \$300,994. Sales taxes increased \$1,672,309 or 16% from the prior year.

The Special Grants Fund has a total fund balance of \$294,564 all of which is restricted by grant agreements. The net decrease in the fund balance during the current year was \$1,861,125 due to expenditure of grant related uses.

The Capital Projects Fund has a total fund balance of \$81,641,402. The net decrease in fund balance during the current year was \$8,156,101. This net decrease was due to the spending down of general obligation bond monies received in previous years for major capital projects.

The NORMAN FORWARD Fund has a total fund balance of \$64,020,150. The net decrease in fund balance during the current year was \$3,971,634. This net decrease was due to the the spending down of previous note monies received in the previous years for major capital projects.

Proprietary funds – The City's proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail.

Unrestricted net position of the NMA and NUA funds were \$14,375,669 and \$46,673,764 respectively. The total growth in net position for these funds was \$365,673 and \$860,710, respectively. Other factors concerning the finances of these two funds have already been addressed in the discussion of the City's business-type activities.

General Fund Budgetary Highlights

During the year there was a \$3,690,859 increase in appropriations between the original and final amended budget. Following are the main components of the increase:

- \$590,446 in increases to the Fleet Fuel and Parts budget. Transfers totaling \$198,550 were made to cover hail damage repair. Also, transfers totaling \$190,517 were made to cover fuel costs.
- \$812,637 in increases to the Fire Suppression budget. Transfers totaling \$770,706 were made to cover salary and benefit costs.
- \$861,227 in increases to the Police Patrol budget. Transfers totaling \$552,863 were made to cover salary and benefit costs.

The City has an adopted reserve policy established by ordinance. The ordinance establishes that the General Fund will have an unappropriated reserve of at least three percent (3%) of annually budgeted expenditures, in addition to an appropriated emergency reserve of one percent (1%) of annually budgeted expenditures. In addition, the ordinance establishes the Net Revenue Stabilization Fund (i.e., “Rainy Day Fund”) which has a targeted balance of not less than four percent (4%) but not more than seven percent (7%) of annually budgeted General Fund expenditures. As of June 30, 2022 the Rainy Day Fund had a balance of \$4,168,853 which represents 5% of General Fund expenditures.

The net difference between the General Fund amended budget and actual amounts received/expended can be briefly summarized as follows:

- General Fund revenues were above expectations by \$8,443,993.
 - Sales taxes were above expectations by \$8,790,414. See explanation above.
 - Use taxes were above expectations by \$1,307,596. See explanation above.
 - Franchise fees were below expectations by \$431,523, mainly within the electric and gas franchises.
 - Charges for services were below expectations by \$1,467,143, the most significant being within the credit card convenience fees category.
- General Fund expenditures and encumbrances were below expectations by \$5,943,014.
 - Street Maintenance expenditures were \$585,082 below expectation mainly within the salary and benefits category due to overtime savings and medical insurance savings.
 - Stormwater Drainage expenditures were \$370,687 below expectation mainly within the salary and benefits category due to overtime savings and medical insurance savings.
 - Fleet Fuel and Parts expenditures were \$388,524 below expectation due to savings from CNG fuel.
 - Police Patrol expenditures were \$368,079 below expectation due to savings within the communications tech internal services category.
- Net General Fund transfers were \$552,188 less than expected.

The City closed the year with a fund balance that was higher than what was budgeted by \$14,939,195.

Capital Asset and Debt Administration

Capital assets – The City’s gross investment in capital assets for its governmental and business-type activities as of June 30, 2022, amounted to \$802,825,544 (net of accumulated depreciation). This investment in capital assets includes land, buildings, improvements, machinery and equipment, roads, highways and bridges. The total increase in the City’s investment in capital assets for the current fiscal year was 1.1% (2.2% increase for governmental activities and a .7% decrease for business-type activities). As noted previously, Westwood Fund was relocated to a special revenue fund in the current fiscal year.

As of June 30

	Governmental activities		Business-type activities		Total	
	2022	2021	2022	2021	2022	2021
Land	\$ 75,568,562	\$ 75,518,262	\$ 4,592,767	\$ 4,521,317	\$ 80,161,329	\$ 80,039,579
Buildings and improvements	132,549,296	120,968,321	234,211,346	230,035,152	366,760,642	351,003,473
Machinery and equipment	90,431,919	87,715,027	250,207,578	235,942,220	340,639,497	323,657,247
Infrastructure	674,360,868	648,708,658	-	-	674,360,868	648,708,658
Construction in progress	42,684,010	47,895,914	28,916,575	34,755,638	71,600,585	82,651,552
Less: Accumulated depreciation	(506,975,710)	(483,175,071)	(223,721,667)	(208,889,178)	(730,697,377)	(692,064,249)
Total	\$ 508,618,945	\$ 497,631,111	\$ 294,206,599	\$ 296,365,149	\$ 802,825,544	\$ 793,996,260

Major capital asset events during the current fiscal year included the following:

- The Ruby Grant Park Development project was completed at a cost of \$6,200,855.
- The Fire/Transit Facility project was completed at a cost of \$12,817,656.
- The Porter Ave & Acres Street Intersection project was completed at a cost of \$3,318,459.
- The Robinson Water Line project was completed at a cost of \$7,191,383.
- A variety of Norman Forward construction projects were underway; construction in progress related to Norman Forward projects as of the end of the current fiscal year had reached \$22,276,470.
- A variety of street and roadway construction projects were underway; governmental construction in progress related to public works as of the end of the current fiscal year had reached \$12,200,587.
- A variety of water and sewer projects were underway; NUA construction in progress as of the end of the current fiscal year was \$26,602,163.

Additional information on the City's capital assets can be found in note 4 on pages 43-44 of this report.

Long-term debt – At the end of the current fiscal year, the City had total bonded debt outstanding of \$74,404,265. All of this amount comprises debt backed by the full faith and credit of the government. The City also had notes payable outstanding of \$169,956,087 at the end of the current fiscal year which were secured by capital assets and specified revenue sources.

Outstanding Debt As of June 30

	Governmental activities		Business-type activities		Total	
	2022	2021	2022	2021	2022	2021
General obligation bonds	\$ 74,404,265	\$ 83,689,389	\$ -	\$ -	\$ 74,404,265	\$ 83,689,389
Revenue bonds	-	-	-	191,897	-	191,897
Capital leases	-	-	-	-	-	-
Notes payable	97,733,000	102,655,000	72,223,087	79,364,552	169,956,087	182,019,552
Total	\$ 172,137,265	\$ 186,344,389	\$ 72,223,087	\$ 79,556,449	\$ 244,360,352	\$ 265,900,838

The City’s total debt decreased by \$21,540,486 (8.1 percent) during the current fiscal year. Key factors of this change were issuance of Norman Municipal Authority, Series 2021 in the amount of \$3,882,000. Also, the City made its normally scheduled payments.

The City maintained an “Aa2” rating from Moody’s for those general obligation debt issues that are rated by the service. The NUA maintained an “Aa3” rating from Moody’s for those debt issues that they rate.

Additional information on the City’s long-term debt can be found in note 4 on pages 61-68 of this report.

Economic Factors and Next Year’s Budgets and Rates

- The unemployment rate for the Oklahoma City metropolitan area which includes Norman is currently 3.5 percent. The state’s average unemployment rate was 3.2 percent and the national average rate was 3.8 percent.
- Inflationary trends in the region have been on the rise in conjunction with national averages.
- The City’s major source of revenue is sales and use tax revenue. Sales tax and use tax revenue increased 16.3% and 15%, respectively, over the prior year total.

All of these factors were considered in preparing the City’s budget for the 2023 fiscal year.

Requests for Information

This financial report is designed to provide a general overview of the City’s finances for all those with an interest in the government’s finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Office of the Finance Director, 201 West Gray, Building C, Norman, Oklahoma, 73069.

THE CITY OF NORMAN, OKLAHOMA
STATEMENT OF NET POSITION
JUNE 30, 2022

	Primary Government		Total
	Governmental Activities	Business-Type Activities	
ASSETS			
Current assets:			
Cash and cash equivalents	\$ 58,741,365	\$ 9,265,097	\$ 68,006,462
Restricted cash and cash equivalents	99,542,103	8,321,364	107,863,467
Investments	56,735,462	55,785,685	112,521,147
Restricted investments	3,678,577	-	3,678,577
Receivables:			
Taxes	19,668,972	-	19,668,972
Accounts, net of allowance for estimated uncollectible Business-Type accounts of \$1,429,913	1,366,786	7,156,036	8,522,822
Interest	122,117	115,655	237,772
Other	48,193	-	48,193
Due from Federal Government	1,026,682	-	1,026,682
Prepaid expenses	705,994	-	705,994
Leases receivable	-	179,637	179,637
Internal balances	(285,597)	285,597	-
Inventory	202,496	-	202,496
Total current assets	<u>241,553,150</u>	<u>81,109,071</u>	<u>322,662,221</u>
Non-current assets:			
Restricted cash and cash equivalents	-	6,442,036	6,442,036
Leases receivable	-	494,939	494,939
Net pension asset	18,257,065	-	18,257,065
Lease assets, net	535,706	883,427	1,419,133
Capital assets not subject to depreciation	118,252,572	33,509,342	151,761,914
Capital assets, net	390,366,373	260,697,257	651,063,630
Total non-current assets	<u>527,411,716</u>	<u>302,027,001</u>	<u>829,438,717</u>
Total assets	<u>768,964,866</u>	<u>383,136,072</u>	<u>1,152,100,938</u>
DEFERRED OUTFLOW OF RESOURCES			
Deferred resources related to pensions	15,816,462	-	15,816,462
Deferred resources related to OPEB	1,028,920	-	1,028,920
Deferred charge on refunding	68,846	429,563	498,409
Total deferred outflows of resources	<u>16,914,228</u>	<u>429,563</u>	<u>17,343,791</u>
LIABILITIES			
Current liabilities:			
Accounts payable and other accrued liabilities	7,212,973	3,829,360	11,042,333
Payroll payable	3,100,139	472,944	3,573,083
Accrued interest payable	1,410,666	569,353	1,980,019
Unearned revenue	22,062,978	-	22,062,978
Retainage payable	813,548	564,436	1,377,984
Guaranty deposits	7,145,076	1,854,588	8,999,664
Leases payable	54,672	51,683	106,355
Current portion of long-term debt	19,807,720	7,447,584	27,255,304
Total current liabilities	<u>61,607,772</u>	<u>14,789,948</u>	<u>76,397,720</u>
Non-current liabilities:			
Leases payable	492,209	854,992	1,347,201
Long-term debt and other liabilities	197,240,113	65,963,909	263,204,022
Total non-current liabilities	<u>197,732,322</u>	<u>66,818,901</u>	<u>264,551,223</u>
Total liabilities	<u>259,340,094</u>	<u>81,608,849</u>	<u>340,948,943</u>
DEFERRED INFLOW OF RESOURCES			
Deferred resources related to pensions	39,039,450	-	39,039,450
Deferred resources related to OPEB	4,758,600	-	4,758,600
Deferred resources related to leases	-	612,927	612,927
Total deferred inflows of resources	<u>43,798,050</u>	<u>612,927</u>	<u>44,410,977</u>
NET POSITION			
Net investment in capital assets	419,320,944	225,662,267	644,983,211
Restricted for:			
Debt service	6,550,062	8,190,123	14,740,185
Capital improvements	58,574,547	6,442,036	65,016,583
Public safety	31,028,805	-	31,028,805
Public parks and recreation	1,845,588	-	1,845,588
Public service	4,803,160	-	4,803,160
Public works	1,576,372	-	1,576,372
Unrestricted (deficit)	(40,958,528)	61,049,433	20,090,905
Total net position	<u>\$ 482,740,950</u>	<u>\$ 301,343,859</u>	<u>\$ 784,084,809</u>

See notes to financial statements.

THE CITY OF NORMAN, OKLAHOMA
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2022

Function/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Assets		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Primary Government		Total
					Governmental Activities	Business-Type Activities	
Primary government							
Governmental activities:							
General government	\$ 22,116,186	\$ 3,315,489	\$ 182,564	\$ -	\$ (18,618,133)	\$ -	\$ (18,618,133)
Planning	3,574,817	1,327,181	10,510	-	(2,237,126)	-	(2,237,126)
City controller	1,544,569	174,989	-	-	(1,369,580)	-	(1,369,580)
Parks and recreation	13,719,291	2,822,989	16,889	-	(10,879,413)	-	(10,879,413)
Public works	40,833,147	286,103	3,207,110	8,244,353	(29,095,581)	-	(29,095,581)
Public service	3,055,832	-	2,012,939	-	(1,042,893)	-	(1,042,893)
Public safety	50,530,408	3,175,674	4,249,734	-	(43,105,000)	-	(43,105,000)
Interest on long-term debt	4,689,880	-	-	-	(4,689,880)	-	(4,689,880)
Total governmental activities	<u>140,064,130</u>	<u>11,102,425</u>	<u>9,679,746</u>	<u>8,244,353</u>	<u>(111,037,606)</u>	<u>-</u>	<u>(111,037,606)</u>
Business-type activities:							
Water	23,293,028	23,937,759	-	2,723,668	-	3,368,399	3,368,399
Wastewater	19,076,169	15,974,265	-	788,156	-	(2,313,748)	(2,313,748)
Sanitation	14,696,179	16,149,743	-	-	-	1,453,564	1,453,564
Total business-type activities	<u>57,065,376</u>	<u>56,061,767</u>	<u>-</u>	<u>3,511,824</u>	<u>-</u>	<u>2,508,215</u>	<u>2,508,215</u>
Total primary government	<u>\$ 197,129,506</u>	<u>\$ 67,164,192</u>	<u>\$ 9,679,746</u>	<u>\$ 11,756,177</u>	<u>(111,037,606)</u>	<u>2,508,215</u>	<u>(108,529,391)</u>
General revenues:							
Taxes (unrestricted unless otherwise noted):							
Sales taxes					54,864,717	-	54,864,717
Sales taxes - restricted					43,533,959	-	43,533,959
Excise taxes - restricted					-	1,758,833	1,758,833
Franchise taxes					7,294,416	-	7,294,416
Property taxes - restricted					13,887,375	-	13,887,375
Use taxes					10,639,117	-	10,639,117
Use taxes - restricted					3,989,668	-	3,989,668
Hotel/Motel taxes					1,808,382	-	1,808,382
Alcoholic beverage taxes					609,833	-	609,833
Cigarette taxes					755,712	-	755,712
Investment earnings (losses)					(535,003)	(764,489)	(1,299,492)
Miscellaneous					3,863,587	43,237	3,906,824
Transfers					2,319,413	(2,319,413)	-
Total general revenues and transfers					<u>143,031,176</u>	<u>(1,281,832)</u>	<u>141,749,344</u>
Change in net position					31,993,570	1,226,383	33,219,953
Net position - beginning					443,718,985	307,150,360	750,869,345
Beginning balance adjustment (Note 1)					7,028,395	(7,032,884)	(4,489)
Revised net position - beginning					<u>450,747,380</u>	<u>300,117,476</u>	<u>750,864,856</u>
Net position - ending					<u>\$ 482,740,950</u>	<u>\$ 301,343,859</u>	<u>\$ 784,084,809</u>

See notes to financial statements.

THE CITY OF NORMAN, OKLAHOMA

BALANCE SHEET GOVERNMENTAL FUNDS JUNE 30, 2022

	General	Public Safety Sales Tax	Special Grants Fund	Capital Projects	Norman Forward	Other Governmental Funds	Total Governmental Funds
ASSETS							
Cash and cash equivalents	\$ 7,828,418	\$ -	\$22,205,583	\$ 13,448,935	\$ 8,984,819	\$ 6,273,139	\$ 58,740,894
Investments	9,250,866	-	-	15,053,389	22,069,434	8,701,118	55,074,807
Receivables:							
Taxes	11,697,118	2,234,141	-	2,722,085	2,234,294	781,334	19,668,972
Accounts	1,247,263	-	-	30,949	-	410	1,278,622
Interest	20,307	1,601	-	33,646	45,296	17,859	118,709
Other	-	-	-	48,193	-	-	48,193
Due from Federal Govmnt	-	-	161,035	-	-	865,647	1,026,682
Due from other funds	130,482	-	1,957	386,461	226,174	140,520	885,594
Prepaid expenses	-	-	-	-	-	705,994	705,994
Inventory	202,496	-	-	-	-	-	202,496
Restricted Assets:							
Cash and cash equivalents	2,374,779	8,584,079	-	53,905,065	34,149,031	529,149	99,542,103
Investments	2,898,838	779,739	-	-	-	-	3,678,577
Total assets	<u>\$ 35,650,567</u>	<u>\$ 11,599,560</u>	<u>\$22,368,575</u>	<u>\$ 85,628,723</u>	<u>\$ 67,709,048</u>	<u>\$ 18,015,170</u>	<u>\$240,971,643</u>
LIABILITIES AND FUND BALANCES							
LIABILITIES							
Accounts payable and other accrued liabilities	\$ 1,233,067	\$ 39,178	\$ 9,376	\$ 1,664,550	\$ 3,247,411	\$ 977,604	\$ 7,171,186
Payroll payable	2,429,820	414,971	1,657	44,425	-	199,198	3,090,071
Due to other funds	-	134,667	-	-	-	-	134,667
Unearned revenue	-	-	22,062,978	-	-	-	22,062,978
Retainage payable	-	-	-	372,061	441,487	-	813,548
Guaranty deposits	5,238,791	-	-	1,906,285	-	-	7,145,076
Total liabilities	<u>8,901,678</u>	<u>588,816</u>	<u>22,074,011</u>	<u>3,987,321</u>	<u>3,688,898</u>	<u>1,176,802</u>	<u>40,417,526</u>
FUND BALANCES							
Nonspendable	202,496	-	-	-	-	705,994	908,490
Restricted	-	11,010,744	-	79,205,515	62,287,409	15,973,170	168,476,838
Committed	4,168,853	-	-	-	-	-	4,168,853
Assigned	3,887,398	-	294,564	2,435,887	1,732,741	159,204	8,509,794
Unassigned	18,490,142	-	-	-	-	-	18,490,142
Total fund balances	<u>26,748,889</u>	<u>11,010,744</u>	<u>294,564</u>	<u>81,641,402</u>	<u>64,020,150</u>	<u>16,838,368</u>	<u>200,554,117</u>
Total liabilities and fund balances balances	<u>\$ 35,650,567</u>	<u>\$ 11,599,560</u>	<u>\$22,368,575</u>	<u>\$ 85,628,723</u>	<u>\$ 67,709,048</u>	<u>\$ 18,015,170</u>	

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.

509,154,651

Internal service funds are used by management to charge the costs of risk management activities to individual funds. The assets, deferred outflow of resources, liabilities and deferred inflows of the internal service funds are included in governmental activities in the statement of net position.

(2,387,462)

Long-term liabilities, including bonds payable and net pension liability (including related deferred outflows/inflows of resources) are not due and payable in the current period and, therefore, are not reported in the funds.

(224,580,356)

Net position of governmental activities

\$482,740,950

See notes to financial statements.

THE CITY OF NORMAN, OKLAHOMA

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS FOR THE YEAR ENDED JUNE 30, 2022

	General	Public Safety Sales Tax	Special Grants Fund	Capital Projects	Norman Forward	Other Governmental Funds	Total Governmental Funds
Revenues:							
Taxes	\$ 72,798,250	\$ 13,700,298	\$ -	\$ 17,145,006	\$ 13,700,298	\$ 18,673,782	\$ 136,017,634
Licenses and permits	1,386,461	-	-	-	-	-	1,386,461
Intergovernmental revenue	2,562,950	-	453,404	-	-	6,470,277	9,486,631
Charges for services	11,926,361	-	-	-	-	2,324,776	14,251,137
Fines and forfeitures	1,090,082	-	-	-	-	-	1,090,082
Investment earnings (losses)	(122,586)	(5,253)	5,829	(185,949)	(274,142)	(113,962)	(696,063)
Other	903,799	693,818	-	1,315,443	2,188,373	508,462	5,609,895
Total revenues	<u>90,545,317</u>	<u>14,388,863</u>	<u>459,233</u>	<u>18,274,500</u>	<u>15,614,529</u>	<u>27,863,335</u>	<u>167,145,777</u>
Expenditures:							
Current:							
General government	9,516,774	-	-	8,598,076	34,603	-	18,149,453
Planning	3,690,950	-	-	124,641	-	-	3,815,591
City controller	3,753,433	-	-	1,500	-	-	3,754,933
Parks and recreation	6,810,651	-	125,000	365,235	1,495,228	2,422,661	11,218,775
Public works	17,111,113	138,424	12,012	7,729,295	-	5,162,819	30,153,663
Public service	-	-	68,314	-	-	2,998,671	3,066,985
Public safety	40,686,485	10,696,548	132,784	4,834	-	45,243	51,565,894
Capital outlay	1,849,011	884,222	152,420	13,005,253	14,261,835	652,954	30,805,695
Debt service:							
Principal retirement	-	2,070,000	-	1,285,000	5,300,000	9,425,897	18,080,897
Interest and fiscal charges	-	298,675	-	36,242	2,291,911	2,260,171	4,886,999
Total expenditures	<u>83,418,417</u>	<u>14,087,869</u>	<u>490,530</u>	<u>31,150,076</u>	<u>23,383,577</u>	<u>22,968,416</u>	<u>175,498,885</u>
Excess (deficiency) of revenues							
over (under) expenditures	<u>7,126,900</u>	<u>300,994</u>	<u>(31,297)</u>	<u>(12,875,576)</u>	<u>(7,769,048)</u>	<u>4,894,919</u>	<u>(8,353,108)</u>
Other financing sources (uses):							
Transfers in	8,128,952	-	1,170,172	11,291,426	4,182,242	2,340,712	27,113,504
Transfers out	(7,220,095)	-	(3,000,000)	(6,571,951)	(384,828)	(8,038,064)	(25,214,938)
Issuance of debt	-	-	-	-	-	3,882,000	3,882,000
Net other financing sources (uses)	<u>908,857</u>	<u>-</u>	<u>(1,829,828)</u>	<u>4,719,475</u>	<u>3,797,414</u>	<u>(1,815,352)</u>	<u>5,780,566</u>
Net change in fund balances	<u>8,035,757</u>	<u>300,994</u>	<u>(1,861,125)</u>	<u>(8,156,101)</u>	<u>(3,971,634)</u>	<u>3,079,567</u>	<u>(2,572,542)</u>
Fund balances, July 1, 2021	18,713,132	10,709,750	2,155,689	89,797,503	67,991,784	13,331,483	202,699,341
Beginning balance adjustment	-	-	-	-	-	427,318	427,318
Revised beginning balance	<u>18,713,132</u>	<u>10,709,750</u>	<u>2,155,689</u>	<u>89,797,503</u>	<u>67,991,784</u>	<u>13,758,801</u>	<u>203,126,659</u>
Fund balances, June 30, 2022	<u>\$ 26,748,889</u>	<u>\$ 11,010,744</u>	<u>\$ 294,564</u>	<u>\$ 81,641,402</u>	<u>\$ 64,020,150</u>	<u>\$ 16,838,368</u>	<u>\$ 200,554,117</u>

See notes to financial statements.

THE CITY OF NORMAN, OKLAHOMA

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES FOR THE YEAR ENDED JUNE 30, 2022

Amounts reported for governmental activities in the statement of activities are different because:

Net change in fund balances - total governmental funds	\$ (2,572,542)
Governmental funds report capital outlay as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period.	5,247,528
Contributed capital assets (land, buildings and infrastructure) and other miscellaneous capital asset transactions recorded in government-wide financial statements but not recorded in fund level financial statements	5,740,305
The issuance of long-term debt (e.g., bonds, leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on the net position. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the statement of activities. This amount is the net effect of these differences in the treatment of long-term debt and related items.	14,471,651
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore are not reported as expenditures in the governmental funds	529,957
Increase in liability for incurred claims and compensated absences and miscellaneous expenses in government-wide financial statements	(23,956)
The cost of pension benefits earned, net of contributions made, are reported as an element of pension expense in government-wide financial statements. In the fund-level financial statements only the contributions made are reported as expenditures	9,890,321
Internal service funds are used by management to charge the costs of insurance services to individual funds. The net loss of the internal service fund is reported with governmental activities.	<u>(1,289,694)</u>
Change in net position of governmental activities	<u>\$ 31,993,570</u>

See notes to financial statements

THE CITY OF NORMAN, OKLAHOMA
STATEMENT OF NET POSITION - PROPRIETARY FUNDS
JUNE 30, 2022

	Business-type Activities			Governmental Activities
	Norman Municipal Authority	Norman Utilities Authority	Total	Internal Service Fund
ASSETS				
Current assets:				
Cash and cash equivalents	\$ 2,534,285	\$ 6,730,812	\$ 9,265,097	\$ 471
Restricted cash and cash equivalents	485,654	7,835,710	8,321,364	-
Investments	11,365,482	44,420,203	55,785,685	1,660,655
Receivables:				
Accounts, net of allowance for estimated uncollectible accounts	1,938,722	5,217,314	7,156,036	88,164
Interest	23,327	92,328	115,655	3,408
Leases receivable	-	179,637	179,637	-
Due from other funds	75,984	209,613	285,597	-
Total current assets	16,423,454	64,685,617	81,109,071	1,752,698
Noncurrent assets:				
Restricted cash and cash equivalents	-	6,442,036	6,442,036	-
Leases receivable	-	494,939	494,939	-
Leases asset, net	-	883,427	883,427	-
Capital assets, net	13,440,257	280,766,342	294,206,599	-
Total noncurrent assets	13,440,257	288,586,744	302,027,001	-
Total assets	29,863,711	353,272,361	383,136,072	1,752,698
DEFERRED OUTFLOW OF RESOURCES				
Deferred charge on refunding	-	429,563	429,563	-
Total deferred outflows of resources	-	429,563	429,563	-
LIABILITIES				
Current liabilities:				
Accounts payable and accrued liabilities	931,532	2,897,828	3,829,360	41,787
Payroll payable	191,254	281,690	472,944	10,068
Liability for incurred claims	-	-	-	1,200,000
Due to other funds	-	-	-	1,036,524
Accrued interest payable	-	569,353	569,353	-
Retainage payable	31,173	533,263	564,436	-
Guaranty deposits	485,656	1,368,932	1,854,588	-
Leases payable	-	51,683	51,683	-
Notes payable	-	7,316,635	7,316,635	-
Compensated absences	44,976	85,973	130,949	4,107
Total current liabilities	1,684,591	13,105,357	14,789,948	2,292,486
Noncurrent liabilities:				
Notes payable, net	-	64,906,449	64,906,449	-
Leases payable	-	854,992	854,992	-
Compensated absences	363,194	694,266	1,057,460	47,552
Liability for incurred claims	-	-	-	1,800,122
Total noncurrent liabilities	363,194	66,455,707	66,818,901	1,847,674
Total liabilities	2,047,785	79,561,064	81,608,849	4,140,160
DEFERRED INFLOW OF RESOURCES				
Deferred inflows from leases	-	612,927	612,927	-
Total deferred outflows of resources	-	612,927	612,927	-
NET POSITION				
Net investment in capital assets	13,440,257	212,222,010	225,662,267	-
Restricted for debt service	-	8,190,123	8,190,123	-
Restricted for capital projects	-	6,442,036	6,442,036	-
Unrestricted	14,375,669	46,673,764	61,049,433	(2,387,462)
Total net position	\$ 27,815,926	\$ 273,527,933	\$ 301,343,859	\$ (2,387,462)

See notes to financial statements.

THE CITY OF NORMAN, OKLAHOMA

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION - PROPRIETARY FUNDS FOR THE YEAR ENDED JUNE 30, 2022

	Business-type Activities			Governmental
	Norman Municipal Authority	Norman Utilities Authority	Total	Internal Service Fund
Operating revenues:				
Water service, net	\$ -	\$ 25,368,494	\$ 25,368,494	\$ -
Wastewater service, net	-	15,974,265	15,974,265	-
Sanitation services, net	16,389,434	-	16,389,434	-
Self-insurance charges:				
Charges for services	-	-	-	14,913,257
Risk management administration	-	-	-	375,005
Workers' compensation	-	-	-	1,300,000
Unemployment compensation	-	-	-	22,437
Other	239,691	1,079,022	1,318,713	153,763
Total operating revenues	16,629,125	42,421,781	59,050,906	16,764,462
Operating expenses:				
Salaries and benefits	5,069,253	7,972,699	13,041,952	528,625
Supplies and materials	1,283,935	3,569,809	4,853,744	-
Services, maintenance and claims	6,780,645	14,541,373	21,322,018	17,921,084
Depreciation and amortization	2,066,761	15,720,582	17,787,343	-
Total operating expenses	15,200,594	41,804,463	57,005,057	18,449,709
Operating income (loss)	1,428,531	617,318	2,045,849	(1,685,247)
Nonoperating revenues (expenses):				
Excise tax revenue	-	1,758,833	1,758,833	-
Investment earnings (losses)	(163,690)	(600,799)	(764,489)	(25,294)
Interest and fiscal charges	-	(2,511,839)	(2,511,839)	-
Miscellaneous income (expense)	(359,168)	(135,214)	(494,382)	-
Net nonoperating revenues (expenses)	(522,858)	(1,489,019)	(2,011,877)	(25,294)
Income (loss) before capital contributions and transfers	905,673	(871,701)	33,972	(1,710,541)
Capital contributions - donated water and sewer distribution systems	-	3,511,824	3,511,824	-
Transfers in	-	-	-	468,293
Transfers out	(540,000)	(1,779,413)	(2,319,413)	(47,446)
Net capital contributions and transfers	(540,000)	1,732,411	1,192,411	420,847
Net income (loss)	365,673	860,710	1,226,383	(1,289,694)
Net position - beginning	34,478,853	272,671,507	307,150,360	(1,097,768)
Beginning balance adjustment	(7,028,600)	(4,284)	(7,032,884)	-
Revised net position - beginning	27,450,253	272,667,223	300,117,476	(1,097,768)
Net position - ending	\$ 27,815,926	\$ 273,527,933	\$ 301,343,859	\$ (2,387,462)
See notes to financial statements				

THE CITY OF NORMAN, OKLAHOMA
STATEMENT OF CASH FLOWS - PROPRIETARY FUNDS
FOR THE YEAR ENDED JUNE 30, 2022

	Business-type Activities			Governmental
	Norman Municipal Authority	Norman Utilities Authority	Total	Internal Service Fund
Cash flows from operating activities:				
Cash received from customers	\$ 16,538,276	\$ 41,199,335	\$ 57,737,611	\$ -
Cash received from interfund charges for health insurance	-	-	-	16,681,629
Cash paid to employees for services	(5,001,313)	(7,953,923)	(12,955,236)	(538,562)
Cash paid to suppliers	(7,988,176)	(17,031,147)	(25,019,323)	(17,955,027)
Other receipts	256,994	718,254	975,248	1,048,075
Net cash provided by (used for) operating activities	3,805,781	16,932,519	20,738,300	(763,885)
Cash flows from noncapital financing activities:				
Transfers in	-	-	-	468,293
Transfers out	(540,000)	(1,779,413)	(2,319,413)	(47,446)
Net cash provided by (used for) noncapital financing activities	(540,000)	(1,779,413)	(2,319,413)	420,847
Cash flows from capital and related financing activities:				
Proceeds from disposal of capital assets	112,106	96,288	208,394	-
Payments for the acquisition of capital assets	(4,977,524)	(8,333,684)	(13,311,208)	-
Proceeds from taxes	-	1,758,833	1,758,833	-
Principal payments on revenue bonds	-	-	-	-
Proceeds from notes payable	-	-	-	-
Principal payments on notes payable	-	(7,142,646)	(7,142,646)	-
Interest and fiscal charges paid	-	(2,366,299)	(2,366,299)	-
Net cash used for capital and related financing activities	(4,865,418)	(15,987,508)	(20,852,926)	-
Cash flows from investing activities:				
Proceeds from maturity of investments	4,602,399	14,516,713	19,119,112	914,848
Payments for purchases of investments	(6,887,429)	(26,918,435)	(33,805,864)	(1,006,349)
Investment earnings received	96,688	386,654	483,342	14,785
Net cash used for investing activities	(2,188,342)	(12,015,068)	(14,203,410)	(76,716)
Net change in cash and cash equivalents	(3,787,979)	(12,849,470)	(16,637,449)	(419,754)
Cash and cash equivalents - beginning	6,807,918	33,858,028	40,665,946	420,225
Cash and cash equivalents - ending	\$ 3,019,939	\$ 21,008,558	\$ 24,028,497	\$ 471
Reconciliation of operating income (loss) to net cash provided by (used in) operating activities:				
Operating income (loss)	\$ 1,428,531	\$ 617,318	\$ 2,045,849	\$ (1,685,247)
Adjustments to reconcile operating income (loss) to net cash provided by (used for) operating activities:				
Miscellaneous revenue	(359,168)	(135,214)	(494,382)	-
Bad debt expense	142,465	222,560	365,025	-
Depreciation and amortization	2,066,761	15,720,582	17,787,343	-
Loss on disposal of property, plant and equipment	504,415	504,378	1,008,793	-
(Increase) decrease in accounts receivable, net	(249,660)	(1,491,506)	(1,741,166)	(82,833)
Decrease in due from other funds	111,747	349,090	460,837	11,551
Increase in lease receivable	-	(674,576)	(674,576)	-
Increase (decrease) in accounts payable and accrued liabilities	45,231	1,307,846	1,353,077	(33,943)
Increase (decrease) in payroll payable	30,927	67,921	98,848	(1,291)
Increase in due to other funds	-	-	-	1,036,524
Increase (decrease) in retainage payable	31,173	(166,162)	(134,989)	-
Increase in guaranty deposits	16,346	46,500	62,846	-
Increase (decrease) in compensated absences	37,013	(49,145)	(12,132)	(8,646)
Increase in deferred inflow from leases	-	612,927	612,927	-
Net cash provided by (used for) operating activities	\$ 3,805,781	\$ 16,932,519	\$ 20,738,300	\$ (763,885)
NONCASH ACTIVITIES:				
Donated water and sewer distribution systems	\$ -	\$ 3,511,524	\$ 3,511,524	\$ -
Change in unrealized loss on investments	\$ (231,943)	\$ 990,650	\$ 758,707	\$ (35,267)

See notes to financial statements.

THE CITY OF NORMAN, OKLAHOMA

STATEMENT OF FIDUCIARY NET POSITION - FIDUCIARY FUNDS JUNE 30, 2022

	Pension Trust Fund	Custodial Fund
ASSETS		
Cash and cash equivalents	\$ -	\$ 2,600
Investments		
Mutual funds	91,605,218	-
U.S. Agencies	-	6,952
Interest receivable	-	15
Due from other funds	-	65
Loans to 401(a) Plan participants	<u>3,017,636</u>	<u>-</u>
Total assets	<u>\$ 94,622,854</u>	<u>\$ 9,632</u>
LIABILITIES AND NET POSITION		
Funds held for others	\$ -	\$ 9,632
Net position restricted for defined benefit pensions	144,382	-
Net position restricted for defined contribution pensions	<u>94,478,472</u>	<u>-</u>
Total liabilities and net position	<u>\$ 94,622,854</u>	<u>\$ 9,632</u>

See notes to financial statements.

THE CITY OF NORMAN, OKLAHOMA

STATEMENT OF CHANGES IN FIDUCIARY NET POSITION - FIDUCIARY FUNDS FOR THE YEAR ENDED JUNE 30, 2022

	Pension Trust Fund	Custodial Fund
ADDITIONS:		
Contributions:		
Employer	\$ 2,830,104	\$ -
Employee	<u>2,171,243</u>	<u>-</u>
Total contributions	5,001,347	-
Investment income	<u>(18,256,172)</u>	<u>(100)</u>
Total additions	<u>(13,254,825)</u>	<u>(100)</u>
DEDUCTIONS:		
Pension benefits paid	13,888,662	-
Administration costs	<u>173,283</u>	<u>-</u>
Total deductions	<u>14,061,945</u>	<u>-</u>
NET DECREASE IN FIDUCIARY NET POSITION	(27,316,770)	(100)
Net position:		
Beginning of year	<u>121,939,624</u>	<u>9,732</u>
End of year	<u>\$ 94,622,854</u>	<u>\$ 9,632</u>

See notes to financial statements.

THE CITY OF NORMAN, OKLAHOMA

NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting and reporting policies of the City of Norman, Oklahoma (the “City”) conform to accounting principles generally accepted in the United States of America for state and local governments. Generally accepted accounting principles for municipalities are defined as those principles promulgated by the Governmental Accounting Standards Board (“GASB”). The following represent the more significant accounting and reporting policies and practices of the City.

Reporting Entity - The City is a municipal corporation governed by an elected mayor and eight-member council. The accompanying financial statements present the government and its component units, entities for which the City is considered to be financially accountable. Blended component units, although legally separate entities, are, in substance, part of the City’s operations and therefore data from these units are combined with data of the City. Each blended component unit has a June 30 year end.

Blended Component Units - The Norman Municipal Authority (“NMA”) was established in April 1965. Activities of the NMA include sanitation services for the City. The governing body of the NMA is the same as the City’s governing body. The City is the sole beneficiary of the NMA and receives all trust properties and resulting revenues upon retirement of all trust indebtedness. The City maintains all accounting records. The NMA is reported as an enterprise fund and does not issue separate financial statements.

The Norman Utilities Authority (“NUA”) was established February 2, 1970. Activities of the NUA include financing and operating certain utility systems for the City. The governing body of the NUA is the same as the City’s governing body. The City is the sole beneficiary of the NUA and receives all trust properties upon termination. The City maintains all accounting records. The NUA is presented as an enterprise fund and does not issue separate financial statements.

The Norman Tax Increment Finance Authority (“NTIF”) was established July 11, 2006. Activities of the NTIF include financing Tax Increment Financing District #2 – University North Park. The governing body of the NTIF is the same as the City’s governing body. The City is the sole beneficiary of the NTIF and receives all trust properties upon termination. The City maintains all accounting records. The NTIF is presented within the Capital Project Fund in the governmental funds balance sheet and does not issue separate financial statements.

The Norman Economic Development Authority (“NEDA”) was established June 12, 2012. Activities of the NEDA include financing and operating economic development activities for the City. The governing body of the NEDA is the same as the City’s governing body. The City is the sole beneficiary of the NEDA and receives all trust properties upon termination. The City maintains all accounting records. As of June 30, 2022, NEDA had no transactions.

Basis of presentation –The City follows Governmental Accounting Standards Board (“GASB”) statements in the preparation of its financial statements. Additional information regarding the basis of accounting and the differences in presentation are contained in the Management’s Discussion and Analysis, which preceded the financial statements.

Government-wide and fund financial statements – The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the primary government and its component units. For the most part, the effect of interfund activity has been removed from these statements. *Governmental activities*, which normally are supported by taxes, intergovernmental revenues and other nonexchange transactions are reported separately from *business-type activities*, which rely to a significant extent on fees and charges to external customers for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements. All remaining governmental and enterprise funds are aggregated and reported as non-major funds.

Measurement focus, basis of accounting, and financial statement presentation – The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the proprietary fund and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments are recorded only when payment is due.

Sales taxes, excise taxes, franchise taxes, property taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and have been recognized as revenues of the current fiscal period. Only the portion of special assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. Expenditure driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other eligibility requirements have been met. All other revenue items are considered to be measurable and available only when cash is received by the City.

The City reports the following major governmental funds:

General Fund - The General Fund is the principal fund of the City which accounts for the general operations of the City and all other financial transactions not reported in other funds.

Public Safety Sales Tax Fund – A special revenue fund established to receive revenues from a special half-cent sales tax dedicated to public safety activities.

Special Grants Fund – Established to account for revenues and expenditures of other miscellaneous grants received from various sources.

Capital Projects Fund - The Capital Projects Fund is used to account for all major capital improvements which have been financed by designated resources, except those accounted for in the Norman Forward Fund or proprietary funds. Activities of the NTIF are included in this fund.

NORMAN FORWARD Fund – A capital projects fund established to receive revenues from a special half-cent sales tax dedicated to quality-of-life projects including multiple recreation facilities, libraries, parks, athletic venues, public art, trails, and swim complexes.

The City reports the following non-major governmental funds:

Debt Service Fund - The Debt Service Fund accounts for the accumulation of financial resources that are restricted or assigned for the payment of interest and principal on the general long-term debt of the City, other than debt service payments made by enterprise funds. Ad valorem taxes and interest earned on investments of the Debt Service Fund are used for the payment of principal, interest and commission to fiscal agents on the City’s general obligation bonds and judgments.

Special Revenue Funds - Special Revenue Funds are used to account for the proceeds of government grants or specific revenue sources (other than grants applicable to enterprise fund activities, expendable trusts or major capital projects) that are legally restricted, committed or assigned to expenditures for specified purposes. The City has eight nonmajor special revenue funds including:

- *Norman Room Tax Fund* - Established by City ordinance to receive revenues from the City hotel/motel occupancy tax. Tax receipts are required to be used for promoting and fostering convention and tourism development in the City.
- *Community Development Fund* - Established to account for the City’s Community Development Block Grants, Home Ownership Made Easy (“HOME”) Grants, Rental Rehabilitation and Emergency Shelter Grants received from the US Department of Housing and Urban Development (“HUD”).
- *Park Land Fund* - Established by City ordinance to receive revenues from developer fees dedicated to the acquisition of park land around the City.
- *Seizures and Restitutions Fund* - Established to account for the revenue available as a result of property seizures resulting from criminal investigations.
- *Cleet Fund* - Established to account for revenue derived by provision of State law to be utilized for law enforcement education and training.
- *Transit and Parking Fund* - Established to account for revenues and expenditures from transit and parking services.
- *Westwood Fund* - Established to account for revenues and expenditures from the operation of Westwood Park recreational facilities. During 2022, the Westwood Fund was transferred out of being a segment of the Norman Municipal Authority fund into its own stand alone nonmajor governmental fund. The debt associated with the funds was retired and the Westwood Fund was

no longer required to be reported as a segment of the Norman Municipal Authority fund. The transfer resulted in a beginning balance restatement in the Westwood Fund of \$427,318. Additionally, capital assets included in the transfer totaled approximately \$6,600,000.

- *Art in Public Places Fund* - Established to account for donations made to provide public art displays throughout the City.

The City reports the following major proprietary funds:

Norman Municipal Authority – A blended component unit established to account for the City’s sanitation services. During 2022, the Westwood Fund was transferred out of being a segment of the Norman Municipal Authority fund into its own stand alone nonmajor governmental fund. The debt associated with the funds was retired and the Westwood Fund was no longer required to be reported as a segment of the Norman Municipal Authority fund. The transfer resulted in a beginning balance restatement in the Norman Municipal Authority fund of approximately \$7,028,000.

Norman Utilities Authority – A blended component unit established to account for the water and wastewater utility systems for the City.

Risk Management Internal Service Fund – Established to account for the resources utilized by departments to provide for the self-insurance of Workers’ Compensation and Unemployment Insurance and to pay claims and receive premiums on insurance for employee health and property loss on a long-term cost-reimbursement basis.

The City reports the following fiduciary funds:

Pension Trust Funds - The Pension Trust Funds are used to account for the receipt, investment and distribution of retirement contributions to the Annuity Pool portion of the Employee Retirement System of the City. The Employee Retirement System Annuity Pool is a contributory defined benefit plan. The Pension Trust Funds are also used to account for the receipt, investment and distribution of retirement contributions from the City and employees to the Section 401(a) portion of the Employee Retirement System of the City. The Section 401(a) plan is a defined contribution plan for qualifying City employees.

Custodial Funds - Custodial Funds are accounted for using the accrual basis of accounting. These funds are used to account for assets that the City holds for others in a custodial capacity and are not required to be reported in pension trust funds, investment trust funds, or private purpose trust funds because the City does not have administration involvement or direct financial involvement and the assets were not derived from the City’s provision of goods or services. The City has one custodial fund, the Centennial Fund, which was created to account for assets held for the City’s firefighters to develop a yearbook celebrating the centennial anniversary of the City of Norman Firefighters.

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to the general rule are payments-in-lieu of taxes and other charges between the government’s enterprise funds. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Amounts reported in governmental funds as *program revenues* include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments that are restricted to meeting the operational or capital requirements of a particular function or segment. Internally dedicated resources

are reported as *general revenues* rather than as program revenues. Likewise, general revenues include all taxes.

Proprietary funds distinguish *operating* revenues and expenses from *nonoperating* items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the City's enterprise funds are charges to customers for sales and services. Operating expenses for the enterprise funds and the internal service fund include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

Accounting Policies – The City's significant accounting policies related to the following financial statement categories are summarized below:

Implementation of New Standard

During the year ended June 30, 2022, the City adopted the provisions of GASB Statement No. 87, *Leases*. The standard requires the recognition of certain assets and liabilities for leases that previously were classified as operating leases and as inflows for resources or outflows of resources recognized based on the payment provisions of the contract. Under this standard, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources. The City has applied the provisions of this standard to the beginning of the period of adoption for which there was no impact on net position.

Assets, Liabilities, and Fund Equity

- a. *Cash and Cash Equivalents* - The City considers all highly liquid investments with an original maturity of three months or less when purchased to be cash and cash equivalents.
- b. *Pooled Cash and Investments* - The City Charter requires all cash belonging to the City to be placed in the custody of the Financial Services Department of the City. A "Pooled Cash" concept is used in maintaining the cash and investment accounts in the accounting records. Under this method, all cash is pooled for investment purposes and each fund has equity in the pooled amounts. Investments are allocated to the individual participating funds based upon a percentage determined by the Financial Services Department of the City. An interfund receivable/payable is recognized if the allocation of investments to a particular fund exceeds the fund's pooled cash amount before the allocation of the pooled investments.

Purchases and maturities of the pooled investments, as reported in the fund's statement of cash flows, are allocated to the participating proprietary funds based on their portion of total pooled investments.

- c. *Investments* – Investments are stated at fair value. Fair value is the amount at which a financial instrument could be exchanged in a current transaction between willing parties. The City considers quoted market price at June 30, 2022, to be the fair value of its investments.

Oklahoma Statutes authorize the City to invest in obligations of the United States government, its agencies and instrumentalities; collateralized or insured certificates of deposit and other evidences of deposit at banks, savings banks, savings and loan associations and credit unions located in this state, or fully insured certificates of deposit at banks, savings banks, savings and loan associations and credit unions located out of state; negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings bank, a savings and loan association or a state-licensed branch of a

foreign bank; prime banker’s acceptances which are eligible for purchase by the Federal Reserve System and which do not exceed 270 days’ maturity; prime commercial paper which shall not have a maturity that exceeds 180 days nor represent more than 10% of the outstanding paper of an issuing corporation; repurchase agreements that have underlying collateral consisting of those items specified above; and money market funds regulated by the Securities and Exchange Commission and which investments consist of those items noted above.

The Pension Trust Fund is invested based on guidelines established by its separate Board of Trustees.

- d. *Receivables and payables* – In the government-wide financial statements, receivables consist of all revenues earned at year-end and not yet received. Allowances for uncollectible accounts receivable are based upon historical trends and the periodic aging of accounts receivable.
- e. *Interfund Receivables and Payables* – Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either “due to / due from other funds” (i.e., the current portion of interfund loans) or “advances to / from other funds” (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as “due to / from other funds.” Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as “internal balances.”
- f. *Restricted Assets* – Restricted assets include cash and investments of both governmental activities and business-type activities that are legally restricted as to their use. The restricted assets are primarily related to debt trustee accounts and guaranty deposits.
- g. *Capital Assets* – Capital assets, which include property, plant and equipment and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$2,500 (amount not rounded) and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets, the majority of which generally consist of donated land and infrastructure which are recorded in the governmental funds and donated water and sewer distribution systems which are recorded in the proprietary funds, are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Land and construction in progress are not depreciated. The other property, plant, equipment and infrastructure are depreciated using the straight line method over the following estimated useful lives:

Buildings	40 – 65 years
Infrastructure	25 – 50 years
Improvements other than buildings & infrastructure	10 – 20 years
Machinery and equipment	3 – 20 years
Vehicles	3 – 7 years

- h. *Lease Assets* – Lease assets are initially recorded at the initial measurement of the lease liability, plus lease payments made at or before the commencement of the lease term, less any lease incentives received from the lessor at or before the commencement of the lease, plus initial direct

costs that are ancillary to place the asset into service. Lease assets are amortized on a straight-line basis over the shorter of the lease term or the useful life of the underlying asset.

- i. *Capital and Lease Asset Impairment* – The City evaluates capital and lease assets for impairment whenever events or circumstances indicate a significant, unexpected decline in the service utility of a capital or lease asset has occurred. If a capital or lease asset is tested for impairment and the magnitude of the decline in service utility is significant and unexpected, the capital asset historical cost and related accumulated depreciation are decreased proportionately such that the net decrease equals the impairment loss. No asset impairment was recognized during the year ended June 30, 2022.
- j. *Inventory* – The City records parts and fuel inventory within the General fund. Parts inventory is valued at actual cost using the first-in/first out method. Fuel inventory is recorded using average cost. The cost of such inventories is recorded as expenditures/expenses when consumed rather than when purchased.
- k. *Long-term Debt* – In the government-wide financial statements and proprietary fund types in the fund financial statements, long-term debt is reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position. Bond premiums and discounts, and losses on refunding are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are expensed during the current period.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

- l. *Liability for Incurred Claims* - The liability for incurred claims represents estimated claims (including future claim adjustment expenses) incurred but unpaid for workers compensation, group medical and dental, and unemployment claims as of the fiscal year end. The estimate includes claims reported as of June 30, 2022, as well as an estimated amount representing claims incurred but not reported. The City utilizes the services of an actuary in computation of the incurred but unpaid workers compensation portion of the liability.
- m. *Claims and Judgments Payable* - Under state law, judgments against the City can be paid over three years or can be paid immediately. The General Fund pays all claims and judgments. A liability has been recorded within the government-wide statements for claims and judgments payable. A liability for these amounts is reported in governmental funds when they become due and payable.
- n. *Compensated Absences* - Under the terms of union contracts and City personnel policies, City employees are granted vacation and sick leave in varying amounts. In the event of termination, an employee is paid for vacation leave accumulated and vested accumulated sick leave. Vesting of sick leave by employees and the maximum number of hours that can be accumulated for vacation and sick leave are dependent upon an employee's years of service. Upon retirement, one-half of accumulated sick leave is converted to vacation time, subject to the above limitation for maximum compensation for unused compensated absences.

A liability has been recorded within the government-wide and proprietary financial statements for accrued vacation and sick leave and certain salary related payments associated with the payment of compensated absences. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

- o. *Unearned Revenues* – The City received federal Coronavirus State and Local Fiscal Recovery Funds (CSLFR) as part of the American Rescue Plan Act (ARPA). The funding was received in advance of meeting certain eligibility requirements that must be met prior to being recognized as revenues. The City records these funds as an unearned revenue liability until the funds are expended in accordance with the required grant terms.
- p. *Fund Equity* – In the government-wide financial statements, equity is classified as net position and displayed in three components:
 1. *Net investment in capital assets* – Consists of capital and lease assets, net of accumulated depreciation and amortization and reduced by the outstanding balances of any notes or other borrowings attributable to those assets.
 2. *Restricted net position* – Consists of net position with constraints placed on the use either by external groups, such as grantors or laws and regulations of other governments, or law through constitutional provisions or enabling legislation.
 3. *Unrestricted net position* – All other assets that do not meet the definition of “restricted” or “net investment in capital assets.”

When both restricted and unrestricted net positions are available for use, generally it is the City’s policy to use restricted resources first. For projects funded with tax-exempt debt proceeds and other sources, the debt proceeds are used first.

Governmental fund equity is classified as fund balance. Fund balance is further classified as follows and based on the nature of any limitations requiring the use of resources for specific purposes.

- a) *Nonspendable* – Includes fund balance amounts that cannot be spent either because it is not in spendable form or because of legal or contractual requirements.
- b) *Restricted* – Includes fund balance amounts that are constrained for specific purposes which are externally imposed by providers, such as creditors or amounts constrained due to constitutional provisions or enabling legislation.
- c) *Committed* – Includes fund balance amounts that are constrained for specific purposes that are internally imposed by the City through formal action of the highest level of decision making authority. The City Council is the highest level of decision making authority that can, by adoption of an Ordinance prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the ordinance remains in place until a similar action by City Council is taken (the adoption of another ordinance) to remove or revise the limitation.
- d) *Assigned* – Amounts in the assigned fund balance classification are intended to be used by the government for specific purposes but do not meet the criteria to be classified as committed. The City Council may assign fund balance as it does when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year’s appropriated budget. Unlike commitments, assignments generally only exist temporarily. In other words, an

additional action does not normally have to be taken for the removal of an assignment. Conversely, as discussed above, an additional action is essential to either remove or revise a commitment.

- e) *Unassigned* – Includes the residual balance of the General Fund that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes with the General Fund.

When both restricted and unrestricted sources (the total of committed, assigned, and unassigned fund balance) are available for use, generally it is the City's policy to use restricted resources first. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

Cost Sharing Defined Benefit Pension Plans

The City participates in two cost-sharing multiple-employer defined benefit pension plans, the Oklahoma Firefighters Pension & Retirement System (OFPRS) and the Oklahoma Police Pension and Retirement System (OPPRS) (the Plans). For purposes of measuring the net pension asset, liability, deferred outflows of resources and deferred inflows of resources related to the pensions, and pension expense, information about the fiduciary net position of the Plan and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by the Plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Defined Benefit Other Postemployment Benefit Plan

The City has a single-employer defined benefit other postemployment benefit (OPEB) plan, (the OPEB Plan). For purposes of measuring the total OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, these line items have been determined on the same basis as they are reported by the OPEB Plan. For this purpose, benefit payments are recognized when due and payable in accordance with the benefit terms.

Deferred outflows/inflows of resources

Deferred outflows of resources represent a consumption of net assets that applies to a future period(s) and so will not be recognized as an outflow of resources (expense) until then. The City has a deferred outflow for a bond refunding, which is the difference in the carrying value of refunded debt and its reacquisition price. This amount is deferred or amortized to interest expense over the shorter of the life of the refunded or new debt. In addition, the City has deferred outflows related to pensions or other post employment benefits (OPEB), See Note 4(b) and 4(c) for additional information.

Deferred inflows of resources represent an acquisition of net assets that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until then. The City has a deferred inflow related to pensions, OPEB plans and leases. See Note 4(b) and 4(c) for additional information.

Revenues, Expenditures and Expenses

- a. *Property Tax Revenue* - Property taxes attach an enforceable lien on property as of January 1. Taxes are levied annually on November 1 and are due one-half by December 31 and one-half by March 31. The Tax Assessor's office bills and collects the property taxes and remits to the City its portion. Property taxes not paid prior to April are considered delinquent. Such delinquent tax payments have not historically been material. Delinquent tax payments are received throughout the year and are recognized as revenue in the year received, except for those received within 60 days of year end, which are recognized as revenues as of June 30, 2022 in both the government-wide and fund financial statements.
- b. *Sales Taxes* - Sales taxes are collected by vendors and required to be remitted to the State of Oklahoma by the 20th of the month following collection. The tax is then paid to the City by the 10th of the next month. A two month lag exists between collection by the vendor and payment to the City by the State. Revenue received in July and August from sales made in May and June, respectively, is available for prior year expenses and is accrued in both the government-wide and fund financial statements.
- c. *Charges for Service* – Charges for services consist primarily of charges made by the General Fund for services such as motor pool usage, printing, accounting, data processing, facilities usage and other benefits provided to the other funds of the City.
- d. *Intergovernmental Revenues/Capital Grants Earned* - Revenues from Federal and State operating grants are recognized when expenditures are made. Similarly, capital grants are considered earned when the expenditures are made. The earned portion of capital grants in Proprietary Funds is treated as a capital contribution within the statement of revenues, expenses and changes in fund net position.
- e. *Investment Earnings* - Investment earnings on pooled cash and investments are allocated on a pro-rata basis to the City's funds based on the percentage of each fund's average month-end pooled cash balance.

Use of Estimates - The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets, deferred outflows of resources, liabilities and deferred inflows of resources and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

2. RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

Explanation of certain differences between the governmental fund balance sheet and the government-wide statement of net position – The governmental fund balance sheet includes a reconciliation between *fund balance – total governmental funds* and *net position – governmental activities* as reported in the government-wide statement of net position. One element of that reconciliation explains that “long-term liabilities, including bonds payable and net pension and OPEB liabilities (including related deferred outflows/inflows of resources), are not due and payable in the current period and therefore are not reported in the funds.” The details of this \$224,580,356 difference are as follows:

General obligation bonds payable	\$ 74,404,265
Sales tax revenue notes payable	97,078,000
Notes payable	655,000
Compensated absences	8,828,590
Leases payable	546,881
Total OPEB liability	7,060,296
Net pension asset	(18,257,065)
Net pension liability	25,969,901
Deferred outflows of resources	(16,914,228)
Deferred inflow of resources	43,798,050
Accrued interest payable	<u>1,410,666</u>
Net adjustment to reduce fund balance - total governmental funds to arrive at net position - governmental activities	<u>\$ 224,580,356</u>

Explanation of certain differences between the governmental fund statement of revenues, expenditures, and changes in fund balances and the government-wide statement of activities – The governmental fund statement of revenues, expenditures, and changes in fund balances includes a reconciliation between net *changes in fund balances – total governmental funds* and *changes in net position of governmental activities* as reported in the government-wide statement of activities. One element of that reconciliation explains that “Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.” The details of this \$5,247,528 difference are as follows:

Capital outlay	\$ 30,805,695
Depreciation expense	<u>(25,558,167)</u>
Net adjustment to increase net changes in fund balances - total governmental funds to arrive at changes in net position of governmental activities	<u>\$ 5,247,528</u>

Another element of that reconciliation states that “Contributed capital assets (land, buildings, and infrastructure) and other miscellaneous capital asset transactions recorded in government-wide financial statements but not recorded in fund level financial statements.” The details of this \$5,740,305 difference are as follows:

Donations of capital assets increase net position in the statement of activities, but do not appear in the governmental funds because they are not financial resources. \$ 5,760,964

In the statement of activities, only the gain on the sale of capital assets is reported. However, in the governmental funds, the proceeds from the sale increase financial resources. Thus, the change in net position differs from the change in fund balance by the cost of the capital asset sold. (298,561)

The statement of activities reports gains arising from the trade-in of existing capital assets to acquire new capital assets. Conversely, governmental funds do not report any gain or loss on a trade-in of capital assets. 277,902

Net adjustment to increase net changes in fund balances - total governmental funds to arrive at changes in net position of governmental activities \$ 5,740,305

Another element of that reconciliation states that "Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore are not reported as expenditures in the governmental funds." The details of this \$529,957 difference are as follows:

Change in accrued interest payable	\$ 182,232
Change in net pension and total OPEB liability	133,831
Change in debt issuance premium or discount	<u>213,894</u>
Net adjustment to increase net change in fund balances - total governmental funds to arrive at changes in net position of governmental activities	<u>\$ 529,957</u>

3. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

Budgets and Budgetary Accounting - The City Manager is required by City Charter and the Oklahoma Municipal Budget Act to prepare and submit an annual budget to the City Council. A budget is prepared and legally adopted for the General Fund, Special Revenue Funds, Debt Service Fund, and Capital Projects Fund. These budgets are prepared on a cash basis for revenues, except for accrued interest receivable and other receivables. For budget purposes, expenditures include amounts paid and encumbered, as well as amounts in accounts payable at the end of the fiscal year. Purchase orders, contracts and other commitments for the expenditure of funds are recorded as encumbrances to reserve a portion of the applicable appropriation.

Budgeted expenditures and encumbrances for the budgeted funds cannot exceed the estimated revenues and fund balance, and it is unlawful for the City to create or authorize creation of a deficit in any of these funds. Budgetary control is exercised by function at the fund level. These functional categories include salaries and benefits; supplies and materials; services and maintenance; debt service; and capital outlay. Amendments must be approved by the City Council. The City Manager is authorized to transfer budgeted appropriations within individual funds, but cannot alter the appropriations on a fund level without City Council approval. Supplemental appropriations within all funds by the City Council during the fiscal year ended June 30, 2022 amounted to \$41,479,356. Unencumbered appropriations lapse at year end while encumbered appropriations are carried over to the ensuing fiscal year until utilized or

canceled and are classified within the restricted, committed or assigned fund balance category, as appropriate, based on the criteria of the fund balance classifications.

Oklahoma Statutes also require the City Council each year to make an ad valorem tax levy for a sinking fund (Debt Service Fund) which shall, with cash and investments in the fund, be sufficient to pay all the bonded indebtedness, interest and one-third of all outstanding judgments coming due in the following year.

4. DETAIL NOTES ON ALL FUNDS

Deposits and Investments

Custodial Credit Risk - Deposits – Custodial credit risk is the risk that in the event of a bank failure, the City’s deposits may not be returned to it. The City’s policy for collateralization is that pledged securities will have a market value of at least 102% of the value of funds on deposit and that collateral be limited to either 1) U.S. Treasury, agency and instrumentality securities or 2) direct debt obligations of municipalities, counties, and school districts in Oklahoma. As of June 30, 2022, none of the City’s bank balance of \$129,371,576 was exposed to custodial credit risk. Approximately \$10,455,000 in uninvested cash was in trustee accounts and not considered to be uncollateralized. Also, approximately \$32,318,000 is made available to banking institutions to cover cash availability requirements and is covered by FDIC insurance. As of June 30, 2022, the City’s carrying balance of these deposits was \$128,328,637.

Interest Rate Risk – As of June 30, 2022, the City had the following investments subject to interest rate risk:

Investment Type	Fair Value	Weighted Average Maturity (Years)
Money Market Mutual Funds	\$ 57,882,166	0.06
U.S. Treasury Notes	36,843,957	0.95
Federal Home Loan Bank	23,078,435	1.34
Federal Farm Credit Bank	24,113,598	1.74
Federal Home Loan Mortgage Corporation	14,480,190	0.86
Federal Agricultural Mortgage Corporation	7,475,153	1.84
Federal National Mortgage Association	6,309,553	1.13
Total fair value	<u>\$ 170,183,052</u>	
Portfolio weighted average maturity		0.85

In accordance with its investment policy, the City manages its exposure to declines in fair values by limiting investment maturities to not more than ten years from the date of purchase.

The following schedules reconcile the carrying amounts of deposits and investments above to the government-wide statement of net position:

Primary Government:

Carrying value of deposits -	
Pooled and nonpooled funds	\$ 128,328,637
Money market mutual funds	57,882,166
Less: Certificates of deposits classified as investments	<u>(3,898,838)</u>
	<u>\$ 182,311,965</u>
Cash as reported on the government-wide statement of net position -	
Cash and cash equivalents	\$ 68,006,462
Restricted cash and cash equivalents - current	107,863,467
Restricted cash and cash equivalents - long-term	<u>6,442,036</u>
	<u>\$ 182,311,965</u>
Carrying value of investments -	
Pooled and nonpooled funds	\$ 170,183,052
Site development certificate of deposits	3,898,838
Less: Money market mutual funds classified as cash equivalent	<u>(57,882,166)</u>
	<u>\$ 116,199,724</u>
As reported on the government-wide statement of net position -	
Investments	\$ 112,521,147
Restricted investments - current	<u>3,678,577</u>
	<u>\$ 116,199,724</u>

Credit Risk –The City’s investment policy does not cover credit risk. The City’s investments as of June 30, 2021 were rated by Moody’s Investor Service and Standard & Poor’s as follows:

	<u>Moody's</u>	<u>S & P</u>
Federal Farm Credit Bank	Aaa	AA+
Federal Home Loan Mortgage Corporation	Aaa	AA+
Federal Home Loan Bank	Aaa	AA+
Federal Agricultural Mortgage Corporation	Aaa	AA+
Federal National Mortgage Association	Aaa	AA+
U.S. Treasury Notes	Unrated	Unrated
Money Market Mutual Funds	Unrated	Unrated

Concentration of Credit Risk – The City’s investment policy places no limit on the amount the City may invest in any one issuer. More than 5% of the City’s investments are in two money market mutual funds;

the Federated Hermes Government Obligations Tax Managed Fund and the Federated Treasury Obligations Service Fund, which represents 14% and 15%, respectively of the City's total investments.

Fiduciary Funds – The City's fiduciary funds are not included in the risks and amounts identified above and are invested in mutual funds traded on public exchanges and have substantially the same risks as the primary government.

Custodial Credit Risk – Investments – For an investment, this is the risk that, in the event of the failure of the counterparty, the City will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. It is the City's policy to maintain investment securities that are insured or registered in the City's name and held by the City or its agent in the City's name whenever possible. As of June 30, 2022, the City's investment were not exposed to custodial credit risk as all of the City's investments were registered in the name of the City and held by a counterparty.

Investments Measured at Fair Value

The City categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

The City has the following recurring fair value measurements as of June 30, 2022:

- US Treasury securities of \$36,843,957 are valued using quoted market prices (Level 1 inputs).
- Federal government agencies securities of \$75,456,929 are valued using quoted market prices of similar assets in an active market (Level 2 inputs).
- Money market mutual funds of \$57,882,166 are valued using quoted market prices (Level 1 inputs).
- Mutual funds of \$91,605,218 reported in the Statement of Fiduciary Net Position are valued using quoted market prices (Level 1 inputs).

Amount Due From Federal Government - The amount shown in both the government-wide and fund financial statements as due from the Federal government represents \$1,026,682 of allowable expenditures under various direct and pass through grants for which the City has requested reimbursement.

Interfund receivables and payables – Interfund receivables and payables for the year ended June 30, 2022:

<u>Fund Name</u>	<u>Due from other funds</u>	<u>Due to other funds</u>
General Fund	\$ 130,482	\$ -
Public Safety Sales Tax Fund	-	134,667
Special Grants Fund	1,957	-
Capital Projects Fund	386,461	-
Nonmajor Governmental Fund	140,520	-
Norman Forward Fund	226,174	-
Norman Municipal Authority	75,984	-
Norman Utilities Authority	209,613	-
Internal Service Fund	-	1,036,524
	<u>\$ 1,171,191</u>	<u>\$ 1,171,191</u>

Transfers - Transfers for the year ended June 30, 2022 consisted of the following:

<u>Transfers In</u>							
<u>Transfers</u>	<u>General</u>	<u>Capital</u>	<u>Norman</u>	<u>Special</u>	<u>Nonmajor</u>	<u>Internal</u>	<u>Total</u>
<u>Out</u>	<u>Fund</u>	<u>Projects</u>	<u>Forward</u>	<u>Grants</u>	<u>Governmental</u>	<u>Service</u>	<u>Transfers</u>
		<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	<u>Out</u>
General Fund	\$ -	\$ 7,127,000	\$ -	\$ -	\$ 93,095	\$ -	\$ 7,220,095
Nonmajor Governmental Funds	3,221,610	534,426	3,801,683	-	12,052	468,293	8,038,064
Special Grants Fund	-	3,000,000	-	-	-	-	3,000,000
Capital Projects Fund	2,820,655	-	380,559	1,170,172	2,200,565	-	6,571,951
Norman Forward Fund	349,828	-	-	-	35,000	-	384,828
Internal Service Fund	47,446	-	-	-	-	-	47,446
Enterprise Funds	1,689,413	630,000	-	-	-	-	2,319,413
Total Transfers In	<u>\$ 8,128,952</u>	<u>\$ 11,291,426</u>	<u>\$ 4,182,242</u>	<u>\$ 1,170,172</u>	<u>\$ 2,340,712</u>	<u>\$ 468,293</u>	<u>\$ 27,581,797</u>

Transfers are used for varying reasons including but not limited to moving unrestricted general fund revenues to finance various programs that the City must account for in other funds in accordance with budgetary authorizations, including amounts provided as subsidies or matching funds for various grant programs.

The most significant transfers were initiated by the City for the following reasons:

- The Capital Projects Fund transferred \$2,743,481 to the General Fund to pay for the purchase of vehicles and equipment and fund street maintenance projects.
- The General Fund transferred \$3,500,000 to the Capital Fund to help with construction overruns for the Development Center renovation.

- The General Fund transferred \$1,500,000 to the Capital Fund for the Long-Range Plans Project.
- The Enterprise Funds transferred \$1,689,413 to the General Fund as a fee in lieu of franchise fees.

Leases Receivable – The City leases space on its water towers to various cellular companies, the terms of which expire December 2022 through September 2025. Payments increase three percent (3%) annually. The leases were measured based upon the 3% increase at lease commencement. The City leases land for stand-alone towers to various cellular companies, the terms of which expire April 2024 through June 2026. Payments increase three percent (3%) annually. The leases were measured based upon the 3% increase at lease commencement.

Revenue recognized under lease contracts during the year ended June 30, 2022 was \$281,810 which includes both lease revenue and interest.

Capital Assets – Capital asset activity for the fiscal year ended June 30, 2022 was as follows:

	Beginning Balance (As Restated)	Additions	Deletions	Ending Balance
Governmental activities:				
Capital assets, not being depreciated:				
Land	\$ 75,518,262	\$ 50,300	\$ -	\$ 75,568,562
Construction in progress	47,895,914	31,693,959	(36,905,863)	42,684,010
Capital assets, being depreciated:				
Buildings	78,935,190	8,584,867	-	87,520,057
Improvements	42,033,131	2,996,108	-	45,029,239
Machinery and equipment	61,321,006	3,237,938	(537,091)	64,021,853
Vehicles	26,394,021	1,255,361	(1,239,316)	26,410,066
Infrastructure	<u>648,708,658</u>	<u>25,653,988</u>	<u>(1,778)</u>	<u>674,360,868</u>
Totals at historical cost	<u>980,806,182</u>	<u>73,472,521</u>	<u>(38,684,048)</u>	<u>1,015,594,655</u>
Less accumulated depreciation				
Buildings	(22,568,823)	(2,422,063)	-	(24,990,886)
Improvements	(20,508,401)	(1,778,955)	-	(22,287,356)
Machinery and equipment	(35,198,184)	(5,229,924)	537,093	(39,891,015)
Vehicles	(17,603,518)	(1,910,724)	1,220,435	(18,293,807)
Infrastructure	<u>(387,296,145)</u>	<u>(14,216,501)</u>	<u>-</u>	<u>(401,512,646)</u>
Total accumulated depreciation	<u>(483,175,071)</u>	<u>(25,558,167)</u>	<u>1,757,528</u>	<u>(506,975,710)</u>
Governmental activities capital assets, net	<u>\$ 497,631,111</u>	<u>\$ 47,914,354</u>	<u>\$ (36,926,520)</u>	<u>\$ 508,618,945</u>
Business-type activities:				
Capital assets, not being depreciated:				
Land	\$ 4,521,317	\$ 71,450	\$ -	\$ 4,592,767
Construction in progress	34,755,638	9,773,428	(15,612,491)	28,916,575
Capital assets, being depreciated:				
Buildings and improvements	230,035,152	5,169,416	(993,222)	234,211,346
Machinery and equipment	<u>235,942,220</u>	<u>17,137,141</u>	<u>(2,871,783)</u>	<u>250,207,578</u>
Totals at historical cost	<u>505,254,327</u>	<u>32,151,435</u>	<u>(19,477,496)</u>	<u>517,928,266</u>
Less accumulated depreciation				
Buildings and improvements	(115,970,635)	(5,861,745)	640,362	(121,192,018)
Machinery and equipment	<u>(92,918,543)</u>	<u>(11,864,312)</u>	<u>2,253,206</u>	<u>(102,529,649)</u>
Total accumulated depreciation	<u>(208,889,178)</u>	<u>(17,726,057)</u>	<u>2,893,568</u>	<u>(223,721,667)</u>
Business-type activities capital assets, net	<u>\$ 296,365,149</u>	<u>\$ 14,425,378</u>	<u>\$ (16,583,928)</u>	<u>\$ 294,206,599</u>

Lease Assets –Activity for the fiscal year ended June 30, 2022 was as follows:

	Beginning Balance	Additions	Deletions	Ending Balance
Governmental activities:				
Lease assets, being amortized:				
Buildings	\$ 565,236	\$ -	\$ -	\$ 565,236
Machinery and equipment	40,245	-	-	40,245
Totals	<u>605,481</u>	<u>-</u>	<u>-</u>	<u>605,481</u>
Less accumulated amortization				
Buildings	-	(51,385)	-	(51,385)
Machinery and equipment	(8,982)	(9,408)	-	(18,390)
Total accumulated amortization	<u>(8,982)</u>	<u>(60,793)</u>	<u>-</u>	<u>(69,775)</u>
Governmental activities lease assets, net	<u>\$ 596,499</u>	<u>\$ (60,793)</u>	<u>\$ -</u>	<u>\$ 535,706</u>
Business-type activities:				
Lease assets, being amortized:				
Land	\$ 1,000,828	\$ -	\$ -	\$ 1,000,828
Machinery and equipment	5,597	-	-	5,597
Totals at historical cost	<u>1,006,425</u>	<u>-</u>	<u>-</u>	<u>1,006,425</u>
Less accumulated amortization				
Land	(60,434)	(60,434)	-	(120,868)
Machinery and equipment	(1,278)	(852)	-	(2,130)
Total accumulated amortization	<u>(61,712)</u>	<u>(61,286)</u>	<u>-</u>	<u>(122,998)</u>
Business-type activities lease assets, net	<u>\$ 944,713</u>	<u>\$ (61,286)</u>	<u>\$ -</u>	<u>\$ 883,427</u>

Depreciation and amortization expense was charged to functions/programs of the primary government as follows:

Governmental activities:

General government	\$1,890,701
Planning	42,920
City controller	139,213
Parks and recreation	2,546,363
Public works	15,671,180
Public service	202
Public safety	5,328,381
Total depreciation and amortization expense – governmental activities	<u>\$25,618,960</u>

Business-type activities:

Utilities authority	\$15,720,582
Sanitation services	2,066,761
Total depreciation and amortization expense – business-type activities	<u>\$17,787,343</u>

Pension Plan Obligations - Each qualified employee participates in one of the three retirement plans in which the City participates. These are The Employee Retirement System of the City of Norman, The Oklahoma Firefighters Pension and Retirement System, and The Oklahoma Police Pension and Retirement System. The City does not maintain the accounting records, hold the investments nor administer the firefighters' or police retirement funds. The police officers' and firefighters' plans are statewide systems administered by the State of Oklahoma. The municipal employees' plan is managed by a separate board of trustees, and the assets are held in custody and administered by two asset managers.

Pension Plan

The City participates in three pension retirement plans:

- Employee Retirement System of the City of Norman – A single-employer employee retirement system.
- Oklahoma Firefighters Pension & Retirement System (OFPRS) – A statewide cost-sharing multiple-employer defined benefit pension plan.
- Oklahoma Police Pension & Retirement System (OPPRS) – A statewide cost-sharing multiple-employer defined benefit pension plan.

The aggregate total for all pension-related items for all defined benefit plans is as follows:

	<u>Governmental Activities</u>
Pension expense	
Employee Retirement System	\$51,058
OFPRS	4,452,772
OPPRS	<u>(1,944,401)</u>
	<u>2,559,429</u>
 Net pension liability (asset)	
Employee Retirement System	\$0
OFPRS	25,969,901
OPPRS	<u>(18,257,065)</u>
	<u>\$7,712,836</u>
 Deferred outflows of resources	
Employee Retirement System	\$0
OFPRS	13,239,307
OPPRS	<u>2,577,155</u>
	<u>\$15,816,462</u>
 Deferred inflows of resources	
Employee Retirement System	\$0
OFPRS	24,694,183
OPPRS	<u>14,345,267</u>
	<u>\$39,039,450</u>

A summary of significant data for each of the retirement plans follows:

- a. *Employee Retirement System of the City of Norman - Plan Description* - The Employee Retirement System (“ERS”) of the City of Norman is a single-employer public employee retirement system which was established on November 1, 1967 by a City ordinance and amended on January 29, 1985 and July 1, 1991. The ERS was originally established as a defined benefit plan. On July 1, 1991, the City converted that portion of the ERS which related to unretired participants to a money purchase plan under Section 401(a) of the Internal Revenue Code (the “401(a) Plan”). An amount equal to the greater of the participants vested benefits under the ERS or their account balance in the ERS was transferred to a participant account in the 401(a) Plan. The portion of the ERS that relates to retired participants at July 1, 1991 (“the Annuity Pool”) remains in existence to pay benefits to those retired employees receiving benefits at July 1, 1991. The activities of the Annuity Pool and the 401(a) Plan are recorded in separate Pension Trust Funds which are included within the City’s financial statements.

The ERS does not issue a stand-alone financial report. Overall the defined benefit portion of the ERS plan is not entricial to the City’s financial statement as a whole. Therefore the information provided is for informational purposes only and is not intended to comply with the provisions of GASB Statement 68, *Accounting and Financial Reporting for Pensions – An Amendment of GASB Statement 27*.

The ERS is managed by a Board of Trustees, composed of six members, meeting once a quarter. Members by position include the City Manager, Finance Director and Personnel Director. One additional member is elected by the City Council and the final two members are elected by the American Federation of State, County and Municipal Employees Union membership.

Basis of Accounting – The ERS’s financial statements are prepared using the accrual basis of accounting. Employer and plan member contributions are recognized in the period that the contributions are due. Benefits and refunds are recognized when due and payable in accordance with the terms of each plan.

Method Used to Value Investments – ERS plan investments are reported at fair value. Short-term investments are reported at cost, which approximates fair value. Securities traded on national exchanges are valued at the last reported sales price. Investments that do not have an established market are reported at estimated fair value.

As of June 30, 2022, and for the year ended, the ERS held no securities issued by the City or other related parties.

1. *Annuity Pool* - As of July 1, 2021, the date of the last actuarial study, the Annuity Pool participants included eight retirees and other beneficiaries who are entitled retirement benefits including a death benefit equal to a lump sum amount equal to the normal retirement as projected for a ten year period of time.

At July 1, 2021 the Actuarial Accrued Liability for the Annuity Pool was \$215,563 and the market value of assets in the Annuity Pool was \$215,349. The City’s actuary has suggested an annual contribution for a period of ten years commencing July 1, 2022. The actuarial assumptions included (a) 7.25% investment rate of return (net of administrative expenses), (b) no projected salary increases, and (c) no cost of living increases. The actuarial value of assets was determined using techniques that smooth the effects of short-term volatility in the market value of investments over a five-year period. The City did not contribute to the plan in 2022.

The City will make future contributions as needed to make benefit payments should present plan assets be insufficient to do so.

2. *The 401(a) Plan* - The 401(a) Plan is a money purchase defined contribution plan under section 401(a) of the Internal Revenue Code. All non-voluntary contributions have been designated by the City as “picked up contributions” pursuant to Internal Revenue Code section 414(h)(2) and are treated as employer contributions for federal income tax purposes.

The City’s payroll for employees covered by the 401(a) Plan for the year ended June 30, 2022 was \$33,295,323, and total City payroll was \$62,558,364.

Substantially all full-time, non-uniformed employees of the City are required to participate in the 401(a) Plan. At June 30, 2022, there were 647 plan participants. Participants are required to contribute 6.5% of their compensation to the 401(a) Plan each pay period. This contribution is matched by the City at a rate of 8.5% of payroll. Administrative costs are financed through investment earnings. Participants become vested in the City’s contribution as follows:

Years of Service	Vesting Percentage
Less than 2	0%
2	25%
3	50%
4	75%
5	100%

The amount forfeited for the year ended June 30, 2022 was \$103,482. Contributions to the 401(a) Plan for 2022 were \$4,994,303. The contributions expressed in dollars and percent of covered payroll were: City - \$2,830,104, 8.5%, participants - \$2,164,199, 6.5%. The contribution requirements are in accordance with the City ordinance. Plan provisions and contribution requirements are established and may be amended by the City Council.

Trend Information

Fiscal Year	401(a) Plan	
	City's Required Contribution	City's Percentage Contributed
2020	2,625,655	100%
2021	2,751,223	100%
2022	2,830,104	100%

Financial Reports – Neither the Annuity Pool nor the 401(a) Plan issues stand-alone financial reports and are not included in the report of a public employee retirement system or a report of another entity. Their financial statements are as follows:

Statement of Net Position
June 30, 2022

Assets	Annuity Pool Fund	401(a) Plan Fund	Total
Investments - mutual funds	\$ 144,382	\$ 91,460,836	\$ 91,605,218
Loans to 401(a) Plan participants	-	3,017,636	3,017,636
Total assets	<u>\$ 144,382</u>	<u>\$ 94,478,472</u>	<u>\$ 94,622,854</u>
Liabilities and Net Position			
Net position restricted for pension benefits	\$ 144,382	\$ 94,478,472	\$ 94,622,854
Total liabilities and net position	<u>\$ 144,382</u>	<u>\$ 94,478,472</u>	<u>\$ 94,622,854</u>

Statement of Changes in Fiduciary Net Position
For the Year Ended June 30, 2022

	Annuity Pool Fund	401(a) Plan Fund	Total
Additions:			
Contributions - employer	\$ -	\$ 2,830,104	\$ 2,830,104
Contributions - employee	-	2,171,243	2,171,243
Investment income (loss)	(19,662)	(18,236,510)	(18,256,172)
Total additions	<u>(19,662)</u>	<u>(13,235,163)</u>	<u>(13,254,825)</u>
Deductions:			
Pension benefits paid	50,287	13,838,375	13,888,662
Administration costs	771	172,512	173,283
Total deductions	<u>51,058</u>	<u>14,010,887</u>	<u>14,061,945</u>
Net increase (decrease)	(70,720)	(27,246,050)	(27,316,770)
Net position restricted for pension and retirement benefits:			
Beginning of year	<u>215,102</u>	<u>121,724,522</u>	<u>121,939,624</u>
End of year	<u>\$ 144,382</u>	<u>\$ 94,478,472</u>	<u>\$ 94,622,854</u>

b. *Oklahoma Firefighters Pension and Retirement System (OFPRS)*

Plan Description - Members of the City's Fire Department are covered by the Oklahoma Firefighters Pension and Retirement System (OFPRS), which is a statewide cost sharing multiple-employer public employee retirement system (the OFPRS Plan). The plan is administered by a board of trustees (the Board) appointed under state statute. Benefit provisions are contained in the Plan document and were established and can be amended by action of the OFPRS' board of trustees. The plan issues a publicly available financial report that can be obtained at www.ok.gov/fprs/.

Benefits Provided - In general, the OFPRS Plan provides defined retirement benefits based on members' final average compensation, age, and term of service. In addition, the retirement program provides for benefits upon disability and to survivors upon death of eligible members.

The Plan's benefits are established and amended by state statute. Retirement provisions are as follows:

Hired Prior to November 1, 2013 – Normal retirement is attained upon completing 20 years of service. The normal retirement benefit is equal to 50% of the member's final average compensation. Final average compensation is defined as the monthly average of the highest 30 consecutive months of the last 60 months of participating service.

Hired After November 1, 2013 - Normal retirement is attained upon completing 22 years of service. The normal retirement benefit is equal to 55% of the member's final average compensation. Final average compensation is defined as the monthly average of the highest 30 consecutive months of the last 60 months of participating service. Also must be age 50 to begin receiving benefits.

All firefighters are eligible for immediate disability benefits. For paid firefighters, the disability in-the-line-of-duty benefit for firefighters with less than 20 years of service is equal to 50% of final average monthly compensation, based on the most recent 30 months of service. For firefighters with over 20 years of service, a disability in-the-line-of-duty is calculated based on 2.5% of final average monthly compensation, based on the most recent 30 months, per year of service, with a maximum of 30 years of service. For disabilities not-in-the-line-of-duty, the benefit is limited to only those with less than 20 years of service and is 50% of final average monthly compensation, based on the most recent 60-month salary as opposed to 30 months.

A \$5,000 lump sum death benefit is payable to the qualified spouse or designated recipient upon the participant's death. The \$5,000 death benefit does not apply to members electing the vested benefit.

Firefighters hired prior to November 1, 2013, with 20 or more years of service may elect to participate in the Oklahoma Firefighters Deferred Retirement Option Plan (the "Deferred Option Plan"). Firefighters hired after November 1, 2013, with 22 or more years of service may elect to participate in the Deferred Option Plan. Active participation (having benefit payments credited to the account) in the Deferred Option Plan shall not exceed 5 years. Under the Deferred Option Plan, retirement benefits are calculated based on compensation and service at the time of election. The retirement benefits plus half of the municipal contributions on behalf of the participant are deposited into a deferred retirement account. The Deferred Option Plan accounts are credited with interest at a rate of 2% below the rate of return on the investment portfolio of the Plan, with a guaranteed minimum interest rate equal to the assumed actuarial interest rate of 7.5%, as approved by the Board. The participant is no longer required to make contributions. Upon retirement, the firefighter receives his/her monthly retirement benefit as calculated at the time of election. The member can elect to either leave the account balance accumulated in the Deferred Option Plan account or they can elect to have the balance paid to them either as a lump sum or in specified monthly payments. If the member elects to leave their account balance in the Deferred Option Plan account, they will continue to earn interest on their balance at the rate described above; however, no more benefit payments will be credited to their account. The member can leave their account balance in the Deferred Option Plan account until the age of 70½. When the member reaches 70½ years of age, they must either begin receiving regular monthly payments, based on the annuity method, or a lump sum distribution.

The Deferred Option Plan was modified effective November 1, 2013, to limit post-retirement interest for new members to a rate of return on the portfolio, less a 1% administrative fee. In addition, the members participating must withdraw all money by the age of 70½ .

In the 2003 Legislative Session, Senate Bill 286 and House Bill 1464 created a "Back" DROP for members of the System effective July 1, 2003. The "Back" DROP is a modified deferred retirement option plan. The "Back" DROP allows the member flexibility by not having to commit to terminate employment within 5 years. Once a member has met their normal retirement period of 20 years for those hired prior to November 1, 2013, and 22 years for those hired after November 1, 2013, the member can choose, upon retirement, to be treated as if the member had entered into the Deferred Option Plan. A member, however, cannot receive credit to the Deferred Option Plan account based upon any years prior to when the member reached their normal retirement date. Once a member is ready to retire, the member can make the election to participate in the "Back" DROP and can receive a Deferred Option Plan benefit based upon up to 5 years of participation. The member's regular retirement benefit will not take into account any years of service credited to the "Back" DROP. Firefighters with 20 years of service or who were receiving pension benefits as of May 26, 1983, are entitled to post-retirement adjustments equal to one-half the increase or decrease for top-step firefighters. Pensions will not be adjusted below the level at which the firefighter retired.

Contributions – The Board has the authority to establish and amend the contribution requirements of the City and active employees. Members of the OFPRS are required to pay 9% of their base pay to the pension plan until they reach 20 years of service, after which no contributions are required. The City is contractually required to pay 14% of base salary. For the year ended June 30, 2022, the total contribution to the system amounted to \$3,214,311 of which \$1,961,771 was made by the City and \$1,252,540 was made by the employees. These contributions represent 14% (City) and 9% (member) of covered payroll, actuarially determined as an amount that is expected to finance the costs of benefits earned by employees during the year, with any additional amount to finance any unfunded accrued liability. The total amount contributed to the system by the State of Oklahoma on behalf of the City was approximately \$2,876,000 and does not meet the criteria of a special funding situation.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions – At June 30, 2022, the City reported a liability of \$25,969,901, for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2021, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2021. The City's proportion of the net pension liability was based on a projection of the City's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2021, the City's proportion was 3.943398%

For the year ended June 30, 2022, the City recognized pension expense of \$4,452,772. At June 30, 2022, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 9,418,695	\$ 456,074
Changes of assumptions or other inputs	-	576,012
Employer change in proportion and differences between contributions recognized and proportionate share of contributions	1,858,841	3,017,137
Net difference between projected and actual earnings on pension plan investments	-	20,644,960
City's contributions subsequent to the measurement date	<u>1,961,771</u>	<u>-</u>
Total	<u>\$ 13,239,307</u>	<u>\$ 24,694,183</u>

At June 30, 2022, the City reported \$1,961,771 as deferred outflows of resources related to pensions resulting from City's contributions subsequent to the measurement date that will be recognized as a reduction of the net pension liability in the year ending June 30, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources totaling \$13,416,647 related to pensions will be recognized as a (reduction) or increase in pension expense as follows:

2023	\$ (2,316,016)
2024	(2,801,983)
2025	(3,210,478)
2026	<u>(5,088,170)</u>
	<u>\$ (13,416,647)</u>

Actuarial Assumptions – The total pension liability in the July 1, 2021, actuarial valuations was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.75%, compounded annually
Salary increases	2.75% to 10.5%, average, including inflation
Ad hoc cost of living adjustments	Half of the dollar amount of a 2.75%
	Assumed increase in base pay for retirees with 20 years of service as of May 26, 1983, no increase afterwards
Investment rate of return	7.5%, net of pension plan investment expense

Mortality rates were based on the Pub-2010 Public Safety Table with generational mortality improvement using MP-2018 (RP-2000 Blue Collar Healthy Combined with generational mortality

improvement using Scale AA for healthy lives and no mortality improvement for disabled lives in 2018).

The actuarial assumptions used in the July 1, 2021 valuation were based on the results of an actuarial experience study for the period July 1, 2013 through June 30, 2018.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Fixed Income	20%	3.53%
Domestic Equity	42%	5.73%
International Equity	20%	8.50%
Real Estate	10%	7.97%
Other Assets	<u>8%</u>	4.73%
	100%	

Discount Rate – The single discount rate used to measure the total pension liability was 7.5% for the measurement period ended June 30, 2021. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the current contribution rate and that participating employer contributions will be made at contractually required rates, actuarially determined. Based on these assumptions, the pension plan’s fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the City’s Proportionate Share of the Net Pension Liability to Changes in the Discount Rate – The City’s proportionate share of the net pension liability has been calculated using a discount rate of 7.5%. The following presents the City’s proportionate share of the net pension liability calculated using a discount rate 1% higher and 1% lower than the current rate.

	1% Decrease (6.5%)	Current Discount Rate (7.5%)	1% Increase (8.5%)
City's proportionate share of the net pension liability	\$ 40,583,343	\$ 25,969,901	\$ 13,735,454

Pension Plan Fiduciary Net Position – Detailed information about the pension plan’s fiduciary net position is available in the separately issued OFPRS Plan financial report, which can be located at www.ok.gov/fprs/.

c. *Oklahoma Police Pension and Retirement System (OPPRS)*

Plan Description - Members of the City’s Police Department are covered by the Oklahoma Police Pension and Retirement System (OPPRS), which is a statewide cost sharing multiple-employer public employee retirement system (the OPPRS Plan). The plan is administered by a board of trustees (the Board) appointed under state statute. Benefit provisions are contained in the Plan document and were established and can be amended by action of the OPPRS’ board of trustees. The plan issues a publicly available financial report that can be obtained at www.ok.gov/OPPRS/.

Benefits Provided – In general, the OPPRS Plan provides defined retirement benefits based on members’ final average compensation, age, and term of service. In addition, the retirement program provides for benefits upon disability and to survivors upon death of eligible members. The Plan’s benefits are established and amended by state statute. Retirement provisions are as follows:

- The normal retirement date under the Plan is the date upon which the participant completes 20 years of credited service, regardless of age. Participants become vested upon completing 10 years of credited service as a contributing participant of the Plan. No vesting occurs prior to completing 10 years of credited service. Participants’ contributions are refundable, without interest, upon termination prior to normal retirement. Participants who have completed 10 years of credited service may elect a vested benefit in lieu of having their accumulated contributions refunded. If the vested benefit is elected, the participant is entitled to a monthly retirement benefit commencing on the date the participant reaches 50 years of age or the date the participant would have had 20 years of credited service had employment continued uninterrupted, whichever is later.
- Monthly retirement benefits are calculated at 2.5% of the final average salary (defined as the average paid base salary of the officer over the highest 30 consecutive months of the last 60 months of credited service) multiplied by the years of credited service, with a maximum of 30 years of credited service considered.
- Monthly benefits for participants due to permanent disability incurred in the line of duty are 2.5% of the participants’ final average salary multiplied by 20 years. This disability benefit is reduced by stated percentages for partial disability based on the percentage of impairment. After 10 years of credited service, participants who retire due to disability incurred from any cause are eligible for a monthly benefit based on 2.5% of their final average salary multiplied by the years of service. This disability benefit is also reduced by stated percentages for partial disability based on the percentage of impairment. Effective July 1, 1998, once a disability benefit is granted to a participant, that participant is no longer allowed to apply for an increase in the dollar amount of the benefit at a subsequent date.
- Survivor’s benefits are payable in full to the participant’s beneficiary upon the death of a retired participant. The beneficiary of any active participant killed in the line of duty is entitled to a pension benefit. Effective July 1, 1999, a \$5,000 death benefit is also paid, in addition to any survivor’s pension benefits under the Plan, to the participant’s beneficiary or estate for active or retired members.

- The Deferred Option allows participants otherwise eligible for a normal retirement benefit to defer terminating employment and drawing retirement benefits for a period not to exceed 5 years. Under the Deferred Option, retirement benefits are calculated based on compensation and service at the time of election and a separate account is established for each participant. During the participation period, the employee's retirement benefit is credited to the participant's account along with a portion of the employer's contribution and interest. Interest is credited at a rate of 2% below the rate of return on the investment portfolio of the Plan, with a guaranteed minimum interest equal to the assumed actuarial interest of 7.5%. Employee contributions cease once participation in the Deferred Option is elected. At the conclusion of participation in the Deferred Option, the participant will receive the balance in the separate account under payment terms allowed by the Deferred Option and will then begin receiving retirement benefit payments as calculated at the time of election.
- In the 2003 Legislative Session, Senate Bill 688 and House Bill 1464 created a "Back" DROP for members of the System. The "Back" DROP is a modified deferred retirement option plan. The "Back" DROP allows the member flexibility by not having to commit to terminate employment within 5 years. Once a member has met their normal retirement period of 20 years, the member can choose, upon retirement, to be treated as if the member had entered into the "Back" DROP. A member, however, cannot receive credit to the "Back" DROP account based upon any years prior to when the member reached their normal retirement date. Once a member is ready to retire, the member can make the election to participate in the "Back" DROP and can receive a "Back" DROP benefit based upon up to 5 years of participation. The member's regular retirement benefit will not take into account any years of service credited to the "Back" DROP.
- In 2006, the Board approved a method of payment called the Deferred Option Payout Provision (the "Payout Provision"). The Payout Provision allows a retired member who has completed participation in the Deferred Option or the "Back" DROP the ability to leave their account balance in the Plan. The retired member's account balance will be commingled and reinvested with the total assets, and therefore the member will not be able to direct their personal investments. Written election must be made to the Board no more than 30 days following the termination of employment.
- Upon participating in the Payout Provision, a retired member shall not be guaranteed a minimum rate of return on their investment. A retired member shall earn interest on their account as follows:
 - a) The retired member shall earn two percentage points below the net annual rate of return of the investment portfolio of the System.
 - b) If the portfolio earns less than a 2% rate of return, but more than zero, the retired member shall earn zero percentage points.
 - c) If the portfolio earns less than zero percentage points, there shall be a deduction from the retired member's balance equal to the net annual rate of return of the investment portfolio of the System.

Interest as earned above shall be credited to the retired member's account.

The Oklahoma Legislature has the authority to grant percentage increases or special one-time payments to persons receiving benefits from the Plan. Additionally, certain retirees are entitled to receive a cost-of-living adjustment (COLA) when a COLA is granted to active police officers in the retiree's city. Participants eligible to receive both types of benefit increases are to receive the greater of the legislative increase or the benefit increase the participant would receive pursuant to the COLA provision.

Contributions – The Board has the authority to establish and amend the contribution requirements of the City and active employees. Members of the OPPRS are required to pay 8% of their base pay to the pension plan. The City is contractually required to pay 13% of base salary. For the year ended June 30, 2022, the total contribution to the system amounted to \$3,003,068 of which \$1,858,657 was made by the City and \$1,144,411 was made by the employees. These contributions represent 13% (City) and 8% (member) of covered payroll, actuarially determined as an amount that is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The total amount contributed to the system by the State of Oklahoma on behalf of the City was approximately \$1,080,000 and does not meet the criteria of a special funding situation.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions – At June 30, 2022, the City reported an asset of \$18,257,065, for its proportionate share of the net pension liability (asset). The net pension liability (asset) was measured as of June 30, 2021, and the total pension asset used to calculate the net pension liability (asset) was determined by an actuarial valuation as of July 1, 2021. The City's proportion of the net pension liability (asset) was based on a projection of the City's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2022, the City's proportion was 3.8058%

For the year ended June 30, 2022, the City recognized pension expense of (\$1,944,401). At June 30, 2022, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 262,128	\$ 720,604
Change in assumptions or other inputs	277,630	-
Employer change in proportion and differences between contributions recognized and proportionate share of contributions	178,740	306,765
Net difference between projected and actual earnings on pension plan investments	-	13,317,897
City's contributions subsequent to the measurement date	<u>1,858,657</u>	<u>-</u>
Total	<u>\$ 2,577,155</u>	<u>\$ 14,345,266</u>

At June 30, 2022, the City reported \$1,858,657 as deferred outflows of resources related to pensions resulting from City's contributions subsequent to the measurement date that will be recognized as a reduction of the net pension liability in the year ending June 30, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources totaling (\$13,626,768) related to pensions will be recognized as a (reduction) or increase in pension expense as follows:

2023	\$ (3,073,935)
2024	(2,689,898)
2025	(3,392,385)
2026	(4,455,065)
2027	<u>(15,485)</u>
	<u>\$ (13,626,768)</u>

Actuarial Assumptions – The total pension liability in the July 1, 2021, actuarial valuations was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.75%, compounded annually
Salary increases	3.5% to 12%, average, including inflation
Cost of living adjustments	Police officers eligible to receive increased benefits according to repealed Section 50-120 of Title 11 of the Oklahoma Statutes pursuant to a court order receive an adjustment of 1/3 to 1/2 of the increase or decrease of any adjustment to the base salary of a regular police officer, based on an increase in base salary of 3.5% (wage

inflation).
Investment rate of return 7.5%, net of pension plan investment expense.

Mortality rates were based on the RP-2000 Blue Collar Healthy Combined with generational mortality improvement using Scale AA with age set back four years for active, pre-retirement employees. For active post-retirement employees, mortality rates were based on the RP-2000 Blue Collar Healthy Combined index with generational mortality improvement using Scale AA. For disabled pensioners, mortality rates index were based on the RP-2000 Blue Collar Healthy Combined index with age set forward four years.

The actuarial assumptions used in the July 1, 2021 valuation was based on the results of an actuarial experience study for the period July 1, 2012 through June 30, 2017.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Fixed Income	25%	3.22%
Domestic Equity	35%	4.55%
International Equity	15%	8.50%
Real Estate	10%	7.97%
Private Equity	10%	9.36%
Other Assets	5%	0.00%
	100%	

Discount Rate – The single discount rate used to measure the total pension liability was 7.5% for the measurement period ended June 30, 2021. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the current contribution rate and that participating employer contributions will be made at contractually required rates, actuarially determined. Based on these assumptions, the pension plan’s fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the City’s Proportionate Share of the Net Pension Liability (Asset) to Changes in the Discount Rate – The City’s proportionate share of the net pension liability (asset) has been calculated using a discount rate of 7.5%. The following presents the City’s proportionate share of the net pension liability (asset) calculated using a discount rate 1% higher and 1% lower than the current rate.

	1% Decrease (6.5%)	Current Discount Rate (7.5%)	1% Increase (8.5%)
City's proportionate share of the net pension liability (asset)	\$ (6,846,939)	\$ (18,257,065)	\$ (27,905,115)

Pension Plan Fiduciary Net Position – Detailed information about the pension plan’s fiduciary net position is available in the separately issued OPPRS Plan financial report, which can be located at www.ok.gov/OPPRS/.

Other Postemployment Benefits

Plan Description – The City provides postemployment healthcare benefits (OPEB) for retired employees and their dependents through the City of Norman Postretirement Medical Plan (the Plan), a single-employer defined benefit healthcare plan. The benefits, coverage levels, employee contributions and employer contributions are governed by the City and can be amended by the City through its personnel manual and union contracts.

Benefits Provided – The City provides postretirement healthcare benefits to its retirees. The Plan covers all current retirees who elected postretirement medical coverage through the City and future retired general employees, police officers and firefighters.

All healthcare benefits are provided through the City’s self insured health plan. The benefit levels are the same as those afforded to active employees. Benefits include general inpatient and outpatient medical services and prescriptions. General employees are eligible for membership in the Plan if they retire from the City with eight years of service and with age and service totaling 70 points. Police officers and firefighters are eligible for benefits under the Plan if they retire from the City with 20 years of service. Coverage for dependants can continue upon the death of the retiree. Spouses of employees who die in active service eligible for benefits can receive coverage.

Membership – At July 1, 2021, membership consisted of:

Retirees and beneficiaries currently receiving benefits	66
Terminated employees entitled to benefits but not yet receiving them	0
Active employees	<u>720</u>
Total	<u>786</u>

Funding Policy – The plan participants are responsible for paying the full cost of their medical premium and the City is responsible for the claims and expenses in excess of participant contributions. As of June 30, 2022, no assets have been accumulated in a trust that meets the criteria in paragraph 4 of Statement 75. The net claims and expenses paid by the City are funded on a pay-as-you-go basis.

OPEB Liabilities, OPEB Expense, Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB – At June 30, 2022, the City reported a liability of \$7,060,296. The total OPEB liability was measured as of June 30, 2022, the total OPEB liability was determined by an actuarial valuation at July 1, 2021 calculated based on the discount rate and actuarial assumptions and was then projected forward to the measurement date. No actuarial experience study has been performed.

For the year ended June 30, 2022, the City recognized OPEB expense of (\$208,683). At June 30, 2022, the City reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 885,128	\$ 972,977
Change in assumptions or other inputs	<u>143,792</u>	<u>3,785,623</u>
Total	<u>\$ 1,028,920</u>	<u>\$ 4,758,600</u>

At June 30, 2022, amounts reported as deferred outflows of resources and deferred inflows of resources totaling \$3,729,680 related to OPEB will be recognized as a (reduction) or increase in OPEB expense as follows:

2023	\$ (859,573)
2024	(915,914)
2025	(940,062)
2026	(424,271)
2027	(405,076)
Thereafter	<u>(184,784)</u>
	<u><u>\$(3,729,680)</u></u>

Actuarial Assumptions – The total OPEB liability in the July 1, 2021, actuarial valuations was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial cost method	Entry Age Normal
Amortization method	
Level percent or level dollar	Level percent
Closed, open, or layered periods	Open
Amortization period at July 1, 2021	30 years
Amortization growth rate	2.50%
Inflation	2.40%
Discount rate for valuing liabilities	3.54%, based on the Bond Buyer 20 year General Obligation Municipal Index
Healthcare cost trend rates	5.7%/5.5% for non-Medicare/Medicare claims in 2021, gradually decreasing to an ultimate rate of 3.8%/3.8% for 2073 and beyond. 4% for dental claims in 2021 and gradually decreasing to an ultimate rate of 3.8% for 2073 and beyond
Mortality rates	for AFSCME and non-union participants: Pub-2010

General mortality tables for employees, retirees and contingent survivors, projected generationally using scale MP-2019. For FOP and IAAF participants: Pub-2010 Safety mortality tables for employees, retirees and contingent survivors, projected generationally using scale MP-2019.

	Changes in Total OPEB Liability
Balance, beginning of year, July 1, 2021	\$ 9,154,430
Changes for the year:	
Service Cost	445,779
Interest on total OPEB Liability	205,111
Effect of economic/demographic gains or losses	393,406
Effect of assumptions changes or inputs	(2,928,651)
Benefit payments	<u>(209,779)</u>
Net changes	<u>(2,094,134)</u>
Balance, end of year, June 30, 2022	<u>\$ 7,060,296</u>

Sensitivity of the City's Total OPEB Liability to Changes in the Discount Rate – The City's total OPEB liability has been calculated using a discount rate of 3.54%. The following presents the City's total OPEB liability calculated using a discount rate 1% higher and 1% lower than the current rate.

	1% Decrease (2.54%)	Current Discount Rate (3.54%)	1% Increase (4.54%)
Total OPEB liability	\$ 7,798,565	\$ 7,060,296	\$ 6,407,572

Sensitivity of the City's Total OPEB Liability to Changes in the current healthcare cost trend rates – The City's total OPEB liability has been calculated using a current healthcare cost trend rate (see assumptions). The following presents the City's total OPEB liability calculated using a current healthcare cost trend rate 1% higher and 1% lower than the current rate.

	1% Decrease	Current Rate	1% Increase
Total OPEB liability	\$ 6,218,048	\$ 7,060,296	\$ 8,067,249

Guaranty Deposits - At June 30, 2022, the guaranty deposit accounts of the City included the following deposit liabilities:

Governmental activities:

Oil and gas drilling escrow	\$239,600
Site improvements	6,424,889
Contractor’s escrow	98,418
Park improvement	8,615
Court fines and bond deposits	27,406
Others	<u>346,148</u>
 Total governmental activities	 <u>\$7,145,076</u>

Business-type activities:

Utility deposits	<u>\$1,854,588</u>
------------------	--------------------

The above liabilities and related cash and cash equivalents have been presented as restricted assets in both the government-wide and fund financial statements.

Long-Term Debt

- a. *General Obligation Bonds* - General obligation bonds have been approved by the voters and issued by the City for various municipal improvements. These bonds are required to be fully paid within 25 years from the date of issue and are backed by the full faith and credit of the City.

Bonds, backed by property taxes, whose proceeds are dedicated to streets, rights-of-way, and limited access facilities, together with outstanding judgments against the City, are limited in total by State statute to 10 percent of the net assessed valuation of taxable property in the City. At June 30, 2022, the net assessed valuation approximated \$1,187,000,000 or \$1.2 billion. The City had no such bonds outstanding at June 30, 2022. There is no such limit on the issuance of other types of general obligation bonds.

General obligation bonds outstanding as of June 30, 2022 are as follows:

\$20,050,000 2012D General Obligation bonds (publicly traded), due in annual installments of \$1,055,000 to \$1,060,000 beginning December 1, 2014 through December 1, 2032 at interest rates ranging from 2.5% to 3.0% (for various street reconstruction project)	\$ 11,610,000
\$22,525,000 2015 General Obligation bonds (publicly traded), due in annual installments of \$1,185,000 to \$1,195,000 beginning June 1, 2017 through June 1, 2035 at interest rates ranging from 0.5% to 4.00% (for various street reconstruction projects)	15,415,000
\$7,775,000 2016A General Obligation bonds (publicly traded), due in annual installments of \$365,000 to \$795,000 beginning June 1, 2017 through July 1, 2027 at interest rates ranging from 4.0% to 5.0% (for refunding of the City's Series 2005A and 2007A Combined Purpose Bonds)	3,115,000
\$20,000,000 2019B General Obligation bonds (publicly traded), due in annual installments of \$1,050,000 to \$1,100,000 beginning June 1, 2021 through June 1, 2039 at interest rates ranging from 2.0% to 3.0% (for various street reconstruction projects)	17,900,000
\$11,250,000 2020A General Obligation bonds (publicly traded), due in annual installments of \$590,000 to \$630,000 beginning August 1, 2021 through August 1, 2040 at interest rates ranging from 2.0% to 2.125% (for a building renovation project)	11,250,000
\$13,500,000 2021 General Obligation bonds (publicly traded), due in annual installments of \$3,375,000 beginning June 1, 2022 through June 1, 2026 at interest rates ranging from 0.25% to 1.5% (for various street reconstruction projects)	<u>13,500,000</u>
Total general obligation bonds	<u>\$ 72,790,000</u>

Annual debt service requirements to maturity for general obligation bonds are as follows:

Fiscal Year	Principal	Interest	Total
2023	\$ 8,050,000	\$ 1,760,635	\$ 9,810,635
2024	8,050,000	1,619,097	9,669,097
2025	8,045,000	1,452,246	9,497,246
2026	7,625,000	1,265,344	8,890,344
2027	4,245,000	1,098,163	5,343,163
2028 – 2032	19,400,000	3,850,297	23,250,297
2033– 2037	12,825,000	1,432,003	14,257,003
2038 - 2040	<u>4,550,000</u>	<u>197,453</u>	<u>4,747,453</u>
Total	<u>\$ 72,790,000</u>	<u>\$ 12,675,238</u>	<u>\$ 85,465,238</u>

b. *Notes Payable* - Notes payable as of June 30, 2022 are as follows:

\$17,505,000 Norman Utilities Authority, Utility Revenue Notes, Refunding Series 2015 (direct placement), due in annual installments of \$730,000 to \$1,315,000 from November 1, 2015 to November 1, 2026, at an interest rate of 2.13%	6,320,000
\$22,825,000 Norman Municipal Authority Revenue Note, Taxable Series 2015 (direct placement), due in annual payments ranging from \$900,000 to \$1,185,000 beginning September 1, 2016 through March 1, 2027. The loan has a 2.33% interest rate.	11,185,000
\$43,160,000 Norman Municipal Authority Revenue Note, Taxable Series 2015B (direct placement), due in annual payments ranging from \$500,000 to \$5,845,000 beginning January 1, 2017 through January 1, 2029. The loan has a 2.98% interest rate.	35,260,000
\$30,950,000 Norman Municipal Authority Revenue Note, Taxable Series 2017 (direct placement), due in annual payments ranging from \$400,000 to \$3,450,000 beginning January 1, 2018 through July 1, 2030. The loan has a 3.00% interest rate.	26,450,000
\$9,380,000 Norman Utilities Authority Revenue Note, Refunding Series 2016, due in annual installments ranging from \$190,000 to \$755,000 beginning September 1, 2016 through September 1, 2030. The loan has a 2.23% interest rate.	5,925,000
\$6,105,000 Norman Municipal Authority Revenue Note, Taxable Series 2017B (direct placement), due in annual payments ranging from \$490,000 to \$655,000 beginning June 1, 2018 through December 1, 2022. The loan has a 2.16% interest rate.	655,000
\$22,250,000 Norman Municipal Authority Revenue Note, Taxable Series 2020 (direct placement), due in annual payments ranging from \$900,000 to \$5,000,000 beginning July 1, 2021 through July 1, 2031. The loan has a 2.29% interest rate.	20,450,000
\$22,250,000 Norman Municipal Authority Hotel/Motel Revenue Note, Taxable Series 2021 (direct placement), due in annual payments ranging from \$149,000 to \$216,000 beginning March 1, 2022 through September 1, 2031. The loan has a 1.89% interest rate.	3,733,000

Authorized, but not issued, \$8,250,000 Norman Tax Increment Finance Authority Norman University North Park Project Plan Tax Apportionment Revenue Note, Series 2011 (direct placement), due in annual installments beginning July 1, 2012 through June 30, 2031, at interest rates not to exceed 8%.

-

Authorized, but not issued, \$8,250,000 Norman Tax Increment Finance Authority Norman University North Park Project Plan Revenue Note, Series 2011 (direct placement), due in annual installments beginning July 1, 2012 through June 30, 2031, at interest rates not to exceed 8%.

-

Total notes payable \$ 109,978,000

Annual debt service requirements to maturity for direct placement notes payable are as follows:

Fiscal Year	Principal	Interest	Total
2023	\$ 12,611,964	\$ 2,807,009	\$ 15,418,973
2024	13,019,124	2,504,752	15,523,876
2025	13,457,318	2,188,144	15,645,462
2026	13,750,548	1,852,171	15,602,719
2027	14,119,812	1,509,704	15,629,516
2028 – 2032	50,995,246	3,020,555	54,015,801
2033 – 2037	4,191,202	228,622	4,419,824
2038 – 2040	4,332,786	87,040	4,419,826
Less unfunded notes *	<u>(16,500,000)</u>	<u>(1,179,296)</u>	<u>(17,679,296)</u>
Total	<u>\$ 109,978,000</u>	<u>\$ 13,018,701</u>	<u>\$ 122,996,701</u>

Certain of the bonds may be called for redemption prior to maturity at the option of NUA/NMA in accordance with the redemption terms stated in the bond indentures. In the event of a default, the bonds shall become due and payable on demand in an amount equal to the principal outstanding plus all interest accrued thereon and which will accrue thereon the date of payment, provided upon written concurrence of all the Credit Facility Providers, if any.

c. *Oklahoma Water Resource Board (OWRB) Notes Payable* – OWRB notes payable as of June 30, 2022 are as follows:

\$4,964,024 Clean Water SRF direct borrowing loan payable to the OWRB due in annual installments ranging between \$212,595 and \$349,740 beginning September 15, 2013 through March 15, 2031. The loan has a 2.91% interest rate.	\$ 2,874,887
\$50,300,000 Clean Water SRF direct borrowing loan payable to the OWRB due in annual installments ranging from \$1,410,000 to \$3,880,000 beginning March 15, 2015 and ending September 15, 2029. The loan has a 1.75% interest rate with a .5% administration fee.	19,551,403
Authorized, but not fully issued, \$31,000,000 Drinking Water SRF direct borrowing loan payable to the OWRB due in annual payments ranging from \$1,140,000 to \$1,935,000 beginning October 1, 2019 through October 1, 2039. The loan has a 2.82% interest rate.	26,695,711
\$12,000,000 Drinking Water direct borrowing loan payable to the OWRB due in annual payments ranging from \$300,000 to \$865,000 beginning October 1, 2019 through October 1, 2038. The loan has an interest rate ranging from 3.2% to 5.2%.	<u>10,865,000</u>
Total OWRB loans payable	<u>\$ 59,987,001</u>

Annual debt service requirements to maturity for notes payable are as follows:

Fiscal Year	Principal	Interest	Total
2023	\$ 5,397,650	\$ 1,709,236	\$ 7,106,886
2024	5,469,951	1,567,649	7,037,600
2025	5,622,318	1,415,712	7,038,030
2026	5,774,849	1,262,309	7,037,158
2027	5,930,588	1,104,404	7,034,992
2028 – 2032	13,822,418	3,894,076	17,716,494
2033 – 2037	12,424,155	1,969,372	14,393,527
2038 – 2039	<u>5,545,072</u>	<u>206,479</u>	<u>5,751,551</u>
Total	<u>\$ 59,987,001</u>	<u>\$ 13,129,237</u>	<u>\$ 73,116,238</u>

d. *Applicability of Federal Arbitrage Regulations* – Debt issuances of the City and Authorities issued after the Tax Reform Act of 1986 are subject to the federal arbitrage regulations. The arbitrage rebate regulations require that all earnings from the investment of gross proceeds of a bond issue in

excess of the amount that could have been earned had the yield on the investment been equal to the yield on the bonds be remitted to the federal government. These carry strict penalties for noncompliance including taxability of interest retroactive to the date of the issue. The City's management believes the City is in compliance with these rules and regulations. By letter dated October 26, 2021, the City received notice from the IRS that its \$22,825,000 Sales Tax Revenue Note, Series 2015, was selected for an examination. The City did have an arbitrage tax rebate review prepared by an external specialist for the period of June 9, 2015 to June 9, 2020 in which no tax was owed to the IRS. As of the date of the auditor's report, the examination was still in progress.

* - Relates to \$16,500,000 of the Norman TIF Notes Payable.

Lease Liabilities

The City leases copier equipment, office space and land for water wells, the terms of which expire in various years through 2040.

The following is a schedule by year of payments under the government-type leases as of June 30, 2022:

Fiscal Year	Principal	Interest	Total
2023	\$ 54,672	\$ 11,026	\$ 65,698
2024	52,982	9,917	62,899
2025	52,767	8,767	61,534
2026	48,605	7,698	56,303
2027	49,344	6,654	55,998
2028-2032	<u>288,511</u>	<u>15,472</u>	<u>303,983</u>
Total	<u>\$ 546,881</u>	<u>\$ 59,534</u>	<u>\$ 606,415</u>

The following is a schedule by year of payments under the business-type leases as of June 30, 2022:

Fiscal Year	Principal	Interest	Total
2023	\$ 51,683	\$ 13,352	\$ 65,035
2024	53,200	12,625	65,825
2025	53,959	11,743	65,702
2026	55,130	10,916	66,046
2027	56,807	10,064	66,871
2028-2032	264,752	36,927	301,679
2033-2037	302,088	16,827	318,915
2038-2040	<u>69,056</u>	<u>820</u>	<u>69,876</u>
Total	<u>\$ 906,675</u>	<u>\$ 113,274</u>	<u>\$ 1,019,949</u>

Changes in Long-term Liabilities – Long-term liability activity for the year ended June 30, 2022, was as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
Governmental activities:					
Bonds payable:					
General obligation bonds	\$ 81,875,000	\$ -	\$ (9,085,000)	\$ 72,790,000	\$ 8,050,000
Issuance premium/ (discount)	1,814,389	-	(200,124)	1,614,265	-
Total bonds payable	83,689,389	-	(9,285,124)	74,404,265	8,050,000
Sales tax revenue notes	100,715,000	3,882,000	(7,519,000)	97,078,000	9,193,000
Notes payable	1,940,000	-	(1,285,000)	655,000	655,000
Liability for incurred claims	3,000,122	15,498,529	(15,498,529)	3,000,122	1,200,000
Total OPEB liability	9,154,430	-	(2,094,134)	7,060,296	-
Net pension liability	55,542,233	-	(29,572,332)	25,969,901	-
Compensated absences	8,864,939	6,861,086	(6,845,776)	8,880,249	709,720
Government activity long-term liabilities	<u>\$ 262,906,113</u>	<u>\$ 26,241,615</u>	<u>\$ (72,099,895)</u>	<u>\$ 217,047,833</u>	<u>\$ 19,807,720</u>
Business-type activities:					
Bonds payable:					
Revenue bonds	\$ 195,000	\$ -	\$ (195,000)	\$ -	\$ -
Less deferred amounts:					
For issuance premium and (discount)	(3,103)	3,103	-	-	-
Total bonds payable	191,897	3,103	(195,000)	-	-
Notes payable	14,190,000	-	(1,945,000)	12,245,000	1,990,000
Less deferred amounts:					
For issuance premium and (discount)	(10,699)	1,785	-	(8,914)	-
Total notes payable	14,179,301	1,785	(1,945,000)	12,236,086	1,990,000
OWRB loans payable	65,185,251	-	(5,198,250)	59,987,001	5,326,635
Compensated absences	1,200,540	1,075,098	(1,087,228)	1,188,410	130,949
Business-type activity long-term liabilities	<u>\$ 80,756,989</u>	<u>\$ 1,079,986</u>	<u>\$ (8,425,478)</u>	<u>\$ 73,411,497</u>	<u>\$ 7,447,584</u>

For governmental activities, liability for incurred claims, compensated absences, net pension liability and total OPEB liability are generally liquidated by the General Fund.

5. FUND BALANCE

The following table shows the fund balance classifications as shown on the governmental funds balance sheet as of June 30, 2022:

	General	Public Safety Sales Tax	Spl Grants Fund	Capital Projects	Norman Forward	Other Governmental Funds	Total Governmental Funds
FUND BALANCES							
Nonspendable:							
Inventory	\$ 202,496	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 202,496
Prepaid expenses	-	-	-	-	-	705,994	705,994
Restricted:							
Debt service reserve	-	-	-	-	-	5,844,068	5,844,068
Arts and humanities	-	-	-	-	-	86,547	86,547
Grant activities	-	-	-	-	-	4,714,274	4,714,274
Bond capital projects	-	-	-	42,004,757	28,428,620	-	70,433,377
Other capital projects	-	-	-	36,609,653	33,858,789	1,662,603	72,131,045
Seizures	-	-	-	-	-	1,412,570	1,412,570
Transit & Parking	-	-	-	-	-	2,074,736	2,074,736
Public safety	-	11,010,744	-	-	-	-	11,010,744
Parks and recreation	-	-	-	-	-	179,618	179,618
Assessment District	-	-	-	591,105	-	-	591,105
Committed:							
Economic stabilization	4,168,853	-	-	-	-	-	4,168,853
Assigned:							
Other capital projects	-	-	-	2,435,887	1,732,741	157,958	4,326,586
Grant activities	-	-	294,564	-	-	-	294,564
Orders on purchase	3,887,398	-	-	-	-	-	3,887,398
Unassigned:	<u>18,490,142</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>18,490,142</u>
Total fund balances	<u>\$ 26,748,889</u>	<u>\$ 11,010,744</u>	<u>\$ 294,564</u>	<u>\$ 81,641,402</u>	<u>\$ 64,020,150</u>	<u>\$ 16,838,368</u>	<u>\$ 200,554,117</u>

On June 28, 2011, the City adopted ordinance O-1011-58 changing the City’s reserve policy. The ordinance establishes that the General Fund will have an unappropriated reserve of at least three percent (3%) of annually budgeted expenditures, in addition to an appropriated emergency reserve of one percent (1%) of annually budgeted expenditures. In addition, the ordinance establishes the Net Revenue Stabilization Fund (i.e., “Rainy Day Fund”) which has a targeted balance of not less than four and a half percent (4.5%) but not more than six percent (6%) of annually budgeted General Fund expenditures. Further, expenditures of the reserved amounts may occur only when specific circumstances exist. As of June 30, 2022 the Rainy Day Fund had a balance of \$4,168,853.

6. RISK MANAGEMENT

The City is self-insured against the following risks:

- Employee health claims to a maximum liability of \$250,000 per employee per year.
- Workers compensation claims.
- Unemployment benefits.
- General liability and property damage, except for buildings and contents and employee surety bonds for which the City has purchased commercial insurance.

Employee health claims in excess of the \$250,000 limit are covered by insurance. The City’s unpaid claims liability of \$3,000,122 reported at June 30, 2022 is based on the requirements of GASB Statement No. 10, which requires that a liability for claims be reported if information prior to the issuance of the financial statements indicates that it is probable that a liability has been incurred at the date of the financial statements and the amount of the loss can be reasonably estimated. However, events could occur that would cause the estimate for unpaid claims liability to differ materially in the near term. The claims liability for health claims incurred but not reported is estimated by management using a three-month claims lag analysis. These amounts are recorded as a current liability within both the government-wide and governmental fund financial statements. The claims liability for workers compensation claims and judgments is estimated using legal counsel’s opinion of probable outcome of litigation plus an estimate of claims experience for incurred but unreported claims. These amounts are recorded as long-term liabilities within the government-wide financial statements. A liability for these amounts are recorded in governmental funds when they become due and payable. As of June 30, 2022, no liability has been recognized in the governmental fund financial statements. There are no allocated or unallocated claim adjustment expenditures/expenses included in the liability for unpaid claims.

At June 30, 2022, the City maintained commercial insurance coverage for building and contents and employee theft. In the past three years, the City has had no losses that exceeded commercial insurance coverage. Changes in the reported liability are as follows:

	Balance at Beginning of Year	Current Year Claims and Changes in Estimates	Claim Payments	Balance at End of Year
Fiscal year 2021	<u>\$ 3,000,122</u>	<u>\$ 12,585,461</u>	<u>\$ (12,585,461)</u>	<u>\$ 3,000,122</u>
Fiscal year 2022	<u>\$ 3,000,122</u>	<u>\$ 15,498,529</u>	<u>\$ (15,498,529)</u>	<u>\$ 3,000,122</u>

7. COMMITMENTS AND CONTINGENCIES

Litigation - The City is party to various legal proceedings which normally occur in governmental operations. Management and management’s counsel do not believe these legal proceedings will have a material adverse impact on the affected funds of the City. However, events could occur in the near term that would cause these estimates to change materially. Resulting judgments will be paid from ad valorem taxes to be received over a three-year period. At June 30, 2022, the City maintained a litigation reserve, including judgments that have been awarded but not yet paid, of approximately \$660,000.

Federal Grants - In the normal course of operations, the City receives grant funds from various federal agencies. The grant programs are subject to audit by agents of the granting authority, the purpose of which is to insure compliance with conditions precedent to the granting of funds. Management does not believe any liability for reimbursement which may arise as the result of these audits will be material.

Water Revenues - The City entered into a contract with the Central Oklahoma Master Conservancy District (the “District”) in 1961 (subsequently modified in 1963) for the purchase of water and operation of water facilities. In general, the contract provides for reimbursing the District for costs of providing the City with water from Lake Thunderbird. The contract is effective for a term of fifty years beginning with the first calendar year during which water was used by the City (1965). During the year ended June 30, 2022, the City paid the District \$657,742.

Construction In Progress - Construction in progress is authorized by actions of the City Council (governing body). A summary of construction in progress as of June 30, 2022 is as follows:

	Total Construction In Progress		Total Project		Remaining To Complete
General Government	\$ 42,684,010	\$	150,515,060	\$	107,831,050
Norman Municipal Authority:					
Sanitation	2,314,412		6,090,365		3,775,953
Norman Utilities Authority:					
Water Fund	20,274,914		57,371,956		37,097,042
Wastewater Fund	<u>6,327,249</u>		<u>20,108,233</u>		<u>13,780,984</u>
	<u>\$ 71,600,585</u>	\$	<u>234,085,614</u>	\$	<u>162,485,029</u>

The City also contributes to certain State and Federal aid projects which are administered by the State of Oklahoma Department of Highway. The City is billed by the Highway Department for these projects at various stages of completion, subject to Federal audits of the project costs.

Pandemic – The SARS-CoV-2 virus (COVID-19) continues to have an economic impact on the world economy as a whole which may negatively affect the financial position, results of operations and cash flows, where applicable, of the City. The duration of these uncertainties, and the ultimate financial effects cannot be reasonably estimated at this time.

Encumbrances – As discussed in note three above, budgetary information, budgetary basis of accounting, encumbrance accounting is utilized to the extent necessary to assure effective budgetary control and accountability and to facilitate effective cash planning and control. At June 30, 2022 the amount of encumbrances expected to be honored upon performance by the vendor in the next year were as follows:

General fund	\$ 3,887,398
Public safety sales tax fund	2,363,978
Special grants fund	1,672,169
Capital projects fund	13,885,200
Norman forward fund	56,264,471
Nonmajor governmental funds	2,045,735
Total	<u>\$ 80,118,951</u>

9. SUBSEQUENT EVENTS

On November 4, 2022, the City secured a \$15,000,000 Oklahoma Water Resouces Board loan. Principal payments on the loan will commence no later than one year following project completion and maturity shall be no later than twenty years following project completion.

10. RECENTLY ISSUED ACCOUNTING STANDARDS

The following accounting standards have been recently issued and will be adopted as applicable by the City in future years.

GASB Statement No. 91 - Conduit Debt Obligations: The primary objectives of this statement are to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. This statement achieves those objectives by clarifying the existing definition of a conduit debt obligation, establishing that a conduit debt obligation is not a liability of the issuer; establishing standards for accounting and financial reporting of additional commitments and voluntary commitments extended by issuers and arrangements associated with conduit debt obligations; and improving required note disclosures. The requirements of this statement are effective for reporting periods beginning after December 15, 2021 (effective for the City’s June 30, 2023 year-end).

GASB Statement No. 94, Public-Private and Public-Public Partnerships and Availability Payment Arrangements: The primary objective of GASB Statement No. 94 is to improve financial reporting by addressing issues related to public-private and public-public partnership arrangements (PPPs). As used in GASB Statement No. 94, a PPP is an arrangement in which a government (the transferor) contracts with an operator (a governmental or nongovernmental entity) to provide public services by conveying control of the right to operate or use a nonfinancial asset, such as infrastructure or other capital asset (the underlying PPP asset), for a period of time in an exchange or exchange-like transaction. Some PPPs meet the definition of a service concession arrangement (SCA), which GASB defines in GASB Statement No. 94 as a PPP in which 1) the operator collects and is compensated by fees from third parties; 2) the transferor determines or has the ability to modify or approve which services the operator is required to provide, to whom the operator is required to provide the services, and the prices or rates that can be charged for the services; and 3) the transferor is entitled to significant residual interest in the service utility of the underlying PPP asset at the end of the arrangement. GASB Statement No. 94 is effective for reporting periods beginning after June 15, 2022 (effective for the City’s June 30, 2023, year-end).

GASB Statement No. 96 - Subscription-Based Information Technology Arrangements – This statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). GASB Statement No. 96 1) defines a SBITA; 2) establishes that a SBITA results in a right-to-use subscription asset—an intangible asset—and a corresponding subscription liability; 3) provides the capitalization criteria for

outlays other than subscription payments, including implementation costs of a SBITA; and 4) requires note disclosures regarding a SBITA. GASB Statement No. 96 is effective for reporting periods beginning after June 15, 2022 (effective for the City's June 30, 2023, year-end).

GASB Statement No. 99 - *Omnibus 2022* - The objectives of GASB Statement No. 99 are to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing 1) practice issues that have been identified during implementation and application of certain GASB Statements and 2) accounting and financial reporting for financial guarantees. The practice issues addressed by GASB Statement No. 99 are as follows:

- Classification and reporting of derivative instruments within the scope of GASB Statement No. 53, *Accounting and Financial Reporting for Derivative Instruments*, that do not meet the definition of either an investment derivative instrument or a hedging derivative instrument
- Clarification of provisions in GASB Statement No. 87, *Leases*, as amended, related to the determination of the lease term, classification of a lease as a short-term lease, recognition and measurement of a lease liability and a lease asset, and identification of lease incentives
- Clarification of provisions in GASB Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*, related to (a) the determination of the public-private and public-public partnership (PPP) term and (b) recognition and measurement of installment payments and the transfer of the underlying PPP asset
- Clarification of provisions in GASB Statement No. 96, *Subscription-Based Information Technology Arrangements*, related to the subscription-based information technology arrangement (SBITA) term, classification of a SBITA as a short-term SBITA, and recognition and measurement of a subscription liability
- Extension of the period during which the London Interbank Offered Rate (LIBOR) is considered an appropriate benchmark interest rate for the qualitative evaluation of the effectiveness of an interest rate swap that hedges the interest rate risk of taxable debt
- Accounting for the distribution of benefits as part of the Supplemental Nutrition Assistance Program (SNAP)
- Disclosures related to nonmonetary transactions
- Pledges of future revenues when resources are not received by the pledging government
- Clarification of provisions in GASB Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, as amended, related to the focus of the government-wide financial statements
- Terminology updates related to certain provisions of GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*
- Terminology used in GASB Statement No. 53 to refer to resource flows statements.

The requirements of GASB Statement No. 99 are effective as follows:

- The requirements related to extension of the use of LIBOR, accounting for SNAP distributions, disclosures of nonmonetary transactions, pledges of future revenues by pledging governments, clarification of certain provisions in GASB Statement No. 34, as amended, and terminology updates related to GASB Statement No. 53 and GASB Statement No. 63 are effective upon issuance (effective for the City's June 30, 2022 year-end).

- The requirements related to leases, PPPs, and SBITAs are effective for fiscal years beginning after June 15, 2022 and all reporting periods thereafter (effective for the City's June 30, 2023 year-end).
- The requirements related to financial guarantees and the classification and reporting of derivative instruments within the scope of GASB Statement No. 53 are effective for fiscal years beginning after June 15, 2023 and all reporting periods thereafter (effective for the City's June 30, 2024 year-end).

GASB Statement No. 100 – *Accounting Changes and Error Corrections* - The primary objective of GASB Statement No. 100 is to enhance accounting and financial reporting requirements for accounting changes and error corrections to provide more understandable, reliable, relevant, consistent, and comparable information for making decisions or assessing accountability.

GASB Statement No. 100 defines accounting changes as changes in accounting principles, changes in accounting estimates, and changes to or within the financial reporting entity and describes the transactions or other events that constitute those changes. As part of those descriptions, for 1) certain changes in accounting principles and 2) certain changes in accounting estimates that result from a change in measurement methodology, a new principle or methodology should be justified on the basis that it is preferable to the principle or methodology used before the change. That preferability should be based on the qualitative characteristics of financial reporting—understandability, reliability, relevance, timeliness, consistency, and comparability. GASB Statement No. 100 also addresses corrections of errors in previously issued financial statements.

GASB Statement No. 100 prescribes the accounting and financial reporting for 1) each type of accounting change and 2) error corrections. GASB Statement No. 100 requires that (a) changes in accounting principles and error corrections be reported retroactively by restating prior periods, (b) changes to or within the financial reporting entity be reported by adjusting beginning balances of the current period, and (c) changes in accounting estimates be reported prospectively by recognizing the change in the current period. The requirements of GASB Statement No. 100 for changes in accounting principles apply to the implementation of a new pronouncement in absence of specific transition provisions in the new pronouncement. GASB Statement No. 100 also requires that the aggregate amount of adjustments to and restatements of beginning net position, fund balance, or fund net position, as applicable, be displayed by reporting unit in the financial statements.

GASB Statement No. 100 requires disclosure in notes to financial statements of descriptive information about accounting changes and error corrections, such as their nature. In addition, information about the quantitative effects on beginning balances of each accounting change and error correction should be disclosed by reporting unit in a tabular format to reconcile beginning balances as previously reported to beginning balances as restated.

Furthermore, GASB Statement No. 100 addresses how information that is affected by a change in accounting principle or error correction should be presented in required supplementary information (RSI) and supplementary information (SI). For periods that are earlier than those included in the basic financial statements, information presented in RSI or SI should be restated for error corrections, if practicable, but not for changes in accounting principles.

The requirements of GASB Statement No. 100 are effective for accounting changes and error corrections made in fiscal years beginning after June 15, 2023 and all reporting periods thereafter (effective for the City's June 30, 2024 year-end). Earlier application is encouraged.

GASB Statement No. 101 – *Compensated Absences* - The objective of GASB Statement No. 101 is to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures.

GASB Statement No. 101 requires that liabilities for compensated absences be recognized for 1) leave that has not been used and 2) leave that has been used but not yet paid in cash or settled through noncash means. A liability should be recognized for leave that has not been used if (a) the leave is attributable to services already rendered, (b) the leave accumulates, and (c) the leave is more likely than not to be used for time off or otherwise paid in cash or settled through noncash means. Leave is attributable to services already rendered when an employee has performed the services required to earn the leave. Leave that accumulates is carried forward from the reporting period in which it is earned to a future reporting period during which it may be used for time off or otherwise paid or settled. In estimating the leave that is more likely than not to be used or otherwise paid or settled, a government should consider relevant factors, such as employment policies related to compensated absences and historical information about the use or payment of compensated absences. However, leave that is more likely than not to be settled through conversion to defined benefit postemployment benefits should not be included in a liability for compensated absences.

GASB Statement No. 101 requires that a liability for certain types of compensated absences—including parental leave, military leave, and jury duty leave—not be recognized until the leave commences. GASB Statement No. 101 also requires that a liability for specific types of compensated absences not be recognized until the leave is used.

GASB Statement No. 101 also establishes guidance for measuring a liability for leave that has not been used, generally using an employee’s pay rate as of the date of the financial statements. A liability for leave that has been used but not yet paid or settled should be measured at the amount of the cash payment or noncash settlement to be made. Certain salary-related payments that are directly and incrementally associated with payments for leave also should be included in the measurement of the liabilities.

With respect to financial statements prepared using the current financial resources measurement focus, GASB Statement No. 101 requires that expenditures be recognized for the amount that normally would be liquidated with expendable available financial resources.

GASB Statement No. 101 amends the existing requirement to disclose the gross increases and decreases in a liability for compensated absences to allow governments to disclose only the net change in the liability (as long as they identify it as a net change). In addition, governments are no longer required to disclose which governmental funds typically have been used to liquidate the liability for compensated absences.

The requirements of GASB Statement No. 101 are effective for fiscal years beginning after December 15, 2023 and all reporting periods thereafter (effective for the City’s June 30, 2025 year-end). Earlier application is encouraged.

The effect of these statements on the City has not been determined but could have a significant impact on its overall net position.

* * * * *



REQUIRED SUPPLEMENTARY INFORMATION

Schedule of the City's Proportionate Share of the Net Pension Liability (Asset)
 Oklahoma Firefighters Pension and Retirement System (OFPRS)
 Year Ended June 30, 2022

	2015 *	2016 *	2017 *	2018 *	2019 *	2020 *	2021 *	2022 *
City's proportion of the net pension liability or asset	3.9342%	4.1552%	4.1283%	4.1388%	4.1106%	3.8135%	4.1118%	3.9434%
City's proportion share of the net pension liability or (asset)	\$ 40,457,734	\$ 44,103,551	\$ 50,436,541	\$ 52,055,202	\$ 46,271,359	\$ 40,296,319	\$ 50,653,960	\$ 25,969,901
City's covered payroll	\$ 10,791,880	\$ 11,330,342	\$ 11,538,401	\$ 11,772,620	\$ 12,226,118	\$ 12,240,790	\$ 12,751,193	\$ 12,810,379
City's proportion share of the net pension liability as a percentage of its covered payroll	374.891%	389.252%	437.119%	442.172%	378.463%	329.197%	397.249%	202.725%
Plan fiduciary net position as a percentage of the total pension liability	68.12%	68.27%	64.87%	66.61%	70.73%	72.85%	69.98%	84.24%

* - The amounts present for each fiscal year were determined as of the measurement date, June 30, 2014, 2015, 2016, 2017, 2018, 2019, 2020 and 2021 respectively.

Note to Schedule: Only fiscal years 2015, 2016, 2017, 2018, 2019, 2020, 2021 and 2022 are presented because 10 year data is not yet available.

THE CITY OF NORMAN, OKLAHOMA

**Schedule of the City's Proportionate Share of the Net Pension Liability (Asset)
Oklahoma Police Pension and Retirement System (OPPRS)
Year Ended June 30, 2022**

	2015 *	2016 *	2017 *	2018 *	2019 *	2020 *	2021 *	2022 *
City's proportion of the net pension liability or asset	3.8053%	3.8957%	4.0413%	4.0345%	4.2026%	3.7826%	4.2564%	3.8058%
City's proportion share of the net pension liability or (asset)	\$(1,281,185)	\$ 158,844	\$ 6,189,000	\$ 310,337	\$(2,001,892)	\$ (241,484)	\$ 4,888,273	\$ (18,257,065)
City's covered payroll	\$10,645,515	\$11,172,374	\$11,918,115	\$12,064,110	\$12,359,354	\$12,802,792	\$13,753,405	\$ 13,170,008
City's proportion share of the net pension liability (asset) as a percentage of its covered payroll	-12.035%	1.422%	51.929%	2.572%	-16.197%	-1.886%	35.542%	-138.626%
Plan fiduciary net position as a percentage of the total pension liability	101.53%	99.82%	93.50%	99.68%	101.89%	100.24%	95.80%	95.80%

* - The amounts present for each fiscal year were determined as of the measurement date, June 30, 2014, 2015, 2016, 2017, 2018, 2019, 2020 and 2021 respectively.

Note to Schedule: Only fiscal years 2015, 2016, 2017, 2018, 2019, 2020, 2021 and 2022 are presented because 10 year data is not yet available.

THE CITY OF NORMAN, OKLAHOMA

Schedule of the City's Contributions
 Oklahoma Firefighters Pension and Retirement System (OFPRS)
 Year Ended June 30, 2022

	2015	2016	2017	2018	2019	2020	2021	2022
Contractually required contribution	\$ 1,586,248	\$ 1,615,405	\$ 1,650,048	\$ 1,711,565	\$ 1,713,665	\$ 1,785,165	\$ 1,793,453	\$ 1,961,771
Contributions in relation to the contractually required contribution	<u>1,586,248</u>	<u>1,615,405</u>	<u>1,650,048</u>	<u>1,711,565</u>	<u>1,713,665</u>	<u>1,785,165</u>	<u>1,793,453</u>	<u>1,961,771</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
City's covered payroll	\$ 11,330,342	\$ 11,538,401	\$ 11,772,620	\$ 12,226,118	\$ 12,240,790	\$ 12,751,193	\$ 12,810,379	\$ 14,012,648
Contributions as a percentage of covered payroll	14%	14%	14%	14%	14%	14%	14%	14%

Note to Schedule: Only fiscal year 2015, 2016, 2017, 2018, 2019, 2020, 2021 and 2022 are presented because 10 year data is not yet available.

Changes of Assumptions:

For the fiscal year beginning July 1, 2019, certain changes in assumptions, the the OFPRS Plan, were made based on the Plan's most recent actuarial experience study covering the July 1, 2013 to June 30, 2018 period. In addition to updates for retirement rates and termination rates to better fit experience, the following significant assumptions were made:

Changes in Assumptions	Previous Assumption	New Assumption
<i>Economic Assumption Changes:</i>		
Salary Scale Rates	3.5% to 9.0%	2.75% to 10.5%
Price Inflation	3.00%	2.75%
COLA Basis (Baker Case Group Only)	3.00%	2.75%
<i>Demographic Assumption Changes:</i>		
Termination Rates	3.0% to .40%	5.0% to 1.00%
Disability Rates	0.05% to 9.00%	0.10% to 8.00%
Retirement Rates	10.00% to 100%	5.00% to 100%

Mortality Table Assumption Changes

Previous Assumptions:

Active Employees Pre-retirement: RP-2000 with Blue Collar Healthy Combined with general mortality improvement using Scale AA

Retired Members: RP-2000 with Blue Collar Healthy Combined with generational mortality using Scale AA

Disabled Members: RP-2000 with Blue Collar Healthy Combined

New Assumptions:

Active Employees Pre-retirement: RP-2010 Public Safety Table with general mortality improvement using Scale MP-2018

Retired Members: RP-2010 Public Safety Below Median Table with generational mortality using Scale MP-2018

Disabled Members: RP-2010 Public Safety Disabled Table set forward two years

THE CITY OF NORMAN, OKLAHOMA

Schedule of the City's Contributions

Oklahoma Police Pension and Retirement System (OPPRS)

Year Ended June 30, 2022

	2015	2016	2017	2018	2019	2020	2021	2022
Contractually required contribution	\$ 1,452,409	\$ 1,550,235	\$ 1,568,335	\$ 1,606,716	\$ 1,664,363	\$ 1,787,879	\$ 1,712,101	\$ 1,858,657
Contributions in relation to the contractually required contribution	<u>1,452,409</u>	<u>1,550,235</u>	<u>1,568,335</u>	<u>1,606,716</u>	<u>1,664,363</u>	<u>1,787,879</u>	<u>1,712,101</u>	<u>1,858,657</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
City's covered payroll	\$11,172,374	\$11,918,115	\$12,064,110	\$12,359,354	\$12,802,792	\$13,753,405	\$13,170,008	\$14,297,362
Contributions as a percentage of covered payroll	13%	13%	13%	13%	13%	13%	13%	13%

Note to Schedule: Only fiscal year 2015, 2016, 2017, 2018, 2019, 2020 and 2021 are presented because 10 year data is not yet available.

Changes in Benefit Terms:

During the 2018 legislative session House Bill 1340 was passed to provide most OPPRS Plan retirees with a one-time, non-permanent benefit payment. This payment equaled 2.00% of a retiree's gross annual retirement benefit, subject to a cap of \$1,400 and a floor of \$350 if all eligibility requirements were met.

Changes of Assumptions:

For the fiscal year beginning July 1, 2019, certain changes in assumptions, to the OPPRS Plan, were made based on the Plan's most recent actuarial experience study covering the July 1, 2012 to June 30, 2017 period. In addition to updates for retirement rates and termination rates to better fit experience, the following significant changes in assumption were made:

Changes in Assumptions	Previous Assumption	New Assumption
<i>Economic Assumption Changes:</i>		
Salary Scale Rates	4.5% to 17.0%	3.5% to 10%
Price Inflation	3.00%	2.75%
Interest Credit on DOP Balances	7.75%	11.00%
Real Wage Growth	N/A	0.75%
COLA Basis (Baker Case Group Only)	3.00%	3.50%
<i>Demographic Assumption Changes:</i>		
Severity of Disability Aware Percentage	50.00%	75.00%
<i>Actuarial Assumption Changes:</i>		
Amortization of UAAL when in Surplus (Funded over 100%)	When the UAAL is a surplus, it is amortized over an open 30-year period	
Amortization of UAAL when in Deficit (Funded under 100%)	When the UAAL is a deficit, it is amortized over an open five-year period	

THE CITY OF NORMAN, OKLAHOMA
SCHEDULE OF CHANGES IN THE CITY'S TOTAL OPEB LIABILITY AND RELATED RATIOS
LAST TEN FISCAL YEARS

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Total OPEB Liability					
Service cost	\$ 363,920	\$ 417,331	\$ 382,009	\$ 381,282	\$ 445,779
Interest	423,574	387,327	345,352	199,362	205,111
Differences between expected and actual experience	965,685	-	-	-	-
Changes of economic/demographic gains or losses	-	-	(1,929,650)	-	393,406
Changes of assumptions or other inputs	(1,095,942)	426,593	(1,359,626)	58,255	(2,928,651)
Benefit payments	(731,674)	(725,099)	(181,232)	(246,800)	(209,779)
Net Change in Total OPEB Liability	(74,437)	506,152	(2,743,147)	392,099	(2,094,134)
City's Total OPEB Liability - Beginning	<u>11,073,763</u>	<u>10,999,326</u>	<u>11,505,478</u>	<u>8,762,331</u>	<u>9,154,430</u>
City's Total OPEB Liability - Ending	<u>10,999,326</u>	<u>11,505,478</u>	<u>8,762,331</u>	<u>9,154,430</u>	<u>7,060,296</u>
Covered-Employee Payroll	\$ 49,743,998	\$ 49,142,598	\$ 47,776,487	\$ 53,024,235	\$ 54,501,402
City's Total OPEB Liability as a Percentage of Covered-Employee Payroll	22.11%	23.41%	18.34%	17.26%	12.95%

Notes to Schedule:

This schedule is presented as of the measurement date for the fiscal year and is intended to show a 10-year trend. Additional years will be reported as they become available.

There are no assets accumulated in a trust that meets the criteria of GASB Codification P22.101 to pay related benefits.

Changes in Assumptions:

For each year presented, assumptions made for mortality rates and discount rates are updated using current year estimates

THE CITY OF NORMAN, OKLAHOMA

GENERAL FUND

SCHEDULE OF REVENUES, EXPENDITURES, ENCUMBRANCES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS) FOR THE YEAR ENDED JUNE 30, 2022

	Original Budget	Revisions	Revised Budget	Expenditures	Encum- brances	Actual	Variance- Positive (Negative)
Taxes:							
Sales taxes	\$ 46,157,708	\$ -	\$ 46,157,708			\$ 54,948,122	\$ 8,790,414
Franchise fees	6,743,093	-	6,743,093			7,174,616	431,523
State use taxes	9,188,804	-	9,188,804			10,496,400	1,307,596
Total taxes	<u>62,089,605</u>	<u>-</u>	<u>62,089,605</u>			<u>72,619,138</u>	<u>10,529,533</u>
Licenses and permits:							
Licenses	526,585	-	526,585			587,942	61,357
Permits	598,840	-	598,840			798,519	199,679
Total licenses and permits	<u>1,125,425</u>	<u>-</u>	<u>1,125,425</u>			<u>1,386,461</u>	<u>261,036</u>
State Shared Revenues:							
Alcoholic beverage	347,423	-	347,423			606,113	258,690
Cigarette	938,248	-	938,248			781,329	(156,919)
State motor fuel and vehicle registration	<u>1,274,229</u>	<u>-</u>	<u>1,274,229</u>			<u>1,236,500</u>	<u>(37,729)</u>
Total intergovern- mental revenues	<u>2,559,900</u>	<u>-</u>	<u>2,559,900</u>			<u>2,623,942</u>	<u>64,042</u>
Charges for services:							
Zoning & subdivision	190,465	-	190,465			168,213	(22,252)
Public safety	632,420	-	632,420			267,268	(365,152)
Health	326,486	-	326,486			112,811	(213,675)
Recreation fees	673,468	-	673,468			417,034	(256,434)
Credit card confenience fees	999,201	-	999,201			173,745	(825,456)
911 emergency fees	<u>51,924</u>	<u>-</u>	<u>51,924</u>			<u>267,750</u>	<u>215,826</u>
Total charges for services	<u>2,873,964</u>	<u>-</u>	<u>2,873,964</u>			<u>1,406,821</u>	<u>(1,467,143)</u>
Fines and forfeitures:							
Police court fines	1,514,396	-	1,514,396			1,084,230	(430,166)
Miscellaneous forfeitures	-	-	-			5,853	5,853
Total fines and forfeits	<u>1,514,396</u>	<u>-</u>	<u>1,514,396</u>			<u>1,090,083</u>	<u>(424,313)</u>
Investment earnings	<u>185,711</u>	<u>-</u>	<u>185,711</u>			<u>45,140</u>	<u>(140,571)</u>
Other revenue:							
Contributions	29,043	105,160	134,203			105,596	(28,607)
Rents and royalties	364,182	-	364,182			223,162	(141,020)
Cost allocations	10,347,645	-	10,347,645			10,519,539	171,894
Sale of fixed assets	169,071	-	169,071			379,524	210,453
Miscellaneous revenues	<u>1,379,700</u>	<u>2,631</u>	<u>1,382,331</u>			<u>791,020</u>	<u>(591,311)</u>
Total other revenue	<u>12,289,641</u>	<u>107,791</u>	<u>12,397,432</u>			<u>12,018,841</u>	<u>(378,591)</u>
Total revenues	<u>82,638,642</u>	<u>107,791</u>	<u>82,746,433</u>			<u>91,190,426</u>	<u>8,443,993</u>

(Continued)

THE CITY OF NORMAN, OKLAHOMA

GENERAL FUND

SCHEDULE OF REVENUES, EXPENDITURES, ENCUMBRANCES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS) FOR THE YEAR ENDED JUNE 30, 2022

	Original Budget	Revisions	Revised Budget	Expenditures	Encum- brances	Actual	Variance- Positive (Negative)
General government:							
City council	\$ 1,448,900	\$ (846,193)	\$ 602,707	\$ 523,264	\$ 48,928	\$ 572,192	\$ 30,515
Internal audit	197,750	(196,000)	1,750	-	-	-	1,750
ADA compliance	-	100,608	100,608	23,633	-	23,633	76,975
City manager's office	1,718,590	(1,092,922)	625,668	473,339	56,600	529,939	95,729
Community relations	310,961	35,202	346,163	334,209	-	334,209	11,954
Communications	233,762	48,964	282,726	215,553	16,653	232,206	50,520
City clerk's office	621,897	29,588	651,485	627,820	944	628,764	22,721
Municipal court	1,180,244	19,290	1,199,534	1,120,432	1,374	1,121,806	77,728
Legal administration	1,295,292	21,980	1,317,272	1,222,862	351	1,223,213	94,059
Information Technology	3,215,220	250,338	3,465,558	2,994,477	224,719	3,219,196	246,362
Human resource admin	840,732	173,518	1,014,250	912,690	20,543	933,233	81,017
Safety administration	155,007	13,006	168,013	128,957	14,112	143,069	24,944
Building services admin	121,655	(121,655)	-	(59)	-	(59)	59
Custodial services	237,513	(237,513)	-	-	-	-	-
Building repair services	800,864	(799,364)	1,500	(40,940)	-	(40,940)	42,440
Human rights commission	230	-	230	-	-	-	230
Children's rights commission	176	-	176	-	-	-	176
Social & voluntary services	250,000	6,914	256,914	208,000	14,086	222,086	34,828
Norman public library	652,491	11,509	664,000	553,446	15,854	569,300	94,700
Firehouse art center	73,256	648	73,904	73,638	-	73,638	266
Historical museum	41,704	1,223	42,927	42,928	-	42,928	(1)
Sooner theatre	86,907	187	87,094	85,802	-	85,802	1,292
Juvenile services	39,632	-	39,632	24,042	-	24,042	15,590
Employee training	3,726	2,500	6,226	5,000	-	5,000	1,226
Employee assistance program	29,444	-	29,444	29,400	-	29,400	44
Special studies & contributions	5,000	(5,000)	-	-	-	-	-
Municipal elections	82,115	1,567	83,682	83,681	-	83,681	1
Sister cities program	1,000	16,000	17,000	9,141	-	9,141	7,859
Holiday decorations	26,730	143	26,873	26,640	90	26,730	143
Total general government	13,670,798	(2,565,462)	11,105,336	9,677,955	414,254	10,092,209	1,013,127
Planning:							
Planning commission	347	-	347	-	-	-	347
Historic district commission	2,941	17	2,958	848	-	848	2,110
Greenbelt commission	490	-	490	-	-	-	490
Planning administration	849,548	28,285	877,833	863,884	662	864,546	13,287
Geographic information	459,728	39,867	499,595	434,747	26,629	461,376	38,219
Development services	1,821,582	10,565	1,832,147	1,553,973	4,771	1,558,744	273,403
Code compliance	623,509	3,477	626,986	565,428	-	565,428	61,558
Current planning	136,440	76,700	213,140	213,140	-	213,140	-
Total planning	3,894,585	158,911	4,053,496	3,632,020	32,062	3,664,082	389,414

(Continued)

THE CITY OF NORMAN, OKLAHOMA

GENERAL FUND

SCHEDULE OF REVENUES, EXPENDITURES, ENCUMBRANCES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS) FOR THE YEAR ENDED JUNE 30, 2022

	Original Budget	Revisions	Revised Budget	Expenditures	Encum- brances	Actual	Variance- Positive (Negative)
City controller:							
Finance administration	\$ 364,327	\$ 43,555	\$ 407,882	\$ 214,338	\$ -	\$ 214,338	\$ 193,544
Accounting services	750,170	111,891	862,061	852,026	16	852,042	10,019
Printing services	280,656	19,534	300,190	268,418	6,988	275,406	24,784
Budget services	222,369	(2,612)	219,757	216,921	-	216,921	2,836
Treasury services	826,453	50,697	877,150	751,125	317	751,442	125,708
Utility services	<u>1,346,574</u>	<u>18,924</u>	<u>1,365,498</u>	<u>1,244,032</u>	<u>36,407</u>	<u>1,280,439</u>	<u>85,059</u>
Total city controller	<u>3,790,549</u>	<u>241,989</u>	<u>4,032,538</u>	<u>3,546,860</u>	<u>43,728</u>	<u>3,590,588</u>	<u>441,950</u>
Parks and recreation:							
Parks board	767	119	886	758	-	758	128
Santa Fe Depot	5,569	234	5,803	4,921	312	5,233	570
Administration	664,053	89,543	753,596	729,007	-	729,007	24,589
Park maintenance	3,355,181	229,486	3,584,667	2,850,409	450,484	3,300,893	283,774
Forestry	171,893	982	172,875	115,160	18,374	133,534	39,341
Recreation programs	1,552,441	293,905	1,846,346	1,546,542	120,895	1,667,437	178,909
Senior citizens center	200,508	(55,309)	145,199	138,464	400	138,864	6,335
Facility administration	-	138,059	138,059	133,859	-	133,859	4,200
Facility maintenance	-	852,732	852,732	709,978	84,382	794,360	58,372
Custodial services	<u>-</u>	<u>260,438</u>	<u>260,438</u>	<u>253,800</u>	<u>-</u>	<u>253,800</u>	<u>6,638</u>
Total parks & recreation	<u>5,950,412</u>	<u>1,810,189</u>	<u>7,760,601</u>	<u>6,482,898</u>	<u>674,847</u>	<u>7,157,745</u>	<u>602,856</u>
Public works:							
Public works administratic	377,448	74,815	452,263	329,817	59,143	388,960	63,303
ADA compliance	183,770	(183,770)	-	-	-	-	-
Engineering department	1,300,946	(30,098)	1,270,848	1,168,856	13,976	1,182,832	88,016
Street maintenance	4,486,848	227,851	4,714,699	3,725,230	404,387	4,129,617	585,082
Stormwater drainage	2,443,259	254,641	2,697,900	2,201,997	125,216	2,327,213	370,687
Stormwater quality	498,567	11,231	509,798	406,662	3,927	410,589	99,209
Traffic control	3,840,019	292,278	4,132,297	3,899,972	148,276	4,048,248	84,049
Fleet maintenance admin	761,817	(2,442)	759,375	509,258	176,644	685,902	73,473
Fleet repair light duty	555,419	46,125	601,544	511,666	7,717	519,383	82,161
Fleet repair heavy duty	941,521	57,582	999,103	729,381	153,440	882,821	116,282
Fleet fuel and parts	2,938,483	590,446	3,528,929	2,995,158	145,247	3,140,405	388,524
CNG Station	<u>357,525</u>	<u>73,856</u>	<u>431,381</u>	<u>372,617</u>	<u>5,893</u>	<u>378,510</u>	<u>52,871</u>
Total public works	<u>18,685,622</u>	<u>1,412,515</u>	<u>20,098,137</u>	<u>16,850,614</u>	<u>1,243,866</u>	<u>18,094,480</u>	<u>2,003,657</u>
Public safety:							
Police department admin	1,282,397	52,992	1,335,389	1,261,198	52,312	1,313,510	21,879
Staff services	2,734,389	98,836	2,833,225	2,475,916	213,459	2,689,375	143,850
Criminal investigations	2,760,511	267,829	3,028,340	2,800,535	13,434	2,813,969	214,371
Patrol	11,967,181	861,227	12,828,408	11,631,004	829,325	12,460,329	368,079
Special Investigations	986,201	38,619	1,024,820	1,010,818	812	1,011,630	13,190
Animal control	1,586,852	104,305	1,691,157	1,395,323	31,002	1,426,325	264,832
911 services	2,248,295	281,663	2,529,958	2,104,527	220,149	2,324,676	205,282
Fire department admin	1,147,759	20,295	1,168,054	1,158,822	-	1,158,822	9,232
Training - fire department	199,728	43,717	243,445	237,325	-	237,325	6,120
Fire prevention	748,536	6,051	754,587	707,829	312	708,141	46,446
Fire suppression	14,495,728	812,637	15,308,365	15,064,631	86,659	15,151,290	157,075
Diaster preparedness servi	<u>197,155</u>	<u>44,546</u>	<u>241,701</u>	<u>177,417</u>	<u>22,630</u>	<u>200,047</u>	<u>41,654</u>
Total public safety	<u>40,354,732</u>	<u>2,632,717</u>	<u>42,987,449</u>	<u>40,025,345</u>	<u>1,470,094</u>	<u>41,495,439</u>	<u>1,492,010</u>
Total expenditures and encumbrances	<u>86,346,698</u>	<u>3,690,859</u>	<u>90,037,557</u>	<u>\$ 80,215,692</u>	<u>\$ 3,878,851</u>	<u>84,094,543</u>	<u>5,943,</u>

THE CITY OF NORMAN, OKLAHOMA

GENERAL FUND SCHEDULE OF REVENUES, EXPENDITURES, ENCUMBRANCES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS) FOR THE YEAR ENDED JUNE 30, 2022

	Original Budget	Revisions	Revised Budget	Actual	Variance- Positive (Negative)
Excess (deficiency) of revenues over expendi- tures and encumbrances	<u>(3,708,056)</u>	<u>(3,583,068)</u>	<u>(7,291,124)</u>	<u>7,095,883</u>	<u>14,387,007</u>
OTHER FINANCING					
SOURCES (USES):					
Transfers in:					
Norman Utilities					
Authority	1,854,254	-	1,854,254	1,689,413	(164,841)
Capital Projects Fund	3,846,583	-	3,846,583	2,820,655	(1,025,928)
Transit & Parking Fund	-	3,221,610	3,221,610	3,221,610	-
Norman Forward Fund	349,828	-	349,828	349,828	-
Insurance Fund	<u>-</u>	<u>47,446</u>	<u>47,446</u>	<u>47,446</u>	<u>-</u>
Total transfers in	<u>6,050,665</u>	<u>3,269,056</u>	<u>9,319,721</u>	<u>8,128,952</u>	<u>(1,190,769)</u>
Transfers out:					
Capital Fund	-	(7,127,000)	(7,127,000)	(7,127,000)	-
Public Safety Sales Tax Fund	(1,069,875)	-	(1,069,875)	-	1,069,875
Rainy Day Fund	-	(183,039)	(183,039)	(183,039)	-
CLEET Fund	-	(8,153)	(8,153)	(8,153)	-
Transit & Parking Fund	<u>(741,072)</u>	<u>(16,952)</u>	<u>(758,024)</u>	<u>(84,942)</u>	<u>673,082</u>
Total transfers out	<u>(1,810,947)</u>	<u>(7,335,144)</u>	<u>(9,146,091)</u>	<u>(7,403,134)</u>	<u>1,742,957</u>
Net other financing sources (uses)	<u>4,239,718</u>	<u>(4,066,088)</u>	<u>173,630</u>	<u>725,818</u>	<u>552,188</u>

(Continued)

THE CITY OF NORMAN, OKLAHOMA

GENERAL FUND SCHEDULE OF REVENUES, EXPENDITURES, ENCUMBRANCES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS) FOR THE YEAR ENDED JUNE 30, 2022

	Original Budget	Revisions	Revised Budget	Actual	Variance- Positive (Negative)
Excess (deficiency) of revenues and other sources over (under) expenditures, encumbrances, and other uses	531,662	(7,649,156)	(7,117,494)	7,821,701	14,939,195
Fund balance, July 1, 2021 (Non-GAAP budgetary basis)	<u>1,397,595</u>	<u>-</u>	<u>1,397,595</u>	<u>1,397,595</u>	<u>-</u>
Fund balance, June 30, 2022 (Non-GAAP budgetary basis)	<u>\$ 1,929,257</u>	<u>\$ (7,649,156)</u>	<u>\$ (5,719,899)</u>	<u>\$ 9,219,296</u>	<u>\$ 14,939,195</u> (Concluded)

THE CITY OF NORMAN, OKLAHOMA

PUBLIC SAFETY SALES TAX FUND SCHEDULE OF REVENUES, EXPENDITURES, ENCUMBRANCES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS) FOR THE YEAR ENDED JUNE 30, 2022

	Original Budget	Revisions	Revised Budget	Expenditures	Encum- brances	Actual	Variance- Positive (Negative)
REVENUES:							
Taxes:							
Sales tax	\$ 9,892,637	\$ -	\$ 9,892,637			\$ 11,945,243	\$ 2,052,606
Use tax	1,552,347	-	1,552,347			1,749,400	197,053
Total taxes	11,444,984	-	11,444,984			13,694,643	2,249,659
SRO reimbursement-NPS	726,318	-	726,318			692,546	(33,772)
Investment earnings	50,000	-	50,000			(5,253)	(55,253)
Miscellaneous income	-	-	-			13,566	13,566
Total revenues	12,221,302	-	12,221,302			14,395,502	2,174,200
EXPENDITURES AND ENCUMBRANCES:							
Public safety:							
Police staff services	50,027	178,984	229,011	\$ (79,732)	\$ 129,838	50,106	178,905
Police criminal investigations	711,087	(16,333)	694,754	689,242	-	689,242	5,512
Police patrol	4,313,264	481,560	4,794,824	4,418,151	259,021	4,677,172	117,652
SRO	1,107,377	188,204	1,295,581	1,278,897	1,580	1,280,477	15,104
911	130,246	(14,351)	115,895	117,651	3	117,654	(1,759)
Fleet Heavy Repair	274,837	(97,047)	177,790	108,985	39,366	148,351	29,439
Fire suppression	4,764,992	343,375	5,108,367	4,487,933	278,082	4,766,015	342,352
Capital projects	-	6,903,688	6,903,688	(229,701)	1,653,299	1,423,598	5,480,090
Debt services	2,369,342	(667)	2,368,675	2,368,675	-	2,368,675	-
Total expenditures and encumbrances	13,721,172	7,967,413	21,688,585	\$ 13,160,101	\$ 2,361,189	15,521,290	6,167,295
Excess (deficiency) of revenues over (under) expenditures and encumbrances	(1,499,870)	(7,967,413)	(9,467,283)			(1,125,788)	8,341,495
OTHER FINANCING SOURCES:							
Transfers in:							
General Fund	1,069,875	-	1,069,875			-	(1,069,875)
Capital Fund	429,995	-	429,995			-	(429,995)
Net other financing sources	1,499,870	-	1,499,870			-	(1,499,870)
Excess (deficiency) of revenues and other sources over (under) expenditures, encumbrances and other sources (uses)	-	(7,967,413)	(7,967,413)			(1,125,788)	6,841,625
Fund balance, July 1, 2021 (Non-GAAP budgetary basis)	7,965,297	-	7,965,297			7,965,297	-
Fund balance, June 30, 2022 (Non-GAAP budgetary basis)	\$ 7,965,297	\$ (7,967,413)	\$ (2,116)			\$ 6,839,509	\$ 6,841,625

THE CITY OF NORMAN, OKLAHOMA

SPECIAL GRANTS FUND SCHEDULE OF REVENUES, EXPENDITURES, ENCUMBRANCES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS) FOR THE YEAR ENDED JUNE 30, 2022

	Original Budget	Revisions	Revised Budget	Expenditures	Encum- brances	Actual	Variance- Positive (Negative)
REVENUES:							
Intergovernmental:							
County Court DUI	\$ 62,834	\$ -	\$ 62,834			\$ 15,566	\$ (47,268)
Public safety grants	-	237,791	237,791			190,462	(47,329)
Public service grants	9,700	-	9,700			222,591	212,891
Recreation grants	-	111,200	111,200			-	(111,200)
Public works grants	<u>2,374,347</u>	<u>-</u>	<u>2,374,347</u>			<u>(18,594)</u>	<u>(2,392,941)</u>
Total intergovernmental	2,446,881	348,991	2,795,872			410,025	(2,385,847)
Investment earnings	<u>-</u>	<u>-</u>	<u>-</u>			<u>5,829</u>	<u>5,829</u>
Total revenues	<u>2,446,881</u>	<u>348,991</u>	<u>2,795,872</u>			<u>415,854</u>	<u>(2,380,018)</u>
EXPENDITURES AND							
ENCUMBRANCES:							
DUI enforcement	62,834	-	62,834	\$ 16,331	\$ -	16,331	46,503
Traffic & alcohol enforcement	-	101,626	101,626	51,137	-	51,137	50,489
JAG grant	-	57,301	57,301	41,792	-	41,792	15,509
DOJ-BJA grant	-	37,804	37,804	-	-	-	37,804
VOCA grant	46,567	-	46,567	-	-	-	46,567
Emergency management grant	-	95,134	95,134	19,517	-	19,517	75,617
Homeland security grant	-	30,090	30,090	30,090	-	30,090	-
Legacy Trail grant	-	(626)	(626)	-	-	-	(626)
CARES parks grant	-	115	115	(115)	-	(115)	230
SHPO / CLG grant	9,700	1,050	10,750	10,750	-	10,750	-
Firehouse art grant	-	325,000	325,000	-	-	-	325,000
Sutton wilderness grant	-	111,200	111,200	-	-	-	111,200
Stormwater quality grant	-	10,977	10,977	-	-	-	10,977
Traffic grant	-	27,402	27,402	1,035	-	1,035	26,367
ACOG fleet conversion	-	1,265,855	1,265,855	-	-	-	1,265,855
Transportation projects	-	761,769	761,769	17,600	672,169	689,769	72,000
Arts & humanities ARPA	-	125,000	125,000	125,000	-	125,000	-
Incentives ARPA	-	1,475,000	1,475,000	57,564	1,000,000	1,057,564	417,436
Vehicle wash facility	-	576,000	576,000	-	-	-	576,000
Midway drive drainage	-	112,500	112,500	-	-	-	112,500
Flood warning system	-	75,000	75,000	-	-	-	75,000
Imhoff creek stabilization	-	3,000,000	3,000,000	-	-	-	3,000,000
The vineyard detention	-	670,193	670,193	-	-	-	670,193
ECOC building	<u>-</u>	<u>9,500,000</u>	<u>9,500,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>9,500,000</u>
Total expenditures and encumbrances	<u>119,101</u>	<u>18,358,390</u>	<u>18,477,491</u>			<u>2,042,870</u>	<u>16,434,621</u>

THE CITY OF NORMAN, OKLAHOMA

SPECIAL GRANTS FUND SCHEDULE OF REVENUES, EXPENDITURES, ENCUMBRANCES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS) FOR THE YEAR ENDED JUNE 30, 2022

	Original Budget	Revisions	Revised Budget	Expenditures	Encum- brances	Actual	Variance- Positive (Negative)
Excess (deficiency) of revenues and other sources over (under) expenditures, encumbrances	<u>(46,567)</u>	<u>(15,635,052)</u>	<u>(15,681,619)</u>			<u>(1,627,016)</u>	<u>14,054,603</u>
OTHER FINANCING SOURCES (USES):							
Operating transfers in:							
Capital Fund	-	1,170,172	1,170,172			1,170,172	-
General Fund	-	-	-			-	-
Operating transfers out:							
Capital Fund	<u>-</u>	<u>(3,000,000)</u>	<u>(3,000,000)</u>			<u>(3,000,000)</u>	<u>-</u>
Net other financing sources	<u>-</u>	<u>(1,829,828)</u>	<u>(1,829,828)</u>			<u>(1,829,828)</u>	<u>-</u>
Excess (deficiency) of revenues and other sources over (under) expenditures, encumbrances and other sources	(46,567)	(17,464,880)	(17,511,447)			(3,456,844)	14,054,603
Fund balance (deficit), July 1, 2021 (Non-GAAP budgetary basis)	<u>1,919,861</u>	<u>-</u>	<u>1,919,861</u>			<u>1,919,861</u>	<u>-</u>
Fund balance (deficit), June 30, 2022 (Non-GAAP budgetary basis)	<u>\$1,873,294</u>	<u>\$ (17,464,880)</u>	<u>\$ (15,591,586)</u>			<u>\$ (1,536,983)</u>	<u>\$ 14,054,603</u>

(Concluded)

**NOTES TO REQUIRED SUPPLEMENTARY INFORMATION ON BUDGETARY COMPARISON
SCHEDULE – GENERAL FUND AND PUBLIC SAFETY SALES TAX FUND**

Budget Reconciliations - Items required to adjust actual revenues, expenditures, and fund balances reported on the budgetary basis to those reported within the fund financial statements as of and for the year ended June 30, 2022, are as follows:

	General Fund	Public Safety Sales Tax Fund	Special Grants Fund
Fund balances - budgetary basis, June 30, 2022	\$ 9,219,316	\$ 6,839,509	\$ (1,536,983)
Current year encumbrances included in expenditures	3,878,851	2,361,189	1,672,169
Prior year encumbrances outstanding	9,270	2,787	-
Current year revenue accrual	11,897,332	2,221,848	161,035
Current year expenditure accrual	(2,424,733)	(414,589)	(1,657)
Rainy Day Fund Balance	<u>4,168,853</u>	<u>-</u>	<u>-</u>
Fund balances - fund financial statements, June 30, 2022	<u>\$ 26,748,889</u>	<u>\$ 11,010,744</u>	<u>\$ 294,564</u>
Revenues - budgetary basis	\$ 91,190,426	\$ 14,395,502	\$ 415,854
Current year revenue accrual	11,897,332	2,221,848	161,035
Prior year revenue accrual	(12,501,189)	(2,228,487)	(117,656)
Interest earned within Rainy Day Fund	<u>(41,252)</u>	<u>-</u>	<u>-</u>
Revenues - fund financial statements	<u>\$ 90,545,317</u>	<u>\$ 14,388,863</u>	<u>\$ 459,233</u>
Expenditures - budgetary basis	\$ 84,094,523	\$ 15,521,290	\$ 2,042,870
Current year encumbrances included in expenditures	(3,878,851)	(2,361,189)	(1,672,169)
Prior year encumbrances paid	2,884,208	854,778	120,896
Current year expenditure accrual	2,424,733	414,589	1,657
Prior year expenditure accrual	<u>(2,106,196)</u>	<u>(341,599)</u>	<u>(2,724)</u>
Expenditures - fund financial statements	<u>\$ 83,418,417</u>	<u>\$ 14,087,869</u>	<u>\$ 490,530</u>



