CITY OF NORMAN, OK
CITY COUNCIL REGULAR MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Tuesday, August 26, 2025 at 6:30 PM

AGENDA

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

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

You are required to sign up in advance of the meeting on the City's webpage, by calling the City Clerk's Office (405-366-5406), or at the Council Chambers prior to the start of the meeting with your name, ward, and item you wish to speak to including whether you are a proponent or opponent. When the time comes for public comments, the Clerk will call your name and you can make your way to the podium. Comments may be limited on items of higher interest, if so, the Mayor will announce that at the beginning of the meeting. Participants may speak one time only up to 4 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

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 1 through Item 21 be placed on the consent docket.

APPROVAL OF MINUTES

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

   CITY COUNCIL BUSINESS AND COMMUNITY AFFAIRS COMMITTEE MEETING MINUTES OF JANUARY 2, 2025

Appointments

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

   BICYCLE ADVISORY COMMITTEE
   TERM: 08-26-25 TO 02-3-27: HOLLY PEPPLER, WARD 6
   HISTORIC DISTRICT COMMISSION
   TERM: 08-26-25 TO 10-26-27: KAYLA MOLINA, WARD 7
   HUMAN RIGHTS COMMISSION
   TERM: 08-26-25 TO 07-13-27: JESSICA SCHWAGER, WARD 4
   TERM: 08-26-25 TO 07-13-28: PHILLIP MOSS, WARD 2

Reports/Communications

3. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RECEIPT OF THE FINANCE DIRECTOR'S INVESTMENT REPORT AS OF JULY 31, 2025, AND DIRECTING THE FILING THEREOF.

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

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.

6. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR REJECTION OF RECEIPT OF THE CITIZENS PUBLIC SAFETY SALES TAX OVERSIGHT COMMITTEE ANNUAL REPORT FOR FYE 2025.

Request for Payment

7. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CITY'S APPLICATION FOR PERMISSION TO CARRY ITS OWN RISK WITHOUT WORKERS' COMPENSATION INSURANCE IN THE AMOUNT OF $1,000.

Donation

8. CONSIDERATION OF ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A DONATION IN THE AMOUNT OF $9,590.00 FOR THE PURCHASE OF AN ISIMULATE CARDIAC MONITOR TRAINING DEVICE FROM THE CLEVELAND COUNTY PUBLIC SAFETY SALES TAX COMMITTEE (CCPSST) TO BE USED BY THE NORMAN FIRE DEPARTMENT.

Final Plat

9. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF FP-2526-1: FINAL PLAT SAXON INDUSTRIAL PARK PHASE III, A PLANNED UNIT DEVELOPMENT (GENERALLY LOCATED ONE-QUARTER MILE SOUTH OF STATE HIGHWAY 9 AND ONE-QUARTER WEST OF 36TH AVENUE S.E.).

Contracts

10. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT THREE TO CONTRACT K-2223-46: AN AMENDMENT TO THE CONTRACT BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND RJN GROUP, INC., IN THE AMOUNT OF $155,000 FOR WASTEWATER FLOW MONITORING SERVICES.

11. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER ONE TO CONTRACT K-2324-17: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND CIMARRON CONSTRUCTION COMPANY, L.L.C., INCREASING THE CONTRACT AMOUNT BY $69,924.26 FOR A REVISED CONTRACT AMOUNT OF $2,701,271.26 AND INCREASING THE CONTRACT TIME BY 240 CALENDAR DAYS FOR THE SOUTHLAKE WATERLINE REPLACEMENT PROJECT, FINAL ACCEPTANCE OF THE PROJECT, AND FINAL PAYMENT IN THE AMOUNT OF $148,297.06.

12. CONSIDERATION OF THE APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF: CERTIFIED LOCAL GOVERNMENTS GRANT FUNDING IN THE AMOUNT OF $7,875 TO BE USED FOR THE DEVELOPMENT AND SUPPORT OF LOCAL HISTORIC PROGRAMS, APPROVAL OF CONTRACT K-2526-57 WITH THE OKLAHOMA HISTORICAL SOCIETY, STATE HISTORIC PRESERVATION OFFICE, AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

13. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-59: BY AND BETWEEN THE CITY OF NORMAN AND PURPLE WAVE FOR ONLINE AUCTION SERVICES.

Resolutions

14. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-21: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING $158,688.11 IN ACOG AIR QUALITY SMALL GRANT FUNDING FOR THE INSTALLATION OF SOLAR PEDESTRIAN PATH LIGHTING ALONG THE CONSTITUTION STREET PATH BETWEEN JENKINS AVENUE AND CLASSEN BOULEVARD IN NORMAN.

15. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R- 2526-25: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, PROMOTING CONTINUING SUPPORT FOR THE CITIZEN CORPS PROGRAM

16. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-26: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING $768,873.28 IN STBG-UZA-SAFETY FUNDING FOR THE INSTALLATION OF REFLECTORIZED TRAFFIC SIGNAL BACKPLATES UPGRADES (PHASE 3) AT VARIOUS INTERSECTIONS IN NORMAN.

17. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-27: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING $462,269.18 IN STBG-UZA-SAFETY FUNDING FOR THE INSTALLATION OF CCTV CAMERA UPGRADES (PHASE 3) AT VARIOUS INTERSECTIONS IN NORMAN.

18. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-28: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING $434,161.11 IN STBG-UZA-SAFETY FUNDING FOR PAVEMENT MARKING UPGRADES (PHASE 11) ON VARIOUS ROADWAYS IN NORMAN.

19. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-29: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING $571,247.78 IN STBG-UZA-SAFETY FUNDING FOR THE INSTALLATION OF REFLECTORIZED TRAFFIC SIGNAL BACKPLATES UPGRADES (PHASE 4) AT VARIOUS INTERSECTIONS IN NORMAN.

20. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-30: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING $1,006,484.42 IN STBG-UZA-SAFETY FUNDING FOR VIDEO DETECTION UPGRADES (PHASE 5) AT VARIOUS INTERSECTIONS IN NORMAN.

21. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2526-38: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN CONSENTING TO THE ASSIGNMENT OF ALL OBLIGATIONS OF HEALTHY LIVING CENTER NORMAN, L.L.C., SET FORTH IN THE CONTRACT BETWEEN HEALTHY LIVING CENTER NORMAN, L.L.C., AND CITY OF NORMAN, OKLAHOMA (K-2223-130) TO HEALTHY LIVING CENTER NORMAN, INC.

NON-CONSENT ITEMS

Second Reading Ordinance

22. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-39 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE THE NORTHWEST QUARTER (NW/4) OF SECTION TWENTY-THREE (23), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE C-1, LOCAL COMMERCIAL DISTRICT, AND PLACE SAME IN A SPUD, SIMPLE PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (SOUTHWEST CORNER OF STONEY BROOK DR. AND N. INTERSTATE DR.)

23. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-2 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE A PART OF THE WEST HALF (W/2) OF THE NORTHWEST QUARTER (NW/4) OF SECTION NINE (9), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST AND LOT ONE (1), IN BLOCK ONE (1), OF MONROE ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE C-2, GENERAL COMMERCIAL DISTRICT, AND PLACE THE SAME IN A SPUD, SIMPLE PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (2880 & 2886 CLASSEN BLVD.)

Preliminary Plats

24. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2526-2: PRELIMINARY PLAT FOR 2880 CLASSEN BLVD. ADDITION, A SIMPLE PLANNED UNIT DEVELOPMENT, (A REPLAT OF MONROE ADDITION) GENERALLY LOCATED 830’ SOUTH OF IMHOFF ROAD ON THE WEST SIDE OF CLASSEN BOULEVARD (2880 CLASSEN BOULEVARD).

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 four minutes or less.

ADJOURNMENT

File Attachments for Item:

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

CITY COUNCIL BUSINESS AND COMMUNITY AFFAIRS COMMITTEE MEETING MINUTES OF JANUARY 2, 2025

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 08/26/2025

REQUESTER: Brenda Hall

PRESENTER: Brenda Hall, City Clerk

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

CITY COUNCIL BUSINESS AND COMMUNITY AFFAIRS COMMITTEE MEETING MINUTES OF JANUARY 2, 2025

CITY OF NORMAN, OK
CITY COUNCIL BUSINESS & COMMUNITY AFFAIRS COMMITTEE MEETING

Municipal Building, Executive Conference Room, 201 West Gray, Norman, OK 73069
Thursday, January 02, 2025 at 4:00 PM

MINUTES

The City Council Business & Community Affairs Committee of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in the Executive Conference Room on the 2nd day of January, 2025, at 4:00 p.m. and notice of the agenda of the meeting were posted at the Municipal Building at 201 West Gray and on the City website at least 24 hours prior to the beginning of the meeting.

CALL TO ORDER
Chairman Holman calls meeting to order at 4:00 p.m.

MEMBERS PRESENT
Councilmember Ward 4 Helen Grant
Councilmember Ward 5 Michael Nash
Councilmember Ward 7 Stephen Holman (Acting Chair)
Councilmember Ward 8 Scott Dixon

OTHERS PRESENT
Mayor Larry Heikkila
Councilmember Ward 3 Bree Montoya
Ms. Beth Muckala, Assistant City Attorney III
Mr. Chris Mattingly, Director of Utilities
Mr. Darrel Pyle, City Manager
Ms. Shannon Stevenson, Assistant City Manager
Ms. Jane Hudson, Director of Planning and Community Development
Ms. Lisa Krieg, CDBG/Grants Manager
Mr. Scott Sturtz, Director of Public Works
Ms. Sara Kaplan, Business and Community Relations
Ms. Shaakira Calnick, Internal Auditor
Ms. Lora Hoggart, Planning Services Manager
Ms. Whitney Kline, Administrative Technician IV
Ms. Sandra Simeroth, Administrative Technician IV
Ms. Kathryn Walker, Attorney for Center for Economic Development Law

AGENDA ITEMS

1. CONTINUED DISCUSSION REGARDING CREATION OF A TAX INCREMENT FINANCE (TIF) MASTER PLAN.

The committee continued reviewing plans for a comprehensive TIF Master Plan. Kathryn Walker, Center for Economic Development Law, led the discussion and presented progress updates: In the November meeting, multiple potential TIF districts were consolidated due to their adjacency. A separate TIF area in South Norman was also reviewed, with discussions about possible project zones and increment districts to support those areas. The committee determined the Griffin area TIF was the priority due to more immediate needs. Ms. Walker conducted a detailed parcel-level analysis of proposed increment districts, including current land use plans, existing development, and the presence of vacant lots or redevelopment opportunities. The Griffin area was noted as especially promising because it is not currently on the property tax rolls due to state ownership. Any future development would represent a new taxable value.

The project area includes Griffin Park, the Griffin Memorial Hospital property, parts of East Downtown, the Flood Avenue corridor, and a portion of the Boyd Street corridor. To support long-term flexibility, the proposed project area was drawn large, allowing TIF funds to be spent across a wider zone. This includes Griffin Park and Sutton Wilderness Park, to allow for future acquisition or enhancement using TIF funds if needed. Increment districts were purposefully limited to commercial and office development areas, avoiding residential areas to ensure only meaningful tax growth is captured for reinvestment.

Draft maps were shared during the meeting. Councilmembers inquired about green spaces marked on the edges of the project area. Ms. Walker clarified these were parks or public lands as shown in the City's GIS data.

The initial increment district was labeled tentatively as 'District A' to avoid confusion with previous numbering associated with the arena-related districts (Districts 4 and 5), which remain unresolved.

Ms. Walker then began to explain the first increment district included in the draft project plan. Council focus has been directed toward a TIF for Griffin/Porter/East Downtown focusing on three proposed increment districts to phase in development across different areas:

1. District 6: Smaller redevelopment sites along Flood Avenue are estimated to be two million in development possibilities and 20,000 square feet of estimated retail space. Leaving residential properties alone, due to shortage of affordable housing. Possible incentives for commercial enhancements, streetscapes and sidewalks and landscaping. The Council could adopt a policy to help existing business.

2. District 7: The east side of the Railroad tracks part of downtown that did not get included in Center City TIF and the former Porter Hospital campus, which has not been on tax rolls before. An estimated twenty million in potential development and 30,000 square feet of retail that can be developed over the next 25 years.

3. District 8: Larger area covering east downtown and Main Street to Alameda area. Griffin TIF all the state-owned property as it sells and develops the property will generate increment revenue for the TIF, and it has not been platted or zoned and was designated as institutional. The firm used the Urban Land Institute (ULI) report that can update as RDG concepts move

forward. Main Street to Robinson Street, the ULI shows this is a commercial mixed-use district and about 50% commercial and 50% residential and a conservative estimate accounting for up to $80 million dollars over 25 years and 100 thousand square feet of retail estimated based on the ULI report.

Ms. Walker concluded with Increment Generations Possible Sales Tax Increment (60% of non-dedicated sales tax) $ 16,600,000 possible Ad Valorem Tax Increment (100%) $ 44,600,000, Total Increment: $61,200,000. Possible Project Cost Allocation. Public Improvements: $37,905,000 Assistance in Development Financing $16,245,000, Implementation and Administration: $1,050,000 and Contingency: $6,000,000, Total: $61,200,000

Councilmembers will review detailed analysis and parcel inventory for potential TIF districts. Will discuss priorities and alignment of TIF development with potential of Commercial redevelopment and public investment opportunities.

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2. DISCUSSION REGARDING EXPANSION OF THE CENTRAL NORMAN ZONING OVERLAY DISTRICT.

Ms. Jane Hudson, Director of Planning and Community Development, said the Central Norman Zoning Overlay District (CNZOD) was originally adopted in 2019 to address housing impacts, neighborhood character, and land use compatibility in central Norman neighborhoods — especially those affected by student housing conversions, multi-family infill, and rising rental occupancy.

The overlay regulates: Number of bedrooms per unit; off-street parking requirements; lot coverage and height limitations; compatibility; and design standards. Staff have proposed revisions and expansion and code clarifications:

- Remove the acronym "CNZOD" throughout to improve clarity for residents and developers.
- Clarify the definition of "bedroom", particularly for enforcement purposes (e.g., spaces without closets, rooms used as informal bedrooms).
- Adjust language for applicability to new construction, additions, and remodels.

Current boundaries: roughly bound by Boyd Street (south), Robinson Street (north), railroad tracks (west), and Porter Avenue (east) which includes areas like the Silk-Stocking District, Central R-3 zones, and Mixed-Density transitional neighborhoods.

The proposed geographic expansion will expand boundaries and will add areas north of Robinson and east of Porter to cover parts of the AIM Norman planning area.

- Targeting neighborhoods identified in the Comprehensive Plan update and those under pressure from infill and rental turnover.
- Intended to bring overlay protection to newly impacted R-1 and R-2 districts facing similar issues as central core neighborhoods.

Item 2, continued

Ms. Hudson presented side-by-side current vs. proposed overlay maps to show how the boundary realignment would benefit mapping adjustments.

- Ensure consistency with the Center City Form-Based Code area
- Reduce gaps and regulatory blind spots between zoning designations
- Provide predictability for builders, developers, and property owners

The overlay expansion is timed to coordinate with Norman's updated Zoning Code efforts, the adoption of the revised Comprehensive Plan ("Plan Norman 2045"), and New subdivision design standards. The expansion ensures that near-future development proposals are subject to clear design and density expectations, avoiding piecemeal policy.

Councilmembers agree to move forward, and meeting is adjourned.

ADJOURNMENT

The meeting was adjourned at 5:01 p.m.

ATTEST:

City Clerk

Mayor

File Attachments for Item:

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

BICYCLE ADVISORY COMMITTEE

TERM: 08-26-25 TO 02-3-27: HOLLY PEPPLER, WARD 6

HISTORIC DISTRICT COMMISSION

TERM: 08-26-25 TO 10-26-27: KAYLA MOLINA, WARD 7

HUMAN RIGHTS COMMISSION

TERM: 08-26-25 TO 07-13-27: JESSICA SCHWAGER, WARD 4

TERM: 08-26-25 TO 07-13-28: PHILLIP MOSS, WARD 2

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 08/26/2025

REQUESTER: Brenda Hall

PRESENTER: Brenda Hall, City Clerk

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

BICYCLE ADVISORY COMMITTEE
TERM: 08-26-25 TO 02-3-27: HOLLY PEPPLER, WARD 6

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TERM: 08-26-25 TO 07-13-27: JESSICA SCHWAGER, WARD 4
TERM: 08-26-25 TO 07-13-28: PHILLIP MOSS, WARD 2

Holly Peppler, Kayla Molina, Jessica Schwager and Phillip Moss are new appointments.

File Attachments for Item:

3. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RECEIPT OF THE FINANCE DIRECTOR'S INVESTMENT REPORT AS OF JULY 31, 2025, AND DIRECTING THE FILING THEREOF.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 08/26/2025

REQUESTER: Anthony Francisco, Director of Finance

PRESENTER: Anthony Francisco, Director of Finance

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RECEIPT OF THE FINANCE DIRECTOR'S INVESTMENT REPORT AS OF JULY 31, 2025, AND DIRECTING THE FILING THEREOF.

DATE: August 8, 2025

TO: City Council

FROM: Anthony Francisco, Director of Finance
REVIEWED BY: Clint Mercer, Chief Accountant
PREPARED BY: Debbie Whitaker, Municipal Accountant III

SUBJECT: Finance Director's Investment Report

	MONTHLY COMPARISON						ANNUAL COMPARISON			
FUND	MONTHLY BUDGETED INTEREST EARNINGS FYE26	MONTHLY INTEREST EARNINGS July 2025	MONTHLY % INCREASE (DECREASE)	MONTHLY INTEREST % OF PORTFOLIO HOLDINGS	MONTH-END BALANCE July 2025	MONTHLY % OF PORTFOLIO HOLDINGS	ANNUAL BUDGETED INTEREST EARNINGS FYE26-YTD	INTEREST EARNINGS YTD FYE26	YTD % INCREASE (DECREASE)	YTD % PORTFOLIO HOLDINGS
GENERAL FUND	$16,752	$47,187	181.69%	6.72%	10,084,727	4.30%	$16,752	$47,187	181.69%	6.72%
NET REVENUE STABILIZATION	$4,167	$17,721	325.31%	2.52%	512,363	0.22%	$4,167	$17,721	325.31%	2.52%
PUBLIC SAFETY SALES TAX FUND	$4,167	$450	-89.21%	0.06%	(313,071)	-0.13%	$4,167	$450	-89.21%	0.06%
HOUSING	N/A	$477	100.00%	0.07%	4,563,440	1.95%	N/A	$477	100.00%	0.07%
SPECIAL GRANTS FUND	N/A	$20,561	100.00%	2.93%	17,274,722	7.37%	N/A	$20,561	100.00%	2.93%
ROOM TAX FUND	$208	$2,984	1332.31%	0.43%	929,304	0.40%	$208	$2,984	1332.31%	0.43%
YFAC FUND	$0	$0	0.00%	0.00%	(295,359)	-0.13%	$0	$0	0.00%	0.00%
SEIZURES	$42	$4,643	11043.34%	0.66%	1,460,813	0.62%	$42	$4,643	11043.34%	0.66%
CLEET FUND	N/A	$0	100.00%	0.00%	(11,001)	0.00%	N/A	$0	100.00%	0.00%
TRANSIT & PARKING FUND	$0	$7,602	0.00%	1.08%	2,054,530	0.88%	$0	$7,602	0.00%	1.08%
ART IN PUBLIC PLACES FUND	N/A	$10	100.00%	0.00%	3,197	0.00%	N/A	$10	100.00%	0.00%
WESTWOOD FUND	$625	$1,396	123.44%	0.20%	1,317,116	0.56%	$625	$1,396	123.44%	0.20%
WATER FUND	$10,000	$169,146	1591.46%	24.09%	50,498,124	21.55%	$10,000	$169,146	1591.46%	24.09%
WASTEWATER FUND	$4,167	$91,115	2086.75%	12.98%	7,309,174	3.12%	$4,167	$91,115	2086.75%	12.98%
SEWER MAINTENANCE FUND	N/A	$0	100.00%	0.00%	17,816,645	7.60%	N/A	$0	100.00%	0.00%
DEVELOPMENT EXCISE	$5,833	$1,033	-82.29%	0.15%	2,570,715	1.10%	$5,833	$1,033	-82.29%	0.15%
SANITATION FUND	$25,000	$37,159	48.64%	5.29%	10,745,902	4.59%	$25,000	$37,159	48.64%	5.29%
RISK MANAGEMENT FUND	N/A	$0	100.00%	0.00%	186,695	0.08%	N/A	$0	100.00%	0.00%
CAPITAL PROJECTS FUND	$58,333	$177,599	204.46%	25.30%	71,400,669	30.48%	$58,333	$177,599	204.46%	25.30%
NORMAN FORWARD SALES TAX	$1,250	$38,640	2991.22%	5.50%	12,172,809	5.20%	$1,250	$38,640	2991.22%	5.50%
PARKLAND FUND	$833	$3,181	281.72%	0.45%	930,317	0.40%	$833	$3,181	281.72%	0.45%
UNP TAX INCREMENT DISTRICT	$0	$22,223	100.00%	3.17%	5,989,973	2.56%	$0	$22,223	100.00%	3.17%
CENTER CITY TAX INCREMENT DIST	$167	$20,364	0.00%	2.90%	5,909,660	2.52%	$167	$20,364	100.00%	2.90%
SINKING FUND	$2,083	$34,172	1540.28%	4.87%	9,891,266	4.22%	$2,083	$34,172	1540.28%	4.87%
SITE IMPROVEMENT FUND	N/A	$200	100.00%	0.03%	57,819	0.02%	N/A	$200	100.00%	0.03%
TRUST & AGENCY FUNDS	N/A	$39	100.00%	0.01%	11,144	0.00%	N/A	$39	100.00%	0.01%
ARTERIAL ROAD FUND	N/A	$4,174	100.00%	0.59%	1,206,491	0.51%	N/A	$4,174	100.00%	0.59%
	$133,627	$702,076	425.40%	100.00%	234,278,185	100.00%	$133,627	$702,076	425.40%	100.00%

City funds are invested in interest bearing accounts and investment securities, as directed by the City's Investment Policy. Rates of return on these investments relate directly to current Treasury and Money Market rates. Total funds on deposit of $234.28 million as of 07/31/25 are represented by working capital cash balances of all City funds of approximately $105.84 million, outstanding encumbrances of $49.95 million, General Obligation Bond proceeds of $56.63 million, NUA revenue bond proceeds of $7.88 million, NMA bond proceeds of $8.44 million, and UNP TIF reserve amounts of $5.54 million.

INVESTMENT BY TYPE

July 31, 2025

LIST BY TYPE	SEC. NO.	PURCHASED	MATURITY	YIELD	EARNED INTEREST	COST	MARKET
**Checking							
BANK OF OKLAHOMA	GEN'L DEP.			2.60%	$26,536.61	$12,832,638.21	$12,832,638.21
BANK OF OKLAHOMA	WARRANTS PAYABLE					$989,966.91	$989,966.91
BANK OF OKLAHOMA	PAYROLL					($6,577,574.65)	($6,577,574.65)
BANK OF OKLAHOMA	COURT BOND REFUNDS					$274,871.34	$274,871.34
BANK OF OKLAHOMA	INSURANCE CLAIMS					($45,811.81)	($45,811.81)
BANK OF OKLAHOMA	LOCK BOX					$1,842,966.71	$1,842,966.71
BANK OF OKLAHOMA	RETURN CHECKS					($6,196.62)	($6,196.62)
BANK OF OKLAHOMA	PARKS					$592.07	$592.07
BANK OF OKLAHOMA	FLEXIBLE SPENDING					($298.10)	($298.10)
BANK OF OKLAHOMA	CDBG-CV			2.65%	$476.91	$216,447.83	$216,447.83
**Subtotal					$27,013.52	$9,527,601.89	$9,527,601.89
**Money Market							
BANCFIRST-NUA	MONEY MKT.			4.16%	$1,177.24	$812,940.34	$812,940.34
BANCFIRST-NMA Room Tax	MONEY MKT.			4.16%	$315.37	$181,532.19	$181,532.19
BANCFIRST-NUA Water	MONEY MKT.			4.20%	$17,594.38	$6,378,937.32	$6,378,937.32
BANCFIRST-NUA Clean Water	MONEY MKT.			4.16%	$1,020.79	$692,708.28	$692,708.28
BANCFIRST-NMA PSST	MONEY MKT.			4.20%	$6,944.07	$2,503,190.98	$2,503,190.98
BANCFIRST-NMA Norman Forward	MONEY MKT.			4.20%	$12,606.61	$5,759,354.86	$5,759,354.86
BANK OF OKLAHOMA UNP TIF	MONEY MKT.			4.33%	$20,628.08	$5,534,828.45	$5,534,828.45
BANK OF OKLAHOMA ARPA	MONEY MKT.			2.65%	$17,334.50	$7,867,325.33	$7,867,325.33
BANK OF OKLAHOMA-Westwood	MONEY MKT.			2.65%	$1,396.48	$0.00	$0.00
BANK OF OKLAHOMA-CW	MONEY MKT.			2.65%	$29.46	$13,372.28	$13,372.28
BANK OF OKLAHOMA	MONEY MKT.			2.65%	$183.65	$83,351.72	$83,351.72
BANK OF OKLAHOMA	MONEY MKT.			2.65%	$688.65	$311,823.14	$311,823.14
BANK OF OKLAHOMA-SW	MONEY MKT.			2.65%	$25.06	$11,374.37	$11,374.37
BANK OF OKLAHOMA-Opioid Abt	MONEY MKT.			2.65%	$3,042.87	$1,381,016.05	$1,381,016.05
BANK OF OKLAHOMA-Misty Lake	MONEY MKT.			2.65%	$1,411.69	$640,701.65	$640,701.65
BANK OF OKLAHOMA-2023A	MONEY MKT.			2.65%	$56,884.77	$25,802,404.86	$25,802,404.86
BANK OF OKLAHOMA-2023B	MONEY MKT.			2.65%	$32,121.16	$14,578,211.14	$14,578,211.14
BANK OF OKLAHOMA-2021	MONEY MKT.			2.65%	$7,023.90	$3,139,654.52	$3,139,654.52
BANK OF OKLAHOMA-2024A	MONEY MKT.			2.65%	$28,930.58	$13,106,709.72	$13,106,709.72
**Subtotal					$209,359.31	$88,799,437.20	$88,799,437.20
**Sweep/Overnight							
GOLDMAN SACHS	GOVT SELECT 1237			4.14%	$2,559.16	$752,195.86	$752,195.86
BANK OF OKLAHOMA PORTFOLIO	SHORT TERM			4.25%	$300,562.27	$89,743,950.28	$89,743,950.28
**Certificate of Deposit							
FIRST FIDELITY BANK	CD	03/31/25	09/30/25	3.02%	$629.17	$250,000.00	$250,000.00
GREAT NATIONS BANK	CD	09/30/24	09/30/25	4.22%	$879.17	$250,000.00	$250,000.00
VALLIANCE BANK	CD	11/30/24	11/30/25	4.15%	$864.58	$250,000.00	$250,000.00
FIRST NATIONAL BANK	CD	12/28/24	12/28/25	3.15%	$656.25	$250,000.00	$250,000.00
**Subtotal					$3,029.17	$1,000,000.00	$1,000,000.00
**U.S. Treasury Securities/Agency Securities							
TVA Note	880591CJ9	08/31/23	11/01/25	4.89%	41,520.11	10,000,000.00	$10,072,000.00
FFCB	3133ERWP2	02/28/25	10/01/25	4.24%	22,245.66	6,455,000.00	$6,445,446.60
US T-Notes	91282CKY6	06/30/25	06/30/26	3.96%	24,800.67	7,500,000.00	$7,543,950.00
US T-Notes	91282CLH2	06/30/25	08/31/26	3.91%	26,088.99	8,000,000.00	$7,980,960.00
FFCB	3133ERP96	12/31/24	09/24/26	4.24%	26,488.92	7,500,000.00	$7,523,250.00
FFCB	3133ETBD8	03/31/25	03/26/27	4.42%	18,408.16	5,000,000.00	$4,994,900.00
**Subtotal					159,552.51	44,455,000.00	$44,560,506.60
TOTAL					702,075.94	234,278,185.23	$233,631,495.97

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:

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

CITY OF NORMAN, OK

STAFF REPORT

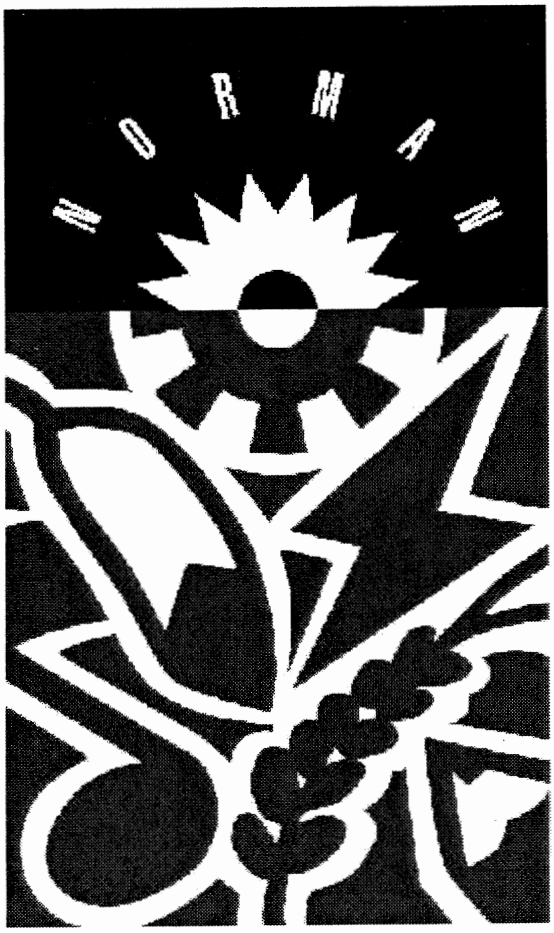
MEETING DATE: 08/26/2025

REQUESTER: Stacey Parker, Executive Assistant

PRESENTER: Stacey Parker, Executive Assistant

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

City of Norman



Monthly Departmental Report

July 2025

MONTHLY PROGRESS

TABLE OF CONTENTS
MONTHLY PROGRESS REPORTS

City Clerk	1
City Manager	2
Finance	3
Accounting	3A
City Revenue Reports	3B
Utility	3C
Fire	4
Human Resources	5
Information Technology	6
Legal	7
Municipal Court	8
Parks	9
Westwood/Norman Municipal Authority	9A
Facility Maintenance	9B
Accessibility & Culture	9C
Planning & Community Development	10
Police	11
Animal Control	11A
Public Works	12
Utilities	13

