



CITY OF NORMAN, OK CITY COUNCIL SPECIAL MEETING

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

Tuesday, February 20, 2024 at 5:30 PM

AGENDA

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

CALL TO ORDER

AGENDA ITEMS

1. DISCUSSION REGARDING FILM-FRIENDLY CERTIFICATION FOR THE CITY OF NORMAN.
2. FOLLOW-UP ON A LITTER CONTROL PROGRAM.
3. DISCUSSION REGARDING CITY OF NORMAN FACILITIES IMPROVEMENTS.
4. CONSIDERATION OF ADJOURNING INTO AN EXECUTIVE SESSION AS AUTHORIZED BY OKLAHOMA STATUTES, TITLE 25 § 307(B)(4) TO DISCUSS PENDING CLASS ACTION LITIGATION AGAINST 3M COMPANY AND E.I. DUPONT DE NEMOURS AND COMPANY AND OTHER DEFENDANTS INVOLVING PER AND POLYFLUOROALKYL SUBSTANCES (PFAS) CONTAMINATION IN IN RE: AQUEOUS FILM-FORMING FOAMS PRODUCTS LIABILITY LITIGATION, MDL NO. 2:18-MN-2873, UNITED STATES DISTRICT COURT, DISTRICT OF SOUTH CAROLINA.

ADJOURNMENT

Film-Friendly Certification

February 20, 2024



Film Friendly Certification

Item 1.

- Application for Film-Friendly initiated by VisitNorman
 - VisitNorman will serve as primary point-of-contact
 - Creation/maintenance of locations database
- Final step in the certification process is creation of a film permit
 - Additional film-related questions on Special Event permit application
 - Updated language to Special Event ordinance needed
 - Fees



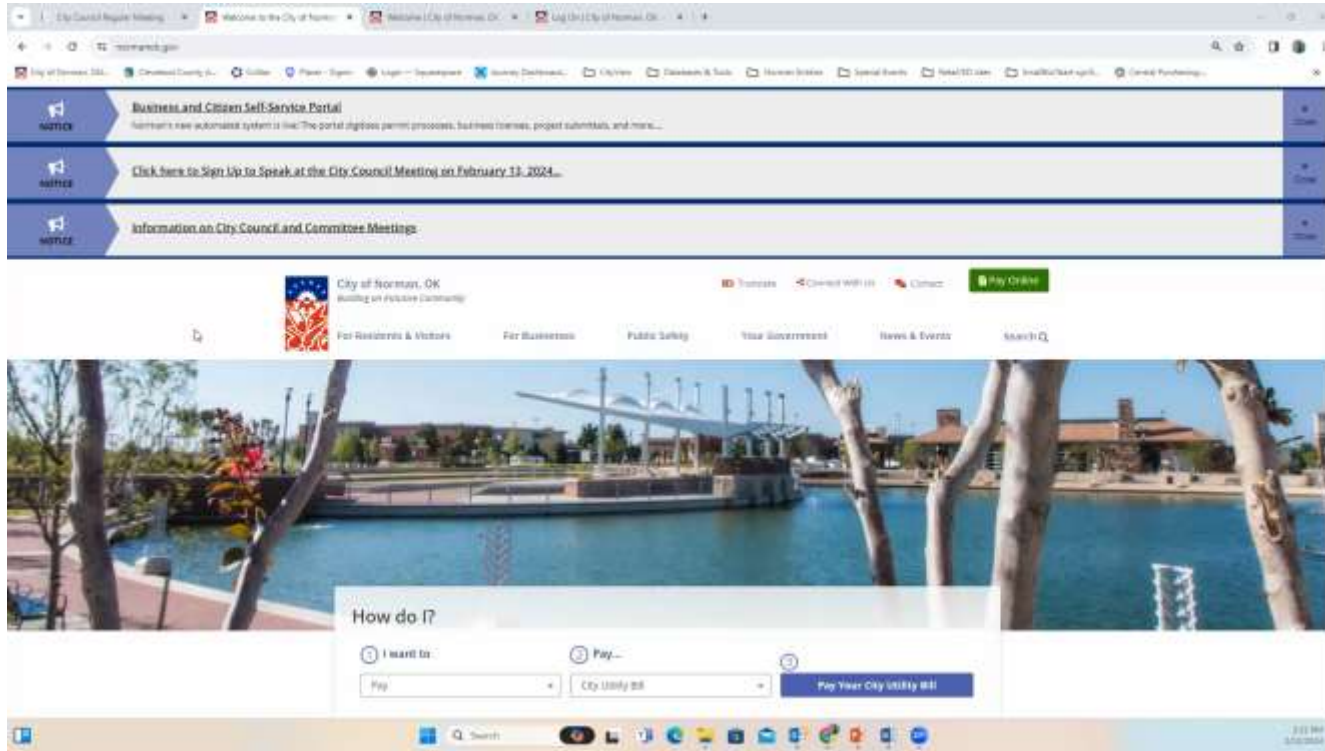
Next Section

PERMIT PROCESS



Special Events Permit Process

Item 1.