OTHER SUPPLEMENTARY INFORMATION

THE CITY OF NORMAN, OKLAHOMA

COMBINING BALANCE SHEET NONMAJOR GOVERNMENTAL FUNDS JUNE 30, 2022

	Norman Room Tax Fund	Community Development Fund	Park Land Fund	Seizures and Restitutions Fund	Cleet Fund	Transit & Parking Fund	Art in Public Places Fund	Debt Service Fund	Westwood Fund	Total Nonmajor Governmental Total
ASSETS										
Cash and cash equivalents	\$ 558,658	\$ 3,878,974	\$ 181,497	\$ 635,317	\$ 25	\$ 271,354	\$ 1,340	\$ -	\$ 745,974	\$ 6,273,139
Investments	239,680	-	595,735	812,325	-	1,762,724	-	5,290,654	-	8,701,118
Receivables:										
Taxes	222,799	-	-	-	-	558,535	-	-	-	781,334
Accounts	-	-	-	164	-	-	246	-	-	410
Interest	492	-	1,223	1,667	-	3,618	-	10,859	-	17,859
Due from Federal Government	-	781,499	-	-	-	84,148	-	-	-	865,647
Due from other funds	10,486	92,571	4,508	12,593	-	6,922	34	13,406	-	140,520
Prepaid expenses	-	-	-	-	-	-	-	705,994	-	705,994
Restricted Assets:										
Cash and cash equivalents	-	-	-	-	-	-	-	529,149	-	529,149
Total assets	\$ 1,032,115	\$ 4,753,044	\$ 782,963	\$ 1,462,066	\$ 25	\$ 2,687,301	\$ 1,620	\$ 6,550,062	\$ 745,974	\$ 18,015,170
LIABILITIES AND FUND BALANCE										
Liabilities:										
Accounts payable and other accrued liabilities	\$ 1,614	\$ 25,350	\$ -	\$ -	\$ 25	\$ 536,640	\$ -	\$ -	\$ 413,975	\$ 977,604
Payroll payable	-	17,559	-	-	-	32,479	-	-	149,160	199,198
Deferred revenue	-	-	-	-	-	-	-	-	-	-
Due to other funds	-	-	-	-	-	-	-	-	-	-
Total liabilities	1,614	42,909	-	-	25	569,119	-	-	563,135	1,176,802
Fund balance:										
Nonspendable	-	-	-	-	-	-	-	705,994	-	705,994
Restricted	1,015,807	4,714,274	731,862	1,412,570	(1,246)	2,074,736	1,481	5,844,068	179,618	15,973,170
Assigned	14,694	(4,139)	51,101	49,496	1,246	43,446	139	-	3,221	159,204
Total fund balance	1,030,501	4,710,135	782,963	1,462,066	-	2,118,182	1,620	6,550,062	182,839	16,838,368
Total liabilities and										

THE CITY OF NORMAN, OKLAHOMA
COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2022

	Norman Room Tax Fund	Community Development Fund	Park Land Fund	Seizures and Restitutions Fund	Cleet Fund	Transit & Parking Fund	Art in Public Places Fund	Debt Service Fund	Westwood Fund	Total Nonmajor Governmental Total
Revenues:										
Taxes	\$ 1,808,382	\$ -	\$ -	\$ -	\$ -	\$ 3,425,074	\$ -	\$ 13,440,326	\$ -	\$ 18,673,782
Intergovernmental revenues	-	2,012,939	-	-	9,201	4,448,137	-	-	-	6,470,277
Charges for services	-	-	60,602	-	-	-	-	-	2,264,174	2,324,776
Investment earnings (losses)	(2,602)	54	(8,871)	(9,582)	(14)	(18,968)	7	(77,207)	3,221	(113,962)
Other	-	-	-	435,008	-	63,350	5,912	-	4,192	508,462
Total revenues	<u>1,805,780</u>	<u>2,012,993</u>	<u>51,731</u>	<u>425,426</u>	<u>9,187</u>	<u>7,917,593</u>	<u>5,919</u>	<u>13,363,119</u>	<u>2,271,587</u>	<u>27,863,335</u>
Expenditures:										
Current:										
Parks and recreation	27,624	-	27,980	-	-	-	5,989	-	2,361,068	2,422,661
Public service	1,018,112	1,980,559	-	-	-	-	-	-	-	2,998,671
Public safety	-	-	-	27,870	17,373	-	-	-	-	45,243
Public works	-	-	-	-	-	5,162,819	-	-	-	5,162,819
Capital outlay	61,251	18,500	280,407	-	-	163,614	-	-	129,182	652,954
Debt service:										
Principal retirement	149,000	-	-	-	-	-	-	9,085,000	191,897	9,425,897
Interest and fiscal charges	115,289	-	-	-	-	-	-	2,138,376	6,506	2,260,171
Total expenditures	<u>1,371,276</u>	<u>1,999,059</u>	<u>308,387</u>	<u>27,870</u>	<u>17,373</u>	<u>5,326,433</u>	<u>5,989</u>	<u>11,223,376</u>	<u>2,688,653</u>	<u>22,968,416</u>
Excess (deficiency) of revenues over (under) expenditures	<u>434,504</u>	<u>13,934</u>	<u>(256,656)</u>	<u>397,556</u>	<u>(8,186)</u>	<u>2,591,160</u>	<u>(70)</u>	<u>2,139,743</u>	<u>(417,066)</u>	<u>4,894,919</u>
Other financing sources (uses):										
Issuance of debt	3,882,000	-	-	-	-	-	-	-	-	3,882,000
Transfers in	12,052	1,516,500	-	-	8,153	619,368	-	-	184,639	2,340,712
Transfers out	(3,801,683)	-	-	-	-	(3,756,036)	-	(468,293)	(12,052)	(8,038,064)
Net other financing sources (uses)	<u>92,369</u>	<u>1,516,500</u>	<u>-</u>	<u>-</u>	<u>8,153</u>	<u>(3,136,668)</u>	<u>-</u>	<u>(468,293)</u>	<u>172,587</u>	<u>(1,815,352)</u>
Net change in fund balances	526,873	1,530,434	(256,656)	397,556	(33)	(545,508)	(70)	1,671,450	(244,479)	3,079,567
Fund balance - beginning	503,628	3,179,701	1,039,619	1,064,510	33	2,663,690	1,690	4,878,612	-	13,331,483
Beginning balance adjustment	-	-	-	-	-	-	-	-	427,318	427,318
Revised fund balance - beginning	<u>503,628</u>	<u>3,179,701</u>	<u>1,039,619</u>	<u>1,064,510</u>	<u>33</u>	<u>2,663,690</u>	<u>1,690</u>	<u>4,878,612</u>	<u>427,318</u>	<u>13,758,801</u>
Fund balance - ending	<u>\$ 1,030,501</u>	<u>\$ 4,710,135</u>	<u>\$ 782,963</u>	<u>\$ 1,462,066</u>	<u>\$ -</u>	<u>\$ 2,118,182</u>	<u>\$ 1,620</u>	<u>\$ 6,550,062</u>	<u>\$ 182,839</u>	<u>\$ 16,838,368</u>

THE CITY OF NORMAN, OKLAHOMA

NORMAN ROOM TAX FUND

SCHEDULE OF REVENUES, EXPENDITURES, ENCUMBRANCES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS) FOR THE YEAR ENDED JUNE 30, 2022

	Original Budget	Revisions	Revised Budget	Expenditures	Encum- brances	Actual	Variance- Positive (Negative)
REVENUES:							
Taxes:							
Hotel/motel tax	\$ 1,312,500	\$ -	\$ 1,312,500			\$ 1,610,661	\$ 298,161
Airbnb tax	-	-	-			126,101	126,101
Airbnb fees	-	-	-			32,362	32,362
Investment earnings	2,500	-	2,500			1,649	(851)
Total revenues	<u>1,315,000</u>	<u>-</u>	<u>1,315,000</u>			<u>1,770,773</u>	<u>455,773</u>
EXPENDITURES AND ENCUMBRANCES:							
Parks & recreation	1,024,300	352,081	1,376,381	\$ 952,452	\$ 19,292	971,744	404,637
Debt service	-	264,290	264,290	264,290	-	264,290	-
Total expenditures and encumbrances	<u>1,024,300</u>	<u>616,371</u>	<u>1,640,671</u>	<u>\$ 1,216,742</u>	<u>\$ 19,292</u>	<u>1,236,034</u>	<u>404,637</u>
Excess (deficiency) of revenues over (under) expenditures and encumbrances	<u>290,700</u>	<u>(616,371)</u>	<u>(325,671)</u>			<u>534,739</u>	<u>860,410</u>
OTHER FINANCING USES:							
Transfers in:							
Westwood	-	-	-			12,052	12,052
Transfers out:							
Westwood	(209,444)	-	(209,444)			-	209,444
Note proceeds	-	(3,592,239)	(3,592,239)			3,882,000	7,474,239
Net other financing sources (uses)	<u>(209,444)</u>	<u>(3,592,239)</u>	<u>(3,801,683)</u>			<u>3,894,052</u>	<u>7,695,735</u>
Excess (deficiency) of revenues and other sources over (under) expenditures, encumbrances and other uses	81,256	(4,208,610)	(4,127,354)			4,428,791	8,556,145
Fund balance, July 1, 2021 (Non-GAAP budgetary basis)	<u>165,042</u>		<u>165,042</u>			<u>165,042</u>	<u>-</u>
Fund balance, June 30, 2022 (Non-GAAP budgetary basis)	<u>\$ 246,298</u>	<u>\$ (4,208,610)</u>	<u>\$ (3,962,312)</u>			<u>\$ 4,593,833</u>	<u>\$ 8,556,145</u>

THE CITY OF NORMAN, OKLAHOMA

COMMUNITY DEVELOPMENT FUND SCHEDULE OF REVENUES, EXPENDITURES, ENCUMBRANCES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS) FOR THE YEAR ENDED JUNE 30, 2022

	Original Budget	Revisions	Revised Budget	Expenditures	Encum- brances	Actual	Variance- Positive (Negative)
REVENUES:							
Intergovernmental:							
Community development block grant ("CDBG")	\$ 940,869	\$ -	\$ 940,869			\$ 788,245	\$ (152,624)
CDBG - CV grant	-	-	-			300,435	300,435
CDBG - CV2 grant	-	-	-			(79,526)	(79,526)
Emergency shelter grants	-	400,000	400,000			401,930	1,930
Home grant	431,097	-	431,097			506,942	75,845
Home APRA grant	-	78,045	78,045			-	(78,045)
COC planning grant	-	12,412	12,412			12,415	3
Interest	-	-	-			55	55
Total revenues	<u>1,371,966</u>	<u>490,457</u>	<u>1,862,423</u>			<u>1,930,496</u>	<u>68,073</u>
EXPENDITURES AND ENCUMBRANCES:							
Public service:							
Community development	383,476	852,735	1,236,211	\$ 493,350	\$ 76,153	569,503	666,708
CDBG housing	437,071	248,106	685,177	513,794	-	513,794	171,383
CDBG public service	120,322	-	120,322	61,639	-	61,639	58,683
CDBG-CV	-	653,142	653,142	179,638	-	179,638	473,504
CDBG-CV2	-	1,516,500	1,516,500	19,110	-	19,110	1,497,390
Home grants	431,097	719,695	1,150,792	(1,289)	-	(1,289)	1,152,081
Home ARPA grants	-	78,045	78,045	-	-	-	78,045
Emergency shelter grants	-	433,432	433,432	318,387	29,791	348,178	85,254
COC planning grants	-	12,412	12,412	12,415	-	12,415	(3)
Total expenditures and encumbrances	<u>1,371,966</u>	<u>4,514,067</u>	<u>5,886,033</u>	<u>\$ 1,597,044</u>	<u>\$ 105,944</u>	<u>1,702,988</u>	<u>4,183,045</u>
Excess (deficiency) of revenues over (under) expenditures and encumbrances	-	(4,023,610)	(4,023,610)			227,508	4,251,118
OTHER FINANCING SOURCES (USES):							
Operating transfers in:							
Capital Fund	-	1,516,500	1,516,500			1,516,500	-
Operating transfers out:							
Capital Fund	-	-	-			-	-
Excess (deficiency) of revenues over (under) expenditures, encumbrances and other uses	-	(2,507,110)	(2,507,110)			1,744,008	4,251,118
Fund balance (deficit), July 1, 2021 (Non-GAAP budgetary basis)							
	<u>2,070,375</u>	<u>-</u>	<u>2,070,375</u>			<u>2,070,375</u>	<u>-</u>
Fund balance (deficit), June 30, 2022 (Non-GAAP budgetary basis)							
	<u>\$ 2,070,375</u>	<u>\$ (2,507,110)</u>	<u>\$ (436,735)</u>			<u>\$ 3,814,383</u>	<u>\$ 8</u>

THE CITY OF NORMAN, OKLAHOMA

**PARK LAND FUND
SCHEDULE OF REVENUES, EXPENDITURES, ENCUMBRANCES AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS)
FOR THE YEAR ENDED JUNE 30, 2022**

	Original Budget	Revisions	Revised Budget	Expenditures	Encum- brances	Actual	Variance- Positive (Negative)
REVENUES:							
Investment earnings	\$ 10,000	\$ -	\$ 10,000			\$ 3,578	\$ (6,422)
Charges for services	<u>85,000</u>	<u>-</u>	<u>85,000</u>			<u>60,602</u>	<u>(24,398)</u>
Total revenues	<u>95,000</u>	<u>-</u>	<u>95,000</u>			<u>64,180</u>	<u>(30,820)</u>
EXPENDITURES AND ENCUMBRANCES:							
Parks and recreation	<u>-</u>	<u>381,184</u>	<u>381,184</u>	<u>\$ 27,980</u>	<u>\$ -</u>	<u>27,980</u>	<u>353,204</u>
Total expenditures and encumbrances	<u>-</u>	<u>381,184</u>	<u>381,184</u>	<u>\$ 27,980</u>	<u>\$ -</u>	<u>27,980</u>	<u>353,204</u>
Excess (deficiency) of revenues over (under) expenditures and encumbrances	95,000	(381,184)	(286,184)			36,200	322,384
OTHER FINANCING SOURCES (USES):							
Transfers Out:							
Norman Forward Fund	<u>-</u>	<u>-</u>	<u>-</u>			<u>-</u>	<u>-</u>
Excess (deficiency) of revenues over (under) expenditures and encumbrances and other financing sources (uses)	<u>95,000</u>	<u>(381,184)</u>	<u>(286,184)</u>			<u>36,200</u>	<u>322,384</u>
Fund balance, July 1, 2021 (Non-GAAP budgetary basis)	<u>756,155</u>	<u>-</u>	<u>756,155</u>			<u>756,155</u>	<u>-</u>
Fund balance, June 30, 2022 (Non-GAAP budgetary basis)	<u>\$ 851,155</u>	<u>\$ (381,184)</u>	<u>\$ 469,971</u>			<u>\$ 792,355</u>	<u>\$ 322,384</u>

THE CITY OF NORMAN, OKLAHOMA

SEIZURES AND RESTITUTIONS FUND SCHEDULE OF REVENUES, EXPENDITURES, ENCUMBRANCES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS) FOR THE YEAR ENDED JUNE 30, 2022

	Original Budget	Revisions	Revised Budget	Expenditures	Encum- brances	Actual	Variance- Positive (Negative)
REVENUES:							
Intergovernmental:							
State Seizure/Restitution	\$ -	\$ -	\$ -			\$ 433,612	\$ 433,612
Federal Seizure/Restitution	-	-	-			1,396	1,396
Investment earnings	500	-	500			4,831	4,331
Miscellaneous income	-	-	-			21	21
Total revenues	500	-	500			439,860	439,360
EXPENDITURES AND ENCUMBRANCES:							
Public Safety:							
State seizures	-	-	-	\$ -	\$ -	-	-
Federal seizures	-	27,870	27,870	27,819	-	27,819	51
Total expenditures and encumbrances	-	27,870	27,870	\$ 27,819	\$ -	27,819	51
Excess (deficiency) of revenues over (under) expenditures and encumbrances	500	(27,870)	(27,370)			412,041	439,411
OTHER FINANCING SOURCES (USES):							
Transfers in:							
General Fund	-	-	-			-	-
Net other financing sources	-	-	-			-	-
Excess (deficiency) of revenues over (under) expenditures and encumbrances and other financing sources (uses)	500	(27,870)	(27,370)			412,041	439,411
Fund balance, July 1, 2021 (Non-GAAP budgetary basis)	1,062,689	-	1,062,689			1,062,689	-
Fund balance, June 30, 2022 (Non-GAAP budgetary basis)	\$ 1,063,189	\$ (27,870)	\$ 1,035,319			\$ 1,474,730	\$ 439,411

THE CITY OF NORMAN, OKLAHOMA

CLEET FUND SCHEDULE OF REVENUES, EXPENDITURES, ENCUMBRANCES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS) FOR THE YEAR ENDED JUNE 30, 2022

	Original Budget	Revisions	Revised Budget	Expenditures	Encum- brances	Actual	Variance- Positive (Negative)
REVENUES:							
Fines and forfeitures:							
Cleet training revenue	\$ 32,000	\$ -	\$ 32,000			\$ 9,201	\$ (22,799)
Investment earnings	-	-	-			-	-
Miscellaneous revenue	-	-	-			-	-
<u>Total revenues</u>	<u>32,000</u>	<u>-</u>	<u>32,000</u>			<u>9,201</u>	<u>(22,799)</u>
EXPENDITURES AND ENCUMBRANCES:							
Public Safety:							
Court Cleet Training	1,500	-	1,500	\$ 706	\$ -	706	794
Police Cleet Training	<u>29,005</u>	<u>587</u>	<u>29,592</u>	<u>16,080</u>	<u>12,902</u>	<u>28,982</u>	<u>610</u>
<u>Total expenditures and encumbrances</u>	<u>30,505</u>	<u>587</u>	<u>31,092</u>	<u>\$ 16,786</u>	<u>\$ 12,902</u>	<u>29,688</u>	<u>1,404</u>
Excess (deficiency) of revenues over (under) expenditures and encumbrances	1,495	(587)	908			(20,487)	(21,395)
OTHER FINANCING USES:							
Transfers in	-	8,153	8,153			8,153	-
Excess (deficiency) of revenue and other sources over (under) expenditures,	<u>1,495</u>	<u>7,566</u>	<u>9,061</u>			<u>(12,334)</u>	<u>(21,395)</u>
Fund balance, July 1, 2021 (Non-GAAP budgetary basis)	<u>(568)</u>	<u>-</u>	<u>(568)</u>			<u>(568)</u>	<u>-</u>
Fund balance, June 30, 2022 (Non-GAAP budgetary basis)	<u>\$ 927</u>	<u>\$ 7,566</u>	<u>\$ 8,493</u>			<u>\$ (12,902)</u>	<u>\$ (21,395)</u>

THE CITY OF NORMAN, OKLAHOMA

TRANSIT AND PARKING FUND SCHEDULE OF REVENUES, EXPENDITURES, ENCUMBRANCES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS) FOR THE YEAR ENDED JUNE 30, 2022

	Original Budget	Revisions	Revised Budget	Expenditures	Encum- brances	Actual	Variance- Positive (Negative)
REVENUES:							
Sales taxes	\$ 2,550,000	\$ -	\$ 2,550,000			\$ 2,986,311	\$ 436,311
Use taxes	-	-	-			437,350	437,350
Investment earnings	-	-	-			10,586	10,586
Grant revenue	7,100,000	-	7,100,000			5,918,950	(1,181,050)
Miscellaneous income	-	50,000	50,000			63,350	13,350
Total revenues	9,650,000	50,000	9,700,000			9,416,547	(283,453)
EXPENDITURES AND ENCUMBRANCES:							
Public Works:							
Fleet repair	2,012,854	1,228,700	3,241,554	\$ 227,939	\$ 1,747,160	1,975,099	1,266,455
Transit & parking admin	3,761,748	(74,115)	3,687,633	3,254,143	15,489	3,269,632	418,001
Capital projects	-	186,404	186,404	101,093	3,800	104,893	81,511
Total expenditures and encumbrances	5,774,602	1,340,989	7,115,591	\$ 3,583,175	\$ 1,766,449	5,349,624	1,765,967
Excess (deficiency) of revenues over (under) expenditures and encumbrances	3,875,398	(1,290,989)	2,584,409			4,066,923	1,482,514
OTHER FINANCING SOURCES (USES):							
Transfers in:							
General fund	741,072	2,480,538	3,221,610			84,942	(3,136,668)
Capital fund	-	534,426	534,426			534,426	-
Transfers out:							
General fund	-	(3,221,610)	(3,221,610)			(3,221,610)	-
Capital fund	-	(534,426)	(534,426)			(534,426)	-
Net other financing sources	741,072	(741,072)	-			(3,136,668)	(3,136,668)
Excess (deficiency) of revenues over (under) expenditures and encumbrances and other financing sources (uses)	4,616,470	(2,032,061)	2,584,409			930,255	(1,654,154)
Fund balance, July 1, 2021 (Non-GAAP budgetary basis)	(1,160,935)	-	(1,160,935)			(1,160,935)	-
Fund balance, June 30, 2022 (Non-GAAP budgetary basis)	\$ 3,455,535	\$ (2,032,061)	\$ 1,423,474			\$ (230,680)	\$ (1,654,154)

THE CITY OF NORMAN, OKLAHOMA

ART IN PUBLIC PLACES FUND SCHEDULE OF REVENUES, EXPENDITURES, ENCUMBRANCES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS) FOR THE YEAR ENDED JUNE 30, 2022

	Original Budget	Revisions	Revised Budget	Expenditures	Encum- brances	Actual	Variance- Positive (Negative)
REVENUES:							
Other revenue	\$ 16,000	\$ -	\$ 16,000			\$ 5,919	\$ (10,081)
Total revenues	16,000	-	16,000			5,919	(10,081)
EXPENDITURES AND ENCUMBRANCES:							
Parks & recreation							
Donation	16,000	6,213	22,213	\$ (224)	\$ 16,000	15,776	6,437
Total expenditures and encumbrances	16,000	6,213	22,213	\$ (224)	\$ 16,000	15,776	6,437
Excess (deficiency) of revenues over (under) expenditures and encumbrances and other financing sources (uses)	-	(6,213)	(6,213)			(9,857)	(3,644)
Fund balance, July 1, 2021 (Non-GAAP budgetary basis)	(4,523)	-	(4,523)			(4,523)	-
Fund balance, June 30, 2022 (Non-GAAP budgetary basis)	\$ (4,523)	\$ (6,213)	\$ (10,736)			\$ (14,380)	\$ (3,644)

THE CITY OF NORMAN, OKLAHOMA

DEBT SERVICE FUND SCHEDULE OF REVENUES, EXPENDITURES, ENCUMBRANCES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS) FOR THE YEAR ENDED JUNE 30, 2022

	Original Budget	Revisions	Revised Budget	Expenditures	Encum- brances	Actual	Variance- Positive (Negative)
REVENUES:							
Taxes:							
Property tax	\$ 12,750,792	\$ -	\$ 12,750,792			\$ 13,440,326	\$ 689,534
Sales tax	<u>-</u>	<u>-</u>	<u>-</u>			<u>-</u>	<u>-</u>
Total taxes	12,750,792	-	12,750,792			13,440,326	689,534
Investment earnings	<u>25,000</u>	<u>-</u>	<u>25,000</u>			<u>31,772</u>	<u>6,772</u>
Total revenues	<u>12,775,792</u>	<u>-</u>	<u>12,775,792</u>			<u>13,472,098</u>	<u>696,306</u>
EXPENDITURES AND ENCUMBRANCES:							
Debt service:							
Principal	9,085,000	-	9,085,000	\$ 9,085,000	\$ -	9,085,000	-
Interest and fiscal charges	<u>2,006,629</u>	<u>131,747</u>	<u>2,138,376</u>	<u>2,138,376</u>	<u>-</u>	<u>2,138,376</u>	<u>-</u>
Total expenditures and encumbrances	<u>11,091,629</u>	<u>131,747</u>	<u>11,223,376</u>	<u>\$ 11,223,376</u>	<u>\$ -</u>	<u>11,223,376</u>	<u>-</u>
Excess (deficiency) of revenues over (under) expenditures and encumbrances	<u>1,684,163</u>	<u>(131,747)</u>	<u>1,552,416</u>			<u>2,248,722</u>	<u>696,306</u>
OTHER FINANCING SOURCES (USES):							
Transfers out:							
Insurance fund	<u>(500,000)</u>	<u>31,707</u>	<u>(468,293)</u>			<u>(468,293)</u>	<u>-</u>
Net other financing sources (uses)	<u>(500,000)</u>	<u>31,707</u>	<u>(468,293)</u>			<u>(468,293)</u>	<u>-</u>
Excess (deficiency) of revenues and other sources over (under) expenditures, encumbrances and other sources (uses)	1,184,163	(100,040)	1,084,123			1,780,429	696,306
Fund balance, July 1, 2021 (Non-GAAP budgetary basis)	<u>4,853,045</u>	<u>-</u>	<u>4,853,045</u>			<u>4,853,045</u>	<u>-</u>
Fund balance, June 30, 2022 (Non-GAAP budgetary basis)	<u>\$ 6,037,208</u>	<u>\$ (100,040)</u>	<u>\$ 5,937,168</u>			<u>\$ 6,633,474</u>	<u>\$ 696,306</u>

THE CITY OF NORMAN, OKLAHOMA

CAPITAL PROJECTS FUND SCHEDULE OF REVENUES, EXPENDITURES, ENCUMBRANCES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS) FOR THE YEAR ENDED JUNE 30, 2022

	Original Budget	Revisions	Revised Budget	Expenditures	Encum- brances	Actual	Variance- Positive (Negative)
REVENUES:							
Taxes:							
Sales tax	\$ 13,960,772	\$ -	\$ 13,960,772			\$ 16,723,341	\$ 2,762,569
Property tax - Center City TIF	-	-	-			447,049	447,049
Special assessment	200,000	-	200,000			221,901	21,901
Investment earnings	724,000	-	724,000			125,626	(598,374)
Miscellaneous	-	767,470	767,470			1,175,969	408,499
Total revenues	<u>14,884,772</u>	<u>767,470</u>	<u>15,652,242</u>			<u>18,693,886</u>	<u>3,041,644</u>
EXPENDITURES AND ENCUMBRANCES:							
Personnel costs	1,413,850	-	1,413,850	\$ 1,320,110	\$ -	1,320,110	93,740
Services and maintenance	166,880	107,177	274,057	131,024	128,845	259,869	14,188
Cost allocation charges	200	-	200	200	-	200	-
Capital projects	17,361,972	67,878,681	85,240,653	13,859,775	7,663,857	21,523,632	63,717,021
Capital projects - Center City	-	100,000	100,000	-	-	-	100,000
Capital projects - UNP TIF	-	5,160,685	5,160,685	143,248	-	143,248	5,017,437
Debt service	1,582,492	-	1,582,492	1,321,242	-	1,321,242	261,250
Total expenditures and encumbrances	<u>20,525,394</u>	<u>73,246,543</u>	<u>93,771,937</u>	<u>\$ 16,775,599</u>	<u>\$ 7,792,702</u>	<u>24,568,301</u>	<u>69,203,636</u>
Excess (deficiency) of revenues over (under) expenditures and encumbrances	<u>(5,640,622)</u>	<u>(72,479,073)</u>	<u>(78,119,695)</u>			<u>(5,874,415)</u>	<u>72,245,280</u>
OTHER FINANCING SOURCES (USES):							
Transfers Out:							
General fund	(3,846,584)	-	(3,846,584)			(2,820,655)	1,025,929
Westwood fund	(131,830)	-	(131,830)			(149,639)	(17,809)
Norman Forward fund	-	(380,559)	(380,559)			(380,559)	-
CDBG fund	-	(1,516,500)	(1,516,500)			(1,516,500)	-
Special grants fund	-	(1,170,172)	(1,170,172)			(1,170,172)	-
Transit & parking fund	-	(534,426)	(534,426)			(534,426)	-
PSST fund	(429,995)	-	(429,995)			-	429,995
Transfers In:							
General fund	-	7,127,000	7,127,000			7,127,000	-
Wastewater fund	-	45,000	45,000			45,000	-
Water fund	-	45,000	45,000			45,000	-
Sanitation fund	-	540,000	540,000			540,000	-
Special grants fund	-	3,000,000	3,000,000			3,000,000	-
Transit & parking fund	-	-	-			534,426	534,426
Debt proceeds	52,000,000	-	52,000,000			-	(52,000,000)
Net other financing sources (uses)	<u>47,591,591</u>	<u>7,155,343</u>	<u>54,746,934</u>			<u>4,719,475</u>	<u>(50,027,459)</u>
Excess (deficiency) of revenues over expenditures and encumbrances and other sources (uses)	<u>41,950,969</u>	<u>(65,323,730)</u>	<u>(23,372,761)</u>			<u>(1,154,940)</u>	<u>22,217,821</u>
Fund balance, July 1, 2021 (Non-GAAP budgetary basis)	<u>66,842,523</u>	<u>-</u>	<u>66,842,523</u>			<u>66,842,523</u>	<u>-</u>
Fund balance, June 30, 2022 (Non-GAAP budgetary basis)	<u>\$ 108,793,492</u>	<u>\$ (65,323,730)</u>	<u>\$ 43,469,762</u>			<u>\$ 65,687,583</u>	<u>\$ 22,217,821</u>

THE CITY OF NORMAN, OKLAHOMA

NORMAN FORWARD FUND SCHEDULE OF REVENUES, EXPENDITURES, ENCUMBRANCES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS) FOR THE YEAR ENDED JUNE 30, 2022

	Original Budget	Revisions	Revised Budget	Expenditures	Encum- brances	Actual	Variance- Positive (Negative)
REVENUES:							
Taxes:							
Sales tax	\$ 9,892,637	\$ -	\$ 9,892,637			\$ 11,945,243	\$ 2,052,606
Use tax	1,552,347	-	1,552,347			1,749,401	197,054
Investment earnings	15,000	-	15,000			151,866	136,866
Miscellaneous	400,000	-	400,000			2,188,372	1,788,372
Total revenues	<u>11,859,984</u>	<u>-</u>	<u>11,859,984</u>			<u>16,034,882</u>	<u>4,174,898</u>
EXPENDITURES AND ENCUMBRANCES:							
Services and maintenance	1,000,000	1,099,977	2,099,977	\$ 26,419	\$ 415,581	442,000	1,657,977
Capital projects	10,780,000	67,070,404	77,850,404	11,610,668	55,317,055	66,927,723	10,922,681
Debt service	7,586,783	5,128	7,591,911	7,591,911	-	7,591,911	-
Total expenditures and encumbrances	<u>19,366,783</u>	<u>68,175,509</u>	<u>87,542,292</u>	<u>\$ 19,228,998</u>	<u>\$ 55,732,636</u>	<u>74,961,634</u>	<u>12,580,658</u>
Excess (deficiency) of revenues over (under) expenditures and encumbrances	<u>(7,506,799)</u>	<u>(68,175,509)</u>	<u>(75,682,308)</u>			<u>(58,926,752)</u>	<u>16,755,556</u>
OTHER FINANCING SOURCES (USES):							
Transfers Out:							
General fund	(349,828)	-	(349,828)			(349,828)	-
Westwood fund	(35,000)	-	(35,000)			(35,000)	-
Transfers In:							
Room Tax fund	-	-	-			3,801,683	3,801,683
UNP TIF fund	-	-	-			380,559	380,559
Debt proceeds	-	-	-			-	-
Net other financing sources (uses)	<u>(384,828)</u>	<u>-</u>	<u>(384,828)</u>			<u>3,797,414</u>	<u>4,182,242</u>
Excess (deficiency) of revenues over expenditures and encumbrances and other sources (uses)	<u>(7,891,627)</u>	<u>(68,175,509)</u>	<u>(76,067,136)</u>			<u>(55,129,338)</u>	<u>20,937,798</u>
Fund balance, July 1, 2021 (Non-GAAP budgetary basis)	<u>61,440,308</u>	<u>-</u>	<u>61,440,308</u>			<u>61,440,308</u>	<u>-</u>
Fund balance, June 30, 2022 (Non-GAAP budgetary basis)	<u>\$ 53,548,681</u>	<u>\$ (68,175,509)</u>	<u>\$ (14,626,828)</u>			<u>\$ 6,310,970</u>	<u>\$ 20,937,798</u>

THE CITY OF NORMAN, OKLAHOMA

WESTWOOD FUND SCHEDULE OF REVENUES, EXPENDITURES, ENCUMBRANCES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS) FOR THE YEAR ENDED JUNE 30, 2022

	Original Budget	Revisions	Revised Budget	Expenditures	Encum- brances	Actual	Variance- Positive (Negative)
REVENUES:							
Pool charges	\$ 896,459	\$ -	\$ 896,459			\$ 824,241	\$ (72,218)
Golf charges	1,206,821	-	1,206,821			1,050,667	(156,154)
Concessions pool charges	16,572	-	16,572			204,632	188,060
Concessions restaurant charges	-	8,143	8,143			184,634	176,491
Investment earnings	7,500	-	7,500			3,220	(4,280)
Miscellaneous	-	-	-			4,193	4,193
Total revenues	2,127,352	8,143	2,135,495			2,271,587	136,092
EXPENDITURES AND ENCUMBRANCES:							
Concessions	303,253	29,099	332,352	\$ 306,815	\$ 19,049	325,864	6,488
Swimming pool	687,871	107,320	795,191	726,550	3,109	729,659	65,532
Golf maintenance	810,748	280,815	1,091,563	910,043	70,891	980,934	110,629
Golf course	313,141	57,384	370,525	350,968	6,329	357,297	13,228
Debt service	209,444	(11,041)	198,403	198,403	-	198,403	-
Total expenditures and encumbrances	2,324,457	463,577	2,788,034	\$ 2,492,779	\$ 99,378	2,592,157	195,877
Excess (deficiency) of revenues over (under) expenditures and encumbrances	(197,105)	(455,434)	(652,539)			(320,570)	331,969
OTHER FINANCING SOURCES (USES):							
Transfers In:							
General fund	209,444	-	209,444			-	(209,444)
Capital fund	131,830	-	131,830			149,639	17,809
Norman Forward fund	35,000	-	35,000			35,000	-
Transfers OU:							
Room Tax fund	-	(12,052)	(12,052)			(12,052)	-
Net other financing sources (uses)	376,274	(12,052)	364,222			172,587	(191,635)
Excess (deficiency) of revenues over expenditures and encumbrances and other sources (uses)	179,169	(467,486)	(288,317)			(147,983)	140,334
Fund balance, July 1, 2021 (Non-GAAP budgetary basis)	207,077	-	207,077			207,077	-
Fund balance, June 30, 2022 (Non-GAAP budgetary basis)	\$ 386,246	\$ (467,486)	\$ (81,240)			\$ 59,094	\$ 140,334

NOTES TO OTHER SUPPLEMENTARY INFORMATION ON BUDGETARY COMPARISON SCHEDULES – NONMAJOR SPECIAL REVENUE FUNDS, DEBT SERVICE FUND, CAPITAL PROJECTS FUND AND NORMAN FORWARD FUND

Budget Reconciliations - Items required to adjust actual revenues, expenditures, and fund balances reported on the budgetary basis to those reported within the fund financial statements as of and for the year ended June 30, 2022, are as follows:

	Special Revenue Funds	Debt Service Fund	Capital Projects Fund	Norman Forward Fund
Fund balances, June 30, 2022 (Non-GAAP budgetary basis)	\$13,308,203	\$ 6,633,474	\$65,687,583	\$ 6,310,970
Current year encumbrances included in expenditures	2,019,965	-	7,792,702	55,732,636
Prior year encumbrances outstanding	25,771	-	6,092,499	531,835
Current year revenue accrual	1,509,964	(83,412)	2,484,754	1,886,196
Current year expenditure accrual	(199,062)	0	(416,136)	(441,487)
GAAP basis fund balances, June 30, 2022	<u>\$16,664,841</u>	<u>\$ 6,550,062</u>	<u>\$81,641,402</u>	<u>\$64,020,150</u>
Budgetary basis revenues	\$29,380,640	\$13,472,098	\$18,693,886	\$16,034,882
Current year revenue accrual	1,509,964	(83,412)	2,484,754	1,886,196
Prior year revenue accrual	(3,027,269)	(25,567)	(2,904,140)	(2,306,549)
GAAP basis revenues	<u>\$27,863,335</u>	<u>\$13,363,119</u>	<u>\$18,274,500</u>	<u>\$15,614,529</u>
Budgetary basis expenditures	\$22,205,441	\$11,223,376	\$24,568,301	\$74,961,634
Current year encumbrances included in expenditures	(2,019,965)	-	(7,792,702)	(55,732,636)
Prior year encumbrances paid	2,713,332	-	14,401,393	3,803,507
Current year expenditure accrual	199,062	0	416,136	441,487
Prior year expenditure accrual	(129,454)	0	(443,052)	(90,415)
GAAP basis expenditures	<u>\$22,968,416</u>	<u>\$11,223,376</u>	<u>\$31,150,076</u>	<u>\$23,383,577</u>

THE CITY OF NORMAN, OKLAHOMA
COMBINING STATEMENT OF NET POSITION
ENTERPRISE FUND - NORMAN UTILITIES AUTHORITY
JUNE 30, 2022

ASSETS	Water	Wastewater	Total
Current assets:			
Cash and cash equivalents	\$ 5,921,295	\$ 809,517	\$ 6,730,812
Restricted cash and cash equivalents	6,323,210	1,512,500	7,835,710
Investments	24,022,285	20,397,918	44,420,203
Receivables:			
Accounts, net of allowance for estimated uncollectible accounts	2,852,994	2,364,320	5,217,314
Interest	50,462	41,866	92,328
Leases receivable	179,637	-	179,637
Due from other funds	177,891	31,722	209,613
Total current assets	39,527,774	25,157,843	64,685,617
Noncurrent assets:			
Restricted cash and cash equivalents	-	6,442,036	6,442,036
Leases receivable	494,939	-	494,939
Leases asset, net	883,427	-	883,427
Capital assets, net	153,047,661	127,718,681	280,766,342
Total noncurrent assets	154,426,027	134,160,717	288,586,744
Total assets	193,953,801	159,318,560	353,272,361
DEFERRED OUTFLOW OF RESOURCES			
Deferred charge on refunding	429,563	-	429,563
Total deferred outflows of resources	429,563	-	429,563
LIABILITIES			
Current liabilities:			
Accounts payable and accrued liabilities	1,378,858	1,518,970	2,897,828
Payroll payable	171,535	110,155	281,690
Accrued interest payable	412,961	156,392	569,353
Retainage payable	341,066	192,197	533,263
Guaranty deposits	901,982	466,950	1,368,932
Leases payable	51,683	-	51,683
Notes payable	3,664,564	3,652,071	7,316,635
Compensated absences	47,901	38,072	85,973
Total current liabilities	6,970,550	6,134,807	13,105,357
Noncurrent liabilities:			
Notes payable, net	46,134,679	18,771,770	64,906,449
Leases payable	854,992	-	854,992
Compensated absences	386,820	307,446	694,266
Total noncurrent liabilities	47,376,491	19,079,216	66,455,707
Total liabilities	54,347,041	25,214,023	79,561,064
DEFERRED INFLOW OF RESOURCES			
Deferred inflows from leases	612,927	-	612,927
Total deferred outflows of resources	612,927	-	612,927
NET POSITION			
Net invested in capital assets	107,050,802	105,171,208	212,222,010
Restricted for debt service	858,929	7,331,194	8,190,123
Restricted for capital projects	-	6,442,036	6,442,036
Unrestricted	31,513,665	15,160,099	46,673,764
Total net position	\$ 139,423,396	\$ 134,104,537	\$ 273,527,933

THE CITY OF NORMAN, OKLAHOMA

COMBINING STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION ENTERPRISE FUND - NORMAN UTILITIES AUTHORITY FOR THE YEAR ENDED JUNE 30, 2022

	Water	Wastewater	Total
Operating revenues:			
Water service, net	\$ 25,368,494	\$ -	\$ 25,368,494
Wastewater service, net	-	15,974,265	15,974,265
Other	<u>378,306</u>	<u>700,716</u>	<u>1,079,022</u>
Total operating revenues	<u>25,746,800</u>	<u>16,674,981</u>	<u>42,421,781</u>
Operating expenses:			
Salaries and benefits	4,287,454	3,685,245	7,972,699
Supplies and materials	2,889,413	680,396	3,569,809
Services and maintenance	9,113,472	5,427,901	14,541,373
Depreciation and amortization	<u>6,829,918</u>	<u>8,890,664</u>	<u>15,720,582</u>
Total operating expenses	<u>23,120,257</u>	<u>18,684,206</u>	<u>41,804,463</u>
Operating income	<u>2,626,543</u>	<u>(2,009,225)</u>	<u>617,318</u>
Nonoperating revenues (expenses):			
Tax revenue	-	1,758,833	1,758,833
Investment earnings	(311,007)	(289,792)	(600,799)
Interest and fiscal charges	(1,950,365)	(561,474)	(2,511,839)
Miscellaneous income (expense)	<u>(212,668)</u>	<u>77,454</u>	<u>(135,214)</u>
Net nonoperating revenues (expenses)	<u>(2,474,040)</u>	<u>985,021</u>	<u>(1,489,019)</u>
Income before capital contributions and operating transfers	<u>152,503</u>	<u>(1,024,204)</u>	<u>(871,701)</u>
Capital contributions - donated water and sewer distribution systems	2,723,668	788,156	3,511,824
Transfers out	<u>(1,146,952)</u>	<u>(632,461)</u>	<u>(1,779,413)</u>
Net capital contributions and transfers	<u>1,576,716</u>	<u>155,695</u>	<u>1,732,411</u>
Net income	1,729,219	(868,509)	860,710
Net position - beginning	137,698,461	134,973,046	272,671,507
Beginning balance adjustments	<u>(4,284)</u>	<u>-</u>	<u>(4,284)</u>
Revised net position - beginning	<u>137,694,177</u>	<u>134,973,046</u>	<u>272,667,223</u>
Net position - ending	<u>\$ 139,423,396</u>	<u>\$ 134,104,537</u>	<u>\$ 273,527,933</u>

THE CITY OF NORMAN, OKLAHOMA
COMBINING STATEMENT OF CASH FLOWS
ENTERPRISE FUND - NORMAN UTILITIES AUTHORITY
FOR THE YEAR ENDED JUNE 30, 2022

	Water	Wastewater	Total
Cash flows from operating activities:			
Cash received from customers	\$ 25,338,506	\$ 15,860,829	\$ 41,199,335
Cash paid to employees for services	(4,312,718)	(3,641,205)	(7,953,923)
Cash paid to suppliers	(12,191,050)	(4,840,097)	(17,031,147)
Other payments	552,577	165,677	718,254
Net cash provided by operating activities	<u>9,387,315</u>	<u>7,545,204</u>	<u>16,932,519</u>
Cash flows from noncapital financing activities:			
Transfers out	(1,146,952)	(632,461)	(1,779,413)
Net cash used for noncapital financing activities	<u>(1,146,952)</u>	<u>(632,461)</u>	<u>(1,779,413)</u>
Cash flows from capital and related financing activities:			
Proceeds from disposal of capital assets	81,666	14,622	96,288
Payments for the acquisition of capital assets	(4,825,832)	(3,507,852)	(8,333,684)
Proceeds from taxes	-	1,758,833	1,758,833
Principal payments on notes payable	(3,574,869)	(3,567,777)	(7,142,646)
Interest and fiscal charges paid	(1,780,192)	(586,107)	(2,366,299)
Net cash used for capital and related financing activities	<u>(10,099,227)</u>	<u>(5,888,281)</u>	<u>(15,987,508)</u>
Cash flows from investing activities:			
Proceeds from maturity of investments	6,926,201	7,590,512	14,516,713
Payments for purchases of investments	(14,557,392)	(12,361,043)	(26,918,435)
Investment earnings received	214,760	171,894	386,654
Net cash used for investing activities	<u>(7,416,431)</u>	<u>(4,598,637)</u>	<u>(12,015,068)</u>
Net change in cash and cash equivalents	(9,275,295)	(3,574,175)	(12,849,470)
Cash and cash equivalents - beginning	21,519,800	12,338,228	33,858,028
Cash and cash equivalents - ending	<u>\$ 12,244,505</u>	<u>\$ 8,764,053</u>	<u>\$ 21,008,558</u>
Reconciliation of operating income to net cash provided by operating activities:			
Operating income (loss)	\$ 2,626,543	\$ (2,009,225)	\$ 617,318
Adjustments to reconcile operating income to net cash provided by operating activities:			
Miscellaneous income (expense)	(212,668)	77,454	(135,214)
Bad debt expense	118,343	104,217	222,560
Depreciation and amortization	6,829,918	8,890,664	15,720,582
(Gain) loss on disposal of property, plant and equipment	518,044	(13,666)	504,378
Increase in accounts receivable, net	(558,978)	(932,528)	(1,491,506)
Decrease due from other funds	247,201	101,889	349,090
Increase leases receivable	(674,576)	-	(674,576)
Increase in accounts payable and accrued liabilities	102,061	1,205,785	1,307,846
Increase in payroll payable	29,015	38,906	67,921
Increase (decrease) in retainage payable	(228,577)	62,415	(166,162)
Increase in guaranty deposits	32,341	14,159	46,500
Increase (decrease) in compensated absences	(54,279)	5,134	(49,145)
Increase in deferred inflows leases	612,927	0	612,927
Net cash provided by operating activities	<u>\$ 9,387,315</u>	<u>\$ 7,545,204</u>	<u>\$ 16,932,519</u>
NONCASH ACTIVITIES:			
Donated water and sewer distribution systems	<u>\$ 2,723,668</u>	<u>\$ 787,856</u>	<u>\$ 3,511,524</u>
Change in unrealized gain on investments	<u>\$ 530,488</u>	<u>\$ 460,162</u>	<u>\$ 990,650</u>

THE CITY OF NORMAN, OKLAHOMA

**COMBINING STATEMENT OF PENSION TRUST FUND
JUNE 30, 2022**

	Annuity Pool Fund	401(a) Plan Fund	Total
ASSETS			
Investments - mutual funds	\$ 144,382	\$ 91,460,836	\$ 91,605,218
Loans to 401(a) Plan participants	<u>-</u>	<u>3,017,636</u>	<u>3,017,636</u>
Total assets	<u>\$ 144,382</u>	<u>\$ 94,478,472</u>	<u>\$ 94,622,854</u>
LIABILITIES AND NET POSITION			
Net position:			
Restricted for defined pension benefits	\$ 144,382	\$ -	\$ 144,382
Restricted for defined contribution pension benefits	<u>-</u>	<u>94,478,472</u>	<u>94,478,472</u>
Total liabilities and net position	<u>\$ 144,382</u>	<u>\$ 94,478,472</u>	<u>\$ 94,622,854</u>

THE CITY OF NORMAN, OKLAHOMA

COMBINING STATEMENT OF CHANGES IN PENSION TRUST FUND FOR THE YEAR ENDED JUNE 30, 2022

ADDITIONS:	Annuity Pool Fund	401(a) Fund	Total
Contributions:			
Employer	\$ -	\$ 2,830,104	\$ 2,830,104
Employee	<u>-</u>	<u>2,171,243</u>	<u>2,171,243</u>
Total contributions	-	5,001,347	5,001,347
Investment income (loss)	<u>(19,662)</u>	<u>(18,236,510)</u>	<u>(18,256,172)</u>
Total additions	<u>(19,662)</u>	<u>(13,235,163)</u>	<u>(13,254,825)</u>
DEDUCTIONS:			
Pension benefits paid	50,287	13,838,375	13,888,662
Administration costs	<u>771</u>	<u>172,512</u>	<u>173,283</u>
Total deductions	<u>51,058</u>	<u>14,010,887</u>	<u>14,061,945</u>
NET (DECREASE) INCREASE	(70,720)	(27,246,050)	(27,316,770)
Net position restricted for pension and retirement benefits, Beginning of year	<u>215,102</u>	<u>121,724,522</u>	<u>121,939,624</u>
End of year	<u>\$ 144,382</u>	<u>\$ 94,478,472</u>	<u>\$ 94,622,854</u>

This page left intentionally blank



STATISTICAL SECTION

STATISTICAL SECTION

This part of the City's comprehensive annual financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the City's overall financial health.

Contents	Page
Financial Trends	114-119
<p>These schedules contain trend information to help the reader understand how the City's financial performance and well-being have changed over time.</p>	
Revenue Capacity	120-122
<p>These schedules contain information to help the reader assess the City's most significant local revenue source, the sales tax.</p>	
Debt Capacity	123-127
<p>These schedules present information to help the reader assess the affordability of the City's current levels of outstanding debt and the City's ability to issue additional debt in the future.</p>	
Demographic and Economic Information	128-129
<p>These schedules offer demographic and economic indicators to help the reader understand the environment within which the City's financial activities take place.</p>	
Operating Information	130-132
<p>These schedules contain service and infrastructure data to help the reader understand how the information in the City's financial report relates to the services the City provides and the activities it performs.</p>	

THE CITY OF NORMAN, OKLAHOMA

NET POSITION BY COMPONENT

LAST TEN FISCAL YEARS

(accrual basis of accounting)

	Fiscal Year									
	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013
Governmental activities										
Net investment in capital assets	\$ 419,320,944	\$ 357,563,482	\$ 404,269,078	\$ 343,501,122	\$ 313,981,902	\$ 256,880,446	\$ 283,831,364	\$ 282,047,232	\$ 244,461,034	\$ 230,316,125
Restricted	104,378,534	126,260,638	55,892,634	104,620,414	90,270,821	128,695,200	86,079,582	62,156,755	59,573,841	59,450,003
Unrestricted	(40,958,528)	(40,105,135)	(34,422,332)	(29,730,368)	(38,717,191)	(44,522,535)	(43,098,736)	(48,153,075)	(6,068,605)	(6,704,318)
Total governmental activities net position	\$ 482,740,950	\$ 443,718,985	\$ 425,739,380	\$ 418,391,168	\$ 365,535,532	\$ 341,053,111	\$ 326,812,210	\$ 296,050,912	\$ 297,966,270	\$ 283,061,810
Business-type activities										
Net investment in capital assets	\$ 225,662,267	\$ 228,867,966	\$ 220,190,180	\$ 210,610,975	\$ 212,565,194	\$ 211,414,863	\$ 198,638,260	\$ 183,385,272	\$ 159,760,362	\$ 153,645,303
Restricted	14,632,159	14,690,548	7,349,204	10,621,197	16,958,115	6,629,187	1,067,921	10,023,153	23,214,855	23,764,771
Unrestricted	61,049,433	63,591,846	64,252,037	63,100,838	44,400,215	42,813,500	48,149,794	34,949,967	30,864,543	31,874,629
Total business-type activities net position	\$ 301,343,859	\$ 307,150,360	\$ 291,791,421	\$ 284,333,010	\$ 273,923,524	\$ 260,857,550	\$ 247,855,975	\$ 228,358,392	\$ 213,839,760	\$ 209,284,703
Primary government										
Net investment in capital assets	\$ 644,983,211	\$ 586,431,448	\$ 624,459,258	\$ 554,112,097	\$ 526,547,096	\$ 468,295,309	\$ 482,469,624	\$ 465,432,504	\$ 404,221,396	\$ 383,961,428
Restricted	119,010,693	140,951,186	63,241,838	115,241,611	107,228,936	135,324,387	87,147,503	72,179,908	82,788,696	83,214,774
Unrestricted	20,090,905	23,486,711	29,829,705	33,370,470	5,683,024	(1,709,035)	5,051,058	(13,203,108)	24,795,938	25,170,311
Total primary government net position	\$ 784,084,809	\$ 750,869,345	\$ 717,530,801	\$ 702,724,178	\$ 639,459,056	\$ 601,910,661	\$ 574,668,185	\$ 524,409,304	\$ 511,806,030	\$ 492,346,513

THE CITY OF NORMAN, OKLAHOMA

CHANGES IN NET POSITION LAST TEN FISCAL YEARS (accrual basis of accounting)

	Fiscal Year									
	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013
EXPENSES										
Governmental activities:										
General government	\$ 22,116,186	\$ 18,819,315	\$ 17,378,592	\$ 13,738,006	\$ 12,859,373	\$ 10,763,028	\$ 7,999,471	\$ 8,500,923	\$ 11,353,764	\$ 10,067,554
Planning	3,574,817	3,345,940	3,228,429	3,367,244	3,477,364	3,315,422	3,320,979	3,297,788	3,208,350	3,334,674
City controller	1,544,569	2,227,636	2,207,900	2,093,411	2,449,352	1,231,508	893,000	706,793	3,337,932	3,256,464
Parks and recreation	13,719,291	8,513,678	8,539,967	7,509,979	6,502,407	7,087,981	5,936,777	5,194,010	5,555,796	5,251,598
Public works	40,833,147	41,734,848	39,467,992	25,614,539	26,682,973	30,953,789	25,389,053	22,130,634	21,530,165	21,126,808
Public service	3,055,832	3,831,725	1,995,214	4,118,076	2,627,283	3,892,316	2,976,064	2,875,451	2,841,186	2,242,861
Public safety	50,530,408	64,595,623	53,536,220	45,140,356	55,817,838	53,613,442	50,921,384	47,480,003	47,819,597	46,133,723
Interest on long-term debt	4,689,880	5,060,958	4,248,252	4,137,314	4,937,107	4,734,646	5,277,210	2,325,103	1,901,483	1,812,032
Total governmental activities expenses	140,064,130	148,129,723	130,602,566	105,718,925	115,353,697	115,592,132	102,713,938	92,510,705	97,548,273	93,225,714
Business-type activities:										
Westwood Park	-	2,031,852	2,124,443	2,026,461	1,500,752	1,256,295	1,340,514	1,352,050	1,456,266	1,451,959
Water	23,293,028	18,178,326	18,435,089	16,505,700	16,321,995	14,535,092	14,843,372	13,258,111	13,261,728	13,776,395
Wastewater	19,076,169	20,239,517	18,627,217	16,628,468	14,627,959	15,448,412	17,222,233	15,477,741	15,658,935	12,229,767
Sanitation	14,696,179	14,707,244	13,479,559	13,494,028	12,878,886	12,005,272	12,135,886	12,298,641	13,580,465	12,325,246
Total business-type activities expenses	57,065,376	55,156,939	52,666,308	48,654,657	45,329,592	43,245,071	45,542,005	42,386,543	43,957,394	39,783,367
Total primary government expenses										
	\$ 197,129,506	\$ 203,286,662	\$ 183,268,874	\$ 154,373,582	\$ 160,683,289	\$ 158,837,203	\$ 148,255,943	\$ 134,897,248	\$ 141,505,667	\$ 133,009,081

THE CITY OF NORMAN, OKLAHOMA

CHANGES IN NET POSITION
 LAST TEN FISCAL YEARS
 (accrual basis of accounting)

	Fiscal Year									
	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013
PROGRAM REVENUES										
Governmental activities:										
Charges for services:										
General government	\$ 3,315,489	\$ 3,174,550	\$ 3,337,660	\$ 3,002,995	\$ 2,767,032	\$ 2,730,336	\$ 2,612,495	\$ 2,644,776	\$ 2,554,566	\$ 2,431,538
Planning	1,327,181	1,461,693	913,979	844,712	992,383	1,061,776	1,353,411	1,369,582	1,376,330	1,213,106
City controller	174,989	309,657	515,612	670,685	683,215	661,162	642,726	624,135	214,838	165,969
Parks and recreation	2,822,989	399,599	405,547	520,044	497,538	530,140	653,613	609,175	587,433	506,358
Public works	286,103	265,448	497,224	-	-	-	-	-	-	-
Public safety	3,175,674	3,836,831	3,254,865	2,136,384	3,256,469	2,912,640	3,097,858	3,296,808	3,125,456	3,040,640
Operating grants and contributions	9,679,746	24,521,662	10,767,930	10,388,169	14,570,508	12,379,368	10,375,508	7,758,836	7,533,947	6,893,726
Capital grants and contributions	8,244,353	12,643,765	6,333,788	30,404,175	9,476,361	3,813,991	15,614,024	29,958,311	5,501,318	5,754,538
Total governmental activities program revenues	29,026,524	46,613,205	26,026,605	47,967,164	32,243,506	24,089,413	34,349,635	46,261,623	20,893,888	20,005,875
Business-type activities:										
Charges for services										
Westwood Park	-	1,942,080	1,632,229	1,661,792	1,264,059	933,853	1,098,470	1,065,318	1,102,085	1,141,661
Water	23,937,759	24,377,486	22,217,540	20,498,886	21,843,184	21,735,237	21,496,086	16,050,007	14,053,978	14,817,012
Wastewater	15,974,265	16,615,270	15,984,512	15,992,294	15,781,490	15,767,530	15,923,396	15,715,128	13,906,530	11,383,549
Sanitation	16,149,743	16,340,040	15,243,633	14,791,863	14,549,273	14,584,853	14,338,856	13,991,281	14,006,612	13,546,341
Capital grants and contributions	3,511,824	10,796,491	2,786,305	2,569,510	5,263,425	2,324,230	10,525,831	7,703,017	3,721,838	5,006,692
Total business-type activities program revenues	59,573,591	70,071,367	57,864,219	55,514,345	58,701,431	55,345,703	63,382,639	54,524,751	46,791,043	45,895,255
Total primary government revenues	\$ 88,600,115	\$ 116,684,572	\$ 83,890,824	\$ 103,481,509	\$ 90,944,937	\$ 79,435,116	\$ 97,732,274	\$ 100,786,374	\$ 67,684,931	\$ 65,901,130
NET (EXPENSE)/REVENUE										
Governmental activities	\$ (111,037,606)	\$ (101,516,518)	\$ (104,575,961)	\$ (57,751,761)	\$ (83,110,191)	\$ (91,502,719)	\$ (68,364,303)	\$ (46,249,082)	\$ (76,654,385)	\$ (73,219,839)
Business-type activities	2,508,215	14,914,428	5,197,911	6,859,688	13,371,839	12,100,632	17,840,634	12,138,208	2,833,649	6,111,888
Total primary government net expense	\$ (108,529,391)	\$ (86,602,090)	\$ (99,378,050)	\$ (50,892,073)	\$ (69,738,352)	\$ (79,402,087)	\$ (50,523,669)	\$ (34,110,874)	\$ (73,820,736)	\$ (67,107,951)

THE CITY OF NORMAN, OKLAHOMA

CHANGES IN NET POSITION LAST TEN FISCAL YEARS (accrual basis of accounting)

	Fiscal Year									
	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013
GENERAL REVENUE AND OTHER CHANGES IN NET ASSETS										
Governmental activities:										
Sales taxes	\$ 98,398,676	\$ 84,638,068	\$ 75,811,863	\$ 74,419,538	\$ 73,967,709	\$ 73,345,458	\$ 70,981,084	\$ 65,778,553	\$ 63,580,323	\$ 60,558,342
Franchise taxes	7,294,416	6,358,546	6,531,339	6,625,971	7,094,490	6,807,860	6,743,712	7,155,689	6,782,746	6,572,686
Property taxes	13,887,375	8,957,836	12,062,899	11,395,748	11,971,525	14,739,604	9,794,490	11,620,098	12,481,940	11,532,189
Use taxes	14,628,785	12,719,530	9,017,696	7,196,831	5,148,317	3,797,125	3,467,863	2,864,048	2,504,136	2,428,484
Hotel/Motel taxes	1,808,382	1,264,409	1,307,527	1,878,249	1,879,453	1,759,851	1,825,087	1,785,788	1,648,452	1,352,311
Alcoholic beverage taxes	609,833	564,013	498,318	441,456	324,252	316,013	306,225	301,618	272,697	285,339
Cigarette taxes	755,712	764,783	704,411	657,982	834,649	894,092	839,492	771,946	746,900	764,653
Investment earnings	(535,003)	469,832	2,489,875	3,198,922	1,586,732	513,238	1,965,790	323,863	379,805	208,763
Miscellaneous	3,863,587	1,816,052	2,450,934	3,762,651	3,627,956	2,275,838	1,943,106	2,196,990	2,458,091	2,319,411
Transfers	2,319,413	1,943,054	1,049,311	1,030,049	1,157,529	1,294,541	1,258,752	1,085,283	703,755	734,795
Total governmental activities	<u>143,031,176</u>	<u>119,496,123</u>	<u>111,924,173</u>	<u>110,607,397</u>	<u>107,592,612</u>	<u>105,743,620</u>	<u>99,125,601</u>	<u>93,883,876</u>	<u>91,558,845</u>	<u>86,756,973</u>
Business-type activities:										
Sales taxes	-	-	-	-	-	-	-	-	-	-
Excise taxes	1,758,833	2,307,102	1,283,126	1,236,361	1,319,885	1,530,490	1,709,914	2,149,079	1,769,195	1,432,321
Investment earnings	(764,489)	47,842	1,974,631	3,046,291	472,025	163,961	515,716	250,382	342,984	187,837
Miscellaneous	43,237	32,621	52,054	297,195	(940,246)	501,033	690,071	1,066,246	312,984	241,978
Transfers	(2,319,413)	(1,943,054)	(1,049,311)	(1,030,049)	(1,157,529)	(1,294,541)	(1,258,752)	(1,085,283)	(703,755)	(734,795)
Total business-type activities	<u>(1,281,832)</u>	<u>444,511</u>	<u>2,260,500</u>	<u>3,549,798</u>	<u>(305,865)</u>	<u>900,943</u>	<u>1,656,949</u>	<u>2,380,424</u>	<u>1,721,408</u>	<u>1,127,341</u>
Total primary government	<u>\$ 141,749,344</u>	<u>\$ 119,940,634</u>	<u>\$ 114,184,673</u>	<u>\$ 114,157,195</u>	<u>\$ 107,286,747</u>	<u>\$ 106,644,563</u>	<u>\$ 100,782,550</u>	<u>\$ 96,264,300</u>	<u>\$ 93,280,253</u>	<u>\$ 87,884,314</u>
CHANGE IN NET POSITION										
Governmental activities	\$ 31,993,570	\$ 17,979,605	\$ 7,348,212	\$ 52,855,636	\$ 23,282,421	\$ 14,240,901	\$ 30,761,298	\$ 47,634,794	\$ 14,904,460	\$ 13,537,134
Business-type activities	1,226,383	15,358,939	7,458,411	10,409,486	13,065,974	13,001,575	19,497,583	14,518,632	4,555,057	7,239,229
Total primary government	<u>\$ 33,219,953</u>	<u>\$ 33,338,544</u>	<u>\$ 14,806,623</u>	<u>\$ 63,265,122</u>	<u>\$ 36,348,395</u>	<u>\$ 27,242,476</u>	<u>\$ 50,258,881</u>	<u>\$ 62,153,426</u>	<u>\$ 19,459,517</u>	<u>\$ 20,776,363</u>

THE CITY OF NORMAN, OKLAHOMA

**FUND BALANCES OF GOVERNMENTAL FUNDS
LAST TEN FISCAL YEARS
(modified accrual basis of accounting)**

	Fiscal Year									
	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013
General fund										
Nonspendable	\$ 202,496	\$ 19,324	\$ 14,065	\$ 32,402	\$ 24,898	\$ 29,473	\$ 20,896	\$ 26,642	\$ 47,131	\$ 337,642
Restricted	-	-	-	-	-	-	-	-	-	-
Committed	4,168,853	4,027,066	3,889,176	3,794,419	3,331,295	3,302,656	3,226,149	3,191,393	2,554,596	1,510,323
Assigned	3,887,398	2,893,498	2,849,571	2,541,165	2,503,122	2,298,057	2,281,428	2,890,768	2,152,746	2,169,071
Unassigned	<u>18,490,142</u>	<u>11,773,244</u>	<u>10,836,506</u>	<u>13,223,749</u>	<u>13,046,521</u>	<u>7,166,425</u>	<u>8,861,932</u>	<u>8,290,555</u>	<u>8,384,756</u>	<u>8,405,617</u>
Total general fund	<u>\$ 26,748,889</u>	<u>\$ 18,713,132</u>	<u>\$ 17,589,318</u>	<u>\$ 19,591,735</u>	<u>\$ 18,905,836</u>	<u>\$ 12,796,611</u>	<u>\$ 14,390,405</u>	<u>\$ 14,399,358</u>	<u>\$ 13,139,229</u>	<u>\$ 12,422,653</u>
All other governmental funds										
Nonspendable	\$ 705,994	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Restricted	168,476,838	178,960,048	140,480,988	147,577,408	155,984,942	180,115,682	162,761,288	123,475,384	86,328,836	95,384,952
Assigned	<u>4,622,396</u>	<u>5,026,161</u>	<u>5,213,736</u>	<u>3,994,574</u>	<u>4,540,592</u>	<u>3,712,781</u>	<u>3,436,379</u>	<u>2,148,078</u>	<u>1,834,631</u>	<u>1,350,473</u>
Total all other governmental funds	<u>\$ 173,099,234</u>	<u>\$ 183,986,209</u>	<u>\$ 145,694,724</u>	<u>\$ 151,571,982</u>	<u>\$ 160,525,534</u>	<u>\$ 183,828,463</u>	<u>\$ 166,197,667</u>	<u>\$ 125,623,462</u>	<u>\$ 88,163,467</u>	<u>\$ 96,735,425</u>

THE CITY OF NORMAN, OKLAHOMA

CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS

LAST TEN FISCAL YEARS

(modified accrual basis of accounting)

(Dollars in Thousands)

	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013
REVENUES										
Taxes	\$ 136,018	\$ 113,938	\$ 104,731	\$ 101,516	\$ 100,061	\$ 100,450	\$ 92,812	\$ 89,204	\$ 86,998	\$ 82,444
Licenses & permits	1,386	1,463	1,142	1,129	1,104	1,162	1,399	1,393	1,426	1,212
Intergovernmental revenues	9,487	22,489	6,622	5,740	10,501	8,358	6,396	4,553	8,773	8,637
Charges for services	14,251	10,887	11,046	11,694	11,657	10,427	10,966	11,484	10,918	10,684
Fines and forfeitures	1,090	1,548	1,794	1,473	2,366	2,300	2,425	2,644	2,461	2,352
Investment earnings	(696)	214	2,254	2,898	1,330	278	334	278	365	194
Special assessment revenue	-	-	-	-	-	-	-	-	-	-
Other	5,610	3,733	3,324	2,737	3,466	2,652	1,762	2,403	2,424	1,424
Total revenues	<u>167,146</u>	<u>154,272</u>	<u>130,913</u>	<u>127,187</u>	<u>130,485</u>	<u>125,627</u>	<u>116,094</u>	<u>111,959</u>	<u>113,365</u>	<u>106,947</u>
EXPENDITURES										
General government	18,149	16,588	10,015	10,993	10,681	10,022	9,742	9,431	10,218	7,963
Planning	3,816	3,480	3,394	3,528	3,637	3,429	3,454	3,416	3,379	3,387
City controller	3,755	3,702	3,623	3,378	3,503	3,353	3,141	2,940	4,492	4,957
Parks & recreation	11,219	6,227	6,239	5,293	5,249	5,999	5,167	4,665	4,930	4,520
Public works	30,154	30,744	28,266	17,147	18,907	22,634	18,572	18,137	18,054	17,481
Public service	3,067	3,827	1,996	4,120	2,662	3,892	2,963	2,920	2,803	2,239
Public safety	51,565	49,287	48,638	43,009	45,765	43,913	46,079	43,780	45,846	42,780
Capital Outlay	30,806	30,028	24,521	47,788	43,097	31,375	32,910	22,358	20,897	18,152
Debt Service:										
Principal	18,081	15,350	8,415	27,269	16,245	11,671	9,668	9,542	22,949	5,655
Interest and fiscal charges	4,887	4,658	4,388	4,265	4,545	4,839	3,905	2,180	2,400	1,578
Total expenditures	<u>175,499</u>	<u>163,891</u>	<u>139,495</u>	<u>166,790</u>	<u>154,291</u>	<u>141,127</u>	<u>135,601</u>	<u>119,369</u>	<u>135,968</u>	<u>108,712</u>
Excess of revenues over (under) expenditures	<u>(8,353)</u>	<u>(9,619)</u>	<u>(8,582)</u>	<u>(39,603)</u>	<u>(23,806)</u>	<u>(15,500)</u>	<u>(19,507)</u>	<u>(7,410)</u>	<u>(22,603)</u>	<u>(1,765)</u>
OTHER FINANCING SOURCES (USES)										
Issuance of debt	3,882	47,000	-	30,000	6,105	30,950	65,935	45,909	14,971	28,175
Premium on issuance of debt	-	469	-	585	-	-	1,426	-	-	179
Payment to refunded bond escrow agent	-	-	-	-	-	-	(7,707)	-	-	-
Transfers in	27,114	28,275	18,646	5,736	16,729	10,533	35,034	7,456	5,486	8,863
Transfers out	(25,215)	(26,710)	(17,943)	(4,986)	(16,222)	(9,946)	(34,616)	(7,235)	(5,710)	(8,870)
Total other financing sources (uses)	<u>5,781</u>	<u>49,034</u>	<u>703</u>	<u>31,335</u>	<u>6,612</u>	<u>31,537</u>	<u>60,072</u>	<u>46,130</u>	<u>14,747</u>	<u>28,347</u>
Net change in fund balances	\$ (2,572)	\$ 39,415	\$ (7,879)	\$ (8,268)	\$ (17,194)	\$ 16,037	\$ 40,565	\$ 38,720	\$ (7,856)	\$ 26,582
Debt service as a percentage of noncapital expenditures	15.87%	14.95%	11.14%	26.50%	18.70%	15.04%	13.22%	12.08%	22.03%	7.99%

THE CITY OF NORMAN, OKLAHOMA

TAXABLE SALES BY CATEGORY

LAST TEN FISCAL YEARS

(Dollars in Thousands)

	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013
General merchandise	\$ 20,974	\$ 20,068	\$ 18,579	\$ 17,864	\$ 17,324	\$ 16,869	\$ 15,678	\$ 15,047	\$ 14,991	\$ 10,174
Eating and drinking establishments	16,628	13,882	12,657	13,189	12,558	12,011	11,366	10,708	10,096	10,372
Miscellaneous retail	9,698	9,409	9,865	9,540	9,253	9,063	9,060	8,518	7,899	17,001
Building materials and farm tools	12,511	8,041	6,050	5,257	5,133	5,241	5,948	4,487	4,742	2,708
Electric, gas & sanitary services	4,735	3,981	3,820	3,986	4,242	3,864	3,460	3,586	3,512	3,393
Home furnishings and appliances	4,284	4,139	3,410	3,668	3,704	3,785	3,480	3,507	3,166	1,963
Food stores	4,456	4,194	3,843	3,849	4,019	4,158	4,062	3,849	4,058	2,430
Apparel and accessory stores	3,855	3,140	2,914	3,437	3,527	3,547	3,642	3,549	3,531	2,423
Communications	2,592	2,312	2,205	2,482	2,503	2,585	2,429	2,349	2,322	1,494
Wholesale trade-durable goods	6,345	5,224	4,855	4,539	4,571	4,657	4,392	4,042	3,341	2,487
All other outlets	<u>12,818</u>	<u>9,453</u>	<u>7,028</u>	<u>7,141</u>	<u>7,204</u>	<u>8,097</u>	<u>7,377</u>	<u>6,327</u>	<u>6,484</u>	<u>5,477</u>
Total	<u>\$ 98,896</u>	<u>\$ 83,843</u>	<u>\$ 75,226</u>	<u>\$ 74,952</u>	<u>\$ 74,038</u>	<u>\$ 73,877</u>	<u>\$ 70,894</u>	<u>\$ 65,969</u>	<u>\$ 64,142</u>	<u>\$ 59,922</u>
City direct sales tax rate	4.125%	4.125%	4.125%	4.00%	4.00%	4.00%	4.00%	3.50%	3.50%	3.50%

Sources: Oklahoma Tax Commission

Note: Beginning January 1, 2016 sales tax increased by 0.5% for Norman Forward projects.

THE CITY OF NORMAN, OKLAHOMA

DIRECT AND OVERLAPPING SALES TAX RATES LAST TEN FISCAL YEARS

Fiscal Year	City Direct Rate	State of Oklahoma	Cleveland County
2022	4.125 %	4.5 %	0.125 %
2021	4.125 %	4.5 %	0.125 %
2020	4.125 %	4.5 %	0.125 %
2019	4.000 %	4.5 %	0.250 %
2018	4.000 %	4.5 %	0.250 %
2017	4.000 %	4.5 %	0.250 %
2016	4.000 %	4.5 %	0.250 %
2015	3.500 %	4.5 %	0.250 %
2014	3.500 %	4.5 %	0.250 %
2013	3.500 %	4.5 %	0.250 %

Source: Oklahoma Tax Commission

Note: Voters approved a .125% City sales tax for transit operations effective April 1, 2020. Voters approved a 0.5% City sales tax for Norman Forward quality of life projects effective January 1, 2016. Voters approved a temporary .5% City public safety sales tax effective October 1, 2008 and ending September 30, 2015. On April 1, 2014, the citizens approved permanent extension of the public safety sales tax.

THE CITY OF NORMAN, OKLAHOMA

SALES TAX REVENUE PAYERS BY INDUSTRY

FISCAL YEARS 2022 AND 2013

(Dollars in Thousands)

	Fiscal Year 2022				Fiscal Year 2013			
	Number of Filers	Percentage of Total	Tax Liability	Percentage of Total	Number of Filers	Percentage of Total	Tax Liability	Percentage of Total
Retail trade	1,239	36.1 %	\$ 58,227	58.9 %	1,210	42.0 %	\$ 36,699	61.2 %
Accommodation and food service	355	10.3 %	18,343	18.5 %	270	9.4 %	11,309	18.9 %
Real estate and rental and leasing	199	5.8 %	1,592	1.6 %	192	6.7 %	506	0.8 %
Wholesale trade	517	15.0 %	6,345	6.4 %	461	16.0 %	2,487	4.2 %
Manufacturing	322	9.4 %	2,400	2.4 %	182	6.3 %	1,510	2.5 %
Information	177	5.2 %	2,592	2.6 %	136	4.7 %	1,494	2.5 %
Other services (except public administration)	132	3.8 %	1,219	1.2 %	101	3.5 %	698	1.2 %
Professional, scientific, and technical services	79	2.3 %	316	0.3 %	73	2.5 %	565	0.9 %
Arts, entertainment, and recreation	43	1.3 %	580	0.6 %	30	1.0 %	467	0.8 %
Admin, support, waste mgmt and remediation services	61	1.8 %	104	0.1 %	30	1.0 %	28	0.0 %
Construction	41	1.2 %	233	0.2 %	19	0.7 %	52	0.1 %
Transportation and warehousing	30	0.9 %	244	0.2 %	17	0.6 %	948	1.6 %
Finance and insurance	23	0.7 %	117	0.1 %	15	0.5 %	69	0.1 %
Utilities	7	0.2 %	4,735	4.8 %	7	0.2 %	3,393	5.7 %
Agricultural, forestry, fishing and hunting	8	0.2 %	88	0.1 %	4	0.1 %	36	0.1 %
Educational services	4	0.1 %	1,356	1.4 %	4	0.1 %	10	0.0 %
Health care and social assistance	19	0.6 %	50	0.1 %	4	0.1 %	13	0.0 %
Mining, quarrying, and oil and gas extraction	4	0.1 %	35	0.0 %	4	0.1 %	7	0.0 %
Public administration	1	0.0 %	-	0.0 %	4	0.1 %	1	0.0 %
Nonclassifiable	175	5.1 %	321	0.3 %	121	4.2 %	(368)	(0.6)%
Total	3,436	100.0 %	\$ 98,897	100.0 %	2,884	100.0 %	\$ 59,924	100.0 %

Sources: Oklahoma Tax Commission

Notes: Due to confidentiality issues, the names of the ten largest revenue payers are not available. The categories presented are intended to provide alternative information regarding the sources of the City's revenue.

THE CITY OF NORMAN, OKLAHOMA

RATIOS OF OUTSTANDING DEBT BY TYPE LAST TEN FISCAL YEARS (dollars in thousands, except per capita)

Fiscal Year	Governmental Activities					Business-Type Activities			Total Primary Government	Percentage of Personal Income ¹	Per Capita ¹
	General Obligation Bonds	Revenue Bonds	Special Assessment Debt	Capital Leases	Term Loans	Revenue Bonds	Term Loans	Capital Leases			
2013	\$ 58,790	-	-	-	\$ 13,965	\$ 22,632	\$ 22,868	-	\$ 118,255	1.2 %	915.95
2014	49,657	-	-	491	14,356	20,593	21,243	-	106,340	1.0 %	899.68
2015	64,196	-	-	226	36,411	18,597	41,009	-	160,439	1.3 %	1,211.08
2016	71,419	-	-	-	78,650	981	54,470	-	205,520	1.8 %	1,708.66
2017	63,101	-	-	819	106,440	839	55,677	-	226,876	1.9 %	1,843.48
2018	51,788	-	-	414	107,790	693	65,138	-	225,823	1.9 %	1,838.31
2019	71,034	-	-	-	92,065	536	86,230	-	249,865	2.1 %	2,023.67
2020	67,812	-	-	-	86,675	369	83,788	-	238,644	1.9 %	1,911.08
2021	83,689	-	-	-	102,655	192	79,365	-	265,901	2.1 %	2,076.93
2022	74,404	-	-	-	97,733	-	72,223	-	244,360	1.9 %	1,907.62

Note: Details regarding the City's outstanding debt can be found in the notes to the financial statements.

¹ See the Schedule of Demographic and Economic Statistics on page 128 for personal income and population data.

**RATIOS OF GENERAL BONDED DEBT OUTSTANDING
LAST TEN FISCAL YEARS
(dollars in thousands, except per capita)**

Fiscal Year	General Obligation Bonds	Less: Amounts Available in Debt Service Fund	Total	Percentage of Estimated Actual Taxable Value¹ of Property	Per Capita²
2013	\$ 58,790	\$ 9,121	\$ 49,669	6.13%	429.80
2014	49,657	8,967	40,690	4.81%	344.26
2015	64,196	8,847	55,349	6.34%	468.90
2016	71,419	6,552	64,867	6.97%	539.28
2017	63,101	8,638	54,463	5.48%	432.21
2018	51,788	5,769	46,019	4.49%	362.99
2019	71,034	2,674	68,360	6.58%	553.65
2020	67,812	7,201	60,611	5.65%	485.35
2021	83,689	4,879	78,810	7.05%	615.58
2022	74,404	6,550	67,854	5.71%	529.71

Note: Details regarding the City's outstanding debt can be found in the notes to the financial statements.

¹ See the Schedule of Legal Debt Margin Information on page 126 for property value data.

² Population data can be found in the Schedule of Demographic and Economic Statistics on page 128.

THE CITY OF NORMAN, OKLAHOMA

DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT

AS OF JUNE 30, 2022

(dollars in thousands)

Governmental Unit	Debt Outstanding	Estimated Percentage Applicable ¹	Estimated Share of Overlapping Debt
Debt repaid with property taxes: County	\$ -	0.00%	\$ -
Debt repaid with property taxes: Norman Public Schools	102,770	95.37%	98,012
Debt repaid with property taxes: McLoud Public Schools	760	0.02%	0
Debt repaid with property taxes: Robin Hill Public Schools	920	0.10%	1
Debt repaid with property taxes: Noble Public Schools	5,565	0.62%	35
Debt repaid with property taxes: Mid Del Public Schools	44,070	0.02%	9
Debt repaid with property taxes: Little Axe Public Schools	1,990	0.18%	4
Debt repaid with property taxes: Moore Public Schools	<u>118,605</u>	3.13%	<u>3,712</u>
Subtotal, overlapping debt	274,680		101,772
City of Norman direct debt			<u>172,137</u>
Total direct and overlapping debt			<u>\$ 273,909</u>

Sources: Assessed value data used to estimate applicable percentages and debt outstanding provided by the Cleveland County Assessor.

Note: Overlapping governments are those that coincide, at least in part, with the geographic boundaries of the City. This schedule estimates the portion of the outstanding debt of those overlapping governments that is borne by the residents and business of the City of Norman. This process recognizes that, when considering the City's ability to issue and repay long-term debt, the entire debt burden borne by the residents and businesses should be taken into account. However, this does not imply that every taxpayer is a resident, and therefore responsible for repaying the debt, of each overlapping government.

¹ The percentage of overlapping debt applicable is estimated using taxable assessed property values. Applicable percentages were estimated by determining the portion of the county's taxable assessed value that is within the City's boundaries and dividing it by the county's total taxable assessed value.

THE CITY OF NORMAN, OKLAHOMA

LEGAL DEBT MARGIN INFORMATION

LAST TEN FISCAL YEARS

(dollars in thousands)

	Fiscal Year									
	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013
Assessed value of property	\$ 1,187,461	\$ 1,117,342	\$ 1,073,220	\$ 1,038,922	\$ 993,913	\$ 963,371	\$ 930,798	\$ 873,553	\$ 843,440	\$ 807,370
Debt limit ¹ , 10% of assessed value	118,746	111,734	107,322	103,892	99,391	96,337	93,080	87,355	84,344	80,737
Amount of debt applicable to limit:										
General Obligation Bonds back by property taxes	-	-	-	-	-	-	-	-	-	-
Less: Resources restricted to paying principal	-	-	-	-	-	-	-	-	-	-
Total net debt applicable to limit	-	-	-	-	-	-	-	-	-	-
Legal debt margin	<u>\$ 118,746</u>	<u>\$ 111,734</u>	<u>\$ 107,322</u>	<u>\$ 103,892</u>	<u>\$ 99,391</u>	<u>\$ 96,337</u>	<u>\$ 93,080</u>	<u>\$ 87,355</u>	<u>\$ 84,344</u>	<u>\$ 80,737</u>
Total net debt applicable to the limit as a percentage of debt limit	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Debt limit ² , 30% of assessed value	\$ 356,238	\$ 335,203	\$ 321,966	\$ 311,677	\$ 298,174	\$ 289,011	\$ 279,239	\$ 262,066	\$ 253,032	\$ 242,211
Amount of debt applicable to limit:										
General Obligation Bonds	72,790	81,875	66,205	69,230	50,360	61,445	71,419	64,196	49,495	58,620
Less: Resources restricted to paying principal	(6,550)	(4,879)	(7,201)	(2,674)	(5,769)	(8,638)	(6,552)	(8,847)	(8,967)	(9,121)
Total net debt applicable to limit	66,240	76,996	59,004	66,556	44,591	52,807	64,867	55,349	40,528	49,499
Legal debt margin	<u>\$ 289,998</u>	<u>\$ 258,207</u>	<u>\$ 262,962</u>	<u>\$ 245,121</u>	<u>\$ 253,583</u>	<u>\$ 236,204</u>	<u>\$ 214,372</u>	<u>\$ 206,717</u>	<u>\$ 212,504</u>	<u>\$ 192,712</u>
Total net debt applicable to the limit as a percentage of debt limit	18.59%	22.97%	18.33%	21.35%	14.95%	18.27%	23.23%	21.12%	16.02%	20.44%

¹ Article X, Section 26 of the Oklahoma Constitution states that bonds issued for road and/or bridge improvements cannot exceed ten percent (10%) of the net assessed valuation (gross valuation minus homestead) of the City.

² Article X, Section 27 of the Oklahoma Constitution authorizes cities and towns to issue bonds for utilities. The courts have defined utilities broadly as anything used by the public. If the City's debt exceeds 30% of its net assessed valuation, the City can still sell its general obligation bonds; however, due to collateralization requirements, it may be difficult to attract Oklahoma banks to bid on the bonds and therefore affect the marketability of the bonds.

THE CITY OF NORMAN, OKLAHOMA

**PLEDGED-REVENUE COVERAGE
LAST TEN FISCAL YEARS
(dollars in thousands)**

Fiscal Year	NUA Revenue Bonds & Term Loans							NMA Revenue Bonds and Term Loans						
	Gross Revenue ¹	Less: Operating Expenses ²	Net Available Revenue	Debt Service			Coverage	Gross Revenue ¹	Less: Operating Expenses ²	Net Available Revenue	Debt Service			Coverage
				Principal	Interest						Principal	Interest		
2013	\$ 31,037	\$ 17,001	\$ 14,036	\$ 3,163	\$ 1,430	\$ 3	\$ 15,057	\$ 12,459	\$ 2,598	\$ 325	\$ 231	4.67		
2014	31,562	17,096	14,466	3,150	1,709	2.98	15,632	13,474	2,158	575	203	2.77		
2015	32,212	14,381	17,831	4,447	2,544	2.55	15,476	12,075	3,401	665	189	3.98		
2016	37,308	11,657	25,651	6,508	1,287	3.29	16,021	11,781	4,240	680	171	4.98		
2017	33,834	18,055	15,779	5,943	1,053	2.26	16,315	11,603	4,712	705	151	5.50		
2018	34,050	17,747	16,303	5,508	1,262	2.41	16,624	12,346	4,278	725	131	5.00		
2019	35,355	6,402	28,953	5,631	2,156	3.72	17,918	13,294	4,624	580	108	6.72		
2020	35,946	18,177	17,769	7,296	2,389	1.83	17,891	12,950	4,941	1,750	88	2.69		
2021	39,647	21,199	18,448	7,409	2,239	1.91	18,603	14,813	3,790	180	24	18.58		
2022	37,433	24,521	12,912	7,143	2,366	1.36	16,084	14,033	2,051	-	-	-		

Notes: Details regarding the City’s outstanding debt can be found in the notes to the financial statements.

¹ Total revenues (including interest and transfers in) exclusive of sewer maintenance charges and capital improvement charges.

² Total operating expenses exclusive of depreciation, amortization, Sewer Maintenance Fund expenses.

THE CITY OF NORMAN, OKLAHOMA

DEMOGRAPHIC AND ECONOMIC STATISTICS LAST TEN FISCAL YEARS

Fiscal year	Population ¹	Personal Income (billions of dollars) ⁵	Per Capita Income ²	Median Age ²	School Enrollment ³	Unemployment Rate ⁴
2013	115,562	\$9.6	27,343	29.7	15,510	5.00%
2014	118,197	10.4	26,267	29.9	15,739	4.20%
2015	118,040	10.6	27,749	30.2	15,745	3.80%
2016	120,284	11.2	28,273	30.1	15,944	4.20%
2017	122,180	11.9	28,458	30.3	16,363	4.20%
2018	122,843	11.8	30,168	30.3	16,162	3.50%
2019	123,471	12.1	28,977	30.1	16,289	3.20%
2020	124,880	12.7	30,449	30.4	14,419	6.70%
2021	128,026	12.8	31,710	30.9	15,449	3.20%
2022	128,097	13.2	31,877	30.9	16,430	2.90%

Data Sources

¹ Years 2012- 21 obtained from census data

² U.S. Census Bureau, American Community Survey 2012-2019 and 2021-2022 estimated

³ Norman Public Schools

⁴ U.S. Department of Labor

⁵ Personal income estimated

THE CITY OF NORMAN, OKLAHOMA

**PRINCIPAL EMPLOYERS
CURRENT YEAR AND NINE YEARS AGO**

Employer	2022			2013		
	Employees	Rank	Percentage of Total City Employment	Employees	Rank	Percentage of Total City Employment
The University of Oklahoma	11,085	1	17.50%	11,879	1	21.39%
Norman Regional Hospital	3,040	2	4.80%	2,800	2	5.04%
Norman Public Schools	1,923	3	3.04%	1,821	3	3.28%
York International/Johnson Controls	1,030	4	1.63%	1,118	4	2.01%
Walmart	950	5	1.50%			
City of Norman	896	6	1.41%	829	5	1.49%
Department of Mental Health & Substance Abuse				578	6	1.04%
Hitachi	400	7	0.63%			
NOAA National Severe Storm Laboratory	400	8	0.63%	550	7	0.99%
Cleveland County	396	9	0.63%			
Target	380	10	0.60%			
USPS National Center for Employee Development				420	8	0.76%
ClientLogic/Site1				401	9	0.72%
Oklahoma Veteran's Center	-		-	399	10	0.72%
Total	20,500		32.37%	20,795		37.44%

Source: Various employers within the City of Norman and the Bureau of Labor and Statistics.

THE CITY OF NORMAN, OKLAHOMA

FULL-TIME EQUIVALENT CITY EMPLOYEES BY FUNCTION LAST TEN FISCAL YEARS

FUNCTION	Full-time Equivalent Employees as of June 30									
	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013
General government	53	59	62	64	60	64	61	59	40	38
Planning	38	35	34	38	36	38	37	36	37	36
City controller	33	35	34	32	30	30	29	28	35	37
Parks & recreation	72	52	52	55	59	58	53	52	47	52
Public works	124	120	118	115	116	119	112	112	110	108
Public safety										
Police	247	255	260	259	262	259	245	235	231	240
Fire	164	168	169	171	171	173	163	162	163	157
Westwood	33	34	34	37	18	16	17	17	18	18
Water	50	51	49	49	48	50	49	47	49	49
Wastewater	45	47	44	45	45	46	43	43	42	42
Sanitation	63	60	59	59	58	60	58	55	58	57
Total	922	916	915	924	903	913	867	846	830	834

Source: City Payroll Office

Notes: A full-time employee is scheduled to work 2,080 hours per year (including vacation and sick leave). Full-time equivalent employment is calculated by dividing total labor hours by 2,080.

THE CITY OF NORMAN, OKLAHOMA

OPERATING INDICATORS BY FUNCTION LAST TEN FISCAL YEARS

FUNCTION	Fiscal Year									
	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013
FUNCTION										
Planning										
Building permits issued	1,835	1,962	1,704	1,552	1,540	1,575	2,418	2,493	3,437	1,997
Building inspections conducted	27,897	26,403	24,719	23,216	23,799	25,846	26,556	29,348	26,699	26,410
Police										
Physical arrests	4,478	4,018	5,172	6,478	6,076	5,594	5,709	5,637	6,529	5,922
Parking violations	6,145	5,607	6,576	12,029	14,836	17,438	13,433	15,616	12,422	10,053
Traffic violations	4,303	8,551	13,422	15,509	14,985	16,988	16,249	16,330	16,803	16,295
Non-traffic violations	2,476	2,534	2,421	3,585	3,792	4,704	4,012	4,444	4,619	4,423
Fire										
Calls answered	17,962	17,648	16,071	15,925	15,491	14,425	13,761	12,650	12,234	11,560
Inspections	775	1,477	1,967	2,440	2,331	2,972	2,983	3,456	2,083	2,700
Sanitation										
Refuse collected (tons per day)	337	338	319	321	288	272	316	286	286	298
Recyclables collected (tons per day)	19	17	18	20	22	28	32	32	27	28
Highways and streets										
Street resurfacing (miles)	12	20	17	13	19	8	17	16	15	19
Street patching (tons of asphalt used)	3,030	1,583	523	1,091	1,611	2,502	2,767	1,814	2,364	1,178
Parks and recreation										
Athletic field permits issued	171,313	189,564	135,485	189,663	150,173	119,904	146,641	143,878	154,596	159,817
Community center admissions	76,533	32,243	77,539	105,455	127,239	129,705	127,522	138,650	121,791	138,109
Water										
New connections	550	630	478	441	407	458	496	649	504	919
Water main breaks	127	213	163	133	166	160	159	185	191	268
Average daily consumption (thousands of gallons)	14,310	13,880	13,440	12,080	13,250	12,730	12,180	12,500	12,470	12,390
Peak daily consumption (thousands of gallons)	20,880	26,000	22,200	21,290	20,560	22,290	19,870	21,800	20,610	24,820
Wastewater										
Average daily sewage treatment (thousands of gallons)	11,200	10,800	11,200	12,300	11,000	9,700	9,800	9,500	9,800	10,300

Sources: Various city departments.

Note: No indicators are available for the general government function.

THE CITY OF NORMAN, OKLAHOMA

CAPITAL ASSET STATISTICS BY FUNCTION LAST TEN FISCAL YEARS

FUNCTION	Fiscal year									
	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013
Public safety										
Police										
Stations	2	2	2	2	2	2	2	2	2	1
Patrol units	119	119	122	115	117	116	117	116	119	120
Fire stations	9	9	9	9	9	9	9	9	9	8
Sanitation										
Collection trucks	43	43	54	44	43	40	41	45	41	41
Highways and streets										
Streets (miles)	782	777	773	773	768	765	763	783	753	752
Streetlights	6,680	6,657	6,626	6,609	6,605	6,565	6,478	6,339	6,296	6,191
Traffic signals	258	256	257	256	256	256	250	246	241	189
Parks and recreation										
Acreage	1,158	1,158	1,158	1,158	1,158	1,158	1,158	1,158	1,156	1,150
Playgrounds	56	56	55	54	53	53	52	52	52	52
Swimming pools	6	6	6	6	6	6	5	5	5	5
Tennis courts	26	26	26	26	24	24	24	24	22	22
Community centers	5	5	5	5	5	5	5	5	5	5
Golf courses	1	1	1	1	1	1	1	1	1	1
Disc golf courses	5	5	5	4	4	4	4	4	4	4
Skateparks/Skate spots	4	4	4	3	1	1	1	1	1	1
Bike parks	1	1	1	1	-	-	-	-	-	-
Fishing lakes	7	7	7	7	7	7	7	7	7	7
Water										
Water mains (miles)	636	629	619	606	600	600	597	593	576	566
Fire hydrants	6,701	6,472	6,351	6,071	5,986	5,988	5,921	5,860	5,618	5,498
Water towers	5	5	5	5	5	5	5	4	4	4
Maximum daily capacity (thousands of gallons)	25,700	23,500	23,500	23,300	23,300	23,300	23,500	23,500	23,500	22,600
Wastewater										
Sanitary sewers (miles)	521	518	516	515	508	511	500	494	491	485
Manholes	12,288	12,186	12,147	12,097	11,927	11,928	11,656	11,625	11,530	11,387
Maximum daily treatment capacity (thousands of gallons)	36,000	36,000	36,000	36,000	36,000	36,000	30,000	30,000	30,000	30,000

Sources: Various city departments.

Note: No capital asset indicators are available for the general government function.

Norman, Oklahoma

Elevated Water Storage Tank



New Storage Tank:

Construction began in May 2015 and was complete in June 2016. With its completion, more than 11,000 residents in Northeast Norman will benefit from increased pressure. The elevated tank provides storage to meet fire demands, meet peak demands due to summertime irrigation, and maintain reliable pressures during short-term power outages.

This one million gallon elevated water tank, located north of Robinson Street and east of 24th Avenue NE, will bring the total above-ground storage capacity in Norman to 5.5 million gallons. The composite tank was built by Landmark Structures, with design engineering by Professional Engineering Consultants. With a composite tank, a painted steel bowl is installed upon a concrete pedestal.

Tank Facts:

- ⇒ Amount of Water.....1 Million Gallons (>4,000 tons)
- ⇒ Design & Construction Cost.....\$3 Million
- ⇒ Height to Overflow.....195.5 feet
- ⇒ Height to Top of Structure.....205 feet
- ⇒ Top of Antenna.....225 feet
- ⇒ Diameter of the Tank.....74 feet
- ⇒ Diameter of the Pedestal.....32 feet
- ⇒ Placed in Service.....July 1, 2016
- ⇒ Time to Fill When Empty.....3.5 hours
- ⇒ Water Contained in Upper Bowl, not in Pedestal

Why It's Critical:

A water tank is used to handle peak demand such as fighting fires in an emergency. It also helps maintain water pressure when the entire city gets ready for work or school at the same time of day, with everyone's faucet running at once. The water tank provides extra water when the treatment plant pumps can't keep up. At night when water demand is low, a pump is used to refill the water tank.

Contractor:

Landmark Structures

Engineer:

Professional Engineering Consultants

Inspection Services:

Garver Engineers

September 21, 2016

HALL PARK

Hall Park was incorporated as a town by Ike and Mildred Hall on August 23, 1960. On March 2, 1962, the town was formally dedicated by Ronald Reagan, spokesperson for General Electric Corp. and future president of the United States, as Oklahoma's first all-electric community. Reagan served as honorary mayor. By 2003 the town population exceeded one thousand. After two years of planning and by mutual agreement, Hall Park voted to disincorporate and was annexed by Norman at midnight on September 30, 2003.



Hall Park was incorporated as a town by Ike and Mildred Hall on August 23, 1960. On March 2, 1962, the town was formally dedicated by Ronald Reagan, spokesperson for General Electric Corp. and future president of the United States, as Oklahoma's first all-electric community. Reagan served as honorary mayor. By 2003 the town population exceeded one thousand. After two years of planning and by mutual agreement, Hall Park voted to disincorporate and was annexed by Norman at midnight on September 30, 2003.



Honorable Mayor, City Council,
Finance Committee, and Management
City of Norman, Oklahoma
Norman, Oklahoma

As part of our audit of the financial statements of the City of Norman, Oklahoma (the City) as of and for the year ended June 30, 2022, we wish to communicate the following to you.

AUDIT SCOPE AND RESULTS

Auditor's Responsibility Under Auditing Standards Generally Accepted in the United States of America and the Standards Applicable to Financial Audits Contained in *Government Auditing Standards*, Issued by the Comptroller General of the United States

An audit performed in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, is designed to obtain reasonable, rather than absolute, assurance about the financial statements. In performing auditing procedures, we establish scopes of audit tests in relation to the opinion unit being audited. Our engagement does not include a detailed audit of every transaction. Our contract more specifically describes our responsibilities.

These standards require communication of significant matters related to the financial statement audit that are relevant to the responsibilities of those charged with governance in overseeing the financial reporting process. Such matters are communicated in the remainder of this letter or have previously been communicated during other phases of the audit. The standards do not require the auditor to design procedures for the purpose of identifying other matters to be communicated with those charged with governance.

An audit of the financial statements does not relieve management or those charged with governance of their responsibilities. Our contract more specifically describes your responsibilities.

Other Information Accompanying the Audited Financial Statements

The audited financial statements are presented along with management's Annual Comprehensive Financial Report (ACFR). Management, or those charged with governance, is responsible for preparing the annual report. We were not engaged to audit the information contained in the annual report and as a result our opinion does not provide assurance as to the completeness and accuracy of the information contained therein. Instead, our objectives with regard to such information were to:

- Consider whether a material inconsistency exists between the other information and the financial statements
- Remain alert for indications that:
 - A material inconsistency exists between the other information and the auditor's knowledge obtained in the audit, or
 - A material misstatement of fact exists or the other information is otherwise misleading
- Respond appropriately when we identify that such material inconsistencies appear to exist or when we otherwise become aware that other information appears to be materially misstated. Potential responsive actions would include requesting management to correct the identified inconsistency

- Include the appropriate communication in our auditor's report, disclosing the procedures performed on the other information, as well as the results obtained

The other information contained in the ACFR consists of the introductory and statistical sections, as listed in the table of contents of the ACFR. We read the sections and agreed financial information within the ACFR and considered whether a material inconsistency exists between the other information and the basic financial statements. We did not find material inconsistencies that were not corrected.

Qualitative Aspects of Significant Accounting Policies and Practices

Significant Accounting Policies

The City's significant accounting policies are described in Note 1 of the audited financial statements.

GASB 87

Effective July 1, 2021, the City adopted Governmental Accounting Standards Board (GASB) Statement No. 87, *Leases*. GASB 87 creates one model for recognizing leases for both lessees and lessors. Substantially all leases are recognized on the lessees' statement of net position. In the activity statement, lessees no longer report rent expense for the previously classified operating leases but instead report interest expense on the liability and amortization expense related to the asset. Lessors recognize a lease receivable and corresponding deferred inflow of resources. Interest income associated with the receivable is recognized using the effective interest method.

Adoption of GASB 87 required significant time to identify a complete list of lease contracts for consideration of adoption and measure the lease assets and liabilities for recognition. In addition, due to adoption of the standard, the City's key performance indicators related to the statement of net position (such as the current ratio) are likely not comparable to historical results.

Alternative Accounting Treatments

No matters are reportable.

Management Judgments and Accounting Estimates

Accounting estimates are an integral part of financial statement preparation by management, based on its judgments. The following areas involve significant estimates for which we are prepared to discuss management's estimation process and our procedures for testing the reasonableness of those estimates:

- Other postemployment benefit liability
- Net pension liability (asset)
- Claims and judgments payable
- Allowance for uncollectible receivables

Significant Unusual Transactions

No matters are reportable.

Financial Statement Disclosures

The following areas involve particularly sensitive financial statement disclosures for which we are prepared to discuss the issues involved and related judgments made in formulating those disclosures:

- Pension plans
- Other postemployment benefits

Audit Adjustments

During the course of any audit, an auditor may propose adjustments to financial statement amounts. Management evaluates our proposals and records those adjustments which, in its judgment, are required to prevent the financial statements from being materially misstated. A misstatement is a difference between the amount, classification, presentation, or disclosure of a reported financial statement item and that which is required for the item to be presented fairly in accordance with the applicable financial reporting framework. Some adjustments proposed were not recorded because their aggregate effect is not currently material; however, they involve areas in which adjustments in the future could be material, individually or in the aggregate.

Areas in which adjustments were proposed include:

Proposed Audit Adjustments Recorded

- No matters are reportable.

Proposed Audit Adjustments Not Recorded

- Attached is a summary of uncorrected misstatements we aggregated during the current engagement and pertaining to the latest period presented that were determined by management to be immaterial, both individually and in the aggregate, but more than trivial, to the financial statements as a whole.
- We would like to call your attention to the fact that although these uncorrected misstatements, individually and in the aggregate, were deemed to be immaterial to the current year financial statements, it is possible that the impact of these uncorrected misstatements, or matters underlying these uncorrected misstatements, could potentially cause future period financial statements to be materially misstated.

Auditor's Judgments About the Quality of the City's Accounting Principles

No matters are reportable.

Significant Issues Discussed with Management

Prior to Retention

During our discussion with management prior to our engagement, the following issue regarding application of accounting principles or auditing standards was discussed:

- Implementation of GASB 87

During the Audit Process

During the audit process, the following issues were discussed or were the subject of correspondence with management:

- Implementation of GASB 87
- Restatement of fund balances related to the transfer of the Westwood Park fund from being a segment of the Norman Municipal Authority to a stand-alone governmental fund due to the retirement of debt

Other Material Communications

Listed below are other material communications between management and us related to the audit:

- Management representation letter (attached)
- We orally communicated to management deficiencies in internal control identified during our audit that are not considered material weaknesses or significant deficiencies

This communication is intended solely for the information and use of management, the City's Finance Committee, the City Council, and others within the City and is not intended to be and should not be used by anyone other than these specified parties.

FORVIS,LLP

Oklahoma City, Oklahoma
December 8, 2022



The City of NORMAN

201 West Gray, Bldg. C • P.O. Box 370
Norman, Oklahoma 73069 • 73070

OFFICE OF THE FINANCE DIRECTOR
Phone 405-366-5413
FAX: 405-366-5417

Representation of:

City of Norman, Oklahoma
210 W. Gray Street, Bldg. C
Norman, OK 73069

Provided to:

FORVIS, LLP
Certified Public Accountants
211 N. Robinson Avenue, Ste. 600
Oklahoma City, OK 73102-9421

The undersigned ("We") are providing this letter in connection with FORVIS' audit of our financial statements as of and for the year ended June 30, 2022.

Our representations are current and effective as of the date of FORVIS' report: December 8, 2022.

Our engagement with FORVIS is based on our contract for services dated: July 6, 2022.

Our Responsibility and Consideration of Material Matters

We confirm that we are responsible for the fair presentation of the financial statements subject to FORVIS' report in conformity with accounting principles generally accepted in the United States of America.

We are also responsible for adopting sound accounting policies; establishing and maintaining effective internal control over financial reporting, operations, and compliance; and preventing and detecting fraud.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

Confirmation of Matters Specific to the Subject Matter of FORVIS' Report

We confirm, to the best of our knowledge and belief, the following:

1. We have fulfilled our responsibilities, as set out in the terms of our contract, for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.

2. We acknowledge our responsibility for the design, implementation, and maintenance of:
 - a. Internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
 - b. Internal control to prevent and detect fraud.
3. We have everything we need to keep our books and records.
4. We have provided you with:
 - a. Access to all information of which we are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - b. Additional information that you have requested from us for the purpose of the audit.
 - c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - d. All minutes of meetings of the governing body held through the date of this letter or summaries of actions of recent meetings for which minutes have not yet been prepared. All unsigned copies of minutes provided to you are copies of our original minutes approved by the governing body, if applicable, and maintained as part of our records.
 - e. All significant contracts and grants.
5. All transactions have been recorded in the accounting records and are reflected in the financial statements.
6. We have informed you of all current risks of a material amount that are not adequately prevented or detected by our procedures with respect to:
 - a. Misappropriation of assets.
 - b. Misrepresented or misstated assets, deferred outflows of resources, liabilities, deferred inflows of resources, or net position/fund balance.
7. We believe the effects of the uncorrected financial statement misstatements summarized in the attached schedule are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.
8. We have no knowledge of any known or suspected fraudulent financial reporting or misappropriation of assets involving:
 - a. Management or employees who have significant roles in internal control, or
 - b. Others, where activities of others could have a material effect on the financial statements.
9. We have no knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, customers, regulators, suppliers or others.
10. We have assessed the risk that the financial statements may be materially misstated as a result of fraud and disclosed to you any such risk identified.

11. We have disclosed to you the identity of all of the entity's related parties and all the related-party relationships of which we are aware. The entity has not entered into any new agreements with a related party or modified terms related to an existing related-party transaction during the year under audit, or as of the date of this letter. Further, we do not have any existing or ongoing agreements with related parties that are still in effect as of the date of this letter.

We understand that the term related party refers to an affiliate, management and members of their immediate families, component units, and any other party with which the entity may deal if the entity can significantly influence, or be influenced by, the management or operating policies of the other. The term affiliate refers to a party that directly or indirectly controls, or is controlled by, or is under common control with, the entity.

12. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
13. We are not aware of any side agreements or other arrangements (either written or oral) that are in place.
14. Except as reflected in the financial statements, there are no:
- a. Plans or intentions that may materially affect carrying values or classifications of assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position/fund balance.
 - b. Material transactions omitted or improperly recorded in the financial records.
 - c. Material gain/loss contingencies requiring accrual or disclosure, including those arising from environmental remediation obligations.
 - d. Events occurring subsequent to the statement of net position/balance sheet date through the date of this letter requiring adjustment or disclosure in the financial statements.
 - e. Agreements to purchase assets previously sold.
 - f. Restrictions on cash balances or compensating balance agreements.
 - g. Guarantees, whether written or oral, under which the entity is contingently liable.
 - h. Known or suspected asset retirement obligations.
15. We have disclosed to you all known instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
16. We have no reason to believe the entity owes any penalties or payments under the Employer Shared Responsibility Provisions of the *Patient Protection and Affordable Care Act* nor have we received any correspondence from the IRS or other agencies indicating such payments may be due.
17. We have disclosed to you all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements. The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with accounting principles generally accepted in the United States of America.
18. Adequate provisions and allowances have been accrued for any material losses from:
- a. Uncollectible receivables.

- b. Reducing obsolete or excess inventories to estimated net realizable value.
 - c. Sales commitments, including those unable to be fulfilled.
 - d. Purchase commitments in excess of normal requirements or above prevailing market prices.
19. Except as disclosed in the financial statements, the entity has:
- a. Satisfactory title to all recorded assets, and they are not subject to any liens, pledges, or other encumbrances.
 - b. Complied with all aspects of contractual and grant agreements, for which noncompliance would materially affect the financial statements.
20. The financial statements disclose all significant estimates and material concentrations known to us. Significant estimates are estimates at the statement of net position/balance sheet date that could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, or markets for which events could occur that would significantly disrupt normal finances within the next year. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
21. The fair values of financial and nonfinancial assets and liabilities, if any, recognized in the financial statements or disclosed in the notes thereto are reasonable estimates based on the methods and assumptions used. The methods and significant assumptions used result in measurements of fair value appropriate for financial statement recognition and disclosure purposes and have been applied consistently from period to period, taking into account any changes in circumstances. The significant assumptions appropriately reflect market participant assumptions.
22. We have not been designated as a potentially responsible party (PRP or equivalent status) by the Environmental Protection Agency (EPA) or other cognizant regulatory agency with authority to enforce environmental laws and regulations.
23. With respect to any nonattest services you have provided us during the year, including completion of the auditee portion of the Data Collection Form and limited assistance with the preparation of the financial statements and related notes:
- a. We have designated a qualified management-level individual to be responsible and accountable for overseeing the nonattest services.
 - b. We have established and monitored the performance of the nonattest services to ensure they meet our objectives.
 - c. We have made any and all decisions involving management functions with respect to the nonattest services and accept full responsibility for such decisions.
 - d. We have evaluated the adequacy of the services performed and any findings that resulted.
 - e. We have received the deliverables from you and have stored these deliverables in information systems controlled by us. We have taken responsibility for maintaining internal control over these deliverables.
24. We have notified you of any instances of noncompliance with applicable disclosure requirements of the SEC Rule 15c2-12 and applicable state laws.

25. With regard to deposit and investment activities:
- a. All deposit and investment transactions have been made in accordance with legal and contractual requirements.
 - b. Disclosures of deposit and investment balances and risks in the financial statements are consistent with our understanding of the applicable laws regarding enforceability of any pledges of collateral.
 - c. We understand that your audit does not represent an opinion regarding the enforceability of any collateral pledges.
26. The financial statements include all component units, appropriately present majority equity interests in legally separate organizations and joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
27. We have identified and evaluated all potential fiduciary activities. The financial statements include all fiduciary activities required by GASB Statement No. 84, *Fiduciary Activities*, as amended.
28. The financial statements properly classify all funds and activities in accordance with GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, as amended.
29. All funds that meet the quantitative criteria in in GASB Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments, as amended*, and No. 37, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments: Omnibus—an amendment of GASB Statements No. 21 and No. 34*, for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
30. Components of net position (net investment in capital assets, restricted, and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
31. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
32. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
33. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated or amortized.
34. We have appropriately disclosed the entity's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position/fund balance is available and have determined that net position is properly recognized under the policy.
35. We have appropriately disclosed that the entity is following either its established accounting policy regarding which governmental fund resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available or is following paragraph 18 of GASB Statement No. 54 to determine the fund balance classifications for financial reporting purposes and have determined that fund balance is properly recognized under the policy.

36. The entity has properly separated information in debt disclosures related to direct borrowings and direct placements of debt from other debt and disclosed any unused lines of credit, collateral pledged to secure debt, terms in debt agreements related to significant default or termination events with finance-related consequences, and significant subjective acceleration clauses in accordance with GASB Statement No. 88.
37. With regard to pension and other postemployment benefit (OPEB) activities:
- a. We believe that the actuarial assumptions and methods used to measure pension and OPEB liabilities and costs for financial accounting purposes are appropriate in the circumstances.
 - b. We have provided you with the entity's most current pension and OPEB plan instrument for the audit period, including all plan amendments.
 - c. The participant data provided to you related to pension and OPEB plans are true copies of the data submitted or electronically transmitted to the plan's actuary.
 - d. The participant data that we provided the plan's actuary for the purposes of determining the actuarial present value of accumulated plan benefits and other actuarially determined amounts in the financial statements were complete.
38. We have identified and evaluated all potential tax abatements, and we believe there are no material tax abatements
39. The entity's ability to continue as a going concern was evaluated and that appropriate disclosures are made in the financial statements as necessary under GASB requirements.
40. As an entity subject to *Government Auditing Standards*:
- a. We acknowledge that we are responsible for compliance with applicable laws, regulations, and provisions of contracts and grant agreements.
 - b. We have identified and disclosed to you all laws, regulations, and provisions of contracts and grant agreements that have a direct and material effect on the determination of amounts in our financial statements or other financial data significant to the audit objectives.
 - c. We have identified and disclosed to you any violations or possible violations of laws, regulations, and provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for recognition and/or disclosure in the financial statements or for your reporting on noncompliance.
 - d. We have taken or will take timely and appropriate steps to remedy any fraud, abuse, illegal acts, or violations of provisions of contracts or grant agreements that you or other auditors report.
 - e. We have a process to track the status of audit findings and recommendations.
 - f. We have identified to you any previous financial audits, attestation engagements, performance audits, or other studies related to the objectives of your audit and the corrective actions taken to address any significant findings and recommendations made in such audits, attestation engagements, or other studies.
41. The supplementary information required by the Governmental Accounting Standards Board, consisting of management's discussion and analysis, budgetary comparisons, pension, and other

postemployment benefit information, has been prepared and is measured and presented in conformity with the applicable GASB pronouncements with the exception of the 2020 balances for the MD&A, which were not restated for the adoption of GASB 84, *Leases*, and we acknowledge our responsibility for the information. The information contained therein is based on all facts, decisions, and conditions currently known to us and is measured using the same methods and assumptions as were used in the preparation of the financial statements. We believe the significant assumptions underlying the measurement and/or presentation of the information are reasonable and appropriate. There has been no change from the preceding period in the methods of measurement and presentation.

42. With regard to supplementary information:

- a. We acknowledge our responsibility for the presentation of the supplementary information in accordance with the applicable criteria.
- b. We believe the supplementary information is fairly presented, both in form and content, in accordance with the applicable criteria.
- c. The methods of measurement and presentation of the supplementary information are unchanged from those used in the prior period.
- d. We believe the significant assumptions or interpretations underlying the measurement and/or presentation of the supplementary information are reasonable and appropriate.
- e. If the supplementary information is not presented with the audited financial statements, we acknowledge we will make the audited financial statements readily available to intended users of the supplementary information no later than the date such information and the related auditor's report are issued.

43. With regard to other information that is presented in the form of our annual comprehensive financial report (ACFR):

- a. We confirm that the annual comprehensive financial report comprise the annual report for the entity.
- b. We have provided you with the final draft of the annual report.
- c. We have exercised due care in the preparation of the introductory and statistical sections included in our ACFR and are not aware of any information contained therein that is inconsistent with the information contained in our basic financial statements.

44. In connection with the adoption of GASB Statement No. 87, *Leases*, (GASB 87), we represent the following:

- a. We have identified a complete population of potential leases as of the implementation date.
- b. We have reviewed all significant contracts to identify lease and nonlease components as of the earliest date of adoption. Allocation of contract prices between lease and nonlease components are based upon standalone prices or other reasonable factors.
- c. Measurements of the lease assets and liabilities are based upon facts and circumstances that existed at the beginning of the period of implementation.
- d. The estimates related to any options to extend or terminate the lease terms within the measurement of lease assets and liabilities agree to management's plans for the leases.

- e. The discount rates for each lease are based upon what would be obtained by the entity for similar loans as an incremental rate.
 - f. The classification and accounting of related-party leases between entities, for which separate financial statements are issued, have been modified to recognize the substance of the transaction rather than only its legal form.
 - g. We have adequate controls in place to prevent and/or detect errors in lease assets and liabilities on a recurring basis.
 - h. The footnotes to the financial statements appropriately describe the adoption of GASB 87 and include all additional disclosures required under the Statement.
45. We agree with the findings of specialists in evaluating the City's pension, OPEB and worker's compensation estimated liabilities, and have adequately considered the qualification of the specialists in determining the amounts and disclosures used in the financial statements and underlying accounting records. We did not give or cause any instructions to be given to the specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had impact on the independence or objectivity of the specialists.
46. We acknowledge the current economic volatility presents difficult circumstances and challenges for our industry. Entities are potentially facing large volatility in the fair values of investments and other assets, constraints on liquidity, and difficulty obtaining financing, etc. We understand the values of the assets and liabilities recorded in the financial statements could change rapidly, resulting in material future adjustments to asset values, allowances for accounts receivable, pension, OPEB and other liability estimates, etc., that could negatively impact the entity's ability to meet debt covenants or maintain sufficient liquidity.

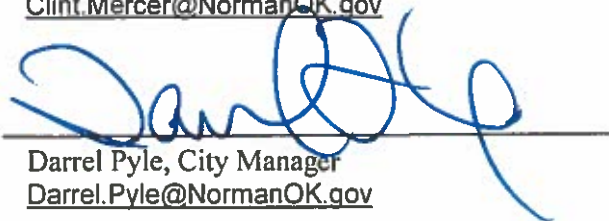
We acknowledge that you have no responsibility for future changes caused by the current economic environment and the resulting impact on the entity's financial statements. Further, management and governance are solely responsible for all aspects of managing the entity, including questioning the quality and valuation of investments, inventory, and other assets; reviewing allowances for uncollectible amounts; evaluating capital needs and liquidity plans; actuarial assumptions for estimated pension and OPEB liabilities, etc.



Clint Mercer, Chief Accountant
Clint.Mercer@NormanOK.gov



Anthony Francisco, Director of Finance
Anthony.Francisco@NormanOK.gov



Darrel Pyle, City Manager
Darrel.Pyle@NormanOK.gov

City of Norman, OK
ATTACHMENT

This analysis and the attached "Schedule of Uncorrected Misstatements (Adjustments Passed)" reflect the effects on the financial statements if the uncorrected misstatements identified were corrected.

Governmental Activities (Government-Wide Statements)

QUANTITATIVE ANALYSIS

	Before Misstatements	Misstatements	Subsequent to Misstatements	% Change
Current Assets	241,553,150		241,553,150	
Non-Current Assets & Deferred Outflows	544,325,944		544,325,944	
Current Liabilities	(61,607,772)		(61,607,772)	
Non-Current Liabilities & Deferred Inflows	(241,530,372)		(241,530,372)	
Current Ratio			3.92	
Total Assets & Deferred Outflows	785,879,094		785,879,094	
Total Liabilities & Deferred Inflows	(303,138,144)		(303,138,144)	
Total Net Position	(482,740,950)		(482,740,950)	
General Revenues & Transfers	(143,031,176)		(143,031,176)	
Net Program Revenues/ Expenses	111,037,606	(351,904)	110,685,702	-0.32%
Change in Net Position	(31,993,570)	(351,904)	(32,345,474)	1.10%

Client: City of Norman, OK
 Period Ending: June 30, 2022

Governmental Activities (Government-Wide Statements)
 SCHEDULE OF UNCORRECTED MISSTATEMENTS (ADJUSTMENTS PASSED)

Description	Financial Statement Line Item	Factual (F), Judgmental (J) or Projected (P)	Assets & Deferred Outflows		Liabilities & Deferred Inflows		General Revenues & Transfers			Net Program Revenues/ Expenses			Net Effect on Following Year		
			Current		Noncurrent		Current		Noncurrent		Net Position		Change in Net Position		
			DR	(CR)	DR	(CR)	DR	(CR)	DR	(CR)	DR	(CR)	DR	(CR)	DR
Turnaround effect of accumulated increase of accounts payable and accrued liabilities		F	0	0	0	0	0		(351,904)	351,904	0	0			
	Net Position: Unrestricted									351,904			N/A - Turnaround Effect		
	Capital Outlay								(351,904)						
Adjustment to include the capital assets in accounts payable within the Net Investment in Capital Assets balance of Net position		F	0	0	0	0	0	0	0	0	0	0	0	0	
	Net Position: Net Investment in Capital										2,619,715		N/A - Top Side Recalculation		
	Net Position: Unrestricted										(2,619,715)				
Total passed adjustments			0	0	0	0	0	0	0	(351,904)	351,904	0	0		
									Impact on Change in Net Position		(351,904)				
									Impact on Net Position		0				

City of Norman, OK
ATTACHMENT

This analysis and the attached "Schedule of Uncorrected Misstatements (Adjustments Passed)" reflect the effects on the financial statements if the uncorrected misstatements identified were corrected.

Business Type Activities (Government-Wide Statements)

QUANTITATIVE ANALYSIS

	Before Misstatements	Misstatements	Subsequent to Misstatements	% Change
Current Assets	81,109,071	252,648	81,361,719	0.31%
Non-Current Assets & Deferred Outflows	302,456,564		302,456,564	
Current Liabilities	(14,789,948)	(252,648)	(15,042,596)	1.71%
Non-Current Liabilities & Deferred Inflows	(67,431,828)		(67,431,828)	
Current Ratio	5.48		5.41	-1.37%
Total Assets & Deferred Outflows	383,565,635	252,648	383,818,283	0.07%
Total Liabilities & Deferred Inflows	(82,221,776)	(252,648)	(82,474,424)	0.31%
Total Net Position	(301,343,859)		(301,343,859)	
General Revenues & Transfers	1,281,832		1,281,832	
Net Program Revenues/ Expenses	(2,508,215)		(2,508,215)	
Change in Net Position	(1,226,383)		(1,226,383)	

City of Norman, OK
ATTACHMENT

This analysis and the attached "Schedule of Uncorrected Misstatements (Adjustments Passed)" reflect the effects on the financial statements if the uncorrected misstatements identified were corrected.

Norman Forward

QUANTITATIVE ANALYSIS

	Before Misstatements	Misstatements	Subsequent to Misstatements	% Change
Total Assets & Deferred Outflows	67,709,048		67,709,048	
Total Liabilities & Deferred Inflows	(3,688,898)		(3,688,898)	
Total Fund Balance	(64,020,150)		(64,020,150)	
Revenues	(15,614,529)		(15,614,529)	
Expenditures	23,383,577	(191,180)	23,192,397	-0.82%
Change in Fund Balance	3,971,634	(191,180)	3,780,454	-4.81%

Client: City of Norman, OK
Period Ending: June 30, 2022

Norman Forward
SCHEDULE OF UNCORRECTED MISSTATEMENTS (ADJUSTMENTS PASSED)

Description	Financial Statement Line Item	Factual (F), Judgmental (J) or Projected (P)	Assets & Deferred		Liabilities &		Revenues		Expenditures		Fund Balance		Net Effect on Following Year					
			Outflows		Deferred Inflows								Change in Fund Balance		Fund Balance			
			DR	(CR)	DR	(CR)	DR	(CR)	DR	(CR)	DR	(CR)	DR	(CR)	DR	(CR)		
To record the turnaround effect of prior year A/P that should have been accrued in FY21		F		0		0		0		(191,180)		191,180		0		0		
	Capital Outlay									(191,180)				N/A - Turnaround Effect				
	Fund Balance											191,180						
Total passed adjustments				<u>0</u>		<u>0</u>		<u>0</u>		<u>(191,180)</u>		<u>191,180</u>		<u>0</u>		<u>0</u>		
											Impact on Change in Fund Balance		(191,180)					
											Impact on Fund Balance		0					

City of Norman, OK
ATTACHMENT

This analysis and the attached "Schedule of Uncorrected Misstatements (Adjustments Passed)" reflect the effects on the financial statements if the uncorrected misstatements identified were corrected.

ARF

QUANTITATIVE ANALYSIS

	Before Misstatements	Misstatements	Subsequent to Misstatements	% Change
Total Assets & Deferred Outflows	114,400,354	170,562	114,570,916	0.15%
Total Liabilities & Deferred Inflows	(5,316,962)		(5,316,962)	
Total Fund Balance	(109,083,392)	(170,562)	(109,253,954)	0.16%
Revenues	(31,372,872)	50,951	(31,321,921)	-0.16%
Expenditures	55,505,364	(26,540)	55,478,824	-0.05%
Change in Fund Balance	25,526,997	24,411	25,551,408	0.10%

Client: City of Norman, OK
Period Ending: June 30, 2022

ARF
SCHEDULE OF UNCORRECTED MISSTATEMENTS (ADJUSTMENTS PASSED)

Description	Financial Statement Line Item	Factual (F), Judgmental (J) or Projected (P)	Assets & Deferred		Liabilities &		Revenues			Expenditures			Fund Balance		Net Effect on Following Year					
			Outflows		Deferred Inflows										Change in Fund		Fund			
			DR	(CR)	DR	(CR)	DR	(CR)	DR	(CR)	DR	(CR)	DR	(CR)	DR	(CR)	DR	(CR)		
To record the turnaround effect of the difference in taxes receivable compared to the confirmation received from the Cleveland County Treasurer in the PY		F		0		0	50,951				0		(50,951)			0		0		
	Revenues: Taxes						50,951											N/A - Turnaround Effect		
	Fund Balance												(50,951)							
To record the turnaround effect on the portion of insurance expenses that should have been recorded as prepaid assets in the PY		F		0		0	0				144,022		(144,022)			0		0		
	Fund Balance												(144,022)					N/A - Turnaround Effect		
	Service, maintenance and claims										144,022									
To record the portion of insurance expense that should be a prepaid asset		F		170,562		0	0				(170,562)		0		170,562		(170,562)			
	Prepaid Asset			170,562													(170,562)			
	Services, maintenance and claims										(170,562)				170,562					
Total passed adjustments				<u>170,562</u>		<u>0</u>		<u>50,951</u>			<u>(26,540)</u>		<u>(194,973)</u>		<u>170,562</u>		<u>(170,562)</u>			
																		Impact on Change in Fund Balance	24,411	
																			Impact on Fund Balance	(170,562)

City of Norman, OK
ATTACHMENT

This analysis and the attached "Schedule of Uncorrected Misstatements (Adjustments Passed)" reflect the effects on the financial statements if the uncorrected misstatements identified were corrected.

General Fund

QUANTITATIVE ANALYSIS

	Before Misstatements	Misstatements	Subsequent to Misstatements	% Change
Total Assets & Deferred Outflows	35,650,567		35,650,567	
Total Liabilities & Deferred Inflows	(8,901,678)	52,809	(8,848,869)	-0.59%
Total Fund Balance	(26,748,889)	(52,809)	(26,801,698)	0.20%
Revenues	(90,545,317)	45,000	(90,500,317)	-0.05%
Expenditures	83,418,417	64,226	83,482,643	0.08%
Change in Fund Balance	(8,035,757)	109,226	(7,926,531)	-1.36%

Client: City of Norman, OK
Period Ending: June 30, 2022

General Fund
SCHEDULE OF UNCORRECTED MISSTATEMENTS (ADJUSTMENTS PASSED)

Description	Financial Statement Line Item	Factual (F), Judgmental (J) or Projected (P)	Assets & Deferred		Liabilities &		Revenues			Expenditures			Fund Balance		Net Effect on Following Year		
			Outflows		Deferred Inflows										Change in Fund	Fund	
			DR	(CR)	DR	(CR)	DR	(CR)	DR	(CR)	DR	(CR)	DR	(CR)	Balance	Balance	
To record the turnaround effect of the difference in taxes receivable compared to the confirmation received from the Cleveland County Treasurer in the PY		F		0		0		45,000			0		(45,000)		0		0
	Revenues: Taxes							45,000									N/A - Turnaround Effect
	Fund Balance												(45,000)				
To record the turnaround effect of PY vacation accrual adjustment		P		0		0		0			117,035		(117,035)		0		0
	Expenditures										117,035						N/A - Turnaround Effect
	Fund Balance												(117,035)				
To adjust AP balances for amounts improperly included in FY22		F		0		52,809		0			(52,809)		0		52,809		(52,809)
	Accounts payable and other accrued exp					52,809											(52,809)
	Expenditures										(52,809)				52,809		
Total passed adjustments				0		52,809		45,000			64,226		(162,035)		52,809		(52,809)
								Impact on Change in Fund Balance					109,226				
								Impact on Fund Balance					(52,809)				

City of Norman, OK
ATTACHMENT

This analysis and the attached "Schedule of Uncorrected Misstatements (Adjustments Passed)" reflect the effects on the financial statements if the uncorrected misstatements identified were corrected.

PSST

QUANTITATIVE ANALYSIS

	Before Misstatements	Misstatements	Subsequent to Misstatements	% Change
Total Assets & Deferred Outflows	11,599,560		11,599,560	
Total Liabilities & Deferred Inflows	(588,816)		(588,816)	
Total Fund Balance	(11,010,744)		(11,010,744)	
Revenues	(14,388,863)		(14,388,863)	
Expenditures	14,087,869	69,609	14,157,478	0.49%
Change in Fund Balance	(300,994)	69,609	(231,385)	-23.13%

Client: City of Norman, OK
Period Ending: June 30, 2022

PSST
SCHEDULE OF UNCORRECTED MISSTATEMENTS (ADJUSTMENTS PASSED)

Description	Financial Statement Line Item	Factual (F), Judgmental (J) or Projected (P)	Assets & Deferred		Liabilities &		Revenues		Expenditures		Fund Balance		Net Effect on Following Year					
			Outflows		Deferred Inflows								Change in Fund Balance		Fund Balance			
			DR	(CR)	DR	(CR)	DR	(CR)	DR	(CR)	DR	(CR)	DR	(CR)	DR	(CR)	DR	(CR)
To record the turnaround effect of PY vacation accrual adjustment		P	0	0	0	69,609	(69,609)						0	0				
	Expenditures					69,609							N/A - Turnaround Effect					
	Fund Balance						(69,609)											
Total passed adjustments			<u>0</u>	<u>0</u>	<u>0</u>	<u>69,609</u>	<u>(69,609)</u>						<u>0</u>	<u>0</u>				
											Impact on Change in Fund Balance		69,609					
											Impact on Fund Balance		0					

City of Norman, OK ATTACHMENT

This analysis and the attached "Schedule of Uncorrected Misstatements (Adjustments Passed)" reflect the effects on the financial statements if the uncorrected misstatements identified were corrected.

Capital Projects

QUANTITATIVE ANALYSIS

	Before Misstatements	Misstatements	Subsequent to Misstatements	% Change
Total Assets & Deferred Outflows	85,628,723		85,628,723	
Total Liabilities & Deferred Inflows	(3,987,321)		(3,987,321)	
Total Fund Balance	(81,641,402)		(81,641,402)	
Revenues	(18,274,500)		(18,274,500)	
Expenditures	31,150,076	(57,940)	31,092,136	-0.19%
Change in Fund Balance	(8,156,101)	(57,940)	(8,214,041)	0.71%

Client: City of Norman, OK
Period Ending: June 30, 2022

Capital Projects
SCHEDULE OF UNCORRECTED MISSTATEMENTS (ADJUSTMENTS PASSED)

Description	Financial Statement Line Item	Factual (F), Judgmental (J) or Projected (P)	Assets & Deferred		Liabilities &		Revenues		Expenditures		Fund Balance		Net Effect on Following Year					
			Outflows		Deferred Inflows								Change in Fund Balance		Fund Balance			
			DR	(CR)	DR	(CR)	DR	(CR)	DR	(CR)	DR	(CR)	DR	(CR)	DR	(CR)		
To record the turnaround impact of the PY adjustment to AP balances for amounts improperly included in FY21		F		0		0		0		(57,940)		57,940		0		0		
	Capital Outlay									(57,940)				N/A - Turnaround Effect				
	Fund Balance											57,940						
Total passed adjustments				0		0		0		(57,940)		57,940		0		0		
											Impact on Change in Fund Balance		(57,940)					
											Impact on Fund Balance		0					

City of Norman, OK
ATTACHMENT

This analysis and the attached "Schedule of Uncorrected Misstatements (Adjustments Passed)" reflect the effects on the financial statements if the uncorrected misstatements identified were corrected.

NMA

QUANTITATIVE ANALYSIS

	Before Misstatements	Misstatements	Subsequent to Misstatements	% Change
Current Assets	16,423,454	69,379	16,492,833	0.42%
Non-Current Assets & Deferred Outflows	13,440,257	(69,379)	13,370,878	-0.52%
Current Liabilities	(1,684,591)		(1,684,591)	
Non-Current Liabilities & Deferred Inflows	(363,194)		(363,194)	
Current Ratio	9.749		9.790	0.42%
Total Assets & Deferred Outflows	29,863,711		29,863,711	
Total Liabilities & Deferred Inflows	(2,047,785)		(2,047,785)	
Total Net Position	(27,815,926)		(27,815,926)	
Operating Revenues	(16,629,125)		(16,629,125)	
Operating Expenses	15,200,594		15,200,594	
Nonoperating (Revenues) Exp	522,858		522,858	
Change in Net Position	(365,673)		(365,673)	

Client: City of Norman, OK
Period Ending: June 30, 2022

NMA
SCHEDULE OF UNCORRECTED MISSTATEMENTS (ADJUSTMENTS PASSED)

Description	Financial Statement Line Item	Factual (F), Judgmental (J) or Projected (P)	Assets & Deferred Outflows				Liabilities & Deferred Inflows				Operating				Nonoperating		Net Effect on Following Year	
			Current		Noncurrent		Current		Noncurrent		Revenues	Expenses	(Revenues) Exp	Net Position	Change in Net			
			DR	(CR)	DR	(CR)	DR	(CR)	DR	(CR)	DR	(CR)	DR	(CR)	DR	(CR)	DR	(CR)
To reclass negative balance customer utility accounts receivable		F	69,379	(69,379)	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Account, net		69,379														N/A - No income statement impact	
	Accounts payable and other accrued liabilities			(69,379)														
Adjustment to include the capital assets in accounts payable within the Net Investment in Capital Assets balance of Net position		F	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Net Position: Net Investment in Capital															146,775	N/A - Top Side Recalculation	
	Net Position: Unrestricted														(146,775)			
Total passed adjustments			69,379	(69,379)	0	0	0	0	0	0	0	0	0	0	0	0	0	
																	Impact on Change in Net Position	
																	0	
																	Impact on Net Position	
																	0	

City of Norman, OK
ATTACHMENT

This analysis and the attached "Schedule of Uncorrected Misstatements (Adjustments Passed)" reflect the effects on the financial statements if the uncorrected misstatements identified were corrected.

NUA

QUANTITATIVE ANALYSIS

	Before Misstatements	Misstatements	Subsequent to Misstatements	% Change
Current Assets	64,685,617	183,269	64,868,886	0.28%
Non-Current Assets & Deferred Outflows	289,016,307		289,016,307	
Current Liabilities	(13,105,357)	(183,269)	(13,288,626)	1.40%
Non-Current Liabilities & Deferred Inflows	(67,068,634)		(67,068,634)	
Current Ratio	4.936		4.882	-1.09%
Total Assets & Deferred Outflows	353,701,924	183,269	353,885,193	0.05%
Total Liabilities & Deferred Inflows	(80,173,991)	(183,269)	(80,357,260)	0.23%
Total Net Position	(273,527,933)		(273,527,933)	
Operating Revenues	(42,421,781)		(42,421,781)	
Operating Expenses	41,804,463		41,804,463	
Nonoperating (Revenues) Exp	1,489,019		1,489,019	
Change in Net Position	(860,710)		(860,710)	

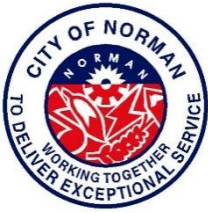
Client: City of Norman, OK
Period Ending: June 30, 2022

NUA
SCHEDULE OF UNCORRECTED MISSTATEMENTS (ADJUSTMENTS PASSED)

Description	Financial Statement Line Item	Factual (F), Judgmental (J) or Projected (P)	Assets & Deferred Outflows				Liabilities & Deferred Inflows				Operating				Nonoperating		Net Position		Net Effect on Following Year	
			Current		Noncurrent		Current		Noncurrent		Revenues	Expenses	(Revenues) Exp	Net Position	Change in Net		Position	Net Position		
			DR	(CR)	DR	(CR)	DR	(CR)	DR	(CR)	DR	(CR)	DR	(CR)	DR	(CR)	DR	(CR)	DR	(CR)
To reclass negative balance customer utility accounts receivable		F	183,269	0	(183,269)	0		0	0	0	0	0	0	0	0	0	0	0	0	
	Account receivable, net		183,269																N/A - No income statement impact	
	Accounts payable and other accrued liabilities				(183,269)															
Adjustment to include the deferred outflow balances in the Net Investment in Capital Assets balance of Net Position		F	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
	Net Position: Net Investment in Capital																		N/A Top Side Reconciliation	
	Net Position: Unrestricted																			
Adjustment to include the capital assets in accounts payable within the Net Investment in Capital Assets balance of Net position		F	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
	Net Position: Net Investment in Capital																		N/A - Top Side Recalculation	
	Net Position: Unrestricted																			
Total passed adjustments			<u>183,269</u>	<u>0</u>	<u>(183,269)</u>	<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
																			Impact on Change in Net Position	
																			0	
																			Impact on Net Position	
																			0	

File Attachments for Item:

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



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/13/2022

REQUESTER: Anthony Francisco, Director of Finance

PRESENTER: Anthony Francisco, Director of Finance

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

DATE: December 6, 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 November 2022	MONTHLY % INCREASE (DECREASE)	MONTHLY INTEREST % OF PORTFOLIO HOLDINGS	MONTH-END BALANCE November 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	\$16,092	1.94%	5.35%	14,508,192	5.44%	\$75,863	\$64,700	-14.71%	5.63%
NET REVENUE STABILIZATION	\$4,167	\$5,202	24.84%	1.73%	4,252,012	1.60%	\$20,833	\$21,627	3.81%	1.88%
PUBLIC SAFETY SALES TAX FUND	\$4,167	\$13,202	216.85%	4.39%	8,894,376	3.34%	\$20,833	\$39,760	90.85%	3.46%
HOUSING	N/A	\$66	100.00%	0.02%	4,177,427	1.57%	N/A	\$256	100.00%	0.02%
SPECIAL GRANTS FUND	N/A	\$6,951	100.00%	2.31%	26,728,546	10.03%	N/A	\$27,376	100.00%	2.38%
ROOM TAX FUND	\$208	\$985	372.78%	0.33%	825,633	0.31%	\$1,042	\$4,114	294.90%	0.36%
SEIZURES	\$42	\$1,785	4182.85%	0.59%	2,805,947	1.05%	\$208	\$7,068	3292.45%	0.62%
CLEET FUND	N/A	\$0	100.00%	0.00%	(12,424)	0.00%	N/A	\$0	100.00%	0.00%
TRANSIT & PARKING FUND	\$0	\$1,616	0.00%	0.54%	1,342,730	0.50%	\$0	\$10,743	0.00%	0.93%
ART IN PUBLIC PLACES FUND	N/A	\$1	100.00%	0.00%	1,419	0.00%	N/A	\$9	100.00%	0.00%
WESTWOOD FUND	\$625	\$2,231	256.95%	0.74%	1,380,750	0.52%	\$3,125	\$5,086	62.76%	0.44%
WATER FUND	\$10,000	\$50,606	406.06%	16.84%	38,723,943	14.53%	\$50,000	\$193,672	287.34%	16.86%
WASTEWATER FUND	\$4,167	\$9,968	139.23%	3.32%	7,968,819	2.99%	\$20,833	\$42,441	103.72%	3.69%
SEWER MAINTENANCE FUND	N/A	\$17,197	100.00%	5.72%	14,089,946	5.29%	N/A	\$69,910	100.00%	6.08%
DEVELOPMENT EXCISE	\$5,833	\$8,149	39.71%	2.71%	6,509,745	2.44%	\$29,167	\$34,565	18.51%	3.01%
SANITATION FUND	\$25,000	\$17,361	-30.55%	5.78%	14,221,566	5.34%	\$125,000	\$75,856	-39.32%	6.60%
RISK MANAGEMENT FUND	N/A	\$1,293	100.00%	0.43%	572,009	0.21%	N/A	\$6,747	100.00%	0.59%
CAPITAL PROJECTS FUND	\$58,333	\$42,235	-27.60%	14.05%	59,110,932	22.18%	\$166,667	\$167,461	0.48%	14.58%
NORMAN FORWARD SALES TAX	\$1,250	\$78,618	6189.44%	26.16%	43,127,504	16.18%	\$6,250	\$280,412	4386.60%	24.41%
PARKLAND FUND	\$833	\$994	19.28%	0.33%	813,537	0.31%	\$4,167	\$4,101	-1.58%	0.36%
UNP TAX INCREMENT DISTRICT	\$2,000	\$18,707	835.34%	6.22%	10,499,943	3.94%	\$200,000	\$55,613	100.00%	4.84%
CENTER CITY TAX INCREMENT DIST	\$167	\$1,151	0.00%	0.38%	947,391	0.36%	N/A	\$4,700	100.00%	0.41%
SINKING FUND	\$2,083	\$4,912	135.79%	1.63%	4,014,681	1.51%	\$10,417	\$27,704	165.96%	2.41%
SITE IMPROVEMENT FUND	N/A	\$62	100.00%	0.02%	50,988	0.02%	N/A	\$259	100.00%	0.02%
TRUST & AGENCY FUNDS	N/A	\$12	100.00%	0.00%	9,824	0.00%	N/A	\$50	100.00%	0.00%
ARTERIAL ROAD FUND	N/A	\$1,137	100.00%	0.38%	929,677	0.35%	N/A	\$4,729	100.00%	0.41%
	\$134,660	\$300,534	123.18%	100.00%	266,495,124	100.00%	\$734,404	\$1,148,959	56.45%	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 \$266.5 million as of 11/30/22 are represented by working capital cash balances of all City funds of approximately \$95.29 million, outstanding encumbrances of \$89.25 million, General Obligation Bond proceeds of \$33.17 million, NUA revenue bond proceeds of \$5.42 million, NMA bond proceeds of \$33.54 million, and UNP TIF reserve amounts of \$9.83 million.

INVESTMENT BY TYPE

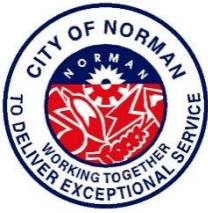
November 30, 2022

LIST BY TYPE	SEC. NO.	PURCHASED	MATURITY	YIELD	EARNED INTEREST	COST	MARKET
**Checking							
BANK OF OKLAHOMA	GEN'L DEP.			0.39%	\$11,848.03	\$40,779,913.98	\$40,779,913.98
BANK OF OKLAHOMA	WARRANTS PAYABLE					(\$1,664,704.27)	(\$1,664,704.27)
BANK OF OKLAHOMA	PAYROLL					(\$4,483,179.91)	(\$4,483,179.91)
BANK OF OKLAHOMA	COURT BOND REFUNDS					\$118,621.21	\$118,621.21
BANK OF OKLAHOMA	INSURANCE CLAIMS					(\$346,953.68)	(\$346,953.68)
BANK OF OKLAHOMA	LOCK BOX					\$1,728,954.87	\$1,728,954.87
BANK OF OKLAHOMA	RETURN CHECKS					(\$7,418.96)	(\$7,418.96)
BANK OF OKLAHOMA	FLEXIBLE SPENDING					(\$16,774.60)	(\$16,774.60)
BANK OF OKLAHOMA	CDBG-CV			0.39%	\$66.14	\$201,328.82	\$201,328.82
**Subtotal					\$11,914.17	\$36,309,787.46	\$36,309,787.46
**Money Market							
BANCFIRST-NUA	MONEY MKT.			2.54%	\$680.93	\$378,582.75	\$378,582.75
BANCFIRST-NMA Room Tax	MONEY MKT.			2.44%	\$39.76	\$107,659.41	\$107,659.41
BANCFIRST-NUA Water	MONEY MKT.			2.54%	\$8,555.51	\$4,712,731.52	\$4,712,731.52
BANCFIRST-NUA Clean Water	MONEY MKT.			2.44%	\$593.27	\$326,008.20	\$326,008.20
BANCFIRST-NMA PSST	MONEY MKT.			2.54%	\$12,984.57	\$8,076,821.33	\$8,076,821.33
BANCFIRST-NMA Norman Forward	MONEY MKT.			2.54%	\$52,271.22	\$23,660,340.95	\$23,660,340.95
BANCFIRST-NMA ERP Financing	MONEY MKT.			2.54%	\$2,775.46	\$1,690,747.45	\$1,690,747.45
BANK OF OKLAHOMA UNP TIF	MONEY MKT.			2.69%	\$17,886.54	\$9,832,343.18	\$9,832,343.18
BANK OF OKLAHOMA ARPA	MONEY MKT.			0.39%	\$6,939.95	\$21,121,789.63	\$21,121,789.63
BANK OF OKLAHOMA-Westwood	MONEY MKT.			0.39%	\$2,230.95	\$0.00	\$0.00
BANK OF OKLAHOMA-CW	MONEY MKT.			0.39%	\$4.09	\$12,438.68	\$12,438.68
BANK OF OKLAHOMA	MONEY MKT.			0.39%	\$10.86	\$33,016.76	\$33,016.76
BANK OF OKLAHOMA	MONEY MKT.			0.39%	\$44.84	\$136,422.25	\$136,422.25
BANK OF OKLAHOMA-SW	MONEY MKT.			0.39%	\$0.00	\$6.77	\$6.77
BANK OF OKLAHOMA-Misty Lake	MONEY MKT.			0.39%	\$195.86	\$595,948.23	\$595,948.23
BANK OF OKLAHOMA-2019A	MONEY MKT.			0.39%	\$893.34	\$2,696,027.02	\$2,696,027.02
BANK OF OKLAHOMA-2019B	MONEY MKT.			0.39%	\$4,030.19	\$12,257,802.48	\$12,257,802.48
BANK OF OKLAHOMA-2020A	MONEY MKT.			0.39%	\$1,499.80	\$4,549,598.57	\$4,549,598.57
BANK OF OKLAHOMA-2021	MONEY MKT.			0.39%	\$4,492.90	\$13,670,316.54	\$13,670,316.54
**Subtotal					\$116,130.04	\$103,858,601.72	\$103,858,601.72
**Sweep/Overnight							
BANK OF OKLAHOMA	ICS ACCT			2.38%	\$4,516.26	\$2,340,579.43	\$2,340,579.43
BANK OF OKLAHOMA PORTFOLIO	SHORT TERM			3.60%	\$38,455.42	\$13,325,155.14	\$13,325,155.14
**Certificate of Deposit							
FIRST FIDELITY BANK	CD	09/30/21	03/30/23	0.45%	\$31.25	\$250,000.00	\$250,000.00
GREAT NATIONS BANK	CD	09/30/21	09/30/23	0.45%	\$114.58	\$250,000.00	\$250,000.00
VALLIANCE BANK	CD	11/30/21	11/30/22	0.15%	\$31.25	\$250,000.00	\$250,000.00
FIRST NATIONAL BANK	CD	12/28/21	12/28/22	0.25%	\$52.08	\$250,000.00	\$250,000.00
**Subtotal					\$229.16	\$1,000,000.00	\$1,000,000.00
**U.S. Treasury Securities/Agency Securities							
FHLB	313381BR5	12/31/19	12/09/22	1.61%	10,895.38	8,100,000.00	\$8,096,193.00
FFCB	3133EMKU5	01/29/21	12/14/22	0.11%	455.30	5,005,000.00	\$4,997,442.45
FHLMC	3134GXGQ1	01/29/21	12/15/22	0.06%	911.66	8,000,000.00	\$7,988,160.00
FNMA	3135G05T6	11/30/21	08/18/23	0.48%	2,609.17	6,500,000.00	\$6,292,975.00
US T-Note	9128284X5	06/29/21	08/31/23	2.75%	2,072.68	8,500,000.00	\$8,376,155.00
FHLMC	3134GW7K6	04/29/22	11/03/23	2.40%	13,129.61	6,788,000.00	\$6,506,773.16
FHLB	3130A3VC5	12/31/19	12/08/23	1.62%	8,932.98	6,500,000.00	\$6,336,525.00
US T-Note	91282CBN0	06/30/21	12/28/23	0.13%	1,353.82	9,000,000.00	\$8,905,860.00
FFCB	3133ENLF5	01/28/22	01/18/24	1.17%	7,272.49	7,500,000.00	\$7,193,550.00
FMAC	31422XYB2	05/23/22	05/02/24	2.59%	16,238.83	7,528,000.00	\$7,315,409.28
FHLB	3130A8HK2	11/30/21	06/14/24	0.70%	3,748.54	6,240,000.00	\$5,970,432.00
US T-Note	91282CCT6	01/31/22	08/15/24	1.27%	7,729.07	7,500,000.00	\$6,998,175.00
FFCB	3133ENEJ5	06/30/22	11/18/24	3.15%	31,108.64	12,500,000.00	\$11,665,750.00
FHLB	3130A3GE8	01/28/22	12/13/24	1.41%	3,048.46	2,500,000.00	\$2,416,375.00
US T-STRIPS	912833LU2	08/31/22	02/15/25	3.38%	19,781.98	7,500,000.00	\$6,839,625.00
**Subtotal					129,288.61	109,661,000.00	\$105,899,399.89
**TOTAL **					300,533.66	266,495,123.75	\$260,392,944.21

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

File Attachments for Item:

8. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE AMENDED CITY OF NORMAN, OKLAHOMA, FLEXIBLE SPENDING PLAN EFFECTIVE JANUARY 1, 2023.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/13/2022

REQUESTER: Dawn James

PRESENTER: Dawn James, Director of Human Resources

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE AMENDED CITY OF NORMAN, OKLAHOMA, FLEXIBLE SPENDING PLAN EFFECTIVE JANUARY 1, 2023.

BACKGROUND:

Effective February 1, 1992, the City of Norman adopted a Flexible Spending Plan in accordance with ERISA with the intention of qualifying as a nondiscriminatory salary reduction cafeteria plan under Sections 129, 125, 106, 105, and 79 of the Internal Revenue Code. City Council, in its meeting of December 28, 1993, approved Contract K-9394-57 with Deloitte and Touche to serve as plan administrators for a Flexible Spending Plan to be offered to City of Norman employees.

The City of Norman assumed the duties of Plan Administrator in 1998 and circumstances indicated that certain provisions of the Plan needed to be amended to adequately provide the benefits intended for participants of the Plan. As a result, City Council, in its meeting of November 14, 2000, approved an Amended Plan.

DISCUSSION:

The Internal Revenue Service (IRS) announced on October 18, 2022, the annual contribution limits will increase to \$3,050 health care flexible spending accounts on January 1, 2023. The City of Norman's Plan is currently limited at \$2,500. The Amended Plan submitted at this time will raise the Health Care Expense Reimbursement Account from \$2,500 to \$3,050 in line with the new IRS guidelines. The rest of the Plan will remain unchanged.

RECOMMENDATION:

The City of Norman Flexible Spending Plan, as amended, is submitted for City Council's approval.

Plan Document

City of Norman, Oklahoma

Flexible Spending Plan

City of Norman, Oklahoma
Flexible Spending Plan
(Premium/Health/Dependent Care)
Amended December 13, 2022

ARTICLE IV SALARY REDIRECTIONS

4.1	Salary Redirections	4
4.2	ProRataDeductions	4

ARTICLE V PARTICIPATION, ELECTION AND CONTRIBUTIONS

5.1	Annual Enrollment Election Period	4
5.2	New Eligible Employees	5
5.3	Participation and Elections	5
5.4	Salary Redirection Agreement	5
5.5	Acceptance of Elections	5
5.6	Payroll Deductions.....	5
5.7	Failure to Complete the Salary Redirection Agreement	6
5.8	Minimum and Maximum Salary Redirections	6
5.9	Qualified Change in Family Status.....	6
5.10	Change in Cost of Employer-sponsored Plans.....	7
5.11	Nondiscriminatory Benefits	7

ARTICLE VI BENEFITS

6.1	Benefits Options	8
6.2	Pre-tax Premium Account	8
6.3	Health Care Expense Reimbursement Account.....	8
6.4	Dependent Care Expense Reimbursement Account.....	8
6.5	Cash.....	8
6.6	Limitation of Benefits.	8
6.7	Statement of Benefits.	9
6.8	Nature of Accounts	9
6.9	Forfeitures.....	9
6.10	Benefits Under Employer-Sponsored Plans.....	9

ARTICLE VII REIMBURSEMENT PROCEDURES

7.1	Request for Reimbursement	9
7.2	Documentation.	9
7.3	Processing Frequency.....	10
7.4	No Guarantee of Non-Tax.	10
7.5	Request for Reimbursement Submission's Period.....	10

ARTICLE VIII TERMINATION OF PARTICIPATION; LEAVES OF ABSENCE

8.1	Contributions Cease	10
8.2	Participation Ceases.	11
8.3	Group Health Plan Continuation Coverage.....	11
8.4	Leaves of Absence	11

ARTICLE IX CONTINUATION COVERAGE

9.1	Availability of Continued Health Care Expense Reimbursement Account Benefits.	11
9.2	Purchase of Health Benefits at 102% of Cost.....	11
9.3	Qualifying Events Triggering Eighteen Months of Continuation Coverage.....	11
9.4	Qualifying Events Triggering Thirty-Six Months of Continuation Coverage.....	11
9.5	Other Qualifying Event Rules.	12
9.6	Notification Rules.	12

9.7 Termination of Continuation Coverage 12

9.8 Nonpayment of Health Care Expense Reimbursement
Account Contributions..... 13

ARTICLE X PLAN ADMINISTRATION

10.1 Administrative Responsibility 13

10.2 Appointment of Plan Administrator..... 14

10.3 Bonding..... 14

10.4 Records and Reports..... 14

10.5 Rules and Decision..... 14

10.6 Authorization of Benefit Payments..... 14

10.7 Application and Forms for Benefit..... 14

10.8 Facility of Payment..... 14

ARTICLE XI CLAIMS PROCEDURES

11.1 Procedure if Benefits are Denied Under the Plan 15

11.2 Requirement for Written Notice of Claim Denial 15

11.3 Right to Request Hearing on Benefit Denial 15

11.4 Disposition of Disputed Claims 15

11.5 Preservation of Remedies..... 16

ARTICLE XII MISCELLANEOUS

12.1 Non-Alienation of Benefits..... 16

12.2 No Guarantee of Employment..... 16

12.3 Amendment or Termination of the Plan..... 16

12.4 Insurer Not a Party..... 16

12.5 Notice of Address..... 16

12.6 Source of Payments..... 16

12.7 No Obligation to Insure or Fund Benefits 16

12.8 Benefit Funded Through Trust 17

12.9 Indemnification by Employer..... 17

12.10 Indemnification Employer by Participants 17

12.11 Applicable Law..... 17

12.12 Captions..... 17

12.13 Severability..... 17

EXHIBIT A - DEPENDENT CARE REIMBURSEMENT PLAN

City of Norman, Oklahoma Flexible Spending Plan

RECITALS

WHEREAS, the Employer desires to sponsor a salary reduction flexible spending plan ("Plan") pursuant to Section 125 of the Internal Revenue Code of 1986, as amended ("Code"), for the benefit of certain of its employees; and

WHEREAS, the Employer desires to adopt the Plan on the Effective Date as specified in the Adoption Agreement.

NOW, THEREFORE, the Employer does hereby agree as follows:

ARTICLE I

DEFINITIONS

When used herein, the following words and phrases shall have the following meanings, unless the context clearly indicates otherwise.

- 1.1 **Annual Enrollment Election Period** means the period of time (to be announced each year by the Plan Administrator) each Plan Year during which an Eligible Employee makes (or is deemed to make) his or her contribution elections for the upcoming Plan Year.
- 1.2 **Benefit** means any of the benefits to which a Participant is entitled to under the Plan.
- 1.3 **Code** means the Internal Revenue Code of 1986, as amended.
- 1.4 **Compensation** means the total of all amounts paid to or accrued to the Eligible Employee as salary and wages for services rendered and labor performed for the Employer during the Plan Year including Employee contributions to the Plan and salary reductions under any other Employer benefit plan.
- 1.5 **Dependent** means an individual who qualifies as a dependent under the provisions of Section 152 of the Code.
- 1.6 **Dependent Care Expense Reimbursement Account** means the individual dependent care account established by the Employer for each participant for the purpose of accounting for contributions thereto and Benefits paid therefrom for eligible dependent care expenses.
- 1.7 **Dependent Care Reimbursement Plan** means the Employer-Sponsored Dependent Care Reimbursement Plan as attached hereto as Exhibit "A", together with any and all amendments or supplements thereto.
- 1.8 **Effective Date** means the first day of the Plan Year as specified in the Adoption Agreement in which the Plan is adopted or in which a plan previously maintained by the Employer is amended and restated in the form of the Plan
- 1.9 **Eligible Employee** means any Employee of the Employer who is eligible to participate in the Plan as specified in the Adoption Agreement.
- 1.10 **Employee** means any person employed by the Employer or a former Participant with accrued Salary Reduction at the time of termination as

provided herein (Note: partners of a partnership, sole proprietor of an unincorporated sole proprietorship or 2% shareholders of an S corporation are not considered employees for the purposes of the Plan).

- 1.11 **Employer** means the Employer as specified in the Adoption Agreement, or any successor(s) thereto, whether by merger, consolidation or otherwise. In addition, any other entity which adopts the Plan with the written consent of the Employer shall be deemed an Employer of the Plan.
- 1.12 **Employer-sponsored Health Care Plan** means the core Employer-sponsored health care plan as specified in the Adoption agreement, and as may be amended and substituted from time to time, the premium costs of which may be paid through the Pre-tax Premium Account.
- 1.13 **Employer-sponsored Plans** means the Employer-sponsored plans as specified in the Adoption Agreement and as may be amended and substituted from time to time, the Premium costs of which may be paid through the Pre-tax Premium Account.
- 1.14 **ERISA** means the Employer Retirement Income Security Act of 1974, as amended.
- 1.15 **Flexible Spending Plan** (See 1.19 Plan.)
- 1.16 **Full-Time Student** means an individual who during each of at least five (5) months during the Participant's taxable year is enrolled at an educational organization described in Section 170(b)(1)(A)(ii) of the Code. The individual must enroll for the number of course hours considered to constitute full-time study, and may not attend exclusively at night.
- 1.17 **Health Care Expense Reimbursement Account** means the individual health care account established by the Employer for each Participant for the purpose of accounting for contributions thereto and Benefits paid therefrom for eligible health care expenses.
- 1.18 **Participant** means any Eligible Employee who actually enrolls or who is deemed to enroll, and participates in the Plan.
- 1.19 **Plan** means the Employer-sponsored Flexible Spending Plan, together with any and all amendments and supplements thereto.
- 1.20 **Plan Administrator** means the person, firm or entity appointed by the Employer to manage and direct the operation of the Plan. If no such person, firm or entity is named, the Plan Administrator shall be the Employer.
- 1.21 **Plan Year** means the annual accounting period of the Plan, which shall begin and end on the dates as specified in the Adoption Agreement in that same year.
- 1.22 **Pre-tax Premium Account** means the individual premium account established by the Employer for each Participant for the purpose of accounting for contributions thereto and Benefits paid therefrom for Employer-sponsored Plans premiums.
- 1.23 **Premiums** means the Employee's costs for elected participation in the Employer-sponsored Plans, as may be offered from time to time by the Employer.

- 1.24 **Qualified Benefit** means any benefit excluded from taxation under Chapter 1 of the Code (other than Section 117, 127 or 132), including (a) any group- term life insurance coverage that is includible in gross income only by virtue of exceeding the dollar limitation on nontaxable coverage under Code Section 79; and (b) any other benefit permitted by the Income Tax Regulations.
- 1.25 **Salary Redirection** means the amount by which an Employee elects to have his Compensation reduced in an amount sufficient to fund the Benefits such Employee has elected to receive under the Plan, subject to the terms, conditions and restrictions provided in the Plan.
- 1.26 **Salary Redirection Agreement** means a written agreement by and between the Eligible Employee and the Employer entered into during the applicable Annual Enrollment Election Period whereby the Eligible Employee agrees to a reduction in Compensation for the purpose of purchasing Benefits and which for all purposes hereunder are deemed to be Employer contributions.
- 1.27 **Termination of Participation** means the termination of a Participant's eligibility under the Plan because of termination of employment as an Employee of the Employer, whether by reason of a reduction in hours, discharge, layoff, voluntary termination, involuntary termination, disability, retirement, death or otherwise.

ARTICLE II

PURPOSE AND EFFECTIVE DATE OF THE PLAN

- 2.1 **Purpose.** The Plan is a welfare benefit plan under ERISA, and is intended to qualify as a nondiscriminatory salary reduction cafeteria plan under Sections 129, 125, 106, 105 and 79 of the Code. The Plan allows employees the flexibility of choosing between certain Qualified Benefits through the Plan's Salary Redirection option or cash compensation. The Plan is further intended as an accident and health plan within the meaning of Section 105(e) of the Code and that reimbursements paid through the Health Care Expense Reimbursement Account be eligible for exclusion from Participant's income under Section 105(b) of the Code. Accordingly, the Plan shall be interpreted and construed in accordance with all such Sections of the Code and the regulations issued thereunder.
- 2.2 **Separate Plan Documents.** The Benefits offered under the Plan may be the subject of separate plan documents, agreements, policies and contracts and are incorporated herein by reference as the same may be changed from time to time.

In the event of a conflict between the terms of the Plan and the terms of another plan contract or a particular insurer whose product is then being used in conjunction with the Plan, the terms of the other plan shall control as to those Participants receiving coverage under such other plan. For this purpose, the other plan shall control in defining the persons eligible for

coverage, the dates of their eligibility, the conditions which must be satisfied to become covered, if any, the benefits the Participants are entitled to and the circumstances under which coverage terminates.

- 2.3 **Name**. The Plan shall be referred to as specified in the Adoption Agreement.
- 2.4 **Effective Date**. The Effective Date of the Plan (and amendment thereto) is as specified in the Adoption Agreement.

ARTICLE 111

ELIGIBILITY FOR PARTICIPATION

- 3.1 **Eligible Employee**. All Eligible Employees as specified in the Adoption Agreement are eligible to participate in the Plan.
- 3.2 **Eligibility Begins**.
- (a) **Initial Enrollment** - Eligibility begins as specified in the Adoption Agreement
- (b) **New Employee** - Eligibility begins as specified in the Adoption Agreement.
- 3.3 **Rehired Employees**. Rehired employees are eligible as specified in the Adoption Agreement.

ARTICLE IV

SALARY REDIRECTIONS

- 4.1 **Salary Redirections**. Participation in the Plan occurs through Salary Redirections made pursuant to the election procedures of Article V hereof. The Salary Redirection shall be equal to the annual dollar amount of Premium for coverage under the Employer-sponsored Plans in which the Participant is enrolled during the Plan Year and the amount elected by the Participant to purchase Benefits under the Plan for the Plan Year.
- 4.2 **Pro Rata Deductions**. The elected amount shall be deducted from the Participant's Compensation on a pro rata basis during the Plan Year. If on any pay day, a Participant's paycheck is insufficient to pay his or her pro rata elected amount, he or she must pay the remaining pro rata amount with after-tax dollars to the Plan Administrator within ten (10) days from such pay day. The Plan Administrator may, in its discretion, fix a limit on the amount of Salary Redirection a Participant may elect for a Plan Year for the purpose of complying with the Code and regulations thereunder.

ARTICLE V

PARTICIPATION, ELECTION AND CONTRIBUTIONS

- 5.1 **Annual Enrollment Election Period**. Prior to the Effective Date and prior to the start of each Plan Year (dates to be announced by the Plan Administrator each

year), the Plan Administrator shall provide each Eligible Employee with the opportunity to become a Participant in the Plan for the upcoming Plan Year. An Eligible Employee may also decline to participate in the Pre-tax Premium Account at this time.

- 5.2 **New Eligible Employees.** If an Eligible Employee is hired after the Annual Enrollment Election Period has ended, such Eligible Employee may make an election/declination within thirty (30) days of his or her first day of employment.
- 5.3 **Participation and Elections**
- (a) **Pre-tax Premium Account** – An eligible Employee's participation in the Pre-tax Premium Account is automatic provided such Eligible Employee has enrolled and is participating in any of the Employer-sponsored Plans. If an Eligible Employee does not want to be a Participant in this account, such Eligible Employee must notify the Plan Administrator in writing, stating that he or she does not want to participate in the Pre-tax Premium Account. The Eligible Employee may do so either at the time he or she enrolls in the Employer-sponsored Plan or during the Annual Enrollment Election Period prior to the beginning of each Plan Year.
- (b) **Health Care Expense Reimbursement Account and/or Dependent Care Expense Reimbursement Account** – Each Eligible Employee must decide and elect before the start of each Plan Year, the amount of such Eligible Employee's Compensation that he or she wants to redirect and receive as Benefits. Separate elections must be made for the Health Care Expense Reimbursement Account and the Dependent Care Expense Reimbursement Account. An Eligible Employee can elect Salary Redirection contributions just to the Health Care Expense Reimbursement Account or just to the Dependent Care Expense Reimbursement Account, or the Eligible Employee can elect to contribute to both account or to neither account.
- 5.4 **Salary Redirection Agreement.** Each Eligible Employee must complete the Salary Redirection Agreement indicating how much he or she wishes to contribute to the Health Care Expense Reimbursement Account and/or the Dependent Care Reimbursement Account and authorizing salary reduction. The Salary Redirection Agreement must be completed and received by the Plan Administrator (or designee) by the last day of each Annual Enrollment Election Period in order that an Eligible Employee may be a Participant in the Health Care Expense Reimbursement Account and/or the Dependent Care Expense Reimbursement Account for the upcoming Plan Year. A new eligible Employee must enroll within thirty (30) days from his or her first day of employment.
- 5.5 **Acceptance of Elections.** A Salary Redirection Agreement filed by a Participant is subject to acceptance, modification or rejection by the Plan Administrator. The Plan Administrator may modify or reject a Participant's election in order to satisfy legal or Code requirements, or for other good cause. Rejection of an election for a Plan Year shall cause the Eligible Employee not to be a Participant in the Plan for that Plan Year, unless prior to the beginning of the Plan Year, the Plan Administrator, in its discretion, permits the Participant to file a new election.
- 5.6 **Payroll Deductions.** Payroll deductions for Participants who enroll in the Health Care Expense Reimbursement Account and/or the Dependent Care Expense Reimbursement Account during the Annual Enrollment Election Period will begin on the Participant's first payday coinciding with or next following the first day of the Plan Year. Payroll deductions for Participants who become eligible after the Annual

Enrollment Election Period who enroll in the Health Care Expense Reimbursement Account and/or the Dependent Care Expense Reimbursement Account will begin on the Participant's second pay day next following the date he or she enrolls. Payroll deductions for the Employer-sponsored Plans will automatically begin when the Eligible Employee has met the eligibility requirements and enrolls in the Employer-sponsored Plans unless the Eligible Employee has previously declined participation in the Pre-tax Premium Account.

- 5.7 **Failure to Complete the Salary Redirection Agreement.** If an Eligible Employee does not return a completed Salary Redirection Agreement for the Health Care Expense Reimbursement Account and/or Dependent Care Expense Reimbursement Account during the Annual Enrollment Election Period (or, if a new Eligible Employee, within thirty (30) days of his or her first day of employment), the Eligible Employee's election for the Plan Year shall be deemed to be zero and no amounts will be deducted from the Eligible Employee's pay during the Plan year to fund these accounts.
- 5.8 **Minimum and Maximum Salary Redirections.** A Participant's annual election to the Health Care Expense Reimbursement Account and/or the Dependent Care Expense Reimbursement Account can be in any whole dollar amount; however, a Participant must elect a minimum annual contribution as specified in the Adoption Agreement. (The minimum annual contribution is prorated for a new Eligible Employee from his or her date of enrollment to Plan Year end.) The maximum amount that a Participant may elect to each reimbursement account is:
- (a) **Health Care Expense Reimbursement Account** – A Participant's maximum annual contribution as specified in the Adoption Agreement.
 - (b) **Dependent Care Expense Reimbursement Account** – A Participant's maximum annual contribution is as specified in the Adoption Agreement; however, (i) if the Participant files a federal income tax return as "married, filing separately," such Participant's maximum annual contribution is \$2,500; or (ii) if the Participant's annual earned income or the Participant's spouse's annual earned income is less than \$5,000, the lowest income amount is the most such Participant can contribute.

In determining the Participant's spouse's income:

- (i) If the Participant's spouse is "Disabled" (not physically or mentally able to care for himself or herself) and the Participant has no other qualifying Dependents, such spouse will be considered to have earned \$200 each month such spouse is Disabled.
 - (ii) If the Participant's spouse is Disabled and the participant has one or more qualifying Dependents other than such spouse, such spouse will be considered to have earned \$400 each month such spouse is Disabled.
 - (iii) If the Participant's spouse is a Full-Time Student and the Participant has one qualifying Dependent, such spouse will be considered to have earned \$200 each month such spouse is a Full-Time Student.
 - (iv) Participant's spouse is a Full-Time Student and the Participant has more than one qualifying Dependent, such spouse will be considered to have earned \$400 each month such spouse is a Full-Time Student.
- 5.9 **Qualified Change in Family Status.** Once a Participant has made or is deemed to have made his or her election for the Plan Year; that election will stay in effect for the entire Plan Year. A participant can only change his or her election if he or she

has a qualified change in family status, but only if election changes are necessary or appropriate as a result of the event giving rise to the qualified change in family status. A qualified change in family status includes:

- (a) Participant's marriage or divorce;
- (b) Birth or adoption of Participant's child;
- (c) Death of Participant's spouse or Dependent
- (d) Participant's spouse's termination or commencement of employment;
- (e) Participant's spouse switching from part-time to full-time employment status or from full-time to part-time status;
- (f) Participant switching from an ineligible employment status to an eligible employment status or from an eligible employment status to an ineligible employment status;
- (g) Unpaid leave of absence by Participant or Participant's spouse; or
- (h) Significant change in health coverage attributable to Participant's spouse's employment; or
- (i) Any other change in family status permitted under Section 125 of the Code and the regulations thereunder.

The change to a Participant's annual election must be consistent with his or her family status change. The Participant may not, however, reduce his or her annual election to an amount less than the dollar amount of any reimbursable expenses submitted and to be submitted for the portion of the Plan Year ending prior to the date of such Participant's change of election.

A Participant must make a new election within thirty (30) days of such Participant's qualified change in family status for it to be effective for the remainder of the Plan Year.

- 5.10 **Change in Cost of Employer-sponsored Plans.** If a Participant elects to make contributions to the Plan to be used for the payment of Premiums, the amount of such Participant's contribution will automatically be adjusted during a Plan Year to reflect any Premium change in the Employer-sponsored Plans.

In addition, if the coverage under a health plan is significantly curtailed or ceases during a Plan Year, affected Participants may revoke their elections of such health plan and, in lieu thereof, elect to receive on a prospective basis coverage under another health plan with similar coverage. The amount of such Participant's contribution will automatically be adjusted during the Plan Year to the Premium cost of such other health plan.

- 5.11 **Nondiscriminatory Benefits.** The Plan is intended not to discriminate in favor of highly compensated individuals as to eligibility to participate, contributions and/or Benefits, and to comply in this respect with the requirements of the Code and the regulations issued thereunder. If, in the judgment of the Plan Administrator, the operation of the Plan in any Plan Year would result in such discrimination, then the Plan Administrator shall select and exclude from coverage under the Plan such Participants and/or reduce such Plan contributions and/or Benefits under the Plan in a uniform and non-discretionary manner, all as shall be necessary to assure that, in the judgment of the Plan Administrator, the Plan does not discriminate. However, in

no event shall such actions by the Plan Administrator result in a refund of elective contributions not used during a Plan Year in which contributions would have otherwise been forfeited.

