



CITY OF NORMAN, OK CITY COUNCIL REGULAR MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Tuesday, September 27, 2022 at 6:30 PM

AGENDA

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

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

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

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE APPROVAL OF MINUTES

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

CITY COUNCIL SPECIAL SESSION MINUTES OF JUNE 7, 2022

CITY COUNCIL STUDY SESSION MINUTES OF JULY 19, 2022

CITY COUNCIL CONFERENCE MINUTES OF JUNE 26, 2022

CITY COUNCIL FINANCE COMMITTEE MINUTES OF AUGUST 18, 2022

CITY COUNCIL MINUTES OF AUGUST 9, 2022

NORMAN UTILITIES AUTHORITY MINUTES OF AUGUST 9, 2022

NORMAN MUNICIPAL AUTHORITY MINUTES OF AUGUST 9, 2022

NORMAN TAX INCREMENT FINANCE AUTHORITY MINUTES OF AUGUST 9, 2022

AWARDS AND PRESENTATIONS

2. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-37: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, IN CONJUNCTION WITH THE NORMAN ANIMAL WELFARE OVERSIGHT COMMITTEE, AWARDING THE 2022 NORMAN ANIMAL WELFARE VOLUNTEERISM AWARD.

COUNCIL ANNOUNCEMENTS

CONSENT DOCKET

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

First Reading Ordinance

3. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2223-7 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 A SCHOOL IN THE R-1, SINGLE FAMILY DWELLING DISTRICT FOR LOT ONE (1), BLOCK ONE (1), BOYD VIEW II ADDITION TO NORMAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (2323 CLASSEN BOULEVARD)

Appointments

4. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-40: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPOINTING CHUCK THOMPSON AS DIRECTOR OF THE REGIONAL TRANSPORTATION AUTHORITY OF CENTRAL OKLAHOMA, TO REPRESENT THE CITY OF NORMAN.
5. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MAYOR'S APPOINTMENT AS FOLLOWS:

HUMAN RIGHTS COMMISSION

TERM: 09-27-22 TO 07-13-25: STEPHEN MACHOVIC, WARD 6

Reports/Communications

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

7. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RECEIPT OF THE MONTHLY DEPARTMENTAL REPORTS FOR THE MONTH OF AUGUST, 2022.
8. CONSIDERATION OF SUBMISSION, ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR REJECTION OF RECEIPT OF THE CITY MANAGER'S CONTRACT AND CHANGE ORDER REPORT AND DIRECTING THE FILING THEREOF.

Authorization for Purchase

9. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AUTHORIZATION FOR THE PURCHASE OF TWO (2) 3500 DODGE PROMASTER VANS IN THE AMOUNT OF \$318,158 FROM CREATIVE BUS SALES TO BE USED FOR CITY TRANSPORTATION PROGRAMS.

Contracts

10. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE FINAL ACCEPTANCE OF CONTRACT K-2223-4: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND INNOVATIVE ROADWAY SOLUTIONS, L.L.C. FOR THE ASPHALT PREVENTIVE MAINTENANCE PROJECT, FYE 2022 AND 2023 LOCATIONS, FINAL ACCEPTANCE OF THE PROJECT, AND FINAL PAYMENT IN THE AMOUNT OF \$614,478.48.
11. CONSIDERATION OF AWARDING, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 222312 AND CONTRACT K-2223-21: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND CIMARRON CONSTRUCTION COMPANY IN THE AMOUNT OF \$296,692 FOR THE BUTLER DRIVE DRAINAGE IMPROVEMENT PROJECT, PERFORMANCE BOND B-2223-31, STATUTORY BOND B-2223-32, MAINTENANCE BOND MB-2223-11, AND RESOLUTION R-2223-20 GRANTING TAX-EXEMPT STATUS.
12. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2223-37: A CONTRACT BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND COVE ENVIRONMENTAL L.L.C., TO PROVIDE WHOLE TOXICITY EVALUATION (WET) TESTING SERVICES AND OTHER BIOMONITORING SERVICES ON A UNIT PRICE BASIS.
13. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2223-38: A CONTRACT BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND ACCURATE LABS TO PROVIDE LABORATORY SERVICES FOR THE WATER TREATMENT PLANT, THE WATER RECLAMATION FACILITY, AND THE ENVIRONMENTAL SERVICES DIVISION.
14. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2223-45: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND GARVER, L.L.C., IN THE AMOUNT OF \$139,750 FOR THE MIDWAY DRIVE FLOOD MITIGATION SCOPING PROJECT.

15. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A GRANT IN THE AMOUNT OF \$55,015 FROM THE OKLAHOMA HIGHWAY SAFETY OFFICE (OHSO) TO BE USED BY THE POLICE DEPARTMENT TO CONDUCT HIGH-VISIBILITY ENFORCEMENT, SATURATION PATROLS, INFORMATION/EDUCATION CAMPAIGNS DIRECTED TOWARD TRAFFIC SAFETY, AND PARTICIPATION IN OHSO MOBILIZATIONS; APPROVAL OF CONTRACT K-2223-52; AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

Resolutions

16. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-38: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN ACCEPTING THE AWARD OF \$894,963 THROUGH THE FEDERAL TRANSIT ADMINISTRATION'S FISCAL YEAR 2022 LOW- OR NO-EMISSION VEHICLE PROGRAM AND AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO SUBMIT, EXECUTE, AND FILE AN APPLICATION ON BEHALF OF THE CITY OF NORMAN WITH THE UNITED STATES DEPARTMENT OF TRANSPORTATION TO FORMALLY PROGRAM THE PROJECT AWARD; AUTHORIZATION TO PURCHASE TWO (2) 35-FOOT LOW-FLOOR CNG TRANSIT BUSES FROM GILLIG IN THE AMOUNT OF \$1,228,742 UTILIZING THE STATE OF WASHINGTON CONTRACT NUMBER 06719; AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

17. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-39 A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, ACKNOWLEDGING AND APPROVING THE PUBLIC PARTICIPATION PROCESS TO SEEK COMMUNITY FEEDBACK REGARDING PROPOSED SERVICE CHANGES TO THE CITY'S PUBLIC TRANSIT SERVICES.

Postponement

18. CONSIDERATION OF POSTPONEMENT OF ORDINANCE O-2223-12 UNTIL OCTOBER 11, 2022: 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.

- 19. CONSIDERATION OF POSTPONEMENT OF ORDINANCE O-2223-13 UNTIL OCTOBER 11, 2022:** 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.
- 20. CONSIDERATION OF POSTPONEMENT OF RESOLUTION R-2223-36 UNTIL OCTOBER 11, 2022:** A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA CREATING A DISTRICT ENTITLED "DOWNTOWN NORMAN BUSINESS IMPROVEMENT DISTRICT" AND ADOPTING THE ASSESSMENT ROLL FOR SAID DISTRICT.

NON-CONSENT ITEMS

- 21. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-18:** A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE NORMAN 2025 LAND USE AND TRANSPORTATION PLAN SO AS TO REMOVE PART OF THE SOUTHEAST QUARTER (SE/4) OF SECTION EIGHT (8), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE COMMERCIAL DESIGNATION AND PLACE THE SAME IN THE LOW DENSITY RESIDENTIAL DESIGNATION. (NORTHWEST CORNER OF EAST TECUMSEH ROAD AND 12TH AVENUE N.E.)
- 22. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2223-5 UPON SECOND AND FINAL READING:** AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE PART OF THE 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.)
- 23. CONSIDERATION OF AWARDED, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A PRELIMINARY PLAT FOR RED CANYON RANCH EAST, A PLANNED UNIT DEVELOPMENT.** (LOCATED AT THE NORTHWEST CORNER OF THE INTERSECTION OF EAST TECUMSEH ROAD AND 12TH AVENUE NE.

24. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-6: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE NORMAN 2025 LAND USE AND TRANSPORTATION PLAN SO AS TO REMOVE THE EAST 20 FEET OF LOT FIFTY (50) AND ALL OF LOT (51), IN BLOCK TWO (2), OF WOODSLAWN ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE LOW DENSITY RESIDENTIAL DESIGNATION AND PLACE THE SAME IN THE COMMERCIAL DESIGNATION. (621 HIGHLAND PARKWAY)
25. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2223-2 UPON SECOND AND FINAL READING. AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE 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)
26. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-7: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE NORMAN 2025 LAND USE AND TRANSPORTATION PLAN SO AS TO REMOVE LOT FORTY-EIGHT (48) AND FORTY-NINE (49), BLOCK FOUR (4), STATE UNIVERSITY ADDITION, TO THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE LOW DENSITY RESIDENTIAL DESIGNATION AND PLACE THE SAME IN THE MIXED USE DESIGNATION. (765 JENKINS AVENUE)
27. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2223-3 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE 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)

28. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2223-6 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO GRANT SPECIAL USE FOR 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 EAST ROBINSON STREET APPROXIMATELY 2,000 FEET EAST OF 24TH AVENUE N.E.)

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 SPECIAL SESSION MINUTES OF JUNE 7, 2022

CITY COUNCIL STUDY SESSION MINUTES OF JULY 19, 2022

CITY COUNCIL CONFERENCE MINUTES OF JUNE 26, 2022

CITY COUNCIL FINANCE COMMITTEE MINUTES OF AUGUST 18, 2022

CITY COUNCIL MINUTES OF AUGUST 9, 2022

NORMAN UTILITIES AUTHORITY MINUTES OF AUGUST 9, 2022

NORMAN MUNICIPAL AUTHORITY MINUTES OF AUGUST 9, 2022

NORMAN TAX INCREMENT FINANCE AUTHORITY MINUTES OF AUGUST 9, 2022



CITY OF NORMAN, OK STAFF REPORT

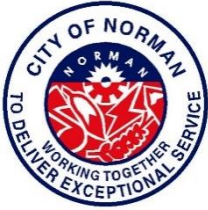
MEETING DATE: 09/27/2022

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 SPECIAL SESSION MINUTES OF JUNE 7, 2022
CITY COUNCIL STUDY SESSION MINUTES OF JULY 19, 2022
CITY COUNCIL CONFERENCE MINUTES OF JUNE 26, 2022
CITY COUNCIL FINANCE COMMITTEE MINUTES OF AUGUST 18, 2022
CITY COUNCIL MINUTES OF AUGUST 9, 2022
NORMAN UTILITIES AUTHORITY MINUTES OF AUGUST 9, 2022
NORMAN MUNICIPAL AUTHORITY MINUTES OF AUGUST 9, 2022
NORMAN TAX INCREMENT FINANCE AUTHORITY MINUTES OF AUGUST 9, 2022



CITY OF NORMAN, OK CITY COUNCIL SPECIAL SESSION

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

Tuesday, June 07, 2022 at 5:30 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

PRESENT

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

AGENDA ITEMS

1. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2122-47 UPON FIRST READING BY TITLE:
AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA IMPLEMENTING AMENDMENTS THROUGHOUT THE CENTER CITY FORM BASED CODE ("CCFBC") DOCUMENT, WHICH IS INCORPORATED BY REFERENCE IN CHAPTER 22 OF THE CITY CODE AT SECTION 429.7, TO AMEND, REPLACE, SUPPLEMENT, RENUMBER OR REORDER PROVISIONS, CORRECT LANGUAGE, AND PROVIDE DEFINITIONS FOR TERMS FOUND THROUGHOUT THE CCFBC DOCUMENT TO RESOLVE INCONSISTENCIES OR INACCURACIES AND PROVIDE CLARIFICATION TO THE PROVISIONS, INCLUDING "HOW TO USE THIS CODE", PART 1 ("GENERAL PROVISIONS"), PART 2 ("ADMINISTRATION, APPLICATION PROCESS & APPEALS"), PART 3 ("THE REGULATING PLAN"), PART 4 ("BUILDING

FORM STANDARDS”), PART 5 (“URBAN SPACE STANDARDS”), PART 6 (“PARKING AND LOADING STANDARDS”), PART 7 (“BUILDING FUNCTIONS”), PART 8 (“SITE DEVELOPMENT REQUIREMENTS”), PART 9 (“DEFINITIONS”) AND APPENDICES A THROUGH C; TO AMEND SECTIONS 204 AND 205 OF PART 2 (“ADMINISTRATION, APPLICATION PROCESS & APPEALS”) TO ACCOMMODATE POTENTIAL PATTERN ZONING AND CLEARLY ESTABLISH CERTIFICATE OF COMPLIANCE ENFORCEMENT AS WELL AS SECTION 208 TO CLARIFY THE TREATMENT OF NON-CONFORMING STRUCTURES AND USES; TO AMEND SECTION 302 (“ILLUSTRATIVE FORM DISTRICT MAPS”) OF PART 3 (“THE REGULATING PLAN”), TO ADD “CENTER CITY MAXIMUM BUILDING HEIGHT MAP” AND “CENTER CITY UNIT MINIMUM MAP” AND TO AMEND THE CENTER CITY REGULATING PLAN MAP; TO AMEND PART 4 (“BUILDING FORM STANDARDS”) TO CONSOLIDATE CERTAIN BUILDING FORM STANDARDS AND EXPAND GEOGRAPHICAL APPLICATION OF THE URBAN RESIDENTIAL BUILDING FORM STANDARD, TO INCREASE CERTAIN BUILDING FORM STANDARD REQUIRED UNIT MINIMUMS, AND TO REVISE LIGHTING AND MECHANICAL EQUIPMENT REQUIREMENTS; TO AMEND SECTION 504 (“STREETSCAPE ELEMENTS”) OF PART 5 (“URBAN SPACE STANDARDS”) TO REMOVE STREETLIGHT PROVISIONS AND CLARIFY BICYCLE PARKING DESIGN REQUIREMENTS; TO AMEND VARIOUS ALLOWANCES AND REQUIREMENTS IN PART 6 (“PARKING AND LOADING STANDARDS”), INCLUDING MINIMUMS AND MAXIMUMS AND SPECIAL PARKING STANDARDS; TO AMEND PART 7 (“BUILDING FUNCTIONS”), TO CLARIFY AND DEFINE USES AND CATEGORIES, INCLUDING REVISIONS TO THE USE TABLE (SECTION 702) AND SPECIAL USES; TO RENUMBER AND AMEND PART 8 (“SITE DEVELOPMENT REQUIREMENTS”); TO RENUMBER, AMEND AND ADD DEFINITIONS TO PART 9 (“DEFINITIONS”), TO AMEND APPENDIX A TO REFERENCE POTENTIAL PATTERN ZONING, AND TO ADD APPENDIX C; AND TO MAKE OTHER LANGUAGE ALTERATIONS AS NECESSITATED BY OR CONSISTENT WITH THESE AMENDMENTS, DECLARING AN EMERGENCY, AND PROVIDING FOR THE SEVERABILITY THEREOF.

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

Voting Yea: Mayor Clark, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Hall, Councilmember Ward 5 Tortorello, Councilmember Ward 6 Foreman, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock

2. PRESENTATION BY A REPRESENTATIVE FROM AMBER INTEGRATED OF THE WATER INCREASE ELECTION SURVEY RESULTS.

Ms. Tiffany Vrska, Chief Communication Officer, introduced Mr. Jackson Lisle with Amber Integrated. She said Amber Integrated conducted a quantitative post-election survey for the City of Norman regarding the April 5, 2022, election.

Mr. Lisle said Amber Integrated surveyed 400 Norman voters who took part in the election. The purpose of the survey was to determine why Norman voters rejected an increase in utility rates to pay for improvement in water infrastructure, treatment, and metering. The vote to approve the proposition failed 54.6% to 45.4%.

The top three reasons for voting “no” on the rate increase included 1) 25% stated that costs were already too high and/or they could not afford the increase, 2) 21% expressed a general distrust in government as the main reason for voting no, and 3) 14% believed that there were areas of wasteful spending that could be addressed first and used for these purposes before going to ratepayers and asking for an increase.

A significant deciding factor for support or opposition seemed to be partisanship and Mr. Lisle highlighted results stating Republican voters had 57% opposed and 38% supported; Independent voters had 66% opposed and 32% supported; and Democratic voters had 66% supported and 32% opposed.

Most voters surveyed (79%) were aware of the main use of funds being requested in the rate increase therefore, this does not seem to be an issue of understanding, but rather of trust in City government with 50% of voters stating they have “little” or “no” trust in City government. Mr. Lisle said trust in City government is by far the most strongly correlated factor in determining if a voter was going to vote for the rate increase.

Another interesting result of this survey was the question about what issue Norman government should focus on next with the most common answer being the current homeless situation; however, the suggestions about how to deal with the homeless situation varied by political party.

When asked why they voted the way they did on the rate increase, 19% said improvement/general needed; 11% said investment in infrastructure needed; 4% said it had been awhile since last raise and rising cost of living; 7% said keep water clean and safe; 8% said good for the City and right thing to do; 5% said higher taxes; 10% said they distrust government; 12% said they cannot afford the increase as it was too high; 5% said they did not understand; 4% said it was not needed; 3% said City should subsidize with businesses/developers; 1% said they are a private well; 7% said City should cut waste first; 4% said for other reasons; and 2% said they did not know.

Item 2, continued:

When asked how the voter received the information or conducted research about the election, 14% said through broadcast news; 21% said through The Norman Transcript; 15% said through OU Daily newspaper or OU nightly media; 27% said through the City of Norman emails, website, or social media outlets; 9% said through City Council or public meetings posted through the City of Norman; and 27% said through other sources (Facebook, discussions with neighbors, etc).

When asked if the voter received a mailer, 64% said yes, 14% said no, and 23% were unsure.

When asked if the voter was aware of how the funds would be used, 79% said yes, 19% said no, and 2% were unsure or did not know.

When asked what project was most important, 30% said groundwater treatment; 4% said Advanced Metering Infrastructure (AMI); 33% said water pipe replacement, and 33% were unsure.

When asked if the voter trusted City government, 9% had very high trust; 16% had a lot of trust; 27% had moderate trust; 29% had little trust; 14% had no trust; and 5% were unsure.

When asked what area or subject matter should immediately be addressed by City government at this time, 15% said more police and fire funding; 2% said police reform; 24% said homeless/affordable housing; 3% said general infrastructure; 7% said streets and traffic; 2% said stop over development; 3% said economic development; 6% said stopping turnpike; 1% said modernization; 2% said stormwater; 5% said drinking water; 1% said public transit; 4% said crime; 15% said other; and 8% did not know.

Items submitted for the record

1. PowerPoint presentation entitled, "Norman Post-Election Public Opinion Survey," dated June 2022
2. Amber Integrated Norman Post-Election Survey Report

Councilmembers felt more public education is needed prior to elections and Councilmember Hall said timing is important so the City needs a longer lead time on upcoming election propositions. She suggested planning utility rate elections in an intentional, long-term way and making sure community stakeholders are engaged and putting out information in conjunction with the City. She said the City needs to find a way to address misinformation and refocus conversations on public health, safety, and welfare of the community. She said providing clean drinking water should be a top priority.

Councilmembers thanked Mr. Lisle for the presentation.

3. DISCUSSION REGARDING RECOMMENDATIONS FROM THE ECONOMIC DEVELOPMENT ADVISORY BOARD REGARDING THE DISBURSEMENT OF AMERICAN RESCUE PLAN ACT FUNDING EARMARKED FOR ECONOMIC DEVELOPMENT AND NON-PROFITS.

Ms. Kathryn Walker, City Attorney, introduced Mr. Lawrence McKinney, Chief Executive Officer (CEO) of Norman Economic Development Coalition (NEDC), and Mr. Chuck Thompson, Norman Economic Development Advisory Board (EDAB) Chairman. She said in March, EDAB presented initial recommendations for expenditure of \$1 million in American Rescue Plan Act (ARPA) funding for business incubator projects. She said EDAB created an agreement that was recently presented to Council for review. The agreement confirms the City is allowing NEDC to distribute the money to provide a long term incubator program and sets requirements on what the money can be used for and in this case, it would be capital improvement/capital project for a Business Incubator Program. The program must be located in a qualified census tract and requires reporting to the City, which then has to be reported to the federal government. She said NEDC has had a successful Business Incubator Program for 20 years and every economic development plan or policy adopted by the City talks about the strength of the Business Incubator Program and its importance to the local economy.

Mr. McKinney highlighted NEDC’s incubator history and said ten years ago NEDC created Etec located at 701 Asp Avenue that consisted of a 10,000 square foot building purchased in 2000, which burned down a few years ago. The second incubator located at 3209 Flood Avenue, created in 2008, consists of a 5,000 square foot building, which was eventually combined with the incubator companies into the 701 Asp Avenue building prior to it burning down. He said Start-up 405 located in part on the University of Oklahoma (OU) Campus, was consolidated into the NEDC headquarters located at 424 West Main Street using space for employees of NEDC. He said NEDC is out of space with three tenants on-site, three virtual tenants (can come on-site and use the facility for meetings, etc.), and a waiting list.

Since conception, there have been 70 companies in the incubator program over the last 20 years that include Weather Decision Technologies; Southwest Nano Technologies; Next Thought, L.L.C.; Boyd Street Ventures; Key Bridge Technologies, Inc.; Atmospheric Technology Services Co.; Consulting Services, Inc.; Glomics, Inc.; Crete Tech, L.L.C., Ok Solutions; Enye Group; Bison Underground, L.L.C.; Canopy Weather; Back to You Marketing; Xyant Technology, Online Media Sources; WebEprint; Merchant Metrix, Inc.; and many others.

Mr. Mckinney highlighted the economic impact of the program as follows:

| IMPACT | EMPLOYMENT | LABOR (PAYROLL) |
|-------------------|------------|-----------------|
| 1 – DIRECT JOBS | 764 | \$47,895,588.47 |
| 2 – INDIRECT JOBS | 281 | \$10,704,892.37 |
| 3 - INDUCED JOBS | 170 | \$5,974,345.82 |
| TOTAL | 1,215.09 | \$64,574,826.66 |

Item 3, continued:

Mr. McKinney said NEDC has the most successful State Certified incubator in Oklahoma, with the largest commercialization rate. He said NEDC has identified three buildings and one vacant site within a qualified census tract. The first building located on Main Street will cost \$1 million to \$1.5 million and \$1.5 million to \$2 million for renovation costs. He said 7,000 square feet is the minimum NEDC is looking for, but 15,000 to 16,000 square feet would be better. The timeline goal to occupancy is six to 18 months. He said 7,000 to 8,000 square foot building will cost \$2.5 million while a 15,000 to 16,000 square foot building would cost \$3.5 million.

Mayor Clark asked if NEDC will be asking for more than the \$1 million and Mr. McKinney said no, NEDC can borrow and has applied for \$1 million in ARPA funding and hopefully will receive those funds; however, if the State funding does not work out or any other source does not work out, NEDC will borrow the money. He said NEDC is proposing to charge \$500 for office space, which is cheap since most other start up rents can be \$1,200 to \$1,600.

Councilmember Studley asked what NEDC uses to measure success of incubator businesses and Mr. McKinney said everything is based on investment and jobs. When a company is looking to locate in an incubator space, NEDC will look at the types of jobs the company is trying to create, number of employees, average salary, and timeline (six month minimum, five year maximum).

Councilmember Schueler asked if the businesses NEDC has helped are still located in Norman and Mr. McKinney said NEDC is currently documenting if companies are still in Norman. He said some companies have employees in Norman, but have expanded outside of Norman so NEDC is documenting that as well. He said as of today, NEDC has documented 1,048, which is higher than the 764 reported earlier and NEDC is not finished with that documentation.

Councilmember Hall asked how NEDC will vet applications if focus is on minorities, women, and veterans and Mr. McKinney said that portion will be on branding and promotion so NEDC is calling the program the Center of Excellence for Women, Minorities, Native Americans, and Veterans to target those groups. He said priority points will be given to those groups and they will be moved to the top of the list.

Ms. Walker said the United Way, using their existing process for non-profits, could be a means to vet proposals for other non-profit grants and that was what EDAB discussed and recommended moving forward with an agreement with the United Way to vet the proposals that would the go forward to Council with separate agreements with the different agencies.

Councilmember Hall said Council began discussing the \$1 million allocation for non-profits in July 2021, and the subject has been discussed multiple times over the last year and she thought conversations with United Way was taking place so she is a little surprised the process has not gotten far over the past year. Mr. Darrel Pyle, City Manager, said he is fortunate to serve as a board member with United Way and in initial conversations, they were intrigued with the opportunity to utilize the systems they have developed over the years to vet applications.

Item 3, continued:

Mr. Pyle said ideas for an Incubator Program that came to Council included a need for a brick and mortar building which seemed to resonate with Council that an investment in brick and mortar will pay dividends long into the future whereas some operating capital could be gone in a year making it difficult to demonstrate how the City impacted the lives of those persons impacted by COVID. He said the United Way was in the process of their usual annual evaluations of grant recipient groups, but that process has been completed and their committees are available. He said they have three or four committees that focus on different types of services. He asked if a brick and mortar facility is a high ranking priority of support and if there is a minimum or maximum Council is interested in providing to any single recipient. He said United Way recipients receive a portion of their operational funding and the United Way will occasionally support a capital investment, such as a remodel of a Meals on Wheels type operation. Staff is proposing the appropriation on the next agenda making those funds available then Staff can deliver Council priorities to the United Way before the end of next week and they will send out the notice of funding availability within the next week.

Mayor Clark asked if Staff has applied for State funds and how much because that will be helpful in Council's decision and Mr. Pyle said Staff should have that answer in July whether it is yes or no. Mayor Clark said she likes brick and mortar because it is a good use of one time funds.

Councilmember Schueler said there is supposed to be a State meeting earlier today of their joint committee on pandemic relief funding to talk about \$25 million for non-profit funding. The requirements include agencies with revenues less than \$750,000 would qualify for a \$50,000 grant and revenues of more than \$750,000 would qualify for \$75,000. It seems they are basing grants on revenue and qualifying non-profits must have a primary mission to having shelter securities, food securities, behavioral health, substance abuse and use, human trafficking, and domestic violence issues relating from the pandemic.

Councilmember Studley said she is leery on deciding a cap amount for applicants and asked if Council could wait to see how many applications are submitted before deciding if their will be cap. Mr. Pyle said there could be a process where applications are reviewed in a study session and forwarded to United Way with instructions on how Council would like to distribute funds whether that includes a cap, is based on revenues, etc.

Councilmember Schueler said it will be difficult to write a grant proposal without guidelines for the money. She said most grant applications have some kind of benchmark or parameter for funding amounts and suggested the City allow for a second round of applications if total funds are not expended. Mr. Pyle said there are several United Way recipients that apply for small amounts, such as \$1,800, so a second round would be appropriate if fund limits are not set and funds are left over.

Item 3, continued:

Councilmember Schueler asked if there will be discussion on benchmarks or prioritizations of applications. Will Council want to prioritize non-profits talking about capital improvements or other types of services? Mr. Pyle said these are things Council needs to consider so if Council has ideas tonight, Staff will happy to incorporate those ideas into the regulations.

Councilmember Schueler said most of Council did seem to like the idea of capital investments as being a priority because of the dividends to the community, but she does not want Council to forget about direct impact in services so Council needs to think about balancing these items.

Councilmember Foreman suggested creating a sliding scale based on previous year's sliding scale.

Councilmember Peacock said this a one-time fund for one-time use and funding a Business Incubator Program is the smartest use of the funds.

Items submitted for the record

1. PowerPoint presentation entitled, "Startup 405," dated June 7, 2022

4. DISCUSSION REGARDING A LOAN APPLICATION FOR FUNDING FROM THE OKLAHOMA WATER RESOURCES BOARD TO PURCHASE ADVANCED METERING INFRASTRUCTURE (AMI) METERS FOR A LIMITED PILOT PROGRAM.

Mr. Nathan Madenwald, Utilities Engineer, said tonight he will present the City's current metering status, additional funding needs, potential paths forward, and Staff recommendations. He said an assessment was completed in September 2021, which was presented to Council during a study session. He said Staff is finishing review of a Request for Proposal (RFP), but the project is on hold following rate election results and potential grant awards. He said Staff is evaluating options to improve water reading efficiency.

In November 2021, the City submitted an application for a grant in the amount of \$500,000 and another in the amount of \$2 million to the Bureau of Reclamation (BOR) to replace 40,973 existing water meters, the majority of which are manual read meters, with Advanced Metering Infrastructure (AMI) meters and other water efficiency projects. The AMI project includes Meter Data Management software, an AMI network, and a customer portal with real time use data. The project is expected to result in annual water savings of 1,981 acre-feet, which will improve the City's resiliency in times of drought and will help maintain water levels in Lake Thunderbird watershed, Garber Wellington, Oklahoma City surface reservoirs, and the Canadian River. The applications were successful; however, the City can only select one out of the two grants.

The WaterSMART Water and Energy Grants (formerly Challenge Grants) through the BOR provides 50/50 cost share funding to irrigation and water districts, tribes, states, and other entities with water or power delivery authority. Projects conserve and use water more efficiently; increase the production of hydropower; mitigate conflict risk in areas at high risk of future water conflict; and accomplish other benefits that contribute through a competitive process and the focus is on projects that can be completed with two to three years.

Item 4, continued:

Mr. Madenwald said potential paths forward include no meter changes, converting 5% of meters (least efficient meter reads) to drive by/remote read, and AMI Implementation.

Mr. Madenwald highlighted options that include Option 1 – no meter changes which advantages include no capital expenditure for meters and leaves additional capital available for other projects while disadvantages include needing to hire two additional Staff for meter read reliability; inaccurate meters remain in place; non-revenue water remains high (20%); monthly reads with no real time data or leak detection; loss of grant funding; and no path forward for future meters.

Option 2 – Automated Meter Reading (AMR) for 5% of meters which advantages include no additional Staff; improved meter reading efficiency; and additional capital available for other projects while disadvantages include \$750,000 capital expenditure; inaccurate meters remain in place for remainder of system; non-revenue water remains high; monthly reads with no real time data or leak detection; and loss of grant funding.

Option 3(A) – AMI for 25% of meters which advantages include no additional Staff; improved meter reading efficiency; BOR WaterSmart Funding (\$500,000); possible Oklahoma Water Resource Board (OWRB) funding (\$500,000); path forward for future water meters; and additional capital available for other projects while disadvantages include \$5.95 million capital expenditure; inaccurate meters remain in place for remainder of system; non-revenue water remains high; only 25% of customers see benefits; and loss of \$2 million in BOR grant funding.

Option 3(B) – AMI for 50% of meters which advantages are not additional Staff; improved meter reading efficiency; BOR WaterSmart funding (\$500,000); possible OWRB funding (\$500,000); and path forward for future water meters while disadvantages include \$9.24 million capital expenditure; inaccurate meters remain in place of remainder of system; only 50% of customers see benefit; and loss of \$2 million in BOR grant funding.

Option 3(C) – AMI for 75% of meters which advantages include no additional Staff; improved meter reading efficiency; BOR funding (\$2 million); possible OWRB funding (\$500,000); path forward for future water meters; leak detection; and improved conservation while disadvantages include \$12.53 million capital expenditure; inaccurate meters remain in place for remainder of system; and only 75% of customers see benefits.

Option 3(D) – AMI for 100% meters which advantages include no additional Staff; improved meter reading efficiency; Bureau of Reclamation funding (\$2 million); possible OWRB funding (\$500,000); path forward for future water meters; benefits seen for all customers; leak detection; and improved conservation while disadvantages include \$15.82 million capital expenditure and less capital for other projects.

Staff recommends eliminating Option 1 and, at the minimum, implementing Option 2, or fully utilizing grants for all Options 3(C) or 3(D), or utilizing lesser grant funds for 3(1) or 3(B).

Item 4, continued:

Councilmember Lynn said he understands the City cannot increase water rates without a public vote, but can Council add a fee to the AMI, similar to connection fees, and Ms. Walker said Staff would need to research that because Norman is the only City that has a vote requirement for raising utility fees so there is not much case law or guidance on the issue. She said there are certain expenses that are fixed and not necessarily based on use so Staff would need to determine what is a truly justifiable versus what is rolled into the rate.

Mr. Chris Mattingly, Director of Utilities, said the City is losing 20% of its water and had no clue where that water is coming from or going to so the AMI would detect leaks, which would gain money by not losing water.

Councilmember Tortorello said the City should enact the AMI Program now using grant money as well as a possible loan because the technology will pay for itself in approximately 11 years. He said no user fees would need to be increased. He said people are currently paying large water bills or inaccurate water bills because the City cannot detect leaks, but AMI can. He said water is life so the City needs to do this.

Councilmember Schueler said the City recently has a failed rate increase election and now the City is talking about installing AMI, which she supports; however, how will the City educate the community because the City educated the community on why the rate increase was necessary, but it still failed. Mr. Pyle said in order to incur debt, Council action will be taken and had the rate increase been approved this project would have taken place without indebtedness. He said the City was completely honest when they told customers the City needed the technology because the City is losing 20% of its water somewhere and the City has to know where this 20% is going. He said the City still needs this technology to capture the 20% so instead of paying the project by increasing rates, the City is going to borrow funds. He said that education can begin when the debt instrument is brought to Council.

There was consensus among Council to move forward with Option 3(D).

Items submitted for the record

1. PowerPoint presentation entitled, "Advanced Water Metering Discussion," dated June 2022

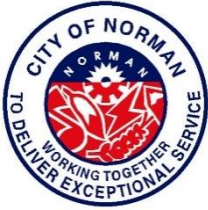
ADJOURNMENT

The meeting adjourned at 7:03 p.m.

ATTEST:

City Clerk

Mayor



CITY OF NORMAN, OK CITY COUNCIL STUDY SESSION

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Tuesday, July 19, 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

ROLL CALL

PRESENT

Mayor Larry Heikkila
Councilmember Ward 1 Brandi Studley
Councilmember Ward 2 Lauren Schueler
Councilmember Ward 4 Helen Grant
Councilmember Ward 5 Rarchar Tortorello
Councilmember Ward 6 Elizabeth Foreman
Councilmember Ward 7 Stephen Holman

ABSENT

Councilmember Ward 3 Kelly Lynn
Councilmember Ward 8 Matthew Peacock

AGENDA ITEMS

1. ADMINISTERING THE OATH OF OFFICE TO AND SEATING OF COUNCILMEMBER-ELECT ELIZABETH FOREMAN, WARD 6.

Associate Judge Gail Blaylock of the Municipal Criminal Court administered the oath of office to Councilmember-Elect Elizabeth Foreman, Ward 6.

The new Councilmember was seated.

2. DISCUSSION REGARDING UTILITY FRANCHISE AGREEMENTS.

Ms. Kathryn Walker, City Attorney, said during a Council discussion on July 11, 2017, regarding the proposed renewal of the Oklahoma Gas and Electric Company (OG&E) franchise agreement, Staff was asked to provide additional information regarding franchises in general and the impact of this specific franchise on the provision of electricity in Norman.

A franchise is a right or privilege conferred by law to one or more parties to do some act which cannot be exercised by private individuals at their mere will and pleasure. A franchise allows the holder a right to occupy or burden the streets or public grounds and is required before a utility can use the streets, alleys, or public grounds to construct and operate its utility. More than one franchise can be granted for the same use and purpose.

Ms. Walker said when the framers were developing the Oklahoma Constitution they had the Constitutions of 45 states and the construction by the courts in those States of those Constitutions. Some delegates to the convention were from the Indian Territory while some were from the Oklahoma Territory and each territory dealt with utility franchises differently. The Oklahoma Territory states municipalities have the power to grant charters for up to 21 years in duration while municipalities in Indian Territory were empowered to contract, through its Mayor and Council, with any person or company to construct and operate water and gas systems, as well as construction of street railroads. Some States had laws that granted a perpetual franchise while reserving in the legislature the right to alter, amend, annul, revoke, or repeal any charter of corporations or franchises when the legislature determined it to be injurious to the citizenry. After reviewing franchise history, the Court said that from historical events and conditions existing about the time the framers of the Constitution assembled, prepared, and submitted a vote of the people for their ratification of the Constitution. The framers felt the surest way of securing franchises satisfactorily to the people was for the people to vote on such franchises.

The qualified voters of a municipal corporation can also bring the issue of granting a franchise forward for a vote through the initiative process. An initiative is an electoral process by which a percentage of voters can propose legislation and compel a vote by the electorate. It is one of the few methods of direct democracy in an otherwise representative system.

Ms. Walker said there is a number of utilities operating in Norman providing telephone service for granted statewide access to public rights-of-way (ROW) by the Oklahoma Constitution. As new technologies have developed, the Oklahoma Attorney General has opined that telephone companies do not need a separate municipal franchise to provide additional services, such as video programming, over its telephone lines thus the only municipal franchises currently in place are with OG&E, Oklahoma Electric Cooperative (OEC), and Oklahoma Natural Gas (ONG). Although there are two electric providers in Norman, their territories do not overlap.

Item 2, continued:

The ONG franchise was first granted by voters in 1949, was renewed in the 1970's, and again most recently in 1999. During the late 1990's, the State Legislature was considering deregulating utilities and the City was considering the possibility of buying out the natural gas franchises and becoming a natural gas provider in Norman. Ultimately, Ordinance O-9899-22 granting a franchise to ONG was submitted to voters and approved. ONG pays a franchise fee to the City equal to three percent of its gross receipts received from the distribution of natural gas.

The current OEC franchise was granted by voters in 1996. Rural cooperatives have historically been treated differently by the Legislature than investor-owned electric utilities. Congress adopted the Rural Electrification Act in 1936 to provide low cost funds to expand access to electricity because of the high cost of serving rural areas. Oklahoma enacted the Rural Electric Cooperative Act in 1939, establishing a separate tax structure acknowledging the differences between rural electric cooperatives that are member owned versus corporations that are investor owned. Prior to the current franchise, OEC operated in Norman under an agreement that provided for an amount to be remitted to the City equal to two percent of the gross receipts from the sale of electricity plus payment of City sales tax of three percent for a total of five percent. In 1990, the Oklahoma Supreme Court ruled that rural electric cooperatives were exempt from collecting sales tax on the sale of electricity. Since OEC could no longer collect sales tax, the OEC franchise agreement adopted in 1996, included a franchise fee of five percent.

The first OG&E franchise was granted by voters in 1923, and the most recent franchise was approved in 1993 and expired in 2018. Unlike electric cooperatives, investor owned utilities are not exempt from sales tax and in addition to remitting sales taxes, OG&E collects and remits a franchise fee that is equal to three percent of its gross revenues from the sale of electricity in Norman. Provisions of the franchise agreement require OG&E to defend and indemnify the City against all liability caused by the negligence of OG&E. Rates must be approved by the Oklahoma Corporation Commission (OCC) and OG&E provides free electricity for the City's operation of traffic signal lights and buildings operated for municipal purposes, provided it does not exceed one-half of one percent of the kilowatt hours sold by OG&E to Norman customers during the preceding fiscal year. The franchise fee remitted to the City for the last fiscal year was \$2,808,327.47.

Public utilities, such as OG&E, fall under the jurisdiction of the OCC, which was created by the Oklahoma Constitution to supervise, regulate, and control all transportation and transmission companies doing business in Oklahoma. OCC regulates any changes in rates, the sale or disposal of jurisdictional facilities, extension of distribution lines, maintenance of plant, equipment and facilities, meter installations and replacement, utility resource plans, and numerous other operational issues.

Item 2, continued:

Council asked Staff to address any consequences of failing to renew a franchise. The Court addressed the expiration of a franchise granted to a water and electric provider in *Incorporated Town of Pittsburg v. Cochrane*, which determined that if, after a franchise ends, the utility continued to provide and the municipality accepts the services, an implied contract of indefinite duration arises and the utility would function as a “quasi public utility” subject to the terms of the former franchise and other applicable rules. Similarly, the City would not be absolved of its duties by termination of the franchise; however, an implied contract of indefinite duration can be terminated by either party after giving reasonable notice.

Could another electric provider serve Norman? Oklahoma law does not currently allow for competitive choice by customers for energy suppliers and favors a territorial approach to electric service. In 1971, the Legislature passed the Retail Electric Supplier Certified Territory Act that fixed boundaries of certified territories and prohibited retail electric suppliers, which includes both investor and cooperative corporations, from furnishing electric services in the certified territory of another. In order for another electric provider to serve those areas of Norman currently served by OG&E, OG&E would have to cease providing electric service to Norman.

Could the City operate an electric utility? Cities in Oklahoma are empowered to engage in any business or enterprise that may be engaged in by a person, firm, or corporation by virtue of a franchise. Edmond is the largest municipality in Oklahoma with its own electric utility, whose infrastructure was built at the same time as the water and sewer utilities infrastructure. In 1982, because of the rising wholesale electric rates, Edmond joined the Oklahoma Municipal Power Authority (OMPA). There are three general components of an electrical grid power system, generation, transmission, and distribution. OMPA generates the power and Edmond transmits it through 6,300 distribution transformers and nine substations then distributes the electricity through approximately 35,000 electric meters. Their service territory covers 90 square miles and includes approximately 617 miles of overhead and 657 miles of underground electric lines.

OMPA is a municipal joint-action agency created by statute as a result of advocacy by the Municipal Electric System of Oklahoma to provide adequate, reliable, and affordable electrical power supply to the municipality owned electric systems. If Norman were to create its own utility and join OMPA, it would have to acquire transmission and distribution facilities as well as Staff to support them. All electric utility rates would be subject to the provision in Norman’s Charter requiring voter approval. There is currently a moratorium in place restricting cities from using eminent domain to acquire such facilities and the moratorium will remain in place until electric restructuring enabling legislation is enacted and consumer choice of retail electric energy supplier is implemented.

Ms. Walker said Council discussed additional information regarding franchise agreements during their study session on July 18, 2017.

Item 2, continued:

Ms. Walker said in August 2018, Council discussed the OG&E franchise being sent to voters; however, Council voted on several amendments to the agreement including a provision that would require Council approval before OG&E sprayed chemicals for vegetative control, approval by the property owner prior to removal of trees of a certain size, and a posted notice five days in advance of vegetative maintenance. On September 25, 2017, OG&E, by letter, committed to work in good faith with the City to develop a vegetation management plan that would address chemical use, tree trimming, and tree removal for all companies and government entities operating within the City's ROW's. The ordinance was ultimately rescinded and Staff has been working with outside counsel to negotiate a new franchise agreement with OG&E. One of the recommendation from outside counsel was to draft provisions that could be applied to all utilities simultaneously. Staff has been working with representatives of OG&E and OEC to develop such an ordinance.

In 2005, the Federal Power Act empowered the Federal Energy Regulatory Commission (FERC) to regulate the public utility industry transactions made in interstate commerce, primarily the sale of power from one utility to another. After rolling blackouts impacted larges areas of the United States and Canada, the Energy Policy Act was adopted to improve electric grid reliability. FERC's jurisdiction was expanded under this Act to all users, owners, and operators of bulk power system, except facilities limited to local distribution. The OCC is granted general supervision power over all public utilities under Oklahoma statues, which includes vegetation management.

The OCC rules related to vegetation management are focused on distribution reliability and each utility is required to have a reliability program that limits the frequency and duration of electric service interruptions and maintain acceptable electric service reliability levels and to sustain it over time. Utilities must, at a minimum, perform vegetation management in a four year cycle and all costs of removal of vegetation must be tracked by the utility. OCC defines vegetation management as "all activities associated with the trimming, removal, or control of plant materials in the proximity of energized electric utility conductors and equipment." Each utility is required to submit an annual vegetation management plan to OCC as part of its reliability program. OCC sets forth the timeline for notification of vegetation management activities, which requires the utility make a "reasonable attempt to contact the land owner, customer, or tenant at a minimum of 24 hours prior to beginning work in the area."

Ms. Walker said the proposed ordinance adopts the American National Standards Institute (ANSI) A300 standards and best management practices for tree maintenance. The ANSI A300 standards are the tree care industry standard of care in the United States and are developed by certified arborists. In addition to setting forth best management practices for pruning, the ordinance also codifies requirements found in Title 2 of the Oklahoma Statutes related to proper chemical control application. Finally, the ordinance imposes requirements for timely removal of debris resulting from vegetation management efforts.

The proposed ordinance is the result of months of collaboration between City Staff and OG&E and OEC Staff and Council received information at the January 15, 2019, study session for additional discussion.

Item 2, continued:

Mayor Hiekkila asked if all franchise agreements are consistent and Ms. Walker said yes, the City is very conscious of having uniform agreements.

Councilmember Holman said Council had concerns in 2017, and asked if those concerns have been addressed and Ms. Walker said yes, the concerns were mainly about the downtown power grid and street light outages, which have vastly improved. She said OG&E is changing street lights to Light Emitting Diodes (LED), which is improving street light outages.

Councilmember Holman said another issue was burying utility lines, which is the standard practice for new developments and Council wanted commitment from OG&E regarding long-term plans for addressing that in older neighborhoods. Ms. Walker said it is very expensive to bury lines in older developments and OG&E would have to dig under trees Council does not want to lose. She is not sure OCC would approve that cost for the whole system in Norman, but while that is outside of the franchise agreement Staff continues to discuss options with OG&E. She said OG&E is evaluating costs for burying lines in Downtown Norman as well as a few surrounding neighborhoods.

Mr. Darrel Pyle, City Manager, said creating an Underground Utility District (assessment district) could be one way to address burying lines in older neighborhoods, which would spread the cost throughout the neighborhood for a period of 25 years. If this model works, the City would be able to replicate it in other neighborhoods.

Mr. Shawn O'Leary, Director of Public Works, said burying electric utilities affects other utilities located in the ROW as well as trees, street lights, sidewalks, amenities, etc. He said relocating utilities for road projects is at the expense of the utilities within the ROW via the franchise agreement.

Mr. Pyle said transformers either go into an underground vault or an above-ground big green box and there are certain blocks in Downtown Norman that is solid building against building making it difficult to bury transformers. He said it is much easier to bury lines/transformers when there is new demand/projects for utility services, but OG&E seems to be willing to work collaboratively with Staff regarding their participation in burying electric lines.

Councilmember Holman said there seems to be an opportunity to bury electric lines, from Constitution Street to Timberdell Road, during the Jenkins Avenue Improvements Project. He said as far as Downtown Norman, he knows of several occasions where electric lines have been ripped from the poles by large trucks, especially in alleyways, leaving many of the poles looking like they are ready to topple over.

Mayor Heikkila suggested Council discuss burying electric lines in a separate conversation than the franchise agreement.

Item 2, continued:

Items submitted for the record

1. Memorandum dated July 14, 2017, from Kathryn L. Walker, Assistant City Attorney III, through Jeff Bryant, City Attorney, to Honorable Mayor and Councilmembers
2. Memorandum dated January 11, 2019, from Kathryn L. Walker, Interim City Attorney, to Honorable Mayor and Councilmembers

ADJOURNMENT

The meeting was adjourned at 6:41 p.m.

ATTEST:

City Clerk

Mayor



CITY OF NORMAN, OK CITY COUNCIL CONFERENCE

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

Tuesday, July 26, 2022 at 5:00 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 7 Stephen Holman
- Councilmember Ward 6 Elizabeth Foreman
- Councilmember Ward 8 Matthew Peacock

ABSENT

None

AGENDA ITEMS

1. DISCUSSION REGARDING THE DEVELOPMENT OF A DOWNTOWN BUSINESS IMPROVEMENT DISTRICT.

Ms. Kathryn Walker, City Attorney, said a business improvement district (BID) is an economic development tool that creates a public/private partnership in which property owners pay a special assessment for the maintenance, development, and promotion of their commercial district. She said Norman currently has one BID in the University North Park Tax Increment Finance District (UNPTIF), but it is an underutilized tool in Norman.

Item 1, continued:

Ms. Walker said BIDs are created by a petition filed with the City Clerk that includes the general nature of improvements, estimated or probable costs, area to be assessed, proposed method of assessment, and proposed apportionment of cost, if any, between the district and the City at large. The petition must be signed by a majority of resident owners of record of property liable for assessment under the proposal OR the resident owners of record of more than one-half the area liable for assessment under the proposal OR the owners of record of more than one-half of the area liable to be assessed under the proposal.

Once the petition signatures have been verified, a Notice of Hearing resolution is approved by Council that includes a description of improvements to be construction and locations. Notice of hearing letters are mailed to all tract owners within the district ten to 30 days prior to the hearing. Notice of hearing must be published seven days prior to the hearing.

Ms. Walker said types of improvements authorized include street improvements (not street repair/maintenance); certain utility improvements; street lights; landscaping; parks, playgrounds, and recreational facilities; parking facilities; benches, booths, kiosks; signage; trash receptacles; decorations; security; shuttle service; and marketing/management.

An assessment roll is prepared annually with the district funds ongoing services (vs. capital improvements). A resolution is prepared annually containing the assessment roll and setting a public hearing (notice mailed ten to 30 days prior to hearing and notice is published seven days prior to the hearing). The assessment roll is adopted by ordinance after the public hearing and Staff files liens when property owners fail to pay.

Ms. Walker said BID's can last for the life of the bonds, but if no bonds are issued the BID can last a maximum of 30 years. She said the length of the BID is typically specified in the petition.

Council must act to form a district and the City must develop and adopt an annual assessment roll; hold assessment revenue in a special fund; coordinate activities within the BID; and file liens for unpaid assessments.

Mayor Heikkila said Staff wanted to explain what a BID is and how it helps areas, but there is some contention that needs to be worked through. He said Oklahoma City has some very successful BIDs. He believes a BID is a good tool that increases property values and is something he would like to see happen in Downtown Norman.

Councilmembers Foreman and Schueler reminded everyone that this is not something the City initiated, but is driven by property owners within the BID boundaries.

Items submitted for the record

1. PowerPoint presentation entitled, "Business Improvement Districts," dated July 26, 2022

* * * * *

2. DISCUSSION REGARDING COUNCIL COMMITTEES.

Mayor Heikkila provided Council with a list of goals and objectives for Council Committees and asked Council for input on priorities.

Councilmember Studley said she did not agree with some of the Council Committee Chairs since some Councilmembers are not always present at Committee meetings due to personal schedules. Mayor Heikkila said if there is an attendance problem, he and Staff will revisit that for reassignment. Concern was also expressed that none of the Committee Chairs are female.

Ms. Brenda Hall, City Clerk, said Councilmembers can attend any Committee meeting they choose even if they are not an assigned member of the Committee. She said ultimately, whatever is being discussed by a Committee will come forward to Council in a study session or conference before action is taken by Council at a regular meeting. She said the more Councilmembers participate in Committees, the more knowledgeable they will be on issues coming forward for Council action.

Ms. Hall said during Council Retreats, Council sets topics to be discussed by Council Committees and Staff is requesting a little more lead time to be better prepared for discussion on topics placed on Council Committee agendas.

Councilmember Holman said he has attended several Committee meetings throughout his tenure on Council and has found it helps him to be better informed on topics coming forward to full Council. He said some topics can be discussed for a year or more in Committee before moving forward to full Council discussion.

ADJOURNMENT

The meeting was adjourned at 5:30 p.m.

ATTEST:

City Clerk

Mayor

FINANCE COMMITTEE MINUTES
August 18, 2022

The City Council Finance Committee of the City of Norman, Cleveland County, State of Oklahoma, met at 4:00 pm in the Municipal Building Executive Conference Room on the 18th day of August, 2022, and notice and agenda of the meeting were posted in the Municipal Building at 201 West Gray and the Norman Public Library at 225 North Webster, 24 hours prior to the beginning of the meeting.

PRESENT: Chairman Heikkila, Member Foreman, and Member Lynn

ABSENT: None

OTHERS PRESENT: Councilmember Brandi Studley
Councilmember Lauren Schueler
City Council Member Helen Grant
City Council Member Rarchar Tortorello
City Council Member Stephen Holman
Anthony Francisco, Director of Finance
Jason Olsen, Director of Parks and Recreation
Shawn O’Leary, Director of Public Works
Jacob Huckabaa, Budget Technician
Kathryn Walker, City Attorney

Item 1, being:

DISCUSSION REGARDING THE GRIFFIN PARK PROJECT BUDGET

Anthony Francisco gave the update. He stated that we believe the Griffin Park Project will go over budget. We are trying to come up with the money to complete the project within its original scope.

Jason Olsen gave an update on the original project. He stated that the budget was \$11 million. We are looking at being around \$1 million short of the budget when the project is finished. We believe a lot of the extra cost comes from the rising cost of oil and we are laying a lot of asphalt.

Francisco stated that we do have some left over money in the Capital Projects Fund from the Asp Ave. parking lot project that we could transfer to this project.

* * * * *

Item 2, being:

DISCUSSION REGARDING THE MONTHLY REVENUE AND EXPENDITURES REPORTS

Francisco gave the update. He stated that sales tax is flat compared to last year, which is a good thing. We budgeted a 2% increase, and we are a little under that. He also explained how he is empowered to invest the City's money as the Finance Director/City Treasurer.

Items submitted for the record:

1. Summary of Major Fund Revenue Sources vs. Budget FYE 2022 as of July 31, 2022
2. Summary of Major Fund Expenditures vs. Budget FYE 2022 as of July 31, 2022
3. Appropriations from Fund Balance FYE 22
4. General Fund Transfers over \$50,000 between Expenditure Categories FYE 22 July 2022
5. Norman Forward Sales Tax Financial Reports
6. Inter-City Sales Tax Growth Comparison

* * * * *

Item 3, being:

SUBMISSION OF THE REPORT ON OPEN POSITIONS

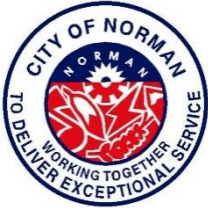
Francisco stated that we are about to complete another Police Academy that will graduate 4 cadets, and then they will start a lateral Academy after. Fire is about to graduate 16 new cadets from an Academy.

* * * * *

ATTEST:

City Clerk

Mayor



CITY OF NORMAN, OK CITY COUNCIL REGULAR MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Tuesday, August 09, 2022 at 6:30 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

Mayor Heikkila called the Meeting to Order at 6:30 p.m.

ROLL CALL

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 7 Stephen Holman

ABSENT

Councilmember Ward 6 Elizabeth Foreman
Councilmember Ward 8 Matthew Peacock

PLEDGE OF ALLEGIANCE

Mayor Heikkila led the Pledge of Allegiance.

COUNCIL ANNOUNCEMENTS

Red Dirt Collective Mutual Aid Fair. Councilmember Studley thanked Red Dirt Collective for their amazing Mutual Aid Fair, which provided lots of school supplies and backpacks for students as well as clothing and food for families in need. This fair is usually held once a quarter in Ward 1 at Irving Recreation Center. She asked those who wished to donate supplies for the next fair to contact her.

*

Ward 2 Meeting. Councilmember Schueler announced a Ward 2 Town Hall meeting on Wednesday, August 17th, at 6:00 p.m., at the Whittier Recreation Center located at 2000 West Brooks Street. She said the City Manager and City Attorney would be there to discuss the upcoming Charter Amendment propositions that would be considered by voters on August 23rd.

*

Upcoming Election. Councilmember Lynn reminded everyone to go vote on August 23rd.

*

Running for Re-Election. Councilmember Lynn said after much hesitation and many prayers, he has decided to run for re-election.

*

Ward 4 Meeting. Councilmember Grant said there will be a Ward 4 Town Hall Meeting on Wednesday, August 10th, from 6-8 p.m. in the Oklahoma Redbud Room in the Norman Public Library Central at 103 West Acres Street.

*

Second Friday Art Walk. Councilmember Grant said the Second Friday Art Walk in Downtown was Friday, August 12th, from 6-9 p.m.

*

Fundraising for Emergency Hotel Rooms. Councilmember Grant said Food and Shelter, Inc., and Care-A-Vans are still fundraising for emergency hotel rooms for those in need and asked anyone willing to donate to contact those organizations.

*

Ward 5 Facebook Live Meeting. Councilmember Tortorello announced a Facebook Live Meeting on Thursday, August 18th, to discuss the propositions for the August 23rd Election. He said the City Attorney would be at the meeting. He said he would send out the announcement on his Ward Page.

*

Council Announcements, continued:

Ward 7 Meetings. Councilmember Holman said he would be at Cobblestone Creek Clubhouse on Sunday, August 14th, from 1-3 p.m. He said he would also be at Reaves Park on Sunday, August 21st, from 1-3 p.m. He said anyone was welcome to drop in and discuss the upcoming election or other issues.

*

Thanks to Non-Profits. Councilmember Holman expressed his appreciation to all of the non-profits in Norman as well as all our volunteers who are helping with so many issues going on in the City of Norman. He said resources are stretched thin and they need all the help they can get.

* * * * *

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 1 through 11 and Item 14 be placed on the consent docket.

Motion made by Councilmember Ward 7 Holman, Seconded by Councilmember Ward 5 Tortorello.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 7 Holman

APPROVAL OF MINUTES

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

- CITY COUNCIL SPECIAL SESSION MINUTES OF JUNE 29, 2021
- CITY COUNCIL GOAL SETTING RETREAT MINUTES OF JULY 16 AND 17, 2021
- CITY COUNCIL CONFERENCE MINUTES OF MARCH 22, 2022
- CITY COUNCIL STUDY SESSION MINUTES OF APRIL 19, 2022
- CITY COUNCIL FINANCE COMMITTEE MINUTES OF APRIL 21, 2022
- CITY COUNCIL CONFERENCE MINUTES OF APRIL 26, 2022
- CITY COUNCIL FINANCE COMMITTEE MINUTES OF MAY 19, 2022
- CITY COUNCIL BUDGET SPECIAL SESSION MINUTES OF JUNE 14, 2022
- CITY COUNCIL MINUTES OF JUNE 28, 2022
- NORMAN UTILITIES AUTHORITY MINUTES OF JUNE 28, 2022
- NORMAN MUNICIPAL AUTHORITY MINUTES OF JUNE 28, 2022
- NORMAN TAX INCREMENT FINANCE AUTHORITY MINUTES OF JUNE 28, 2022
- CITY COUNCIL SWEARING IN MEETING OF JULY 5, 2022

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

Item 1, continued:

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 7 Holman

Items submitted for the record

1. Staff Report dated August 9, 2022, from Brenda Hall, City Clerk
2. City Council Special Session minutes of June 29, 2021
3. City Council Goal Setting Retreat minutes of July 16 and 17, 2021
4. City Council Conference minutes of March 22, 2022
5. City Council Study Session minutes of April 19, 2022
6. City Council Finance Committee minutes of April 21, 2022
7. City Council Conference minutes of April 26, 2022
8. City Council Finance Committee minutes of May 19, 2022
9. City Council Budget Special Session minutes of June 14, 2022
10. City Council minutes of June 28, 2022
11. Norman Utilities Authority minutes of June 28, 2022
12. Norman Municipal Authority minutes of June 28, 2022
13. Norman Tax Increment Finance Authority minutes of June 28, 2022
14. City Council Swearing In Meeting of July 5, 2022

The Minutes were Approved.

* * * * *

First Reading Ordinance

2. CONSIDERATION OF ADOPTION, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2223-1 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 429.1 ("FLOOD HAZARD DISTRICT") OF THE ZONING ORDINANCE, SUBSECTION 1, TO ADD CITATION TO OKLAHOMA STATUTORY AUTHORITY FOR LOCAL REGULATION; AND PROVIDING FOR THE SEVERABILITY THEREOF.

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

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 7 Holman

Item 2, continued:

Items submitted for the record

1. Staff Report dated August 9, 2022, from Jason Murphy, Stormwater Program Manager
2. Ordinance O-2223-1
3. Legislatively notated copy of Ordinance O-2223-1
4. Staff Report dated July 14, 2022, from Shawn O’Leary, Director of Public Works; Jason Murphy, Stormwater Program Manager; and Todd McLellan, Development Engineer, to Chairman and Members, Norman Planning Commission
5. Pertinent Excerpts from Planning Commission minutes of July 14, 2022

Ordinance O-2223-1 was Adopted Upon First Reading by Title

* * * * *

3. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2223-4 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 22:420 (“PLANNED UNIT DEVELOPMENTS”) AND SECTION 22:442.1 (“AMENDMENTS”), BOTH WITHIN CHAPTER 22 (“ZONING ORDINANCE”) OF THE CODE OF THE CITY OF NORMAN TO ESTABLISH A POSTPONEMENT POLICY CONCERNING CERTAIN DEVELOPMENT APPLICATIONS PRESENTED TO CITY COUNCIL FOR CONSIDERATION OR POSTPONEMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF.

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

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 7 Holman

Items submitted for the record

1. Staff Report dated August 9, 2022, from Beth Muckala, Assistant City Attorney
2. Ordinance O-2223-4
3. Legislatively notated copy of Ordinance O-2223-4
4. Planning Commission Staff Report dated July 14, 2022
5. Pertinent Excerpts from Planning Commission minutes of July 14, 2022

Ordinance O-2223-4 was Adopted Upon First Reading by Title

* * * * *

Appointments

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

BOARD OF ADJUSTMENT

TERM: 08-09-22 TO 12-22-25: MICKY WEBB, WARD 6

PLANNING COMMISSION

TERM: 08-09-22 TO 11-01-24: CAMERON BREWER, WARD 4

TERM: 08-09-22 TO 11-01-23: JIM GRIFFITH, WARD 6

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

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 7 Holman

Items submitted for the record

1. Staff Report dated August 9, 2022, from Brenda Hall, City Clerk

Receipt of the Appointments was Acknowledged.

* * * * *

Reports/Communications

5. CONSIDERATION OF SUBMISSION, ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR REJECTION OF RECEIPT OF THE CITY MANAGER'S CONTRACT AND CHANGE ORDER REPORT AND DIRECTING THE FILING THEREOF.

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

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 7 Holman

Item 5, continued:

Items submitted for the record

1. Staff Report dated August 9, 2022, from Brenda Hall, City Clerk
2. Memorandum dated July 25, 2022, from Nathan Madenwald, P.E., Utilities Engineer, through Chris Mattingly, P.E., Director of Utilities, to Darrel Pyle, City Manager
3. Change Order No. Three to Contract K-2021-10
4. Memorandum dated July 20, 2022, from Ricky Jackson, Deputy Chief, Norman Police Department, to Darryl Pyle, City Manager, City of Norman
5. Contract K-2223-35 with Schedule A, Payment Schedule
6. Sole Source Statement
7. Letter dated July 12, 2022, from Kevin Foster, Chief of Police, To Whom It May Concern

The City Manager's Contract and Change Order Report was Submitted and Receipt was Acknowledged.

* * * * *

Acceptance of Funds

6. CONSIDERATION OF ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A DONATION IN THE AMOUNT OF \$48,508.01 FOR THE PURCHASE OF A ZOLL X SERIES MONITOR/DEFIBRILLATOR AND ACCESSORIES FROM THE CLEVELAND COUNTY PUBLIC SAFETY SALES TAX COMMITTEE (CCPSST) TO BE USED BY THE NORMAN FIRE DEPARTMENT AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

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

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 7 Holman

Items submitted for the record

1. Staff Report dated August 9, 2022, from Justin Garrett, EMS Director

The Donation in the amount of \$48,508.01 was Accepted and the Budget Appropriation was Approved.

* * * * *

- 7. CONSIDERATION OF ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A DONATION IN THE AMOUNT OF \$100,000 FROM THE NORMAN PARK FOUNDATION TO THE NORMAN MUNICIPAL AUTHORITY TO BE USED FOR IMPROVEMENTS AT THE WESTWOOD GOLF COURSE AND BUDGET TRANSFER AS OUTLINED IN THE STAFF REPORT.

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

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 7 Holman

Items submitted for the record

- 1. Staff Report dated August 9, 2022, from Jason Olsen, Director of Parks and Recreation

The Donation in the amount of \$100,000 was Accepted and the Budget Transfer was Approved.

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Consent to Encroachment

- 8. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONSENT TO ENCROACH EN-2122-4: FOR LOT 12, BLOCK 5, ST. JAMES PARK ADDITION, SECTION 5, CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA. (3206 WATFORD COURT)

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

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 7 Holman

Items submitted for the record

- 1. Staff Report dated August 9, 2022, from Beth Muckala, Assistant City Attorney
- 2. Consent to Encroachment EN-2122-4
- 3. Memorandum dated June 21, 2022, from Brenda Hall, City Clerk, to Kathryn Walker, City Attorney; Rone Tromble, Administrative Technician IV; Ken Danner, Subdivision Manager; Nathan Madenwald, Utilities Engineer; and Jane Hudson, Director of Planning and Community Development
- 4. Email of Request dated June 21, 2022, from Daisy VanMeter, Brookfield Custom Homes, to City Clerk
- 5. Site Plan
- 6. Memorandum dated July 19, 2022, from Jane Hudson, Director of Planning and Community Development, to Beth Muckala, Assistant City Attorney
- 7. Memorandum dated June 23, 2022, from Rachel Croft, Staff Engineer, to Brenda Hall, City Clerk

Item 8, continued:

Items submitted for the record, continued

8. Map of Water and Sewer Infrastructure and Proposed Encroachment
9. As-Built for St. James Addition, Section 5 Addition, Sewer
10. As-Built for St. James Addition, Section 5 Addition, Water
11. Memorandum dated July 17, 2022, from Ken Danner, Subdivision Development Manager, to Beth Muckala, City Attorney
12. Letter dated June 24, 2022, from Timothy J. Bailey, Right-of-Way Agent, Oklahoma Gas and Electric Company, to Ken Danner, Development Coordinator
13. Letter dated June 24, 2022, from Tara Eppler, Land Use Contactor, Cox Communication, to Jack Burdett, City of Norman
14. Letter of No Objection dated June 28, 2022, from Marti Hill, Project Designer III, Oklahoma Natural Gas Company, a Division of ONE Gas, Inc., to Ken Danner
15. Email dated June 29, 2022, from Wesley White, Manager of Field Design, Oklahoma Electric Cooperative, to Ken Danner
16. Email dated July 6, 2022, from Simon Lathrop, Manager, OSP Planning and Engineering Design, AT&T Oklahoma, to Ken Danner and Jack Burdett

Consent to Encroachment EN-2124-4 was Approved.

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Contracts

9. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NO. SEVEN 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 \$70,000 FOR A REVISED CONTRACT AMOUNT OF \$4,701,588.14 TO PROVIDE PROFESSIONAL PROGRAM MANAGEMENT SERVICES FOR THE MUNICIPAL COMPLEX RENOVATIONS, PHASE III, BUILDING C.

Acting as the City of Norman and the Norman Municipal Authority

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

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 7 Holman

Items submitted for the record

1. Staff Report dated August 9, 2022, from Brenda Hall, City Clerk
2. Amendment No. Seven to Contract K-1516-110 with Exhibit A, Basic Services; Exhibit B, Additional Services; Exhibit C4, Compensation and Schedule of Values

Amendment No. Seven to Contract K-1516-110 was Approved.

* * * * *

10. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF A GRANT IN THE AMOUNT OF \$10,000 FROM THE OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY TO BE USED TO HOLD TWO ELECTRONICS WASTE EVENTS IN FYE 2023, CONTRACT K-2223-25, AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

Acting as the Norman Utilities Authority

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

Voting Yea: Chairman Heikkila, Trustee Ward 1 Studley, Trustee Ward 2 Schueler, Trustee Ward 3 Lynn, Trustee Ward 4 Grant, Trustee Ward 5 Tortorello, Trustee Ward 7 Holman

Items submitted for the record

- 1. Staff Report dated August 9, 2022, from Michele Loudenback, Environmental and Sustainability Manager
- 2. Contract K-2223-25 with Attachment A, Community Based Environmental Protection Projects, Oklahoma Department of Environmental Quality, Request to Enter Contract for Reimbursement, Collection Event Grant Application FY23
- 3. Letter dated January 20, 2022, from Michele Loudenback, RPES, CFM, Environmental and Sustainability Manager, City of Norman, to Patrick Riley, Land Protection Division, Oklahoma Department of Environmental Quality
- 4. Contract K-2223-25 with Attachment 1, Scope of Work

The Grant was Accepted and Contract K-2223-25 was Approved.

* * * * *

11. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 2122-84, CONTRACT K-2223-32: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND TLS GROUP, INC., IN THE AMOUNT OF \$271,535 FOR THE LEGACY TRAIL LIGHTING SYSTEM UPGRADE PROJECT, PERFORMANCE BOND B-2223-23, STATUTORY BOND B-2223-24, MAINTENANCE BOND MB-2223-12, AND RESOLUTION R-2223-21 GRANTING TAX-EXEMPT STATUS AND BUDGET TRANSFER AS OUTLINED IN THE STAFF REPORT.

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

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 7 Holman

Item 11, continued:

Items submitted for the record

1. Staff Report dated August 9, 2022, from David Riesland, Traffic Engineer
2. Tabulation of Bids dated July 21, 2022, for FYE 2022 Legacy Trail Lighting Upgrades Project
3. Contract K-2223-32
4. Performance Bond B-2223-23
5. Statutory Bond B-2223-24
6. Maintenance Bond MB-2223-12
7. Resolution R-2223-21
8. Proposal dated July 21, 2022, from TLS Group, Inc., in the amount of \$271,535
9. Project location map

The Bid was Awarded to TLS Group, Inc., in the Amount of \$271,535, the Contract and Bonds were Approved; the Resolution was Adopted, and the Budget Transfer was approved.

* * * * *

14. CONSIDERATION OF ADOPTION, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-27: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$500,000 FROM THE GENERAL FUND BALANCE TO BE USED FOR ADDITIONAL FUNDING FOR SPECIAL STUDIES PER CITY COUNCIL'S REQUEST.

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

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 7 Holman

Items submitted for the record

1. Staff Report dated August 9, 2022, from Anthony Francisco, Director of Finance
2. Resolution R-2223-27

Resolution R-2223-27 was Adopted.

* * * * *

This is the end of the Consent Docket. Item 1 through Item 11 and Item 14 were Approved on the Consent Docket.

* * * * *

12. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/C
POSTPONEMENT OF CONTRACT K-2223-34: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND HCR MANORCARE, INC., SUCCESSOR-IN-INTEREST TO FOUR SEASONS NURSING CENTER, INC., IN THE AMOUNT OF \$2,450,000 FOR THE PURCHASE OF REAL PROPERTY LOCATED AT 1210 W. ROBINSON, PLUS CLOSING COSTS AND AUTHORIZING THE CITY MANAGER TO EXECUTE ANY DOCUMENTS ON BEHALF OF THE CITY OF NORMAN TO EFFECTUATE THE PURCHASE.

Motion made by Councilmember Ward 2 Schueler, Seconded by Councilmember Ward 1 Studley.

Voting Yea: Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 4 Grant, Councilmember Ward 7 Holman

Voting Nay: Mayor Heikkila, Councilmember Ward 3 Lynn, Councilmember Ward 5 Tortorello

Items submitted for the record

- 1. Staff Report dated August 9, 2022, from Anthony Purinton, Assistant City Attorney
- 2. Contract K-2223-34 with Exhibit A, Legal Description and/or Depiction

Participants in discussion

- 1. Ms. Kathryn Walker, City Attorney
- 2. Mr. Darrel Pyle, City Manager
- 3. Ms. Lee Hall, Ward 4, proponent
- 4. Mr. Kevin Tobar, Ward 8, proponent
- 5. Ms. Maggie Logue, Ward 5, proponent
- 6. Mr. Joe Shepard, Ward 5, protestant
- 7. Mr. Caleb Creed, Ward 5, proponent
- 8. Ms. Lisa Schmidt, Ward 2, proponent
- 9. Ms. Lauren Vanderburg, Ward 4, proponent
- 10. Ms. Hannah Smith, Ward 1, proponent
- 11. Ms. Susan asked questions
- 12. Mr. Steve Gould, Ward 1, made comments
- 13. Mr. Michael Blunck, Ward 2, proponent
- 14. Mr. Dan Munson, Ward 6, asked questions
- 15. Mr. Lanny Smith, Ward 5, made comments
- 16. Ms. Marguerite Larson, Ward 6, proponent
- 17. Mr. Steve Smith, Ward 4, made comments
- 18. Mr. Paul Wilson, Ward 1, proponent
- 19. Ms. Melinda Gould, Ward 1, made comments
- 20. Ms. Cynthia Rogers, Ward 4, proponent
- 21. Ms. Becky Bender, Ward 5, made comments
- 22. Ms. Carmen Wilcox made comments
- 23. Mr. Chris Monsteiro, Ward 6, protestant
- 24. Mr. Steve Ellis, Ward 4, proponent
- 25. Mr. Gene Barnes, Ward 8, made comments

Contract K-2223-34 Failed and Was Not Approved. All votes require at least five yeas to pass.

* * * * *

Resolutions

13. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-26: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$6,400,000 FROM THE SPECIAL GRANTS FUND (ARPA) BALANCE FOR THE PURCHASE, REHABILITATION, AND REPURPOSE OF 1210 WEST ROBINSON STREET FOR THE PROVISION OF EXPANDED AFFORDABLE HOUSING IN NORMAN.

Motion made by Councilmember Ward 2 Schueler, Seconded by Councilmember Ward 1 Studley.

Voting Yea: Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 4 Grant, Councilmember Ward 7 Holman

Voting Nay: Mayor Heikkila, Councilmember Ward 3 Lynn, Councilmember Ward 5 Tortorello

Items submitted for the record

- 1. Staff Report dated August 9, 2022, from Anthony Francisco, Director of Finance
- 2. Resolution R-2223-26

Participants in discussion

- 1. Mr. Darrel Pyle, City Manager
- 2. Ms. Kathryn Walker, City Attorney
- 3. Mr. Dan Munson, Ward 6, made comments
- 4. Mr. Steve Ellis, Ward 4, made comments
- 5. Ms. Lauren Vanderburg, Ward 4, made comments
- 6. Mr. Michael Blunck, Ward 2, made comments
- 7. Mr. Stephen Lett, proponent
- 8. Mr. Kevin Tobar, Ward 8, proponent
- 9. Ms. Cynthia Rogers, Ward 4, proponent

Resolution R-2223-26 failed and Was Not Adopted. All votes require at least five yeas to pass.

* * * * *

15. CONSIDERATION OF ADOPTION, REJECTION, POSTPONEMENT, AND/C
AMENDMENT OF ORDINANCE O-2122-48 UPON SECOND AND FINAL READING:
 AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, GRANTING TO THE OKLAHOMA GAS AND ELECTRIC COMPANY, AN OKLAHOMA CORPORATION, ITS SUCCESSORS AND ASSIGNS, THE RIGHT TO PRODUCE, TRANSMIT AND DISTRIBUTE ELECTRICITY WITHIN THE CITY LIMITS AND TO SELL ELECTRICITY THEREIN FOR ALL PURPOSES FOR WHICH IT MAY BE USED, TO THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA, ITS INHABITANTS AND THE PUBLIC GENERALLY, AND THE RIGHT TO CONSTRUCT, MAINTAIN AND OPERATE A SYSTEM OF POLES, WIRES, CONDUITS AND OTHER FACILITIES AND EQUIPMENT IN, UPON, ACROSS, UNDER AND OVER THE STREETS, ALLEYS, PUBLIC GROUNDS AND OTHER PLACES IN THE CITY FOR SUCH PURPOSES FOR A PERIOD OF TWENTY-FIVE (25) YEARS BEGINNING ON JANUARY 11, 2023, AND ENDING ON JANUARY 10, 2048, SUBJECT TO THE APPROVAL OF THE VOTERS AND ACCEPTANCE OF THIS ORDINANCE; PROVIDING COMPENSATION TO THE CITY; AND CALLING A SPECIAL ELECTION ON JANUARY 10, 2023.

This Item was Postponed on June 28, 2022, to August 9, 2022.

Motion made by Councilmember Ward 7 Holman, Seconded by Councilmember Ward 5 Tortorello.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 7 Holman

Items submitted for the record

- 1. Staff Report dated August 9, 2022, from Kathryn Walker, City Attorney
- 2. Ordinance O-2122-48
- 3. Special Election Proclamation and Notice of Election
- 4. Email requesting postponement until August 9, 2022, dated June 24, 2022, from Kimberlee Adams, Community Affairs Manager, Oklahoma Gas and Electric Company, to Brenda Hall, Darrel Pyle, and Kathryn Walker

Participants in discussion

- 1. Ms. Kathryn Walker, City Attorney
- 2. Ms. Cynthia Rogers, Ward 4, protestant
- 3. Mr. Steve Ellis, Ward 4, made comments

Ordinance O-2122-48 was Adopted Upon Second Reading Section by Section

Item 15, continued:

Motion made by Councilmember Ward 7 Holman, Seconded by Councilmember Ward 5 Tortorello.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 7 Holman

Ordinance O-2122-48 was Adopted Upon Final Reading as a Whole.

* * * * *

16. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, OR POSTPONEMENT OF RESOLUTION R-2223-29: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, GIVING THE SECRETARY OF THE CLEVELAND COUNTY ELECTION BOARD NOTICE OF A SPECIAL ELECTION ON JANUARY 10, 2023, TO GRANT OKLAHOMA GAS AND ELECTRIC COMPANY (OG&E) A FRANCHISE AGREEMENT.

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

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 7 Holman

Items submitted for the record

- 1. Staff Report dated August 9, 2022, from Kathryn Walker, City Attorney
- 2. Resolution R-2223-29

* * * * *

17. PUBLIC HEARING ON RESOLUTION RECOMMENDING WARD BOUNDARY CHANGES FROM THE REAPPORTIONMENT AD HOC COMMITTEE MEETING.

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

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 7 Holman

The Public Hearing was Opened.

Item 17, continued:

Items submitted for the record

1. Staff Report dated August 9, 2022, from Joyce Green, GIS Services Manager
2. Reapportionment Committee Ad Hoc Proposed Ward Boundaries dated May 25, 2022
3. Reapportionment Committee Ad Hoc Proposed Ward Boundaries dated May 25, 2022, with population changes
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. Ordinance O-2223-8
8. Reapportionment Ad Hoc Committee Resolution RAHCR-2223-1
9. PowerPoint Presentation dated June 15, 2022, entitled Reapportionment Ad Hoc Committee Public Hearing

Participants in Discussion

1. Ms. Kathryn Walker, City Attorney
2. Ms. Joyce Green, GIS Services Manager
3. Ms. Cynthia Rogers, made comments
4. Mr. Steve Ellis, made comments

Motion made by Councilmember Ward 7 Holman, Seconded by Councilmember Ward 5 Tortorello.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Studley, Councilmember Ward 2 Schueler, Councilmember Ward 3 Lynn, Councilmember Ward 4 Grant, Councilmember Ward 5 Tortorello, Councilmember Ward 7 Holman

The Public Hearing was Closed.

* * * * *

MISCELLANEOUS COMMENTS

Kennel License Category. Ms. Nicollette Collins, said Oklahoma has a big problem with overpopulation of dogs and cats. She said animal shelters are overcrowded and people are surrendering their pets because they cannot afford to take care of them. She said there are not enough animal foster homes and animals are being dumped around Lake Thunderbird. She said there is one person people call when they find an animal and because this person is taking these animals the City has told her she is required to apply for a Kennel License; however, there is no category for “animal sanctuary.” She asked Council to consider adding animal sanctuary to the Kennel License categories so this person does not have to obtain the Commercial Kennel License, which can be cost prohibitive for her.

Ms. Naomi Gooch said she is the person Ms. Collins is speaking about and she would also like Council to consider a category for an Animal Sanctuary Kennel License. She just wants the animals to have to home until they pass.

MISCELLANEOUS COMMENTS, continued:

Turnpike. Mr. Dave Moore said the City of Norman has a duty to protect the citizens of Norman and he would like the City to also protect the integrity of the 2025 Land Use Plan and stop the turnpike from being built in the heart of East Norman. He said the turnpike will destroy East Norman’s natural beauty and put the City’s water source in jeopardy.

Ms. Amy Cerato encouraged Council to step up and say “no” to the Oklahoma Transportation Authority’s (OTA) plan to build a turnpike in East Norman. She said two lawsuits have been filed by citizens and she urged the City to join them in stopping the turnpike.

Ms. Cindy Rogers said a turnpike will fundamentally change the community and encouraged Council to take a stand and join citizens to stop the turnpike. She said eminent domain is being used by OTA and they are not accountable to any government entity, which is an atrocity.

Mr. Stephen Ellis said Council should step up and join the fight against the turnpike.

Council Behavior. Ms. Judith Coker said as representatives of their Wards, Councilmembers act and speak on behalf of their constituents and in matters of ethics and morality, Councilmembers need to show exemplary behavior. She feels her representative has failed her by attacking Norman citizens for views that differ from Council’s views or political opinions. She said this is simple bullying and citizens should not remain complicit. She asked Council to stop bullying citizens for having a different opinion or view than Council.

Zoning. Mr. Kevin Tobar said the City can increase density in Norman by rezoning large parcels of land currently zoned for anything other than residential. He said there are large commercial and industrial lots that could be rezoned for a mixture of retail and residential uses.

Transportation. Mr. Tobar said he supports incorporating trains as a means of transportation for Norman citizens. He also supports walkability, bicycle lanes, and multi-modal paths to increase physical activity as he is seeing more and more obesity issues.

Grant Funds. Mr. Dan Munson said he is grateful to the Public Works Department for securing grants for the City of Norman. He said this lowers costs across the City, not just within the Public Works Department. He said Norman should pursue all opportunities for grants and suggested providing training or hiring people just to pursue grants.

Accessibility. Mr. John High said the Central Library is a new building, but is not fully handicap accessible, which is unacceptable. He said the City had plenty of time during the pandemic to address accessibility issues at the Central Library, but the issues still exist to this day. He said there are other accessibility issues across the City as well and asked Council to make accessibility a priority, especially on new construction.

* * * * *

ADJOURNMENT

Item 1.

The Meeting Adjourned at 8:30 p.m.

City Clerk

Mayor

File Attachments for Item:

2. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-37: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, IN CONJUNCTION WITH THE NORMAN ANIMAL WELFARE OVERSIGHT COMMITTEE, AWARDED THE 2022 NORMAN ANIMAL WELFARE VOLUNTEERISM AWARD.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/27/2022

REQUESTER: Jeanne Snider, Assistant City Attorney

PRESENTER: Jeanne Snider, Assistant City Attorney

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-37: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, IN CONJUNCTION WITH THE NORMAN ANIMAL WELFARE OVERSIGHT COMMITTEE, AWARDING THE 2022 NORMAN ANIMAL WELFARE VOLUNTEERISM AWARD.

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, IN CONJUNCTION WITH THE NORMAN ANIMAL WELFARE OVERSIGHT COMMITTEE, AWARDING THE 2022 NORMAN ANIMAL WELFARE VOLUNTEERISM AWARD.

- §1. WHEREAS, the Norman Animal Welfare Oversight Committee seeks to promote pet adoption, education, citizen involvement and volunteer services for the Norman Animal Shelter and ensure all animals adopted at the Norman Animal Shelter are sprayed and neutered; and
- §2. WHEREAS, that programs instituted for the care of the animals involve citizens and coordination with other outside agencies in an effort to maximize adoption of the animals at the Norman Animal Shelter; and
- §3. WHEREAS, the Norman Animal Shelter includes in its mission the involvement of citizens as partners to the caring of the animals when they are in the City facility; and
- §4. WHEREAS, the City of Norman entrusts the Norman Animal Welfare Oversight Committee with the duties of providing advice to the City on issues involving the care of animals and citizen involvement; and
- §5. WHEREAS, on May 23, 2016, the Norman Animal Welfare Oversight Committee unanimously approved to establish the Norman Animal Welfare Volunteerism Award and named Erica Loftis as the inaugural recipient.

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

- §6. That the City of Norman, Oklahoma, in conjunction with the Norman Animal Welfare Oversight Committee, does hereby award the 2022 Norman Animal Welfare Volunteerism Award to Pam Barcus.

PASSED AND ADOPTED THIS _____ DAY OF SEPTEMBER, 2022.

Mayor

ATTEST:

City Clerk



File Attachments for Item:

3. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2223-7 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 A SCHOOL IN THE R-1, SINGLE FAMILY DWELLING DISTRICT FOR LOT ONE (1), BLOCK ONE (1), BOYD VIEW II ADDITION TO NORMAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (2323 CLASSEN BOULEVARD)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/27/2022

REQUESTER: Classen Montessori School

PRESENTER: Jane Hudson, Director of Planning & Community Development

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2223-7 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 A SCHOOL IN THE R-1, SINGLE FAMILY DWELLING DISTRICT FOR LOT ONE (1), BLOCK ONE (1), BOYD VIEW II ADDITION TO NORMAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (2323 CLASSEN BOULEVARD)

PROJECT OVERVIEW:

The applicant, Classen Montessori School, is requesting to amend the Special Use for a School to revise the site plan approved with Ordinance O-1819-29 and to remove the City of Norman exterior masonry requirements. The subject property is currently zoned R-1, Single-Family Dwelling District, with Special Use for a School and an amendment to the existing Special Use is required to allow for additional buildings and parking. The applicant proposes to add a portable building to the southwest portion of the site for additional classroom space. In addition, as part of a future phase, the applicant requests to include a portable building to the northwest portion of the site with a queuing lane for student pick-up and drop-off.

PROCEDURAL REQUIREMENTS:

GREENBELT MEETING: N/A for this item.

PRE-DEVELOPMENT MEETING - PD 22-20 - August 25, 2022

Neighbors attended to show support for the proposed changes to the site plan. Neighbors did not have questions for the applicant.

ZONING ORDINANCE CITATION:

A Special Use request shall be reviewed and evaluated on the following criteria according to the Zoning Ordinance 22:434.1, Special Uses:

1. Conformance with applicable regulations and standards established by the Zoning Regulations.
2. Compatibility with existing or permitted uses on abutting sites, in terms of building height, bulk and scale, setbacks and open spaces, landscaping and site development, and access and circulation features.
3. Potentially unfavorable effects or impacts on other existing or permitted uses on abutting sites, to the extent such impacts exceed those, which reasonably may result from use of the site by a permitted use. (NOTE: Throughout this Section, "Permitted Use" means any use authorized as a matter of right under the applicable zoning district.)
4. Modifications to the site plan which would result in increased compatibility, or would mitigate potentially unfavorable impacts, or would be necessary to conform to applicable regulations and standards and to protect the public health, safety, morals, and general welfare.
5. Safety and convenience of vehicular and pedestrian circulation in the vicinity, including traffic reasonably expected to be generated by the proposed "Special Use" and other uses authorized and anticipated in the area, considering existing zoning and land uses in the area.
6. That any conditions applicable to approval are the minimum necessary to minimize potentially unfavorable impacts on nearby uses and to ensure compatibility of the proposed "Special Use" with existing or permitted uses in the surrounding area.

EXISTING ZONING: The subject property is currently zoned R-1, Single-Family Dwelling District, with Special Use for a School.

ALTERNATIVES/ISSUES:

IMPACTS: This Special Use proposal is located on approximately 1.89 acres. The existing building is situated on the western portion of the lot, closer to South Classen Boulevard and Lois Street. The site plan adopted by Ordinance No. O-1819-21 expands the existing building while providing additional recreational areas along the eastern and southern portions of the property. The current proposal removes the proposed expansion of the existing building and proposes to include a portable building to the southwest. A second building to the northwest of the existing structure is also proposed at a future date, with additional parking and a queuing lane. Both proposed structures will be located near the lot line adjacent to South Classen Boulevard, away from the single-family residential located to the east. To the north and south are churches, and to the west are apartments across South Classen Boulevard.

STAFF ANALYSIS:

The applicant is seeking to amend the site plan adopted by Ordinance O-1819-29 to add additional buildings, parking, and a queuing lane to the site. In addition, the applicant is seeking the removal of City of Norman exterior masonry requirements to allow for the proposed buildings. These proposed changes will be for Classen Montessori School to accommodate additional students and future expansion.

OTHER AGENCY COMMENTS:

FIRE DEPARTMENT: No comments.

PUBLIC WORKS/ENGINEERING: No comments.

TRAFFIC ENGINEER: A second northbound lane on Classen Boulevard is planned, completing the proposed four-lane cross-section. Required right-of-way has been platted with the required 50' of right-of-way for Classen Boulevard. The revised site plan will not affect future projects on Classen Boulevard.

UTILITIES: No comments.

CONCLUSION: Staff forwards this request to amend the site plan adopted by Ordinance O-1819-29, and a variance to exterior masonry requirements, as Ordinance O-2223-7 for consideration by City Council.

At their meeting of September 8, 2022, Planning Commission unanimously recommended adoption of Ordinance O-2223-7 by a vote of 7-0.

O-2223-7

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO GRANT SPECIAL USE FOR A SCHOOL IN THE R-1, SINGLE FAMILY DWELLING DISTRICT FOR LOT ONE (1), BLOCK ONE (1), BOYD VIEW II ADDITION TO NORMAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (2323 Classen Boulevard)

- § 1. WHEREAS, Classen Montessori School has made application for Special Use for a School on the property described below in the R-1, Single Family Dwelling District to amend the site plan approved for Ordinance No. O-1819-29; and
- § 2. WHEREAS, said application has been referred to the Planning Commission of said City and said body has, after conducting a public hearing as required by law, considered the same and recommended that the same should be granted and an ordinance adopted to effect and accomplish such rezoning; and
- § 3. WHEREAS, the City Council of the City of Norman, Oklahoma, has thereafter considered said application and has determined that said application should be granted and an ordinance adopted to effect and accomplish such rezoning.

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

- § 4. That Section 460 of Chapter 22 of the Code of the City of Norman, Oklahoma, is hereby amended so as to grant Special Use for a School in the R-1, Single Family Dwelling District, for the following described property, to wit:
 - Lot One (1), Block One (1), BOYD VIEW II ADDITION to Norman, Cleveland County, Oklahoma.
 - Said tract contains 1.89 acres, more or less.
- § 5. Further, pursuant to the provisions of Section 22:434.1 of the Code of the City of Norman, as amended, the following conditions are hereby attached to the zoning of the tract:

Ordinance No. O-2223-7
Page 2

- a. The site shall be developed in accordance with the Site Plan and supporting documentation submitted by the applicant and approved by the Planning Commission on September 8, 2022, and attached as Exhibit A.
- b. The Phase I and Phase II buildings shown on Exhibit A shall be exempt from the masonry requirements of Section 22:431.4 of the Zoning Ordinance.

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

ADOPTED this _____ day of _____, 2022.

NOT ADOPTED this _____ day of _____, 2022.

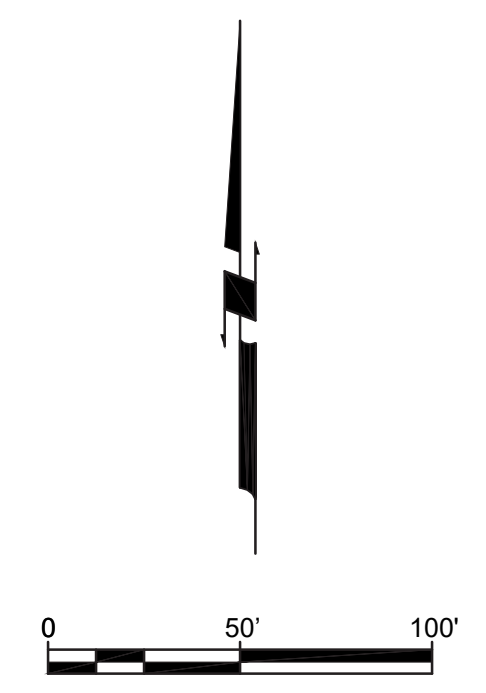
(Mayor)

(Mayor)

ATTEST:

(City Clerk)

EXHIBIT A

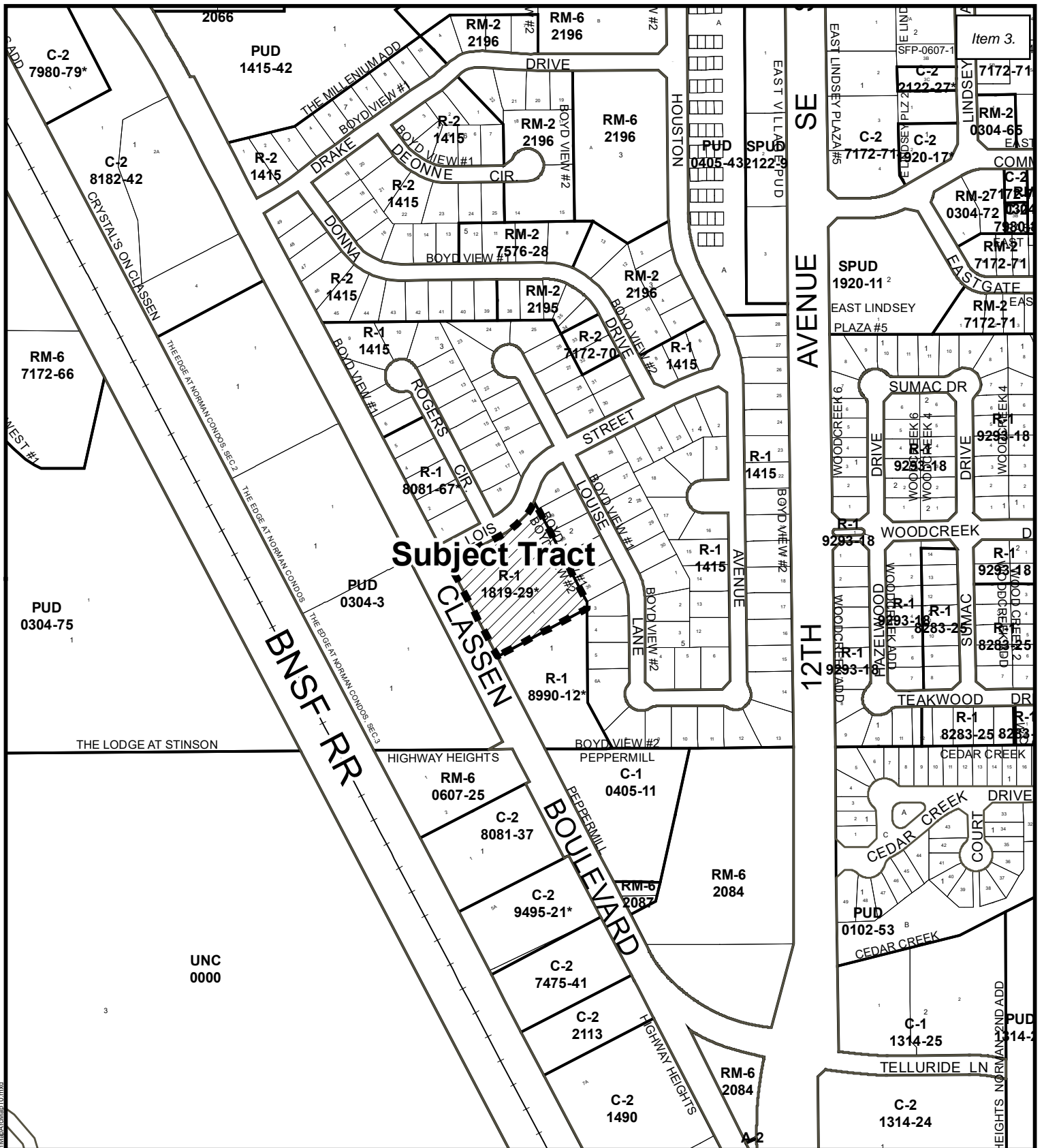


Classen Montessori

2323 Classen Blvd
Special Use Site Plan

LEGEND

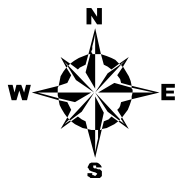
- Building Line
- Utility Easement
- Water Line
- Sanitary Sewer
- Parcel
- Contours
- Side Yard 5-foot Setback
- Rear Yard 20-foot Setback



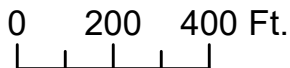
Location Map





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



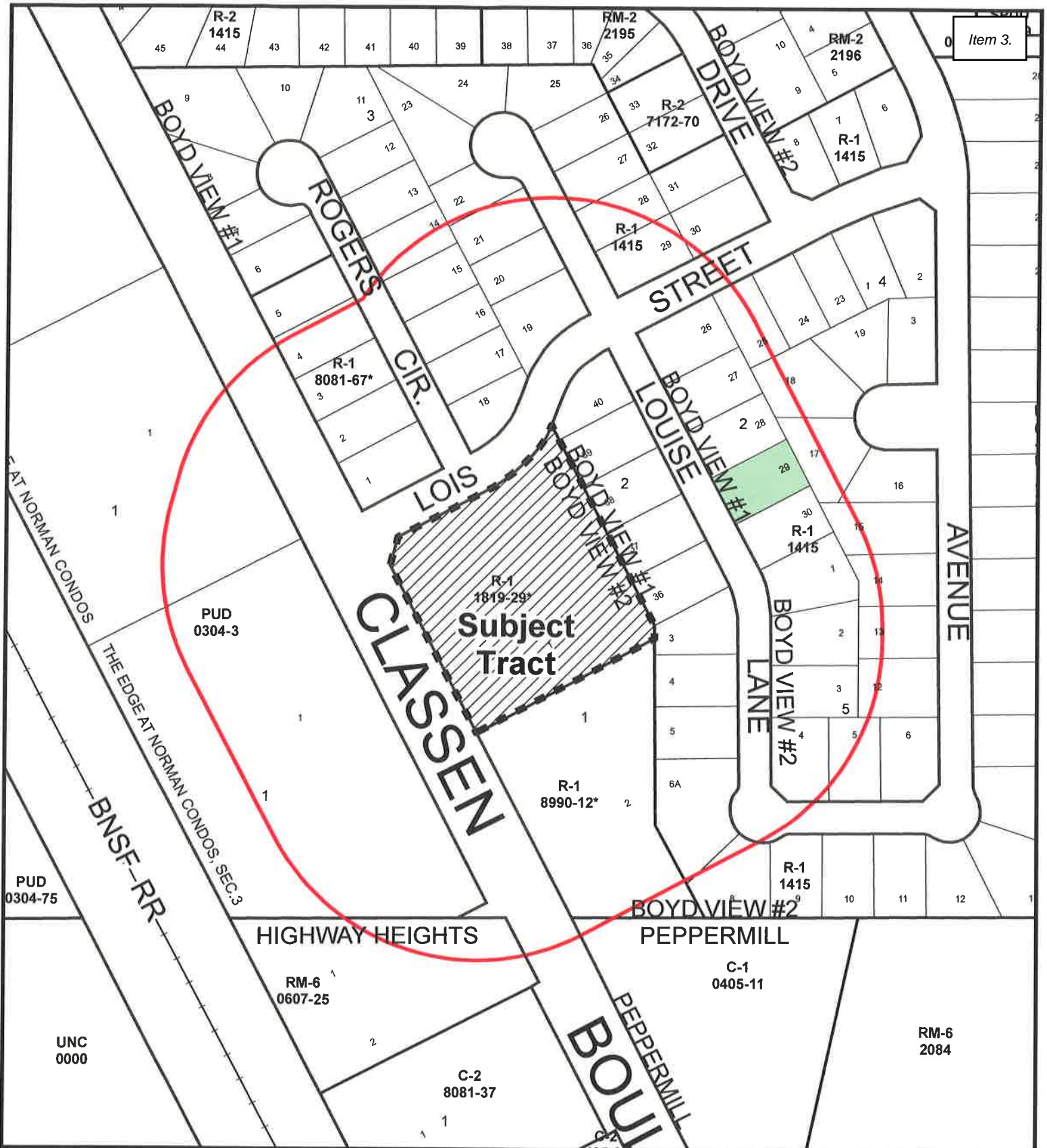
July 5, 2022



-  Subject Tract
-  Zoning

CLASSEN MONTESSORI SCHOOL
O-2223-7

SUPPORTS AS OF 9/2/2022



Support Map

1.64% Support Within Notification Area



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



0 100 200 Feet

-  Subject Tract
-  Notification Area
-  Support

September 6, 2022

Department of Planning
City of Norman

This is a letter of Support for
the Montessori School.

I enjoy watching the Montessori
School change & develop.
Good luck to them.

Regards,
Roberta Piles
2319 Louise Lane
Norman, 73071

ORDINANCE NO. O-2223-7

ITEM NO. 8

STAFF REPORT

GENERAL INFORMATION

| | |
|---------------------------|--|
| APPLICANT | Classen Montessori School |
| REQUESTED ACTION | Special Use for a School (site plan amendment) and variance to City of Norman exterior masonry requirements |
| EXISTING ZONING | R-1, Single-Family Dwelling District with Special Use for a School |
| SURROUNDING ZONING | North: R-1, Single-Family Dwelling District and R-1, Single-Family Dwelling District with Special Use for a Church East: R-1, Single-Family Dwelling District South: R-1, Single-Family Dwelling District with Special Use for a Church West: PUD, Planned Unit Development |
| LOCATION | 2323 South Classen Boulevard |
| WARD | Ward 7 |
| CORE AREA | Yes |
| AREA/SF | 1.89 acres, more or less |
| PURPOSE | Site plan amendment for a school expansion and for a variance to City of Norman exterior masonry requirements |
| EXISTING LAND USE | School |
| SURROUNDING LAND USE | North: Church/Single-Family Residential East: Single-Family Residential South: Church/Single-Family Residential West: Apartments |
| LAND USE PLAN DESIGNATION | Institutional |

PROJECT OVERVIEW: The applicant, Classen Montessori School, is requesting to amend the Special Use for a School to revise the site plan approved with Ordinance No. O-1819-29 and to remove the City of Norman exterior masonry requirements. The subject property is currently zoned R-1, Single-Family Dwelling District with Special Use for a School and an amendment to the existing Special Use is required to allow for additional buildings and parking. The applicant proposes to add a portable building to the southwest portion of the site for additional classroom space. In addition, as part of a future phase, the applicant request to include a portable building to the northwest portion of the site with a queuing lane for student pick-up and drop-off.

PROCEDURAL REQUIREMENTS:

GREENBELT MEETING: N/A for this item.

PRE-DEVELOPMENT MEETING: PD 22-20 August 25, 2022

Neighbors attended to show support for the proposed changes to the site plan. Neighbors did not have questions for the applicant.

ZONING ORDINANCE CITATION: A Special Use request shall be reviewed and evaluated on the following criteria according to the Zoning Ordinance 22:434.1, Special Uses:

1. Conformance with applicable regulations and standards established by the Zoning Regulations.
2. Compatibility with existing or permitted uses on abutting sites, in terms of building height, bulk and scale, setbacks and open spaces, landscaping and site development, and access and circulation features.
3. Potentially unfavorable effects or impacts on other existing or permitted uses on abutting sites, to the extent such impacts exceed those which reasonably may result from use of the site by a permitted use. (NOTE: Throughout this Section, "Permitted Use" means any use authorized as a matter of right under the applicable zoning district.)
4. Modifications to the site plan which would result in increased compatibility, or would mitigate potentially unfavorable impacts, or would be necessary to conform to applicable regulations and standards and to protect the public health, safety, morals, and general welfare.
5. Safety and convenience of vehicular and pedestrian circulation in the vicinity, including traffic reasonably expected to be generated by the proposed "Special Use" and other uses authorized and anticipated in the area, considering existing zoning and land uses in the area.
6. That any conditions applicable to approval are the minimum necessary to minimize potentially unfavorable impacts on nearby uses and to ensure compatibility of the proposed "Special Use" with existing or permitted uses in the surrounding area.

EXISTING ZONING: The subject property is currently zoned R-1, Single-Family Dwelling District with Special Use for a School.

ALTERNATIVES/ISSUES:

IMPACTS: This Special Use proposal is located on approximately 1.89 acres. The existing building is situated on the western portion of the lot, closer to South Classen Boulevard and Lois Street. The site plan adopted by Ordinance No. O-1819-21 expands the existing building while providing additional recreational areas along the eastern and southern portions of the property. The current proposal removes the proposed expansion of the existing building and proposes to include a portable building to the southwest. A second building to the northwest of the existing structure is also proposed at a future date, with additional parking and a queuing lane. Both proposed structures will be located near the lot line adjacent to South Classen Boulevard, away from the single-family residential located to the east. To the north and south are churches, and to the west are apartments across South Classen Boulevard.

STAFF ANALYSIS: The applicant is seeking to amend the site plan adopted by Ordinance No. O-1819-29 to add additional buildings, parking, and a queuing lane to the site. In addition, the applicant is seeking the removal of City of Norman exterior masonry requirements to allow for the proposed buildings. These proposed changes will be for Classen Montessori School to accommodate additional students and future expansion.

OTHER AGENCY COMMENTS:

FIRE DEPARTMENT: No comments.

PUBLIC WORKS/ENGINEERING: No comments.

TRAFFIC ENGINEER: A second northbound lane on Classen Boulevard is planned, completing the proposed four-lane cross-section. Required right-of-way has been platted with the required 50' of right-of-way for Classen Boulevard. The revised site plan will not affect future projects on Classen Boulevard.

UTILITIES: No comments.

CONCLUSION: Staff forwards this request to amend the site plan adopted by Ordinance No. O-1819-29, and a variance to exterior masonry requirements, as Ordinance No. O-2223-7 for consideration by the Planning Commission and a recommendation to City Council.

Rone Tromble

From: Claire C <atricristatus@gmail.com>
Sent: Thursday, September 08, 2022 2:59 PM
To: Current Planning; Rone Tromble
Subject: EXTERNAL EMAIL : Classen Montessori school - support

Hello,

I am a homeowner near the Classen Montessori School and wanted to express my support for their new construction and driveway plans (case number PD22-20).

Best,
Claire Curry
2237 Rogers Cir, Norman, OK 73071
Cell: 940-600-8362

Applicant: Classen Montessori School

Project Location: 2323 S. Classen Boulevard

Case Number: PD22-20

Time: 6:30 p.m.

Applicant/Representative

Kelly Driscoll
Jason Andes

Attendees

Christina Foss
Amanda Pollock
Lenae Clements

City Staff

Colton Wayman, Planner I
Beth Muckala, Assistant City Attorney III

Application Summary

Special Use for a School to modify the site plan approved with O-1819-29

Neighbor's Comments/Concerns/Responses

Neighbors attended to show support for the proposed changes to the site plan. Neighbors did not have questions for the applicant.

**NORMAN PLANNING COMMISSION
REGULAR SESSION MINUTES**

SEPTEMBER 8, 2022

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

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

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

* * *

Item No. 1, being:

ROLL CALL

MEMBERS PRESENT

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

MEMBERS ABSENT

- Doug McClure
- Shaun Axton

A quorum was present.

STAFF MEMBERS PRESENT

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

* * *

Item No. 8, being:

CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE No. O-2223-7: CLASSEN MONTESSORI SCHOOL REQUESTS SPECIAL USE FOR A SCHOOL TO MODIFY THE APPROVED SITE PLAN (O-1819-29) FOR PROPERTY LOCATED AT 2323 S. CLASSEN BOULEVARD.

ITEMS SUBMITTED FOR THE RECORD:

- 1. Location Map
- 2. Staff Report
- 3. Site Plan
- 4. Pre-Development Summary

PRESENTATION BY STAFF:

- 1. Colton Wayman reviewed the staff report, a copy of which is filed with the minutes.
- 2. Mr. Jablonski asked whether Norman Public Schools also have to go through this process for a site plan amendment. Ms. Muckala responded.

APPLICANT PRESENTATION:

The applicant's representative was available to answer questions, but did not have a presentation.

AUDIENCE PARTICIPATION:

None

DISCUSSION AND ACTION BY THE PLANNING COMMISSION:

- 1. Ms. Bird spoke in support of this item.

Cameron Brewer moved to recommend adoption of Ordinance No. O-2223-7 to City Council. Steven McDaniel seconded the motion.

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

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

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

* * *

File Attachments for Item:

4. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-40: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPOINTING CHUCK THOMPSON AS DIRECTOR OF THE REGIONAL TRANSPORTATION AUTHORITY OF CENTRAL OKLAHOMA, TO REPRESENT THE CITY OF NORMAN.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/27/2022

REQUESTER: Brenda Hall, City Clerk

PRESENTER: Brenda Hall, City Clerk

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-40: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPOINTING CHUCK THOMPSON AS DIRECTOR OF THE REGIONAL TRANSPORTATION AUTHORITY OF CENTRAL OKLAHOMA, TO REPRESENT THE CITY OF NORMAN.

R-2223-40

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPOINTING CHUCK THOMPSON AS DIRECTOR OF THE REGIONAL TRANSPORTATION AUTHORITY OF CENTRAL OKLAHOMA TO REPRESENT THE CITY OF NORMAN.

- § 1. WHEREAS, on October 23, 2018, The Council of The City of Norman approved Resolution R-1819-42 authorizing the execution of the initial Trust Agreement and Indenture of the Regional Transportation Authority of Central Oklahoma (“RTA”) with the cities of Oklahoma City, Edmond, Norman, Moore, Midwest City, and Del City as initial beneficiaries; and
- § 2. WHEREAS, on February 20, 2019, the Trust Agreement and Indenture was filed with the Oklahoma Secretary of State, thus creating a regional transportation district to be governed by the RTA for the purpose of planning, financing, constructing, maintaining, and operating transportation projects located within the boundaries of the regional transportation district, to include Norman; and
- § 3. WHEREAS, on September 13, 2022 The Council of The City of Norman approved Resolution R-2223-34 authorizing the amendment and restatement of the Trust Agreement and Indenture of the RTA to account for the withdrawal of Moore, Midwest City, and Del City as members and for each remaining member—Oklahoma City, Edmond, and Norman—to appoint one additional director; and
- § 4. WHEREAS, as stated in the Trust Agreement and Indenture, the Mayor of the City of Norman shall appoint Norman’s RTA Directors subject to the approval of the governing board of the City of Norman.

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

- § 4. That Chuck Thompson be appointed to serve as a Director of the Regional Transportation Authority of Central Oklahoma to represent the City of Norman, contingent on the authorization of the amended and restated Trust Agreement and Indenture by Oklahoma City and Edmond.

PASSED AND ADOPTED this 27th day of September, 2022.

Mayor

ATTEST:

City Clerk

File Attachments for Item:

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

HUMAN RIGHTS COMMISSION

TERM: 09-27-22 TO 07-13-25: STEPHEN MACHOVIC, WARD 6



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/27/2022

REQUESTER: Brenda Hall

PRESENTER: Brenda Hall, City Clerk

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

HUMAN RIGHTS COMMISSION

TERM: 09-27-22 TO 07-13-25: STEPHEN MACHOVIC, WARD 6

Stephen Machovic will replace Ellen Kraft.

File Attachments for Item:

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



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/27/2022

REQUESTER: Anthony Francisco

PRESENTER: Anthony Francisco, Director of Finance

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

DATE: September 9, 2022
 TO: City Council
 FROM: Anthony Francisco, Director of Finance *Anthony Francisco*
 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 August 2022 | MONTHLY % INCREASE (DECREASE) | MONTHLY INTEREST % OF PORTFOLIO HOLDINGS | MONTH-END BALANCE August 2022 | MONTHLY INTEREST % OF PORTFOLIO HOLDINGS | ANNUAL BUDGETED INTEREST EARNINGS FYE23-YTD | INTEREST EARNINGS YTD FYE23 | YTD % INCREASE (DECREASE) | YTD % PORTFOLIO HOLDINGS |
| GENERAL FUND | \$15,785 | \$11,310 | -28.35% | 5.86% | 11,598,123 | 4.09% | \$30,345 | \$20,801 | -31.45% | 6.02% |
| NET REVENUE STABILIZATION | \$4,167 | \$3,959 | -4.98% | 2.05% | 4,245,490 | 1.50% | \$8,333 | \$7,547 | -9.44% | 2.18% |
| PUBLIC SAFETY SALES TAX FUND | \$4,167 | \$3,994 | -4.14% | 2.07% | 9,359,191 | 3.30% | \$8,333 | \$5,951 | -28.59% | 1.72% |
| HOUSING | N/A | \$43 | 100.00% | 0.02% | 4,528,993 | 1.60% | N/A | \$85 | 100.00% | 0.02% |
| SPECIAL GRANTS FUND | N/A | \$4,653 | 100.00% | 2.41% | 25,723,865 | 9.08% | N/A | \$9,345 | 100.00% | 2.70% |
| ROOM TAX FUND | \$208 | \$709 | 240.22% | 0.37% | 898,395 | 0.32% | \$417 | \$1,232 | 195.77% | 0.38% |
| SEIZURES | \$42 | \$1,285 | 2935.28% | 0.66% | 1,488,225 | 0.52% | \$83 | \$2,411 | 2793.44% | 0.70% |
| CLEET FUND | N/A | \$0 | 100.00% | 0.00% | (15,032) | -0.01% | N/A | \$0 | 100.00% | 0.00% |
| TRANSIT & PARKING FUND | \$0 | \$1,060 | 0.00% | 0.55% | 955,319 | 0.34% | \$0 | \$6,350 | 0.00% | 1.84% |
| ART IN PUBLIC PLACES FUND | N/A | \$2 | 100.00% | 0.00% | 2,359 | 0.00% | N/A | \$3 | 100.00% | 0.00% |
| WESTWOOD FUND | \$825 | \$269 | -58.99% | 0.14% | 1,666,481 | 0.59% | \$1,250 | \$523 | -58.12% | 0.15% |
| WATER FUND | \$10,000 | \$32,583 | 225.83% | 16.89% | 38,318,737 | 13.53% | \$20,000 | \$59,806 | 198.03% | 17.24% |
| WASTEWATER FUND | \$4,167 | \$7,669 | 84.05% | 3.97% | 8,462,395 | 2.99% | \$8,333 | \$14,857 | 78.28% | 4.30% |
| SEWER MAINTENANCE FUND | N/A | \$12,593 | 100.00% | 6.53% | 13,582,312 | 4.79% | N/A | \$23,874 | 100.00% | 6.91% |
| DEVELOPMENT EXCISE | \$5,833 | \$6,195 | 6.20% | 3.21% | 7,114,206 | 2.51% | \$11,867 | \$11,685 | 0.16% | 3.38% |
| SANITATION FUND | \$25,000 | \$14,272 | -42.91% | 7.40% | 14,838,984 | 5.24% | \$50,000 | \$27,011 | -45.98% | 7.81% |
| RISK MANAGEMENT FUND | N/A | \$1,354 | 100.00% | 0.70% | 1,251,466 | 0.44% | N/A | \$2,326 | 100.00% | 0.67% |
| CAPITAL PROJECTS FUND | \$58,333 | \$27,405 | -53.02% | 14.20% | 63,638,398 | 22.47% | \$66,667 | \$55,172 | -17.24% | 15.96% |
| NORMAN FORWARD SALES TAX | \$1,250 | \$47,696 | 3715.65% | 24.72% | 56,477,096 | 19.94% | \$2,500 | \$73,289 | 2831.54% | 21.20% |
| PARKLAND FUND | \$833 | \$747 | -10.42% | 0.39% | 801,249 | 0.28% | \$1,667 | \$1,421 | -14.72% | 0.41% |
| UNP TAX INCREMENT DISTRICT | \$2,000 | \$7,879 | 293.94% | 4.08% | 10,484,532 | 3.70% | \$80,000 | \$8,376 | 100.00% | 2.42% |
| CENTER CITY TAX INCREMENT DIST | \$187 | \$847 | 0.00% | 0.44% | 924,337 | 0.33% | N/A | \$1,609 | 100.00% | 0.47% |
| SINKING FUND | \$2,083 | \$5,517 | 164.83% | 2.86% | 5,939,739 | 2.10% | \$4,167 | \$10,517 | 152.41% | 3.04% |
| SITE IMPROVEMENT FUND | N/A | \$47 | 100.00% | 0.02% | 50,920 | 0.02% | N/A | \$91 | 100.00% | 0.03% |
| TRUST & AGENCY FUNDS | N/A | \$9 | 100.00% | 0.00% | 9,809 | 0.00% | N/A | \$17 | 100.00% | 0.01% |
| ARTERIAL ROAD FUND | N/A | \$866 | 100.00% | 0.45% | 928,251 | 0.33% | N/A | \$1,650 | 100.00% | 0.48% |
| | <u>\$134,660</u> | <u>\$192,942</u> | <u>43.28%</u> | <u>100.00%</u> | <u>283,265,821</u> | <u>100.00%</u> | <u>\$293,762</u> | <u>\$346,749</u> | <u>17.70%</u> | <u>100.00%</u> |

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 \$283.27 million as of 08/31/22 are represented by working capital cash balances of all City funds of approximately \$90.59 million, outstanding encumbrances of \$93.71 million, General Obligation Bond proceeds of \$39.98 million, NUA revenue bond proceeds of \$7.99 million, NMA bond proceeds of \$40.94 million, and UNP TIF reserve amounts of \$10.06 million.

INVESTMENT BY TYPE

| | | August 31, 2022 | | | EARNED | | |
|---|--------------------|-----------------|----------|-------|--------------------|-------------------------|-------------------------|
| LIST BY TYPE | SEC. NO. | PURCHASED | MATURITY | YIELD | INTEREST | COST | MARKET |
| **Checking | | | | | | | |
| BANK OF OKLAHOMA | GEN'L DEP. | | | 0.05% | \$1,897.45 | \$42,467,319.48 | \$42,467,319.48 |
| BANK OF OKLAHOMA | WARRANTS PAYABLE | | | | | (\$4,146,876.58) | (\$4,146,876.58) |
| BANK OF OKLAHOMA | PAYROLL | | | | | (\$4,988,070.78) | (\$4,988,070.78) |
| BANK OF OKLAHOMA | COURT BOND REFUNDS | | | | | \$133,884.09 | \$133,884.09 |
| BANK OF OKLAHOMA | INSURANCE CLAIMS | | | | | \$486,799.85 | \$486,799.85 |
| BANK OF OKLAHOMA | LOCK BOX | | | | | \$2,115,282.27 | \$2,115,282.27 |
| BANK OF OKLAHOMA | RETURN CHECKS | | | | | (\$7,561.47) | (\$7,561.47) |
| BANK OF OKLAHOMA | PARKS | | | | | \$0.00 | \$0.00 |
| BANK OF OKLAHOMA | FLEXIBLE SPENDING | | | | | \$8,851.12 | \$8,851.12 |
| BANK OF OKLAHOMA | CDBG-CV | | | 0.25% | \$42.50 | \$201,157.62 | \$201,157.62 |
| **Subtotal | | | | | \$1,739.95 | \$36,270,785.60 | \$36,270,785.60 |
| **Money Market | | | | | | | |
| BANCFIRST-NUA | MONEY MKT. | | | 0.37% | \$231.04 | \$939,811.39 | \$939,811.39 |
| BANCFIRST-NMA Room Tax | MONEY MKT. | | | 0.06% | \$67.06 | \$213,622.91 | \$213,622.91 |
| BANCFIRST-NUA Water | MONEY MKT. | | | 0.37% | \$2,400.75 | \$8,279,113.82 | \$8,279,113.82 |
| BANCFIRST-NUA Clean Water | MONEY MKT. | | | 0.06% | \$216.03 | \$769,128.37 | \$769,128.37 |
| BANCFIRST-NMA PSST | MONEY MKT. | | | 0.37% | \$3,726.62 | \$8,972,239.11 | \$8,972,239.11 |
| BANCFIRST-NMA Norman Forward | MONEY MKT. | | | 0.37% | \$21,109.76 | \$30,367,731.31 | \$30,367,731.31 |
| BANCFIRST-NMA ERP Financing | MONEY MKT. | | | 0.37% | \$514.43 | \$1,388,566.17 | \$1,388,566.17 |
| BANK OF OKLAHOMA UNP TIF | MONEY MKT. | | | 0.01% | \$7,401.19 | \$10,060,278.00 | \$10,060,278.00 |
| BANK OF OKLAHOMA ARPA | MONEY MKT. | | | 0.25% | \$4,651.19 | \$21,103,781.79 | \$21,103,781.79 |
| BANK OF OKLAHOMA-Westwood | MONEY MKT. | | | 0.05% | \$288.84 | \$0.00 | \$0.00 |
| BANK OF OKLAHOMA-CW | MONEY MKT. | | | 0.05% | \$0.53 | \$12,430.25 | \$12,430.25 |
| BANK OF OKLAHOMA | MONEY MKT. | | | 0.05% | \$1.40 | \$32,994.38 | \$32,994.38 |
| BANK OF OKLAHOMA | MONEY MKT. | | | 0.05% | \$5.79 | \$136,329.79 | \$136,329.79 |
| BANK OF OKLAHOMA-SW | MONEY MKT. | | | 0.05% | \$0.00 | \$6.77 | \$6.77 |
| BANK OF OKLAHOMA-Misty Lake | MONEY MKT. | | | 0.25% | \$126.40 | \$595,439.93 | \$595,439.93 |
| BANK OF OKLAHOMA-2015 | MONEY MKT. | | | 0.05% | \$48.18 | \$1,094,818.07 | \$1,094,818.07 |
| BANK OF OKLAHOMA-2019A | MONEY MKT. | | | 0.05% | \$202.95 | \$4,758,990.56 | \$4,758,990.56 |
| BANK OF OKLAHOMA-2019B | MONEY MKT. | | | 0.05% | \$605.84 | \$14,259,216.37 | \$14,259,216.37 |
| BANK OF OKLAHOMA-2020A | MONEY MKT. | | | 0.25% | \$1,323.91 | \$6,210,220.54 | \$6,210,220.54 |
| BANK OF OKLAHOMA-2021 | MONEY MKT. | | | 0.25% | \$2,899.56 | \$13,658,874.87 | \$13,658,874.87 |
| **Subtotal | | | | | \$45,823.47 | \$120,853,594.40 | \$120,853,594.40 |
| **Sweep/Overnight | | | | | | | |
| BANK OF OKLAHOMA | ICS ACCT | | | 0.96% | \$1,882.68 | \$2,330,485.93 | \$2,330,485.93 |
| BANK OF OKLAHOMA PORTFOLIO | SHORT TERM | | | 0.01% | \$11,587.13 | \$649,954.75 | \$649,954.75 |
| **Certificate of Deposit | | | | | | | |
| FIRST FIDELITY BANK | CD | 09/30/21 | 09/30/22 | 0.45% | \$31.25 | \$250,000.00 | \$250,000.00 |
| GREAT NATIONS BANK | CD | 09/30/21 | 09/30/22 | 0.45% | \$114.58 | \$250,000.00 | \$250,000.00 |
| VALLIANCE BANK | CD | 11/30/21 | 11/30/22 | 0.15% | \$31.25 | \$250,000.00 | \$250,000.00 |
| FIRST NATIONAL BANK | CD | 12/28/21 | 12/28/22 | 0.25% | \$52.08 | \$250,000.00 | \$250,000.00 |
| **Subtotal | | | | | \$229.16 | \$1,000,000.00 | \$1,000,000.00 |
| **U.S. Treasury Securities/Agency Securities | | | | | | | |
| US T-Note | 912796YF0 | 06/30/22 | 10/25/22 | 2.04% | 21,473.96 | 12,500,000.00 | \$12,415,826.93 |
| FHLB | 313381BR5 | 12/31/19 | 12/09/22 | 1.61% | 10,879.27 | 8,100,000.00 | \$8,075,700.00 |
| FFCB | 3133EMKU5 | 01/29/21 | 12/14/22 | 0.11% | 453.10 | 5,005,000.00 | \$4,965,460.50 |
| FHLMC | 3134GXGQ1 | 01/29/21 | 12/15/22 | 0.06% | 897.61 | 8,000,000.00 | \$7,935,040.00 |
| FNMA | 3135G05T6 | 11/30/21 | 08/18/23 | 0.48% | 2,632.94 | 6,500,000.00 | \$6,287,775.00 |
| US T-Note | 9128264X5 | 06/29/21 | 08/31/23 | 2.75% | 1,492.47 | 6,500,000.00 | \$8,437,895.00 |
| FHLMC | 3134GW7K6 | 04/29/22 | 11/03/23 | 2.40% | 13,510.70 | 6,788,000.00 | \$8,516,140.60 |
| FHLB | 3130A3VC5 | 12/31/19 | 12/08/23 | 1.62% | 8,824.50 | 6,500,000.00 | \$6,393,335.00 |
| US T-Note | 91282CBN0 | 06/30/21 | 12/28/22 | 0.13% | 1,367.70 | 9,000,000.00 | \$8,862,120.00 |
| FFCB | 3133ENLF5 | 01/28/22 | 01/18/24 | 1.17% | 7,327.41 | 7,500,000.00 | \$7,248,500.00 |
| FMAC | 31422XYB2 | 05/23/22 | 05/02/24 | 2.59% | 16,225.98 | 7,528,000.00 | \$7,429,082.08 |
| FHLB | 3130A8HK2 | 11/30/21 | 06/14/24 | 0.70% | 3,570.16 | 6,240,000.00 | \$6,045,886.40 |
| US T-Note | 91282CCT6 | 01/31/22 | 08/15/24 | 1.27% | 7,808.59 | 7,500,000.00 | \$7,065,525.00 |
| FFCB | 3133ENEJ5 | 06/30/22 | 11/18/24 | 3.15% | 32,155.72 | 12,500,000.00 | \$11,811,875.00 |
| FHLB | 3130A3GEB | 01/28/22 | 12/13/24 | 1.41% | 2,959.10 | 2,500,000.00 | \$2,459,600.00 |
| US T-STRIPS | 912833LU2 | 08/31/22 | 02/15/25 | 3.38% | | 7,500,000.00 | \$6,901,950.00 |
| **Subtotal | | | | | 131,679.21 | 122,161,000.00 | \$118,849,311.51 |
| **TOTAL** | | | | | 192,941.60 | 283,265,820.68 | \$277,623,648.26 |

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:

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



CITY OF NORMAN, OK STAFF REPORT

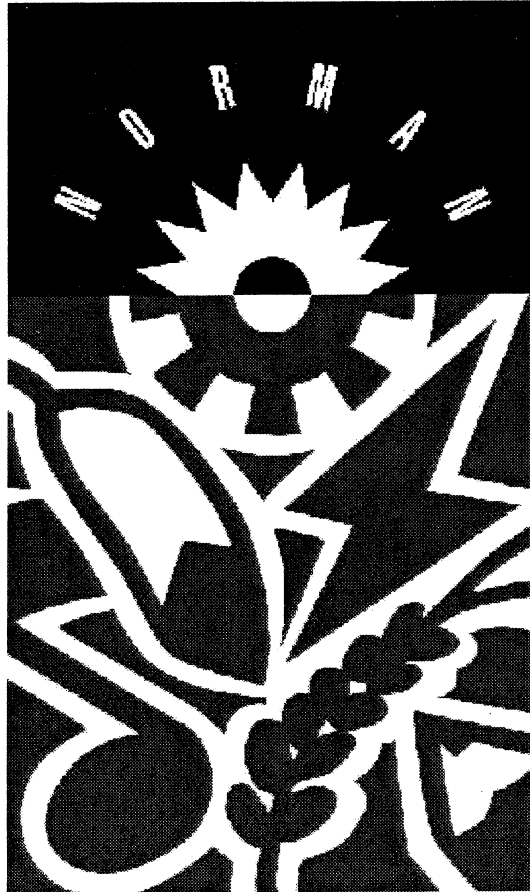
MEETING DATE: 09/27/2022

REQUESTER: Stacey Parker, Executive Assistant

PRESENTER: Darrel Pyle, City Manager

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

City of Norman



Monthly Departmental Report

August 2022

MONTHLY PROGRESS

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CITY CLERK 1

CITY CLERK

MONTHLY PROGRESS REPORT
August 2022

ACTION CENTER

| DEPARTMENT | CALLS | CALLS YTD | ADDITIONAL CONTACTS | ADDITIONAL CONTACTS YTD |
|--------------------------|------------|-------------|---------------------|-------------------------|
| Animal Welfare | 13 | 26 | 3 | 6 |
| Bus Service | 0 | 0 | 0 | 0 |
| CDBG | 0 | 0 | 3 | 5 |
| City Clerk | 129 | 305 | 1 | 9 |
| City Manager/Mayor | 11 | 21 | 11 | 26 |
| City Wide Garage Sale | 0 | 0 | 0 | 0 |
| Code Enforcement | 71 | 144 | 6 | 10 |
| Finance | 8 | 18 | 0 | 0 |
| Fire/Civil Defense | 4 | 7 | 0 | 0 |
| Human Resources | 8 | 16 | 0 | 0 |
| I.T. | 7 | 16 | 0 | 0 |
| Legal | 10 | 18 | 2 | 5 |
| Line Maintenance | 33 | 34 | 1 | 1 |
| Municipal Court | 3 | 5 | 0 | 0 |
| Noise Complaint | 0 | 0 | 0 | 0 |
| Norman Forward Questions | 0 | 0 | 0 | 0 |
| Parks & Recreation | 34 | 56 | 4 | 5 |
| Permits/Inspections | 65 | 121 | 0 | 0 |
| Planning | 11 | 24 | 0 | 1 |
| Police/Parking | 38 | 64 | 17 | 23 |
| Public Works | 19 | 47 | 2 | 4 |
| Recycling | 0 | 0 | 0 | 0 |
| Sanitation | 69 | 121 | 4 | 4 |
| Sidewalks | 0 | 0 | 0 | 0 |
| Storm Debris | 0 | 0 | 0 | 0 |
| Storm Water | 10 | 22 | 5 | 8 |
| Streets | 44 | 72 | 9 | 10 |
| Street Lights | 0 | 0 | 0 | 0 |
| Traffic | 30 | 51 | 1 | 3 |
| Utilities | 91 | 201 | 2 | 7 |
| WC Questions | 0 | 0 | 0 | 0 |
| WC Violations | 0 | 0 | 0 | 0 |
| August Total: 779 | 708 | 1389 | 71 | 127 |

LICENSES

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

| LICENSE TYPE | NUMBER | FYE | LICENSE TYPE | NUMBER | FYE |
|--------------------------------------|-----------|-----------|------------------------------|----------|----------|
| | ISSUED | YTD | | ISSUED | YTD |
| Bee Keeper | 0 | 0 | Retail Beer | 0 | 0 |
| Brewer | 0 | 1 | Retail Spirits Store | 0 | 1 |
| Coin-Operated Devices | 1 | 1 | Retail Wine | 0 | 0 |
| Distiller | 0 | 0 | Salvage Yard | 0 | 0 |
| Food | 6 | 12 | Sidewalk Dining | 0 | 0 |
| Game Machines | 0 | 0 | Solicitor/Peddler (30 day) | 1 | 1 |
| Impoundment Yard | 0 | 0 | Solicitor/Peddler (60 day) | 0 | 2 |
| Kennel | 0 | 0 | Solicitor/Peddler (one day) | 0 | 0 |
| Medical Marijuana Dispensary | 1 | 4 | Special Event | 0 | 0 |
| Medical Marijuana Grower | 0 | 0 | Strong Beer & Wine/Winemaker | 0 | 1 |
| Medical Marijuana Processor | 0 | 1 | Taxi/Motorbus/Limousine | 0 | 0 |
| Medical Marijuana Testing Laboratory | 0 | 0 | | 0 | 0 |
| Mixed Beverage | 1 | 1 | Temp Food (one day) | 0 | 1 |
| Mixed Beverage/Caterer | 0 | 2 | Temp Food (30 day) | 0 | 0 |
| Pawnbroker | 0 | 0 | Temp Food (180 day) | 0 | 1 |
| Pedicab | 1 | 1 | Transient Amusement | 0 | 0 |
| YTD License Total: 30 | 10 | 23 | | 1 | 7 |

| NEW ESTABLISHMENT LICENSES | | |
|-------------------------------|-------------------------------------|--------------------------------|
| NAME | ADDRESS | LICENSE TYPE(S) |
| Bibbs Smokehouse and Catering | 10810 Alameda Drive | Food |
| Dunkin #362924 | 2531 W. Main Street | Food |
| Slim Chickens- Norman | 2627 Classen Blvd. Ste.148 | Food |
| Starbucks #66122 | 3725 N. Flood Ave | Food |
| Catch A Ride Pedicab | 999 Outside of City | Pedicab |
| The Grass Shack | 2400 12 th Avenue NE 130 | Medical Marijuana Dispensary |
| Vapor Plus OK | 999 Outside of City | Coin Operated Vending Machines |

| TEMPORARY FOOD PERMITS | | |
|------------------------|--------------|-------|
| 180 DAY | 30 DAY | 1 DAY |
| | Riko's Tacos | |

CLAIMS FILED

| DATE FILED | NAME | JUSTIFICATION | AMOUNT |
|-------------------|---|---|---|
| 8-03-22 | Wade Electric | Alleges that after City made water main repairs along Flood Ave. There were problems with the back flow preventer in sprinkler system at 1821 Atchison Drive. | \$276.50 |
| 8-05-22 | OG&E | Alleges that City workers repairing sidewalk damaged an OG&E cable on December 10, 2021 at Iowa and Briarwood, OG&E claim # 1784729 | Undetermined |
| 8-08-22 | Andrew McShane | Alleges that on June 22, 2022 at 4305 Spyglass Dr. City workers tried to remove mailbox with tractor and straps so they could repair a city waterline leak. Mailbox broke beyond repair. Estimates asking for replacement cost of mailbox. | \$1,950.00 |
| 8-12-22 | Aldair Acevedo/ Primos Group Transportation | Alleges a Sanitation truck struck his vehicle on July 08, 2022 on Hwy. 9 and Berry Rd. | \$8,694.71 |
| 8-15-22 | Terry Graven and Hoang Nguyen | Alleging that on August 8, 2022 a Norman Police officer, heading North on 24 th NE, Officer activated his lights proceeded to make a U- turn to go after a car speeding in southbound lane and struck wife's vehicle on passenger side. | \$25,091.00 |
| 8-15-22 | OG&E | On July 20, 2022 alleges that City employees removed an OG&E pole in the area at W Himes Street and Front street causing them to have to replace it. OG&E claim # 1835160 | Undetermined |
| 8-16-22 | Miles Johnson Montoya c/o Swain Law Group | Alleges that on March 16, 2022 at E. Hwy 9 and 12 th Ave. SE a City employee caused a collision with Mr. Montoya. He claims emotional and financial loss. Fountain Park Family Physicians \$3,155.70, Select Physical Therapy \$1,568.00, pain and suffering \$10,000.00, Enterprise Rent-A-Car \$3,472.29 claim # 18243278. | \$18,195.99 |
| 8-19-22 | Enterprise Rent-A-Car | Alleges that on March 16, 2022 at E. Hwy 9 and 12 th Ave. SE a city employee caused collision with their rental car claim # 18243278. | \$3,472.29 |
| 8-22-22 | OG&E | Alleges that City workers repairing sidewalk damaged an OG&E cable on December 10, 2021 at Iowa and Briarwood, OG&E claim # 1784729. Original claim on August 5, 2022. | \$7,605.09 |
| 8-30-22 | Cynthia & Michael Follett / Paradise Acres Learning Zoo, Inc. | Alleges that on August 31, 2021 they received notice that the City of Norman would no longer honor the Special Use Permit for 3405 120 th Ave. S.E. causing them to suffer damages. | \$250,000.00 and Special Use Permit reinstated. |

*Note: Enterprise Rent-A-Car claim is also included on Miles Johnson Montoya claim.

STUDY SESSION

On August 16, 2022, City Council met in Study Session for discussion of the development of a Downtown Business Improvement District and discussion with Norman Housing Authority regarding the Affordable Housing Project located at 1210 West Robinson Street.

SPECIAL SESSION

On August 9, 2022, the City Council met in Special Session and adjourned into an Executive Session in order to discuss pending litigation associated with Shaw et al vs The City of Norman, 10th Circuit Case 22-6106.

On August 30, 2022, the City Council met in Special Session and discussed warming shelter options and the City Attorney hiring process. Then adjourned into an Executive session to discuss pending litigation associated with Shaz Investment Group L.L.C., vs the City of Norman, Cleveland County Case CJ-2021-1044(K), Hunter Miller Family vs the City of Norman, Cleveland County Case CV-2022-683(K), and the possible purchase of real property located at 1210 West Robinson Street.

FINANCE COMMITTEE

On August 18, 2022, the Finance Committee met and discussed the Griffin Park Project budget. The Monthly Revenue and Expenditures Reports were discussed and the Open Positions Report was submitted.

BUSINESS AND COMMUNITY AFFAIRS COMMITTEE

On August 04, 2022, the Business and Community Affairs Committee met with the Norman Arts Council regarding the Public Art Program.

COMMUNITY PLANNING & TRANSPORTATION COMMITTEE

On August 25, 2022, the Community Planning and Transportation Committee met and was presented with the Embark 2021 Customer Survey results and the feasibility analysis for underground utilities on the Jenkins Avenue Bond Project. An update was given on the Alameda Widening Bond Project and the Public Transit report was submitted.

OVERSIGHT COMMITTEE

On August 11, 2022, the Oversight Committee met to continue discussion regarding the City's Boards, Commissions and Committees and provided a staff report on Homeless activity.

CITY MANAGER 2

NORMAN FORWARD 2A



Memorandum

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

From: A.J. Kirkpatrick, ADG

ADG Project Number: 16-003

ADG Project Name: Norman FORWARD

Date: 08.31.2022

Re: August 2022 Monthly Report

REPORT PERIOD: August 1 through August 31, 2022

WORK THIS MONTH

1. Monday, August 1, 2022 | 2:00 p.m. | Norman ECC-EOC Facility - EOC and EM HAM Coordination
 - a. Coordination call with Emergency Management Director and design team
2. Tuesday, August 2, 2022 | 10:00 a.m. | Griffin Park Phase 6 BP#2 Pre-Bid
 - a. Opportunity for participating contractors to ask questions about the project
3. Wednesday, August 3, 2022 | 10:00 a.m. | Norman Development Center - OAC Meeting
 - a. Bi-weekly discussion of project schedules, budgets, and critical issues
4. Wednesday, August 3, 2022 | 2:00 p.m. | City of Norman TMC - Progress Meeting
 - a. Bi-weekly coordination call with TMC design team and Building C design team
5. Thursday, August 4, 2022 | 9:00 a.m. | Griffin Park Phase 5 & Phase 6 OAC
 - a. Discussion of project schedule, budgets, and critical issues
6. Thursday, August 4, 2022 | 1:00 p.m. | YFAC - OAC Meeting
 - a. Discussion of project schedule, budgets, and critical issues
7. Monday, August 8, 2022 | 10:30 a.m. | Weekly N.F. Staff-ADG Coordination Mtg
 - a. Weekly discussion of project schedules, budgets, and critical issues
8. Monday, August 8, 2022 | 2:00 p.m. | Norman YFAC - Pool Depth PR027 Coordination
 - a. Discussion with design about competition pool depth and history of design
9. Tuesday, August 9, 2022 | 9:00 a.m. | YFAC Vinyl Art Placement Brainstorm
 - a. Met with local artist to discuss locations for vinyl art in interior of building
10. Tuesday, August 9, 2022 | 10:00 a.m. | City of Norman/Traffic Mgt Center/Equipment Loads
 - a. Reviewed power and data loads for TMC in ECOC
11. Thursday, August 11, 2022 | 1:00 p.m. | NF YFAC Bi-weekly Programming Meeting
 - a. Discussion of outstanding design decisions
12. Thursday, August 11, 2022 | 2:30 p.m. | Norman Senior Center OAC Meeting
 - a. Discussion of project schedule, budgets, and critical issues
13. Friday, August 12, 2022 | 2:00 p.m. | NF Senior Center/Oceans Coordination
 - a. Discussion of construction coordination with adjoining property
14. Monday, August 15, 2022 | 10:00 a.m. | Norman ECC-EOC Facility
 - a. Coordination call with ADG FL to review project communication
15. Monday, August 15, 2022 | 10:30 a.m. | Weekly N.F. Staff-ADG Coordination Mtg
 - a. Weekly discussion of project schedules, budgets, and critical issues

Memorandum
 To: Jason O'Brien, The City of Norman Parks and Recreation
 Re: August 2022 Monthly Report

08/31/2022
 Page 7 of 4
 ADG Project No. 16-003

16. Tuesday, August 16, 2022 | 2:00 p.m. | Norman ECOC Bi-weekly Programming Meeting
 - a. Discussion of programming issues on the ECOC
17. Tuesday, August 16, 2022 | 3:30 p.m. | FSB/ADG YFAC Coordination Pre-Meeting
 - a. Meeting with FSB to facilitate coordination of contract documents
18. Wednesday, August 17, 2022 | 8:30 a.m. | ECOC Exercise Equipment discussion
 - a. Fitness equipment procurement discussion with Parks and Rec
19. Wednesday, August 17, 2022 | 10:00 a.m. | Norman Development Center - OAC Meeting
 - a. Bi-weekly discussion of project schedules, budgets, and critical issues
20. Wednesday, August 17, 2022 | 2:00 p.m. | City of Norman TMC - Progress Meeting
 - a. Bi-weekly coordination call with TMC design team and Building C design team
21. Thursday, August 18, 2022 | 9:00 a.m. | Griffin Park Phase 5 & Phase 6 OAC
 - a. Discussion of project schedule, budgets, and critical issues
22. Thursday, August 18, 2022 | 9:30 a.m. | Griffin Park Phase 5 Punch Walk
 - a. Tour of site with contractor to examine yet to be completed work
23. Thursday, August 18, 2022 | 1:00 p.m. | YFAC - OAC Meeting
 - a. Discussion of project schedule, budgets, and critical issues
24. Monday, August 22, 2022 | 10:30 a.m. | Weekly N.F. Staff-ADG Coordination Mtg
 - a. Weekly discussion of project schedules, budgets, and critical issues
25. Monday, August 22, 2022 | 3:00 p.m. | YFAC Landscaping VE Items
 - a. Meeting with CLS to discuss City staff proposed VE items
26. Thursday, August 25, 2022 | 8:15 a.m. | ECOC: Groundbreaking Coordination Meeting
 - a. Meeting with project team and Marketing team for groundbreaking planning
27. Thursday, August 25, 2022 | 10:00 a.m. | NF YFAC Bi-weekly Programming Meeting
 - a. Discussion of outstanding design decisions
28. Thursday, August 25, 2022 | 2:30 p.m. | Norman Senior Center OAC Meeting
 - a. Discussion of project schedule, budgets, and critical issues
29. Friday, August 26, 2022 | 9:00 a.m. | Reaves Park OAC Meeting
 - a. Discussion of project schedule, budgets, and critical issues
30. Monday, August 29, 2022 | 10:30 a.m. | Weekly N.F. Staff-ADG Coordination Mtg
 - a. Weekly discussion of project schedules, budgets, and critical issues
31. Tuesday, August 30, 2022 | 8:00 a.m. | North Base Cleaning Bay Discussion
 - a. Meeting with City Legal staff to discuss next steps
32. Tuesday, August 30, 2022 | 2:00 p.m. | Norman ECOC Bi-weekly Programming Meeting
 - a. Discussion of programming issues on the ECOC
33. Tuesday, August 30, 2022 | 3:30 p.m. | FSB/ADG YFAC Coordination Pre-Meeting
 - a. Meeting with FSB to facilitate coordination of contract documents
34. Wednesday, August 31, 2022 | 10:00 a.m. | Norman Development Center - OAC Meeting
 - a. Bi-weekly discussion of project schedules, budgets, and critical issues
35. Wednesday, August 31, 2022 | 2:00 p.m. | City of Norman TMC - Progress Meeting
 - a. Bi-weekly coordination call with TMC design team and Building C design team

Construction Observation Site Visits:

- a. Griffin, Phase 5: 8
- b. Municipal Complex, City Hall: 8
- c. Municipal Complex, Development Center: 8
- d. North Base: 3
- e. Young Family Athletic Center: 10
- f. Reaves Park: 9
- g. Senior Center: 5

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

08.31.2022
Page 3 of 4
ADG Project No. 16-003

WORK ANTICIPATED THE UPCOMING MONTH (September 2022)

- Emergency Communications and Operations Center
 - Construction document progress, updated construction budget
 - Recurring bi-weekly programming meetings
- Griffin Park
 - Phase 5: Punch list to be completed
 - Phase 6: Construction in progress
- Reaves Park
 - Construction in progress
- North Base Complex
 - Final reports for Davis Bacon compliance and deliverables
 - Cleaning Bay resolution
- Young Family Athletic Center / Indoor Aquatic and Multi-Sport Facility
 - Recurring bi-weekly OAC meetings and programming meetings
 - Ongoing vertical construction and topping out of steel
- Senior Wellness Center
 - Construction in progress
 - Recurring OAC meetings
 - Awaiting GMP #6 as final package
- Municipal Complex
 - Development Center: Construction underway
 - Municipal Courts: CD's underway, will reengage as Development Center nears completion
 - Building C: Design development underway
 - FF&E selection, and layout underway
- Continued Development of Standardized Contracts for Use with Architectural, Design, and Construction Consultants

PROJECT STATUS

- Norman ECOC
 - a. Schedule: Design underway
 - b. Budget: Alignment in progress
 - c. Issues: No known issues
- Griffin Park
 - a. Schedule: Phase V construction complete, Phase VI in construction
 - b. Budget: Alignment in progress
 - a. Issues: Punch list for Phase V not on schedule
- Reaves Park
 - a. Schedule: Construction ongoing
 - b. Budget: In Budget
 - c. Issues: No known issues
- Young Family Athletic Center / Indoor Aquatic and Multi-Sport Facility
 - a. Schedule: Construction ongoing
 - b. Budget: In budget
 - c. Issues: No known issues
- Senior Wellness Center
 - a. Schedule: Construction ongoing
 - b. Budget: In budget, pending forthcoming GMP #6
 - c. Issues: Coordination with Oceans development; Sale date of 718 N Porter
- North Base

- a. Schedule: Punch list completion, TCO in place
 - b. Budget: In Budget
 - c. Issues: Punch list completion; Cleaning bay floor
- Ruby Grant
 - a. In operation: Final acceptance by City Council on January 18, 2022
 - b. Budget: In budget
- Westwood Indoor Tennis Facility
 - a. In operation: Opening Celebration on May 24, 2019
 - b. Budget: Within budget
 - c. Issues: Court paint warranty extended another 12 months from September 22, 2022
- East Library
 - a. In operation: Opening Celebration on July 20, 2018
 - b. Budget: Within budget
- Central Library
 - a. In operation: Opening Celebration on November 4, 2019
 - b. Budget: Within budget
- Westwood Family Aquatic Center
 - a. In operation: Opening Celebration on May 26, 2018
 - b. Budget: Final Pay App approved on July 24, 2018
- Norman Forward Program Management
 - a. Schedule: Proceeding per Implementation Plan
 - b. Budget: Proceeding per Implementation Plan
 - c. Implementation Plan: Revised/Updated March 2022
 - d. Issues: None

SUBMITTED BY: ADG – A.J. Kirkpatrick

FINANCE 3

CITY OF NORMAN

Department of Finance
Monthly Report – August 2022

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

Treasury Division:

In the month of August, the Treasury Division processed 39,625 payments in person and over the phone, an increase of 3% from last month. Paymentus (the City’s 3rd party processor of online and automated telephone payments) processed 10,636 payments in August, an increase of 3% from last month.