CITY CLERK 1

CITY CLERK

MONTHLY PROGRESS REPORT
July 2025

ACTION CENTER				
DEPARTMENT	CALLS	CALLS YTD	ADDITIONAL CONTACTS	ADDITIONAL CONTACTS YTD
Animal Welfare	14	14	1	1
Bus Service	0	0	0	0
CDBG	2	2	0	0
City Clerk	73	73	1	1
City Manager/Mayor	3	3	2	2
City Wide Garage Sale	0	0	0	0
Code Enforcement	96	96	8	8
Finance	1	1	0	0
Fire/Civil Defense	3	3	1	1
Human Resources	12	12	0	0
I.T.	3	3	0	0
Legal	6	6	1	1
Line Maintenance	44	44	4	4
Municipal Court	10	10	0	0
Noise Complaint	0	0	0	0
Norman Forward Questions	0	0	0	0
Outreach	2	2	3	3
Parks & Recreation	35	35	8	8
Permits/Inspections	92	92	1	1
Planning	11	11	1	1
Police/Parking	38	38	6	6
Public Works	33	33	4	4
Recycling	0	0	0	0
Sanitation	74	74	5	5
Sidewalks	0	0	6	6
Storm Debris	0	0	0	0
Storm Water	22	22	6	6
Streets	46	46	4	4
Streets Lights	1	1	0	0
Traffic	13	13	3	3
Utilities	166	166	5	5
WC Questions	0	0	0	0
WC Violations	0	0	0	0
July 2025 Total: 870	**800**	**800**	**70**	**70**

LICENSES

42 new business licenses and 12 renewals were issued during the month of July. The following is a list of business license renewals issued in July and YTD totals:

LICENSE TYPE	NUMBER ISSUED	FYE YTD	LICENSE TYPE	NUMBER ISSUED	FYE YTD
Bee Keeper	0	0	Retail Beer	0	0
Brewer	0	0	Retail Spirits Store	0	0
Coin-Operated Devices	3	3	Retail Wine	0	0
Distiller	0	0	Salvage Yard	0	0
Food	6	6	Sidewalk Dining	0	0
Game Machines	0	0	Solicitor/Peddler (30 day)	20	20
Impoundment Yard	0	0	Solicitor/Peddler (60 day)	5	5
Kennel	0	0	Solicitor/Peddler (one day)	0	0
Medical Marijuana Dispensary	0	0	Special Event	0	0
Medical Marijuana Grower	1	1	Strong Beer & Wine/Winemaker	0	0
Medical Marijuana Processor	0	0	Taxi/Motorbus/Limousine	0	0
Medical Marijuana Testing Laboratory	0	0			
Mixed Beverage	1	1	Temp Food (one day)	1	1
Mixed Beverage/Caterer	0	0	Temp Food (30 day)	3	3
Pawnbroker	0	0	Temp Food (180 day)	4	4
Pedi cab	10	10	Transient Amusement	0	0
	21	**21**		**33**	**33**

NEW ESTABLISHMENT LICENSES		
NAME	ADDRESS	LICENSE TYPE(S)
Daniel Salinas	901 N Flood Ave.	Coin Operated Device- 1 decal
AAA Superior Vending	1400 12th Ave SE	Coin Operated Device – 2 decals
El Toro Mexican Grill	924 W Main	Mixed Beverage (New Added License)
Grace International Store	1818 W Main	Food Service (New Location)
Stella Nova	1415 W Main	Food Service (New Owner)
Pizza Palace	1100 E Constitution, Suite 100	Food Service (New Owner)
7 Brew	2218 W Main	Food Service
Level 10 Protein Bar	1959 W Lindsey	Food Service

SOLICITOR/PEDDLER LICENSE		
60 DAY	30 DAY	1 DAY
777 Roofing (5 licenses)	Moxie Pest Control (20 licenses)	

TEMPORARY FOOD PERMITS		
180 DAY	30 DAY	1 DAY
Super Taco Loco	The Crave Crue	B&G Concessions
Evans Food Truck	405 Yummy Spot	
Doughnuttery	Boomer Services	
Mac Daddy Spud		

RECORD REQUESTS RECEIVED

MONTH	NUMBER RECEIVED	YEAR-TO-DATE
July	64	64
August		
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		

LAW SUITS FILED

DATE FILED	NAME	JUSTIFICATION	AMOUNT
07/24/2025 (filed on 5/27/2025)	Regena Grace (CJ-2025-873)	On June 17, 2024 she allegedly fell while walking on sidewalk at Lions Park causing injuries and damages. Allegedly, the fall occurred due to the defective and dangerous condition of the sidewalk including an unmarked drop off/curb.	>$75,000
07/09/2025	Julia Yoon (CJ-2025-114)	Alleged wrongful termination in violation of public policy; Discrimination; Hostile Work Environment; Punitive Damages and Non-Economic Damages.	>$75,000

CLAIMS FILED

DATE FILED	NAME	JUSTIFICATION	AMOUNT
07/15/2025	Lloyd Blackmon	On July 9, 2025, a City Sanitation truck allegedly damaged a cedar fence in the alley when picking up trash.	$140.00

SPECIAL SESSION

On July 1, 2025, City Council met for a Special Meeting for the Swearing In Ceremony Sworn into office were: Mayor-Elect Stephen Tyler Holman; Councilmember-Elect David Gandesbery, Ward 1; Councilmember-Elect Bree Montoya, Ward 3; Councilmember-Elect Michael Nash, Ward 5 and Councilmember Elect Kimberly Blodgett, Ward 7. Additionally, Mayor Pro Tem Matt Peacock was elected. Councilmember Helen Grant was elected as the Alternate Representative for the Oklahoma Municipal League Board of Directors. Councilmember Scott Dixon was elected as the Alternate Representative for the Association of Central Oklahoma Government's Board of Directors with Mayor Holman serving as the Representative. Councilmember Josh Hinkle was elected as the Representative for the Norman Employees' Retirement System.

Additionally, Resolution R-2526-6 was adopted commending and extending appreciation to Larry Heikkila for serving as Mayor. Resolution R2526-7 was adopted commending and extending appreciation to Austin Ball for serving as Councilmember for Ward One.

SPECIAL SESSION

On July 8, 2025, City Council met in Special Session to discuss adopting a visitability ordinance. Council then met in Executive Session to discuss the purchase of real property in three locations owned by the Oklahoma Department of Mental Health & Substance Abuse Services in Norman. Additionally, there was discussion about purchasing real property located in the Triad Addition.

SPECIAL SESSION

On July 29, 2025, City Council met in Special Session and went into Executive Session to discuss the employment of the Internal Auditor.

CONFERENCE

On July 22, 2025, City Council met in Conference to discuss the RDG Main Street Campus Master Plan and a request from Le Monde International School currently located on the Oklahoma Department of Mental Health and Substance Abuse property. Additionally, the purchase of Griffin Soccer Park was discussed.

CITY MANAGER 2

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

FINANCE 3

CITY OF NORMAN

Department of Finance
Monthly Report – July 2025

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

Treasury Division:

In the month of July, the Treasury Division processed 41,579 payments in person and over the phone, a decrease of -1% from last month. Paymentus (the City's 3rd party processor of online and automated telephone payments) processed 14,622 payments in July, a decrease of -5% from last month.

General Fund Revenues & Expenditures:

When comparing General Fund revenue sources versus budgeted levels, revenues are below target for the month of July by -31.4%. Revenues from the City's largest single source of revenue, sales tax, are below target by -7.3% for the year to date and -4.8% below last fiscal year. Following is a summary table regarding General Fund revenues and expenditures to-date.

	FYE 26 Budget To Date	FYE 26 Actual To Date	FYE 25 Actual To Date	FYE 24 Actual To Date
Sales Tax Revenue	$4,690,271	$4,348,999	$4,566,323	$4,694,112
General Fund Revenue	$8,926,631	$6,127,418	$6,387,935	$6,807,070
General Fund Expenses	$9,272,298	$11,582,120	$8,197,895	$6,993,624

Administration Division

	FYE 26		FYE 25	
	July	YTD	July	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	320.00	320.00	320.00
Total Comp Time Available	1.25	1.25	4.75	4.75
Total Overtime Hours	0.00	0.00	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	321.25	321.25	324.75	324.75
Benefit Hours Taken	33.50	33.50	64.00	64.00
TOTAL ACCOUNTABLE STAFF HOURS	287.75	287.75	260.75	260.75
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

ACCOUNTING 3A

Accounting Division

	FYE 26		FYE 25	
	July	YTD	July	YTD
Total Regular Hours Available	1,120.00	1,120.00	960.00	960.00
Total Comp Time Available	12.50	12.50	5.75	5.75
Total Overtime Hours	8.50	8.50	23.00	23.00
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	1,141.00	1,141.00	988.75	988.75
Benefit Hours Taken	243.75	243.75	146.25	146.25
TOTAL ACCOUNTABLE STAFF HOURS	897.25	897.25	842.50	842.50
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

CITY REVENUE REPORTS 3B

City Revenue Report

	FY 25 June	FYE 26 July	Plus/Minus
Total Revenue Received ($)	$7,294,795	$5,467,771	($1,827,024)
Utility Payments - Office (#)	42,102	41,579	(523)
Utility Payments - Office ($)	$4,783,078	$5,136,766	$353,688
Paymentus (#)	15,419	14,622	(797)
Paymentus ($)	$1,466,256	$1,523,418	$57,162
Lockbox (#)	7,787	8,158	371
Lockbox ($)	$1,277,146	$1,491,174	$214,028
E-Lockbox (#)	3,389	3,847	458
E-Lockbox ($)	314,573	351,962	$37,389
Bank Draft Payments (#)	12719	12769	50
Bank Draft Payments ($)	$1,315,098	$1,393,195	$78,097
Utility Deposits (#)			$0
Utility Deposits ($)			$0
Fix Payments (#)			$0
Fix Payments ($)			$0
Processed Return Checks (#)	111	111	0
Processed Return Checks ($)	($22,190)	($12,016)	$10,175
Other Revenue Transactions (#)			$0
Other Revenue Received ($)			$0
Accounts Receivable Payments ($)	0	92,065	$92,065
Municipal Court - Fines/Bonds ($)	223,905	265,364	$41,459
Municipal Court - Credit Card (#)	535	612	77
Municipal Court - Credit Card ($)	101,633	124,870	23,237
Building Permits Cash Report ($)	0	0	$0
Building Permits Credit Card (#)	0	0	0
Building Permits Credit Card ($)	$0	$0	$0
Occupational License - Bldg Insp. ($)	$0	$0	$0
Occupational License - Bldg Insp. CC (#)	0	0	0
Occupational License - Bldg Insp. CC ($)	$0	$0	$0
Business License - City Clerk ($)	0	0	$0
Accounts Receivable Billed ($)	$88,720	$37,696	($51,024)

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

This affects the Total Revenue Received as well.

Budget Services Division

	FYE 26		FYE 25	
	July	YTD	July	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	320.00	320.00	320.00
Total Comp Time Available	0.75	0.75	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 Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	320.75	320.75	320.00	320.00
Benefit Hours Taken	78.25	78.25	77.25	77.25
TOTAL ACCOUNTABLE STAFF HOURS	242.50	242.50	242.75	242.75
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

Treasury Division

	FYE 26		FYE 25	
	July	YTD	July	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	869.00	869.00	800.00	800.00
Total Comp Time Available	11.25	11.25	14.00	14.00
Total Overtime Hours	39.25	39.25	28.00	28.00
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	919.50	919.50	842.00	842.00
Benefit Hours Taken	209.50	209.50	150.25	150.25
TOTAL ACCOUNTABLE STAFF HOURS	710.00	710.00	691.75	691.75
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

UTILITY 3C

Utility Division

	FYE 26		FYE 25	
	July	YTD	July	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	1,120.00	1,120.00	1,120.00	1,120.00
Total Comp Time Available	12.00	12.00	4.00	4.00
Total Overtime Hours	43.50	43.50	77.50	77.50
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	1,175.50	1,175.50	1,201.50	1,201.50
Benefit Hours Taken	206.00	206.00	191.50	191.50
TOTAL ACCOUNTABLE STAFF HOURS	969.50	969.50	1,010.00	1,010.00
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

Drive-up Window and Mail Payments - FYE 2026

	June, 2025	July, 2025
Mail Payments - Lockbox	7,787	8,158
Mail Payments - E-Lockbox	3,389	3,847
Mail Payments - Office	302	201
Total Mail Payments - Subtotal	**11,478**	**12,206**
Night Deposits	185	183
Paymentus Payments	15,419	14,622
Without assistance paymnts - Subtotal	**15,604**	**14,805**
Office Payments	2,167	2,311
With assistance payments - Subtotal	**2,167**	**2,311**
Total Payments Processed - Subtotal	**29,249**	**29,322**
Bank Draft (ACH) Payments	12719	12769
Total Payments (Utility)	**41,968**	**42,091**
Total Payments	**58,498**	**58,644**

Traffic Counter at Drive-up Facility

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

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

Utility Division Activity Report - FYE 2025

	FYE 26		FYE 25	
	July	YTD	July	YTD
STATUS REPORT				
Regular Utility Accounts Billed	45,297	45,297	45,692	45,692
New Deposit Ons Billed	1,091	1,091	1,101	1,101
Final Accounts Billed	709	709	992	992
TOTAL METERS READ	47,097	47,097	47,785	47,785

FIRE DEPARTMENT 4

NFD Monthly Progress Report
July 2025

Incident Response Type Summary

Incident Type	Total	% of Total
1 - Fire	23	1.31%
2 - Overpressure Rupture, explosion, Overheat - No Fire	0	0.00%
3 - Rescue & emergency	1004	57.34%
4 - Hazardous Conditions (No Fire)	26	1.48%
5 - Service Call	145	8.28%
6 - Good Intent Call	470	26.84%
7 - False Alarm & False Call	77	4.40%
8 - Severe Weather & Natural Disaster	0	0.00%
9 - Special Incident Type	1	0.06%
Incomplete Reports	5	0.29%
Total Incident Count (Unique Calls)	1751	100.00%
Number of Total Unit Responses	2187	

Total Fire Loss – $86,753

	Number of First-In Calls	Average Time/Seconds	Average Time/Minutes
Station #1	437	287	0:04:47
Station #2	217	343	0:05:43
Station #3	279	365	0:06:05
Station #4	189	317	0:05:17
Station #5	72	655	0:10:55
Station #6	53	531	0:08:51
Station #7	139	370	0:06:10
Station #8	141	332	0:05:32
Station #9	221	350	0:05:50

Community Outreach

Tours and Community Events	19	Fireworks Support, 4th of July Parades, Tours & Ride Alongs

Burn Permits

Burn Permits Issued	189	Conditions were favorable for burning 20 days in July

Training

Total Personnel Training Hours	2032	Mgmt/Supvsr, Hazmat, Wildland, Special Healthcare, Swiftwater, Peer Support, Elevator

NFD Monthly Progress Report

July 2025

Total Calls By Station

Station 1										
	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Engine 1	418	395	0	5	0	0	0	9	1	8
Brush 1	2	2	0	0	0	0	0	0	0	0
Ladder 1	77	56	2	6	0	0	0	8	0	5
**Chief 301	49	6	3	6	4	1	3	20	4	2
Station 1 Total	546									

Station 2										
	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Engine 2	235	3	216	4	1	0	2	8	0	1
Brush 2	3	0	3	0	0	0	0	0	0	0
Ladder 2	18	2	1	6	0	0	0	7	0	2
HAZMAT	6	0	0	0	1	1	2	2	0	0
Station 2 Total	262									

Station 3										
	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Engine 3	292	4	4	277	0	0	1	2	0	4
Brush 3	1	0	0	0	0	0	0	1	0	0
Station 3 Total	293									

Station 4										
	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Engine 4	199	0	2	0	189	0	0	5	3	0
Brush 4	1	0	0	0	0	0	0	1	0	0
Tanker 4	1	0	0	0	1	0	0	0	0	0
Station 4 Total	201									

Station 5										
	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Engine 5	17	0	0	0	0	17	0	0	0	0
Brush 5	75	0	0	0	0	73	2	0	0	0
Station 5 Total	92									

Station 6										
	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Engine 6	33	0	0	2	0	8	19	2	0	2
Brush 6	71	0	0	2	0	10	53	2	0	4
Rescue Boat 6	2	0	0	0	0	0	2	0	0	0
Station 6 Total	106									

Station 7										
	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Rescue 7	1	0	0	0	0	0	0	1	0	0
Squad 7	166	7	4	5	4	2	0	136	5	3
Brush 7	2	1	0	0	0	0	0	1	0	0
Station 7 Total	169									

Station 8										
	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Engine 8	152	1	2	0	2	0	0	7	140	0
Brush 8	1	1	0	0	0	0	0	0	0	0
Tanker 8	2	0	0	0	2	0	0	0	0	0
Station 8 Total	155									

Station 9										
	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Engine 9	237	9	0	7	0	1	2	3	0	215
Brush 9	3	0	0	0	0	1	1	0	0	1
Tanker 9	1	0	0	0	0	1	0	0	0	0
**Chief 401	38	2	1	6	1	10	6	8	1	3
Station 9 Total	279									

NFD Monthly Progress Report
July 2025
Total Calls By Station

Fire Prevention										
	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Fire Marshal 1	3	1	2							
Fire Marshal 2	10	1	1	3	2			2		1
**Fire Marshal 3	26	2	2	4	3	1		7	3	4
Prev. Totals	39									
Specialty Units										
	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
EM3	4		1					1	1	1
EM4	8	2		3				1	1	1
Specialty Totals	12									
Notified Units										
	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
EM1*	14		1	4				6	1	2
EMS1*	4	1		2						1
NFD3*	15	2	1	5				5		2
Notified Total	33									
	Totals	Total by District								
	2187	498	246	347	210	126	93	245	160	262

*EM1, EMS1 and NFD3 are "notified" of certain calls. They may or may not actually go on scene.
**As of 1/1/25 all All Assistant Chiefs will be designated 301, All Battalion Chiefs 401 and all On-Shift Fire Inspectors FM3

July 2025 Fire Prevention Activity Summary

Prevention Department Update and Activities

Training	37 hours	Fire Origin and Cause, Interviews & Interrogations, Behavior of Fire, Fire Tactics, Evidence Collection
Inspection/Re-Inspection Activities	156 hours	Occupancy Load, Daycare, Fire Alarm, Fire Suppression System, General, Food Trucks, Schools, Fire Watch
Smoke Detectors	17	Check/Install Smoke Detectors/Replace Batteries/Bed Shakers
Investigations	38 hours	0 Joint, 15 Closed, 0 Complete, 1 Pending, 0 Closed Arrest
Investigative Activities	32 hours	Fire Investigations, Report Writing, Reviewing Video, Subpoena prep, etc
Department Meetings	28 (23 hours)	Department Meetings, Officers Meetings, Shift Briefings, Evaluations
Station & Equipment Maintenance	51 hours	Daily checks, supplies replenishing, cleaning & organization, drone updates and maintenance
Public Service/Education & Special Events	2 hours	Honor Guard

Planning Officer Activities

Fire Planning Activities	Number	Staff Hours
Building Plan Reviews/ Fire Protection System Plan Reviews	55	75
Fire Inspections/Re-inspections	44	30
Meetings	10	17
Training (Target Solutions, Building Code)	4	4
Communication	N/A	15
Totals		**131**
Time Off (VAC, SICK, COMP, Holiday)	N/A	10

EMERGENCY MANAGEMENT DIVISION
July 2025

Regular Monthly Scheduled Activities
Meetings will be held at the Robinson EOC unless otherwise posted

Outdoor Warning System

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. For special requests the audible test may not be completed. Such requests would be large event venues such as an OU home football game or the annual Medieval Fair.

The South Canadian Amateur Radio Society provided volunteering monitoring service of the system during the weekly audible test.

An audible test of the outdoor warning system is conducted for 60 seconds each Saturday if conditions are favorable. Three units are sounded for 20 seconds due to being a public park venue. They are located at Griffin Park, Reeves Park and the Animal Control facility.

National Weather Service Weekly Weather Meetings

Each Monday morning at 10:00 am, the National Weather Service conducts a video call regarding the upcoming weekly weather. A mid-week call is done on Thursday afternoons at 2 pm. Special conference calls are made during times of severe weather as the NWS determines. 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. National Weather Service Storm Spotter Training is located on their website at www.weather.gov/OUN

South Canadian Amateur Radio Society
SCARS (www5nor.org)

-SCARS is a vital preparedness partner with Emergency Management and are included in the City Emergency Operations Plan. They operate within the SKYWARN program for Norman, provide testing for amateur license, provide technical advice and service to the AUXCOM radio operation in the EOC. They participate in many community preparedness events throughout the year.

-Each Tuesday evening at 6:30 pm, ELMER night with the Amateur radio club. The club mentors other HAMS, works on projects and equipment, provides general support to the City and Public on Amateur operations. This is held at the Fire Training Center.

-Each Wednesday morning at 9:15 am a communication test with state emergency management partners is conducted by the various geographical areas. This tests the local and statewide capability for various communication means across the state in preparedness for disaster operations.

-Each first Thursday evening of the month is amateur radio testing night at 6:00 pm at the Fire Training Center. 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.

-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.

EMERGENCY MANAGEMENT DIVISION
July 2025

Residents can assist by "Adopting a Pole" and reporting the siren status they adopt at the website www.w5nor.org. The Club meeting is the second Saturday of each month, 9 am at the Fire Training Center.

Local Emergency Preparedness Committee

Meets quarterly at the Wellness Center (The Well) under the management of the Cleveland County Emergency Management office. The public is welcome to address any concerns regarding emergency planning or SARA Title III information. The LEPC is part of the oversight for the Citizens CORPS Council of Norman. A report on activities is provided each meeting. Meetings occur on the first Wednesday of each quarter.

Emergency Management Activities

The Emergency Operations Plan

Norman EM received approval for funding for a third party vendor to conduct a comprehensive update to the City plan in FY 27. Currently the plan is formatted in the All Hazards County format. Consideration will be to maintain the format or follow the Community Planning Guide 101 format. The current plan is valid and provides the tasks duties and responsibilities for the City Departments during disaster operations. Emergency Management is responsible for maintenance of the plan.
The Request for proposals has been drafted and final review underway. It is anticipated to be published in September 2025.

Plans and Grants

The mitigation plan is current and a required update is in process. Norman Participates in a County plan. This format strengthens the justification for mitigation projects by showing common hazards of multiple jurisdictions.
Critical facility generator review project. The grant for funding to review the critical facilities the City has to determine generator needs. The state has converted the request from the Building Resilient and Infrastructure and Communities grant to the Hazard Mitigation grant program. The approval to complete the application for submission has been received and the application will be submitted in August.

Open Disaster Operations

The wildfire from March 14 Fire Mutual Assistance Grant (FMAG). Initial documentation was provided for reimbursement and the process is ongoing.

Norman Emergency Response Volunteers

Special Response Teams Available

There are several specialty teams available for response or community preparedness events. The Norman EM Unmanned Aerial Vehicle team, the Small Animal Response Team (SMart), The Oklahoma Large Animal Response Team (OLAFR), The MRC State Stress Response Team (OKSRT, a mental health asset) can support with coordination through Norman EM.
The SmART received a grant through the OK Health Dept. This grant will assist in training and equipment purchasing. It will be managed by SmART.
Carl Cleveland a CORE member of the Norman EOC and Medical Reserve CORPS volunteer was selected as the 2025 Volunteer of the Year award for the Norman District 10 Unit 333.

Red Cross Coordination

We have dedicated volunteers that can respond quickly to the resident need for assistance. The primary task is to ensure a burnout family has assistance from the Red Cross if they request it and to stay involved until Red Cross is on scene or the family confirms connection with the Red Cross. June the volunteers responded to two events.
Auxiliary Communications (AUXCOM) The AUXCOM capability is a work in progress. The Section is operational and developing new capacity for alternate communications means. Recruiting for operators is ongoing. Plans for future budget requests from PSST are being completed.
Events Planned
The EM Coordinator attended the SW EM workshop. The workshop held an outstanding exercise, and the planner of the exercise has agreed to come and assist Norman as part of the EOP rewrite. FEMA Region 6 Community Preparedness Division has requested Norman EM Coordinator to take a lead role in planning a Preparedness Course for the Deaf at the State School in Pauls Valley, details TBD. Planning for the fall community support is underway. We will support the first 3 OU home games, the Moore Music Festival and the Cleveland County Free Fair with cooling\hydration support.
Response Provided
The Norman EM UAV team supported a pipeline rupture and a major car Collison with aerial observation and traffic control.
EOC Operations and Facility Planning is ongoing for exercises. The outside maintenance facility is still being finalized. Areas needing modification are being documented for budget requests for the next PSST agenda. Additional printers are procured and will add to the services for preparedness partners as they work in the facility. The amateur club is continuing work on the auxiliary communications room and tower. Continued improvements and upgrades will be projected as funding is available. Issues with the building and the building management are ongoing. Continual lack of support hinders some EOC operations.

HUMAN RESOURCES 5

HUMAN RESOURCES

Total number of Employees: 1,138
Orientations: 1 - 10 new hires
Terminations: 19

ADMINISTRATION

- FMLA cases – 3 new cases
- Processed invoices - 32 and reconciled expense accounts
- Coordinated Birthday/Anniversary post card mail outs
    - 79 birthdays and 97 anniversaries

BENEFITS

New Enrollments: 3

Benefit Participation		
	#	%
Medical	807	92%
Dental	810	92%
Vision	561	64%
Disability	413	47%
Supplemental Life	449	51%

Total Benefit Eligible Population: 877

Claims		
Rx Claims		
	ACTIVE	$546,380.81
	RETIREE	$34,519.72
	HSA	$366.06
Medical Claims		$3,584,811.00
Dental Claims		$ 104,258.80

PERSONNEL ACTIONS

NEW HIRES - 10

Dept./Div.	Position	Number of Employees
City Attorney	Intern	1
City Manager/Communications	Intern	1
Human Resources/Safety	Safety Manager	1
Parks & Rec/Facility Maintenance	Laborer	1
Parks & Rec/Recreation	Recreation Specialist	2
Parks & Rec/WW	Lifeguard	1
Parks & Rec/YFAC	Program Coordinator	1
Utilities/Sanitation	Sanitation Worker II	1
Utilities/WTP	Plant Operator C	1

HUMAN RESOURCES
Monthly Report
July 2025

Promotions – 2

Dept./Div.	Position	Number of Employees
Fire/Suppression	Fire Driver Engineer	1
Planning & Community Development	Plans Examiner	1

Demotion – 1

Dept./Div.	Position	Number of Employees
Police/Emergency Communications	Communication Officer II	1

Separations – 19

Dept./Div.	Position	Number of Employees
Fire	Fire Driver Engineer	2
Parks & Rec/Golf	Golf Shop Assistant	1
Parks & Rec/Recreation	Recreation Leader I	1
Parks & Rec/WW	Lifeguard	6
Parks & Rec/WW	Slide & Gate	2
Parks & Rec/YFAC	Program Coordinator	1
Planning & Community Development	Planner II	1
Public Works/Stormwater	Public Works Supervisor	1
Utilities/Sanitation	Sanitation Worker I	1
Utilities/WLM	Utility Distribution Worker I	1
Utilities/WTP	Plant Operator A	1
Utilities/WTP	Water Lab Intern	1

TURNOVER STATS

Department	No. of Employees	No. of Terminated Employees	Turnover Rate
City Manager	**16**		**0.00%**
City Clerk	**6**		**0.00%**
Finance	**23**		**0.00%**
Admin-Accounting-Utilities			
Treasury-Budget			
Fire	**164**	**2**	**1.2%**
Admin-Training-Prevention			
Suppression-Disaster Prep.			
Human Resources	**9**		**0.00%**
Information Technology	**19**		**0.00%**
Legal Department	**9**		**0.00%**

Municipal Court	**12**		**0.00%**
Parks & Recreation	**108**	**11**	**10.19%**
Admin-Recreation-Golf			
Park Development-Tennis			
Facility Maintenance-YFAC			
Westwood Aquatic Center			
Planning & Comm Dev.	**39**	**1**	**2.6%**
Admin-GIS-Planning			
Code Compliance			
Current Planning			
Bldg. Inspectors-CDGB			
Police	**260**	**0**	**0.00%**
Admin-Patrol-Investigations-			
Staff Svcs-Narcotics-Dispatch			
Animal Welfare-SRO			
Public Works	**125**	**1**	**0.8%**
Engineering-Capital Projects Fleet-Streets-Stormwater			
Traffic-Transit-Admin			
Utilities	**164**	**4**	**2.4%**
Admin-WTP-WRF-GIS			
Line Maintenance-Sanitation			
IND Pretreatment-Environment			

RECRUITMENT

Positions Requisitioned for Refill by Department/Division (# of vacancies) *included positions are Full Time unless otherwise indicated as Part Time (PT) or Seasonal PT*	
Parks & Recreation	
Maintenance Worker I (1)	PT* All Locations – Recreation Center Specialist
PPT* Golf Shop Assistant	PT* Westwood Pool Positions
	PT* Tennis Shop Assistant
Police	
Police Officer (4)	Communications Officer I (2)
Pet Adoption Coordinator (1)	Communications Officer II (1)

Public Works	
PT* Intern	Emergency Vehicle Tech Mech II (1)
Maintenance Worker II (1)	Crew Chief (1)
Fleet Service Technician (1)	
Utilities	
Water Treatment Plant Manager (1)	Utility Distribution Worker I (2)
Plant Operator D (1)	Sanitation Worker I (1)
	*PT Water Lab Intern (1)
Planning	
Planner II (1)	
Human Resources	
PT* Intern	Director of Human Resources (1)
City Manager's Office	
Fire	
Firefighter Recruit (10)	

Days to fill

Full Time Position	Date Posted	Offer Date	Days to fill
Safety Manager	06/04/25	06/25/25	34
Program Coordinator	06/17/25	07/09/25	23

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

PT/Seasonal Position	Date Posted	Hire Date
Lifeguard (1)	01/03/25	07/01/25
Intern – Communications	05/13/25	07/08/25
Recreation Center Specialist (1)	06/30/25	07/10/25
Laborer – Trades worker	04/17/25	07/10/25
Intern – Legal		07/10/25
Recreation Center Specialist (1)	03/05/25	07/29/25

*801 registrations/applications to our openings, 18 new requisitions opened.

SAFETY

RECORDABLE INJURIES – OSHA

Department/Division	Nature of Injury	How Sustained	Prognosis	Prevention Method
Fire Dept	Right Forearm/bicep	Pull starting power plant on engine	Restrictions	Caution and awareness

CURRENT NUMBER OF "AT FAULT" VEHICLE COLLISIONS PER CALENDAR YEAR:

2025*	2024	2023
17	40	11

**CY2025 is current YTD*

CURRENT NUMBER OF "AT FAULT" VEHICLE COLLISIONS PER FISCAL YEAR:

2025	2024	2023
38	14	7

RECORDABLE INJURIES PER CALENDAR YEAR:

2025*	2024	2023
25	80	78

**CY2025 is current YTD*

RECORDABLE INJURIES PER FISCAL YEAR:

2025	2024	2023
71	62	67

INFORMATION TECHNOLOGY 6

CITY OF NORMAN

Information Technology Department
Monthly Report –July 2025.