ARTICLE VI

BENEFITS

- 6.1 **Benefits Options.** The Plan provides that a Participant may set aside a portion of his or her Compensation to pay his or her share of the Premiums under the Employer-sponsored Plans, and, also to make contributions to the Health Care Expense Reimbursement Account and to the Dependent Care Expense Reimbursement Account maintained under the Dependent Care Reimbursement Plan.
- 6.2 **Pre-tax Premium Account.** The Pre-tax Premium Account provides payment of a Participant's portion of the Premium cost of the Employer-sponsored Plan.
- 6.3 **Health Care Expense Reimbursement Account.** The amount a Participant has elected on his or her Salary Redirection Agreement to be applied to his or her Health Care Expense Reimbursement Account will be used to reimburse such Participant for eligible medical expenses.
- (a) **Eligible Medical Expenses.** Eligible medical expenses are those expenses which are otherwise deductible on a Participant's federal income tax return (without regard to the percentage of adjusted gross income limitation) under Section 213 of the Code. However, eligible medical expenses shall not include an expense incurred for a Participant's premium payments for other health plan coverage, including premiums paid for health coverage under a plan maintained by an employer of the Participant's spouse or Dependent.
 - (b) **Limitations of Eligible Medical Expenses.** There are a few limitations on eligible medical expenses:
 - (i) Expenses must be incurred by a Participant, a Participant's spouse or Dependent;
 - (ii) They must be expenses which are not paid or reimbursed through another benefit plan or from any other source;
 - (iii) Expenses must be incurred during the Plan Year for which a Participant's election is made (expenses are treated as having been incurred on the date the services are provided);
 - (iv) Expenses must be incurred while a Participant is participating in the Health Care Expense Reimbursement Account; and
 - (v) A Participant cannot deduct reimbursed expenses from his or her income taxes.
- 6.4 **Dependent Care Expense Reimbursement Account.** The amount a Participant elects to be applied to such Participant's Dependent Care Expense Reimbursement Account will be used to reimburse such Participant for eligible dependent care expenses subject to the terms and conditions as provided in the Dependent Care Reimbursement Plan.
- 6.5 **Cash.** In lieu of the Qualified Benefits herein provided, to the extent that a Participant waives Benefits thereunder, such Participant shall be deemed to have

elected to receive equivalent amounts as a taxable benefit in the form of cash compensation.

- 6.6 **Limitation of Benefits.** In no event shall the total Premiums or Benefits paid with respect to the Benefits selected by a Participant for any Plan Year exceed the amount by which such Participant elected or is deemed to have elected to reduce his or her cash Compensation in his or her Salary Redirection Agreement.

Each of the various Qualified Benefits which are or may be offered by the Employer under the Plan may have limitations, in addition to any limitations provided herein, and the separate limitations with respect to any particular Qualified Benefits shall govern where applicable.

- 6.7 **Statement of Benefits.** The Plan Administrator shall furnish to each Participant a copy of such Participant's Salary Redirection Agreement as a record of the Benefits to be provided such Participant during the Plan Year.
- 6.8 **Nature of Accounts.** No money shall actually be allocated to any account. Any such account shall be of a memorandum nature, maintained by the Plan Administrator for accounting purposes, and shall not be a representative of any identifiable trust assets. No interest will be credited to or paid on amounts credited to any account.
- 6.9 **Forfeitures.** Subject to Section 7.5 hereof, any account balance remaining in a Participant's Health Care Expense Reimbursement Account and/or Dependent Care Reimbursement Account at the end of the Plan Year will be forfeited. The Plan Administrator shall transfer to the Employer all funds held pursuant to the Plan that remain on hand as of the end of the Plan Year and such funds shall become the property of the Employer.
- 6.10 **Benefits Under Employer-sponsored Plans.** The Benefits provided in the Employer-sponsored Health Care Plan and Employer sponsored Plans are subject to the terms and conditions as provided in those plan documents and are not governed or provided under the Plan.

ARTICLE VII

REIMBURSEMENT PROCEDURES

- 7.1 **Request for Reimbursement.** When a Participant has at least the minimum reimbursement amount as specified in the Adoption Agreement of expenses during the Plan Year which are eligible for reimbursement, such Participant must complete an expense reimbursement request form and forward it as specified in the Adoption Agreement. A Participant will be required to provide information verifying to the Plan Administrator (or designee) that he or she has incurred the eligible expense, such as a statement or receipt. Distributions from a Participant's account to pay for an eligible health or dependent care expense will only be made for services that have already been performed, even though such Participant may have previously paid the provider for such services. No prepaid expenses can be reimbursed before the date the services have been performed.

- 7.2 **Documentation.**

- (a) If a Participant has an eligible medical expense, such Participant must submit a statement from the service provider showing the name and address of the service provider, the date services were performed, type of service(s), and the amount(s) charged.
If the eligible medical expense is covered by the Employer sponsored health or dental care plan or by any other medical or dental plan, a Participant should file a claim first with that plan. The amount not paid by that plan is the amount such Participant can claim for reimbursement. The explanation of benefits form a Participant receives from that other plan detailing what was covered and what the plan pays may be submitted as part of a Participant's medical expense reimbursement claim.
- (b) If a Participant has an eligible dependent care expense, such Participant must submit either a statement from the service provider or from himself or herself which shows the name and address of the service provider, the dates on which services were provided, the taxpayer identification number of the service provider (or, if an individual, the individual's social security number) and the amount charged.

If a Participant does not file the appropriate form for reimbursement, or fails to provide the information required to verify that the expense is eligible for reimbursement, payments to such Participant could be delayed or denied.

- 7.3 **Processing Frequency.** Reimbursement requests are processed as specified in the Adoption Agreement, however, payment will be made only when eligible expenses equal or exceed the minimum reimbursement amount as specified in the Adoption Agreement, except at the end of the Plan Year at which time this minimum will not apply. Reimbursement requests will be paid up to the amount of a Participant's Plan Year election.
- 7.4 **No Guarantee of Non Tax.** Neither the Employer nor the Plan Administrator makes any commitment or guarantee that any amounts reimbursed to or for a Participant will be excludable from such Participant's gross income for federal or state income tax purposes. It is a Participant's obligation to determine whether each reimbursement is excludable from his or her gross income, and to notify the Plan Administrator if he or she has reason to believe that any such reimbursement is not so excludable.
- 7.5 **Request for Reimbursement Submissions' Period.** Any eligible expenses, which a Participant incurs during the Plan Year can be submitted for reimbursement at any time during that Plan year. To give a Participant time to file for expenses incurred during the last few months of a Plan Year, a Participant can file for reimbursement during the first ninety (90) days of the following Plan Year.

ARTICLE VIII

TERMINATION OF PARTICIPATION; LEAVES OF ABSENCE

- 8.1 **Contributions Cease.** A Participant's contributions to the Health Care Expense Reimbursement Account and/or Dependent Care Expense Reimbursement Account, as well as the pre-tax payment of the Employer sponsored Plans Premiums will cease on the earlier of the last day of the payroll period in which a

Participant receives compensation, or the last day of the payroll period in which a Participant ceases to be an Eligible Employee due to:

- (a) Participant's termination of employment (voluntary or involuntary), retirement or death;
- (b) Participant's absence from work for any reason if Participant's pay stops; or
- (c) Participant's reduction in hours worked below the minimum required to participate.

Contributions will also stop at the end of each Plan Year.

- 8.2 **Participation Ceases**. A Participant's participation ends as specified in the Adoption Agreement.
- 8.3 **Group Health Plan Continuation Coverage**. Each benefit plan made available under Article VI hereof which is considered to be a "group health plan" under Section 4980B(g)(2) of the Code, because employees and their families are provided with health care benefits within the meaning of Section 5000(b)(1) of the Code, shall contain the necessary provisions required by Section 49808 of the Code and 601 of ERISA, to assure that such benefits may be continued on or after the occurrence of the qualifying events defined in Section 49808(f)(3) of the Code. (See Article IX., "Continuation Coverage," hereof for this Plan's provisions.)
- 8.4 **Leaves of Absence**. The Plan shall be administered in accordance with the Family and Medical Leave Act of 1993 ("FMLA") as the same may be applicable to the Plan. The Plan Administrator shall prepare and maintain a procedure ("FMLA Procedure") for employee leaves taken pursuant to FMLA which FMLA Procedure, as the same may be amended from time to time, is incorporated herein by reference and made a part hereof.

ARTICLE IX

CONTINUATION COVERAGE

- 9.1 **Availability of Continued Health Care Expense Reimbursement Account Benefits**. The Health Care Expense Reimbursement Account Benefits will be available to all persons whose health Benefits would otherwise terminate due to a qualifying event described in Sections 9.3 or 9.4 hereof, and who qualify under the terms of Title X of the Consolidated Omnibus Budget Reconciliation Act of 1985, as amended and subsequent related regulations and amendments. Anyone eligible to elect to continue coverage under this Article IX, shall be referred to herein as a "Qualified Beneficiary."
- 9.2 **Purchase of Health Benefits at 102% of Cost**. A Qualified Beneficiary whose Health Care Expense Reimbursement Account Benefits have been terminated for any qualifying event enumerated in section 9.3 or 9.4 hereof has the right to continue in the Health Care Expense Reimbursement Account for all health care benefits which under the Health Care Expense Reimbursement Account for the Qualified Beneficiary was entitled to receive on the day immediately preceding the date of the qualifying event. The time period for which the continuation coverage is available is indicated below in conjunction with the corresponding qualifying event. One Hundred Two Percent (102%) of the full cost of providing such coverage shall

be charged to any person continuing in the Health care Expense Reimbursement Account. This cost shall be determined at the beginning of each Plan year and shall remain in effect for the remainder of such Plan year.

9.3 **Qualifying Events Triggering Eighteen Months of Continuation Coverage.**

An eighteen (18) month continuation of health Benefits shall be available to Qualified Beneficiaries who lose coverage due to one of the following qualifying events.

- (a) the termination of employment by a Participant who is an Eligible Employee for any reason except gross misconduct;
- (b) the loss of eligibility of a previously eligible Employee to participate in the Health Care Expense Reimbursement Account due to reduced work hours.

9.4 **Qualifying Events Triggering Thirty-Six Months of Continuation Coverage.**

A Thirty-six (36) month continuation of health Benefits shall be available to Qualified Beneficiaries who lose coverage due to one of the following qualifying events:

- (a) death of a Participant who is an Eligible Employee;
- (b) divorce or legal separation from a Participant who is an Eligible Employee;
- (c) a covered Dependent child's loss of eligibility to participate in the Health Care Expense Reimbursement Account due to age or a change in student status;
- (d) A covered Dependent's loss of eligibility to participate in the Health Care Expense Reimbursement Account due to the Eligible Employee becoming entitled to Medicare.

If a qualifying event listed in this Section 9.4 hereof occurs within the 18-month period described in Section 9.2, the 36-month continuation period shall be deemed to commence as of the date of the qualifying event in Section 9.3 hereof. Solely to the extent required by law, in the case of an event described in Section 9.4 hereof, the period of continuation coverage for covered Dependents for such event or any subsequent qualifying event shall not terminate before the end of the 36-month period beginning on the date the Eligible Employee became entitled to Medicare.

9.5 **Other Qualifying Event Rules.** In the case of any loss of coverage due to the commencement of a bankruptcy proceeding with respect to the Employer, the rules governing the maximum period of continuation coverage under the Code, are hereby incorporated by reference. In the case of a Qualified Beneficiary who is determined to have been disabled (within the meaning of the Social Security act) at the time of a qualifying event described in Section 9.3 hereof, any reference in Section 9.3 hereof to 18 months with respect to such qualifying event is deemed to be a reference to twenty-nine (29) months, but only if the Qualified Beneficiary provides notice of such determination of disability to the Plan Administrator within sixty (60) days of such determination, but not later than the otherwise applicable eighteen (18) month period. Such Qualified Beneficiary must also notify the Plan Administrator of any final determination that he or she is no longer disabled, within thirty (30) days of such final determination.

9.6 **Notification Rules.** The Eligible Employee or Qualified Beneficiary is required to notify the Plan Administrator within sixty (60) days of a qualifying event described in Section 9.4(b) or (c) hereof. If an eligible Employee or Qualified Beneficiary fails to provide such notice, the Qualified Beneficiary shall lose his right to elect continuation of coverage under this Article IX. The Employer is required to notify the Plan Administrator within thirty (30) days of any other qualifying event. The Plan Administrator shall notify each Qualified Beneficiary of his or her right to continuation of coverage within fourteen (14) days of the notice made to the Plan

Administrator of the qualifying event. The Eligible Employee or covered Dependent is also required to provide the Plan Administrator with all information needed to meet its obligation of providing notice and continuation coverage.

- 9.7 **Termination of Continuation Coverage.** Continuation of the Health Care Expense Reimbursement Account Benefits shall not be provided beyond whichever of the following dates is first to occur:
- (a) the date the maximum continuation period expires for the corresponding qualifying event;
 - (b) the date of termination of the health Benefit elected under the Health Care Expense Reimbursement Account ,together with all other health benefits provided by the Employer that have been continued under continuation of health benefit rules;
 - (c) the date the eligible Employee or Qualified Beneficiary fails to pay the applicable Health Care Expense Reimbursement Account Contribution on time;
 - (d) the date the Eligible Employee or Qualified Beneficiary becomes covered under any other group health plan (as an employee or otherwise) which does not contain any exclusion or limitation with respect to any pre-existing condition of such Beneficiary;
 - (e) the date the Eligible Employee or Qualified Beneficiary becomes entitled to Medicare; or
 - (f) in the case of an extension of coverage under Section 9.5 due to disability, the later of one of the foregoing events described in subparagraphs (a) through (e) or the month that begins more than thirty (30) days after a final determination that the Qualified Beneficiary is no longer disabled.

- 9.8 **Nonpayment of Health Care Expense Reimbursement Account Contributions.** If any Participant fails to pay on time any applicable contribution to the Health Care Expense Reimbursement Account, the Employer will reduce any reimbursement for eligible health care expenses remaining to be paid to the Participant by the amount of any Health Care Expense Reimbursement Account contributions due for the balance of the Plan Year, as part of the Employer's efforts to collect any overdue unpaid Health Care Expense Reimbursement Account contributions.

ARTICLE X

PLAN ADMINISTRATION

- 10.1 **Administrative Responsibility.** The Plan will be administered by the Plan Administrator. It shall be the principal duty of the Plan Administrator to see that the Plan is carried out in accordance with its terms for the exclusive benefit of the Participants of the Plan. In addition to the provisions set forth herein, the administration of the Plan shall be subject to the terms of any written agreement executed between the Employer and the Plan Administrator in connection with the implementation of the Plan, as such written agreement may be amended from time to time. The Plan Administrator shall have such duties and powers as may be necessary to discharge its duties hereunder, including, but not limited to, the following:

- (a) To construe and interpret the Plan, decide all questions of eligibility, and to determine the amount, manner, and term of payment of any Benefits hereunder;
- (b) To prescribe procedures to be followed by the Participants filing applications for Benefits, including modification of any procedures set forth in this Plan;
- (c) To prepare and distribute, in such manner as the Plan Administrator determines to be appropriate, information explaining the Plan.
- (d) To receive from the Employer and from Participants such information as shall be necessary for the proper administration of the Plan;
- (e) To furnish the Employer, upon request, such annual reports with respect to the administration of the Plan as are reasonable and appropriate;
- (f) To receive, review and retain reports of benefit payments by the Employer and reports of disbursements for expenses directed by the Plan Administrator;
- (g) To appoint individuals to assist in the administration of the Plan and any other agents it deems advisable, including legal and actuary counsel; and
- (h) To modify any provision of the Plan if such modification is necessary for the Plan to comply with the Code and the regulations issued thereunder.

The Plan Administrator may rely upon any direction, information, or action of any employee of the Employer as being proper under the Plan and is not required under the Plan to inquire into the propriety of any such direction, information or action. It is intended under the Plan that the Plan Administrator shall not be responsible for any act or failure to act of any other Employee of the Employer.

- 10.2 **Appointment of Plan Administrator.** The Employer may designate any person, firm or entity to serve as Plan Administrator. If no such person, firm or entity is named, the Plan Administrator is the Employer. All usual and reasonable expenses of the Plan Administrator shall be paid in whole by the Employer and any expenses not paid by the Employer shall not be the responsibility of the Plan Administrator personally.
- 10.3 **Bonding.** Unless otherwise determined by the Employer, or unless required by any Federal or State law, the Plan Administrator shall not be required to give any bond or other security in any jurisdiction in connection with the administration of the Plan.
- 10.4 **Records and Reports.** The Plan Administrator shall exercise such authority and responsibility as it deems appropriate in order to comply with the terms of the Plan relating to the records of the Participants and the balances which are payable under the Plan.
- 10.5 **Rules and Decision.** The Plan Administrator may adopt such rules as it deems necessary, desirable or appropriate to administer the Plan, and all rules and decisions of the Plan Administrator shall be uniformly and consistently applied to all Participants in similar circumstances. When making a determination or calculation, the Plan Administrator shall be entitled to rely upon information furnished by a Participant, the Employer, or the legal counsel of the Employer.
- 10.6 **Authorization of Benefit Payments.** The Plan Administrator may issue directions to the Employer concerning all Benefits, which are to be paid from the Employer's general assets pursuant to the provision of the Plan.
- 10.7 **Application and Forms for Benefit.** The Plan Administrator may require a Participant to complete and file with the Plan Administrator an application for a Benefit and all other forms approved by the Plan Administrator and to furnish all pertinent information requested by the Plan Administrator. The Plan Administrator

may rely upon all such information so furnished it, including the Participant's current mailing address.

- 10.8 **Facility of Payment.** Whenever the Plan Administrator's opinion on a person entitled to receive any payment of a Benefit or installment thereof is under a legal disability or is incapacitated in any way so as to be unable to manage his or her financial affairs, the Plan Administrator may make payments to such person or to such person's conservator, attorney-in-fact, or other legal representative of such person, or apply the payment for the benefit of such person in such manner as the Plan Administrator considers advisable. Any payment made in accordance with the provisions hereof shall be a complete discharge of any liability of the Plan Administrator.

ARTICLE XI

CLAIMS PROCEDURES

- 11.1 **Procedure If Benefits are Denied Under the Plan.** Any Participant, beneficiary, or his or her duly authorized representative may file a claim for a Plan Benefit to which the claimant believes that he or she is entitled. Such a claim must be in writing and delivered to the Plan Administrator in person or by mail, postage paid. Within ninety (90) days after receipt of such claim, the Plan Administrator shall send to the claimant, by mail, postage prepaid, notice of the granting or denying, in whole or in part, of such claim, unless special circumstances require an extension of time for processing the claim. In no event may the extension exceed ninety (90) days from the end of the initial period. If such extension is necessary, the claimant will be given a written notice to this effect prior to the expiration of the initial ninety (90) day period. The Plan Administrator shall have full discretion to deny or grant a claim in whole or in part. If notice of the denial of a claim is not furnished in accordance with this Section 11.1, the claim shall be deemed denied and the claimant shall be permitted to exercise his or her right to review pursuant to Sections 11.3 and 11.4 hereof.
- 11.2 **Requirement for Written Notice of Claim Denial.** The Plan Administrator shall provide, to every claimant who is denied a claim for Benefits, a written notice setting forth in a manner calculated to be understood by the claimant:
- (a) The specific reason or reasons for the denial;
 - (b) Specific reference to pertinent Plan provisions on which the denial is based;
 - (c) A description of any additional material or information necessary for the claimant to perfect the claim and an explanation of why such material is necessary; and
 - (d) An explanation of the Plan's claim review procedure.
- 11.3 **Right to Request Hearing on Benefit Denial.** Within sixty (60) days after the receipt by the claimant of written notification of the denial (in whole or in part) of his or her claim, the claimant or his or her duly authorized representative, may make a written application to the Plan Administrator, in person or by certified mail, postage prepaid, to request a review of such denial. The claimant may review Plan documents in connection with his or her request for review and request a hearing with the Plan Administrator.

- 11.4 **Disposition of Disputed Claims.** Upon receipt of a request for review, the Plan Administrator shall make a prompt decision on the review matter. The decision on such review shall be written in a manner calculated to be understood by the claimant and shall include specific reasons for the decision and specific references to the pertinent plan or insurance policy provisions on which the decision was based. The decision upon review shall be made not later than sixty (60) days after the Plan Administrator's receipt of a request for a review, unless special circumstances require an extension of time for processing, in which case a decision shall be rendered not later than one hundred twenty (120) days after receipt of a request for review. If an extension is necessary, the claimant shall be given written notice of the extension prior to the expiration of the initial sixty (60) day period. If notice of the decision on the review is not furnished in accordance with this Section 11.4, the claim shall be deemed denied and the claimant shall be permitted to exercise his or her right to legal remedy pursuant to Section 11.5 hereof.
- 11.5 **Preservation of Remedies.** After exhaustion of the claims procedure as provided under the Plan, nothing shall prevent any person from pursuing any other legal or equitable remedy otherwise available

ARTICLE XII

MISCELLANEOUS

- 12.1 **Non-Alienation of Benefits.** Benefits payable under the Plan shall not be subject in any manner to anticipation, alienation, sale, transfer, assignment, pledge, encumbrance, charge, garnishment, execution or levy any kind, either voluntary or involuntary, including any such liability which is for alimony or other payments for the support of a spouse or former spouse, or for any other relative of the Employee, prior to actually being received by the person entitled to the Benefit under the terms of the Plan, and any attempt to anticipate, alienate, sell, transfer, assign, pledge encumbrance, charge or otherwise dispose of any right to benefits payable hereunder shall be void. The Employer shall not in any manner be liable for, or subject to, the debts, contract, liabilities, engagements, or torts of any person entitled to Benefits hereunder.
- 12.2 **No Guarantee of Employment.** Nothing contained in the Plan shall be construed as a contract of employment between the Employer and any Employee or as a right of any Employee to be continued in the employment of the Employer or as a limitation of the right of the Employer to discharge any of its Employees, with or without cause.
- 12.3 **Amendment or Termination of the Plan.** The Employer has established the Plan with the intent that it will be maintained for an indefinite period of time. The Employer intends that the terms of the Plan, and each Employee's rights thereunder, including those related to coverage and Benefits, shall be legally enforceable and that the Plan shall be maintained for the exclusive benefit of the Employees. Except as provided in Section 10.1 hereof, the right to alter, amend, suspend, or terminate the Plan is reserved to the Employer. If the Plan is terminated, all enrollment elections with respect to the Plan shall terminate.

- 12.4 **Insurer Not a Party.** No insurer shall be considered a party to the Plan. The rights and obligations of any insurer are those specified in the insurance policy and no provision of the Plan shall be deemed to alter or change the terms of such contract.
- 12.5 **Notice of Address.** Each person entitled to Benefits under the Plan must file with the Plan Administrator (or designee), in writing his mailing address and each change of mailing address. Any communication, statement or notice addressed to such person at such address shall be deemed sufficient for all purposes of the Plan, and there shall be no obligation on the part of the Employer, the Plan Administrator or any trustee or insurer to search for or to ascertain the location of such person.
- 12.6 **Source of Payments.** To the extent a Participant's salary or wages are reduced to provide non-cash Benefits through the Plan, these reduced amounts become Employer contributions to the Plan. The Employer pays any benefits to which a Participant is entitled under the Plan from its general assets.
- 12.7 **No Obligation to Insure or Fund Benefits.** The Employer shall have no obligation, but shall have the right, to insure any Benefits under the Plan or to establish any fund or trust for the payment of Benefits under the Plan except as mandated by law.
- 12.8 **Benefit Funded Through Trust.** In the case of any benefit which is funded through contributions to a trust, any benefits accruing shall be payable solely out of the assets of such trust, and the Employer shall have no responsibility for the payment of such Benefits.
- 12.9 **Indemnification by Employer.** To the extent allowed by law, the Employer does hereby indemnify and hold harmless any person, corporation, professional association or partnership that is deemed to be a fiduciary of the Plan under the terms and provisions of ERISA, the regulations promulgated thereunder and case law which develops, against any and all losses, claims, damages, expense (including court costs and attorney's fees) and liability arising from their duties and responsibilities in connection with the Plan unless the same is due to willful or wanton misconduct.
- 12.10 **Indemnification of Employer by Participants.** If a Participant receives one or more payments or reimbursements under the Plan that are not for eligible expenses, such Participant shall indemnify and reimburse the Employer for any liability it may incur for failure to withhold federal or state income tax or social security tax from such payments or reimbursements. However, such indemnification and reimbursement shall not exceed the amount of additional federal and state income tax that a Participant would have owed if the payments or reimbursements had been made to such Participant as regular cash compensation, plus such Participant's share of any social security tax that would have been paid on such compensation, less any such additional income and social security tax actually paid by the Participant.
- 12.11 **Applicable Law.** The Plan shall be construed and interpreted in accordance with the laws of the State of Oklahoma to the extent the terms thereof are not preempted by the law of the United States
- 12.12 **Captions.** The captions or heading in the Plan are made for convenience and shall not be construed to describe, define or limit the scope or intent of the Plan.
- 12.13 **Severability.** Should any part of the Plan subsequently be invalidated by a court of competent jurisdiction, the remainder thereof shall be given effect to the maximum extent possible.

Exhibit A

Dependent Care Reimbursement Plan

Dependent Care Reimbursement Plan

TABLE OF CONTENTS

ARTICLE I	DEFINITIONS	1
ARTICLE II	PURPOSE AND EFFECTIVE DATE OF THE PLAN	1
2.1	Purpose	1
2.2	Separate Plan Documents	1
2.3	Name	1
2.4	Effective Date	
ARTICLE III	ELIGIBILITY FOR PARTICIPATION	2
ARTICLE IV	SALARY REDIRECTIONS	2
ARTICLE V	PARTICIPATION, ELECTION AND CONTRIBUTIONS	2
ARTICLE VI	BENEFITS	2
6.1	Generally	2
6.2	Eligible Dependent Care Expenses	2
6.3	Limitations on Eligible Dependent Care Expenses	2
6.4	Limitation of Benefits	3
6.5	Limitation of Benefits for Highly Compensated Employees	3
6.6	Statement of Benefits	3
6.7	Nature of Account	3
6.8	Forfeitures	3
ARTICLE VII	REIMBURSEMENT PROCEDURES	4
ARTICLE VIII	TERMINATION OF PARTICIPATION	4
ARTICLE IX	PLAN ADMINISTRATION	4
ARTICLE X	CLAIMS PROCEDURES	
ARTICLE XI	MISCELLANEOUS	4

Dependent Care Reimbursement Plan

RECITALS

WHEREAS, The Employer, desires to sponsor a dependent care expense reimbursement plan ("Dependent Care Reimbursement Plan") pursuant to Sections 125 and 129 of the Internal Revenue Code of 1986, as amended ("Code") for the benefit of certain of its employees; and

WHEREAS, the Employer desires to adopt the Dependent Care Reimbursement Plan on the Effective Date of the Flexible Spending Plan to which this Exhibit "A" is attached ("Flexible Spending Plan");

NOW, THEREFORE, the Employer does hereby agree as follows:

ARTICLE I

DEFINITIONS

When used herein, capitalized words and phrases shall have the meanings as defined in Article I of the Flexible Spending Plan to which this Exhibit "A" is attached. Further, any references in the Flexible Spending Plan to the "Plan" shall be construed to include the Dependent Care Reimbursement Plan where such meaning is appropriate.

ARTICLE II

PURPOSE AND EFFECTIVE DATE OF THE PLAN

- 2.1 **Purpose.** The Dependent Care Reimbursement Plan is intended to qualify both as a nondiscriminatory salary reduction cafeteria plan under section 125 of the Code and as a dependent care assistance program under Section 129 of the Code; and that reimbursements under the Dependent Care Reimbursement Plan be eligible for exclusion from Participants' income under Section 129 of the Code. Accordingly, the Dependent Care Reimbursement Plan shall be interpreted and construed in accordance with all such sections of the Code and the regulations issued thereunder.
- 2.2 **Separate Plan Documents.** The Benefits offered under the Dependent Care Reimbursement Plan may be the subject of separate plan documents, agreements, policies and contracts and are incorporated herein by reference as the same may be changed from time to time. In the event of a conflict between the terms of the Dependent Care Reimbursement Plan and the terms of another plan contract, the terms of the Dependent Care Reimbursement Plan shall control.
- 2.3 **Name.** The Dependent Care Reimbursement Plan shall be referred to as the Dependent Care Reimbursement Plan.
- 2.4 **Effective Date.** The effective date of the Dependent Care Reimbursement Plan is the Effective Date of the Flexible Spending Plan.

ARTICLE II**ELIGIBLE FOR PARTICIPATION**

Eligibility for participation shall be as provided in Article III of the Flexible Spending Plan.

ARTICLE IV**SALARY REDIRECTIONS**

Salary redirections shall be as provided in Article IV of the Flexible Spending Plan.

ARTICLE V**PARTICIPATION, ELECTION AND CONTRIBUTIONS**

Participation, election and contributions shall be as provided in Article V of the Flexible Spending Plan.

ARTICLE**VI****BENEFITS**

- 6.1 Generally. The amount a Participant has elected on his or her Salary redirection Agreement to be applied to his or her Dependent Care Expense Reimbursement Account will be used to reimburse such Participant for eligible dependent care expenses.
- 6.2 Eligible Dependent Care Expenses. Eligible dependent care expenses are those expenses that would be considered "employment-related expenses" under Section 21(b)2 of the Code (relating to expenses for household services and for the care of a qualifying dependent which are necessary for gainful employment) if paid for by a Participant.
- 6.3 Limitations on Eligible Dependent Care Expenses. There are a few limitations on eligible dependent care expenses.
- (a) Expenses must be incurred for household services or for the care of one or more members of a Participant's home who are "Qualifying Dependents." A Qualifying Dependent is:
A Participant's Dependent under age thirteen (13) with respect to whom the Participant is entitled to an exemption deduction under Section 151(c) of the Code;
 - (ii) A Participant's Dependent who is physically or mentally incapable of caring for himself or herself;
 - (iii) A Participant's spouse who is physically or mentally incapable of caring for himself or herself;

- (b) They must be expenses which are not paid or reimbursed through another benefit plan from any other source;
 - (c) Expenses must be incurred during the Plan Year for which a Participant's election is made (expenses are treated as incurred on the date the services are provided);
 - (d) Expenses must be incurred while the Participant is participating in the Dependent Care Reimbursement Plan;
 - (e) The total amount of reimbursements made in a taxable year, under this and any other dependent care plan, cannot exceed a Participant's earned income (or if a Participant is married, the lesser of such Participant's earned income, or his or her spouse's earned income), during that taxable year;
 - (f) The expenses are necessary to enable a Participant and his or her spouse (if married) to be gainfully employed;
 - (g) A Participant's spouse must work outside the home, be a Full Time Student or be physically or mentally incapable to care for himself or herself.
 - (h) If services were provided outside the participant's home, such services must be incurred for the care of a Qualifying Dependent who is under the age of 13, or for any other Qualifying Dependent who regularly spends at least (8) hours a day in the Participant's household;
 - (i) Services rendered in a Dependent Care Center as defined in Section 21(b)(2)(D) of the Code must satisfy the requirements of Section 21(b) of the Code and the regulations issued thereunder;
 - (j) The person providing the service to a Participant's Qualifying Dependent cannot be (i) an individual with respect to whom a deduction is allowable under Section 151(e) of the Code to such Participant or his or her spouse; (ii) such Participant's spouse; or (iii) a child of such Participant who is under 19 years of age at the end of the Plan Year in which the service is provided; and
 - (k) A Participant will not take a tax credit on his or her income tax return for the expenses, which are reimbursed under the Dependent Care Reimbursement Plan.
- 6.4 Limitation of Benefits. Limitation of Benefits shall be as provided in Section 6.6 of the Flexible Spending Plan.
- 6.5 Limitation of Benefits for Highly Compensated Employees. No Dependent Care Reimbursement Plan Benefit will be provided to "Highly Compensated Employees" within the meaning of Section 414(q) of the Code, to the extent that the average of Benefits provided under the Dependent Care Reimbursement Plan to Employees who are not Highly Compensated Employees would be less than 55% of the average of Dependent Care Reimbursement benefits provided to Highly Compensated Employees. Further, not more than 25% of the total Benefits paid from all of the Dependent Care Reimbursement Accounts during any Plan Year may be paid to any Participant who owns directly or indirectly, more than 5% of the stock or capital or profits interest of the Employer on any day during the Plan Year, or to any Participant who is a spouse or a dependent of any such individual.
- 6.6 Statement of Benefits. Statement of Benefits shall be as provided in Section 6.7 of the Flexible Spending Plan.
- 6.7 Nature of Account. Nature of Account shall be as provided in Section 6.8 of the Flexible Spending Plan.
- 6.8 Forfeitures. Forfeitures shall be as provided in Section 6.9 of the Flexible Spending Plan.

ARTICLE VII

REIMBURSEMENT PROCEDURES

Reimbursement Procedures shall be as provided in Article VII of the Flexible Spending Plan.

ARTICLE VIII

TERMINATION OF PARTICIPATION

Termination of Participation shall be as provided in Article VIII of the Flexible Spending Plan.

ARTICLE IX

PLAN ADMINISTRATION

Plan Administration shall be as provided in Article X of the Flexible Spending Plan.

ARTICLE X

CLAIMS PROCEDURES

Claims Procedures shall be as provided in Article XI of the Flexible Spending Plan.

ARTICLE XI

MISCELLANEOUS

Miscellaneous provisions shall be as provided in Article XII of the Flexible Spending Plan.

Adoption Agreement

The name of the Plan is:

City of Norman, Oklahoma Flexible Spending Plan

Adoption Agreement

I. EMPLOYER INFORMATION

A. EMPLOYER'S BUSINESS NAME, ADDRESS AND TELEPHONE NUMBER:	BUSINESS NAME:	CITY OF NORMAN OKLAHOMA
	STREET ADDRESS:	BOX 370
	CITY, STATE, ZIP CODE:	NORMAN, OK 73070
	TELEPHONE NUMBER:	(405) 366-5486
B. EMPLOYER'S TAXPAYER IDENTIFICATION NUMBER:	73-6005350	
C. THE EMPLOYER IS:	MUNICIPALITY	

II. PLAN INFORMATION

A. PLAN ADMINISTRATOR The Plan Administrator will be the employer, unless another person, firm or entity identified has been appointed.	Name:	City of Norman, Oklahoma
	Street Address:	P.O. Box 370
	City, State, Zip Code:	Norman, Oklahoma 73070
	Telephone Number:	(405) 366-5413
B. AGENT FOR SERVICE OF LEGAL PROCESS: The Agent for Service of Legal Process will be the Plan Administrator, unless another person identified has been designated.	Name:	Ms. Kathryn Walker
	Street Address:	P.O. Box 370
	City, State, Zip Code:	Norman, Oklahoma 73070
C. AMENDMENT OF AN EXISTING PLAN.	Original Effective Date of Prior Plan:	February 1, 1992
	Effective Date of Amended Plan:	January 1, 2023
D. PLAN YEAR	The Plan Year begins on the Effective Date and ends on December 31st of that same year with respect to the initial Plan Year. and thereafter shall begin on January 1 and end on December 31 st .	

III. ELIGIBILITY FOR PARTICIPATION

A. Eligible Employee.

All full-time regular employees of the Employer working at least thirty (30) hours a week are eligible to participate in the Plan.

B. Eligibility Begins.

- Initial Enrollment. Eligibility begins on the later of (i) the same date as an Eligible Employee's eligibility begins in the Employer-sponsored Core Health Care Plan (see IV. Employer-Sponsored Plans, below); or (ii) the Effective Date.
- New Employees. Eligibility begins on the same date as his or her eligibility begins in the employer-sponsored Core Health Care Plan (see IV. Employer-Sponsored Plans, below).

C. Rehired Employees.

If a Participant's employment ends and such participant is rehired prior to the end of the same Plan year, such participant will not be allowed to participate in the Plan until the Plan Year following said participant's separation from service except, that if such Participant is enrolled in the Health Care Expense Reimbursement Account when his or her employment ends, such Participant will remain a Participant in that account for the remainder of that Plan Year in accordance with Section 8.2 of the Plan Document. If a former Participant is rehired in a Plan Year following the Plan Year during which the former Participant's employment ends, such former Participant is eligible to participate in the Plan in the same manner as any new Employee.

IV. EMPLOYER-SPONSORED PLANS

The premium costs of the following Employer-sponsored Plans may be paid through the Pre-tax Premium Account:

Core Health Plan.

Name of Plan: City of Norman Group Health and Dental Plan

V. REIMBURSEMENT ACCOUNTS**A. Minimum Annual Contributions.**

None.

8. Maximum Annual Contributions.

1. Health Care Expense Reimbursement Account - \$3,050
2. Dependent Care Reimbursement Account - \$5,000

VI. REIMBURSEMENT PROCEDURES

- A. **Expense Reimbursement Request.** Participants should forward their Expense Reimbursement Request form to:

Name:	City of Norman - Payroll Department
Address:	P.O. Box 370
City, State, Zip Code:	Norman, OK 73070

- B. **Processing Frequency** Two (2) Week Cycle.

- C. **Minimum Reimbursement Amount** \$5.00.

VII. TERMINATION OF PARTICIPATION

- A. **Participation Ceases.**

Pre-Tax Premium Account – A Participant's participation ends when his or her contributions cease as provided in Section 8.1 of the Plan Document.

Health Care Expense Reimbursement Account - A Participant will remain a Participant in the Health Care Expense Reimbursement Account for the remainder of the Plan Year. However, in order to continue to be reimbursed for expenses incurred after a Participant's contributions cease, such Participant must prepay the unpaid balance of his or her annual Health Care Expense Reimbursement Account election for the Plan Year. Such prepayment may, upon a Participant's written direction, be deducted with before-tax dollars from such Participant's final paycheck (or from the last paycheck proceeding the effective date of his or her reduction in hours).

If a Participant does not elect to have the remainder of such Participant's current Plan Year's annual Health Care Expense Reimbursement Account election deducted from his or her final paycheck, or if his or her final paycheck is insufficient to prepay the remaining election, he or she must pay this amount with after-tax dollars to the Plan Administrator, within thirty (30) days of his or her termination of employment or reduction in hours.

Until the unpaid balance of a Participant's annual election is paid, reimbursement payments to such Participant shall not be made with respect to any health care expense incurred after the date contributions cease.

Once the balance of a Participant's annual election is paid, such Participant's participation will continue uninterrupted until the end of the Plan Year in the same manner as while he or she was employed (see also Article IX, "Continuation Coverage," of the Plan Document).

Dependent Care Expense Reimbursement Account – A Participant's participation ends when such contributions cease as provided in Section 8.1 of the Plan document. A Participant may continue to file claims for reimbursement until (90) days following the end of the Plan Year for eligible expenses incurred **prior** to the date such Participant's contributions ceased.

The Employer hereby adopts or amends the Flexible Spending Plan and Dependent Care Reimbursement Plan as of the Effective Date.

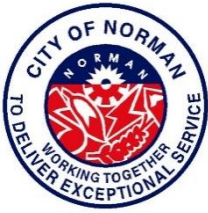
"Employer"
City of Norman, Oklahoma

By: _____

Title: _____

File Attachments for Item:

9. CONSIDERATION OF GRANTING, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2223-23: GRANTING AN EASEMENT TO OKLAHOMA GAS AND ELECTRIC TO PROVIDE ELECTRICAL SERVICE TO THE NEW SANITATION OFFICE BUILDING AT 2309 GODDARD AVENUE.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/13/2022

REQUESTER: Kenneth J. Giannone, PE

PRESENTER: Kenneth J. Giannone, PE, Capital Projects Engineer

ITEM TITLE: CONSIDERATION OF GRANTING, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2223-23: GRANTING AN EASEMENT TO OKLAHOMA GAS AND ELECTRIC TO PROVIDE ELECTRICAL SERVICE TO THE NEW SANITATION OFFICE BUILDING AT 2309 GODDARD AVENUE.

BACKGROUND: The Solid Waste Division has outgrown their current office space. Due to space limitations, their existing facility could not be expanded and, due to its layout, renovating their existing facility to create a more efficient and modern workspace was also deemed infeasible. As a result, construction of a new and efficient facility that will accommodate current and projected future staffing was deemed the most cost effective solution. Additionally, by constructing the new facility north and east of the current location (south of Goddard Street and west of Flood Avenue), additional space will be made available at the North Base facility for use by other departments.

The Norman Municipal Authority (NMA) awarded design contract K-2021-69 to the McKinney Partnership (TMP) on January 12, 2021 to design this new facility. Final design was completed and the project was advertised on February 10, 2022. Bids were opened on March 3, 2022, and Crossland Construction Company (Crossland) was deemed lowest and best responsible bidder. Contract K-2122-92 was awarded to Crossland on April 26, 2022, and Notice to Proceed with construction was issued on April 29, 2022.

DISCUSSION: In order to provide electrical service to the new facility, Oklahoma Gas and Electric requires an easement to allow for sufficient working areas to operate, maintain, repair or replace their facilities. The proposed easement is 10 feet in width and will provide sufficient working area without impacting the site. The Architect of Record, The McKinney Partnership, has reviewed the easement documents and they have deemed the requested easement to be reasonable and acceptable.

RECOMMENDATION: Staff recommends granting of Easement E-2223-23 to Oklahoma Gas and Electric in order to provide necessary electrical service to the new Sanitation Office Building at 2309 Goddard Avenue.

AFTER RECORDING RETURN TO:
OGE ELECTRIC SERVICES
TIMOTHY J. BAILEY, M/C WNM-12
PO BOX 321
OKLAHOMA CITY OK 73101-0321

EASEMENT

Work Order #7710755

KNOW ALL MEN BY THESE PRESENTS: THAT **THE CITY OF NORMAN, OKLAHOMA, a Municipal Corporation**, Grantor, in consideration of the sum of Ten or more dollars in hand paid, the receipt of which is hereby acknowledged, and other good and valuable consideration, does hereby grant and warrant unto **OKLAHOMA GAS AND ELECTRIC COMPANY**, an Oklahoma corporation, Grantee, its successors and assigns, the right, privilege and authority to enter upon and install, erect, operate, maintain, and reconstruct underground and/or above ground a system of conduits, wires, cables, vaults, junction boxes, switches, fuses, transformers, service connection boxes and other fixtures for the transmission and distribution of electrical current and communication messages, including the right of ingress and egress to and from said system across adjoining lands of Grantor, upon and across the following real property and premises, situated in Cleveland County, State of Oklahoma, to wit:

A part of the **NE/4, SECTION 24, T9N, R3W, I.M.**, being a part of a tract of land described in deed recorded in Book 2965, Pages 283-284, at the County Clerk’s office, as described in Exhibit "A" and shown on Exhibit "B", attached hereto and hereby made a part of this easement.

Grantor further covenants and agrees that no building or other structure shall ever be erected nor shall any excavation or other removal of soil, so as to change the grade of terrain, be accomplished by Grantor, its heirs or assigns, within the above described easement area unless the written consent of the Grantee is first obtained. Grantor further acknowledges the requirements of 63 Oklahoma Statutes (2011) Section 142.1, et. seq. (One-call statute).

The rights and privileges above granted to continue so long as same are used or needed for the transmission and distribution of electric current or communication messages; but should the Grantee remove its property from the premises and abandon the right of way herein granted, then the rights granted in this easement shall terminate.

Approved this _____ day of _____, 2022, by the City of Norman.

THE CITY OF NORMAN, OKLAHOMA, a Municipal Corporation

City Seal

By: _____

Title: _____

CITY ACKNOWLEDGMENT

STATE OF OKLAHOMA, COUNTY OF CLEVELAND, SS;
Before me, the undersigned, a Notary Public, in and for said County and State, on this _____ day of _____, 2022, personally appeared _____, of the City of Norman, Oklahoma, a Municipal Corporation, to me known to be the identical person who subscribed the name of the maker thereof to the foregoing instrument as its _____, and acknowledged to me that he executed the same as his free and voluntary act and deed of such city, for the uses and purposes therein set forth.

My Commission Expires: _____

Commission # _____

Notary Public

EXHIBIT "A"

To that certain easement from the City of Norman, Oklahoma, a Municipal Corporation to Oklahoma Gas and Electric Company.

An easement in the **NORTHEAST QUARTER (NE1/4) OF SECTION TWENTY FOUR (24), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST** of the Indian Meridian, Cleveland County, Oklahoma, written by Timothy G. Pollard, PLS 1474, on October 20, 2022. Bearings are Based on an deed bearing of S00°01'14"E on the East Line of said NE1/4 and as shown on attached Easement Sketch, said easement further described as: being Ten (10) feet in width, Five (5.00) feet each side of a centerline described as follows:

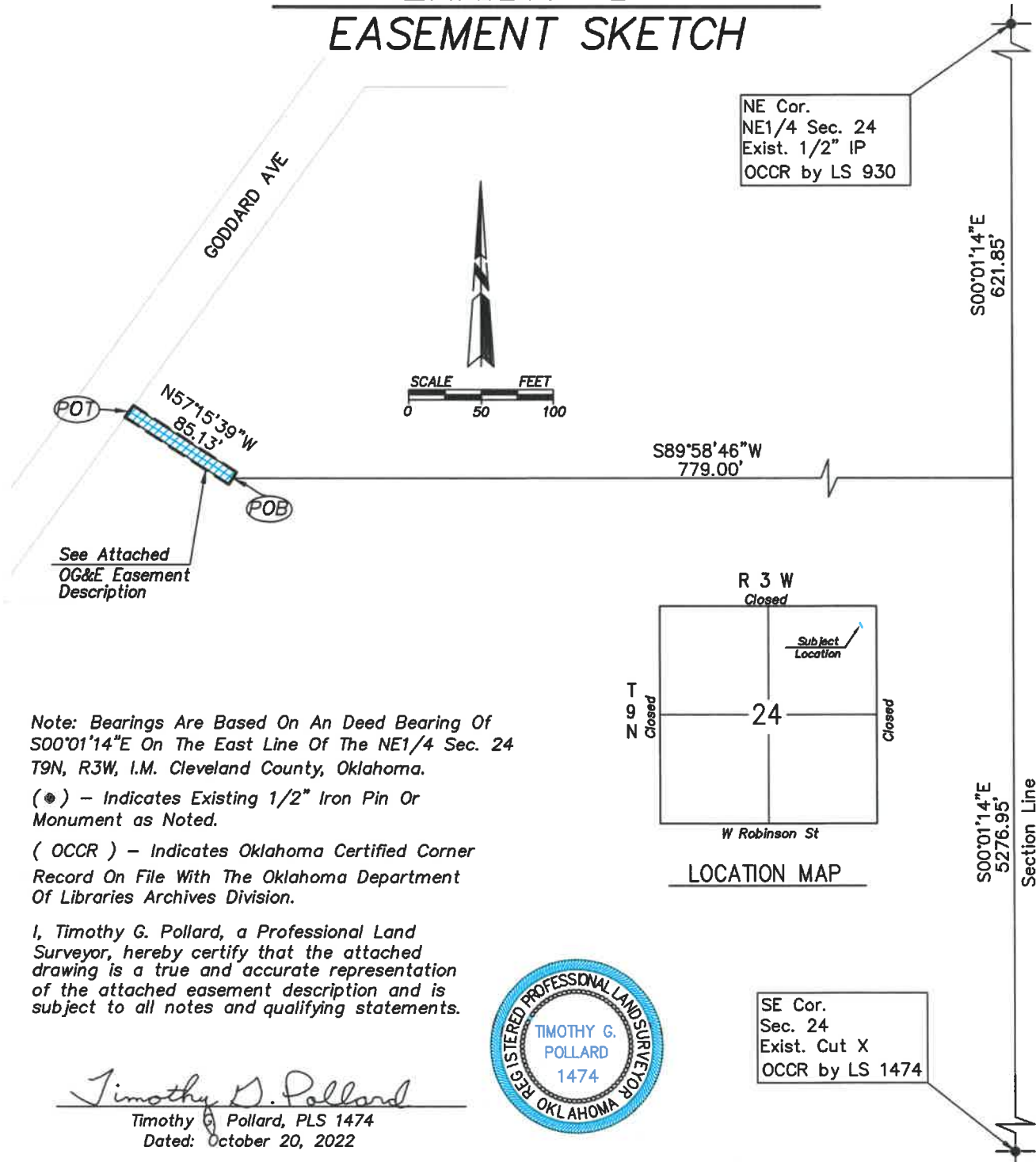
COMMENCING at the NE corner of said NE1/4;

Thence S00°01'14"E, on the East Line of said NE1/4 for a distance of 621.85 feet;

Thence S89°58'46"W, for a distance of 779.00 feet, to the **POINT OF BEGINNING**;

Thence N57°15'39"W, on said centerline for a distance of 85.13 feet, to the **POINT OF TERMINATION**.

EXHIBIT "B" EASEMENT SKETCH



Note: Bearings Are Based On An Deed Bearing Of S00°01'14"E On The East Line Of The NE1/4 Sec. 24 T9N, R3W, I.M. Cleveland County, Oklahoma.

(●) - Indicates Existing 1/2" Iron Pin Or Monument as Noted.

(OCCR) - Indicates Oklahoma Certified Corner Record On File With The Oklahoma Department Of Libraries Archives Division.

I, Timothy G. Pollard, a Professional Land Surveyor, hereby certify that the attached drawing is a true and accurate representation of the attached easement description and is subject to all notes and qualifying statements.

Timothy G. Pollard
 Timothy G. Pollard, PLS 1474
 Dated: October 20, 2022



OKLAHOMA GAS AND ELECTRIC COMPANY				
POLLARD & WHITED SURVEYING INC. 2514 TEE DRIVE, NORMAN, OKLAHOMA 73069 CA#2380 EXP 06-30-23 405-366-0001	OG&E EASEMENT SKETCH WO# 7710755 PART OF THE NE1/4 SEC 24, T9N, R3W, I.M. CLEVELAND COUNTY, OKLAHOMA	REVISIONS:		
DRAWN BY: J. THOMAS DATE: Oct. 20, 2022	FILE #: 24-9N3W.ASC DATE: Oct. 20, 2022	SCALE: 1" = 100'		
APPROVED BY: D. MEEKS DATE: Oct. 20, 2022	DRWG #: 24-9N3W.DGN DATE: Oct. 20, 2022	SHEET 1 OF 1		



OCTOBER 24, 2022

CITY OF NORMAN
ATTN: KENNETH GIANNONE
P. O. BOX 370
NORMAN, OK. 73069

RE: Easement for underground line to serve Sanitation Building at 2301 Goddard Avenue

Mr. Giannone;

Oklahoma Gas and Electric Company (OG&E) has been asked to provide electrical service to a new Sanitation building being built for the City of Norman at 2301 Goddard Avenue. Attached you will find an easement request for the new underground line. The description of the proposed line appears on Exhibit "A", and a drawing showing the pathway of the line appears on Exhibit "B". I have also included a copy of the engineer's design. Please note, this is not part of the easement document.

Please present this document at your next City Council meeting for signature. Review the following instructions to ensure that this easement will be legally correct and that there will be no delay in processing:

1. The **city seal** must be affixed.
2. The **date of signing** must match the **date of notarizing**.
3. The notary must fill in **all blanks** in the acknowledgement section and add the **notary seal**.
4. The **notary expiration date** must be later than the **date of notarizing**.

If you have any questions, or if anything will cause a delay in signing, please contact me at (405) 553-5174. Thank you so much for your help in this matter.

Sincerely,

A handwritten signature in black ink that reads "Timothy J. Bailey". The signature is written in a cursive style.

Timothy J. Bailey
Right-Of-Way Agent

Transmittal letter and instructions for easement documents
from OG&E. NOT part of official Easement Document.

CIRCUIT ID: 872731
 STATION NUMBER: 71270
 ADDRESS: 1 BLK W OF HWY 77, NS GODDARD - Norman
 SUBSTATION: STUBBEMAN
 TOWNSHIP/RANGE: 09N-03W
 SECTION: 24
 QTR SECTION: NE
 ATLAS: 59-273A
 LAT/LONG: 35.24646/-97.46262

Project Manager: Rusty Baldwin (405) 740-7751
 Engineer: Travis Burch (580) 595-0449
 Person of Contact: Lee Reynolds (G.C.) (405) 406-9269
 Steve Messer (Electrician) (405) 677-3402

Foreman's Notes:
 EQ OK
 Easement Required



WL #1:
 CUT AND SPLICE INTO EXISTING 3-2/C_2AL (12.5/7.2kV)
 IN 4P40
 PL: 48" PULL BOX
 (U125)

WL #2:
 PL: 115' TRENCH
 PULL IN 115' OF PARALLEL 3-2/C_2AL (12.5/7.2kV)
 IN 2-4P40

WL #3:
 PL: 150kVA (208/120V, 12.5/7.2kV, 30% LOADED, FACE XFMR SW),
 3-500:5 JAB-0W CT'S TO SERVE 600A ENTRANCE
 (U562.3)
 NOTE: CUSTOMER TO BRING 2 SETS OF 350CU TO XFMR

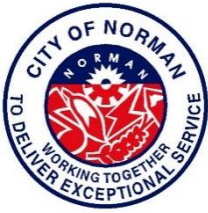
Norman St
 7710755
 Sheet 1 of 1



Additional drawing furnished for informational purposes only by OG&E. NOT part of official Easement Documents

File Attachments for Item:

10. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A FINAL SITE DEVELOPMENT PLAN AND FINAL PLAT FP-2223-6: FOR PINE CREEK ADDITION, A PLANNED UNIT DEVELOPMENT, SUBJECT TO RECEIPT OF PROOF A WARRANTY DEED IS FILED OF RECORD FOR THE PRIVATE PARK. (LOCATED ON THE NORTH SIDE OF TECUMSEH ROAD AND A QUARTER MILE EAST OF PORTER AVENUE.)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/13/2022

REQUESTER: Ken Danner, Subdivision Development Manager

PRESENTER: Shawn O’Leary, Director of Public Works

TITLE: CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A FINAL SITE DEVELOPMENT PLAN AND FINAL PLAT FP-2223-6: FOR PINE CREEK ADDITION, A PLANNED UNIT DEVELOPMENT, SUBJECT TO RECEIPT OF PROOF A WARRANTY DEED IS FILED OF RECORD FOR THE PRIVATE PARK. (LOCATED ON THE NORTH SIDE OF TECUMSEH ROAD AND A QUARTER MILE EAST OF PORTER AVENUE.)

BACKGROUND:

This item is a final plat for Pine Creek Addition, a Planned Unit Development, generally located on the north side of Tecumseh Road and a quarter mile east of Porter Avenue. The Norman Board of Parks Commissioners, on June 3, 2021, recommended private park land. City Council at its meeting of July 27, 2021, adopted Ordinance O-2021-46 placing this property in the PUD, Planned Unit Development. In addition, City Council approved the preliminary plat for Pine Creek Addition, a Planned Unit Development. The final plat consists of 79.43 acres with 49.75 acres of open space. The owners are proposing 96 single-family residential lots.

The Norman Development Committee, at its meeting of November 22, 2022, reviewed and approved the program of improvements, final site development plan/final plat for Pine Creek Addition, a Planned Unit Development and recommended that the final site development plan/final plat be submitted to City Council for consideration.

DISCUSSION:

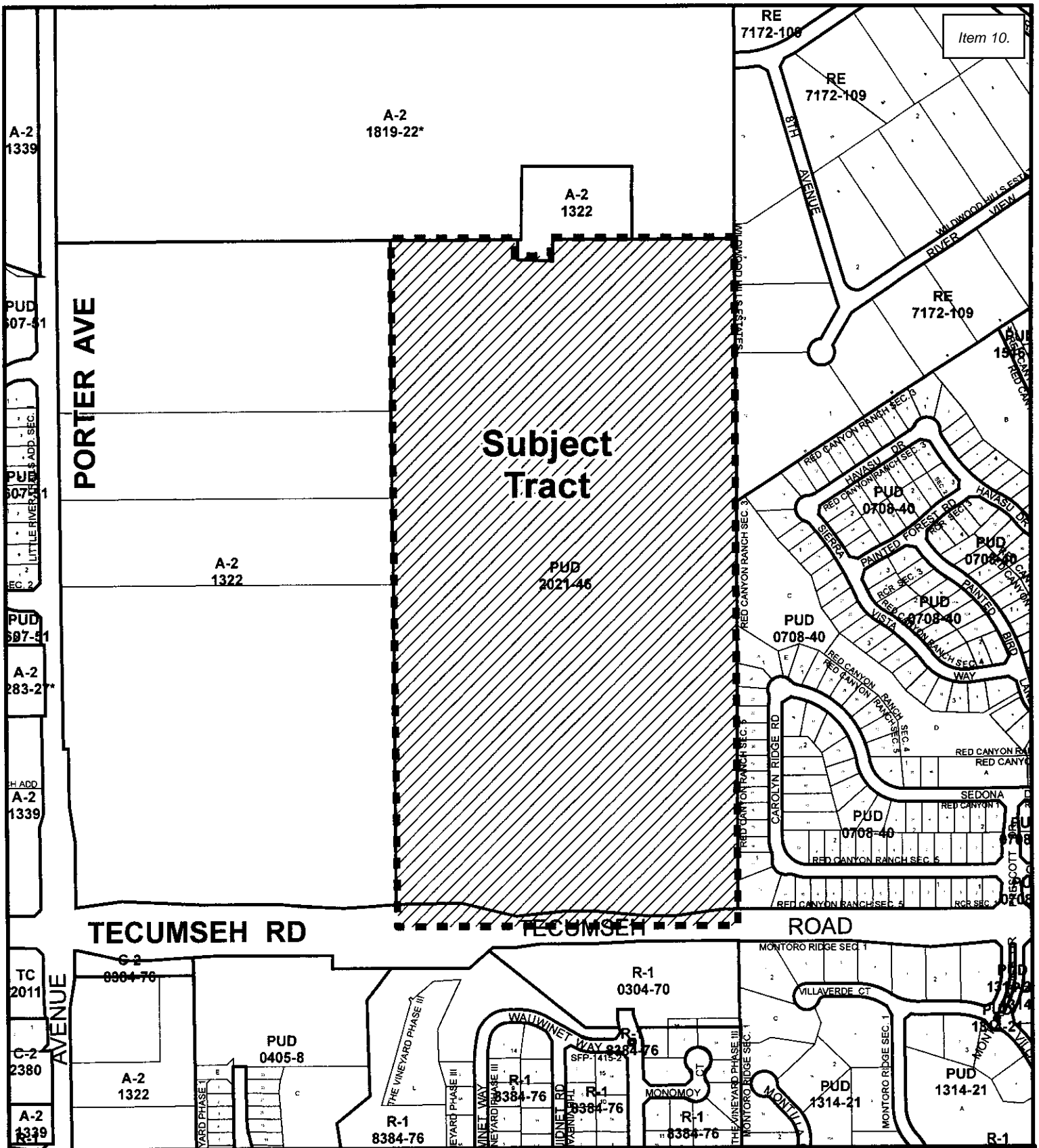
Construction plans have been reviewed by staff for the required improvements for this property. The improvements consist of water mains with fire hydrants, sanitary sewer, drainage including detention, street paving and sidewalks. In addition, fencing will be required for the residential lots backing up to Tecumseh Road.

The northern and western 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 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 completion and acceptance or bonding of all required public improvements and receipt of proof a warranty deed is filed of record for the private park and authorize the Mayor to sign the final plat.



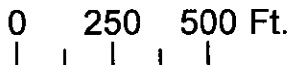
Location Map




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.

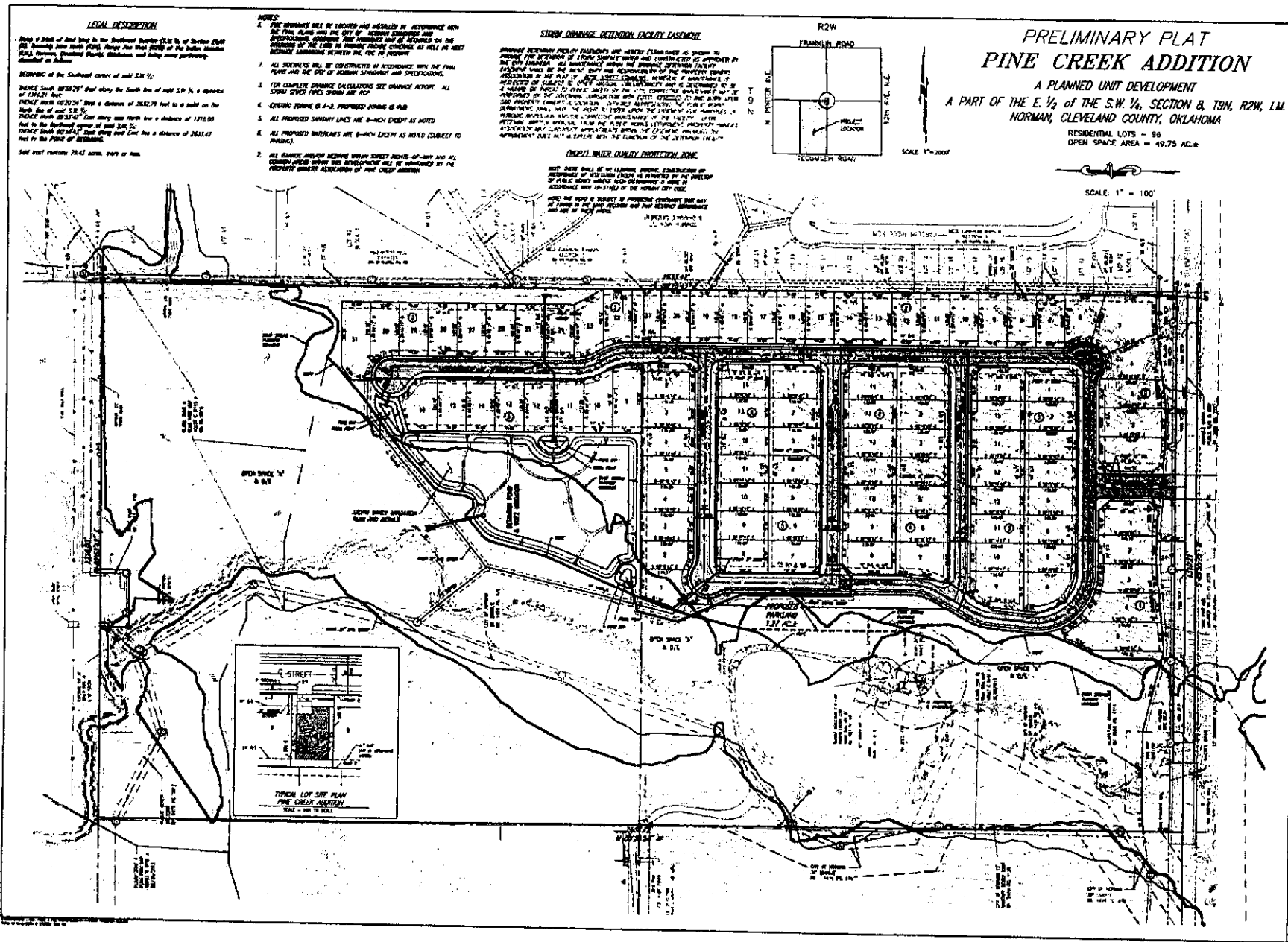


November 17, 2022



 Subject Tract

 Zoning



LEGAL DESCRIPTION

Being a part of and lying in the Southeast Quarter (SE 1/4) of Section Eight (8), Township Nine North (9N), Range Two West (2W) of the Indian Meridian (I.M.) System, Cleveland County, Oklahoma, and being more particularly described as follows:

Beginning at the Southeast corner of said S.W. 1/4;

THENCE South 08°32'21" West along the South line of said S.W. 1/4 a distance of 1316.21 feet;

THENCE North 08°20'34" West a distance of 2632.79 feet to a point on the South line of said S.W. 1/4;

THENCE North 88°53'42" East along said South line a distance of 1718.00 feet to the Westward corner of said S.W. 1/4;

THENCE South 89°14'12" East along said East line a distance of 2633.62 feet to the Point of Beginning;

Said tract contains 79.62 acres, more or less.

NOTES

1. THE IMPROVED WELLS OF LOCATED AND HEREIN BY ACCORDANCE WITH THE FINAL PLANS AND THE CITY OF NORMAN STORM DRAINAGE AND SEWERAGE DEPARTMENT. APPROVED THIS TWENTY-NINTH DAY OF SEPTEMBER ON THE APPROVED OF THE LING TO FORMER PAGES CHANGE ALL WELLS AS NOT BEING LOCATED BETWEEN THE TWO TO PRESENT.
2. ALL UTILITIES WILL BE CONSTRUCTED IN ACCORDANCE WITH THE FINAL PLANS AND THE CITY OF NORMAN STORM DRAINAGE AND SEWERAGE DEPARTMENT. APPROVED THIS TWENTY-NINTH DAY OF SEPTEMBER ON THE APPROVED OF THE LING TO FORMER PAGES CHANGE ALL WELLS AS NOT BEING LOCATED BETWEEN THE TWO TO PRESENT.
3. FOR COMPLETE DRAINAGE CALCULATIONS SEE DRAINAGE REPORT. ALL STORM SEWER PIPES SHALL BE 18" DIA.
4. EXISTING STORM & S-S. PROPOSED STORM & S-S.
5. ALL PROPOSED SANITARY LINES ARE 8"-10" DEPTH AS NOTED.
6. ALL PROPOSED DRAINAGE ARE 8"-10" DEPTH AS NOTED (SUBJECT TO PERMITS).
7. ALL DRAINAGE, SANITARY AND/OR STORM SEWER LINES SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE CITY OF NORMAN STORM DRAINAGE AND SEWERAGE DEPARTMENT. APPROVED THIS TWENTY-NINTH DAY OF SEPTEMBER ON THE APPROVED OF THE LING TO FORMER PAGES CHANGE ALL WELLS AS NOT BEING LOCATED BETWEEN THE TWO TO PRESENT.

STORM DRAINAGE RETENTION FACILITY EASEMENT

SHOWN BETWEEN PINE CREEK ADDITION AND ADJACENT PROPERTIES TO BE USED TO PROVIDE THE OPERATION OF STORM DRAINAGE WATER AND CONTROLLED AS APPROVED BY THE CITY ENGINEER. ALL MAINTENANCE SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNERS. THE CITY ENGINEER SHALL BE THE DESIGNER OF THE FACILITY. THE FACILITY SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE CITY ENGINEER'S DESIGN. THE FACILITY SHALL BE MAINTAINED IN ACCORDANCE WITH THE CITY ENGINEER'S DESIGN. THE FACILITY SHALL BE USED FOR THE STORAGE OF STORM DRAINAGE WATER. THE FACILITY SHALL BE USED FOR THE STORAGE OF STORM DRAINAGE WATER. THE FACILITY SHALL BE USED FOR THE STORAGE OF STORM DRAINAGE WATER.

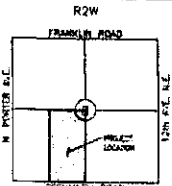
CHIMNEY WATER QUALITY PROTECTION ZONE

THIS ZONE SHALL BE IN ACCORDANCE WITH THE CITY ENGINEER'S DESIGN. THE ZONE SHALL BE MAINTAINED IN ACCORDANCE WITH THE CITY ENGINEER'S DESIGN. THE ZONE SHALL BE USED FOR THE STORAGE OF STORM DRAINAGE WATER. THE ZONE SHALL BE USED FOR THE STORAGE OF STORM DRAINAGE WATER. THE ZONE SHALL BE USED FOR THE STORAGE OF STORM DRAINAGE WATER.

**PRELIMINARY PLAT
PINE CREEK ADDITION**

A PLANNED UNIT DEVELOPMENT
A PART OF THE E. 1/2 OF THE S.W. 1/4, SECTION 8, T9N, R2W, I.M.
NORMAN, CLEVELAND COUNTY, OKLAHOMA

RESIDENTIAL LOTS = 96
OPEN SPACE AREA = 49.75 AC.±



SCALE 1" = 200'

SCALE 1" = 100'

OWNER / DEVELOPER
OF NORMAN, LLC
1500 N. PORTER
NORMAN, OKLAHOMA 73071

ENGINEER
SHEPHERD ENGINEERS
212 E. MAIN ST.
OKMOPAN CITY, OKLAHOMA 73069

**PINE CREEK ADDITION
A PLANNED UNIT DEVELOPMENT**
TECUMSEH RD. & N. PORTER AVE.
NORMAN, OKLAHOMA

Shepherds Engineers, P.C.
SHEPHERDS ENGINEERS, P.C.
212 E. MAIN ST.
OKMOPAN CITY, OKLAHOMA 73069
PHONE: (405) 231-1111
FAX: (405) 231-1112
WWW.SHEPHERDSE.COM

Preliminary Plat

DEVELOPMENT COMMITTEE

FINAL PLAT
FP-2223-6

DATE:
November 22, 2022

STAFF REPORT

ITEM: Consideration of a Final Plat for PINE CREEK ADDITION, A PLANNED UNIT DEVELOPMENT.

LOCATION: Generally located one-quarter mile east of Porter Avenue on the north side of East Tecumseh Road.

INFORMATION:

1. Owners. IH Development, LLC, Ideal Homes of Norman L.L.C.
2. Developer. IH Development LLC, Ideal Homes of Norman 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. October 30, 1961. Planning Commission recommended placing this property in the A-2, Rural Agricultural District.
3. December 12, 1961. City Council adopted Ordinance No. 1322 placing this property in the A-2, Rural Agricultural District.
4. June 3, 2021. The Norman Board of Parks Commissioners, on a vote of 7-0, recommended private park land for Pine Creek Addition, a Planned Unit Development.
5. June 10, 2021. Planning Commission, on a vote of 7-0, recommended to City Council that this property be placed in PUD, Planned Unit Development and removed from A-2, Rural Agricultural District.
6. June 10, 2021. Planning Commission, on a vote of 7-0 recommended to City Council that the preliminary plat for Pine Creek Addition, a Planned Unit Development, be approved.
7. July 27, 2021. City Council adopted Ordinance No. O-2021-46 placing this property in the Planned Unit Development (PUD) and removing it from A-2, Rural Agricultural District.

8. July 27, 2021. City Council approved the preliminary plat for Pine Creek Addition, a Planned Unit Development.

IMPROVEMENT PROGRAM:

1. Fencing. Fencing will be required for the residential lots backing up to Tecumseh Road
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 installed in accordance with approved plans and City and Department of Environmental Quality standards. An 8-inch off-the-plat sanitary sewer main will be constructed to connect to Lift Station "D".
5. Sidewalks. Sidewalks will be constructed on each lot prior to occupancy. A five-foot (5') width sidewalk will be installed adjacent to East Tecumseh Road. However, if it is installed adjacent to the street curb an additional foot will be added.
6. Drainage. Storm sewers and appurtenant drainage structures will be installed in accordance with approved plans and City drainage standards. Storm sewers will be constructed to drain streets and lots. Privately maintained detention facilities will be constructed for the conveyance of storm water.
7. Streets. Streets will be installed in accordance with approved plans and City paving standards. A left-turn lane on eastbound Tecumseh Road to turn north onto Yellowstone Drive will be required.
8. Water Mains. Interior water mains will be installed in accordance with approved plans and City and Department of Environmental Quality standards. There is an existing 24-inch water main adjacent to East Tecumseh Road.
9. Flood Plain. The eastern portion of the property contains flood plain. If any walking trails and other open space amenities will require a flood plain permit. Flood Plain Permit #661 was approved by the Flood Plain Permit Committee for installation of sanitary sewer main within the flood plain.
9. 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. Street rights-of-way are dedicated to the City on the final plat.

SUPPLEMENTAL MATERIAL: Copies of a location map, preliminary plat and final site development/final plat are attached.

DEVELOPMENT COMMITTEE COMMENTS: The final plat is consistent with the approved preliminary plat. The final plat consists of 79.43 acres. The owners are proposing 96 single-family residential lots and 49.75 acres of open space.

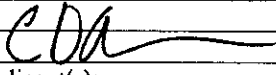
The traffic impact analysis that was submitted by the engineer for the owner that addressed the need for left-turn storage lane on eastbound Tecumseh Road for drivers wishing to turn onto Yellowstone Drive.

Private park land will be required to be deeded to the Pine Creek Community Association with this final plat.

APPLICATION FOR
DEVELOPMENT COMMITTEE
ACTION

Date: 08/15/2022

Part I: To be Completed by Applicant:

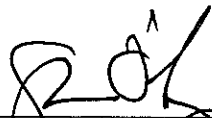
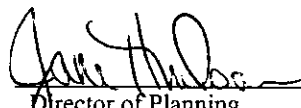
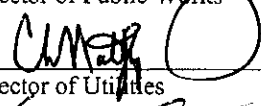
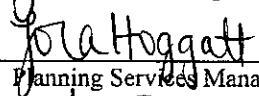
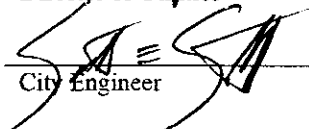

1. Applicant(s):
IH Holdings, LLC

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:
Pine Creek
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: November 22, 2022

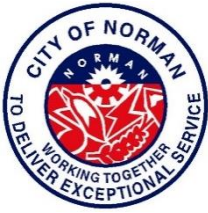
Development Committee Findings: The engineer for the owner has requested the Development approve a program of public improvements and approve final site development plan/final plat and submit to City Council for consideration.

Development Committee Recommendations:
Recommend City Council approve the final site development plan/final plat for Pine Creek Addition, a Planned Unit Development.

		Record of Acceptance:					
		Yes	No	Yes	No		
	Director of Public Works	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Director of Planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Director of Utilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Planning Services Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	City Engineer	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Subdivision Development Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>

File Attachments for Item:

11. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A FINAL SITE DEVELOPMENT PLAN AND FINAL PLAT FP-2223-7: FOR UNIVERSITY NORTH PARK ADDITION, SECTION XX, A PLANNED UNIT DEVELOPMENT, SUBJECT TO COMPLETION OF PUBLIC IMPROVEMENTS OR BONDING OF THE PUBLIC IMPROVEMENTS THROUGH THE CONCURRENT CONSTRUCTION PROCESS. (LOCATED AT THE NORTHEAST CORNER OF 24TH AVENUE N.W. AND LEGACY PARK DRIVE.)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/13/2022

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 A FINAL SITE DEVELOPMENT PLAN AND FINAL PLAT FP-2223-7: FOR UNIVERSITY NORTH PARK ADDITION, SECTION XX, A PLANNED UNIT DEVELOPMENT, SUBJECT TO COMPLETION OF PUBLIC IMPROVEMENTS OR BONDING OF THE PUBLIC IMPROVEMENTS THROUGH THE CONCURRENT CONSTRUCTION PROCESS. (LOCATED AT THE NORTHEAST CORNER OF 24TH AVENUE N.W. AND LEGACY PARK DRIVE.)

BACKGROUND:

This item is a final plat for University North Park Addition, Section XX, a Planned Unit Development, and is located on the northeast corner of 24th Avenue N.W. and Legacy Park Drive. This property consists of 6.245 acres and four (4) lots. The proposed use will be restaurants and/or retail. The Norman Development Committee, at its meeting of November 22, 2022, reviewed and approved the program of public improvements, final site development plan and final plat for University North Park Addition, Section XX, a Planned Unit Development, and submitted to City Council for consideration.

DISCUSSION:

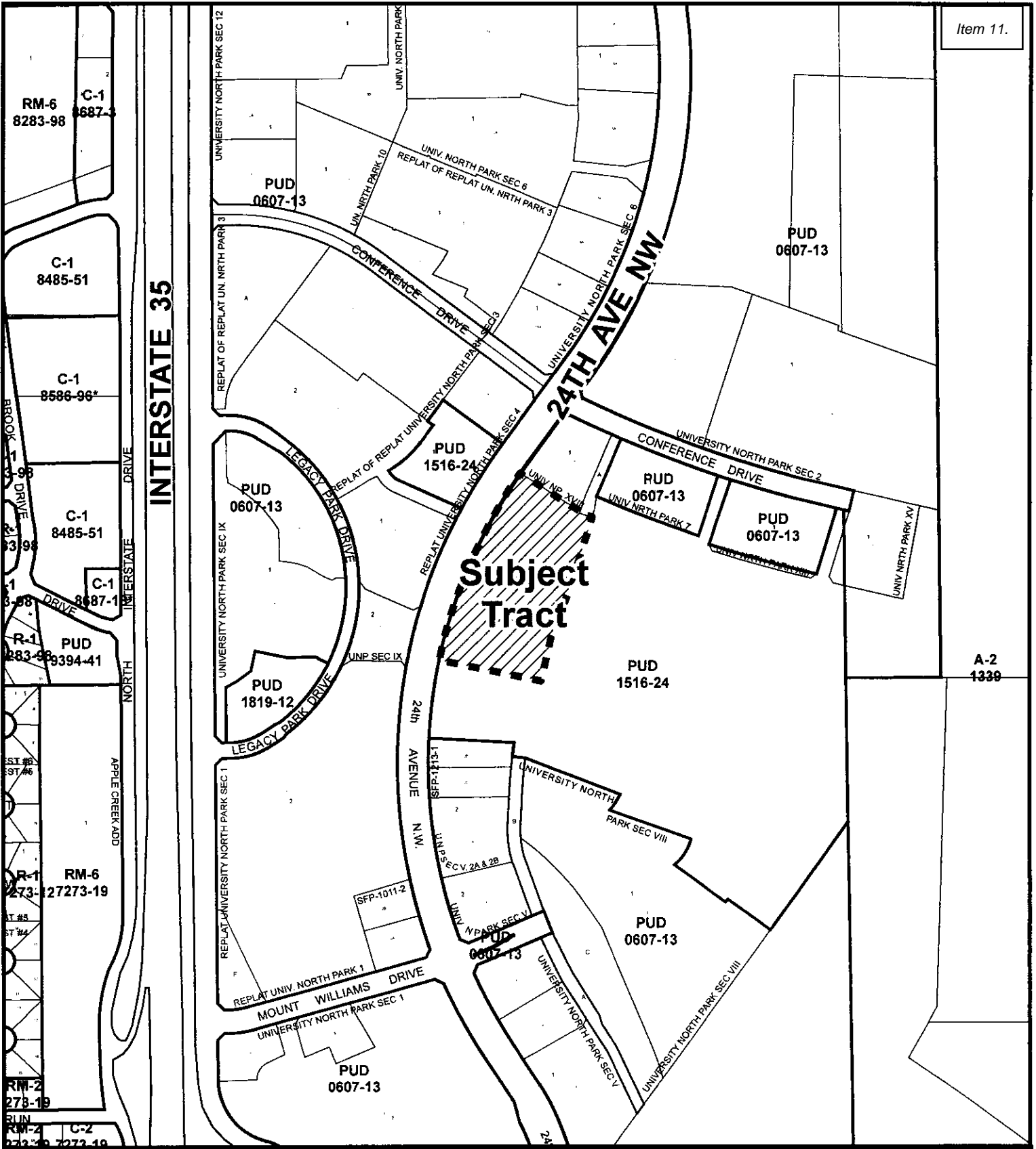
The public improvements required of this plat consist of water mains with fire hydrants. A sanitary sewer main will be extended to serve the lots. Stormwater will be conveyed to an existing off plat privately maintained detention facility through an underground system. Legacy Park Drive will be constructed to City paving standards. A private drive is proposed north of Legacy Park Drive and east of 24th Avenue N.W. Angle parking will be provided on both sides of Legacy Park Drive. 24th Avenue N.W. paving is existing.

The developer may submit a concurrent construction request to the Norman Development Committee in the near future.

RECOMMENDATION:

Based upon the above information, staff recommends acceptance of the public dedications, approval of the final site development plan and final plat and the filing of the final plat, subject to

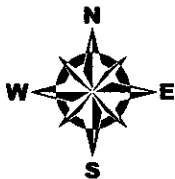
completion of public improvements or bonding of the public improvements through the concurrent construction process.



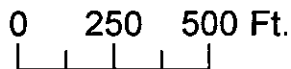
Location Map



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



November 17, 2022



 Subject Tract

 Zoning

DEVELOPMENT COMMITTEE

FINAL PLAT
FP-2223-7

DATE:
November 22, 2022----

STAFF REPORT

ITEM: Consideration of a Final Plat for **UNIVERSITY NORTH PARK ADDITION SECTION XX, A PLANNED UNIT DEVELOPMENT.**

LOCATION: Generally located at the northeast corner of the intersection of 24th Avenue N.W. and Legacy Park Drive.

INFORMATION:

1. Owners. University Town Center, L.L.C.
2. Developer. University Town Center, L.L.C.
3. Engineer. Kimley-Horn.

HISTORY:

1. December 19, 1961. Planning Commission recommended to City Council that this property be placed in A-2 zoning classification.
2. January 23, 1962. City Council adopted Ordinance No. 1339 placing a portion of this property in I-1 and removing it from A-2 zoning classification.
3. September 15, 1964. Planning Commission, on a vote of 9-0, recommended to City Council that a portion of this property be placed in I-1 and removed from A-2 zoning classification.
4. September 22, 1964. City Council adopted Ordinance No. 1686 placing a portion of this property in I-1, and removing it from A-2 zoning classification.
5. July 11, 2002. Planning Commission, on a vote of 5-0-2, recommended to City Council that the NORMAN 2020 Land Use and Transportation Plan be amended by designating this property as a Special Planning Area Designation and changing it from Industrial Designation.
6. July 11, 2002. Planning Commission, on a vote of 5-0-2, recommended to City Council that this property be placed in the PUD, Planned Unit Development and removed from I-1 and A-2 zoning classification.

7. July 11, 2002. Planning Commission, on a vote of 5-0-2, recommended to City Council that the preliminary plat for University North Park Addition, a Planned Unit Development be approved.
8. August 13, 2002. City Council amended the NORMAN 2020 Land Use and Transportation Plan designating this property as a Special Planning Area.
9. August 13, 2002. City Council adopted Ordinance No. O-0203-2 placing this property in the PUD, Planned Unit Development, and removing it from I-1 and A-2 zoning classification. The approval included the preliminary plat for University North Park Addition.
10. September 14, 2006. Planning Commission, on a vote of 7-0, recommended to City Council the amending of the Planned Unit Development Narrative.
11. September 14, 2006. Planning Commission, on a vote of 7-0, recommended to City Council that the preliminary plat for University North Park Addition, a Planned Unit Development be approved.
12. October 24, 2006. City Council postponed indefinitely Ordinance No. O-0607-13, amending the Planned Unit Development Narrative and Site Development Plan for University North Park Addition, a Planned Unit Development.
13. October 24, 2006. City Council postponed indefinitely the revised Preliminary Plat for University North Park Addition, a Planned Unit Development.
14. December 12, 2006. City Council approved Ordinance No. O-0607-13 amending the Planned Unit Development Narrative and Site Development Plan and approved the revised Preliminary Plat for University North Park Addition, a Planned Unit Development.

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 the filing of the final plat.
3. Sanitary Sewers. A sanitary sewer main will be installed in accordance with approved plans and City and State Department of Environmental Quality standards to serve the lot.
4. Sidewalks. Sidewalks will be constructed in accordance with City sidewalk standards. There is an existing Legacy Trail sidewalk adjacent to 24th Avenue N.W.

5. Storm Sewers. Storm water and appurtenant drainage structures will be installed in accordance with approved plans and City drainage standards. An off plat privately-maintained detention pond will be utilized.
6. Streets. Legacy Park Drive will be constructed in accordance with City standards. Angle parking will be constructed on both sides of Legacy Park Drive. A private drive will be constructed east of 24th Avenue N.W. and north of Legacy Park Drive.
7. Water Mains. There is an existing 24" water main adjacent to 24th Avenue N.W. and a 12" water main adjacent to Conference Drive. Interior water lines to serve fire hydrants will be installed in accordance with approved plans and City and State Department of Environmental Quality standards.

PUBLIC DEDICATIONS:

1. Easements. All required easements are dedicated to the City on the final plat.
2. Rights-of-Way. All street rights-of-way are dedicated to the City on the final plat.

SUPPLEMENTAL MATERIAL: Copies of a location map, final site development plan and final plat are attached.

STAFF COMMENTS AND RECOMMENDATION: The engineer for the developer has requested the Development Committee review and approve the program of public improvements, final site development plan and final plat for University North Park Addition, Section XX, a Planned Unit Development and submit them to City Council for consideration.

A note has been placed on the final plat the landscaping within Legacy Park Drive right-of-way will be maintained by the Property Owners Association.

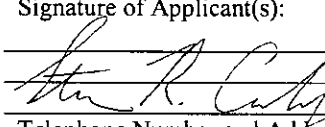
This property consists of 6.24 acres and four (4) lots. The proposed use will be restaurants and/or retail.

APPLICATION FOR
DEVELOPMENT COMMITTEE
ACTION

Date: Nov. 15, 2022

Part I: To be Completed by Applicant:

1. Applicant(s):
Steven Cooksey, P.E.
Kimley-Horn on behalf of University Town Center, LLC

Signature of Applicant(s):


Telephone Number and Address:
405-241-5426
4727 Gaillardia Parkway, Suite 250
Oklahoma City, OK 73142

2. Project Name and Legal Description:
University North Park Addition, Section XX, a Planned Unit Development

3. Action Request of Development Committee:
Request the Development Committee approve the program of public improvements, final site development plan, and final plat, and submit to City Council for consideration.

Part II: To Be Completed by Development Committee:

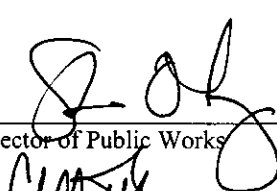
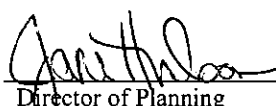
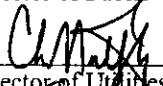
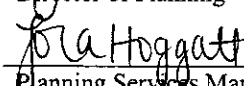
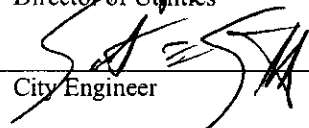
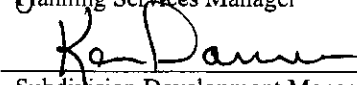
Development Committee Met on: November 22, 2022

Development Committee Findings:

The engineer for the owner has requested the Development Committee approve the program of public improvements, final site development plan and final plat and submit to City Council for consideration.

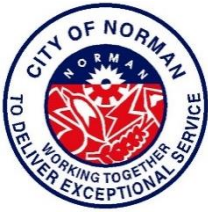
Development Committee Recommendations:

Recommend City Council approve the final site development plan and final plat for University North Park Addition, Section XX, a Planned Unit Development.

		Record of Acceptance:					
		Yes	No	Yes	No		
	Director of Public Works	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Director of Planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Director of Utilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Planning Services Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	City Engineer	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Subdivision Development Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>

File Attachments for Item:

12. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A FINAL SITE DEVELOPMENT PLAN AND FINAL PLAT FP-2223-8: FOR RED CANYON RANCH ADDITION, SECTION 8, A PLANNED UNIT DEVELOPMENT, SUBJECT TO RECEIPT OF A TRAFFIC IMPACT FEE OF \$26,680.20. (LOCATED ON THE WEST SIDE OF 12TH AVENUE N.E. AND ONE-HALF MILE NORTH OF TECUMSEH ROAD.)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/13/2022

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 A FINAL SITE DEVELOPMENT PLAN AND FINAL PLAT FP-2223-8: FOR RED CANYON RANCH ADDITION, SECTION 8, A PLANNED UNIT DEVELOPMENT, SUBJECT TO RECEIPT OF A TRAFFIC IMPACT FEE OF \$26,680.20. (LOCATED ON THE WEST SIDE OF 12TH AVENUE N.E. AND ONE-HALF MILE NORTH OF TECUMSEH ROAD.)

BACKGROUND:

This item is a final plat for Red Canyon Ranch Addition, Section 8, a Planned Unit Development, generally located on the west side of 12th Avenue N.E. and one-half mile north of East Tecumseh Road.

City Council, at its meeting of May 27, 2008, adopted Ordinance O-0708-40 placing a portion of this property in the Planned Unit Development (PUD) District. City Council, at its meeting of December 22, 2015 adopted Ordinance O-1516-23 placing the remaining property in the PUD District for residential designation and removing it from commercial designation. City Council, at its meeting of December 22, 2015, approved the revised preliminary plat for Red Canyon Ranch Addition, a PUD. City Council, at its meeting of February 23, 2016, adopted Ordinance O-1516-34 amending the PUD narrative established with Ordinance O-0708-40.

The City Development Committee, on November 22, 2022, approved the program of improvements and final plat/final site development plan and recommended the final plat/final site development plan for the Red Canyon Ranch Addition, Section 8, a Planned Unit Development, be submitted to City Council for consideration. This final plat consists of 14.97 acres and 50 single-family residential lots and four (4) open space areas. This will make a total of 376 residential lots platted in Red Canyon Ranch Addition, a Planned Unit Development. With the approval of the preliminary plat for Red Canyon Ranch East Addition, a Planned Unit Development, there are 28 residential lots remaining for the entire development.

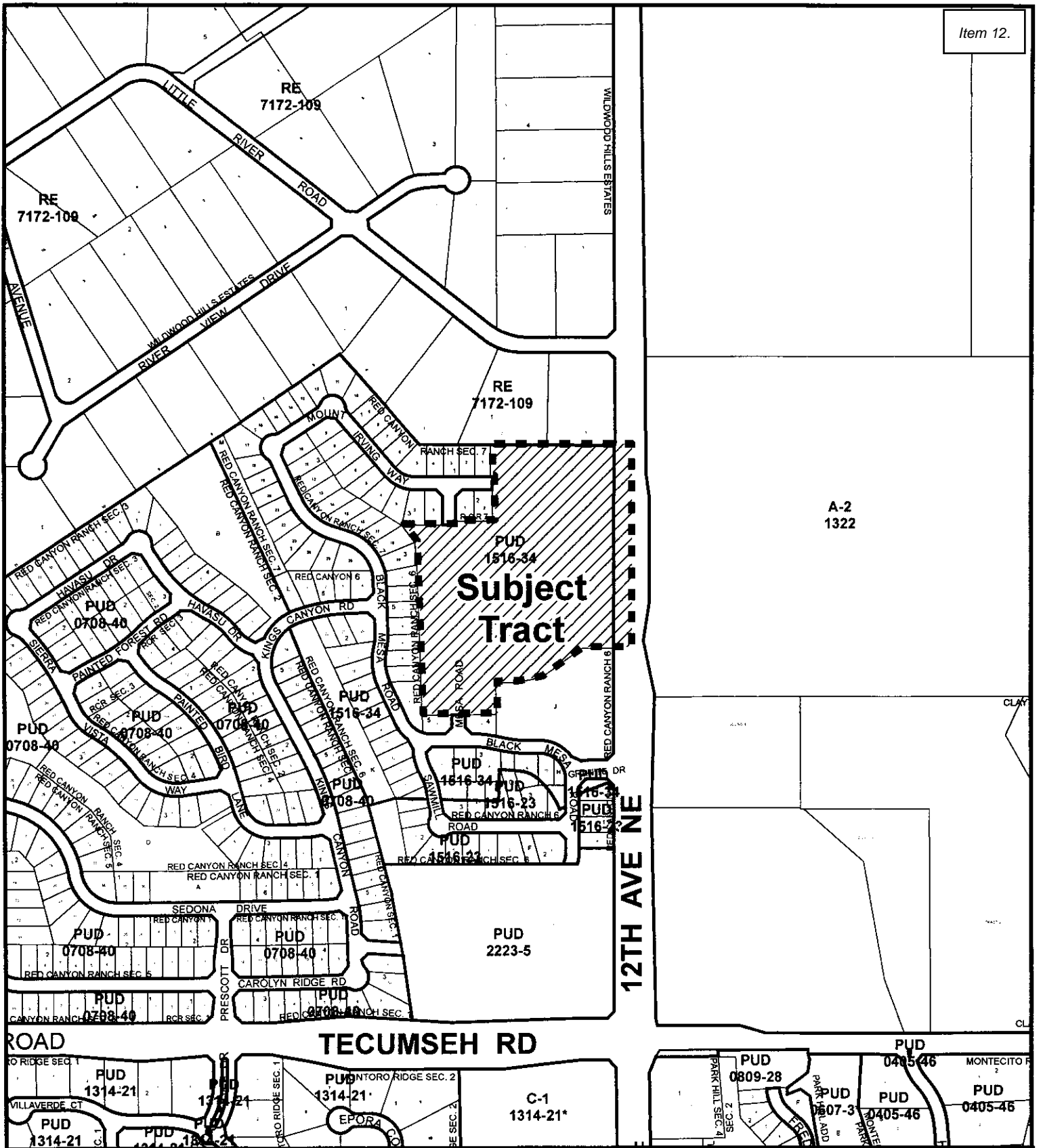
DISCUSSION:

Construction plans have been approved for the required public improvements for this development. The public improvements will be under construction soon. These improvements

consist of water mains with fire hydrants, sanitary sewer mains, storm drainage, street paving, sidewalks and fencing for those lots that back up to 12th Avenue N.E. Stormwater runoff will be conveyed to an existing privately maintained detention facility. Private park land has been deeded to the Property Owners Association.

RECOMMENDATION:

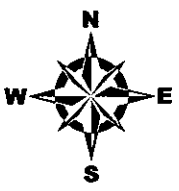
The final plat is consistent with the approved preliminary plat. Based on the above information, staff recommends acceptance of the public dedications, approval of the final plat/final site development plan and filing of the final plat subject to receipt of a traffic impact fee in the amount of \$26,680.20 and completion of public improvements. The City Development Committee must accept all required public improvements or bonds/cash sureties securing public improvements. This action authorizes the Mayor to sign the final plat and bonds.



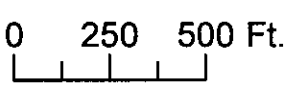
Location Map



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

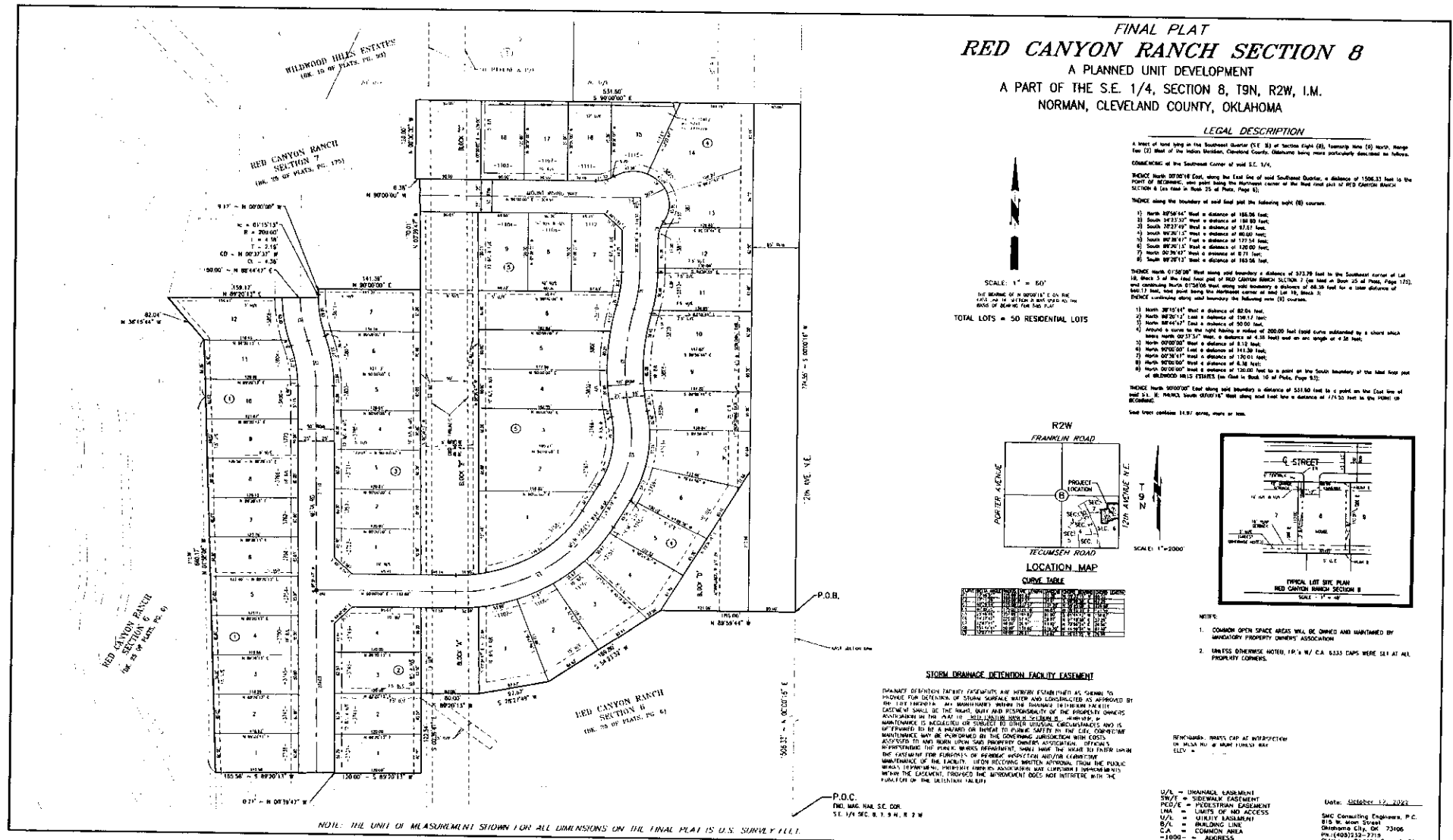


November 17, 2022



- Subject Tract
- Zoning

C:\wcds10\MapTemplate\Map11_LocationMap\Map11.mxd



FINAL PLAT
RED CANYON RANCH SECTION 8
 A PLANNED UNIT DEVELOPMENT
 A PART OF THE S.E. 1/4, SECTION 8, T9N, R2W, I.M.
 NORMAN, CLEVELAND COUNTY, OKLAHOMA

LEGAL DESCRIPTION

A tract of land lying in the Southeast Quarter (S.E. 8) of Section Eight (8), Township Nine (9) North, Range Four (4) East of the Indian Meridian, Cleveland County, Oklahoma being more particularly described as follows.

COMMENCE at the Southeast Corner of said S.E. 1/4.

THENCE North 89°28'18" East, along the East line of said Southeast Quarter, a distance of 1508.33 feet to the POINT OF BEGINNING, then going through the discharge center of the head east end of RED CANYON RANCH SECTION 8 (see plat in Book 25 of Plats, Page 6).

THENCE along the boundary of said land plat the following (18) courses:

- 1) North 29°36'45" West a distance of 188.96 feet;
- 2) South 29°23'49" West a distance of 188.96 feet;
- 3) South 29°23'49" West a distance of 173.61 feet;
- 4) South 89°28'18" West a distance of 80.00 feet;
- 5) South 89°28'18" West a distance of 173.54 feet;
- 6) South 89°28'18" West a distance of 120.00 feet;
- 7) North 00°29'49" West a distance of 87.71 feet;
- 8) South 89°28'18" West a distance of 185.94 feet;

THENCE North 01°58'00" West, along said boundary a distance of 373.39 feet to the Southeast corner of Lot 18, Block 3 of the first plat plat of RED CANYON RANCH SECTION 8 (see plat in Book 25 of Plats, Page 12), and continuing North 01°58'00" West along said boundary a distance of 48.39 feet to a later distance of 48.39 feet, then going through the discharge center of said Lot 18, Block 3.

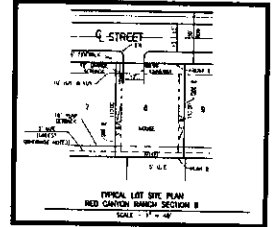
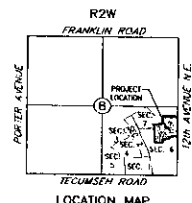
THENCE continuing along said boundary the following nine (9) courses:

- 1) North 89°28'18" West a distance of 82.64 feet;
- 2) North 89°28'18" West a distance of 108.14 feet;
- 3) North 89°44'47" East a distance of 90.00 feet;
- 4) Arched a curve to the right having a radius of 200.00 feet (said curve subtended by a chord which bears North 00°37'37" West, a distance of 4.35 feet) and an arc length of 4.54 feet;
- 5) North 00°00'00" West a distance of 132.62 feet;
- 6) North 90°00'00" East a distance of 141.30 feet;
- 7) North 00°29'49" West a distance of 180.00 feet;
- 8) North 90°00'00" East a distance of 4.38 feet;
- 9) North 00°00'00" West a distance of 120.00 feet to a point on the South boundary of the first plat plat of WILWOOD HILLS ESTATES (see plat in Book 25 of Plats, Page 6).

THENCE North 90°00'00" East along said boundary a distance of 551.90 feet to a point on the East line of said S.E. 1/4. THENCE South 02°07'16" West along said East line a distance of 174.50 feet to the POINT OF BEGINNING.

Said tract contains 14.97 acres, more or less.

SCALE: 1" = 50'
 THE BEARING OF ANY COURSE IS ON THE FACE OF THIS PLAT UNLESS OTHERWISE SPECIFIED.
TOTAL LOTS = 50 RESIDENTIAL LOTS



LOT NO.	AREA (SQ. FT.)	AREA (ACRES)
1	10,000	0.23
2	10,000	0.23
3	10,000	0.23
4	10,000	0.23
5	10,000	0.23
6	10,000	0.23
7	10,000	0.23
8	10,000	0.23
9	10,000	0.23
10	10,000	0.23
11	10,000	0.23
12	10,000	0.23
13	10,000	0.23
14	10,000	0.23
15	10,000	0.23
16	10,000	0.23
17	10,000	0.23
18	10,000	0.23
19	10,000	0.23
20	10,000	0.23
21	10,000	0.23
22	10,000	0.23
23	10,000	0.23
24	10,000	0.23
25	10,000	0.23
26	10,000	0.23
27	10,000	0.23
28	10,000	0.23
29	10,000	0.23
30	10,000	0.23
31	10,000	0.23
32	10,000	0.23
33	10,000	0.23
34	10,000	0.23
35	10,000	0.23
36	10,000	0.23
37	10,000	0.23
38	10,000	0.23
39	10,000	0.23
40	10,000	0.23
41	10,000	0.23
42	10,000	0.23
43	10,000	0.23
44	10,000	0.23
45	10,000	0.23
46	10,000	0.23
47	10,000	0.23
48	10,000	0.23
49	10,000	0.23
50	10,000	0.23

STORM DRAINAGE DETENTION FACILITY EASEMENT

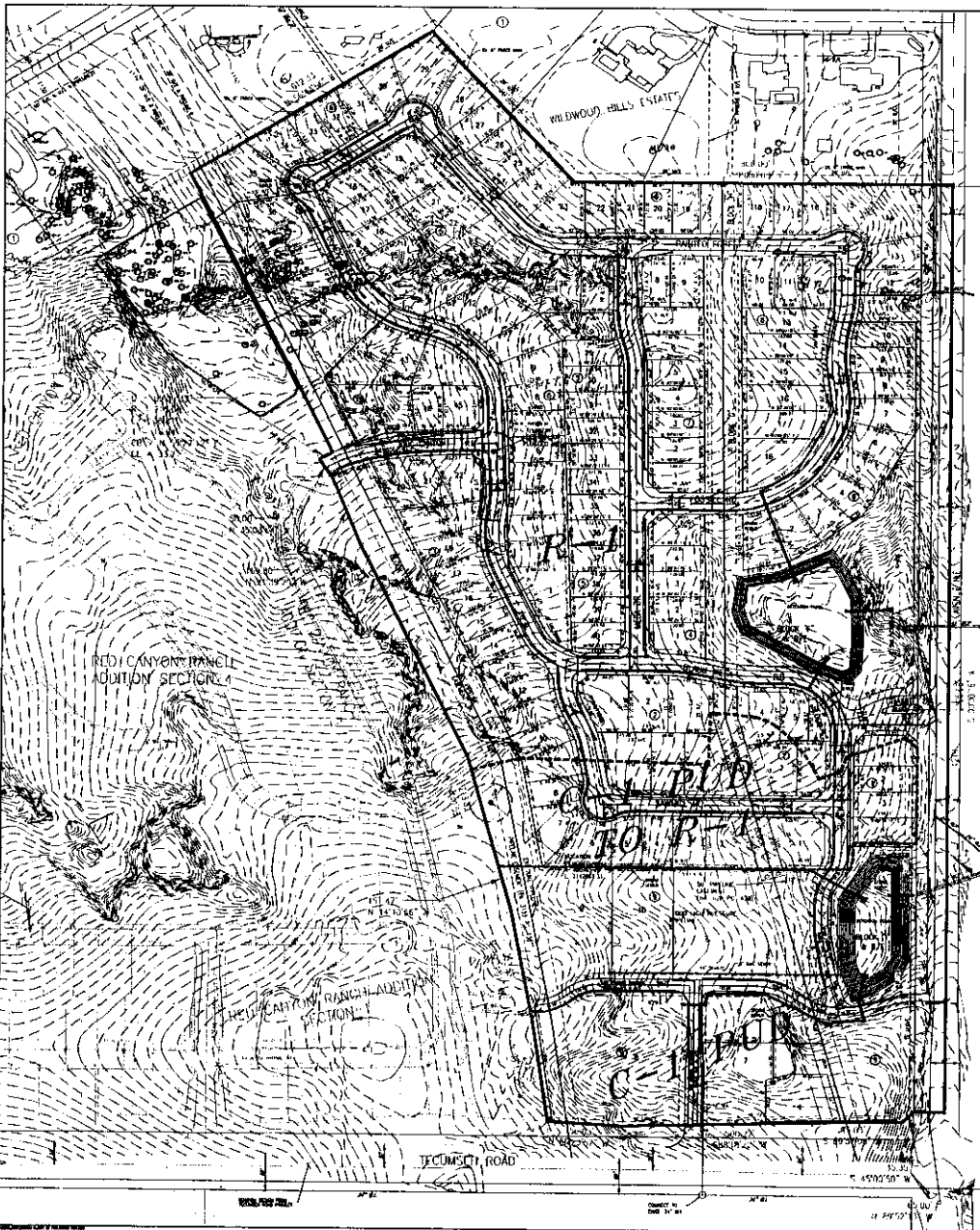
DRAINAGE DETENTION FACILITY EASEMENTS ARE HEREBY ESTABLISHED AS SHOWN TO PROVIDE FOR DETENTION OF STORM SURFACE WATER AND CONDUCTED AS APPROVED BY THE LOCAL JURISDICTION AND MAINTAINED BY THE OWNERS OF THE FACILITY. EASEMENT SHALL BE THE RESULT, BUT NOT RESPONSIBILITY OF THE PROPERTY OWNERS ACQUIRING THE PLAT OF DEVELOPMENT. THIS EASEMENT IS SUBJECT TO THE FOLLOWING: MAINTENANCE IS INCULCATED BY SUBJECT TO OTHER USUAL CIRCUMSTANCES AND IS REFERENCED TO BE A MAJOR OR MAJOR TO PUBLIC SAFETY. THE LOCAL JURISDICTION MAY BE ALLOWED TO REMOVE OR REPAIR THE FACILITY AT ANY TIME WITHOUT NOTICE TO THE PROPERTY OWNERS. THE EASEMENT FOR FACILITY OF STORM SURFACE WATER AND FOR EASEMENT ACCESS TO THE FACILITY. LOCAL JURISDICTION MAY REMOVE THE FACILITY WITHOUT NOTICE TO THE PROPERTY OWNERS. THE EASEMENT DOES NOT INTERFERE WITH THE FUNCTION OF THE DETENTION FACILITY.

REINFORCED BRASS CAP AT INTERSECTION ON MAIN ROAD AT MAIN DRIVEWAY ELEV. _____

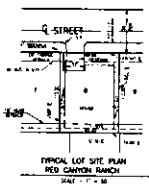
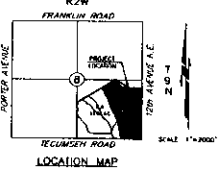
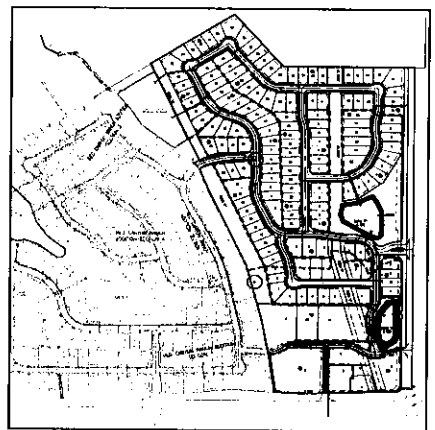
- D/E = DRAINAGE EASEMENT
- S/W/E = SIDEWALK EASEMENT
- P/E/C = PAVED STRIP EASEMENT
- L/A = LIMITS OF ROAD ACCESS
- U/A = UTILITY EASEMENT
- B/L = BOUNDING LINE
- C/A = COMMON AREA
- #0000- = ADDRESS

Date: December 17, 2024
 SAC Consulting Engineers, P.C.
 619 N. Moore Street
 Oklahoma City, OK 73106
 PH: (405) 232-7719
 Oklahoma CA#64 Exp: 8-30-2023

NOTE: THE UNIT OF MEASUREMENT SHOWN FOR ALL DIMENSIONS ON THIS FINAL PLAT IS U.S. SURVEY FEET.



PRELIMINARY PLAT
RED CANYON RANCH
 A PLANNED UNIT DEVELOPMENT
 A PART OF THE S.E. 1/4, SECTION 8, 19N, R2W, 1.M.
 NORMAN, CLEVELAND COUNTY, OKLAHOMA



RESIDENTIAL LOTS - 142
 COMMERCIAL LOTS - 9
 OPEN SPACE AREA = 12 AC ±

LEGAL DESCRIPTION

A tract of land lying in the Southeast Quarter (S.E. 1/4) of Section Eight (8), Township Two (2) North, Range Two (2) West of the Indian Meridian, Cleveland County, Oklahoma being more particularly described as follows:

COMMENCING at the Southeast Corner of said S.E. 1/4;

THENCE along said northerly right of way line the following (5) courses:

1. North 89°52'13" West a distance of 49.00 feet;
2. South 89°30'00" West a distance of 26.75 feet;
3. South 89°15'00" West a distance of 151.13 feet;
4. South 88°56'12" West a distance of 300.22 feet;
5. North 88°23'57" West a distance of 156.63 feet to the Southeast corner of Lot B, Block 3 of the First and last part of 888 Complete North ADDRESS SECTION 1, per plat in Book 22 of Plats, Page 113;

THENCE along the property line of said last part the following three (3) courses:

1. THENCE North 88°15'12" West a distance of 215.13 feet;
2. THENCE North 10°21'30" West a distance of 28.24 feet;
3. THENCE North 14°40'36" West a distance of 157.47 feet to a point, said point being the Southeast corner of Lot C, Block 1 of the first and last part of 888 Complete North ADDRESS SECTION 1, per plat in Book 22 of Plats, Page 214;

THENCE along the property line of said last part the following one (1) course:

1. THENCE easterly along North 14°40'36" West a distance of 218.82 feet;
2. THENCE north 19°12'00" West a distance of 341.52 feet;
3. THENCE North 17°07'30" West a distance of 189.88 feet;
4. THENCE North 18°02'00" West a distance of 385.00 feet to a point on an east-tangent curve;
5. THENCE along a curve to the left having a radius of 213.99 feet (said curve subtended by a chord which bears North 88°07'12" East a distance of 137.77 feet and an angle of 118.1 degrees);
6. THENCE North 19°12'00" West a distance of 218.82 feet to a point on the South property line of Red Canyon Ranch (see plat in Book 10 Page 103);

THENCE along the property line of said last part the following three (3) courses:

1. THENCE North 84°25'56" East a distance of 633.71 feet;
2. THENCE South 87°12'00" East a distance of 481.14 feet;
3. THENCE South 89°07'00" East a distance of 481.14 feet to a point on the East line of said S.E. 1/4;

THENCE South 89°07'00" East along said East line a distance of 145.58 feet to the West of 888 Complete North ADDRESS SECTION 1, per plat in Book 22 of Plats, Page 214;

Said last course 2,846.94 square feet, or 64.912 acres, more or less.

- NOTES:**
1. FIVE HOMESITES WILL BE LOCATED AND RETIRED IN ACCORDANCE WITH THE FINAL PLANS AND THE CITY OF NORMAN ZONING AND SUBDIVISION ORDINANCES. THE HOMESITES WILL BE PROVIDED ON THE INTERSTICES OF THE LOTS TO PROVIDE VISUAL CONTACT AS WELL AS SETBACK DISTANCES BETWEEN THE FIVE HOMESITES.
 2. ALL HOMESITES WILL BE CONSTRUCTED IN ACCORDANCE WITH THE FINAL PLANS AND THE CITY OF NORMAN ZONING AND SUBDIVISION ORDINANCES.
 3. REFER TO DRAWING NUMBER FOR UTILITY DATA.
 4. SET DRAINAGE APPLICATION FOR EXISTING & PROPOSED TOWNSHIP CULVERTS.
 5. ALL PROPOSED BARRIERS WILL BE 8-INCH DEEP AS NOTED.
 6. ALL PROPOSED BARRIERS WILL BE 8-INCH DEEP AS NOTED (EXCEPT TO PARKING).
 7. ALL GRADE SLOPES BEING WITHIN 1:12.5. RIGHT OF WAY AND ALL CORNER MARKS WITH THIS DEVELOPMENT WILL BE MAINTAINED BY THE PROPERTY OWNER ASSOCIATION OF RED CANYON RANCH.
- Tom L. McCallister, P.E. No. 13418
- * FOR COMPLETE DRAINAGE CALCULATIONS SEE DRAINAGE REPORT. ALL STORM SEWER PIPES SHOWN ARE RCP (EQUIVALENT CHIP WILL BE ALLOWED)**

OWNER / DEVELOPER
 SWEETGRASS PARTNERS, L.L.C.
 1320 N. PORTER
 NORMAN, OKLAHOMA 73071

STORM DRAINAGE BENTHOPE FACILITY EXPANSION

SHOWN ON THESE PLANS ARE THE STORM DRAINAGE FACILITY EXPANSION AS DRAWN BY THE CITY ENGINEER OF NORMAN, OKLAHOMA, AND THE CITY ENGINEER OF NORMAN, OKLAHOMA. THE CITY ENGINEER OF NORMAN, OKLAHOMA, HAS REVIEWED THE PLANS AND HAS DETERMINED THAT THE FACILITY EXPANSION IS NECESSARY TO ACCOMMODATE THE INCREASED FLOW OF STORM WATER FROM THE PROPOSED DEVELOPMENT. THE CITY ENGINEER OF NORMAN, OKLAHOMA, HAS REVIEWED THE PLANS AND HAS DETERMINED THAT THE FACILITY EXPANSION IS NECESSARY TO ACCOMMODATE THE INCREASED FLOW OF STORM WATER FROM THE PROPOSED DEVELOPMENT. THE CITY ENGINEER OF NORMAN, OKLAHOMA, HAS REVIEWED THE PLANS AND HAS DETERMINED THAT THE FACILITY EXPANSION IS NECESSARY TO ACCOMMODATE THE INCREASED FLOW OF STORM WATER FROM THE PROPOSED DEVELOPMENT.



RED CANYON RANCH
 A PLANNED UNIT DEVELOPMENT
 12TH AVE. N.E. & TECUMSEH RD.
 NORMAN, OKLAHOMA



PRELIMINARY PLAT

DEVELOPMENT COMMITTEE

FINAL PLAT
FP-2223-8

DATE:
November 22, 2022

STAFF REPORT

ITEM: Consideration of a Final Plat for **RED CANYON RANCH ADDITION, SECTION 8, A PLANNED UNIT DEVELOPMENT.**

LOCATION: Generally located on the west side of 12th Avenue N.E. and one-half mile north of East Tecumseh Road.

INFORMATION:

1. Owners. Sweetgrass Partners, L.L.C.
2. Developer. Sweetgrass Partners, L.L.C.
3. Engineer. SMC Consulting Engineers, P.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.
4. December 8, 1966. Planning Commission, on a vote of 6-0, recommended to City Council that a portion of this property be rezoned from A-2 Rural Agricultural District to R-1, Single Family Dwelling District.
5. December 27, 1966. City Council, on a vote of 6-0, adopted Ordinance No. 1954, placing a portion of this property in R-1, Single Family Dwelling District and removing it From A-2, Rural Agricultural District.
6. November 3, 1983. The Norman Board of Parks Commissioners, on a vote of 6-0, recommended park land dedication for Woodcrest II Addition.
7. December 15, 1983. Planning Commission, on a vote of 8-0-1, recommended to City Council that a portion of this property be placed in R-1, Single Family Dwelling District, and removed from A-2, Rural Agricultural District

HISTORY (CON'T)

8. December 15, 1983. Planning Commission, on vote of 8-0-1, approved the preliminary plat for Woodcrest II Addition.
9. January 10, 1984. City Council adopted Ordinance No. O-8384-76, placing a portion of this property in R-1, Single Family Dwelling District and removing it from A-2, Rural Agricultural District.
10. December 15, 1988. Approval of the preliminary plat for Woodcrest II Addition became null and void.
11. June 14, 2001. Planning Commission, on a vote of 6-0-1, recommended to City Council that a portion of this property be placed in R-1, Single Family Dwelling District and Pl, Park Land and removing it from R-1, Single Family Dwelling District.
12. June 14, 2001. Planning Commission, on a vote of 6-0-1, recommended to City Council that the preliminary plat for Summerlin Addition be approved.
13. July 25, 2001. City Council adopted Ordinance No. O-0001-68 placing a portion of this property in R-1, Single Family Dwelling District and PL, Park Land removing it from R-1, Single Family Dwelling District.
14. July 25, 2001. City Council approved the preliminary plat for Summerlin Addition.
15. October 14, 2004. Planning Commission, on a vote of 6-0-1, postponed the request to place this property in a PUD, Planned Unit Development and remove it from R-1 and PL zoning classifications.
16. October 14, 2004. Planning Commission, on a vote of 6-0-1, postponed the preliminary plat for Red Rock Addition at the request of the applicant.
17. March 2, 2006. The Norman Board of Parks Commissioners, on a vote of 7-0, recommended private park land for Red Rock Addition.
18. March 9, 2006. Planning Commission, on a vote of 8-0-1, recommended to City Council that this property be placed in Planned Unit Development and removed from R-1, Single Family Dwelling District and Pl, Park Land.
19. March 9, 2006. Planning Commission, on a vote of 8-0-1, recommended to City Council the approval of the preliminary plat for Red Rock Addition.
20. April 25, 2006. City Council postponed Ordinance No. 0-0506-45 that would place this property in Planned Unit Development and remove it from R-1, Single Family Dwelling District and PL, Park Land.
21. May 9, 2006. City Council adopted Ordinance No. O-0506-45 placing a portion of this property in Planned Unit Development and removing it from R-1, Single Family Dwelling District.

HISTORY (CON'T)

22. May 9, 2006. City Council approved the preliminary plat for Red Rock Addition.
23. April 10, 2008. Planning Commission, on a vote of 8-0, recommended to City Council that this property be placed in the Planned Unit Development and removing it from R-1, Single Family Dwelling District.
24. April 10, 2008. Planning Commission, on a vote of 8-0, recommended to City Council that Proposals "A" and "B" of the preliminary plat for Red Canyon Ranch Addition, a Planned Unit Development, be approved.
25. May 27, 2008. City Council adopted Ordinance No. O-0708-40 placing this property in the Planned Unit Development.
26. May 27, 2008. City Council approved the preliminary plat (Proposal "B") for Red Canyon Ranch Addition, a Planned Unit Development.
27. November 12, 2015. Planning Commission, on a vote of 9-0, recommended to City Council the amendment of the NORMAN 2025 Land Use and Transportation Plan from Commercial Designation to Low Density Residential for a portion of the property.
28. November 12, 2015. Planning Commission, on a vote of 9-0, recommended to City Council the amendment of the Planned Unit Development established with Ordinance No. O-0708-40 to amend the uses allowed in specific areas.
29. November 12, 2015. Planning Commission, on a vote of 9-0 recommended to City Council that the preliminary plat for Red Canyon Ranch Addition, a Planned Unit Development, be approved.
30. December 22, 2015. City Council amended the NORMAN 2025 Land Use and Transportation Plan placing a portion of this property in the Low Density Residential and removing it from the Commercial Designation.
31. December 22, 2015. City Council adopted Ordinance No. O-1516-23 amending the Planned Unit Development established with O-0708-40. A commercial area was changed to residential use.
32. December 22, 2015. City Council approved the preliminary plat for Red Canyon Ranch Addition, a Planned Unit Development.
33. January 14, 2016. Planning Commission, on a vote of 7-0, recommended to City Council amending the PUD narrative approved with Ordinance No. O-1516-23 and established with O-0708-40.
34. February 23, 2016. City Council adopted Ordinance No. O-1516-34 amending the PUD narrative established with Ordinance No. O-0708-40.

IMPROVEMENT PROGRAM:

1. Fencing. Fencing will be required adjacent to 12th Avenue N.E. for the residential lots backing up to this principal arterial street.
2. Fire Hydrants. Fire hydrants will be installed in accordance with approved plans. Their locations have been approved by the Norman Fire Department.
3. Permanent Markers. Permanent markers will be installed prior to filing of the final plat.
4. Sanitary Sewers. Sanitary sewer mains will be installed in accordance with approved plans and City and Department of Environmental Quality standards. This property will utilize an existing lift station. The future lot owners will contribute to the maintenance of this lift station pursuant to Contract K-0506-139.
5. Sidewalks. Sidewalks will be constructed on each lot prior to occupancy. A five-foot (5') sidewalk will be constructed adjacent to 12th Avenue N.E.
6. Storm Sewers. Storm sewers and appurtenant drainage structures will be installed in accordance with approved plans and City drainage standards. Storm sewers will be constructed to drain streets and lots. A privately maintained detention facility has been constructed for the conveyance of storm water.
7. Streets. Streets will be constructed in accordance with approved plans and City paving standards.
8. Water Mains. Water mains will be installed in accordance with approved plans and City and Department of Environmental Quality standards.

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 site development plan/final plat are attached.

DEVELOPMENT COMMITTEE COMMENTS:

The engineer for the developer has requested the Development Committee approve the program of public improvements and final plat for Red Canyon Ranch Addition, Section 8, a Planned Unit Development and submit it to City Council for consideration.

This property consists of 12.69 acres and fifty (50) single-family residential lots and three (3) common areas. The common area will be maintained by the Property Owners Association. There have been 326 single-family residential lots filed of record with Sections 1 through 7.

There is sufficient private park land filed of record in the name of the Home Owners Association to satisfy park land requirements.

Traffic impact fees in the amount of \$26,680.20 will be required prior to filing the final plat.

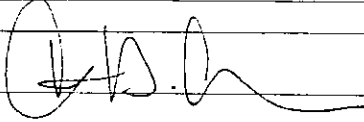
The final plat is consistent with the preliminary plat.

APPLICATION FOR
DEVELOPMENT COMMITTEE
ACTION

Date: 1/21/2022

Part I: To be Completed by Applicant:

- 1. Applicant(s):
Sweetgrass Partners, 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:
Red Canyon Ranch Section 8

- 3. Action Request of Development Committee:
Request Development Committee approve the program of public improvements,
final plat and final site development plan and submit the final plat to City Council for consideration.

Part II: To Be Completed by Development Committee:

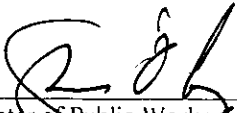

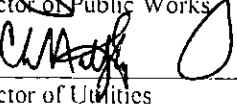
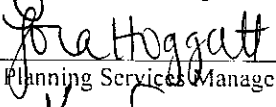
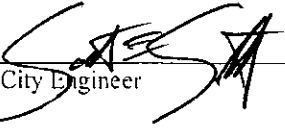

Development Committee Met on: November 22, 2022

Development Committee Findings:

The engineer for the owner has requested the Development Committee approve the program of public improvements and the final site development plan/ final plat and submit to City Council for consideration.

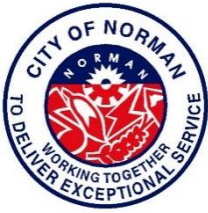
Development Committee Recommendations:

Recommend City Council approve the final site development plan/final plat for Red Canyon Ranch Addition, Section 8, a Planned Unit Development.

		Record of Acceptance:					
		Yes	No	Yes	No		
	Director of Public Works	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Director of Planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Director of Utilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Planning Services Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	City Engineer	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Subdivision Development Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>

File Attachments for Item:

13. CONSIDERATION OF ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AN INCENTIVE PAYMENT IN THE AMOUNT OF \$7,808 FROM THE PEPSI BEVERAGES COMPANY TO THE NORMAN MUNICIPAL AUTHORITY FOR THE EXCLUSIVE SALE OF PEPSI PRODUCTS AT THE WESTWOOD GOLF COURSE AND WESTWOOD FAMILY AQUATIC CENTER AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/13/2022

REQUESTER: Jason Olsen, Parks and Recreation Director

PRESENTER: Jason Olsen, Parks and Recreation Director

ITEM TITLE: CONSIDERATION OF ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AN INCENTIVE PAYMENT IN THE AMOUNT OF \$7,808 FROM THE PEPSI BEVERAGES COMPANY TO THE NORMAN MUNICIPAL AUTHORITY FOR THE EXCLUSIVE SALE OF PEPSI PRODUCTS AT THE WESTWOOD GOLF COURSE AND WESTWOOD FAMILY AQUATIC CENTER AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

On February 26, 2019, the Norman Municipal Authority entered into Contract K-1819-105 for the exclusive sale of Pepsi products at the Westwood Family Aquatic Center and the Westwood Golf Course. Pepsi Company's incentive package included a year-one signing bonus of \$10,000 and a developmental fund payment of \$7,000 per year in years two, three, four, and five. Additional incentives include 200 cases of free water, rebates of \$1.00 per gallon of fountain syrup purchased, and \$2.00 per case of 20 oz. bottles purchased. The total incentive package from Pepsi Co. is \$38,000 spread over five years.

DISCUSSION:

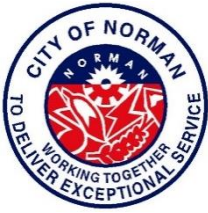
This incentive payment is for year five of the contract, which includes a \$7,000 developmental fund payment and \$808 in rebates for purchasing Pepsi products, which were sold at Westwood. The developmental and rebate incentive will be used for repairs and restaurant equipment upgrades to the concession area and kitchen.

RECOMMENDATION:

It is recommended that the NMA and City accept the incentive payment of \$7,808 from the Pepsi Beverage Company to be deposited into Westwood Fund, Concession-Restaurant revenue account (Org 297 Object 345611). City staff further recommends appropriating those funds to the Minor Equipment account (Org 29770035 Object 43609) for various concession area improvements at the Westwood Golf Course Grill.

File Attachments for Item:

14. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. NINE TO CONTRACT K-1516-110: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, THE NORMAN MUNICIPAL AUTHORITY, AND ADG, P.C., INCREASING THE CONTRACT BY \$90,500 FOR A REVISED CONTRACT AMOUNT OF \$4,872,063.14 TO PROVIDE ADDITIONAL PROFESSIONAL SERVICES RELATED TO THE PURCHASING OF FURNITURE AND COORDINATION OF MOVING OFFICES FOR THE DEVELOPMENT CENTER AND THE MUNICIPAL BUILDING (PHASE 1) AND THE MUNICIPAL COURT (PHASE 2).



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: December 13, 2022

REQUESTER: Brenda Hall

PRESENTER: Brenda Hall, City Clerk

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. NINE TO CONTRACT K-1516-110: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, THE NORMAN MUNICIPAL AUTHORITY, AND ADG, P.C., INCREASING THE CONTRACT BY \$90,500 FOR A REVISED CONTRACT AMOUNT OF \$4,872,063.14 TO PROVIDE ADDITIONAL PROFESSIONAL SERVICES RELATED TO THE PURCHASING OF FURNITURE AND COORDINATION OF MOVING OFFICES FOR THE DEVELOPMENT CENTER AND THE MUNICIPAL BUILDING (PHASE 1) AND THE MUNICIPAL COURT (PHASE 2).

BACKGROUND:

On February 23, 2016, City Council approved Contract K-1516-110 with ADG, P.C. (ADG) in an amount not-to-exceed \$1,747,644.14 to provide services including facility assessment; planning and programming; architectural and engineering plan review; design and construction coordination; and construction observation for certain NORMAN FORWARD construction projects. Specifically, services were included for the Central Library, East Branch Library, Westwood Aquatic Center, Indoor Soccer Facility, Senior Citizen Center, Indoor Multi-Sport Facility, and Indoor Aquatic Facility.

Amendment One to Contract K-1516-110, increasing the contract amount by \$130,037 for a revised contract amount of \$1,877,681.14, was approved by City Council on June 27, 2017, which added additional program management services for Reaves Park, Griffin Park, and the Westwood Indoor Tennis Facility.

Amendment Two to Contract K-1516-110 increasing the contract amount by \$1,411,727 for a revised contract amount of \$3,289,408.14 was approved by City Council on February 26, 2019, and included additional program management services for Ruby Grant Park, the Park Maintenance Building, and the Adult Softball and Football Complex.

Amendment Three to Contract K-1516-110 increasing the contract amount by \$263,000 for a revised contract amount of \$3,552,408.14 was approved by City Council on March 24, 2020, and included additional program management services for the Municipal Complex Renovation project.

Amendment Four to Contract K-1516-110 increasing the contract amount by \$157,180 for a revised contract amount of \$ 3,709,588.14 was approved by Council on September 8, 2020 and included Construction Phase Services for the North Base Complex, Phase 1.

Amendment Five to Contract K-1516-110 increasing the contract amount by \$481,500 for a revised contract amount of \$4,191,088.14 was approved by Council on July 13, 2021 and included furniture, fixtures and equipment (FF&E) services for the Municipal Complex, and the North Base Maintenance Complex for the Public Transit Maintenance Facility, as well as expanded program management services related to scope modifications for the Indoor Multi-Sport and Aquatic Facility, the Senior Citizens Wellness Center, and the Park Maintenance Facility.

Amendment Six to Contract K-1516-110 increasing the contract amount by \$440,500 was approved by Council on October 22, 2021 to add Program Management Services for the Emergency Communications and Operations Center.

Amendment Seven to Contract K-1516-110 increasing the contract amount by \$70,000 was approved by Council on July 25, 2022, to add Program Management Services for the Municipal Complex Renovations, Phase III, Building C.

Amendment Eight to Contract K-1516-110 increasing the contract amount by \$89,965 was approved by Council on November 22, 2022, to add Program Management Services for the North Base Wash Bay Project/North Base, Phase II.

DISCUSSION:

Amendment Nine to Contract K-1516-110 is proposed to add additional professional services related to the purchasing of furniture and coordination of moving offices for the Development Center and the Municipal Building (Phase 1) and the Municipal Court (Phase 2). The proposed fee for these services is \$90,500 (\$35,000 for Phase 1 and \$55,500 for Phase 2).

Funds in the amount of \$55,500 are available in the Capital Fund, Municipal Complex Renovations, Design (2008 General Obligation Bond Funds; Account 50196644-46201; Project BP0045) and funds in the amount of \$30,000 are available in the Capital Fund, Municipal Complex Renovations, Design (Account 50196644-46201; Project BG0075).

RECOMMENDATION:

Staff recommends approval of Amendment 9 to Contract K-1516-110.

**AGREEMENT FOR PROGRAM MANAGEMENT SERVICES
AMENDMENT NO. 9**

This Amendment No. 8 to Contract K-1516-110 is between the City of Norman, Oklahoma, a municipal corporation, (hereinafter referred to as the “City”), the Norman Municipal Authority and ADG P.C., (hereinafter referred to as the “Program Manager”).

WITNESSETH:

WHEREAS, the parties entered into Contract K-1516-110 on February 23, 2016 for the purpose of providing a variety of services including but not limited to facilities assessment, planning and programming, architectural and engineering plan review, design and construction coordination and construction observation services for certain upcoming City construction projects (“Program Management Services”); and

WHEREAS, the parties executed Amendment No. 1 to K-1516-110 on June 27, 2017, which added projects and costs in the amount of \$130,037 relating to Reaves Park, Griffin Park, and the Westwood Tennis and extended the contract for an additional 36 months to cover the added projects.

WHEREAS, the parties executed Amendment No. 2 to K-1516-110 in the amount of \$1,411,727 on February 26, 2019, after evaluation of the current status of the projects originally included in Contract K-1516-110 and Amendment No. 1 thereto, as well as future Norman Forward needs for the City, and the desire to extend the Program Manager’s provision of Program Management Services for 36 additional months for a new list of projects, including some already within K-1516-110 and as well as Ruby Grant Park, Park Maintenance Building, and the Adult Softball and Football Complex.

WHEREAS, the parties executed Amendment No. 3 to K-1516-110, in the amount of \$263,000 on March 24, 2020, adding buildings included in the Municipal Complex Renovations that will be funded in part by General Obligation Bonds, which will be issued by the Norman Municipal Authority, thus necessitating the addition of the Norman Municipal Authority to this contract as a party thereof.

WHEREAS, the parties executed Amendment No. 4 to K-1516-110, in the amount of \$157,180 on September 8, 2020, adding Construction Phase Services for the North Base Complex, Phase 1 Project including the Fleet/Transit Maintenance Facility and Parks Maintenance Facility) to the scope of projects receiving program management services.

WHEREAS, the parties executed Amendment No. 5 to K-1516-110 to add Existing Furniture FF&E Services to assess and document existing furniture to verify existing furniture location / quantity / condition / description, analysis of the existing furniture and recommendations for relocation, and placement of that furniture on the floor plans of the new Norman Municipal Complex Development Center; to increase Program Management Services fees in connection with the increased project scopes for the Indoor Aquatics Facility, Indoor Multi-Sport Facility, and Senior Wellness Center; and to add FF&E Design

and Procurement Services for the Indoor Aquatics Facility, Indoor Multi-Sport Facility, Senior Wellness Center and North Base Complex Fleet/Transit Maintenance Facility.

WHEREAS, the parties executed Amendment No. 6 K-1516-110 to add Program Management Services and FF&E Design and Procurement Services for the Emergency Communications & Operations Center; and

WHEREAS, the parties executed Amendment No. 7 to K-1516-110 to add Program Management Services for the Municipal Complex Renovations (Phase III, Building C).

WHEREAS, the parties executed Amendment No. 8 to K-1516-110 to add Program Management Services for the North Base Wash Bay, including Davis Bacon Compliance Administration, Construction Phase Services, and Close-out and Post-Construction Services totaling as much as \$89,865.00.

WHEREAS, the parties desire to enter into Amendment No. 9 to K-1516-110 in order to add Professional Services additional professional services related to the purchasing of furniture and coordination of moving offices for the Development Center and the Municipal Building (Phase 1) and the Municipal Court (Phase 2) in the amount of \$90,500, as set forth below.

NOW, THEREFORE, the parties desire to amend Contract No. K-1516-110 as follows:

Substitution of Exhibits A and B, as well as addition of Exhibit C6:

Exhibits A, and B to Contract K-1516-110, originally approved February 23, 2016, amended September 8, 2020, and replaced with Amendment No. 7 shall be removed by agreement of the parties and fully replaced with Exhibits A and B attached hereto. Exhibit C6 attached hereto shall be added to Exhibits C, C2, C3, C4, and C5.

All other terms of Contract K-1516-110 shall remain in full force and effect.

IN WITNESS WHEREOF, the CITY and the PROGRAM MANAGER have executed this Agreement.

DATED this _____ day of _____, 2022.

CITY OF NORMAN, OKLAHOMA
("City")

NORMAN MUNICIPAL AUTHORITY
("NMA")

By: _____
Mayor Larry Heikkla

By: _____
Chairman Larry Heikkla

ATTEST:

ATTEST:

By: _____

By: _____

Brenda Hall, City Clerk

Brenda Hall, Secretary

Approved as to form and legality this 8th day of December, 2022.

City Attorney

ADG P.C.
("Program Manager")

By: [Signature]
Name: JAMES C. WITCHEL
Title: PRINCIPAL

ATTEST:

By: [Signature]
Title: Office Coordinator



EXHIBIT A BASIC SERVICES

Upon written direction by the City, the Program Manager hereby agrees that it will perform in accordance with the standard of care as identified in the Standard of Care paragraph of the Contract, the following Basic Services required for the development and implementation of the Program. The following projects shall be considered within the scope of the Program and BASIC SERVICES

- Central Library
- Reaves Park
- Griffin Park
- Westwood Tennis Enclosure
- Senior Center
- Indoor Multi-Sport Facility
- Indoor Aquatic Facility
- Ruby Grant
- Parks and Recreation Maintenance Facility
- Softball & Football Complex
- Municipal Complex Renovations (Phase I and II: 2008 Bond Authorization)
- North Base Maintenance Complex
- Emergency Communications and Operations Center (ECOC)
- Municipal Complex Renovations (Phase III: Building C)
- North Base Fleet Wash Bay
- **Municipal Complex: Existing Furniture Relocation**

A. Program Management Services

- a. **Weekly Oversight**
- b. **Budget Management** – review the overall program budget items and issues with the City as appropriate or as requested during the program schedule.
- c. **Schedule Management** – review overall program schedule items and issues with the City as appropriate during the program timeline and report findings as necessary or as requested by the City.
- d. **Contract Review, as required**
- e. **Monthly Reporting** – prepare an overall program progress report monthly identifying status, various Project issues, program schedule status and issues, and program budget status and issues for review with the City.

B. Pre-Design Phase Services

- a. **Outreach**
 1. **Prepare, Attend and Document Public Meetings:** As the City's Program Manager, ADG will prepare for, attend, and document specific Project meetings with the public so the City's interests are addressed and the City has a record of the Public's feedback. This effort includes developing Action Items to be completed, documenting of information needed to prepare for the next public meeting, and documentation showing how the City has addressed public concerns.

- b. **Ongoing Outreach Activities:** This effort includes addressing Project-specific issues and concerns, working with the City to develop Project specific outreach strategies and implementation, and providing ongoing counsel to the City about Project specific outreach status, schedule and public perception.
- c. **Report at City Council Meetings:** This effort includes preparing for, attending, presenting, and documenting Project status, issues, and recommendations to the Norman City Council.
- d. **Programming**
 - i. **Attend and Document Stakeholder Meetings:** As the City's Program Manager, ADG will prepare for, attend, and document meetings with Project Stakeholders so the City's interests are addressed and the City has a record of the Stakeholders' feedback. This effort includes developing Action Items to be completed by all team members including the City's consultants in charge of Project design and construction as necessary.
- e. **Review Project Requirements:** ADG will assist in the development and or review of the City's Project requirements. The Project Requirements form the basis for the development of the Project and include the needs and criteria the design team is to follow during the development of the Project documents.
- f. **Review Space Program:** ADG will assist in the development and or review the Space Program for the Project. The space program is a mathematical model outlining each space's intended use and the required square footage necessary to meet the user(s)' needs and the City's Project Requirements.
- g. **Review Project Schedule and Budget:** ADG will review the design team's development schedule and budget for readily observable errors and omissions. Additionally, ADG will review the schedule and budget based on construction techniques and costs common to the Norman area.
- h. **Review RFQ and RFP:** ADG will assist in the development and or review of RFQs and RFPs for design services as appropriate for each Project. RFQs and RFPs are the basis for complete and quality work provided by qualified consultants.
 - i. **Incorporate into the Overall Implementation Plan:** ADG will analyze, review, and incorporate the Project's specifics into the overall Program Schedule then update this information for the period of performance of the contract.

C. Construction Document and Cost-Estimate Review

- a. **Construction Document Review:** ADG will review the City's consultants' submittals on behalf of the City reviewing the consultants' documents for readily observable omissions, code issues, ADA issues, etc. ADG will also review the documents to make sure the consultants are picking up specific items the City wants addressed as discussed in meetings and reviews with the consultants'; Action Item follow up. Additionally, ADG will review the documents for constructability noting issues and concerns from a contractor's point of view.
 - i. **Cost Estimate Reviews:** ADG will review the consultant's cost estimate at each submittal. ADG will apply known current local market cost information to the consultant's quantities as a check to the Project budget.
 - ii. **Other Items:** A value review will be completed at the end of each review, ADG will assemble comments and suggestions from the review team to identify areas where better value may exist by using different manufacturers/materials and/or different construction techniques. LEED Review and Consultant invoice review will also be completed by ADG on an as-needed basis.

D. Bid/Construction Phase Services

- a. **Review RFQ and RFP:** ADG will assist in the development and or review RFQs and RFPs for construction services as appropriate for the Project. RFQs and RFPs are the basis for complete and quality work provided by qualified contractors.
- b. **RFI and Change Order Assistance:** when requested, ADG will review RFI's and Change Orders requiring assessment by the City.
 - i. **Monitor Progress and Pay Application Review:** ADG will attend weekly construction meetings conducted by the Contractor. ADG will review Project progress to determine in general if the Work is being completed in conformance with the Contract Documents. ADG will document field observations at each site visit in order to determine in general if Pay Applications are representative of the Work performed for the specified period.
 - ii. **Punchlist Preparation and Review:** ADG will review a Punchlist prepared by the Contractor for Substantial Completion and back-check the Punchlist items as they are completed. Program Manager will add to and supplement the Contractor's Punchlist as required.
 - iii. **Prepare Monthly Report:** ADG will prepare a progress report monthly identifying the status of the Project, the Project schedule, and the Project budget for review with the City.

E. Furniture, Fixtures, & Equipment (FF&E) Services

- a. ADG's Basic Services consist of those described below. Services not included below are Supplemental or Additional Services.
 - i. Fees associated with FF&E Services have been itemized on a per-project basis in Exhibit C, C1, C2, and C3. Absence of an itemized FF&E fee for a specific project within the program is indicative of FF&E Services being excluded from the Scope of Basic Services.
- b. ADG shall coordinate its services with those services provided by the Owner. ADG shall be entitled to rely on (1) the accuracy and completeness of the services and information furnished by the Owner and (2) the Owner's approvals. ADG shall provide prompt written notice to the Owner if ADG becomes aware of any error, omission, or inconsistency in such services or information.
- c. As soon as practicable after the date of this Agreement, ADG shall submit for the Owner's approval a schedule for the performance of ADG's FF&E services. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by ADG or Owner. With the Owner's approval, ADG shall adjust the schedule, if necessary, as the Project proceeds until the commencement of the FF&E Work.
- d. **Schematic Design Phase Services**
 - i. ADG shall review information furnished by the Owner, and shall review laws, codes, and regulations applicable to ADG's services.
 - ii. ADG shall discuss with the Owner alternative approaches to design and selection of FF&E, and options for procuring FF&E.
 - i. Based on the Owner's approval of the program, ADG shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of preliminary furniture layouts, and may include preliminary options for FF&E.
 - ii. ADG shall consider sustainable design alternatives, such as material choices, together with other considerations based on program and aesthetics, in developing a design that is consistent with the program, Owner's schedule, and the Owner's budget for the Cost of the Work for FF&E. The Owner may obtain more advanced sustainable design services as an additional service.

- iii. ADG shall consider the value of alternative materials together with other considerations based on program and aesthetics, in developing a design for the FF&E for the Project that is consistent with the program, Owner's schedule, and the Owner's budget for the Cost of the Work for FF&E.
- iv. ADG shall submit to the Owner an estimate of the Cost of the Work for FF&E.
- v. ADG shall submit the Schematic Design Documents to the Owner and request the Owner's approval.

e. Design Development Phase Services

- i. Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work for FF&E, ADG shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents. The Design Development Documents shall include FF&E selections and specially designed FF&E items or elements, and may include product data and illustrations to indicate finished appearance and functional operation of FF&E.
- ii. ADG shall update the estimate the Cost of the Work for FF&E.
- iii. ADG shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate, and request the Owner's approval.

f. Furniture, Fixtures, & Equipment - Documents Phase Services

- i. Based on the Owner's approval of the Design Development Documents, ADG shall prepare for the Owner's approval FF&E Documents consisting of drawings and specifications setting forth in detail the FF&E Work for the Project, including requirements for location, procurement, fabrication, shipment, delivery, and installation of the FF&E. The Owner and ADG acknowledge that in order to perform the Work the Vendor will provide additional information, including shop drawings, product data, samples, and other similar submittals, which ADG shall review.
- ii. ADG shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the FF&E Documents.
- iii. ADG shall submit the FF&E Documents to the Owner, update the estimate for the Cost of the Work for FF&E, and advise the Owner of any adjustments to such estimate, and request the Owner's approval.

g. Furniture, Fixtures, & Equipment – Procurement Phase Services

- i. Following the Owner's approval of the FF&E Documents, ADG shall assist the Owner in establishing a list of prospective vendors for FF&E.
- ii. ADG shall assist the Owner in obtaining quotations for FF&E. Quotation Documents shall consist of quotation requirements and the proposed Contract Documents.
- iii. ADG shall prepare written responses to questions from prospective vendors and provide written clarifications and interpretations of the Quotation Documents in the form of addenda.
- iv. ADG shall assist the Owner in reviewing quotations. ADG shall assist the Owner in awarding contracts for vendors.

h. Furniture, Fixtures, & Equipment – Contract Administration Phase Services

- i. Assistance with coordinating schedules for fabrication, delivery, and installation of the Work. ADG will not be responsible for failure of a Vendor to meet schedules for completion or to perform its respective duties and responsibilities in conformance with such schedules.
- ii. Review and approval, or other appropriate action, of Vendor submittals such as Shop Drawings, Product Data, and Samples – but only for the limited purpose of checking for conformance with the information given and the design concept expressed in the Contract Documents.
- iii. As the buyer of goods, the Owner shall receive, inspect, and accept or reject furniture, furnishings, and equipment at the time of their delivery to the premises and installation unless otherwise agreed. ADG will not act as the Owner's agent in contractual matters.
- iv. ADG shall review final placement and inspect for damage, quality, assembly, and function in order to determine that furniture, furnishings, and equipment are in accordance with the requirements of the Contract Documents. ADG may recommend to the Owner acceptance or rejection of furniture, furnishings, and equipment.
- v. ADG shall visit the Project premises at intervals appropriate to the stage of the Vendor's installation to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. ADG shall not have control over, charge of, or be responsible for the means, methods, techniques, sequences, or procedures of fabrication, shipment, delivery or installation, or for the safety precautions and programs in connection with the Work, as these are solely the Vendor's rights and responsibilities under the Contract Documents.

i. Additional Scope

i. Development Center:

1. Initial value engineering exercise, due to furniture budget decrease, prior to existing furniture inventory
2. Secondary value engineering exercise and updates after existing furniture inventory was complete
3. Scope additions due to architectural millwork value engineering (treasury, customer service, admin spaces, breakroom)
4. Coordination and revision of furniture layout at the Planning open office area with McKinney Partnership due to architectural millwork changes
5. Floor plan changes in Planning
6. Revised furniture programming and selections twice based upon re-evaluations of furniture needs and changes by Planning occupants
7. Updates to existing furniture inventory as occupants have archived and moved furniture/storage

ii. City Hall, Building 201:

1. New furniture in offices in Mayor's Suite & reception desk that were added to scope
2. Document review for new fixed seating in Chambers

3. Revisions to Cardex unit area that required additional coordination with McKinney Partnership

- iii. Municipal Courts:

1. Post inventory changes in FF&E
2. Additional sit test and finishes meeting to select non-standardized finishes

F. Davis Bacon Compliance Administration – North Base Maintenance Complex, ECOC, and North Base Wash Bay

- a. Included in the scope of this task will be to serve as the City's designated representative to ensure all responsibilities of the assistance recipient are met. These requirements are below.
- b. **Wage Determinations:** ADG will obtain all necessary wage determinations from the Wage Determination website at <https://beta.SAM.gov> as directed by the Department of Labor. Wage determinations will be updated throughout the project based on Department of Labor Guidance.
- c. **Bid/Contract Documents:** ADG will assemble wage determination and labor provision documents as required by the Department of Labor and provide them in digital form to the City for further distribution to the City's General Contractor and the General Contractor's sub-contractors.
- d. **Notices and Posters:** ADG will ensure the "Employee Rights Under the Davis-Bacon Act" poster as well as applicable wage determination information is located in a prominent and accessible location easily seen by employees.
- e. **Debarred Companies:** ADG will search all contractors through the Office of Federal Contract Compliance Programs Debarred Companies tool at www.sam.gov/SAM/ to ensure no contracts are awarded to ineligible contractors.
- f. **Certified Payrolls:** ADG will spot check weekly certified payrolls received by the City from the General Contractor. It is anticipated that these reviews will focus on DBRA compliance and that certified payrolls received by the City will be accompanied by Federal Form WH-347. Following our review, ADG will submit written documentation to the City indicating whether the certified payroll is in fact in compliance with current DBRA requirements. It is anticipated that this documentation will largely be for City of Norman's files in the event that an audit is conducted by the FTA at a later date. It is anticipated that the Contractor (or payment supervisor) will provide a signed Statement of Compliance with each certified payroll submittal. ADG will support the City in periodically submitting assurance to the Sponsored Projects Office (SPO) certifying that Davis-Bacon has been satisfied for each week employees are paid.
- g. **Sole Source Contracts:** In the event of a sole source contract, ADG will ensure the proper wage determinations are included in the contract as well as all labor standards that apply.
- h. **On-Site Interviews:** ADG will conduct regular, half-day, on-site interviews with laborers and mechanics of contractors and sub-contractors using Standard Form 1445 to validate and test payroll data. ADG will interview at least one person from every contractor and subcontractor company on the job site. At least one interview will be completed within the first two weeks after construction begins and whenever a new subcontractor begins work on the project. A final interview round will be completed near substantial completion of the project while workers are still on site. In the event that a contractor or sub-contractor is anticipated to be at risk for violating prevailing wage requirements and/or there is a complaint, ADG will increase the frequency to half-day, monthly, targeted on-site interviews to ensure laborers and mechanics are being paid the correct wage rates and fringe rates in accordance with the most recent wage determinations. All interview forms will be provided by ADG in digital form for the City's records.

- i. **Periodic Apprentices and Trainees Review:** During on-site interviews, ADG will ensure all contractor and sub-contractor apprentices and trainees are either (1) registered with one of the approved apprenticeship program agencies, or (2) qualifies as a person in the first 90 days of probationary employment as an apprentice in such apprenticeship program, who is not individually registered in the program, but who has been properly certified to be eligible for probationary employment as an apprentice. In addition, ADG will ensure apprentices and trainees are making the proper wage rate specified by the particular program in which they are enrolled, expressed as a percentage of the journeyman rate on the wage determination, and that they are utilized at the job site per the ratio of journeymen permitted under the approved program.
- j. **Report Potential Violations:** ADG will notify the City of Norman immediately of any potential Davis-Bacon violations with documentation to report to the EPA Davis-Bacon contact and DOL Wages and Hours District Office of Oklahoma.
- k. **Maintain Full Documentation:** ADG will provide the City all files related to the project on an on-going basis as well as two copies of a complete master file after the project is completed, packaged on either a CD or hard drive for the City's records. Guidance from DOL indicates that records provided by ADG should be kept on file by the City of Norman for no less than 3-years following the completion of the project.
- l. **Check DBE Subs:** In cases where the Contractor includes any Disadvantaged Business Entity (DBE) sub-contractors, ADG will verify during on-site interviews that the DBE sub-contractor is present on the site and is properly identified in the payroll.
- m. **Prompt Payment:** ADG will do a periodic review to ensure the General Contractor is paying all sub-contractors in a reasonable and timely manner.
- n. **Federal Grant Allocation Assistance:** ADG will support the City in the administration of Federal Grant dollars and provide any necessary documents, reports, or other relevant materials to communicate the status of Federal funding on this project.

G. Construction Phase Services – North Base Maintenance Complex, ECOC, and North Base Wash Bay

- a. Included in the scope of this task will be the general coordination and correspondence with the City of Norman, the General Contractor (GC) or Construction Manager (CM) and the Architect until such time that an NTP has been issued by the City to the GC or CM. Once the noted NTP has been issued and construction activities have started, the following activities below will be completed by ADG.
- b. **Weekly Site Visits:** ADG will make a total of two (2) site visits each week. It is anticipated that these site visits will be no more than a half-day in length and will include general construction observation for conformance with the Construction Documents. Photo documentation of current construction activities and the general status of the project will be made with each visit. One (1) visit each week will be completed immediately before or immediately after the weekly OAC meeting for the project. Attendance at the weekly OAC meeting will be included in the scope of this task.
- c. **Monitor Owner's Consultants:** ADG will monitor consultant activities on a weekly basis. This effort will include tracking the status of specific construction-related action items (RFIs, ASIs, Submittals, etc.) to ensure Consultants retained by the Owner are completing activities in a diligent and efficient manner.
- d. **Weekly Field Reports:** ADG will provide a weekly field report that includes a narrative speaking to Work Observed, Items Discussed and Deficiencies Noted. In addition, photo documentation of the status of construction during these visits will be provided. Reports will be submitted to the City for further distribution as appropriate.
- e. **Monthly GC / CM Pay Application Review:** ADG will review Monthly Pay Applications prepared by the GC / CM to confirm the noted application correctly reflects the work completed by the GC / CM to date.

Notes and comments will be added as appropriate and forwarded on to the City for review and consideration.

- f. **Monthly/Weekly Schedule Review:** Schedules provided by the GC / CM will be reviewed to confirm that current tasks, phases, and activities are tracking correctly to complete the project on time. ADG will identify for the City any future tasks, phases, or activities which ADG believes may be of issue or effect the anticipated completion date of the project. It is anticipated that the rhythm of this review will coincide with the frequency at which the GC / CM issues the project schedule.
- g. **Review of PCOs and Change Orders:** ADG will review PCOs and Change Orders issued by the GC / CM to the Owner. The goal of this review will be to ensure changes to the construction contract are warranted and cost-appropriate. Notes and comments will be added as appropriate and forwarded on to the City for review and consideration.
- h. **Monitor Submittal and RFI process:** To ensure that the Consultant team and GC / CM are properly assisting each other in the documentation of construction activities, ADG will monitor the submittal and RFI process. This effort will include weekly review of the GC's / CM's RFI and Submittal logs to check for items which may be overdue. Follow-up conversations and correspondence with the Consultant team and/or GC / CM will be completed by ADG as appropriate.
- i. **Review of Proposed Construction Changes:** In the event that changes to the scope or nature of construction is proposed by either the Design Team or the GC / CM, ADG will review the proposed changes and provide input and recommendations to the City of Norman for consideration.

H. **Close-Out and Post-Construction Services – North Base Maintenance Complex, ECOC, Municipal Complex (Phase III: Building C), and North Base Wash Bay**

- a. As construction nears completion, ADG will support the City by assisting the project team with close-out and post-construction services. Included in the scope of this task will be ADG's attendance at pre-final and final walk throughs. ADG will monitor the completion of punch list items identified by the design team and will communicate punch list status to the City as appropriate. It is also anticipated that the GC and/or their sub-contractors will be providing some level of systems training at the completion of the project. ADG will monitor this effort to ensure adequate training and information is provided to the City on all pertinent building systems. ADG will also monitor the submittal of all close-out documents including manuals, warranties, and other related materials to the Owner by the GC / CM and vendors involved in the project.

I. **Existing Furniture FF&E Services**

- a. ADG's Basic Services for Existing FF&E Inventory consist of those described below. Services not included below are Supplemental or Additional Services.
- b. Included in the scope of this task is to assess and document existing furniture (at the locations listed below) to verify existing furniture location/quantity/condition/description, analysis of the existing furniture and recommendations for relocation, and placement of that furniture on the floor plans. It is understood that the scope of work at the City of Norman Campus to include furniture and movable storage (office equipment excluded) in the following areas:
 - i. Building A
 - ii. Building B
 - 1. Limited to Municipal Court on the main floor
 - 2. Police Department on the main floor and Basement are not included in this project scope.
 - iii. Building C

1. The following rooms will be inventoried, but will not have existing furniture items relocated:
 - a. West Conference Room
 - b. Computer Training Lab
 - c. HR Storage / ID Photo Area
 - d. HR Files
 - e. Computer Specialist Office
 - f. HR Admin Tech IV Office
 - g. HR Benefits Specialist Office
 - h. HR Files / Storage
 - i. HR Testing Room
 - j. HR Employment Tech Office (and empty office adjoining)
 - k. HR Conference Room
 - l. HR Copy Room / Storage / Breakroom
 - m. Director of Human Resources Office
 - n. HR Safety Manager Office
 - o. HR Training & Development Manager Office
 - p. Series Programmer / Web Developer / Telecommunications Office
 - q. Three (3) System Administrator Offices
 - r. Program Analyst Office
 - s. Three (3) System Support Tech Offices
 - t. IT Admin Tech IV Office
 - u. Training Bridge Office
 - v. Network Support Supervisor Office
 - w. Director of IT Office
 - x. IT Operations Manager Office
 - y. Printer Services Operator I Office
 - z. Printer Services Operator II Office
 - aa. Print Shop Paper Storage
- iv. Building 201
 1. Limited to Large Conference Room and Mayor's suite
- v. 115 West Gray Street – Couch Communications
- vi. Cascade Water Tower

J. Existing Furniture Relocation Services for Development Center and Municipal Court

- a. Obtain cost estimates from moving companies, assist CON move coordinator/representative in selection of moving company, coordinate dates/times with selected moving company after move/relocation schedule is finalized

- b. Verify current locations of existing tagged furniture per furniture inventory, performed by ADG in the Summer of 2019, from Cascade Water Tower, 115 W. Gray (Couch Communications), CON Building A, CON Building C
- c. Provide furniture floor plan layout diagrams for relocated existing furniture, new furniture, and remaining existing furniture to be relocated to Surplus (diagrams provided at each room in existing location and new location)
- d. Coordinate with the CON move coordinator/representative regarding IT installation
- e. Coordinate with CON move coordinator/representative, ADG|Blatt program management, furniture dealer, and general contractor for furniture installation dates, phasing, and sequencing
- f. Create schedule to integrate existing furniture relocation with new furniture delivery phasing and sequencing
- g. Provide on-site coordination of FF&E deliveries and relocation
- h. Provide final documentation of surplus FF&E as cross-referenced with the existing furniture inventory

EXHIBIT B ADDITIONAL SERVICES

Additional Services will only be provided upon prior written and clearly detailed direction of The City. The Program Manager may be directed to perform any, all, or none of the following Additional Services:

1. Provide assistance, analysis and coordination of work or services to be performed under separate contracts or to be performed by The City's own forces, which work or services are outside the scope of work of Program Manager's contracted services.
2. Provide analysis and services related to future facilities, systems improvements and equipment, which are not intended to be designed or constructed as a part of the Program.
3. Provide "ground-up" construction cost estimates for Projects, except for conceptual cost estimates required to produce the Program Budget.
4. Provide architectural and engineering design services required for any individual Project that includes but is not limited to building design, selection and procurement of equipment and other related equipment for the individual Projects.
5. Gathering, reviewing or analyzing data not directly related to the physical plant of any Project, such as demographic information, Information Technology, security or transportation.
6. Make revisions due to deficiencies or conflicts in documents prepared by The City, third party architects and/or engineer of record for any Project, if required, in which case the Program Manager agrees to perform the revisions according to reasonable professional standards and accepts responsibility for the work performed.
7. Provide professional services made immediately necessary by the default of the architect and/or engineer of record or contractor for any Project, if required, in which case the Program Manager agrees to perform the revisions according to reasonable professional standards and accepts responsibility for the work performed.
8. Trips requested by The City which require travel of more than 50 miles in one direction.
9. Produce miscellaneous presentation materials not originally anticipated as a part of the Program.
10. Provide extraordinary and continuing alternative dispute resolution services.
11. Prepare to serve or serve as expert witness in connection with any legal proceeding.
12. Provide detailed building surveys and produce existing condition drawings of structures to be remodeled, renovated or removed. These services may include the conversion of existing drawings to electronic media.
13. Provide assistance in public relations or marketing efforts either with Program Manager's employees directly or through a sub-consultant of Program Manager, which sub-consultant will be submitted to Program Coordinator for approval.
14. Prepare a Master Plan focusing on the urban nature of the site.
15. Services required by Program Manager resulting from delays caused in whole or in part by:
 - a. Changes to the Program or to Project(s) directed by The City
 - b. Default of Architect, Contractor or Construction Manager
16. Assessment of existing FF&E for reuse except for the facilities specifically described under Basic Services.

17. Provision of program management services beyond March 1, 2022. Exceptions to this item exist. The following services are included in Basic Services and are anticipated to extend past the subject date:
 - a. Municipal Complex Renovations: Phase I and II (2008 Bond Authorization).
 - b. Senior Wellness Center
 - c. Indoor Aquatics Facility
 - d. Indoor Multi-Sport Facility
 - e. Reaves Park
 - f. ECOC
 - g. Municipal Complex Renovations: Phase III (Building C)
 - h. North Base Wash Bay
 - i. **Municipal Complex: Existing Furniture Relocation**
18. Provision of Basic Services for portions of the Young Family Athletic Center associated with financial contributions by Norman Regional Health Systems.
19. Davis-Bacon Compliance Administration: weekly correspondence with FTA or DOL regarding Certified Payrolls
20. Monthly budget reports related to the North Base Maintenance Complex
21. Cost-estimating services related to the North Base Maintenance Complex
22. Public presentations related to the North Base Maintenance Complex

**EXHIBIT C6
COMPENSATION AND SCHEDULE OF VALUES
CONTRACT FOR PROGRAM MANAGEMENT SERVICES**

BASIC SERVICES

In addition to the Basic Services contained in Exhibit C, Program Manager shall also be compensated on each project according to the following schedule:

COMPENSATION SUMMARY		Fee (Lump Sum)
19.0	Municipal Complex: Existing Furniture Relocation	\$ 90,500
19.1	Existing Furniture Relocation for Development Center and Municipal Court	\$ 55,500
19.2	Additional Project Scope for Municipal Complex FF&E	\$ 35,000
	Total Fee	\$ 90,500

All reimbursable expenses, including the cost of sub-consultants shall be billed to the Owner at Cost + 15%. Not to Exceed (NTE) limits for Reimbursable Expenses shall apply per the following schedule:

18.0 North Base Wash Bay \$10,000

Travel expenses shall be billed at the rate then published by the General Accounting Office of the Federal Government.

ADDITIONAL SERVICES

Additional Services shall be billed to the City on an hourly basis according to the following schedule:

Administrative Staff

Principal	\$250/hr
Director of Program Management	\$230/hr
Director of Urban Planning	\$160/hr
Director of Landscape Architecture	\$125/hr
Program Management Project Manager	\$ 90/hr
Office Coordinator	\$ 60/hr
Marketing Manager	\$110/hr
Marketing Coordinator	\$ 95/hr
BIM Manager	\$110/hr
Project Coordinator	\$ 85/hr

Construction Administration Staff

Senior Construction Administrator	\$ 85/hr
Construction Administrator	\$100/hr

Production Staff

Project Manager (Architect III)	\$180/hr
Architect II	\$125/hr
Architect I	\$115/hr
Intern Architect III	\$105/hr
Intern Architect II	\$ 95/hr
Intern Architect I	\$ 90/hr
Architectural BIM Specialist	\$ 65/hr
Specification Writer	\$100/hr

Design Staff

Director of Architecture	\$225/hr
Director of Design	\$280/hr
Interior Design Manager	\$135/hr
Interior Designer III	\$130/hr
Interior Designer II	\$105/hr
Interior Designer I	\$ 70/hr

Engineering Staff

Director of MEP	\$215/hr
Mechanical Designer I	\$100/hr
Mechanical Designer II	\$125/hr
Mechanical Designer III	\$150/hr
Mechanical Engineer I	\$125/hr
Mechanical Engineer II	\$150/hr
Mechanical Engineer III	\$175/hr

Program Management

Director of Program Management	\$230/hr
Project Coordinator	\$ 85/hr
Construction Observer II	\$105/hr

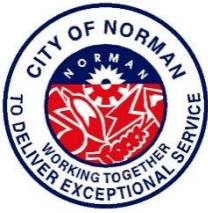
Construction Observer II	\$130/hr
Project Manager I	\$ 90/hr
Project Manager II	\$125/hr
Project Manager III	\$160/hr
Project Manager IV	\$180/hr

The Program Manager shall notify the City, and receive a written authorization from the City, prior to providing any services which are outside the scope of BASIC SERVICES. Part of this notification shall include an estimated Not to Exceed cost for provision of the additional services.

Additional Services invoiced to the City shall be grouped by phase, task, or activity as directed by the City. All reimbursable expenses, including the cost of sub-consultants, shall be billed to the City at cost + 15%.

File Attachments for Item:

15. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. TWO TO CONTRACT K-2021-75:
BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND E SOURCE COMPANIES, L.L.C., INCREASING THE CONTRACT AMOUNT BY \$1,372,980 FOR A REVISED CONTRACT AMOUNT OF \$1,601,640 FOR ADVANCED WATER METER INFRASTRUCTURE PROJECT AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/13/2021

REQUESTER: Nathan Madenwald, P.E., Utilities Engineer

PRESENTER: Nathan Madenwald, P.E., Utilities Engineer

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. TWO TO CONTRACT K-2021-75: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND E SOURCE COMPANIES, L.L.C., INCREASING THE CONTRACT AMOUNT BY \$1,372,980 FOR A REVISED CONTRACT AMOUNT OF \$1,601,640 FOR ADVANCED WATER METER INFRASTRUCTURE PROJECT AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

The City of Norman water system includes approximately 41,000 water meters that measure water usage for water and sewer billing purposes. The majority of the meters (approximately 39,000) are manually read by meter readers (physically remove the meter lid and read the current usage on the register) and 2,000 meters are read using automated meter reading (AMR; remote sensor used to collect data while driving by in a truck). As the number of meters increase, staffing levels would have to proportionally increase to ensure that meters are read timely and accurately. Insufficient staffing levels can result in missed reads or inaccurate reads that impact customer service and billing revenues. Additionally, the majority of the water meters in Norman have aged past their expected useful life and warrant replacement.

The current state of the water industry is such that Advanced Metering Infrastructure (AMI) has become more commonplace and is being implemented by more utilities. With AMI, meters would be read remotely using cellular infrastructure on water towers (or additional towers if necessary) multiple times per day. With this new system, the following benefits will be realized:

1. Meter reads would occur regularly ensuring more accurate billing;
2. Improved customer service since usage data will be more available to the customer and leak or usage alerts could be configured to notify the customer more timely;
3. Aged meters will be replaced with new, more accurate meters; and
4. Staff would no longer be required to read each meter manually and could be used for other work efforts.

On June 8, 2021, the Norman Utilities Authority (NUA) approved Contract K-2021-75. This contract included work to complete the Assessment Phase of the project and confirm that the

NUA had a positive business case to implement Advanced Water Meter Infrastructure. This information was presented to the NUA/City Council on September 28, 2021. Amendment No. 1 to the contract was approved on October 26, 2021, to complete the procurement phase of the project.

Request for Proposal RFP-2223-13 was issued on August 26 and September 1, 2022. Five proposals were received and were reviewed by a City evaluation team. Three proposers were short-listed for the project and were interviewed on November 15-17, 2022. Staff is currently working with E Source to contract with the highest rated vendor.

DISCUSSION:

The proposed Amendment No. 2 will be for the Implementation and Project Closeout Phase of the project. This phase of the project will be for approximately 24 months and will include consulting services for Information Technology-required improvements to integrate the new system with current billing and customer information systems; management and verification of vendor work; change management for City departments; and customer engagement support.

On November 4, 2022, the NUA secured a \$15,000,000 Statewide Revolving Fund loan from the Oklahoma Water Resources Board (OWRB) to fund this project. An appropriation of these loan proceeds will be needed to fund Amendment No. 2.

RECOMMENDATION 1:

Staff recommends the NUA approve Amendment No. 2 to Contract K-2021-75 in the amount of \$1,372,980 for a revised contract amount of \$1,601,640 with E Source Companies, LLC for Consulting Services for the Advanced Water Metering Infrastructure project (Project WA0351).

RECOMMENDATION 2:

Staff recommends that the NUA appropriate \$1,372,980 from the 2022 OWRB loan proceeds via Water Fund Balance (account 31-29000) to Advanced Water Metering Infrastructure Project, Construction (Account 31993361-46101; Project WA0351).

**AMENDMENT NO. 2
TO AGREEMENT
FOR
CONSULTING SERVICES**

This Amendment No. 2 dated this _____ day of _____ 2022 is made a part of the Agreement dated June 8, 2021, and Amendment No. 1 dated October 26, 2021, between the Norman Utilities Authority (OWNER) and E Source Companies, LLC (CONSULTANT) for professional consulting services.

1. The times for the performance of CONSULTANT's services of said Agreement are amended as set forth in Attachment A, attached hereto and incorporated by reference herein.
2. The Scope of Services of CONSULTANT of said Agreement is amended and supplemented as described in Attachment B attached hereto and incorporated by reference herein.
3. The method of payment for services rendered by CONSULTANT shall be set forth in Attachment C, attached hereto and incorporated by reference herein.

Acceptance of the terms of this Amendment is acknowledged by the following authorized signatures of the parties to the Agreement. All other particulars in the original Agreement or Amendment No. 1, and not specifically referenced in this Amendment No. 2 remain in effect and unchanged.

--- REMAINDER OF PAGE LEFT BLANK ---

IN WITNESS WHEREOF, OWNER and CONSULTANT have executed this AGREEMENT.

DATED this _____ day of _____, 2022.

E Source Companies, LLC – CONSULTANT

By: Ted Schultz
Printed Name: Ted Schultz
Title: CEO

ATTEST

Kathleen Perrone
Kathleen Perrone
Sr. Operations Specialist

Norman Utilities Authority- OWNER

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

City Attorney

APPROVED by the Trustees of the Norman Utilities Authority this _____ day of _____, 2022.

ATTEST

By: _____
Printed Name: _____
Title: _____

ATTACHMENT A

SCHEDULE

The following estimated project schedule is preliminary in nature and subject to change but represents a high-level overview of the general timeline of events in the proposed scope of work. The actual project schedule will be refined with Norman's input during project implementation and based on material availabilities. The project duration is to be approximately 24 months but the Consultant's work includes service through completion of the project irrespective of material availability or delays.

Norman AMI Project Phase	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25											
Assessment																																																						
Procurement/Contracting																																																						
Design/Develop/Build/Integrate/Test																																																						
Initial Deployment Area																																																						
Full Scale Implementation																																																						
E Source AMI Full-Scale Implementation																																																						
Task 1 -Project and Vendor Management																																																						
Task 2 -Solution Architecture																																																						
Task 3 -Testing Support																																																						
Task 4 -AMI Data Management and Quality Assurance																																																						
Task 5 -Business Process Design																																																						
Task 6 -Organizational Change Management																																																						
Task 7 -Customer Engagement																																																						
Task 8 -Meter Deployment Support																																																						

ATTACHMENT B
SCOPE OF WORK

AMI Full-Scale Implementation

E Source developed its system implementation process based on industry standards including the Project Management Institute’s (PMI’s) Project Management Body of Knowledge (PMBOK), Carnegie Mellon’s Capability Maturity Model Integrated (CMMI), and Rational Unified Process (RUP). The process was designed for establishing a documented, repeatable, and continuously improving delivery methodology, and emphasizes a strong project management and system engineering approach to implementing AMI projects. Internal and external processes are well defined, actively managed, and controlled to ensure that the overall development process, from initial requirements definition to acceptance testing, is performed smoothly and without surprises. Communication among all stakeholders is frequent and clear to facilitate common understandings and clear expectations. The process not only focuses on technology deployment but addresses the important aspects of people and process as well. Without all three aspects working together, the City’s project will not be nearly as successful.

In summary, our delivery model is an “integrated approach” that accommodates the tracks essential to proven technology implementations: project management, systems engineering (solution architecture, testing), deployment management, stakeholder engagement, organizational change management, test engineering, and business process design. Our blueprint for delivery provides activities that may be managed by City staff, by E Source, or by other parties. These activities can be expanded or reduced depending on project requirements, but in all cases, the activities need to be performed.