General Fund Revenues & Expenditures:

When comparing General Fund revenue sources versus budgeted levels, revenues are below target for the month of August by -9.1%. Revenues from the City’s largest single source of revenue, sales tax, are below target by -0.8% for the year to date and -0.9 % below last fiscal year. Following is a summary table regarding General Fund revenues and expenditures to-date.

| | FYE 23 Budget To Date | FYE 23 Actual To Date | FYE 22 Actual To Date | FYE 21 Actual To Date |
|-----------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Sales Tax Revenue | \$9,016,283 | \$8,943,995 | \$9,027,400 | \$7,630,043 |
| General Fund Revenue | \$16,765,070 | \$15,240,755 | \$14,280,471 | \$14,030,802 |
| General Fund Expenses | \$16,116,496 | \$17,002,910 | \$12,577,703 | \$12,662,978 |

Administration Division

| | FYE 23 | | FYE 22 | |
|--------------------------------------|---------------|---------------|---------------|---------------|
| | August | YTD | August | YTD |
| PERSONNEL HOURS - FULL TIME | | | | |
| Total Regular Hours Available | 320.00 | 640.00 | 320.00 | 640.00 |
| Total Comp Time Available | 6.00 | 12.00 | 3.75 | 8.50 |
| Total Overtime Hours | 0.00 | | 0.25 | 0.50 |
| Total Bonus Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Furlough Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL HOURS AVAILABLE | 326.00 | 652.00 | 324.00 | 649.00 |
| Benefit Hours Taken | 32.50 | 84.50 | 29.00 | 79.00 |
| TOTAL ACCOUNTABLE STAFF HOURS | 293.50 | 567.50 | 295.00 | 570.00 |
| PERMANENT PART-TIME | | | | |
| Total Regular Hours Available | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Comp Time Available | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Overtime Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Bonus Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL HOURS AVAILABLE | 0.00 | 0.00 | 0.00 | 0.00 |
| Benefit Hours Taken | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL ACCOUNTABLE STAFF HOURS | 0.00 | 0.00 | 0.00 | 0.00 |
| TEMPORARY | | | | |
| Total Regular Hours Available | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Overtime Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL HOURS AVAILABLE | 0.00 | 0.00 | 0.00 | 0.00 |

ACCOUNTING 3A

Accounting Division

| | FYE 23 | | FYE 22 | |
|--------------------------------------|-----------------|-----------------|---------------|-----------------|
| | August | YTD | August | YTD |
| Total Regular Hours Available | 1,120.00 | 2,240.00 | 960.00 | 1,920.00 |
| Total Comp Time Available | 2.00 | 4.75 | 5.25 | 7.25 |
| Total Overtime Hours | 2.00 | 11.50 | 27.75 | 67.00 |
| Total Bonus Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Furlough Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL HOURS AVAILABLE | 1,124.00 | 2,256.25 | 993.00 | 1,994.25 |
| Benefit Hours Taken | 162.00 | 417.25 | 61.50 | 225.50 |
| TOTAL ACCOUNTABLE STAFF HOURS | 962.00 | 1,839.00 | 931.50 | 1,768.75 |
| PERMANENT PART-TIME | | | | |
| Total Regular Hours Available | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Comp Time Available | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Overtime Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Bonus Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL HOURS AVAILABLE | 0.00 | 0.00 | 0.00 | 0.00 |
| Benefit Hours Taken | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL ACCOUNTABLE STAFF HOURS | 0.00 | 0.00 | 0.00 | 0.00 |
| TEMPORARY | | | | |
| Total Regular Hours Available | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Overtime Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL HOURS AVAILABLE | 0.00 | 0.00 | 0.00 | 0.00 |

CITY REVENUE REPORTS 3B

City Revenue Report

| | FYE 23 July | FYE 23 August | |
|---|----------------|------------------|---------------|
| Total Revenue Received (\$) | \$4,512,082 | \$5,746,233 | (\$1,234,151) |
| Utility Payments - Office (#) | 38,414 | 39,625 | (1,211) |
| Utility Payments - Office (\$) | \$4,265,437 | \$5,329,788 | (\$1,064,351) |
| Lockbox (#) | 11,897 | 13,091 | (1,194) |
| Lockbox (\$) | \$1,187,980 | \$1,385,495 | (\$197,515) |
| IVR Credit Card (#) | 0 | 0 | 0 |
| IVR Credit Card (\$) | \$0 | \$0 | \$0 |
| Click to Gov (#) | 0 | 0 | 0 |
| Click to Gov (\$) | \$0 | \$0 | \$0 |
| Paymentus (#) | \$10,321 | \$10,636 | (\$315) |
| Paymentus (\$) | \$1,414,202 | \$1,648,084 | (\$233,882) |
| UT Credit Card Payments (#) | 0 | 0 | 0 |
| UT Credit Card Payments (\$) | \$0 | \$0 | \$0 |
| Art Donations (#) | 0 | 0 | 0 |
| Art Donations (\$) | \$0 | \$0 | \$0 |
| Bank Draft Payments (#) | 13,817 | 15,289 | (1,472) |
| Bank Draft Payments (\$) | \$1,377,642 | \$1,848,156 | (470,514) |
| Utility Deposits (#) | 0 | 0 | 0 |
| Utility Deposits (\$) | \$0 | \$0 | \$0 |
| Fix Payments (#) | 0 | 0 | 0 |
| Fix Payments (\$) | \$0 | \$0 | \$0 |
| Processed Return Checks (#) | 104 | 123 | (19) |
| Processed Return Checks (\$) | (\$11,290) | (\$13,652) | \$2,362 |
| Other Revenue Transactions (#) | 0 | 0 | 0 |
| Other Revenue Received (\$) | \$0 | \$0 | \$0 |
| Accounts Receivable Payments (\$) | \$172,539 | \$271,512 | (\$98,973) |
| Accounts Receivable - Credit Card # | 0 | 0 | 0 |
| Accounts Receivable - Credit Card \$ | \$0 | \$0 | \$0 |
| Municipal Court - Fines/Bonds (\$) | \$7,402 | \$127,269 | (\$119,867) |
| Municipal Court - Credit Card (#) | 15 | 315 | (300) |
| Municipal Court - Credit Card (\$) | \$3,329 | \$75,279 | (\$71,950) |
| Municipal Court - C2G (#) | 0 | 0 | 0 |
| Municipal Court - C2G (\$) | \$0 | \$0 | \$0 |
| Building Permits Cash Report (\$) | \$139,261 | \$193,873 | (\$54,612) |
| Building Permits Credit Card (#) | 373 | 390 | (17) |
| Building Permits Credit Card (\$) | \$120,079 | \$78,568 | \$41,511 |
| Building Permits C2G (#) | 0 | 0 | 0 |
| Building Permits C2G (\$) | \$0 | \$0 | \$0 |
| Occupational License - Bldg Insp. (\$) | \$5,866 | \$5,684 | \$182 |
| Occupational License - Bldg Insp. CC (#) | 30 | 34 | (4) |
| Occupational License - Bldg Insp. CC (\$) | \$4,391 | \$4,884 | (\$493) |
| Business License - City Clerk (\$) | \$7,620 | \$2,290 | \$5,330 |
| Business License - City Clerk CR CD (#) | 0 | 0 | 0 |
| Business License - City Clerk CR CD (\$) | \$0 | \$0 | \$0 |
| Convenience Fees - All Payments (#) | 0 | 0 | 0 |
| Convenience Fees - All Payments (\$) | \$0 | \$0 | \$0 |
| Bank Drafts Billed (#) | 0 | 0 | 0 |
| Bank Drafts Billed (\$) | \$0 | \$0 | \$0 |
| Interdepartmental Billing (#) | 0 | 0 | 0 |
| Interdepartmental Billing (\$) | \$0 | \$0 | \$0 |
| Accounts Receivable Billed (\$) | \$82,345 | \$406,528 | (\$324,183) |

Budget Services Division

| | FYE 23 | | FYE 22 | |
|--------------------------------------|---------------|---------------|---------------|---------------|
| | August | YTD | August | YTD |
| PERSONNEL HOURS - FULL TIME | | | | |
| Total Regular Hours Available | 320.00 | 640.00 | 320.00 | 640.00 |
| Total Comp Time Available | 0.00 | 0.00 | 0.00 | 2.75 |
| Total Overtime Hours | 0.00 | 0.25 | 0.00 | 0.00 |
| Total Bonus Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Furlough Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL HOURS AVAILABLE | 320.00 | 640.25 | 320.00 | 642.75 |
| Benefit Hours Taken | 19.50 | 87.25 | 35.50 | 123.50 |
| TOTAL ACCOUNTABLE STAFF HOURS | 300.50 | 553.00 | 284.50 | 519.25 |
| PERMANENT PART-TIME | | | | |
| Total Regular Hours Available | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Comp Time Available | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Overtime Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Bonus Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL HOURS AVAILABLE | 0.00 | 0.00 | 0.00 | 0.00 |
| Benefit Hours Taken | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL ACCOUNTABLE STAFF HOURS | 0.00 | 0.00 | 0.00 | 0.00 |
| TEMPORARY | | | | |
| Total Regular Hours Available | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Overtime Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL HOURS AVAILABLE | 0.00 | 0.00 | 0.00 | 0.00 |

Treasury Division

| | FYE 23 | | FYE 22 | |
|--------------------------------------|---------------|-----------------|---------------|-----------------|
| | August | YTD | August | YTD |
| PERSONNEL HOURS - FULL TIME | | | | |
| Total Regular Hours Available | 800.00 | 1,600.00 | 800.00 | 1,600.00 |
| Total Comp Time Available | 5.00 | 11.25 | 17.00 | 42.50 |
| Total Overtime Hours | 48.50 | 94.00 | 54.25 | 79.25 |
| Total Bonus Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Furlough Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL HOURS AVAILABLE | 853.50 | 1,705.25 | 871.25 | 1,721.75 |
| Benefit Hours Taken | 149.25 | 308.75 | 152.25 | 378.50 |
| TOTAL ACCOUNTABLE STAFF HOURS | 704.25 | 1,396.50 | 719.00 | 1,343.25 |
| PERMANENT PART-TIME | | | | |
| Total Regular Hours Available | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Comp Time Available | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Overtime Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Bonus Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL HOURS AVAILABLE | 0.00 | 0.00 | 0.00 | 0.00 |
| Benefit Hours Taken | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL ACCOUNTABLE STAFF HOURS | 0.00 | 0.00 | 0.00 | 0.00 |
| TEMPORARY | | | | |
| Total Regular Hours Available | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Overtime Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL HOURS AVAILABLE | 0.00 | 0.00 | 0.00 | 0.00 |

UTILITY 3C

Utility Division

| | FYE 23 | | FYE 22 | |
|--------------------------------------|-----------------|-----------------|-----------------|-----------------|
| | August | YTD | August | YTD |
| PERSONNEL HOURS - FULL TIME | | | | |
| Total Regular Hours Available | 1,120.00 | 2,240.00 | 2,320.00 | 4,720.00 |
| Total Comp Time Available | 8.25 | 24.00 | 12.75 | 38.50 |
| Total Overtime Hours | 71.75 | 144.75 | 113.75 | 224.75 |
| Total Bonus Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Furlough Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL HOURS AVAILABLE | 1,200.00 | 2,408.75 | 2,446.50 | 4,983.25 |
| Benefit Hours Taken | 57.50 | 391.75 | 353.25 | 914.25 |
| TOTAL ACCOUNTABLE STAFF HOURS | 1,142.50 | 2,017.00 | 2,093.25 | 4,069.00 |
| PERMANENT PART-TIME | | | | |
| Total Regular Hours Available | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Comp Time Available | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Overtime Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Bonus Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL HOURS AVAILABLE | 0.00 | 0.00 | 0.00 | 0.00 |
| Benefit Hours Taken | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL ACCOUNTABLE STAFF HOURS | 0.00 | 0.00 | 0.00 | 0.00 |
| TEMPORARY | | | | |
| Total Regular Hours Available | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Overtime Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL HOURS AVAILABLE | 0.00 | 0.00 | 0.00 | 0.00 |

Office Services

| | FYE 23 | | FYE 22 | |
|--------------------------------------|---------------|---------------|---------------|---------------|
| | August | YTD | August | YTD |
| PERSONNEL HOURS - FULL TIME | | | | |
| Total Regular Hours Available | 320.00 | 640.00 | 320.00 | 640.00 |
| Total Comp Time Available | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Overtime Hours | 46.75 | 103.25 | 34.25 | 76.25 |
| Total Bonus Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Furlough Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL HOURS AVAILABLE | 366.75 | 743.25 | 354.25 | 716.25 |
| Benefit Hours Taken | 3.00 | 88.75 | 56.00 | 112.00 |
| TOTAL ACCOUNTABLE STAFF HOURS | 363.75 | 654.50 | 298.25 | 604.25 |
| PERMANENT PART-TIME | | | | |
| Total Regular Hours Available | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Comp Time Available | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Overtime Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Bonus Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL HOURS AVAILABLE | 0.00 | 0.00 | 0.00 | 0.00 |
| Benefit Hours Taken | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL ACCOUNTABLE STAFF HOURS | 0.00 | 0.00 | 0.00 | 0.00 |
| TEMPORARY | | | | |
| Total Regular Hours Available | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Overtime Hours | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL HOURS AVAILABLE | 0.00 | 0.00 | 0.00 | 0.00 |

Drive-up Window and Mail Payments

| | FYE 23 August | FYE 23 July |
|---|------------------|----------------|
| Mail Payments - Lockbox | 14,339 | 13,892 |
| Mail Payments - Office | 75 | 108 |
| Mail Payments - Subtotal | 14,414 | 14,000 |
| Night Deposit | 177 | 115 |
| Click-to-Gov Payments | 0 | 0 |
| Paymentus Payments | 13,091 | 11,897 |
| IVR Payments | 0 | 0 |
| Without assistance payments - Subtotal | 13,268 | 12,012 |
| Drive-up window & inside counter | 2,496 | 2,144 |
| Credit Card machine payments (swipe) | 0 | 0 |
| Credit Card machine payments (phone) | 0 | 0 |
| With assistance payments - Subtotal | 2,496 | 2,144 |
| Total Payments Processed - Subtotal | 30,178 | 28,156 |
| Bank Draft (ACH) Payments | 11,586 | 10,246 |
| Total Payments (Utility) | 41,764 | 38,402 |
| Total Convenience Fees - all Payments | 0 | 0 |
| Grand Total Payments | 41,764 | 38,402 |

Traffic Counter at Drive-up Facility

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

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

Utility Division Activity Report

| | FYE 23 | | FYE 22 | |
|---------------------------------|---------------|---------------|---------------|---------------|
| | August | YTD | August | YTD |
| STATUS REPORT | | | | |
| Regular Utility Accounts Billed | 44,159 | 88,270 | 43,716 | 87,437 |
| New Ons | 1,043 | 2,087 | 1,094 | 2,023 |
| Final Accounts Billed | 1,091 | 1,763 | 894 | 1,728 |
| TOTAL ACCOUNTS BILLED | 46,293 | 92,120 | 45,704 | 91,188 |

FIRE DEPARTMENT 4



NFD Monthly Progress Report August 2022

Incident Response Type Summary

| Incident Type | Total | % of Total |
|---|-------------|----------------|
| 1 - Fire | 28 | 1.70% |
| 2 - Overpressure Rupture, explosion, Overheat - No Fire | 1 | 0.06% |
| 3 - Rescue & emergency | 1022 | 62.20% |
| 4 - Hazardous Conditions (No Fire) | 30 | 1.83% |
| 5 - Service Call | 108 | 6.57% |
| 6 - Good Intent Call | 362 | 22.03% |
| 7 - False Alarm & False Call | 71 | 4.32% |
| 8 - Severe Weather & Natural Disaster | 0 | 0.00% |
| 9 - Special Incident Type | 2 | 0.12% |
| Incomplete Reports | 19 | 1.16% |
| Total Incident Count (Unique Calls) | 1643 | 100.00% |
| Number of Total Unit Responses | 2013 | |

Total Fire Loss \$185,350.00

| | Number of First-In Calls | Average Time/Seconds | Average Time/Minutes |
|------------|--------------------------|----------------------|----------------------|
| Station #1 | 325 | 297 | 0:04:57 |
| Station #2 | 229 | 344 | 0:05:44 |
| Station #3 | 284 | 334 | 0:05:34 |
| Station #4 | 187 | 287 | 0:04:47 |
| Station #5 | 69 | 575 | 0:09:35 |
| Station #6 | 65 | 560 | 0:09:20 |
| Station #7 | 164 | 366 | 0:06:06 |
| Station #8 | 96 | 344 | 0:05:44 |
| Station #9 | 220 | 362 | 0:06:02 |

Community Outreach

| | | |
|--------------------------|---|---------------------------|
| Tours and Special Events | 5 | Tours and Community Event |
|--------------------------|---|---------------------------|

Burn Permits

| | | |
|---------------------|----|---|
| Burn Permits Issued | 58 | Conditions were only favorable for burning 4 days in August |
|---------------------|----|---|

Training

| | | |
|-------------------------------|------|--|
| Total Personnel Training Hour | 1224 | Mgmt/Supvsn, Hazmat, Wild land, Special Healthcare, etc. |
|-------------------------------|------|--|

NFD Monthly Progress Report

August 2022

Total Calls by Unit

| | Total Number of Responses | District 1 | District 2 | District 3 | District 4 | District 5 | District 6 | District 7 | District 8 | District 9 |
|----------------|---------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| NFDs | 4 | | | | | 1 | | 2 | 1 | |
| Chief 301 | 16 | | | 6 | 1 | 1 | | 6 | 2 | |
| Chief 302 | 14 | 3 | 3 | 2 | | | | 5 | 1 | |
| Chief 303 | 16 | 4 | 1 | 3 | 2 | 1 | 1 | 2 | 2 | |
| Chief 401 | 12 | | | 1 | | 4 | 2 | 3 | | 2 |
| Chief 402 | 4 | | | | | | 1 | 2 | | 1 |
| Chief 403 | 17 | 1 | | 3 | | 5 | 3 | 2 | 1 | 2 |
| Chief 404 | 6 | | | 1 | | | | 3 | | 2 |
| Engine 1 | 347 | 323 | 4 | 7 | | 1 | | 6 | 2 | 4 |
| Brush 1 | 5 | 3 | 1 | | | | | | | 1 |
| Ladder 1 | 7 | | | 2 | | | | 4 | 1 | |
| Engine 2 | 234 | 1 | 224 | 3 | 1 | | | 5 | | |
| Brush 2 | 8 | 1 | 6 | 1 | | | | | | |
| Ladder 2 | 12 | | 3 | 2 | | | | 5 | 2 | |
| Engine 3 | 305 | 8 | | 285 | | 1 | 3 | 3 | | 5 |
| Brush 3 | 10 | 2 | | 3 | | 1 | 2 | | | 2 |
| Engine 4 | 197 | 1 | 3 | | 186 | | | 4 | 3 | |
| Brush 4 | 4 | | 1 | | 2 | | | | 1 | |
| Engine 5 | 26 | | | | | 23 | 3 | | | |
| Brush 5 | 73 | | | | | 72 | 1 | | | |
| Engine 6 | 23 | | | | | 3 | 19 | | | 1 |
| Brush 6 | 72 | | | | | 4 | 66 | | | 2 |
| Squad 7 | 188 | 8 | 1 | 8 | 4 | | 1 | 161 | 3 | 2 |
| Brush 7 | 5 | 1 | | | 1 | | | 2 | 1 | |
| Engine 8 | 104 | 1 | | | 1 | | | 8 | 94 | |
| Brush 8 | 1 | | | | | | | | 1 | |
| Tanker 8 | 6 | | 1 | | | 2 | 1 | | 2 | |
| Engine 9 | 240 | 2 | | 9 | | 3 | 6 | 3 | | 217 |
| Brush 9 | 15 | | | 2 | | 4 | 5 | | | 4 |
| Tanker 9 | 11 | | | 1 | | 6 | 4 | | | |
| EMS1 | 2 | | | | | | | 1 | 1 | |
| Fire Marshal 1 | 2 | | | | | | | 2 | | |
| Fire Marshal 2 | 2 | | | | | 1 | | 1 | | |
| Fire Marshal 3 | 9 | 1 | | 1 | | | 3 | 2 | 2 | |
| Fire Marshal 4 | 7 | | 1 | 1 | | | | 4 | | 1 |
| Fire Marshal 5 | 9 | | 1 | | | 5 | 1 | 1 | 1 | |
| 2013 | 360 | 360 | 250 | 341 | 198 | 138 | 122 | 237 | 121 | 246 |

August 2022 Fire Prevention Activity Summary

Prevention Department Update and Activities

Having Fire Inspectors on shift continues to make a positive impact on availability and response. With the start of the school year and football season, there was a strong focus on school and daycare inspections as well as reviewing occupancy load at businesses around campus.

| | | |
|---------------------------------|------------------|--|
| Training | 22 unit hours | Medical, Fire & Arson |
| Inspections/Re-Inspections | 175 hours | Annual, Certificate of Occupancy, Daycare, Fire Alarm, Fire Suppression System, General, Occupancy |
| Smoke Detectors | 10 | Install Smoke Detectors/Replace Batteries |
| Investigations | 13 | 8 Closed, 2 Complete, 3 Pending |
| Investigative Activities | 42 hours | Fire Scene Investigation, evidence to evidence shed, OSBI, interviews/Interrogation |
| Department Meetings | 17 (46 hours) | Software Presentations, Mandatory Alcohol Training, Spotlight Interviews, Fire Watch Information, etc |
| Station & Equipment Maintenance | 60 hours | Morning activities/cleaning at station, organization at NIC, equipment/vehicle checks. |
| Public Education | 23 hours | Youth fire setting, widow/widowers lunch fire safety, citizen concerns, outreach/training with volunteers. |

Planning Officer Activities

| Activities | Notes | Number | Staff Hours |
|----------------------------|--|---------|-------------|
| Plan Reviews | | 28 | 32 |
| Inspections/Re-inspections | | 25 | 90 |
| On Site Meetings | Courtesy walk through, New Warming Shelter discussions | 2 | 3 |
| Office/Department Meetings | Design conference with contractors, Department convergence | 6 | 5 |
| Job Training | 3 day FMAO conference classes, 3 day Virtual Workshop 10am-3pm | 3 | 28.5 |
| Data Entry | New World, I-Series | Unknown | 10 |
| Email Communication | Contractor/Architect inquiries, Citizen issues | Unknown | 15 |
| Calls for information | Contractor/Architect inquiries, Citizen issues | Unknown | 10 |
| Totals | | | 133 |

EMERGENCY MANAGEMENT DIVISION ACTIVITIES

| Emergency Management Division | Comments: August 2022 |
|--|--|
| Regular Monthly Scheduled Activities | Unless otherwise noted all meetings are held at the Norman Fire Training Center 2207 Goddard Ave, Norman, OK |
| Each morning at 7:00 am, a silent test of the outdoor warning system is conducted | The test provides an operational snapshot of the status of the system. This information provides information if a unit needs maintenance and if it is operating properly |
| Each Monday morning at 10:00 am, the National Weather Service conducts a video call regarding the upcoming weekly weather. | This call has the option for video participation and telephone call in. It is primarily for the Emergency Management of jurisdictions, school, State offices involved in EM, Tribes and other entities tasked with severe weather operations. It is not intended for the general public nor is this just a weather forecast. This time allows for interaction with the NWS about concerns that directly affect the local jurisdiction so they may better prepare for incoming weather. |
| Each Tuesday evening at 6:30 pm, ELMER night with the Amateur radio club (SCARS, www.w5nor.org) at the Fire Training Center (South Canadian Amateur Radio Society) | The club mentors other HAMS, works on projects and equipment, provides general support to the City and Public on Amateur operations |
| Each Wednesday Morning 9:15 am | Radio test with State Emergency Management. This tests the local and statewide capability for voice communication to the State office and to other jurisdictions. |
| Each first Thursday evening of the month is amateur radio testing night at 6:00 pm | Open to the public, the club provides the opportunity for the community to test for their Amateur license or upgrade a license. Note: the FCC has been directed to start charging for testing. Effective date is TBD |

| | |
|---|---|
| <p>Each Saturday 12:00 Outdoor Warning audible test. This test is supported by the Amateur radio club to assist in identifying and verifying units needing maintenance. Residents can assist by “Adopting a Pole” and reporting the siren status they adopt at the website www.w5jrt.org</p> | <p>Audible test of the outdoor warning system is conducted for 60 seconds. Three units are sounded for 20 seconds due to being a public park venue. Note: The units are not tested to full capacity.</p> |
| <p>Second Thursday of each month is the Norman Emergency Response Team Volunteers and the Medical Reserve CORPS members to meet, network and discuss preparedness support and collaboration with the Cleveland County Health Department on use of the Medical Reserve Corps</p> | <p>The Volunteer meeting at 6:30 pm. At 6 pm we meet for social time before the meeting. Usually we have snacks and drinks. This networking allows for camaraderie and building relationships during different organizations. City staff is always welcome.</p> |
| <p>Each Third Thursday of the month is reserved for Division Staff duties and collaboration with the Disaster Assistance Teams (DAT) of the American Red Cross</p> | <p>Meetings are conducted at the Fire Training Center and usually held on an as needed basis.</p> |
| <p>Local Emergency Preparedness Committee</p> | <p>Meets quarterly (normally at the Norman Regional hospital on Porter) under the management of the Cleveland County Emergency Management office. The public is welcome to address any concerns regarding emergency planning or SARA Title III information</p> |
| | |

| | |
|--|--|
| Other Emergency Management Activities | |
| National Weather Festival Planning | Norman EM Coordinator was requested to assist with flight operations at the 2022 Norman Weather Festival. This will involve the Norman Response Volunteer Team and they will help crowd control, eliminating foreign objects and debris in the aircraft area, and support security by conducting checks of the grounds for suspicious packages. |
| | |
| Medical Reserve CORPS | The State MRC held the State Volunteer Workshop in OKC. The Outstanding Volunteer for the newly formed Health Department District 10 was a Norman Volunteer Christopher Snider. Chris has a license as an electrician, but he has provided many hours of service to the City/County preparedness effort. Chris was recognized at the State workshop and will be recognized locally as well. |
| | |
| Local Preparedness Committee Tabletop | On August 17, 2022, the LEPC held a tabletop exercise hosted by Norman Water treatment plant. There 12 personnel in attendance. The subject was a train derailment that affected the area near City Hall. The scenario was very plausible as there are hundreds of trains carrying hazardous chemicals through Norman. A robust discussion was had regarding the situation and the response. Following the exercise an impromptu tour of the water treatment facility was made |
| | |
| Local Response | |
| Red Cross Coordination for burn outs. In August there were zero fires responded to in order to assist families with immediate needs. | With the robust reorganization in the Red Cross and the turmoil of having a in home fire, the volunteers or I, when called, will respond to the scene, (physically or by phone and assist the family in coordination with the Red Cross to provide immediate assistance. |
| | |
| Youth Camp | |

| | |
|---|---|
| <p>2023 Youth Preparedness Camp planning</p> | <p>The next camp planning cycle is underway. The Homeland Security Office has presented a budget to support the 2023 camp. At this time the location has not been confirmed, but the operational focus is on Lawton and Cameron University.</p> |
| <p>The Norman Art Walk conducted each second Friday contacted the EM Division for support of a cooling station.</p> | <p>On Request, the Norman Emergency Response Volunteer Team provides various support to the Art walk. It can be cooling fans, basic first aid or providing promotional and information preparedness material.</p> |
| <p>Norman EM coordinates the activities of the Cleveland County Medical Reserve CORPS Unit 0333 in collaboration with the Cleveland County Health Department. During the COVID response by the health department the MRC was vital in operating numerous points of distribution for the vaccine injections. More than 3000 volunteer hours were provided during the height of the response.</p> | <p>The Emergency Management Coordinator met with the State Coordinator and the Cleveland County Local Response Coordinator (LRC) to discuss the reorganization of the health departments and the management of the MRC Unit. Cleveland County is now assigned to take care of solely Cleveland County. Previously they supported 5 counties. The reassignment identifies the health department as Region 10, Cleveland County. This will assist in the collaboration of the MRC unit and will continue to enhance the Norman Emergency Volunteer response. The Unit applied for and received a \$75K grant that is intended to focus on those issues from the COVID response to make things better.</p> |
| <p>The Proposed ECC/EOC</p> | <p>Discussions are ongoing regarding the look and feel of the EOC portion to include the Amateur Radio operations room. The most recent discussion will allow for the Norman EOC to have some very good support in disaster operations and emergency communications.</p> |
| <p>Grants Status</p> | |
| <p>National Association of City and County Health Officials</p> | <p>Due to some items being funded from budget monies, the grants have retained additional funds. These funds will allow for the program to support other needed</p> |

| | |
|--|--|
| | purchases and training |
| 2020 Operational Readiness Award | GF0024 \$2997.54 |
| 2021 Operational Readiness Award | GF0025 \$5000.00 (Training) |
| 2022 Operational Readiness Award | GF0026 \$1686 |
| RESPOND, INNOVATE, SUSTAIN, EQUIP Award (\$75,000) | GF0027 Issues with the execution of the grant have delayed in receiving the first 1/3 payment. An initial payment was made to support the Intern program with Envision Success. |
| Disaster Reimbursement Status | |
| FEMA has instituted a new process for reimbursement claims. As with any new process there are many issues to be worked through | It is vital for Volunteers to ensure their time has been recorded. Volunteer hours are dollars for a jurisdiction. The hours go to meeting cost share and having a value added impact for the local jurisdictions. |
| Disaster DR-4222 2015 | Federal portion paid, State portion of \$91,808.32 is pending |
| Disaster Dr-4575 October 2021 | The federal government has changed the reimbursement reported in the April report from 90% to 100%. This supplement will be processed automatically and provided to the City at a future date. |
| Mitigation Grant Status | |
| Norman Safe Room grant program | All supplemental checks mailed with one exception. Efforts to locate the party has not been successful at this time. |
| Severe Weather Issues | |
| National Weather Service Storm Spotter Training | NWS Norman Spotter Schedule (weather.gov) |

HUMAN RESOURCES 5

HUMAN RESOURCES
Monthly Report
August 2022

ADMINISTRATION

Administrative Support

- Processed Monthly Department Report
- Processed invoices and reconciled expense accounts
- Labor Relations:
 - Coordinated and attended two (2) FOP negotiation sessions
 - Coordinated and attended one (3) IAFF negotiation session
 - Coordinated and attended one (3) AFSCME negotiation session

BENEFITS

- Assisted approximately 10-25 employees/retired employees with information regarding COBRA/Retiree medical and dental inquiries and setup
 - Zoom meeting with Meritain team to clarify their COBRA/retirement procedures, documentation and timeframe for processing an individual from beginning to end
- Fielding employee calls/emails (approx. 175+) referencing health/dental/vision/flex/wellness concerns
 - Newborns - Marriage – Death – Loss of Coverage
 - Daily contact with Meritain reps
- Meeting with my HR Director
 - What my role is in the CoN HR wheel
 - Discussions - current expectation and future projects
 - Going through pros & cons of current and prospective Carriers
 - Mentorship
- Meeting with supplemental insurance provider reps
 - Washington National
 - TFCU
 - Zoom/phone meetings
 - Meritain
 - Elixir
 - American Fidelity
- Working with vendor reps (VSP/Washington Nat'l/American Fidelity/Voya) to setup ACH payments
 - ACH Process completed for VSP & Washington National
 - American Fidelity and Voya still in the works
- Gallagher consultant meetings
 - Carrier bids for 2023 benefit products
 - Providing termination letters to vendor services ending December 31, 2022
 - Preparing for new carrier implementation
- Collecting data for annual audit – Benefits information
 - Active, Retiree, Cobra participants
 - Medical/Dental/Vision
 - Demographics
 - Type (emp only, emp + fam, emp+child, emp + spouse)
- Munis training
 - Interactive team Webinar

- Setup Implementation
 - Overview
- Working closely with Mindy Aynes
 - Questions, arrears and refunds
- New Hire Orientation
 - Presenting CoN benefits to incoming/transferring/rehire
 - Building packets
 - Answering question about coverage
- Enrolling New Hires
 - Enrolling in Munis
 - Benefits
 - Dependents
 - Beneficiaries
 - AFSME dues
 - Enrolling
 - Meritain
 - VSP
- Benefit Terms
 - Stop dating Munis benefits
 - Terming Meritain coverage
 - Terming VSP coverage
- Working with Esther (Accounts Payable) and Barbara (Revenue Collections)

PERSONNEL ACTIONS

New Hires – 14

| Dept./Div. | Position | Number of Employees |
|-----------------------------|-------------------------------|----------------------------|
| Fire/Suppression | Firefighter Recruit | 1 |
| Parks & Rec/Facility Maint. | Custodian (PPT) | 1 |
| Parks & Rec/Golf Course | Golf Course Attendant | 1 |
| Parks & Rec/Park Maint. | Maintenance Worker I | 3 |
| Parks & Rec/Recreation | Recreation Leader 1 (PPT) | 1 |
| Planning & Community Dev. | Admin Tech III | 1 |
| Planning/Code Enforcement | Code Compliance Inspector | 1 |
| Public Works/Fleet | Mechanic I | 1 |
| Public Works/Traffic | Traffic Signal Tech | 1 |
| Utilities/WLM | Utility Distribution Worker I | 1 |
| Utilities/WRF | Temporary Laborer | 1 |
| Utilities/SLM | Utility Collection Worker I | 1 |

Separations – 22

| Dept./Div. | Position | Number of Employees |
|-----------------------------|-----------------------------------|----------------------------|
| Parks & Rec/Facility Maint. | Custodian (PPT) | 1 |
| Parks & Rec/WW Pool | Admissions Clerk (PT) | 1 |
| Parks & Rec/WW Pool | Lifeguards (PT) | 9 |
| Parks & Rec/WW Pool | Recreation Center Specialist (PT) | 2 |
| Parks & Rec/WW Pool | Recreation Technician (PT) | 1 |
| Parks & Rec/WW Pool | Recreation Center Supervisor | 1 |
| Parks & Rec/WW Pool | Swim Instructors (PT) | 3 |
| Police/Staff Services | Crime Analyst | 1 |
| Public Works/Stormwater | Maintenance Worker I | 1 |
| Utilities/Sanitation | Sanitation Worker I | 1 |
| Utilities/WRF | Plant Operator C | 1 |

Promotions – 4

| Dept./Div. | Position | Number of Employees |
|-----------------------|----------------------------------|----------------------------|
| Fire/Suppression | Fire Captain | 1 |
| Human Resources/Admin | HR Administrator (Admin Tech IV) | 1 |
| Human Resources/Admin | Compensation Analyst | 1 |
| Utilities/Sanitation | Sanitation Worker II | 1 |

RECRUITMENT

Accepted electronic applications for the following positions:

| Department/Division | Position |
|--|-------------------------------------|
| Finance/Revenue/Meter Services | Meter Reader |
| Human Resources/Administration | Compensation Specialist |
| Parks & Recreation/Facility Maintenance | Custodian (PPT) |
| Parks & Recreation/Park Maintenance | Maintenance Worker I |
| Parks & Recreation/Recreation | Food & Beverage Tech I (PT) |
| Parks & Recreation/Recreation-12 th Ave | Recreation Leader I |
| Parks & Recreation/Recreation-Little Axe | Recreation Center Specialist (PT) |
| Parks & Recreation/Recreation-Little Axe | Recreation Leader I |
| Parks & Recreation/Westwood Family Aquatic Center | Admissions Clerk I (PT) |
| Parks & Recreation/Westwood Family Aquatic Center | Aquatic Facility Maintenance I (PT) |
| Parks & Recreation/Westwood Family Aquatic Center | Concession Cashier I (PT) |
| Parks & Recreation/Westwood Family Aquatic Center | Head Lifeguard (PT) |
| Parks & Recreation/Westwood Family Aquatic Center | Lifeguard (PT) |
| Parks & Recreation/Westwood Family Aquatic Center | Slide And Gate Attendant (PT) |
| Parks & Recreation/Westwood Family Aquatic Center | Swim Instructor (PT) |
| Parks & Recreation/Westwood Golf Center | Golf Course Attendant (PT) |
| Planning/Code Compliance | Code Compliance Inspector |
| Planning/Planning Services | Administrative Technician III |
| Police/Administration | Police Public Information Officer |
| Police Department | Police Officer |
| Police/Emergency Communications Bureau | Communications Officer I |
| Police/Emergency Communications Bureau | Communications Officer II |
| Police/Staff Services | Parking Service Officer (PPT) |
| Police/Staff Services | Police Records Clerk |
| Public Works/Fleet | EVT Mechanic II |
| Public Works/Fleet | Mechanic I |
| Public Works/Planning Services | Administrative Technician III |
| Public Works/Stormwater | Maintenance Worker I |
| Public Works/Streets | Maintenance Worker I |
| Public Works/Traffic | Traffic Management Center Engineer |
| Public Works/Traffic | Traffic Signal Technician |
| Utilities/Sanitation | Sanitation Worker I |
| Utilities/SLM | Utility Collection Worker I |
| Utilities/Water Line Maintenance | Utility Distribution Worker I |
| Utilities/Water Reclamation Facility | Plant Operator D |
| Utilities/Water Reclamation Facility | Temporary Laborer (PT) |
| Utilities/Water Treatment Plant | Plant O & M Technician |
| Utilities/Water Treatment Plant | Temporary Laborer (PT) |

Recruitment & Hiring Statistics:

| Contacts/Inquiries | | Selection Process Elements | |
|---------------------------|-----|-------------------------------------|----|
| In Person | 375 | Written Exams | 2 |
| Phone | 470 | Practical Testing/Assessment Center | 1 |
| Mail | 305 | Panel Board Interviews | 15 |
| Email | 320 | Promotions | 7 |

| | | | |
|---------------------------------------|-------|------------------------|---|
| Total Subscribers-E-mail Vacancy List | 1,425 | Oral Interviews | 3 |
| Total Page Views for HR Website | 5,635 | Hiring/Promotion Board | 0 |

| Hiring Statistics | | Recruitment Statistics | |
|--|----|---------------------------------|-----|
| Pre-Employment Background Investigations | 18 | Advertisements Placed | 28 |
| Pre-Employment Drug Screens | 17 | Applications Received | 134 |
| Pre-Employment Physicals | 13 | Job Announcements Emailed | 75 |
| Pre-Employment Criminal Backgrounds | 9 | Job Announcements to CON Depts. | 405 |

TRAINING AND DEVELOPMENT

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

Provided Commercial Driver License Class A (CDLA) Behind-the-Wheel Range and Public Road training conducted through the Moore Norman Technology Center, CDL Entry-Level Driver Training program for one employee in Utilities, Line Maintenance Division. Topics included Vehicle Inspection, Backing, Parking, Vehicle Controls, Communications, Visual Search, Speed and Space Management, Safe Driving, Hazards and Driving Conditions.

Provided Alcohol Awareness, Signs, Symptoms, and Consequences training conducted by the City of Norman’s EAP provider for 30 employees in the Norman Fire Department.

The Computer Training Lab was the site for Tyler Technologies Munis software training, Information Technology ERP weekly meetings, and Emergency Communications and Tyler Technologies Crime Dashboards training for the Police Department.

Provided Teamwork Core Value Awards for presentation by Parks and Recreation Director to Facility Maintenance Administrative Technician Tara Klepper and Facility Maintenance Supervisor Nate McNeely for their actions in rendering first aid and assistance to a Norman resident.

Provided administrative control on a Fire Driver Engineer Promotion Board to monitor test construction, promotional process, and security surveillance.

SAFETY

- Safety material documents were sent to divisions each week
- Conducted one (1) Return to Work Meeting (Streets)
- Conducted four Fitness for Duty Meetings (Fire (3)/Police (1))
- Conducted eight (8) new employee orientations
- Safety meetings were held covering Personal Protective Equipment, Safe Lifting Techniques and Hazard Communication

Recordable Injuries – 11

| Dept./Division | Nature of the Injury | Activity | Prognosis |
|------------------|--------------------------|---|-------------------|
| Fire/Suppression | Lower back strain | Strained lower back performing a deadlift | Work restrictions |
| Fire/Suppression | Bruised right hip & knee | Fell off step trying to exit cab of Fire Engine | Work restrictions |

| | | | |
|-----------------------------------|------------------------------------|---|-------------------|
| Fire/ Suppression | Lower back strain | Strained lower back while lifting heavy patient to cot | Work restrictions |
| Fire/ Suppression | Overexertion | Became overheated while performing fire-fighting measures | Work restrictions |
| Fire/ Suppression | Left knee strain | Felt strain in left knee while walking up the stairs | Work restrictions |
| Public Works/ Traffic Engineer | Fracture to right ankle | Fell while riding on bus during tour | Off work |
| Public Works/ Traffic Control | Strained left shoulder | Strained shoulder while lifting charge collection cart | Work restrictions |
| Public Works/ Storm Water | Poison ivy exposure to face & arms | Exposed to poison ivy while trimming trees | Returned to work |
| Public Works/ Storm Water | Lower back strain | Twisted lower back while operating skid steer | Off work |
| Utilities/ Water L.M. | Lower back strain | Strained lower back connecting 2" water line | Work restrictions |
| Utilities/ NWRP | Exposure to poison ivy | Exposed to poison ivy while mowing | Released to work |

Recordable Injuries per calendar year.

| 2022 | 2021 | 2020 | 2019 | 2018 | 2017 |
|------|------|------|------|------|------|
| 40 | 64 | 57 | 65 | 71 | 59 |

Vehicle Collisions: 3

| Division | Description of Collision | Status |
|--------------------------|--|-----------------|
| Fire/ Suppression | While responding to a grass fire, brush truck unit # 45 slid into another vehicle at an intersection causing damage to both vehicles | TBD |
| Utilities/ Sanitation | Driver was attempting to pass City vehicle and struck the City vehicle on driver's side front fender causing minimal damage | No Fault |
| Utilities/ Sanitation | Driver was turning in front of City vehicle and hit the front bumper area of City vehicle causing damage | No Fault |

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

| 2023 | 2022 | 2021 | 2020 | 2019 | 2018 |
|------|------|------|------|------|------|
| 1 | 3 | 10 | 3 | 8 | 5 |

INFORMATION TECHNOLOGY 6

CITY OF NORMAN

Information Technology Department
 Monthly Report – August 2022.

Working projects for the IT Department are as follows:

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

| | | |
|--|---|--|
| <p>Water tower and mono-pole contract negotiations.</p> | <p>Increased Revenue and compliance for water tower/cellular mono-pole leases. Repair requirements.</p> | <p>Ongoing</p> |
| <p>Fiber Optic Installation for redundant loop at WTP and EOC</p> | <p>IT and the Utilites Department will be using capital funds to connect a microwave antenna from Fire station 9 to the Water treatment plant and connect to the Emergency Operations Center once that building is complete. This will create a redundant loop for the WTP and EOC incase of lost service from the main connection.</p> | <p>Awaiting Approval, Working with Utilities Department, land acquisition complete, right of way in negotiation possible launch in FYE23</p> |
| <p>New Building construction/renovation support.</p> | <p>The IT Department is involved in all new building construction planning and will be responsible to map our networking infrastructure, building air for network closets, power for equipment and battery backups, network drops, wireless network coverage, hardware installation, and physical moves of staffs computer systems in all building projects (Norman Forward Driven)</p> | <p>In Progress – Sanitation, Line Maintenance, Sr. Center, YFAC, EOC, Building D, Building A, Building C, Bus Station, Building Maint.</p> |
| <p>Jenkins Street Fiber Move</p> | <p>Move the city's fiber optics out of the way of construction during the Jenkins Street widening project.</p> | <p>In Planning – to be complete by end of calendar year 2022.</p> |
| <p>IT Security training efforts for all network and email users at the City of Norman.</p> | <p>Increase awareness and stay current on all new and rapidly changing cyber-attack methods so that the CoN network is protected by every employee who uses the network and email.</p> | <p>Ongoing</p> |

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

Support Tickets:

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

Mass Communications:

The following statistics represent email space and resource savings. In the attached table, you will see that 18 emails from the groups shown were sent from city servers using city resources – of those 29,955 were delivered to outside mailboxes for the month of August 2022. The city servers generated mass communications to Norman citizens of 29,955 messages from only 18 sent (see **IT Table 2**).

Email Security Appliance:

The City of Norman's IT Department has an email filter that has enhanced reporting and filtering capabilities that protect the City's systems from malicious attacks from the outside. Email is one of the preferred methods of the delivery of malicious software and viruses. The IT department monitored 338,789 attempted incoming and 128,602 outgoing messages for the month of August 2022. Incoming messages totaling 152,460 were considered Spam or hazardous e-mails by our email-filtering appliance, and were quarantined or filtered (see **IT Table 3**). This number represents nearly 45% of our inbound mail. This percentage continues to be the norm for malicious email/spam. The IT Department has made the decision to block inbound traffic from countries with known malicious attackers that constantly try to affect our network. We continue to monitor and analyze the situation on a daily basis. Inbound email messages of this nature means increased vulnerabilities and attack vectors into the city. Without the email filter appliance, our email server would have received more mail, which increases the opportunity for entrance of a virus into the network. It also creates waste, reduces productivity, and decreases valuable storage space.

Web Site:

The City of Norman's web site is hosted, updated, and maintained by the IT Department. In the month of August 2022, the City of Norman's web site had 128,662 individual web sessions access the web site for 247,612 total page views. Of those sessions, 77,745 were identified as New Users to view content on the City web site (see **IT Table 4**). In July of 2019, the IT Department kicked off a project with Interpersonal Frequency to overhaul the City website. Since its completion in June 2020, the site has reduced and more relevant information as well as the ability to function seamlessly from mobile devices and tablets.

ERP Project Implementation Progress:

The chart below shows the path that we have followed through our ERP Implementation Project. The project began in January of 2018 and is expected to run through FYE23. The City Council has approved approximately \$6 Million to replace the outdated software systems that run our daily business operations. Once complete the city will have enhanced automated services and web services for our citizen base as

well as the employees who use and track their daily work with these business systems. The IT Department has completed implementation of Parks and Rec software (Vermont Systems), Municipal Court software (Incode), Finance software (Munis), Utility Billing software (CIS Infinity), and Payroll (Munis). Human Resource Management (HRM), and EAM for Work Orders has been our focus for the Months of July/August 2022. Daily work continues on these systems as well as additional training and configuration on the Utility Billing software. Server installation and configuration for Planning and Community Services (CityView) application began in May of 2021. The COVID-19 pandemic had an adverse effect on the completion of CIS Infinity and the starting of CityView because of vendor resource availability and travel restrictions in Canada (both companies are Harris owned and based in Canada). The final phase of our software upgrades, City View, is expected to complete during the first quarter of FYE23. We will continue to evaluate each of these systems moving forward starting with a review of the HR Systems in FYE23.

| Category/Phase | Year | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 | 2038 | 2039 | 2040 | 2041 | 2042 | 2043 | 2044 | 2045 | 2046 | 2047 | 2048 | 2049 | 2050 | | |
|---|--------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|--|--|
| Parks & Rec: Vermont | Manual | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Municipal Court: Tyler Incode | Custom | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Phase 1: Financial Management | HFE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Utility Billing: Advanced utilities | HFE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Phase 2: EAM Facilities, Line Work, Storm water | HFE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Planning and Community Dev.: Cityview | HFE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Phase 3: Human Resource Management | HFE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Time & Attendance: IntelliTime | Manual | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Website Re-Design | Custom | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Phase Months: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Table 1

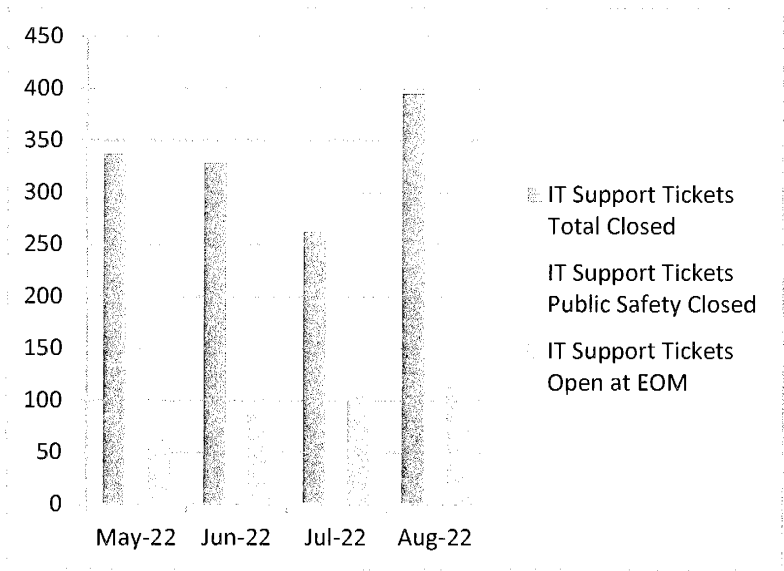


Table 2

August 2022 LIST SERVER REPORT

| Group | Active Members | Mailings | Total Delivered |
|--------------------------|-----------------------|-----------------|------------------------|
| Affirmative Action Group | 15 | 3 | 45 |
| Job Posting | 1410 | 3 | 4230 |
| Norman News | 2140 | 12 | 25680 |
| Totals | 3565 | 18 | 29955 |



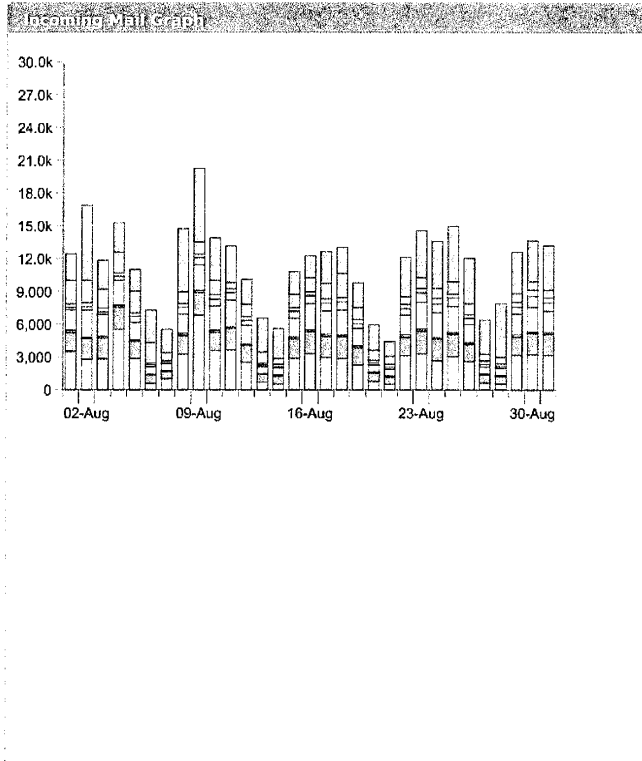
Example.com

Executive Summary

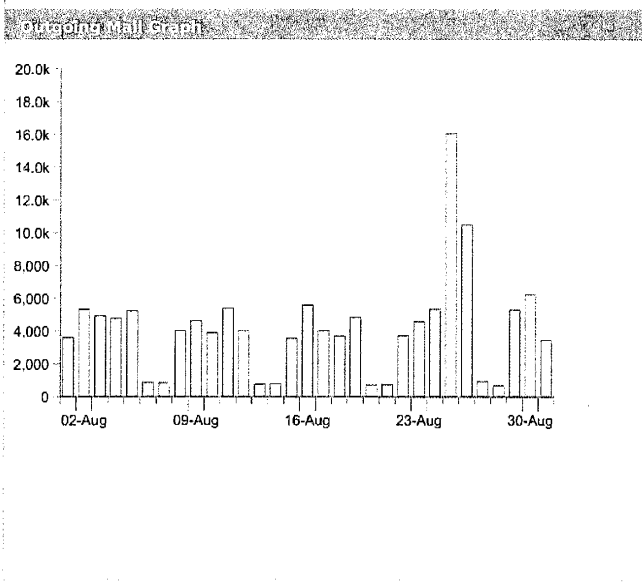
ironport.example.com

01 Aug 2022 00:00 to 31 Aug 2022 23:59 (GMT -05:00)

Data in time range: 100.0 % complete



| Incoming Mail Summary | | |
|---|--------------|----------------|
| <input type="checkbox"/> Stopped by IP Reputation Filtering | 31.2% | 105,871 |
| <input type="checkbox"/> Stopped by Domain Reputation Filtering | 10.7% | 36,132 |
| <input type="checkbox"/> Stopped as Invalid Recipients | 0.0% | 2 |
| <input type="checkbox"/> Spam Detected | 3.0% | 10,061 |
| <input type="checkbox"/> Virus Detected | 0.0% | 59 |
| <input checked="" type="checkbox"/> Detected by Advanced Malware Protection | 0.0% | 130 |
| <input type="checkbox"/> Messages with Malicious URLs | 0.0% | 52 |
| <input checked="" type="checkbox"/> Stopped by Content Filter | 0.0% | 153 |
| <input type="checkbox"/> Stopped by DMARC | 4.6% | 15,476 |
| <input checked="" type="checkbox"/> S/MIME Verification/Decryption Failed | 0.0% | 0 |
| Total Threat Messages: | 45.0% | 152,460 |
| <input type="checkbox"/> Marketing Messages | 15.4% | 52,267 |
| <input checked="" type="checkbox"/> Social Networking Messages | 1.5% | 4,965 |
| <input type="checkbox"/> Bulk Messages | 14.1% | 47,880 |
| Total Graymails: | 31.0% | 105,112 |
| <input type="checkbox"/> S/MIME Verification/Decryption Successful | 0.0% | 0 |
| <input type="checkbox"/> Clean Messages | 24.0% | 81,217 |
| Total Attempted Messages: | | 338,789 |



| Outgoing Mail Summary | | |
|---|--------|----------------|
| <input type="checkbox"/> Spam Detected | 0.0% | 0 |
| <input type="checkbox"/> Virus Detected | 0.0% | 0 |
| <input checked="" type="checkbox"/> Detected by Advanced Malware Protection | 0.0% | 0 |
| <input type="checkbox"/> Messages with Malicious URLs | 0.0% | 0 |
| <input checked="" type="checkbox"/> Stopped by Content Filter | 0.0% | 0 |
| <input type="checkbox"/> Stopped by DLP | 0.0% | 0 |
| <input type="checkbox"/> Clean Messages | 100.0% | 128,673 |
| Total Messages Processed: | | 128,673 |
| Hard Bounces | 1.9% | 2,487 |
| Delivered | 98.1% | 126,115 |
| Total Messages Delivered: | | 128,602 |

Site Traffic

Aug 1, 2022 - Aug 31, 2022

All Users
 10 Minute Session

Report Tab

Sessions

10,000

5,000

Aug 3 Aug 5 Aug 7 Aug 9 Aug 11 Aug 13 Aug 15 Aug 17 Aug 19 Aug 21 Aug 23 Aug 25 Aug 27 Aug 29 Aug 31

| Day of the month | Sessions | Pages / Session | Pageviews | Users | New Users | Bounce Rate | Avg. Time on Page |
|------------------|----------|-----------------|-----------|--------|-----------|-------------|-------------------|
| | 128,662 | 1.92 | 247,612 | 87,469 | 77,745 | 49.17% | 00:01:45 |
| 1. 23 | 7,917 | 1.80 | 14,277 | 6,818 | 5,151 | 47.51% | 00:02:09 |
| 2. 22 | 5,173 | 1.95 | 10,089 | 4,578 | 3,303 | 49.43% | 00:02:07 |
| 3. 11 | 5,163 | 1.85 | 9,530 | 4,562 | 3,274 | 49.18% | 00:01:53 |
| 4. 24 | 5,084 | 1.80 | 9,174 | 4,592 | 3,200 | 54.62% | 00:01:42 |
| 5. 12 | 5,068 | 1.86 | 9,409 | 4,363 | 2,939 | 43.47% | 00:02:00 |
| 6. 15 | 4,729 | 1.92 | 9,076 | 4,101 | 2,899 | 51.17% | 00:01:34 |
| 7. 08 | 4,429 | 2.02 | 8,967 | 3,822 | 2,514 | 46.62% | 00:01:39 |
| 8. 16 | 4,417 | 1.96 | 8,656 | 3,919 | 2,732 | 51.01% | 00:01:36 |
| 9. 10 | 4,354 | 2.06 | 8,974 | 3,777 | 2,512 | 48.69% | 00:01:49 |
| 10. 09 | 4,310 | 2.15 | 9,285 | 3,673 | 2,413 | 47.42% | 00:01:43 |

Rows 1 - 10 of 31

LEGAL 7

MONTHLY REPORT - LEGAL DEPARTMENT
August 2022 Report
(Submitted September 8, 2022)

MONTHLY HIGHLIGHTS:

LIST OF PENDING CASES:

UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT

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

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

UNITED STATES DISTRICT COURT, EASTERN DISTRICT OF NEW YORK

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

UNITED STATES DISTRICT COURT, WESTERN DISTRICT OF OKLAHOMA

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

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

OKLAHOMA SUPREME COURT / COURT OF CIVIL APPEALS

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

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

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

COURT OF CRIMINAL APPEALS

None

CLEVELAND COUNTY DISTRICT COURT

A. *General Lawsuits*

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

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

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

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

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

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

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

Kevin Easley v. City of Norman, CV-2022-2830

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

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

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

Martin Florez v. City of Norman & John Doe, CJ-2021-1051
Caleb Fulton v. Loyal Reich, Reich Dozer Services, LLC, City of Norman, Board of County Commissioners of Cleveland County, State of Oklahoma, CJ-2020-797 (K)
Kevin Hahn v. Norman Police Department, City of Norman, CJ-2021-210 (K)
Jaelyn Jacobs v. City of Norman, CJ-2022-794 (K)
City v. Loeffler & Ashford Investments, LLC, CV-2022-1182 (M)
City v. Lonnie Hodges, CV-2020-2922
The Norman Petition Initiative No. 2021-1, Case No. CV-2020-2384 (K)
McCarver v. City of Norman, CJ-2013-128 TS (K)
Hunter Miller Family v. City of Norman, CV-2022-683 (K)
Remy v. Hall, et al., Case No. CV-2017-1853 (K, S)
Shaz Investment Group, LLC v. City of Norman, CJ-2021-1044 (K)
Walling v. Norman Regional Health System, et al, CJ-2014-874 (K)

B. *Condemnation Proceedings*

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

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

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

D. *Municipal Court Appeals*

None

E. *Small Claims Court*

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

F. *Board of Adjustment Appeals*

None

LABOR / ADMINISTRATIVE PROCEEDINGS

A. *Grievance & Arbitration Proceedings (K)*

This office has assisted with the following grievances:

AFSCME Grievance FYE 21-02 – (COVID-19 Leave)

AFSCME Grievance FYE 21-05 – (Brooks & Stephens)

AFSCME Grievance FYE 21-06 – (Parks HEOs and MWIIs)

This grievance has been resolved and will no longer appear on the Monthly Report

AFSCME Grievance FYE 22-02 – (Jerry Younts and Bennie Gilmore – COVID-19 Leave)

AFSCME Grievance FYE 22-02 – (Tara Klepper – COVID-19 Leave)

AFSCME Grievance FYE 22-08 – (Sherri Cole – Negative Evaluation)

This grievance has been resolved and will no longer appear on the Monthly Report

AFSCME Grievance FYE 22-09 – (Sherri Cole – Harassment)

This grievance has been resolved and will no longer appear on the Monthly Report

AFSCME Grievance FYE 22-10 – (Danny Millsap – Working Environment)

This grievance has been resolved and will no longer appear on the Monthly Report

AFSCME Grievance FYE 22-11 – (Kay Johnson – Discipline/Unsatisfactory Work Performance)

This grievance has been resolved and will no longer appear on the Monthly Report

AFSCME Grievance FYE 22-12 – (Stephanie Shelton – Discipline/3 Day Suspension)

AFSCME Grievance FYE 22-13 – (Stephanie Shelton – Discipline/5 Day Suspension)

IAFF Grievance FYE 21 – (Carl Smith – Improper Compensation)

IAFF Grievance FYE 22 – (Battalion Chief)

IAFF Grievance FYE 22 – (Clymer Promotion)

IAFF Grievance FYE 22 – (Fire Training Officer)

IAFF Grievance FYE 22 – (Source Documents)

IAFF Grievance FYE 22 – (Chris Beirne – Payment of Sick Leave)

IAFF Grievance FYE 22 – (Chris Beirne – Alcohol Testing Procedure)

IAFF Grievance FYE 22 – (Fire Marshal Grievance)

This grievance has been resolved and will no longer appear on the Monthly Report

IAFF Grievance FYE 22 – (Fire Inspector Grievance)

This grievance has been resolved and will no longer appear on the Monthly Report

IAFF Grievance FYE 22 – (Planning Officer)

This grievance has been resolved and will no longer appear on the Monthly Report

IAFF Grievance FYE 23 – (Carl Smith – Light Duty)

This grievance arises out of the Fire Chief's decision to assign a firefighter to light duty.

IAFF Grievance FYE 23 – (Carl Smith – Pay)

This grievance arise out or the City's practice of requiring employees on injury leave to pick up their pay checks.

B. *Equal Employment Opportunity Commission (EEOC)*

Candice Smith, 564-2022-00673 (Discrimination)

C. Contested Unemployment Claims (OESC)

None

MUNICIPAL COURT PROSECUTIONS

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

| Month | <u>ADULT CASES</u> | | | <u>JUVENILE CASES</u> | | | <u>COURT SESSIONS</u> | | |
|--------------|--------------------|--------|--------|-----------------------|--------|--------|-----------------------|--------|--------|
| | FYE 21 | FYE 22 | FYE 23 | FYE 21 | FYE 22 | FYE 23 | FYE 21 | FYE 22 | FYE 23 |
| JULY | 545 | 275 | 165 | 23 | 11 | 7 | 16 | 7 | 9 |
| AUG | 444 | 236 | 241 | 11 | 9 | 10 | 14 | 5 | 13 |
| SEPT | 520 | 263 | | 10 | 9 | | 13 | 5 | |
| OCT | 325 | 269 | | 4 | 12 | | 7 | 6 | |
| NOV | 259 | 228 | | 0 | 2 | | 6 | 6 | |
| DEC | 279 | 162 | | 6 | 1 | | 7 | 3 | |
| JAN | 134 | 185 | | 3 | 9 | | 0 | 6 | |
| FEB | 178 | 787 | | 1 | 8 | | 0 | 8 | |
| MAR | 270 | 282 | | 6 | 13 | | 5 | 9 | |
| APR | 420 | 323 | | 6 | 12 | | 13 | 10 | |
| MAY | 507 | 582 | | 10 | 21 | | 13 | 12 | |
| JUNE | 422 | 268 | | 0 | 7 | | 11 | 11 | |
| TOTALS / YTD | 4,303 | 3,860 | 406 | 80 | 114 | 17 | 105 | 88 | 22 |

WORKERS' COMPENSATION COURT

The total number cases pending as of August 2022 are 17. A settlement is scheduled for consideration by Council September 13, 2022. There were no new workers compensation cases received during the month of August 2022. The remaining cases are proceeding in active litigation in the Oklahoma Workers’ Compensation Commission/Court of Existing Claims. The current breakdown of pending Workers’ Compensation cases by work area have been reviewed and updated for accuracy is as follows:

| DEPARTMENT | DIVISION | PENDING CASES | FYE 23 CASES | FYE22 CASES | FYE21 CASES | FYE20 CASES |
|------------|------------------------|---------------|--------------|-------------|-------------|-------------|
| Fire | Suppression | 3 | | 4 | 2 | 2 |
| Fire | Prevention | 1 | | 1 | | |
| Parks/Rec. | Park Maintenance | 1 | | | | |
| Parks/Rec | Westwood Pool | | | 1 | | |
| Planning | Development Services | | | | | |
| Police | Animal Welfare | 2 | | | 2 | 1 |
| Police | Criminal Investigation | 2 | | 1 | | |

Legal – August 2022 Monthly Report
 September 8, 2022
 Page 5 of 7

| DEPARTMENT | DIVISION | PENDING CASES | FYE 23 CASES | FYE22 CASES | FYE21 CASES | FYE20 CASES |
|---------------|---------------------|---------------|--------------|-------------|-------------|-------------|
| Police | Patrol | 4 | 1 | 4 | 1 | 2 |
| Police | Administration | 2 | | 2 | | |
| Public Works | Street Maintenance | 2 | | 1 | 1 | 1 |
| Public Works | Vehicle Maintenance | | | | | |
| Public Works | Storm Water | | | | | |
| Utilities | Line Maintenance | | | | | 1 |
| Utilities | Sanitation | | | | | |
| TOTALS | | 17 | 1 | 14 | 6 | 7 |

List of Pending Cases

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

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

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

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

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

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

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

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

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

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

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

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

A settlement in the above cases is scheduled to be considered by Council on September 13, 2022.

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

(Fire, Prevention, Fire Marshal, Both Knees)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Legal – August 2022 Monthly Report
 September 8, 2022
 Page 6 of 7

Tushmann, Sean Michael v. City of Norman, CM-2022-04310 H
 (Police/Patrol/Lieutenant, L Shoulder, Elbow, Hand)
Wilkins, Levi v. City of Norman, CM-2019-05323 X
 (Fire, Suppression, Fire Driver Engineer, BAW, Cancer)
Younts, Jerry Wayne v. City of Norman, CM-2020-06911 F
 (Public Works/Street Maintenance/HEO, L Shoulder, Neck)

TORT CLAIMS

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

| DEPARTMENT | FYE 23 Month | FYE 23 YTD | FYE 22 YTD | FYE 21 | FYE 20 |
|----------------------------|-------------------------|-----------------------|-----------------------|---------------|---------------|
| Animal Control | 2 | 2 | 2 | 1 | |
| Finance – IT | | | | 1 | |
| Fire | | | 2 | 1 | 4 |
| Legal | | | | 2 | |
| Other | | | 6 | 11 | 10 |
| Parks | | | 2 | 4 | 6 |
| Planning | 1 | 1 | 2 | | |
| Police | 1 | 2 | 8 | 3 | 5 |
| Public Works – other | 1 | 1 | 2 | 2 | 3 |
| Public Works – Stormwater | | | 1 | | 2 |
| Public Works – Engineering | | | | 1 | 2 |
| Public Works – Streets | 2 | 4 | 10 | 9 | 11 |
| Utilities – Water | 2 | 3 | 6 | 11 | 11 |
| Utilities – Sanitation | 1 | 1 | 6 | 12 | 12 |
| Utilities – Sewer | | | 4 | 5 | 5 |
| TOTAL CLAIMS | 10 | 14 | 51 | 63 | 71 |

Legal – August 2022 Monthly Report
 September 8, 2022
 Page 7 of 7

| CURRENT CLAIM STATUS | FYE 23 TO DATE | FYE 22 | FYE 21 | FYE 20 |
|---|---------------------------|---------------|---------------|---------------|
| Claims Filed | 14 | 51 | 63 | 71 |
| Claims Open and Under Consideration | 7 | 4 | 0 | 0 |
| Claims Not Accepted Under Statute/Other | 0 | 3 | 10 | 11 |
| Claims Paid Administratively | 1 | 13 | 11 | 13 |
| Claims Paid Through Council Approval | 0 | 2 | 7 | 14 |
| Claims Resulting in a Lawsuit for FY | 0 | 2 | 3 | 1 |
| Claims Barred by Statute (No Further Action Allowed) | 0 | 16 | 32 | 32 |
| Claims in Denied Status (Still Subject to Lawsuit) | 6 | 11 | 0 | 0 |

MUNICIPAL COURT 8

MUNICIPAL COURT
MONTHLY REPORT
AUGUST - FY '23

CASES FILED

| | <u>AUGUST</u> | <u>FY23</u> | <u>Y-T-D</u> | <u>AUGUST</u> | <u>FY22</u> | <u>Y-T-D</u> |
|-------------|---------------|-------------|--------------|---------------|-------------|--------------|
| Traffic | 303 | | 564 | 381 | | 719 |
| Non-Traffic | 199 | | 422 | 216 | | 365 |
| SUB TOTAL | 502 | | 986 | 599 | | 1,084 |
| Parking | 554 | | 902 | 735 | | 1,091 |
| GRAND TOTAL | 1,056 | | 1,888 | 1,334 | | 2,175 |

CASES DISPOSED

| | <u>AUGUST</u> | <u>FY23</u> | <u>Y-T-D</u> | <u>AUGUST</u> | <u>FY22</u> | <u>Y-T-D</u> |
|-------------|---------------|-------------|--------------|---------------|-------------|--------------|
| Traffic | 360 | | 657 | 359 | | 778 |
| Non-Traffic | 258 | | 473 | 127 | | 325 |
| SUB TOTAL | 618 | | 1130 | 486 | | 1,103 |
| Parking | 421 | | 719 | 802 | | 1,216 |
| GRAND TOTAL | 1,039 | | 1,849 | 1,288 | | 2,319 |

REVENUE

| | <u>AUGUST</u> | <u>FY23</u> | <u>Y-T-D</u> | <u>AUGUST</u> | <u>FY22</u> | <u>Y-T-D</u> |
|-------------|---------------|-------------|---------------|---------------|-------------|---------------|
| Traffic | \$ 39,047.48 | | \$ 73,015.81 | \$ 44,677.20 | | \$ 100,980.73 |
| Non-Traffic | \$ 28,649.31 | | \$ 41,402.54 | \$ 20,091.19 | | \$ 45,441.02 |
| SUB TOTAL | \$ 67,696.79 | | \$ 114,418.35 | \$ 64,768.39 | | \$ 146,421.75 |
| Parking | \$ 16,145.00 | | \$ 27,075.00 | \$ 22,462.50 | | \$ 33,862.50 |
| GRAND TOTAL | \$ 83,841.79 | | \$ 141,493.35 | \$ 87,230.89 | | \$ 180,284.25 |

MUNICIPAL COURT - MONTHLY REPORT
August 2022

JUVENILE COMMUNITY SERVICE PROGRAM

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

MEDIATION PROGRAM

The Early Settlement - Norman Mediation Program accepted 31 new cases and closed 29 cases during the month of August 2022. 6 Mediations were held.

PARKS AND RECREATION 9

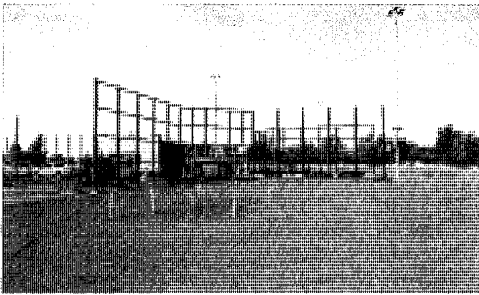
AUGUST 2022 PARK MAINTENANCE DIVISION

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

| SAFETY REPORT | FYE-23 MTD | FYE-23 YTD | | FYE-22 MTD | FYE-22 YTD |
|-------------------------------|-------------------|---------------------------|--|-------------------|---------------------------|
| On-The-Job Injuries | 0 | 0 | | 1 | 1 |
| Vehicle Accidents | 0 | 0 | | 0 | 0 |
| Employee responsible | 0 | 0 | | 0 | 0 |
| ROUTINE ACTIVITIES | Total Man | Hours YEAR-TO-DATE | | Total Man | Hours YEAR-TO-DATE |
| Big Mowing | 110.50 | 187.50 | | 89.50 | 132.50 |
| Trim Mowing | 731.00 | 1508.00 | | 593.50 | 593.50 |
| Chemical Spraying | 129.00 | 294.00 | | 116.00 | 116.00 |
| Fertilization | 17.00 | 21.00 | | 0.00 | 0.00 |
| Park Tree Work | 1024.00 | 1228.00 | | 0.00 | 24.00 |
| Street Tree Work | 60.00 | 72.00 | | 3.00 | 3.00 |
| Trash Maintenance | 179.50 | 236.50 | | 115.00 | 179.00 |
| Sprinkler Maintenance | 240.00 | 432.00 | | 8.00 | 124.00 |
| Watering | 0.00 | 0.00 | | 0.00 | 0.00 |
| Painting | 0.00 | 0.00 | | 21.00 | 40.00 |
| Landscape Maintenance | 104.00 | 235.00 | | 0.00 | 0.00 |
| Seeding/Sodding | 0.00 | 0.00 | | 51.50 | 51.50 |
| Ballfield Maintenance | 0.00 | 0.00 | | 0.00 | 0.00 |
| Fence Repairs | 0.00 | 0.00 | | 3.00 | 96.00 |
| Equipment Repairs/Maintenance | 197.25 | 343.75 | | 0.00 | 8.00 |
| Material Hauling | 40.50 | 52.50 | | 123.00 | 123.00 |
| Snow/Ice Removal | 0.00 | 0.00 | | 5.00 | 13.00 |
| Christmas Setup | 0.00 | 0.00 | | 0.00 | 0.00 |
| Vector Control | 73.00 | 132.00 | | 0.00 | 0.00 |
| Events | 2.00 | 98.00 | | 16.00 | 135.00 |
| Vandalism Repair | 7.00 | 11.00 | | 0.00 | 27.50 |
| Trail Maintenance | 0.00 | 0.00 | | 0.00 | 0.00 |
| Playground Maintenance | 361.25 | 582.75 | | 86.00 | 86.00 |
| Restroom Maintenance | 7.00 | 7.00 | | 191.50 | 261.50 |
| Carpentry/Welding | 0.00 | 33.50 | | 0.00 | 181.75 |
| Shop Time | 69.50 | 112.50 | | 0.00 | 32.00 |
| Special Projects | 439.00 | 598.00 | | 140.00 | 140.00 |
| Miscellaneous | 258.50 | 558.25 | | 55.00 | 63.00 |

Park Development Activities August 2022

NORMAN FORWARD Reaves Park:



Work is continuing at the park to get the new T-ball complex ready for sod. The new backstop fencing for the fields is being completed, and the outfield fencing is being laid out. Topsoil is being placed; and the restroom and concession building roof is being completed. The topcoat of asphalt of the new park loop road and parking lots is being completed, along with new lighting in these areas, as we work to shrink the fenced-in job site ahead of the fall baseball and softball seasons starting in September. Connecting walkways, drainage structures and bleacher areas

are continuing to be built in the new areas, while the Ballclubs of Norman prepare to start their fall ball season after Labor Day. We are on-schedule to have work completed in early 2023, including a grand opening ceremony prior to the start of the spring baseball/softball season.

NORMAN FORWARD Neighborhood Parks:



Work was completed on the new playground at Vineyard Park in August, which included the new equipment, security lights and new sod in the areas disturbed by construction. We will host a small ribbon cutting to celebrate our latest neighborhood park upgrade funded through the NORMAN FORWARD program. We are now moving on to the renovation at Cherry Creek Park, which will include new play equipment and site furniture to be installed this fall. We also are continuing to receive feedback from residents living in the service area of our next new park in the Bellatona/Summit Valley area, north of Highway 9, off 36th Avenue SE.

ADA Upgrades:



We held a pre-construction meeting in Andrews Park in August to review the work plan for the replacement of the large playground with a new all-inclusive playground, similar to the one at Ruby Grant Park. The project is being funded through the city's ADA Compliance program. The old equipment will be removed, including the stand-alone climbing rock between the playground and the tot lot, and replaced with the new equipment, adjacent to the tot lot (further out of the flood plain). Work is expected to be completed this fall.

Beautification:



Work has started on some areas of landscape improvements we have bid out this summer in anticipation of milder temperatures for installation. The main entry to City Hall, where the Abner Norman statue stands, was the first area replanted. Over the years, that landscape had deteriorated due to extreme weather and old age; and was replaced with more native species that are better adapted to our weather extremes. Similar projects were done are scheduled for the south "Welcome to Norman" sign (at Classen and 12th Avenue), the "Miller Historic District" landscape bed (at Classen & Miller Street), and other areas in parks with landscape beds or historical markers.

Cultural Facilities:

A crew from Trans Tel is working at the Sooner Theatre to install modern fiber optic cabling in the building to replace the old copper wire system. This will greatly increase the connectivity throughout the building, including their ability to produce performances, which increasingly rely on connectivity for streaming communication for the technical parts of shows (sound, light, projection, etc.)

NORMAN FORWARD Ruby Grant Park:

We met on last month for the 1-year warranty walk-through with Crossland Construction on the two "Phase 1-A" projects completed last year that saw the new youth practice football fields, north restroom and walking trail loop around the fields constructed, along with the south parking lot addition at the dog park & disc golf parking lot. Those projects helped complete the initial development of our newest community park; and we are now planning the next phases of work out there. Future projects could include a stand-alone park maintenance shop building for that park and other neighborhood parks in that part of town, additional trail improvements, a "Welcome to Norman" sign facing I-35, and other items that are in the Ruby Grant Park masterplan, but were not able to be funded in the original NORMAN FORWARD project to develop the park.

Forestry:

We continued to provide supplemental water to several young tree plantings throughout town in August. Also, new tree plantings are being planned for this fall/winter in various parks and beautification areas, which will include automatic irrigation systems, which will greatly help our ability to keep trees watered in summers with extreme temperatures like this year. Our forester also continued to visit neighborhood parks to perform long-overdue maintenance pruning and/or tree removals at those locations. Several locations have low branches that impede the walking trails, seating areas and/or play and sports equipment. If dead trees are identified, we are planning for their removal as soon as we can, to reduce risk of dead-fall. Most of this work will be done in the winter months with the help of park maintenance crews. Any urgent removals are done by contractors, if needed.

AUGUST 2022
RECREATION DIVISION
MONTHLY REPORT

Norman Senior Center: The Norman Senior Center saw a monthly attendance of 970. On Monday, August 1, the Norman Senior Center celebrated First Monday Birthdays. On Tuesday, August 9 the Mystery Dinner trip took place and patrons enjoyed a trip to Libbey's Café in Goldsby. The Ugly Quilting Group met for the first time on Thursday, August 11 and will continue to meet on the second Thursday of each month. Accentra Home Health offered free blood sugar and blood pressure screenings on Thursday, August 18. Grill and Games took place on Friday, August 19 and on Thursday, August 25, the Norman Public Library had a team on site to issue library cards, answer questions about the library, and assisted those with their digital devices. On Wednesday, August 31, the Norman Senior hosted Bingo, sponsored by Cigna.

Little Axe Community Center: The Little Axe Community Center is off to a great start for the after school program and we expect it to continue growing. The Little Axe Community Center continues to offer programs to our community such to include crafts for a cause with the Pioneer Library System.

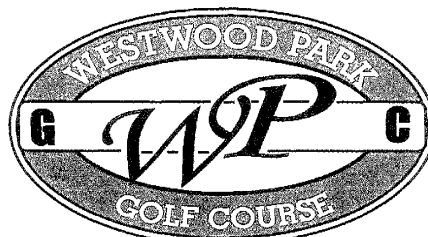
12th Avenue Recreation Center: The 12th Avenue Recreation Center averaged 26 students per day for the month of August. The last day of Summer Camp was August 18th, and campers got to celebrate with a glow party in the gym! We started our after school program back up on August 19th and 35 students are enrolled. 12th Avenue has added Lincoln Elementary and Le Monde International School to our after school program this year, to go along with Eisenhower Elementary. Silver Spurs Square Dancing continued their weekend rentals throughout August and I9 basketball finished their rentals this past month, as well.

Irving Recreation Center: The Irving Explorer Camp concluded this month on August 18th. Campers ended summer with a family day, where parents were welcome to come to camp and enjoy a video montage of the adventures the camp had this summer. Harold Lee's last day with the city of Norman was August 18th. Harold Lee had been the supervisor of the Irving Recreation Center for nearly 10 years and had a great impact to the community around the center. Mitchell Richardson is the acting supervisor until the position is filled. The After School Program began on August 19th with Irving taking students from Kennedy, Reagan, and Washington Elementary. The program has 33 students enrolled and averages 31 students attending each day.

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

| FACILITY ATTENDANCE: | Month | Year to Date |
|-------------------------------|-------|--------------|
| Norman Senior Center | 970 | 1,741 |
| Little Axe Community Center | 1,144 | 2,148 |
| 12th Avenue Recreation Center | 1,805 | 4,620 |
| Irving Recreation Center | 710 | 1,427 |
| Whittier Recreation Center | 293 | 945 |
| Reaves Center | 300 | 600 |
| Tennis Center | 3,320 | 6,808 |

WESTWOOD/NORMAN MUNICIPAL AUTHORITY 9A



AUGUST 2022

Westwood Golf Course Division Monthly Progress Report

| ACTIVITY | AUG FYE'23 | AUG FYE'22 |
|--|---------------------|---------------------|
| Regular Green Fees | 978 | 782 |
| Senior Green Fees | 433 | 424 |
| Junior Fees | 302 | 254 |
| School Fees (high school golf team players) | 0 | 9 |
| Advanced Fees (high school golf team pre-pay) | 0 | 0 |
| Annual Fees (Regular, Senior & Junior Members) | 945 | 798 |
| Employee Comp Rounds | 370 | 403 |
| Golf Passport Rounds | 0 | 0 |
| 9-Hole Green Fee | 293 | 148 |
| 2:00 Fees | 318 | 188 |
| 4:00 Fees | 0 | 370 |
| Dusk Fees or 6:00 Fees | 327 | 144 |
| PGA Comp Rounds | 4 | 6 |
| *Rainchecks (not counted in total round count) | 15 | 31 |
| Misc Promo Fees (birthday, players cards, OU student) | 125 | 676 |
| Green Fee Adjustments (fee difference on rainchecks) | 18 | 5 |
| Total Rounds (*not included in total round count) | 4113 | 4207 |
| % change from FY '20 | -2.23% | |
| Range Tokens | 4729 | 4158 |
| % change from FY '20 | 13.73% | |
| 18 - Hole Carts | 215 | 206 |
| 9 - Hole Carts | 100 | 88 |
| ½ / 18 - Hole Carts | 1289 | 1541 |
| ½ / 9 - Hole Carts | 533 | 509 |
| Total Carts | 2137 | 2344 |
| % change from FY '20 | -8.83% | |
| 18 - Hole Trail Fees | 0 | 1 |
| 9 - Hole Trail Fees | 0 | 0 |
| 18 - Hole Senior Trail Fees | 0 | 1 |
| 9-Hole Senior Trail Fees | 0 | 5 |
| Total Trail Fees | 0 | 7 |
| % change from FY '20 | -100.00% | |
| TOTAL REVENUE | \$136,984.01 | \$134,291.37 |
| % change from FY '20 | 2.01% | |

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

| SAFETY REPORT | FY 2023 | FY 2023 | FY 2022 | FY 2022 |
|----------------------------|----------------|----------------|----------------|----------------|
| | MTD | YTD | MTD | YTD |
| Injuries On The Job | 0 | 0 | 0 | 0 |
| City Vehicles Damaged | 0 | 0 | 0 | 0 |
| Vehicle Accidents Reviewed | 0 | 0 | 0 | 0 |

FINANCIAL INFORMATION

| | FYE 2023 | FYE 2023 | FY 2022 | FYE 2022 |
|---------------------------|---------------------|---------------------|---------------------|---------------------|
| | MTD | YTD | MTD | YTD |
| Green Fees | \$61,488.92 | \$124,409.13 | \$60,813.80 | \$133,029.24 |
| Driving Range | \$17,470.92 | \$31,562.84 | \$15,065.72 | \$29,815.55 |
| Cart Rental | \$33,628.14 | \$67,410.95 | \$37,770.33 | \$74,490.94 |
| Restaurant | \$24,127.19 | \$57,544.20 | \$20,480.94 | \$47,660.99 |
| Insufficient Check Charge | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Interest Earnings | \$268.84 | \$523.48 | \$160.58 | \$266.99 |
| TOTAL INCOME | \$136,984.01 | \$281,450.60 | \$134,291.37 | \$285,263.71 |
| Expenditures | \$145,841.05 | \$233,309.56 | \$142,883.76 | \$255,381.17 |
| Income vs Expenditures | (\$8,857.04) | \$48,141.04 | (\$8,592.39) | \$29,882.54 |
| | | | | |
| Rounds of Golf | 4287 | 8574 | 4093 | 8186 |

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

Irrigation water quality is being addressed presently with the addition of an Ph adjustment injection system. Mowing is requiring most of our time. Everything else is second on our tasks list. Greens are performing well with the exception of the putting green. The amount of wear on the putting green is extensive and it is my opinion that it is too small for the amount of rounds played. Overall greens quality rating is 91%. Nutsedge and Dallasgrass has been our targeted weeds for control in the rough areas. This will be ongoing well into the fall.

AUGUST 2022
WESTWOOD POOL
MONTHLY REPORT

FINANCIAL INFORMATION

| | FYE 2023 MTD | FYE 2023 YTD | FYE 2022 TOTAL |
|-----------------------------------|-----------------------|-----------------------|---------------------|
| Swim Pool Passes | \$55.00 | \$239.00 | \$280,436.50 |
| Swim Pool Gate Admission | \$47,070.00 | \$176,456.00 | \$333,721.00 |
| Swim Lesson Fees | \$45.00 | \$3,880.00 | \$63,442.00 |
| Pool Rental | \$10,000.00 | \$30,113.00 | \$47,806.00 |
| Locker Fees | \$0.00 | \$0.00 | \$0.00 |
| Pool Classes | \$0.00 | \$0.00 | \$24,633.00 |
| Pool Merchandise Sales | \$0.00 | \$0.00 | \$0.00 |
| Concessions | \$24,031.26 | \$98,548.86 | \$203,526.27 |
| TOTAL INCOME | \$81,201.26 | \$309,236.86 | \$953,564.77 |
| Expenditures | \$221,989.54 | \$434,273.37 | \$693,322.52 |
| Income verses Expenditures | (\$140,788.28) | (\$125,036.51) | \$260,242.25 |

ATTENDANCE INFORMATION

| | FYE 2022 MTD Aug-22 | FYE 2022 YTD April 22 - Present | 2021 YTD April 21 - Oct 21 |
|---------------------------------|------------------------|------------------------------------|-------------------------------|
| a. Pool Attendance | 13,545 | 114,039 | 75,468 |
| b. Adult Lap Swim Morning/Night | 300 | 725 | 1,802 |
| c. Water Walkers | 1,250 | 4 | 4,923 |
| d. Toddler Time | 900 | 4,278 | 5,421 |
| e. Water Fitness | 625 | 2,060 | 2,826 |
| f. Swim Team | 55 | 1,435 | 4,423 |
| g. Scuba Rentals | 10 | 506 | 54 |
| h. Scuba Participants | 110 | 258 | 100 |
| i. Swim Lessons | 0 | 1,465 | 1,697 |
| j. Private Swim Lessons | 12 | 65 | 51 |
| g. Movie Night/Special Events | 200 | 2154 | 1,298 |
| h. Party / Rentals | 96 | 245 | 116 |
| TOTAL ATTENDANCE | 17,103 | 127,234 | 98,179 |

FACILITY MAINTENANCE 9B

Facility Maintenance - August 2022 - Labor/Materials Cost Report

Comprehensive Costs

Grand Total Cost: \$90,545.88

Total Misc. Cost (Materials/Contract Labor): \$46,338.76

Total Labor Cost: \$44,207.12

Total Labor Hours: 1,669

Total Cost by Request Type

Administrative: \$9.56K – 11%

Custodial: \$26.23K – 29%

Electrical: \$23.869K – 15%

General Maintenance: \$15.1K – 17%

HVAC: \$15.82K – 17%

Plumbing: \$9.86K – 11%

Roofs: \$100.78 – 1%

Top Buildings by Cost

Indirect: \$11.64K

Central Library: \$10.57K

201B (NPD - Complex): \$7.19K

City Hall (Complex): \$5.86K

Fire Station #3: \$5.12K

Legacy Park: \$4.74K

201C (Complex): \$4.45K

201A (Complex): \$4.2K

Westwood Tennis: \$3.09K

Facility Maintenance: \$3.05K

Irving Recreation Center: \$2.52K

Whittier Recreation Center: \$2.24K

201D (Complex – Development Center): \$2.2K

Animal Welfare: \$2.19

12th Ave Recreation Center: \$1.64K

Norman Investigations Center: \$1.5K

Little Axe Recreation Center: \$1.44K

Ruby Grant Park: \$1.42K

Westwood Pool: \$1.42K

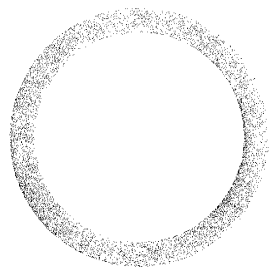
Water Reclamation Facility: \$1.23K

Total Cost: \$90,545.88

Total Cost: \$44,207.12

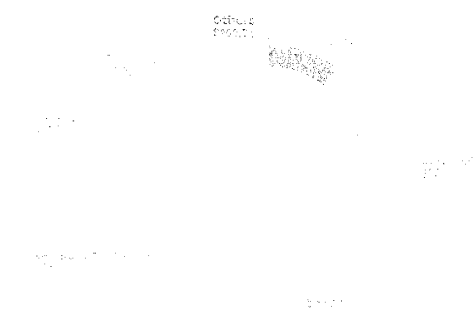
Total Remaining Cost: #N/A

Total Cost: \$90,545.88

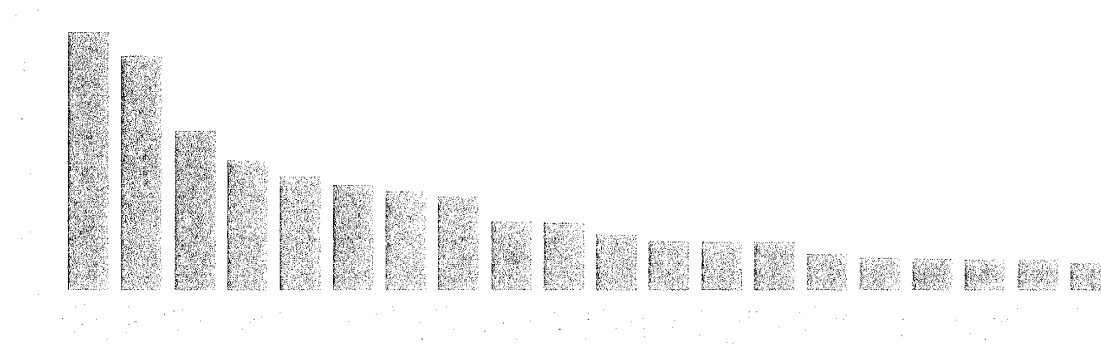


Total Cost: \$90,545.88

Total Cost: \$44,207.12



Total Request: 403



Comprehensive Operations

Maintenance Requests – Total: 403

Administrative: 45 – 29%

Custodial: 54 – 35%

Electrical: 10 – 6%

General Maintenance: 22 – 14%

HVAC: 19 – 12%

Plumbing: 5 – 3%

Roofs: 2 – 0%

Finalized Requests – Total: 390

Number of Requests by Building

Indirect: 119

201B (NPD – Complex): 26

Central Library: 24

City Hall (Complex): 22

Animal Welfare: 15

201C (Complex): 13

Norman Investigation Center: 12

Fire Station #2: 10

201A (Complex): 10

Whittier Recreation Center: 10

Neighborhood Parks: 9

Facility Maintenance: 9

Water Reclamation Facility: 8

12th Ave Recreation Center: 8

Westwood Tennis: 8

Westwood Pool: 8

East Library: 7

Fire Station #9: 6

Streets: 6

Shooting Range (NPD): 5

Fire Station #7: 5

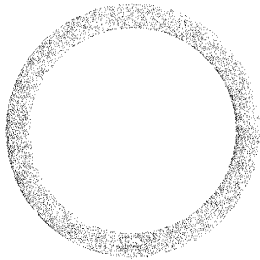
Transfer Station: 5

Ruby Grant Park: 5

Traffic Control: 4

Senior Center: 4

Request, All



100%

Request, Type



100%

Request, Current State



100%

Request, Budget



Other Traffic Control Senior Center Ruby Grant Park

Work Summary

PM & Work Requests by Current State

Completed – on time: 47 – 12%

Completed – overdue: 343 – 88%

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

PM & Work Requests Assigned by User

Robert B.: 69 – 16%

Kathy L.: 20 – 6%

Jerry W.: 56 – 13%

Jeff L.: 94 – 22%

Don A.: 57 – 14%

Brian J.: 49 – 12%

Bill S.: 52 – 12%

Others: 22 – 5%

/Tara K.: 2

/Nate M.: 4

/Ivan R.: 4

/Jason M.: 4

/Josh H.: 4

/Linda M.: 4

PM & Work Requests by Type

Administrative: 93 – 24%

Custodial: 20 – 5%

Electrical: 65 – 17%

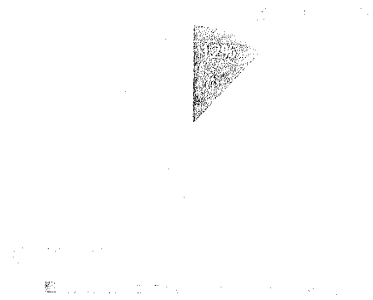
General Maintenance: 37 – 9%

HVAC: 95 – 24%

Plumbing: 79 – 20%

Roofs: 1 – 0%

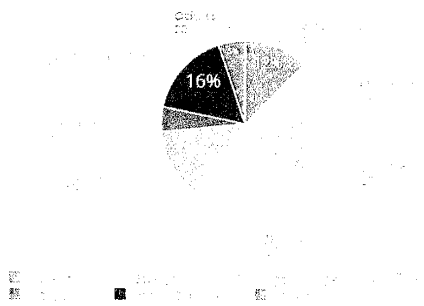
Total 2017 and 2018 Plumbing & Roofing Jobs



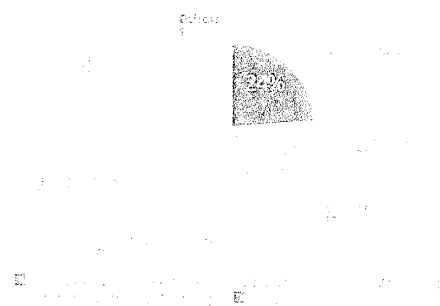
Total 2017 and 2018



Total 2017 and 2018 Plumbing & Roofing Jobs



Total 2017 and 2018



Team Performance

Labor Hours by User

Robert B.: 170.5 – 10%

Linda M.: 105 – 6%

Kathy L.: 176 – 11%

Josh H.: 106 – 6%

Jerry W.: 191.5 – 11%

Jeff L.: 163 – 10%

Jason M.: 184 – 11%

Ivan R.: 104 – 6%

Don A.: 168.5 – 10%

Brian J.: 133.5 -- 8%

Bill S.: 169 – 10%

Nate M.: 3 – 0%

Labor Hours by Building

12th Ave Recreation Center: 20

201A (Complex): 123

201B (NPD – Complex): 249.5

201C (Complex): 123

Andrews Park: 18

Animal Welfare: 37

Central Library: 44.5

City Hall (Complex): 190

Compactors: 2

East Library: 13

Facility Maintenance: 82

Fire Administration: 3

Fire Station #1: 4

Fire Station #2: 26

Fire Station #3: 6

Fire Station #4: 5

Fire Station #5: 4

Fire Station #6: 12

Fire Station #7: 10

Fire Station #8: 8

Fire Station #9: 12.5

Firehouse Art Center: 9

Griffin Park: 5

Household Hazardous Waste: 2

*Indirect: 291.5

Irving Recreation Center: 20

Legacy Park: 48.5

Line Maintenance: 2

Little Axe Recreation Center: 14

Neighborhood Parks: 13.5

N. E. Lions Park: 4

Norman Investigation Center: 45.5

Parks Maintenance: 2

Radio Towers: 24

Rotary Park: 1

Ruby Grant Park: 19

Sanitation: 2

Senior Center: 9

Shooting Range (NPD): 8.5

Special Operations (NPD): 5

Stormwater: 2

Streets: 9.5

Traffic Control: 5

Transfer Station: 9

Transit/EVT: 4.5

Water Reclamation Facility: 26.5

Westwood Golf: 3.5

Westwood Pool: 20

Westwood Tennis: 44

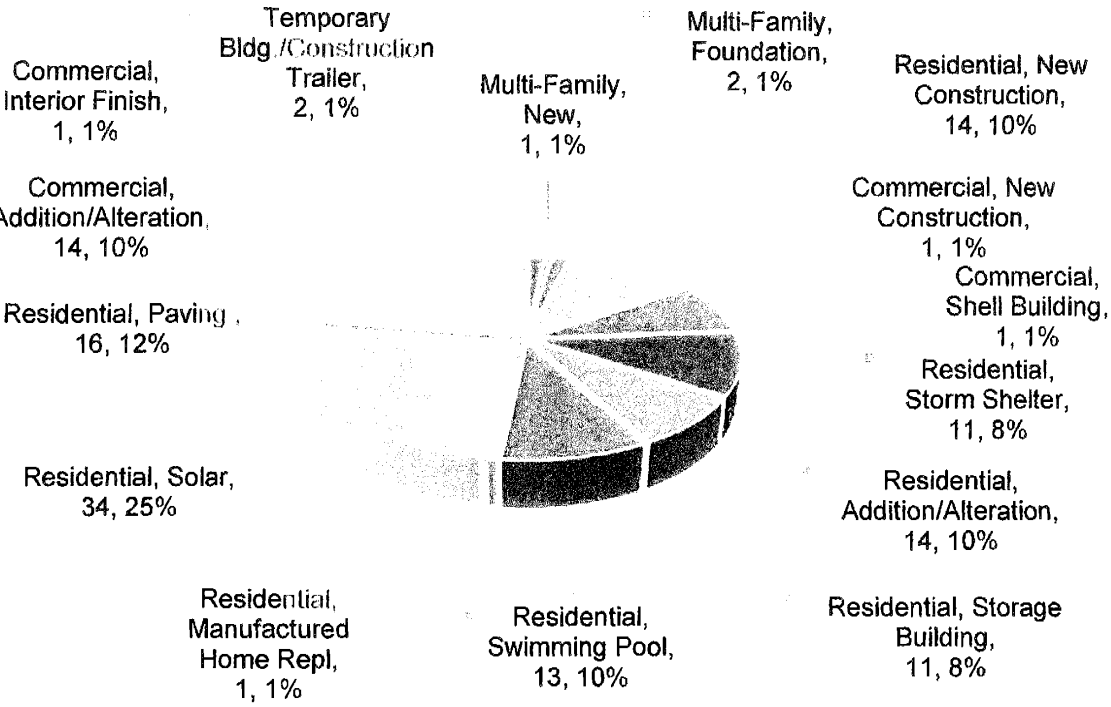
Whittier Recreation Center: 27



PLANNING AND COMMUNITY DEVELOPMENT 10



**CITY OF NORMAN
DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY
AUGUST 2022 REPORT**

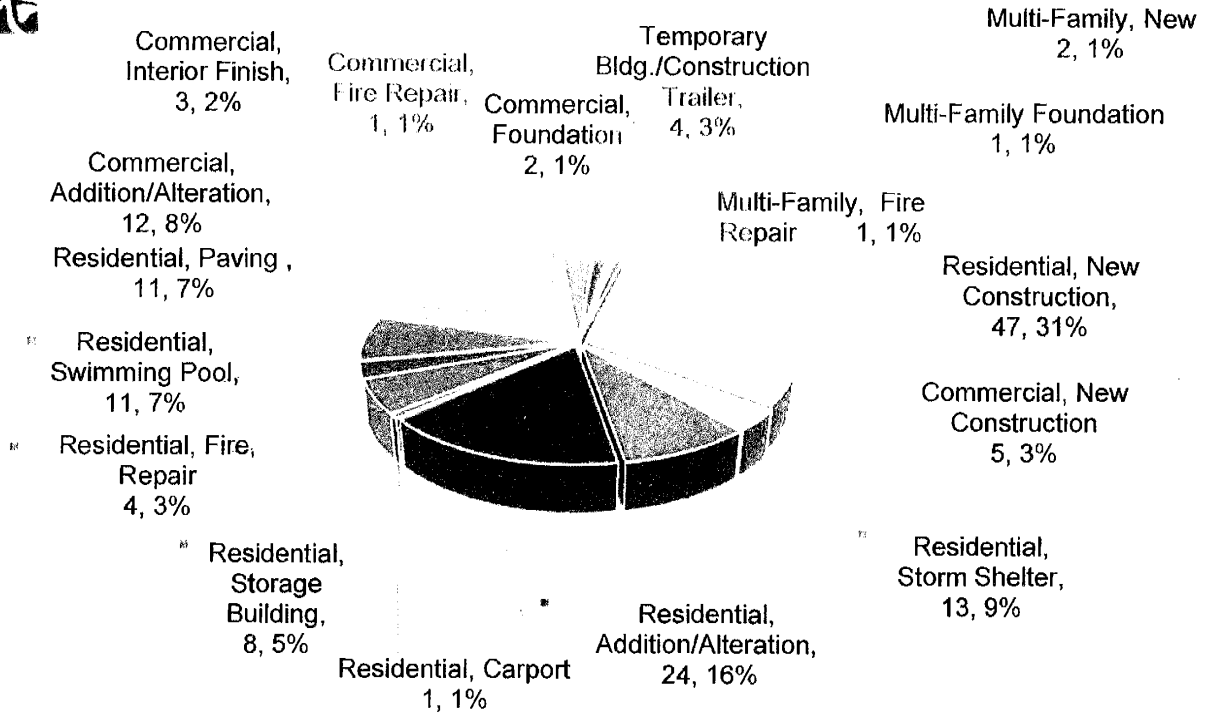


| Permit Type | | | Valuation |
|--------------------------------------|------------|--|----------------------|
| Residential, New Construction | 14 | | \$ 4,684,076 |
| Residential Duplex, New Construction | 0 | | \$ - |
| Residential, New Manufactured Home | 0 | | \$ - |
| Commercial, New Construction | 1 | | \$ 5,800,000 |
| Commercial, Parking Lot | 0 | | \$ - |
| Commercial, Shell Building | 1 | | \$ 3,000,000 |
| Residential, Storm Shelter | 11 | | \$ 52,244 |
| Residential, Addition/Alteration | 14 | | \$ 927,045 |
| Residential, Carport | 0 | | \$ - |
| Residential, Storage Building | 11 | | \$ 251,328 |
| Residential, Fire Repair | 0 | | \$ - |
| Residential, Swimming Pool | 13 | | \$ 1,176,582 |
| Residential, Manufactured Home Repl | 1 | | \$ 160,000 |
| Residential, Solar | 34 | | \$ 1,051,429 |
| Residential, Paving | 16 | | \$ 161,070 |
| Commercial, Addition/Alteration | 14 | | \$ 3,715,989 |
| Commercial, Interior Finish | 1 | | \$ 55,000 |
| Commercial, Fire Repair | 0 | | \$ - |
| Commercial, Foundation | 0 | | \$ - |
| Temporary Bldg./Construction Trailer | 2 | | \$ 6,892 |
| Multi-Family, New | 1 | | \$ 1,100,000 |
| Multi-Family, Addition/Alteration | 0 | | \$ - |
| Multi-Family, Foundation | 2 | | \$ 90,000 |
| Multi-Family, Fire Repair | 0 | | \$ - |
| Group Quarters | 0 | | \$ - |
| | 136 | | \$ 22,231,655 |

*FOR MONTHLY COMPARISON TO PRIOR YEAR SEE PAGE 2.



CITY OF NORMAN DEVELOPMENT SERVICES DIVISION PERMIT ACTIVITY AUGUST 2021 REPORT



| Permit Type | Count | Valuation |
|--------------------------------------|------------|----------------------|
| Residential, New Construction | 47 | \$ 15,147,923 |
| Residential Duplex, New Construction | 0 | \$ - |
| Residential, New Manufactured Home | 0 | \$ - |
| Commercial, New Construction | 5 | \$ 4,471,500 |
| Commercial, Parking Lot | 0 | \$ - |
| Commercial, Shell Building | 0 | \$ - |
| Residential, Storm Shelter | 13 | \$ 42,285 |
| Residential, Addition/Alteration | 24 | \$ 849,756 |
| Residential, Carport | 1 | \$ 2,420 |
| Residential, Storage Building | 8 | \$ 250,653 |
| Residential, Fire Repair | 4 | \$ 576,000 |
| Residential, Swimming Pool | 11 | \$ 1,074,094 |
| Residential, Manufactured Home Repl | 0 | \$ - |
| Residential, Paving | 11 | \$ 102,341 |
| Commercial, Addition/Alteration | 12 | \$ 5,513,818 |
| Commercial, Interior Finish | 3 | \$ 210,000 |
| Commercial, Fire Repair | 1 | \$ 8,000 |
| Commercial, Foundation | 2 | \$ 4,405,000 |
| Temporary Bldg./Construction Trailer | 4 | \$ 29,500 |
| Multi-Family, New | 2 | \$ 1,950,000 |
| Multi-Family, Addition/Alteration | 0 | \$ - |
| Multi-Family, Foundation | 1 | \$ 100,000 |
| Multi-Family, Fire Repair | 1 | \$ 35,000 |
| Group Quarters | 0 | \$ - |
| Total | 150 | \$ 34,768,290 |



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

| DESCRIPTION | 2022 YEAR TO-DATE | VALUATION | 2021 TOTALS | 2021 TOTAL VALUATION |
|--|-------------------|-----------------------|-------------|------------------------|
| Residential, New Construction..... | 290 | \$ 94,792,265 | 559 | \$ 171,447,259 |
| Residential, New Dwelling Unit Attached..... | 0 | \$ - | 0 | \$ - |
| Residential, New Manufactured Home..... | 6 | \$ 642,004 | 2 | \$ 65,000 |
| Residential, New Non Dwelling Unit..... | 0 | \$ - | 0 | \$ - |
| Residential Duplex, New Construction..... | 12 | \$ 2,220,000 | 2 | \$ 400,000 |
| Residential, Garage Apartment..... | 0 | \$ - | 0 | \$ - |
| Multi-Family, New Construction 3-4 DU..... | 1 | \$ 1,100,000 | 1 | \$ 750,000 |
| Multi-Family, New Construction 5+ DU..... | 1 | \$ 800,000 | 9 | \$ 22,230,000 |
| Multi-Family, Fire Repair..... | 50 | \$ 650,270 | 13 | \$ 284,798 |
| Multi-Family, Foundation..... | 3 | \$ 150,000 | 3 | \$ 170,000 |
| Multi-Family, Addition/Alteration..... | 3 | \$ 82,540 | 2 | \$ 16,000 |
| Residential, Addition/Alteration..... | 101 | \$ 6,737,997 | 185 | \$ 11,219,201 |
| Residential, Carport..... | 2 | \$ 5,195 | 4 | \$ 73,710 |
| Residential, Storm Shelter..... | 163 | \$ 725,507 | 307 | \$ 1,174,221 |
| Residential, Storage Building..... | 105 | \$ 5,129,552 | 141 | \$ 4,708,996 |
| Residential, Fire Repair..... | 13 | \$ 1,048,198 | 31 | \$ 1,558,116 |
| Residential, Swimming Pool..... | 82 | \$ 6,666,313 | 145 | \$ 9,332,054 |
| Residential, Manufactured Home Replacement | 4 | \$ 355,535 | 7 | \$ 582,151 |
| Residential, Solar..... | 105 | \$ 3,784,201 | 16 | \$ 461,303 |
| Residential, Paving..... | 77 | \$ 1,033,746 | 111 | \$ 1,737,557 |
| Group Quarters..... | 0 | \$ - | 0 | \$ - |
| TOTAL | 1018 | \$ 125,923,323 | 1538 | \$ 226,210,366 |
| NON-RESIDENTIAL | | | | NON-RESIDENTIAL |
| Commercial, New Construction..... | 22 | \$ 30,461,625 | 51 | \$ 263,453,985 |
| Commercial, New Shell Building..... | 7 | \$ 6,895,000 | 11 | \$ 9,242,000 |
| Commercial, Addition/Alteration..... | 127 | \$ 115,518,771 | 143 | \$ 45,783,076 |
| Commercial, Interior Finish..... | 26 | \$ 4,874,600 | 40 | \$ 3,374,700 |
| Commercial, New Foundation..... | 4 | \$ 870,200 | 7 | \$ 10,740,000 |
| Commercial, Fire Repair..... | 2 | \$ 302,814 | 8 | \$ 888,000 |
| Commercial, Parking Lot..... | 2 | \$ 88,000 | 7 | \$ 682,640 |
| Commercial, Temporary Bldg./Const Trailer... | 31 | \$ 305,873 | 29 | \$ 351,391 |
| TOTAL | 221 | \$ 159,316,883 | | \$ 334,515,792 |
| OTHER ACTIVITY | | | | OTHER ACTIVITY |
| Electrical Permits..... | 1,171 | | 1663 | |
| Heat/Air/Refrigeration Permits..... | 1,191 | | 1405 | |
| Plumbing and Gas Permits..... | 1,280 | | 1891 | |
| Sign Permits..... | 247 | | 475 | |
| Water Well Permits..... | 20 | | 44 | |
| Garage Sale Permits..... | 449 | | 782 | |
| Structure Moving Permits..... | 18 | | 16 | |
| Demo-Residential Permits..... | 27 | | 31 | |
| Demo-Non-Residential Permits..... | 5 | | 10 | |
| Temp. Const. Bldgs. & Roll-off Permits..... | 107 | | 173 | |
| Lot Line Adjustments Filed..... | 9 | | 25 | |
| Certificate of Occupancy (CO)..... | 785 | | 1070 | |
| All Field Inspections..... | 19,053 | | 27583 | |
| Net Residential Demos & Removals..... | -45 | | | |
| TOTAL VALUATION | | \$ 285,240,206 | | \$ 560,726,158 |

City of Norman
BUILDING PERMITS AND INSPECTIONS

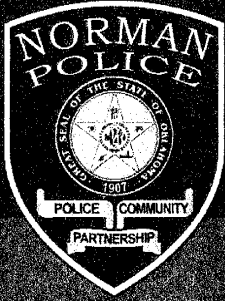
NON-RESIDENTIAL BUILDING PERMITS
Issued August 2022- Sorted by Permit Type

| Permit Type | Contractor | Tenant Name | Permit # | Issued | Street # | Dtr | Street Name | Street Type | Lot | Block | Subdivision | Zoning | Valuation | Project Area |
|------------------------------|---------------------------------|---|----------|-----------|----------|-----|-------------|-------------|-----|-------|--------------------------------|--------|--------------|--------------|
| COMMERCIAL, ADD/ALT | RANDOLPH REMODELING | MAMAKA BOWLS REMODEL | 130 | 8/18/2022 | 119 W | | BOYD | ST | 42 | 1 | LARSH'S UNIVERSITY ADD | C2 | \$ 22,000 | 4,174 |
| COMMERCIAL, ADD/ALT | HIGH SPRAGUE CONST. MANAGERS | NE BAPTIST CHURCH ADDITION | 987 | 8/6/2022 | 905 E | | ROCK CREEK | RD | 1 | 1 | NORTH-EAST BAPTIST CHURCH | C1 | \$ 3,000,000 | 265,000 |
| COMMERCIAL, ADD/ALT | PRECISION BUILDERS, LLC | CLASSEN LANDING WHITE BOX | 2641 | 1/23/2022 | 1815 | | CLASSEN | BLVD | 1 | 1 | CLASSEN LANDING ADDITION | C2 | \$ 50,000 | 1,629 |
| COMMERCIAL, ADD/ALT | SUN CONSTRUCTION SERVICES | LINSEY CENTER WHITE BOX | 1250 | 8/9/2022 | 2100 W | | LINSEY | ST | 1 | 1 | MURPHY'S ADD | C2 | \$ 35,000 | 1,210 |
| COMMERCIAL, ADD/ALT | SUN CONSTRUCTION SERVICES | LINSEY CENTER WHITE BOX | 1224 | 8/9/2022 | 2100 W | | LINSEY | ST | 1 | 1 | MURPHY'S ADD | C2 | \$ 35,000 | 1,210 |
| COMMERCIAL, ADD/ALT | STG CONSTRUCTION, INC. | SODNER TRADITIONS REMODEL | 0581 | 9/15/2022 | 2541 W | | MAIN | ST | 26 | 3W | NOT SUBDIVDED | C2 | \$ 100,000 | 2541 |
| COMMERCIAL, ADD/ALT | STG CONSTRUCTION, INC. | HIGH SOCIETY DISPENSARY REMODEL | 7087 | 8/16/2022 | 2541 W | | MAIN | ST | 26 | 3W | NOT SUBDIVDED | C2 | \$ 150,000 | 2355 |
| COMMERCIAL, ADD/ALT | PHU TRAN | KHESWANI NOVELTIES REMODEL | 1448 | 8/4/2022 | 115 W | | BOYD | ST | 43 | 3 | LARSH'S UNIVERSITY ADD | C1 | \$ 1,000 | 1,500 |
| COMMERCIAL, ADD/ALT | INNOVATIVE DESIGN, LLC | 4CS SOCIAL LC REMODEL | 3539 | 8/25/2022 | 130 | | 24TH AVE | 2 | H | | WESTWOOD EST REPLAT BLK B | C2 | \$ 15,000 | 1,500 |
| COMMERCIAL, ADD/ALT | DUCKING CONSTRUCTION | THE ICE CREAMATORY SHOP REMODEL | 3549 | 8/15/2022 | 130 | | 24TH AVE | 1 | 1 | | EAST VILLAGE | PUD | \$ 50,000 | 1,210 |
| COMMERCIAL, ADD/ALT | GORE JAMES E | CROWN CASTLE TOWER | 3674 | 8/16/2022 | 10796 E | | LINSEY | ST | 3 | 1W | NOT SUBDIVDED | C2 | \$ 56,364 | 1,100 |
| COMMERCIAL, ADD/ALT | CHURCHILL HOMES | RED STILETTO REMODEL | 3818 | 8/24/2022 | 238 E | | MAIN | ST | 13 | 13 | NORMAN, ORIGINAL TOWNSHIP | C3 | \$ 40,000 | 2100 |
| COMMERCIAL, ADD/ALT | LEASEE (TENANT) | ALLOKATE LLC MEDICAL MARIJUANA PROCESSING | 1670 | 8/31/2022 | 421 | | HIGHLAND | TRN | 4 | 1 | WOODSLAWN INDUSTRIAL TRACT | I1 | \$ 75,000 | 4,000 |
| COMMERCIAL, ADD/ALT | MERCH SERVICES, INC. | WALGREENS PHARMACY REMODEL | 2442 | 8/11/2022 | 515 W | | MAIN | ST | 1 | 5 | BIRCHUM W/S FIRST ADD | C1 | \$ 71,674 | 1,548 |
| COMMERCIAL, INTERIOR FINISH | TC GRISSOM BUILDING CO. | ELLIIE MENTAL HEALTH | 2184 | 8/26/2022 | 121A | | CROSSBOARDS | BLVD | 1 | 1 | CROSSBOARDS BLVD ADD | C2 | \$ 55,000 | 1,450 |
| COMMERCIAL, NEW CONSTRUCTION | CROSSLAND CONSTRUCTION CO, INC. | CITY OF NORMAN GRIFFIN PARK PROJECT PHASE-B | 3042 | 1/28/2022 | 1091 E | | ROBINSON | ST | 29 | 1W | STATE PROPERTY | IND | \$ 6,200,000 | 271,000 |
| COMMERCIAL, NEW SHELL BLDG | AC OWEN CONSTRUCTION | BTS INDUSTRIAL | 2230 | 8/23/2022 | 2346 | | INDUSTRIAL | BLVD | 3A | 2 | NORMAN INDUSTRIAL TRACT | C | \$ 3,000,000 | 42,000 |
| TEMPORARY BLDG/CONST | AC OWEN CONSTRUCTION | BTS INDUSTRIAL TEMP OFFICE | 2636 | 8/17/2022 | 2346 | | INDUSTRIAL | BLVD | 3A | 2 | NORMAN INDUSTRIAL TRACT | C | \$ 1,750 | 100 |
| TEMPORARY BLDG/CONST | QVNEER | VICTORY CHURCH TEMP TENT | 3626 | 5/22/2022 | 4343 | | FLOODS | AVENUE | 1 | 1A | VICTORY FAMILY CHURCH ADDITION | C | \$ 1,500 | 1,500 |

| | | | | | |
|----------------------|-----------|--------------------------|----------------------|-----------------------------|---------------|
| TOTAL PERMITS | 19 | AVERAGE VALUATION | \$ 681,994 | AVERAGE PROJECT AREA | 4,128 |
| | | TOTAL VALUATION | \$ 12,577,881 | TOTAL PROJECT AREA | 78,433 |

| Permit Type | Permit Counts | Valuation | New Construction Business Information (New Construction and New Shell Buildings) | | |
|-------------------------------|---------------|----------------------|--|--------------------|---|
| | | | Building Size (SF) | Use Classification | Business |
| COMMERCIAL, ADD/ALT | 14 | \$ - | | | |
| COMMERCIAL, FOUNDATION PERMIT | 0 | \$ - | 2,700 | INSTITUTIONAL | CITY OF NORMAN GRIFFIN PARK PROJECT-PHASE B |
| COMMERCIAL, FIRE REPAIR | 0 | \$ - | 40,000 | OFFICE | BTS INDUSTRIAL SHELL BUILDING |
| COMMERCIAL, INTERIOR FINISH | 1 | \$ 55,000 | | | |
| COMMERCIAL, NEW CONSTRUCTION | 1 | \$ 5,800,000 | | | |
| COMMERCIAL, NEW SHELL BLDG | 1 | \$ 3,000,000 | | | |
| COMMERCIAL, PARKING LOT | 0 | \$ - | | | |
| TEMPORARY BLDG/CONST TRAILER | 2 | \$ 6,882 | | | |
| TOTAL | 19 | \$ 12,577,881 | | | |

POLICE 11



NORMAN POLICE DEPARTMENT

MONTHLY DEPARTMENT OVERVIEW



August | 2022

MONTHLY ACTIVITY OVERVIEW

| SUMMARY OF REPORTED CRIMES | 2022 | 5-YEAR AVERAGE | 2021 |
|---------------------------------|--------------|----------------|--------------|
| MURDER | 0 | 0 | 0 |
| SEXUAL ASSAULTS | 9 | 13 | 9 |
| ROBBERY | 4 | 3 | 5 |
| AGGRAVATED ASSAULTS | 24 | 17 | 23 |
| BURGLARY OF BUILDING | 28 | 52 | 52 |
| LARCENY/THEFT | 248 | 229 | 257 |
| MOTOR VEHICLE THEFT | 20 | 41 | 75 |
| ARSON | 2 | 0 | 1 |
| KIDNAPPING | 2 | 1 | 1 |
| FRAUD/FORGERY | 66 | 78 | 77 |
| DUI/APC | 32 | 37 | 27 |
| PUBLIC INTOXICATION | 43 | 55 | 40 |
| RUNAWAYS | 21 | 19 | 13 |
| DRUG VIOLATIONS | 46 | 78 | 38 |
| THREATS/HARASSMENT | 42 | 30 | 33 |
| VANDALISM | 89 | 87 | 130 |
| OTHER | 468 | 464 | 477 |
| TOTAL REPORTED CRIME | 833 | 883 | 970 |
| TOTAL ARRESTS: | 463 | 533 | 428 |
| PROTECTIVE CUSTODY: | 85 | 94 | 71 |
| TOTAL CASE REPORTS* | 997 | 1,054 | 1,048 |
| COLLISIONS | 183 | 214 | 206 |
| FATALITY | 0 | 1 | 2 |
| INJURY | 55 | 63 | 59 |
| NON- INJURY | 128 | 150 | 145 |
| NUMBER OF PEOPLE INJURED | 74 | 87 | 84 |
| CITATIONS & WARNINGS | 1,650 | 3,9047 | 1,863 |
| TRAFFIC CITATIONS | 278 | 1,053 | 368 |
| TRAFFIC WARNINGS | 821 | 1,733 | 774 |
| PARKING CITATIONS & WARNINGS | 551 | 1,161 | 721 |

COMMUNICATIONS CENTER ACTIVITY OVERVIEW

911 CALLS TAKEN: 6,114

NON-EMERGENCY CALLS TAKEN: 15,942

TOTAL INCOMING CALLS: 23,739

TOTAL CALLS FOR SERVICE GENERATED: 10,725

POLICE CALLS FOR SERVICE: 6,943

OFFICER INITIATED: 1,683

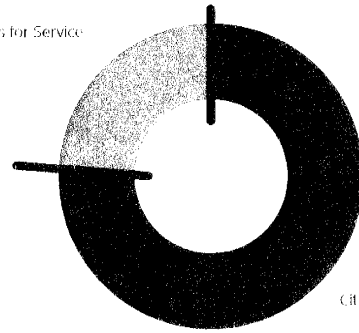
CITIZEN INITIATED: 5,260

OTHER CAD ACTIVITY:

NORMAN FIRE: 1,647

EMSSTAT: 2,094

Officer Initiated Calls for Service
1,683



Citizen Initiated Calls for Service
5,260

INVESTIGATIONS ACTIVITY

CASES CURRENTLY OPEN (2020 TO PRESENT): 393

CASES ASSIGNED DURING THE CURRENT REPORTING PERIOD: 233

CASES CLOSED DURING REPORTING PERIOD: 605

CLEARED BY ARREST / WARRANT: 20

CLEARED BY EXCEPTION: 50

COP FOLLOW-UP: 11

DEACTIVATED: 496

DEACTIVATED DUE TO STAFFING: 12

REFERRED TO PATROL: 13

UNFOUNDED: 3

ANIMAL WELFARE

INTAKES: 311

LIVE RELEASES: 277

LIVE OUTCOME RATE: 95.8%

ANIMALS FOSTERED: 95

ANIMALS LICENSED: 119

VOLUNTEER HOURS: 380

RECORDS

CUSTOMER SERVICE CONTACTS: 1,339

IN-PERSON CONTACTS: 718

PHONE CONTACTS: 621

DEPARTMENT STAFFING

AUTHORIZED COMMISSIONED OFFICER POSITIONS: 180

CURRENT COMMISSIONED OFFICERS: 156 (24 VACANCIES)

OFFICERS AVAILABLE FOR ASSIGNMENT: 142

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

AUTHORIZED NON-COMMISSIONED POSITIONS: 70

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

CURRENT NON-COMMISSIONED POSITIONS: 62 (8 VACANCIES)

ANIMAL CONTROL 11A

Norman Animal Welfare Monthly Statistical Report August 2022



IN SHELTER ANIMAL COUNTS

| | 2021 | | | 2022 | | | Comparisons | |
|-----------|--------|--------|-------|--------|--------|-------|-------------|---------|
| | Canine | Feline | Total | Canine | Feline | Total | Difference | Percent |
| Beginning | 109 | 111 | 220 | 80 | 88 | 168 | (52) | -24% |
| Ending | 91 | 102 | 193 | 92 | 96 | 188 | (5) | -3% |

ANIMAL INTAKES

| | 2021 | | | 2022 | | | Comparisons | |
|---------------------------|------------|------------|------------|------------|------------|------------|-------------|------------|
| | Canine | Feline | Total | Canine | Feline | Total | Difference | Percent |
| Stray at Large | 100 | 79 | 179 | 110 | 100 | 210 | 31 | 17% |
| Owner Relinquish | 1 | 29 | 30 | 39 | 32 | 71 | 41 | 137% |
| Owner Intended Euth | 1 | 0 | 1 | 2 | 0 | 2 | 1 | 100% |
| Transfer In | 0 | 4 | 4 | 0 | 7 | 7 | 3 | 75% |
| Other Intakes* | 17 | 4 | 21 | 4 | 5 | 9 | (12) | -57% |
| Returned Animal | 10 | 6 | 16 | 9 | 3 | 12 | (4) | -25% |
| TOTAL LIVE INTAKES | 129 | 122 | 251 | 164 | 147 | 311 | 60 | 24% |

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

OTHER STATISTICS

| | 2021 | | 2022 | | Comparisons | |
|--------------------------|----------|----------|----------|----------|-------------|-------------|
| | Total | Total | Total | Total | Difference | Percent |
| Wildlife Collected (DOA) | 3 | 3 | 0 | 0 | (3) | -100% |
| Dog Collected (DOA) | 1 | 1 | 0 | 0 | (1) | -100% |
| Cat Collected (DOA) | 1 | 1 | 1 | 1 | 0 | 0% |
| Wildlife Transferred | 1 | 1 | 0 | 0 | (1) | -100% |
| Intake Horses | 0 | 0 | 0 | 0 | 0 | |
| Intake Cows | 0 | 0 | 0 | 0 | 0 | |
| Intake Goats | 0 | 0 | 0 | 0 | 0 | |
| Intake Sheep | 0 | 0 | 0 | 0 | 0 | |
| Intake Rabbits | 2 | 2 | 0 | 0 | (2) | -100% |
| Intake Pigs | 0 | 0 | 0 | 0 | 0 | |
| Intake Other | 0 | 0 | 0 | 0 | 0 | |
| TOTAL OTHER ITEMS | 8 | 8 | 1 | 1 | (7) | -88% |

LENGTH OF STAY (DAYS)

| | 2021 | 2022 |
|--------|------|------|
| Dog | 18.1 | 16.3 |
| Puppy | 14.2 | 7.7 |
| Cat | 18.1 | 12.3 |
| Kitten | 12.7 | 15.5 |

OWNER SURRENDER PENDING INTAKE

| | Canine | Feline | Other | Total |
|---------|--------|--------|-------|-------|
| Animals | 33 | 33 | 0 | 66 |

Norman Animal Welfare Monthly Statistical Report August 2022



LIVE ANIMAL OUTCOMES

| | 2021 | | | 2022 | | | Comparisons | |
|----------------------------|------------|------------|------------|------------|------------|------------|-------------|------------|
| | Canine | Feline | Total | Canine | Feline | Total | Difference | Percent |
| Adoption | 75 | 111 | 186 | 65 | 125 | 190 | 4 | 2% |
| Return To Owner | 29 | 4 | 33 | 37 | 2 | 39 | 6 | 18% |
| Transferred Out | 25 | 3 | 28 | 39 | 4 | 43 | 15 | 54% |
| Returned to Field | 0 | 3 | 3 | 0 | 5 | 5 | 2 | 67% |
| Other Outcome | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| TOTAL LIVE OUTCOMES | 129 | 121 | 250 | 141 | 136 | 277 | 27 | 11% |

OTHER ANIMAL OUTCOMES

| | 2021 | | | 2022 | | | Comparisons | |
|-----------------------------|-----------|-----------|-----------|-----------|----------|-----------|-------------|-------------|
| | Canine | Feline | Total | Canine | Feline | Total | Difference | Percent |
| Died in Care | 2 | 6 | 8 | 1 | 2 | 3 | (5) | -63% |
| Lost in Care | 0 | 0 | 0 | 1 | 0 | 1 | 1 | |
| Shelter Euth | 15 | 4 | 19 | 7 | 1 | 8 | (11) | -58% |
| Owner Intended Euth | 1 | 0 | 1 | 2 | 0 | 2 | 1 | 100% |
| TOTAL OTHER OUTCOMES | 18 | 10 | 28 | 11 | 3 | 14 | (14) | -50% |

TOTAL OUTCOMES

| | 2021 | | | 2022 | | | Comparisons | |
|-----------------------|------------|------------|------------|------------|------------|------------|-------------|-----------|
| | Canine | Feline | Total | Canine | Feline | Total | Difference | Percent |
| Total Live Outcomes | 129 | 121 | 250 | 141 | 136 | 277 | 27 | 11% |
| Total Other Outcomes | 18 | 10 | 28 | 11 | 3 | 14 | (14) | -50% |
| TOTAL OUTCOMES | 147 | 131 | 278 | 152 | 139 | 291 | 13 | 5% |

SHELTER EUTHANASIA DATA

| | Canine | Feline | Other | Total | Percentage |
|-------------------------|----------------|----------|----------|----------|------------|
| | Medical - Sick | 1 | 1 | | |
| Medical - Injured | 2 | 0 | 0 | 2 | 25% |
| Behavior - Aggressive | 4 | 0 | 0 | 4 | 50% |
| Behavior - Other | 0 | 0 | 0 | 0 | 0% |
| TOTAL EUTHANASIA | 7 | 1 | 0 | 8 | |

MONTHLY LIVE RELEASE RATE

| 2021 | 2022 |
|-------|-------|
| 90.3% | 95.8% |

Live Outcomes / (Total Outcomes - Owner Int Euth)

PUBLIC WORKS 12

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

ENGINEERING DIVISION

DEVELOPMENT

The Development Manager processed one (1) Preliminary Plat for Planning Commission; three (3) Final Plats for the Development Committee and one (1) Final Plat for City Council. The Development Engineer reviewed 43 sets of construction plans and 5 punch lists. There were 121 permits reviewed and/or issued. Fees were collected in the amount of \$19,046.97.

CAPITAL PROJECTS:

Alameda Street Widening Project:

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

The current project schedule is as follows:

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

Proposed improvements for the Alameda Street Project include:

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

The contractor's activities this month were as follows:

- Continue installing the concrete storm inlets for the new storm pipeline system on Alameda Street between Ridge Lake Boulevard and 36th Avenue East
- Continue grading the Urban Project between Ridge Lake Boulevard and 36th Avenue East.
- Continue installing reinforced concrete pipes (RCP) at the drives on the Rural Project between 36th Avenue East and 48th Avenue East

36th Avenue Northwest Phase 2 Waterline Relocations Project- Tecumseh Road to Market Place:

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

The project involves the following items:

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

The contractor's activities this month were as follows:

- *Completed installation of all waterlines*
- *Completed pressure testing of new lines.*
- *Began backfilling of trenches and site cleanup*
- *Began disinfection of new water lines.*

*Monthly Progress Report
Public Works (August 2022)*

Sidewalk Programs:

FYE 2023 Sidewalk Concrete Projects. Currently out for advertisement for bids. This contract includes Citywide Sidewalk Reconstruction Project, Sidewalk Accessibility Projects, Sidewalk Program for Schools and Arterials Projects, Downtown Area Sidewalks and Curbs and Sidewalks and Trials. This contract is anticipated to be underway in mid to late summer.

FYE2023 Sidewalk Horizontal Saw Cutting Project. Currently of for advertisement for bids. This contract will be to horizontally saw cut sidewalk tripping hazards in various locations throughout the city. This contract is anticipated to be underway in mid to late summer.

PUBLIC TRANSIT

Vehicle Procurement

- The City is currently in the process of purchasing 2 battery electric buses, the first electric vehicles in the City's fleet. Staff will visit the manufacturing facility in September to inspect the vehicles and ensure they are built to specifications. The anticipated delivery of the vehicles has been pushed back to October 2022 due to supply chain issues with a few remaining parts. Below is background information on both battery electric bus projects:
 - An authorization to purchase the City's first battery electric transit bus, was approved by Council on May 25, 2021 and a purchase order was issued on May 27, 2021. Grant funding from Oklahoma Department of Environmental Quality through the Volkswagen Settlement Fund will reimburse approximately 50% of the vehicle purchase price.
 - An authorization to purchase the City's second battery electric transit bus was approved by Council on August 10, 2021 and a purchase order was issued on August 13, 2021. Grant funding from FTA's 2021 Low- or No-Emission Vehicle Program will reimburse approximately 70% of the vehicle purchase price.
 - Council granted approval for additional funds to be allocated to both bus builds on December 14, 2021. These additional funds were used add charge rails to the top of the busses so that in the future an overhead pantograph charging system could be utilized.
- On June 14, 2022 Council approved a contract with ODOT to utilize Surface Transportation Block Grant (STBG) funds to purchase 2 35' CNG buses. Funds were from FY 2021 and 2022 and the total grant amount is \$959,855 (80%) with the local match requirement at \$239,964 (20%). An authorization to purchase was approved by Council on August 23, 2022 and a purchase order was issued on September ??, 2022.

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

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

*Monthly Progress Report
Public Works (August 2022)*

Grants

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

Regional Transportation Authority (RTA) Updates

- In addition to Midwest City (who withdrew last fall), Del City and Moore expressed their intent on withdrawing from the RTA in May of 2022. An agenda item updating the RTA Trust Indenture due to these departures will be forthcoming to Council on September 13, 2022. RTA has stated that FY 2023 funding contributions will not change.

Transit Monthly Performance Report

Attached is the transit performance report for July 2022.

STREETS DIVISION

CAPITAL PROJECTS:

SUMMIT VALLEY ADDITION

Streets crews replaced damaged concrete panels on Summit Valley Addition. This repair required 10 cubic yards of concrete and resulted in over 28 square yards repaired.

BESSENT ADDITION & LAND T ADDITION

Streets crews replaced damaged concrete panels in Bessent and Land T Addition. This repair required 68.50 cubic yards of concrete and resulted in over 219 square yards repaired.

ROCK CREEK ROAD: 72ND AVENUE NE TO 84TH AVENUE NE – DEEP PATCH

Streets crews worked a deep patch at Rock Creek Road: 72nd Avenue NE to 84th Avenue NE and required 1,431.70 tons of asphalt for the repair.

ASPHALT OPERATIONS:

2990 WATERLEAF DRIVE (DEEP PATCH)

Streets crews worked a deep patch at 2990 Waterleaf Drive and required 18.31 tons of asphalt for the repair.

2309 KIMBALL DRIVE (DEEP PATCH)

Streets crews worked a deep patch at 2309 Kimball Drive and required 45.69 tons of asphalt for the repair.

BART CONNER DRIVE (DEEP PATCH)

Streets crews worked a deep patch at Bart Conner and required 14.13 tons of asphalt for the repair.

3201 CROSSROADS BOULEVARD (DEEP PATCH)

Streets crews worked a deep patch at 3201 Crossroads Boulevard and required 38.01 tons of asphalt for the repair.

LYNN STREET (DEEP PATCH)

Streets crews worked a deep patch at Lynn Street and required 47.61 tons of asphalt for the repair.

CIMARRON DRIVE (DEEP PATCH)

Streets crews worked a deep patch at Cimarron Drive and required 98.46 tons of asphalt for the repair.

*Monthly Progress Report
Public Works (August 2022)*

PORTER AND EUFAULA (DEEP PATCH)

Streets crews worked a deep patch at Porter and Eufaula and required 20.01 tons of asphalt for the repair.

GERONIMO DRIVE (DEEP PATCH)

Streets crews worked a deep patch at Geronimo Drive and required 181.02 tons of asphalt for the repair.

CONCRETE OPERATIONS:

2440 WATERLEAF DRIVE

Streets crews replaced damaged concrete panels on 2440 Waterleaf Drive. This repair required 3 cubic yards of concrete and resulted in over 26 linear feet of curb and gutter repair required.

1000 WEST ROCK CREEK ROAD

Streets crews replaced damaged concrete panels on 1000 West Rock Creek Road. This repair required 12.50 cubic yards of concrete and resulted in over 23 square yards repaired.

3201 CROSSROADS BOULEVARD

Streets crews replaced damaged concrete panels on 3201 Crossroads Boulevard. This repair required 5.50 cubic yards of concrete and resulted in over 44 linear feet of curb and gutter repair required.

2013 TEXAS STREET

Streets crews replaced damaged concrete panels on 2013 Texas Street. This repair required 2 cubic yards of concrete and resulted in over 4 square yards repaired.

ROADSIDE OPERATIONS:

MOWING OF ROADSIDE RIGHTS-OF-WAY

Streets Roadside Mowing crew continued their summer mowing schedule. During August, 2022, 142 miles of rural rights-of way and 3,323,730 sq. ft. of urban rights-of-way were mowed.

ROUTINE POTHOLE PATCHING OPERATIONS

This month approximately 8.66 tons of asphalt was utilized in routine pothole patching operations.

STORMWATER

WORK ORDER RESPONSE

Stormwater Division received 17 work order requests and closed 16 work orders.

INFRASTRUCTURE MAINTENANCE

The Infrastructure Maintenance crew sealed a leaking pipe at 3903 Irvine Drive. They repaired a washout along 120th NE and removed shopping carts from Merkle channel. The Infrastructure Maintenance crew started and finished an inlet box replacement at the east entrance to the Alameda shopping center. The crew installed flexamat at Imhoff Bridge and fixed a washout at the end of Imhoff Channel splash pad. The Maintenance crew installed a low water crossing for Westwood Gold Course. The crew also removed a drift on 36th NE and cleaned an inlet box on Lahoma.

CHANNEL MAINTENANCE

The Channel Maintenance crew started and finished a comprehensive cleaning of Hollywood Channel. They were able to remove 162 tons of debris from the channel. The Channel Maintenance Crew was able to mow 543,682 thousand square feet of stormwater channels. The Channel Maintenance crew also cleaned Murphy, South 24th, and Cherry Creek flumes removing 119 tons of debris. They broke aquatic rodent dams along Brookhaven Creek at the request of the state trapper. The crew also removed 25 tons of debris from Imhoff Bridge.

URBAN STREET SWEEPING/CAMERA VAN OPERATIONS

A total of 340 lane miles were swept in August resulting in the removal of approximately 85.35 tons of debris from various curb lined streets throughout the city. The litter crew removed more than 20.30 tons of litter from channels and ROW in the City of Norman. The camera crew was able to video 1,210 linear feet of stormwater pipe at Midway Drive, Smalley Circle and Irvine Drive.

*Monthly Progress Report
Public Works (August 2022)*

STORMWATER OKIE LOCATES

During the month of August, 3880 Call 811 Okie Spots were received. Of those requests, 117 were stormwater pipe locates, 76 were marked, and 982 were referred to other departments.

CONSTRUCTION SITE STORMWATER MANAGEMENT

Performed 159 inspections of 110 active sites.

Issued 0 citations and 4 NOVs to active sites

Issued 8 Earth Change Permits to new projects

Inspected 18 detention/retention ponds.

MS4 OPERATIONS

Received and responded to 35 citizen calls

Conducted 10 outfall inspection.

On August 1, Mr. Murphy attended a Floodplain Permit Committee meeting and attended the Norman Citizen's Academy for Public Works and gave the Stormwater Division presentation.

On August 2, attended a bi-weekly meeting with Meshek & Associates on project management.

On August 5, Ms. Chao and Mr. Murphy attended the S&T Constructed Wetlands meeting.

On August 8, Ms. Chao attended the Development Review Team meeting.

On August 8, Ms. Chao attended the Intro to Climate Action Landscaping webinar.

On August 10, Ms. Chao attended the Oklahoma City's virtual workshop series featuring guest speakers from Triangular Silt Dike.

On August 16, Mr. Murphy attended consultant interviews for the Midway Drive Scoping project.

On August 17, Ms. Chao attended the Oklahoma City's Oklahoma River Bacteria Monitoring virtual workshop.

On August 17, Ms. Chao and Mr. Murphy attended a virtual meeting with the City of Edmond regarding low impact development.

On August 19, Mr. Murphy attended a meeting at a private residence construction location to discuss permit violations.

On August 19, attended a virtual meeting with contractor on future construction of Stormwater Nature Park.

On August 22, Ms. Chao attended the virtual meeting with Freese and Nichols and DEQ to discuss Lake Thunderbird TMDL monitoring data and model calibration.

On August 22, Ms. Chao attended the LTWA meeting to discuss partnership and grant opportunities within the watershed.

On August 23, Ms. Chao attended the BMP and Green Infrastructure Innovation Lunch & Learn with Iron Age Designs.

On August 23, Mr. Murphy attended City Council meeting and presented on proposed Floodplain Ordinance revision.

On August 25, Ms. Chao attended the OK Compost Conference planning meeting.

*Monthly Progress Report
Public Works (August 2022)*

On August 26, Ms. Chao attended the Low Impact Development (LID) Conference Committee Meeting.

On August 26, Ms. Chao attended a meeting with ODOT and Oklahoma Biological Survey to discuss maintenance requirements for wildflower areas and planning for the 2022 Monarch Festival.

On August 27, Mr. Murphy attended APWA PWX conference in Charlotte, N.C.

FLEET DIVISION

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

FUEL REPORT

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

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

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

MAINTENANCE REPORT

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

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

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

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

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

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

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

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

PRODUCTIVITY REPORT

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

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

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

August 2022
DEVELOPMENT COORDINATION, ENGINEERING
AND PERMIT REVIEW

Subdivision Development:

FYE 2023 Associated Fees

| Planning Commission/Dev Comm Review: | This Month | Last Month | FY Total |
|---|------------|------------|----------|
| *Norman Rural Cert of Survey... 0 | ↓ | ↓ | ↓ |
| *Final Plats..... 0 | | | |
| *Preliminary Plats..... 0 | | | |
| *Short Form Plat..... 0 | | | |
| *Center City Form Based Code.. 0 | | | |
| *Concurrent Constr. Request..... 0 | | | |
| City Council Review: | | | |
| Certificate of Survey..... 0 | ↓ | ↓ | ↓ |
| Preliminary Plat..... 0 | | | |
| Final Plats 1 | | | |
| Certificate of Plat Correction..... 0 | | | |
| Encroachment..... 0 | | | |
| Easements..... 0 | | | |
| Closure..... 0 | | | |
| Release of Deferral..... 0 | | | |
| | | | |

Development Committee:

| | | | |
|--|-------------|------------|-------------|
| Final Plats..... 4 | | | |
| Fee-In-Lieu of Detention..... 0 | \$0.00 | | |
| Subtotal: | \$13,999.50 | \$1,100.00 | \$15,099.50 |

Permits Reviewed/Issued:

(includes Offsite Construction fees)

| | | | | | | |
|--|-------------|------------|-------------|----------|----------|----------|
| **Single Family..... 11 | ↓ | ↓ | ↓ | | | |
| ***Commercial..... 4 | | | | | | |
| Multi-Family..... 2 | | | | | | |
| Addition/Alteration..... 31 | | | | | | |
| House Moving..... 3 | | | | | | |
| Paving Only..... 13 | | | | | | |
| Storage Building..... 12 | | | | | | |
| Swimming Pool..... 13 | | | | | | |
| Storm Shelters..... 9 | | | | | | |
| Public Improvements..... 3 | | | | | | |
| Temporary Encroachments..... 2 | | | | | | |
| Fire Line Pits/Misc..... 2 | | | | | | |
| Franchise Utilities 22 | | | | | | |
| Other revenue | | | | \$0.00 | \$0.00 | |
| Flood Plain (@\$100.00 each)..... 1 | | | | \$100.00 | \$200.00 | \$300.00 |
| Total Permits..... | \$4,947.47 | \$2,289.68 | \$7,237.15 | | | |
| Grand Total..... | \$19,046.97 | \$3,589.68 | \$22,636.65 | | | |
| ****Construction Plan Review Occurrences | 43 | 37 | 80 | | | |
| ****Punch Lists Prepared..... | 5 | 6 | 11 | | | |

* All Final Plat review completed within ten days..... PI # 13
 ** All Single Family Permits were reviewed and completed within three days.... PI # 10
 *** All Commercial Permits were reviewed and completed within seven days.... PI # 11
 **** All Construction Plans were reviewed within ten days.....PI # 12
 *****All Punch Lists prepared within one day of Final Inspection.....PI # 8

August 2022

DEVELOPMENT COORDINATION, ENGINEERING, AND PERMIT REVIEW

KEN DANNER/TODD McLELLAN/JACK BURDETT

| | NUMBER OF INSTANCES | PERCENTAGE ACHIEVED |
|--|---------------------|---------------------|
| <i>PI #8</i> PREPARE DEVELOPMENT PUNCH LIST WITHIN 1 DAY OF FINAL INSPECTION | 5 | 100% |
| <i>PI #10</i> SINGLE FAMILY BLDG PERMIT REVIEW W/I 3 DAYS | 11 | 100% |
| <i>PI #11</i> COMMERCIAL BLDG PERMIT REVIEW W/I 7 DAYS | 4 | 100% |
| <i>PI #12</i> CONSTRUCTION PLAN REVIEW W/I 10 DAYS | 43 | 100% |
| <i>PI #13</i> FINAL PLAT REVIEW COMPLETED WITHIN 10 DAYS | 4 | 100% |



EMBARK Norman PERFORMANCE REPORT

Summary of Services Table: July 2022

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

| EMBARK Norman Service Summary | ADP Jul FY23 | FY23 YTD | FY22 YTD | Service Profile | Jul FY23 | Jul FY22 |
|----------------------------------|-----------------|-------------|-------------|-----------------|-------------|-------------|
| Fixed Routes (M-F) | 843 | 16,850 | 16,575 | Weekdays | 20 | 22 |
| Fixed Routes (Sat) | 411 | 2,056 | 1,945 | Saturdays | 5 | 5 |
| PLUS (M-F) | 84 | 1,683 | 1,579 | Gamedays | 0 | 0 |
| -Zone 1* | 68 | 1,445 | 1,263 | Holidays | 1 | 0**** |
| -Zone 2** | 12 | 238 | 316 | Weather | 1 | 1 |
| PLUS (Sat)*** | 22 | 108 | 75 | Fiscal YTD Days | 25 | 26 |
| | | | | Cal. YTD Days | 177 | 179 |

*Requires ¾ mile

**Operates only on Weekdays until 7:00 pm

***Operates only in Zone 1

****Independence Day 2021 fell on Sunday. Full service was in effect on the following Monday.

Strategic Performance Measures

| MEASURE | FY 23 YTD | FY 23 Targets | |
|--|--------------|------------------|------|
| # of Norman fixed-route passenger trips provided | 18,906 | 251,881 | |
| # of Norman paratransit trips provided | 1,791 | 21,000 | |
| % of on-time Norman paratransit pick-ups | 98.70% | 98.58% | |
| # of Norman bus passengers per service hour, cumulative | 12.19 | 13.04 | |
| # of Norman bus passengers per day, average | 757 | N/A* | N/A* |
| % of Norman required paratransit pick-ups denied due to capacity | 0.00% | N/A* | N/A* |
| % of on-time fixed-route arrivals | 87.10% | 80.94% | |

*These LFR targets are currently unavailable. We hope to have them soon.

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2023

Item 7.

| STREET DIVISION | | | | | |
|---|---------------------------------|---------------------------------|---------------------|---------------------|------------------|
| | FYE 2023 August 2022 | FYE 2023 August 2022 | Year to Date | Year to Date | FYE 2023 |
| PERFORMANCE INDICATORS | ACTUAL | PERCENT | ACTUAL | PERCENT | PROJECTED |
| Distribute work order requests to field personnel within one day. | 99% | 99% | 99% | 100% | 100% |
| Patch potholes smaller than one cubic foot within 24 hours (tons of material used) | 100% | 100% | 100% | 100% | 95% |
| | 8.66 | | 17.53 | | |
| Overlay/pave 10 miles per year. | - | 0% | 0.80 | 8% | 100% |
| Replace 2,000 square yards of concrete pavement panels | 247.00 | 12% | 453.00 | 23% | 100% |
| Grade all unpaved alleys two (2) times per year. (approximately 210 blocks) | 8.25 | 2% | 13.25 | 3% | 100% |
| Mow 15 ROW-miles (1,584,000 sf) of Urban right-of-way, eight times per year | 3,323,730.00 | 26% | 7,436,768.00 | 59% | 100% |
| Mow 148 miles of Rural Right-of-way three times per year | 142.00 | 32% | 445.00 | 100% | 100% |
| Debris Removal – pre-positioned contractor on notice 24 hours prior to storm event | - | 0% | - | 0% | 0% |
| Debris Removal - Issue Notice to Proceed/Task Order with 48 hours of storm event | - | 0% | - | 0% | 0% |
| Bridge - Maintain 5 non-deficient bridges in a year | - | 0% | - | 0% | 0% |
| Bridge - Rehab 7 structurally deficient bridges per year through outside contract | - | 0% | - | 0% | 0% |
| Bridge - Replace one functionally obsolete bridge per year | - | 0% | - | 0% | 0% |
| Bond Program - Contract all selected projects for the bond year within the same fiscal year | | 0% | - | 0% | 0% |
| Capital Program – Complete all selected projects within the same fiscal year | | 0% | - | 0% | 0% |

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2018

| STORMWATER DIVISION | | | | | |
|---|---------------------|---------------------|---------------------|---------------------|------------------|
| | FYE 2023 | FYE 2023 | Year to Date | Year to Date | FYE 2023 |
| | AUGUST, 2022 | AUGUST, 2022 | | | |
| PERFORMANCE INDICATORS | ACTUAL | PER CENT | ACTUAL | PER CENT | PROJECTED |
| Respond to stormwater complaints and drainage concerns within 24 hours of the time reported. | 99% | 99% | 99% | 99% | 99% |
| Mechanically sweep 500 curb miles per month (lane miles) | 340.00 | 68% | 868.00 | 14% | 50% |
| Inspect and clean 100% of the urban drainage inlets three times per year. (approximately 5,000 locations) | 1.00 | 0% | 1.00 | 0% | 70% |
| Mow 2,271,548 sq.feet of open drainage ways, six times per year | 543,682.00 | 4% | 914,742.00 | 7% | 90% |
| Apply chemical vegetative control to open drainage channels, one time per year. | - | 0% | - | 0% | 90% |
| Collect 60 tons annually of litter from rights of way in the urban & rural areas. | 20.30 | 95% | - | | 95% |
| Permit all earth disturbing operations over 1 acre in size. | 8.00 | 100% | 9.00 | | 95% |
| Permit all floodplain activities as appropriate. | 3.00 | 3% | 4.00 | | 100% |
| Submit all necessary reports and documentation as required to comply with state stormwater regulations within 15 days of deadlines. | 1.00 | 1% | 1.00 | | 100% |
| Perform erosion control inspections of permitted sites within 30 days. | 159.00 | 145% | 306.00 | | 100% |
| Inspect City facilities identified as potential stormwater pollution sources. | - | 0% | - | | 50% |
| Inspect stormwater outfalls. | 10.00 | 0% | 25.00 | | 20% |

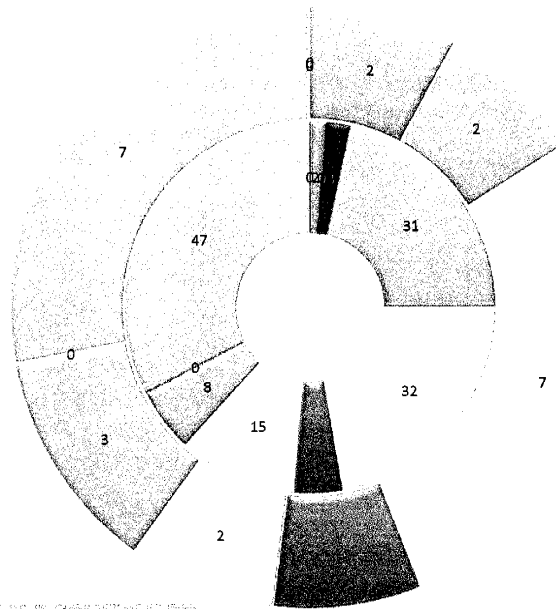
PUBLIC WORKS FLEET DIVISION PM COMPLIANCE REPORT

Item 7.

August FYE 2023

Currently Past Due:

| Unit # | Unit Description | Department Division | Current Odometer Reading | Meter or scheduled date | Meter Past | | ORIGINAL Scheduled DATE | SHOP | Type of SERVICE | LAST PM DONE |
|---------------------|----------------------------|----------------------------|--------------------------|-------------------------|------------|-------|-------------------------|--------------|-----------------|--------------|
| POLICE | | | | | | | | | | |
| 1072 | 2005 Nissan Quest | PD Special Investigations | 9/1/2022 | 7/13/2022 | -50 | days | 8/19/2022 | Light Repair | PM-C | 7/13/2021 |
| 1201 | 2011 Chevy Tahoe | PD Criminal Investigations | 100058 | 99615 | -443 | miles | 8/22/2022 | Light Repair | PM-C | 12/21/2021 |
| 1226T | 2011 Featherlite Trailer | PD Patrol | 9/1/2022 | 8/11/2022 | -21 | days | 8/25/2022 | Light Repair | PM-A | 8/11/2021 |
| 211031 | 2021 Ford Expedition | PD Criminal Investigations | 8402 | 8287 | -115 | miles | 8/25/2022 | Light Repair | PM-C | 3/9/2022 |
| 5592 | 2012 John Deere Z910A | PD Animal Control | 9/1/2022 | 8/26/2022 | -6 | days | 8/25/2022 | Light Repair | PM-C | 8/26/2021 |
| PUBLIC WORKS | | | | | | | | | | |
| 669P | 2002 Buyers Snowdog | Streets | 9/1/2022 | 4/27/2022 | -127 | days | 4/27/2022 | Light Repair | PM-B | 10/27/2021 |
| 0807 | 2019 Husqvarna Compactor | Stormwater Maintenance | 9/1/2022 | 8/3/2022 | -29 | days | 8/8/2022 | Light Repair | PM-D | 8/12/2020 |
| UTILITIES | | | | | | | | | | |
| 281T | 2019 Holt Trailer | Commercial Sanitation | 9/1/2022 | 1/28/2021 | -581 | days | 3/19/2021 | Heavy Repair | PM-A | 1/27/2020 |
| 0277 | 2016 Ranger 225 Welder | Commercial Sanitation | 9/1/2022 | 6/28/2022 | -65 | days | 6/27/2022 | Light Repair | PM-C | 6/28/2021 |
| 0257 | 2015 PB Sideloader | Residential Sanitation | 14108 | 13958 | -150 | hours | 8/23/2022 | Heavy Repair | PM-C | 3/29/2022 |
| 0257 | 2015 PB Sideloader | Residential Sanitation | 14108 | 13958 | -150 | hours | 8/24/2022 | Heavy Repair | PM-SL | 3/29/2022 |
| 578T | 2018 Lamar Utility Trailer | WRF Water Reclamation | 9/1/2022 | 8/12/2022 | -20 | days | 7/15/2022 | Heavy Repair | PM-A | 8/12/2021 |



- City Clerk
- Municipal Court
- Information Technology
- Human Resources
- Planning
- Public Works
- Police
- Fire
- Parks & Rec.
- PSST
- CDBG
- Utilities

INNER RING = MONTHLY # SCHEDULED

OUTER RING = MONTHLY # MISSED/LATE

| Department | Scheduled | Missed/Late | % Late |
|------------------------|------------|-------------|--------------|
| City Clerk | 0 | 0 | 0.0% |
| Municipal Court | 0 | 0 | 0.0% |
| Information Technology | 2 | 0 | 0.0% |
| Human Resources | 0 | 0 | 0.0% |
| Planning | 3 | 2 | 66.7% |
| Public Works | 31 | 2 | 6.5% |
| Police | 32 | 7 | 21.9% |
| Fire | 6 | 2 | 33.3% |
| Parks & Rec. | 15 | 2 | 13.3% |
| PSST | 8 | 3 | 37.5% |
| CDBG | 0 | 0 | 0.0% |
| Utilities | 47 | 7 | 14.9% |
| Citywide Total | 142 | 25 | 17.6% |

**PUBLIC WORKS FLEET DIVISION
PM COMPLIANCE REPORT**

Item 7.

August FYE 2023

Industry Standard Compliance: Not To Exceed 5%

| | | | | | Current % | |
|---------------------------------------|------------|------------|----------|-----------|------------------|------------|
| | | | | | PENDING | |
| CITY CLERK | | | | | | |
| CITY COUNCIL | | 1 | | | 0% | 0% |
| BUILDING ADMINISTRATION | | | | | 0% | 0% |
| MUNICIPAL COURT | | | | | | |
| MUNICIPAL COURT | | | | | 0% | 0% |
| INFORMATION TECHNOLOGY | | | | | | |
| INFORMATION TECHNOLOGY | 2 | 2 | | | 0% | 0% |
| HUMAN RESOURCES | | | | | | |
| HUMAN RESOURCES | | | | | 0% | 0% |
| PLANNING | | | | | | |
| PLANNING | 2 | 2 | | | 0% | 0% |
| BUILDING INSPECTIONS | | | | | 0% | 0% |
| CODE COMPLIANCE | 1 | | 1 | 1 | 100% | 67% |
| PUBLIC WORKS | | | | | | |
| ENGINEERING | | | | | 0% | 100% |
| STREETS | 8 | 8 | | 1 | 13% | 10% |
| STORMWATER | 7 | 8 | | 1 | 14% | 19% |
| TRAFFIC | 2 | 2 | | | 0% | 29% |
| STORMWATER QUALITY | | | | | 0% | 0% |
| FLEET | 14 | 14 | | | 0% | 0% |
| TRANSIT | | | | | 0% | 0% |
| POLICE | | | | | | |
| ANIMAL CONTROL | 3 | 2 | | 1 | 33% | 75% |
| POLICE ADMINISTRATION | 2 | 2 | | | 0% | 33% |
| POLICE STAFF SERVICES | 2 | 3 | | | 0% | 0% |
| POLICE CRIMINAL INVESTIGATIONS | 6 | 5 | | 2 | 33% | 36% |
| POLICE PATROL | 16 | 24 | | 3 | 19% | 30% |
| POLICE SPECIAL INVESTIGATIONS | 3 | 2 | | 1 | 33% | 33% |
| POLICE EMERGENCY COMMUNICATIONS | | | | | 0% | 0% |
| FIRE | | | | | | |
| FIRE ADMINISTRATION | | | | | 0% | 0% |
| FIRE TRAINING | | | | | 0% | 0% |
| FIRE PREVENTION | | | | | 0% | 0% |
| FIRE SUPPRESSION | 6 | 4 | | 2 | 0% | 29% |
| FIRE DISASTER PREPAREDNESS | | | | | 0% | 0% |
| PARKS & RECREATION | | | | | | |
| PARK MAINTENANCE | 15 | 16 | | 2 | 0% | 31% |
| PARKS & RECREATION | | | | | 0% | 0% |
| CUSTODIAL | | | | | 0% | 0% |
| FACILITY MAINTENANCE | | | | | 0% | 0% |
| PARKS FORESTRY | | | | | 0% | 0% |
| PUBLIC SAFETY SALES TAX (PSST) | | | | | | |
| PSST POLICE PATROL | 8 | 8 | | 2 | 13% | 42% |
| PSST POLICE CRIMINAL INVESTIGATIONS | | 1 | | | 0% | 0% |
| PSST FIRE SUPPRESSION | | | | | 0% | 0% |
| CDBG | | | | | | |
| PLANNING CDBG | | | | | 0% | 0% |
| UTILITIES WATER | | | | | | |
| UTILITIES ADMINISTRATION | | | | | 0% | 0% |
| WATER TREATMENT PLANT | 1 | 1 | | | 0% | 0% |
| WATER PLANT | 1 | 3 | | | 0% | 100% |
| WATER PLANT WELLS | | | | | 0% | 0% |
| WATER PLANT LAB | | | | | 0% | 0% |
| LINE MAINTENANCE ADMIN. | | | | | 0% | 0% |
| WATER LINE MAINTENANCE | 16 | 16 | | | 0% | 0% |
| UTILITIES INSPECTOR | | | | | 0% | 0% |
| METER SERVICES | | | | | 0% | 0% |
| UTILITIES WRF | | | | | | |
| WRF ADMIN | 1 | | | 1 | 100% | 100% |
| WRF INDUSTRIAL | | | | | 0% | 0% |
| WRF BIOSOLIDS | 2 | 3 | | | 0% | 0% |
| WRF OPERATIONS | | | | | 0% | 0% |
| SEWER LINE MAINTENANCE | 4 | 5 | | | 0% | 0% |
| UTILITIES SANITATION | | | | | | |
| SANITATION ADMINISTRATION | | | | | 0% | 0% |
| SANITATION RESIDENTIAL | 7 | 8 | | 3 | 43% | 73% |
| SANITATION COMMERCIAL | 5 | 6 | | 1 | 20% | 77% |
| SANITATION TRANSFER | 4 | 4 | | 1 | 25% | 33% |
| SANITATION COMPOST | 3 | 3 | | | 0% | 0% |
| SANITATION RECYCLE | | | | | 0% | 150% |
| SANITATION YARD WASTE | 3 | 3 | | | 0% | 0% |
| CITYWIDE TOTAL | 144 | 156 | 8 | 17 | 12% | 29% |

**FLEET MANAGEMENT
INVENTORY
August 2022**

FUEL

| | | | | | | | |
|-----------------|---------|---------|----------|---|-------|----|-----------|
| WESTWOOD GOLF | 662.0 | gallons | DIESEL | @ | 4.500 | \$ | 2,979.00 |
| WESTWOOD GOLF | 613.0 | gallons | UNLEADED | @ | 4.460 | \$ | 2,733.98 |
| NORTH BASE | 2,313.0 | gallons | UNLEADED | @ | 2.820 | \$ | 6,522.66 |
| NORTH BASE | 2,580.0 | gallons | DIESEL | @ | 4.090 | \$ | 10,552.20 |
| FIRE STATION #5 | 330.5 | gallons | UNLEADED | @ | 3.100 | \$ | 1,024.64 |
| FIRE STATION #5 | 300.0 | gallons | DIESEL | @ | 3.800 | \$ | 1,140.00 |
| FIRE STATION #6 | 222.4 | gallons | UNLEADED | @ | 2.740 | \$ | 609.38 |
| FIRE STATION #6 | 226.0 | gallons | DIESEL | @ | 4.130 | \$ | 933.38 |
| BULK TANKS | 1,200.0 | gallons | DIESEL | @ | 4.090 | \$ | 4,908.00 |

| TOTAL | GALLONS: | DOLLAR: |
|--------------|-----------------|----------------|
| UNLEADED | 3,478.9 | \$ 10,890.66 |
| DIESEL | 4,968.0 | \$ 20,512.58 |

**PUBLIC WORKS
FLEET DIVISION
ACTIVITY REPORT**

August 2022

| IN GALLONS | FUEL REPORT | | | |
|------------------|--------------------|------------------|-------------------|---------------------|
| | UNLEADED PURCHASED | DIESEL PURCHASED | CNG PURCHASED | |
| Internal pumps | 22,745.00 | 22,951.00 | 25,457.76 | |
| Outside - sublet | 1,394.00 | 681.00 | 6,575.77 | |
| TOTAL | 24,139.00 | 23,632.00 | 32,033.53 | |
| TOTAL | UNLEADED CONSUMED | DIESEL CONSUMED | CITY CNG CONSUMED | PUBLIC CNG CONSUMED |
| | Consumption | 23,341.22 | 22,707.92 | 28,763.38 |

| FYE 2023 TO DATE CONSUMPTION | | | | |
|------------------------------|-------------------|-----------------|-------------------|---------------------|
| TOTAL | UNLEADED CONSUMED | DIESEL CONSUMED | CITY CNG CONSUMED | PUBLIC CNG CONSUMED |
| Consumption | 45,488.10 | 45,467.77 | 55,057.18 | 13,268.23 |

| INTERNAL PRICE PER GALLON: | | | | EXTERNAL PRICE PER GALLON: | | | |
|----------------------------|------|--------|-----|----------------------------|----------|------|--------|
| UNLEADED | High | \$3.21 | Low | \$2.74 | UNLEADED | High | \$3.21 |
| | | | | | | Low | \$2.74 |
| DIESEL | High | \$4.13 | Low | \$3.49 | DIESEL | High | \$4.13 |
| | | | | | | Low | \$3.49 |
| CNG | High | \$1.19 | Low | \$1.19 | CNG | High | \$1.89 |
| | | | | | | Low | \$1.89 |

| FASTER CONSUMABLE PARTS PURCHASED | | PUBLIC CNG SALES | |
|-------------------------------------|---------------------|---|-------------|
| REPAIR PARTS | \$107,452.38 | Month Total Public CNG Sales | \$6,699 |
| BATTERIES | \$3,659.29 | FYE 2023 To Date Public Sales | \$25,123 |
| OILS/FLUIDS | \$11,941.45 | LIFE TO DATE CNG GAS GALLON EQUIVALENT | |
| TIRES | \$12,119.02 | Total Sold Gallons Life To Date | 974,538 |
| SUBLET REPAIRS | \$12,115.59 | Total Gross Sales Life To Date | \$1,400,520 |
| TOTAL SPENT ALL parts/sublet | \$147,287.73 | Life To Date CNG Gas Gallon Equivalent | |
| | | Total Public/City Through-Put CNG Gallons @ Station | 2,910,632 |

| | CURRENT MONTH | LAST MONTH | Two Months Ago | YEAR TO DATE |
|-----------------------|---------------|------------|----------------|--------------|
| ROAD SERVICE | 2 | 0 | 3 | 2 |
| EMERGENCY ROAD CALLS | 8 | 2 | 6 | 10 |
| PM SERVICES | 98 | 83 | 84 | 181 |
| INCLEMENT WEATHER | 0 | 0 | 0 | 0 |
| WORK ORDERS | 258 | 204 | 245 | 462 |
| SCHEDULED REPAIRS | 105 | 91 | 86 | 196 |
| NON SCHEDULED REPAIRS | 100 | 113 | 104 | 213 |

| | CURRENT MONTH | LAST MONTH | Two Months Ago | YEAR TO DATE |
|-----------------------|---------------|------------|----------------|--------------|
| ROAD SERVICE | 0 | 1 | 6 | 1 |
| EMERGENCY ROAD CALLS | 22 | 23 | 26 | 45 |
| PM SERVICES | 48 | 47 | 44 | 95 |
| INCLEMENT WEATHER | 0 | 0 | 0 | 0 |
| WORK ORDERS | 182 | 189 | 210 | 371 |
| SCHEDULED REPAIRS | 50 | 50 | 54 | 100 |
| NON SCHEDULED REPAIRS | 111 | 139 | 124 | 250 |

| Transit Shop | CURRENT MONTH | LAST MONTH | Two Months Ago | YEAR TO DATE |
|-----------------------|---------------|------------|----------------|--------------|
| ROAD SERVICE | 0 | 1 | 3 | 1 |
| EMERGENCY ROAD CALLS | 1 | 0 | 1 | 1 |
| PM SERVICES | 11 | 10 | 12 | 21 |
| INCLEMENT WEATHER | 0 | 0 | 0 | 0 |
| WORK ORDERS | 84 | 54 | 79 | 138 |
| SCHEDULED REPAIRS | 13 | 11 | 15 | 24 |
| NON SCHEDULED REPAIRS | 64 | 43 | 58 | 107 |

| EVT Shop | CURRENT MONTH | LAST MONTH | Two Months Ago | YEAR TO DATE |
|-----------------------|---------------|------------|----------------|--------------|
| ROAD SERVICE | 12 | 8 | 10 | 8 |
| EMERGENCY ROAD CALLS | 1 | 2 | 4 | 2 |
| PM SERVICES | 11 | 7 | 5 | 7 |
| INCLEMENT WEATHER | 0 | 0 | 0 | 0 |
| WORK ORDERS | 41 | 29 | 30 | 29 |
| SCHEDULED REPAIRS | 23 | 16 | 6 | 16 |
| NON SCHEDULED REPAIRS | 12 | 13 | 5 | 13 |

| COMBINED SHOPS | CURRENT MONTH | LAST MONTH | Two Months Ago | YEAR TO DATE |
|-----------------------|---------------|------------|----------------|--------------|
| ROAD SERVICE | 14 | 10 | 22 | 24 |
| EMERGENCY ROAD CALLS | 32 | 27 | 37 | 59 |
| PM SERVICES | 171 | 152 | 146 | 323 |
| INCLEMENT WEATHER | 0 | 0 | 0 | 0 |
| WORK ORDERS | 581 | 488 | 574 | 1069 |
| SCHEDULED REPAIRS | 195 | 174 | 154 | 369 |
| NON SCHEDULED REPAIRS | 297 | 314 | 297 | 611 |

**PUBLIC WORKS
FLEET DIVISION**
Technician Productivity
Report

FYE 2023

August 2022

| MECHANIC | DIRECT LABOR HOURS | PRODUCTIVITY | | |
|----------|--------------------|--------------|--------|------------|
| | | GOAL | ACTUAL | DIFFERENCE |
| # 001 | 146.14 | 72% | 97.8% | 25.8% |
| # 002 | 168.95 | 72% | 113.0% | 41.0% |
| # 003 | 94.06 | 72% | 62.9% | -9.1% |
| # 004 | 102.16 | 72% | 68.3% | -3.7% |
| # 006 | 126.17 | 72% | 84.4% | 12.4% |
| # 007 | 123.22 | 72% | 82.4% | 10.4% |
| # 008 | 109.03 | 72% | 72.9% | 0.9% |
| # 009 | 78.26 | 72% | 52.3% | -19.7% |
| # 010 | 164.59 | 72% | 110.1% | 38.1% |
| # 011 | 128.84 | 72% | 86.2% | 14.2% |
| # 012 | 150.58 | 72% | 100.7% | 28.7% |
| # 013 | 138.65 | 72% | 92.7% | 20.7% |
| # 018 | 103.38 | 72% | 69.2% | -2.8% |
| # 021 | 125.99 | 72% | 84.3% | 12.3% |
| # 028 | 132.38 | 72% | 88.5% | 16.5% |
| # 031 | 103.37 | 72% | 69.1% | -2.9% |
| # 037 | 109.87 | 72% | 73.5% | 1.5% |
| #038 | 116.97 | 72% | 399.9% | 327.9% |

| | |
|----------------------------|--------------|
| DIRECT LABOR HOURS | 2222.61 |
| TOTAL AVAILABLE HOURS | 2691.00 |
| PRODUCTIVITY GOAL | 72.0% |
| ACTUAL PRODUCTIVITY | 82.6% |

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

| AUGUST 2022 | PROJECTED GOAL | THIS MONTH | | | YEAR TO DATE | | |
|--|--|---------------------------|----------------------------|-----------------------|---------------------------|----------------------------|-----------------------|
| | Percentage | Number of Requests | Goal Met | Percentage Met | Number of Requests | Goal Met | Percentage Met |
| Provide initial response to citizen inquiries within 2 days | 100% | 117 | 117 | 100% | 197 | 197 | 100% |
| Provide information requested by citizens within 7 days | 95% | 117 | 17 | 100% | 197 | 97 | 100% |
| Complete traffic engineering studies within 45 days. | 99% | 0 | 0 | 100% | 3 | 0 | 100% |
| Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days. | 95% | 0 | 0 | 100% | 27 | 27 | 100% |
| Worker Hours Per Gallon of Paint Installed. | 0.80 | Gallons | Worker Hours | Percentage | Gallons | Worker Hours | Percentage |
| | | 77 | 48.25 | 0.63 | 822 | 210 | 0.26 |
| Thermoplastic legend, arrows, stop bars & crosswalks installed. | 4-6 Installations per day per 2 person crew. 100% | Crew Work Days | Total Installations | Average | Crew Work Days | Total Installations | Average |
| | | 9.69 | 71 | 7.33 | 11.32 | 82 | 7.24 |
| Preventative Maintenance on each traffic signal once a year. Approximately 11 will be performed each month. | 100% | Number Performed | Goal Met | Percentage Met | Number Performed | Goal Met | Percentage Met |
| | | 14 | 14 | 100% | 33 | 33 | 100% |
| Response to reports on traffic signal malfunctions within one hour. | 99% | | Goal Met | Percentage Met | Number of Reports | Goal Met | Percentage Met |
| | | 29 | 29 | 100% | 54 | 54 | 100% |
| Response to reports of sign damage: | Percentage | | | | | | |
| High Priority Stop or Yield Signs within one hour | 99% | 6 | 6 | 100% | 8 | 8 | 100% |
| Lower Priority all other signs within one day | 90% | 54 | 54 | 100% | 91 | 91 | 100% |
| Street Name Signs within two weeks | 90% | 40 | 40 | 100% | 71 | 71 | 100% |
| Percent of work hours lost due to on the job injuries. | <.01% | Total Work Hours | Work Hours Lost | Percentage Met | Total Work Hours | Work Hours Lost | Percentage Met |
| | | 3496 | 72 | 0.00 | 6232 | 113.5 | 0.02 |

UTILITIES 13

Monthly Report

August 2022

LINE MAINTENANCE:

Waterline Capital Projects

- Beaumont Drive – 0%
- 1357 12th NE Avenue – 100%
- Crest Court – 100%
- Barb Court – 100%

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

Water Line Breaks – 21 in August

Sewer Line Data

- Total obstruction service requests - 15
- Private Plumbing: 15
- City Infrastructure: 0
- Sanitary Sewer Overflows: 0 on private side

Lift Station D Flows:

- Days - 31
- Average daily flow: 1.122 MGD
- Total Monthly flow: 34.782 MG

UTILITIES ENGINEERING:

Line Maintenance Building: Project will construct new building for Line Maintenance Division consisting of 49 staff; the existing 11,000 SF building is currently located on North Base property adjacent to the Fleet offices and vehicle servicing areas. This project assumes construction of a new 20,000 SF facility NW of the water treatment plant to house administrative offices, the employee breakroom, fire hydrant/meter repair area as well as areas for numerous water and sewer line repair parts, pump repair parts and a work area for pump repairs and testing. A preliminary meeting was held with City staff to discuss the project and what variances may be required. Additional funding will also be necessary due to the increased cost for the project to meet actual division needs now and into the future. Due to other department priorities, funding for the project was pushed back to FYE 23 so the project has essentially been pushed back one year. Contract K-2122-115 was approved by Council and the Architect and Contractor are working through the process with GMP expected in September 2022. A pre-bid meeting was held on August 24, 2022 and the first addendum was issued the same day. Crossland received questions after the prebid meeting regarding earthwork, so a second addendum was issued on August 29, 2022. Because of this, the bid opening was pushed back a week to September 7, 2022.