CITY OF NORMAN

Special Event Permit Process

[Sign Out](#) [My Account](#) [My Name](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Search for a Property](#) [Portal Help](#)

The City's new web portal is now online. Apply for permits, check the status of applications and inspections, submit complaints, check on planning applications and apply for business licenses - all from the comfort of home. No more lineups.

The Cityview Portal is the first step in the City's plan to improve its service offerings for citizens. Visit portal help to learn more about application instructions, FAQs before applying online. Watch for more updates coming soon.



Code Enforcement

[Submit a New Complaint](#)
[Case Search](#)



Public Works and Earth Change Permits

[Apply for an Public Works / Earth Change Permit](#)
[Estimate Fees](#)
[Request an Inspection](#)
[Request a Meeting](#)
[Application Search](#)
[Upload Submittals](#)



Planning & Community Development Department

[Apply for a Planning Permit](#)
[Estimate Fees](#)
[Application Search](#)
[Upload Submittals](#)



Trade Contractors (M.E.P) Sign and Structure Moving Licensing

[Apply for a New License](#)
[License Search](#)
[Upload Submittals](#)
[Renew a License](#)



Property Information

[Search for a Property](#)



Construction Permits

[Apply for a Permit](#)
[Estimate Fees](#)
[Request an Inspection](#)
[Request a Meeting](#)
[Application Search](#)
[Upload Submittals](#)



Garage Sale / Events / Parade Permits / Open Record Request/Variances/Street Closure/Sign Permit

[Apply for a Garage Sale / Event / Open Record Request/Variances/Street Closure or Parade Permit/Open Permit](#)
[Estimate Fees](#)
[Request an Inspection](#)
[Request a Meeting](#)
[Application Search](#)
[Upload Submittals](#)



Business Licensing

[Apply for a License \(Business, Food, etc.\)](#)
[Business Search](#)
[Upload Submittals](#)
[Renew a Business License](#)



Miscellaneous Fees

[Search for Miscellaneous Fees](#)