Task 1: Project and Vendor Management

One of the primary factors that distinguish successful AMI projects is the quality of the overall project management. In the E Source model, based on the Project Management Institute’s (PMI’s) PMBOK and Agile methodologies, our PM works very closely with the City’s project manager and uses proven process, methodologies, and templates to produce a robust, flexible implementation approach. Throughout all project phases, we maintain and monitor the “iron triangle” dimensions of cost, quality, and schedule. We have found most vendors and many utility owners do not have sufficient PM availability and/or capabilities, and we are very experienced in helping a combined vendor and utility team execute successfully to the project baseline.

In the deployment phase, the E Source PM will be responsible for supporting the activities listed in Table 1. Our PM will manage the periodic project status cycle for the City, which includes measurement of progress towards the plan, performance status, risk management, items of concern, and open action items. These items will be managed regularly and will be consistently tracked.

Table 1. E Source Project Management Activities

PM ACTIVITY	DESCRIPTION
Scope Management	Ensure that the project plans outline all of the work required to complete the project successfully. Scope management consists of initiation, scope planning, scope definition, scope verification, and scope change control.
Change Management	Ensure that a baseline project plan is established at project initiation, and that a formal change control process is in place to control changes to the baseline project plan throughout the project lifecycle.
Integration Management	Ensure that the various elements of the project are properly coordinated. Integration management consists of project plan development, project plan execution, and overall change control.

PM ACTIVITY	DESCRIPTION
Cost Management	Ensure that the project is completed within the approved budget. Cost management consists of resource planning, cost estimating, cost budgeting, and cost control.
Procurement Support	Acquire goods and services from outside the performing organization. Procurement support consists of procurement planning, solicitation planning, solicitation, source selection, contract administration, and contract closeout.
Quality Management	Ensure that the project will satisfy the needs for which it was undertaken. Quality management consists of quality planning, quality assurance, quality control, and configuration management.
Reporting Management	Ensure timely and appropriate generation, collection, distribution, and storage of project information. The project manager also handles reporting and status information management consists of communications planning, information distribution, performance reporting, and administrative closure.
Time Management	Ensure the timely completion of the project. Time management consists of activity definition, activity sequencing, activity duration estimating, and schedule development and control.
Vendor Management	Ensure that vendors are completing their contractual scope of work on schedule and within budget. Coordinate with technical resources as necessary to ensure verification of technical deliverables.
Resource Management	Ensure that qualified resources are available to perform each task defined in this SOW in accordance with the baseline project schedule. As necessary, the project manager ensures that resources have been provided with training to establish particular expertise required to perform tasks within the SOW. The project manager reinforces the importance of establishing and maintaining professional working relationships among City and vendor team members, as well as monitors these relationships.
Risk Management	Identify and analyze project risks and respond to those risks. The E Source approach to risk management has three components—identification, prioritization, and management. Risks are identified at project inception and categorized based on probability and impact. A risk management plan is defined to impacts should the risk occur. The risk management plan is continuously re-evaluated during the project lifetime. Once a risk actually occurs, it is moved to the issue tracking process.

DELIVERABLES

- Project Charter
- Project Execution Plan
- Project Budget
- Periodic Status Meetings (usually via phone or video conference) and Reports
- Periodic Steering Committee meetings and reports as well as updates for executive management and applicable governing board stakeholders
- Meeting Agendas and Minutes
- Updated AMI Implementation Schedule
- End of Project Close Out/Summary Report

Task 2: Solution Architecture

The Solution Architecture track emphasizes the IT aspect of AMI planning and brings together all the technology initiatives that exist, are underway, or planned to be completed in the near term, into a cohesive and logical plan. The track also ensures that the architecture that will be built is complete, robust, scalable, and extensible.

E Source will assist in developing the AMI solution architecture based on:

- User data and functional requirements
- User process flows
- Automation requirements
- Integration requirements
- Industry best practices
- The E Source Team's experience
- Implementation considerations and constraints
- Current and near-term future capabilities of commercial AMI technologies
- Capabilities of commercial vendor software

This will involve a series of system configuration and design workshops to define the as-is and to-be system architecture.

The technologies and integrations necessary to achieve the AMI plan will be included in this reference architecture. One of the areas that is often not given enough emphasis—but is critical to the successful implementation of AMI initiatives—is the integration with all of the other information systems such as outage management, work management, and customer systems. E Source's approach ensures that all of these critical integration points are identified and that impacts on other systems are factored into the strategy. The reference architecture will form the basis for the software, hardware, integration, implementation, services, and deployment costs components of the business case. An example of a System Context Diagram in the Solution Architecture Document is provided as Figure 2, on the following page.

E Source and City AMI Project team members will, through a facilitated discussion, develop the System Architecture/Technology Roadmap, through all of the subsequent phases (Plan, Design, Build, Run, and Transfer), addressing the major characteristics (Objectives, Capabilities, Values, and Technology Focus). E Source then provides subject matter expertise, industry best practices, integration tracking, and technical vendor oversight to assure that the architecture is built per the plan.

E Source will also work with the client to develop the Requirements Management Plan (RMP) and Requirements Traceability Matrix (RTM) that will collectively serve as the foundation throughout the design/develop/test phases of the software implementation and integration. Ultimately, complete traceability is ensured so that a system-level requirement can be followed through its breakdown into smaller requirements, into design elements and modules, and ultimately to the particular test case in which it is verified that the vendor successfully met the requirement.

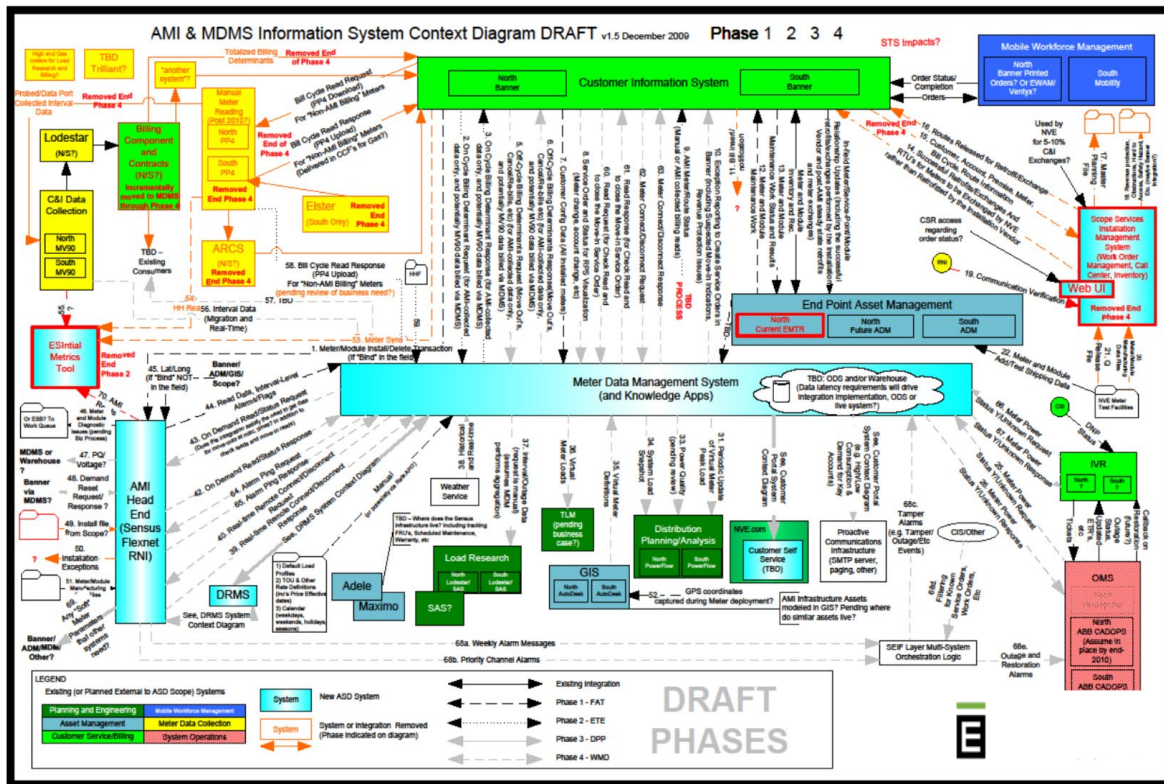


Figure 1. Example of a System Context Diagram in the Solution Architecture Document

DELIVERABLES

- As-is and to-be system architecture including the system context diagram and the system component diagram
- Requirements Management Plan (RMP)
- Draft Requirements Traceability Matrix (RTM)

Task 3: Testing Support

A graduated, thorough, and robust test program is needed for an AMI project, and E Source has implemented hundreds of successful integrated technology testing programs for our clients that trust both our processes and the experience of our people.

E Source typically develops an overall test strategy to provide high-level guidance for the execution of the project test program that summarizes the test goals and objectives, as well as all known constraints (time, budget, resources, etc.), aligns all parties on testing phases and activities, and verifies the coordination mechanisms and timing with infrastructure and other system implementation activities. We also identify the necessary infrastructure, technology, communications, and IT requirements to execute the plan. In addition, the overall test strategy defines the approach to be used for testing cyber security for the project. We will develop the strategy via interactive workshops with the project team, the selected project vendors, and applicable business support groups. We will facilitate the workshops and provide the overall test strategy document.

Our test approach minimizes the City’s risk by providing early validation of the technologies in steps, so that any problems are identified early and corrected. All discovered defects are formally logged, managed, and resolved as appropriate until acceptance is achieved. We will produce test plans and procedures that exercise the functionality of systems that must interface to meet business, technical, functional, integration, performance, and any other specified requirements. A Test Report is generated after each test phase is completed.

Should issues be identified during the testing process, we are ready and able to work with applicable vendors and development

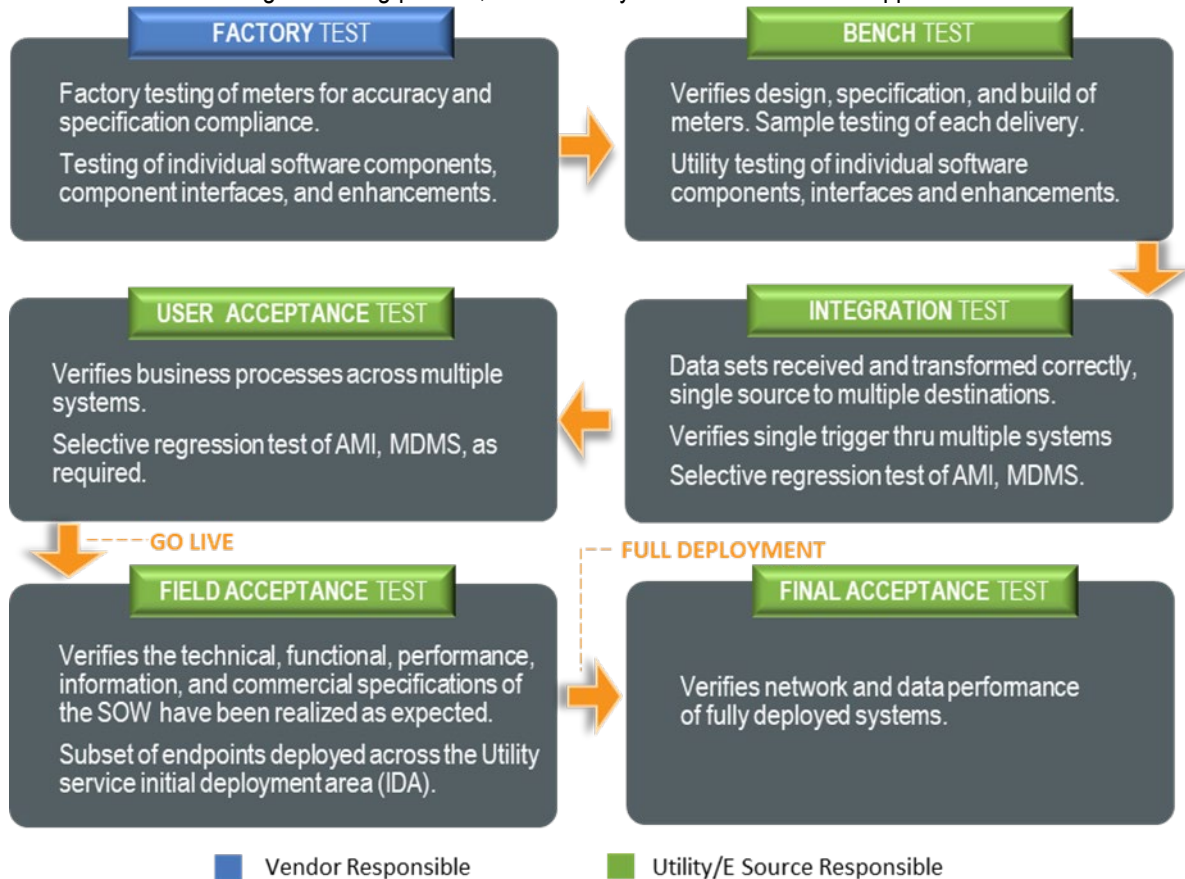


Figure 2. Overall Testing Approach

teams for quick resolution. The clear documentation of the relationship between the requirement and test case included within the RTM makes it easier to pinpoint the problem that needs to be addressed. Once identified, we follow a rigorous corrective action process that ensures the problem is documented, root-cause determined, and corrective and preventive actions are taken. Retesting is performed to verify that the problem has been corrected.

As noted, our typical approach to a test strategy incorporates the following elements:

- **Factory or Off-Site Testing** – These are vendor-performed tests that verify functionality of the system and components per specifications and may involve standard integration checks with other systems.
- **Initial Bench Testing** – Utility-led testing on a cross section of meter types/forms/sizes on a test bench (if available) or with a small quantity of field meters to confirm initial provisioning of the meters, register read accuracy, interval read accuracy, read resolution, meter configuration, alert functionality, AMI system two-way

communications, base head-end system reporting, exporting to upstream systems, and other acceptance criteria as outlined in the Test Plan. This testing phase is critical to assure that the data produced by the meters and communicated by the collectors is accurate.

- **System Integration Testing** – This brings all applicable systems together in testing to verify data sets are received and transformed properly, that data from a single source is properly routed to multiple destinations and that individual systems still perform as expected while integrated. This testing may also involve performance and security testing and is normally conducted within a QA/test environment.
- **User Acceptance/Business Process Testing** – This testing verifies that the correct information flows through for a particular business process, including both mechanized and manual business processes. It is the final gate and ensures that the system functions and is aligned with requirements and processes that are used operationally. In this testing, a single trigger can initiate data transfers between multiple source and destination systems. It is the most comprehensive test of the complete set of business processes and maximizes to the extent possible the real-world use of the utility's integrated systems. Test cases are executed by utility staff users of the systems on a day-by-day basis. This testing may also involve performance and security testing and is normally conducted within a QA/Test environment.
- **Field Acceptance Testing** – This testing verifies that the technical, functional and performance, and commercial specifications of the vendor Statement of Work (SOW) have been realized as expected for a subset of endpoints strategically deployed within the utility's service territory, referred to as the Initial Deployment Area (IDA). This strategic deployment should consider different topography and inclusion of all of the different types of meters and endpoints.

DELIVERABLES

- AMI Overall Test Strategy
- Test Plans for all City-owned Tests
- Reviewed procedures, results with interpretation, and recommendations documentation
- Final Requirements Traceability Matrix

Task 4: Data Management and Quality Assurance

The high volume of data produced by an AMI system can greatly enhance overall City operations, but only if that data is properly monitored, managed, and utilized. The AMI/MDMS/customer engagement portal software will introduce a new variety of data sets, such as consumption data, events, alerts, and various system exceptions. A plan to manage and utilize the data from these new systems must be developed to ensure accuracy and completeness for billing and all other reporting functions. New reports and notifications will inform the City of possible leaks, tampering, backflow, CIS-to-field mismatches, etc., but the data must be interpreted and acted upon appropriately to realize the maximum benefits.

E Source will guide you through the development of a data management plan, provide on-the-job training and training materials to City staff, and supplement data quality assurance of meter installation activities on your behalf.

Subtask 4.1: Data Management Plan

The data management plan will be developed to guide the City on a path toward full system accountability and to maximize utilization of AMI data. E Source will work with the AMI and MDMS vendor(s) to compile the list of all operational / exception reports ("out of

the box” reports) that staff will use to maintain data and system integrity. E Source will develop a preliminary assessment of the purpose of each report, frequency of use, and identify/recommend the staff role that should monitor and manage each data set.

E Source will lead up to two (2) workshops with the designated staff to review the preliminary data management plan and confirm alignment of each operational report to the role that was established in the staffing plan. This activity will set the foundation for the data management plan upon which our team will iterate with City staff to ensure a thorough understanding of the data, system configurations, and how best to use the reports as we move into training and implementation of the plan.

DELIVERABLES

- Data Management Plan (*.xls)

Subtask 4.2: Data Management Training

E Source has determined the best approach to establishing ownership of these new duties, is to provide on-the-job training support to City staff. E Source will provide hands-on focused training for staff responsible for data quality management and exception handling. With this hands-on approach, City staff will more quickly grow familiar with their respective duties and how to troubleshoot and remediate exceptions. Following this training period, E Source will work with the City team to refine and tailor the data management plan and assist in the development of written training materials that will become organizational process assets to be used for training current and new staff.

ASSUMPTIONS

- E Source will provide up to 48 hours of on-the-job-training timed to best serve the City team members who will oversee data management.

DELIVERABLES

- Training materials (*.doc or *.xls)
- Updated Data Management Plan (*.xls)

Subtask 4.3: Full Deployment Data Quality Assurance Support

To provide an additional layer of data quality control during the full deployment phase, E Source will perform data quality audits of meter exchanges/retrofits performed by the Meter Installation Vendor (MIV) and the City. This task is limited to review of data and information produced by the MIV and the City.

Activities will include:

- Verifying that the correct meter was installed at the location
- Verifying correct “out read”
- Verifying correct meter number
- Reviewing “as left” photos to ensure work area was left in good condition

Based on our experience with multiple AMI technology deployments, data QA support is front loaded and levels off once the installation technicians develop familiarity with the system and the issues that they encounter in the field. As a result, E Source recommends a higher volume of data quality checks at the start of full deployment for the first three (3) months and tapering off over the remaining deployment period.

E Source will document all issues identified and will work with the City to establish severity levels and the escalation path to facilitate issue resolution.

ASSUMPTIONS

- E Source will have access to the MIV Work Order Management System (WOMS), AMI Headend, and MDMS software to perform all data QA activities.
- E Source will provide data QA support for 100% of MIV work orders during the testing phase, 100% of MIV work orders for the first three (3) months of full deployment, and 50% of MIV work orders for the remaining full deployment.

DELIVERABLES

- Bi-Weekly Data Quality Assurance Report (*.xlsx)

Task 5: Business Process Design

The transformative nature of AMI technology requires that utilities adjust work processes and routines to realize benefits both internal and external to the organization. This task supports the need to design business processes to holistically address people and processes when deploying new technology, an often-overlooked requirement.

E Source will lead the City through a series of workshops to baseline current state and develop future state business processes impacted by core AMI functionality. As part of this effort, the E Source team will work to identify redundancies in business processes as well as uncover potential for streamlining processes. While some technology partners skim over specific recommendations, E Source draws from past technology deployments and industry best practices to guide the City toward making sound decisions for how to redesign processes, policies, and procedures related to an AMI program.

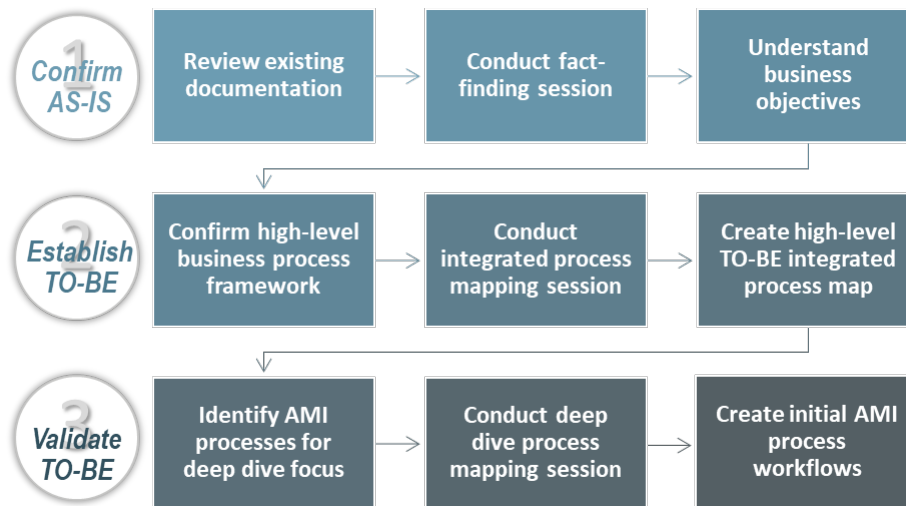


Figure 3. E Source End-to-End Business Process Approach

E Source utilizes best practices to guide business process change that provides end-to-end process understanding, visibility, and control while ensuring effective communication and engagement across an organization. This approach, shown in Figure 4, results in an optimal business design for the desired future state.

Subtask 5.1: AMI Operational Staffing Plan

E Source will work with the City to develop an AMI program specific staffing plan that identifies the overall strategy necessary to facilitate ownership, governance, and maintenance of AMI Operations on an ongoing basis post deployment. Specific skill sets, tasks, and time commitments by role type will be detailed in the plan.

E Source will seek to understand the City's human resource strategy and current staffing plan, training plans, and infrastructure as well as any labor union and labor relations considerations and constraints. We will also help the team analyze new skill sets needed (e.g., computer application skills) for AMI project impacted positions (e.g., meter readers and technicians) and identify major gaps with existing job qualifications.

During this task, discussions will be held about maintaining the network, hardware, and software systems, as well as responding to the events, alarms, and meter communications generated by the AMI system and utilizing data transmitted to the AMI headend system and/or Meter Data Management System (MDMS – as applicable), enabling the City to gain a deeper understanding of what tasks will be required and will lead to recommendations about who will perform them.

ASSUMPTIONS

- The AMI operational staffing plan is focused on the future maintenance of the AMI program exclusively and is not intended to be a full City staffing plan.

DELIVERABLES

- AMI Operational Staffing Plan (*.xls)

Subtask 5.2: Policy Development

In addition to the workshops held to develop the Future State business processes that illustrate impacts from the AMI deployment to the City's existing utility service regulations (or other appropriate documentation), E Source will assist the City with policy development based on the best practices in the utility industry. E Source will work with the City to draft and develop policy language based on the outcome of the discussions. This task will be an iterative development process with input from the City PM, legal team, and project sponsor.

ASSUMPTIONS

- E Source will make all reasonable efforts to provide industry best practices and accepted practices when suggesting policies, but the development and/or suggestion of policies cannot be perceived as legal advice to the City; any decisions to update, modify, or otherwise change policies need to be approved by the City's legal department.

DELIVERABLES

- Draft Policies (*.doc)

Subtask 5.3: Conceptual Future State

The Conceptual Future State is the second of three (3) business process workshops that are planned for the development of the final business processes. This review of each business process will focus on the development of the future state, building upon what was developed in current state, and utilizing the new business applications (MDM system, AMI headend, and AMI meters, as applicable) and the interfaces that will be deployed (AMI/MDM, MDM/CIS, etc.). The timing is appropriate to assist the City in developing any new policies that will require review and approval.

In preparation for the workshop, E Source will perform a thorough review of City service regulations (or other appropriate documentation) to determine which current policies may need to be updated/alterd to better align with AMI technology. In addition, E Source will discuss new policies that the City may need to create to successfully operate an AMI system, soft-off, leak adjustment, and remote disconnect policies, for example.

ASSUMPTIONS

- The processes covered in Conceptual Future State will be the same processes that were covered in Current State, excepting relevant sub-processes which will occur in the future but cannot be performed due to technological limitations in the current state.

DELIVERABLES

- PowerPoint process slides incorporating all City business process decisions and workshop updates (*.ppt)
- Draft future state process diagrams (*.vsd)
- PowerPoint slides capturing notes from Policies discussion (*.ppt)

Subtask 5.4: Final Future State

The Final Future State is the third of the three (3) business process workshops that are planned for the finalization of the business process flow diagrams and training materials. This final workshop will focus on addressing open items from earlier workshops; refining City decisions regarding new policies and procedures; and incorporating any new information following vendor training and configuration of systems. This iteration serves to bring the process diagrams and supporting materials to a final state that can be utilized for future internal training activity. This workshop will include time for demonstration of active (test or production) systems related to core business processes.

The Final Future State workshop typically follows all City training to incorporate final design decisions into future state design.

ASSUMPTIONS

- Final Future State builds upon the processes covered in Conceptual Future State, thus the same processes and workshop sessions will be covered in this task

DELIVERABLES

- PowerPoint process slides incorporating all City business process decisions and workshop updates (*.ppt)
- Final future state process diagrams (*.vsd)
- PowerPoint slides capturing notes from Policies discussion (*.ppt)

Subtask 5.5: Business Process Audit

After initiation of the final future state business processes, E Source will review and audit the core business processes with the City to determine how well the processes are working in the live environment. The audit will identify what, if any, adjustments are needed and provide insight into individual users' performance. E Source will develop web forms to be used as test scripts to track each process audit. These scripts are based on the final business process design documentation and will be used by E Source to follow along with each process step as they are performed by City staff in a one-on-one, coaching format.

E Source will present our findings and (if relevant) updated final business process documentation based on findings from the audit.

DELIVERABLES

- Raw audit results
- Summary of key findings (*.ppt)
- Updates to future state process diagrams (*.vsd)

Task 6: Organizational Change Management (OCM)

A truly transformative change like AMI requires that staff adjust work processes and routines to effectively use the systems and realize the significant benefits both internal and external to the utility and its stakeholders. Typically, technology projects introduce massive organizational change, and the ability to achieve maximum benefits depends in large measure on how effectively a climate is created and maintained that minimizes resistant behavior and encourages acceptance and support. This change needs to be actively managed to reduce staff apprehension and provide the tools they need to succeed.

E Source does not believe in a “one-size fits all” or a prescriptive approach, we see OCM as a highly collaborative effort. The E Source OCM methodology integrates Kotter, Prosci, design thinking, and best practices, and is used to guide the project team through a common approach. Our approach supports the following core change strategy principles: this change must feel different; simplicity over complexity; easy to use templates & tools; we are creating this change together; and we are fast, iterative, and integrated.

The E Source OCM methodology, as shown in Figure 5, is laid out in six (6) phases flowing through the three (3) states of change and circling around “the change advantage,” or the opportunity at hand, which in most cases is the AMI implementation project.

Assess & Prepare for the Change

The assess & prepare stage launches detailed activities to assess the organization and detail change impacts, get the people right, and inform the OCM strategy and overall approach. Our team will hold a kickoff meeting with key stakeholders to review the approach and activities in more details.

Subtask 6.1: OCM Assessment

This stage starts with E Source assessing the City’s relationship with change management and potential risks. E source will interview key stakeholders to determine the level of change effort needed and to begin developing the change management plan. The minimum number of interviews is six (6) individuals, two (2) sponsors / leaders, two (2) people from IT and/or engineering, and two (2) people from Finance.

Subtask 6.2: OCM Knowledge

After many years of incorporating change management into projects E Source understands how important it is for the people working on the project to have a base level knowledge of change

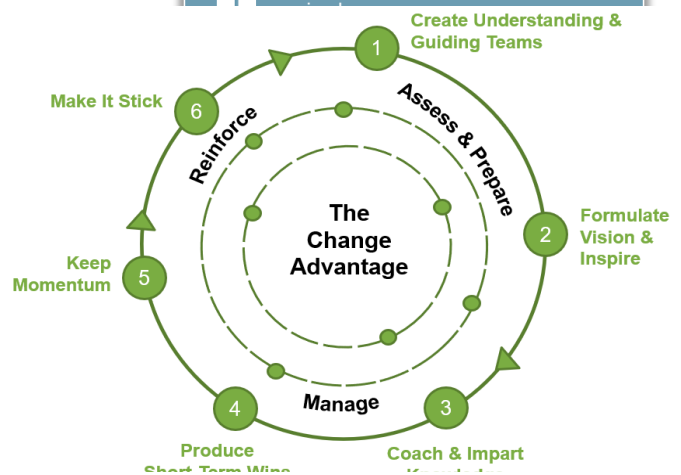
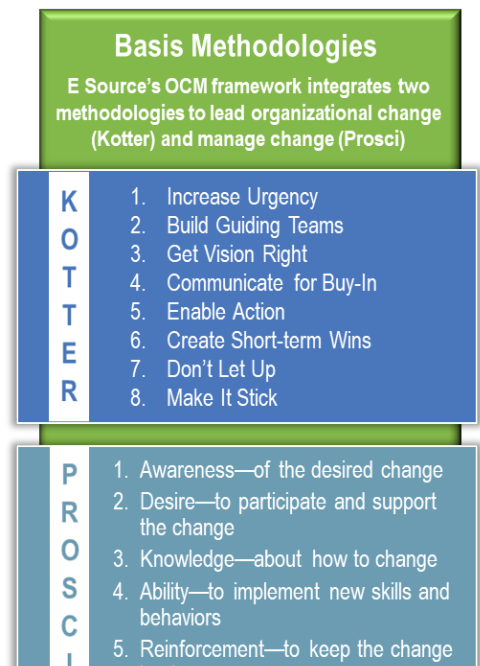


Figure 4. E Source Methodology for Managing Organizational Change

management. Therefore, E Source provides OCM courses that are modified based on audience and OCM knowledge to ensure everyone is speaking the same language. This training is specifically developed to be inclusive of all types of learners keeping in mind the various types of learning styles, learning preferences, learning time, information processing, and generational characteristics so that everyone is as engaged at their own unique level. Three (3) training sessions are typically done, one for the project team, leadership, and one for the front-line managers & supervisors.

Subtask 6.3: Sponsorship

E Source's years of successful projects has taught us the importance of project sponsorship. Active and visible involvement has been identified as the greatest overall contributor of success. Employees look up and listen to senior leaders in times of change, seeking direction so senior leader involvement provides authority and legitimacy to the change. E Source knows that change starts with great sponsorship which is why for every project E Source lays out sponsor expectations in a virtual workshop. This workshop arms the sponsors with the right tools and knowledge to lead truly effective and lasting change.

Subtask 6.4: Vision

Inspiring desire helps to motivate others to get behind and support the change. A vision is what steers individuals involved or affected by the change in the right direction. To address this E Source will host two (2) Inspire & Envision Workshops. In the first session, E Source will work with the project team to think about the people who will be affected by the change, how their everyday jobs will change and discuss what some critical success factors and measures of success are. The second session will be about refining the vision making it tangible, desirable, feasible, flexible focused and simple as well as co-creating an elevator pitch. These workshops are important because not only does it require the team to reach an agreement on measures that are most critical to the success of the City strategy, but it also provides the team with an identity that can be communicated easily throughout the utility.

DELIVERABLES

- OCM Kickoff Meeting materials
- Stakeholder Analysis (living document)
- Sponsors Activities Guide
- Vision & Elevator Speech
- Change Management Plan (living document)
- Content for internal stakeholder communications
- Host up to two (2) internal stakeholder education sessions

Manage the Change

This stage is all about managing the change by motivating action by the team and producing visible wins to assist in building support for the project. E Source focuses on leveraging behaviors that drive results to get everyone involved at the right levels. During this stage it is very important that employees, supervisors, managers, and leaders have the right tools to manage resistance. During this phase, E Source will host recurring monthly meetings with the City OCM team.

Subtask 6.5: Generating & Prioritizing Wins

This task is about generating short term wins to create an ongoing flow of strategically relevant wins both big and small. Short term wins provide the project team with credibility to the new way of doing things. Therefore, E Source will host a Generating Wins Workshop in which the project team will plan for visible improvements in performance, prioritize those wins, make a plan to achieve

them and embed them into the project plan. This will be highly collaborative process that will help the team gain more buy-in from the stakeholders involved, sponsorship and move forward full force.

Subtask 6.6: Resistance Management

E Source hosts a resistance management workshop(s) where the leadership, management and supervisors learn what the structural and psychological barriers are currently present and how to best address them. After attending this workshop, the attendees will be able to identify resistant behaviors and use the appropriate tactics to help best mitigate the resistance.

DELIVERABLES

- Short-Term Win Plan
- Resistance Management Plan
- Updated Stakeholder Analysis
- Updated Change Management Plan

ASSUMPTIONS

- The City will have a dedicated OCM support team and an OCM lead with whom E Source will coordinate and advise
- The City will assist in the development of internal communications content deemed necessary for awareness from an OCM perspective
- The City will help execute OCM activities deemed necessary for the project
- The City will help set up some type of feedback mechanism for employees and show that actions are being taken on feedback provided

Task 7: Customer Engagement

Of the many lessons learned in AMI projects over the past decade, one of the most important is the value of building understanding and aligning customer expectations. Utility customers need to be engaged to address the needs of the community and support successful project implementation. Working with utility staff, our team will assess overall stakeholder endorsement levels and methods used, then develop engagement strategies leveraging—and perhaps expanding—those methods.

The goal of customer engagement is to effectively inform and engage the supporters while minimizing the impact of resisters, by offering factual responses to concerns and options to meet their needs. For example, there are four known topics of concern that must be addressed in AMI projects: (1) price/rates; (2) privacy and data security; (3) health; (4) safety. Although public resistance to AMI projects has diminished over the last few years, recent experiences indicate that utilities must be prepared to address these issues proactively. Conversely, engaging those customers who are interested or even enthusiastic about the possibilities of new technology can build momentum for the entire effort.

E Source develops a clear plan for customer engagement activities that leverages existing City practices and addresses tactical implementation. E Source plans to build on the preliminary work performed during the Assessment phase. E Source activities will include the following:

- Review what was discussed during the customer engagement kick off and make updates based on project developments.
- Support the development of key messages and the overall project branding.

- Identify requirements (i.e., content, methodology, timing) for informing customers about the project before, during and after the transition to AMI.
- Identify topics that will be covered with customer engagement and the communication channels that will be leveraged.
- Discuss concerns/issues that have been raised by the public on other AMI projects and manage customer expectations. E Source will provide educational materials to address common topics of concern with AMI technology and its impacts.
- Define and measure communication metrics to track the success of the program (e.g., customer contacts, media attention, web analytics).
- Review and update the customer engagement plan and schedule considering timing of activities relative to project phasing and schedule.
- Work with the City to develop the content for a variety of customer-facing materials may include:
 - Customer letter, postcard, door hanger
 - Press release
 - Webpage
 - Frequently asked questions
 - Brochure
 - Social media posts

ASSUMPTIONS

- E Source will develop content for City review and input.
- E Source will provide graphic design and visual layouts unless otherwise stated by the City.
- E Source will make up to two rounds of utility-requested design modifications.
- The printing, shipment, and dissemination of materials will be handled by the City.

DELIVERABLES

- Customer Engagement Plan Updates and Key Messages
- Customer Engagement Schedule
- Content for customer communications
- Two (2) communication metrics reports from both major project phases

Task 8: Meter Deployment Support

The AMI project involves the installation of thousands of properly configured meters and/or meter interface units (MIUs) as well as the careful coordination of the materials, labor, and data. To accomplish this scope, E Source has expertise in meter configuration, deployment planning and oversight to ensure the AMI meters and communications equipment are configured correctly and installed efficiently with minimum disruption to existing City systems and business processes.

Subtask 8.1: Meter Configuration Support

In order to receive the proper data, alerts, and alarms from AMI meters, it is essential that these meters are properly configured. E Source personnel have a thorough understanding of the different configuration parameters available from the different meter and

AMI vendors and works with both City Meter Shop personnel and vendors to assure that the meters and MIUs are configured properly. Documentation of the configurations are maintained in vendor provided software and are verified for accuracy.

Once properly configured, the meters and MIUs can be ordered from the vendors. Upon receipt of ordered meters, E Source supports the first article testing of those meters to verify that the configuration specified is what is received. This testing effort is part of the overall testing process outlined in Task 3.

DELIVERABLES

- Support documentation in meter vendor software

Subtask 8.2: Meter Deployment Support

E Source personnel have decades of experience working closely with AMI and Meter Installation Vendor (MIV) contractors and even City crews through interactive workshops to present and refine the business processes, construction, and labor standards necessary for effective meter and MIU installation. E Source presents industry best practices for the planning and installation of meters/MIUs and will work with the City's project personnel to tailor these processes to the specific requirements and standards of the City if needed. Additionally, this includes refining and validating material procurement schedules for meters/MIUs, as well as identifying and documenting installation, construction, and customer contact standards as part of this implementation planning effort. E Source can also provide advice and consulting to the City to leverage lessons learned on similar scale meter and endpoint deployment projects in North America.

E Source's deployment expertise includes the various logistics and data management steps involved in the addition of a device on the AMI system from its manufacture or retrofit at the factory through delivery to the cross dock or depot, installation in the field, provisioning on the communications network, and the initiation of data transfer to the CIS for use in billing.

Once the overall deployment planning and logistics are established for the complete AMI system installation, the installation process will begin. Installation commences with the AMI network communications infrastructure prior to the AMI meters and modules. Based on the final deployment plan approved by the City, E Source will monitor all subsequent work logistics and material planning and ordering to ensure a smooth roll out of the system.

E Source will also oversee MIV activities including daily route management; QA, controls, and validation of all newly installed meters/MIUs; tracking and assessment of all meter and module related exceptions encountered during installation; review and continuous reporting to the City on the progress of installations; and reporting on revisits required for appointment setting.

DELIVERABLES

- Inspection reports on verification of vendor work

ATTACHMENT C

COMPENSATION

The OWNER will compensate CONSULTANT on a lump sum basis for the SERVICES rendered including customary travel expenses. The lump sum fee is broken down below by task as defined in the Scope of Services (Attachment B):

Task	Description	Original Fee	Amendment No. 1 Fee	Amendment No. 2 Fee	Revised Total
1	Assessment				
1.1	Project Mobilization	\$11,230	\$0	\$0	\$11,230
1.2	Technology Review / Education	\$6,732	\$0	\$0	\$6,732
1.3	Project Goal and Objectives	\$8,684	\$0	\$0	\$8,684
1.4	Current State of Operations	\$11,990	\$0	\$0	\$11,990
1.5	E-Source Insight	\$10,374	\$0	\$0	\$10,374
1.6	CIS Compatibility Review	\$4,800	\$0	\$0	\$4,800
1.7	Business Case Development	\$18,040	\$0	\$0	\$18,040
1.8	Stakeholder Engagement Vision	\$10,526	\$0	\$0	\$10,526
1.9	Assessment Report	\$12,738	\$0	\$0	\$12,738
1.10	Project Management Services	\$9,042	\$0	\$0	\$9,042
1	Assessment Subtotal	\$104,156	\$0	\$0	\$104,156
2	Procurement				
2.1	Use Case Prioritization	\$0	\$6,412	\$0	\$6,412
2.2	Requirements and Procurement Strategy	\$0	\$15,572	\$0	\$15,572
2.3	RFP Draft	\$0	\$17,404	\$0	\$17,404
2.4	RFP Administration Support	\$0	\$10,832	\$0	\$10,832
2.5	Response Evaluation Support	\$0	\$28,716	\$0	\$28,716
2.6	Vendor Contract Negotiations	\$0	\$26,288	\$0	\$26,288
2.7	Project Management	\$0	\$9,880	\$0	\$9,880
2.8	Travel	\$0	\$9,000	\$0	\$9,000
2	Procurement Subtotal	\$0	\$124,504	\$0	\$124,504
3	Implementation & Project Close-Out				
3.1	Project and Vendor Management	\$0	\$0	\$556,896	\$556,896
3.2	Solution Architecture	\$0	\$0	\$99,384	\$99,384
3.3	Testing Support	\$0	\$0	\$81,672	\$81,672
3.4	Data Management and Quality Assurance	\$0	\$0	\$88,224	\$88,224
3.5	Business Process Design	\$0	\$0	\$112,808	\$112,808
3.6	Organizational Change Management	\$0	\$0	\$64,664	\$64,664
3.7	Customer Engagement	\$0	\$0	\$45,784	\$45,784
3.8	Meter Deployment Support	\$0	\$0	\$78,544	\$78,544
3.9	Travel	\$0	\$0	\$75,500	\$75,500
3.10	Contingency	\$0	\$0	\$169,504	\$169,504
3	Implementation & Project Closeout Subtotal	\$0	\$0	\$1,372,980	\$1,372,980
	TOTAL	\$104,156	\$124,504	\$1,372,980	\$1,601,640

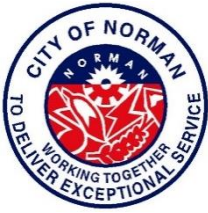
NOTE: The assumption associated with Task 2. 8 Travel Expense allowance is a not-to-exceed total of six (6) trips at \$1500 each for \$9000. While CONSULTANT and OWNER agree to manage this budget, it is estimated that two (2) trips would be used for requirements/use case, one (1) trip for pre-proposal conference and three (3) trips during vendor short-list / contracting sessions.

CONSULTANT may submit interim statements, not to exceed one per month, for partial payment for SERVICES rendered. The CONSULTANT may exchange travel allowance for labor, if travel is not used. Or, the CONSULTANT and the OWNER may agree to milestone-based billing schedule.

Otherwise, the statements to OWNER will be by task for the percentage of work actually completed. The OWNER shall make interim payments within 30 calendar days in response to CONSULTANT's interim statements.

File Attachments for Item:

16. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT SIX TO CONTRACT K-2021-115: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND CROSSLAND CONSTRUCTION COMPANY, INC., INCREASING THE CONTRACT AMOUNT BY \$1,197,276.74 FOR A REVISED CONTRACT AMOUNT OF \$12,753,217.74 FOR CONSTRUCTION SERVICES FOR THE SENIOR WELLNESS CENTER AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/13/2022

REQUESTER: Veronica Tracy, Recreation Manager

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT SIX TO CONTRACT K-2021-115: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND CROSSLAND CONSTRUCTION COMPANY, INC., INCREASING THE CONTRACT AMOUNT BY \$1,197,276.74 FOR A REVISED CONTRACT AMOUNT OF \$12,753,217.74 FOR CONSTRUCTION SERVICES FOR THE SENIOR WELLNESS CENTER AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

In October of 2015, Norman citizens passed the NORMAN FORWARD initiative, funding various quality-of-life projects through a ½% sales tax increase over 15 years. The NORMAN FORWARD Initiative included authorization for a project to construct a new Senior Citizen's Recreation Center. After ongoing community input, the scope of the project was expanded into a Senior Wellness Center.

The Senior Wellness Center will be located on City-owned land on the southeast corner of Norman Regional Health System's (NRHS) Porter Campus, off North Findlay Avenue. The new Senior Wellness Center will include an indoor heated saltwater pool with lap swimming, water walking, and hydrotherapy seating; an indoor walking track and training space; a fitness-classroom area; lounge and game rooms; both wet and dry craft areas; small prep and demonstration kitchen; and multipurpose rooms that can be used for eating, events, classes, theatrical plays, games, and much more.

Oklahoma City architectural and engineering (A/E) firm Frankfurt, Short, Bruza (FSB) was selected as the A/E consultant for this project in March 2018. FSB has completed the project's schematic design and construction documents, and is assisting with construction administration through the project's completion.

The Senior Wellness Center was authorized in the NORMAN FORWARD initiative in 2015 but was unfunded at that time. The Senior Center was later funded through two Council actions: re-allocation of Norman Forward funds, through securing the Griffin Park land with a long-term land lease instead of a land purchase at the Griffin Park Soccer Complex (\$7.4 million); and an allocation of \$4.8 million from federal Coronavirus Aid, Relief & Economic Security (CARES) Act

reimbursements (Resolution R-2021-63); for a total of a \$12.4 million budget for construction and design.

DISCUSSION:

On April 13, 2021, City Council approved Contract K-2021-115 with Crossland Construction to provide construction management at-risk (CMaR) services for the Senior Wellness project. The initial contract amount of \$26,320 was approved to provide pre-construction services which, to date, have included plan review, design assistance, bidding services, and value engineering.

On December 14, 2021, City Council approved Amendment One to Contract K-2021-115 for a Guaranteed Maximum Price (GMP) of \$2,022,408 for steel fabrication and erection. The first GMP included construction contingency, general conditions for the entire project, and indirect costs, including bonding, insurance, and CMaR fees (profit), making a then-cumulative total for Contract K-2021-115 of \$2,048,728.

On February 22, 2022, City Council approved Amendment Two to Contract K-2021-115 for \$2,758,144 with Crossland Construction for site demolition, foundation, pools, utilities, and portions of the upward construction, making the then-cumulative total for Contract K-2021-115 of \$4,806,872.

On March 22, 2022, City Council approved Amendment Three to Contract K-2021-115 for \$1,295,200 with Crossland Construction to fabricate and install the HVAC system for the Senior Wellness Center, making a then-cumulative total for Contract K-2021-115 of \$6,102,072.

On May 24, 2022, City Council approved Amendment Four to Contract K-2021-115 for \$5,056,449 with Crossland Construction for Masonry, Misc. Steel, Roofing, Millwork, Metal Panels, Windows and Glazing, Doors, Sheetrock Flooring, Signage, Plumbing, Site Utilities, Electrical, and moving AT&T utility lines for the Senior Wellness Center, making a then-cumulative total for Contract K-2021-115 of \$11,158,521.

On June 28, 2022, City Council approved Amendment Five to Contract K-2021-115 for \$423,737 with Crossland Construction for waterproofing; Exterior Finish and Insulation Systems; flooring and wall tile specialties; and partitions for the Senior Wellness Center, making the then-cumulative total for Contract K-2021-115 \$11,582,258.

Construction bids for the final portion of construction include architectural stone masonry; painting and wallcoverings; signage; a fire alarm system; asphalt paving; fencing; and paving the outdoor pickleball court. This Guaranteed Maximum Price (GMP) bid was opened on December 1, 2022. The total amount for work on the construction phase on Amendment 6 is \$1,197,276.74, which includes indirect costs and fees of \$350,366 for a total new amended contract of \$12,779,534.74. As noted in Exhibit A to GMP # 6, the apparent low bidder for the masonry work requested that its bid be withdrawn due to a clerical error. The next lowest responsive bidder is included in GMP # 6.

This sixth and final Amendment/GMP includes the remaining bid packages plus construction contingency that totals approximately \$1.2 million. The Parks Department, as project manager, attempted to wait until funding from the potential sale of 718 N. Porter to Cleveland County

(\$1,200,000) was available to finalize this Amendment as recommended by the Norman Forward Citizen's Financial Oversight Board and discussed by the City Council, but due to the nature of construction work and timelines, Parks needs to ensure the continuity of the work on the Senior Wellness Center in advance of the potential sale of the 718 N. Porter property by funding this Amendment now.

Amendment/GMP #6 funds are recommended to be made available through a transfer from the General Fund in the amount of \$1,197,276.74, which will be replenished once the potential sale of 718 N. Porter is finalized.

Our project management consultants from ADG have participated throughout the entire process up to our current point of beginning construction of the project. Further, the City Attorney's office has reviewed and approved the amendment documents.

With the proposed appropriations and current funding, adequate funds will be available for this contract in the Norman Forward Senior Wellness Project; Construction (account 51793365-46101; project NFP111).

RECOMMENDATION NO.1:

It is recommended that City Council approve Amendment Six to CMar Contract K-2021-115 with Crossland Construction Company, Inc., in the amount of \$1,197,276.74 for a revised contract amount of \$12,779,534.74 for construction services for the Senior Wellness Center project for the Parks and Recreation Department.

RECOMMENDATION NO. 2:

It is further recommended that the City Council appropriate \$1,197,277 from the General Fund balance (account 10-29000) to the Senior Wellness Center Project.

**Norman Senior Center
Bid Tab**



Item 16.

Norman Senior Center		GMP 1	GMP 2	GMP 3	GMP 4	GMP 5	GMP 6	Subcontractor
SF:	31,180							
Date:	12/5/2022							
BP#	Description	Bid Price	Bid Price		Bid Price			Subcontractor
2A	Demolition		37,325					
3A	Concrete		569,000					
4A	Masonry				235,000			Sun Valley Masonry
4B	Architectural Stone Masonry						228,000	C&N Masonry
5A	Structural Steel	1,200,000						
5B	Misc. Metals & Railings				164,090			Weibee
6A	Architectural Millwork				217,110			FADCO
7A	Roofing				691,150			OK Roofing
7B	Joint Sealants					22,965		Bone Dry
7C	Metal Panels				22,882			OK Roofing
7D	EIFS		293,430			44,180		
8A	Door Assemblies – Supply		102,000					
8B	Door Assemblies – Install		8,200					
8C	Glass & Glazing				786,810			Crystal
8D	Overhead Doors				32,547			DH Pace
9A	Gypsum Assemblies				688,282			Midwest
9B	Flooring & Wall Tile					249,765		Bryan's
9C	Painting & Wall Covering						201,000	Reiss Painting
9G	Athletic Flooring		88,638					
10A	Specialties					56,773		Czarniecki
10B	Signage						46,985	Vital
10C	Lockers		46,700					
10D	Operable Partitions					32,896		Best
11A	Food Service Equipment							Oswalt
11B	Stage Equipment							Janson
11C	Sports Equipment							OK Specialty Sales
12A	Window Treatments						45,640	Russell
13A	Pool		780,188					
21A	Fire Suppression		78,840					
22A	Plumbing				706,694			Waggoners
23A	HVAC			1,206,750				
26A	Electrical				847,000			KL Bradley
27A	Data & Communications							Tesco
28A	Fire Alarm						49,076	High Tec
28B	Access Control							
31A	Earthwork		201,350					
32A	Site Concrete		212,900					
32B	Asphalt						168,500	Turning Point
32C	Fencing						23,699	Oakley
32D	Landscape, Irrigation, & Plantings		151,219					
33A	Site Utilities (Gas, Water, Sewer)				186,040			G & P
33B	Storm Sewer Systems				110,429			G & P
	Allowances				80,000			
	Subtotal Direct Costs	1,200,000	2,569,790	1,206,750	4,768,034	406,579	762,900	10,914,053
	Construction Contingency	36,000	77,094	36,203			134,119	
	General Conditions	487,320						
	Project Requirements	221,270						
	Insurance	6,600	14,134	6,637	26,224	2,236	4,196	
	Construction Phase Fee	71,218	97,127	45,610	174,990	14,922	32,894	
	Construction Total	2,022,408	2,758,145	1,295,200	4,969,249	423,737	934,110	\$ 12,402,848

Alternates for GMP #6		Price
#	Description	
	Pickleball Light Pole Bases	\$9,600.00
	Pickleball Court System Allowance	\$140,000.00
	Tape/ Bed / Texture Drywall	\$41,600.00
Alt. 13	Wall Tile Elevations	\$31,161.80
Alt. 14	Flooring in Kitchen	\$5,002.56
Alt. 15	Stage Curtains	\$35,802.72

GMP 6 Alternates	\$263,167.09
Total GMP 6	\$1,197,276.74
GMP's 1 through 5	\$11,555,938.00
Total Project	\$12,753,214.74

**AMENDMENT NO 6 TO CONSTRUCTION MANAGER AT RISK AGREEMENT
BETWEEN THE CITY OF NORMAN AND CROSSLAND CONSTRUCTION
COMPANY**

THIS AMENDMENT NO. 6 TO CONSTRUCTION MANAGER AT RISK AGREEMENT (this “First Amendment”) is made as of December 14th, 2022, between the City of Norman, and Crossland Construction Company, Inc. an Kansas corporation (the “Construction Manager”).

RECITALS:

A. The City of Norman and the Construction Manager entered into that certain Construction Manager at Risk Agreement (Contract No. K-2021-115), dated March 20th, 2021, (the “Agreement”), for construction management services for the Senior Wellness Center, now the Norman Senior Center project including plan review, design assistance, bidding services, and value engineering.

B. Pursuant to Section 2.2 of the Agreement, (i) once the drawings and specifications are complete, and after the award of subcontracts to subcontractors, the Construction Manager shall propose a guaranteed maximum price (“GMP”), which shall be the sum of all subcontracts, lump sum self-perform amounts, including allowances and contingencies, and the Construction Manager’s fee.

C. The Construction Manager submitted the first of six anticipated GMP Proposals to the City Council on December 14, 2021. GMP No. 1 was approved for a total contract amount of \$2,022,408.00 (derived from the total cost of work for the Construction Phase of \$1,200,00.00 + the indirect Cost and Fee of \$822,408.00). The Construction Manager also submitted the second of six GMP Proposals to the City Council on February 11, 2022. GMP No. 2 was approved for an added contract amount of \$2,758,144.00 (derived from the total cost of work for the Construction Phase of \$2,569,790.00 + the indirect Cost and Fee of \$188,354.00). The Construction Manager also submitted the third of six GMP Proposal’s to the City Council on March 22, 2022. GMP No. 3 was approved for an added contract amount of \$1,295,200.00 (directed from the total cost of work for the Construction Phase of \$1,206,750.00 + the indirect Cost and Fee of \$88,450.00). The Construction Manager also submitted the fourth of six GMP Proposal’s to the City Council on May 24, 2022. GMP No. 4 was approved for an added contract amount of \$5,056,449.00 (derived from the total cost of work for the Construction Phase of \$4,851,291.00 + the indirect Cost and Fee of \$205,258.00). The Construction Manager also submitted the fifth of six GMP Proposal’s to the City Council on June 14, 2022. GMP No. 5 was approved for an added contract amount of \$423,737.00 (derived from the total cost of work for the Construction Phase of \$406,579.00 + the indirect Cost and Fee of \$17,158.00). The total amount of all amendments combined represent the total contract amount of \$11,555,938.00. Preconstruction Services were billed separately and are not included in GMP per previous Council approval attributed to the Senior Wellness Center Project.

D. The Construction Manager now submits the sixth of six anticipated GMP Proposals based on bids received.

AGREEMENT:

NOW, THEREFORE, in consideration of the foregoing recitals, which are incorporated herein by reference, other such good and valuable consideration, the receipts and sufficiency of which are hereby acknowledged, and the promises and covenants set forth below, The City of Norman and the Construction Manager hereby agree as follows:

1. Sixth GMP Established. The Construction Manager's guaranteed maximum price for the Work inclusive of all subcontracts, lump sum self-performs amounts, including allowances and contingencies and the Construction Manager's fee, is hereby agreed to be \$1,191,117.77 (derived from the total cost of work for the Construction Phase of \$1,012,662.77 + the Indirect Cost and Fee of \$178,455.00. Preconstruction Services were billed separately not included in GMP per previous Council approval attributable to the Norman Senior Center Project). The GMP is the total compensation from the City to the Construction Manager for its fee for the performance of the work in accordance with Contract Documents and Pursuant to any of the following documents, as applicable:

A. Basis for GMP. Refer **Exhibit _A_** to GMP #6 Letter and Summary

B. Contract Document Log. Refer to **Exhibit _B_** for a list of the Drawings and Specifications, including all addenda that were used in preparation of the GMP Proposal, is attached hereto as Exhibit _B_ and incorporated herein by reference.

C. Allowances. Refer to **Exhibit _C_** for a list of allowances included by the Construction Manager in preparation of this GMP Proposal, is attached hereto as Exhibit _C_ and incorporated herein by reference.

D. Assumptions. Refer to **Exhibit _D_** for a list of the assumptions and clarifications made by the Construction Manager in the preparation of the GMP Proposal to supplement the information contained in the Drawings and Specifications is attached hereto as Exhibit _D_ and incorporated herein by reference.

E. Proposed GMP. Refer to **Exhibit _E_** for the proposed GMP, including a statement of the estimated cost organized by trade categories, allowances, contingency, General Conditions, and other items and the Fee that comprise the GMP is attached hereto as Exhibit _E_ and incorporated herein by reference.

F. Substantial Completion. Refer to **Exhibit _F_** for Substantial Completion date upon which the GMP Proposal is based and a schedule of the Construction Documents issuance dates upon which the date of Substantial Completion is based is attached hereto as Exhibit _F_ and incorporated herein by reference.

G. Acceptance Period. The time limit for acceptance of the GMP Proposal is attached hereto as part of **Exhibit _G_**.

2. Effect of Amendment. In all other respects, the Agreement is affirmed and ratified and, except as expressly modified herein, all terms and conditions of the Agreement shall remain in full force and effect.

3. Non-Default. By executing this Sixth Amendment, the Construction Manager affirmatively asserts that (i) The City of Norman is not currently in default, nor has been in default at any time prior to this Sixth Amendment, under any of the terms or conditions of this Agreement and (ii) any and all claims, known and unknown, relating to the Agreement and existing on or before the date of this Sixth Amendment are forever waived.

[REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK]

[SIGNATURE ON FOLLOWING PAGES]

IN WITNESS WHEREOF, the Parties have executed this SIXTH AMENDMENT in multiple copies on the respective dates herein below reflected to be effective on the date executed by the City of Norman.

CONSTRUCTION MANAGER (CROSSLAND CONSTRUCTION COMPANY, INC)

By: 

Name: Aaron R. Stoops

Title: Vice President

Date: 12.7.22

ATTEST:

By: _____

Subscribed and Sworn to me this _____ day of _____, 2022.

Commission Number: _____

Expiration Date: _____

THE CITY OF NORMAN

Reviewed and approved for form and legality this _____ day of _____, 2022.

Office of the General Counsel

Approved by The City of Norman on this _____ day of _____, 2022.

By: _____

Larry Heikkila, Mayor

ATTEST:

By: _____

Brenda Hall, City Clerk



**EXHIBIT A
GMP AMENDMENT**

NO. 6

408 NE 145th Place
Oklahoma City, OK 73013
tel 405.748.5043
fax 405.748.7214

December 7th, 2022
Jason Olsen
Director of Parks and Recreation
City of Norman

RE: City of Norman Senior Center
Recommendation Award Letter Bid Package #04 - Letter #6

Dear Mr. Jason Olsen,

For the above referenced project, we are proposing a guaranteed maximum price (GMP) of dollars (**\$1,191,117.77**).

Bids for the City of Norman Senior Center – Bid Package #4, were received and publicly read aloud in at 201 W. Gray, Norman, OK 73069 on December 1st, 2022 at 2:00 PM CST. The bidding process was conducted in accordance with the Oklahoma Public Competitive Bidding Act, 61 O.S. 1974, §101

Crossland Construction Company has reviewed the bids for qualifications, completeness, responsiveness, cost, & best value to the owner. For additional information, see breakout pages & summaries below.

<u>Subcontractor / Supplier</u>	<u>Total</u>
C&N Masonry (4A Masonry)	\$228,000
<ul style="list-style-type: none"> • Crossland Construction is recommending responsive low bidder, C&N Masonry, for this trade contract. Scope includes the entirety of trade contract 4A as detailed in Bid Package #04 documents. Apparent low bidder, CIA Masonry, formally recalled there bid stating a major scope omission. 	
Reiss Painting (9C Painting)	\$201,000
<ul style="list-style-type: none"> • Crossland Construction is recommending responsive low bidder, Reiss Painting, for this trade contract. Scope includes the entirety of trade contract 9C as detailed in Bid Package #04 documents. 	
Vital Signs (10B Signage)	\$46,985
<ul style="list-style-type: none"> • Crossland Construction requested quotes from three sign contractors and is recommending the lowest quote, Vital Signs, for this trade contract. Scope includes the entirety of trade contract 10B as detailed in Bid Package #04 documents. 	
Russell Interiors (12A Window Treatments)	\$45,640
<ul style="list-style-type: none"> • Crossland Construction requested quotes from three window treatment contractors and is recommending the lowest quote, Vital Signs, for this trade contract. Scope includes the entirety of trade contract 12A as detailed in Bid Package #04 documents. 	

**City of Norman
Norman Senior Center**

GMP Amendment No. 6

**EXHIBIT A
GMP AMENDMENT**

NO. 6

- | | |
|---|--------------------|
| High Tech-Tronics (28A Fire Alarm) | \$49,076 |
| <ul style="list-style-type: none"> • Crossland Construction is recommending responsive low bidder, High Tech Tronics, for this trade contract. Scope includes the entirety of trade contract 28A as detailed in Bid Package #04 documents. | |
| Turning Point (32B Asphalt Paving) | \$168,500 |
| <ul style="list-style-type: none"> • Crossland Construction is recommending responsive low bidder, Turning Point, for this trade contract. Scope includes the entirety of trade contract 32B as detailed in Bid Package #04 documents. | |
| Lyon Fencing (32C Fencing) | \$10,295 |
| <ul style="list-style-type: none"> • Crossland Construction requested quotes from three fence contractors and is recommending the lowest quote, Lyon Fencing, for this trade contract. Scope includes the entirety of trade contract 32C as detailed in Bid Package #04 documents. | |
| Tape / Bed / Texture (Gypsum Wall Texturing Finishing) | \$41,600 |
| <ul style="list-style-type: none"> • Crossland Construction requested quotes from three painting contractors and is recommending the lowest quote, Reiss Painting, for this scope of work. Scope includes the wall finishing and texturing as detailed in the project documents. | |
| Alternate 13 – Wall Tile Elevations | \$31,161.80 |
| <ul style="list-style-type: none"> • Alternate 13 from Bid Package 03 for the wall tile elevations is being accepted into the overall project scope of work. | |
| Alternate 14 – Flooring in Kitchen | \$5,002.56 |
| <ul style="list-style-type: none"> • Alternate 14 from Bid Package 03 for the flooring in the kitchen is being accepted into the overall project scope of work. | |
| Alternate 15 – Stage Curtains | \$35,802.72 |
| <ul style="list-style-type: none"> • Alternate 15 from Bid Package 03 for the stage curtains is being accepted into the overall project scope of work. | |

Please contact me should you have any questions.

Sincerely,

Justin Lockwood
Director of Preconstruction
Crossland Construction Company

See Exhibit E: GMP, Cost Summary & Divisional Bid Tabs

City of Norman
Norman Senior Center

GMP Amendment No. 6

**EXHIBIT B
GMP AMENDMENT NO. 6**

LIST OF DRAWINGS

<u>GENERAL</u>			<u>STRUCTURAL</u>			<u>STRUC. CON'T</u>		
<u>Sheet</u>	<u>Rev.</u>	<u>Date</u>	<u>Sheet</u>	<u>Rev.</u>	<u>Date</u>	<u>Sheet</u>	<u>Rev.</u>	<u>Date</u>
G-002b	ASI-02	6.10.2022	S-001	ASI-02	6.10.2022	SF-201	ASI-02	6.10.2022
V-001	ASI-01	5.24.2022	S-002	N/A	12.14.2022 1	SF-202	ASI-02	6.10.2022
G-101	N/A	12.14.2022 1	S-003	ADD - 01	11.29.2022 1	SF-203	ADD - 04	4.05.2022
G-102	ADD-03	3.11.2022	S-004	ADD - 01	11.29.2022 1	SF-204	ADD - 04	4.05.2022
G-103	ASI-02	6.10.2022	S-005	ADD - 01	11.29.2022 1	SF-205	ADD - 04	4.05.2022
G-104	ADD-03	3.11.2022	S-006	ADD - 04	4.05.2022	SF-206	ASI-02	6.10.2022
			S-007	ADD - 01	11.29.2022 1	SF-401	ADD - 03	3.11.2022
<u>CIVIL</u>			S-008	ADD - 01	11.29.2022 1	SF-402	ADD - 03	3.11.2022
<u>Sheet</u>	<u>Rev.</u>	<u>Date</u>	S-008A	N/A	12.14.2022 1	SF-501	ADD - 03	3.11.2022
C-001	ASI-01	5.24.2022	S-009	ADD - 01	11.29.2022 1	SF-502	ADD - 04	4.05.2022
C-501	ASI-01	5.24.2022	S-009A	N/A	12.14.2022 1	SF-503	ADD - 04	4.05.2022
C-502	ASI-01	5.24.2022	S-010	ASI-08	10.04.2022 2	SF-504	ADD - 03	3.11.2022
C-503	ASI-01	5.24.2022	S-011	ASI-02	6.10.2022	SF-505	ADD - 03	3.11.2022
C-504	ASI-01	5.24.2022	SB-100	ADD - 03	3.11.2022	SF-506	ADD - 04	4.05.2022
C-505	ASI-01	5.24.2022	SB-101	ASI-08	10.04.2022 2	SF-507	ASI-02	6.10.2022

**EXHIBIT B
GMP AMENDMENT NO. 6**

LIST OF DRAWINGS (CONT.)

C-506	ASI-04	7.28.2022		SB-102	ASI-02	6.10.2022		SF-508	ADD-04	4.05.2022		
CD-101	ASI-01	5.24.2022		SB-111	ASI-08	10.04.2022		SF-509	ADD-04	4.05.2022		
CG-101	ASI-04	7.28.2022		SB-112	ASI-02	6.10.2022		SF-510	ASI-02	6.10.2022		
CG-201	ASI-01	5.24.2022		SB-401	ASI-02	6.10.2022		SF-511	ADD-04	4.05.2022		
CG-501	ASI-01	5.24.2022		SB-402	ADD-03	3.11.2022		SF-512	ADD-03	3.11.2022		
CS-101	ASI-04	7.28.2022		SB-403	ASI-02	6.10.2022		SF-513	ADD-03	3.11.2022		
CU-101	ASI-04	7.28.2022		SB-404	ASI-02	6.10.2022		SF-514	ASI-05	7.28.2022		
CU-102	ASI-04	7.28.2022		SB-405	ADD-03	3.11.2022		SF-515	ADD-04	4.05.2022		
CU-102.1	ASI-04	7.28.2022		SB-501	ADD-03	3.11.2022		SF-516	ADD-04	4.05.2022		
CU-103	ASI-01	5.24.2022		SB-502	ASI-08	10.04.2022		SF-517	ADD-04	4.05.2022		
CU-104	ASI-04	7.28.2022		SB-503	ASI-02	6.10.2022		SF-518	ADD-03	3.11.2022		
				SB-504	ASI-02	6.10.2022						
LANDSCAPE				SB-505	ASI-02	6.10.2022						
Sheet	Rev.	Date		SF-100	N/A	11.02.2022						
						1						
LA-01	ASI-06	8.26.2022		SF-101	ADD-04	4.05.2022						
LA-02	ADD-03	3.11.2022		SF-102	ASI-02	6.10.2022						
LI-01	ASI-04.1	8.16.2022		SF-103	ADD-04	4.05.2022						
LI-02	ADD-03	3.11.2022		SF-104	ADD-04	4.05.2022						
ARCHITECT				ARCH. CON'T				Interior				
Sheet	Rev.	Date		Sheet	Rev.	Date		Sheet	Rev.	Date		
A-001	N/A	12.14.2022		AE-408	ADD-03	3.11.2022		I-001	ADD-03	3.11.2022		
		1										
A-002	ASI-02	6.10.2022		AE-409	ASI-02	6.10.2022		I-002	N/A	12.14.2022		
										1		
A-003	ADD-02	1.10.2022		AE-410	ASI-02	6.10.2022		I-003	ADD-03	3.11.2022		

**EXHIBIT B
GMP AMENDMENT NO. 6**

LIST OF DRAWINGS (CONT.)

AE-100	ASI-02	6.10.2022		AE-501	ASI-02	6.10.2022		I-004	N/A	12.14.2021	
AE-101	ASI-11	10.19.2022		AE-502	ADD-03	3.11.2022		I-005	ADD-03	3.11.2022	
AE-102	ASI-11	10.19.2022		AE-503	ASI-07	9.07.2022		I-006	ADD-03	3.11.2022	
AE-103	ASI-02	6.10.2022		AE-504	N/A	12.14.2021		I-007	ADD-03	3.11.2022	
AE-104	ADD-03	3.11.2022		AE-505	ASI-05	7.28.2022		I-008	ADD-03	3.11.2022	
AE-110	ADD-04	4.05.2022		AE-506	ADD-03	3.11.2022		I-09	ADD-03	3.11.2022	
AE-111	ADD-03	3.11.2022		AE-507	ADD-03	3.11.2022		I-009	N/A	12.14.2021	
AE-112	ADD-03	3.11.2022		AE-510	ADD-04	4.05.2022		I-010	N/A	12.14.2021	
AE-120	ADD-03	3.11.2022		AE-511	ADD-04	4.05.2022		I-011	ADD-03	3.11.2022	
AE-121	ADD-03	3.11.2022		AE-512	ASI-02	6.10.2022		IG-101	N/A	12.14.2021	
AE-122	ASI-09	10.12.2022		AE-513	ADD-03	3.11.2022		IG-102	N/A	12.14.2021	
AE-130	ASI-05	8.17.2022		AE-515	ADD-03	3.11.2022		IG-500	ADD-03	3.11.2022	
AE-200	ADD-04	4.05.2022		AE-516	ADD-03	3.11.2022		IG-600	ADD-03	3.11.2022	
AE-201	ASI-09	10.12.2022		AE-517	ASI-05	8.17.2022		IN-102	ADD-03	3.11.2022	
AE-202	ADD-04	4.05.2022		AE-600	ASI-05	7.28.2022		IN-103	ADD-03	3.11.2022	
AE-203	ASI-07	9.07.2022		AE-601	N/A	12.14.2021					
AE-301	ADD-03	3.11.2022		AE-610	ADD-03	3.11.2022		<u>FIRE PROTECTION</u>			
AE-302	ADD-04	4.05.2022		AE-611	ADD-03	3.11.2022		<u>Sheet</u>	<u>Rev.</u>	<u>Date</u>	
AE-303	ADD-04	4.05.2022		AE-612	ADD-03	3.11.2022		F-001	ASI-02	6.10.2022	
AE-304	ADD-03	3.11.2022		AE-613	ADD-03	3.11.2022		F-101	N/A	12.14.2021	
AE-305	ADD-03	3.11.2022		AE-614	ADD-03	3.11.2022		F-102	ADD-03	3.11.2022	
AE-307	ASI-07	9.07.2022		AE-615	ADD-03	3.11.2022		F-401	ADD-03	3.11.2022	
AE-308	ADD-04	4.05.2022		AE-616	ADD-03	3.11.2022		F-601	N/A	12.14.2021	

**EXHIBIT B
GMP AMENDMENT NO. 6**

LIST OF DRAWINGS (CONT.)

AE-401	ASI-02	6.10.2022		AS-100	ASI-02	6.10.2022		F-701	N/A	12.14.2021	
AE-402	ASI-05	8.17.2022		AS-101	ADD-03	3.11.2022					
AE-403	ASI-02	6.10.2022									
AE-404	ADD-03	3.11.2022									
AE-405	ADD-03	3.11.2022									
AE-406	ADD-03	3.11.2022									
AE-407	ADD-03	3.11.2022									
PLUMBING				ELECTRICAL				Pool			
<u>Sheet</u>	<u>Rev.</u>	<u>Date</u>		<u>Sheet</u>	<u>Rev.</u>	<u>Date</u>		<u>Sheet</u>	<u>Rev.</u>	<u>Date</u>	
P-001	N/A	12.14.2021		E-001	N/A	12.14.2021		PL-100	ASI-12	10.19.2022	
P-101	ADD-03	3.11.2022		EG-101	ALT 8	3.11.2022		PL-101	ASI-12	10.19.2022	
P-102	ASI-10	9.27.2022		EG-102	ALT 8	3.11.2022		PL-110	ASI-12	10.19.2022	
P-103	ADD-03	3.11.2022		EG-103	ALT 8	3.11.2022		PL-111	ASI-12	10.19.2022	
P-104	ASI-09	10.12.2022		EG-104	ALT 8	3.11.2022		PL-112	ASI-12	10.19.2022	
P-105	ADD-03	3.11.2022		EG-501	ALT 8	3.11.2022		PL-113	ASI-12	10.19.2022	
P-106	ADD-03	3.11.2022		EG-502	ALT8	3.11.2022		PL-200	ASI-12	10.19.2022	
P-401	ADD-03	3.11.2022		EL-101	ASI-03	7.05.2022		PL-210	ASI-12	10.19.2022	
P-402	ASI-10	9.27.2022		EL-102	ASI-09	10.12.2022		PL-211	ASI-12	10.19.2022	
P-501	ASI-02	6.10.2022		EL-701	ASI-13	10.17.2022		PL-300	ASI-12	10.19.2022	
P-601	ASI-02	6.10.2022		EP-101	N/A	12.14.2021		PL-301	ASI-12	10.19.2022	
				EP-102	ASI-09	10.12.2022		PL-400	ASI-12	10.19.2022	
				EP-103	N/A	12.14.2021		PL-402	ASI-12	10.19.2022	
				EP-104	N/A	12.14.2021		PL-403	ASI-12	10.19.2022	
Mechanical											
<u>Sheet</u>	<u>Rev.</u>	<u>Date</u>									

**EXHIBIT B
GMP AMENDMENT NO. 6**

LIST OF DRAWINGS (CONT.)

M-001	N/A	12.14.202 1	EP- 105	N/A	12.14.202 1	PL- 404	ASI- 12	10.19.202 2	
M-301	ASI-11	10.19.202 2	EP- 106	N/A	12.14.202 1	PL- 500	ASI- 12	10.19.202 2	
M-501	N/A	12.14.202 1	EP- 401	ASI- 13	10.17.202 2	PL- 501	ASI- 12	10.19.202 2	
M-601	N/A	12.14.202 1	EP- 601	ASI- 02	6.10.2022	PL- 600	ASI- 12	10.19.202 2	
M-701	N/A	12.14.202 1	EP- 701	ASI- 02	6.10.2022				
M-702	N/A	12.14.202 1	EP- 702	ASI- 13	10.17.202 2				
M-801	N/A	12.14.202 1	EP- 703	N/A	12.14.202 1				
M-802	N/A	12.14.202 1	ES- 101	ASI- 13	10.17.202 2				
M-803	N/A	12.14.202 1	ES- 501	N/A	12.14.202 1				
M-804	N/A	12.14.202 1	ET- 101	N/A	12.14.202 1				
MH- 101	ASI-11	10.19.202 2	ET- 102	N/A	12.14.202 1				
MH- 102	ASI-11	10.19.202 2	ET- 103	N/A	12.14.202 1				
MP- 101	ASI-11	10.19.202 2	ET- 104	N/A	12.14.202 1				
MP- 102	ASI-09	10.12.202 2	ET- 501	N/A	12.14.202 1				
MR- 101	ASI-11	10.19.202 2	ET- 502	N/A	12.14.202 1				
MR- 102	ASI-11	10.19.202 2	ET- 503	N/A	12.14.202 1				
			ET- 600	N/A	12.14.202 1				
			ET- 601	N/A	12.14.202 1				
			ET- 602	N/A	12.14.202 1				
			ET- 603	N/A	12.14.202 1				

**EXHIBIT B
GMP AMENDMENT NO. 6**

LIST OF SPECIFICATIONS

Specification	Description
01-1000	SUMMARY
01-2100	ALLOWANCES
01-2300	ALTERNATES
01-2500	SUBSTITUTION PROCEDURES
01-2600	CONTRACT MODIFICATION PROCEDURES
01-2900	PAYMENT PROCEDURES
01-3200	CONSTRUCTION PROGRESS DOCUMENTATION
01-4339	MOCKUPS
02-4119	SELECTIVE DEMOLITION
03-3000	CAST-IN-PLACE CONCRETE
03-3511	CONCRETE FLOOR FINISHES
04-2000	UNIT MASONRY
04-2200	CONCRETE UNIT MASONRY
05-1200	STRUCTURAL STEEL FRAMING
05-2100	STEEL JOIST FRAMING
05-3100	STEEL DECKING
05-4000	COLD-FORMED METAL FRAMING
05-4300	SLOTTED CHANNEL FRAMING
05-5000	METAL FABRICATIONS
05-5213	PIPE AND TUBE RAILINGS
06-1000	ROUGH CARPENTRY
06-1600	SHEATHING
06-2000	FINISH CARPENTRY
06-2023	INTERIOR FINISH CARPENTRY
06-4100	ARCHITECTURAL WOOD CASEWORK
06-4116	PLASTIC LAMINATE CLAD ARCHITECTURAL CABINETS
06-6310	PLASTIC FABRICATED BENCHES
06-8316	FIBER GLASS REINFORCED PLASTIC PANELS
07-1326	SELF ADHERED SHEET WATERPROOFING
07-1354	THERMOPLASTIC SHEET WATERPROOFING
07-2100	THERMAL INSULATION
07-2119	FOAMED IN PLACE INSULATION
07-2400	EXTERIOR INSULATION AND FINISH SYSTEM
07-2726	FLUID APPLIED MEMBRANE AIR BARRIERS
07-4643	COMPOSITE CLADDING
07-5423	THERMOPLASTIC POLYOLEFIN ROOFING
07-6200	SHEET METAL FLASHING AND TRIM

**EXHIBIT B
GMP AMENDMENT NO. 6**

LIST OF SPECIFICATIONS (CONT.)

07-7100	ROOF SPECIALTIES
07-7129	MANUFACTURED ROOF EXPANSION JOINTS
07-7200	ROOF ACCESSORIES
07-9200	JOINT SEALANTS
07-9513.13	INTERIOR EXPANSION JOINT COVER ASSEMBLIES
07-9513.16	EXTERIOR EXPANSION JOINT COVER ASSEMBLIES
08-1113	HOLLOW METAL DOORS AND FRAMES
08-1416	FLUSH WOOD DOORS
08-3100	ACCESS DOORS AND PANELS
08-3113	ACCESS DOORS AND FRAMES
08-3315	COILING WOOD COUNTER DOORS
08-4113	ALUMINUM FRAMED ENTRANCES AND STOREFRONTS
08-4413	GLAZED ALUMINUM CURTAIN WALLS
08-7100	DOOR HARDWARE
08-7113	POWER DOOR OPERATORS
08-8000	GLAZING
08-8300	MIRRORS
08-9119	FIXED LOUVERS
08-9516	WALL VENTS
09-0561	FLOORING PREPARATION
09-2116	GYPSUM BOARD ASSEMBLIES
09-3000	TILING
09-5100	SUSPENDED ACOUSTICAL CEILINGS
09-6500	RESILIENT FLOORING AND BASE
09-6566	RESILIENT ATHLETIC FLOORING
09-7200	WALL COVERINGS
09-8412	ACOUSTICAL ACCESSORIES
09-9113	EXTERIOR PAINTING
09-9123	INTERIOR PAINTING
09-9300	STAINING AND TRANSPARENT FINISHING
09-9600	HIGH PERFORMANCE COATINGS
10-1400	INTERIOR SIGNAGE
10-1416	PLAQUES
10-1419	DIMENSIONAL LETTER SIGNAGE
10-2113.16	PLASTIC LAMINATE CLAD TOILET COMPARTMENTS
10-2239	FOLDING PANEL PARTITIONS
10-2600	WALL PROTECTION
10-2800	TOILET, BATH, AND LAUNDRY ACCESSORIES
10-3100	MANUFACTURED FIREPLACES
10-4400	FIRE PROTECTION SPECIALTIES
10-4413	FIRE PROTECTION CABINETS

**EXHIBIT B
GMP AMENDMENT NO. 6**

LIST OF SPECIFICATIONS (CONT.)

10-4416	FIRE EXTINGUISHERS
10-5129	PHENOLIC LOCKERS
10-7529	PLAZA MOUNTED FLAGPOLES
11-4000	FOOD SERVICE EQUIPMENT
11-6143	STAGE CURTAINS
11-6623	GYMNASIUM EQUIPMENT
12-1500	ART HANGING AND DISPLAY SYSTEMS
12-2400	WINDOW SHADES
12-3600	COUNTERTOPS AND BENCHTOPS
13-1113	POOL GENERAL
13-1114	POOL STARTUP, MAINTENANCE & OPERATIONS TRAINING
13-1118	POOL CONCRETE
13-1120	POOL PIPE & PIPE FITTINGS
13-1123	POOL PIPE SUPPORTS
13-1124	POOL VALVES
13-1125	POOL CENTRIFUGAL PUMPS
13-1126	POOL PUMP VFD
13-1130	POOL REGENERATIVE MEDIA FILTERS
13-1135	POOL ULTRAVIOLENT DISINFECTION EQUIPMENT
13-1137	POOL CHEMICAL SYSTEMS & CONTROLS
13-1140	POOL HEATING SYSTEMS
13-1145	POOL RAIL GOODS
13-1146	POOL EQUIPMENT
13-1160	POOL QUARTZ AGGREGATE FINISH
13-1161	POOL CERAMIC TILE
21-1313	WET PIPE SPRINKLER SYSTEMS
22-0513	COMMON MOTOR REQUIREMENTS FOR PLUMBING EQUIPMENT
22-0517	SLEEVES AND SLEEVE SEALS FOR PLUMBING PIPING
22-0518	ESCUTHEONS FOR PLUMBING PIPING
22-0519	METERS AND GAGES FOR PLUMBING PIPING
22-0523.12	BALL VALVES FOR PLUMBING MODERATORS
22-0523.13	BUTTERFLY VALVES FOR PLUMBING PIPING
22-0523.14	CHECK VALVES FOR PLUMBING PIPING
22-0529	HANGERS AND SUPPORTS FOR PLUMBING PIPING AND EQUIPMENT
22-0553	IDENTIFICATION FOR PLUMBING PIPING AND EQUIPMENT
22-0719	PLUMBING PIPING INSULATION
22-1113	FACILITY WATER DISTRIBUTION PIPING
22-1116	DOMESTIC WATER PIPING
22-1119	DOMESTIC WATER PIPING SPECIALTIES
22-1123	DOMESTIC WATER PUMPS
22-1123.13	DOMESTIC WATER PACKAGED BOOSTER PUMPS

**EXHIBIT B
GMP AMENDMENT NO. 6**

LIST OF SPECIFICATIONS (CONT.)

22-1313	FACILITY SANITARY SEWERS
22-1316	SANITARY WASTE AND VENT PIPING
22-1319	SANITARY WASTE PIPING SPECIALTIES
22-3300	ELECTRIC, DOMESTIC WATER HEATERS
22-3400	FUEL FIRED DOMESTIC WATER HEATERS
22-4213.13	COMMERCIAL WATER CLOSETS
22-4213.16	COMMERCIAL URINALS
22-4216.13	COMMERCIAL LAVATORIES
22-4216.16	COMMERCIAL SINKS
22-4223	COMMERCIAL SHOWERS
22-4500	EMERGENCY PLUMBING FIXTURES
22-4716	PRESSURE WATER COOLERS
23-0513	COMMON MOTOR REQUIREMENTS FOR HVAC EQUIPMENT
23-0517	SLEEVES AND SLEEVE SEALS FOR HVAC PIPING
23-0518	ESCUTHEONS FOR HVAC PIPING
23-0529	HANGERS AND SUPPORTS FOR HVAC PIPING AND EQUIPMENT
23-0553	IDENTIFICATION FOR HVAC PIPING AND EQUIPMENT
23-0593	TESTING, ADJUSTING, AND BALANCING FOR HVAC
23-0713	DUCT INSULATION
23-0719	HVAC PIPING INSULATION
23-0923	DIRECT DIGITAL CONTROL SYSTEM FOR HVAC
23-0923.12	CONTROL DAMPERS
23-1123	FACILITY NATURAL GAS PIPING
23-2113	HYDRONIC PIPING
23-3113	METAL DUCTS
23-3300	AIR DUCT ACCESSORIES
23-3416	CENTRIFUGAL HVAC FANS
23-3423	HVAC POWER VENTILATORS
23-3533	LISTED KITCHEN VENTILATION SYSTEM EXHAUST DUCTS
23-3600	AIR TERMINAL UNITS
23-3713.13	AIR DIFFUSERS
23-3713.23	AIR REGISTERES AND GRILLES
23-3716	FABRIC AIR DISTRIBUTION DEVICES
23-3813	COMMERCIAL KITCHEN HOODS
23-8119	PACKAGED, OUTDOOR, CENTRAL STATION AIR HANDLING UNITS
23-8126	SPLIT SYSTEM AIR CONDITIONERS
23-8239.16	PROPELLER UNIT HEATERS
23-8416.13	OUTDOOR, MECHANICAL DEHUMIDIFICATION UNITS
26-0519	LOW VOLTAGE ELECTRICAL POWER CABLES
26-0523	CONTROL VOLTAGE ELECTRICAL POWER CABLES
26-0526	GROUNDING AND BONDING FOR ELECTRICAL SYSTEMS

**EXHIBIT B
GMP AMENDMENT NO. 6**

LIST OF SPECIFICATIONS (CONT.)

26-0529	HANGERS AND SUPPORTS FOR ELECTRICAL SYSTEMS
26-0533	RACEWAYS AND BOXES FOR ELECTRICAL SYSTEMS
26-0536	CABLE TRAYS FOR ELECTRICAL SYSTEMS
26-0543	UNDERGROUND DUCTS AND RACEWAYS FOR ELECTRICAL SYSTEMS
26-0544	SLEEVES AND SLEEVE SEALS FOR ELECTRICAL RACEWAYS AND CABLING
26-0553	IDENTIFICATION FOR ELECTRICAL SYSTEMS
26-0572	OVERCURRENT PROTECTIVE DEVICE SHORT CIRCUIT STUDY
26-0573	OVERCURRENT PROTECTIVE DEVICE COORDINATION STUDY
26-0574	OVERCURRENT PROTECTIVE DEVICE ARC FLASH STUDY
26-0943	NETWORK LIGHTING CONTROLS
26-2200	LOW VOLTAGE TRANSFORMERS
26-2413	SWITCHBOARDS
26-2416	PANELBOARDS
26-2726	WIRING DEVICES
26-2816	ENCLOSED SWITCHES AND CIRCUIT BREAKERS
26-2923	VARIABLE FREQUENCY MOTOR CONTROLLERS
26-4313	SURGE PROTECTION FOR LOW VOLTAGE ELECTRICAL POWER CIRCUITS
26-5119	LED INTERIOR LIGHTING
26-5219	EMERGENCY AND EXIT LIGHTING
26-5613	LIGHTING POLES AND STANDARDS
27-0010	SUPPLEMENTAL REQUIREMENTS FOR COMMUNICATIONS
27-0526	GROUNDING AND BONDING FOR COMMUNICATIONS SYSTEMS
27-0528	PATHWAYS FOR COMMUNICATIONS SYSTEMS
27-0528.29	HANGERS AND SUPPORTS FOR COMMUNICATIONS SYSTEMS
27-0536	CABLE TRAYS FOR COMMUNICATIONS SYSTEMS
27-0544	SLEEVES AND SLEEVE SEALS FOR COMMUNICATIONS PATHWAYS AND CABLING
27-0553	IDENTIFICATION FOR COMMUNICATIONS SYSTEMS
27-1100	COMMUNICATIONS EQUIPMENT ROOM FITTINGS
27-1116	COMMUNICATIONS RACKS, FRAMES, AND ENCLOSURES
27-1323	COMMUNICATIONS OPTICAL FIBER BACKBONE CABLING
27-1333	COMMUNICATIONS COAXIAL BACKBONE CABLING
27-1513	COMMUNICATIONS COPPER HORIZONTAL CABLING
27-1533	COMMUNICATIONS COAXIAL HORIZONTAL CABLING
28-1005	ELECTRONIC SECURITY SYSTEMS
28-3111	ADDRESSABLE FIRE ALARM SYSTEMS
31-1000	SITE CLEARING
31-2000	EARTH MOVING
32-1216	ASPHALT PAVING
32-1313	CONCRETE PAVING
32-1373	CONCRETE PAVING JOINT SEALANTS
32-1723	PAVEMENT MARKINGS

**EXHIBIT B
GMP AMENDMENT NO. 6**

LIST OF SPECIFICATIONS (CONT.)

32-3113	CHAIN LINK FENCES AND GATES
32-8400	LANDSCAPE IRRIGATION
32-9100	LANDSCAPE BOULDERS AND DECORATIVE STONES
32-9200	LAWNS AND GRASSES
32-9300	EXTERIOR PLANTS
33-4100	STORM UTILITY DRAINAGE PIPING

**EXHIBIT C
GMP AMENDMENT NO. 6**

LIST OF ALLOWANCES

Pickleball Court System	\$140,000
• Cost to future bid the Pickleball Court System	

**EXHIBIT D
GMP AMENDMENT NO. 6**

Assumptions

1. No assumptions

EXHIBIT E GMP AMENDMENT NO. 6

GMP Summary

Norman Senior Center Bid Tab		CROSSLAND CONSTRUCTION COMPANY, INC.						
Norman Senior Center		GMP 1	GMP 2	GMP 3	GMP 4	GMP 5	GMP 6	Subcontractor
SF:	31,180							
Date:	12/7/2022							
BP#	Description	Bid Price	Bid Price		Bid Price			Subcontractor
2A	Demolition		37,325					
3A	Concrete		569,000					
4A	Masonry				235,000			Sun Valley Masonry
4B	Architectural Stone Masonry						228,000	C&N Masonry
5A	Structural Steel	1,200,000						
5B	Misc. Metals & Railings				164,090			Weibee
6A	Architectural Millwork				217,110			FADCO
7A	Roofing				691,150			OK Roofing
7B	Joint Sealants					22,965		Bone Dry
7C	Metal Panels				22,882			OK Roofing
7D	EIFS		293,430			44,180		
8A	Door Assemblies – Supply		102,000					
8B	Door Assemblies – Install		8,200					
8C	Glass & Glazing				786,810			Crystal
8D	Overhead Doors				32,547			DH Pace
9A	Gypsum Assemblies				688,282			Midwest
9B	Flooring & Wall Tile					249,765		Bryan's
9C	Painting & Wall Covering						201,000	Reiss Painting
9G	Athletic Flooring		88,638					
10A	Specialties					56,773		Czarniecki
10B	Signage						46,985	Vital
10C	Lockers		46,700					
10D	Operable Partitions					32,896		Best
11A	Food Service Equipment							Oswalt
11B	Stage Equipment							Janson
11C	Sports Equipment							OK Specialty Sales
12A	Window Treatments						45,640	Russell
13A	Pool		780,188					
21A	Fire Suppression		78,840					
22A	Plumbing				706,694			Waggoners
23A	HVAC			1,206,750				
26A	Electrical				847,000		9,600	KL Bradley
27A	Data & Communications							Tesco
28A	Fire Alarm						49,076	High Tec
28B	Access Control							
31A	Earthwork		201,350					
32A	Site Concrete		212,900					
32B	Asphalt						168,500	Turning Point
32C	Fencing						10,295	Lyon Fencing
32D	Landscape, Irrigation, & Plantings		151,219					
33A	Site Utilities (Gas, Water, Sewer)				186,040			G & P
33B	Storm Sewer Systems				110,429			G & P
	Allowances				80,000		140,000	
	Subtotal Direct Costs	1,200,000	2,569,790	1,206,750	4,768,034	406,579	899,096	11,050,249
	Construction Contingency	36,000	77,094	36,203			133,870	
	General Conditions	487,320						
	Project Requirements	221,270						
	Insurance	6,600	14,134	6,637	26,224	2,236	4,945	
	Construction Phase Fee	71,218	97,127	45,610	174,990	14,922	37,884	
	Construction Total	2,022,408	2,758,145	1,295,200	4,969,249	423,737	1,075,795	\$ 12,544,533

Alternates for GMP #6		Price
#	Description	
Alt. XX	Tape/ Bed / Texture Drywall	\$43,355.55
Alt. 13	Wall Tile Elevations	\$31,161.80
Alt. 14	Flooring in Kitchen	\$5,002.56
Alt. 15	Stage Curtains	\$35,802.72

GMP 6 Alternates	\$115,322.64
Total GMP 6	\$1,191,117.77
GMP's 1 through 5	\$11,555,938.00
Total Project	\$12,747,055.77

**EXHIBIT E
GMP AMENDMENT NO. 6**

Bid Tab

Trade Contract Identification
04B - Architectural Stone Masonry

Trade Contractor - Bid Summary

Contractor:	C&N Masonry	CIA Masonry			
Base Bid:	\$ 228,000	\$ 115,000			
Total:	\$ 228,000	\$ 115,000	\$ -	\$ -	\$ -

Crossland Construction Recommendation

Recommended Trade Contractor		
BASE BID :	CIA Masonry	\$ 115,000.00
TOTAL ALT:		

Trade Contract Identification
09C - Painting & Wallcoverings

Trade Contractor - Bid Summary

Contractor:	Reiss Painting	Modern Coatings	Advanced Comm		
Base Bid:	\$ 201,000	\$ 342,700	\$ 227,900		
Total:	\$ 201,000	\$ 342,700	\$ 227,900	\$ -	\$ -

Crossland Construction Recommendation

Recommended Trade Contractor		
BASE BID :	Reiss Painting	\$ 201,000.00
TOTAL ALT:		

**EXHIBIT E
GMP AMENDMENT NO. 6**

Bid Tab

Trade Contract Identification
32B - Asphalt Paving

Trade Contractor - Bid Summary

Contractor:	Turning Point				
Base Bid:	\$ 168,500				
ALT 1	\$ 208,800				
Total:	\$ 377,300	\$ -	\$ -	\$ -	\$ -

Crossland Construction Recommendation

Recommended Trade Contractor	
BASE BID :	Turning Point \$ 377,300.00
TOTAL ALT:	Turning Point

Trade Contract Identification
28A - Fire Alarm System

Trade Contractor - Bid Summary

Contractor:	High-Tech Tronics	Johnson Controls			
Base Bid:	\$ 49,076	\$ 53,000			
Total:	\$ 49,076	\$ 53,000	\$ -	\$ -	\$ -

Crossland Construction Recommendation

Recommended Trade Contractor	
BASE BID :	High-Tech Tronics \$ 49,076.00
TOTAL ALT:	

**City of Norman
Norman Senior Center**

GMP Amendment No. 6

**EXHIBIT F
GMP AMENDMENT NO.6**

SUBSTANTIAL COMPLETION

N/A. Substantial Completion date and information will be provided and finalized in a future GMP Amendment.

**EXHIBIT G
GMP AMENDMENT NO. 6**

ACCEPTANCE PERIOD

1. Acceptance of GMP No. 6 is required on or before January 1st, 2023
2. Should the pricing and terms of the GMP Amendment No. 6 not be accepted prior to the above referenced date, the pricing for the scope of work included with GMP Amendment No. 6 will be null and void and the work will be re-advertised and re-bid.

CIA MASONRY, LLC

To: City of Norman c/o Crossland Construction
Re: Norman Senior Wellness Center

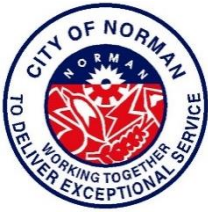
Due to a clerical error in calculating bid price, the GFRC component of the project did not get added into the bid price. We respectfully request to withdraw our bid citing that error

Respectfully
Michael Lamb
Estimator



File Attachments for Item:

17. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO. THREE TO CONTRACT K-2122-1: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND NASH CONSTRUCTION COMPANY DECREASING THE CONTRACT AMOUNT BY \$61,374.36 FOR A REVISED CONTRACT AMOUNT OF \$376,736.64 FOR THE FYE 2022 ANNUAL SIDEWALK PROGRAM, FINAL ACCEPTANCE OF THE PROJECT, AND FINAL PAYMENT IN THE AMOUNT OF \$18,836.83.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/13/2022

REQUESTER: Steve Guizzo, Engineering Assistant

PRESENTER: Shawn O'Leary, Public Works Director

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO. THREE TO CONTRACT K-2122-1: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND NASH CONSTRUCTION COMPANY DECREASING THE CONTRACT AMOUNT BY \$61,374.36 FOR A REVISED CONTRACT AMOUNT OF \$376,736.64 FOR THE FYE 2022 ANNUAL SIDEWALK PROGRAM, FINAL ACCEPTANCE OF THE PROJECT, AND FINAL PAYMENT IN THE AMOUNT OF \$18,836.83.

BACKGROUND:

The Fiscal Year 2021-2022 (FYE 2022) Annual Sidewalk Program consisted of five projects: Sidewalk Accessibility, Sidewalk Program for Schools & Arterials, Sidewalks & Trails, Downtown Sidewalks & Curbs and Citywide Sidewalk Reconstruction.

The FYE 2022 Annual Sidewalk Program (K-2122-1) went to bid on May 13, 2021 with Nash Construction Company submitting the winning bid of \$313,109. The contract was approved by City Council on July 13, 2021. Work began on August 10, 2021 and all projects were completed in November of 2021, with the exception of the Citywide Sidewalk Reconstruction Project which ran until the end of the fiscal year (June 30, 2022).

DISCUSSION:

A change order for \$45,000 was approved by Council on October 12, 2021 and a change order for \$80,000 was approved by Council on January 18, 2022. These change orders were to add funds to the Citywide Sidewalk Reconstruction Program to fund additional repairs in the City's 50/50% program.

FISCAL IMPACT:

A summary table showing the change in the project cost is shown below:

Item	Cost	Amount Used	Remaining
Original Contract	\$313,109.00	\$313,109.00	\$0
Change Orders	\$125,000.00	\$63,627.64	\$ 61,372.36
Total	\$438,109.00	\$376,736.64	\$61,372.36

If approved, remaining funds are recommended to be re-appropriated to the FYE 2023 Citywide Sidewalk Reconstruction or "50/50" Program to fund additional repairs to assist property owners in FYE 2023.

Staff has found the work to be complete and acceptable with all punch list items addressed and is proposing the closing of this contract (K-2122-1) with Nash Construction Company.

RECOMMENDATION NO. 1:

Staff recommends approval of Change Order No. 3 decreasing the contract amount by \$61,372.36.

RECOMMENDATION NO. 2:

Staff recommends final acceptance of the FYE 2022 Sidewalk Concrete Projects Contract K-2122-1, and final payment to Nash Construction Company in the amount of \$18,836.83.

RECOMMENDATION NO. 3:

Staff recommends that the remaining \$61,372.36 funds from the Citywide Sidewalk Reconstruction Project (50590052-46101, Project Number TC0273) remain within this project to be used to assist local property owners with public sidewalk repairs through the City's 50/50% cost share program in FYE 2023.

CHANGE ORDER SUMMARY
CITY OF NORMAN
CLEVELAND COUNTY, OKLAHOMA

CHANGE ORDER NO. 3

DATE: November 2, 2022

CONTRACT NO.: K-2122-1

SUBMITTED BY: Steve Guizzo

PROJECT: FYE 2022 SIDEWALK CONCRETE PROJECTS

CONTRACTOR: Nash Construction Company
Address: 700 S. Irving Ave.
City, State, Zip: Oklahoma City, OK 73129

Original Completion Date: June 30, 2022

Previous Completion Date: June 30, 2022 ORIGINAL CONTRACT AMOUNT: \$313,109.00

(Increase) this change order 0 Calendar days

New Completion Date June 30, 2022 PRESENT CONTRACT AMOUNT: \$438,109.00

DESCRIPTION	DECREASE	INCREASE
<u>See Attached "Change Order Detail"</u>	\$61,372.36	\$0.00

Note: Remaining funds will be reallocated to the FY2023 Sidewalk "50/50" Program for use by the citizens of Norman.

NET CHANGE: \$ - 61,372.36

REVISED CONTRACT AMOUNT \$376,899.81.00

CONTRACTOR: William R Nash DATE: 23 Nov 2022

CITY ENGINEER: Scott E Smith DATE: 11/28/2022

CITY ATTORNEY: _____ DATE: _____

ACCEPTED BY: _____ DATE: _____
(Mayor)

City of Norman
Purchasing Division
P.O. Box 370
Norman, OK 73070

AFFIDAVIT

State of Oklahoma

PO No.

County of Oklahoma

Invoice No. Final Retainage

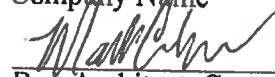
Amount \$ 18,836.83

In accordance with the Constitution of the State of Oklahoma Title 62, Section 310.9, this form must be completed and Submitted before any invoice over \$12,500.00 can be processed for payment.

The undersigned CONTRACTOR, of lawful age, being duly sworn, on oath says that this invoice or claim is true and correct and that (s)he is authorized to submit the invoice pursuant to an approved Contract. Affidavit further states that the work as shown by this invoice have been completed in accordance with the plans, specifications furnished the Affidavit. Affidavit further states that (s)he has made no payment, given, or donated or agreed to pay, give or donate, either directly or indirectly, to any elected official, officer or employee of the City of Norman, or money or any other thing of value to obtain payment of the invoice or procure award of this Contract order pursuant to which an invoice is submitted.

Nash Construction Company

Company Name



By: Architect, Contractor, Supplier,
Engineer or Supervisory Official

Subscribed and sworn to before me this 5 day of July, 2022



Notary Public
(or officer having power to administer oaths)

My Commission Expires:

11/05/2024

BID 2122-01 FYE 2022 SIDEWALK CONCRETE PROJECTS

APPLICATION AND CERTIFICATE FOR PAYMENT

LOCATION: FYE 2022 Various Locations

ENGINEER:

TO: CITY OF NORMAN:

CONTRACTOR: Nash Construction Company

APPLICATION DATE: 07/05/2022 APPLICATION Final Retainage

PERIOD FROM: July 5, 2022 NO. TO: July 5, 2022

CHANGE ORDER SUMMARY

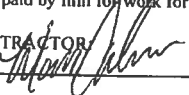
Application is made for Payment, as shown below, in connection with the Contract. The present status of the account for this Contract is as follows:

Change Orders approved in previous months by Owner	ADDITIONS \$	DEDUCTIONS \$
TOTAL	\$125,000.00	
Subsequent Change Orders		
Number	Approved (Date)	
1	10/12/2021	\$45,000.00
2	01/18/2022	\$80,000.00
TOTALS		
Net change by Change Orders	\$	\$125,000.00

ORIGINAL CONTRACT SUM	\$ 313,109.00
Net change by Change Orders	\$ 125,000.00
CONTRACT SUM TO DATE	\$438,109.00

TOTAL COMPLETED & STORED TO	\$ 376,736.64
DATE RETAINAGE 5 %	\$
TOTAL EARNED LESS RETAINAGE	\$357,899.81
LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$ 18,836.83

The undersigned Contractor certifies that the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by him for work for which previous Certificates for Payment were issued and payments received from the City, and that the current payment shown herein is now due.

CONTRACTOR
By: 

Date: 7/05/2022

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Inspector certifies to the City that to the best of the Inspector's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED. \$ _____

INSPECTOR:
BY: _____

ENGINEER/OWNER
BY: _____

PAY ESTIMATE: Final Retainage
 DATE: 5-Jul-22

To: CITY OF NORMAN ENGINEERING DIVISION
 Re: BID 2122-01 FYE 2022 Sidewalk Concrete Projects

FYE 2022 Citywide Sidewalk Reconstruction Project -

Work Completed Through: 5-Jul-22

APPLICATION AND CERTIFICATE FOR PAYMENT

Item	Description	Unit	Estimated Quantity	Unit Price	Estimated Contract Value	Quantity This Estimate	Previous Estimated Quantity	Quantity to Date	Percent Complete	Value of Work This Estimate	Value of Work to Date
1	UNCLASSIFIED EXCAVATION	CY	1.0	\$ 19.00	19.00	0.00	0.00	0.00	0.00%	0.00	0.00
2	UNCLASSIFIED BORROW	CY	1.0	\$ 46.00	46.00	0.00	0.00	0.00	0.00%	0.00	0.00
3	SOLID SLAB SOO	SY	120.0	\$ 7.50	1,140.00	0.00	0.00	0.00	0.00%	0.00	0.00
4	REMOVAL OF TREE 6" TO 15"	EA	1.0	\$ 710.00	710.00	2.00	0.00	2.00	200.00%	1,420.00	1,420.00
5	REMOVAL OF TREE 15" TO 24"	EA	1.0	\$ 945.00	945.00	0.00	0.00	0.00	0.00%	0.00	0.00
6	REMOVAL OF TREE 25"	EA	1.0	\$ 1,200.00	1,200.00	0.00	0.00	0.00	0.00%	0.00	0.00
7	REMOVAL OF CONCRETE SIDEWALK	SY	150.0	\$ 10.00	1,500.00	477.42	702.29	1,179.71	786.47%	4,774.20	11,797.10
8	REMOVAL OF 6"-8" CONCRETE PVMT	LF	60.0	\$ 10.00	600.00	0.00	0.00	0.00	100.00%	0.00	0.00
9	REMOVAL OF 6"-8" CON PVMT W/REINFORCING STEEL	SY	1.0	\$ 11.00	11.00	0.00	0.00	0.00	0.00%	0.00	0.00
10	REMOVAL OF 9"-12" CONCRETE PVMT	SY	1.0	\$ 11.00	11.00	0.00	0.00	0.00	0.00%	0.00	0.00
11	REMOVAL OF 6"-10" ASPHALT PVMT	SY	1.0	\$ 11.00	11.00	0.00	0.00	0.00	0.00%	0.00	0.00
12	SAWING PAVEMENT	LF	140.0	\$ 5.00	700.00	0.00	0.00	80.00	57.14%	0.00	400.00
13	4" CONCRETE SIDEWALK	SY	270.0	\$ 48.00	12,960.00	272.50	1,073.29	1,345.79	498.44%	13,080.00	64,597.92
14	6" CONCRETE (HES 3000 PSI)	SY	0.0	\$ 58.00	0.00	168.91	0.00	168.91	0.00%	9,796.78	9,796.78
15	4" BRICK PAVERS SW WITH SAND BASE	SY	1.0	\$ 322.00	322.00	0.00	0.00	0.00	0.00%	0.00	0.00
16	4" WINDOW PANE SW W/6" AGG BASE	SY	0.0	\$ 55.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
17	REMOVAL OF CON. RETAINING WALL	LF	1.0	\$ 127.00	127.00	0.00	0.00	0.00	0.00%	0.00	0.00
18	REMOVAL OF CROSS TIE RETAINING WALL	LF	1.0	\$ 127.00	127.00	0.00	0.00	0.00	0.00%	0.00	0.00
19	CROSS TIE RETAINING WALL (2FT HIGH)	LF	1.0	\$ 254.00	254.00	0.00	0.00	0.00	0.00%	0.00	0.00
20	CONC. RETAINING WALL	CY	1.0	\$ 925.00	925.00	0.00	0.00	0.00	0.00%	0.00	0.00
21	MANUFACTURED CONC. BLOCK RETAINING WALL (#1 course laid)	LF	1.0	\$ 48.00	48.00	0.00	0.00	0.00	0.00%	0.00	0.00
22	FLOWABLE FILL	CY	1.0	\$ 175.00	175.00	0.00	0.00	0.00	0.00%	0.00	0.00
23	6" CONCRETE (3000 PSI HES)	SY	85.0	\$ 58.00	4,930.00	0.00	0.00	0.00	0.00%	0.00	0.00
24	SIDEWALK RAMPS	SY	20.0	\$ 175.00	3,500.00	20.55	0.00	20.55	102.75%	3,596.25	3,596.25
25	DETECTABLE WARNING SURFACE	SF	116.0	\$ 25.00	2,900.00	40.00	0.00	40.00	34.48%	1,000.00	1,000.00
26	ASPHALT CONCRETE TYPE B-MRGIN	TON	1.0	\$ 212.00	212.00	0.00	0.00	0.00	0.00%	0.00	0.00
27	PEDESTRIAN CONC. SLAB BRIDGE	SY	60.0	\$ 62.00	3,720.00	0.00	0.00	0.00	0.00%	0.00	0.00
28	CONC. CRUB (6" BARRIER-INTEGRAL)	LF	60.0	\$ 13.00	780.00	0.00	0.00	0.00	0.00%	0.00	0.00
29	CON. CRUB (8" BARRIER-INTEGRAL)	LF	6.0	\$ 27.00	162.00	0.00	0.00	0.00	0.00%	0.00	0.00
30	ADJ. VALVE BOX TO GRADE	EA	3.0	\$ 440.00	1,320.00	0.00	1.00	1.00	33.33%	0.00	440.00
31	ADJ.METER BOX TO GRADE	EA	3.0	\$ 325.00	975.00	0.00	1.00	1.00	33.33%	0.00	325.00
32	RELOCATE WATER METER & BOX	EA	3.0	\$ 563.00	1,689.00	0.00	0.00	0.00	0.00%	0.00	0.00
33	1/2" DOWEL	EA	90.0	\$ 7.00	630.00	35.00	56.00	91.00	0.00%	243.00	637.00
34	REINFORCING STEEL (GRADE 60)	LBS	1.0	\$ 3.00	3.00	0.00	0.00	0.00	0.00%	0.00	0.00
35	4" PIPE UNDERDRAIN	LF	1.0	\$ 25.00	25.00	0.00	0.00	0.00	0.00%	0.00	0.00
36	REMOVAL OF CURB & GUTTER	LF	120.0	\$ 10.00	1,200.00	20.00	53.00	73.00	60.83%	200.00	730.00
37	GUARDRAIL/HANDRAIL ASSEMBLY	LF	6.0	\$ 242.00	1,452.00	0.00	0.00	0.00	0.00%	0.00	0.00
38	CURB & GUTTER	LF	120.0	\$ 24.00	2,880.00	20.00	53.00	73.00	60.83%	480.00	1,752.00
39	CHAINLINK FABRIC	SF	12.0	\$ 158.00	1,896.00	0.00	0.00	0.00	0.00%	0.00	0.00
40	RELOCATE IRRIGATION SYSTEM PIPING	LF	30.0	\$ 25.00	750.00	0.00	0.00	0.00	0.00%	0.00	0.00
41	RELOCATE EXISTING SPRINKLER	EA	6.0	\$ 75.00	450.00	6.00	3.00	9.00	0.00%	450.00	675.00
42	RELOCATION OF SPRINKLER CONTROL VALVE BOX	EA	1.0	\$ 5,000.00	5,000.00	0.00	0.00	0.00	0.00%	0.00	0.00
43	INSTALLATION NEW SPRINKLER HEAD	EA	6.0	\$ 60.00	360.00	0.00	0.00	0.00	0.00%	0.00	0.00
				\$ Total Base Bid	56,665.00		Percent Complete	171.48%		35,042.23	97,167.05

Original Contract Amount	\$ 56,665.00	Previous Amount	\$ -	Payment Amount	\$ 97,167.05
New Contract Amount	\$ -		\$ -		\$ 92,368.70
Contract Amendments	\$ -		\$ -		\$ 4,858.35
Current Contract Amount	\$ 56,665.00		\$ -		

EARNING TO DATE	\$ 97,167.05
LESS PREVIOUS ESTIMATE	\$ 92,368.70
TOTAL RETAINAGE DUE	\$ 4,858.35

PAY ESTIMATE: Final Retainage
 DATE: 5-Jul-22

To: CITY OF NORMAN ENGINEERING DIVISION
 Re: BID 2122-01 FYE 2022 Sidewalk Concrete Projects

FYE 2022 Downtown Area Sidewalks and Curb

Work Completed Through: 5-Jul-22

APPLICATION AND CERTIFICATE FOR PAYMENT

Item	Description	Unit	Estimated Quantity	Unit Price	Estimated Contract Value	Quantity This Estimate	Previous Estimated Quantity	Quantity to Date	Percent Complete	Value of Work This Estimate	Value of Work to Date
1	UNCLASSIFIED EXCAVATION	CY	1.0	\$ 19.00	19.00	0.00	0.00	0.00	0.00%	0.00	0.00
2	UNCLASSIFIED BORROW	CY	1.0	\$ 46.00	46.00	0.00	0.00	0.00	0.00%	0.00	0.00
3	SOLID SLAB SOD	SY	100.0	\$ 9.50	950.00	0.00	0.00	0.00	0.00%	0.00	0.00
4	REMOVAL OF TREE 4" TO 12"	EA	1.0	\$ 710.00	710.00	0.00	0.00	0.00	0.00%	0.00	0.00
5	REMOVAL OF TREE 15" TO 24"	EA	0.0	\$ 945.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
6	REMOVAL OF TREE 25"	EA	1.0	\$ 1,200.00	1,200.00	1.00	0.00	1.00	100.00%	1,200.00	1,200.00
7	REMOVAL OF CONCRETE SIDEWALK	SY	157.0	\$ 10.00	1,570.00	88.65	0.00	88.65	56.46%	886.50	886.50
8	REMOVAL OF 6"-8" CONCRETE PVMT	LF	0.0	\$ 11.00	0.00	138.89	0.00	138.89	100.00%	1,527.79	1,527.79
9	REMOVAL OF 6"-8" CON PVMT W/REINFORCING BARS	SY	27.0	\$ 11.00	297.00	0.00	0.00	0.00	0.00%	0.00	0.00
10	REMOVAL OF 9"-12" CONCRETE PVMT	SY	0.0	\$ 11.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
11	REMOVAL OF 6"-10" ASPHALT PVMT	SY	0.0	\$ 11.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
12	SAWING PAVEMENT	LF	200.0	\$ 5.00	1,000.00	304.00	0.00	304.00	152.00%	1,520.00	1,520.00
13	4" CONCRETE SIDEWALK	SY	344.0	\$ 48.00	16,512.00	475.95	0.00	475.95	138.36%	22,845.60	22,845.60
14	6" CONCRETE (HES 3000 PSI)	SY	0.0	\$ 58.00	0.00	138.89	0.00	138.89	100.00%	8,055.62	8,055.62
15	4" BRICK PAVERS SW WITH SAND BASE	SY	0.0	\$ 322.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
16	4" WINDOW PANE SW W/6" AGG BASE	SY	0.0	\$ 55.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
17	REMOVAL OF CON. RETAINING WALL	LF	0.0	\$ 127.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
18	REMOVAL OF CROSS TIE RETAINING WALL	LF	0.0	\$ 127.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
19	CROSS TIE RETAINING WALL (2FT HIGH)	LF	0.0	\$ 254.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
20	CONC. RETAINING WALL	CY	0.0	\$ 925.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
21	MANUFACTURED CONC. BLOCK RETAINING WALL (8ft course high)	LF	0.0	\$ 48.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
22	FLOWABLE FILL	CY	0.0	\$ 175.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
23	6" CONCRETE (3000 PSI HES)	SY	0.0	\$ 58.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
24	SIDEWALK RAMPS	SY	64.0	\$ 175.00	11,200.00	61.87	0.00	61.87	96.67%	10,827.25	10,827.25
25	DETECTABLE WARNING SURFACE	SF	60.0	\$ 25.00	1,500.00	70.00	0.00	70.00	116.67%	1,750.00	1,750.00
26	ASPHALT CONCRETE TYPE B-VIRGIN	TON	0.0	\$ 212.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
27	PEDESTRIAN CONC. SLAB BRIDGE	SY	0.0	\$ 62.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
28	CONC. CRUB (6" BARRIER-INTEGRAL)	LF	0.0	\$ 13.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
29	CON. CRUB (8" BARRIER-INTEGRAL)	LF	0.0	\$ 27.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
30	ADJ. VALVE BOX TO GRADE	EA	4.0	\$ 440.00	1,760.00	3.00	0.00	3.00	75.00%	1,320.00	1,320.00
31	ADJ. METER BOX TO GRADE	EA	4.0	\$ 325.00	1,300.00	0.00	0.00	0.00	0.00%	0.00	0.00
32	RELOCATE WATER METER & BOX	EA	0.0	\$ 563.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
33	1/2" DOWEL	EA	32.0	\$ 7.00	224.00	40.00	0.00	40.00	125.00%	280.00	280.00
34	REINFORCING STEEL (GRADE 60)	LBS	0.0	\$ 3.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
35	4" PIPE UNDERDRAIN	LF	0.0	\$ 25.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
36	REMOVAL OF CURB & GUTTER	LF	206.0	\$ 10.00	2,060.00	304.00	0.00	304.00	147.57%	3,040.00	3,040.00
37	GUARDRAIL/HANDRAIL ASSEMBLY	LF	0.0	\$ 242.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
38	CURB & GUTTER	LF	371.0	\$ 24.00	8,904.00	304.00	0.00	304.00	81.94%	7,296.00	7,296.00
39	CHAINLINK FABRIC	SF	0.0	\$ 158.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
40	RELOCATE IRRIGATION SYSTEM PIPING	LF	0.0	\$ 25.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
41	RELOCATE EXISTING SPRINKLER	EA	0.0	\$ 75.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
42	RELOCATION OF SPRINKLER CONTROL VALVE BOX	EA	0.0	\$ 5,000.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
43	INSTALLATION NEW SPRINKLER HEAD	EA	0.0	\$ 60.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
44	Construction Traffic Control	LS	1.0	\$ 2,365.00	2,365.00	1.00	0.00	1.00	100.00%	2,365.00	2,365.00
				\$ Total Base Bid	\$1,617.00	Percent Complete		121.89%			

Original Contract Amount	\$ 51,617.00	Previous Amount	\$ -	Payment Amount	\$ -
New Contract Amount	\$ -		\$ -		\$ -
Contract Amendments	\$ -		\$ -		\$ -
Current Contract Amount	\$ 51,617.00		\$ -		\$ -

EARNING TO DATE	\$ 62,913.76
LESS PREVIOUS ESTIMATE	\$ 59,768.07
TOTAL RETAINAGE DUE	\$ 3,145.69

PAY ESTIMATE: Final Retainage
DATE: 5-Jul-22

To: CITY OF NORMAN ENGINEERING DIVISION
Re: BID 2122-01 FYE 2022 Sidewalk Concrete Projects

FYE 2022 Sidewalks and Trails Project

Work Completed Through: 5-Jul-22

APPLICATION AND CERTIFICATE FOR PAYMENT

Item	Description	Unit	Estimated Quantity	Unit Price	Estimated Contract Value	Quantity This Estimate	Previous Estimated Quantity	Quantity to Date	Percent Complete	Value of Work This Estimate	Value of Work to Date	
1	UNCLASSIFIED EXCAVATION	CY	1.0	\$ 19.00	19.00	0.00	0.00	0.00	0.00%	0.00	0.00	
2	UNCLASSIFIED BORROW	CY	1.0	\$ 46.00	46.00	0.00	0.00	0.00	0.00%	0.00	0.00	
3	SOLID SLAB SOO	SY	600.0	\$ 9.50	5,700.00	0.00	0.00	0.00	0.00%	0.00	0.00	
4	REMOVAL OF TREE 6" TO 12"	EA	0.0	\$ 710.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	
5	REMOVAL OF TREE 15" TO 24"	EA	0.0	\$ 945.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	
6	REMOVAL OF TREE 25"	EA	0.0	\$ 1,200.00	0.00	0.00	0.00	0.00	100.00%	0.00	0.00	
7	REMOVAL OF CONCRETE SIDEWALK	SY	1,400.0	\$ 10.00	14,000.00	499.10	316.45	815.55	58.25%	4,991.00	8,155.50	
8	REMOVAL OF 6" CONCRETE PVMT	LF	0.0	\$ 10.00	0.00	184.33	182.66	366.99	100.00%	1,843.30	3,669.90	
9	REMOVAL OF 6" 8" CON PVMT WITH REINFORCING STEEL	SY	600.0	\$ 11.00	6,600.00	0.00	0.00	0.00	0.00%	0.00	0.00	
10	REMOVAL OF 9"-12" CONCRETE PVMT	SY	0.0	\$ 11.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	
11	REMOVAL OF 5"-10" ASPHALT PVMT	SY	0.0	\$ 11.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	
12	SAWING PAVEMENT	LF	120.0	\$ 5.00	600.00	212.00	162.50	374.50	312.08%	1,060.00	1,872.50	
13	4" CONCRETE SIDEWALK	SY	600.0	\$ 48.00	28,800.00	499.10	250.68	749.78	124.96%	23,956.80	35,989.44	
14	6" CONCRETE (HES 3000 PSI)	SY	0.0	\$ 58.00	0.00	0.00	0.00	0.00	100.00%	0.00	0.00	
15	4" BRICK PAVERS SW WITH SAND BASE	SY	0.0	\$ 322.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	
16	4" WINDOW PANE SW W/6" AGG BASE	SY	0.0	\$ 55.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	
17	REMOVAL OF CON. RETAINING WALL	LF	0.0	\$ 127.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	
18	REMOVAL OF CROSS TIE RETAINING WALL	LF	0.0	\$ 127.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	
19	CROSS TIE RETAINING WALL (2FT HIGH)	LF	0.0	\$ 254.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	
20	CONC. RETAINING WALL	CY	0.0	\$ 925.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	
21	MANUFACTURED CONC. BLOCK RETAINING WALL (16" CURB & SIDE)	LF	0.0	\$ 48.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	
22	FLOWABLE FILL	CY	0.0	\$ 175.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	
23	6" CONCRETE (3000 PSI HES)	SY	500.0	\$ 58.00	29,000.00	184.33	182.66	366.99	0.00%	10,691.14	21,285.42	
24	SIDEWALK RAMPS	SY	150.0	\$ 175.00	26,250.00	24.54	20.77	45.31	30.21%	4,294.50	7,929.25	
25	DETECTABLE WARNING SURFACE	SF	32.0	\$ 25.00	800.00	20.00	30.00	50.00	156.25%	500.00	1,250.00	
26	ASPHALT CONCRETE TYPE B-VIRGIN	TON	0.0	\$ 212.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	
27	PEDESTRIAN CONC. SLAB BRIDGE	SY	0.0	\$ 62.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	
28	CONC. CRUB (6" BARRIER-INTEGRAL)	LF	0.0	\$ 13.00	0.00	0.00	260.00	260.00	0.00%	0.00	3,380.00	
29	CON. CRUB (8" BARRIER-INTEGRAL)	LF	0.0	\$ 27.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	
30	ADJ. VALVE BOX TO GRADE	EA	3.0	\$ 440.00	1,320.00	0.00	0.00	0.00	0.00%	0.00	0.00	
31	ADJ. METER BOX TO GRADE	EA	2.0	\$ 325.00	650.00	0.00	3.00	3.00	150.00%	0.00	975.00	
32	RELOCATE WATER METER & BOX	EA	0.0	\$ 563.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	
33	1/2" DOWEL	EA	132.0	\$ 7.00	924.00	65.00	40.00	105.00	0.00%	455.00	735.00	
34	REINFORCING STEEL (GRADE 60)	LBS	0.0	\$ 3.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	
35	4" PIPE UNDERDRAIN	LF	0.0	\$ 25.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	
36	REMOVAL OF CURB & GUTTER	LF	120.0	\$ 10.00	1,200.00	89.00	45.00	134.00	111.67%	890.00	1,340.00	
37	GUARDRAIL/HANDRAIL ASSEMBLY	LF	0.0	\$ 242.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	
38	CURB & GUTTER	LF	120.0	\$ 24.00	2,880.00	89.00	45.00	134.00	111.67%	2,136.00	3,216.00	
39	CHAINLINK FABRIC	SF	0.0	\$ 158.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	
40	RELOCATE IRRIGATION SYSTEM PIPING	LF	0.0	\$ 25.00	0.00	25.00	0.00	25.00	0.00%	625.00	625.00	
41	RELOCATE EXISTING SPRINKLER	EA	0.0	\$ 75.00	0.00	8.00	0.00	8.00	0.00%	600.00	600.00	
42	RELOCATION OF SPRINKLER CONTROL VALVE BOX	EA	0.0	\$ 5,000.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	
43	INSTALLATION NEW SPRINKLER HEAD	EA	0.0	\$ 60.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	
44	Construction Traffic Control	L5	1.0	\$ 5,000.00	5,000.00	1.00	0.00	1.00	100.00%	5,000.00	5,000.00	
				\$ Total Base Bid	123,789.00	Percent Complete		77.57%				
				Original Contract Amount	\$ 123,789.00	Previous Amount		\$ -	EARNING TO DATE		\$ 96,023.01	
				New Contract Amount	\$ -	Payment Amount		\$ -	LESS PREVIOUS ESTIMATE		\$ 91,221.86	
				Contract Amendments	\$ -			\$ -	TOTAL RETAINAGE DUE		\$ 4,801.15	
				Current Contract Amount	\$ 123,789.00			\$ -				

PAY ESTIMATE: Final Retainage
 To: CITY OF NORMAN ENGINEERING DIVISION DATE: 5-Jul-22
 Re: BID 2122-01 FYE 2022 Sidewalk Concrete Projects

FYE 2022 Sidewalk Accessibility Project

Work Completed Through: 5-Jul-22

APPLICATION AND CERTIFICATE FOR PAYMENT

Item	Description	Unit	Estimated Quantity	Unit Price	Estimated Contract Value	Quantity This Estimate	Previous Estimated Quantity	Quantity to Date	Percent Complete	Value of Work This Estimate	Value of Work to Date
1	UNCLASSIFIED EXCAVATION	CY	1.0	\$ 19.00	19.00	0.00	0.00	0.00	0.00%	0.00	0.00
2	UNCLASSIFIED BORROW	CY	1.0	\$ 46.00	46.00	0.00	0.00	0.00	0.00%	0.00	0.00
3	SOLID SLAB SOD	SY	80.0	\$ 9.50	760.00	0.00	0.00	0.00	0.00%	0.00	0.00
4	REMOVAL OF TREE 6" TO 12"	EA	0.0	\$ 710.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
5	REMOVAL OF TREE 15" TO 24"	EA	0.0	\$ 945.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
6	REMOVAL OF TREE 25"	EA	0.0	\$ 1,200.00	0.00	0.00	0.00	0.00	100.00%	0.00	0.00
7	REMOVAL OF CONCRETE SIDEWALK	SY	120.0	\$ 10.00	1,200.00	376.27	0.00	376.27	313.56%	3,762.70	3,762.70
8	REMOVAL OF 6" CONCRETE PVM1 W/REINFORCING STEEL	LF	64.0	\$ 10.00	640.00	130.75	0.00	130.75	100.00%	1,307.50	1,307.50
9	REMOVAL OF 4"-8" CON PVM1 W/REINFORCING STEEL	SY	0.0	\$ 11.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
10	REMOVAL OF 9"-12" CONCRETE PVM1	SY	0.0	\$ 11.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
11	REMOVAL OF 6"-10" ASPHALT PVM1	SY	0.0	\$ 11.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
12	SAWING PAVEMENT	LF	96.0	\$ 5.00	480.00	80.00	0.00	80.00	83.33%	400.00	400.00
13	4" CONCRETE SIDEWALK	SY	120.0	\$ 48.00	5,760.00	317.04	0.00	317.04	26.420%	15,217.92	15,217.92
14	6" CONCRETE (HES 3000 PSI)	SY	0.0	\$ 58.00	0.00	130.75	0.00	130.75	100.00%	7,583.50	7,583.50
15	4" BRICK PAVERS SW WITH SAND BASE	SY	0.0	\$ 322.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
16	4" WINDOW PANE SW W/6" AGG BASE	SY	0.0	\$ 55.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
17	REMOVAL OF CON. RETAINING WALL	LF	0.0	\$ 127.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
18	REMOVAL OF CROSS TIE RETAINING WALL	LF	0.0	\$ 127.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
19	CROSS TIE RETAINING WALL (2FT HIGH)	LF	0.0	\$ 254.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
20	CONC. RETAINING WALL	CY	0.0	\$ 925.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
21	MANUFACTURED CONC. BLOCK RETAINING WALL (11/4course lead)	LF	0.0	\$ 48.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
22	FLOWABLE FILL	CY	1.0	\$ 175.00	175.00	0.00	0.00	0.00	0.00%	0.00	0.00
23	6" CONCRETE (3000 PSI HES)	SY	64.0	\$ 58.00	3,712.00	0.00	0.00	0.00	0.00%	0.00	0.00
24	SIDEWALK RAMPS	SY	64.0	\$ 175.00	11,200.00	59.23	92.54	151.77	237.14%	10,365.25	26,559.75
25	DETECTABLE WARNING SURFACE	SF	80.0	\$ 25.00	2,000.00	80.00	120.00	200.00	250.00%	2,000.00	5,000.00
26	ASPHALT CONCRETE TYPE B-VIRGIN	TGN	0.0	\$ 212.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
27	PEDESTRIAN CONC. SLAB BRIDGE	SY	0.0	\$ 62.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
28	CONC. CRUB (6" BARRIER-INTEGRAL)	LF	0.0	\$ 13.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
29	CON. CRUB (8" BARRIER-INTEGRAL)	LF	0.0	\$ 27.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
30	ADJ. VALVE BOX TO GRADE	EA	2.0	\$ 440.00	880.00	2.00	0.00	2.00	100.00%	880.00	880.00
31	ADJ. METER BOX TO GRADE	EA	1.0	\$ 325.00	325.00	0.00	0.00	0.00	0.00%	0.00	0.00
32	RELOCATE WATER METER & BOX	EA	0.0	\$ 563.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
33	1/2" DOWEL	EA	16.0	\$ 7.00	112.00	20.00	0.00	20.00	0.00%	140.00	140.00
34	REINFORCING STEEL (GRADE 60)	LBS	0.0	\$ 3.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
35	4" PIPE UNDERDRAIN	LF	0.0	\$ 25.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
36	REMOVAL OF CURB & GUTTER	LF	16.0	\$ 10.00	160.00	178.00	0.00	178.00	1112.50%	1,780.00	1,780.00
37	GUARDRAIL/HANDRAIL ASSEMBLY	LF	0.0	\$ 242.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
38	CURB & GUTTER	LF	8.0	\$ 24.00	192.00	178.00	0.00	178.00	2225.00%	4,272.00	4,272.00
39	CHAINLINK FABRIC	SF	0.0	\$ 158.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
40	RELOCATE IRRIGATION SYSTEM PIPING	LF	0.0	\$ 25.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
41	RELOCATE EXISTING SPRINKLER	EA	2.0	\$ 75.00	150.00	5.00	0.00	5.00	0.00%	375.00	375.00
42	RELOCATION OF SPRINKLER CONTROL VALVE BOX	EA	0.0	\$ 5,000.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
43	INSTALLATION NEW SPRINKLER HEAD	EA	2.0	\$ 60.00	120.00	0.00	0.00	0.00	0.00%	0.00	0.00
\$ Total Base Bid					27,931.00	Percent Complete		240.87%			

Original Contract Amount	\$ 27,931.00	Previous Amount	\$ -	Payment Amount	\$ -
New Contract Amount	\$ -		\$ -		\$ -
Contract Amendments	\$ -		\$ -		\$ -
Current Contract Amount	\$ 27,931.00		\$ -		\$ -

EARNING TO DATE	\$ 67,279.37
LESS PREVIOUS ESTIMATE	\$ 63,914.45
TOTAL RETAINAGE DUE	\$ 3,363.92

PAY ESTIMATE Final Retainage
 To: CITY OF NORMAN ENGINEERING DIVISION DATE: 5-Jul-22
 Re: BID 2122-01 FYE 2022 Sidewalk Concrete Projects

FYE 2022 Sidewalk Program for Schools & Arterials-Slubbeman

Work Completed Through: 5-Jul-22

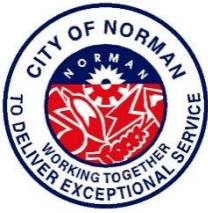
APPLICATION AND CERTIFICATE FOR PAYMENT

Item	Description	Unit	Estimated Quantity	Unit Price	Estimated Contract Value	Quantity This Estimate	Previous Estimated Quantity	Quantity to Date	Percent Complete	Value of Work This Estimate	Value of Work to Date
1	UNCLASSIFIED EXCAVATION	CY	1.0	\$ 19.00	19.00	0.00	0.00	0.00	0.00%	0.00	0.00
2	UNCLASSIFIED BORROW	CY	1.0	\$ 46.00	46.00	0.00	0.00	0.00	0.00%	0.00	0.00
3	SOLID SLAB SOO	SY	100.0	\$ 9.50	950.00	555.55	0.00	555.55	55.55%	5,277.73	5,277.73
4	REMOVAL OF TREE 6" TO 12"	EA	1.0	\$ 710.00	710.00	0.00	0.00	0.00	0.00%	0.00	0.00
5	REMOVAL OF TREE 15" TO 24"	EA	1.0	\$ 945.00	945.00	0.00	0.00	0.00	0.00%	0.00	0.00
6	REMOVAL OF TREE 25"	EA	0.0	\$ 1,200.00	0.00	1.00	0.00	1.00	100.00%	1,200.00	1,200.00
7	REMOVAL OF CONCRETE SIDEWALK	SY	357.0	\$ 10.00	3,570.00	0.00	0.00	0.00	0.00%	0.00	0.00
8	REMOVAL OF 6" CONCRETE PVMT	LF	0.0	\$ 10.00	0.00	154.00	0.00	154.00	100.00%	1,540.00	1,540.00
9	REMOVAL OF 6" CON PVMT W/REINFORCING STEEL	SY	27.0	\$ 11.00	297.00	0.00	0.00	0.00	0.00%	0.00	0.00
10	REMOVAL OF 9" CONCRETE PVMT	SY	0.0	\$ 11.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
11	SAWING PAVEMENT	LF	200.0	\$ 5.00	1,000.00	102.00	0.00	102.00	51.00%	510.00	510.00
12	4" CONCRETE SIDEWALK	SY	344.0	\$ 48.00	16,512.00	455.89	0.00	455.89	132.53%	21,882.72	21,882.72
13	6" CONCRETE (HES 3000 PSI)	SY	0.0	\$ 58.00	0.00	154.00	0.00	154.00	100.00%	8,932.00	8,932.00
14	4" BRICK PAVERS SW WITH SAND BASE	SY	0.0	\$ 372.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
15	4" WINDOW PANE SW W/6" AGG BASE	SY	0.0	\$ 55.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
16	REMOVAL OF CONCRETE RETAINING WALL	LF	0.0	\$ 127.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
17	CONCRETE RETAINING WALL	CY	0.0	\$ 925.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
18	FLOWABLE PILL	CY	0.0	\$ 175.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
19	6" CONCRETE (3000 PSI HES)	SY	0.0	\$ 58.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
20	SIDEWALK RAMPS	SY	64.0	\$ 175.00	11,200.00	0.00	0.00	0.00	0.00%	0.00	0.00
21	DETECTABLE WARNING SURFACE	SF	60.0	\$ 25.00	1,500.00	0.00	0.00	0.00	0.00%	0.00	0.00
22	ASPHALT CONCRETE TYPE B-VIRGIN	TON	0.0	\$ 212.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
23	CONCRETE CURB (6" BARRIER-INTEGRAL)	LF	9.0	\$ 13.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
24	CONCRETE CURB (6" BARRIER-INTEGRAL)	LF	0.0	\$ 15.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
25	ADJ. VALVE BOX TO GRADE	EA	4.0	\$ 440.00	1,760.00	4.00	0.00	4.00	100.00%	1,760.00	1,760.00
26	ADJ.METER BOX TO GRADE	EA	4.0	\$ 325.00	1,300.00	2.00	0.00	2.00	50.00%	650.00	650.00
27	RELOCATE WATER METER & BOX	EA	0.0	\$ 536.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
28	1/2" DOWEL	EA	32.0	\$ 7.00	224.00	30.00	0.00	30.00	0.00%	210.00	210.00
29	REINFORCING STEEL (GRADE 60)	LBS	0.0	\$ 3.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
30	4" PIPE UNDERDRAIN	LF	0.0	\$ 25.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
31	REMOVAL OF CURB & GUTTER	LF	206.0	\$ 10.00	2,060.00	265.50	0.00	265.50	128.88%	2,655.00	2,655.00
32	CURB & GUTTER	LF	371.0	\$ 24.00	8,904.00	265.50	0.00	265.50	71.56%	6,372.00	6,372.00
33	RELOCATE IRRIGATION SYSTEM PIPING	LF	0.0	\$ 25.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
34	RELOCATE EXISTING SPRINKLER	EA	0.0	\$ 75.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
35	RELOCATION OF SPRINKLER CONTROL VALVE BOX	EA	0.0	\$ 5,000.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
36	INSTALLATION NEW SPRINKLER HEAD	EA	0.0	\$ 60.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
37	CONSTRUCTION TRAFFIC CONTROL	LS	1.00	\$ 2,365.00	2,365.00	1.00	0.00	1.00	100.00%	2,365.00	2,365.00
				\$ Total Base Bid	53,362.00	Percent Complete		99.99%			

Original Contract Amount	\$ 53,362.00	Previous Amount	\$ -	Payment Amount	\$ -	EARNING TO DATE	\$ 53,354.45
New Contract Amount	\$ -		\$ -		\$ -	LESS PREVIOUS ESTIMATE	\$ 50,686.73
Contract Amendments	\$ -		\$ -		\$ -	TOTAL RETAINAGE DUE	\$ 2,667.72
Current Contract Amount	\$ 53,362.00		\$ -		\$ -		

File Attachments for Item:

18. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO. TWO TO CONTRACT K-2122-26: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND PARATHON CONSTRUCTION, L.L.C., INCREASING THE CONTRACT AMOUNT BY \$10,408.10 FOR A REVISED CONTRACT AMOUNT OF \$322,894.60 FOR THE FYE 2022 24TH AVENUE N.W. SIDEWALK ACCESSIBILITY CONSTRUCTION PROJECT (FROM WEST MAIN STREET TO ROBINSON STREET), FINAL ACCEPTANCE OF THE PROJECT, AND FINAL PAYMENT IN THE AMOUNT OF \$16,144.73.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/13/2022

REQUESTER: Steve Guizzo, Engineering Assistant

PRESENTER: Shawn O'Leary, Public Works Director

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER NO. TWO TO CONTRACT K-2122-26: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND PARATHON CONSTRUCTION, L.L.C., INCREASING THE CONTRACT AMOUNT BY \$10,408.10 FOR A REVISED CONTRACT AMOUNT OF \$322,894.60 FOR THE FYE 2022 24TH AVENUE N.W. SIDEWALK ACCESSIBILITY CONSTRUCTION PROJECT (FROM WEST MAIN STREET TO ROBINSON STREET), FINAL ACCEPTANCE OF THE PROJECT, AND FINAL PAYMENT IN THE AMOUNT OF \$16,144.73.

BACKGROUND:

The Fiscal Year 2022 Capital Improvement Project – 24th Avenue NW – W. Main Street to Robinson Street consisted of correcting several public sidewalk deficiencies outlined in the City of Norman's 2018 Americans with Disabilities (ADA) Act Transition Plan, to include the replacement of approximately 1350 square yards (SY) of concrete sidewalks, 800 SY of driveway approaches and 215 SY of Curb Cuts & ADA Ramps.

The FYE 2022 Capital Improvement Project – 24th Avenue NW - W. Main Street to Robinson Street (K-2122-26) went to bid on July 15, 2021 with Parathon Construction, LLC. submitting the winning bid of \$192,420.50. The contract was approved by City Council on August 24, 2021. Work began on November 8, 2021 and all projects were completed in June of 2022.

Change Order #1 for \$120,066.00 was approved by City Council on December 14, 2021. This change order was added to complete the west side of 24th Avenue NW from Main Street to Robinson Street.

DISCUSSION:

All work in the original contract and Change Order #1 has been successfully completed and accepted by staff. Change Order #2 in the amount of \$10,408.10 is requested for additional work performed on the west side of 24th Avenue NW from Main Street to Robinson Street to repair and/or replace tripping hazards. These additional repairs involved removing and replacing sidewalk panels and handicap ramps, which were not previously included in the project due to

budgetary constraints. After completion of other projects within the FYE 2022 City of Norman ADA Program, funding was available for completion of these added repairs. This proposed funding was presented to the Norman ADA Citizen Advisory Committee on June 14, 2022 and they recommended funds be redirected to complete 24th Avenue NW. The work was completed prior to City Council approval due to the short timeframe to complete the work within the contractor's availability after the additional funds came available. The funds are available in the ADA Compliance and Repair Project (Account Number 50592206-46101; Project Number TC0038).

FISCAL IMPACT:

A summary table showing the change in the project cost is shown below:

Item	Cost	Amount Used	Remaining
Original Contract	\$192,420.50	\$192,420.50	\$0
Change Order #1	\$120,066.00	\$120,066.00	\$0
Change Order #2	\$10,408.10	\$10,408.10	\$0
Total	\$322,894.60	\$322,894.60	\$0

Staff has found the work to be complete and acceptable with all punch list items addressed and is proposing the closing of this contract (K-2122-26) with Parathon Construction, LLC.

RECOMMENDATION NO. 1:

Staff recommends acceptance of Change Order #2 in the amount of \$10,408.10 from the ADA Compliance and Repair Project (50592206-46101, Project Number TC0038).

RECOMMENDATION NO. 2:

Staff recommends final acceptance of the FYE 2022 Capital Improvement Project – 24th Avenue NW Contract K-2122-26, and final payment to Parathon Construction, LLC. in the amount of \$16,144.73 for retention on the project.

CHANGE ORDER SUMMARY
CITY OF NORMAN
CLEVELAND COUNTY, OKLAHOMA

CHANGE ORDER NO. 2

DATE: October 25, 2022

CONTRACT NO.: K-2122-26

SUBMITTED BY: Steve Guizzo

PROJECT: **FYE 2022 CAPITAL IMPROVEMENT PROJECT – 24TH AVENUE NW**

CONTRACTOR: Parathon Construction, LLC

Address: PO Box 1287

City, State, Zip: Edmond OK 73083-1287

Original Completion Date: **March 1, 2022**

Previous Completion Date: **May 15, 2022** ORIGINAL CONTRACT AMOUNT: **\$192,420.50**

(Increase) this change order **46** Calendar days


New Completion Date: **June 30, 2022** PRESENT CONTRACT AMOUNT: **\$312,486.50**

DESCRIPTION	DECREASE	INCREASE
<u>See Attached "Change Order Detail"</u>	\$0.00	\$10,408.10

Note: This change order is based completely on the unit prices from the original contract. There are no new items.

NET CHANGE: **\$10,408.10**

REVISED CONTRACT AMOUNT: **\$322,894.60**

CONTRACTOR:  DATE: 10/31/2022

ARCH./ENGINEER: _____ DATE: _____

CITY ATTORNEY: _____ DATE: _____

ACCEPTED BY: _____ DATE: _____
(Mayor)

CHANGE ORDER DETAIL
CHANGE ORDER NO. 3
City of Norman
Cleveland Co., Oklahoma

Project Name: **FYE 2022 CAPITAL IMPROVEMENT PROJECT – 24TH AVENUE NW**
Design Engineer/Manager: **Steve Guizzo**

Address/Phone: 201 WEST GRAY
NORMAN, OK 73070
405.366.5315

Project Account Number's: **TC0038**

Contract No. **K-2122-26**

- A. Change Orders or addenda to public construction contracts of One Million Dollars (\$1,000,000.00) or less shall not exceed a fifteen percent (15%) cumulative increase in the original contract amount.
- B. Change Orders or addenda to public construction contracts of over One Million Dollars (\$1,000,000.00) shall not exceed the greater of One Hundred Fifty Thousand Dollars (\$150,000.00) or
or
a ten percent (10%) cumulative increase in the original contract amount.
- C. Change Orders or cumulative change orders which exceed the limits of subsection A or B of this section shall require a re-advertising for bids on the incomplete portions of the contract.
- D. All change orders shall contain a unit price and total for each of the following items:
1. All materials with cost per item; and
 2. Itemization of all labor with number of hours per operation and cost per hour; and
 3. Itemization of all equipment with the type of equipment, number of each type, cost per hour for
each type, and number of hours of actual operation for each type; and
 4. Itemization of insurance cost, bond cost, social security, taxes, worker's compensation, employee benefits and overhead cost; and
 5. Profit for the contractor.
- E. If a construction contract contains unit pricing, and the change order pertains to the unit price, the change order will not be subject to subsection A or B of this section.**
- F. When the unit price change does not exceed Ten Thousand Dollars (\$10,000.00), the unit price change order computation may be based on an acceptable unit price basis in lieu of cost itemization as required in paragraphs 1,2,3,4 and 5 of subsection D of this section.
- G. Alternates or add items bid with the original bid and contained in the awarded contract as options of the awarding public agency shall not be construed as change orders under the provisions of the Public Competitive Bidding Act of 1974.

CHANGE ORDER NO. 2

PROJECT NAME: **FYE 2022 CAPITAL IMPROVEMENT PROJECT – 24th AVENUE NW**

Quantity Increases: All items below reflect existing line items on the original contract.

Item	Description	Unit	Unit Price	Quantity	Total Price
1	Unclassified Excavation Common	C.Y.	\$ 9.00	20	\$ 180.00
3	Solid Slab Sodding	S.Y.	\$ 6.00	100	\$ 600.00
7	Removal of Conc. Sidewalk	S.Y.	\$ 9.00	10	\$ 90.00
8	Removal of 6” Conc. Pavement	S.Y.	\$ 10.00	10	\$ 100.00
12	Sawing Pavement/Sidewalk	L.F.	\$ 1.50	42.07	\$ 63.10
13	4" Conc. Sidewalk	S.Y.	\$ 49.00	10	\$ 490.00
16	6” Conc. (H.E.S. 3000 PSI)	S.Y.	\$ 53.00	5	\$ 265.00
17	Sidewalk Ramps	S.Y.	\$ 98.00	18	\$ 1,764.00
18	Detectable Warning Surface	S.F.	\$ 25.00	1	\$ 25.00
21	Adjust valve boxes to grade	EA.	\$ 250.00	1	\$ 250.00
22	Adjust meter boxes to grade	EA.	\$ 350.00	1	\$ 350.00
23	Relocate water meter and box	EA,	\$ 2,500.00	1	\$ 2,500.00
24	1/2" Joint Dowel	EA.	\$ 4.00	40	\$ 160.00
26	Relocation of Irrigation System Piping	EA.	\$ 10.00	2	\$ 20.00
27	Relocation of existing sprinkler head	EA.	\$ 100.00	1	\$ 100.00
28	Installation of new sprinkler head	EA.	\$ 200.00	1	\$ 200.00
30	Traffic Control	EA.	\$6,500.00	.5	\$ 3,250.00
					\$ 10,408.10

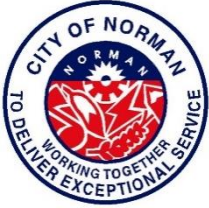
Quantity Decreases: None

PROJECT NAME: FYE 2022 CAPITAL IMPROVEMENT PROJECT – 24th AVENUE NW

		Totals	
		Decrease	Increase
GRAND TOTAL		\$ 0.00	\$ 10,408.10

File Attachments for Item:

19. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 2223-25 AND CONTRACT K-2223-58: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND NASH CONSTRUCTION COMPANY IN THE AMOUNT OF \$251,545 FOR THE 24TH AVENUE S.W. ADA AND SIDEWALK IMPROVEMENT PROJECT, PERFORMANCE BOND B-2223-29; STATUTORY BOND B-2223-30; MAINTENANCE BOND MB-2223-28, AND RESOLUTION R-2223-44 GRANTING TAX-EXEMPT STATUS.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/13/2022

REQUESTER: Steve Guizzo, Engineering Assistant

PRESENTER: Shawn O'Leary, Director of Public Works

ITEM TITLE: CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 2223-25 AND CONTRACT K-2223-58: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND NASH CONSTRUCTION COMPANY IN THE AMOUNT OF \$251,545 FOR THE 24TH AVENUE S.W. ADA AND SIDEWALK IMPROVEMENT PROJECT, PERFORMANCE BOND B-2223-29; STATUTORY BOND B-2223-30; MAINTENANCE BOND MB-2223-28, AND RESOLUTION R-2223-44 GRANTING TAX-EXEMPT STATUS

BACKGROUND:

This project will provide funding to remove and replace concrete sidewalks, handicap ramps and driveways and create ADA accessible routes in needed areas. This project will also construct new sidewalks for pedestrian routes along this corridor. This particular route was identified in the City's 2018 ADA Self Evaluation and Transition Plan. On September 12, 2022, the ADA Citizens Advisory Committee recommended a maximum of \$300,000 expenditure for this project to be completed.

DISCUSSION:

The project was publicly advertised on October 13, 2022, and October 20, 2022. Three contractors attended a pre-bid conference on October 20, 2022. Four bids were submitted and opened on November 3, 2022.

Tabulation of Bid Results

Contractor	Total
Nash Construction Company, OKC	\$251,545
Arroyo's Concrete LLC. OKC	\$273,255
EMC Services LLC - OKC	\$386,361

Rudy Construction Company, OKC	\$400,760
Engineer's Estimate	\$294,585

The low bid was submitted by Nash Construction Company in the amount of \$251,545 which is \$40,040 or 14.6 % lower than the engineer's estimate.

Nash Construction Company is a responsible bidder. They have recently performed similar work for the City of Norman.

This project will be funded from 24th Avenue SW ADA and Sidewalk Improvement Project, Construction (Account 50592206-46101; Project TC0038).

If approved, construction of the 24th Avenue SW ADA and Sidewalk Improvement Project will begin on or around January 2, 2023. The construction time for this project is 120 days with a completion date of May 3, 2023.

RECOMMENDATION NO. 1:

Staff recommends awarding the contract to Nash Construction Company and approving Contract K-2223-58 in the amount of \$251,545 for construction of the 24th Avenue SW ADA and Sidewalk Improvement Project.

RECOMMENDATION NO. 2:

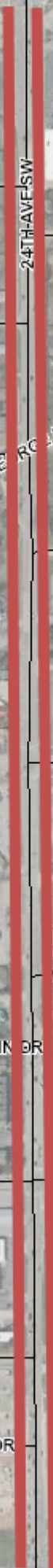
Staff further recommends that the following bonds be approved:

Performance Bond B-2223-29
Statutory Bond B-2223-30
Maintenance Bond MB-2223-28

RECOMMENDATION NO. 3:

Staff further recommends that Nash Construction Company be authorized as Project Agent via Resolution R-2223-44 to avoid the payment of sales tax on material purchases related to the project.

24th Avenue SW ADA and Sidewalk Improvement Project



24th Avenue SW Main to Lindsey



C O N T R A C T

THIS CONTRACT made and entered into this _____ day of _____, 2022, by and between _____ Nash Construction Company as Party of the First Part, hereinafter designated as the CONTRACTOR, and the City of Norman, a municipal corporation, hereinafter designated as the CITY, Party of the Second Part.

WITNESSETH

WHEREAS, the CITY has caused to be prepared in accordance with law, specifications, and other bidding documents for the work hereinafter described and has approved and adopted all of said bidding documents, and has caused Notice to Bidders to be given and advertised as required by law, and has received sealed proposals for the furnishing of all labor and materials for the following projects:

BID 2223-25 24TH AVENUE SW ADA AND SIDEWALK IMPROVEMENT PROJECT

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) ---Two Hundred Fifty One Thousand Five Hundred Forty Five & .00/100--- (DOLLARS):

(NUMERALS) (\$) -----251,545.00-----.

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-2223-58
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 them 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 their 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 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:

24th Avenue SW ADA and Sidewalk Improvement Project

- a. 120 Calendar Days for this project.
 - 1. 120 Calendar Days does not include weather days.
 - i) Weather days to be determined by the City Engineer

4) That the CITY shall pay the CONTRACTOR for the work performed as follows:

- a. Payment for unit price items shall be at the unit price bid for actual construction quantities.
- b. Construction items specified but not included as bid items shall be considered incidental and shall not be paid for directly, but shall be included in the bid price for any or all of the pay quantities. 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.

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

Contract No. K-2223-58
Page 2 of 4

any compensation therefore whatsoever.

7) That if any additional work is performed or additional materials provided by the CONTRACTOR upon authorization by the CITY, the CONTRACTOR shall be compensated therefore at the unit price and as agreed to by both parties in the execution of the Change Order.

8) That the CONTRACTOR shall perform the work and provide the materials strictly in accordance with the specifications as to quality and kind, and all work and materials shall be subject to rejection by the CITY through its authorized representatives for failure to meet such requirements, and in the event of such rejection, the CONTRACTOR shall replace the work and materials without compensation therefore by the CITY.

9) The CONTRACTOR shall complete the work in accordance with the terms of this Agreement. The CONTRACTOR further agrees to pay liquidated damages, as stipulated in the contract document and the General Conditions included in the City of Norman Standard Specifications and Construction Drawings, for each calendar day thereafter.

10) The CONTRACTOR shall furnish surety bonds and certificate of insurance as specified herein which bonds and insurance must be approved by the CITY prior to issuance of the Work Order and commencement of work on the project. The CONTRACTOR shall provide written documentation from the Maintenance Bond Company that all work, including Change Orders, is covered by the Maintenance Bond before final acceptance of the project.

11) IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed, in four (4) duplicate originals, the day and year first above written.

12) To that end, no provision of this CONTRACT or of any such aforementioned document shall be interpreted or given legal effect to create an obligation on the part of the CITY to third persons, including, by way of illustration but not exclusion, sureties upon performance bonds, payment bonds or other bonds, assignees of CONTRACTOR, subcontractors, and persons performing labor, furnishing material or in any other way contributing to or assisting in the performance of the obligations of the CONTRACTOR; nor shall any such provisions be interpreted or given legal effect to afford a defense against any obligation owed or assumed by such third person to the CITY or in any way to restrict the freedom of the third person to the CITY or in any way to restrict the freedom of the CITY to exercise full discretion in its dealing with the Contractor.

13) The sworn, notarized statement below must be signed and notarized before this Contract will become effective.

STATE OF Oklahoma)
) ss:
COUNTY OF Oklahoma)

William K. Nash, 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. Affidavit 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.

William K. Nash
Contractor

William K. Nash, President
Contract No. K-2223-58

Subscribed and sworn to before me this 8 day of December, 2022.

Anley S. Nash
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 _____ 2022, and the _____ day of _____, 2022.

(Corporate Seal) (where applicable)

Principal

Signed: William K Nash

Title: _____ President _____

Address _____ 700 South Irving _____

Telephone: _____ 405.672.2792 _____

ATTEST:

Authorized Representative

Dee A. Nash
Corporate Secretary (where applicable)

Dee A. Nash, Secretary

CITY OF NORMAN:

Approved as to form and legality this 8 day of December 2022.

Elizabeth Luckala
City Attorney

Approved by the Council of the City of Norman, this _____ day of _____, 2022.

ATTEST:

City Clerk

Mayor

Contract No. K-2223-58
Page 4 of 4

CONTRACT AFFIDAVIT

STATE OF Oklahoma)
) ss:
COUNTY OF Oklahoma)

William K. Nash, of lawful age, being first duly sworn, on oath says that (s)he is the Agent authorized by the Firm of Nash Construction Company to submit the above Contract to the City of Norman, Oklahoma.

Affidavit further states that such firm has not paid, given or donated or agreed to pay, give, or donate to any officer or employee of the City of Norman, Oklahoma, any money or other thing of value, either directly or indirectly, in the procuring of the Contract. William K. Nash, President

William K Nash
Contractor

Subscribed and sworn to before me this 8 day of December, 20²².

Ashley S Nash
Notary Public

My Commission Expires:

11/05/2024



PERFORMANCE BOND

Know all men by these presents, that Nash Construction Company, Inc. as PRINCIPAL, and Westfield Insurance Company Corporation organized under the laws of the State of ~~OHIO~~ Ohio 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 Two Hundred Fifty One Thousand Five Hundred Forty Five & .00/100 DOLLARS, (\$ ---251,545.00---), 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 2223-25 24th AVENUE SW ADA AND SIDEWALK IMPROVEMENT PROJECT

has entered into a written CONTRACT (K-2223-57) with THE CITY OF NORMAN, dated this _____ day of _____, 2022 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 their 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 their or its agents, servants, or employees; and if the PRINCIPAL shall protect and save the CITY harmless from all suits and claims of infringement or alleged infringement or patent rights or processes, then this obligation shall be null and void. Otherwise, this obligation shall remain in full force and effect.

It is further expressly agreed and understood by the parties hereto that no changes or alterations in the CONTRACT and no deviations from the plan or mode of procedure herein fixed shall have the effect of releasing the sureties, or any of them, from the obligations of this Bond.

It is further expressly agreed that the Principal's obligations under this Bond include payment of not less than the prevailing hourly rate of wages as established by the Commissioner of Labor of the State of Oklahoma and by the Secretary of the U.S. Department of Labor or as determined by a court on appeal.

IN WITNESS WHEREOF, the PRINCIPAL has caused these presents to be executed in its name and its corporate seal (where applicable) to be hereunto affixed by its duly authorized representative(s), and the _____ day of _____, 2022 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 _____, 2022.

Performance Bond No. B-2223-29
Page 1 of 3

INDIVIDUAL ACKNOWLEDGEMENT

STATE OF _____)
) ss:
COUNTY OF _____)

The foregoing instrument was acknowledge before me this _____ day of _____, 20____,
by _____ (Name and Title) of _____,
a(n) corporation.

WITNESS my hand and seal this _____ day of _____, 20____.

Notary Public

My Commission Expires:

PARTNERSHIP ACKNOWLEDGEMENT

STATE OF _____)
) ss:
COUNTY OF _____)

The foregoing instrument was 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 8 day of December, 20²².

Elisabeth Shukala
City Attorney

Approved by the Council of the City of Norman this _____ day of _____, 20²².

ATTEST:

City Clerk

Mayor

Performance Bond No. B-2223-29
Page 3 of 3

STATUTORY BOND

Know all men by these presents that Nash Construction Company, Inc. as PRINCIPAL, and Westfield Insurance Company, a corporation organized under the laws of the State of ~~Oklahoma~~ Ohio, 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 Two Hundred Fifty One Thousand Five Hundred Forty Five & .00/100 DOLLARS (\$ ----251,545.00----), 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 2223-25 24TH AVENUE SW ADA AND SIDEWALK IMPROVEMENT PROJECT

has entered into a written CONTRACT (K-2223-57) with THE CITY OF NORMAN, dated this _____ day of _____, 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, their 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 _____ day of _____, 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 _____ day of _____, 20 22.

(Corporate Seal) (where applicable)

ATTEST

Dee A. Nash
Corporate Secretary (where applicable)

Dee A. Nash, Secretary

Principal William K. Nash
Signed: *William K. Nash*
Authorized Representative
Title: President
Address: 700 South Irving
Oklahoma City, OK 73129
Telephone: 405.672.2792

Statutory Bond No. B-2223-30

Page 1 of 3

(Corporate Seal) (where applicable)

Surety: Westfield Insurance Company

ATTEST:

Carey Kennemer

Signed: Deborah Raper
Authorized Representative

Carey Kennemer, Witness

Printed: Deborah L. Raper
Authorized Representative

Title: Attorney-in-Fact

Address: 9401 Cedar Lake Avenue, OKC, OK 73114

Telephone: 405-418-8600

CORPORATE ACKNOWLEDGEMENT

STATE OF Oklahoma)
) ss:
COUNTY OF Oklahoma)

The foregoing instrument was acknowledge before me this 8 day of December, 2022, by William K. Nash, President (Name and Title), of Nash Construction Company, a(n) corporation, on behalf of the corporation.

WITNESS my hand and seal this 8 day of December, 2022.



Ashley S. Nash
Notary Public

My Commission Expires: 11/05/2024

INDIVIDUAL ACKNOWLEDGEMENT

STATE OF _____)
) ss
COUNTY OF _____)

The foregoing instrument was acknowledge before me this _____ day of _____, 20____, by _____ (Name and Title) of _____, a(n) corporation.

WITNESS my hand and seal this _____ day of _____, 20____.

Notary Public

My Commission Expires: _____

Statutory Bond No. B-2223-30
Page 2 of 3

PARTNERSHIP ACKNOWLEDGEMENT

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 _____, 2022.

Notary Public

My Commission Expires:

CITY OF NORMAN

Approved as to form and legality this 8 day of November, 2022.

Elisabeth Shuckala
City Attorney

Approved by the Council of the City of Norman this _____ day of _____, 2022.

ATTEST:

City Clerk

Mayor

CITY OF NORMAN

MAINTENANCE BOND

Know all men by these presents that Nash Construction Company, Inc., as Principal, and Westfield Insurance Company, a corporation organized under the laws of the State of ~~Oklahoma~~ Ohio, 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 Two Hundred Fifty One Thousand Five Hundred Forty Five & 00/100---(\$251,545.00) DOLLARS (\$), such sum being equal to the contract price and being in force for a period of one year from the date of the acceptance of the below described improvements by the City Council, and thereafter for the sum of Thirty Seven Thousand Seven Hundred Thirty One & 75/100---(\$37,731.75) DOLLARS (\$), such sum being not less than fifteen percent (15%) of the total contract price of said improvements for a period of one year 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 2223-25 24th AVENUE NW ADA AND SIDEWALK IMPROVEMENT PROJECT

has entered into a written CONTRACT (K-2223-57) with the CITY OF NORMAN, dated this ___ day of _____, 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 one (1) year from the date of the written final acceptance by the CITY, then this obligation shall be null and void. The amount of the Maintenance Bond shall be 100 % of the contract amount. Otherwise, this obligation shall remain in full force and effect at all times.

Provided further, however, that upon neglect, failure or refusal of the PRINCIPAL to maintain or make any needed repairs upon the construction on the PROJECT, as set out in the preceding paragraph, within ten (10) days after the mailing of notice to the PRINCIPAL by letter deposited in the United States Post Office at Norman, Oklahoma, addressed to the PRINCIPAL at the address set forth below, then the PRINCIPAL and SURETY shall jointly and severally be liable to the CITY for the cost and expense for making such repair, or otherwise maintaining the said construction.

It is further expressly agreed and understood by the parties hereto that no changes or alterations in said CONTRACT and no deviations from the plan or mode of procedure herein fixed shall have the effect of releasing the sureties, or any of them, from the obligations of this Bond.

IN WITNESS WHEREOF, the said PRINCIPAL has caused these presents to be executed in its name and its corporate seal (where applicable) to be hereunto affixed by its duly authorized representative(s), on the ___ day of _____, 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 ___ day of _____, 2022.

(Corporate Seal) (where applicable)

ATTEST:

Dee A Nash

Corporate Secretary (where applicable)

Dee A. Nash, Secretary

William K. Nash

Principal

Signed: William K Nash

Authorized Representative

Title: President

Address: 700 South Irving

Oklahoma City, OK 73129

Telephone: 405.972.2792

(Corporate Seal) (where applicable)

ATTEST:

Carey Kennemer

Carey Kennemer, Witness

Surety: Westfield Insurance Company

Signed: Deborah L Raper

Authorized Representative

Printed: Deborah L. Raper

Authorized Representative

Title: Attorney-in-Fact

Address: 9401 Cedar Lake Avenue, OKC, OK 73114

Telephone: 405-418-8600

CORPORATE ACKNOWLEDGEMENT

STATE OF Oklahoma)
) ss:
COUNTY OF Oklahoma)

The foregoing instrument was acknowledge before me this 8 day of December, 2022, by William K. Nash, President (Name and Title), of Nash Construction Company, a(n) corporation, on behalf of the corporation.

WITNESS my hand and seal this 8 day of December, 2022.

Ashley S. Nash
Notary Public

My Commission Expires:

11/05/2024



Maintenance Bond No. MB-2223-28
Page 2 of 3

INDIVIDUAL ACKNOWLEDGEMENT

STATE OF _____)
) ss:
COUNTY OF _____)

The foregoing instrument was acknowledge before me this _____ day of _____, 20___, by
_____(Name and Title) of _____,
a(n) corporation.

WITNESS my hand and seal this _____ day of _____, 20___.

Notary Public

My Commission Expires:

PARTNERSHIP ACKNOWLEDGEMENT

STATE OF _____)
) ss:
COUNTY OF _____)

The foregoing instrument was acknowledge before me this _____ day of _____, 20___, by
_____(Name and Title) _____ President _____ (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 8 day of December, 2022.

Clisabeth Huckala
City Attorney

Approved by the Council of the City of Norman this _____ day of _____, 2022.

ATTEST:

City Clerk

Mayor

General Power of Attorney

Westfield Insurance Co. Westfield National Insurance Co. Ohio Farmers Insurance Co. Westfield Center, Ohio

CERTIFIED COPY

Know All Men by These Presents, That WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, corporations, hereinafter referred to individually as a "Company" and collectively as "Companies," duly organized and existing under the laws of the State of Ohio, and having its principal office in Westfield Center, Medina County, Ohio, do by these presents make, constitute and appoint TRAVIS E. BROWN, MARK D. NOWELL, DWIGHT A. PILGRIM, VICKI WILSON, AUSTIN K. GREENHAW, CLAYTON HOWELL, SHELLI R. SAMSEL, CAREY KENEMER, DEBORAH L. RAPER, JOINTLY OR SEVERALLY

of OKLAHOMA CITY and State of OK its true and lawful Attorney(s)-in-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, recognizances, undertakings, or other instruments or contracts of suretyship in any penal limit.

LIMITATION: THIS POWER OF ATTORNEY CANNOT BE USED TO EXECUTE NOTE GUARANTEE, MORTGAGE DEFICIENCY, MORTGAGE GUARANTEE, OR BANK DEPOSITORY BONDS.

and to bind any of the Companies thereby as fully and to the same extent as if such bonds were signed by the President, sealed with the corporate seal of the applicable Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney(s)-in-Fact may do in the premises. Said appointment is made under and by authority of the following resolution adopted by the Board of Directors of each of the WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY:

"Be It Resolved, that the President, any Senior Executive, any Secretary or any Fidelity & Surety Operations Executive or other Executive shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

The Attorney-in-Fact. may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements of indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed by the President and sealed and attested by the Corporate Secretary."

"Be it Further Resolved, that the signature of any such designated person and the seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signatures or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached." (Each adopted at a meeting held on February 8, 2000).

In Witness Whereof, WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY have caused these presents to be signed by their National Surety Leader and Senior Executive and their corporate seals to be hereto affixed this 20th day of JUNE A.D., 2022 .

Corporate Seals Affixed



WESTFIELD INSURANCE COMPANY WESTFIELD NATIONAL INSURANCE COMPANY OHIO FARMERS INSURANCE COMPANY

Handwritten signature of Gary W. Stumper

By: Gary W. Stumper, National Surety Leader and Senior Executive

State of Ohio County of Medina ss.:

On this 20th day of JUNE A.D., 2022 , before me personally came Gary W. Stumper to me known, who, being by me duly sworn, did depose and say, that he resides in Medina, OH; that he is National Surety Leader and Senior Executive of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, the companies described in and which executed the above instrument; that he knows the seals of said Companies; that the seals affixed to said instrument are such corporate seals; that they were so affixed by order of the Boards of Directors of said Companies; and that he signed his name thereto by like order.

Notarial Seal Affixed



Handwritten signature of David A. Kotnik

David A. Kotnik, Attorney at Law, Notary Public My Commission Does Not Expire (Sec. 147.03 Ohio Revised Code)

State of Ohio County of Medina ss.:

I, Frank A. Carrino, Secretary of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect; and furthermore, the resolutions of the Boards of Directors, set out in the Power of Attorney are in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Westfield Center, Ohio, this day of A.D., 2022 .



Handwritten signature of Frank A. Carrino

Frank A. Carrino, Secretary

Resolution

R-2223-44

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING AND APPOINTING NASH CONSTRUCTION COMPANY AS PROJECT AGENT FOR THE 24TH AVENUE S.W. ADA AND SIDEWALK IMPROVEMENT PROJECT 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 Nash Construction Company for the 24th Avenue S.W. ADA and Sidewalk Improvement Project for the City of Norman; and
- § 2. WHEREAS, the City of Norman, Oklahoma, in compliance with State law, desires to confer on Nash Construction Company 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, Nash Construction Company, to purchase materials which are in fact used for the 24th Avenue S.W. ADA and Sidewalk Improvement Project for the City of Norman; and
- § 3. WHEREAS, this limited agent status is conferred with the express understanding that Nash Construction Company 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 13th day of December, 2022, did appoint Nash Construction Company, who is involved with the 24th Avenue S.W. ADA and Sidewalk Improvement 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 24th Avenue S.W. ADA and Sidewalk Improvement Project for the City of Norman.

PASSED AND ADOPTED THIS 13th day of December, 2022.

Mayor

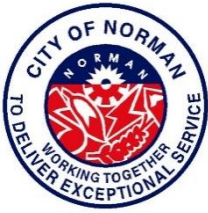
ATTEST:

City Clerk



File Attachments for Item:

20. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE FINAL ACCEPTANCE OF CONTRACT K-2223-64: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND SWIFTCO DEVELOPMENT, L.L.C., FOR THE MOORE-LINDSAY HISTORICAL HOUSE MUSEUM ROOF REPLACEMENT PROJECT AND FINAL PAYMENT IN THE AMOUNT OF \$5,425.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/13/2022

REQUESTER: James Briggs, 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-2223-64: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND SWIFTCO DEVELOPMENT, L.L.C., FOR THE MOORE-LINDSAY HISTORICAL HOUSE MUSEUM ROOF REPLACEMENT PROJECT AND FINAL PAYMENT IN THE AMOUNT OF \$5,425.

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 use of the building. They pay all utility costs, and the City of Norman provides all building maintenance. The roofs on both the main house and the separate "Carriage House" on the property have reached the end of their expected lifespan, and both have also been affected by multiple large hail storms in the past few years. The Park Development Division of the Parks and Recreation Department requested funds to help make improvements to the house in the Fiscal Year 2019-2020 (FYE 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 October 13, 2022, City Council approved Contract K-2223-64 for \$108,500, with Swiftco Development, LLC, for the Moore-Lindsay Historical Museum Roof Replacement Project. The proposed funding came from both the FYE 2020 Room Tax Project Account for Museum Repairs, and the Facility Maintenance Roof Projects Capital Account. Work commenced immediately, and was anticipated to take approximately 30 days to complete, depending on weather and any unexpected damage that may have been discovered as the old roofs were removed from the structures. Neither factor caused a delay in the project.

On November 18, 2020, the project reached substantial completion. All work under Contract K-2223-64 is complete. There was only one pay application submitted and approved as a

monthly invoice from the project, which totaled \$103,075. The final pay application submitted by the contractor on November 19, 2022, was in the amount of \$5,425.

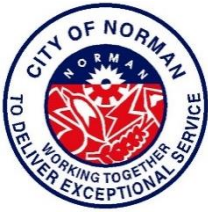
Funding for this project is in the Room Tax Fund, Historical Museum Repairs, Construction (Account 23796627-46101; Project RT0090--\$88,500) and in the Capital Fund, Facility Maintenance Building Roofs, Construction (Account 50595540-46101; Project EF1002--\$20,000).

RECOMMENDATION:

It is recommended that the City of Norman accept the Moore-Lindsay Historical Museum Roof Replacement Project as complete and authorize final payment in the amount of \$5,425 to Swiftco Development, LLC.

File Attachments for Item:

21. CONSIDERATION OF APPROVAL, ACCEPTANCE, ADOPTION, REJECTION, AND/OR POSTPONEMENT OF CONTRACT K-2223-65: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND CAPITOL CLEANING OKC, LP, IN THE AMOUNT OF \$137,760 TO PROVIDE CUSTODIAL SERVICES FOR THE NORMAN PUBLIC LIBRARY CENTRAL FACILITY.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/13/2022

REQUESTER: Wade Thompson, Parks and Facilities Manager

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, ADOPTION, REJECTION, AND/OR POSTPONEMENT OF CONTRACT K-2223-65: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND CAPITOL CLEANING OKC, LP, IN THE AMOUNT OF \$137,760 TO PROVIDE CUSTODIAL SERVICES FOR THE NORMAN PUBLIC LIBRARY CENTRAL.

BACKGROUND: In October of 2015, Norman residents passed the Norman Forward Initiative funding a variety of Quality of Life projects through a ½ percent sales tax increase over 15 years. Included in the NORMAN FORWARD Initiative was a project to construct a new Central Library on Acres Street.