As-Built Linking Project: Project is an engineering effort to develop a system for linking as-built records to a GIS interface to allow for staff to more efficiently find as-built records. Contract K-2021-72 was awarded to Meshek & Associates on December 1, 2020. The project will allow users to click on a water or sanitary sewer asset in a GIS viewer which will then provide the as-built record document in a new window for viewing or downloading. Additional internal staff discussion was required to determine naming conventions for the consultant to use that would create a standardized system that could be used for this project and any future projects. As such, the project deadlines were set back a couple of months. All existing as-built information was provided to the consultant for their use. Pilot area information has been received and reviewed by staff. After further discussion with the consultant, their performance isn't

sufficient to complete this project so their efforts and the remainder of the contract will be cancelled and staff will work to find alternative methods to complete this initiative.

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

The WTP array was energized on August 2, 2022, and is currently producing power for the WTP. Final testing and monitoring equipment installation are still required before this site is completed. For the WRF, all tie-ins have been completed. Additional module installations are still proceeding along with other work. Portions of the WRF site will be producing energy in mid-September.

WASTEWATER PROJECTS:

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

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

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

In April 2022, NUA learned that a third grant from BOR had been authorized. The third grant was an applied science grant for \$148,339 to create a Predictive Lake Optimization Tool (PLOT) for Lake Thunderbird. The PLOT will use weather and climatological data, weather and seasonal weather forecasts, and data specific to Lake Thunderbird and its watershed to determine the best times to add supplemental IPR flows to the lake. A resolution authorizing work to commence on this project will be submitted for City Council consideration in September 2022, and, once approved, work will commence immediately.

Engineer: Garver LLC (Michael “Cole” Niblett)

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

Garver is currently preparing preliminary design documents, which will be submitted for NUA review in August 2022. A review meeting will then convene in September 2022. Garver should then complete final Bidding Documents in November 2022. Contract would then be advertised in December 2022, and bids opened in January 2023. Construction contract should be awarded and Notice to Proceed with construction should be issued in February 2023. Construction should be complete by February 2024.

Engineer: Garver LLC (Michael “Cole” Niblett)

WRF New Maintenance Building (WW0318) and WRF Main Control Building Renovation (WW0325): - These two projects are being designed under a single design contract and are anticipated to be bid as a single project, either traditional design/bid/build or Construction Manager at Risk (CMaR) project so they will be covered as a single project. Due to recent plant improvements projects, space formerly used for spare part storage has been incorporated into plant operations space, leaving a shortage of viable storage space. Project WW0318 will cover the construction of a new pre-engineered Maintenance Building for spare part storage and other critical maintenance activities to offset space lost in existing facilities since the main building was commissioned. The Main Control Building at the WRF was constructed in 1982 and, while some building systems have been replaced and/or upgraded since then, many of the original interior and exterior finishes and fixtures as well as the main laboratory have not been replaced, updated, or renovated since original construction and are now nearing the end of their useful lives. Project WW0325 will renovate existing building and update layout and building systems as well as expand and renovate the laboratory to meet current standards.

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

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

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

Engineer: Greely and Hansen LLC (Ana Stagg)

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

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

Engineer: PEC, Inc. (Chris Grizer)

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

Engineer: Garver, Inc. (Steve Rice)

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

Engineer: Olsson, Inc. (Kevin Rood)

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

Engineer: Staff with assistance from Lemke Surveying

Sewer Maintenance Project FYE18 (WW0316): Annual project will replace about 27,800 feet of deteriorated sewer lines with High Density Polyethylene (HDPE) pipe and rehabilitate or replace about 108 manholes. Project area is bounded by

Westbrook Terrace to the north, McGee to the west, Highway 9 to the south and Berry Road to the east. Plans have been prepared by consultant and staff completed the review September 2022.

Engineer: Staff with assistance from Lemke Surveying

Sewer Maintenance Project FYE19 (WW0321): Annual project may replace about 22,000 feet of residential sanitary sewer lines and rehabilitate or replace about 108 manholes in the area bounded by W Lindsey St. to the North, 24th Ave SW to the west, Westbrook Terrace to the south, and Berry Road to the East. Preliminary project layout and scope definition are in progress. Draft plans were received October 2022.

Engineer: Staff with assistance from local surveyor

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

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

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

WATER PROJECTS:

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

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

Jenkins Avenue Waterline Replacement (WA0353): This project will replace approximately 2,500 feet of existing 6-inch waterline with new 12-inch waterline in concert with the planned widening of Jenkins Avenue through the City of Norman Public Works Department. This project will also design a 1,000-foot extension of the Segment D transmission line recommended by the 2003 water meter plan. In addition, this project will install a non-potable reuse line from Imhoff Road to Constitution Street. Freese and Nichols, Inc. is currently under contract with Public Works to design the widening on Jenkins Avenue and also the intersection improvements at Jenkins Avenue/Constitution Street/Imhoff Street, so staff determined that it would be in the best interest of the NUA to contract with Freese and Nichols, Inc. for this waterline project in order to ensure a cohesive design for both street improvements and the new water lines in this area. The contract with Freese and Nichols was approved by council on April 27, 2021 in the amount of \$95,740. Staff had a project kick-off meeting with engineers on May 27, 2021. An in-person review of 50% plans was held on August 19, 2022. A 90% submittal is anticipated for October 2022 with another review meeting.

Flood Avenue Waterline Replacement (WA0328):

Project will replace approximately 12,700 feet of 16-inch water line from Robinson Street to Tecumseh Road, and about 2,900 feet of 12-inch from Tecumseh to Venture Drive with 16-inch C900 PVC pipe. The existing ductile iron pipe is not compatible with the corrosive clay soils. It is failing, causing service disruptions to customers and damage to driveways, streets, and yards. In combination with this project, the potential for using existing wells along Flood for blending back into the water system using the existing pipe after rehabilitation will be evaluated. Total bids for construction ranged from \$2.9 million to \$3.8 million. Southwest Waterworks was determined to be the lowest responsible bidder at \$2,854,724.50. City Council approved the contract with Southwest Water Works on September 14, 2021 in the amount of \$2,854,724.50. A pre-construction meeting was held on October 6, 2021. Construction began November 3, 2021 and will continue for 330 calendar days. The James Garner waterline between Acres and Robinson was added onto the contract for this project in February, with an additional 75 days added onto the project and a revised contract amount of \$3,325,518.50. Contractors are currently installing waterline north of Tecumseh (ODOT was notified and permits were approved in September 2021 and April 2022). All waterlines south of DaVinci have been tied in.

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

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

This project will determine the best location, layout, and treatment processes for blending and treating the 41 active groundwater wells utilized by the City of Norman. All active wells are currently in compliance with the standards set forth in the Safe Drinking Water Act and Public Water Supply Operations are not required to provide treatment and residual disinfectant under Oklahoma Administrative Code 252:631. However, the NUA also treats and distributes surface water from Lake Thunderbird. Since the water from the surface water source and the groundwater wells is blended in the distribution system piping, ODEQ has indicated that the system will need to be modified such that a minimum disinfectant residual of 1.0 mg/L of total chloramines (NHCL₂) should be found throughout all parts of the system in the future. In addition, maximum contaminant levels (MCLs) of total chromium and arsenic may be lowered by EPA, and a new MCL for hexavalent chromium may be established in the future, thus requiring additional treatment for the groundwater wells. NUA entered into a contract with Carollo Engineering, Inc. on June 22, 2021 in the amount of \$95,090 to develop preliminary layouts for the future build-out of the facility including immediate needs and future treatment processes. The Notice to Proceed date was set for June 29, 2021 and a kick-off meeting and site field investigations are scheduled to be held on July 21, 2021. Staff met with SRB, LLC this month to obtain assistance for acquiring the land needed for the blending location which includes review of property records, survey and map, and negotiation assistance. A Purchase Order was created for \$16,200 for these services, and a 28-acre parcel of land was approved to be purchased by Council on February 22, 2022 in the amount of \$800,000. This 28-acres, which became for sale in 2021, is located near a potential site that was evaluated as being in a more favorable location based on the layout of our wellfield, as indicated by a hydraulic model conducted by Plummer Associates, LLC. A final Technical Memo was received from Carollo this month and was sent to Plummer. This memo will be utilized by Plummer to determine the layout and modeling needed for the preliminary disinfection system. A contract with Plummer is in the process of being completed before approval by Council.

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

Land Acquisition: Smith Roberts Baldischwiler (Bryan Mitchell)
 Disinfection System Engineer: Plummer Associates (Alan Swartz)

James Garner Ave Waterline Replacement from Main to Duffy (WA0338): This project will replace the aging 6, 8, 12, and 16-inch waterlines between Main Street and Duffy Street along James Garner Avenue in conjunction with the Public Works Department James Garner Avenue Streetscape project currently being designed by Cowan Group Engineering, LLC. The waterlines in this area are over 50 years old and have experienced failures that disrupt water service and traffic flows. Replacement of these waterlines prior to the surface improvements would ensure good infrastructure and reduce the likelihood that the surface improvements have to be removed and replaced for future water line replacements work. NUA entered into a contract with Cowan Group Engineering, LLC in the amount of \$93,800 on June 22, 2021. A contract transmittal was sent with a start date of June 29, 2021. A kick-off meeting was held February 15, 2022 after 60% streetscape plans were completed. Funding for the streetscape work will be determined in March, which will determine when the waterline project needs to begin. The waterline will need to be completed before the roadway work begins. A Notice to Proceed was sent on August 11, 2022 for a start date of August 15, 2022. 65% plans will be received in November 2022.

Engineer: Cowan Group Engineering, LLC (Jeff Cowan)

Phase II – Porter Avenue Waterline Replacement (WA0354):

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

Engineer: Garver Engineering (Bret Cabiness/Sean Price)

Water Treatment Plant Carbon Dioxide Tank Replacement Tank (WA0374):

The existing carbon dioxide tank at the City's Water Treatment Plant is aging and vendors are not able to supply replacement parts to the model any longer. Carbon Dioxide is used to adjust the pH of the drinking water which effects its scaling and corrosivity potential, so a new tank is necessary. This project will involve removal of the existing 30-ton carbon dioxide tank at the water treatment plant, complete installation of new tank 30-ton tank of correct make and model specified or approved equal, demonstrating correct operation and dosages both manually and remotely, and training water treatment staff on operation and maintenance. Staff awarded the removal and installation to Wynn Construction Co. for \$75,000. Staff awarded the purchase and delivery of the tank to Tomco Systems in the amount of \$228,975 in December 2021. The purchase authorization was approved by Council on January 18, 2022. Tomco moved forward with ordering the tank on April 25, 2022. Staff recently reached out to Tomco who explained the tank will be finished by September 15, 2022 with a ship date of September 27, 2022. Staff will reach back out periodically to ensure an accurate arrival date.

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

Clarifiers 1 and 2 at the Water Treatment Plant (WTP) were installed in 1965 and have experienced deterioration warranting replacement of gearboxes and motors, in addition to new coats of paint. After 55 years in service, it's expected

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

Southlake Addition Waterline Replacement (WA0352):

This project will replace approximately 7,500 linear feet of aging waterlines within the Southlake Addition, which is located between Cedar Lane and State Highway 9, just east of Classen Blvd (SH 77). The existing lines are ductile iron pipe that were installed in the 1980s and have experienced a significant amount of corrosion, causing a significant number of breaks impacting water service to the neighborhood. This project will install replacement 8-inch mains to replace the existing lines, along with minimal amounts of 6-inch for small streets and short dead-end lines, and will then reconnect services for the residents. A Request for Proposals (RFP) for this project was published in the Norman Transcript on July 15, 2021. Staff received 18 proposals on August 5, 2021. Staff reviewed each proposal and selected a firm using the ranking criteria listed in the RFP. Smith Roberts Baldischwiler (SRB) ranked the highest and was selected for the project and a contract in the amount of \$59,000 was awarded on November 9, 2021. Engineers are currently working on incorporating the two utility easements needed for the project into the plans. In addition, a new plat for the neighboring addition (St. James) was reviewed to ensure new waterline plans in Southlake will match.

Engineer: SRB (Marc Long)

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

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

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

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

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

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

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

Engineer: Jacobs Engineering (Arun Srinivasan)

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

In October 2021, NUA requested that Plummer Engineering furnish a proposed scope and fee to analyze the possibility of extending a non-potable reuse system from the Norman Water Reclamation Facility (WRF) to Reaves Park on the University of Oklahoma (OU) campus and to 10 to 15 other potential customers to the east of the WRF and Reaves Park, generally on or near Highway 9, as described Norman's 2060 Strategic Water Supply Plan. This reuse system would necessarily run in close proximity to Lindsey Tower so, as part of their analysis, Plummer has also been directed to assess the possibility of repurposing Lindsey Tower as dedicated storage for the new reuse system. Plummer's scope and fee was finalized in November 2021 and their Contract was approved by City Council on December 14, 2021. A kickoff meeting convened on January 6, 2022 and Plummer has commenced work on the study. The study is ongoing and preliminary results should be available by September 2022 with a final report delivered in October 2022.

Assuming the Plummer study affirms repurposing Lindsey Tower as dedicated non-potable storage, a Contract for Dunham to prepare bidding documents for, and to inspect construction of, rehabilitation work on Lindsey Tower would be immediately submitted to Council in September 2022. Bidding Documents would then be completed and project advertised in November 2022, and Bids would be opened, Contracts awarded, and Notice to Proceed issued in November/December 2022. Rehabilitation work would require approximately 3 months, and thus project would then be complete by the end of February 2023.

If Plummer's report does not recommend repurposing Lindsey Tank for non-potable storage, tank will be further evaluated

to determine if it can be recommissioned and viably used for potable water storage. Depending on the outcome of this final evaluation, there is a range of possibilities for the future of Lindsey Tank. If no viable use can be found for Lindsey Tower at this point, it may be recommended for demolition. If it is determined that construction of additional infrastructure (for example a booster station) could make Lindsey Tower viable as potable water storage, both from a financial perspective and an engineering perspective, it could be part of a future project that combines rehabilitation of Lindsey Tower with construction of the identified new infrastructure that would see the rehabilitated tower returned to service upon completion of construction.

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

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

Consultant: E Source (Alyssa Pourciau)

FYE15 Water Wells and Supply Lines/Wellfield - Carollo and staff held a coordination meeting with ACOG the morning of July 18th and also held a kickoff meeting the afternoon of July 18, 2016. ACOG prepared a map showing potential thick sands that will be targeted for future wells. Carollo used this information along with GIS data and composed a more robust map to better define future well locations to pursue. Additionally, it was decided to stay with ½ mile spacing so that maximum yields can be achieved. Carollo received modeling information from APAI which allowed them to proceed with optimizing the best well sites based on proposed groundwater treatment plant sites. Carollo prepared a Draft Technical Memorandum (TM) and staff provided comments and 45 potential well sites were selected. Carollo performed an optimization model and 20 of the 45 well sites stand out as sites to begin with. Carollo and staff prepared an addendum to their contract and it was approved by NUA 2/13/18. The next step is to approach land owners to negotiate test well sites. A Frequently Asked Questions sheet has been drafted and will be utilized with potential well site land owners. Test wells are expected to begin in September 2018. Staff is working with Carollo and their sub-consultant to obtain necessary access agreements for potential well sites. Approximately 8 landowners are interested and staff is moving forward with securing documents for 5 of them. Well Construction bids were opened and read aloud October 18, 2018. Layne Christiansen was low bidder and a contract in the amount of \$4,714,421.72 was approved November 27, 2018 at NUA meeting. Held kick off meeting January 23, 2019 and again met February 27, 2019.

Layne has drilled all test holes and plan to begin final well drilling January 2020. All 11 well site easements and deeds were approved by NUA on October 22, 2019. The NUA also approved CO#1 December 10, 2019 for Layne's contract to add 3 additional wells to the original 6 as shown in the contract. This change order also added days to contract and completion date is now December 2020. Held kick off meeting January 23, 2019 and since Layne had drilled all test holes, the plan was to begin final well drilling January 2020. Layne's rig was under repair so final well drilling didn't begin until February 18, 2020. Crews have completed all wells and are now complete with all 6 monitoring wells. 1 deep monitor well failed and was re-drilled in September. Well house construction is complete and all wells are ready for pumping. Contractor finalized disinfection on well house lines and are in the final clean up stages. Project is substantially complete and final payment will be made upon final re-development of Park Well.

Engineer: Carollo Engineers (Rebecca Poole)

Master Meter Project – Bids to install 10 master meters were opened 7/24/14. An agenda item was taken to Council but suspended until written documentation was obtained from USPS, MNTC, JD McCarty, and Veterans Center. On 6/19/17, staff received approval from USPS to install one meter and vault to accommodate a water line project they had underway. This project was completed 7/27/17. The permission letter they provided allows staff to complete the two other sites for USPS. Staff has made contact with MNTC and is scheduling a meeting in April 2018 to obtain similar written documentation to allow for the 3 new meter vaults to be installed on their property. Staff contacted the State of Oklahoma to obtain similar letter for JD McCarty and Veterans Center which have 2 new meter vaults each to be installed. Staff met with State of Oklahoma Real Estate officials and they requested additional information but seem amenable to our project. Additional documents were sent for their review. They emailed they are currently reviewing documents as of 6/6/18. Staff is designing a project along Robinson that will front the J.D. McCarty Center and the Veteran's Center. Staff is planning to meet with State officials as part of that effort. Staff has been unable to establish a meeting with MNTC. Though MNTC, JD McCarty, and Veterans Center are not onboard with installing master meters at this time, staff will work with USPS to install 2 additional meters at their facility. Our consultants for the Robinson water line project 24th NE to 12th NE have begun discussion with OMES and Department of Mental health regarding easements for both water line and meter vaults. These two large property owners with whom easement agreements must be negotiated, are also customers with multiple meters with whom NUA intends to negotiate an agreement on master metering. The current intent is to negotiate both easement purchase and master metering agreement concurrently and to incorporate master meter installation for both into this project. Staff anticipates having an agreement established by December 2022. In addition, staff is evaluating meter locations at the USPS with in-house forces.

SANITATION CAPITAL PROJECTS:

Compost Facility Scale House (SA0019):

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

Engineer: TriCore Group, LLC (Greg Vance)

New Sanitation Office Building: The Sanitation Department has outgrown their current office space. Because their existing facility cannot be readily expanded and because it is not laid out in a way that would allow renovations to create a more efficient workspace, a new facility must be constructed. On January 12, 2021, Norman Municipal Utilities Authority (NMUA) approved a design contract with The McKinney Partnership Architects PC (TMP) to design this new facility, and design commenced immediately thereafter. TMP completed Design Development level plans and specifications in April 2021 and final plans and specifications in January 2022.

Project was advertised on February 10 and 17, 2022 and bids were be opened on March 3, 2022. TCS Construction was the apparent low bidder, but a review of their bid package revealed several flaws including an inability to meet experience requirements and a failure to provide an irrevocable guarantee from their surety. For these reasons, NUA has deemed the second low bidder, Crossland Construction Company (Crossland), to be Lowest and Best Bidder in accordance with City of Norman regulations and the State of Oklahoma Competitive Bidding Act. Contract Award was approved by City Council on April 26, 2022 and Notice to Proceed was issued on April 29, 2022.

During August 2022, Crossland formed, reinforced and poured concrete floor slab for building and constructed masonry walls. In addition, conduit and bases for site light poles were installed and future parking lot rough graded in preparation for curb and then paving later in Fall of 2022. During September 2022 Crossland expects to install structural steel, roof trusses and metal roof and their intention is to have building weathertight by November 2022 to minimize impacts to work due to weather during winter months. Construction is expected to be complete in spring of 2023.

Architect: The McKinney Partnership Architects PC (Toni Bragg)

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

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

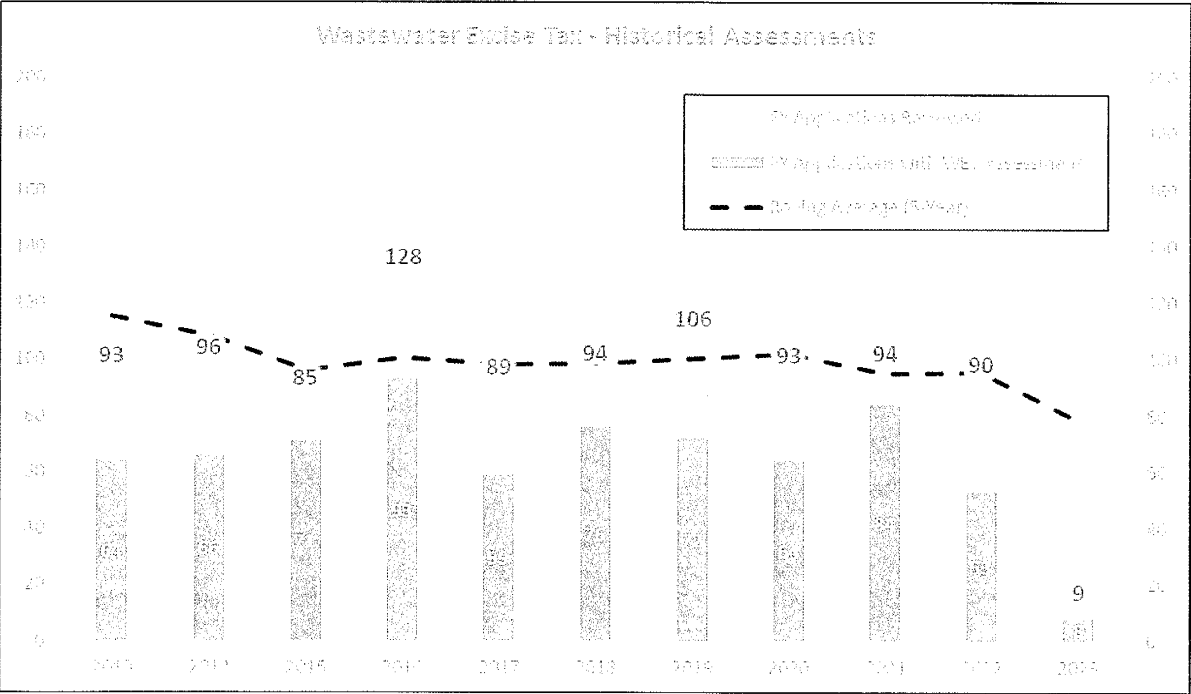
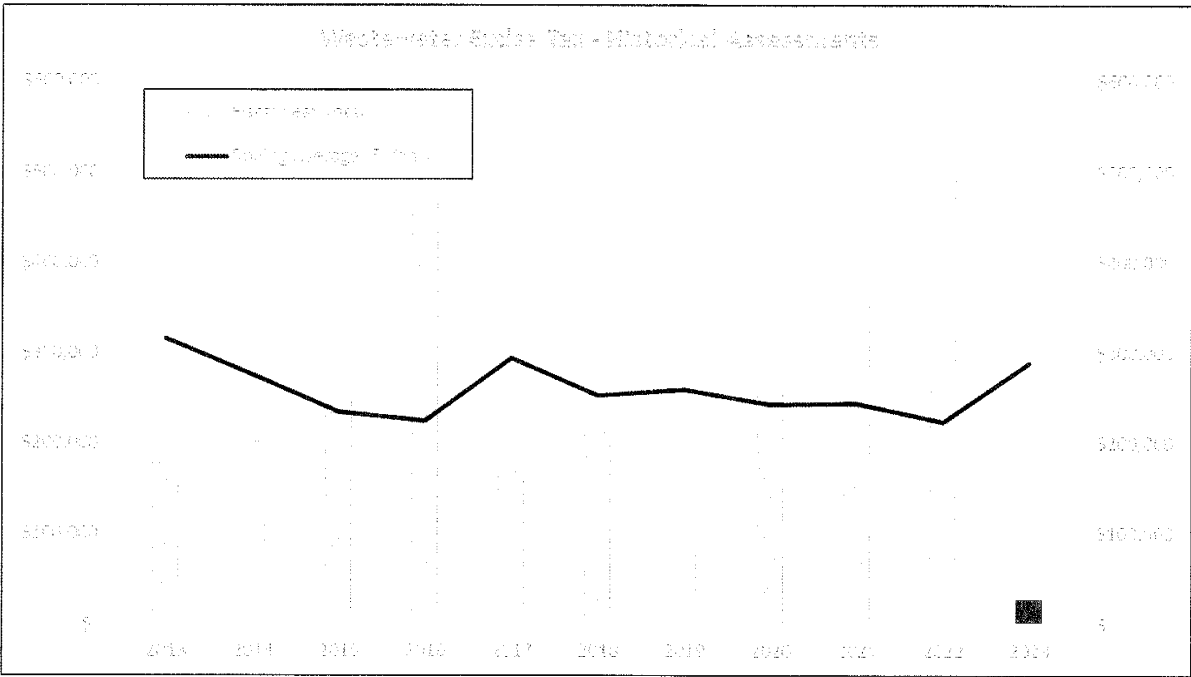
Preliminary design efforts have identified potential improvements to the final product that warrant modifications to the project scope that required a contract amendment with the Architect. Amendment No. 1 was approved by City Council in February 2020 and included changes to the site for the Household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

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

Architect: Studio Architects, LLC (George Winters)

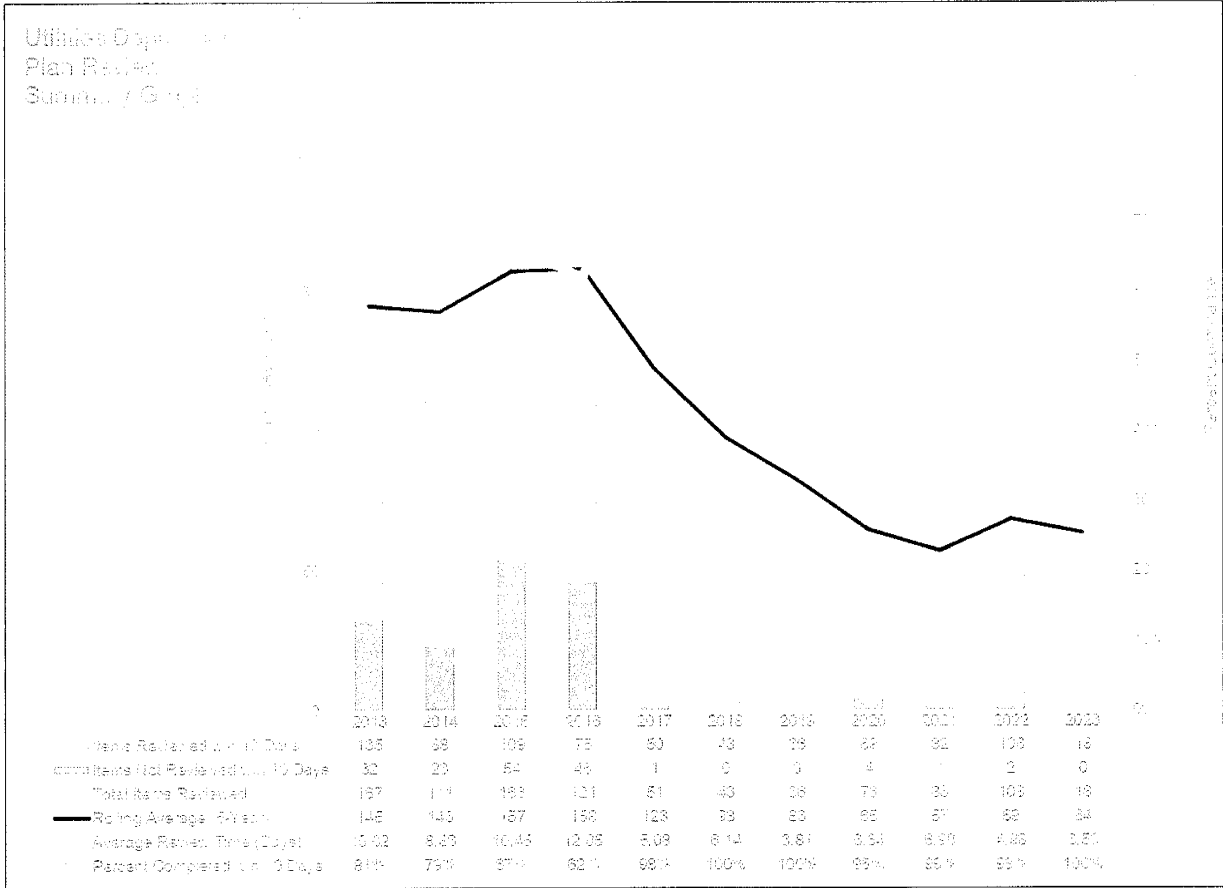
Wastewater Excise Tax – Non-Residential:

WRF Investment Fee/Wastewater Excise Tax: Staff evaluated the Wastewater Excise Tax on 5 commercial entities last month. Of the 5 applications, 4 applications were assessed since the applications were determined to increase wastewater flows over the previous use of the site. For the fiscal year, 9 commercial properties were reviewed and a total of \$27,215.53 was assessed to the 8 entities that will increase wastewater flows for the respective property. Below are graphs showing the amount assessed and the number reviewed.



PLAN REVIEW:

Fifteen plan sets were reviewed during August. Staff has reviewed 18 plans for the current fiscal year with an average review time of 3.5 days and with 100 percent of plans reviewed within 10 days.



RECOUPMENT PROJECTS:

1. NW Sewer Study: 36th Interceptor & Force Main Payback projects established in 1998/1999: Because of abandonment of Carrington LS, two resolutions reducing number of parcels requiring payback approved 01/10/12. Releases for many properties now served by North interceptor system projects were filed of record in 2012. NUA approved appropriation of payback funds on 12/05/17. Collected payback fees of \$697 for Jolley Addition on 03/23/18. NUA approved appropriation of payback funds 12/10/19 allowing staff to issue payback checks to developers in late December 2019.
2. Sewer Service Area 5 Payback: Payback project established by R-0304-13 for NUA share of sewer improvements along Highway 9 from the Summit Valley Lift Station to the USPS.
3. North Porter Waterline Payback: Payback project established 04/12/05 for 12-inch waterline constructed by Calvary Free Will Baptist Church along Porter Avenue from Tecumseh Road north. Total payback to date is \$0.00 of potential \$61,177.
4. 36th Avenue NW Waterline Payback: Payback project established 08/24/99 for 24-inch waterline along 36th Avenue NW from Tecumseh Road to SE 34th in Moore. Total payback to date is \$65,123.
5. 24th Avenue NW Waterline Payback: Payback project established 04/22/08 for 24-inch waterline along 24th Avenue NW from convention center to Tecumseh Road. Medcore billed \$27,212 on 04/15/20; total payback to date is \$87,074 of original project cost of \$346,134.

6. Post Oak Lift Station Payback: Payback project approved 04/14/09 for sewer and lift station improvements to serve the Links development and other properties in SE Norman. Construction complete and final payback costs approved 01/25/11. Parcel 5 payback of \$15,717.09 paid 12/15/15; total of \$15,717.09 paid to date and will be returned to Links at end of fiscal year. Payback funds returned to Links in January 2018. Links check reissued in July 2019 as previous check was never cashed.
7. Interstate Drive Waterline Payback: NUA approved payback project on 04/22/14 for waterline improvements in University North Park in conjunction with the extension of Interstate Drive. Construction was complete in late 2015. Staff has finalized project costs, payback amounts and the Final Payback resolution approved 12/10/19. Hudiburg Subaru billed \$28,540 on 04/24/20 and UNP was billed \$32,963 for detention pond on 04/24/20.
8. Ruby Grant Waterline Payback: NUA will soon consider a new waterline payback project for waterline improvements along Franklin Road in conjunction with the Ruby Grant Park Improvements. Norman Forward through the Parks Department will fund 50% and the NUA will fund the remaining costs to be paid back over 20 years as property to the north develops. Design plans are complete and project will bid 07/25/19. Ruby Grant Waterline Payback project approved by Council 12/10/19; construction of 12-inch waterline is nearing completion. Battison Honda is considering new development along Interstate Drive north of Franklin Road that will connect to the Ruby Grant Waterline.

Private Water Well Permits Issued

1 Water Well Permits (22-3909) was issued for the month of August.

**August 2022
ENVIRONMENTAL SERVICES DIVISION
MONTHLY REPORT**

| INSPECTIONS | August | Year to date |
|--|-------------------|---------------------|
| Fats, oil and grease (FOG) program | 34 | 265 |
| Food license approval | 3 | 19 |
| Significant Industrial Users | 0 | 9 |
| Total inspections | 37 | 293 |
| | | |
| ROUTINE ACTIVITIES | August | Year to date |
| Significant Industrial User sites sampled | 1 | 13 |
| Required annual 40 CFR Part 122, Appendix D, Table II monitoring completed (%) | 100% | 100% |
| Required quarterly 40 CFR Part 122, Appendix D, Table III monitoring completed (%) | 25% | 75% |
| HHWF: cars served | 92 | 523 |
| Pounds of Material Collected | 6534.5 | 38,884.5 |
| E-waste: cars served | 0 | 355 |
| Pounds of Material Collected | 0 | 21,431 |
| Total HHW cars served | 92 | 878 |
| Total HHW Pounds of Material Collected | 6534.5 | 60,315.5 |
| | | |
| REVENUE | August | Year to date |
| FOG Program | \$0.00 | \$12,400.00 |
| Surcharge | \$5,923.10 | \$5,923.10 |
| Lab Analysis Recovery | \$0.00 | \$2,659.00 |
| Industrial Discharge Permit | \$0.00 | \$0.00 |
| Total revenue | \$5,923.10 | \$20,982.10 |

ENVIRONMENTAL CONTROL ADVISORY BOARD (ECAB)

- 1 Provided staff liaison support including attending meetings, preparation of minutes, and issue research.
- 2 Facilitated Yard by Yard and Recycling
- 3 Coordinating with Cleveland dCounty Conservation District for Yard by Yard participation.
- 4 Subcommittees are researching implementation of the US Mayors' Climate Protection Agreement.

MISCELLANEOUS ACTIVITIES

- 1 Staff maintain and loan out recycling containers for special events. Containers are routinely used at the OKC Memorial Marathon, Earth Day,
- 2 Working on Phase II of the Fats, Oils and Grease Program (FOG) - to include OU businesses, fraternities, sororities, and long-term care
- 3 Staff is working with other departments to increase energy efficiency - i.e. turning off computers, duplex printing, anti-idling, methane recovery,
- 4 Acts as President of LTWA providing support including agenda setting, issue research and collaboration
- 5 Participates on LTWA Education and Outreach Subcommittee
- 6 Participate in Lake Thunderbird TMDL, IPR Treatment Wetlands internal and external team meetings
- 7 Coordinating SW permitting (State and local) for WRF Solar project, Compost facility, HHW facility
- 8 As of August 31, 2022 approximately 68,700 gallons of grease/solids had been prevented from entering the sanitary sewer in FYE 23 as a
- 9 Fourth required annual Table III influent and effluent sampling event scheduled for October 17-19, 2022.
- 10 Continued coordination with Fleet and Transit/Parking for City Hall EV Chargers
- 11 Project manager for EV Charging Station going in at City Hall
- 12 Planning and coordinating for Naturizer property for bees and other exciting things
- 13 Review and comment on EDC
- 14 Coordinating collection of BMP ideas to help mitigate any potential damage from future road construction
- 15 Facilitated and presented for Norman Citizens Academy at the Household Hazardous Waste Facility on Monday, August 22.
- 16 Coordinating with OU student as potential intern to help with GHG emission inventory update
- 17 Coordinating with ODOT on Monarch habitat BMPs as part of the Monarch Highway
- 18 Planning, coordinating and implementing the Monrach festival
- 19 Hosted foam collection on August 13.

| CITY OF NORMAN | | | | |
|--|----------------|----------------|----------------|----------------|
| DEPARTMENT OF UTILITIES | | | | |
| LINE MAINTENANCE DIVISION | | | | |
| MONTHLY PROGRESS REPORT | | | | |
| SEWER MAINTENANCE | | | | |
| August 2022 | FYE 2023 | | FYE 2022 | |
| | MONTH | YTD | MONTH | YTD |
| Obstructions: | | | | |
| City Responsibility | 0 | 0 | 0 | 2 |
| Property Owner Responsibility | 15 | 33 | 15 | 20 |
| TOTAL | 15 | 33 | 15 | 22 |
| Number of Feet of Sewer Cleaned: | | | | |
| Cleaned | 114,640 | 202,294 | 120,974 | 229,649 |
| Rodded | 6,405 | 13,680 | 2,510 | 5,325 |
| Foamed | 50,396 | 77,154 | 8,408 | 74,476 |
| SL-RAT | 0 | 0 | 0 | 0 |
| TOTAL | 171,441 | 293,128 | 131,892 | 309,450 |
| Sewer Overflows: | | | | |
| Rainwater | 0 | 0 | 0 | 0 |
| Grease/Paper/Roots | 0 | 0 | 0 | 0 |
| Obstruction | 0 | 0 | 0 | 0 |
| Private | 0 | 1 | 1 | 2 |
| Other (Lift Station, Line Break, etc.) | 0 | 0 | 0 | 0 |
| Total Overflows | 0 | 1 | 1 | 2 |
| Feet of Sewer Lines Televised | 31,021 | 54,955 | 33,952 | 51,581 |
| Locates Completed | 480 | 881 | 250 | 529 |
| Manholes: | | | | |
| Inspected | 1,766 | 3,056 | 1,023 | 2,159 |
| New | 0 | 0 | 0 | 0 |
| Raised | 0 | 2 | 0 | 0 |
| Repaired | 3 | 6 | 0 | 0 |
| Feet of Sewer Lines Replaced/Repaired | 0.00 | 0.00 | 8 | 12 |
| Hours Worked at Lift Station | 124.57 | 240.88 | 99 | 167 |
| Hours Worked for Other Departments | 6.23 | 6.86 | 0.50 | 0.50 |
| OJI's | 0 | 2 | 0 | 0 |
| Square Feet of Concrete | 36 | 36 | 0 | 0 |
| Average Response Time (Minutes) | 22.33 | 31.15 | 19.20 | 21.87 |
| Number of Claims | 0.00 | 0.00 | 0.00 | 0.00 |

| CITY OF NORMAN | | | | |
|----------------------------------|-----------|-----------|-----------|------------|
| DEPARTMENT OF UTILITIES | | | | |
| LINE MAINTENANCE DIVISION | | | | |
| MONTHLY PROGRESS REPORT | | | | |
| WATER MAINTENANCE | | | | |
| August 2022 | FYE 2023 | | FYE 2022 | |
| | MONTH | YTD | MONTH | YTD |
| New Meter Sets: | 40 | 72 | 63 | 102 |
| Number Short Sets | 40 | 70 | 63 | 102 |
| Number Long Sets | 0 | 2 | 0 | 0 |
| Average Meter Set Time | 5.18 | 5.02 | 5.11 | 4.86 |
| Number of Work Orders: | | | | |
| Service Calls | 617 | 1,093 | 380 | 722 |
| Meter Resets | 2 | 2 | 1 | 2 |
| Meter Removals | 14 | 23 | 2 | 2 |
| Meter Changes | 31 | 53 | 25 | 48 |
| Locates Completed | 533 | 922 | 1,093 | 2,325 |
| Number of Water Main Breaks | 21 | 39 | 21 | 43 |
| Average Time Water Off | 1.81 | 72.90 | 2.38 | 2.58 |
| Fire Hydrants: | | | | |
| New | 0 | 2 | 0 | 0 |
| Replaced | 1 | 1 | 0 | 0 |
| Maintained | 129 | 206 | 99 | 155 |
| Number of Valves Exercised | 279 | 521 | 141 | 280 |
| Feet of Main Construction | 2,110 | 2,225 | 0 | 0 |
| Hours of Main Construction | 629 | 870 | 0 | 162 |
| Meter Changeovers | 0 | 0 | 0 | 0 |
| OJI's | 2 | 3 | 0 | 0 |
| Hours Flushing/Testing New Mains | 71.03 | 101 | 102 | 128 |
| Hours Worked Outside of Division | 0.00 | 0.00 | 2 | 2 |

City of Norman, Oklahoma
Department of Utilities

Monthly Progress Report
Water Reclamation Facility
August 1-31,2022
Flow Statistics

| | FYE 2023 | | FYE 2022 | |
|--------------------------------|-------------------|------------|-------------------|------------|
| | <u>This Month</u> | <u>YTD</u> | <u>This Month</u> | <u>YTD</u> |
| Total Influent Flow (M.G.) | 313.3 | 624.3 | 330.5 | 760.5 |
| Total Effluent Flow (M.G.) | 295.5 | 584.3 | 328.0 | 741.0 |
| Influent Peak Flow (MGD) | 10.8 | 10.8 | 11.8 | 25.5 |
| Effluent Peak Flow (MGD) | 11.2 | 11.2 | 11.5 | 25.5 |
| Daily Avg. Influent Flow (MGD) | 10.1 | 10.1 | 11.8 | 12.8 |
| Daily Avg. Effluent Flow (MGD) | 9.5 | 9.7 | 10.5 | 11.9 |
| Precipitation (inches) | 2.2 | 2.4 | 1.6 | 4.0 |

Discharge Monitoring Report Stats

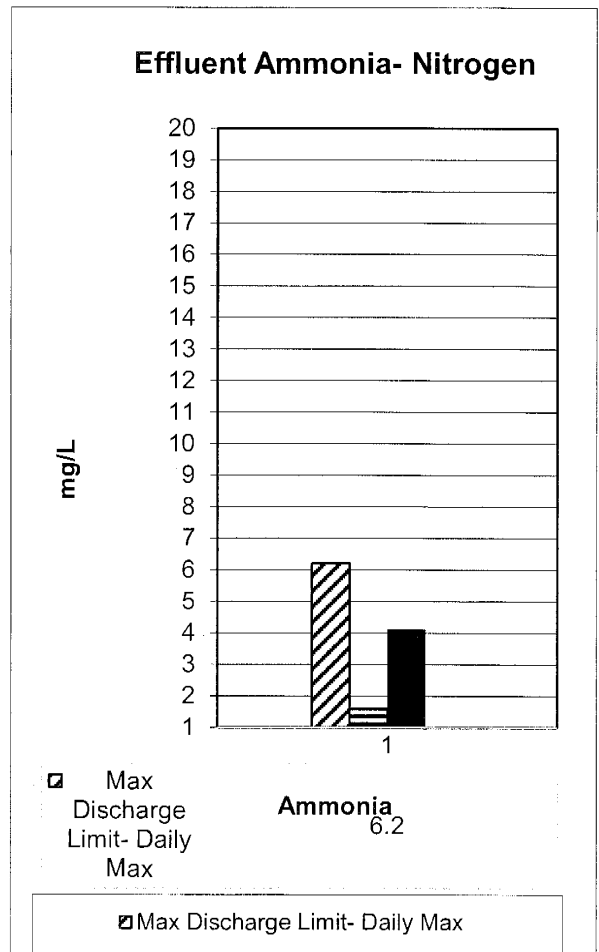
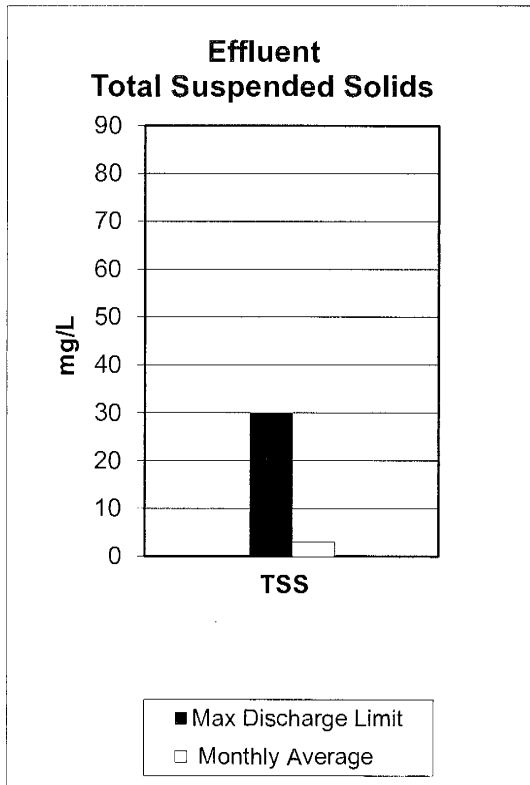
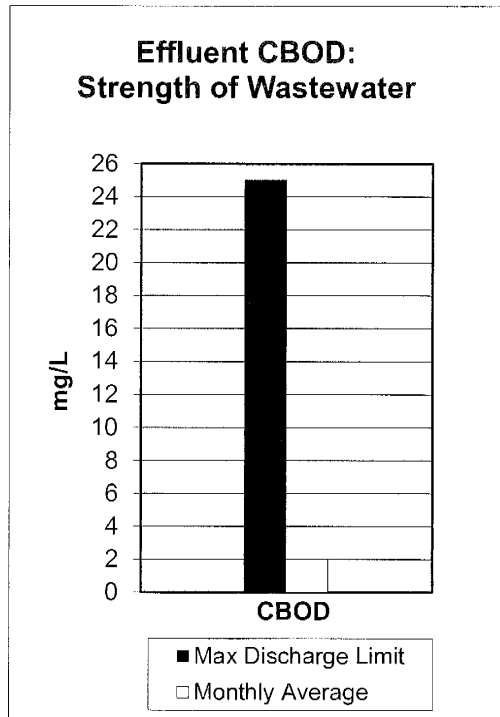
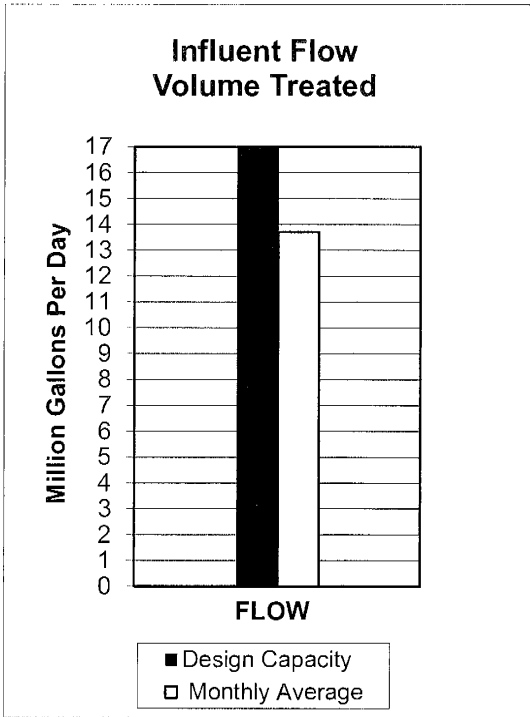
| | EPA minimum percentage removal 85% | |
|-----------------------------|------------------------------------|------|
| 5 day BOD: | Avg. | Avg. |
| Influent Total (mg/l) | 284 | 119 |
| Effluent Carbonaceous Total | 2 | 2 |
| Percent Removal | 99.3 | 98.3 |
| Total Suspended Solids: | | |
| Influent (mg/L) | 281 | 230 |
| Effluent (mg/L) | 3 | 3 |
| Percent Removal | 98.9 | 98.7 |
| Dissolved Oxygen: | | |
| Influent (min) | 0.6 | 0.4 |
| Effluent (min) | 8.2 | 7.3 |
| pH | | |
| Influent (Low) | 7.0 | 6.8 |
| (High) | 9.5 | 7.1 |
| Effluent (Low) | 7.2 | 7.0 |
| (High) | 7.6 | 7.4 |
| Ammonia Nitrogen | | |
| Influent (mg/L) | 28.8 | 24.6 |
| Effluent (mg/L) | 0.5 | 1.0 |
| Percent Removal | 98.3 | 96.0 |

Utilities

| | | | | |
|-----------------------------------|------------------------|-----------|---------|---------|
| Electrical | | | | |
| Total kWh Used (Plant wide) | 534,800 | 1,059,200 | 548,180 | 998,460 |
| Aeration Blowers | 167,000 | 342,500 | 209,600 | 533,180 |
| UV Facility | 89,200 | 158,400 | 84,000 | 207,000 |
| Natural Gas | | | | |
| Total cubic feet/day (plant wide) | 167,000 | 300,000 | 330,000 | 663,000 |
| Public Education (Tours) | 1 | 12 | 0 | 0 |
| Total Attendees FYE 23 | 12 | | 18 | |
| Reclaimed Water System (MG) | 0.0 | 0.0 | 0.0 | 0.0 |
| OU Golf Course | 15.1 | 35.6 | 14.0 | 26.0 |
| E.coli geometric mean for August | 41 MPN (Limit 126 MPN) | | | |

**CITY OF NORMAN
WATER RECLAMATION FACILITY
August 2022**

Item 7.



Comments here

**CITY OF NORMAN, OKLAHOMA
DEPARTMENT OF UTILITIES
MONTHLY PROGRESS REPORT**

WATER TREATMENT DIVISION

MONTH: August-2022

| | FYE 2023 | | FYE 2022 | |
|-------------------------------|-------------------|---------------------|-------------------|---------------------|
| | This month | Year to date | This month | Year to date |
| Water Supply | | | | |
| Plant Production (MG) | 483.90 | 928.03 | 417.97 | 803.57 |
| Well Production (MG) | 135.36 | 329.52 | 118.69 | 194.19 |
| Oklahoma City Water Used (MG) | 30.16 | 62.15 | 30.08 | 60.13 |
| Total Water Produced (MG) | 649.42 | 1319.70 | 566.74 | 1057.90 |
| Average Daily Production | 20.95 | 21.29 | 18.28 | 17.06 |

Peak Day Demand

| | | | | |
|----------------------------------|-----------|-----------|-----------|-----------|
| Million Gallons | 23.43 | 25.52 | 20.88 | 20.88 |
| Date | 8/10/2022 | 7/27/2022 | 8/26/2021 | 8/26/2021 |
| System Capacity (see note 1) | 25.78 | 25.78 | 23.35 | 23.35 |
| Demand Above Capacity (Peak Day) | 0.00 | 0.00 | 0.00 | 0.00 |

Note 1: Beginning June 2016 the System Capacity includes the Oklahoma City water line. (Plant + Wells + OKC)

Costs

| | | | | |
|-------|----------------|----------------|----------------|----------------|
| Plant | \$725,280.69 | \$1,421,956.72 | \$685,996.58 | \$1,382,486.11 |
| Wells | \$291,765.99 | \$564,042.07 | \$234,178.42 | \$458,056.68 |
| OKC | \$84,706.36 | \$184,078.64 | \$93,992.24 | \$93,992.24 |
| Total | \$1,101,753.04 | \$2,170,077.43 | \$1,014,167.24 | \$1,934,535.03 |

Cost per Million Gallons

| | | | | |
|-------|------------|------------|------------|------------|
| Plant | \$1,498.81 | \$1,532.23 | \$1,641.24 | \$1,720.42 |
| Wells | \$2,155.48 | \$1,711.72 | \$1,973.11 | \$2,358.76 |
| OKC | \$2,808.57 | \$2,961.84 | \$3,124.95 | \$1,563.05 |
| Total | \$1,696.51 | \$1,644.37 | \$1,789.48 | \$1,828.65 |

Water Quality

| | | | | |
|---|------|------|------|------|
| Bacterial Samples in Compliance | 100 | 200 | 122 | 220 |
| Bacterial Samples out of Compliance | 0 | 0 | 2 | 2 |
| Total number of inquiries (Note 2) | 10 | 12 | 5 | 12 |
| Total number of complaints (Note 2) | 12 | 14 | 10 | 11 |
| Number of complaints per 1000 service connections | 0.31 | 0.36 | 0.25 | 0.27 |

Note 2: Prior to April 2016 complaints and inquiries were grouped together, listed as complaints, and not distinguished.

Safety

| | | | | |
|-------------------------------|---|---|---|---|
| Hours lost to OJI | 0 | 0 | 0 | 0 |
| Hours lost to TTD | 0 | 0 | 0 | 0 |
| Total Hours Lost | 0 | 0 | 0 | 0 |
| Safety Training Sessions Held | 1 | 1 | 1 | 2 |

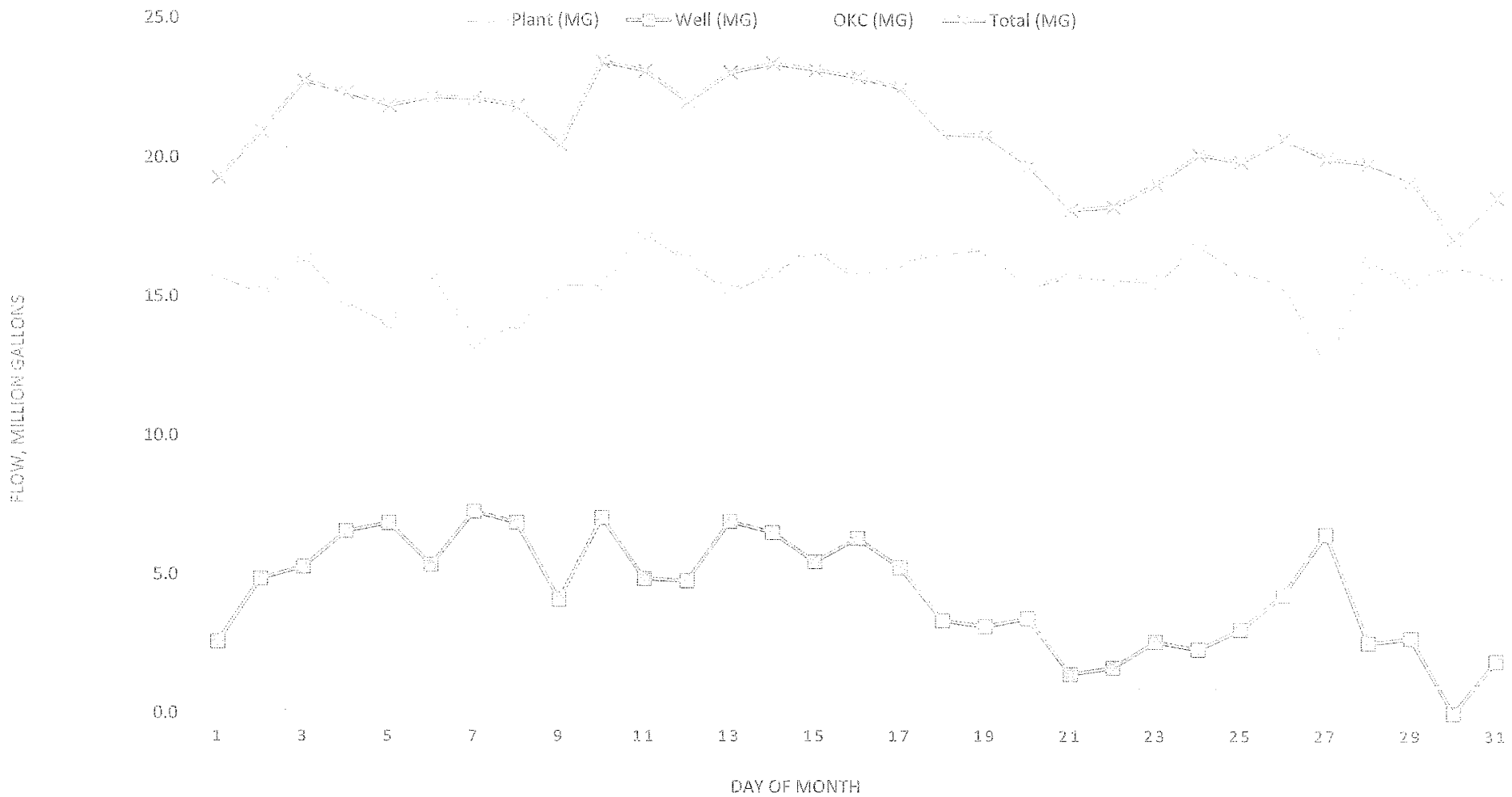
Public Education

| | | | | |
|---------------------------|---|---|----|----|
| Number of tours conducted | 1 | 1 | 5 | 7 |
| Number of people on tours | 2 | 2 | 62 | 71 |

Notes:

Well 57 & 61 fence was replaced. Pump and motor replaced at well 43 and 31, disinfecting and sampling now.
 LAS feed pump 3 repaired by manufacturer and returned. Solar project produced 66,158 KWH of power in August.
 Well 57 returned to service. Began feeding solar salt in SH generation system.
 Waiting on fluorosilicic acid delivery due to shipping issues.
 Layne redeveloped well 63 (park), waiting on Bac-t's.

WATER PRODUCTION FOR AUGUST 2022



MONTHLY TRANSFER STATION REPORT
August 2022

| | TONS PER MONTH | REVENUE PER MONTH |
|----------------|-----------------|---------------------|
| O.U. | 327.31 | \$17,281.52 |
| STANDARD GATE | 2,294.17 | \$132,610.89 |
| RESIDENTIAL | 469.82 | \$19,685.00 |
| TOTALS: | 3,091.30 | \$169,577.41 |

| | MONTH |
|---|--------|
| # OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS. | 543.00 |

| | |
|--|----------|
| # OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS. | 10181.69 |
|--|----------|

| | |
|--|------|
| # OF LOADS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS. | 0.00 |
|--|------|

| | |
|---|------|
| # OF TONS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS: | 0.00 |
|---|------|

| | |
|-----------------------------------|-----------|
| TOTAL LOADS BROUGHT TO LANDFILLS: | 543.00 |
| GRAND TOTAL TONS TO LANDFILLS | 10,181.69 |

| | |
|-----------------------------------|--------------|
| DISPOSAL COST PER TON (OKC) | \$22.08 |
| TIPPING FEE'S FOR DUMPING AT OKC: | \$224,811.72 |
| GRAND TOTAL TIPPING FEE'S | \$224,811.72 |

| | |
|---|--------|
| # OF LOADS BROUGHT TO TRANSFER STATION COMMERCIAL SANITATION TRUCKS: | 723.00 |
|---|--------|

| | |
|--|---------|
| # OF TONS BROUGHT TO TRANSFER STATION COMMERCIAL SANITATION TRUCKS: | 4316.59 |
|--|---------|

| | |
|--|--------|
| # OF LOADS BROUGHT TO TRANSFER STATION RESIDENTIAL SANITATION TRUCKS: | 444.00 |
|--|--------|

| | |
|---|---------|
| # OF TONS BROUGHT TO TRANSFER STATION RESIDENTIAL SANITATION TRUCKS: | 2771.75 |
|---|---------|

| | |
|--|---------|
| TOTAL LOADS BROUGHT TO TRANSFER STATION: | 1167.00 |
|--|---------|

| | |
|---|---------|
| TOTAL TONS BROUGHT TO TRANSFER STATION: | 7088.34 |
|---|---------|

| | |
|---|--------|
| MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.: | 120.34 |
|---|--------|

| | |
|---|----------|
| TOTAL TONS RECEIVED AT TRANSFER STATION | 20481.67 |
|---|----------|

Drop Center Report August

| MONTHLY UNIT PRICES | Revenue per ton | Proc. Fee | Lbs Rejected | Tons Rejected | % | LNDFL Fee | Tons Diverted | \$ Diverted |
|---------------------|-----------------|-----------|--------------|---------------|---|-----------|---------------|-------------|
| ALUMINUM: | \$1,050.00 | \$0.00 | | 0 | 0 | 0% | \$22.08 | \$6,319.34 |
| PLASTICS: | \$5.00 | \$0.00 | | | | | | |
| STEEL CANS: | \$0.00 | \$0.00 | | | | | | |
| MIXED OFFICE PAPER: | \$35.00 | \$0.00 | | | | | | |
| CARDBOARD: | \$120.00 | \$0.00 | | | | | | |

| RECYCLING CENTER DATA: | #9 | Westwood | Hollywood | Transfer | | | | |
|--------------------------|-------|----------|-----------|----------|------------|---------|------------|------------|
| | TONS | TONS | Tons | Tons | Total Tons | PRO/FEE | Revenues | Net |
| ALUMINUM: | 0.53 | 0.27 | 0.64 | 0 | 1.44 | \$0.00 | \$1,512.00 | \$1,512.00 |
| PLASTICS: | 3.43 | 0.98 | 4.14 | 0 | 8.55 | \$0.00 | \$42.75 | \$42.75 |
| STEEL CANS: | 0.27 | 0.08 | 0.32 | 0 | 0.67 | \$0.00 | \$0.00 | \$0.00 |
| MIXED OFFICE PAPER: | 4.73 | 2.54 | 5.41 | 0 | 12.68 | \$0.00 | \$443.80 | \$443.80 |
| CARDBOARD: | 14.61 | 10.33 | 31.37 | 1.25 | 57.56 | \$0.00 | \$6,907.20 | \$6,907.20 |
| RECYCLING CENTER TOTALS: | 23.57 | 14.2 | 41.88 | 1.25 | 80.9 | \$0.00 | \$8,905.75 | \$8,905.75 |

| Commercial Cardboard Containers | Compactors | Wood | Glass | Metal | | | | | | |
|---------------------------------|------------|-------|------------|-------|----------|--------|----------|------|----------|----------|
| TONS | Revenues | TONS | Revenues | TONS | Revenues | TONS | Revenues | | | |
| 57.38 | \$6,885.60 | 13.44 | \$1,612.80 | 0 | \$0.00 | 25.691 | \$0.00 | 6.14 | \$614.00 | |
| | | | | | | | | | Cost | \$255.00 |
| | | | | | | | | | Profit | \$359.00 |

| Expenses | Average hrly+ benefits | | | | | |
|--------------|------------------------|------------|-------------|------------|------------|------------------|
| | Cage Rolloff | Cardboard | Occ Compact | MXD Office | Total | |
| Hours | 52 | 214.25 | 6 | 14 | 286.25 | |
| Labor \$ | \$1,392.56 | \$5,737.62 | \$160.68 | \$374.92 | \$7,665.78 | Customer Revenue |
| Vehicle cost | \$116.45 | \$305.36 | \$13.44 | \$31.36 | \$466.61 | \$12,280.67 |

| Total All Recycle and Cardboard | Total Recycle Only | Total Cardboard |
|---------------------------------|--------------------|-----------------|
| Tons | Tons | Tons |
| 183.55 | 55.171 | 128.38 |
| Revenues | Revenues | Revenues |
| \$17,763.15 | \$2,357.55 | \$15,405.60 |

| Revenue | Total Revenue | Total Expense | Total Net |
|---------|---------------|---------------|--------------|
| | \$30,043.82 | \$8,132.39 | \$ 21,911.44 |

CURBSIDE MONTHLY RECYCLING REPORT

AUGUST

PROGRAM STATISTICS

| | AVERAGE |
|-----------------------------|----------------|
| | MONTH |
| SET OUT/PARTICIPATION RATE: | 91% |
| | |
| AVERAGE TONS PER DAY : | 11.83 |
| | |
| POUNDS PER HOME: | 21.74 |

COMMODITY BY TON

| | % of Total | TONS |
|-----------------------|-------------------|---------------|
| ALUMINUM BEVERAGE CAN | 1.96% | 6.96 |
| #1 PET | 4.08% | 14.48 |
| NEWS | 0.00% | 0 |
| GLASS CONTAINERS | 10.07% | 35.74 |
| MIX PAPER | 29.67% | 105.3 |
| PLASTIC FILM | 0.60% | 2.13 |
| #2 NATURAL | 1.11% | 3.94 |
| #2 COLOR | 1.66% | 5.89 |
| #3-#7 | 0.00% | 0 |
| METAL | 0.30% | 1.06 |
| RIGIDS | 0.26% | 0.92 |
| TIN-STEEL SCRAP | 2.14% | 7.6 |
| TRASH | 27.91% | 99.06 |
| OCC | 20.24% | 71.84 |
| TOTAL | 100.00% | 354.92 |

MONTH

| | |
|------------------------|---------------|
| SERVICE CALLS (MISSES) | 59 |
| HOUSESIDE | 8 |
| REMINDER | 6 |
| SCATTERED | 1 |
| MISC. | 0 |
| REPAIR | 23 |
| NEW | 42 |
| ADD | 7 |
| MISSING | 11 |
| EXCHANGE | 0 |
| REPLACE | 10 |
| PICK UP | 12 |
| | |
| | |
| TOTAL CALLS | 179.00 |

MONTH

| | |
|--------------------------------|-------------------|
| LANDFILL COST AVOIDANCE | \$7,009.67 |
|--------------------------------|-------------------|

SANITATION DIVISION PROGRESS REPORT
SUMMARY 2023

| | FYE 22 | | FYE 23 | |
|-------------------------------------|--------|------------|--------|------------|
| | MONTH | YR-TO-DATE | MONTH | YR-TO-DATE |
| <u>Vehicle Accidents</u> | 0 | 0 | 0 | 4 |
| <u>On The Job Injuries</u> | 0 | 0 | 0 | 1 |
| <u>Bulk Pickups</u> | 28 | 62 | 41 | 89 |
| <u>Refuse Complaints</u> | 90 | 180 | 134 | 156 |
| <u>New Polycarts Requests</u> | 67 | 141 | 68 | 114 |
| <u>Polycarts Exchanges</u> | 20 | 28 | 6 | 36 |
| <u>Additional Polycart Requests</u> | 90 | 165 | 84 | 147 |
| <u>Replaced Stolen Polycarts</u> | 27 | 65 | 24 | 66 |
| <u>Replaced Damaged Polycarts</u> | 114 | 235 | 87 | 210 |
| <u>Polycarts Repaired</u> | 44 | 93 | 43 | 84 |

COMPOST MONTHLY REPORT
AUGUST

| | MONTH |
|--|-----------------|
| TONS BROUGHT IN BY COMPOST CREWS: | 314.78 |
| LANDFILL TIPPING FEE'S | \$ 22.08 |
| SAVINGS FROM NOT DUMPING AT LANDFILL: | \$ 6,950.34 |
| TONS BROUGHT IN BY PUBLIC: | 440.00 |
| TONS BROUGHT IN BY CONTRACTORS : | 1,270.00 |
| TONS BROUGHT IN BY OTHER CITY DEPARTMENTS: | 160.00 |
| LANDFILL TIPPING FEE'S | \$ 22.08 |
| SAVINGS FROM NOT DUMPING AT LANDFILL: | \$ 41,289.60 |
| TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL: | \$ 48,239.94 |
| REVENUE COLLECTED FROM COMPOST SALES: | \$15,440.00 |
| REVENUE COLLECTED FROM GATE SALES: | \$0.00 |
| TOTAL TONS COLLECTED | 2,184.78 |

| | MULCH CUBIC YDS | COMPOST CUBIC YDS |
|------------------------------------|-----------------|-------------------|
| | MONTH | MONTH |
| <u>PARKS DEPT.</u> | | |
| <u>ROAD & CHANNEL</u> | | |
| <u>LINE MAINTENANCE</u> | | |
| <u>STREET DEPT.</u> | | |
| <u>WATER TREATMENT</u> | | |
| <u>MURPHY PRODUCTS OKC</u> | | |
| <u>SELF LOADING BIN</u> | 0 | |
| <u>DRYING BEDS</u> | 3,422 | |
| <u>COMPOST SOLD BY CUBIC YARDS</u> | | 0 |
| <u>MULCH SOLD BY CUBIC YARDS</u> | 5,165 | |
| TOTAL: | 8,587 | 0 |

File Attachments for Item:

8. CONSIDERATION OF SUBMISSION, ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR REJECTION OF RECEIPT OF THE CITY MANAGER'S CONTRACT AND CHANGE ORDER REPORT AND DIRECTING THE FILING THEREOF.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/27/2022

REQUESTER: Brenda Hall

PRESENTER: Brenda Hall, City Clerk

ITEM TITLE: CONSIDERATION OF SUBMISSION, ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR REJECTION OF RECEIPT OF THE CITY MANAGER'S CONTRACT AND CHANGE ORDER REPORT AND DIRECTING THE FILING THEREOF.



MEMO TO: Darrel Pyle, City Manager
FROM: Taylor Johnson, Transit and Parking Program Manager
THROUGH: Shawn O’Leary, P.E., CFM, Director of Public Works
DATE: September 13, 2022
SUBJECT: Request for Review and Approval of Contract for Consultant Services to Study and Develop a Microtransit Pilot Program

office memorandum

Of the course of FYE 2022, City staff presented and discussed the many modes of transit that exist today. At the request of Council, staff took a deeper look at microtransit, a mode generally reserved for less dense areas that do not warrant a larger bus. At the conclusion of FYE 2022, Council amended the FYE 2023 budget to include \$750,000 for a Microtransit Pilot Program.

Due to the complicated nature of implementing and operating microtransit service, as well as the significant investment the City intends to make towards this mode, staff reached out to a consultant for services to study and develop a microtransit pilot program. The purpose of the contract is to understand the goals of the City and explore alternative solutions within the microtransit industry that would meet those goals. The scope of services includes council workshops, alternatives evaluation and recommendation, and an implementation plan.

The proposed cost of the consulting services is \$35,990.40 for the aforementioned services. Funds for these services are proposed to be paid out of the \$750,000 allocation from Council that was mentioned above, which is located in the Public Transportation and Parking Fund Misc Services-Transit Operations (27550277-44766)

Several value add services such as public outreach, draft RFP, a technology review and study of a homeless mobility specific alternative are available for inclusion in the scope if necessary at a later date.

Happy to answer any questions you may have as your review this contract. Please let me know if you need any additional details.

cc: Heather Poole, Assistant City Attorney
 Anthony Francisco, Director of Finance

AGREEMENT FOR CONSULTING SERVICES

This Agreement for Consulting Services (“Agreement”) is made and entered into in the State of Oklahoma, this 1st day of September, 2022, by and between the City of Norman, a municipal corporation (“City”), and HNTB Corporation (“Consultant”).

WHEREAS, City desires to hire Consultant to perform certain consulting services specified herein; and

WHEREAS, Consultant represents that Consultant and/or Consultant’s personnel have the qualifications and experience to properly perform such services:

NOW, THEREFORE, City and Consultant hereby agree as follows:

1. Scope of Services

Consultant shall furnish City with professional consulting services as more particularly set forth in Exhibit A (Scope of Services) attached hereto and incorporated by this reference in full herein.

2. Method of Performing Services

Subject to the terms and conditions of this Agreement, Consultant may determine the method, details, and means of performing the services described herein.

3. Standard of Performance

Consultant agrees to undertake and complete these services to conclusion, using that standard of care, skill, and diligence normally provided by a professional person in performance of similar consulting services.

4. Nonexclusive Services

This Agreement shall not be interpreted to prevent or preclude Consultant from rendering any services for Consultant’s own account or to any other person or entity as Consultant in its sole discretion shall determine. Consultant agrees that performing such services will not materially interfere with services to be performed for the City.

5. Coordination of Services

All services are to be coordinated with the Transit and Parking Program Manager, subject to the direction of the City Manager.

6. Place of Work

Consultant shall perform the services provided for in this Agreement at any place or location and at such times as the Consultant shall determine.

7. Correction of Errors

To the extent caused by the gross negligent acts, errors, or omissions of Consultant, and upon the failure to cure or produce a reasonable plan to cure any such error caused by Consultant’s negligence, Consultant agrees to correct, at its expense, all material errors which may be discovered during review of Consultant’s services. Should Consultant fail to make such correction in a reasonably timely manner, such correction shall be made by City, and the actual and reasonable cost thereof shall be paid by Consultant.

8. Time for Performance

All services performed under this Agreement shall be completed pursuant to the schedule provided in Exhibit A attached hereto and incorporated by this reference in full herein. City agrees to amend the performance termination date whenever Consultant is delayed by action or inaction of City and Consultant promptly notifies Manager of such delays.

9. Principal in Charge

Consultant hereby designates Kevin Wallace, as its principal-in-charge and person responsible for necessary coordination with the City of Norman.

10. Permits, Licenses, Certificates

Consultant, at Consultant's sole expense, shall obtain and maintain during the term of this Agreement, all permits, licenses, and certificates required in connection with the performance of services under this Agreement, including a City business tax certificate.

11. City's Responsibility

City shall cooperate with Consultant as may be reasonably necessary for Consultant to perform its services and agrees to provide direction to Consultant as requested regarding particular project requirements. City represents that Consultant shall be entitled to rely on the accuracy and completeness of any data, documents or other materials provided by City to Consultant.

12. Term of Agreement

This Agreement shall begin on September 1, 2022, and conclude within 121 days of the Notice to Proceed.

13. Termination

a. This Agreement may be terminated by the City if the City notifies the Consultant, in writing, of the City's desire to terminate the Agreement. Such termination shall be effective ten calendar days from the date of mailing of such notice. City agrees to pay Consultant in full for all amounts due Consultant as of the effective date of termination, including any expenditures incurred on City's behalf, whether for the employment of third parties or otherwise.

b. This Agreement may be terminated by Consultant if Consultant notifies the City Manager, in writing, of Consultant's desire to terminate the Agreement. Such termination shall be effective ten calendar days from the date of delivery or mailing of such notice and only if all assignments accepted by Consultant have been completed prior to the date of termination.

14. Compensation

a. City agrees to pay Consultant in an amount not to exceed \$35,990.40, subject to future appropriation, for services provided under this Agreement as outlined in Exhibit A.

b. The acceptance by Consultant of the final payment made under this Agreement shall constitute a release of City from all claims and liabilities for compensation to Consultant for anything completed, finished or relating to Consultant's services.

c. Consultant agrees that payment by City shall not constitute nor be deemed a release of the responsibility and liability of Consultant or its employees, subcontractors, agents and sub-consultants for the accuracy and competency of the information provided and/or services performed hereunder, nor shall such payment be deemed to be an assumption of responsibility or liability by City for any defect or error in the services performed by Consultant, its employees, subcontractors, agents and sub-consultants.

d. Consultant shall provide the Transit and Parking Program Manager with a completed Request for Taxpayer Identification Number and Certification, as issued by the Internal Revenue Service.

e. If any sales tax is due for services performed by Consultant or materials or products provided to City by Consultant, Consultant shall pay the sales tax. City shall not reimburse Consultant for sales taxes paid by Consultant.

15. Method of Payment

a. City agrees to pay Consultant monthly upon satisfactory completion of the services and upon submission by Consultant of an invoice delineating the services performed, in a form satisfactory to the Transit and Parking Program Manager. The invoice shall identify services by project as specified by the Tasks listed in the Fee Estimate in Exhibit A – Scope and Fee.

b. Consultant agrees to maintain current monthly records, books, documents, papers, accounts and other evidence pertaining to the services performed and costs incurred. Such items shall be adequate to reflect the time involved and cost of performing the services. Consultant shall provide the Transit and Parking Manager with copies of payroll distribution, receipted bills and other documents requested for justification of the invoice.

c. Consultant shall invoice City at a minimum on a monthly basis for Services rendered. Invoices shall be due and payable within thirty (30) days of receipt by City. If City objects to any invoice submitted by Consultant, City shall so advise Consultant in writing giving reasons therefor within seven (7) business days of receipt of such invoice. If any invoice submitted by Consultant is disputed by City, only that portion so disputed may be withheld from payment at which time City shall immediately reimburse Consultant for any outstanding amounts due with respect thereto.

16. Responsibility for Expenses

Except as otherwise expressly provided in this Agreement, City shall not be responsible for expenses incurred by Consultant in performing services under this Agreement. All expenses incident to the performance of services under this Agreement shall be borne by the Consultant, including, but not limited to rent, vehicle, and travel, entertainment and promotion, general liability and health insurance, workers' compensation insurance, and all compensation and benefits of employees or agents engaged by Consultant. Consultant shall, at its own cost and expense, supply all personal property necessary or appropriate to perform the services provided for under this Agreement, including, but not limited to any personal property used by employees and agents of Consultant in the performance of such services.

17. Non-Appropriation of Funds

Payments to be made to Consultant by City for services performed within the current fiscal year are within the current fiscal budget and within an available, unexhausted and unencumbered appropriation of City. In the event City does not appropriate sufficient funds for payment of Consultant's services beyond the current fiscal year, this Agreement shall cover payment for Consultant's services only up to the conclusion of the last fiscal year in which City appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year.

18. Records

a. Consultant agrees that all final computations, exhibits, files, plans, correspondence, reports, drawings, designs, data and photographs expressly required to be prepared by Consultant as part of the scope of services ("documents and materials") shall be the exclusive property of City and shall, upon completion of the services or termination of this Agreement, be delivered to Manager.

b. At City's request, City shall be entitled to immediate possession of, and Consultant shall furnish to Manager within ten days, all of the documents and materials. Consultant may retain copies of these documents and materials.

c. Any substantive modification of the documents and materials by City staff or any use of the completed documents and materials for other City projects, or any use of uncompleted documents and materials, without the written consent of Consultant, shall be at City's sole risk and without liability or legal exposure to Consultant. City agrees to hold Consultant harmless from all damages, claims, expenses and losses arising out of any reuse of the documents and materials for purposes other than those described in this Agreement, unless Consultant consents in writing to such reuse.

19. Maintenance and Inspection of Records

Consultant agrees that City or its auditors shall have access to and the right to audit and reproduce any of Consultant's relevant records to ensure that City is receiving all services to which City is entitled under this Agreement or for other purposes relating to the Agreement. Consultant shall maintain and preserve all such records for a period of at least three years after the expiration of this Agreement, or until an audit has been completed and accepted by City. Consultant agrees to maintain all such records in City or to promptly reimburse City for all reasonable costs incurred in conducting the audit at a location other than in City, including but not limited to expenses for personnel, salaries, private auditor, travel, lodging, meals and overhead.

20. Confidentiality of Information

Any documents and materials given to or prepared or assembled by Consultant under this Agreement shall be confidential and shall not be made available to any third person or organization by Consultant without prior written approval of the City Manager.

21. Indemnity

Consultant agrees to indemnify and hold harmless City, its City Council, and each member thereof, and every employee of City, from any and all liability, claims, demands, actions, damages (whether in contract or tort, including personal injury, death at any time, or property damage), including any reasonable attorneys fees to the extent caused by the negligent acts, errors, or omissions related to this Agreement performed by Consultant or its employees, or anyone whom Consultant may be legally liable. Neither party shall be liable to the other for any special, punitive, consequential or indirect damages resulting in any way from the performance of the services or otherwise arising from this Agreement.

22. Independent Contractor

a. City and Consultant agree that in the performance of the services, Consultant shall be, and is, an independent contractor, and that Consultant and its employees are not employees of City. Consultant has and shall retain the right to exercise full control over the employment, direction, compensation and discharge of all persons assisting Consultant.

b. Consultant shall be solely responsible for, and shall save City harmless from, all matters relating to the payment of Consultant's employees, agents, subcontractors and sub-consultants, including compliance with social security requirements, federal and State income tax withholding and all other regulations governing employer-employee relations.

c. Consultant acknowledges that Consultant and Consultant's employees are not entitled to receive from City any of the benefits or rights afforded employees of City, including but not limited to reserve leave, sick leave, vacation leave, holiday leave, compensatory leave, Employees Retirement System benefits, or health, life, dental, long-term disability and workers' compensation insurance benefits.

23. Consultant Not Agent

Except as Manager may specify in writing, Consultant, and its agents, employees, subcontractors and sub-consultants shall have no authority, expressed or implied, to act on behalf of City in any capacity, as agents or otherwise, or to bind City to any obligation.

25. Assignability of Agreement

Consultant agrees that this Agreement contemplates personal performance by Consultant and is based upon a determination of Consultant's personnel's unique competence, experience and specialized personal knowledge. Assignments of any or all rights, duties, or obligations of Consultant under this Agreement will be permitted only with the express written consent of the City, which consent may be withheld for any reason.

26. Successors and Assigns

Consultant and City agree that this Agreement shall be binding upon and inure to the benefit of the heirs, executors, administrators, successors and assigns of Consultant and City.

27. Fair Employment Practices

a. Consultant agrees that all persons employed by Consultant shall be treated equally by Consultant without regard to or because of race, color, religion, ancestry, national origin, age, place of birth, disability, sex, sexual orientation, gender identity or expression, familial status, or marital status, including marriage to a person of the sex, or any other status protected by law, and in compliance with all antidiscrimination laws of the United States of America, the State of Oklahoma, and City.

b. Consultant agrees that, during the performance of this Agreement, Consultant and any other parties with whom Consultant may subcontract shall adhere to equal opportunity employment practices to assure that applicants and employees are treated equally and are not discriminated against because of their race, color, religion, ancestry, national origin, age, place of birth, disability, sex, sexual orientation, gender identity or expression, familial status, or marital status, including marriage to a person of the same sex, or any other status protected by law.

c. Consultant agrees to state in all of its solicitations or advertisements for applicants for employment that all qualified applicants shall receive consideration for employment without regard to their race, color, religion, ancestry, national origin, age, place of birth, disability, sex, sexual orientation, gender identity or expression, familial status, or marital status, including marriage to a person of the same sex, or any other status protected by law.

d. Consultant shall provide City staff with access to and, upon request by City, provide copies to City of all of Consultant's records pertaining or relating to Consultant's employment practices, to the extent such records are not confidential or privileged under State or federal law.

28. Force Majeure

Consultant and City agree that neither City nor Consultant shall be responsible for delays or failures in performance resulting from acts beyond the control of either party. Such acts shall include, but not be limited to acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations imposed after this Agreement was executed, fire, communication line failures, earthquakes, or other disasters.

29. Time of Essence

Consultant and City agree that time is of the essence in regard to performance of any of the terms and conditions of this Agreement. Notwithstanding the foregoing, Consultant agrees to exercise diligence in the performance of its services consistent with the agreed upon project schedule, subject to the exercise of the generally accepted standard of care for performance of such services. If, through no fault of

Consultant, such periods of time or dates are changed, or the orderly and continuous progress of Consultant's services is impaired, or Consultant's services are delayed or suspended, then the time for completion of Consultant's services, and the rates and amounts of Consultant's compensation, shall be adjusted equitably in writing as described in section 40.

30. Covenants and Conditions

Consultant and City agree that each term and each provision of this Agreement to be performed by Consultant shall be construed to be both a covenant and a condition.

31. Governing Law

City and Consultant agree that the construction and interpretation of this Agreement and the rights and duties of City and Consultant hereunder shall be governed by the laws of the State of Oklahoma.

32. Compliance with Laws

Consultant agrees to comply with all City, State, and federal laws, rules, and regulations, now or hereafter in force, pertaining to the services performed by Consultant pursuant to this Agreement.

33. Severability

City and Consultant agree that the invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision.

34. Waiver

City and Consultant agree that no waiver of a breach of any provision of this Agreement by either Consultant or City shall constitute a waiver of any other breach of the same provision or any other provision of this Agreement. Failure of either City or Consultant to enforce at any time, or from time to time, any provision of this Agreement, shall not be construed as a waiver of such provision or breach.

35. Counterparts

City and Consultant agree that this Agreement may be executed in two or more counterparts, each of which shall be deemed an original.

36. Arbitration or Litigation

Consultant and City agree that in the event of any dispute with regard to the provisions of this Agreement, the services rendered or the amount of Consultant's compensation, the dispute may be submitted to arbitration upon the mutual agreement of the parties, under such procedures as the parties may agree upon, or, if the parties cannot agree, then under the Rules of the American Arbitration Association. If the mutual agreement as to arbitration does not exist, then either party may institute a civil action in the Oklahoma District Court located in and for Cleveland County, Oklahoma.

38. Authority to Execute

a. City acknowledges that the person executing this Agreement has been duly authorized by the City Council to do so on behalf of City.

b. Consultant acknowledges that the person executing this Agreement has been duly authorized by Consultant to do so on behalf of Consultant.

39. Notices

a. Any notices to Consultant may be delivered personally or by mail addressed to **HNTB Corporation, 101 N. Robinson, Suite 1130 Oklahoma City, Oklahoma 73102 Attention: Ryan Billings**.

b. Any notices to City may be delivered personally or by mail addressed to City of Norman,

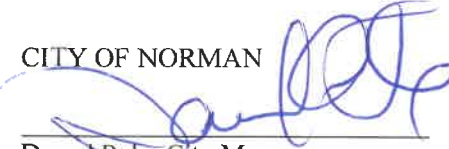
1310 Da Vinci St, Norman, Oklahoma 73069, Attention: Taylor Johnson, Transit and Parking Program Manager.

40. Amendment

City and Consultant agree that the terms and conditions of the Agreement may be reviewed or modified at any time. Any modifications to this Agreement, however, shall be effective only when agreed upon in writing by both the City representative authorized to do so under the City’s purchasing policies and Consultant.

41. Entire Agreement

City and consultant agree that this Agreement constitutes the entire agreement of the parties regarding the subject matter described herein and supersedes all prior communications, agreements and promises, either oral or written.


CITY OF NORMAN


Darrel Pyle, City Manager


CONSULTANT

Kevin Wallace (Sep 13, 2022 16:03 CDT)

Kevin Wallace, Vice President

APPROVED AS TO FORM:


Heather Poole, City Attorney’s Office

APPROVED AS TO INSURANCE:


Clint Mercer, Risk Manager

Exhibit A: Scope and Fee

Norman Microtransit Pilot Program Study

Project Understanding and Background

HNTB understands that the City of Norman is interested in an evaluation of microtransit as an investment for its transit services. The purpose of this contract is to understand the goals of the City and explore alternative solutions within the microtransit industry that would meet those goals. The scope of services would include council workshops, alternatives evaluation and recommendation, and an implementation plan. Several value-add services such as public outreach, draft RFP, a technology review and study of a homeless-mobility specific alternative are available for inclusion in the scope.

Scope of Work

1. Project Management

Project management will be targeted toward keeping project on schedule with deliverables and regular communication between the City of Norman and HNTB project manager. Communication may include email, phone calls, in-person, and virtual meetings. This task includes up to 6 project team meetings involving 2-4 members of HNTB project staff and designated staff members of the City of Norman. The meetings will coincide with project task milestones. Other sub-tasks include HNTB project administration and quality control.

1.1. General Project Management

1.2. Project Meetings between HNTB and Norman

HNTB staff will conduct up to 6 project team meetings with City of Norman staff at various milestones throughout the project. This includes a kick-off meeting to finalize project schedule and tasks.

1.3. Project Administration and Quality Control

Project administration tasks include managing schedule, budget, staff and invoicing for the project. HNTB will conduct regular project reviews to ensure that the project scope, timeline and budget are being met to the client's satisfaction.

HNTB will employ its Quality Assurance Quality Control (QAQC) approach on project deliverables to ensure accuracy, quality and meeting scope requirements.

Deliverable

- None

2. Existing Data Collection

HNTB will review existing data available that will inform conditions for microtransit. This will

include a review of current services including paratransit, a review of land uses and development patterns, existing system ridership, existing on-demand services offered by other agencies or companies in the Norman area, and existing plans that are related to the provision of transit service. Plans provided to HNTB by City of Norman staff for review include:

1. Go Norman Transit Plan
2. Norman Comprehensive Transportation Plan
3. Norman Land Use Plan

Deliverable

- None

3. Council/Staff Workshop 1

HNTB will conduct a first phase workshop to better understand the City of Norman staff and councilmembers' viewpoints on microtransit and, more broadly, their goals for transit service and perception of transportation need for which microtransit may be a solution. The workshop will be conducted either in small groups or with all councilmembers (as part of an existing committee meeting).

Materials consisting of a 2-3 page document will be developed and distributed beforehand to offer introductory microtransit concepts and terminology to ensure a productive conversation. An accompanying PowerPoint will also be developed with additional examples or explanatory slides to help paint a picture of microtransit and where it has been applied. Perspectives on paratransit will be discussed as well.

A brief online survey will be shared beforehand to learn councilmembers' perspectives before the workshops in written format. There will be 2-3 open-ended survey questions asking about the purpose of microtransit in Norman and for a description of the transportation need that microtransit may address.

Deliverables

- Councilmember survey
- Survey summary
- Workshop materials
 - 2-3 page white paper introducing microtransit
 - PowerPoint
- Workshop summary
 - A report summarizing the opinions and positions shared by councilmembers

4. Alternatives Analysis and Microtransit Service Concepts

HNTB will conduct an alternatives analysis allowing the City of Norman to make a decision on a direction forward for microtransit. The analysis will remain high-level with detailed criteria

developed by HNTB and City of Norman staff.

4.1. Service Alternatives

Service alternatives will be developed based on the goals of the City of Norman for the market and the transportation need that they identify. Up to three alternatives will be developed depending on the goals of the service, for example, if the service is restricted by time of day, geography, or user eligibility requirements. Alternatives could also be established based on different goals such as service equity (i.e. serving different population demographics), geographic equity (i.e. serving all parts of the City of Norman service area), or paratransit replacement service (i.e. targeting improved service toward those that use paratransit). The alternatives will be established shortly after Workshop 1 that best address the transportation solution or solutions sought by the City of Norman.

A no-action alternative will be explored that discusses the benefits of keeping Norman's existing service categories without the addition of microtransit. This would include options for improvements that may help meet goals identified from Council/Staff Workshop 1 without introducing microtransit service. An example is adopting technology that allows for paratransit requests with less notice than the current 24-hour policy which complies with federal regulations.

4.2. Evaluation Criteria and Recommended Alternative

Quantitative and qualitative evaluation criteria will be set based on what was heard in Council/Staff Workshop 1 plus criteria that are aligned with best practices in transit service delivery. Evaluation criteria will be reviewed by the City of Norman. Suggested criteria includes relative cost, passengers per hour served, land use patterns, major trip generators (such as large employers, hospitals, grocery stores), service to transit-dependent populations, demographics of populations being served, likelihood for service adoption by targeted market, and alignment with microtransit industry best practices.

A recommended alternative will be made based on the outcome of the quantitative and qualitative evaluation. The recommended alternative will include the physical microtransit zones or eligibility requirements for receiving microtransit service. It will outline the customer market for microtransit service.

4.3. Operating Model and Vehicles

Based on the goals of the City of Norman, the available budget, staff time and expertise, HNTB will provide an overview and recommendation of the operating models for microtransit service (i.e. turn-key vs. software purchase). This will include a discussion of vehicles for service delivery that is associated with each operating model.

An operating model and associated vehicle fleet will be recommended in the recommended alternative.

4.4. Overview of Technology Topics on Microtransit

HNTB will include a high-level review of the technology needs and options for adopting microtransit service. This will include discussion of what the service looks like from an administration and customer perspective. Topics are assumed to cover specific considerations that may need to be pursued, such as how users will pay for on-demand service.

4.5. Service Standards

HNTB will establish high-level service standards in coordination with City of Norman transit staff to be included in the Recommended Alternative. These are minimum standards to be established for designing the service operations and to estimate startup and operations costs. The service standards are also information that would be required for an RFP. Standards that will be covered include:

- Wait times for service
- Curb-to-curb vs. point-to-point service
- Ride pooling
- Number of vehicles available for service and wheelchair accessible vehicles
- Transfer policy including to any fixed route connection points (“mobility hubs”)
- Trips served (fixed route connections or point-to-point service)
- Span of service
- Modifications to fixed route alignments, frequency, and span of service.
- Fare policy

4.6. Cost Evaluation

Based on the recommended alternative and service standards, HNTB will develop a high-level cost estimate.

4.7. Paratransit opportunities

HNTB will include a review of the opportunities for paratransit service to take advantage of software or other technologic improvements in the on-demand space application to paratransit service.

Deliverable

- PowerPoint presentation for City of Norman staff

5. Council/Staff Workshop Phase 2

HNTB will present the alternatives evaluated, evaluation criteria results, recommended alternative(s) and outcomes of topics in the previous task.

Deliverables

- Powerpoint presentation for workshop
- Summary of council feedback from workshop

6. Implementation Plan

HNTB will develop a next-steps action plan for implementing the recommended alternative. This will include roles and responsibilities, a long-term timeline with key milestones and a near term list of actions needed to move the recommended alternative(s) forward. This will also include discussion of marketing needs and best practices as public education is a central component to the adoption of microtransit service.

Deliverable

- Implementation Plan document

Schedule

| Task | August | September | October | November | December |
|---|--------|-----------|---------|----------|----------|
| Task 1 Project Management | | | | | |
| 1.1 General Project Management | | | | | |
| 1.2 PMTs | | ★ | ★ | ★ | ★ |
| 1.3 Project Admin and Quality Control | | | | | |
| Task 2 Existing Conditions | | | | | |
| 2.1 Plan Review | | | | | |
| 2.2 Case Study Review | | | | | |
| Task 3 Council/Staff Workshops - Phase 1 | | | | | |
| 3.1 Survey Development | | | | | |
| 3.2 Meeting Preparation | | | | | |
| 3.3 Meetings | | | | | |
| 3.4 Survey Summary | | | | | |
| 3.5 Meeting Summary | | | | | |
| Task 4 Alternatives Analysis | | | | | |
| 4.1 Service Development Alternatives | | | | | |
| 4.2 Evaluation Criteria | | | | | |
| 4.3 Operating Model + Vehicles | | | | | |
| 4.4 Overview of Technology | | | | | |
| 4.5 Service Standards Development | | | | | |
| 4.6 Cost Evaluation | | | | | |
| 4.7 Paratransit Analysis | | | | | |
| Task 5 Council/Staff Workshops - Phase 2 | | | | | |
| 5.1 Preperation | | | | | |
| 5.2 Meetings | | | | | |
| 5.3 Meetings Summary | | | | | |
| Task 6 Implementation Plan | | | | | |
| 6.1 Document Prep and Review | | | | | |

Fee Estimate

| Rate | \$94.00 | \$71.00 | \$43.00 | \$99.00 | \$45.00 | \$29.00 | |
|---|----------|------------|---------------------|------------------------------|-----------|------------------|------------|
| Task/Staff | Dobies | Billings | Buchwach | Handzel | Homic | Blackburn | Total |
| | PIC | PM | Transit Planner III | Quality Control | Admin | Planner I | |
| Task 1 Project Management | | | | | | | 40 |
| 1.1 General Project Management | - | 5 | 4 | - | - | - | |
| 1.2 PMTs | - | 6 | 6 | - | - | 6 | |
| 1.3 Quality Control | - | 2 | 2 | 3 | 6 | - | |
| Task 2 Existing Conditions | | | | | | | 24 |
| 2.1 Plan Review | - | - | 4 | - | - | 8 | |
| 2.2 Case Study Review | - | - | 4 | - | - | 8 | |
| Task 3 Council/Staff Workshops - Phase 1 | | | | | | | 54 |
| 3.1 Survey Development | - | 1 | 6 | - | - | 4 | |
| 3.2 Meeting Preparation | - | 2 | 6 | - | - | 6 | |
| 3.3 Meetings | - | 4 | 2 | - | - | 4 | |
| 3.4 Survey Summary | - | - | 3 | - | - | 6 | |
| 3.5 Meeting Summary | - | 1 | 3 | - | - | 6 | |
| Task 4 Alternatives Analysis | | | | | | | 102 |
| 4.1 Service Development Alternatives | 1 | 2 | 10 | - | - | 4 | |
| 4.2 Evaluation Criteria | - | 2 | 8 | - | - | 4 | |
| 4.3 Operating Model + Vehicles | 1 | 2 | 8 | - | - | 4 | |
| 4.4 Technology Overview | 1 | 2 | 8 | - | - | 2 | |
| 4.5 Service Standards Development | 1 | 2 | 8 | - | - | 4 | |
| 4.6 Cost Evaluation | 1 | 2 | 8 | - | - | 4 | |
| 4.7 Paratransit Analysis | 1 | - | 8 | - | - | 4 | |
| Task 5 Council/Staff Workshops - Phase 2 | | | | | | | 37 |
| 5.1 Preparation | - | 2 | 6 | - | - | 6 | |
| 5.2 Meetings | - | 4 | 2 | - | - | 6 | |
| 5.3 Meetings Summary | - | 1 | 4 | - | - | 6 | |
| Task 6 Implementation Plan | | | | | | | 27 |
| 6.1 Document Prep and Review | - | 2 | 10 | - | - | 15 | |
| Total Hours | 6 | 42 | 120 | 3 | 6 | 107 | 284 |
| Total Labor Cost | \$564.00 | \$2,982.00 | \$5,160.00 | \$297.00 | \$270.00 | \$3,103.00 | |
| | | | | Labor Subtotal | \$ | 12,376.00 | |
| | | | | Labor X 2.90 Multiplier | \$ | 35,890.40 | |
| | | | | Expenses (Printing) | \$ | 100.00 | |
| | | | | Total Labor + Expense | \$ | 35,990.40 | |



DATE: September 16, 2022

TO: Darrel Pyle, City Manager

FROM: Joseph Hill, Streets Program Manager

THROUGH: Shawn O'Leary, Director of Public Works

SUBJECT: Authorization for On-Call services Contract K-1920-61 for design services on Robinson Street overlay project between 24th Avenue NW and Berry Road and authorization of funds as outlined below

BACKGROUND:

The Association of Central Oklahoma Governments (ACOG) announced a call for projects on September 1, 2022. As a part of this package ACOG announced \$8.9 million in Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Funds. Municipalities can submit project applications requesting up to \$500,000.00. Upon review of this information, Staff identified a section of asphalt pavement on Robinson Street between 24th Avenue NW on the West end and Berry Road on the East end as a competitive asphalt resurfacing project. With a generally small obligation window for these funds, minor resurfacing projects have been identified as an eligible project type under the CRRSAA funding.

Robinson Street, within the described limits is a major thoroughfare into the City of Norman. With direct access to and from I35, Robinson Street provides high volume access to both major commercial corridors as well as residential neighborhoods. The current asphalt surface condition within these described limits is beginning to show its age. Visible fatigue cracking, rutting and localized failure are present in the asphalt surface throughout this stretch of Robinson Street which carries upwards of 26,000 vehicles per day based upon information obtained through the ACOG transportation data management system.

DISCUSSION:

In order to provide a competitive application for the CRRSAA funding, staff solicited a quote from Parkhill Engineering for design services in order to prepare a basic plan set outlining limits of the project, ADA ramp repairs required because of the modification, and final striping configuration. All submittal material will be prepared in ODOT format in order to create a "shovel ready" package at time of final grant application.

Attached please find the quote from Parkhill Engineering in the amount of \$28,421.00 to provide topographic survey of ADA ramp areas, construction plan documents which will include title sheet, quantity summaries and summary pay quantity sheet, overlay plan sheets, striping sheets and ramp detail sheets. With approval, staff will provide Parkhill Engineering with an NTP under the on-call engineering services contract to immediately begin preparation of these documents for the final grant submittal deadline of October 31, 2022 at 4:00 PM.


Office memorandum

Funding for this task order can be found in project Account SC0648 which is a rollover account from design of Interstate Drive reconstruction project. This account holds sufficient funds to complete the described task order and any additional funds remaining shall be returned to fund balance. Account information for funding below.

SC0648-East Interstate Drive reconstruction Design Acct. # 50596692-46201

RECOMMENDATION NO. 1:

Staff recommends authorization of task order for on-call services under contract K-1920-61 with Parkhill Engineering for design services on Robinson Street overlay project between 24th Avenue NW and Berry Road and authorization of funds in the amount of \$28,421.00 from SC0648 Acct #50596692-46201

ACCEPTED BY: 
Darrel Pyle, City Manger

DATE: 9-12-22

September 16, 2022

Joseph Hill
Streets program Manager
City of Norman Streets Division
688 E. Lindsey Street
Norman, OK 73071

Transmitted via email: Joseph.Hill@NormanOK.gov

RE: Proposal – Robinson Avenue Overlay Plans
Performed under existing “On-Call” Contract
Scope of Services and Notice to Proceed

Dear Mr. Hill:

This letter represents a Scope of Services and estimated Lump Sum Fee Schedule for Civil Engineering Services for the above referenced project to be performed under the terms of the above-referenced “On-call” contract.

The scope consists of the preparation of an overlay plan set for West Robinson Street, between 24th Ave. NW and Berry Road (approximately 5,050 ft total overlay length). The overlay will consist of a 2” Mill and 2.5” overlay including ADA ramps that directly adjoin the overlay asphalt paving section.

The design plans to include the following sheets: Title, Pay Quantity Summary and Notes, Overlay Plan Sheets, Striping Sheets, and ADA Ramp Detail Sheets.

The design scope includes performing a localized topographic survey for evaluation and potential re-design of ADA ramps in the following locations: West side N-S ramps at Woods Ave., and South E-W ramps at Canterbury St.

Scope Assumptions: Plans to be generated with GIS features and supplemented by topographic survey at ADA potential redesign areas, GIS information (paving, ROW, latest aerial, and parcels) to be made available by City of Norman, pay items to be ODOT format, traffic control to be lump sum, no traffic control plans.

The Scope of Services will be provided for the following lump sum base fees:

| TASK DESCRIPTION | | |
|-------------------------|-----------------|-----------------|
| Engineering Estimate | \$ 2,000 | Lump Sum |
| Engineering Plans | \$22,781 | Lump Sum |
| Topographic Survey | \$ 3,640 | Lump Sum |
| Total Fee | \$28,421 | Lump Sum |

Additional services as needed (i.e., Construction administration, Bid documents, etc) will be provided at rates basis according to the rates established in the “on-call” Contract.

If you have any questions, please do not hesitate to call me. If acceptable, please sign and return a copy of the "Work Order/Notice to Proceed."

Sincerely,


PARKHILL



By _____
William Swain, PE, PLS
Team Leader

WS/ac
Enclosures – Attachment "A" – Scope of Services Project Area

Work Order/Notice to Proceed:

By: 
_____ Manager Signature

Darrel Pyle
_____ Please print Name

Department Ordering Services: _____

Date: _____

Phone #: _____

Email Address: _____

ATTACHMENT A SCOPE OF SERVICES

Project Area:



Topographic Survey (Ramp areas only)

Horizontal Datum will be Oklahoma State Plan NAD 83 (1993), US Feet. Vertical Datum will be NAVD 88. Benchmarks will be established for each intersection in which has ramp improvements area designed.

Construction Documents

Parkhill will provide civil engineering design plan documents for the mill and overlay project.

The construction plans will include Title Sheet, Quantity Summaries and Summary Pay Quantity sheet, Overlay Plan Sheets, Striping Sheets, and Ramp Detail Sheets. Plans will be prepared with sufficient detail for the successful bidding and construction of the project.

Submittals

Preliminary Plans for review comments, pdf format
Final Construction Plans, pdf format

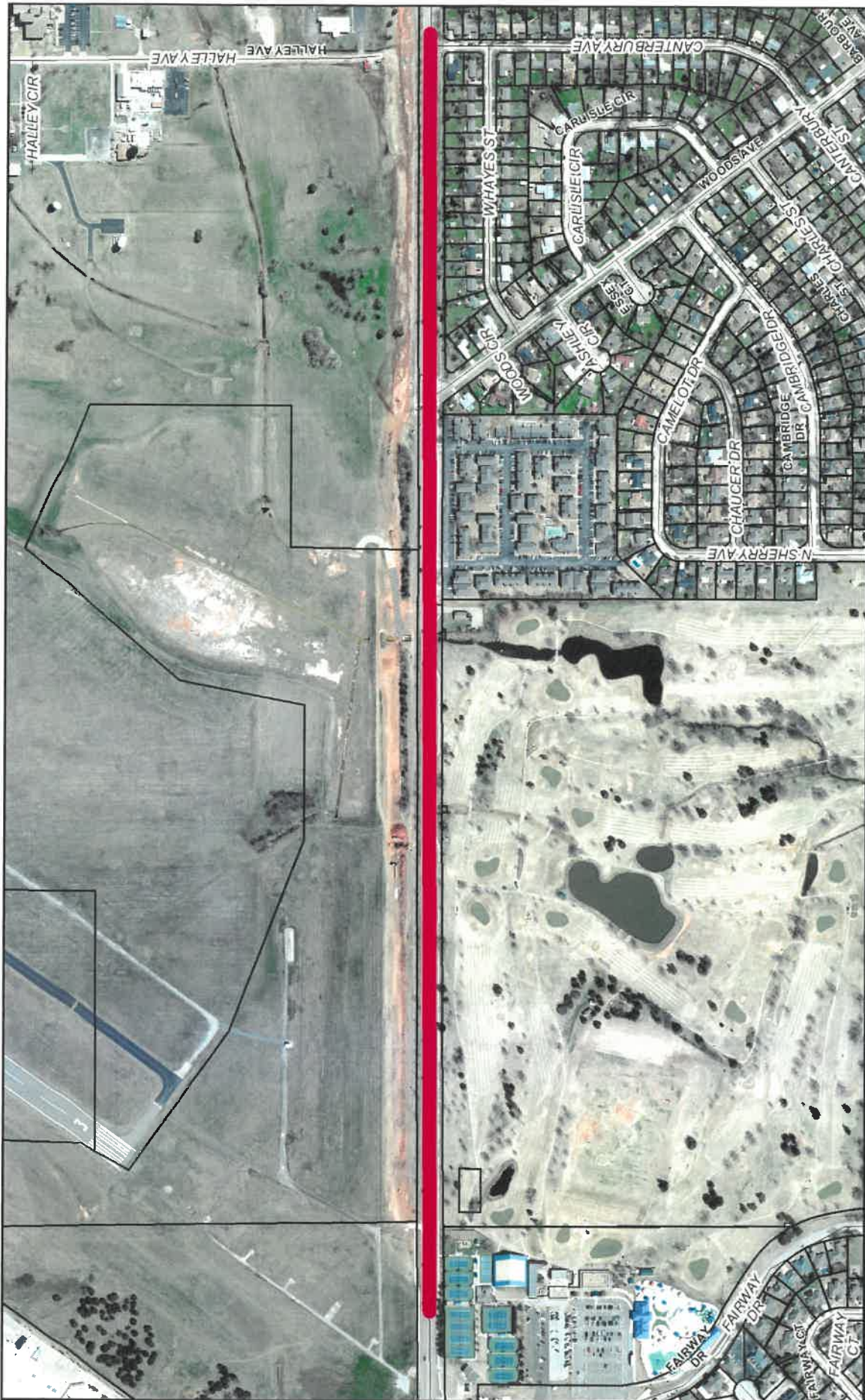
Construction Administration

Construction Administration to be provided by ODOT. Parkhill will be available to assist respond to any routine construction administration needs that arise during construction. These items are typically responses to RFIs, review of submittals, clarification of construction documents, etc. The construction administration will be provided at rates basis according to the rates established in the "on-call" Contract.

SPECIFIC EXCLUSIONS FROM THE SCOPE OF SERVICES

Utilities – Relocation plans for utilities are not anticipated nor included in the scope of services.

Construction Inspection - It is anticipated that the ODOT will provide construction inspection.



**Robinson Street
(24th Avenue NW to Canterbury Avenue)**

1 inch = 500 feet

The City of Norman assumes no responsibility for errors or omissions in the information presented.



CRRSAA Robinson Street Overlay 24th Avenue NW to Berry Road

PRELIMINARY ENGINEER'S ESTIMATE

| ITEM | DESCRIPTION | UNIT | UNIT PRICE | QUANTITY | EXTENDED PRICE |
|------|---|--------|--------------|----------|----------------|
| 1 | Mobilization | L. Sum | \$ 70,000.00 | 1 | \$ 70,000.00 |
| 2 | Traffic Control (11,12,13) | L. Sum | \$ 30,000.00 | 1 | \$ 30,000.00 |
| 3 | Saw Cut Pavement Full Depth | L.F. | \$ 4.00 | 20 | \$ 80.00 |
| 4 | Remove Curb & Gutter (6) | L.F. | \$ 12.00 | 5 | \$ 60.00 |
| 5 | Tack Coat (9) | GAL. | \$ 2.73 | 3,100 | \$ 8,461.64 |
| 6 | Superpave, Type S3 (PG 64-22 OK) DEEP PATCH | TON | \$ 133.81 | 500 | \$ 66,905.00 |
| 7 | Superpave, Type S5 (PG 64-22 OK) | TON | \$ 118.50 | 5,015 | \$ 594,277.50 |
| 8 | 1.5 to 2.0 in. Full Mill (6) | S.Y. | \$ 3.57 | 36,470 | \$ 130,197.90 |
| 9 | 8" Curb & Gutter (1,5,10) | L.F. | \$ 60.00 | 5 | \$ 300.00 |
| 10 | Remove Sidewalk (6) | S.Y. | \$ 11.00 | 29 | \$ 319.00 |
| 11 | 3000 PSI Concrete 4" Sidewalk (8,10) | S.Y. | \$ 65.00 | 20 | \$ 1,300.00 |
| 12 | 3000 PSI Concrete Sidewalk Ramps (8,10) | S.Y. | \$ 94.00 | 9 | \$ 846.00 |
| 13 | Detectable Warning Surface | S.F. | \$ 38.00 | 10 | \$ 380.00 |
| 14 | Slab Sod (4) | S.Y. | \$ 3.50 | 3 | \$ 10.50 |
| 15 | Remove Pavement Full Depth (6) | S.Y. | \$ 10.00 | 1,600 | \$ 16,000.00 |
| 16 | TRAFFIC STRIPE (PLASTIC)(4" WIDE) | L.F. | \$ 0.45 | 10,260 | \$ 4,617.00 |
| 17 | TRAFFIC STRIPE (PLASTIC)(6" WIDE) | L.F. | \$ 1.31 | 2,200 | \$ 2,882.00 |
| 18 | TRAFFIC STRIPE (PLASTIC)(8" WIDE) | L.F. | \$ 1.45 | 645 | \$ 935.25 |
| 19 | TRAFFIC STRIPE (PLASTIC)(24" WIDE) | L.F. | \$ 3.84 | 335 | \$ 1,286.40 |
| 20 | TRAFFIC STRIPE (PLASTIC)(ARROWS) | EA | \$ 164.85 | 10 | \$ 1,648.50 |

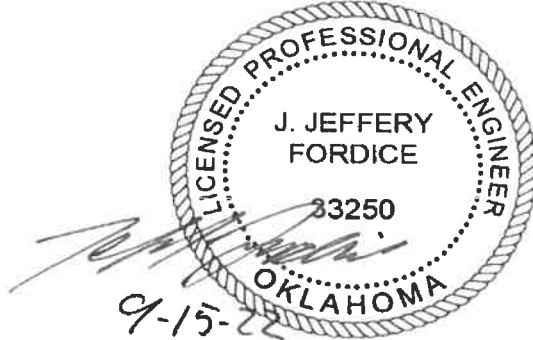
SUB-TOTAL**\$930,506.69**

15% contingency

\$139,576.00

6% construction engineering

\$55,830.40

TOTAL ESTIMATE:**\$1,125,913.09**

File Attachments for Item:

9. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AUTHORIZATION FOR THE PURCHASE OF TWO (2) 3500 DODGE PROMASTER VANS IN THE AMOUNT OF \$318,158 FROM CREATIVE BUS SALES TO BE USED FOR CITY TRANSPORTATION PROGRAMS.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/27/2021

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 AUTHORIZATION FOR THE PURCHASE OF TWO (2) 3500 DODGE PROMASTER VANS IN THE AMOUNT OF \$318,158 FROM CREATIVE BUS SALES TO BE USED FOR CITY TRANSPORTATION PROGRAMS.

BACKGROUND:

The Norman/Cleveland County Continuum of Care (OK-504) worked with consultant firm Homebase to develop two reports. The first was the *Homelessness Gaps Analysis*, completed in September 2021. The second was a follow up to the first, *Bridging the Gap: Action Steps to End Homelessness*, completed in February 2022.

In addition, the United Way of Norman collaborated with the Zarrow School of Social Work in 2020 to undertake a Community Resource Analysis. This included surveys conducted to evaluate a large cross-section of the citizens of Norman. Within this study, the need for transportation resources ranked 4.5 out of a scale of 5. Participants of the survey indicated that over 70% of respondents identified as someone, or knows of someone, who utilizes the transportation system. In addition, the subject of Better Transportation Services including additional bus routes, hours of operation, and alternative public transportation options, was the second highest identified need after Improved Social Services/Resources and Awareness.

As reflected in the above reports, *Homelessness Gaps Analysis* and Community Resource Analysis, more robust transportation options are a priority for citizens of Norman. The City is already working on major changes to the fare-free public transit system that provides service to many destinations in Norman. This includes a move to a new City Transit Center and route changes throughout the network that will improve the operator and passenger experience. In addition, many non-profit agencies have vehicles to assist with transportation as well in Norman. However, there is a desire to expand the transportation options in Norman further.

To follow up on the identified issue of transportation, Council directed staff to develop a Request for Proposals (RFP) for On-Demand Homeless Transportation Services utilizing City-owned and maintained vehicles operated by local non-profit agencies. RFP 2122-53 was issued on April 15, 2022 with responses due on May 6, 2022. One applicant applied to the RFP, but no contract was awarded. Due to the long lead-time of acquiring the necessary vehicles (10-12 months) and

the applicant not meeting the requirements of the RFP, City staff proposed issuing another RFP once appropriate vehicles have been acquired.

On June 24, 2022, Council directed City staff to move forward with the purchase of two (2) fully accessible vehicles to be used for a City transportation program.

DISCUSSION:

Staff received a quote for \$159,079 per vehicle under the state of Oklahoma contract with Creative Bus Sales, or \$318,158 total for two (2) 3500 Dodge Promaster Vans. Funds for this purchase are available in the FYE 2023 General Fund budget in Service Equipment – Bus (Account 10110110-45007). Due to supply chain issues regarding vehicle purchases, staff anticipate the vehicles being delivered in October-December 2023 or in 10-12 months. Due to the many potential uses for the vans that have been identified, staff will work on developing a list of potential programs or RFP options for Council to consider closer to the delivery date of the vehicles.

RECOMMENDATION:

Staff recommends that City Council authorize the purchase of two (2) 3500 Dodge Promaster Vans in the amount of \$318,158.



State of Oklahoma Contract

SW0797C

FY 2022

Preparer: Brent Roy

Base Model
Lone Star Promaster 3500 3.6L V6 9,350 GVWR

Base Model Price: \$ 119,920.00

Options: \$ 25,035.00

Other Available Options: \$ 2,944.00

Unpublished Options: \$ 11,180.00



| Vehicle Length | Lift Position | WC Positions | Total # Passengers | CDL Required |
|----------------|---------------|--------------|--------------------|--------------|
| 20' | Front | 2 | 7 | No |

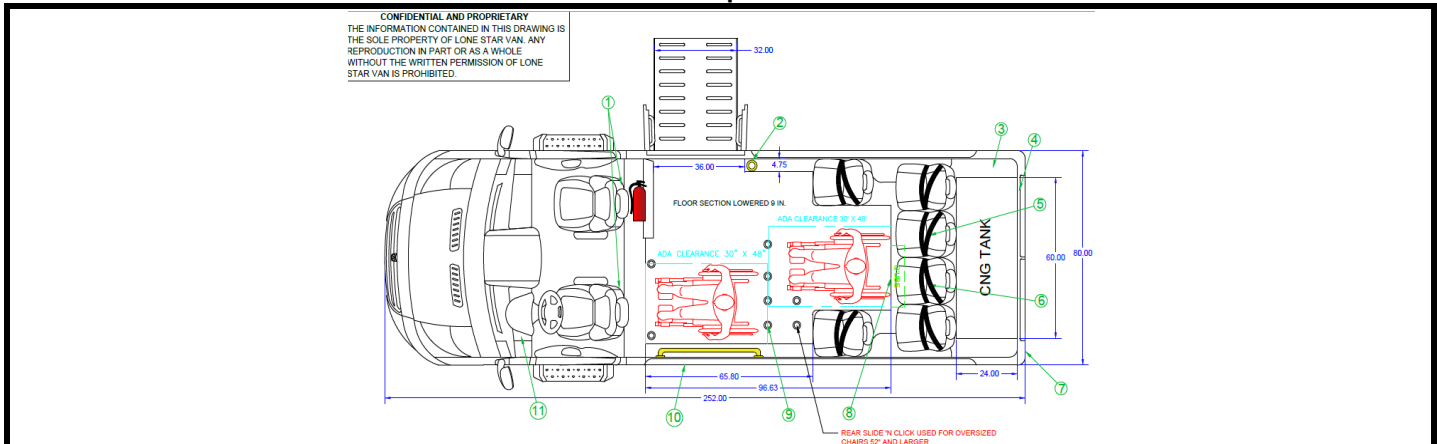
QTY Vehicles: 2 **Total Contract Price:** \$ 318,158.00

Per Vehicle Price: \$ 159,079.00

Customer Info

| | |
|----------------------|--|
| Customer: | City of Norman, OK |
| Address: | 1301 Da Vinci, Norman, OK 73069 |
| Contact: | Taylor Johnson |
| Office Phone: | 405-217-7761 |
| Mobile Phone: | 405-818-7092 |
| E-Mail: | taylor.johnson@normanok.gov |

Floorplan



Chassis

Ram Promaster 3500 High Roof chassis - 9,350 GVWR, 159" WB EXT
3.6L V6 24V VVT gasoline engine
6-Speed Automatic 62TE Transmission
220-amp alternator
Power-assisted hydraulic front & rear disc brakes
4-wheel anti-lock brake system
22-gallon OEM fuel tank
16"x6" aluminum wheels
Cruise control
Cloth driver and co-pilot seats
Driver/Co-pilot sun visor
Power windows
Power door locks
Power-heated mirrors
OEM chassis dash heater, A/C, and defroster
Bright white clear coat

Body

Lowered floor behind driver/co-pilot for ADA access
Driver side step
Electric passenger entry door (A&M Systems)
3-pt passenger seat belts
ABS interior paneling - walls and ceiling
Altro flooring

ADA

Manual swing away ramp providing 32" usable width
One (1) set of Q'Straint retractable wheelchair securement systems
ADA interlock
ADA-compliant ramp and door entrance lighting

Safety

5 lb. fire extinguisher
First aid kit
Emergency triangle kit
Backup alarm
Emergency window

Options

| Qty | Description | FY 2022 List Price | QTY Total |
|---------------------------------------|---|--------------------|---------------------|
| 1 | CNG Conversion | \$ 23,850.00 | \$ 23,850.00 |
| 1 | Additional Wheelchair Securement Position (includes Q'Straint Q'UBE system) | \$ 1,185.00 | \$ 1,185.00 |
| Subtotal Manufacturer Options: | | | \$ 25,035.00 |

Other Available Options

| Qty | Description | FY 2022 List Price | QTY Total |
|---------------------------------------|---|--------------------|--------------------|
| 1 | ADP-EX Kit | \$ 599.00 | \$ 599.00 |
| 1 | Installation of ADP-EX kit in vehicle | \$ 250.00 | \$ 250.00 |
| 1 | Textile Driver's barrier - incl. installation | \$ 2,095.00 | \$ 2,095.00 |
| Subtotal Manufacturer Options: | | | \$ 2,944.00 |

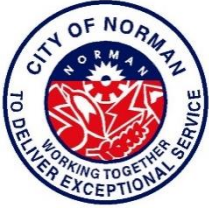
CBS Unpublished Options

| Qty | Description | FY 2022 List Price | QTY Total |
|--|---|--------------------|---------------------|
| 1 | Angel Trax Camera System - City of Norman specs | \$ 5,840.00 | \$ 5,840.00 |
| 1 | Custom vinyl graphics per City of Norman specs | \$ 1,275.00 | \$ 1,275.00 |
| 1 | Supplemental warranty | \$ 3,395.00 | \$ 3,395.00 |
| 1 | US Fleet wireless GPS tracking device installed | \$ 670.00 | \$ 670.00 |
| Subtotal CBS Unpublished Options: | | | \$ 11,180.00 |



File Attachments for Item:

10. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE FINAL ACCEPTANCE OF CONTRACT K-2223-4:
A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND INNOVATIVE ROADWAY SOLUTIONS, L.L.C. FOR THE ASPHALT PREVENTIVE MAINTENANCE PROJECT, FYE 2022 AND 2023 LOCATIONS, FINAL ACCEPTANCE OF THE PROJECT, AND FINAL PAYMENT IN THE AMOUNT OF \$614,478.48.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/27/2022

REQUESTER: Joseph Hill, Streets Program Manager

PRESENTER: Shawn O'Leary, Director of Public Works

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE FINAL ACCEPTANCE OF CONTRACT K-2223-4: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND INNOVATIVE ROADWAY SOLUTIONS, L.L.C. FOR THE ASPHALT PREVENTIVE MAINTENANCE PROJECT, FYE 2022 AND 2023 LOCATIONS, FINAL ACCEPTANCE OF THE PROJECT, AND FINAL PAYMENT IN THE AMOUNT OF \$614,478.48.

BACKGROUND:

On Tuesday, April 6, 2021, Norman residents voted to approve the issuance of \$27 million in bonds to fund the resurfacing, rehabilitation and reconstruction of neighborhood streets as part of a 5-year, 5-category program. The five categories include (1) Asphalt Pavement Street Rehabilitation, (2) Urban Concrete Street Rehabilitation, (3) Urban Road Reconstruction, (4) Rural Road Rehabilitation, and (5) Preventive Maintenance. An asphalt preventive maintenance project was not bid in the first year of the bond program as staff researched and evaluated available methods. This contract includes the locations scheduled for FYE 2022 as well as the FYE 2023 locations.

Asphalt preventive maintenance in general consists of a variety of relatively inexpensive methods that extend the life of pavement that is still in fair condition. Extending the life of the existing pavement, delaying the need for expensive repaving or reconstruction. The City of Norman has utilized crack filling for many years. This project added another method called a slurry seal. A slurry seal places a thin layer of fine aggregates, polymers, and asphalt emulsion over the entire surface of the pavement sealing it against moisture intrusion and protecting against UV degradation. All of the locations were crack filled in prior years in preparation for the slurry seal. The project covered 8.3 miles of city streets.

DISCUSSION:

Council awarded the contract to Innovative Roadway Solutions, LLC of Bullard Texas in the amount of \$614,478.48 at the July 12, 2022 meeting. The project was completed in 20 days, well under the 240 days allowed in the contract. Completion in such a timely manner can be attributed to optimum weather conditions for treatment allowing for accelerated cure times. Photos of before and after application and striping for one location are attached to this item for an example.

Construction projects are awarded to the lowest responsible bidder. Contractor bids are determined using estimated plan quantities multiplied by the contractor's unit prices for all bid items of the contract. The total of all of these costs represents the contractor's bid. During construction, each quantity is verified in the field and the contractor is to be reimbursed based on the actual quantity of materials and/or labor used.

Of the three (3) bid items, none had a quantity change.

The final payment amount owed to Innovative Roadway Solutions, LLC is \$614,478.48. Because the project was completed so quickly, there is only one pay application and no retainage has been held. This is the full and final payment.

The following streets were treated as a part of this project:

2022 Locations:

| Project | Number and Account | Amount |
|--------------------|-----------------------|---------------------|
| Bart Conner Drive | BP0500/50593399-46101 | \$35,000 |
| Broce Drive | BP0501/50593399-46101 | \$30,000 |
| Broce Court | BP0502/50593399-46101 | \$8,000 |
| Creekwood Court | BP0503/50593399-46101 | \$11,000 |
| Cove Hollow Court | BP0504/50593399-46101 | \$11,000 |
| Woodsboro Drive | BP0505/50593399-46101 | \$10,000 |
| Woodsboro Court | BP0506/50593399-46101 | \$5,000 |
| Greenwood Court | BP0507/50593399-46101 | \$10,000 |
| Pheasant Run Drive | BP0508/50593399-46101 | \$10,000 |
| Comanche Street | BP0509/50593399-46101 | \$38,000 |
| Symmes Street | BP0510/50593399-46101 | \$35,000 |
| Apache Street | BP0511/50593399-46101 | \$30,000 |
| Aniol Avenue | BP0512/50593399-46101 | \$7,000 |
| Reed Avenue | BP0513/50593399-46101 | \$10,000 |
| Linn Street | BP0514/50593399-46101 | \$4,000 |
| Ponca Avenue | BP0515/50593399-46101 | \$6,000 |
| Stewart Avenue | BP0516/50593399-46101 | \$20,000 |
| Cockrel Avenue | BP0517/50593399-46101 | \$10,000 |
| Carter Avenue | BP0518/50593399-46101 | \$30,000 |
| 2022 Total: | | \$320,000.00 |

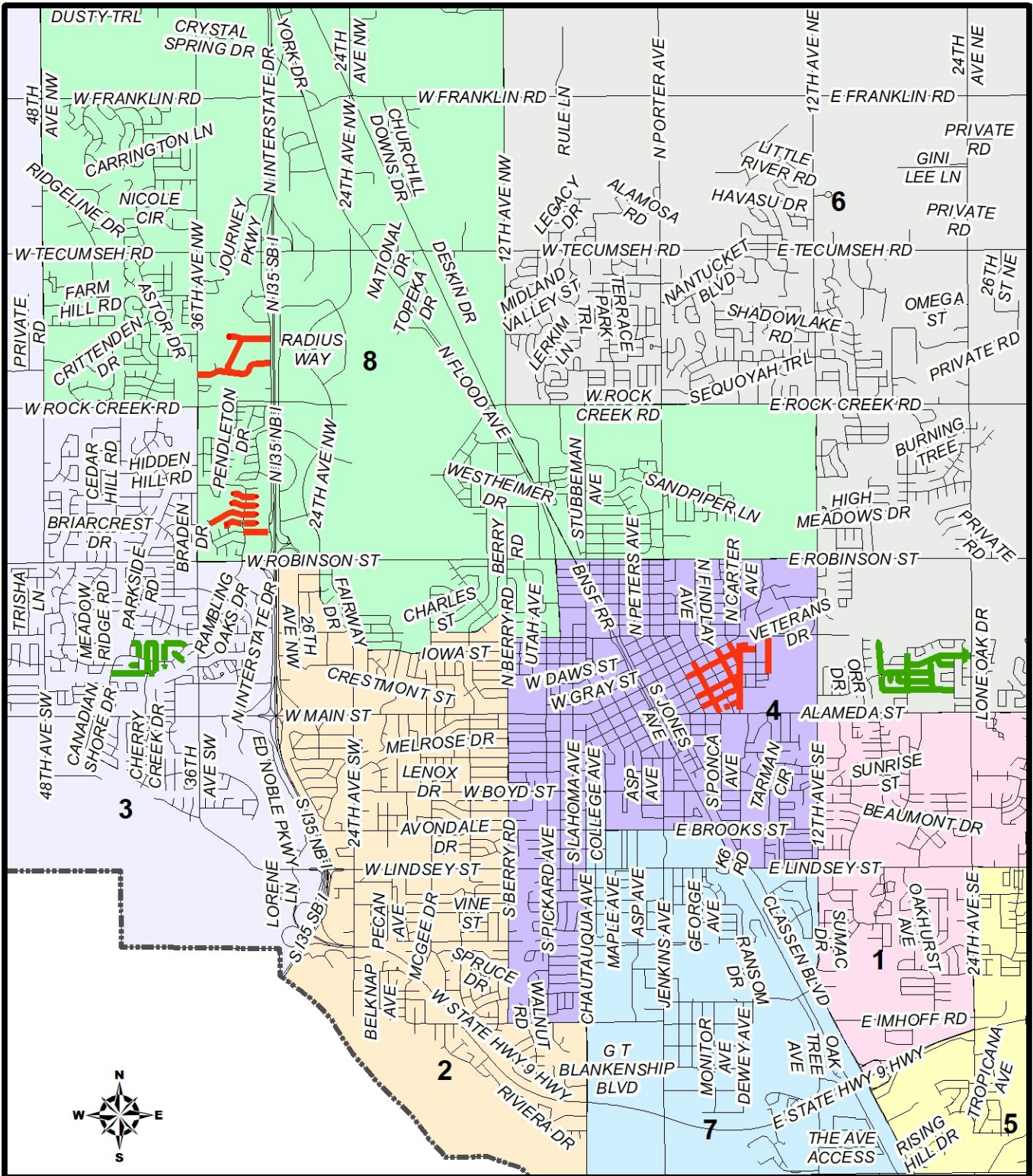
2023 Locations:

| Project | Number and Account | Amount |
|----------------|-----------------------|---------|
| Red Oaks Drive | BP0543/50593399-46101 | \$9,000 |

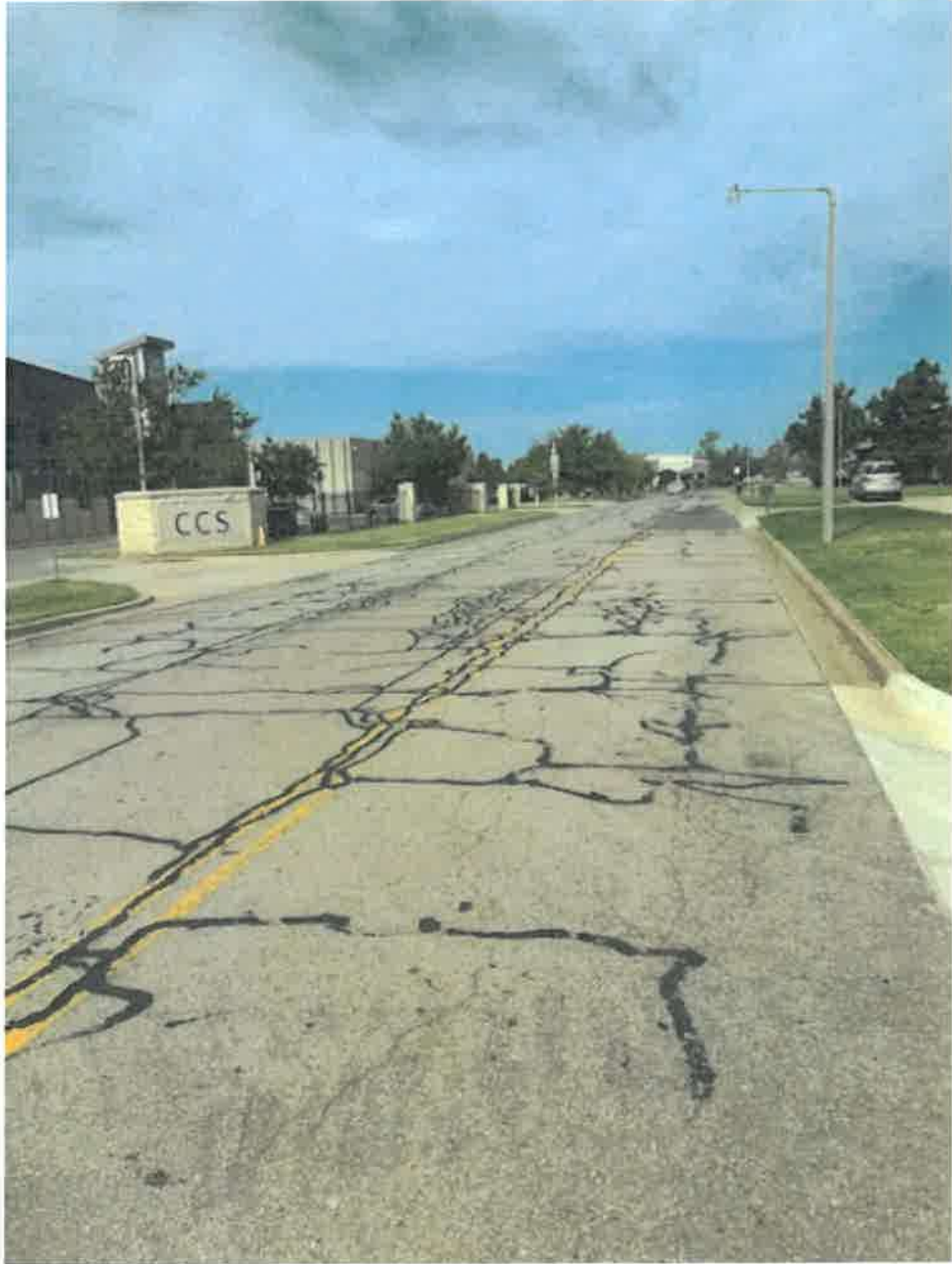
| | | |
|------------------------|-----------------------|---------------------|
| Piney Oaks Drive | BP0544/50593399-46101 | \$10,000 |
| Evergreen Circle | BP0545/50593399-46101 | \$7,000 |
| Kensington Road | BP0546/50593399-46101 | \$10,000 |
| Willowbranch Road | BP0547/50593399-46101 | \$15,000 |
| Quail Ridge Road | BP0548/50593399-46101 | \$8,000 |
| Bluestem Circle | BP0549/50593399-46101 | \$3,000 |
| Northwich Drive | BP0550/50593399-46101 | \$19,565 |
| David Court | BP0551/50593399-46101 | \$3,000 |
| Jackson Drive | BP0552/50593399-46101 | \$36,919 |
| Paul Court | BP0553/50593399-46101 | \$3,000 |
| Teresa Drive | BP0554/50593399-46101 | \$15,000 |
| Morren Drive | BP0555/50593399-46101 | \$30,000 |
| Barb Drive/Court | BP0556/50593399-46101 | \$20,478.48 |
| Vanessa Drive | BP0557/50593399-46101 | \$30,000 |
| Cindy Avenue | BP0558/50593399-46101 | \$15,000 |
| Crestland Drive | BP0559/50593399-46101 | \$20,000 |
| Crest Court | BP0560/50593399-46101 | \$6,000 |
| Crest Place | BP0561/50593399-46101 | \$33,516 |
| 2023 Total: | | \$294,478.48 |
| Total Combined: | | \$614,478.48 |

RECOMMENDATION NO. 1:

Staff recommends final acceptance of the Street Maintenance Bond Program –Asphalt Preventive Maintenance - FYE 2022 and 2023 Locations Project, Contract K-2223-4, and final payment to Innovative Roadway Solutions, LLC in the amount of \$614,478.48.



FYE 2022 Locations (red)
and
FYE 2023 Locations (green)







File Attachments for Item:

11. CONSIDERATION OF AWARDING, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 222312 AND CONTRACT K-2223-21: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND CIMARRON CONSTRUCTION COMPANY IN THE AMOUNT OF \$296,692 FOR THE BUTLER DRIVE DRAINAGE IMPROVEMENT PROJECT, PERFORMANCE BOND B-2223-31, STATUTORY BOND B-2223-32, MAINTENANCE BOND MB-2223-11, AND RESOLUTION R-2223-20 GRANTING TAX-EXEMPT STATUS.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/27/2022

REQUESTER: Jason Murphy, Stormwater Program Manager

PRESENTER: Shawn O'Leary, Public Works Director

ITEM TITLE: CONSIDERATION OF AWARDING, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 2223-12 AND CONTRACT K-2223-21: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND CIMARRON CONSTRUCTION COMPANY IN THE AMOUNT OF \$296,692 FOR THE BUTLER DRIVE DRAINAGE IMPROVEMENT PROJECT, PERFORMANCE BOND B-2223-31, STATUTORY BOND B-2223-32, MAINTENANCE BOND MB-2223-11, AND RESOLUTION R-2223-20 GRANTING TAX-EXEMPT STATUS.

BACKGROUND:

The Stormwater Division sets aside funds each year to address drainage problems around the City. Specific locations are identified during each annual budget process. For FYE 2023, Butler Drive was identified. Several houses along Butler Drive have reported instances of flooding during rain events. In response, staff solicited services from Parkhill to design a solution to mitigate the flooding. The current stormwater infrastructure consists of grass lined channels on both the north and south sides of Butler Drive. The original proposal from Parkhill involved the installation of new area inlets and a new underground storm sewer. Due to extensive utility conflicts, staff, in conjunction with Parkhill, determined the most cost effective solution to be re-grading the existing grass channels and raising the driveway approaches in the affected area to create culvert crossings. A map of the project area is attached to this staff report.

DISCUSSION:

Bid documents and specifications for the Butler Drive Drainage Improvement Project were advertised on July 28, 2022 and August 4, 2022 in accordance with State Law. In addition to advertising bids, staff sent bid document to forty-three (43) contractors directly, including all known contractors specializing in stormwater rehabilitation and maintenance. One (1) bid was received on August 18, 2022.

The low bidder is Cimarron Construction Company, of Oklahoma City, Oklahoma in the amount of \$296,692. This bid is \$18,734.38 or 9.4% below the Engineer's Estimate of \$315,426.38. Staff has carefully reviewed this bid and believes the bid to be competitive and represents a fair price. The bid tabulation is attached.

This project will be funded from the FYE 2023 Butler Drive Project, Construction (account 50599968-46101; Project DR0026).

If approved, construction of the Butler Drive Drainage Improvement Project will begin on October 10, 2022, with an estimated completion of February 7, 2023, weather permitting.

RECOMMENDATION 1:

Staff recommends Bid 2223-12 for the Butler Drive Drainage Improvement Project be awarded to the low bidder, Cimarron Construction Company of Oklahoma City, Oklahoma in the amount of \$296,692.

RECOMMENDATION 2:

Staff further recommends that upon approval of Bid 2223-12, Cimarron Construction Company be authorized and appointed as Project Agent via Resolution R-2223-20 to avoid the payment of sales tax on materials purchases related to the project, and that the following contract and bonds be approved:

Contract K-2223-31

Performance Bond B-2223-31

Statutory Bond B-2223-32

Maintenance Bond MB-2223-11

CITY OF NORMAN
Public Works Department – Engineering
Norman, Oklahoma
August 18, 2022

TABULATION OF QUOTES

The following is a tabulation of quotes received by the City of Norman for the Butler Drive Drainage Improvement Project. Funding for this project is available in the FY23 Butler Drive Project No. DR0026 (Acct. No. 50599967-46101).

| <u>Vendors</u> | <u>Total Bid</u> |
|--|---------------------|
| Cimarron Construction Company Oklahoma City, Oklahoma | \$296,692.00 |
| Engineer’s Estimate | \$315,426.38 |

RECOMMENDATION: That the project be awarded to Cimarron Construction Company in the amount of \$296,692.00 as the lowest and best quote to meet specifications.

City of Norman



Brandon Brooks, EIT, CFM
Staff Engineer

CONTRACT

THIS CONTRACT made and entered into this 4 day of _____, 2022 by and between Cimarron Construction Company LLC as Party of the First Part, hereinafter designated as the CONTRACTOR, and the City of Norman, a municipal corporation, hereinafter designated as the CITY, Party of the Second Part.

WITNESSETH

WHEREAS, the CITY has caused to be prepared in accordance with law, specifications, and other bidding documents for the work hereinafter described and has approved and adopted all 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:

BUTLER DRIVE DRAINAGE IMPROVEMENTS 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 Ninety Six Thousand Six Hundred Ninety Two (DOLLARS);

(NUMERALS) (\$ 296,692.00

).

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-2223-31
Page 1 of 4

2) The CITY shall make payments as stipulated in the contract documents to the CONTRACTOR in the following manner: On or about the first day of each month, the project engineer, or other appropriate person, will make accurate estimates of the value, based on CONTRACT prices, or work done, and materials incorporated in the work and of materials suitably stored at the site thereof during the preceding calendar month. The CONTRACTOR shall furnish to the project engineer, or other appropriate person, such detailed information as he may request to aid him as a guide in the preparation of the monthly estimates.

Each monthly estimate for payment must contain or have attached an affidavit in accordance with the Constitution of the State of Oklahoma, Title 62, Section 310.9.

On completion of the work, but prior to the acceptance thereof by the CITY, it shall be the duty of the project engineer, or other appropriate person, to determine that said work has been completely and fully performed in accordance with said CONTRACT Documents; and upon making such determinations, said official shall make his final certificate to the CITY.

The CONTRACTOR shall furnish proof that all claims and obligations incurred by him in connection with the performance of said work have been fully paid and settled; said information shall be in the form of an affidavit, which shall bear the approval of the surety on the CONTRACT Bonds for payment of the final estimate to the CONTRACTOR; thereupon, the final estimate (including retainages) will be approved and paid.

3) It is further agreed that the CONTRACTOR will commence said work within 10 days following receipt of a NOTICE-TO-PROCEED, and prosecute the same vigorously and continuously. Any suspension of work must be approved by the engineer or the engineer's representative. The contract period is as follows:

BUTLER DRIVE DRAINAGE IMPROVEMENTS PROJECT

- a. 120 Calendar Days
 - 1. 120 Calendar Days does not include weather days
 - i) Weather days to be determined by the engineer or streets superintendent

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 any compensation therefore whatsoever.

Contract No. K-2223-31
Page 2 of 4

7) That if any additional work is performed or additional materials provided by the CONTRACTOR upon authorization by the CITY, the CONTRACTOR shall be compensated therefore at the unit price and as agreed to by both parties in the execution of the Change Order.

8) That the CONTRACTOR shall perform the work and provide the materials strictly in accordance with the specifications as to quality and kind, and all work and materials shall be subject to rejection by the CITY through its authorized representatives for failure to meet such requirements, and in the event of such rejection, the CONTRACTOR shall replace the work and materials without compensation therefore by the CITY.

9) The CONTRACTOR shall complete the work in accordance with the terms of this Agreement. The CONTRACTOR further agrees to pay liquidated damages, as stipulated in the contract document and the General Conditions included in the City of Norman Standard Specifications and Construction Drawings, for each calendar day thereafter.

10) The CONTRACTOR shall furnish surety bonds and certificate of insurance as specified herein which bonds and insurance must be approved by the CITY prior to issuance of the Work Order and commencement of work on the project. The CONTRACTOR shall provide written documentation from the Maintenance Bond Company that all work, including Change Orders, is covered by the Maintenance Bond before final acceptance of the project.

11) IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed, in four (4) duplicate originals, the day and year first above written.

12) To that end, no provision of this CONTRACT or of any such aforementioned document shall be interpreted or given legal effect to create an obligation on the part of the CITY to third persons, including, by way of illustration but not exclusion, sureties upon performance bonds, payment bonds or other bonds, assignees of CONTRACTOR, subcontractors, and persons performing labor, furnishing material or in any other way contributing to or assisting in the performance of the obligations of the CONTRACTOR; nor shall any such provisions be interpreted or given legal effect to afford a defense against any obligation owed or assumed by such third person to the CITY or in any way to restrict the freedom of the third person to the CITY or in any way to restrict the freedom of the CITY to exercise full discretion in its dealing with the Contractor.

13) The sworn, notarized statement below must be signed and notarized before this Contract will become effective.

STATE OF Oklahoma)
) ss:
COUNTY OF Oklahoma)

Don E Noble, of lawful age, being first duly sworn, on oath says that 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.



Don E Noble
Contractor

Contract No. K-2223-31
Page 3 of 4

Subscribed and sworn to before me this 26th day of August, 2022.

Notary Public

IN WITNESS WHEREOF, the said parties of the First and Second Part have hereunto set their hands and seals respectively the 26th day of August 2022, and the 26th day of August, 2022.

(Corporate Seal) (where applicable)



Principal

Signed: Don G. Miller, Pres.

Title: President

Address 3501 NE 63rd St.

Telephone: 405.728.1555

ATTEST:

Authorized Representative

Chris McManis
Corporate Secretary (where applicable)



CITY OF NORMAN:

Approved as to form and legality this 21 day of September 2022.

Elizabeth M. Shudele
City Attorney

Approved by the Council of the City of Norman, this ___ day of _____, 20__.

ATTEST:

City Clerk

Mayor

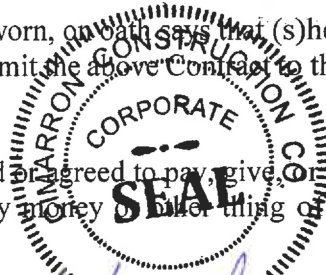
Contract No. K-2223-31
Page 4 of 4

CONTRACT AFFIDAVIT

STATE OF Oklahoma)
) ss:
COUNTY OF Oklahoma)

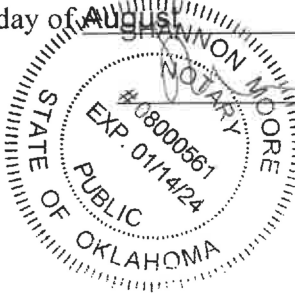
Don E Noble, of lawful age, being first duly sworn, on oath says that (s)he is the Agent authorized by the Firm of Cimarron Construction Company LLC to submit the above Contract to the City of Norman, Oklahoma.

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.



Don E Noble
Contractor

Subscribed and sworn to before me this 26th day of August, 2022 .



Shannon Moore
Notary Public

My Commission Expires:
01-14-24

PERFORMANCE BOND Bond No: 9410688

Know all men by these presents, that Cimarron Construction Company as PRINCIPAL, and Fidelity and Deposit Company of Maryland Corporation organized under the laws of the State of Illinois and authorized to transact business in the State of Oklahoma, as SURETY, are held and firmly bound unto THE CITY OF NORMAN, a Municipal Corporation of the State of Oklahoma, herein called CITY, in the sum of Two Hundred Ninety Six Thousand Six Hundred Ninety Two & 00/100-- DOLLARS, (\$ 296,692.00), 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:

BUTLER DRIVE DRAINAGE IMPROVEMENTS PROJECT

has entered into a written CONTRACT (K-2223-31) with THE CITY OF NORMAN, dated this _____ day of _____, 20__ for the erection and construction of this PROJECT, that CONTRACT being incorporated herein by reference as if fully set forth.

NOW, THEREFORE, if PRINCIPAL shall, in all particulars, well and truly perform and abide by said CONTRACT and all specifications and covenants thereto; and if the PRINCIPAL shall promptly pay or cause to be paid all indebtedness incurred for labor and materials and repairs to and parts for equipment furnished in the making of this PROJECT, whether incurred by the PRINCIPAL or subcontractors; and if the PRINCIPAL shall protect and hold harmless the CITY from all loss, damage, and expense to life or property suffered or sustained by any person, firm, or corporation caused by PRINCIPAL or his or its agents, servants, or employees in the construction of the PROJECT, or by or in consequence of any negligence, carelessness or misconduct in guarding and protecting the same, or from any act or omission of PRINCIPAL of his or its agents, servants, or employees; and if the PRINCIPAL shall protect and save the CITY harmless from all suits and claims of infringement or alleged infringement or patent rights or processes, then this obligation shall be null and void. Otherwise, this obligation shall remain in full force and effect.

It is further expressly agreed and understood by the parties hereto that no changes or alterations in the CONTRACT and no deviations from the plan or mode of procedure herein fixed shall have the effect of releasing the sureties, or any of them, from the obligations of this Bond.

It is further expressly agreed that the Principal's obligations under this Bond include payment of not less than the prevailing hourly rate of wages as established by the Commissioner of Labor of the State of Oklahoma and by the Secretary of the U.S. Department of Labor or as determined by a court on appeal.

IN WITNESS WHEREOF, the PRINCIPAL has caused these presents to be executed in its name and its corporate seal (where applicable) to be hereunto affixed by its duly authorized representative(s), and the _____ day of _____, 20__ and the SURETY has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its authorized representative(s) on the day of _____, 20__.

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 21 day of Sept, 2022
by Elizabeth Shukala
City Attorney

Approved by the Council of the City of Norman this _____ day of _____, 20__.

ATTEST:

City Clerk

Mayor

Performance Bond No. B-2223-31

STATUTORY BOND Bond No: 9410688

Know all men by these presents that Cimarron Construction Company as PRINCIPAL, and Fidelity and Deposit Company of Maryland, a corporation organized under the laws of the State of Illinois, and authorized to transact business in the State of Oklahoma, as Surety, are held and firmly bound unto the State of Oklahoma in the sum of Two Hundred Ninety Six Thousand Six Hundred Ninety Two & 00/100--- DOLLARS (\$296,692.00), 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:

BUTLER DRIVE DRAINAGE IMPROVEMENTS PROJECT

has entered into a written CONTRACT (K-2223-31) with THE CITY OF NORMAN, dated this ___ day of ___, 20___, for the erection and construction of this PROJECT, that CONTRACT being incorporated herein by reference as if fully set forth.

NOW, THEREFORE, if the PRINCIPAL, shall properly and promptly complete the work on this PROJECT in accordance with the CONTRACT, and shall well and truly pay all indebtedness incurred for labor and materials and repairs to and parts for equipment furnished in the making of the PROJECT, whether incurred by the PRINCIPAL, his subcontractors, or any material men, then this obligation shall be void. Otherwise this obligation shall remain in full force and effect. If debts are not paid within thirty (30) days after the same becomes due and payable, the person, firm, or corporation entitled thereto may sue and recover on this Bond, subject to the provisions of 61 O.S. S2, for the amount so due and unpaid.

It is further expressly agreed and understood by the parties hereto that no changes or alterations in said CONTRACT and no deviations from the plan or mode of procedure herein fixed shall have the effect of releasing the SURETIES, or any of them, from the obligation of this Bond.

It is further expressly agreed that the Principal's obligations under this Bond include payment of not less than the prevailing hourly rate of wages as established by the Commissioner of Labor of the State of Oklahoma and by the Secretary of the U.S. Department of Labor or as determined by a court on appeal.

IN WITNESS WHEREOF, the PRINCIPAL has caused these presents to be executed in its name and its corporate seal (where applicable) to be hereunto affixed by its duly authorized representative(s), on the ___ day of ___, 20___, and the SURETY has caused these presents to be executed on its name and its corporate seal to be hereunto affixed by its authorized representative on the ___ day of ___, 20___.

(Corporate Seal) (where applicable)

ATTEST

Corporate Secretary (where applicable)

Principal Cimarron Construction Company
Signed: Don E. Noble
Authorized Representative
Title: Don E. Noble, President



Address: 3501 NE 63rd Street

Oklahoma City, OK 73121

Telephone: 405-728-1555

Statutory Bond No. B-2223-32
Page 1 of 3

(Corporate Seal) (where applicable)

ATTEST: Becky Killman
Becky Killman, Witness

Surety: Fidelity and Deposit Company of Maryland

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

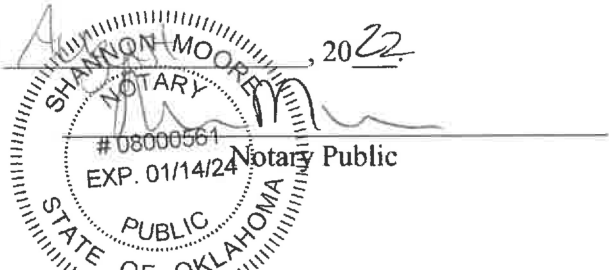
CORPORATE ACKNOWLEDGEMENT

STATE OF Oklahoma)
) ss:
COUNTY OF Oklahoma)

The foregoing instrument was acknowledge before me this 26th day of August, 2022, by Don E. Noble, President (Name and Title), of Cameron Construction Company a(n) corporation, on behalf of the corporation.

WITNESS my hand and seal this 26th day of August, 2022.

My Commission Expires: 01-14-24



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 21 day of Sept, 2021
Clisabeth Shihole
 City Attorney

Approved by the Council of the City of Norman this _____ day of _____, 20____.

ATTEST:

 City Clerk

 Mayor

Statutory Bond No. B-2223-32
 Page 3 of 3

CITY OF NORMAN

Bond No: 9410688

MAINTENANCE BOND

Know all men by these presents that Cimarron Construction Company, as Principal, and Fidelity and Deposit Company of Maryland, a corporation organized under the laws of the State of Illinois, and authorized to transact business in the State of Oklahoma, as SURETY, are held and firmly bound unto THE CITY OF NORMAN, a Municipal Corporation of the State of Oklahoma, herein called CITY, in the sum of Seventy Four Thousand One Hundred Seventy Three & 00/100-- DOLLARS (\$), such sum being not less than twenty-five percent (25%) of the total contract price and being in force for a period of three years from the date of the acceptance of the below described improvements by the City Council, 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:

BUTLER DRIVE DRAINAGE IMPROVEMENTS PROJECT

has entered into a written CONTRACT (K-2223-31) with the CITY OF NORMAN, dated this ___ day of _____, 20___ 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 three (3) years from the date of the written final acceptance by the CITY, then this obligation shall be null and void. The amount of the Maintenance Bond shall be 25 % of the contract amount. Otherwise, this obligation shall remain in full force and effect at all times.

Provided further, however, that upon neglect, failure or refusal of the PRINCIPAL to maintain or make any needed repairs upon the construction on the PROJECT, as set out in the preceding paragraph, within ten (10) days after the mailing of notice to the PRINCIPAL by letter deposited in the United States Post Office at Norman, Oklahoma, addressed to the PRINCIPAL at the address set forth below, then the PRINCIPAL and SURETY shall jointly and severally be liable to the CITY for the cost and expense for making such repair, or otherwise maintaining the said construction.

It is further expressly agreed and understood by the parties hereto that no changes or alterations in said CONTRACT and no deviations from the plan or mode of procedure herein fixed shall have the effect of releasing the sureties, or any of them, from the obligations of this Bond.

Maintenance Bond No. MB-2223-11

Page 1 of 3

IN WITNESS WHEREOF, the said PRINCIPAL has caused these presents to be executed in its name and its corporate seal (where applicable) to be hereunto affixed by its duly authorized

representative(s), on the ___ day of _____, 20___, 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 _____, 20___.



(Corporate Seal) (where applicable)

ATTEST:

Principal Signed: Don E. Noble
Authorized Representative
Title: Don E. Noble, President

Corporate Secretary (where applicable)

Address: 3501 NE 63rd Street
Oklahoma City, OK 73121

Telephone: 405-728-1555

(Corporate Seal) (where applicable)

ATTEST: Becky Killman
Becky Killman, Witness

Surety: Fidelity and Deposit Company of Maryland

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

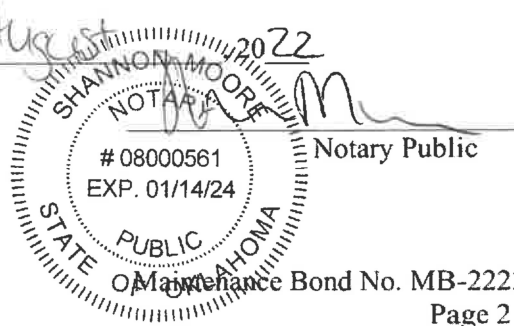
STATE OF Oklahoma)
) ss:
COUNTY OF Oklahoma)

The foregoing instrument was acknowledge before me this 26th day of August, 2022 by Don E. Noble - President (Name and Title), of Cimarron Construction Company a(n) corporation, on behalf of the corporation.

WITNESS my hand and seal this 26th day of August 2022

My Commission Expires:

01-14-2024



Maintenance Bond No. MB-2223-11
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) _____ (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 21 day of Sept, 2022.

Elizabeth M. Mckel
City Attorney

Approved by the Council of the City of Norman this _____ day of _____, 20____.