Working projects for the IT Department are as follows:

Project	Description/improvement anticipated	Status
ERP Replacement Project	Process improvements for finance, purchasing, AR/AP, Courts, HR, Payroll, Personnel, and Permits Management through newer technology, software, and business review processes.	Implementation Complete – Project refinement ongoing: The CoN team has completed implementation work on all major core software. However, work continues in Utility Billing, HR, and Planning to refine these new systems.
Main Site data center upgrades	Necessary upgrades to current infrastructure are needed to enhance capabilities and continue with power saving and cooling efforts by reducing the amount of physical servers through virtualization. New equipment is being implemented to replace the old and increase security and speed requirements.	Ongoing: IT Network staff are in implementation and testing of major networking and security appliances, as well as virtual upgrades. This includes expansion of equipment for new buildings and replacement of old switch infrastructure. Funded through CIP.
Data storage migration	The IT Department through a grant has purchased new data storage for the city's critical data.	In Progress. Implementation of the hardware is complete, configuration is on going.

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

Print consolidation	Work with outside vendor to consolidate all print, fax, copy machines in CoN facilities.	In Progress estimated full completion in 2027
Automated Meter Infrastructure	Implement and integrate AMI for meter reading and utility billing.	In Progress – customer portal configuration in progress. Communication radios installation in progress. Project more than half implemented.
OS and software upgrade/migration	The city is moving to a new OS and software suite to replace older Microsoft OS and software.	In Progress: We are targeting the end of the calendar yr 2025 as completion date.
Network Infrastructure Improvements	Utilize Network Engineer who will work closely with the Network and Infrastructure Manager, to review and improve our cabling, switching, and network configuration.	In Progress: The IT Department has been granted access to 5% of the annual capital funds for business critical software and infrastructure needs.
Integration of Computer Aided Dispatch with OU PD	Create a software as a service model to share public safety software data with and between OU PD and Moore PD	Complete. Additional segmentation for OU and Moore PD presence with NPD during OU Football is in progress.
Move existing secondary IT Datacenter to new location.	Move all equipment from the current secondary site to a new more robust and secure site.	In Progress: Physical and virtual moves for the data center began May 2024 – full move expected to be complete by December 2025 if all tests of the new facility functionality are successful.

Support Tickets:

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

Users Supported:

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

Email Security Appliance:

The City of Norman's IT Department has an email filter that has enhanced reporting and filtering capabilities that protect the City's systems from malicious attacks from the outside. Email is one of the preferred methods of the delivery of malicious software and viruses. The IT department monitored 238,196 attempted incoming in July 2025. A total of 214,751 messages were delivered, while 23,445 total incoming messages were considered Spam or hazardous e-mails by our email-filtering appliance and were quarantine or filtered (see **IT Table 3**). This number represents 10% of our inbound mail. This percentage has decreased significantly from previous months because of the IT Department's implementation of a new and more modern appliance. The IT Department has made the decision to block inbound traffic from specific sources with known malicious traffic that constantly try to affect our network. We continue to monitor and analyze the situation on a daily basis. Inbound email messages of this nature means increased vulnerabilities and attack vectors into the city. Without the email filter appliance, our email server would have received more mail, which increases the opportunity for entrance of a virus into the network. It also creates waste, reduces productivity, and decreases valuable storage space.

Web Site:

The City of Norman's web site is hosted, updated and maintained by the IT Department. In the month of July 2025, the City of Norman's web site had 150,857 individual web sessions access the web site for 269,440 total page views. Of those sessions, 80,615 were identified as Users to view content on the City web site (see **IT Table 4a and 4b**). Since its completion in June 2020, the site has had a few major upgrades including a new search feature and this has contributed to more relevant search results. The site boasts a build in engine that allows it to function as an app on mobile devices and tablets.

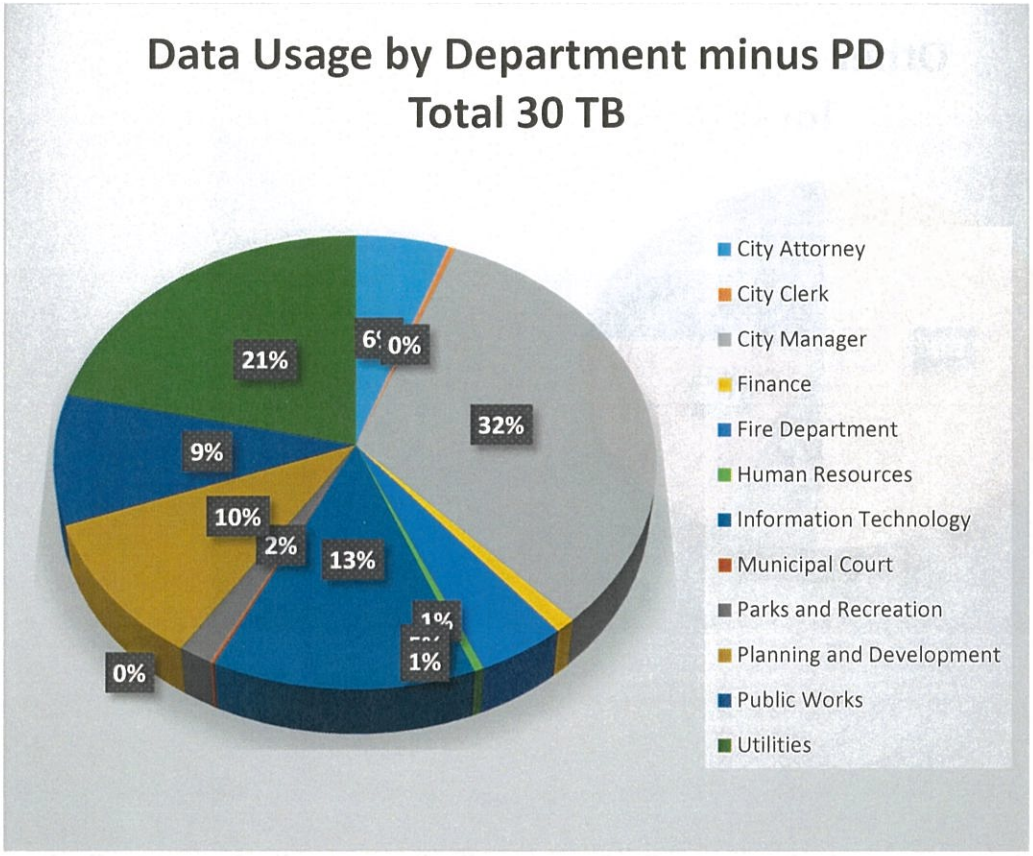
Data Storage:

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

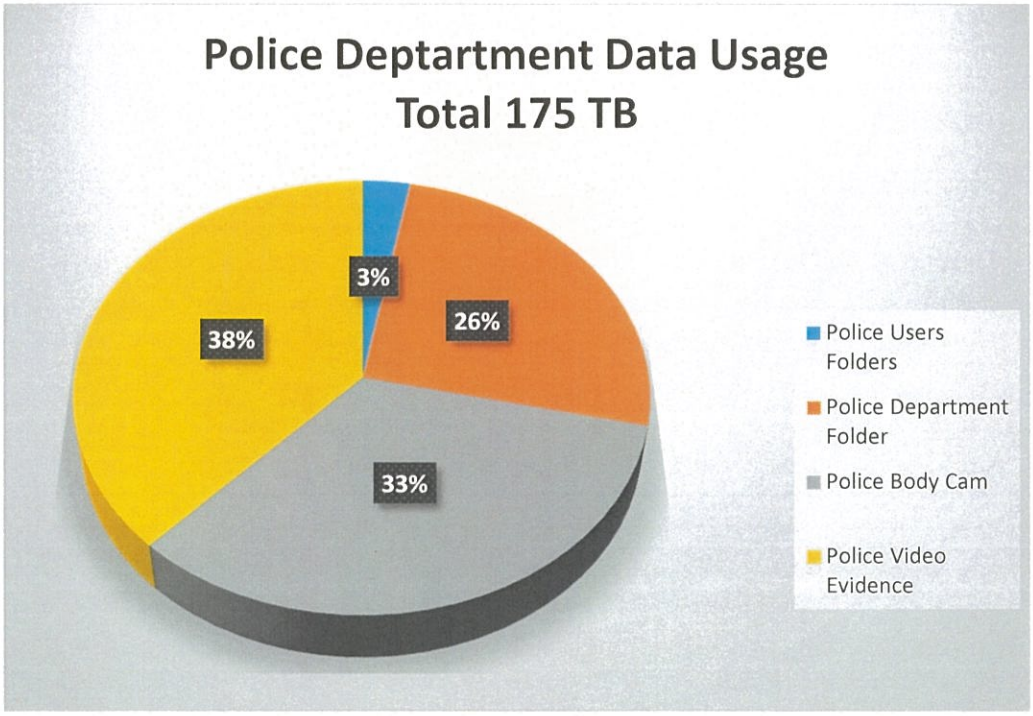
ERP Project Implementation Progress:

This project began in January of 2018 and was delayed for multiple reasons by the 2020 pandemic. The projects final implementations are complete as of March 2024. The City Council approved approximately $6 Million to replace the outdated software systems that run our daily business operations. Although because of constant efforts to improve this project is never fully complete. The city now has enhanced automated services and web services for our citizen base as well as the employees who conduct business and track their daily work with these systems. The IT Department completed implementation of all major pieces of the ERP business systems software packages. These include Parks and Rec software (x 2), Municipal Court software, Financial Systems software, Utility Billing software, Payroll, Human Resource Management, Work Orders (Tyler EAM), Time and Attendance, and Planning and Community Services software packages. Daily work continues on these systems as well as additional training, enhancements, and configuration. We will continue to evaluate and enhance each of these systems moving forward. Our current efforts include a review of the HR Systems, post launch troubleshooting of Planning and Community Dev software, an upgraded Parks and Rec software package to help with golf management, concessions, and food carts. We Are also preparing for AMI (Automatic Meter Infrastructure), and integration with a customer portal for Utility Billing Systems software as well as a review of the current time and attendance software. The IT Department is currently reviewing a new option for Time and Attendance to improve automation of this function.

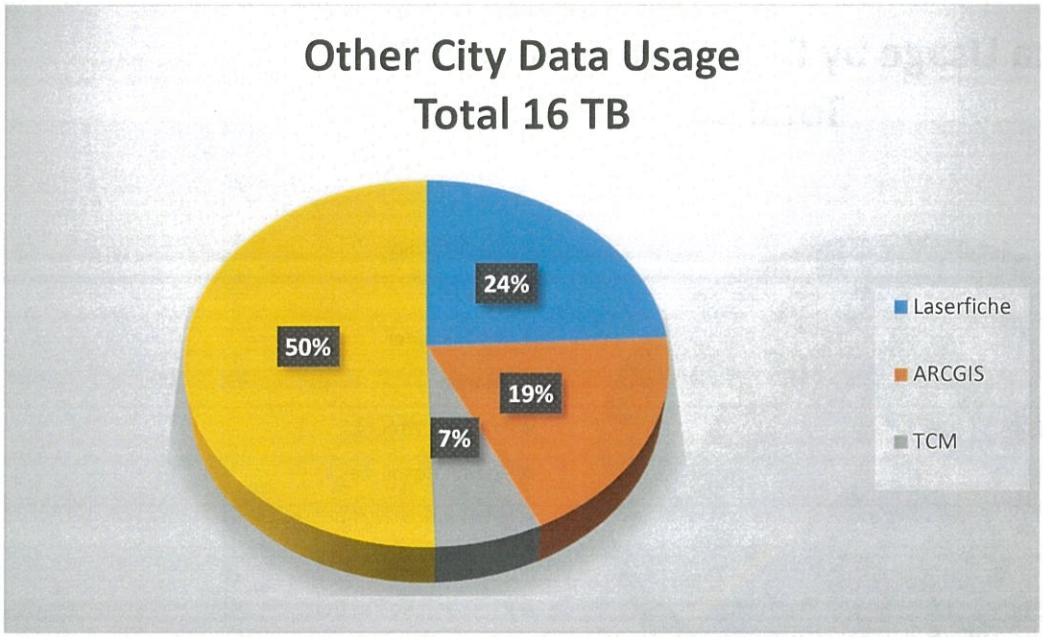
IT Table A



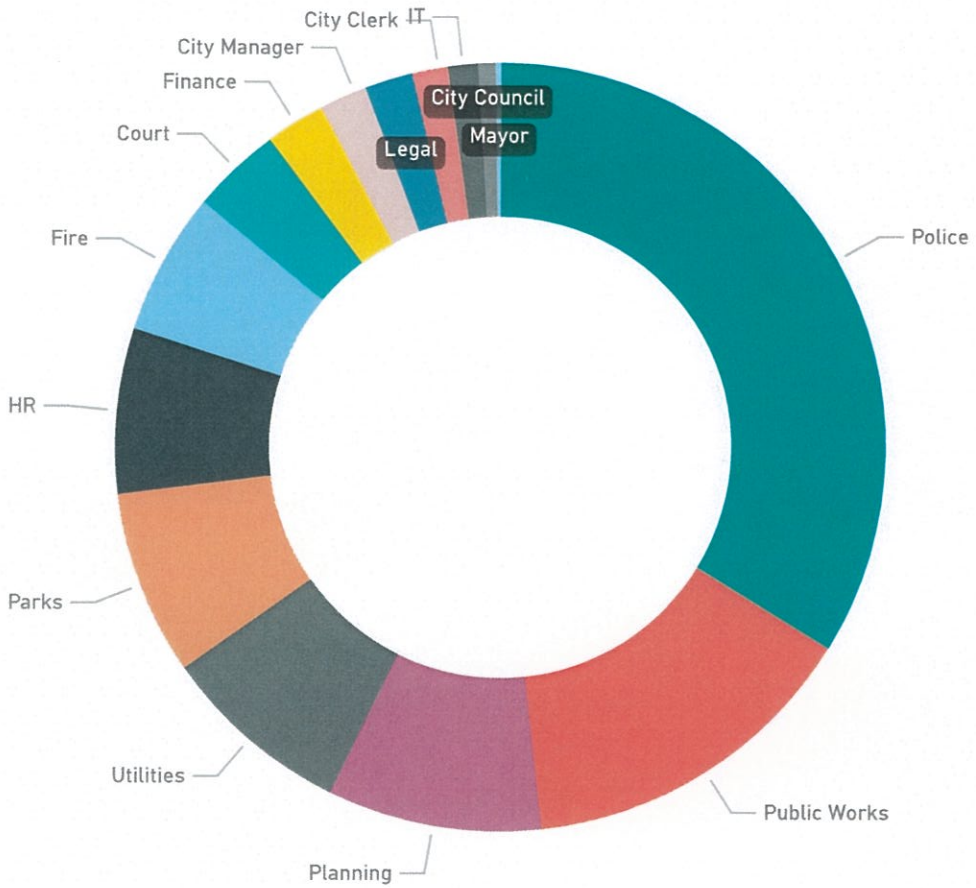
IT Table B



IT Table C


Other City Data Usage
Total 16 TB
24%
19%
7%
50%
Laserfiche
ARCGIS
TCM

Tickets by Department



New Tickets

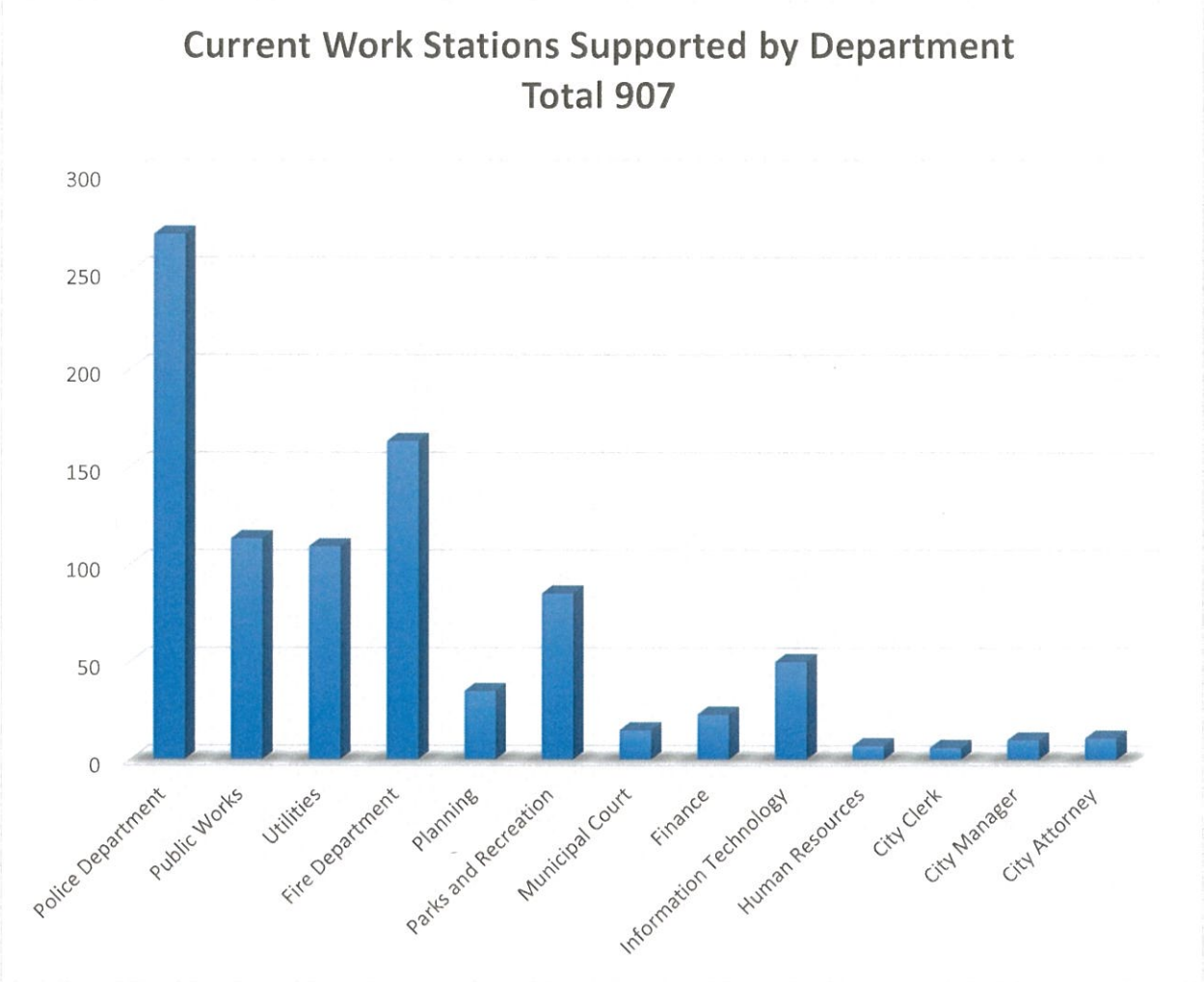
400

Department	Created	Closed
City Clerk	6	6
City Council	3	3
City Manager	8	8
Court	15	15
Finance	10	10
Fire	24	24
HR	28	28
IT	5	5
Legal	8	8
Mayor	1	1
Parks	31	28
Planning	36	35
Police	135	132
Public Works	58	58
Utilities	32	31
Total	**400**	**386**

Police had the highest Ticket Count at 135, followed by Public Works and Planning. Mayor had the lowest Ticket Count at 1.

Police accounted for 33.75% of Ticket Count.

Table 2


Current Work Stations Supported by Department
Total 907
300
250
200
150
100
50
0
Police Department
Public Works
Utilities
Fire Department
Planning
Parks and Recreation
Municipal Court
Finance
Information Technology
Human Resources
City Clerk
City Manager
City Attorney

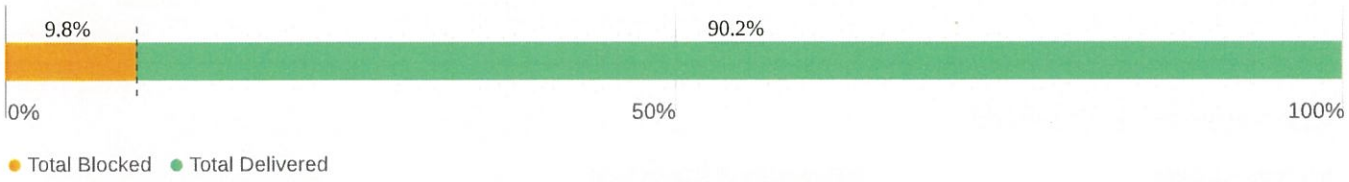
Inbound Email Summary

Statistics of messages from external users to internal users and domains.
2025/07/01 00:00:00 - 2025/08/01 00:00:00 (UTC)

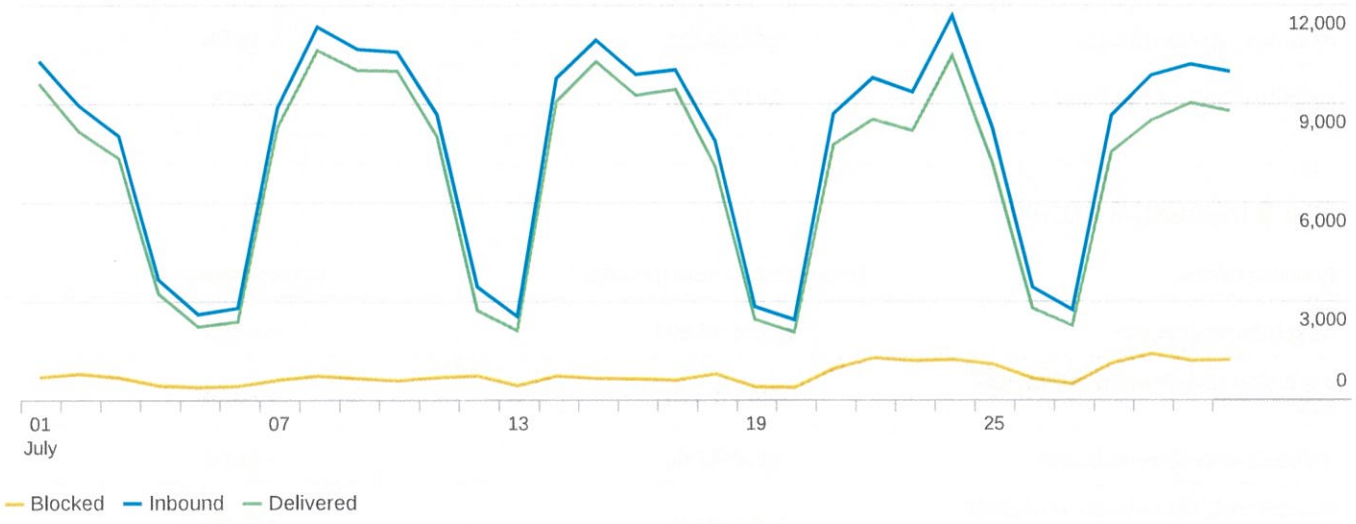
Total Inbound
238,196
↑ 20.2% vs Previous month

Total Blocked
23,445 9.8%
↑ 34.1% vs Previous month

Total Delivered
214,751 90.2%
↑ 18.8% vs Previous month



Total Inbound, Blocked and Delivered Volume Trend



Total Blocked by Category

Category	% of Total Inbound	Messages	vs Previous month
Threats	1.0%	2,438	+ 1.8%
Spam	3.9%	9,186	+ 178.3%
Bulk	1.6%	3,734	- 13.6%
Others	3.4%	8,087	+ 8.4%
Total Blocked	9.9%	23,445	+ 34.1%

Top 5 Inbound Recipients

Envelope Recipient	Messages(% of Total Inbound)	vs Previous month
jason.redden@normanok.gov	6,244 (3.7%)	+ 24.1%
barbara.andros@normanok.gov	4,278 (2.5%)	+ 28.7%
esther.rojo@normanok.gov	3,946 (2.3%)	+ 13.5%
devra.smith@normanok.gov	3,475 (2.0%)	+ 13.1%
frederick.duke@normanok.gov	3,427 (2.0%)	+ 9.6%

Top 5 Inbound Senders

Envelope Sender	Messages(% of Total Inbound)	vs Previous month
noreply@normanok.gov	19,548 (11.8%)	+ 15.6%
pm_bounces@pmbounces.nextrequest.com	3,571 (2.1%)	+ 72.5%
VTINotifications@normanok.gov	2,858 (1.7%)	+ 84.5%
Notifications@VehicleTrackingCenter.com	1,936 (1.2%)	+ 24.3%
<no domain>	1,812 (1.1%)	+ 14.1%

Top 5 Inbound Receiving Domains

Envelope Receiving Domain	Messages(% of Total Inbound)	vs Previous month
normanok.gov	228,509 (95.9%)	+ 20.8%
ci.norman.ok.us	9,398 (3.9%)	+ 4.8%
sms.normanok.gov	204 (0.1%)	+ 325.0%
cucpub.ci.norman.ok.us	77 (0.0%)	+ 71.1%
list.ci.norman.ok.us	8 (0.0%)	- 11.1%

Top 5 Inbound Sending Domains

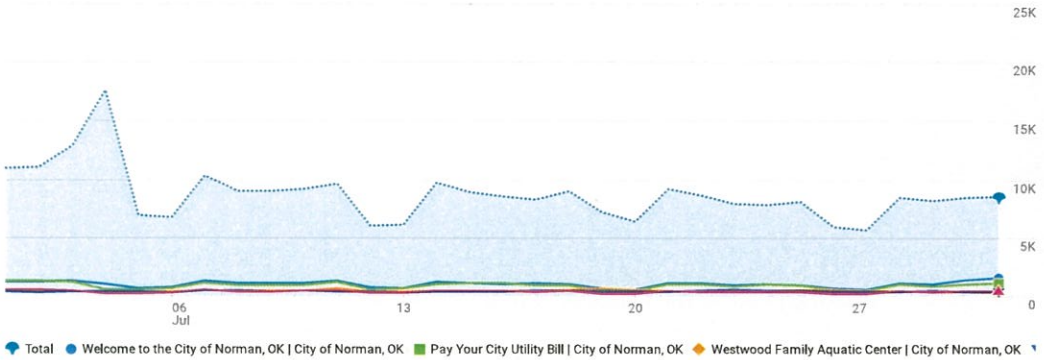
Envelope Sending Domain	Messages(% of Total Inbound)	vs Previous month
normanok.gov	32,993 (15.7%)	+ 47.8%
in.constantcontact.com	6,751 (3.2%)	+ 8.4%
gmail.com	6,392 (3.0%)	+ 13.6%
bounce.sears.com	5,970 (2.8%)	+ 19.1%
checkit.targetsolutions.com	4,003 (1.9%)	+ 15.8%

All Users | Add comparison | Custom Jul 1 - Jul 31, 2025

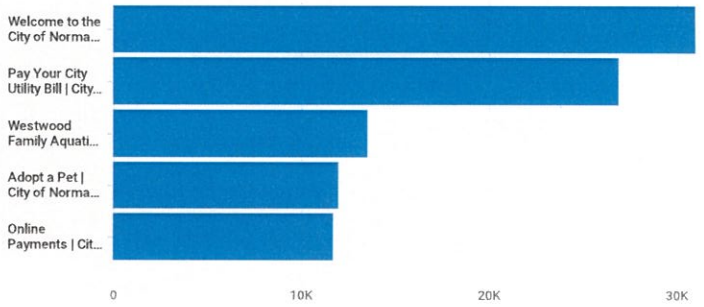
Monthly Page Views

Add filter

Views by Page title and screen class over time — Day



Views by Page title and screen class



Plot rows | Search... | Rows per page: 10 | Go to: 1 | 1-10 of 1514

		Page title and screen class	Views	Active users	Views per active user	Average engagement time per active user	Event count (All events)
☑		Total	269,440 100% of total	80,615 100% of total	3.34 Avg 0%	58s Avg 0%	769,325 100% of total
☑	1	Welcome to the City of Norman, OK | City of Norman, OK	30,930 (11.48%)	14,349 (17.8%)	2.16	20s	77,781 (10.11%)
☑	2	Pay Your City Utility Bill | City of Norman, OK	26,840 (9.96%)	14,021 (17.39%)	1.91	15s	95,052 (12.36%)
☑	3	Westwood Family Aquatic Center | City of Norman, OK	13,495 (5.01%)	8,720 (10.82%)	1.55	22s	44,972 (5.85%)
☑	4	Adopt a Pet | City of Norman, OK	11,939 (4.43%)	4,932 (6.12%)	2.42	41s	24,823 (3.23%)
☑	5	Online Payments | City of Norman, OK	11,678 (4.33%)	7,486 (9.29%)	1.56	12s	28,178 (3.66%)
☐	6	Norman Fourth Fest 2025 | City of Norman, OK	10,885 (4.04%)	5,942 (7.37%)	1.83	23s	27,464 (3.57%)
☐	7	Westwood Swim Times and Admission Prices | City of Norman, OK	10,265 (3.81%)	6,013 (7.46%)	1.71	35s	20,896 (2.72%)
☐	8	Animal Welfare | City of Norman, OK	8,638 (3.21%)	4,950 (6.14%)	1.75	15s	26,825 (3.49%)
☐	9	Job Opportunities | City of Norman, OK	7,785 (2.89%)	3,912 (4.85%)	1.99	1m 21s	21,814 (2.84%)
☐	10	Westwood Golf Course | City of Norman, OK	4,525 (1.68%)	2,248 (2.79%)	2.01	35s	14,141 (1.84%)

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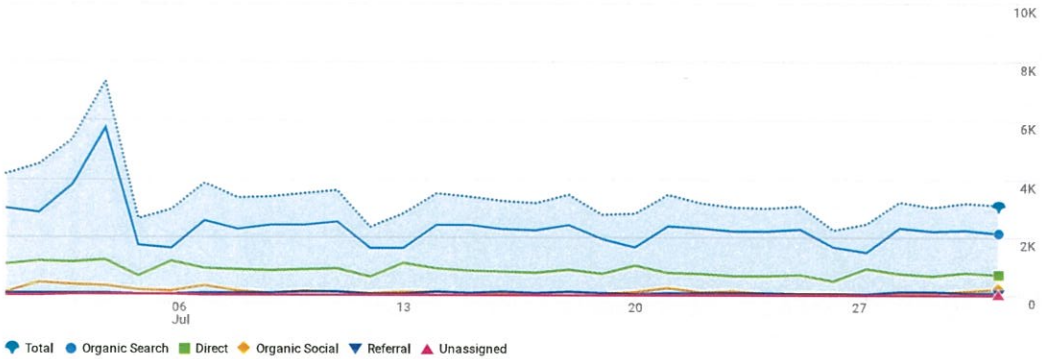
All Users | Add comparison | Custom Jul 1 - Jul 31, 2025

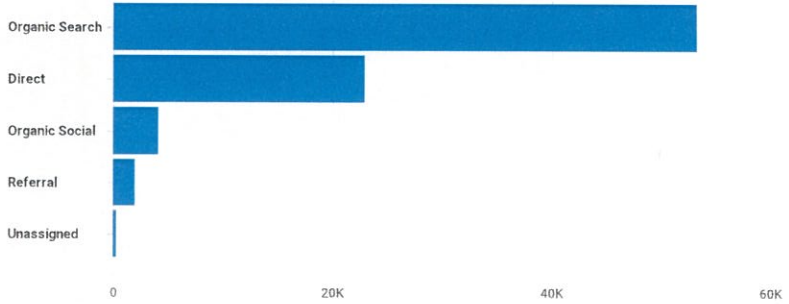
Monthly Site Traffic

Add filter

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



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



Plot rows | Search... | Rows per page: 10 | 1-8 of 8

		Session primary...Channel Group)	↓ Active users	Sessions	Engaged sessions	Average engagement time per session	Engaged sessions per active user	Events per session	Engagement rate	Event count All events	Session key event rate All events
☑		Total	80,615 100% of total	150,857 100% of total	82,117 100% of total	31s Avg 0%	1.02 Avg 0%	5.10 Avg 0%	54.43% Avg 0%	769,325 100% of total	0%
☑	1	Organic Search	53,138 (65.92%)	110,319 (73.13%)	65,295 (79.51%)	35s	1.23	5.21	59.19%	575,189 (74.77%)	0%
☑	2	Direct	22,876 (28.38%)	31,931 (21.17%)	13,519 (16.46%)	20s	0.59	4.80	42.34%	153,362 (19.93%)	0%
☑	3	Organic Social	4,058 (5.03%)	5,219 (3.46%)	2,278 (2.77%)	11s	0.56	4.11	43.65%	21,431 (2.79%)	0%
☑	4	Referral	1,933 (2.4%)	3,334 (2.21%)	1,715 (2.09%)	37s	0.89	5.53	51.44%	18,452 (2.4%)	0%
☑	5	Unassigned	233 (0.29%)	256 (0.17%)	35 (0.04%)	28s	0.15	3.33	13.67%	852 (0.11%)	0%
☐	6	Organic Video	3 (<0.01%)	3 (<0.01%)	1 (<0.01%)	3s	0.33	4.33	33.33%	13 (<0.01%)	0%
☐	7	Paid Search	1 (<0.01%)	1 (<0.01%)	1 (<0.01%)	4s	1.00	5.00	100%	5 (<0.01%)	0%
☐	8	Paid Social	1 (<0.01%)	6 (<0.01%)	2 (<0.01%)	5s	2.00	3.50	33.33%	21 (<0.01%)	0%

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LEGAL 7

MONTHLY REPORT - LEGAL DEPARTMENT
July 2025 Report
(Submitted August 8, 2025)

MONTHLY HIGHLIGHTS:

Coulter v. Jared Butler, *et al.*, Case No. CIV-24-835-R
This case arises out of the Plaintiff's arrest in Moore and incarceration in the Cleveland County Detention Center. The City was named as a defendant because the Plaintiff mistakenly believes that the City is responsible for employees at the Cleveland County Detention Center. On July 15, 2025, the district court granted the City's Motion to Dismiss. Plaintiff has thirty (30) days to appeal.