The 78,642 square foot (sq. ft.) Central Library includes approximately 13,700 sq. ft. of children’s space and 2,250 sq. ft. containing a marketplace, which consists of the magazine and newspaper area. Also included in the Library is Friends of the Norman Public Library store and a café; 18,000 sq. ft. of adult services area; 2,700 sq. ft. of teen space; 2,500 sq. ft. of local history space; 4,950 sq. ft. of meeting room space; and approximately 8,500 sq. ft. of staff space and “back of house” service space.

As stated in our current contract with Pioneer Library Systems, custodial services are provided by the City of Norman. Custodial Services for the Norman Public Library Central will be awarded for one year with the option to renew with the consent of both parties an additional four years.

DISCUSSION: Four proposals to provide custodial services for the Norman Public Library Central (RFP 2223-24) were received in the Parks and Recreation Office on October 14, 2022, from:

1. Capitol Cleaning OKC, Oklahoma City;
2. Office Pride, Oklahoma City;
3. Strategic Janitorial Solutions, Oklahoma City; and
4. Goodwill Industries of Central Oklahoma, Oklahoma City.

Proposals were reviewed and evaluated by the Parks and Facilities Division based on experience providing similar services; references; cost; and overall ability to deliver specified

services. After evaluating each proposal, Staff recommended the proposal submitted by Capitol Cleaning OKC. Capitol Cleaning OKC is a full-service commercial janitorial cleaning company in Oklahoma City. Capitol Cleaning OKC is currently cleaning the Norman Public Library East, and Central Library. Library staff has had excellent service over the past three years from Capitol.

The proposal submitted by Capitol Cleaning includes a base fee of \$11,480 (same cost as bid in 2019) per month plus per-occurrence fees for deep cleaning of floors and window cleaning. The FYE 2023 Budget includes funding for these services and is budgeted in Contract-Maintenance and Repair Services (Account No. 10120280-44227). The Norman Forward Fund will provide partial funding for this contract.

If approved, the proposed contract will become effective January 1, 2023, and continue through January 1, 2024. Provided the services outlined in the contract and proposal and the price remains unchanged, the specifications allow for an extension of the contract by mutual agreement of both parties for four (4) additional 12-month periods after sufficient appropriations have been made through the adoption of the budget in each fiscal year.

RECOMMENDATION: Staff recommends Contract K-2223-65 with Capitol Cleaning OKC, LP, be approved.

**AGREEMENT FOR PROFESSIONAL CUSTODIAL SERVICES
FOR THE NORMAN PUBLIC LIBRARY CENTRAL**

THIS AGREEMENT is entered into between *The City of Norman* (CITY) and *Capitol Cleaning OKC, LP* (CAPITOL) for the following reasons:

1. The **CITY** requires custodial services for the Norman Public Library Central located at 103 West Acres Street; and,
2. **CAPITOL** is prepared to provide the Services as outlined in the proposal submitted October 14, 2022, and Exhibit "A" to this contract included herein and made a part hereof.

In consideration of the promises contained in this Agreement, **CITY** and **CAPITOL** agree as follows:

ARTICLE 1 - EFFECTIVE DATE

The effective date of this Agreement shall be 1st day of January, 2023 and extend through January 1, 2024. The terms and provisions of this contract may be extended by mutual agreements of the parties for four additional 12 month periods unless the contract amount changes and after sufficient appropriations shall have been made for the particular fiscal year in which renewal is sought. Either party may terminate this agreement by giving a thirty (30) day notice in writing to the other party.

ARTICLE 2 - GOVERNING LAW

This Agreement shall be governed by the laws of the State of Oklahoma. Any actions brought under the terms of this agreement shall be heard in the Western District of the United States District Court or in the Cleveland County District Court.

ARTICLE 3 - SCOPE OF SERVICES/SCHEDULE/COMPENSATION

CAPITOL shall provide the Services outlined in the Proposal as described in Exhibit "A", Pricing Schedule and Housekeeping Frequencies.

Invoices shall be due and payable monthly upon receipt. **CITY** shall give prompt written notice of any disputed amount and shall pay the remaining amount.

ARTICLE 4 – PERFORMANCE AND STANDARD OF CARE

The same degree of care, skill, and diligence shall be exercised in the performance of the Services as further described Exhibit "A". In terms of standard of excellence, 100% excellence in the work performed and compliance shall be the goal.

ARTICLE 5 – INDEMNIFICATION AND LIABILITY

Indemnification. **CAPITOL** agrees to defend, indemnify, and hold harmless the **CITY**, its officers, servants, and employees, from and against any and all liability, loss, damage, cost, and expense (including attorneys' fees and accountants' fees) caused by an error, omission, or negligent act of **CAPITOL** in the performance of services under this Agreement. The **CITY** agrees to defend, indemnify, and hold harmless **CAPITOL**, its officers, servants, and employees, from and against any and all liability, loss, damage, cost, and expense (including attorneys' fees and accountants' fees) caused by an error, omission, or negligent act of the **CITY** in the performance of services under this Agreement, provided such indemnification shall be applicable only to the extent sovereign immunity has been waived pursuant to Oklahoma law. **CAPITOL** and the **CITY** each agree to promptly serve notice on the other party of any claims arising hereunder, and shall cooperate in the defense of such claims. The acceptance by the **CITY** or its representatives of any certification of insurance providing for coverage other than as required in this Agreement to be furnished by **CAPITOL** shall in no event be deemed a waiver of any of the provisions of this indemnity provision. None of the foregoing provisions shall deprive the **CITY** of any action, right, or remedy otherwise available to the **CITY** at common law.

Survival. The terms and conditions of this Article shall survive completion of the Services, or any termination of this Agreement.

ARTICLE 6 - INSURANCE

During the performance of the Services under this Agreement, **CAPITOL** shall maintain the following Workers' Compensation in accordance with State Laws and Employer's Liability Insurance in the following amounts:

- (a) Property Damage Liability – Limits shall be carried in the amount of not less than twenty five thousand dollars (\$25,000.00) to any one person for any number of claims for damage to or destruction of property including but not limited to consequential damages arising out of a single accident or occurrence.
- (b) All Other Liability – In an amount not less than one hundred twenty five thousand dollars (\$125,000.00) for claims including accidental death, personal injury, and all other claims to any one person out of a single accident or occurrence.
- (c) Single Occurrence or Accident Liability – In an amount not less than one million dollars (\$1,000,000.00) for any number of claims arising out of a single occurrence or accident.

The insurance policies shall be issued by a company approved by the City of Norman. The **CITY** shall be furnished with a Certificate of Insurance which shall provide that such insurance shall not be changed or canceled without ten (10) business days prior written notice to the City of Norman. Certificates of Insurance shall be delivered to the City of Norman prior to the commencement of the agreement.

Subcontractors shall not be used unless **CAPITOL** has received prior written approval from the Park And Facility Manager or his designee for the use of the subcontractors. Failure of **CAPITOL** to comply with this subsection shall constitute cause for termination of the contract. Approved subcontractors shall be required to submit the same insurance certificate required of the **CAPITOL**. It is the **CAPITOL's** responsibility to notify subcontractors of the **CITY's** insurance requirements and obtain and submit the insurance certificate to the City of Norman prior to any services being provided. It is the Contractor's

responsibility to ensure subcontractors abide by all terms and conditions of this agreement.

ARTICLE 7 - TERMINATION

This Agreement may be terminated by either party upon written notice thirty (30) day to the other party.

ARTICLE 8 - NOTICES

Any notice required by this Agreement shall be made in writing to the address specified below:

CITY:

Wade Thompson
Park and Facility Manager
City of Norman
P.O. Box 370
Norman, OK 73070
(405) 366-5478

CAPITOL:

Capitol Cleaning OKC, LP
Tiffany McIntire
11625 N. Santa Fe, Suite A
Oklahoma City, OK 73114
(405) 748-3030

Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of the ***CITY*** and ***CAPITOL***.

ARTICLE 8 - DISPUTES

In the event of a dispute between ***CITY*** and ***CAPITOL*** arising out of or related to this Agreement, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. If the parties cannot thereafter resolve the dispute, each party shall nominate a senior officer of its management to meet to resolve the dispute by direct negotiation or mediation.

ARTICLE 9 - EQUAL EMPLOYMENT OPPORTUNITY

CAPITOL hereby affirms its support of affirmative action and that it abides by the provisions of the "Equal Opportunity Clause" of Section 202 of Executive Order 11246 and other applicable laws and regulations. ***CAPITOL*** affirms its policy to recruit and hire employees without regard to race, age, color, religion, sex, sexual preference/orientation, marital status, citizen status, national origin or ancestry, presence of a disability or status as a Veteran of the Vietnam era or any other legally protected status. It is ***CAPITOL's*** policy to treat employees equally with respect to compensation, advancement, promotions, transfers and all other terms and conditions of employment. ***CAPITOL*** further affirms completion of applicable governmental employer information reports including the EEO-1 and VETS-1 00 reports, and maintenance of a current Affirmative Action Plan as required by Federal regulations.

ARTICLE 10 - WAIVER

A waiver by either **CITY** or **CAPITOL** of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.

ARTICLE 11 - SEVERABILITY

The invalidity, illegality, or unenforceability of any provision of this Agreement or the occurrence of any event rendering any portion or provision of this Agreement void shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void provision shall be deemed severed from this Agreement, and the balance of this Agreement shall be construed and enforced as if it did not contain the particular portion or provision held to be void. The parties further agree to amend this Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this Article shall not prevent this entire Agreement from being void should a provision which is of the essence of this Agreement be determined void.

ARTICLE 12 - INTEGRATION

This Agreement, including Exhibit "A," the proposal submitted by **CAPITOL** on October 14, 2019, incorporated by reference, represents the entire and integrated agreement between **CITY** and **CAPITOL**. It supersedes all prior and contemporaneous communications, representations, and agreements, whether oral or written, relating to the subject matter of this Agreement.

ARTICLE 13 - ASSIGNMENT

Neither **CITY** nor **CAPITOL** shall assign any rights or duties under this Agreement without the prior written consent of the other party.

ARTICLE 14 - NO THIRD PARTY RIGHTS

The Services provided for in this Agreement are for the sole use and benefit of **CITY** and **CAPITOL**. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than **CITY** and **CAPITOL**.

IN WITNESS WHEREOF, the City of Norman and Capitol Cleaning OKC, LP, has executed this Agreement.

DATED this ___th day of _____, 2022.

The City of Norman
(CITY)

Capitol Cleaning OKC, LP
(CAPITOL)

Signature _____

Signature 

Name: Larry Heikkila

Name Tiffany McIntire

Title: Mayor

Title General Manager

Date _____

Date 11/18/22

Attest:

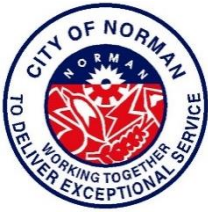
City Clerk

Approved as to form and legality this _____ day of _____ 202_.

City Attorney

File Attachments for Item:

22. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2223-71: A PUBLIC TRANSIT REVOLVING FUND AGREEMENT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE OKLAHOMA DEPARTMENT OF TRANSPORTATION (ODOT) DISTRIBUTING A MAXIMUM AMOUNT OF FUNDS IN AN AMOUNT NOT-TO-EXCEED TWO HUNDRED NINETY-TWO THOUSAND EIGHT HUNDRED NINETY-SEVEN DOLLARS (\$292,897) IN ONE (1) BILLING PAYABLE ON OR AFTER OCTOBER 1, 2022, SUCH FUNDS TO BE USED FOR ESTABLISHING, EXPANDING, IMPROVING, AND MAINTAINING THE CITY OF NORMAN'S URBAN PUBLIC MASS TRANSPORTATION SERVICES.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/13/2022

REQUESTER: Taylor Johnson, Transit and Parking Program Manager

PRESENTER: Shawn O’Leary, Director of Public Works

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2223-71: A PUBLIC TRANSIT REVOLVING FUND AGREEMENT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE OKLAHOMA DEPARTMENT OF TRANSPORTATION (ODOT) DISTRIBUTING A MAXIMUM AMOUNT OF FUNDS IN AN AMOUNT NOT-TO-EXCEED TWO HUNDRED NINETY-TWO THOUSAND EIGHT HUNDRED NINETY-SEVEN DOLLARS (\$292,897) IN ONE (1) BILLING PAYABLE ON OR AFTER OCTOBER 1, 2022, SUCH FUNDS TO BE USED FOR ESTABLISHING, EXPANDING, IMPROVING, AND MAINTAINING THE CITY OF NORMAN’S URBAN PUBLIC MASS TRANSPORTATION SERVICES.

BACKGROUND:

The City of Norman has been designated by the Federal Transit Administration (FTA) as eligible to receive federal funds to be used for public transportation services. As a result of this designation by the FTA, the City is also eligible to receive disbursement of funds from the Oklahoma Department of Transportation (ODOT) Public Transit Revolving Fund to be used to establish, expand, improve, and maintain its public transportation system.

DISCUSSION:

On May 22, 2019, the Governor of Oklahoma designated the City to be the direct recipient of federal funds to be used for the provision of public transportation services effective upon the date the FTA formally approves the City eligible to receive such federal funds. On June 20, 2019, the FTA formally designated the City to be the direct recipient of such federal public transportation funds.

69 O.S. § 4301 creates in the State of Oklahoma Treasury a revolving fund called the “Public Transit Revolving Fund” for ODOT to be used for the purpose of establishing, expanding, improving, and maintaining rural and urban public transportation services. Eligible entities to apply for disbursement of such funds are defined as those entities receiving federal financial assistance through the FTA’s Block Grant for Urbanized Areas and Formula Grant Program for Areas other than Urbanized Areas under 49 U.S.C. §§ 1607a and 1614, and other public mass transportation programs provided by entities, municipalities, and community action programs

which have submitted an audited financial statement showing total reported vehicle revenue mileage for the prior year to ODOT.

The City of Norman is eligible to receive disbursement from this fund due to it being an entity approved to receive federal financial assistance through the FTA Block Grant for Urbanized Areas. Each year, entities must have their previous fiscal year's vehicle revenue mileage audited to include in their applications to ODOT. While the City did have a mileage audit performed for fiscal year 2022, ODOT has opted to allow agencies to use fiscal year 2019 mileage for the fiscal year 2023 application. ODOT allowed this as well for the fiscal year 2021 and 2022 applications due to the COVID-19 pandemic. As a note, the fiscal year 2019 mileage was from when the University of Oklahoma's Cleveland Area Rapid Transit (CART) program managed the public transportation operations. After reviewing all applications, the City of Norman was approved for a maximum amount of funds in an amount not to exceed Two Hundred Ninety-Two Thousand Eight Hundred Ninety-Seven Dollars (\$292,897) to be distributed in fiscal year 2023. This agreement provides that such maximum disbursement shall be distributed in one billing of the full amount payable on or after October 1, 2022.

This Agreement further provides that the City of Norman certifies that at least fifty percent (50%) of the funding provided by this agreement shall be spent for services for the elderly and disabled. Norman's paratransit service, known as EMBARK Plus, fulfills this criteria.

Funds distributed pursuant to this agreement shall be deposited into the Public Transportation and Parking Fund, Other Revenue/State Grant Reimbursements (account 275-331380) and appropriated for public transportation operations use.

RECOMMENDATION:

This agreement provides integral public transportation funding needed to continue, improve, and maintain the City's public transportation operations. Staff recommends approval of Contract K-2223-71 and appropriation of \$292,897 from Other Revenue/State Grant Reimbursement (account 275-331380) into the Public Transportation and Parking Fund Transportation-Operations (account 27550277-44766).

**STATE OF OKLAHOMA
DEPARTMENT OF TRANSPORTATION
STATE PUBLIC TRANSIT REVOLVING FUND PROGRAM
STATE FISCAL 2023
PROJECT NO: STPTRF-9025(508), JOB PIECE NO. 26110(18),
CLEVELAND COUNTY
AGREEMENT NO. RF2023-03**

This Agreement made and entered into by and between the Oklahoma Department of Transportation, hereinafter called the “**DEPARTMENT**”, acting for and on behalf of the State of Oklahoma, the Governor’s designee for the administration of the State Public Transit Revolving Fund and the CITY OF NORMAN, hereinafter referred to as the “**AGENCY**”, for the purpose of providing financial assistance pursuant to the Public Transit Revolving Fund, Section 4031 of Title 69 of the Oklahoma Statutes, as amended, hereinafter referred to as the “**FUND**”, and subject to the following terms and conditions. The above stated parties to this contract will hereinafter be referred to collectively, as the **PARTICIPANT** or **PARTICIPANTS**.

WITNESSETH:

WHEREAS, Section 4031 of Title 69 of the Oklahoma Statutes created a revolving fund for the DEPARTMENT designated as the “Public Transit Revolving Fund” for the purpose of establishing, expanding, improving and maintaining rural and urban public transportation services; and,

WHEREAS, \$10,750,000.00 has been allocated to the FUND for establishing, expanding, improving and maintaining rural and urban public mass transportation services; and,

WHEREAS, Ninety-five percent or \$10,212,500.00 of the aforementioned FUND is available to existing public mass transportation programs; and,

WHEREAS, Eligible entities shall be defined as those entities receiving federal financial assistance through the Federal Transit Administration’s Block Grant for Urbanized Areas and Formula Grant Program for Areas Other Than Urbanized Areas, 49 U.S. C., Sections 1607a and 1614, respectively, and other public mass transportation programs provided by entities, municipalities, and community action programs which have submitted an audited financial statement showing total reported vehicle revenue mileage for the prior year to the **DEPARTMENT**; and,

WHEREAS, The DEPARTMENT has determined that the AGENCY is an eligible entity to participate in the aforementioned FUND; and,

WHEREAS, The **DEPARTMENT** desires to distribute said FUND to eligible existing public mass transportation providers. The PARTICIPANTS hereto agree as follows:

SECTION 1: PURPOSE OF AGREEMENT

The purpose of this Agreement is to state the terms, conditions and mutual understanding of the parties as to the manner in which the distribution of monies from the State Public Transit Revolving Fund is to be carried out.

SECTION 2: PROGRAM SCOPE

The funding allocated from the Public Transit Revolving Fund by the DEPARTMENT is budgeted for the purpose of establishing, expanding, improving and maintaining rural and urban public mass transportation service; available funds may also be used for local share or matching funds for the purpose of federal capital or operating grants. Prior to the allocation of funds from the Public Transit Revolving Fund, each eligible entity desiring monies from the Public Transit Revolving Fund shall provide to the Department, a proposed budget outlining the proposed use of the monies for the corresponding fiscal year. Any eligible entity not submitting a proposed budget shall be deemed to waive any claim to available funds from the Public Transit Revolving Fund for the corresponding fiscal year. All funds distributed among the eligible entities shall be audited to ensure compliance with applicable law and the latest available audited financial statement shall be provided to the DEPARTMENT.

Eligible entity receiving funds from the Public Transit Revolving Fund shall expend a minimum of fifty percent (50%) of their allocated funding for services for the Elderly and the Disabled. Available program funds shall not be subject to the Central Purchasing Act, Section 85.1 et seq. of Title 74 of the Oklahoma Statutes. However, any equipment purchased with available funds, shall be subject to the Central Purchasing Act added by Laws 1990, c. 250, § 3, operative July 1, 1990 as amended.

SECTION 3: TIME FOR PERFORMANCE

This Agreement shall be in effect for a period, which will commence on the date indicated that the DEPARTMENT has executed this Agreement and extend through September 30, 2023. It is understood and agreed upon between the parties hereto that the DEPARTMENT is subject to certain funding restrictions which prevent the DEPARTMENT from making a commitment that obligates the DEPARTMENT to pay any funds beyond the aforementioned Agreement period.

SECTION 4: COMPENSATION

The DEPARTMENT agrees to distribute said monies to the AGENCY on the basis of one Lump Sum billing, payable on or after October 1, 2022. The maximum amount of funds available to the AGENCY under this Agreement shall not exceed TWO HUNDRED NINETY-TWO THOUSAND EIGHT HUNDRED NINETY-SEVEN DOLLARS (\$292,897.00). Funds will remain available until expended by the Agency.

Compensation for services performed under this Agreement will be based on the number of vehicle revenue miles of service provided, using the AGENCY’s actual audited vehicle revenue mileage records. A vehicle revenue mile shall be defined as a mile operated by vehicles available for public transportation services. Deadhead miles shall not be eligible for reimbursement and are defined as miles traveled while moving a revenue vehicle in other than revenue service. A revenue vehicle shall be defined as a vehicle used to provide public mass transportation services for which remuneration is normally required. The DEPARTMENT shall not be obligated to provide funding to the AGENCY beyond the limits of funds available in the FUND for the corresponding fiscal year.

The DEPARTMENT will make a Lump Sum payment to the AGENCY based upon a properly prepared invoice supplied by the DEPARTMENT and executed by the AGENCY.

The mileage upon which payment is to be made shall be that mileage reported by the AGENCY to the United States Secretary of Transportation, as required by U.S.C., Section 1611, as amended, or as reported on the DEPARTMENT's approved data intake form for the previous year. Other eligible public mass transit services provided by entities, municipalities, and community action programs shall submit an audited financial statement showing total reported mileage for the prior year to the DEPARTMENT as described in the Program Scope section of this agreement. The DEPARTMENT, based on evidence provided by the applicant, shall determine if any entity meets the criteria of being a public transit program and therefore to take part in the FUND. The vehicle revenue miles for all eligible entities shall be added together to form a total. This total vehicle revenue mileage shall be divided into the total dollars available in the FUND to arrive at a per mile rate to be used to calculate the maximum amount of funds available to each eligible entity for the fiscal year.

SECTION 5: CHANGE MODIFICATIONS

No changes or alterations, modification or amendment of any term or condition of this Agreement shall be effective unless reduced to writing and executed with same formalities that are observed in the execution of this Agreement.

SECTION 6: GOVERNING LAWS AND REGULATIONS

This Contract shall be governed and implemented in accordance with the laws of the State of Oklahoma and the applicable rules, regulations, policies, and procedures of the Oklahoma Transportation Commission. Venue for any action to construe or have enforced any provision of this Contract shall be in the District Court of Oklahoma County, State of Oklahoma.

SECTION 7: DISPUTE RESOLUTION

The parties hereto have entered into this Contract in the State of Oklahoma and the laws of the State of Oklahoma shall apply. The parties agree to bargain in good faith in direct negotiation to achieve resolutions of any dispute and, if such efforts are unsuccessful, to retain a neutral mediation service to mediate the dispute prior to filing court action. Mediation shall be conducted in the Oklahoma City area and the costs of such mediation shall be borne equally by the parties. If mediation is not successful, venue for any action brought to enforce the terms of this Contract shall be Oklahoma County, State of Oklahoma. Each party shall bear any costs and attorney fees incurred by that party in such litigation.

SECTION 8: ACCESS TO RECORDS AND AUDIT REQUIREMENT

The AGENCY and its subcontractors shall maintain all books, documents, papers, accounting records, instructions receipts, vouchers, memoranda and other evidence pertaining to funding associated with this agreement and to make such materials available at its respective offices at all reasonable times, during the agreement period and for three (3) years from the date of final payment under the agreement. The AGENCY shall permit inspections by representatives of the Department, and if requested, to the State Auditor and Inspector, or any other authorized representatives of the state governments.

The AGENCY hereby certifies that all records shall be maintained in accordance with generally accepted accounting principles and shall conform to the standards set forth in the U.S. Department of Transportation 49 CFR Part 18, "*Uniform Administration Requirements for Grants and Cooperative Agreements to State and Local Government*", as amended.

SECTION 9: THIRD PARTY AGREEMENTS

Unless otherwise authorized in writing by the DEPARTMENT, the AGENCY shall not assign any portion of this Agreement by executing any subcontract, amendment or change order thereto, or obligate itself in any manner with any third party with respect to its rights and responsibilities under this Agreement.

SECTION 10: TERMINATION

The DEPARTMENT may terminate the project and cancel this Agreement by giving thirty (30) days written notice if the continuation of the program, in the DEPARTMENT's opinion, would not produce beneficial results commensurate with the further expenditure of funds.

The DEPARTMENT may, by written notice to the AGENCY, terminate this Agreement for any of the following reasons:

1. The AGENCY discontinues providing transportation services as outlined within their proposal. The AGENCY takes any action pertaining to this Agreement without the approval of the DEPARTMENT and which, under the conditions established by this Agreement, would have required the approval of the DEPARTMENT.
2. The DEPARTMENT determines that the AGENCY is not utilizing available funds as outlined in Section 4031 of Title 69 of the Oklahoma Statutes.
3. The commencement, execution, or timely completion by the AGENCY is, for any reason, rendered improbably, impossible, or illegal.
4. The AGENCY shall be in default under any provision of this Agreement.
5. By mutual agreement and consent of the PARTICIPANTS hereto this Agreement may be terminated.

6. Termination of the FUND will result in immediate expiration of this Agreement.

SECTION 11: COVENANT AGAINST CONTINGENT FEES

The AGENCY warrants that it has not employed or retained any company or person specifically to solicit or secure this Agreement, and that it has not paid or agreed to pay any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the DEPARTMENT shall have the right to annul this Agreement without liability.

SECTION 12: EQUAL EMPLOYMENT OPPORTUNITY

In connection with the execution of this Agreement, the AGENCY shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age or national origin. The AGENCY shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, age or national origin. Such actions shall include, but not be limited to, the following: employment; upgrading, demotion or transfer; recruitment or advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The AGENCY further agrees to insert similar provisions in all subcontracts, except subcontracts for standard commercial supplies or raw materials.

SECTION 13: TITLE VI – CIVIL RIGHT ACT OF 1964

The AGENCY shall comply with all requirements imposed by Title VI of the Civil Rights Act of 1964 (P.L. 88-352), the Regulations of the Department of Transportation issued thereunder (CFR Title 49, Subtitle A, Part 21 as amended), and the assurances by the CONTRACTOR pursuant thereto.

SECTION 14: HOLD HARMLESS CLAUSE

The AGENCY shall hold harmless the DEPARTMENT from all claims and liability due to its negligent acts or omissions or the negligent acts or omissions of its subcontractors, agents or employee under this Agreement, including but not limited to negligent injury or damage to persons or property and the interference with the contract rights of others.

SECTION 15: PRIOR UNDERSTANDING

This Agreement incorporates and reduces to writing all prior understandings, promises, agreements, commitments, covenants, or conditions, and constitutes the full and complete understanding and contractual relationship of the PARTICIPANTS.

SECTION 16: SERVICES TO THE ELDERLY AND THE DISABLED

By executing this Agreement, the AGENCY does hereby certify that, at a minimum, fifty percent (50%) of the funding provided by this agreement shall be spend for services for the elderly and the Disabled.

SECTION 17: INSURANCE

The AGENCY shall obtain and maintain for the duration of the Agreement from a licensed carrier duly authorized to offer policies of liability insurance and to do business in the State of Oklahoma, an insurance policy in the face amount of not less than one million dollars (\$1,000,000). Said insurance policy is to protect the AGENCY against claims and suits in law or equity, alleging negligence on the part of said AGENCY, his agents or employees and demands for compensation for damages to either persons or property.

The AGENCY shall further obtain in amounts as specified by law, Worker's Compensation Insurance for all persons employed by the AGENCY, said policy to be obtained from a company authorized to provide such insurance in the State of Oklahoma.

The AGENCY shall provide the DEPARTMENT, for the inclusion in the agreement file, copies of certificates of insurance evidencing coverage as to both workers' compensation and liability, said copies to be furnished to the DEPARTMENT within five (5) working days of execution of this Agreement.

SECTION 18: GOVERNING LAW AND REGULATIONS

This Agreement shall be governed and construed in accordance with the laws of the State of Oklahoma and the applicable rules, regulation, policies and procedures of the Oklahoma Transportation Commission.

SECTION 19: HEADINGS

Article headings used in this Agreement are inserted for convenience of reference only and shall not be deemed a part of this Agreement for any purpose.

SECTION 20: BINDING EFFECT

This Agreement shall be binding upon and inure to the benefit of the DEPARTMENT and the AGENCY and shall be binding upon their successors and subject to the limitation of Oklahoma Law.

SECTION 21: SEVERABILITY

This agreement shall be construed in conformation with the Constitution and Laws of the State of Oklahoma. The provisions of this agreement shall be considered as several. In the event that any provision of the agreement is determined by a court of competent jurisdiction, to be contrary to the Constitution of Law of the State of Oklahoma, such finding shall not invalidate the remaining provisions of this agreement if the same shall permit completion of work set forth in this contract. Venue for any action to construe or have

enforced any provision of this agreement shall be in District Court of Oklahoma County, State of Oklahoma.

SECTION 22: NOTICE

All notices, demands requests or other communications which may be or are required to be given, served or sent by either party to the other pursuant to this Agreement shall be in writing and shall be deemed to have been properly given or sent:

If intended for the DEPARTMENT, by mailing by first class mail, by registered or certified mail, with postage prepaid, addressed to:

Office of Mobility & Public Transit Division
Department of Transportation
200 N.E. 21st Street Room, D-1
Oklahoma City, OK 73105-3204

If intended for the AGENCY, by mailing by first class mail, by registered or certified mail, with postage prepaid, addressed to:

City of Norman
PO Box 370
Norman, OK 73070

EXECUTION OF AGREEMENT

IN WITNESS HEREOF, the Deputy Director, pursuant to authority vested in them by the State Transportation Commission, has here into subscribed their name as Deputy Director of the Oklahoma Department of Transportation and CITY OF NORMAN has executed same pursuant to authority prescribed by law. The official execution date for the CONTRACTOR and the DEPARTMENT contract is the latest signature on this page.

FOR THE CONTRACTOR

CITY OF NORMAN

Larry Heikkila
Mayor Date

73-600-53-59

Federal Tax I. D. Number
APPROVED AS TO FORM

ATTEST: _____
Brenda Hall
City Clerk Date

Kathryn Walker
City Attorney Date

State of: OKLAHOMA) ss:
County of: CLEVELAND)

Subscribed and sworn to before me this _____ day of _____, 2022

Notary Public

Commission Expiration Date

AFFIX SEAL

Commission Number

FOR THE DEPARTMENT

STATE OF OKLAHOMA DEPARTMENT OF TRANSPORTATION

REVIEWED AND RECOMMENDED
FOR APPROVAL

APPROVED AS TO FORM

Jared Schwennesen,
Multimodal Division Manager Date

David Miley
Assistant General Counsel Date

Dawn Sullivan
Deputy Director Date



**State of Oklahoma
Department of Central Services
Central Purchasing Division**

**Certification for Competitive
Bid and/or Contract
(Non-Collusion Certification)**

A certification shall be included with any competitive bid and/or contract submitted to the State for goods or services.

Solicitation or Purchase Order #: _____

Supplier Legal Name: **CITY OF NORMAN**

SECTION I [74 O.S. Section 85.22]:

A. For purposes of competitive bid,

1. I am the duly authorized agent of the above named bidder submitting the competitive bid herewith, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to said bid;
2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and
3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party:
 - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
 - b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

B. I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this contract herein.

SECTION II [74 O.S. Section 85.42]:

For the purpose of a contract for services, the supplier also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the supplier to fulfill any of the services provided for under said contract.

the competitive bid attached herewith and contract, if awarded to said supplier;

OR

the contract attached herewith, which was not competitively bid and awarded by the agency pursuant to applicable Oklahoma statutes.

Supplier Authorized Signature

Larry Heikkila

Printed Name

405-366-5404

Phone Number

Fax Number

Certified This Date

Mayor

Title

mayor@normanok.gov

Email

STATUS VERIFICATION SYSTEM AFFIDAVIT

STATE OF: OKLAHOMA)
) SS:
 COUNTY OF: CLEVELAND)
 Print County

I, Larry Heikkila, of lawful age, and having been first duly sworn, on oath states:
 Print Name

1. That I am the agent authorized by the AGENCY to submit the attached Agreement to the State of Oklahoma. I am fully aware of the facts and circumstances surrounding the making of the Agreement to which this statement is attached and have been personally and directly involved in the procurement of this Agreement.
2. That the AGENCY has registered and fully participates in the Status Verification System, as required by Title 25 O.S. Section 131 3(B)(1), to verify the work eligibility status of all new employees of the AGENCY.

FURTHER AFFIANT SAITH NOT.

 AFFIANT

Subscribed and sworn before me this _____ day of _____, 2022

 Notary Public

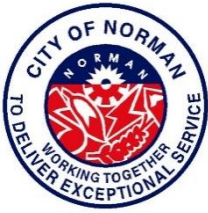
 Commission Expiration Date

AFFIX SEAL

 Commission Number

File Attachments for Item:

23. CONSIDERATION OF APPROVAL, ACCEPTANCE, ADOPTION, REJECTION, AND/OR POSTPONEMENT OF AWARDED CONTRACT K-2223-73: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND BRAVO! BUILDING SERVICES IN THE AMOUNT OF \$114,214.80 TO PROVIDE NIGHTLY CUSTODIAL SERVICES FOR THE NORMAN MUNICIPAL COMPLEX.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/13/2022

REQUESTER: Wade Thompson, Parks and Facilities Manager

PRESENTER: Jason Olsen, Parks and Recreation Director

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, ADOPTION, REJECTION, AND/OR POSTPONEMENT OF AWARDED CONTRACT K-2223-73: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND BRAVO! BUILDING SERVICES IN THE AMOUNT OF \$114,214.80 TO PROVIDE NIGHTLY CUSTODIAL SERVICES FOR THE NORMAN MUNICIPAL COMPLEX.

BACKGROUND:

The Facility Maintenance Division's permanent part-time custodial staff that maintains the Municipal Complex has historically had a high turnover rate. In September 2022, two positions were vacant with little applicant activity, and the remaining two abruptly terminated their employment. In response, The Facility Maintenance Department entered into a month-to-month service agreement with a custodial contractor to sustain these essential services to City Hall, buildings A, B, and C.

In the FYE 2023 budget, \$50,000 was allocated to Facilities Maintenance Miscellaneous Services - Other (account 10770430-44799) to be used for custodial services at the renovated Development Center after the project is complete. The Development Center is in excess of 50,000 square feet and will house several departments, including Parks and Recreation, Public Works, Planning, Finance, and Utilities. The Development Center will also include several public meeting rooms, a catering kitchen, employee breakrooms and an exercise area.

DISCUSSION:

Seven proposals to provide custodial services for the City of Norman Municipal Complex (RFP-2223-30) were received in the Parks and Recreation Office on November 18, 2022, from Capitol Cleaning OKC, Oklahoma City; Office Pride, Oklahoma City; Strategic Janitorial Solutions, Oklahoma City; Goodwill Industries of Central Oklahoma, Oklahoma City; BRAVO! Building Solutions, Mustang; Source One; Oklahoma City; and WCD Enterprises, Oklahoma City.

Proposals were reviewed and evaluated by the Parks and Facilities Division based on experience providing similar services; references; cost; and overall ability to deliver specified services. After evaluating each proposal, staff recommended the proposal submitted by

BRAVO! Building Services. BRAVO! is a full-service commercial janitorial cleaning company located in Mustang, OK, and services the greater OKC metro area. Bravo! Building Services is currently cleaning the OKC Chesapeake and Love Corporate Campus. City staff has checked references provided by BRAVO! and their clients reported excellent service at their facilities for years from BRAVO! Building Services.

The proposal submitted by BRAVO! includes a base fee of \$9,517.90 per month plus per-occurrence fees for deep cleaning of floors and windows. The FYE 2023 Budget includes funding for these services and is allocated to Facilities Maintenance, Miscellaneous Services - Other (account 10770430-44799). Funds were transferred from Custodial Services Part-time Salaries (account 10770131-42002) to Facilities Maintenance Miscellaneous Services - Other (account 10770430-44799) on November 23, 2022, to supplement the funds for Custodial Services Acct for the remaining fiscal year of 2023.

If approved, the proposed contract will become effective January 1, 2023, and continue through December 31, 2023. Provided services outlined in the contract and proposal are specifications that allow for an extension of the contract by mutual agreement of both parties for four additional 12-month periods after sufficient appropriations have been made through the budget adoption in each fiscal year.

RECOMMENDATION: Staff recommends Contract K-2223-73 with BRAVO! Building Services be approved.

**AGREEMENT FOR PROFESSIONAL CUSTODIAL SERVICES
FOR THE CITY OF NORMAN MUNICIPAL COMPLEX**

THIS AGREEMENT is entered into between *The City of Norman* (CITY) and *Bravo! Building Services* (Bravo!) for the following reasons:

- 1. The **CITY** requires custodial services for the City of Norman Municipal Complex located at 201 West Gray Street, Norman; and,
- 2. **BRAVO!** is prepared to provide the Services as outlined in the proposal submitted October 14, 2022, and Exhibit "A" to this contract included herein and made a part hereof.

In consideration of the promises contained in this Agreement, **CITY** and **BRAVO!** agree as follows:

ARTICLE 1 - EFFECTIVE DATE

The effective date of this Agreement shall be 1st day of January, 2023 and extend through January 1, 2024. The terms and provisions of this contract may be extended by mutual agreements of the parties for four (4) additional 12 month periods unless the contract amount changes and after sufficient appropriations shall have been made for the particular fiscal year in which renewal is sought. Either party may terminate this agreement by giving a thirty (30) day notice in writing to the other party.

ARTICLE 2 - GOVERNING LAW

This Agreement shall be governed by the laws of the State of Oklahoma. Any actions brought under the terms of this agreement shall be heard in the Western District of the United States District Court or in the Cleveland County District Court.

ARTICLE 3 - SCOPE OF SERVICES/SCHEDULE/COMPENSATION

BRAVO! shall provide the Services outlined in the Proposal as described in Exhibit "A", Pricing Schedule and Housekeeping Frequencies.

Invoices shall be due and payable monthly upon receipt. **CITY** shall give prompt written notice of any disputed amount and shall pay the remaining amount.

ARTICLE 4 – PERFORMANCE AND STANDARD OF CARE

The same degree of care, skill, and diligence shall be exercised in the performance of the Services as further described Exhibit "A". In terms of standard of excellence, 100% excellence in the work performed and compliance shall be the goal.

ARTICLE 5 – INDEMNIFICATION AND LIABILITY

Indemnification. **BRAVO!** agrees to defend, indemnify, and hold harmless the **CITY**, its officers, servants, and employees, from and against any and all liability, loss, damage, cost, and expense (including attorneys' fees and accountants' fees) caused by an error, omission, or negligent act of **BRAVO!** in the performance of services under this Agreement. The **CITY** agrees to defend, indemnify, and hold harmless **BRAVO!**, its officers, servants, and employees, from and against any and all liability, loss, damage, cost, and expense (including attorneys' fees and accountants' fees) caused by an error, omission, or negligent act of the **CITY** in the performance of services under this Agreement, provided such indemnification shall be applicable only to the extent sovereign immunity has been waived pursuant to Oklahoma law. **BRAVO!** and the **CITY** each agree to promptly serve notice on the other party of any claims arising hereunder, and shall cooperate in the defense of such claims. The acceptance by the **CITY** or its representatives of any certification of insurance providing for coverage other than as required in this Agreement to be furnished by **BRAVO!** shall in no event be deemed a waiver of any of the provisions of this indemnity provision. None of the foregoing provisions shall deprive the **CITY** of any action, right, or remedy otherwise available to the **CITY** at common law.

Survival. The terms and conditions of this Article shall survive completion of the Services, or any termination of this Agreement.

ARTICLE 6 - INSURANCE

During the performance of the Services under this Agreement, **BRAVO!** shall maintain the following Workers' Compensation in accordance with State Laws and Employer's Liability Insurance in the following amounts:

- (a) Property Damage Liability – Limits shall be carried in the amount of not less than twenty five thousand dollars (\$25,000.00) to any one person for any number of claims for damage to or destruction of property including but not limited to consequential damages arising out of a single accident or occurrence.
- (b) All Other Liability – In an amount not less than one hundred twenty five thousand dollars (\$125,000.00) for claims including accidental death, personal injury, and all other claims to any one person out of a single accident or occurrence.
- (c) Single Occurrence or Accident Liability – In an amount not less than one million dollars (\$1,000,000.00) for any number of claims arising out of a single occurrence or accident.

The insurance policies shall be issued by a company approved by the City of Norman. The **CITY** shall be furnished with a Certificate of Insurance which shall provide that such insurance shall not be changed or canceled without ten (10) business days prior written notice to the City of Norman. Certificates of Insurance shall be delivered to the City of Norman prior to the commencement of the agreement.

Subcontractors shall not be used unless **BRAVO!** has received prior written approval from the Park and Facility Manager or his designee for the use of the subcontractors. Failure of **BRAVO!** to comply with this subsection shall constitute cause for termination of the contract. Approved subcontractors shall be required to submit the same insurance certificate required of the **BRAVO!**. It is the **BRAVO!'s** responsibility to notify subcontractors of the **CITY's** insurance requirements and obtain and submit the insurance

certificate to the City of Norman prior to any services being provided. It is the Contractor's responsibility to ensure subcontractors abide by all terms and conditions of this agreement.

ARTICLE 7 - TERMINATION

This Agreement may be terminated by either party upon written notice thirty (30) day to the other party.

ARTICLE 8 - NOTICES

Any notice required by this Agreement shall be made in writing to the address specified below:

CITY:

Wade Thompson
Park and Facility Manager
City of Norman
P.O. Box 370
Norman, OK 73070
(405) 366-5478

BRAVO!:

BRAVO! Building Services
Susan Justice Frank Wardzinski
PO Box 1151 1040 Rt 22
Mustang, OK 73064 Bridgewater NJ 08807
(405)406-9221 (732) 465 0707

Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of the **CITY** and **BRAVO!**

ARTICLE 8 - DISPUTES

In the event of a dispute between **CITY** and **BRAVO!** arising out of or related to this Agreement, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. If the parties cannot thereafter resolve the dispute, each party shall nominate a senior officer of its management to meet to resolve the dispute by direct negotiation or mediation.

ARTICLE 9 - EQUAL EMPLOYMENT OPPORTUNITY

BRAVO! hereby affirms its support of affirmative action and that it abides by the provisions of the "Equal Opportunity Clause" of Section 202 of Executive Order 11246 and other applicable laws and regulations. **BRAVO!** affirms its policy to recruit and hire employees without regard to race, age, color, religion, sex, sexual preference/orientation, marital status, citizen status, national origin or ancestry, presence of a disability or status as a Veteran of the Vietnam era or any other legally protected status. It is **BRAVO!'s** policy to treat employees equally with respect to compensation, advancement, promotions, transfers and all other terms and conditions of employment.

BRAVO! further affirms completion of applicable governmental employer information reports including the EEO-1 and VETS-1 00 reports, and maintenance of a current Affirmative Action Plan as required by Federal regulations.

ARTICLE 10 - WAIVER

A waiver by either **CITY** or **BRAVO!** of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.

ARTICLE 11 - SEVERABILITY

The invalidity, illegality, or unenforceability of any provision of this Agreement or the occurrence of any event rendering any portion or provision of this Agreement void shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void provision shall be deemed severed from this Agreement, and the balance of this Agreement shall be construed and enforced as if it did not contain the particular portion or provision held to be void. The parties further agree to amend this Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this Article shall not prevent this entire Agreement from being void should a provision which is of the essence of this Agreement be determined void.

ARTICLE 12 - INTEGRATION

This Agreement, including Exhibit "A," the proposal submitted by **BRAVO!** on October 14, 2019, incorporated by reference, represents the entire and integrated agreement between **CITY** and **BRAVO!**. It supersedes all prior and contemporaneous communications, representations, and agreements, whether oral or written, relating to the subject matter of this Agreement.

ARTICLE 13 - ASSIGNMENT

Neither **CITY** nor **BRAVO!** shall assign any rights or duties under this Agreement without the prior written consent of the other party.

ARTICLE 14 - NO THIRD PARTY RIGHTS

The Services provided for in this Agreement are for the sole use and benefit of **CITY** and **BRAVO!**. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than **CITY** and **BRAVO!**.

IN WITNESS WHEREOF, the City of Norman and BRAVO! Building Services, has executed this Agreement.

DATED this ___th day of _____, 2022.

The City of Norman
(CITY)

Signature _____

Name: Larry Heikkila

Title: Mayor

Date _____

Attest: _____
City Clerk

Approved as to form and legality this ___ day of _____ 202_.

City Attorney

BRAVO! Building Services
(BRAVO!)

Signature 


Name Frank S. Wardzinski

Title Chief Operating Officer

STATE OF New Jersey, SS:
COUNTY OF Middlesex

Before me, the undersigned, a Notary Public in and for said County and State, on this 8th day of December, 2022, personally appeared Frank S. Wardzinski, to me known to be the identical person who executed the foregoing, and acknowledged to me that he/she 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: _____

MYRA MROWICKI
NOTARY PUBLIC OF NEW JERSEY
Commission # 80040834
My Commission Expires 6/24/2026



File Attachments for Item:

24. RATIFYING CITY COUNCIL'S ADOPTION ON OCTOBER 11, 2022, OF RESOLUTION R-2223-46: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, PROGRAMMING ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS TRANSPORTATION ALTERNATIVE (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: 12/13/2022

REQUESTER: Scott Sturtz, City Engineer

PRESENTER: Shawn O'Leary, Public Works Director

ITEM TITLE: RATIFYING CITY COUNCIL'S ADOPTION ON OCTOBER 11, 2022, OF RESOLUTION R-2223-46: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, PROGRAMMING ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS TRANSPORTATION ALTERNATIVE (ACOG TAP) FUNDING FOR THE LINDSEY STREET FROM 12TH AVENUE S.E. TO 24TH AVENUE S.E. SIDEWALK PROJECT.

THIS ITEM WAS INCLUDED ON THE OCTOBER 11, 2022, AGENDA, AND WAS UNINTENTIONALLY OMITTED FROM THE MOTION TO APPROVE CONSENT DOCKET.

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 12th Avenue SE to 24th 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 12th Avenue SE to 24th 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 12th Avenue SE to 24th 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 (ACOG)
TRANSPORTATION ALTERNATIVE PROGRAM (TAP)
FUNDING FOR TRANSPORTATION ALTERNATIVES 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.

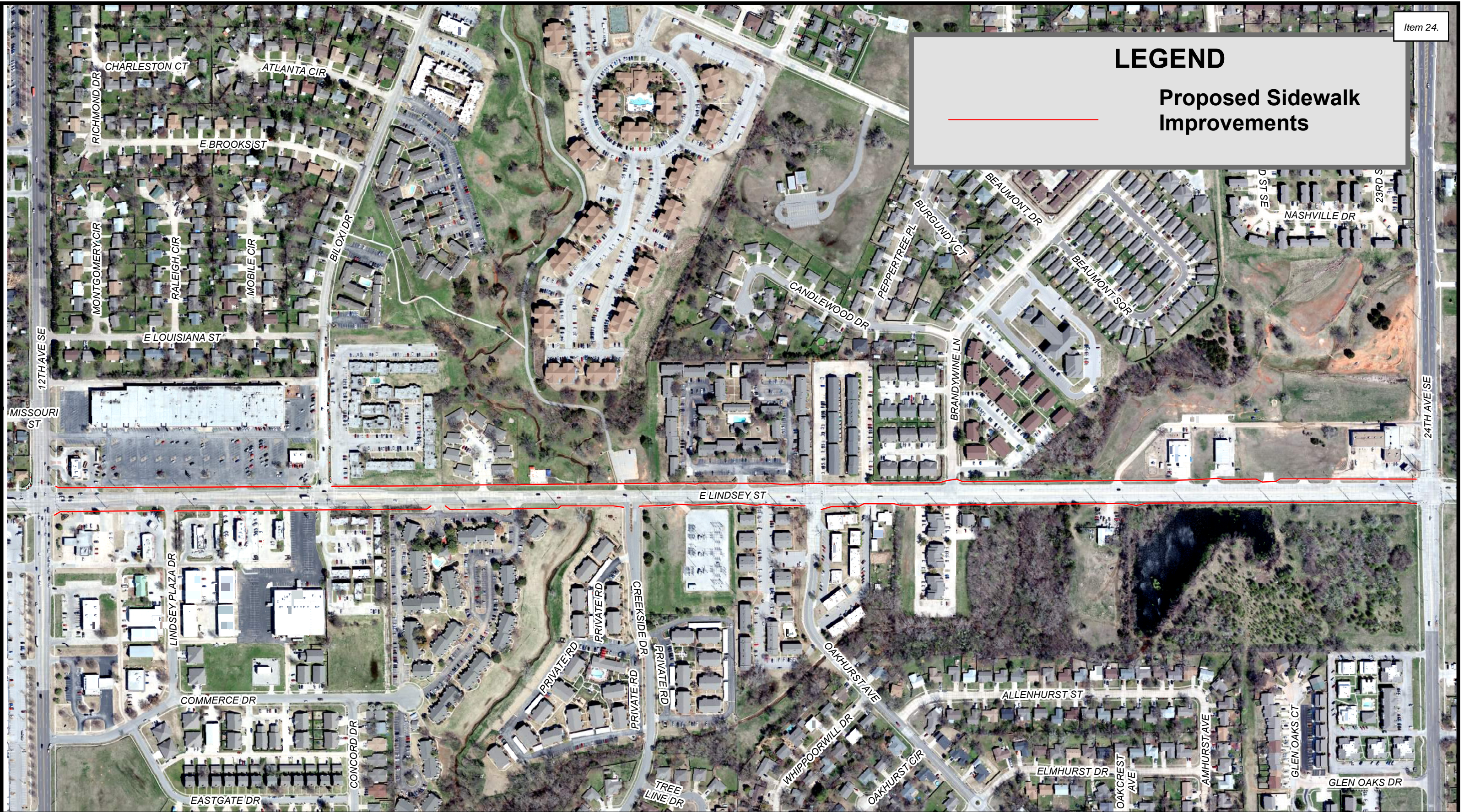
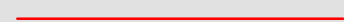
Mayor

ATTEST:

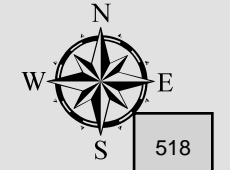
City Clerk

LEGEND

Proposed Sidewalk Improvements

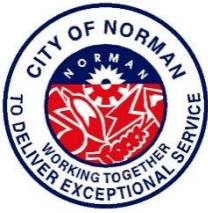


LINDSEY: 12th Street - 24th Street Sidewalk Improvements



File Attachments for Item:

25. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-69: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROVING PROPOSED CHANGES TO THE BUS TRANSIT SERVICE FOR IMPLEMENTATION IN AUGUST 2023.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/13/2022

REQUESTER: Taylor Johnson, Transit and Parking Program Manager

PRESENTER: Shawn O'Leary, Director of Public Works

TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-69: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROVING PROPOSED CHANGES TO THE BUS TRANSIT SERVICE FOR IMPLEMENTATION IN AUGUST 2023.

BACKGROUND:

The City of Norman took over the operations of the City public transportation system on June 1, 2019, from the University of Oklahoma. Since then, staff has worked diligently to maintain operation of the service and to evaluate how to better serve Norman's citizens. This work has included collaborating with EMBARK for day to day operations, pursuing grant opportunities to maximize local funding, and developing and implementing the Go Norman Transit Plan.

During the education campaign for the Public Transit Sales Tax in September-November 2019, staff heard from the community and Council about the need to update our long-term vision for the transit system in Norman since the City took over operations.

Using RFQ-1920-60, City staff solicited proposals to update the City's Long Range Transit Plan. The following key objectives were proposed in RFQ-1920-60:

- Actively engage the public and major partners throughout the process.
- Assess the current hub/spoke system and looped routes for fixed route service.
- Provide recommendations on a new transfer station location/area and recommend route changes to accommodate the new location/area.
- Find innovative ways to serve underserved areas.
- Integrate an understanding of the connections between land-use and transit.
- Develop a detailed plan to guide service changes and capital investments.

An evaluation committee made up of City staff, stakeholders, and community members scored and ranked the proposals received in response to RFQ-1920-60. At the conclusion of the evaluation process, Nelson\Nygaard Consulting Associates, Inc. (Nelson\Nygaard) were selected as the most qualified firm for the proposed project. Nelson\Nygaard has extensive experience working with municipalities, universities, public agencies, elected officials, and community stakeholders to envision, develop, and improve transit systems that support local

community needs. Nelson\Nygaard partnered with Anglin PR, a local DBE-certified marketing and engagement firm, as a sub consultant assisting with public engagement.

Project kickoff occurred in August 2020 and following an 11-month process of evaluation, including receiving community and stakeholder feedback, the Go Norman Transit Plan was developed. The finalized plan, which was unanimously adopted by Council on June 22, 2021, serves as a guide for improving Norman's public transportation system in the immediate, near, and long term. Along with evaluations of the existing route system and fare analysis, the plan made recommendations for location of a new transit center, route changes and expansions, bus stop locations, and capital replacement. An adopted, current plan also makes the City more competitive with securing grant funding for improvements.

The City has made progress on multiple projects that work towards the initial recommendations in the Go Norman Transit Plan, which include:

- Application for, and award and acceptance of, an Association of Central Oklahoma Governments (ACOG) Congestion Mitigation Air Quality (CMAQ) Small Grant in the amount of \$120,000 (which will be matched with \$40,000 of local funding for a total of \$160,000) to assist with funding new bus stops associated with the recommended route changes. Council approved a grant contract with ACOG on March 8, 2022.
- Evaluation and acquisition of property at 320 E Comanche St to be renovated as the new City Transit Center. Council approved the purchase sale agreement on January 19, 2022 and the City assumed ownership on March 4, 2022. Council then approved a contract with McKinney Architects to provide Architectural and Engineering services for the property on May 10, 2022. Staff are currently working with the architect to finalize designs to refit the building to provide restrooms and a breakroom for operators, as well as a restroom and indoor waiting area for the public (with access to vending machines and water). Exterior modifications would include making sure the drive through and parking areas are accessible for the large buses, proper site circulation for pedestrians, and amenities such as trashcans, benches and shelters. Staff expect that the bid for remodeling the property will be solicited in the next couple of months, with construction starting at the beginning of calendar year 2023 and ending in July-August 2023.
- In order to integrate the property at 320 E Comanche St into the recommendations of the Go Norman Transit Plan, a contract amendment with Nelson/Nygaard was proposed and approved by Council on March 8, 2022. This work included updating the system and route maps to realign with the new property, develop transit center bus bay requirements and transfer matrix, develop a new downtown transit center map, and to assist with identifying potential transit center amenities. This work was completed and presented to Councils Community Planning and Transportation Committee on June 23, 2022. Separate from this amendment, Nelson/Nygaard continues to provide technical expertise to the architect for the transit center renovations.

Lastly, the City also needed to solicit feedback from the public and seek Council's final approval on the initial, proposed route changes as recommended in the Go Norman Transit Plan. The Discussion section below covers this effort in more detail.

DISCUSSION:

Staff have been working diligently on proposed changes to the fixed route bus service to better serve Norman residents and improve the efficiency of bus transit service in our City. As part of that process, and in accordance with the City's Public Transit Title VI Plan and Public Participation Plan, staff conducted a public participation process to gather feedback from the public about the proposed changes to the service as recommended in the Go Norman Transit Plan. Council passed a resolution acknowledging and approving this process at their September 27, 2022 Council meeting. The public comment period occurred from October 30, 2022 to November 21, 2022.

Attached you will find the Public Engagement Summary for the proposed changes. While the attachment shows in more detail the efforts that staff took to glean feedback on the proposed changes, some of those efforts are listed below.

- Provided options for submitting comments outside of public meetings, which included an online form, phone, email, and postal mail.
- Created a dedicated webpage for the service changes, which included a recorded presentation, the public notice posters (in English and Spanish), the Go Norman Transit Plan, and the online comment form.
- Created and sent out a press release on October 28, 2022 announcing the public comment period, information about the public meetings, and the project website.
- Created posters in English and Spanish displaying the public notice, advertising the public meetings, and detailing how to submit comments outside of the meetings. The posters were posted on all vehicles in the transit fleet as well as at City Hall and the Brooks Street Transfer Station.
- Hosted 3 public meetings, 1 virtually and 2 in person. Event pages were created and posted to the City's Events and Meetings webpage. In total, 21 non-City staff members attended the 3 meetings which occurred:
 - November 15, 2022. Virtual meeting via zoom from noon-1pm.
 - November 16, 2022. In person meeting at Norman Central Public Library from 2:30-3:30pm
 - November 17, 2022. In person meeting at City Hall Council Chambers from 6:30-7:30pm.

Outside of the discussions and comments received at the public meetings, approximately 10 comments were submitted via the various other options provided. All feedback received is recorded and available for review in the attached Public Outreach Summary.

Now that public feedback has been received on the proposed transit service changes, Council's review and approval is required. If Council approves the proposed service changes, staff will move forward with working on implementation, which are expected to be completed by July-August 2023.

RECOMMENDATION:

Staff recommends approval of Resolution R-2223-69, approving proposed changes to the bus transit service for implementation in August 2023.

Resolution

R-2223-69

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA PROVIDING SERVICE CHANGES TO THE CITY OF NORMAN'S PUBLIC TRANSIT SERVICE.

- § 1. WHEREAS, the Norman City Council adopted the Go Norman Transit Plan on June 22, 2021; and
- § 2. WHEREAS, additional work was completed to update the recommendations of the Go Norman Transit Plan to reflect using the property at 320 East Comanche Street as a Transit Center; and
- § 3. WHEREAS, the City desired to move forward with the fundamental route changes as recommended in the Go Norman Transit Plan; and
- § 4. WHEREAS, pursuant to Federal Transit Administration (FTA) Circular 4702.1B the Norman City Council adopted the Transit Title VI Program on January 18, 2020, which included a Public Participation Plan outlining when and how the City should receive feedback on fare increases or major route changes; and
- § 5. WHEREAS, on September 27, 2022, City Council approved and acknowledged the Public Participation Process by Resolution R-2223-39 authorizing staff to move forward with soliciting feedback on the proposed changes to the entire route network, which includes adjustments to routes 110, 111, 112, 121; elimination of route 120 but moving much of its service area to other routes; and creation of route 122; and
- § 6. WHEREAS, the City held public meetings on Tuesday, November 15, 2022, at noon, Wednesday, November 16, 2022 at 2:30 p.m., and Thursday, November 17, 2022 at 6:30 p.m. to collect feedback on the proposed changes; and
- § 7. WHEREAS, the City also collected feedback through a variety of means from October 30, 2022, through November 21, 2022.

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

- § 8. THAT the proposed service changes to the City's public transit service are hereby approved and authorizing staff to move forward with implementation of the proposed changes with anticipated competition occurring in August 2023.



R-2223-69

PASSED AND ADOPTED this 13th day of December, 2022.

Mayor

ATTEST:

City Clerk



Public Engagement Summary Report

City of Norman

Proposed Summer 2023 Transit Service Changes

November 2022

Public Engagement Summary

City of Norman Proposed Summer 2023 Transit Service Changes

TABLE OF CONTENTS

- I. INTRODUCTION..... 3
 - A. Background
 - B. Summary of Proposed Service Changes
- II. PUBLIC ENGAGEMENT..... 7
 - A. Notification Efforts
 - B. Community Meetings
 - C. Additional Efforts to Collect Public Comments
 - D. Summary of Feedback
- III. APPENDICES..... 12
 - A. Meeting Notifications
 - B. Meeting Materials
 - C. Comments Received During Public Comment Period
(October 30, 2022 through November 21, 2022)

I. INTRODUCTION

The City of Norman Transit and Parking Division, Department of Public Works, held three public meetings on November 15, 16, and 17, 2022, regarding proposed service changes for summer 2023. The purpose of the public meetings was to communicate the proposed changes, how to submit comments, and receive comments and feedback on the proposed service changes. The public meetings are required by the City's Public Participation Plan, an appendix of the City's Transit Title VI Program, in the event of any major service changes. The public meetings serve as an opportunity for public comment and feedback leading up to the City Council's final review and action regarding the proposed changes. Below is more information about the public meetings that occurred.

A. Background

Before 2019, Cleveland Area Rapid Transit (CART), a department of the University of Oklahoma, was the public transportation system, provider of public transportation, and recipient of FTA funding for the Norman Urbanized Area (UZA). In July 2019, the public transportation system was transitioned from the University of Oklahoma, and the City of Norman became the designated recipient of FTA funds for the Norman UZA. The City of Norman entered into a partnership with EMBARK, the transit provider for the City of Oklahoma City, to operate transit and paratransit services in Norman. The City of Norman, with these contracted services, now operates fare-free, fixed-route (EMBARK Norman), and paratransit service (EMBARK Plus).

Since assuming public transportation operations for the Norman UZA, EMBARK Norman has been operating the same routes that the University operated, with some slight modifications. In July 2020, the City hired a consultant, Nelson/Nygaard, to assist with updating the long range transit strategic plan. On June 22, 2021, the Go Norman Transit Plan was unanimously adopted by City Council following an 11-month process of collecting data and receiving feedback from stakeholders, City staff, City Council, and the public.

Projecting 10 years into the future, the Go Norman Transit Plan identified many recommendations for transit improvements in Norman. These recommendations included additional frequency, Sunday service, expanded service coverage, and expanded hours on weekdays and Saturdays. The recommendations were put into phases to help guide the City in making improvements strategically as funding becomes available. The first phase of improvements calls for revamping the current route network to better serve existing areas within or near the existing budget.

On September 27, 2022, City Council unanimously approved and acknowledged the Public Participation Process for the service changes as identified in the Go Norman Transit Plan and presented to the public during the public comment period.

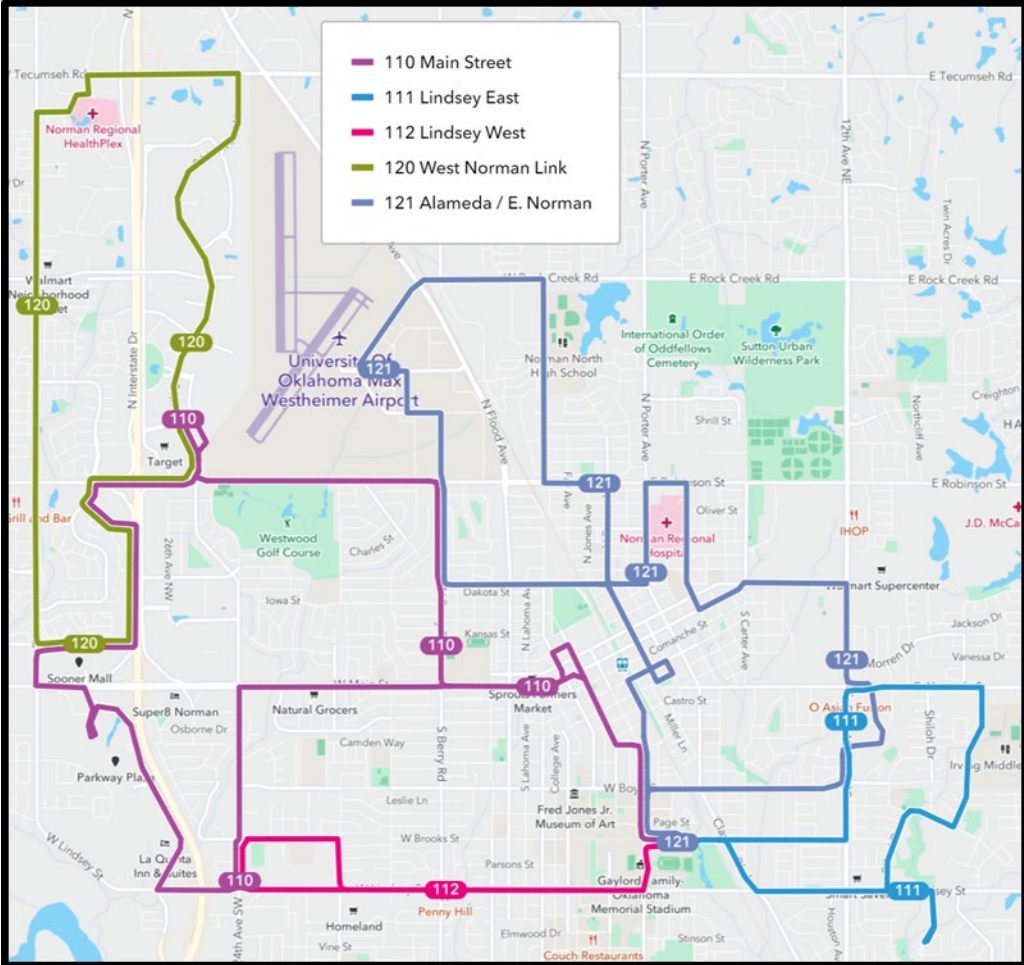
B. Summary of Proposed Service Changes

Below is a brief summary of the proposed transit service changes. A more detailed summary is located in Appendix B where the material that was presented at the public meetings can be reviewed.

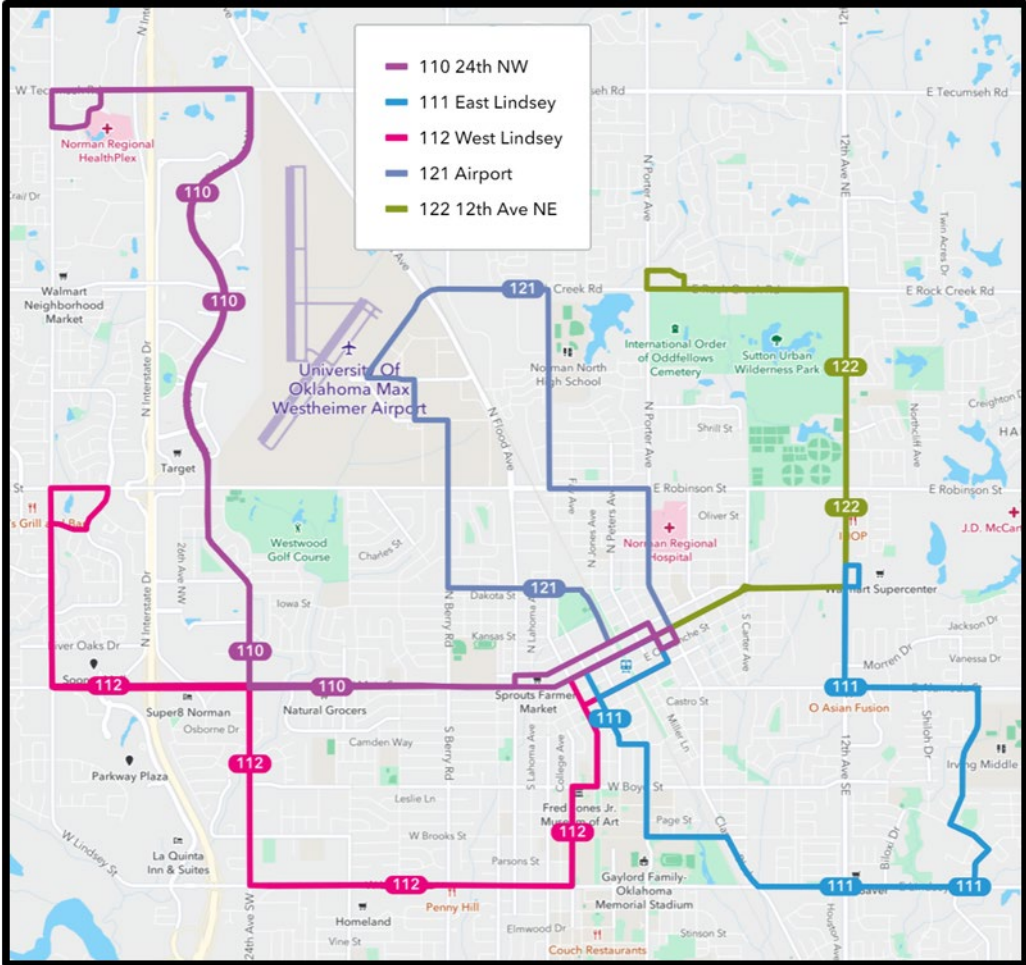
All routes will be operated out of a new City Transit Center, located at 320 E Comanche St. City transit services currently utilize OU/CART's Brooks Street Transfer Station. In April 2022, the City purchased 320 E. Comanche St. with the intent to remodel the site into a City Transit Center. The remodel is planned to include many improvements, such as but not limited to: bus bays, ADA compliant circulation, benches, trashcans, shelters, public and staff restrooms, waiting area with vending machines and water fountain (with water bottle filling station), and a staff breakroom.

All routes will be reconfigured to improve service operations and passenger usability. This includes having the proposed routes operate bidirectionally. Currently, the route network operates on a large, looped system which often requires passengers to ride entire routes to get to and from their destinations. In the proposed system, a passenger could take a bus route from their origin to their destination, perform their tasks, and then board the same route going the opposite direction on the same street to return to their point of origin. This creates a more direct path of travel and simplifies the route network, making it easier to understand and easier to use. In addition, the proposed routes are recommended to operate on major streets, eliminating most of the areas where City buses operate on neighborhood streets. This will make the routes easier to operate since the major streets are better equipped to handle the heavy duty transit buses. With the route reconfiguration, some route segments will be eliminated or realigned, resulting in both discontinued and new bus stops. The decisions to place service on certain corridors/areas over another is based on past ridership, public comments, census data, operational feasibility, and other factors.

The next two pages contain maps of the current and proposed transit system routes. Again, more details on the proposed service changes can be found in Appendix B.



Current Routes



Proposed Routes

II. PUBLIC ENGAGEMENT

A broad reaching public engagement process was critical to ensuring that every opportunity was given to the public to review, submit comments, and ask questions regarding the proposed transit service changes. A dedicated City webpage was created for the proposed service changes. The webpage included much of the information below, including: a copy of the presentation given at the public meetings with a voiceover recording, a static copy of the presentation, the poster in Spanish, a broad overview of the current and proposed route network, the public notice with links to the Event Pages on the City’s website for the public meetings, and information about how to submit public comments including a comment form at the bottom of the webpage.

A. Notification Efforts

Public meeting notifications were posted across multiple media platforms. The public was notified by newspaper, social media platforms, the City’s website, press release, and posters (in English and Spanish). Appendix A contains copies of the following:

- Advertisements in the Norman Transcript news print.
- Social media notifications via Facebook.
- Notices posted to the City’s Meeting and Events webpage.
- City’s press release.
- Posters (in English and Spanish) placed in all transit vehicles and at City Hall.

In addition, emails were sent to approximately 150 stakeholders. The list was initially comprised during the Go Norman Transit Plan development and was refined during this public comment period. Stakeholders included those that were involved with various agencies in our community that served clients that often used transit and/or could assist with disseminating information about the proposed changes. The list was comprised of City/RTA/EMBARK staff, apartment complexes, nonprofits, health services, libraries, and other various community entities.

B. Public Meetings

Three public meetings were held on various days and times, both virtually and in person. The times, locations, and number of attendees for the public meetings were as follows:

- November 15, 2022: 12:00 – 1:00 p.m. (8 attendees outside City staff)
 Virtual Meeting (Zoom)
 Join: tinyurl.com/NormanTransitMeeting
 Call in: 888-475-4499; Meeting ID: 873 4614 7180

- November 16, 2022: 2:30-3:30 p.m. (8 attendees outside City staff)
Norman Central Public Library
Oklahoma Redbud Room
102 W Acres St, Norman, OK 73069
- November 17, 2022: 6:30-7:30 p.m. (4 attendees outside City staff)
City of Norman City Hall
Council Chambers
201 W Gray St, Norman, OK 73069

These meetings were held at the date, time, and location as shown above with no issues. The format for each public meeting was intended to be identical, with staff providing a brief presentation followed by a question and answer session. Comment cards were also available in English and Spanish if attendees desired to submit their comment in written form. 19 individual discussions were recorded and 4 comment cards were collected at the public meetings. All feedback received is recorded and available for review in Appendix C.

C. Additional Efforts to Collect Public Comments

In addition to the three public meetings, staff worked to make many other avenues available for submitting public comments. This included:

- Submitting an online form available at the project website:
 - (<https://www.normanok.gov/residents-visitors/transit-parking/bus-transit-service-changes>)
 - Or via the shortened URL(www.tinyurl.com/NormanTransitChanges)
- Emailing transit@normanok.gov
- Calling 405-307-7219
- By sending postal mail to:
 - City of Norman Transit
 - ATTN: 2023 Summer Service Changes
 - P.O. Box 370
 - Norman, OK 73070

Comment cards were also made available at the City Hall central desk, as many members of the public interact with that staff person when visiting City Hall for meetings or services.

Outside of the discussions and comments received at the public meetings, approximately 18 comments were submitted using the various other options provided. All feedback received is recorded and available for review in Appendix C.

D. Summary of Feedback

In total, 41 official comment interactions were collected during the public comment period. 19 individual discussions were recorded and 4 comment cards were collected at the public meetings. Outside of the discussions and comments received at the public meetings, 18 comments were submitted using the various other options provided. While all comments are recorded in detail in Appendix C, below is a brief summary of the most frequent topics that came up in the public comments as well as paraphrased explanations of the answers given at the public meetings.

- TOPIC: Desire to have more service in East Norman, including to the Norman East Public Library.
 - There is a future route proposed that would serve more of East Norman, including the Norman East Public Library. This is a future improvement that is currently unfunded. Once funding is realized improvements will be made accordingly.
- TOPIC: Discontinuing service on Ed Noble Parkway and less direct access to the Norman West Public Library.
 - Unfortunately, Ed Noble Pkwy is not conducive to operate a bidirectional route with the east side of the street being next to the interstate and in ODOT right of way. In the Go Norman Transit Plan, the decision was made to propose bidirectional service along 24th Ave SW between Main St and Lindsey St, and Main St between 24th Ave SW and 36th Ave SW. This was due to identifying more housing and destinations along that corridor, in addition to the issues with Ed Noble Pkwy. In regards to the West Library, while it would no longer have an adjacent bus stop, the closest bus stop (on Main St just north of Sam's Club) would be approximately 0.3-0.4 mile or an 6-7-minute walk.
- TOPIC: Proposed removal of service on 12th Ave SE between Alameda St and Lindsey St
 - This area required a tough choice and trade off when evaluating route alignment in the Go Norman Transit Plan. In order to have bidirectional service, some areas had to be chosen over others to operate the routes based on ridership and operational efficiencies. There is a future route proposed that would serve 12th Ave SE between Alameda St and Triad Village Dr, and then operate on Triad Village Dr between 12th Ave SE and Alameda St.
- TOPIC: Proposed route operations on Beaumont Dr and Brandywine Ln where there are speed humps, and discontinued service on Biloxi Dr.
 - While speed humps are not ideal for transit buses, the proposed route has been tested and the buses can safely operate over the speed humps. However, ongoing testing, evaluation, and training of the new routes will occur if the proposed changes are approved. Utilizing Brandywine Ln instead of Biloxi Dr was another tradeoff that was made. There are many multifamily units that would gain access to service along

the proposed extension of route 111 to Brandywine Ln. In addition, much of the area that is currently covered by route 111 on Biloxi Dr is still within a reasonable walking distance (1/4 mile or a 5-10 minute walk).

- TOPIC: Routes serving the new Senior Wellness Center, Ruby Grant Park, Norman Porter Hospital Campus, and new Highway 9 ER.
 - The proposed route 121 would operate on Porter Ave, just west of the Senior Wellness Center and Norman Porter Hospital Campus. Unfortunately, there are no planned routes to Ruby Grant Park or the Highway 9 ER. During the Go Norman Transit Plan development, Ruby Grant was reviewed, however because of the distance the route would not have run on time if the park was included. While there are no plans to serve the Highway 9 ER, the Healthplex would have increased service with the proposed changes.
- TOPIC: Express route 024.
 - Route 024 is operated by EMBARK OKC and any proposed changes would be channeled through them. However, we do work closely with EMABRK and route 024 does operate in Norman so any concerns can be passed to City staff.
- TOPIC: Bus service to the University, and cooperation with OU/CART.
 - The proposed route network has route 111 and 112 departing from downtown and serving the Campus Corner and the University. Route 112 would operate on the west side of the University and Campus Corner. Route 111 would operate on the east side and would include a stop at the Brooks Street Transfer Station, which would allow riders to switch to OU/CART service routes.
- TOPIC: Fare-free operation.
 - The fare is and will stay at zero into the near future as recommended in the Go Norman Transit Plan. While Council could propose a fare to be implemented at any time, there would be a Public Comment Period similar to this one if it were proposed.
- TOPIC: Implementation timeline.
 - It is anticipated that Council will review and take action on the proposed changes at their December 13 Council meeting. If approved, staff would begin working on the next steps with the goal to have the new routes operate beginning in August 2023.

In addition to the comments and questions about the proposed service changes above, some comments received were in regards to current bus service policies on which staff will follow up on as appropriate. Again, all comments are located in Appendix C in more detail.

Many citizens participated in the public comment period to discuss areas where they were concerned service was lacking or may be reduced, however some expressed gratitude after

learning about the proposed service changes. Below are some of the topics in relation to the comments that were received and were seen as positive.

- TOPIC: Bidirectional operations.
 - While changing to bidirectional routes created difficult trade-offs in some areas, the overall response to the bidirectional nature of the proposed routes was positive. Bidirectional routes allow the buses to pass the same areas more frequently and no longer requires riders to ride through the entire loop route to return to their original destination.
- TOPIC: Creation of Route 122.
 - Response was positive to create access to additional parks and event facilities such as Sutton Wilderness, 12th Ave Recreation Center, and Griffin Park. There were also positive reactions to serving a greater population, such as the multifamily housing near Robinson St and 12th Ave NE as well as near Rock Creek Rd and Porter Ave. These changes address some of the comments by citizens during this public comment period concerning a desire to better serve apartments, parks, and event centers.
- TOPIC: Transit Center location and amenities.
 - Those that commented on the proposed new City Transit Center location and amenities were excited about it. Some of the specific amenities that citizens highlighted and shared appreciation for include:
 - Indoor Waiting Areas and Restroom: Having comfortable accommodation away from weather elements was important to respondents. The transition from portable restroom facilities currently available to indoor permanent facilities was especially appreciated across the board.
 - Vending Machines and Water Bottle Filling Fountain: Creating quick access to food and drink was emphasized as a particularly desirable amenity for those living with disabilities or who need to manage their health.
 - Downtown Location: Citizens were excited for the new location because of both the proximity to the various events that occur downtown as well as downtown multimodal options such as Legacy Trail and The Depot. Citizens were also pleased with how close the Transit Center is to The Depot because of possible future rail improvements such as commuter rail and extended or more frequent AMTRAK service.
- TOPIC: Appreciation for the opportunity to give feedback.
 - Citizens reacted positively to having the opportunity to give feedback on the proposed changes, and knowing it was considered, before final action is taken.

APPENDICES

- A. Meeting Notifications**
- B. Meeting Materials**
- C. Comments Received During Public Comment Period
(October 30, 2022 through November 21, 2022)**

APPENDIX A
Meeting Notifications

(Published in The Norman Transcript October 30, 2022, 1t)
NOTICE OF PUBLIC MEETINGS
CITY OF NORMAN TRANSIT
PROPOSED SUMMER
2023 SERVICE CHANGES

The City of Norman hereby provides notice of three Public Meetings in order to receive comments on proposed summer 2023 transit service modifications planned for implementation in August 2023. These service changes will affect the entire Norman Transit service.

Three public meetings will be held, the first on Tuesday, November 15 from noon-1pm via Zoom, tinyurl.com/NormanTransitMeeting, 888-475-4499, Meeting ID: 873 4614 7180. The second on Wednesday, November 16 from 2:30-3:30pm in the Oklahoma Redbud Room at the Central Norman Public Library, 102 W. Acres St, Norman, OK 73069. The third on Thursday, November 17 from 6:30-7:30pm in the City Council Chambers at City Hall, 201 W. Gray St, Norman, OK 73069.

The public meetings are being held to describe the proposed service changes and to receive comments. Based on input gathered it is anticipated that the City of Norman Council will act on these changes on December 13, 2022.

Please notify the City at least 48 hours in advance if you require a disability accommodation at one of the meetings. Written comments or questions about the proposed changes will be accepted through November 21, 2022, and may be submitted at the meetings, by emailing transit@normanok.gov, calling 405-307-7219, online at tinyurl.com/NormanTransitChanges, or mailing:

City of Norman Transit
ATTN: 2023 Summer Service Changes
P.O. Box 370
Norman, OK 73070

Proof of Publication Item 25.

In the District Court of Cleveland County, State of Oklahoma

Case No: Transit - English Only

Affidavit of Publication

State of Oklahoma, County of Cleveland, ss:

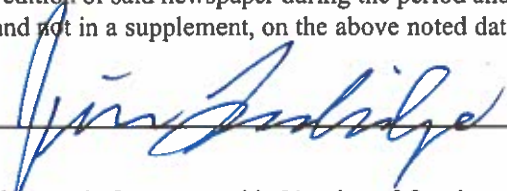
I, the undersigned publisher, editor or Authorized Agent of the Norman Transcript, do solemnly swear that the attached advertisement was published in said paper as follows:

1st Publication

October 30, 2022

That said newspaper is Daily, in the city of Norman, Cleveland County, Oklahoma, a Daily newspaper qualified to publish legal notices, advertisements and publications as provided in Section 106 of Title 25, Oklahoma Statutes 1971, as amended, and complies with all other requirements of the laws of Oklahoma with reference to legal publications.

That said Notice, a true copy of which is attached hereto, was published in the regular edition of said newspaper during the period and time of publications and not in a supplement, on the above noted dates.



Signature

Subscribed and sworn before me on this 31st day of October 2022.



My commission expires July 10, 2024.

Notary Public
Commission # 20008340

Cost of Publication \$ 35.85

Ad # 00510058

Acct # 23166872

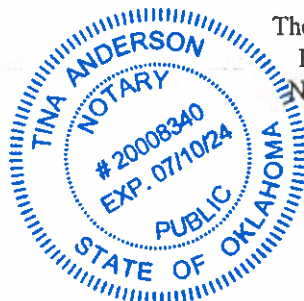
Copies: 1

PAY TO

The Norman Transcript
P.O. Drawer 1058
Norman, OK 73070

~~A copy of this affidavit of publication was delivered to the Office of the Cleveland County Court Clerk on October 31, 2022.~~

Please include the case number on your check.



(Published in The Norman Transcript October 30, 2022, 1t)

ANUNCIO DE REUNIONES PUBLICAS
PROPUESTO DE CAMBIOS DE
SERVICIOS PARA TRANSITO,
DE LA CIUDAD DE NORMAN
PARA EL VERANO DE 2023.

La Ciudad de Norman por lo presente esta proporcionando anuncios de tres Reuniones Publicas para recibir comentarios sobre el propuesto para cambios de servicio de transito para el verano de 2023 que sera implementado en Agosto 2023.

Estos cambios afectaran todos los Servicios de Transito en la Ciudad de Norman.

Las tres Reuniones Publicas se llevaran a cabo: La primera sera Martes, Noviembre 15 de 12pm-1pm via Zoom,

tinyurl.com/NormanTransitMeeting, 888-475-4499, Meeting ID: 873 4614 7180. La segunda sera Miercoles, Noviembre 16 de 2:30-3:30pm en el Oklahoma Redbud Room en la Biblioteca Publica Central de Norman, 102 W. Acres St, Norman, OK 73069. La tercera sera Jueves, Noviembre 17 de 6:30-7:30pm en la Camara de Consejo de La Ciudad, 201 W. Gray St, Norman, OK 73069.

Las reuniones publicas se estan realizando para explicar el propuesto de cambios de servicio y escuchar comentarios. Dependiendo del aporte que se reuna, es anticipado que El Concilio de la Ciudad de Norman llevara a cabo los cambios Diciembre 13, 2022.

Por favor avise a La Ciudad si necesita asistencia por discapacidad por lo menos 48 horas antes de la reunion. Comentarios o preguntas del cambio propuesto seran aceptados hasta Noviembre 21, 2022, y deben ser sometidos en la reunion, por correo electronico transit@normanok.gov, llamando 405-307-7219, en linea (tinyurl.com/NormanTransitChanges), o por correo:

City of Norman Transit
ATTN:
2023 Cambio de Servicios de el verano
P.O. Box 370
Norman, OK 73070

Proof of Publication

Item 25.

In the District Court of Cleveland County, State of Oklahoma

Case No: Transit - Spanish Only

Affidavit of Publication

State of Oklahoma, County of Cleveland, ss:

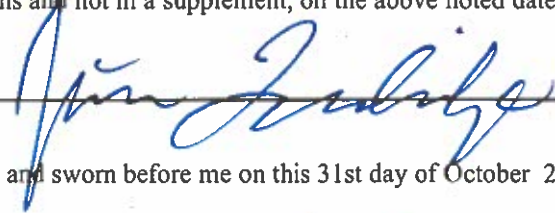
I, the undersigned publisher, editor or Authorized Agent of the Norman Transcript, do solemnly swear that the attached advertisement was published in said paper as follows:

1st Publication

October 30, 2022

That said newspaper is Daily, in the city of Norman, Cleveland County, Oklahoma, a Daily newspaper qualified to publish legal notices, advertisements and publications as provided in Section 106 of Title 25, Oklahoma Statutes 1971, as amended, and complies with all other requirements of the laws of Oklahoma with reference to legal publications.

That said Notice, a true copy of which is attached hereto, was published in the regular edition of said newspaper during the period and time of publications and not in a supplement, on the above noted dates.



Signature

Subscribed and sworn before me on this 31st day of October 2022.



My commission expires July 10, 2024.

Notary Public
Commission # 20008340

Cost of Publication \$ 39.75

Ad # 00510060

Acct # 23166872

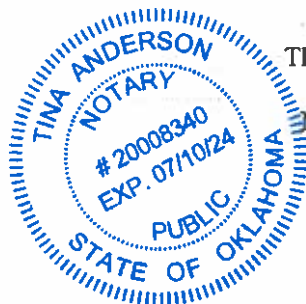
Copies: 1

PAY TO

The Norman Transcript
P.O. Drawer 1058
Norman, OK 73070

A copy of this affidavit of publication was delivered to the Office of the Cleveland County Court Clerk on October 31, 2022.

Please include the case number on your check.



Facebook Posts

City of Norman, OK - City Government
October 28 at 12:02 PM · 🌐

The City of Norman is seeking public comments on proposed transit service route changes planned for implementation summer 2023. This follows recommendations identified in the Go Norman Transit Plan, the City's long-range transit plan approved by Council in June 2021 after nearly a year of development. More information about the proposed route changes, public meetings, and how to provide comments can be found at tinyurl.com/NormanTransitChanges.
*This is an exciting time for... See more

WE WANT TO HEAR FROM YOU.

Offer input and feedback on proposed transit route changes through Nov. 21.

TO REVIEW CHANGES OR SUBMIT COMMENTARY, PLEASE VISIT:
[TINYURL.COM/NORMANTRANSITCHANGES](https://tinyurl.com/NormanTransitChanges)

CALL 405-307-7219 FOR MORE INFORMATION.

WWW.NORMANOK.GOV

Embark
November 9 at 5:00 PM · 🌐

The [City of Norman, OK - City Government](#) is hosting public meetings next week to present info & seek comment on Norman bus service changes planned to take effect in August 2023.
Check out bus service & public meeting details at <https://loom.ly/Yaxellw>

City of Norman, OK - City Government
October 31 at 3:29 PM · 🌐

Transit & Parking Program Manager Taylor Johnson presents potential changes to the City of Norman's 2023 Public Transit routes.
For more information, visit <https://tinyurl.com/NormanTransitChanges>

Voice of: Taylor Johnson,
Transit & Parking Program Manager

PUBLIC MEETING
Proposed City of Norman
Transit Service Changes

0:02 / 26:43



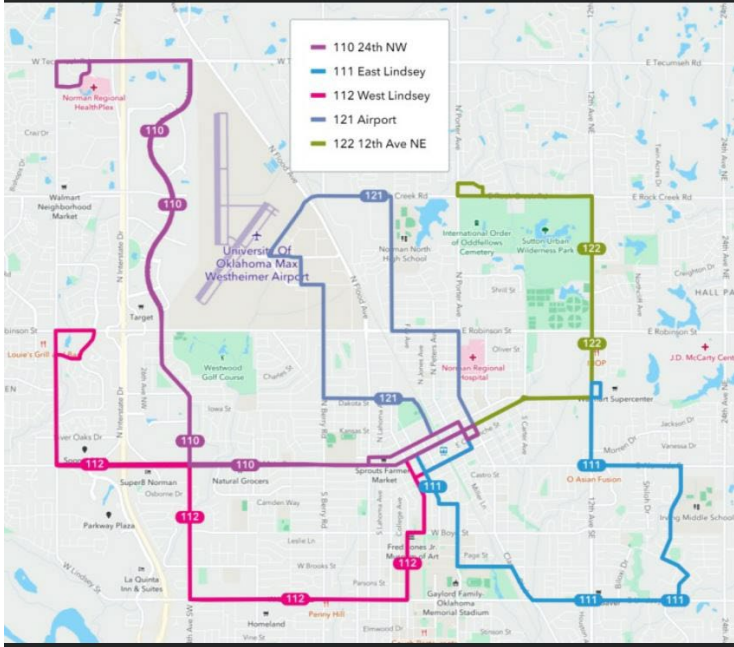
EmbarK

November 12 at 12:00 PM

Norman, mark your calendars

City of Norman, OK - City Government is hosting a virtual public meeting Nov. 15 and in-person public meetings Nov. 16 & 17 to present info on proposed bus service modifications, including changes to routes & schedules.

Get meeting details at <https://loom.ly/CFNlnvs>



City of Norman, OK - City Government

November 14 at 9:24 AM

Item 25.

KIND REMINDER!

Public input meetings for the proposed transit service route changes are occurring Tuesday, Wednesday and Thursday this week. All are welcome. Learn more and view details here: <https://www.normanok.gov/.../city-norman-seeks-public...>

WE WANT TO HEAR FROM YOU.

Offer input and feedback on proposed transit route changes through Nov. 21.

TO REVIEW CHANGES OR SUBMIT COMMENTARY, PLEASE VISIT: [TINYURL.COM/NORMANTRANSITCHANGES](https://tinyurl.com/normantransitchanges)

CALL 405-307-7219 FOR MORE INFORMATION.



WWW.NORMANOK.GOV

City of Norman, OK - City Government

October 28 at 12:02 PM

The City of Norman is seeking public comments on proposed transit service route changes planned for implementation summer 2023. This follows recommendations ide... See more



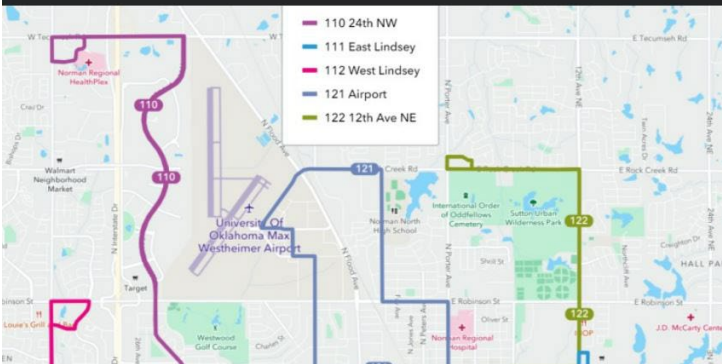
EmbarK

2d

November 15, 2022 at 11:45 AM

REMINDER: The City of Norman, OK - City Government is hosting a virtual public meeting from noon-1pm today to present info & receive comments on proposed transit service modifications planned for implementation in August 2023. Additional meetings will be held Wednesday & Thursday.

Watch live <https://loom.ly/QIQCuqc>



EmbarK

4d


November 17, 2022 at 4:15 PM

REMINDER: The City of Norman, OK - City Government is hosting a public meeting at 6:30pm tonight at Norman City Hall to present information on bus service modifications planned for implementation in August 2023.

Get info on proposed changes & how to submit comments at <https://loom.ly/cOMGjr0>



City of Norman Events and Meeting Pages Posting




City of Norman, OK
Building an Inclusive Community


[Translate](#)
[Connect With Us](#)
[Contact](#)
[Pay Online](#)


For Residents & Visitors
For Businesses
Public Safety
Your Government
News & Events

[Home](#) > [Events](#) > [Virtual Public Meeting: Norman Transit Service Changes 2023 - 1 of 3](#)

Virtual Public Meeting: Norman Transit Service Changes 2023 - 1 of 3

 Tuesday, Nov 15, 2022

 12:00 - 1:00 PM



The City of Norman hereby provides notice of the first of three Public Meetings in order to receive comments on proposed transit service modifications planned for implementation in August 2023. Based on input gathered at the public meetings, it is anticipated that the City of Norman Council will act on these changes on December 13, 2022. These service changes will affect the entire Norman Transit service.

Meeting locations are compliant with ADA accessibility requirements. If accommodations are required because of a disability please contact the Transit and Parking Division 48 hours ahead of the meeting time where accommodations will be required so the requested accommodation can be provided. Examples of accommodations might include interpreter services, alternate formats, auxiliary aids, or any other accessibility accommodation.

All public meetings may be recorded or photographed and all official comments and sign-in sheets are subject to open records requests. This meeting will be a Virtual Meeting conducted on Zoom.

[Join](#)

tinyurl.com/NormanTransitMeeting

Call in: 888-475-4499

Meeting ID: 873 4614 7180

For more information about the service changes which are the topic of this meeting, please visit:

[Bus Transit Service Changes](#)

Public Works - Transit & Parking Contact

City of Norman
Public Works - Transit & Parking
1310 DaVinci Street
Norman, OK 73069

Phone: (405) 307-7219
Email: transit@normanok.gov

EMBARK Bus Services

Customer Service
Phone: (405) 235-RIDE (7433)

Plus Paratransit Scheduling
Phone: (405) 235-PLUS (7587)

[Live Maps and Arrival Times](#)

Parking Services

[Download the Flowbird Parking App](#)

[Report a Parking Problem Online](#)

[Pay a Parking Citation](#)

Community Event

[Print](#)
[Share](#)



Public Meeting: Norman Transit Service Changes 2023 - 2 of 3

Wednesday, Nov 16, 2022
2:30 - 3:30 PM
Norman Central Public Library



The City of Norman hereby provides notice of the second of three Public Meetings in order to receive comments on proposed transit service modifications planned for implementation in August 2023. Based on input gathered at the public meetings, it is anticipated that the City of Norman Council will act on these changes on December 13, 2022. These service changes will affect the entire Norman Transit service.

Meeting locations are compliant with ADA accessibility requirements. If accommodations are required because of a disability please contact the Transit and Parking Division 48 hours ahead of the meeting time where accommodations will be required so the requested accommodation can be provided. Examples of accommodations might include interpreter services, alternate formats, auxiliary aids, or any other accessibility accommodation.

All public meetings may be recorded or photographed and all official comments and sign-in sheets are subject to open records requests.

Wednesday, November 16, 2022: 2:30-3:30 p.m.

Norman Central Public Library

Oklahoma Redbud Room

102 W Acres St, Norman, OK 73069

For more information about the service changes which are the topic of this meeting, please visit:

[Bus Transit Service Changes](#)

Location Details

Norman Central Public Library
102 W Acres St
Norman, OK 73069



Public Works - Transit & Parking Contact

City of Norman
Public Works - Transit & Parking
1310 DaVinci Street
Norman, OK 73069

Phone: (405) 307-7219
Email: transit@normanok.gov

EMBARK Bus Services

Customer Service
Phone: (405) 235-RIDE (7433)

Plus Paratransit Scheduling
Phone: (405) 235-PLUS (7587)

[Live Maps and Arrival Times](#)

Parking Services

[Download the Flowbird Parking App](#)

[Report a Parking Problem Online](#)

[Pay a Parking Citation](#)



Public Meeting: Norman Transit Service Changes 2023 - 3 of 3

Thursday, Nov 17, 2022
6:30 - 7:30 PM
City of Norman - City Hall



The City of Norman hereby provides notice of the final of three Public Meetings in order to receive comments on proposed transit service modifications planned for implementation in August 2023. Based on input gathered at the public meetings, it is anticipated that the City of Norman Council will act on these changes on December 13, 2022. These service changes will affect the entire Norman Transit service.

Meeting locations are compliant with ADA accessibility requirements. If accommodations are required because of a disability please contact the Transit and Parking Division 48 hours ahead of the meeting time where accommodations will be required so the requested accommodation can be provided. Examples of accommodations might include interpreter services, alternate formats, auxiliary aids, or any other accessibility accommodation.

All public meetings may be recorded or photographed and all official comments and sign-in sheets are subject to open records requests.

November 17, 2022: 6:30-7:30 p.m.

City of Norman - City Hall

Council Chambers

201 W Gray St, Norman, OK 73069

For more information about the service changes which are the topic of this meeting, please visit:

[Bus Transit Service Changes](#)

Location Details

City of Norman - City Hall
201 W Gray St.
Norman, OK 73069



Public Works - Transit & Parking Contact

City of Norman
Public Works - Transit & Parking
1310 DaVinci Street
Norman, OK 73069

Phone: (405) 307-7219
Email: transit@normanok.gov

EMBARK Bus Services

Customer Service
Phone: (405) 235-RIDE (7433)

Plus Paratransit Scheduling
Phone: (405) 235-PLUS (7587)

[Live Maps and Arrival Times](#)

Parking Services

[Download the Flowbird Parking App](#)

[Report a Parking Problem Online](#)

[Pay a Parking Citation](#)

City of Norman seeks public input on proposed transit service route changes

October 28, 2022

The City of Norman is seeking public comments on proposed transit service route changes planned for implementation summer 2023. This follows recommendations identified in the *Go Norman Transit Plan*, the City's long-range transit plan approved by Council in June 2021 after nearly a year of development. More information about the proposed route changes, public meetings, and how to provide comments can be found at tinyurl.com/NormanTransitChanges.

"This is an exciting time for public transportation in our community," said Taylor Johnson, Transit and Parking Program Manager. "After much planning and discussion, we are on the edge of seeing major improvements to our transit system that are years overdue."

Three public meetings are scheduled to review the proposed route changes and receive comments. The first meeting will occur virtually on November 15 from noon to 1 p.m. The second will take place on November 16 from 2:30-3:30 p.m. at the Central Norman Public Library, 103 W. Acres Street, in the Oklahoma Redbud room. The final meeting will be held at the City Council Chambers at City Hall, 201 W. Gray Street, on November 17 from 6:30-7:30 p.m. More details about the meetings, including addresses and a link to the virtual option, are available at tinyurl.com/NormanTransitChanges. Comments can be submitted at the public meetings, online at the website, by postal mail, by phone at 405-307-7219, or by email at transit@normanok.gov.

"We are now ready to begin improving the transit service as promised to the citizen's in 2019 when the transition of service occurred and the Public Transit Sales Tax was passed," said Shawn O'Leary, Director of Public Works. "I encourage the community to join us at any of the meetings or submit comments using one of the other options provided."

Comments will be accepted until November 21, at which time City staff will compile all of the feedback received, review them thoroughly, and make a final recommendation of proposed route changes to Council for approval. It is anticipated that this request to Council for approval will take place on December 13.

Questions may be directed to the City's Transit and Parking Division at 405-307-7219 or transit@normanok.gov.

###

PUBLIC NOTICE

NORMAN TRANSIT 2023 SERVICE CHANGES

The City of Norman hereby provides notice of three Public Meetings in order to receive comments on proposed transit service modifications planned for implementation in August 2023.


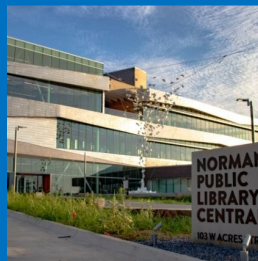
These service changes will affect the entire Norman Transit service.

NOV. 15, 2022

NOON- 1PM : VIRTUAL MEETING

This meeting will be a Virtual Meeting conducted on Zoom.
tinyurl.com/NormanTransitMeeting

Call in: 888-475-4499
Meeting ID: 873 4614 7180



NOV. 16, 2022



2:30-3:30PM : PUBLIC MEETING

Norman Public Library Central
Oklahoma Redbud Room
102 W Acres St.
Norman OK 73069

NOV. 17, 2022

6:30-7:30PM : PUBLIC MEETING

City of Norman - City Hall
Council Chambers
201 W Gray St
Norman, OK 73069



PUBLIC COMMENTS

The City of Norman encourages public comments at public meetings or in writing on or before November 21, 2022. Comments may be submitted:

- At Public Meetings (in person or virtual)
- Online at www.normanok.gov/residents-visitors/transit-parking/bus-transit-service-changes
- By email: transit@normanok.gov
- By phone: 405-307-7219
- By US Postal Mail to:

*City of Norman Transit
ATTN: 2023 Summer Service Changes
P.O. Box 370
Norman, OK 73070*

All public meetings may be recorded or photographed and all official comments and sign-in sheets are subject to open records requests.

COMMENT PERIOD

Return contact information is not required, unless an individual response is requested. All comments received by the City of Norman during the public comment period (October 30, 2022 - November 21, 2022) will be added to the official public hearing record.

ACCESSIBILITY

Meeting locations are compliant with ADA accessibility requirements. If accommodations are required because of a disability please contact the Transit and Parking Division 48 hours ahead of the meeting time where accommodations will be required so the requested accommodation can be provided. Examples of accommodations might include interpreter services, alternate formats, auxiliary aids, or any other accessibility accommodation.

For more information about the service changes which are the topic of this meeting, please visit tinyurl.com/NormanTransitChanges
Or use this QR code:



FINAL PROPOSAL

No further public comments will be accepted after November 21, 2022 to provide time for feedback to be included in the final proposal. Based on input gathered at the public meetings, it is anticipated that the City of Norman Council will act on these changes on December 13, 2022.

City Accessibility and Inclusion Statement: 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.

ANUNCIO AL PUBLICO

CAMBIOS AL SERVICIO DE TRANSITO EN NORMAN 2023

La Ciudad de Norman por lo presente esta proporcionando anuncios de tres Reuniones Publicas para recibir comentarios sobre el propuesto para cambios de servicios de transito planificados para realizacion en Agosto 2023.

Este cambio de servicio afectara todos los servicios de Transito en Norman.

NOV. 15, 2022

12PM- 1PM : REUNION VIRTUAL

Reunion Virtual realizada por medio de Zoom.

tinyurl.com/NormanTransitMeeting

Llamar: 888-475-4499

ID de Reunion: 873 4614 7180



NOV. 16, 2022

2:30-3:30PM : REUNION PUBLICA

Biblioteca Publica Central de Norman

Sala Oklahoma Redbud

102 W Acres St.

Norman OK 73069

NOV. 17, 2022

6:30-7:30PM : REUNION PUBLICA

Ciudad de Norman - Municipalidad

Camara del Concilio

201 W Gray St

Norman, OK 73069



COMENTARIOS PUBLICOS

La Ciudad de Norman incita los comentarios del public en las reuniones publicas o escritas en /o antes de Noviembre 21, 2022. Comentarios pueden ser entregados:

- En Reuniones Publicas (en persona o virtual)
- En linea www.normanok.gov/residents-visitors/transit-parking/bus-transit-service-changes
- Correo electronico: transit@normanok.gov
- Por telefono: 405-307-7219
- Por Correo Postal de EE.UU:

City of Norman Transit

ATTN: 2023 Summer Service Changes

P.O. Box 370

Norman, OK 73070

Todas las reuniones publicas podrian ser grabadas o fotografiadas y todo comentario official y registros estan sujetos a solicitud abierta.

PERIODO DE COMENTARIOS

Informacion de contacto no es requerida, a menos que pida una respuesta personal. Todo comentario recibido por la Ciudad de Norman durante el period de la reunion publica (Octubre 30, 2022 - Noviembre 21, 2022) se agregara al registro oficial de reuniones publicas.

ACCESIBILIDAD

Todas las ubicaciones de reunion son complacientes con los requisitos de ADA. Si comodidades son requeridas por una discapacidad por favor de contactar La Division de Transito y Estacionamiento 48 horas antes de la reunion para poder llevar a cabo su comodidad. Ejemplos de comodidades pueden incluir servicios de interprete, formatos alternativos, ayudas auxiliares, o alguna otra comodidad de accesibilidad.

Para mas informacion sobre el cambio de servicio, la cual es el tema de esta reunion, por favor visite

tinyurl.com/NormanTransitChanges

O use este codigo QR:



PROPUESTA FINAL

Despues de Noviembre 21, 2022 comentarios publicos no seran aceptados, se dara tiempo para que los comentarios sean incluidos en el propuesto. Dependiendo el aporte que se reuna en la reunion publica, se anticipa que El Consilio de La Ciudad de Norman comenzara hacer los cambios Diciembre 13, 2022.

Declaracion de Accesibilidad e Inclusion de La Ciudad: Es la poliza de la Ciudad de Norman que ninguna persona o grupo de personas sean excluidos por motivos de raza, color, religion, ascendencia, origen national, edad, lugar de nacimiento, sexo, orientacion sexual, identidad o expresion de genero , estado familiar, estado civil, incluido el matrimonio entre el mismo sexo, discapacidad, represalias, o informacion genetica, sea excluido de participacion, sea denegado beneficios, o de otro modo sea sometido a discriminacion de empleo actividades o programas, servicios, o actividades administradas por la Ciudad, sus recipientes, sub-recipientes, y contratistas. Si tiene algun comentario, queja, modificacion, acomodacion, formato alternativo, ayudas auxiliares y servicios con respeto a accesibilidad o inclusion, por favor pongase en contacto con el Tecnico de AAD al numero: 405-366-5424, Servicio de Retransmision: 711. Para servirle mejor, es preferido que de un aviso de por lo menos cinco (5) dias habiles en avance.

APPENDIX B
Meeting Materials

PUBLIC MEETING

Proposed City of Norman Transit Service Changes



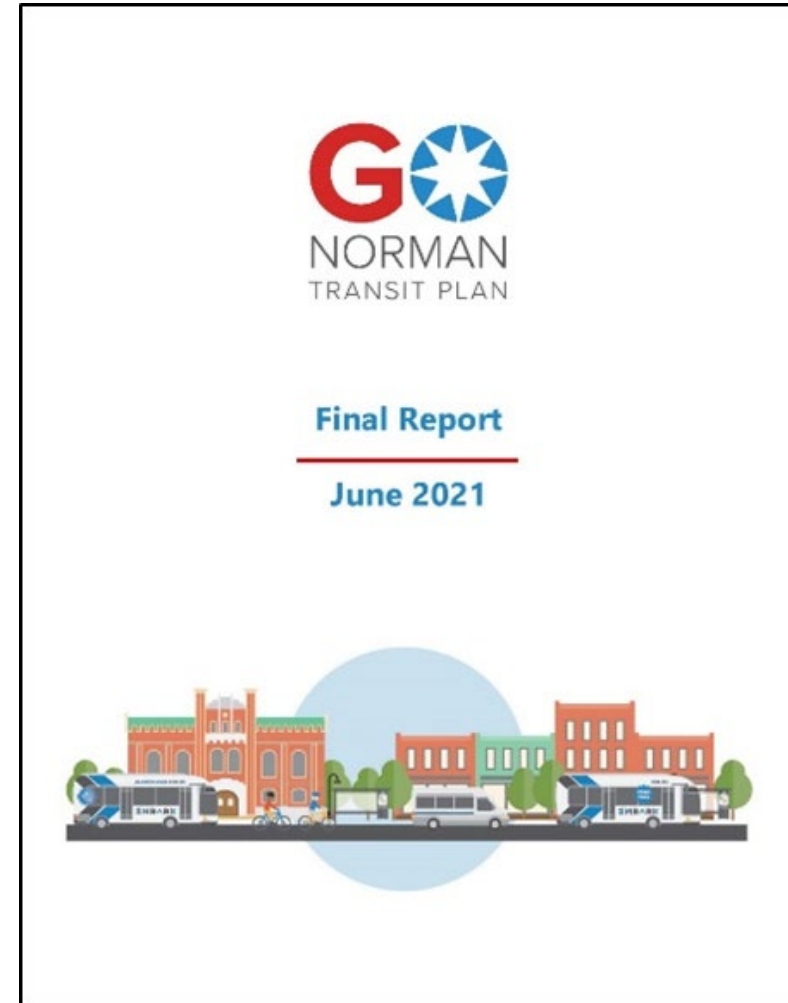
Agenda

- Background
- Public Notice
- How to Submit Official Comments
- Summary of Service Changes
- Current and Proposed System Maps
- Service Changes by Region
 - Central Norman
 - West Norman
 - Northwest Norman
 - North/Northeast Norman
 - East Norman



Background

- University of Oklahoma transferred operations of City public transit service on July 1, 2019.
- In July 2020, the City hired a consultant, Nelson/Nygaard, to assist with updating the Long Range Transit Strategic Plan.
- On June 22, 2021 the *Go Norman Transit Plan* was unanimously adopted by City Council following an 11 month process of collecting data and receiving feedback from stakeholders, City staff, City Council, and the public.



Background continued

- Projecting 10 years into the future, the *Go Norman Transit Plan* identified many recommendations for transit improvements in Norman. These recommendations included additional frequency, Sunday service, expanded service coverage, and expanded hours on weekdays and Saturdays.
- The recommendations were put into phases to help guide the City in making improvements strategically as funding became available. The first phase of improvements was to revamp the current route network to better serve existing areas within or near the existing budget.
- On September 27, 2022 City Council unanimously approved and acknowledged the Public Participation Process for service changes as identified in the *Go Norman Transit Plan* and this presentation.



Public Notice

- The City of Norman hereby provides notice of three Public Meetings in order to receive comments on proposed summer 2023 transit service modifications planned for implementation in August 2023.
- Based on input gathered at the public meetings, it is anticipated that the City of Norman Council will act on these changes on December 13, 2022.
- These service changes will affect the entire Norman Transit service.

- **Public Meeting Schedule**

- **November 15, 2022: 12:00 – 1:00 p.m.**

- Virtual Meeting (Zoom)

- Join: tinyurl.com/NormanTransitMeeting

- Call in: 888-475-4499

- Meeting ID: 873 4614 7180

- **November 16, 2022: 2:30-3:30 p.m.**

- Norman Central Public Library

- Oklahoma Redbud Room

- 102 W Acres St, Norman, OK 73069

- **November 17, 2022: 6:30-7:30 p.m.**

- City of Norman City Hall

- Council Chambers

- 201 W Gray St, Norman, OK 73069



How to Submit Official Comments

- The City of Norman encourages public comments at public meetings or in writing on or before November 21, 2022. It is anticipated that Council will act on the proposed changes on December 13, 2022.
- All comments should include name, address, email, and phone number.
- Comments may also be submitted online at tinyurl.com/NormanTransitChanges, by emailing transit@normanok.gov, calling 405-307-7219, or by mail to:

City of Norman Transit
ATTN: 2023 Summer Service Changes
P.O. Box 370
Norman, OK 73070



Summary of Service Changes

- All routes will be operated out of a new City Transit Center, located at 320 E Comanche St.
- All routes will be reconfigured to improve service operations and passenger usability. This includes having routes mostly operate bidirectionally.
- Some route segments will be eliminated or realigned, resulting in both discontinued and new bus stops.
- In this presentation, there are more details about the new Transit Center and maps to help summarize the changes and to detail each route change.



New City Transit Center

- Currently utilizing OU/CART's Brooks Street Transfer Station.
- Purchased property at 320 E. Comanche St in April 2022 to remodel into a City Transit Center.
- Remodel will include many improvements, such as:
 - Exterior: Bus bays, ADA compliant site circulation, benches, trash cans, and shelters.
 - Interior: Public and staff restrooms, waiting area with vending machines and water fountain, staff breakroom.



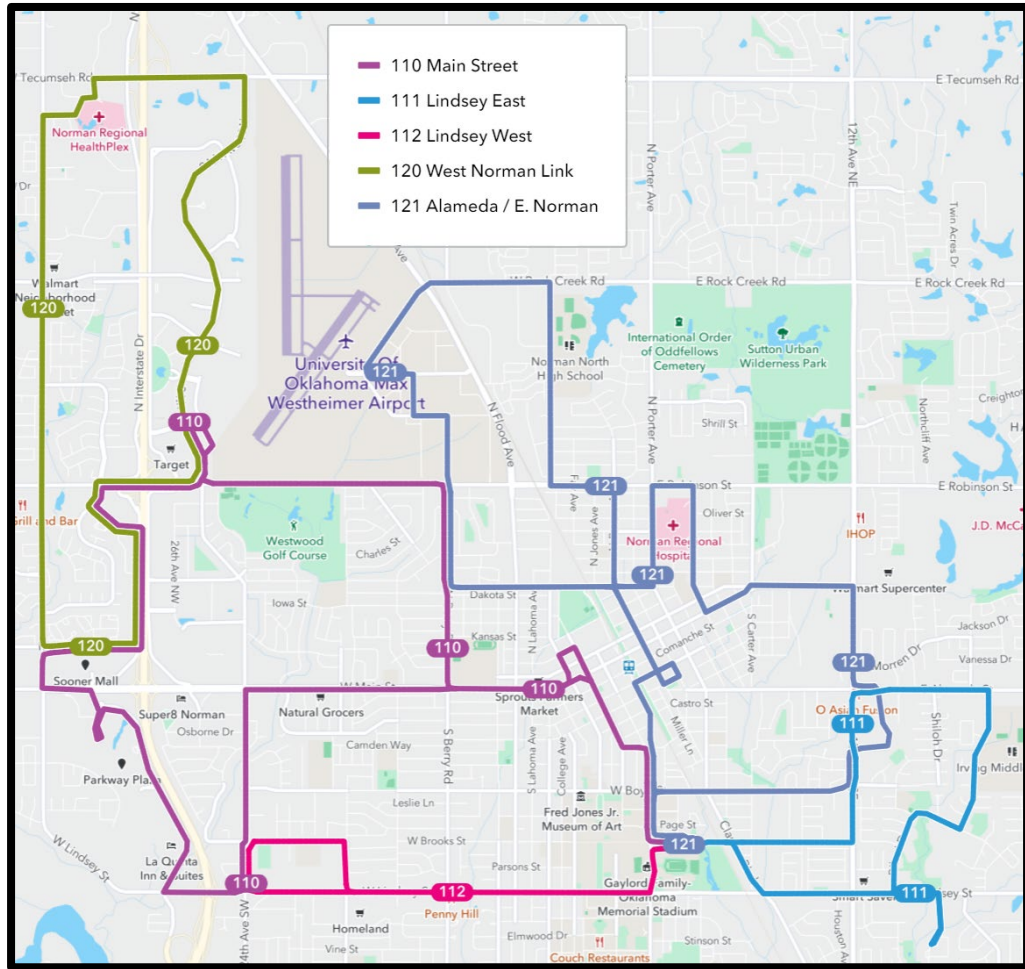
Current Exterior of 320 E. Comanche St



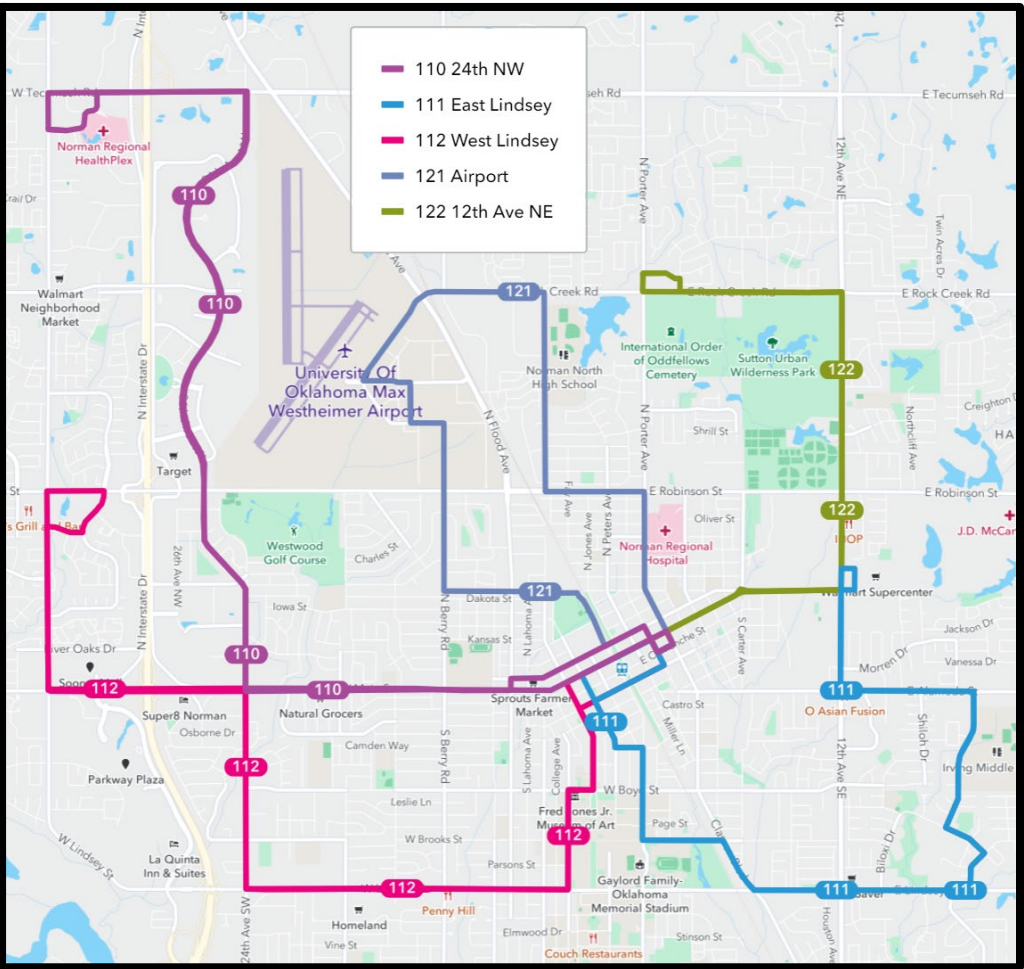
Rendering of Remodeled Exterior of 320 E. Comanche St



Current and Proposed System Maps



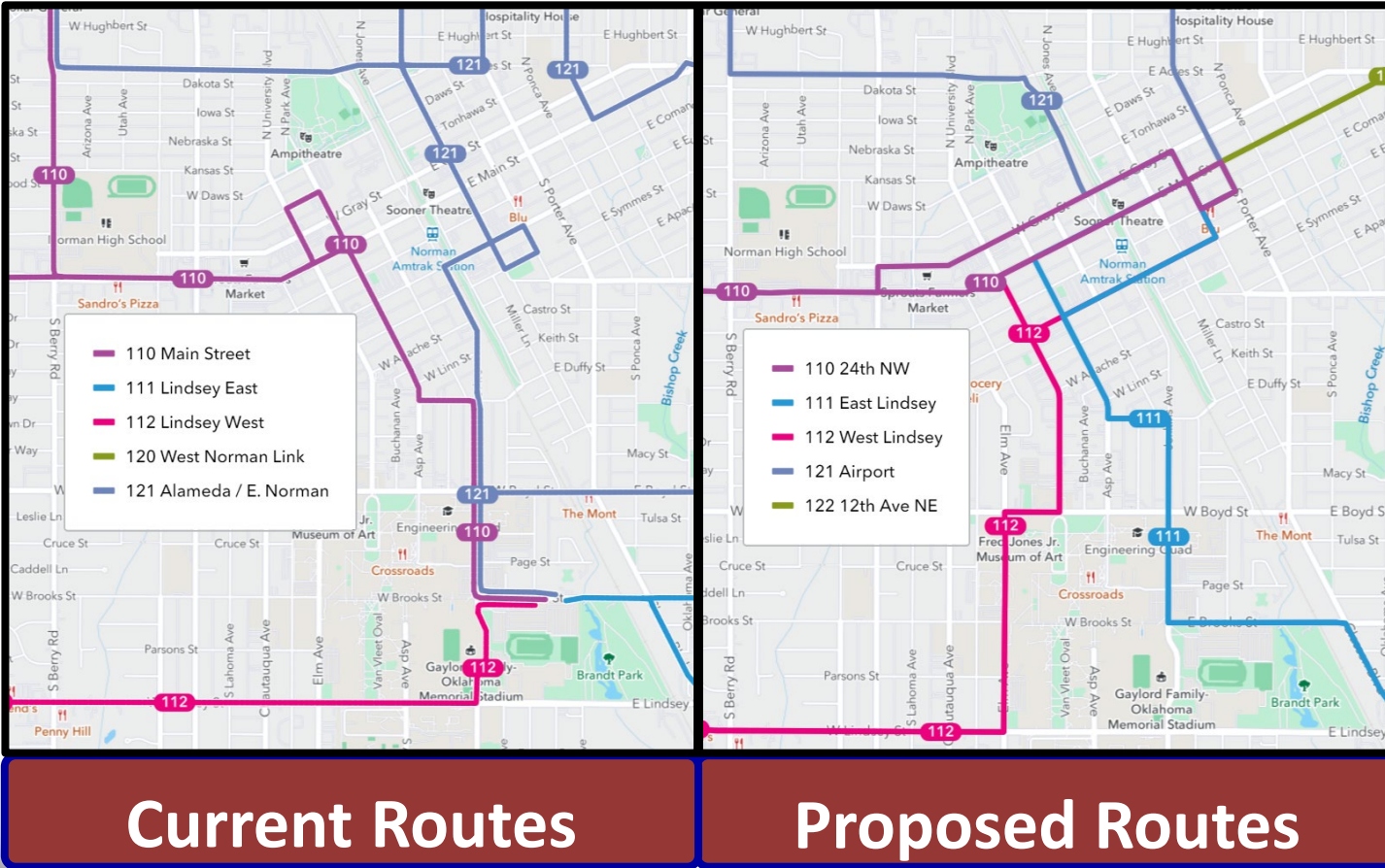
Current Routes



Proposed Routes



Changes in Central Norman



New/Additional Service:

- Gray St between Crawford Ave and Flood Ave (route 110).
- University Blvd between Main St and Boyd St (route 112)
- Elm Ave between Boyd St and Lindsey St (route 112)
- James Garner Ave between Acres St and Gray St (route 121).
- Eufaula St between Crawford Ave and University Blvd (routes 111 and 112).

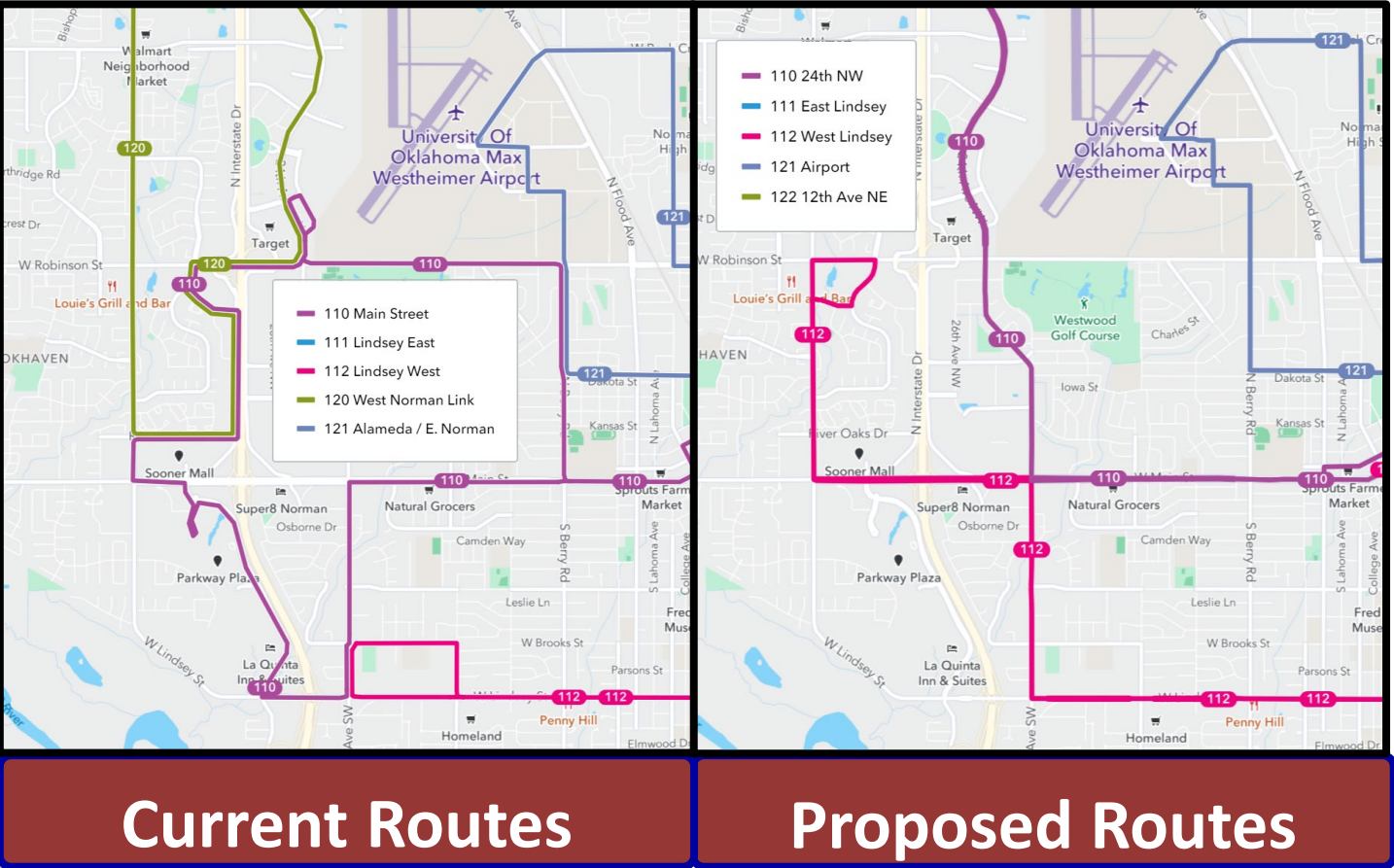
Discontinued service:

- James Garner/Jenkins Ave between Eufaula St and Duffy St (route 121).
- Berry Rd between Acres St and Main St (route 110)

- All routes will be operated out of the new City Transit Center (320 E Comanche St), requiring various changes around the Porter Ave and Comanche St area.



Changes in West Norman



• **New/Additional Service:**

- Main St between 36th Ave and Berry Rd (routes 110 and 112).
- Rambling Oaks Dr and Havenbrook St between Robinson St and 36th Ave NW (route 112).

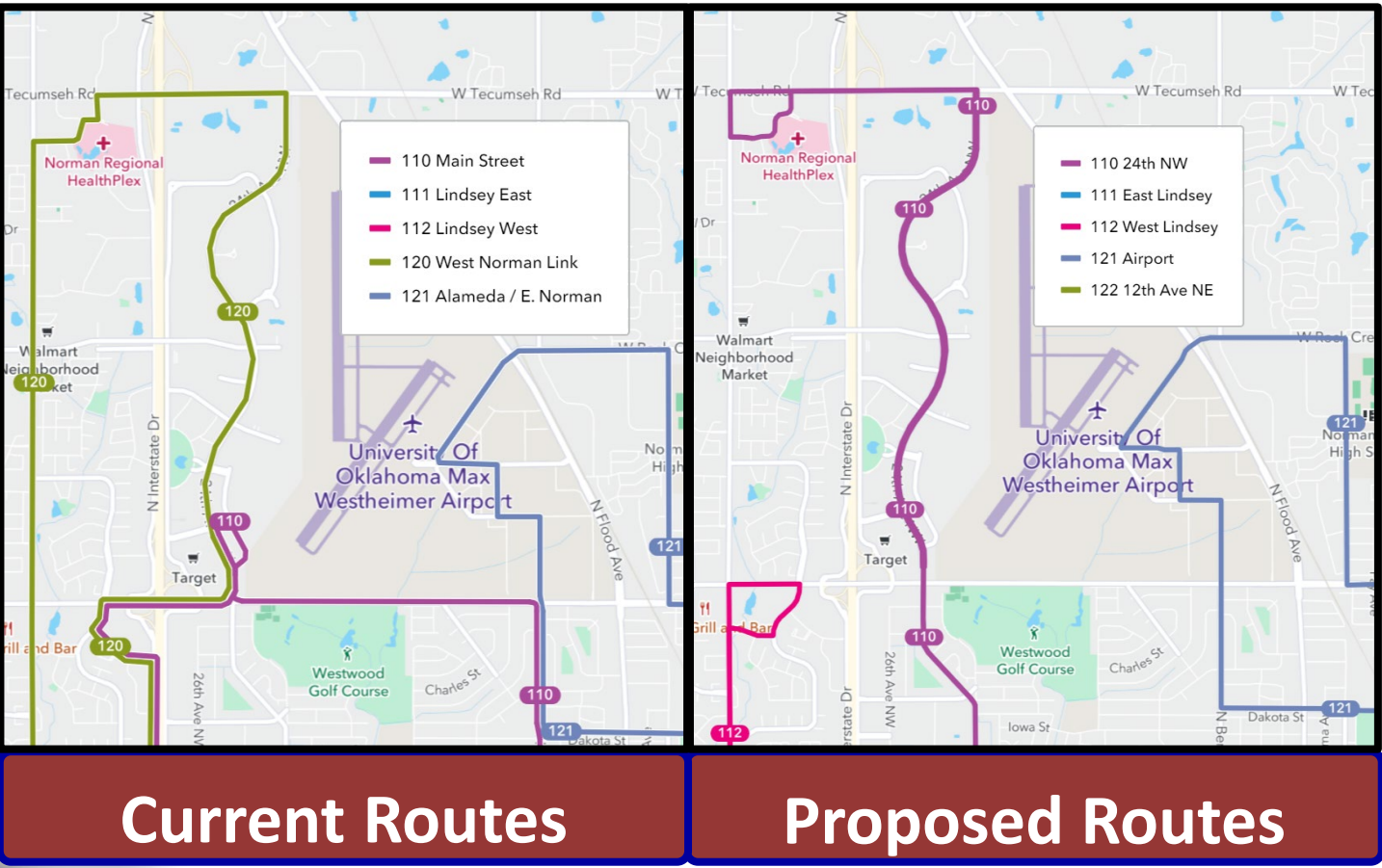
• **Discontinued service:**

- Interstate Dr between Robinson St and Main St (routes 110 and 120).
- River Oaks Dr between Interstate Dr and 36th Ave NW (routes 110 and 120).
- Ed Noble Pkwy between Main St and Lindsey St (route 110).
- Brooks St and McGee Ave between 24th Ave SW and Lindsey St (route 112).

- Proposed routes 110 and 112 would operate on a 60 minute frequency.



Changes in NW Norman



New/Additional Service:

- Tecumseh Rd between 36th Ave NW and 24th Ave NW (route 110)
- 24th Ave NW/SW between Tecumseh Rd and Lindsey St (routes 110 and 112).

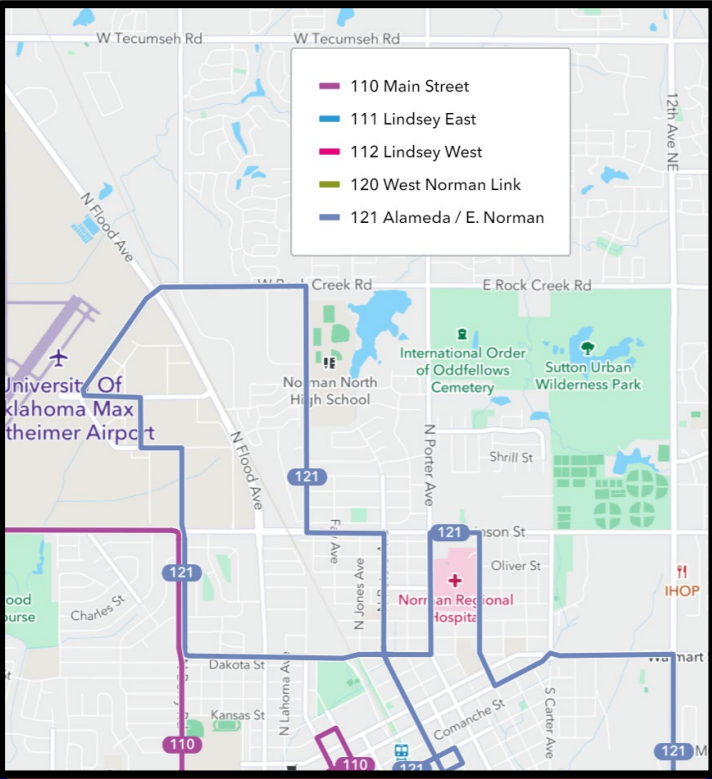
Discontinued service:

- Mt Williams Dr at Crest bus stop (route 110)
- Robinson St between 24th Ave NW and Berry Rd (Route 110)
- 36th Ave NW between Robinson St and Healthplex Pkwy (route 120).

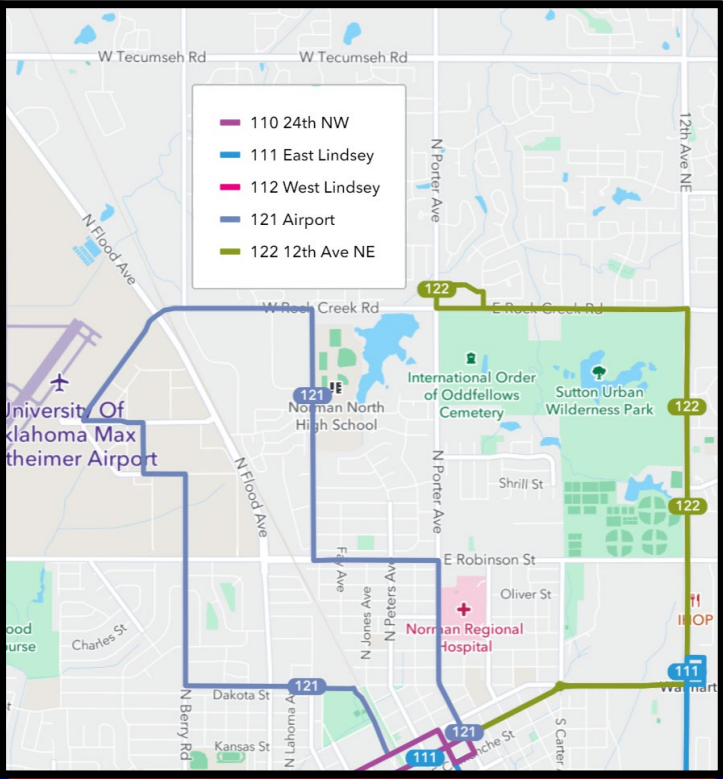
- Proposed routes 110 and 112 would operate on a 60 minute frequency.



Changes in North/NE Norman



Current Routes



Proposed Routes

New/Additional Service:

- Rock Creek Rd between Porter Ave and 12th Ave NE (route 122).
- 12th Ave NE between Rock Creek Rd and Main St (route 122).
- Porter Ave between Robinson St and Comanche Ave (route 121).

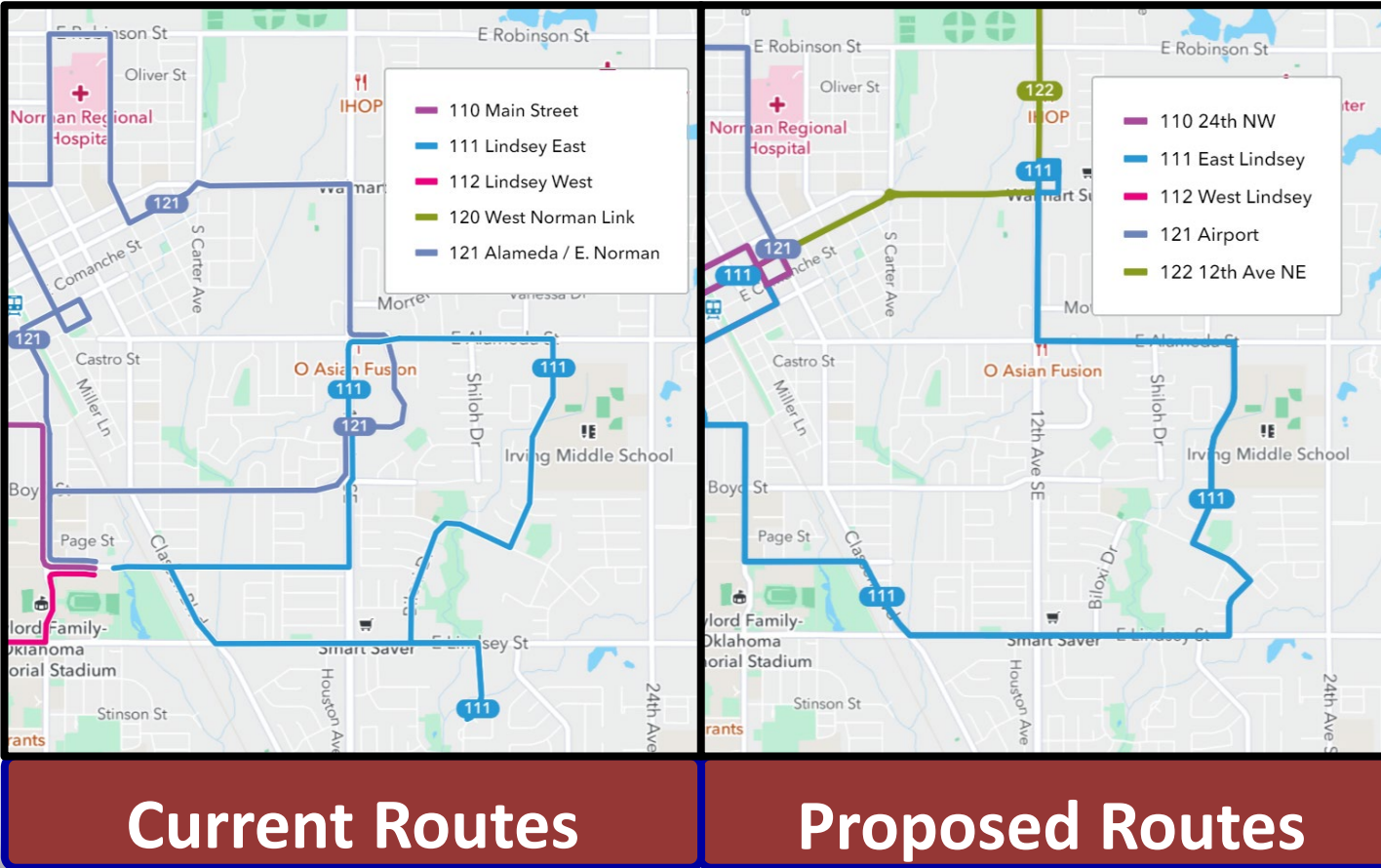
Discontinued service:

- Findlay Ave between Main St and Robinson St (Route 121).
- Peters Avenue between Robinson St and Symmes St (Route 121).

- Proposed routes 121 and 122 would operate on a 60 minute frequency “figure 8”.



Changes in East Norman

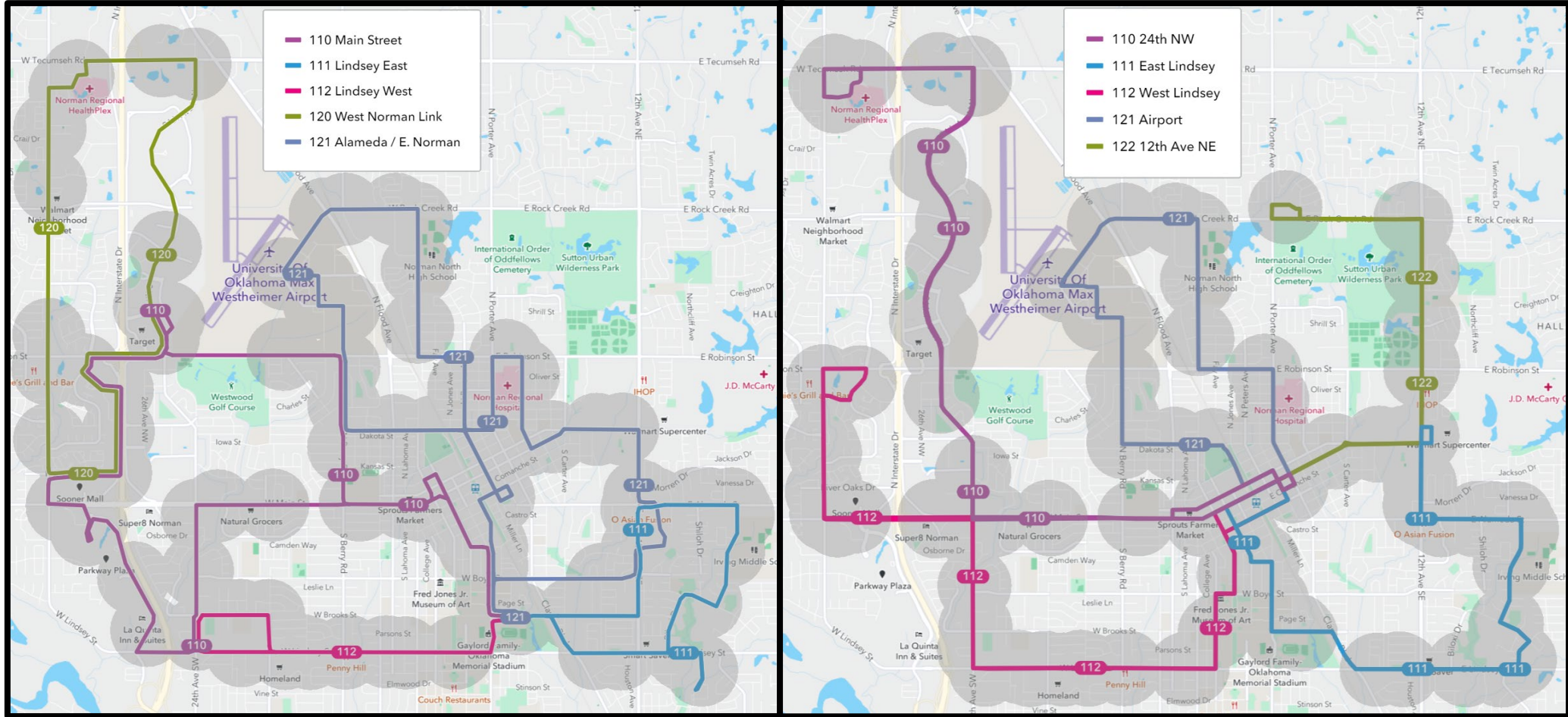


- **New/Additional Service:**
 - 12th Ave NE between Paloma Pl and Main St (route 111).
 - Beaumont Dr to Brandywine Ln between Vicksburg Ave and Lindsey St (route 111).
- **Discontinued service:**
 - Brooks St between Classen Blvd and 12th Ave SE (Route 111).
 - Beaumont Dr to Biloxi Dr between Vicksburg Ave and Lindsey St (route 111).
 - Creekside Dr between Lindsey St and Windchime Dr (Route 111).
 - Boyd St between Jenkins Ave and 12th Ave SE (Route 121)
 - Triad Village Dr between Alameda St and 12th Ave SE (route 121).

- Proposed route 111 would operate on a 30 minute frequency.



Current and Proposed System Maps with ¼ Mile Walkshed

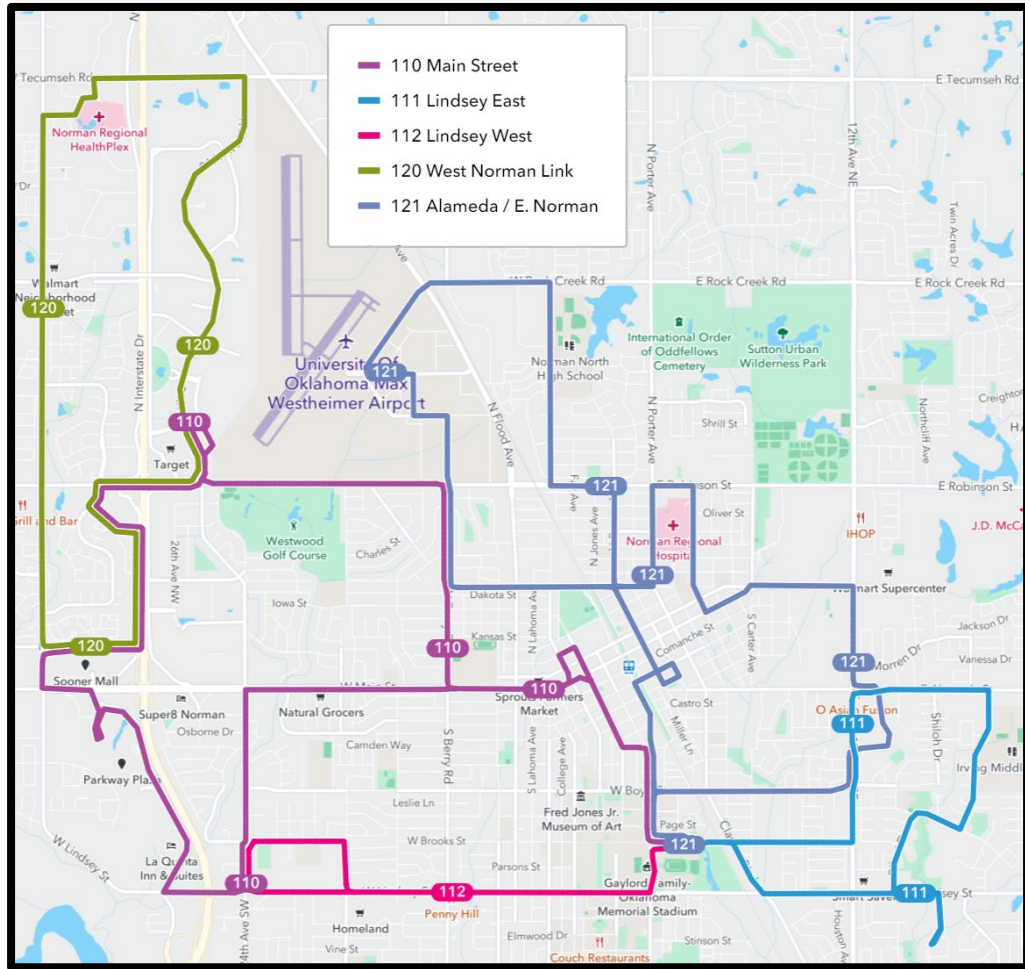


Current Routes

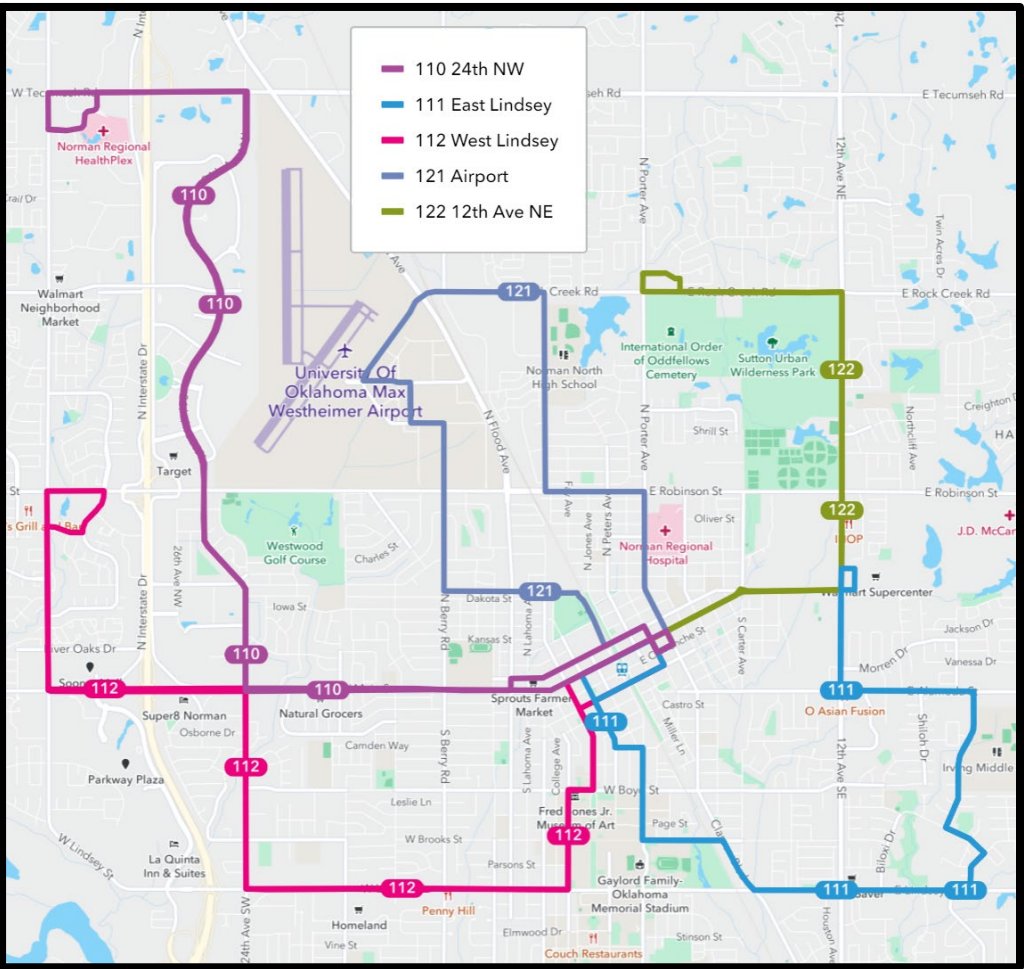
Proposed Routes



Current and Proposed System Maps



Current Routes



Proposed Routes



Questions?

**Transit and Parking Division
Department of Public Works
City of Norman**

www.normanok.gov/residents-visitors/transit-parking
tinyurl.com/NormanTransitChanges

transit@normanok.gov
(405) 307-7219





PUBLIC COMMENT CARD

Norman Transit 2023 Service Changes

Please use the space below (and the back of the card if needed) to write your comments regarding the proposed Norman Transit 2023 service changes. All comments received by the City of Norman during the public comment period (October 30, 2022—November 21, 2022) will be added to the Official Public Hearing Record. All public meetings may be recorded or photographed and all official comments and sign-in sheets are subject to open records requests.

Name: _____ Phone: _____ Email: _____

Address: _____

Contact information is not required, unless an individual response is requested.



PUBLIC COMMENT CARD

Norman Transit 2023 Service Changes

Please use the space below (and the back of the card if needed) to write your comments regarding the proposed Norman Transit 2023 service changes. All comments received by the City of Norman during the public comment period (October 30, 2022—November 21, 2022) will be added to the Official Public Hearing Record. All public meetings may be recorded or photographed and all official comments and sign-in sheets are subject to open records requests.

Name: _____ Phone: _____ Email: _____

Address: _____

Contact information is not required, unless an individual response is requested.

TARJETA DE COMENTARIO

Cambrio de Servicio Transito de Norman 2023



Por favor use el espacio abajo (y la parte de atras de la tarjeta si es necesario) para escribir sus comentarios sobre el propuesto de cambios de Servicio de Transportacion para 2023 en Norman. Todos los comentarios recibidos por La Ciudad de Norman durante el periodo de comentarios publicos (October30, 2022—November 21, 2022) seran añadidos Registro Oficial de Audiencia Publica. Toda las reuniones publicas podrian ser grabadas o fotografiadas y todo comentario oficial y registros estan sujetos a solicitud abierta.

Nombre: _____ Telefono: _____ Email: _____
Direccion: _____

Informacion de contaco no es requerida, a menos que pida una respuesta personal.

TARJETA DE COMENTARIO

Cambrio de Servicio Transito de Norman 2023



Por favor use el espacio abajo (y la parte de atras de la tarjeta si es necesario) para escribir sus comentarios sobre el propuesto de cambios de Servicio de Transportacion para 2023 en Norman. Todos los comentarios recibidos por La Ciudad de Norman durante el periodo de comentarios publicos (October30, 2022—November 21, 2022) seran añadidos Registro Oficial de Audiencia Publica. Toda las reuniones publicas podrian ser grabadas o fotografiadas y todo comentario oficial y registros estan sujetos a solicitud abierta.

Nombre: _____ Telefono: _____ Email: _____
Direccion: _____

Informacion de contaco no es requerida, a menos que pida una respuesta personal.

APPENDIX C

Comments Received During Public Comment Period (October 30, 2022 through November 21, 2022)

All Public Comments Received - Norman Transit 2023 Service Changes

Public Participation Process - Comment Period 10/30/2022-11/21/2022

DATE RECEIVED	VENUE	CHANGES REVIEWED?	RESPONSE REQUESTED	COMMENT	RESPONSE PROVIDED	COMMENTER
10/28/2022	Webform	YES	YES	<p>We need to cover Norman Library West and Norman Library East in the new plan which the new plan does not. The proposed plan eliminates Norman Library West stop which is active. Anyway we can include this stop (already there and in use) in the proposed plan?</p>	<p>Thanks for reviewing the proposed route changes and providing feedback. Libraries are important destinations for any community. As you know, we do provide service directly to the Norman Central Public Library, which provides many of the same and additional services as the other 2 branches in Norman, and that stop will remain.</p> <p>In regards to the need to cover the Norman East Public Library, that was identified in the public feedback that ultimately created the Go Norman Transit Plan. The Go Norman Transit Plan does identify the need to expand service to the Norman East Public Library by suggesting a route to go to that destination and others along the way. This route expansion will be considered as funding becomes available in the future.</p> <p>For the Norman West Public Library, it is true that there is a stop currently adjacent to this destination. In order to keep the proposed routes more bidirectional in nature, which is optimal for users and operations, the decision was made to propose the new route 112 to cover 24 Ave SW outbound and inbound instead of Ed Noble Pkwy. If the bus route was put solely on Ed Noble Pkwy, there would not be much options to put bus stops on the east side of the road there due to the interstate/ODOT right of way. In addition, there were more housing and other destinations identified along 24th Ave SW that would be better served by transit than Ed Noble Pkwy. There would still be a bus stop on Main St, east of 36th Ave SW (at Sam's Club) that riders could use to access the Norman West Public Library at a distance of approximately 0.3-0.4 miles or about a 6-8 minute walk.</p> <p>Thanks again for your review and feedback. Your comments are vitally important as we conduct this public comment period, analyze the proposed changes, and present to Council for final consideration. -Taylor Johnson (10/31/2022)</p>	Nelson Dent
				<p>Thank you for writing back, I appreciate it. Can you give me an advance shout out if you can on the timeline and changes for 2023? I want to at least make some practice runs before all of this starts next year. (10/31/2022)</p>	<p>Again, thank you for your feedback. If Council approves of the proposed changes there will be a time dedicated to implementation that will span a few months. This will include marketing and outreach to ensure the community is aware ahead of time.</p> <p>Thanks again. Feel free to reach out anytime in the future with additional comments. -Taylor Johnson (11/02/2022)</p>	
10/28/2022	Email	Unknown	No Specific Request	<p>I would propose that you should take into consideration that there is a food pantry called Mission Norman on East Lindsey and 24th SW where a number of clients find it difficult to get their food without personal transportation. Number 11 Embarque bus stop is too far for them to carry their boxes of food on return to that stop should they come from there. I think the new route should come down Alameda to 24th SE and then to E Lindsey and back up Lindsey to their other chosen route through a residential area. There are apartments on 24th SE that could benefit from a bus stop also.</p>	<p>Mrs. Critser, Thank you for your review of the proposed transit changes and providing your feedback. Your comments are vitally important as we conduct this public comment period, analyze the proposed changes, and present to Council for final consideration. -Taylor Johnson (10/31/2022)</p>	Mrs. Wanda Kay Critser
10/28/2022	Webform	YES	NO	<p>Please include a bus stop right in front of 1109 Brandywine Lane. Thank you! The other bus stops are pretty far away.</p>		Anonymous

All Public Comments Received - Norman Transit 2023 Service Changes

Public Participation Process - Comment Period 10/30/2022-11/21/2022

DATE RECEIVED	VENUE	CHANGES REVIEWED?	RESPONSE REQUESTED	COMMENT	RESPONSE PROVIDED	COMMENTER
10/31/2022	Email	YES	No Specific Request	It is not clear from the map of proposed routes that I pulled off my computer whether the new route includes a stop at the Central Library? I may have just missed something.	Hello Ellen, The photos of the full map systems on the website can be a little difficult to see, which is why the attached presentation that goes through all of the routes in the different regions of Norman has also been provided on the website. We will hopefully have a video of this presentation uploaded with narration from our Transit and Parking Program Manager, Taylor Johnson, in the next few days. We suspect the video will draw more attention to the presentation. To directly answer your question regarding the Central Library, the existing stop on Acres St. on the south side of the Central Library will remain as part of the new route 121. Thank you, -Danielle Clark (10/31/2022) (attached PDF copy of "Summer 2023 Proposed Transit Service Changes Final")	Ellen Frank
11/1/2022	Webform	YES	NO	Wish service would go to Ruby Grant Park		Anonymous
11/2/2022	Email	YES	YES	Thanks for sharing all of this information – I’m glad I had a chance to review it after our CEO shared the info below. I would like to learn more about the transit center, and specifically how the busses will run in and around this focal point of the system. I recall years ago driving a U-Haul up Classen/Porter and understanding for the first time how narrow the streets. I think that’s an ideal location and reuse of that space, but I worry about the number of buses utilizing those narrow roads. I would be curious to know what changes to that area might need to be made to better facilitate this, or if I am perhaps exaggerating a concern. Thanks!	Hi Bob, Thank you for your review of the proposed changes and for your comments and questions. It is true that the lane widths along Porter are a bit tighter than some may be used to, however, we have had our operations seem to do some tests and it should be fine. Our operators will have to be a bit more cautious in this area though due to this reason. In addition, right now there is only one route (121) proposed to utilize a significant stretch of Porter, so multiple buses will not be impacted. Please let me know if that answers your questions satisfactorily or if you would like additional information. -Taylor Johnson (11/2/2022)	Bob Hamm
11/6/2022	Webform	YES	NO	I am happy with the redesign		Anonymous
11/8/2022	Email	Unknown	No Specific Request	Thank you for allowing the public an opportunity to make public comment on transit changes. As the Director of Social Services at The Salvation Army, I work daily with under resourced individuals that totally rely on the transit system. So this is very important to us. I have reviewed the proposed changes and want to comment on a point that is obvious to me as I work with people experiencing homelessness. From my review, the 3 largest points of need for people experiencing homelessness are on different routes. The 3 agencies I am speaking about are; The Salvation Army, Food and Shelter and Our Friends House. I would like to bring this to your attention and the daily hardship this will be for a large number of people. I think this will create camps near the individuals ability to travel. Again, thank you for allowing me to give input. I look forward to learning how the City chooses to move forward. This service is vital and very much appreciated.	Leona, Thank you for reaching out and submitting your comment. I understand your concern regarding the access to the 3 locations/agencies you mention in your email below. Proposed routes 121 and 122 would serve each of these locations respectively (please see the map below comparing the current routes and proposed routes). However, Routes 121 and 122 will be “interlined” or as I like to say will operate like a “figure 8”. This means that the same bus that operates route 121 will “turn into” route 122. We expect route 121 to take approximately 30 minutes to operate, and the same for route 122. Thus, as an example, someone being picked up from A Friends House would catch route 121, ride it to the Transit Center, and then stay on that vehicle until it reached Food and Shelter for Friends as route 122. Currently, someone traveling between these locations would need to travel the entire route 121 in some instances. The new proposed routes would provide bidirectional service to Food and Shelter, as well as more streamlined service to the other 2 locations. (included two maps: the first showing the three mentioned locations along current routes, the second showing the same locations on a map of proposed route 121 and proposed route 122) I hope that my explanation makes sense and addresses your concerns. Please let me know if I can provide further clarification. Thanks, -Taylor Johnson (11/08/2022)	Leona Chapman

All Public Comments Received - Norman Transit 2023 Service Changes

Public Participation Process - Comment Period 10/30/2022-11/21/2022

DATE RECEIVED	VENUE	CHANGES REVIEWED?	RESPONSE REQUESTED	COMMENT	RESPONSE PROVIDED	COMMENTER
				Thank you for this clarification. This is great news. That will be so helpful, Thank you. (11/08/2022)		
11/9/2022	Phone Call	YES	YES	(no direct comments on proposed changes - respondent called requesting a physical copy of the presentation be sent by postal mail as the details of the map are difficult to view online.)	(Advised we will be happy to organize that and will try to have them in the mail no later than tomorrow. Body of enclosed letter below. - Danielle Clark, 11/09/2022) (Envelope mailed via print shop - delivered end of business 11/09/2022) M. Garnier, Thank you so much for your engagement during our public comment period. Your comments are vitally important as we conduct this public comment period, analyze the proposed changes, and present to Council for final consideration. Please find enclosed a large print copy of the presentation created for the public meetings which includes any information you may need to reach out and provide feedback or to attend the public hearings. A video version of this presentation is available at our website, tinyurl.com/NormanTransitChanges , which may provide additional information. Should you have any questions, or require any additional information, please contact me at your convenience. Sincerely, Danielle Clark	Lousie Garnier
10/30/2022	Email	Unknown	No Specific Request	(Respondent reached out to Councilmember Grant who forwarded the question along - both emails are below) Hi Helen, Just looking at the proposed bus routes. I may not be correct but is there not a stop at the Central Library on Acres? If I am correct that is a big blunder. Thanks for checking Ellen (10/30/2022) Hi Ellen, I am going to loop in Mr. Johnson, who should know for sure, as I am not as familiar with the current bus routes and proposed changes, although it is on my radar and I'm digging into it. Best regards, Helen (11/10/2022)	Thank you, Councilmember Grant. Ms. Frank – The bus stop that is currently at the Norman Central Public Library will remain and will be on the proposed route 121. Happy to discuss this or anything else regarding the changes in more detail at your convenience. In addition, in case you had not seen we are having 3 public meetings next week (1 virtual and 2 in person) and I would be happy to talk to you more about the changes at any of those. More details about the changes and public meetings can be found on the project website (www.tinyurl.com/NormanTransitChanges). Thank you, -Taylor Johnson (11/10/2022)	Ellen Frank
11/15/2022	Virtual Public Meeting	YES	YES	(Chat) Password was not included to join this Zoom meeting with ID provided by City. (Chat) If you had only the ID provided to log in to Zoom then you were prompted for a password to join the meeting. FYI. I was lucky to also have the access you spoke of.	(Chat) The only password required was for the host to start the meeting - the meeting ID was included with all advertising of the meeting. -Danielle Clark (Chat) That prompt was only visible before the host joined and started the meeting. The host is the only person who needed the password. -Danielle Clark	Ross Conner

All Public Comments Received - Norman Transit 2023 Service Changes

Public Participation Process - Comment Period 10/30/2022-11/21/2022

DATE RECEIVED	VENUE	CHANGES REVIEWED?	RESPONSE REQUESTED	COMMENT	RESPONSE PROVIDED	COMMENTER
11/15/2022	Virtual Public Meeting	YES	YES	(Chat) The Community Feedback of the report highlights the need for public transportation to the Norman Public Library East. Do any of the existing and proposed routes now provide transport to the Norman Public Library East?	(Chat) Proposed Route 111 would be the closet to Norman Public Library East at this time. However, the Go Norman Transit Plan does propose the addition of a new Route 114 that would continue down Alameda and provide service to the Norman Public Library East. However, these additional route are contingent on future funding. -Jason Huff	Ellen Bannister
				(Chat) I am disappointed that the service of 111 has not been extended past 12th Street.		
				(Chat) The terrain needs to be considered. The enormous hill between the East Public Library area and the bus stop at Irving Middle School makes it out of reach for many people with disabilities and seniors. I know that there is paratransit, but all of the buses should be accessible.		
				additional verbal comments - typed from recording (verbal @25:45) I was very excited about several of the things you have done here. I worked for the Center for Learning and Leadership which is a University Center for Excellence in Developmental Disabilities. I am the parent of children with disabilities and we live in east Norman. I am excited about Sunday service - I think that many many people with disabilities will benefit from that and also just more transit chances on the weekends - I am frustrated with the route of the 111 bus - because you have extended north, but you haven't extended at all east. And in the community feedback there was information that there is a need to get to that public library. Its the only one, I think, that you can't get to with public transit, is that correct? As far as I can tell, and please tell me if I am wrong - there is no bus that - 111 has not been moved eastward to provide transportation to that library.	Taylor Johnson responded verbally during virtual meeting (verbal @ 27:03) Correct, we did hear from citizens, and the public, and stakeholders that servicing the east public library was important but again we try to do our best to serve existing areas better during this proposal. Jason I think answered the question a little bit in the chat that there is a route - 114 - proposed in the long range plan to go to the east public library. But I will say that we will continue serving the central public library which I think has alot of the same services if not more than the other branches. Of course I don't work at the library, but hopefully people can take care of their business or have books shipped to the central library. And then the west side library will still be within a reasonable walking distance of the route. I'm not trying to diminish the access of the east side library, but unfortunately we are not able to serve all of the areas in Norman.	
				(27:57) It does seem like, especially in your report, the east side Norman was pointed out as a high area of ridership. It seems like this plan again is short-changing east norman which frustrates me. It seems like this should be taken a little more seriously, especially since the public library systems are such a lifeline to people that don't have access to the internet, that not providing public transit to them is a problem. I would also say about that particular route, since thats the one I am familiar with, that you can say it's a reasonable walking distance - but there is actually an enormous hill between the east public library and that 12th St intersection (Alameda & 12th) and so the bus stop at Irving is actually a very challenging walk for people with disabilities or seniors. That population can use Paratransit, but if you've ever used Paratransit its often a very awkward and hard to use system and all buses should be accessible.	(29:31) Yeah and all buses are accessible. The physical bus you can get on and off pretty easily.	
				(29:36) But it's not accessible if you can't get there.	(29:39) And I may have misspoke a while ago, but I said the west side- I thought I said sorry- that the West side library is within a reasonable walking distance from the routes and changes. I didn't say the east side library.	
				(29:50) The east side is not.	(29:51) I completely agree that there is a large hill and it is very difficult and without - its outside - I'll go back to this - its outside the reasonable walking distance that we expect people to be able to or want to walk to get to transit service from the Alameda and Vicksburg area to the east side library. But I think my push would be to - again this is supposed to be withing the budget that we already had. We'd love go to Council and say 'We're gonna serve every area' and they'd give us all the money to do that. Like I said at the beginning of the presentation, as funding comes available we'll look at expanding areas to east side library, to Moore Norman tech, to southeast Norman along Classen, and Oak Tree, and Cedar Lane. So...	
				(30:42) Well, this is frustrating.	(30:45) It's in the plan as a priority. And I would push you and others to go to your elected official, your Councilmember, make it a priority for funding in the City's budget.	
(30:56) Okay. Thank you.						