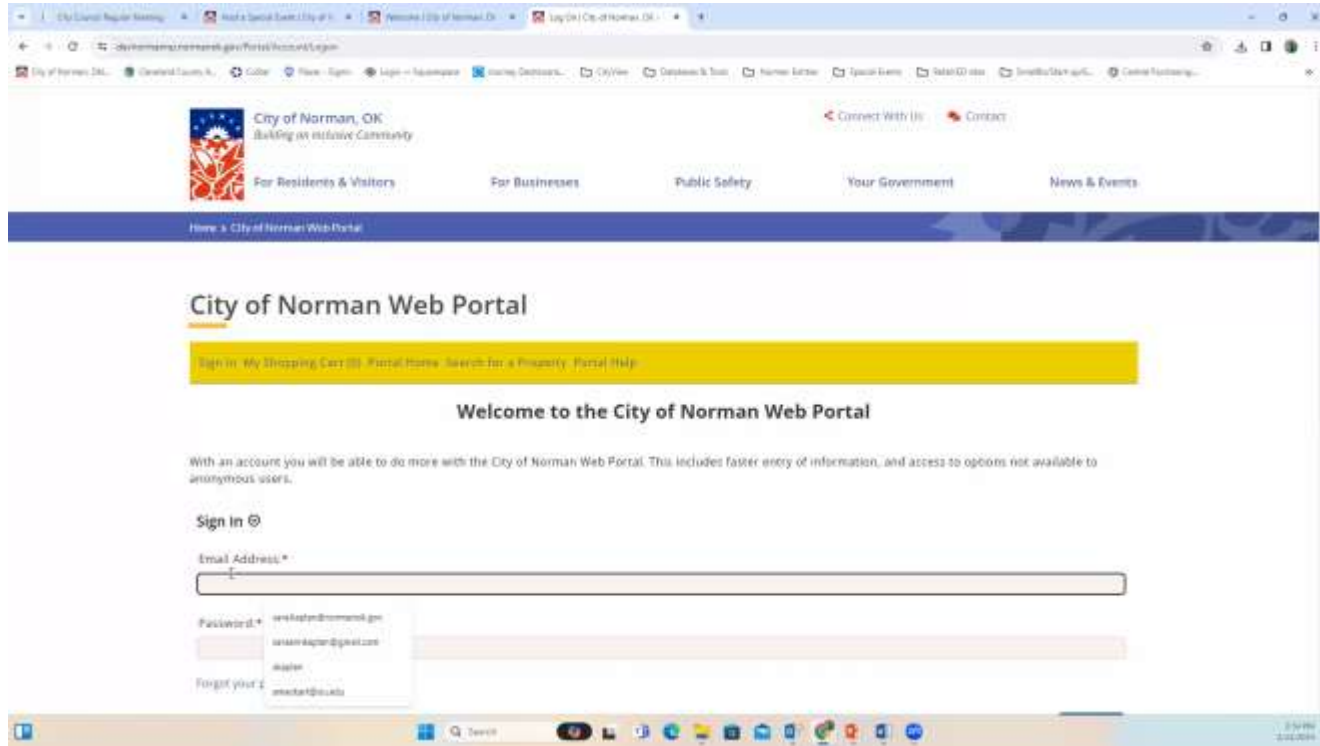
Special Event Permit Process

- CityView, online permitting system, launched in November 2023
- Currently guiding all special event applications through the portal
- Existing Special Event application includes questions regarding the following:
 - Dates/Times (event start and end, site preparation, frequency)
 - Location
 - Street closures
 - Noise variances
 - Vendors & Food trucks
 - Tents, stages, and other temporary structures
 - # of Support Personal (staff and/or volunteers)
 - Restrooms on site and port-a-potties
 - Security Plan
 - Health & Safety Plan
 - Clean-up and Trash Removal Plan



Special Event Permit Process

Item 1.



The screenshot shows the City of Norman Web Portal login page. At the top, there's a navigation bar with the City of Norman logo and the tagline "Building an inclusive Community". Below this, there are links for "For Residents & Visitors", "For Businesses", "Public Safety", "Your Government", and "News & Events". A yellow banner reads "Sign in: My Shopping Cart (0) Portal Home Search for a Property Portal Help". Below the banner, a heading says "Welcome to the City of Norman Web Portal". A paragraph explains that an account allows for faster entry of information and access to options not available to anonymous users. The "Sign in" section includes a "Email Address" field, a "Password" field with a dropdown menu showing suggestions like "norman@norman.ok.gov", and a "Forgot your?" link. The bottom of the page shows a Windows taskbar with various application icons and the system clock displaying 3:34 PM on 10/1/2024.



Additional Questions for Film

Item 1.

Is this a film production?

{YES or NO}



Additional Questions for Film

Item 1.

- Film or Project Name
- Type of production (check all that apply)
 - Student
 - Music Video
 - Commercial
 - Television Show
 - Public Service Announcement
 - Documentary
 - Organizational Use
 - Sound only
 - Professional Film, Indie
 - Full-length Feature Film
 - Personal Use
 - Remote Recording



Additional Questions for Film

Item 1.

Company Information:

- Production Company Name
- Production Company FIN/SSN
- Production Company Permanent Address
- Production Company Local Office Address
- Production Company Phone
- Location/Project Manager Info



Additional Questions for Film

Item 1.

Economic Impact

- Total project budget?
- Number of Projected Hotel Nights
- Total Estimated Local Spend
- Estimated # of Cast
- Estimated # of Crew



Additional Questions for Film

- Type/nature of scenes involved in filming (check all that apply)
 - Use of City buildings, park, land, streets, alleys, sidewalks, rights-of-way, etc.
 - Vehicle chases
 - Explosions, Fire, Fireworks, Pyrotechnics
 - Animals (type & number),
 - Firearms/weapons,
 - Night shoots,
 - Staged fighting/Loud arguments,
 - Heavy equipment
 - Nudity
 - Youth(s) (18 years or younger),
 - Flyovers (drone/airplane/helicopter)
 - Construction/alteration of existing building or temporary construction
 - Other _____
- Please provide details on the above selected {open text field}
- Vehicles in use/parked at location (description & tag #)
- Drone information (description, Section 333 FAA Certificate or Authorization, model #, etc.)