ATTEST:

City Clerk

Mayor

**ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND
POWER OF ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS: That the ZURICH AMERICAN INSURANCE COMPANY, a corporation of the State of New York, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, a corporation of the State of Illinois, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND a corporation of the State of Illinois (herein collectively called the "Companies"), by **Robert D. Murray, Vice President**, in pursuance of authority granted by Article V, Section 8, of the By-Laws of said Companies, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof, do hereby nominate, constitute, and appoint **Clayton HOWELL, Vicki WILSON, Robert JENSEN, Austin K. GREENHAW, J. Kelly DEER, Shelli R. SAMSEL, Travis E. BROWN, Jamie BURRIS, Vaughn P. GRAHAM, Vaughn P. Graham, Jr., Stephen M. POLEMAN, Deborah L. RAPER, Dwight A. PILGRIM, Gary LILES, Randy D. WEBB, Bobby Joe YOUNG, Aaron WOOLSEY, Carey L. KENNEMER and Cathy COMBS, all of Oklahoma City, Oklahoma**, its true and lawful agent and Attorney-in-Fact, to make, execute, seal and deliver, for, and on its behalf as surety, and as its act and deed: **any and all bonds and undertakings**, and the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Companies, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the ZURICH AMERICAN INSURANCE COMPANY at its office in New York, New York., the regularly elected officers of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at its office in Owings Mills, Maryland., and the regularly elected officers of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at its office in Owings Mills, Maryland., in their own proper persons

The said Vice President does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article V, Section 8, of the By-Laws of said Companies, and is now in force.

IN WITNESS WHEREOF, the said Vice-President has hereunto subscribed his/her names and affixed the Corporate Seals of the said **ZURICH AMERICAN INSURANCE COMPANY, COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and FIDELITY AND DEPOSIT COMPANY OF MARYLAND**, this 26th day of September, A.D. 2019.



**ATTEST:
ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND**

By: *Robert D. Murray*
Vice President

By: *Dawn E. Brown*
Secretary

**State of Maryland
County of Baltimore**

On this 26th day of September, A.D. 2019, before the subscriber, a Notary Public of the State of Maryland, duly commissioned and qualified, **Robert D. Murray, Vice President and Dawn E. Brown, Secretary** of the Companies, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and acknowledged the execution of same, and being by me duly sworn, depose and saith, that he/she is the said officer of the Company aforesaid, and that the seals affixed to the preceding instrument are the Corporate Seals of said Companies, and that the said Corporate Seals and the signature as such officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporations.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.



Constance A. Dunn, Notary Public
My Commission Expires: July 9, 2023

EXTRACT FROM BY-LAWS OF THE COMPANIES

"Article V, Section 8, Attorneys-in-Fact. The Chief Executive Officer, the President, or any Executive Vice President or Vice President may, by written instrument under the attested corporate seal, appoint attorneys-in-fact with authority to execute bonds, policies, recognizances, stipulations, undertakings, or other like instruments on behalf of the Company, and may authorize any officer or any such attorney-in-fact to affix the corporate seal thereto; and may with or without cause modify or revoke any such appointment or authority at any time."

CERTIFICATE

I, the undersigned, Vice President of the ZURICH AMERICAN INSURANCE COMPANY, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the foregoing Power of Attorney is still in full force and effect on the date of this certificate; and I do further certify that Article V, Section 8, of the By-Laws of the Companies is still in force.

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the ZURICH AMERICAN INSURANCE COMPANY at a meeting duly called and held on the 15th day of December 1998.

RESOLVED: "That the signature of the President or a Vice President and the attesting signature of a Secretary or an Assistant Secretary and the Seal of the Company may be affixed by facsimile on any Power of Attorney...Any such Power or any certificate thereof bearing such facsimile signature and seal shall be valid and binding on the Company."

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at a meeting duly called and held on the 5th day of May, 1994, and the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 10th day of May, 1990.

RESOLVED: "That the facsimile or mechanically reproduced seal of the company and facsimile or mechanically reproduced signature of any Vice-President, Secretary, or Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seals of the said Companies, this _____ day of _____, 2022.



Brian M. Hodges, Vice President

TO REPORT A CLAIM WITH REGARD TO A SURETY BOND, PLEASE SUBMIT A COMPLETE DESCRIPTION OF THE CLAIM INCLUDING THE PRINCIPAL ON THE BOND, THE BOND NUMBER, AND YOUR CONTACT INFORMATION TO:

Zurich Surety Claims
1299 Zurich Way
Schaumburg, IL 60196-1056
www.reportsfclaims@zurichna.com
800-626-4577



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.

Butler Drive Flood Mitigation Project

File Attachments for Item:

12. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2223-37: A CONTRACT BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND COVE ENVIRONMENTAL L.L.C., TO PROVIDE WHOLE TOXICITY EVALUATION (WET) TESTING SERVICES AND OTHER BIOMONITORING SERVICES ON A UNIT PRICE BASIS.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/13/2022

REQUESTER: Steve Hardeman, Utilities Manager – Water Reclamation Facility

PRESENTER: Steve Hardeman, Utilities Manager – Water Reclamation Facility

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2223-37: A CONTRACT BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND COVE ENVIRONMENTAL L.L.C., TO PROVIDE WHOLE TOXICITY EVALUATION (WET) TESTING SERVICES AND OTHER BIOMONITORING SERVICES ON A UNIT PRICE BASIS.

BACKGROUND:

The Water Reclamation Facility sent out Request for Proposals (RFP) in June and three different laboratory services companies answered the request:

Bio-Analytical Labs, Doyline, Louisiana
 Bio-Aquatics Labs, Carrollton, Texas
 Cove Environmental, L.L.C., Stillwater, Oklahoma

Cove Environmental, L.L.C., was selected based on ranking criteria, which included the Oklahoma Department of Environmental Quality certification, price, Environmental Protection Agency (EPA) performance evaluation results and reporting capabilities.

DISCUSSION:

WET testing funding is included in the following accounts for FYE 23. WET testing funding is part of the accounts below.

- Environmental Services-Laboratory Testing (32955343-44020)
- Water Reclamation Fund - Laboratory Testing (32955244-44020)
- Water Reclamation Fund - Sludge Testing (32955145-44020)

RECOMMENDATION:

Staff recommends Norman Utilities Authority approve the contract K-2223-37 with Cove Environmental, L.L.C., for WET Testing Services.

Consulting and Lab Services Agreement

THIS AGREEMENT, made and entered into effective this ____ day of _____, 2022, by and between NORMAN UTILITIES AUTHORITY, a municipal corporation, hereinafter referred to as “CLIENT”, and Cove Environmental LLC., having principal offices at 3400 W. Lakeview Road, Stillwater, Oklahoma 74075 hereinafter referred to as “CONSULTANT”.

Analytical Services: Bio-Monitoring Program/ Whole Effluent Toxicity Testing

WITNESSETH THAT:

WHEREAS, CLIENT desires to have CONSULTANT provide services, which may include consulting, engineering, procurement and other services mutually acceptable to CONSULTANT and CLIENT, hereinafter referred to as the “Work”, and

WHEREAS, CONSULTANT has the resources, technically competent personnel and the desire to undertake the Work, and

WHEREAS, the parties hereto desire that the Work be performed on the basis of the terms provided herein.

NOW THEREFORE, CLIENT and CONSULTANT, for and in consideration of the mutual covenants and agreements herein contained, agree as follows:

ARTICLE 1. DEFINITION OF THE WORK

1.1 The Work to be provided by CONSULTANT under this Agreement shall consist of Environmental Regulatory Consulting and Testing Services and other services to the extent mutually agreed upon by CLIENT and CONSULTANT. In general terms, the Environmental Regulatory Consulting Services shall include Whole Effluent Toxicity (WET) testing, Toxicity Identification Evaluation (TIE) and Toxicity Reduction Evaluation (TRE) as required of the Authority by the Oklahoma Department of Environmental Quality (ODEQ) through Oklahoma Pollutant Discharge Elimination System Monitoring Permit (OPDES) Number OK0029190.

1.2 WET Testing

1.2.1 WET tests shall be conducted in accordance with the specifications in the Authority’s OPDES Permit Number OK0029190, and/or any other requirements specified by ODEQ.

1.2.2 Test organisms are Pimephales promelas (fathead minnows) and Ceriodaphnia dubia (water flea).

- 1.2.3 The following test methods shall be used:
- a. *Ceriodaphnia dubia* (water flea) chronic static renewal 7-day survival and reproduction test, Method 1002.0, EPA-821-R-02-013 (October 2002), or the most recent update thereof.
 - b. *Pimephales promelas* (Fathead minnow) chronic static renewal 7-day larval survival and growth test, Method 1000.0, EPA-821-R-02-013 (October 2002), or most recent update thereof.
- 1.2.4 Concurrent effluent testing with *Pimephales promelas*, 7-day chronic NOEC static renewal, freshwater tests:
- a. Total ammonia and pH analysis is to be conducted on each sample upon arrival.
- 1.2.5 OPDES Permit Number OK0029190 requires that WET tests be conducted quarterly with retests required as needed. CONSULTANT shall coordinate the sampling schedule with CLIENT.
- 1.2.6 A written report detailing the results of each WET test, whether completed or not, shall be submitted to the Norman Water Reclamation division within ten (10) working days of the termination of the test. Either the Lab Manager or Plant Manager for the Norman Water Reclamation division shall be contacted by telephone or email within two (2) business days after completion of each WET test and notified of the test results. Failure to do so will result in a deduction of (20%) twenty percent of the cost of the Work, per day of delay, up to the full price of the Work. Repeated failures to provide data in a timely manner may be grounds for termination of this agreement.
- 1.3 TRE/TIE Services
- 1.3.1 If necessary, the CONSULTANT will work with CLIENT to develop a TRE Plan, acceptable to ODEQ, for implementation in the event that it becomes necessary.
 - 1.3.2 In the event that failed WET tests result in a requirement that the CLIENT conduct a TRE/TIE, the selected firm will work with staff from the Norman Water Reclamation division to implement the TRE Plan.
 - 1.3.3 The CONSULTANT is responsible for preparing the required reports for submittal to ODEQ, at the intervals required by ODEQ, detailing the results and progress of the implementation of the TRE Plan. All such reports shall be provided to the Plant Manager for the Norman Water Reclamation division ten (10) working days prior to the report's ODEQ due date. Failure to do so will result in a deduction of (20%) twenty percent of the cost of the Work, per day of delay, up to the full price of the Work.

Repeated failures to provide data in a timely manner may be grounds for termination of this agreement.

ARTICLE 2. CLIENT CONTACTS

- 2.1 The CLIENT designates the following people as designated representatives for the purposes of this agreement unless otherwise stated:
- 2.1.1 Utilities Plant Manager, Norman Water Reclamation Division
 - 2.1.2 Utilities Supervisor, Norman Water Reclamation Division
 - 2.1.3 Environmental Services Coordinator, Environmental Services Division
 - 2.1.4 Assistant Environmental Services Coordinator, Environmental Services Division
 - 2.1.5 Lab Manager, Norman Water Reclamation Division
 - 2.1.6 Administrative Technician III, Norman Water Reclamation Division

ARTICLE 3. SAMPLES AND SHIPPING

- 3.1 CONSULTANT shall provide all necessary unused sample containers that are BPA free, ice chests, refrigeration/cooling packs or containers, shipping labels, and chain of custody forms for proper sample handling in accordance with EPA, ODEQ, and Standard Methods for the Examination of Water and Wastewater QA/QC requirements.
- 3.2 All shipping cost will be paid by CONSULTANT.
- 3.3 Sample collection, shipping, and testing will be scheduled with the Lab Manager for the Norman Water Reclamation division.
- 3.4 CONSULTANT must have qualified personnel available to receive samples when they are scheduled to arrive.
- 3.5 CONSULTANT must record the temperature of the samples upon arrival at the laboratory.
- 3.6 CONSULTANT shall immediately notify the Lab Manager for the Norman Water Reclamation division (phone call or email) when a scheduled sample has not been received by the specified time on the date expected.

- 3.7 Transportation of samples shall occur in a timely manner so as not to exceed allowable sample holding times.

ARTICLE 4. CHANGES; TIME OF PERFORMANCE

CONSULTANT shall initiate Work upon notice by CLIENT to do so and shall exert reasonable efforts to complete same by the date mutually agreed upon. The CLIENT reserves the right to add to or subtract from the estimated quantities or amount of Work as discussed in the RFP. The Work to be performed or deducted shall be at the unit price listed in the price schedule in Exhibit A.

ARTICLE 5. COMPENSATION TO CONSULTANT

CLIENT shall pay CONSULTANT for (i) Compliance Testing and TIE/TRE unit prices as set forth in Exhibit A, (ii) Staff Charges set forth in Exhibit B for additional time spent by CONSULTANT personnel on any additional Work requested by CLIENT that is excluded from what was set forth in Exhibit A, and (iii) the other reimbursable costs and expenses (“Reimbursable Costs”) described in Exhibit B. The rates for Staff Charges and Reimbursable Costs are firm through September 27, 2025 and shall be subject to annual adjustment effective January 1st of each calendar year.

| | |
|---------------------------------------|---|
| CLIENT’s invoices shall be mailed to: | CONSULTANT’s payments shall be mailed to: |
| Norman Water Reclamation Facility | Cove Environmental LLC. (vendor #13364) |
| P.O. Box 370 | 3400 W. Lakeview Rd |
| Norman, Oklahoma, 73070 | Stillwater, Oklahoma 74075 |

ARTICLE 6. INVOICING AND PAYMENT

- 6.1 CLIENT shall make all payments in United States dollars by check or by wire transfer to a bank account designated by CONSULTANT from time to time during the term of this Agreement. CONSULTANT shall invoice the CLIENT for each biomonitoring test once the report has been accepted. CONSULTANT shall invoice the CLIENT for each TIE/TRE report upon its acceptance by the CLIENT. CLIENT shall pay the full amount of such invoices within thirty (30) calendar days of invoice date. CONSULTANT may assess and CLIENT shall pay finance charges of no more than 1.5% per month on past due balances for accounts more than ten (10) days past due and will begin to accrue on a daily basis, beginning the 11th day past due. Payments by CLIENT will thereafter be applied first to accrued interest and then to the principal unpaid balance. Any attorney fees, court costs, or other costs incurred by CONSULTANT in collection of delinquent accounts shall be paid by CLIENT. CONSULTANT reserves the right to discontinue working on projects if payment

is not received within thirty (30) days of the due date for each invoice. If a WET test fails to meet the minimum control performance criteria, the CONSULTANT must initiate a new test at their own expense. The CLIENT will provide replacement effluent samples.

- 6.2 CLIENT shall inform CONSULTANT of any errors or inconsistencies and CONSULTANT shall correct the same before the CLIENT is required to pay the invoice.
- 6.3 The CONSULTANT 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 the CLIENT through one of its designated representatives; and that in the event any additional Work or materials are provided by the CONSULTANT without such authorization, the CONSULTANT shall not be entitled to any compensation therefore whatsoever.

ARTICLE 7. TERMINATION

CLIENT shall have the right to terminate the Work upon a 30 days written notice to CONSULTANT regardless of reason. Any violation of this agreement shall constitute a breach and default of this agreement. Upon such breach, the Authority shall have the right to immediately terminate the agreement and withhold further payments. Such termination shall not relieve the selected firm of any liability to the Authority for damages sustained by virtue of a breach of the selected firm.

ARTICLE 8. CONFIDENTIAL INFORMATION

- 8.1 CONSULTANT shall treat as confidential information furnished by CLIENT which CLIENT identifies as being confidential and shall return to CLIENT, upon written notice by CLIENT, except for one (1) file copy so that CONSULTANT may determine legal obligations it may have hereunder. CONSULTANT shall agree not to use said confidential information furnished by CLIENT except in connection with the Work. The foregoing obligations shall not apply to information that:
- 8.1.1 is or becomes available to the public through sources independent of or through no fault of CONSULTANT, or
 - 8.1.2 is in CONSULTANT's possession prior to the receipt of information from CLIENT, or
 - 8.1.3 is received by CONSULTANT from a third party who has the right to disclose same, or
 - 8.1.4 is subsequently independently developed without reference to CLIENT's information, or
 - 8.1.5 is required to be disclosed by CONSULTANT pursuant to court order.

- 8.2 CONSULTANT's obligations under this Article with respect to confidential information shall remain in effect for a period of two (2) years after receipt by CONSULTANT of same.

ARTICLE 9. RESPONSIBILITY OF CONSULTANT

- 9.1 The CONSULTANT shall maintain certification with the Oklahoma Department of Environmental Quality (ODEQ) and The National Environmental Laboratory Accreditation Conference Institute (TNI) to perform all of the laboratory analysis agreed to in this Agreement. If this certification is terminated for whatever reason, the CONSULTANT shall immediately notify the CLIENT. Loss of ODEQ or TNI certification may be grounds for termination of this agreement.
- 9.2 All laboratory work, including the statistical analysis, quality control review, and project management shall be performed by qualified personnel with at least three (3) years of experience performing such work.
- 9.3 Quality Assurance/Quality Control Program
- 9.3.1 CONSULTANT will participate in EPA DMR-QA and Water Pollution Studies for all parameters covered in this contract. The laboratory shall participate in one or both studies by conducting analysis using test samples obtained from an EPQ approved source and report the test results to the CLIENT.
- 9.3.2 CONSULTANT shall adhere to a comprehensive and well-documented quality control program. The program shall be sufficient to validate all analytical data used for EPA and ODEQ permit compliance.
- 9.3.3 Quality assurance and quality control (QA/QC) procedures associated with the appropriate test method must be followed with each test. Documentation of the QA/QC shall be included with all WET test reports, in a form acceptable to US EPA and ODEQ, with each WET test report.
- 9.4 CONSULTANT will perform its Work in accordance with the standards of care and diligence normally practiced by recognized consulting and engineering firms in performing services of a similar nature. CONSULTANT will also perform its Work in compliance to the standards written in CLIENT's Oklahoma Pollutant Discharge Elimination System (OPDES) permit #0029190 and the Code of Federal Regulations Chapter 40 Part 136(40 CFR Part 136). These are a part of this Agreement as fully as if the same were set out at length. The Work done must be to the standards established by the Environmental Protection Agency and Oklahoma Department of Environmental Quality. No other guarantees are included or intended in this Agreement or in any report, opinion, deliverable, work product or other document delivered by CONSULTANT to CLIENT in connection with the services provided by CONSULTANT to CLIENT.

ARTICLE 10. FORCE MAJEURE

If either party is rendered unable, wholly or in part, by force majeure to carry out its obligations under this Agreement, other than CLIENT's obligation to make payments hereunder, that party shall give to the other party prompt written notice of the force majeure with reasonably full particulars concerning it. Thereupon the obligations of the party giving notice, so far as they are affected by the force majeure, shall be suspended during, but no longer than, the continuance of the force majeure. The affected party shall use reasonable diligence to remove the force majeure. The term "force majeure", as herein employed, shall without limitation, mean an act of God, strike, lockout, or other industrial disturbance, act of the public enemy, war, blockage, public riot, lightning, fire, storm, flood, explosion, governmental restraint, or other cause, whether of the kind specifically enumerated above or otherwise, which is not reasonably within the control of the party claiming suspension.

ARTICLE 11. GOVERNING LAW

This Agreement shall be construed and the rights of the parties hereto shall be determined in accordance with the laws of the State of Oklahoma without reference to its conflict of laws provisions.

ARTICLE 12. ASSIGNMENTS AND SUBCONTRACTS

Notwithstanding the foregoing, CONSULTANT, may subcontract a portion of the Work to an affiliate of CONSULTANT after giving notice to and approval from CLIENT. In no case shall such subcontract relieve CONSULTANT of its obligations under this Agreement; provided, however, that if portions of the Work are so subcontracted, this Agreement sets forth the overall aggregate liability of CONSULTANT and its affiliates with respect to the Work, and control and inure to the benefit of such affiliates.

ARTICLE 13. INSURANCE

CONSULTANT shall, at its sole cost, obtain and maintain in force for the duration of the Agreement insurance of the following types, with limits not less than those set forth below:

- 13.1 Workers' Compensation Insurance, including occupational illness or disease coverage, in accordance with the laws of the nation, state, territory or province having jurisdiction over CONSULTANT's employees and Employer's Liability Insurance with a minimum limit of \$1,000,000 per accident, and \$1,000,000 per employee for bodily injury by disease, and \$1,000,000 policy limit. CONSULTANT shall not utilize occupational accident or health insurance policies, or the equivalent, in lieu of mandatory Workers' Compensation Insurance, or otherwise attempt to opt out of the statutory Workers' Compensation system.

- 13.2 Automobile Liability Insurance covering use of all automobiles with a minimum combined single limit of liability for bodily injury and property damage of \$1,000,000 per occurrence. This policy shall be endorsed to name CLIENT, including its affiliates, directors and employees, as additional insureds to the extent of CONSULTANT's acts or omissions or the acts or omissions of those acting on CONSULTANT's behalf.
- 13.3 Commercial General Liability Insurance ("Occurrence Form") with a minimum combined single limit of liability of \$1,000,000 each occurrence for bodily injury and property damage; with a minimum limit of liability of \$1,000,000 each person for personal and advertising injury liability; and a minimum limit of liability of \$1,000,000 each occurrence for products/completed operations liability. Such policy shall have a general aggregate limit of not less than \$1,000,000. The policy shall be endorsed to name CLIENT, including its affiliates, directors and employees, as additional insureds to the extent of CONSULTANT's acts or omissions or the acts or omissions of those acting on CONSULTANT's behalf.
- 13.4 Professional liability and Contractor's Pollution liability insurance in the amount of \$1,000,000 per claim/\$1,000,000 per aggregate.
- 13.5 Umbrella/excess liability insurance on an occurrence basis, providing coverage in excess of underlying insurance described in this Article 13 and which is at least as broad as each and every one of the underlying policies, with limits of \$9,000,000 per occurrence and annual aggregate limit.1
- 13.6 CLIENT and CONSULTANT hereby release the other, including affiliates, directors, members, managers, officers, employees and agents, and shall cause the insurers to waive their rights of subrogation against such released parties with respect to coverages referred to in this Article, for and with respect to losses or claims for bodily injury, property damage or other insured claims arising out of performance under this Agreement.
- 13.7 Certificates of Insurance satisfactory in form to CLIENT (ACCORD form or equivalent) shall be supplied to CLIENT evidencing that the insurance required above is in force, that not less than thirty (30) days written notice will be given to CLIENT prior to cancellation, and that the waivers of subrogation are in force. CONSULTANT shall also provide with its Certificate of Insurance executed copies of the additional insured endorsements required in this Article 13.
- 13.8 The foregoing insurance coverages shall be primary and non-contributing (except Automobile Liability) with respect to other insurance or self insurance which may be maintained by CLIENT.

ARTICLE 14. NON-SOLICITATION

CLIENT understands that CONSULTANT's personnel are assigned to CLIENT to render temporary service and are not employees of CLIENT nor assigned to become employed by CLIENT. CLIENT acknowledges that CONSULTANT has incurred considerable expense to recruit, train and maintain its employees. Accordingly, CLIENT will not, without the written consent of CONSULTANT and compensation for CONSULTANT's loss: (i) hire or solicit for hire

employees of CONSULTANT, (ii) hire or solicit for hire former employees of CONSULTANT within the 6 month period following the termination of their employment with CONSULTANT, or (iii) interfere with the employment or contractual relationship between CONSULTANT and its employees (the "Obligations"). Should CLIENT fail to comply with the Obligations and one or more of CONSULTANT's employees accept employment with CLIENT, CLIENT agrees to pay CONSULTANT an amount equal to the greater of \$25,000 or 3 months of compensation rate for each such employee, which payment or payments shall constitute CONSULTANT's sole and exclusive remedy for issues related to such employment by CLIENT, in lieu of other remedies or causes of action.

ARTICLE 15. NOTICES

All notices, requests, approvals, authorizations, consents and other communications required or permitted under this Agreement shall be in writing (whether or not expressly stated as to be in writing hereunder) and shall be (as elected by the person giving such notice) hand delivered by messenger or overnight courier service, mailed (airmail, if international) by registered or certified mail (postage prepaid), return receipt requested, or sent via facsimile addressed to:

CLIENT: Norman Water Reclamation Facility
Mr. Steven Hardeman, Plant Manager
Norman Water Reclamation Facility
3500 Jenkins Ave
Norman, OK 73072
Phone: 405-292-9726
Fax: 405-292-9735
Email: steve.hardeman@normanok.gov
Email: donna.meyer@normanok.gov

CONSULTANT: Cove Environmental LLC.
Attention: Justin Scott; Technical Director
3400 W. Lakeview Rd.
Stillwater, OK 74075
Phone: (405) 372-2122

Email: justin@covesciences.com
Email: shannon@covesciences.com

Each such notice shall be deemed delivered (i) on the date delivered if by hand delivery or overnight courier service or facsimile, and (ii) on the date upon which the return receipt is signed or delivery is refused or the notice is designated by the postal authorities as not deliverable, as the

case may be, if mailed (provided, however, if such actual delivery occurs after 5:00 p.m. (local time where received), then such notice or demand shall be deemed delivered on the immediately following Business Day after the actual day of delivery). By giving to the other parties at least fifteen (15) days written notice thereof, the parties hereto shall have the right from time to time and at any time during the term of this Agreement to change their respective addresses.

ARTICLE 16. ENTIRETY OF AGREEMENT

This Agreement contains the entire contract, between the parties hereto, and there are no other promises, contracts, or warranties affecting it, and previous contracts and communications relative to the Work are hereof superseded. The parties contemplate that Purchase Orders, Job Orders or any other forms of payment authorization may be issued to CONSULTANT setting forth the scope of services to be performed, compensation and other special terms. The terms and conditions of this Agreement shall apply to each such Purchase Order, Job Order or any other form of payment authorization and shall take precedence over any conflicting or similar term and condition. The headings in this Agreement shall not be deemed part hereof or taken into consideration in the interpretations hereof.

ARTICLE 17. COUNTERPARTS

This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute but one agreement. The Parties agree that a signature to this Agreement delivered by a facsimile transmission or PDF format via electronic mail shall be deemed an original signature to this Agreement for all purposes hereof.

ARTICLE 18. CONTRACT TERM AND RENEWAL

Unless terminated under the provisions of Article 7, this contract shall remain in effect for one year from the date of the signed Agreement. The Agreement may be renewed on an annual basis for up to an additional two years upon agreement of both parties.

Exhibit A

Cost Estimate

Quarterly Compliance Tests

Cove proposes to perform this scope of work described in the Technical Proposal. A breakdown of costs is included in the table below. All WET tests costs include sample kits, sample-pick up by a Cove employee, test costs, and final reports. Any repeat WET tests required due to test failure will be charged at the listed test price. Any repeat WET tests required due to test control failure will not result in additional charges to the City of Norman. **Compliance Test Cost Table**

| Test Type | Price Per Unit | Units/Quarter | Total Costs |
|---|-----------------------|----------------------|--------------------|
| Fathead Minnow | \$725 | 1 | \$725 |
| Chronic NOEC <i>C. dubia</i> Chronic NOEC | \$725 | 1 | \$725 |
| pH | \$30 | 6 | \$180 |
| Ammonia | \$40 | 6 | \$240 |
| Total per Quarter1 | | \$1870 | |

TIE/TRE

Cove proposes to perform this scope of work described in the Technical Proposal. A breakdown of costs is included in the table below. **TIE/TRE Cost Table**

| Test Type | Price Per Unit |
|-----------------------------------|-----------------------|
| TIE Treatment2 | \$550 |
| <i>C. dubia</i> Chronic screen | \$500 |
| <i>P. promelas</i> Chronic screen | \$500 |

IN WITNESS WHEREOF, the said parties of the First and Second Part have hereunto set their hands and seals respectively the 13 day of September, 2022, and the ___ day of _____, 20__.

(Corporate Seal)

Shannon Scott
Principal
Signed: [Signature]
Authorized Representative
Lab Director
Title

ATTEST:
[Signature] # 20003716
Corporate Secretary (where applicable)
Notary Exp. 4-3-2024

Address: 3400 w. Lakeview Rd.
Stillwater, OK 74075
Telephone: 405-372-2122

NORMAN UTILITIES AUTHORITY

Approved as to form and legality this ___ day of _____, 20__.

Authority Attorney

Approved by the NORMAN UTILITIES AUTHORITY this ___ day of _____, 2016.

ATTEST:

Secretary

Chairman

File Attachments for Item:

13. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2223-38: A CONTRACT BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND ACCURATE LABS TO PROVIDE LABORATORY SERVICES FOR THE WATER TREATMENT PLANT, THE WATER RECLAMATION FACILITY, AND THE ENVIRONMENTAL SERVICES DIVISION.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/13/2022

REQUESTER: Steve Hardeman, Utilities Manager – Water Reclamation Facility

PRESENTER: Steve Hardeman, Utilities Manager – Water Reclamation Facility

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2223-38: A CONTRACT BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND ACCURATE LABS TO PROVIDE LABORATORY SERVICES FOR THE WATER TREATMENT PLANT, THE WATER RECLAMATION FACILITY, AND THE ENVIRONMENTAL SERVICES DIVISION.

BACKGROUND:

The Norman Water Reclamation Facility (NWRf), Water Treatment Facility and Environmental Services Division use many outside lab services to perform a variety of lab analyses throughout the year. Each division is required by local, state and federal law to perform certain analyses to meet either water quality standards or wastewater discharge requirements. The lab analyses required varies based on regulations imposed by the Environmental Protection Agency (EPA). EPA may impose additional testing requirements in fiscal year 2022-2023 (FYE 2023). During the past fiscal year, NUA spent approximately \$75,000 to \$80,000 on meeting local, state, and federal testing requirements. As the requirements change, it is expected that the expenditures on testing will increase.

DISCUSSION:

All three divisions conducted a joint request for proposals (RFP) in June and two lab services companies answered the request:

- Accurate Environmental Labs located in Stillwater, Oklahoma.
- Eurofins Environmental Testing located in South Bend, Indiana

Accurate Environmental Labs was selected based on ranking criteria, which included Oklahoma Department of Environmental Quality certification, price, EPA performance evaluation results and reporting capabilities. Eurofins and other labs may be used pending need, but the regular lab services contract will be signed with Accurate Labs for all three divisions.

Funding is available from the following accounts:

Water Reclamation Fund – Laboratory Testing (32955244-44020)

Water Reclamation Fund – Sludge Testing (32955145-44020)

Environmental Services – Laboratory Testing (32955343-44020)

Water Treatment - Laboratory Testing (31955136-44020)

RECOMMENDATION:

Staff recommends Norman Utilities Authority approve the contract (Contract K-2223-38) for laboratory services with Accurate Environmental Labs.

CONTRACT

THIS CONTRACT made and entered into this ____ day of _____, 2022, by and between __ as Party of the First Part, hereinafter designated as the LABORATORY, and the Norman Utility Authority (NUA), a municipal corporation, hereinafter designated as the NUA, Party of the Second Part.

WITNESSETH

WHEREAS, NUA has caused to be prepared in accordance with law, specifications, and other documents for the work hereinafter described and has approved and adopted all of said documents, and to be given and advertised as required by law, and has received proposals for the furnishing of all labor and materials for the following project:

**Laboratory Services for the Water Treatment Facility, Water Reclamation Facility,
And Environmental Services**

As outlined and set out in the RFP# 2223-11 and in accordance with the terms and provisions of said CONTRACT; and,

WHEREAS, the LABORATORY in response to said RFP# 2223-11, has submitted to the NUA in the manner and at the time specified, a proposal in accordance with the terms of this Contract; and,

WHEREAS, the NUA, in the manner provided by law, has publicly opened, examined, and canvassed the proposals submitted and has determined and declared the above-named LABORATORY to be the ranking firm on the above prepared project, and has duly awarded this CONTRACT to said LABORATORY;

NOW, THEREFORE, for and in consideration of the mutual agreements and covenants herein contained, the parties in this CONTRACT have agreed, and hereby agree, as follows:

1) The LABORATORY shall, in a good and first-class, workman-like manner at the LABORATORY'S own cost and expense, furnish all labor, materials, tools, equipment, sample pick up, and transportation as required to satisfactorily perform and complete said laboratory analysis.

2a) All laboratory analysis for wastewater and biosolids samples shall be conducted in strict accordance with specifications outlined in the City of Norman's Oklahoma Pollutant Discharge Elimination System (OPDES) permit #OK0029190 and acceptable to the Environmental Protection Agency and Oklahoma Department of Environmental Quality. OPDES permit #0029190, Code of Federal Regulations Chapter 40 Part 136 (40 CFR Part 136), 40 CFR Part 503 are made a part of this CONTRACT as fully as if the same were set out at length.

2b) All laboratory analysis for drinking water samples shall be conducted in strict accordance with specifications outlined in Standard Methods for the Examination of Water and Wastewater, 23rd Edition and/or 40 CFR Part 141.

3) That the NUA shall pay the LABORATORY for the work performed as follows:

a. Payment for the unit price items shall be at the unit price set forth in the following price schedule.



Quote Date: 07/12/2022
 Date Printed: Tuesday, July 12, 2022
 Quote Expires: Wednesday, July 12, 2023

Quote # Proposal 071222DC
 To: Norman PWA
 Attn: -
 PO Box 370
 Norman, OK 73070

Phone: (405) 292-9726
 Fax: (405) 292-9735
 Email:
 Client Project: Proposal 071222DC

| Test Name | Matrix | Unit Price | % Discount | Discount Price | Quantity | Extended Price |
|---|----------------|------------|------------|----------------|----------|----------------|
| pH in Field Accurate SM4500H+B | Water | \$ 35.00 | 25 | \$ 26.25 | 1 | \$ 26.25 |
| HEM by EPA 1664A | Water | \$ 75.00 | 25 | \$ 56.25 | 1 | \$ 56.25 |
| HEM by EPA 1664A Silica Gel Treatment | Water | \$ 95.00 | 25 | \$ 71.25 | 1 | \$ 71.25 |
| Diquat by EPA 549.2 | Drinking Water | \$ 260.00 | 25 | \$ 195.00 | 1 | \$ 195.00 |
| Glyphosate by EPA 547 | Drinking Water | \$ 260.00 | 25 | \$ 195.00 | 1 | \$ 195.00 |
| Hexavalent Chromium EPA 218.6 Mod | Drinking Water | \$ 120.00 | 25 | \$ 90.00 | 1 | \$ 90.00 |
| Pesticides, Carbamate - by EPA 531.1 | Drinking Water | \$ 260.00 | 25 | \$ 195.00 | 1 | \$ 195.00 |
| Perfluorinated Compounds by EPA 537 | Drinking Water | \$ 420.00 | 25 | \$ 315.00 | 1 | \$ 315.00 |
| Perfluorinated Comps by EPA 533 (No Cert Avail) | Drinking Water | \$ 420.00 | 25 | \$ 315.00 | 1 | \$ 315.00 |
| 503 Metals +Mo Solids | Solid | \$ 390.00 | 25 | \$ 292.50 | 1 | \$ 292.50 |
| IOC Drinking Water Group | Drinking Water | \$ 390.00 | 25 | \$ 292.50 | 1 | \$ 292.50 |
| Iron (Fe) EPA 200.7 | Drinking Water | \$ 35.00 | 25 | \$ 26.25 | 1 | \$ 26.25 |
| Lead & Copper | Drinking Water | \$ 70.00 | 25 | \$ 52.50 | 1 | \$ 52.50 |
| Table III Metals Water Group | Water | \$ 495.00 | 25 | \$ 371.25 | 1 | \$ 371.25 |
| TCLP RCRA Metals by ICPMS | Solid | \$ 440.00 | 25 | \$ 330.00 | 1 | \$ 330.00 |
| TCLP SVOC Leachate Extraction | Solid | \$ 120.00 | 25 | \$ 90.00 | 1 | \$ 90.00 |
| TCLP VOC Leachate Extraction | Solid | \$ 145.00 | 25 | \$ 108.75 | 1 | \$ 108.75 |
| Fecal Coliform Sludge EPA 1681 | Solid | \$ 120.00 | 25 | \$ 90.00 | 1 | \$ 90.00 |
| Legionella Bacteria IDEXX (No Cert) | Water | \$ 145.00 | 25 | \$ 108.75 | 1 | \$ 108.75 |
| Plate Count by SimPlate IDEXX | Drinking Water | \$ 65.00 | 25 | \$ 48.75 | 1 | \$ 48.75 |
| Cryptosporidium EPA 1623 | Drinking Water | \$ 945.00 | 25 | \$ 708.75 | 1 | \$ 708.75 |
| Radiologicals | Drinking Water | \$ 379.00 | 25 | \$ 284.25 | 1 | \$ 284.25 |
| EDB & DBCP in Water by EPA 504.1 | Drinking Water | \$ 260.00 | 25 | \$ 195.00 | 1 | \$ 195.00 |
| HAAs by EPA Method 552.2 | Drinking Water | \$ 300.00 | 25 | \$ 225.00 | 1 | \$ 225.00 |
| Herbicides in TCLP Extracts EPA 8151A | Solid | \$ 370.00 | 25 | \$ 277.50 | 1 | \$ 277.50 |
| Herbicides, Chlorinated - by EPA Method 515.4 | Drinking Water | \$ 260.00 | 25 | \$ 195.00 | 1 | \$ 195.00 |
| Herbicides, Chlorinated - by EPA Method 615 | Water | \$ 260.00 | 25 | \$ 195.00 | 1 | \$ 195.00 |
| PCB Analysis by SW846 8082 | Solid | \$ 260.00 | 25 | \$ 195.00 | 1 | \$ 195.00 |

Accurate
Environmental Laboratories



Quote Date: 07/12/2022
 Date Printed: Tuesday, July 12, 2022
 Quote Expires: Wednesday, July 12, 2023

Quote # Proposal 071222DC
 To: Norman PWA
 Attn: -
 PO Box 370
 Norman, OK 73070

Phone: (405) 292-9726
 Fax: (405) 292-9735
 Email:

Client Project: Proposal 071222DC

| Test Name | Matrix | Unit Price | % Discount | Discount Price | Quantity | Extended Price |
|--|----------------|------------|------------|----------------|----------|----------------|
| pH in Field Accurate SM4500H+B | Water | \$ 35.00 | 25 | \$ 26.25 | 1 | \$ 26.25 |
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| Glyphosate by EPA 547 | Drinking Water | \$ 260.00 | 25 | \$ 195.00 | 1 | \$ 195.00 |
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| Pesticides, Carbamate - by EPA 531.1 | Drinking Water | \$ 260.00 | 25 | \$ 195.00 | 1 | \$ 195.00 |
| Perfluorinated Compounds by EPA 537 | Drinking Water | \$ 420.00 | 25 | \$ 315.00 | 1 | \$ 315.00 |
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| 503 Metals +Mo Solids | Solid | \$ 390.00 | 25 | \$ 292.50 | 1 | \$ 292.50 |
| IOC Drinking Water Group | Drinking Water | \$ 390.00 | 25 | \$ 292.50 | 1 | \$ 292.50 |
| Iron (Fe) EPA 200.7 | Drinking Water | \$ 35.00 | 25 | \$ 26.25 | 1 | \$ 26.25 |
| Lead & Copper | Drinking Water | \$ 70.00 | 25 | \$ 52.50 | 1 | \$ 52.50 |
| Table III Metals Water Group | Water | \$ 495.00 | 25 | \$ 371.25 | 1 | \$ 371.25 |
| TCLP RCRA Metals by ICPMS | Solid | \$ 440.00 | 25 | \$ 330.00 | 1 | \$ 330.00 |
| TCLP SVOC Leachate Extraction | Solid | \$ 120.00 | 25 | \$ 90.00 | 1 | \$ 90.00 |
| TCLP VOC Leachate Extraction | Solid | \$ 145.00 | 25 | \$ 108.75 | 1 | \$ 108.75 |
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| EDB & DBCP in Water by EPA 504.1 | Drinking Water | \$ 260.00 | 25 | \$ 195.00 | 1 | \$ 195.00 |
| HAAs by EPA Method 552.2 | Drinking Water | \$ 300.00 | 25 | \$ 225.00 | 1 | \$ 225.00 |
| Herbicides in TCLP Extracts EPA 8151A | Solid | \$ 370.00 | 25 | \$ 277.50 | 1 | \$ 277.50 |
| Herbicides, Chlorinated - by EPA Method 515.4 | Drinking Water | \$ 260.00 | 25 | \$ 195.00 | 1 | \$ 195.00 |
| Herbicides, Chlorinated - by EPA Method 615 | Water | \$ 260.00 | 25 | \$ 195.00 | 1 | \$ 195.00 |
| PCB Analysis by SW846 8082 | Solid | \$ 260.00 | 25 | \$ 195.00 | 1 | \$ 195.00 |

Quote Terms: Net 30

QA/QC Reporting Level: Level I

Comments:

- Containers and appropriate preservation are certified clean and provided at "no cost" to the client.
- We have a standard 5 to 10 working day turn around time, from receiving the sample(s) to mailing of report.
- We can also email or fax reports, upon request noted on the chain of custody.

- Please contact me if you have any questions or comments.

Thank you for your interest in Accurate Labs.

Sincerely,



Danny Chance, Technical Director
Phone: (800)516-5227

Accepted:

By:



Title:

Plant Manager

Date:

7-12-22

b. Should any defective work or materials be discovered or should a reasonable doubt arise as to the quality of any work completed, an amount equal to the value of the defective or questionable work shall not be paid until the defects are remedied.

4) That the NUA reserves the right to add to or subtract from the estimated quantities or amount of work as discussed in the RFP# 2223-11. The work to be performed or deducted shall be at the unit price listed in the price schedule in section 3.a.

5) The NUA designates the following people as designated representatives for the purposes of this contract unless otherwise stated:

- a. Utilities Managers, Water Treatment/Water Reclamation Divisions
- b. Utilities Supervisors, Water Treatment /Water Reclamation Divisions
- c. Environmental Services Coordinator
- d. Assistant Environmental Services Coordinator
- e. Laboratory Managers, Water Treatment Division /Water Reclamation Division

6) That the LABORATORY 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 the NUA through one of its designated representatives; and that in the event any additional work or materials are provided by the LABORATORY without such authorization, the LABORATORY shall not be entitled to any compensation therefore whatsoever.

7) That if any additional work is performed or additional materials provided by the LABORATORY upon authorization by one of the NUA's designees, the LABORATORY shall be compensated therefore at the unit price and as agreed to by both parties.

Performing a replicate analysis on a sample shall not result in an additional charge unless agreed to in advance by an authorized representative of the NUA.

8) The LABORATORY shall maintain certification with the Oklahoma Department of Environmental Quality (ODEQ) to perform all of the laboratory analysis agreed to by this contract. If this certification is terminated for whatever reason, the LABORATORY shall immediately notify the NUA. Loss of ODEQ certification may be grounds for termination of this contract.

9) The LABORATORY will provide electronic copies of analytical reports with original signatures to the NUA designee within 10 working days of receipt of samples. Failure to do so will result in a deduction of (20%) twenty percent of the cost of the work, per day of delay, up to the full price of the work. Repeated failures to provide data in a timely manner may be grounds for termination of this contract

10) Standard turnaround time is 5 to 10 days however, if the NUA requests expedited turnaround time for data reporting on a sample analysis, the NUA will pay at a higher rate according to the following chart.

Section 7 - Turnaround Times

Normal turnaround time is 10 working days.

| RUSH Turnaround Time | Surcharge |
|-----------------------------|------------------|
| Same Day | 300% |
| Next Day by 5:00pm | 200% |
| 2 Day by 5:00pm | 100% |
| 3 Day by 5:00pm | 75% |
| 4 Day by 5:00pm | 50% |
| 5 Day by 5:00pm | 25% |

11) The NUA will provide the LABORATORY with a minimum of (4) four hours verbal notice for sample pick up, not prescheduled or routine. Such notice will be made to the CONTRACTOR'S Oklahoma Regional Office.

12) All analytical data supplied by the LABORATORY shall be legally defensible. Failure to provide legally defensible data may be grounds for termination of this contract.

13) The LABORATORY or the LABORATORY'S employees shall conduct all analysis of samples, unless otherwise agreed to by the NUA.

14) All samples will be appropriately stored to preserve the integrity of the sample for a minimum of 30 days by the LABORATORY.

15) 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 and shall be in effect for a period of one (1) year.

16) Unless written notice of termination or renegotiations of any or all portions of this contract, including unit cost, is given by the NUA or LABORATORY at least (60) sixty days prior to the expiration date of this contract, the contract shall be renewed and provisions thereof shall continue in full force and effect for a (12) twelve month period, with provisions for automatic renewal to apply for (2) successive (12) twelve month period thereafter.

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 NUA to third persons, including, by way of illustration but not exclusion, sureties upon performance bonds, payment bonds or other bonds, assignees of the LABORATORY, subcontractors, and persons performing labor, furnishing material or in any other way contributing to or assisting in the performance of the obligations of the LABORATORY; 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 NUA or in any way to restrict the freedom of the NUA to exercise full discretion in its dealing with the LABORATORY.

17) The sworn statement below must be signed and notarized before this Contract will become effective.

STATE OF Oklahoma)
) SS
COUNTY OF Payne)

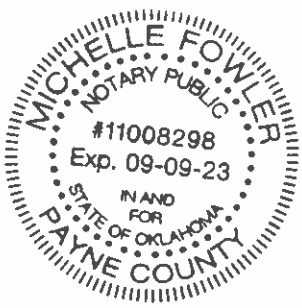
Danny Quance, of lawful age, being first duly sworn, on oath says that (s) he is the agent authorized by LABORATORY to submit the above CONTRACT to the NUA. Affiant further states that LABORATORY has not paid, given or donated or agreed to pay, give, or donate to any officer or employee of the NUA any money or other thing of value, either directly or indirectly, in the procuring of the CONTRACT.

[Signature]

Subscribed and sworn to before me this 13 day
Of September, 2022

Michelle Fowler
Notary Public

My Commission Expires: 09-09-2023



IN WITNESS WHEREOF, the said parties of the First and Second Part have hereunto set their hands and seals respectively the 13 day of September, 2022, and the ___ day of _____, 20__.

(Corporate Seal)(Where applicable)

ATTEST:

Corporate Secretary (where applicable)

Accurate Environmental Laboratories

Principal
Signed: [Signature]
Authorized Representative

Technical Director
Title

Address: 525 S Lowry
Stillwater OK 74074

Telephone: _____

Norman Utilities Authority:

Approved as to form and legality this _____ day of _____, 20__.

City Attorney

Approved by the Norman Utilities Authority, this _____ day of _____,
20__.

ATTEST:

Secretary

Chairman

CONTRACT AFFIDAVIT

STATE OF Oklahoma)
COUNTY OF Payne) SS

Danny Chance, of lawful age, being first duly sworn, on oath says that (s) he is the Agent authorized by the firm of Accurate Environmental Laboratories to submit the above Contract to the Norman Utilities Authority.

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 Norman Utilities Authority, any money or other thing of value, either directly or indirectly, in the procuring of the Contract.

[Signature]
CONTRACTOR

Subscribed and sworn to before me this 13 day of September, 2022

Michelle Fowler
Notary Public



My Commission Expires:
September 9th, 2023.

File Attachments for Item:

14. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2223-45: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND GARVER, L.L.C., IN THE AMOUNT OF \$139,750 FOR THE MIDWAY DRIVE FLOOD MITIGATION SCOPING PROJECT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 9/27/2022

REQUESTER: Jason Murphy, Stormwater Program Manager

PRESENTER: Shawn O'Leary, Director of Public Works

TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2223-45: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND GARVER, L.L.C., IN THE AMOUNT OF \$139,750 FOR THE MIDWAY DRIVE FLOOD MITIGATION SCOPING PROJECT.

BACKGROUND:

Several houses along Midway Drive have experienced repeated instances of flooding during rain events. Consequently, this area has been identified as a repetitive loss area. In November of 2020, with approval from the City Manager, the City applied for a FEMA Building Resilient Infrastructure and Communities (BRIC) grant through the Oklahoma Department of Emergency Management and Homeland Security (ODEMHS). These grants are designed for pre-disaster mitigation and are competitively awarded. In February 2022, ODEMHS notified the City of the approval to award funds for the FEMA BRIC Grant for the City of Norman Midway Drive Project Scoping.

DISCUSSION:

On March 8, 2022, City Council approved the acceptance of the FEMA BRIC Grant for the Midway Drive Flood Mitigation Scoping Project. Federal funding for this project is a \$112,500 (75%) reimbursement with a local match requirement of \$37,500 (25%) as part of the FEMA BRIC Grant. This grant is to conduct a comprehensive hydraulic and hydrologic study of the drainage basin around Midway Drive to identify the source of the water causing the flooding and provide design alternatives for the infrastructure necessary to address the repetitive flooding losses occurring in this area due to localized flooding. Alternatives may include property acquisition or infrastructure enhancements/additions. This project is seeking a cost effective solution to mitigate flooding in a repetitive loss area. A map of the project area is attached to this staff report.

The Public Works Department Staff prepared a Request for Proposals (RFP) to solicit the services of a qualified firm to complete the Midway Drive Flood Mitigation Scoping Project. The RFP was advertised in June 2022.

Six (6) proposals were received for this project. The Selection Committee included three (3) staff members consisting of Jason Murphy, Stormwater Program Manager, Public Works Department; Brandon Brooks, Staff Engineer, Public Works Department; and Hans Osgood, Stormwater Supervisor, Public Works Department; and two (2) private citizens, Mark Kleine and Ed Hatch. The Selection Committee members independently scored each statement of qualifications on a point scale as defined in the RFP. The six (6) firms were ranked and four (4) firms were selected for a follow-up interview. The Selection Committee met with the four firms and selected Garver, LLC, a Norman based firm. Garver, LLC was selected based upon their experience working with various modeling software and the proposed methods and procedures for completing the scoping project.

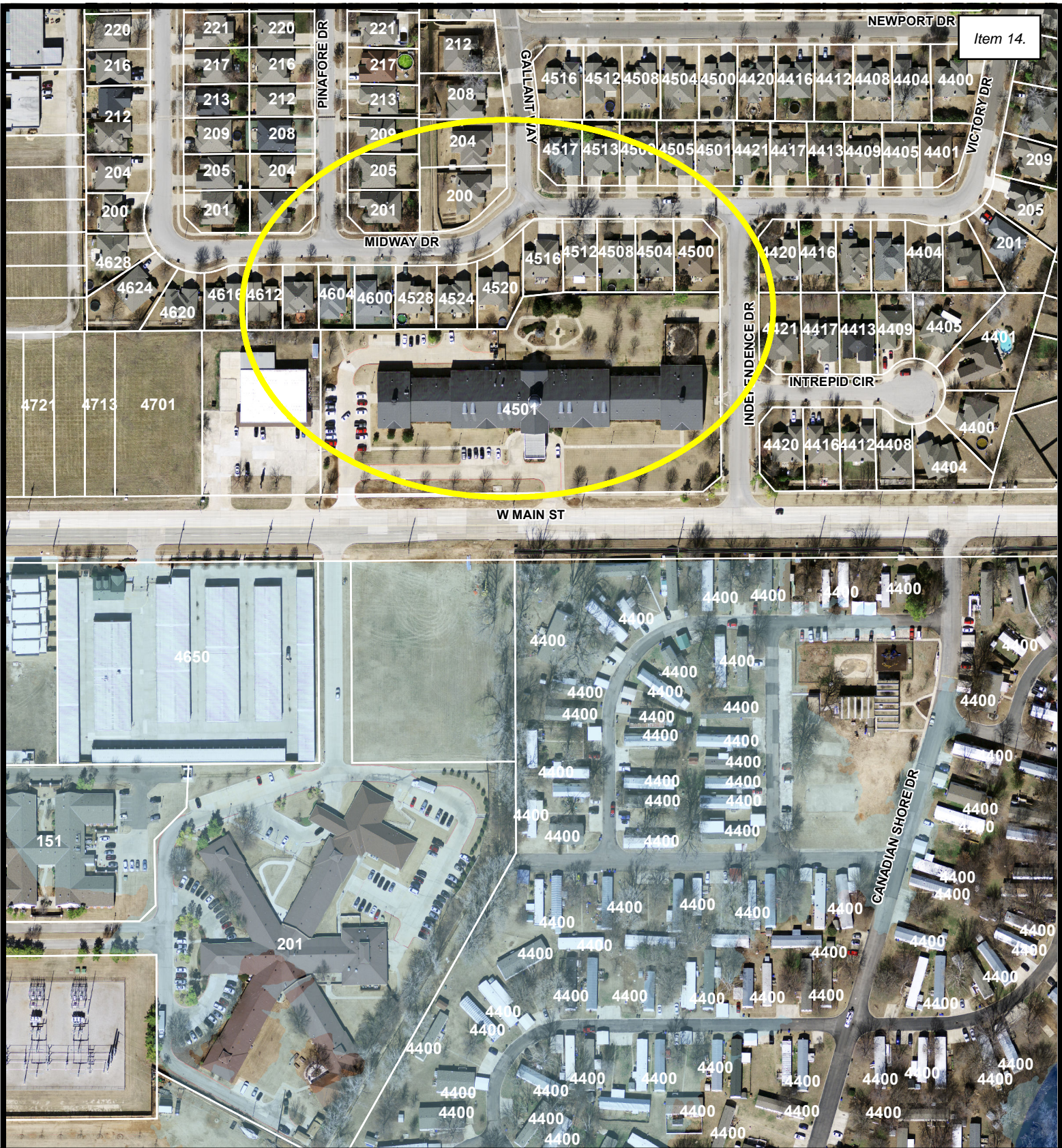
Required services will include the following:

1. Topographic Data Collection
2. Two Dimensional Hydraulic and Hydrologic Analysis
3. Development of Three (3) Alternative Flooding Mitigation Solutions
4. Develop Detailed Engineering Estimate
5. Perform Design and Property Surveys
6. Prepare a Competitive FEMA BRIC Grant Application to Include Detailed Benefit-Cost Analysis

Upon completion of this engineering analysis, staff began negotiations with Garver, LLC in August 2022. The negotiations resulted in a proposed fee of \$139,750. If approved, the federal grant will pay \$104,812.50 or 75% of the total cost of these engineering services. The City's share is \$34,937.50 or 25%. Budgeted funds in the amount of \$37,500 are available in the Norman Midway Drive Project Scoping Project, Design (Account 50592214-46201; Project DR0022). The City must provide the funds for the full cost of the project up front, but the federal grant will provide reimbursement of up to \$112,500 or 75% of the total project cost. Budgeted funds for \$112,500 are also available in the Norman Midway Drive Project Scoping Project, Design (22592214-46201; Project DR0022). The project is scheduled to begin on October 10, 2022, and be completed by March 9, 2023.

RECOMMENDATION 1:

Staff recommends approval of Contract K-2223-45, between the City of Norman and Garver, LLC for completion of the Midway Drive Flood Mitigation Scoping project.



Item 14.

Midway Drive RL Area



1 inch = 200 feet

Legend

Flood Hazard Zone (2021)

- 1% Chance Floodplain
- Floodway

The City of Norman assumes no responsibility for errors or omissions in the information presented.

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is entered into between The City of Norman (OWNER) and Garver, LLC. (CONSULTANT) for the following reasons:

1. The OWNER intends to perform a scoping study whereby detailed hydrologic and hydraulic analysis for the purpose of flood mitigation is conducted on a watershed bounded by Robinson Street, 48th Avenue NW, West Main Street, and Lamp Post Road, and a project scoping report is the final deliverable for the project; and,
2. The OWNER requires certain professional administrative, technical, and analytical services in connection with the PROJECT (the SERVICES); and,
3. The CONSULTANT is prepared to provide the SERVICES.

In consideration of the promises contained in this AGREEMENT, the OWNER and the CONSULTANT agree as follows:

ARTICLE 1 - EFFECTIVE DATE

The effective date of this AGREEMENT shall be the 27th day of September, 2022.

ARTICLE 2 - GOVERNING LAW

This AGREEMENT shall be governed by the laws of the State of Oklahoma.

ARTICLE 3 - SCOPE OF SERVICES

The CONSULTANT shall provide the SERVICES described in **Attachment A, Scope of Services**.

ARTICLE 4 - SCHEDULE

The CONSULTANT shall exercise its reasonable efforts to perform the SERVICES described in **Attachment A, Scope of Services** to be completed by the 23rd day of February, 2023, or 150 days from receipt of Notice to Proceed.

ARTICLE 5 - COMPENSATION

The OWNER shall pay the CONSULTANT in accordance with **Attachment B, Compensation**. Invoices shall be due and payable upon receipt. The OWNER shall give prompt written notice of any disputed amount and shall pay the remaining amount.

ARTICLE 6 - OWNER'S RESPONSIBILITIES

The OWNER shall be responsible for all matters described in **Attachment C, Owner's Responsibilities**. The OWNER hereby represents that it owns the intellectual property rights in any plans, documents or other materials provided by the OWNER to the CONSULTANT. If the OWNER does not own the intellectual property rights in such plans, documents or other materials, prior to providing same to the CONSULTANT, the OWNER shall obtain a license or right to use, including the right to sublicense to the CONSULTANT. The OWNER hereby grants the CONSULTANT the right to use the intellectual property associated with plans, documents or other materials it owns or has the right to use for the limited purpose of performing the SERVICES. The

OWNER represents that the CONSULTANT's use of such documents will not infringe upon any third parties' rights.

ARTICLE 7 - STANDARD OF CARE

The same degree of care, skill, and diligence shall be exercised in the performance of the SERVICES as is ordinarily possessed and exercised by a member of the same profession, currently practicing, under similar circumstances. No other warranty, express or implied, is included in this AGREEMENT or in any drawing, specification, report, opinion, or other instrument of service, in any form or media, produced in connection with the SERVICES.

ARTICLE 8 - INDEMNIFICATION AND LIABILITY

Indemnification. To the extent permitted by law, including the Constitution of the State of Oklahoma, the CONSULTANT and the OWNER each hereby agree to defend, indemnify, and hold harmless the other party, its officers, servants, and employees, from and against any and all liability, loss, damage, cost, and expense (including attorneys' fees and accountants' fees) caused by an error, omission, or negligent act of the indemnifying party in the performance of SERVICES under this AGREEMENT. The CONSULTANT and the OWNER each agree to promptly serve notice on the other party of any claims arising hereunder, and shall cooperate in the defense of any such claims. This indemnity is not limited except as provided by applicable Oklahoma law. The acceptance by OWNER or its representatives of any certification of insurance providing for coverage other than as required in this Agreement to be furnished by the CONSULTANT shall in no event be deemed a waiver of any of the provisions of this indemnity provision. None of the foregoing provisions shall deprive the OWNER of any action, right, or remedy otherwise available to the OWNER at common law.

Survival. The terms and conditions of this ARTICLE shall survive completion of the SERVICES, or any termination of this Agreement.

ARTICLE 9 - INSURANCE

During the performance of the SERVICES under this Agreement, the CONSULTANT shall maintain the following insurance:

- a) General Liability Insurance, with a limit of \$1,000,000 per occurrence and \$2,000,000 annual aggregate.
- b) Automobile Liability Insurance, with a combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident.
- c) Workers' Compensation Insurance in accordance with statutory requirements and Employers' Liability Insurance, with a limit of \$500,000 for each occurrence.
- d) Professional Liability Insurance, with a limit of \$1,000,000 per claim and annual aggregate.

The CONSULTANT shall, upon written request, furnish the OWNER certificates of insurance which shall include a provision that such insurance shall not be canceled without at least thirty days' written notice to the OWNER. The OWNER shall require all project contractors to include the OWNER, the CONSULTANT, and its parent company, affiliated and subsidiary entities, directors, officers and employees, as additional insureds on their General and Automobile Liability

insurance policies, and to indemnify both the OWNER and the CONSULTANT, each to the same extent.

ARTICLE 10 - LIMITATIONS OF RESPONSIBILITY

The CONSULTANT shall not be responsible for; (a) construction means, methods, techniques, sequences, procedures, or safety precautions and programs in connection with the PROJECT that are outside of CONSULTANT's reasonable control and/or the **Scope of Services** set forth in **Attachment A**; (b) the failure of any contractor, subcontractor, vendor, or other PROJECT participant, not under contract to or otherwise under the control of the CONSULTANT, to fulfill contractual responsibilities to the OWNER or to comply with federal, state, or local laws, regulations, and codes; or (c) procuring permits, certificates, and licenses required for any construction unless such procurement responsibilities are specifically assigned to the CONSULTANT in **Attachment A, Scope of Services**. In the event the OWNER requests the CONSULTANT to execute any certificates or other documents, the proposed language of such certificates or documents shall be submitted to the CONSULTANT for review at least 15 days prior to the requested date of execution. The CONSULTANT shall not be required to execute any certificates or documents that in any way would, in CONSULTANT's sole judgment; (a) increase the CONSULTANT's legal or contractual obligations or risks beyond the terms of this AGREEMENT; (b) require knowledge, services or responsibilities beyond the scope of this AGREEMENT; or (c) result in the CONSULTANT having to certify, guarantee or warrant the existence of conditions which existence the CONSULTANT cannot reasonably ascertain.

ARTICLE 11 - OPINIONS OF COST AND SCHEDULE

Because the CONSULTANT has no control over the cost of labor, materials, or equipment furnished by others, or over the resources provided by others to meet project schedules, the CONSULTANT's opinion of probable costs and of project schedules shall be made on the basis of experience and qualifications as a practitioner of its profession. The CONSULTANT does not guarantee that proposals, bids, or actual project costs will not vary from the CONSULTANT's cost estimates or that actual schedules will not vary from the CONSULTANT's projected schedules.

ARTICLE 12 - REUSE OF DOCUMENTS

All documents, including, but not limited to, plans, drawings, and specifications prepared by the CONSULTANT as deliverables pursuant to the **Attachment A, Scope of Services** are instruments of service in respect to the PROJECT. They are not intended or represented to be suitable for reuse by the OWNER or others on modifications or extensions of the PROJECT or on any other project. Any reuse without prior written verification or adaptation by the CONSULTANT for the specific purpose intended will be at the OWNER's sole risk and without liability or legal exposure to the CONSULTANT.

ARTICLE 13 - OWNERSHIP OF DOCUMENTS AND INTELLECTUAL PROPERTY

Except as otherwise provided herein, documents, drawings, and specifications prepared by the CONSULTANT and furnished to the OWNER as part of the SERVICES shall become the property of the OWNER; provided, however, that the CONSULTANT shall have the unrestricted right to their use. The CONSULTANT shall retain its copyright and ownership rights in its design, drawing details, specifications, data bases, computer software, and other proprietary property.

Intellectual property developed, utilized, or modified in the performance of the SERVICES shall remain the property of the CONSULTANT.

ARTICLE 14 - TERMINATION AND SUSPENSION

This AGREEMENT may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of this AGREEMENT; provided, however, the nonperforming party shall have 14 calendar days from the receipt of the termination notice to cure or to submit a plan for cure acceptable to the other party. The OWNER may terminate or suspend performance of this AGREEMENT for the OWNER's convenience upon written notice to the CONSULTANT. The CONSULTANT shall terminate or suspend performance of the SERVICES on a schedule acceptable to the OWNER, and the OWNER shall pay the CONSULTANT for all the SERVICES performed. Upon restart of suspended SERVICES, an equitable adjustment shall be made to the CONSULTANT's compensation and the project schedule.

ARTICLE 15 - DELAY IN PERFORMANCE

Neither the OWNER nor the CONSULTANT shall be considered in default of this AGREEMENT for delays in performance caused by circumstances beyond the reasonable control of the nonperforming party. For purposes of this AGREEMENT, such circumstances include, but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; judicial restraint; and delay in or inability to procure permits, licenses, or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either the OWNER or the CONSULTANT under this AGREEMENT. The CONSULTANT shall be granted a reasonable extension of time for any delay in its performance caused by any such circumstances. Should such circumstances occur, the nonperforming party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this AGREEMENT.

ARTICLE 16 - NOTICES

Any notice required by this AGREEMENT shall be made in writing to the address specified below:

OWNER:

Jason Murphy
Stormwater Program Manager
City of Norman
P.O. Box 370
Norman, OK 73070
(405) 366-5455

CONSULTANT:

Garver, LLC.
Bret Cabiness, Senior Project Manager
1016 24th Avenue NW
Norman, Oklahoma 73069
1 (405) 329-2555

Nothing contained in this ARTICLE shall be construed to restrict the transmission of routine communications between representatives of the OWNER and the CONSULTANT.

ARTICLE 17 - DISPUTES

In the event of a dispute between the OWNER and the CONSULTANT arising out of or related to this AGREEMENT, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. If the parties cannot thereafter resolve the dispute, each party shall nominate a senior officer of its management to meet to resolve the dispute by direct negotiation or mediation. Should such negotiation or mediation fail to resolve the dispute, either party may pursue resolution of the dispute as allowed by applicable law and regulation. During the pendency of any dispute, the parties shall continue diligently to fulfill their respective obligations hereunder.

ARTICLE 18 - EQUAL EMPLOYMENT OPPORTUNITY

The CONSULTANT hereby affirms its support of affirmative action and that it abides by the provisions of the "Equal Opportunity Clause" of Section 202 of Executive Order 11246 and other applicable laws and regulations, including the City of Norman's policies and provisions. The CONSULTANT affirms its policy to recruit and hire employees without regard to race, age, color, religion, sex, sexual preference/orientation, 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 the CONSULTANT's policy to treat employees equally with respect to compensation, advancement, promotions, transfers and all other terms and conditions of employment. The CONSULTANT further affirms completion of applicable governmental employer information reports including the EEO-1 and VETS-1 00 reports, and maintenance of a current Affirmative Action Plan as required by Federal regulations.

ARTICLE 19 - WAIVER

A waiver by either the OWNER or the CONSULTANT of any breach of this AGREEMENT shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.

ARTICLE 20 - SEVERABILITY

The invalidity, illegality, or unenforceability of any provision of this AGREEMENT or the occurrence of any event rendering any portion or provision of this AGREEMENT void shall in no way affect the validity or enforceability of any other portion or provision of this AGREEMENT. Any void provision shall be deemed severed from this AGREEMENT, and the balance of this AGREEMENT shall be construed and enforced as if it did not contain the particular portion or provision held to be void. 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 21 - INTEGRATION

This AGREEMENT, including Attachments A, B, and C incorporated by this reference, represents the entire and integrated AGREEMENT between the OWNER and the CONSULTANT. It supersedes all prior and contemporaneous communications, representations, and agreements, whether oral or written, relating to the subject matter of this AGREEMENT.

ARTICLE 22 - SUCCESSORS AND ASSIGNS

The OWNER and the CONSULTANT each binds itself and its successors, executors, administrators, permitted assigns, legal representatives and, in the case of a partnership, its partners, to the other party to this AGREEMENT and to the successors, executors, administrators, permitted assigns, legal representatives, and partners of such other party in respect to all provisions of this AGREEMENT.

ARTICLE 23 - ASSIGNMENT

Neither the OWNER nor the CONSULTANT shall assign any rights or duties under this AGREEMENT without the prior written consent of the other party, which consent shall not be unreasonably withheld; provided, however, the CONSULTANT may assign its rights to payment without the OWNER's consent. Unless otherwise stated in the written consent to an assignment, no assignment will release or discharge the assignor from any obligation under this AGREEMENT. Nothing contained in this ARTICLE shall prevent the CONSULTANT from engaging independent consultants, associates and subcontractors to assist in the performance of the SERVICES.

ARTICLE 24 - NO THIRD PARTY RIGHTS

The SERVICES provided for in this AGREEMENT are for the sole use and benefit of the OWNER and the CONSULTANT. Nothing in this AGREEMENT shall be construed to give any rights or benefits to anyone other than the OWNER and the CONSULTANT.


IN WITNESS WHEREOF, OWNER and Garver, LLC. have executed this AGREEMENT.

DATED this ___th day of _____, 2022.

The City of Norman
(OWNER)

Garver, LLC.
(CONSULTANT)

Signature _____

Signature 

Name _____

Name J. Bret Cabbiness, PE

Title _____

Title Sr. Project Manager

Date _____

Date 9/16/22

Attest:

Attest:

City Clerk



Witness

Approved as to form and legality this 21 day of Sept 2022.



City Attorney



ATTACHMENT A
(SCOPE OF SERVICES)

1. GENERAL

Generally, the scope of services includes a drainage study whereby detailed hydrologic and hydraulic analysis for the purpose of flood mitigation is conducted on a project area bounded by Robinson Street, 48th Avenue NW, West Main Street, and Lamp Post Road. A hydrologic and hydraulic technical memo with a future-project detailed scope is the final deliverable for the project.

2. HYDROLOGIC AND HYDRAULIC SCOPING STUDY

Garver will perform the following tasks to develop a project scope for the Midway Drive Flood Mitigation project:

1. Data Collection

Garver will collect topographic data through both publicly available online sources as well as topographic survey. The best publicly available lidar data will be used for general mapping of the project site and hydraulic modeling. Topographic survey will be used to confirm lidar elevations, determine elevations of underground storm sewer, and collect any topographical features that are not well represented in the publicly available lidar data.

Historical construction plans, as-builts, and engineering studies will be collected and analyzed for projects in the study area. All previous studies will be provided by the Owner.

Property data will be collected by locating existing monumentation representing right of way and/or easements based on record data and identifying property owner information for each parcel within the property survey limits.

Information regarding underground storm sewer in the project area will be collected using non-destructive means. Information about the type, size, condition, material and other characteristics of underground features will be collected with the survey.

2. Hydrologic Analysis

Hydrologic Analysis for the study will be performed using methods selected by Garver and in accordance with the Owner's Engineering Design Criteria. The study watershed will include the entire area with stormwater potentially flowing to the study location.

3. Hydraulic Analysis

Hydraulic Analysis for the study will be performed using methods selected by Garver and in accordance with the Owner's Engineering Design Criteria.

a. The existing hydraulic conditions will be analyzed to determine the existing flooding issues in the project area. This analysis will identify the main contributing factors to flooding at the repetitive loss properties on Midway Drive.

b. The existing conditions hydraulic model will be used to develop three (3) conceptual



alternatives to mitigate flooding at Midway Drive. This scope does not include detailed analysis of more than three alternatives, but additional alternatives may be analyzed as Extra Work as discussed in section 8.

- c. Hydraulic analysis of the three conceptual alternatives will be performed utilizing the existing conditions hydraulic model. The model will be modified to represent the hydraulic aspects of the conceptual alternatives.
4. Garver will determine an opinion of probable construction cost (OPCC) for each conceptual alternative.
5. The demonstrated hydraulic benefits and OPCC for each alternative will be presented to the Owner and coordination with appropriate stakeholders will be utilized to determine a preferred alternative for the scope of a future construction project at the study location. Three (3) in-person or virtual meetings are anticipated for this project, but additional meetings may be added as "Extra Work."
6. A hydrology and hydraulics report will be prepared to document the methods and results of the drainage study. This report will include the preferred alternative and detailed project scope for the future construction project. The report will include detailed Geographic Information System (GIS) exhibits of the study area hydrology and hydraulic conditions.
7. Garver will coordinate with the City to prepare a competitive Federal Emergency Management Agency (FEMA) Building Resilient Infrastructure and Communities (BRIC) grant application. This effort will include preparing a detailed benefit-cost analysis and GIS exhibits to support a grant application narrative. Additional grant funding opportunities other than BRIC may require additional scope of work over what is anticipated for the BRIC grant application. Additional scope of work for the grant application process may be performed as "Extra Work".

3. SURVEYS

3.1. Design Surveys

Garver's subconsultant will perform a topographic and property survey for the project area, and this survey will be tied to the Owner's control network. Extents of the survey are shown in Exhibit A.

Garver's subconsultant will conduct field surveys, utilizing radial topography methods, at intervals and for distances at and/or along the Project site as appropriate for modeling the existing ground, including locations of pertinent features or improvements. Garver's subconsultant will locate buildings and other structures, streets, drainage features, trees over eight inches in diameter, visible utilities as well as those underground utilities marked by their owners and/or representatives, and any other pertinent topographic features that may be present at and/or along the Project site. Garver's subconsultant will establish control points for use during construction.

3.2. Property Surveys

Garver's subconsultant will locate existing monumentation representing right of way and/or easements based on record data which will be provided by an abstractor under a subconsultant agreement with Garver.



4. GEOTECHNICAL SERVICES

Geotechnical is not anticipated for the completion of the project and not included in this scope of services. Any information provided by Owner to Garver is assumed as correct.

5. ENVIRONMENTAL SERVICES

Environmental Services are not anticipated for the completion of the Project and not included in this scope of services and can be added by amendment. Any information provided by Owner to Garver is assumed as correct.

6. PROJECT DELIVERABLES

The following will be submitted to the Owner, or others as indicated, by Garver:

- A. Three (3) copies of the Hydrology and Hydraulics Scoping Report.
- B. Electronic files as requested.

7. EXTRA WORK

The following items are not included under this agreement but will be considered as extra work:

- A. Reanalysis or redesign for the Owner's convenience or due to changed conditions after previous alternate direction and/or approval.
- B. Analysis of more than three (3) conceptual alternatives for proposed conditions
- C. More than four (4) meetings for the project duration
- D. Preparation of property acquisition documents
- E. Submittals or deliverables in addition to those listed herein.
- F. Any construction plans or drawings of the project area.
- G. Design of any utilities relocation.
- H. Retaining walls or other significant structural design.
- I. Street lighting or other electrical design.
- J. Preparation of a Storm Water Pollution Prevention Plan (SWPPP). The construction contract documents will require the Contractor to prepare, maintain, and submit a SWPPP to DEQ.
- K. Construction materials testing.
- L. Environmental Handling and Documentation, including wetlands identification or mitigation plans or other work related to environmentally or historically (culturally) significant items.
- M. Preparation/submittal of a CLOMR and/or LOMR to FEMA.
- N. Preparation of grant application for grant programs other than BRIC.

Extra Work will be as directed by the Owner in writing for an additional fee as agreed upon by the Owner and Garver according to the labor rates included in Attachment B.

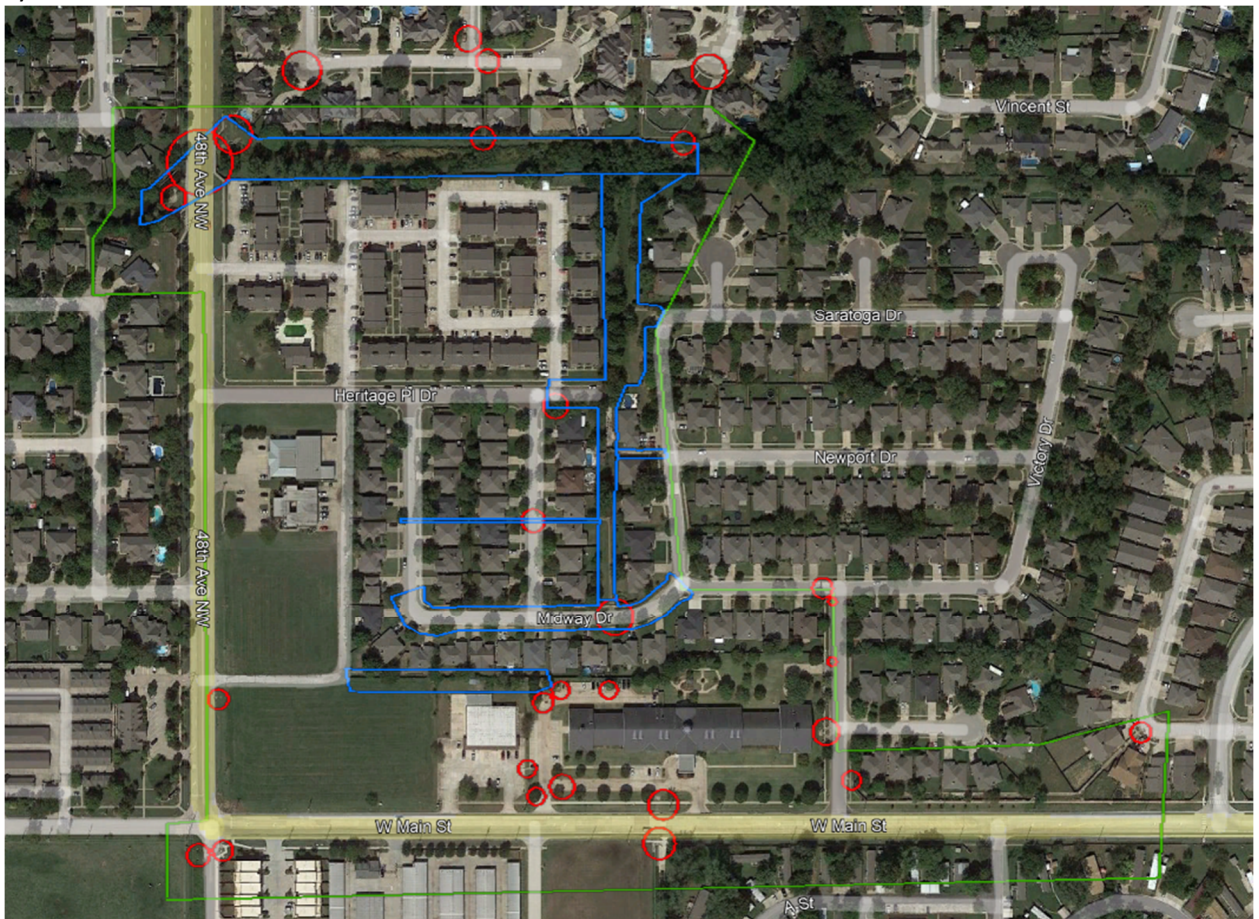


8. SCHEDULE

Garver shall begin work under this Agreement within ten (10) days of a Notice to Proceed (NTP) and shall complete the work in accordance with the schedule below:

| <u>Phase Description</u> | <u>Calendar Days</u> |
|--|----------------------|
| Hydrology and Hydraulics Scoping Study | 150 days |
| Grant Application | 45 days |
| Surveys – Design and Property | 60 days |

- **Phase I (Green)** – Property boundary information to include property owners and readily identifiable utilities. Topographic feature information will not be included with this Phase.
- **Phase II (Blue)** - Detailed topographic survey information. This mostly includes ditches, and the associated flowlines, toe and top of banks, fences, trees over four (4) inches in diameter, right of way location, and available utility information.
 - Additionally, storm sewer and sanitary sewer within this blue area will be picked up. As feasible, the slope of the sanitary sewer will be determined by chasing the pipe that is entering or exiting the area, along with the associated manholes to estimate slope of the service line.
- **Phase III (Red)** – Storm sewer manholes. At these locations, the Top of Rim and invert elevation will be picked up, to identify the slope flow direction of the of the storm sewer system within this area.





ATTACHMENT B
(COMPENSATION)

Fee Summary

| | | |
|---|------------------|----------|
| A. Drainage Study (Prime - Garver) | \$95,400 | Lump Sum |
| B. Grant Writing Assistance (Prime - Garver) | \$12,600 | Lump Sum |
| C. Survey – (Sub – Parkhill Lemke) | \$31,750 | Lump Sum |
| <hr/> | | |
| Proposed Contract Total | \$139,750 | |



Attachment B
City of Norman, OK
Midway Drive Flood Mitigation Scoping Study
Garver Hourly Rate Schedule: July 2022 - June 2023

| Classification | Rates | Classification | Rates |
|---------------------------------|-----------|------------------------------------|-----------|
| Engineers / Architects | | Resource Specialists | |
| E-1 | \$ 120.00 | RS-1 | \$ 96.00 |
| E-2 | \$ 139.00 | RS-2 | \$ 133.00 |
| E-3 | \$ 168.00 | RS-3 | \$ 188.00 |
| E-4 | \$ 196.00 | RS-4 | \$ 246.00 |
| E-5 | \$ 239.00 | RS-5 | \$ 308.00 |
| E-6 | \$ 294.00 | RS-6 | \$ 379.00 |
| E-7 | \$ 398.00 | RS-7 | \$ 431.00 |
| Planners | | Environmental Specialists | |
| P-1 | \$ 144.00 | ES-1 | \$ 96.00 |
| P-2 | \$ 181.00 | ES-2 | \$ 127.00 |
| P-3 | \$ 225.00 | ES-3 | \$ 154.00 |
| P-4 | \$ 251.00 | ES-4 | \$ 191.00 |
| P-5 | \$ 290.00 | ES-5 | \$ 240.00 |
| Designers | | ES-6 | \$ 293.00 |
| D-1 | \$ 112.00 | ES-7 | \$ 376.00 |
| D-2 | \$ 131.00 | ES-8 | \$ 425.00 |
| D-3 | \$ 156.00 | Project Controls | |
| D-4 | \$ 181.00 | PC-1 | \$ 99.00 |
| Technicians | | PC-2 | \$ 136.00 |
| T-1 | \$ 87.00 | PC-3 | \$ 173.00 |
| T-2 | \$ 111.00 | PC-4 | \$ 222.00 |
| T-3 | \$ 135.00 | PC-5 | \$ 271.00 |
| T-4 | \$ 170.00 | PC-6 | \$ 333.00 |
| Surveyors | | PC-7 | \$ 428.00 |
| S-1 | \$ 54.00 | Administration / Management | |
| S-2 | \$ 71.00 | AM-1 | \$ 69.00 |
| S-3 | \$ 95.00 | AM-2 | \$ 93.00 |
| S-4 | \$ 137.00 | AM-3 | \$ 130.00 |
| S-5 | \$ 181.00 | AM-4 | \$ 165.00 |
| S-6 | \$ 206.00 | AM-5 | \$ 203.00 |
| 2-Man Crew (Survey) | \$ 207.00 | AM-6 | \$ 250.00 |
| 3-Man Crew (Survey) | \$ 261.00 | AM-7 | \$ 301.00 |
| 2-Man Crew (GPS Survey) | \$ 227.00 | M-1 | \$ 481.00 |
| 3-Man Crew (GPS Survey) | \$ 281.00 | | |
| Construction Observation | | | |
| C-1 | \$ 106.00 | | |
| C-2 | \$ 136.00 | | |
| C-3 | \$ 166.00 | | |
| C-4 | \$ 204.00 | | |
| C-5 | \$ 244.00 | | |

**ATTACHMENT C
OWNER'S RESPONSIBILITIES**

ARTICLE 6 of the AGREEMENT is amended and supplemented to include the following agreement of the parties.

OWNER RESPONSILITIES

1. The OWNER shall furnish to the CONSULTANT all available information pertinent to the PROJECT including previous reports, construction plans and any other data relative to the PROJECT.
2. The OWNER shall be responsible for all permit fees.
3. The OWNER shall examine all studies, reports, sketches, estimates specifications, plan drawings, proposals and any other documents presented by the CONSULTANT and render in writing decisions pertaining thereto within a reasonable time so as not to delay the SERVICES of the CONSULTANT.
4. The OWNER shall designate in writing a person to act as its representative in respect to the work to be performed under this AGREEMENT, and such person shall have complete authority to transmit instructions, receive information, interpret, and define the OWNER's policies and decisions with respect to materials, equipment, elements and systems pertinent to the services covered by this AGREEMENT.
5. The OWNER shall provide for meeting facilities (or arrange for meeting facilities) for all PROJECT meetings with OWNER or Public Meetings in connection with the PROJECT.

File Attachments for Item:

15. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A GRANT IN THE AMOUNT OF \$55,015 FROM THE OKLAHOMA HIGHWAY SAFETY OFFICE (OHSO) TO BE USED BY THE POLICE DEPARTMENT TO CONDUCT HIGH-VISIBILITY ENFORCEMENT, SATURATION PATROLS, INFORMATION/EDUCATION CAMPAIGNS DIRECTED TOWARD TRAFFIC SAFETY, AND PARTICIPATION IN OHSO MOBILIZATIONS; APPROVAL OF CONTRACT K-2223-52; AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/27/2022

REQUESTER: John Stege, Norman Police Department

PRESENTER: Kevin Foster, Chief of Police

ITEM TITLE: CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A GRANT IN THE AMOUNT OF \$55,015 FROM THE OKLAHOMA HIGHWAY SAFETY OFFICE (OHSO) TO BE USED BY THE POLICE DEPARTMENT TO CONDUCT HIGH-VISIBILITY ENFORCEMENT, SATURATION PATROLS, INFORMATION/EDUCATION CAMPAIGNS DIRECTED TOWARD TRAFFIC SAFETY, AND PARTICIPATION IN OHSO MOBILIZATIONS; APPROVAL OF CONTRACT K-2223-52; AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

The Oklahoma Highway Safety Office (OHSO) has informed the Police Department that it has been awarded a \$55,015 grant. The funds are allocated for general police traffic services to conduct high visibility enforcement in support of state and national goals. Not all collisions and injuries can be directly attributed to a specific causal factor. Some collisions occur because drivers operate a vehicle unsafely and without due attention to traffic laws and road conditions. General traffic enforcement allows the Police Department to address a greater variety of traffic problems.

DISCUSSION:

The Department will conduct overtime high visibility traffic enforcement with a minimum of two (2) different stops per hour to reduce the incidence of injury and death (KA) crashes in our community.

To identify those times and locations where KA crashes most often occur, the Project Director shall utilize state and local data and reference sources available. General traffic enforcement will address a greater variety of traffic violations, dependent upon local problem identification.

The Department will participate in all National Highway Traffic Safety Administration (NHTSA) mobilizations in accordance with the terms of the grant agreement, and employ the following evidence-based strategies in conducting grant-related activities:

- Countermeasure: High Visibility Enforcement
- Planned Activity: State and Local High Visibility Enforcement

Not all causal factors can be reduced statistically to a specific location, time, or day. Further, high-risk driving activity is not always observable and may go undetected. Additionally, many high collision locations and times occur when officers are taxed with other calls and roadway conditions do not allow safe high-visibility enforcement.

The Department will conduct a minimum of two (2) Public Information and Education (PI&E) activities each month. Our efforts, therefore, will include:

1. Social media posts,
2. Press releases,
3. Radio/TV spots, and
4. Officer initiated educational efforts (e.g., "Know Your Limit", "Safety Town", and "No Refusal Weekends")

RECOMMENDATION NO. 1:

Acceptance of the grant, acknowledging the terms of the agreement by signing and dating the associated Certification, and approval of the contract.

RECOMMENDATION NO. 2:

Budget appropriation of \$55,015 from the Special Grant Fund balance (22-29000); and designate:

\$51,105 to Traffic Enforcement-Overtime Salaries (account 22660119-42110);
\$ 3,910 to Traffic Enforcement-Benefits (account 22660119-42901)

The expenditure and revenue accounts project number is GP0127.

RECOMMENDATION NO. 3:

Upon reimbursement, deposit funds into Other Revenue/Traffic & Alcohol Enforcement (226-333340).

Certification

As the Authorizing Official, I certify that all data in this application is true and correct. The application and proposed agreement have been reviewed and authorized by the governing body of the applicant agency. The typed name, in lieu of a signature, represents this agency's legal acceptance of the terms of this proposal and a statement of veracity of the representations made in this application.

Printed Name of Authorizing Official:
(Chief Executive Officer)

Title:

Date:

NOTE: The Authorizing Official is the person with official signature authority to make financial and programmatic commitments on behalf of the applicant agency. The Authorizing Official must be a state agency head, mayor, city manager, chairperson of the County Commission or an authorized tribal leader. The Chief of Police or Sheriff is not generally an authorized signatory.

Signature:

Award Packet Instructions

1. On the Application Menu - Forms page, review the following pages in the Award Documents section:
 - a. Grant Agreement Summary - Part I
 - b. Budget Summary Projections
 - c. Budget Detail Projections
 - d. Activity/Milestone Projections
 - e. General Provisions - Part II
 - f. Specific Agreements
2. The Authorized Official must review the Certification page in the Award Documents section and acknowledge acceptance of the terms of the agreement by clicking the SAVE button on that page.
3. After Certification by the Authorized Official, the Agency Administrator or Authorized Official must submit the proposal for OHSO Certification by clicking the OHSO Certification Apply Status button in the Change the Status section of the application on the Application Menu page.

Grant Agreement Summary – Part 1

Title of Contract:

Norman Traffic Enforcement

*

| | | | | |
|-----------------------------|----------------------|---------------------|-----------------------------|--------------------|
| OHSO Project Number: | Award Amount: | CFDA Number: | FAIN Number: | TTA Number: |
| <i>PT-23-03-23-15</i> | <i>\$55,015.00</i> | <i>206000000</i> | <i>69A37523300004020OK0</i> | |
| | \$ | | | |
| TOTAL AWARD: | \$55,015.00 | | | |

| | | | |
|------------------------|------------------------------------|------------------------------|--|
| Project Period: | <i>Oct 01, 2022 - Sep 30, 2023</i> | Primary Program Area: | <i>General Police Traffic Services</i> |
| | | | <i>\$0.00</i> |

Organization: *Norman Police Department*

Address: *201-B W. Gray St.*

| | | | | | |
|--------------|---------------|---------------|-----------|-------------|--------------|
| City: | <i>Norman</i> | State: | <i>OK</i> | Zip: | <i>73069</i> |
|--------------|---------------|---------------|-----------|-------------|--------------|

| | | | |
|--------------------|-------------------|---------------------|------------------|
| FEI Number: | <i>73-6005350</i> | DUNS Number: | <i>009072427</i> |
|--------------------|-------------------|---------------------|------------------|

| | | | |
|--------------------------|-------------------|---------------|--------------------------------|
| Project Director: | <i>John Stege</i> | Title: | <i>Standards Administrator</i> |
|--------------------------|-------------------|---------------|--------------------------------|

| | | | |
|----------------------|-----------------------|--------------------|-----------------------|
| Phone Number: | <i>(405) 366-5218</i> | Fax Number: | <i>(405) 217-1066</i> |
|----------------------|-----------------------|--------------------|-----------------------|

Project Goals:

To conduct 950 hours or more of overtime high visibility traffic enforcement during FY23 in an effort to reduce the overall number of KA crashes in Norman.

Problem Identification:

The population of Norman is approximately 120,000 plus the student population of the University of Oklahoma. The City is also approximately 190 square miles and includes both suburban and rural areas. The City boasts the University of Oklahoma, Lake Thunderbird State Park, multiple convention venues, and sporting events. I-35 and SH 9 both intersect the City with traffic traveling at highway speeds.

2020 population estimates show the City of Norman at 125,762 with 984,017,845 vehicle miles traveled. 2020 crash data revealed the following summary information:

- 11 Alcohol-Related KA Crashes which ranked us at 20th (High) in the state - was also High in 2019.*
- 12 Speed-Related KA Crashes which ranked us at 25th (High) in the state - was Middle in 2019.*
- 8 Distracted Driving KA Crashes which ranked us at 16th (High) in the state - was also High in 2019.*
- 2 Un-Helmeted Fatalities which ranked us at 10th (High) in the state - was also High in 2019.*
- 5 Un-Restrained Fatalities which ranked us at 15th (High) in the state - was Low in 2019.*

Additionally, we had 8 driver fatalities, 3 passenger fatalities, 3 pedestrian fatalities, and 2 motorcycle fatalities - for a total of 14 fatalities.

These trends appear to be supported by local data as well.

Project Description:

The Norman Police Department will conduct overtime high visibility traffic enforcement with a minimum of 2 different stops per hour, in support of state and national goals to reduce the incidence of KA crashes in our community.

To identify those times and locations where KA crashes most often occur, the Project Director shall utilize state and local data and reference sources available. General traffic enforcement will address a greater variety of traffic violations, dependent upon local problem identification.

The Norman Police Department will participate in all NHTSA mobilizations in accordance with the terms of the grant agreement, and employ the following evidence-based strategies in conducting grant related activities:

*Countermeasure: High Visibility Enforcement
Planned Activity: State and Local High Visibility Enforcement*

Not all causal factors can be reduced statistically to a specific location, time, or day. Further, high risk driving activity is not always observable and may go undetected. Additionally, many of our high collision locations and times are also our when officers are taxed with other calls and roadway conditions do not allow safe high-visibility enforcement. The Norman Police Department will conduct a minimum of 2 Public Information and Education (PI&E) activities each month. Our efforts, therefore, will include:

- 1. Social media posts,*
- 2. Press releases,*
- 3. Radio/TV spots, and*
- 4. Officer initiated educational efforts (e.g., "Know Your Limit", "Safety Town", and "No Refusal Weekends")*

This grant is subject to the terms and conditions set forth in the Pre-Application guidelines and any modifications agreed to during negotiation and reflected in the Award Documents, or by Contract Change Order hereafter, including; Part I-Grant Agreement Summary; Budget Summary; Budget Detail; Activity/Milestones; General Provisions – Part II; Specific Agreements – Part III; and Certification pages.

In addition, the grantee agrees to the following:

1. If the grantee is a law enforcement agency, the grantee agrees to participate in and support NHTSA's national goals and law enforcement mobilizations ("Click It or Ticket" and "Drive Sober or Get Pulled Over"), including submitting both pre and post reports through the OHSO online Mobilization Reporting System.
2. At the end of the project year and no later than November 1, the Project Director will submit the End of Year Project Summary Report outlining the project accomplishments and whether the project goal(s) was met.

In accordance with OMB Circular A-133, the Oklahoma Highway Safety Office (OHSO) is required to supply each grantee with pertinent information regarding the grant awarded. The Oklahoma Highway Safety Office (OHSO) is a pass-through agency for federal funds provided by the U.S. Dept of Transportation, National Highway Traffic Safety Administration (NHTSA).

On the chart below, locate the "Start of Project Number for each grant awarded to obtain the information your agency's financial department will need for Federal/State reporting purposes.

| Start of Project Number | Program Area | CFDA No. | Award Name | Section No. |
|-------------------------|--------------|----------|------------|-------------|
|-------------------------|--------------|----------|------------|-------------|

Item 15.

| | | | | |
|-----|----------------------------|------------|---|------|
| AI | Accident Investigation | 20.6000000 | State and Community Highway Safety | 402 |
| AL | Alcohol | 20.6000000 | State and Community Highway Safety | 402 |
| DE | Driver Education | 20.6000000 | State and Community Highway Safety | 402 |
| MC | Motorcycle Safety | 20.6000000 | State and Community Highway Safety | 402 |
| OP | Occupant Protection | 20.6000000 | State and Community Highway Safety | 402 |
| PS | Pedestrian Safety | 20.6000000 | State and Community Highway Safety | 402 |
| PT | Police Traffic Services | 20.6000000 | State and Community Highway Safety | 402 |
| RH | Railroad/Highway Crossings | 20.6000000 | State and Community Highway Safety | 402 |
| SE | Speed Enforcement | 20.6000000 | State and Community Highway Safety | 402 |
| TR | Traffic Records | 20.6000000 | State and Community Highway Safety | 402 |
| TSP | Teen Safety Programs | 20.6000000 | State and Community Highway Safety | 402 |
| M2 | 405b OP Low | 20.6160000 | Occupant Protection | 405b |
| M3 | 21 405c Data Program | 20.6160000 | State Traffic Safety Information Systems Improvements | 405c |
| M5 | 405d Impaired Driving Mid | 20.6160000 | Impaired Driving Countermeasures | 405d |
| M9 | 405f Motorcycle Programs | 20.6160000 | Motorcyclist Safety | 405f |

If you have any questions, please contact your Program Manager.

Activity/Milestones Projections

| MILESTONE PROJECTIONS | | | | | | | | | | | | |
|-----------------------|--------|----------------|-------------|--------|--|-------------|--------|--------|-------------|--------|--------|----------|
| Activity # | | Project # | | | Description | | | | | | | |
| 1st Quarter | | | 2nd Quarter | | | 3rd Quarter | | | 4th Quarter | | | Total |
| Oct. | Nov. | Dec. | Jan. | Feb. | Mar. | Apr. | May | Jun | Jul | Aug | Sep | Total |
| 1 | | PT-23-03-23-15 | | | <i>Hours of overtime general traffic enforcement/PI&E worked (based on average OT rate of \$49.52/hour).</i> | | | | | | | |
| 86.00 | 86.00 | 86.00 | 86.00 | 86.00 | 86.00 | 86.00 | 86.00 | 86.00 | 86.00 | 86.00 | 86.00 | 1,032.00 |
| 2 | | PT-23-03-23-15 | | | <i>Number of vehicle stops completed (target is 2 per hour).</i> | | | | | | | |
| 172.00 | 172.00 | 172.00 | 172.00 | 172.00 | 172.00 | 172.00 | 172.00 | 172.00 | 172.00 | 172.00 | 172.00 | 2,064.00 |
| 3 | | PT-23-03-23-15 | | | <i>Number of PI&E activities conducted - minimum 2 per month (to include media contacts, traffic safety presentations, etc.).</i> | | | | | | | |
| 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 24.00 |
| 4 | | PT-23-03-23-15 | | | <i>Project Director or designee, and Financial Officer or designee, to attend the annual Project Director's Training conducted by OHSO, if required.</i> | | | | | | | |
| 2.00 | | | | | | | | | | | | 2.00 |
| 5 | | PT-23-03-23-15 | | | <i>Sign up for and report on mobilization participation, to include Click-It-Or-Ticket in May and Drive Sober or Get Pulled Over in December and August.</i> | | | | | | | |
| | | 1.00 | | | | | 1.00 | | | 1.00 | | 3.00 |
| | | | | | | | | | | | | 0.00 |
| | | | | | | | | | | | | 0.00 |
| | | | | | | | | | | | | 0.00 |
| | | | | | | | | | | | | 0.00 |
| | | | | | | | | | | | | 0.00 |

Budget Detail Projections

| Cost Category Items | | Project # | | Description | | | |
|---------------------|------------|----------------|------------|--|------------|-------------|--|
| OCT | NOV | DEC | JAN | FEB | MAR | Semi-Annual | |
| APR | MAY | JUN | JUL | AUG | SEP | Annual | |
| I.A. | 1 | PT-23-03-23-15 | | <i>Salary for overtime general traffic enforcement/PI&E (rate not to exceed 1.5 times regular hourly rate unless contractually required and approved by OHSO).</i> | | | |
| \$4,258.78 | \$4,258.78 | \$4,258.78 | \$4,258.78 | \$4,258.78 | \$4,258.78 | \$25,552.68 | |
| \$4,258.78 | \$4,258.78 | \$4,258.78 | \$4,258.78 | \$4,258.78 | \$4,258.85 | \$51,105.43 | |
| I.B. | 1 | PT-23-03-23-15 | | <i>Benefits for overtime general traffic enforcement (rate not to exceed 7.65% unless contractually required and approved by OHSO).</i> | | | |
| \$325.79 | \$325.79 | \$325.79 | \$325.79 | \$325.79 | \$325.79 | \$1,954.74 | |
| \$325.79 | \$325.79 | \$325.79 | \$325.79 | \$325.79 | \$325.88 | \$3,909.57 | |
| \$ | \$ | \$ | \$ | \$ | \$ | \$0.00 | |
| \$ | \$ | \$ | \$ | \$ | \$ | \$0.00 | |
| \$ | \$ | \$ | \$ | \$ | \$ | \$0.00 | |
| \$ | \$ | \$ | \$ | \$ | \$ | \$0.00 | |
| \$ | \$ | \$ | \$ | \$ | \$ | \$0.00 | |
| \$ | \$ | \$ | \$ | \$ | \$ | \$0.00 | |

Budget Summary Projections

| Cost Category Items | 1st Quarter | | | 2nd Quarter | | | 3rd Quarter | | | 4th Quarter | | | Annual Total |
|------------------------------|-------------|------------|------------|-------------|------------|------------|-------------|------------|------------|-------------|------------|------------|--------------|
| | Oct. | Nov. | Dec. | Jan. | Feb. | Mar. | Apr. | May | Jun | Jul | Aug | Sep | |
| I. Personnel | | | | | | | | | | | | | |
| A. Salaries | \$4,258.78 | \$4,258.78 | \$4,258.78 | \$4,258.78 | \$4,258.78 | \$4,258.78 | \$4,258.78 | \$4,258.78 | \$4,258.78 | \$4,258.78 | \$4,258.78 | \$4,258.85 | \$51,105.43 |
| B. Benefits | \$325.79 | \$325.79 | \$325.79 | \$325.79 | \$325.79 | \$325.79 | \$325.79 | \$325.79 | \$325.79 | \$325.79 | \$325.79 | \$325.88 | \$3,909.57 |
| II. Travel | | | | | | | | | | | | | |
| A. In-State Travel | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ |
| B. Out-of-State Travel | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ |
| III. Operating Costs | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ |
| IV. Contractual Costs | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ |
| V. Equipment | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ |
| Monthly Total | \$4,584.57 | \$4,584.57 | \$4,584.57 | \$4,584.57 | \$4,584.57 | \$4,584.57 | \$4,584.57 | \$4,584.57 | \$4,584.57 | \$4,584.57 | \$4,584.57 | \$4,584.73 | \$55,015.00 |

General Provisions – Part II

GLOSSARY OF DEFINITIONS

This glossary defines terms with meanings which may be unclear in the context in which they are used. These definitions are meant to apply only to the usage of these terms in this contract agreement.

Activity - The smallest unit of work that can be time-framed, quantified, and is critical to the success of a project.

Actual - The attained level of resources and/or accomplishments

Authorizing Official - The duly authorized representative of the State Agency, Local Subdivision or subrecipient agency having signatory authority and the responsibility of executing the contract agreement.

C. F. R. - Code of Federal Regulations

Director - The Director authorized by the Governor's Representative to direct the activities of the Oklahoma Highway Safety Office

DUNS Number – Data Universal Numbering System

FAIN Number – Federal Award Identification Number

FY - Fiscal year which starts October 1 and ends September 30 each year

Governor's Representative - A representative appointed by the Governor of Oklahoma to oversee the activities of the Oklahoma Highway Safety Office

Grantor Agency - Oklahoma Highway Safety Office

Local Subdivision - An administrative division of local government

Milestone - A level of accomplishment of an activity within a specific period of time

Obligated - The proposed level of resources and/or accomplishments

OMB - Office of Management and Budget (Federal)

OHSO - Oklahoma Highway Safety Office

OS - Oklahoma Statute

Program Manager - An OHSO staff member authorized to act as the liaison between the Highway Safety Office and the State Agency or Local Subdivision in all matters pertaining to a contract.

Project Director - A representative of the State Agency, Local Subdivision or subrecipient agency responsible for directing the activities of the project as outlined in the contract agreement

Projection - An anticipated level of performance or expenditure necessary to attain the stated project goal(s).

Project Number - A number assigned to one of the highway safety program areas as defined by the Highway Safety Act of 1966.

QTD - Quarter-to-date.

State Agency - An administrative division of state government.

Subrecipient - An agency or organization receiving pass-through funds from the OHSO through a duly authorized grant agreement, Memorandum of Understanding or Agreement or Memorandum of Understanding

TTA Number – Taxpayer's Transparency Act number

U. S. C. - United States Code

YTD - Year-to-date

REGULATIONS AND DIRECTIVES

The subrecipient, its assignee(s), successor(s) in interest, subcontractor(s), supplier(s), or anyone who is a recipient of financial assistance through this grant shall agree to all applicable provisions of the following; however, nothing here should be interpreted to limit the requirements to comply with regulations and directives not included in this list:

1. Project Implementation

Grantee agrees to implement the project in accordance with federal statutes, local statutes and regulations, as well as the policies and procedures established by the Oklahoma Highway Safety Office.

2. Nondiscrimination (applies to subrecipients as well as States)

The State highway safety agency will comply with all Federal statutes and implementing regulations relating to nondiscrimination ("Federal Nondiscrimination Authorities "). These include but are not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin) and 49 CFR part 21;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. 324 et seq.), and Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794 et seq.), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. 6101 et seq.), (prohibits discrimination on the basis of age);
- The Civil Rights Restoration Act of 1987, (Pub. L. 100-209), (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- Titles II and III of the Americans with Disabilities Act (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38;
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations);
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR 74087-74100).

3. Political Activity (Hatch Act) (applies to subrecipients as well as States)

The state will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

4. Buy America Act (applies to subrecipients as well as States)

The state and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

5. Prohibition on using grant funds to check for helmet usage. (applies to subrecipients as well as State)

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcycles.

6. Certification Regarding Federal Lobbying; Certification for Contracts, Grant, Loans, and Cooperative Agreements.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence any officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- If any funds other than Federal appropriated funds have been paid or will be paid to any person for the influencing or attempting to influence any officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- Then undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, sub-grants, and contracts under grant, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
- Restriction on State Lobbying; None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any state or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

7. Equipment Purchased with Highway Safety Funds:

- Ownership of equipment purchased is vested in the subrecipient, who must use the property only for the authorized purpose of this project (2 CFR Part 200.313)
- Equipment must be entered into, and tracked through, the Grantee's inventory system and the OHSO inventory;
- Equipment maintenance and liability coverage are the subrecipient's responsibility;
- Subrecipient shall not remove, transfer, or dispose of the property without prior written approval from OHSO;
- If equipment is lost or stolen, the OHSO must be notified immediately, in writing, accompanied by a police report.

To dispose of ANY equipment, the subrecipient MUST:

1. Write a letter of request to OHSO;
2. State how the disposal will occur (auction, transfer, etc.) and/or provide three (3) appraisals;
3. Maintain equipment until subrecipient receives letter of approval;
4. Return Equipment to OHSO

Nothing herein contained shall be construed as incurring for the Grantor Agency any liability for Workmen's Compensation, F.I.C.A., Withholding Tax, Unemployment Compensation, or any other payment which is not a part of this contract.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION (applies to subrecipients as well as States)

Instructions for Primary Tier Participant Certification (States)

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR 1200.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov>).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency may terminate the transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters-Primary Tier Covered Transactions

1. The prospective primary tier participant certifies to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (l)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

Instructions for Lower Tier Participant Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.
 2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
 3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
 4. The terms covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
 5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
 6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.
 7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov>).
 8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
 9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Specific Agreements – Part III

1. Subrecipient shall adopt (if none presently exists) and enforce a written safety belt use policy requiring all employees and others riding in Subrecipient owned or leased vehicles and/or on Subrecipient business to use safety belts in all seating positions and provide a copy of the same prior to initiation of a grant.
2. Regular compensation and/or overtime compensation provided in this grant award will be paid in accordance with established policies and regulations of the subrecipient's entity. Any deviation from the established policies and regulations must be specifically addressed in the written grant agreement.
3. Subrecipient shall verify that any officer using a grant purchased radar or grant purchased video camera has received training in the proper use of the equipment.
4. Subrecipient shall require all law enforcement officers participating in impaired driving enforcement programs to obtain certification in NHTSA sanctioned Standard Field Sobriety Test (SFST) procedures prior to working grant funded enforcement shifts.
5. Subrecipient shall submit activity and reimbursement reports to OHSO monthly through the OKGrants system unless otherwise pre-approved. Reports shall include all appropriate and required backup documentation. Reports shall be submitted within 30 days of the end of the reporting month. Failure to timely submit reports may result in denial of the reimbursement claim or delay in reimbursement of the same.

The Oklahoma Highway Safety Office (OHSO) is a pass-through agency for federal funds provided by the U.S. Dept of Transportation, National Highway Traffic Safety Administration (NHTSA). In accordance with 2 CFR 200, the Oklahoma Highway Safety Office (OHSO) is required to supply each subrecipient with pertinent information regarding the grant award to assist in providing the subrecipient's financial department information which may be needed for Federal/State reporting purposes. Said information is contained within the Grant Agreement Summary-Part 1 of the award documents. A subrecipient agency may be subject to audit under 2 CFR 200. Unless other arrangements are made, any required audit cost is the responsibility of the Subrecipient.
6. Any activities or cost items not specifically addressed in this agreement or any revisions to the items which are included in the agreement must be approved, in writing, by the OHSO Director/Governor's Representative or designee before they will be considered eligible activities and/or cost items. (For example, any out-of-state travel expenses not specifically identified in one's agreement require prior written permission from the OHSO Director/Governor's Representative or designee or the costs will not be reimbursed.) These "Specific Agreement topics have been provided in an effort to assist subrecipients. This is not in any way a complete list of all requirements. Any questions and/or concerns not addressed here or in other areas of this grant agreement should be directed to the OHSO Program Manager assigned responsibility for oversight of this project.
7. The continuation of this project is contingent on the availability and receipt by OHSO of Federal Funds.
- 8.

Certification

As the Authorizing Official, I certify that all data in this application is true and correct. The application and proposed agreement have been reviewed and authorized by the governing body of the applicant agency. The typed name, in lieu of a signature, represents this agency's legal acceptance of the terms of this proposal and a statement of veracity of the representations made in this application.

Printed Name of Authorizing Official:
(Chief Executive Officer)

Title:

Date:

NOTE: The Authorizing Official is the person with official signature authority to make financial and programmatic commitments on behalf of the applicant agency. The Authorizing Official must be a state agency head, mayor, city manager, chairperson of the County Commission or an authorized tribal leader. The Chief of Police or Sheriff is not generally an authorized signatory.

Signature:

Peoplesoft Application Information

| | |
|-------------------------------|---|
| Project Number | |
| Vendor ID | * |
| Vendor Location | * |
| PO ID | * |
| PO Distribution Line | * |
| Business Unit | * |
| Account | * |
| Sub Account | * |
| Fund | * |
| Class | * |
| Department | * |
| Budget Reference | * |
| CFDA | * |
| PO Line Number | * |
| PO Schedule | * |
| Project Costing Business Unit | |
| Activity | |
| Operating Unit | |
| Project ID | |
| Resource Type | |
| Resource Category | |
| Resource Sub-Category | |
| Program Code | * |
| Chartfield 2 | |

Uploads

Grantee Uploads

Comments

OHSO Uploads

Comments

Risk Assessment - Norman.pdf
Seat_Belts.pdf

Risk Assessment
Seat Belt Policy

Pre-application Guidelines

HIGHWAY SAFETY GRANT GUIDELINES

This document describes the Oklahoma Highway Safety Grant Program that provides funding to Local, State, and Nonprofit agencies to address specific traffic safety problems identified by the applicant.

Grant Program Background

The Federal Traffic Safety Grant is a grant program from the National Highway Traffic Safety Administration (NHTSA). It is intended to support state and local efforts to improve highway safety by providing funding for initiating programs directed at identified highway safety problems. These funds cannot be used to replace existing funding sources (supplanting). In Oklahoma, this grant program is administered by the Oklahoma Highway Safety Office, a division of the Department of Public Safety. The OHSO's grant projects are funded for one year periods, based on the availability of federal funding and the performance of the grantee. Applications for new projects or continuation of existing projects must be submitted each year by the established deadline.

All applicants must apply through the State of Oklahoma Grant Exchange system available at <https://ogx.ok.gov>.

Applicants approved for funding will be required to enroll in the Oklahoma Office of Management Enterprise Services (OMES) ePay system. Go to the following website to enroll if needed: <https://www.ok.gov/dcs/vendors2/app/index.php>.

Applicants must have a FEI and DUNS number, and must enter it into the Applicant Information page of the eGrants system.

Highway Safety Grants - Guidelines & Required Elements

The OHSO uses strategic planning to help determine the state's priority highway safety problems and to develop program strategies for addressing these problems. The results of this process are reported annually in the State's Highway Safety Plan (HSP). State and local governmental agencies and nonprofit organizations can submit applications to receive funding for traffic safety projects directed at solving problems identified in the HSP. The HSP is prepared by the OHSO staff, based on input from the traffic safety community. The published HSP is available on our website at <http://www.ohso.ok.gov>.

The Highway Safety Grant Program is intended to allow applicants to address any traffic safety issue identified in the HSP. The applicant must submit a grant application that states the problem to be addressed by the grant project and provides supporting data and detail. The grant narrative must address all of the elements outlined in this guide. The budget should be justified and reasonable and only include allowable costs. Highway Safety Grant applications must clearly identify the highway safety problem(s) to be addressed and the solution(s) to be implemented. Applicants should prioritize and limit the number of problems you address in your grant application. Resources are limited; be specific in your focus.

Budget

Be sure your budget request is reasonable and appropriate to the needs of your project and follows the guidelines for allowable costs. When preparing a budget, keep in mind that federal guidelines permit the funding of some costs and specifically prohibit the funding of others.

The general principles used by this federal program to determine if costs are eligible for reimbursement include the following: costs charged to the grant need to be necessary, reasonable and allocable; activities and items being charged to the grant must be directly related to the approved project's objectives; **approved expenses must be incurred during the grant period and any items purchased must be received before the end grant period.**

All allowable costs incurred during the grant year must be invoiced and submitted to OHSO by November 1 following the end of the grant year. While we do not intend that costs go un-reimbursed, grantees must claim costs promptly or be subject to non-reimbursement.

If you have any questions on allowable or unallowable costs, contact the OHSO while planning your budget and always check before incurring the costs. If an item is not listed in the table below, do not purchase it until you check with OHSO for prior approval. If you do not seek prior approval or purchase items not listed in your grants approved budget you do so at the risk of non-reimbursement. All purchases with grant funds are subject to prior approval from OHSO before reimbursement vouchers are paid. We strongly recommend that you receive prior approval from OHSO before making such purchases.

Following are the general guidelines for our grant program budgets:

ALLOWABLE COSTS

| | |
|-----------------------------------|---|
| Contractual services | Professional memberships & Subscriptions |
| Equipment ¹ | PI & E materials and products ⁴ |
| Fringe benefits | Telephone charges (project related) |
| Materials and supplies | Travel ² |
| Salary, both regular and overtime | Postage |
| Training | Printing and Reproduction |
| Paid media | Computer Hardware and software ¹ |

UNALLOWABLE COSTS (These items are NOT funded by OHSO):

| | |
|--|--|
| Incentives or prizes of cash, gift cards or services. | Any purchase or expense made outside of the approved grant period. |
| Land | Capital expenditures/capital construction |
| Legislative expenses (lobbying is prohibited) | Tint meters |
| Police/emergency communications | Entertainment |
| Alcoholic beverages including controlled training settings) | Maintenance and repairs to existing/non-project funded equipment |
| Fines and penalties | Furniture, fixtures and equipment ³ |
| Supplanting (Meaning grant funds cannot be used to support existing activities.) | Highway safety Oppurtenances (guard rails, utility poles, sign supports, etc.) |
| Uniforms | Traffic signal preemption systems |
| Interest and other financial costs | Contributions and donations |

¹Equipment or hardware that costs \$5,000 or more per item needs prior written approval from OHSO and NHTSA before the purchase is made.

²All travel must be in accordance with the provisions of the Oklahoma Travel Reimbursement Act.

³Tables, desks, chairs, file cabinets, clocks, lighting, coat racks, drapes, shelves, floor covering, bookcases, etc.

⁴PI&E items and activities must be directly related to the project objectives and have a highway safety message.

EQUIPMENT / PROJECT RELATED COMMODITIES

Large commodity orders and equipment required to conduct the project activities as described in the approved grant budget must be ordered and received by December 1 if at all possible. Equipment that costs \$5,000 or more per item needs written approval from OHSO and NHTSA **before** it is purchased. Any grantee purchasing equipment with a value of \$500 or more per item must provide OHSO a copy of the agency's Purchasing Policy and Inventory Control Policy prior to reimbursement of the cost.

PUBLIC INFORMATION CAMPAIGNS AND PROMOTIONAL MATERIALS

A project's promotional activities, which encourage or educate the general public to adopt highway safety practices, are an allowable cost. Education and information materials are pamphlets, books, booklets, brochures or broadsheets that are used to inform the public about safety topics. Promotional items are items that have a slogan or message imprinted on them, meant to reinforce the education message. Examples of promotional items are pens, key chains, reflectors or other inexpensive items that can be imprinted.

Promotional items and activities must directly relate to the project objectives and contain a traffic safety message, for example, "Buckle Up in Your Truck" or "Head Out with a Helmet." Simply printing the name of your traffic safety program with no additional message is NOT acceptable. Promotional materials should be distributed in conjunction with activities like training programs or at events where traffic safety is emphasized and where program staff interact directly with the public, such as fair exhibits or safety day events.

Educational material produced or purchased should include the following acknowledgement: "Funded by the National Highway Traffic Safety Administration with a grant from the Oklahoma Highway Safety Office."

All public awareness media or promotional campaigns and public information and educational (PI&E) materials **developed using grant funds** require the submission of a distribution plan and approval by OHSO **before** they are ordered. This would include radio or television PSAs, brochures, posters, pamphlets, or other media messages. OHSO will review the message for accuracy and consistency with the state's safety goals. If the items are not pre-approved, OHSO may not reimburse you. Please contact the OHSO for assistance on meeting these requirements before you order your materials.

Safety equipment such as bicycle helmets or car seats may be distributed only in conjunction with an educational program. Promotional items of nominal value with the appropriate safety message, e.g. pens, pencils or key chains, may be purchased and distributed to support program activities.

REPORTING

Progress Reports: Grantees will be required to submit monthly progress reports as well as a final summary report. The final report is due by November 1 and should summarize your accomplishments and present the results of the evaluation to determine if the project goal(s) were met.

Invoices: Grantees will be required to submit a monthly invoice for grant funded expenditures, unless a greater time frame is approved by the OHSO. The invoice must be accompanied by sufficient backup documentation to justify the expenditures contained in the invoice.

MONITORING

The OHSO will conduct quarterly monitoring of grant funded projects during the project period, or more frequently if deemed necessary, or at any time within 3 years after the end of the project period. The staff of the OHSO will schedule visits at the mutual convenience of the OHSO and the project director or designee.

During the monitoring visit, the OHSO staff may ask to view: grant records, correspondence, financial records, traffic records, examples of work performed, appointment books, financial and payroll records and equipment purchased with grant funds.

It is expected that you document the work of your grant project. The OHSO may request proof of the work done under the grant. Scheduling diaries, correspondence, meeting minutes, media archives, reports and other materials will help to document your use of grant funding. For enforcement, project surveys, copies of warnings and citations, and crash reports should be maintained locally by the project director and made available upon request.

Guide for Writing a General Highway Safety Grant Proposal Narrative

The grant application must have a narrative that addresses the following components:

- I. Problem Identification
- II. Project Description/Work Plan
- III. Activities and Milestones
- IV. Goal(s)
- V. Evaluation

Use this guide when writing your grant to develop an acceptable application. Applications will be reviewed based on completeness, potential impact, reasonableness of the budget request and the past performance of the applicant. All proposals must address a problem described in the Oklahoma Highway Safety Plan (HSP). The HSP and crash data may be found on the OHSO website, www.ohso.ok.gov

I. Problem Identification

In narrative form, describe the problem(s) that you have identified in your community. The problem(s) you describe should be identified through an analysis and assessment of data and information related to highway safety in your community. The data used in identifying the problem(s) must be included to support your problem identification statement.

II. Project Description/Work Plan

Describe the solution to your highway safety problem. Explain what you intend to do and how it will impact your problem.

Provide specific and measurable action statements that indicate what you would like to accomplish by the end of your project period.

Provide a statement for each problem that you will be addressing in the project. Use the SMART guidelines in developing your plan.

Differentiating between goals, objectives and activities:

- A goal is a general statement that gives a desired outcome for the project.
- An objective is one or more detailed strategy(s) to attain the stated goal.
- Activities are detailed actions that will be done to achieve the objective(s) and are measured by quantitative milestones.

S.M.A.R.T. Goals and Objectives

III. Activities and Milestones

Activities: What are the specific activities that you will be performing? Consider how you will implement them, as well as when, how often and to whom they will be directed. Provide a brief description of each type of activity or event.

Example: Make bicycle and pedestrian safety presentations at school assembly to every grammar school in our county (8 schools) during the school year.

Milestones: A milestone is a quantitative indicator that can be monitored over time and is directly related to a goal or objective. Identify the measures you will use to track progress toward the achievement of your goals and objectives. (Examples: number of speeding tickets issued, number of overtime hours worked, number of car seats distributed, number of safety presentations, etc.)

IV. Goal(s)

The goal of your project is the ultimate end result you hope to achieve over time. In highway safety programs, the ultimate goal is to reduce crashes, fatalities and injuries. The goal should be measurable; it should also be ambitious, but realistic. In stating the goal, include where you are starting from (baseline) using the latest data available for your city or county from the Oklahoma Crash Facts Book, the target you expect to reach, and a timeframe for achieving your goal. (Examples: Reduce the number of pedestrians injured in crashes from 214 in 2010 to 200 in 2013. Reduce the number of KAB crashes that are alcohol-related from 142 in 2010 to 135 in 2013. Increase the seat belt use rate from 83% in 2010 to 87% in 2013.)

V. Evaluation

To determine if the project will be doing what it is intended to do, describe how you will assess your project's accomplishments, achievements and shortcomings. The evaluation should focus on documenting your activities and linking these activities to the achievement of your objectives. Did you conduct the activities you planned? If you did, were the activities effective?

You will also want to determine whether there has been progress toward meeting the stated goal of your project. Because of the time lag in receiving up-to-date crash data, it may not be possible to link your project activities with any change in your measure. Rather, you should review the current status of your measure to determine whether there has been a change (compared to the established baseline) and if the change is in the right direction.

Conducting the Evaluation:

Obtain or collect updated information/data for each of the performance measures related to your project activities, objectives, and goal. Establish a baseline for each measure.

Assess the implementation of your project by comparing the activities that were conducted with the activities that were planned. Include quantitative terms in describing your activities. (Examples: number of presentations, number of participants, number of police officers, number of brochures distributed.)

Evaluate the effectiveness of your activities by comparing the updated measure with the baseline measure related to each objective. Determine if each objective was "met", "unmet", or "exceeded". Look for linkages between your activities and your objectives.

Operational Plan (Work Plan)

You *may* be asked to provide a more detailed description of how your project will be organized, including such things as staffing, location, schedules and frequencies. What are the specific activities that you will be performing, how will you implement them, when, how often and to whom will they be directed? If requested, your operational plan should provide the following in a few concise paragraphs:

1. Describe the activities that you will conduct to address each problem.
2. Address the reasoning behind the proposed solutions for each problem.
3. Include the names, titles, and duties of those who will carry out the project.
4. Provide detailed milestones for each activity



I agree to the terms and guidelines as outlined above. *

Click the **Save** button at the top of the screen, and proceed to the rest of the application by using either the links in the navigation panel on the left side of the page.

Applicant Info

Applicant Organization Name *

Norman Police Department

Organization Mailing Address *

201-B W. Gray St.

City *

Norman

State *

OK

Zip *

73069

Area Code/Phone Number *

(405) 366-5218

Area Code/Fax Number

(405) 217-1066

Organization Physical Address *

201-B W. Gray St.

City *

Norman

State *

OK

Zip *

73069

County *

Cleveland County

FEI Number *

73-6005350

DUNS Number

009072427

UEI Number - If not known, click [here](#). *

X766N3PND5A9

Authorizing Official *

Breea Clark

Title *

Mayor

Mailing Address *

PO Box 370

City *

Norman

State *

OK

Zip *

73070

Area Code/Phone Number *

(405) 366-5402

Area Code/Fax Number

E-mail Address *

Mayor@NormanOK.gov

Project Director *

John Stege

Title *

Standards Administrator

Physical Address *

201- B W. Gray St.

City *

Norman

State *

OK

Zip *

73069

Area Code/Phone Number *

(405) 366-5218

Area Code/Fax Number

(405) 217-1066

E-mail Address *

john.stege@normanok.gov

Finance Officer *

Debbie Whitaker

Title *

Accountant III

Address where reimbursement is to be mailed *

201-C W. Gray St.

City *

Norman

State *

OK

Zip *

73069

Area Code/Phone Number *

(495) 366-5448

Area Code/Fax Number**E-mail Address ***

debbie.whitaker@normanok.gov

Project Info

WHAT TYPE OF PROJECT ARE YOU PROPOSING?

General Police Traffic Services

*

PROBLEM IDENTIFICATION

The population of Norman is approximately 120,000 plus the student population of the University of Oklahoma. The City is also approximately 190 square miles and includes both suburban and rural areas. The City boasts the University of Oklahoma, Lake Thunderbird State Park, multiple convention venues, and sporting events. I-35 and SH 9 both intersect the City with traffic traveling at highway speeds.

2020 population estimates show the City of Norman at 125,762 with 984,017,845 vehicle miles traveled. 2020 crash data revealed the following summary information:

- 11 Alcohol-Related KA Crashes which ranked us at 20th (High) in the state - was also High in 2019.
- 12 Speed-Related KA Crashes which ranked us at 25th (High) in the state - was Middle in 2019.
- 8 Distracted Driving KA Crashes which ranked us at 16th (High) in the state - was also High in 2019.
- 2 Un-Helmeted Fatalities which ranked us at 10th (High) in the state - was also High in 2019.
- 5 Un-Restrained Fatalities which ranked us at 15th (High) in the state - was Low in 2019.

Additionally, we had 8 driver fatalities, 3 passenger fatalities, 3 pedestrian fatalities, and 2 motorcycle fatalities - for a total of 14 fatalities.

These trends appear to be supported by local data as well.

*

PROJECT GOALS

Crash data and statistics:

To conduct 950 hours or more of overtime high visibility traffic enforcement during FY23 in an effort to reduce the overall number of KA crashes in Norman.

*

PROJECT DESCRIPTION/WORK PLAN

Will this project involve traffic enforcement activity?

Yes

No *

Approximate population served: 125,762

Number of sworn officers: 171

The Norman Police Department will conduct overtime high visibility traffic enforcement with a minimum of 2 different stops per hour, in support of state and national goals to reduce the incidence of KA crashes in our community.

To identify those times and locations where KA crashes most often occur, the Project Director shall utilize state and local data and reference sources available. General traffic enforcement will address a greater variety of traffic violations, dependent upon local problem identification.

The Norman Police Department will participate in all NHTSA mobilizations in accordance with the terms of the grant agreement, and employ the following evidence-based strategies in conducting grant related activities:

Countermeasure: High Visibility Enforcement

Planned Activity: State and Local High Visibility Enforcement

Not all causal factors can be reduced statistically to a specific location, time, or day. Further, high risk driving activity is not always

observable and may go undetected. Additionally, many of our high collision locations and times are also our when officers are

taxed with other calls and roadway conditions do not allow safe high-visibility enforcement. The Norman Police Department will

conduct a minimum of 2 Public Information and Education (PI&E) activities each month. Our efforts, therefore, will include:

- 1. Social media posts,*
- 2. Press releases,*
- 3. Radio/TV spots, and*
- 4. Officer initiated educational efforts (e.g., "Know Your Limit", "Safety Town", and "No Refusal Weekends")*

PROJECT EVALUATION

This project will be evaluated as they have been in the past by compiling monthly and annual crash statistics, monitoring citation and warning numbers, and responding to citizen input. Historical statistics are provided to Commanders every week along with the monthly overview

Enforcement projects, activities, and hours within identified areas will be monitored for effectiveness and some will be shifted to newly identified collision areas while a contingent will remain in the previous zone to insure compliance and maintain the reduction in crashes.

Communication will be maintained with Program Manager, and End of Year Summary will be completed timely.

If the OHSO is not able to fund this project as proposed, would your agency be interested in an alternative type of project? If so, please select a second and third preference based on your local problem identification.

2nd

Preference: *Occupant Protection*

3rd

Preference: *Impaired Driving*

Countermeasures and Performance Measures

Countermeasure selection and justification

Describe the evidence-based countermeasure selected, including any supporting documentation or reference to show this countermeasure is likely to reduce crashes, fatalities and injuries.

Countermeasure 1 will consist of high visibility, overtime, traffic enforcement focusing on speed-related, alcohol/drug-related, distracted driving-related, and occupant protection-related driving behavior.

*

Performance Measure

Describe the expected level of performance which will need to be accomplished in order to support the countermeasure selected.

Performance Measure 1 will consist of 43 hours per month of enforcement-related activities with a minimum average of 2 stops per hour.

*

Countermeasures and Performance Measures

Countermeasure selection and justification

Describe the evidence-based countermeasure selected, including any supporting documentation or reference to show this countermeasure is likely to reduce crashes, fatalities and injuries.

Countermeasure 2 will consist of high visibility, HOLIDAY and OHSO mobilization overtime enforcement and public information and education efforts.

*

Performance Measure

Describe the expected level of performance which will need to be accomplished in order to support the countermeasure selected.

Performance Measure 2 will consist of 43 hours per month of with a minimum average of 2 stops per hour.

*

Countermeasures and Performance Measures

Countermeasure selection and justification

Describe the evidence-based countermeasure selected, including any supporting documentation or reference to show this countermeasure is likely to reduce crashes, fatalities and injuries.

Countermeasure 3 will consist of public information and education focusing on social media/press releases, "Know Your Limit"/"No Refusal Weekend" projects, and bicycle education/patrol efforts.

*

Performance Measure

Describe the expected level of performance which will need to be accomplished in order to support the countermeasure selected.

Performance Measure 3 will consist of 2 public information and education activities per month.

*

Personnel Services

Entry info

Personnel Services is the salary and fringe benefits of people who will work on this project. If the project is to partially fund a full-time position, indicate as Full Time.

Check box if Personnel Services is not being requested for this project. Click SAVE.

Job Title *

Master Police Officer/Sergeant (Step 6 w Differential)

Full Time

Part Time

Overtime

*

Approximate number of overtime hours annually?

1,032

Average Hourly Overtime Rate?

\$49.52

OT Salary Amount

\$51,105.00

OT Fringe Rate

7.65 %

(Enter 0 if fringe benefits are not requested)

OT Fringe Amount

\$3,910.00

Total Amount

\$55,015.00

Description of grant-related duties to be performed by this job title:

High visibility traffic enforcement, various public information campaigns, as well as educations efforts and bicycle/pedestrian contacts.

We intend, as in previous years, to use OHSO grant funding to support our Holiday / Mobilization campaigns at a higher OT rate (either 2 1/2 or 3 times the normal salary) due to contractual holiday overtime requirements in Contract.

*

Operating Costs

Entry info: Costs to support the project not specific to other cost areas, such as: Indirect Costs, Media costs paid by a subrecipient directly to a media outlet, car seats for distribution, postage, phone, or other items of nominal cost to support approved grant-related activities. Add each type of cost separately.

✓ Check box if Operating Costs is not being requested for this project. Click SAVE.

Description *

Dollar Amount *

\$

(If for Indirect Costs, attach copy of approval letter to application. If De minimis rate requested, identify in the Justification section below.)

Justification *

Equipment

Entry info: Equipment are nonexpendable items that have more than a nominal value, and a useful life of more than one year. Examples of equipment include computers, printers, video equipment and radar units.



Check box if Equipment is not being requested for this project. Click SAVE.

Type of Equipment *

Description of Item *

Number of items requested *

Cost Per Item *

\$

Dollar Amount

\$

Justification *

Travel In-State

Entry info: Travel In-State may be for auto mileage and tolls incurred during grant-related activities, or travel, lodging and registration to attend or participate in grant-related training, symposia, meetings or conferences within the State of Oklahoma. Reimbursement must be compliant with the Oklahoma Travel Reimbursement Act.



Check box if Travel In-State is not being requested for this project. Click SAVE.

Description *

Dollar Amount *

\$

Reason: *

Travel Out-of-State

Entry info: Travel: Out-of-State travel may be for mileage, transportation, fares, lodging, per diem and registration costs to attend or participate in approved grant-related training, symposia, meetings or conferences that take place outside of Oklahoma. Out-of-state travel not specifically identified requires prior approval in writing from OHSO before incurring travel costs. Reimbursement must be compliant with the Oklahoma Travel Reimbursement Act.



Check box if Travel Out-of-State is not being requested for this project. Click SAVE.

Description of Travel *

Dollar Amount *

\$

Reason: *

Contractual Services

Entry Info: Contractual Costs are those expenses not usually covered under personnel costs, travel, equipment, supplies or other specific operating expenses. Examples of these would include: training courses, professional audits, and media contracts.



Check box if Contractual Services is not being requested for this project. Click SAVE.

Item *

Training

Audit

Media (To be used only for subcontractor's media costs. Subrecipients list direct media costs under Operating Costs.)

Professional Services

Other

Dollar Amount *

\$

Description *

Budget Summary

| Expense Item | Amount |
|----------------------|--------------------|
| Personnel Services | \$55,015.00 |
| Operating Costs | \$ |
| Equipment | \$ |
| Travel In-State | \$ |
| Travel Out-of-State | \$ |
| Contractual Services | \$ |
| TOTAL | \$55,015.00 |

Attachments

Instructions:

Please complete this page, then click the **Save** button.

Clicking the Save button will upload new files to the server.

If more upload fields are required, save the page and more upload fields will appear.

There is a limit of 20 MB per page save. If you receive an error when uploading attachments, please check the size of the files and be sure not to upload more than 20 MB's at a time.

Description

FOP Contract FYE 21 (Current)
Single Audit FY 19 (Current)

Attachments

FOP Contract FYE 21.pdf
city_of_norman_fy19_single_audit.pdf

File Attachments for Item:

16. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-38: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN ACCEPTING THE AWARD OF \$894,963 THROUGH THE FEDERAL TRANSIT ADMINISTRATION'S FISCAL YEAR 2022 LOW- OR NO-EMISSION VEHICLE PROGRAM AND AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO SUBMIT, EXECUTE, AND FILE AN APPLICATION ON BEHALF OF THE CITY OF NORMAN WITH THE UNITED STATES DEPARTMENT OF TRANSPORTATION TO FORMALLY PROGRAM THE PROJECT AWARD; AUTHORIZATION TO PURCHASE TWO (2) 35-FOOT LOW-FLOOR CNG TRANSIT BUSES FROM GILLIG IN THE AMOUNT OF \$1,228,742 UTILIZING THE STATE OF WASHINGTON CONTRACT NUMBER 06719; AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/27/2021

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 RESOLUTION R-2223-38: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN ACCEPTING THE AWARD OF \$894,963 THROUGH THE FEDERAL TRANSIT ADMINISTRATION'S FISCAL YEAR 2022 LOW- OR NO-EMISSION VEHICLE PROGRAM AND AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO SUBMIT, EXECUTE, AND FILE AN APPLICATION ON BEHALF OF THE CITY OF NORMAN WITH THE UNITED STATES DEPARTMENT OF TRANSPORTATION TO FORMALLY PROGRAM THE PROJECT AWARD; AUTHORIZATION TO PURCHASE TWO (2) 35-FOOT LOW-FLOOR CNG TRANSIT BUSES FROM GILLIG IN THE AMOUNT OF \$1,228,742 UTILIZING THE STATE OF WASHINGTON CONTRACT NUMBER 06719; AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

The Federal Transit Administration (FTA) Grants for Buses and Bus Facilities Program (49 U.S.C. 5339) makes federal resources available to states and direct recipients to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities including technological changes or innovations to modify low or no emission vehicles or facilities. Funding is provided through formula allocations and competitive grants. A sub-program, the Low- or No-Emission Vehicle Program, provides competitive grants for bus and bus facility projects that support low and zero-emission vehicles.

On June 27, 2019 the City of Norman was recognized by the FTA as an eligible recipient of federal transit funds and an eligible applicant of the Low- or No-Emission Vehicle Program. Eligible activities for this program include capital projects to replace, rehabilitate and purchase buses, vans, and related equipment, and to construct bus-related facilities, including technological changes or innovations to modify low or no emission vehicles or facilities.

A requirement of the Low- or No-Emission Vehicle Program is to identify the source of local match to the federal funds and to provide evidence and commitment of those funds with the entity's application. A Council resolution meets this requirement. When a project is selected,

funds are available for obligation three fiscal years after the fiscal year in which the competitive awards are announced.

On May 24, 2022 Council authorized by resolution a grant application submittal to the Federal Transit Administration's FY2022 Low- or No-Emission Vehicle Program for two CNG buses, partnering with Gillig, and committing the City of Norman to provide the required local match, through either the General Fund, the Public Transit Sales Tax Fund, or Capital Fund if the project is selected.

Base price, estimated options, and delivery charges were quoted as approximately \$1,193,284 in total cost. The minimum cost share for this grant opportunity was an 80% federal and a 20% local share, however, due to the competitive nature of this program staff recommended that the City apply with a 75% federal (\$894,963) and 25% local (\$298,321) share.

DISCUSSION:

On August 16, 2022 the Federal Transit Administration (FTA) announced the project selections through the 2022 Low- or No-Emission Grant Program. A total of 150 projects amounting to \$1.66 billion were selected through this highly competitive grant program. In order for the project award to be formally programmed, the City will need to obligate the funds into an FTA grant. This will ensure once the project is completed, the City will be eligible to receive the federal funding share of the project.

Regarding the utilization of the Washington State Contract, currently the State of Oklahoma does not have a robust, heavy-duty transit vehicle state contract. Gillig has suggested the State of Washington Contract #06719 as a contract that has been bid to meet proper Federal Transit Administration (FTA) requirements and which satisfies Norman's code section 8-204.

The buses purchased under this authorization would replace two (2) transit buses currently in the fixed-route fleet which have passed their useful life according to FTA standards. The specific units to be replaced are 5-0931 and 5-0932, which are 2009 CNG cutaway transit buses. Due to being cutaways, these buses are approximately 5 years past their useful life as defined by the FTA. These bus replacements comply with the City's Alternative Fuel Policy and, as the City already has an established CNG vehicle program, we expect to maximize cost savings in regards to fueling.

The estimated cost of each 35ft low-floor CNG transit bus is \$614,371 for a total cost of \$1,228,742 to purchase two vehicles. Due to supply chain issues and inflation increases, the cost per vehicle has increased by approximately 2.9% since the grant application was submitted. Thus, the local match for those grant funds from FY21 are proposed to be increased to cover the difference. This results in vehicle purchase having a local match of 27% or \$333,779. Funds for this purchase are available in the FYE 2023 budget in Public Works/Transit Division General Fund, Service Equipment/Bus (27550276-45007).

If approved, staff will work to combine this bus order with the three (3) buses that were authorized by Council on August 23, 2022. Combining the purchases of the buses on a single order improves the efficiency of the buying process and minimizes staff time and costs when meeting with the manufacturer before the buses are delivered. Staff anticipates delivery of the new buses to be in 12-15 months, or around October 2023 or January 2024, at which time the buses being replaced would be sold in a public auction.

RECOMMENDATION:

1. Staff recommends that City Council approve Resolution R-2223-38, accepting the award of \$894,963 through the Federal Transit Administration's fiscal year 2022 Low- or No-emission Vehicle Program and authorizing the City Manager or his designee to submit, execute, and file an application on behalf of the City of Norman with the United States Department of Transportation to formally program the project award.
2. Staff recommends that City Council authorize the purchase of two (2) 35-foot CNG transit buses from Gillig in the amount of \$1,228,742 utilizing the State of Washington contract number 06719.
3. Staff recommends appropriating \$894,963 from Capital Fund Balance (Account 50-29000) to Service Equipment – Bus (Account 22550070-45007) to upfront the grant amount until reimbursement is received from the federal government. Once reimbursed, funds will be transferred back to the Capital Fund.

R-2223-38

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN ACCEPTING THE AWARD OF \$894,963 THROUGH THE FEDERAL TRANSIT ADMINISTRATION’S FISCAL YEAR 2022 LOW- OR NO-EMISSION VEHICLE PROGRAM AND AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO SUBMIT, EXECUTE, AND FILE AN APPLICATION ON BEHALF OF THE CITY OF NORMAN WITH THE UNITED STATES DEPARTMENT OF TRANSPORTATION TO FORMALLY PROGRAM THE PROJECT AWARD.

- § 1. WHEREAS, the Federal Transit Administration (FTA) Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) makes federal resources available to states and direct recipients to replace, rehabilitate, and purchase buses and related equipment and to construct bus-related facilities, including technological changes or innovations to modify low or no emission vehicles or facilities; and
- § 2. WHEREAS, the Low- or No-Emission Vehicle Program provides competitive grants for bus and bus facility projects that support low- and zero-emission vehicles; and
- § 3. WHEREAS, the City of Norman was recognized by the FTA as an eligible recipient of federal transit funds and is an eligible applicant of the Low- or No-Emission Vehicle Program; and
- § 4. WHEREAS, the City submitted an application to the FTA’s fiscal year 2022 Low- or No-Emissions Vehicle Program following a City Council resolution (R-2122-119) authorizing the submittal approved on May 24, 2022; and
- § 5. WHEREAS, the FTA announced on August 16, 2022 that the City’s proposed project of two CNG buses was selected to be funded with the cost share of 75% federal (\$894,963) and 25% local (\$298,321).

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

- § 8. THAT the City of Norman, Oklahoma, hereby accepts the award of \$894,963 through the Federal Transit Administration’s fiscal year 2022 Low- or No-emission Vehicle Program; and
- § 6. THAT the City of Norman, Oklahoma, authorizes the City Manager or his designee to submit, execute, and file an application on behalf of the City of Norman with the United States Department of Transportation to formally program the project award.

PASSED AND ADOPTED this day of , 2022.

Mayor

ATTEST:

City Clerk

QUOTE LETTER

August 1, 2022

Taylor Johnson
City of Norman
Transit and Parking Program Manager
Fleet Division
Public Works Department
1310 Da Vinci
Norman, OK 73069
405-217- 7761 (Office Direct)
taylor.johnson@NormanOK.gov

Dear Taylor:

Thank you for your interest to purchase three (3) 35 ft. Low Floor CNG bus off the State of Washington Contract # 06719.

Gillig is pleased to quote the following:

Three (3) 35 ft L/F CNG BUS@\$614,371 ea.

This price is valid for 30 days and is FOB Norman OK. Prices exclude tax and licenses. The production start date of your bus will be within 15 months from receipt of purchase order. To maintain this production schedule, we will require a firm purchase order within 30 days.

We thank you for this opportunity and appreciate your interest in Gillig and our products. Should you have any questions, please do not hesitate to contact me.

Sincerely,



Joe Saldana
Regional Sales Manager
Gillig LLC
510-303-0202
jsaldana@gillig.com

PRICE VARIANCE

8/1/2022

NORMAN, OK (PIGGYBACK - STATE OF WASHINGTON RFP# 2020 06719-01)

(3) 35' CNG LOW FLOOR BUSES; SN: TBD

| ITEM | STATE OF WASHINGTON, WA | NORMAN, OK | VARIANCE |
|--|---|---|----------|
| BRT STYLING | NOT INCLUDED | NOT REQUIRED | - |
| CUMMINS ENGINE | L9N, 280 HP (CNG) W/ TYPE 4 20,000 SCF | L9N, 280 HP (CNG) W/ TYPE 4 20,000 SCF | - |
| AUXILIARY ENGINE OIL FILTER | NOT INCLUDED | NOT INCLUDED | - |
| COOLANT FILTER | STD FLEETGUARD | STD FLEETGUARD | - |
| ENGINE FUEL FILTER | STD FLEETGUARD | STD FLEETGUARD | - |
| STARTER | DELCO 42MT | DELCO 42MT | - |
| ALTERNATOR | NIEHOFF C803 (500 AMP) | NIEHOFF C803 (500 AMP) | - |
| CUMMINS COOLANT QUICK DISCONNECT PORTS | NOT INCLUDED | NOT REQUIRED | - |
| ENGINE BLOCK HEATER | NOT INCLUDED | NOT INCLUDED | - |
| AIR RESTRICTION INDICATOR | DONALDSON INFORMER | DONALDSON INFORMER | - |
| RADIATOR | MODINE E-FAN | MODINE E-FAN | - |
| E-COAT RAD/CAC | NOT INCLUDED | NOT REQUIRED | - |
| RADIATOR TANK GUARD | NOT INCLUDED | NOT REQUIRED | - |
| ENGINE OIL EXTRACTOR PORT | NOT INCLUDED | NOT REQUIRED | - |
| ENGINE OIL DRAIN | MAGNETIC DRAIN PLUG | MAGNETIC DRAIN PLUG | - |
| TRANSMISSION | ALLISON B400R | ALLISON B400R | - |
| FUELSENSE 2.0 | INCLUDED | REQUIRED | - |
| TRANS OIL EXTRACTOR PORT | NOT INCLUDED | NOT REQUIRED | - |
| BRAKES | DISC BRAKES | DISC BRAKES | - |
| AXLE HUB SEALS | GREASE SEALS | OIL SEALS | - |
| MAGNETIC AXLE DRAIN PLUGS | NOT INCLUDED | NOT REQUIRED | - |
| AUTOMATIC TRACTION CONTROL | INCLUDED | REQUIRED | - |
| HILL HOLDER DASH SWITCH | NOT INCLUDED | NOT REQUIRED | - |
| HUBODOMETER | NOT INCLUDED | NOT REQUIRED | - |
| HUBODOMETER GUARD | NOT INCLUDED | NOT REQUIRED | - |
| WHEEL MOUNTING | HUB PILOTED | HUB PILOTED | - |
| WHEELS | (6) POWDER COATED STEEL WHEELS | (8) HIGH POLISHED ALUMINUM WHEELS | 904.00 |
| DURAFLANGE WHEELS | NOT INCLUDED | NOT REQUIRED | - |
| TIRES | CUSTOMER SUPPLIED | GILLIG SUPPLIED MICHELIN 305/70R22.5, X INCITY Z | 5,000.00 |
| WHEEL TORQUE INDICATORS (SHIPPED LOOSE) | NOT INCLUDED | (40) REQUIRED | 35.00 |
| TIRE PRESSURE MONITORING SYSTEM | NOT INCLUDED | REQUIRED | 1,163.00 |
| ELECTRIC STEERING ASSIST | NOT INCLUDED | NOT REQUIRED | - |
| VIP TEXTURED STEERING WHEEL | NOT INCLUDED | NOT REQUIRED | - |
| DROP DOWN AUTOMATIC CHAINS | NOT INCLUDED | NOT REQUIRED | - |
| CNG FUEL FILL | (1) FAST FILL | (1) FAST FILL | - |
| FUEL GAUGE | NOT INCLUDED | NOT REQUIRED | - |
| OIL PRESSURE & COOLANT TEMP GAUGES IN ENGINE COMP'T | ELECTRIC | ELECTRONIC PROGRAMMABLE GAUGE | 150.00 |
| SWAT SWITCH | NOT INCLUDED | NOT REQUIRED | - |
| ELECTRICAL TOW CONNECTION | NOT INCLUDED | REQUIRED | 183.00 |
| AD-IP AIR DRYER | NOT INCLUDED | NOT REQUIRED | - |
| ENGINE SKID PROTECTION | NOT INCLUDED | NOT REQUIRED | - |
| A-POST SKID PLATES | NOT INCLUDED | REQUIRED - CS & SS | 172.00 |

PRICE VARIANCE

8/1/2022

NORMAN, OK (PIGGYBACK - STATE OF WASHINGTON RFP# 2020 06719-01)

(3) 35' CNG LOW FLOOR BUSES; SN: TBD

| ITEM | STATE OF WASHINGTON, WA | NORMAN, OK | VARIANCE |
|-------------------------------------|--|--|-----------|
| HORN SPLASH SHIELD | NOT INCLUDED | NOT REQUIRED | - |
| REAR HAND THROTTLE | NOT INCLUDED | NOT REQUIRED | - |
| BATTERY TYPE | (2) DEKA 8D | (2) DEKA 8D | - |
| BATTERY JUMP START CONN | INCLUDED (REAR CONNECTION) | INCLUDED (FRONT CONNECTION) | (45.00) |
| WHEELCHAIR RAMP | LIFT-U LU18 | LIFT-U LU18 | - |
| KNEELING CONTROL | CS FRONT | CS FRONT | - |
| HVAC MOTORS (TK) | BRUSHLESS | BRUSHLESS | - |
| HVAC COMPRESSOR (TK) | S391 | S391 | - |
| REFRIGERANT | R134A | R134A | - |
| REFRIGERANT PRESSURE DISPLAY | NOT INCLUDED | NOT REQUIRED | - |
| DRIVERS HEATER MOTORS | BRUSHLESS | BRUSHLESS | - |
| FRESH AIR MAKE-UP | NOT INCLUDED | NOT REQUIRED | - |
| AUXILIARY COOLANT HEATER | NOT INCLUDED | NOT REQUIRED | - |
| FRONT STEP HEATER | NOT INCLUDED | NOT REQUIRED | - |
| EXIT DOOR HEATER | NOT INCLUDED | NOT REQUIRED | - |
| UNDERSEAT HEATER | NOT INCLUDED | NOT REQUIRED | - |
| WARM WALL HEATER | NOT INCLUDED | NOT REQUIRED | - |
| DASH FAN(S) | NOT INCLUDED | (1) REQUIRED | 89.00 |
| SENSITIVE EDGE | NOT INCLUDED | NOT REQUIRED | - |
| REAR DOOR | 34" AIR OPEN/SPRING CLOSE | 34" AIR OPEN/SPRING CLOSE | - |
| REAR DOOR CONTROLS | FULL DRIVER CONTROL | FULL DRIVER CONTROL | - |
| EXTERIOR FRONT DOOR RELEASE | NOT INCLUDED | NOT REQUIRED | - |
| ELECTRICAL EQUIPMENT CABINET | 44" W/(2) FANS | 44" W/(2) FANS | - |
| CS WHEELWELL STORAGE BOX | NOT INCLUDED | REQUIRED | 525.00 |
| FRONT CS WHEELWELL PACKAGE RACK | NOT INCLUDED | REQUIRED | 125.00 |
| PASSENGER INFO STATION | NOT INCLUDED | INNOCOM - IC 1921NORMANOK | 549.00 |
| SCHEDULE RACKS | NOT INCLUDED | NOT REQUIRED | - |
| INTERIOR AD FRAMES | NOT INCLUDED | NOT REQUIRED | - |
| EXTERIOR AD FRAMES | NOT INCLUDED | NOT REQUIRED | - |
| PASSENGER SEATS | AMSECO INSIGHT W/ A.R.M , Q'STRAIT RESTRAINTS | AMSECO INSIGHT PRIME+ / BC55-NU W/ (1) Q'POD & CLEARRIDE ANTIMICROBIAL TREATMENT | 8,049.00 |
| DUAL USB PORTS MOUNTED ON SEATS | NOT INCLUDED | (14) REQUIRED | 2,992.00 |
| GEN II QUANTUM (CURBSIDE) | NOT INCLUDED | REQUIRED | 14,428.00 |
| FRONT WHEELWELL VERTICAL STANCHION | NOT INCLUDED | NOT REQUIRED | - |
| DRIVERS SEAT | RECARO ERGO METRO W/ HEADREST & 2-PT BLACK BELT | RECARO ERGO METRO W/ HEADREST & 2-PT BLACK BELT | - |
| SEAT BELT ALARM | NOT INCLUDED | REQUIRED | 134.00 |
| SEAT CUSHION ALARM | NOT INCLUDED | NOT REQUIRED | - |
| SEAT ARMREST | NOT INCLUDED | NOT REQUIRED | - |
| PASSENGER SIGNALS | PULL CORDS | PULL CORDS | - |
| STOP REQUEST AT REAR DOOR STANCHION | NOT INCLUDED | NOT REQUIRED | - |
| STOP REQUEST LAMP AT DASH | NOT INCLUDED | NOT REQUIRED | - |

PRICE VARIANCE
8/1/2022
NORMAN, OK (PIGGYBACK - STATE OF WASHINGTON RFP# 2020 06719-01)
(3) 35' CNG LOW FLOOR BUSES; SN: TBD

| ITEM | STATE OF WASHINGTON, WA | NORMAN, OK | VARIANCE |
|--|--|---|-----------|
| DRIVERS BARRIER | WRAPAROUND W/OUT SCHEDULE HOLDERS | WRAPAROUND W/OUT SCHEDULE HOLDERS | - |
| DRIVERS PROTECTION BARRIER | NOT INCLUDED | GILLIG EXTENDED POLYCARBONATE BARRIER | 1,615.00 |
| MODESTY PANEL FWD OF REAR DOOR | NOT INCLUDED | NOT REQUIRED | - |
| OVERHEAD GRAB STRAPS | NOT INCLUDED | NOT REQUIRED | - |
| STANCHIONS | YELLOW POWDER COATED | SSTL | - |
| PASSENGER WINDOWS | AROW STD FRAME / UPPER TRANSOM | RICON BONDED FRAME / FIXED | 716.00 |
| GLAZING GUARDS | NOT INCLUDED | NOT REQUIRED | - |
| HEAD LAMPS | LED LOW & HIGH BEAMS | LED LOW & HIGH BEAMS | - |
| STOP/TAIL/TURN/BACK UP LAMPS | 4" ROUND DIALIGHT LED | 4" ROUND DIALIGHT LED | - |
| UPPER REAR CAP GRILLE AUX LAMPS | NOT INCLUDED | TURN SIGNALS (2) 7" AMBER LED LAMPS | 160.00 |
| REAR CAP GRILLE LOWER CENTER STOP LAMPS | (2) 4" RED LED LAMPS | (4) RED STRIP LED LAMPS | 300.00 |
| YIELD SIGN | NOT INCLUDED | NOT REQUIRED | - |
| EXTERIOR PORCH LAMPS | NOT INCLUDED | NOT REQUIRED | - |
| BATTERY COMPARTMENT LAMPS | NOT INCLUDED | NOT REQUIRED | - |
| INTERIOR LAMPS | LED I/O CONTROLS | LED PRETORIA | - |
| PLEASURE RADIO | NOT INCLUDED | NOT REQUIRED | - |
| 2-WAY RADIO & ANTENNA | PRE-WIRE W/ANTENNA | PRE-WIRE W/ANTENNA | - |
| PA SYSTEM/VOICE ANNUCIATOR | STD REI | STD REI | - |
| INSIDE SPEAKERS | (6) SIX | (6) SIX | - |
| CAD / AVL ITS SYSTEM | NOT INCLUDED | SYNCHROMATICS SYSTEM (BUDGETARY) | 30,000.00 |
| DRIVERS SPEAKER | NOT INCLUDED | REQUIRED | 80.00 |
| HAND HELD MIC | INCLUDED | REQUIRED | - |
| BOOM MIC | NOT INCLUDED | NOT REQUIRED | - |
| HEATED FRONT GLAZING | NOT INCLUDED | NOT REQUIRED | - |
| DESTINATION SIGNS | TWIN VISION AMBER (FRONT, CURBSIDE, REAR) | LUMINATOR AMBER (FRONT & CURBSIDE) | (700.00) |
| STREET SIDE DESTINATION SIGN | NOT INCLUDED | NOT REQUIRED | - |
| FRONT RUN SIGN | NOT INCLUDED | NOT REQUIRED | - |
| FAREBOX | NOT INCLUDED | NOT REQUIRED | - |
| FAREBOX GUARD | INCLUDED | REQUIRED | - |
| CEILING MTD FAREBOX LAMP | NOT INCLUDED | NOT REQUIRED | - |
| TRANSFER CUTTER | NOT INCLUDED | NOT REQUIRED | - |
| PASSENGER COUNTER | NOT INCLUDED | REQUIRED (1 ROW X 6 TALLY) | 192.00 |
| FULL COMPOSITE FLOOR | NOT INCLUDED | NOT REQUIRED | - |
| FLOORING MATERIAL | ALTRO | ALTRO | - |
| ROOF HATCHES | (1) REAR MANUAL | (1) REAR MANUAL | - |
| EXTERIOR MIRRORS | 8" X 8" 1-PC, NON-HEATED W/ REMOTE | 8" X 15" 2-PC, CONVEX HEATED W/ REMOTE | 110.00 |
| FIRE SUPRESSION | AMEREX V-25 | AMEREX V-25 | - |
| METHANE DETECTION | INCLUDED | REQUIRED | - |
| TRAFFIC LIGHT PREEMPTION | NOT INCLUDED | NOT REQUIRED | - |

PRICE VARIANCE
8/1/2022
NORMAN, OK (PIGGYBACK - STATE OF WASHINGTON RFP# 2020 06719-01)
(3) 35' CNG LOW FLOOR BUSES; SN: TBD

| ITEM | STATE OF WASHINGTON, WA | NORMAN, OK | VARIANCE |
|--|--------------------------------------|--|----------|
| VIDEO SURVEILLANCE | NOT INCLUDED | ANGELTRAX 9-CAMERA SYSTEM W/ VULCAN HCNVR V12, 1TB HDD, 64GB SD, IBR600LP4 MODEM WITH WIFI | 7,701.00 |
| BACK UP CAMERA W/ DASH MOUNTED MONITOR | NOT INCLUDED | NOT REQUIRED | - |
| BIKE RACK | SPORTWORKS MOUNTING BRACKETS ONLY | SPORTWORKS DL2 - SSTL | 1,578.00 |
| BIKE RACK MIRROR | NOT INCLUDED | NOT REQUIRED | - |
| BIKE RACK DEPLOYED LAMP | NOT INCLUDED | NOT REQUIRED | - |
| MEDICAL AID KIT | NOT INCLUDED | 24 UNIT KIT | 69.00 |
| BLOODBORN PATHOGEN KIT | NOT INCLUDED | REQUIRED | 35.00 |
| BIO-HAZARD KIT | NOT INCLUDED | NOT REQUIRED | - |
| WHEEL CHOCKS (SET) | NOT INCLUDED | NOT REQUIRED | - |
| FIBEROPTIC BACKLIGHTING | NOT INCLUDED | REQUIRED | 850.00 |
| DASH MTD MULTI FUNCTION DISPLAY (MFD) | NOT INCLUDED | REQUIRED | 3,258.00 |
| DRIVERS DASH GAUGES | AIR PRESSURE & SPEEDOMETER | AIR PRESSURE & SPEEDOMETER | - |
| 12V POWER PORT AT DASH | NOT INCLUDED | NOT REQUIRED | - |
| CUP HOLDER | NOT INCLUDED | NOT REQUIRED | - |
| WASTE CONTAINER | NOT INCLUDED | REQUIRED | 170.00 |
| I/O PROGRAM MODULE | NOT INCLUDED | NOT REQUIRED | - |
| ADJUSTABLE PEDALS | NOT INCLUDED | REQUIRED | 1,130.00 |
| EXTERIOR PAINT | 1-COLOR | 2-COLORS | 2,150.00 |
| CLEAR COAT | NOT INCLUDED | NOT REQUIRED | - |
| EXTERIOR GRAPHICS | BUS NUMBERS ONLY | NORMAN, OK CUSTOM CNG BUS GRAPHICS (BUDGETARY ONLY) | 5,000.00 |
| ROOF NUMBERS | INCLUDED | REQUIRED | - |
| EXT WARRANTY (BASIC BUS) | 24 MONTHS / 100,000 MILES | 24 MONTHS / 100,000 MILES | - |
| EXT WARRANTY (STRUCTURAL INTEGRITY CORROSION) | 144 MONTHS / 500,000 MILES | 144 MONTHS / 500,000 MILES | - |
| EXT WARRANTY (CNG ENGINE L9N) | 24 MONTHS / UNL MILES | 24 MONTHS / UNL MILES | - |
| EXT WARRANTY (TRANSMISSION - ALLISON) | 60 MONTHS / 300,000 MILES | 60 MONTHS / 300,000 MILES | INCL |
| WARRANTY (ALL OTHERS) | BASE COVERAGE PER CONTRACT | BASE COVERAGE PER CONTRACT | - |
| TRAINING | NOT INCLUDED | NOT REQUIRED | - |

| | |
|--|-------------------|
| TOTAL NORMAN, OK VARIANCES | 88,867.00 |
| STATE OF WASHINGTON, WA 35' CNG LOW FLOOR BASE UNIT PRICE (APRIL 2021) | 455,915.00 |
| DELIVERY | 4,843.00 |
| NORMAN, OK 35' CNG LOW FLOOR BASE UNIT PRICE | 549,625.00 |
| PPI 1413 ADJUSTMENT PER WA CONTRACT AMENDMENT #1 (6/1/2022) = 11.78% | 64,746.00 |
| SPARE / TOOLING BUDGET | - |
| NORMAN, OK 35' CNG LOW FLOOR CURRENT PRICE (8/1/2022) | 614,371.00 |

CONFIDENTIAL

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File Attachments for Item:

17. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-39 A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, ACKNOWLEDGING AND APPROVING THE PUBLIC PARTICIPATION PROCESS TO SEEK COMMUNITY FEEDBACK REGARDING PROPOSED SERVICE CHANGES TO THE CITY'S PUBLIC TRANSIT SERVICES.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 9/27/2022

REQUESTER: Taylor Johnson, Transit and Parking Program Manager

PRESENTER: Shawn O'Leary, Director of Public Works

TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-39 A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, ACKNOWLEDGING AND APPROVING THE PUBLIC PARTICIPATION PROCESS TO SEEK COMMUNITY FEEDBACK REGARDING PROPOSED SERVICE CHANGES TO THE CITY'S PUBLIC TRANSIT SERVICES.