All Public Comments Received - Norman Transit 2023 Service Changes

Public Participation Process - Comment Period 10/30/2022-11/21/2022

DATE RECEIVED	VENUE	CHANGES REVIEWED?	RESPONSE REQUESTED	COMMENT	RESPONSE PROVIDED	COMMENTER
11/15/2022	Virtual Public Meeting	YES	YES	<p>(Chat) Why was 12th St between Alameda and Lindsay removed from service?</p> <p>(Chat) Thank you</p> <p>(verbal @33:47) I was just wondering when this implementation, I know you have this listening session and you have two more, so when will the proposed changes take effect?</p> <p>(34:55) Thank you.</p>	<p>Taylor Johnson responded verbally during virtual meeting (verbal @31:17)As you can see there on the current map we do have service for route 111 and 121 on there. And this is one of those areas, again there were a few tradeoffs we had to make with the proposed route changes, and to make route 111 bidirectional and serve the higher ridership, existing ridership, areas we moved the service along Vicksburg and Brandywine. And then there just wasn't as much service in this area as there was in other areas of town to make the route changes that we proposed. So I hope that answered your questions Heidi.</p> <p>(33:28) Okay thank you for responding to that.</p> <p>(33:59) Yeah so it was covered at the beginning here, we talked about it a little bit in the Public Notice. So we're gonna go through this Public Meeting Comment Period and it started on Oct. 30th and is gonna go through Nov. 21st. And then we'll package all those public comments up, we'll analyze them, and we'll submit it to Council. We're anticipating submitting it to Council on Dec. 13th at their Council meeting for action. And so, that could be them approving us to go forward with implementation or not approving us to go forward with implementation but we'll be requesting their action on that most likely on Dec. 13th. Then, given the timeline for implementation - remember we have this remodel of the transit center, hopefully we'll be up and running by august of 2023 is kind of the goal.</p>	Heidi Smith
11/15/2022	Virtual Public Meeting	YES	YES	<p>(Chat) I have lost audio. So far current changes do not seem to help me. Maps here are hard to read for low vision. Colorize you current and proposed changes to help coordinate map/powerpoint. I will see if I can attend in person meetings later this week. Can City work on light pollution zoning where people traveling by bicycle or on foot after dark are not blinded by landscaping lights set at sight levels of curvy sidewalks/street.</p>	<p>Taylor read comment aloud and responded. (verbal @32:06)I'm sorry you lost audio, Ross. Jason if you'll respond in the chat. Give us a call or email anytime with any questions you may have after this. Hopefully you can attend the in person meetings tomorrow or Thursday, Ross. And question about light pollution zoning (reads aloud from question in chat)... Well we'll forward that on to the appropriate division or department to look into that Ross. Again I'm sorry you lost audio and we'll look into the maps too. I understand they can be hard to read, and the coloring of the current proposed changes may not be easily read. Hopefully I'll see you in the next couple of days and again as Jason put in there - please give us a call or email with anything we're happy to talk to you personally.</p> <p>(Chat) Mr. Conner, Please give us a call or email us with any questions or concerns you have. Apologies for technical difficulties. - Jason Huff</p> <p>(Chat) Mr. Conner if you can message privately or include with a future call or email your home address, we can send you a physical copy of the presentation in large print. Please do not share your address in the public chat. -Danielle Clark</p>	Ross Conner

All Public Comments Received - Norman Transit 2023 Service Changes

Public Participation Process - Comment Period 10/30/2022-11/21/2022

DATE RECEIVED	VENUE	CHANGES REVIEWED?	RESPONSE REQUESTED	COMMENT	RESPONSE PROVIDED	COMMENTER
11/15/2022	Virtual Public Meeting	YES	YES	<p><i>verbal comments - typed from recording</i> (verbal @ 34:59) Yes, thank you. Thank you Taylor. Thank you for all the great information. It was really helpful to have all the side by side maps to see the changes. I just wanted to echo many of Ellen's frustrations since I live on the east side. I did hope that the bus routes would go further east, also to the east library, so we do definitely want to make that a priority for future changes. I also did not hear anything in the presentation, maybe I missed it, about routes to the senior center - the new proposed senior center - and also Ruby Grant Park. Maybe if you could just quickly tell us which parks are serviced by the current system, or by the proposed system, that would be helpful.</p>	<p><i>Taylor Johnson responded verbally during virtual meeting</i> (verbal @ 35:56) I'll take the senior center question first. So for those of you that are able to see the slides - I'm circling the NRH Porter Campus on the map. You may, or may not, know that the proposed senior citizen wellness center is going to go in this area. With the, I think they are calling it a wellness village concept, with other services that will be moved or proposed here. I think we broke ground and we're actually working on the wellness center right now and route 121 there on Porter would be the route that serviced the wellness center. And Ruby Grant - again we heard that kinda during the public comment period as well. Unfortunately we weren't able to stretch - we looked at stretching route 110 a little bit further north to go up to Ruby Grant and it just couldn't make it in the timeframe. We understand that this is a great park with many amenities - walking trails and everything, but unfortunately, similar to the east side library we're unable to service every single destination in Norman at the current moment. But we do service a lot of the major parks: Andrews Park currently in the proposed changes, we're getting a great new playground there as we speak. Westwood Golf Course and Aquatic Center would be better served by the route changes. They are currently served within reason, but this would have more direct access. Chris, I'm not going to go into every park cause I think we have 80-90 of them in the city, and maybe that's all the neighborhood parks I don't honestly know the number off the top of my head, but I know that number 80-90, we're floating around there. We do serve a lot of the smaller parks in and around Norman. So I hope that makes sense that I can't really rattle off the parks that we have.</p>	Ms. Chris E. Nanny
				<p>(38:03) Yes I understand, thank you.</p>	<p>(38:07) And I'll mention too, that we would have new service to the Sutton Wilderness park on 122 so that would open up that area for folks that may want to go out there and do a little bit of trail walking or hiking that we have in Norman.</p>	
				<p>(38:22) Thank you, thank you. I appreciate the information. (39:27) I did want to say thank you for these meetings, they're very helpful. And I am planning to attend the in person meeting at City Hall. I also wanted to thank you for those amenities that you're planning to put into the new transit center. That's really helpful to know that there will be an inside lobby, and places for people to wait inside, restrooms; Those are very welcome changes. Thank you, thank you for doing that.</p>	<p>(40:07) Thanks Chris, for highlighting that - we think so too.</p>	
				<p>(41:10) Taylor, one other question I had: Just so folks know, if we have comments or concerns about the EMBARK PLUS system, I know that isn't part of the presentation right now - but what's the best way for folks to tell the City about proposed changes for EMBARK PLUS - the paratransit system?</p>	<p>(41:35) Yeah so, the same way either call us at the number listed, email us - those are the best ways to reach out to us, even after the public comment period ended. I'm not going to say the online form because that may go away after the public comment period, but call us or email us anytime that you have a problem or have any questions or comments and we're happy to chat with anybody.</p>	
				<p>(42:03) Thank you. Thank you Taylor.</p>	<p>(Chat) Ms Nanny - you can also reach out to EMBARK Customer Service by phone: (405) 235-RIDE (7433) - Danielle Clark</p>	
				<p>(42:52) Appreciate the information and I will pass it along to other passengers. Thank you again for the meeting today it's very helpful information and exciting to see all the changes.</p>	<p>(42:22, reads phone number from chat aloud) If you feel like you need to call the City we are happy to take those calls and be liaison to EMBARK and help you with those issues or improvements that you want to see.</p>	

All Public Comments Received - Norman Transit 2023 Service Changes

Public Participation Process - Comment Period 10/30/2022-11/21/2022

DATE RECEIVED	VENUE	CHANGES REVIEWED?	RESPONSE REQUESTED	COMMENT	RESPONSE PROVIDED	COMMENTER
11/15/2022	Email	YES	No Specific Request	<p>Hi Taylor, Thank you for all the fixed-route transit info shared at today's virtual meeting, and the other public comment meeting opportunities this week. I cannot attend tomorrow at the library, but will see you at the City Hall meeting Thursday evening. Thank you for facilitating my ride with Embark Plus. Among the welcome fixed route services that I noticed are the planned amenities of the new Transit Ctr 320 E Comanche; service to the new Senior Wellness Village and Sutton Wilderness (Rte 121); service to the Central NPL and Westwood Park. Thank you for those services, among many other positive changes. Suggestions for Wed and Thur mtgs: -- Pls include information about at least a few of the major parks, recreation areas, etc. served by the proposed FR bus system, especially those parks with playscapes, community events and other family-friendly features, e.g., Reaves, Lions, Legacy. -- In anticipation of dissatisfaction from east side residents, pls highlight Eastside locations currently served by the FR service, current and proposed, especially shopping areas, parks and splash pad play areas for families, etc., so eastside residents feel heard. -- Pls highlight future Citywide service changes that citizens can look forward to: service to Ruby Grant Park and MN Tech Ctr, West and East Libraries, among others (just as you mentioned expanded routes, service hours and Sunday service today). Thanks for all you do, Taylor. We appreciate you and your team.</p>	<p>Thanks for your attendance today, Chris. I appreciate you taking the time to attend the meeting and then follow up with this email. I will do my best to highlight the information that you have requested in my comments during my presentation at the public meetings tomorrow and Thursday. Thank you for the suggestions. See you Thursday! -Taylor Johnson (11/15/2022)</p>	Ms. Chris E. Nanny
11/15/2022	Email	Unknown	No Specific Request	<p>Hi there, I am concerned that there will no longer be public transit service by Cottonwood Condominiums or through Triad Village Dr. Many people with severe and persistent mental health issues utilize Thunderbird Clubhouse services and rely on the stops by Cottonwood and on Triad Village Dr. in order to have easy access to our services. I am not sure if anything can be done at this point, but I wanted to let you know that our agency opposes those changes on the public route.</p>	<p>Linn, Thank you for reaching out and providing your comment. I understand that it is not ideal that the closest bus stops to your agency will be discontinued if the proposed changes are approved. However, the proposed changes do include retaining the bus stop on the north side of Alameda St, just west of Triad Village Dr, and includes adding a stop on the south side of Alameda St, just east of Triad Village Dr. This will allow riders to access this area and from 2 directions more efficiently with the bus route going both ways. From these stop locations, it appears to be approximately a 0.4 mile or a 8 minute walk to Thunderbird Clubhouse. Again, thank you for your comment. We will include it in our list of overall comments received. Once the public comment period closes on November 21, we will then analyze the feedback received and provide a final recommendation to City Council on the proposed route changes, most likely at their December 13, 2022 meeting. Please let me know if you have any additional comments or questions. Thanks, -Taylor Johnson (11/15/2022)</p>	Linn Blohm

All Public Comments Received - Norman Transit 2023 Service Changes

Public Participation Process - Comment Period 10/30/2022-11/21/2022

DATE RECEIVED	VENUE	CHANGES REVIEWED?	RESPONSE REQUESTED	COMMENT	RESPONSE PROVIDED	COMMENTER
11/15/2022	Webform	YES	YES	<p>We need stops along Triad Village Dr. and up Biloxi through Beaumont to Alameda & Vicksburg. Those are the heaviest stops that I see that people will constantly use. A lot of disabled people use the stops along Triad Village Dr. to get to Thunderbird Clubhouse.</p>	<p>Jeremiah, Thank you for reaching out and submitting your comment on the proposed Norman transit service changes. I understand that it is never ideal when bus stops are moved or discontinued at specific destinations that you or others may frequent. However, during our transit long range planning process there were some tradeoffs that were made to provide better service overall to many destinations in Norman. In addressing your specific comments, it is true that the stops on Triad Village Dr will be discontinued. However, the proposed changes do include retaining the bus stop on the north side of Alameda St, just west of Triad Village Dr, and includes adding a stop on the south side of Alameda St, just east of Triad Village Dr. This will allow riders to access this area and from 2 directions more efficiently with the bus route going both ways. From these stop locations, it appears to be approximately a 0.4 mile or a 8 minute walk to Thunderbird Clubhouse. In addition, there is a route recommended in the transit long range plan for expansion that would operate east on Alameda St to the Norman East Public Library. The proposed expansion route is shown to operate on 12th Ave SE and Triad Village Dr on its way to and from the Library. With that, we hope that this route is operational in the future as funding becomes available. In regards to the segment of route 111 being moved further east to operate on Brandywine Ln instead of Biloxi Dr, most of the current stops and destinations along Biloxi Dr will remain served, either directly or within a ¼ mile, which is generally around a 5 minute walk. There are many multifamily housing units further east on Lindsey St and Brandywine Ln that would benefit from better transit service. The decision was made to propose having route 111 go a bit further east due to this increased access, while keeping most of the existing area served within a reasonable walking distance with the proposed changes.</p>	Jeremiah
					<p>Again, thanks for your comments. We will include it in our list of overall comments received. Once the public comment period closes on November 21, we will then analyze the feedback received and provide a final recommendation to City Council for their review and action on the proposed route changes, most likely at their December 13, 2022 meeting. Please let me know if you have any additional comments or questions. Thanks, Taylor Johnson</p>	
				<p><i>(respondent included a screenshot of white text on a black background, text to follow)</i> I am concerned that there will no longer be public transit service by Cottonwood Condominiums or through Triad Village Dr. Many people with severe and persistent mental health issues utilize Thunderbird Clubhouse services and rely on the stops by Cottonwood and on Triad Village Dr. in order to have easy access to our services.</p>	<p>Hello JT, Thank you for reaching out and submitting your comment on the proposed Norman transit service changes. During our long range planning process that occurred from about July 2020 to June 2021, feedback was gathered from the community through public meetings and surveys. This included stakeholders, elected officials, the general public, and current riders. Overall, the goal was to make better use of the resources we have currently by providing better service overall while looking to the future and how we could potentially improve as funding becomes available. The changes to the proposed transit</p>	

All Public Comments Received - Norman Transit 2023 Service Changes

Public Participation Process - Comment Period 10/30/2022-11/21/2022

DATE RECEIVED	VENUE	CHANGES REVIEWED?	RESPONSE REQUESTED	COMMENT	RESPONSE PROVIDED	COMMENTER
11/15/2022	Email	Unknown	No Specific Request	<p><i>(text of email body)</i></p> <p>Why would you not consider the Disabled, Elderly, Blind, Mentally Challenged as well as our USA Veterans when proposing these bus route changes? This is going on the third year of a Pandemic. As a Veteran in USAF, the effect these changes will have on our community in these areas of health and well being, this will certainly be more devastating than you may even be able to comprehend. What may be easy and simple to some, is certainly not so easy and simple to others with debilitating and deteriorating conditions. You are also dealing with tax payers and voters. I humbly ask you to rethink your proposals with mercy and compassion. Most Graciously, JT SHERRILL</p>	<p>we could strategically expand as funding becomes available. The change in the base route network (which is what the current public comment period is about) and the future recommended improvements are the result of that long range planning process and feedback. This resulted in some areas not being directly served, however many of them are still within walking distance of the proposed new routes/stops. Most routes are proposed to operate bidirectional (or both ways on the same street) resulting in a more user and operational friendly system. This is a move from the large looped system we have today that requires many riders to stay on the entire route to get to and from their destination, rather than a more direct route as proposed. If there are more specific areas or stops that you would like me to provide more information about I am happy to discuss those with you. Again, thanks for your comments. We will include it in our list of overall comments received. Once the public comment period closes on November 21, we will then analyze the feedback received and provide a final recommendation to City Council for their review and action on the proposed route changes, most likely at their December 13, 2022 meeting. Please let me know if you have any additional comments or questions. - Taylor Johnson (11/16/2022, responded to all copied)</p>	JT SHERRILL
11/16/2022	Email	YES	No Specific Request	<p>City of Norman, A lot of us would like to see vending machines at the new bus terminal being built for Embark Norman in 2023. A lot of us in Norman have disability and require food and drink for survival. Having a vending machine at an end station is quite a good idea for those of us with disabilities. We all try to be inclusive towards the needs of everyone. You're all really great and we appreciate everything you guys do. I also had another suggestion to make sure that surveillance cameras are very often used and signs are posted to notify passenger they're being recorded. People have been riding the bus for fun in order to rip off other passengers. It can get really dangerous because it is so easy to board Embark Norman with absolutely no fare. People will just jump on, which is completely fine, but some riders in Norman have been selling drugs or robbing others. Please definitely have a good surveillance and security. A lot of places use private security. Definitely use private security services to secure your property. Thanks for taking my suggestions. We appreciate the service.</p>	<p>Jeremiah, Thank you for your comments and suggestions. We are planning to have vending machines available at the proposed new Transit Center, as well as a water bottle filling station and fountain. Every bus has many cameras inside and outside the vehicle and records the entire time the bus operates. We will look into possibly placing signage inside the bus making passengers more aware of this surveillance. Please let us know if you see any activity that may be illegal or causing issues on the bus. If you pass along the day, time, route/vehicle number to us we can pull that video and take a look at it. We will also have surveillance at the proposed new Transit Center. Thanks again. Please let us know if you any additional comments or suggestions. - Taylor Johnson (11/17/2022)</p>	Jeremiah
				<p>(verbal @27:40) My Main question is... I know several years ago CART changed the 121 and 111 routes because of the speed tables along Boyd St and Shiloh Dr. both routes for 111 is going over about a quarter mile of speed tables.</p> <p>(28:14) Brandywine and Beaumont.</p>	<p>Taylor Johnson responded verbally in person (verbal @28:13) Along Brandywine?</p> <p>(28:20) So that's a great question. We've actually tested the routes and EMBARK has said that those speed humps, or speed tables, are okay for the buses. But we will be looking into that with our traffic control division on how to - I mean obviously residents wanted those, its a petition driven process to have those put in. But I think operationally we'll be okay, They're not the craziest speed humps in the world, I've seen worse - way worse if you live near my house. So we've looked into that Jeff, but that's a good point, though. Did you have any more comments?</p>	

All Public Comments Received - Norman Transit 2023 Service Changes

Public Participation Process - Comment Period 10/30/2022-11/21/2022

DATE RECEIVED	VENUE	CHANGES REVIEWED?	RESPONSE REQUESTED	COMMENT	RESPONSE PROVIDED	COMMENTER
11/16/2022	In Person Public Meeting	YES	YES	(28:56) Well I also kind of wonder about the proposed discontinuation on 111 because I know there are a bunch of people that live in those apartments down there.	(29:18) on Biloxi?	Jeff Haralson
				(29:19) No on Brooks.	(29:26) Brooks.	
				(29:29) Biloxi too, but Brooks as well.	(29:33) I tried to address the Biloxi to Brandywine change in my comments. We still feel like most of those apartment complexes are still within a good walking distance and if not served really well still. And that we'll be serving more with that. The Brooks St to Lindsey St. change is one of those more difficult choices because it is just outside the walkshed, however the stops along Lindsey St. did have more ridership in the past. That Summer Point does have a pretty good ridership number there.	
				(30:09) I know I ride that route often. That's why I asked.	(30:14) That's just one of the trade offs that we to propose. I don't have an easy answer for that one. We hope that folks will still be able to access that by walking 12th to get to the bus at Lindsey. Did you have more, Jeff?	
				(30:35) Not right now		
11/16/2022	Official Comment Card	YES	No Specific Request	I actually like the changes.		Mark McAuley
11/16/2022	In Person Public Meeting	YES	YES	(verbal @ 30:38) So on 111 your just gonna cut out right there where it makes the loop at creekside, then goes back down to the 7/11, goes all the way up. You're just gonna have it go to Brandywine, and then up to Beaumont, and then down and up Vicksburg?	Taylor Johnson responded verbally in person (verbal @30:59) And then it would go back the same way. One after the other.	Mark McAuley
				(31:03) That's the reason I asked, I live right across the street from Irving. That's cool. I thought you would cut that right out because of the school thing.	(31:11) No we might still do the 3:30pm run where we go around.	
				(31:18) Yeah, that one hour run.	(31:21) Yeah, I didn't mention this in my comments, but that little jut here where we do a turn around at Creekside Dr. In the past we have gotten a lot of complaints from property owners there. Go down there sometimes, there's this weird little turn around that we do. I can't explain why it was built that way, but it is a public street.	
				(Interjection from Jeff Heralson @31:42) Well they used to go through one of the apartments.	(31:47) Yeah but that's not public infrastructure. So we have to make that change. But with the changed routes we still serve Twin Creek apartments, along Lindsey St. And again going a little further east we hit a lot of multi-family housing along Brandywine and Beaumont. So to your specific question about Vicksburg and Irving- won't change.	
				(Mark again @32:12) Yeah okay thank you.	(32:13) And you'll have a bus stop going the other way. So if you wanted to go to Walmart, you could catch one going that way - if you wanted to go to campus or downtown you could catch it going the other way.	
				(verbal @32:32) I just had a question about the transfer station - is it going to have a family restroom in it?	Taylor Johnson responded verbally in person (verbal @32:39) Well I don't know if you have seen that facility, but it is very small. We're not tearing it down, we're just remodeling. It's going to be a larger restroom, single stall - single... stall is not the right word, but single use. One restroom.	
				(32:56) One restroom, okay. And then my other question the gap to me seems largest on the east side between Alameda and the route, um, its a fairly high traffic area right? (recording is difficult to hear here, and transcription may not be accurate) I mean is it limited ridership, where it got cut off right here - I'm just wondering why the loop didnt go you know like this - back around so it came a little further down 12th. Does that make sense?	(33:24) So you're saying the route 111 could have went down Triad Village Dr. south...	

All Public Comments Received - Norman Transit 2023 Service Changes

Public Participation Process - Comment Period 10/30/2022-11/21/2022

DATE RECEIVED	VENUE	CHANGES REVIEWED?	RESPONSE REQUESTED	COMMENT	RESPONSE PROVIDED	COMMENTER
11/16/2022	In Person Public Meeting	YES	YES	(33:31) Yes, and then it would have serviced the Cottonwood Ridge apartments well.	(33:37) Yeah, we're trying to fit these routes within a 30 minute or an hour timetable, so I can't give the specific details about that, but I think that is probably why the decision was made, to try to stay more linear routes and to keep it going operationally. And I think it was probably a timetable issue.	Eva Smith
				(34:04) There are just a lot apartment complexes in that area (recording is difficult to hear - some of comment not included) between Alameda and Lindsey right? Isn't there a pretty high ridership in that area?	(34:13) Well we have the Summer Pointe Apartment at Brooks & 24th, which again, that was one of those more difficult trade off decisions. And then the Cottonwood Ridge Condominium apartments had somewhat good ridership, but again was one of those trade offs. It will still, both of those locations are still within a ten-ish minute walk of the proposed routes. Which I know it is not idea to have direct service taken away, but we are trying to do the best to provide better service overall and to make the routes more efficient and more user friendly overall.	
				(verbal @35:05) I live on the east side of the hospital, and to get to the downtown route, do I have to go to the new transit center or can I transfer somewhere, or?	Taylor Johnson responded verbally in person (verbal @35:19) East side of the Porter Hospital?	
				(35:22) Yeah.	(35:23) So we'll have that 121 route on Porter on the west side, along Porter. I don't know where you live exactly, but you could walk over to Porter to catch that bus, or...	
				(35:37) That would take me to the main street bus, right?	(35:41) Well all the buses would come into the Transit Center	
				(35:43) Okay, so I would have to walk to the Tranist Center.	(35:46) Or you could catch the 121 bus as it comes into the Transit Center. Or the route 122 that goes up - out to Food and Shelter and Walmart east and up 12th. It will also come back down Main street into downtown. So you could walk south from that area and catch route 122 as well.	
					(Interjection from Danielle Clark @36:10) (using laser pointer) I don't if you can ... yeah. That is where the hospital is. You were saying that you live in this neighborhood here, you would just have to come to this route and catch it on its way into the Transit Center down here.	
				(36:25) Oh, okay, the other direction!	(Taylor again @36:27) Does that make sense?	
				(36:29) Yeah. And my second question, what about the price.	(36:32) The price - so fare is remaining a whooping zero. It was recommended to stay at a free fare. We went through a fare analysis with our long range planning process. At the end of the day if we bought fare boxes, and collected it, and deposit it and yada yada yada... It just didn't make sense. We weren't gonna make much money collecting money, it's funny to say. So right now we're gonna stay fare free into the near future. Obvisously that could be revisited by Council at any time. But that's the current policy.	
11/16/2022	In Person Public Meeting	YES	YES	(37:12) And the paratransit bus - is it going to be the same? Same rules as before?	(37:18) Currently. We are looking into that with Council right now. We have an on-demand Microtransit conversation happening which a little separate from this, so I don't want to get into too many weeds. But one change that will be made for folks... So paratransit is a byproduct of fixed-route, its a complimentary service for those who are unable to use the fixed route bus system. The regulations require us to provide it within three-quarters of a mile of the fixed-route service as the crow flies. So if you just drew a buffer around all routes, three-quarters of a mile, that's our paratransit zone one service. So as you can see this generally, the paratransit zone one service will change slightly, but the City of Norman, like a lot of other transit agencies, goes to its city limits in what we call zone two. Zone one and zone two aren't really treated differently, except that zone two is the service that we don't *have* to provide. So if we ever get into a crunch and don't have the vehicles or drivers to provide service, we have prioritize zone one over zone two. But we do serve all of Norman with paratransit service. The route changes don't have a lot of change for paratransit, othr than that zone one/zone two designation, which again only really matters if we get into a crunch with service, or operators.	Janice Oak

All Public Comments Received - Norman Transit 2023 Service Changes

Public Participation Process - Comment Period 10/30/2022-11/21/2022

DATE RECEIVED	VENUE	CHANGES REVIEWED?	RESPONSE REQUESTED	COMMENT	RESPONSE PROVIDED	COMMENTS
					<p>(Interjection from Danielle Clark @38:41) I went ahead and pulled back up that walkshed map, cause this is a quater mile, so it would be three times wider than what you are seeing here. And anywhere that is an open area - anything inside of that would also be zone one.</p> <p>(Taylor again @38:57) We're not allowed to have 'donut holes'. And I think that's actually how they say it in the regulations - 'can't have donut holes for paratransit service'. Well they probably don't say that in the regulations but I'm sure they say it in the guidance somewhere juist to give you a good way to visialize it.</p> <p>(39:15) And is the eligibilty for the paratransit the same?</p> <p>(39:31) I was wondering about the service to OKC.</p> <p>(39:20) It will remain the same, yeah.</p> <p>(39:48) When we operated that service at OU four times out of the day and EMBARK did it two times out of the day. And we continued to do that for the first year that the City operated it - we did four of the runs, they did two of the runs. EMBARK OKC, did two of the runs, I should clarify that. So after a year, EMBARK OKC said, hey, it would be better operated if we just did the whole thing. And so they took over the entire service for route 24 the Norman Express, the comuter route between OKC and Norman. So the City of Norman doesn't actually operate that service anymore. They clue us in on any changes, any bus stops they want to add to that route in Norman, or change in OKC because our residents benefit from that route. But we don't have any proposed changes for that route because we don't operate it. We're just proposing the local routes here in Norman.</p>	
11/16/2022	In Person Public Meeting	YES	YES	<p>(verbal @40:45) Would that route still come in to the new Transit Center or still go to Brooks?</p> <p>(41:59) And that would be awsome because, it was probably seven, eight, or nine years ago, I went down to Dallas just to get away for a while and they had the rail service and I was able to for \$5 go from Dallas to Richardson. I thought back then (audio indistenguishable - positive reaction to cheap fare)</p>	<p>Taylor Johnson responded verbally in person</p> <p>(verbal @40:52) Yeah, because EMBARK operates our service too, we work really close with them. They are definately more keyed in on that. Hopefully it will be a little bit more streamlined rather than having to navigate into campus, right. They'll just have to go down Main St and into downtown, come in there. We hope it will be more efficient. And this is little bit of a tangent, but I think they are looking at changes in OKC too. To just streamline the route. As a comuter express service over the years we have realized that we try to serve too many destinations with that route. It really gets bogged down sometimes. So I think they're really analysing that service. Then to get off on a further tangent - if you guys didn't know, the Regional Transportation Authority of Central Oklahoma (RTA) was formed in 2019 a little bit before we took over the transit service here. And they are actively working on how to put in regional commuter rail service between Norman, OKC, and Edmond, and then service out to Tinker east of OKC. To establish some more connectivity. So the Sooner Express may go away with the regional commuter rail that gets put in, but it should be better serviced overall.</p> <p>(42:24) We're a little behind the times, we can acknowledge that. But we're trying to get there now. They actually have a meeting right now, unfortunately I scheduled this right at the RTA board meeting so I couldn't go. But they're actively planning - trying to get us in the pipeline for federal funding. The big federal funding dollars to get us to build us a multi-hundred million dollar rail system, right. And they're working with BNSF, its really complicated work to try and work in a rail corridor. So there's lots of work going on. But at some point we're gonna come back to you all and ask you to vote on a regional sales tax. Because that is the only thing that the legislature allowed us to have is an RTA rail sales tax initiative. So that will be coming in the next year or two I'm sure, to try and get the local funding to build and operate the thing. We'll still try to get as much federal dollars as we can to help supplement that, but gotta have some local match to get in there.</p>	Jeff Haralson

All Public Comments Received - Norman Transit 2023 Service Changes

Public Participation Process - Comment Period 10/30/2022-11/21/2022

DATE RECEIVED	VENUE	CHANGES REVIEWED?	RESPONSE REQUESTED	COMMENT	RESPONSE PROVIDED	COMMENTER
				(43:17) I always thought it would be cool also to have a way, a bus or whatever it is, that goes to Moore.	(43:26) Yeah, again kinda getting off on a tangent, but we do operate a limited service route every Tuesday and Friday that goes to the Social Security Office in Moore. But historically Moore hasn't wanted to pay for transit, so it's hard to operate service in an area where they aren't willing to contribute in terms of funding. That has started to change a little bit though, the last couple of months. There is a Social Services Coalition, you may know more about it than I do, they addressed the Moore City Council said hey we really need to get EMBARK OKC or somebody to bring service here to Moore. And they listened to them. I think they provided funding for a feasibility study to see what that would take and I think that is where they're currently at with that, but I'm not the expert on it. And unfortunately, I don't know if you caught it for the RTA - it's Edmond, OKC, and Norman. Moore, Midwest City, and Del City all pulled out of the RTA within the last year, again just further case for you wonder why they don't have transit.	
				(44:33) Maybe I need to go make a proposal to the Moore City Council then!	(44:37) Maybe so - but that's not why I'm here. And that's a good point. Go to your elected officials, if you live here in Norman talk to your councilmembers. If you wanna see additional routes, services on transit, or anything else. The only way to get anything done, we're doing our best as staff, but if they hear from you - you often have more pull than we do. So please reach out.	
11/16/2022	In Person Public Meeting	YES	YES	(verbal @45:07) I would just like to have a couple of words defined, that I don't know exactly what it means. On the first background slide - it asks about stakeholders - who is that referring to?	Taylor Johnson responded verbally in person (verbal @45:19) So I like to think of stakeholders as agency staff members like the Food and Shelter Director, maybe city staff of departments that we work closely with, Center for Children and Families. Those folks that work with clients and citizens and community members that provide other services that we want to get folks to - or they work closely and want to have knowledge about the transit system to pass along. OU staff members, CART, the RTA, those folks that have knowledge about transit and are invested in it or that have clients or people that use the service or could pass along the service.	Janice Oak
				(46:09) And what's a walkshed?	(46:11) Walkshed is a good term. So the walkshed is kind of like a watershed, but that quarter of a mile buffer is the gray area that you see - it's a gray area around every bus stop. So the combined grayness- if you will - is the walkshed. So that is where you can walk within about 5-10 minutes to that bus stop. If that makes sense.	
				(verbal @46:59) I had a question, the new hospital down at east 24th and highway 9, is there going to be any kind of service there?	Taylor Johnson responded verbally in person (verbal @47:09) Not currently, again the main purposes of these changes are to try to do better with the resources that we already have and resources we have in the areas we already serve. The highway 9 hospital is interesting because it's really a kind of a smaller emergency room. We're trying to do our best to serve the Healthplex better which has a lot of services, and will have a lot more. I don't know if you've seen the construction lately around the Healthplex. But we try to serve as many destinations as possible and unfortunately we can't go every direction. But maybe in the future that highway nine station will be served.	
				(47:42) And are we losing the west side library stop?	(47:46) We're not losing it, well, we are losing the direct stop - I shouldn't say that. So that's the Ed Noble Parkway change. And Danielle is trying to point it out right now, on the left side. (Interjection from Danielle Clark @47:57) So that is where it would be currently, and then...	

All Public Comments Received - Norman Transit 2023 Service Changes

Public Participation Process - Comment Period 10/30/2022-11/21/2022

DATE RECEIVED	VENUE	CHANGES REVIEWED?	RESPONSE REQUESTED	COMMENT	RESPONSE PROVIDED	COMMENTER
11/16/2022	In Person Public Meeting	YES	YES		<i>(Taylor again @48:01)</i> The stop that will remain is in front of Sam's Club, and that is where we are saying it will be within a reasonable walking distance of about 0.3 or 0.4 mile or 5-7 minutes of a walk from that Sam's Club stop. This is, again, one of those trade-offs, that we made to keep the routes more bidirectional along those main city streets. And Ed Noble is an interesting road, because going south we can service the locations on the west side of Ed Noble parkway. But if we provided bidirectional service going north the east side of the road is ODOT right-of-way with the interstate and there is nothing over there. So it would be very difficult to put bus stops there. And that is kinda why we migrated over to 24th and Main St and provided that recommendation for route 112.	Alan Hatcher
				<i>(48:51)</i> So I work with the Norman Care-A-Vans, we're a local transportation organization, and we've been kind of collecting feedback. We've been getting a lot of feedback about policy about what you can bring on the bus with you. I don't know if that is something you can address or if I should speak with EMBARK?	<i>(49:06)</i> Well, of course, that is not what we are here for right now, but I am happy to talk to you afterwards or...	
				<i>(49:13)</i> Yeah great. But one of the main ones is like grocery shopping. I think there's a limit on the bags you can bring...	<i>(49:19)</i> I think it is three or four bags, yeah.	
				<i>(49:20)</i> So we have had a lot of people who have gone grocery shopping, expecting to get a ride back, and then they try to get on the bus and are told they can't, so then they're left to walk across town with all their groceries. And then some people have wanted to have those little collapsible wagons that you can kind of load up with groceries for that last 8-10 minute walk from the bus stop. But I think those are forbidden to bring on. So a lot of people complain about that - these are pretty essential items that you can't bring on there.	<i>(49:51)</i> Lets talk some more afterwards, and maybe we can get some emails going, we can talk about it with EMBARK. But because the buses have somewhat limited room and it is a shared ride, we have to draw the line somewhere. Because we don't want certain passengers' stuff - we'll just use the term stuff, whether it's groceries or whatever - causing an inconvenience to other passengers. If that makes sense. We want you to be able to keep control of your groceries and - lets say you had a bag of cans that you drop because you had ten bags or something and they roll... We just, I think that is why they've drawn the line at 3-4 bags. Somewhat manageable in your lap amount. But we can talk about it more over the next couple of days.	
					<i>(Interjection from Danielle Clark @50:33)</i> I will point out that one of the things that is allowed are the two-wheeled grocery carts that stand up...	
					<i>(Taylor again @50:40)</i> Is that what you were talking about?	
				<i>(50:42)</i> I was talking more about the wagons that have four wheels...	<i>(Interjection from Danielle Clark @50:44)</i> And like Taylor was saying, its kind of about space economy. Where those stand up carts are built more vertically, they take up less room, they're less likely to block the aisle for other passengers or be a hazard.	
				<i>(51:07)</i> Alright.	<i>(Taylor again @50:58)</i> And I thought that's what you were talking about was the stand up ones. Which I was going to go back for clarification. Maybe we can provide options for what you can have and that will be better for folks.	
				Change bag limit policy: passengers have complained that they have gone grocery shopping expecting to take a bus home, but have been turned away because they have too many grocery bags, forcing them to walk home with lots of groceries.		
				Change policy about items such as blankets & sleeping bags being forbidden on the bus.		
				Change policy that prevented a passenger from bringing a small styrofoam cooler on the bus.		
				Run on Sunday please!		
				If the driver sees someone doing their best to make it to the stop, be courteous and wait for them.		

All Public Comments Received - Norman Transit 2023 Service Changes

Public Participation Process - Comment Period 10/30/2022-11/21/2022

DATE RECEIVED	VENUE	CHANGES REVIEWED?	RESPONSE REQUESTED	COMMENT	RESPONSE PROVIDED	COMMENTER
11/16/2022	Official Comment Card	YES	YES	<p>As many stops as possible should be covered and well lit.</p> <p>The university bus that goes to Emerald Greens should run on weekends.</p> <p>There needs to be transportation from Cleveland County Jail. People are routinely left with no other option except walking from there back into town. This is inhumane.</p> <p>Express bus to the city should be free.</p> <p>Buses should start earlier for those with early appointments. Also run later for night workers.</p> <p>Buses coming more frequently than hourly.</p> <p>The routes are not intuitive. The Alameda & Main buses are on Alameda & Main briefly. Confusing!</p> <p>Expand the route south of Lindsey, especially around Classen & 12th intersection.</p> <p>Maps of routes posted at each stop.</p> <p>Have USB chargers like OKC buses do.</p> <p>Change policies that limits how much riders can ride the same route.</p> <p>Allow mini-collapsible wagons.</p>		Alan Hatcher
11/16/2022	Official Comment Card	YES	YES	I live on N Peters Ave. there bus that blue cover I would like more bus is cover with street on North Peters Ave Across the street on Peters Ave. Call Me More Info. (provides name and phone number) Disabled advocate 4 transportation		Eddie Cole
11/17/2022	Webform	YES	NO	The west side is cut short. Only a small percent can travel from west or within the west area with these changes. At the very least they should be able to access grocery store with the bus. Walmart is cut off.		Anonymous
11/17/2022	In Person Public Meeting	YES	YES	<p>(verbal @3:09) One of the changes that you've made that I really like, and I think particularly handicapped and older folks will enjoy, is that you have a route now that goes on both sides, east and west, of the hospital. See how it jogs up, past the hospital on the east and then it goes to the west and back down. I like that because that's a big complex that hospital is, and getting in from one side sometimes takes a while if you are dropped off on the other side.</p> <p>(4:07) Oh yeah, you're right!</p> <p>(4:12) I was thinking that, I did notice that.</p> <p>(4:49) Consider that to be something that is still pretty valuable for people.</p>	<p>Taylor Johnson responded verbally in person (verbal @3:52) I hate to turn your positive comment into maybe a negative one, but the current route map on the left: that is exactly what we're doing, and the right side you'll see that we'll only have service on the west side.</p> <p>(4:10) You can rescind you positive comment if you like.</p> <p>(4:17) Again, and I kind of said this, maybe a little too quickly, when we are going into that region of Norman, we have route 121 operates on Findley on the east side of the hospital and on Peters Ave. on the west side, and we're trying to move it onto Porter which is again a more heavily utilized road that can handle the buses. We hope to still continue serving that area effectively with that route that will go down Porter.</p> <p>(4:54) I should mention that the Norman Senior Wellness Center is going in the Porter Health Village, Porter Hospital area. And a lot of amenities are going to be put into that area and invested in, so it is going to be a major destination - it is a major destination and will continue to be into the future.</p>	Kendall Humphrey

All Public Comments Received - Norman Transit 2023 Service Changes

Public Participation Process - Comment Period 10/30/2022-11/21/2022

DATE RECEIVED	VENUE	CHANGES REVIEWED?	RESPONSE REQUESTED	COMMENT	RESPONSE PROVIDED	COMMENTER
11/17/2022	In Person Public Meeting	YES	YES	(verbal @5:49) I really like route 122, that northeast area has always been a neglected bus route and there's a lot of folks that live up in there. So kudos for that. My other question is - in the southeast corner, you kind of have a big open gap there. What was your thinking about not having something running down Boyd or at least up and down 12th St. to kind of help fill that interior?	Taylor Johnson responded verbally in person (verbal @6:26) Well unfortunately we can't serve every destination right outside its doors. But this is one of those trade-off conversations. So in the current routes on the left you can see that route 111 goes out on Lindsey St and comes back on Brooks St., specifically on 12th St. and Brooks St. and in that area. So when we make it bidirectional we have to make a decision on what corridor to serve. And for route 111, the ridership was much greater, of course, on Vicksburg and in the Biloxi area which again, we propose to push a little further east on Brandywine. And then route 121, again we have limit resources, so the proposal is to put those resources in other areas. While some bus stops in the 12th and Triad Village, and 12th and Brooks had some ridership - and maybe some decent ridership - those resources were ultimately proposed to be put elsewhere. Again I'll point out, I put the walkshed map up there, and while there is a hole there as you point out. Generally that gray area is about a 5-10 minute walk and unfortunately there is a gap where folks would have to walk a little farther. But again, not everything is Kumbyah with this plan, we had to make tough choices in how we could best use our resources.	Mark Nanny
				(7:50) I do think you did a good job, because there are a lot of apartment complexes that are within that gray area.	(8:03) I appreciate the comment and pointing it out though, it's a real conversation we had to have, and that we are having right now obviously.	
				(verbal @8:30) Mine is probably a 'town and gown' question. I see it looks like you are circumventing the perimeter of the University. Are you coordinating with any of their system? Do they know what you're doing? And the other thing, I guess because of the Crest thing - you said it was a private road, I was thinking that was part of the University Park when you call it private, maybe it was their property. And whether or not it's still you're dealing with University. Are we still in good stead with each other? Are we talking to one another, or is there something going on here? If I have classes or stuff there on campus, then all a sudden I got to go Kumbaya or whatever you want to call it...	Taylor Johnson responded verbally in person (verbal @9:10) Again I used to work at CART with OU, in their transit system. I know them very well. There's a reason that OU decided they didn't want to run city service. They have the priorities that they have. To my knowledge they haven't really changed very much in thier route network, but we can't neccisarily rely on that as a basis for what we're going to do. So again we are trying to do the best we can with the resources we have to serve the areas in Norman that we can. But we do work closely with them. We stay in touch with them. They are serving in and around campus area very well. And continue to do so for their students, faculty, and staff. And for the general public that want to go to the university, they can still ride the OU routes just like anybody can ride our routes. To my knowledge all the proposed routes are on city streets, so we don't have any of those issues of asking permission, per se. But we do work closely with them, and any time we want to put a bus stop close to campus, we realize that could be a touchy subject. So we try to work with them as best as we can.	
				(10:13) Well I'm thinking - football game days - are, you know, traffic when something is going on there and people are trying to get there. They're not really students, they're going to an event or something... Are you coordinating there?	(10:25) Currently right now, for football Saturdays we try to get close to campus, and run the same routes that we already run. But it's just hard to get in and around campus on gamedays. OU does a really good job of transporting people to and from the Lloyd Noble Center as a major park and ride for OU football games. But we still go out and provide service mostly on the routes that we currently show. And if we move our Transit Center as proposed, we'll in large part, be able to do that more effectively. Right now, we're moving the Transit Center outside of City Hall, under tents and you know, there aren't really restroom facilities - we have portapotties but again it's not ideal. We'll have to modify routes the 111 & 112. As shown they're going around campus, again we/they close down so many streets in and around the university we'll have to modify those.	
				(11:19) So you haven't gotten that far yet. On what you might set up? Cause you've got something right now.	(11:26) We'll cross that road when we get to it. I don't want to say it's easy, but we can propose detour routes for the game days very easily. Just like we do now.	

All Public Comments Received - Norman Transit 2023 Service Changes

Public Participation Process - Comment Period 10/30/2022-11/21/2022

DATE RECEIVED	VENUE	CHANGES REVIEWED?	RESPONSE REQUESTED	COMMENT	RESPONSE PROVIDED	COMMENTER
11/17/2022	In Person Public Meeting	YES	YES	<p>(11:38) I know you're talking about routes right now, but your technology of interfacing with the buses and the your constituents? Is there an app that tells you where the bus is? But does the bus driver also probably in the future know that there are people sitting there waiting so that he can go if nobody is there. Or that type of thing?</p>	<p>(12:02) Well our desire is for, obviously if the bus driver sees somebody at the stop they stop. Or if at the transit center they are there for five or so minutes and people are able to transfer back and forth. I think while archaic it's a pretty well system. We're pretty close to having a public facing app, its been a long journey. We hope to have that really tweaked and provided to you all soon. And then other amenities we have - we have wifi on the buses, on paratransit and fixed route buses. And then we also have the surveillance system, which a lot of people may not consider an amenity. But it can be, if there is an unruly passenger that is not you, and there is a confrontation and you need something from that. So it's not only for our safety, it's for yours.</p>	Ross Conner
				<p>(12:57) You said there is wifi on the bus? Because I've been on so many buses the bus drivers say no there isn't.</p>	<p>(13:02) We might need to do some more education. If you pull up your phone it should say EMBARKNormanPublic and you should be able to just click it and join it. I've been a passenger in another car driving next to an EMBARK bus and been able to connect to the wifi, so it's a fairly powerful thing. Please check it out next time.</p>	
				<p>(13:23) The Crest thing - you said it was a private drive, type of thing. But a couple of things: that private drive goes back behind basically about the same difference from all the shops that are in-between it on the east and west. but if you go along the private drive you can still have the same distance to walk to the establishments like Cox and all the different people. But the thing about Crest is, if you're shopping, they only allow you take the grocery cart to the edge where the bus stop is now. I'm just giving you a problem, but once you've got your stuff there, now you want us to go all the way farther and past that. And either people steal the stuff, and they don't like that.</p>	<p>(14:10) We definitely don't promote stealing the shopping cart.</p>	
				<p>(14:13) There are a lot of carts there and people will take them back in, as they use the bus stop and everything. But in real time and in reality this seems how the stuff is and that's what you're going to lose out on whenever you do those kind of changes like that.</p>	<p>(14:28) I appreciate that comment. Again not every location will be served the same or as close. Again Crest will be served in a reasonable walking distance. And I know folks will have to bring their groceries a little bit farther, but it's just one of those little tradeoffs we had to make to make the route more efficient.</p>	
				<p>(Interjection from Kendall Humphrey @14:47) If you spoke with Crest they could do something about that, too.</p>	<p>(14:49) About their shopping carts?</p>	
				<p>(Kendall Humphrey @14:50) ...about their regulations.</p>	<p>(14:52) And that's a tale as old as time - people taking shopping carts and dumping them at the bus stop, so we'll do our best to make that as easy as possible.</p>	
				<p>(Ross again @15:04) When you mentioned it was a private drive, you never identified who the private people are have that or whether or not we can go from there...</p>	<p>(15:11) Well, it's not as easy as saying it's the university, because it's not. It's University North Park, but I don't remember the specific developers name. It may or may not be Crest that owns the land. I don't know that I could identify who.</p>	
				<p>(15:25) Well I realize they get the TIF money, and that type of stuff to improve things. And I thought, well gosh, rather than just putting a pole up or here's a CART bus stop - or EMBARK. Help us out on that end, you know, unless they just didn't want anybody.</p>	<p>(15:40) And we talked about what we could do to make that bus stop better, and we know there might be some changes coming so we didn't want to invest a lot into any particular stop anywhere because there might be some changes like this.</p>	
<p>(15:53) We'll after doing this for 30 years, they used to have the bus go right up into a Homeland parking lot or something where people could get on. Part of it is the egress and you're interfacing pedestrians with roads, you know. You're going on these major thoroughfares now, that I mean, basically, it's kind of dangerous. Especially now that's the only place in the region to go to, you have got to cross the street and there's no light. And you have to go down to the stop to go to the stoplight, and on and on...</p>	<p>(16:25) And I can't speak for every location, but we tried to - especially with the proposed changes, tried to strategically locate the bus stops where - not that we're herding cats but, if the stop is located near a crosswalk or intersection. Generally you're going to use that crosswalk or intersection. If it's not, you're going to cross in the middle of the street, right? So we tried to strategically locate bus stops somewhat near a crosswalk, some near an intersection to allow folks the easy decision to be safe.</p>					

All Public Comments Received - Norman Transit 2023 Service Changes

Public Participation Process - Comment Period 10/30/2022-11/21/2022

DATE RECEIVED	VENUE	CHANGES REVIEWED?	RESPONSE REQUESTED	COMMENT	RESPONSE PROVIDED	COMMENTER
11/17/2022	In Person Public Meeting	YES	YES	<p><i>(verbal @17:12)</i> I wanted to say thank you for the amenities that you are proposing for the Transit Center - that's wonderful. That's just great to have an indoor place to wait and restrooms, and all those wonderful things. Thank you for service to the Senior Center and to some of the libraries. And I was asked by families with children and with disabilities to ask you to highlight some of the parks that are served, especially the major parks that have playscapes, event centers - nothing is coming to mind at the moment, but you know, places where we hold events and those kinds of things. And then also the locations of the bus stops. Are they shown are these maps or are there other maps where we can...?</p> <p><i>(Interjection from Ross Conner @19:31)</i> Medieval Fair and the Norman Music Festival. Those types of things - that new location downtown will be great to have people there. I don't see anything where you're getting anywhere close to the park for 4th of July and Medieval Fair.</p>	<p><i>Taylor Johnson responded verbally in person (verbal @18:09)</i> The only map really in the presentation is this walkshed map that kind of gives you an idea of the bus stops. Again we tried to make this as easy to digest as possible for the route changes - we're not making small changes, we're making pretty significant changes. So we didn't want to overcrowd the map with every single bus stop. There would be a lot of dots on the map, but we can definatley dive into that if anybody wants to. Generaly, you can see along the maps almost all the areas will be served along the routes. As far as specific parks we serve, I'd love to talk to anybody in detail about that and really zero in on what they are looking for. We talked about this on Tuesday, we've got 80-90 parks i think in the city, and it is hard to point out every single one. A couple examples, major park-wise, that we serve along the proposed network - is the Westwood Park and the Aquatic Center. That would be served much better in this scenario. Andrew's Park would continue to be served well. Sutton Wilderness would be an open, new park that's within reasonable walking distance of a bus stop. So that might open up acces to a wilderness area that wasn't previously available.</p> <p><i>(19:48)</i> No, that is a future improvement. So now again we're focusing on what the proposed changes are today. But in our long range pland there are 2-4 routes that we propose for expansion. And one of them is to southeast Norman - it would genreally go along Classen Blvd. to Constitution over to Oak Tree and get close to Reeves Park and the OU Golf Course. Then go down Oak Tree to 12th Ave SE, and Cedar Lane to that Walmart in the SE. So that's a proposed improvement, again, as funds become available. We didn't want to muddy the waters too much in this presentation because as soon as I throw that on a map somebosy says "hey they're gonna do this - this is great" and then they forgot that I said that no, this is a future improvement. So again we can get into those future improvements in more detail separate from this. The easiest way to get those is to ask your elected official, right?</p> <p><i>(Interjection from Danielle Clark @20:40)</i> I'm gonna jump in there, since you brought up the future routes. That area in Triad Village also has a future route - that heads through that section. Again it's not what's in the current changes, but there is a route, as one of the future expansions, that would pass back through Triad Village and head out to the east library. So we have those things in mind, but we're just not quite there yet.</p> <p><i>(Taylor again @21:05)</i> Yeah again - the resources we have, how can we best spend them to serve the areas as proposed.</p>	Ms. Chris E. Nanny
11/17/2022	Official Comment Card	YES	No Specific Request	<p>Please prioritize future service to East Norman Public Library, West Norman Public Library, Ruby Grant Park, and parks with events and play areas for children and families with disabilities. Also Sunday service and late evenings for events. Thank you for the planned amenities to the new Transit Center & service to the new Senior Center and Central Library.</p>		Ms. Chris E. Nanny

All Public Comments Received - Norman Transit 2023 Service Changes

Public Participation Process - Comment Period 10/30/2022-11/21/2022

DATE RECEIVED	VENUE	CHANGES REVIEWED?	RESPONSE REQUESTED	COMMENT	RESPONSE PROVIDED	COMMENTER
11/17/2022	In Person Public Meeting	YES	YES	<p>(verbal @21:11) Route 24 that goes, commutes to OKC - is that part of your system?</p> <p>(22:17) I guess before all the changes earlier, 24 would go down Lindsey St. So now, after all that access work, now it's all north or you have to go through the Brooks Street Transit Station to coordinate. And a lot of the early runs don't even - the other local stuff doesn't start 'til 7, and these things are running before that and you couldn't get there until an 8'o'clock bus type of thing. Just trying to see where they were and if that was, and the pickups and how they coordinate with that. Because I'm thinking multi-modal, like, where is the bus to OKC but also the train. I think it is wonderful you're so close with your multi-modal Transit Station right next to the AMTRAK within a couple of blocks. Are you working with ACOG, or are you just having to do this all on your own?</p>	<p>Taylor Johnson responded verbally in person (verbal @21:16) Yeah we talked about that a little bit yesterday, at the other public meeting. We operated that route just like CART did for a year after we took over the service, and then EMBARK OKC - we have separate systems, right, for people that pay the bills, even though it's all EMBARK-opted to take that service completely - what I call operating it out of the OKC garage, entirely. That way they can - you know, you were talking about communication between bus drivers earlier - well EMBARK OKC bus drivers can now more effectively communicate on their radio systems with each other about that route. They had added a few runs during the day, they went from 6 total runs to 9 total runs when they took over the service. That's not proposed in our changes, because we don't operate the route. But we work closely with EMBARK obviously, because they're our contractor, but if they make any changes or propose changes on route 24 they will work with us.</p> <p>(23:08) We actually had an ACOG meeting today, we work very closely with them. And I don't like this, but I worked for ACOG for 7 months in-between OU and the City, so I know them somewhat well. So we work with them. And Actually ACOG doesn't do the RTA, train stuff anymore - that was transitioned to EMBARK as well. So EMBARK is involved in all these conversations included our proposed changes, their proposed changes, the RTA. And you're exactly right, being 2-3 blocks away from The Depot where the propose center RTA station is, where the AMTRAK station already is, and where hopefully future improved frequency for AMTRAK including going north will be a great benefit. Especially being downtown too - lots of good sidewalks, lots of bike lanes, and we have Legacy Trail that goes by The Depot, so we'll be close to that. Lots of multi-modal options in the downtown area, and we're happy to be a part of that if the proposed changes are approved and we move forward with implementation.</p>	Ross Conner
11/17/2022	In Person Public Meeting	YES	YES	<p>(verbal @24:16) You may have said this, and I'm sorry if I missed it, but if the Council approves this on December 13th, when will all this happen?</p>	<p>Taylor Johnson responded verbally in person (verbal @24:23) So in our Public Notice we said August of 2023 - that could change, but that's what we're shooting for, that's our timeline. And that's including the Transit Center opening and operating routes out of it. And I know I don't say a specific day, but that can be a little fuzzy, so we didn't want to point to a specific day this far out. Again we hopw to go to Council on December 13th, share with them the feedback that we have, we'll put it into a report - into a staff report. And they will be able to review that and take action whether to approve the proposed changes and we move forward to implementation at that point. And we have about 6-7 months to do all the fun work of hopeefully getting all the bus stops put in. And marketing, making sure - you guys are all informed - but how do we make sure all the riders are informed right? New schedules and then the Transit Center being the</p>	Shawn O'Leary
				<p>(verbal @25:23) You said something about Sunday also being included, or?</p>	<p>Taylor Johnson responded verbally in person (verbal @25:26) See that is why I don't put the future improvements in here. But yes, I did mention Sunday service, because it was recommended in the plan that we provide Sunday service at some point. I think it's actually the first recommendation after this is to implement Sunday service. And of course the phases could change depending on the priorities of Council and the citizens. But yes we did talk about Sunday service just briefly.</p>	

All Public Comments Received - Norman Transit 2023 Service Changes

Public Participation Process - Comment Period 10/30/2022-11/21/2022

DATE RECEIVED	VENUE	CHANGES REVIEWED?	RESPONSE REQUESTED	COMMENT	RESPONSE PROVIDED	COMMENTER
11/17/2022	In Person Public Meeting	YES	YES	(25:54) And that is for Norman and not necessarily 24, they won't do Sunday service for there?	(25:59) They don't do Saturday or Sunday service right now. But again, with the RTA, I think we're talking every day of the week. It just depends, how much service we're going to provide every day of the week. Everything costs - like our changes, money drives it. So how much service do you think we can put on the street with the money we have for this, how much service do we think we can put on the *RAILS* for the RTA, with the money that they think will be able to come in both federally and locally. Lots of fun stuff happening in transit - I hope you got that from this talk, and this presentation. You know, 5-10 years from now, I think we're going to see a completely different transit system in Central Oklahoma. With the changes that we're doing... EMBARK OKC is actually planning on route changes for them, that will somewhat align with ours, to be implemented next October. They're just a few months behind us on their public outreach and public comment period. Lots of stuff going on.	Ross Conner
					(27:30, after confirming there were no further comments) We hope that we can be a bus system, not only for those that need it, which we are happy to provide for those that need it, but we want to provide a bus system for those that have a choice. A great part of the changes we're proposing is making it more user friendly, so that folks that have a choice can operate it, can navigate the system and use it. We're excited about the proposed changes and the location of the Transit Center.	
11/18/2022	Phone Call	Unknown	YES	(Phone discussion, not recorded, comment points paraphrased below. Call lasted approximately 6-7 minutes.) City is not prioritizing bus stop shelters and should be. No one wants to wait in the rain. People are "not going to use the bus if waiting sucks." Shelters should be available at every stop and not determined by some advertiser.	(Phone discussion, not recorded, response from Danielle Clark paraphrased below. Call lasted approximately 6-7 minutes.) With changes there will be some new stops and some discontinued stops, but the furniture from discontinued stops will still be used for areas with higher ridership. Have received ACOG grant specifically for bus stops to be ADA compliant and bus stop amenities. Location of shelters not determined by advertising partners, though they maintain the stops. Locations of shelters determined mostly by ridership, and that stops with fewer riders may not have a shelter installed. Unfortunately not financially feasible to put shelters at every stop, but with the route changes we should end up with more shelters at more stops.	Charlotte Cabrera
				Respondent is a student and wants to ensure access to campus and the Brooks Street Transfer Station is still available.	Discussed the separation of University CART service and City service, that CART would be primary bus service for the campus area but that route 111 will still visit the Brooks Sreet Transfer Station. Explained the Transit Center for city bus service will be at a different location, and offer improved amenities such as restrooms, indoor waiting, etc. but that the routes would still interchange with the CART system for campus access.	

All Public Comments Received - Norman Transit 2023 Service Changes

Public Participation Process - Comment Period 10/30/2022-11/21/2022

DATE RECEIVED	VENUE	CHANGES REVIEWED?	RESPONSE REQUESTED	COMMENT	RESPONSE PROVIDED	COMMENTER
11/20/2022	Email	YES	YES	<p>Hey Taylor, We appreciate that you and the Transit and Parking Division staff have identified us as an organization worth engaging with! Since we received your email, we have been asking our passengers for their input on Embark and public transportation in Norman. We have separated their responses into categories of "policy" and "route." When it comes to policy, the pattern that we've noticed most in the responses we've received is an experience of scorn and weaponization of policies against those who appear to be unhoused. Policies that prevent bags from blocking the aisle are understandable and necessary. But the accounts that we've received indicate that passengers who are doing everything they can to comply with these policies are still met with aggression and exclusion from services. These complaints are consistent to the extent that it doesn't seem like this is the fault of a few outlying employees. This leads us to question how drivers are being trained to engage with riders, and what the overall company attitude is towards unhoused members of our community. Regarding route, we have heard many positive responses to the new transfer station location on Comanche and Porter, continued \$0 fare, and bidirectional route implementation. The route extension north to Rock Creek on 12th, and then west on Rock Creek to Porter, has also been met with expressions of gratitude. Wanting to feel safe while waiting for the bus, by means of covered shelter, benches, and adequate lighting, was a dominant theme in the feedback we received.</p> <p>POLICY -Embark has a bag limit that applies to grocery bags so if you go grocery shopping and have too many bags they won't let you on, even if you're able to carry all your bags. This needs to change. -Embark has told people they cannot get on with blankets and sleeping bags, specifically items related to homelessness, indicating pretty obvious anti-homeless bias. This needs to change. -Embark wouldn't let someone on with a small Styrofoam cooler that they were able to easily carry. This needs to change. -Many reports of the bus not stopping for someone who is running towards the bus stop, waving their arms to indicate they would like to board. It is reasonable to expect the bus to accommodate folks within a certain range of the bus stop, rather than making them wait another hour. -Embark needs to improve their efforts with continued community engagement. -A couple was recently kicked off the bus into a rainstorm because the driver said they have a policy against riding the route more than once, and they recognized them as having already ridden once. This needs to change. -Items such as collapsible wagons and carts need to be allowed on the bus.</p>	<p>Hello, Thank you for collecting and sending that feedback over to us. I plan to forward the policy comments over to our partners at EMBARK and discuss each point in your email below with them in greater detail. I will mention that all of our buses are equipped with interior and exterior security cameras. This allows us to document vehicle accidents and unsuitable behavior, whether it be the drivers or passengers, and act accordingly. However, we need to be made aware of any potential issue so we can investigate. Please encourage those folks that brought up those issues to contact us or EMBARK when they arise. In regards to the comments on the proposed route changes. • All of these comments below are related to future, recommended improvements in the Go Norman Transit Plan. So in essence we have noted that these are needed improvements and when funding becomes available we will implement them as appropriate. o Buses should run on Sunday. o Buses should not have reduced hours on Saturday. o The route needs to extend south of Lindsey, particularly around Classen and Constitution. o Buses should start earlier in the day to accommodate those with early appointments. o Buses should run later into the evening to accommodate those who work nights. o Buses should run more frequently, on the half-hour. o Every bus stop should provide seating, shelter, and lighting.</p> <p>• The comments below are related to matters not really under the City of Norman's control. The University operates the route you mention that goes to Emerald Greens and EMBARK OKC operates the express bus to OKC. I will however pass along your comments to those parties as we work closely with them. o The University bus route that goes to Emerald Greens should run on Saturday, and ideally Sunday as well. o Express buses to OKC should be free.</p> <p>• I will now address these last few comments individually that did not fit either of the previous groupings. My responses are below each comment in bold. o More stops going south to north along Porter. (As proposed, this corridor will have service from Robinson St. to Comanche Ave. While future improvements do not suggest additional service on this corridor, we will monitor requests for this and it may emerge as a need for service in the future.) o There needs to be some type of free transportation from Cleveland County Detention Center back into town. The common practice is to force folks to walk, which is dangerous and inhumane. (We discussed this in the Go Norman Transit Plan development. While there are no plans currently or in the future to directly serve this location, we hope a solution will emerge in the future.)</p>	<p>Norman Care-A-Vans (general organization email, no specific name provided)</p>

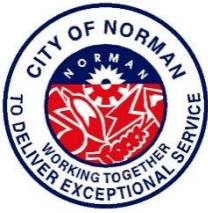
All Public Comments Received - Norman Transit 2023 Service Changes

Public Participation Process - Comment Period 10/30/2022-11/21/2022

DATE RECEIVED	VENUE	CHANGES REVIEWED?	RESPONSE REQUESTED	COMMENT	RESPONSE PROVIDED	COMMENTER
				<p>ROUTE</p> <ul style="list-style-type: none"> -Buses should run on Sunday. -Buses should not have reduced hours on Saturday. -The route needs to extend south of Lindsey, particularly around Classen and Constitution. -Every bus stop should provide seating, shelter, and lighting. -More stops going south to north along Porter. -The University bus route that goes to Emerald Greens should run on Saturday, and ideally Sunday as well. -There needs to be some type of free transportation from Cleveland County Detention Center back into town. The common practice is to force folks to walk, which is dangerous and inhumane. -Some folks have requested seatbelts on the bus. -Express buses to OKC should be free. -Buses should start earlier in the day to accommodate those with early appointments. -Buses should run later into the evening to accommodate those who work nights. -Stops closer to homeless and low-income community resources. -Buses should run more frequently, on the half-hour. -The route can be confusing for new riders. For example, the Main and Alameda buses are only on Main and Alameda for a short time. -Buses should remain free. -Each stop should have a display that shows a map of the route and where the rider is currently along that route. -Buses should have USB chargers like OKC buses have. 	<ul style="list-style-type: none"> o Some folks have requested seatbelts on the bus. (We can look into this.) o Stops closer to homeless and low-income community resources. (I hope that the proposed route changes provide better service to many destinations, including homeless and low-oncome community resources.) o The route can be confusing for new riders. For example, the Main and Alameda buses are only on Main and Alameda for a short time. (If the proposed route changes are approved by Council, we will look into marketing in the implementation phase. This could include updated naming of the routes to better reflect their design.) o Buses should remain free. (A Fare Analysis was conducted as a part of the Go Norman Transit Plan development. That analysis recommended that the transit service remain fare free into the near future. If a fare were to be proposed, a similar public comment period would have to be conducted before implementation.) o Each stop should have a display that shows a map of the route and where the rider is currently along that route. (We can look into providing this amenity, especially at higher ridership stops. However, passengers should be able to obtain a route schedule on any of the buses.) o Buses should have USB chargers like OKC buses have. (Our first large bus purchase as a City, 2 35' EV transit buses, should be delivered next month. These vehicles will have the USB chargers installed in them and we are planning on having them in future bus purchases.) <p>Thanks again for collecting and sending those comments. Happy to follow up on any further questions or comments you may have.</p> <p>- Taylor Johnson (11/21/2022)</p>	
				<p>Thank you again for reaching out to us, and we look forward to continuing this dialogue.</p> <p>-Norman Care-A-Vans</p>		

File Attachments for Item:

26. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-70: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, ADOPTING A PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) AND AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE(S) TO IMPLEMENT THE PLAN.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/13/2022

REQUESTER: Taylor Johnson, Transit and Parking Program Manager

PRESENTER: Shawn O'Leary, Director of Public Works

TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-70: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, ADOPTING A PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) AND AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE(S) TO IMPLEMENT THE PLAN.

BACKGROUND:

On July 19, 2018, the Federal Transit Administration (FTA) published the Public Transportation Agency Safety Plan (PTASP) Final Rule (49 CFR Part 673), which requires certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS).

The rule applies to all operators of public transportation systems that are recipients and sub-recipients of federal financial assistance under the Urbanized Area Formula Program (49 U.S.C. § 5307). On May 22, 2019, the Governor of Oklahoma designated the City to be a direct recipient of federal funds to be used for the provision of public transportation services effective upon the date the FTA formally approves the City eligible to receive such federal funds. On June 20, 2019, the FTA formally designated the City to be the direct recipient of such federal public transportation funds.

For the City of Norman's first PTASP adopted in 2020, staff chose an option which was available to small public transportation providers that do not operate rail service. This option was to rely on the expertise of the Oklahoma Department of Transportation (ODOT) to draft a group Agency Safety Plan rather than doing so independently. The Council of the City of Norman adopted the ODOT group Agency Safety Plan (ASP) as the City's first PTASP plan by resolution R-2021-54 on October 13, 2020. The PTASP must include safety performance targets and transit operators must also review and update the plan annually if necessary.

With the passage of the Bipartisan Infrastructure Law, which was signed into law on November 15, 2021, additional requirements must be met to meet the FTA's safety program. The two most prominent additional requirements for an agency serving a small urbanized area (population less than 200,000) are (1) inclusion of strategies to minimize exposure to infectious

diseases consistent with Centers for Disease Control and Prevention (CDC) or State health authority guidelines, and (2) updating the ASP in coordination with frontline employee representatives.

DISCUSSION:

In 2020, the City of Norman was still working to implement the newly-acquired transit system with minimal staffing and many other projects in the works, which is why it was recommended to rely on ODOT's expertise in developing the first PTASP. Now the City finds itself in the fourth year of operating the transit system with additional staff who can work to update the PTASP as required. In addition, while ODOT assisted the City with the initial plan, they are not required to assist with subsequent updates to group Agency Safety Plans. Thus, staff have developed an updated individual plan which meets the requirements set forth in the Public Transportation Agency Safety Plan (PTASP) Final Rule (49 CFR Part 673), the Urbanized Area Formula Program (49 U.S.C. § 5307), and the Bipartisan Infrastructure Law.

The City of Norman is committed to making safety a top priority of transit service and to achieving an optimum level of safety through a cooperative effort with its contractor EMBARK in compliance with the City of Norman Public Transit Agency Safety Plan.

Among the many critical policies designed to protect our public transportation customers, City Staff, and EMBARK staff, this independent Agency Safety Plan incorporates a number of existing City of Norman safety policies.

RECOMMENDATION:

Staff recommends approval of Resolution R-2223-70 adopting the City of Norman Public Transportation Agency Safety Plan and authorizing the City Manager or his designee(s) to carry out the implementation of the plan.

R-2223-70

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, ADOPTING A PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) AND AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE(S) TO IMPLEMENT THE PLAN.

- § 1. WHEREAS, on July 19, 2018, the Federal Transit Administration (FTA) published the Public Transportation Agency Safety Plan (PTASP) Final Rule (49 CFR Part 673), which requires certain operators of public transportation systems that receive federal funds under FTA’s Urbanized Area Formula Grants to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS); and
- § 2. WHEREAS, the rule applies to all operators of public transportation systems that are recipients and sub-recipients of federal financial assistance under the Urbanized Area Formula Program (49 U.S.C. § 5307); and
- § 3. WHEREAS, on June 20, 2019, the FTA formally designated the City to be the direct recipient of such federal public transportation funds; and
- § 4. WHEREAS, the Council of the City of Norman adopted the City’s first PTASP plan by resolution R-2021-54 on October 13, 2020; and
- § 5. WHEREAS, the plan must be reviewed and updated, if necessary, by the transit agency annually.
- § 6. WHEREAS, the Bipartisan Infrastructure Law amended 49 U.S.C. §5329d to require transit agencies in small urbanized areas to develop their PTASP in cooperation with frontline employees and include strategies to minimize exposure to infectious diseases consistent with the Centers for Disease Control and Prevention (CDC) or State health authority guidelines.

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

- § 7. THAT the City of Norman, Oklahoma, hereby adopts Exhibit A the City of Norman Public Transportation Agency Safety Plan; and
- § 8. THAT the City of Norman, Oklahoma, authorizes the City Manager or his designee(s) to implement said plan.

PASSED AND ADOPTED this 13th day of December, 2022.

Mayor

ATTEST:

City Clerk



THE CITY OF NORMAN

AGENCY SAFETY PLAN (ASP)

December 2022

The City of Norman
201 West Gray Street
Norman, OK 73069

Agency Safety Plan Development, Approvals, & Certification

Signature of the Accountable Executive		
	Shawn O'Leary, Director of Public Works	Date Signed
Signature of the Chief Safety Officer		
	Taylor Johnson, Transit & Parking Program Manager	Date Signed
Approval by the Board of Directors or an Equivalent Authority	This Agency Safety Plan was approved by the City of Norman City Council.	
	Larry Heikkila, Mayor	Date Approved
	<i>NOTE: Attach approval documentation as an appendix to ASP (e.g., meeting minutes, approval resolution, etc.)</i>	
Transit Contractor Concurrence		
	Jason Ferbrache, COTPA Administrator	Date Signed
Entity that Drafted this Agency Safety Plan	The City of Norman	

Certification

The City of Norman certifies that this Agency Safety Plan meets the requirements of 49 CFR Part 673 as attested to by Resolution R-2223-70, which can be viewed in the addenda to this ASP.

Revision History

Date	Revision	Description of Revision
12-13-2022	0	Initial issuance of ASP

TABLE OF CONTENTS

	SAFETY MANAGEMENT POLICY STATEMENT.....	5
1	GENERAL	6
1.1	Safety Management System Overview	6
1.2	Plan Applicability & Scope	6
1.2.1	Applicability	6
1.2.2	Scope.....	6
1.3	Plan Goals, Objectives, & Purpose	7
1.3.1	Goals	7
1.3.2	Objectives	7
1.3.3	Purpose.....	7
1.4	Plan Review & Update	8
1.5	Transit Agency Information & System Overview	8
2	SAFETY MANAGEMENT POLICY	9
2.1	Safety Accountability & Responsibilities	9
2.1.1	All Employees	9
2.1.2	Accountable Executive	9
2.1.3	Chief Safety Officer	9
2.1.4	Agency Leadership & Executive Management.....	9
2.1.5	Key SMS Staff.....	10
2.1.6	Safety Committees.....	10
2.2	Employee Safety Reporting	11
2.2.1	Employee Safety Reporting Program.....	11
2.3	Integration with Public Safety and Emergency Management.....	12
2.4	Safety Performance Targets.....	12
2.5	SMS Documentation & Records	13
3	SAFETY RISK MANAGEMENT	14
3.1	Safety Hazard Identification	14
3.1.1	Safety Risk Assessment.....	15
3.1.2	Hazard Severity	15
3.1.3	Hazard Probability.....	16
3.2	Safety Risk Assessment	17
3.3	Safety Risk Mitigation	18
4	SAFETY ASSURANCE	20
4.1	Safety Performance Monitoring & Measurement	20
4.2	Management of Change.....	20
4.3	Continuous Improvement	21
4.4	Health Safety Hazards	21
5	SAFETY PROMOTION	22
5.1	Safety Communication & Culture.....	22
5.2	Competencies & Training	22
5.3	Contractor Safety Program.....	23
	TABLES	
	Table 1. Definitions of Terms Used in ASP	1
	Table 2. Definition of Acronyms & Abbreviations Used in ASP.....	4
	Table 3. City of Norman Safety Roles & Responsibilities Matrix.....	10
	Table 4. City of Norman Safety Performance Targets (2023).....	13

TABLE OF CONTENTS

FIGURES

Figure 1. Safety Risk Management Process	14
Figure 2. Hazard Severity Definition.....	16
Figure 3. Hazard Probability Categories	17
Figure 4. Safety Risk Matrix	18

ADDENDA

Addendum **City of Norman**

Terms, Acronyms, & Abbreviations

Table 1. Definitions of Terms Used in ASP

Term	Definition
Accident	An Event that involves any of the following: A loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause.
Accountable Executive	A single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Safety Management System, Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the agency's Transit Asset Management Plan in accordance with 49 U.S.C. 5326.
Agency Safety Plan (ASP)	The documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and 49 CFR 673.
Chief Safety Officer (CSO)	An adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider as defined in 49 CFR 673, or a public transportation provider that does not operate a rail fixed guideway public transportation system.
Collision	A vehicle accident in which there is an impact of a transit vehicle with: <ul style="list-style-type: none"> • Another transit vehicle • A non-transit vehicle • A fixed object • A person(s) (suicide/attempted suicide included) • An animal • A rail vehicle
Consultants/ Contractors	An individual who is compensated by the transit agency for directly operated services, the labor expense for the individual is reported in object class 501 labor, or for purchased transportation service, the labor expense for the individual meets the same criteria as object class 501 labor.
Demand Response	A transit mode comprised of passenger cars, vans or small buses operating in response to calls from passengers or their agents to the transit operator, who then dispatches a vehicle to pick up the passengers and transport them to their destinations. A demand response operation is characterized by the following: <ol style="list-style-type: none"> a) The vehicles do not operate over a fixed-route or on a fixed schedule except, perhaps, on a temporary basis to satisfy a special need, and b) Typically, the vehicle may be dispatched to pick up several passengers at different pick-up points before taking them to their respective destinations and may even be interrupted en-route to these destinations to pick up other passengers. The following types of operations fall under the above definitions provided they are not on a scheduled fixed-route basis: <ul style="list-style-type: none"> • Many origins - many destinations • Many origins - one destination • One origin - many destinations • One origin - one destination

Term	Definition
Event	Any Accident, Incident, or Occurrence.
Fatality	A death or suicide confirmed within 30 days of a reported event. Does not include deaths in or on transit property that are a result of illness or other natural causes.
Federal Transit Administration (FTA)	Federal Transit Administration (FTA) is an operating administration within the United States Department of Transportation.
Fire	Uncontrolled combustion made evident by flame that requires suppression by equipment or personnel or removal of the fuel source or removal of oxygen.
Fixed-Route	Services provided on a repetitive, fixed schedule basis along a specific route with vehicles stopping to pick up and deliver passengers to specific locations; each fixed-route trip serves the same origins and destinations, such as rail and bus; unlike demand responsive and vanpool services.
Hazard	Any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.
Incident	An event that involves any of the following: A personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.
Injury	Any damage or harm to one or more persons as a result of an event that requires immediate medical attention away from the scene.
Investigation	The process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.
National Transit Database (NTD)	The National Transit Database (NTD) is a reporting system that collects public transportation financial and operating information.
Occurrence	An Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.
Oklahoma Department of Transportation (ODOT)	The Oklahoma Department of Transportation (ODOT) is a multi-modal transportation agency whose mission "is to provide a safe, economical and effective transportation network for the people, commerce and communities of Oklahoma." ODOT is the Governor's designee for the administration of state and federal public transportation financial assistance programs for areas under 50,000 population.
OSONOC	Other Safety Occurrences Not Otherwise Classified (OSONOC) and not specifically listed as a Reportable Event, but which meet a reportable threshold. Includes (but not limited to): <ul style="list-style-type: none"> • Slips • Trips • Falls • Electric shock • Smoke or the odor of smoke/chemicals noticed in a transit vehicle or facility

Term	Definition
Public Transportation Agency Safety Plan (PTASP) Final Rule	The Public Transportation Agency Safety Plan (PTASP) Final Rule (49 CFR Part 673) requires certain operators of public transportation systems that are recipients or subrecipients of FTA grant funds to develop safety plans that include the processes and procedures necessary for implementing Safety Management Systems (SMS).
Reportable Events	<p>A safety or security event occurring on transit right-of-way or infrastructure, at a transit revenue facility, at a transit maintenance facility, during a transit related maintenance activity or involving a transit revenue vehicle that results in one or more of the following conditions:</p> <p><u>Non-Rail Modes:</u></p> <ul style="list-style-type: none"> • A fatality confirmed within 30 days of the event • An injury requiring immediate medical attention away from the scene for one or more person • Property damage equal to or exceeding \$25,000 • Collisions involving transit revenue vehicles that require towing away from the scene for a transit roadway vehicle or other non-transit roadway vehicle • An evacuation for life safety reasons
Risk	The composite of predicted severity and likelihood of the potential effect of a hazard
Safety Assurance	Processes within a transit agency's Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.
Safety Event	A collision, fire, hazardous material spill, act of nature (Act of God), evacuation, or OSONOC occurring on transit right-of-way, in a transit revenue facility, in a transit maintenance facility, or involving a transit revenue vehicle and meeting established NTD thresholds
Safety Management Policy	A transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety.
Safety Management System (SMS)	The formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.
Safety Promotion	A combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.
Safety Risk Management	A process within a transit agency's Public Transportation Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.
Serious Injury	<p>Any injury which:</p> <ol style="list-style-type: none"> (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date the injury was received; (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses); (3) Causes severe hemorrhages, nerve, muscle, or tendon damage; (4) Involves any internal organ; or (5) Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface

Term	Definition
System Reliability	The safety performance measure System Reliability means the distance in miles between major mechanical failures. A reportable major mechanical failure is defined in the National Transit Database Glossary as “a failure of some mechanical element of the revenue vehicle that prevents the vehicle from completing a scheduled revenue trip or from starting the next scheduled revenue trip because actual movement is limited or because of safety concerns.” System Reliability is determined by dividing the number of annual vehicle revenue miles by the number of major mechanical failures, by mode.
Transit Asset Management Plan	The strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR part 625

Table 2. Definition of Acronyms & Abbreviations Used in ASP

Acronym/Abbreviation	Definition
ACOG	Association of Central Oklahoma Governments
ADA	Americans with Disabilities Act of 1990
ASP	Agency Safety Plan
CSO	Chief Safety Officer
FTA	Federal Transit Administration
MPO	Metropolitan Planning Organization
NTD	National Transit Database
ODOT	Oklahoma Department of Transportation
OSONOC	Other Safety Occurrences Not Otherwise Classified
PTASP	Public Transportation Agency Safety Plan Final Rule (49 CFR Part 673)
SMS	Safety Management Systems
TAM	Transit Asset Management

SAFETY MANAGEMENT POLICY STATEMENT

Safety is a core value at the City of Norman, and management of safety is a core agency function. The City of Norman is dedicated to planning, designing, constructing, operating and maintaining transportation systems that optimize the safety of passengers, employees, consultants, contractors, emergency responders, and the public.

Accountability for safety begins with the Accountable Executive and permeates all levels of employees, including consultants and contractors. The following safety objectives reflect the City of Norman's overarching safety goals and demonstrate commitment to establishing, implementing, and continually improving Safety Management Systems (SMS):

- Integrate safety management into the primary responsibilities of all employees;
- Support SMS through allocation of resources and promotion of a safety culture that facilitates safe practices and effective employee safety reporting and communication;
- Define roles and responsibilities for all employees that contribute to safety performance and SMS;
- Implement risk-based hazard management consistent with risk acceptance levels;
- Operate an employee safety reporting program that ensures no action will be taken against any employee who discloses a safety concern unless disclosure indicates beyond reasonable doubt an illegal act, gross negligence, or a deliberate disregard of regulations or procedures;
- Comply with or exceed legislative and regulatory requirements and industry standards;
- Ensure systems and services that support operations meet or exceed agency safety standards;
- Require safety information and training to ensure all employees are competent in safety management for tasks allocated to them;
- Establish and measure safety performance against data-driven safety performance targets; and
- Continually improve safety performance and implementation of SMS.

By applying SMS as outlined above and detailed in this ASP, the City of Norman commits to making safety the top priority of all operations and to achieving an optimum level of safety through a cooperative effort in compliance of this ASP.

1 GENERAL

1.1 Safety Management System Overview

Safety Management Systems (SMS) is a formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of safety risk mitigation. SMS includes systematic and proactive procedures, practices, and policies for managing risks and hazards. By bringing employees and contractors together from all levels of the agency to manage risk, SMS helps agencies detect and address safety problems earlier, share and analyze data more effectively, and measure safety performance more precisely.

Four main components comprise SMS:

- **Safety Management Policy** (Section 1.5) is a transit agency’s documented commitment to safety. The policy defines the transit agency’s safety objectives and the safety accountabilities and responsibilities of its employees.
- **Safety Risk Management** (Section 3) is the process for identifying hazards and analyzing, assessing, and mitigating safety risk.
- **Safety Assurance** (Section 4) is the processes that ensures the implementation and effectiveness of safety risk mitigation, and ensures that the agency meets or exceeds its safety objectives through the collection, analysis, and assessment of safety data.
- **Safety Promotion** (Section 5) is a combination of safety training and communication applied to the agency’s transportation system to support SMS.

1.2 Plan Applicability & Scope

1.2.1 Applicability

The Public Transportation Agency Safety Plan (PTASP) Final Rule (49 CFR Part 673) requires compliance by recipients and sub-recipients of FTA Urbanized Area Formula Grant Program funds under 49 USC § 5307¹.

1.2.2 Scope

This ASP meets all the requirements under 49 CFR part 673 and encompasses the equipment, facilities, plans, procedures, operations, and maintenance as they relate to the City of Norman’s bus system. This ASP is scaled to the size, scope, and complexity of the City of Norman, which is a small public transportation providers as defined by 49 CFR part 673.

¹ The Bipartisan Infrastructure Law amends FTA’s safety program at 49 U.S.C. § 5329(d) (Section 5329(d)) by adding to the public transportation agency safety plan (PTASP) requirements. This ASP has been amended to meet these additional requirements.

1.3 Plan Goals, Objectives, & Purpose

1.3.1 Goals

The overarching goal of this ASP is to enhance all aspects of safety within the City of Norman by guiding effective and proactive management of safety risks in the system and prioritizing capital investments using performance-based planning.

1.3.2 Objectives

The overarching objective of this ASP is to establish processes and procedures to support the implementation of SMS that meets Federal Transit Administration (FTA)-mandated requirements under the PTASP Final Rule (49 CFR Part 673) as amended.

As outlined in the Safety Management Policy Statement, specific safety objectives of this ASP and its established SMS include the following:

- Integrate safety management into the primary responsibilities of all employees;
- Support SMS through allocation of resources and promotion of a safety culture that facilitates safe practices and effective employee safety reporting and communication;
- Define roles and responsibilities for all employees that contribute to safety performance and SMS;
- Implement risk-based hazard management consistent with risk acceptance levels;
- Operate an employee safety reporting program that ensures no action will be taken against any employee who discloses a safety concern unless disclosure indicates beyond reasonable doubt an illegal act, gross negligence, or a deliberate disregard of regulations or procedures;
- Comply with or exceed legislative and regulatory requirements and industry standards;
- Ensure systems and services that support operations meet or exceed agency safety standards;
- Require safety information and training to ensure all employees are competent in safety management for tasks allocated to them;
- Establish and measure safety performance against data-driven safety performance targets; and
- Continually improve safety performance and implementation of SMS.

1.3.3 Purpose

This ASP formalizes the SMS principles and strategies for demonstrating Safety Management Policy, Safety Risk Management, Safety Assurance, and Safety Promotion through all operations and maintenance activities of the City of Norman. The ASP defines the process for identifying, evaluating, and resolving hazards associated with operations of a bus system involved in revenue service. This process helps achieve the

highest practical level of operational safety for the riding public, employees, and anyone encountering the City of Norman Transit system.

1.4 Plan Review & Update

This ASP will be reviewed at least annually and updated as necessary to ensure that it remains current and consistent with FTA guidance and industry best practice. The City of Norman's Transit Chief Safety Officer (CSO) will initiate this review and will include all relevant staff, including frontline employees in this process. Additionally, when a significant change occurs within the City of Norman, the City will update the ASP with applicable changes.

The ASP will also be updated as necessary following any ASP audit to address any findings and recommendations and to improve the SMS program. If revised, the ASP will be re-issued for dissemination among all applicable stakeholders.

1.5 Transit Agency Information & System Overview

Transit Agency Name: City of Norman – Transit

Transit Agency Address: 1310 Da Vinci Street, Norman, Oklahoma

Name & Title of Accountable Executive: Shawn O'Leary, Public Works Director

Name of Chief Safety Officer: Taylor Johnson, Transit & Parking Program Manager

Mode(s) of Service covered by this plan: Bus, Paratransit Services

Federal Transit Administration (FTA) Funding: Sections 5307, 5339

System Description

The City of Norman provides its bus services through a transit contractor, currently Oklahoma City's EMBARK. The two types of bus service provided by the City, fixed-route and paratransit, are described below. The bus service operates using 13 motor buses and 13 paratransit vehicles. Additionally, the City of Norman transit service is operating fare-free.

Fixed-Route Service (EMBARK Norman)

The City of Norman has six fixed-route bus lines. Five local routes serve various destinations in the community. A route to the Moore Social Security Office is provided twice a week.

Paratransit Service (EMBARK Plus)

Paratransit service complements the fixed-route transit system by providing lift-equipped transportation to people who are functionally unable to use local fixed-route service. The paratransit service provides shared-ride public transportation and requires an application and eligibility determination prior to use.

2 SAFETY MANAGEMENT POLICY

The City of Norman recognizes management of safety as a core agency function and is dedicated to planning, designing, constructing, operating and maintaining transportation systems that optimize the safety of passengers, employees, consultants, contractors, emergency responders, and the public. This commitment is established in the Safety Management Policy Statement provided at the beginning of this ASP and signed by the City's Accountable Executive.

2.1 Safety Accountability & Responsibilities

Under SMS, identified positions have specific safety responsibilities and authority. Refer to Table 3 for a matrix that names the specific agency position(s) and committee(s) responsible for each of the SMS roles and responsibilities described below.

2.1.1 All Employees

All Transit Agency employees and contractors, including agency leadership, executive management, and key staff, are responsible for safety. Each employee is required to work safely, correct unsafe behavior, identify and report safety hazards, and abstain from performing any task that the person feels could injure themselves or others.

2.1.2 Accountable Executive

The Accountable Executive is a single, identifiable person who has ultimate responsibility and accountability for implementing and maintaining the Transit Agency's SMS and this ASP. This is the same person responsible for carrying out the Transit Agency's Transit Asset Management (TAM) Plan. The Accountable Executive has control or direction over the human and capital resources needed to develop and maintain both the ASP and TAM. The Accountable Executive is also responsible for ensuring action is taken, as necessary, to address substandard performance in the SMS. This individual is the primary decision-maker who is ultimately responsible for both safety and TAM.

2.1.3 Chief Safety Officer

The CSO has the authority and responsibility for day-to-day implementation and operation of the City of Norman Transit's SMS. The CSO must have adequate training to take responsibility for safety and must have a direct line of reporting to their Accountable Executive. Small public transportation providers may designate a CSO who also manages other functions, and may be a full-time or part-time employee of the transit system, or a contracted employee.

2.1.4 Agency Leadership & Executive Management

Agency leadership and executive management is responsible for confirming the SMS is carried out at the City of Norman through incorporation of safety management practices into the agency's operational areas. Responsibilities include designating representatives from operations, maintenance, and other revenue service support functions to serve as

Key SMS Staff. Agency leadership and executive management is also responsible for encouraging SMS training for staff and taking ownership of the safety management processes and activities as they are implemented.

2.1.5 Key SMS Staff

In addition to the above positions, the City of Norman has subject matter experts who serve as Key SMS Staff and represent their departments to support SMS implementation. Key SMS Staff provide expertise on how to adapt existing departmental practices to SMS, identify departmental data and information resources to support SMS decision making, and meet with and update the CSO as necessary.

2.1.6 Safety Committees

Safety committees—whether standalone committees or incorporated into other committees—support SMS by informing and assuring agency management of safety issues affecting the agency and addressing safety issues assigned to it by the agency’s executive management.

Safety Roles & Responsibilities

Table 3 below describes the positions responsible for safety at the City of Norman and its transit contractor.

Table 3. City of Norman Safety Roles & Responsibilities Matrix

Roles & Responsibilities	Shawn O'Leary, Director of Public Works/ Accountable	Taylor Johnson, Public Transit Coordinator/ Chief Safety Officer	Jason Ferbrache, COTPA Administrator /Transit Contractor	Brandon McClendon, Safety Manager	Key SMS Staff (Transit Safety Council)
Safety Management Policy	A	P	S	S	
Safety Resource Allocation	P	S	S		
Safety Reporting & Follow-up		P	S		
Safety Performance Targets & Measurement	A	P	S		S
ASP Review & Update	A	P	S		
Hazard Identification & Mitigation		O	P		S
Safety Risk Management	A	P	S		S
Safety Assurance, Audits	A	P	S		S
Safety Assurance, Inspections		O	P		S
Accident Investigation		O	P	P	S
Safety Promotion, Communication		P	P	S	S
Safety Promotion, Training		O	P	S	S
SMS Implementation		P	S		S

Key: A = Approval. O = Oversight. P = Primary role. S = Secondary role/Support.

The City of Norman's Transit Safety Council meets monthly to review safety data, discuss safety-related topics, confirm that the contractor and City are collectively meeting safety objectives and goals, and determine course corrections, additions or improvements to the contractor's SMS program. Safety topics include, but are not limited to, safety initiatives, hazards elevated through the safety risk management process, implementation of identified mitigations, safety audits, and employee-reported safety concerns. These meetings support SMS by informing and assuring the City of safety issues affecting the transit contractor and addressing safety issues assigned by executive management.

Additional safety coordination occurs at the transit contractor level where safety is incorporated into their other committees and activities to ensure that the system is operated and maintained in a safe manner.

2.2 Employee Safety Reporting

The City of Norman supports SMS through the allocation of resources and promotion of a safety culture that facilitates safe practices and effective employee safety reporting and communication. The City of Norman has established an employee safety reporting program that allows employees and contractors to report safety conditions or hazards to senior management. The employee safety reporting program meets the following baseline components:

- Allows employees to report safety conditions to senior management
- Provides for anonymous reporting at the discretion of the employee
- Is accessible to all employees
- Ensures no action will be taken against any employee who discloses a safety concern unless disclosure indicates beyond reasonable doubt an illegal act, gross negligence, or a deliberate disregard of regulations or procedures

2.2.1 Employee Safety Reporting Program

The City of Norman requires its transit contractor to implement and maintain an employee safety reporting program that meets the requirements outlined in Section 2.2 of this ASP. The City will provide oversight to ensure the transit contractor is meeting these requirements by discussing their program at the regularly scheduled coordination meetings.

The City's current transit contractor, EMBARK, has an employee safety reporting program that encourages all employees to self-report and report any safety issues, concerns, or hazards. The program includes an open-door policy, the ability to schedule a meeting to meet with a Human Resources representative, and an online portal for safety reporting that can be done anonymously. EMBARK uses unintentional safety violations reported through the program to inform future training and instruction in order to prevent their recurrence. EMBARK further ensures no action will be taken against any employee who discloses a safety concern unless disclosure indicates beyond

reasonable doubt an illegal act, gross negligence, or a deliberate disregard of regulations or procedures.

2.3 Integration with Public Safety and Emergency Management

The City of Norman Police Department manages the radio frequencies used by the City's transit program and responds to incidents as necessary. The City of Norman conducts safety training annually to cover Emergency Management procedures. In addition, the Director of Public Works, who oversees the transit program, is a part of the Emergency Operations Committee when it is convened.

The City of Norman will provide oversight to ensure its transit contractor is participating in coordination efforts. Lessons gathered from these drills will be communicated to employees, and incorporated in training resources, as applicable.

2.4 Safety Performance Targets

The City of Norman has established targets that represent a quantifiable, measurable safety performance or condition. The City of Norman will regularly monitor the performance of the system to ensure the City is meeting the targets and improving safety outcomes. Safety performance targets are categorized by the following safety performance measures:

- **Performance Measure: Fatalities** – Total number of reportable² fatalities and rate per total unlinked passenger trips, by mode.
- **Performance Measure: Injuries** – Total number of reportable injuries and rate per total unlinked passenger trips, by mode.
- **Performance Measure: Safety Events** – Total number of reportable events³ and rate per total vehicle miles, by mode.
- **Performance Measure: System Reliability** – Mean distance between failures, by mode.

Table 4 below provides the City of Norman's safety performance targets for the current year. These targets will be reviewed annually and updated as necessary as part of the annual ASP review process.

² The thresholds for "reportable" fatalities, injuries, and events are defined in the National Transit Database Safety and Security Reporting Manual, available at <https://www.transit.dot.gov/ntd/2019-ntd-safety-and-security-policy-manual>.

³ Event as defined in CFR Part 673.5. Refer to Table 1. Definitions of Terms Used in ASP.

Table 4. City of Norman Safety Performance Targets (2023)

Performance Measurement	Performance Target (2023)
Est. Annual Vehicle Revenue Miles (VRM)	400,000
No. of Fatalities	0
Rate of Fatalities per 100K VRM	0
Number of Injuries	1
Rate of Injuries per 100K VRM	0.25
Number of Safety Events	1
Rate of Safety Events per 100K VRM	0.25
Total Major Mechanical Failures	0
Miles Between Major Mechanical Failures (System Reliability)	N/A

When requested, the City of Norman will provide the safety performance targets to the ODOT and to the region’s Metropolitan Planning Organization, the Association of Central Oklahoma Governments (ACOG), to aid in the State and MPO planning processes, as applicable.

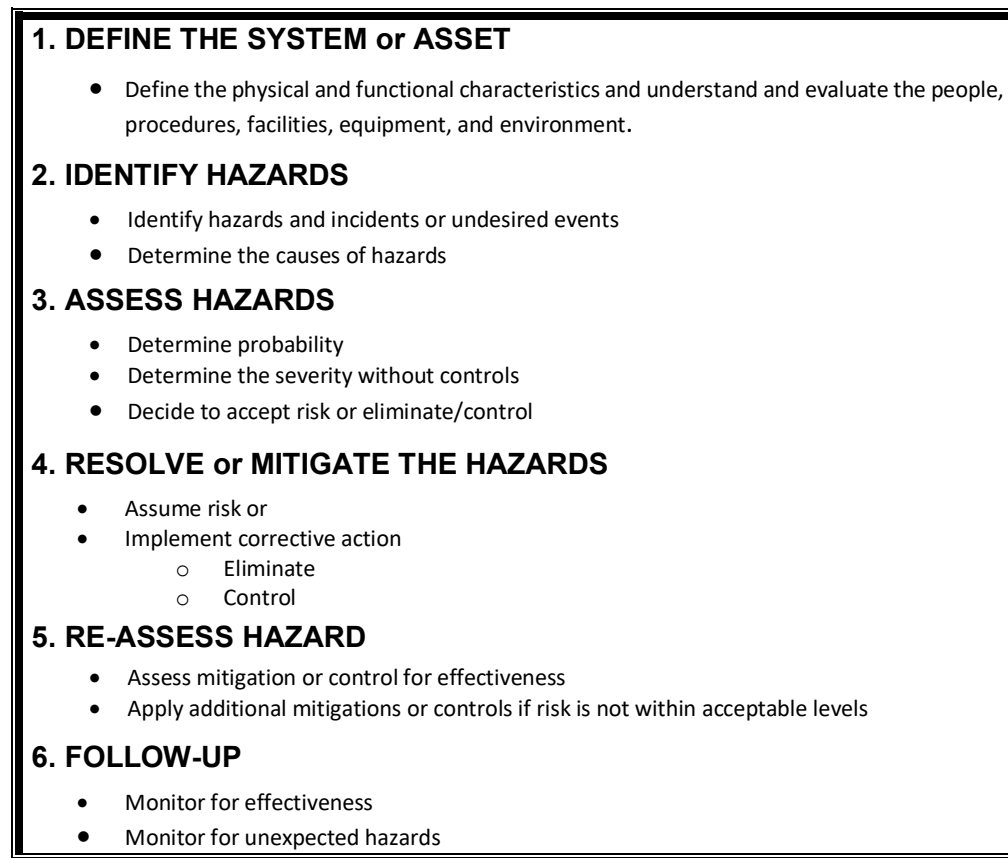
2.5 SMS Documentation & Records

The City of Norman will maintain and require documentation related to the implementation of this ASP and SMS. This includes documents included in whole, or by reference, which describe the programs, policies, and procedures used to carry out this ASP. These documents will be made available upon request by the FTA or other federal entity and will be maintained for a minimum of three years after they are created.

3 SAFETY RISK MANAGEMENT

This section provides detail on safety risk management. Safety risk management includes the activities that a public transportation agency undertakes to control the probability or severity of the potential consequence of hazards. Major safety risk management sub-components include Hazard Identification and Analysis and Safety Risk Evaluation and Mitigation. Figure 1 below summarizes the six basic steps of safety risk management.

Figure 1. Safety Risk Management Process



3.1 Safety Hazard Identification

The first step in a hazard analysis is defining the systems and sub-systems subject to hazards, followed by identifying specific physical and procedural hazards related to the identified systems and subsystems. A safety hazard is:

- Any real or potential condition that can cause personal injury or death or damage to or loss of equipment or property,
- A condition that may be a prerequisite to an accident, or
- Is a situation that has the potential to do harm.

Hazards are identified through a variety of sources, including those listed below. In addition, SMS enables every employee to identify hazards through Safety Promotion efforts and non-punitive hazard reporting, described further in Section 5.

- FTA’s Hazard Analysis Guideline for Transit Projects (January 2000)
- Accident/incident data and experience
- Accident/incident data from other bus systems with similar characteristics
- Hazard scenarios
- Applicable industry standards
- Field assessments and surveys
- Project-specific design data and drawings, reviews, testing, and start-up activities

The following tools and techniques may be used for hazard identification and analysis:

- Preliminary Hazard Analysis
- Operational Hazard Assessment
- Accident/Incident Analysis
- Job Hazard Analysis

3.1.1 Safety Risk Assessment

After identifying system-specific hazards, safety risk management assesses safety risk by first identifying the potential to do harm in the system and then analyzing options to mitigate the hazard to an acceptable level. The process seeks to identify and define as many hazardous conditions as possible and initiate the safety risk mitigation process before those conditions or associated activities cause an accident.

The methodology for analyzing safety risk has two elements: evaluating hazard severity and evaluating hazard probability. The US Department of Defense’s Standard Practice for System Safety, MIL-STD-882E, establishes system safety criteria guidelines for determining hazard severity and probability. This ASP adapts the MIL-STD-882E Risk Assessment and Hazard Risk Index matrixes to the transit environment for use in the City of Norman safety risk assessment process.

3.1.2 Hazard Severity

Hazards are rated in terms of their effect on transit customers, employees, the public, and the operating system. Hazard severity is a subjective measure of the worst credible case consequence that results from design inadequacies, component failure or malfunction, human error, environmental conditions, or operating or maintenance practice, and procedure deficiencies. Figure 2 illustrates these ratings. The categorization of hazards is consistent with risk-based criteria for severity and reflects the principle that not all hazards pose an equal amount of risk.

Figure 2. Hazard Severity Definition

SEVERITY	CHARACTERISTICS			
	People	Equipment/Services	Financial	Reputational
Catastrophic	Several deaths and/or numerous severe injuries (per event)	Total loss of equipment or system interruption, requiring months to repair	Estimated loss from the incident in excess of \$500,000	Ongoing media coverage, irreparable reputational damage, government intervention (weeks – months)
Critical	Low number of deaths and/or serious injury* (per event)	Significant loss of equipment or system interruption, requiring weeks to repair	Estimated loss from the incident in excess of \$100,000-\$499,999	Prolonged media campaign, serious reputational damage, sustained government involvement (days - weeks)
Moderate	Minor injury and possible serious injury (per event)	Some loss of equipment or system interruption, requiring seven or less days to repair	Estimated loss from the incident in excess of \$10,000-\$99,999	Adverse media coverage, reputational damage, government involvement
Minor	Possible minor injury (per event)	Some loss of equipment, no system interruption, less than 24 hours to repair	Estimated loss from the incident in excess of \$1,000-\$9,999	Local media coverage and some reputational damage
Insignificant	No injury	Minor damage to equipment no system interruption, no immediate repair necessary	Estimated loss from the incident is likely less than \$1,000	No adverse media coverage or reputational damage

*Per 49 CFR 673, serious injury: 1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date of the injury was received; 2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses); 3) Causes severe hemorrhages, nerve, muscle, or tendon damage; 4) Involves any internal organ; or 5) Involves second or third-degree burns, or any burns affecting more than 5 percent of the body surface.

3.1.3 Hazard Probability

The probability that a hazard will occur during the planned life expectancy of the system element, sub-system or component is described qualitatively, in potential occurrences per unit of time, events, population, items, or activity. A qualitative hazard probability is derived from research, analysis, evaluation of safety data from the operating experience of the agency or historical safety data from similar bus systems, and from expert opinion. Figure 3 summarizes the hazard probability categories.

Figure 3. Hazard Probability Categories

Probability Level	Specific Individual Item	Fleet or Inventory	Frequency
Frequent A	Likely to occur frequently in the life of a system	Continuously experienced	> 1 event / month
Probable B	Will occur often in the life of a system	Will occur frequently in the system	> 1 event / year
Occasional C	Likely to occur sometime in the life of an item	Will occur several times	>1 event / 10 year
Remote D	Unlikely, but possible to occur in the life of an item	Unlikely, but can be expected to occur	> 1 event / 20 years
Improbable E	So unlikely, it can be assumed occurrence may not be expected	Unlikely to occur, but possible	< 1 event during 30 years

3.2 Safety Risk Assessment

Together, hazard severity and probability measure a hazard’s magnitude and priority for applying the control measures. Hazards are then examined, qualified, addressed, and resolved based on the severity of a potential outcome and the likelihood that such an outcome will occur. The value derived by considering a hazard’s severity and probability is the Hazard Risk Index. The resulting risk index is a measure of the acceptability or undesirability of the hazard and is applied to the Risk Assessment Index.

Assignment of a Safety Risk Matrix enables the City of Norman management to properly understand the amount of risk involved by accepting the hazard relative to what it would cost (schedule, dollars, operations, etc.) to reduce the hazard to an acceptable level.





Figure 4 identifies the Safety Risk Matrix, based upon hazard severity and probability, and outlines the criteria for further action and decision authority based on each matrix category. The Safety Risk Matrix is used to assist the decision-making process in determining whether a safety risk should be eliminated, controlled, or accepted. This helps prioritize hazardous conditions and focus available resources on the most serious hazards requiring resolution while effectively managing available resources.

For example, if the potential for an accident/incident reveals a Category 1 (catastrophic) occurrence with a Level A (frequent) probability, the assessed level of risk is Unacceptable and the system safety effort is directed toward eliminating the hazard or at the very least to implementing redundant hazard control measures. A Category 1 (catastrophic) or Category 2 (critical) safety risk may be tolerable if it can be demonstrated that its occurrence is highly improbable. This approach provides a basis for logical management decision-making that considers the hazard’s severity and probability.

Figure 4. Safety Risk Matrix

Safety Risk Matrix					
Frequency Or Probability	Severity Category				
	1 Catastrophic	2 Critical	3 Moderate	4 Minor	5 Insignificant
(A) Frequent	1A	2A	3A	4A	5A
(B) Probable	1B	2B	3B	4B	5B
(C) Occasional	1C	2C	3C	4C	5C
(D) Remote	1D	2D	3D	4D	5D
(E) Improbable	1E	2E	3E	4E	5E

LEGEND

-  **Unacceptable** - Cannot be accepted as is, must be mitigated
-  **Undesirable** - Acceptable with Executive-level signoff
-  **Acceptable w/ Review** - Acceptable Operational-level signoff
-  **Acceptable** - Can be accepted as is

“Unacceptable” means the hazard cannot remain as is but must be mitigated.

“Undesirable” means that the hazard should be mitigated, if possible, within fiscal constraints. However, the hazard may be mitigated at a later time. Further, a management decision must be made as to when and how a hazard associated with an undesirable risk will be mitigated, or if management allows the hazard to exist and accepts the associated risk.

“Acceptable with review” or higher must be reviewed by management and must determine the risk associated without mitigating the hazard.

“Acceptable” means that the hazard can remain.

Managers can use the Safety Risk Matrix above to prioritize hazardous conditions and focus available resources on the most serious hazards requiring resolution while effectively managing the available resources.

3.3 Safety Risk Mitigation

As safety risks are identified, whether through a formal risk assessment or informally such as through employee reporting mechanisms, hazards can be resolved by deciding to either assume the risk associated with the hazard or to eliminate or control the risk. Mitigation to bring a hazard to an acceptable level of risk is applied in the following

order of precedence, listed from most effective at the top of the list to least effective mitigations at the bottom:

- Avoidance
- Elimination
- Substitution
- Engineering Controls
- Warnings
- Administrative Controls such as Operations and Maintenance Procedures
- Personal Protective Equipment and Guards

The City of Norman’s Safety Manual establishes its hazard assessment process and policy. The City will audit and provide oversight to ensure its transit contractor is either applying the City’s hazard assessment process or is applying its own process that meets or exceeds that of the City. With either approach, the City requires that its transit contractor manages safety risk at a level acceptable to the City.

As such, the City of Norman requires its transit contractor to communicate where identified elevated risk could potentially impact the City. As the owner of the transit system’s safety risk, the City must review elevated risk and proposed mitigations. When mitigations are agreed upon by the City and transit contractor for identified hazards, mitigations are tracked through the safety assessment program to ensure all concerns raised have been addressed, mitigated, and implemented.

Refer to Policy 100-1 in the City of Norman Safety Manual, attached for reference, for a description of the City’s risk assessment process.

4 SAFETY ASSURANCE

Safety assurance includes safety reviews, evaluations, audits, and inspections, as well as data tracking and analysis and investigations. Safety assurance provides for the implementation and effectiveness of safety risk management, and confirms that the City of Norman meets or exceeds its safety objectives through the collection, analysis, and assessment of information. The City of Norman will continually assess the effectiveness of their safety risk mitigations through their safety assurance efforts and report the results of the review to the Accountable Executive.

4.1 Safety Performance Monitoring & Measurement

SMS generates data and information that senior management need to evaluate whether implemented safety risk mitigations are appropriate and effective, and how well an agency's safety performance fits with their established safety objectives and safety performance targets. Safety performance monitoring will occur through routine monitoring of operations and maintenance activities. It also includes risk monitoring to track implementation and success of mitigations and controls put in place to manage risk.

At a minimum, the City of Norman will implement an annual audit that evaluates safety in compliance with this ASP and SMS. The audit program will consider how successfully and consistently the performance monitoring activities listed below are being performed. The annual audit report will be made available to the Accountable Executive and be considered as a foundation document for the annual ASP review and update process.

Monitoring and measurement activities that will be included in the internal audit will include at least the following:

- Monitor compliance and sufficiency of procedures for operations and maintenance
- Monitor operations to identify ineffective, inappropriate, or unimplemented safety risk mitigations
- Monitor effectiveness of mitigations implemented as a result of investigations of safety events and identification of causal factors
- Monitor information from safety reporting systems
- Document audit outcomes
- Collect and track safety data

4.2 Management of Change

The City of Norman will evaluate significant changes that occur within the agency or Transit Contractors for safety impacts by following these steps:

1. *Identifying proposed changes*: shall be completed within the City of Norman Safety Coordination meetings

2. *Assessing proposed changes:* stakeholders assess the proposed changes to determine whether a proposed change may have an unintended risk.
3. *Evaluating a proposed change:* stakeholders will determine if the change may introduce a new hazard or have an impact on safety performance.
4. *Documenting proposed changes:* If the change has a safety impact, risk associated with the change will be evaluated, mitigated, and documented following the processes outlined in the ASP SRM section. If the change does not have a safety impact, no further steps will be taken.

These changes will be discussed as part of the City of Norman’s safety committee activities and may include, but are not limited to:

- New contractors or substantive amendment to contract provisions
- New buses, equipment, and/or facilities
- New or changed routes
- Other changes that might have a safety impact

4.3 Continuous Improvement

The City of Norman will evaluate their SMS program periodically to identify areas of improvement. Evaluation of the SMS programs ensures that they effectively and efficiently allow the City of Norman to meet safety objectives and performance targets. The City of Norman will use the data and information gathered while conducting safety performance monitoring to address any identified weaknesses in organizational structures, processes, and resources in a timely manner.

4.4 Health Safety Hazards

The City of Norman will use its Safety Risk Management (SRM) process, as identified in this plan, to document and mitigate any health hazards that would arise such as a pandemic. Furthermore, the City of Norman will follow guidelines consistent with the Centers for Disease Control and Prevention and the Oklahoma Department of Health, whichever is the most restrictive. The requirements will be passed down to any and all contractors as a requirement to follow.

5 SAFETY PROMOTION

The City of Norman uses Safety Promotion to communicate and disseminate safety information to strengthen the safety culture. Safety promotion includes safety lessons learned, reporting systems, recommendations based on safety metrics, and safety training. The goal is to foster a positive safety culture where employees receive ongoing training and updates of safety progress; feel comfortable reporting safety issues or concerns; and understand why safety is important and how they impact safety.

5.1 Safety Communication & Culture

The City of Norman will communicate safety messaging to employees, contractors and customers through placards, message boards, reader boards, social media communication, etc.

The City of Norman will communicate safety performance goals, objectives and targets to their employees and contractors. The Safety Management Policy Statement of this ASP will be communicated to all agency employees and contractors through multiple methods, including the methods outlined above.

The City of Norman is also responsible for communicating operational or maintenance safety hazards and their mitigations to employees and contractors relevant to those employees' and contractors' roles and responsibilities. Additionally, the response to any hazard reported through the employee safety reporting program will be communicated to employees and contractors by the Agency's CSO.

The City of Norman will review lessons learned from incidents, accidents and reported hazards and provide feedback to their employees and contractors regarding findings. This communication is an important step in letting employees know that they are important to the organization.

5.2 Competencies & Training

The City of Norman will establish and implement a safety training program that includes refresher training, as appropriate, for all employees directly responsible for safety and will require compliant safety training programs from their contractors. The Accountable Executive and CSO will be adequately trained and demonstrate competence in safety management. The CSO will also establish and implement training at all levels of the organization to support SMS implementation. This training will be consistent with FTA requirements under the PTASP Final Rule, and the CSO will monitor and document training competencies for all employees.

The City of Norman requires its employees and contractors with direct safety responsibilities to be adequately trained and demonstrate competency in the aspects of safety management applicable to their roles and responsibilities. The City's Safety Policy provides minimum safety requirements by job function for its employees and contractors. The City will provide oversight to ensure its transit contractor is

implementing a safety training program that meets the requirements described in Section 5.2 of this ASP and in the City's Safety Policy. The City also requires the following:

- All operators are trained, certified or licensed to operate assigned vehicles and equipment, including both in-service and classroom training.
- Supervisors are appropriately trained in safety, accident prevention and investigation.

Refer to policy 001-3 in the City of Norman Safety Manual for the City's safety training policy and additional detail on safety training requirements.

5.3 Contractor Safety Program

The City of Norman procurement department will evaluate all contracts for safety impacts and include safety-related procurement language and specification requirements, as applicable. Any contractors will demonstrate job-appropriate training and competencies that meet or exceed the requirements of City of Norman.

CITY OF NORMAN ADDENDA

CITY OF NORMAN
201 W Gray St.
Norman, OK 73069

Safety-Related Agency Documents

The City of Norman and its transit contractor maintain the following safety-related documents:

- City of Norman Drug-Free Workplace Policy, 300-25 in Personnel Manual
- City of Norman Emergency Management Plan, 500-1, December 2015
- City of Norman Hazard Assessment Policy, Policy 100-1, November 2014
- City of Norman Safety Manual, August 2013, which includes the following:
 - City of Norman Safety Training Curriculum, Updated Continuously
 - City of Norman Security Policy, (No policy number) April 2019
 - City of Norman Vehicle Safety Policy, Policy 001-4, December 2018
- City of Norman development in cooperation with frontline employee representatives



The City of Norman
Public Transportation Agency Safety Plan (PTASP)
Frontline Employee Review

Effective July 19, 2019, the FTA required certain public transit agencies and all rail transit operators to develop safety plans. Known as the Public Transportation Agency Safety Plan (PTASP) Final Rule, this rule requires these safety plans to include processes, procedures and performance targets for a safety management system (SMS). The Bipartisan Infrastructure Law amended the PTASP Final Rule, and now requires that providers of public transportation in small urban areas develop their safety plans in cooperation with frontline employees.

As a frontline employee, the City of Norman is requesting your review and input of our Agency Safety Plan. If you have questions, or would like to provide comments, please see Jason Huff, located in Room 110.

As a record of your review, please sign this document below.

Frontline Employee Signature	Date
<i>Eddie Reese</i> 56612	11/21/22
<i>[Signature]</i> 56621	11/22/22



The City of Norman
Public Transportation Agency Safety Plan (PTASP)
Frontline Employee Review

Effective July 19, 2019, the FTA required certain public transit agencies and all rail transit operators to develop safety plans. Known as the Public Transportation Agency Safety Plan (PTASP) Final Rule, this rule requires these safety plans to include processes, procedures and performance targets for a safety management system (SMS). The Bipartisan Infrastructure Law amended the PTASP Final Rule, and now requires that providers of public transportation in small urban areas develop their safety plans in cooperation with frontline employees.

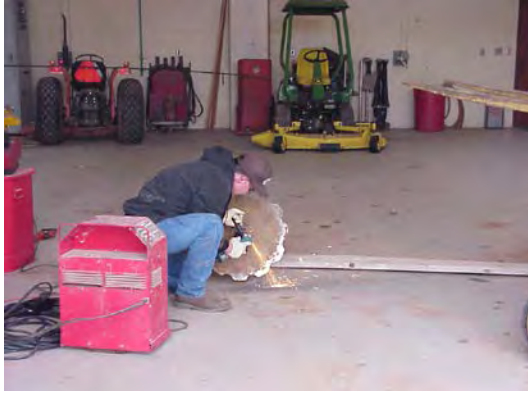
As a frontline employee, the City of Norman is requesting your review and input of our Agency Safety Plan. If you have questions, or would like to provide comments, please see Jason Huff, located in Room 110.

As a record of your review, please sign this document below.

Frontline Employee Signature	Date
	11-18-22



City of Norman



Safety Manual

August 2013

TABLE OF CONTENTS

Policy Number	Topic
001-1	City of Norman Safety Policy
001-2	General Safety
001-3	Safety Training
001-4	Vehicle Operations and Accident Policy
100-1	Hazard Assessment
200-1	Personal Protective Equipment
300-1	Hazard Communications
400-1	Lab Safety Plan and Chemical Hygiene Plan
500-1	Emergency Management
600-1	Bloodborne Pathogens
600-2	Tuberculosis
600-3	First Aid
700-1	Confined Space Program
800-1	Cranes, chain hoists and tackle inspections
900-1	Hearing Conservation Program
1000-1	Hazardous Energy Isolation Procedures (Lock Out / Tag Out)
1100-1	Respiratory Protection Program
1200-1	Excavations /Trenching and Shoring Operations
1300-1	Traffic Safety

EFFECTIVE DATE: 6/30/03	POLICY NUMBER: 001-2	POLICY TITLE: General Safety Policy
TOPICS: General Safety Policy	REFERENCE: 29 CFR Part 1910 29 CFR Part 1926 40 OS Section 401-424 Hazard Assessment Policy 100-1	NUMBER OF PAGES: 3
AUTHORIZED BY: BRANDON MCLENDON Safety Manager	SPECIAL INSTRUCTIONS	LAST REVIEW DATE: 12/03/15

PURPOSE:

The purpose of this policy is to convey those general principals of safe working habits to the employees of the City of Norman that may not be specifically stated in policies because of their broad nature. It is also to satisfy the intent of the OSHA General Duty Clause (29 CFR 1910.5(a)1, Public Law 91-596), and the State of Oklahoma OSH Act of 1970 general duty clause (O.S. 40-403 A).

POLICY:

The City of Norman is committed to furnishing to each of its employees a place of employment which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to it’s employees, commensurate with the Occupational Health and Safety Act of 1970. The City encourages employee involvement in the structure and operation of the Safety Program. The employees are empowered to commit their insight, education and energy to achieving the Safety Program’s goals and objectives without the fear of repercussion for their input.

Departmental Superintendents and Supervisors shall be responsible for ensuring that their employees work in conditions that comply with published standards and that their employees comply with the provisions of this policy.

DEFINITIONS:

Unsafe Condition – As defined in the texts contained in 29 CFR 1910 or 1926, and their interpretations as published in the Federal Record, other reliable source or interpreted by the State of Oklahoma, PEOSH Division.

29 CFR 1910 – OSHA General Industry Standards, as amended and current

29 CFR 1926 – OSHA Construction Industry Standards, as amended and current

PROCEDURE:

1. Any employee who believes that they are working in unsafe conditions must immediately report the problem to their Supervisor. If the unsafe condition / situation is not changed to a safe condition/ situation within a reasonable amount of time, then the employee is to report the condition / situation to the Safety Manager. The Safety Manager must investigate the allegation of an unsafe condition using the Hazard Assessment Policy or other appropriate procedure and make known the findings of his/ her investigation to both the employee and the affected Supervisor.
2. The use of, or being under the influence of alcohol, illegal drugs and some prescription drugs while on the job is prohibited. Employees who use prescription medicine that is not prescribed for them are illegally using those prescription medicines. Persons using prescription drugs under a medical doctor's supervision, or are taking over the counter remedies that may impair their judgment or ability to operate machinery, must inform their Supervisor that they are taking that medication prior to operating equipment or engaging in work. This is emphatically the case when the medication container is marked *Do not operate machinery* or any other warning label that has a similar meaning. Confidentiality about taking the medication must be maintained between the Supervisor and the employee. If the prescribed medication causes the employee to be drowsy or act in a manner that causes the employee to be unsafe, then the Supervisor is to immediately restrict the employee from under taking any work activity that endangers him/ her or other employees. A hazard assessment of the situation (the employee under medication becomes the workplace hazard in this case) must be conducted and appropriate action taken to protect the employee, other employees, and the City of Norman from the workplace hazard.
3. No employee shall willfully remove, displace, damage, destroy or carry off any safety device or safeguard, furnished or provided for use in any employment or place of employment, or interfere in any way with the use thereof by any other person. (O.S. §40-404. Removal or damage of safeguards - Failure to obey safety orders.)
4. No employee or agent of employees shall interfere with the use of any method or process adopted for the protection of any employee in such employment or place of employment, or of any other person lawfully within such place of employment, or fail to follow and obey orders necessary to protect the life, health and safety of such employees and any other person lawfully within such place of employment. (§40-404. Removal or damage of safeguards - Failure to obey safety orders.) This is to include the failure to wear or use the appropriate, issued Personal Protective Equipment for the situation or failure to follow safety procedures such as Lockout –Tagout, Confined Space Entry or any City of Norman Safety Policy.
5. Any and all injuries, exposures, work-related illnesses, and near miss accidents are to be reported to the supervisor immediately using an official incident report form.

6. Smoking and food/drink is allowed only in designated areas. Smoking is prohibited in ignition-source areas.
7. Equipment shall not be operated unless all guards and safety devices are in place and in proper operating condition.
8. Defective tools and equipment shall not be used, and are to be taken out of service and reported to the Supervisor at once.
9. Maintenance and adjustments to equipment shall be made only when energy sources have been properly isolated. Only properly trained persons shall perform work on equipment.
10. Aisles, walkways, stairways, and exits shall be kept free of debris, storage or obstructions.
11. Good housekeeping shall be practiced at all times.
12. All Federal, State and City safety and health rules must be reasonably followed. Nonetheless, these standards are not the terminal objective. The terminal objective of the Safety Program is to prevent illnesses and injuries, whether or not compliance is at issue.
13. The City shall permit only those employees qualified by training or experience to operate equipment of machinery. Therefore training on equipment is required prior to unsupervised operation. (CFR 29 1926.21 (b) (4))
14. Horseplay, practical jokes and the like are prohibited on the job site.

Violations of Safety rules are subject to the progressive disciplinary policy and will result in the appropriate disciplinary action taken to correct unsafe behaviors. Examples of these violations are, but are not limited to: failure or refusal to comply with safety procedures/ policies, deliberate misuse of City owned equipment, repeatedly operating equipment or motor vehicles in an unsafe manner, etc. (per O.S. 40-404, or CFR 1926.28 (a) as appropriate).

The Safety Manager shall be responsible for overseeing the general safety training for City of Norman employees. He/ she will provide training materials to the Departmental Supervisors or Safety Observers for their use or provide the training as determined appropriate.

CITY OF NORMAN**SAFETY MANUAL**

EFFECTIVE DATE: 6/30/03	POLICY NUMBER: 001-3	POLICY TITLE: Safety Training
TOPICS: Safety Training Safety Committees	REFERENCE: 29CFR 1926 29CFR 1910 O.S. 40 § 40-403 etc.	NUMBER OF PAGES: 3
AUTHORIZED BY: Brandon McLendon Safety Manager	SPECIAL INSTRUCTIONS	LAST REVIEW DATE: 12/03/15

PURPOSE:

It is the purpose of this policy and of the City of Norman to prevent injury or death to employees caused by a lack of pertinent training. It is also the purpose to comply with the OSHA standard and applicable Oklahoma State Law.

POLICY:

No employee of the City of Norman may operate any machinery, chemical system, apply any compound or participate in a process without prior training. In addition they may not participate in any technical activities such as Confined Space Entry, Trenching and Shoring or Lock Out/ Tag Out procedures or working on pressure piping, electrical wiring, applying herbicides/ pesticides or other potentially hazardous activities without documented training. Training is also to be given whenever the employee is assigned new work tasks, tools, equipment, machines or vehicles, and/ or whenever an employee demonstrates unsafe job performance. The training does not have to be formal in every case, but it must be formally documented. Using relevant experience as current training is discouraged but not prohibited. If the Supervisor relies on training conducted prior to the employee's hiring or completed prior to the effective date of this section, the certification record shall indicate the date the employer determined the prior training was adequate. Training, as applicable to this policy, is always given at no cost to the employee.

All employees must receive a Safety Orientation Brief prior to starting the duties of the position for which they were hired on their initial day of work. Temporary/ Seasonal employees can be given the orientation by the work center Supervisor, but a record of the content of the training, signed by the employee and the orientation presenter must be given to the Safety Manager.

Per O.S. 40 §403(E) the City is to ensure that quarterly safety classes are conducted for all employees and documentation of attendance is retained on file for review. Divisions may choose to hold monthly safety meetings to comply with this requirement. The Division Superintendent/ Manager / Coordinator / Supervisor is to ensure that meetings are scheduled and that the topics are applicable to the Division's tasking, that the quality of the classes or meetings ensures that the attendees are trained to avoid illness or injury, and that those mandated topics (Bloodborne Pathogens, Hazard Communications, etc.), are presented to the Division's employees. A matrix of required training is included in this document.

The work center Supervisor is also to ensure that those activities that require State or Federal licensing (Pesticide / Herbicide, CDL, Waste Water and Water Licenses etc.) are current and appropriate to the level of tasking for each of their employees.

DEFINITIONS: Work Center Supervisor – the Superintendent-Supervisor-Coordinator-Manager, (as appropriate) who is responsible for a budgetary unit of the City of Norman. This is normally the person who annually evaluates the individual performance for employees in a defined budget unit.

PROCEDURE:

Content of Training

At a minimum, training shall consist of the following elements:

- ❑ Safe performance of assigned work tasks;
- ❑ Safe use, operation and maintenance of tools, machines and vehicles the employee uses or operates, including emphasis on understanding and following the manufacturer's operating and maintenance instructions, warnings, and precautions.
- ❑ Recognition of safety and health hazards associated with the employee's specific work tasks, including the use of measures and work practices to prevent or control those hazards.
- ❑ Recognition, prevention, and control of other related safety and health hazards.
- ❑ Procedures, practices, and requirements of the employer's work site.

The training of an employee due to unsafe job performance or assignment of new work tasks, tools, equipment, machines, or vehicles, may be limited to those mentioned above which are relevant to the circumstances giving rise to the need for training.

Prior or Related Experience and the need for additional training

- ❑ Each current employee who has received training in the particular elements specified in the “Content of Training” section shall not be required to be retrained in those elements.
- ❑ Each new employee who has received training in the particular elements specified in the “Content of Training” section shall not be required to be retrained in those elements prior to initial assignment.
- ❑ The work center Supervisor shall train each current and new employee in those elements for which the employee has not received training.
- ❑ The work center Supervisor is responsible for ensuring that each current and new employee can properly and safely perform the work tasks and operate the tools, equipment, machines, and vehicles used in their job.
- ❑ Each new employee and each employee who requires training as specified in the “Content of Training” section shall work under the close supervision of a designated, experienced person until the employee demonstrates to the work center Supervisor the ability to safely perform their new duties independently.

First-aid Training – Not mandatory but strongly encouraged

The work center Supervisor shall assure that each employee, particularly lead workers, receives or has received first-aid and CPR training.

The work center Supervisor shall assure that each employee's first-aid and CPR training and/or certificate of training remain current.

Presentation of Employee Training

Job functions that require formal training programs		
Job Function	Required Training	How often
Employees who may be reasonably anticipated to come into contact with blood or other potentially infectious material during the normal performance of their duties.	Blood borne pathogens	Annual
Employees who are required to wear respiratory protection by the MSDS sheets and /or product label for the substance to which they may be exposed.	Respirator Training and Fit test	Annual
Employees working in areas where portable fire extinguishers are available for emergency use.	Fire Safety / Fire Prevention	Annual
Non-laboratory employees who may be exposed to chemical substances	Hazard Communications	Annual
Laboratory employees who may be exposed to hazardous chemicals while performing their duties	Laboratory Safety	Annual
Employees who enter confined spaces	Confined Space Entry	3 yrs
Employees who participate in excavation operations	Trenching and Shoring	3 yrs
Employees who must isolate hazardous energy to repair or maintain equipment or facilities.	Lock out / Tag out	Annual
Employees who operate powered industrial trucks	Forklift Operator	3 yrs
Equipment Operators	As determined by the operating manual to be safe operation	Initial use and as necessary thereafter

The work center Supervisor shall assure that all training required by this section is presented in a manner that the employee is able to understand. The employer shall assure that all training materials used are appropriate in content and vocabulary to the educational level, literacy, and language skills of the employees being trained.

VEHICLE SAFETY POLICY

EFFECTIVE DATE	POLICY NUMBER	POLICY TITLE
1/1/16	001-4	Vehicle Safety Policy
TOPICS Operation of City Vehicles and Equipment Vehicle Accidents Accident Investigations Accident Review Boards	REFERENCE City of Norman Personnel Manual AFSCME Contract	NUMBER OF PAGES 8
POLICY CONTACT Brandon McLendon Safety Manager	LOCATION OF DOCUMENT PUBLIC DRIVE: Safety Manual\Updated Safety Policies\CON Vehicle Safety Policy	LAST REVIEW DATE 1/1/16

PURPOSE

The purpose of this policy is to promote safe driving practices and prevent vehicle and equipment accidents while ensuring all vehicles are maintained and in proper operating condition. This objective will be accomplished by ensuring that all operators are trained, certified, or licensed to operate assigned vehicles and equipment. Investigations will be performed whenever there is a vehicle or an equipment accident to help determine the root cause of the accident which is essential to accident prevention.

POLICY

Employees are expected to operate vehicles and equipment in a safe and courteous manner within accordance to City policy. It is the responsibility of the City of Norman to provide a safe working environment that protects our employees and our citizens from injury and property loss. The City considers the use of vehicles and any driver-operated equipment as part of the working environment. The City is committed to safe responsible employee driving behavior that helps minimize the risk of personal injury and property loss.

This Vehicle Safety Policy applies to all employees (except commissioned Police personnel). Department Directors, with the approval of the City Manager, may issue other policies governing the use of the vehicles and equipment which are assigned to their respective divisions.

This Vehicle Safety Policy serves as the uniform best practice standard governing the responsibility of operating City of Norman vehicles and equipment within the scope of employment. Failure to comply with this policy shall lead to disciplinary action in accordance with the City Personnel Manual and/or the applicable collective bargaining agreement.

Definitions

- Vehicle – Any passenger vehicle
- Equipment – Any driver operated equipment, i.e. backhoe, front-end loader, tractor, etc.
- Accident – The unintended collision of a City vehicle or City equipment with another, a stationary object, or person, resulting in injuries, death, and/or loss of property
- Vehicle & Equipment Damage – Any significant damage not resulting from an accident

RESPONSIBILITIES

I. DEPARTMENT DIRECTORS

Department Directors have the responsibility to implement the adopted Vehicle Safety Policy and overall safety program by:

1. Directing all supervisors and employees to endorse and comply with the adopted policy and program components.
2. Providing appropriate safety and financial resources.
3. Providing support and interest in the vehicle safety program.

II. SUPERVISORY PERSONNEL

All supervisory personnel have the responsibility to:

1. Provide and/or arrange training for employees to become qualified to drive and maintain vehicles and equipment.
2. Enforce the established Vehicle Safety Policy's driving work rules, procedures, policies and best practices.
3. Report all vehicle accidents and equipment damage while making recommendations to avoid future occurrences.
4. Correct, or have corrected promptly, unsafe conditions which have come to their attention.
5. Welcome and utilize, as far as practical, the safety suggestions which may be made by the employees.
6. Thoroughly instruct new personnel on safety and carefully observe them at their work.
7. Take part in work place safety program activities and contribute to their success.

III. EMPLOYEES

Employees have the responsibility to:

1. Adhere to directives and procedures of the Vehicle Safety Policy and overall vehicle safety program.
2. Become properly trained, licensed, or certified to operate assigned vehicles and equipment.
3. Maintain a satisfactory driving record both on and off the job.

4. Participate with in-service training and apply education and training to the safe operation of assigned vehicle(s) and equipment.
5. Report any change in driver's license status within twenty-four (24) hours to the supervisor, Department Director or Safety Manager.
6. Report any unsafe conditions and mechanical defects concerning vehicle(s) or equipment to supervisor immediately. Employees should never operate any vehicle or equipment if they are in an unsafe condition.
7. Report all accidents to supervisor immediately and then complete the Vehicle Accident/Damage Report accurately and concisely.
8. Report all equipment damage to supervisor immediately.
9. Obey all Federal DOT, Oklahoma DOT, local and City of Norman traffic regulations.
10. Request information and instructions on the proper operating procedures from immediate supervisor if unfamiliar with any operation or maintenance of a vehicle or piece of equipment.

IV. SAFETY MANAGER

The Safety Manager has the responsibility to:

1. Provide appropriate safety, accident prevention and investigation training for supervisors.
2. Assist supervisors and superintendents in investigating accidents while gathering data and verifying findings to determine if accident is chargeable/non-chargeable which will then make recommendations to department.
3. Track accidents and analyzes data to help mitigate reoccurrence and improve working conditions.
4. Implement programs to improve accident statistics.

DRIVING LICENSE REQUIREMENTS

As a condition of initial and continued employment, all City employees who operate City vehicles and equipment are required to have a current and valid Oklahoma driver's license with all appropriate endorsements as described in their classification specification. Upon request, employees will be required to submit evidence of the validity of their driver's license. The City reserves the right to prohibit any employee with, but not limited to, an unsatisfactory driving record from operating City-owned vehicles or equipment.

PROCEDURES

Operation of City Vehicles and Equipment

1. Employees are responsible for the safe operation of vehicles, towed trailers, and equipment assigned to them.
2. Employees must be properly trained, certified, or licensed to operate the class of vehicles or equipment they will be using.
3. Employees must obey all traffic laws and follow work area policies and procedures.

4. Employees should always be courteous and attentive while operating City-owned vehicles and equipment.
5. Employees must conduct required pre-trip and post-trip inspections and preventative maintenance on assigned vehicles and equipment.
6. Employees must thoroughly complete all vehicle-related inspections and maintenance forms and adhere to Fleet Management's recommendations regarding service, maintenance and inspection.
7. Employees must keep vehicle and equipment interiors clean and free from trash. Also, exterior will be cleaned as needed.
8. Employees must wear seat belts, shoulder harnesses, and all safety devices appropriately while driving or riding in a City-owned vehicle or operating equipment.
9. Employees should learn and utilize defensive driving techniques.
10. Employees who are passengers in a City-owned vehicle are responsible for assisting as a spotter for the driver during all backing operations. If a backing accident occurs, the employee responsible for assisting the driver may receive disciplinary action under the City's progressive discipline policy depending on the circumstances involved.
11. Whenever a vehicle or heavy equipment is being fueled:
 - a. The engine shall be in the OFF position
 - b. Smoking is prohibited
 - c. Driver/operator must remain with vehicle/equipment at all times
 - d. Fuel leaks and/or spills shall be immediately reported to Fleet personnel
12. Employees must remove ignition keys when a City vehicle or piece of equipment is parked or vacated unless parked in an enclosed garage.

Prohibited or Inappropriate Use of City Vehicles and Equipment

1. City-owned vehicles shall only be used for official travel while conducting City business or services. Limited, infrequent personal use of a City vehicle may be permitted by the Department Director or his designee in order to satisfy authorized on-call requirements or when such use is incidental to the conducting of official business.
2. Using a City vehicle for personal errands or appointments, unless approved by supervisor.
3. Permitting a passenger to ride in the vehicle, unless the person is a City employee or a person being transported in association with City business.
4. Possessing and/or ingesting alcoholic beverages or other drugs prohibited by the Department of Transportation during working hours while in City vehicles or on City premises.
5. Smoking in City vehicles or equipment. This includes all electronic smoking devices.
6. Using data services on cell phones, such as texting or accessing the web or other distracting activities, while driving. Under no circumstances are employees allowed to place themselves or others at risk to fulfill business needs.
7. Using any hand-held mobile device when operating a commercial motor vehicle (CMV).
8. Tampering, over-riding, or disconnecting any manufactured installed safety features or devices.
9. Engaging in improper or other unsafe acts while driving a City vehicle or operating equipment.

Reporting Vehicle and Equipment Accidents

1. The driver must immediately notify his/her supervisor, who in turn must immediately notify the police (if applicable), and then inform the Safety Manager. The driver should provide the physical address and directions from the nearest intersection and give an accurate account (or as much as possible) of what occurred. Vehicles and/or equipment must not be moved from the location where an accident occurred until instructed to do so by a police officer or immediate supervisor. *An exception to this is where the accident poses a hazard to traffic, greatly impedes traffic flow, may cause additional accidents, or the damage is minor (i.e. bumping mirrors, damaging mailboxes).*
2. At all times drivers are to be courteous, give their name, address, license information and acknowledge they are an employee of the City of Norman. Never admit guilt or responsibility for the accident, and do not blame the other driver involved in the accident. Provide open and honest representation of the accident circumstances to the investigating officer when asked to do so. Do not volunteer information to the other driver. If contacted by the citizen's attorney or their insurance carrier, refer them to the City's Legal Department.
3. The Safety Manager will photograph the accident, record information and collect statements from all parties. It will be left to the discretion of the investigating police officer as to whether or not a citation will be issued to the respective City driver. The Safety Manager and/or supervisor will not influence the officer's citation issuing decision in any manner.
4. All fines and other criminal penalties, due to violation of the law by the driver, are the personal responsibility of the driver. These costs are not reimbursable by the City and must be paid promptly by the driver.
5. As soon as possible, the employee must submit a completed Vehicle Accident/Damage Report to their supervisor.
6. If the accident is minor with no injuries or tickets issued, the employee's supervisor may take all necessary steps to document the accident and, including photographs, and forward that information along with the Vehicle Accident/Damage Report to the Safety Manager.
7. Any employee who knowingly submits a false vehicle Vehicle Accident/Damage Report or gives a false statement to police officers, supervisors, etc. about the circumstances or facts concerning a vehicle accident will be subject to discipline up to and including termination.
8. Any employee who fails to report a vehicle or equipment accident to their supervisor, or a supervisor's failure to report the same to the Safety Manager will be disciplined at the discretion of his/her supervisor and/or Department Director.

Post- Accident/Injury Procedures

An injured employee will be transported to the City's medical provider if the injury is not severe or life-threatening. Major injuries will be transported via ambulance to the nearest Emergency Room for treatment. Employees, if capable of doing so, are encouraged to render aid to others who may be injured.

The employee shall be taken for drug and alcohol screening procedures if any of the following occur:

1. A traffic citation is issued to the City driver.
2. The City vehicle sustains considerable damage.
3. Any vehicle is towed from the scene of the accident.
4. Medical treatment is required away from the accident scene at a medical facility.
5. Any reasonable suspicion the City employee is intoxicated or under the influence of drugs.

The employee's supervisor must notify Fleet Management within twenty-four (24) hours of the accident to schedule a damage assessment and estimate. The estimate to repair the City vehicle and any other damage caused by the accident will be presented to the Safety Manager as one of the measures of the severity of the accident.

Accident Review Procedures

Upon notification of an accident, the Safety Manager will determine the investigative means by which the accident will be reviewed and determine if an accident review is necessary. If a meeting is deemed necessary, the Safety Manager will notify the employee, the employee's supervisor and any witnesses at least three (3) days in advance of the meeting, but no later than ten (10) business days from the accident date. The Safety Manager may review more than one accident case during the same meeting and will assess if any vehicles, procedures, or situations may have contributed to the cause of the accident and then make recommendations to the appropriate Department Director for changes.

To make the determination of chargeable or non-chargeable, the Safety Manager will review his/her initial investigative report, the Vehicle Accident/Damage Report completed by the driver of the vehicle and other pertinent information (if applicable) such as the official Oklahoma Traffic Collision Report (DPS; 0192-01), witness statements, physical evidence, circumstances of the accident, the cost to repair all damage(s), and the employee's past driving record. The accident will be deemed chargeable if the employee caused or contributed to the cause of the accident resulting in damage to vehicles, property, or resulting in personal injury.

Once the fact finding segment of the meeting is completed, the Safety Manager will make a determination and finalize a recommendation to the appropriate Department Director. Recommendations may range from no action needed to disciplinary recommendations. Upon receipt of the Safety Manager's recommendation, the Department Director will respond in writing within ten (10) working days to the employee and the Safety Manager. Discipline is to follow the progressive discipline policy as outlined in referenced sections of the Vehicle Safety Policy concerning the following outcomes:

1. Causing damage while willfully disobeying traffic laws or signs, i.e. excessive speed, passing through an intersection on a red light, failure to stop at a stop sign, endangering the safety of fellow employees or citizens, etc.
2. Operating a vehicle while intoxicated or impaired.
3. When the total cost for repairs resulting from the accident exceeds \$10,000.00.
4. When the employee's driving record indicates numerous vehicle accidents over their time of employment.
5. When persons involved in accident must be transported to a hospital for medical care.
6. Any flagrant misuse of City vehicles or equipment that caused an accident to occur.

Reporting Vehicle/Equipment Damage (not involving an accident)

1. Driver must immediately notify supervisor.
2. The supervisor will photograph the damage and record information and statements from the employee.
3. The employee's supervisor must notify Fleet Management within twenty-four (24) hours from when the damage occurred, or was reported, and then schedule a damage assessment to estimate the cost of repairs to be made as a result of damage. The estimate to repair the damage will be forwarded to the supervisor for use as one of the measures to determine if discipline is warranted.
4. Any employee, who willingly submits a false statement concerning the cause of damage, or the circumstances or facts concerning the damage, will be disciplined up to and including termination.
5. Any employee who fails to report damage to their supervisor may be disciplined. A supervisor's failure to document the damage and determine if discipline action is appropriate will be disciplined at the discretion of their supervisor and/or Department Director.

Off Duty DUI Procedures

1. Within twenty-four (24) hours or the employee's next day at work following a DUI, the employee must report the incident to his/her supervisor.
2. The supervisor must immediately inform the Safety Manager and send a copy of the employee's temporary license for inclusion in the employee's driving record.
3. The Safety Manager will investigate the circumstances, review the employee's current driving record, and advise the employee's Department Director regarding the status of the employee's license. The employee is responsible for submitting any subsequent temporary license(s) issued by the ODPS to his/her supervisor and/or Safety Manager.
4. A hearing will be scheduled by the Safety Manager and attended by the employee, his/her supervisor, and Department Director to review the ODPS administrative action.
5. If the employee retains his/her driving privileges, he/she will be offered an opportunity to participate in the Employee Assistance Program (EAP) for an evaluation and, if warranted, treatment options. The employee is not required to seek treatment.

6. If the employee's driving privilege is suspended, the affected employee will be placed on leave and their job status will be evaluated based on the requirements of the job as described in the applicable class specification. If the class specification requires the employee to possess a current driver's license, or CDL, plus endorsements, the employee must have the appropriate license plus all applicable endorsements to retain their position. A hearing will be scheduled for an employee who loses or has their driving privileges suspended in order to allow the employee to apply for other open position(s) which do not require a driver's license or CDL.

CITY OF NORMAN

SAFETY MANUAL

EFFECTIVE DATE: 6/30/03	POLICY NUMBER: 100-1	POLICY TITLE: Hazard Assessment Policy
TOPICS: Hazard Assessment and mitigation procedure	REFERENCE: 29CFR 1910 29 CFR 1926, Sub. C 40 OS Section 401-424	NUMBER OF PAGES: 8
AUTHORIZED BY: Brandon McLendon Safety Manager	SPECIAL INSTRUCTIONS	LAST REVIEW DATE: 12/03/15

PURPOSE:

The purpose of this policy is to formalize the method for assessing and minimizing/ mitigating work hazards in the workplace. It is also to satisfy the intent of the OSHA General Duty Clause (29 CFR 1910.5 (a) 1, Public Law 91-596) and the State of Oklahoma OSH Act of 1970 general duty clause (o.s. 40-403 A).

POLICY:

The City of Norman is committed to furnishing each of its employees a place of employment that is reasonably free from recognized hazards that are causing or are likely to cause death, injury, illness or other serious physical harm to its employees, commensurate with the Occupational Health and Safety Act of 1970. It is this policy that provides the formats for assessing the likeliness or risk of the action or activity. The safety of the individual employee is a higher priority than production quotas or scheduled completion dates. Nonetheless, it is understood that some occupations have inherent risks that cannot be entirely mitigated, but these risks can be recognized and reduced to have a minimum impact on the employee's health and safety. The City requires that all employees are involved in the hazard assessment of their workplace. Employees are empowered to commit their insight, education, and energy to reducing workplace hazards without the fear of repercussion for their input.

This policy is based on a positive management methodology, not on an immediate action management basis. This is to allow managers to prudently allocate assets for minimizing/ mitigating the workplace hazard in a responsible manner, with respect to budgetary constraints and timeliness. Those hazards that can be immediately minimized or mitigated must be immediately addressed. This includes employee behavioral hazards, indifference and lack of formal training on the risks of the activity.

The priority for minimizing / mitigating workplace hazards is:

1. Housekeeping or improving storage methods
2. Training and informing the employee of the correct procedure.
3. Engineering Controls to remove the hazard with machine guarding, substitution of materials etc.
4. Administrative Controls to rotate tasks or requiring specific procedures/ practices through written policies, regulations, or through positive discipline.
5. Personal Protective Equipment.

DEFINITIONS:

Contributing Factor – Weather, fatigue, age of equipment, worker’s experience etc.

Hazard Assessment – Analyzing worksites, tasks and other work related activities to determine the amount of risk taken to accomplish the task etc.

Hazard Contributor - How many employees have been injured in this process / procedure, or with this piece of equipment?

Hazard minimization / mitigation – Using the results of the Hazard Assessment to reduce or remove the source of the risk to the employee or machinery involved.

Immediate Action Management – Taking action to immediately change the activity without regard to workload, financial or behavioral restraints.

Positive Management – Planned change of action over the shortest time duration, with regard to workload, financial or behavioral restraints. Managing actions in a responsible manner to honor previous commitments and use available resources in a manner that will minimize / mitigate risk without undue turmoil to schedules, financial responsibilities or public duty while placing a high priority on minimizing/mitigating that risk.

Risk – A dangerous element or factor, the possibility of loss or injury.

Risk Assessment – A method of deriving a numerical value for the amount of risk taken versus the amount of possible injury or damage that may occur.

Severity – How much physical discomfort or hardship does the injury cause to the employee, or how much did the damage impair the operation of the equipment. e.g. – death or permanent disability is more severe than a cut finger that requires first aid.

Frequency – How often does this same injury / damage occur.

29 CFR 1910 – OSHA General Industry Standards, as amended and current

29 CFR 1926 – OSHA Construction Industry Standards, as amended and current

PROCEDURE:

Departmental Superintendents and Supervisors shall be responsible for ensuring that their employees work in conditions that comply with the published standards in 29 CFR 1910 and 1926. They shall also be responsible for ensuring that their employees perform with safe work habits and that their employees comply with the provisions of this policy.

The Safety Manager is responsible for conducting regular building and worksite inspections to determine the cause and suggest cures for workplace hazards. He /she is to submit a report of the inspection findings to the pertinent Division Head and Department Head citing the hazard and the citation of the appropriate OSHA regulation that speaks to the condition /activity and a suggestion on how to minimize / mitigate the condition/ hazard.

Hazard assessment is accomplished in two distinct manners. It is a proactive method of looking at each project, task, employee job class or individual and assessing each activity in the process to understand where the risks of injury can be reduced or eliminated. It can be to look at the activities of each employee and assessing each activity that he/ she undertakes to understand where the risks of injury can be reduced or eliminated.

Assessing projects for risks is part of the Project Management Process, but it is too broad a process to specifically indicate the risk for each task for each employee in construction activities on large projects. More specific tasks like spraying herbicide to control vegetation on the public right-of-way, or chlorinating new water lines can be assessed and the risks specifically identified. These reoccurring tasks must be formally assessed. Those assessments included in standardized procedures must be specific to those tasks.

DISCUSSION:

Risk Assessment

Using a Risk Assessment Matrix (page 4 of this policy) provides employees with an empirical method of determining whether an activity, an action or a tool is too risky to safely use. It can also be used to assess the safety activities of individual employees' work behaviors.

For example, if an employee habitually has more than two vehicular accidents in a year that cause significant property damage, they can be classified using the definitions below to be in an A-II category which is in the EXTREME hazard probability range. The same can be said for a machine on which two or more employees suffer an injury that impairs them (like an amputation or disfigurement) each year. As such, the machine is an A-II category and an EXTREME Hazard.

The optimal range for operation is the Low Hazard Probability. Operations should be conducted in this range if at all possible. At times, some projects contain risk(s) that may force the assessor to evaluate a project or situation as a Medium Hazard Probability. Managers should try to limit operations in this category at no greater rate than 10-15% of their total annual operational man-hours. Because of the nature of municipal service, some undertakings that can be classified in the Extremely High and High, risk categories still must be undertaken. Activities of this nature are: Snow Removal, Cleaning Storm Drains during storms, repairing waterlines in areas where they cross streets, refuse collection etc. This matrix is then used to inform the employees of the risks assessed for these activities, how to reduce the risks as much as possible, and how to continue to do the task with a heightened state of employee awareness. Some of the reductions to the risk are conducting the operation at a pace commensurate with conditions, improving methods of communication, correctly placing traffic control devices around the area, and so on.

The risk assessment matrix can also be used in operations planning and decision making. Assess the risks of each task and ensure that any risks above the Medium category are fully assessed to be sure that an alternate method is not available. At times the alternate method is more expensive, either in time or materials. Nevertheless, these additional costs are quickly overshadowed by the costs of injuries or property damage. The default decision must provide for the safest, most effective method of conducting the task.

Other methods for assessing the risk of an operation and for assessing the risk of each position’s job duties and individual assignments are included after the Matrix. No one method is innately superior to the next; the superior method is the one that best describes the amount of risk to which an employee is exposed, and how that employee can reduce or mitigate that risk.

		Risk Assessment Matrix				
		HAZARD PROBABILITY				
		Frequently	Likely	Occasionally	Seldom	Unlikely
EFFECT		A	B	C	D	E
Catastrophic	I	Extreme	Extreme	High	High	Medium
Critical	II	Extreme	High	High	Medium	Low
Moderate	III	High	Medium	Medium	Low	Low
Negligible	IV	Medium	Low	Low	Low	Low

Effect

Catastrophic (I) – Death, Permanent Total Disability, System Loss, Major Property damage

Critical (II) – Permanent Partial Disability, Temporary Total Disability in excess of three months duration, major system damage, Significant Property Damage.

Moderate (III) – Minor Injury, Lost Workday Accident, Compensable Accident, Minor System Damage, Minor Property Damage.

Negligible (IV) – First Aid or minor supportive medical treatment, minor system impairment

Hazard Probability

Frequently (A) – Occurs once every six months or more, occurs continuously during service life, many employees are exposed or injured

Likely (B) – Occurs once per year or several times during service life, affects more than one employee with injury or exposure

Occasional (C) – Occurs on an irregular basis – less frequent than once per year

Seldom (D) – Occurs infrequently but has occurred

Unlikely (E) – Can assume that it will not occur

Risk Levels

- Extremely High Risk – Loss of the ability to accomplish the assigned task
- High Risk – Significantly degrades the ability to accomplish the assigned task
- Medium Risk – Degrades the ability to accomplish the assigned task
- Low Risk – Little or no impact on accomplishing the assigned task.

(Risk Assessment Matrix and Definitions developed by the 95th Division (IT), USAR as regulation # 385-1)

Procedure for assessing the general risk on a worksite –

Using the OK-200 and OK-300 logs for as many years as available and any other pertinent data, determine the specific cause(s) for each incident. Then determine the number of times that the operation was conducted, the more times the operation was conducted, the more accurate the calculation will be. Keeping each cause separate; count the number of injuries and divide the count by the number of times that the activity was conducted. Convert the resulting number to a percentage by multiplying it by 100. For example, if your work area sustained five smashed finger injuries while operating a hammer 2,000 times, the formula for finding the risk is $(5 \div 2000) \times 100 = 0.25\%$ or $\frac{1}{4}$ of one percent chance of smashing a finger every time that task (hammering) is conducted.

A comparison scale for assessing the Risk Level for this type of calculation is:

- 80% – 100% Extremely High Risk
- 79% - 50% High Risk
- 49% - 20% Medium Risk
- 19% or less Low Risk

In the finger-smashing example above, the risk level of $\frac{1}{4}$ of one percent was derived. This value falls in the Low Risk Level, but it still exists as a hazard. It is particularly existent if you are the employee who smashed his/ her finger with the hammer. Reducing this low level of risk is possible, but the infrequency and lack of the injury’s severity cause it to be not cost effective to mitigate. If it were one death (extremely high severity) instead of one smashed finger, the activity’s risk must be mitigated.

Procedure for assessing risk on projects-

List each activity on a project and determine the hazards for each step and the recommended control for that hazard.

ACTIVITY HAZARD ANALYSIS

Pump Replacement in Sewage Lift Station Vault		
Principal Steps	Hazards	Recommended Controls
Control of work area	Slip / trip/ fall exposure to inhalation of hazardous gasses or fire and explosion hazard	Barricade work area to protect members of the public
Isolation of lift station vault	Electrical shock / fire / explosion hazard	Deenergize / lock out circuit breaker at pole
Open vault lid, prepare for permit-required confined entry (Note: contractors must comply as well)	Back Strain, exposure to hazardous gas, fire and explosion hazard	Use mechanical device to lift the lid , use team lifting, test for Oxygen content, flammable gasses, CO, H2S, set up rescue equipment & ventilate space

Procedure for assessing risk of a class of employees -

Using a job specification or an inventory of activities specific to that employee, list the activities that the employee is expected to accomplish. Then take the hazard associated with that activity and list it beside the activity. As with the previous example, list the control for that hazard in the right hand column.

ACTIVITY HAZARD ANALYSIS

MW II (Street Maintenance Division)		
Principal Tasks	Hazards	Recommended Controls
Operates Jack Hammer	Chips of concrete flying Noise in excess of 85 db, pulsating Vibration to hands, Repetitive Injury Back Injury from pulling Jackhammer Working near moving traffic	Eye Protection Ear Protection, earmuffs Vibration Gloves Back Belt Traffic Control Devices, Safety Vests
Places Concrete	Puncture injury from nails, wood splinters Skin Irritation (Concrete Poisoning)	Leather palmed gloves Kneepads
Builds Concrete Forms	Power tool injuries Puncture injury from nails, wood splinters	Formal Training in the use of each power tool Leather Palmed Gloves

And so on until each classification can understand what the hazards are and how to reduce or mitigate the hazard.

When Personal Protective Equipment (PPE) is the recommended control for the hazard, then the Supervisor must issue the PPE and train the employee in its use. Refer to the pertinent section in the Safety Manual for the correct procedure for each type of PPE.

Procedure for assessing risk of an individual employee -

Using the same analysis method as shown above, each employee is to formulate a risk assessment of his or her particular position. They are to confer with their Supervisor about the use of controls, particularly the use of PPE. This type of assessment includes clerical, supervisory and managerial employees as well as field operations employees. This is done to account for repetitive stress injuries, slips-trips-and-falls as well as exposures to some chemical compounds.

ACTIVITY HAZARD ANALYSIS

--	--	--

Conducted By

Date

Department / Division

--

For which project, activity, employee class, individual, machine etc.

ACTIVITY, TASK, STEP	HAZARD	RECOMMENDED CONTROL

Certification of Hazard Assessment

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards 29 CFR 1910.133 thru 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function,

DIVISION OR SECTION SURVEYED _____

SURVEYED BY _____ TITLE _____

DATE(S) SURVEYED _____

CERTIFIED BY _____ TITLE _____

DATE(S) CERTIFIED _____

EFFECTIVE DATE: 6/30/03	POLICY NUMBER: 200-1	POLICY TITLE: Personal Protective Equipment (PPE) Policy
TOPICS: Personal Protective Equipment, Safety	REFERENCE: 29 CFR 1910.132.133, 136,135,138 and applicable subparts OAC 380: 45 multiple sections OS§47-12-417 1,A (1)(2) CON Licensing Manual for Operators of City Owned Vehicles, (10-99) IV,A (5)	NUMBER OF PAGES: 5
AUTHORIZED BY: Brandon McLendon Safety Manager	SPECIAL INSTRUCTIONS	LAST REVIEW DATE: 12/03/15

PURPOSE:

The purpose of this policy is to protect City of Norman employees who work in areas where physical hazards or the potential for physical hazards exist, by providing the appropriate personal protective equipment.

POLICY:

It is the policy of the City of Norman to provide the appropriate personal protective equipment (PPE) to employees after a hazard assessment is conducted for each duty and the assessment reveals that physical hazards or the potential for physical hazards to employees exist. The City of Norman will provide the necessary PPE to the employee. If an employee decides to provide their own their Supervisor must confirm that the employee provided equipment complies with the applicable national standard. If the employee provided equipment does not comply, it may not be worn in the workplace.

CFR 29 1903.1 requires that “employees comply with standards, rules, regulations and orders issued under the Act [OSHA] which are applicable to their own actions and conduct.” With this in mind, employees who refuse to wear or disregard the instructions of those placed in authority over them to wear Personal Protective Equipment are subject to the discipline policy described in the Personnel Manual or applicable Labor Union Contracts. Supervisors and employees acting in a lead-worker capacity who fail to enforce this policy may also be subject to the discipline policy. This may involve steps to immediately terminate the employee as caused by an overt act of insubordination, if the Department Head deems necessary.

It is also the policy of the City of Norman that in accordance with OAC 380:45-7-2, “Employees working in areas where exposure(s) to hazardous chemicals exist shall be required to perform their jobs in accordance with precautions communicated to them during training and information programs. Employers may take appropriate disciplinary action when an employee does not comply with the precautionary measures this chapter mandates.”

And it is the policy of the City of Norman that all employees correctly wear seatbelts in City Vehicles as noted below in O.S. §47-12-417A (1) (2) and on or in all pieces of equipment equipped with seat belts.

O.S. §47-12-417A (1) (2):

- A. 1. Every operator and front seat passenger of a passenger car operated in this state shall wear a properly adjusted and fastened safety seat belt system, required to be installed in the motor vehicle when manufactured pursuant to 49 C.F.R. §571.208.
2. For the purposes of this section, "passenger car" shall mean "vehicle" as defined in Section 1102 of this title. "Passenger car" shall include the passenger compartment of pickups, vans, minivans, and sport utility vehicles. "Passenger car" shall not include trucks, truck-tractors, recreational vehicles, motorcycles, or motorized bicycles. "Passenger car" shall not include a vehicle used primarily for farm use which is registered and licensed pursuant to the provisions of Section 1134 of this title."

DEFINITIONS:

PPE: Personal Protective Equipment worn or used by the employee when the hazard to personal safety cannot be eliminated using engineering, work practice or administrative controls. It includes all clothing and other work accessories designed to create a barrier against workplace hazards.

PROCEDURE:

This policy requires that protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

Where employees provide their own protective equipment, the City shall be responsible to assure its adequacy, including proper maintenance, and sanitation of such equipment. If the City deems that the employee's own protective equipment does not conform to OSHA criteria, then the employee will not wear or use the equipment while performing their job function. This is particularly an issue in eye protection, clothing proper to the job function and the wearing of hearing protection.

The responsible supervisor shall assess the workplace using the Hazard Assessment policy (Policy # 100-1), to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment (PPE). The supervisor shall verify that the required workplace hazard assessment has been performed through a written certification that identifies the workplace evaluated; the person certifying that the evaluation has been performed; the date(s) of the hazard assessment; and, which identifies the document as a certification of hazard assessment. If such hazards are present, or likely to be present, the supervisor shall select, and have each affected employee use, the types of PPE that will protect the affected employee from the hazards identified in the hazard assessment; communicate selection decisions to each affected employee; and, select PPE that properly

fits each affected employee. All personal protective equipment shall be of safe design and construction for the work to be performed. Defective or damaged personal protective equipment shall not be used.

Training Required by 1910.132(f)(1) and (2) :

The City shall provide training to each employee who is required by this section to use PPE. Each such employee shall be trained to know at least the following:

- ❑ When PPE is necessary;
- ❑ What PPE is necessary;
- ❑ How to properly don, doff, adjust, and wear PPE;
- ❑ The limitations of the PPE; and,
- ❑ The proper care, maintenance, useful life and disposal of the PPE.

The supervisor shall verify that each affected employee has received and understood the required training through a written documentation that contains the name of each employee trained, the date(s) of training, and that identifies the subject of the documentation.

Each affected employee shall demonstrate an understanding of the training specified in paragraph (f)(1) of 29 CFR 1910.132, and the ability to use PPE properly, before being allowed to perform work requiring the use of PPE.

When supervisor has reason to believe that any affected employee who has already been trained does not have the understanding and skill required by the previous paragraph, the supervisor shall retrain each such employee. Circumstances where retraining is required include, but are not limited to, situations where:

- ❑ Changes in the workplace render previous training obsolete; or
- ❑ Changes in the types of PPE to be used render previous training obsolete; or
- ❑ Inadequacies in an affected employee's knowledge or use of assigned PPE indicate that the employee has not retained the requisite understanding or skill.
- ❑ The training of an employee due to unsafe job performance, or neglecting to use, or improper use of Personal Protective Equipment.

Eye and face protection per 1910.133 and 1926.102

The supervisor shall ensure that each affected employee uses appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation. The supervisor shall ensure that each affected employee uses eye protection that provides side protection when there is a hazard from flying objects. Detachable side protectors (e.g. clip-on or slide-on side shields) meeting the pertinent requirements of this section are acceptable.

The City shall ensure that each affected employee who wears prescription lenses while engaged in operations that involve eye hazards wears eye protection that incorporates the prescription in its design, or wears eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses. The employee's respective Department or Division Head determines the procedure for them to obtain prescription safety glasses. The Department or Division procedure for

obtaining the safety eye wear must state, “the eye wear or other eye protection PPE shall be distinctly marked to facilitate identification of the manufacturer, and that it complies with ANSI Z-87.2.” This is to ensure that the employee’s choice of eye protection is in accordance with this policy.

When the City provides prescription safety eyewear for employees, the employee must wear the provided eyewear during the workday for operations that require the eye protection. Failure to wear the provided safety eye ware will result in the employee becoming subject to the progressive disciplinary policy and will result in the appropriate disciplinary action taken to correct unsafe behaviors. This includes the wearing of sidepiece eye shields at all times when the working environment dictates side shield eye protection, while wearing the provided glasses.

Supervisors of employees who weld, cut or braze shall ensure that each affected employee uses equipment with filter lenses that have a shade number appropriate for the work being performed for protection from injurious light radiation. 29CFR 1910.133 contains a table in paragraph (a)(5) that provides the information necessary to determine the shade of the protective lens.

Head protection per 1910.135 and 1926.100

The Supervisors and employees in a lead worker capacity shall ensure that each employee wears a protective helmet when working in areas where there is a potential for injury to the head from falling objects or when near exposed electrical conductors which could contact the head. This policy purposely includes employees working around backhoes, under power lines, around scaffolding, working in an open excavation below other employees, or when construction work is occurring above their heads or in any capacity when good judgment dictates that the potential for injury is present. The policy excludes activities like, concrete slab finishing at surface level, asphalt lay-down operations, gardening and landscaping activities except tree trimming and tree cutting, refuse and yard waste collection, and operations where the equipment operator is covered by a full cab. Again good judgment is to be used to apply this section of the policy, if the protective helmet will pose more of a hazard to the employee that it prevents then another equally protecting means of head protection can be used, including abstinence from wearing the protective helmet.

Protective helmets shall comply with ANSI Z89.1-1986, "American National Standard for Personnel Protection-Protective Headwear for Industrial Workers-Requirements," which is incorporated by reference as specified in 29 CFR 1910.6, or shall be demonstrated to be equally effective.

Occupational foot protection per 1910.136 and 1926.96.

Supervisors of employees engaged in activities other than construction shall ensure that each affected employee uses protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where such employee's feet are exposed to electrical hazards. As previously noted in this policy, “The responsible supervisor shall assess the workplace using the Hazard Assessment policy (Policy # 100-1) to determine if hazards are present, or are likely to be present, which

necessitate the use of personal protective equipment (PPE).” 29 CFR 1926.96 does not specify that safety toed footwear must be worn for construction work, it simply specifies that if safety toed footwear is required; it must conform to the ANSI Z41-1991 standard. Therefore, the Supervisor has some latitude in their assessment of the proper foot protection level used based on the employee’s assigned projects. Nonetheless, common sense dictates that employees engaged in activities around heavy equipment, engaged in excavation or digging by hand, in construction or around rotating blades and parts etc. should wear sturdy construction boots that will protect their feet from the hazards in the workplace. Those that are not engaged in these activities may choose the footwear that provides them the best comfort and protection.

When the City provides footwear for employees, the employee must wear the provided footwear during the workday for operations that require the foot protection. Failure to wear the provided footwear will result in the employee becoming subject to the progressive disciplinary policy and will result in the appropriate disciplinary action taken to correct unsafe behaviors.

Hand Protection per 29 CFR 1910.138

Supervisors shall select and require employees to use appropriate hand protection when employees' hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes.

Working in Traffic

Per Federal Highway Administration ruling 11-24-06 Part 634 – Worker Visibility, Supervisors will ensure that all employees working within the right of way of any road open for public travel who are exposed either to traffic (vehicles using the highway for purposes of travel) or to construction equipment within the work area shall wear high visibility safety apparel conforming to a minimum of performance class 1 or 2 as appropriate, as defined by the current Manual on Uniform Traffic Control Devices, and conforming to the standard ANSI /ISEA 107-1999. This clothing is most commonly seen in the form of high visibility T-shirts (Class 1) and traffic vests (Class 2). If working at night Class 3 and Class E (pants and long sleeved vest ensembles are appropriate. These garments shall be visible at a distance of 300m (1,000 feet). The retro-reflective clothing shall be designed to identify clearly the wearer as a person

Providing a safe working area around crews working on the edge of the roadway conducting chipping operations shall be additionally accomplished by using traffic control devices in accordance with the current Manual on Uniform Traffic Control Devices, and the City of Norman Traffic Policy 1300-1.

EFFECTIVE DATE: 6/30/03	POLICY NUMBER: 300-1	POLICY TITLE: Hazard Communications Policy
TOPICS: HAZARD COMMUNICATIONS	REFERENCE: 29 CFR 1910.1200 29 CFR 1910.2910 Subpart "Z" 40 OS 403(E)	NUMBER OF PAGES: 11
AUTHORIZED BY: Brandon McLendon Safety Manager	SPECIAL INSTRUCTIONS	LAST REVIEW DATE: 12/03/15

PURPOSE:

The purpose of this policy is to protect employees from hazardous chemicals in the workplace, to ensure that employees are adequately informed and trained in the use of chemicals, and how to protect themselves from hazardous chemicals in the workplace. It is also to prevent employee work-related injuries and illnesses from exposures to hazardous chemicals.

POLICY:

It is the policy of the City of Norman to maintain a Hazard Communication Policy and program to protect employees from hazardous chemical exposures and document employees who may be exposed to hazardous chemicals in the performance of their duties. The program is designed to achieve regulatory compliance with the Oklahoma Department of Labor statutes in support of OSHA Legislation and to promote regulatory compliance and employee health and safety.

DEFINITIONS:

Chemical: any element, chemical compound or mixture of elements and/or compounds.

Combustible Liquid: any liquid having a flashpoint at or above 100 deg. F (37.8 deg. C), but below 200 deg. F (93.3 deg. C), except any mixture having components with flashpoints of 200 deg. F (93.3 deg. C), or higher, the total volume of which make up 99 percent or more of the total volume of the mixture.

Common Name: any designation or identification such as code name, code number, trade name, brand name or generic name used to identify a chemical other than by its chemical name.

Exposure or Exposed: when an employee is subjected, in the course of employment, to a chemical that is a physical or health hazard, and includes potential (e.g. accidental or possible) exposure. "Subjected" in terms of health hazards includes any route of entry (e.g. inhalation, ingestion, skin contact or absorption.)

Hazardous Chemical: any chemical that is a physical hazard or a health hazard. Listed as such in the MSDS or in 29 CFR.1910, Subpart Z.

Hazard Warning: any words, pictures, symbols, or combination thereof appearing on a label or other appropriate form of warning which convey the specific physical and health hazard(s), including target organ effects, of the chemical(s) in the container(s).

Health Hazard: a chemical for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term "health hazard" includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes.

Identity: any chemical or common name which is indicated on the material safety data sheet (MSDS) for the chemical. The identity used shall permit cross-references to be made among the required list of hazardous chemicals, the label and the MSDS.

Label: any written, printed, or graphic material displayed on or affixed to containers of hazardous chemicals.

Material Safety Data Sheet (MSDS): written or printed material concerning a hazardous chemical which is prepared in accordance with paragraph (g) of this section.

Use: to package, handle, react, emit, extract, generate as a byproduct, or transfer.

Work Area: a room or defined space in a workplace where hazardous chemicals are produced or used, and where employees are present.

Workplace: means an establishment, job site, or project, at one geographical location containing one or more work areas.

PROCEDURE:

The core of the City's hazard communication program is the Hazard Communication Identification Procedure, which contains the following elements:

- ❑ Identifying hazardous chemicals,
- ❑ Determining employee exposure to hazardous chemicals,
- ❑ Informing employees of potential hazards and training requirements,
- ❑ Establishing a chemical inventory,
- ❑ Acquiring and distributing Material Safety Data Sheets (MSDS) for each chemical or compound used that has an MSDS,
- ❑ Maintaining a container labeling system,
- ❑ Establishing record keeping procedures and providing employee training and information.

The results of this procedure must be readily available to employees, employee representatives, and regulatory agencies.

Chemical Inventory and Material Safety Data Sheets

Annual updates of the Chemical Information Lists (CIL) beginning with the last day of the fiscal year are required. Individual department Supervisors / superintendent / division heads shall submit a copy of their Chemical Information Lists (CIL) to the Safety Manager no later than August 1 of each year, in the format provided by the attached format as the CIL Form on page 10. The submission is to be in Microsoft Excel and can be transmitted by e-mail or other electronic media. Each CIL is subject to physical audit by the Safety Manager.

A master CIL shall be created and maintained by the Safety Manager in a manner that will allow a listing of hazardous substances by common name, chemical name, amount in storage or use, location, chemical abstract service number(s) (CAS #) and manufacturer. The Safety Manager will provide copies of the combined CIL to the Norman Fire Department.

Each chemical storage location shall have a CIL posted in the break room or common area so all employees can access the information. The CIL shall include a listing of all hazardous substances present.

Each time a department receives a new hazardous substance, the substance must be added to the departmental CIL within 30 days. A copy of the amended CIL, along with a copy of the Material Safety Data Sheet (MSDS) for the new substance, must be sent to the Safety Manager.

Safety Data Sheets (SDS)–

Department Supervisors / Superintendents /Division Heads must assure that SDS for all substances in the work place are obtained. A copy of the SDS must be kept in the department / workspace and be readily accessible to employees who work with those substances. Copies of the MSDS should be placed in alphabetical order by trade or common name in a filing cabinet, notebook, etc., and marked in a manner that clearly denotes that this is an SDS file. A master SDS file is kept on line at MSDSONline, and electronic service. Any City of Norman employee may access this list at:

<https://msdsmanagement.msdsonline.com/company/EAF83E1E-2326-4FE9-A386-BD1CCB571612>

Purchase Orders for any hazardous substance, regardless of the quantity ordered, shall require that an SDS be obtained. It is the responsibility of the ordering department (Department Head) to make every effort to obtain an SDS from the manufacturer. If difficulties are encountered, the Safety Manager can assist. When new products are added to the inventory or products are depleted and no longer going to be replenished in inventory; the division will edit the online inventory and make changes as necessary. The administrator's site on MSDSONline if to be found at: <http://www.msdsonline.com/>.

Should the Supervisor of an area dealing with hazardous substances become aware of any information that is significant in regard to the health hazard of a substance (that does not already appear on the MSDS), he/she must add the information to the MSDS within a period not to exceed 30 days. The Supervisor must also report this information to Safety Manager.

Signs and Labels

All existing labels on containers of hazardous substances and chemicals must remain intact. The labels must be legible and written in English. Where labels are not present or are not

legible, a Hazardous Material Information System (HMIS) label will be affixed to those containers holding the hazardous substance.

It is the responsibility of the Department Supervisor / Superintendent / Division Head to assure that each container of a hazardous substance in the workplace is marked, labeled or tagged with the:

- ❑ Common/trade name of the substance.
- ❑ Appropriate hazard warnings: Health, flammability, reactivity, and personal protective equipment.
- ❑ Chemical Abstract Service number (CAS#).

Portable containers filled with hazardous chemicals transferred from a labeled storage container must be labeled if:

- ❑ The material is not used within the work shift of the employee making the transfer.
- ❑ The employee that made the transfer leaves the work area.
- ❑ The container is moved to another work area and is no longer in possession of the employee who filled the container.

Labels on portable containers are not required if the employee who made the transfer uses all of the contents during the work shift. Nonetheless, all containers should be labeled if at all possible.

Storage tanks must be labeled with the identity of the substances that it contains. This includes the tanks on chemical spray apparatus over 1 quart (or 1 liter) in volume and dusters that hold over 2.2 lbs (1 Kg). The label must contain the name of the chemical, CAS#, and the NFPA the health, flammability, reactivity, and physical hazards associated with the substance. The National Fire Protection Association (NFPA) or HMIS rating system must be used to show these ratings.

Containers used by outside service contractors shall be properly labeled with either a manufacturer's label or an HMIS label prior to the use of the hazardous substance on City property. The exception to this is pesticide application conducted inside municipal buildings.

Exclusions

These regulations do not apply to any substances that are foods, drugs, cosmetics, or tobacco products intended for personal consumption by the employees while in the workplace. Additionally, these regulations do not apply to any consumer products and foodstuffs packaged for distribution to (and intended for use by) the general public. Consumer products are packaged and used as a normal consumer would use the product as defined in the Consumer Product Safety Act and Federal Hazardous Substances Act.

- ❑ The term "laboratory" is intended to mean a workplace where relatively small quantities of hazardous chemicals are used on a non-production basis. All laboratories may be excluded from the standard except for the following requirements:

- ❑ Complete a CIL and submit a copy to the Safety Manager.
- ❑ Conduct a training and education program that shall be designed to inform employees of appropriate work practices, protective measures, and emergency measures regarding hazardous materials in the workplace.
- ❑ Supply employees with the chemical names of all hazardous substances.
- ❑ Maintain MSDS and make them readily accessible to employees.
- ❑ Ensure that containers of hazardous substances bear a legible manufacturer's label or an HMIS label.
- ❑ Develop and implement a written chemical hygiene plan and provide a copy to the Safety Manager. Use the CFR 29 1910.1450 and the Chemical Hygiene and Lab Safety Policy (Policy # 400-1) as a guide to develop the Chemical Hygiene Plan.

Exposure

An exposure is when an employee is subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc.), and includes potential (e.g. accidental or possible) exposure as referenced by the MSDS. When the employer discovers that an employee has received a potentially hazardous exposure to any substance or agent, the employer must immediately notify the employee and take such steps that may be necessary to provide medical evaluation, monitoring, or treatment. Likewise, an employee that has received a potentially hazardous exposure to a substance or agent must immediately notify their Supervisor and the Safety Manager of such exposure.

After the appropriate safety and health precautions have been taken, it is the responsibility of the employee's Supervisor to fill out an Employee Exposure Report. The completed Employee Exposure Report should be submitted to the Safety Manager (original copy), with a copy retained at the department and a copy provided to the employee. The Safety Manager will retain the original Employee Exposure Report and send a copy to the Human Resources records keeper in Human Resources. The Human Resources records keeper will place the Employee Exposure Report in the Exposure file to be retained for the length of employment plus 30 years.

An affected employee (or designated representative) may make a request to the Safety Manager or Supervisor for access to copies of the appropriate CIL and MSDS. Access to the appropriate CIL and MSDS shall be granted within a reasonable time, place, and manner, but never later than one working day after the request for access is made. In addition, whenever an affected employee or designated representative requests a copy of the CIL and/or MSDS, the employee's Supervisor shall, within one working day, assure that either a copy or a mechanical means to copy is provided.

An employee who requested information as stated in the above paragraph, and did not received the requested information within the specified time period, may refuse to work with the substance(s) or refuse to work at the location for which the request was made. This does not mean that the employee may leave work, or refuse to report to work without authorization from their Supervisor. Any time an employee is absent from their assigned work duties, their absence must be accounted for with personal leave and duly authorized by

the Supervisor. A Supervisor may not discharge or initiate any adverse personnel action against any employee because the employee has exercised his/her right to the requested information. Furthermore, a Supervisor may not request or require an employee to waive any rights under this policy. Any such waiver executed shall be null, void, and unenforceable.

Employees working in areas where exposure(s) to hazardous substances exist shall be required to perform their jobs in accordance with precautions communicated to them during training and education programs. This includes wearing Personal Protective Equipment, following the procedures listed and using the hazardous substance as specified in the MSDS. A Supervisor may take the appropriate disciplinary action when an employee does not comply with the precautionary measures that this policy indicates.