LIST OF PENDING CASES:

UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT

UNITED STATES DISTRICT COURT, EASTERN DISTRICT OF NEW YORK

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

UNITED STATES DISTRICT COURT, WESTERN DISTRICT OF OKLAHOMA

Yoon v. City of Norman, Case No. CIV-2025-804 D
This case was filed in Cleveland County District Court on July 9, 2025. It was removed to the United States District Court for the Western District of Oklahoma on July 21, 2025. It arises out of former Planning Department employee Julia Yoon's termination. Ms. Yoon alleges discrimination based on race, national origin, age, and retaliation. The City's Motion to Dismiss is pending.

OKLAHOMA SUPREME COURT / COURT OF CIVIL APPEALS

Allison et al v. Post et al, CV-24-3374, SC 122946

COURT OF CRIMINAL APPEALS

CLEVELAND COUNTY DISTRICT COURT

A. ***General Lawsuits***

115 W. Main LLC v. Sooner Emerald Dreams LLC, et al., CJ-2024-1318
Armstrong v. City of Norman, CJ-2012-1638 (K)
Bad Day Towing & Recovery v. City of Norman, CV-2024-2032 (K)

This case arises out of the Norman Police Department's decision to deny the plaintiff's application to be placed on NPD's wrecker rotation because the plaintiff is not located in the limits of the City. On July 11, 2025, the district court denied the plaintiff's motion for new trial. The Plaintiff has thirty (30) days to appeal the district court's ruling.
City v. Geoffrey and Kristin Arce, CV-2024-3662 (K, M, S)
City v. Haddock, CV-2010-357 TS (K, S)
City v. IAFF, CV-2011-48 L; DF-109447 (K)
City v. Komiske, Cobblestone Creek Management Company, et al, CV-2012-748 (K, W)
Etter v. City of Norman, CJ-2021-731 (K)
Norman Municipal Authority and City of Norman v. Flintco, LLC, et al, CJ-2024-1343
FOP/IAFF/AFSCME v. Okla. Dept. of Labor and City of Norman, CJ-2005-1170 L (K)
FOP v. City of Norman, CV-2011-876 L (K)
Martin Flores v. City of Norman & John Doe, CJ-2021-1051 (K)
Regina Grace, CJ-2025-873
This case was filed May 27, 2025 and served on the City on July 24, 2025. It arises out of an injury sustained at Lions Park Firehouse Art Center.
City v. Loeffler & Ashford Investments, LLC, CV-2022-1182 (M)
City v. Lonnie Hodges, CV-2020-2922
The Norman Petition Initiative No. 2021-1, CV-2020-2384 (K)
McCarver v. City of Norman, CJ-2013-128 TS (K)
Remy v. Hall, et al., CV-2017-1853 (K, S)
Shaz Investment Group, LLC v. City of Norman, CJ-2021-1044 (K)
Smith et al v. Norman Regional Health System v. City of Norman, CJ-2014-874 (K)
University Town Center, LLC v. City of Norman et al, CJ-2024-1405

B. ***Condemnation Proceedings***

City of Norman v. Chastain Oil Company, a Corporation, et al., CV-2015-677 (M)
City of Norman v. West Lindsey Center Investors, LLC, et al., CV-2015-671 (M)
City of Norman v. 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. D&J Land, LLC, et al., CJ-2022-251 (M):
City of Norman v. Harold and Diana Hansmeyer, et al., CJ-2024-498 (W)

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

City of Norman v. Legacy Property Partners, LLC, CV-2018-249 (K, S)
Mortgage Clearing Corporation v. Ricky Joe Butler, et al., CJ-2016-219 (M)
Mortgage Clearing Corporation v. Doiron, et al., CJ-2014-1459 (M)
Katy Construction Co., CV-2024-2213
US Bank National Association v. Hudson et al., CJ-2024-996
US Bank National Association v. Vermillion et al., CJ-2024-1019
Orrklahoma Realty – Norman, LLC v. City of Norman et al., CV-2024-2824
First Bank & Trust Co. v. Norman Hospitality, Inc. *et al.*, CJ-2025-749

D. ***Municipal Court Appeals***

City v. Chavira, CM-2025-1177

E. ***Small Claims Court***

None

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

None

LABOR / ADMINISTRATIVE PROCEEDINGS

A. Grievance & Arbitration Proceedings (K)
This office has assisted with the following grievances:

AFSCME Grievance FYE 21-02 – (COVID-19 Leave)
AFSCME Grievance FYE 22-02 – (Jerry Younts and Bennie Gilmore – COVID-19 Leave)
AFSCME Grievance FYE 22-02 – (Tara Klepper – COVID-19 Leave)
AFSCME Grievance FYE 24-06 – (Malia Ross – Discipline)
AFSCME Grievance FYE-24-09 – (James Salley – Termination)
AFSCME Grievance FYE-25-3 - (Donald Cox - Termination)

IAFF Grievance FYE 21 – (Carl Shanon Smith – Improper Compensation)
IAFF Grievance FYE 23 – (Matt Ferris – Discipline)
IAFF Grievance FYE-24 – (Non-Emergency Call Back)
IAFF Grievance FYE-24 – (Failure to Staff Personnel)
IAFF Grievance FYE-25 – (Failure to Follow Progressive Discipline)
IAFF Grievance FYE-25 – (Paid Convention Leave)

B. Equal Employment Opportunity Commission (EEOC)

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

C. Contested Unemployment Claims (OESC)

Application of Austin L. Ball – Claim ID No. 347069420
Application of Shannon Shattuck – Claim ID No. 486568616

MUNICIPAL COURT PROSECUTIONS

This chart represents the cases prosecuted by the City Attorney's Office in the Municipal Criminal Court through July 2025. The chart does not represent those cases disposed of prior to Court through actions of the City Attorney and the Court.

	ADULT CASES			JUVENILE CASES			COURT SESSIONS		
Month	FYE 24	FYE 25	FYE 26	FYE 24	FYE 25	FYE 26	FYE 24	FYE 25	FYE 26
JULY	464	359	514	11	25	10	10	11	11
AUG	341	493		7	6		16	13	
SEPT	295	395		18	11		8	10	
OCT	346	420		7	13		11	10	
NOV	292	246		11	15		10	6	
DEC	163	314		9	13		4	8	
JAN	280	419		9	11		5	12	
FEB	338	318		20	0		12	6	
MAR	466	464		8	16		10	10	
APR	443	621		11	3		14	11	
MAY	430	546		26	10		10	12	
JUNE	333	463		7	15		9	10	
TOTALS / YTD	4,191	4,858	514	144	138	10	119	119	11

WORKERS' COMPENSATION COURT

The total number cases pending as of July are 16. There was one new claim during the month of July. One settlement by Joint Petition will be considered by the City Council in August. 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 26 CASES	FYE 25 CASES	FYE24 CASES	FYE23 CASES
Fire	Suppression	10	1	8	3	9
Fire	Prevention					
Parks/Rec	Facility Maintenance			1		
Parks/Rec.	Park Maintenance					
Parks/Rec	Westwood Pool					
Police	Criminal Investigation					
Police	Patrol	3			2	1
Police	Administration					
Public Works	Street Maintenance	1		1		
Public Works	Fleet	1		1	1	
Public Works	Storm Water	1			2	

DEPARTMENT	DIVISION	PENDING CASES	FYE 26 CASES	FYE 25 CASES	FYE24 CASES	FYE23 CASES
Public Works	Traffic Control					1
Utilities	Line Maintenance					1
Utilities	Sanitation					1
TOTALS		16	1	11	8	13

List of Pending Cases

Bernhardt, Kyle v. City of Norman, CM-2024-06289K
(FD/Suppression/Fire Driver Engineer, Left Shoulder)

Boxford, Steven Lee v. City of Norman, CM-2022-03698 N
(Police, Patrol, Master Police Officer, Left Shoulder, Neck, Left Hand, Left Arm, Left Hip, Right Knee)

Faught, David v. City of Norman, CM3-2025-02198A
(Fire, Suppression, Firefighter, Lower Back)

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

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

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

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

McCawley, Billy v. City of Norman, CM-2025-03486 L
(FD/Suppression, Fire Driver Engineer, Right Shoulder)

Mohrmann, Noel v. City of Norman, CM-2025-02034P
(Fire, Suppression, Fire Driver Engineer, L Shoulder, Left Arm & Left Hand)

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

Musgrove, Nicholas v. City of Norman, CM-25-03313 M
(Fire, Suppression, Fire Captain, Right Lower Leg and Right Knee)

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

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

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

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

Skelly, Gregory D., CM-2025-01674 M
(Fire, Suppression, Asst. Fire Chief, Lungs, Respiratory System, Heart, Trachea)

TORT CLAIMS

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

DEPARTMENT	FYE 26 Month	FYE 26 YTD	FYE 25 YTD	FYE 24 YTD	FYE 23 YTD
Animal Control			1		2
Finance – IT			1		
Fire				2	
Legal					
Other			4	5	5
Parks			9	2	1
Planning			2		1
Police			3	9	8
Public Works – other			2	2	5
Public Works – Stormwater					
Public Works – Engineering			1		
Public Works – Streets			13	13	8
Utilities – other				2	
Utilities – Water			5	5	16
Utilities – Sanitation	1	1	11	11	7
Utilities – Sewer			8	10	3
TOTAL CLAIMS	**1**	**1**	**60**	**61**	**56**

CURRENT CLAIM STATUS	FYE 26 TO DATE	FYE 25	FYE 24	FYE 23
Claims Filed	1	60	61	56
Claims Open and Under Consideration	1	2	1	0
Claims Not Accepted Under Statute/Other	0	2	1	4
Claims Paid Administratively	0	22	26	25
Claims Paid Through Council Approval	0	6	4	2
Claims Resulting in a Lawsuit for FY	0	2	1	0
Claims Barred by Statute (No Further Action Allowed)	0	15	28	25
Claims in Denied Status (Still Subject to Lawsuit)	0	11	0	0

MUNICIPAL COURT 8

MUNICIPAL COURT
MONTHLY REPORT
JULY - FY '26

CASES FILED

	FY26		FY25	
	JULY	Y-T-D	JULY	Y-T-D
Traffic	1511	1511	788	788
Non-Traffic	283	283	189	189
SUB TOTAL	1794	1794	977	977
Parking	467	467	520	520
GRAND TOTAL	2261	2261	1497	1497

CASES DISPOSED

	FY26		FY25	
	JULY	Y-T-D	JULY	Y-T-D
Traffic	1434	1434	812	812
Non-Traffic	258	258	265	265
SUB TOTAL	1692	1692	1077	1077
Parking	345	345	462	462
GRAND TOTAL	2037	2037	1539	1539

REVENUE

	FY26		FY25	
	JULY	Y-T-D	JULY	Y-T-D
Traffic	$ 160,327.39	$ 160,327.39	$ 86,240.60	$ 86,240.60
Non-Traffic	$ 21,992.81	$ 21,992.81	$ 20,624.44	$ 20,624.44
SUB TOTAL	$ 182,320.20	$ 182,320.20	$ 106,865.04	$ 106,865.04
Parking	$ 14,890.00	$ 14,890.00	$ 20,460.00	$ 20,460.00
GRAND TOTAL	$ 197,210.20	$ 197,210.20	$ 127,325.04	$ 127,325.04

MUNICIPAL COURT - MONTHLY REPORT
July 2025

JUVENILE COMMUNITY SERVICE PROGRAM

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

MEDIATION PROGRAM

The Early Settlement – Norman Mediation Program accepted 44 new cases and closed 37 cases during the month of July 2025. 5 Mediations were held.

PARKS AND RECREATION 9

Park Development Activities
July 2025

Neighborhood Parks

We held a pre-construction meeting on site with Downey Contracting on July 25th for Bishop Creek Eco Park (at Carter & Alameda intersection). This land was purchased a few years ago as a proposed location for Stormwater control measures to be constructed; and serve as a neighborhood park with walking trails, a parking lot and environmental education information. They will be mobilizing onto the site in August and start marking trees for removal as a first phase of work to create the new pond and trail alignment. We are also working with the outdoor advertising company who own the short billboard structure in the park to get it removed now that their lease for the site has ended. It was leased for several years from the previous owner; and the city did not want to keep it once the contract was done. Work will continue through the remainder of 2025.

We also are working on the first phases of the construction of the new park adjacent to The Links apartment community in south Norman. Bluestem Park will be built based on a design developed in-house from feedback from the residents in the area. It will include a large playground, sand volleyball, natural landscape areas, shade trees, a ½ court basketball area and extensive concrete walking trails. A playground RFP has been prepared, and we will evaluate bids in the coming weeks to hire that work for later this year. Other elements of construction will be done by local contractors in phases that will help minimize the work conflicts of each trade. A ribbon cutting will be scheduled upon completion in early 2026.

Forestry

The City Forester has been monitoring our recent tree planting projects for signs of stress from the summer heat and drier conditions. This includes some manual watering via "Gator Bags" in those areas where an automated irrigation system is not available. All other irrigated locations are also being checked, since the first few years are critical to tree establishment and long-term health. Other more mature public tree plantings are annually pruned and evaluated for pests and diseases during the summer growing season, when poor health is most obvious.

We have prepared an agenda item for Council to accept the Community Wildfire Protection Plan developed over the past several months by Chloeta from Oklahoma City working with the Norman Fire Department and the Forestry Division. This plan will help the NFD to qualify for assistance grants made available through the State Forestry (and some Federal agency) grants to help implement measures that help plan and prepare a community in case of a wildfire event, as has happened in extreme cases recently throughout the country.

Landscape Projects:

We are working on a re-design of one of the Main Street median landscapes, where a public works project needed to remove the plant material in that area to replace the road and drainage structures at the Merkle Creek crossing. The area has been totally stripped of sod and other plants and the irrigation cut back to its source as we prepare a new style of landscape that will require less maintenance

and include more native species mixed with colorful hardscape material and updated sign work, as needed. The goal is to eventually renovate all the medians between Thompson Drive and the I-35 bridge after decades of maintaining those areas as turf grass and trees with heavily planted island tips. A new design will work to improve sight distances at the tips and reduce the intensity of maintenance, by replacing the turf areas with material that does not need as much water and constant mowing/edging/trimming as is done elsewhere.

We are also working on a renovation of the landscape areas around the Westwood Tennis Center, the Young Family Athletic Center (east side) and a few other neighborhood parks with native plant areas and public landscapes that have reached a point where they need extensive plant replacement. We anticipate an increased demand for native landscapes and shade tree plantings as the city continues to build parks and trails, as seen in recent feedback from citizens during the AIM Norman process and other park surveys.

JULY 2025 PARK MAINTENANCE DIVISION				
SAFETY REPORT	**FY26 MTD**	**FY26 YTD**	**FY25 MTD**	**FY25 YTD**
On-The-Job Injuries	0	0	2	6
Vehicle Accidents	0	0	0	0
Employee responsible	0	0	0	0
ROUTINE ACTIVITIES	**Total Man Hours**		**Total Man Hours**	
Ballfield Maintenance	**0**	0.00	0.00	921.50
Big Mowing	**275.5**	275.50	145.00	1140.00
Bike Racks	**0**	0.00	0.00	106.50
Carpentry/Project Building	**36.5**	36.50	64.00	1971.75
Chemical Spraying/Fertilization	**108**	108.00	102.50	870.50
Christmas Setup/Repair/Removal	**0**	0.00	0.00	1377.50
Concrete/Masonry	**0**	0.00	0.00	102.00
Dirt/Sand/Mulch/Gravel Work	**0**	0.00	0.00	314.00
Equipment Maintenance/Service	**84.25**	84.25	223.25	2609.25
Equipment Repair	**126**	126.00	0.00	499.75
Equipment Transport	**6**	6.00	0.00	140.50
Events	**439.25**	439.25	184.00	1466.00
Fence Repairs	**0**	0.00	24.00	347.00
Homeless Camp Cleanup	**9.25**	9.25	0.00	135.00
Landscape Maintenance	**77**	77.00	167.00	2294.00
Material Hauling	**0**	0.00	88.00	749.50
Office Work/Planning/Supervision	**231.75**	231.75	22.50	1375.75
Painting	**0**	0.00	0.00	162.50
Playground Inspection	**220**	220.00	144.00	2362.75
Park Tree Work	**39**	39.00	0.00	323.00
Playground Maintenance	**26.75**	26.75	72.00	1089.50
Powerwashing	**7**	7.00	0.00	39.00
Purchasing Parts/Supplies	**16**	16.00	0.00	118.75
Recycling	**0**	0.00	0.00	24.00
Restroom Maintenance	**11**	11.00	16.00	262.50
Seasonal City Cleanups	**0**	0.00	0.00	314.25

Seeding/Sodding	**0**	0.00	0.00	196.50
Sign Maintenance/Flags	**2**	2.00	0.00	164.25
Snow/Ice Removal/Ice Melt	**0**	0.00	0.00	538.50
Sprinkler Maintenance	**179.5**	179.50	198.50	1710.25
Street Tree Work/Storm Damage	**16**	16.00	8.00	506.50
Stump Grinding	**66**	66.00	0.00	94.00
Trail Maintenance	**17**	17.00	8.00	363.00
Training (Safety/CEU's)	**44**	44.00	0.00	334.75
Trash Maintenance	**334.75**	334.75	334.00	3705.25
Trim Mowing	**1050.25**	1050.25	923.75	5603.00
Vandalism Repair	**0.75**	0.75	67.00	298.00
Vector Control	**30**	30.00	19.50	141.50
Watering	**4**	4.00	34.50	151.50
Welding	**0**	0.00	0.00	68.50
Shopping Carts (by cart, not hours)	**34**	34.00	0.00	186.00

JULY 2025
RECREATION DIVISION
MONTHLY REPORT

Little Axe Community Center: During the month of July, the Little Axe Community Center successfully hosted a variety of engaging and creative activities, while still hosting our monthly OHE classes and bingo. The Center hosted the PLS Diamond Art Magnet class, as well as the monthly story time for toddlers, which will continue throughout the upcoming school year. The Center served 94 members of the Little Axe community with the small food pantry held at the center on Mondays. The library is in full swing and weekly library deliveries are coming in at high numbers with school starting August 7th. Little Axe Youth Sports had tournaments held every day of the month of July. The rentals for the past three months have been placed on hold until the ball season slows down.

12th Avenue Recreation Center: 12th Avenue Recreation Center saw an average of 22 campers this month. We went on field trips to Heyday, the kids went crazy for laser tag! Staff worked at the 4th Festival, which is always a great time. We are now preparing for the school year ahead with some painting and other tasks.

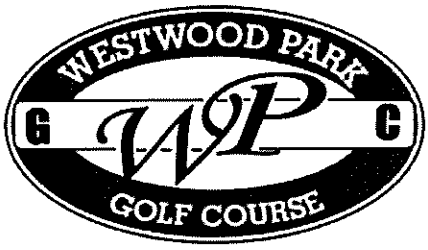
Irving Recreation Center: This month at Irving we had a total of 20 enrolled in our summer program. We had 302 total visits with an average of 14 students per day. Irving had many visitors come to do activities with the kids including the OU art museum, OK Battle Darts, and the library. We also went on many field trips to the arcade, bowling, and to the science museum as well as a water day.

Whittier Recreation Center: This month the Whittier Recreation Center staff has continued to operate out of the 12th Avenue Rec Center to run the Side Kick Summer Camp. Camp continues with 32 campers enrolled from ages 5-8. We have had field trips such as Color Me Mine, Extreme Animals, Brickopolis, AMC Theater, Blue Zoo and Westwood Aquatic Center.

FACILITY ATTENDANCE:	Month	Year to Date
Little Axe Community Center	690	690
12th Avenue Recreation Center	885	885
Irving Recreation Center	302	302
Whittier Recreation Center	464	464
Reaves Center	300	300
Tennis Center	3,528	3,528

YOUNG FAMILY ATHLETIC CENTER
JULY 2025

	FYE 2026 MTD	FYE 2026 YTD
YFAC Memberships	$3,620.00	$3,620.00
YFAC Day Passes	$151.00	$151.00
YFAC Gym Passes	$3,016.00	$3,016.00
YFAC Aqua Class/Camp	$0.00	$0.00
YFAC GYM Class/Camp	$10,024.25	$10,024.25
YFAC Misc Class/Camp	$0.00	$0.00
YFAC POOL Rental	$9,460.63	$9,460.63
YFAC GYM Rental	$4,467.00	$4,467.00
YFAC MISC Rental	$0.00	$0.00
YFAC POOL Tournament	$0.00	$0.00
YFAC GYM Tournament	$15,800.00	$15,800.00
YFAC Leases	$0.00	$0.00
YFAC Other Revenue/Advertising	$14,630.61	$14,630.61
YFAC Leagues	$0.00	$0.00
TOTAL INCOME	**$61,169.49**	**$61,169.49**
YFAC GYM Expenditures	$22,111.43	$22,111.43
YFAC POOL Expenditures	$38,754.40	$38,754.40
EXPENDITURES	**$60,865.83**	**$60,865.83**
Income vs. Expenditures	$303.66	$303.66



JULY 2025

Westwood Golf Course Division Monthly Progress Report

ACTIVITY	JULY FYE 26	JULY FYE 25
Regular Green Fees	785	614
Senior Green Fees	433	288
Junior Fees	371	250
School Fees (high school golf team players)	3	11
Advanced Fees (high school golf team pre-pay)	0	0
Annual Fees (Regular, Senior & Junior Members)	646	909
Employee Comp Rounds	259	299
Golf Passport Rounds	0	0
9-Hole Green Fee	229	193
2:00 Fees	283	176
Dusk Fees or 5:00 Fees	326	203
PGA Comp Rounds	2	10
*Rainchecks (not counted in total round count)	32	34
Misc Promo (bday, plyrs cards, OU student &	205	340
Green Fee Adjustments (fee difference on rainchec	6	2
Total Rounds (*not included in total round count	**3548**	**3295**
% change from FY '24	7.68%	
Range Tokens	**4343**	**3570**
% change from FY '24	21.65%	
18 - Hole Golf Carts	176	155
1/2 18 - Hole Golf Carts	1131	64
9 - Hole Golf Carts	61	854
½ 9 - Hole Golf Carts	551	420
Total Carts	**1919**	**1493**
% change from FY '24	28.53%	
TOTAL REVENUE	$189,452.89	$131,850.09
% change from FY '24	43.69%	

JULY 2025
WESTWOOD GOLF DIVISION
MONTHLY PROGRESS REPORT

SAFETY REPORT				
	FY 2026	FY 2026	FY 2025	FY 2025
	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				
	FY 2026	FY 2026	FY 2025	FY 2025
	MTD	YTD	MTD	YTD
Green Fees	$59,262.22	$59,262.22	$41,554.61	$41,554.61
Driving Range	$21,667.00	$21,667.00	$14,266.00	$14,266.00
Cart Rental	$32,964.80	$32,964.80	$23,506.81	$23,506.81
Golf Classes	$96.00	$96.00	$0.00	$0.00
Golf Shop Rentals	$593.42	$593.42	$534.46	$534.46
USGA Handicap Fees	$0.00	$0.00	$0.00	$0.00
Golf Cart Capital	$2,282.17	$2,282.17	$1,836.42	$1,836.42
Golf Merchandise	$27,508.40	$27,508.40	$19,019.54	$19,019.54
Restaurant	$29,639.56	$29,639.56	$26,292.12	$26,292.12
Golf Membership	$14,042.84	$14,042.84	$12,044.12	$12,044.12
Interest Earnings	$1,396.48	$1,396.48	$4,840.13	$4,840.13
TOTAL INCOME	**$189,452.89**	**$189,452.89**	**$131,850.09**	**$131,850.09**
Expenditures	$165,940.75	$287,363.16	$97,178.69	$97,178.69
Income vs Expenditures	$23,512.14	-$97,910.27	$34,671.40	$34,671.40
Rounds of Golf	3,548	3,548	3,295	3,295

Our weed control program is working very well and we are mostly controlling weeds on the perimeters of the golf course, (goosegrass, dallasgrass and spotted spurge). The greens have some minor heat related blemishes, with a quality rating of 93%. We are back on our bi-monthly sand topdressing program on greens & the collars are in need of aerification. We will be doing that in September. Mowing and irrigation coverage is presently our main focus. Tree trimming and dead tree removal is underway as time allows. We completed a small amount of sod work around the first tee.