Next Section

PROPOSED UPDATES TO THE SPECIAL EVENTS ORDINANCE (ART. 20-XXX)



Overview of Substantive Changes

1. Adding language in definition section (20-3001) to account for addition of a film or television production event as a possible special event.
2. Adding requirement to complete the film permit application addendum on the special event application for any film/television production event. (20-3005)
 - **Needing Feedback:** Special event permit itself does not have a fee, but related permits do:
 - Vendor fee = \$10/vendor; Street Closure permit = \$25 permit fee + traffic control costs; Noise Variance permit = \$25 permit fee; Temporary Construction permit = varies.
 - **Do we want to place a fee on the film permit?** A range of \$25-50 was suggested at a workshop Sara Kaplan attended. Other Cities:
3. Allowing for film/television production events to have entire street closure for a limited duration to allow for closed sets/no pedestrian interference in filming. (20-3011)



Substantive Change #1

ARTICLE 20-XXX SPECIAL EVENTS

20-3001 Definitions

The following words, terms, and phrases, when used in this article shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

Operator means an individual, group of individuals, association, partnership, corporation, firm, company, or property owner who intends to hold or sponsor a special event but shall not include the City.

Special event means an outdoor meeting, festival, gathering, amusement, show, concert, or other activity that is expected to last two or more hours, is open to the public, and is reasonably expected to attract 1,000 or more people at any time during the event, or any film or television production event of any size.

Special event area or site means any outdoor place which will be maintained, used, or operated for a special event or any location that is to be used for a film or television production event.



Substantive Change #2

Item 1.

20-3005 Supporting Documents Required

An operator shall provide the following supporting documents for the application:

- (a) A map of the event area showing the location of all street closures, fire lanes, barricades, booths or vendors, stages or production areas, portable toilets, location of water supplies, points of illumination, tents, trash containers, first aid stations, EMS stations, parking areas, public entry points, banners, and other equipment or materials the operator intends to place in the event area;
- (b) A copy of the promotional literature the operator intends to use to advertise the event;
- (c) The names and contact information of the promoter, the owner, and the sponsors of the event;
- (d) A certificate of liability insurance in the amount and type of coverage required by the City that names the City as an additional insured, except that this section is not applicable to any governmental entity that is covered under the State Governmental Tort Claims Act, 51 O.S. § 151 et seq.;
- (e) A statement that the operator has not violated the terms of a permit issued under this chapter during the two (2) years immediately preceding the date of the application;
- (f) If street closures are involved, a notice of the proposed closure(s) including statements that the operator has provided a map of the event area and the event's promotional literature to each property owner and tenant on streets affected by the proposed closure area.
- (g) If for a film or television production event, the operator shall complete the addendum to the permit under this chapter regarding the specifics of such film or television production event.



Substantive Change #3

Item 1.

20-3011 Event Access Requirements

- (a) A permittee may not block off a street in a manner that prevents the free movement of pedestrians into and out of the closure area. Notwithstanding, film or television production events may request

for streets to be entirely closed to the public for a limited duration.

- (b) If an entry fee is charged for an event, a permittee may not charge the fee to:
- (1) A person who resides or operates a business in the event area; or
 - (2) A customer of or a person making a delivery to a business or residence in the event area.
- (c) A permittee shall post a sign at each entrance and exit to the event area visible to all patrons entering the area that includes the amount of the entry fee, if any, and the rules of access to the event. A permittee must post the sign required under this section during the time the entry fee is in effect.



Formatting, Clarity, and Grammar Changes

- Updated to make Ordinance gender neutral (changing “his” to “their”).
- Made numbers consistent throughout Ordinance: first writing out number in words and then placing numeral in parenthesis (EX: “ninety (90) days prior...”).
- Reorganized order/numbering scheme of some sections for clarity (EX: 20-3006, 20-3010).
- Changed some internal section references to match the correct section of the NCC meant to be referenced (EX: 20-3006, 20-3007).
- Minor wording and grammar edits where needed (adding/removing articles, adding commas, fixing capitalization, etc.).



DISCUSSION

NormanOK.gov



A BETTER WAY: OPPORTUNITY KNOCKS

SELECTION FOR REQUEST FOR PROPOSALS 2324-34

RFP CONTENT

- Nonprofit organizations that are qualified and able to meet the scope's requirements
- Low-barrier labor-type employment with pay
 - Beautification work through mostly litter control and abatement
 - Scheduled routes, especially within Lake Thunderbird watershed
 - Complaint response throughout the City
- Access to and assistance with resources and supportive services such as
 - Housing assistance
 - Employment services
 - Application and document procurement assistance
 - Healthcare including mental health and addiction treatment
 - Job retention and other skill training and education

SELECTION: MENTAL HEALTH ASSOCIATION OF OKLAHOMA



- Mission: promoting mental health, preventing mental disorders and achieving victory over mental illness through advocacy, education, services and housing
- Many in-house services including mental health recovery services, outreach and prevention services, mental health assistance center and pro bono counseling services, housing services, veteran's services, support services, criminal justice diversion services, employment first services, Tulsa CARES program (reduction of non-emergency 911 calls), DRS support services
- Operates Tulsa and OKC programs