The Department Head or designee shall be responsible for providing the following in all departmental areas having contact with hazardous substances:

- Chemical name of each hazardous substance.
- Correct labeling of each hazardous substance.
- Availability of any MSDS for each hazardous substance present in the immediate work area.
- Training and education of employees on work practices, protective measures, and emergency measures in the work place.

TRAINING

Employees of shall receive Hazard Communication training annually. All non-elected employees will include temporary, part-time, and full-time personnel. New employees will receive a general training on Hazard Communication from the Safety Manager at the start of employment, during their initial Orientation.

Department Supervisors shall ensure that their employees are informed of the requirements of the Hazard Communication Standard (cover the four stages of the program), any operations in their department where hazardous substances are used, the location and availability of the MSDS and CIL, and a review of the Department Emergency Management Plan contained in Policy # 500-1. In addition, the training must cover the methods used to detect the presence of a Hazardous Material released, and the steps to take after the release is detected, the physical and health hazards associated with the employee's job, the measures and equipment used for personal protection, and the details of the written plan. This training must occur within 30 days of employment for new employees. Any time a new hazard is introduced into the workplace, employees must be trained on the hazard; and an annual retraining session is required for all employees.

Training and education provided to employees and others must be documented with detailed records of training maintained by the department. A copy of all Hazard Communications training records must be sent to the Safety Manager. A copy of the training documentation is attached on page 11 as the City of Norman Attendance Roster.

Responsibilities for Service Contractors

Any time an outside contractor brings a hazardous substance(s) into the workplace, the Safety Manager and the pertinent Supervisor must receive a CIL and MSDS for those substance(s). Similarly, a CIL and MSDS for all hazardous substances in the area that the contractor will be working must be provided to the contractor. This exchange will be coordinated by whoever is granting the contract.

When determined necessary by the Work Center Supervisor, service contractors whose work or materials pose a health hazard to City employees shall be responsible for providing the training and education requirements outlined under the training section of this policy. Examples of service contractors who may be required to provide training are bulk lime, chlorine or sludge dewatering chemical suppliers etc. Bulk chemical providers and/or other hazardous product suppliers may, as a product promotion/educational program, volunteer to provide employees the product safety training. The Work Center Supervisor will determine the need, method and means for the training. The Work Center Supervisor or designee shall document the training. The Safety Manager must retain the record of this training in the manner that in-house safety training is cataloged.

Outside contractors must comply with all the provisions of the Hazard Communication Standard while working for the City of Norman. Periodic oversight visits from the Safety Manager may be performed to assure compliance.

CITY OF NORMAN Employee Exposure Report
Complete form and return to the Safety Manager, within 24 hours of exposure

Last name: _____ First Name: _____ Middle Initial: _____
Department: _____ Title: _____ SSN: _____

Date/Time of Exposure: _____

Duration of Exposure: _____

Location of Exposure

Chemical / Hazardous Substance Name(s): _____

Chemical Abstract Number(s) - (CAS): _____

Trade and/or common name(s) of chemical(s) or hazardous substance(s): _____

Type of exposure (e.g. inhalation, ingestion, contact) (If contact, what body part was involved?)

How did exposure occur? (Use additional sheet if necessary): _____

Was personal protective equipment available? Yes ___ No ___

Was personal protective equipment used? Yes ___ No ___

If personal protective equipment was used, what type(s)?

Did employee receive training/instructions prior to exposure? (Explain) _____

Were any symptoms present at time of exposure? Yes ___ No ___

If so, describe (attach physician's report, if applicable): _____

Severity of exposure: First Aid ___ Medical Treatment ___ Unknown ___

Describe: _____

Did employee lose time from work? Yes ___ No ___

Estimate of lost time: _____

Were other employees exposed? Yes ___ No ___

If so, list names & SSN (use additional sheet if necessary): _____

List suggestions to prevent reoccurrence: _____

(exposed employee's signature & today's date)

(Supervisor's signature + print/type name of Supervisor)



City of Norman

Attendance Roster

Date	
Subject	
Dpt / Div	
Presenter	
Video/ Materials	

Printed Legal Name	Signature

CITY OF NORMAN**SAFETY MANUAL**

EFFECTIVE DATE: 6/30/03	POLICY NUMBER: 400-1	POLICY TITLE: Lab Safety and Chemical Hygiene Policy
TOPICS: Lab Safety, Chemical Hygiene and Hazard Communications	REFERENCE: 1910.1450 Occupational exposure to hazardous chemicals in laboratories.	NUMBER OF PAGES: 4
AUTHORIZED BY: Brandon McLendon, Safety Manager	SPECIAL INSTRUCTIONS	LAST REVIEW DATE: 4/5/16

PURPOSE:

The purpose of this policy is to establish the City of Norman's commitment to operating safe laboratories and thereby protecting our employees and the general public from exposure to hazardous chemicals.

POLICY:

While all quantities of hazardous chemicals used in the City's laboratories are normally below reportable quantities, the procedure for protecting our employees from exposure is through the Hazard Communications Policy (Policy # 300-1).

The Senior Laboratory Technician in each laboratory is designated as the Chemical Hygiene Officer and is responsible for the Chemical Hygiene Plan in their assigned laboratory. They are charged with compliance to 29CFR 1910.1450. They are also charged with ensuring that the Chemical Inventory Lists (CIL) for their respective laboratories are maintained in an updated condition, and that the mechanical facilities of their laboratories, such as fume hoods, ventilation, safety equipment, storage cabinets etc. are maintained in a fully functional condition, including calibration.

In the case that chemicals are stored in a non-laboratory setting such as herbicides, pesticides, cleaning solvents, petroleum derivatives, gas injection or solution processes etc., the Supervisor over that storage is responsible for maintaining and publishing an accurate CIL for the work center, maintaining a safe storage area with spill protection, and conducting Hazard Communications Training for the employees assigned to them.

When a compound or reagent without a constituent listed in Subpart Z of CFR1910.1000 can be substituted for one that does; it should be substituted. This procedure should also be followed for all products with a NFPA or HMIS rating of 3 or above for Health Hazard (Blue) and 2 or above for Flammability Hazard (Red). The object is to eliminate any paths of exposure to hazardous chemicals. If the substitution substantially alters the result of the test, it is not an acceptable substitute. The decision for making these substitutions is the prerogative of the Senior Laboratory Technician under the guidance of his/ her Supervisor.

DEFINITIONS:

"Action level" means a concentration designated in 29 CFR part 1910 for a specific substance, calculated as an eight (8)-hour time-weighted average, which initiates certain required activities such as exposure monitoring and medical surveillance.

"Chemical Hygiene Officer" means an employee who is designated by the employer, and who is qualified by training or experience, to provide technical guidance in the development and implementation of the provisions of the Chemical Hygiene Plan. This definition is not intended to place limitations on the position description or job classification that the designated individual shall hold within the employer's organizational structure.

"Chemical Hygiene Plan" means a written program developed and implemented by the employer which sets forth procedures, equipment, personal protective equipment and work practices that (i) are capable of protecting employees from the health hazards presented by hazardous chemicals used in that particular workplace and (ii) meets the requirements of paragraph (e) of this section.

"Employee" means an individual employed in a laboratory workplace who may be exposed to hazardous chemicals in the course of his or her assignments.

"Hazardous chemical" means a chemical for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term "health hazard" includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic systems and agents which damage the lungs, skin, eyes, or mucous membranes. Appendices A and B of the Hazard Communication Standard (29 CFR 1910.1200) provide further guidance in defining the scope of health hazards and determining whether or not a chemical is to be considered hazardous for purposes of this standard.

"Laboratory" means a facility where the "laboratory use of hazardous chemicals" occurs. It is a workplace where relatively small quantities of hazardous chemicals are used on a non-production basis.

"Laboratory-type hood" means a device located in a laboratory, enclosure on five sides with a movable sash or fixed partial enclosed on the remaining side; constructed and maintained to draw air from the laboratory and to prevent or minimize the escape of air contaminants into the laboratory; and allows chemical manipulations to be conducted in the enclosure without insertion of any portion of the employee's body other than hands and arms. Walk-in hoods with adjustable sashes meet the above definition provided that the sashes are adjusted during use so that the airflow and the exhaust of air contaminants are not compromised and employees do not work inside the enclosure during the release of airborne hazardous chemicals.

PROCEDURE:

As stated in the Safety Policy (#001-1), “The City of Norman must reasonably comply with all federal, state and local regulations related to occupational safety and health. We do not consider any phase of our operations more important than that of the occupational safety and health of our employees.” For this reason, Where the action level (or in the absence of an action level, the permissible exposure limit) is routinely exceeded for an OSHA regulated substance with exposure monitoring and medical surveillance requirements, paragraphs (d) and (g)(1) and (2) of this section shall apply.

29 CFR 1910.1450

(d) Employee exposure determination –

(1) Initial monitoring. The employer shall measure the employee's exposure to any substance regulated by a standard which requires monitoring if there is reason to believe that exposure levels for that substance routinely exceed the action level (or in the absence of an action level, the PEL).

(g) Medical consultation and medical examinations.

(1) The employer shall provide all employees who work with hazardous chemicals an opportunity to receive medical attention, including any follow-up examinations which the examining physician determines to be necessary, under the following circumstances:

(i) Whenever an employee develops signs or symptoms associated with a hazardous chemical to which the employee may have been exposed in the laboratory, the employee shall be provided an opportunity to receive an appropriate medical examination.

(ii) Where exposure monitoring reveals an exposure level routinely above the action level (or in the absence of an action level, the PEL) for an OSHA regulated substance for which there are exposure monitoring and medical surveillance requirements, medical surveillance shall be established for the affected employee as prescribed by the particular standard.

(iii) Whenever an event takes place in the work area such as a spill, leak, explosion or other occurrence resulting in the likelihood of a hazardous exposure, the affected employee shall be provided an opportunity for a medical consultation. Such consultation shall be for the purpose of determining the need for a medical examination.

(2) All medical examinations and consultations shall be performed by or under the direct supervision of a licensed physician and shall be provided without cost to the employee, without loss of pay and at a reasonable time and place.

Training

Training on the following required topics will be conducted at least annually for all personnel through the Hazard Communications Policy; Laboratory workers should also be reinforced on a constant basis through on the job training:

- ❑ Methods and observations that may be used to detect the presence or release of a hazardous chemical (such as monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.);
- ❑ The physical and health hazards of chemicals in the work area; and
- ❑ The measures employees can take to protect themselves from these hazards, including specific procedures the employer has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used.
- ❑ The employee shall be trained on the applicable details of the employer's written Lab Safety and Chemical Hygiene Plan and Hazard Communications Plan.

Medical Attention

The City shall provide all employees who work with hazardous chemicals an opportunity to receive medical attention, including any follow-up examinations which the examining physician determines to be necessary, under the following circumstances:

- ❑ Whenever an employee develops signs or symptoms associated with a hazardous chemical to which the employee may have been exposed in the laboratory, the employee shall be provided an opportunity to receive an appropriate medical examination.
- ❑ Where exposure monitoring reveals an exposure level routinely above the action level (or in the absence of an action level, the PEL) for an OSHA regulated substance for which there are exposure monitoring and medical surveillance requirements, medical surveillance shall be established for the affected employee as prescribed by the particular standard.
- ❑ Whenever an event takes place in the work area such as a spill, leak, explosion or other occurrence resulting in the likelihood of a hazardous exposure, the affected employee shall be provided an opportunity for a medical consultation. Such consultation shall be for the purpose of determining the need for a medical examination.

All medical examinations and consultations shall be performed by or under the direct supervision of a licensed physician and shall be provided without cost to the employee, without loss of pay and at a reasonable time and place. The employee's Supervisor shall provide, without delay, the following information to the physician:

- ❑ The identity of the hazardous chemical(s) to which the employee may have been exposed;
- ❑ A description of the conditions under which the exposure occurred including quantitative exposure data, if available; and
- ❑ A description of any signs and symptoms of exposure that the employee is experiencing, if appropriate.

Material Identification

Supervisors shall ensure that labels on chemical containers of are not removed or defaced.

Supervisors shall maintain any material safety data sheets/ safety data sheets that are received with incoming shipments of hazardous chemicals, and ensure that they are readily accessible to laboratory employees.

EFFECTIVE DATE: 6/30/03	POLICY NUMBER: 500-1	POLICY TITLE: Emergency Management Plan
TOPICS: Catastrophic Events to structures, infrastructure, explosions and natural catastrophes, Municipal Complex Security, Bomb Threats, Hostile Intruder, Active Shooters.	REFERENCE: 40 OS Section 403A General Safety Policy 001-1 29CFR 1910.38 & 1910.157	NUMBER OF PAGES: 45
AUTHORIZED BY: Brandon McLendon Safety Manager	SPECIAL INSTRUCTIONS	LAST REVIEW DATE: 12/03/15

PURPOSE:

The purpose of this policy is to pre-plan responses to emergencies that may interrupt employees from their normally assigned work activities. Emergency situations in the workplace may be instigated by fire, natural disaster, environmental emergencies, terrorism, civil disturbance and violence in the workplace or any threat to the health and safety of City employees. This policy is written to enhance the City’s compliance with 29 CFR1910.38.

POLICY:

This policy is subordinate to the City of Norman Emergency Operations Plan. The purpose of this policy is to delineate the actions taken by City of Norman employees in their respective workplaces prior to the arrival of the Norman Fire or Police Departments or other agency lending assistance. Upon the arrival of an on-scene commander from the Norman Fire or Police Department, the initial person in charge will brief the on-scene commander about the situation and relinquish control of the situation.

The City of Norman is committed to furnishing each of its employees a place of employment that is reasonably free from recognized hazards that are causing or are likely to cause death, injury, illness or other serious physical harm to its employees, commensurate with the Occupational Health and Safety Act of 1970.

In this, City employees are to be trained in the preferred responses to emergency actions during contingency situations. Periodic retraining, not to exceed two years between trainings, will be coordinated with the Norman Emergency Management Director and under the direction of the City Manager.

This policy is based on a theoretical immediate action management basis. It is not intended to be a “step-by-step” procedural policy. These policies are included in the attachment sections for each Division or building. The initial person in charge, generally the Department Head, Superintendent or Supervisor is permitted to make decisions concerning the disposition of the persons immediately affected by the emergency. These should be limited to moving persons out of danger and out of the path of emergency response teams. Once a trained on-scene commander is on site, he/she may make decisions pertinent to the wisdom of following the established procedure and how effective that decision will improve the outcome of the actual event.

APPENDICES		
MUNICIPAL COMPLEX BUILDINGS	BUILDING B	LINE MAINTENANCE
FIRE ADMINISTRATION & STATIONS	FLEET MANAGEMENT	STREET MAINTENANCE
PARK MAINTENANCE	SANITATION	BUILDING MAINTENANCE
WASTE WATER TREATMENT	TRAFFIC CONTROL	WATER TREATMENT
WESTWOOD GOLF COURSE		

SNOW/ INCLEMENT WEATHER DAYS:

On days when driving conditions present a clear and present hazard to motorists, employees who have permission from their Department Head may take vacation leave instead of reporting to work. Department Heads generally assign the responsibility of giving permission to employees to take vacation leave to the Superintendents and Supervisors assigned with responsibility for the requesting employee.

DEFINITIONS:

Emergency – an unforeseen combination of circumstances or the resulting state that calls for immediate action. In the context of this policy, emergencies are fire, weather, chemical spills etc. that effect the safety of employees.

Chemical Spills – in this context are defined as accidental releases of sufficient quantities of substances deemed injurious to human health by NIOSH, Governmental Regulation, or competent authority as reported on the compound's material safety data sheet.

PROCEDURE:

To ensure the safety of employees during structural fires in their workspaces or adjoining structures and other emergency situations listed above, each employee is to be trained to respond to each situation. All employees will be trained to correctly respond to take the following actions:

- Emergency escape procedures and emergency escape route assignments,
- Procedures to be followed during evacuation,
- Those employees who will remain to operate critical plant-operations before they evacuate,
- Procedures used to account for all employees after emergency evacuation is completed,
- Rescue and medical duties for those employees who are to perform them,
- The preferred means of reporting fires and other emergencies,
- The names or regular job titles of persons who can be contacted for further information or explanation of duties under the plan.

New employees will be trained within thirty days of their arrival by their immediate Supervisor, Safety Manager, or a certified trainer in the above competencies.

Designated employees from each building or work site will be trained to assist / direct evacuations or follow operating procedures to protect the lives of fellow employees.

Emergency action plans will be practiced annually for each workplace / building. Prior to initiating the drill, all drills must be coordinated with Norman Fire-Police-EMS through the Fire Department.

In the event of a fire inside a building, employees are encouraged to sound the alarm and evacuate the affected building. The City of Norman shall provide an educational program to familiarize select employees with the general principles of fire extinguisher use and the hazards involved with small, “able to be controlled with a fire extinguisher” stage fire fighting. If an employee deems that the small fire can be controlled with a fire extinguisher they may use the extinguisher after alerting the employees in the area by shouting the alarm; but only trained firefighters are expected to fight fires. We will provide employees who have been designated to use fire-fighting equipment as part of the emergency management plan with training in the use of the appropriate equipment. This training will be refreshed periodically thereafter.

Bomb Threat Response

In the event of a bomb threat via telephone, the person receiving the call should:

1. Keep the caller on the line as long as possible and make a note of the calling number if displayed on caller ID.
2. Ask the following questions:
 - a. When is the bomb going to explode?
 - b. Where is it right now?
 - c. What does it look like?
 - d. What kind of bomb is it?
 - e. What will cause it to explode?
 - f. Did you place the bomb?
 - g. Why?
 - h. What is your address?
 - i. What is your name?
3. Try to record the exact wording of the threat.
4. If the building is occupied, advise the caller that the detonation of a bomb could result in injury or death to many innocent people.
5. Pay attention to background noises.
6. Listen closely to the voice (male/female), voice quality, accents, speech impediments, etc.
7. Use a “Bomb Threat Card” supplied by the police department to assist in the collection and recording of this information.

After receiving a bomb threat call, IMMEDIATELY CALL 911, and then contact your immediate supervisor. Uniformed police personnel will respond to assist in dealing with the threat.

Upon receipt of a bomb threat, an authorized agent of the threatened premises will decide whether evacuation is necessary. A search of the premises must be conducted. If an actual explosive device or suspicious package is found, the Norman Police Department will order and assist in evacuation. Evacuation will be at a minimum of 300 feet. Evacuees should be placed under some type of cover if possible.

If an actual explosive device or suspicious package is located, the police officer on scene will inform his/her supervisor who in turn will call for the Hazardous Devices Unit to respond.

The Hazardous devices Unit will respond to the scene to remove or render safe the explosive device or suspicious package. Re-entry into the building will be allowed only when the senior Hazardous Devices Technician present deems it safe.

Active Shooter / Hostile Intruder

In the event of a violent event involving an active shooter or an armed hostile intruder in a City Building, the employees in that building should:

1. Call 9-1-1 immediately to report the situation. This call should be made even if police officers are present during the incident. The caller should remain on the phone with the 9-1-1 operators until contacted by a police officer to provide ongoing information.
2. Assess the situation and determine if immediate evacuation to a safe area is warranted;
 - a. Unless police or citizen action immediately resolves the situation, immediate evacuation is warranted.
 - b. The senior person (Superintendent, Supervisor, Lead person) in the immediate area should immediately take charge of the evacuation process.
3. If evacuation is warranted, employees should move quickly to the designated assembly point or another safe area designated by the senior person. All persons are to go to the same assembly point. It may be necessary for employees to be interviewed or debriefed by police officials
4. The senior person should verify all employees are present in the safe area and determine if any are injured.
5. First aid should be administered as needed; the 9-1-1 operators should be informed of the presence and extent of injuries.
6. If medical attention is needed, EMSStat will be dispatched to the scene. The paramedics will be allowed to enter the safe area as soon as it is deemed safe by the police officials present.
7. All employees should remain in the safe area until contacted by police officials.
8. It may be necessary to break out a window to create a safe exit point for evacuation.

EMERGENCY MANAGEMENT PLAN FOR BUILDINGS A, C & MUNICIPAL BUILDING

If the emergency is located in your building and is not weather related call 911 and immediately inform them of the emergency. They will dispatch emergency services personnel to your emergency.

If the 911 call center is not responding call 321-1600 (NPD Non-emergency) or 292-9780 (Norman Fire non-emergency) to report the emergency.

If the emergency is in your building and related to the failure of a part of the building because of a roof failure, broken water pipe, sewer overflow or similar emergency call 292-9717 (Building Maintenance) and inform them of the emergency.

Alert the employees in your area and have them alert everyone in their area. (Sound the Alarm, Pass the word). Make sure any persons who might be physically challenged or unaware of circumstances are in the know.

If the emergency is a fire in the small (able to be controlled with a fire extinguisher) stage, use a fire extinguisher to extinguish the fire. Ensure at least one person is watching the location equipped with a fully charged fire extinguisher until the Fire Department arrives.

If the fire cannot be extinguished with a portable fire extinguisher then evacuate the building to the assembly area immediately.

Emergency Escape Procedure for Fire in the Building –

These areas are assigned the responsibility for making sure that 911 is notified

BUILDING A	PERMIT TECHNICIANS
BUILDING C	UTILITIES CUSTOMER SERVICE REPRESENTATIVES
MUNICIPAL BUILDING	ADMIN. TECHNICIAN AT THE INFORMATION DESK

These positions are assigned rescue medical and building search/ sweep duties

Only trained emergency responders equipped with PPE are allowed these duties.

Designated assembly points?

All three Buildings evacuate to the Pavilion in Andrews Park

Which person will count the people from their Department at the assembly point?

Department Head or Senior Administrative Technician from that Department

What equipment must be left running or shut down through a procedure prior to evacuation?

Equipment in Computer Room left running if at all possible

What information needs to be protected in case of a fire (do not risk life to do so)?

Personnel are required to exit building immediately and meet at designated assembly point.

Tornado -

Where do people take shelter in a tornado?

Gender appropriate Rest Room in each building

What information needs to be protected/ copied/ moved to another location in the event of an impending storm?

Personal Computers shut down properly

Electrical load decreased by turning off unnecessary lighting and electrical accessories

Chemical spill in your location –

Who is responsible for making sure that the Fire Department is notified?

BUILDING A	PERMIT TECHNICIANS
BUILDING C	UTILITIES CUSTOMER SERVICE REPRESENTATIVES
MUNICIPAL BUILDING	ADMIN. TECHNICIAN AT THE INFORMATION DESK

What chemicals (gasses) are present in your area that may present a problem?

None

Who is assigned rescue medical and building search/ sweep duties?

Only trained emergency responders equipped with proper PPE should perform these duties.

Designated assembly points -

BUILDING A	COUNCIL CHAMBERS IN MUNICIPAL BLDG.
BUILDING C	COUNCIL CHAMBERS IN MUNICIPAL BLDG.
MUNICIPAL BUILDING	BLDG. C, WEST CONFERENCE ROOM

IF ALL THREE BUILDINGS ARE AFFECTED -- MEET AT THE PIVILION IN ANDREWS PARK

Which person will count the persons from their Department at the assembly point?

Department Head or Senior Administrative Technician from that Department

What equipment must be left running or shut down through a procedure prior to evacuation?

None specifically, evacuate as quickly as possible

What information needs to be protected/ copied/ moved to another location in the event of a spill?

None specifically, (personnel and sensitive data if it is readily accessible)

Chemical spill on downwind street or railroad –Who are assigned rescue medical and building search/ sweep duties?

If the spill involves a hazardous chemical or employees are experiencing an adverse physical reaction to the spilled chemical; then an evacuation of the building is advised.

Only trained emergency responders equipped with proper PPE should perform these duties.

Designated assembly points -

This will be determined at the time of incident. The assembly point should be an area out of the dispersion cone (drift cloud) and 90° to the wind direction. The general wind direction in the winter is from the North, so the assembly point should be either directly East or West of the Municipal Complex. Similarly with the summer winds from the south and southwest, the assembly point should be south or southwest and not in direction of the wind path.

Which person will count the persons from their Department at the assembly point?

- Department Head or Senior Administrative Technician from that Department

What equipment must be left running or shut down through a procedure prior to evacuation?

- None specifically, evacuate as quickly as possible

What information needs to be protected/ copied/ moved to another location in the event of a spill?

- None specifically, personnel and sensitive data if it is readily accessible;
- Evacuate as quickly as possible

Civil Defense Emergency –What are management's expectations for employee activities during Civil Defense Emergencies (Tornadoes, flooding, riots, either in Norman or a nearby town, but not in your location?)

Take appropriate actions based on the direction(s) from the Director of Emergency Management or other competent authority.

Duties assigned by the Director of Emergency Management

None assigned

Active Shooter / Hostile Intruder: COUNCIL CHAMBERS

In the event of a violent event involving an active shooter or an armed hostile intruder in the council chamber during a City Council meeting or other function, the council members and other city officials should:

1. Call 9-1-1 immediately to report the situation. This call should be made even if police officers are present in the council chambers during the incident.
 - a. The caller should remain on the phone with the 9-1-1 operator until contacted by a police officer to provide ongoing information.
2. Assess the situation and determine if immediate evacuation to a safe area is warranted;
 - a. Unless police or citizen action immediately resolves the situation, immediate evacuation is warranted.
 - b. The City Manager or his/her designee should immediately take charge of the evacuation process.
3. If evacuation is warranted, the council members and city officials should move quickly to a designated safe area.
 - a. Preferred safe areas are the council lounge and/or the study session room depending on the location of the most immediate threat.
 - b. All council members and city officials should go to the same safe area if possible.
 - c. Once inside the safe area, all doors should be locked and opened only for police officials.
4. The City Manager or his/her designee should verify all council members and city officials are present in the safe area and determine if any are injured.
5. First aid should be administered as needed; the 9-1-1 operators should be informed of the presence and extent of injuries.
6. If medical attention is needed, EMSStat will be dispatched to the scene. The paramedics will be allowed to enter the safe area as soon as it is deemed safe by the police officials present.
7. All city council members and city officials should remain in the safe area until contacted by police officials.
8. If the situation can not be resolved quickly, it may be necessary to evacuate the building. The primary evacuation site is the Norman Police Department.
 - a. The council members and city officials should be escorted to the police department by uniformed police officers to ensure their safety.
 - b. It may be necessary to break out a window in the safe area to create a safe exit point.

9. Upon arrival at the police department, the council members and city officials should gather in the Patrol Squad Room. The City Manager or his/her designee should again verify that all council members and city officials are present.
 - a. It may be necessary for council members and city officials to be interviewed or debriefed by police officials.

Upon resolution of the incident, council members and city officials will be provided an escort to their vehicles or residences if they desire.

City Council Security Options

The following security options are intended as general guidelines for addressing security needs during City Council Meetings and other government sponsored meetings in city buildings. The City Manager in consultation with the Chief of Police and the Emergency Manager will determine what level of security is appropriate.

Security Level 1

Security Level 1 may be implemented when the perceived threat to the City Council and/or other city officials is low.

While operating under Security Level 1, there will be at least one police officer present in the Council Chambers when a council meeting is in session. The officer may be uniformed or in civilian attire. The officer shall be armed and will have in his/her possession a police radio to facilitate communication should an unforeseen event occur.

Security level 2

Security Level 2 may be implemented when the perceived threat to the City Council and/or city officials is elevated above normal levels but no specific credible threat exists. Conditions that may warrant Security Level 2 may include but are not limited to:

- Recent terrorist activity within the continental United States
- Significant labor related unrest within the city
- Potential for peaceful demonstrations against city policy, controversial agenda items, etc.

When Security Level 2 is in effect, at least two uniformed police officers will be present in the Council Chambers when a council meeting is in session. The officers will be on post no later than 30 minutes prior to the beginning of the council meeting and will remain until all council members and city officials have left the premises. One officer will be posted in the front of the Council Chambers. The second officer will be posted in the rear of the Council Chambers near on of the doors.

The on-duty patrol division commander will be responsible for ensuring that an adequate number of officers are available.

Security Level 3

Security Level 3 may be implemented when the threat level to the City Council and/or other city officials is perceived to be high. Conditions that may warrant Security Level 3 may include but are not limited to:

- Recent or ongoing terrorist activity within the state of Oklahoma
- Specific credible threats against a City Council member or other city official
- Specific credible threats against the government in general
- Significant potential for violent demonstrations against city policy or officials

When Security Level 3 is in effect, no less than four uniformed police officers will be posted in the Council Chambers when a City Council meeting is in session. The officers will be on post no later than one hour prior to the beginning of the council meeting and will remain until all council members and city officials have left the premises. Two officer will be posted in the front of the Council Chambers, one on either side of the dais. The other two officers will be posted in the rear of the Council Chambers, one at each door.

The on-duty patrol division commander will be responsible for ensuring that an adequate number of officers are available.

Additional Security Measures

When Security Level 3 is in effect, the Council Chambers and adjacent rooms will be checked for explosive devices by members of the Norman Police Department Hazardous Devices Unit prior to the arrival of any council members.

All council members and city officials should park their vehicles in a designated location. Parking lot security may be provided by uniformed police officers in marked police units.

The prohibition of handbags, brief cases and backpacks in the Council Chambers may be considered. A bag check area can be established in the Multi-Purpose Room. Checked bags can be screened for explosives.

EMERGENCY MANAGEMENT PLAN FOR BUILDING B

The primary Emergency Management functions detailed in NPD Policy Numbers 201 and 206 must be followed by those persons assigned to perform those functions. Employees who are not assigned functions by either 201, 206, or other NPD policy sections shall take appropriate action by the following procedure.

If the emergency is located in Building B and is not weather related call dispatch and immediately inform them of the emergency after you are away from the immediate danger. They will dispatch emergency services personnel to your emergency.

If dispatch center is not responding, use a radio communications to report the emergency.

If the emergency is in your building and related to the failure of a part of the building because of a roof failure, broken water pipe, sewer overflow or similar emergency call 292-9717 (Building Maintenance) and inform them of the emergency.

Alert the employees in your area and have them alert everyone in their area. (Sound the Alarm, Pass the word).

If the emergency is a fire in the small (able to be controlled with a fire extinguisher) stage, use a fire extinguisher to extinguish the fire. Ensure that a person is watching the location equipped with a fully charged fire extinguisher until the Fire Department arrives.

If the fire cannot be extinguished with a portable fire extinguisher then evacuate the building to the assembly area.

While they are evacuating, have two persons quickly sweep the building for injured or stragglers who may not be physically able to evacuate.

Emergency Escape Procedure for Fire in the Building – Norman Police Department Employees –

Who is assigned the responsibility for making sure that the Fire Department is notified?
Communications/Dispatch.

Who do you want to train in the use of fire extinguishers and fire prevention methods?
All employees will be trained annually

Who is assigned rescue medical and building search/ sweep duties?
Only trained emergency responders equipped with proper PPE should perform these duties.

Designated assembly point?

- Day Time during normal working hours, in the Council Chambers, Municipal Building
- After Working Hours / Weekends and Holidays in the Andrews park pavilion until suitable shelter is found.

Which person will count the persons at the assembly point?
Shift Supervisors

Municipal Court Employees-

Who is assigned the responsibility for making sure that the Fire Department is notified?
Communications/Dispatch.

Who do you want to train in the use of fire extinguishers and fire prevention methods?
All personnel will be trained annually

Who is assigned rescue medical and building search/ sweep duties?
Only trained emergency responders equipped with proper PPE should perform these duties.

Designated assembly point (for fire)?
Day time - Council Chambers
After Hours - Andrews Park pavilion

Which person will count the persons at the assembly point?
Chief Deputy Court Clerk
Alternate – Court Administrator

Shelter/ Assembly Point (Tornado)
Downstairs in Dispatch Area unless flooding is a serious threat, then Judge's chambers

Assembly Points (Chemical Spill)
Walgreen's either east or west which will be determined by wind direction.

All Building B employees -

What equipment must be left running or shut down through a procedure prior to evacuation?
Nothing is required to be shut down unless that equipment is the source of the fire.

What information needs to be protected/ copied/ moved to another location in the event of a fire?
In the case of a fire in the building, all employees must exit the building immediately and meet at the designated assembly point.

Tornado -

Where do people take shelter in an impending tornado
Gender appropriate restrooms on the ground level or out of the traffic flow in the underground level of the building.

What is the procedure for fueling vehicles prior to the storm or moving equipment if your location is in the path of the storm?
Fuel vehicles prior to the storm that have less than one-half tank full.

What information needs to be protected/ copied/ moved to another location in event of an impending storm?

Confidential Files and Records that may be destroyed or compromised during the storm. In general, this refers to electronic files on PCs that should be turned off and files not secured in workplaces in offices.

Those items in file cabinets or other secure locations do not have to be moved unless they are endangered.

Chemical spill in your location –

Who is responsible for making sure that the Fire Department is notified?

Communications / Dispatch or by radio call if Communications is disabled

What chemicals (gasses) are present in your area that may present a problem?

None

Who is assigned rescue medical and building search/ sweep duties?

Only trained emergency responders equipped with proper PPE should perform these duties.

Designated assembly point?

- Day Time during normal working hours, in the Council Chambers, Municipal Building
- After Working Hours / Weekends and Holidays in the Andrews park pavilion until suitable shelter is found.

Which person will count the persons at the assembly point?

Shift Supervisors

What equipment must be left running or shut down through a procedure prior to evacuation?

Nothing is required to be shut down unless that equipment is the source of the fire

What information needs to be protected in the event of a fire?

In the case of a fire in the building, all employees must exit and meet at the designated assembly point.

Chemical spill on downwind street or railroad –Who is assigned rescue medical and building search/ sweep duties?

Only trained emergency responders equipped with proper PPE should perform these duties.

Designated assembly points?

To be determined at the time the incident takes place. The assembly point should be an area out of the dispersion cone (drift cloud) and 90° to the wind direction. The general wind direction in the winter is from the North, so the assembly point should be either directly East or West of the Municipal Complex. Similarly with the summer winds from the south and southwest, the assembly point should be south or southwest.

Which person will count the persons at the assembly point?

Shift Supervisors

What equipment must be left running or shut down through a procedure prior to evacuation?

Nothing is required to be shut down unless that equipment is the source of the fire

What information needs to be protected/ copied/ moved to another location in the event of a fire?

In the case of a fire in the building, all employees must exit the building immediately and meet at the designated assembly point.

Civil Defense Emergency –What are management's expectations for employee activities during Civil Defense Emergencies (Tornadoes, flooding, riots, either in Norman or a nearby town, but not in your location)?

Take appropriate actions based on the direction(s) from the Director of Emergency Management or other competent authority.

Duties assigned by the Director of Emergency Management?

None assigned

EMERGENCY MANAGEMENT PLAN FOR BUILDING MAINTENANCE, 103 WEST GRAY

If the emergency is located in your building and is not weather related call 911 and immediately inform them of the emergency. They will dispatch emergency services personnel to your emergency.

If the 911 call center is not responding call 321-1600 (NPD Non-emergency) or 292-9780 (Norman Fire non-emergency) to report the emergency.

If the emergency is in your building and related to the failure of a part of the building because of a roof failure, broken water pipe, sewer overflow or similar emergency call 292-9717 (Building Maintenance) and inform them of the emergency.

Alert the employees in your area and have them alert everyone in their area. (Sound the Alarm, Pass the word).

If the emergency is a fire in the small (able to be controlled with a fire extinguisher) stage, use a fire extinguisher to extinguish the fire. Ensure that a person is watching the location with a fully charged fire extinguisher until the Fire Department arrives.

If the fire cannot be extinguished with a portable fire extinguisher then evacuate the building to the assembly area.

While they are evacuating, have two persons quickly sweep the building, on their way of exiting, for injured or straggling persons who may not be physically able to evacuate.

Emergency Escape Procedure for Fire in the Building –

Who is assigned the responsibility for making sure that the Fire Department is notified?

Whoever is in the area and can call

Who do you want to train in the use of fire extinguishers and fire prevention methods?

All personnel will be trained annually

Who is assigned rescue medical and building search/ sweep duties?

Only trained emergency responders equipped with proper PPE should perform these duties

Designated assembly point?

Under the north end of the overhang at 111 North Peters

Which person will count the persons at the assembly point?

Building Maintenance Superintendent

What equipment must be left running or shut down through a procedure prior to evacuation?

None

What information needs to be protected in the event of a fire?

None

Tornado -

Where do people take shelter in a tornado?

Area located within the center of the facility maintenance building.

What is the procedure for fueling vehicles prior to the storm or moving equipment if your location is in the path of the storm?

Vehicle fuel tanks should be topped off with fuel when major snow and ice storms are known to be approaching.

What information needs to be protected/ copied/ moved to another location in the event of an impending storm?

None

Chemical spill in your location –

Who is responsible for making sure that the Fire Department is notified?

Custodial Coordinator or whoever is in the building.

Who do you want to train in the use of hazardous spill management/ control methods?

No person, Fire Department will contain hazardous spills

What chemicals (gasses) are present in your area that may present a problem?

Pressurized aerosol cans of cleaning products

Who is assigned rescue medical and building search/ sweep duties?

Only trained emergency responders equipped with proper PPE should perform these duties

Designated assembly point?

Council chambers located at 201 West Gray

What person will count the persons at the assembly point?

Building Maintenance Superintendent

What equipment must be left running or shut down through a procedure prior to evacuation?

None

What information needs to be protected/ copied/ moved to another location in the event of a spill?

None

Chemical spill on downwind street or railroad –Who is assigned rescue medical and building search/ sweep duties?

Only trained emergency responders equipped with proper PPE should perform these duties

Designated assembly points -

To be determined at the time at the time of incident. The assembly point should be an area out of the dispersion cone (drift cloud) and 90° to the wind direction. The general wind direction in the winter is from the North, so the assembly point should be either directly East or West of the Facility. Similarly with the summer winds from the south and southwest, the assembly point should be south or southwest.

What person will count the persons at the assembly point?

Building Maintenance Superintendent

What equipment must be left running or shut down through a procedure prior to evacuation?

None

What information needs to be protected/ copied/ moved to another location in the event of a spill?

None

Civil Defense Emergency –What are management's expectations for employee activities during Civil Defense Emergencies (Tornadoes, flooding, riots, either in Norman or a nearby town, but not in your location)?

Take appropriate actions based on the direction(s) from the Director of Emergency Management or other competent authority.

Duties assigned by the Director of Emergency Management?

None assigned

EMERGENCY MANAGEMENT PLAN FOR FLEET MANAGEMENT

If the emergency is located in your building and is not weather related call 911 and immediately inform them of the emergency. They will dispatch emergency services personnel to your emergency.

If the 911 call center is not responding call 321-1600 (NPD Non-emergency) or 292-9780 (Norman Fire non-emergency) to report the emergency.

If the emergency is in your building and related to the failure of a part of the building because of a roof failure, broken water pipe, sewer overflow or similar emergency call 292-9717 (Building Maintenance) and inform them of the emergency.

Alert the employees in your area and have them alert everyone in their area. (Sound the Alarm, Pass the word).

If the emergency is a fire in the small (able to be controlled with a fire extinguisher) stage, use a fire extinguisher to extinguish the fire. Ensure that a person watching the location is equipped with a fully charged fire extinguisher until the Fire Department arrives.

If the fire cannot be extinguished with a portable fire extinguisher then evacuate the building to the assembly area.

While they are evacuating, have two persons quickly sweep the building for injured or straggling persons who may not be physically able to evacuate.

Emergency Escape Procedure for Fire in the Building –

Who is assigned the responsibility for making sure that the Fire Department is notified?

Administrative Technician and the Supervisor

Who do you want to train in the use of fire extinguishers and fire prevention methods?

All personnel will be trained annually

Who is assigned rescue medical and building search/ sweep duties?

Only trained emergency responders equipped with proper PPE should perform these duties

Designated assembly point -

Parking lot north of the building

Secondary assembly during inclement weather – Traffic Control breaks room

Which person will count the persons at the assembly point?

Supervisors

What equipment must be left running or shut down through a procedure prior to evacuation?

None

What information needs to be protected in the event of a fire?

In the case of a fire in the building, all employees must exit and meet at the designated assembly point.

Tornado -

Where do people take shelter in a tornado or heavy thunderstorm?

Vault in Line Maintenance

What information needs to be protected/ copied/ moved to another location in the event of an impending storm?

Vehicle records and personnel files if possible

Chemical spill in your location –

Who is responsible for making sure that the Fire Department is notified?

Administrative Technician, and/ or the Supervisor

What chemicals (gasses) are present in your area that may present a problem?

Oxygen/Acetylene	Motor Fuels	Tires
Automotive Products	Pressurized Cans	Rubber Products
Battery Acid	Automotive Lubricants	

Who is assigned rescue medical and building search/ sweep duties?

Only trained emergency responders equipped with proper PPE should perform these duties

Designated assembly point?

Parking lot north of the building

Secondary assembly point during inclement weather – Traffic Control break room

What person will count the persons at the assembly point?

Supervisor

What equipment must be left running or shut down through a procedure prior to evacuation?

None

What information needs to be protected / copied /moved to another location in the event of a spill?

None

Chemical spill on downwind street or railroad –

Who is assigned rescue medical and building search/ sweep duties?

Only trained emergency responders equipped with proper PPE should perform these duties.

Designated assembly points -

To be determined at the time. The assembly point should be an area out of the dispersion cone (drift cloud) and 90° to the wind direction. The general wind direction in the winter is from the North, so the assembly point should be either directly East or West of the Facility. Similarly with the summer winds from the south and southwest, the assembly point should be south or southwest.

What person will count the persons at the assembly point?

Supervisor

Civil Defense Emergency –

What are management's expectations for employee activities during Civil Defense Emergencies (Tornadoes, flooding, riots, either in Norman or a nearby town, but not in your location)?

Take appropriate actions based on the direction(s) from the Director of Emergency Management or other competent authority.

Duties assigned by the Director of Emergency Management?

None assigned

EMERGENCY MANAGEMENT PLAN FOR LINE MAINTENANCE

If the emergency is located in your building and is not weather related call 911 and immediately inform them of the emergency. They will dispatch emergency services personnel to your emergency.

If the 911 call center is not responding call 321-1600 (NPD Non-emergency) or 292-9780 (Norman Fire non-emergency) to report the emergency.

If the emergency is in your building and related to the failure of a part of the building because of a roof failure, broken water pipe, sewer overflow or similar emergency call 292-9717 (Building Maintenance) and inform them of the emergency.

Alert the employees in your area and have them alert everyone in their area. (Sound the Alarm, Pass the word).

If the emergency is a fire in the small, “able to be controlled with a fire extinguisher” stage, use a fire extinguisher to extinguish the fire. Ensure that a person watching the location is equipped with a fully charged fire extinguisher until the Fire Department arrives.

If the fire cannot be extinguished with a portable fire extinguisher then evacuate the building to the assembly area.

While they are evacuating, have two persons quickly sweep the building for injured or straggling persons who may not be physically able to evacuate on their way to the exit(s).

Emergency Escape Procedure for Fire in the Building –

Who is assigned the responsibility for making sure that the Fire Department is notified?

Administrative Technician III and/or the Supervisor

Who do you want to train in the use of fire extinguishers and fire prevention methods?

All personnel will be trained annually

Who is assigned rescue medical and building search/ sweep duties?

Only trained emergency responders equipped with proper PPE should perform these duties

Designated assembly point -

Parking lot north of the building

Secondary assembly point during inclement weather – Traffic Control break room

Which person will count the persons at the assembly point?

Supervisors

What equipment must be left running or shut down through a procedure prior to evacuation?

None

What information needs to be protected in case of a fire?

In the case of a fire in the building, all employees must exit and meet at the designated assembly point.

Tornado -

Where do people take shelter in a tornado or heavy thunderstorm?

Vault

What is the procedure for fueling vehicles prior to the storm or moving equipment if your location is in the path of the storm?

Fuel vehicles prior to snow and ice events

What information needs to be protected, copied, or moved to another location in the event of an impending storm?

Computer data and vehicles for emergency response. As many brass and copper fittings as can be moved or protected (**only if time permits**)

Chemical spill in your location –

Who is responsible for making sure that the Fire Department is notified?

Administrative Technician III, Supervisor

Who do you want to train in the use of spill management/ control methods?

Only trained emergency responders equipped with proper PPE should perform these duties

What chemicals (gasses) are present in your area that may present a problem?

Oxygen and Acetylene

Who is assigned rescue medical and building search/ sweep duties

Only trained emergency responders equipped with proper PPE should perform these duties

Designated assembly point -

Parking lot north of the building

Secondary assembly during inclement weather – Traffic Control break room

What persons will count the persons at the assembly point?

Supervisors

What equipment must be left running or shut down through a procedure prior to evacuation?

None

What information needs to be protected, copied, or moved to another location in case of a spill?

In the case of a fire in the building, all employees must exit and meet at the designated assembly point

Chemical spill on downwind street or railroad –Who is assigned rescue medical and building search/ sweep duties?

Administrative Technician and/or Supervisor

Designated assembly points -

To be determined at the time of the incident. The assembly point should be an area out of the dispersion cone (drift cloud) and 90° to the wind direction. The general wind direction in the winter is from the North, so the assembly point should be either directly East or West of the Facility. Similarly with the summer winds from the south and southwest, the assembly point should be south or southwest.

What persons will count the persons at the assembly point?

Supervisors

What equipment must be left running or shut down through a procedure prior to evacuation?

None

What information needs to be protected, copied, or moved to another location in the event of a spill?

Computer data and vehicles for emergency response

Civil Defense Emergency –What are management's expectations for employee activities during Civil Defense Emergencies (Tornadoes, flooding, riots, either in Norman or a nearby town, but not in your location)?

Take appropriate actions based on the direction(s) from the Director of Emergency Management or other competent authority.

Duties assigned by the Director of Emergency Management/

None assigned

EMERGENCY MANAGEMENT PLAN FOR PARK MAINTENANCE

If the emergency is located in your building and is not weather related call 911 and immediately inform them of the emergency. They will dispatch emergency services personnel to your emergency.

If the 911 call center is not responding call 321-1600 (NPD Non-emergency) or 292-9780 (Norman Fire non-emergency) to report the emergency.

If the emergency is in your building and related to the failure of a part of the building because of a roof failure, broken water pipe, sewer overflow or similar emergency call 292-9717 (Building Maintenance) and inform them of the emergency.

Alert the employees in your area and have them alert everyone in their area. (Sound the Alarm, Pass the word).

If the emergency is a fire in the small, “able to be controlled with a fire extinguisher” stage, use a fire extinguisher to extinguish the fire. Ensure that a person watching the location is equipped with a fully charged fire extinguisher until the Fire Department arrives.

If the fire cannot be extinguished with a portable fire extinguisher then evacuate the building to the assembly area.

While they are evacuating, have two persons quickly sweep the building for injured or straggling persons who may not be physically able to evacuate.

Emergency Escape Procedure for Fire in the Building –

Who is assigned the responsibility for making sure that the Fire Department is notified?

Small Equipment Mechanic or anyone in the shop area at the time

Who do you want to train in the use of fire extinguishers and fire prevention methods?

All personnel will be trained annually

Who is assigned rescue medical and building search/ sweep duties?

Only trained emergency responders equipped with proper PPE should perform these duties

Designated assembly point?

Garden Center Building

Which person will count the persons at the assembly point?

Supervisor

What equipment must be left running or shut down through a procedure prior to evacuation?

None

What information needs to be protected in the event of a fire?

None

Tornado -

Where do people take shelter in a tornado that threatens the Shop Building?

Garden Club Building

Do you have a procedure for fueling vehicles prior to the storm or moving equipment if your location is in the path of the storm?

Fuel vehicles prior to storm

What information needs to be protected/ copied/ moved to another location in the event of an impending storm?

None

Chemical spill in your location –

Who is responsible for making sure that the Fire Department is notified?

Small Equipment Mechanic or anyone in the shop area at the time

Who do you want to train in the use of spill management and control methods?

Crew Chiefs, Supervisor

What chemicals (gasses) are present in your area that may present a problem?

Oxygen and Acetylene	Paints and Coatings	Lubricants
Pesticides	Motor Fuels	Pressurized Cans
Herbicides	Solvents	

Who is assigned rescue medical and building search/ sweep duties?

Only trained emergency responders equipped with proper PPE should perform these duties

Designated assembly point -

West side of the parking lot west of the building

What person will count the persons at the assembly point?

Supervisor

What equipment must be left running or shut down through a procedure prior to evacuation?

None

What information needs to be protected, copied, or moved to another location in the event of a spill?

None

Chemical spill on downwind street or railroad –

Who is assigned rescue medical and building search/ sweep duties?

Only trained emergency responders equipped with proper PPE should perform these duties

Designated assembly point -

To be determined at the time of the incident. The assembly point should be an area out of the dispersion cone (drift cloud) and 90° to the wind direction. The general wind direction in the winter is from the North, so the assembly point should be either directly East or West of the Facility. Similarly with the summer winds from the south and southwest, the assembly point should be south or southwest.

What person will count the persons at the assembly point?

Supervisor

What equipment must be left running or shut down through a procedure prior to evacuation?

None

What information needs to be protected, copied or moved to another location in case of a spill?

None

Civil Defense Emergency –

What are management's expectations for employee activities during Civil Defense Emergencies (Tornadoes, flooding, riots, either in Norman or a nearby town, but not in your location)?

Take appropriate actions based on the direction(s) from the Director of Emergency Management or other competent authority.

Duties assigned by the Director of Emergency Management?

None assigned

EMERGENCY MANAGEMENT PLAN FOR SANITATION

If the emergency is located in your building and is not weather related call 911 and immediately inform them of the emergency. They will dispatch emergency services personnel to your emergency.

If the 911 call center is not responding call 321-1600 (NPD Non-emergency) or 292-9780 (Norman Fire non-emergency) to report the emergency.

If the emergency is in your building and related to the failure of a part of the building because of a roof failure, broken water pipe, sewer overflow or similar emergency call 292-9717 (Building Maintenance) and inform them of the emergency.

Alert the employees in your area and have them alert everyone in their area. (Sound the Alarm, Pass the word).

If the emergency is a fire in the small, “able to be controlled with a fire extinguisher” stage, use a fire extinguisher to extinguish the fire. Ensure that a person watching the location is equipped with a fully charged fire extinguisher until the Fire Department arrives.

If the fire cannot be extinguished with a portable fire extinguisher then evacuate the building to the assembly area.

While they are evacuating, have two persons quickly sweep the building for injured or straggling persons who may not be physically able to evacuate.

Emergency Escape Procedure for Fire in the Building –

Who is assigned the responsibility for making sure that the Fire Department is notified?

Karen Kimber and Jennifer Matthews

Who do you want to train in the use of fire extinguishers and fire prevention methods?

All personnel will be trained annually

Who is assigned rescue medical and building search/ sweep duties?

Only trained emergency responders equipped with proper PPE should perform these duties

Designated assembly point -

100 yards north along the fence line of the Sanitation Building

In inclement weather, assemble in the Traffic control Break Room

Which person will count the persons at the assembly point?

Scottie Williams

What equipment must be left running or shut down through a procedure prior to evacuation?

Leave computers and equipment running

What information needs to be protected or copied in the event of a fire?

None

Tornado -

Where do people take shelter in a tornado or heavy thunderstorm?

Closet in the main office area

What is the procedure for fueling vehicles prior to the storm or moving equipment if your location is in the path of the storm?

Vehicles are to be fueled at day's end as a Standard Operating Procedure

What information needs to be protected, copied, or moved to another location in case of an impending storm?

None

Chemical spill in your location –

Who is responsible for making sure that the Fire Department is notified?

Scottie Williams

Who do you want to train in the use of spill management/ control methods?

Only trained emergency responders equipped with proper PPE should perform these duties

What chemicals (gasses) are present in your area that may present a problem?

None

Who is assigned rescue medical and building search/ sweep duties?

Only trained emergency responders equipped with proper PPE should perform these duties

Designated assembly point?

100 yards north along the fence line of the Sanitation Building

In inclement weather assemble in the Traffic control Break Room

What person will count the persons at the assembly point?

Scottie Williams

What equipment must be left running or shut down through a procedure prior to evacuation?

Personal Computers can be left running (nothing needs to be shut down)

What information needs to be protected/ copied/ moved to another location in the event of a spill?

None

Chemical spill on downwind street or railroad –

Who is assigned rescue medical and building search/ sweep duties?

Only trained emergency responders equipped with proper PPE should perform these duties

Designated assembly point -

To be determined at the time of the incident. The assembly point should be an area out of the dispersion cone (drift cloud) and 90° to the wind direction. The general wind direction in the winter is from the North, so the assembly point should be either directly East or West of the Facility. Similarly with the summer winds from the south and southwest, the assembly point should be south or southwest.

What person will count the persons at the assembly point?

Supervisors

What equipment must be left running or shut down through a procedure prior to evacuation?

Personal Computers can be left running

What information needs to be protected, copied, or moved to another location in the event of a spill?

None

Civil Defense Emergency –

What are management's expectations for employee activities during Civil Defense Emergencies (Tornadoes, flooding, riots, either in Norman or a nearby town, but not in your location)?

Take appropriate actions based on the direction(s) from the Director of Emergency Management or other competent authority.

Duties assigned by the Director of Emergency Management?

None assigned

EMERGENCY MANAGEMENT PLAN FOR STREET MAINTENANCE FACILITY

If the emergency is located in your building and is not weather related call 911 and immediately inform them of the emergency. They will dispatch emergency services personnel to your emergency.

If the 911 call center is not responding call 321-1600 (NPD Non-emergency) or 292-9780 (Norman Fire non-emergency) to report the emergency.

If the emergency is in your building and related to the failure of a part of the building because of a roof failure, broken water pipe, sewer overflow or similar emergency call 292-9717 (Building Maintenance) and inform them of the emergency.

Alert the employees in your area and have them alert everyone in their area. (Sound the Alarm, Pass the word).

If the emergency is a fire in the small, “able to be controlled with a fire extinguisher” stage, use a fire extinguisher to extinguish the fire. Ensure that a person watching the location is equipped with a fully charged fire extinguisher until the Fire Department arrives.

If the fire cannot be extinguished with a portable fire extinguisher then evacuate the building to the assembly area.

While they are evacuating, have two persons quickly sweep the building for injured or straggling persons who may not be physically able to evacuate.

Emergency Escape Procedure for Fire in the Building –

Who is assigned the responsibility for making sure that the Fire Department is notified?

Administrative Technician

Who do you want to train in the use of fire extinguishers and fire prevention methods?

All personnel will be trained annually

Who is assigned rescue medical and building search/ sweep duties?

Only trained emergency responders equipped with proper PPE should perform these duties

Designated assembly point -

Outside by the Salt Barn

Which person will count the persons at the assembly point?

Supervisor

What equipment must be left running or shut down through a procedure prior to evacuation?

None

What information needs to be protected in the event of a fire?

None

Tornado -

Where do people take shelter in a tornado?

Restrooms if imminent

Dale Hall basement at N. E. Corner of Lindsey & Elm if time allows

What is the procedure for fueling vehicles prior to the storm or moving equipment if your location is in the path of the storm?

Fuel vehicles prior to large storms (only perform if time permits to do so safely)

What information needs to be protected/ copied/ moved to another location incase of an impending storm?

None

Chemical spill in your location –

Who is responsible for making sure that the Fire Department is notified?

Administrative Technician

Who do you want to train in the use of spill management/ control methods?

Maintenance worker in tool crib

What chemicals (gasses) are present in your area that may present a problem?

Oxygen	Acetylene	Pesticides	Herbicides
Motor Fuels	Luricants	Pressurized Cans	

Who is assigned rescue medical and building search/ sweep duties?

Supervisor

Designated assembly point -

Outside by the Salt Barn

What person will count the persons at the assembly point?

Supervisor

What equipment must be left running or shut down through a procedure prior to evacuation?

None

What information needs to be protected, copied, or moved to another location in the event of a spill?

None

Chemical spill on downwind street or railroad –

Who is assigned rescue medical and building search/ sweep duties?

Only trained emergency responders equipped with proper PPE should perform these duties

Designated assembly point -

To be determined at the time of the incident. The assembly point should be an area out of the dispersion cone (drift cloud) and 90° to the wind direction. The general wind direction in the winter is from the North, so the assembly point should be either directly East or West of the Facility. Similarly with the summer winds from the south and southwest, the assembly point should be south or southwest.

What person will count the persons at the assembly point?

Supervisor

What equipment must be left running or shut down through a procedure prior to evacuation?

None

What information needs to be protected, copied, or moved to another location in the event of a spill?

None

Civil Defense Emergency –

What are management's expectations for employee activities during Civil Defense Emergencies (Tornadoes, flooding, riots, either in Norman or a nearby town, but not in your location)?

Take appropriate actions based on the direction(s) from the Director of Emergency Management or other competent authority.

Duties assigned by the Director of Emergency Management?

None assigned

EMERGENCY MANAGEMENT PLAN FOR TRAFFIC CONTROL

If the emergency is located in your building and is not weather related call 911 and immediately inform them of the emergency. They will dispatch emergency services personnel to your emergency.

If the 911 call center is not responding call 321-1600 (NPD Non-emergency) or 292-9780 (Norman Fire non-emergency) to report the emergency.

If the emergency is in your building and related to the failure of a part of the building because of a roof failure, broken water pipe, sewer overflow or similar emergency call 292-9717 (Building Maintenance) and inform them of the emergency.

Alert the employees in your area and have them alert everyone in their area. (Sound the Alarm, Pass the word).

If the emergency is a fire in the small, “able to be controlled with a fire extinguisher” stage, use a fire extinguisher to extinguish the fire. Ensure that a person watching the location is equipped with a fully charged fire extinguisher until the Fire Department arrives.

If the fire cannot be extinguished with a portable fire extinguisher then evacuate the building to the assembly area.

While they are evacuating, have two persons quickly sweep the building for injured or straggling persons who may not be physically able to evacuate.

Emergency Escape Procedure for Fire in the Building –

Who is assigned the responsibility for making sure that the Fire Department is notified?
Administrative Technician

Who do you want to train in the use of fire extinguishers and fire prevention methods?
All personnel will be trained annually

Who is assigned rescue medical and building search/ sweep duties?
Only trained emergency responders equipped with proper PPE should perform these duties

Designated assembly point -
In the parking lot east of the office door
During inclement weather, assemble in the Line Maintenance Break Room

Which person will count the persons at the assembly point?
Supervisor

What equipment must be left running or shut down through a procedure prior to evacuation?
None

What information needs to be protected in the event of a fire?
None

Tornado -

Where do people take shelter in a tornado?

Under the loading dock on the east side of the building

What is the procedure for fueling vehicles prior to the storm or moving equipment if your location is in the path of the storm?

Vehicles are to be fueled if possible, particularly if news of an impending ice or snowstorm is received in time to take action. In a tornado and if time allows, move as many vehicles as possible to a safe location out of the predicted path of the storm (only if time permits).

What information needs to be protected/ copied/ moved to another location incase of an impending storm?

None

Chemical spill in your location –

Who is responsible for making sure that the Fire Department is notified?

Administrative Technician

Who do you want to train in the use of spill management and control methods?

Maintenance Worker I's

What chemicals (gasses) are present in your area that may present a problem?

Oxygen	Acetylene	Motor Fuels
Toluene	Natural Gas	

Who is assigned rescue medical and building search/ sweep duties?

Only trained emergency responders equipped with proper PPE should perform these duties

Designated assembly point -

In the parking lot east of the office door

During inclement weather, assemble in the Line Maintenance Break Room

What person will count the persons at the assembly point?

Traffic Signal Technician or Crew Chief

What equipment must be left running or shut down through a procedure prior to evacuation?

None

What information needs to be protected, copied, or moved to another location incase of a spill?

None

Chemical spill on downwind street or railroad –Who is assigned rescue medical and building search/ sweep duties?

Only trained emergency responders equipped with proper PPE should perform these duties

Designated assembly point -

To be determined at the time of the incident. The assembly point should be an area out of the dispersion cone (drift cloud) and 90° to the wind direction. The general wind direction in the winter is from the North, so the assembly point should be either directly East or West of the Facility. Similarly with the summer winds from the south and southwest, the assembly point should be south or southwest.

What person will count the persons at the assembly point?

Traffic Signal Technician or Crew Chief

What equipment must be left running or shut down through a procedure prior to evacuation?

None

What information needs to be protected, copied, or moved to another location incase of a spill?

None

Civil Defense Emergency –What are management's expectations for employee activities during Civil Defense Emergencies (Tornadoes, flooding, riots, either in Norman or a nearby town, but not in your location)?

Take appropriate actions based on the direction(s) from the Director of Emergency Management or other competent authority. Division is on 24-hour call – 7 days per week.

Duties assigned by the Director of Emergency Management?

None assigned

EMERGENCY MANAGEMENT PLAN FOR WASTE WATER TREATMENT FACILITY

If the emergency is located in your building and is not weather related call 911 and immediately inform them of the emergency. They will dispatch emergency services personnel to your emergency.

If the 911 call center is not responding call 321-1600 (NPD Non-emergency) or 292-9780 (Norman Fire non-emergency) to report the emergency.

If the emergency is in your building and related to the failure of a part of the building because of a roof failure, broken water pipe, sewer overflow or similar emergency call 292-9717 (Building Maintenance) and inform them of the emergency.

Alert the employees in your area and have them alert everyone in their area. (Sound the Alarm, Pass the word).

If the emergency is a fire in the small, “able to be controlled with a fire extinguisher” stage, use a fire extinguisher to extinguish the fire. Ensure that a person watching the location is equipped with a fully charged fire extinguisher until the Fire Department arrives.

If the fire cannot be extinguished with a portable fire extinguisher then evacuate the building to the assembly area.

While they are evacuating, have two persons quickly sweep the building for injured or straggling persons who may not be physically able to evacuate.

Emergency Escape Procedure for Fire in the Building –

Who is assigned the responsibility for making sure that the Fire Department is notified?

Administrative Technician and/or Laboratory Technician

Who do you want to train in the use of fire extinguishers and fire prevention methods?

All personnel will be trained annually

Who is assigned rescue medical and building search/ sweep duties?

Only trained emergency responders equipped with proper PPE should perform these duties

Designated assembly point -

Between Old Finals and Storm Holding Ponds, (Large Tanks 100 yds west of the Main Building)

Which person will count the persons at the assembly point?

Administrative Technician and/or Laboratory Technician

What equipment must be left running or shut down through a procedure prior to evacuation?

Nothing- all equipment will continue to operate in automatic mode – Supervisor can access the plant automation remotely if equipment shut down is needed.

What information needs to be protected in the event of a fire?

State and Federal operations discharge and sludge reports need to be protected from fire and water if possible and danger is not imminent.

Tornado / Flooding-

Where do people take shelter in a tornado or heavy thunderstorm?

Old Effluent Meter Vault – Tornado only

Flooding – evacuate the site, which is in the flood plain.

What is the procedure for fueling vehicles prior to the storm or moving equipment if your location is in the path of the storm?

Do not attempt to fuel vehicles.

What information needs to be protected, copied, or moved to another location incase of an impending storm?

Nothing

Chemical spill in your location –

Who is responsible for making sure that the Fire Department is notified?

Administrative Technician and/or Laboratory Technician

Who do you want to train in the use of spill management and control methods?

Laboratory Technicians, Crew Chief and Plant Mechanic

What chemicals (gasses) are present in your area that may present a problem?

Hydrogen Sulfide	Methane	Carbon Dioxide	Chlorine
------------------	---------	----------------	----------

Who is assigned rescue medical and building search/ sweep duties?

Only trained emergency responders equipped with proper PPE should perform these duties

Designated assembly point?

Between Old Finals and Storm Holding Ponds, (Large Tanks 100 yds west of the Main Building)

What person will count the persons at the assembly point?

Laboratory Technician, Administrative Technician

What equipment must be left running or shut down through a procedure prior to evacuation?

Nothing

What information needs to be protected, copied, or moved to another location in the event of a spill?

Nothing

Chemical spill on downwind street or railroad –

Who is assigned rescue medical and building search/ sweep duties?

Only trained emergency responders equipped with proper PPE should perform these duties

Designated assembly point -

To be determined at the time of the incident. The assembly point should be an area out of the dispersion cone (drift cloud) and 90° to the wind direction. The general wind direction in the winter is from the North, so the assembly point should be either directly East or West of the Facility. Similarly with the summer winds from the south and southwest, the assembly point should be south or southwest.

What person will count the persons at the assembly point?

Administrative Technician and/or Laboratory Technician

What equipment must be left running or shut down through a procedure prior to evacuation?

None

What information needs to be protected, copied, or moved to another location in the event of a spill?

None

Civil Defense Emergency –

What are management's expectations for employee activities during Civil Defense Emergencies (Tornadoes, flooding, riots, either in Norman or a nearby town, but not in your location)?

Take appropriate actions based on the direction(s) from the Director of Emergency Management or other competent authority.

Duties assigned by the Director of Emergency Management?

None assigned

EMERGENCY MANAGEMENT PLAN FOR WATER TREATMENT FACILITY

If the emergency is located in your building and is not weather related call 911 and immediately inform them of the emergency. They will dispatch emergency services personnel to your emergency.

If the 911 call center is not responding call 321-1600 (NPD Non-emergency) or 292-9780 (Norman Fire non-emergency) to report the emergency.

If the emergency is in your building and related to the failure of a part of the building because of a roof failure, broken water pipe, sewer overflow or similar emergency call 292-9717 (Building Maintenance) and inform them of the emergency.

Alert the employees in your area and have them alert everyone in their area. (Sound the Alarm, Pass the word).

If the emergency is a fire in the small, “able to be controlled with a fire extinguisher” stage, use a fire extinguisher to extinguish the fire. Ensure that a person watching the location is equipped with a fully charged fire extinguisher until the Fire Department arrives.

If the fire cannot be extinguished with a portable fire extinguisher then evacuate the building to the assembly area.

While they are evacuating, have two persons quickly sweep the building for injured or straggling persons who may not be physically able to evacuate.

Emergency Escape Procedure for Fire in the Buildings –

Who is assigned the responsibility for making sure that the Fire Department is notified?

Laboratory Technician

Who do you want to train in the use of fire extinguishers and fire prevention methods?

All personnel will be trained annually

Who is assigned rescue medical and building search/ sweep duties?

Only trained emergency responders equipped with proper PPE should perform these duties

Designated assembly point -

Assemble either in main parking lot to the north of the filter building, or in the area between the small clarifiers to the west of the filter building (depending on wind direction and the presence of smoke).

Which person will count the persons at the assembly point?

Supervisor

What equipment must be left running or shut down through a procedure prior to evacuation?

Leave everything running

What information needs to be protected in the event of a fire?

All personnel are expected to evacuate building immediately in the event of a fire

Tornado -

Where do people take shelter in a tornado or heavy thunderstorm?

Basement of the filter room (filter pipe gallery)

What is the procedure for fueling vehicles prior to the storm or moving equipment if your location is in the path of the storm?

As necessary, fill vehicle fuel tanks.

What information needs to be protected, copied, or moved to another location in the event of an impending storm?

Primarily paper records stored in the basement. Also, equipment manuals, plans and specifications in Supervisor’s office, the operator's room, and the Superintendent’s office. (This should be done only if time permits)

Chemical spill in your location –

Who is responsible for making sure that the Fire Department is notified?

Supervisor and/or Laboratory Technician

Who do you want to train in the use of spill management/ control methods?

Crew Chief, Plant Mechanic, Plant Operators

What chemicals (gasses) are present in your area that may present a problem?

Chlorine	Ammonia	Carbon Dioxide
Oxygen	Acetylene	Motor Fuels

Who is assigned rescue medical and building search/ sweep duties?

Only trained emergency responders equipped with proper PPE should perform these duties

Designated assembly point -

Assemble either in main parking lot to the north of the filter building, or in the area between the small clarifiers to the west of the filter building (depending on wind direction and the presence of gasses-smoke-vapor cloud).

What person will count the persons at the assembly point?

Supervisor

What equipment must be left running or shut down through a procedure prior to evacuation?

Leave machinery running, nothing has to be turned off or on

Chemical spill on downwind street or railroad –

Who is assigned rescue medical and building search/ sweep duties?

Only trained emergency responders equipped with proper PPE should perform these duties

Designated assembly point -

To be determined at the time of the incident. The assembly point should be an area out of the dispersion cone (drift cloud) and 90° to the wind direction. The general wind direction in the winter is from the North, so the assembly point should be either directly East or West of the Facility. Similarly with the summer winds from the south and southwest, the assembly point should be south or southwest.

What person will count the persons at the assembly point?

Supervisor

What equipment must be left running or shut down through a procedure prior to evacuation?

Leave machinery running, nothing has to be turned off or on

What information needs to be protected, copied, or moved to another location in the event of a spill?

Personnel are expected to exit building immediately in the event of a fire

Civil Defense Emergency –

What are management's expectations for employee activities during Civil Defense Emergencies (Tornadoes, flooding, riots, either in Norman or a nearby town, but not in your location)?

Take appropriate actions based on the direction(s) from the Director of Emergency Management or other competent authority.

Duties assigned by the Director of Emergency Management?

None assigned

EMERGENCY MANAGEMENT PLAN FOR WESTWOOD/ GOLF COURSE

If the emergency is located in your building and is not weather related call 911 and immediately inform them of the emergency. They will dispatch emergency services personnel to your emergency.

If the 911 call center is not responding call 321-1600 (NPD Non-emergency) or 292-9780 (Norman Fire non-emergency) to report the emergency.

If the emergency is in your building and related to the failure of a part of the building because of a roof failure, broken water pipe, sewer overflow or similar emergency call 292-9717 (Building Maintenance) and inform them of the emergency.

Alert the employees in your area and have them alert everyone in their area. (Sound the Alarm, Pass the word).

If the emergency is a fire in the small, “able to be controlled with a fire extinguisher” stage, use a fire extinguisher to extinguish the fire. Keep a person watching the location, with a fresh fire extinguisher until the Fire Department arrives.

If the fire cannot be extinguished with a portable fire extinguisher then evacuate the building to the assembly area.

While they are evacuating, have two persons quickly sweep the building for injured or straggling persons who may not be physically able to evacuate.

Emergency Escape Procedure for Fire in the Building –

Who is assigned the responsibility for making sure that the Fire Department is notified?
Mechanic

Who do you want to train in the use of fire extinguishers and fire prevention methods?
All personnel will be trained annually

Who is assigned rescue medical and building search/ sweep duties?
Only trained emergency responders equipped with proper PPE should perform these duties

Designated assembly point -
Driving Range Tee Box

Which person will count the persons at the assembly point?
Superintendent

What equipment must be left running or shut down through a procedure prior to evacuation?
None

What information needs to be protected in the event of a fire?
None

Tornado -

Where do people take shelter in a tornado or heavy thunderstorm?

Robinson St. pump house / underground

What is the procedure for fueling vehicles prior to the storm or moving equipment if your location is in the path of the storm?

Fuel vehicles when storms are impending and move them to a safe location if necessary and only if time permits

What information needs to be protected/ copied/ moved to another location in the event of an impending storm?

Nothing

Chemical spill in your location –

Who is responsible for making sure that the Fire Department is notified?

Maintenance Worker II

Who do you want to train in the use of spill management/ control methods?

All Hands (only if there is no danger)

What chemicals (gasses) are present in your area that may present a problem?

Oxygen	Acetylene	Aerosol Cans	Solvent Vat	Motor Fuels
--------	-----------	--------------	-------------	-------------

Who is assigned rescue medical and building search/ sweep duties?

Only trained emergency responders equipped with proper PPE should perform these duties

Designated assembly point -

Driving Range Tee Box

What person will count the persons at the assembly point?

Assistant Supervisor and Maintenance Worker II

What equipment must be left running or shut down through a procedure prior to evacuation?

None

What information needs to be protected, copied, or moved to another location incase of a spill?

None

Chemical spill on downwind street or railroad –

Who is assigned rescue medical and building search/ sweep duties?

Only trained emergency responders equipped with proper PPE should perform these duties

Designated assembly point -

To be determined at the time of the incident. The assembly point should be an area out of the dispersion cone (drift cloud) and 90° to the wind direction. The general wind direction in the winter is from the North, so the assembly point should be either directly East or West of the Facility. Similarly with the summer winds from the south and southwest, the assembly point should be south or southwest.

What person will count the persons at the assembly point?

Superintendent

What equipment must be left running or shut down through a procedure prior to evacuation?

None

What information needs to be protected, copied, or moved to another location in the event of a spill?

None

Civil Defense Emergency –

What are management's expectations for employee activities during Civil Defense Emergencies (Tornadoes, flooding, riots, either in Norman or a nearby town, but not in your location)?

Take appropriate actions based on the direction(s) from the Director of Emergency Management or other competent authority.

Duties assigned by the Director of Emergency Management?

None assigned



NORMAN POLICE DEPARTMENT

Questions to Ask:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Exact Wording of the Threat

Sex of caller: _____ Race: _____

Age: _____ Length of call: _____

Number at which call was received:

Time: _____ Date: _____

BOMB THREAT

Caller's Voice:

- | | |
|-----------------|-----------------------|
| _____ Calm | _____ Nasal |
| _____ Angry | _____ Stutter |
| _____ Excited | _____ Lisp |
| _____ Slow | _____ Raspy |
| _____ Rapid | _____ Deep |
| _____ Soft | _____ Ragged |
| _____ Loud | _____ Clearing throat |
| _____ Laughter | _____ Deep breathing |
| _____ Crying | _____ Cracking voice |
| _____ Normal | _____ Disguised |
| _____ Distinct | _____ Accent |
| _____ Slurred | _____ Familiar |
| _____ Whispered | |

If the voice is familiar, who did it sound like?

Background Sounds:

- | | |
|---------------------|----------------------|
| _____ Street noises | _____ Factory noises |
| _____ Crockery | _____ Animal noises |
| _____ Voices | _____ Clear |
| _____ PA System | _____ Static |
| _____ Music | _____ Local |
| _____ House noises | _____ Long distance |
| _____ Motor | _____ Office |

Other _____

Threat Language:

- | | |
|-------------------|------------------------------------|
| _____ Well spoken | _____ Incoherent |
| _____ Foul | _____ Taped |
| _____ Irrational | _____ Message read by threat maker |

Remarks: _____

Report call immediately to:

Phone number: _____

Date: _____

Name: _____

Position: _____

Phone number: _____

EFFECTIVE DATE: 6/30/03	POLICY NUMBER: 600-1	POLICY TITLE: Bloodborne Pathogen Policy and Exposure Control Plan
TOPICS: Bloodborne Pathogens Exposure Control Plan	REFERENCE: 29CFR 1910.1030 29 CFR 1904.20 40 OS Section 401-424	NUMBER OF PAGES: 12
AUTHORIZED BY: Brandon McLendon Safety Manager	SPECIAL INSTRUCTIONS	LAST REVIEW DATE: 12/03/15

PURPOSE:

The purpose of the Bloodborne Pathogen Policy and Exposure Control Plan is to protect the employees of the City of Norman from health hazards due to occupational exposure to bloodborne pathogens, by minimizing the exposure risk, and if necessary, providing treatment for exposed employees through medical facilities. In addition, it is to communicate the clean up procedures, personal protective equipment requirements and the training necessary to conform to State and Federal regulations.

POLICY:

The City of Norman conducts a two-tiered bloodborne pathogens compliance program for its employees. The tiers are defined by, those employees who are at risk for exposure and, those employees who are at low-risk for exposure to bloodborne pathogens.

The at risk employees are those persons who may be reasonably anticipated coming in contact with human blood or other potentially infectious body fluids during the performance of their duties. These persons must receive a thorough annual training in the Bloodborne Pathogen Standard to eliminate or control exposure. They will also be required to be immunized for Hepatitis “B” or submit a declination form, with their legal signature, to the medical records keeper in Human Resources.

Those persons who may be at greater for exposure risk and therefore reasonably anticipate coming in contact with human blood or other potentially infectious body fluids during the performance of their duties are:

- | | |
|--------------------------|------------------------|
| Firefighters | Sanitation Workers |
| Law Enforcement Officers | Wastewater Workers |
| Animal Control Officers | Recreation Technicians |

The low-risk exposure risk employees are those who have no reasonable anticipation for coming in contact with blood or other potentially infectious body fluids during the performance of their duties. This group will be given periodic awareness training concerning the hazards of bloodborne pathogens and exposure control procedures.

This program includes the use of engineering and work practice controls, personal protective clothing and equipment, informational training, Hepatitis B vaccination, post-exposure valuation and follow-up, sign and label programs, and other protection provisions that are appropriate to the employee’s exposure tier.

DEFINITIONS:

Bloodborne Pathogens - Pathogenic microorganisms that are present in human blood and that can infect and cause disease in persons who are exposed to blood containing these pathogens

Confidentiality – All medical information shall be considered confidential and no employee's health information will be released without the written consent of the employee. The medical records keeper in Human Resources shall maintain these records.

Contaminated – The presence or reasonably assumed presence of human blood or other potentially infectious materials on an item or surface

Contaminated Sharps – Any object capable of penetrating the skin, which is contaminated with blood or any other potentially infectious material.

Covered Diseases – Hepatitis B, Hepatitis C and Human Immunodeficiency Viruses, Ebola.

Decontamination – Using physical or chemical methods to remove, inactivate or destroy bloodborne pathogens on a surface or item to assure that they cannot transmit infectious particles.

Hand washing facilities – An area in the workplace which provides an adequate supply of running water, soap and single use towels.

Regulated Waste – Includes:

- ❑ Liquid or semi-liquid blood, or other potentially infectious materials;
- ❑ Contaminated items that would release liquid or semi liquid blood or other body fluids if compressed;
- ❑ Items caked with dried blood or other potentially infectious bodily fluid that would release materials during handling;
- ❑ Contaminated Sharps; and
- ❑ Pathological or microbiological wastes containing blood or other potentially infectious materials.

PROCEDURE:

Department Superintendents and Supervisors shall be responsible for ensuring their employees comply with the provisions of this plan. The City of Norman is responsible for providing all necessary supplies such as personal protective equipment, soap, household bleach, Hepatitis B vaccinations, etc. Hepatitis B vaccinations are administered through the Safety Manager. The Safety Manager is also responsible for disposing of biohazardous waste contained in biohazard bags. The Safety Manager shall be responsible for training City of Norman employees for both awareness and the annual training mandated by 29CFR 1910.1030 (in depth training).

Engineering and Work Practice Controls

Universal precautions will be observed by all City employees in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious materials will be considered infectious regardless of the perceived status of the source individual.

Employees must wash their hands or other contaminated skin with soap and water, or flush mucous membranes with water, as soon as possible following an exposure incident (such as a splash of blood to the eyes or an accidental needle stick).

Universal Precautions

Universal Precautions is an aggressive, standardized approach to infection control. According to the concept of Universal Precautions, employees should treat all human blood and certain body fluids as if they are known to contain HIV, Hepatitis B or C Virus or other bloodborne pathogens.

Employees shall use universal precautions at all times to reduce the risk to workers in the vicinity of an accident, whether or not they are responding. Since there is no way to know if an injured worker is infected with a bloodborne pathogen. Universal precautions must be used for all activities involving contact with blood, tissue and body fluids or equipment or materials, which may have been contaminated.

Wear gloves when anticipating contact with human blood, body fluid, tissues mucous membranes or contaminated surfaces, or if the person responding has breaks in the skin of their hands, like cuts, hangnails or dry skin.

Use disposable resuscitation devices if a decision is made to respond to an emergency.

Wear the correct Personal Protective Equipment (apron, mask and eye protection and gloves) if the possibility of splattering is possible while attending a citizen or co-worker. If the proper PPE is not available, use what is available and make sure that you thoroughly wash the contaminated area of your body and immediately report the incident as an exposure.

Wash any contaminated areas of the body, clothing or other surfaces thoroughly with non-abrasive germicidal cleaners. After washing, wash the area again, and then again. Soap and water are plentiful, use as much as you want.

Hand washing Procedure:

1. Moisten skin / Hands with water (warm or cold)
2. Apply a non-abrasive lotion soap (bacteria can live on a wet bar of soap)
3. Thoroughly wash all surfaces, cracks, and crevices of the skin, hands and wrists for a minimum of 10-15 seconds, using friction and a vigorous mechanical action.
4. Rinse well with running water and allow the water to continue during the next step.
5. Take two paper towels and thoroughly dry the area, use the paper towels to turn off the faucet. Dispose of the towels in the trash receptacle.

An alternative method of washing the skin is to use antiseptic towelettes and disposable towels. Dispose of these items in a Regulated Waste Bag.

Use a brush and scoop to pick up broken glass and “sharps”. Discard “sharps” and disposable contaminated items in an appropriately labeled impervious sharps disposal container.

Immediately report all needle stick accidents, mucosal splashes or contamination of open wounds with blood or bodily fluids to the Safety Manager. These exposures are to be recorded in the OSHA 300 Log as an injury.

Dispose of all biohazard waste generated in accordance with the Regulated Waste section of this policy.

Isolate the accident area until clean up is completed.

City of Norman employees who encounter improperly disposed of needles shall notify the Safety Manager of the location of the needle(s), the Safety Manager will pick up and dispose of the needles in an appropriate container.

- ❑ No eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses is allowed in a work area where there is a reasonable likelihood of occupational exposure.
- ❑ No food or drinks shall be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or other potentially infectious materials are present.
- ❑ Employees must perform all procedures involving blood or other potentially infectious materials in such a manner as to minimize splashing, spraying, splattering, and generation of droplets of these substances.
- ❑ All spills of bodily fluids are to be cleaned up by trained personnel. These persons are recipients of the mandated 29 CFR 1910.1030 training. They will also be required to be immunized for Hepatitis “B” or submit a declination form, with their legal signature, to the medical records keeper in Human Resources.

Housekeeping:

Decontamination will be accomplished by utilizing the following materials:

- ❑ 10% (minimum) solution of chlorine bleach (1 pint per gallon), mixed daily or Lysol, or other EPA-registered disinfectant, solution mixed to the manufacturer’s directions.
- ❑ The bleach solution or disinfectant must be left in contact with contaminated work surfaces, tools, objects, or potentially infectious materials for at least 10 minutes before cleaning.

- ❑ All contaminated work surfaces, tools, objects, etc. will be decontaminated immediately or as soon as feasible after any spill of blood or other potentially infectious materials.
- ❑ Equipment and tools that were contaminated with blood or other potentially infectious materials will be decontaminated before servicing or put to use.
- ❑ Employees who are involved in cleaning contaminated surfaces must wear the appropriate Personal Protective Equipment for the conditions. This is to say that custodial workers do not need to be dressed in fully isolating PPE to simply perform the functions of their job. The proper level of protection for Custodians is that they must wear general duty, nitrile or latex gloves when cleaning toilets and washroom facilities to ensure that they are not contaminated from these surfaces.
- ❑ Broken glassware will not be picked up directly with the hands. Sweep or brush material into a dustpan. Known or suspected contaminated sharps shall be discarded immediately or as soon as feasible in containers that are closeable, puncture-resistant, leak-proof on sides and bottom, and marked with an appropriate biohazard label. If sharps container is not pre-labeled, biohazard labels are available through the Safety Manager.
- ❑ When containers of contaminated sharps are being moved from the area of use or discovery, the containers shall be closed immediately before removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

Regulated Waste:

- ❑ Regulated waste shall be placed in containers that are closeable, constructed to contain all contents and prevent leakage of fluids during handling, storage, transportation or shipping.
- ❑ The waste must be labeled or color-coded and closed before removal to prevent spillage or protrusion or contents during handling, storage, or transport.
- ❑ Biohazard bags and labels are available through the Safety Manager.
- ❑ A biological waste destructor shall handle incineration of all biohazardous waste. Small quantities, such as a single small (approx. 9" X 12") bag or a Bio-Wipe Mitt Bag, can be disposed of at Fire Station #1, 411 E. Main St., Norman.

Laundry Procedures:

Personal clothing contaminated with blood or other potentially infectious material will be handled as if it were any other contaminated material. Such laundry will not be sorted or rinsed with uncontaminated clothing. If at all possible, the owner of the clothing shall conduct the cleaning of the contaminated clothing or gear, using the clothing owner's washing machine or other personally owned tool or appliance. If the owner cannot coordinate the cleaning then the clothing shall be disposed of in the same manner as Regulated Waste.

Clothing that is rented or leased through a commercial uniform supplier shall be dealt with through their procedure. If no procedure exists, then the person whose bodily fluids are contaminating the clothing, prior to returning into the laundry service, shall launder the contaminated clothing.

Decontamination can be accomplished by soaking the contaminated clothing in a bath of 10% chlorine bleach solution, Lysol, or other EPA-registered disinfectant, solution mixed and used per the manufacturer's directions then triple rinsed with clean water. After completing this procedure, the clothing must be laundered mechanically in hot water with detergent. Footwear does not have to be mechanically laundered if the process will ruin the footwear.

If at all possible, the person whose bodily fluids contaminated the gear shall decontaminate City owned Personal Protective Equipment. If this is not possible than only a person who has been trained to clean bodily fluid contaminates may do so.

Personal Protective Equipment

Where occupational exposure remains after institution of engineering and work controls, personal protective equipment shall also be utilized. The City will provide gloves, face shields, eye protection and other appropriate protective equipment at no cost to employees. The City will replace or repair personal protective equipment as necessary at no cost to employees. All personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employee's clothing, skin, eyes, mouth, or mucous membranes under normal conditions of use and for the duration of time for which the protective equipment will be used.

Employees must

- ❑ Utilize protective equipment in occupational exposure situations.
- ❑ Remove garments that become penetrated by blood or other potentially infectious material immediately or as soon as feasible.
- ❑ Replace all garments that are torn or punctured, or that lose their ability to function as a barrier to bloodborne pathogens.
- ❑ Remove all contaminated personal protective equipment before leaving the work area.
- ❑ Place all garments in the appropriate designated area or container for cleaning, decontamination, or disposal.

Hepatitis B Vaccine

The Hepatitis B vaccination shall be made available after the employee has received the training in occupational exposure avoidance and within 10 working days of initial assignment. It shall be made available to all employees who have potential occupational exposure unless, the employee previously received the complete Hepatitis B vaccination series, antibody testing revealed that the employee is immunized, or the vaccine is contraindicated for medical reasons. If the employee initially declines Hepatitis B

vaccination but at a later date decides to accept the vaccination, the vaccination shall then be made available.

All employees who decline the Hepatitis B vaccination offered shall sign the OSHA required waiver indicating their refusal. The declination sheet is included at the end of this policy.

If the U.S. Public Health Service recommends a routine booster dose of Hepatitis B vaccine at a future date, such booster doses shall be made available at no cost to the employee.

Post exposure evaluation and follow up

All exposure incidents shall be reported, investigated, and documented as an on-the-job injury. When the employee incurs an exposure incident, it shall be reported immediately to their Supervisor. Following a report of an exposure incident, the exposed employee shall go to the Norman Regional Hospital's Occupational Health Services, 724 24th Ave. NW for a confidential medical evaluation and follow-up, including at least the following elements:

- ❑ Documentation of the route(s) of exposure.
- ❑ A description of the circumstances under which the exposure occurred.
- ❑ The identification and documentation of the source individual. (The identification is not required if that identification is impossible or prohibited by state or local law.)
- ❑ The collection and testing of the source individual's blood for HBV and HIV serological status, if allowed by law.
- ❑ Post-exposure treatment for the employee, when medically indicated in accordance with the U.S. Public Health Service guidelines.
- ❑ Counseling for the employee.
- ❑ Evaluation of any reported illnesses.

The Healthcare professional evaluating an employee will be provided with the following information:

- ❑ A copy of this plan.
- ❑ A copy of the OSHA Bloodborne Pathogen regulations (29 CFR 1910.1030)
- ❑ Documentation of the route(s) of exposure.
- ❑ A description of the circumstances under which the exposure occurred.
- ❑ Results of the source individual's blood testing, if available.
- ❑ All medical records applicable to treatment of the employee, including vaccination status.

The employee will receive a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation. The healthcare professional's written opinion for Hepatitis B vaccination is limited to the following:

- (1) Whether the employee needs Hepatitis B vaccination;
- (2) Whether the employee has received such a vaccination.

The healthcare professional's written opinion for post-exposure evaluation and follow-up is limited to the following information:

- (1) That the employee was informed of the results of the evaluation.
- (2) That the employee was informed about any medical conditions resulting from exposure to blood or other infectious materials that require further evaluation or treatment.

All other findings or diagnoses must remain confidential and will not be in a written report.

All medical evaluations shall be made by or under the supervision of a licensed physician or by or under the supervision of a licensed healthcare professional.

All laboratory tests must be conducted by an accredited laboratory, at no cost to the employee.

All medical records will be kept in accordance with 29 CFR 1904.20 and HIPPA laws.

Training

All at risk employees shall participate in an in-depth training program. Training will occur before assignment to a task where occupational exposure may take place and at least annually thereafter. Additional training will be provided when changes such as modification of tasks or procedures affect the employee's occupational exposure.

All low-risk employees will receive training in bloodborne pathogen procedures during their initial employee orientation. Divisions can schedule refresher training on an as needed basis. Employees desiring annual refresher training may request to be included in the scheduled in-depth bloodborne pathogen training events after securing permission from their Supervisor.

Any employee who is exposed to infectious materials shall receive in-depth training, even if the employee was allowed to receive the HBV vaccine after exposure.

The in-depth training program will include at least the following elements:

- (1) An accessible copy of the regulatory text of 29 CFR 1910.1030 and an explanation of its contents.
- (2) A general explanation of the epidemiology and symptoms of bloodborne diseases.
- (3) An explanation of the modes of transmission of bloodborne pathogens.
- (4) An explanation of the employer's exposure control plan and the means by which the employee can obtain a copy of the written plan.
- (5) An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood or other potentially infectious materials.
- (6) An explanation of the use and limitations of methods that will prevent or reduce exposure, including appropriate engineering controls, work practices, and personal protective equipment.
- (7) Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment.
- (8) An explanation of the basis for selection of personal protective equipment.

**City of Norman, Oklahoma
Hepatitis B Vaccine Declination**

I understand that due to my occupational exposure to blood or other infectious materials that I may be at risk of acquiring Hepatitis B virus infection. I have been given the opportunity to be vaccinated with the Hepatitis B vaccine at no charge to myself. However, I decline the Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want the Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

(print name)

(title)

(date)

(signature)

INSTRUCTIONS

Oklahoma State Department of Health Communicable Disease Risk Exposure Report

This report form was developed to initiate a system of notification for risk exposures occurring outside of a health care facility to health care workers, emergency responders, and funeral workers as specified by the Oklahoma State Department of Health OAC 310:555. This report and all information entered on it are to be held in strictest confidence to conform with 63 O.S. Supp. 2001, Section 1-502.1 et. seq.
Note: For questions regarding the handling of ODH Form 207, call 405/271-4636.

PART I: Exposed Worker Section

Questions 1-13 are to be completed by the exposed worker, immediately following the injury.

9: Describe exposure in detail. Include information regarding type of exposure, body part affected, type of body fluid involved, duration of exposure, etc.

12: List the facility where the source patient was taken. This will be the facility that is responsible for testing the source patient.

Questions 14-19 are to be completed by Employer's Designee, immediately following the injury.

Questions 20-22 are to be completed by a Licensed Health Care Professional. (MD, DO, RN, PA,).

Routing:

A. If the Licensed Health Care Professional determines that the exposure does not have the potential for transmission of a communicable disease, the form should be returned to the Employer's Designee.

B. If the exposure does have the potential for transmission of a communicable disease, the

Yellow copy should be mailed **immediately** to the OSDH HIV/STD Service (use gray, self addressed, metered envelope).

The **Green** copy, a gray metered envelope and instruction page are to be delivered **immediately** to the designated person (usually the Infection Control Practitioner) at the health care facility to which the source patient was transported; to the attending physician, if the source patient was being cared for outside of a health care facility; to the health care provider who last had responsibility for the deceased source patient; or to the medical examiner.

PART II: Source Patient Health Care Provider Section

Questions 23-38 are to be completed by the Health Care Provider who is responsible for testing the source patient.

32. Rapid HIV testing has become a valuable tool used to quickly determine the need for initiation and/or continuation of PEP meds for the exposed person. When a rapid HIV test is performed on the source patient, communication of these results should not be delayed. The results should be **immediately** communicated to the physician/provider who is providing post-exposure counseling and follow up and is listed on page 1, q. 17-19.

Please note that as other source results become available, these should be released to the Provider listed on page 1, q. 17-19.

Routing:

A. The Health Care Provider should complete Part II and mail the completed green form to OSDH HIV/STD Service immediately using the gray, self-addressed, metered envelope.

OSDH form 207

11/03

Communicable Disease Risk Exposure Report

The filing of this report initiates a system of notification for risk exposures occurring outside of a health care facility to health care workers, emergency responders, and funeral workers as specified by the Oklahoma State Department of Health OAC 310:555. This report and all information entered on it are to be held in strictest confidence in conformance with 63 O.S. Supp. 2001, Section 1-502.1 et. seq.

PART I: Exposed Worker Section (Please Print)

- 1. Employee Name: _____
(Last) (First) (MI)
- 2. Birth date: ____/____/____
Mo. Day Yr.
- 3. Home Telephone: (____) _____
- 4. Profession/Job Title: _____
- 5. Employer/Company Name: _____
- 6. Work Address/Telephone: _____ (____) _____
(Street) (City) (Zip) Telephone
- 7. Number of hepatitis B vaccinations previously received: None; 1; 2; 3
- 8. Date of Exposure: (Mo./Day/Yr.) ____/____/____ 9. Time of Exposure: _____ AM or PM (Circle One)
- 10. Supervisor's Name/Telephone: _____ (____) _____
Telephone
- 11. Description of Exposure: _____
- 12. Source Patient Name: _____
(Last) (First) (M.I.)
- 13. Location of Source Patient (include name of facility, address and phone number): _____

To Be Completed By Employer's Designee

I have reviewed the circumstances and management of this incident and verify that the appropriate follow-up (according to our agency Exposure Control Plan) is being attempted in order to identify or prevent the transmission of communicable diseases to which the employee may be at risk as a result of this exposure.

- 14. _____ 15. _____
Name & Title (Print) Signature
- 16. ____/____/____
Mo. Day Yr.

Post-exposure counseling and follow-up will be provided to this employee by:

- 17. _____ 18. (____) _____ 19. (____) _____
Provider's Name Provider's Telephone Number Provider's Fax Number

To Be Completed by A Licensed Health Care Professional (MD, DO, RN, PA,)

In my professional judgment, this was was not a mucosal, percutaneous or respiratory exposure that has the potential for transmission of a communicable disease, such as hepatitis B, hepatitis C, HIV, TB or meningococcus.

- 20. _____ 21. _____ 22. ____/____/____
Name & Title (Print) Signature Mo. Day Yr.

For consultation regarding exposures and PEP meds: PEP Hotline 1-888-448-4911

Note: If this exposure does not warrant medical follow-up, please return the form to the *Employer's Designee* and indicate to that individual why no follow up is required.

If this is an exposure that warrants medical follow-up, the employer shall handle the report accordingly:

- A. **Yellow** copy to be mailed **Immediately to the OSDH HIV/STD Service (use gray, self-addressed, metered envelope) at 1000 N.E. 10, OKC, Ok 73110**
- B. **Green** copy, a gray metered envelope and instruction page to be delivered **immediately** to the designated person (usually the Infection Control Practitioner) at the location of the source patient.

PART II: Source Patient Health Care Provider Section (Please Print)

23. Date and time Communicable Disease Risk Exposure Report received: (Mo./Day/Yr.) ____/____/____ Time: ____AM or PM (Circle One)

24. Person completing Part II:

(Last) (First) (Title)

25. Institution (name): _____ 25. Business Phone: _____
(____) _____

Source Patient Information

26. Birth date: (Mo./Day/Yr.) ____/____/____ 27. Sex: Male; Female

28. Primary Diagnoses: _____

29. Was the source patient found to have any potentially communicable disease(s), such as hepatitis B, hepatitis C, HIV, TB, meningococcal disease, or others? Yes No

30. If yes, specify: _____

31. Does the source patient have clinical evidence of AIDS or symptoms of HIV infection or acute retroviral syndrome? Yes; No; Unknown

Source Patient Test Results

32. Rapid HIV test: Positive; Negative; Indeterminant Test Date: (Mo./Day/Yr.) ____/____/____ Not Done

Note: IMMEDIATELY report Rapid HIV results by phone or fax to the Provider listed on page 1, q. 17-19. As other test results become available, these are also to be released to the Provider listed on page 1, q. 17-19.

33. HBsAg: Positive; Negative Test Date: (Mo./Day/Yr.) ____/____/____ Not Done

34. anti-HCV: Positive; Negative Test Date: (Mo./Day/Yr.) ____/____/____ Not Done

35. HIV: Positive; Negative; Indeterminant Test Date: (Mo./Day/Yr.) ____/____/____ Not Done

36. Other: Name of Test: _____ Test result: _____ Test Date: (Mo./Day/Yr.) ____/____/____

Note: Source results may be released to the source patient; the exposed person; the exposed person's physician/provider or OSDH per OAC 310:555.

37. Date results released to Provider: (Mo./Day/Yr.) ____/____/____ 38. Date mailed to OSDH: (Mo./Day/Yr.) ____/____/____

When Part II is completed, mail immediately to the OSDH HIV/STD Service using the gray, self-addressed, metered envelope. Part III: OSDH Section (Please Print)

Date Report Received: (Mo./Day/Yr.) ____/____/____

Person Completing Part III: _____
(Last) (First)

OSDH

Division: _____

Follow-Up Action: _____

EFFECTIVE DATE: 6/30/03	POLICY NUMBER: 600-2	POLICY TITLE: Tuberculosis (TB) Policy
TOPICS: Tuberculosis Exposure Control Plan	REFERENCE: 1994 CDC TB Guidelines 29 CFR 1904.20 40 OS Section 401-424	NUMBER OF PAGES: 2
AUTHORIZED BY: Brandon McLendon, Safety Manager	SPECIAL INSTRUCTIONS	LAST REVIEW DATE: 5/4/16

PURPOSE:

The purpose of this policy is to specify the steps for employees to take to (a) minimize their exposure to *mycobacterium tuberculosis* (M. tuberculosis, tuberculosis, TB) in the workplace and (b) to report an exposure or possible exposure to a person carrying TB. It is also to satisfy the intent of the OSHA General Duty Clause (Public Law 91-596) and the State of Oklahoma OSH Act of 1970 general duty clause (o.s. 40-403 A).

POLICY:

The City of Norman is committed to providing a safe and healthy workplace for all of its employees. It is the policy of the City to exercise all precautions necessary to protect employees from all accidents and exposures to pathogens. Any employee who believes that they have been exposed to M. Tuberculosis must report the exposure to their Supervisor. The employee will be medically assessed to identify whether they are infected. If an employee is found to be infected with TB, then the employee will be given access to proper medical care and treatment to cure the infection. Results of the assessment will be kept confidential. Work restrictions may be imposed on the infected employee to prevent co-workers from exposure. The attending physician, the Safety Manager and the employee's Supervisor through the return to work procedure, will determine the extent of the restrictions.

DEFINITIONS:

Mycobacterium tuberculosis (M. tuberculosis, tuberculosis, TB) – The bacteria that is responsible for causing TB in humans.

TB – is a disease that primarily spreads from person to person through droplet nuclei suspended in the air. When a person coughs, sings or laughs, the droplet nuclei are released into the air. When another person *repeatedly* breathes the droplets nuclei there is a *chance* of their becoming infected with TB.

Confidentiality – All medical information shall be considered confidential and no employee's health information will be released without the written consent of the employee. The medical records keeper in Human Resources shall maintain these records.

Contaminated – The presence or reasonably assumed presence of M. Tuberculosis or other potentially infectious materials on an item or surface

Decontamination – Using physical or chemical methods to remove, inactivate or destroy TB containing droplet nuclei on a surface or item to assure that they cannot transmit infectious particles.

PROCEDURE:

Departmental Superintendents and Supervisors shall be responsible for ensuring their employees comply with the provisions of this policy.

For an employee to develop TB infection he or she must have close contact to a sufficient number of air droplet nuclei over a long period of time. The state of the employee's health is also considered as contributing to the susceptibility for TB infection and the possible development of the TB disease. The probability of contracting TB in Cleveland County is very low (6 cases per 100,000 (Incidence Rate = 2.5) per the Oklahoma Department of Health's website link to, *Number and Incidence of Reported Tuberculosis Cases by County, Oklahoma 2009*. Nonetheless, Norman has a growing population of persons who immigrate into Norman from countries that have significant populations of persons who are infected with TB. This yields an existent, but low possibility of exposure to TB, primarily for Police Officers and Firefighters.

Persons with active cases of TB may be recognized by their persistent, violent coughing that may produce blood involved with the sputum. Symptoms of the disease those persons may suffer from weight loss, weakness, fever, night sweats, and chest pain.

The protocol for employees to determine whether a person is infected with TB is to:

- ❑ Determine if they display any of the symptoms listed above, and if they do simply ask them if they have TB.
- ❑ If they respond affirmatively, have that person breath through a handkerchief or paper towel that will stop the droplet nuclei from becoming airborne and contaminating the City employee.
- ❑ If a person displaying the symptoms does not speak English or cannot communicate, or appears to be lying, then the employee is to take the necessary precautions by having them breath through a handkerchief or paper towel.
- ❑ When transporting a person with, or suspected of having TB the employee is advised to cover their mouth and nose with a disposable dust mask, handkerchief or paper towel if at all possible. Transporting the person suspected of having TB should be done in a vehicle with the windows open. Transmission of the disease requires a prolonged contact with an infected person; it is improbable that a single short exposure to the droplet nuclei will cause an infection. Nonetheless, limiting the amount of exposure to unfiltered air may lower the risk of contracting the disease.
- ❑ If the infected person is taken into custody or moved to a medical facility, inform the recipient facility of your suspicion of TB infection.

The Safety Manager shall be responsible for training City of Norman employees for TB awareness training. The training shall consist of the following topics; disease transmission, signs and symptoms, medical surveillance and therapy, and the proper use of controls.

CITY OF NORMAN

SAFETY MANUAL

EFFECTIVE DATE: 2/1/09	POLICY NUMBER: 600-3	POLICY TITLE: First Aid Policy
TOPICS: First Aid Kits, First Aid vs. Physician's care First Aid/ CPR / AED classes	REFERENCE: 29CFR 1926.50 29 CFR 1910.151 40 OS Section 401-424	NUMBER OF PAGES: 1
AUTHORIZED BY: Brandon McLendon Safety Manager	SPECIAL INSTRUCTIONS	LAST REVIEW DATE: 12/03/15

A vast majority of injuries that occur in the workplace are minor and should be dealt with using simple first aid procedures. These procedures include topical disinfection, the applications of anti-biotic and itch relieving ointments and preparations, and protecting the injured area with a bandage.

The Supervisor should make the determination to seek the care of our medical provider on a case by case basis. Normally excluded from the need to seek care from our medical provider are; minor insect bites (chiggers, fleas, mosquitoes and the like), dermatitis caused by poison ivy, poison sumac, or other poisonous plants, minor cuts, abrasions and contusions, sunburn etc. Relief from these can usually be found through first aid treatment or preventative treatment such as wearing insect repellent or preventative poison ivy therapies like Rhus-Tox.

To provide the number of persons needed to administer first aid, all supervisors, crew chiefs and ten (10) percent of the division's population will be trained annually in First Aid Procedures. Scheduling for the one day course of instruction in first aid/ CPR and AED is the responsibility of the Safety Manager; the course should be repeated annually. Providing the persons to be trained annually is the responsibility of the Department Head or his/her designee.

To provide adequate first aid supplies a first aid kit will be maintained by each division or department as applicable. All City Vehicles (not equipment) will be equipped with a first aid kit. The responsibility for maintaining these kits with supplies is that of the department. The contents of the kits are as follows:

Department/ Work Center Kit (minimum)

2 ea Eye wash, 4 oz
 1 box Self adhesive strip bandages
 1 box Knuckle bandages
 1 box 3X3 sterile gauze pads (indiv. wrapped)
 1 roll gauze bandage
 1 roll adhesive tape
 1 box Antiseptic (alcohol) Wipes
 1 ea Antiseptic Spray 3 oz
 1 box /tube Triple Antibiotic ointment
 1 box /tube Hydrocortisone cream
 Eye cups
 1 pr ea Tweezers, scissors
 2 pr Disposable health care gloves
 Blood Flow compress
 Cold Packs for sprains/ strains
 Oval Eye Pads, sterile
 Disposable thermometers (Tempa-DOT)
 Triangular Bandage
Suggested, but not mandatory-
 Quick Clot Packages
 Antiviral spray for Blood Exposure (MyClyns or Vionex)
 Gel Burn Dressings (4X4 Water Gel Dressings)

Vehicle Kit (suggested)

2 ea Eye wash, 4 oz
 some Self adhesive strip bandages
 some Knuckle bandages
 some 3X3 sterile gauze pads
 1 roll gauze bandage or compress
 1 roll adhesive tape
 some Antiseptic (alcohol) Wipes
 1 ea Antiseptic Spray 3 oz
 1 tube Triple Antibiotic ointment
 1 tube Hydrocortisone cream
 1 pr ea Tweezers, scissors
 2 pr Disposable health care gloves
 Antiviral spray/ wipes for Blood
 some Oval Eye Pads, sterile

EFFECTIVE DATE: 6/30/03	POLICY NUMBER: 700-1	POLICY TITLE: Confined Space Policy
TOPICS: Confined Spaces, permit and non-permit required	REFERENCE: 29 CFR Part 1910.146 29 CFR Part 1926.956, .21(b) 6, Hazard Assessment Policy 301-1	NUMBER OF PAGES: 9
AUTHORIZED BY: Brandon McLendon Safety Manager	SPECIAL INSTRUCTIONS	LAST REVIEW DATE: 12/03/15

PURPOSE: The purpose of this policy is to ensure that all employees entering a confined space adhere to the OSHA Permit Required Confined Space procedure (29 CR 1910.146) and use required confined space entry equipment. It is also to ensure that the employees are properly trained to conduct themselves safely in permit required confined spaces.

POLICY:

It is the policy of City of Norman that any employee entering into a confined space will do so in accordance with the procedures outlined in this document. All practices in confined space entry will meet or exceed applicable federal, state and local safety regulations.

All persons planning on entering a confined space must obtain a Confined Space Entry Permit from their Division Supervisor, or his/her designee. The Entry Supervisor is responsible for atmospheric testing in confined spaces; record keeping and completing Confined Space Entry Permits.

DEFINITIONS:

A confined space is defined by the concurrent existence of all of the following conditions:

- (1) Large enough and so configured that an employee can bodily enter and perform assigned work.
- (2) Has limited or restricted means for entry or exit.
- (3) Is not designed for continuous employee occupancy.

Such as: manholes, boilers, tanks, vats, sewer pipelines, vaults without existing general ventilation. Note: Trench excavations are typically not confined spaces.

A Permit Required Confined Space is a confined space that has one or more of these additional characteristics:

- (1) Contains or has the potential to contain a hazardous atmosphere.
- (2) Contains a material that has the potential for engulfing an entrant.
- (3) Ready removal of a suddenly disabled employee is difficult due to the location and/or size of access openings.
- (4) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
- (5) Contains any other recognized serious safety or health hazard.

DEFINITIONS: (cont.)

An ENCLOSED SPACE is a space that does not meet the definition of a confined space, but may require precautionary measures upon entering. Examples of enclosed spaces are crawl spaces, attics and service tunnels with existing general ventilation.

NON-PERMIT CONFINED SPACE is a confined space that probably does not contain or, have the potential to contain any hazard capable of causing death or serious physical harm. In particular, atmospheric hazards physical hazards or engulfment hazards. An example of this is the Digester Basements at the Pollution Control Facility. Although they are confined, they are well ventilated and built for access using the stairs.

DANGEROUS AIR CONTAMINATION is an atmosphere capable of causing death, injury, acute illness, or disablement due to the presence of flammable, explosive, toxic, or incapacitating substances.

OXYGEN DEFICIENT/ OXYGEN ENRICHED ATMOSPHERE is an atmosphere containing less than 19.5% or greater than 23.5% oxygen by volume.

LOWER EXPLOSIVE LIMIT (LEL) is the lowest concentration of a substance in air that will produce a flash of fire when an ignition source (heat, arc, or flame) is present. At concentrations lower than the LEL, the mixture is too "lean" to burn.

UPPER EXPLOSIVE LIMIT (UEL) is the highest concentration of a substance in air that will produce a flash of fire when an ignition source (heat, arc, or flame) is present. At concentrations higher than the UEL, the mixture is too "rich" to burn.

CONFINED SPACE ENTRY PERMIT is a permit that must be completely filled out by the persons entering the space, their attendants and approved by their Supervisor that allows them to enter the space. No permit shall be valid for more than 24 hours after the time of issue by the Supervisor.

PROCEDURE:

Responsibilities of participants in the Confined Space Entry:

Department Supervisors

- ❑ Ensure that employees under their direct supervision understand and adhere to adopted procedures during confined space entry operations.
- ❑ Assure that necessary education and training will take place prior to the employee being assigned to work in a confined space.
- ❑ Maintain copies of all Confined Space Entry Permits, including all air testing results.
- ❑ Provide necessary operations equipment and resources including confined space attendants.
- ❑ Identify locations and potential hazards of each confined space that may require entry by employees.

The members of the Entry Team:

Entry Supervisors

- ❑ Determine if acceptable entry conditions are present at a permit space where entry is planned.
- ❑ Oversee entry operations for the duration of assigned work and terminate entry when conditions are determined to be unsafe.
- ❑ Complete Confined Space Entry Permits.
- ❑ Must be able to call/alert rescue personnel at all times that the Entrant is in the confined space.

Entrants

- ❑ Because of the number of potential hazards that may exist or develop in the work environment, confined space entrants are required to use extreme caution at all times. Disregard for established safety practices will be brought to the attention of appropriate Supervisors.
- ❑ Confined space entrants are responsible for reading and complying with procedures and guidelines provided by their Supervisors and the Safety Manager.
- ❑ Ensure that understand this policy and that they are competent in confined space entry.

Attendants

- ❑ Assist entry Supervisor and entrants as directed by the entry Supervisor.
- ❑ Perform air monitoring as required, preferably continuously, logging results every 30 minutes
- ❑ Maintain communications with the entrant at all times. And maintain clear communications with the Entry Supervisor at all times.
- ❑ Hand / lower tools to Entrant, relay messages, recognize hazards or changes in the work space.

Minimum number of employees

A minimum of three employees will be immediately available during all confined space entries. A minimum of two trained employees will be within line sight and verbal communication distance of one another outside of the confined space. A typical confined space team consists of an Entry Supervisor, an Attendant, and Entrant(s).

Ventilation

- ❑ Adequate ventilation will be provided to protect employees from dangerous working conditions resulting from accumulations of hazardous concentrations of flammable vapors, toxic gases, or an oxygen deficient or enriched environment in all buildings, pits, rooms, vaults, or other enclosed areas.
- ❑ If sufficient general ventilation exists to ensure the removal of all atmospheric hazards, as identified through air monitoring, then the space may be treated as a Non-Permit Required Space and only those requirements shall apply.
- ❑ Note that positive pressure ventilation applied to single entry/exit point may cause potentially contaminated air to come out of the space. Precautions should be taken to prevent workers from being exposed (e.g. run air lines away from area or clear workers from entry point).

PRE-ENTRY PROCEDURES

- ❑ It is recommended, but not required that lines, (except public utility gas distribution systems), which may convey flammable, injurious, or incapacitating substances into the space shall be disconnected, blinded, or blocked off by other positive means. This is done to prevent the development of dangerous air contamination and/or oxygen deficiency within the space by leaking lines. The method used shall prevent inadvertent reconnection or disabling of the line. This does not require blocking of all laterals to sewers or storm drains.
- ❑ Where experience or knowledge of industrial use indicates materials resulting in dangerous air contamination may be dumped into an occupied sewer, all such laterals shall be blocked.
- ❑ Confined spaces shall be emptied, flushed, or otherwise purged of flammable, injurious or incapacitating substances, removing the hazard to the minimum concentration feasible.
- ❑ Spaces shall be ventilated for at least 15 minutes prior to entry using the most effective method (e.g. blowing air into or drawing air from the space).
- ❑ Where interconnected spaces are blinded off as a unit, each space shall be tested and the results recorded, and the most hazardous condition so found shall govern procedures to be followed.
- ❑ A confined space entry permit will be completed, signed and dated by the Division Supervisor (or their designee) of the crew conducting the entry. The original entry permit shall be kept on file by the department using the permit. The copy is to be kept on file by the Supervisor.
- ❑ An attendant shall be continually present while workers are inside an enclosed or confined space. The attendant may operate the air monitoring equipment.
- ❑ All exits and entries shall be readily accessible.
- ❑ When entrance covers are removed, the opening shall be promptly guarded by a railing, temporary cover, or other temporary barrier that will prevent an accidental fall through the opening and that will protect each employee working in the space from foreign objects entering the space.
- ❑

Pre-entry testing procedures

- ❑ The air shall be tested with an appropriate device or method to determine whether dangerous air contamination and/or oxygen deficiency exists and a written record of such testing results shall be made and kept at the work site for the duration of the work. Affected employees and/or their representative shall be afforded an opportunity to review and record the testing results.
- ❑ Testing should be performed without disturbing the space, if possible.
- ❑ After long breaks (30 minutes or more) such as lunch, complete testing for permit required confined spaces shall be performed again to determine if any atmospheric changes have taken place inside the confined space.
- ❑ Employees shall refrain from leaning over the area to be tested; instead, the air-testing device should be placed over or into the opening of the area.

- ❑ Testing of the oxygen content and for flammability (LEL) shall be conducted on a continuous basis and documented to ensure that the confined space atmosphere's hazards are abated.

Special Precautions prior to entry

- ❑ Work involving the use of flame, arc, or spark, or other source of ignition is prohibited within a confined space (or any adjacent space having common walls, floor, or ceiling with the confined space), which contains, or is likely to develop, dangerous air contamination due to flammable and/or explosive substances.
- ❑ Whenever gases such as nitrogen are used to provide an inert atmosphere for preventing the ignition of flammable gases or vapors, no flame, arc, spark, or other source of ignition shall be permitted unless the oxygen concentration is maintained at less than 20 percent of the concentration that will support combustion.
- ❑ If the existence of dangerous air contamination and/or an oxygen deficiency (O₂ at less than 20%) is determined by the tests performed, existing ventilation shall be supplemented by the appropriate means.
- ❑ Whenever oxygen-consuming equipment is used, arrangements will be made to ensure sufficient venting for all combustion air and exhaust gases.
- ❑ Automatic fire suppression systems employing toxic or oxygen displacing gases or total foam flooding shall be deactivated. If it is not feasible to deactivate these systems, then the use of respiratory protective equipment shall be used during entry into and work within such spaces (SCBA or Supplied Air Respirator with Egress bottle only)
- ❑ Only approved lighting and electrical equipment, in accordance with the NFPA Explosion-Proof standard, shall be used in confined spaces where dangerous air contamination due to flammable and/or explosive substances exists.
- ❑ Where live electrical work will be performed, the tripod unit will be properly grounded (e.g. welding cable and clamp).

OPERATING PROCEDURES

Non-Permit Required Confined Space

- ❑ A two-way radio, cell phone or other communications device of equal reliability may be used in lieu of the attendant in this case. Plant Operators may enter the space as a course of their duties if no hazardous gasses or conditions exist within the space, the "two-man rule" is not followed.
- ❑ Employees working in non-permit confined spaces shall wear appropriate personal protective equipment appropriate for the hazards expected in the space.
- ❑ Air testing shall be conducted periodically to monitor the pre-existing atmospheric environment and to detect any atmospheric changes that might occur. If the space is constantly monitored through a fixed monitoring system, then the monitoring system is sufficient protection, except for Oxygen Percentage levels. These levels must be monitored on entry and while the entrants are in the space.
- ❑ If air sampling / monitoring instruments indicate a developing adverse atmospheric change (e.g. steadily rising hydrogen sulfide or carbon monoxide levels, or steadily increasing or decreasing oxygen concentration), the entrant will immediately exit the confined space and reassess the area for its new hazard.

Permit required confined space

- ❑ Permit required means precisely that anyone entering a confined space must have a permit, approved by their Work Center Supervisor or their designee, prior to any body part moving across or through the entry opening (breaking the plane) for any amount of time. This is understood to mean that an employee may not stick their head in to look, or arm in to check any confined space, even for a nano-second. If the access is opened, the employee must have the permit and team on hand and operation at the time of the opening.
- ❑ An approved safety belt with an attached line shall be used. The free end of the line will be secured outside the entry opening. The line shall be a minimum 2000 pound test strength and 1/2 inch in diameter.
The only exception to this is when an Entry Supervisor determines that a safety belt and line would further endanger the life of the employee. Under these circumstances, the harness should remain attached to the employee to facilitate rescue in the event of an emergency.
- ❑ After the initial air monitoring readings are taken and after ventilating the confined space, continuous air monitoring will be performed. Data will be entered on the confined space for 15 minutes, entry permit every 15 minutes by the entry Supervisor.
- ❑ Top Openings - When entry must be made through a top opening, the following requirements also apply:
 - ❑ A safety belt shall be of the harness type that suspends the employee in an upright position will be worn by any person entering the space.
 - ❑ A hoisting device (tripod) or other effective means shall be provided for lifting employees out of the space.

After hours and Priority entries

- ❑ Under no circumstances is an employee to enter a permit required confined space at the City of Norman without following the procedures outlined in this section.
- ❑ In the event that a permit required confined space must be entered after regular working hours, an attempt will be made to contact the work center Supervisor or their designee, for the area entered. If a Supervisor is not available, confined space entry may proceed if at least three trained and with demonstrated competence confined space personnel are present and all of the procedures outlined in this document are followed.

Emergency and Rescue procedures

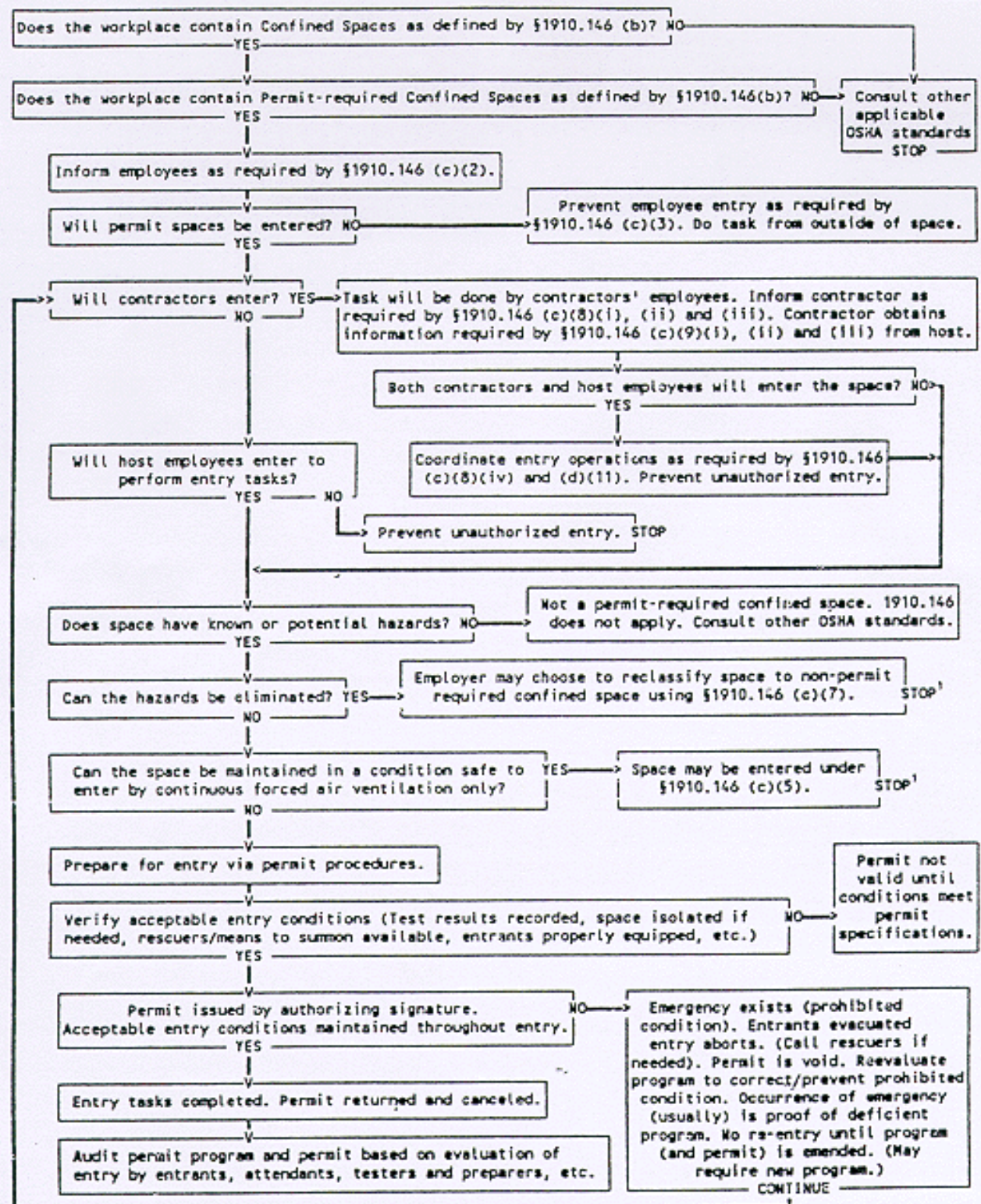
- ❑ Should an employee become disabled while in a confined or enclosed space, the attendant shall immediately call the emergency number (911) to summon emergency personnel. It is important to communicate to the dispatchers that a "confined space rescue" is necessary.
- ❑ If rescue can be made without re-entering the space then the on-site entry team may rescue the injured person. If rescue requires re-entering the space then the Norman Fire Department must conduct the rescue. The only exception to this is when the Norman Fire Department or the Division Supervisor specifically allows re-entry for that particular rescue; and the persons re-entering the confined space are aware of the cause of the injury and are protected against the hazard.

EMPLOYEE TRAINING

Employees entering confined spaces (entrants), confined space entry Supervisors, and attendants must have received and be currently certified in all of the training outlined below prior to being assigned duties involving confined space operations [see 29CFR 1910.146(g) Training.]

- ❑ Respirator Certification
- ❑ Respirator Fit Testing
- ❑ Respirator Selection Training
- ❑ Confined Space Operating Procedures (Duties of entrants, attendants, and entry Supervisors)
- ❑ Training in Physical & Chemical hazards (H₂S, Flammables, etc.)
- ❑ Air Monitoring Training
- ❑ Operation of Communication Equipment

APPENDIX A TO §1910.146—PERMIT-REQUIRED CONFINED SPACE DECISION FLOW CHART



CONFINED SPACE ENTRY PERMIT

One copy of this permit is left on the job site, one is filed in the Division Supervisor's file

Job/Space/Site /Location (as appropriate)	Entry Supervisor
Date & Time issued	Date and time permit expires
Reason for entry	Actual time of exit and securing space

Entry Supervisor	_____
Attendant	_____
Entrant	_____
Second Entrant	_____
Other	_____
Other	_____

Circle appropriate response:

- | | | | |
|-------------------------------------|---|--|---|
| Energy Sources are un-secured | <input type="checkbox"/> Y <input type="checkbox"/> N | Forced Ventilation necessary | <input type="checkbox"/> Y <input type="checkbox"/> N |
| Hazardous energy un-secured (LOTO) | <input type="checkbox"/> Y <input type="checkbox"/> N | Excessive heat a problem? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| Accumulation of welding fumes? | <input type="checkbox"/> Y <input type="checkbox"/> N | Trap/ Asphyxiation Hazards | <input type="checkbox"/> Y <input type="checkbox"/> N |
| Hazardous energy released (LOTO) | <input type="checkbox"/> Y <input type="checkbox"/> N | Excessive heat a problem? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| Chemical Fumes in space as a hazard | <input type="checkbox"/> Y <input type="checkbox"/> N | Trip or Fall Hazard | <input type="checkbox"/> Y <input type="checkbox"/> N |
| Are others working above? | <input type="checkbox"/> Y <input type="checkbox"/> N | Equipment /Traffic above? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| Are there any other hazards? | <input type="checkbox"/> Y <input type="checkbox"/> N | Will this entry introduce a Hazard while work is being done? | <input type="checkbox"/> Y <input type="checkbox"/> N |

Please explain any Y answers _____

Atmosphere readings

Time	O₂	LEL	H₂S	CO
Prior to entry				

CITY OF NORMAN**SAFETY MANUAL**

EFFECTIVE DATE: 6/30/03	POLICY NUMBER: 800-1	POLICY TITLE: Cranes, Chain Hoists and Tackle Inspection
TOPICS: Chains, Wire ropes, Lifting Equipment	REFERENCE: 29 CFR 1910.179 29 CFR 1910.251	NUMBER OF PAGES: 9
AUTHORIZED BY: Brandon McLendon Safety Manager	SPECIAL INSTRUCTIONS	LAST REVIEW DATE: 12/03/15

PURPOSE:

The purpose of the City of Norman crane and hoist program is to ensure the safety of all employees required to use a crane or hoist while performing their duties, and to provide the guidelines for equipment inspection.

PROCEDURE:

All chains and ropes and their attachments, used to lift, bind or pull must be regularly inspected to ensure their safety. The following practices and specifications are set to give guidance to employees in the use and inspection of this equipment.

All existing equipment will be inspected prior to use and on a monthly basis for general wear. Chain hoists will be inspected and proof tested annually by a competent testing facility.

New and existing equipment shall meet all of these standards and other regulations as required for installation and operation.

DEFINITIONS:

Chain Hoist – mechanical device using a looped chain over gears to lift materials. Either powered or manually operated.

Tackle – Chain, rope, sheaves, hoists, hooks, slings and all manner of equipment to lift or bind loads.

Crane – for the purposes of this policy a crane is defined as any load supporting mechanism from which a chain or rope hoist is suspended for the propose of moving material or hoisting loads. Powered mobile cranes are specifically excluded from this policy.

Crane / Chain Hoist Inspections and Modifications

Modifications may be done if a qualified structural engineer or the equipment manufacturer checks them thoroughly for the new rated load. The crane shall be tested at not more than 125 percent of the rated load unless recommended differently by the manufacturer. The test results will be on file and readily available.

Rated load markings shall be clearly marked on each side of the crane or hoist. If the crane or hoist has more than one hoisting unit, each shall have the rated load marked so it can be clearly seen from the ground or floor.

There will be an initial inspection prior to use of all new and altered cranes or hoists to ensure compliance with provisions of all standards and regulations.

Inspections are divided into two general classifications. The intervals are dependent upon the nature and degree of exposure to wear, deterioration, or malfunction. The two classifications are *frequent* and *periodic*.

A crane or hoist that has been idle for more than one month, but less than six months, shall be given an inspection per *frequent* inspection checklist and will be documented with the inspector's name, date of inspection, and identification of the crane or hoist inspected.

Frequent inspections are performed daily to monthly and include:

- ❑ All functional operational mechanisms for maladjustment, performed daily,
- ❑ Deterioration or leakage in lines, tanks, valves, drain pumps and other parts of air or hydraulic systems, checked daily,
- ❑ Hooks with deformation or cracks, or with safety latches missing. Visual inspection daily - monthly inspection with a certification record which includes the date of inspection, name and signature of inspector and serial number or other identifier of the hook inspected. If the hook is cracked or has more than 15 percent excess throat opening or more than 10 percent twist, the hook shall be replaced.

Hoist chains will follow the same guidelines as the hook inspection above, and cranes or hoists that have been idle for more than six months shall be given a complete inspection conforming to both the *frequent* and *periodic* inspections, to include inspector's name and date of inspection. This documentation must be kept on file and readily available.

Periodic inspections are performed at 6 to 12 month intervals. This inspection is to inspect for:

- ❑ Deformed, cracked or corroded members
- ❑ Loose bolts or rivets
- ❑ Cracked or worn sheaves and drums
- ❑ Worn, cracked or distorted parts such as pins, bearings, shafts, gears, rollers, locking and clamping devices
- ❑ Excessive wearing on the brake
- ❑ Excessive wear of chain drive sprockets and excessive chain stretch, and
- ❑ Electrical apparatus for deterioration, limit switches, and push button stations.

Standby cranes or hoists shall be inspected at least semi-annually using the criteria for *frequent* inspections.

Testing

Prior to use, all new or altered cranes or hoists shall be tested to ensure compliance by checking the following functions (as applicable):

- ❑ Hoisting and lowering
- ❑ Trolley travel
- ❑ Bridge travel, and
- ❑ Limit switches.

Locking and safety devices are to be checked with an empty hook and increasing speeds up to the maximum. The actuating components shall be set to trip the switch under all conditions in sufficient time to prevent the hook from hitting the trolley.

All cranes and hoists over one-ton in rating will be tested as per these guidelines. The operators of all cranes and electric hoists will follow these guidelines. The operators of all cranes and manual hoists will follow the guidelines for *frequent* inspections.

Maintenance

Preventive maintenance shall be based on the crane or hoist manufacturer's recommendations. Prior to maintenance the following shall be done:

- ❑ Locate the crane or hoist so it does not interfere with operations in the area
- ❑ Place all controllers in the *off* position
- ❑ Lock out the main power supply using the procedure delineated in the City of Norman Safety Policy # 1000-1 Hazardous Energy Isolation Procedures (LO/TO)
- ❑ Tag-out the crane or hoist to inform other employees that maintenance is being performed on the equipment, and
- ❑ After maintenance, all guards shall be replaced, safety devices reactivated, and tools all removed before checking operation of the equipment.

Wire Rope Inspection

Inspection of the wire rope shall be performed monthly and a record kept with date of inspection, name and signature of inspector, and identification of the ropes inspected. This information shall be kept on file and readily accessible. The following items shall be checked or observed:

- ❑ Reduction of rope diameter

Wire Rope Size	Allowable Reduction	Minimum Size
5/16" (0.312)"	1/64" (0.015)	19/64" (0.030)
3/8" – 1/2" (0.375 – 0.5)"	1/32"(0.031)	13/32 to 15/32" (0.34 to 0.47)
9/16" – 3/4" (0.562 – 0.75)"	3/64" (0.046)	33/64 to 45/64" (0.52 to 0.70)
7/8" – 1 1/8" (0.875 – 1.125)	1/16" (0.062)	13/16 to 1 1/16" (0.81 to 1.06)
1 1/4" – 1 1/2" (1.25 – 1.5)"	3/32" (0.093)	1 5/32 to 1 13/32" (1.16 to 1.41)

- ❑ Corrosion of internal or external wires
- ❑ Number of broken outside wires and the degree of distribution and concentration on the rope

WHEN TO REPLACE WIRE ROPE – BASED ON THE NUMBER OF BROKEN WIRES					
ANSI Standard	Equipment	Number of Broken Wires in Running Ropes		Number of Broken Wires in Standing Ropes	
		In one rope lay	In one strand	In one rope lay	At end connection or adjacent
B30.2	Overhead and Gantry Cranes	12	4	Not Specified	
B30.3	Tower Cranes	12	4	3	2
B30.4	Portal, Tower and Pillar Cranes	6	3	3	2
B30.5	Crawler, and Truck Cranes	6	3	3	2
B30.6	Derricks	6	3	3	2
B30.7	Base mounted Drum Hoists	6	3	3	2
B30.8	Floating Cranes and Derricks	6	3	3	2
B30.16	Overhead Hoists	12	4	Not Specified	
A10.4	Personnel Hoists	6**	3	2**	2
A10.5	Material Hoists	6**	Not Specified	Not Specified	
** Also remove 1 for valley break					
From - Ronald M. Garby, IPT's Crane and Rigging Handbook,(6 th Ed.), IPT Publishing, Edmonton, Canada. Table #5, p. 18					

- ❑ Worn or corroded wires at the end connectors
- ❑ Corroded, cracked or improperly attached connections
- ❑ Severe kinking.

Any rope, which has been idle for a month or more, will receive a full inspection with the date of inspection, name and signature of inspector, and identification of the rope. This will be documented and remain on file and readily available.

Handling Loads

- ❑ The following procedures will apply while handling a load:
 - ❑ The crane, hoist chain or rope will not be wrapped around the load.
 - ❑ The load should be attached using a sling or other approved device.
 - ❑ The load shall be balanced in the sling or lifting device before lifting it more than a couple of inches.
 - ❑ The crane or hoist rope shall not be kinked.

Handling Loads (continued)

- ❑ The crane or hoist should not be used for side pulls.
- ❑ No load should be hoisted while employees are on the load.
- ❑ Loads should not be carried over individuals.
- ❑ The brake shall be tested each time a load is moved at the rated capacity of crane or hoist.
- ❑ A load should not be lowered below the point where there are less than two full wraps of rope left on the drum.
- ❑ The operator shall not leave his position at the controls while the load is suspended.

Crane and Hoist Limit Switches

The following procedure will be followed while checking limit switches:

- ❑ At the beginning of the operations shift, the empty hook shall be raised slowly to ensure that the upper limit switch is operational. If not, a repair shall be made before using the equipment.
- ❑ The upper limit switch shall never be used as an operational control.

Holding Brakes

- ❑ Holding brakes shall automatically set when the power is disconnected.
- ❑ Holding brakes shall have an adjustment means.
- ❑ All brake drums shall be maintained with a smooth surface.
- ❑ Brakes may be applied by mechanical, electrical, pneumatic, gravity, or hydraulic means.

Electric Equipment

- ❑ All wiring shall comply with National Electric Code specifications.
- ❑ The control circuit shall not exceed 600 volts.
- ❑ The pendant control voltage shall not exceed 150 volts AC and 300 volts DC.
- ❑ The pendant shall be supported by some means to prevent strain on the electric wire.
- ❑ The pendant control buttons shall be clearly marked as to their function.
- ❑ Lockout and Tagout procedures, as stated in City of Norman Safety Policy # 1000-1 will be used while maintenance is being done.

Chain Inspection for hoisting/ Lifting / Rigging

Any chain used for lifting overhead is to be Grade 80 alloy chain.

It is important both to inspect chain slings regularly and to keep a record of all chain inspections. Follow this guide for such an inspection system.

- ❑ Before inspecting, clean chains with a non-acid/non-caustic solvent so that marks, nicks, wear, and other defects are visible.
- ❑ Inspect each link for these conditions:
 - Twists or bends
 - Nicks or gouges
 - Excessive wear at bearing points
 - Stretch
 - Distorted or damaged master links, coupling links, or attachments, especially spread in throat opening of hooks
- ❑ Mark plainly with paint each link or attachment showing any of the conditions listed here to indicate rejection; remove from service until properly repaired.

Sling Identification.

Alloy steel chain slings shall have permanently affixed durable identification stating size, grade, and rated capacity.

Attachments.

- ❑ Hooks, rings, oblong links, pear-shaped links, welded or mechanical coupling links or other attachments shall have a rated capacity at least equal to that of the alloy steel chain with which they are used or the sling shall not be used in excess of the rated capacity of the weakest component.
- ❑ Makeshift links or fasteners formed from bolts or rods, or other such attachments, shall not be used.

Inspections.

In addition to the inspection required daily before use, a thorough periodic inspection of alloy steel chain slings in use shall be made on a regular basis, to be determined on the basis of:

- ❑ Frequency of sling use
- ❑ Severity of service conditions
- ❑ Nature of lifts being made, and
- ❑ Experience gained on the service life of slings used in similar circumstances.

Such inspections shall in no event be at intervals greater than once every 12 months.

Each City of Norman Division shall make and maintain, for the service life of the sling or chain, a record of the most recent month in which each alloy steel chain sling was thoroughly inspected, and shall make such record available for examination by the Safety Division upon request.

The thorough inspection of alloy steel chain slings shall be performed by a qualified person designated by the employer, and shall include a thorough inspection for wear, defective welds, deformation and increase in link length. Where such defects or deterioration reduce the rated capacity the sling shall be immediately removed from service.

Proof Testing. Employees shall ensure that before use, each new, repaired, or reconditioned alloy steel chain sling, including all welded components in the sling assembly, shall be proof tested in accordance with the sling manufacturer's recommendations. The appropriate Division shall retain a certificate of the proof test, for the service life of the sling and shall make it available for examination by the Safety Division upon request.

Minimum proof loads for alloy steel chain shall be equal to twice the working load limit values shown for single slings.

Sling Use. Alloy steel chain slings shall not be used with loads in excess of the rated capacities prescribed in Table S-1. Slings not included in these orders shall be used only in accordance with the manufacturer's recommendations.

Repairing and Reconditioning Alloy Steel Chain Slings.

- ❑ Worn or damaged alloy steel chain slings or attachments shall not be used until repaired. When alloy steel chain slings are repaired or reconditioned and welding or heat treating is involved, such slings shall be proof tested by the manufacturer or equivalent entity.
- ❑ Mechanical coupling links or low carbon steel repair links shall not be used to repair broken lengths of chain.

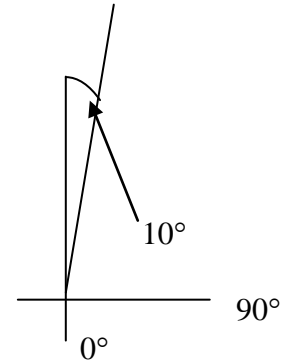
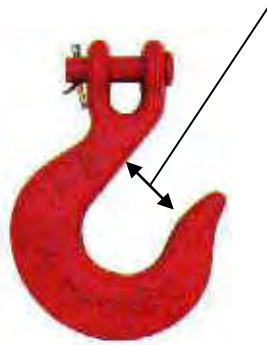
Effects of Wear. If the chain size at any point of any links is less than that stated in Table S-1a, the sling shall be removed from service. The size of the chain must be measured with either a gauge or micrometer to ensure the accuracy of the measurement.

Additionally, any broken or twisted chain links, master links or other attachments must be repaired or removed from the lifting device.

Deformed Attachments.

Alloy steel chain slings with cracked or deformed master links, coupling links or other components shall be removed from service.

Slings shall be removed from service if hooks are cracked, have been opened more than 15 percent of the normal throat opening measured at the narrowest point



or twisted more than 10 degrees from the plane of the unbent hook.

**Table S-1
Rated Capacity (Working Load Limit), for Alloy Steel Chain Slings***

*Rated Capacity (Working Load Limit), in Pounds
[Horizontal angles shown in parentheses]

Chain Size in inches	Single Branch Sling	Double Sling Vertical Angle (1)		
	90° Loading	30° Loading (60° Horizontal)	45° Loading (45° Horizontal)	60° Loading (30° Horizontal)
1/4	3,250	5,650	4,550	3,250
3/8	6,600	11,400	9,300	6,600
1/2	11,250	19,500	15,900	11,250
5/8	16,500	28,500	23,300	16,500
3/4	23,000	39,800	32,500	23,000
7/8	28,750	49,800	40,600	28,750
1"	38,750	67,100	58,000	38,750
1 1/8	44,500	77,000	63,000	44,500
1 1/4	57,500	99,500	61,000	57,500
1 3/8	67,000	116,000	94,000	67,000
1 1/2	80,000	138,000	112,900	80,000
1 3/4	100,000	172,000	140,000	100,000

Table S-1a, Minimum allowable chain size at any point of link

Chain Size in inches	Minimum allowable chain size in inches	Minimum allowable chain size in decimal inches
¼	13/64	0.2031
3/8	19/64	0.2969
½	25/64	0.3906
5/8	31/64	0.4844
¾	19/32	0.5938
7/8	45/64	0.7031
1"	13/16	0.8125
1 1/8	29/32	0.9063
1 ¼	1.0	1.0
1 3/8	1 3/32	1.0938
1 ½	1 3/16	1.1875
1 ¾	1 13/32	1.4063

Chains for pulling/ load binding / securing, Table S-2

Safe Working Loads for Wrought Iron Chain (In Pounds or Tons of 2000 Pounds)

Nominal size chain (Stock inch)	Single leg	Angles from the horizontal		
		60-degree angle	45-degree angle	30-degree angle
1/4*	1060 Pounds	1835 Pounds	1500 Pounds	1060 Pounds
1/16*	1655	2865	2340	1655
3/8	2385	2.1 Tons	3370	2385
7/16*	3250	2.8 Tons	2.3 Tons	3250
1/2	2.1 Tons	3.7	3.0	2.1 Tons
3/16*	2.7	4.6	3.8	2.7
3/8	3.3	5.7	4.7	3.3
3/4	4.8	8.3	5.7	4.8
7/8	6.5	11.2	9.2	6.5
1	8.5	14.7	12.0	8.5
1 1/2	10.0	17.3	14.2	10.0
1 1/4	12.4	21.4	17.5	12.4
1 3/8	15.0	25.9	21.1	15.0
1 1/2	17.8	30.8	25.2	17.8
1 5/8	30.9	36.2	29.5	20.9
1 3/4	24.2	42.0	34.3	24.2
1 7/8	27.6	47.9	39.1	27.6
2	31.6	54.8	44.8	31.0

* These sizes of wrought iron chain are no longer manufactured in the United States. The source is ASTM A56-68, Specifications for Wrought Iron Crane Chain.

CITY OF NORMAN**SAFETY MANUAL**

EFFECTIVE DATE: 6/30/03	POLICY NUMBER: 900-1	POLICY TITLE: Hearing Conservation Program and Policy
TOPICS: Hearing Conservation Dosimetry / Audiometry	REFERENCE: 29CFR1910.95, Safety Policies 100-1 Hazard Assessment and 200-1 PPE	NUMBER OF PAGES: 6
AUTHORIZED BY: Brandon McLendon Safety Manager	SPECIAL INSTRUCTIONS	LAST REVIEW DATE: 12/03/15

PURPOSE:

The purpose of this policy is to administer a continuing, effective, hearing conservation program that provides for monitoring and the reduction of noise levels, analysis of the noise frequencies and reduction to a level below 85 decibels over an eight-hour period measured on the "A" scale, or an equivalent 50% dose. This can be accomplished through any personal protective equipment, engineering controls or noise source elimination that is found to be cost and functionally effective.

POLICY:

It is the policy of the City of Norman to provide the appropriate hearing protection to employees with a primary objective of maintaining workspaces and work sites free from noise hazards that could lead to noise induced hearing loss. After a sound survey, (Dosimetry/assessment) is conducted for each task, workspace or area, and the survey reveals that the occupational noise level is above the OSHA action level of 85 decibels on an 8-hour time weighted average, noise exposure reduction procedures must be enacted. Employees exposed to noise levels at or above the action level must be notified of the noise survey results as soon as reasonably possible.

If an employee decides to provide their own hearing protection, their supervisor must confirm that the employee provided equipment complies with applicable national standards. If the employee provided hearing protection does not comply, it may not be worn in the workplace.

29 CFR 1903.1 requires that "employees comply with standards, rules, regulations and orders issued under the Act [OSHA] which are applicable to their own actions and conduct." With this in mind, employees who refuse to wear or disregard the instructions of those placed in authority over them to wear PPE hearing protection are subject to the positive discipline policy described in the Personnel Manual or applicable Labor Union Contracts. Supervisors and employees acting in a lead-worker capacity who fail to enforce this policy may also be subject to the positive discipline policy. This may involve steps to immediately terminate the employment of the employee as caused by an overt act of insubordination, if the Department Head deems necessary.

DEFINITIONS:

Action Level - Noise exposure limits, as indicated in Table 1, above which exposed employees must be included in the Hearing Conservation Program. Levels measured on the A-scale at slow response and without regard to hearing protection worn. At no time shall exposure to impact noise exceed 140 decibels (dB).

Table 1
Sound Level (dBA) Duration per day (Hours)

85	8
90	4
95	2
100	1
105	1/2
110	1/4
115	1/8

Attenuation - Reduction in the loudness level.

Audiogram - A graph of the results of a hearing test. It shows how loud a sound has to be before an individual can hear it. The graph shows the results for sounds of varying frequencies.

Audiometric testing - A method of evaluating an exposed employee's changes in hearing over time. It consists of a baseline hearing test followed by annual testing.

Decibel (dB) - A unit of measurement of loudness of sound, measurement of sound pressure

dBA - Decibel measurements read on the A-scale of a sound level meter. This scale more closely approximates human perception of sound levels.

Exposed employees - Employees whose workday routine exposes them to workplace noise at or above the action level.

Hearing Protective Devices - Individually worn devices, such as earmuffs and earplugs, that attenuate (reduce) noise levels.

Potentially Hazardous Noise Environment - An environment in which workers must raise their voices in order to communicate while standing three feet away from each other.

Standard Threshold Shift - A change in hearing threshold relative to the baseline audiogram of an average of 10dB or more at 2000, 3000, and 4000Hz in either ear.

PROCEDURE:

The Key elements of the Hearing Conservation Program are:

- ❑ Identify hazardous noise environments in the workplace through sound surveys.
- ❑ Implement engineering and/or administrative controls to reduce workplace noise levels or worker exposure to noise.
- ❑ Provide hearing protective devices to exposed employees whenever such controls are not feasible or fail to reduce noise levels below the action level.
- ❑ Provide audiometric testing for exposed employees.
- ❑ Provide training for employees with a risk of exposure.

The amount of potential damage to the ear is related to the intensity of noise and the duration of exposure. Sound surveys will be conducted to identify work environments in which the combination of noise level and exposure time could subject employees to noise at or above the action level. Employees are entitled to observe these monitoring procedures if they so choose.

Basic Sound Survey: Initially, noise levels will be estimated using a sound level meter.

- ❑ If measurements show that maximum noise levels fall below the action level, no further steps are required.
- ❑ If measurements indicate noise levels are or could potentially be above the action level, a detailed sound survey is necessary.
- ❑ If sound level meter monitoring is too difficult due to high worker mobility or fluctuating noise levels, a detailed sound survey is necessary.

Detailed Sound Survey: Noise level measurements will be recorded during the course of a typical workday using dosimeters that will be worn by representative employees.

- ❑ If measurements indicate noise levels are below the action level, no further steps are required. However, use of engineering controls, administrative controls and/or hearing protective devices are encouraged.
- ❑ If measurements indicate noise levels are at or above the action level, identified exposed employees must be included in the Hearing Conservation Program.

Engineering Sound Surveys: If measurements in the detailed sound survey also prove to be high, a survey of individual units of equipment, or noise sources, will be conducted in order to determine the problem areas and types of engineering controls.

Surveys should be requested any time there is an increase in the use of noisy equipment or if activities or procedures change noise levels in the work environment.

Controls used to lower the noise level:

Engineering Controls

The preferred method for reducing noise to safe levels is to implement engineering controls. Engineering controls modify the equipment producing the noise, the characteristics of the exposed employee's environment, or the path through which the noise travels. Some examples of engineering controls are the use of absorption materials, muffling devices and vibration dampening equipment. If engineering controls successfully reduce noise to below the action level, affected employees will no longer be included in the Hearing Conservation Program.

Administrative Controls

If engineering controls are not feasible or are ineffective; administrative controls, although sometimes less desirable, may be an alternative course of action. Administrative noise controls include replacement of old equipment with quieter new models, establishment of equipment maintenance programs and changes in employee work schedules to reduce noise doses by limiting exposure time. In so doing, the Supervisor may assign times to each employee in increments to reduce the exposure. For example, if a noise source emits 115 dBA then the supervisor can limit the time that the employee spends at the source to no more than five minutes total for every eight hours instead of the seven and one half minutes allowed by Table G-16 of 29 CFR 1910.95. This would render the dose lower than the action level and eliminate the need to place the employee on a hearing conservation program. The difference between Table G-16 of the Standard and Table 1 included in the Definitions section of this policy is that Table 1 is based on action level and Table G-16 is an absolute maximum for exposure.

Hearing Protection

1. Required Use

When neither engineering nor administrative controls are feasible, or if they fail to reduce noise to acceptable levels, exposed employees must be included in the Hearing Conservation Program. As part of this program, employees must be issued and be required to wear hearing protection. Prior to issuing Hearing protection, employees must be trained as required in this policy.

All employees who are exposed to workplace noise at or above the action level must attend annual hearing conservation training sessions. These sessions will provide training and education in the following areas:

- Effects of noise on hearing
- Hearing protective devices (Hearing protection)
- Purpose of hearing protection
- Types of hearing protection and their attenuations
- Advantages and disadvantages of hearing protection
- Instruction on selection, use and care of hearing protection
- Initial fitting of hearing protection
- Purpose of audiometric testing and an explanation of test procedures.

2. Optional Use

Use of hearing protection is encouraged in noisy work environments that have been determined not to expose employees to noise at or above the action level. Hearing protection is available for employees through their Supervisor.

Audiometric Testing

Step 1: Obtain a Baseline Audiogram. Prior to annual testing, a baseline audiogram must be established. When establishing a baseline, the employee should not be exposed to workplace noise or high levels of non-occupational noise for at least 14 hours. A baseline audiogram within the first 6 months of employment is required for new employees assigned to an area in which noise exposure is expected to exceed the action level.

Step 2: Annual Audiograms. The purpose of annual testing is to detect threshold shifts so that follow-up action may be taken to prevent further hearing loss. Annual audiograms should be taken during the normal work shift in order to detect temporary threshold shifts resulting from workplace noise exposure that may lead to permanent hearing loss. If audiometric testing reveals that an employee has experienced a standard threshold shift, the use, fit and attenuation of the hearing protective device should be evaluated to ensure adequate protection. In addition, follow-up action, as shown below, must be taken.

Step 3: Follow-up action, if required, includes:

- ❑ Determining the cause of the standard threshold shift (see Appendix A).
- ❑ Referral for a clinical Audiological evaluation or otological exam when problems of a medical nature are suspected.
- ❑ Retesting the employee's hearing level thresholds within 30 days to determine whether the standard shift is a temporary or permanent threshold shift.

All monitored employees must be informed of their audiometric test results and be provided with an explanation of these results. Those employees who exhibit a standard threshold shift must be informed in writing within 21 days of the audiometric test. Follow-up recommendations may be included in the written notification form.

An accurate record for each exposed employee, including audiometric test results must be established and maintained. Access to all regulations and personal monitoring records described below must be granted to each employee. The record must include the following information:

- ❑ Noise Exposure Measurements
- ❑ Audiometric test dates and results
- ❑ Hearing protective device fitting dates
- ❑ Attendance at annual training sessions

Management will request sound surveys for potentially hazardous noise environments and or request additional sound surveys whenever a change in the workplace noise level may occur (due to new equipment, increased production, etc.). They will also permit affected employees to observe the sound level monitoring, if they so choose. Supervisors must also implement engineering and/or administrative controls whenever feasible and ensure that effective hearing protective devices are being worn by employees in required areas or while performing duties which require their use.

It is also the work center Supervisor's responsibility to identify and schedule all exposed employees for annual hearing conservation training with Norman Regional Occupational Health (360-6868), and send exposed employees for audiometric testing. They are also to schedule hearing tests to establish baseline audiograms for newly exposed employees. Newly exposed employees must be sent for baseline audiograms within 6 months of initial exposure. Employees must not be exposed to workplace noise for 14 hours prior to the testing. Employees should also be notified to avoid high levels of non-occupational noise 14 hours prior to testing. And schedule hearing tests annually to obtain follow-up audiograms.

Testing should be scheduled during normal work shift hours and is done on the City of Norman's time as a regular function of their employment.

Supervisors will inform employees about the City's Noise Policy and of their responsibilities under the policy, notify employees of the sound survey results and make a copy accessible to them and notify exposed employees of their individual annual hearing test results. In the event the employee has experienced a standard threshold shift, he/she must be notified of this fact in writing within 21 days of the determination.

Exposed employees will familiarize themselves with the City's Hearing Conservation Policy, select and wear hearing protective devices in required work environments and attend annual training sessions notify supervisors of any significant change in observed workplace noise levels.

The Safety Manager develops, implements and maintains the City's Hearing Conservation Policy, identifies problem areas by conducting basic, detailed and engineering sound surveys and recommends steps to be taken when noise levels are at or above the action level. In addition he/she shall provide information and training on hearing conservation and noise control for exposed employees.

The Safety Manager also maintains records of sound surveys conducted in each department, including a list of high noise level areas and activities and copies of sound survey results. He/she will also maintain records of employee attendance at training and hearing protective device fitting sessions, copies of annual audiometric test results for the duration of employment of the exposed employees, and maintain records of the number of exposed employees.

EFFECTIVE DATE: 6/30/03	POLICY NUMBER: 1000-3	POLICY TITLE: HAZARDOUS ENERGY ISOLATION PROCEDURES (LOCK OUT/ TAG OUT)
TOPICS: Lock out / Tag out procedures	REFERENCE: 29CFR 1910. 147 29 CFR 1926.200 O.S. 40-404 (1970)	NUMBER OF PAGES: 6
AUTHORIZED BY: Brandon McLendon Safety Manager	SPECIAL INSTRUCTIONS	LAST REVIEW DATE: 12/03/15

PURPOSE:

It is the purpose of this policy and of the City of Norman to prevent injury to all employees caused by the unexpected energizing, start-up or release of stored energy when working on equipment, machinery or systems. Energy sources that must be safely controlled are electrical, hydraulic, pneumatic, chemical, thermal and mechanical systems or other energy sources.

POLICY:

Authorized Person(s) must isolate the energy source and make the machine, equipment or system inoperative (establish a Zero Mechanical State) prior to performing any service or maintenance. Only properly trained Authorized Persons may isolate the energy source. Each time a piece (s) of equipment, machinery or system is Locked Out or Tagged out it must be recorded in a permanent record. This includes Tagging out power tools which fall under 29 CFR 1926.200.

DEFINITIONS:

Authorized Persons - Employees who are designated by his or her department to perform maintenance or service on a piece(s) of equipment, machinery or system and; are qualified to perform the work through proper training on the Lock Out Tag Out procedures for the equipment, machinery or system. Only Authorized Persons using Lock Out procedures perform shutdowns.

Affected Persons - Employees who are designated by his or her department to operate equipment, machinery or systems that can be affected during shutdowns for service and/or maintenance. In addition, these employees may be persons affected by shutdowns and Lock Out procedures when they are working in controlled spaces (e.g.- electrical power to work area is secured during renovation, demolition activities or abatement of hazardous materials).

Energy Isolation Device - A mechanical device that is part of a piece of equipment, machinery or system that physically prevents the transmission or release of energy. Some examples include but are not limited to: manually operated electrical circuit breakers, disconnect switches, slide gates, line valves and blocks.

Locks - An individually keyed padlock personally assigned to an Authorized Person or Affected Person that is used with a lock out device to control and isolate energy sources.

DEFINITIONS (continued):

Lockout Device - A device that uses a positive means such as a lock to hold an Energy Isolation Device safely and prevent the start up of a machine or equipment. Lock Out devices include but are not limited to: valve wheel covers, ball valve locks, locks for circuit breakers and; plug and switch plate locks.

Lock Out - The placement of a Lock Out Device including a padlock on the Energy Isolating Device of a piece of equipment, machinery or system. The placement is done in accordance with the department's established procedures that ensure the energy isolation device and equipment being controlled cannot be operated until the lock out device is removed. Only the Authorized Person who placed the lock on can remove it at the completion of the job. Procedures must include those conditions when personnel other than the Authorized Person can also be affected by accidental release of hazardous energy. An example would be multiple personnel performing work activities in a controlled space (e.g. electrical power has been secured to a work area, equipment, machinery or system). During Lock Outs by multiple personnel, the equipment, machinery or system must remain secured until the last Authorized or Affected person has completed his or her work task and has removed his or her lock.

Servicing or Maintenance Activities - Workplace activities that include but are not limited to: installing, setting up, inspection or maintaining equipment and; lubrication, cleaning and making tool changes where the employee may be exposed to the unexpected energization of the equipment or release of hazardous energy.

Tag Out - Posting a prominent warning tag with durable string onto the energy isolation device and/or lock out device of the piece of equipment, machinery or system being controlled. This tag documents the Authorized Person taking the equipment out of operation and the date. It is a warning to others that the equipment cannot be put back into operation until the Authorized Person has removed the tag or tag and lock.

Zero Mechanical State - The mechanical potential energy of all portions of the equipment or machine is set so that the opening of pipes, tubes, hoses, or actuation of any valve, lever or button, will not produce a movement which could cause injury.

PROCEDURE:

Departmental superintendents and supervisors shall be responsible for ensuring their employees comply with this policy and for establishing and documenting Lock Out/ Tag Out procedures.

These procedures shall apply to each piece of equipment, machinery, vehicle or system under the department's control that is serviced and maintained by the department's employees.

Procedures may be established for classes of equipment or machinery if their function and operation are similar and the procedure can collectively account for the control of all hazardous energy sources. Department's are responsible for meeting the following requirements:

1. Authorization through Training and Qualification - All persons must be authorized through training and qualification on the departmental Lock Out procedures for the equipment and machinery on which they are assigned to work. This training must be completed before they can perform any service or maintenance. Training and qualification must include understanding safe operation of the equipment and the use of the Lock Out devices and warning tags provided by the Department.
2. Lock Out Devices, Individually Keyed Padlocks and Warning Tags - Departments must provide appropriate lock out devices, individually keyed padlocks and warning tags to each Authorized Person. Affected personnel who will be assigned to work on a locked out piece of equipment, machinery or system including working in a controlled area, must be provided with his or her individual padlock and warning tag.
3. Training for Affected Persons on Lock Out Tag Out - Departments must train all persons, who may be affected by equipment and machinery shutdown. Training for those affected by equipment or machinery lock out must include: recognition of warning tags, lock out devices and; that tags and locks can only be removed by the Authorized Person who took the equipment or machine out of operation. In addition, Affected Persons who will be assigned to perform a work task on the locked out piece of equipment, machinery or system, including working in a controlled work area, must know how to install his or her own individual padlock and warning tag.
4. City of Norman employees are responsible for following Departmental Lock Out procedures. Failure to follow the procedure will result in personnel actions using the progressive discipline procedures included in the City of Norman Personnel Manual and applicable Union Agreement.
5. Departments are responsible for requesting the installation of lockable energy isolation devices onto their equipment or machinery whenever there is major replacement, repairs, renovations or modification to the equipment. All newly purchased equipment and machinery must include specifications that the energy isolation device(s) are lockable.

Outside personnel (contractors) - The on site representative for the Department and the Contractor's representative must inform one another of their respective Lock Out procedures. The contractor's personnel and the Department's personnel must comply with all restrictions; whichever is stricter, of one another's Lock Out procedures.

Hazardous Energy Isolation Procedure

The purpose of the Lock Out Tag Out Procedure is to document the sequence of steps the Authorized Person must follow to IDENTIFY and CONTROL all hazardous energy sources before performing service or maintenance on equipment, machinery or on a system.

Individual departments are responsible for establishing procedures specific to their areas of responsibility and; training their designated Authorized and Affected Personnel on these procedures. **Consultation is available from the Safety Manager.**

Lock Out Tag Out procedures must include the following elements:

EQUIPMENT SHUTDOWN

Document step-by-step procedures to shut down, isolate, block and secure the piece (or class) of equipment, machinery or system including notification to other employees who may be affected by the equipment, machine or system that is shut down.

Special procedures must be documented when multiple personnel will be working on a controlled piece of equipment, machinery, system or; working in a controlled area (e.g.- electrical power to work area has been shut down for renovations, demolitions or abatement activities).

Lock out / Tag out devices

Document the steps the Authorized Person must follow to safely install, remove and transfer the lock and lock out device onto the equipment's energy isolating device including; attaching the Tag with the date and name of the Authorized Person performing the Lock Out. Locks and tags must be installed by Affected personnel who will also be working on the shut down piece of equipment, machinery, system or; working in a controlled area.

Release all hazardous energy sources

Document the steps required to safely release any residual or stored energy (i.e. - springs, chocks, capacitors, valves) on the piece of equipment or machine.

Verify that the equipment is in a zero mechanical state

Document the steps required to verify the equipment or machine is safely isolated and secured from the release of any hazardous energy.

Re-energizing the equipment/ machine

Document the steps to be completed BEFORE starting-up the equipment, machine or system once the service or maintenance has been done. Include the following:

Verification that the equipment/machine is in good working order.

Notification to Affected Personnel that the equipment or machine is being started up and that all personnel are safely positioned.

Check for and retrieve all loose tools and parts, reinstall all guards.

Remove all locks and lock out devices from the energy isolation device of the equipment or machine.

Operate the energy isolation devices to restore energy to equipment/machine.

Lock out Tag out of tools and equipment under 29 CFR 1926.200 h (1 & 2)

“(1) Accident prevention tags shall be used as a temporary means of warning employees of an existing hazard, such as defective tools, equipment etc. They shall not be used in place of, or as a substitute for, accident prevention sign. (2) Specifications for accident prevention tags similar to those in Examples-1 shall apply. They may be captioned with “CAUTION” or “OUT OF ORDER” with a precautionary message that accurately indicates the prohibited action.

Examples-1



Colors for tags

Basic Stock (Background)	Safety Colors (Ink)	Copy Specifications (Letters)
White	Red	White letters on Red Square
White	Black and Red	White letters on reds oval with black square
Yellow	Black	Yellow letters on a black background
White	Black	White Letters on Black Background

Tools, equipment, vehicles etc. that are defective or in an unsafe condition are to be immediately tagged out of service using a “Do not operate” tag and taken out of service. Tools and machinery must be locked out of service using Lock out Tag out device(s) and along with the authorized tag.

Examples of reasons to lock out or tag out tools may be:

- ❑ Broken ground prong on electrical cord plug
- ❑ Faulty insulation on electrical cord
- ❑ Faulty insulation on the body of the tool if it is double insulated
- ❑ Faulty power wiring or switching that impairs the operation of the tool
- ❑ If the electrical portion of the tool has been submerged in water and may short circuit
- ❑ If the tool is sparking, emitting smoke or not operating in a proper manner
- ❑ If a safety device attached to the tool is missing or not operating
- ❑ Et cetera.

Vehicles are to be tagged out of service by tagging the steering wheel or steering mechanism, tagging out the starting mechanism or other method of ensuring that the vehicle cannot be used until it is inspected and repaired by Fleet Maintenance and returned to service.

Examples of reasons to lock out or tag out vehicles may be:

- ❑ Faulty braking system
- ❑ Major fluid leaks
- ❑ Electrical, hydraulic or pneumatic systems failure that may make the vehicle unsafe
- ❑ Loose body parts that may fall off of the vehicle while it is operating
- ❑ Tires worn or damaged to the point that it makes the vehicle unsafe
- ❑ Any other reason that renders the vehicle unsafe to operate.

Examples of items that are **not** reasons to lock out or tag out a vehicle:

- ❑ Inoperable headlights when the vehicle can be driven to Fleet Maintenance during the daylight hours for service.
- ❑ Low levels of motor fuel
- ❑ Inoperable window operators
- ❑ Et cetera.

CITY OF NORMAN**SAFETY MANUAL**

EFFECTIVE DATE: 6/30/03	POLICY NUMBER: 1100-1	POLICY TITLE: Respiratory Protection Policy
TOPICS: Respiratory Protection	REFERENCE: 29CFR1910.134, 29CFR 1910.134 App. D interpretation of 10/5/1998 Fairfax to Jaggi	NUMBER OF PAGES: 17
AUTHORIZED BY: Brandon McLendon Safety Manager	SPECIAL INSTRUCTIONS	LAST REVIEW DATE: 12/03/15

PURPOSE:

The purpose of this policy is to administer a continuing, effective, respiratory protection program that provides for the safe use of respirators.

POLICY:

This policy incorporates the requirements of the Occupational Safety and Health Administration's (OSHA's) Respiratory Protection Standard (29 CFR 1910.134) and serves as the City's written respiratory protection program, as required by the standard. The Safety Manager is the designated Program Administrator for the City except the Norman Fire and Norman Police Departments. They are self-administering so that they can specifically serve their firefighters/ officers in their duties. The designated Administrator for the Norman Fire Department is the Fire Training Officer. The designated Administrator for the Norman Police Department is the Captain of Investigations.

Respiratory protection must be worn when the Material Safety Data Sheet (MSDS), Safety Data Sheet (SDS), product labeling or on site instrumentation indicates that it must be worn. Those employees who are medically cleared to wear respirators may choose to wear respirators in situations that are not mandated by the MSDS, SDS, material labeling or instrumentation for their own protection if they wish. Examples of this are dust masks while mowing, sweeping or using a string trimmer. Employees who are not medically cleared to wear respiratory protection may not wear respiratory protection.

If an employee decides to provide their own respiratory protection, their supervisor must confirm that the employee provided equipment complies with NIOSH standards, is fit tested to the employee, is suited for the purpose for which it will be used and is in usable condition. If the employee provided respiratory protection does not comply or is not suited to the application, it may not be worn in the workplace.

29 CFR 1903.1 requires that "employees comply with standards, rules, regulations and orders issued under the Act [OSHA] which are applicable to their own actions and conduct." With this in mind, employees who refuse to wear or disregard MSDS/SDS instructions or the instructions of those placed in authority over them to wear respiratory protection are subject to the positive discipline policy described in the Personnel Manual or applicable Labor Union Contracts. Supervisors and employees acting in a lead-worker capacity who fail to enforce this policy may also be subject to the positive discipline policy. This

may involve steps to immediately terminate the employment of the employee as caused by an overt act of insubordination, if the Department Head deems necessary.

When an employee chooses to wear a filtering facepiece (a dust mask) to accomplish their work in a location that does not have any known hazard, and only contains non-hazardous dust or particles (i.e. saw dust), they may wear a filtering facepiece. This is only permissible after an assessment is done to determine any hazards from the dust. The letter of interpretation on 1910.134 (c) dated October 5, 1998 Fairfax to Jaggi, states “Voluntary use of filtering a filtering facepiece respirator does not require medical evaluation. The employer needs only ensure that the dust masks are not dirty or contaminated, that their use does not interfere with the employee’s ability to work safely, and to provide a copy of Appendix D to each voluntary wearer.

Provide this to those who voluntarily wear filtering facepiece (Dust Mask) respirators:

Appendix D to Sec. 1910.134 (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

PROCEDURE:

As part of a continuing effort to provide a safe and healthful workplace for City employees, this policy is enforced to ensure that employees are adequately protected from air contaminants and other respiratory hazards including, gas and vapor contaminants, airborne particulate matter, oxygen deficiency, or any combination of the above. It specifically does not apply to protection against M. tuberculosis. Exposures to this hazard are covered in the City of Norman Tuberculosis Policy (#600-2).

While the proper respirator may offer suitable protection against the above hazards, a respirator must not be considered the first choice for offering protection. The primary method for controlling exposure to respiratory hazards in the workplace must be through engineering controls such as ventilation, enclosure of an operation, or substitution with less toxic materials. However, when workers may be exposed above recognized exposure limits, respirators must be used if engineering controls are not feasible, engineering controls alone cannot reduce exposures to acceptable levels, or respirators are used as an interim measure while engineering controls are in the process of being implemented.

Respirator Selection

Only respirators certified by the National Institute for Occupational Safety and Health (NIOSH) may be used. Respirators must be selected on the basis of the potential hazard to which the worker is exposed. The following factors must be considered in making this selection:

- ❑ The identity of the substance(s) and environment for which protection is needed;
- ❑ The physical state of the contaminant (dust, mist, vapor, etc., or a combination thereof);
- ❑ The permissible exposure limit or toxicity of the substance;
- ❑ Exposure assessments indicating the concentration likely to be encountered;
- ❑ The protection factor listed for the respirator type;
- ❑ The possibility of oxygen deficiency or other environments that are immediately dangerous to life or health (IDLH); and
- ❑ Any limitations or restrictions applicable to the types of respirators being considered which could make them unsafe in the environment involved.

Respirator Types and Acceptable Use Criteria

Air-Purifying Respirators (APRs) cleanse contaminated air as it passes through an air-purifying device (such as a filter, cartridge, or canister). The respirator will not offer protection unless the proper air-purifying device made for specific air contaminants (such as gases, vapors, dusts, mists and fumes) is used. APRs provide no protection against oxygen deficiency or other atmospheres that are immediately dangerous to life or health (IDLH); these are those atmospheres that would not allow the wearer to escape if the respirator were to fail. Dust Masks are APRs with the facepiece serving as the filtering medium.

Powered Air-Purifying Respirators (PAPR) are positive pressure devices that use a blower to force ambient air through an air-purifying device, and then to the wearer's respirator facepiece, hood, or helmet. A PAPR is the most protective of the APRs because the positively pressurized respirator prevents inward leakage of contaminants into the facepiece, hood, or helmet.

Atmosphere-Supplying Respirators provide a supply of breathable air to the wearer from an uncontaminated source, independent of the ambient air. The OSHA Respiratory Protection standard requires employers to provide workers who are wearing atmosphere-supplying respirators with breathing air of high purity. Two types of atmosphere-supplying respirators are:

Air-line Respirators supply the wearer with breathable air through a hose from a compressor or compressed air cylinder. These respirators are equipped with half- or full- face pieces, hoods, helmets, or loose-fitting face pieces. Airline respirators may not be used in IDLH atmospheres.

Self-contained Breathing Apparatus (SCBA) provides a breathing air source that is carried by the user, offering greater mobility to the wearer than airline respirators. SCBAs may be used in IDLH atmospheres provided that they offer a minimum service life of 30 minutes. This is the equipment of choice for emergency situations. SCBA respirators with less than 30 minutes of service life may be used to escape from IDLH atmospheres provided that they are NIOSH-certified for escape from the atmosphere in which they will be used.

Voluntary Use of Respirators

Employees who voluntarily choose to wear a respirator when a respirator is not required may do so. The training requirements will not apply in this case. However, supervisors must ensure that:

- ❑ The respirator maintenance and care provisions of this policy are followed.; and
- ❑ Employees who wear a respirator, are medically evaluated. If an employee wishes to wear a filtering facepiece (dust mask), they may do so after the air contaminate has been evaluated and found to be non-hazardous, and the employee submits a signed Appendix D.

Medical Evaluations

An initial medical evaluation using the OSHA Respirator Medical Evaluation Questionnaire (1910.134 App. C) must be conducted by a physician or other licensed health care professional prior to being assigned tasks requiring the use of a respirator. These are normally given at the Norman Regional Hospital Occupational Health Facility. The physician or other licensed health care professional will make a written determination of whether the employee is able to use a respirator.

Supervisors are responsible for ensuring that their employees receive medical evaluations prior to assigning them a respirator. The Safety Manager will make arrangements for the number of persons needing medical evaluations with the Norman Regional Occupational Health Facility staff. Departments are responsible for making individual appointments for their employees by contacting the facility at 360-6868. Medical questionnaires must be

administered confidentially during the employee's normal working hours or at a time and place convenient to the employee. The medical questionnaire must be administered in a manner that ensures that the employee understands its content. Employees must be given the opportunity to discuss the questionnaire or physical examination results with the physician or other licensed health care professional.

Medical evaluations must be conducted whenever any of the following occurs:

- ❑ An employee reports medical signs or symptoms that are related to his/her ability to use a respirator.
- ❑ A physician or other licensed health care professional, supervisor, or the Safety Manager informs the employee that the employee needs to be reevaluated. Annual requirement if necessary.
- ❑ Information from the respiratory protection program, including observations made during fit-testing and program evaluation, indicates a need for employee reevaluation.
- ❑ A change occurs in the workplace that places a greater physiological burden on an employee.