JULY 2025
WESTWOOD FAMILY AQUATIC CENTER
MONTHLY PROGRESS REPORT

FINANCIAL INFORMATION				
	FY 2026 MTD	FY 2026 YTD	FY 2025 MTD	FY 2025 YTD
Swim Pool Passes	$3,080.00	$3,080.00	$140.00	$140.00
Swim Pool Gate Admission	$155,084.00	$155,084.00	$127,178.00	$127,178.00
Swim Lesson Fees	$7,080.00	$7,080.00	$1,638.00	$1,638.00
Swim Pool Rental	$27,690.68	$27,690.68	$29,560.38	$29,560.38
Swim Pool Classes	$310.00	$310.00	$450.00	$450.00
Swim Pool Merchandise Sales	$683.26	$683.26	$195.88	$195.88
Swim Pool Concessions	$79,618.26	$79,618.26	$68,260.00	$68,260.00
TOTAL INCOME	**$273,546.20**	**$273,546.20**	**$227,422.26**	**$454,844.52**
Expenditures	$331,957.61	$331,957.61	$195,891.88	$195,891.88
Income vs Expenditures	-$58,411.41	-$58,411.41	$31,530.38	$258,952.64

ATTENDANCE INFORMATION	FY 2026 MTD	FY 2026 YTD	FY 2025 MTD	FY 2025 YTD
Pool Attendance	35,222	35222	34427	34427
Adult Lap Swim Morning/Night	39	39	58	58
Water Walkers	575	575	3391	3391
Toddler Time	738	738	462	462
Water Fitness	64	64	916	916
Swim Team	156	156	30	30
Scuba Rentals	0	0	8	8
Scuba Participants	24	24	24	24
Swim Lesson	346	346	295	295
Private Swim Lessons	19	19	30	30
Special Events	1,450	1450	5	5
Party/Rentals	39	39	4	4
TOTAL FY 2025 ATTENDANCE	**38672**	**38672**	**39650**	**39650**

ATTENDANCE INFORMATION MAY 2024 TO JUNE 2024	
Pool Attendance	99,996
Adult Lap Swim Morning/Night	127
Water Walkers	3,886
Toddler Time	1,157
Water Fitness	1,793
Swim Team	118
Scuba Rentals	34
Scuba Participants	125
Swim Lesson	375
Private Swim	61
Special Events	16
Party/Rentals	50
TOTAL ATTENDANCE	107,738

WESTWOOD/NORMAN MUNICIPAL AUTHORITY 9A

FACILITY MAINTENANCE 9B

Cost by Building with Maint Type

Building	Maint Type	Total Cost	Labor	Supplies	Equipment	Inventory	Outsourcing	Overhead
12TH AVE REC CENTER - 1701 12TH AVE NE	GENERAL	90.43	40.43	50.00	0.00	0.00	0.00	0.00
	HVAC	77.46	77.46	0.00	0.00	0.00	0.00	0.00
	PLUMBING	49.01	40.43	8.58	0.00	0.00	0.00	0.00
	Totals:	216.91	158.33	58.58	0.00	0.00	0.00	0.00
A - COURTS - 321 N WEBSTER	GENERAL	164.93	161.73	3.20	0.00	0.00	0.00	0.00
	HVAC	193.66	193.66	0.00	0.00	0.00	0.00	0.00
	PLUMBING	181.95	181.95	0.00	0.00	0.00	0.00	0.00
	Totals:	540.54	537.34	3.20	0.00	0.00	0.00	0.00
ADULT WELLNESS AND EDUCATION CENTER - 602 N	GENERAL	362.82	262.82	100.00	0.00	0.00	0.00	0.00
	HVAC	77.46	77.46	0.00	0.00	0.00	0.00	0.00
	PLUMBING	651.95	181.95	470.00	0.00	0.00	0.00	0.00
	Totals:	1,092.23	522.23	570.00	0.00	0.00	0.00	0.00
AGING SERVICES - 329 S PETERS	GENERAL	37.13	37.13	0.00	0.00	0.00	0.00	0.00
	HVAC	251.76	251.76	0.00	0.00	0.00	0.00	0.00
	PLUMBING	190.43	40.43	150.00	0.00	0.00	0.00	0.00
	Totals:	479.33	329.33	150.00	0.00	0.00	0.00	0.00
ANDREWS PARK - 200 W	HVAC	116.20	116.20	0.00	0.00	0.00	0.00	0.00
	Totals:	116.20	116.20	0.00	0.00	0.00	0.00	0.00
ANIMAL WELFARE - 3428 S JENKINS	ELECTRICAL	55.70	55.70	0.00	0.00	0.00	0.00	0.00
	GENERAL	80.43	40.43	40.00	0.00	0.00	0.00	0.00
	HVAC	150.93	150.93	0.00	0.00	0.00	0.00	0.00
	PLUMBING	40.43	40.43	0.00	0.00	0.00	0.00	0.00
	Totals:	327.50	287.50	40.00	0.00	0.00	0.00	0.00
ANIMAL WELFARE	PLUMBING	121.60	80.87	40.73	0.00	0.00	0.00	0.00
	Totals:	121.60	80.87	40.73	0.00	0.00	0.00	0.00
B - POLICE DEPT	ELECTRICAL	74.27	74.27	0.00	0.00	0.00	0.00	0.00

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-112 W DAWS	GENERAL	554.33	404.33	150.00	0.00	0.00	0.00	0.00
	HVAC	193.66	193.66	0.00	0.00	0.00	0.00	0.00
	PLUMBING	343.68	343.68	0.00	0.00	0.00	0.00	0.00
	Totals:	1,165.95	1,015.95	150.00	0.00	0.00	0.00	0.00
C - HR, IT - 313	GENERAL	80.87	80.87	0.00	0.00	0.00	0.00	0.00
N WEBSTER	HVAC	271.12	271.12	0.00	0.00	0.00	0.00	0.00
	PLUMBING	40.43	40.43	0.00	0.00	0.00	0.00	0.00
	Totals:	392.42	392.42	0.00	0.00	0.00	0.00	0.00
CITY HALL - 201	GENERAL	1,018.27	607.54	410.73	0.00	0.00	0.00	0.00
W GRAY	HVAC	174.29	174.29	0.00	0.00	0.00	0.00	0.00
	PLUMBING	161.73	161.73	0.00	0.00	0.00	0.00	0.00
	Totals:	1,354.29	943.56	410.73	0.00	0.00	0.00	0.00
D -	ELECTRICAL	55.70	55.70	0.00	0.00	0.00	0.00	0.00
DEVELOPMENT	GENERAL	334.55	80.87	253.68	0.00	0.00	0.00	0.00
CENTER - 225 N	HVAC	222.80	222.80	0.00	0.00	0.00	0.00	0.00
WEBSTER	**Totals:**	613.05	359.37	253.68	0.00	0.00	0.00	0.00
ECC WATER	HVAC	96.83	96.83	0.00	0.00	0.00	0.00	0.00
RADIO TOWER -	**Totals:**	96.83	96.83	0.00	0.00	0.00	0.00	0.00
EMERGENCY	GENERAL	40.43	40.43	0.00	0.00	0.00	0.00	0.00
COMMUNCATI	**Totals:**	40.43	40.43	0.00	0.00	0.00	0.00	0.00
FIRE	PLUMBING	40.43	40.43	0.00	0.00	0.00	0.00	0.00
ADMINISTRATO	**Totals:**	40.43	40.43	0.00	0.00	0.00	0.00	0.00
FIRE STATION 1 -	GENERAL	300.87	80.87	220.00	0.00	0.00	0.00	0.00
411 E MAIN	**Totals:**	300.87	80.87	220.00	0.00	0.00	0.00	0.00
FIRE STATION 2 -	GENERAL	94.07	80.87	13.20	0.00	0.00	0.00	0.00
2211 W BOYD	PLUMBING	377.23	283.03	94.20	0.00	0.00	0.00	0.00
	Totals:	471.30	363.90	107.40	0.00	0.00	0.00	0.00
FIRE STATION 5 -	PLUMBING	522.17	323.47	198.70	0.00	0.00	0.00	0.00
1000 NE 168TH	**Totals:**	522.17	323.47	198.70	0.00	0.00	0.00	0.00
FIRE STATION 6 -	HVAC	167.10	167.10	0.00	0.00	0.00	0.00	0.00
7405 E	PLUMBING	40.43	40.43	0.00	0.00	0.00	0.00	0.00
ALAMEDA	**Totals:**	207.54	207.54	0.00	0.00	0.00	0.00	0.00

FIRE STATION 7 - 2207 GODDARD	PLUMBING	283.03	283.03	0.00	0.00	0.00	0.00	0.00
	Totals:	283.03	283.03	0.00	0.00	0.00	0.00	0.00
FIRE STATION 8 - 3901 36TH AVE	ELECTRICAL	111.40	111.40	0.00	0.00	0.00	0.00	0.00
	Totals:	111.40	111.40	0.00	0.00	0.00	0.00	0.00
FIRE STATION 9 - 3001 E	HVAC	111.40	111.40	0.00	0.00	0.00	0.00	0.00
	Totals:	111.40	111.40	0.00	0.00	0.00	0.00	0.00
FLEET MAINTENANCE - 1301 DAVINCI	ELECTRICAL	37.13	37.13	0.00	0.00	0.00	0.00	0.00
	GENERAL	234.18	155.13	79.05	0.00	0.00	0.00	0.00
	PLUMBING	242.60	242.60	0.00	0.00	0.00	0.00	0.00
	Totals:	513.92	434.87	79.05	0.00	0.00	0.00	0.00
LINDSEY YARD - STORMWATER - 668 E LINDSEY	HVAC	116.20	116.20	0.00	0.00	0.00	0.00	0.00
	PLUMBING	319.09	161.73	157.36	0.00	0.00	0.00	0.00
	Totals:	435.29	277.93	157.36	0.00	0.00	0.00	0.00
LINDSEY YARD - STREETS - 668 E LINDSEY	HVAC	271.12	271.12	0.00	0.00	0.00	0.00	0.00
	PLUMBING	202.17	202.17	0.00	0.00	0.00	0.00	0.00
	Totals:	473.29	473.29	0.00	0.00	0.00	0.00	0.00
LINE MAINTENANCE - 2705 E	HVAC	77.46	77.46	0.00	0.00	0.00	0.00	0.00
	PLUMBING	80.87	80.87	0.00	0.00	0.00	0.00	0.00
	Totals:	158.33	158.33	0.00	0.00	0.00	0.00	0.00
LIONS PARK - 450 S FLOOD	PLUMBING	121.30	121.30	0.00	0.00	0.00	0.00	0.00
	Totals:	121.30	121.30	0.00	0.00	0.00	0.00	0.00
LITTLE AXE REC CENTER - 1000	PLUMBING	200.87	80.87	120.00	0.00	0.00	0.00	0.00
	Totals:	200.87	80.87	120.00	0.00	0.00	0.00	0.00
NEIGHBORHOOD PARKS	PLUMBING	103.43	40.43	63.00	0.00	0.00	0.00	0.00
	Totals:	103.43	40.43	63.00	0.00	0.00	0.00	0.00
NORMAN INVESTIGATIONS CENTER -	HVAC	251.76	251.76	0.00	0.00	0.00	0.00	0.00
	PLUMBING	263.95	181.95	82.00	0.00	0.00	0.00	0.00
	Totals:	515.71	433.71	82.00	0.00	0.00	0.00	0.00
NORMAN PUBLIC LIBRARY - CENTRAL - 103 W ACRES	GENERAL	77.46	77.46	0.00	0.00	0.00	0.00	0.00
	HVAC	58.10	58.10	0.00	0.00	0.00	0.00	0.00
	PLUMBING	60.65	60.65	0.00	0.00	0.00	0.00	0.00
	Totals:	196.21	196.21	0.00	0.00	0.00	0.00	0.00

PARKS	HVAC	38.73	38.73	0.00	0.00	0.00	0.00	0.00
MAINTENANCE -	**Totals:**	38.73	38.73	0.00	0.00	0.00	0.00	0.00
POLICE	GENERAL	40.43	40.43	0.00	0.00	0.00	0.00	0.00
SHOOTING	HVAC	153.33	153.33	0.00	0.00	0.00	0.00	0.00
RANGE - 3942	PLUMBING	169.61	158.43	11.18	0.00	0.00	0.00	0.00
JENKINS AVE	**Totals:**	363.38	352.20	11.18	0.00	0.00	0.00	0.00
RADIO TOWERS	HVAC	116.20	116.20	0.00	0.00	0.00	0.00	0.00
	Totals:	116.20	116.20	0.00	0.00	0.00	0.00	0.00
REAVES PARK -	GENERAL	40.43	40.43	0.00	0.00	0.00	0.00	0.00
515 E	**Totals:**	40.43	40.43	0.00	0.00	0.00	0.00	0.00
RUBY GRANT	PLUMBING	80.87	80.87	0.00	0.00	0.00	0.00	0.00
PARK - 3110 W	**Totals:**	80.87	80.87	0.00	0.00	0.00	0.00	0.00
SANTA FE	GENERAL	111.40	111.40	0.00	0.00	0.00	0.00	0.00
RAILROAD	**Totals:**	111.40	111.40	0.00	0.00	0.00	0.00	0.00
SHOP TIME	GENERAL	1,010.84	1,010.84	0.00	0.00	0.00	0.00	0.00
	Totals:	1,010.84	1,010.84	0.00	0.00	0.00	0.00	0.00
SOONER	HVAC	116.20	116.20	0.00	0.00	0.00	0.00	0.00
THEATRE - 101	**Totals:**	116.20	116.20	0.00	0.00	0.00	0.00	0.00
TRANSFER	HVAC	77.46	77.46	0.00	0.00	0.00	0.00	0.00
STATION - 3901	PLUMBING	40.43	40.43	0.00	0.00	0.00	0.00	0.00
CHAUTAUQUA	**Totals:**	117.90	117.90	0.00	0.00	0.00	0.00	0.00
TRANSIT/PUBLI	HVAC	151.73	151.73	0.00	0.00	0.00	0.00	0.00
C SAFETY - 1310	PLUMBING	18.57	18.57	0.00	0.00	0.00	0.00	0.00
DA VINCI	**Totals:**	170.30	170.30	0.00	0.00	0.00	0.00	0.00
WARMING	PLUMBING	706.12	239.30	466.82	0.00	0.00	0.00	0.00
SHELTER - 109	**Totals:**	706.12	239.30	466.82	0.00	0.00	0.00	0.00
WATER	HVAC	251.76	251.76	0.00	0.00	0.00	0.00	0.00
RECLAMATION -	PLUMBING	727.80	727.80	0.00	0.00	0.00	0.00	0.00
WASTEWATER -	**Totals:**	979.56	979.56	0.00	0.00	0.00	0.00	0.00
WATER	HVAC	463.19	463.19	0.00	0.00	0.00	0.00	0.00
TREATMENT	**Totals:**	463.19	463.19	0.00	0.00	0.00	0.00	0.00
WESTWOOD	ELECTRICAL	83.55	83.55	0.00	0.00	0.00	0.00	0.00

GOLF COURSE -	GENERAL	40.43	40.43	0.00	0.00	0.00	0.00	0.00
2400	HVAC	227.60	227.60	0.00	0.00	0.00	0.00	0.00
WESTPORT DR	PLUMBING	525.63	525.63	0.00	0.00	0.00	0.00	0.00
	Totals:	877.22	877.22	0.00	0.00	0.00	0.00	0.00
WESTWOOD	GENERAL	436.30	121.30	315.00	0.00	0.00	0.00	0.00
POOL - 1017	PLUMBING	202.17	202.17	0.00	0.00	0.00	0.00	0.00
FAIRWAY DR	**Totals:**	638.47	323.47	315.00	0.00	0.00	0.00	0.00
WESTWOOD	ELECTRICAL	18.57	18.57	0.00	0.00	0.00	0.00	0.00
TENNIS CENTER	GENERAL	121.30	121.30	0.00	0.00	0.00	0.00	0.00
- 2420	HVAC	406.69	406.69	0.00	0.00	0.00	0.00	0.00
WESTPORT DR	PLUMBING	2,790.27	363.90	2,426.37	0.00	0.00	0.00	0.00
	Totals:	3,336.82	910.45	2,426.37	0.00	0.00	0.00	0.00
YOUNG	GENERAL	323.73	161.73	162.00	0.00	0.00	0.00	0.00
FAMILTY	HVAC	348.59	348.59	0.00	0.00	0.00	0.00	0.00
ATHLETIC	PLUMBING	202.17	202.17	0.00	0.00	0.00	0.00	0.00
CENTER - 2201	**Totals:**	874.49	712.49	162.00	0.00	0.00	0.00	0.00

ACCESSIBILITY & CULTURE 9C

ACCESSIBILITY & CULTURE
JULY 2025

ADA Complaints and Resolutions

Complaints	Resolution

ADA:

Completed certifications ADA Hot Topics presented by Southwest Transit Association (SWTA) and ADA-Bring Your Barriers presented by BlueDAG.

Accessibility:

Employee Resource Groups (ERGs): LGBTQ+ Alliance's next meeting is to be determined. The Alliance of Black Employees (ABE) The next meeting is to be determined.

A continuation of "Food Truck Fridays" bringing out various local food trucks for employees to try during the summer.

Committees:

Human Rights Commission (HRC) – The monthly meeting was scheduled to take place on Monday, July 28, 2025, at City Hall, but was cancelled due to a lack of quorum. The next meeting is scheduled for Monday, August 25, 2025, at City Hall.

ADA Citizen's Advisory Committee – The ADA Citizen's Advisory Committee's next quarterly meeting is scheduled for Monday, September 8, 2025, at City Hall.

Cleveland County disABILITY Coalition – The monthly meeting took place on Tuesday, July 1, 2025, at United Way. The purpose of the Cleveland County disABILITY Coalition is to increase awareness of all disabilities, to identify community needs and to develop solutions to those needs.

Slate voting was conducted, and the results are as follows:
Co-chairs: Miranda Hooper and Victor Long
Secretary: Sara Pensoneau

FY26 goals were discussed and past initiatives included updating the United Way resource directory, organizing town halls with local and state representatives, and hosting job fairs for people with disabilities. The team explored new ideas such as engaging with mayors and city councils across Cleveland County, potentially including the new Mayor of Norman, and connecting with the Chamber of Commerce to promote disability employment. This group will continue the annual resource fair and consider additional events like luncheons with employers who hire people with disabilities. The next meeting is scheduled for Tuesday, August 5, 2025, at United Way.

PLANNING AND COMMUNITY DEVELOPMENT 10

Monthly Permit Activity Summary-July 2025

		2025		2024	
Group	Category	Permits	Valuation	Permits	Valuation
RESIDENTIAL	Multi-Family, Addition / Alteration			7	$ 584,752.00
	Multi-Family, Demolition			1	$ 13,000.00
	Multi-Family, Fire	6	$ 469,859.00	5	$ 50,978.21
	Multi-Family, Foundation Only			2	$ 930,000.00
	Multi-Family, New Multi-Unit Residential	3	$ 18,557,734.00	2	$ 3,100,000.00
	Multi-Family, Repair	2	$ 220,000.00	3	$ 800,792.00
	Residential, Accessory Dwelling Unit	4	$ 410,000.00	8	$ 686,000.00
	Residential, Accessory Structure	60	$ 2,422,358.34	104	$ 4,329,180.27
	Residential, Addition / Alteration	70	$ 6,506,002.51	112	$ 10,048,764.27
	Residential, CarPort	12	$ 85,941.00	35	$ 238,739.36
	Residential, Demolition	17		38	$ 135,500.00
	Residential, Fire	5	$ 59,285.00	2	$ 187,000.00
	Residential, Manufactured Home	11	$ 1,701,571.63	8	$ 818,078.00
	Residential, Manufactured Home Replacement	2	$ 270,000.00		
	Residential, New Single Family Dwelling	168	$ 69,466,128.50	425	$ 163,733,278.82
	Residential, New Two Family (duplex)	2	$ 1,228,000.00	2	$ 1,170,000.00
	Residential, Pool	56	$ 4,420,169.00	80	$ 7,215,726.00
	Residential, Repair	7	$ 430,808.09	15	$ 1,249,221.00
	Residential, Solar	32	$ 931,046.75	150	$ 4,450,262.58
	Residential, Storm Shelter	224	$ 1,296,092.00	282	$ 1,197,965.00
	Residential, Water Well	8		10	
	Total	**689**	**$ 108,474,995.82**	**1,291**	**$ 200,939,237.51**
NON-RESIDENTIAL	Commercial, Accessory Structure	2	$ 16,010.00		
	Commercial, Addition / Alteration	64	$ 25,486,172.95	118	$ 51,491,076.00
	Commercial, Demolition	6		15	$ 295,000.00
	Commercial, Fire	54	$ 14,622,424.76	64	$ 1,701,119.11
	Commercial, Foundation Only	3	$ 2,664,597.00	4	$ 3,650,000.00
	Commercial, New Commercial Building	29	$ 49,140,308.90	32	$ 60,980,677.00
	Commercial, Pool			1	$ 250,000.00
	Commercial, RCF/RDCF	1		5	
	Commercial, Repair	3	$ 433,835.40	15	$ 8,918,929.00
	Commercial, Solar	3	$ 235,980.00	4	$ 777,603.00
	Industrial, Fire	1	$ 1,350.00		
	Institutional, Addition / Alteration			2	$ 2,350,000.00
	Institutional, Demolition			1	
	Institutional, Fire	6	$ 165,445.00	8	$ 244,475.07
	Total	**172**	**$ 92,766,124.01**	**269**	**$ 130,658,879.18**
OTHER ACTIVITY	# of New Dwelling Units	253		457	
	All Field Inspections	11,847		22,630	
	Certificate of Completion (CC)	1,923		3,188	
	Certificate of Occupancy (CO)	379		627	
	Demo # of Dwelling Units	15		37	
	Demolition			6	
	Electrical Permit	576		1,383	
	Fire			1	
	Garage Sale	372		843	
	Mechanical Permit	562		1,346	
	Paving (PRIVATE PROPERTY)	58	$ 2,554,992.00	93	$ 743,735.55
	Plumbing Permit	755		1,606	
	Public Works	161	$ 6,551,311.84	175	$ 3,366,959.51
	Sign	94	$ 75,000.00	240	$ 712,765.00
	Solar	1			
	Street Closure(Not Event)			2	
	Structure Moving	20	$ 150,000.00	15	
	Temporary Structure	14		21	
	Utilities WM	3			
	Total	**17,033**	**$ 9,331,303.84**	**32,670**	**$ 4,823,460.06**
Total		**17,894**	**$ 210,572,423.67**	**34,230**	**$ 336,421,576.75**

July 2025 Residential Permit Activity

Report Category	Permit Number	Date Issued	Address	Sq Ft	Zoning	Ward	Subdivision	Contractor	Valuation
Multi-Family, Fire	**2**								**$ 129,194.00**
Residential, Accessory Structure	PRAB202501429	2025-07-17	809 MCCALL DR	400	R-1	4	WILLOW BROOK ADD	MILL IRON CROSS CONSTRUCTION, LLC	$ 26,000.00
	PRAB202501859	2025-07-09	13120 E IMHOFF RD	1583	A-2	5	WHISPERING OAKS	TURNER & SON HOMES	$ 150,000.00
	PRAB202502664	2025-07-02	1715 HIGH MEADOWS DR	221	R-1	6	HIGH MEADOWS ADD 4	TUFF SHED	$ 7,500.00
	PRAB202502879	2025-07-16	16216 KASEY DR	2400	A-2	5	INDIAN VALLEY ESTATES	SHERRI JARVIS	$ 100,000.00
	PRAB202502983	2025-07-16	3912 LEGACY DR	180	PUD	6	VINTAGE CREEK ADDITION	STEPHANIE SHELTON	$ 2,750.00
	PRAB202503040	2025-07-29	1317 ANN ARBOR DR	263	R-1	2	FUZZELLS ADD 2 - REPLAT	AMANDA AMETHYST TUNNELL	$ 10,000.00
	PRAB202503088	2025-07-25	602 E ACRES ST	288	R-2	4	NORMAN, O T	TERESA SUZANNE BORUM	$ 17,000.00
	PRAB202503139	2025-07-25	1531 CADDELL LN	240	R-1	2	HETHERINGTON HEIGHTS 3RD ADD	ANGIE MCCOMBS	$ 20,000.00
	8								**$ 333,250.00**
Residential, Addition/Alteration	PRAD202402274	2025-07-01	3101 GREENWOOD CT	780	R-1	8	CROSSROADS WEST 4	STEPHANIE RUVALCABA	$ 12,000.00
	PRAD202502177	2025-07-02	755 DEANS ROW AVE	800	CCFB	4	LARSH'S UNIVERSITY ADD	DOMINION HOMES, INC	$ 450,000.00
	PRAD202502632	2025-07-24	306 VICKSBURG AVE	12	RM-2	1	JAMESTOWN ESTATES ADD 2	HV REMODELING, LLC	$ 3,500.00
	PRAD202502769	2025-07-08	516 BUMGARNER AVE	320	RE	5	REDBUD ESTATES	SUNROOMS & MORE	$ 63,624.00
	PRAD202502985	2025-07-17	412 E COMANCHE ST	150	R-3	4	NORMAN, O T	JOSHUA CUMMINS	$ 12,000.00
	PRAD202503059	2025-07-17	3720 BROOKHOLLOW RD	230	R-1	3	BROOKHAVEN 11TH	DUSTIN GASKINS	$ 15,000.00
	6								**$ 556,124.00**
Residential, Carport	PRCP202502839	2025-07-22	1018 W SYMMES ST	240	R-1	4	FRICK ADD	SOUTHWEST BUILDERS	$ 5,940.00
	PRCP202502927	2025-07-17	1436 SEBASTIANI CIR	380	R-1	6	SONOMA PARK SECTION 4	JEROME ALLEN SANOCKI	$ 3,950.00
	PRCP202502986	2025-07-18	204 W RIDGE RD	320	R-1	8	TULL'S ADD 2	KRIS BLALOCK	$ 3,200.00
	3								**$ 13,090.00**
Residential, Demolition	PRDE202502034	2025-07-03	804 E APACHE ST		R-2	4	ANIOL ADD	NATIVE WRECKING SERVICES	N/A
	PRDE202503143	2025-07-29	909 JONA KAY TER		R-1	2	WHITTIER EST	K & M WRECKING & DIRT SERV. LLC	N/A
	2								**N/A**
Residential, Fire	**3**								**$ 31,585.00**

July 2025 Residential Permit Activity

Residential, Manufactured Home	PRMF202500886	2025-07-17	6576 156TH AVE NE	1568	A-2	5	NOT SUBDIVIDED	TAMMY JOHNSON	$ 150,000.00
	PRMF202502585	2025-07-07	10505 JERICHO RD	3000	A-2	5	NOT SUBDIVIDED	JANIS LAFOE	$ 190,000.00
	2								**$ 340,000.00**
Residential, New Single Family Dwelling	PRSF202500522	2025-07-22	4500 CRITTENDEN DR	8723	PUD	8	ASHTON GROVE ADD SEC 2	BOWERS, JIM JR CONSTRUCTION CO	$ 1,248,000.00
	PRSF202501441	2025-07-30	4217 FARM HILL RD	4833	R-1	8	FOUNTAIN VIEW ADD SEC 1	DENALI HOMES, LLC	$ 672,600.00
	PRSF202501662	2025-07-08	804 E APACHE ST	1946	R-2	4	ANIOL ADD	SAMUEL MITCHELL	$ 216,440.00
	PRSF202501800	2025-07-09	13120 E IMHOFF RD	5421	A-2	5	WHISPERING OAKS	TURNER & SON HOMES	$ 533,660.00
	PRSF202502008	2025-07-23	1603 72ND AVE NW	7942	A-2	3	NOT SUBDIVIDED	GIBBS, JEFF	$ 1,531,728.50
	PRSF202502313	2025-07-07	2223 WOLFORD WAY	1744	PUD	1	THE VILLAGES	LENNAR HOMES OF OKLAHOMA, LLC	$ 207,200.00
	PRSF202502662	2025-07-21	701 FOX HOLLOW DR	4073	PUD	6	VINTAGE CREEK ADDITION	MUIRFIELD HOMES	$ 500,000.00
	PRSF202502702	2025-07-07	2227 WOLFORD WAY	1591	PUD	1	THE VILLAGES	LENNAR HOMES OF OKLAHOMA, LLC	$ 181,580.00
	PRSF202502704	2025-07-07	2031 DELPHINE DR	1591	PUD	1	THE VILLAGES	LENNAR HOMES OF OKLAHOMA, LLC	$ 181,580.00
	PRSF202502710	2025-07-14	3749 MESA RD	3602	PUD	6	RED CANYON RANCH SEC 8	IDEAL HOMES OF NORMAN, LP	$ 504,280.00
	PRSF202502786	2025-07-21	3260 FIREFLY DR	4739	PUD	6	FROST CREEK	HUNTER-GARRETT FINE HOMES	$ 620,000.00
	PRSF202502877	2025-07-10	3706 HARDY DR	2421	PUD	8	SPRINGS AT FLINT HILLS SEC 1	LANDMARK FINE HOMES, LP	$ 350,000.00
	PRSF202502878	2025-07-10	3709 BEDROCK DR	2841	PUD	8	SPRINGS AT FLINT HILLS SEC 1	LANDMARK FINE HOMES, LP	$ 370,000.00
	PRSF202502885	2025-07-23	2027 DELPHINE DR	1744	PUD	1	THE VILLAGES	LENNAR HOMES OF OKLAHOMA, LLC	$ 245,000.00
	PRSF202502891	2025-07-23	2023 DELPHINE DR	1964	PUD	1	THE VILLAGES	LENNAR HOMES OF OKLAHOMA, LLC	$ 233,100.00
	PRSF202502893	2025-07-23	2004 WOLFORD WAY	1744	PUD	1	THE VILLAGES	LENNAR HOMES OF OKLAHOMA, LLC	$ 207,200.00
	PRSF202502897	2025-07-14	3801 MUIR FOREST WAY	3404	PUD	6	RED CANYON RANCH SEC 8	IDEAL HOMES OF NORMAN, LP	$ 336,280.00
	PRSF202502902	2025-07-11	3807 BEDROCK DR	3169	PUD	8	SPRINGS AT FLINT HILLS SEC 1	LANDMARK FINE HOMES, LP	$ 440,000.00
	PRSF202502919	2025-07-23	2601 60TH AVE NW	6665	A-2	3	NOT SUBDIVIDED	STONEWALL HOMES, LLC	$ 1,200,000.00
	PRSF202503076	2025-07-28	3757 MESA RD	3285	PUD	6	RED CANYON RANCH SEC 8	IDEAL HOMES OF NORMAN, LP	$ 308,700.00
	PRSF202503096	2025-07-25	4004 CARAWAY LN	2057	R-1	5	BELLATONA ADD SEC 4	HOME CREATIONS, INC	$ 215,880.00
	PRSF202503098	2025-07-25	4009 CARAWAY LN	2273	R-1	5	BELLATONA ADD SEC 4	HOME CREATIONS, INC	$ 240,800.00
	PRSF202503128	2025-07-25	3761 MESA RD	3020	PUD	6	RED CANYON RANCH SEC 8	IDEAL HOMES OF NORMAN, LP	$ 294,700.00
	23								**$ 10,838,728.50**

July 2025 Residential Permit Activity

Residential, Pool	PRPO202502803	2025-07-10	3814 RED OAKS DR	578	R-1	3	RIVER OAKS SEC 1	THOMAS MASSEY	$	65,000.00
	PRPO202502832	2025-07-09	1900 BURNING TREE	1000	R-1	6	HALLBROOKE ADD SEC 6	AQUATIC DESIGNS POOL & SPA	$	75,000.00
	PRPO202503028	2025-07-21	4504 ASHTON CIR	943	PUD	8	ASHTON GROVE ADD SEC 3	ACE POOLS	$	240,000.00
	PRPO202503149	2025-07-25	4512 BELLINGHAM LN	512	R-1	8	CARRINGTON PLACE ADD SEC 14	BLUE HAVEN POOLS AND SPAS	$	122,587.00
	PRPO202503182	2025-07-28	1923 ITHACA DR	1130	R-1	6	HALLBROOKE ADD SEC 4	MOSES, JOHANNA & PAUL	$	72,000.00
	PRPO202503233	2025-07-31	1900 BARRINGTON DR	452	R-1	6	HALL PARK 6	CAROLINE HUNT	$	6,000.00
	6								**$**	**580,587.00**
Residential, Solar	PRSO202500012	2025-07-10	418 N PETERS AVE		R-3	4	NORMAN, O T	EIGHTTWENTY	$	35,237.00
	PRSO202502763	2025-07-02	1305 BROAD ACRES DR		R-1	3	BROOKHAVEN 14TH	ASTRAWATT SOLAR	$	25,584.00
	PRSO202503195	2025-07-25	629 RIDGE LAKE BLVD		R-1	1	SUMMIT LAKES ADD SEC 7	TRIBE SOLAR AND ELECTRIC	$	24,200.00
	PRSO202503210	2025-07-30	1125 WESTBROOKE TER		R-1	4	WESTBROOKE TERRACE	DELTA ENERGY SOLAR	$	3,600.00
	PRSO202503302	2025-07-31	3120 QUEENSTON AVE		PUD	6	PARK HILL ADDITION	DRYANSKI, ANDREW & SHAYNA	$	24,310.00
	5								**$**	**112,931.00**
Residential, Storm Shelter	PRSS202502606	2025-07-25	601 GYRFALCON DR		R-1	7	EAGLE CLIFF ADD 6	BIGGS BACKHOE, INC	$	7,000.00
	PRSS202502853	2025-07-11	710 MOSSY RD		PUD	8	TRAILWOODS ADD SEC 9	SPRAGUE'S BACKHOE	$	6,750.00
	PRSS202502858	2025-07-07	1816 HOLLOW CREST CT		R-1	5	SUMMIT VALLEY ADD SEC 3	OKLAHOMA SHELTERS	$	4,500.00
	PRSS202502903	2025-07-08	3807 BEDROCK DR		PUD	8	SPRINGS AT FLINT HILLS SEC 1	STORM SAFE SHELTER, LLC	$	5,000.00
	PRSS202502970	2025-07-11	1918 MORREN DR		R-1	6	CRESTLAND ESTATES	OKLAHOMA SHELTERS	$	3,900.00
	PRSS202503015	2025-07-15	2904 EDINBURG DR		R-1	6	ROYAL OAKS ADD-REPLAT	STORM SAFE SHELTERS	$	4,999.00
	PRSS202503030	2025-07-15	3612 BROWNWOOD LN		R-1	8	CASTLEROCK 6	FLATSAFE TORNADO SHELTERS	$	3,000.00
	PRSS202503086	2025-07-17	4112 GYRFALCON DR		R-1	7	EAGLE CLIFF 9	STORM SAFE SHELTERS	$	4,850.00
	PRSS202503090	2025-07-22	3311 WOODSBORO DR		R-1	8	CROSSROADS WEST 3	GROUND ZERO SHELTERS	$	4,395.00
	PRSS202503121	2025-07-22	2601 60TH AVE NW		A-2	3	NOT SUBDIVIDED	STONEWALL HOMES, LLC	$	4,800.00
	PRSS202503253	2025-07-29	1101 MELISA DR		R-1	4	BEL-AIRE ADDITION SECTION 3	JARROD TAHSEQUAH	$	4,000.00
	PRSS202503266	2025-07-29	2813 DUNHAM DR		R-1	1	SUMMIT LAKES ADD SEC 12	GROUND ZERO SHELTERS	$	2,945.00
	PRSS202503283	2025-07-30	1939 WOLFORD WAY		PUD	1	THE VILLAGES	STORM SAFE SHELTERS	$	3,050.00
	PRSS202503316	2025-07-31	2914 SUMMIT HOLLOW CIR		R-1	1	SUMMIT LAKES ADD SEC 12	GROUND ZERO SHELTERS	$	2,945.00
	14								**$**	**62,134.00**