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 recommendations in the Go Norman Transit Plan. A number of these projects are coming to fruition along a similar timeline, and current activities combine them into a single project to update the transit routes:

- 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 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 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. These renovations are expected to begin before the end of calendar year 2022 and be completed 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 Council's 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.

DISCUSSION:

The City of Norman (CON) is a direct recipient of Federal Transit Administration (FTA) funds and is required to submit a Title VI Program once every three years to document compliance with Title VI regulations as given in Title 49 CFR part 21. Council approved the City's first Title

VI Program on January 28, 2020. As an appendix to the overall Title VI Program, the City of Norman Public Transit Public Participation Plan was created. This plan requires that a public participation process be conducted in the event of a proposed fare increase or a major change in service.

The City of Norman Public Transit Public Participation Plan lists five circumstances that require a public hearing, with the relevant circumstance being 'a proposed system-wide alteration of 10% or more in revenue hours which leaves an area no longer served or poorly served'. While it is true that altering the route network would discontinue bus service in some areas, it will also add service in other underserved areas, simplify the routes making them easier to understand and allow for future expansion, as well as shift the service from a single directional loop system to a bidirectional spoke system which will increase both the number and frequency of service to stops along the new routes.

As a member of the Association of Central Oklahoma Governments (ACOG), City of Norman supplements and strengthens its Public Participation Plan by also engaging with ACOG's Public Participation Plan. There are five principles included in ACOG's Public Participation Plan that outline goals shared by both ACOG and City of Norman Public Transit. These five principles of public participation are:

1. Inform and educate the public to allow for meaningful input
2. Reach out and build connections
3. Engage the public and encourage continued participation
4. Use input to shape policies, plans, and programs
5. Evaluate the public participation process periodically

While the City's Public Transit Public Participation Plan requires that a minimum of two public hearings be conducted, staff are planning to host three public hearings to take place on differing days and at differing times. The public hearings will take place in person, at ADA accessible locations, and may include an option for virtual involvement as available. This is intended to provide variable options and attendance that is more inclusive for Norman's diverse community. Additional requests for special accommodations due to a disability will also be accommodated as needed in accordance with the City's Non-Discrimination Policy.

City of Norman Transit staff will work with the Chief Communications Officer and EMBARK to advertise both the public hearings and the opportunity to provide feedback. Notice of the topic, timing, and location of the hearings will be advertised at least 15 days in advance of the first hearing. The notice will also include contact information for submitting feedback and questions if individuals are unable to attend a meeting. All public comments received prior to, during, or following (up to 15 days after the last public hearing) the public hearings will be documented as part of the record of the public hearings, and will be considered when finalizing the planned service changes to present to Council for approval.

During the public hearings, staff plan to organize presentations explaining the proposed changes to the City's transit service and the research used to develop them. These presentations will be used at the public participation hearings and throughout the process to inform and educate the public.

While not required by the City's Public Transit Public Participation Plan, staff thought it would be ideal to bring the proposed Public Participation Process to Council for review and approval to ensure Council remains informed. Staff recognizes that what is proposed are major changes to the City's transit system and staff are working to go above and beyond in terms of transparency, hence proposing to have three public hearings instead of the required two.

What is required is Council's final approval of the service changes, which will be brought to Council for review and approval by resolution after feedback from the community is gathered through the aforementioned process. Staff are planning to host the public hearings in October and/or November 2022. After receiving community feedback, staff anticipates final proposed service changes will be presented to Council for review and approval in November or December 2022. If Council passes the final, proposed service changes, staff will then begin working on implementation of the service changes, which are expected to be completed by July-August 2023.

RECOMMENDATION:

Staff recommends approval of Resolution R-2223-39 acknowledging and approving the proposed Public Participation Process to seek community feedback regarding proposed service changes to the City's public transit service.

R-2223-39

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN ACKNOWLEDGING AND APPROVING THE PUBLIC PARTICIPATION PROCESS TO SEEK COMMUNITY FEEDBACK REGARDING PROPOSED SERVICE CHANGES TO THE CITY’S PUBLIC TRANSIT SERVICES.

- § 1. WHEREAS, the Norman City Council adopted the Go Norman Transit Plan on June 22, 2021; and
- § 2. WHEREAS, additional work has been completed to update the recommendations of the Go Norman Transit Plan to reflect using the property at 320 E Comanche as a Transit Center; and
- § 3. WHEREAS, the City desires to move forward with the fundamental route changes as recommended in the Go Norman Transit Plan; and
- § 4. WHEREAS, 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, going above the requirement of hosting 2 public hearings, City staff are proposing to host 3 public hearings in October and/or November 2022 to receive feedback from the community; and
- § 6. WHEREAS, after receiving feedback from the community, staff anticipates final proposed service changes will be presented to Council for review and approval in November or December 2022.

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

- § 7. THAT the proposed Public Participation Process to seek community feedback regarding proposed service changes to the City’s public transit service is hereby acknowledged and approved.

PASSED AND ADOPTED this 27th day of September, 2022.

Mayor

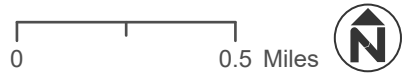
ATTEST:

City Clerk

110 - 24TH NW

Item 17.

Route



36TH AVE NW

W TECUMSEH RD

Norman Regional HealthPlex Heart Hospital

University Town Center

Target

Regal Spotlight

35

Walmart Supercenter

24TH AVE SW

E MAIN ST

Norman High School

Norman Municipal Court

City Hall

United States Postal Service

S FLOOD AVE

Longfellow Middle School

W GRAY ST

E MAIN ST

S PORTER AVE
S CRAWFORD AVE

Transit Center

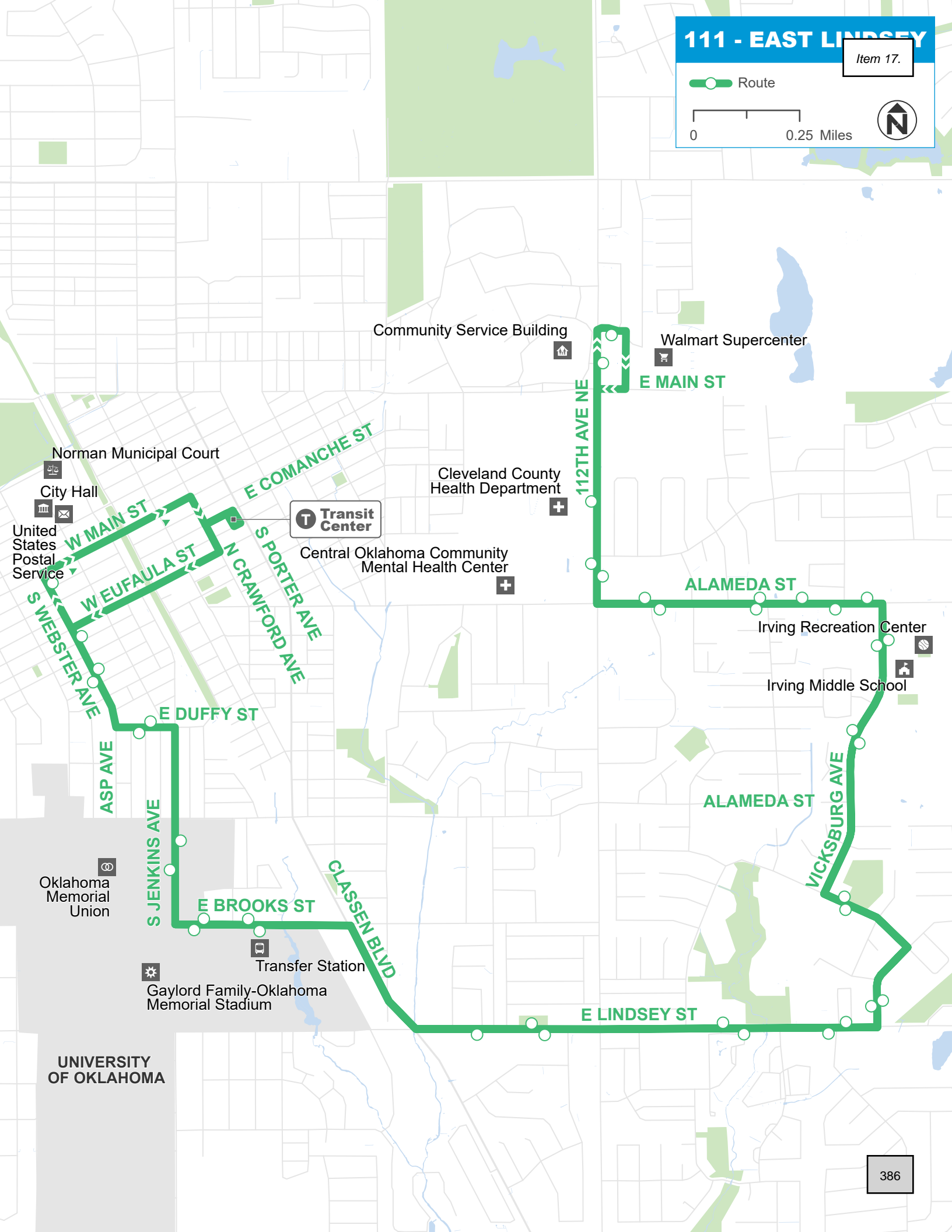
UNIVERSITY OF OKLAHOMA

385

111 - EAST LINDSEY

Item 17.

Route

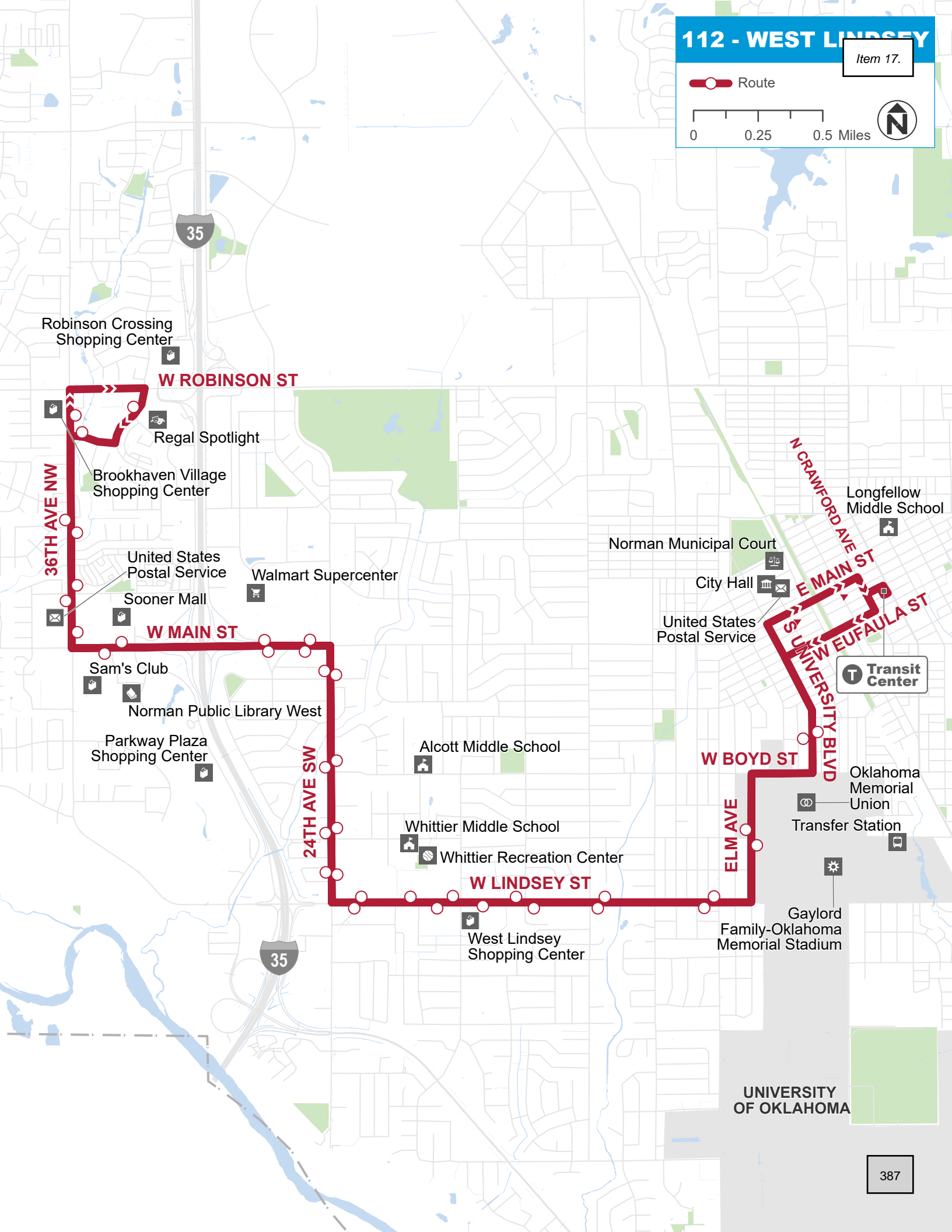


112 - WEST LINDSEY

Item 17.

Route

0 0.25 0.5 Miles



121 - Airport

Item 17.

Route

0 0.25 Miles



E ROCK CREEK RD

National Weather Museum and Science Center

GODDARD AVE

LEXINGTON AVE

Cleveland County Family YMCA

PRIESTLY AVE

WESTHEIMER DR

STUBBEMAN AVE

Norman North High School

E ROBINSON ST

Cleveland County Fairgrounds Multi-Purpose Building

Dimensions Academy

N BERRY RD

Norman Regional Hospital

ACRES ST

Pioneer Library System - Norman Public Library Central

Longfellow Middle School

Norman Municipal Court

City Hall

United States Postal Service

E GRAY ST

N PORTER AVE

S PORTER AVE

E COMMANCHE ST

E EUFAULA ST

N CRAWFORD AVE

Transit Center

388

Max Westheimer Airport

122 - 12TH AVE NE

Item 17.

Route



WOODCREST DR

SEQUOYAH TRAIL

E ROCK CREEK RD

N PORTER AVE

12TH AVE NE

12th Ave Recreation Center

Community Service Building

Walmart Supercenter

Pioneer Library System - Norman Public Library Central

Longfellow Middle School

E MAIN ST

Norman Municipal Court

E MAIN ST

E COMANCHE ST

Cleveland County Health Department

City Hall

United States Postal Service

Transit Center

S CRAWFORD AVE

S PORTER AVE

File Attachments for Item:

18. CONSIDERATION OF POSTPONEMENT OF ORDINANCE O-2223-12 UNTIL OCTOBER 11, 2022: 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.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/27/2022

REQUESTER: Kathryn L. Walker

PRESENTER: Kathryn L. Walker, City Attorney

ITEM TITLE: **CONSIDERATION OF POSTPONEMENT OF ORDINANCE O-2223-12 UNTIL OCTOBER 11, 2022:** 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.

BACKGROUND:

Resolution R-2223-35 and Ordinance O-2223-12 relate to the implementation of the **final year** of a ten-year Business Improvement District (BID) plan that was first requested by the property owners in 2012. The BID plan provides \$2 million over a ten-year period (\$200,000 per year) to maintain and enhance the use of Legacy Park and Legacy Trail, provide for entrances into the UNP District, and further stimulate economic development in the District. The Resolution gives formal notice to the current Property Owners within the BID District of the proposed assessments for this 10th year of the BID Plan.

The Project Plan for the University North Park (UNP) Tax Increment Finance (TIF) District (Ordinance 0506-66; adopted May, 2006) provided for the development of Legacy Park. Development Agreement Number 3 ("DA3"; Contract K-0708-76; October 16, 2007) provided an outline for Legacy Park Development, construction, and future maintenance. Under that agreement, the developer was required to donate the Park property to the City, the City would then construct the Park using UNP TIF revenues, and the Developer would then maintain the Park (excluding capital maintenance items). DA3 also provided for \$900,000 in TIF revenues to serve as Development Assistance for the purpose of helping to establish a viable maintenance

matching fund for the Park.

The Legacy Park design was completed in the fall of 2009. The Park design, by Howard-Fairbairn Associates and accepted by the Norman Tax Increment Finance Authority (NTIFA)/Council, was recognized by the American Society of Landscape Architecture as the recipient of the Central States Design Honor Award.

Development Agreement 5, (“DA5”; Contract K-1112-125; approved May 7, 2012) solidified funding for Legacy Park construction and solidified the Legacy Park and Legacy Trail maintenance structure, utilizing the \$900,000 in Development Assistance referenced in DA3 in a BID format to leverage those funds with \$1.1 million in matching funding, ultimately to be provided from BID District property owner assessments. University Town Center, LLC (the “Developer”) and University North Park, LLC (a wholly owned subsidiary of the OU Foundation and owner of most of the portion of the University North Park development north of Rock Creek Road) agreed to request that the City create a Business Improvement District (BID) to provide matching funding for maintenance for both Legacy Park and the portions of Legacy Trail within University North Park. The \$900,000 in UNP TIF Development Assistance funding referenced in DA3 was structured to provide BID funding of \$200,000 per year through allocation of a combination of TIF funds and BID assessments over the ten years of the life of the BID. The first year started with a \$200,000 TIF Fund allocation. The second year was composed of a \$25,000 BID assessment and a \$175,000 TIF Fund allocation. The third and subsequent years increased the BID assessment by \$25,000 and reduced the TIF Fund allocation by \$25,000 each year until a total of \$2,000,000 is provided for BID maintenance and improvements over the ten-year period.

In June of 2014, the City received a petition from more than 80% of the property owners in University North Park requesting the BID be created. Council adopted Resolution R-1415-11 creating the University North Park Business Improvement District, in July 2014. Ordinance O-1415-4 was later approved adopting the assessment roll as proposed. Once the BID was created, this same process of notice of assessments to later be followed by an assessment Ordinance was followed in July and August of 2015 to levy a \$50,000 assessment to the BID property owners. This year, in Resolution R-2223-35 the notice process is beginning which will ultimately culminate in an assessment Ordinance for Council to consider on September 27, 2022 to levy a \$200,000 assessment to the BID property owners.

These assessments and processes are all in accordance with the Original UNP BID Plan referenced in DA5 and the original BID Petition presented to City Council in 2014, as well as the Amended and Restated Master Operating and Development Agreement and the 2019 UNP TIF Project Plan Amendments. Because the assessments vary from year to year based upon the TIF Revenue’s declining annual contribution and the corresponding increase in the property owner’s contribution to the BID, the City must hold a hearing on the proposed assessments each year. Adjustment in the assessments to individual properties within the BID on an annual basis is also necessary because as additional development in the district occurs, the pro-rata share of the property owner’s cost will change with changes those annual changes in the number and value of properties within the BID area.

DISCUSSION:

Resolution R-2223-35 acknowledges receipt by the City Clerk of the 2023 University North Park Business Improvement District Assessment Roll and corresponding Assessment Plat. The Resolution also authorizes the Clerk to provide notice to the property owners in the District of a hearing on the assessments on September 27, 2022 at 6:30 p.m. This process also requires an Ordinance (proposed as Ordinance O-2223-12) officially levying the assessments and granting the City authority to place a lien on property if assessments are not paid. The \$200,000 assessed and collected last fiscal year was included in the budget for Legacy Park maintenance in fiscal year 2022-2023 (FYE23). Similarly, the \$200,000 in assessments proposed to be levied and collected this fiscal year will be included in the budget for FYE 24. On September 27, 2022, the Ordinance allowing the levy and collection of the \$200,000 will be placed on the Agenda for 2nd Reading following the public hearing on the assessments.

With this 10th year of the BID Plan, a total of \$2,000,000 will have been set aside for BID activities. The proceeds from the BID have been utilized for Legacy Park maintenance, including restroom maintenance; holiday decorations; and Legacy Park fountain maintenance. Additionally, the UNP BID Board of Directors recommended, and Council approved, the use of UNP BID funds up to \$196,000, leveraged with UNP Developer funds, for the design and construction of entrances into the UNP BID District at Robinson Street. The UNP BID Board has also worked on Legacy Park Use Policies as well as exploration of public/private partnerships to enhance park utilization. The UNP BID Board meets quarterly to consider these and related matters, and may consider renewal of the UNP BID in the future.

RECOMMENDATION:

Staff recommends approval of Ordinance O-2223-12 upon Second and Final Reading.

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.

- § 1. WHEREAS, the Council of the City of Norman, Oklahoma adopted Resolution No. R-1415-11 creating the University North Park Business Improvement District on July 8, 2014; and
- § 2. WHEREAS, the Council of the City of Norman, Oklahoma adopted Resolution No. R-2223-35 acknowledging the receipt of the 2023 Assessment Roll and 2023 Assessment Plat and directing a public hearing on the proposed Assessment Roll and Assessment Plat on September 27, 2022; and
- § 3. WHEREAS, notice for the public hearing on the proposed Assessment Roll and Assessment Plat was provided in the manner proscribed by 11 O.S. §39-103.1; and
- § 4. WHEREAS, the public hearing on the 2023 Assessment Roll and 2023 Assessment Plat was held on September 27, 2022.

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

- § 5. Pursuant to 11 O.S. §39-111, the Council of the City of Norman, Oklahoma hereby adopts and ratifies the Assessment Roll (“Assessment Roll”) attached to this Ordinance as Exhibit “A” and incorporated into this Ordinance by reference as if fully set forth herein. The Council of the City of Norman, Oklahoma, hereby further levies the assessments set forth in the aforesaid Assessment Roll against the tracts or parcels as referenced therein.
- § 6. Pursuant to 11 O.S. §39-112(A)(1), the Council of the City of Norman, Oklahoma hereby further establishes the time and terms of paying the assessment as follows: The total amount of the annual net assessment against any tract or parcel (*See attached Exhibit “A”*) must be paid in full by March 31, 2023 by cash or check to

the Finance Director of the City of Norman, P.O. Box 370, Norman, Oklahoma (73070) (the “City Finance Director”).

§ 7. Pursuant to 11 O.S. §39-112(A)(3), the Council of the City of Norman, Oklahoma hereby further establishes and fixes the following penalties to be charged:

For any assessment for which the total amount of the assessment is not paid in full by March 31, 2023, the amount of ten percent (10%) of the total amount of the unpaid assessment due shall be added to the total assessment due as a penalty, which penalty shall continue until fully paid.

§ 8. The assessments adopted, ratified and levied, as set forth in Sections 1 and 2 of this Ordinance, are hereby adopted, ratified, and levied against those lands and properties legally described in Exhibit “A”, attached hereto.

§ 9. Pursuant to 11 O.S. §39-112(C), the City Clerk shall, after March 31, 2023 prepare, sign, attest with the Municipal Seal, and record in the office of the County Clerk of Cleveland County, a claim of lien for any unpaid portion of the net assessment due and assessed against a tract or parcel of land.

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

ADOPTED this _____ day
of _____, 2022.

NOT ADOPTED this _____ day
of _____, 2022.

Larry Heikkila, Mayor

Larry Heikkila, Mayor

ATTEST:

Brenda Hall, City Clerk

EXHIBIT A

**2023 University North Park
Business Improvement District Assessment Roll**

Item 18.

| Parcel Number | Property Owner | Legal Description | 2023 Assessment |
|---------------------|---|--|-----------------|
| NCT2 UNPS1 1 3A 001 | 1300 24th Ave NW LLC P.O. Box 526335 Salt Lake City, Utah 84152-6335 | UNIVERSITY NORTH PARK SEC 1 LT 3A BLK 1 AKA PRT OF LT 3 AND ALL OF LT 4 | \$ 1,526 |
| NCT2 UNPS2 2 2D 001 | 1673-1683 24th Ave NW LLC - Und 89.89% 421 Country Club Terrace Edmond, Oklahoma 73025 | UNIVERSITY NORTH PARK SEC V PUD REPLT PRT LT 2 BLK 2 LOT 2D BLOCK 2 | \$ 2,250 |
| NCT2 UNP14 1 1 001 | 24th Avenue Apartments, LLC 101 N. Robinson Avenue, Suite 920 Oklahoma City, OK 73102-5521 | UNIVERSITY NORTH PARK XIV LOT 1 BLOCK 1 | \$ 28,146 |
| NCT2 UNPS6 1 9A 001 | BRIDGESTONE RETAIL OPERATIONS, LLC c/o BOC Property Tax Dept. 200 4th Ave. S Nashville, TN 37201 | UNIVERSITY NORTH PARK SEC VI PUD LOT 9A BLOCK 1 | \$ 1,195 |
| NCT2 UNP12 1 4A 001 | Carmax Auto Superstores, Inc. P.O. Box 29965 Richmond, VA 23242 | UNIVERSITY NORTH PARK SEC XII LOT 4A BLOCK 1 AKA BEING PRT LT 3 & ALL LT 4 & PRT LT 5 BLK 1 | \$ 3,898 |
| NCT2 UNPS8 1 1 001 | CBH Investments LLC 2200 W. 15th Street Edmond, OK 73013-2639 | UNIVERSITY NORTH PARK SEC VIII PUD LOT 1 BLOCK 1 | \$ 7,827 |
| NCT2 UNPR9 1 2 001 | City of Norman | UNIVERSITY NORTH PARK IX LOT 2 BLOCK 1 | \$ - |
| NCT2 UNPR9 2 1 001 | 201 W. Gray | UNIVERSITY NORTH PARK IX LOT 1 BLOCK 2 | \$ - |
| NC29 9 3W 24005 | Norman, OK 73069 | 24-9-3W 8.0188 AC PRT NW/4 BEG AT THE NW/C NW/4 THEN E APPROX 350' THEN S APPROX 1428' THEN N 70D W APPROX 380' THEN N APPROX 1297' TO POB LESS BEG 112.32`W S 01D W414.90` NE/C NE/4 23-9-3W S 88D E478.59` S1049` N 70D W401.10` NE/Y C/L (R=300`) CB N 07D E19.41` N 70D W201.75` N 01D E837.64` S 88D E60` POB | \$ - |
| NC29 9 3W 23024 | | 23-9-3W 3.9767 AC PRT NW/4 SEC 24 & NE/4 SEC 23 BEG 112.32`W S 01D W414.90` NE/C NE/4 23-9-3W S 88D E478.59` S1049` N 70D W401.10` NE/Y C/L (R=300`) CB N 07D E19.41` N 70D W201.75` N 01D E837.64` S 88D E60` POB LESS THAT PRT IN SEC 24 | \$ - |
| NCT2 UNPC2 1 1 001 | Commander Aircraft Corp. 1950 Goddard Ave Norman, OK 73069-8469 | UNIVERSITY NORTH PARK CORPORATE CENTRE 2 LOT 1 BLOCK 1 | \$ - |

**2023 University North Park
Business Improvement District Assessment Roll**

Item 18.

| Parcel Number | Property Owner | Legal Description | 2023 Assessment |
|---------------------|--|---|-----------------|
| NCT2 UNP12 1 1 001 | DD1 Speed Mart, LLC P.O. Box 890503 Oklahoma City, OK 73189-0503 | UNIVERSITY NORTH PARK SEC XII LOT 1 BLOCK 1 | \$ 986 |
| NCT2 UNP52 2 2A 001 | DRE Norman I, LLC P.O. Box 36799 Charlotte, NC 28236-6799 | UNIVERSITY NORTH PARK SEC V PUD REPLT PRT LT 2 BLK 2 LOT 2A BLOCK 2 | \$ 3,523 |
| NCT2 UNPR4 1 2 001 | DRE Norman II, LLC P.O. Box 36799 Charlotte, NC 28236-6799 | UNIVERSITY NORTH PARK IV PUD REPLT LOT 2 BLOCK 1 | \$ 2,781 |
| NCT2 UNPS6 1 8A 001 | DRE Norman III, LLC P.O. Box 36799 Charlotte, NC 28236-6799 | UNIVERSITY NORTH PARK SEC VI PUD LOT 8A BLOCK 1 | \$ 2,056 |
| NCT2 UNPS1 1 7 001 | Halle Properties LLC 20225 N. Scottsdale Road Dept. 1100OKO Scottsdale, AZ 85255-6456 | UNIVERSITY NORTH PARK SEC 1 LOT 7 BLOCK 1 | \$ 899 |
| NCT2 UNPC2 1 3 001 | Immuno-Mycologics 2701 Corporate Centre Dr. Norman, OK 73069-2901 | UNIVERSITY NORTH PARK CORPORATE CENTRE 2 LOT 3 BLOCK 1 | \$ 900 |
| | Norman Econ. Development Coalition 424 W. Main Street Norman, OK 73070-5387 | | \$ 8,407 |
| NCT2 UNPS5 1 3 001 | International Bank of Commerce 3817 NW Expressway, Ste. 100 Oklahoma City, OK 73112-1448 | UNIVERSITY NORTH PARK SEC V PUD LOT 3 BLOCK 1 | \$ 1,190 |
| NCT2 UNPS6 1 6A 001 | JPHM Investments, LLC 560 E. Memorial Rd. Oklahoma City, OK 73114-2286 | UNIVERSITY NORTH PARK SEC VI PUD LOT 6A BLOCK 1 | \$ 2,181 |
| NCT2 UNPS2 1 1 001 | JQH-NORMAN DEVELOPMENT LLC 12735 Morris Rd. Ext 400 Alpharetta, GA 30004 | UNIVERSITY NORTH PK SEC II PUD BLOCK 1 LOT 1 | \$ 22,393 |
| NCT2 UNPS2 1 2 001 | | UNIVERSITY NORTH PK SEC II PUD BLOCK 1 LOT 2 | \$ 5,684 |
| NCT2 UNPR1 2 2A 001 | KBROS LLC 630 Pana Pl Honolulu, HI 96816-4457 | SHORT FORM PLAT LT 2 BLK 2 OF REPLT OF LT 1 BLK 2 UNIVERSITY NORTH PARK SEC 1 PUD LT 2A BLK 2 | \$ 734 |

**2023 University North Park
Business Improvement District Assessment Roll**

Item 18.

| Parcel Number | Property Owner | Legal Description | 2023 Assessment |
|----------------------|--|---|--|
| NCT2 UNPS6 1 10A 001 | Mathis Bros. Tulsa, LLC 3434 W. Reno Ave. Oklahoma City, OK 73107-6134 | UNIVERSITY NORTH PARK SEC VI PUD LOT 10A BLOCK 1 | \$ 2,590 |
| NCT2 UNP12 1 2A 001 | | UNIVERSITY NORTH PARK SEC XII LT 2A BLK 1 AKA LT 2 & PRT LT 3 BLK 1 | \$ - |
| NCT2 UNPS1 1 2A 001 | MBD LIMITED, CO 620 N. Berry Rd. Norman, OK 73069-7542 | UNIVERSITY NORTH PARK SEC 1 LT 2A BLK 1 AKA PRT OF LTS 2 AND 3 | \$ 1,228 |
| NCT2 UNP15 1 1 001 | MEERA-NIAM, LLC 2214 Shadowlake Drive Oklahoma City, OK 73159-7440 | UNIVERSITY NORTH PARK SEC XV LOT 1 BLK 1 | \$ 5,659 |
| NCT2 UNPC1 1 5 001 | Moore Norman Technology Center 4701 12th Ave NW Norman, OK 73069-8308 | UNIVERSITY NORTH PARK CORPORATE CENTRE 1 LOT 5 BLOCK 1 | \$ - |
| NCT2 UNPC1 1 2 001 | | UNIVERSITY NORTH PARK CORPORATE CENTRE 1 LOT 2 BLOCK 1 | \$ - |
| NCT2 UNPC1 1 1 001 | | UNIVERSITY NORTH PARK CORPORATE CENTRE 1 LOT 1 BLOCK 1 | \$ - |
| NCT2 UNPC1 1 3 001 | | UNIVERSITY NORTH PARK CORPORATE CENTRE 1 LOT 3 BLOCK 1 | \$ - |
| NCT2 UNPC1 1 4 001 | | UNIVERSITY NORTH PARK CORPORATE CENTRE 1 LOT 4 BLOCK 1 | \$ - |
| NCT2 UNPC1 1 6 001 | | UNIVERSITY NORTH PARK CORPORATE CENTRE 1 LOT 6 BLOCK 1 | \$ - |
| NCT2 UNPC2 2 2 001 | | Norman Economic Dev Coalition Inc 424 W. Main Street Norman OK 73069-1313 | UNIVERSITY NORTH PARK CORPORATE CENTRE 2 LOT 2 BLOCK 2 |
| NCT2 UNPC1 1 7 001 | UNIVERSITY NORTH PARK CORPORATE CENTRE 1 LOT 7 BLOCK 1 | | \$ - |
| NCT2 UNPC2 2 3 001 | UNIVERSITY NORTH PARK CORPORATE CENTRE 2 LOT 3 BLOCK 2 | | \$ - |
| NCT2 UNPC2 2 1 001 | UNIVERSITY NORTH PARK CORPORATE CENTRE 2 LOT 1 BLOCK 2 | | \$ - |
| NCT2 UNPC2 1 2 001 | UNIVERSITY NORTH PARK CORPORATE CENTRE 2 LOT 2 BLOCK 1 | | \$ - |
| NCT2 UNPC1 A 001 | UNIVERSITY NORTH PARK CORPORATE CENTRE 1 COMMON AREA A | | \$ - |
| NCT2 UNPR1 2 2B 001 | National Net Lease Portfolio II Master Dst 2901 Butterfield Rd. Oak Brook, IL 60523-1106 | SHORT FORM PLAT LT 2 BLK 2 OF REPLT OF LT 1 BLK 2 UNIVERSITY NORTH PARK SEC 1 PUD LT 2B BLK 2 | \$ 1,112 |
| NC29 UNP16 1 1 001 | Norman Senior Living LLC 12377 Merit Dr., Ste 500 Dallas, TX 75251-2343 | UNIVERSITY NORTH PARK XVI LT 1 BLK 1 | \$ - |
| NCT2 UNPPC 1 3A 001 | NW Norman Medical Center P.O. Box 722760 Norman, OK 73070 | UNIVERSITY NORTH PARK PROFESSIONAL CENTER LOT 3A BLK 1 | \$ 1,103 |
| NCT2 UNPPC 1 3B 001 | | UNIVERSITY NORTH PARK PROFESSIONAL CENTER LOT 3B BLK 1 | \$ 1,174 |
| NC29 UNP17 1 1 001 | Outback Properties LLC 6000 Tinker Diagonal Midwest City, OK 73110-2830 | UNIVERSITY NORTH PARK XVII LOT 1 BLK 1 | \$ 7,300 |

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Item 18.

| Parcel Number | Property Owner | Legal Description | 2023 Assessment |
|---------------------|---|--|-----------------|
| NCT2 UNPS2 2 2C 001 | Nextgen Property Investment, LLC 44210 View Point Cir. Fremont, CA 94539-6255 | UNIVERSITY NORTH PARK SEC V PUD REPLT PRT LT 2 BLK 2 LOT 2C BLOCK 2 | \$ 1,611 |
| NCT2 UNPPC 1 5A 001 | Premiere Land Holdings, LLC 3324 Mount Mitchell Ln. Norman, OK 73069-3110 | UNIVERSITY NORTH PARK PROFESSIONAL CENTER LOT 5 BLOCK 1 & CURVE AT UNIVERSITY NORTH PARK LT 1 BLK 1 AKA LT 5A BLK 1 | \$ 2,220 |
| NCT2 UNRR3 1 1 001 | Rainier UTC Acquisitions 13760 Noel Rd., 1020 Dallas, TX 75420 | UNIVERSITY NORTH PARK III PUD (REPLT OF REPLT) LOT 1 BLOCK 1 | \$ 5,195 |
| NCT2 UNRR3 1 2 001 | | UNIVERSITY NORTH PARK III PUD (REPLT OF REPLT) LOT 2 BLOCK 1 | \$ 1,470 |
| NCT2 UNRR3 2 2 001 | | UNIVERSITY NORTH PARK III PUD (REPLT OF REPLT) LOT 2 BLOCK 2 | \$ 5,706 |
| NCT2 UNPS6 1 2A 001 | | UNIVERSITY NORTH PARK SEC VI PUD LOT 2A BLOCK 1 | \$ 3,332 |
| NCT2 UNPS1 1 6 001 | | UNIVERSITY NORTH PARK SEC 1 LOT 6 BLOCK 1 | \$ 1,726 |
| NCT2 UNPR1 2 1 001 | | UNIVERSITY NORTH PARK REPLAT LT 1 BLK 2 LOT 1 BLOCK 2 | \$ 17,382 |
| NCT2 UNPS5 1 1 001 | | UNIVERSITY NORTH PARK SEC V PUD LOT 1 BLOCK 1 | \$ 3,518 |
| NCT2 UNRR3 2 1 001 | | UNIVERSITY NORTH PARK III PUD (REPLT OF REPLT) LOT 1 BLOCK 2 | \$ 6,965 |
| NCT2 UNPS1 B 001 | | UNIVERSITY NORTH PARK SEC 1 BLOCK B COMMON AREA | \$ - |
| NCT2 UNPS1 F 001 | | UNIVERSITY NORTH PARK SEC 1 BLOCK F COMMON AREA | \$ - |
| NCT2 UNRR3 A 001 | | UNIVERSITY NORTH PARK III PUD (REPLT OF REPLT) BLOCK A | \$ - |
| NCT2 UNPS1 A 001 | | UNIVERSITY NORTH PARK SEC 1 BLOCK A COMMON AREA | \$ - |
| NCT2 UNPR4 1 3 001 | ROTH, JAN K VODA-IRA c/o Brinker International, Inc. 3000 Olympus Boulevard Dallas, TX 75019 | UNIVERSITY NORTH PARK IV PUD REPLT LOT 3 BLOCK 1 | \$ 1,443 |
| NCT2 UNPS5 1 2 001 | SAIF & SAFIA REAL ESTATE, LLC P.O. Box 722760 Norman, OK 73070-9093 | UNIVERSITY NORTH PARK SEC V PUD LOT 2 BLOCK 1 | \$ 882 |
| NCT2 UNPS1 1 1A 001 | Sleep Studio Properties LLC 3434 W. Reno Ave. Oklahoma City, OK 73107-6134 | UNIVERSITY NORTH PARK SEC 1 LT 1A BLK 1 AKA ALL OF LT 1 AND PRT OF LT 2 | \$ 1,774 |
| NCT2 UNP10 1 1 001 | | UNIVERSITY NORTH PARK X LOT 1 BLOCK 1 | \$ 2,824 |
| NCT2 UNPS7 1 1 001 | Sooner Hospitality LLC 118 N. 7th Ave. Durant, OK 74701-4756 | UNIVERSITY NORTH PARK SEC VII PUD LOT 1 BLK 1 | \$ 6,508 |
| NCT2 UNPS1 1 5 001 | Target Corp P.O. Box 9456 Minneapolis, MN 55440-9456 | UNIVERSITY NORTH PARK SEC 1 LOT 5 BLOCK 1 | \$ 11,197 |

**2023 University North Park
Business Improvement District Assessment Roll**

Item 18.

| Parcel Number | Property Owner | Legal Description | 2023 Assessment |
|----------------------|--|---|-----------------|
| NCT2 CUNPK 1 2 001 | The Curve at University North Park LLC 1030 Joe Keeley Drive Norman, OK 73072-6126 | CURVE AT UNIVERSITY NORTH PARK LT 2 BLK 1 | \$ - |
| NCT2 CUNPK 1 3 001 | | CURVE AT UNIVERSITY NORTH PARK LT 3 BLK 1 | \$ - |
| NCT2 CUNPK 1 4 001 | | CURVE AT UNIVERSITY NORTH PARK LT 4 BLK 1 | \$ - |
| NCT2 CUNPK 1 5 001 | | CURVE AT UNIVERSITY NORTH PARK LT 5 BLK 1 | \$ - |
| NCT2 UNP13A 1 1 001 | University Hospitality 118 N. 7th Avenue Durant, OK 74701-4756 | UNIVERSITY NORTH PARK SEC XIII AMENDED LT 1 BLK 1 | \$ - |
| NCT2 UNPPC 1 3C 1001 | University North Park Professional Center 2221 W. Lindsey St., Suite 201 Norman, OK 73069-4066 | UNIVERSITY NORTH PARK PROFESSIONAL CENTER LT 3C-1 BLK 1 | \$ - |
| NCT2 UNPPC 1 4 002 | | UNIVERSITY NORTH PARK PROFESSIONAL CENTER LOT 4 BLOCK 2 | \$ - |
| NC29 9 3W 14030 | University North Park, LLC 100 E. Timberdell Road Norman, OK 73072-6511 | 14-9-3W 159.01 AC PRT E/2 BEG SE/C APPROX W 2503.04' APPROX N 3952.24' E 1262.33' N8.20' E 1240.71' APPROX S 5968.64' POB LESS A TRACT LYING IN W/2 SEC 13 & E/2 OF SEC 14 BEG 37.01' E & 1223.68'S (R=876.16') CB S 09D W310.22' NW/C SEC 13 POB S 69D E60' E291.24' S281.22' W458.30' N 49D W60' NELY C/L (R=876.16') CB N 30D E307.71' POB & LESS UNIVERSITY NORTH PARK CORP CENTRE SEC 1 & 2 & LESS UNIVERSITY NORTH PARK SEC 12 & 14 & 16 & 17 | \$ - |
| NCT2 UNPPC 1 1 001 | | UNIVERSITY NORTH PARK PROFESSIONAL CENTER LOT 1 BLOCK 1 | \$ - |
| NCT2 UNP14 A 001 | | UNIVERSITY NORTH PARK XIV COMMON AREA A | \$ - |
| NCT2 UNP14 B 001 | | UNIVERSITY NORTH PARK XIV COMMON AREA B | \$ - |
| NCT2 9 3W 13 028 | | 13-9-3W .07 AC BEG AT NW/C OF UNIVERSITY NORTH PARK PROF. CENTER S 1226.50' TO POB THEN E 32.66' THEN ON A C/R R=876.16' (CB S12' 43"W) A DISTANCE OF 144' THEN N 166' TO POB | \$ - |
| NC29 9 3W 13030 | | 13-9-3W 7.3833 AC PRT W/2 BEG SE/C OF UNIVERSTIY NORTH PARK PROF. CENTER THEN APPROX S 1263' THEN APPROX. W 327' THEN N APPROX 1275' THEN S 69D E 42' E 291.24' TO POB LESS N281.22' | \$ - |

**2023 University North Park
Business Improvement District Assessment Roll**

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| Parcel Number | Property Owner | Legal Description | 2023 Assessment |
|------------------|--|---|-----------------|
| NCT2 UNPS8 C 001 | UNIVERSITY TOWN CENTER LLC P.O. Box 36799 Charlotte, NC 28236-6799 | UNIVERSITY NORTH PARK SEC VIII PUD COMMON AREA C | \$ 666 |
| NCT2 UNPS8 A 001 | | UNIVERSITY NORTH PARK SEC VIII PUD COMMON AREA A PRIVATE DRIVE | \$ - |
| NCT2 UNPS8 B 001 | | UNIVERSITY NORTH PARK SEC VIII PUD COMMON AREA B PRIVATE DRIVE | \$ - |
| NCT2 9 3W 24 002 | | 24-9-3W .03 AC PRT BEG APPROX N 550'TO POB FROM THE SW/C NW/4 THEN APPROX N 110' THEN S 77D E APPROX 32' THEN S 12D W APPROX 100' TO POB | \$ - |
| NC29 9 3W 24006 | | 24-9-3W 2.9935 AC PRT NW/4 SEC 24 & NE/4 SEC 23 BEG 112.32`W S 01D W414.90` NE/C NE/4 23-9-3W S 88D E478.59` S1049` N 70D W401.10` NE/Y C/L (R=300`) CB N 07D E19.41` N 70D W201.75` N 01D E837.64` S 88D E60` POB LESS THAT PRT IN SEC 23 | \$ - |
| NC29 9 3W 23023 | | 23-9-3W 12.9219 AC PRT NE/4 BEG NE/C NE/4 W606.86` SOUTHLY C/R (R=1965.41`) CB S 07D W1176.02` N 87D E333.87` S 70D E436.14` (R=300`) CB S 07D E19.41` SELY TO POINT SEC LINE THENCE NORTH TO POB LESS 23-9-3W 3.9767 AC PRT NW/4 SEC 24 & NE/4 SEC 23 BEG 112.32`W S 01D W414.90` NE/C NE/4 23-9-3W S 88D E478.59` S1049` N 70D W401.10` NE/Y C/L (R=300`) CB N 07D E19.41` N 70D W201.75` N 01D E837.64` S 88D E60` POB | \$ - |
| NCT2 9 3W 24 003 | | 24 9 3W 3.42 AC BEG AT THE SW/C OF NW/4 THEN N APPROX 368' THEN S 77D E APPROX 239' N 09D E A DISTANCE OF 360.55' THEN S 77D E APPROX 55' THEN S APPROX 660' THEN W APPROX 355' TO POB | \$ - |
| NC29 9 3W 23022 | | 23-9-3W 41.08 AC PRT E/2 BEG 1114.88`W & 596.46`N SE/C SE/4 TO POB C/L (R=860.21`) CB N 16D W488.16` N 33D W200` C/R (R=2002.19`) CB N 09D W1682.28` C/R (R=2002.19`) CB N 25D E748.94` N 36D E204.23` S 53D E60` N 76D E38.42` S 69D E884.79` N 15D E80` S 75D E16.67` SELY TO PT EAST LINE SEC 23 THENCE APPROX S1135` S 35D W1873.10` POB LESS 9.73 AC TR DESC BK 4760 PG 577 & LESS UNIVERSITY NORTH PARK 7 & LESS UNIVERSITY NORTH PARK 5 REPLT & LESS UNIVERSITY NORTH PARK 8 & 13 & 15 & LESS BEG NW/C LT 1 BLK 1 UNIVERSITY NORTH PARK SEC XIII S 18D W258.68` FOR POB ELY C/L (R=4,951.96`) CB S 74D E426.79` S 55D W27.26` WLY C/R (R=4,971.96`) CB N 74D W391.29` N 25D W27.26` POB LESS UNIVERSITY NORTH PARK XVIII | \$ - |
| NC29 UNP18 A 001 | | UNIVERSITY NORTH PARK XVIII COMMON AREA A | \$ - |

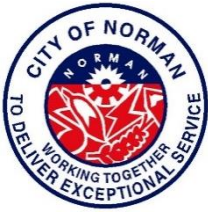
**2023 University North Park
Business Improvement District Assessment Roll**

Item 18.

| Parcel Number | Property Owner | Legal Description | 2023 Assessment |
|---------------------|--|---|-----------------|
| NCT2 UNPR9 1 3 001 | UNP Restaurant, LLC 3510 24th Ave NW, Ste. 200 Norman, OK 73069-8262 | UNIVERSITY NORTH PARK IX LOT 3 BLOCK 1 | \$ 1,679 |
| NCT2 UNPPC 1 2 001 | UNPC Building 1, LLC 2221 W. Lindsey St., Ste 201 Norman, OK 73069-4066 | UNIVERSITY NORTH PARK PROFESSIONAL CENTER LOT 2 BLOCK 1 | \$ 3,025 |
| NCT2 UNPR4 1 1 001 | UTC 8, LLC 1111 Metropolitan Ave., Ste. 700 Charlotte, NC 28204-3424 | UNIVERSITY NORTH PARK IV PUD REPLT LOT 1 BLOCK 1 | \$ 1,328 |
| NCT2 UNP12 1 6A 001 | UTC Area 7, LLC 1111 Metropolitan Ave., Ste. 700 Charlotte, NC 28204-3424 | UNIVERSITY NORTH PARK SEC XII LOT 6A BLOCK 1 | \$ - |
| NCT2 UNPS5 A 001 | UTC AREA SIX LLC c/o Collett & Associates P.O. Box 36799 Charlotte, NC 28236-6799 | UTC AREA SIX, LLC, C/O COLLETT & ASSOC, CHARLOTTE, 28236-6799, 28236-6799 | \$ - |
| NCT2 UNPS1 C 001 | UTC I LLC P.O. Box 36799 Charlotte, NC 28236-6799 | UNIVERSITY NORTH PARK SEC 1 BLOCK C COMMON AREA | \$ - |
| NCT2 UNPS6 1 1A 001 | UTC II LLC | UNIVERSITY NORTH PARK SEC VI PUD LOT 1A (LT1 & PRT LT 2) BLOCK 1 | \$ - |
| NCT2 UNPS6 1 7A 001 | P.O. Box 36799 | UNIVERSITY NORTH PARK SEC VI PUD LOT 7A BLOCK 1 | \$ 964 |
| NCT2 UNPS6 1 3A 001 | Charlotte, NC 28236-6799 | UNIVERSITY NORTH PARK SEC VI PUD LOT 3A BLOCK 1 | \$ - |
| NCT2 UNPS6 1 4A 001 | | UNIVERSITY NORTH PARK SEC VI PUD LOT 4A BLOCK 1 | \$ - |
| NCT2 UNPR9 1 1 001 | | UNIVERSITY NORTH PARK IX LOT 1 BLOCK 1 | \$ - |
| NCT2 UNP12 1 6 001 | | UNIVERSITY NORTH PARK SEC XII LOT 6 BLOCK 1 | \$ - |
| NC29 UNP 18 1 1 001 | 164th & Western Development, LLC 83.9% 7300 N. Comanche Ave. Warr Acres, OK 73132-6635 | UNIVERSITY NORTH PARK XVIII LT 1 BLK 1 | \$ - |
| NCT2 UNPS5 2 1 001 | Valliance Bank 1601 NW Expressway Oklahoma City, OK 73118-1467 | UNIVERSITY NORTH PARK SEC V PUD LOT 1 BLOCK 2 | \$ 1,842 |
| NCT2 UNP12 1 5B 001 | Vrindavan, LLC 2214 Shadowlake Drive Oklahoma City, OK 73159-7440 | UNIVERSITY NORTH PARK SEC XII LOT 5B BLOCK 1 | \$ - |

File Attachments for Item:

19. CONSIDERATION OF POSTPONEMENT OF ORDINANCE O-2223-13 UNTIL OCTOBER 11, 2022: 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.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/27/2022

REQUESTER: Downtown Norman BID Association

PRESENTER: Kathryn Walker, City Attorney

ITEM TITLE: **CONSIDERATION OF POSTPONEMENT OF ORDINANCE O-2223-13 UNTIL OCTOBER 11, 2022:** 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.

BACKGROUND:

The City is in receipt of a Petition in favor of the creation of Downtown Norman Business Improvement District ("BID"), as well as an Assessment Plat, Assessment Roll, and District Plan. BID's are allowed under the Improvement District Act (11 O.S. §39-101 et. seq.) as a means of providing funding for a variety of purposes, including landscaping, improvement of pedestrian malls, parking facilities, signs, benches, kiosks, pedestrian shelters, signs, trash receptacles, etc. Oklahoma law states that improvement districts may be created after a petition for such improvements containing signatures from the owners of record of more than one-half of the area liable to be assessed under the proposal is filed with the City Clerk. The City and the Norman Municipal Authority, as property owners liable for assessment in the proposed district, previously considered whether to sign the petition. This action was approved on August 23, 2022. The Petition now contains signatures from the owners of record of 56% of the area liable to be assessed under the proposal.

DISCUSSION:

There are several steps involved in establishing a business improvement district. First, the City must adopt a resolution (R-2223-28) acknowledging receipt of the Assessment Plat, determining the creation of the district is necessary, and instructing the City Clerk to give notice of a hearing on the district. Such notice must be given to each property owner at the address on file in the property records at Cleveland County. The public hearing for the creation of the district is set for September 27, 2022 at 6:30 pm in Resolution R-2223-28. Upon conclusion of the public hearing, the City Council will consider the adoption of a resolution formally creating the Downtown BID, and if successful, the Council will consider adoption of an Ordinance containing the Assessment Roll (Ordinance O-2223-13) on Second and Final Reading.

Ordinance O-2223-13 empowers the City to assess the properties according to the formula set forth in the BID petition. Property owners will have thirty (30) days to object to the formation of the district and/or the assessment to their particular property.

RECOMMENDATION:

Staff recommends adoption of Ordinance O-2223-13 upon Second and Final Reading.

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.

- § 1. WHEREAS, the Council of the City of Norman, Oklahoma adopted Resolution No. R-2223-28 acknowledging the receipt of a petition to create the Downtown Norman Business Assessment District, and the initial Downtown Norman Business Assessment District Assessment Roll and Assessment Plat and directing a public hearing on the creation of the district and on the proposed Assessment Roll and Assessment Plat on September 27, 2022; and
- § 2. WHEREAS, the Council of the City of Norman, Oklahoma adopted Resolution No. R-2223-36 creating the University North Park Business Improvement District on September 27, 2022; and
- § 3. WHEREAS, notice for the public hearing on the proposed Assessment Roll and Assessment Plat was provided in the manner proscribed by 11 O.S. §39-103.1; and
- § 4. WHEREAS, the public hearing on the Assessment Roll and Assessment Plat was held on September 27, 2022.

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

- § 5. Pursuant to 11 O.S. §39-111, the Council of the City of Norman, Oklahoma hereby adopts and ratifies the Assessment Roll (“Assessment Roll”) attached to this Ordinance as Exhibit “A” and incorporated into this Ordinance by reference as if fully set forth herein. The Council of the City of Norman, Oklahoma, hereby further levies the assessments set forth in the aforesaid Assessment Roll against the tracts or parcels as referenced therein.
- § 6. Pursuant to 11 O.S. §39-112(A)(1), the Council of the City of Norman, Oklahoma hereby further establishes the time and terms of paying the assessment as follows:

The total amount of the annual net assessment against any tract or parcel (*See* attached Exhibit “A”) must be paid in full by March 31, 2023 by cash or check to the Finance Director of the City of Norman, P.O. Box 370, Norman, Oklahoma (73070) (the “City Finance Director”).

§ 7. Pursuant to 11 O.S. §39-112(A)(3), the Council of the City of Norman, Oklahoma hereby further establishes and fixes the following penalties to be charged:

For any assessment for which the total amount of the assessment is not paid in full by March 31, 2023, the amount of ten percent (10%) of the total amount of the unpaid assessment due shall be added to the total assessment due as a penalty, which penalty shall continue until fully paid.

§ 8. The assessments adopted, ratified and levied, as set forth in Sections 1 and 2 of this Ordinance, are hereby adopted, ratified, and levied against those lands and properties legally described in Exhibit “A”, attached hereto.

§ 9. Pursuant to 11 O.S. §39-112(C), the City Clerk shall, after March 31, 2023 prepare, sign, attest with the Municipal Seal, and record in the office of the County Clerk of Cleveland County, a claim of lien for any unpaid portion of the net assessment due and assessed against a tract or parcel of land.

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

ADOPTED this _____ day
of _____, 2022.

NOT ADOPTED this _____ day
of _____, 2022.

Larry Heikkila, Mayor

Larry Heikkila, Mayor

ATTEST:

Brenda Hall, City Clerk

EXHIBIT A

**2023 Downtown
Business Improvement District Assessment Roll**

Item 19.

| Parcel Number | Property Owner | Legal Description | 2023 Assessment |
|----------------------|--|---|------------------------|
| R0037773 | 102 West Eufaula, LLC 102 W. Eufaula St. Norman, OK 73069-5639 | ORIG TOWN AND LARSH 1ST LOT 1-6 INC BLK 69 | \$ 904.07 |
| R0037774 | 102 West Eufaula, LLC 102 W. Eufaula St. Norman, OK 73069-5639 | LARSH 1ST AND ORIG TOWN LOTS 27-31 AND LOTS 1-5 AND E5` LT 6 OF BLK 69 | \$ 1,815.26 |
| R0023714 | 104, LLC 104 E. Main St., #100 Norman, OK 73069-1301 | NORMAN OT LOT 2 BLK 6 | \$ 845.80 |
| R0023813 | 111 North Peters, LTD Partnership 111 N. Peters Ave., Ste. 101 Norman, OK 73069-7235 | NORMAN OT LOT 14 BLK 15 | \$ 344.47 |
| R0023812 | 111 North Peters, LTD Partnership 111 N. Peters Ave., Ste. 101 Norman, OK 73069-7235 | NORMAN OT LOT 13 BLK 15 | \$ 284.68 |
| R0024381 | 112 W Main, LLC PO Box 720572 Norman, OK 73070-4424 | NORMAN OT LOT 27 BLK 67 | \$ 386.99 |
| R0023677 | 115 E. Gray, LLC 517 Merrywood Ln. Norman, OK 73069-5450 | NORMAN OT LOTS 7 AND 8 BLK 4 | \$ 736.83 |
| R0023694 | 120 E. Tonhawa, LLC 123 E. Main St., Ste. 200 Norman, OK 73069 | NORMAN OT W7.5` LOT 20 AND ALL LOTS 21 THRU 23 BLK 4 | \$ 412.64 |
| R0023704 | 121 E Main Street, LLC 123 E. Main St., Ste. 200 Norman, OK 73069-1302 | NORMAN OT LOT 11 BLK 5 | \$ 572.54 |
| R0023699 | 1958, LLC 109 E. Main St. Norman, OK 73069-1302 | NORMAN OT LOTS 4 5 AND W4` LOT 6 BLK 5 | \$ 905.22 |
| R0023700 | 1958, LLC 109 E. Main St. Norman, OK 73069-1302 | NORMAN OT E21` LOT 6 AND ALL LOT 7 AND PRT LOT 8 BEG S END OF E WALL OF OPERA HOUSE BLDG N140` E1` SLY TO BEG BLK 5 | \$ 808.34 |

**2023 Downtown
Business Improvement District Assessment Roll**

Item 19.

| Parcel Number | Property Owner | Legal Description | 2023 Assessment |
|----------------------|---|--|------------------------|
| R0024526 | 200 N. University LLC 606 Heatherhill Dr. Norman, OK 73072-4215 | NORMAN OT LOTS 1 2 3 BLK 88 | \$ 1,184.70 |
| R0023793 | 211 Downtown, LLC 509 Leaning Elm Dr. Norman, OK 73071-7013 | NORMAN OT LOT 6 BLK 14 | \$ 645.79 |
| R0023796 | 217 E Main, LLC 217 E. Main St. Norman, OK 7369 | NORMAN OT LOT 9 BLK 14 | \$ 644.56 |
| R0023797 | 219 E Main, LLC 219 E. Main St. Norman, OK 73069-1304 | NORMAN OT LOT 10 BLK 14 | \$ 433.54 |
| R0023780 | 222 E Main, LLC 4014 Hidden Hill Rd. Norman, OK 73072-3013 | NORMAN OT LOT 11 BLK 13 | \$ 591.00 |
| R0024436 | 226 W Gray, LLC 3411 W. Rock Creek Rd., 130 Norman, OK 73072-2466 | NORMAN OT LOTS 18 THRU 24 BLK 72 | \$ 1,990.51 |
| R0024483 | 300 West, LLC 111 N. Peters Ave., Ste. 101 Norman, OK 73069-7235 | NORMAN OT LOTS 3 4 5 BLK 84 | \$ 1,054.57 |
| R0191087 | 301 E Gray Partners, LLC 425 S. Lahoma Ave. Norman, OK 73069-5523 | NORMAN OT LT 1B (LTS 1-3) BLK 21 | \$ 513.36 |
| R0191088 | 301 E Gray Partners, LLC 425 S. Lahoma Ave. Norman, OK 73069-5523 | NORMAN OT LT 4A (LTS 4 & 5) BLK 21 | \$ 338.40 |
| R0023929 | 303 E Comanche, LLC PO Box 5156 Norman, OK 73070 | NORMAN OT LOTS 26 AND 27 BLK 23 | \$ 485.35 |
| R0023930 | 303 E Comanche, LLC PO Box 5156 Norman, OK 73070 | NORMAN OT LOT 28 AND S115` LTS 29 30 31 32 BLK 23 | \$ 983.19 |
| R0104309 | 303 S Peters, LLC PO Box 5156 Norman, OK 73070 | NORMAN OT N80` OF LTS 1 2 3 AND ALL LTS 4 AND 5 BLK 11 | \$ 890.27 |

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|----------------------|--|--|------------------------|
| R0023915 | 314 E Main, LLC 909 Tarkington Dr. Norman, OK 73026-0869 | NORMAN OT LOT 7 BLK 23 | \$ 325.42 |
| R0024529 | 415 West Gray, LLC 415 W. Gray St. Norman, OK 73069-7117 | NORMAN OT LOTS 8 9 10 BLK 88 | \$ 580.35 |
| R0023713 | 4DN, LLC 104 E. Main St. Norman, OK 73069-1301 | NORMAN OT LOT 1 BLK 6 | \$ 1,092.93 |
| R0024383 | A M G Restaurants, Inc. 100 W. Main St. Norman, OK 73069-1307 | NORMAN OT LOT 30 BLK 67 | \$ 489.47 |
| R0024382 | A M G Restaurants, Inc. 100 W. Main St. Norman, OK 73069-1307 | NORMAN OT LOTS 28 AND 29 BLK 67 | \$ 878.47 |
| R0023888 | ABT-7 Real Estate, LLC 3510 24th Ave. NW, Ste. 200 Norman, OK 73069 | NORMAN OT LOT 3 EXCEPT W 6 1/2" BLK 22 | \$ 450.21 |
| R0023741 | ACS Enterprises, LLC 4311 Ridgeline Dr. Norman, OK 73069 | NORMAN OT LOTS 13 THRU 16 AND N60` LOTS 17 THRU 22 BLK 8 | \$ 969.66 |
| R0024376 | Alexander B. Holmes 2519 Fairfield Dr. Norman, OK 73072-7022 | NORMAN OT LOT 21 BLK 67 | \$ 499.48 |
| R0023769 | Arvest Bank 1183 E. Joyce Blvd., Ste. 2 Fayetteville, AR 72703-5261 | NORMAN OT LOTS 17 THRU 22 BLK 12 | \$ 1,239.19 |
| R0023771 | Arvest Bank 1183 E. Joyce Blvd., Ste. 2 Fayetteville, AR 72703-5261 | NORMAN OT LOTS 25 AND 26 BLK 12 | \$ 193.41 |
| R0023921 | Asghar & Twana S. Alhojeh 12700 S. Sunnyslane Rd. Moore, OK 73160-8808 | NORMAN OT LOT 14 BLK 23 | \$ 292.36 |

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| R0024501 | Astro Cardinal BB Team LLC 318 W. Main St. Norman, OK 73069-1311 | NORMAN OT LOT 22 BLK 85 | \$ 410.16 |
| R0023735 | Big Brothers Enterprises, LLC PO Box 1390 Norman, OK 73070-1390 | NORMAN OT LOT 1 BLK 8 | \$ 281.10 |
| R0023820 | Big Brothers Investments LLC PO Box 1390 Norman, OK 73070 | NORMAN OT LOTS 25 AND 26 BLK 15 | \$ 309.41 |
| R0023737 | Board of County Commissioners 201 S. Jones Ave. Norman, OK 73069 | NORMAN OT LOTS 5 AND 6 BLK 8 | \$ 371.34 |
| R0023738 | Board of County Commissioners 201 S. Jones Ave. Norman, OK 73069 | NORMAN OT LOTS 7 AND 8 BLK 8 | \$ 380.05 |
| R0023739 | Board of County Commissioners 201 S. Jones Ave. Norman, OK 73069 | NORMAN OT LOTS 9 AND 10 BLK 8 | \$ 392.60 |
| R0023733 | Board of County Commissioners 201 S. Jones Ave., Ste. 260 Norman, OK 73069 | NORMAN OT LOTS 1 THRU 5 BLK 7 | \$ 905.19 |
| R0024370 | Board of County Commissioners of Cleveland County 201 S. Jones Ave., Ste. 260 Norman, OK 73069 | NORMAN OT W/2 LOT 2 AND ALL LOTS 3 4 5 AND E12.9` LOT 6 BLK 67 | \$ 699.20 |
| R0024368 | Box Report LLC 104 W. Gray St. Norman, OK 73069 | NORMAN OT E13.60` LOT 28 AND ALL LOTS 29 30 31 32 BLK 66 | \$ 1,266.14 |
| R0023886 | Bradley K. Goodman 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT LOT 1 BLK 22 | \$ 835.16 |

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| R0023692 | Bradley K. Goodman 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT LOTS 14 15 16 BLK 4 | \$ 598.45 |
| R0023715 | Bradley K. Goodman 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT LOT 3 BLK 6 | \$ 418.37 |
| R0023725 | C L L C, LLC 111 N. Peters Ave., Ste. 101 Norman, OK 73069-7235 | NORMAN OT LOT 14 BLK 6 | \$ 528.27 |
| R0188520 | C L L C, LLC 111 N. Peters Ave., Ste. 100 Norman, OK 73069-7235 | NORMAN OT LT 7A BLK 13 (LTS 7 & 8) | \$ 978.16 |
| R0023724 | C L L C, LLC 111 N. Peters Ave., Ste. 101 Norman, OK 73069-7235 | NORMAN OT LOT 13 BLK 6 | \$ 508.79 |
| R0023726 | C L L C, LLC 111 N. Peters Ave., Ste. 101 Norman, OK 73069-7235 | NORMAN OT LOTS 15 AND 16 BLK 6 | \$ 914.08 |
| R0023934 | Catherine H. Petersen 314 E. Comanche St., Ste. 101 Norman, OK 73069-6077 | NORMAN OT LTS 4 THRU 9 BLK 24 UNIT 101 PHP PROPERTY A UNIT OWNERSHIP EST AND UND 46 PERC INT IN COMMON ELEMENTS | \$ 678.24 |
| R0023665 | Charles L. Young, III 5001 12th Ave. NW Norman, OK 73069-8119 | NORMAN OT N25` LOTS 13 THRU 16 BLK 3 | \$ 108.36 |
| R0024471 | Charles W. Hooper 301 W. Gray St. Norman, OK 73069-7110 | NORMAN OT LOT 5 AND E3.90` LOT 6 AND JOINTLY OWNED PARTY WALL (L 4 & 5) BLK 83 | \$ 271.67 |
| R0024468 | Charles W. Hooper 301 W. Gray St. Norman, OK 73069-7110 | NORMAN OT LOTS 1 AND 2 BLK 83 | \$ 457.50 |

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| R0024522 | Charlie Iman Properties, LLC 10601 S. Western Ave., Ste. A Oklahoma City, OK 73170-6201 | NORMAN OT LOTS 18 19 20 21 22 BLK 87 | \$ 1,506.47 |
| R0024471 | Charlie Iman Properties, LLC 10601 S. Western Ave., Ste. A Oklahoma City, OK 73170-6201 | NORMAN OT LOT 5 AND E3.90` LOT 6 AND JOINTLY OWNED PARTY WALL (L 4 & 5) BLK 83 | \$ 587.06 |
| R0023697 | City of Norman PO Box 370 Norman, OK 73070-0370 | NORMAN OT LOTS 1 AND 2 AND W 6`` LOT 3 BLK 5 | \$ 1,073.87 |
| R0023757 | City of Norman PO Box 370 Norman, OK 73070-0370 | NORMAN OT LOTS 6 AND 7 BLK 11 | \$ 348.47 |
| R0023802 | City of Norman PO Box 370 Norman, OK 73070-0370 | NORMAN OT S75` LOTS 17 18 19 BLK 14 | \$ 475.72 |
| R0023803 | City of Norman PO Box 370 Norman, OK 73070-0370 | NORMAN OT N65` OF LOTS 17 18 19 BLK 14 | \$ 603.73 |
| R0023804 | City of Norman PO Box 370 Norman, OK 73070-0370 | NORMAN OT LOTS 20 AND 21 BLK 14 | \$ 479.65 |
| R0023805 | City of Norman PO Box 370 Norman, OK 73070-0370 | NORMAN OT LOT 22 BLK 14 | \$ 238.86 |
| R0023806 | City of Norman PO Box 370 Norman, OK 73070-0370 | NORMAN OT LOTS 23 THRU 27 BLK 14 | \$ 1,191.41 |
| R0023807 | City of Norman PO Box 370 Norman, OK 73070-0370 | NORMAN OT LOTS 28 THRU 32 BLK 14 | \$ 1,545.37 |
| R0023857 | City of Norman PO Box 370 Norman, OK 73070-0370 | NORMAN OT LOTS 15 AND 16 BLK 19 | \$ 132.42 |

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|----------------------|---|---|------------------------|
| R0023936 | City of Norman PO Box 370 Norman, OK 73070-0370 | NORMAN OT LOTS 10 THRU 16 BLK 24 | \$ 1,581.66 |
| R0024032 | City of Norman PO Box 370 Norman, OK 73070-0370 | NORMAN OT LOTS 5 AND 6 BLK 33 | \$ 725.75 |
| R0024034 | City of Norman PO Box 370 Norman, OK 73070-0370 | NORMAN OT LOTS 9 10 AND W10` OF 11 BLK 33 | \$ 866.09 |
| R0024035 | City of Norman PO Box 370 Norman, OK 73070-0370 | NORMAN OT E15` OFLOT 11 AND ALL LOT 12 AND W/2 OF 13 BLK 33 | \$ 759.02 |
| R0024036 | City of Norman PO Box 370 Norman, OK 73070-0370 | NORMAN OT E/2 LOT 13 AND S75` OF LOT 14 BLK 33 | \$ 442.58 |
| R0024037 | City of Norman PO Box 370 Norman, OK 73070-0370 | NORMAN OT N65` OF 14 15 16 BLK 33 | \$ 242.43 |
| R0024038 | City of Norman PO Box 370 Norman, OK 73070-0370 | NORMAN OT S75` OF LOTS 15 AND 16 BLK 33 | \$ 571.84 |
| R0024448 | City of Norman PO Box 370 Norman, OK 73070-0370 | NORMAN OT LOTS 1 THRU 32 BLK 73 | \$ 7,009.56 |
| R0023734 | Cleveland County 201 S. Jones Ave., 260 Norman, OK 73069-6079 | NORMAN OT LOTS 6 THRU 32 BLK 7 | \$ 5,200.88 |
| R0024386 | Cleveland County Health Department 250 12th Ave. NE Norman, OK 73071-5237 | NORMAN OT LOTS 5 AND 6 BLK 68 | \$ 369.67 |

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| R0024397 | Cleveland County Health Department 250 12th Ave. Norman, OK 73071-5237 | NORMAN OT LOTS 30 31 32 BLK 68 | \$ 944.26 |
| R0024390 | Cleveland County Health Department 250 12th Ave. NE Norman, OK 73071-5237 | NORMAN OT LOTS 11 THRU 16 BLK 68 | \$ 1,079.09 |
| R0024396 | Cleveland County Health Department 250 12th Ave. Norman, OK 73071-5237 | NORMAN OT E2.42` LOT 27 AND LOTS 28 AND 29 BLK 68 | \$ 396.51 |
| R0024389 | Cleveland County Health Department 250 12th Ave. NE Norman, OK 73071-5237 | NORMAN OT LOT 10 BLK 68 | \$ 176.78 |
| R0024385 | Cleveland County Health Department 250 12th NE Ave. NE Norman, OK 73071-5237 | NORMAN OT LOTS 1 2 3 4 BLK 68 | \$ 1,143.37 |
| R0024388 | Cleveland County Health Department 250 12th Ave. NE Norman, OK 73071-5237 | NORMAN OT LOT 9 BLK 68 | \$ 179.00 |
| R0024387 | Cleveland County Health Department 250 12th Ave. NE Norman, OK 73071-5237 | NORMAN OT LOT 7 AND 8 BLK 68 | \$ 355.60 |
| R0023740 | Cleveland County Home Ln Authority 201 S. Jones Ave. Norman, OK 73069-6000 | NORMAN OT LOTS 11 AND 12 BLK 8 | \$ 359.99 |

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| R0023727 | Cleveland County Home Loan 201 S. Jones Ave., Ste. 260 Norman, OK 73069-6079 | NORMAN OT N30` LOTS 17 AND 18 BLK 6 | \$ 170.18 |
| R0023728 | Cleveland County Home Loan 201 S. Jones Ave., Ste. 260 Norman, OK 73069-6079 | NORMAN OT S 110` LOTS 17 AND 18 AND ALL LOTS 19 THRU 23 BLK 6 | \$ 1,392.13 |
| R0023729 | Cleveland County Home Loan 201 S. Jones Ave., Ste. 260 Norman, OK 73069-6079 | NORMAN OT LOTS 24 THRU 27 BLK 6 | \$ 711.57 |
| R0023732 | Cleveland County Home Loan 201 S. Jones Ave., Ste. 260 Norman, OK 73069-6079 | NORMAN OT W7` LOT 31 AND ALL LOT 32 BLK 6 | \$ 585.95 |
| R0094839 | Cleveland County Home Loan 201 S. Jones Ave., Ste. 260 Norman, OK 73069-6079 | NORMAN OT LOTS 28 29 30 AND E18` LOT 31 BLK 6 | \$ 645.56 |
| R0023678 | Cleveland County Public Facilities Authority 201 S. Jones Ave. Norman, OK 73069-6000 | NORMAN OT LOTS 1 AND 2 BLK 14 AND LOTS 9 THRU 12 BLK 4 LESS BEG SE/C OF LT 12 W .26` N60` E .26` S60` POB THE FINANCIAL CENTER UNIT 1A UNIT OWNERSHIP EST AND 9.6052 PERC INT C/E | \$ 2,026.35 |
| R0024024 | Comanche Center, LLC 421 E. Comanche St. Norman, OK 73071-5800 | NORMAN OT LOTS 17 AND 18 BLK 32 | \$ 185.60 |
| R0100690 | Comanche Center, LLC 421 E. Comanche St. Norman, OK 73071-5800 | NORMAN OT LTS 19 THRU 23 LESS NORTHERLY 60` BLK 32 | \$ 469.80 |
| R0023815 | Crawford Investment Group, LLC 212 N. Crawford Ave. Norman, OK 73069-7220 | NORMAN OT S60` OF LOTS 17 18 19 BLK 15 | \$ 313.52 |
| R0024530 | Criag & Tammy Blankenship 441 Heritage Blvd. Edmond, OK 73025 | NORMAN OT LOTS 11 12 13 BLK 88 | \$ 621.54 |

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| R0024029 | D & J Land, LLC PO Box 950368 Oklahoma City, OK 73195 | NORMAN OT N 71' LOTS 29 AND 32 INC BLK 32 | \$ 530.64 |
| R0024030 | D & J Land, LLC PO Box 950368 Oklahoma City, OK 73195 | NORMAN OT S69` OF W10` LOT 30 AND S69` OF LOTS 31 AND 32 BLK 32 | \$ 296.54 |
| R0150719 | D & J Land, LLC PO Box 950368 Oklahoma City, OK 73195 | NORMAN OT LTS 24 AND 25 BLK 32 | \$ 578.78 |
| R0154498 | D & J Land, LLC PO Box 950368 Oklahoma City, OK 73195 | NORMAN OT LTS 26 & 27 BLK 32 | \$ 451.42 |
| R0154499 | D & J Land, LLC PO Box 950368 Oklahoma City, OK 73195 | NORMAN OT LT 28 BLK 32 | \$ 99.15 |
| R0024063 | Dave's Health Mart Pharmacy Inc. 12520 S. Youngs Pl. Oklahoma City, OK 73170-3415 | NORMAN OT LOTS 27 28 29 BLK 35 | \$ 953.98 |
| R0023794 | Deborah Sheffield 2601 Harrington Ct. Norman, OK 73069-9603 | NORMAN OT LOT 7 BLK 14 | \$ 458.14 |
| R0023702 | Debra Deann Loeffelholz 117 E. Main St. Norman, OK 73069-1302 | NORMAN OT LOT 9 BLK 5 | \$ 379.60 |
| R0024473 | Donald H. & Sally J. Polk - REV TRT 2005 SE 34th Street Moore, OK 73160 | NORMAN OT W/2 LOT 8 LESS E1.6` AND E6 1/4` OF LOT 10 AND ALL LOT 9 BLK 83 | \$ 398.34 |
| R0024474 | Donald H. & Sally J. Polk - REV TRT 2005 SE 34th Street Moore, OK 73160 | NORMAN OT W18 3/4` LOT 10 AND ALL LOT 11 BLK 83 | \$ 306.35 |
| R0023814 | Donald Harvey Manchester 231 E. Gray St. Norman, OK 73069-7205 | NORMAN OT LOTS 15 AND 16 BLK 15 | \$ 503.88 |

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| R0023933 | Donald L. Day-Rev Trt 13629 Kirby Smith Rd. Orlando, FL 32832-6301 | NORMAN OT S50` OF LOTS 1 2 3 BLK 24 | \$ 213.11 |
| R0023913 | Dorella M. Remy - REV TRT & TRTEE 2649 Osborne Dr. Norman, OK 73069-5030 | NORMAN OT LOTS 3 AND 4 BLK 23 | \$ 712.33 |
| R0024509 | Douglas & Sherrill Hickson - REV TRT 408 W. Main St. #412 Norman, OK 73069-1364 | NORMAN OT AND WAGGONER ADD LOTS 8 AND 9 BLK 86 | \$ 591.68 |
| R0024508 | Douglas & Sherrill Hickson - REV TRT 408 W. Main St. #412 Norman, OK 73069-1364 | NORMAN OT AND WAGGONER ADD LOTS 6 AND 7 BLK 86 | \$ 898.09 |
| R0023736 | Douglas J. & Mary E. Smith 104 E. Eufaula St. Norman, OK 73069 | NORMAN OT LOTS 2 3 4 BLK 8 | \$ 510.09 |
| R0024393 | Doyles Electric Inc. 122 W. Comanche St. Norman, OK 73069-5609 | NORMAN OT LOTS 22 AND 23 BLK 68 | \$ 284.17 |
| R0023799 | Dunman Properties, LLC 6123 Lupton Dr. Dallas, TX 75225-1920 | NORMAN OT LOT 12 BLK 14 | \$ 438.59 |
| R0023801 | Dunman Properties, LLC 6123 Lupton Dr. Dallas, TX 75225-1920 | NORMAN OT LOTS 15 AND 16 BLK 14 | \$ 1,248.10 |
| R0154495 | Dunman Properties, LLC 6123 Lupton Dr. Dallas, TX 75225-1920 | NORMAN OT LTS 17 THRU 23 & PRT OF LT 24 BLK 13 AKA BEG SE/C LT 17 S 63D W200` N 62D W110.75` N 63D E20` N 26D W30` N 63D W30` N 63D E180` S 26D E140` POB | \$ 688.46 |
| R0023781 | Dutcher Investment Properties, LLC PO Box 1554 Norman, OK 73070 | NORMAN OT LOTS 12 BLK 13 | \$ 517.67 |

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|----------------------|--|---|------------------------|
| R0023675 | East Gray Rentals 111 N. Peters Ave., Ste. 101 Norman, OK 73069-7235 | NORMAN OT LOTS 1 THRU 6 LESS 12` X 12` NE/C LOT 6 BLK 4 | \$ 1,267.06 |
| R0023817 | Ed Corr Family LLC 1617 Jenkins Ave. Norman, OK 73072-6508 | NORMAN OT LOTS 20 AND E/2 LOT 21 BLK 15 | \$ 131.05 |
| R0023818 | Ed Corr Family LLC 1617 Jenkins Ave. Norman, OK 73072-6508 | NORMAN OT W/2 LOT 21 AND ALL LOT 22 BLK 15 | \$ 144.38 |
| R0023819 | Ed Corr Family LLC 1617 Jenkins Ave. Norman, OK 73072-6508 | NORMAN OT LOTS 23 AND 24 BLK 15 | \$ 185.73 |
| R0024432 | Ed Corr Family LLC 1617 Jenkins Ave. Norman, OK 73072-6508 | NORMAN OT LOT 8 BLK 72 | \$ 409.47 |
| R0024014 | EDO, LLC 123 E. Main St. #200 Norman, OK 73069-1302 | NORMAN OT LOTS 1 AND 2 BLK 32 | \$ 1,293.48 |
| R0024016 | EDO, LLC 123 E. Main St. #200 Norman, OK 73069-1302 | NORMAN OT LOT 4 BLK 32 | \$ 297.42 |
| R0024017 | EDO, LLC 123 E. Main St. #200 Norman, OK 73069-1302 | NORMAN OT LOT 5 BLK 32 | \$ 275.28 |
| R0024018 | EDO, LLC 123 E. Main St. #200 Norman, OK 73069-1302 | NORMAN OT LOT 6 BLK 32 | \$ 440.35 |
| R0024019 | EDO, LLC 123 E. Main St. #200 Norman, OK 73069-1302 | NORMAN OT LOTS 7 8 9 BLK 32 | \$ 546.02 |
| R0024020 | EDO, LLC 123 E. Main St. #200 Norman, OK 73069-1302 | NORMAN OT LOTS 10 AND 11 BLK 32 | \$ 809.66 |

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| R0024021 | EDO, LLC 123 E. Main St. #200 Norman, OK 73069-1302 | NORMAN OT LOT 12 BLK 32 | \$ 440.27 |
| R0024022 | EDO, LLC 123 E. Main St. #200 Norman, OK 73069-1302 | NORMAN OT LOTS 13 AND 14 BLK 32 | \$ 810.46 |
| R0024023 | EDO, LLC 123 E. Main St. #200 Norman, OK 73069-1302 | NORMAN OT LOTS 15 AND 16 BLK 32 | \$ 367.31 |
| R0024015 | EDO, LLC 123 E. Main St. #200 Norman, OK 73069-1302 | NORMAN OT LOT 3 BLK 32 | \$ 325.37 |
| R0024371 | Edward C. & Linda K. Copelin 425 W. Main St. Norman, OK 73069-1314 | NORMAN OT W12.1' LOT 6 AND ALL LOT 7 AND E/2 LOT 8 BLK 67 | \$ 271.49 |
| R0024394 | Edward C. & Linda K. Copelin 425 W. Main St. Norman, OK 73069-1314 | NORMAN OT LOTS 24 25 26 BLK 68 | \$ 423.43 |
| R0024521 | Edward C. Copelin 425 W. Main St. Norman, OK 73069-1314 | NORMAN OT LOTS 10 THRU 17 BLK 87 | \$ 2,649.25 |
| R0024395 | Edward C. Copelin - Rev Trt-Trtee 425 W. Main St. Norman, OK 73069-1314 | NORMAN OT W 22.58' LOT 27 BLK 68 | \$ 125.06 |
| R0023931 | Eldora P. Moore - Life Estate 1513 Huntington Way Norman, OK 73069-5316 | NORMAN OT N 25' OF LOTS 29 THRU 32 BLK 23 | \$ 191.20 |
| R0023710 | First Fidelity Bank, NA PO Box 32282 Oklahoma City, OK 73123-0482 | NORMAN OT N54' LOTS 17 THRU 20 AND ALL LOTS 21 AND 22 BLK 5 | \$ 849.29 |
| R0023707 | First Fidelity Bank, NA PO Box 32282 Oklahoma City, OK 73123-0482 | NORMAN OT LOT 14 BLK 5 | \$ 520.22 |

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| R0023709 | First Fidelity Bank, NA PO Box 32282 Oklahoma City, OK 73123-0482 | NORMAN OT S86` OF LOTS 17 18 19 20 BLK 5 (PARKING AREA) | \$ 462.01 |
| R0023708 | First Fidelity Bank, NA PO Box 32282 Oklahoma City, OK 73123-0482 | NORMAN OT LOTS 15 AND 16 BLK 5 | \$ 1,345.77 |
| R0023711 | First Fidelity Bank, NA PO Box 32282 Oklahoma City, OK 73123-0482 | NORMAN OT LOTS 23 THRU 28 BLK 5 | \$ 1,112.00 |
| R0023914 | Florene E. Welcher 3856 Bristol Dr. Norman, OK 73072-3623 | NORMAN OT LOTS 5 AND 6 BLK 23 | \$ 706.09 |
| R0024484 | G S J M, LLC 1104 Whispering Pines Dr. Norman, OK 73072 | NORMAN OT LOTS 6 AND 7 BLK 84 | \$ 570.77 |
| R0024489 | G S J M, LLC 1104 Whispering Pines Dr. Norman, OK 73072 | NORMAN OT LOTS 27 THRU 32 BLK 84 | \$ 1,332.92 |
| R0023695 | Gary A. Clinton - Liv Trt - Trustee 1114 Berry Cir. Norman, OK 73072-6307 | NORMAN OT LOTS 24 THRU 29 BLK 4 | \$ 735.83 |
| R0023696 | Gary A. Clinton - Liv Trt - Trustee 1114 Berry Cir. Norman, OK 73072-6307 | NORMAN OT LOTS 30 31 32 BLK 4 | \$ 295.95 |
| R0189619 | GBDental Holdings, LLC 227 W. Main Street #200 Norman, OK 73069-1310 | NORMAN OT LTS 10 11 12 BLK 72 | \$ 569.46 |
| R0189620 | GBDental Holdings, LLC 227 W. Main Street #200 Norman, OK 73069-1310 | NORMAN OT LTS 13 & 14 BLK 72 | \$ 2,218.59 |
| R0023906 | Goodman & Sons, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT LOT 27 AND E/2 LOT 28 BLK 22 | \$ 248.15 |

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| R0023880 | Goodman & Sons, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT N60` OF E10` LOT 12 AND N60` LOTS 13 THRU 16 BLK 21 | \$ 361.96 |
| R0023887 | Goodman & Sons, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT LOT 2 AND W 6 1/2`` LOT 3 BLK 22 | \$ 425.60 |
| R0023892 | Goodman & Sons, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT LOT 7 BLK 22 | \$ 321.86 |
| R0023893 | Goodman & Sons, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT LOT 8 BLK 22 | \$ 325.30 |
| R0023894 | Goodman & Sons, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT LOT 9 BLK 22 | \$ 320.77 |
| R0023895 | Goodman & Sons, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT LOT 10 BLK 22 | \$ 345.07 |
| R0023896 | Goodman & Sons, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT LOT 11 BLK 22 | \$ 315.06 |
| R0023904 | Goodman & Sons, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT LOT 23 AND 24 BLK 22 | \$ 469.26 |
| R0023905 | Goodman & Sons, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT LOTS 25 AND 26 BLK 22 | \$ 318.74 |
| R0023907 | Goodman & Sons, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT W/2 LOT 28 AND ALL LOT 29 AND E15` LOT 30 BLK 22 | \$ 331.03 |
| R0023910 | Goodman & Sons, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT N25` OF S50` LOTS 31 AND 32 AND S50` OF W10` LOT 30 AND E5` OF S25` LOT 31 BLK 22 | \$ 150.32 |

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| R0023911 | Goodman & Sons, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT S25` OF W20` LOT 31 AND S25` LOT 32 BLK 22 | \$ 125.96 |
| R0024361 | Goodman & Sons, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT N80` LOT 17 AND N80` OF W/2 LOT 18 BLK 66 | \$ 280.69 |
| R0024433 | Goodman & Sons, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT LOT 9 BLK 72 | \$ 365.51 |
| R0093456 | Goodman & Sons, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT N80` E/2 LOT 18 AND N80` LOT 19 AND ALL LTS 20 21 AND W/2 LT 22 BLK 66 | \$ 621.06 |
| R0023889 | Goodman Holdings, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT LOT 4 BLK 22 | \$ 321.53 |
| R0023897 | Goodman Holdings, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT LOT 12 BLK 22 | \$ 353.60 |
| R0023898 | Goodman Holdings, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT LOT 13 BLK 22 | \$ 317.85 |
| R0023902 | Goodman Holdings, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT LOT 21 BLK 22 | \$ 225.97 |
| R0023903 | Goodman Holdings, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT LOT 22 BLK 22 | \$ 206.94 |
| R0023909 | Goodman Holdings, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT S65` OF N90` LOTS 31 AND 32 AND S65` OF N90` OF W10` LOT 30 BLK 22 | \$ 326.70 |
| R0023912 | Goodman Holdings, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT LOTS 1 AND 2 BLK 23 | \$ 1,063.84 |

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| R0023916 | Goodman Holdings, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT LOT 8 BLK 23 | \$ 358.56 |
| R0024435 | Goodman Holdings, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT LOT 17 BLK 72 | \$ 218.37 |
| R0093455 | Goodman Holdings, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT LOTS 17 THRU 20 BLK 22 | \$ 890.53 |
| R0023878 | Goodman Investments, LLC 820 W. Franklin Rd. Norman, OK 73069-8107 | NORMAN OT LOTS 9 10 11 AND W15` LOT 12 BLK 21 | \$ 547.68 |
| R0023879 | Goodman Investments, LLC 820 W. Franklin Rd. Norman, OK 73069-8107 | NORMAN OT S80` OF E10` LOT 12 AND S80` LOTS 13 THRU 16 BLK 21 | \$ 481.90 |
| R0023923 | Goodman Investments, LLC 820 W. Franklin Rd. Norman, OK 73069-8107 | NORMAN OT LOT 17 AND 18 BLK 23 | \$ 676.43 |
| R0024013 | Goodman Investments, LLC 820 W. Franklin Rd. Norman, OK 73069-8107 | NORMAN OT LOTS 29 THRU 32 BLK 31 | \$ 855.00 |
| R0023759 | Gregory Alan Heiple 516 N. Park Ave. Norman, OK 73069-7128 | NORMAN OT LOTS 10 AND 11 BLK 11 | \$ 309.92 |
| R0024031 | GSK, LLC 913 Deonne Cir. Norman, OK 73071-4222 | NORMAN OT LOTS 1 THRU 4 BLK 33 | \$ 1,141.74 |
| R0023939 | Hiland Dairy 1310 E. 104th St., Ste. 300 Kansas City, MO 64131-4503 | NORMAN OT LOTS 23 THRU 28 BLK 24 | \$ 621.82 |
| R0175496 | J Ford, LLC 3110 N. Interstate Dr., Ste. 200 Norman, OK 73072-7205 | NORMAN OT LTS 15 & 16 BLK 72 | \$ 388.36 |

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| R0024499 | J. Hall Properties, LLC 14501 S. Western Ave. Oklahoma City, OK 73170-7105 | NORMAN OT LT 19 AND W/2 LT 20 BLK 85 | \$ 431.15 |
| R0024500 | J. Hall Properties, LLC 14501 S. Western Ave. Oklahoma City, OK 73170-7105 | NORMAN OT E/2 LOT 20 AND ALL LOT 21 BLK 85 | \$ 618.09 |
| R0024426 | James & Linda McElvany PO Box 6 Alex, OK 763002-0006 | NORMAN OT LOTS 1 AND 2 AND E8" LOT 3 BLK 72 | \$ 1,035.75 |
| R0128474 | James & Linda McElvany PO Box 6 Alex, OK 763002-0006 | NORMAN OT LT 3A BLK 72 AKA LT 3 AND PART LT 4 BEG NE/C LT 3 WESTERLY 35` SOUTHERLY 59` EASTERLY 10` SOUTHERLY 81` EASTERLY 25` NORTHERLY 140` POB | \$ 237.38 |
| R0024358 | James L. Adair 111 N. Peters Ave., Ste. 101 Norman, OK 73069-7235 | NORMAN OT LOT 12 BLK 66 | \$ 427.71 |
| R0024375 | James L. Adair 111 N. Peters Ave., Ste. 101 Norman, OK 73069-7235 | NORMAN OT LOT 19 AND 20 BLK 67 | \$ 906.68 |
| R0138698 | James L. Adair 111 N. Peters Ave., Ste. 101 Norman, OK 73069-7235 | NORMAN OT LT 4A BLK 14 AKA LTS 4 AND 5 BLK 14 | \$ 899.76 |
| R0023788 | James L. Adair 111 N. Peters Ave., Ste. 100 Norman, OK 73069-7235 | NORMAN OT LOTS 32 AND 33 LESS E25` BLK 13 AKA MC RUNYAN`S SUBDIVISON OF LOT 28 THRU 32 | \$ 617.50 |
| R0023790 | James L. Adair 111 N. Peters Ave., Ste. 101 Norman, OK 73069-7235 | NORMAN OT LOT 3 BLK 14 | \$ 416.93 |
| R0128475 | James L. McElvany -REV TRT-UND 1/2 INT OF 1/3 INT PO Box 6 | NORMAN OT LT 4A BLK 72 AKA PART LT 4 BEG NW/C LT 4 EASTERLY 15` SOUTHERLY 59` EASTERLY 10` SOUTHERLY 81` WESTERLY 25` NORTHERLY 140` POB | \$ 342.45 |
| R0024505 | James R. Adair 111 N. Peters Ave., Ste. 101 Norman, OK 73069-7235 | NORMAN OT N90` LOTS 1 2 3 BLK 86 | \$ 425.29 |

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| R0024507 | James R. Adair 111 N. Peters Ave., Ste. 101 Norman, OK 73069-7235 | NORMAN OT AND WAGGONER ADD N90` LOTS 4 AND ALL LOT 5 BLK 86 | \$ 669.72 |
| R0024506 | James R. Adair 111 N. Peters Ave., Ste. 101 Norman, OK 73069-7235 | NORMAN OT AND WAGGONER ADD S50` LOTS 1 2 3 4 BLK 86 | \$ 194.39 |
| R0023755 | Jamm Family LLC 404 Kensington Rd. Norman, OK 73072-4526 | NORMAN OT S60` LOTS 1 2 3 BLK 11 | \$ 259.13 |
| R0023860 | JB Commercial, LLC 1875 Rolling Hills St. Norman, OK 73072-6707 | NORMAN OT S90` OF LOTS 1 THRU 4 BLK 20 | \$ 313.54 |
| R0023908 | Jeffrey Bryce Perry PO Box 1033 Norman, OK 73070-1033 | NORMAN OT N25` LOTS 31 AND 32 AND N25` OF W10` LOT 30 BLK 22 | \$ 360.74 |
| R0023865 | Jerry's LLC 320 N. Porter Ave. Norman, OK 73071-5839 | NORMAN OT E15` OF LOT 14 AND ALL LOTS 15 AND 16 BLK 20 | \$ 883.28 |
| R0023866 | Jerry's LLC 320 N. Porter Ave. Norman, OK 73071-5839 | NORMAN OT ALL LOTS 17 AND 18 AND E20` OF N75` OF LOT 19 AND S65` OF LOT 19 AND S65` OF LOT 20 BLK 20 | \$ 1,081.39 |
| R0023867 | Jerry's LLC 320 N. Porter Ave. Norman, OK 73071-5839 | NORMAN OT W5` OF N75` LOT 19 AND N75` LOT 20 BLK 20 | \$ 68.40 |
| R0023919 | John M. Traw PO Box 546 Norman, OK 73070-0546 | NORMAN OT LOT 12 BLK 23 | \$ 352.41 |
| R0023920 | John M. Traw PO Box 546 Norman, OK 73070-0546 | NORMAN OT LOT 13 BLK 23 | \$ 333.22 |
| R0100691 | John M. Traw PO Box 546 Norman, OK 73070-0546 | NORMAN OT NORTHERLY 60` LTS 19 THRU 23 BLK 32 | \$ 263.30 |

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| R0023891 | Johnson-JRS, LLC 9711 Brush Creek Rd. Norman, OK 73026-8231 | NORMAN OT LOT 6 BLK 22 | \$ 320.53 |
| R0023856 | Kaye M. LINZE - REV TRT 3101 Cruden Dr. Norman, OK 73072 | NORMAN OT LOTS 13 AND 14 BLK 19 | \$ 134.00 |
| R0024497 | KDL Enterprises, LLC 4216 Rankin Rd. Oklahoma City, OK 73120-8022 | NORMAN OT LOTS 14 15 16 BLK 85 | \$ 1,456.38 |
| R0138674 | Kenneth Lee McCall, Jr 320 E. Main St. Norman, OK 73071 | NORMAN OT LT 10A BLK 23 AKA W17.5` OF LT 10 BLK 23 | \$ 353.72 |
| R0024360 | Kevin D. Watley PO Box 922 Norman, OK 73070-0922 | NORMAN OT S60` LOTS 17 18 19 BLK 66 | \$ 247.64 |
| R0023718 | Kramerica, LLC 4413 Trophy Dr. Norman, OK 73072-2860 | NORMAN OT LOT 7 BLK 6 | \$ 417.14 |
| R0023716 | Kurt Booth Pfenning 108 E. Main St. Norman, OK 73069-1301 | NORMAN OT LOT 4 BLK 6 | \$ 514.75 |
| R0024502 | L C Miller Properties, LLC 316 W. Main St. Norman, OK 73069-1311 | NORMAN OT LOT 23 BLK 85 | \$ 401.62 |
| R0023773 | Lawyers Professional Building, LLC 231 S. Peters Ave. Norman, OK 73069-6039 | NORMAN OT LOTS 29 30 31 32 BLK 12 | \$ 684.14 |
| R0023809 | Lewis & Phillips Pettigrew Holding Company, LLC 8101 S. Walker Ave., Ste. F Oklahoma City, OK 73139-9406 | NORMAN OT LOT 9 BLK 15 | \$ 458.90 |

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| R0024531 | Lisa G. Russell - LIV TRT 115 Nantucket Blvd. Norman, OK 73071-7155 | NORMAN OT LOTS 14 15 16 BLK 88 | \$ 591.90 |
| R0024437 | LMD Leasing C, LLC 1000 Century Blvd. Oklahoma City, OK 73110-7961 | NORMAN OT LOTS 25 THRU 29 AND S/2 LOTS 30 31 32 BLK 72 UNIT 101 OLD TOWN SQUARE CONDO AUNIT OWNERSHIP EST AND UND 10.7831 PERC IN C/E | \$ 933.09 |
| R0138673 | Loeffler & Ashford Investments, LLC PO Box 720572 Norman, OK 73070-4424 | NORMAN OT LT 9 BLK 23 | \$ 320.84 |
| R0024377 | Loeffler & Ashford Investments, LLC PO Box 720572 Norman, OK 73070-4424 | NORMAN OT LOT 22 BLK 67 | \$ 471.73 |
| R0023691 | Lynn D. Foreman - REV TRT & TRTEE 125 E. Gray St. Norman, OK 73069-7203 | NORMAN OT LOT 13 AND PRT LOT 12 BEG SE/C LT 12 W.26` N 60` E.26` S60` POB BLK 4 | \$ 283.91 |
| R0024374 | Magnolia Investment Prop, LLC 132 W. Main St., Ste. 6 Norman, OK 73069-1337 | NORMAN OT LOTS 17 AND 18 BLK 67 | \$ 1,555.64 |
| R0023783 | Main & Crawford, LLC 4650 Highland Lake Dr. Norman, OK 73026-2417 | NORMAN OT LOT 15 BLK 13 | \$ 455.77 |
| R0023784 | Main & Crawford, LLC 4650 Highland Lake Dr. Norman, OK 73026-2417 | NORMAN OT LOT 16 BLK 13 | \$ 974.46 |
| R0024357 | Martha C, LLC PO Box 699 Norman, OK 73070-0699 | NORMAN OT LOT 11 BLK 66 | \$ 549.58 |
| R0023719 | MCC Administration Corporation PO Box 721482 Norman, OK 73070-8146 | NORMAN OT LOT 8 BLK 6 | \$ 425.51 |

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| R0023720 | MCC Administration Corporation PO Box 721482 Norman, OK 73070-8146 | NORMAN OT LOT 9 BLK 6 | \$ 478.68 |
| R0023998 | Meredith & Jeff Rowland - LIV TRT 5200 E. Cedar Lane Rd. Norman, OK 73026-5537 | NORMAN OT LOTS 1 AND 2 BLK 31 | \$ 595.00 |
| R0105398 | Michael D & Patrice A Jumper 1520 Westbrooke Ter. Norman, OK 73072-6049 | NORMAN OT LOT 17A AKA N80` LOTS 17 18 19 BLK 15 | \$ 294.49 |
| R0024485 | Midtown Offices, LLC 1932 W. Lindsey St., Ste. A Norman, OK 73069-4157 | NORMAN OT LOTS 8 9 AND E20` LOT 10 BLK 84 | \$ 1,108.42 |
| R0024486 | Midtown Offices, LLC 1932 W. Lindsey St., Ste. A Norman, OK 73069-4157 | NORMAN OT W5` LOT 10 AND ALL LOTS 11 THRU 16 BLK 84 | \$ 3,292.65 |
| R0024487 | Midtown Offices, LLC 1932 W. Lindsey St., Ste. A Norman, OK 73069-4157 | NORMAN OT N80` LOTS 17 18 19 AND S60` LOTS 17 18 19 BLK 84 | \$ 300.13 |
| R0024488 | Midtown Offices, LLC 1932 W. Lindsey St., Ste. A Norman, OK 73069-4157 | NORMAN OT LOTS 20 THRU 26 BLK 84 | \$ 1,122.16 |
| R0024356 | MK on Main, LLC 416 W. Eufaula St., #119 Norman, OK 73069-5625 | NORMAN OT LOTS 9 AND 10 BLK 66 | \$ 1,094.16 |
| R0024475 | Montgomery W. Janet L. Moore 1912 Windermere Dr. Norman, OK 73072-3005 | NORMAN OT LOTS 12 AND 13 BLK 83 | \$ 427.47 |
| R0024378 | Moore Studios, LLC 6015 Crooked Oak Dr. Norman, OK 73026-0848 | NORMAN OT LOTS 23 AND 24 BLK 67 | \$ 786.43 |
| R0024482 | Moving Mountains, LLC 131 Dean A. McGee Ave., Loft 409 Oklahoma City, OK 73102 | NORMAN OT LOTS 1 AND 2 BLK 84 | \$ 1,236.53 |

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| R0024384 | N M R C-1, LLC an OK Lmtd Corp 100 W. Main St. Norman, OK 73069-1307 | NORMAN OT LOTS 31 AND 32 BLK 67 | \$ 1,633.14 |
| R0154496 | Newspaper Holding Inc 201 Monroe St., Suite 450 Montgomery, AL 36104 | NORMAN OT PRT OF LT 24 & ALL LTS 25 26 27 BLK 13 ORIG TWN & LTS 28 THRU 31 (MC RUNYANS SUBDIVISION LTS 28 THRU 32) ALL BEING DES AS BEG SW/C LT 28 MC RUNYANS N 26D W100` N 63D E100` N 26D W40` N 63D E120` S 26D E30` S 63D W20` S 26D E110.75` S 63D W200` POB | \$ 1,817.88 |
| R0024510 | Norman Economic Development Coalition, Inc. 424 W. Main Street Norman, OK 73069-1313 | NORMAN OT LT 9 LESS EASTERLY 25' OF LT 9 BLK 86 AND WAGGONERS 1ST LOTS 10 THRU 16 BLK 86 | \$ 3,368.36 |
| R0024348 | Norman Municipal Authority 201 W. Gray St. Norman, OK 73069-7108 | NORMAN OT LOTS 7 AND E12.5` OF 8 BLK 65 | \$ 361.68 |
| R0024349 | Norman Municipal Authority 201 W. Gray St. Norman, OK 73069-7108 | NORMAN OT W/2 LT 8 AND ALL LT 9 BLK 65 | \$ 319.44 |
| R0024347 | Norman Municipal Authority 201 W. Gray St. Norman, OK 73069-7108 | NORMAN OT W12.5` LOT 3 AND ALL LOTS 4 5 6 BLK 65 | \$ 835.51 |
| R0024346 | Norman Municipal Authority 201 W. Gray St. Norman, OK 73069-7108 | NORMAN OT LOT 2 AND E12.5` OF LOT 3 BLK 65 | \$ 474.69 |
| R0024352 | Norman Municipal Authority 201 W. Gray St. Norman, OK 73069-7108 | NORMAN OT LOTS 30 AND 31 BLK 65 | \$ 356.20 |
| R0024353 | Norman Municipal Authority 201 W. Gray St. Norman, OK 73069-7108 | NORMAN OT LOTS 1AND 32 AND H BLK 65 | \$ 416.94 |
| R0024346 | Norman Municipal Authority 201 W. Gray St. Norman, OK 73069-7108 | NORMAN OT LOT 2 AND E12.5` OF LOT 3 BLK 65 | \$ 267.01 |

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| R0024364 | Norman Municipal Authority 201 W. Gray St. Norman, OK 73069-7108 | NORMAN OT E12.50` OF LOT 22 AND ALL LOT 23 AND W7 1/4` LOT 24 BLK 66 | \$ 429.60 |
| R0024366 | Norman Municipal Authority 201 W. Gray St. Norman, OK 73069-7108 | NORMAN OT E17`.9`` LOT 24 AND ALL LOT 25 AND W2` LOT 26 BLK 66 | \$ 438.57 |
| R0024367 | Norman Municipal Authority 201 W. Gray St. Norman, OK 73069-7108 | NORMAN OT E23` LOT 26 AND ALL LOT 27 AND W11.40` LOT 28 BLK 66 | \$ 560.54 |
| R0023881 | North Porter Center, LLC 2301 W. Main St. Norman, OK 73069-6463 | NORMAN OT LOTS 17 18 19 20 BLK 21 | \$ 740.74 |
| R0023882 | North Porter Center, LLC 2301 W. Main St. Norman, OK 73069-6463 | NORMAN OT LOTS 21 AND 22 BLK 21 | \$ 200.26 |
| R0024046 | North Porter Center, LLC 2301 W. Main St. Norman, OK 73069-6463 | NORMAN OT LOTS 31 AND 32 BLK 33 | \$ 670.74 |
| R0024047 | North Porter Center, LLC 2301 W. Main St. Norman, OK 73069-6463 | NORMAN OT LOTS 1 2 3 4 BLK 34 | \$ 1,083.52 |
| R0023663 | One Hundred Ten E Tonhawa LLC 123 E. Main St., Ste. 200 Norman, OK 73069-1302 | NORMAN OT LOTS 4 THRU 8 BLK 3 | \$ 522.18 |
| R0024354 | P W K H, LLC 751 36th Ave SE Norman, OK 73026-4114 | NORMAN OT LOTS 1 THRU 6 BLK 66 | \$ 2,628.11 |
| R0023662 | Paramount Investment Mgmnt, LLC PO Box 305 Norman, OK 73070-0305 | NORMAN OT LOTS 1 2 AND 3 BLK 3 | \$ 745.15 |
| R0023705 | Peak Property, LLC 123 E. Main St., #200 Norman, OK 73069-1302 | NORMAN OT LOT 12 BLK 5 | \$ 479.12 |

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| R0023721 | Peak Property, LLC 123 E. Main St., #200 Norman, OK 73069-1302 | NORMAN OT LOT 10 BLK 6 | \$ 449.42 |
| R0023706 | Peak Property, LLC 123 E. Main St., #200 Norman, OK 73069-1302 | NORMAN OT LOT 13 BLK 5 | \$ 468.88 |
| R0023664 | Peak Property, LLC 123 E. Main St., Ste. 200 Norman, OK 73069-1302 | NORMAN OT LOTS 9 10 AND W15` OF LOT 11 BLK 3 | \$ 280.35 |
| R0023722 | Peak Property, LLC 123 E. Main St., Ste. 200 Norman, OK 73069-1302 | NORMAN OT LOT 11 BLK 6 | \$ 439.92 |
| R0023800 | Peak Property, LLC 123 E. Main St., Ste. 200 Norman, OK 73069-1302 | NORMAN OT LOTS 13 AND 14 BLK 14 | \$ 874.74 |
| R0023811 | Phyllis A. Woodard-Knott 2545 Weymouth Way Norman, OK 73071-7271 | NORMAN OT LOT 12 BLK 15 | \$ 205.59 |
| R0023810 | Phyllis A. Woodard-Knott 2545 Weymouth Way Norman, OK 73071-7271 | NORMAN OT LOTS 10 AND 11 BLK 15 | \$ 454.57 |
| R0024477 | Phyllis Holmes Murray - REV TRT & TRTEE 322 W. Tonhawa St. Norman, OK 73069-7124 | NORMAN OT N40` LOTS 14 15 16 BLK 83 | \$ 114.98 |
| R0024469 | Pinnacle View LLC 111 N. Peters Ave. 101 Norman, OK 73069 | NORMAN OT LOT 3 JOINTLY OWNED PARTY WALL LT 3 AND 4 BLK 83 | \$ 295.28 |
| R0024470 | Pinnacle View LLC 111 N. Peters Ave. 101 Norman, OK 73069 | NORMAN OT LT 4 JOINTLY OWNED PARTY WALL LTS 3 4 AND 5 BLK 83 | \$ 303.05 |

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| R0023703 | Pinnacle View LLC 111 N. Peters Ave. 101 Norman, OK 73069 | NORMAN OT LOT 10 BLK 5 | \$ 469.65 |
| R0023723 | Pitchlynn Family Irrev Trt 4507 Chukkar Ct. Norman, OK 73072 | NORMAN OT LOT 12 BLK 6 | \$ 398.78 |
| R0023985 | Plaza Inn, Inc PO Box 8190 Moore, OK 73153-8190 | NORMAN OT LOTS 1 THRU 4 BLK 30 | \$ 1,414.29 |
| R0138675 | Professional Towers, Inc PO Box 546 Norman, OK 73070-0546 | NORMAN OT LT 11A BLK 23 AKA BEG SE/C LT 9 N 62D E17.5` POB N 27D W140` N 62D E32.5` S 27D E140` S 62D W32.5` POB | \$ 302.48 |
| R0023758 | Q & A, LLC 216 E. Eufaula St. Norman, OK 73069-6019 | NORMAN OT LOTS 8 AND 9 BLK 11 | \$ 314.12 |
| R0024525 | Rebecca Ruth Marshall - TRT-TRTE 3628 Guilford Ln. Norman, OK 73072 | NORMAN OT S/2 LOTS 42 THRU 46 BLK 87 | \$ 434.91 |
| R0024519 | Rebecca Ruth Marshall - TRT-TRTE 3628 Guilford Ln. Norman, OK 73072 | NORMAN OT LOTS 1 2 3 BLK 87 | \$ 857.21 |
| R0024524 | Rebecca Ruth Marshall -TRT-TRTE 401 W. Main Norman, OK 73069 | NORMAN OT N/2 LOTS 42 THRU 46 BLK 87 | \$ 440.57 |
| R0024520 | Republic Bank & Trust 401 W. Main St. Norman, OK 73069-1325 | NORMAN OT LOTS 4 THRU 9 AND 35 THRU -41 BLK 87 | \$ 5,042.68 |
| R0024527 | Republic Bank & Trust 401 W. Main St. Norman, OK 73069-1325 | NORMAN OT LOTS 4 AND 5 BLK 88 | \$ 322.62 |
| R0024528 | Republic Bank & Trust 401 W. Main St. Norman, OK 73069-1325 | NORMAN OT LOTS 6 AND 7 BLK 88 | \$ 311.01 |

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| R0023808 | Revenue, LLC 114 W. Main St. Norman, OK 73069-5463 | NORMAN OT LOTS 1 THRU -8 INCL BLK 15 (PROFESSIONAL DEV CTR) | \$ 1,212.00 |
| R0024379 | Revenue, LLC 114 W. Main St. Norman, OK 73069 | NORMAN OT LOT 25 BLK 67 | \$ 371.09 |
| R0024380 | Revenue, LLC 114 W. Main St. Norman, OK 73069 | NORMAN OT LOT 26 BLK 67 | \$ 597.47 |
| R0024476 | Richard Samuel Dowell III-Rev Liv Trt 1932 W. Lindsey St., Ste. A Norman, OK 73069-4157 | NORMAN OT S100` LOTS 14 15 16 BLK 83 | \$ 414.75 |
| R0024350 | Rieger LLC 136 Thompson Dr. Norman, OK 73069-5245 | NORMAN OT LOTS 10 THRU 29 BLK 65 LESS PRT LT 17 DES BEG NW/C LT 17 N62D E20` S16D W27.99` N29` W20` POB | \$ 2,704.94 |
| R0023712 | Robert & Susan Calonkey-Rev Trt- Trtees -1/2 INT 109 E. Main St. Norman, OK 73069 | NORMAN OT LOTS 29 THRU 32 BLK 5 | \$ 1,083.58 |
| R0023701 | Robert & Susan Calonkey-Rev Trt- Trtees -1/2 INT 109 E. Main St. Norman, OK 73069 | NORMAN OT LOT 8 EXC SMALL STRIP ON W SIDE AND BEG ON S END E WALL OPERA HOUSE BLDG N 140` E1` SLY TO BEG BLK 5 | \$ 395.77 |
| R0023698 | Robert & Susan Calonkey-Rev Trt- Trtees -1/2 INT 109 E. Main St. Norman, OK 73069 | NORMAN OT E24 1/2` LOT 3 BLK 5 | \$ 463.58 |
| R0023760 | Ronald G. Minnix - LIV TRT & TRTEE 222 E. Eufaula St. Norman, OK 73069-6051 | NORMAN OT LOTS 12 THRU 16 BLK 11 | \$ 1,175.72 |

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| R0023940 | Rose A. Woodson - REV TRT 2637 Smoking Oak Rd. Norman, OK 73072-6735 | NORMAN OT LOTS 29 AND 30 BLK 24 | \$ 389.27 |
| R0023899 | Rutherford Oil Co. Inc. 2549 McGee Dr. Norman, OK 73072-6704 | NORMAN OT LOTS 14 15 16 BLK 22 | \$ 1,273.79 |
| R0023925 | S C B Companies, LLC PO Box 2956 Norman, OK 73070-2956 | NORMAN OT LOT 21 BLK 23 | \$ 121.18 |
| R0024359 | S E T Companies, LLC 3975 Quarton Rd. Bloomfield Hills, MI 48302-4060 | NORMAN OT LOTS 13 14 15 16 BLK 66 | \$ 2,197.04 |
| R0192735 | SA Five 315 E Gray St, LLC 425 S. Lahoma Ave. Norman, OK 73069-5523 | NORMAN OT LTS 6 & 7A BLK 21 | \$ 729.16 |
| R0024429 | Sandra M. Gambone 3810 Kangaroo Ct. Corpus Christi, TX 78414-2105 | NORMAN OT LT 5 BLK 72 | \$ 470.63 |
| R0023767 | Security National Bank & Tr 1183 E. Joyce Blvd., Ste. 2 Fayetteville, AR 72703-5261 | NORMAN OT LOTS 1 THRU 14 BLK 12 | \$ 1,511.35 |
| R0023768 | Security National Bank & Tr 1183 E. Joyce Blvd., Ste. 2 Fayetteville, AR 72703-5261 | NORMAN OT LOTS 15 AND 16 BLK 12 | \$ 206.31 |
| R0023770 | Security National Bank & Tr 1183 E. Joyce Blvd., Ste. 2 Fayetteville, AR 72703-5261 | NORMAN OT LOTS 23 AND 24 BLK 12 | \$ 194.75 |
| R0023772 | Security National Bank & Tr 1183 E. Joyce Blvd., Ste. 2 Fayetteville, AR 72703-5261 | NORMAN OT LOTS 27 AND 28 BLK 12 | \$ 195.92 |
| R0023774 | Security National Bank & Tr 1183 E. Joyce Blvd., Ste. 2 Fayetteville, AR 72703-5261 | NORMAN OT LOTS 1 THRU 5 BLK 13 | \$ 2,943.64 |

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| R0023775 | Security National Bank & Tr 1183 E. Joyce Blvd., Ste. 2 Fayetteville, AR 72703-5261 | NORMAN OT LOT 6 BLK 13 | \$ 434.47 |
| R0023823 | Security National Bank & Tr 1183 E. Joyce Blvd., Ste. 2 Fayetteville, AR 72703-5261 | NORMAN OT LOTS 1 2 3 4 BLK 16 | \$ 400.79 |
| R0024373 | Seth F. & Allen L. Millington 121 S. Santa Fe Ave. Norman, OK 73069-5636 | NORMAN OT LOTS 14 15 16 BLK 67 | \$ 534.69 |
| R0024369 | Seth F. Millington 121 S. Santa Fe Ave., Ste. A Norman, OK 73069-5636 | NORMAN OT LOT 1 AND E/2 LOT 2 BLK 67 | \$ 556.91 |
| R0023924 | Shelter Investments, LLC 111 N. Peters Ave., Ste. 101 Norman, OK 73069-7235 | NORMAN OT LOTS 19 AND 20 BLK 23 | \$ 347.87 |
| R0024447 | Silver Cricket Investments, LLC PO Box 1589 Norman, OK 73070-1589 | NORMAN OT N/2 LOTS 30 31 32 BLK 72 | \$ 654.06 |
| R0024431 | Skeleton Key Investments, LLC 2029 Sierra St. Norman, OK 73071-1540 | NORMAN OT LOT 7 BLOCK 72 | \$ 453.33 |
| R0024355 | Sooner Emerald Dreams LLC 9392 Town and Country Dr. Garden Grove, CA 92841-2029 | NORMAN OT LOTS 7 AND 8 BLK 66 | \$ 1,057.09 |
| R0023941 | Sopheva I, LLC 301 E. Eufaula St. Norman, OK 73069-6020 | NORMAN OT LOTS 31 AND 32 BLK 24 | \$ 379.14 |
| R0023932 | Stace, LLC 100 W. Main St. Norman, OK 73069-6012 | NORMAN OT N90` LOTS 1 2 3 BLK 24 | \$ 409.54 |
| R0024430 | Sweet Basil Thai Cuisine, LC 3810 Kangaroo Ct. Corpus Christi, TX 78414 | NORMAN OT LOT 6 BLK 72 | \$ 368.53 |

**2023 Downtown
Business Improvement District Assessment Roll**

Item 19.

| Parcel Number | Property Owner | Legal Description | 2023 Assessment |
|----------------------|---|--|------------------------|
| R0023821 | Terry's Automotice, Inc 210 E. Tonhawa St. Norman, OK 73069-7241 | NORMAN OT LTS 27 28 AND S75` OF LT 29 AND S75` OF E/2 LT 30 BLK 15 | \$ 326.61 |
| R0023798 | Tershev Commercial, LLC 825 S. Ponca Ave. Norman, PL 73071-5035 | NORMAN OT LOT 11 BLK 14 | \$ 502.91 |
| R0023937 | The Wilson Company, LLC 1043 N. University Blvd. Norman, OK 73069-7619 | NORMAN OT LOTS 21 AND 22 BLK 24 | \$ 1,119.93 |
| R0023938 | The Wilson Company, LLC 1043 N. University Blvd. Norman, OK 73069-7619 | NORMAN OT LOTS 21 AND 22 BLK 24 | \$ 284.40 |
| R0024498 | Tom S. & Marye Kate-Charitable & Educational Trust 1310 Viz Luna Dr. Gulf Breeze, FL 32561 | NORMAN OT LOTS 17 AND 18 BLK 85 | \$ 1,256.35 |
| R0023926 | Tommy Craig Ingram 319 E. Comanche St. Norman, OK 73069 | NORMAN OT LOT 22 BLK 23 | \$ 135.63 |
| R0023927 | Tommy Craig Ingram 319 E. Comanche St. Norman, OK 73069 | NORMAN OT LOT 23 AND E/2 LOT 24 BLK 23 | \$ 285.35 |
| R0023928 | Tommy Craig Ingram 319 E. Comanche St. Norman, OK 73069 | NORMAN OT W/2 LOT 24 AND ALL LOT 25 BLK 23 | \$ 201.34 |
| R0023666 | Tonhawa Rentals, LLC 111 N. Peters Ave., Ste. 101 Norman, OK 73069-7235 | NORMAN OT E10` LOT 11 AND ALL LOT 12 AND S115` LOTS 13 THRU 16 BLK 3 | \$ 655.27 |
| R0024028 | Tripp Davis PO Box 319 Norman, OK 73070-0319 | NORMAN OT S69` OF LOT 29 AND E15` OF S69` OF LOT 30 BLK 32 | \$ 255.71 |

**2023 Downtown
Business Improvement District Assessment Roll**

Item 19.

| Parcel Number | Property Owner | Legal Description | 2023 Assessment |
|----------------------|---|---|------------------------|
| R0023779 | Two Twenty East Main, LLC 220 E. Main St. Norman, OK 73071 | NORMAN OT LOT 10 BLK 13 | \$ 573.65 |
| R0023693 | Two Twenty Inc 220 N. Peters Ave. Norman, OK 73069-7247 | NORMAN OT LOTS 17 18 19 AND E17.5` LOT 20 BLK 4 | \$ 521.75 |
| R0023822 | Velie Enterprises, LLC 1012 Brookside Dr. Norman, OK 73072-6309 | NORMAN OT N65` OF LOTS 29 30 AND S75` OF W/2 LOT 30 AND ALL LOTS 31 AND 32 BLK 15 | \$ 751.12 |
| R0023795 | Victorias-Norman, LLC 1907 Rosebrook Ct. Norman, OK 73072 | NORMAN OT LOT 8 BLK 14 | \$ 731.65 |
| R0024503 | Waters Electric Inc 310 W. Main St. Norman, OK 73069-1311 | NORMAN OT LTS 24 AND 25 BLK 85 | \$ 795.24 |
| R0023922 | Wholesale Gasoline, Inc PO Box 546 Norman, OK 73070-0546 | NORMAN OT LOT 15 AND 16 BLK 23 | \$ 946.66 |
| R0023778 | Wolffek Corporation 218 E. Main St. Norman, OK 73069-1303 | NORMAN OT LOT 9 BLK 13 | \$ 626.93 |
| R0023782 | Z & A Ltd Prtshp 111 N. Peters Ave., Ste. 101 Norman, OK 73069-7235 | NORMAN OT LOTS 13 AND 14 BLK 13 | \$ 1,332.35 |
| R0023890 | Z & A Ltd Prtshp 111 N. Peters Ave., Ste. 101 Norman, OK 73069-7235 | NORMAN OT LOT 5 BLK 22 | \$ 498.02 |



**DISTRICT PLAN FOR
DOWNTOWN NORMAN
BUSINESS IMPROVEMENT DISTRICT
IN THE CITY OF NORMAN, OKLAHOMA**

**DISTRICT PLAN FOR
DOWNTOWN NORMAN
BUSINESS IMPROVEMENT DISTRICT
IN THE CITY OF NORMAN, OKLAHOMA**

The Downtown Norman BID Association (the "Association") presents this Plan for the Downtown Norman Business Improvement District (the "Plan") in the City of Norman, Oklahoma (the "City") for the purpose to create a business improvement district ("BID") pursuant to the Oklahoma Improvement District Act, Title 11, Oklahoma Statutes, Section 39-101, *et seq.* ("Act").

WHEREFORE, the undersigned set forth this Plan, pursuant to the Act, in furtherance of the creation and establishment of the BID for the purposes of providing for the long-term maintenance, marketing, and management of the Downtown Norman BID as described herein;

WHEREFORE, the Benefited Properties, as defined in section 5.1, are those properties located within the BID that will receive services and improvements pursuant to the Plan as provided for in the Budget;

WHEREFORE, the description, boundaries, and area comprising the BID are those properties benefiting from the assessment, as well as the public streets, sidewalks, and other public spaces detailed in the Plan (the "District");

WHEREFORE, the BID will be administered by the Association, which shall establish a governing body consistent with the requirements in the Plan and its Bylaws;

WHEREFORE, the annual assessments will be assessed against the Benefited Properties by the City pursuant to the specific formulas described herein and paid by the City to the Association as provided for in the Plan;

NOW THEREFORE, in furtherance of the purpose of the Plan, the Association will govern, manage, and operate the BID as further set forth herein:

1.0. District Description.

1.1. Boundaries and Area. The District shall be the area designated in this Plan to benefit by services and improvements with property owners within the District boundaries being subject to payment of special assessments for the costs of the services and improvements as set forth in this Plan. The District is generally located in Downtown Norman, Oklahoma. The District is divided into three designated service area levels for which services and improvements will be provided based. The District consists of properties located along Main Street from Park Avenue on the west to Porter Avenue on the east (the "Main Area"). The District also includes properties located along Gray Street from the parcels with an address of 429 on the north and 432 on the south sides of West Gray as the western boundary to the parcels with an address of 415 on the north and 418 on the south sides of West Gray as the eastern boundary ("Gray Area"). The District also includes properties located along James Garner Avenue, from Tonhawa Street on the north to Symmes Street on the west side of James Garner, and the alley between Eufaula Street and Symmes Street on the east side of James Garner as the southern boundary (the "James Garner Area"). Finally, the District will include

cross streets located within the District to include the north and south streets of Porter, University, Webster, Santa Fe, Peters, and Crawford; and the east to west streets of Tonhawa, Comanche, Eufaula, and Main Street between Porter Avenue and Ponca Avenue (the “Cross Streets Area”). Certain properties located within the District may be exempted from assessment as discussed in the Plan. The Main Area, Gray Area, James Garner Area, and Cross Streets Area are collectively referred to as the District, the Areas, and / or the Boundaries. A map of the entire District is attached as Exhibit “1.”

2.0. District Profile. The District is in the Downtown section of Norman, Oklahoma. The District is generally comprised of four major commercial roadways: Main Street, Gray Street, Porter Avenue, and James Garner Avenue. Downtown Norman is one of Norman’s largest commercial districts with tens of thousands of square feet of office and retail space. The District is also home to many local small businesses and numerous arts and cultural venues. The District is home to more than ten thousand jobs, and is visited by more than 500,000 tourists each year. Historically, Downtown was Norman’s premier commercial, retail, civic and entertainment center, comprised of office buildings, the Sooner Theatre, and a retail/entertainment corridor, including more than 40 local bars and restaurants. The District contains approximately three hundred properties, which are a variegated mix of old, rehabilitated, and new construction; historic and modern architecture; taxpayers, tenements, loft/warehouses and office/residential towers; and vacant development sites. Uses are also wide-ranging: ground-floor retail, above-street-level commercial and office, government offices and public sector tenants, residential uses generally above the ground floor, with a scattering of religious, educational, and cultural uses throughout. New development is yielding a true mix of uses, with new residential and retail space currently in construction, and academic, cultural, and commercial uses in the planning phase. The District is located within the City’s Ward 4 council district and within Cleveland County District 1.

2.1. Present Zoning / Uses of District Property. The District contains primarily commercial zoning with mid-to-high-density commercial districts allowing a range of office, retail, residential and community facility uses; the western portion of the District, generally west of the railroad tracks, is zoned Center City Form Based Code, a special zone used to promote higher density in a vibrant, inviting and walkable environment, with mixes of commercial, restaurant, retail and residential uses. Portions of the District are also affected by the Porter Corridor Overlay District, adopted in 2010 to provide a buffer between commercial and residential uses to protect land use types while encouraging redevelopment.

2.2. Not-for-Profit, Institutions, and Public Uses. Within the District boundaries, arts and cultural uses can be found, such as MAINSITE Contemporary Art and Sooner Theatre. The District includes the municipal complex of the City of Norman and Cleveland County governmental offices. The District also includes various religious and not-for-profit organizations.

2.3. Transportation / Parking. The District is well served by a comprehensive public transportation network. Bus lines are available to connect Downtown with the rest of the City, and the Depot has Amtrak service that runs from Oklahoma City to the Dallas-Fort Worth metroplex. The District is also served by on-street angled parking along Main Street, Gray Street, James Garner Avenue, and Porter Avenue. The District includes two existing public parking lots on Gray Street and numerous private-owned parking lots.

3.0. **BID Services.** The Association intends to provide a program of services and improvement for the betterment of the property owners in the District for the assessments paid to the Association (the "Program"). The services to be provided pursuant to this Plan (the "Services") shall include the services budgeted for and required for the management, maintenance, and marketing of the District. The purpose of the Services will be for the enjoyment, protection, and general welfare of the public; the promotion and enhancement of the District; and to meet the needs identified by members of the District. The Services shall not take the place of, but shall supplement the Base Services provided by the City and assumed by the Association. The Services shall be performed under the direction of the Association. The level of Services will vary by District Area based on the annual budget adopted by the Board of Directors of the Association.

3.1. **Maintenance Program.** The Maintenance Program is intended to primarily include street, sidewalk, and vegetation Maintenance. The Maintenance Program may include, but shall not be limited to, the sweeping and cleaning of sidewalks, curbs and gutters; emptying of pedestrian trash receptacles, cleaning of street furniture, maintenance of street trees, plantings, and tree pits; and snow removal, as may be budgeted for. Special attention will be paid to problems of over-flowing trash receptacles, general sanitation problems, and general appearance of the District, which may negatively impact the desire to have a vibrant shopping and destination area in downtown Norman. These Maintenance Program services may include such equipment and supplies that are required to deliver the Services. The Program may include other maintenance services necessary to achieve a clean and inviting environment.

3.2. **Marketing Program.** The Marketing Program will include marketing, promotion, and advertising, including digital marketing and advertising, for the District, including joint advertising, special events, festivals, and publications (such as business directories, maps, etc.). The purpose of the Marketing Program is to increase business and visitor activity for all retailers, restaurants, arts, and other businesses within the District and the overall promotion of the District. Holiday and seasonal decorations may include the installation of ornaments and/or lighting in the District during holidays and for other special events. The Marketing Program services will be provided by either the Association's staff or independent contractors as further described in the Management Program.

3.3. **Management Program.** The Management Program will consist of three primary purposes. The first purpose is Economic Development initiatives and activities, which may include the operating of business attraction and retention programs, a storefront improvement program, creating heritage tourism links, and hiring a professional to manage the Association. The second purpose is the administration of the District on behalf of the Association. The administration of the District shall be by salaried staff or independent contractors, which may include an Executive Director, Community Liaison, clerical and bookkeeper support, other special staff and/or consultants that the Association may, from time to time, deem necessary. The Executive Director will oversee the Association's compliance with the Plan for the benefit of the District property owners. The Executive Director will serve as spokesperson for the Downtown property owners and tenants as authorized by the Association's Board of Directors and with permission of the individual owner and / or tenant. Administrative expenses may include office rental, utility services, equipment, supplies and insurance, mailings to owners and tenants, and newsletters. Legal and accounting services will be contracted on an as-needed basis. When possible, in-kind services will be used. Finally, the Management Program may include a Security Program, which may consist of unarmed patrol of the District, creation of a

Neighborhood Watch and/or safety education programs. A licensed and bonded security company could also work in conjunction with the Norman Police Department and Cleveland County Sheriff's Office to provide services during weekends, special events, holidays, and as otherwise provided for by the Association's budget.

3.4. **Additional Services.** Subject to any approvals and controls that may be required by the Board of Directors of the Association, the District may provide such additional services as are permitted by law.

3.5. **Implementation.** It is anticipated that the Association will commence Services during the first year of the Plan. The level of Services for the Maintenance, Management, and Marketing Programs may vary by District Area and as budgeted on an annual basis by the Association's Board of Directors.

3.6. **General Provisions.** All Services funded by the assessments on property owners within the District shall be in addition to (and not in substitution for) any required and customary municipal services provided by the City. All Services need not be performed in every year of the Plan. The staff and/or contractors of the Association may render such administrative services as are needed to support performance of the Services. In the event that the sources of funding as hereinafter described do not, in the aggregate, provide the revenues equal to or exceeding the Association's Total Annual Budget Amount for such year of the Plan, the Association may forego providing one or more of the Services in order to have revenues sufficient to pay any debt service required in the Budget and / or to ensure a reasonable carry-over to continue the orderly administration of the BID.

4.0. **BID Improvements.** The Improvements proposed in the BID would be in the public space within the District. These Improvements may include amenities to identify, enhance and beautify the District, including but not limited to: (a) sidewalk plantings, tree, shrubs and flowers in tubs, at grade or above ground level; (b) sidewalk signage, logos, banners, medallions and/or plaques identifying the District; and (c) street, sidewalk, public art, and other public space amenities to improve tourism, appearance, and pedestrian circulation and safety. Improvements may also include, but are not limited to:

- a. Trash receptacles
- b. Lighting
- c. Signage / identification markers
- d. Key building identification
- e. Banners and/or medallions
- f. Technology features such as charging stations, Wi-fi, etc.
- g. Benches and/or street furniture
- h. Information boards and kiosks

4.1. **Implementation.** Improvements may be implemented on an as-needed basis and as provided for by the Association's Budget. Improvements may be made at specific locations within the District to ensure that Services being provided to property owners can be provided across the District areas.

4.2. **General Provisions.** Improvements funded by Assessments shall be in addition to, and not in substitution for, the required and customary municipal improvements provided by the City on a citywide basis. The staff and/or subcontractors of the Association may render such administrative services as are needed to support installation of the Improvements.

5.0. **Proposed Sources of Funding.** The proposed sources of funding for all Services and Improvements to further the purpose of the BID, shall be the sources of funding described in section 5 of the Plan. Subject to requirements of the law, the Association may apply all monies derived from the sources of funding permitted herein to fund any expenditure permitted under this Plan.

5.1. **Assessments.** By virtue of this Plan, the City will levy, collect, and then disburse to the Association, the property owner assessments with respect to the properties located within the District. The assessment to provide the Services and Improvements shall benefit all properties within the District (the "Benefited Properties"). The specific Services or Improvements to be provided may vary by the defined areas within the District. The Benefited Properties are identified by the District Map, and are listed in the attached Exhibit "2."

The assessments, as described herein below, shall be defined as "Assessments."

5.1(a) **Assessments, General.** To support the Budget necessary to provide the Services and Improvements in the District as herein described, all real property in the District shall be assessed in approximate proportion to the benefit the property which receives the Services and Improvements. Each property shall be assessed an amount, that when totaled together with amounts for other properties in the District, shall yield an amount sufficient to meet the District's annual budget as determined by the Association. The amounts, exclusive of debt service, assessed and levied each year against the Benefited Properties as Assessments, may not exceed 30% of the total annual budgeted amount as determined by the Association to provide the Services and Improvements intended to benefit the District. The assessment formula shall generally include a taxable value component, an acreage component, and a linear frontage footage component (collectively, the "Assessment Formula").

5.1(b). **Assessments, Taxable Value.** All Benefitted Properties within the District shall be assessed based on the taxable value of the property as determined by the Cleveland County Assessor. The taxable value assessment rate shall be eight percent of one percent of taxable value for each individual property's taxable value as determined for each year of the Plan. For example, if the taxable value of a property is \$100,000, then this value would be multiplied by .0008 to determine the amount of the assessment (e.g., \$120 for each \$100,000 in taxable value).

5.1(c). **Assessments, Acreage Basis.** All Benefitted Properties within the District shall be assessed based on the acreage of the property as determined by the Cleveland County Assessor. The acreage assessment shall be \$1,100 for every acre of land and on a pro rata basis for any partial acre.

5.1(d). **Assessments, Linear Front Footage.** A linear front footage ("LFF") assessment shall apply to Benefitted Properties in the Main Area, Gray Area, James Garner Area, and Porter Area. The linear front footage assessment shall consist of three areas.

LFF Area # 1 – The Main Area shall include those properties with frontage along Main Street. The rate to be assessed for frontage along Main Street shall be \$7.50 per linear foot.

LFF Area # 2 – The Gray Area and James Garner Area shall each respectively be in area # 2 once the anticipated two-way roadway conversions of the Gray Street, intersection and roadway improvements on James Garner, and related streetscape improvements are substantially completed by the City. Once these public improvements are determined by the City to be substantially complete, the Gray Area properties or the James Garner Area properties will be assessed at a rate of \$5.00 per linear foot along either Gray Street or James Garner Avenue. Until the improvements are substantially completed, the Gray Area and James Garner Area properties will be assessed as area #3.

LFF Area # 3 – The Cross Street Area shall include those properties with frontage along Porter, Crawford, Peters, Santa Fe, Webster, University, Tonhawa, Comanche, and Bufaula. The rate to be assessed for frontage along any of these cross streets shall be \$2.50 per linear foot per street. The Gray Area and James Garner Area properties will be assessed at the LFF Area # 3 rate until the public roadway improvements are substantially completed.

5.1(e). **Residential Property Assessment.** Properties zoned single family residential or devoted in whole to single family residential uses shall be exempted from any assessment in the District. Any mixed use and / or multi-family residential properties shall be assessed based on the area within the BID that the property is located.

5.1(f). **Government Property.** All government owned property devoted entirely to public use shall be subject to assessment as set forth herein. LFF Assessments for each parcel owned by a government entity will be imposed as set forth in Section 5.1(d) herein. Taxable value for government parcels will be determined utilizing the average taxable value in the District per acre multiplied by the acreage of each government owned parcel. The taxable value assessment rate shall be the same as set forth in Section 5.1(b) herein. Government owned properties devoted in whole or in part to commercial or for-profit uses shall be assessed based on the District area in which the property is located. Taxable value for government owned parcels being used for commercial purposes shall be the greater of the average taxable value in the District per acre multiplied by the acreage of each government owned parcel; or the taxable value of the personal property located on the government owned parcel being used for commercial purposes.

5.1(g). **Not-for-profit Property; Utilities.** A not-for-profit shall be defined as an entity recognized as a 501(c)(3) by the Internal Revenue Service, a church, religious organization, or as otherwise determined by the Cleveland County Assessor. Not-for-profit owned property or a utility owned property devoted primarily to not-for-profit use or utility use shall be exempt from District assessment. They may, however, choose to make voluntary annual contributions to the BID's Budget. Not-for-profit owned properties devoted in whole or in large part to commercial or for-profit uses shall be assessed based on the District area in which the property is located. Taxable value for not-for-profit owned parcels being used for commercial purposes shall be the greater of the average taxable

value in the District per acre multiplied by the acreage of the not-for-profit owned parcel(s); or the taxable value of the personal property located on the not-for-profit owned parcel(s) being used for commercial purposes.

5.2. **Source of Funding: Agreement with City.** The Association anticipates entering into an agreement with the City that would provide funding for the Association to provide the base level of maintenance currently provided by the City within the District. Funding for these services will be provided for in such agreement with the City, and not from Assessments.

5.3. **Source of Funding: Grants and Donations.** The Association may accept grants and donations from private institutions, the City, other public and private entities and individuals, and other not-for-profit organizations. To the extent grants and donations are for designated purposes, those funds may not be utilized towards satisfying the operating budget for the District.

5.4. **Source of Funding: Borrowing.** The Association may borrow money from a private lending institution, the City, other public and private entities or individuals, and other not-for-profit organizations for the purpose of funding operations or Improvements, so long as such borrowing is allowed by law and the Bylaws of the Association. Further, the Association may borrow funds subject to the following: (a) the use of monies received by the Association from the City or from any other public entity, whether in the form of a grant or as proceeds from a loan, shall be subject to: (i) all statutory requirements applicable to the expenditure and use of such monies, and (ii) any requirements imposed by the City or by any other public entity, as the case may be; and (b) any loans which the Association may enter into as borrower shall be subject to terms and conditions of this Plan.

5.5. **Source of Funding: Charges for User Rights.** The Association may, in accordance with the terms and conditions of this Plan, impose a charge as consideration for the approval of events within the District and for the sub-granting or sub-licensing of user rights as herein defined.

5.6. **Source of Funding: Other.** The Association may derive revenues from any other sources of funding not heretofore mentioned and which are permitted by law. Any other sources of funding not specifically resulting from assessments do not have to be included in the revenues for the Budget.

5.7. **Assignment of Funding.** The Association may assign these revenues for the purpose of securing loans which the Association may enter as allowed by the Plan, provided such assignments are subject to the terms and conditions of this Plan.

6.0. **Annual Budget and Annual Expenditures.** The Association will establish an annual budget for Services, to include the Maintenance Program, Marketing Program, and Management Program, and for any Improvements, for the BID District. The Association's annual expenditures will not exceed the budgeted amount plus any reserve (or carry-over) funds. Each year the Association will establish an annual budget and annual expenditures for Services and Improvements for the Benefited Properties within the District.

6.1. **First Year Budget.** It is estimated that the Association’s first year budget of proposed expenditures for Services and Improvements for the Benefited Properties in the BID District will be as follows:

| | |
|---|------------------|
| 6.1(a). For Services: | |
| i. Maintenance Program: | \$100,000 |
| ii. Marketing Program: | \$ 40,000 |
| iii. Management Program: | \$ 62,600 |
| 6.1(b). For Improvements: | \$ 25,000 |
| 6.1(c). City Administration Fee: | \$ 5,690 |
| TOTAL FIRST YEAR BUDGET | \$233,290 |

6.2. **Subsequent Budgets.** The Association shall establish for each year of the Plan a proposed budget of expenditures. Such proposed budget shall: (i) reasonably itemize the purposes for which monies are proposed to be expended by the Association; (ii) specify the amount, if any, proposed to be expended by the Association for debt service; and (iii) set forth the total amount to be expended (the “Total Annual Budget Amount”). A proposed budget for any year of the Plan shall be referred to as a “Budget.” The Budget should be approved by the Association in ample time to allow for the calculations necessary for the Assessment Formula and for the Association and City to levy the assessments against the Benefited Properties.

6.3. **Assessments for Budget Needs.** To raise the funds necessary on an annual basis for the Budget, the Association may proportionally increase or decrease the Taxable Value portion of the Assessment Formula, the Acreage portion of the Assessment Formula, and the Linear Front Footage portion of the Assessment Formula, with each portion bearing approximately thirty-three percent (33%) of the burden or benefit to fund the budgetary needs of the Association in any specific year; provided however, that no single component will exceed forty percent (40%) of the Assessment Formula and no single component will account for less than thirty percent (30%) of the Assessment Formula.

6.4. **General Provisions.** The Association shall make no expenditure of monies other than in accordance with and pursuant to: (a) a Budget approved by the Directors of the Association; and (b) the provisions in this Plan. The Association may carry over funds from one year of the Plan to the next and said carry over funds may be expended in subsequent years. To the extent the Association does not collect the revenues budgeted, the Association may reduce the Services and Improvements to be provided to the Benefited Properties, as necessary, to ensure adequate funding is available for the Association.

7.0. District Management Association. The Association established for the BID shall be incorporated under the State of Oklahoma Not-for-Profit Corporation Law. The Association shall be organized for the purpose of executing the responsibilities and duties set forth in this Plan, and as required by applicable law. Furthermore, the Association shall carry out the activities prescribed in the Plan and shall promote and support the District. Additionally, the Association shall be organized exclusively for purposes as specified in Section 501(c) of the Internal Revenue Code. The Board of Directors (the "Board") and classes of voting membership and any non-voting membership will be described in the Association's Bylaws. The Board and voting classes may be composed of:

- (i) Owners, or representatives of owners, of real property located in the District;
- (ii) Representatives of not-for-profit organizations operating within the District;
- (iii) Representatives of tenants located within the District;
- (iv) Persons with specialized professional experience, such as attorneys, accountants, architects; and
- (v) Public representatives as recommended by the City and County.

The rules and regulations proposed for governing operation of District and the provision of Services and Improvements by the Association are set forth in the Plan and as further described in the Bylaws of the Association.

8.0. City Grant; Association Authority

8.1. City Grant. The City hereby grants permitting and licensing rights to the Association for the permitting of commercial or non-commercial activities or other private uses of the streets, street closure permissions, sidewalks, or other public parts of the District in which the City has any real property interest (the "User Rights") within the District. Such User Rights are not intended to replace any City requirements or permit processes set forth in the Norman Municipal Code, as may be amended from time to time. The City hereby specifically agrees that no permit, license or grant of User Rights for any commercial or non-commercial activities or other private uses of streets, closure of public streets, sidewalks, or other public areas within the District shall be approved by the City without the prior authorization being granted by the Association.

8.2. Association Authority. The Association shall have the authority to approve or deny any license or permit for any commercial or non-commercial activities or other private uses of the streets, the closure of public streets, sidewalks, or other public parts of the District in which the City has any real property interest.

8.3. General Powers. The Association is hereby empowered to establish non-discriminatory policies and procedures for interested parties to apply to the Association for a license / permit for User Rights of public spaces located within the District. The Association may assess a reasonable charge upon applicants for such grant of permit or licensing rights. The Association may also impose reasonable requirements upon any applicant for the granting of any permit or license for activities within the District.

9.0. **Association, Duties.** The Association shall have the duty to provide the Services and Improvements in the Plan for the term of the Plan. The Association shall also have the duty to deliver the Services and Improvements in the Plan to the Benefited Properties within the bounds of the Budget of the BID District. The Association may also enter into any sub-contracts necessary to provide the Services and / or the Improvements.

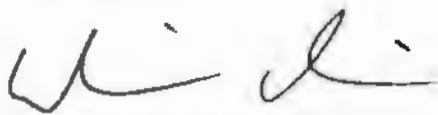
10.0. **City, Assessment Duties.** Pursuant to the terms, conditions and requirements of the Plan, the City shall levy, collect and disburse to the Association, the Assessments against the Benefited Properties. The disbursements shall be made in accordance with general procedures for the payment of other City expenditures. The City may assess an administrative fee against the BID of no more than 2.5% of the collected assessment revenue. Should the City elect to assess a fee, the City will notify the Association in writing no less than sixty days before the commencement of each fiscal year.

11.0. **Term.** The commencement date of the BID is January 1, 2023, and shall continue thereafter for ten (10) years.

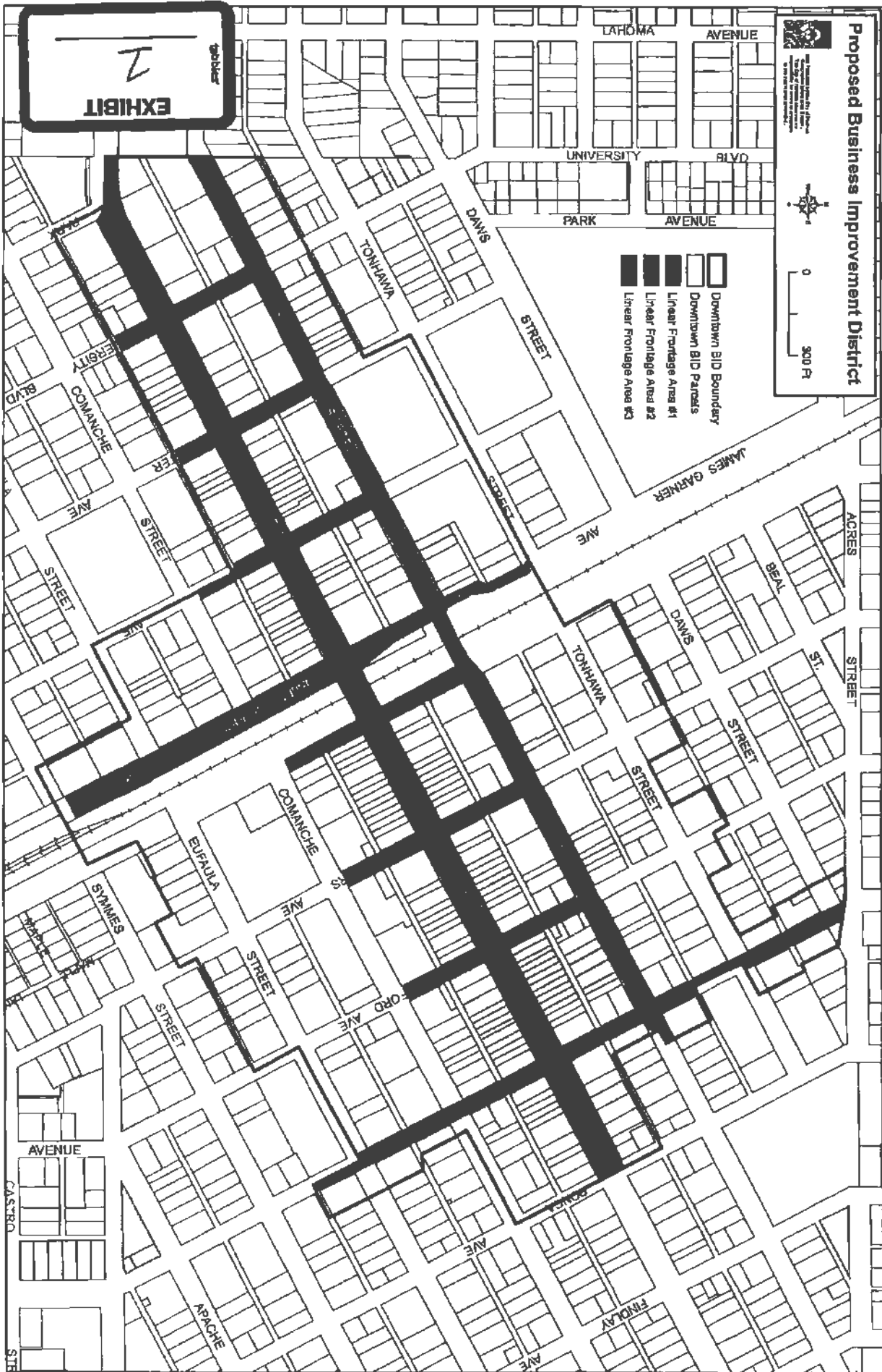
This District Plan for Downtown Norman Business Improvement District in the City of Norman, Oklahoma is hereby approved this 3rd day of June, 2022, by a majority vote of the Board of Directors of the Association.