Medical Records

An accurate record for each employee subject to medical surveillance must be established and maintained. The record must include at least the following information:

- ❑ The name of the employee;
- ❑ The physician or other licensed health care professional's written recommendation;
- ❑ A copy of the employee's medical evaluation results, including the Medical Evaluation Questionnaire, and results of any tests or follow-up physical examinations; and
- ❑ Any employee medical complaints related to exposure to any respiratory hazards.

The Human Resources Department, through the Safety Manager is responsible for ensuring that this Medical record is maintained for the duration of employment plus thirty (30) years, in accordance with 29 CFR 1910.1020.

Training

Employees who are required to wear a respirator must receive training prior to engaging in work requiring its use. For users of air purifying respirators (APRs) training will be conducted by the Safety Manager or his/her authorized designee. Departments must make special arrangements for SCBA and Airline Respirator users to receive training from a qualified instructor. Supervisors should arrange for training with the Safety Manager after employees have been medically evaluated and written approval to wear a respirator has been received from a physician or other licensed health care professional.

Respirator Fit

A properly fitting respirator is essential if employees are to receive adequate protection. Supervisors must ensure that each employee is Fit Tested to his/her assigned respirator prior to its first use. In addition, User Seal Checks must be performed by the employee prior to each use of the respirator. Procedures for Fit Tests and User Seal Checks and other considerations to ensure fit are as follow:

Fit Tests --This section applies to all tight-fitting respirators (does not apply to helmets, or hoods, or for escape-only respirators).

1. Employees must pass a respirator fit test prior to using a respirator and annually thereafter.

2. The Safety Manager or his/her authorized designee will perform these tests using the Qualitative Fit Test method. (Note: For SCBA and Airline respirators used in demand mode, or Full-face negative pressure respirators used in atmospheres more than ten times the OSHA Permissible Exposure Limit, Departments must make special arrangements for fit testing using the Quantitative Fit Test method with the manufacturer or other qualified fit testing agency.)

3. Additional fit testing is required whenever an employee:

- incurs a weight change of 20 lbs or more;
- has significant dental changes; or
- has any other change in facial conditions that may interfere with facepiece sealing (i.e., broken facial bone, scarring, surgery, etc.).

4. Fit tests will be conducted with the same make, model, and size respirator that the employee will use on the job.

5. Employees with beards or other facial hair that interfere with a tight facepiece seal will not be allowed to use tight-fitting respirators, and will not be fit tested. Respiratory protection for employees with beards may be attained by using a powered air-purifying hood. The decision concerning the purchase of a powered air purifying hood versus directing the employee to shave his beard will be made by the Department Head.

Prior to each use, a User Seal Check must be performed by the employee to ensure an adequate seal is achieved each time the respirator is worn. User Seal Checks are not substitutes for Fit Tests. User Seal Checks must be conducted by adjusting and securing the respirator facepiece, straps, and headband properly. Conducting a positive and a negative pressure check of the seals. If leakage is detected, adjust and repeat until a proper seal is attained.

Employees who must wear corrective glasses, goggles, or other protective equipment must do so in a manner that does not interfere with the face-to-facepiece seal or valve function of the respirator.

Respirator Maintenance and Care

Cleaning and Disinfecting

Each employee must be provided with a respirator that is clean, sanitary, and in good operating condition.

Respirators (except dust masks) must be cleaned and disinfected as follows:

- As often as necessary.
- Before being worn by different individuals.
- After each use for emergency use respirators.

- ❑ After each use for respirators used for fit testing and training.

Respirators (except dust masks) must be cleaned using the following procedures, or as recommended by the manufacturer:

- ❑ Remove filters or cartridges. Disassemble face pieces by removing components as recommended by the manufacturer. Discard or repair any defective parts.
- ❑ Wash components in warm (110°F max.) water with a disinfecting cleaner recommended by the manufacturer. Use a nylon brush, if needed, to help remove dirt.
- ❑ Rinse components thoroughly in clean, warm, preferably running water. Drain.
- ❑ Hand dry components with a clean lint-free cloth or air dry.
- ❑ Reassemble facepiece, replacing filters and cartridges where necessary.
- ❑ Test the respirator to ensure that all components work properly using the positive and negative pressure test.

Storage

Respirators must be stored to protect them from damage from the elements and from becoming deformed.

Emergency respirators must be stored as follows:

- ❑ To be accessible to the work area.
- ❑ In compartments marked as such.
- ❑ In accordance with manufacturer's recommendations.

Inspections

All respirator inspections will include checking respirator function, tightness of connections, and condition of the parts.

- ❑ Routine-use respirators must be inspected before each use and during routine cleaning by the user.
- ❑ SCBAs and emergency respirators must be inspected monthly and checked for proper function before and after each use. SCBA inspections will also include checking that cylinders are fully charged and that regulators and warning devices function properly. SCBA inspections must be certified and documented by tagging the respirator or by maintaining inspection reports.
- ❑ Emergency escape-only respirators must be inspected before being carried into the workplace for use.
- ❑ Supervisors must periodically inspect respirators to ensure that they are kept clean, stored properly, and in good working condition.
- ❑ Employees must report any malfunction of a respirator or damaged respirator parts to his/her supervisor.
- ❑ Supervisors must take any worn-out or damaged respirator or respirator parts out of service immediately and have them replaced with NIOSH-approved parts or repaired by trained personnel. NOTE: Any reducing and admission valves, regulators, and alarms must be adjusted or repaired by the manufacturer or a technician trained by the manufacturer.

Respirator Use in IDLH Atmospheres

Only SCBA trained employees such as; Fire Fighters, First Responders and trained Special Operations Police Officers, Sewer Line Maintenance workers, and those who change out chlorine cylinders are permitted to use respirators in hazardous and IDLH atmospheres. Whenever respirators are used in hazardous and IDLH atmospheres or during interior structural firefighting, the following must be ensured:

1. The appropriate numbers of standby personnel are deployed.
2. Standby personnel and employees in the IDLH environment maintain communication.
3. Standby personnel are properly trained, equipped, and prepared.
4. A designated representative is notified before standby personnel enter an IDLH atmosphere to provide emergency rescue.
5. Standby personnel are equipped with a pressure-demand or other positive pressure SCBA, or a positive pressure supplied air respirator with an escape SCBA, and appropriate retrieval equipment or other means for rescue.

Entering an IDLH atmosphere is to be treated as a confined space entry under City of Norman Confined Space Entry policy (700-1). Although two individuals must always be located outside the IDLH atmosphere (The Attendant and Entry Supervisor), the Entry Supervisor may be assigned to an additional role (such as incident command) so long as this individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any employee working at the incident. Any assignment of additional duties to the Entry Supervisor must be weighed against the potential for the additional duties to interfere with assistance or rescue activities.

OSHA Respirator Medical Evaluation Questionnaire (29CFR 1910.134 Appendix C)

TO THE EMPLOYEE: Can you read (circle one)? Yes/No

Your employer must allow you to answer this questionnaire during normal working hours, or at a time and place that is convenient to you. To maintain your confidentiality, your employer or supervisor must not look at or review your answers, and your employer must tell you how to deliver or send this questionnaire to the health care professional who will review it.

Part A. Section 1. (Mandatory)

The following information must be provided by every employee who has been selected to use any type of respirator (please print).

1. Today's date: _____

2. Your name: _____

SIGNATURE _____

3. Your age (to nearest year): _____

4. Sex (circle one): Male/Female

5. Your height: ___ft. ___in.

6. Your weight: _____lbs.

7. Your job title: _____

8. A phone number where you can be reached by the health care professional who reviews this questionnaire (include the Area Code): _____

9. The best time to phone you at this number:

10. Has your employer told you how to contact the health care professional who will review this questionnaire (circle one): Yes/No

11. Check the type of respirator you will use (you can check more than one category):

a. ___N, R, or P disposable respirator (filter-mask, non-cartridge type only).

b. ___Other type (for example, half- or full-facepiece type, powered-air purifying, supplied-air, self-contained breathing apparatus).

12. Have you worn a respirator (circle one): Yes/No

If "yes", what type(s): _____

Part A. Section 2. (Mandatory) Questions 1 through 9 below must be answered by every employee who has been selected to use any type of respirator (please circle "yes" or "no").

1. Do you currently smoke tobacco, or have you smoked tobacco in the last month:
Yes/No

2. Have you ever had any of the following conditions?

- a. Seizures (fits): Yes/No
- b. Diabetes (sugar disease): Yes/No
- c. Allergic reactions that interfere with your breathing: Yes/No
- d. Claustrophobia (fear of closed-in places): Yes/No
- e. Trouble smelling odors: Yes/No

3. Have you ever had any of the following pulmonary or lung problems?

- a. Asbestosis: Yes/No
- b. Asthma: Yes/No
- c. Chronic bronchitis: Yes/No
- d. Emphysema: Yes/No
- e. Pneumonia: Yes/No
- f. Tuberculosis: Yes/No
- g. Silicosis: Yes/No
- h. Pneumothorax (collapsed lung): Yes/No
- i. Lung cancer: Yes/No
- j. Broken ribs: Yes/No
- k. Any chest injuries or surgeries: Yes/No
- l. Any other lung problem that you've been told about: Yes/No

4. Do you currently have any of the following symptoms of pulmonary or lung illness?

- a. Shortness of breath: Yes/No
- b. Shortness of breath when walking fast on level ground or walking up a slight hill or incline: Yes/No
- c. Shortness of breath when walking with other people at an ordinary pace on level ground: Yes/No
- d. Have to stop for breath when walking at your own pace on level ground: Yes/No
- e. Shortness of breath when washing or dressing yourself: Yes/No
- f. Shortness of breath that interferes with your job: Yes/No
- g. Coughing that produces phlegm (thick sputum): Yes/No
- h. Coughing that wakes you early in the morning: Yes/No
- i. Coughing that occurs mostly when you are lying down: Yes/No
- j. Coughing up blood in the last month: Yes/No
- k. Wheezing: Yes/No
- l. Wheezing that interferes with your job: Yes/No
- m. Chest pain when you breathe deeply: Yes/No
- n. Any other symptoms that you think may be related to lung problems: Yes/No

5. Have you ever had any of the following cardiovascular or heart problems?

- a. Heart attack: Yes/No
- b. Stroke: Yes/No
- c. Angina: Yes/No
- d. Heart failure: Yes/No
- e. Swelling in your legs or feet (not caused by walking): Yes/No
- f. Heart arrhythmia (heart beating irregularly): Yes/No

- g. High blood pressure: Yes/No
 - h. Any other heart problem that you've been told about: Yes/No
6. Have you ever had any of the following cardiovascular or heart symptoms?
- a. Frequent pain or tightness in your chest: Yes/No
 - b. Pain or tightness in your chest during physical activity: Yes/No
 - c. Pain or tightness in your chest that interferes with your job: Yes/No
 - d. In the past two years, have you noticed your heart skipping or missing a beat: Yes/No
 - e. Heartburn or indigestion that is not related to eating: Yes/No
 - f. Any other symptoms that you think may be related to heart or circulation problems: Yes/No
7. Do you currently take medication for any of the following problems?
- a. Breathing or lung problems: Yes/No
 - b. Heart trouble: Yes/No
 - c. Blood pressure: Yes/No
 - d. Seizures (fits): Yes/No
8. If you've used a respirator, have you ever had any of the following problems? (If you've never used a respirator, check here and go to question 9): _____
- a. Eye irritation: Yes/No
 - b. Skin allergies or rashes: Yes/No
 - c. Anxiety: Yes/No
 - d. General weakness or fatigue: Yes/No
 - e. Any other problem that interferes with your use of a respirator: Yes/No
9. Would you like to talk to the health care professional who will review this questionnaire about your answers to this questionnaire: Yes/No
10. Have you ever lost vision in either eye (temporarily or permanently): Yes/No
11. Do you currently have any of the following vision problems?
- a. Wear contact lenses: Yes/No
 - b. Wear glasses: Yes/No
 - c. Color blind: Yes/No
 - e. Any other eye or vision problem: Yes/No
12. Have you ever had an injury to your ears, including a broken eardrum: Yes/No
13. Do you currently have any of the following hearing problems?
- a. Difficulty hearing: Yes/No
 - b. Wear a hearing aid: Yes/No
 - c. Any other hearing or ear problem: Yes/No
14. Have you ever had a back injury: Yes/No
15. Do you currently have any of the following musculoskeletal problems?
- a. Weakness in any of your arms, hands, legs, or feet: Yes/No
 - b. Back pain: Yes/No
 - c. Difficulty fully moving your arms and legs: Yes/No
 - d. Pain or stiffness when you lean forward or backward at the waist: Yes/No
 - e. Difficulty fully moving your head up or down: Yes/No
 - f. Difficulty fully moving your head side to side: Yes/No

- g. Difficulty bending at your knees: Yes/No
- h. Difficulty squatting to the ground: Yes/No
- i. Climbing a flight of stairs or a ladder carrying more than 25 lbs: Yes/No
- j. Any other muscle or skeletal problem that interferes with using a respirator: Yes/No

16. How often are you expected to use the respirator(s) (circle "yes" or "no" for all answers that apply to you)?:

- a. Escape only (no rescue): Yes/No
- b. Emergency rescue only: Yes/No
- c. Less than 5 hours per week: Yes/No
- d. Less than 2 hours per day: Yes/No
- e. 2 to 4 hours per day: Yes/No
- f. Over 4 hours per day: Yes/No

17. During the period you are using the respirator(s), is your work effort:

- a. Light (less than 200 kcal per hour): Yes/No

If "yes", if how long does this period last during the average shift: _____ hrs. _____ mins.

Examples of a light work effort are sitting while writing, typing, drafting, or performing light assembly work;

or standing while operating a drill press (1-3 lbs.) or controlling machines.

- b. Moderate (200 to 350 kcal per hour): Yes/No

If "yes", if how long does this period last during the average shift: _____ hrs. _____ mins.

Examples of moderate work effort are sitting while nailing or filing; driving a truck or bus in urban traffic; standing while drilling, nailing, performing assembly work, or transferring a moderate load (about 35 lbs.) at trunk level; walking on a level surface about 2 mph or down a 5-degree grade about 3 mph; or pushing a wheelbarrow with a heavy load (about 100 lbs.) on a level surface.

- c. Heavy (above 350 kcal per hour): Yes/No

If "yes", if how long does this period last during the average shift: _____ hrs. _____ mins.

Examples of heavy work are lifting a heavy load (about 50 lbs.) from the floor to your waist or shoulder; working on a loading dock; shoveling; standing while bricklaying or chipping castings; walking up an 8-degree grade about 2 mph; climbing stairs with a heavy load (about 50 lbs.).

18. Will you be wearing protective clothing and/or equipment (other than the respirator) when you're using your respirator: Yes/No

If "yes", if describe this protective clothing and/or equipment: _____

19. Will you be working under hot conditions (temperature exceeding 77°F): Yes/No

20. Will you be working under humid conditions: Yes/No

Instructions for Fit Testing Respirators

The test subjects must not eat, drink or use tobacco for fifteen minutes prior to conducting the fit tests.

Prior to starting the test,

1. Each subject must answer the following questions:

HAVE YOU EXPERIENCED ANY CHANGE OR CHANGES IN YOUR MEDICAL / PHYSICAL CONDITION SINCE YOUR LAST FIT TEST OR MEDICAL EXAMINATION THAT MAY INHIBIT OR PREVENT YOU FROM WEARING YOUR ISSUED RESPIRATOR?

- If the test subject answers “NO”, then proceed to the next question
- If the test subject answers “Yes”, then refer them to the Norman Occupational Health Facility for further evaluation. Do not fit test these persons until it is deemed medically safe to do so by a physician or other licensed health care professional.

IS THERE ANY REASON THAT YOU DO NOT FEEL THAT YOU ARE FULLY TRAINED IN THE USE OF YOUR RESPIRATOR?

- If the test subject answers “NO”, then ask them to sign the declaration on the Respirator Fit Test Record that they answered “NO” to the questions. Then proceed with the fit testing.
- If the test subject answers “Yes”, then seek or commence remedial training immediately. Do not fit test these persons until the training is complete. Proceed with the fit testing when the test subject is confident in the use of their respirator.

2. Fill out the individual Fit Test Record for each test subject. This record will be kept in the respirator file in Human Resources. Additional copies can be made for an individual’s file or a supervisor’s file.

3. Each individual is to be reminded that this is a Qualitative Fit test not a Quantitative Fit Test. This is to be marked on the Fit Test Record.

4. On each Fit Test Record, indicate the number of squeezes needed to have the subject test sensitive to the solution in the Sensitivity Test. Thirty squeezes is the maximum number for any test subject. If the subject does not test sensitive to the taste within thirty squeezes they are to wait fifteen minutes and try again. If the second sensitivity test does not make the subject sensitive, then another method of fit testing with acrid smoke or amyl acetate is necessary.

5. Test subjects must also sign a Class Roster to verify that they attended Respirator Use Training and that they were fit tested.

INSTRUCT ALL TEST SUBJECTS TO BREATHE THROUGH THEIR MOUTH WITH THEIR TONGUE EXTENDED DURING THE SENSITIVITY TEST AND THE FIT TEST.

Fit Test Procedures:

1. The test subject must conduct a positive and negative pressure check of the respirator seals in their mask. This is done by:

- ❑ Donning the respirator with the air purifying cartridges removed
- ❑ Negative test - Using a latex glove or piece of plastic wrap, block off and seal the cartridge port and have the subject inhale. They should be able to seal off the mask well enough to evacuate the air from the mask and maintain the vacuum for 15 seconds.
- ❑ Positive Test – by blocking the exhalation valve and blowing out slightly and evenly, the subject can apply a positive pressure to the inhalation valves and face seals thereby checking the completeness of their seal.

2. Equipment Preparation is accomplished by:

- ❑ Hanging the Fit test tent in an area conducive to administering the test,
- ❑ Preparing the fit and sensitivity test solutions per the test kit instructions
- ❑ Readyng the hood for the sensitivity test.

3. Administration of the Sensitivity Test:

- ❑ The test subject should not eat, drink, chew gum or use tobacco products for 15 minutes prior to the beginning of the sensitivity test,
- ❑ Explain the entire screening and testing procedure to the test subject(s) prior to beginning
- ❑ Instruct the test subject to don the hood, without their respirator and breathe through their mouth
- ❑ Using nebulizer #1 with the Sensitivity Test solution, inject the aerosol into the hood through the hole in the hood window. Inject 10 squeezes of the bulb, fully collapsing the bulb and allowing it to expand fully on each squeeze. Both plugs on the nebulizer must be removed and the nebulizer held in an upright position to ensure aerosol generation.
- ❑ Ask the subject if they can taste the bitter or sweet taste of the solution and if tasted, record the number of squeezes of the nebulizer that occurred prior to the subject's sensitivity.
- ❑ If not tasted, inject an additional 10 squeezes from the nebulizer. Repeat again if sensitivity is not reached.
- ❑ If 30 squeezes are not adequate, the test is ended and another type of fit test must be used. The test can be re-administered after waiting 15 minutes.
- ❑ Remove the test hood, and give the subject a few minutes to clear the taste from their mouth without eat, drinking, chewing gum or using tobacco products.

Administration of Fit Test:

- ❑ Instruct the test subject(s) to don their respirator and conduct a Positive and a Negative Fit Test, and then install their cartridge into the mask.
- ❑ Have the subject enter the test tent, with their respirator on and checked, breathing through their mouth, and wait for the test. The respirator shall not be adjusted once the fit test exercises begin. Any adjustment voids the test and the fit test must be repeated.
- ❑ Using nebulizer #2 with the Fit Test solution, inject the fit test solution into the test tent at about shoulder level to the subject with a minimum number of either 10 squeezes or half the number of squeezes (which ever is greater), that were required in the sensitivity test for the subject to taste the solution. Repeat the number of squeezes every 30 seconds.
- ❑ After the initial aerosol is injected, ask the test subject to perform the following exercises for 60 seconds each. Remember to inject aerosol every 30 seconds while the subject is performing exercises.
- ❑ The test is terminated at any time that the sweet or bitter taste of the aerosol is detected by the subject, because this indicates an inadequate fit. If this occurs, adjust the respirator, wait 15 minutes and re-administer the test.
- ❑ Failure of a second Fit Test indicates that a different size or model of respirator is needed.
- ❑ If the entire test is completed without the subject detecting the taste of the aerosol, the test is successful and the respirator is deemed adequate.

Test Exercises

Each test exercise shall be performed for one minute except for the grimace exercise that shall be performed for 15 seconds. The test subject shall be questioned by the test conductor regarding the comfort of the respirator upon completion of the protocol. If it has become unacceptable, another model of respirator shall be tried. The respirator shall not be adjusted once the fit test exercises begin. Any adjustment voids the test, and the fit test must be repeated.

- (1) Normal breathing. In a normal standing position, without talking, the subject shall breathe normally.
- (2) Deep breathing. In a normal standing position, the subject shall breathe slowly and deeply, taking caution so as not to hyperventilate.
- (3) Turning head side to side. Standing in place, the subject shall slowly turn his/her head from side to side between the extreme positions on each side. The head shall be held at each extreme momentarily so the subject can inhale at each side.
- (4) Moving head up and down. Standing in place, the subject shall slowly move his/her head up and down. The subject shall be instructed to inhale in the up position (i.e., when looking toward the ceiling).
- (5) Talking. The subject shall talk out loud slowly and loud enough so as to be heard clearly by the test conductor. The subject can read from a prepared text such as the Rainbow Passage, count backward from 100, or recite a memorized poem or song.
- (6) Grimace. The test subject shall grimace by smiling or frowning for 15 seconds.
- (7) Jogging in Place. The test subject shall jog in place, under the test tent or hood while counting backwards from one hundred
- (8) Normal breathing. Same as exercise (1).

Rainbow Passage

When the sunlight strikes raindrops in the air, they act like a prism and form a rainbow. The rainbow is a division of white light into many beautiful colors. These take the shape of a long round arch, with its path high above, and its two ends apparently beyond the horizon. There is, according to legend, a boiling pot of gold at one end. People look, but no one ever finds it. When a man looks for something beyond reach, his friends say he is looking for the pot of gold at the end of the rainbow.

City of Norman Respirator Fit Test Record

Name	Social Security Number	Date of Test
Department/ Division	Test method	Number of nebulizer squeezes to achieve sensitivity

Specific respirator tested:

Make	Model/style	Size
-------------	--------------------	-------------

Qualitative Fit Test (check one of the following types and indicate Pass/ Fail:

Saccharin	PASS	FAIL
Isoamyl Acetate	PASS	FAIL
Bitrex Solution	PASS	FAIL
Irritant Smoke	PASS	FAIL

Fit Tester's Comments:

Fit Tester's printed name

Signature

Date

CITY OF NORMAN

SAFETY MANUAL

EFFECTIVE DATE: 6/30/03	POLICY NUMBER: 1200-1	POLICY TITLE: EXCAVATIONS/ TRENCHING and SHORING
TOPICS: Shoring, Soil Classification and Testing Procedures	REFERENCE: 29CFR 1926.Subpart P 29CFR 1910.135 and 1926.100 CON Safety Policy 701 and 1100-1	NUMBER OF PAGES: 11
AUTHORIZED BY: Brandon McLendon Safety Manager	SPECIAL INSTRUCTIONS	LAST REVIEW DATE: 12/03/15

PURPOSE:

It is the purpose of this policy and of the City of Norman to prevent injury or death to employees caused by earth removal such as: excavating, excavations or improper shielding and shoring procedures. This policy applies to all open excavations made in the earth's surface.

POLICY:

Hard hats, eye protection and leather work boots will be worn while working around any City of Norman excavation. They will also be worn on any site where excavation machinery is operated.

Employees exposed to vehicular traffic are required to wear reflective vests or other suitable garment marked with or made of reflecting or high-visibility materials as discussed in City of Norman Traffic Policy 1300-1.

A competent person will be placed in charge of each excavation **greater than four feet deep**. The competent person will be present whenever workers are in an excavation.

Per OSHA 1926.651 (b) and the Oklahoma Underground Facilities Damage Prevention Act, Underground utilities must be located and marked before excavations begin. For utility locate requests notify Call OKIE at Dial 811, or (800) 522-OKIE (6543) or (800) 377-1339 for FAX Routine requests require 48 hours notice (excluding weekends and holidays) prior to excavating, requests prior to excavating emergency (damage to life health or property) repairs must be called in, but excavation can begin immediately. Great caution should be taken to methodically reveal the location of underground utilities during excavation so as to avoid damaging them or adding to the excavation hazard by introducing a gas leak or live current into the excavated area. Failure to comply with the utility location procedure or to willfully damage an underground utility due to neglect or recklessness may result in disciplinary action.

In excavations **less than four-feet deep**, employees are not allowed in the excavation while heavy equipment is actively digging within 10-feet of the person. When an underground utility spotter or a person is sent into the excavation to hand dig, the excavation machinery operator must quit operating the equipment. The excavation equipment operator may use the excavation equipment boom to place pipe or appurtenances with a person in the trench and at the location of the joint or appurtenance.

In excavations **greater than four-feet deep**, employees are not allowed in the excavation without the protection of shields/ shoring, or proper benching or a surface opening wide enough that should one of the walls collapse that the persons in the excavation would not be endangered. When an underground utility spotter or a person is sent into the excavation to manually expose underground utilities or other buried facilities, the excavation machinery operator must quit operating the equipment. The utility spotter must always have the protection of shielding/ shoring while hand digging in excavations over four feet deep. The excavation equipment operator may use the excavation equipment boom to place pipe or appurtenances with a person in the trench as long as the person is within the shield / shoring

For excavations greater than 4 feet in depth, the trench inspection checklist will be filled out, (Appendix A of this policy) and the guidance in 29 CFR 1926, subpart P, will be followed.

If the excavation is greater than 20 feet in depth or if there is any deviation from the 29 CFR 1926, subpart P, an engineering design must be completed, and signed by a registered professional engineer.

DEFINITIONS:

Aluminum Hydraulic Shoring. An engineering shoring system comprised of aluminum hydraulic cylinders (cross braces), used in conjunction with vertical rails (uprights) or horizontal rails (walers). Such a system is designed specifically to support the sidewalls of an excavation and to prevent cave-ins.

Benching. A method of protecting employees from cave-ins by excavating the sides of an excavation to form one or a series of horizontal levels or steps, usually with vertical or near vertical surfaces between levels.

Cave-in. Separation of mass of soil or rock materials from the side of an excavation, or the loss of soil from under a trench shield or support system, and its sudden movement into the excavation, either by falling or sliding in sufficient quantity so that it could entrap, bury, or otherwise injure and immobilize a person.

Competent Person. One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them. All competent persons will have and be able to demonstrate the following:

- ❑ Training, experience and knowledge of soil analysis, use of protective systems, and the requirements outlined in 29 CFR 1926, subpart P.
- ❑ Ability to detect conditions that could result in cave-ins, failures in protective systems, hazardous atmospheres, and other hazards, including those associated with confined spaces, lockout/tagout, etc.

Excavation. Any man-made cut, cavity, trench or depression in an earth surface formed by earth removal.

DEFINITIONS (continued):

Shield (Shield System or Trench Box). A structure that is able to withstand the forces imposed on it by a cave-in and thereby protects the employees with the structure. Shields can be permanent structure or can be designed to be portable and moved along as work progresses. Also known as trench box or trench shield.

Shoring (Shoring System). A structure such as metal hydraulic, mechanical or timber shoring system that supports the sides of an excavation and which is designed to prevent cave-ins.

Sloping (Sloping System). A method of protecting employees from cave-ins by excavating to form sides of an excavation that are inclined away from the excavation so as to prevent cave-ins. The angle of incline varies with differences in such factors as the soil type, environmental conditions of exposure, and application of surcharge loads.

Soil Types:

- ❑ **Type A:** Most stable. Rock, clay, silty clay, (resists penetration). No soil is Type A if it is fissured, is subject to vibration of any type, has been previously disturbed, or has seeping water. Do not consider any soil in Norman a Type A soil.
- ❑ **Type B.** Medium stability. Silt, sandy loam, medium clay and unstable dry rock; previously disturbed soils unless otherwise classified as Type C; soils that meet the requirements of Type A soil but are fissured or subject to vibration.
- ❑ **Type C.** Least stable. Gravel, loamy sand, soft clay, submerged soil or dense, heavy unstable rock, and soil from which water is freely seeping.

Trench (Trench Excavation). A narrow excavation (in relation to its length) made below the surface of the ground. In general, the depth is greater than the width, but the width of a trench (measured at the bottom) is not greater than 15 feet. If forms or other structures are installed or constructed in an excavation as to reduce the dimension measured from the forms or structure to the side of the excavation to 15 feet or less, the excavation is also considered to be a trench.

Wales. Horizontal members of a shoring system placed parallel to the excavation face whose sides bear against the vertical members of the shoring system or earth.

PROCEDURE:

Supervisors will ensure that only trained, competent individuals are assigned the duties of a competent person at excavation operations. And they shall enforce excavation policies and procedures along with the competent person.

The competent person will enforce all City of Norman excavation and equipment operation policies and procedures as stated, and ensure compliance with 29 CFR 1926, subpart P. This will include the following inspections:

- ❑ Prior to starting work daily, and every eight hours of operations thereafter until the crew ceases labor for the day.
- ❑ As dictated by work being done in the trench, (i.e. after a pipe is opened and water is released into the trench, after a cave in or a large amount of the side sloughs off into the trench) .
- ❑ After each rain storm or other event that could increase hazards, such as a windstorm, earthquake, dramatic change in weather, etc.
- ❑ When bulging at the bottom, fissures, tension cracks, sloughing, undercutting, water seepage or similar conditions occur.
- ❑ When there is a change of the location or placement of the spoil pile that places more weight on the trench wall.
- ❑ When there is any indication of change or movement in adjacent structures.
- ❑ The competent person in charge of the excavation will be responsible for determining whether the soil is Type B or C. Where soils are configured in layers, the soils will be classified on the basis of the weakest layer. Each layer may be classified individually if a more stable layer lies below a less stable layer, i.e. Type C soil resting on top of stable rock. Soil type can change during excavation, i.e., adding water to Type B will change soil classification to Type C.
- ❑ The competent person will conduct a visual test with one or more manual tests of the soil prior to and during excavation. In addition, the competent person will perform a visual test to evaluate conditions around the entire site, to include soil adjacent to excavation, any signs of vibration in the area, such as heavy vehicular traffic, Vibratory Roller use etc.
- ❑ The competent person will have a complete and current copy of 29 CFR 1926, subpart P, and this policy at the job site, while work is in progress.

OPERATING PROCEDURES.

- ❑ Soil tests will be performed by the competent person in charge of the excavation using a visual test, coupled with one or more manual tests. The manual test methods are outlined in the **Manual Soil Test Methods Section** included in this policy
- ❑ The visual test method requires the competent person to perform a physical observation of the entire excavation site, including the soil adjacent to the site, and the soil being excavated. A visual check will also be performed for any evidence of vibration in the vicinity. The competent person will:
 - Identify existing utilities.
 - Observe the open side of the excavation for indicators of layered geologic structuring.
 - Check for crack-line openings along the failure zone that would indicate tension cracks.
 - Check areas adjacent to the excavation for signs of foundations or other intrusions into the failure zone.

- Look for signs of bulging, or sloughing, as well as for signs of surface water seeping from the sides of the excavation or from the water table.
- Check for surcharging load limit (caused by the weight of the spoil pile near the edge of the excavation) and the spoil pile distance from the edge of the excavation.

Spoils (excavated material) will be placed no closer than 3 feet from the surface edge of the excavation, measured from the nearest base of the spoil to the cut. Further distance may be required, depending on the type of material, to ensure that the temporary spoils do not fall onto the employees in the excavation. They will be placed so that it cannot accidentally run, slide or fall back into the excavation.

Rainwater or other run-off water will be directed away from the excavation.

Surface crossing of trenches will not be made unless absolutely necessary. If necessary, they are permitted under the following conditions:

Vehicle crossings must be designed by and installed under the supervision of a registered professional engineer.

Walkways or bridges across excavations must:

- Have a minimum clear width of 20 inches.
- Be fitted with standard guardrails with top and mid-rails and toe boards per 29 CFR 1926.501 even if the distance to the lower level is less than six-feet.
- Extend a minimum of 24 inches beyond the surface edge of the trench.

Ingress/ egress.

- Trenches 4 feet or more in depth will be provided with a fixed means of ingress and egress.
- Spacing between ladders (or other means of egress) must be in such a manner that a worker does not have to travel more than 25 feet laterally to the nearest means of egress once inside the excavation.
- Ladders must be secure, and extend a minimum of 36 inches above the landing. Use non-conductive ladders when electric utilities are present.
- When pulling pipe or pulling loose bell connections, no employee is allowed in the trench within the distance that the freed section may swing or pose a hazard.
- At no time will employees be allowed to work under raised loads, nor will employees be allowed to work under loads being lifted or moved by heavy equipment used for digging or lifting.
- Employees are required to stand away from equipment that is being loaded/unloaded, to avoid being struck by falling material or spillage.
- Equipment operators or truck drivers are allowed to remain in their equipment/vehicles during loading/unloading if the equipment is properly equipped with a cab shield or canopy.

The following measures will be implemented to prevent vehicles from accidentally falling into the trench:

Barricades will be installed, as necessary.

Hand or mechanical signals will be used, as required.

Wheel chocks or bumper blocks will be used if there is danger of vehicles falling into the trench.

Soil will be graded away from the excavation in order to assist in vehicle control and channeling of run-off water.

Trenches will be fenced off to prevent persons from falling into the excavations and if in a roadway, barricaded per the Manual on Uniform Traffic Control Devices (MUTCD) when left open and unattended. If possible, heavy plywood or other weight bearing material should be used to cover the top of the excavation to prevent persons from falling over the fence and into the excavation. The gaps between the top sheeting may not exceed 1-inch by 12-inches.

Atmospheric conditions and confined spaces.

Employees will not normally be permitted to work in hazardous and/or toxic atmospheres. These conditions include:

- ❑ Less than 19.5% oxygen.
- ❑ A combustible gas concentration greater than 10% of the lower explosive limit (LEL).
- ❑ Concentrations of hazardous substances that exceed those specified in the OSHA standard. (If the work must be done to avert the loss of life, health and property, the Competent Person must inform the Division Superintendent prior to beginning work).
- ❑ Any such operations will be conducted in accordance with all OSHA requirements for occupational health, and environmental controls for personal protective equipment, and lifesaving equipment. Job hazard evaluation will be implemented, to ensure any required controls, i.e., ventilation or respiratory equipment is provided. If the trench qualifies for classification as a confined space, entry will be in compliance with the Confined Space Program (Policy number 700-1).
- ❑ Employees required to wear respiratory protection will be trained, fit-tested and enrolled in a respiratory protection program prior to wearing a respirator per City of Norman Respiratory Protection policy 1100-1.
- ❑ Safety harness and lifelines are used in conformance with OSHA requirements (29 CFR 1926.104 and 29 CFR 1910, subpart I).
- ❑ Normally, employees will not be allowed to enter trenches that have significant accumulation of water. Water removal equipment will be used and monitored by the competent person until the water level is controlled to an average depth of no greater than six-inches. Those entering dewatered trenches must wear a safety harness and

lifeline that conform to 29 CFR 1926.104 and 29 CFR 1910, subpart I, or be protected by a shield or shoring.

Employees will be removed from the trench during rainstorms. Trenches will be carefully inspected by a competent person after each rain, and before employees are permitted to re-enter the trench.

If the potential for a hazardous atmosphere is present, i.e., excavations near landfills or excavations in the vicinity of hazardous materials/pipelines (natural gas), atmospheric testing will be accomplished prior to entry, and will be performed at one-hour intervals to ensure that the trench remains safe.

Atmospheric testing will be increased if equipment is operating in the trench or if welding, cutting or burning is being performed in the trench. In addition, when working beside heavily trafficked roadways on atmospherically still days, additional testing for the accumulation of Carbon Monoxide must be done. If the concentrations of explosive or noxious gasses exceed the Permissible Exposure Limits (PEL) listed by Parts Per Million (PPM) in CFR 29 1910.1000 Table Z-1 "Limits for Air Contaminates," the trench must be evacuated and ventilated by mechanical means until the contaminate concentrations comply with the permissible limits.

Benching, sloping, shoring, and shielding.

Sidewalks and pavements shall not be undermined, unless a support system or similar method of protection against possible collapse is provided for employees.

Maximum allowable slopes for excavations less than 20 feet based on soil type and angle to the horizontal are as follows:

Soil Type	Height/Depth Ratio	Slope Angle
Type B	1:1	45 degrees
Type C	1 1/2 : 1	34 degrees

For example, a 10 feet deep trench in Type B soil would be sloped to a 45-degree angle -- 10 feet back in both directions. Total distance across a 10 feet deep trench would be 20 feet, plus the width of the bottom of the trench itself. In Type C soil, the trench would be sloped at a 34-degree angle that is 15 feet back in both directions, for at least 30 feet across, plus the width of the bottom of the trench itself.

Benching. There are two basic types of benching, single and multiple, which can be used in conjunction with sloping. **Benching is not allowed in Type C soil.**

- In Type B soil, the vertical height of benches must not exceed 4 feet.

- ❑ Benches must be below the maximum allowable slope for that soil type. For example, a 10 feet deep trench in Type B soil must be benched back 10 feet in each direction, with a maximum of a 45-degree angle.

Shielding. Trench boxes are preferred by the City of Norman as the method of protecting workers in trench excavations different from shoring, instead of supporting the trench face, they are intended primarily to protect workers from cave-ins.

- ❑ Excavation areas, when the distance between the outside of the trench box and face of the trench is in excess of one foot on either side must be backfilled, to prevent lateral movement of the box.
- ❑ Shields (Trench Boxes) may not be subjected to loads exceeding those that the system was designed to withstand.
- ❑ Shields may be used in combination with sloping and benching.
- ❑ Shields must extend at least 18 inches above the surrounding area if there is sloping toward the excavation. This can be accomplished by providing a benched area adjacent to the shield.
- ❑ Any modifications to the shields must be approved by the manufacturer.
- ❑ Shields may ride above the bottom of an excavation, provided they are calculated to support the full depth of an excavation and there is no caving under or behind the shield.
- ❑ Workers must enter and leave the shield in a protected manner, such as a ladder.
- ❑ Workers must not remain in the shield while it is being moved.

Shoring. Shoring or shielding is used when location or depth of the cut makes sloping back to the maximum allowable slope impractical. The two basic types are timber and aluminum hydraulic. Due to cost and effort of using lumber, aluminum hydraulic is the preferred method. If lumber shoring is used, it must meet the requirements set forth in 29 CFR 1926, subpart P.

- ❑ All shoring will be installed from the top down, and removed from the bottom up.
- ❑ Hydraulic shoring will be checked at least once per shift for leaking hoses and/or cylinders, broken connections, cracked nipples, bent bases, or any other damage or defective parts. Unserviceable equipment will not be used at any time.
- ❑ The top cylinder of hydraulic shoring will be no more than 18 inches below the top of the excavation.
- ❑ The bottom of the cylinder shall be no higher than 4 feet from the bottom of the excavation. Two feet of trench wall may be exposed beneath the bottom of the rail or plywood sheeting, if used.
- ❑ Three vertical shores, evenly spaced, must be used to form a system.
- ❑ Wales are installed no more than 2 feet from the top, no more than 4 feet from the bottom, and no more than 4 feet apart, vertically.

- Hydraulic shoring for Type B and Type C soil will be installed IAW Appendix D, 29 CFR 1926, subpart P.

TRAINING.

Prior to training, the supervisor must determine the excavation requirements/qualifications for a particular operation through the use of job hazard analysis or risk assessment.

Training for the competent person will consist at a minimum of attending and passing an approved excavation course, and the experience deemed necessary by the Supervisor to perform competently.

Individuals expected to enter excavations will attend the approved excavation class.

Approved excavation/ competent person training will be documented by the Safety Manager in the "First Aid and Safety Training" binder in the Human Resources Records Office.

MANUAL SOIL TEST METHODS

Thumb penetration test. Attempt to press the thumb firmly into the soil in question; if the thumb penetrates no further than the length of the nail, it is normally Type B soil. If the thumb penetrates the full length of the thumb, it is Type C soil. It should be noted that the thumb penetration is the least accurate.

Dry strength test. Take a dry soil sample, if it crumbles freely or with moderate pressure into individual grains it is considered granular (Type C). If the dry soil falls into clumps, which in turn can be broken into smaller clumps, and these smaller clumps can only be broken with difficulty, it is probably clay in combination with gravel, sand or silt (Type B).

Plasticity or wet thread test. Take a moist sample of soil. Mold it into a thin thread, approximately 1/8 inch in diameter by 2 inches in length, if the soil does not break when held by one end, it may be considered Type B.

Empirical Tests. A pocket penetrometer, shearvane, or torvane shear may also be used to determine the unconfined compression strength of soils.

APPENDIX A Excavation Checklist

(Cut, cavity or depression a Trench/Excavation more than 4 ft deep)

Date _____ Time _____ Competent Person _____

Location _____ Weather Conditions _____

Item	Yes	No	Action Required
Is the excavation >20 in depth?			Professional Engineer in Charge if over 20' deep
Is a competent person in charge and present at site?			
Is the water in the excavation more than 6" average depth?			
Has competent person made soil determination?			Soil Classification
Is ingress/egress adequate?			
Have the underground utilities been identified?			Locate Number
Are there any surface hazards (i.e. overhead power lines)?			
Are procedures in place to protect from falling loads?			
Is there exposure to vehicular traffic? Vibration? Carbon Monoxide?			
Danger from adjacent structure?			

Is spoil placed 3 feet or more from edge of the excavation?			
Are surface crossings required?			
Are all employees wearing hard hats?			
Are hazardous atmospheres or confined spaces present?			Time and Date Superintendent notified
Are respirators required?			
Does the procedure require benching (A/B Type Soil only)?			
Does the procedure require shoring, shielding, sloping?			
If provided, does the shield extend at least 18 in. above the surrounding area if sloped toward the excavation?			
If shields are used, is the depth of the cut >2 ft below the bottom of the shield?			
Are means of egress (i.e. ladders) provided no more than 25 ft from work?			
Is emergency rescue equipment required?			
Are daily excavation inspections performed and documented?			Date/time of last inspection

CITY OF NORMAN**SAFETY MANUAL**

EFFECTIVE DATE: 10/15/14	POLICY NUMBER:	POLICY TITLE: Traffic Safety & Visibility
TOPICS: Safe Work Zones Traffic Management	REFERENCE: 29CFR 1926 Subpart G (.200-.203), Final rule 9/12/02 Federal Register # 67:57722-57736 and the Manual on Uniform Traffic Control Devices (MUTCD), Norman Code of Ordinances Chapter 20, Art. XI § 20- 1112.	NUMBER OF PAGES: 2
AUTHORIZED BY: Brandon McLendon Safety Manager	SPECIAL INSTRUCTIONS	LAST REVIEW DATE: 12/03/15

PURPOSE:

It is the purpose of this policy and of the City of Norman to prevent injury or death to employees caused while working in traffic. In addition, it is to prevent City workers from presenting a hazard to motorists by incorrectly using temporary traffic control devices or flagging in work zones or roadsides. It is also a purpose to comply with the OSHA standard, applicable Oklahoma State Law, and City of Norman Ordinance.

POLICY:

Those groups of City employees who are engaged in maintenance or new construction activities on roadways are to conform to 29 CFR 1926 Subpart G and the most recent edition of the Manual on Uniform Traffic Control Devices (MUTCD). When the edition of the MUTCD cited in 29 CFR 1926 Subpart G is not the most recent edition of the MUTCD, it is to be understood as a reference to the most recent edition. This policy is to specifically ensure compliance to, traffic control devices to protect construction workers (29 CFR 1926.200 (g) (2)), signaling by flagmen (29 CFR 1926.201), and barricades for the protection of workers (29 CFR 1926.202).

Per O.S. 40 §403(E) (2) the City is to provide safety training for employees. Traffic safety training, appropriate to the positional responsibility of the employee, will be accomplished through the American Traffic Safety Services Association (ATSSA) or other approved organization qualified for the training, testing and certification of employees, as approved by the Director of Public Works or his designee. Training must be conducted for all employees who work in roadway traffic lanes or supervise those employees who do. The Division Superintendent/ Manager / Coordinator / Supervisor are to track and ensure that persons working on roadways are trained. Documentation of the attendance and successful completion and attainment of ATSSA certification is retained on file by the Division Supervisor.

This policy focuses on the importance of safety for the City of Norman employees working on rebuilding existing roadways and improving existing roadways. In doing so, the traffic areas continue to grow which creates the possibility of congestion. The following procedure can be used to help minimize and control risks for workers.

PROCEDURE:

To help ensure the safety of workers who are focused on rebuilding and improving roadways for the City of Norman, certain procedures should be followed to help minimize risk hazards.

High-Visibility Apparel:

- All workers should wear high visibility apparel.
- Worker visibility may be enhanced by the use of fluorescent colored apparel.
- Apparel should be visible and distinct to identify workers from other markers or equipment.

Training:

- All workers should be trained to work near traffic.
- Workers responsible for temporary traffic control measures should be trained.
- Work rules should be established to minimize risks.

Activity Area Planning

- Routes should be identified and marked to allow workers and work vehicles to safely enter and exit the work space.
- Backing of vehicles should be controlled by spotters to ensure safety in work areas.
- Overhead and underground utility lines should be marked to prevent contact by workers.

Speed Control

- Establish appropriate speed limits for work zone.
- Properly post speed limits for drivers to follow.
- Make sure law enforcement is aware of changes.
- Possible use of radar activated changeable signs.
- Possible use of flaggers (trained) under certain conditions.

Lighting

- Temporary lighting should be used to provide adequate lighting for visibility of drivers to safely navigate through the work zone.
- Illumination should be provided to help workers more visible when needed.
- Controlling of glare must be addressed to help with interference of visibility of the work zone and workers.

Worker Safety Planning

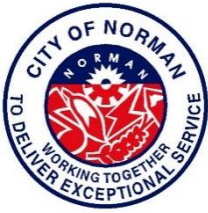
- Hazard assessments should be performed to determine risks of all workers involved.
- Engineering and administrative controls should be implemented to protect workers from any identified risk(s).

Special Devices:

- Rumble devices may be used to help drivers identify upcoming work zones.
- Changeable message signs can be used to help drivers better informed.
- Intrusion alarms can be used to warn drivers.
- Spotters can be used to help minimize risks.

File Attachments for Item:

27. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2122-74: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AND THE NORMAN MUNICIPAL AUTHORITY APPROPRIATING \$75,000 FROM THE WESTWOOD FUND BALANCE TO BE USED FOR THE PURCHASE OF GOLF SHOP ASSETS & BUDGET RESERVE FOR OPERATIONS



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/13/2022

REQUESTER: Jason Olsen, Parks and Recreation Director

PRESENTER: Jason Olsen, Parks and Recreation Director

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2122-74: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AND THE NORMAN MUNICIPAL AUTHORITY APPROPRIATING \$75,000 FROM THE WESTWOOD FUND BALANCE TO BE USED FOR THE PURCHASE OF GOLF SHOP ASSETS & BUDGET RESERVE FOR OPERATIONS

BACKGROUND:

Westwood Golf Course is an 18-hole public golf course that opened in 1966 and was extensively renovated in 2002. The Westwood Golf Course currently contracts with a Golf Professional to oversee certain operations at the Golf Course, including but not limited to the Golf Shop, Locker and Golf Club Rentals, Golf Lessons, Youth Camps, Leagues, and Tournaments. The Westwood Golf Course averages 35,000 rounds annually and has numerous programs, including leagues, camps, and tournaments. The Westwood Golf Course also hosts the Westwood Invitational Golf Tournament every year on the 4th of July weekend, the largest open stroke play tournament in the State of Oklahoma.

DISCUSSION:

Since the opening of the Westwood Golf Course in 1966, the Golf Professional has been a contract employee of the Norman Municipal Authority, operating and maintaining the golf shop facility & golf course. As a contractor and operator of the golf shop and facility, the Golf Professional owns all of the assets in the golf shop. In turn, the Golf Professional collects all of the revenue from the merchandise sold in the golf shop, club rentals, locker rentals, and golf lessons or camps.

The Golf Professional at Westwood recently requested, due to the cost of doing business (insurance, accountants, etc.), to transition his Golf Professional contract into being a City of Norman employee. The City Manager has approved this request. The Golf Professional's contract is set to expire at the end of January 2023. In response to the Golf Professional becoming a City employee and the City taking ownership of the Golf Shop, the City will have to purchase the merchandise at the Westwood Golf Shop. The Golf Shop will become a City asset with enough estimated revenue to cover expenditures. The City of Norman had a similar situation

when it took over the Westwood Grill from a contractor in 2019. The Westwood Grill is profitable and brings in 30% more revenue than expenditures.

Staff is requesting an appropriation from the Westwood Fund balance (account 29-29000) of \$75,000 for the purchase of merchandise from the golf pro and budget reserve for the remainder of the fiscal year for additional supplies.

RECOMMENDATION:

It is recommended that the Council of the City of Norman, Oklahoma appropriate \$75,000 from the Westwood Fund balance (account 29-29000) to Westwood Golf Course, Merchandise Supplies (account 29970332-43129).

Resolution

R-2223-74

A RESOLUTION OF THE NORMAN MUNICIPAL AUTHORITY APPROPRIATING \$75,000 FROM THE WESTWOOD FUND BALANCE TO BE USED FOR THE PURCHASE OF THE GOLF PRO SHOP ASSETS.

- § 1. WHEREAS, since the opening of Westwood Golf Course in 1966, the Golf Professional has been a contract employee for the Norman Municipal Authority, operating and maintaining the golf shop facility and golf course; and
- § 2. WHEREAS, as a contractor and operator of the golf shop and facility, the Golf Professional owns all of the assets in the golf shop and collects the revenue from the merchandise sold in the golf shop, club and locker rentals, and golf lessons or camps; and
- § 3. WHEREAS, the Golf Professional recently requested transitioning his Golf Professional contract, due to the cost of doing business (insurance, accountants, etc.), into becoming a City of Norman employee and the City Manager approved his request.

NOW, THEREFORE, BE IT RESOLVED BY THE NORMAN MUNICIPAL AUTHORITY:

- § 4. That the following appropriation be made from the Westwood Fund Balance for the reason as stated above:

Account Name	Losing Account	Gaining Account	Amount
Westwood Golf Course Merchandise Supplies	029-29200	029970332-43129	\$75,000

Passed and Adopted by the Trustees of the Norman Municipal Authority this 13th day of December, 2022.

Chairman

ATTEST:

Assistant Secretary



Westwood GC Pro Shop Inventory - 12/6/22

Item 27.

December 2022

Inventory Code	Description	UOM	Qty on Hand	Last Cost	Cost Value	Unit Price	Sale Value	Margin
PS - Ping Seasonal Ball Marke	Ping Seasonal Ball Marker	EACH	2	12.00	24.00	23.99	47.98	23.98
PS- FJ Single Socks	FJ Single Socks	EACH	0	5.00	0.00	9.99	0.00	0.00
PS- Srixon Bennies	Srixon Bennies	EACH	0	12.00	0.00	19.99	0.00	0.00
PS-12 for \$4 99 Used Golf Ball	12 for \$4.99 Used Golf Balls	EACH	-4	0.00	0.00	4.99	-19.96	-19.96
PS-12 for 8 99 Used Golf Balls	12 for \$8.99 Used Golf Balls	EACH	0	0.00	0.00	8.99	0.00	0.00
PS-21 Titleist Pro V1	21 Titleist Pro V1	EACH	-1	9.50	-9.50	14.50	-14.50	-5.00
PS-21 Titleist Pro V1X	21 Titleist Pro V1X	EACH	105	9.50	997.50	14.50	1,522.50	525.00
PS-3 for 2 99 Used Golf Balls	3 for \$2.99 Used Golf Balls	EACH	10	0.00	0.00	2.99	29.90	29.90
PS-50 Wood Tees	50 Wood Tees	EACH	0	1.20	0.00	3.00	0.00	0.00
PS-Adidas 2Pk Crew Socks	Adidas 2Pk Crew Socks	EACH	1	9.00	9.00	17.99	17.99	8.99
PS-Asics Gel Ace Golf Shoes	Asics Gel Ace Golf Shoes	EACH	7	90.00	630.00	149.99	1,049.93	419.93
PS-Asics Gel Glide Shoes	Asics Gel Glide Shoes	EACH	2	55.00	110.00	94.99	189.98	79.98
PS-Asics Gel-Ace Pro M Shoe	Asics Gel-Ace Pro M Shoes	EACH	2	120.00	240.00	199.99	399.98	159.98
PS-Asics Kayano Ace Shoes	Asics Kayano Ace Shoes	EACH	16	102.00	1,632.00	169.99	2,719.84	1,087.84
PS-Athalonz EnVe Golf Shoes	Athalonz EnVe Golf Shoes	EACH	0	99.95	0.00	119.99	0.00	0.00
PS-Bag of 15 Tees	Bag of 15 Tees	EACH	1,058	0.41	433.78	0.92	973.36	539.58
PS-Blistex Lip Balm	Blistex Lip Balm	EACH	0	1.25	0.00	2.50	0.00	0.00
PS-Bomb It Headcover	Bomb It Headcover	EACH	0	19.50	0.00	34.99	0.00	0.00
PS-Bridgestone 2021 Hats	Bridgestone 2021 Hats	EACH	0	13.50	0.00	21.99	0.00	0.00
PS-Bridgestone B Patch	Bridgestone B Patch	EACH	5	15.00	75.00	26.99	134.95	59.95
PS-Bridgestone Boonie Sun H	Bridgestone Boonie Sun Hats	EACH	0	18.52	0.00	39.99	0.00	0.00
PS-Bridgestone Crusher Hats	Bridgestone Crusher Hats	EACH	0	14.88	0.00	26.99	0.00	0.00
PS-Bridgestone Day Hats	Bridgestone Day Hats	EACH	0	13.50	0.00	26.99	0.00	0.00
PS-Bridgestone e12 Balls-Sleeve	Bridgestone e12 Balls-Sleeve	EACH	117	5.23	611.91	8.50	994.50	382.59
PS-Bridgestone e6 - Sleeve	Bridgestone e6 - Sleeve	EACH	0	3.75	0.00	6.50	0.00	0.00
PS-Bridgestone Lady-Sleeve	Bridgestone Lady-Sleeve Whit	EACH	0	4.28	0.00	7.25	0.00	0.00
PS-Bridgestone Oceanside Hat	Bridgestone Oceanside Hats	EACH	2	13.95	27.90	24.99	49.98	22.08
PS-Bridgestone Premium Stan	Bridgestone Premium Stand B	EACH	0	162.00	0.00	279.99	0.00	0.00
PS-Bridgestone Silicon Patch	Bridgestone Silicon Patch Hats	EACH	7	13.95	97.65	24.99	174.93	77.28
PS-Bridgestone Tour B 22 Golf	Bridgestone Tour B 22 Golf Bal	EACH	105	8.90	934.50	13.50	1,417.50	483.00
PS-Bridgestone Tour B Sleeve	Bridgestone Tour B Sleeve	EACH	28	8.02	224.63	12.25	343.00	118.37
PS-Bushnell Ion Edge	Bushnell Ion Edge Watch	EACH	0	101.85	0.00	149.99	0.00	0.00
PS-Bushnell Phantom 2	Bushnell Phantom 2	EACH	8	84.39	675.12	129.99	1,039.92	364.80
PS-Bushnell Pro X2	Bushnell Pro X2	EACH	0	329.93	0.00	499.99	0.00	0.00
PS-Bushnell Tour V5 Patriot R	Bushnell Tour V5 Patriot	EACH	1	214.37	214.37	299.99	299.99	85.62
PS-Bushnell V5 Shift Patriot Pa	Bushnell V5 Shift Patriot Pack	EACH	0	277.42	0.00	399.99	0.00	0.00
PS-Bushnell Wingman	Bushnell Wingman	EACH	2	101.85	203.70	149.99	299.98	96.28
PS-Callaway 22 Lady Visors	Callaway 22 Lady Visors	EACH	2	15.90	31.80	27.99	55.98	24.18
PS-Callaway 22 Sun Hats	Callaway 22 Sun Hats	EACH	1	26.65	26.65	44.99	44.99	18.34
PS-Callaway 22-1 Hats	Callaway 22-1 Hats	EACH	3	17.00	51.00	29.99	89.97	38.97
PS-Callaway 22-2 Hats	Callaway 22-2 Hats	EACH	2	18.00	36.00	32.99	65.98	29.98
PS-Callaway 22-3 Hats	Callaway 22-3 Hats	EACH	1	19.40	19.40	34.99	34.99	15.59
PS-Callaway Alpha Travel Cov	Callaway Alpha Travel Cover	EACH	1	190.00	190.00	279.99	279.99	89.99
PS-Callaway Camo Bucket Hat	Callaway Camo Bucket Hat	EACH	0	20.60	0.00	34.99	0.00	0.00

Westwood GC Pro Shop Inventory - 12/6/22

Item 27.

December 2022

Inventory Code	Description	UOM	Qty on Hand	Last Cost	Cost Value	Unit Price	Sale Value	Margin
PS-Callaway Chev 14 Cart Bag	Callaway Chev 14 Cart Bag	EACH	0	144.00	0.00	209.99	0.00	0.00
PS-Callaway Chev Stand Bag	Callaway Chev Stand Bag	EACH	1	143.00	143.00	209.99	209.99	66.99
PS-Callaway Chrome Soft Golf	Callaway Chrome Soft Golf Bal	EACH	98	9.50	931.00	13.50	1,323.00	392.00
PS-Callaway Chrome Soft Slee	Callaway Chrome Soft Sleeve	EACH	0	8.98	0.00	13.00	0.00	0.00
PS-Callaway Chrome Soft X G	Callaway Chrome Soft X Golf B	EACH	48	9.50	456.00	13.50	648.00	192.00
PS-Callaway Earband	Callaway Earband	EACH	4	16.00	64.00	25.99	103.96	39.96
PS-Callaway ERC Soft Balls	Callaway ERC Soft Balls	EACH	11	7.03	77.33	9.75	107.25	29.92
PS-Callaway Fairway 14 Golf B	Callaway Fairway 14 Golf Bag	EACH	0	192.60	0.00	279.99	0.00	0.00
PS-Callaway Fairway C Golf B	Callaway Fairway C Golf Bag	EACH	1	160.00	160.00	229.99	229.99	69.99
PS-Callaway Ladies High Hats	Callaway Ladies High Hats	EACH	0	16.34	0.00	29.99	0.00	0.00
PS-Callaway Ladies High Tail	Callaway Ladies High Tail Hats	EACH	1	17.19	17.19	29.99	29.99	12.80
PS-Callaway Liquid Visor	Callaway Liquid Visor	EACH	1	15.90	15.90	27.99	27.99	12.09
PS-Callaway MD CB Wedge	Callaway MD CB Wedge	EACH	2	92.30	184.60	129.99	259.98	75.38
PS-Callaway MD Jaws Wedge	Callaway MD Jaws Wedge	EACH	7	128.67	900.69	169.99	1,189.93	289.24
PS-Callaway Odyssey Beanie	Callaway Odyssey Beanie Hats	EACH	0	15.50	0.00	24.99	0.00	0.00
PS-Callaway Ogio Woode Cart	Callaway Ogio Woode Cart Ba	EACH	0	190.00	0.00	279.99	0.00	0.00
PS-Callaway Org 14 Cardinal	Callaway Org 14 Cardinal Cam	EACH	0	191.60	0.00	279.99	0.00	0.00
PS-Callaway Reversible Beani	Callaway Reversible Beanie	EACH	0	17.20	0.00	29.99	0.00	0.00
PS-Callaway Rogue ST Driver	Callaway Rogue ST Driver	EACH	0	399.00	0.00	549.99	0.00	0.00
PS-Callaway Sun Hat	Callaway Sun Hat	EACH	0	24.08	0.00	42.99	0.00	0.00
PS-Callaway Supersoft Golf Ba	Callaway Supersoft Golf Balls	EACH	0	4.45	0.00	7.50	0.00	0.00
PS-Callaway Thermal Grip Glo	Callaway Thermal Grip Gloves	EACH	4	15.00	60.00	24.99	99.96	39.96
PS-Callaway Tour Auth Glove	Callaway Tour Auth Glove	EACH	0	13.55	0.00	21.99	0.00	0.00
PS-Callaway Truvis Individual	Truvis Ind. Ball	EACH	0	2.80	0.00	3.99	0.00	0.00
PS-Callaway Weather Spann	Callaway Weather Spann	EACH	23	7.31	168.13	12.99	298.77	130.64
PS-Callaway Winter Rules	Callaway Winter Rules	EACH	0	15.00	0.00	24.99	0.00	0.00
PS-Callaway Womens Sun Str	Callaway Womens Sun Straw	EACH	2	24.93	49.86	42.99	85.98	36.12
PS-CB 407 OU Shirt-Ladies L	CB 407 OU Shirt-Ladies L	EACH	1	38.42	38.42	79.99	79.99	41.57
PS-CB Ladies OU Gingham-L	CB Ladies OU Gingham-L	EACH	1	33.75	33.75	64.99	64.99	31.24
PS-CB Ladies OU Gingham-M	CB Ladies OU Gingham-M	EACH	0	33.75	0.00	64.99	0.00	0.00
PS-CB Ladies Quarter Zip Swe	CB Ladies Quarter Zip Sweater	EACH	1	42.50	42.50	84.99	84.99	42.49
PS-Charter Dri Mark Pen	Charter Dri Mark Pen	EACH	0	0.80	0.00	1.84	0.00	0.00
PS-Charter Drizzle Stick	Charter Drizzle Stick	EACH	0	15.00	0.00	29.99	0.00	0.00
PS-Charter Flix Divot Tool	Charter Flix Divot Tool		0	5.21	0.00	9.99	0.00	0.00
PS-Charter Foam Practice Ball	Foam Practice Balls	EACH	0	3.00	0.00	5.99	0.00	0.00
PS-Charter HandsFree Sunscr	Charter HandsFree Sunscreen	EACH	0	3.75	0.00	6.99	0.00	0.00
PS-Charter Sharpie	Charter Sharpie	EACH	66	1.25	82.50	2.76	182.16	99.66
PS-Chrome Soft-Sleeve Yellow	Chrome Soft-Sleeve Yellow	EACH	0	8.70	0.00	11.75	0.00	0.00
PS-Cleveland Camo Stand Ba	Cleveland Camo Stand Bag	EACH	0	117.30	0.00	179.99	0.00	0.00
PS-Cleveland CBXZipcore Gra	Cleveland CBXZipcore Graphit	EACH	4	97.96	391.84	159.99	639.96	248.12
PS-Cleveland CBXZipcore Ste	Cleveland CBXZipcore Steel W	EACH	17	91.80	1,560.60	149.99	2,549.83	989.23
PS-Cleveland Frontline Putters	Cleveland Frontline Putters	EACH	0	129.60	0.00	199.99	0.00	0.00
PS-Cleveland Launch XL Drive	Cleveland Launcher XL Driver	EACH	1	266.97	266.97	399.99	399.99	133.02
PS-Cleveland Launcher Halo 3	Cleveland Launcher Halo 3wd	EACH	1	150.00	150.00	229.99	229.99	79.99

Westwood GC Pro Shop Inventory - 12/6/22

Item 27.

December 2022

Inventory Code	Description	UOM	Qty on Hand	Last Cost	Cost Value	Unit Price	Sale Value	Margin
PS-Cleveland Launcher Halo H	Cleveland Launcher Halo Hybri	EACH	0	139.60	0.00	199.99	0.00	0.00
PS-Cleveland Launcher XL Lit	Cleveland Launcher XL Lite D	EACH	2	131.00	262.00	349.99	699.98	437.98
PS-Cleveland Launcher XL De	Cleveland Launcher XL Demo	EACH	1	149.00	149.00	399.99	399.99	250.99
PS-Cleveland Launcher XL Hal	Cleveland Launcher XL Halo D	EACH	1	77.00	77.00	199.99	199.99	122.99
PS-Cleveland Launcher XL Lite	Cleveland Launcher XL Lite Dri	EACH	2	233.61	467.22	349.99	699.98	232.76
PS-Cleveland Reflect Cap	Cleveland Reflect Cap	EACH	5	10.00	50.00	19.99	99.95	49.95
PS-Cleveland Wedges tag: Ma	Cleveland Wedges tag: Maddo	EACH	0	469.05	0.00	650.00	0.00	0.00
PS-Cleveland Zipcore Full Fac	PS-Cleveland Zipcore Full Fac	EACH	2	107.00	214.00	159.99	319.98	105.98
PS-Cleveland Zipcore Wedge	Cleveland Zipcore Wedge	EACH	12	91.80	1,101.60	149.99	1,799.88	698.28
PS-Clcigear 3-5 Cart Seat	Clcigear 3-5 Cart Seat	EACH	0	35.00	0.00	69.99	0.00	0.00
PS-Clcigear 3-5 Cooler Bag	Clcigear 3-5 Cooler Bag	EACH	0	30.00	0.00	59.99	0.00	0.00
PS-Clcigear 4 - Fall 2021 Mode	Clcigear 4 - Fall 2021 Models	EACH	2	205.04	410.08	309.99	619.98	209.90
PS-Clcigear Umbrella Angle Ad	PS-Clcigear Umbrella Angle Ad	EACH	0	16.50	0.00	34.99	0.00	0.00
PS-Clcigear XL Cup Holder	Clcigear XL Cup Holder	EACH	0	7.25	0.00	14.99	0.00	0.00
PS-Cobra Crown C Trucker	Cobra Crown C Trucker	EACH	0	15.00	0.00	29.99	0.00	0.00
PS-Cobra LTDx Driver	Cobra LTDx Driver	EACH	0	316.00	0.00	499.99	0.00	0.00
PS-Cobra Tour Crown Hat	Cobra Tour Crown Hat	EACH	2	15.00	30.00	29.99	59.98	29.98
PS-Cobra Ultralight Pro Cart B	Cobra Ultralight Pro Cart Bag	EACH	0	105.00	0.00	174.99	0.00	0.00
PS-College Divot Switch Blade	College Divot Switch Blade	EACH	0	7.50	0.00	14.99	0.00	0.00
PS-College Golf Chips	College Golf Chips	EACH	0	2.50	0.00	4.99	0.00	0.00
PS-Columbia 22 Polo4	Columbia 22 Polo4	EACH	0	20.25	0.00	44.99	0.00	0.00
PS-Columbia 22 Polo54	Columbia 22 Polo54	EACH	1	26.50	26.50	54.99	54.99	28.49
PS-Columbia 22 Polo59	Columbia 22 Polo59	EACH	13	59.99	779.87	59.99	779.87	0.00
PS-Columbia 22 Polo6	Columbia 22 Polo6	EACH	3	33.00	99.00	64.99	194.97	95.97
PS-Columbia Basin Butte Jack	Columbia Basin Butte Jacket	EACH	3	40.50	121.50	79.99	239.97	118.47
PS-Columbia Best Ball Polo	Columbia Best Ball Polo	EACH	5	25.50	127.50	49.99	249.95	122.45
PS-Columbia Club Invite Polo	Columbia Club Invite Polo	EACH	10	30.25	302.50	59.99	599.90	297.40
PS-Columbia Element Vest-Ja	Columbia Element Vest-Jacket	EACH	1	40.00	40.00	79.99	79.99	39.99
PS-Columbia Fast Trek III Flee	Columbia Fast Trek III Fleece	EACH	3	35.00	105.00	69.99	209.97	104.97
PS-Columbia Home Course Pu	Columbia Home Course Pullov	EACH	0	34.50	0.00	69.99	0.00	0.00
PS-Columbia In the Element Ja	Columbia In the Element Jacke	EACH	0	50.50	0.00	99.99	0.00	0.00
PS-Columbia Low Flyer Polo	Columbia Low Flyer Polo	EACH	6	37.25	223.50	74.99	449.94	226.44
PS-Columbia Pin Hi LS Shirt	Columbia Pin Hi LS Shirt	EACH	9	30.00	270.00	59.99	539.91	269.91
PS-Columbia Rockin It Pullover	Columbia Rockin It Pullover	EACH	3	36.75	110.25	74.99	224.97	114.72
PS-Columbia Scorecard Pullov	Columbia Scorecard Pullover	EACH	3	36.75	110.25	74.99	224.97	114.72
PS-Columbia Shotgun Quarter	Columbia Shotgun Quarter Zip	EACH	2	36.75	73.50	74.99	149.98	76.48
PS-Columbia Smooth Roll Polo	Columbia Smooth Roll Polo	EACH	4	32.00	128.00	64.99	259.96	131.96
PS-Columbia Stroll Polo	Columbia Stroll Polo	EACH	9	34.00	306.00	64.99	584.91	278.91
PS-Cutter Buck Stealth Vest	Cutter Buck Stealth Vest	EACH	1	44.00	44.00	84.99	84.99	40.99
PS-Cutter-Buck Pencil Stripe S	Cutter-Buck Pencil Stripe Shirt	EACH	1	28.00	28.00	54.99	54.99	26.99
PS-Cutter-Buck Valiant Stripe	Cutter-Buck Valiant Stripe Shirt	EACH	0	32.00	0.00	59.99	0.00	0.00
PS-Cutter-Buck WW Hoody		EACH	0	0.00	0.00	0.00	0.00	0.00
PS-Devant Arctic Blast Cooling	Devant Arctic Blast Cooling To	EACH	3	7.50	22.50	14.99	44.97	22.47
PS-Devant Large Striped WW	Devant Large Striped WW Tow	EACH	33	12.00	396.00	24.99	824.67	428.67

Westwood GC Pro Shop Inventory - 12/6/22

Item 27.

December 2022

Inventory Code	Description	UOM	Qty on Hand	Last Cost	Cost Value	Unit Price	Sale Value	Margin
PS-Epoch Eyewear	Epoch Eyewear	EACH	23	10.00	230.00	19.99	459.77	229.77
PS-Epoch Polarized Sunglasse	Epoch Polarized Sunglasses	EACH	3	11.00	33.00	24.95	74.85	41.85
PS-FJ 2018 Shirts Mens XXL	FJ 2018 Shirts Mens XXL	EACH	0	19.00	0.00	39.99	0.00	0.00
PS-FJ 2020 Weather Soft Glov	FJ 2020 Weather Soft Glove	EACH	66	7.00	462.00	12.99	857.34	395.34
PS-FJ Beanie-Stocking Hat	FJ Beanie-Stocking Hat	EACH	0	15.00	0.00	29.99	0.00	0.00
PS-FJ Contour Flex Glove	FJ Contour Flex Glove	EACH	55	8.50	467.50	14.99	824.45	356.95
PS-FJ Junior Glove	FJ Junior Glove	EACH	0	5.00	0.00	9.99	0.00	0.00
PS-FJ ProDry 2 Pack Socks	FJ ProDry 2 Pack Socks	EACH	1	7.00	7.00	13.99	13.99	6.99
PS-FJ ProDry Socks	FJ ProDry Socks	EACH	0	5.00	0.00	8.99	0.00	0.00
PS-FJ Spectrum Glove-Mens X	FJ Spectrum Glove-Mens XL	EACH	2	12.00	24.00	17.99	35.98	11.98
PS-FJ Tour Alpha	FJ Tour Alpha	EACH	1	96.00	96.00	159.99	159.99	63.99
PS-FJ TropiCool Glove	FJ TropiCool Glove	EACH	17	8.00	136.00	14.99	254.83	118.83
PS-FJ Winter-Sof Gloves	FJ Winter-Sof Gloves	EACH	30	13.17	395.10	21.99	659.70	264.60
PS-Foot-Joy 21 Flex Shoes	Foot-Joy 21 Flex Shoes	EACH	0	54.00	0.00	89.99	0.00	0.00
PS-Foot-Joy Rain Grip Gloves	Foot-Joy Rain Grip Gloves	EACH	2	12.50	25.00	24.99	49.98	24.98
PS-Foot-Joy Traditions Golf Sh	Foot-Joy Traditions Golf Shoes	EACH	3	84.00	252.00	139.99	419.97	167.97
PS-Footjoy 22 Ladies shoes	Footjoy 22 Ladies shoes	EACH	3	60.00	180.00	99.99	299.97	119.97
PS-FootJoy ComfortSof Crew	FootJoy ComfortSof Crew Soc	EACH	0	4.00	0.00	7.99	0.00	0.00
PS-Footjoy Flex Golf Shoes	Footjoy Flex Golf Shoes	EACH	3	60.00	180.00	99.99	299.97	119.97
PS-FootJoy Flex XP	FootJoy Flex XP	EACH	3	74.00	222.00	119.99	359.97	137.97
PS-Footjoy Fuel Golf Shoes	Footjoy Fuel Golf Shoes	EACH	4	78.00	312.00	129.99	519.96	207.96
PS-Footjoy Perf Ltwt Shorts	Footjoy Perf Ltwt Shorts	EACH	11	39.00	429.00	69.99	769.89	340.89
PS-Footjoy Shadow Shirts	Footjoy Shadow Shirts	EACH	16	37.50	600.00	64.99	1,039.84	439.84
PS-Footjoy Superlite XP Boa G	Footjoy Superlite XP Boa Golf	EACH	3	78.00	234.00	129.99	389.97	155.97
PS-Footjoy Tech Sof Tour 2pk	Footjoy Tech Sof Tour 2pk Soc	EACH	58	12.00	696.00	19.99	1,159.42	463.42
PS-Footjoy Tour Alpha Shoes	Footjoy Tour Alpha Shoes Tag:	EACH	0	159.41	0.00	249.99	0.00	0.00
PS-General Merchandise	General Merchandise	EACH	15	0.00	0.00	0.00	0.00	0.00
PS-Global Westwood 47 Inv H	Global Westwood 47 Inv Hat -	EACH	88	2.50	220.00	7.99	703.12	483.12
PS-Global Westwood GC Hat -	Global Westwood GC Hat - Gr	EACH	135	5.91	797.85	11.99	1,618.65	820.80
PS-Goat Ranch Beanie	Goat Ranch Beanie	EACH	0	10.00	0.00	19.99	0.00	0.00
PS-Goat Ranch Golf Hat-Adjus	Goat Ranch Golf Hat-Adjustabl	EACH	7	10.00	70.00	19.99	139.93	69.93
PS-Goat Ranch Golf Hat-Fitted	Goat Ranch Golf Hat-Fitted	EACH	0	8.00	0.00	19.99	0.00	0.00
PS-Goat Ranch Tee Shirt	Goat Ranch Tee Shirt	EACH	7	15.00	105.00	24.99	174.93	69.93
PS-Golf Buddy VTX Handheld	Golf Buddy VTX Handheld GP	EACH	1	179.00	179.00	299.99	299.99	120.99
PS-Golf Spikes	Golf Spikes	EACH	734	0.45	330.30	0.83	609.22	278.92
PS-GT Bulls Eye Brush	GT Bulls Eye Brush	EACH	0	5.99	0.00	11.99	0.00	0.00
PS-GT Fly Tee	GT Fly Tee	EACH	0	3.79	0.00	8.00	0.00	0.00
PS-GT Lip Balm	GT Lip Balm	EACH	7	2.00	14.00	3.99	27.93	13.93
PS-GT Martini Tee	GT Martini Tee	EACH	70	3.50	245.00	6.99	489.30	244.30
PS-GT Performance Tee	GT Performance Tee	EACH	19	3.95	75.05	8.00	152.00	76.95
PS-GT Striped Performance Te	GT Striped Performance Tee	EACH	29	4.25	123.25	8.50	246.50	123.25
PS-GT Surface Sunscreen 6oz	GT Surface Sunscreen 6oz	EACH	0	8.00	0.00	14.99	0.00	0.00
PS-Individual Callaway Supers	Individual Callaway Supersoft	EACH	0	1.66	0.00	2.99	0.00	0.00
PS-Joe Garcia Golf Balls	Joe Garcia Golf Balls	EACH	0	543.00	0.00	590.00	0.00	0.00

Westwood GC Pro Shop Inventory - 12/6/22

Item 27.

December 2022

Inventory Code	Description	UOM	Qty on Hand	Last Cost	Cost Value	Unit Price	Sale Value	Margin
PS-Launcher Halo 4H 5-P	Launcher Halo 4H 5-P	EACH	0	673.92	0.00	950.00	0.00	0.00
PS-Lighter	Lighter	EACH	0	0.89	0.00	1.84	0.00	0.00
PS-Mizuno 921 Hot Metal 4 Iro	Mizuno 921 Hot Metal 4 Iron	EACH	0	113.30	0.00	149.99	0.00	0.00
PS-NB Ladies Fresh Foam Sh	PS-NB Ladies Fresh Foam Sh	EACH	3	48.00	144.00	79.99	239.97	95.97
PS-NB Striker V3 Shoes	NB Striker V3 Shoes	EACH	1	60.00	60.00	99.99	99.99	39.99
PS-New Balance Fresh Foam	New Balance Fresh Foam	EACH	4	60.00	240.00	99.99	399.96	159.96
PS-Nexbelt Classic Series 1	Nexbelt Classic Series 1	EACH	0	26.50	0.00	52.99	0.00	0.00
PS-Nexbelt Classic Series Belt	Nexbelt Classic Series Belt	EACH	1	28.50	28.50	54.99	54.99	26.49
PS-Nike Half Zip Jacket-Ladies	Nike Half Zip Jacket-Ladies S	EACH	0	40.00	0.00	79.99	0.00	0.00
PS-Odyssey 10-11 Putters	Odyssey 10-11 Putters	EACH	3	217.00	651.00	299.99	899.97	248.97
PS-Odyssey White Hot OG	Odyssey White Hot OG	EACH	2	192.92	385.84	269.99	539.98	154.14
PS-Odyssey White Hot OG Put	Odyssey White Hot OG Putter	EACH	0	155.66	0.00	219.99	0.00	0.00
PS-Opolis Vintage T- Mens S	Opolis Vintage T- Mens S	EACH	1	12.00	12.00	23.99	23.99	11.99
PS-Opolis WW50 T-Mens S	Opolis WW50 T-Mens S	EACH	1	12.00	12.00	24.99	24.99	12.99
PS-OU Team Effort Bag	OU Team Effort Bag	EACH	0	197.00	0.00	230.00	0.00	0.00
PS-Ping #7 Fairway Tag: Step	Ping #7 Fairway Tag: Stephens	EACH	0	177.09	0.00	249.99	0.00	0.00
PS-Ping 2021 Putters	Ping 2021 Putters	EACH	0	162.00	0.00	249.99	0.00	0.00
PS-Ping 2021-22 Putter	Ping 2021-22 Putter	EACH	1	180.00	180.00	279.99	279.99	99.99
PS-Ping 2022 3-2 Hat	Ping 2022 3-2 Hat	EACH	6	16.00	96.00	31.99	191.94	95.94
PS-Ping 2022 3-4 Hat	Ping 2022 3-4 Hat	EACH	16	17.00	272.00	33.99	543.84	271.84
PS-Ping 22 Bow Tie Towel	Ping 22 Bow Tie Towel	EACH	4	18.00	72.00	34.99	139.96	67.96
PS-Ping 22 Hooper Bag	Ping 22 Hooper Bag	EACH	0	173.00	0.00	275.99	0.00	0.00
PS-Ping 22 Hooper Lite Bag	Ping 22 Hooper Lite Bag	EACH	2	155.00	310.00	245.99	491.98	181.98
PS-Ping 22 Traverse Bag	PS-Ping 22 Traverse Bag	EACH	0	170.00	0.00	265.99	0.00	0.00
PS-Ping 22 Umbrellas	Ping 22 Umbrellas	EACH	0	34.00	0.00	67.99	0.00	0.00
PS-Ping 425 Driver - Jacob	Ping 425 Driver - Jacob	EACH	0	288.86	0.00	399.99	0.00	0.00
PS-Ping 425 Hybrid	Ping 425 Hybrid	EACH	0	156.59	0.00	199.99	0.00	0.00
PS-Ping Alignment Stick Cover	Ping Alignment Stick Cover	EACH	2	15.00	30.00	29.99	59.98	29.98
PS-Ping B60 Stealth TAG: Bre	Ping B60 Stealth TAG: Brewste	EACH	0	218.20	0.00	299.99	0.00	0.00
PS-Ping Cart Mitts	Ping Cart Mitts	EACH	1	25.00	25.00	49.99	49.99	24.99
PS-Ping Chip R	Ping Chip R	EACH	0	128.09	0.00	179.99	0.00	0.00
PS-Ping Crossover- KBS shaft	Ping Crossover- KBS shafts Ta	EACH	0	476.08	0.00	599.99	0.00	0.00
PS-Ping Dale Knit	Ping Dale Knit	EACH	0	13.00	0.00	25.99	0.00	0.00
PS-Ping G LE2 irons - Metzger	Ping G LE2 irons - Metzger	EACH	0	652.55	0.00	999.25	0.00	0.00
PS-Ping G400 7 Iron	Ping G400 U Iron - Proctor	EACH	0	77.15	0.00	105.00	0.00	0.00
PS-Ping G425-22 Drivers	Ping G425-22 Drivers	EACH	0	360.00	0.00	549.99	0.00	0.00
PS-Ping G425-22 Fwy Woods	Ping G425-22 Fwy Woods	EACH	1	219.00	219.00	339.99	339.99	120.99
PS-Ping G710 9 iron - Gavin	Ping G710 9 iron - Gavin	EACH	0	128.07	0.00	180.00	0.00	0.00
PS-Ping Glide 4 Wedge	Ping Glide 4 Wedge	EACH	2	130.50	261.00	199.99	399.98	138.98
PS-Ping Greenskeeper Straw	Ping Greenskeeper Straw	EACH	0	24.00	0.00	47.99	0.00	0.00
PS-Ping Heritage 22 Hats	Ping Heritage 22 Hats	EACH	9	18.00	162.00	31.99	287.91	125.91
PS-Ping Hybrid Hat 214	Ping Hybrid Hat 214	EACH	1	17.00	17.00	29.99	29.99	12.99
PS-Ping i525 U Wedge	Ping i525 U Wedge	EACH	0	134.06	0.00	189.99	0.00	0.00
PS-Ping i59 Irons Tag Roberts	Ping i59 Irons Tag Robertson	EACH	0	1,167.43	0.00	1,600.00	0.00	0.00

Westwood GC Pro Shop Inventory - 12/6/22

Item 27.

December 2022

Inventory Code	Description	UOM	Qty on Hand	Last Cost	Cost Value	Unit Price	Sale Value	Margin
PS-Ping Ladies Headband	Ping Ladies Headband	EACH	1	12.00	12.00	23.99	23.99	11.99
PS-Ping Liberty Hat	Ping Liberty Hat	EACH	3	18.00	54.00	34.99	104.97	50.97
PS-Ping Logo Bobble	Ping Logo Bobble	EACH	3	13.00	39.00	25.99	77.97	38.97
PS-Ping Magnetic Hat Clip	Ping Magnetic Hat Clip	EACH	1	8.10	8.10	23.99	23.99	15.89
PS-Ping Mr Ping Putter Cover	Mr Ping Putter Cover and Yard	EACH	18	17.50	315.00	34.99	629.82	314.82
PS-Ping Pioneer Cart Bag	Ping Pioneer Cart Bag	EACH	0	188.00	0.00	299.99	0.00	0.00
PS-Ping Players 44x21 Towel	Ping Players 44x21 Towel	EACH	2	18.00	36.00	29.99	59.98	23.98
PS-Ping Seasonal Putter Cove	Ping Seasonal Putter Cover	EACH	22	17.50	385.00	34.99	769.78	384.78
PS-Ping Sigma Darby Putter	Ping Sigma Darby Putter	EACH	0	129.00	0.00	199.99	0.00	0.00
PS-Ping Sigma Wolverine	Ping Sigma Wolverine	EACH	0	129.00	0.00	199.99	0.00	0.00
PS-Ping Sigma2 Mallet Putters	Ping Sigma2 Mallet Putter	EACH	1	141.00	141.00	219.99	219.99	78.99
PS-Ping Sport Tech Glove	Ping Sport Tech Glove	EACH	18	8.74	157.32	15.99	287.82	130.50
PS-Ping Tour Snapback Hats	Ping Tour Snapback Hats	EACH	0	16.00	0.00	31.99	0.00	0.00
PS-Ping Vault Putter	Ping Vault Putter	EACH	4	120.00	480.00	200.00	800.00	320.00
PS-Pinnacle 15 Pack	Pinnacle 15 Pack	EACH	0	12.00	0.00	19.99	0.00	0.00
PS-Plastic Dimple Golf Balls	Plastic Dimple Golf Balls	EACH	0	4.00	0.00	7.99	0.00	0.00
PS-Pride Pro 10 Tees	Pride Pro 10 Tees	EACH	10	0.95	9.50	2.76	27.60	18.10
PS-Pride Pro 30 Tees	Pride Pro 30 Tees	EACH	3	4.30	12.90	8.50	25.50	12.60
PS-Pride Sports Ball Retriever	Pride Sports Ball Retriever	EACH	1	15.00	15.00	29.99	29.99	14.99
PS-ProActive Hot Hands	Hot Hands	EACH	7	1.06	7.42	1.84	12.88	5.46
PS-ProActive Odd Balls	ProActive Odd Balls	EACH	0	2.34	0.00	3.99	0.00	0.00
PS-ProActive Practice Stick	Practice Stick	EACH	21	9.50	199.50	19.99	419.79	220.29
PS-Puma 22 6-5 Polo Shirt	Puma 22 6-5 Polo Shirt	EACH	0	32.50	0.00	54.99	0.00	0.00
PS-Puma 22 7-0 Polo Shirt	Puma 22 7-0 Polo Shirt	EACH	4	35.00	140.00	69.99	279.96	139.96
PS-Puma 22 7-5 Polo Shirt	Puma 22 7-5 Polo Shirt	EACH	0	37.50	0.00	64.99	0.00	0.00
PS-Puma 55 Polo	Puma 55 Polo	EACH	2	27.50	55.00	54.99	109.98	54.98
PS-Puma 65 Polo	Puma 65 Polo	EACH	3	26.00	78.00	64.99	194.97	116.97
PS-Puma 70 Polo	Puma 70 Polo	EACH	9	28.00	252.00	69.99	629.91	377.91
PS-Puma 75 Polo	Puma 75 Polo	EACH	4	30.00	120.00	74.99	299.96	179.96
PS-Puma 80 Polo	Puma 80 Polo	EACH	5	40.00	200.00	79.99	399.95	199.95
PS-Puma AlphaCat shoes	Puma AlphaCat shoes	EACH	5	96.00	480.00	159.99	799.95	319.95
PS-Puma Caged Disc Shoes	Puma Caged Disc Shoes	EACH	2	90.00	180.00	149.99	299.98	119.98
PS-Puma Conservation Hat	Puma Conservation Hat	EACH	0	17.50	0.00	34.99	0.00	0.00
PS-Puma Fusion Evo Shoes	Puma Fusion Evo Shoes	EACH	15	48.00	720.00	79.99	1,199.85	479.85
PS-Puma Fusion Pro 3-0 Shoe	Puma Fusion Pro 3-0 Shoes	EACH	0	57.00	0.00	94.99	0.00	0.00
PS-Puma Heather Short Youth	PS-Puma Heather Short Youth	EACH	1	20.00	20.00	39.99	39.99	19.99
PS-Puma Jackpot Braided Belt	Puma Jackpot Braided Belt	EACH	2	17.50	35.00	34.99	69.98	34.98
PS-Puma JP Shorts	Puma JP Shorts	EACH	7	32.50	227.50	64.99	454.93	227.43
PS-Puma Leather 2-0 Shoes	Puma Leather 2-0 Shoes	EACH	0	90.00	0.00	149.99	0.00	0.00
PS-Puma North Short	Puma North Short	EACH	7	35.00	245.00	69.99	489.93	244.93
PS-Puma Retro Rope Hat	PS-Puma Retro Rope Hat	EACH	2	16.00	32.00	31.99	63.98	31.98
PS-Puma RS-G Shoes	Puma RS-G Shoes	EACH	1	78.00	78.00	129.99	129.99	51.99
PS-Puma X AP Crew Sock	Puma X AP Crew Sock	EACH	11	7.50	82.50	14.99	164.89	82.39
PS-Srixon All Weather Glove	Srixon All Weather Glove	EACH	65	6.00	390.00	10.99	714.35	324.35

Westwood GC Pro Shop Inventory - 12/6/22

Item 27.

December 2022

Inventory Code	Description	UOM	Qty on Hand	Last Cost	Cost Value	Unit Price	Sale Value	Margin
PS-Srixon Cabretta Glove	Srixon Cabretta Glove	EACH	85	8.10	688.50	14.99	1,274.15	585.65
PS-Srixon Cabretta Glove-Men	Srixon Cabretta Glove-Mens R	EACH	2	8.10	16.20	14.99	29.98	13.78
PS-Srixon Demo ZX Fairway	Srixon Demo ZX Fairway	EACH	1	105.00	105.00	199.99	199.99	94.99
PS-Srixon Demo ZX Hybrid	Srixon Demo ZX Hybrid	EACH	2	90.00	180.00	179.99	359.98	179.98
PS-Srixon Demo ZX5 Driver	Srixon Demo ZX5 Driver	EACH	2	185.00	370.00	349.99	699.98	329.98
PS-Srixon Divide Golf Balls	Srixon Divide Golf Balls	EACH	91	5.68	516.88	9.25	841.75	324.87
PS-Srixon Q Star Tour-Sleeve	Q Star Tour-Sleeve	EACH	37	6.00	222.00	9.25	342.25	120.25
PS-Srixon Q-Star Golf Ball	Srixon Q-Star Golf Ball	EACH	36	4.20	151.20	8.00	288.00	136.80
PS-Srixon Soft Feel	Srixon Soft Feel	EACH	58	3.45	200.10	6.75	391.50	191.40
PS-Srixon SRX Bucket Hat	Srixon SRX Bucket Hat	EACH	3	18.00	54.00	35.99	107.97	53.97
PS-Srixon SRX Masters Golf B	Srixon SRX Masters-British Op	EACH	3	177.00	531.00	299.99	899.97	368.97
PS-Srixon SRX Stand Bag	Srixon SRX Stand Bag	EACH	1	127.00	127.00	229.99	229.99	102.99
PS-Srixon Tour Towel	Srixon Tour Towel	EACH	2	18.00	36.00	29.99	59.98	23.98
PS-Srixon UltraLite Stand	Srixon UltraLite Stand	EACH	1	108.00	108.00	199.99	199.99	91.99
PS-Srixon XZ Hydrids	Srixon XZ Hydrids	EACH	1	148.95	148.95	229.99	229.99	81.04
PS-Srixon Z Star Balls	Srixon Z Star Balls	EACH	193	7.25	1,399.25	11.75	2,267.75	868.50
PS-Srixon ZX5 Driver	Srixon ZX5 Driver	EACH	2	324.00	648.00	499.99	999.98	351.98
PS-Srixon ZX7 Irons - Graphite	Srixon ZX7 Irons - Graphite	EACH	0	793.80	0.00	1,225.00	0.00	0.00
PS-Srixon-Cleveland Hat	Srixon-Cleveland Hat	EACH	12	12.00	144.00	23.99	287.88	143.88
PS-StaCooler Fashion Glove-L	StaCooler Fashion Glove-Ladie	EACH	10	6.00	60.00	11.99	119.90	59.90
PS-Sun Mountain 22 C-130 Ba	Sun Mountain 22 C-130 Bags	EACH	0	174.00	0.00	269.99	0.00	0.00
PS-Sun Mountain C130 Cart B	C130 Cart Bag	EACH	0	160.00	0.00	249.99	0.00	0.00
PS-Sun Mountain PX3 Push C	Sun Mountain PX3 Push Cart	EACH	0	165.00	0.00	249.99	0.00	0.00
PS-SunMt V1R SpeedCart	SunMt V1R SpeedCart	EACH	1	170.00	170.00	269.99	269.99	99.99
PS-Surf-Turf 2022 The Wood T	Surf-Turf 2022 The Wood T-Sh	EACH	13	18.25	237.25	29.99	389.87	152.62
PS-Surf-Turf 2022 WW Hat	Surf-Turf 2022 WW Hat	EACH	30	19.80	594.00	29.99	899.70	305.70
PS-Taylormade 2021 TP-X Gol	Taylormade 2021 TP-X Golf Ba	EACH	0	9.13	0.00	13.00	0.00	0.00
PS-Taylormade 22 Supreme C	Taylormade 22 Supreme Cart	EACH	0	208.00	0.00	299.99	0.00	0.00
PS-TaylorMade Cart Lite Bag	TaylorMade Cart Lite Bag	EACH	2	184.60	369.20	299.99	599.98	230.78
PS-Taylormade Flex Tech Bag	Taylormade Flex Tech Bag	EACH	1	184.60	184.60	259.99	259.99	75.39
PS-Taylormade FlexTech Stan	Taylormade FlexTech Stand B	EACH	2	184.60	369.20	259.99	519.98	150.78
PS-Taylormade Spider Putter	Taylormade Spider Putter	EACH	1	228.92	228.92	299.99	299.99	71.07
PS-Taylormade Stealth Demo	Taylormade Stealth Demo 16-5	EACH	1	180.00	180.00	329.99	329.99	149.99
PS-Taylormade Stealth Driver	Taylormade Stealth Driver	EACH	2	429.71	859.42	579.99	1,159.98	300.56
PS-Taylormade Stealth Plus D	Taylormade Stealth Plus Demo	EACH	1	230.00	230.00	429.99	429.99	199.99
PS-TaylorMade TP 5-Sleeve	TP 5-Sleeve	EACH	0	8.25	0.00	12.99	0.00	0.00
PS-TaylorMade TP 5X-Sleeve	TP 5X-Sleeve	EACH	0	8.25	0.00	13.00	0.00	0.00
PS-Taylormade TP5 Golf Balls	Taylormade TP5 Golf Balls	EACH	12	9.50	114.00	13.50	162.00	48.00
PS-Taylormade TP5X Golf Ball	Taylormade TP5X Golf Balls	EACH	20	9.50	190.00	13.50	270.00	80.00
PS-Taylormade Trucker Hats	Taylormade Trucker Hats	EACH	2	15.00	30.00	24.99	49.98	19.98
PS-TE HP Series Putter	TE HP Series Putter	EACH	0	41.00	0.00	79.99	0.00	0.00
PS-Texoma Cool Pad	Cool Pad	EACH	0	8.00	0.00	15.99	0.00	0.00
PS-Texoma Super Stroke S Te	Texoma Super Stroke S Tech	EACH	7	4.35	30.45	9.00	63.00	32.55
PS-Texoma Tour Wrap 2G-Ju	Tour Wrap/Velvet-Jumbo	EACH	0	6.52	0.00	10.00	0.00	0.00

Westwood GC Pro Shop Inventory - 12/6/22

Item 27.

December 2022

Inventory Code	Description	UOM	Qty on Hand	Last Cost	Cost Value	Unit Price	Sale Value	Margin
PS-TEXOMA TOUR WRAP 2G-MID	Tour Wrap 2G-MidSize	EACH	21	6.11	128.31	10.00	210.00	81.69
PS-TEXOMA TOUR WRAP 2G-STN	Tour Wrap 2G-Standard	EACH	56	5.71	319.76	10.00	560.00	240.24
PS-TEXOMA TOUR WRAP PUTTER	Tour Wrap Putter	EACH	0	6.60	0.00	13.99	0.00	0.00
PS-TITLEIST 2019 PERMA SOFT GL	Titleist 2019 Perma Soft Glove	EACH	1	9.12	9.12	15.99	15.99	6.87
PS-TITLEIST 2020 TRUFEEL SLEEV	Titleist 2020 TruFeel Sleeve	EACH	0	4.50	0.00	6.75	0.00	0.00
PS-TITLEIST 2020 VELOCITY INDIVI	Titleist 2020 Velocity Individual	EACH	83	1.75	145.25	2.99	248.17	102.92
PS-TITLEIST 2020 VELOCITY SLEEV	Titleist 2020 Velocity Sleeve	EACH	0	5.63	0.00	8.00	0.00	0.00
PS-TITLEIST 2022 TRUFEEL GOLF B	Titleist 2022 TruFeel Golf Balls	EACH	5	4.75	23.75	7.50	37.50	13.75
PS-TITLEIST 2022 VELOCITY	Titleist 2022 Velocity	EACH	121	5.63	680.63	8.50	1,028.50	347.88
PS-TITLEIST 21 AVX GOLF BALLS	Titleist 21 AVX Golf Balls	EACH	150	9.50	1,425.00	14.50	2,175.00	750.00
PS-TITLEIST 22 CART 14 GOLF BAG	Titleist 22 Cart 14 Golf Bag	EACH	1	143.00	143.00	239.99	239.99	96.99
PS-TITLEIST BREEZER HAT	Titleist Breezer Hat	EACH	3	15.00	45.00	29.99	89.97	44.97
PS-TITLEIST BUCKET MONTAUNK H	Titleist Bucket Montaunk Hats	EACH	7	20.00	140.00	39.99	279.93	139.93
PS-TITLEIST CART MITT 18	Titleist Cart Mitt 18	EACH	0	22.50	0.00	45.00	0.00	0.00
PS-TITLEIST CHARLESTON AUSSIE B	Titleist Charleston Aussie Buck	EACH	6	22.50	135.00	44.99	269.94	134.94
PS-TITLEIST EARBAND	Titleist Earband	EACH	6	11.00	66.00	22.00	132.00	66.00
PS-TITLEIST LARGE HYBRID 14 STA	Titleist Large Hybrid 14 Stand	EACH	0	164.50	0.00	264.99	0.00	0.00
PS-TITLEIST LIFESTYLE BEANIE	Titleist Lifestyle Beanie	EACH	0	12.50	0.00	24.99	0.00	0.00
PS-TITLEIST MESH SNAPBACK	Titleist Mesh Snapback	EACH	0	17.50	0.00	34.99	0.00	0.00
PS-TITLEIST MONTAUK HAT	Titleist Montauk Hat	EACH	0	15.00	0.00	29.99	0.00	0.00
PS-TITLEIST NORMAN NORTH GOLF	Titleist Norman North Golf Bag	EACH	0	1,204.20	0.00	1,575.00	0.00	0.00
PS-TITLEIST PHANTOM X5S PUTTER	Titleist Phantom X5S Putter Ta	EACH	0	313.51	0.00	429.99	0.00	0.00
PS-TITLEIST PLAYERS 4+ STAND BA	Titleist Players 4+ Stand Bag	EACH	1	164.50	164.50	249.99	249.99	85.49
PS-TITLEIST SM8 WEDGE	Titleist SM8 Wedge	EACH	2	112.50	225.00	159.99	319.98	94.98
PS-TITLEIST SM9 WEDGES	Titleist SM9 Wedges	EACH	4	126.00	504.00	179.99	719.96	215.96
PS-TITLEIST SNOOD	Titleist Snood	EACH	6	12.50	75.00	29.99	179.94	104.94
PS-TITLEIST SURF STRIPE HAT	Titleist Surf Stripe Hat	EACH	7	17.50	122.50	34.99	244.93	122.43
PS-TITLEIST TOUR AUSSIE COLLECTI	Titleist Tour Aussie Collection	EACH	0	25.00	0.00	49.99	0.00	0.00
PS-TITLEIST TOUR PERFORMANCE	Titleist Tour Performance	EACH	7	17.50	122.50	34.99	244.93	122.43
PS-TITLEIST TOUR PERFORMANCE H	Titleist Tour Performance Hat	EACH	0	17.50	0.00	34.99	0.00	0.00
PS-TITLEIST TOUR PERFORMANCE V	Titleist Tour Performance Visor	EACH	5	17.50	87.50	34.99	174.95	87.45
PS-TITLEIST TOUR ROPE FLAT HATS	Titleist Tour Rope Flat Hats	EACH	1	17.50	17.50	34.99	34.99	17.49
PS-TITLEIST TOUR SOFT	Titleist Tour Soft	EACH	89	7.50	667.50	11.00	979.00	311.50
PS-TITLEIST TOUR SPEED	Titleist Tour Speed	EACH	127	7.50	952.50	11.00	1,397.00	444.50
PS-TITLEIST TSi 1 DEMO FAIRWAY	Titleist TSi 1 Demo Fairway	EACH	1	120.00	120.00	299.99	299.99	179.99
PS-TITLEIST TSi 2 HYBRIDS	Titleist TSi 2 Hybrids	EACH	0	198.90	0.00	279.99	0.00	0.00
PS-TITLEIST TSi 3 DEMO DRIVER	Titleist TSi 3 Demo Driver	EACH	1	220.00	220.00	549.99	549.99	329.99
PS-TITLEIST TSi HYBRID	Titleist TSi Hybrid	EACH	0	198.90	0.00	279.99	0.00	0.00
PS-TITLEIST TSi2 DRIVER	Titleist TSi2 - TSi3 Driver	EACH	1	391.50	391.50	549.99	549.99	158.49
PS-TITLEIST TSi2 FAIRWAY	Titleist TSi2 - TSi3 Fairway	EACH	1	213.30	213.30	299.99	299.99	86.69
PS-TITLEIST TSR DRIVER	Titleist TSR Driver	EACH	2	431.68	863.36	599.99	1,199.98	336.62
PS-TITLEIST TSR DRIVER DEMO	Titleist TSR Driver Demo	EACH	1	249.75	249.75	599.99	599.99	350.24
PS-TITLEIST TSR FAIRWAY	Titleist TSR Fairway	EACH	2	263.50	527.00	349.99	699.98	172.98
PS-TITLEIST 20 PERMA SOFT GLOVE	Titleist 2022 Perma Soft Glove	EACH	140	11.00	1,540.00	17.99	2,518.60	978.60

Westwood GC Pro Shop Inventory - 12/6/22

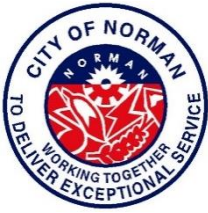
Item 27.

December 2022

Inventory Code	Description	UOM	Qty on Hand	Last Cost	Cost Value	Unit Price	Sale Value	Margin
PS-Tour Edge 11-14 Junior Set	Tour Edge 11-14 Junior Set	EACH	0	162.00	0.00	239.99	0.00	0.00
PS-Tour Edge Bazooka Set	Tour Edge Bazooka Set	EACH	2	286.00	572.00	399.99	799.98	227.98
PS-Tour Edge Trainer	Tour Edge Trainer	EACH	2	21.00	42.00	34.99	69.98	27.98
PS-Tour Edge Xtreme 5 Bag	Tour Edge Xtreme 5 Bag	EACH	0	125.00	0.00	179.99	0.00	0.00
PS-TourEdge 2109 Jr Set 7-10	TourEdge 2021 Jr Set 7-10	EACH	3	122.00	366.00	189.99	569.97	203.97
PS-TourEdge 2109 Jr Set 9-12	TourEdge 2021 Jr Set 9-12	EACH	2	149.99	299.98	219.99	439.98	140.00
PS-TourEdge Exotics No 2 Be	TourEdge Exotics No 2 Bend P	EACH	1	145.50	145.50	199.99	199.99	54.49
PS-TourEdge Junior Set 2x1 3-	TourEdge Junior Set 2x1 3-6Yr	EACH	0	95.00	0.00	139.99	0.00	0.00
PS-TourEdge Junior Set 4x1 5-	TourEdge Junior Set 4x1 5-8Yr	EACH	1	122.00	122.00	179.99	179.99	57.99
PS-Traxion Super Stroke Putte	Traxion Super Stroke Putter Gr	EACH	24	20.40	489.60	34.99	839.76	350.16
PS-USA Volition	USA Volition	EACH	5	30.00	150.00	59.99	299.95	149.95
PS-Used Pro V1 Golf Balls	Used Pro V1 Golf Balls	EACH	-1	0.00	0.00	14.99	-14.99	-14.99
PS-Vice Amen Drip Golf Balls	Vice Amen Drip Golf Balls	EACH	75	7.00	525.00	11.00	825.00	300.00
PS-Vice Crew Hat	Vice Crew Hat	EACH	3	12.99	38.97	24.99	74.97	36.00
PS-Vice Drive Golf Balls	Vice Drive Golf Balls	EACH	4	2.80	11.20	6.00	24.00	12.80
PS-Vice Duro Glove	Vice Duro Glove	EACH	0	8.99	0.00	14.99	0.00	0.00
PS-Vice Pro Golf Balls - Sleeve	Vice Pro Golf Balls	EACH	269	7.00	1,883.00	9.75	2,622.75	739.75
PS-Vice Pure Glove	Vice Pure Glove	EACH	1	12.99	12.99	21.99	21.99	9.00
PS-Vice Shine Towels	Vice Shine Towels	EACH	18	12.99	233.82	24.99	449.82	216.00
PS-Vice Tour Golf Balls	Vice Tour Golf Balls	EACH	0	4.03	0.00	7.25	0.00	0.00
PS-Volvik Marvel Ind balls	Volvik Marvel Ind balls	EACH	0	2.81	0.00	3.99	0.00	0.00
PS-Westwood Park Hat	Westwood Park Hat	EACH	0	8.59	0.00	17.50	0.00	0.00
PS-Westwood Park Retro Logo	Westwood Park Retro Logo Ha		1	7.50	7.50	15.00	15.00	7.50
PS-Westwood Park Visor	Westwood Park Visor	EACH	8	8.90	71.20	17.50	140.00	68.80
PS-Westwood Tee Shirts	Westwood Tee Shirts	EACH	21	11.00	231.00	24.99	524.79	293.79
PS-WP CBUK Shirt	WP CBUK Shirt	EACH	6	18.00	108.00	34.99	209.94	101.94
PS-WP Masks	WP Masks	EACH	6	4.00	24.00	7.99	47.94	23.94
PS-WW Logo Ball	WW Logo Ball	EACH	72	1.18	84.96	2.30	165.60	80.64
PS-WW Towel	WW Small Towel	EACH	78	6.50	507.00	14.99	1,169.22	662.22
PS-Zeus Battery-2Pack	Zeus Battery-2Pack	EACH	7	5.60	39.20	9.99	69.93	30.73
Totals:			5,760		60,661.86		101,743.49	41,081.64
Averages:			15	78.32	158.80	122.39	266.34	107.54
Items Selected:	382							

File Attachments for Item:

28. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF R-2223-77: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROVING THE ASSIGNMENT OF THE SERVICE CONTRACT K-1819-70 WITH THE BALL CLUBS OF NORMAN TO THE NORMAN OPTIMIST CLUB AND AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO MAKE ALL PAYMENTS REQUIRED UNDER THE CONTRACT TO THE NORMAN OPTIMIST CLUB.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/13/2022

REQUESTER: Jason Olsen, Director of Parks and Recreation

PRESENTER: Jason Olsen, Director of Parks and Recreation

TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF R-2223-77: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROVING THE ASSIGNMENT OF THE SERVICE CONTRACT K-1819-70 WITH THE BALL CLUBS OF NORMAN TO THE NORMAN OPTIMIST CLUB AND AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO MAKE ALL PAYMENTS REQUIRED UNDER THE CONTRACT TO THE NORMAN OPTIMIST CLUB.

BACKGROUND:

In November 2018, the City contracted with the Ball Clubs of Norman to manage the youth softball and baseball programs and the adult softball program. The contract auto renewed for five (5) one year terms with the agreement due to expire in November 2023.

The contract allowed for the use of the fields at Griffin Park for these programs. In February 2019, the contract was amended to allow use of the fields at Reaves Park. It was further amended in 2021 to take over the adult softball programming, limit its programming to the fields at Reaves Park, and extend the term of the contract for five (5) more one year terms to 2026.

For a \$1 annual payment from the City, use of equipment owned by the City and the City's mowing the grounds weekly, the contract requires the operating entity to pay a pro-rated portion of the electric bill (will require they pay 100% in 2023), carry workers' compensation and liability insurance for its programming, maintain the park areas used for programming, provide concession operations and provide a schedule of regular season play, tournaments and other sanctioned events to the City's Parks and Recreation Department.

The Ball Clubs of Norman (BCON) has decided to disband as of December 31, 2022, and their Board has voted to transfer their operations to the Norman Optimist Club (NOC). The NOC provides youth sports programming including football, volleyball, and basketball. Some of the staff and board members of the BCON are transitioning to NOC. There were already four board members serving on both boards. Both organizations feel that consolidating youth sports programming will be more efficient for finances and staffing. The increased efficiency should allow more investment and upkeep for the facilities used for baseball and softball programming. This will also allow more time to be spent on growing the leagues, leading to increased participation and tournament offerings.

DISCUSSION:

In order to transition the City's contract with BCON to NOC the contract needs to be assigned by BCON to NOC. The contract specifies that the City of Norman should not unreasonably withhold prior written consent for BCON to assign its contract.

The NOC has experience running sports programs and league play. Many of the staff and board members familiar with the softball and baseball leagues and tournaments held by BCON will be moving over to NOC and provide for a smooth transition of those programs.

Sign-ups for Spring league play traditionally begin in early January requiring the City's approval be granted for the assignment of the contract to NOC as quickly as possible.

RECOMMENDATION:

Staff recommends approval of Resolution R-2223-77 approving the assignment of the City's contract for youth baseball and softball and adult softball programming with the Ball Clubs of Norman to the Norman Optimist Club, and authorizing the City Manager or his designee to make any necessary payments under the terms of the contract to the Norman Optimist Club.

R-2223-77

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROVING THE ASSIGNMENT OF THE SERVICE CONTRACT K-1819-70, AS AMENDED, WITH THE BALL CLUBS OF NORMAN TO THE NORMAN OPTIMIST CLUB, AND AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO MAKE ALL PAYMENTS REQUIRED UNDER THE CONTRACT TO THE NORMAN OPTIMIST CLUB.

- § 1. WHEREAS, the Board of the Ball Clubs of Norman has voted to dissolve their organization effective December 31, 2022, and no longer manage youth baseball and softball or adult softball leagues and play after that date; and
- § 2. WHEREAS, four board members of the Ball Clubs of Norman also sit on the board of the Norman Optimist Club which provides many of the same services as the Ball Clubs of Norman; and
- § 3. WHEREAS, the vote by the Ball Club of Norman's Board was made with the intent for the Norman Optimist Club to resume all operations that the Ball Club of Norman currently manages including assigning the current contract with the City of Norman to manage the softball and baseball leagues for adults and youth; and
- § 4. WHEREAS, many of the current Ball Clubs of Norman staff and board members will transfer over to the Norman Optimist Club; and
- § 5. WHEREAS, the Norman Optimist Club has a long history of offering youth sports programs in Norman which currently include tackle and flag football, volleyball, and basketball as well as softball and baseball; and
- § 6. WHEREAS, because of the duplication of services having a single entity providing those services will be more efficient, in both human resources and financial applications, which will allow increased investment and upkeep of the facilities used for baseball and softball; and

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

- § 7. THAT the City of Norman, Oklahoma, hereby approves the Ball Club of Norman assigning its contract for services, as amended, with the City of Norman (K-1819-70) to the Norman Optimist Club for the remainder of its duration; and

R-2223-77

§ 8. THAT the City of Norman, Oklahoma, hereby authorizes the City Manager or his designee to provide any such payments required under K-1819-70, as amended, to the Norman Optimist Club.

PASSED AND ADOPTED this 13th day of December, 2022.

Mayor

ATTEST:

City Clerk



To whom it may concern:

Ball Clubs of Norman (BCoN) has voted to dissolve our current organization, and no longer manage youth baseball / softball or adult softball in Norman.

Our last day to service the current contract will be 12-31-2022.

Recently, it became apparent, because there are four board members serving on both the NOC board and the BCoN board, that our efforts at BCoN are duplicative at many levels.

The decision and subsequent vote to dissolve, by the BCoN board, was made with the intent that Norman Optimist Club (NOC) will resume all operations that BCoN currently manages. NOC will welcome many of the current board members of BCoN, along with many of the paid staff. This will ensure continuity for the Spring 2023 season.

The BCoN board feels this will best serve the youth of Norman, and the participants in adult softball.

One single entity will be more efficient, in both human resource and financial applications.

Efficient use of resources will allow more investment and upkeep to the facilities used for baseball and softball.

Additionally, efficient operations will allow more time spent on the growth of the leagues. Increased participation and more tournament offerings are a win for the players and the City of Norman.

NOC has a long history of offering youth sports programs in Norman. Current sports offered are tackle football, flag football, volleyball, and basketball.

The NOC organization is a valuable community partner, and more than capable of continuing the success for this youth sport offering.

The BCoN Board wishes to assign the contract for Youth Baseball/Softball and Adult Softball to NOC, as soon as can be accomplished. The specific contract referred to in this letter is CON, K-1819-70.

Sincerely,

Scott Clift

BCoN Board of Directors Chair



**Letter of Intent
Contract Assignment No. K-1819-70
City of Norman Baseball/Softball and Adult Softball**

To whom it may concern:

The Norman Optimist Club (NOC) is submitting this Letter of Intent to notify the City of Norman Parks & Recreation Department that the NOC will accept the contract assignment of Contract No. K-1819-70, from the Ball Clubs of Norman (BCON). The NOC Board of Directors are working with BCON Board of Directors and intend to fulfill the remainder of the contract's obligation to operate Norman Baseball/Softball and Adult Softball leagues.

The NOC board members are working with the Ball Clubs of Norman (BCON) board to prepare for NOC to oversee operations beginning 01-01-2023.

The NOC board will integrate with designated BCON board members to ensure continuity for the Spring 2023 season.

The NOC Board is enthusiastic to incorporate youth baseball/softball and adult softball into our organization. We are looking forward to working with all our local partners to ensure the growth of baseball/softball in Norman.

Sincerely,

A handwritten signature in black ink that reads "Amanda Prince". The signature is written in a cursive, flowing style.

Amanda Prince

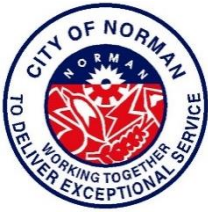
Norman Optimist Club President

Norman Optimist Club Board of Directors

12/07/2022

File Attachments for Item:

29. CONSIDERATION OF APPROVAL, ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF PAYMENT OF QUALITY JOBS INCENTIVE TO THE NORMAN ECONOMIC DEVELOPMENT COALITION IN THE AMOUNT OF \$91,240 IN ACCORDANCE WITH CONTRACT K-1314-106, UNIVERSITY NORTH PARK TAX INCREMENT FINANCE DISTRICT #2 (TIF) DEVELOPMENT AGREEMENT NO. 6, AS AMENDED.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/12/2022

REQUESTER: Kathryn Walker

PRESENTER: Kathryn Walker, City Attorney

ITEM TITLE: CONSIDERATION OF APPROVAL, ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF PAYMENT OF QUALITY JOBS INCENTIVE TO THE NORMAN ECONOMIC DEVELOPMENT COALITION IN THE AMOUNT OF \$91,240 IN ACCORDANCE WITH CONTRACT K-1314-106, UNIVERSITY NORTH PARK TAX INCREMENT FINANCE DISTRICT #2 (TIF) DEVELOPMENT AGREEMENT NO. 6, AS AMENDED.

BACKGROUND:

On January 28, 2014 the Norman Tax Increment Finance Authority (NTIFA), Immuno Mycologics, Inc. (IMMY), and the Norman Economic Development Coalition (NEDC) memorialized an agreement (Development Agreement No. 6, herein DA#6) providing incentives for job creations related to an Advanced Manufacturing Facility to be built in the University North Park Tax Increment Financing District (UNP TIF). DA#6 supports the City of Norman's economic development plans for expanding employment, attraction of major investments, preservation and enhancement of the tax base, and facilitation of investments here in the City. DA#6 provides that job creation incentive payments earned by IMMY are assigned for payment to NEDC.

Definitions under DA#6

Qualifying Job and Qualifying Wage calculations. Employers qualifying for job creation incentives must create a "Quality Job" and pay a "Qualifying Wage". A "Quality Job" is defined as a "permanent full-time employ[ee] . . . which [receives] fringe benefits . . . [and receives] a "Qualifying Wage". The employee must work at least 35 hours a week a "normal year" or 1,680 hours per year, whichever is less. Additionally, a "Qualifying Wage" is defined as "the average wage per New Job that results in an average hourly rate of at least \$24.04 per hour calculated on a quarterly basis" (\$50,000 per year).

Incentive for Creation of New Quality Jobs Schedule Calculations. DA#6 provides a schedule which is used to calculate quality job creation incentives earned by IMMY by satisfying the "Quality Job" and "Qualifying Wage" requirements. Once the number of new jobs created has been determined, then the incentive schedule will prescribe the percentage of incentive that is available based on average salaries of the new jobs created.

Quarterly Maximums per New Job. The Incentive Schedule in DA#6 also provides maximum payments an employer can receive per new job created. For instance, once a qualifying quarterly average per-employee wage is determined, a comparison is necessary to make sure that the “Quarterly Max per New Job” section of the Incentive Schedule is not exceeded.

Analysis of 2021 Quarterly OESC forms from IMMY

The baseline to determine the addition of “New Quality Jobs” in 2021 that could be considered for quality job creation incentive payments is the total number of employees shown on the quarterly form required to be filed with the Oklahoma Employment Security Commission (OESC) for Quarter 4 of 2013. The OESC form for Quarter 4 of 2013 filed by IMMY identifies 29 employees. The OESC forms filed by IMMY for each quarter of 2021 were then reviewed using 29 employees as the baseline to determine “New Quality Jobs”, and a “Qualifying Wage” for incentive considerations.

a. 2021 Quarter 1 - Incentive Payments

Total number of jobs indicated in this quarter is 95. This results in a net gain of 66 jobs. To identify the new jobs to be considered for incentive, the employees at the end of 2013 were compared to the employees in the current quarter using the last four digits of their social security number as an identifier. There were a total of 85 new employees when compared to December of 2013. Of those 85 new employees, the average quarterly payroll for the top 66 equaled \$13,247.94 (\$52,991.77 annual equivalent), which is an average hourly equivalent of \$25.48. These 66 jobs meet the incentive payment criteria. Applying the yearly average salary to the Incentive Schedule, a 2.15% Credit is indicated. The incentive calculation for this quarter is \$18,798.83.

However, the Incentive Schedule caps the quarterly quality job creation incentive payments paid per new job based on the *Average Quarterly Salary*. Here, the quarterly maximum per new job at 2.15% is capped at \$268.75. Applying that capped amount to 66 new jobs equals a total quality job creation incentive payment of \$17,737.50 for this quarter. Therefore, based on the quarterly analysis of jobs created in Quarter 1 of 2021, the quality job creation incentive earned by IMMY and payable to NEDC is \$17,737.50.

b. 2021 Quarter 2 - Incentive Payments

Total number of jobs indicated in this quarter is 94. This results in a net gain of 65 jobs. To identify the new jobs to be considered for incentive, the employees at the end of 2013 were compared to the employees in the current quarter using the last four digits of their social security number as an identifier. There were a total of 85 new employees when compared to December of 2013. Of those 85 new employees, the average quarterly payroll for the top 65 equals \$19,476.58 (\$77,906.33 annual equivalent), which is an average hourly equivalent of \$37.45. These 65 jobs meet the incentive payment criteria. Applying the yearly average salary to the Incentive Schedule, a 2.40% Credit is indicated. The incentive calculation for this quarter is \$30,383.47.

However, the Incentive Schedule caps the quarterly quality job creation incentive payments paid per new job based on the *Average Quarterly Salary*. Here, the quarterly maximum per new job at 2.40% is capped at \$450.00. Applying that capped amount to 65 new jobs equals a total quality job creation incentive payment of \$29,250 for this quarter. Therefore, based on the

quarterly analysis of jobs created in Quarter 2 of 2021, the quality job creation incentive earned by IMMY and payable to NEDC is \$29,250.

c. 2021 Quarter 3 - Incentive Payments

Total number of jobs indicated in this quarter is 91. This results in a net gain of 62 jobs. To identify the new jobs to be considered for incentive, the employees at the end of 2013 were compared to the employees in the current quarter using the last four digits of their social security number as an identifier. There were a total of 82 new employees when compared to December of 2013. Of those 82 new employees, the average quarterly payroll for the top 62 equals \$14,023.32 (\$56,093.30 annual equivalent), which is an average hourly equivalent of \$26.97. These 62 jobs meet the incentive payment criteria. Applying the yearly average salary to the Incentive Schedule, a 2.20% Credit is indicated. The incentive calculation for this quarter is \$19,127.81.

However, the Incentive Schedule caps the quarterly quality job creation incentive payments paid per new job based on the *Average Quarterly Salary*. Here, the quarterly maximum per new job at 2.20% is capped at \$302.50. Applying that capped amount to 62 new jobs equals a total quality job creation incentive payment of \$18,755 for this quarter. Therefore, based on the quarterly analysis of jobs created in Quarter 3 of 2021, the quality job creation incentive earned by IMMY and payable to NEDC is \$18,755.

d. 2021 Quarter 4 - Incentive Payments

Total number of jobs indicated in this quarter is 91. This results in a net gain of 62 jobs. To identify the new jobs to be considered for incentive, the employees at the end of 2013 were compared to the employees in the current quarter using the last four digits of their social security number as an identifier. There were a total of 82 new employees when compared to December of 2013. Of those 89 new employees, the total quarterly payroll for the top 62 equals \$17,846.33 (\$71,385.31 annual equivalent), which is an average hourly equivalent of \$34.32. These 62 jobs meet the incentive payment criteria. Applying the yearly average salary to the Incentive Schedule, a 2.35% Credit is indicated. The incentive calculation for this quarter is \$26,002.10.

However, the Incentive Schedule caps the quarterly quality job creation incentive payments paid per new job based on the *Average Quarterly Salary*. Here, the quarterly maximum per new job at 2.35% is capped at \$411.25. Applying that capped amount to 62 new jobs equals a total quality job creation incentive payment of \$25,497.50 for this quarter. Therefore, based on the quarterly analysis of jobs created in Quarter 4 of 2021, the quality job creation incentive earned by IMMY and payable to NEDC is \$25,497.50.

DISCUSSION:

After the calculation is done each year, the information is presented to Council to formally authorize the payment of the incentive to NEDC. Based on the quarterly analysis of jobs created for Calendar Year 2021, applied to the *Incentive for Creation of New Quality Jobs Schedule*, the quality jobs creation incentive earned by IMMY and payable to NEDC is as follows:

Quarter 1	\$ 17,737.50
Quarter 2	\$ 29,250.00
Quarter 3	\$ 18,755.00

Quarter 4	<u>\$ 25,497.50</u>
Total 2021 Quality Job Creation Incentive	\$ 91,240.00

Summary

Development Agreement No. 6 required IMMY to create at least 50 Qualifying Jobs over the ten-year incentive period. As noted above Quality Job incentives were to be paid for those Quality Jobs that were paid a Qualifying Wage. Based on the 50 jobs to be created over the ten-year incentive period, the projected incentive to be earned at the end of 2021 was \$43,000. These projections were very conservative.

Section 4.c of Development Agreement No. 6 specifies that the maximum payment for earned incentives shall be limited to \$770,000. This limit was included considering approximately 97 Quality Jobs at a Qualifying Wage over the ten-year time period. Under this scenario, the incentives projected to have been earned by IMMY by the end of 2021 totaled \$193,500. The total Quality Job incentives actually earned by IMMY through 2021 are \$367,208 which is 189.7% above projections.

RECOMMENDATION:

Staff recommends authorization of payment in the amount of \$91,240.00 from University North Park TIF Funds set aside for such purpose to the Norman Economic Development Coalition pursuant to Development Agreement No. 6 as amended.

**UNIVERSITY NORTH PARK TIF
DEVELOPMENT AGREEMENT NO. 6**

This **ECONOMIC DEVELOPMENT PERFORMANCE AGREEMENT** (the "Agreement") made and entered this 28th day of JANUARY, 2014, by and among the **NORMAN ECONOMIC DEVELOPMENT COALITION** ("NEDC") a not for profit corporation organized under the laws of the State of Oklahoma, **IMMUNO MYCOLOGICS, INC.** (the "COMPANY"), a for-profit corporation authorized to transact business in the state of Oklahoma, and the **NORMAN TAX INCREMENT FINANCE AUTHORITY** (the "NTIFA"), a public trust having the CITY of Norman, Oklahoma as its Beneficiary.

WITNESSETH:

WHEREAS, the City of Norman, Oklahoma (hereinafter "CITY"), by Ordinance No. O-0506-66, adopted May 23, 2006, as amended by Ordinance No. O-0809-8, adopted August 26, 2008 (the "TIF Ordinance"), pursuant to the Oklahoma Local Development Act, Title 62, Oklahoma Statutes, Section 851, *et seq.*, adopted and approved the Norman University North Park Project Plan, as amended (the "Project Plan") and the project therein described (the "Project"); and

WHEREAS, the Project supports achievement of the CITY's economic development and redevelopment objectives for the Project area, including creation of a catalyst for expanding employment, attraction of major investment, preservation and enhancement of the tax base, and facilitation of investment, development and economic growth otherwise difficult, unlikely or impossible without the Project; and

WHEREAS, in accordance with the provisions of the Project Plan, the CITY has authorized up to \$8,250,000 in Economic Development Project Costs (as hereinafter defined) to be funded through apportioned incremental revenues generated from retail sales activities and increases in property values in the Project Area; and

WHEREAS, the CITY, as authorized in the Project Plan, has designated NEDC to undertake the financing for construction and development in support of the economic development activities and objectives of the Project; and

WHEREAS, the NTIFA, with concurrence by the CITY, issued \$8,250,000 in apportioned UNP TIF Economic Development Revenue Notes and \$8,250,000 in non-apportioned UNP TIF Economic Development Revenue Notes to NEDC on June 29, 2011, to be used in furtherance of the Economic Development component of the Project Plan (herein the "ED TIF Notes"); and

WHEREAS, NEDC purchased thirty (30) acres of Economic Development property in the University North Park TIF area on October 13, 2010, for the development of the UNP TIF Business Park and purchased an additional thirty-one and sixty-seven hundredths (31.67) acres of Economic Development property in the University North Park TIF area on December 5, 2013, a portion of which is to be used for the development of the UNP TIF Advanced Manufacturing Project; and

WHEREAS, the CITY and NEDC have jointly applied for and been awarded a grant of \$2,500,000 from the United States Economic Development Administration ("EDA Grant") for the purpose of assisting in the construction of certain infrastructure improvements associated with the Economic Development Property, with said improvements to be owned by CITY upon completion and acceptance thereof; and

WHEREAS, the COMPANY is opening a manufacturing operation in Norman, Oklahoma and intends to purchase Lot 3, Block 1 of the University North Park Corporate Center Section 2 for a set Retail Purchase Price of one million nine hundred twenty thousand dollars (\$1,920,000) from the Norman Economic Development Coalition ("NEDC") in order to construct facilities to house such operations (the "COMPANY Project"); and

WHEREAS, the COMPANY desires to have a first right of refusal on three (3) additional lots in University North Park Corporate Center Sections 1 and 2 from NEDC; and

WHEREAS, the COMPANY plans to hire at least fifty new employees over the next ten (10) years for the COMPANY Project with the average wage paying above the Cleveland County average wage; and

WHEREAS, the construction and operation of the Facility will entail a capital expenditure of approximately \$12,500,000 to be invested in machinery and equipment, and in the construction of the new building; and

WHEREAS, NEDC, through its ED TIF Notes, is willing to provide a discount of the retail purchase price to the COMPANY (the "Incentive"), with the expectation that the COMPANY endeavor to meet certain criteria relating to job creation and maintenance of jobs created; and

WHEREAS, NEDC, the NTIFA and the COMPANY desire to set forth their understanding and agreements as to the use of ED TIF Notes to assist with land acquisition costs, the obligation of the NTIFA to review and consider this Economic Development Performance Agreement, and the expectation of the COMPANY regarding job creation and long term commitment to the community;

NOW, THEREFORE, in consideration of the foregoing, the mutual benefits, promises and undertakings of the parties to this Agreement, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties covenant and agree as follows.

Section 1. DEFINITIONS.

For the purposes of this Agreement, capitalized terms will have the same meaning as the definitions contained in the University North Park Economic Development Agreement dated 9/21/10 (Contract No. K- 1011-75) unless otherwise modified below:

“Economic Development Tracts” means that real property included in the University North Park Corporate Center Final Plat, Section I and Section 2, both of which were approved by the CITY on October 23, 2012.

“Fringe Benefits” means payments or benefits provided to the employee beyond their base wage. It includes, at a minimum, health insurance with at least 50% of the premium paid by the employer.

“Purchase and Infrastructure Note” means that financing transaction or transactions between NEDC and its Lender that provides funds for the purchase of the Economic Development Tracts and the construction of the infrastructure necessary to service the Economic Development Tracts.

“Maintain” means that the New Jobs created pursuant to the Incentive will continue without interruption from the date of creation through the Performance Date. Positions for the New Jobs, once initially filled, will be treated as Maintained during periods in which such positions are not filled due to temporary reductions in the COMPANY’s employment levels in connection with recruitment for open positions provided the period in which such position remains unfilled does not exceed three (3) months.

“Performance Date” means December 31, 2023. If the NTIFA and NEDC deems that good faith and reasonable efforts have been made and are being made by the COMPANY to achieve the Target, NEDC, in consultation with the NTIFA, may agree to extend the Performance Date by up to 12 months. If the Performance Date is extended, the NEDC shall send written notice of the extension to the COMPANY and NTIFA and the date to which the Performance Date has been extended shall be the “Performance Date” for the purposes of this Agreement.

“Quality Job” means new permanent full-time employment of an indefinite duration at the Facility for which fringe benefits are paid by the COMPANY for the employee during a period in which the COMPANY pays a “Qualifying Wage”. Each New Job must require a minimum of either (i) 35 hours of an employee’s time per week for the entire normal year of the COMPANY’s operations, which “normal year” must consist of at least 48 weeks, or (ii) 1,680 hours per year. Seasonal or temporary positions and positions with construction contractors, vendors, suppliers and similar multiplier or spin-off jobs shall not qualify as New Jobs.

“Qualifying Wage” means the average wage per New Job that results in an average hourly rate of at least twenty-four dollars and four cents (\$24.04) per hour calculated on a quarterly basis by dividing the total payroll for New Jobs to be considered for incentive in that quarter by the total number of New Jobs to be considered for incentive in that quarter and then dividing that quotient by five hundred twenty hours (average annual wage of at least \$50,000).

“Target” means the COMPANY’s obligations to create and maintain at least 50 Quality Jobs at the Facility, all as of the Performance Date.

“UNP ED TIF Revenues” means ten percent (10%) of the Retail Sales Tax Increment collected from transactions within the UNP TIF District and set aside for economic development project costs pursuant to the 2009 NTIFA Bond Indenture.

Section 2. OBLIGATIONS OF COMPANY

- a. Purchase Economic Development Lot. Purchase from NEDC Lot 3, Block 1 of University North Park Corporate Center Section 2 (the "Site") at the Retail Purchase Price of \$1,920,000 (the "Retail Purchase Price") (approximately \$7.25 per square foot for approximately 264,845 sq. ft.). Of the total purchase price, Company will pay in cash at closing \$1,150,000. The remainder of the Retail Purchase Price of \$770,000 shall be satisfied with NEDC providing a discount to Company (the "Discount").
- b. Construct Advanced Manufacturing Center. Begin construction of an Advanced Manufacturing Center on the Site no later than eighteen (18) months after closing on the land sale, investing capital of approximately \$12,500,000 which will be invested in machinery and equipment, and in the construction of new buildings.
- c. Create New Quality Jobs. Create new employment opportunities with the Project by hiring at least fifty (50) new employees over the next ten (10) years that qualify as Quality Jobs as defined herein.
- d. Support Business Improvement District. Join in the Petition for a Business Improvement District (BID) to ensure maintenance obligations for Legacy Park, Legacy Trail and other common areas in the University North Park Development are met. Of the BID assessment attributable to the Site, COMPANY will contribute no more than \$900 annually through the Performance Date.
- e. Quality Job Incentive Payments. COMPANY recognizes that it may be entitled to certain Quality Job creation incentive payments pursuant to the Incentives Policy. COMPANY shall extend best good faith efforts to pursue grant of Quality Job creation incentives and shall forego any right to any such NTIFA Quality Job creation incentive payments and to the extent any such payments are made same shall be payable to NEDC.
- f. Provide Job Creation documentation. On a quarterly basis, provide appropriate documentation of compliance with Quality Job creation obligations under this Agreement.
- g. Allow for Private Annual Audit. Submit Company books and records for audit by an External Auditor for private review who will then report to the NTIFA and the NEDC regarding progress toward meeting the COMPANY'S obligations under this Agreement. The External Auditor shall be selected by NEDC with the concurrence of the General Manager of the NTIFA. NEDC shall pay the invoice of the External Auditor within thirty (30) days of submission of the invoice to the Company and NEDC. For this Project, the parties agree that the records necessary for private review would include payroll records to verify the accuracy of the OESC8 forms and pertinent additional records that confirm the COMPANY's good faith efforts to complete design of the facilities to be built in the Advanced Manufacturing Center, progress towards achieving a building

permit, and progress toward completion of construction of the facility and issuance of a Certificate of Occupancy.

Section 3. OBLIGATIONS OF NEDC

- a. Provide Discount on Retail Purchase Price for Site. Make available for purchase by COMPANY Lot 3, Block 1 of University North Park Corporate Center Section 2 (the "Site") at the purchase price of \$1,920,000 (approximately \$7.25 per square foot for approximately 264,845 sq. ft.). Of the total purchase price, Company will pay in cash at closing \$1,150,000. The remainder of the retail purchase price of \$770,000 shall be paid with NEDC providing the Discount to Company.
- b. Quality Job Incentive Payments. NEDC accepts any earned Quality Job incentive payments. NTIFA'S obligation under this Agreement shall be limited to a maximum payment for earned incentive of seven hundred seventy thousand dollars (\$770,000). In the event the Quality Job incentive payments from the NTIFA to NEDC are less than the NTIFA's maximum obligation by the Performance Date, then NEDC waives any right to reimbursement from the NTIFA TIF Note.
- c. First Right of Refusal. Within seven (7) days of receiving a written bona fide third party offer from a potential purchaser of Lot 2, Block 1 of University North Park Corporate Center Section 2, or Lot 7, Block 1 of University North Park Corporate Center Section 1, or Lot 2, Block 1 of University North Park Corporate Center Section 1, NEDC will notify COMPANY in writing of such offer and provide COMPANY seven (7) business days from the date of delivery of said notice to respond with a written offer to purchase the same property upon equal or better terms. If COMPANY desires to purchase the property in an amount and upon terms that are equal to or greater than the retail sales price offered by the other potential purchaser, then COMPANY shall execute and deliver a letter of intent to purchase said property to NEDC. Upon receipt of the letter of intent, NEDC and the COMPANY shall execute a purchase and sale agreement as soon as practical and close the sale of the property within thirty (30) days of delivery of the letter of intent. If either the letter of intent matching the third party offer is not timely delivered or the sale is not timely closed, then COMPANY will be automatically deemed to have waived all rights to exercise their first right of refusal on the subject property. NEDC will then be free to sell the parcel to other purchasers without restriction from COMPANY.
- d. BID Assessments for the Site. Any annual assessments made against the Site for the BID in excess of \$900 through the Performance Date shall be paid by NEDC, or others exclusive of COMPANY. Any BID payments made on behalf of COMPANY by NEDC may be funded through earned Quality Jobs payments assigned to NEDC as provided herein instead of applying said proceeds to the outstanding Purchase and Infrastructure Note noted in 3.f.2 or instead of applying

said proceeds to repayment of UNP TIF Economic Development funds as noted in 3.f.3.

- e. Provide Infrastructure for Economic Development Land. Fund or cause to be funded, through loan, grant, cash or combination thereof, the installation of public infrastructure required by, and to the extent of, the accepted final plat of the University North Park Corporate Center Section 2;
- f. Repayment of TIF ED Funds. In recognition that accumulated UNP ED TIF Revenues have been provided by the NTIFA to assist in financing the acquisition and public infrastructure for the UNP TIF Economic Development Properties as set out in 4.a below, NEDC agrees to the following:
 1. The General Manager of the NTIFA will be notified of any and all such indebtedness entered into by NEDC that raises the debt profile of the NEDC by more than \$25,000 on any occurrence;
 2. Funds received by NEDC, if any, in connection with the Economic Development Tracts in the form of land sales, grant funds from the EDA Grant, grant funds received from the State of Oklahoma in the form of Industrial Access Roadway Funding, assigned Quality Jobs incentive payments, or other third party grants, shall be applied first to the outstanding balance of the Purchase and Infrastructure Note; and
 3. Any fund proceeds from additional land sales from the Economic Development Tracts, after payment of all expenses and costs applicable to such sales (whether itemized on the closing settlement statement or outside of the settlement statement as related costs thereto), shall be paid to the NTIFA to reimburse the NTIFA for expenditures of UNP TIF ED funds.

Section 4. OBLIGATIONS OF THE NTIFA

- a. In accordance with: Resolutions R-1011-39 allow the use of \$694,203.69 plus earned interest to assist NEDC in financing the acquisition of thirty (30) acres of Economic Development property in the UNP TIF District; R-1213-64 allow use of 701,805.35 plus earned interest to assist NEDC in financing the acquisition of thirty-one and sixty-seven hundredths (31.67) acres of Economic Development property in the UNP TIF District; and R-1314-78 allow the use of accumulated TIF ED Revenues set aside under the prior Resolutions to assist NEDC in financing the public infrastructure improvements for the Economic Development property in the UNP TIF District.
- b. Honor Economic Development Notes released under this Agreement, as authorized by Resolution No. R-1011-40, and fund the Economic Development Notes with UNP ED TIF Revenues not already pledged, on an annual basis through the Performance Date. To pay to NEDC, by virtue of the Assignment

herein, the incentives through creation of New Jobs as defined herein and consistent with the NEDC New Job Creation Incentives Policy (the “Incentives Policy”).

- c. NTIFA’S OBLIGATION UNDER THIS Agreement for quality job creation incentive payments as set out herein shall be limited to a maximum payment for earned incentive of seven hundred seventy thousand dollars (\$770,000).
- d. Seek City Council’s authorization to allow the City Manager to waive bonding requirements for public infrastructure improvements on the Site to allow for concurrent construction of the public improvements with building improvements on the Site.
- e. Monitor progress of the COMPANY’s obligations under this Agreement.

Section 5. INCENTIVE FOR CREATION OF NEW QUALITY JOBS

Eligibility for incentive for creation of New Jobs will be determined in accordance with the following chart.

Average Salary	Percent Credit	Quarterly Max per New Job	Yearly Maximum per New Job	Project Max per New Job (10 years)	
\$35,000	\$39,999	2.00%	\$175.00	\$700	\$7,000
\$40,000	\$44,999	2.05%	\$205.00	\$820	\$8,200
\$45,000	\$49,999	2.10%	\$236.25	\$945	\$9,450
\$50,000	\$54,999	2.15%	\$268.75	\$1,075	\$10,750
\$55,000	\$59,999	2.20%	\$302.50	\$1,210	\$12,100
\$60,000	\$64,999	2.25%	\$337.50	\$1,350	\$13,500
\$65,000	\$69,999	2.30%	\$373.75	\$1,495	\$14,950
\$70,000	\$74,999	2.35%	\$411.25	\$1,645	\$16,450
\$75,000	\$79,999	2.40%	\$450.00	\$1,800	\$18,000
\$80,000	\$84,999	2.45%	\$490.00	\$1,960	\$19,600
	\$85,000 +	2.50%	\$531.25	\$2,125	\$21,250

The COMPANY shall provide to the NTIFA and NEDC OESC8 forms filed with the Oklahoma Employment Security Commission that are submitted on a quarterly basis, and pertinent additional records that confirm the COMPANY’s good faith efforts to complete design of the facilities to be built in the Advanced Manufacturing Center, progress towards achieving a building permit, and progress toward completion of construction of the facility and issuance of a Certificate of Occupancy to verify its progress in reaching the Target. Such progress reports will be provided on a quarterly basis, starting at the conclusion of the First Quarter for 2014 (March

31, 2014), and continuing each three months thereafter through the Performance Date. Quality Job incentives payments will be paid on an annual basis based on the number of New Jobs created following the NTIFA and NEDC'S acceptance and confirmation of the reports and data submitted by the COMPANY.

With each such quarterly report, the NTIFA and/or its designee will determine the amount of the Incentive due to NEDC based upon the table herein. Incentives shall not be unreasonably withheld and shall be disbursed to NEDC annually within thirty (30) days of acceptance and confirmation by the NTIFA and NEDC of the requirements set forth above. An annual report must be submitted to the NTIFA and NEDC at the conclusion of each calendar year.

Section 6. NEDC or NTIFA Right of Repurchase

- a. Users. The purpose of the Economic Development Tract is to allow for the development of the Property for economic development activities that focus on attracting and retaining enterprises that offer the community of Norman quality employment opportunities. NEDC believes the COMPANY will meet or exceed the objectives of the UNP TIF for the Economic Development Tract and the more specific Economic Development Criteria that exemplify the COMPANY as a provider of Quality Jobs. The COMPANY will satisfy the following criteria:
1. COMPANY begins construction of an Advanced Manufacturing Center on the Site no later than eighteen (18) months after closing on the land sale; and
 2. COMPANY will occupy the Advanced Manufacturing Center no later than thirty-six (36) months after closing the land sale as set out in 6.c below; and
 3. Retain the Company and its employees and industry within the municipal boundaries of Norman Oklahoma; and
 4. The Property will NOT be sold by the COMPANY for speculation or for the development of general offices for lease to the open market. Buildings planned for the Economic Development Tract must be planned as being at least 50% owner occupied at the time of move-in after a certificate of occupancy is issued by the City of Norman, and at least 75% owner occupied upon the date that is three (3) years after the certificate of occupancy is issued by the City of Norman.

The above shall be referred to herein as the “**Economic Development Criteria**”. In order to enforce the criteria above upon the COMPANY, COMPANY agrees to be unconditionally bound by an option of NEDC or NTIFA to repurchase and repossess the Property from COMPANY, as put forth in Section 6.c below, in the event that COMPANY does not meet the objectives of the UNP TIF for the

Economic Development Tract and the more specific Economic Development Criteria, and/or does not timely commence business operations on the Property.

- b. Affiliated, Joint Purchaser. The COMPANY may be an individual person or entity that does not meet the Economic Development Criteria if such COMPANY is a close affiliate, insider, and owner of an entity that does meet the Economic Development Criteria, and the COMPANY is buying the Property solely for the purpose that the Property is to be used ONLY by the closely affiliated entity that meets the objectives of the UNP TIF for the Economic Development Tract and the more specific Economic Development Criteria. In addition, the COMPANY may be a combination of more than one unrelated entity that meets the objectives of the UNP TIF for the Economic Development Tract and the more specific Economic Development Criteria, such that in the event that the COMPANY's companies independent of each other do not need the entire area of the Property for each singular company, thus necessitating the purchase of the Property by more than one entity. In such a case, each separate entity acknowledges and agrees that each entity purchasing and using the Property shall be required to separately meet the objectives of the UNP TIF for the Economic Development Tract and the more specific Economic Development Criteria and in the event that either entity does not meet the objectives of the UNP TIF for the Economic Development Tract and the more specific Economic Development Criteria, then the entire Property may be subject to the Seller repurchasing the Property from all COMPANY entities.
- c. Timing of Development: COMPANY shall be obligated to improve, occupy, and staff the Property within a reasonable period of time, and to do so in conformance and fulfillment of at least the Economic Development Criteria put forth in section 6.a above. COMPANY shall be considered to have fulfilled COMPANY's commitment to timely develop and occupy the Property at such point in time when COMPANY has fulfilled the Economic Development Criteria put forth in section 6.a above, and COMPANY has completed all of the following:
- (1) Obtained a building permit for the COMPANY's improvements of a minimum 60,000 gross square foot facility to be placed on the Property, and which building permit shall be issued no later than eighteen (18) months after the date of Closing of the land purchase;
 - (2) Been issued a Certificate of Occupancy by the City of Norman for a minimum 60,000 gross square foot building improvements and interior finish spaces and which Certificate of Occupancy shall be issued no later than thirty-six (36) months after the date of Closing of the land purchase; and
- d. Repurchase Right: In the event that COMPANY fails to timely meet any of the above stated deadlines and criteria in Sections 6.a through 6.e, then at any time within ten (10) years after the date of closing NEDC or NTIFA shall have the unconditional right and standing option, but not the obligation, to immediately publicly market and advertise the Property for sale and/or lease to third parties,

and repurchase, repossess, and reacquire the Property from COMPANY. The NEDC or NTIFA must provide written intent to exercise the Option to COMPANY within one (1) year of discovering that the COMPANY has failed to meet a requirement within Section 6.a through 6.c, or 6.e. The rights of NEDC or NTIFA under the Option shall be memorialized on the record of the Property at Closing. In order to exercise the option set forth herein, NEDC or NTIFA shall pay the COMPANY's purchase cost and construction costs in the Property as follows:

1. The Retail Purchase Price less the Discount by NEDC as put forth in this Agreement, together with
 2. The greater of Construction costs, including only labor and material of the building improvements to the Property by COMPANY through a general contractor and subcontractors thereunder, as such costs were accounted for as capital expense improvements on the Property or the Fair Market Value of all improvements to the Property as of the date written notice is given of NEDC or NTIFA's intent to exercise the option set forth above. The Fair Market Value as defined in this paragraph shall be determined first by agreement between the parties. If the parties are unable to agree on Fair Market Value of the improvements, then the parties shall select a qualified commercial appraiser, located in the Oklahoma City metro area, by mutual agreement to inspect and determine the Fair Market Value of all the improvements on the Property. If the parties are unable to agree on a single appraiser to determine Fair Market Value, then each party shall submit one name of qualified commercial appraiser in the Oklahoma City metro area, and the two appraisers shall then select a third appraiser, and the three appraisers shall determine the appraised value. If the three cannot agree on an appraised value then they shall each report their opinion as to value and the average of such reports shall be deemed the Fair Market Value. Fair Market Value shall be determined by considering such factors as construction cost, depreciation, current condition of the improvements, comparable sales of similar facilities in the areas, or other methods commonly accepted by commercial real estate appraisers within the State of Oklahoma.
- e. Option Upon Attempted Sale or Lease to Third Party. In the event that the Buyer intends to enter into any contract to sell, or deed to sell, or lease agreement for any part of the Property, or conveys or transfers any interests in the Property to any third party at any time within ten (10) years after Closing of the land purchase, NEDC or NTIFA shall have the same Option to re-purchase, reacquire and repossess the Property as put forth under Section 6.d above.

Section 7. NOTICES.

Any notices required or permitted under this Agreement shall be given in writing, and shall be deemed to be received upon receipt or refusal after mailing of the same in the United States Mail by certified mail, postage fully pre-paid or by overnight courier (refusal shall mean return of certified mail or overnight courier package not accepted by the addressee):

If to the COMPANY, to:

IMMY, INC
2700 Technology Pl
Norman, OK 73071
Attention: Sean or Scott Bauman

With a copy to:

Goolsby, Proctor, Heefner & Gibbs, P.C.
701 North Broadway Avenue, Suite 400
Oklahoma City, OK 73102
Attention: Timothy A. Heefner, Esq.

If to the CITY, to:

CITY Manager
CITY of Norman, Oklahoma
P.O. Box 370
Norman, Oklahoma 73070

With a copy to:

CITY Attorney
CITY of Norman, Oklahoma
P.O. Box 370
Norman, Oklahoma 73070

If to the Authority to:

General Manager
Norman Tax Increment
Finance Authority
P.O. Box 370
Norman, Oklahoma 73070

With a copy to:

General Counsel
Norman Tax Increment
Finance Authority
P.O. Box 370
Norman, Oklahoma 73070

If to NEDC, to:

Executive Director
Norman Economic Development Coalition
710 Asp Avenue, Suite 100
Norman, Oklahoma 73069

with a copy to:

SP Rieger PLLC
Attn: Sean Paul Rieger, Esq.
136 Thompson Drive
Norman, OK 73069

Section 8. MISCELLANEOUS.

- a. *Entire Agreement; Amendments:* This Agreement constitutes the entire agreement among the parties hereto as to the Incentive and may not be amended or modified, except in writing, signed by each of the parties hereto. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective

successors and assigns. The COMPANY may not assign its rights and obligations under this Agreement without the prior written consent of the NTIFA.

- b. *Governing Law; Venue:* This Agreement is made, and is intended to be performed, in the State of Oklahoma and shall be construed and enforced by the laws of the State of Oklahoma. Jurisdiction and venue for any litigation arising out of or involving this Agreement shall lie in the District Court of Cleveland County, Oklahoma, and such litigation shall be brought only in such court.
- c. *Counterparts:* This Agreement may be executed in one or more counterparts, each of which shall be an original, and all of which together shall be one and the same instrument.
- d. *Severability:* If any provision of this Agreement is determined to be unenforceable, invalid or illegal, then the enforceability, validity and legality of the remaining provisions will not in any way be affected or impaired, and such provision will be deemed to be restated to reflect the original intentions of the parties as nearly as possible in accordance with applicable law.

(this space intentionally left blank)

K-1314-106

IN WITNESS WHEREOF, the parties hereto have executed this Performance Agreement as of the date first written above.

Immuno Mycologics, Inc.
Company Name

By *Sean Bauman*
Name: Sean Bauman
Title: President & CEO
Date: 5-7-2014

Norman Economic Development Coalition

By *Donna Wood*
Name: DONNA WOOD
Title: Executive Director
Date: 1-30-14

Norman Tax Increment Finance Authority

ATTEST:

Brenda Hall
Secretary

By *Cindy Rosenthal*
Name: Cindy Rosenthal
Title: Chairman
Date: January 28, 2014



Approved as to form and legality this 27 day of January, 2014.

Kathryn L. Walker
Kathryn L. Walker, Assistant City Attorney

IMMY Quality Job Incentive Earnings 2020 - Assigned to NEDC

1ST QUARTER QUALIFYING JOBS
(Average Hourly Wage of at least \$24.04)

Employee #	Total Wages Paid:
1	\$ 36,533.10
2	\$ 30,784.22
3	\$ 26,647.63
4	\$ 23,822.64
5	\$ 21,732.48
6	\$ 21,450.48
7	\$ 19,707.37
8	\$ 18,789.48
9	\$ 18,461.52
10	\$ 18,303.36
11	\$ 17,991.00
12	\$ 16,867.08
13	\$ 16,762.96
14	\$ 16,128.55
15	\$ 15,737.76
16	\$ 15,691.96
17	\$ 15,229.52
18	\$ 15,105.60
19	\$ 14,961.84
20	\$ 14,809.38
21	\$ 13,846.14
22	\$ 13,595.52
23	\$ 12,783.18
24	\$ 12,608.04
25	\$ 12,448.32
26	\$ 12,439.56
27	\$ 12,303.36
28	\$ 11,889.38
29	\$ 11,738.74
30	\$ 11,666.52
31	\$ 11,537.10
32	\$ 11,313.24
33	\$ 11,229.58
34	\$ 11,034.38
35	\$ 10,896.84
36	\$ 10,850.00
37	\$ 10,837.38
38	\$ 10,830.28
39	\$ 10,826.28
40	\$ 10,795.00
41	\$ 10,634.38
42	\$ 10,593.07
43	\$ 10,462.74
44	\$ 10,421.08
45	\$ 10,204.14
46	\$ 10,194.00
47	\$ 10,175.66
48	\$ 9,792.30
49	\$ 9,732.48
50	\$ 9,605.52
51	\$ 9,570.28
52	\$ 9,495.00
53	\$ 9,371.75
54	\$ 9,312.12
55	\$ 9,241.86
56	\$ 8,902.98
57	\$ 8,781.48
58	\$ 8,743.74
59	\$ 8,742.81
60	\$ 8,719.38
61	\$ 8,649.00
62	\$ 8,537.40
63	\$ 8,525.28
64	\$ 8,470.53
65	\$ 8,346.86
66	\$ 8,151.53
Sum	\$ 874,364.14
Avg. Qrt. Paid	\$ 13,247.94
Avg. Year Paid	\$ 52,991.77
Avg. Hourly	\$ 25.48

2ND QUARTER QUALIFYING JOBS
(Average Hourly Wage of at least \$24.04)

Employee #	Total Wages Paid:
1	\$ 79,686.95
2	\$ 50,861.10
3	\$ 37,636.01
4	\$ 36,316.29
5	\$ 35,038.44
6	\$ 34,780.22
7	\$ 32,460.28
8	\$ 31,586.33
9	\$ 29,843.21
10	\$ 29,337.56
11	\$ 29,127.92
12	\$ 26,726.30
13	\$ 25,450.48
14	\$ 24,930.07
15	\$ 24,033.29
16	\$ 23,153.83
17	\$ 23,083.71
18	\$ 22,581.84
19	\$ 21,709.38
20	\$ 20,612.21
21	\$ 19,668.48
22	\$ 19,130.28
23	\$ 18,934.89
24	\$ 18,549.99
25	\$ 18,461.56
26	\$ 16,987.77
27	\$ 16,809.38
28	\$ 16,462.66
29	\$ 16,330.69
30	\$ 16,255.55
31	\$ 16,237.27
32	\$ 16,139.18
33	\$ 15,741.72
34	\$ 15,680.60
35	\$ 15,446.15
36	\$ 15,146.45
37	\$ 14,756.01
38	\$ 14,689.78
39	\$ 13,668.21
40	\$ 13,615.31
41	\$ 13,424.77
42	\$ 13,197.21
43	\$ 13,136.33
44	\$ 13,009.38
45	\$ 12,912.28
46	\$ 12,797.88
47	\$ 12,683.39
48	\$ 12,577.50
49	\$ 12,302.45
50	\$ 11,983.63
51	\$ 11,875.00
52	\$ 11,816.84
53	\$ 11,789.94
54	\$ 11,728.78
55	\$ 11,716.15
56	\$ 11,696.47
57	\$ 11,534.38
58	\$ 11,481.15
59	\$ 11,266.84
60	\$ 11,238.21
61	\$ 11,049.05
62	\$ 10,809.03
63	\$ 10,800.01
64	\$ 10,798.80
65	\$ 10,685.10
Sum	\$ 1,265,977.92
Avg. Qrt. Paid	\$ 19,476.58
Avg. Year Paid	\$ 77,906.33
Avg. Hourly	\$ 37.45

3RD QUARTER QUALIFYING JOBS
(Average Hourly Wage of at least \$24.04)

Employee #	Total Wages Paid:
1	\$ 38,010.00
2	\$ 30,541.68
3	\$ 27,284.16
4	\$ 22,886.28
5	\$ 22,753.86
6	\$ 21,450.48
7	\$ 20,769.24
8	\$ 19,827.90
9	\$ 19,527.96
10	\$ 19,230.76
11	\$ 19,174.74
12	\$ 18,773.34
13	\$ 17,117.10
14	\$ 16,660.80
15	\$ 15,903.24
16	\$ 15,829.56
17	\$ 15,606.98
18	\$ 15,537.24
19	\$ 15,230.76
20	\$ 14,636.88
21	\$ 14,594.41
22	\$ 14,089.38
23	\$ 14,005.82
24	\$ 13,722.90
25	\$ 13,655.52
26	\$ 12,937.98
27	\$ 12,764.94
28	\$ 12,692.28
29	\$ 12,664.32
30	\$ 12,588.00
31	\$ 12,501.66
32	\$ 12,000.00
33	\$ 11,947.28
34	\$ 11,937.80
35	\$ 11,890.14
36	\$ 11,886.46
37	\$ 11,661.84
38	\$ 11,380.14
39	\$ 10,903.92
40	\$ 10,786.80
41	\$ 10,713.24
42	\$ 10,687.01
43	\$ 10,655.52
44	\$ 10,360.50
45	\$ 10,309.38
46	\$ 10,253.82
47	\$ 10,153.86
48	\$ 9,901.83
49	\$ 9,900.00
50	\$ 9,843.38
51	\$ 9,784.95
52	\$ 9,549.18
53	\$ 9,505.38
54	\$ 9,436.38
55	\$ 9,370.14
56	\$ 9,197.47
57	\$ 9,007.86
58	\$ 8,903.67
59	\$ 8,867.06
60	\$ 8,618.28
61	\$ 8,563.68
62	\$ 8,498.94
Sum	\$ 869,446.08
Avg. Qrt. Paid	\$ 14,023.32
Avg. Year Paid	\$ 56,093.30
Avg. Hourly	\$ 26.97

4TH QUARTER QUALIFYING JOBS
(Average Hourly Wage of at least \$24.04)

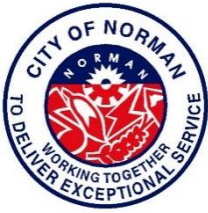
Employee #	Total Wages Paid:
1	\$ 44,392.00
2	\$ 38,804.36
3	\$ 32,069.05
4	\$ 31,153.82
5	\$ 30,769.21
6	\$ 30,501.49
7	\$ 30,390.83
8	\$ 27,519.92
9	\$ 26,993.75
10	\$ 26,113.56
11	\$ 25,396.68
12	\$ 23,402.41
13	\$ 23,244.79
14	\$ 22,831.58
15	\$ 22,332.02
16	\$ 20,999.98
17	\$ 20,252.23
18	\$ 19,982.26
19	\$ 18,450.90
20	\$ 18,276.93
21	\$ 18,246.44
22	\$ 18,127.96
23	\$ 18,053.86
24	\$ 17,746.34
25	\$ 17,617.81
26	\$ 17,615.38
27	\$ 17,115.38
28	\$ 16,153.90
29	\$ 15,897.72
30	\$ 15,213.33
31	\$ 15,102.39
32	\$ 14,900.51
33	\$ 14,799.31
34	\$ 14,787.75
35	\$ 14,639.92
36	\$ 14,597.58
37	\$ 14,311.68
38	\$ 14,277.86
39	\$ 13,909.14
40	\$ 13,845.93
41	\$ 13,644.56
42	\$ 13,370.43
43	\$ 13,316.14
44	\$ 12,724.66
45	\$ 12,585.69
46	\$ 12,511.09
47	\$ 12,443.75
48	\$ 12,056.92
49	\$ 11,932.97
50	\$ 11,846.17
51	\$ 11,604.91
52	\$ 11,121.92
53	\$ 11,113.62
54	\$ 11,101.69
55	\$ 11,043.69
56	\$ 11,007.92
57	\$ 10,617.40
58	\$ 10,536.48
59	\$ 10,420.74
60	\$ 10,243.38
61	\$ 10,215.92
62	\$ 10,174.33
Sum	\$ 1,106,472.34
Avg. Qrt. Paid	\$ 17,846.33
Avg. Year Paid	\$ 71,385.31
Avg. Hourly	\$ 34.32

IMMY QUALITY JOB INCENTIVE PROJECTIONS - ASSIGNED TO NEDC

Incentive Commitment - Dev. Agr. # 6											
5 employees per year - 50 employees are 10 years											
Year	Target No. of New Jobs	Target Cumulative Jobs	Cumulative new jobs achieved	Target Qualifying Avg. Salary	Target Added Payrolls per year	Target cumulative added Payrolls	Cumulative Annual Added Payrolls Achieved	Target Incentive Per Year	Target Cumulative Incentive	Achieved Incentive per year	Cumulative Incentive Achieved
2014	5	5	5	\$ 50,000	\$ 250,000	\$ 250,000	\$ 93,028	\$ 5,375	\$ 5,375	\$ 2,150	\$ 2,150
2015	5	10	18	\$ 50,000	\$ 250,000	\$ 500,000	\$ 470,560	\$ 5,375	\$ 10,750	\$ 12,775	\$ 14,925
2016	5	15	25	\$ 50,000	\$ 250,000	\$ 750,000	\$ 918,838	\$ 5,375	\$ 16,125	\$ 21,875	\$ 36,800
2017	5	20	41	\$ 50,000	\$ 250,000	\$ 1,000,000	\$ 1,401,820	\$ 5,375	\$ 21,500	\$ 33,634	\$ 70,434
2018	5	25	51	\$ 50,000	\$ 250,000	\$ 1,250,000	\$ 2,187,023	\$ 5,375	\$ 26,875	\$ 49,021	\$ 119,455
2019	5	30	53	\$ 50,000	\$ 250,000	\$ 1,500,000	\$ 2,404,754	\$ 5,375	\$ 32,250	\$ 61,736	\$ 181,191
2020	5	35	70	\$ 50,000	\$ 250,000	\$ 1,750,000	\$ 3,807,603	\$ 5,375	\$ 37,625	\$ 94,776	\$ 275,968
2021	5	40	62	\$ 50,000	\$ 250,000	\$ 2,000,000	\$ 3,599,995	\$ 5,375	\$ 43,000	\$ 91,240	\$ 367,208
2022	5	45		\$ 50,000	\$ 250,000	\$ 2,250,000		\$ 5,375	\$ 48,375		
2023	5	50		\$ 50,000	\$ 250,000	\$ 2,500,000		\$ 5,375	\$ 53,750		
									\$ 295,625	\$ 367,208	

File Attachments for Item:

30. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2223-19 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, ADDING ARTICLE VII "ELECTRIC CHARGING STATIONS" TO CHAPTER 2 OF THE CODE OF THE CITY OF NORMAN, OKLAHOMA, EMPOWERING THE CITY MANAGER OR HIS DESIGNEE TO SET THE PRICE FOR THE USE OF CITY OWNED CHARGING STATIONS BY OTHER GOVERNMENTAL ENTITIES AND THE GENERAL PUBLIC; SETTING FORTH A SIGNAGE REQUIREMENT FOR PARKING SPACES RESERVED FOR CHARGING STATIONS AND RELATED DEFINITIONS; AND PROVIDING FOR THE SEVERABILITY THEREOF.



CITY OF NORMAN, OK CITY STAFF REPORT

MEETING DATE: 12/13/2022

REQUESTER: Michele Loudenback, Environmental & Sustainability Manager

PRESENTER: Shawn O’Leary, Director of Public Works

TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2223-19 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, ADDING ARTICLE VII “ELECTRIC CHARGING STATIONS” TO CHAPTER 2 OF THE CODE OF THE CITY OF NORMAN, OKLAHOMA, EMPOWERING THE CITY MANAGER OR HIS DESIGNEE TO SET THE PRICE FOR THE USE OF CITY OWNED CHARGING STATIONS BY OTHER GOVERNMENTAL ENTITIES AND THE GENERAL PUBLIC; SETTING FORTH A SIGNAGE REQUIREMENT FOR PARKING SPACES RESERVED FOR CHARGING STATIONS AND RELATED DEFINITIONS; AND PROVIDING FOR THE SEVERABILITY THEREOF.

BACKGROUND:

The City of Norman is committed to implementing clean energy measures in order to reduce air and water pollution and associated health risks and reduce the strain on public resources. The City has expressed its commitment by adopting the United States Mayors’ Climate Protection Agreement in 2005. This encourages the City to increase the use of alternative energy sources. In 2018, the City reviewed and updated its Resolution to adopt the Mayors’ Climate Protection Agreement by, among other measures, expanding the City’s use of alternative vehicle infrastructure and increasing renewable friendly vehicle use within the City of Norman.

The City also approved a Resolution adopting the Ready for 100 in which the City of Norman aspires to transition to 100% renewable energy by 2050 for its transportation sector. Norman is also a member of the Association of Central Oklahoma Governments (ACOG) Central Oklahoma Clean Cities Coalition.

These commitments were followed by the City of Norman implementing a Fuel Conservation Policy in 2008. The Policy encouraged the purchase of alternative fueled vehicles. These purchases led to the City applying for, and receiving, a grant from ACOG for the installation of charging stations for City vehicles at its North Base Transportation Maintenance Center.

The City has also requested and received a grant from Oklahoma Department of Environmental Quality (DEQ) for the installation of four different, private, charging station sites to be located throughout Norman.

DISCUSSION:

The City has implemented an ordinance, 2-501, addressing allowing access for other governmental entities and the public to the City's CNG stations and measures to determine pricing. The City has used this format to implement measures for electric vehicle (EV) charging stations.

The proposed ordinance addresses reserving parking spots for EV charging stations, the appropriate signage being provided for those spots, measures whereby the City Manager can implement pricing for other governmental entities and the public to use these charging stations, and related definitions.

RECOMMENDATION:

Staff recommends approval of Ordinance O-2223-19.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, ADDING ARTICLE VII “ELECTRIC CHARGING STATIONS” TO CHAPTER 2 OF THE CODE OF THE CITY OF NORMAN, OKLAHOMA, EMPOWERING THE CITY MANAGER OR HIS DESIGNEE TO SET THE PRICE FOR THE USE OF CITY OWNED CHARGING STATIONS BY OTHER GOVERNMENTAL ENTITIES AND THE GENERAL PUBLIC; SETTING FORTH A SIGNAGE REQUIREMENT FOR PARKING SPACES RESERVED FOR CHARGING STATIONS AND RELATED DEFINITIONS; AND PROVIDING FOR THE SEVERABILITY THEREOF.

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

§ 1. That Article VII shall be added to Chapter 2 of the Code of the City of Norman and titled as follows:

ARTICLE VII. - ELECTRIC CHARGING STATIONS

§ 2. That Section 2-701 be added to Chapter 2 of the Code of Ordinances of the City of Norman and read as follows:

Sec. 2-701 - Electric vehicle and hybrid vehicle charging station pricing.

(a) Use of charging stations. The City of Norman owns and operates charging stations for electric vehicles and plug in hybrid electric vehicles throughout Norman which are available for use by vehicles owned and operated by other governmental entities and members of the general public. It is recognized that the costs of operating and maintaining the charging stations should be incorporated into the pricing structure provided for herein when making the facility available for use by other governmental entities or by the general public.

(b) Standards for pricing. Electric and plug in hybrid electric vehicle charging stations owned and operated by the City of Norman which are also used by the public and other governmental entities can charge a price per kilowatt hour (kWh) established by the City Manager in consultation with the City of Norman Public Works Department and the City of Norman Finance Director. In establishing the price per kWh, the City Manager shall consider, among others, the following factors: Market conditions, ongoing and future operational and maintenance needs at the station, and the cost to the City of Norman in acquiring the electricity. The City Manager may adjust the price per kWh daily, weekly, monthly, or quarterly, as necessary to satisfy the above factors.

§ 3. That Section 2-702 be added to Chapter 2 of the Code of Ordinances of the City of Norman and read as follows:

Sec. 2-702 – Reserved Parking for Charging Stations.

- (a) Designation of Reserved Parking Spaces for Charging Stations. The City Manager, or his designee, is hereby authorized to designate, by the installation of appropriate signs, parking spaces for the exclusive use of recharging electric and plug-in hybrid electric vehicles.

- (b) Spaces designated as reserved for charging electric and plug-in hybrid electric vehicles shall be clearly marked as such.

- (c) Definitions:
 - (1) *Charging station* refers to parking spaces accessible to the public where equipment has been installed to connect electric and plug-in hybrid vehicles to a source of electricity for recharging purposes.

 - (2) *Electric vehicle* means any vehicle that is licensed by the State of Oklahoma or any other state to operate lawfully on public roads, streets, and other public rights-of-way; which derives its power either partially or exclusively from electric energy from a battery for motive purposes. Electric vehicles include only:
 - (a) Plug-in, all battery electric vehicles; or
 - (b) Plug-in hybrid electric vehicles.

 - (3) *Plug-in hybrid electric vehicle* means an electric vehicle that (1) contains an internal-combustion engine or other propulsion source in combination with an electric motor, which allows power to be delivered to drive wheels by an electric motor; (2) charges its battery primarily by connecting to the electrical grid or other off-board electrical source; (3) may additionally be able to sustain battery charge using an on-board internal-combustion-driven generator; and 4) has the ability to travel powered by electricity.

§ 4. 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.

ADOPTEED this _____ day
of _____, 2022.

Larry Heikkila, Mayor

NOT ADOPTED this _____ day
of _____, 2022.

Larry Heikkila, Mayor

ATTEST:

Brenda Hall, City Clerk

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, ADDING ARTICLE VII “ELECTRIC CHARGING STATIONS” TO CHAPTER 2 OF THE CODE OF THE CITY OF NORMAN, OKLAHOMA, EMPOWERING THE CITY MANAGER OR HIS DESIGNEE TO SET THE PRICE FOR THE USE OF CITY OWNED CHARGING STATIONS BY OTHER GOVERNMENTAL ENTITIES AND THE GENERAL PUBLIC; SETTING FORTH A SIGNAGE REQUIREMENT FOR PARKING SPACES RESERVED FOR CHARGING STATIONS AND RELATED DEFINITIONS; AND PROVIDING FOR THE SEVERABILITY THEREOF.

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

§ 1. That Article VII shall be added to Chapter 2 of the Code of the City of Norman and titled as follows:

ARTICLE VII. - ELECTRIC CHARGING STATIONS

§ 2. That Section 2-701 be added to Chapter 2 of the Code of Ordinances of the City of Norman and read as follows:

Sec. 2-701 - Electric vehicle and hybrid vehicle charging station pricing.

(a) Use of charging stations. The City of Norman owns and operates charging stations for electric vehicles and plug in hybrid electric vehicles throughout Norman which are available for use by vehicles owned and operated by other governmental entities and members of the general public. It is recognized that the costs of operating and maintaining the charging stations should be incorporated into the pricing structure provided for herein when making the facility available for use by other governmental entities or by the general public.

(b) Standards for pricing. Electric and plug in hybrid electric vehicle charging stations owned and operated by the City of Norman which are also used by the public and other governmental entities can charge a price per kilowatt hour (kWh) established by the City Manager in consultation with the City of Norman Public Works Department and the City of Norman Finance Director. In establishing the price per kWh, the City Manager shall consider, among others, the following factors: Market conditions, ongoing and future operational and maintenance needs at the station, and the cost to the City of Norman in acquiring the electricity. The City Manager may adjust the price per kWh daily, weekly, monthly, or quarterly, as necessary to satisfy the above factors.

§ 3. That Section 2-702 be added to Chapter 2 of the Code of Ordinances of the City of Norman and read as follows:

Sec. 2-702 – Reserved Parking for Charging Stations.

- (a) Designation of Reserved Parking Spaces for Charging Stations. The City Manager, or his designee, is hereby authorized to designate, by the installation of appropriate signs, parking spaces for the exclusive use of recharging electric and plug-in hybrid electric vehicles.

- (b) Spaces designated as reserved for charging electric and plug-in hybrid electric vehicles shall be clearly marked as such.

- (c) Definitions:
 - (1) Charging station refers to parking spaces accessible to the public where equipment has been installed to connect electric and plug-in hybrid vehicles to a source of electricity for recharging purposes.

 - (2) Electric vehicle means any vehicle that is licensed by the State of Oklahoma or any other state to operate lawfully on public roads, streets, and other public rights-of-way; which derives its power either partially or exclusively from electric energy from a battery for motive purposes. Electric vehicles include only:
 - (a) Plug-in, all battery electric vehicles; or
 - (b) Plug-in hybrid electric vehicles.

 - (3) Plug-in hybrid electric vehicle means an electric vehicle that (1) contains an internal-combustion engine or other propulsion source in combination with an electric motor, which allows power to be delivered to drive wheels by an electric motor; (2) charges its battery primarily by connecting to the electrical grid or other off-board electrical source; (3) may additionally be able to sustain battery charge using an on-board internal-combustion-driven generator; and 4) has the ability to travel powered by electricity.

§ 4. 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.

ADOPTEED this _____ day
of _____, 2022.

Larry Heikkila, Mayor

NOT ADOPTED this _____ day
of _____, 2022.

Larry Heikkila, Mayor

ATTEST:

Brenda Hall, City Clerk