July 2025 Residential Permit Activity

Residential, Water Well	PRWL202502346	2025-07-08	3905 E FRANKLIN RD		A-2	5	NOT SUBDIVIDED	DENNIS ALLEN WATER WELL DRILLING &	N/A
	PRWL202503115	2025-07-30	6611 144TH AVE NE		A-2	5	NOT SUBDIVIDED	SHARP DRILLING	N/A
	2								**N/A**
Total	**76**								**$ 12,997,623.50**

July 2025 Residential Permit Activity

Category	Count	Valuation
Multi-Family, Fire	2	$ 129,194.00
Residential, Accessory Structure	8	$ 333,250.00
Residential, Addition / Alteration	6	$ 556,124.00
Residential, Carport	3	$ 13,090.00
Residential, Fire	3	$ 31,585.00
Residential, Manufactured Home	2	$ 340,000.00
Residential, New Single Family Dwelling	23	$ 10,838,728.50
Residential, Pool	6	$ 580,587.00
Residential, Solar	5	$ 112,931.00
Residential, Storm Shelter	14	$ 62,134.00
Residential, Water Well	2	N/A
Total	76	$ 12,997,623.50

July 2025 Non-Residential Permit Activity

Category	Permit Number	Date Issued	Address	Sq Ft	Zoning	Ward	Subdivision	Contractor	Tenant	Valuation
Commercial, Addition/Alteration	PRAD202502194	2025-07-03	101 S PORTER AVE	1405	C-3	4	NORMAN, O T	ROBIN FREDERICKSON	MAXIMILLIAN'S SOCIAL CLUB	$ 100.00
	PRAD202502424	2025-07-03	232 E MAIN ST	200	C-3	4	NORMAN, O T	SCISSORTAIL ROOFING & CONST.	HOOKAH BAR	$ 75,000.00
	PRAD202502457	2025-07-01	2627 CLASSEN BLVD	4660	PUD	1	CRIMSON CENTER ADD	IMPERIAL DESIGNS, LLC	RED RIVER LAUNDRY	$ 120,000.00
	PRAD202502643	2025-07-01	3901 N PORTER AVE	10	A-2	6	NOT SUBDIVIDED	PANO AL	PANO AL	$ 8,000.00
	PRAD202502686	2025-07-23	950 ED NOBLE DR	1982	C-2	3	AMND NORMCO SEC 2 LT 2 BL 1	TC GRISSOM BUILDING CO.	RAY'S BBQ	$ 100,000.00
	PRAD202502689	2025-07-29	1740 TOPEKA DR	528	I-1	8	NORTHRIDGE IND PARK SEC 2	ECO TECH SYSTEMS	ECO TECH SYSTEMS	$ 24,800.00
	PRAD202502933	2025-07-30	601 12TH AVE NE	8088	C-2	6	TSTB ADD SEC 1	POWERHOUSE RETAIL SERVICES, LLC	WALMART	$ 85,000.00
	PRAD202503002	2025-07-29	405 E COMANCHE ST	677	C-2	4	NORMAN, O T	FINE LINE FINISHES OKLAHOMA	HARRIET BOHANAN	$ 30,000.00
	PRAD202503055	2025-07-28	2065 24TH AVE NW	2860	PUD	8	UNIVERSITY NRTH PARK SEC XVIII	OKLAHOMA CHICKS MANAGEMENT	CHICKEN SALAD CHICK	$ 385,000.00
	9									**$ 827,900.00**
Commercial, Demolition	PRDE202502321	2025-07-03	159 24TH AVE NW		C-2	2	RIEGER'S 99 WESTSIDE ADDITION	MIDWEST WRECKING		N/A
	PRDE202502322	2025-07-01	201 24TH AVE NW		C-2	2	RIEGER'S 99 WESTSIDE ADDITION	MIDWEST WRECKING CO		N/A
	PRDE202502987	2025-07-23	3160 CLASSEN BLVD		C-2	7	CLEVELAND INDUSTRIAL PARK	M & M WRECKING, INC.		N/A
	PRDE202503065	2025-07-25	2919 CLASSEN BLVD		C-2	1	SOUTH CLASSEN ADDITION	MIDWEST WRECKING CO		N/A
	4									**N/A**
Commercial, Fire	**8**									**$ 475,025.00**
Commercial, Foundation Only	PRFO202502056	2025-07-21	3860 JOURNEY PKWY	26000	PUD	8	CARROLL FARMS 5	ERIC YOUNG	VETERANS AFFAIRS (VA)	$ 13,000,000.00
	1									**$ 13,000,000.00**
Commercial, New Commercial Building	PRNR202405709	2025-07-08	4334 W ROBINSON ST	8250	R-1	3	COUNTRY CLUB EST W/LLA	WESTIN DINNES	ORACLE HEALTH	$ 1,000,000.00
	PRNR202501397	2025-07-02	3980 W TECUMSEH RD	16524	PUD	8	TECUMSEH PROJECT	MILLER TIPPENS	NORMAN UROLOGY CLINIC	$ 5,669,600.79
	PRNR202501739	2025-07-17	3170 CLASSEN BLVD	2486	C-2	7	CLEVELAND INDUSTRIAL PARK	PINNACLE CONSTRUCTION INC	RESTAURANT SHELL	$ 262,260.00
	3									**$ 6,931,860.79**
Total	**25**									**$ 21,234,785.79**

July 2025 Non-Residential Permit Activity

Category	Count	Valuation
Commercial, Addition / Alteration	9	$ 827,900.00
Commercial, Demolition	4	N/A
Commercial, Fire	8	$ 475,025.00
Commercial, Foundation Only	1	$ 13,000,000.00
Commercial, New Commercial Building	3	$ 6,931,860.79
Total	**25**	**$ 21,234,785.79**

POLICE 11

NORMAN POLICE DEPARTMENT

MONTHLY DEPARTMENT OVERVIEW

@normanokpd

JULY | 2025

MONTHLY ACTIVITY OVERVIEW

SUMMARY OF REPORTED OFFENSES	2025	5-YEAR AVERAGE	2024
MURDER	1	1	0
SEXUAL ASSAULTS	19	18	11
ROBBERY	2	4	4
AGGRAVATED ASSAULTS	19	30	22
BURGLARY OF BUILDING	29	47	38
LARCENY/THEFT	179	262	206
MOTOR VEHICLE THEFT	26	39	26
ARSON	0	1	1
KIDNAPPING	1	2	3
FRAUD/FORGERY	75	96	59
DUI/APC	27	36	28
PUBLIC INTOXICATION	43	53	58
RUNAWAYS	44	31	38
DRUG VIOLATIONS	70	61	83
THREATS/HARASSMENT	26	41	24
VANDALISM	53	92	57
OTHER	682	711	638
TOTAL REPORTED OFFENSES	**1,296**	**1,524**	**1,296**
TOTAL ARRESTS:	**781**	**812**	**768**
PROTECTIVE CUSTODY:	47	98	116
TOTAL CASE REPORTS*	**994**	**1,203**	**1,007**
COLLISIONS	**133**	**183**	**168**
FATALITY	1	2	1
INJURY	17	24	15
NON-INJURY	115	157	152
NUMBER OF PEOPLE INJURED	29	32	20
CITATIONS & WARNINGS	**3,640**	**2,689**	**2,899**
TRAFFIC CITATIONS	1,420	813	739
TRAFFIC WARNINGS	1,979	1,475	1,643
PARKING CITATIONS & WARNINGS	241	402	517

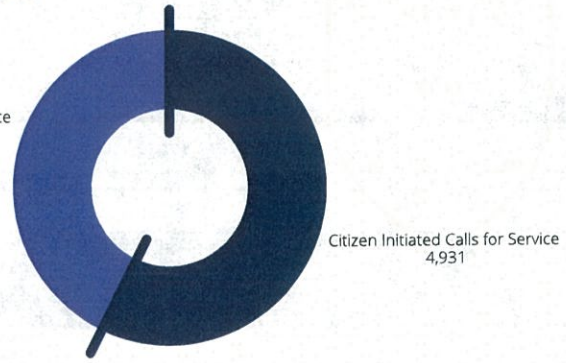
COMMUNICATIONS CENTER ACTIVITY OVERVIEW

911 CALLS TAKEN: 5,688

NON-EMERGENCY CALLS TAKEN: 15,967

TOTAL INCOMING CALLS: 21,655

TOTAL CALLS FOR SERVICE GENERATED: 12,449



POLICE CALLS FOR SERVICE: 8,606
- OFFICER INITIATED: 3,675
- CITIZEN INITIATED: 4,931

OTHER CAD ACTIVITY:
- NORMAN FIRE: 1,753
- EMSSTAT: 2,090

INVESTIGATIONS ACTIVITY

CASES OPEN DURING REPORTING PERIOD: 154

CASES ASSIGNED DURING THE CURRENT REPORTING PERIOD: 98

CASES CLOSED DURING REPORTING PERIOD: 453
- CLEARED BY ARREST / WARRANT: 17
- CLEARED BY EXCEPTION: 22
- COP FOLLOW-UP: 13
- DEACTIVATED: 306
- DEACTIVATED DUE TO STAFFING: 27
- MISSING PERSONS RECOVERED: 16
- REFERRED INTERNALLY: 49
- UNFOUNDED: 3

ANIMAL WELFARE

INTAKES: 254

LIVE RELEASES: 299

LIVE OUTCOME RATE: 91.7%

ANIMALS FOSTERED: 109

VOLUNTEER HOURS: 553

RECORDS

CUSTOMER SERVICE CONTACTS: 2,343
- IN-PERSON CONTACTS: 842
- PHONE CONTACTS: 706
- EMAIL CONTACTS: 795

DEPARTMENT STAFFING

AUTHORIZED COMMISSIONED: 184
ACTUAL EMPLOYED: 179
AVAILABLE FOR ASSIGNMENT: 165**

AUTHORIZED NON-COMMISSIONED: 76
ACTUAL NON-COMMISSIONED: 72
AVAILABLE FOR ASSIGNMENT: 71**

*This number is less than reported crime due to multiple offenses occurring or being reported as part of one case report.
**This number reflects personnel available for assignment. This does not include individuals on non-discretionary leave, in the police academy, or in field training.

ANIMAL CONTROL 11A

Norman Animal Welfare Monthly Statistical Report
July 2025

IN SHELTER ANIMAL COUNTS

	2024			2025			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Beginning	82	115	197	67	124	191	(6)	-3%
Ending	84	139	223	63	112	175	(48)	-22%

ANIMAL INTAKES

	2024			2025			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Stray at Large	118	139	257	77	107	184	(73)	-28%
Owner Relinquish	12	17	29	20	24	44	15	52%
Owner Intended Euth	4	1	5	5	0	5	0	0%
Transfer In	0	0	0	0	0	0	0	#DIV/0!
Other Intakes*	3	10	13	9	0	9	(4)	-31%
Returned Animal	7	3	10	9	3	12	2	20%
TOTAL LIVE INTAKES	144	170	314	120	134	254	(60)	-19%

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

OTHER STATISTICS

	2024	Total	2025	Total	Comparisons Difference	Comparisons Percent
Wildlife Collected (DOA)	0	0	0	0	0	#DIV/0!
Dog Collected (DOA)	2	2	3	3	1	50%
Cat Collected (DOA)	0	0	2	2	2	#DIV/0!
Wildlife Transferred	0	0	0	0	0	#DIV/0!
Intake Horses	0	0	0	0	0	#DIV/0!
Intake Cows	0	0	0	0	0	#DIV/0!
Intake Goats	0	0	0	0	0	#DIV/0!
Intake Sheep	0	0	0	0	0	#DIV/0!
Intake Rabbits	1	1	0	0	(1)	-100%
Intake Pigs	0	0	0	0	0	#DIV/0!
Intake Other	3	3	2	2	(1)	-33%
TOTAL OTHER ITEMS	6	6	7	7	1	17%

LENGTH OF STAY (DAYS)

	2024	2025
Dog	17.4	15
Cat	11.1	20

OWNER SURRENDER PENDING INTAKE

	Canine	Feline	Other	Total
Animals	48	41	0	89

Norman Animal Welfare Monthly Statistical Report
July 2025

LIVE ANIMAL OUTCOMES

	2024			2025			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Adoption	54	83	137	73	132	205	68	50%
Return To Owner	39	2	41	29	4	33	(8)	-20%
Transferred Out	5	2	7	1	0	1	(6)	-86%
Returned to Field	0	44	44	0	47	47	3	7%
Returned to Owner in Field	18	0	18	13	0	13		
TOTAL LIVE OUTCOMES	116	131	247	116	183	299	52	21%

OTHER ANIMAL OUTCOMES

	2024			2025			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Died in Care	1	8	9	1	8	9	0	0%
Lost in Care	0	0	0	0	0	0	0	#DIV/0!
Shelter Euth	16	7	23	13	5	18	(5)	-22%
Owner Intended Euth	4	1	5	5	0	5	0	0%
TOTAL OTHER OUTCOMES	21	16	37	19	13	32	(5)	-14%

TOTAL OUTCOMES

	2024			2025			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Total Live Outcomes	116	131	247	116	183	299	52	21%
Total Other Outcomes	21	16	37	19	13	32	(5)	-14%
TOTAL OUTCOMES	137	147	284	135	196	331	47	17%

SHELTER EUTHANASIA DATA

	Canine	Feline	Other	Total	Percentage
Medical - Sick	4	4	0	8	44%
Medical - Injured	0	1	0	1	6%
Behavior - Aggressive	9	0	0	9	50%
Behavior - Other	0	0	0	0	0%
TOTAL EUTHANASIA	13	5	0	18	

MONTHLY LIVE RELEASE RATE

2024	2025
88.5%	91.7%

Live Outcomes / (Total Outcomes - Owner Int Euth)

PUBLIC WORKS 12

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

ENGINEERING DIVISION

DEVELOPMENT

The Development Manager processed one (1) Preliminary Plats for Planning Commission. The Development Engineer reviewed 28 sets of construction plans and three (3) punch lists. There were 125 permits reviewed and/or issued. Fees were collected in the amount of $37,756.50.

CAPITAL PROJECTS:

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

On April 2, 2019, the citizens of Norman voted in favor of a Bond Issue to finance the local share of 19 transportation improvement projects. The Gray Street Two-Way 2019 Bond Project consists of the conversion of Gray Street from a one-way street to a two-way street between University Avenue and Porter Avenue, and the installation of streetscape elements along Gray Street. The intersection with James Garner Avenue will be entirely reconstructed to accommodate the future James Garner Phase 3 2019 Bond Project. In addition to the roadway and streetscape work, improvements are required to the railroad crossing just east of James Garner Avenue. The total construction cost for the project is approximately $7.5 million. Of that, approximately $4.9 million will be paid by federal grants. The remaining $2.6 million will be paid for through the City of Norman 2019 Bond Program.

The Oklahoma Department of Transportation (ODOT) conducted a bid opening on March 21, 2024, for the Gray Street Two-Way 2019 Bond Project. The low bidder was Ellsworth Construction, LLC of Oklahoma City, Oklahoma. ODOT awarded the project on April 1, 2024. Construction started on Monday, August 5, 2024, and there are 360 calendar days in the project. An additional 35 days have been added with additional days expected due to multiple delays to progress, not the least of which has been greater than average weather delays throughout the spring and summer so far. Staff is working with ODOT and the contractor to determine an updated completion date, but it is now expected that the paving operations will not be complete in November and final completion of landscaping and striping will be in early spring. In the meantime, staff continues to look for ways to accelerate the construction schedule while keeping the disturbance to surrounding businesses to a minimum.

Proposed improvements include:

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

As of the last pay application on 7/15/25, 33.40% of the total contract amount has been expended. Through 7/15/25, 65.57% of the contract time has expired.

The contractor's activities this month were as follows:

- Installation of irrigation continued on north side of Gray Street
- *Removed pavement for parking areas between Porter Ave. and Peters Ave. on South side of Gray St.*
- *Began subgrade preparation between Porter Ave. and Peters Ave. on South side of Gray St.*
- *Began aggregate base placement between Porter Ave. and Peters Ave. on South side of Gray St.*
- *Continued installation of signal and light poles.*

Jenkins Avenue 2019 Bond Project:

On April 2, 2019, the citizens of Norman voted in favor of a Bond Issue to finance the local share of nineteen (19) transportation improvement projects. The Jenkins Avenue 2019 Bond Project consists of widening and reconstruction of Jenkins Avenue between Imhoff Road and Lindsey Street.

The total construction cost for the project is approximately $15.52 million. Of that, approximately $10.25 million will be paid by federal grants and the remaining $5.27 million will come from the City of Norman 2019 Bond Program.

The Oklahoma Department of Transportation conducted a bid opening on October 10, 2024, for the Jenkins Avenue 2019 Bond Project. The low bidder was Silver Star Construction Company, Inc. of Moore, Oklahoma. ODOT awarded the project on November 4, 2024. Construction started on Monday, March 3, 2025. There are 540 calendar days in the project, which will likely require approximately 2 years to complete, taking into account weather days. The Oklahoma Department of Transportation is administering the construction of this project.

Proposed improvements include:

- New 4-lane roadway with raised median
- Realignment of Imhoff Road and Constitution Street with a new roundabout
- Realigned Timberdell Road intersection
- New 4-legged intersection at Stinson Street
- New decorative traffic signals at Timberdell Road and Stinson Street intersections
- New 10-foot multi-use trails and sidewalks
- Landscaping
- Pedestrian safety improvements
- Improved storm drainage pipeline system

Phase 2 construction is underway through October, which includes the east half of Jenkins Avenue from Reaves Park Road to the north project limits near Lindsey Street. The contractor's activities this month on Phase 2 were as follows:

- Completed pavement removals
- Removed most trees and other obstructions
- Installed storm pipeline from Reaves Park Road to Timberdell Road
- Installed water line from north end of the project to Stinson Street

12th Ave NE and W Brooks Street Sidewalk Project This project is 80% funded through an ACOG grant and is being facilitated by ODOT for construction. This project will include new and replacement sidewalks, ramps, and driveways along 12th Avenue NE from East Robinson Street to East Rock Creek Road and Brooks Street from Pickard Avenue to Wylie Road. Plans are complete and bids were advertised by ODOT. Parathon Construction was selected as the contractor for this project and construction is scheduled to start in September with project oversight provided by Hudson Prince Engineering.

FYE 2026 Sidewalk Concrete Projects This project was approved by City Council on July 22, 2025. This contract includes Citywide Sidewalk Reconstruction Projects, Sidewalk Accessibility Projects, Sidewalk Program for Schools and Arterials Projects, Downtown Area Sidewalks and Sidewalks and Trails. Construction begin in August 2025.

State Highway 9 Multi Use Path This project is 80% funded through an ACOG grant. This project will include the construction of a 10' wide Multi Use Path from 48th Ave SE to 72nd Ave SE along the north side of State Highway 9. Construction is anticipated to start in the winter of 2025. Oklahoma Department of Transportation is scheduling a September bid advertisment for construction.

Street Maintenance Bond Programs:

FYE 2025 Street Maintenance Bond – Urban Concrete 1

Urban Concrete 2 bids were opened on June 13, 2024. 8 bids were received and the contract was awarded on July 9, 2024 to Ellsworth Construction in the amount of $1,191,250.50. The project consists of select panel replacement on existing concrete streets. The contractor mobilized on September 30, 2024. During the month of July, the contractor shifted crews over to aid in the completion of Berry Road panel replacement. Work on this project reached substantial completion on July 31, 2025.

FYE 2025 Street Maintenance Bond – Urban Concrete 2

Urban Concrete Bid 2 bids were opened on June 13, 2024. Eight bids were received and the contract was awarded on July 9, 2024 to Ellsworth Construction in the amount of $1,272,530.00. The project consists of select panel replacement on existing concrete streets. During the month of July, the contractor continued work in the Westwood Estates addition on Berry Road. Work on this project reached substantial completion on July 31, 2025.

FYE 2025 Street Maintenance Bond – Urban Reconstruction Projects

The FYE 2025 urban road reconstruction project bids were opened on March 3, 2025. Seven bids were received and the contract was awarded on April 22, 2025 to Ellsworth Construction in the amount of $940,547.29. The project consists of roadway reconstruction for the following locations: South Pickard Avenue from West Imhoff Road to 2719 South Pickard Avenue, Oakbrook Drive from Fairfield Drive to South Pickard Avenue, and North Base Avenue from West Main Street to Kansas Street. All three streets are located in established residential neighborhoods. The current roadways are constructed of concrete pavement. The concrete pavement is in poor condition and the substructure has failed in several locations. The reconstruction project involves removal of the existing pavement and curb, stabilizing the subgrade, and placing new concrete panels. During the month of July, the contractor completed construction of the northbound lane, and the removal, stabilization, and a portion of the concrete placement of the southbound lane of Pickard Avenue between West Imhoff Road and 2719 South Pickard Avenue. Work on this project is expected to be completed by mid-August 2025.

FYE 2025 & 2026 Street Maintenance Bond – Asphalt Pavement

The FYE 2025 & 2026 asphalt pavement project bids were opened on April 24, 2025. Six bids were received and the contract was awarded on May 27, 2025 to First Water Contracting, LLC, in the amount of $1,794,115.75. The project consists of asphalt roadway mill and overlay operations on the following locations: Flood Avenue from Lindsey Street to Boyd Street, Peters Avenue from Frank Street to Robinson Street, Imhoff Road from Walnut Road to Berry Road, Peters Avenue from Frank Street to Robinson Street, Barkley Street from Lindsey Street to Brooks Street, Keith Street from Ponca Avenue to Classen Boulevard, Macy Street from Oklahoma Avenue to Classen Boulevard, Astor Drive from Tecumseh Road to Crail Drive, Crail Drive from 36th Ave NW to Astor Drive, Goddard Avenue from Flood Avenue to 2113 Goddard Avenue, 48th Avenue NE from Robinson Street to Alameda Street, Robinson Street from 48th Avenue NW to 60th Avenue NW, and Robinson Street from 60th Avenue NE to 84th Avenue NE. The project is anticipated to be completed by October of 2025. During the month of July, the contractor completed asphalt milling and overlay operations on Flood Avenue from Lindsey Street to Boyd Street, Peters Avenue from Frank Street to Robinson Street, Macey Street from Oklahoma Avenue to Classen Boulevard, Keith Street from Ponca Avenue to Classen Boulevard, and Barkley Street from Lindsey Street to Brooks Street.

Bridge Maintenance Bond

West Main Street Bridge Rehabilitation

Bids were opened for the West Main Street Bridge Rehabilitation project on May 1, 2025. Four bids were received and on May 27, 2025, City Council approved Contract K-2425-112 with Redlands Contracting in the amount of $774,662.50 for the Rehabilitation of the West Main Street Bridge over Merkle Creek. On July 7, 2025, Redlands Contracting mobilized to the bridge site. This project is scheduled for a duration of 140 days but is anticipated to be completed in 120 days. During the month of July, the contractor completed the reconstruction of the new curb and inside driving lanes and began crack sealing operations on the inside of the structure.

Lindsey Street and Classen Boulevard Bridge Rehabilitation

Bids were opened for the Lindsey Street and Classen Boulevard Bridge Rehabilitation project on May 1, 2025. Three bids were received and on June 10, 2025, City Council approved Contract K-2425-111 with Wyatt Contracting in the amount of $332,106.00 for the Rehabilitation of the Lindsey Street and Classen Bridge over Bishop Creek. On July 16, 2025, Wyatt Contracting mobilized to the bridge site. This project is scheduled for a duration of 75 days. During the month of July, the contractor completed construction of new sidewalk on the

NE corner of the Lindsey Street and Classen Boulevard intersection, construction of the new toe walls for the upstream side of the bridge, and the debris removal and slope clean-up of the channel.

PUBLIC TRANSIT

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

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

Fleet Maintenance & Vehicle Procurement (upgrades and standardization)

- City Fleet Maintenance staff continue to ensure that the transit fleet is in operational condition each morning for line up.
  - Of the City's 27 revenue vehicles in the Transit Fleet, there are only 3 vehicles remaining which were received from the University and have surpassed their useful life and are eligible to be retired according to FTA standards, all of which are in fixed route service. One additional unit in the paratransit fleet is also eligible to be retired and replaced.

Service Expansion Priorities

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

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

Microtransit Pilot Program with Via Transportation – Norman On-Demand

On July 9, 2024, Council approved contract amendments with both Via Transportation and the University of Oklahoma to extend the expanded service through the end of summer 2025. The service entered its second year of operation on August 20, 2024. Funding for fiscal year ending 2026 was approved as a budget amendment with the fiscal year 2026 budget on June 10, 2025. On July 8, 2025 Council approved contract amendments with Via Transportation and the University of Oklahoma to extend the service through June 30, 2026. More details regarding operations can be found in the attached monthly performance report for this service, named Norman On-Demand.

Transit Monthly Performance Reports

Attached are both the EMBARK Norman Performance Report and the Norman On-Demand Performance Report for June 2025.

STREETS DIVISION

ASPHALT PROJECTS

- Streets paving crew worked Cedar Lane Road to complete an asphalt repair. The asphalt deep patch required 211.80 tons to complete the repair.
- Streets paving crew worked Highway 9 and 156th Avenue SE to complete an asphalt repair. The asphalt deep patch required 45.28 tons to complete the repair.
- Streets paving crews worked Rock Creek Road between 48th Avenue NW to 60th Avenue NW to complete an asphalt repair. The asphalt deep patch required 139.28 tons to complete the repair.
- Streets paving crew worked Harriett Road to complete an asphalt repair. The asphalt deep patch required 96.16 tons to complete the repair.

- Streets paving crew worked Robinson Road between 48th Ave NW to 60th Ave NW to complete an asphalt repair. The asphalt deep patch required 30.47 tons to complete the repair.
- Streets paving crew worked Triad Village Drive to complete an asphalt repair. The asphalt deep patch required 28.03 tons to complete the repair.

CONCRETE PROJECTS

- Streets crews worked on Garrison Drive and Boyd Street to replace broken concrete panels. The panel replacements required 151.50 cubic yards of concrete and resulted in over 546 square yards repaired.

ROADSIDE OPERATIONS

- Routine pothole patching operations used approximately 43.32 tons of asphalt.
- Rights-of-Way Roadside Mowing crew during July 2025, mowed 519 miles of rural rights-of way and 3,398,794 sq. ft. of urban rights-of-way.

STORMWATER DIVISION

Boyd Street Storm Sewer Replacement

On November 8, 2023, the Action Center received an email from a citizen expressing concerns over an area of settlement located on Boyd Street near the South Lahoma Street intersection. On November 13, 2024, Staff mobilized the Stormwater camera truck to investigate the complaint. Upon review of the camera footage, it was found that a section of the existing stormwater line had detached at a joint and fallen approximately 18 inches. This failure led to a loss of backfill material, which caused the roadway above to sink.

On December 19, 2023, City crews completed repairs of the failed line. When the area was excavated, City crews determined that the existing line was 20 inch clay pipe that was installed in 3 foot sections. A final asphalt patch was completed on January 10, 2024. After the repairs were completed, Staff discussed the necessary next steps. City crews remobilized the camera truck to determine the extents of the clay pipe beneath Boyd Street. It was discovered that the 20 inch clay pipe runs from College Avenue to South Pickard Avenue. This project is to reconstruct that section of storm sewer beneath Boyd Street. The project start date was May 19, 2025. During the month of July, the contractor completed installation of the new sanitary sewer line on Boyd Street between Flood Avenue and Pickard Avenue and completed the installation of new long and short water line services. This project is expected to be completed in October 2025.

WORK ORDER RESPONSE

- Stormwater Division received 35 work order requests and closed 42 work orders.

INFRASTRUCTURE MAINTENANCE

- Installed 20 feet of 30-inch 50corrugated metal pipe and sealed the stormwater inlet box with concrete at 2599 Towry Drive.
- Crews dye tested pipes to locate leeks and sealed leaking joints with concrete at the following locations: 3912 Willow Branch, Robinson Street/Walk Path, S. Chautauqua, and 419 George L. Cross.
- Crews repaired washouts and installed rip rap at the following locations: 301 Woodside Drive, Lindsey Street and 36th Avenue SE., Creekdale Drive, and Turkey Run Court.
- Crews repaired a pipe by reenforcing it with concrete and dirt to prevent further erosion at Rock Creek Road and 36th Avenue NE and at 411 48th Avenue NE.
- Crews flushed clogged pipes at the following locations: 168th NE Tecumseh Road, Elm Avenue, James Garner Avenue, 156th Avenue NE, and 505 E Hughbert Street.