EMPOWERING PEOPLE AND BEAUTIFYING NORMAN

- Roving outreach van to areas of concentrated vulnerability
- Eight (8) participants per day
- Low-barrier, day labor program with daily cash wage (\$65) 3 days per week
- Work experience and soft skill development
- Lunch provided with case management
 - Targeted job placement services
 - Identification of need and linkage to other support services



SUPPORT SERVICES OVERVIEW

- Case manager works to connect to housing, mental/physical health care, federal and state benefits, childcare, clothing, education/training
- Employment specialist helps with resume creation, job searches, interview coaching; networks with community to make successful employment placements
- Transportation for identification, interviews, and other necessary appointments

Confidence and essential life skills to bolster permanent employment



OUTCOME GOALS

- Minimum Benchmarks
 - 10% enroll in job program – choice with preference
 - 20% submit job applications
 - 25% of job program participants achieve stable employment
 - 25% will access other needed support social services
- Plan to contact at least 200 individuals per calendar year
 - Can take 3 to 6 interactions to build trust
- Monthly and semi-annual reports will be submitted

A Better Way Proposed Budget

Norman, Oklahoma

Item 2.

COSTS

20/80 split for litter services/support services

Trailer, tools (rakes, shovels, grabbers), supplies (bags, cans, gloves, water coolers, safety vests

Accessible van

Advertising wrap for van

Gas and maintenance for van

Centrally located office space

<u>Line Item</u>	<u>Amount</u>
Program Manager	52,000
Program Manager Fringe	14,560
Case Management	44,100
Case Management Fringe	12,348
Employment Specialist	44,100
Employment Specialist Fringe	12,348
Van Driver/Peer Recovery Specialist	34,582
Van Driver/Peer Recovery Specialist Fringe	9,683
Salary and Fringe Total	\$ 223,721
Technology	3,600
Mileage and Cell	3,286
Continued Education & Training	2,000
Participant Day Labor Pay	75,000
Client Food	12,000
Program Supplies	5,000
Miscellaneous	3,000
Total Direct Costs	\$ 327,607
Admin @ 10%	\$ 32,761
Total Expense	\$ 360,368

Funding?

Utilities/Sanitation allocated
\$50,000 for litter crew

Remaining need - \$310,368
per year - ?



If yes, contract negotiations and tools/supply
procurement

Hopefully March/April kickoff

NEXT STEPS

QUESTIONS

Automated HVAC

Facility Maintenance

What is AutomatedLogic?

Optimizes Building Performance



Visualize Data, we can see what is working properly and what is not.



MAINTAIN COMFORT & PRODUCTIVITY



Buildings on AutomatedLogic

FYE 2020 to Present

Central Library

Building A - Courts

Building B - Police

Building C - HR/IT

Building D - Dev. Center

East Library

NIC

Animal Welfare

Automated Logic averages \$15,000 per building for set up and \$0 per year after to monitor.

Average KW Usage

FYE 2020 through 2022

Central Library	680,700KW
Building A - Courts	270,133KW
Building B - Police	576,960KW
Building C - HR/IT	625,733KW
Building D - Dev. Center	385,866KW
East Library	166,066KW
NIC	473,333KW
Animal Welfare	285,080KW
TOTAL	3,463,873KW

KW Usage for FYE 2023

Central Library	509,700 KW
Building A - Courts	125,120 KW
Building B - Police	407,200 KW
Building C - HR/IT	436,160 KW
Building D - Dev. Center	195,040 KW
East Library	119,300 KW
NIC	384,080 KW
Animal Welfare	221,314 KW
TOTAL	2,397,914 KW

KW Savings for FYE 2023

Central Library	171,000 KW
Building A - Courts	145,013 KW
Building B - Police	169,760 KW
Building C - HR/IT	189,573 KW
Building D - Dev. Center	190,826 KW
East Library	46,766 KW
NIC	89,253 KW
Animal Welfare	63,766 KW
TOTAL	1,065,959 KW

\$ Savings for FYE 2023

1,065,959 KW at \$0.07/KW comes to \$74,617.20
in savings for the year just on these 8 buildings.

Take Away for Automated Logic

- 8 buildings at \$15000 set up is \$120,000 upfront.
- 2023 had a savings of over \$74,000 and 2024 is on track to come in close to same usage.
- Upgrade in LED lighting has a small impact on savings as well.
- Automated Logic will pay for it's self in less than 2 years.

AutomatedLogic Expansion

Lighting

Generators