President / Chair of the Association



Secretary of the Association



Properties within proposed Business Improvement District

| <u>User Account #</u> | <u>Owner Name</u> |
|-----------------------|---|
| R0037774 | 102 WEST EUFAULA, LLC |
| R0037773 | 102 WEST EUFAULA, LLC |
| R0023714 | 104, LLC |
| R0023813 | 111 NORTH PETERS, LTD PARTNERSHIP |
| R0023812 | 111 NORTH PETERS, LTD PARTNERSHIP |
| R0023677 | 115 E GRAY LLC |
| R0023694 | 120 E TONHAWA, LLC |
| R0023704 | 121 E MAIN STREET, LLC |
| R0023699 | 195B, LLC |
| R0023700 | 195B, LLC |
| R0024526 | 200 N UNIVERSITY LLC |
| R0023793 | 211 DOWNTOWN, LLC |
| R0023796 | 217 E MAIN, LLC |
| R0023797 | 219 E MAIN, LLC |
| R0023780 | 222 E MAIN, LLC |
| R0024436 | 226 W GRAY, LLC |
| R0024483 | 300 WEST, LLC |
| R0191087 | 301 E GRAY PARTNERS, LLC |
| R0191088 | 301 E GRAY PARTNERS, LLC |
| R0023930 | 303 E COMANCHE, LLC |
| R0023929 | 303 E COMANCHE, LLC |
| R0104309 | 303 S PETERS, LLC |
| R0023915 | 314 E MAIN, LLC |
| R0024529 | 415 WEST GRAY, LLC |
| R0024530 | 415 WEST GRAY, LLC |
| R0023713 | 4DN, LLC |
| R0024382 | A M G RESTAURANTS, INC |
| R0024383 | A M G RESTAURANTS, INC |
| R0023808 | AARON STILES (former NPS) |
| R0023888 | ABT-7 REAL ESTATE, LLC |
| R0023741 | ACS ENTERPRISES, LLC |
| R0024375 | ADAIR, JAMES L |
| R0138698 | ADAIR, JAMES L |
| R0024358 | ADAIR, JAMES L |
| R0023790 | ADAIR, JAMES L |
| R0024507 | ADAIR, JAMES R |
| R0024505 | ADAIR, JAMES R |
| R0024506 | ADAIR, JAMES R |
| R0024498 | ALDRIDGE, TOM S & MARYE KATE-CHARITABLE & EDUCATIONAL TRUST |



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| RD023921 | ALGHOJEH, ASGHAR & TWANA S |
| RD024056 | ARCHDIOCESE OF OKLA CITY (EXCLUDED - Not for Profit) |
| RD023937 | ARMSTRONG, S W JR (New Ownership: Wilson Company, LLC) |
| RD023938 | ARMSTRONG, S W JR |
| RD023769 | ARVEST BANK |
| RD023771 | ARVEST BANK |
| RD024501 | ASTRO CARDINAL BB TEAM LLC |
| RD024368 | B I C LEGAL, PLLC |
| RD024381 | BARRY OWNS & RENTS, LLC (New Ownership: 112 W. Main, LLC) |
| RD023725 | BIG BROTHERS ENTERPRISES, LLC |
| RD023820 | BIG BROTHERS INVESTMENTS LLC |
| RD023733 | BOARD OF COUNTY COMMISSIONERS |
| RD023739 | BOARD OF COUNTY COMMISSIONERS |
| RD023738 | BOARD OF COUNTY COMMISSIONERS |
| RD023737 | BOARD OF COUNTY COMMISSIONERS |
| RD024370 | BOARD OF COUNTY COMMISSIONERS OF CLEVELAND COUNTY |
| RD023726 | C L L C, LLC |
| RD023725 | C L L C, LLC |
| RD023724 | C L L C, LLC |
| RD188520 | C L L C, LLC |
| RD023712 | CALONKEY, ROBERT & SUSAN-REV TRT-TRTEES -1/2 INT |
| RD023698 | CALONKEY, ROBERT & SUSAN-REV TRT-TRTEES -1/2 INT |
| RD023701 | CALONKEY, ROBERT & SUSAN-REV TRT-TRTEES -1/2 INT |
| RD024448 | CITY OF NORMAN |
| RD023936 | CITY OF NORMAN |
| RD023807 | CITY OF NORMAN |
| RD023806 | CITY OF NORMAN |
| RD023300 | CITY OF NORMAN |
| RD023697 | CITY OF NORMAN |
| RD024034 | CITY OF NORMAN |
| RD024035 | CITY OF NORMAN |
| RD024032 | CITY OF NORMAN |
| RD023803 | CITY OF NORMAN |
| RD024038 | CITY OF NORMAN |
| RD023804 | CITY OF NORMAN |
| RD023802 | CITY OF NORMAN |
| RD024036 | CITY OF NORMAN |
| RD023757 | CITY OF NORMAN |
| RD024037 | CITY OF NORMAN |
| RD023805 | CITY OF NORMAN |
| RD023857 | CITY OF NORMAN |
| RD023740 | CLEVELAND CO HOME LN AUTHORITY |
| RD023734 | CLEVELAND COUNTY |

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| R0023788 | CLEVELAND COUNTY |
| R0024585 | CLEVELAND COUNTY HEALTH DEPARTMENT |
| R0024390 | CLEVELAND COUNTY HEALTH DEPARTMENT |
| R0024397 | CLEVELAND COUNTY HEALTH DEPARTMENT |
| R0024396 | CLEVELAND COUNTY HEALTH DEPARTMENT |
| R0024386 | CLEVELAND COUNTY HEALTH DEPARTMENT |
| R0024387 | CLEVELAND COUNTY HEALTH DEPARTMENT |
| R0024388 | CLEVELAND COUNTY HEALTH DEPARTMENT |
| R0024389 | CLEVELAND COUNTY HEALTH DEPARTMENT |
| R0023728 | CLEVELAND COUNTY HOME LOAN |
| R0023729 | CLEVELAND COUNTY HOME LOAN |
| R0094839 | CLEVELAND COUNTY HOME LOAN |
| R0023732 | CLEVELAND COUNTY HOME LOAN |
| R0023727 | CLEVELAND COUNTY HOME LOAN |
| R0023678 | CLEVELAND COUNTY PUBLIC FACILITIES AUTHORITY |
| R0023678 | CLEVELAND COUNTY PUBLIC FACILITIES AUTHORITY |
| R0023695 | CLINTON, GARY A |
| R0023696 | CLINTON, GARY A |
| R0100690 | COMANCHE CENTER, LLC |
| R0024024 | COMANCHE CENTER, LLC |
| R0024521 | COPELIN, EDWARD C |
| R0024394 | COPELIN, EDWARD C & LINDA K |
| R0024371 | COPELIN, EDWARD C & LINDA K |
| R0024395 | COPELIN, EDWARD C-REV TRT-TRTEE |
| R0023819 | CORR, ED FAMILY LLC |
| R0023818 | CORR, ED FAMILY LLC |
| R0023817 | CORR, ED FAMILY LLC |
| R0024432 | CORR, ED-FAMILY LLC |
| R0023827 | COUNCIL FOR DEVELOPMENTAL (Excluded - Not for Profit) |
| R0023815 | CRAWFORD INVESTMENT GROUP, LLC |
| R00150719 | D & J LAND, LLC |
| R0024029 | D & J LAND, LLC |
| R0154498 | D & J LAND, LLC |
| R0024030 | D & J LAND, LLC |
| R0154499 | D & J LAND, LLC |
| R0024063 | DAVE'S HEALTH MART PHARMACY INC |
| R0024028 | DAVIS, TRIPP |
| R0023933 | DAY, DONALD L-REV TRT |
| R0024476 | DOWELL, RICHARD SAMUEL III-REV LIV TRT |
| R0024393 | DOYLES ELECTRIC INC |
| R0023801 | DUNMAN PROPERTIES, LLC |
| R0154495 | DUNMAN PROPERTIES, LLC |
| R0023799 | DUNMAN PROPERTIES, LLC |

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| R0023781 | DUTCHER INVESTMENT PROPERTIES, LLC |
| R0023675 | EAST GRAY RENTALS |
| R0023708 | FIRST FIDELITY BANK, NA |
| R0023711 | FIRST FIDELITY BANK, NA |
| R0023710 | FIRST FIDELITY BANK, NA |
| R0023707 | FIRST FIDELITY BANK, NA |
| R0023709 | FIRST FIDELITY BANK, NA |
| R0023691 | FOREMAN, LYNN D-REV TRT & TRTEE |
| R0024489 | G S J M, LLC |
| R0024484 | G S J M, LLC |
| R0024429 | GAMBONE, SANDRA M |
| R0189620 | GBDENTAL HOLDINGS, LLC |
| R0189619 | GBDENTAL HOLDINGS, LLC |
| R0024472 | GIFFORD, WANDA JO-LIV TRT |
| R0024014 | GOODMAIN, INC (All Goodman, Inc. Properties - New ownership: EDO, LLC) |
| R0024022 | GOODMAIN, INC |
| R0024020 | GOODMAIN, INC |
| R0024019 | GOODMAIN, INC |
| R0024023 | GOODMAIN, INC |
| R0024018 | GOODMAIN, INC |
| R0024021 | GOODMAIN, INC |
| R0024016 | GOODMAIN, INC |
| R0024017 | GOODMAIN, INC |
| R0093456 | GOODMAN & SONS, LLC |
| R0023904 | GOODMAN & SONS, LLC |
| R0023887 | GOODMAN & SONS, LLC |
| R0024483 | GOODMAN & SONS, LLC |
| R0023880 | GOODMAN & SONS, LLC |
| R0023895 | GOODMAN & SONS, LLC |
| R0023907 | GOODMAN & SONS, LLC |
| R0023893 | GOODMAN & SONS, LLC |
| R0023892 | GOODMAN & SONS, LLC |
| R0023894 | GOODMAN & SONS, LLC |
| R0023905 | GOODMAN & SONS, LLC |
| R0023896 | GOODMAN & SONS, LLC |
| R0024361 | GOODMAN & SONS, LLC |
| R0023906 | GOODMAN & SONS, LLC |
| R0023910 | GOODMAN & SONS, LLC |
| R0023911 | GOODMAN & SONS, LLC |
| R0023912 | GOODMAN HOLDINGS, LLC |
| R0093455 | GOODMAN HOLDINGS, LLC |
| R0023916 | GOODMAN HOLDINGS, LLC |
| R0023897 | GOODMAN HOLDINGS, LLC |

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| R0023909 | GOODMAN HOLDINGS, LLC |
| R0023889 | GOODMAN HOLDINGS, LLC |
| R0023898 | GOODMAN HOLDINGS, LLC |
| R0023902 | GOODMAN HOLDINGS, LLC |
| R0024435 | GOODMAN HOLDINGS, LLC |
| R0023903 | GOODMAN HOLDINGS, LLC |
| R0024013 | GOODMAN INVESTMENTS, LLC |
| R0023923 | GOODMAN INVESTMENTS, LLC |
| R0023878 | GOODMAN INVESTMENTS, LLC |
| R0023879 | GOODMAN INVESTMENTS, LLC |
| R0023886 | GOODMAN, BRADLEY K |
| R0023692 | GOODMAN, BRADLEY K |
| R0023715 | GOODMAN, BRADLEY K |
| R0024031 | GSK, LLC |
| R0024500 | HALL, J PROPERTIES, LLC |
| R0024499 | HALL, J PROPERTIES, LLC |
| R0023759 | HEIPLE, GREGORY ALAN |
| R0024508 | HICKSON, DOUGLAS &SHERRILL-REV TRT |
| R0024509 | HICKSON, DOUGLAS &SHERRILL-REV TRT |
| R0023942 | HILAND DAIRY (not in BID Boundary) |
| R0023939 | HILAND DAIRY (not in BID Boundary) |
| R0024376 | HOLMES, ALEXANDER B |
| R0024468 | HOOPER, CHARLES W |
| R0024471 | HOOPER, CHARLES W |
| R0024522 | IMAN, CHARLIE PROPERTIES, LLC |
| R0024523 | IMAN, CHARLIE PROPERTIES, LLC |
| R0023927 | INGRAM, TOMMY CRAIG |
| R0023928 | INGRAM, TOMMY CRAIG |
| R0023926 | INGRAM, TOMMY CRAIG |
| R0175496 | J FORD, LLC |
| R0023755 | JAMM FAMILY LLC |
| R0023860 | JB COMMERCIAL, LLC |
| R0023866 | JERRY'S LLC |
| R0023865 | JERRY'S LLC |
| R0023867 | JERRY'S LLC |
| R0023884 | JOHNSON, CHRISTOPHER D (excluded: Single Family) |
| R0023893 | JOHNSON-JRS, LLC |
| R0105398 | JUMPER, MICHAEL D & PATRICE A |
| R0024497 | KDL ENTERPRISES, LLC |
| R0023718 | KRAMERICA, LLC |
| R0024502 | L C MILLER PROPERTIES, LLC |
| R0023773 | LAWYERS PROFESSIONAL BUILDING, LLC |
| R0023856 | LINZE, KAYE M-REV TRT |

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| R0024437 | LMD LEASING C, LLC |
| R0023702 | LOEFFELHOLZ, DEBRA DEANN |
| R0024377 | LOEFFLER & ASHFORD INVESTMENTS, LLC |
| R0138673 | LOEFFLER & ASHFORD INVESTMENTS, LLC |
| R0024374 | MAGNOLIA INVESTMENT PROP, LLC |
| R0023784 | MAIN & CRAWFORD, LLC |
| R0023783 | MAIN & CRAWFORD, LLC |
| R0023814 | MANCHESTER, DONALD HARVEY |
| R0024519 | MARSHALL, REBECCA RUTH-TRT-TRTE |
| R0024525 | MARSHALL, REBECCA RUTH-TRT-TRTE |
| R0024524 | MARSHALL, REBECCA RUTH-TRT-TRTE |
| R0024357 | MARTHA C, LLC |
| R0138674 | MCCALL, KENNETH LEE JR |
| R0024426 | MCELVANY, JAMES & LINDA |
| R0128474 | MCELVANY, JAMES & LINDA |
| R0128475 | MCELVANY, JAMES L-REV TRT-UND 1/2 INT OF 1/3 INT |
| R0024486 | MIDTOWN OFFICES, LLC |
| R0024488 | MIDTOWN OFFICES, LLC |
| R0024485 | MIDTOWN OFFICES, LLC |
| R0024487 | MIDTOWN OFFICES, LLC |
| R0024369 | MILLINGTON, SETH F |
| R0024373 | MILLINGTON, SETH F & ELLEN L |
| R0023883 | MILLION, ANDREW T |
| R0023760 | MINNIK, RONALD G-LIV TRT & TRTEE |
| R0024356 | MK ON MAIN, LLC |
| R0024378 | MOORE STUDIOS, LLC |
| R0023931 | MODRE, ELDORA P-LIFE ESTATE |
| R0024475 | MOORE, MONTGOMERY W & JANET L |
| R0024482 | MOVING MOUNTAINS, LLC |
| R0024477 | MURRAY, PHYLLIS HOLMES-REV TRT & TRTEE |
| R0024384 | N M R C-1, LLC AN OK LMTD CORP |
| R0024470 | NELSON RAY INTERIORS, LLC (New Ownership: Pinnacle View, LLC) |
| R0024469 | NELSON RAY INTERIORS, LLC (New ownership: Pinnacle View, LLC) |
| R0154496 | NEWSPAPER HOLDING INC |
| R0023720 | NIML, LLC |
| R0023719 | NIML, LLC |
| R0024510 | NORMAN ECONOMIC DEVELOPMENT COALITION, INC |
| R0024347 | NORMAN MUNICIPAL AUTHORITY |
| R0024367 | NORMAN MUNICIPAL AUTHORITY |
| R0024346 | NORMAN MUNICIPAL AUTHORITY |
| R0024366 | NORMAN MUNICIPAL AUTHORITY |
| R0024364 | NORMAN MUNICIPAL AUTHORITY |
| R0024353 | NORMAN MUNICIPAL AUTHORITY |

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| R0024348 | NORMAN MUNICIPAL AUTHORITY |
| R0024352 | NORMAN MUNICIPAL AUTHORITY |
| R0024353 | NORMAN MUNICIPAL AUTHORITY |
| R0024349 | NORMAN MUNICIPAL AUTHORITY |
| R0024047 | NORTH PORTER CENTER, LLC |
| R0023881 | NORTH PORTER CENTER, LLC |
| R0024044 | NORTH PORTER CENTER, LLC |
| R0024046 | NORTH PORTER CENTER, LLC |
| R0024042 | NORTH PORTER CENTER, LLC (not in BID Boundary) |
| R0024043 | NORTH PORTER CENTER, LLC (not in BID Boundary) |
| R0024045 | NORTH PORTER CENTER, LLC (not in BID Boundary) |
| R0024048 | NORTH PORTER CENTER, LLC (not in BID Boundary) |
| R0023882 | NORTH PORTER CENTER, LLC (not in BID Boundary) |
| R0023663 | ONE HUNDRED TEN E TONHAWA LLC |
| R0024354 | P W K H, LLC |
| R0023662 | PARAMOUNT INVESTMENT MGMT, LLC |
| R0023800 | PEAK PROPERTY, LLC |
| R0023705 | PEAK PROPERTY, LLC |
| R0023706 | PEAK PROPERTY, LLC |
| R0023721 | PEAK PROPERTY, LLC |
| R0023722 | PEAK PROPERTY, LLC |
| R0023664 | PEAK PROPERTY, LLC |
| R0023908 | PERRY, JEFFREY BRYCE |
| R0023994 | PETERSEN, CATHERINE H |
| R0023809 | PETTIGREW, LEWIS & PHILLIPS HOLDING COMPANY, LLC |
| R0023716 | PFENNING, KURT BOOTH |
| R0023703 | PINNACLE VIEW LLC |
| R0023723 | PITCHLYNN FAMILY IRREV TRT |
| R0023985 | PLAZA INN, INC |
| R0024473 | POLK, DONALD H & SALLY J-REV TRT |
| R0024474 | POLK, DONALD H & SALLY J-REV TRT |
| R0138675 | PROFESSIONAL TOWERS, INC |
| R0023758 | Q & A, LLC |
| R0023913 | REMY, DORELLA M-REV TRT & TRTEE |
| R0024520 | REPUBLIC BANK & TRUST |
| R0024527 | REPUBLIC BANK & TRUST |
| R0024528 | REPUBLIC BANK & TRUST |
| R0024380 | REVENUE, LLC |
| R0024379 | REVENUE, LLC |
| R0024350 | RIEGER LLC |
| R0023998 | ROWLAND, MEREDITH & JEFF-LIV TRT |
| R0024531 | RUSSELL, USA G-LIVE TRT |
| R0023899 | RUTHERFORD OIL CO INC |

See note at end of property list

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| R0023925 | S C B COMPANIES, LLC |
| R0024359 | S E T COMPANIES, LLC |
| R0190748 | SA FIVE 315 E GRAY ST, LLC |
| R0190747 | SA FIVE 315 E GRAY, LLC |
| R0023774 | SECURITY NATIONAL BANK & TR |
| R0023767 | SECURITY NATIONAL BANK & TR |
| R0023775 | SECURITY NATIONAL BANK & TR |
| R0023823 | SECURITY NATIONAL BANK & TR |
| R0023768 | SECURITY NATIONAL BANK & TR |
| R0023772 | SECURITY NATIONAL BANK & TR |
| R0023770 | SECURITY NATIONAL BANK & TR |
| R0023794 | SHEFFIELD, DEBORAH |
| R0023924 | SHELTER INVESTMENTS, LLC |
| R0024447 | SILVER CRICKET INVESTMENTS, LLC |
| R0024431 | SKELETON KEY INVESTMENTS, LLC |
| R0023736 | SMITH, DOUGLAS J & MARY E |
| R0024355 | SOONER EMERALD DREAMS LLC |
| R0023717 | SOONER THEATRE OF NORMAN, INC (Excluded: Not for Profit) |
| R0023941 | SOPHEVA I, LLC |
| R0024420 | SOUTHWESTERN BELL TELE CO (Excluded: Utility) |
| R0024423 | SOUTHWESTERN BELL TELE CO (Excluded: Utility) |
| R0024421 | SOUTHWESTERN BELL TELE CO (Excluded: Utility) |
| R0024422 | SOUTHWESTERN BELL TELE CO (Excluded: Utility) |
| R0023932 | STACE, LLC |
| R0024430 | SWEET BASIL THAI CUISINE, LC |
| R0023821 | TERRYS AUTOMOTIVE, INC |
| R0023798 | TERSHEV COMMERCIAL, LLC |
| R0023666 | TONHAWA RENTALS, LLC |
| R0024015 | TRAW ENTERPRISES, INC (New Ownership: EDO, LLC) |
| R0023919 | TRAW, JOHN M |
| R0023920 | TRAW, JOHN M |
| R0100691 | TRAW, JOHN M |
| R0023779 | TWO TWENTY EAST MAIN, LLC |
| R0023693 | TWO TWENTY INC |
| R0023822 | VELIE ENTERPRISES, LLC |
| R0023795 | VICTORIAS-NORMAN, LLC |
| R0024503 | WATERS ELECTRIC INC |
| R0024360 | WATLEY, KEVIN D |
| R0023914 | WELCHER, FLORENE E |
| R0023922 | WHOLESALE GASOLINE, INC |
| R0023778 | WOLFFELK CORPORATION |
| R0023810 | WOODARD-KNOTT, PHYLLIS A |
| R0023811 | WOODARD-KNOTT, PHYLLIS A |

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| R0023940 | WOODSON, ROSE A-REV TRT |
| R0023665 | YOUNG, CHARLES L III |
| R0023782 | Z & A LTD PRSHP |
| R0023890 | Z & A LTD PRSHP |

*For Parcel R0023808 - Not shown on the original list of properties due to Norman Public Schools Ownership, at the time excluded. Now owned by Revenue, LLC and included as overall percentage of property.

The City of Norman
P.O. Box 370
201 West Gray Street
Norman, OK 73070

PETITION IN FAVOR OF A BUSINESS IMPROVEMENT DISTRICT

**TO THE MAYOR AND CITY COUNCIL
OF THE CITY OF NORMAN, OKLAHOMA**

THE COSTS OF THE IMPROVEMENTS AND SERVICES PROVIDED PURSUANT TO THE CREATION OF THE PROPOSED BUSINESS IMPROVEMENT DISTRICT SHALL BE ASSESSED AGAINST THE PROPERTY LOCATED WITHIN THE BOUNDARIES OF INCREMENT DISTRICT NO. 3, CITY OF NORMAN, WHICH PROPERTY SHALL RECEIVE THE BENEFIT OF SUCH IMPROVEMENTS AND SERVICES.

The undersigned respectfully petitions the City of Norman ("City") to create a business improvement district ("BID") pursuant to the Oklahoma Improvement District Act, Title 11, Oklahoma Statutes, Section 39-101, *et seq.* ("Act") for the area referred to as Downtown Norman.

1. The undersigned sets forth this Petition, pursuant to the Act, specifically Section 39-103.1, which provides for the creation and establishment of a BID for the purposes of providing for the long-term improvements, maintenance, marketing, and management of the Downtown Norman BID District (the "District").

2. The District shall be the area designated in the Downtown Norman Business Improvement District in the City of Norman, Oklahoma (the "Plan"), which is intended to benefit by services and improvements to property owners within the District boundaries being subject to payment of special assessments for the costs of the services and improvements. The District is in Downtown Norman, Oklahoma. The District is divided into three designated service area levels for which services and improvements will be provided. The District consists of properties located along Main Street from Park Avenue on the west to Porter Avenue on the east (the "Main Area"). The District also includes properties located along Gray Street from the parcels with an address of 429 on the north and 432 on the south sides of West Gray as the western boundary to the parcels with an address of 415 on the north and 418 on the south sides of West Gray as the eastern boundary ("Gray Area"). The District also includes properties located along James Garner Avenue, from Tonhawa Street on the north to Symmes Street on the west side of James Garner, and the alley between Eufaula Street and Symmes Street on the east side of James Garner as the southern

boundary (the "James Garner Area"). Finally, the District will include cross streets located within the District, to include the north and south streets of Porter, University, Webster, Santa Fe, Peters, and Crawford; and the east to west streets of Tonhawa, Comanche, Eufaula, and Main Street between Porter Avenue and Ponca Avenue (the "Cross Streets Area"). Certain properties located within the District may be exempted from assessment as discussed in the Plan. The Main Area, Gray Area, James Garner Area, and Cross Streets Area are collectively referred to as the District, the Areas, and / or the Boundaries. A map of the entire District is attached as Exhibit "1."

3. The Downtown Norman BID Association, Inc. (the "Association") shall be organized for the purpose of executing the responsibilities and duties set forth in the Plan. The Board of Directors (the "Board") may be composed of:

- (i) Owners, or representatives of owners, of real property located in the District;
- (ii) Representatives of not-for-profit organizations operating within the District;
- (iii) Representatives of tenants located within the District;
- (iv) Persons with specialized professional experience, such as attorneys, accountants, architects; and
- (v) Public representatives as recommended by the City and County.

4. The Association intends to provide a program of services and improvement for the betterment of the property owners in the District for the assessments paid to the Association (the "Program"). The services to be provided (the "Services") shall include the services budgeted for and required for the management, maintenance, and marketing of the District. The purpose of the Services will be for the enjoyment, protection, and general welfare of the public, the promotion, and enhancement of the District, and to meet the needs identified by members of the District. The Services shall be performed under the direction of the Association. The level of Services will vary by District Area based on the annual budget adopted by the Board of Directors of the Association. The Improvements proposed in the BID will be in the public space within the District. These Improvements may include amenities to identify, enhance and beautify the District, including but not limited to: (a) sidewalk plantings, tree, shrubs and flowers in tubs, at grade or above ground level; (b) sidewalk signage, logos, banners, medallions and/or plaques identifying the District; and (c) street, sidewalk, public art, and other public space amenities to improve tourism, appearance, and pedestrian circulation and safety.

5. The assessment to provide the Services and Improvements shall benefit all properties within the District (the "Benefited Properties"). The specific Services or Improvements to be provided may vary by the defined areas within the District. The Benefited Properties are identified by the District Map, and are listed in the attached Exhibit "2." The assessment formula shall include a taxable value component, an acreage component, and a linear frontage footage component (collectively, the "Assessment Formula").

5.1(a). **Taxable Value.** All Benefitted Properties within the District shall be assessed based on the taxable value of the property as determined by the Cleveland County Assessor. The taxable value assessment rate shall be eight percent of one percent of taxable value for each individual property's taxable value as determined each year. For example, if the taxable value of a property is \$100,000, then this value would be multiplied by .0008 to determine the amount of the assessment (e.g., \$120 for each \$100,00 in taxable value).

5.1(b). **Assessments, Acreage Basis.** All Benefitted Properties within the District shall be assessed based on the acreage of the property as determined by the Cleveland County Assessor. The acreage assessment shall be \$1,100 for every acre of land and on a pro rata basis for any partial acre.

5.1(c). **Linear Front Footage.** A linear front footage (“LFF”) assessment shall apply to Benefitted Properties in the Main Area, Gray Area, James Garner Area, and Porter Area. The linear front footage assessment shall consist of three areas.

LFF Area # 1 – The Main Area shall include those properties with frontage along Main Street. The rate to be assessed for frontage along Main Street shall be \$7.50 per linear foot.

LFF Area # 2 – The Gray Area and James Garner Area shall each respectively be in area # 2 once the anticipated two-way roadway conversion of the Gray Street, intersection and roadway improvements on James Garner, and related streetscape improvements are substantially completed by the City. Once these public improvements are determined by the City to be substantially complete, the Gray Area properties or the James Garner Area properties will be assessed at a rate of \$5.00 per linear foot along either Gray Street or James Garner Avenue. Until the improvements are completed, the Gray Area and James Garner Area properties will be assessed as area #3.

LFF Area # 3 – The Cross Street Area shall include those properties with frontage along Porter, Crawford, Peters, Santa Fe, Webster, University, Tonhawa, Comanche, and Eufaula. The rate to be assessed for frontage along any of these cross streets shall be \$2.50 per linear foot per street. The Gray Area and James Garner Area properties will be assessed at the LFF Area # 3 rate until the public roadway improvements are substantially completed.

5.1(d). **Residential Property Assessment.** Properties zoned single family residential or devoted in whole to single family residential uses shall be exempted from any assessment in the District. Any mixed use and / or multi-family residential properties shall be assessed based on the area within the BID that the property is located.

5.1(e). **Government Property.** All government owned property devoted entirely to public use shall be subject to assessment as set forth herein. LFF Assessments for each parcel owned by a government entity will be imposed as set forth in Section 5.1(c) herein. Taxable value for government parcels will be determined utilizing the average taxable value in the District per acre multiplied by the acreage of each government owned parcel. The taxable value assessment rate shall be the same as set forth in Section 5.1(a) herein. The acreage basis assessment shall be as provided for in Section 5.1(b) herein. Government owned properties devoted in whole or in part to commercial or for-profit uses shall be assessed based on the District area in which the property is located. Taxable value for government owned parcels being used for commercial purposes shall be the greater of the average taxable value in the District per acre multiplied by the acreage of each government owned parcel; or the taxable value of the personal property located on the government owned parcel being used for commercial purposes.

5.1(f). **Not-for-profit Property; Utilities.** A not-for-profit shall be defined as an entity recognized as a 501(c)(3) by the Internal Revenue Service, a church, religious organization, or as otherwise determined by the Cleveland County Assessor. Not-for-profit owned property or a utility owned property devoted primarily to not-for-profit use or utility use shall be exempt from District assessment. They may, however, choose to make voluntary annual contributions to the BID's Budget. Not-for-profit owned properties devoted in whole or in large part to commercial or for-profit uses shall be assessed based on the District area in which the property is located. Taxable value for not-for-profit owned parcels being used for commercial purposes shall be the greater of the average taxable value in the District per acre multiplied by the acreage of the not-for-profit owned parcel(s); or the taxable value of the personal property located on the not-for-profit owned parcel(s) being used for commercial purposes.

6. The Association will establish an annual budget for Services, to include the Maintenance Program, Marketing Program, and Management Program, and any Improvements for the District. The Association's annual expenditures will not exceed the budgeted amount plus any reserve (or carry-over) funds. Each year the Association will establish an annual budget and annual expenditures for Services and Improvements for the Benefited Properties within the District.

6.1. **First Year Budget.** It is estimated that the Association's first year budget of proposed expenditures for Services and Improvements for the Benefited Properties in the BID District will be as follows:

| | |
|---|------------------|
| 6.1(a). For Services: | |
| i. Maintenance Program: | \$100,000 |
| ii. Marketing Program: | \$ 40,000 |
| iii. Management Program: | \$ 62,600 |
| 6.1(b). For Improvements: | \$ 25,000 |
| 6.1(c). City Administration Fee: | \$ 5,690 |
| TOTAL FIRST YEAR BUDGET | \$233,290 |

6.2. **Subsequent Budgets; Assessments for Budget Needs.** The Association shall establish a proposed budget of expenditures for each year. To raise the funds necessary on an annual basis for the Budget, the Association may proportionally increase or decrease the Taxable Value portion of the Assessment Formula, the Acreage portion of the Assessment Formula, and the Linear Front Footage portion of the Assessment Formula, with each portion bearing approximately thirty-three percent (33%) of the burden or benefit to fund the budgetary needs of the Association in any specific year; provided however, that no single component will exceed forty percent (40%) of the Assessment Formula, and no single component will account for less than thirty percent (30%) of the Assessment Formula.

7. The proposed commencement date of the BID is January 1, 2023, with a term of ten (10) years thereafter.

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): _____

Authorized Signature: _____

Title: _____

Parcel No(s): _____

THE UNDERSIGNED CERTIFIES at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): 102 WEST EUFAULA LLC

Authorized Signature:  Zach Leys

Title: MANAGING PARTNER

Parcel No(s): R0037774 R0037773

102 West Eufaula, LLC
R0037774 and R0037773

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): 111 North Peters, Ltd Partnership

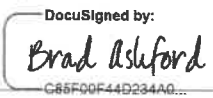
Authorized Signature: DocuSigned by:
James L. Adair
2A5C8DAFDE22476...

Title: Owner

Parcel No(s): R0023813, R0023812

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): 112 W. Main, LLC (formerly Barry Owns & Rents, LLC)


Authorized Signature:  C65F00F44D234A0...

Title: Manager

Parcel No(s): R0024381

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): 120 E Tonhawa, LLC _____

Authorized Signature:  _____

Title: OWNER _____

Parcel No(s): R0023694 _____

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): 121 E Main Street, LLC

Authorized Signature: 

Title: Owner

Parcel No(s): R0023704

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): 1958, LLC

Authorized Signature: Keen Carl

Title: President Mister Robert Inc

Parcel No(s): R0023699, R0023700

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): Dawn January 211 Downtown, LLC

Authorized Signature: 

Title: Property Owner

Parcel No(s): R0023793

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): 226 W. GRAY, LLC

Authorized Signature: *Ben Nain*

Title: MANAGER

Parcel No(s): 20024436

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): 300 West, LLC

Authorized Signature: DocuSigned by:
James L. Adair
2A50BDAFDE22476...

Title: Owner

Parcel No(s): R0024483

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): 301 E Gray Partners, LLC

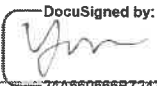
Authorized Signature: 

Title: Manager

Parcel No(s): R0191087 , R0191088

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): 303 E Comanche, LLC

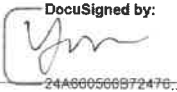
Authorized Signature:  _____

Title: Manager

Parcel No(s): R0023930, R0023929

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): 303 S Peters, LLC

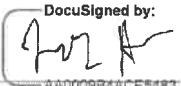
Authorized Signature: 

Title: Manager

Parcel No(s): R0104309

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): A M G Restaurants, Inc

Authorized Signature: 
 DocuSigned by: AAD009B4ACE5483...

Title: Manager

Parcel No(s): R0024382, R0024383

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): ABT-7 REAL ESTATE, LLC

Authorized Signature: DocuSigned by: **DAVID BRAUCKMANN**
7442DDB008A8406...

Title: CFO

Parcel No(s): R0023888

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): ADAIR, JAMES L

Authorized Signature: DocuSigned by: James L. Adair
2A5C8DAFDE22476...

Title: Owner

Parcel No(s): R0024375, R0138698, R0024358, R0023790, R0024507, R0024505

R0023788, R0024506

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): Arvest Bank

Authorized Signature: DocuSigned by: Rocky D. Williams
511449DF7529449...

Title: Executive Vice President

Parcel No(s): R0023769; R0023771

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): CLLC, LLC

Authorized Signature: ^{DocuSigned by:} James L. Adair
ZASCBDAPDE22476...

Title: owner

Parcel No(s): R0023726, R0023725, R0023724, R0188520

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): CALONKEY, ROBERT & SUSAN-REV TRT-TRTEES -1/2 INT

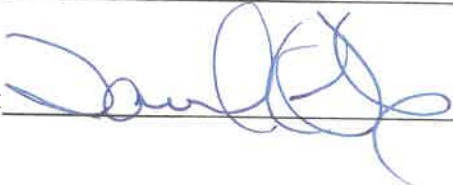
Authorized Signature: Kevin Carl

Title: President Mister Robert inc

Parcel No(s): R0023712, R0023698, R0023701,

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): CITY OF NORMAN

Authorized Signature: 

Title: City Manager

Parcel No(s): R0024448, R0023936, R0023807, R0023806, R0023300,

R0023697, R0024034, R0024035, R0024032, R0023803, R0023805

R0024038, R0023804, R0023802, R0024036, R0023757, R0023857

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): NORMAN MUNICIPAL AUTHORITY

Authorized Signature: 

Title: General Manager

Parcel No(s): R0024347, R0024367, R0024346, R0024366, R0024364

R0024353, R0024348, R0024352, R0024353, R0024349

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): CLEVELAND COUNTY

Authorized Signature: 

Title: Chairman

Parcel No(s): R0023734

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): BOARD OF COUNTY COMMISSIONERS OF CLEVELAND COUNTY

Authorized Signature: 

Title: Chairman

Parcel No(s): R0023733, R0023739, R0023738, R0023737, R0024370

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): CLEVELAND CO HOME LN AUTHORITY

Authorized Signature: 

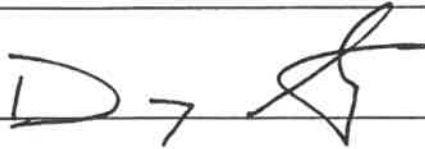
Title: Chairman

Parcel No(s): R0023740, R0023728, R0023729, R0094839, R0023732,

R0023727

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): CLEVELAND COUNTY PUBLIC FACILITIES AUTHORITY


Authorized Signature: 

Title: Chair

Parcel No(s): R0023678, R0023678

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): CLINTON, GARY A _____

Authorized Signature:  _____

Title: OWNER _____

Parcel No(s): R0023695, R0023696 _____

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): Ed Ed Copeland

Authorized Signature: Ed Copeland

Title: OWNER

Parcel No(s): R0024521, R0024394, R0024371, R0024395

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): Donald L. Day rev. Trust

Authorized Signature: Donald L. Day, Trustee

Title: Trustee

Parcel No(s): R0023933

Note: (209 S. Crawford)

July 2, 2022

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): Doyle's Electric, Inc. Jeff & Juli Ridgway

Authorized Signature: Juli Ridgway

Title: Owner / Admin

Parcel No(s): R0024393

DOYLE'S ELECTRIC, INC
122 W. Comanche
Norman, OK 73060
405-321-8611
Office @ doyleselectric.com

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): Dunman Properties, LLC --

Authorized Signature: Denise Grace Dunlop

Title: manager

Parcel No(s): R0023801, R0154495
R0023799

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

EAST GRAY RENTALS

OWNER(s): _____

Authorized Signature: DocuSigned by:
James L. Adair
2A56BDADFDE22476... _____

Title: Owner _____

Parcel No(s): R0023675 _____

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): EDO, LLC _____

Authorized Signature:  _____

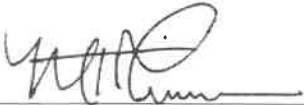
Title: Owner _____

Parcel No(s): R0024014, R0024022, R0024020, R0024019, R0024023, R0024018

R0024021, R0024016, R0024017, R0024015

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): FIRST FIDELITY BANK, NA

Authorized Signature: 

Title: EVP, Norman Market President

Parcel No(s): R0023708, R0023711, R0023710, R0023707, R0023709

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): G S J M, LLC

Authorized Signature: DocuSigned by: Dennis Schwabe
09B9CB91057E44D...

Title: manager

Parcel No(s): R0024489, R0024484

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

GBDENTAL HOLDINGS, LLC

OWNER(s): _____

Authorized Signature: DocuSigned by:
Gabriel Bird
0987499F5DE64DA... _____

Title: owner _____

Parcel No(s): R0189620, R0189619 _____

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): HEIPLE, GREGORY ALAN

Authorized Signature: *Gregory Alan Heiple*

Title: owner / President

Parcel No(s): R0023759

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): J FORD, LLC

Authorized Signature: DocuSigned by: Joseph Wislunick
2E731831E701424...

Title: Manager

Parcel No(s): R0175496

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): Jonathan M Hummel JAMM FAMILY LLC

Authorized Signature: 

Title: Founder / Owner

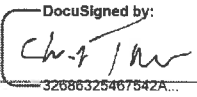
Parcel No(s): R0023755

I approve



THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): Lawyers Professional Building, LLC

Authorized Signature: 

Sole Member, American Investment Group LLC
Title: Chuck Thompson, Manager, American Investment Group LLC

Parcel No(s): R0023773

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

LOEFFLER & ASHFORD INVESTMENTS, LLC

OWNER(s): _____

Authorized Signature: DocuSigned by:
Brad Ashford
C85F00F44D234A0... _____

Title: Manager _____

Parcel No(s): R0024377, R0138673 _____

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

MAGNOLIA INVESTMENT PROP, LLC

OWNER(s): _____

Authorized Signature: *Jana Koff* *Sara Kaplan*

Title: member

Parcel No(s): R0024374

REVERSAL OF LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

City of Norman City Clerk:

Please accept the undersigned as a reversal of my protest of the formation of the Downtown Norman Business Improvement District (BID). As a property owner, I signed the original petition to support formation of the BID and later received correspondence requesting to reverse my support. I signed the reversal, but have since performed further research and decided to reinstate my original petition signing in support.

OWNER: Marshall, Rebecca Ruth-Trt-Trte

Authorized Signature:

Rebecca Ruth Marshall 8/18/2022

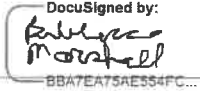
Title: Owner

Parcel No(s): R0024525, R0024519, R0024524

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

MARSHALL, REBECCA RUTH-TRT-TRTE

OWNER(s): _____

Authorized Signature:  _____
DocuSigned by:
Rebecca Marshall
BBA7EA75AESS4FC...

Title: owner _____

Parcel No(s): R0024525, R0024519, R0024524 _____

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): Korey McMahon Mark Krittenbrink

Authorized Signature: Korey McMahon Mark Krittenbrink

Title: Owners 119w Main MKon Main LLC

Parcel No(s): R0024356

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): Phyllis Holmes MURRAY - Rev Trust & Trustee

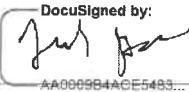
Authorized Signature: Phyllis Holmes Murray

Title: Owner - Trustee

Parcel No(s): # R0024477

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): N M R C-1, LLC AN OK LMTD CORP

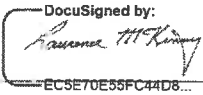
Authorized Signature: 

Title: Manager

Parcel No(s): R0024384

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): Norman Economic Development Coalition, Inc.

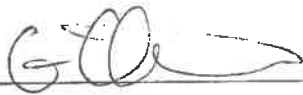
Authorized Signature:  _____
ECSE70E55FC44D8...

Title: President and CEO

Parcel No(s): R0024510

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): ONE HUNDRED TEN E TONHAWA LLC

Authorized Signature: 

Title: OWNER

Parcel No(s): R0023663

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): PARAMOUNT INVESTMENT MGMNT, LLC

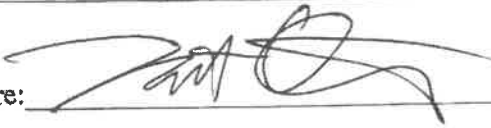
Authorized Signature: DocuSigned by:
Brent Swift
0543EFC58CDB477...

Title: Manager

Parcel No(s): R0023662

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): PEAK PROPERTY, LLC

Authorized Signature: 

Title: Manager

Parcel No(s): R0023800, R0023705, R0023706, R0023721, R0023722, R0023664

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): PINNACLE VIEW LLC _____

Authorized Signature: DocuSigned by:
James L. Adair
ZASCBDAPDE22476... _____

Title: owner _____

Parcel No(s): R0024470, R0024469, R0023703 _____

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): Q+A, LLC


Authorized Signature: [Handwritten Signature]

Title: Owner/Manager

Parcel No(s): R0023758

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): Aston Hudson Republic Bank

Authorized Signature: 

Title: EVP, Corporate Admin

Parcel No(s): R0024520; R0024527; R0024528

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): RIEGER LLC

Authorized Signature: DocuSigned by:
Sean Rieger
ED42EA564CA14DF...

Title: CEO/Manager

Parcel No(s): R0024350

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): SA Fire 315 E Gray St, LLC

Authorized Signature: 

Title: Manager

Parcel No(s): R0190748

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): SA Fire 315 E Gray, LLC

Authorized Signature: 

Title: Manager

Parcel No(s): R0190747

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): Security National Bank & Trust

Authorized Signature: DocuSigned by:
Rocky D. Williams
511448DE7529449

Title: Executive Vice President

Parcel No(s): R0023774; R0023767; R0023775; R0023823

R0023768; R0023772; R0023770

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): SHELTER INVESTMENTS, LLC

Authorized Signature: DocuSigned by:
James L. Adair
ZASCBDAFDE22476...

Title: owner

Parcel No(s): R0023924

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): Lydia Bare - Skeleton Key Investments

Authorized Signature: 

Title: Owner

Parcel No(s): 213 W Main

NCT 3AAAOT 72

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): TONHAWA RENTALS, LLC

Authorized Signature: DocuSigned by:
James L. Adair
ZASCBDAFDEZ2476...

Title: owner

Parcel No(s): R0023666

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): TWO TWENTY EAST MAIN, LLC _____

Authorized Signature: DocuSigned by:
James L. Adair
ZASCBDAFDEZ2476... _____

Title: owner _____

Parcel No(s): R0023779 _____

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): Wilson Company, LLC

Authorized Signature: 

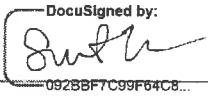
Title: Co-Owner

Parcel No(s): R0023937

R0023938

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): The Wilson Company, LLC (formerly Armstrong, S W Jr)

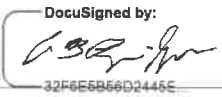
Authorized Signature: 

Title: Owner, The wilson Company

Parcel No(s): R0023937

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): WOLFFELK CORPORATION

Authorized Signature: 

Title: Secretary

Parcel No(s): R0023778

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): Z & A LTD PRTSHP

Authorized Signature: DocuSigned by:
James L. Adair
2A5GBDAFDE22476...

Title: owner

Parcel No(s): R0023782, R0023890

**BYLAWS OF DOWNTOWN NORMAN
BUSINESS IMPROVEMENT DISTRICT
ASSOCIATION**

The Downtown Norman Business Improvement District Association (the "Association") is incorporated as a not-for-profit corporation with the State of Oklahoma. The Association shall serve the community within the boundaries as shown in Attachment A, which is referred to sometimes as The "District."

ARTICLE I - GENERAL PROVISIONS

A. Name. The name of this corporation is Downtown Norman Business Improvement District Association.

B. Offices. The Association will have an office in furtherance of its purposes as agreed upon by the Board of Directors (the "Board") in Downtown Norman.

C. Purpose. The purposes for which Association, or Corporation is organized are to provide services and to make improvements to enhance the Downtown Norman Business Improvement District area (the "BID" or "District"), to establish a collective voice for the interests in and to develop maintenance, marketing, and management goals and implement programs for better community and commerce in the District.

D. Nonprofit Status. (1) The Corporation is a nonprofit corporation intended for organization under the IRS Code as a 501 (c) 6 organization. It shall be organized and operated exclusively for nonprofit purposes. No part of its net earnings shall inure to the benefit of any officer, director, or individual; nor, shall it ever declare or make any dividend distribution to an officer, director or individual. (2) No part of assets of District shall inure to benefit of or be distributable to any organization whose income or net earnings or any part thereof inure to benefit of any officer, director, or private shareholder of individual.

E. Reasonable Compensation for Services. Nothing shall prevent the payment of reasonable compensation or reimbursement for services rendered in connection with the effectuation of the District's purpose. The District may appoint a committee to determine the proper valuation of any compensation paid to any contractor, vendor, or employee.

F. Restrictions. The District shall not participate or intervene in any political campaign on behalf of any candidate for public office. The District will adhere to applicable provisions of the IRS code for an organization designated as a 501 (c) 6.

G. District Plan. The primary duty of the Association shall be to implement the District Plan for the Downtown Norman Business Improvement District (the "Plan").

ARTICLE II - BOARD OF DIRECTORS / MEETINGS

A. Board of Directors Duties and Powers. The Board of Directors shall have general supervision of the affairs of the Corporation throughout the year, fix the hour and place of meetings of the Board of Directors, determine the annual budget of the Association, and perform such other duties as are necessary to implement the Plan and as further specified in these Bylaws.

B. Number and Requirements. The number of members of the Board of Directors shall be established by the Board of Directors and shall be no less than three (3) and not more than eleven (13). It is contemplated that a majority of the Board members will be property owners within the District or their designee; provided however, the founding Directors may not be comprised of a majority of property owners. Within sixty (60) days of the approval of the Plan, the Board should make every effort to recruit additional Directors, especially property owners to serve on the Board. If the Board is unable to recruit or retain property owners in the District or their designees to serve on the Board, the Board shall continue to have the authority set forth herein. The Board composition may also consist of:

1. Representatives of not-for-profit organizations operating within the District;
2. Representatives of tenants located within the District;
3. Persons with specialized professional experience, such as attorneys, accountants, architects; and
4. Representatives of governmental entities as recommended by the City and County.

C. Term. The Directors' terms will be for a period of 3 years, except possibly the Director's initial term. Director's initial terms will be staggered by one, two, and three year periods to evenly distribute board members for renewal over the initial three years so that not all board members have terms expiring in the same year.

D. Regular Meetings of the Board of Directors. The Board of Directors will meet at least quarterly. Meetings of the Board shall comply with the Oklahoma Open Meetings Act. An Executive Committee consisting of the President, Vice President, Secretary, and Treasurer of the Corporation may hold interim meetings; provided however, the Executive Committee does not represent a quorum of the Board. The Executive Committee may make recommendations to the Board for consideration and action by the Board at a public meeting.

E. Special Meetings of the Board of Directors. Special Meetings of the Board of Directors may be called for any purpose as determined by the President, or by any three (3) Directors with written notice to all members of the Board stating the purpose and the place, day, and hour of such meeting no less than three (3) business days before the date of such meeting.

F. Quorum. A minimum of 50% of occupied positions of the Board of Directors is required to transact business at any meeting of the Board.

G. Board Action. Unless stated otherwise in these Bylaws for the Corporation, the enactment of any Board action shall require a simple majority vote, which is one (1) vote greater than half the votes cast of a quorum of the Board of Directors at a lawfully noticed meeting. Board action shall be recorded in the minutes of each meeting.

H. Rules of Order. The rules contained in Roberts Rules of Order shall govern all Association meetings, whether a regular or special meeting.

I. Vacancies. Any vacancy occurring in the Board of Directors may be filled by a qualified individual that is appointed and affirmed by majority vote of the Board. Board members replacing a vacated seat shall serve the remaining term of the seat.

J. Governance Committee. The Governance Committee shall recruit, vet, train, and present candidates to the Board for consideration as members of the Board. The Governance Committee shall also determine the policies for the operation of the Board and the Association. A board member shall chair the Governance Committee, other than the President, and non-board members may serve on this committee.

K. Removal from Office. A member of the Board of Directors may be recommended for removed from office by the Executive Committee for one or more of the reasons listed below and will be provided an opportunity for appeal before the full Board of Directors.

1. Absenteeism, gross violation of bylaws, gross failure to execute duties, or no longer meets the requirements of the position.

2. If a member of the Board of Directors is found guilty of a felony after elected, the Board may remove the member immediately.

ARTICLE III - OFFICERS

A. Officers. The Board of Directors as described shall nominate the following Officers from the Board of Directors and they shall be called the Executive Committee:

1. President
2. Vice President
3. Secretary
4. Treasurer

The same person may hold the offices of Secretary and Treasurer.

B. Election & Tenure. Officers shall be nominated and elected by the Board of Directors at the Annual Meeting. The Officers' terms will be for a period of two (2) years. No person shall serve more than two consecutive terms in the same officer position.

C. Duties.

1. **President:** The President shall be the principal executive officer of the Corporation and shall generally supervise the business and affairs of the Corporation. S/He shall preside over all Executive Committee meetings, the regularly scheduled meetings and shall be considered a non-voting voluntary member of all other standing and ad-hoc committees. The President may represent the Corporation at other meetings in the community as needed.

2. **Vice President:** The Vice President shall assist the President, when necessary, by attending committee or other community meetings on behalf of the Corporation. The Vice President performs the duties of the President in the event the President is unable to fulfill his/her responsibilities. The Vice President is responsible for always having a copy of the most up to date bylaws and any other Corporation policies and procedures at all meetings and to clarify questions about these documents if they arise. The Vice President may also be called upon to assist the other officers in their duties.

3. **Secretary:** The Secretary shall keep the minutes of all regularly scheduled meetings and Executive Committee meetings. The Secretary shall also be responsible for keeping accurate records of all Corporation business, including but not limited to all minutes, meeting notices, correspondence, copies of financial reports, copies of up-to-date bylaws, articles of incorporation paperwork, copies of all newsletters, and any other historical documents that pertain to the ongoing business of the Corporation. The Secretary will pass this information on to the next Secretary at the end of his/her term.

4. **Treasurer:** The Treasurer shall be responsible for all funds of the Corporation and receive and issue receipts for monies due and payable to the Corporation from any source and deposit all monies in the name of the Corporation in the financial institution selected by the Executive Committee. The Treasurer will prepare accurate and timely financial reports to be presented to all members at every regularly scheduled Board Meeting and Executive Committee meetings. The Treasurer is responsible for assuring all bank statement and other Corporation records are kept neatly filed and safe, for assuring all members are aware of the amount of the annual dues, is accountable for all expenditures of the Corporation and must keep good records, including receipts, to back up every transaction. Corporation checks shall require the signatures of two officers. The Board of Directors may authorize the Treasurer to execute specific financial transactions under special circumstances where time is of the essence or when two signatories are unavailable.

ARTICLE IV - COMMITTEES

A. The Board of Directors may establish and name committees. Such committees shall keep regular minutes of their proceedings and report the same to the Board of Directors when required.

B. The President, in consultation with the Executive Committee, may appoint the chair of each committee unless otherwise specified herein, which shall be a Board member. The chair may appoint committee members from within or outside of the Board or District.

C. The Board of Directors may allocate funds from the Corporation's approved budget for Committee work.

D. Committee Meetings shall consist of less than a quorum of Board members.

ARTICLE V - FINANCES AND EXPENDITURES

A. Budget Authorization. The Board of Directors shall prepare a budget annually for the upcoming fiscal year of January 1 - December 31 for approval.

B. Expenditures. The Board of Directors provides oversight, approval, and ratification for expenditures throughout the year according to policies set forth by the Board of Directors.

C. Treasurer Responsibility. The Treasurer is responsible for assuring all bank statements and other Corporation records are kept neatly filed and safe, for assuring the Board is aware of the amount of the funds, is accountable for all expenditures of the Corporation and must keep good records, including receipts, to back up every transaction. Corporation checks shall require the signatures of two officers. The Board of Directors may authorize the Treasurer to execute specific financial transactions when two signatories are unavailable.

D. Finance Committee. The Board should form a Finance Committee to be responsible for developing, monitoring, and updating the policies and procedures to ensure the financial health of the Association. The Treasurer shall serve as the chair of the Finance Committee. The Treasurer or designee should present financial reports at least quarterly to the Board.

E. Fiscal Year. The fiscal year for the Association shall be January 1st to December 31st of each year.

ARTICLE VI - LIABILITY

Except as otherwise provided by law, a member of the Board of Directors is not personally liable to the Association or any of the benefitted properties, as defined in the Plan, for performing the duties of a Board member of the Association. To the extent permitted by law, the Association assumes all liability to any person for all acts or omissions of a Director in the good faith performance of their duties as a Board member.

ARTICLE VII – CORPORATE RECORDS

The Association shall retain the minutes of all Board meetings in compliance with the applicable law. The Association shall also retain adequate and correct books and records of account, including accounts of its properties and business transactions, to include the collection of assessments and expenditure of funds along with quarterly financial statements. The Association shall retain the Articles of Incorporation and Bylaws along with any amendments thereto. Any property owner within the District shall be afforded reasonable access to inspect the corporate records of the Association.

ARTICLE VIII - AMENDMENTS

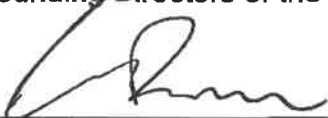
The Board of Directors may, by affirmative vote of two-thirds (2/3) of the Board of Directors repeal or amend the Bylaws or adopt new or additional Bylaws.

ARTICLE IX - DISSOLUTION OF THE DISTRICT

Should a simple majority of the Board of Directors choose to dissolve the Corporation, then any funds remaining will first be used to pay off Corporation responsibilities and bills. If funds remain at that point, the Corporation will divide the funds between local charities determined by the Board of Directors.

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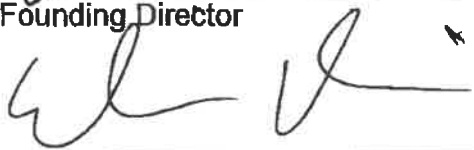
Approved effective and adopted this 3rd day of June 2022 by a majority vote of the founding Directors of the Association.



Founding Director



Founding Director



Founding Director, *Sec/Treas.*

Downtown Norman BID Association**Policy 22-1 - Cap on Annual Budget Increase**

The Board of Directors (the "Board") of the Downtown Norman BID Association (the "Association") hereby establish a cap or maximum percentage amount that the Association's budget may increase year over year. Each year, the Board is required to pass an annual budget to provide the services and improvements pursuant to the Association's BID Plan. The Board hereby establishes a maximum annual percentage increase to the budget based on the most recent year's Consumer Price Index ("CPI") plus up to an additional five percent (5%) added to the CPI; provided however, in no event, shall the Association's annual budget increase more than ten percent (10%) year over year. This policy shall continue for the term of the Plan unless otherwise modified by a unanimous vote of the Association's Board.

Adopted: July 7, 2022

| SUMMARY OF ANTI- BID PROPERTY OWNERS | | | | | |
|--------------------------------------|-----------|----------------|----------|----------|---|
| Percentage of Private Tax | BID TAX | Percent of BID | Acreage | ACCOUNT | OWNER |
| | 621.06 | 0.51% | 0.267627 | R0093456 | Goodman & Sons, LLC |
| | 469.26 | 0.31% | 0.162735 | R0023904 | Goodman & Sons, LLC |
| | 425.60 | 0.20% | 0.10294 | R0023887 | Goodman & Sons, LLC |
| | 365.51 | 0.16% | 0.0809 | R0024433 | Goodman & Sons, LLC |
| | 361.96 | 0.29% | 0.149536 | R0023880 | Goodman & Sons, LLC |
| | 345.07 | 0.16% | 0.085596 | R0023895 | Goodman & Sons, LLC |
| | 331.03 | 0.31% | 0.163614 | R0023907 | Goodman & Sons, LLC |
| | 325.30 | 0.15% | 0.078259 | R0023893 | Goodman & Sons, LLC |
| | 321.86 | 0.16% | 0.082208 | R0023892 | Goodman & Sons, LLC |
| | 320.77 | 0.15% | 0.078183 | R0023894 | Goodman & Sons, LLC |
| | 318.74 | 0.30% | 0.157728 | R0023905 | Goodman & Sons, LLC |
| | 315.06 | 0.15% | 0.075882 | R0023896 | Goodman & Sons, LLC |
| | 280.69 | 0.13% | 0.069764 | R0024361 | Goodman & Sons, LLC |
| | 248.15 | 0.23% | 0.121799 | R0023906 | Goodman & Sons, LLC |
| | 150.32 | 0.09% | 0.045279 | R0023910 | Goodman & Sons, LLC |
| | 125.96 | 0.05% | 0.027884 | R0023911 | Goodman & Sons, LLC |
| | 1,063.84 | 0.31% | 0.159562 | R0023912 | Goodman Holdings, LLC |
| | 890.53 | 0.61% | 0.31611 | R0093455 | Goodman Holdings, LLC |
| | 358.56 | 0.16% | 0.0843 | R0023916 | Goodman Holdings, LLC |
| | 353.60 | 0.16% | 0.082657 | R0023897 | Goodman Holdings, LLC |
| | 326.70 | 0.17% | 0.089884 | R0023909 | Goodman Holdings, LLC |
| | 321.53 | 0.15% | 0.077038 | R0023889 | Goodman Holdings, LLC |
| | 317.85 | 0.15% | 0.079817 | R0023898 | Goodman Holdings, LLC |
| | 225.97 | 0.17% | 0.08746 | R0023902 | Goodman Holdings, LLC |
| | 218.37 | 0.15% | 0.078025 | R0024435 | Goodman Holdings, LLC |
| | 206.94 | 0.15% | 0.076311 | R0023903 | Goodman Holdings, LLC |
| | 855.00 | 0.61% | 0.318664 | R0024013 | Goodman Investments, LLC |
| | 676.43 | 0.30% | 0.157212 | R0023923 | Goodman Investments, LLC |
| | 547.68 | 0.53% | 0.276286 | R0023878 | Goodman Investments, LLC |
| | 481.90 | 0.38% | 0.195782 | R0023879 | Goodman Investments, LLC |
| | 835.16 | 0.16% | 0.083879 | R0023886 | Goodman, Bradley K |
| | 598.45 | 0.46% | 0.241425 | R0023692 | Goodman, Bradley K |
| | 418.37 | 0.16% | 0.081265 | R0023715 | Goodman, Bradley K |
| 7.65% | 14,023.21 | 8.12% | 4.235611 | | TOTAL GOODMAN |
| | 1,083.52 | 0.61% | 0.320411 | R0024047 | North Porter Center, LLC |
| | 740.74 | 0.61% | 0.31958 | R0023881 | North Porter Center, LLC |
| | 694.35 | 0.31% | 0.160924 | R0024044 | North Porter Center, LLC |
| | 670.74 | 0.31% | 0.160086 | R0024046 | North Porter Center, LLC |
| | 556.28 | 0.46% | 0.24 | R0024042 | North Porter Center, LLC |
| | 370.86 | 0.31% | 0.16 | R0024043 | North Porter Center, LLC |
| | 370.86 | 0.31% | 0.16 | R0024245 | North Porter Center, LLC |
| | 370.86 | 0.31% | 0.16 | R0024048 | North Porter Center, LLC |
| | 370.86 | 0.31% | 0.16 | R0023882 | North Porter Center, LLC |
| 2.85% | 5,229.06 | 3.53% | 1.841001 | | TOTAL WOODS |
| | 3,292.65 | 0.96% | 0.503014 | R0024486 | Midtown Offices, LLC |
| | 1,122.16 | 1.07% | 0.557329 | R0024488 | Midtown Offices, LLC |
| | 1,108.42 | 0.44% | 0.22927 | R0024485 | Midtown Offices, LLC |
| | 300.13 | 0.47% | 0.244884 | R0024487 | Midtown Offices, LLC |
| | 414.75 | 0.33% | 0.171701 | R0024476 | Dowell, Richard Samuel III - Rev LIV TRT |
| 3.40% | 6,238.12 | 3.27% | 1.706198 | | TOTAL MIDTOWN OFFICES |
| | 281.10 | 0.13% | 0.085809 | R0023735 | Big Brothers Investments LLC |
| | 309.41 | 0.23% | 0.158269 | R0023820 | Big Brothers Investments LLC |
| | 1,256.35 | 0.31% | 0.162849 | R0024498 | Aldridge, Tom S & Marye Kate-Charitable & Educational Trust |
| | 371.00 | 0.16% | 0.08137 | R0024379 | Revenue, LLC Deren Flesher Edond |
| | 597.00 | 0.15% | 0.080197 | R0024380 | Revenue, LLC Deren Flesher Edond |

| | | | | |
|----------|-------|----------|----------|--|
| 1,919.00 | 1.24% | 0.647251 | R0023808 | Aaron Stiles (former NPS) |
| 1,506.00 | 0.56% | 0.291058 | R0024522 | Iman, Charlie Properties, LLC |
| 587.00 | 0.18% | 0.093315 | R0024523 | Iman, Charlie Properties, LLC |
| 1,456.00 | 0.47% | 0.247163 | R0024497 | KDL Enterprises, LLC Fulkerson & Fulkerson LAW OKC |
| 2,197.00 | 0.62% | 0.32458 | R0024359 | S E T Companies, LLC |
| 1,414.00 | 0.62% | 0.321536 | R0023985 | Plaza Inn, Inc Rudy Vrana OKC |
| 457.00 | 0.32% | 0.168354 | R0024468 | Hooper, Charles W |
| 272.00 | 0.18% | 0.093315 | R0024471 | Hooper, Charles W |
| 898.00 | 0.31% | 0.162469 | R0024508 | Hickson, Douglas & Sherrill - REV TRT |
| 592.00 | 0.31% | 0.160034 | R0024509 | Hickson, Douglas & Sherrill - REV TRT |
| 186.00 | 0.31% | 0.162588 | R0024024 | Comanche Center LLC terry garrett 329-7644 |
| 470.00 | 0.48% | 0.251069 | R0100690 | Comanche Center LLC |
| 186.00 | 0.31% | 0.161212 | R0023819 | Corr, Ed-Family LLC |
| 409.00 | 0.15% | 0.080253 | R0024432 | Corr, Ed-Family LLC |
| 134.00 | 0.24% | 0.127824 | R0023818 | Corr, Ed-Family LLC |
| 131.00 | 0.22% | 0.115703 | R0023817 | Corr, Ed-Family LLC |
| 1,176.00 | 0.76% | 0.396969 | R0023760 | Minnix, Ronald G-Liv TRT & TRTEE |
| 455.00 | 0.31% | 0.16195 | R0023810 | Woodard-Knott, Phyllis A |
| 206.00 | 0.15% | 0.078384 | R0023811 | Woodard-Knott, Phyllis A |
| 1,185.00 | 0.69% | 0.36 | R0024526 | 200 N University LLC |
| 427.00 | 0.31% | 0.163108 | R0024475 | Moore, Montgomery W & Janet L |
| 1,300.00 | 0.69% | 0.359477 | R0024368 | B I C Legal, PLLC |
| 503.88 | 0.31% | 0.1626 | R0023814 | Manchester, Donald Harvey |
| 795.24 | 0.31% | 0.164239 | R0024503 | Waters Electric Inc |
| 410.16 | 0.16% | 0.084193 | R0024501 | Astro Cardinal BB Team Inc |
| 401.62 | 0.15% | 0.076428 | R0024502 | L C Miller Properties, LLC |
| 970.00 | 1.13% | 0.592097 | R0023741 | ACS Enterprises, LLC (Steven Stice) sent form |
| 954.00 | 0.45% | 0.235119 | R0024063 | Dave's Health Mart Pharmacy Inc James Marr OKC |
| 417.00 | 0.16% | 0.082635 | R0023718 | KRAmerica, LLC Tracy Schuymacher |
| 314.00 | 0.20% | 0.103566 | R0023815 | Crawford Investment Group, LLC Gene Lavaspida Norman |
| 1,142.00 | 0.60% | 0.314981 | R0024031 | GSK, LLC 101 N Porter Pradham |
| 580.00 | 0.30% | 0.157776 | R0024529 | 415 West Gray, LLC Wadsack |
| 347.00 | 0.46% | 0.24036 | R0023883 | Million, Andrew T |
| 418.37 | 0.15% | 0.078114 | R0023915 | 314 E Main, LLC |
| 712.33 | 0.31% | 0.162201 | R0023913 | Remy, Dorella M - Rev TRT & TRTEE |
| 514.75 | 0.15% | 0.080352 | R0023716 | Pfenning, Kurt Booth |
| 327.00 | 0.44% | 0.231465 | R0023821 | Terrys Automotive, Inc |
| 285.00 | 0.14% | 0.074696 | R0023926 | Ingram, Tommy Craig |
| 201.00 | 0.23% | 0.121159 | R0023927 | Ingram, Tommy Craig |
| 136.00 | 0.22% | 0.116934 | R0023928 | Ingram, Tommy Craig |
| 284.00 | 0.16% | 0.08319 | R0023691 | Foreman, Lynn D - Rev TRT & TRTEE |
| 550.00 | 0.16% | 0.081229 | R0024357 | Martha C, LLC Don Armstrong Norman |
| 398.00 | 0.26% | 0.136565 | R0024473 | Polk, Donald H & Sally J - Rev TRT |
| 306.00 | 0.27% | 0.140448 | R0024474 | Polk, Donald H & Sally J - Rev TRT |
| 191.00 | 0.10% | 0.054162 | R0023931 | Moore, Eldora P - Life Estate |
| 786.00 | 0.31% | 0.163637 | R0024378 | Moore Studios, LLC |
| 380.00 | 0.16% | 0.082771 | R0023702 | Loeffelholz, Debra Deann |
| 458.00 | 0.16% | 0.08291 | R0023794 | Sheffield, Deborah |
| 237.00 | 0.13% | 0.065321 | R0128474 | McElvany, James & Linda |
| 342.00 | 0.13% | 0.069926 | R0128475 | McElvany, James L - Rev TRT-UND 1/2 Int of 1/3 Int |
| 1,036.00 | 0.36% | 0.187606 | R0024426 | McElvany, James & Linda |
| 591.00 | 0.16% | 0.080917 | R0023780 | 222 E Main, LLC |
| 134.00 | 0.13% | 0.069405 | R0023856 | Linze, Kaye M - Rev TRT |
| 499.00 | 0.15% | 0.079048 | R0024376 | Holmes, Alexander B |
| 389.00 | 0.31% | 0.159825 | R0023940 | Woodson, Rose A - Rev TRT |
| 678.00 | 0.93% | 0.48314 | R0023934 | Peterson, Catherine H |
| 213.00 | 0.16% | 0.085053 | R0023933 | Day, Donald L - Rev TRT |
| 248.00 | 0.20% | 0.102243 | R0024360 | Watley, Kevin D |
| 846.00 | 0.16% | 0.082629 | R0023714 | 104, LLC |
| 1,093.00 | 0.15% | 0.078217 | R0023713 | 4DN, LLC |
| 369.00 | 0.38% | 0.199126 | R0024472 | Gifford, Wanda Jo - LIV TRT |
| 883.00 | 0.39% | 0.204801 | R0023865 | Jerry's LLC John Wright Shawnee |
| 1,081.00 | 0.49% | 0.256069 | R0023866 | Jerry's LLC John Wright Shawnee |
| 68.00 | 0.10% | 0.054307 | R0023867 | Jerry's LLC John Wright Shawnee |

| | | | | | |
|--------|-----------|--------|-----------|----------|---|
| | 471.00 | 0.15% | 0.076978 | R0024429 | Gambone, Sandra M |
| | 369.00 | 0.16% | 0.082978 | R0024430 | Sweet Basil Thai Cuisine, LC |
| | 2,628.00 | 0.92% | 0.477813 | R0024354 | P W K H, LLC Crowe & Dunlevy OKC Philip W. Kyle Tulsa |
| 17.97% | 41,867.20 | 23.56% | 12.295335 | | TOTAL SMALLER PROPERTY OWNERS PROTESTING |

| | | | | | |
|--------|-----------|--------|-----------|--|---|
| 28.91% | 67,357.59 | 38.47% | 20.078145 | | TOTAL PROTESTS TO DATE (55 Property Owners) |
|--------|-----------|--------|-----------|--|---|

Not willing to sign bid petition

| | | | | | | |
|--------|-----------|--------|----------|----------|--|-------------------------------|
| | 1,274.00 | 0.27% | 0.23573 | R0023899 | Rutherford Oil Co Inc | |
| | 352.00 | 0.15% | 0.085402 | R0023919 | Traw, John M | |
| | 333.00 | 0.16% | 0.082746 | R0023920 | Traw, John M | |
| | 263.00 | 0.27% | 0.142819 | R0100691 | Traw, John M | |
| | 947.00 | 0.30% | 0.1586 | R0023922 | Wholesale Gasoline, Inc John Traw | |
| | 459.00 | 0.15% | 0.080365 | R0023809 | Pettigrew, Lewis & Phillips Holding Company, LLC | |
| | 379.00 | 0.29% | 0.150612 | R0023940 | Sopheva I, LLC (Lindsay Bailey) | |
| | 706.00 | 0.32% | 0.165385 | R0023914 | Welcher Flora | |
| | 531.00 | 0.30% | 0.15909 | R0024029 | D & J Land, LLC | |
| | 297.00 | 0.18% | 0.094749 | R0024030 | D & J Land, LLC | |
| | 579.00 | 0.31% | 0.160617 | R0150719 | D & J Land, LLC | |
| | 451.00 | 0.30% | 0.158493 | R0154498 | D & J Land, LLC | |
| | 99.00 | 0.16% | 0.081204 | R0154499 | D & J Land, LLC | |
| | 1,818.00 | 1.08% | 0.56377 | R0154496 | Newspaper Holding Inc | |
| | 510.00 | 0.47% | 0.243942 | R0023736 | Smith, Douglas J & Mary E | |
| | 933.00 | 0.98% | 0.511734 | R0024437 | LMD Leasing C, LLC (Mike Dillard) | |
| | 557.00 | 0.24% | 0.126328 | R0024369 | Millington, Seth F | |
| | 535.00 | 0.47% | 0.246516 | R0024373 | Millington, Seth F& Ellen L William millington 255-0940 | |
| | 654.00 | 0.24% | 0.125603 | R0024447 | Silver Cricket Investments, LLC Brad Worster | |
| | 1,237.00 | 0.31% | 0.163211 | R0024482 | Moving Mountains, LLC Judy Hatfield | |
| | 645.00 | 0.16% | 0.081248 | R0023796 | 217 E Main, LLC | |
| | 434.00 | 0.15% | 0.078367 | R0023797 | 219 E Main, LLC | |
| | 595.00 | 0.30% | 0.157195 | R0023998 | Rowland, Meredith & Jeff - Liv TRT | |
| | 592.00 | 0.29% | 0.15151 | R0024531 | Russell, Lisa G - Live TRT | |
| | 292.00 | 0.16% | 0.08279 | R0023921 | Alghojeh, Asghar & Twana S | |
| | 622.00 | 0.15% | 0.078217 | R0024530 | Blankenship, Craig & Tammy | Unclaimed |
| | 256.00 | 0.12% | 0.063468 | R0024028 | Davis, Tripp | Unclaimed |
| | 518.00 | 0.15% | 0.078581 | R0023781 | Dutcher Investment Properties, LLC William Dutcher OKC | |
| | 431.00 | 0.23% | 0.117575 | R0024499 | Hall, J Properties, LLC RICHARD HOUSKEEPER TULSA | |
| | 618.00 | 0.23% | 0.121619 | R0024500 | Hall, J Properties, LLC RICHARD HOUSKEEPER TULSA | |
| | 259.00 | 0.19% | 0.097393 | R0023755 | Jamm Family LLC JONATHAN HUMMELL NORMAN | |
| | 314.00 | 0.40% | 0.207832 | R0023860 | JB Commercial, LLC BRIAN McPherson Norman | |
| | 0.00 | 0.31% | 0.160672 | R0023884 | Johnson, Christopher D. | |
| | 294.00 | 0.27% | 0.139261 | R0105398 | Jumper, Michael D & Patrice a | |
| | 426.00 | 0.15% | 0.076459 | R0023719 | NIMI, LLC Rick McDaniel Tulsa | Unable to Forward |
| | 479.00 | 0.17% | 0.08846 | R0023720 | NIMI, LLC Rick McDaniel Tulsa | Unable to Forward Wrong Addre |
| | 361.00 | 0.07% | 0.034859 | R0023908 | Perry, Jeffrey Bryce | |
| | 302.00 | 0.21% | 0.111932 | R0138675 | Professional Towers, Inc Linda Wilkerson Noran | |
| | 121.00 | 0.16% | 0.08207 | R0023925 | S C B Companies, LLC Stanley A. Berry Norman | |
| | 1,057.00 | 0.31% | 0.163733 | R0024355 | Sooner Emerald Dreams LLC Kevin Pham & Joshua Camden Tulso Garret Law Gr | |
| | 410.00 | 0.29% | 0.153465 | R0023932 | Stace, LLC Kevin and Davis PLLC | |
| | 503.00 | 0.16% | 0.082922 | R0023798 | Tershev Commerical, LLC Chris Streets OKC Linda Anglin | |
| | 522.00 | 0.56% | 0.294165 | R0023693 | Two Twenty Inc Malachi Blankenship Tulsa R. michael Cantrell OKC | |
| | 751.00 | 0.48% | 0.252422 | R0023822 | Velie Enterprises, LLC Brian Velie Norman | |
| | 1,008.00 | 0.12% | 0.06136 | R0023665 | Young, Charles L III | |
| | 974.46 | 0.17% | 0.086661 | R0023784 | Main & Crawford, LLC | |
| | 455.77 | 0.16% | 0.08269 | R0023783 | Main & Crawford, LLC | |
| | 354.00 | 0.10% | 0.051021 | R0138674 | McCall, Kenneth Lee Jr | |
| | 732.00 | 0.15% | 0.079682 | R0023795 | Victorias-Norman, LLC | |
| | 321.00 | 0.16% | 0.081246 | R0023891 | Johnson, JRS, LLC | |
| 11.83% | 27,561.23 | 13.67% | 7.135791 | | TOTAL NOT SIGNING BID PACKET OR BID PROTEST (42 Property Owners) | |

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for Downtown Norman, I am owner of the following parcels within the proposed district:

| | | | |
|----------|--------------|----------|----------------|
| R0093456 | 126 W Gray | R0023905 | 316 E Gray |
| R0023904 | 318 E Gray | R0023896 | 321 E Main |
| R0023887 | 303 E Main | R0024361 | 132 W Gray |
| R0024433 | 217 W Main | R0023906 | 312 E Gray |
| R0023880 | 204 N Porter | R0023910 | 113 N Crawford |
| R0023895 | 319 E Main | R0023911 | 111 N Crawford |
| R0023907 | 308 E Gray | | |
| R0023893 | 315 E Main | | |
| R0023892 | 313 E Main | | |
| R0023894 | 317 E Main | | |

Goodman & Sons LLC

Date: 8-12-20

By Brad Goodman, member

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for Downtown Norman, I am owner of the following parcels within the proposed district:

| | | | |
|----------|----------------|----------|------------|
| R0023912 | 300 E Main | R0023884 | 307 E Main |
| R0043455 | 122 N Porter | R0023898 | 325 E Main |
| R0023916 | 316 E Main | R0023902 | 330 E Gray |
| R0023897 | 323 E Main | R0024435 | 230 W Gray |
| R0023909 | 117 N Crawford | R0023903 | 328 E Gray |

Goodman Holdings LLC

Date: Aug 8, 2022

By Brad Goodman, Manager

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for Downtown Norman, I am owner of the following parcels within the proposed district:

R0024013 225 S Porter
R0023923 114 S Porter
R0023878 321 E Gray
R0023879 202 N Porter

Goodman Investments LLC

Date: Aug 8, 2022

By Brad Goodman, Manager

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for Downtown Norman, I am owner of the following parcels within the proposed district:

R0023886 301 E. Main
R0023692 129 E Gray
R0023715 106 E Main

Bradley K Grochman

Date: 8-14-22

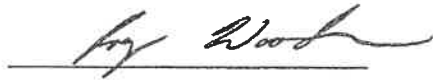
LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for Downtown Norman. I am owner of the following parcels:

- R0024047,
- R0023881,
- R0024044,
- R0024046,
- R0024042
- R0024043
- R0024045
- R0024048
- R0023882

NORTH PORTER Center, LLC,

by



Date: Aug 2, 2022

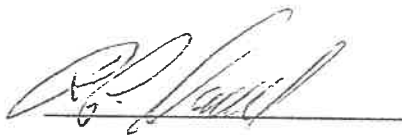
Roy Woods

L.L.R. MANAGER

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:

- R0024486
- R0024438
- R0024485
- R0024487
- R0024476



Date: 1354482

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for Downtown Norman, I am owner of the following parcels within the proposed district:

R0023820
216 E Tonhawa St

By Brothers Investments LLC

By Jony Shu

Date: 8-9-2022

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for Downtown
Norman, I am owner of the following parcels within the proposed district:

R0023735

102 East Eufaula St.

Big Brothers Enterprises LLC

Bryony Duh

Date: 8-9-2022

324 W. Main

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:

R0024498

Aldridge Teasdale, PLLC

NR

Date: 7-14-22

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:

R0024379 116 W. Main
R0024380 114 W. Main
R0023808 207 E. Gray

Print name: Aaron Stiles

Date: 8/15/22

Signature: 

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN
BUSINESS IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:

- ✖ R0024522 509 W. Main
- R0025534 450 Gray
- R0025532 433 Gray
- R0025531 437 Gray
- ✖ R0024523 432 Gray
- R0023107 555 W. Main

Charlie Zman Properties LLC

Print Name: Ali Ghaniabadi

Date: 8-12-2022

Signature: Ali Ghaniabadi

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:

R0024497

Sign 

Date: 7/21/22

Print Name
KYLE LAUNCHBAUGH

Map 19

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:

R0024359 127 W. Main

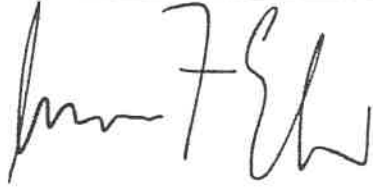
Sean Elia

8/12/22

Print name: _____

Date: _____

Signature: _____



LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:

R0023985 301 S. Porter

Rudy Vrana
Sign: Brandi Vrana Date: 8-11-22

Printed Name: Brandi Vrana
Rudy Vrana

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:

R0024468 303 W. Gray
R0024471 309 W. Gray

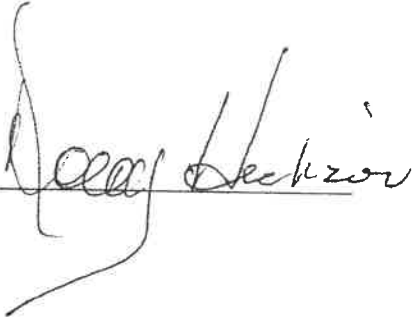
Print Name: RANDY HOOPER Date: 8-11-22

Signature: Randy Hooper

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:

R0024508 408 W. Main
R0024509 420 W. Main

Sign: 

Date: 8/10/2022

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:

R0024519
R0024524
R0024525

Rebecca R Marshall

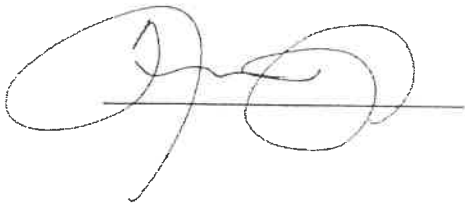
Date: 8/8/22

Rebecca Ruth Marshall, owner 401 W Main Blvd. Norman, Ok. 73072

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:

R0100690 421 E. Commanche
R0024024 429 E. Commanche

A handwritten signature in black ink, consisting of a large, stylized initial 'J' followed by several loops and a horizontal line extending to the right.

Date: 8/8/2022

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:

- R0023819 218 E. Tonhawa
- R0023818 222 E. Tonhawa
- R0023817 226 E. Tonhawa
- R0024432 215 W. Main

Susanne D. Cou
Ed Cou Family LLC

Date: August 5, 2022

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:

R0023760 222 E. Eufaula

James Knight

Date: 8/4/2022

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:

R0023811 223 E. Gray
R0023810 219-221 E. Gray

Phyllis Wardland

Date: 8-3-22

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:

R0024526

Clay Speer

Date: 7-22-22

Clay Speer, owner 200 N. University Blvd. Norman, Ok. 73072

For Norman
323 N. Norman

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:

R 0024475


Monty Moore

Farwest Insurance

Date: 7/18/2024

104 W Gray

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:

R0024368



Date: 18 Jul 22

Holly Iker
BIC Legal, PLLC

Margaret
231 E. Gray

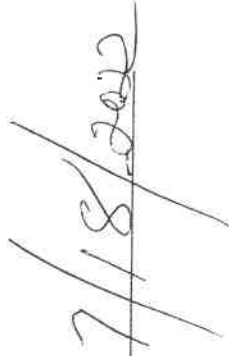
LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:

R0023814



Date:



Water
Elec
310 W. MAIN

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:

R0024503



Date: 7-14-2022

SHERMAN GRIFFIN

318 W. MAIN
BRIAN DOBSON CO.

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:

R0024501

A handwritten signature in black ink, appearing to read "Brian Dobson", written over a horizontal line. The signature is highly stylized and cursive.

Date: 7/14/2012

316 W. MAIN
MILLER EYE CARE

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:

ROV 24502

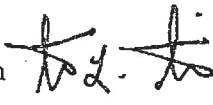
Justin M. Miller

Date: 7-14-2022

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:

R0023741

Sign 

Date: 7-25-22

Print Name Steven L. Stice_____

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:

R0024063 329 North Porter Ave



Date: 8/1/2022

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:

R0023718

Sign
Downtown: Tracy Schumacher

Date: 7/20/22

Print Name
RC
Tracy Schumacher
114 E. Main
Norman OK
73069

Print

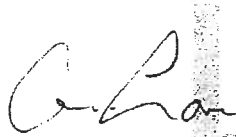
LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:

Parcel No. ~~P0169142~~

23815

I was just made aware of this BID in the last couple of weeks and have not had
adequate time to research the BID petition and how it will effect my property and
business. At first read through, it seems as though I will be incurring more expense for
no added services.

 Digitally signed by
Gene Lavastida, AIA
Contact Info:
gene@ldg-llc.com
Date: 2022.07.17
12:51:55-05'00' Date: _____

Gene Lavastida, AIA
President

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:

PC024031 101 N. Porter

Gaurav Kumar Pradhan Date: 08/11/2022

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:

R0024529

415 West GRAY LLC

By Charles W. Waback Date: 8/15/22
Print Name

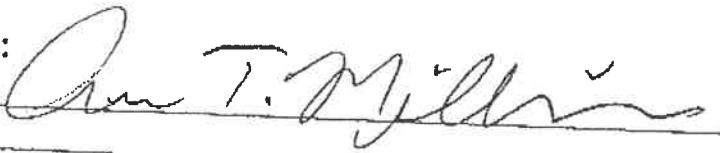
CHARLES WABACK, MEMBER
405 329 0035

LETTER OF PROTEST OF FORMATION OF
DOWNTOWN NORMAN BUSINESS IMPROVEMENT
DISTRICT

I am opposed to the formation of the Business
Improvement District for
Downtown Norman. I am owner of the following parcels:

R0023883 318 E. Tonhawa

Print name: Andrew Million Date: 15 Aug
22

Signature: 

CE11 405-708-8880

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for Downtown Norman, I am owner of the following parcels within the proposed district:

R0023915

Thomas C. Welch
314 E. Main St

Date: 1-15-22

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:

R0023913




Bruce K. Remy
306-308 E. Main

Date: July 15, 2022

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:

R0023716


Kurt Penning
108 E. Main
Norman, OK.
73069

Date: 7-15-22

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for Downtown Norman, I am owner of the following parcels within the proposed district:

210 E. Tonhawa St.
Account # R0023821

A Butts
Terry's Automotive, Inc

Date: 7/29/22


LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for Downtown Norman, I am owner of the following parcels within the proposed district:

315 E Comanche St. Acct # R0023928

319 E Comanche St. Acct # R0023927

321 E Comanche St Acct # R0023926



Tommy Craig Ingram

Date: 7-29-22

7

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS IMPROVEMENT DISTRICT

I am opposed to the formation of the
Business Improvement District for
Downtown Norman. I am owner of the
following parcels:

R00

Wendy Foreman 

Date: 07/28/2022

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:

R0024357



Don ARMSTRONG
Print Name MSA
OF MARTHA A LLC

Date: 8-14-22

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:

R0024474
R0024473

Donald H. Polk
Print Name

Date: 8-15-22

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:

R0023931

Danny Moore
Print Name

Date: 8/15/22

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for Downtown Norman. I am owner of the following parcels:

R0024378

118 W. MAIN ST.
AND

~~120 W MAIN ST.~~ R0154821 .642
discarded (MOONAC)

PAUL MOORE

Date: 8-16-22

Print Name

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for Downtown
Norman, I am owner of the following parcels within the proposed district:

R0023702 117 E Main St

Debra Deann Jaffey Date: 8-19-2022

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for Downtown
Norman, I am owner of the following parcels within the proposed district:

R0023794 213 E Main St

Deborah Sheffield

Date: 8-19-2022

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:

R0024426

201-207 W. Main

James McElvany
Print Name

Date: 8-15-2022

My Brother-in-law, Terry Smallwood, is a 50% owner
Do we get one vote per owner or one vote per property
He is also opposed to the Business Improvement District

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:

R0128474

R0128475

James McElvany
Print Name

Date: 8-15-2022

201-207 W. Main
Terry Smallwood
My Brother in law is a 50% owner. Do we get one vote
per owner or one vote per property? He is also oppose
to the Business improvement District.

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:

R0023780

Cindy Allen

Print Name

222 E Main LLC

Date: 8/19/22

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for Downtown Norman, I am owner of the following parcels within the proposed district:

Don's Motel Lock Shop, Inc
formerly 321 + 323 E DAWES
NOW 326 E ACRES R0023856

Kaye M Linze

Date: 08-09-22

KAYE M. LINZE REV. TRUST

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:

R0024376

Alexander Holmes

Print Name

Date: Aug. 17, 2022

R0023940

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:

R0023940

Rose Woodson Date: 8-18-22
Print Name

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:

R0023934

Catherine Petersen

Print Name

Date: 8/17/22

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:

R0023933



Donald L. Day
Print Name

Date: August 16, 2022

R0024360

KEVIN WATLEY
POST OFFICE BOX 922
NORMAN, OKLAHOMA 73070-0922

August 23, 2022

City of Norman
City Council Members
Office of the City Clerk
201 W. Gray Street
Norman, Oklahoma 73069

Re: Proposed formation of Downtown
Norman Business Improvement District.

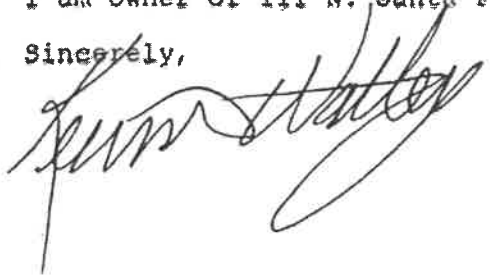
City and Honorable Council Members:

I have reviewed the proposed formation of the Downtown Business Improvement District.

I am opposed to formation of the Downtown Business Improvement District.

I am owner of 111 N. Santa Fe.

Sincerely,



KDW:

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:

R0023714

104, LLC

R Dale Nichols

Print Name

Date: 8-26-22

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:

R0023713

4DN, LLC

R DAK Nichols

Print Name

Date: 8/26/22

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:

R0024472

Yassandra Guthrie Trustee Date: 8-27-22
Print Name

Wanda Gifford Living Trust

LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:

R0023865
R0023866
R0023867

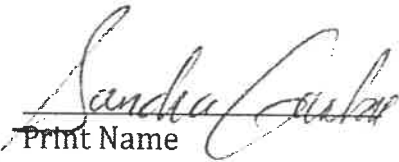
Made Shuman
Print Name

Date: 9/2/2022

I am opposed to the formation of the Business Improvement District for Downtown Norman. I am owner of the following parcels:

Item 19.

R0024430


Print Name

Date: 9-15-22

I am opposed to the formation of the Business Improvement District for Downtown Norman. I am owner of the following parcels:

Item 19.

R0024429

Sandra Timler
Print Name

Date: 9-15-22

**LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT**

**I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:**

R0024354



Print Name

Pete Wilson

Date:

9/19/22

I am opposed to the formation of the Business Improvement District for Downtown Norman. I am owner of the following parcels:

Item 19.

R0024429

Sandra Kimber
Print Name

Date: 9-15-22

FILED IN THE OFFICE
OF THE CITY CLERK
ON 9/23/22

I am opposed to the formation of the Business Improvement District for Downtown Norman. I am owner of the following parcels:

Item 19.

R0024430

Sandra Carter
Print Name


Date: 9-15-22

FILED IN THE OFFICE
OF THE CITY CLERK
ON 9/23/22

**LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT**

**I am opposed to the formation of the Business Improvement District for
Downtown Norman. I am owner of the following parcels:**

R0024354



Print Name
Pete Wilson

Date: 9/19/22

**-ILED IN THE OFFICE
OF THE CITY CLERK
ON 9/23/22**

BEFORE THE CITY COUNCIL OF NORMAN, OKLAHOMA

RE: RESOLUTION R-2223-28 REGARDING
PROPOSED ORDINANCE O-2223-13

OBJECTIONS TO CREATION OF DOWNTOWN NORMAN BUSINESS IMPROVEMENT DISTRICT PURSUANT TO 11 O.S. § 39-108(A) AND ASSESSMENT ROLL PURSUANT TO 11 O.S. § 39-111(A)

The undersigned, being the owners of record of parcels within the proposed Downtown Norman Business Improvement District (“**BID**”), do hereby object to the creation of the BID and the assessment roll in connection therewith (“**Assessment Roll**”) and submit the following objections regarding the same, pursuant to 11 O.S. § 39-108(A) and 11 O.S. § 39-111(A), respectively, to the City Council in and for the City of Norman, Oklahoma (“**City Council**”), for its review and consideration:

Objections Applicable to All Below Subcategories

- The creation of the BID and Assessment Roll are improper as the benefit conveyed to each owner of the Property subject to the BID (“**Property**”) is not equal to the amount of the assessment
- Title 11 O.S. § 39-101, *et seq.*, providing for the creation of the BID and Assessment Roll is unconstitutional as it is an impermissible special law in violation of Okla. Const. Art. V, § 46
- Title 11 O.S. § 39-101, *et seq.*, providing for the creation of the BID and Assessment Roll is unconstitutional as fails to provide adequate due process to the Property owners
- The City Council’s failure to provide Property owners with adequate information, despite numerous requests, including, but not limited to, an outstanding open records request, so that Property owners can make an informed decision as to whether to support or oppose the creation of the BID and the Assessment Roll is in violation of the Property owners’ due process rights
- The City Clerk in an for the City of Norman, Oklahoma, has failed to publish the statutorily required notice set forth in 11 O.S. § 39-107(C) in violation of the Property owners’ due process rights
- In violation of the Equal Protection Clause, Section 5.1(d) of the District Plan for Downtown Norman Business Improvement District in the City of Norman, Oklahoma (“**Plan**”) treats Property owners differently by levying different assessment amounts based on the location of their properties within the BID without providing a reasonable basis for so doing

FILED IN THE OFFICE
OF THE CITY CLERK
ON 9/23/22

- Article II of the Bylaws of Downtown Norman Improvement District Association fails to provide for how the Board of Directors is elected, much less how the initial Board of Directors was selected, which can lead to abuse and perpetual control of the BID by Directors who are not representative of the owners within the BID

11 O.S. § 39-108(A) Objections

Propriety and Advisability of Constructing the Improvements

- The improvements and services set forth in the Plan fail to confer any material, special benefit to the Property as required pursuant to 11 O.S. § 39-101, *et seq.*, in order to levy any such assessments
- The assessment is improper as the benefit, if any, conveyed to each Property owner is not equal to the amount of the assessment
- The boundaries and area of the BID, as set forth in Section 1.1 of the Plan, are arbitrary and not narrowly tailored to the Property owners that might benefit from enactment of the BID
- The division of the BID into separate areas, as set forth in Section 1.1 of the Plan, is arbitrary. No justification has been provided to the Property owners
- The Maintenance Program set forth in Section 3.1 of the Plan fails to provide services materially different from the services already provided by the City to the Property owners and, therefore, does not justify such assessments
- The Marketing Program set forth in Section 3.2 of the Plan and the Management Program set forth in Section 3.3 of the Plan are not authorized under 11 O.S. § 39-103.1(A) as they do not function to preserve, enhance or extend the value or usefulness of the BID Improvements set forth in Section 4.0 of the Plan

Estimated Cost of the Improvements

- Section 6.1 of the Plan, which sets forth the First Year Budget for the BID, does not itemize the specific improvements and services to be provided to the Property owners and, therefore, fails to provide Property owners adequate notice of how assessment funds are to be spent and what special benefits are to be conferred prior to the proposed passage of the Plan
- No notice has been provided to Property owners with respect to the total cost of the improvements over the term of the BID as Board of Directors in its sole discretion determines subsequent budgets and, in connection therewith, may increase the assessment levied

- Section 6 of the Plan fails to provide a permanent, irrevocable cap on the maximum percentage amount by which the Board of Directors can raise the annual budget. The Board of Directors has attempted to address this issue by adoption of Policy 22-1 in connection with the BID. However, Policy 22-1 is not permanent and irrevocable. It can be revoked or amended based on the unanimous vote of the Board of Directors, which, at any time, may include only three individuals who do not have to be representative of the Property owners. Because of this uncertainty, in addition those set forth above, the Property owners are unable to assess the ultimate cost of such an assessment

Manner of Paying for the Improvement

- Subsections 5.1(e) and 5.1(g) of the Plan, exempting residential-zoned and non-for-profit owned properties from assessment, is in clear violation of 11 O.S. § 39-103. For residential-zoned and non-for-profit owned properties, excluding property of any religious organization used primarily for religious purposes, to be exempt from such assessment, the governing body must determine that those properties are not benefited from the improvements. The City Council has made no such determination. Further, the City Council cannot reasonable make such determination when many, if not all, of the improvements and services, including, without limitation, the Maintenance Program set forth in Section 3.1 of the Plan, the Security Program set forth in Section 3.3 of the Plan, and the BID Improvements set forth in Section 4.0 of the Plan, would affect all properties within the BID.
- Section 5.4 of the Plan provides the Association, whose Board of Directors can be composed of a minority or even no Property owners, with an unrestrained right to incur debt on behalf of the Association for which the Property owners might, ultimately, be liable

Amount to be Assessed

- The amount to be assessed against the properties of the objecting Property owners herein is invalid because of the foregoing objections

11 O.S. § 39-111(A) Objections

The Proceedings

- The proceedings are in violation of the Due Process Clause as set forth above

The Assessment Roll

- No explanation has been provided showing differing schedules of when the services will be performed or the different types of services for the different zones of assessment, therefore the assessment roll is incomplete.

- The assessment roll does not include the amount for each formula of the assessment so it is incomplete and provides no way to determine the accuracy of the assessments.

Each Assessment Contained on the Assessment Roll

- Each assessment on the Assessment Roll is invalid because of the foregoing objections

The Amount of the Assessment Levied Against Each Tract or Parcel of Land

- The amount of the assessment levied against each tract or parcel of land is incorrect for the reasons set out above. The amount of the assessment on the Assessment Roll is incomplete because it does not contain the total estimated cost of the improvement that shall be assessed, providing the Property owners with insufficient notice

[Signature Pages Follow]

By its execution hereof, the undersigned submits the foregoing objections for consideration by the City Council 11 O.S. § 39-108(A) and 11 O.S. § 39-111(A).

OWNER(S): Richard Sydney Powell IV - Rev-Liv-Trust

Authorized Signature: R.S. Powell

Title: TRUSTEE

Parcel No(s): R0024476

By its execution hereof, the undersigned submits the foregoing objections for consideration by the City Council 11 O.S. § 39-108(A) and 11 O.S. § 39-111(A).

OWNER(S): MIDTOWN OFFICES, LLC

Authorized Signature: RS [Signature]

Title: PRES. DOWRII PROPERTIES INC, MANAGING MEMBER, MIDTOWN OFFICES LLC

Parcel No(s): R0024485

R0024486

R0024487

R0024488

BEFORE THE CITY COUNCIL OF NORMAN, OKLAHOMA

RE: RESOLUTION R-2223-28 REGARDING
PROPOSED ORDINANCE O-2223-13

OBJECTIONS TO CREATION OF DOWNTOWN NORMAN BUSINESS IMPROVEMENT DISTRICT PURSUANT TO 11 O.S. § 39-108(A) AND ASSESSMENT ROLL PURSUANT TO 11 O.S. § 39-111(A)

The undersigned, being the owners of record of parcels within the proposed Downtown Norman Business Improvement District (“**BID**”), do hereby object to the creation of the BID and the assessment roll in connection therewith (“**Assessment Roll**”) and submit the following objections regarding the same, pursuant to 11 O.S. § 39-108(A) and 11 O.S. § 39-111(A), respectively, to the City Council in and for the City of Norman, Oklahoma (“**City Council**”), for its review and consideration:

Objections Applicable to All Below Subcategories

- The creation of the BID and Assessment Roll are improper as the benefit conveyed to each owner of the Property subject to the BID (“**Property**”) is not equal to the amount of the assessment
- Title 11 O.S. § 39-101, *et seq.*, providing for the creation of the BID and Assessment Roll is unconstitutional as it is an impermissible special law in violation of Okla. Const. Art. V, § 46
- Title 11 O.S. § 39-101, *et seq.*, providing for the creation of the BID and Assessment Roll is unconstitutional as fails to provide adequate due process to the Property owners
- The City Council’s failure to provide Property owners with adequate information, despite numerous requests, including, but not limited to, an outstanding open records request, so that Property owners can make an informed decision as to whether to support or oppose the creation of the BID and the Assessment Roll is in violation of the Property owners’ due process rights
- The City Clerk in and for the City of Norman, Oklahoma, has failed to publish the statutorily required notice set forth in 11 O.S. § 39-107(C) in violation of the Property owners’ due process rights
- In violation of the Equal Protection Clause, Section 5.1(d) of the District Plan for Downtown Norman Business Improvement District in the City of Norman, Oklahoma (“**Plan**”) treats Property owners differently by levying different assessment amounts based on the location of their properties within the BID without providing a reasonable basis for so doing

**-FILED IN THE OFFICE
OF THE CITY CLERK
ON 9/23/23**

- Article II of the Bylaws of Downtown Norman Improvement District Association fails to provide for how the Board of Directors is elected, much less how the initial Board of Directors was selected, which can lead to abuse and perpetual control of the BID by Directors who are not representative of the owners within the BID

11 O.S. § 39-108(A) Objections

Propriety and Advisability of Constructing the Improvements

- The improvements and services set forth in the Plan fail to confer any material, special benefit to the Property as required pursuant to 11 O.S. § 39-101, *et seq.*, in order to levy any such assessments
- The assessment is improper as the benefit, if any, conveyed to each Property owner is not equal to the amount of the assessment
- The boundaries and area of the BID, as set forth in Section 1.1 of the Plan, are arbitrary and not narrowly tailored to the Property owners that might benefit from enactment of the BID
- The division of the BID into separate areas, as set forth in Section 1.1 of the Plan, is arbitrary. No justification has been provided to the Property owners
- The Maintenance Program set forth in Section 3.1 of the Plan fails to provide services materially different from the services already provided by the City to the Property owners and, therefore, does not justify such assessments
- The Marketing Program set forth in Section 3.2 of the Plan and the Management Program set forth in Section 3.3 of the Plan are not authorized under 11 O.S. § 39-103.1(A) as they do not function to preserve, enhance or extend the value or usefulness of the BID Improvements set forth in Section 4.0 of the Plan

Estimated Cost of the Improvements

- Section 6.1 of the Plan, which sets forth the First Year Budget for the BID, does not itemize the specific improvements and services to be provided to the Property owners and, therefore, fails to provide Property owners adequate notice of how assessment funds are to be spent and what special benefits are to be conferred prior to the proposed passage of the Plan
- No notice has been provided to Property owners with respect to the total cost of the improvements over the term of the BID as Board of Directors in its sole discretion determines subsequent budgets and, in connection therewith, may increase the assessment levied

- Section 6 of the Plan fails to provide a permanent, irrevocable cap on the maximum percentage amount by which the Board of Directors can raise the annual budget. The Board of Directors has attempted to address this issue by adoption of Policy 22-1 in connection with the BID. However, Policy 22-1 is not permanent and irrevocable. It can be revoked or amended based on the unanimous vote of the Board of Directors, which, at any time, may include only three individuals who do not have to be representative of the Property owners. Because of this uncertainty, in addition those set forth above, the Property owners are unable to assess the ultimate cost of such an assessment

Manner of Paying for the Improvement

- Subsections 5.1(e) and 5.1(g) of the Plan, exempting residential-zoned and non-for-profit owned properties from assessment, is in clear violation of 11 O.S. § 39-103. For residential-zoned and non-for-profit owned properties, excluding property of any religious organization used primarily for religious purposes, to be exempt from such assessment, the governing body must determine that those properties are not benefited from the improvements. The City Council has made no such determination. Further, the City Council cannot reasonably make such determination when many, if not all, of the improvements and services, including, without limitation, the Maintenance Program set forth in Section 3.1 of the Plan, the Security Program set forth in Section 3.3 of the Plan, and the BID Improvements set forth in Section 4.0 of the Plan, would affect all properties within the BID.
- Section 5.4 of the Plan provides the Association, whose Board of Directors can be composed of a minority or even no Property owners, with an unrestrained right to incur debt on behalf of the Association for which the Property owners might, ultimately, be liable

Amount to be Assessed

- The amount to be assessed against the properties of the objecting Property owners herein is invalid because of the foregoing objections

11 O.S. § 39-111(A) Objections

The Proceedings

- The proceedings are in violation of the Due Process Clause as set forth above

The Assessment Roll

- No explanation has been provided showing differing schedules of when the services will be performed or the different types of services for the different zones of assessment, therefore the assessment roll is incomplete.

- The assessment roll does not include the amount for each formula of the assessment so it is incomplete and provides no way to determine the accuracy of the assessments.

Each Assessment Contained on the Assessment Roll

- Each assessment on the Assessment Roll is invalid because of the foregoing objections

The Amount of the Assessment Levied Against Each Tract or Parcel of Land

- The amount of the assessment levied against each tract or parcel of land is incorrect for the reasons set out above. The amount of the assessment on the Assessment Roll is incomplete because it does not contain the total estimated cost of the improvement that shall be assessed, providing the Property owners with insufficient notice

[Signature Pages Follow]

By its execution hereof, the undersigned submits the foregoing objections for consideration by the City Council 11 O.S. § 39-108(A) and 11 O.S. § 39-111(A).

OWNER(S): Goodman & Sons LLC

Authorized Signature: Bradley Goodman

Title: Manager

Parcel No(s): R0093456, R0023904, R0023887,

R0024433, R0023880, R0023895, R0023907,

R0023893, R0023892, R0023894, R0023905,

R0023896, R0024361, R0023906, R0023910,

R0023911

By its execution hereof, the undersigned submits the foregoing objections for consideration by the City Council 11 O.S. § 39-108(A) and 11 O.S. § 39-111(A).

OWNER(S): Goodman Holdings LLC

Authorized Signature: Bradley Goodman

Title: Manager

Parcel No(s): R0023912, R0093455, R0023916,
R0023897, R0023909, R0023889, R0023898,
R0023902, R0024435, R0023903

By its execution hereof, the undersigned submits the foregoing objections for consideration by the City Council 11 O.S. § 39-108(A) and 11 O.S. § 39-111(A).

OWNER(S): Goodman Investments LLC

Authorized Signature: Bradley Goodman

Title: Manager

Parcel No(s): R0024013, R0023923,

R0023878, R0023879

By its execution hereof, the undersigned submits the foregoing objections for consideration by the City Council 11 O.S. § 39-108(A) and 11 O.S. § 39-111(A).

OWNER(S): Bradley K. Goodman

Authorized Signature: Bradley K. Goodman

Title: owner

Parcel No(s): R0023886, R0023692,

R0023715

BEFORE THE CITY COUNCIL OF NORMAN, OKLAHOMA

RE: RESOLUTION R-2223-28 REGARDING
PROPOSED ORDINANCE O-2223-13

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OF THE CITY CLERK
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[Signature Pages Follow]

By its execution hereof, the undersigned submits the foregoing objections for consideration by the City Council 11 O.S. § 39-108(A) and 11 O.S. § 39-111(A).

OWNER(S): Dorella M. Remy Rev. Trust

Authorized Signature:  _____

Title: Trustee (Bruce K. Remy)

Parcel No(s): R0023913



The UNIVERSITY of OKLAHOMA®
Office of the President

September 21, 2022

To Mayor Heikkila and Norman City Council:

At a Norman Chamber of Commerce board meeting earlier this year, I expressed my priority to improve and increase the partnerships and collaborations between The City of Norman, the Norman business community, and The University of Oklahoma. One such collaborative initiative that has piqued our interest is the Downtown Norman Business Improvement District. As the university prepares to embark on the athletic department's transition to the Southeastern Conference, the BID is an initiative we support. As a community, there is only one chance to make the best possible impression on visiting SEC fans as they make their initial trips to Norman. We want to make sure their first trip is certainly not their last and the proposed BID that seeks to enhance Historic Downtown Norman to be the best version of itself is a great step in that direction.

Beyond the benefits the BID will generate for the inflow of SEC fans, this initiative will usher Downtown Norman into a new era that will benefit our community all year round. A vibrant, more accessible downtown will boost our local economy and become a source of pride for all who call Norman home.

Benefits of the BID include:

- Enhancing the district's ability to visually serve as an iconic destination through increased beautification and cleanliness
- Providing a dedicated executive director to focus on achieving the district's fullest potential
- Refreshing, overhauling and/or designing the district's brand to appeal to the widest audiences

We believe in the many hours of work that have been put toward planning the Downtown Norman BID and are eager for its successful passage by the Norman City Council on September 27.

Warmest Regards,

Joseph Harroz, Jr.
President
The University Oklahoma

FILED IN THE OFFICE
OF THE CITY CLERK
ON 9-23-22



Dedicated to improving the quality of life of Norman residents through the creation and retention of jobs.

September 20th, 2022

Mayor and City Council,

Thank you all for your thoughtful consideration of the proposed Downtown Business Improvement District. Over the last year, a very engaged and well-meaning group of individuals have attempted to structure a state development tool to catalyze a more vibrant downtown that will benefit all of Norman, and Cleveland County too. A city's downtown is the most visible indicator of community pride. It is either an asset or a liability in the effort to recruit new residents, new businesses, tourists, and others to our community, as well as being a gathering place for those who already live here. Oklahoma City created a downtown BID years ago, and we are all very much aware of the progress they have achieved. Because our words matter, it is important to understand that this is a voluntary assessment by forward-thinking business leaders and not a "tax" by the "heavy hand of government", as some would have you believe. Although it carries similar legal characteristics, unlike a tax it has a set time limit, a set boundary, a limited purpose, and is budgeted, controlled, and spent by the private sector. In fact, the BID proposal was brought forth by the private sector, not the government. A vote against this BID is not a vote against the government; on the contrary, it is a vote against the private sector's use of the laws afforded us in our state constitution.

On May 25th of this year, I invited Vibrant Community Partners, a Pensacola, Florida firm, to visit Norman. The CEO, Quint Studer, wrote the bestselling book, *Building a Vibrant Community*. Three things he said that day resonated with me. First, on a scale of 1-10, he ranks our downtown a low 2. Second, one-way streets are designed to move traffic, and as long as we have a one-way thoroughfare on Main and Gray streets, shopping traffic will never slow down enough to stop and shop, and downtown Norman will never reach its full potential as a destination. Third, and finally, he said we must have someone working 24/7 on programming downtown to activate downtown engagement. To make our downtown the vibrant, beating heart of Norman, we must invest full-time to ensure there are things going on every weekend like events, activities, and entertainment while also ensuring it is clean and safe for all community citizens. It is important to preserve the historical character and authenticity of our downtown but equally important to facilitate new investment and redevelopment. If we fail now, it will look just the same 20 years into the future as it did 20 years ago.

From my perspective, having been in Norman for less than two years, the status quo is not desirable. Everyone recognizes Norman's "potential", but we've been doing that for years according to hundreds of leaders interviewed. When the BID Board visited NEDC, they said they could only hire a part-time individual to keep the budget small enough to get the most support. Although that proved these leaders want to be fiscally responsible, it simply isn't sufficient to have a part-time person when we require full-time change. NEDC has offered to pay the other half of whoever is hired, making them full-time and putting them on our payroll,

FILED IN THE OFFICE
OF THE CITY CLERK
ON 9-23-22



Dedicated to improving the quality of life of Norman residents through the creation and retention of jobs.

a proposal that has been well received not only by the NEDC Board but by members of the BID Formation Committee and BID Board applicants. This will allow the Downtown Norman BID Board to widen its search, recruiting the best and brightest to fully program the downtown environment. We feel strongly that the time is now for business and community leaders in Norman to change the “status quo is fine” narrative, realize our potential, and invest in the heartbeat of Norman. Approving the proposed BID today does not end our desire and willingness to make changes as we go.

One other thing Mr. Studer said is that it’s been documented through local polling nationwide that 21-24% of the population will be against change and will vote “no” on just about anything on the ballot. As he said, “if God himself wanted to put Heaven in downtown Norman, 23% would vote against it because it’s a gated community.” Although humorous, the truth is that likely leaves just 77% of Normanites open-minded to change and willing to learn when presented with more details and compelling information. In this specific instance, we have more than 51% that want to see progress. With our individual property assessment and our offer to pay half of a BID Executive Director’s salary, no entity – including the City and County – would pay more for this effort than NEDC.

The last thing I want to leave you with is that OU’s decision to enter the SEC is a multi-generational opportunity to realize potential and not just to keep talking about it. This move will generate significant national attention with hundreds of thousands of benefactors and boosters visiting our downtown, a very walkable five blocks from Campus Corner. And for those thinking Campus Corner is where the only impact will be felt, the distance from Campus Corner to the football stadium is the exact same distance as Campus Corner to downtown. Already, NEDC is fielding inquiries from developers in Atlanta, Athens, Boston, Dallas, Kansas City, Los Angeles, and Orlando. Using the words of Ben Franklin on the signing of a much more serious and potentially lethal document, “Thus I consent to this Constitution because I expect no better and because I am not sure that it is not the best. The opinions I have had of its errors I sacrifice to the public good...”

Government, education, and business leaders must unite intentionally and decisively for the public good if Norman is to become the community of choice we all desire.

Sincerely,

Lawrence McKinney, CEcd, CCE, IOM
President and CEO






Proposed Business Improvement District





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



0 300 Ft

-  Downtown BID Boundary
-  Downtown BID Parcels
-  Linear Frontage Area #1
-  Linear Frontage Area #2
-  Linear Frontage Area #3



| | |
|---|---|
|  | Signed BID Parcel Area (158 Parcels) = 38.10ac. |
|  | Total BID Parcel Area (328 Parcels) = 66.77ac. |
| | 57.06% |
| | Percent Signed Petition for BID = 37.88% |
| | Percent City/County Signed Parcels = 19.18% |

File Attachments for Item:

20. CONSIDERATION OF POSTPONEMENT OF RESOLUTION R-2223-36 UNTIL OCTOBER 11, 2022: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA CREATING A DISTRICT ENTITLED "DOWNTOWN NORMAN BUSINESS IMPROVEMENT DISTRICT" AND ADOPTING THE ASSESSMENT ROLL FOR SAID DISTRICT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/27/2022

REQUESTER: Downtown Norman BID Association

PRESENTER: Kathryn Walker, City Attorney

ITEM TITLE: **CONSIDERATION OF POSTPONEMENT OF RESOLUTION R-2223-36 UNTIL OCTOBER 11, 2022:** A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA CREATING A DISTRICT ENTITLED "DOWNTOWN NORMAN BUSINESS IMPROVEMENT DISTRICT" AND ADOPTING THE ASSESSMENT ROLL FOR SAID DISTRICT.

BACKGROUND:

The City is in receipt of a Petition in favor of the creation of Downtown Norman Business Improvement District ("BID"), as well as an Assessment Plat, Assessment Roll, and District Plan. BID's are allowed under the Improvement District Act (11 O.S. §39-101 et. seq.) as a means of providing funding for a variety of purposes, including landscaping, improvement of pedestrian malls, parking facilities, signs, benches, kiosks, pedestrian shelters, signs, trash receptacles, etc. Oklahoma law states that improvement districts may be created after a petition for such improvements containing signatures from the owners of record of more than one-half of the area liable to be assessed under the proposal is filed with the City Clerk. The City and the Norman Municipal Authority, as property owners liable for assessment in the proposed district, previously considered whether to sign the petition. This action was approved on August 23, 2022. The Petition now contains signatures from the owners of record of 56% of the area liable to be assessed under the proposal.

DISCUSSION:

There are several steps involved in establishing a business improvement district. First, the City must adopt a resolution acknowledging receipt of the Assessment Plat, determining the creation of the district is necessary, and instructing the City Clerk to give notice of a hearing on the district. Such notice must be given to each property owner at the address on file in the property records at Cleveland County. Council adopted Resolution R-2223-28 on September 13, 2022 setting a public hearing on the creation of the district and the initial assessment roll on September 27, 2022. Notice has been mailed and published in accordance with state law. Upon conclusion of the public hearing, the City Council will consider the adoption of Resolution R-2223-36, formally creating the Downtown BID. If Council adopts Resolution R-2223-36, Council will then consider adoption of an Ordinance containing the Assessment Roll (Ordinance O-2223-13) on Second and Final Reading. Ordinance O-2223-13 empowers the City to assess the properties according to the formula set forth in the BID petition. Property owners will have thirty (30) days to object to

the formulation of the district and/or the assessment to their particular property. If the district is created, public hearings related to each year's assessment roll will be held annually. The district may be terminated at any time after its creation, if no bonds or other financial obligations are outstanding, by a majority vote of City Council, or upon receipt of a petition to terminate the district signed by the owners of a majority in area of the tracts or parcels of the land within the district and a majority of the owners of record of property within the district.

RECOMMENDATION:

Staff forwards Resolution R-2223-36 for Council consideration after its public hearing on the creation of the Downtown Norman Business Improvement District.

**DISTRICT PLAN FOR
DOWNTOWN NORMAN
BUSINESS IMPROVEMENT DISTRICT
IN THE CITY OF NORMAN, OKLAHOMA**

**DISTRICT PLAN FOR
DOWNTOWN NORMAN
BUSINESS IMPROVEMENT DISTRICT
IN THE CITY OF NORMAN, OKLAHOMA**

The Downtown Norman BID Association (the “Association”) presents this Plan for the Downtown Norman Business Improvement District (the “Plan”) in the City of Norman, Oklahoma (the “City”) for the purpose to create a business improvement district (“BID”) pursuant to the Oklahoma Improvement District Act, Title 11, Oklahoma Statutes, Section 39-101, *et seq.* (“Act”).

WHEREFORE, the undersigned set forth this Plan, pursuant to the Act, in furtherance of the creation and establishment of the BID for the purposes of providing for the long-term maintenance, marketing, and management of the Downtown Norman BID as described herein;

WHEREFORE, the Benefited Properties, as defined in section 5.1, are those properties located within the BID that will receive services and improvements pursuant to the Plan as provided for in the Budget;

WHEREFORE, the description, boundaries, and area comprising the BID are those properties benefiting from the assessment, as well as the public streets, sidewalks, and other public spaces detailed in the Plan (the “District”);

WHEREFORE, the BID will be administered by the Association, which shall establish a governing body consistent with the requirements in the Plan and its Bylaws;

WHEREFORE, the annual assessments will be assessed against the Benefited Properties by the City pursuant to the specific formulas described herein and paid by the City to the Association as provided for in the Plan;

NOW THEREFORE, in furtherance of the purpose of the Plan, the Association will govern, manage, and operate the BID as further set forth herein:

1.0. District Description.

1.1. **Boundaries and Area.** The District shall be the area designated in this Plan to benefit by services and improvements with property owners within the District boundaries being subject to payment of special assessments for the costs of the services and improvements as set forth in this Plan. The District is generally located in Downtown Norman, Oklahoma. The District is divided into three designated service area levels for which services and improvements will be provided based. The District consists of properties located along Main Street from Park Avenue on the west to Porter Avenue on the east (the “Main Area”). The District also includes properties located along Gray Street from the parcels with an address of 429 on the north and 432 on the south sides of West Gray as the western boundary to the parcels with an address of 415 on the north and 418 on the south sides of West Gray as the eastern boundary (“Gray Area”). The District also includes properties located along James Garner Avenue, from Tonhawa Street on the north to Symmes Street on the west side of James Garner, and the alley between Eufaula Street and Symmes Street on the east side of James Garner as the southern boundary (the “James Garner Area”). Finally, the District will include

cross streets located within the District to include the north and south streets of Porter, University, Webster, Santa Fe, Peters, and Crawford; and the east to west streets of Tonhawa, Comanche, Eufaula, and Main Street between Porter Avenue and Ponca Avenue (the “Cross Streets Area”). Certain properties located within the District may be exempted from assessment as discussed in the Plan. The Main Area, Gray Area, James Garner Area, and Cross Streets Area are collectively referred to as the District, the Areas, and / or the Boundaries. A map of the entire District is attached as Exhibit “1.”

2.0. **District Profile.** The District is in the Downtown section of Norman, Oklahoma. The District is generally comprised of four major commercial roadways: Main Street, Gray Street, Porter Avenue, and James Garner Avenue. Downtown Norman is one of Norman’s largest commercial districts with tens of thousands of square feet of office and retail space. The District is also home to many local small businesses and numerous arts and cultural venues. The District is home to more than ten thousand jobs, and is visited by more than 500,000 tourists each year. Historically, Downtown was Norman’s premier commercial, retail, civic and entertainment center, comprised of office buildings, the Sooner Theatre, and a retail/entertainment corridor, including more than 40 local bars and restaurants. The District contains approximately three hundred properties, which are a variegated mix of old, rehabilitated, and new construction; historic and modern architecture; taxpayers, tenements, loft/warehouses and office/residential towers; and vacant development sites. Uses are also wide-ranging: ground-floor retail, above-street-level commercial and office, government offices and public sector tenants, residential uses generally above the ground floor, with a scattering of religious, educational, and cultural uses throughout. New development is yielding a true mix of uses, with new residential and retail space currently in construction, and academic, cultural, and commercial uses in the planning phase. The District is located within the City’s Ward 4 council district and within Cleveland County District 1.

2.1. **Present Zoning / Uses of District Property.** The District contains primarily commercial zoning with mid-to-high-density commercial districts allowing a range of office, retail, residential and community facility uses; the western portion of the District, generally west of the railroad tracks, is zoned Center City Form Based Code, a special zone used to promote higher density in a vibrant, inviting and walkable environment, with mixes of commercial, restaurant, retail and residential uses. Portions of the District are also affected by the Porter Corridor Overlay District, adopted in 2010 to provide a buffer between commercial and residential uses to protect land use types while encouraging redevelopment.

2.2. **Not-for-Profit, Institutions, and Public Uses.** Within the District boundaries, arts and cultural uses can be found, such as MAINSITE Contemporary Art and Sooner Theatre. The District includes the municipal complex of the City of Norman and Cleveland County governmental offices. The District also includes various religious and not-for-profit organizations.

2.3. **Transportation / Parking.** The District is well served by a comprehensive public transportation network. Bus lines are available to connect Downtown with the rest of the City, and the Depot has Amtrak service that runs from Oklahoma City to the Dallas-Fort Worth metroplex. The District is also served by on-street angled parking along Main Street, Gray Street, James Garner Avenue, and Porter Avenue. The District includes two existing public parking lots on Gray Street and numerous private-owned parking lots.

3.0. **BID Services.** The Association intends to provide a program of services and improvement for the betterment of the property owners in the District for the assessments paid to the Association (the “Program”). The services to be provided pursuant to this Plan (the “Services”) shall include the services budgeted for and required for the management, maintenance, and marketing of the District. The purpose of the Services will be for the enjoyment, protection, and general welfare of the public; the promotion and enhancement of the District; and to meet the needs identified by members of the District. The Services shall not take the place of, but shall supplement the Base Services provided by the City and assumed by the Association. The Services shall be performed under the direction of the Association. The level of Services will vary by District Area based on the annual budget adopted by the Board of Directors of the Association.

3.1. **Maintenance Program.** The Maintenance Program is intended to primarily include street, sidewalk, and vegetation Maintenance. The Maintenance Program may include, but shall not be limited to, the sweeping and cleaning of sidewalks, curbs and gutters; emptying of pedestrian trash receptacles, cleaning of street furniture, maintenance of street trees, plantings, and tree pits; and snow removal, as may be budgeted for. Special attention will be paid to problems of over-flowing trash receptacles, general sanitation problems, and general appearance of the District, which may negatively impact the desire to have a vibrant shopping and destination area in downtown Norman. These Maintenance Program services may include such equipment and supplies that are required to deliver the Services. The Program may include other maintenance services necessary to achieve a clean and inviting environment.

3.2. **Marketing Program.** The Marketing Program will include marketing, promotion, and advertising, including digital marketing and advertising, for the District, including joint advertising, special events, festivals, and publications (such as business directories, maps, etc.). The purpose of the Marketing Program is to increase business and visitor activity for all retailers, restaurants, arts, and other businesses within the District and the overall promotion of the District. Holiday and seasonal decorations may include the installation of ornaments and/or lighting in the District during holidays and for other special events. The Marketing Program services will be provided by either the Association’s staff or independent contractors as further described in the Management Program.

3.3. **Management Program.** The Management Program will consist of three primary purposes. The first purpose is Economic Development initiatives and activities, which may include the operating of business attraction and retention programs, a storefront improvement program, creating heritage tourism links, and hiring a professional to manage the Association. The second purpose is the administration of the District on behalf of the Association. The administration of the District shall be by salaried staff or independent contractors, which may include an Executive Director, Community Liaison, clerical and bookkeeper support, other special staff and/or consultants that the Association may, from time to time, deem necessary. The Executive Director will oversee the Association’s compliance with the Plan for the benefit of the District property owners. The Executive Director will serve as spokesperson for the Downtown property owners and tenants as authorized by the Association’s Board of Directors and with permission of the individual owner and / or tenant. Administrative expenses may include office rental, utility services, equipment, supplies and insurance, mailings to owners and tenants, and newsletters. Legal and accounting services will be contracted on an as-needed basis. When possible, in-kind services will be used. Finally, the Management Program may include a Security Program, which may consist of unarmed patrol of the District, creation of a

Neighborhood Watch and/or safety education programs. A licensed and bonded security company could also work in conjunction with the Norman Police Department and Cleveland County Sheriff’s Office to provide services during weekends, special events, holidays, and as otherwise provided for by the Association’s budget.

3.4. **Additional Services.** Subject to any approvals and controls that may be required by the Board of Directors of the Association, the District may provide such additional services as are permitted by law.

3.5. **Implementation.** It is anticipated that the Association will commence Services during the first year of the Plan. The level of Services for the Maintenance, Management, and Marketing Programs may vary by District Area and as budgeted on an annual basis by the Association’s Board of Directors.

3.6. **General Provisions.** All Services funded by the assessments on property owners within the District shall be in addition to (and not in substitution for) any required and customary municipal services provided by the City. All Services need not be performed in every year of the Plan. The staff and/or contractors of the Association may render such administrative services as are needed to support performance of the Services. In the event that, the sources of funding as hereinafter described do not, in the aggregate, provide the revenues equal to or exceeding the Association’s Total Annual Budget Amount for such year of the Plan, the Association may forego providing one or more of the Services in order to have revenues sufficient to pay any debt service required in the Budget and / or to ensure a reasonable carry-over to continue the orderly administration of the BID.

4.0. **BID Improvements.** The Improvements proposed in the BID would be in the public space within the District. These Improvements may include amenities to identify, enhance and beautify the District, including but not limited to: (a) sidewalk plantings, tree, shrubs and flowers in tubs, at grade or above ground level; (b) sidewalk signage, logos, banners, medallions and/or plaques identifying the District; and (c) street, sidewalk, public art, and other public space amenities to improve tourism, appearance, and pedestrian circulation and safety. Improvements may also include, but are not limited to:

- a. Trash receptacles
- b. Lighting
- c. Signage / identification markers
- d. Key building identification
- e. Banners and/or medallions
- f. Technology features such as charging stations, Wi-fi, etc.
- g. Benches and/or street furniture
- h. Information boards and kiosks

4.1. **Implementation.** Improvements may be implemented on an as-needed basis and as provided for by the Association’s Budget. Improvements may be made at specific locations within the District to ensure that Services being provided to property owners can be provided across the District areas.

4.2. **General Provisions.** Improvements funded by Assessments shall be in addition to, and not in substitution for, the required and customary municipal improvements provided by the City on a citywide basis. The staff and/or subcontractors of the Association may render such administrative services as are needed to support installation of the Improvements.

5.0. **Proposed Sources of Funding.** The proposed sources of funding for all Services and Improvements to further the purpose of the BID, shall be the sources of funding described in section 5 of the Plan. Subject to requirements of the law, the Association may apply all monies derived from the sources of funding permitted herein to fund any expenditure permitted under this Plan.

5.1. **Assessments.** By virtue of this Plan, the City will levy, collect, and then disburse to the Association, the property owner assessments with respect to the properties located within the District. The assessment to provide the Services and Improvements shall benefit all properties within the District (the “Benefited Properties”). The specific Services or Improvements to be provided may vary by the defined areas within the District. The Benefited Properties are identified by the District Map, and are listed in the attached Exhibit “2.”

The assessments, as described herein below, shall be defined as “Assessments.”

5.1(a) **Assessments, General.** To support the Budget necessary to provide the Services and Improvements in the District as herein described, all real property in the District shall be assessed in approximate proportion to the benefit the property which receives the Services and Improvements. Each property shall be assessed an amount, that when totaled together with amounts for other properties in the District, shall yield an amount sufficient to meet the District’s annual budget as determined by the Association. The amounts, exclusive of debt service, assessed and levied each year against the Benefited Properties as Assessments, may not exceed 30% of the total annual budgeted amount as determined by the Association to provide the Services and Improvements intended to benefit the District. The assessment formula shall generally include a taxable value component, an acreage component, and a linear frontage footage component (collectively, the “Assessment Formula”).

5.1(b). **Assessments, Taxable Value.** All Benefitted Properties within the District shall be assessed based on the taxable value of the property as determined by the Cleveland County Assessor. The taxable value assessment rate shall be eight percent of one percent of taxable value for each individual property’s taxable value as determined for each year of the Plan. For example, if the taxable value of a property is \$100,000, then this value would be multiplied by .0008 to determine the amount of the assessment (e.g., \$120 for each \$100,000 in taxable value).

5.1(c). **Assessments, Acreage Basis.** All Benefitted Properties within the District shall be assessed based on the acreage of the property as determined by the Cleveland County Assessor. The acreage assessment shall be \$1,100 for every acre of land and on a pro rata basis for any partial acre.

5.1(d). **Assessments, Linear Front Footage.** A linear front footage (“LFF”) assessment shall apply to Benefitted Properties in the Main Area, Gray Area, James Garner Area, and Porter Area. The linear front footage assessment shall consist of three areas.

LFF Area # 1 – The Main Area shall include those properties with frontage along Main Street. The rate to be assessed for frontage along Main Street shall be \$7.50 per linear foot.

LFF Area # 2 – The Gray Area and James Garner Area shall each respectively be in area # 2 once the anticipated two-way roadway conversions of the Gray Street, intersection and roadway improvements on James Garner, and related streetscape improvements are substantially completed by the City. Once these public improvements are determined by the City to be substantially complete, the Gray Area properties or the James Garner Area properties will be assessed at a rate of \$5.00 per linear foot along either Gray Street or James Garner Avenue. Until the improvements are substantially completed, the Gray Area and James Garner Area properties will be assessed as area #3.

LFF Area # 3 – The Cross Street Area shall include those properties with frontage along Porter, Crawford, Peters, Santa Fe, Webster, University, Tonhawa, Comanche, and Eufaula. The rate to be assessed for frontage along any of these cross streets shall be \$2.50 per linear foot per street. The Gray Area and James Garner Area properties will be assessed at the LFF Area # 3 rate until the public roadway improvements are substantially completed.

5.1(e). **Residential Property Assessment.** Properties zoned single family residential or devoted in whole to single family residential uses shall be exempted from any assessment in the District. Any mixed use and / or multi-family residential properties shall be assessed based on the area within the BID that the property is located.

5.1(f). **Government Property.** All government owned property devoted entirely to public use shall be subject to assessment as set forth herein. LFF Assessments for each parcel owned by a government entity will be imposed as set forth in Section 5.1(d) herein. Taxable value for government parcels will be determined utilizing the average taxable value in the District per acre multiplied by the acreage of each government owned parcel. The taxable value assessment rate shall be the same as set forth in Section 5.1(b) herein. Government owned properties devoted in whole or in part to commercial or for-profit uses shall be assessed based on the District area in which the property is located. Taxable value for government owned parcels being used for commercial purposes shall be the greater of the average taxable value in the District per acre multiplied by the acreage of each government owned parcel; or the taxable value of the personal property located on the government owned parcel being used for commercial purposes.

5.1(g). **Not-for-profit Property; Utilities.** A not-for-profit shall be defined as an entity recognized as a 501(c)(3) by the Internal Revenue Service, a church, religious organization, or as otherwise determined by the Cleveland County Assessor. Not-for-profit owned property or a utility owned property devoted primarily to not-for-profit use or utility use shall be exempt from District assessment. They may, however, choose to make voluntary annual contributions to the BID’s Budget. Not-for-profit owned properties devoted in whole or in large part to commercial or for-profit uses shall be assessed based on the District area in which the property is located. Taxable value for not-for-profit owned parcels being used for commercial purposes shall be the greater of the average taxable

value in the District per acre multiplied by the acreage of the not-for-profit owned parcel(s); or the taxable value of the personal property located on the not-for-profit owned parcel(s) being used for commercial purposes.

5.2. **Source of Funding: Agreement with City.** The Association anticipates entering into an agreement with the City that would provide funding for the Association to provide the base level of maintenance currently provided by the City within the District. Funding for these services will be provided for in such agreement with the City, and not from Assessments.

5.3. **Source of Funding: Grants and Donations.** The Association may accept grants and donations from private institutions, the City, other public and private entities and individuals, and other not-for-profit organizations. To the extent grants and donations are for designated purposes, those funds may not be utilized towards satisfying the operating budget for the District.

5.4. **Source of Funding: Borrowing.** The Association may borrow money from a private lending institution, the City, other public and private entities or individuals, and other not-for-profit organizations for the purpose of funding operations or Improvements, so long as such borrowing is allowed by law and the Bylaws of the Association. Further, the Association may borrow funds subject to the following: (a) the use of monies received by the Association from the City or from any other public entity, whether in the form of a grant or as proceeds from a loan, shall be subject to: (i) all statutory requirements applicable to the expenditure and use of such monies, and (ii) any requirements imposed by the City or by any other public entity, as the case may be; and (b) any loans which the Association may enter into as borrower shall be subject to terms and conditions of this Plan.

5.5. **Source of Funding: Charges for User Rights.** The Association may, in accordance with the terms and conditions of this Plan, impose a charge as consideration for the approval of events within the District and for the sub-granting or sub-licensing of user rights as herein defined.

5.6. **Source of Funding: Other.** The Association may derive revenues from any other sources of funding not heretofore mentioned and which are permitted by law. Any other sources of funding not specifically resulting from assessments do not have to be included in the revenues for the Budget.

5.7. **Assignment of Funding.** The Association may assign these revenues for the purpose of securing loans which the Association may enter as allowed by the Plan, provided such assignments are subject to the terms and conditions of this Plan.

6.0. **Annual Budget and Annual Expenditures.** The Association will establish an annual budget for Services, to include the Maintenance Program, Marketing Program, and Management Program, and for any Improvements, for the BID District. The Association's annual expenditures will not exceed the budgeted amount plus any reserve (or carry-over) funds. Each year the Association will establish an annual budget and annual expenditures for Services and Improvements for the Benefited Properties within the District.

6.1. **First Year Budget.** It is estimated that the Association's first year budget of proposed expenditures for Services and Improvements for the Benefited Properties in the BID District will be as follows:

6.1(a). **For Services:**

| | |
|--------------------------|-----------|
| i. Maintenance Program: | \$100,000 |
| ii. Marketing Program: | \$ 40,000 |
| iii. Management Program: | \$ 62,600 |

6.1(b). **For Improvements:** \$ 25,000

6.1(c). **City Administration Fee:** \$ 5,690

TOTAL FIRST YEAR BUDGET \$233,290

6.2. **Subsequent Budgets.** The Association shall establish for each year of the Plan a proposed budget of expenditures. Such proposed budget shall: (i) reasonably itemize the purposes for which monies are proposed to be expended by the Association; (ii) specify the amount, if any, proposed to be expended by the Association for debt service; and (iii) set forth the total amount to be expended (the "Total Annual Budget Amount"). A proposed budget for any year of the Plan shall be referred to as a "Budget." The Budget should be approved by the Association in ample time to allow for the calculations necessary for the Assessment Formula and for the Association and City to levy the assessments against the Benefited Properties.

6.3. **Assessments for Budget Needs.** To raise the funds necessary on an annual basis for the Budget, the Association may proportionally increase or decrease the Taxable Value portion of the Assessment Formula, the Acreage portion of the Assessment Formula, and the Linear Front Footage portion of the Assessment Formula, with each portion bearing approximately thirty-three percent (33%) of the burden or benefit to fund the budgetary needs of the Association in any specific year; provided however, that no single component will exceed forty percent (40%) of the Assessment Formula and no single component will account for less than thirty percent (30%) of the Assessment Formula.

6.4. **General Provisions.** The Association shall make no expenditure of monies other than in accordance with and pursuant to: (a) a Budget approved by the Directors of the Association; and (b) the provisions in this Plan. The Association may carry over funds from one year of the Plan to the next and said carry over funds may be expended in subsequent years. To the extent the Association does not collect the revenues budgeted, the Association may reduce the Services and Improvements to be provided to the Benefited Properties, as necessary, to ensure adequate funding is available for the Association.

7.0. **District Management Association.** The Association established for the BID shall be incorporated under the State of Oklahoma Not-for-Profit Corporation Law. The Association shall be organized for the purpose of executing the responsibilities and duties set forth in this Plan, and as required by applicable law. Furthermore, the Association shall carry out the activities prescribed in the Plan and shall promote and support the District. Additionally, the Association shall be organized exclusively for purposes as specified in Section 501(c) of the Internal Revenue Code. The Board of Directors (the “Board”) and classes of voting membership and any non-voting membership will be described in the Association’s Bylaws. The Board and voting classes may be composed of:

- (i) Owners, or representatives of owners, of real property located in the District;
- (ii) Representatives of not-for-profit organizations operating within the District;
- (iii) Representatives of tenants located within the District;
- (iv) Persons with specialized professional experience, such as attorneys, accountants, architects; and
- (v) Public representatives as recommended by the City and County.

The rules and regulations proposed for governing operation of District and the provision of Services and Improvements by the Association are set forth in the Plan and as further described in the Bylaws of the Association.

8.0. **City Grant; Association Authority.**

8.1. **City Grant.** The City hereby grants permitting and licensing rights to the Association for the permitting of commercial or non-commercial activities or other private uses of the streets, street closure permissions, sidewalks, or other public parts of the District in which the City has any real property interest (the “User Rights”) within the District. Such User Rights are not intended to replace any City requirements or permit processes set forth in the Norman Municipal Code, as may be amended from time to time. The City hereby specifically agrees that no permit, license or grant of User Rights for any commercial or non-commercial activities or other private uses of streets, closure of public streets, sidewalks, or other public areas within the District shall be approved by the City without the prior authorization being granted by the Association.

8.2. **Association Authority.** The Association shall have the authority to approve or deny any license or permit for any commercial or non-commercial activities or other private uses of the streets, the closure of public streets, sidewalks, or other public parts of the District in which the City has any real property interest.

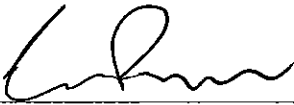
8.3. **General, Powers.** The Association is hereby empowered to establish non-discriminatory policies and procedures for interested parties to apply to the Association for a license / permit for User Rights of public spaces located within the District. The Association may assess a reasonable charge upon applicants for such grant of permit or licensing rights. The Association may also impose reasonable requirements upon any applicant for the granting of any permit or license for activities within the District.

9.0. **Association, Duties.** The Association shall have the duty to provide the Services and Improvements in the Plan for the term of the Plan. The Association shall also have the duty to deliver the Services and Improvements in the Plan to the Benefited Properties within the bounds of the Budget of the BID District. The Association may also enter into any sub-contracts necessary to provide the Services and / or the Improvements.

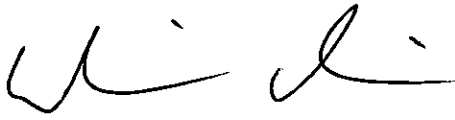
10.0. **City, Assessment Duties.** Pursuant to the terms, conditions and requirements of the Plan, the City shall levy, collect and disburse to the Association, the Assessments against the Benefited Properties. The disbursements shall be made in accordance with general procedures for the payment of other City expenditures. The City may assess an administrative fee against the BID of no more than 2.5% of the collected assessment revenue. Should the City elect to assess a fee, the City will notify the Association in writing no less than sixty days before the commencement of each fiscal year.

11.0. **Term.** The commencement date of the BID is January 1, 2023, and shall continue thereafter for ten (10) years.

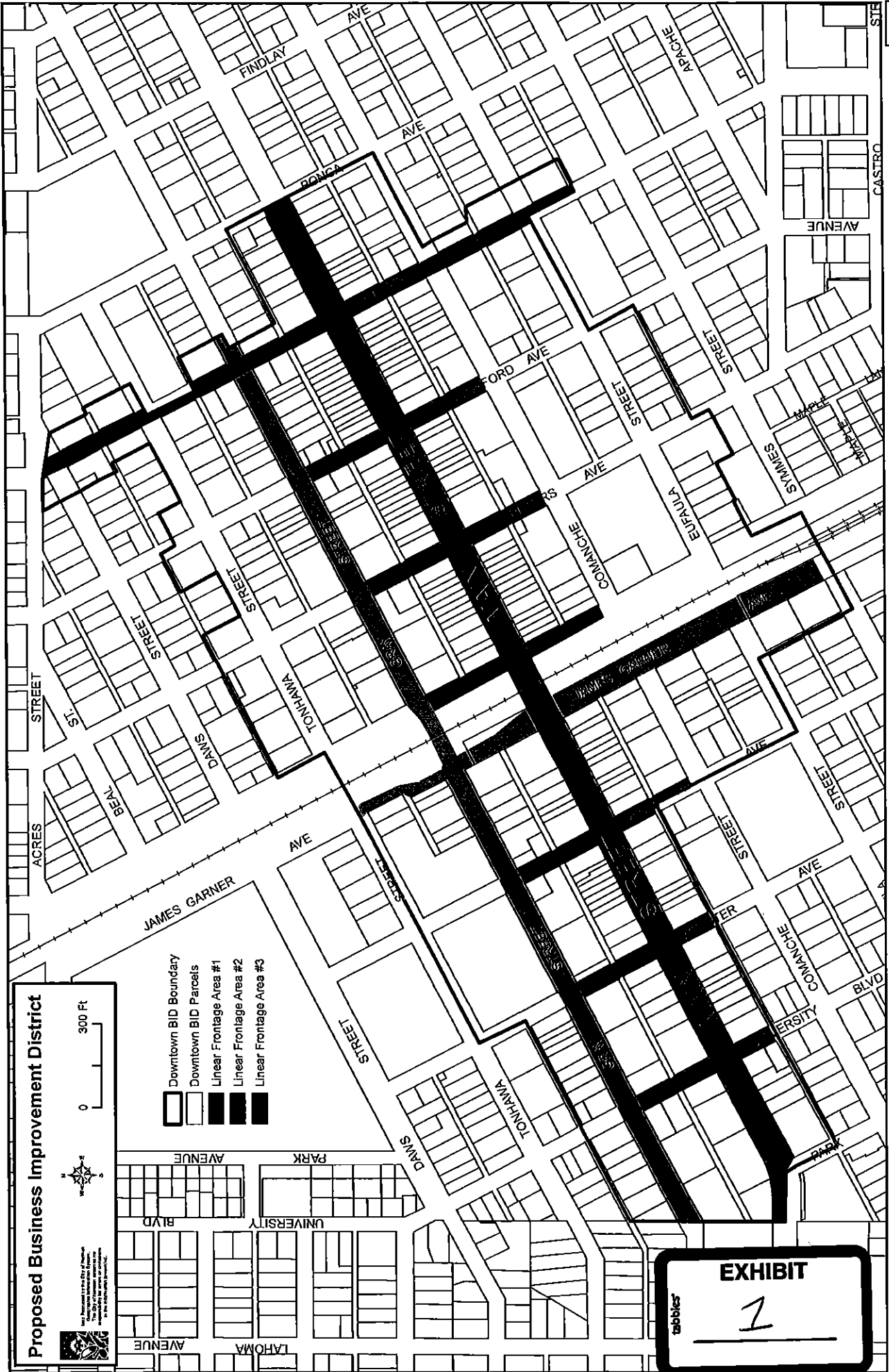
This District Plan for Downtown Norman Business Improvement District in the City of Norman, Oklahoma is hereby approved this 3rd day of June, 2022, by a majority vote of the Board of Directors of the Association.



President / Chair of the Association



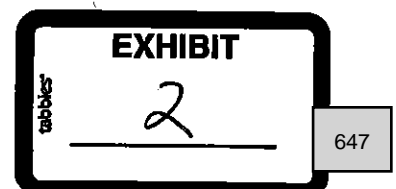
Secretary of the Association



tabbles
EXHIBIT
 1

Properties within proposed Business Improvement District

| <u>User Account #</u> | <u>Owner Name</u> |
|-----------------------|---|
| R0037774 | 102 WEST EUFAULA, LLC |
| R0037773 | 102 WEST EUFAULA, LLC |
| R0023714 | 104, LLC |
| R0023813 | 111 NORTH PETERS, LTD PARTNERSHIP |
| R0023812 | 111 NORTH PETERS, LTD PARTNERSHIP |
| R0023677 | 115 E GRAY LLC |
| R0023694 | 120 E TONHAWA, LLC |
| R0023704 | 121 E MAIN STREET, LLC |
| R0023699 | 1958, LLC |
| R0023700 | 1958, LLC |
| R0024526 | 200 N UNIVERSITY LLC |
| R0023793 | 211 DOWNTOWN, LLC |
| R0023796 | 217 E MAIN, LLC |
| R0023797 | 219 E MAIN, LLC |
| R0023780 | 222 E MAIN, LLC |
| R0024436 | 226 W GRAY, LLC |
| R0024483 | 300 WEST, LLC |
| R0191087 | 301 E GRAY PARTNERS, LLC |
| R0191088 | 301 E GRAY PARTNERS, LLC |
| R0023930 | 303 E COMANCHE, LLC |
| R0023929 | 303 E COMANCHE, LLC |
| R0104309 | 303 S PETERS, LLC |
| R0023915 | 314 E MAIN, LLC |
| R0024529 | 415 WEST GRAY, LLC |
| R0024530 | 415 WEST GRAY, LLC |
| R0023713 | 4DN, LLC |
| R0024382 | A M G RESTAURANTS, INC |
| R0024383 | A M G RESTAURANTS, INC |
| R0023808 | AARON STILES (former NPS) |
| R0023888 | ABT-7 REAL ESTATE, LLC |
| R0023741 | ACS ENTERPRISES, LLC |
| R0024375 | ADAIR, JAMES L |
| R0138698 | ADAIR, JAMES L |
| R0024358 | ADAIR, JAMES L |
| R0023790 | ADAIR, JAMES L |
| R0024507 | ADAIR, JAMES R |
| R0024505 | ADAIR, JAMES R |
| R0024506 | ADAIR, JAMES R |
| R0024498 | ALDRIDGE, TOM S & MARYE KATE-CHARITABLE & EDUCATIONAL TRUST |



| | |
|---------------------|--|
| R0023921 | ALGHOJEH, ASGHAR & TWANA S |
| R0024056 | -----ARCHDIOCESE OF OKLA CITY (EXCLUDED - Not for Profit) |
| R0023937 | ARMSTRONG, S W JR (New Ownership: Wilson Company, LLC) |
| R0023938 | ARMSTRONG, S W JR |
| R0023769 | ARVEST BANK |
| R0023771 | ARVEST BANK |
| R0024501 | ASTRO CARDINAL BB TEAM LLC |
| R0024368 | B I C LEGAL, PLLC |
| R0024381 | BARRY OWNS & RENTS, LLC (New Ownership: 112 W. Main, LLC) |
| R0023735 | BIG BROTHERS ENTERPRISES, LLC |
| R0023820 | BIG BROTHERS INVESTMENTS LLC |
| R0023733 | BOARD OF COUNTY COMMISSIONERS |
| R0023739 | BOARD OF COUNTY COMMISSIONERS |
| R0023738 | BOARD OF COUNTY COMMISSIONERS |
| R0023737 | BOARD OF COUNTY COMMISSIONERS |
| R0024370 | BOARD OF COUNTY COMMISSIONERS OF CLEVELAND COUNTY |
| R0023726 | C L L C, LLC |
| R0023725 | C L L C, LLC |
| R0023724 | C L L C, LLC |
| R0188520 | C L L C, LLC |
| R0023712 | CALONKEY, ROBERT & SUSAN-REV TRT-TRTEES -1/2 INT |
| R0023698 | CALONKEY, ROBERT & SUSAN-REV TRT-TRTEES -1/2 INT |
| R0023701 | CALONKEY, ROBERT & SUSAN-REV TRT-TRTEES -1/2 INT |
| R0024448 | CITY OF NORMAN |
| R0023936 | CITY OF NORMAN |
| R0023807 | CITY OF NORMAN |
| R0023806 | CITY OF NORMAN |
| R0023300 | CITY OF NORMAN |
| R0023697 | CITY OF NORMAN |
| R0024034 | CITY OF NORMAN |
| R0024035 | CITY OF NORMAN |
| R0024032 | CITY OF NORMAN |
| R0023803 | CITY OF NORMAN |
| R0024038 | CITY OF NORMAN |
| R0023804 | CITY OF NORMAN |
| R0023802 | CITY OF NORMAN |
| R0024036 | CITY OF NORMAN |
| R0023757 | CITY OF NORMAN |
| R0024037 | CITY OF NORMAN |
| R0023805 | CITY OF NORMAN |
| R0023857 | CITY OF NORMAN |
| R0023740 | CLEVELAND CO HOME LN AUTHORITY |
| R0023734 | CLEVELAND COUNTY |

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| R0023788 | CLEVELAND COUNTY |
| R0024385 | CLEVELAND COUNTY HEALTH DEPARTMENT |
| R0024390 | CLEVELAND COUNTY HEALTH DEPARTMENT |
| R0024397 | CLEVELAND COUNTY HEALTH DEPARTMENT |
| R0024396 | CLEVELAND COUNTY HEALTH DEPARTMENT |
| R0024386 | CLEVELAND COUNTY HEALTH DEPARTMENT |
| R0024387 | CLEVELAND COUNTY HEALTH DEPARTMENT |
| R0024388 | CLEVELAND COUNTY HEALTH DEPARTMENT |
| R0024389 | CLEVELAND COUNTY HEALTH DEPARTMENT |
| R0023728 | CLEVELAND COUNTY HOME LOAN |
| R0023729 | CLEVELAND COUNTY HOME LOAN |
| R0094839 | CLEVELAND COUNTY HOME LOAN |
| R0023732 | CLEVELAND COUNTY HOME LOAN |
| R0023727 | CLEVELAND COUNTY HOME LOAN |
| R0023678 | CLEVELAND COUNTY PUBLIC FACILITIES AUTHORITY |
| R0023678 | CLEVELAND COUNTY PUBLIC FACILITIES AUTHORITY |
| R0023695 | CLINTON, GARY A |
| R0023696 | CLINTON, GARY A |
| R0100690 | COMANCHE CENTER, LLC |
| R0024024 | COMANCHE CENTER, LLC |
| R0024521 | COPELIN, EDWARD C |
| R0024394 | COPELIN, EDWARD C & LINDA K |
| R0024371 | COPELIN, EDWARD C & LINDA K |
| R0024395 | COPELIN, EDWARD C-REV TRT-TRTEE |
| R0023819 | CORR, ED FAMILY LLC |
| R0023818 | CORR, ED FAMILY LLC |
| R0023817 | CORR, ED FAMILY LLC |
| R0024432 | CORR, ED-FAMILY LLC |
| R0023827 | -----COUNCIL FOR DEVELOPMENTAL (Excluded - Not for Profit) |
| R0023815 | CRAWFORD INVESTMENT GROUP, LLC |
| R0150719 | D & J LAND, LLC |
| R0024029 | D & J LAND, LLC |
| R0154498 | D & J LAND, LLC |
| R0024030 | D & J LAND, LLC |
| R0154499 | D & J LAND, LLC |
| R0024063 | DAVE'S HEALTH MART PHARMACY INC |
| R0024028 | DAVIS, TRIPP |
| R0023933 | DAY, DONALD L-REV TRT |
| R0024476 | DOWELL, RICHARD SAMUEL III-REV LIV TRT |
| R0024393 | DOYLES ELECTRIC INC |
| R0023801 | DUNMAN PROPERTIES, LLC |
| R0154495 | DUNMAN PROPERTIES, LLC |
| R0023799 | DUNMAN PROPERTIES, LLC |

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| R0023781 | DUTCHER INVESTMENT PROPERTIES, LLC |
| R0023675 | EAST GRAY RENTALS |
| R0023708 | FIRST FIDELITY BANK, NA |
| R0023711 | FIRST FIDELITY BANK, NA |
| R0023710 | FIRST FIDELITY BANK, NA |
| R0023707 | FIRST FIDELITY BANK, NA |
| R0023709 | FIRST FIDELITY BANK, NA |
| R0023691 | FOREMAN, LYNN D-REV TRT & TRTEE |
| R0024489 | G S J M, LLC |
| R0024484 | G S J M, LLC |
| R0024429 | GAMBONE, SANDRA M |
| R0189620 | GBDENTAL HOLDINGS, LLC |
| R0189619 | GBDENTAL HOLDINGS, LLC |
| R0024472 | GIFFORD, WANDA JO-LIV TRT |
| R0024014 | GOODMAIN, INC (All Goodmain, Inc. Properties - New ownership: EDO, LLC) |
| R0024022 | GOODMAIN, INC |
| R0024020 | GOODMAIN, INC |
| R0024019 | GOODMAIN, INC |
| R0024023 | GOODMAIN, INC |
| R0024018 | GOODMAIN, INC |
| R0024021 | GOODMAIN, INC |
| R0024016 | GOODMAIN, INC |
| R0024017 | GOODMAIN, INC |
| R0093456 | GOODMAN & SONS, LLC |
| R0023904 | GOODMAN & SONS, LLC |
| R0023887 | GOODMAN & SONS, LLC |
| R0024433 | GOODMAN & SONS, LLC |
| R0023880 | GOODMAN & SONS, LLC |
| R0023895 | GOODMAN & SONS, LLC |
| R0023907 | GOODMAN & SONS, LLC |
| R0023893 | GOODMAN & SONS, LLC |
| R0023892 | GOODMAN & SONS, LLC |
| R0023894 | GOODMAN & SONS, LLC |
| R0023905 | GOODMAN & SONS, LLC |
| R0023896 | GOODMAN & SONS, LLC |
| R0024361 | GOODMAN & SONS, LLC |
| R0023906 | GOODMAN & SONS, LLC |
| R0023910 | GOODMAN & SONS, LLC |
| R0023911 | GOODMAN & SONS, LLC |
| R0023912 | GOODMAN HOLDINGS, LLC |
| R0093455 | GOODMAN HOLDINGS, LLC |
| R0023916 | GOODMAN HOLDINGS, LLC |
| R0023897 | GOODMAN HOLDINGS, LLC |

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| R0023909 | GOODMAN HOLDINGS, LLC |
| R0023889 | GOODMAN HOLDINGS, LLC |
| R0023898 | GOODMAN HOLDINGS, LLC |
| R0023902 | GOODMAN HOLDINGS, LLC |
| R0024435 | GOODMAN HOLDINGS, LLC |
| R0023903 | GOODMAN HOLDINGS, LLC |
| R0024013 | GOODMAN INVESTMENTS, LLC |
| R0023923 | GOODMAN INVESTMENTS, LLC |
| R0023878 | GOODMAN INVESTMENTS, LLC |
| R0023879 | GOODMAN INVESTMENTS, LLC |
| R0023886 | GOODMAN, BRADLEY K |
| R0023692 | GOODMAN, BRADLEY K |
| R0023715 | GOODMAN, BRADLEY K |
| R0024031 | GSK, LLC |
| R0024500 | HALL, J PROPERTIES, LLC |
| R0024499 | HALL, J PROPERTIES, LLC |
| R0023759 | HEIPLE, GREGORY ALAN |
| R0024508 | HICKSON, DOUGLAS & SHERRILL-REV TRT |
| R0024509 | HICKSON, DOUGLAS & SHERRILL-REV TRT |
| R0023942 | HILAND DAIRY (not in BID Boundary) |
| R0023939 | HILAND DAIRY (not in BID Boundary) |
| R0024376 | HOLMES, ALEXANDER B |
| R0024468 | HOOPER, CHARLES W |
| R0024471 | HOOPER, CHARLES W |
| R0024522 | IMAN, CHARLIE PROPERTIES, LLC |
| R0024523 | IMAN, CHARLIE PROPERTIES, LLC |
| R0023927 | INGRAM, TOMMY CRAIG |
| R0023928 | INGRAM, TOMMY CRAIG |
| R0023926 | INGRAM, TOMMY CRAIG |
| R0175496 | J FORD, LLC |
| R0023755 | JAMM FAMILY LLC |
| R0023860 | JB COMMERCIAL, LLC |
| R0023866 | JERRY'S LLC |
| R0023865 | JERRY'S LLC |
| R0023867 | JERRY'S LLC |
| R0023884 | JOHNSON, CHRISTOPHER D (excluded: Single Family) |
| R0023891 | JOHNSON-JRS, LLC |
| R0105398 | JUMPER, MICHAEL D & PATRICE A |
| R0024497 | KDL ENTERPRISES, LLC |
| R0023718 | KRAMERICA, LLC |
| R0024502 | L C MILLER PROPERTIES, LLC |
| R0023773 | LAWYERS PROFESSIONAL BUILDING, LLC |
| R0023856 | LINZE, KAYE M-REV TRT |

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| R0024437 | LMD LEASING C, LLC |
| R0023702 | LOEFFELHOLZ, DEBRA DEANN |
| R0024377 | LOEFFLER & ASHFORD INVESTMENTS, LLC |
| R0138673 | LOEFFLER & ASHFORD INVESTMENTS, LLC |
| R0024374 | MAGNOLIA INVESTMENT PROP, LLC |
| R0023784 | MAIN & CRAWFORD, LLC |
| R0023783 | MAIN & CRAWFORD, LLC |
| R0023814 | MANCHESTER, DONALD HARVEY |
| R0024519 | MARSHALL, REBECCA RUTH-TRT-TRTE |
| R0024525 | MARSHALL, REBECCA RUTH-TRT-TRTE |
| R0024524 | MARSHALL, REBECCA RUTH-TRT-TRTE |
| R0024357 | MARTHA C, LLC |
| R0138674 | MCCALL, KENNETH LEE JR |
| R0024426 | MCELVANY, JAMES & LINDA |
| R0128474 | MCELVANY, JAMES & LINDA |
| R0128475 | MCELVANY, JAMES L-REV TRT-UND 1/2 INT OF 1/3 INT |
| R0024486 | MIDTOWN OFFICES, LLC |
| R0024488 | MIDTOWN OFFICES, LLC |
| R0024485 | MIDTOWN OFFICES, LLC |
| R0024487 | MIDTOWN OFFICES, LLC |
| R0024369 | MILLINGTON, SETH F |
| R0024373 | MILLINGTON, SETH F & ELLEN L |
| R0023883 | MILLION, ANDREW T |
| R0023760 | MINNIX, RONALD G-LIV TRT & TRTEE |
| R0024356 | MK ON MAIN, LLC |
| R0024378 | MOORE STUDIOS, LLC |
| R0023931 | MOORE, ELDORA P-LIFE ESTATE |
| R0024475 | MOORE, MONTGOMERY W & JANET L |
| R0024482 | MOVING MOUNTAINS, LLC |
| R0024477 | MURRAY, PHYLLIS HOLMES-REV TRT & TRTEE |
| R0024384 | N M R C-1, LLC AN OK LMTD CORP |
| R0024470 | NELSON RAY INTERIORS, LLC (New Ownership: Pinnacle View, LLC) |
| R0024469 | NELSON RAY INTERIORS, LLC (New ownership: Pinnacle View, LLC) |
| R0154496 | NEWSPAPER HOLDING INC |
| R0023720 | NIML, LLC |
| R0023719 | NIML, LLC |
| R0024510 | NORMAN ECONOMIC DEVELOPMENT COALITION, INC |
| R0024347 | NORMAN MUNICIPAL AUTHORITY |
| R0024367 | NORMAN MUNICIPAL AUTHORITY |
| R0024346 | NORMAN MUNICIPAL AUTHORITY |
| R0024366 | NORMAN MUNICIPAL AUTHORITY |
| R0024364 | NORMAN MUNICIPAL AUTHORITY |
| R0024353 | NORMAN MUNICIPAL AUTHORITY |

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| R0024348 | NORMAN MUNICIPAL AUTHORITY |
| R0024352 | NORMAN MUNICIPAL AUTHORITY |
| R0024353 | NORMAN MUNICIPAL AUTHORITY |
| R0024349 | NORMAN MUNICIPAL AUTHORITY |
| R0024047 | NORTH PORTER CENTER, LLC |
| R0023881 | NORTH PORTER CENTER, LLC |
| R0024044 | NORTH PORTER CENTER, LLC |
| R0024046 | NORTH PORTER CENTER, LLC |
| R0024042 | NORTH PORTER CENTER, LLC (not in BID Boundary) |
| R0024043 | NORTH PORTER CENTER, LLC (not in BID Boundary) |
| R0024045 | NORTH PORTER CENTER, LLC (not in BID Boundary) |
| R0024048 | NORTH PORTER CENTER, LLC (not in BID Boundary) |
| R0023882 | NORTH PORTER CENTER, LLC (not in BID Boundary) |
| R0023663 | ONE HUNDRED TEN E TONHAWA LLC |
| R0024354 | P W K H, LLC |
| R0023662 | PARAMOUNT INVESTMENT MGMNT, LLC |
| R0023800 | PEAK PROPERTY, LLC |
| R0023705 | PEAK PROPERTY, LLC |
| R0023706 | PEAK PROPERTY, LLC |
| R0023721 | PEAK PROPERTY, LLC |
| R0023722 | PEAK PROPERTY, LLC |
| R0023664 | PEAK PROPERTY, LLC |
| R0023908 | PERRY, JEFFREY BRYCE |
| R0023934 | PETERSEN, CATHERINE H |
| R0023809 | PETTIGREW, LEWIS & PHILLIPS HOLDING COMPANY, LLC |
| R0023716 | PFENNING, KURT BOOTH |
| R0023703 | PINNACLE VIEW LLC |
| R0023723 | PITCHLYNN FAMILY IRREV TRT |
| R0023985 | PLAZA INN, INC |
| R0024473 | POLK, DONALD H & SALLY J-REV TRT |
| R0024474 | POLK, DONALD H & SALLY J-REV TRT |
| R0138675 | PROFESSIONAL TOWERS, INC |
| R0023758 | Q & A, LLC |
| R0023913 | REMY, DORELLA M-REV TRT & TRTEE |
| R0024520 | REPUBLIC BANK & TRUST |
| R0024527 | REPUBLIC BANK & TRUST |
| R0024528 | REPUBLIC BANK & TRUST |
| R0024380 | REVENUE, LLC |
| R0024379 | REVENUE, LLC |
| R0024350 | RIEGER LLC |
| R0023998 | ROWLAND, MEREDITH & JEFF-LIV TRT |
| R0024531 | RUSSELL, LISA G-LIVE TRT |
| R0023899 | RUTHERFORD OIL CO INC |

See note at end of property list

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|---------------------------|---|
| R0023925 | S C B COMPANIES, LLC |
| R0024359 | S E T COMPANIES, LLC |
| R0190748 | SA FIVE 315 E GRAY ST, LLC |
| R0190747 | SA FIVE 315 E GRAY, LLC |
| R0023774 | SECURITY NATIONAL BANK & TR |
| R0023767 | SECURITY NATIONAL BANK & TR |
| R0023775 | SECURITY NATIONAL BANK & TR |
| R0023823 | SECURITY NATIONAL BANK & TR |
| R0023768 | SECURITY NATIONAL BANK & TR |
| R0023772 | SECURITY NATIONAL BANK & TR |
| R0023770 | SECURITY NATIONAL BANK & TR |
| R0023794 | SHEFFIELD, DEBORAH |
| R0023924 | SHELTER INVESTMENTS, LLC |
| R0024447 | SILVER CRICKET INVESTMENTS, LLC |
| R0024431 | SKELETON KEY INVESTMENTS, LLC |
| R0023736 | SMITH, DOUGLAS J & MARY E |
| R0024355 | SOONER EMERALD DREAMS LLC |
| R0023717 ----- | SOONER THEATRE OF NORMAN, INC (Excluded: Not for Profit) |
| R0023941 | SOPHEVA I, LLC |
| R0024420 ----- | SOUTHWESTERN BELL TELE CO (Excluded: Utility) |
| R0024423 ----- | SOUTHWESTERN BELL TELE CO (Excluded: Utility) |
| R0024421 ----- | SOUTHWESTERN BELL TELE CO (Excluded: Utility) |
| R0024422 ----- | SOUTHWESTERN BELL TELE CO (Excluded: Utility) |
| R0023932 | STACE, LLC |
| R0024430 | SWEET BASIL THAI CUISINE, LC |
| R0023821 | TERRYS AUTOMOTIVE, INC |
| R0023798 | TERSHEV COMMERCIAL, LLC |
| R0023666 | TONHAWA RENTALS, LLC |
| R0024015 ----- | TRAW ENTERPRISES, INC (New Ownership: EDO, LLC) |
| R0023919 | TRAW, JOHN M |
| R0023920 | TRAW, JOHN M |
| R0100691 | TRAW, JOHN M |
| R0023779 | TWO TWENTY EAST MAIN, LLC |
| R0023693 | TWO TWENTY INC |
| R0023822 | VELIE ENTERPRISES, LLC |
| R0023795 | VICTORIAS-NORMAN, LLC |
| R0024503 | WATERS ELECTRIC INC |
| R0024360 | WATLEY, KEVIN D |
| R0023914 | WELCHER, FLORENE E |
| R0023922 | WHOLESALE GASOLINE, INC |
| R0023778 | WOLFFELK CORPORATION |
| R0023810 | WOODARD-KNOTT, PHYLLIS A |
| R0023811 | WOODARD-KNOTT, PHYLLIS A |

| | |
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| R0023940 | WOODSON, ROSE A-REV TRT |
| R0023665 | YOUNG, CHARLES I. III |
| R0023782 | Z & A LTD PRTSHP |
| R0023890 | Z & A LTD PRTSHP |

*For Parcel R0023808 - Not shown on the original list of properties due to Norman Public Schools Ownership, at the time excluded. Now owned by Revenue, LLC and included as overall percentage of property.