CHANNEL MAINTENANCE

- Crews cleaned flumes at the following locations: 2524 Cypress Avenue, 2700 Chelsea Court, 601 Stonewell Drive, and 700 Barbour Avenue.
- Crews removed tree limbs, concrete chunks and various debris from channels at the following locations: a detention pond at Wildwood Lane, Creekdale Drive, 4309 Salem Court, Walnut Road, Brooks Street and I-35, Lindsey Street, Imhoff Road, and Apache Street.

- Pumped 52.5 cubic yards of concrete to Imhoff Channel for line repair.
- Mowed 1,113,772 square feet of drainage areas.

URBAN STREET SWEEPING/CAMERA VAN OPERATIONS

- 376 lane miles were swept in July resulting in the removal of approximately 124.39 tons of debris.
- The Camera Crew was able to camera 0 linear feet of stormwater infrastructure because camera went down for repairs.

INLET CLEARING OPERATIONS

- Inspected and cleaned 5 inlets, totaling 3 tons of debris removed in Ward 5.

FLOODPLAIN ACTIVITIES

- Crews facilitated greenspace restoration by planting native grasses and plants at 214 S. Lahoma Avenue as part of the Lahoma Floodplain Restoration initiative.

FLEET DIVISION

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

FUEL REPORT

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

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

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

MAINTENANCE REPORT

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

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

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

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

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

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

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

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

PRODUCTIVITY REPORT

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

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

ENGINEERING DEVELOPMENT & PERMIT REVIEW
JULY 2025

Subdivision Development

Planning Commission:

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

City Council:

Norman Rural Cert of Survey	2
Preliminary Plat	0
Final Plats	0
Certificate of Plat Correction	0
Encroachment	0
Easements	1
Closure	0
Release of Deferral	0

Development Committee:

Final Plats	0

Permits Reviewed/Issued

Single Family	23
Commercial	25
Multi-Family	2
Addition/Alteration	8
House Moving	2
Paving Only	17
Storage Building	8
Swimming Pool	6
Storm Shelters	14
Public Improvements	3
Temporary Encroachments	0
Fire Line Pits/Misc	2
Franchise Utilities	13
Flood Plain	2
Total Permits	**125**

Fees Collected

	July	June	FY Total
Development	$10,685.00	$2,575.00	$69,814.00
Permit	$27,071.50	$6,183.30	$69,056.08
Grand Total	$37,756.50	$8,758.30	$122,851.51

Construction Plan Review within 10 days	28	27	341
Punch List Within 1 day of Final Inspection	3	3	29
Single Family Permit review within 3 days	23	22	109
Commercial Permit review within 7 days	25	17	122
Final Plat Review within 10 days	6	2	31

100% of Plan Review Achieved

EMBARK NORMAN

PERFORMANCE REPORT

City of Norman
Public Works Department

Summary of Services Table: June 2025

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

EMBARK Norman Service Summary	ADP June FY25	FY25 YTD	FY24 YTD		Service Profile	June FY25	June FY24
Fixed Routes (M-F)	1,814	436,703	345,285		Weekdays	20	20
Fixed Routes (Sat)	729	42,970	34,708		Saturdays	5	5
PLUS (M-F)	104	24,298	22,197		Gamedays	0	0
-Zone 1*	104	19,725	16,237		Holidays	0	0
-Zone 2**	0	4,573	5,960		Weather	13	4
PLUS (Sat)***	13	927	1,039		Fiscal YTD Days	306	307
					Cal. YTD Days	153	154

*Requires ¾ mile
**Operates only on Weekdays until 7:00 pm
***Operates only in Zone 1

Strategic Performance Measures

MEASURE	FY 25 YTD	FY 25 Targets	
# of Norman fixed-route passenger trips provided	479,673	400,000	■
# of Norman paratransit trips provided	25,225	23,800	■
% of on-time Norman paratransit pick-ups	93.38%	98.58%	▲
# of Norman bus passengers per service hour, cumulative	19.86	21.14	▲
# of Norman bus passengers per day, average	1,571*	800*	●
% of Norman required paratransit pick-ups denied due to capacity	0.65%*	0.00%	●
% of on-time fixed-route arrivals	69.91%	75.00%	▲

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

Norman On-Demand

City of Norman
Public Works Department

Performance Report

Microtransit Pilot Program Performance Report — June 2025

Purpose

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

Service Profile, Hours, and Pricing

Norman On-Demand is a pilot microtransit service which launched for late night and Sunday service in core Norman on August 21, 2023. Norman On-Demand is a turnkey service provided by TransitTech provider Via. The Norman On-Demand app is available on the Apple App Store and the Google Play Store. This service provides access to safe and affordable public transportation through technology, particularly during evening hours and on Sundays when other public transit options are limited. Through a collaboration with the University of Oklahoma, the Norman On-Demand Program also operates the University's SafeRide Program, which is designed to provide safe and free late night transportation to OU students. Because this is a pilot program, there may be changes to service area, hours of operations, or other aspects of the service while the City focuses the program to efficiently serve the needs and desires of our community.

Service Hours		Pricing	
Monday-Wednesday	7pm – 1am	First Passenger	$2.00
Thursday-Saturday	7pm – 3am*	Each Additional Passenger	$1.00
OU SafeRide: Thursday-Saturday	10pm – 3am*	OU SafeRide (OU Students using OU email address during SafeRide hours)	Free
Sunday	10am – 6pm		

ADA/Wheelchair Accessible Vehicles available upon request.

**Outside of the OU fall and spring semesters, Thursday-Saturday service ends at 1am*

Key Performance Indicator Measures

Measure	Target	Fiscal Year to Date (7/01/24 – 6/30/25)	June 2025	June 2024	Year Over Year Service
Average Walking Distance	<0.10 miles	0.06 miles	0.06 miles	0.06 miles	0% (no change)
Maximum Walking Distance	0.25 miles	0.37 miles	0.34 miles	0.33 miles	+2.94%
Average Rider Wait Time*	<15 min	25.2 min	30.3 min	24.4 min	+19.47%
Maximum Rider Wait Time*	20 min	79.8 min*	47.0 min*	77.3 min*	-39.20%
Percent of Ride Requests Picked Up in 20min	>80%	40.25%**	27.81%**	46.70%**	-40.45%

*OU has requested longer available wait times for OU students during SafeRide hours (up to a 2 hour max). This affects the original goal of 20 minutes that was identified in the original Request for Proposals.

**Number of ride requests with 'Completed' status that have a wait time of 20 minutes or less as a percentage of the total number of ride requests with 'Completed' status. This data is skewed by longer available wait times for OU students during SafeRide hours.

Additional Performance Measures

Ridership

Ridership	Fiscal Year to Date (7/01/24 – 6/30/25)	June		Year Over Year Service
		2025	2024	
Total Number of Riders	44,934	2,831	2,163	+23.60%
Total # of Completed Trips	29,740	1960	1,593	+18.72%
# of Completed Trips Requesting WAV	462	58	8	+86.20%
Ridership Per Service Hour (RPSH)	6.1	5.9	5.0	+15.25%

Norman On-Demand completed 2,831 rides in June 2025, which is a 16.29% decrease from the May 2025 total of 3,382. There were a total of 58 completed trips requesting a WAV or wheelchair accessible vehicle in May 2025. Ridership per service hour (RPSH) is a ratio of the number of riders making use of the service in relation to how much service is being provided (i.e. one vehicle providing one hour of service would be one 'service hour').

Rider Experience

Rider Experience	Fiscal Year to Date (7/01/24 – 6/30/25)	June		Year Over Year Service
		2025	2024	
Average Ride Duration (in minutes)	11.1 minutes	11.2	10.6	+5.36%
Average Ride Distance (in miles)	3.3 miles	3.5	3.3	+5.71%
Average Ride Rating (5 stars scale)	4.9 stars	4.9	5.0	-2.04%

Approximately 12.1% of all completed rides during FYE25 received a rating, of which 96.5% were rated five out of five stars. The system includes an automated feed-back process where all ride ratings with four stars or fewer that have actual written feedback attached are reviewed by customer support agents. Poor ride ratings alone are not categorized as complaints. One complaint was reported to Via in the month of June, representing 0.34 complaints per 1000 rides provided. The single complaint was regarding another rider's rude behavior.

Program Engagement and Rider Growth

Engagement – Service to Date (8/16/23 – 6/30/2025)		
App Accounts Created Since Launch	12,255	
OU Accounts (as of 06/30/2025)	2,878	23.48%
Active Accounts*	8,815	71.92%
Rider Accounts**	6,669	54.42%
Repeat Rider Accounts***	5,503	44.90%

**accounts with user engaging w/ ride requests at least once*
***accounts with at least 1 completed ride*
****accounts with at least 2 completed rides*

Since the Norman On-Demand App launched on August 16, 2023, a total of 12,255 individual accounts have been created, which is a 3.14% increase over the May 2025 service to date total of 11,870 and a 55.40% increase over the June 2024 service to date total of 5,466. Of these accounts more than half of them (54.42%) have utilized the service at least once and almost a third (3,928 or 32.05%) have completed more than five rides. Riders are also able to call 405-643-8638 to schedule rides without using the App.

Accidents and Vehicles

No accidents or incidents were reported in the month of June. Seven of seven vehicles were in active service during the month of June, which meets the target fleet availability.

One accident was reported in the month of May that was not included in the May 2025 report. The single accident involved a WAV rider who was not secured properly causing them to bump their head and shoulder. The rider declined medical assistance at the scene in favor of following up with a primary care doctor the following day. The driver was suspended with a formal warning.

STREET DIVISION					
	FYE 2026 July 2025	FYE 2026 July 2025	Year to Date	Year to Date	FYE 2026
PERFORMANCE INDICATORS	**ACTUAL**	**PERCENT**	**ACTUAL**	**PERCENT**	**PROJECTED**
Respond to all Action Center requests within 24 hour period	49	100%	49	100%	400
Maintain up to 10 miles of asphalt roadway within capital program for given fiscal year	1	10%	1	10%	10
Maintain up to 2,000 square yards of concrete roadway within capital program for given fiscal year	546	27%	546	27%	2000
Mow rural and urban routes citywide 8 times per year	1	13%	1	13%	8
Debris Removal – issue notice to proceed/task order within 48 hours of storm event	0%	0%	0	0%	100%
Street Maintenance Bond Program - Contract all selected project categories for the bond within the same fiscal year	1	20%	1	20%	5
Bridge bond program - contract all selected project categories for the bond within the same fiscal year	2	67%	2	67%	3

STORMWATER DIVISION	FYE 2026 JULY, 2025	FYE 2026 JULY, 2025	Year to Date	Year to Date	FYE26
PERFORMANCE INDICATORS	**ACTUAL**	**PERCENT**	**ACTUAL**	**PERCENT**	**PROJECTED**
Respond to stormwater complaints and drainage concerns within 24 hours	100%	100%	100%	100%	99%
Mechanically sweep 500 curb miles per month (6,000 Annually)	376	75%	376	6%	85%
Inspect and clean 100% of the urban drainage inlets three times per year.	10	1%	10	0%	65%
Mow 2,271,548 square-feet (52 acres) of open drainage ways, six times per year.	1,113,772	98%	1,113,772	8%	70%
Permit all floodplain activities as appropriate.	7	100%	7	100%	95%
Camera Stormwater Infrastructure to inspect and identify. (4 grids per month)	-	0%	0	0%	85%
*Camera map grids identified in FY24. Program is transitioning to proactive inspection.					
Camera Stormwater Infrastructure Inspections (as needed in linear feet)	N/A	N/A	0	N/A	N/A
Repond to 100% of Okie calls within 72 hours of request	232	100%	232	100%	100%

PUBLIC WORKS
FLEET DIVISION
ACTIVITY REPORT

July 2025

IN GALLONS **FYE 2026** **FUEL REPORT**

	UNLEADED PURCHASED	DIESEL PURCHASED	CNG PURCHASED
Internal pumps	24,384.00	25,332.00	28,833.79
Outside - sublet	719.00	536.00	2,413.38
TOTAL	**25,103.00**	**25,868.00**	**31,247.17**

TOTAL	UNLEADED CONSUMED	DIESEL CONSUMED	CITY CNG CONSUMED	PUBLIC CNG CONSUMED
Consumption	**23,807.10**	**22,553.10**	**30,555.48**	**2,413.38**

FYE 2026 TO DATE CONSUMPTION

TOTAL	UNLEADED CONSUMED	DIESEL CONSUMED	CITY CNG CONSUMED	PUBLIC CNG CONSUMED
Consumption	**25,299.80**	**26,838.70**	**28,833.79**	**2,413.38**

INTERNAL PRICE PER GALLON:					EXTERNAL PRICE PER GALLON:				
UNLEADED	High	$2.32	Low	$2.22	UNLEADED	High	$2.40	Low	$2.26
DIESEL	High	$2.56	Low	$2.37	DIESEL	High	$2.59	Low	$2.42
CNG	High	$0.63	Low	$0.63	CNG	High	$2.10	Low	$2.10

CONSUMABLE PARTS PURCHASED	
REPAIR PARTS	$186,929.40
OILS/FLUIDS	$4,612.22
TIRES	$33,601.86
SUBLET REPAIRS	$44,223.56
TOTAL SPENT ALL Parts/Sublet	**$269,367.04**

PUBLIC CNG SALES	
Month Total Public CNG Sales	$5,089
FYE 2026 To Date Public Sales	$5,089
LIFE TO DATE CNG GAS GALLON EQUIVALENT	
Total Sold Gallons Life To Date	1,142,496
Total Gross Sales Life To Date	$1,720,738
Life To Date CNG Gas Gallon Equivalent	
Total Public/City **Through-Put CNG Gallons** @ Station:	4,040,898

Light Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	7	0	10	7
EMERGENCY ROAD CALLS	4	6	13	4
PM SERVICES	103	76	65	103
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	190	145	145	190
SCHEDULED REPAIRS	119	114	87	119
NON SCHEDULED REPAIRS	71	56	58	71

Heavy Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	3	10	20	3
EMERGENCY ROAD CALLS	20	23	16	20
PM SERVICES	40	43	29	40
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	154	165	134	154
SCHEDULED REPAIRS	64	52	43	64
NON SCHEDULED REPAIRS	90	79	91	90

Transit Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	1	0	0	1
EMERGENCY ROAD CALLS	0	0	1	0
PM SERVICES	3	7	9	3
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	72	43	39	72
SCHEDULED REPAIRS	69	43	36	69
NON SCHEDULED REPAIRS	3	0	3	3

EVT Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	2	0	0	2
EMERGENCY ROAD CALLS	0	0	0	0
PM SERVICES	4	9	3	4
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	34	38	25	34
SCHEDULED REPAIRS	29	37	24	29
NON SCHEDULED REPAIRS	5	1	1	5

COMBINED SHOPS	CURRENT MONTH	LAST MONTH	TWO MONTHS AGO	YEAR TO DATE
ROAD SERVICE	13	10	30	13
EMERGENCY ROAD CALLS	24	29	30	24
PM SERVICES	150	135	106	150
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	450	391	343	450
SCHEDULED REPAIRS	281	246	190	281
NON SCHEDULED REPAIRS	169	136	153	169

FLEET DIVISION
INVENTORY
July 2025

FUEL

WESTWOOD GOLF	688.1	gallons	UNLEADED	@	2.290	$	1,575.75
WESTWOOD GOLF	727.6	gallons	DIESEL	@	2.210	$	1,608.00
NORTH BASE	7,440.0	gallons	UNLEADED	@	2.270	$	16,888.80
NORTH BASE	7,568.0	gallons	DIESEL	@	2.480	$	18,768.64
FIRE STATION #5	211.2	gallons	UNLEADED	@	2.380	$	502.66
FIRE STATION #5	315.4	gallons	DIESEL	@	2.510	$	791.65
FIRE STATION #6	331.1	gallons	UNLEADED	@	2.330	$	771.46
FIRE STATION #6	320.5	gallons	DIESEL	@	2.510	$	804.46
BULK TANKS	1,200.0	gallons	DIESEL	@	2.480	$	2,976.00

TOTAL	GALLONS:	DOLLAR:
UNLEADED	8,670.4	$ 19,738.67
DIESEL	10,131.5	$ 24,948.75

PUBLIC WORKS FLEET DIVISION
PM COMPLIANCE REPORT
JULY FYE 2026

Industry Standard Compliance: Not To Exceed 5%

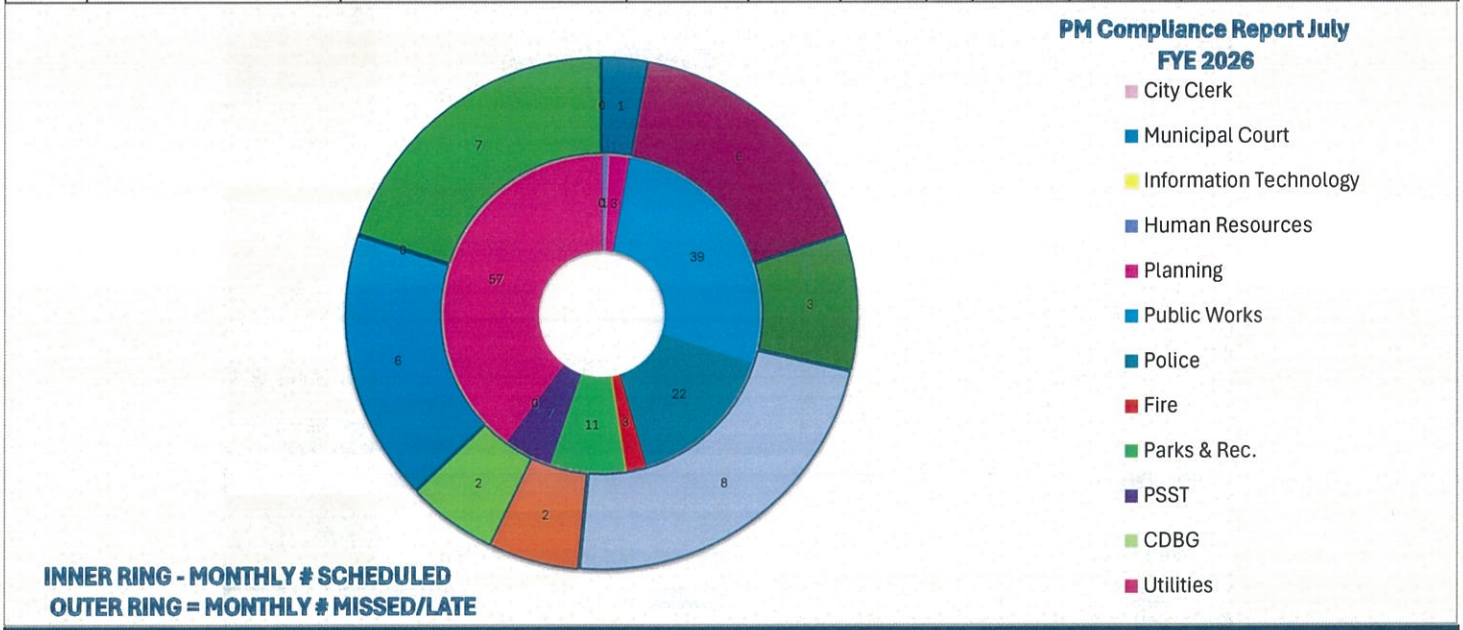
Department/Division	Number of PMs Scheduled	Number of PMs Completed On Time	Number of PMs Completed LATE	Number of PMs Missed	Current % PENDING	YearToDate Non-Compliance Trend
CITY CLERK						
CITY COUNCIL					0%	0%
BUILDING ADMINISTRATION					0%	0%
MUNICIPAL COURT						
MUNICIPAL COURT					0%	0%
INFORMATION TECHNOLOGY						
INFORMATION TECHNOLOGY					0%	0%
HUMAN RESOURCES					0%	0%
HUMAN RESOURCES	1			1	100%	0%
					0%	0%
PLANNING						
PLANNING	1		1	1	100%	200%
BUILDING INSPECTIONS					0%	0%
CODE COMPLIANCE	2		2	2	100%	300%
PUBLIC WORKS						
PW ADMIN					0%	0%
ENGINEERING	1	1			0%	0%
STREETS	10	10	1	1	10%	40%
STORMWATER	7	6		1	14%	43%
TRAFFIC	7	8			0%	29%
STORMWATER QUALITY					0%	0%
FLEET	14	14			0%	0%
TRANSIT					0%	0%
POLICE						
ANIMAL CONTROL	2	1		1	50%	150%
POLICE ADMINISTRATION					0%	0%
POLICE STAFF SERVICES	2	2			0%	150%
POLICE CRIMINAL INVESTIGATIONS	1	1			0%	600%
POLICE PATROL	17	18	4	3	18%	188%
POLICE SPECIAL INVESTIGATIONS		3			0%	0%
POLICE EMERGENCY COMMUNICATIONS					0%	0%
FIRE						
FIRE ADMINISTRATION	1	1			0%	0%
FIRE TRAINING					0%	0%
FIRE PREVENTION	1	1	1	1	100%	400%
FIRE SUPPRESSION	1	2			0%	0%
FIRE DISASTER PREPAREDNESS					0%	0%
PARKS & RECREATION						
PARK MAINTENANCE	10	12	1	1	10%	40%
PARKS & RECREATION					0%	0%
CUSTODIAL					0%	0%
FACILITY MAINTENANCE	1	1			0%	200%
PARKS FORESTRY					0%	0%
PUBLIC SAFETY SALES TAX (PSST)						
PSST POLICE PATROL	5	5	1	1	20%	140%
PSST POLICE CRIMINAL INVESTIGATIONS	2		2	2	100%	200%
PSST FIRE SUPPRESION					0%	0%
PSST SRO					0%	0%
					0%	0%
CDBG						
PLANNING CDBG					0%	0%
UTILITIES WATER						
UTILITIES ADMINISTRATION	1	1			0%	0%
WATER TREATMENT PLANT					0%	0%
WATER PLANT					0%	0%
WATER PLANT WELLS	1		1	1	100%	200%
WATER PLANT LAB					0%	0%
LINE MAINTENANCE ADMIN.					0%	0%
WATER LINE MAINTENANCE	20	19	2	2	10%	20%
UTILITIES INSPECTOR					0%	0%
METER SERVICES					0%	0%
UTILITIES WRF						
WRF ADMIN					0%	0%
WRF INDUSTRIAL	1	1			0%	0%
WRF BIOSOLIDS					0%	0%
WRF OPERATIONS					0%	0%
SEWER LINE MAINTENANCE	7	7	1		0%	14%
UTILITIES SANITATION						
SANITATION ADMINISTRATION					0%	0%
SANITATION RESIDENTIAL	11	12			0%	0%
SANITATION COMMERCIAL	9	11			0%	0%
SANITATION TRANSFER					0%	0%
SANITATION COMPOST					0%	0%
SANITATION RECYCLE	5	6			0%	0%
SANITATION YARD WASTE	2	2			0%	0%
					0%	0%
UTILITIES EVIROMENTAL					0%	0%
ENVIROMENTAL & SUSTAINABILITY					0%	0%
CITYWIDE TOTAL	**143**	**145**	**17**	**18**	**13%**	**25%**

Fleet Management Division
PM Past Due Report

PUBLIC WORKS FLEET DIVISION
PM COMPLIANCE DETAIL REPORT
JULY FYE 2026

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
HUMAN RESOURCES										
0069	2020 Ford Escape	HR	8/1/2025	7/3/2025	-29	Days	7/23/2025	Light Repair	PM-B	7/3/2024
POLICE										
51127	2013 Ford Interceptor	PD Patrol	123794	122525	-1269	Miles	5/14/2025	Light Repair	PM-D	7/15/2020
51127	2013 Ford Interceptor	PD Patrol	123794	122525	-1269	Miles	5/14/2025	Light Repair	PM-G	7/14/2020
23989	2023 Ford F250	PD Animal Control	30169	28000	-2169	Miles	7/10/2025	Light Repair	PM-D	10/30/2023
PUBLIC WORKS										
0883	2022 Peterbuilt 520	Stormwater Maintenance	8/1/2025	3/28/2025	-126	Days	7/21/2025	Heavy Repair	PMB	3/28/2024



Department	Scheduled	Missed/Late	% Late
City Clerk	0	0	0.0%
Municipal Court	0	0	0.0%
Information Technology	0	0	0.0%
Human Resources	1	1	100.0%
Planning	3	6	200.0%
Public Works	39	3	7.7%
Police	22	8	36.4%
Fire	3	2	66.7%
Parks & Rec.	11	2	18.2%
PSST	7	6	85.7%
CDBG	0	0	0.0%
Utilities	57	7	12.3%
Citywide Total	**143**	**35**	**24.5%**

PUBLIC WORKS
FLEET DIVISION
Technician Productivity
Report

FYE 2026

July 2025

		PRODUCTIVITY	INDIVIDUAL PRODUCTIVITY		
MECHANIC	DIRECT LABOR HOURS	GOAL	*ACTUAL*	*DIFFERENCE*	*TOTAL HOURS*
497	153.01	72%	*83.2%*	*11.2%*	*184.00*
1554	120.56	72%	*68.5%*	*-3.5%*	*176.00*
1676	130.85	72%	*71.1%*	*-0.9%*	*184.00*
2098	140.33	72%	*79.7%*	*7.7%*	*176.00*
2495	97.28	72%	*55.3%*	*-16.7%*	*176.00*
2745	152.37	72%	*86.6%*	*14.6%*	*176.00*
3001	120.08	72%	*68.2%*	*-3.8%*	*176.00*
3151	148.77	72%	*84.5%*	*12.5%*	*176.00*
3167	117.67	72%	*66.9%*	*-5.1%*	*176.00*
3502	113.69	72%	*64.6%*	*-7.4%*	*176.00*
3572	159.04	72%	*90.4%*	*18.4%*	*176.00*
3968	162.27	72%	*92.2%*	*20.2%*	*176.00*
4033	123.81	72%	*70.3%*	*-1.7%*	*176.00*
4303	167.04	72%	*94.9%*	*22.9%*	*176.00*
4310	141.16	72%	*76.7%*	*4.7%*	*184.00*
4316	114.24	72%	*64.9%*	*-7.1%*	*176.00*

DIRECT LABOR HOURS	2162.17
TOTAL AVAILABLE HOURS	2840.00
PRODUCTIVITY GOAL	72.0%
ACTUAL PRODUCTIVITY	**76.1%**

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

JULY 2025	PROJECTED GOAL	THIS MONTH			YEAR TO DATE		
	Percentage	Number of Requests	Goal Met	Percentage Met	Number of Requests	Goal Met	Percentage Met
Provide initial response to citizen inquiries within 2 days	100%	127	127	100%	127	127	100%
Provide information requested by citizens within 7 days	95%	127	127	100%	127	127	100%
Complete traffic engineering studies within 45 days.	99%	1	1	100%	1	1	100%
Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days.	95%	40	40	100%	40	40	100%
Worker Hours Per Gallon of Paint Installed.	0.80	Gallons	Worker Hours	Percentage	Gallons	Worker Hours	Percentage
		172	153	0.89	172	153	0.89
Thermoplastic legend, arrows, stop bars & crosswalks installed.	4-6 Installations per day per 2 person crew. 100%	Crew Work Days	Total Installations	Average	Crew Work Days	Total Installations	Average
		0.53	3	5.65	0.53	3	5.66
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
		17	17	100%	17	17	100%
Response to reports on traffic signal malfunctions within one hour.	99%	Number of Reports	Goal Met	Percentage Met	Number of Reports	Goal Met	Percentage Met
		10	10	100%	10	10	100%
Response to reports of sign damage:	Percentage						
High Priority Stop or Yield Signs within one hour	99%	32	32	100%	32	32	100%
Lower Priority all other signs within one day	90%	62	62	100%	62	62	100%
Street Name Signs within two weeks	90%	23	23		23	23	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
		3344	0	0.00	3344	0	0.00

UTILITIES 13

Monthly Report

July 2025

LINE MAINTENANCE:

Waterline Capital Projects

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

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

Water Line Breaks Total – 12 in July
Water Lines Hit by Contractors – 3

Sewer Line Data

- Total obstruction service requests – 18
- Private Plumbing: 15
- City Infrastructure: 3
- Sanitary Sewer Overflows: 2 on private side, 1 on city side

Lift Station D Flows:

- Days – 31
- Average daily flow: 1.255 MGD
- Total Monthly flow: 38.905 MG

UTILITIES ENGINEERING:

AIM Water and Wastewater Master Planning Effort: In combination with the overall comprehensive land use plan, Water and Wastewater master planning efforts are being done to evaluate the current infrastructure, provide input on future development locations, and determine infrastructure needed to support the selected land use alternative(s). RDG, with Garver performing the engineering for water and wastewater efforts, was selected as the consultant for the project. Contract K-2324-46 was awarded to RDG (with Garver as a subconsultant) in July 2023. The W/WW Subcommittee approved the overall plan concepts during the final meeting January 28, 2025. Plans were unanimously recommended for approval by the Committee. Planning Committee unanimously recommended the plans for approval on May 8, 2025. Plans will go to Council for approval on June 24, 2025. This will be final report for this item.

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

WASTEWATER PROJECTS:

Bishop Creek Emergency Sewer Line Repair (WW0212): On May 7, 2025, Utilities Department Line Maintenance staff were advised that an 18-inch sewer aerial crossing over Bishop Creek in the general vicinity of 730 Stinson Street had failed and sewage was discharging into the creek. Due to the risk to the environment, the City Manager authorized emergency repairs to prevent further sewage discharge. Under this emergency declaration, staff first received verbal price quotes to lease bypass pumps and appurtenances for temporarily diverting flow and verbal bids

to mobilize a contractor for an immediate, but temporary, reconnection of the piping. This work was completed at 10:00 p.m. on May 7, 2025, which eliminated the discharge for the short term. It did not, however, restore the structural integrity of the crossing.

Subsequent to completion of this temporary repair, staff mobilized Garver Engineers under their current on-call contract to prepare an expedited design to replace the existing, failed aerial crossing, while Utilities Department Staff prepared Bidding Documents. Drawings and Bidding Documents were completed and issued to potential bidders on May 19, 2025. On May 20, 2025 Bids were opened and the lowest and best bidder was deemed to be Krapff-Reynolds Construction Co. with a bid of $748,550.00. During the last week of May 2025, Contract was executed, Notice to Proceed was Issued, and clearing and procurement activities commenced. On June 10, 2025, City Council ratified the emergency declaration and all resulting actions.

During the month of July 2025, KRCC completed constructing temporary creek crossing, installed doghouse manholes at both ends of project, completed temporary bypass line, and commenced drilling and pouring concrete piers. Project is approximately 4 weeks behind schedule due to delay in the delivery of reinforcing steel, but, with the delivery of steel in mid-July work is now proceeding apace. Work should be largely complete by the end of August 2025.