Proposed Business Improvement District



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



0 300 Ft

- Downtown BID Boundary
- Downtown BID Parcels
- Linear Frontage Area #1
- Linear Frontage Area #2
- Linear Frontage Area #3



The City of Norman
P.O. Box 370
201 West Gray Street
Norman, OK 73070

PETITION IN FAVOR OF A BUSINESS IMPROVEMENT DISTRICT

**TO THE MAYOR AND CITY COUNCIL
OF THE CITY OF NORMAN, OKLAHOMA**

THE COSTS OF THE IMPROVEMENTS AND SERVICES PROVIDED PURSUANT TO THE CREATION OF THE PROPOSED BUSINESS IMPROVEMENT DISTRICT SHALL BE ASSESSED AGAINST THE PROPERTY LOCATED WITHIN THE BOUNDARIES OF INCREMENT DISTRICT NO. 3, CITY OF NORMAN, WHICH PROPERTY SHALL RECEIVE THE BENEFIT OF SUCH IMPROVEMENTS AND SERVICES.

The undersigned respectfully petitions the City of Norman (“City”) to create a business improvement district (“BID”) pursuant to the Oklahoma Improvement District Act, Title 11, Oklahoma Statutes, Section 39-101, *et seq.* (“Act”) for the area referred to as Downtown Norman.

1. The undersigned sets forth this Petition, pursuant to the Act, specifically Section 39-103.1, which provides for the creation and establishment of a BID for the purposes of providing for the long-term improvements, maintenance, marketing, and management of the Downtown Norman BID District (the “District”).

2. The District shall be the area designated in the Downtown Norman Business Improvement District in the City of Norman, Oklahoma (the “Plan”), which is intended to benefit by services and improvements to property owners within the District boundaries being subject to payment of special assessments for the costs of the services and improvements. The District is in Downtown Norman, Oklahoma. The District is divided into three designated service area levels for which services and improvements will be provided. The District consists of properties located along Main Street from Park Avenue on the west to Porter Avenue on the east (the “Main Area”). The District also includes properties located along Gray Street from the parcels with an address of 429 on the north and 432 on the south sides of West Gray as the western boundary to the parcels with an address of 415 on the north and 418 on the south sides of West Gray as the eastern boundary (“Gray Area”). The District also includes properties located along James Garner Avenue, from Tonhawa Street on the north to Symmes Street on the west side of James Garner, and the alley between Eufaula Street and Symmes Street on the east side of James Garner as the southern

boundary (the "James Garner Area"). Finally, the District will include cross streets located within the District, to include the north and south streets of Porter, University, Webster, Santa Fe, Peters, and Crawford; and the east to west streets of Tonhawa, Comanche, Eufaula, and Main Street between Porter Avenue and Ponca Avenue (the "Cross Streets Area"). Certain properties located within the District may be exempted from assessment as discussed in the Plan. The Main Area, Gray Area, James Garner Area, and Cross Streets Area are collectively referred to as the District, the Areas, and / or the Boundaries. A map of the entire District is attached as Exhibit "1."

3. The Downtown Norman BID Association, Inc. (the "Association") shall be organized for the purpose of executing the responsibilities and duties set forth in the Plan. The Board of Directors (the "Board") may be composed of:

- (i) Owners, or representatives of owners, of real property located in the District;
- (ii) Representatives of not-for-profit organizations operating within the District;
- (iii) Representatives of tenants located within the District;
- (iv) Persons with specialized professional experience, such as attorneys, accountants, architects; and
- (v) Public representatives as recommended by the City and County.

4. The Association intends to provide a program of services and improvement for the betterment of the property owners in the District for the assessments paid to the Association (the "Program"). The services to be provided (the "Services") shall include the services budgeted for and required for the management, maintenance, and marketing of the District. The purpose of the Services will be for the enjoyment, protection, and general welfare of the public, the promotion, and enhancement of the District, and to meet the needs identified by members of the District. The Services shall be performed under the direction of the Association. The level of Services will vary by District Area based on the annual budget adopted by the Board of Directors of the Association. The Improvements proposed in the BID will be in the public space within the District. These Improvements may include amenities to identify, enhance and beautify the District, including but not limited to: (a) sidewalk plantings, tree, shrubs and flowers in tubs, at grade or above ground level; (b) sidewalk signage, logos, banners, medallions and/or plaques identifying the District; and (c) street, sidewalk, public art, and other public space amenities to improve tourism, appearance, and pedestrian circulation and safety.

5. The assessment to provide the Services and Improvements shall benefit all properties within the District (the "Benefited Properties"). The specific Services or Improvements to be provided may vary by the defined areas within the District. The Benefited Properties are identified by the District Map, and are listed in the attached Exhibit "2." The assessment formula shall include a taxable value component, an acreage component, and a linear frontage footage component (collectively, the "Assessment Formula").

5.1(a). **Taxable Value.** All Benefitted Properties within the District shall be assessed based on the taxable value of the property as determined by the Cleveland County Assessor. The taxable value assessment rate shall be eight percent of one percent of taxable value for each individual property's taxable value as determined each year. For example, if the taxable value of a property is \$100,000, then this value would be multiplied by .0008 to determine the amount of the assessment (e.g., \$120 for each \$100,00 in taxable value).

5.1(b). **Assessments, Acreage Basis.** All Benefitted Properties within the District shall be assessed based on the acreage of the property as determined by the Cleveland County Assessor. The acreage assessment shall be \$1,100 for every acre of land and on a pro rata basis for any partial acre.

5.1(c). **Linear Front Footage.** A linear front footage (“LFF”) assessment shall apply to Benefitted Properties in the Main Area, Gray Area, James Garner Area, and Porter Area. The linear front footage assessment shall consist of three areas.

LFF Area # 1 – The Main Area shall include those properties with frontage along Main Street. The rate to be assessed for frontage along Main Street shall be \$7.50 per linear foot.

LFF Area # 2 – The Gray Area and James Garner Area shall each respectively be in area # 2 once the anticipated two-way roadway conversion of the Gray Street, intersection and roadway improvements on James Garner, and related streetscape improvements are substantially completed by the City. Once these public improvements are determined by the City to be substantially complete, the Gray Area properties or the James Garner Area properties will be assessed at a rate of \$5.00 per linear foot along either Gray Street or James Garner Avenue. Until the improvements are completed, the Gray Area and James Garner Area properties will be assessed as area #3.

LFF Area # 3 – The Cross Street Area shall include those properties with frontage along Porter, Crawford, Peters, Santa Fe, Webster, University, Tonhawa, Comanche, and Eufaula. The rate to be assessed for frontage along any of these cross streets shall be \$2.50 per linear foot per street. The Gray Area and James Garner Area properties will be assessed at the LFF Area # 3 rate until the public roadway improvements are substantially completed.

5.1(d). **Residential Property Assessment.** Properties zoned single family residential or devoted in whole to single family residential uses shall be exempted from any assessment in the District. Any mixed use and / or multi-family residential properties shall be assessed based on the area within the BID that the property is located.

5.1(e). **Government Property.** All government owned property devoted entirely to public use shall be subject to assessment as set forth herein. LFF Assessments for each parcel owned by a government entity will be imposed as set forth in Section 5.1(c) herein. Taxable value for government parcels will be determined utilizing the average taxable value in the District per acre multiplied by the acreage of each government owned parcel. The taxable value assessment rate shall be the same as set forth in Section 5.1(a) herein. The acreage basis assessment shall be as provided for in Section 5.1(b) herein. Government owned properties devoted in whole or in part to commercial or for-profit uses shall be assessed based on the District area in which the property is located. Taxable value for government owned parcels being used for commercial purposes shall be the greater of the average taxable value in the District per acre multiplied by the acreage of each government owned parcel; or the taxable value of the personal property located on the government owned parcel being used for commercial purposes.

5.1(f). **Not-for-profit Property; Utilities.** A not-for-profit shall be defined as an entity recognized as a 501(c)(3) by the Internal Revenue Service, a church, religious organization, or as otherwise determined by the Cleveland County Assessor. Not-for-profit owned property or a utility owned property devoted primarily to not-for-profit use or utility use shall be exempt from District assessment. They may, however, choose to make voluntary annual contributions to the BID's Budget. Not-for-profit owned properties devoted in whole or in large part to commercial or for-profit uses shall be assessed based on the District area in which the property is located. Taxable value for not-for-profit owned parcels being used for commercial purposes shall be the greater of the average taxable value in the District per acre multiplied by the acreage of the not-for-profit owned parcel(s); or the taxable value of the personal property located on the not-for-profit owned parcel(s) being used for commercial purposes.

6. The Association will establish an annual budget for Services, to include the Maintenance Program, Marketing Program, and Management Program, and any Improvements for the District. The Association's annual expenditures will not exceed the budgeted amount plus any reserve (or carry-over) funds. Each year the Association will establish an annual budget and annual expenditures for Services and Improvements for the Benefited Properties within the District.

6.1. **First Year Budget.** It is estimated that the Association's first year budget of proposed expenditures for Services and Improvements for the Benefited Properties in the BID District will be as follows:

| | |
|---|------------------|
| 6.1(a). For Services: | |
| i. Maintenance Program: | \$100,000 |
| ii. Marketing Program: | \$ 40,000 |
| iii. Management Program: | \$ 62,600 |
| 6.1(b). For Improvements: | \$ 25,000 |
| 6.1(c). City Administration Fee: | \$ 5,690 |
| TOTAL FIRST YEAR BUDGET | \$233,290 |

6.2. **Subsequent Budgets; Assessments for Budget Needs.** The Association shall establish a proposed budget of expenditures for each year. To raise the funds necessary on an annual basis for the Budget, the Association may proportionally increase or decrease the Taxable Value portion of the Assessment Formula, the Acreage portion of the Assessment Formula, and the Linear Front Footage portion of the Assessment Formula, with each portion bearing approximately thirty-three percent (33%) of the burden or benefit to fund the budgetary needs of the Association in any specific year; provided however, that no single component will exceed forty percent (40%) of the Assessment Formula, and no single component will account for less than thirty percent (30%) of the Assessment Formula.

7. The proposed commencement date of the BID is January 1, 2023, with a term of ten (10) years thereafter.

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): _____

Authorized Signature: _____

Title: _____

Parcel No(s): _____

THE UNDERSIGNED CERTIFIES at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): 102 WEST EUFAULA LLC

Authorized Signature:  Zach Leysoud

Title: MANAGING PARTNER

Parcel No(s): R0037774 R0037773

102 West Eufaula, LLC
R0037774 and R0037773

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): 111 North Peters, Ltd Partnership

Authorized Signature: DocuSigned by:
James L. Adair
2A5C8DAFDE22476...

Title: Owner

Parcel No(s): R0023813, R0023812

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): 112 W. Main, LLC (formerly Barry Owns & Rents, LLC)


Authorized Signature: DocuSigned by:
Brad Asiford
C65F00F44D234A0...

Title: Manager

Parcel No(s): R0024381

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): 120 E Tonhawa, LLC _____

Authorized Signature:  _____

Title: OWNER _____

Parcel No(s): R0023694 _____

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): 121 E Main Street, LLC

Authorized Signature: 

Title: Owner

Parcel No(s): R0023704

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): 1958, LLC

Authorized Signature: Keen Carl

Title: President Mister Robert Inc

Parcel No(s): R0023699, R0023700

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): Dawn January 211 Downtown, LLC

Authorized Signature: 

Title: Property Owner

Parcel No(s): R0023793

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): 226 W. GRAY, LLC

Authorized Signature: *Ben Nolin*

Title: MANAGER

Parcel No(s): 20024436

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): 300 West, LLC

Authorized Signature: DocuSigned by: James L. Adair
2A50BDAFDE22476...

Title: Owner

Parcel No(s): R0024483

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): 301 E Gray Partners, LLC

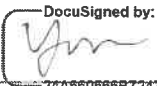
Authorized Signature: 

Title: Manager

Parcel No(s): R0191087 , R0191088

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): 303 E Comanche, LLC

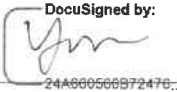
Authorized Signature:  _____

Title: Manager

Parcel No(s): R0023930, R0023929

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): 303 S Peters, LLC

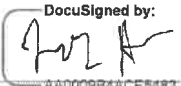
Authorized Signature: 

Title: Manager

Parcel No(s): R0104309

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): A M G Restaurants, Inc

Authorized Signature:  DocuSigned by:
A A0009B4ACE5483...

Title: Manager

Parcel No(s): R0024382, R0024383

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): ABT-7 REAL ESTATE, LLC

Authorized Signature: DocuSigned by:
DAVID BRAUCKMANN
7442DDB008A8406...

Title: CFO

Parcel No(s): R0023888

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): ADAIR, JAMES L

Authorized Signature: DocuSigned by: James L. Adair
2A5C8DAFDE22476...

Title: Owner

Parcel No(s): R0024375, R0138698, R0024358, R0023790, R0024507, R0024505

R0023788, R0024506

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): Arvest Bank

Authorized Signature: DocuSigned by: Rocky D. Williams
511449DF7529449...

Title: Executive Vice President

Parcel No(s): R0023769; R0023771

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): CLLC, LLC

Authorized Signature: ^{DocuSigned by:} James L. Adair
ZASCBDAPDE22476...

Title: owner

Parcel No(s): R0023726, R0023725, R0023724, R0188520

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): CALONKEY, ROBERT & SUSAN-REV TRT-TRTEES -1/2 INT

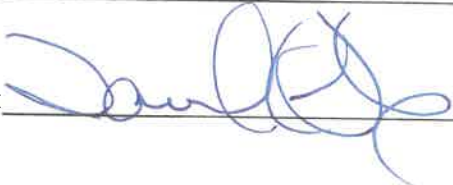
Authorized Signature: Kevin Carl

Title: President Mister Robert inc

Parcel No(s): R0023712, R0023698, R0023701,

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): CITY OF NORMAN

Authorized Signature: 

Title: City Manager

Parcel No(s): R0024448, R0023936, R0023807, R0023806, R0023300,

R0023697, R0024034, R0024035, R0024032, R0023803, R0023805

R0024038, R0023804, R0023802, R0024036, R0023757, R0023857

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): NORMAN MUNICIPAL AUTHORITY

Authorized Signature: 

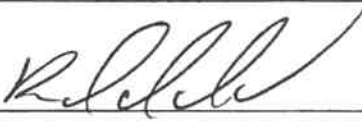
Title: General Manager

Parcel No(s): R0024347, R0024367, R0024346, R0024366, R0024364

R0024353, R0024348, R0024352, R0024353, R0024349

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): CLEVELAND COUNTY


Authorized Signature: 

Title: Chairman

Parcel No(s): R0023734

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): BOARD OF COUNTY COMMISSIONERS OF CLEVELAND COUNTY

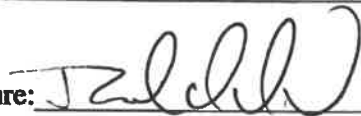
Authorized Signature: 

Title: Chairman

Parcel No(s): R0023733, R0023739, R0023738, R0023737, R0024370

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): CLEVELAND CO HOME LN AUTHORITY

Authorized Signature: 

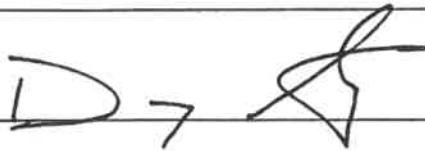
Title: Chairman

Parcel No(s): R0023740, R0023728, R0023729, R0094839, R0023732,

R0023727

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): CLEVELAND COUNTY PUBLIC FACILITIES AUTHORITY


Authorized Signature: 

Title: Chair

Parcel No(s): R0023678, R0023678

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): CLINTON, GARY A _____

Authorized Signature:  _____

Title: OWNER _____

Parcel No(s): R0023695, R0023696 _____

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): Ed Ed Copeland

Authorized Signature: Ed Copeland

Title: OWNER

Parcel No(s): R0024521, R0024394, R0024371, R0024395

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): Donald L. Day rev. Trust

Authorized Signature: Donald L. Day, Trustee

Title: Trustee

Parcel No(s): R0023933

Note: (209 S. Crawford)

July 2, 2022

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): Doyle's Electric, Inc. Jeff & Juli Ridgway

Authorized Signature: Juli Ridgway

Title: Owner / Admin

Parcel No(s): R0024393

DOYLE'S ELECTRIC, INC
122 W. Comanche
Norman, OK 73060
405-321-8611
Office @ doyleselectric.com

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): Dunman Properties, LLC --

Authorized Signature: Denise Grace Dunlop

Title: manager

Parcel No(s): R0023801, R0154495
R0023799

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

EAST GRAY RENTALS

OWNER(s): _____

Authorized Signature: DocuSigned by:
James L. Adair
2A56BDADFDE22476... _____

Title: owner _____

Parcel No(s): R0023675 _____

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): EDO, LLC _____

Authorized Signature:  _____

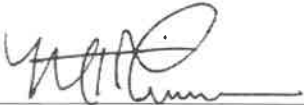
Title: Owner _____

Parcel No(s): R0024014, R0024022, R0024020, R0024019, R0024023, R0024018

R0024021, R0024016, R0024017, R0024015

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): FIRST FIDELITY BANK, NA

Authorized Signature: 

Title: EVP, Norman Market President

Parcel No(s): R0023708, R0023711, R0023710, R0023707, R0023709

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): G S J M, LLC

Authorized Signature: DocuSigned by: Dennis Schwabe
09B9CB91057E44D...

Title: manager

Parcel No(s): R0024489, R0024484

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

GBDENTAL HOLDINGS, LLC

OWNER(s): _____

Authorized Signature: DocuSigned by:
Gabriel Bird
0987499F5DE64DA... _____

Title: owner _____

Parcel No(s): R0189620, R0189619 _____

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): HEIPLE, GREGORY ALAN

Authorized Signature: *Gregory Alan Heiple*

Title: owner / President

Parcel No(s): R0023759

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): J FORD, LLC

Authorized Signature: DocuSigned by: *Joseph Wislunick*
2E731831E701424...

Title: Manager

Parcel No(s): R0175496

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): Jonathan M Hummel JAMM FAMILY LLC

Authorized Signature: 

Title: Founder / Owner

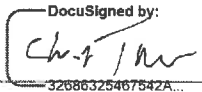
Parcel No(s): R0023755

I approve



THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): Lawyers Professional Building, LLC

Authorized Signature: 

Sole Member, American Investment Group LLC
Title: Chuck Thompson, Manager, American Investment Group LLC

Parcel No(s): R0023773

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

LOEFFLER & ASHFORD INVESTMENTS, LLC

OWNER(s): _____

Authorized Signature: DocuSigned by:
Brad Ashford
C85F00F44D234A0... _____

Title: Manager _____

Parcel No(s): R0024377, R0138673 _____

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

MAGNOLIA INVESTMENT PROP, LLC

OWNER(s): _____

Authorized Signature: *Jana Kahl* *Sara Kaplan*

Title: member

Parcel No(s): R0024374

REVERSAL OF LETTER OF PROTEST OF FORMATION OF DOWNTOWN NORMAN BUSINESS
IMPROVEMENT DISTRICT

City of Norman City Clerk:

Please accept the undersigned as a reversal of my protest of the formation of the Downtown Norman Business Improvement District (BID). As a property owner, I signed the original petition to support formation of the BID and later received correspondence requesting to reverse my support. I signed the reversal, but have since performed further research and decided to reinstate my original petition signing in support.

OWNER: Marshall, Rebecca Ruth-Trt-Trte

Authorized Signature:

Rebecca Ruth Marshall 8/18/2022

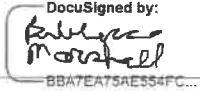
Title: Owner

Parcel No(s): R0024525, R0024519, R0024524

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

MARSHALL, REBECCA RUTH-TRT-TRTE

OWNER(s): _____

Authorized Signature:  _____
DocuSigned by:
Rebecca Marshall
BBA7EA75AESS4FC...

Title: owner _____

Parcel No(s): R0024525, R0024519, R0024524 _____

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): Korey McMahon Mark Krittenbrink

Authorized Signature: Korey McMahon Mark Krittenbrink

Title: Owners 119w Main MKon Main LLC

Parcel No(s): R0024356

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): Phyllis Holmes Murreay - Rev Trust & Trustee

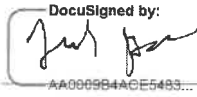
Authorized Signature: Phyllis Holmes Murreay

Title: Owner - Trustee

Parcel No(s): # R0024477

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): N M R C-1, LLC AN OK LMTD CORP

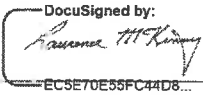
Authorized Signature: 

Title: Manager

Parcel No(s): R0024384

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): Norman Economic Development Coalition, Inc.

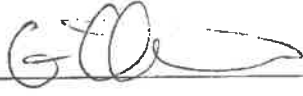
Authorized Signature:  _____
ECSE70E55FC44D8...

Title: President and CEO

Parcel No(s): R0024510

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): ONE HUNDRED TEN E TONHAWA LLC

Authorized Signature: 

Title: OWNER

Parcel No(s): R0023663

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): PARAMOUNT INVESTMENT MGMNT, LLC

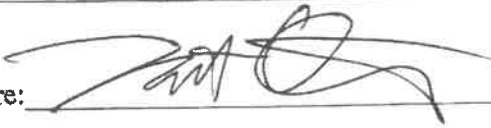
Authorized Signature: DocuSigned by:
Brent Swift
0543EFC58CDB477...

Title: Manager

Parcel No(s): R0023662

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): PEAK PROPERTY, LLC

Authorized Signature: 

Title: Manager

Parcel No(s): R0023800, R0023705, R0023706, R0023721, R0023722, R0023664

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): PINNACLE VIEW LLC _____

Authorized Signature: ^{DocuSigned by:} *James L. Adair* _____
ZASCBDAFDE22476...

Title: owner _____

Parcel No(s): R0024470, R0024469, R0023703 _____

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): Q+A, LLC


Authorized Signature: [Handwritten Signature]

Title: Owner/Manager

Parcel No(s): R0023758

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): Aston Hudson Republic Bank

Authorized Signature: 

Title: EVP, Corporate Admin

Parcel No(s): R0024520; R0024527; R0024528

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): RIEGER LLC

Authorized Signature: DocuSigned by:
Sean Rieger
ED42EA564CA14DF...

Title: CEO/Manager

Parcel No(s): R0024350

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): SA Fire 315 E Gray St, LLC

Authorized Signature: 

Title: Manager

Parcel No(s): R0190748

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): SA Fire 315 E Gray, LLC

Authorized Signature: 

Title: Manager

Parcel No(s): R0190747

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): Security National Bank & Trust

Authorized Signature: DocuSigned by: Rocky D. Williams
511448DE7529449

Title: Executive Vice President

Parcel No(s): R0023774; R0023767; R0023775; R0023823

R0023768; R0023772; R0023770

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): SHELTER INVESTMENTS, LLC

Authorized Signature: DocuSigned by:
James L. Adair
ZASCBDAFDE22476...

Title: owner

Parcel No(s): R0023924

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): Lydia Bare - Skeleton Key Investments

Authorized Signature: 

Title: Owner

Parcel No(s): 213 W Main

NCT 3AAAOT 72

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): TONHAWA RENTALS, LLC

Authorized Signature: DocuSigned by:
James L. Adair
ZASCBDAFDEZ2476...

Title: owner

Parcel No(s): R0023666

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): TWO TWENTY EAST MAIN, LLC _____

Authorized Signature: DocuSigned by:
James L. Adair
ZASCBDAFDEZ2476... _____

Title: owner _____

Parcel No(s): R0023779 _____

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): Wilson Company, LLC

Authorized Signature: Sentall

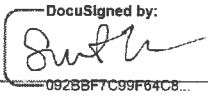
Title: Co-Owner

Parcel No(s): R0023937

R0023938

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): The Wilson Company, LLC (formerly Armstrong, S W Jr)

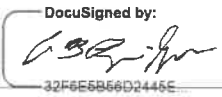
Authorized Signature: 

Title: Owner, The wilson Company

Parcel No(s): R0023937

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): WOLFFELK CORPORATION

Authorized Signature: 

Title: Secretary

Parcel No(s): R0023778

THE UNDERSIGNED CERTIFIES, at the time of signing of this Petition, that the undersigned has received and reviewed a copy of the Plan, that the undersigned is the owner of the property within the jurisdictional boundaries of the City and owner of property located within the boundaries of the proposed BID, and as such satisfies the requirements of the Act to petition the City to create a Business Improvement District as set forth herein. The undersigned further represents to have the authority to sign as the owner, or on behalf of the owner of the identified parcel(s).

OWNER(s): Z & A LTD PRTSHP

Authorized Signature: DocuSigned by:
James L. Adair
2A5GBDAFDE22476...

Title: owner

Parcel No(s): R0023782, R0023890

**2023 Downtown
Business Improvement District Assessment Roll**

Item 20.

| Parcel Number | Property Owner | Legal Description | 2023 Assessment |
|----------------------|--|---|------------------------|
| R0037773 | 102 West Eufaula, LLC 102 W. Eufaula St. Norman, OK 73069-5639 | ORIG TOWN AND LARSH 1ST LOT 1-6 INC BLK 69 | \$ 904.07 |
| R0037774 | 102 West Eufaula, LLC 102 W. Eufaula St. Norman, OK 73069-5639 | LARSH 1ST AND ORIG TOWN LOTS 27-31 AND LOTS 1-5 AND E5` LT 6 OF BLK 69 | \$ 1,815.26 |
| R0023714 | 104, LLC 104 E. Main St., #100 Norman, OK 73069-1301 | NORMAN OT LOT 2 BLK 6 | \$ 845.80 |
| R0023813 | 111 North Peters, LTD Partnership 111 N. Peters Ave., Ste. 101 Norman, OK 73069-7235 | NORMAN OT LOT 14 BLK 15 | \$ 344.47 |
| R0023812 | 111 North Peters, LTD Partnership 111 N. Peters Ave., Ste. 101 Norman, OK 73069-7235 | NORMAN OT LOT 13 BLK 15 | \$ 284.68 |
| R0024381 | 112 W Main, LLC PO Box 720572 Norman, OK 73070-4424 | NORMAN OT LOT 27 BLK 67 | \$ 386.99 |
| R0023677 | 115 E. Gray, LLC 517 Merrywood Ln. Norman, OK 73069-5450 | NORMAN OT LOTS 7 AND 8 BLK 4 | \$ 736.83 |
| R0023694 | 120 E. Tonhawa, LLC 123 E. Main St., Ste. 200 Norman, OK 73069 | NORMAN OT W7.5` LOT 20 AND ALL LOTS 21 THRU 23 BLK 4 | \$ 412.64 |
| R0023704 | 121 E Main Street, LLC 123 E. Main St., Ste. 200 Norman, OK 73069-1302 | NORMAN OT LOT 11 BLK 5 | \$ 572.54 |
| R0023699 | 1958, LLC 109 E. Main St. Norman, OK 73069-1302 | NORMAN OT LOTS 4 5 AND W4` LOT 6 BLK 5 | \$ 905.22 |
| R0023700 | 1958, LLC 109 E. Main St. Norman, OK 73069-1302 | NORMAN OT E21` LOT 6 AND ALL LOT 7 AND PRT LOT 8 BEG S END OF E WALL OF OPERA HOUSE BLDG N140` E1` SLY TO BEG BLK 5 | \$ 808.34 |

**2023 Downtown
Business Improvement District Assessment Roll**

Item 20.

| Parcel Number | Property Owner | Legal Description | 2023 Assessment |
|----------------------|---|--|------------------------|
| R0024526 | 200 N. University LLC 606 Heatherhill Dr. Norman, OK 73072-4215 | NORMAN OT LOTS 1 2 3 BLK 88 | \$ 1,184.70 |
| R0023793 | 211 Downtown, LLC 509 Leaning Elm Dr. Norman, OK 73071-7013 | NORMAN OT LOT 6 BLK 14 | \$ 645.79 |
| R0023796 | 217 E Main, LLC 217 E. Main St. Norman, OK 7369 | NORMAN OT LOT 9 BLK 14 | \$ 644.56 |
| R0023797 | 219 E Main, LLC 219 E. Main St. Norman, OK 73069-1304 | NORMAN OT LOT 10 BLK 14 | \$ 433.54 |
| R0023780 | 222 E Main, LLC 4014 Hidden Hill Rd. Norman, OK 73072-3013 | NORMAN OT LOT 11 BLK 13 | \$ 591.00 |
| R0024436 | 226 W Gray, LLC 3411 W. Rock Creek Rd., 130 Norman, OK 73072-2466 | NORMAN OT LOTS 18 THRU 24 BLK 72 | \$ 1,990.51 |
| R0024483 | 300 West, LLC 111 N. Peters Ave., Ste. 101 Norman, OK 73069-7235 | NORMAN OT LOTS 3 4 5 BLK 84 | \$ 1,054.57 |
| R0191087 | 301 E Gray Partners, LLC 425 S. Lahoma Ave. Norman, OK 73069-5523 | NORMAN OT LT 1B (LTS 1-3) BLK 21 | \$ 513.36 |
| R0191088 | 301 E Gray Partners, LLC 425 S. Lahoma Ave. Norman, OK 73069-5523 | NORMAN OT LT 4A (LTS 4 & 5) BLK 21 | \$ 338.40 |
| R0023929 | 303 E Comanche, LLC PO Box 5156 Norman, OK 73070 | NORMAN OT LOTS 26 AND 27 BLK 23 | \$ 485.35 |
| R0023930 | 303 E Comanche, LLC PO Box 5156 Norman, OK 73070 | NORMAN OT LOT 28 AND S115` LTS 29 30 31 32 BLK 23 | \$ 983.19 |
| R0104309 | 303 S Peters, LLC PO Box 5156 Norman, OK 73070 | NORMAN OT N80` OF LTS 1 2 3 AND ALL LTS 4 AND 5 BLK 11 | \$ 890.27 |

**2023 Downtown
Business Improvement District Assessment Roll**

Item 20.

| Parcel Number | Property Owner | Legal Description | 2023 Assessment |
|----------------------|--|--|------------------------|
| R0023915 | 314 E Main, LLC 909 Tarkington Dr. Norman, OK 73026-0869 | NORMAN OT LOT 7 BLK 23 | \$ 325.42 |
| R0024529 | 415 West Gray, LLC 415 W. Gray St. Norman, OK 73069-7117 | NORMAN OT LOTS 8 9 10 BLK 88 | \$ 580.35 |
| R0023713 | 4DN, LLC 104 E. Main St. Norman, OK 73069-1301 | NORMAN OT LOT 1 BLK 6 | \$ 1,092.93 |
| R0024383 | A M G Restaurants, Inc. 100 W. Main St. Norman, OK 73069-1307 | NORMAN OT LOT 30 BLK 67 | \$ 489.47 |
| R0024382 | A M G Restaurants, Inc. 100 W. Main St. Norman, OK 73069-1307 | NORMAN OT LOTS 28 AND 29 BLK 67 | \$ 878.47 |
| R0023888 | ABT-7 Real Estate, LLC 3510 24th Ave. NW, Ste. 200 Norman, OK 73069 | NORMAN OT LOT 3 EXCEPT W 6 1/2" BLK 22 | \$ 450.21 |
| R0023741 | ACS Enterprises, LLC 4311 Ridgeline Dr. Norman, OK 73069 | NORMAN OT LOTS 13 THRU 16 AND N60` LOTS 17 THRU 22 BLK 8 | \$ 969.66 |
| R0024376 | Alexander B. Holmes 2519 Fairfield Dr. Norman, OK 73072-7022 | NORMAN OT LOT 21 BLK 67 | \$ 499.48 |
| R0023769 | Arvest Bank 1183 E. Joyce Blvd., Ste. 2 Fayetteville, AR 72703-5261 | NORMAN OT LOTS 17 THRU 22 BLK 12 | \$ 1,239.19 |
| R0023771 | Arvest Bank 1183 E. Joyce Blvd., Ste. 2 Fayetteville, AR 72703-5261 | NORMAN OT LOTS 25 AND 26 BLK 12 | \$ 193.41 |
| R0023921 | Asghar & Twana S. Alhojeh 12700 S. Sunnyslane Rd. Moore, OK 73160-8808 | NORMAN OT LOT 14 BLK 23 | \$ 292.36 |

**2023 Downtown
Business Improvement District Assessment Roll**

Item 20.

| Parcel Number | Property Owner | Legal Description | 2023 Assessment |
|----------------------|---|--|------------------------|
| R0024501 | Astro Cardinal BB Team LLC 318 W. Main St. Norman, OK 73069-1311 | NORMAN OT LOT 22 BLK 85 | \$ 410.16 |
| R0023735 | Big Brothers Enterprises, LLC PO Box 1390 Norman, OK 73070-1390 | NORMAN OT LOT 1 BLK 8 | \$ 281.10 |
| R0023820 | Big Brothers Investments LLC PO Box 1390 Norman, OK 73070 | NORMAN OT LOTS 25 AND 26 BLK 15 | \$ 309.41 |
| R0023737 | Board of County Commissioners 201 S. Jones Ave. Norman, OK 73069 | NORMAN OT LOTS 5 AND 6 BLK 8 | \$ 371.34 |
| R0023738 | Board of County Commissioners 201 S. Jones Ave. Norman, OK 73069 | NORMAN OT LOTS 7 AND 8 BLK 8 | \$ 380.05 |
| R0023739 | Board of County Commissioners 201 S. Jones Ave. Norman, OK 73069 | NORMAN OT LOTS 9 AND 10 BLK 8 | \$ 392.60 |
| R0023733 | Board of County Commissioners 201 S. Jones Ave., Ste. 260 Norman, OK 73069 | NORMAN OT LOTS 1 THRU 5 BLK 7 | \$ 905.19 |
| R0024370 | Board of County Commissioners of Cleveland County 201 S. Jones Ave., Ste. 260 Norman, OK 73069 | NORMAN OT W/2 LOT 2 AND ALL LOTS 3 4 5 AND E12.9` LOT 6 BLK 67 | \$ 699.20 |
| R0024368 | Box Report LLC 104 W. Gray St. Norman, OK 73069 | NORMAN OT E13.60` LOT 28 AND ALL LOTS 29 30 31 32 BLK 66 | \$ 1,266.14 |
| R0023886 | Bradley K. Goodman 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT LOT 1 BLK 22 | \$ 835.16 |

**2023 Downtown
Business Improvement District Assessment Roll**

Item 20.

| Parcel Number | Property Owner | Legal Description | 2023 Assessment |
|----------------------|---|---|------------------------|
| R0023692 | Bradley K. Goodman 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT LOTS 14 15 16 BLK 4 | \$ 598.45 |
| R0023715 | Bradley K. Goodman 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT LOT 3 BLK 6 | \$ 418.37 |
| R0023725 | C L L C, LLC 111 N. Peters Ave., Ste. 101 Norman, OK 73069-7235 | NORMAN OT LOT 14 BLK 6 | \$ 528.27 |
| R0188520 | C L L C, LLC 111 N. Peters Ave., Ste. 100 Norman, OK 73069-7235 | NORMAN OT LT 7A BLK 13 (LTS 7 & 8) | \$ 978.16 |
| R0023724 | C L L C, LLC 111 N. Peters Ave., Ste. 101 Norman, OK 73069-7235 | NORMAN OT LOT 13 BLK 6 | \$ 508.79 |
| R0023726 | C L L C, LLC 111 N. Peters Ave., Ste. 101 Norman, OK 73069-7235 | NORMAN OT LOTS 15 AND 16 BLK 6 | \$ 914.08 |
| R0023934 | Catherine H. Petersen 314 E. Comanche St., Ste. 101 Norman, OK 73069-6077 | NORMAN OT LTS 4 THRU 9 BLK 24 UNIT 101 PHP PROPERTY A UNIT OWNERSHIP EST AND UND 46 PERC INT IN COMMON ELEMENTS | \$ 678.24 |
| R0023665 | Charles L. Young, III 5001 12th Ave. NW Norman, OK 73069-8119 | NORMAN OT N25` LOTS 13 THRU 16 BLK 3 | \$ 108.36 |
| R0024471 | Charles W. Hooper 301 W. Gray St. Norman, OK 73069-7110 | NORMAN OT LOT 5 AND E3.90` LOT 6 AND JOINTLY OWNED PARTY WALL (L 4 & 5) BLK 83 | \$ 271.67 |
| R0024468 | Charles W. Hooper 301 W. Gray St. Norman, OK 73069-7110 | NORMAN OT LOTS 1 AND 2 BLK 83 | \$ 457.50 |

**2023 Downtown
Business Improvement District Assessment Roll**

Item 20.

| Parcel Number | Property Owner | Legal Description | 2023 Assessment |
|----------------------|---|---|------------------------|
| R0024522 | Charlie Iman Properties, LLC 10601 S. Western Ave., Ste. A Oklahoma City, OK 73170-6201 | NORMAN OT LOTS 18 19 20 21 22 BLK 87 | \$ 1,506.47 |
| R0024471 | Charlie Iman Properties, LLC 10601 S. Western Ave., Ste. A Oklahoma City, OK 73170-6201 | NORMAN OT LOT 5 AND E3.90` LOT 6 AND JOINTLY OWNED PARTY WALL (L 4 & 5) BLK 83 | \$ 587.06 |
| R0023697 | City of Norman PO Box 370 Norman, OK 73070-0370 | NORMAN OT LOTS 1 AND 2 AND W 6`` LOT 3 BLK 5 | \$ 1,073.87 |
| R0023757 | City of Norman PO Box 370 Norman, OK 73070-0370 | NORMAN OT LOTS 6 AND 7 BLK 11 | \$ 348.47 |
| R0023802 | City of Norman PO Box 370 Norman, OK 73070-0370 | NORMAN OT S75` LOTS 17 18 19 BLK 14 | \$ 475.72 |
| R0023803 | City of Norman PO Box 370 Norman, OK 73070-0370 | NORMAN OT N65` OF LOTS 17 18 19 BLK 14 | \$ 603.73 |
| R0023804 | City of Norman PO Box 370 Norman, OK 73070-0370 | NORMAN OT LOTS 20 AND 21 BLK 14 | \$ 479.65 |
| R0023805 | City of Norman PO Box 370 Norman, OK 73070-0370 | NORMAN OT LOT 22 BLK 14 | \$ 238.86 |
| R0023806 | City of Norman PO Box 370 Norman, OK 73070-0370 | NORMAN OT LOTS 23 THRU 27 BLK 14 | \$ 1,191.41 |
| R0023807 | City of Norman PO Box 370 Norman, OK 73070-0370 | NORMAN OT LOTS 28 THRU 32 BLK 14 | \$ 1,545.37 |
| R0023857 | City of Norman PO Box 370 Norman, OK 73070-0370 | NORMAN OT LOTS 15 AND 16 BLK 19 | \$ 132.42 |

**2023 Downtown
Business Improvement District Assessment Roll**

Item 20.

| Parcel Number | Property Owner | Legal Description | 2023 Assessment |
|----------------------|---|---|------------------------|
| R0023936 | City of Norman PO Box 370 Norman, OK 73070-0370 | NORMAN OT LOTS 10 THRU 16 BLK 24 | \$ 1,581.66 |
| R0024032 | City of Norman PO Box 370 Norman, OK 73070-0370 | NORMAN OT LOTS 5 AND 6 BLK 33 | \$ 725.75 |
| R0024034 | City of Norman PO Box 370 Norman, OK 73070-0370 | NORMAN OT LOTS 9 10 AND W10` OF 11 BLK 33 | \$ 866.09 |
| R0024035 | City of Norman PO Box 370 Norman, OK 73070-0370 | NORMAN OT E15` OFLOT 11 AND ALL LOT 12 AND W/2 OF 13 BLK 33 | \$ 759.02 |
| R0024036 | City of Norman PO Box 370 Norman, OK 73070-0370 | NORMAN OT E/2 LOT 13 AND S75` OF LOT 14 BLK 33 | \$ 442.58 |
| R0024037 | City of Norman PO Box 370 Norman, OK 73070-0370 | NORMAN OT N65` OF 14 15 16 BLK 33 | \$ 242.43 |
| R0024038 | City of Norman PO Box 370 Norman, OK 73070-0370 | NORMAN OT S75` OF LOTS 15 AND 16 BLK 33 | \$ 571.84 |
| R0024448 | City of Norman PO Box 370 Norman, OK 73070-0370 | NORMAN OT LOTS 1 THRU 32 BLK 73 | \$ 7,009.56 |
| R0023734 | Cleveland County 201 S. Jones Ave., 260 Norman, OK 73069-6079 | NORMAN OT LOTS 6 THRU 32 BLK 7 | \$ 5,200.88 |
| R0024386 | Cleveland County Health Department 250 12th Ave. NE Norman, OK 73071-5237 | NORMAN OT LOTS 5 AND 6 BLK 68 | \$ 369.67 |

**2023 Downtown
Business Improvement District Assessment Roll**

Item 20.

| Parcel Number | Property Owner | Legal Description | 2023 Assessment |
|----------------------|--|---|------------------------|
| R0024397 | Cleveland County Health Department 250 12th Ave. Norman, OK 73071-5237 | NORMAN OT LOTS 30 31 32 BLK 68 | \$ 944.26 |
| R0024390 | Cleveland County Health Department 250 12th Ave. NE Norman, OK 73071-5237 | NORMAN OT LOTS 11 THRU 16 BLK 68 | \$ 1,079.09 |
| R0024396 | Cleveland County Health Department 250 12th Ave. Norman, OK 73071-5237 | NORMAN OT E2.42` LOT 27 AND LOTS 28 AND 29 BLK 68 | \$ 396.51 |
| R0024389 | Cleveland County Health Department 250 12th Ave. NE Norman, OK 73071-5237 | NORMAN OT LOT 10 BLK 68 | \$ 176.78 |
| R0024385 | Cleveland County Health Department 250 12th NE Ave. NE Norman, OK 73071-5237 | NORMAN OT LOTS 1 2 3 4 BLK 68 | \$ 1,143.37 |
| R0024388 | Cleveland County Health Department 250 12th Ave. NE Norman, OK 73071-5237 | NORMAN OT LOT 9 BLK 68 | \$ 179.00 |
| R0024387 | Cleveland County Health Department 250 12th Ave. NE Norman, OK 73071-5237 | NORMAN OT LOT 7 AND 8 BLK 68 | \$ 355.60 |
| R0023740 | Cleveland County Home Ln Authority 201 S. Jones Ave. Norman, OK 73069-6000 | NORMAN OT LOTS 11 AND 12 BLK 8 | \$ 359.99 |

**2023 Downtown
Business Improvement District Assessment Roll**

Item 20.

| Parcel Number | Property Owner | Legal Description | 2023 Assessment |
|----------------------|---|---|------------------------|
| R0023727 | Cleveland County Home Loan 201 S. Jones Ave., Ste. 260 Norman, OK 73069-6079 | NORMAN OT N30` LOTS 17 AND 18 BLK 6 | \$ 170.18 |
| R0023728 | Cleveland County Home Loan 201 S. Jones Ave., Ste. 260 Norman, OK 73069-6079 | NORMAN OT S 110` LOTS 17 AND 18 AND ALL LOTS 19 THRU 23 BLK 6 | \$ 1,392.13 |
| R0023729 | Cleveland County Home Loan 201 S. Jones Ave., Ste. 260 Norman, OK 73069-6079 | NORMAN OT LOTS 24 THRU 27 BLK 6 | \$ 711.57 |
| R0023732 | Cleveland County Home Loan 201 S. Jones Ave., Ste. 260 Norman, OK 73069-6079 | NORMAN OT W7` LOT 31 AND ALL LOT 32 BLK 6 | \$ 585.95 |
| R0094839 | Cleveland County Home Loan 201 S. Jones Ave., Ste. 260 Norman, OK 73069-6079 | NORMAN OT LOTS 28 29 30 AND E18` LOT 31 BLK 6 | \$ 645.56 |
| R0023678 | Cleveland County Public Facilities Authority 201 S. Jones Ave. Norman, OK 73069-6000 | NORMAN OT LOTS 1 AND 2 BLK 14 AND LOTS 9 THRU 12 BLK 4 LESS BEG SE/C OF LT 12 W .26` N60` E .26` S60` POB THE FINANCIAL CENTER UNIT 1A UNIT OWNERSHIP EST AND 9.6052 PERC INT C/E | \$ 2,026.35 |
| R0024024 | Comanche Center, LLC 421 E. Comanche St. Norman, OK 73071-5800 | NORMAN OT LOTS 17 AND 18 BLK 32 | \$ 185.60 |
| R0100690 | Comanche Center, LLC 421 E. Comanche St. Norman, OK 73071-5800 | NORMAN OT LTS 19 THRU 23 LESS NORTHERLY 60` BLK 32 | \$ 469.80 |
| R0023815 | Crawford Investment Group, LLC 212 N. Crawford Ave. Norman, OK 73069-7220 | NORMAN OT S60` OF LOTS 17 18 19 BLK 15 | \$ 313.52 |
| R0024530 | Criag & Tammy Blankenship 441 Heritage Blvd. Edmond, OK 73025 | NORMAN OT LOTS 11 12 13 BLK 88 | \$ 621.54 |

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| R0024029 | D & J Land, LLC PO Box 950368 Oklahoma City, OK 73195 | NORMAN OT N 71' LOTS 29 AND 32 INC BLK 32 | \$ 530.64 |
| R0024030 | D & J Land, LLC PO Box 950368 Oklahoma City, OK 73195 | NORMAN OT S69` OF W10` LOT 30 AND S69` OF LOTS 31 AND 32 BLK 32 | \$ 296.54 |
| R0150719 | D & J Land, LLC PO Box 950368 Oklahoma City, OK 73195 | NORMAN OT LTS 24 AND 25 BLK 32 | \$ 578.78 |
| R0154498 | D & J Land, LLC PO Box 950368 Oklahoma City, OK 73195 | NORMAN OT LTS 26 & 27 BLK 32 | \$ 451.42 |
| R0154499 | D & J Land, LLC PO Box 950368 Oklahoma City, OK 73195 | NORMAN OT LT 28 BLK 32 | \$ 99.15 |
| R0024063 | Dave's Health Mart Pharmacy Inc. 12520 S. Youngs Pl. Oklahoma City, OK 73170-3415 | NORMAN OT LOTS 27 28 29 BLK 35 | \$ 953.98 |
| R0023794 | Deborah Sheffield 2601 Harrington Ct. Norman, OK 73069-9603 | NORMAN OT LOT 7 BLK 14 | \$ 458.14 |
| R0023702 | Debra Deann Loeffelholz 117 E. Main St. Norman, OK 73069-1302 | NORMAN OT LOT 9 BLK 5 | \$ 379.60 |
| R0024473 | Donald H. & Sally J. Polk - REV TRT 2005 SE 34th Street Moore, OK 73160 | NORMAN OT W/2 LOT 8 LESS E1.6` AND E6 1/4` OF LOT 10 AND ALL LOT 9 BLK 83 | \$ 398.34 |
| R0024474 | Donald H. & Sally J. Polk - REV TRT 2005 SE 34th Street Moore, OK 73160 | NORMAN OT W18 3/4` LOT 10 AND ALL LOT 11 BLK 83 | \$ 306.35 |
| R0023814 | Donald Harvey Manchester 231 E. Gray St. Norman, OK 73069-7205 | NORMAN OT LOTS 15 AND 16 BLK 15 | \$ 503.88 |

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| R0023933 | Donald L. Day-Rev Trt 13629 Kirby Smith Rd. Orlando, FL 32832-6301 | NORMAN OT S50` OF LOTS 1 2 3 BLK 24 | \$ 213.11 |
| R0023913 | Dorella M. Remy - REV TRT & TRTEE 2649 Osborne Dr. Norman, OK 73069-5030 | NORMAN OT LOTS 3 AND 4 BLK 23 | \$ 712.33 |
| R0024509 | Douglas & Sherrill Hickson - REV TRT 408 W. Main St. #412 Norman, OK 73069-1364 | NORMAN OT AND WAGGONER ADD LOTS 8 AND 9 BLK 86 | \$ 591.68 |
| R0024508 | Douglas & Sherrill Hickson - REV TRT 408 W. Main St. #412 Norman, OK 73069-1364 | NORMAN OT AND WAGGONER ADD LOTS 6 AND 7 BLK 86 | \$ 898.09 |
| R0023736 | Douglas J. & Mary E. Smith 104 E. Eufaula St. Norman, OK 73069 | NORMAN OT LOTS 2 3 4 BLK 8 | \$ 510.09 |
| R0024393 | Doyles Electric Inc. 122 W. Comanche St. Norman, OK 73069-5609 | NORMAN OT LOTS 22 AND 23 BLK 68 | \$ 284.17 |
| R0023799 | Dunman Properties, LLC 6123 Lupton Dr. Dallas, TX 75225-1920 | NORMAN OT LOT 12 BLK 14 | \$ 438.59 |
| R0023801 | Dunman Properties, LLC 6123 Lupton Dr. Dallas, TX 75225-1920 | NORMAN OT LOTS 15 AND 16 BLK 14 | \$ 1,248.10 |
| R0154495 | Dunman Properties, LLC 6123 Lupton Dr. Dallas, TX 75225-1920 | NORMAN OT LTS 17 THRU 23 & PRT OF LT 24 BLK 13 AKA BEG SE/C LT 17 S 63D W200` N 62D W110.75` N 63D E20` N 26D W30` N 63D W30` N 63D E180` S 26D E140` POB | \$ 688.46 |
| R0023781 | Dutcher Investment Properties, LLC PO Box 1554 Norman, OK 73070 | NORMAN OT LOTS 12 BLK 13 | \$ 517.67 |

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| R0023675 | East Gray Rentals 111 N. Peters Ave., Ste. 101 Norman, OK 73069-7235 | NORMAN OT LOTS 1 THRU 6 LESS 12` X 12` NE/C LOT 6 BLK 4 | \$ 1,267.06 |
| R0023817 | Ed Corr Family LLC 1617 Jenkins Ave. Norman, OK 73072-6508 | NORMAN OT LOTS 20 AND E/2 LOT 21 BLK 15 | \$ 131.05 |
| R0023818 | Ed Corr Family LLC 1617 Jenkins Ave. Norman, OK 73072-6508 | NORMAN OT W/2 LOT 21 AND ALL LOT 22 BLK 15 | \$ 144.38 |
| R0023819 | Ed Corr Family LLC 1617 Jenkins Ave. Norman, OK 73072-6508 | NORMAN OT LOTS 23 AND 24 BLK 15 | \$ 185.73 |
| R0024432 | Ed Corr Family LLC 1617 Jenkins Ave. Norman, OK 73072-6508 | NORMAN OT LOT 8 BLK 72 | \$ 409.47 |
| R0024014 | EDO, LLC 123 E. Main St. #200 Norman, OK 73069-1302 | NORMAN OT LOTS 1 AND 2 BLK 32 | \$ 1,293.48 |
| R0024016 | EDO, LLC 123 E. Main St. #200 Norman, OK 73069-1302 | NORMAN OT LOT 4 BLK 32 | \$ 297.42 |
| R0024017 | EDO, LLC 123 E. Main St. #200 Norman, OK 73069-1302 | NORMAN OT LOT 5 BLK 32 | \$ 275.28 |
| R0024018 | EDO, LLC 123 E. Main St. #200 Norman, OK 73069-1302 | NORMAN OT LOT 6 BLK 32 | \$ 440.35 |
| R0024019 | EDO, LLC 123 E. Main St. #200 Norman, OK 73069-1302 | NORMAN OT LOTS 7 8 9 BLK 32 | \$ 546.02 |
| R0024020 | EDO, LLC 123 E. Main St. #200 Norman, OK 73069-1302 | NORMAN OT LOTS 10 AND 11 BLK 32 | \$ 809.66 |

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| R0024021 | EDO, LLC 123 E. Main St. #200 Norman, OK 73069-1302 | NORMAN OT LOT 12 BLK 32 | \$ 440.27 |
| R0024022 | EDO, LLC 123 E. Main St. #200 Norman, OK 73069-1302 | NORMAN OT LOTS 13 AND 14 BLK 32 | \$ 810.46 |
| R0024023 | EDO, LLC 123 E. Main St. #200 Norman, OK 73069-1302 | NORMAN OT LOTS 15 AND 16 BLK 32 | \$ 367.31 |
| R0024015 | EDO, LLC 123 E. Main St. #200 Norman, OK 73069-1302 | NORMAN OT LOT 3 BLK 32 | \$ 325.37 |
| R0024371 | Edward C. & Linda K. Copelin 425 W. Main St. Norman, OK 73069-1314 | NORMAN OT W12.1` LOT 6 AND ALL LOT 7 AND E/2 LOT 8 BLK 67 | \$ 271.49 |
| R0024394 | Edward C. & Linda K. Copelin 425 W. Main St. Norman, OK 73069-1314 | NORMAN OT LOTS 24 25 26 BLK 68 | \$ 423.43 |
| R0024521 | Edward C. Copelin 425 W. Main St. Norman, OK 73069-1314 | NORMAN OT LOTS 10 THRU 17 BLK 87 | \$ 2,649.25 |
| R0024395 | Edward C. Copelin - Rev Trt-Trtee 425 W. Main St. Norman, OK 73069-1314 | NORMAN OT W 22.58` LOT 27 BLK 68 | \$ 125.06 |
| R0023931 | Eldora P. Moore - Life Estate 1513 Huntington Way Norman, OK 73069-5316 | NORMAN OT N 25` OF LOTS 29 THRU 32 BLK 23 | \$ 191.20 |
| R0023710 | First Fidelity Bank, NA PO Box 32282 Oklahoma City, OK 73123-0482 | NORMAN OT N54` LOTS 17 THRU 20 AND ALL LOTS 21 AND 22 BLK 5 | \$ 849.29 |
| R0023707 | First Fidelity Bank, NA PO Box 32282 Oklahoma City, OK 73123-0482 | NORMAN OT LOT 14 BLK 5 | \$ 520.22 |

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| R0023709 | First Fidelity Bank, NA PO Box 32282 Oklahoma City, OK 73123-0482 | NORMAN OT S86` OF LOTS 17 18 19 20 BLK 5 (PARKING AREA) | \$ 462.01 |
| R0023708 | First Fidelity Bank, NA PO Box 32282 Oklahoma City, OK 73123-0482 | NORMAN OT LOTS 15 AND 16 BLK 5 | \$ 1,345.77 |
| R0023711 | First Fidelity Bank, NA PO Box 32282 Oklahoma City, OK 73123-0482 | NORMAN OT LOTS 23 THRU 28 BLK 5 | \$ 1,112.00 |
| R0023914 | Florene E. Welcher 3856 Bristol Dr. Norman, OK 73072-3623 | NORMAN OT LOTS 5 AND 6 BLK 23 | \$ 706.09 |
| R0024484 | G S J M, LLC 1104 Whispering Pines Dr. Norman, OK 73072 | NORMAN OT LOTS 6 AND 7 BLK 84 | \$ 570.77 |
| R0024489 | G S J M, LLC 1104 Whispering Pines Dr. Norman, OK 73072 | NORMAN OT LOTS 27 THRU 32 BLK 84 | \$ 1,332.92 |
| R0023695 | Gary A. Clinton - Liv Trt - Trustee 1114 Berry Cir. Norman, OK 73072-6307 | NORMAN OT LOTS 24 THRU 29 BLK 4 | \$ 735.83 |
| R0023696 | Gary A. Clinton - Liv Trt - Trustee 1114 Berry Cir. Norman, OK 73072-6307 | NORMAN OT LOTS 30 31 32 BLK 4 | \$ 295.95 |
| R0189619 | GBDental Holdings, LLC 227 W. Main Street #200 Norman, OK 73069-1310 | NORMAN OT LTS 10 11 12 BLK 72 | \$ 569.46 |
| R0189620 | GBDental Holdings, LLC 227 W. Main Street #200 Norman, OK 73069-1310 | NORMAN OT LTS 13 & 14 BLK 72 | \$ 2,218.59 |
| R0023906 | Goodman & Sons, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT LOT 27 AND E/2 LOT 28 BLK 22 | \$ 248.15 |

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| R0023880 | Goodman & Sons, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT N60` OF E10` LOT 12 AND N60` LOTS 13 THRU 16 BLK 21 | \$ 361.96 |
| R0023887 | Goodman & Sons, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT LOT 2 AND W 6 1/2`` LOT 3 BLK 22 | \$ 425.60 |
| R0023892 | Goodman & Sons, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT LOT 7 BLK 22 | \$ 321.86 |
| R0023893 | Goodman & Sons, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT LOT 8 BLK 22 | \$ 325.30 |
| R0023894 | Goodman & Sons, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT LOT 9 BLK 22 | \$ 320.77 |
| R0023895 | Goodman & Sons, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT LOT 10 BLK 22 | \$ 345.07 |
| R0023896 | Goodman & Sons, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT LOT 11 BLK 22 | \$ 315.06 |
| R0023904 | Goodman & Sons, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT LOT 23 AND 24 BLK 22 | \$ 469.26 |
| R0023905 | Goodman & Sons, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT LOTS 25 AND 26 BLK 22 | \$ 318.74 |
| R0023907 | Goodman & Sons, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT W/2 LOT 28 AND ALL LOT 29 AND E15` LOT 30 BLK 22 | \$ 331.03 |
| R0023910 | Goodman & Sons, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT N25` OF S50` LOTS 31 AND 32 AND S50` OF W10` LOT 30 AND E5` OF S25` LOT 31 BLK 22 | \$ 150.32 |

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| R0023911 | Goodman & Sons, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT S25` OF W20` LOT 31 AND S25` LOT 32 BLK 22 | \$ 125.96 |
| R0024361 | Goodman & Sons, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT N80` LOT 17 AND N80` OF W/2 LOT 18 BLK 66 | \$ 280.69 |
| R0024433 | Goodman & Sons, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT LOT 9 BLK 72 | \$ 365.51 |
| R0093456 | Goodman & Sons, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT N80` E/2 LOT 18 AND N80` LOT 19 AND ALL LTS 20 21 AND W/2 LT 22 BLK 66 | \$ 621.06 |
| R0023889 | Goodman Holdings, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT LOT 4 BLK 22 | \$ 321.53 |
| R0023897 | Goodman Holdings, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT LOT 12 BLK 22 | \$ 353.60 |
| R0023898 | Goodman Holdings, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT LOT 13 BLK 22 | \$ 317.85 |
| R0023902 | Goodman Holdings, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT LOT 21 BLK 22 | \$ 225.97 |
| R0023903 | Goodman Holdings, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT LOT 22 BLK 22 | \$ 206.94 |
| R0023909 | Goodman Holdings, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT S65` OF N90` LOTS 31 AND 32 AND S65` OF N90` OF W10` LOT 30 BLK 22 | \$ 326.70 |
| R0023912 | Goodman Holdings, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT LOTS 1 AND 2 BLK 23 | \$ 1,063.84 |

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| R0023916 | Goodman Holdings, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT LOT 8 BLK 23 | \$ 358.56 |
| R0024435 | Goodman Holdings, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT LOT 17 BLK 72 | \$ 218.37 |
| R0093455 | Goodman Holdings, LLC 300 1/2 E. Main St. Norman, OK 73069-1305 | NORMAN OT LOTS 17 THRU 20 BLK 22 | \$ 890.53 |
| R0023878 | Goodman Investments, LLC 820 W. Franklin Rd. Norman, OK 73069-8107 | NORMAN OT LOTS 9 10 11 AND W15` LOT 12 BLK 21 | \$ 547.68 |
| R0023879 | Goodman Investments, LLC 820 W. Franklin Rd. Norman, OK 73069-8107 | NORMAN OT S80` OF E10` LOT 12 AND S80` LOTS 13 THRU 16 BLK 21 | \$ 481.90 |
| R0023923 | Goodman Investments, LLC 820 W. Franklin Rd. Norman, OK 73069-8107 | NORMAN OT LOT 17 AND 18 BLK 23 | \$ 676.43 |
| R0024013 | Goodman Investments, LLC 820 W. Franklin Rd. Norman, OK 73069-8107 | NORMAN OT LOTS 29 THRU 32 BLK 31 | \$ 855.00 |
| R0023759 | Gregory Alan Heiple 516 N. Park Ave. Norman, OK 73069-7128 | NORMAN OT LOTS 10 AND 11 BLK 11 | \$ 309.92 |
| R0024031 | GSK, LLC 913 Deonne Cir. Norman, OK 73071-4222 | NORMAN OT LOTS 1 THRU 4 BLK 33 | \$ 1,141.74 |
| R0023939 | Hiland Dairy 1310 E. 104th St., Ste. 300 Kansas City, MO 64131-4503 | NORMAN OT LOTS 23 THRU 28 BLK 24 | \$ 621.82 |
| R0175496 | J Ford, LLC 3110 N. Interstate Dr., Ste. 200 Norman, OK 73072-7205 | NORMAN OT LTS 15 & 16 BLK 72 | \$ 388.36 |

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| R0024499 | J. Hall Properties, LLC 14501 S. Western Ave. Oklahoma City, OK 73170-7105 | NORMAN OT LT 19 AND W/2 LT 20 BLK 85 | \$ 431.15 |
| R0024500 | J. Hall Properties, LLC 14501 S. Western Ave. Oklahoma City, OK 73170-7105 | NORMAN OT E/2 LOT 20 AND ALL LOT 21 BLK 85 | \$ 618.09 |
| R0024426 | James & Linda McElvany PO Box 6 Alex, OK 763002-0006 | NORMAN OT LOTS 1 AND 2 AND E8" LOT 3 BLK 72 | \$ 1,035.75 |
| R0128474 | James & Linda McElvany PO Box 6 Alex, OK 763002-0006 | NORMAN OT LT 3A BLK 72 AKA LT 3 AND PART LT 4 BEG NE/C LT 3 WESTERLY 35` SOUTHERLY 59` EASTERLY 10` SOUTHERLY 81` EASTERLY 25` NORTHERLY 140` POB | \$ 237.38 |
| R0024358 | James L. Adair 111 N. Peters Ave., Ste. 101 Norman, OK 73069-7235 | NORMAN OT LOT 12 BLK 66 | \$ 427.71 |
| R0024375 | James L. Adair 111 N. Peters Ave., Ste. 101 Norman, OK 73069-7235 | NORMAN OT LOT 19 AND 20 BLK 67 | \$ 906.68 |
| R0138698 | James L. Adair 111 N. Peters Ave., Ste. 101 Norman, OK 73069-7235 | NORMAN OT LT 4A BLK 14 AKA LTS 4 AND 5 BLK 14 | \$ 899.76 |
| R0023788 | James L. Adair 111 N. Peters Ave., Ste. 100 Norman, OK 73069-7235 | NORMAN OT LOTS 32 AND 33 LESS E25` BLK 13 AKA MC RUNYAN`S SUBDIVISION OF LOT 28 THRU 32 | \$ 617.50 |
| R0023790 | James L. Adair 111 N. Peters Ave., Ste. 101 Norman, OK 73069-7235 | NORMAN OT LOT 3 BLK 14 | \$ 416.93 |
| R0128475 | James L. McElvany -REV TRT-UND 1/2 INT OF 1/3 INT PO Box 6 | NORMAN OT LT 4A BLK 72 AKA PART LT 4 BEG NW/C LT 4 EASTERLY 15` SOUTHERLY 59` EASTERLY 10` SOUTHERLY 81` WESTERLY 25` NORTHERLY 140` POB | \$ 342.45 |
| R0024505 | James R. Adair 111 N. Peters Ave., Ste. 101 Norman, OK 73069-7235 | NORMAN OT N90` LOTS 1 2 3 BLK 86 | \$ 425.29 |

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| R0024507 | James R. Adair 111 N. Peters Ave., Ste. 101 Norman, OK 73069-7235 | NORMAN OT AND WAGGONER ADD N90` LOTS 4 AND ALL LOT 5 BLK 86 | \$ 669.72 |
| R0024506 | James R. Adair 111 N. Peters Ave., Ste. 101 Norman, OK 73069-7235 | NORMAN OT AND WAGGONER ADD S50` LOTS 1 2 3 4 BLK 86 | \$ 194.39 |
| R0023755 | Jamm Family LLC 404 Kensington Rd. Norman, OK 73072-4526 | NORMAN OT S60` LOTS 1 2 3 BLK 11 | \$ 259.13 |
| R0023860 | JB Commercial, LLC 1875 Rolling Hills St. Norman, OK 73072-6707 | NORMAN OT S90` OF LOTS 1 THRU 4 BLK 20 | \$ 313.54 |
| R0023908 | Jeffrey Bryce Perry PO Box 1033 Norman, OK 73070-1033 | NORMAN OT N25` LOTS 31 AND 32 AND N25` OF W10` LOT 30 BLK 22 | \$ 360.74 |
| R0023865 | Jerry's LLC 320 N. Porter Ave. Norman, OK 73071-5839 | NORMAN OT E15` OF LOT 14 AND ALL LOTS 15 AND 16 BLK 20 | \$ 883.28 |
| R0023866 | Jerry's LLC 320 N. Porter Ave. Norman, OK 73071-5839 | NORMAN OT ALL LOTS 17 AND 18 AND E20` OF N75` OF LOT 19 AND S65` OF LOT 19 AND S65` OF LOT 20 BLK 20 | \$ 1,081.39 |
| R0023867 | Jerry's LLC 320 N. Porter Ave. Norman, OK 73071-5839 | NORMAN OT W5` OF N75` LOT 19 AND N75` LOT 20 BLK 20 | \$ 68.40 |
| R0023919 | John M. Traw PO Box 546 Norman, OK 73070-0546 | NORMAN OT LOT 12 BLK 23 | \$ 352.41 |
| R0023920 | John M. Traw PO Box 546 Norman, OK 73070-0546 | NORMAN OT LOT 13 BLK 23 | \$ 333.22 |
| R0100691 | John M. Traw PO Box 546 Norman, OK 73070-0546 | NORMAN OT NORTHERLY 60` LTS 19 THRU 23 BLK 32 | \$ 263.30 |

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| R0023891 | Johnson-JRS, LLC 9711 Brush Creek Rd. Norman, OK 73026-8231 | NORMAN OT LOT 6 BLK 22 | \$ 320.53 |
| R0023856 | Kaye M. LINZE - REV TRT 3101 Cruden Dr. Norman, OK 73072 | NORMAN OT LOTS 13 AND 14 BLK 19 | \$ 134.00 |
| R0024497 | KDL Enterprises, LLC 4216 Rankin Rd. Oklahoma City, OK 73120-8022 | NORMAN OT LOTS 14 15 16 BLK 85 | \$ 1,456.38 |
| R0138674 | Kenneth Lee McCall, Jr 320 E. Main St. Norman, OK 73071 | NORMAN OT LT 10A BLK 23 AKA W17.5` OF LT 10 BLK 23 | \$ 353.72 |
| R0024360 | Kevin D. Watley PO Box 922 Norman, OK 73070-0922 | NORMAN OT S60` LOTS 17 18 19 BLK 66 | \$ 247.64 |
| R0023718 | Kramerica, LLC 4413 Trophy Dr. Norman, OK 73072-2860 | NORMAN OT LOT 7 BLK 6 | \$ 417.14 |
| R0023716 | Kurt Booth Pfenning 108 E. Main St. Norman, OK 73069-1301 | NORMAN OT LOT 4 BLK 6 | \$ 514.75 |
| R0024502 | L C Miller Properties, LLC 316 W. Main St. Norman, OK 73069-1311 | NORMAN OT LOT 23 BLK 85 | \$ 401.62 |
| R0023773 | Lawyers Professional Building, LLC 231 S. Peters Ave. Norman, OK 73069-6039 | NORMAN OT LOTS 29 30 31 32 BLK 12 | \$ 684.14 |
| R0023809 | Lewis & Phillips Pettigrew Holding Company, LLC 8101 S. Walker Ave., Ste. F Oklahoma City, OK 73139-9406 | NORMAN OT LOT 9 BLK 15 | \$ 458.90 |

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| R0024531 | Lisa G. Russell - LIV TRT 115 Nantucket Blvd. Norman, OK 73071-7155 | NORMAN OT LOTS 14 15 16 BLK 88 | \$ 591.90 |
| R0024437 | LMD Leasing C, LLC 1000 Century Blvd. Oklahoma City, OK 73110-7961 | NORMAN OT LOTS 25 THRU 29 AND S/2 LOTS 30 31 32 BLK 72 UNIT 101 OLD TOWN SQUARE CONDO AUNIT OWNERSHIP EST AND UND 10.7831 PERC IN C/E | \$ 933.09 |
| R0138673 | Loeffler & Ashford Investments, LLC PO Box 720572 Norman, OK 73070-4424 | NORMAN OT LT 9 BLK 23 | \$ 320.84 |
| R0024377 | Loeffler & Ashford Investments, LLC PO Box 720572 Norman, OK 73070-4424 | NORMAN OT LOT 22 BLK 67 | \$ 471.73 |
| R0023691 | Lynn D. Foreman - REV TRT & TRTEE 125 E. Gray St. Norman, OK 73069-7203 | NORMAN OT LOT 13 AND PRT LOT 12 BEG SE/C LT 12 W.26` N 60` E.26` S60` POB BLK 4 | \$ 283.91 |
| R0024374 | Magnolia Investment Prop, LLC 132 W. Main St., Ste. 6 Norman, OK 73069-1337 | NORMAN OT LOTS 17 AND 18 BLK 67 | \$ 1,555.64 |
| R0023783 | Main & Crawford, LLC 4650 Highland Lake Dr. Norman, OK 73026-2417 | NORMAN OT LOT 15 BLK 13 | \$ 455.77 |
| R0023784 | Main & Crawford, LLC 4650 Highland Lake Dr. Norman, OK 73026-2417 | NORMAN OT LOT 16 BLK 13 | \$ 974.46 |
| R0024357 | Martha C, LLC PO Box 699 Norman, OK 73070-0699 | NORMAN OT LOT 11 BLK 66 | \$ 549.58 |
| R0023719 | MCC Administration Corporation PO Box 721482 Norman, OK 73070-8146 | NORMAN OT LOT 8 BLK 6 | \$ 425.51 |

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| R0023720 | MCC Administration Corporation PO Box 721482 Norman, OK 73070-8146 | NORMAN OT LOT 9 BLK 6 | \$ 478.68 |
| R0023998 | Meredith & Jeff Rowland - LIV TRT 5200 E. Cedar Lane Rd. Norman, OK 73026-5537 | NORMAN OT LOTS 1 AND 2 BLK 31 | \$ 595.00 |
| R0105398 | Michael D & Patrice A Jumper 1520 Westbrooke Ter. Norman, OK 73072-6049 | NORMAN OT LOT 17A AKA N80` LOTS 17 18 19 BLK 15 | \$ 294.49 |
| R0024485 | Midtown Offices, LLC 1932 W. Lindsey St., Ste. A Norman, OK 73069-4157 | NORMAN OT LOTS 8 9 AND E20` LOT 10 BLK 84 | \$ 1,108.42 |
| R0024486 | Midtown Offices, LLC 1932 W. Lindsey St., Ste. A Norman, OK 73069-4157 | NORMAN OT W5` LOT 10 AND ALL LOTS 11 THRU 16 BLK 84 | \$ 3,292.65 |
| R0024487 | Midtown Offices, LLC 1932 W. Lindsey St., Ste. A Norman, OK 73069-4157 | NORMAN OT N80` LOTS 17 18 19 AND S60` LOTS 17 18 19 BLK 84 | \$ 300.13 |
| R0024488 | Midtown Offices, LLC 1932 W. Lindsey St., Ste. A Norman, OK 73069-4157 | NORMAN OT LOTS 20 THRU 26 BLK 84 | \$ 1,122.16 |
| R0024356 | MK on Main, LLC 416 W. Eufaula St., #119 Norman, OK 73069-5625 | NORMAN OT LOTS 9 AND 10 BLK 66 | \$ 1,094.16 |
| R0024475 | Montgomery W. Janet L. Moore 1912 Windermere Dr. Norman, OK 73072-3005 | NORMAN OT LOTS 12 AND 13 BLK 83 | \$ 427.47 |
| R0024378 | Moore Studios, LLC 6015 Crooked Oak Dr. Norman, OK 73026-0848 | NORMAN OT LOTS 23 AND 24 BLK 67 | \$ 786.43 |
| R0024482 | Moving Mountains, LLC 131 Dean A. McGee Ave., Loft 409 Oklahoma City, OK 73102 | NORMAN OT LOTS 1 AND 2 BLK 84 | \$ 1,236.53 |

**2023 Downtown
Business Improvement District Assessment Roll**

Item 20.

| Parcel Number | Property Owner | Legal Description | 2023 Assessment |
|----------------------|--|---|------------------------|
| R0024384 | N M R C-1, LLC an OK Lmtd Corp 100 W. Main St. Norman, OK 73069-1307 | NORMAN OT LOTS 31 AND 32 BLK 67 | \$ 1,633.14 |
| R0154496 | Newspaper Holding Inc 201 Monroe St., Suite 450 Montgomery, AL 36104 | NORMAN OT PRT OF LT 24 & ALL LTS 25 26 27 BLK 13 ORIG TWN & LTS 28 THRU 31 (MC RUNYANS SUBDIVISION LTS 28 THRU 32) ALL BEING DES AS BEG SW/C LT 28 MC RUNYANS N 26D W100` N 63D E100` N 26D W40` N 63D E120` S 26D E30` S 63D W20` S 26D E110.75` S 63D W200` POB | \$ 1,817.88 |
| R0024510 | Norman Economic Development Coalition, Inc. 424 W. Main Street Norman, OK 73069-1313 | NORMAN OT LT 9 LESS EASTERLY 25' OF LT 9 BLK 86 AND WAGGONERS 1ST LOTS 10 THRU 16 BLK 86 | \$ 3,368.36 |
| R0024348 | Norman Municipal Authority 201 W. Gray St. Norman, OK 73069-7108 | NORMAN OT LOTS 7 AND E12.5` OF 8 BLK 65 | \$ 361.68 |
| R0024349 | Norman Municipal Authority 201 W. Gray St. Norman, OK 73069-7108 | NORMAN OT W/2 LT 8 AND ALL LT 9 BLK 65 | \$ 319.44 |
| R0024347 | Norman Municipal Authority 201 W. Gray St. Norman, OK 73069-7108 | NORMAN OT W12.5` LOT 3 AND ALL LOTS 4 5 6 BLK 65 | \$ 835.51 |
| R0024346 | Norman Municipal Authority 201 W. Gray St. Norman, OK 73069-7108 | NORMAN OT LOT 2 AND E12.5` OF LOT 3 BLK 65 | \$ 474.69 |
| R0024352 | Norman Municipal Authority 201 W. Gray St. Norman, OK 73069-7108 | NORMAN OT LOTS 30 AND 31 BLK 65 | \$ 356.20 |
| R0024353 | Norman Municipal Authority 201 W. Gray St. Norman, OK 73069-7108 | NORMAN OT LOTS 1AND 32 AND H BLK 65 | \$ 416.94 |
| R0024346 | Norman Municipal Authority 201 W. Gray St. Norman, OK 73069-7108 | NORMAN OT LOT 2 AND E12.5` OF LOT 3 BLK 65 | \$ 267.01 |

**2023 Downtown
Business Improvement District Assessment Roll**

Item 20.

| Parcel Number | Property Owner | Legal Description | 2023 Assessment |
|----------------------|---|--|------------------------|
| R0024364 | Norman Municipal Authority 201 W. Gray St. Norman, OK 73069-7108 | NORMAN OT E12.50` OF LOT 22 AND ALL LOT 23 AND W7 1/4` LOT 24 BLK 66 | \$ 429.60 |
| R0024366 | Norman Municipal Authority 201 W. Gray St. Norman, OK 73069-7108 | NORMAN OT E17`.9`` LOT 24 AND ALL LOT 25 AND W2` LOT 26 BLK 66 | \$ 438.57 |
| R0024367 | Norman Municipal Authority 201 W. Gray St. Norman, OK 73069-7108 | NORMAN OT E23` LOT 26 AND ALL LOT 27 AND W11.40` LOT 28 BLK 66 | \$ 560.54 |
| R0023881 | North Porter Center, LLC 2301 W. Main St. Norman, OK 73069-6463 | NORMAN OT LOTS 17 18 19 20 BLK 21 | \$ 740.74 |
| R0023882 | North Porter Center, LLC 2301 W. Main St. Norman, OK 73069-6463 | NORMAN OT LOTS 21 AND 22 BLK 21 | \$ 200.26 |
| R0024046 | North Porter Center, LLC 2301 W. Main St. Norman, OK 73069-6463 | NORMAN OT LOTS 31 AND 32 BLK 33 | \$ 670.74 |
| R0024047 | North Porter Center, LLC 2301 W. Main St. Norman, OK 73069-6463 | NORMAN OT LOTS 1 2 3 4 BLK 34 | \$ 1,083.52 |
| R0023663 | One Hundred Ten E Tonhawa LLC 123 E. Main St., Ste. 200 Norman, OK 73069-1302 | NORMAN OT LOTS 4 THRU 8 BLK 3 | \$ 522.18 |
| R0024354 | P W K H, LLC 751 36th Ave SE Norman, OK 73026-4114 | NORMAN OT LOTS 1 THRU 6 BLK 66 | \$ 2,628.11 |
| R0023662 | Paramount Investment Mgmnt, LLC PO Box 305 Norman, OK 73070-0305 | NORMAN OT LOTS 1 2 AND 3 BLK 3 | \$ 745.15 |
| R0023705 | Peak Property, LLC 123 E. Main St., #200 Norman, OK 73069-1302 | NORMAN OT LOT 12 BLK 5 | \$ 479.12 |

**2023 Downtown
Business Improvement District Assessment Roll**

Item 20.

| Parcel Number | Property Owner | Legal Description | 2023 Assessment |
|----------------------|---|--|------------------------|
| R0023721 | Peak Property, LLC 123 E. Main St., #200 Norman, OK 73069-1302 | NORMAN OT LOT 10 BLK 6 | \$ 449.42 |
| R0023706 | Peak Property, LLC 123 E. Main St., #200 Norman, OK 73069-1302 | NORMAN OT LOT 13 BLK 5 | \$ 468.88 |
| R0023664 | Peak Property, LLC 123 E. Main St., Ste. 200 Norman, OK 73069-1302 | NORMAN OT LOTS 9 10 AND W15` OF LOT 11 BLK 3 | \$ 280.35 |
| R0023722 | Peak Property, LLC 123 E. Main St., Ste. 200 Norman, OK 73069-1302 | NORMAN OT LOT 11 BLK 6 | \$ 439.92 |
| R0023800 | Peak Property, LLC 123 E. Main St., Ste. 200 Norman, OK 73069-1302 | NORMAN OT LOTS 13 AND 14 BLK 14 | \$ 874.74 |
| R0023811 | Phyllis A. Woodard-Knott 2545 Weymouth Way Norman, OK 73071-7271 | NORMAN OT LOT 12 BLK 15 | \$ 205.59 |
| R0023810 | Phyllis A. Woodard-Knott 2545 Weymouth Way Norman, OK 73071-7271 | NORMAN OT LOTS 10 AND 11 BLK 15 | \$ 454.57 |
| R0024477 | Phyllis Holmes Murray - REV TRT & TRTEE 322 W. Tonhawa St. Norman, OK 73069-7124 | NORMAN OT N40` LOTS 14 15 16 BLK 83 | \$ 114.98 |
| R0024469 | Pinnacle View LLC 111 N. Peters Ave. 101 Norman, OK 73069 | NORMAN OT LOT 3 JOINTLY OWNED PARTY WALL LT 3 AND 4 BLK 83 | \$ 295.28 |
| R0024470 | Pinnacle View LLC 111 N. Peters Ave. 101 Norman, OK 73069 | NORMAN OT LT 4 JOINTLY OWNED PARTY WALL LTS 3 4 AND 5 BLK 83 | \$ 303.05 |

**2023 Downtown
Business Improvement District Assessment Roll**

Item 20.

| Parcel Number | Property Owner | Legal Description | 2023 Assessment |
|----------------------|---|---|------------------------|
| R0023703 | Pinnacle View LLC 111 N. Peters Ave. 101 Norman, OK 73069 | NORMAN OT LOT 10 BLK 5 | \$ 469.65 |
| R0023723 | Pitchlynn Family Irrev Trt 4507 Chukkar Ct. Norman, OK 73072 | NORMAN OT LOT 12 BLK 6 | \$ 398.78 |
| R0023985 | Plaza Inn, Inc PO Box 8190 Moore, OK 73153-8190 | NORMAN OT LOTS 1 THRU 4 BLK 30 | \$ 1,414.29 |
| R0138675 | Professional Towers, Inc PO Box 546 Norman, OK 73070-0546 | NORMAN OT LT 11A BLK 23 AKA BEG SE/C LT 9 N 62D E17.5` POB N 27D W140` N 62D E32.5` S 27D E140` S 62D W32.5` POB | \$ 302.48 |
| R0023758 | Q & A, LLC 216 E. Eufaula St. Norman, OK 73069-6019 | NORMAN OT LOTS 8 AND 9 BLK 11 | \$ 314.12 |
| R0024525 | Rebecca Ruth Marshall - TRT-TRTE 3628 Guilford Ln. Norman, OK 73072 | NORMAN OT S/2 LOTS 42 THRU 46 BLK 87 | \$ 434.91 |
| R0024519 | Rebecca Ruth Marshall - TRT-TRTE 3628 Guilford Ln. Norman, OK 73072 | NORMAN OT LOTS 1 2 3 BLK 87 | \$ 857.21 |
| R0024524 | Rebecca Ruth Marshall -TRT-TRTE 401 W. Main Norman, OK 73069 | NORMAN OT N/2 LOTS 42 THRU 46 BLK 87 | \$ 440.57 |
| R0024520 | Republic Bank & Trust 401 W. Main St. Norman, OK 73069-1325 | NORMAN OT LOTS 4 THRU 9 AND 35 THRU -41 BLK 87 | \$ 5,042.68 |
| R0024527 | Republic Bank & Trust 401 W. Main St. Norman, OK 73069-1325 | NORMAN OT LOTS 4 AND 5 BLK 88 | \$ 322.62 |
| R0024528 | Republic Bank & Trust 401 W. Main St. Norman, OK 73069-1325 | NORMAN OT LOTS 6 AND 7 BLK 88 | \$ 311.01 |

**2023 Downtown
Business Improvement District Assessment Roll**

Item 20.

| Parcel Number | Property Owner | Legal Description | 2023 Assessment |
|----------------------|---|---|------------------------|
| R0023808 | Revenue, LLC 114 W. Main St. Norman, OK 73069-5463 | NORMAN OT LOTS 1 THRU -8 INCL BLK 15 (PROFESSIONAL DEV CTR) | \$ 1,212.00 |
| R0024379 | Revenue, LLC 114 W. Main St. Norman, OK 73069 | NORMAN OT LOT 25 BLK 67 | \$ 371.09 |
| R0024380 | Revenue, LLC 114 W. Main St. Norman, OK 73069 | NORMAN OT LOT 26 BLK 67 | \$ 597.47 |
| R0024476 | Richard Samuel Dowell III-Rev Liv Trt 1932 W. Lindsey St., Ste. A Norman, OK 73069-4157 | NORMAN OT S100` LOTS 14 15 16 BLK 83 | \$ 414.75 |
| R0024350 | Rieger LLC 136 Thompson Dr. Norman, OK 73069-5245 | NORMAN OT LOTS 10 THRU 29 BLK 65 LESS PRT LT 17 DES BEG NW/C LT 17 N62D E20` S16D W27.99` N29` W20` POB | \$ 2,704.94 |
| R0023712 | Robert & Susan Calonkey-Rev Trt- Trtees -1/2 INT 109 E. Main St. Norman, OK 73069 | NORMAN OT LOTS 29 THRU 32 BLK 5 | \$ 1,083.58 |
| R0023701 | Robert & Susan Calonkey-Rev Trt- Trtees -1/2 INT 109 E. Main St. Norman, OK 73069 | NORMAN OT LOT 8 EXC SMALL STRIP ON W SIDE AND BEG ON S END E WALL OPERA HOUSE BLDG N 140` E1` SLY TO BEG BLK 5 | \$ 395.77 |
| R0023698 | Robert & Susan Calonkey-Rev Trt- Trtees -1/2 INT 109 E. Main St. Norman, OK 73069 | NORMAN OT E24 1/2` LOT 3 BLK 5 | \$ 463.58 |
| R0023760 | Ronald G. Minnix - LIV TRT & TRTEE 222 E. Eufaula St. Norman, OK 73069-6051 | NORMAN OT LOTS 12 THRU 16 BLK 11 | \$ 1,175.72 |

**2023 Downtown
Business Improvement District Assessment Roll**

Item 20.

| Parcel Number | Property Owner | Legal Description | 2023 Assessment |
|----------------------|---|-----------------------------------|------------------------|
| R0023940 | Rose A. Woodson - REV TRT 2637 Smoking Oak Rd. Norman, OK 73072-6735 | NORMAN OT LOTS 29 AND 30 BLK 24 | \$ 389.27 |
| R0023899 | Rutherford Oil Co. Inc. 2549 McGee Dr. Norman, OK 73072-6704 | NORMAN OT LOTS 14 15 16 BLK 22 | \$ 1,273.79 |
| R0023925 | S C B Companies, LLC PO Box 2956 Norman, OK 73070-2956 | NORMAN OT LOT 21 BLK 23 | \$ 121.18 |
| R0024359 | S E T Companies, LLC 3975 Quarton Rd. Bloomfield Hills, MI 48302-4060 | NORMAN OT LOTS 13 14 15 16 BLK 66 | \$ 2,197.04 |
| R0192735 | SA Five 315 E Gray St, LLC 425 S. Lahoma Ave. Norman, OK 73069-5523 | NORMAN OT LTS 6 & 7A BLK 21 | \$ 729.16 |
| R0024429 | Sandra M. Gambone 3810 Kangaroo Ct. Corpus Christi, TX 78414-2105 | NORMAN OT LT 5 BLK 72 | \$ 470.63 |
| R0023767 | Security National Bank & Tr 1183 E. Joyce Blvd., Ste. 2 Fayetteville, AR 72703-5261 | NORMAN OT LOTS 1 THRU 14 BLK 12 | \$ 1,511.35 |
| R0023768 | Security National Bank & Tr 1183 E. Joyce Blvd., Ste. 2 Fayetteville, AR 72703-5261 | NORMAN OT LOTS 15 AND 16 BLK 12 | \$ 206.31 |
| R0023770 | Security National Bank & Tr 1183 E. Joyce Blvd., Ste. 2 Fayetteville, AR 72703-5261 | NORMAN OT LOTS 23 AND 24 BLK 12 | \$ 194.75 |
| R0023772 | Security National Bank & Tr 1183 E. Joyce Blvd., Ste. 2 Fayetteville, AR 72703-5261 | NORMAN OT LOTS 27 AND 28 BLK 12 | \$ 195.92 |
| R0023774 | Security National Bank & Tr 1183 E. Joyce Blvd., Ste. 2 Fayetteville, AR 72703-5261 | NORMAN OT LOTS 1 THRU 5 BLK 13 | \$ 2,943.64 |

**2023 Downtown
Business Improvement District Assessment Roll**

Item 20.

| Parcel Number | Property Owner | Legal Description | 2023 Assessment |
|----------------------|---|--------------------------------------|------------------------|
| R0023775 | Security National Bank & Tr 1183 E. Joyce Blvd., Ste. 2 Fayetteville, AR 72703-5261 | NORMAN OT LOT 6 BLK 13 | \$ 434.47 |
| R0023823 | Security National Bank & Tr 1183 E. Joyce Blvd., Ste. 2 Fayetteville, AR 72703-5261 | NORMAN OT LOTS 1 2 3 4 BLK 16 | \$ 400.79 |
| R0024373 | Seth F. & Allen L. Millington 121 S. Santa Fe Ave. Norman, OK 73069-5636 | NORMAN OT LOTS 14 15 16 BLK 67 | \$ 534.69 |
| R0024369 | Seth F. Millington 121 S. Santa Fe Ave., Ste. A Norman, OK 73069-5636 | NORMAN OT LOT 1 AND E/2 LOT 2 BLK 67 | \$ 556.91 |
| R0023924 | Shelter Investments, LLC 111 N. Peters Ave., Ste. 101 Norman, OK 73069-7235 | NORMAN OT LOTS 19 AND 20 BLK 23 | \$ 347.87 |
| R0024447 | Silver Cricket Investments, LLC PO Box 1589 Norman, OK 73070-1589 | NORMAN OT N/2 LOTS 30 31 32 BLK 72 | \$ 654.06 |
| R0024431 | Skeleton Key Investments, LLC 2029 Sierra St. Norman, OK 73071-1540 | NORMAN OT LOT 7 BLOCK 72 | \$ 453.33 |
| R0024355 | Sooner Emerald Dreams LLC 9392 Town and Country Dr. Garden Grove, CA 92841-2029 | NORMAN OT LOTS 7 AND 8 BLK 66 | \$ 1,057.09 |
| R0023941 | Sopheva I, LLC 301 E. Eufaula St. Norman, OK 73069-6020 | NORMAN OT LOTS 31 AND 32 BLK 24 | \$ 379.14 |
| R0023932 | Stace, LLC 100 W. Main St. Norman, OK 73069-6012 | NORMAN OT N90` LOTS 1 2 3 BLK 24 | \$ 409.54 |
| R0024430 | Sweet Basil Thai Cuisine, LC 3810 Kangaroo Ct. Corpus Christi, TX 78414 | NORMAN OT LOT 6 BLK 72 | \$ 368.53 |

**2023 Downtown
Business Improvement District Assessment Roll**

Item 20.

| Parcel Number | Property Owner | Legal Description | 2023 Assessment |
|----------------------|---|--|------------------------|
| R0023821 | Terry's Automotice, Inc 210 E. Tonhawa St. Norman, OK 73069-7241 | NORMAN OT LTS 27 28 AND S75` OF LT 29 AND S75` OF E/2 LT 30 BLK 15 | \$ 326.61 |
| R0023798 | Tershev Commercial, LLC 825 S. Ponca Ave. Norman, PL 73071-5035 | NORMAN OT LOT 11 BLK 14 | \$ 502.91 |
| R0023937 | The Wilson Company, LLC 1043 N. University Blvd. Norman, OK 73069-7619 | NORMAN OT LOTS 21 AND 22 BLK 24 | \$ 1,119.93 |
| R0023938 | The Wilson Company, LLC 1043 N. University Blvd. Norman, OK 73069-7619 | NORMAN OT LOTS 21 AND 22 BLK 24 | \$ 284.40 |
| R0024498 | Tom S. & Marye Kate-Charitable & Educational Trust 1310 Viz Luna Dr. Gulf Breeze, FL 32561 | NORMAN OT LOTS 17 AND 18 BLK 85 | \$ 1,256.35 |
| R0023926 | Tommy Craig Ingram 319 E. Comanche St. Norman, OK 73069 | NORMAN OT LOT 22 BLK 23 | \$ 135.63 |
| R0023927 | Tommy Craig Ingram 319 E. Comanche St. Norman, OK 73069 | NORMAN OT LOT 23 AND E/2 LOT 24 BLK 23 | \$ 285.35 |
| R0023928 | Tommy Craig Ingram 319 E. Comanche St. Norman, OK 73069 | NORMAN OT W/2 LOT 24 AND ALL LOT 25 BLK 23 | \$ 201.34 |
| R0023666 | Tonhawa Rentals, LLC 111 N. Peters Ave., Ste. 101 Norman, OK 73069-7235 | NORMAN OT E10` LOT 11 AND ALL LOT 12 AND S115` LOTS 13 THRU 16 BLK 3 | \$ 655.27 |
| R0024028 | Tripp Davis PO Box 319 Norman, OK 73070-0319 | NORMAN OT S69` OF LOT 29 AND E15` OF S69` OF LOT 30 BLK 32 | \$ 255.71 |

**2023 Downtown
Business Improvement District Assessment Roll**

Item 20.

| Parcel Number | Property Owner | Legal Description | 2023 Assessment |
|----------------------|---|---|------------------------|
| R0023779 | Two Twenty East Main, LLC 220 E. Main St. Norman, OK 73071 | NORMAN OT LOT 10 BLK 13 | \$ 573.65 |
| R0023693 | Two Twenty Inc 220 N. Peters Ave. Norman, OK 73069-7247 | NORMAN OT LOTS 17 18 19 AND E17.5` LOT 20 BLK 4 | \$ 521.75 |
| R0023822 | Velie Enterprises, LLC 1012 Brookside Dr. Norman, OK 73072-6309 | NORMAN OT N65` OF LOTS 29 30 AND S75` OF W/2 LOT 30 AND ALL LOTS 31 AND 32 BLK 15 | \$ 751.12 |
| R0023795 | Victorias-Norman, LLC 1907 Rosebrook Ct. Norman, OK 73072 | NORMAN OT LOT 8 BLK 14 | \$ 731.65 |
| R0024503 | Waters Electric Inc 310 W. Main St. Norman, OK 73069-1311 | NORMAN OT LTS 24 AND 25 BLK 85 | \$ 795.24 |
| R0023922 | Wholesale Gasoline, Inc PO Box 546 Norman, OK 73070-0546 | NORMAN OT LOT 15 AND 16 BLK 23 | \$ 946.66 |
| R0023778 | Wolffek Corporation 218 E. Main St. Norman, OK 73069-1303 | NORMAN OT LOT 9 BLK 13 | \$ 626.93 |
| R0023782 | Z & A Ltd Prtshp 111 N. Peters Ave., Ste. 101 Norman, OK 73069-7235 | NORMAN OT LOTS 13 AND 14 BLK 13 | \$ 1,332.35 |
| R0023890 | Z & A Ltd Prtshp 111 N. Peters Ave., Ste. 101 Norman, OK 73069-7235 | NORMAN OT LOT 5 BLK 22 | \$ 498.02 |

File Attachments for Item:

21. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-18: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE NORMAN 2025 LAND USE AND TRANSPORTATION PLAN SO AS TO REMOVE PART OF THE SOUTHEAST QUARTER (SE/4) OF SECTION EIGHT (8), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE COMMERCIAL DESIGNATION AND PLACE THE SAME IN THE LOW DENSITY RESIDENTIAL DESIGNATION. (NORTHWEST CORNER OF EAST TECUMSEH ROAD AND 12TH AVENUE N.E.)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/27/2022

REQUESTER: Red Rock Land Fund, L.L.C.

PRESENTER: Jane Hudson, Director of Planning & Community Development

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-18: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE NORMAN 2025 LAND USE AND TRANSPORTATION PLAN SO AS TO REMOVE PART OF THE SOUTHEAST QUARTER (SE/4) OF SECTION EIGHT (8), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE COMMERCIAL DESIGNATION AND PLACE THE SAME IN THE LOW DENSITY RESIDENTIAL DESIGNATION. (NORTHWEST CORNER OF EAST TECUMSEH ROAD AND 12TH AVENUE N.E.)

SUMMARY OF REQUEST:

The applicant is proposing development of a single-family residential PUD, Planned Unit Development, on a 12.41-acre parcel. This development requires rezoning from PUD O-1516-34 to a new PUD, and a NORMAN 2025 Land Use and Transportation Plan amendment from Commercial Designation to Low Density Residential Designation.

STAFF ANALYSIS:

For changes in classification under the NORMAN 2025 Land Use and Transportation Plan, the following information is forwarded for consideration.

The role of the NORMAN 2025 Plan in the City's ongoing and diverse planning activities states the document must be flexible, and that it is updated and amended periodically. The Plan defines the desired land use patterns for use and development of all private sector properties. This Plan will serve as a policy guide for zoning and planning requests as they are presented to the Planning Commission and City Council.

1. ***Has there been a change in circumstances resulting from development of the properties in the general vicinity, which suggest that the proposed change will not be contrary to the public interest?*** Over the past 15 years, much of the surrounding area has developed as single-family neighborhoods; the already existing Red Canyon Ranch, Montoro Ridge and Park Hill are all single-family developments. This proposal will expand the existing Red Canyon Ranch development, replacing what was to be commercially developed. The

lots to the southeast of the intersection of 12th Avenue N.E. and Tecumseh Road have developed as a mini-warehouse facility. A low-density residential land use is generally considered less intensive land use than a commercial land use, so this proposed change should not be contrary to the public interest.

2. ***Is there a determination that the proposed change would not result in adverse land use or adverse traffic impacts to surrounding properties or the vicinity?*** The Comprehensive Transportation Plan designates 12th Avenue N.E. and Tecumseh Road as Principal Urban Arterials. The proposed development will be accessed from Carolyn Ridge Road and Black Mesa Road, two existing residential streets within the existing Red Canyon Ranch PUD. While the land use change will result in slightly increased traffic for these residential streets, it will result in far less traffic on the aforementioned Principal Urban Arterials, because a low-density residential land use is less intensive than a commercial land use.

CONCLUSION:

Staff forwards this request for a NORMAN 2025 Land Use & Transportation Plan amendment from Commercial Designation to Low Density Residential Designation as Resolution R-2223-18 for consideration by City Council. At their meeting of August 11, 2022, Planning Commission unanimously recommended adoption of Resolution R-2223-18 by a vote of 6-0.

R-2223-18

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE NORMAN 2025 LAND USE AND TRANSPORTATION PLAN SO AS TO REMOVE PART OF THE SOUTHEAST QUARTER (SE/4) OF SECTION EIGHT (8), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE COMMERCIAL DESIGNATION AND PLACE THE SAME IN THE LOW DENSITY RESIDENTIAL DESIGNATION. (Northwest corner of E. Tecumseh Road and 12th Avenue N.E.)

- § 1. WHEREAS, the Council of the City of Norman recognizes citizens’ concerns about the future development of Norman; and
- § 2. WHEREAS, the City Council at its meeting of November 16, 2004, reviewed and adopted the NORMAN 2025 Land Use and Transportation Plan, with an effective date of December 16, 2004; and
- § 3. WHEREAS, Red Rock Land Fund, L.L.C. has requested that the following described property be moved from the Commercial Designation and placed in the Low Density Residential Designation for the hereinafter described property, to wit:

A tract of land lying in the Southeast Quarter (S.E. ¼) of Section Eight (8), Township Nine (9) 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. ¼; THENCE North 00°00'16” East, along the East line of said Southeast Quarter, a distance of 115.00 feet to the **POINT OF BEGINNING;**

THENCE North 89°52'13” West a distance of 65.00 feet to a point, said point being the intersection of the Northerly Right of Way line of Tecumseh Road (as set out in GRANT OF EASEMENT, recorded in Book 3381, Page 345) and the Westerly Right of Way line of 12th Ave. N.E.; THENCE along said northerly Right of Way line the following four (4) courses:

- 1) South 45°00'50” West a distance of 35.35 feet;
- 2) South 89°57'08” West a distance of 95.03 feet;
- 3) South 88°18'22” West a distance of 500.22 feet;
- 4) North 86°23'57” West a distance of 156.03 feet to the Southeast corner of Lot 9, Block 3 of the filed final plat of RED CANYON RANCH ADDITION SECTION 1 (as filed in Book 22 of Plats, Page 113);

THENCE along the property line of said final plat the following three (3) courses:

- 1) THENCE North 08°12'35” West a distance of 245.15 feet;
- 2) THENCE North 10°21'01” West a distance of 252.63 feet;
- 3) THENCE North 14°40'56” West a distance of 108.16 feet to a point, said point being the Southwest corner of the filed final plat of RED CANYON RANCH ADDITION SECTION 6 (as filed in Book 25 of Plats, Page 6);

THENCE along the property line of said final plat the following four (4) courses:

- 1) South 89°59'41” East a distance of 743.05 feet to a point on a non-tangent curve;

- 2) Around a curve to the left having a radius of 125.00 feet (said curve subtended by a chord which bears North 09°07'27" East a distance of 39.59 feet) with an arc length of 39.76 feet;
 - 3) North 00°00'43" East a distance of 22.29 feet;
 - 4) South 89°59'17" East a distance of 199.27 feet to a point on the East line of said S.E. ¼;
- THENCE South 00°00'16" West along said East line a distance of 627.14 feet to the **POINT OF BEGINNING.**

Said tract contains 12.41 acres, more or less.

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

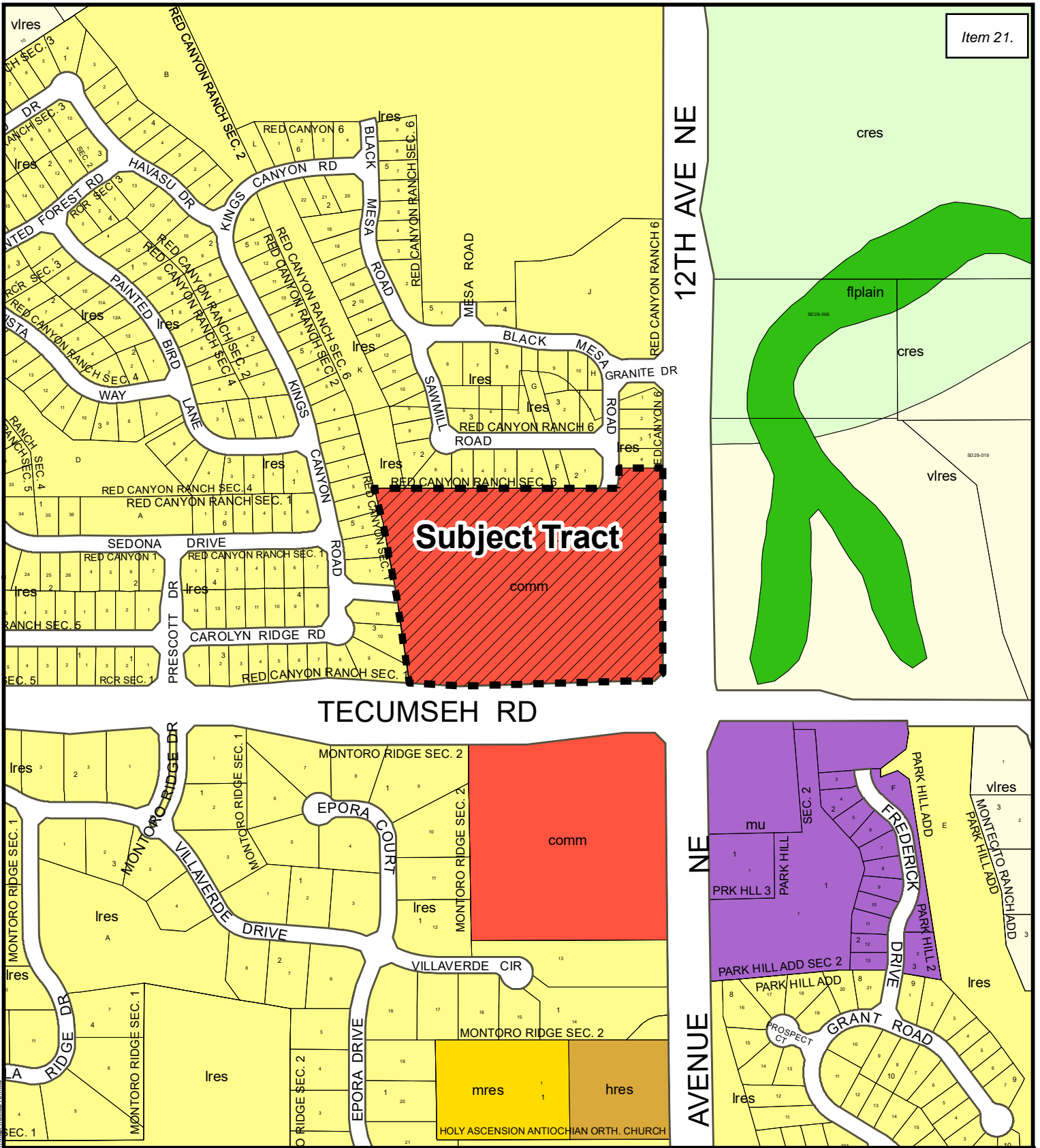
§ 4. That the Council of the City of Norman recognizes the need to control the future growth of the City of Norman; and, that after due consideration has determined that the requested amendment to the NORMAN 2025 Land Use and Transportation Plan should be adopted, and does hereby approve the requested designation.

PASSED AND ADOPTED this _____ day of _____, 2022.

(Mayor)

ATTEST:

(City Clerk)



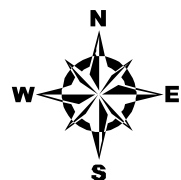
Subject Tract

Item 21.

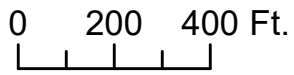
Norman 2025 Land Use Plan



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



July 5, 2022



Subject Tract

Zoning

RESOLUTION NO. R-2223-18

ITEM NO. 6

STAFF REPORT

ITEM: Red Rock Land Fund, L.L.C. requests amendment of the NORMAN 2025 Land Use & Transportation Plan from Commercial Designation to Low Density Residential Designation for approximately 12.41 acres of property located at the northwest corner of East Tecumseh Road and 12th Avenue N.E.

SUMMARY OF REQUEST: The applicant is proposing development of a single-family residential PUD, Planned Unit Development, on a 12.41-acre parcel. This development requires rezoning from PUD O-1516-34 to a new PUD, and a NORMAN 2025 Land Use and Transportation Plan amendment from Commercial to Low Density Residential Designation.

STAFF ANALYSIS: For changes in classification under the NORMAN 2025 Land Use and Transportation Plan, the following information is forwarded for consideration.

The role of the NORMAN 2025 Plan in the City's ongoing and diverse planning activities states the document must be flexible, and that it is updated and amended periodically. The Plan defines the desired land use patterns for use and development of all private sector properties. This Plan will serve as a policy guide for zoning and planning requests as they are presented to the Planning Commission and City Council.

1. ***Has there been a change in circumstances resulting from development of the properties in the general vicinity which suggest that the proposed change will not be contrary to the public interest?*** Over the past 15 years, much of the surrounding area has developed as single-family neighborhoods; the already existing Red Canyon Ranch, Montoro Ridge and Park Hill are all single-family developments. This proposal will expand the existing Red Canyon Ranch development, replacing what was to be commercially developed. The lots to the southeast of the intersection of 12th Avenue N.E. and Tecumseh Road have developed as a mini-warehouse facility. A low-density residential land use is generally considered less intensive land use than a commercial land use, so this proposed change should not be contrary to the public interest.
2. ***Is there a determination that the proposed change would not result in adverse land use or adverse traffic impacts to surrounding properties or the vicinity?*** The Comprehensive Transportation Plan designates 12th Avenue N.E. and Tecumseh Road as Principal Urban Arterials. The proposed development will be accessed from Carolyn Ridge Road and Black Mesa Road, two existing residential streets within the existing Red Canyon Ranch PUD. While the land use change will result in slightly increased traffic for these residential streets, it will result in far less traffic on the aforementioned Principal Urban Arterials, because a low-density residential land use is less intensive than a commercial land use.

CONCLUSION: Staff forwards this request for a NORMAN 2025 Land Use & Transportation Plan amendment from Commercial Designation to Low Density Residential Designation as

Resolution No. R-2223-18 for consideration be the Planning Commission a
recommendation to City Council.

Item 21.

Applicant: Red Rock Land Fund, LLC

Project Location: NW Corner of Tecumseh Road and 12th Avenue NE

Case Number: PD22-12

Time: 6:00 p.m.

Applicant/Representative

Gunner Joyce
Sean Rieger

Attendees

None

City Staff

Colton Wayman, Planner I

Application Summary

The applicant is requesting a NORMAN 2025 amendment to Low Density Residential, amendment of the existing PUD, Planned Unit Development, and preliminary plat.

Neighbor's Comments/Concerns/Responses

No neighbors attended the meeting.

**NORMAN PLANNING COMMISSION
REGULAR SESSION MINUTES**

AUGUST 11, 2022

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Council Chambers of the Norman Municipal Building, 201 West Gray Street, on the 11th day of August, 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 6:32 p.m.

* * *

Item No. 1, being:

ROLL CALL

MEMBERS PRESENT

- Kevan Parker
- Liz McKown
- Steven McDaniel
- Erica Bird
- Doug McClure
- Cameron Brewer
- Shaun Axton

MEMBERS ABSENT

- Jim Griffith
- Michael Jablonski

A quorum was present.

STAFF MEMBERS PRESENT

- Jane Hudson, Director, Planning & Community Development
- Roné Tromble, Recording Secretary
- Colton Wayman, Planner I
- Logan Hubble, Planner I
- Ken Danner, Subdivision Development Manager
- Jack Burdett, Subdivision Development Coordinator
- Jami Short, Traffic Engineer
- Beth Muckala, Asst. City Attorney
- Todd McLellan, Development Engineer

* * *

Item No. 6, being:

CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION NO. R-2223-18: RED ROCK LAND FUND, L.L.C. REQUESTS AMENDMENT OF THE NORMAN 2025 LAND USE & TRANSPORTATION PLAN FROM COMMERCIAL DESIGNATION TO LOW DENSITY RESIDENTIAL DESIGNATION FOR APPROXIMATELY 12.41 ACRES OF PROPERTY LOCATED AT THE NORTHWEST CORNER OF E. TECUMSEH ROAD AND 12TH AVENUE N.E.

ITEMS SUBMITTED FOR THE RECORD:

- 1. 2025 Map
- 2. Staff Report
- 3. Annotated Ordinance No. O-2223-4

and

Item No. 7, being:

CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE NO. O-2223-5: RED ROCK LAND FUND, L.L.C. REQUESTS REZONING FROM PUD, PLANNED UNIT DEVELOPMENT, TO PUD, PLANNED UNIT DEVELOPMENT FOR RESIDENTIAL USES, FOR APPROXIMATELY 12.41 ACRES OF PROPERTY LOCATED AT THE NORTHWEST CORNER OF E. TECUMSEH ROAD AND 12TH AVENUE N.E.

ITEMS SUBMITTED FOR THE RECORD:

- 1. Location Map
- 2. Staff Report
- 3. PUD Narrative with Exhibits A-F

and

Item No. 8, being:

CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2223-1: CONSIDERATION OF A PRELIMINARY PLAT SUBMITTED BY SWEETGRASS PARTNERS, L.L.C. (SMC CONSULTING ENGINEERS, P.C.) FOR RED CANYON RANCH EAST, A PLANNED UNIT DEVELOPMENT FOR APPROXIMATELY 12.41 ACRES OF PROPERTY LOCATED AT THE NORTHWEST CORNER OF E. TECUMSEH ROAD AND 12TH AVENUE N.E.

ITEMS SUBMITTED FOR THE RECORD:

- 1. Location Map
- 2. Preliminary Plat
- 3. Staff Report
- 4. Pre-Development Summary
- 5. Greenbelt Commission Comments

Ms. McKown stated a need to recuse on these items, because she has a relative with a financial interest in the project.

Kevan Parker moved to allow Liz McKown to recuse for Items 6, 7 and 8. Shaun Axton seconded the motion.

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

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

Ms. Tromble announced that the motion, to allow Ms. McKown's recusal, passed by a vote of 6-0. Ms. McKown vacated her seat.

PRESENTATION BY STAFF:

1. Logan Hubble reviewed the staff report, a copy of which is filed with the minutes.
2. Mr. Axton thanked staff for including the location of the park.

APPLICANT PRESENTATION:

1. Sean Rieger, 136 Thompson Drive, representing the applicant, presented the project, changing a commercial corner to single-family multi-generational housing.
2. Mr. Parker commented there is not a lot of access for commercial in the area.
3. Ms. Bird spoke in support of a variety of home types.

AUDIENCE PARTICIPATION:

None

DISCUSSION AND ACTION BY THE PLANNING COMMISSION:

Kevan Parker moved to recommend adoption of Resolution No. R-2223-18, Ordinance No. O-2223-5 and PP-2223-1 to City Council. Shaun Axton seconded the motion.

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

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

Ms. Tromble announced that the motion, to recommend adoption of Resolution No. R-2223-18, Ordinance No. O-2223-5 and PP-2223-1 to City Council, passed by a vote of 6-0.

Ms. McKown returned to her seat.

* * *

File Attachments for Item:

22. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2223-5 UPON SECOND AND FINAL READING; AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE PART OF THE 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.)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/27/2022

REQUESTER: Red Rock Land Fund, L.L.C.

PRESENTER: Jane Hudson, Director of Planning & Community Development

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2223-5 UPON SECOND AND FINAL READING; AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE PART OF THE 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.)

PROJECT OVERVIEW:

Red Rock Land Fund, L.L.C. is requesting a rezoning to PUD, Planned Unit Development, for a single-family residential development to include the multigenerational housing component, located at the N.W. corner of E. Tecumseh Road and 12th Avenue N.E. The site is currently vacant.

The subject property was included in the Red Canyon Ranch Planned Unit Development in 2008, with Ordinance O-0708-40. The original PUD called for commercial uses on the subject property. In 2015, Ordinance O-1516-34 amended the Red Canyon Ranch Planned Unit Development to reduce the size of the commercial area, replacing some commercial land with more residential land use.

PROCEDURAL REQUIREMENTS:

GREENBELT MEETING: GB 22-12, July 19, 2022

Greenbelt forwards this item with no additional comments.

PRE-DEVELOPMENT MEETING: PD22-12, May 26, 2022

No neighbors attended this meeting.

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.

ZONING:

The subject property is currently zoned PUD, Planned Unit Development, by Ordinance O-1516-34.

STAFF ANALYSIS: The particulars of this PUD include:

USE: The PUD Narrative includes the following uses:

- Detached single family dwellings;
- Multigenerational suites;
- Family day care home;
- General purpose farm or garden;
- Home occupations;
- Municipal recreation or water supply;
- Accessory buildings;
- Model homes and/or Sales Office, subject to the applicable permits; and
- Temporary Parking Lots.

The PUD Narrative states the following regarding the multigenerational suites:

“The residential dwellings shall be allowed to feature Multigenerational Suites within and as a part of the single-family dwelling construction, so long as such suites do not exceed 400 SF. The multigenerational suites may provide features including mini-kitchens with cooking facilities in order to provide some degree of independent living for its occupants. The multigenerational suite may have a separate exterior entry; however, the suite is required to be connected and accessible to the remainder of the single-family dwelling. The multigenerational suite may NOT have separate utility meters from the remainder of the house, may NOT have a separate garage or separate parking, and may not have a separate mailing or street address. The multigenerational suite must utilize the same mailbox and street address as the remainder of the single-family dwelling. The total square footage of the primary home on the lot and the Multigenerational Suite, if utilized, shall be used to determine which coverage ratio shall be utilized for the lot. The multigenerational suite may not be separately rented apart from the remainder of the single-family dwelling.”

AREA REGULATIONS: The PUD Narrative includes the following setbacks:

- Front Yard: 10-foot front-yard setback line, with a 19-foot front yard setback for garage structures.
- Side Yard: 5-foot side-yard setback line.
- Rear Yard: 10-foot rear-yard setback line or setback to the utility easement along the back of yard if it is larger than the 10 feet.

Lots will be at least 6,000 square feet in area, with general dimensions of 60 feet wide and 100 feet deep, though dimensions can vary widely.

HOUSING CONSTRUCTION: The PUD will contain one or two story single-family detached homes. Garages may have capacity for 1-3 vehicles. Houses will have a minimum of 1,150 square feet of living space. All houses will have a minimum pitch slope of 4:12, with gray shingles. The Architectural Control Committee must approve any exterior improvements made to any property prior to construction. Home exteriors shall be at least 50% masonry, with the remaining 50% being of materials, which will blend with the masonry.

FENCING: A fence will be constructed along the perimeter of the PUD where residential lots abut 12th Avenue N.E. and Tecumseh Road. Fencing may be constructed in other areas of the PUD as well. Fences may be constructed using masonry, metal, and wood.

AMENITIES: The PUD narrative includes the following amenities:

- Walking trails constructed with hard pavement or other suitable materials
- Open space comprising a minimum of 10% of the development
- Park land

SALES TRAILER: A sales trailer will be allowed for use by sales representatives at the site. It will have a temporary parking area for customers. The trailer will be removed after the last lot is sold, or sooner if desired by the developer.

OPEN SPACE: Open space totals over 10% of the total Red Canyon Ranch Addition. Lighting in common areas will be shielded from single-family homes. Light poles will be no taller than 20 feet. Decorative street lights are allowed within the PUD.

Due to the extensive open space being afforded to common areas for the shared experience of the residents, building coverage ratios, determined by the total square feet of the home's building footprint on the lot, may be as follows:

- Lots with homes up to 1,500 s.f.: 75% coverage
- Lots with homes up to 2,000 s.f.: 79% coverage
- Lots with homes up to 2,500 s.f.: 83% coverage

ACCESS/PARKING/SIDEWALKS: The PUD will extend existing public streets to serve all residential lots. No private gates are planned. Landscape buffers will meet City of Norman sight triangle requirements. Streets will have adequate circulation for fire department and waste management services. Sidewalks will be at least four feet wide and provide adequate handicapped access to buildings and amenities. A five-foot wide sidewalk will be constructed along 12th Avenue N.E. and Tecumseh Road. Trails within the PUD will be excluded from ADA guidelines.

PHASES: The PUD may be developed in phases, beginning as market demand allows. Phasing may be modified at the discretion of the developer. Roll-off dumpsters will be allowed for temporary construction purposes.

PROPERTY OWNER ASSOCIATION: A POA will be created to maintain all common elements, including the right-of-way along 12th Avenue N.E. and Tecumseh Road, as well as pathways, private open areas, and improvements.

SITE PLAN: The Site Plan is shown in Exhibit B of the PUD Narrative. The site plan shows 28 residential lots. The PUD will have access points off Carolyn Ridge Road and Black Mesa Road, both of which will continue into the PUD.

ALTERNATIVES/ISSUES:

IMPACTS: This PUD will change the use of the site from commercial to single-family residential, matching the rest of the Red Canyon Ranch Addition.

OTHER AGENCY COMMENTS:

FIRE DEPARTMENT: Consider Appendix B, C, and D for water supply and fire access.

PUBLIC WORKS/ENGINEERING: Improvements as part of the preliminary plat consist of paving, drainage, sanitary sewer, water, sidewalks and fencing.

TRAFFIC ENGINEER: No comments

UTILITIES: No comments

CONCLUSION: Staff forwards this request for rezoning from PUD, Planned Unit Development, Ordinance O-1516-24, to PUD, Planned Unit Development, as Ordinance O-2223-5 for consideration by City Council.

At their meeting of August 11, 2022, Planning Commission unanimously recommended adoption of Ordinance O-2223-5 by a vote of 6-0.

O-2223-5

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 E. Tecumseh Road and 12th Avenue N.E.)

§ 1. WHEREAS, Red Rock Land Fund, L.L.C., the owners of the hereinafter described property, have made application to have the subject property removed from the PUD, Planned Unit Development District (O-1516-34) 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 PUD, Planned Unit Development District and place the same in the PUD, Planned Unit Development District, to wit:

A tract of land lying in the Southeast Quarter (S.E. ¼) of Section Eight (8), Township Nine (9) 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. ¼; **THENCE** North 00°00'16" East, along the East line of said Southeast Quarter, a distance of 115.00 feet to the **POINT OF BEGINNING**;

Ordinance No. O-2223-5

Page 2

THENCE North 89°52'13" West a distance of 65.00 feet to a point, said point being the intersection of the Northerly Right of Way line of Tecumseh Road (as set out in GRANT OF EASEMENT, recorded in Book 3381, Page 345) and the Westerly Right of Way line of 12th Ave. N.E.; THENCE along said northerly Right of Way line the following four (4) courses:

- 1) South 45°00'50" West a distance of 35.35 feet;
- 2) South 89°57'08" West a distance of 95.03 feet;
- 3) South 88°18'22" West a distance of 500.22 feet;
- 4) North 86°23'57" West a distance of 156.03 feet to the Southeast corner of Lot 9, Block 3 of the filed final plat of RED CANYON RANCH ADDITION SECTION 1 (as filed in Book 22 of Plats, Page 113);

THENCE along the property line of said final plat the following three (3) courses:

- 1) THENCE North 08°12'35" West a distance of 245.15 feet;
- 2) THENCE North 10°21'01" West a distance of 252.63 feet;
- 3) THENCE North 14°40'56" West a distance of 108.16 feet to a point, said point being the Southwest corner of the filed final plat of RED CANYON RANCH ADDITION SECTION 6 (as filed in Book 25 of Plats, Page 6);

THENCE along the property line of said final plat the following four (4) courses:

- 1) South 89°59'41" East a distance of 743.05 feet to a point on a non-tangent curve;
- 2) Around a curve to the left having a radius of 125.00 feet (said curve subtended by a chord which bears North 09°07'27" East a distance of 39.59 feet) with an arc length of 39.76 feet;
- 3) North 00°00'43" East a distance of 22.29 feet;
- 4) South 89°59'17" East a distance of 199.27 feet to a point on the East line of said S.E. ¼;

THENCE South 00°00'16" West along said East line a distance of 627.14 feet to the **POINT OF BEGINNING**.

Said tract contains 12.41 acres, more or less.

§ 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 August 11, 2022, and supporting documentation submitted by the applicant and approved by the Planning Commission, and made a part hereof.

Ordinance No. O-2223-5

Page 3

§ 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.

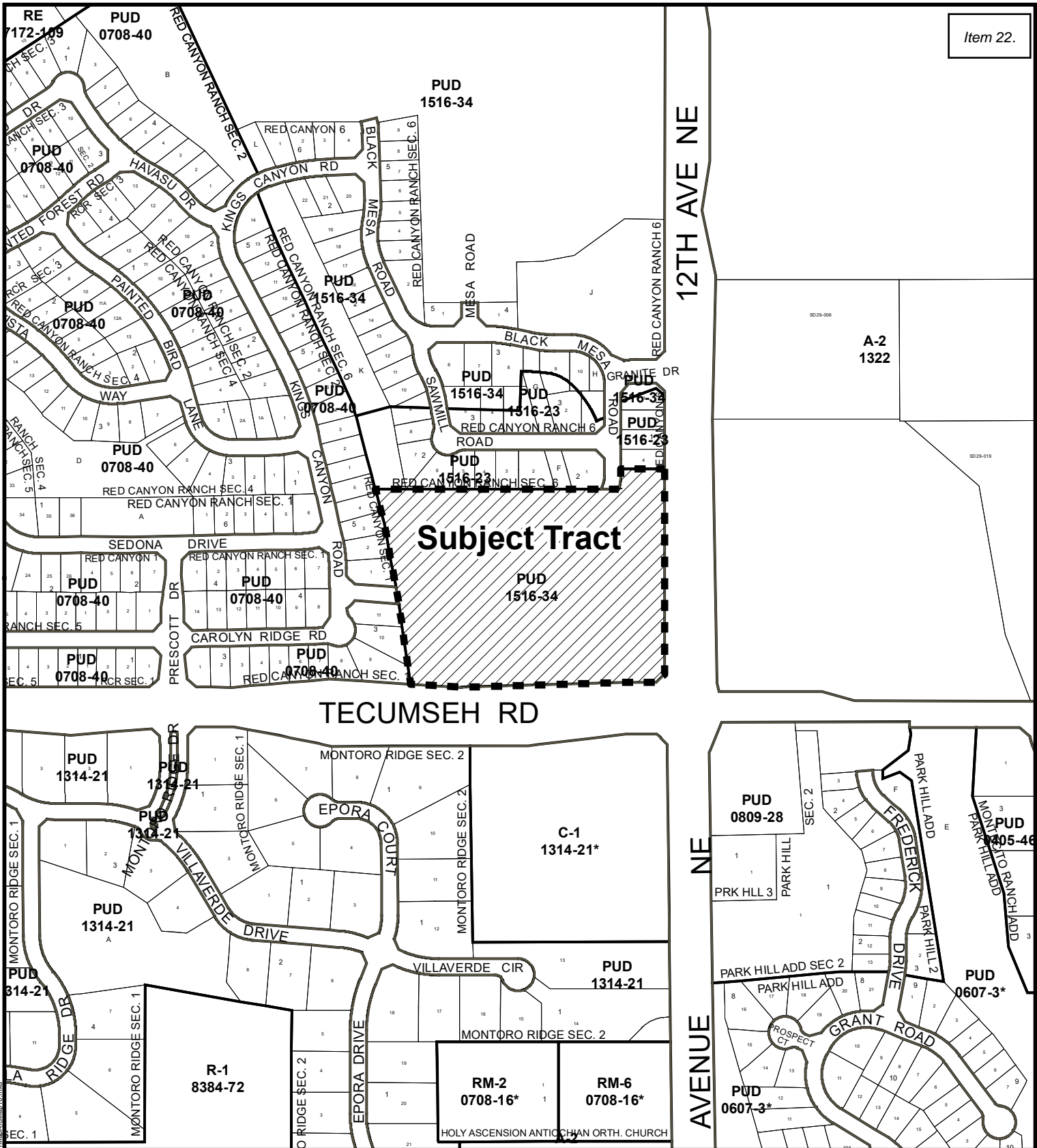
NOT ADOPTED this _____ day of _____, 2022.

(Mayor)

(Mayor)

ATTEST:

(City Clerk)



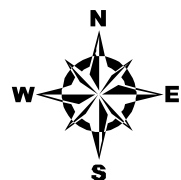
Item 22.

Subject Tract

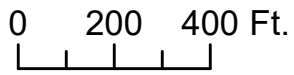
Location Map



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



July 5, 2022



Subject Tract

Zoning

RED CANYON RANCH EAST

A Planned Unit Development
Norman, Oklahoma

A PROJECT BY RED ROCK LAND FUND, LLC
1320 N. Porter
Norman, OK 73071

APPLICATION FOR:

PLANNED UNIT DEVELOPMENT
NORMAN 2025 LAND USE AMENDMENT
PRELIMINARY PLAT

July 1, 2022
Revised August 9, 2022

PREPARED BY:

RIEGER LAW GROUP PLLC
136 Thompson Drive
Norman, Oklahoma 73069

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I. INTRODUCTION

The Red Canyon Ranch neighborhood is an existing Planned Unit Development (“PUD”) generally at the NW corner of 12th Ave. NE and E. Tecumseh Road. This application is a revision to the existing PUD for the property more particularly described on **Exhibit A** (the “Property”). The Property contains approximately 12.41 acres. This submittal seeks to rezone the Property in order to allow for the extension of the Red Canyon Ranch neighborhood with approximately 28 additional residential lots. This PUD seeks to mirror the allowances for the rest of the applicant’s Red Canyon Ranch residential development.

II. PROPERTY DESCRIPTION/EXISTING SITE CONDITIONS

A. Location

The Property is located at the NW corner of 12th Avenue N.E. and Tecumseh Road.

B. Existing Land Use and Zoning

The Property is currently zoned as a previously approved PUD. The Red Canyon Ranch neighborhood is partially built out and continues to develop under prior PUD guidelines.

C. Elevation and Topography

The site consists of sloping terrain generally draining to the east. As previously noted in the existing Red Canyon Ranch PUD, severe terrain within the neighborhood has influenced the development and justified modification of building setbacks to reduce grading. The end result is substantial additional open space and scenic views for the residents and passing public within the addition. No portion of the site is in the 100-year flood plain.

D. Drainage

A Drainage Impact Analysis has previously been submitted that illustrated the detention requirements and the solutions planned. The previously submitted reports will be updated as necessary to reflect the proposed revisions to the Site Development Plan for the Property.

E. Utility Services

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

F. Fire Protection Services

Fire protection services shall be provided in accordance with all applicable City of Norman regulations for such services.

G. Traffic Circulation and Access

Traffic circulation and access to the Property shall be allowed in the manner shown on the attached Site Development Plan.

III. DEVELOPMENT PLAN AND DESIGN CONCEPT

A. Uses Permitted; Single-Family Community

The Site Development Plan for the Property is attached hereto as **Exhibit B**, and a Typical Lot Site Plan showing a typical development of a single lot within the Property is attached as **Exhibit C**. The development of the Property shall be generally constructed as presented thereon, subject to final design development and the changes allowed by Section 22.420(7) of the City of Norman's PUD Ordinance. The Property will consist of approximately 28 residential lots, which may contain Multigenerational Suites in accordance with the terms of this PUD. A typical layout of a Multigenerational Suite is attached as **Exhibit D**. A complete list of the allowable uses for the Property is attached as **Exhibit F**.

B. Area Regulations

Each individual residential lot shall comply with the following setbacks and regulations:

- a. **Front Yard:** 10-foot front yard building setback line, with a 19-foot front yard setback for garage structures. This is intended to allow for the capability of living areas of the house to come forward and greet the streetscape ahead of the garage facades.
- b. **Side Yard:** 5-foot side yard building setback line.
- c. **Rear Yard:** 10-foot rear yard building setback line, or setback to the utility easement along the back of yard if it is larger than the 10 feet.
- d. **Lot Sizes:** Lots to be at least approximately 6,000 gross square feet in area with dimensions being generally 60 feet wide and 100 feet deep, which lot dimensions can be widely varied throughout the Addition.

C. Housing Construction

All aspects of all exterior improvements made to any improvement in the Red Canyon Ranch Addition must first be approved in writing by the Architectural Control Committee prior to commencement of construction.

The requirements set forth below are not exhaustive or exacting as to the requirements that may be set forth by the Architectural Control Committee, which may be modified, amended, revised or contain much more extensive, restrictive, and descriptive architectural provisions in the private covenants governing the Addition:

Homes in the PUD will be standard construction, single family, detached homes. Houses will be of standard wood frame construction. Houses may be one or two stories. Garages may be one, two, or three vehicle capacity.

The minimum square foot area requirements for structures in Red Canyon Ranch shall be 1,150 square feet. This minimum figure is for living space and is exclusive of garages, covered porches, patios, and breezeways.

All the roofs shall be completed using shingles with a minimum weight of 210 pounds per square. The roofs must have a minimum pitch slope of 4 on 12. All other roofs, along with all aspects of all exterior improvements made to any property in the Addition, must be approved by the Architectural Control Committee in writing prior to commencement of construction.

The principal exterior of any residential structure shall be at least fifty percent (50%) masonry and the other fifty percent (50%) balance of the exterior may be of frame, wood, shingles or other material, which will blend together with the masonry.

The residential dwellings shall be allowed to feature Multigenerational Suites within and as a part of the single-family dwelling construction, so long as such suites do not exceed 400 SF. The multigenerational suites may provide features including mini-kitchens with cooking facilities in order to provide some degree of independent living for its occupants. The multigenerational suite may have a separate exterior entry, however the suite is required to be connected and accessible to the remainder of the single-family dwelling. The multigenerational suite may NOT have separate utility meters from the remainder of the house, may NOT have a separate garage or separate parking, and may not have a separate mailing or street address. The multigenerational suite must utilize the same mailbox and street address as the remainder of the single-family dwelling. The total square footage of the primary home on the lot and the Multigenerational Suite, if utilized, shall be used to determine which coverage ratio shall be utilized for the lot. The

multigenerational suite may not be separately rented apart from the remainder of the single-family dwelling.

D. Fencing

A fence will be constructed along the perimeter of the PUD where there are residential lots abutting 12th Avenue N.E. and Tecumseh Road. Fencing may be constructed in other areas of the PUD as well in the discretion of the Developer. Construction material may be a combination of masonry, metal/iron, and wood. Construction of the fence may be phased along with the development of the PUD as the lots are built out.

E. Amenities Located in the Red Canyon Ranch Addition

- a. Walking trail(s), which may be constructed of hard pavement and/or other suitable materials.
- b. Open space will be provided minimum of 10% of gross area.
- c. Park land will be within the PUD, and may be provided as private park land.

F. Sales Trailer

A temporary trailer will be allowed for use by sales representatives. The facility will have a temporary parking area for customers. The trailer will be removed after the last lot is sold, or sooner if desired by the developer.

G. Open space and green space

Open space areas are located throughout the Red Canyon Ranch Addition and form an extensive feature of the neighborhood. Open space totals over approximately 10% of the Property. A depiction of the proposed open space is attached as **Exhibit E**.

The Property will utilize existing walkways, trails, park/picnic areas, playgrounds, splashpads, and natural green space areas located within the Red Canyon Ranch Addition.

Adequate Park land for the Property currently exists as private park land within the Red Canyon Ranch Addition, and so long as such private park land is in excess of the amount that would have been required of public park land, then there will be no public requirement of park land or fee in lieu of.

All lighting over any common area will be shielded from adjacent single-family homes and will have poles of maximum height of 20 feet. Decorative street lights will be allowed within the PUD, in the common areas, and along the streets of the PUD.

Due to the extensive open space being afforded to common areas for the shared experience of the residents, building coverage ratios, determined by the total square feet of the home's building footprint on the lot, may be as follows:

- a. For lots with homes of up to 1,500 s.f.: 75% coverage
- b. For lots with homes of up to 2,000 s.f.: 79% coverage
- c. For lots with homes of up to 2,500 s.f.: 83% coverage

H. Traffic access/circulation/parking and sidewalks

The Property will use the existing public streets and shall extend said streets to serve all residential lots contemplated herein. No private gates are planned. Landscape buffers will accommodate all City of Norman traffic department sight triangle requirements. All internal streets will have adequate circulation provided for the fire department and City Waste Management Services.

All private sidewalks will be at least four feet (4') wide and provide adequate access (normal/handicapped) to the buildings along with all project amenities. A five-foot wide City sidewalk will be provided along 12th Avenue N.E. and Tecumseh Road, constructed to City of Norman Standards.

Any trails within the Addition shall be excluded from any requirements to meet ADA guidelines as many of them are planned to follow the natural landscape and feature the natural beauty of the terrain and land.

I. Development Phasing

The project may be developed in phases to begin as soon as the market demand will support. Market demand will be the determining factor in the number of units constructed. Phasing may be modified at the discretion of Developer. Roll off dumpsters shall be allowed for temporary construction purposes on the Property.

J. Property Owner Association

A mandated POA will be created to maintain all common elements including the right-of-way along 12th Avenue NE and Tecumseh Road, the intended pathways and all private open areas and improvements.

EXHIBIT A**Legal Description**

A tract of land lying in the Southeast Quarter (S.E. ¼) of Section Eight (8), Township Nine (9) 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. ¼:

THENCE North 00°00'16" East, along the East line of said Southeast Quarter, a distance of 115.00 feet to the POINT OF BEGINNING;

THENCE North 89°52'13" West a distance of 65.00 feet to a point, said point being the intersection of the Northerly Right of Way line of Tecumseh Road (as set out in GRANT OF EASEMENT, recorded in Book 3381, Page 345) and the Westerly Right of Way line of 12th Ave. N.E.;

THENCE along said northerly Right of Way line the following four (4) courses;

- 1) South 45°00'50" West a distance of 35.35 feet;
- 2) South 89°57'08" West a distance of 95.03 feet;
- 3) South 88°18'22" West a distance of 500.22 feet;
- 4) North 86°23'57" West a distance of 156.03 feet to the Southeast corner of Lot 9, Block 3 of the filed final plat of RED CANYON RANCH ADDITION SECTION 1 (as filed in Book 22 of Plats, Page 113);

THENCE along the property line of said final plat the following three (3) courses;

- 1) THENCE North 08°12'35" West a distance of 245.15 feet;
- 2) THENCE North 10°21'01" West a distance of 252.63 feet;
- 3) THENCE North 14°40'56" West a distance of 108.16 feet to a point, said point being the Southwest corner of the filed final plat of RED CANYON RANCH ADDITION SECTION 6 (as filed in Book 25 of Plats, Page 6);

THENCE along the property line of said final plat the following four (4) courses:

- 1) South 89°59'41" East a distance of 743.05 feet to a point on a non-tangent curve;
- 2) Around a curve to the left having a radius of 125.00 feet (said curve subtended by a chord which bears North 09°07'27" East a distance of 39.59 feet) with an arc length of 39.76 feet;
- 3) North 00°00'43" East a distance of 22.29 feet;
- 4) South 89°59'17" East a distance of 199.27 feet to a point on the East line of said S.E. ¼;

THENCE South 00°00'16" West along said East line a distance of 627.14 feet to the POINT OF BEGINNING.

Said tract contains 12.41 acres, more or less.

EXHIBIT B

Site Development Plan



EXHIBIT C

Typical Lot Site Plan

EXHIBIT "C"
TYPICAL LOT SITE PLAN
RED CANYON RANCH EAST

NOT TO SCALE

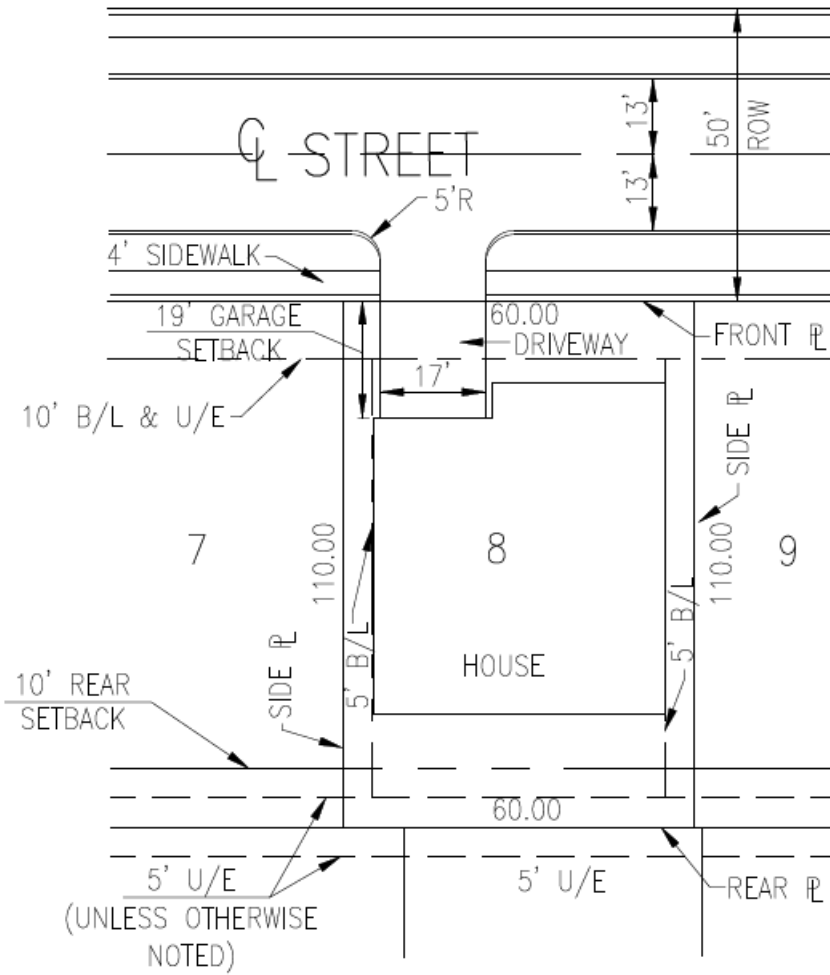


EXHIBIT D

Typical Layout of Multigenerational Suites
(referred to as In-law Suite below)
Page 1 of 2

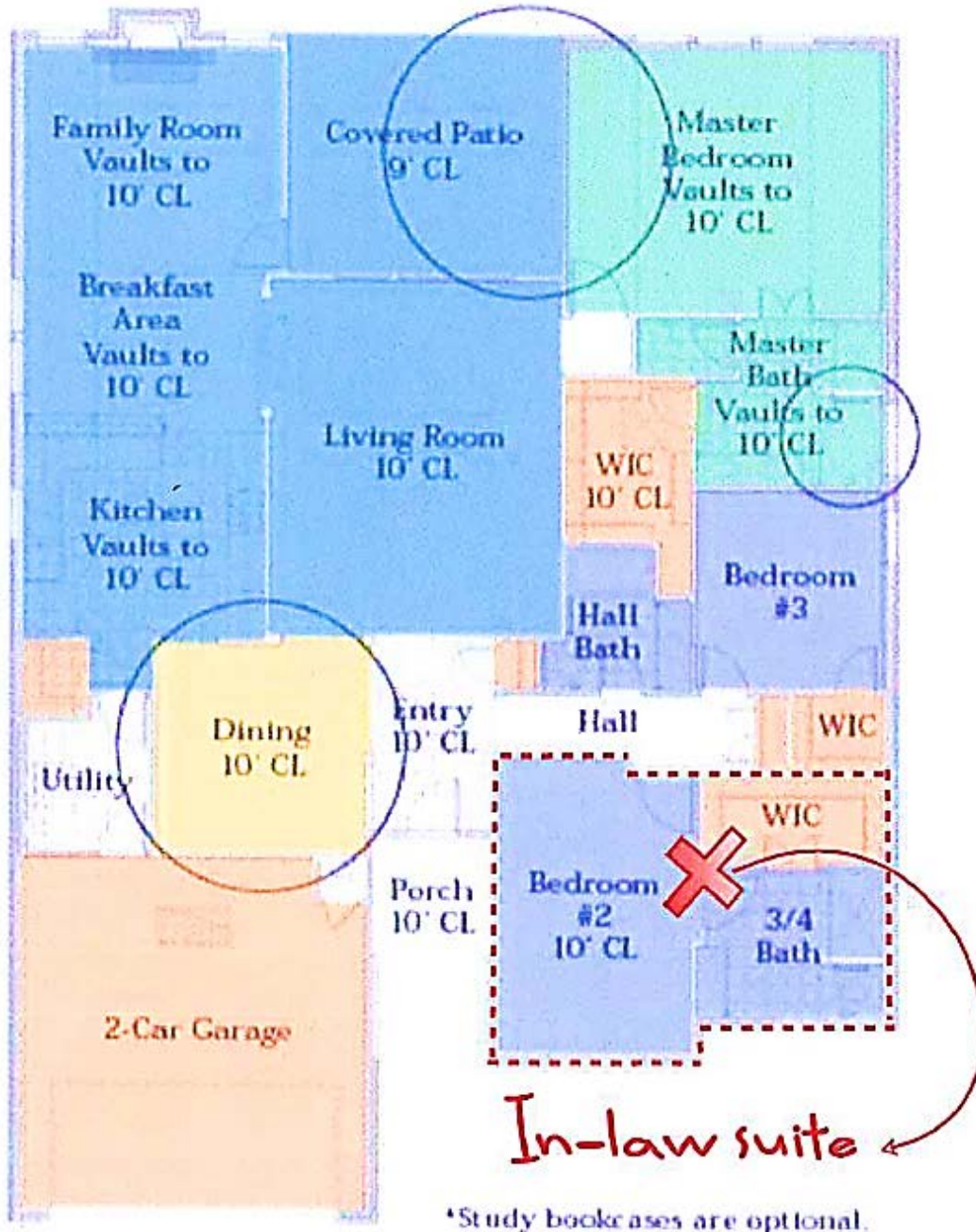


EXHIBIT D

Typical Layout of Multigenerational Suites
(referred to as In-law Suite below)
Page 2 of 2

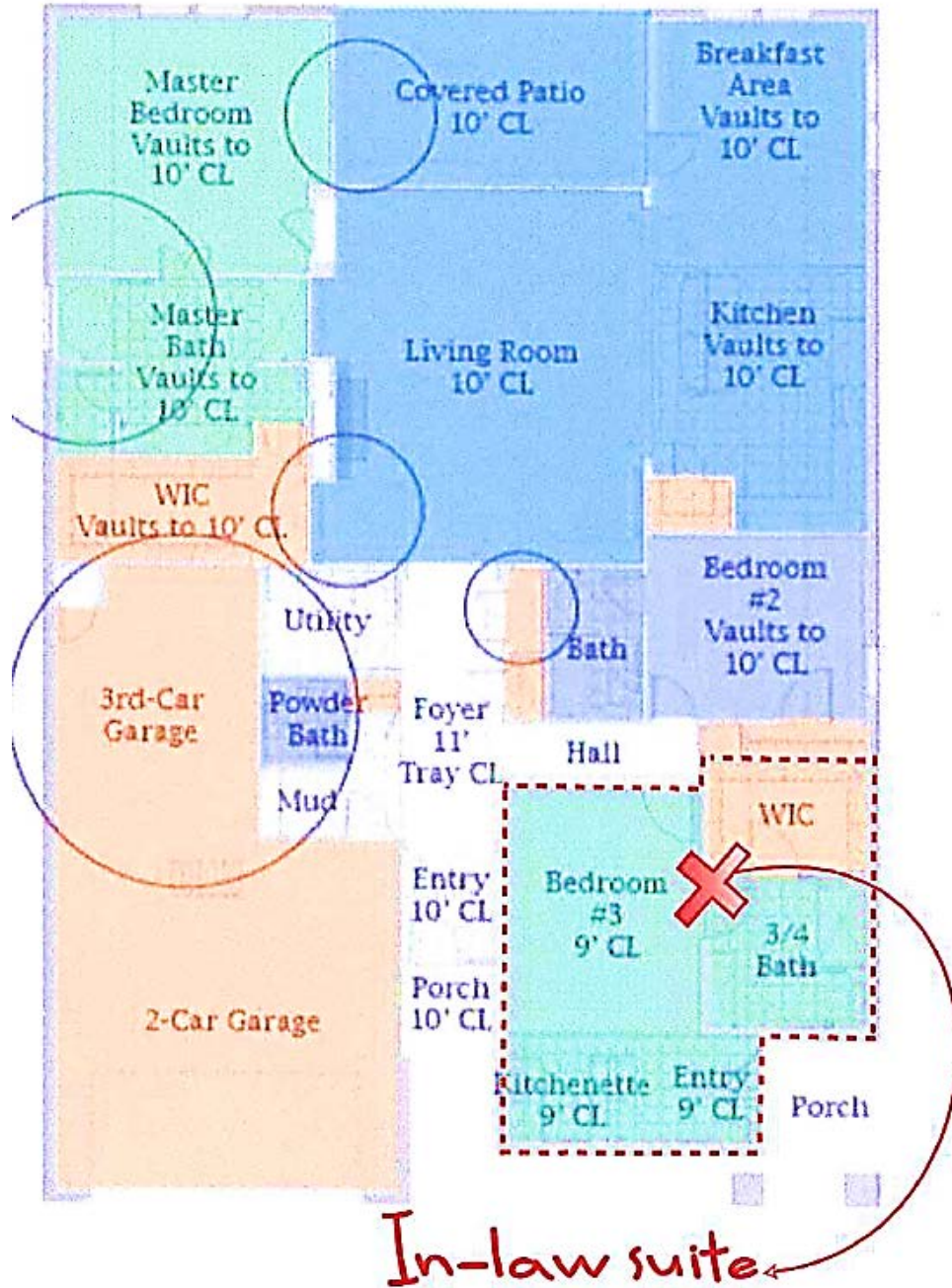


EXHIBIT E

Greenspace Exhibit

EXHIBIT "E"
GREENSPACE EXHIBIT
RED CANYON RANCH EAST

NOT TO SCALE

GREENSPACE ~ 3.31 ac.±



EXHIBIT F

Allowable Uses

- Detached single family dwellings;
- Multigenerational Suites;
- Family day care home;
- General purpose farm or garden;
- Home occupations;
- Municipal recreation or water supply;
- Accessory buildings;
- Model homes and/or Sales Office, subject to the applicable permits; and
- Temporary Parking Lots.

Applicant: Red Rock Land Fund, LLC

Project Location: NW Corner of Tecumseh Road and 12th Avenue NE

Case Number: PD22-12

Time: 6:00 p.m.

Applicant/Representative

Gunner Joyce
Sean Rieger

Attendees

None

City Staff

Colton Wayman, Planner I

Application Summary

The applicant is requesting a NORMAN 2025 amendment to Low Density Residential, amendment of the existing PUD, Planned Unit Development, and preliminary plat.

Neighbor's Comments/Concerns/Responses

No neighbors attended the meeting.

ORDINANCE NO. O-2223-5

ITEM NO. 7

STAFF REPORT

GENERAL INFORMATION

| | |
|---------------------------|--|
| APPLICANT | Red Rock Land Fund, L.L.C. |
| REQUESTED ACTION | Rezoning to PUD, Planned Unit Development District |
| EXISTING ZONING | PUD, Planned Unit Development, established in O-0708-40, as amended by O-1516-34 |
| SURROUNDING ZONING | North: PUD, Planned Unit Development, O-1516-34 East: A-2, Rural Agricultural District South: C-1, Local Commercial District, and PUD, Planned Unit Development, O-1314-21 West: PUD, Planned Unit Development, O-1516-34 |
| LOCATION | NW corner of E. Tecumseh Road and 12 th Avenue N.E. |
| WARD | Ward 6 |
| CORE AREA | No |
| AREA/SF | 12.41 acres more or less |
| PURPOSE | Low Density Residential |
| EXISTING LAND USE | Vacant |
| SURROUNDING LAND USE | North: Single Family Residential East: Single Family Residential South: Single Family Residential/Vacant West: Single Family Residential |
| LAND USE PLAN DESIGNATION | Commercial |
| GROWTH AREA DESIGNATION | Current Urban Service Area |

PROJECT OVERVIEW: Red Rock Land Fund, L.L.C. is requesting a rezoning to Planned Unit Development, for a single-family residential development to include the multigenerational housing component, located at the N.W. corner of E. Tecumseh Road and 12th Avenue N.E. The site is currently vacant.

The subject property was included in the Red Canyon Ranch Planned Unit Development in 2008, with Ordinance No. O-0708-40. The original PUD called for commercial uses on the subject property. In 2015, Ordinance No. O-1516-34 amended the Red Canyon Ranch Planned Unit Development to reduce the size of the commercial area, replacing some commercial land with more residential land use.

PROCEDURAL REQUIREMENTS:

GREENBELT MEETING: GB 22-12, July 19, 2022
Greenbelt forwards this item with no additional comments.

PRE-DEVELOPMENT MEETING: PD22-12, May 26, 2022
No neighbors attended this meeting.

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.

EXISTING ZONING: The subject property is currently zoned PUD, Planned Unit Development, by Ordinance No. O-1516-34.

STAFF ANALYSIS: The particulars of this PUD include:

USE: The PUD Narrative includes the following uses:

- Detached single family dwellings
- Multigenerational housing
- Family day care home
- General purpose farm or garden
- Home occupations
- Municipal recreation or water supply
- Accessory buildings
- Model homes and/or Sales Office, subject to the applicable permits
- Temporary Parking Lots

AREA REGULATIONS: The PUD Narrative includes the following setbacks:

- Front Yard: 10-foot front-yard setback line, with a 19-foot front yard setback for garage structures.
- Side Yard: 5-foot side-yard setback line.
- Rear Yard: 10-foot rear-yard setback line or setback to the utility easement along the back of yard if it is larger than the 10 feet.

Lots will be at least 6,000 square feet in area, with general dimensions of 60 feet wide and 100 feet deep, though dimensions can vary widely.

HOUSING CONSTRUCTION: The PUD will contain one or two story single-family detached homes. Garages may have capacity for 1-3 vehicles. Houses will have a minimum of 1,150 square feet of living space. All houses will have a minimum pitch slope of 4:12, with gray shingles. Any exterior improvements made to any property must be approved by the Architectural Control Committee prior to construction. Home exteriors shall be at least 50% masonry, with the remaining 50% being of materials which will blend with the masonry.

FENCING: A fence will be constructed along the perimeter of the PUD where residential lots abut 12th Avenue N.E. and Tecumseh Road. Fencing may be constructed in other areas of the PUD as well. Fences may be constructed using masonry, metal, and wood.

AMENITIES: The PUD narrative includes the following amenities:

- Walking trails constructed with hard pavement or other suitable materials
- Open space comprising a minimum of 10% of the development
- Park land

SALES TRAILER: A sales trailer will be allowed for use by sales representatives at the will have a temporary parking area for customers. The trailer will be removed after the last lot is sold, or sooner if desired by the developer.

OPEN SPACE: Open space totals over 10% of the total Red Canyon Ranch Addition. Lighting in common areas will be shielded from single-family homes. Light poles will be no taller than 20 feet. Decorative street lights are allowed within the PUD.

Due to the extensive open space being afforded to common areas for the shared experience of the residents, building coverage ratios, determined by the total square feet of the home's building footprint on the lot, may be as follows:

- Lots with homes up to 1,500 s.f.: 75% coverage
- Lots with homes up to 2,000 s.f.: 79% coverage
- Lots with homes up to 2,500 s.f.: 83% coverage

ACCESS/PARKING/SIDEWALKS: The PUD will extend existing public streets to serve all residential lots. No private gates are planned. Landscape buffers will meet City of Norman sight triangle requirements. Streets will have adequate circulation for fire department and waste management services. Sidewalks will be at least four feet wide and provide adequate handicapped access to buildings and amenities. A five-foot wide sidewalk will be constructed along 12th Avenue N.E. and Tecumseh Road. Trails within the PUD will be excluded from ADA guidelines.

PHASES: The PUD may be developed in phases, beginning as market demand allows. Phasing may be modified at the discretion of the developer. Roll-off dumpsters will be allowed for temporary construction purposes.

PROPERTY OWNER ASSOCIATION: A POA will be created to maintain all common elements, including the right-of-way along 12th Avenue N.E. and Tecumseh Road, as well as pathways, private open areas, and improvements.

SITE PLAN: The Site Plan is shown in Exhibit B of the PUD Narrative. The site plan shows 28 residential lots. The PUD will have access points off Carolyn Ridge Road and Black Mesa Road, both of which will continue into the PUD.

ALTERNATIVES/ISSUES:

IMPACTS: This PUD will change the use of the site from commercial to single-family residential, matching the rest of the Red Canyon Ranch Addition.

OTHER AGENCY COMMENTS:

FIRE DEPARTMENT: Consider Appendix B, C, and D for water supply and fire access.

PUBLIC WORKS/ENGINEERING: Improvements as part of the preliminary plat consist of paving, drainage, sanitary sewer, water, sidewalks and fencing.

TRAFFIC ENGINEER: No comments

UTILITIES: No comments

CONCLUSION: Staff forwards this request for rezoning from PUD, Planned Development, No. O-1516-24, to PUD, Planned Unit Development, as Ordinance No. 2223-5 for consideration by the Planning Commission and a recommendation to City Council.

**NORMAN PLANNING COMMISSION
REGULAR SESSION MINUTES**

AUGUST 11, 2022

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Council Chambers of the Norman Municipal Building, 201 West Gray Street, on the 11th day of August, 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 6:32 p.m.

* * *

Item No. 1, being:

ROLL CALL

MEMBERS PRESENT

Kevan Parker
Liz McKown
Steven McDaniel
Erica Bird
Doug McClure
Cameron Brewer
Shaun Axton

MEMBERS ABSENT

Jim Griffith
Michael Jablonski

A quorum was present.

STAFF MEMBERS PRESENT

Jane Hudson, Director, Planning &
Community Development
Roné Tromble, Recording Secretary
Colton Wayman, Planner I
Logan Hubble, Planner I
Ken Danner, Subdivision Development
Manager
Jack Burdett, Subdivision Development
Coordinator
Jami Short, Traffic Engineer
Beth Muckala, Asst. City Attorney
Todd McLellan, Development Engineer

* * *

Item No. 6, being:

CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION NO. R-2223-18: RED ROCK LAND FUND, L.L.C. REQUESTS AMENDMENT OF THE NORMAN 2025 LAND USE & TRANSPORTATION PLAN FROM COMMERCIAL DESIGNATION TO LOW DENSITY RESIDENTIAL DESIGNATION FOR APPROXIMATELY 12.41 ACRES OF PROPERTY LOCATED AT THE NORTHWEST CORNER OF E. TECUMSEH ROAD AND 12TH AVENUE N.E.

ITEMS SUBMITTED FOR THE RECORD:

- 1. 2025 Map
- 2. Staff Report
- 3. Annotated Ordinance No. O-2223-4

and

Item No. 7, being:

CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE NO. O-2223-5: RED ROCK LAND FUND, L.L.C. REQUESTS REZONING FROM PUD, PLANNED UNIT DEVELOPMENT, TO PUD, PLANNED UNIT DEVELOPMENT FOR RESIDENTIAL USES, FOR APPROXIMATELY 12.41 ACRES OF PROPERTY LOCATED AT THE NORTHWEST CORNER OF E. TECUMSEH ROAD AND 12TH AVENUE N.E.

ITEMS SUBMITTED FOR THE RECORD:

- 1. Location Map
- 2. Staff Report
- 3. PUD Narrative with Exhibits A-F

and

Item No. 8, being:

CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2223-1: CONSIDERATION OF A PRELIMINARY PLAT SUBMITTED BY SWEETGRASS PARTNERS, L.L.C. (SMC CONSULTING ENGINEERS, P.C.) FOR RED CANYON RANCH EAST, A PLANNED UNIT DEVELOPMENT FOR APPROXIMATELY 12.41 ACRES OF PROPERTY LOCATED AT THE NORTHWEST CORNER OF E. TECUMSEH ROAD AND 12TH AVENUE N.E.

ITEMS SUBMITTED FOR THE RECORD:

- 1. Location Map
- 2. Preliminary Plat
- 3. Staff Report
- 4. Pre-Development Summary
- 5. Greenbelt Commission Comments

Ms. McKown stated a need to recuse on these items, because she has a relative with a financial interest in the project.

Kevan Parker moved to allow Liz McKown to recuse for Items 6, 7 and 8. Shaun Axton seconded the motion.

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

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

Ms. Tromble announced that the motion, to allow Ms. McKown's recusal, passed by a vote of 6-0. Ms. McKown vacated her seat.

PRESENTATION BY STAFF:

1. Logan Hubble reviewed the staff report, a copy of which is filed with the minutes.
2. Mr. Axton thanked staff for including the location of the park.

APPLICANT PRESENTATION:

1. Sean Rieger, 136 Thompson Drive, representing the applicant, presented the project, changing a commercial corner to single-family multi-generational housing.
2. Mr. Parker commented there is not a lot of access for commercial in the area.
3. Ms. Bird spoke in support of a variety of home types.

AUDIENCE PARTICIPATION:

None

DISCUSSION AND ACTION BY THE PLANNING COMMISSION:

Kevan Parker moved to recommend adoption of Resolution No. R-2223-18, Ordinance No. O-2223-5 and PP-2223-1 to City Council. Shaun Axton seconded the motion.

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

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

Ms. Tromble announced that the motion, to recommend adoption of Resolution No. R-2223-18, Ordinance No. O-2223-5 and PP-2223-1 to City Council, passed by a vote of 6-0.

Ms. McKown returned to her seat.

* * *

File Attachments for Item:

23. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2223-1 PRELIMINARY PLAT FOR RED CANYON RANCH EAST, A PLANNED UNIT DEVELOPMENT. (LOCATED AT THE NORTHWEST CORNER OF THE INTERSECTION OF EAST TECUMSEH ROAD AND 12TH AVENUE NE.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/27/2022

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 PP-2223-1 PRELIMINARY PLAT FOR RED CANYON RANCH EAST, A PLANNED UNIT DEVELOPMENT. (LOCATED AT THE NORTHWEST CORNER OF THE INTERSECTION OF EAST TECUMSEH ROAD AND 12TH AVENUE NE.

BACKGROUND:

This item is a preliminary plat for Red Canyon Ranch East, a Planned Unit Development and is located at the northwest corner of the intersection of East Tecumseh Road and 12th Avenue N.E. The preliminary plat consists of 12.41 acres including 3.31 acres of open space/park land. The owners are proposing 28 single-family residential lots and open space.

The Norman Board of Parks Commissioners, at its meeting of March 2, 2006, recommended private park land for Red Canyon Ranch Addition, a Planned Unit Development.

Planning Commission, at its meeting of August 11, 2022, recommended to City Council amending the 2025 Land Use and Transportation Plan from PUD, Planned Unit Development Commercial Designation to PUD, Planned Unit Development to Low Density Residential Designation. Also, at its same meeting Planning Commission recommend that this property be placed in PUD, a Planned Unit Development providing for Residential Uses and removed from PUD, a Planned Unit Development providing for Commercial Uses. In addition, Planning Commission recommended to City Council the approval of the preliminary plat for Red Canyon Ranch East, a Planned Unit Development.

DISCUSSION:

The Red Canyon Ranch East Addition Preliminary Plat, will add 28 residential units that are expected to generate approximately 326 trips per day, 29 AM peak hour trips, and 33 PM peak hour trips. The traffic capacity on the affected roadways exceeds the demand for existing and proposed trips as a result of this development. No negative traffic impacts are anticipated on these facilities.

| STREET | NO. OF LANE S | PROPOSED DEVELOPMENT (Veh/day) | EXISTING TRAFFIC (Veh/day) | TOTAL PROJECTED TRAFFIC (Veh/day) | ROADWAY CAPACITY L.O.S. "E" | % CAPACITY USED (EXISTING) | % CAPACITY USED (PROJECTED) |
|----------------------------|---------------|--------------------------------|----------------------------|-----------------------------------|-----------------------------|----------------------------|-----------------------------|
| Tecumseh Road | 4 | 163 | 10,746 | 10,909 | 34,200 | 31.42 | 31.90 |
| 12 th Avenue NE | 4 | 163 | 14,078 | 14,241 | 34,200 | 41.16 | 41.64 |

The expected trip generation for this 28 unit addition is well below the threshold (100 peak hour trips) for when a traffic impact study is completed. Regardless, a traffic impact fee was calculated in the original traffic study for the Addition in 2010. Traffic impact fees were originally calculated at \$47.90 per daily trip generated for improvements to the Tecumseh Road intersection with Prescott Drive. Based on this rate, a total of \$15,615.40 will be due with the filing of the Final Plat.

Public improvements for this property consist of the following:

1. **Fencing and Screening.** Fencing and screening will be required adjacent to Tecumseh Road and 12th Avenue N.E. for the residential lots backing up to these principal arterial streets.
2. **Fire Hydrants.** Fire hydrants will be installed in accordance with approved plans. Their locations will be reviewed 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') width sidewalk will be installed adjacent to 12th Avenue N.E. and a five-foot (5') width sidewalk will be installed adjacent to East Tecumseh Road. However, if it is installed adjacent to the street an additional foot will be added.
6. **Storm Sewers.** Storm sewers and appurtenant drainage structures will be installed in accordance with approved plans and City drainage standards. Privately maintained detention facilities will be constructed for the conveyance of storm water.
7. **Streets.** Streets will be constructed in accordance with approved plans and City paving standards. Twelfth Avenue N.E. and East Tecumseh Road are existing. The developer will contribute with traffic impact fees.

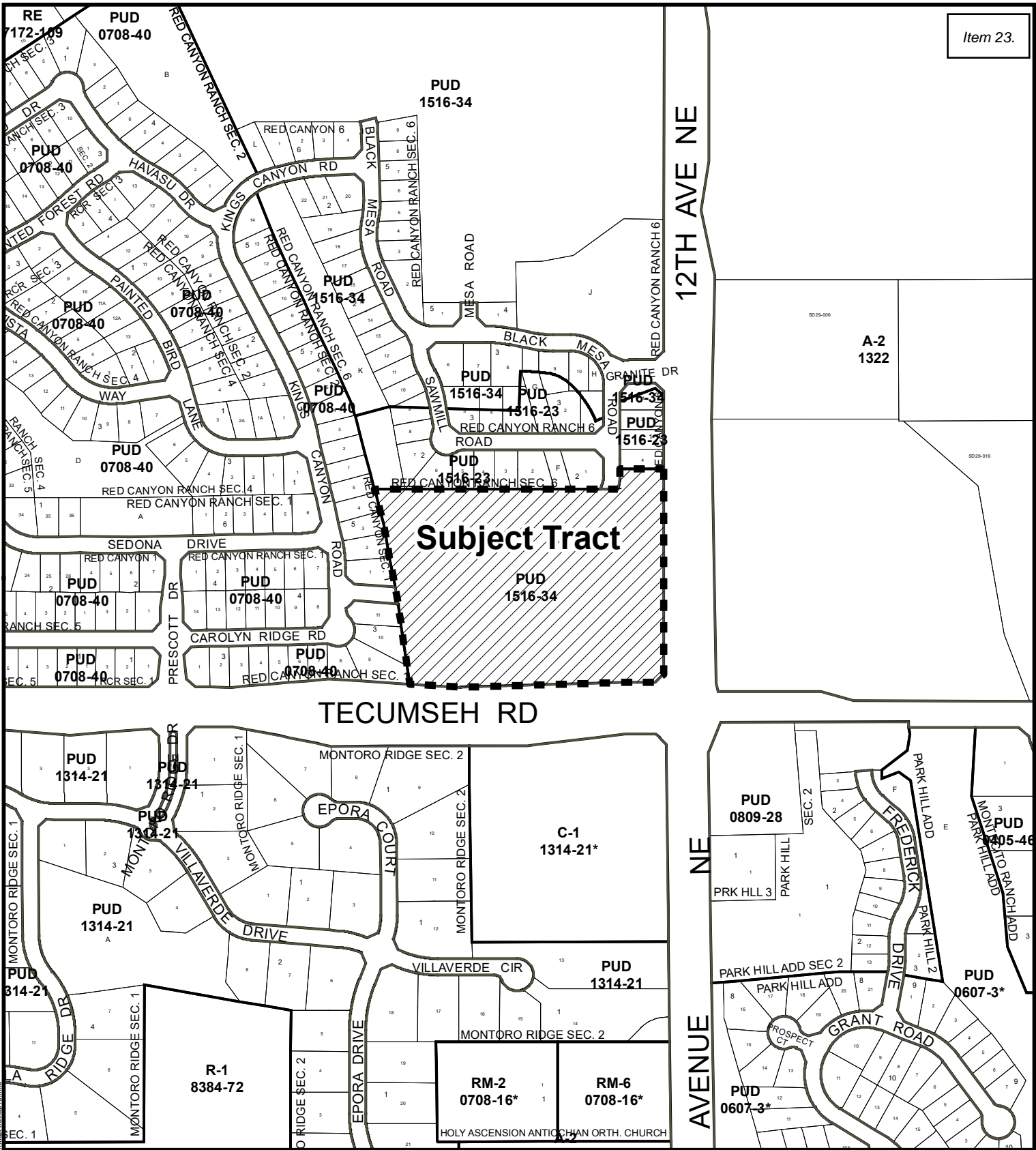
8. **Water Mains**. Interior water mains will be installed in accordance with approved plans and City and Department of Environmental Quality standards. There is an existing 24-inch water main adjacent to East Tecumseh Road. There is a proposed 12-inch water main to be constructed adjacent to 12th Avenue N.E.

PUBLIC DEDICATIONS:

1. **Easements**. All required easements will be dedicated to the City on the final plat.
2. **Rights-of-Way**. Street rights-of-way will be dedicated to the City on the final plat.
3. **Park Land**. It has been determined, with the developments of Red Canyon Ranch, the applicant has provided more than sufficient private park land which will include additional private park land with this development.

RECOMMENDATION:

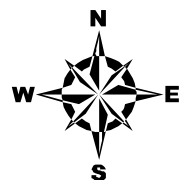
Based upon the above information, Staff recommends approval of the preliminary plat for Red Canyon Ranch East Addition, a Planned Unit Development.



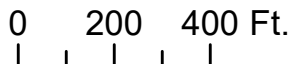
Location Map





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

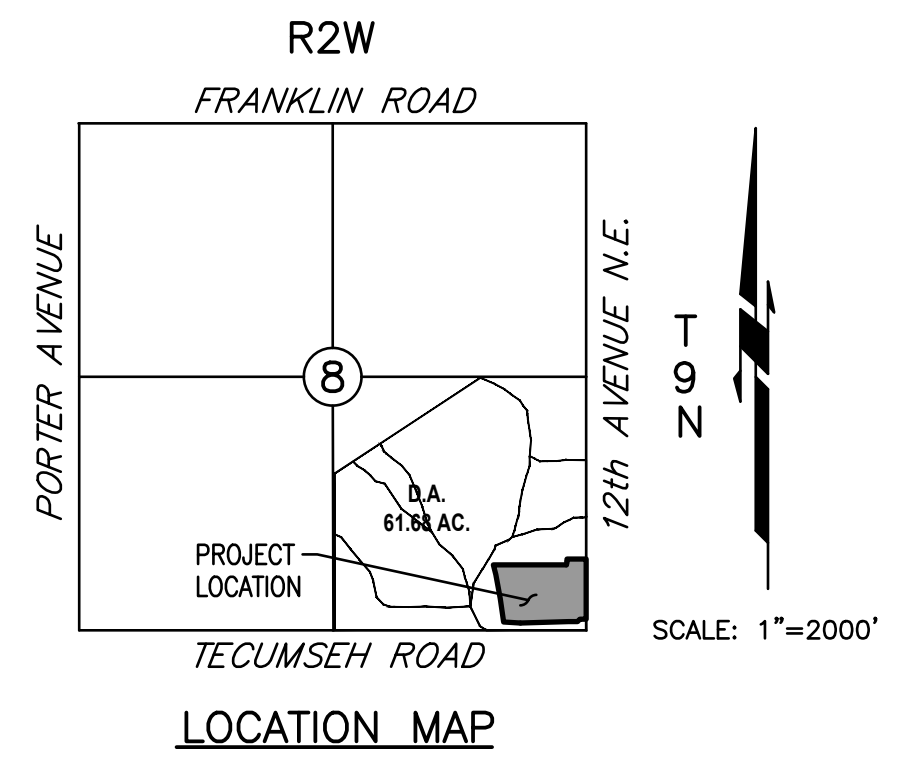


July 5, 2022



-  Subject Tract
-  Zoning

REVISED PRELIMINARY PLAT
RED CANYON RANCH EAST
 A PLANNED UNIT DEVELOPMENT
 A REVISION OF RED CANYON RANCH, A PLANNED UNIT DEVELOPMENT
 A PART OF THE S.E. 1/4, SECTION 8, T9N, R2W, I.M.
 NORMAN, CLEVELAND COUNTY, OKLAHOMA



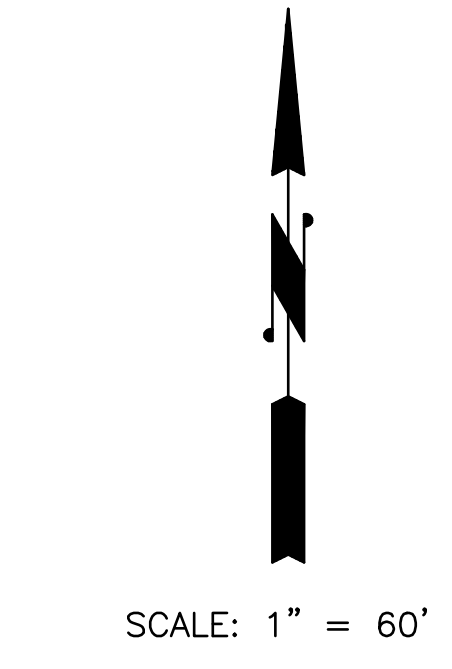
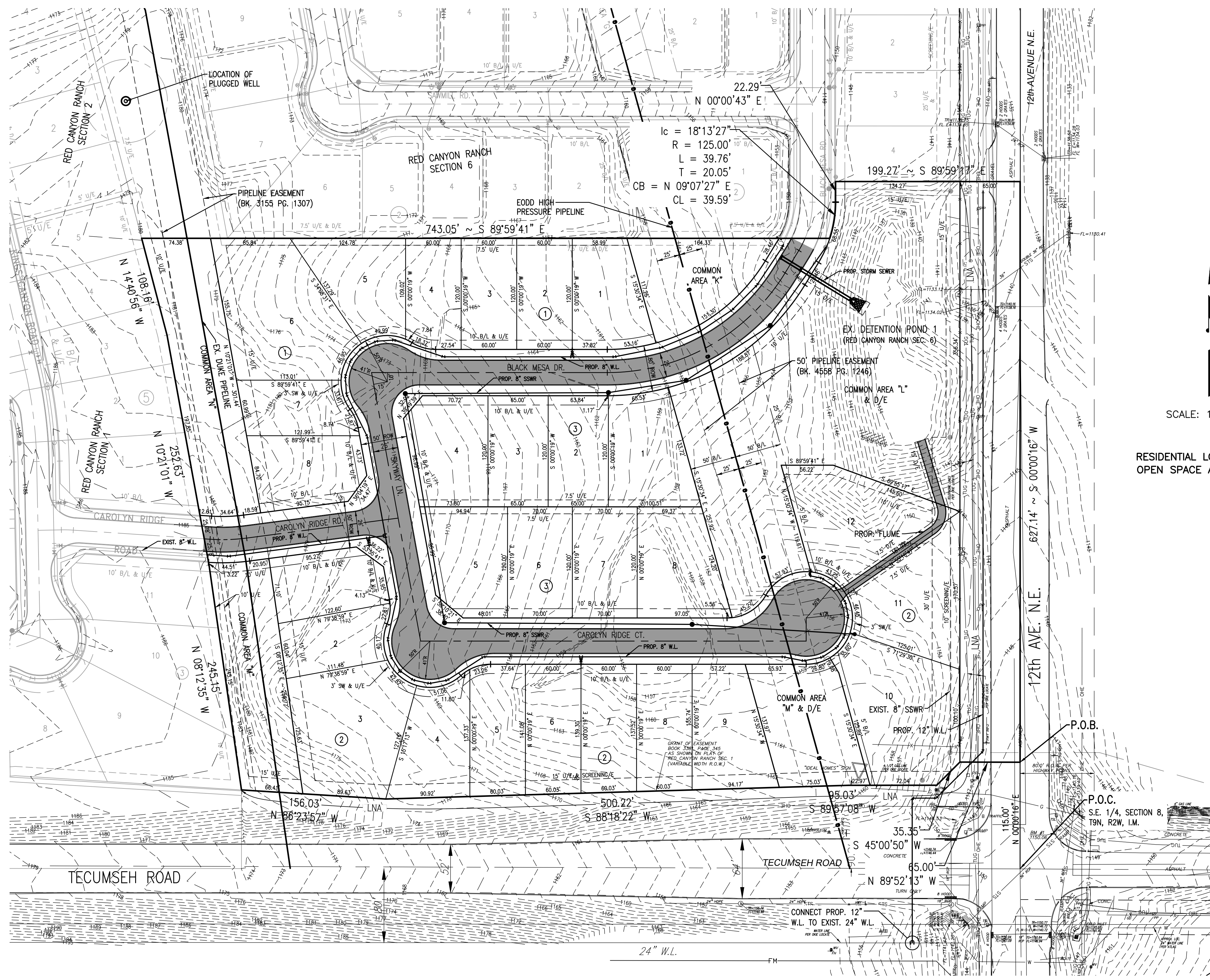
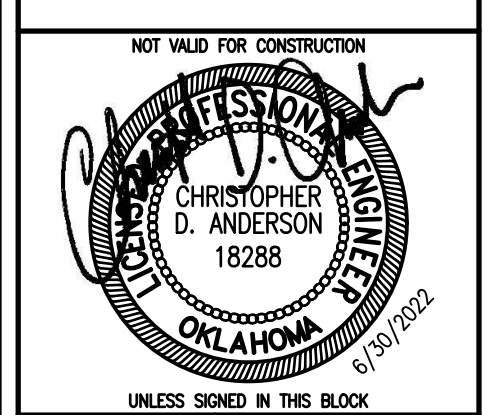
LEGAL DESCRIPTION

A tract of land lying in the Southeast Quarter (S.E. 1/4) of Section Eight (8), Township Nine (9) 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 North 00°00'16" East, along the East line of said Southeast Quarter, a distance of 115.00 feet to the POINT OF BEGINNING;
- THENCE North 89°52'13" West a distance of 65.00 feet to a point, said point being the intersection of the Northerly Right of Way line of Tecumseh Road (as set out in GRANT OF EASEMENT, recorded in Book 3381, Page 345) and the Westerly Right of Way line of 12th Ave. N.E.;
- THENCE along said northerly Right of Way line the following four (4) courses;
- 1) South 45°00'50" West a distance of 35.35 feet;
 - 2) South 89°57'08" West a distance of 95.03 feet;
 - 3) South 88°18'22" West a distance of 500.22 feet;
 - 4) North 86°23'57" West a distance of 156.03 feet to the Southeast corner of Lot 9, Block 3 of the filed final plat of RED CANYON RANCH ADDITION SECTION 1 (as filed in Book 22 of Plats, Page 113);
- THENCE along the property line of said final plat the following three (3) courses;
- 1) THENCE North 08°12'35" West a distance of 245.15 feet;
 - 2) THENCE North 10°21'01" West a distance of 252.63 feet;
 - 3) THENCE North 14°40'56" West a distance of 108.16 feet to a point, said point being the Southwest corner of the filed final plat of RED CANYON RANCH ADDITION SECTION 6 (as filed in Book 25 of Plats, Page 6);
- THENCE along the property line of said final plat the following four (4) courses;
- 1) South 89°59'41" East a distance of 743.05 feet to a point on a non-tangent curve;
 - 2) Around a curve to the left having a radius of 125.00 feet (said curve subtended by a chord which bears North 09°07'27" East a distance of 39.76 feet) with an arc length of 39.76 feet;
 - 3) North 00°00'43" East a distance of 22.29 feet;
 - 4) South 89°59'17" East a distance of 199.27 feet to a point on the East line of said S.E. 1/4;
- THENCE South 00°00'16" West along said East line a distance of 627.14 feet to the POINT OF BEGINNING.
- Said tract contains 12.41 acres, more or less.

© SMC CONSULTING ENGINEERS, P.C. ALL RIGHTS RESERVED THESE DOCUMENTS MAY NOT BE USED FOR ANY PURPOSES WITHOUT PRIOR WRITTEN PERMISSION FROM SMC CONSULTING ENGINEERS, P.C.

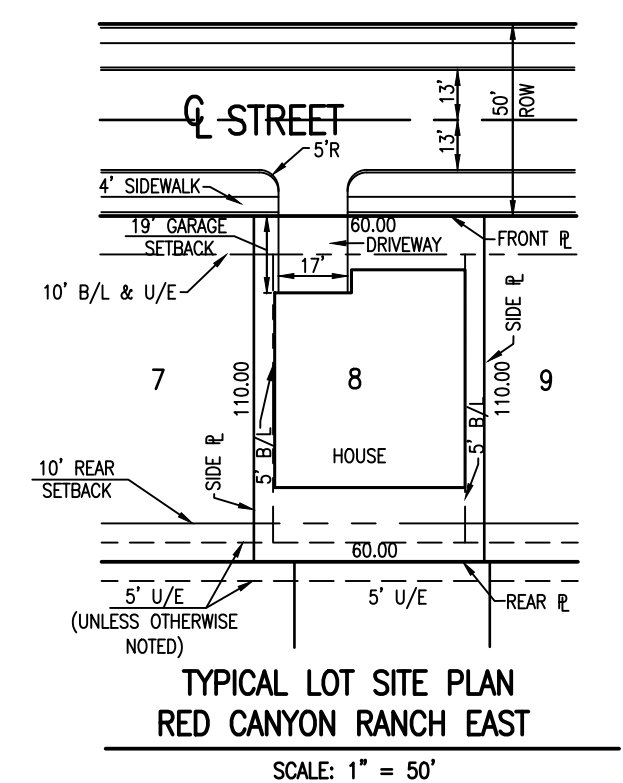
OWNER:
 SWEETGRASS PARTNERS, L.L.C.
 1320 N. PORTER
 NORMAN, OKLAHOMA 73071



RESIDENTIAL LOTS - 28
 OPEN SPACE AREA = 3.31 AC.±

NOTES:

1. FIRE HYDRANTS WILL BE LOCATED AND INSTALLED IN ACCORDANCE WITH THE FINAL PLANS AND THE CITY OF NORMAN STANDARDS AND SPECIFICATIONS. ADDITIONAL FIRE HYDRANTS MAY BE REQUIRED ON THE INTERIORS OF THE LOTS TO PROVIDE FACADE COVERAGE AS WELL AS MEET DISTANCE LIMITATIONS BETWEEN THE FDC TO HYDRANT
2. ALL SIDEWALKS WILL BE CONSTRUCTED IN ACCORDANCE WITH THE FINAL PLANS AND THE CITY OF NORMAN STANDARDS AND SPECIFICATIONS.
3. REFER TO DRAINAGE REPORT FOR SPECIFIC DATA.
4. SEE ZONING APPLICATION FOR EXISTING & PROPOSED ZONING CLASSIFICATIONS.
5. ALL PROPOSED SANITARY LINES ARE 8-INCH EXCEPT AS NOTED.
6. ALL PROPOSED WATERLINES ARE 8-INCH EXCEPT AS NOTED.
7. 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 RED CANYON RANCH.



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 RED CANYON RANCH EAST; 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.

*** FOR COMPLETE DRAINAGE CALCULATIONS SEE DRAINAGE REPORT. ALL STORM SEWER PIPES SHOWN ARE RCP**

RED CANYON RANCH EAST
 A PLANNED UNIT DEVELOPMENT
 12TH AVE. N.E. & TECUMSEH RD.
 NORMAN, OKLAHOMA

SMC Consulting Engineers, P.C.
 616 N. STEVENSON AVE., SUITE 200
 NORMAN, OKLAHOMA 73069
 PHONE: 405-232-7715 FAX: 405-232-7659
 WEBSITE: www.smcok.com

CERTIFICATE OF AUTHORIZATION NO. CA 464 EXP. 6/30/2023
 No. 1136 02/27/2022

| No. | Revision | Date |
|-----|----------|------|
| | | |

PROJECT NO.: 4817.40
 DATE: 6/30/2022
 SCALE: 1" = 60'
 DRAWN BY: D.G.
 ENGINEER: Christopher D. Anderson
 P.E. NUMBER: 18288

REVISED PRELIMINARY PLAT

SHEET NO.
1

Planning Commission Agenda
August 11, 2022

PRELIMINARY PLAT

ITEM NO. 8

PP-2223-1

STAFF REPORT

ITEM: Consideration of a Preliminary Plat for **RED CANYON RANCH EAST, A PLANNED UNIT DEVELOPMENT (A REVISION OF RED CANYON RANCH, A PLANNED UNIT DEVELOPMENT)**.

LOCATION: Located at the northwest corner of the intersection of 12th Avenue N.E. and Tecumseh Road.

INFORMATION:

1. Owners. Red Rock Land Fund, LLC.
2. Developer. Sweetgrass Partners, LLC.
3. Engineer. SMC Consulting Engineers, P.C.

HISTORY:

1. December 8, 1966. Planning Commission, on a vote of 6-0, recommended to City Council that a portion of this property be placed in the R-1, Single-Family Dwelling District, RM-2, Low Density Apartment District and RM-6, Medium Apartment District and removed from A-2, Rural Agricultural District.
2. December 27, 1966. City Council, on a vote of 6-0, adopted Ordinance No. 1954, placing a portion of this property in the R-1, Single-Family Dwelling District, RM-2, Low Density Apartment District and RM-6, Medium Density Apartment District and removing it from A-2, Rural Agricultural District.
3. November 3, 1983. The Norman Board of Parks Commissioners, on a vote of 6-0, voted to accept park land dedication for Woodcrest II Addition.
4. December 15, 1983. Planning Commission, on a vote of 8-0-1, recommended to City Council that this property be placed in R-1, Single-Family Dwelling District, RM-2, Low Density Apartment District, C-1, Local Commercial District and PL, Park Land District and removed from A-2, Rural Agricultural District, R-1, Single-Family Dwelling District, RM-2, Low Density Apartment District and RM-6, Medium Density Apartment District.
5. December 15, 1983. Planning Commission, on vote of 8-0-1, approved the preliminary plat for Woodcrest II Addition.

HISTORY (CON'T)

6. January 10, 1984. City Council adopted Ordinance No. O-8384-76 placing a portion of this property in R-1, Single-Family, RM-2, Low Density Apartment District, C-1, Local Commercial and PL, Park Land District and removing it from A-2, Rural Agricultural District, R-1, Single-Family Dwelling District, RM-2, Low Density Apartment District and RM-6, Medium Density Apartment District.
7. December 15, 1988. Approval of the preliminary plat for Woodcrest II Addition became null and void.
8. 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, RM-2, Low Density Apartment District and PL, Park Land District and removed from R-1, Single-Family Dwelling District, RM-2, Low Density Apartment District and PL, Park Land District.
9. June 24, 2001. City Council adopted Ordinance No. O-0001-68 placing a portion of this property in R-1, Single-Family Dwelling District, RM-2, Low Density Apartment District and PL, Park Land District and removing it from R-1, Single-Family Dwelling District, RM-2, Low Density Apartment District and PL, Park Land District.
10. July 25, 2001. City Council approved the preliminary plat for Summerlin Addition.
11. October 14, 2004. Planning Commission, on a vote of 6-0-1 postponed the request to place a portion of this property in a PUD, Planned Unit Development and remove it from R-1, Single-Family Dwelling District, RM-2, Low Density Apartment District and PL, Park Land District.
12. 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.
13. March 2, 2006. The Norman Board of Parks Commissioners, on a vote of 7-0, recommend private park land for Red Rock Addition.
14. March 9, 2006. Planning Commission, on a vote of 8-0-1 recommended to City Council that this property be placed in C-1, Local Commercial District, PUD, Planned Unit Development and R-1, Single-Family Dwelling District with Special Use for a Church and removed from RM-2, Low Density Apartment District, R-1, Single-Family Dwelling District and PL, Park Land District.
15. 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 with alley waiver for the commercial property.
16. April 25, 2006. City Council postponed Ordinance No. O-0506-45 that would place this property in C-1, Local Commercial District, PUD Planned Unit Development and R-1, Single-

HISTORY (CON'T)

- Family Dwelling District with Special use for a church and remove it from RM-2, Low Density Apartment District, R-1, Single-Family Dwelling District and PL, Park Land District.
17. May 9, 2006. City Council adopted Ordinance No. O-0506-45 placing this property in C-1, Local Commercial District, PUD, Planned Unit Development and R-1, Single-Family Dwelling District with Special Use for a Church and removing it from RM-2, Low Density Apartment District, R-1, Single-Family Dwelling District and PL, Park Land District.
 18. May 9, 2006. City Council approved the preliminary plat for Red Rock Addition with a waiver in alley requirements for the commercial property.
 19. April 10, 2008. Planning Commission, on a vote of 8-0, recommended to City Council amending the NORMAN 2025 Land Use and Transportation Plan from Medium Density Residential to Low Density Residential and Commercial Designation and eliminating Open Space/Park Designation.
 20. April 10, 2008. Planning Commission, on a vote of 8-0, recommended to City Council this property be placed in the PUD, Planned Unit Development and removing it from R-1, Single Family Dwelling District, C-1, Local Commercial District, and PUD, Planned Unit Development.
 21. 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 with alley waiver for the commercial property.
 22. May 27, 2008. City Council amended the NORMAN 2025 Land Use and Transportation Plan from Medium Density Residential to Low Density Residential and Commercial Designation and eliminating Open Space/Park Designation.
 23. May 27, 2008. City Council adopted Ordinance No. O-0708-40 placing this property in the PUD, Planned Unit Development and removing it from PUD, Planned Unit Development, R-1, Single Family Dwelling District and C-1, Local Commercial District.
 24. May 27, 2008. City Council approved Proposal "B" of the preliminary plat for Red Canyon Ranch Addition, a Planned Unit Development.
 25. May 27, 2015. The approval of the preliminary plat for Red Canyon Ranch became null and void.
 26. 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.

HISTORY (CON'T)

27. 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.
28. 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.
29. 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.
30. 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.
31. December 2, 2015. City Council approved the preliminary plat for Red Canyon Ranch Addition, a Planned Unit Development.
32. 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.
33. February 23, 2016. City Council adopted Ordinance No. O-1516-34 amending the PUD narrative established with Ordinance No. O-0708-40.
34. August 11, 2022. The applicant has made a request to amend the NORMAN 2025 Land Use and Transportation Plan from Commercial Designation to Low Density Residential Designation.
35. August 11, 2022. The applicant has made a request to rezone from PUD, Planned Unit Development to PUD, Planned Unit Development for Residential Uses.

IMPROVEMENT PROGRAM:

1. Fencing and Screening. Fencing and screening will be required adjacent to Tecumseh Road and 12th Avenue N.E. for the residential lots backing up to these principal arterial streets.
2. Fire Hydrants. Fire hydrants will be installed in accordance with approved plans. Their locations will be reviewed by the Norman Fire Department.
3. Permanent Markers. Permanent markers will be installed prior to filing of the final plat.

IMPROVEMENT PROGRAM (CON'T):

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') width sidewalk will be installed adjacent to 12th Avenue N.E. and a five-foot (5') width sidewalk will be installed adjacent to East Tecumseh Road. However, if it is installed adjacent to the street an additional foot will be added.
6. Storm Sewers. Storm sewers and appurtenant drainage structures will be installed in accordance with approved plans and City drainage standards. Privately maintained detention facilities will be constructed for the conveyance of storm water.
7. Streets. Streets will be constructed in accordance with approved plans and City paving standards. Twelfth Avenue N.E. and East Tecumseh Road are existing. The developer will contribute with traffic impact fees.
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. There is a proposed 12-inch water main to be constructed adjacent to 12th Avenue N.E.

PUBLIC DEDICATIONS:

1. Easements. All required easements will be dedicated to the City on the final plat.
2. Rights-of-Way. Street rights-of-way will be dedicated to the City on the final plat.
3. Park Land. It has been determined, with the developments of Red Canyon Ranch, the applicant has provided more than sufficient private park land which will include additional private park land with this development.

SUPPLEMENTAL MATERIAL: Copies of a location map and preliminary plat are included in the Agenda Book.

STAFF COMMENTS AND RECOMMENDATION: There are 28 proposed single-family residential lots on 12.41 acres. In addition, the preliminary plat consists of 3.31 acres of open space within the 12.41 acres. The property owners association will be responsible for the open space including privately maintained detention facilities.

ACTION NEEDED: Recommend approval or disapproval of the preliminary plat for Red Canyon Ranch East, a Planned Unit Development to the City Council.

ACTION TAKEN: _____

GBC 22-12

Applicant: Red Rock Land Fund, LLC

Project: Red Canyon Ranch

Location: Northwest corner of the intersection of E. Tecumseh Road and 12th Ave NE

Request: Amendment of the NORMAN 2025 Land Use & Transportation Plan from Commercial Designation to Low Density Residential Designation

Current Zoning: PUD, Planned Unit Development

Proposed Zoning: PUD, Planned Unit Development

NORMAN 2025 Land Use: Commercial

Proposed NORMAN 2025 Land Use: Low Density Residential

Motion by Andrew Hewlett to approve consent docket as submitted; **Second** by Kristina Wyckoff.

Commission discussion consisted of:

- George Dotson explained that he believes it is a nice project. Dotson was curious if the sidewalks would continue on E Tecumseh Road and 12th Avenue NE.
- Sean Rieger confirmed that this would be the case on both roads.
- Rachel Wyatt-Swanson agrees with George Dotson that this is a nice project.
- Andrew Hewlett explained that he lives in Red Canyon Ranch and loves the neighborhood. He explains that he likes the continuation of this neighborhood with this project.
- Andrew Hewlett asks if the common area in this subdivision will just be grass.
- Sean Rieger explains that the amenities are in other portions of the neighborhood such as a splash pad that was recently installed.
- Zach DuFran remarks that he was in this development recently and noticed another undeveloped portion of land that has not plowed through the years, containing a significant amount of native plant life.
- Zach DuFran explains that there are not many places where this still exists and hopes that native plant life will be preserved in areas like this.
- Sean Rieger explains that the developer must change the topography of the land to address stormwater issues. He explains that preservation may not be possible.
- Andrew Hewlett explains that, in defense of Red Canyon Ranch, he has a lovely greenbelt outside his house and Ideal Homes has done a great job of preserving the native plant life where possible.

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

The motion was passed unanimously, with no objections.

Applicant: Red Rock Land Fund, LLC

Project Location: NW Corner of Tecumseh Road and 12th Avenue NE

Case Number: PD22-12

Time: 6:00 p.m.

Applicant/Representative

Gunner Joyce
Sean Rieger

Attendees

None

City Staff

Colton Wayman, Planner I

Application Summary

The applicant is requesting a NORMAN 2025 amendment to Low Density Residential, amendment of the existing PUD, Planned Unit Development, and preliminary plat.

Neighbor's Comments/Concerns/Responses

No neighbors attended the meeting.

File Attachments for Item:

24. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-6: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE NORMAN 2025 LAND USE AND TRANSPORTATION PLAN SO AS TO REMOVE THE EAST 20 FEET OF LOT FIFTY (50) AND ALL OF LOT (51), IN BLOCK TWO (2), OF WOODSLAWN ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE LOW DENSITY RESIDENTIAL DESIGNATION AND PLACE THE SAME IN THE COMMERCIAL DESIGNATION. (621 HIGHLAND PARKWAY)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/27/2022

REQUESTER: Rental Ranch II, L.L.C. and D.L. Hayes Co.

PRESENTER: Jane Hudson, Director of Planning & Community Development

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2223-6: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE NORMAN 2025 LAND USE AND TRANSPORTATION PLAN SO AS TO REMOVE THE EAST 20 FEET OF LOT FIFTY (50) AND ALL OF LOT (51), IN BLOCK TWO (2), OF WOODSLAWN ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE LOW DENSITY RESIDENTIAL DESIGNATION AND PLACE THE SAME IN THE COMMERCIAL DESIGNATION. (621 HIGHLAND PARKWAY)

SUMMARY OF REQUEST:

The applicant is proposing development of a storage building on a 0.22-acre parcel. This development proposal requires rezoning from R-1, Single Family Dwelling District, and C-2, General Commercial District, to SPUD, Simple Planned Unit Development, and a Norman 2025 Land Use and Transportation Plan amendment from Low Density Residential to Commercial.

STAFF ANALYSIS:

For changes in classification under the NORMAN 2025 Land Use and Transportation Plan, the following information is forwarded for consideration.

The role of the NORMAN 2025 Plan in the City's ongoing and diverse planning activities states the document must be flexible, and that it is updated and amended periodically. The Plan defines the desired land use patterns for use and development of all private sector properties. This Plan will serve as a policy guide for zoning and planning requests as they are presented to the Planning Commission and City Council.

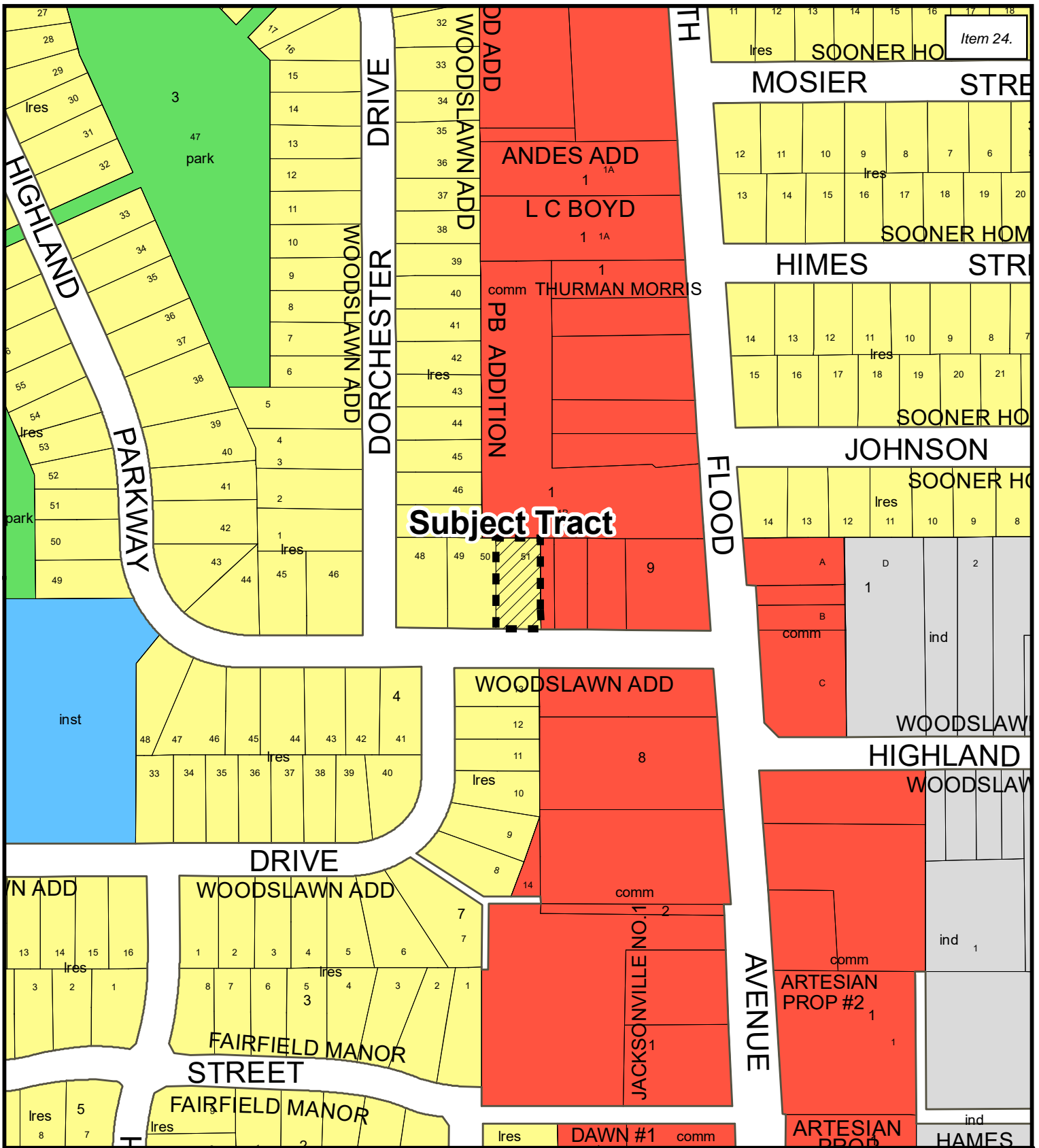
1. ***Has there been a change in circumstances resulting from development of the properties in the general vicinity, which suggest that the proposed change will not be contrary to the public interest?*** There has been minimal redevelopment in the general area, there is a new auto body shop at the corner of Highland Parkway and Flood Avenue and a new office building to the north, but no zoning changes in the last twenty plus years. Special Use was granted for a bar (Oklahoma Axe Factory) with Ordinance No. O-1920-41 at 938 N. Flood Ave. Although the S.W. corner of Robinson Street and

Flood Avenue has redeveloped in the last 5 years, it is approximately a quarter-mile north of this subject site. The majority of the surrounding zoning has been in place for nearly 50 years with no changes. The lots to the west and southwest are entirely residential, while the lots to the east are entirely commercial.

2. ***Is there a determination that the proposed change would not result in adverse land use or adverse traffic impacts to surrounding properties or the vicinity?*** Flood Avenue is classified as an Urban Minor Arterial street according to the Comprehensive Transportation Plan while Highland Parkway is not an arterial street. The area is platted as Woodslawn Addition so a traffic impact study is not required. The application is for rezoning from R-1, Single Family Dwelling District, and C-2, General Commercial District, to SPUD, Simple Planned Unit Development. The applicant stated on the application the use will be a storage building. Any future use on the site can be any of the uses allowed in the SPUD narrative written by the applicant.

CONCLUSION:

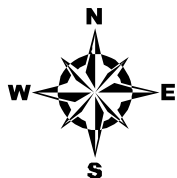
Staff forwards this request for a NORMAN 2025 Land Use & Transportation Plan amendment from Low Density Residential Designation to Commercial Designation as Resolution R-2223-6 for consideration by City Council. At their meeting of August 11, 2022, Planning Commission unanimously recommended adoption of Resolution R-2223-6 by a vote of 7-0.



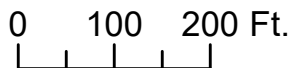
Norman 2025 Land Use Plan




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



February 8, 2022



 Subject Tract

 Zoning

R-2223-6

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE NORMAN 2025 LAND USE AND TRANSPORTATION PLAN SO AS TO REMOVE THE EAST 20 FEET OF LOT FIFTY (50) AND ALL OF LOT FIFTY-ONE (51), IN BLOCK TWO (2), OF WOODSLAWN ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE LOW DENSITY RESIDENTIAL DESIGNATION AND PLACE THE SAME IN THE COMMERCIAL DESIGNATION. (621 Highland Parkway)

- § 1. WHEREAS, the Council of the City of Norman recognizes citizens' concerns about the future development of Norman; and
- § 2. WHEREAS, the City Council at its meeting of November 16, 2004, reviewed and adopted the NORMAN 2025 Land Use and Transportation Plan, with an effective date of December 16, 2004; and
- § 3. WHEREAS, Rental Ranch II, L.L.C. and D.L. Hayes Co. have requested that the following described property be moved from the Low Density Residential Designation and placed in the Commercial Designation for the hereinafter described property, to wit:

The East 20 feet of Lot Fifty (50) and all of Lot Fifty-One (51), in Block Two (2), of WOODSLAWN ADDITION, to the City of Norman, Cleveland County, Oklahoma, according to the recorded plat thereof.

Said tract of land containing 0.22 acres, more or less.

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

- § 4. That the Council of the City of Norman recognizes the need to control the future growth of the City of Norman; and, that after due consideration has determined that the requested amendment to the NORMAN 2025 Land Use and Transportation Plan should be adopted, and does hereby approve the requested designation.

PASSED AND ADOPTED this _____ day of _____, 2022.

(Mayor)

ATTEST:

(City Clerk)

RESOLUTION NO. R-2223-6

ITEM NO. 2

STAFF REPORT

ITEM: Rental Ranch II, L.L.C. and D.L. Hayes Co., Inc. request amendment of the NORMAN 2025 Land Use & Transportation Plan from Low Density Residential Designation to Commercial Designation for the east 20' of Lot 50 and all of Lot 51, Block 2, WOODSLAWN ADDITION, located at 621 Highland Parkway.

SUMMARY OF REQUEST: The applicant is proposing development of a storage building on a 0.22-acre parcel. This development proposal requires rezoning from R-1, Single Family Dwelling District, and C-2, General Commercial District, to SPUD, Simple Planned Unit Development, and a Norman 2025 Land Use and Transportation Plan amendment from Low Density Residential to Commercial.

STAFF ANALYSIS: For changes in classification under the NORMAN 2025 Land Use and Transportation Plan, the following information is forwarded for consideration.

The role of the NORMAN 2025 Plan in the City's ongoing and diverse planning activities states the document must be flexible, and that it is updated and amended periodically. The Plan defines the desired land use patterns for use and development of all private sector properties. This Plan will serve as a policy guide for zoning and planning requests as they are presented to the Planning Commission and City Council.

1. ***Has there been a change in circumstances resulting from development of the properties in the general vicinity which suggest that the proposed change will not be contrary to the public interest?*** There has been minimal redevelopment in the general area, there is a new auto body shop at the corner of Highland Parkway and Flood Avenue and a new office building to the north, but no zoning changes in the last twenty plus years. Special Use was granted for a bar (Oklahoma Axe Factory) with Ordinance No. O-1920-41 at 938 N. Flood Ave. Although the S.W. corner of Robinson Street and Flood Avenue has redeveloped in the last 5 years, it is approximately a quarter-mile north of this subject site. The majority of the surrounding zoning has been in place for nearly 50 years with no changes. The lots to the west and southwest are entirely residential, while the lots to the east are entirely commercial.
2. ***Is there a determination that the proposed change would not result in adverse land use or adverse traffic impacts to surrounding properties or the vicinity?*** Flood Avenue is classified as an Urban Minor Arterial street according to the Comprehensive Transportation Plan while Highland Parkway is not an arterial street. The area is platted as Woodslawn Addition so a traffic impact study is not required. The application is for rezoning from R-1, Single Family Dwelling District, and C-2, General Commercial District, to SPUD, Simple Planned Unit Development. The applicant stated on the application the use will be a storage building. Any future use on the site can be any of the uses allowed in the SPUD narrative written by the applicant.

CONCLUSION: Staff forwards this request for a NORMAN 2025 Land Use & Transportation amendment from Low Density Residential Designation to Commercial Designation as Resolution No. R-2223-6 for consideration by the Planning Commission and a recommendation to City Council.

Applicant: Rental Ranch II, LLC and DL Hayes Company

Project Location: 621 Highland Parkway

Case Number: PD22-14

Time: 5:30 p.m.

Applicant/Representative

Chris Hayes
Bill Hayes
Andy Darks

Attendees

None

City Staff

Colton Wayman, Planner I

Application Summary

The applicant is requesting a rezoning to SPUD, Simple Planned Unit Development.

Neighbor's Comments/Concerns/Responses

No neighbors attended the meeting.

**NORMAN PLANNING COMMISSION
REGULAR SESSION MINUTES**

AUGUST 11, 2022

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Council Chambers of the Norman Municipal Building, 201 West Gray Street, on the 11th day of August, 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 6:32 p.m.

* * *

Item No. 1, being:

ROLL CALL

MEMBERS PRESENT

- Kevan Parker
- Liz McKown
- Steven McDaniel
- Erica Bird
- Doug McClure
- Cameron Brewer
- Shaun Axton

MEMBERS ABSENT

- Jim Griffith
- Michael Jablonski

A quorum was present.

STAFF MEMBERS PRESENT

- Jane Hudson, Director, Planning & Community Development
- Roné Tromble, Recording Secretary
- Colton Wayman, Planner I
- Logan Hubble, Planner I
- Ken Danner, Subdivision Development Manager
- Jack Burdett, Subdivision Development Coordinator
- Jami Short, Traffic Engineer
- Beth Muckala, Asst. City Attorney
- Todd McLellan, Development Engineer

* * *

NON-CONSENT ITEMS:

Item No. 2, being:

CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION NO. R-2223-6: RENTAL RANCH II, L.L.C. AND D.L. HAYES CO., INC. REQUEST AMENDMENT OF THE NORMAN 2025 LAND USE & TRANSPORTATION PLAN FROM LOW DENSITY RESIDENTIAL DESIGNATION TO COMMERCIAL DESIGNATION FOR THE EAST 20' OF LOT 50 AND ALL OF LOT 51, BLOCK 2, WOODSLAWN ADDITION, LOCATED AT 621 HIGHLAND PARKWAY.

ITEMS SUBMITTED FOR THE RECORD:

1. 2025 Map
2. Staff Report
3. Pre-Development Summary

and

Item No. 3, being:

CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE NO. O-2223-2: RENTAL RANCH II, L.L.C. AND D.L. HAYES CO., INC. REQUEST REZONING FROM R-1, SINGLE FAMILY DWELLING DISTRICT, AND C-2, GENERAL COMMERCIAL DISTRICT, TO SPUD, SIMPLE PLANNED UNIT DEVELOPMENT, FOR THE EAST 20' OF LOT 50 AND ALL OF LOT 51, BLOCK 2, AND THE WEST 25' OF BLOCK 9, WOODSLAWN ADDITION, GENERALLY LOCATED AT 621 HIGHLAND PARKWAY.

ITEMS SUBMITTED FOR THE RECORD:

1. Location Map
2. Staff Report
3. PUD Narrative with Exhibits A and B
4. Pre-Development Summary

PRESENTATION BY STAFF:

1. Logan Hubble reviewed the staff report, a copy of which is filed with the minutes.
2. Ms. Bird asked for a recap of what happened when the Planning Commission reviewed this item in March, and it was subsequently considered by City Council. Mr. Hubble responded that request was asking for C-2, General Commercial zoning.
Ms. Bird asked the height of the neighboring commercial building to the east. Mr. Hubble did not have that information.

APPLICANT PRESENTATION:

1. Bill Hayes, D.L. Hayes Co., presented the intent of the project.
2. Ms. McKown asked the height of the proposed building. Mr. Hayes responded.
Ms. McKown said her concern is how it abuts the residential property to the west, and suggested some landscaping along the west side. Mr. Hayes indicated they will put in a wood stockade fence.
3. Mr. Parker asked about the development of the residential area. Mr. Hayes responded.
4. Ms. Bird asked about a buffer between the proposed building and the commercial building, but not on the side with the residential. Mr. Hayes responded that is an OG&E easement.
5. Ms. Bird asked about building materials. Ms. Hudson noted the materials are included in the SPUD. Ms. Bird expressed concern with no masonry requirement.
6. Andy Darks, 819 Clement, addressed the building materials and landscaping.

AUDIENCE PARTICIPATION:

None

DISCUSSION AND ACTION BY THE PLANNING COMMISSION:

1. Ms. Bird spoke in support of the application.

Steven McDaniel moved to recommend adoption of Resolution No. R-2223-6 and Ordinance No. O-2223-2 to City Council. Doug McClure seconded the motion.

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

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

Ms. Tromble announced that the motion, to recommend adoption of Resolution No. R-2223-6 and Ordinance No. O-2223-2 to City Council, passed by a vote of 7-0.

* * *

File Attachments for Item:

25. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2223-2 UPON SECOND AND FINAL READING. AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE 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)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/27/2022

REQUESTER: Rental Ranch II, L.L.C. and D.L Hayes Co.

PRESENTER: Jane Hudson, Director of Planning & Community Development

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2223-2 UPON SECOND AND FINAL READING. AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE 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)

PROJECT OVERVIEW:

Rental Ranch II, L.L.C. and D.L. Hayes Co., Inc. are requesting a rezoning to SPUD, Simple Planned Unit Development, for a storage building to be located at 621 Highland Parkway. The site is vacant.

The subject property and surrounding neighborhood were originally zoned R-1, Single Family Dwelling District, with Ordinance No. 884 on July 13, 1954, when the current zoning ordinance was originally adopted. The commercial area to the east, along Flood Avenue, was zoned C-2, General Commercial District at about the same time.

PROCEDURAL REQUIREMENTS:

GREENBELT MEETING: GB 22-03, February 15, 2022

Greenbelt forwards this item with no additional comments.

PRE-DEVELOPMENT MEETING: PD22-14 June 23, 2022

No neighbors attended the meeting.

ZONING ORDINANCE CITATION:**SEC 420.05 – SIMPLE PLANNED UNIT DEVELOPMENTS**

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

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

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

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

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

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

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

EXISTING ZONING:

The subject property is currently zoned R-1, Single Family Dwelling District, and C-2, General Commercial District.

STAFF ANALYSIS:

The particulars of this SPUD include:

USE: The SPUD Narrative includes the following uses:

- Private storage of automobiles
- Private automobile repair
- Storage of personal items associated with the owner's property rental business and used in the maintenance of those rental properties: i.e., paint, appliances, doors, lumber, fencing
- No on-site retail sales are permitted.

OPEN SPACE: The open space is shown in Exhibit B, the Site Development Plan, in the SPUD Narrative. The east 30' of the property is being retained as open space.

SITE PLAN/ACCESS: The Site Development Plan is shown in Exhibit A. The Site Development Plan shows one access point on Highland Parkway.

LANDSCAPING: Landscaping will be provided in accordance with the City of Norman Zoning Ordinance.

SIGNAGE: Signage will follow the City of Norman Sign Code for commercial uses. (Commercial uses are not allowed on this property, the reference to "commercial uses" is only for determining the allowed SF and location of signage.)

LIGHTING: Applicant will utilize full cut-off lighting fixtures. Any exterior lighting may not exceed the height of the roofline. Any exterior lighting shall not spill onto adjacent properties or create glare.

FENCING: Applicant will install a 6' wood stockade fence along the west side of the property, tapering down to a 3' fence alongside the parking lot.

BUILDING HEIGHT: Building height is limited to two stories and a maximum height of 15 feet in the front and 21 feet at roof peak.

PARKING: Parking lot will have six spots, as shown on Site Development Plan.

PHASES: Only one building will be built on the site.

EXTERIOR BUILDING MATERIALS: The applicant is requesting to construct the building using metal "R" panels – this will be a metal building.

SANITATION: The development will use the existing dumpster on the owner's property to the east.

OUTSIDE STORAGE: There will be no outside storage of materials.

ALTERNATIVES/ISSUES:

IMPACTS: This rezoning proposal for a 3,900 square foot building is located on a 13,300 square foot property. The proposed building will sit five feet from the west property line, which is adjacent to a single family home.

STAFF ANALYSIS: The applicant is seeking a rezoning to SPUD to allow for a personal storage building. The applicant does not live on this site. This will be an area for working on personal vehicles. The SPUD will allow a storage building to be the primary structure on the site.

OTHER AGENCY COMMENTS:

FIRE DEPARTMENT: No additional comments.

PUBLIC WORKS/ENGINEERING: Existing sanitary sewer and water improvements can serve the property. Highland Parkway paving is existing. Sidewalk will be installed adjacent to Highland Parkway.

TRAFFIC ENGINEER: No comments.

UTILITIES: No comments.

CONCLUSION:

Staff forwards this request for rezoning from R-1, Single Family Dwelling District, and C-2, General Commercial District, to SPUD, Simple Planned Unit Development, as Ordinance O-2223-2 for consideration by City Council. At their meeting of August 11, 2022, Planning Commission unanimously recommended adoption of Ordinance O-2223-2 by a vote of 7-0.

O-2223-2

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)

- § 1. WHEREAS, Rental Ranch II, L.L.C. and D.L. Hayes Co. have made application to have the property described below removed from the R-1, Single Family Dwelling District, and the C-2, General Commercial District, and to have the same placed in the SPUD, Simple Planned Unit Development; and
- § 2. WHEREAS, said application has been referred to the Planning Commission of said City and said body has, after conducting a public hearing as required by law, considered the same and recommended that the same should be granted and an ordinance adopted to effect and accomplish such rezoning; and
- § 3. WHEREAS, the City Council of the City of Norman, Oklahoma, has thereafter considered said application and has determined that said application should be granted and an ordinance adopted to effect and accomplish such rezoning.

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

- § 4. That Section 460 of Chapter 22 of the Code of the City of Norman, Oklahoma, is hereby amended so as to remove the following described property from the R-1, Single Family Dwelling District, and to place the same in the SPUD, Simple Planned Unit Development, to wit:

The East 20 feet of Lot Fifty (50) and all of Lot Fifty-One (51), in Block Two (2), WOODSLAWN ADDITION, to the City of Norman, Cleveland County, Oklahoma, according to the recorded plat thereof.

Ordinance No. O-2223-2
Page 2

Said tract of land containing 0.22 acres, more or less.

§ 5. 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 C-2, General Commercial District, and to place the same in the SPUD, Simple Planned Unit Development, to wit:

The West 25 feet of Block 9, WOODSLAWN ADDITION, to the City of Norman, Cleveland County, Oklahoma.

Said tract of land containing 0.08 acres, more or less.

§ 6. Further, pursuant to the provisions of Section 22:420.05 of the Code of the City of Norman, as amended, the following condition is hereby attached to the zoning of the tract:

- a. The site shall be developed in accordance with the SPUD Narrative and the Site Development Plan (Exhibit A thereof), approved by the Planning Commission on August 11, 2022, and supporting documentation submitted by the applicant and approved by the Planning Commission, and made a part hereof.

§ 7. 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)

**621 HIGHLAND PARKWAY
SIMPLE PLANNED UNIT DEVELOPMENT**

APPLICANTS:

**RENTAL RANCH II, LLC
&
D.L. HAYES CO, INC.**

APPLICATION FOR:

SIMPLE PLANNED UNIT DEVELOPMENT

2025 PLAN AMENDMENT

SUBMITTED: August 1, 2022

PREPARED BY:

D.L. HAYES CO, INC.

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

DEVELOPMENT PLAN AND DESIGN CONCEPT

- A. Site Development Plan/Permitted Uses**
- B. Open Space and Green Space**
- C. Traffic Access and Circulation**
- D. Landscaping/Tree Preservation**
- E. Signage**
- F. Lighting**
- G. Fencing**
- H. Building Height**
- I. Parking**
- J. Phasing**

EXHIBITS

- A. Preliminary Site Development Plan**
- B. Allowable Uses**

I. INTRODUCTION

A. Background and Intent

This Simple Planned Unit Development (the “**SPUD**”) is being submitted for the properties located at 621 Highland Parkway, Norman, OK (the “**Property**”). The Property consists of one platted lot. Currently, the lot located at 621 Highland Parkway is zoned R-1, the property located to the East is zoned C-2, General Commercial District. The main purpose of this SPUD is to allow for Owner to develop the site in a way that will be compatible with the City of Norman’s improvements to East on Highland Parkway, and to North of this Lot.

II. PROPERTY DESCRIPTIONS/EXISTING CONDITIONS

A. Location

The property is located at 621 Highland Parkway, Norman, OK. The Property is generally located just west of Flood Avenue on Highland Parkway.

The subject property is more particularly described as follows:

East Twenty feet (20’) of Lot Fifty (50) and all of Lot Fifty-One (51), Block Two (2), and the west Twenty-Five feet (25’) of Block Nine (9), WOODSLAWN ADDITION, to Norman, Cleveland County, Oklahoma. Said tract contains 13,300 square feet, more or less.

B. Existing Land Use and Zoning

To the east, north and south of this property is C-2 zoned property. To the west and south of this property, is R-1 zoned property.

C. Elevation and Topography

The Property is generally flat and no portion of the Property is in the FEMA 100-year flood plain or WQPZ.

D. Utility Services

The necessary utility services for this project are located on or near the Property as this is an already developed location.

E. Fire Protection Services

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

F. Traffic Circulation and Access

Currently, this Property has access to Flood Street via Highland Parkway. There will be only one entry to the Property off of Highland Parkway.

III DEVELOPMENT PLAN AND DESIGN CONCEPT

The Property shall be developed generally as depicted on the Preliminary Site Development Plan. The Exhibits attached hereto are incorporated herein by reference. The Preliminary Site Development Plan shall have flexibility to be modified slightly as the project develops, in accordance with Section 420.05 the City of Norman's Zoning Code, as amended from time to time.

A. Uses Permitted/Site Development Plan

The proposed Site Development Plan is as shown on the attached **EXHIBIT A**.

Building Setbacks:

- Front Setback – 64'
- Side yard West – 5'
- Side yard East – 31'
- Rear yard -11'

A list of the allowable uses for the Property is attached hereto as **EXHIBIT B**.

B. Open Space and Green Space

The development of the Property will feature open space and green space areas, as illustrated on the Preliminary Site Development Plan.

C. Traffic Access and Circulation

The Site Development Plan has been thoughtfully designed. Traffic access is indicated on the Site Development Plan. There will be limited access to the developed lot by the Owner since he will be using this space to store primarily his personal cars.

D. Landscaping

Landscaping shall be provided on the Property in accordance with Section 431.8 of the City of Norman Zoning Code, and as amended from time to time.

E. Signage

Signage will be per the City of Norman Sign Code, contained in Chapter 18 of the City of Norman's Code of Ordinances, for commercial uses, as amended from time to time. (Commercial uses are not allowed on this property, the reference to "commercial uses" is only for determining the allowed SF and location of signage.)

F. Lighting

The Applicant shall utilize full cut-off lighting fixtures for exterior lighting on the Property. Notwithstanding the foregoing, the Applicant shall allow exterior lighting as defined in Section 22:431.6 5 (d), as the same may be amended from time to time. In addition, any exterior lighting installed on a wall or the building, the lights may not exceed the mounting height above the roofline of the building or structure. Primarily a light on the building shining to the South should be sufficient. In any case, any such exterior lighting installed shall not spill onto or create glare onto adjacent residential properties.

G. Fencing

The Property will feature a 6' wood stockade fence along the West border of the Property from the rear property line to the front of the building, tapering down to a 3' fence along the proposed parking lot.

H. Building Height

Building height shall be restricted to no more than two (2) stories (15' in front and 21' at rooftop) for the proposed building located on the Property.

I. Parking

The Owner will provide the number of parking spaces as shown on the Site Development Plan. Exhibit A.

J. Phasing

This building will be the only building built on this Property. Additional buildings will not be allowed.

H. Exterior Building Materials

The exterior of the building will be metal "R" panel.

L. Sanitation

We will be using the existing dumpster on the Owners property to the east.

M. Outside Storage

Outside storage of materials will not be allowed on the property.

EXHIBIT A

Preliminary Site Development Plan

TW

Area CALCULATIONS:

TOTAL LAND AREA
APPROX.: 9800SF plus 3500SF
OF THE EAST OF LOT
FOR A TOTAL OF: 13300SF

Exhibit A

Proposed Building
APPROX. 3900SF

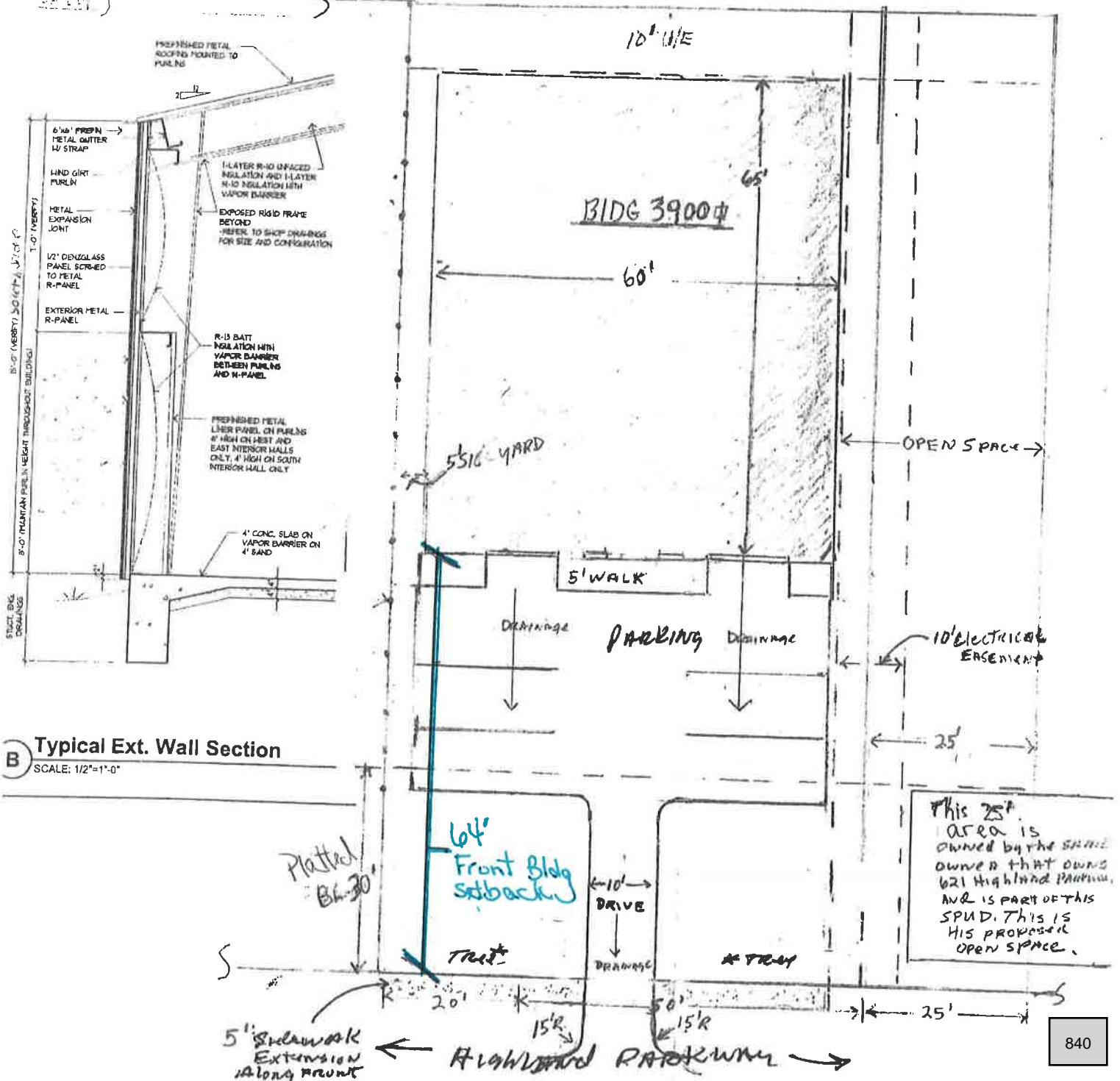
Proposed IMPERVIOUS
SURFACE: 6270

Proposed NEW PARKING plus
TOTAL Building plus DRIVE

621 HIGHLAND PARKWAY

SCALE 1/20

PROPOSED GREEN SPACE: 6904
(Includes 25' wide SPACE EAST
OF LOT)

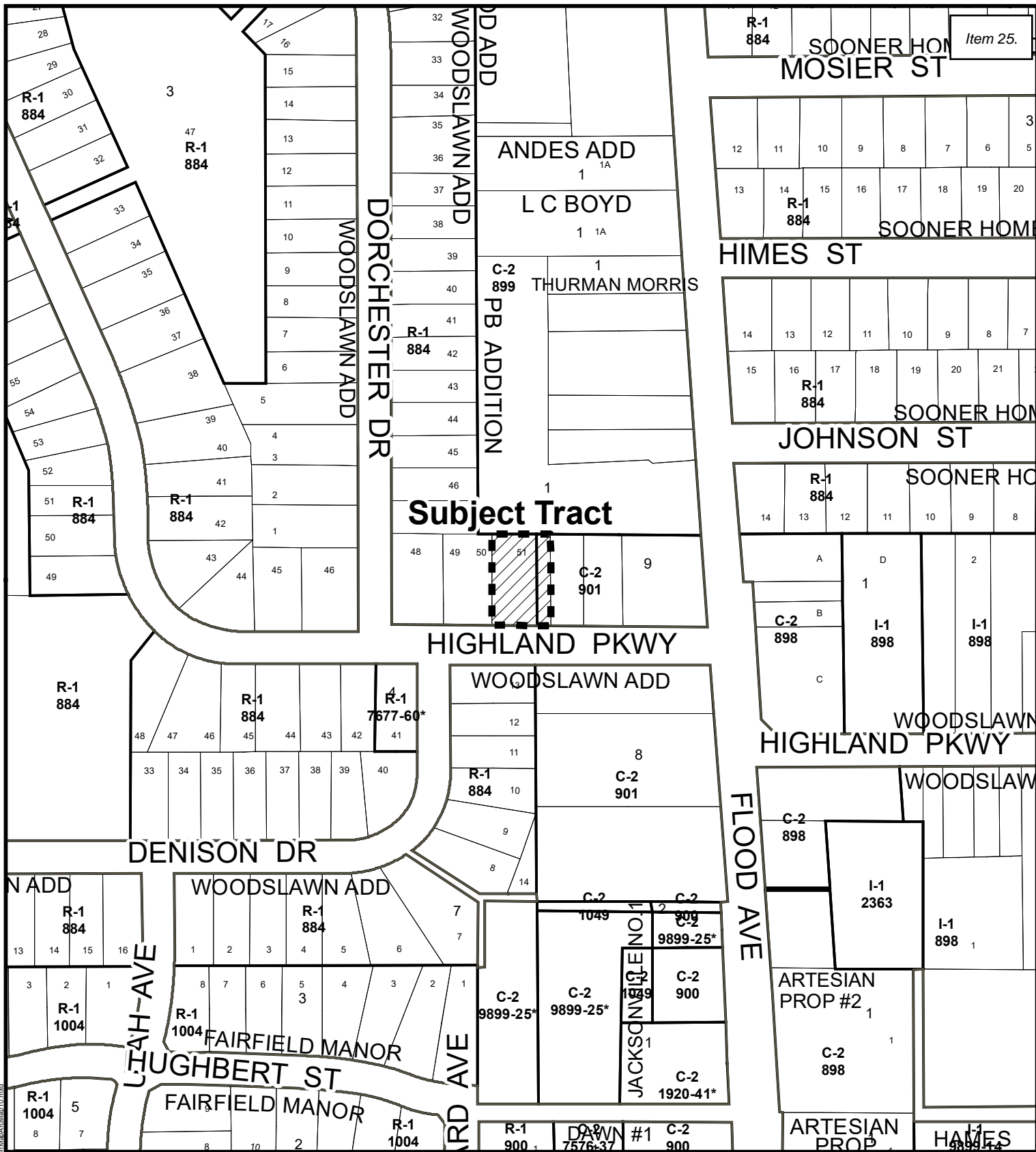


B Typical Ext. Wall Section
 SCALE: 1/2"=1'-0"

This 25' AREA IS OWNED BY THE SAME OWNER THAT OWNS 621 HIGHLAND PARKWAY AND IS PART OF THIS SPUD. THIS IS HIS PROPOSED OPEN SPACE.

EXHIBIT B**Allowable Uses for the Property:**

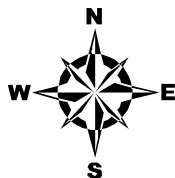
Private interior storage of automobiles, private interior automotive repair and interior storage of personal items associated with the owner's offsite property rental business and used in the maintenance of those rental properties: i.e., paint, appliances, doors, lumber, fencing. No commercial rental and no retail sales on-site is permitted.



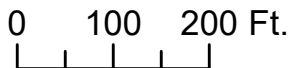
Location Map





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.



June 17, 2022



-  Subject Tract
-  Zoning

\\norman-city-maps\gis\arcgis\10 Map Templates\8421 - Location Map\arcgis10.mxd

Applicant: Rental Ranch II, LLC and DL Hayes Company

Project Location: 621 Highland Parkway

Case Number: PD22-14

Time: 5:30 p.m.

Applicant/Representative

Chris Hayes
Bill Hayes
Andy Darks

Attendees

None

City Staff

Colton Wayman, Planner I

Application Summary

The applicant is requesting a rezoning to SPUD, Simple Planned Unit Development.

Neighbor's Comments/Concerns/Responses

No neighbors attended the meeting.

ORDINANCE NO. O-2223-2

ITEM NO. 3

STAFF REPORT

GENERAL INFORMATION

| | |
|---------------------------|---|
| APPLICANT | Rental Ranch II, L.L.C. & D.L. Hayes Co., Inc. |
| REQUESTED ACTION | Rezoning to SPUD, Simple Planned Unit Development |
| EXISTING ZONING | R-1, Single Family Dwelling District & C-2, General Commercial |
| SURROUNDING ZONING | North: C-2, General Commercial District East: C-2, General Commercial District South: C-2, General Commercial District & R-1, Single Family Dwelling District West: R-1, Single Family Dwelling District |
| LOCATION | 621 Highland Parkway |
| WARD | Ward 8 |
| CORE AREA | Yes |
| AREA/SF | 13,300 square feet, more or less |
| PURPOSE | Storage Building |
| EXISTING LAND USE | Vacant |
| SURROUNDING LAND USE | North: Commercial East: Commercial South: Single Family Residential and Commercial West: Single Family Residential |
| LAND USE PLAN DESIGNATION | Low Density Residential |
| GROWTH AREA DESIGNATION | Current Urban Service Area |

PROJECT OVERVIEW: Rental Ranch II, L.L.C. and D.L. Hayes Co., Inc. are requesting rezoning to SPUD, Simple Planned Unit Development, for a storage building to be located at 621 Highland Parkway. The site is vacant.

The subject property and surrounding neighborhood were originally zoned R-1, Single Family Dwelling District, with Ordinance No. 884 on July 13, 1954, when the current zoning ordinance was originally adopted. The commercial area to the east, along Flood Avenue, was zoned C-2, General Commercial District at about the same time.

PROCEDURAL REQUIREMENTS:

GREENBELT MEETING: GB 22-03, February 15, 2022

Greenbelt forwards this item with no additional comments.

PRE-DEVELOPMENT MEETING: PD22-14 June 23, 2022

No neighbors attended the meeting.

ZONING ORDINANCE CITATION:

SEC 420.05 – SIMPLE PLANNED UNIT DEVELOPMENTS

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

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

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

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

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

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

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

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

regulations and location of specific elements of the development, such as open space screening.

EXISTING ZONING: The subject property is currently zoned R-1, Single Family Dwelling District, and C-2, General Commercial District.

STAFF ANALYSIS: The particulars of this SPUD include:

USE: The SPUD Narrative includes the following uses:

- Private storage of automobiles
- Private automobile repair
- Storage of personal items associated with the owner's property rental business and used in the maintenance of those rental properties: i.e., paint, appliances, doors, lumber, fencing

No on-site retail sales are permitted.

OPEN SPACE: The open space is shown in Exhibit B, the Site Development Plan, in the SPUD Narrative. The east 30' of the property is being retained as open space.

SITE PLAN/ACCESS: The Site Development Plan is shown in Exhibit A. The Site Development Plan shows one access point on Highland Parkway.

LANDSCAPING: Landscaping will be provided in accordance with the City of Norman Zoning Ordinance.

SIGNAGE: Signage will follow the City of Norman Sign Code for commercial uses. (Commercial uses are not allowed on this property, the reference to "commercial uses" is only for determining the allowed SF and location of signage.)

LIGHTING: Applicant will utilize full cut-off lighting fixtures. Any exterior lighting may not exceed the height of the roofline. Any exterior lighting shall not spill onto adjacent properties or create glare.

FENCING: Applicant will install a 6' wood stockade fence along the west side of the property, tapering down to a 3' fence alongside the parking lot.

BUILDING HEIGHT: Building height is limited to two stories and a maximum height of 15 feet in the front and 21 feet at roof peak.

PARKING: Parking lot will have six spots, as shown on Site Development Plan.

PHASES: Only one building will be built on the site.

EXTERIOR BUILDING MATERIALS: The applicant is requesting to construct the building using metal "R" panels – this will be a metal building.

SANITATION: The development will use the existing dumpster on the owner's property to the east.

OUTSIDE STORAGE: There will be no outside storage of materials.

ALTERNATIVES/ISSUES:

IMPACTS: This rezoning proposal for a 3,900 square foot building is located on a 13,300 square foot property. The proposed building will sit five feet from the west property line, which is adjacent to a single family home.

STAFF ANALYSIS: The applicant is seeking a rezoning to SPUD to allow for a personal storage building. The applicant does not live on this site. This will be an area for working on personal vehicles. The SPUD will allow a storage building to be the primary structure on the site.

OTHER AGENCY COMMENTS:

FIRE DEPARTMENT: No additional comments.

PUBLIC WORKS/ENGINEERING: Existing sanitary sewer and water improvements can serve the property. Highland Parkway paving is existing. Sidewalk will be installed adjacent to Highland Parkway.

TRAFFIC ENGINEER: No comments.

UTILITIES: No comments.

CONCLUSION: Staff forwards this request for rezoning from R-1, Single Family Dwelling District, and C-2, General Commercial District, to SPUD, Simple Planned Unit Development, as Ordinance No. O-2223-2 for consideration by the Planning Commission and a recommendation to City Council.

**NORMAN PLANNING COMMISSION
REGULAR SESSION MINUTES**

AUGUST 11, 2022

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Council Chambers of the Norman Municipal Building, 201 West Gray Street, on the 11th day of August, 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 6:32 p.m.

* * *

Item No. 1, being:

ROLL CALL

MEMBERS PRESENT

Kevan Parker
Liz McKown
Steven McDaniel
Erica Bird
Doug McClure
Cameron Brewer
Shaun Axton

MEMBERS ABSENT

Jim Griffith
Michael Jablonski

A quorum was present.

STAFF MEMBERS PRESENT

Jane Hudson, Director, Planning &
Community Development
Roné Tromble, Recording Secretary
Colton Wayman, Planner I
Logan Hubble, Planner I
Ken Danner, Subdivision Development
Manager
Jack Burdett, Subdivision Development
Coordinator
Jami Short, Traffic Engineer
Beth Muckala, Asst. City Attorney
Todd McLellan, Development Engineer

* * *

NON-CONSENT ITEMS:

Item No. 2, being:

CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION NO. R-2223-6: RENTAL RANCH II, L.L.C. AND D.L. HAYES CO., INC. REQUEST AMENDMENT OF THE NORMAN 2025 LAND USE & TRANSPORTATION PLAN FROM LOW DENSITY RESIDENTIAL DESIGNATION TO COMMERCIAL DESIGNATION FOR THE EAST 20' OF LOT 50 AND ALL OF LOT 51, BLOCK 2, WOODSLAWN ADDITION, LOCATED AT 621 HIGHLAND PARKWAY.

ITEMS SUBMITTED FOR THE RECORD:

1. 2025 Map
2. Staff Report
3. Pre-Development Summary

and

Item No. 3, being:

CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE NO. O-2223-2: RENTAL RANCH II, L.L.C. AND D.L. HAYES CO., INC. REQUEST REZONING FROM R-1, SINGLE FAMILY DWELLING DISTRICT, AND C-2, GENERAL COMMERCIAL DISTRICT, TO SPUD, SIMPLE PLANNED UNIT DEVELOPMENT, FOR THE EAST 20' OF LOT 50 AND ALL OF LOT 51, BLOCK 2, AND THE WEST 25' OF BLOCK 9, WOODSLAWN ADDITION, GENERALLY LOCATED AT 621 HIGHLAND PARKWAY.

ITEMS SUBMITTED FOR THE RECORD:

1. Location Map
2. Staff Report
3. PUD Narrative with Exhibits A and B
4. Pre-Development Summary

PRESENTATION BY STAFF:

1. Logan Hubble reviewed the staff report, a copy of which is filed with the minutes.
2. Ms. Bird asked for a recap of what happened when the Planning Commission reviewed this item in March, and it was subsequently considered by City Council. Mr. Hubble responded that request was asking for C-2, General Commercial zoning.
Ms. Bird asked the height of the neighboring commercial building to the east. Mr. Hubble did not have that information.

APPLICANT PRESENTATION:

1. Bill Hayes, D.L. Hayes Co., presented the intent of the project.
2. Ms. McKown asked the height of the proposed building. Mr. Hayes responded.
Ms. McKown said her concern is how it abuts the residential property to the west, and suggested some landscaping along the west side. Mr. Hayes indicated they will put in a wood stockade fence.
3. Mr. Parker asked about the development of the residential area. Mr. Hayes responded.
4. Ms. Bird asked about a buffer between the proposed building and the commercial building, but not on the side with the residential. Mr. Hayes responded that is an OG&E easement.
5. Ms. Bird asked about building materials. Ms. Hudson noted the materials are included in the SPUD. Ms. Bird expressed concern with no masonry requirement.
6. Andy Darks, 819 Clement, addressed the building materials and landscaping.

AUDIENCE PARTICIPATION:

None

DISCUSSION AND ACTION BY THE PLANNING COMMISSION:

1. Ms. Bird spoke in support of the application.

Steven McDaniel moved to recommend adoption of Resolution No. R-2223-6 and Ordinance No. O-2223-2 to City Council. Doug McClure seconded the motion.

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

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

Ms. Tromble announced that the motion, to recommend adoption of Resolution No. R-2223-6 and Ordinance No. O-2223-2 to City Council, passed by a vote of 7-0.

* * *

File Attachments for Item:

26. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION NO. R-2223-7: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE NORMAN 2025 LAND USE AND TRANSPORTATION PLAN SO AS TO REMOVE LOT FORTY-EIGHT (48) AND FORTY-NINE (49), BLOCK FOUR (4), STATE UNIVERSITY ADDITION, TO THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE LOW DENSITY RESIDENTIAL DESIGNATION AND PLACE THE SAME IN THE MIXED USE DESIGNATION. (765 Jenkins Avenue)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/27/2022

REQUESTER: BMH Jenkins 2022, L.L.C.

PRESENTER: Jane Hudson, Director of Planning & Community Development

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION NO. R-2223-7: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE NORMAN 2025 LAND USE AND TRANSPORTATION PLAN SO AS TO REMOVE LOT FORTY-EIGHT (48) AND FORTY-NINE (49), BLOCK FOUR (4), STATE UNIVERSITY ADDITION, TO THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE LOW DENSITY RESIDENTIAL DESIGNATION AND PLACE THE SAME IN THE MIXED USE DESIGNATION. (765 Jenkins Avenue)

SUMMARY OF REQUEST: The applicant is proposing the development of a mixed-use building with residential on the upper floors and commercial on the bottom floor on approximately 0.16 acres. This development proposal requires rezoning from R-3, Multi-Family Dwelling District, to SPUD, Simple Planned Unit Development, and a NORMAN 2025 Land Use and Transportation Plan amendment from Low Density Residential Designation to Mixed Use Designation.

STAFF ANALYSIS: For changes in classification under the NORMAN 2025 Land Use and Transportation Plan, the following information is forwarded for consideration.

The role of the NORMAN 2025 Plan in the City's ongoing and diverse planning activities states the document must be flexible, and that it is updated and amended periodically. The Plan defines the desired land use patterns for use and development of all private sector properties. This Plan will serve as a policy guide for zoning and planning requests as they are presented to the Planning Commission and City Council.

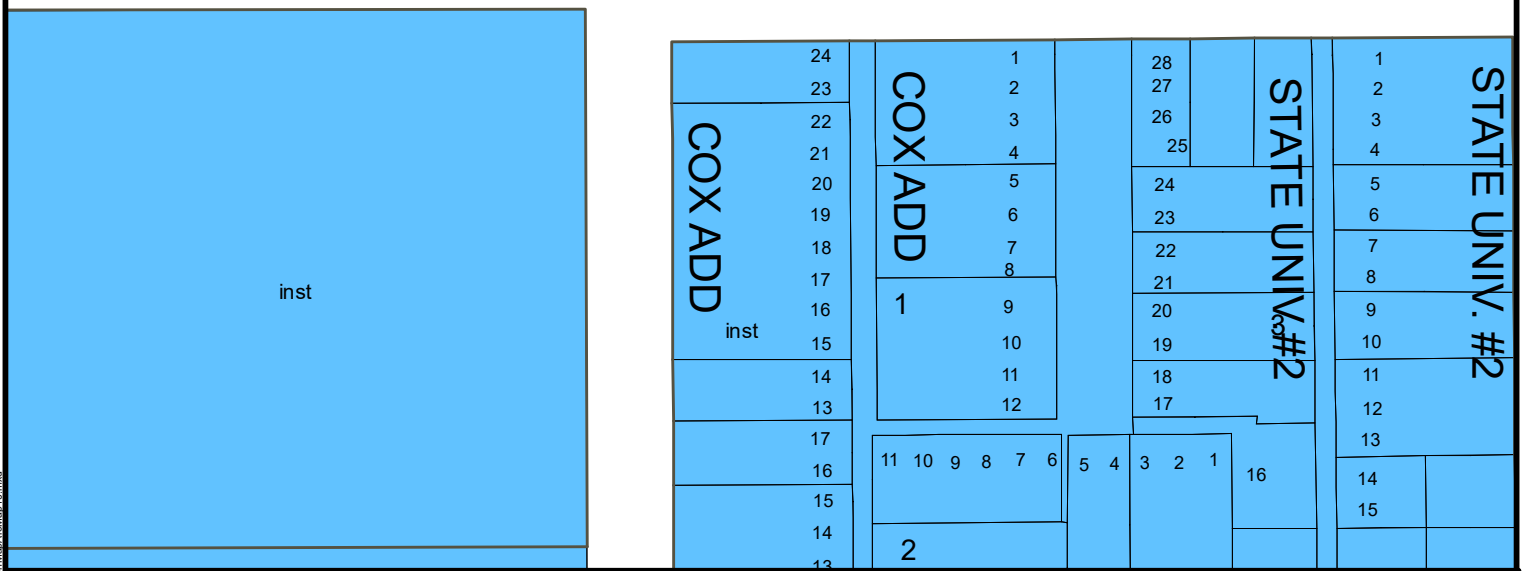
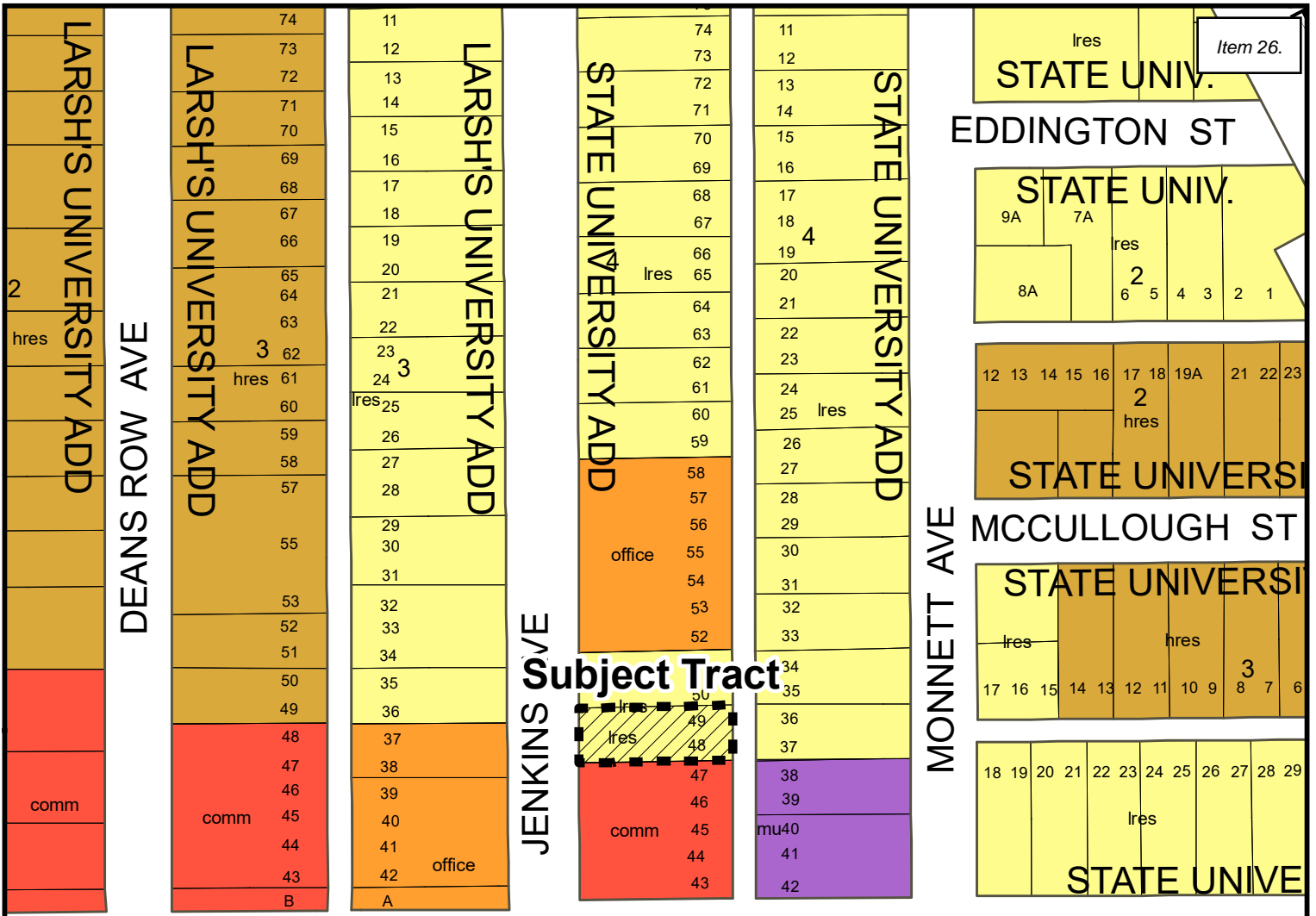
1. ***Has there been a change in circumstances resulting from development of the properties in the general vicinity which suggest that the proposed change will not be contrary to the public interest?*** In recent years, redevelopment has occurred particularly in the Center City Form-Based Code (CCFBC) area north and east of the site. This has amounted to predominately residential redevelopment to the east of the property. Adjacent parcels to the north and south have not seen redevelopment in recent years. There is a single-family home to the north and a commercial building to the south. Given the site's proximity to the CCFBC area and Campus Corner, this proposal does not deviate from the general location's vision.
2. ***Is there a determination that the proposed change would not result in adverse land use or adverse traffic impacts to surrounding properties or the vicinity?*** Jenkins Avenue is

classified as an Urban Collector with Special Corridor Considerations in the Comprehensive Transportation Plan. Boyd Street is classified as a Minor Urban Arterial in the Comprehensive Transportation Plan. Both Urban Collectors and Minor Urban Arterials are intended to accommodate heavier pedestrian traffic, with wider sidewalks of 5 feet or greater. Included in the SPUD Narrative, the Site Development Plan indicates a total of twelve parking spaces – all accessed from the alley. Given this, it is anticipated that there will be minor traffic impacts to the surrounding area.

The application is for rezoning from R-3, Multi-Family Dwelling District, to SPUD, Simple Planned Unit Development. Surrounding land uses in the area are a mixture of residential and nonresidential uses. Single-family homes exists just north and east of the site.

CONCLUSION: Staff forwards this request for a NORMAN 2025 Land Use & Transportation Plan amendment from Low Density Residential Designation to Mixed Use Designation as Resolution No. R-2223-7 for consideration by City Council.

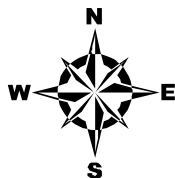
At their meeting of August 11, 2022, Planning Commission unanimously recommended adoption of Resolution No. R-2223-7 by a vote of 7-0.



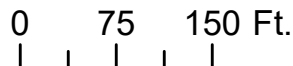
Norman 2025 Land Use Plan



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



June 7, 2022



Subject Tract
 Zoning

Applicant: BMH Jenkins 2022, LLC

Project Location: 765 Jenkins Avenue

Case Number: PD22-11

Time: 5:30 p.m.

Applicant/Representative

Gunner Joyce
Sean Rieger
Joey Wishnuck

Attendees

None

City Staff

Colton Wayman, Planner I

Application Summary

The applicant is requesting a NORMAN 2025 amendment to Mixed Use and Rezoning to SPUD, Simple Planned Unit Development.

Neighbor's Comments/Concerns/Responses

No neighbors attended the meeting.

R-2223-7

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE NORMAN 2025 LAND USE AND TRANSPORTATION PLAN SO AS TO REMOVE LOT FORTY-EIGHT (48) AND FORTY-NINE (49), BLOCK FOUR (4), STATE UNIVERSITY ADDITION, TO THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE LOW DENSITY RESIDENTIAL DESIGNATION AND PLACE THE SAME IN THE MIXED USE DESIGNATION.
(765 Jenkins Avenue)

- § 1. WHEREAS, the Council of the City of Norman recognizes citizens’ concerns about the future development of Norman; and
- § 2. WHEREAS, the City Council at its meeting of November 16, 2004, reviewed and adopted the NORMAN 2025 Land Use and Transportation Plan, with an effective date of December 16, 2004; and
- § 3. WHEREAS, BMH Jenkins 2022, L.L.C. has requested that the following described property be moved from the Low Density Residential Designation and placed in the Mixed Use Designation for the hereinafter described property, to wit:

Lots Forty-Eight (48) and Forty-Nine (49), in Block Four (4), of STATE UNIVERSITY ADDITION, to the City of Norman, Cleveland County, Oklahoma, according to the recorded plat thereof.

Said tract contains 0.16 acres, more or less.

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

- § 4. That the Council of the City of Norman recognizes the need to control the future growth of the City of Norman; and, that after due consideration has determined that the requested amendment to the NORMAN 2025 Land Use and Transportation Plan should be adopted, and does hereby approve the requested designation.

PASSED AND ADOPTED this _____ day of _____, 2022.

(Mayor)

ATTEST:

(City Clerk)

RESOLUTION NO. R-2223-7

ITEM NO. 4

STAFF REPORT

ITEM: BMH Jenkins 2022, L.L.C. requests amendment of the NORMAN 2025 Land Use & Transportation Plan from Low Density Residential Designation to Mixed Use Designation for approximately 0.16 acres of property located at 765 Jenkins Avenue.

SUMMARY OF REQUEST: The applicant is proposing the development of a mixed-use building with residential on the upper floors and commercial on the bottom floor on approximately 0.16 acres. This development proposal requires rezoning from R-3, Multi-Family Dwelling District to SPUD, Simple Planned Unit Development, and a Norman 2025 Land Use and Transportation Plan amendment from Low Density Residential Designation to Mixed Use Designation.

STAFF ANALYSIS: For changes in classification under the NORMAN 2025 Land Use and Transportation Plan, the following information is forwarded for consideration.

The role of the NORMAN 2025 Plan in the City's ongoing and diverse planning activities states the document must be flexible, and that it is updated and amended periodically. The Plan defines the desired land use patterns for use and development of all private sector properties. This Plan will serve as a policy guide for zoning and planning requests as they are presented to the Planning Commission and City Council.

1. ***Has there been a change in circumstances resulting from development of the properties in the general vicinity which suggest that the proposed change will not be contrary to the public interest?*** In recent years, redevelopment has occurred particularly in the Center City Form-Based Code (CCFBC) area north and east of the site. This has amounted to predominately-residential redevelopment to the east of the property. Adjacent parcels to the north and south have not seen redevelopment in recent years. There is a single-family home to the north and a commercial building to the south. Given the site's proximity to the CCFBC area and Campus Corner, this proposal does not deviate from the general location's vision.
2. ***Is there a determination that the proposed change would not result in adverse land use or adverse traffic impacts to surrounding properties or the vicinity?*** Jenkins Avenue is classified as an Urban Collector with Special Corridor Considerations in the Comprehensive Transportation Plan. Boyd Street is classified as a Minor Urban Arterial in the Comprehensive Transportation Plan. Both Urban Collectors and Minor Urban Arterials are intended to accommodate heavier pedestrian traffic, with wider sidewalks of 5 feet or greater. Included in the SPUD Narrative, the Site Development Plan indicates a total of twelve parking spaces – all accessed from the alley. Given this, it is anticipated that there will be minor traffic impacts to the surrounding area.

The application is for rezoning from R-3, Multi-Family Dwelling District to SPUD, Planned Unit Development. Surrounding land uses in the area are a mixture of residential and nonresidential uses. Single-family homes exists just north and east of the site.

CONCLUSION: Staff forwards this request for a NORMAN 2025 Land Use & Transportation Plan amendment from Low Density Residential Designation to Mixed Use Designation as Resolution No. R-2223-7 for consideration by the Planning Commission and a recommendation to City Council.

**NORMAN PLANNING COMMISSION
REGULAR SESSION MINUTES**

AUGUST 11, 2022

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Council Chambers of the Norman Municipal Building, 201 West Gray Street, on the 11th day of August, 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 6:32 p.m.

* * *

Item No. 1, being:

ROLL CALL

MEMBERS PRESENT

- Kevan Parker
- Liz McKown
- Steven McDaniel
- Erica Bird
- Doug McClure
- Cameron Brewer
- Shaun Axton

MEMBERS ABSENT

- Jim Griffith
- Michael Jablonski

A quorum was present.

STAFF MEMBERS PRESENT

- Jane Hudson, Director, Planning & Community Development
- Roné Tromble, Recording Secretary
- Colton Wayman, Planner I
- Logan Hubble, Planner I
- Ken Danner, Subdivision Development Manager
- Jack Burdett, Subdivision Development Coordinator
- Jami Short, Traffic Engineer
- Beth Muckala, Asst. City Attorney
- Todd McLellan, Development Engineer

* * *

Item No. 4, being:

CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION NO. R-2223-7: BMH JENKINS 2022, L.L.C. REQUESTS AMENDMENT OF THE NORMAN 2025 LAND USE & TRANSPORTATION PLAN FROM LOW DENSITY RESIDENTIAL DESIGNATION TO MIXED USE DESIGNATION FOR APPROXIMATELY 0.16 ACRES OF PROPERTY LOCATED AT 765 JENKINS AVENUE.

ITEMS SUBMITTED FOR THE RECORD:

1. 2025 Map
2. Staff Report
3. Pre-Development Summary

and

Item No. 5, being:

CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE NO. O-2223-3: BMH JENKINS 2022, L.L.C. REQUESTS REZONING FROM R-3, MULTI-FAMILY DWELLING DISTRICT, TO SPUD, SIMPLE PLANNED UNIT DEVELOPMENT, FOR APPROXIMATELY 0.16 ACRES OF PROPERTY LOCATED AT 765 JENKINS AVENUE.

ITEMS SUBMITTED FOR THE RECORD:

1. Location Map
2. Staff Report
3. SPUD Narrative with Exhibits A-C
4. Pre-Development Summary

PRESENTATION BY STAFF:

1. Colton Wayman reviewed the staff report, a copy of which is filed with the minutes.

APPLICANT PRESENTATION:

1. Sean Rieger, 136 Thompson Drive, representing the applicant, presented the project.
2. Ms. McKown asked about the building setback. Mr. Rieger responded.
Ms. McKown asked whether they have identified a commercial tenant. Mr. Rieger responded they have not.
3. Mr. Axton asked about the commercial and parking. Mr. Rieger responded.
Mr. Axton asked the height of the building. Mr. Rieger responded.
Mr. Axton asked about the tandem parking in the rear. Mr. Rieger responded.
4. Ms. Bird commented on tandem parking she has seen in California. She also commented on the walkability of the area. She asked if the drive in the front will go away. Mr. Rieger responded affirmatively.
5. Mr. Brewer asked about preliminary designs for the front façade. Mr. Rieger responded they intend to follow the spirit of Center City.

AUDIENCE PARTICIPATION:

None

DISCUSSION AND ACTION BY THE PLANNING COMMISSION:

1. Mr. Brewer asked if there are examples of tandem parking. Ms. Hudson responded. Ms. Bird noted the Primrose Funeral Home has a very long row for parking.

Steven McDaniel moved to recommend adoption of Resolution No. R-2223-7 and Ordinance No. O-2223-3 to City Council. Shaun Axton seconded the motion.

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

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

Ms. Tromble announced that the motion, to recommend adoption of Resolution No. R-2223-7 and Ordinance No. O-2223-3 to City Council, passed by a vote of 7-0.

* * *

File Attachments for Item:

27. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2223-3 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE 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)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/27/2022

REQUESTER: BMH Jenkins 2022, L.L.C.

PRESENTER: Jane Hudson, Director of Planning & Community Development

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2223-3 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE 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)

PROJECT OVERVIEW:

The applicant is requesting to rezone from R-3, Multi-Family Dwelling District to SPUD, Simple Planned Unit Development to allow for a mixed use building with commercial and residential uses.

The subject property was originally zoned R-3, Multi-Family Dwelling District, with Ordinance No. 884 on July 13, 1954, when the current zoning ordinance was originally adopted. Much of the surrounding area was zoned Center City Formed-Based Code (CCFBC) in 2017; however, this property was included in the exemption area and therefore does not have the requirements of the CCFBC.

PROCEDURAL REQUIREMENTS:

GREENBELT MEETING: GB 22-11, June 6, 2022

Greenbelt forwards this item with no additional comments.

PRE-DEVELOPMENT MEETING: PD 22-11 June 23, 2022

No neighbors attended the meeting.

ZONING ORDINANCE CITATION:

SEC 420.05 – SIMPLE PLANNED UNIT DEVELOPMENTS

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

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

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

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

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

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

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

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

EXISTING ZONING: The subject property is currently zoned R-3, Multi-Family Dwelling District.

STAFF ANALYSIS: The particulars of this SPUD include:

USE: This SPUD, Simple Planned Unit Development will allow for the development of a mixed-use structure on the property with allowances for commercial uses on the ground floor and multi-family residential units on the upper stories. A complete list of allowable uses on the property is attached as Exhibit C in the SPUD narrative.

OPEN SPACE: Impervious area will not exceed 66% for the property. The applicant will also utilize low impact development techniques (LIDs) and best management practices (BMPs) in the development of the property to further assist in drainage management on site. Green space is indicated on the Site Development Plan and is located in the front yard, side yards, and portions of the backyard.

SITE PLAN/ACCESS: The site will be accessed from the alley for vehicular traffic. Pedestrians may access the site through the front or rear of the building.

LANDSCAPING: A minimum of two (2) trees of two-inch caliper or greater will be planted and maintained in the front yard. The applicant has stated the intent to provide additional landscaping to other portions of the property and will finalize these plans during final site development.

SIGNAGE: Signage will follow the City of Norman Sign Code for commercial uses.

LIGHTING: All new exterior lighting shall comply with the applicable provisions of the City of Norman's Commercial Outdoor Lighting Standards. Any exterior lighting shall not spill onto adjacent properties or create glare.

FENCING: No fencing is proposed for the site. The applicant has stated that this will assist vehicular and pedestrian ingress and egress to the property from the sidewalk and alley.

BUILDING HEIGHT: Building height is limited to three (3) stories with a usable rooftop space.

PARKING: The parking lot will have twelve spots in the rear of the property, as shown on Site Development Plan. All parking spots will be accessed from the alley.

PHASES: Only one building will be built on the site.

EXTERIOR BUILDING MATERIALS: The applicant is requesting to construct the building using one, and/or a combination of, the following materials:

- Brick
- Glass
- Stone
- Synthetic stone
- Stucco
- EIFS
- Masonry
- Metal accents
- Composition shingles

ALTERNATIVES/ISSUES:

IMPACTS: This rezoning proposal for a mixed-use building is located on an approximately 7,000 square foot property. The following are the proposed setbacks:

- Front: 18 feet
- Side:
 - North: 5 feet
 - South Foundation: 10 feet
 - South Building Overhang: 5 feet
- Rear: 40 feet

The surrounding area contains a mixture of residential and nonresidential uses. To the north is a single-family home and commercial building. Adjacent to the site to the south is a commercial building; whereas to the west is a single-family home and commercial building. Finally, to the east is a single-family home and vacant lots.

The Site Development Plan in the SPUD Narrative indicates a total impervious coverage of 65.7% for the property. This is a reduction from historic drainage conditions for the property that are calculated at 69.2% impervious coverage.

STAFF ANALYSIS: The applicant is seeking a rezoning to SPUD, Simple Planned Unit Development to allow for a three-story mixed-use building with commercial uses on the bottom floor. The building will also have a useable rooftop space for tenants.

OTHER AGENCY COMMENTS:

FIRE DEPARTMENT: No comments

PUBLIC WORKS/ENGINEERING: Sanitary sewer and water improvements are existing. Jenkins Avenue paving is existing. Sidewalk is existing. If any damage occurs to the existing sidewalk during construction, the sidewalk will be replaced prior to occupancy.

TRAFFIC ENGINEER: No comments

UTILITIES: No comments

CONCLUSION: Staff forwards this request for rezoning from R-3, Multi-Family Dwelling District to SPUD, Simple Planned Unit Development, as Ordinance O-2223-3 for consideration by City Council. At their meeting of August 11, 2022, Planning Commission unanimously recommended adoption of Ordinance O-2223-3 by a vote of 7-0.

O-2223-3

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)

- § 1. WHEREAS, BMH Jenkins 2022, L.L.C., the owners of the hereinafter described property, have made application to have the subject property removed from the R-3, Multi-Family Dwelling District and placed in the SPUD, Simple Planned Unit Development District; and
- § 2. WHEREAS, said application has been referred to the Planning Commission of said City and said body has, after conducting a public hearing 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-3, Multi-Family Dwelling District and place the same in the SPUD, Simple Planned Unit Development District, to wit:

Lots Forty-Eight (48) and Forty-Nine (49), in Block Four (4), of STATE UNIVERSITY ADDITION, to the City of Norman, Cleveland County, Oklahoma, according to the recorded plat thereof.

Said tract contains 0.16 acres, more or less.

Ordinance No. O-2223-3
Page 2

§ 5. Further, pursuant to the provisions of Section 22:420.05 of the Code of the City of Norman, as amended, the following condition is hereby attached to the zoning of the tract:

a. The site shall be developed in accordance with the SPUD Narrative and the Site Development Plan (Exhibit B thereof), approved by the Planning Commission on August 11, 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)

765 JENKINS AVE

SIMPLE PLANNED UNIT DEVELOPMENT

APPLICANT:

BMH JENKINS 2022, LLC

APPLICATION FOR:

SIMPLE PLANNED UNIT DEVELOPMENT
NORMAN 2025 LAND USE AMENDMENT

SUBMITTED: JUNE 6, 2022

REVISED: AUGUST 5, 2022

PREPARED BY:

RIEGER LAW GROUP PLLC
136 Thompson Drive
Norman, Oklahoma 73069

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- J. Fencing

EXHIBITS

- A. Legal Description
- B. Site Development Plan
- C. Allowable Uses

I. INTRODUCTION

This Simple Planned Unit Development (the “SPUD”) is being submitted for the property located at 765 Jenkins Avenue, as more particularly described on **Exhibit A** (the “Property”). This SPUD seeks to rezone the Property from the existing R-3, Multi-Family Dwelling designation to allow for the development of a three-story mixed-use structure on the Property with allowances for retail uses on the ground floor and multi-family residential units in the upper stories.

II. PROPERTY DESCRIPTIONS; EXISTING CONDITIONS

A. Location

The Property is located at 765 Jenkins Avenue, which is near the intersection of W Boyd Street and Jenkins Avenue.

B. Existing Land Use and Zoning

The existing zoning is R-3, Multi-Family Dwelling, and the existing NORMAN 2025 Land Use Plan designation is Low Density Residential. This proposal also seeks to amend the NORMAN 2025 Land Use Plan designation to Mixed-Use.

C. Elevation and Topography

The Property is improved with an existing residential structure and the topography of the Property is relatively flat.

D. Utility Services

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

E. Fire Protection Services

Fire protection services shall be provided in accordance with all applicable City of Norman regulations for such services.

F. Traffic Circulation and Access

Traffic circulation and access to the Property shall be allowed in the manner shown on the attached Site Development Plan.

III. DEVELOPMENT PLAN AND DESIGN CONCEPT

A. Uses Permitted

This SPUD will allow for the development of a mixed-use structure on the Property with allowances for retail uses on the ground floor and multi-family residential units in the upper stories. A complete list of allowable uses on the Property is attached as **Exhibit C**.

B. Site Plan

The Property shall be developed as depicted on the Site Development Plan, attached hereto as **Exhibit B**, subject to final design development and the changes allowed by Section 22.420.05(11) of the City of Norman’s SPUD Ordinance, as may be amended from time to time.

The following shall be the required building setbacks:

- Front: 18 feet
- Side:
 - North: 5 feet
 - South Foundation: 10 feet
 - South Building Overhang: 5 feet
- Rear: 40 feet

C. Traffic access/circulation/sidewalks

Traffic circulation and access to the Property shall be allowed in the manner shown on the attached Site Development Plan.

D. Open Space

The impervious area for the Property shall not exceed 66%. The applicant will also endeavor to utilize low impact development techniques (“LIDs”) and best management practices (“BMPs”) in the development of the Property to further assist in drainage management on site. The locations and types of LIDs and BMPs will be determined during site development. Greenspace will be provided in the locations shown on the Site Development Plan, depicted by the hatching. A minimum of two (2) trees of two-inch caliper or greater will be planted and maintained in the front yard area of the Property. Additional landscaping will be utilized on site, such as, by way of example, flower beds, bushes, or shrubbery, in locations and types to be finalized during final site development. Landscaped flower beds and/or gardens can, but are not required to, be utilized on the rooftop open space.

E. Signage

All signage shall comply with the applicable requirements contained in the City of Norman Sign Code, Chapter 18, for the commercial uses, as amended from time to time.

F. Lighting

All new exterior lighting shall comply with the applicable provisions of the City of Norman's Commercial Outdoor Lighting Standards, as the same may be amended from time to time.

G. Height

The maximum height for the mixed-use structure shall be three (3) stories, with a useable rooftop space.

H. Parking

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

I. Exterior Materials

The exterior materials of the building to be constructed on the Property may be brick, glass, stone, synthetic stone, stucco, EIFS, masonry, metal accents, composition shingles, and any combination thereof.

J. Fencing

Fencing shall not be required on the Property. The absence of perimeter fencing will assist vehicular and pedestrian ingress and egress to the Property from the sidewalk and alley. Additionally, this request is consistent with other nearby commercial uses abutting residential lots on this street.

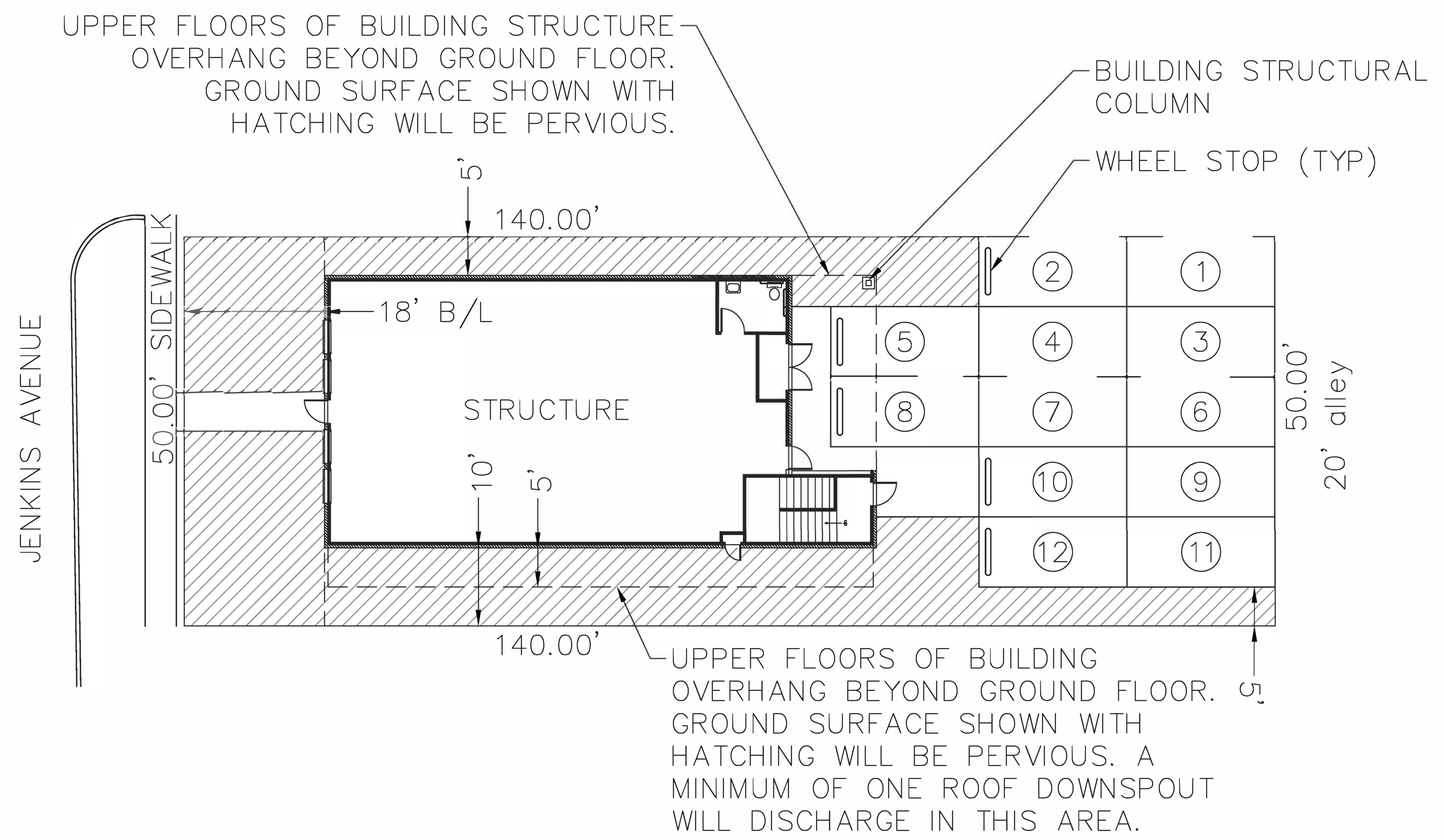
EXHIBIT A

Legal Description of the Property

Lots Forty-Eight (48) and Forty-Nine (49), in Block Four (4), of STATE UNIVERSITY ADDITION, to the City of Norman, Cleveland County, Oklahoma, according to the recorded plat thereof.

EXHIBIT B

Site Development Plan



HISTORIC DRAINAGE CONDITIONS
 TOTAL LOT AREA = 7,000 SF
 IMPERVIOUS AREA = 4,842 SF (69.2%)
 PERVIOUS AREA = 2,158 SF (30.8%)

PROPOSED DRAINAGE CONDITIONS
 TOTAL LOT AREA = 7,000 SF
 IMPERVIOUS AREA = 4,596 SF (65.7%)
 PERVIOUS AREA = 2,404 SF (34.3%)

LOT 48 49, BLOCK 4
 STATE UNIVERSITY ADDITION
 765 S. JENKINS AVE.

WINDSTONE



Exhibit B

EXHIBIT C
Allowable Uses

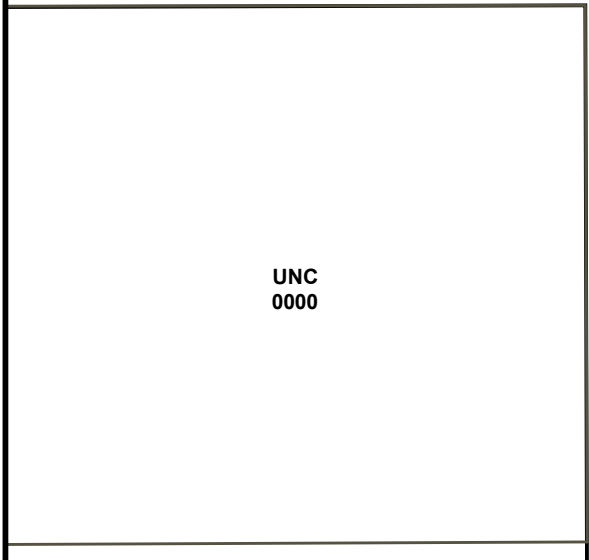
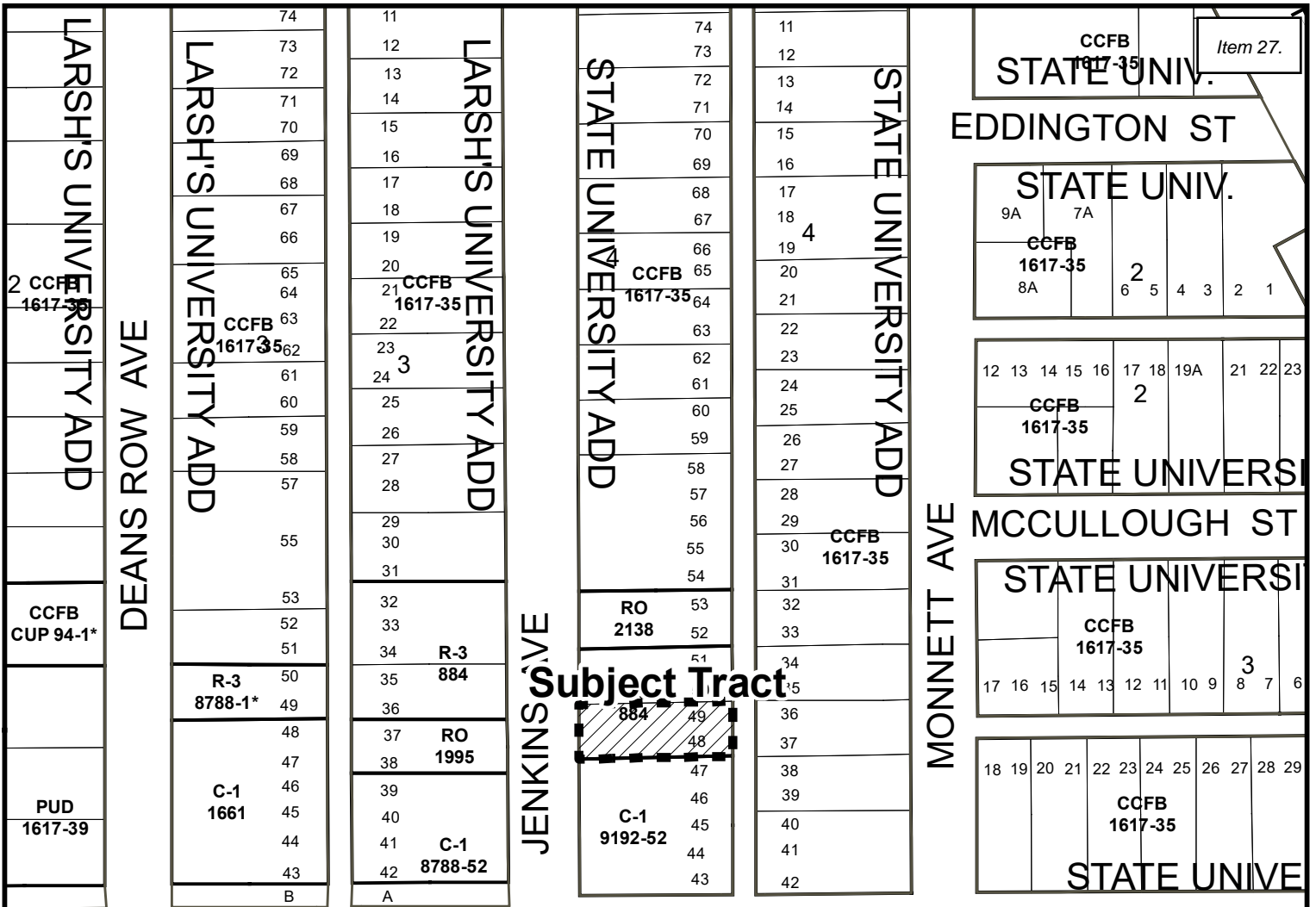
Ground Floor Retail Uses

- 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.
- Child Care Center.
- 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.

Residential Uses for Upper Stories

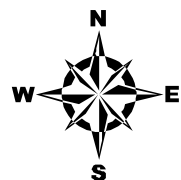
- Multifamily Residential Units are allowed on the upper stories, with a maximum of six (6) bedrooms per story.



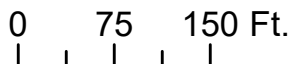
Location Map



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.



May 3, 2022



 Subject Tract
 Zoning

Applicant: BMH Jenkins 2022, LLC

Project Location: 765 Jenkins Avenue

Case Number: PD22-11

Time: 5:30 p.m.

Applicant/Representative

Gunner Joyce

Sean Rieger

Joey Wishnuck

Attendees

None

City Staff

Colton Wayman, Planner I

Application Summary

The applicant is requesting a NORMAN 2025 amendment to Mixed Use and Rezoning to SPUD, Simple Planned Unit Development.

Neighbor's Comments/Concerns/Responses

No neighbors attended the meeting.

ORDINANCE NO. O-2223-3

ITEM NO. 5

STAFF REPORT**GENERAL INFORMATION**

| | |
|---------------------------|--|
| APPLICANT | BMH Jenkins 2022, L.L.C. |
| REQUESTED ACTION | Rezoning to SPUD, Simple Planned Unit Development |
| EXISTING ZONING | R-3, Multi-Family Dwelling District |
| SURROUNDING ZONING | North: R-3, Multi-Family Dwelling District East: CCFBC, Center City Form-Based Code South: C-1, Local Commercial District West: R-3, Multi-Family Dwelling District and RO, Residence-Office District |
| LOCATION | 765 Jenkins Avenue |
| WARD | Ward 4 |
| CORE AREA | Yes |
| AREA/SF | 7,000 square feet, more or less |
| PURPOSE | Mixed Use Building |
| EXISTING LAND USE | Vacant |
| SURROUNDING LAND USE | North: Single-family residential East: Single-family residential South: Commercial West: Single-family residential/Commercial |
| LAND USE PLAN DESIGNATION | Low Density Residential |
| GROWTH AREA DESIGNATION | Current Urban Service Area |

PROJECT OVERVIEW: The applicant is requesting to rezone from R-3, Multi-Family Dwelling District to SPUD, Simple Planned Unit Development to allow for a mixed use building with commercial and residential uses.

The subject property was originally zoned R-3, Multi-Family Dwelling District, with Ordinance No. 884 on July 13, 1954, when the current zoning ordinance was originally adopted. Much of the surrounding area was zoned Center City Formed-Based Code (CCFBC) in 2017; however, this property was included in the exemption area and therefore does not have the requirements of the CCFBC.

PROCEDURAL REQUIREMENTS:

GREENBELT MEETING: GB 22-11, June 6, 2022
Greenbelt forwards this item with no additional comments.

PRE-DEVELOPMENT MEETING: PD 22-11 June 23, 2022
No neighbors attended the meeting.

ZONING ORDINANCE CITATION:

SEC 420.05 – SIMPLE PLANNED UNIT DEVELOPMENTS

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

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

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

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

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

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

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

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

regulations and location of specific elements of the development, such as open space screening.

EXISTING ZONING: The subject property is currently zoned R-3, Multi-Family Dwelling District.

STAFF ANALYSIS: The particulars of this SPUD include:

USE: This SPUD, Simple Planned Unit Development will allow for the development of a mixed-use structure on the property with allowances for commercial uses on the ground floor and multi-family residential units on the upper stories. A complete list of allowable uses on the property is attached as Exhibit C in the SPUD narrative.

OPEN SPACE: Impervious area will not exceed 66% for the property. The applicant will also utilize low impact development techniques (LIDs) and best management practices (BMPs) in the development of the property to further assist in drainage management on site. Green space is indicated on the Site Development Plan and is located in the front yard, side yards, and portions of the backyard.

SITE PLAN/ACCESS: The site will be accessed from the alley for vehicular traffic. Pedestrians may access the site through the front or rear of the building.

LANDSCAPING: A minimum of two (2) trees of two-inch caliper or greater will be planted and maintained in the front yard. The applicant has stated the intent to provide additional landscaping to other portions of the property and will finalize these plans during final site development.

SIGNAGE: Signage will follow the City of Norman Sign Code for commercial uses.

LIGHTING: All new exterior lighting shall comply with the applicable provisions of the City of Norman's Commercial Outdoor Lighting Standards. Any exterior lighting shall not spill onto adjacent properties or create glare.

FENCING: No fencing is proposed for the site. The applicant has stated that this will assist vehicular and pedestrian ingress and egress to the property from the sidewalk and alley.

BUILDING HEIGHT: Building height is limited to three (3) stories with a usable rooftop space.

PARKING: The parking lot will have twelve spots in the rear of the property, as shown on Site Development Plan. All parking spots will be accessed from the alley.

PHASES: Only one building will be built on the site.

EXTERIOR BUILDING MATERIALS: The applicant is requesting to construct the building using one, and/or a combination of, the following materials:

- Brick
- Glass
- Stone
- Synthetic stone
- Stucco
- EIFS
- Masonry
- Metal accents

- Composition shingles

ALTERNATIVES/ISSUES:

IMPACTS: This rezoning proposal for a mixed-use building is located on an approximately 7,000 square foot property. The following are the proposed setbacks:

- Front: 18 feet
- Side:
 - North: 5 feet
 - South Foundation: 10 feet
 - South Building Overhang: 5 feet
- Rear: 40 feet

The surrounding area contains a mixture of residential and nonresidential uses. To the north is a single-family home and commercial building. Adjacent to the site to the south is a commercial building; whereas to the west is a single-family home and commercial building. Finally, to the east is a single-family home and vacant lots.

The Site Development Plan in the SPUD Narrative indicates a total impervious coverage of 65.7% for the property. This is a reduction from historic drainage conditions for the property that are calculated at 69.2% impervious coverage.

STAFF ANALYSIS: The applicant is seeking a rezoning to SPUD, Simple Planned Unit Development to allow for a three-story mixed-use building with commercial uses on the bottom floor. The building will also have a useable rooftop space for tenants.

OTHER AGENCY COMMENTS:

FIRE DEPARTMENT: No comments

PUBLIC WORKS/ENGINEERING: Sanitary sewer and water improvements are existing. Jenkins Avenue paving is existing. Sidewalk is existing. If any damage occurs to the existing sidewalk during construction, the sidewalk will be replaced prior to occupancy.

TRAFFIC ENGINEER: No comments

UTILITIES: No comments

CONCLUSION: Staff forwards this request for rezoning from R-3, Multi-Family Dwelling District to SPUD, Simple Planned Unit Development, as Ordinance No. O-2223-3 for consideration by the Planning Commission and a recommendation to City Council.

**NORMAN PLANNING COMMISSION
REGULAR SESSION MINUTES**

AUGUST 11, 2022

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Council Chambers of the Norman Municipal Building, 201 West Gray Street, on the 11th day of August, 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 6:32 p.m.

* * *

Item No. 1, being:

ROLL CALL

MEMBERS PRESENT

- Kevan Parker
- Liz McKown
- Steven McDaniel
- Erica Bird
- Doug McClure
- Cameron Brewer
- Shaun Axton

MEMBERS ABSENT

- Jim Griffith
- Michael Jablonski

A quorum was present.

STAFF MEMBERS PRESENT

- Jane Hudson, Director, Planning & Community Development
- Roné Tromble, Recording Secretary
- Colton Wayman, Planner I
- Logan Hubble, Planner I
- Ken Danner, Subdivision Development Manager
- Jack Burdett, Subdivision Development Coordinator
- Jami Short, Traffic Engineer
- Beth Muckala, Asst. City Attorney
- Todd McLellan, Development Engineer

* * *

Item No. 4, being:

CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION NO. R-2223-7: BMH JENKINS 2022, L.L.C. REQUESTS AMENDMENT OF THE NORMAN 2025 LAND USE & TRANSPORTATION PLAN FROM LOW DENSITY RESIDENTIAL DESIGNATION TO MIXED USE DESIGNATION FOR APPROXIMATELY 0.16 ACRES OF PROPERTY LOCATED AT 765 JENKINS AVENUE.

ITEMS SUBMITTED FOR THE RECORD:

1. 2025 Map
2. Staff Report
3. Pre-Development Summary

and

Item No. 5, being:

CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE NO. O-2223-3: BMH JENKINS 2022, L.L.C. REQUESTS REZONING FROM R-3, MULTI-FAMILY DWELLING DISTRICT, TO SPUD, SIMPLE PLANNED UNIT DEVELOPMENT, FOR APPROXIMATELY 0.16 ACRES OF PROPERTY LOCATED AT 765 JENKINS AVENUE.

ITEMS SUBMITTED FOR THE RECORD:

1. Location Map
2. Staff Report
3. SPUD Narrative with Exhibits A-C
4. Pre-Development Summary

PRESENTATION BY STAFF:

1. Colton Wayman reviewed the staff report, a copy of which is filed with the minutes.

APPLICANT PRESENTATION:

1. Sean Rieger, 136 Thompson Drive, representing the applicant, presented the project.
2. Ms. McKown asked about the building setback. Mr. Rieger responded.
Ms. McKown asked whether they have identified a commercial tenant. Mr. Rieger responded they have not.
3. Mr. Axton asked about the commercial and parking. Mr. Rieger responded.
Mr. Axton asked the height of the building. Mr. Rieger responded.
Mr. Axton asked about the tandem parking in the rear. Mr. Rieger responded.
4. Ms. Bird commented on tandem parking she has seen in California. She also commented on the walkability of the area. She asked if the drive in the front will go away. Mr. Rieger responded affirmatively.
5. Mr. Brewer asked about preliminary designs for the front façade. Mr. Rieger responded they intend to follow the spirit of Center City.

AUDIENCE PARTICIPATION:

None

DISCUSSION AND ACTION BY THE PLANNING COMMISSION:

1. Mr. Brewer asked if there are examples of tandem parking. Ms. Hudson responded. Ms. Bird noted the Primrose Funeral Home has a very long row for parking.

Steven McDaniel moved to recommend adoption of Resolution No. R-2223-7 and Ordinance No. O-2223-3 to City Council. Shaun Axton seconded the motion.

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

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

Ms. Tromble announced that the motion, to recommend adoption of Resolution No. R-2223-7 and Ordinance No. O-2223-3 to City Council, passed by a vote of 7-0.

* * *

File Attachments for Item:

28. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2223-6 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO GRANT SPECIAL USE FOR 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 EAST ROBINSON STREET APPROXIMATELY 2,000 FEET EAST OF 24TH AVENUE N.E.)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/27/2022

REQUESTER: City of Norman – Norman Utilities Authority

PRESENTER: Jane Hudson, Director of Planning & Community Development

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2223-6 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO GRANT SPECIAL USE FOR 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 EAST ROBINSON STREET APPROXIMATELY 2,000 FEET EAST OF 24TH AVENUE N.E.)

PROJECT OVERVIEW:

The applicant, City of Norman – Norman Utilities Authority (NUA), is requesting Special Use for Municipal Use with specific variances on the NUA facility. The subject property is currently zoned A-1, General Agricultural District with Special Use for Municipal Use. An amendment to the existing Special Use Permit is requested to allow for additional access off E. Robinson Street and for proposed variances to masonry requirements, gravel parking/drive standards, and landscaping requirements for the facility located in the northwest corner of the site – the NUA site.

In April of 2017, the Planning staff was directed to update/amend the existing Zoning Ordinance to establish a policy for all municipal projects to properly zone the proposed development with a Special Use request. In order for the City to have the greatest flexibility to locate municipal and other public facilities in appropriate locations throughout the City, staff prepared a Zoning Code amendment that allows “municipal uses, public buildings and public utilities” in all zoning districts as a Special Use. The Special Use designation provides Planning Commission and City Council the opportunity to ensure that municipal uses, public buildings and public utilities are in the proper location and enables the approval of conditions that provide protection for surrounding property owners. At the same time, this review process allows approval of variances to specific regulations that best promote the health, safety and general welfare for the community and still meet the needs of the City to provide adequate services to the citizens.

Adopted by O-1920-14 in 2019, the City of Norman proposed to plat, amend the NORMAN 2025 Land Use designation and rezone this subject tract from A-2, Rural Agricultural District, to PL, Parkland, A-1, General Agricultural District, and A-1, General Agricultural District with Special Use for a Municipal Use. The site is planned for future municipal development; the new Emergency Operations Center, EOC, and to serve the future needs of the Utilities Department.

PROCEDURAL REQUIREMENTS:

GREENBELT MEETING: GB 19-15, August 19, 2019

Greenbelt forwarded this item with no additional comments.

PRE-DEVELOPMENT MEETING: PD 22-15, July 28, 2022

There were no comments from those that attended the meeting.

ZONING ORDINANCE CITATION: A Special Use request shall be reviewed and evaluated on the following criteria according to the Zoning Ordinance 22:434.1, Special Uses:

1. Conformance with applicable regulations and standards established by the Zoning Regulations.
2. Compatibility with existing or permitted uses on abutting sites, in terms of building height, bulk and scale, setbacks and open spaces, landscaping and site development, and access and circulation features.
3. Potentially unfavorable effects or impacts on other existing or permitted uses on abutting sites, to the extent such impacts exceed those which reasonably may result from use of the site by a permitted use. (NOTE: Throughout this Section, "Permitted Use" means any use authorized as a matter of right under the applicable zoning district.)
4. Modifications to the site plan which would result in increased compatibility, or would mitigate potentially unfavorable impacts, or would be necessary to conform to applicable regulations and standards and to protect the public health, safety, morals, and general welfare.
5. Safety and convenience of vehicular and pedestrian circulation in the vicinity, including traffic reasonably expected to be generated by the proposed "Special Use" and other uses authorized and anticipated in the area, considering existing zoning and land uses in the area.
6. That any conditions applicable to approval are the minimum necessary to minimize potentially unfavorable impacts on nearby uses and to ensure compatibility of the proposed "Special Use" with existing or permitted uses in the surrounding area.

EXISTING ZONING: The subject property is currently zoned A-1, General Agricultural District, with Special Use for Municipal Uses.

STAFF ANALYSIS: Per directed changes to the Zoning Ordinance in 2017, Special Use for Municipal Use, Public Buildings and Public Utility can be granted in any zoning district. In addition, the changes made in 2017 allow for the approval of conditions that meet the needs of the City to provide adequate services to the citizens of Norman.

The Norman Utilities Authority (NUA) is proposing additional access to the site from E. Robinson Street, approximately 600' from the existing access drive. In addition, this amendment proposes to permit the following variances for the NUA site only:

- Buildings on the site shall not comply with the eighty (80) percent masonry requirements normally required for special uses;
- NUA site will have gravel parking and a gravel drive for employees, something not normally allowed per standards from Zoning and Public Works; and
- Landscaping requirements for parking shall not apply to the NUA site.

ALTERNATIVES/ISSUES:

IMPACTS: The request to amend the site plan adopted by O-1920-14, and for variances to the masonry requirements, gravel parking/drive standards, and to the landscape requirements will not create any foreseeable negative impacts on adjacent properties. These are low impact municipal projects. This general area consists of undeveloped land to the south across E. Robinson Street, the Vernon Campbell Water Treatment Facility, undeveloped commercially zoned property, open space/parkland to the west, and large lot residential development to the east.

STAFF ANALYSIS:

The applicant is seeking to amend the site plan adopted by O-1920-14 to add additional access off E. Robinson Street, and for variances to the masonry requirements, landscaping requirements, and gravel parking/drive standards. These proposed changes will be for the new Line Maintenance Facility for the Norman Utilities Authority.

OTHER AGENCY COMMENTS:

FIRE DEPARTMENT: No comments

PUBLIC WORKS/ENGINEERING: This property has an existing preliminary plat and a final plat has been submitted.

TRAFFIC ENGINEER: No comments.

UTILITIES: No comments.

CONCLUSION:

Staff forwards this request to amend the site plan adopted by O-1920-14, and for variances to the masonry requirements, gravel parking/drive standards, and landscape requirements for the NUA site, as Ordinance O-2223-6 for consideration by City Council. At their meeting of August 11, 2022, Planning Commission unanimously recommended adoption of Ordinance O-2223-6 by a vote of 7-0.

O-2223-6

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 SECTON 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.)

- § 1. WHEREAS, the City of Norman – Norman Utilities Authority has made application to have Special Use for Municipal Use to amend the site plan approved by Ordinance No. O-1920-14, and to grant Variances on the property described below in the A-1, General Agricultural District; and
- § 2. WHEREAS, said application has been referred to the Planning Commission of said City and said body has, after conducting a public hearing as required by law, considered the same and recommended that the same should be granted and an ordinance adopted to effect and accomplish such rezoning; and
- § 3. WHEREAS, the City Council of the City of Norman, Oklahoma, has thereafter considered said application and has determined that said application should be granted and an ordinance adopted to effect and accomplish such rezoning.

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

- § 4. That Section 460 of Chapter 22 of the Code of the City of Norman, Oklahoma, is hereby amended so as to grant Special Use for Municipal Use in the A-1, General Agricultural District, for the following described property, to wit:

A tract of land located in the Southwest Quarter of Section 22, Township 9 North, Range 2 West of the Indian Meridian, Cleveland County, Oklahoma and being more particularly described as follows:

COMMENCING at the Southeast Corner of said Southwest Quarter;

THENCE South 89°48'47" West, along the South line of said Southwest Quarter, a distance of 208.71 feet, said point being the Southwest Corner of a 1 acre tract of land granted to 78 Robinson LLC by Warranty Deed recorded in Book 3547, Page 629, Cleveland County Clerk's Records;

THENCE North 01°09'05" West, a distance of 50.00 feet to the Point of Beginning:

From the **Point of Beginning**, South 89°48'47" West a distance of 782.56;

THENCE North 00°30'19" West a distance of 395.94 feet;

THENCE North 62°20'49" West a distance of 435.04 feet;

THENCE North 00°00'00" West a distance of 230.19 feet;

THENCE North 03°58'04" East a distance of 970.28 feet;

THENCE North 89°05'13" East a distance of 1276.68 feet to a point on the East line of said Southwest Quarter;

THENCE South 01°09'05" East along said East line a distance of 1654.76 feet to the Northeast corner of said 78 Robinson LLC 1 acre tract;

THENCE South 89°48'47" West, along the North line of said 78 Robinson LLC 1 acre tract, a distance of 208.71 feet to the Northwest corner of said 78 Robinson LLC 1 acre tract;

THENCE South 01°09'05" East, along the East line of said 78 Robinson LLC 1 acre tract, a distance of 158.71 feet to the Point of Beginning.

Said tract of land containing 50.5 Acres (2,199,780 Sq. Ft.), more or less.

- § 5. Further, pursuant to the provisions of Section 22:434.1 of the Code of the City of Norman, as amended, the following conditions are hereby attached to the zoning of the tract:
- a. The site shall be developed in accordance with the Site Plan and supporting documentation submitted by the applicant and approved by the Planning Commission on August 11, 2022.
 - b. Buildings on the site shall not be required to comply with the eighty (80) percent masonry requirements normally required for special uses.
 - c. Norman Utilities Authority site will have gravel parking and a gravel drive for employees, something not normally allowed per standards from Zoning and Public Works.

d. Landscaping requirements for parking shall not apply to the Norman Utilities Authority site.

§ 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.

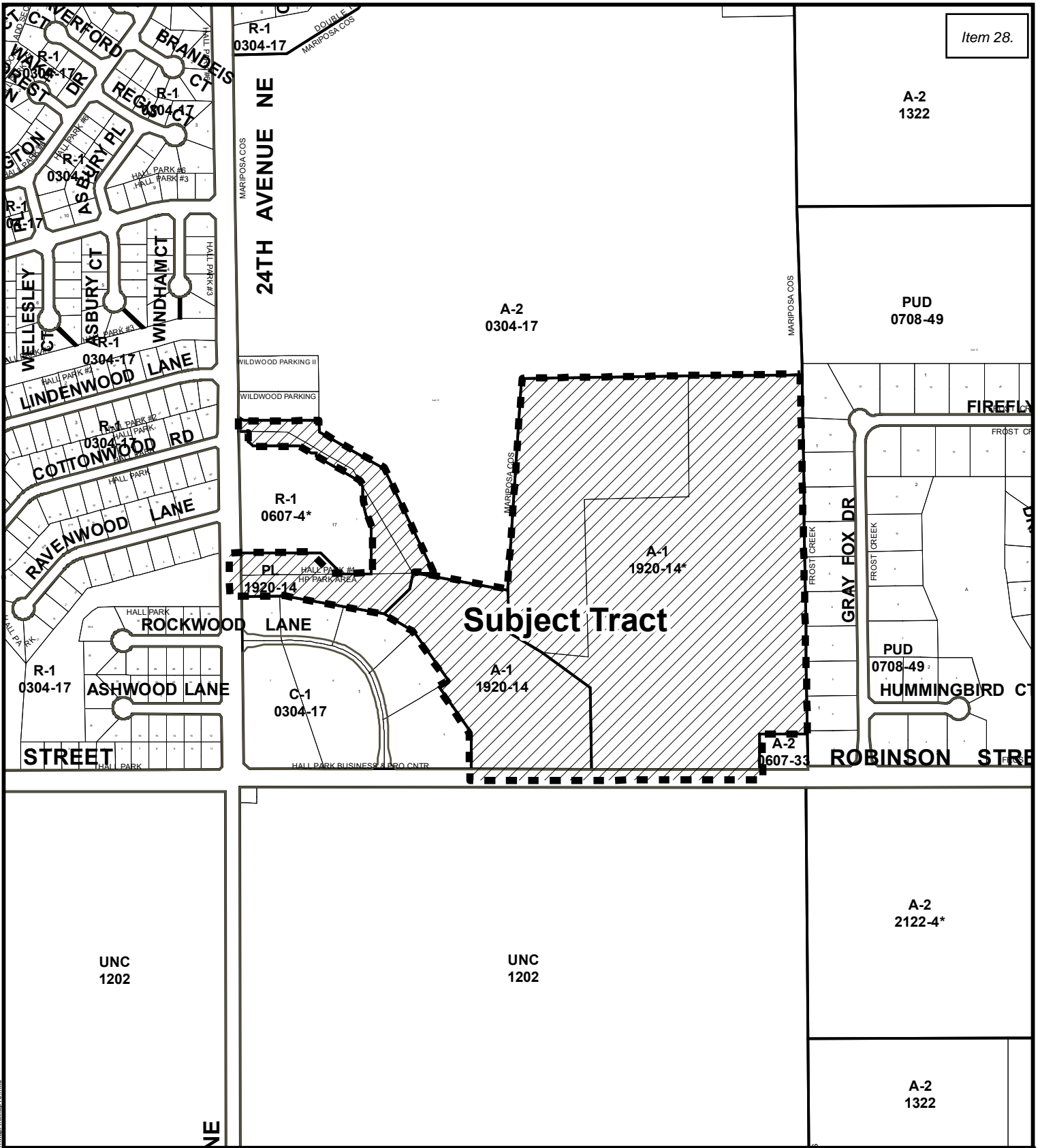
NOT ADOPTED this _____ day of _____, 2022.

(Mayor)

(Mayor)

ATTEST:

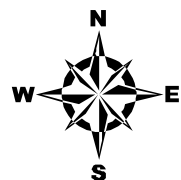
(City Clerk)



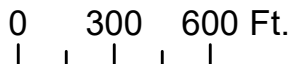
Location Map





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

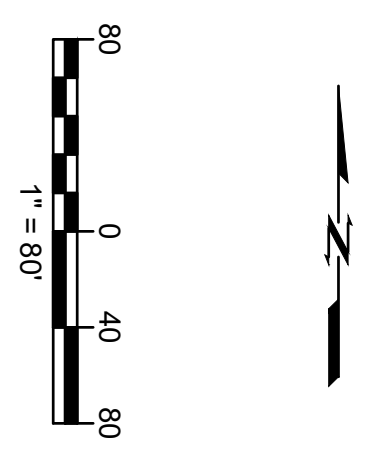


July 5, 2022



-  Subject Tract
-  Zoning

\\norman-city-gis\parments\GIS\AcGIS\10_Map_Templates\bk11_LocationMapAcMap10.mxd




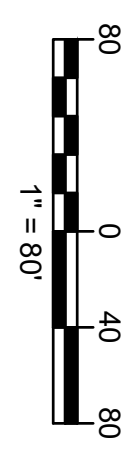
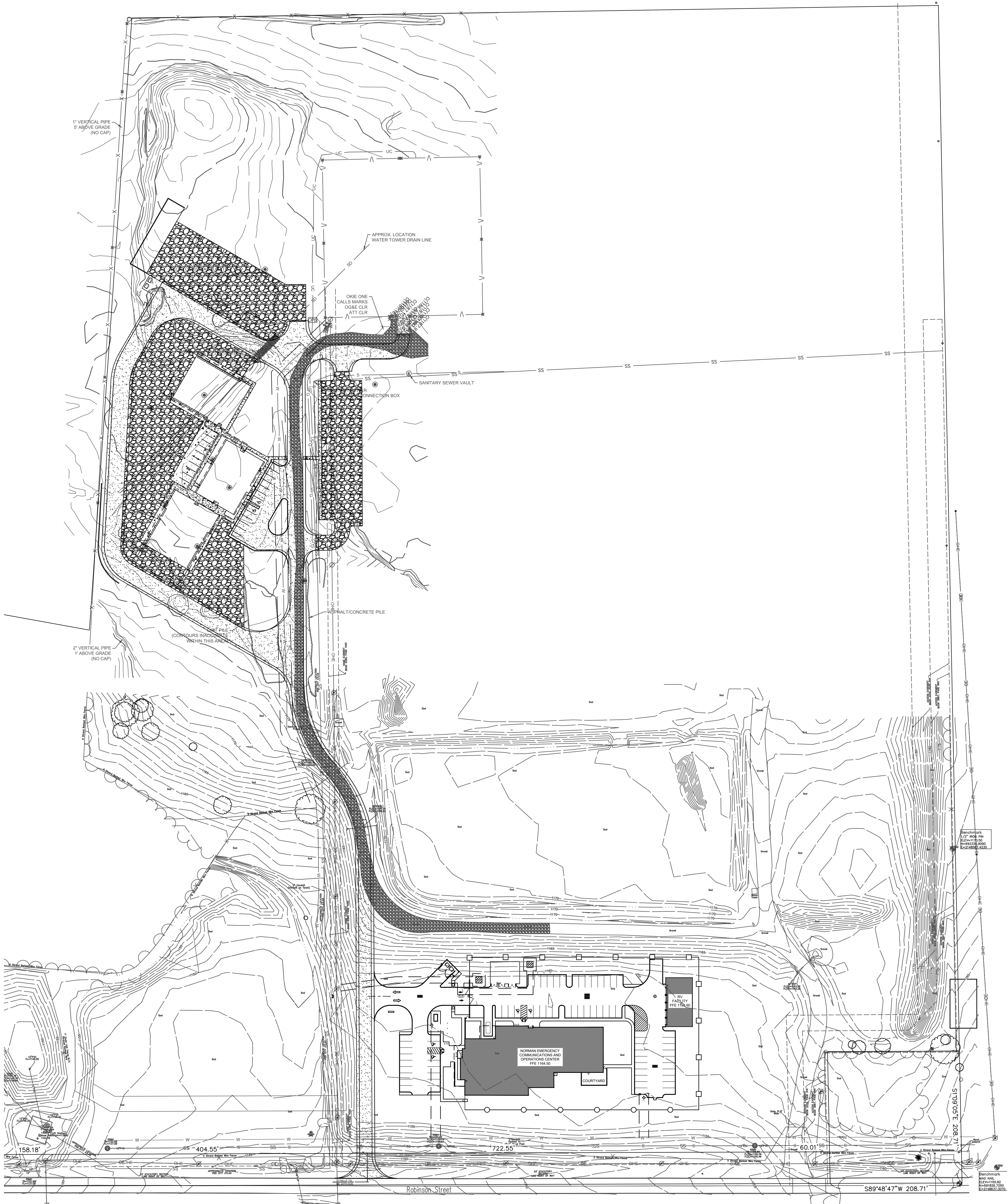
| REV | DESCRIPTION | DATE |
|-----|-------------|------------|
| - | PRELIMINARY | 2020-09-28 |
| - | 35% CD | 2022-06-09 |
| | | |
| | | |

PROJECT NO. 1980028
SHEET NAME
OVERALL AERIAL SITE PLAN
SHEET NO.

NORMAN UTILITIES LINE MAINTENANCE FACILITY

NORMAN, OK


wallace
 WALLACE ENGINEERING
 STRUCTURAL AND CIVIL CONSULTANTS
 410 NORTH WALNUT AVE. SUITE 200
 OKLAHOMA CITY, OK 73104
 OKLAHOMA CA #1490 EXP 6/30/23



NORMAN UTILITIES LINE MAINTENANCE FACILITY

NORMAN, OK

WALLACE ENGINEERING
STRUCTURAL AND CIVIL CONSULTANTS
410 NORTH WALNUT AVE, SUITE 200
OKLAHOMA CITY, OK 73104
OKLAHOMA CA #1489 EXP 6/30/23



| REV | DESCRIPTION | DATE |
|---------------------|-------------|------------|
| - | PRELIMINARY | 2020-09-28 |
| - | 35% CD | 2022-06-09 |
| PROJECT NO. 1980028 | | |
| SHEET NAME | | |
| OVERALL SITE PLAN | | |
| SHEET NO. | | |

ORDINANCE NO. O-2223-6

ITEM NO. 10

STAFF REPORT

GENERAL INFORMATION

| | |
|----------------------|--|
| APPLICANT | City of Norman – Norman Utilities Authority |
| REQUESTED ACTION | Special Use for Municipal Uses to amend the site plan adopted by O-1920-14, and for variances to City of Norman development requirements |
| EXISTING ZONING | A-1, General Agricultural District, with Special Use for Municipal Uses |
| SURROUNDING ZONING | North: A-2, Rural Agricultural District East: PUD, Planned Unit Development South: Unclassified West: A-2, Rural Agricultural District, R-1, Single Family Dwelling District with Special Use, and C-1, Local Commercial District |
| LOCATION | North of E. Robinson Street approximately 2,000' east of 24th Avenue NE |
| WARD | Ward 6 |
| CORE AREA | No |
| AREA/SF | 50.5 acres, more or less |
| PURPOSE | Variances to masonry requirements, parking/drive standards, and landscaping requirements |
| EXISTING LAND USE | Municipal Use |
| SURROUNDING LAND USE | North: Vacant East: Vacant/Single Family Residential South: Vacant/State Land West: Vacant/Church |

LAND USE PLAN DESIGNATION

Institutional

Item 28.

GROWTH AREA DESIGNATION

Suburban Residential Area

PROJECT OVERVIEW: The applicant, City of Norman – Norman Utilities Authority (NUA), is requesting Special Use for Municipal Use with specific variances on the NUA facility. The subject property is currently zoned A-1, General Agricultural District with Special Use for Municipal Use. An amendment to the existing Special Use Permit is requested to allow for additional access off E. Robinson Street and for proposed variances to masonry requirements, gravel parking/drive standards, and landscaping requirements for the facility located in the northwest corner of the site – the NUA site.

In April of 2017, the Planning staff was directed to update/amend the existing Zoning Ordinance to establish a policy for all municipal projects to properly zone the proposed development with a Special Use request. In order for the City to have the greatest flexibility to locate municipal and other public facilities in appropriate locations throughout the City, staff prepared a Zoning Code amendment that allows “municipal uses, public buildings and public utilities” in all zoning districts as a Special Use. The Special Use designation provides Planning Commission and City Council the opportunity to ensure that municipal uses, public buildings and public utilities are in the proper location and enables the approval of conditions that provide protection for surrounding property owners. At the same time, this review process allows approval of variances to specific regulations that best promote the health, safety and general welfare for the community and still meet the needs of the City to provide adequate services to the citizens.

Adopted by O-1920-14 in 2019, the City of Norman proposed to plat, amend the NORMAN 2025 Land Use designation and rezone this subject tract from A-2, Rural Agricultural District, to PL, Parkland, A-1, General Agricultural District, and A-1, General Agricultural District with Special Use for a Municipal Use. The site is planned for future municipal development; the new Emergency Operations Center, EOC, and to serve the future needs of the Utilities Department.

PROCEDURAL REQUIREMENTS:

GREENBELT MEETING: GB 19-15, August 19, 2019
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from use of the site by a permitted use. (NOTE: Throughout this Section, "Permitted" means any use authorized as a matter of right under the applicable zoning district.)

4. Modifications to the site plan which would result in increased compatibility, or would mitigate potentially unfavorable impacts, or would be necessary to conform to applicable regulations and standards and to protect the public health, safety, morals, and general welfare.
5. Safety and convenience of vehicular and pedestrian circulation in the vicinity, including traffic reasonably expected to be generated by the proposed "Special Use" and other uses authorized and anticipated in the area, considering existing zoning and land uses in the area.
6. That any conditions applicable to approval are the minimum necessary to minimize potentially unfavorable impacts on nearby uses and to ensure compatibility of the proposed "Special Use" with existing or permitted uses in the surrounding area.

EXISTING ZONING: The subject property is currently zoned A-1, General Agricultural District, with Special Use for Municipal Uses.

STAFF ANALYSIS: Per directed changes to the Zoning Ordinance in 2017, Special Use for Municipal Use, Public Buildings and Public Utility can be granted in any zoning district. In addition, the changes made in 2017 allow for the approval of conditions that meet the needs of the City to provide adequate services to the citizens of Norman.

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ALTERNATIVES/ISSUES:

IMPACTS: The request to amend the site plan adopted by O-1920-14, and for variances to the masonry requirements, gravel parking/drive standards, and to the landscape requirements will not create any foreseeable negative impacts on adjacent properties. These are low impact municipal projects. This general area consists of undeveloped land to the south across E. Robinson Street, the Vernon Campbell Water Treatment Facility, undeveloped commercially zoned property, open space/parkland to the west, and large lot residential development to the east.

STAFF ANALYSIS: The applicant is seeking to amend the site plan adopted by O-1920-14 to add additional access off E. Robinson Street, and for variances to the masonry requirements, landscaping requirements, and gravel parking/drive standards. These proposed changes will be for the new Line Maintenance Facility for the Norman Utilities Authority.

OTHER AGENCY COMMENTS:

FIRE DEPARTMENT: No comments

PUBLIC WORKS/ENGINEERING: This property has an existing preliminary plat and a final plat has been submitted.

TRAFFIC ENGINEER: No comments.

UTILITIES: No comments.

CONCLUSION: Staff forwards this request to amend the site plan adopted by O-1920-14, and for variances to the masonry requirements, gravel parking/drive standards, and landscape requirements for the NUA site, as Ordinance No. O-2223-6 for consideration by the Planning Commission and a recommendation to City Council.

**NORMAN PLANNING COMMISSION
REGULAR SESSION MINUTES**

AUGUST 11, 2022

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Council Chambers of the Norman Municipal Building, 201 West Gray Street, on the 11th day of August, 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 6:32 p.m.

* * *

Item No. 1, being:

ROLL CALL

MEMBERS PRESENT

- Kevan Parker
- Liz McKown
- Steven McDaniel
- Erica Bird
- Doug McClure
- Cameron Brewer
- Shaun Axton

MEMBERS ABSENT

- Jim Griffith
- Michael Jablonski

A quorum was present.

STAFF MEMBERS PRESENT

- Jane Hudson, Director, Planning & Community Development
- Roné Tromble, Recording Secretary
- Colton Wayman, Planner I
- Logan Hubble, Planner I
- Ken Danner, Subdivision Development Manager
- Jack Burdett, Subdivision Development Coordinator
- Jami Short, Traffic Engineer
- Beth Muckala, Asst. City Attorney
- Todd McLellan, Development Engineer

* * *

Item No. 10, being:

CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE No. O-2223-6: CITY OF NORMAN – NORMAN UTILITIES AUTHORITY REQUESTS SPECIAL USE FOR MUNICIPAL USE TO MODIFY THE APPROVED SITE PLAN AND WITH VARIANCES TO THE MASONRY REQUIREMENT, TO ALLOW GRAVEL PARKING FOR EMPLOYEES, AND TO THE LANDSCAPE REQUIREMENTS, FOR APPROXIMATELY 50.5 ACRES OF PROPERTY GENERALLY LOCATED NORTH OF ROBINSON STREET APPROXIMATELY 2,000' EAST OF 24TH AVENUE N.E.

ITEMS SUBMITTED FOR THE RECORD:

1. Location Map
2. Staff Report
3. Site Plan
4. Overall Aerial Site Plan
5. Overall Site Plan

PRESENTATION BY STAFF:

1. Colton Wayman reviewed the staff report, a copy of which is filed with the minutes.
2. Ms. McKown asked for further information on the variance to the landscape requirements. Mr. Wayman responded.
3. Mr. Axton asked about impervious surface. Mr. Wayman responded. Mr. Axton asked about the stabilized road. Ms. Hudson explained that is for the EOC facility, which is included because they have moved the drive.

APPLICANT PRESENTATION:

1. Barrett Williamson, representing the applicant, presented the project.
2. Mr. Parker asked for clarification of the heavy duty paving around the building. Mr. Williamson explained the proposal. Mr. Parker commented about making provisions for impervious coverage.
3. Chris Savage addressed the issue of impervious coverage, and said they are counting the gravel parking as being hard-surface parking. They are also talking about paving it in the future. Mr. Williamson added that as facilities are added to the site, the detention pond will not need to be modified.
4. Mr. Axton asked what kind of vehicles will be using the road. Mr. Williamson responded. Mr. Axton asked if the buildings will just be metal. Mr. Williamson elaborated on the design.

AUDIENCE PARTICIPATION:

None

DISCUSSION AND ACTION BY THE PLANNING COMMISSION:

1. Mr. Parker supported attempts to save money on the project.

Kevan Parker moved to recommend adoption of Ordinance No. O-2223-6 to City Council. Shaun Axton seconded the motion.

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

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

Ms. Tromble announced that the motion, to recommend adoption of Ordinance No. O-2223-6 to City Council, passed by a vote of 7-0.

* * *