Engineer: Garver LLC (Michael Nguyen)/Norman Utilities Staff (Ken Giannone)

WRF Reuse Pilot Study (WW0317) – Project is a pilot study designed to consider treatment alternatives to produce highly treated effluent at the WRF suitable for Indirect Potable Reuse (IPR) by discharging it into Lake Thunderbird to supplement Norman's available raw water supply. NUA approved a contract with Garver LLC on February 11, 2020 to design the pilot project for various alternative treatment processes to determine if reuse is feasible and, if so, to recommend the best and most economic treatment technologies for the implementation of a reuse program. In July 2020, NUA approved Amendment No. 1 to Garver's contract which consolidated all pilot study tasks, including procurement/rental of treatment equipment for alternative treatment trains, temporary construction/installation of pilot study equipment and eventual removal of all pilot study equipment, into Garver's contract. During the remainder of 2020, Garver completed pilot study design, and during winter 2020/2021 and spring 2021, temporary construction of Phase I treatment trains, which consisted of one train using an Aqua Nereda patented process and one train using a modified University of Cape Town (mUCT) process was completed. By June 2021, both trains had been commissioned and were operating as intended. As a result, WRF and Garver staff were able to commence the Phase I testing and sampling regimens. In November 2021 and February 2022, skids and trailers containing advanced tertiary processes that were to be pilot tested as part of Phase II and Phase III, respectively, were delivered; temporary construction needed to place them into service was completed; and Phase II and Phase III testing and sampling regimens commenced. Phases I, II, and III and all associated testing and sampling were completed as of June 1, 2022, and Garver's construction subcontractor completed removal of all temporary process equipment by late summer 2022. A first draft copy of the engineering report was submitted for review in December 2022. A second draft was submitted to NUA and, informally, to Oklahoma Department of Environmental Quality (ODEQ) in March 2023. For the rest of 2023, Garver convened regular meetings with ODEQ to review the draft report findings and conclusions in detail, and on March 18, 2024, ODEQ issued a letter of "support" for the results of the pilot study. Upon receiving ODEQ's letter and as per their Contract, Garver submitted their draft final report to an "Independent Advisory Panel" consisting of independent industry experts who will review results and recommendations, deliberate among themselves, and, finally, issue recommendations regarding the report and its conclusions. A technical orientation with the panel members, NUA, and Garver convened on August 28, 2024. This was followed by a half-day workshop on December 17, 2024 during which Garver described the finer details of the pilot test, the data obtained, and their conclusions, and ended with an extended question and answer session. On March 4, 2025, NWRI submitted their final report in the form of a technical memorandum. The report generally concurred with Garver's conclusions but included some recommendations for making any future IPR process as robust as practical. Neither Garver nor NUA had any comments on NWRI's final report so this project is now considered complete.

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

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

In April 2022, NUA learned that a third grant from BOR associated with possible IPR had been authorized. The third grant was an applied science grant for $148,339 to create a Predictive Lake Optimization Tool (PLOT) for Lake Thunderbird. The PLOT will use weather and climatological data and forecasts and data specific to Lake Thunderbird and its watershed to create a preliminary model that will furnish predictions on the theoretical best times, quantities, and manner for adding supplemental IPR flows to the lake. This would allow both for the best possible economic evaluation of infrastructure alternatives for a future IPR program but also for the efficient management of such a future IPR program if/when one is implemented. A resolution authorizing acceptance of the grant was approved by City Council in September 2022, and a Contract with Garver in the amount of $196,190 (of which $148,339.00 would be reimbursable from BOR Applied Science Grant) was approved by City Council on March 14, 2023. During the remainder of 2023 and continuing into the Spring of 2024, Garver and their subconsultants completed research and created the PLOT, and, on June 11, 2024, they convened a workshop presenting the preliminary conclusions. Based on the workshop, Norman requested that additional information and analysis be provided to clarify some minor questions. Once these questions were resolved, an additional workshop with Bureau of Reclamation (BOR) and Central Oklahoma Master Conservancy District (COMCD) staff convened on August 15, 2024. Garver addressed all questions raised in this workshop and made a standing offer to BOR and COMCD for them to use the PLOT tool to analyze historical droughts that are part of an unrelated grant project on which they are working. All direct work on this project is complete, and the PLOT tool remains available for NUA use as needed. During August 2025, NUA will draw down remaining funds available under the grant and staff will work with BOR to file closeout paperwork for grant..

Engineer: Garver LLC (Michael "Cole" Niblett)

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

Garver completed and submitted 60% design documents for review in August 2022 and 90% design documents in January 2023 with design review meetings convening two weeks after each submission. In March 2023, ODEQ Permit to Construct application was submitted to ODEQ and the permit was issued in April 2023. Also, in April 2023, NUA learned that it has been approved for a federal community funding grant for FYE September 30, 2024 in the amount of $5,000,000.00 for this project. However, because the Federal Budget for FY 2024 is not yet approved, funds for the

grant have not been earmarked and EPA has not allocated them, and there is no certainty on when or if these funds will be approved. Because of the critical nature of this project and based on conversations with EPA and with grant experts at Garver, it has been determined that the best course of action for Norman Utilities Authority is to bid the project now and include all requirements for EPA Community Grant projects in the bidding documents. EPA has advised that, as long as the contract meets their requirements for the grant, we can apply for the funds at whatever time in the future they are officially allocated. EPA should then be able to approve "after the fact" and Norman Utilities can seek reimbursement for funds already spent at that point.

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

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

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

During June 2025, GEA and Crossland completed testing, commissioning and training for Centrifuge No. 1, and the centrifuge is now in service. Due to undercapacity associated the sludge pumps that feed the centrifuges and the conveyor that transports dewatered-biosolids to sludge-hauling trucks, the new centrifuge has not yet been tested to its full projected capacity. Garver has been directed to prepare specifications for both new sludge pumps and a new conveyor that will sufficiently increase system capacity to allow centrifuge to be tested in the maximum ranges of its design capacity. In the interim, the dewatering system with Centrifuge No. 1 in service now has sufficient capacity to keep up with biosolids being produced by the WRF. In early July, WRF staff determined that Centrifuge No. 1 had been successfully commissioned and was operating as intended (except for peripheral capacity issues as discussed above and below), therefore, approval was granted to Crossland to commence demolition of Centrifuge No. 2, and demolition commenced immediately thereafter. After demolition was complete, concrete piers for Centrifuge No. 2 were formed, reinforced and poured, Centrifuge was set and secure in place, stairs and platforms were installed, and connection of piping to, and termination of wiring at, unit commenced. Centrifuge No. 2 should be tested and commissioned during August 2025.

Also during the month of July, Garver continued working on specifications for larger capacity sludge pumps and continued working with the manufacturer of the conveyor, Spirac, to determine cause and find solution for bottleneck in existing conveyor. If solution cannot be found, a new conveyor will be specified, procured and installed. Once this

equipment is installed and/or operating at the higher ranges, testing of new centrifuges at their higher operating ranges will be completed and, if successful, project will be closed out by December 31, 2025.

Engineer: Garver LLC (Michael "Cole" Niblett)

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

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

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

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

During August 2022, Greeley Hansen submitted 95% design documents. At time of submittal, it was agreed that a design review meeting would convene in February/March 2023 so that all comments and corrections noted can be addressed at one time just prior to advertisement, which was then projected to occur in May 2023. Since that time, the decision was made to defer construction of this project for two additional years, until FY 2026.

As noted above in the discussion for WRF Dewatering Centrifuge Replacement (WW0326) project, NUA received an EPA Community Funding Grant in the amount of $5,000,000 for that project. For several reasons, a request for a "Technical Correction" was made to EPA to allow for the grant funds to be instead allocated to this project (and the WRF Blower Replacment project which is discussed elsewhere in this report). This request was approved by EPA in September 2024. During the month of July, NUA addressed questions and furnished clarifications to EPA regarding their submission of executed standard documents and affidavits that are required as a condition for receiving the grant. Once this documentation has been approved by EPA staff, funding for the grant will be formally released for Norman Utilities Authority to fund this project.

EPA has additional conditions for their grant that are associated with the bidding and construction of the project. In order to meet these conditions revisions to the bidding documents will be required. As a result, Greely Hansen has requested a Contract Amendment in order to reimburse them for resultant additional costs, and, in June 2025, after extensive negotiations, a tentative agreement was reached. This proposed amendment is currently being reviewed by Norman Utilities staff. Once this Amendment has been finalized and then approved by City Council (tentatively projected for August 2025), Greely Hansen will proceed with final revisions to bidding documents. This should allow project to be bid in the fall of 2025 with construction commencing in early 2026 and project completion in early 2027.

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

Sewer Maintenance Project FYE19 (WW0321): In 2001, the citizens of Norman approved a five-dollar per month sewer maintenance fee to provide for the systematic replacement of aged and deteriorating neighborhood sewer lines.

The FYE 2019 study area is generally bounded by Lindsey Street and Timberdell Road and 24th Avenue SW and South Berry Road. Project will replace approximately 31,000 LF of 8" and 12" sanitary sewer lines using pipe-bursting techniques, and rehabilitate an additional 1,000 LF of 8" sanitary sewer lines using cast-in-place pipe lining techniques along with rehabilitation or replacement of 160 manholes and 610 services.

On November 30, 2021, City Council approved the use of on-call Contracts of Parkhill and Lemke Land Surveying to prepare bidding documents for this project. During May 2023, a preliminary set of plans was submitted for City of Norman review and a review meeting convened and in July 2023, 95% plans were submitted and a review meeting convened. Final Plans and Bidding Documents were completed and project was advertised on September 14, 2023. Bids were opened on October 5, 2023, and Krapff-Reynolds Construction Co. (KRCC) has been deemed the lowest and best bidder with a base bid plus bid alternate cost of $5,468,900.50. City Council approved Contract Award on November 14, 2023. A Pre-Work Meeting convened in January 2024. After an extended procurement process, KRCC mobilized to the project in late March 2024, and sanitary sewer replacement and manhole rehabilitation is now nearing completion. As of the end of July 2025, all contract work was complete. During the month of August, a final change order will be negotiates and a punchlist will be generated, which KRCC should commence addressing. Final acceptance, final change order and final payment should be presented to City Council for approval during September 2025.

Engineer: Parkhill (Sara Senyondo)

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

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

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

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

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

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

In April 2025, a scope and fee for the condition assessment of Digester No. 3's roof was received from Garver. The condition assessment includes an internal visual assessment of the digester roof, and will be used to determine the extent of the repair required.

At the start of FY26, WRF staff will begin preparing for the digester cleanout capital project. During this period, Garver's assessment scope will be finalized and they will be prepared for the internal assessment after the digester is cleaned out.

Engineer: Garver – On-Call services

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

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

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

Linework plans are expected to be finalized and ready for bid by August 2025.

Engineer: Staff with assistance from Lemke Surveying

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

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

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

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

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

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

Delays in receiving sampling bottles have pushed sampling of the liquid and solid treatment trains to mid April. Materials for the class-A compost sampling troughs are being procured as the compost develops.

Initial sampling of the solid and liquid trains began in late April and is expected to conclude in May. The Class-A compost being developed for this project is near completion and should be fully developed by the end of May, which is also when the equipment for the Class-A compost troughs is expected to arrive on-site.

The initial sampling is expected to conclude in June with sampling of the solids treatment train. Delivery of materials for construction of the pilot beds is also expected in the month of June 2025.

Delivery of materials has started at the WRF, and the experimental troughs are expected to be completed by the end of [illegible]. Sampling to begin after the bins have been constructed.

In July 2025, the experimental troughs were assembled. The vegetation in the troughs is acclimating, and sampling of the troughs is expected to begin in late August or early September.

Engineer: Garver (Bryce Callies)

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

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

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

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

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

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

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

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

As of January 2025, the complete installation of the first turbo blower and WRF staff blower training is expected to occur in mid to late February 2025.

As of March 2025, installation of Turbo Blower No. 5 is nearly complete. Turbo Blowers No. 5 and 6 will be tied into the WRF's Supervisory Control and Data Acquisition System (SCADA) in April 2025, and will be followed by testing, training, and then release.

As of April 2025, the network tie-in of Turbo Blowers No. 5 and 6 require an additional site visit from Atlas Copco to complete the work. Once this work is performed, Garver will then perform a site visit to connect Turbo Blowers No. 5 and 6 to the WRF's SCADA system.

Atlas Copco performed their final site visit in May, and Garver is expected to complete the SCADA Integration in June 2025. Final commissioning of the turbo blowers is expected to be done following this integration.

The centrifugal blowers are expected to be delivered in late July or early August. In the meantime, Crossland Heavy and Atlas Copco are working on adjusting the automated controls for the turbo blowers to fit WRF staff needs.

At the end of July 2025, Atlas Copco was procuring a new Rover for the aeration blowers at the WRF. The Rover will collect operational and system data of the blowers, which will then be used to diagnose and resolve existing issues with automation of the new turbo blowers.

Engineer: Garver (Michael Nguyen)

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

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

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

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

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

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

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

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

The scope of the smoke testing area, and the entity performing the testing is being evaluated and will likely be decided by September 2025.

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.

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 has placed this project on hold as they work through new Comp Plan.

WATER PROJECTS:

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 24thAve NE to 12thAve NE. The contract was approved by NUA on November 26, 2019, and project kickoff meeting was held January 14th, 2020. On May 6, 2020, a preliminary plan review meeting convened with NUA and Jacobs staff in attendance, and updated preliminary plans were approved in August 2020. In February 2021, 65% plans and specifications were submitted, and, after review by NUA and additional investigations by Jacobs, the 65% plans were approved in late 2021 with a revised alignment that included 900 LF of pipeline being installed in the southernmost traffic lane of E. Robinson Avenue.

During April 2022, the decision was made to defer construction on this project until at least Fiscal Year 2023/24. From that point, it was agreed that Jacobs could schedule final design work and easement acquisition at a pace intended to synchronize completion of final design, receipt of permit, and purchase of all easements with this revised construction schedule. However, Jacobs encountered issues with their chosen alignment, largely associated with a previously-unidentified and currently-unused OG&E easement along Robinson Avenue in front of large, adjacent properties owned by the United States Department of Veterans Affairs and J.D. McCarty. OG&E has now given formal authorization for Norman Utilities to encroach on their easement as needed for this project so preparation of final plans and easement acquisitions can now proceed.

Due to the critical nature of the project and the delayed progress in finalizing design for bid, meetings convened between NUA and Jacobs on January 6 and February 20, 2025. In these meetings, Jacobs and NUA committed to close coordination and working together toward the goal of completing final design as well as obtaining easements and permits in order to advertise the project in Summer of 2025. During April 2025, engineering and line maintenance staff reviewed current design documents, walked the alignment, and convened a review meeting on April 18, 2025. The major recommendation arising from this review was to move as much of the alignment as practical and acceptable into Robinson Avenue. As a result, a meeting convened with Norman Utilities Engineering, Utilities Line Maintenance and Public Works staff on June 26, 2025, and Public Works staff approved moving alignment into Robinson. Immediately following the meeting, Norman Utilities Department's final comments on drawings (which included a new alignment largely in Robinson) were forwarded to Jacobs. During the month of July, Jacobs commenced addressing comments on design including revised alignment and also began preparing a request for a contract amendment associated with the alignment changes. During the month of August, work on final plans should continue and negotiations regarding a contract amendment for Jacobs should commence.

Schedule will be revised in a more formal manner as part of the amendment with Jacobs, but tentatively, project should be ready for bid by the end of 2025. Construction would then commence shortly after the first of the year 2026 and be complete by the end of 2026.

Engineer: Jacobs Engineering (Arun Srinivasan)

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

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

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

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

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

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

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

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

NUA staff to meet with Plummer in early April to review Plummer's response to NUA's comments on 30% plans. Following this meeting, Plummer will begin working on 60% plan set.

As of April 2025, Plummer continues to work on the 60% plans.

In late May 2025, Utilities staff received the final Technical Memorandum from Plummer. 60% plans are expected in June or July 2025.

Plummer provided an update at the end of January to let City Staff know that the 65% and the subsequent 95% plans will be completed by July or late August.

Engineer: Plummer *(Robert Weinert)*

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

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

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

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

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

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

Bids were received and opened on May 1, 2025. The lowest bid received was from Southwest Water Works, LLC in the amount of $1,585,350. The contract is expected to be awarded at the City Council regular meeting on June 10.

Kickoff meeting has occurred and work is expected to begin in September.

Engineer: Parkhill (Sean Price)

Advanced Metering Infrastructure (WA0351): The City of Norman has an aged water meter population and current and improvement technology have improved such that advanced metering infrastructure would provide significant benefits for the City and its customers. The implementation of this technology will reduce staff requirements for the reading of meters and will ensure more timely and accurate readings. With daily water usage information accessible for staff and the customer, customers will be able to be notified of leaks and better understand how water is used at their property. This will also help with water conservation efforts and billing resolutions. In addition to water metering improvements, the system and technology will also be leveraged to the maximum extent possible for monitoring the water system and other City needs. The consultant has completed the assessment phase of the project. The procurement phase,

specifically the generation of the Request for Proposal, began in November. In May 2022, the Bureau of Reclamation notified staff that the City was awarded a $500,000 grant under the Watersmart program or a $2,000,000 grant under the Bipartisan Infrastructure Law program. Upon direction from City Council, staff is moving forward with this project to fully implement the project. Request for Proposal (RFP) 2223-13 was issued on August 25, 2022. Proposals were received. Three vendors were short-listed and interviews were completed November 15-17, 2022. The top-ranked vendor was selected and contract negotiations are underway. A waiver from the BOR was received and the project is now moving forward with contracts awarded on April 9, 2024. The formal implementation kickoff was held in June. Radio network is installed and meters are communicating and reading on the system. Integration work for software is ongoing. Meter upgrades are nearing 50 percent complete and approximately 20,000 meters have been upgraded to-date. Importing reads into production for billing is ongoing as routes are substantially complete. The Customer Engagement Portal is currently in development but roll-out is being pushed further back to better align with completion of the meter installations.

Consultant: E Source (Alyssa Pourciau)

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

This project will determine the best location, layout, and treatment processes for blending and treating the 41 active groundwater wells utilized by the City of Norman. All active wells are currently in compliance with the standards set forth in the Safe Drinking Water Act and Public Water Supply Operations are not required to provide treatment and residual disinfectant under Oklahoma Administrative Code 252:631. However, the NUA also treats and distributes surface water from Lake Thunderbird. Since the water from the surface water source and the groundwater wells is blended in the distribution system piping, ODEQ has indicated that the system will need to be modified such that a minimum disinfectant residual of 1.0 mg/L of total chloramines ($NHCL_2$) should be found throughout all parts of the system in the future. In addition, maximum contaminant levels (MCLs) of total chromium and arsenic may be lowered by EPA, and a new MCL for hexavalent chromium may be established in the future, thus requiring additional treatment for the groundwater wells. NUA entered into a contract with Carollo Engineering, Inc. on June 22, 2021 in the amount of $95,090 to develop preliminary layouts for the future build-out of the facility including immediate needs and future treatment processes. The Notice to Proceed date was set for June 29, 2021 and a kick-off meeting and site field investigations are scheduled to be held on July 21, 2021. Staff met with SRB, LLC this month to obtain assistance for acquiring the land needed for the blending location which includes review of property records, survey and map, and negotiation assistance. A Purchase Order was created for $16,200 for these services, and a 28-acre parcel of land was approved to be purchased by Council on February 22, 2022 in the amount of $800,000. This 28-acres, which became for sale in 2021, is located near a potential site that was evaluated as being in a more favorable location based on the layout of our wellfield, as indicated by a hydraulic model conducted by Plummer Associates, LLC. A final Technical Memo was received from Carollo in August 2022 and was sent to Plummer. This memo will be utilized by Plummer to determine the layout and modeling needed for the preliminary disinfection system. The engineering contract with Plummer for design of the disinfection system was approved by Council on October 11, 2022 in the amount of $528,900. Staff had a kick-off meeting on November 1, 2022 with engineers. Staff held the chlorine demand and disinfection byproducts testing on December 19, 2022 at the WTP. No DBPs were detected and demand was very low, as expected. An additional sum of $49,286 was added to the contract for work needed to improve the design following public comments. The Planning Committee approved the revised platting/zoning for the location. Staff are reviewing the 90% submittal and staff is working on revisions to proposed Amendment 2 of the engineering contract.

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

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

submitted to the DEQ on October 16, 2024. Service line verification was completed for Norman schools and as requested by Voda.AI for their analysis.

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

Engineer: Cowan Group Engineering, LLC (Jeff Cowan)

Jenkins Avenue Waterline Replacement (WA0353): This project will replace approximately 2,500 feet of existing 6-inch waterline with new 12-inch waterline in concert with the planned widening of Jenkins Avenue through the City of Norman Public Works Department. This project will also design a 1,000-foot extension of the Segment D transmission line recommended by the 2003 water mater plan. In addition, this project will install a non-potable reuse line from Imhoff Road to Constitution Street. Freese and Nichols, Inc. is currently under contract with Public Works to design the widening on Jenkins Avenue and also the intersection improvements at Jenkins Avenue/Constitution Street/Imhoff Street, so staff determined that it would be in the best interest of the NUA to contract with Freese and Nichols, Inc. for this waterline project in order to ensure a cohesive design for both street improvements and the new water lines in this area. The contract with Freese and Nichols was approved by council on April 27, 2021 in the amount of $95,740. Staff had a project kick-off meeting with engineers on May 27, 2021. Public Works will be combining the waterline work into the ODOT streetscape project. This will save money in restoration costs and allow for a shorter construction period for the entire project. ODOT has bid the project and awarded contract. Water line installation on this project is currently ongoing with approximately 800 feet of water line installed.

Water Line Desktop Condition Assessment (WA0337): This contract provides for our consultant, Voda.AI, to complete a desktop condition assessment of the water lines within the distribution system. Each segment of water line within the City's database will be evaluated and scored for both likelihood and consequence of failure using information from GIS databases such as pipe age, material, soil conditions, and other factors relevant to pipe reliability. To prove their model's validity for our system, the model will be set up using historical data and the analysis will then be performed and compared against actual results for a test year. Staff have been working with the consultant to provide data and working through data cleanup. Initial results were provided in November. Staff reviewed the information in December and had modifications/corrections. Updated information provided and staff have reviewed the information. The project will be continued for the next 4 years with the information used as an input to identify future projects.

Southlake Addition Waterline Replacement (WA0352):
This project will replace approximately 7,500 linear feet of aging waterlines within the Southlake Addition, which is located between Cedar Lane and State Highway 9, just east of Classen Blvd (SH 77). The existing lines are ductile iron pipe that were installed in the 1980s and have experienced a significant amount of corrosion, causing a significant number of breaks impacting water service to the neighborhood. This project will install replacement 8-inch mains to replace the existing lines, along with minimal amounts of 6-inch for small streets and short dead-end lines, and will then reconnect services for the residents. A Request for Proposals (RFP) for this project was published in the Norman Transcript on July 15, 2021. Staff received 18 proposals on August 5, 2021. Staff reviewed each proposal and selected a firm using the ranking criteria listed in the RFP. Smith Roberts Baldischwiler (SRB) ranked the highest and was selected for the project and a contract in the amount of $59,000 was awarded on November 9, 2021. Line Maintenance potholed 27 locations (approximately 20%) in this neighborhood to determine if lead service line replacement will be necessary. All service lines potholed were found to be made of copper. Bids were opened on July 13, 2023 where

Cimarron Construction Company was the low bidder at $2,631,347.00. This number includes replacement o Southlake Addition waterlines as well as waterlines at 1932 E Lindsey Street that have had frequent breaks in the last fiscal year, for which Line Maintenance has had to temporarily repair. A contract with Cimarron Construction Co. was approved by City Council on August 8, 2023. A pre-construction meeting was held on August 29, 2023. All punch list items have been completed at the apartment complex. Contractor has completed the installation of all the lines within the Southlake development. Remaining items of work will be cleanup as weather conditions permit. The final change order for the project will be taken to Council on the second docket in August 2025 for project closeout.

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

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

SANITATION CAPITAL PROJECTS:

Compost Facility Scale House (SA0019):

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

and other important components. Comments from Planning were not incorporated and a revised specifications book has not been sent. Updated plans and specifications are currently being prepared by TriCore. As of the first week in March 2024, City of Norman comments on the plans and specifications are currently being addressed by TriCore prior to entering the bidding phase of this project.

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

This project is expected to go out for bid in January or early February 2025. A request was made for Tricore to tender plans to Development Services for review while the bidding documents are finalized and the bidding process begins.

The project went out for bid in January and bid opening will be on March 20, 2025. As of March 2025, received bids are being evaluated before proceeding.

Following the evaluation of bids, Contract and Bonds have been sent to the lowest bidder WL McNatt & Company in the amount of $1,787,506. This exceeds the budget for this project, and a change order has been negotiated and sent to WL McNatt & Co., reducing the scope of work on this project to bring costs into alignment with budgetary constraints. The contract and change order for this project is expected to be awarded and approved in the last City Council regular meeting in May.

Contract was awarded at the May 27, 2025 City Council Regular Meeting and contract documents signed by CoN personnel were received on June 4, 2025. A preconstruction meeting will be held in June 2025 where a construction schedule will be set.

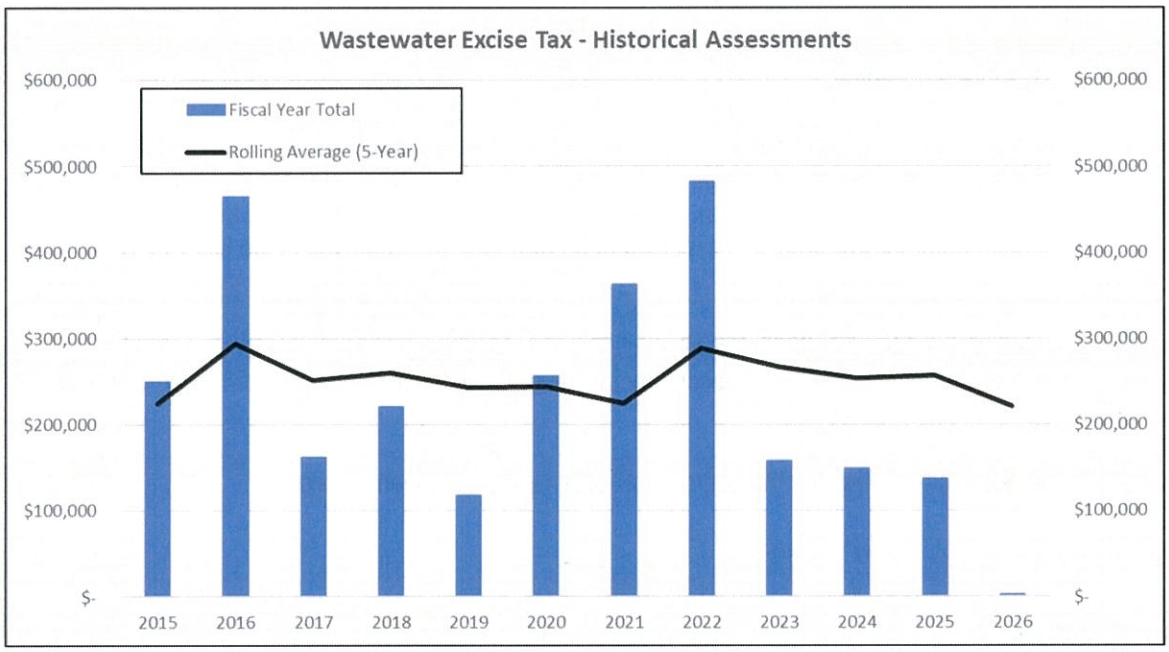
As of July 2025, submittals are undergoing the approval process with mobilization to follow.

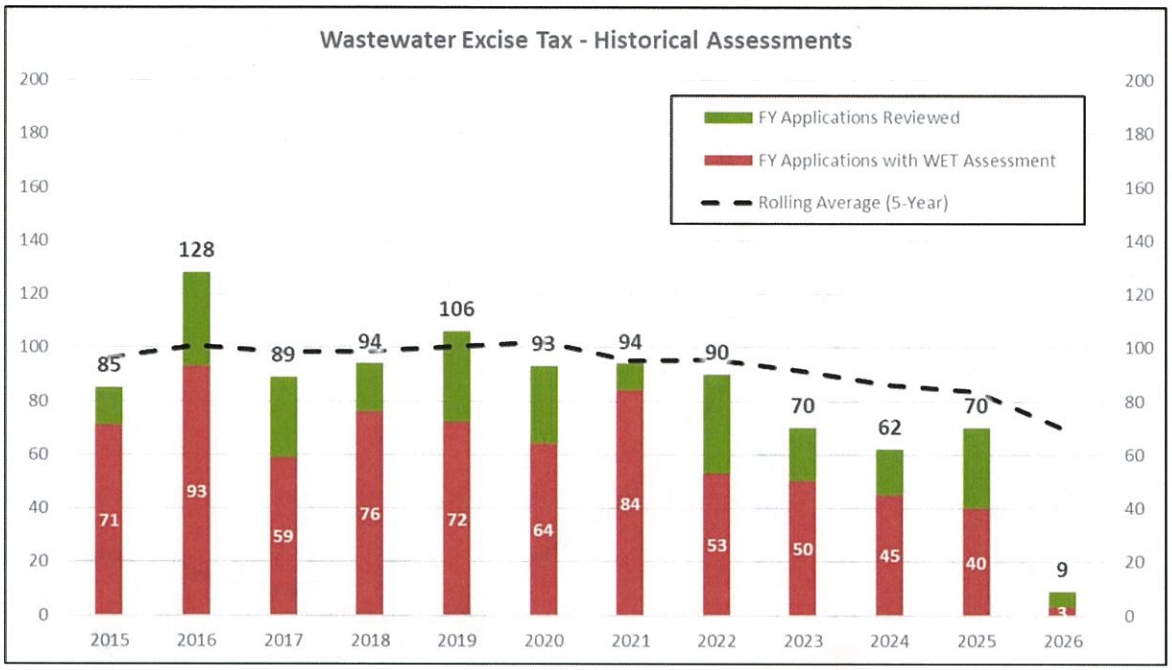
Engineer: TriCore Group, LLC (Greg Vance)

Sanitation Cost-of-Service Study (SA0025): This study will complete a financial evaluation of the Sanitation Fund. Raftelis, who has performed several financial studies for the Utilities Department, was selected to complete this work. Under this contract, Raftelis will evaluate the overall financial condition of the Sanitation fund amidst increasing costs. In summary, this study will develop a financial plan based on historical revenues and anticipated operating and capital expenditures, assess costs for service for various customer classes and services provided to sanitation customers, evaluate the current rate structure and prepare recommended modifications or increases to eliminate customer class subsidies and/or meet requirements for the financial plan; and present information to City Council. Contract was awarded by City Council on January 23, 2024. Raftelis is currently working through the data to ensure that the billing and revenue models are correctly configured.

Wastewater Excise Tax – Non-Residential:

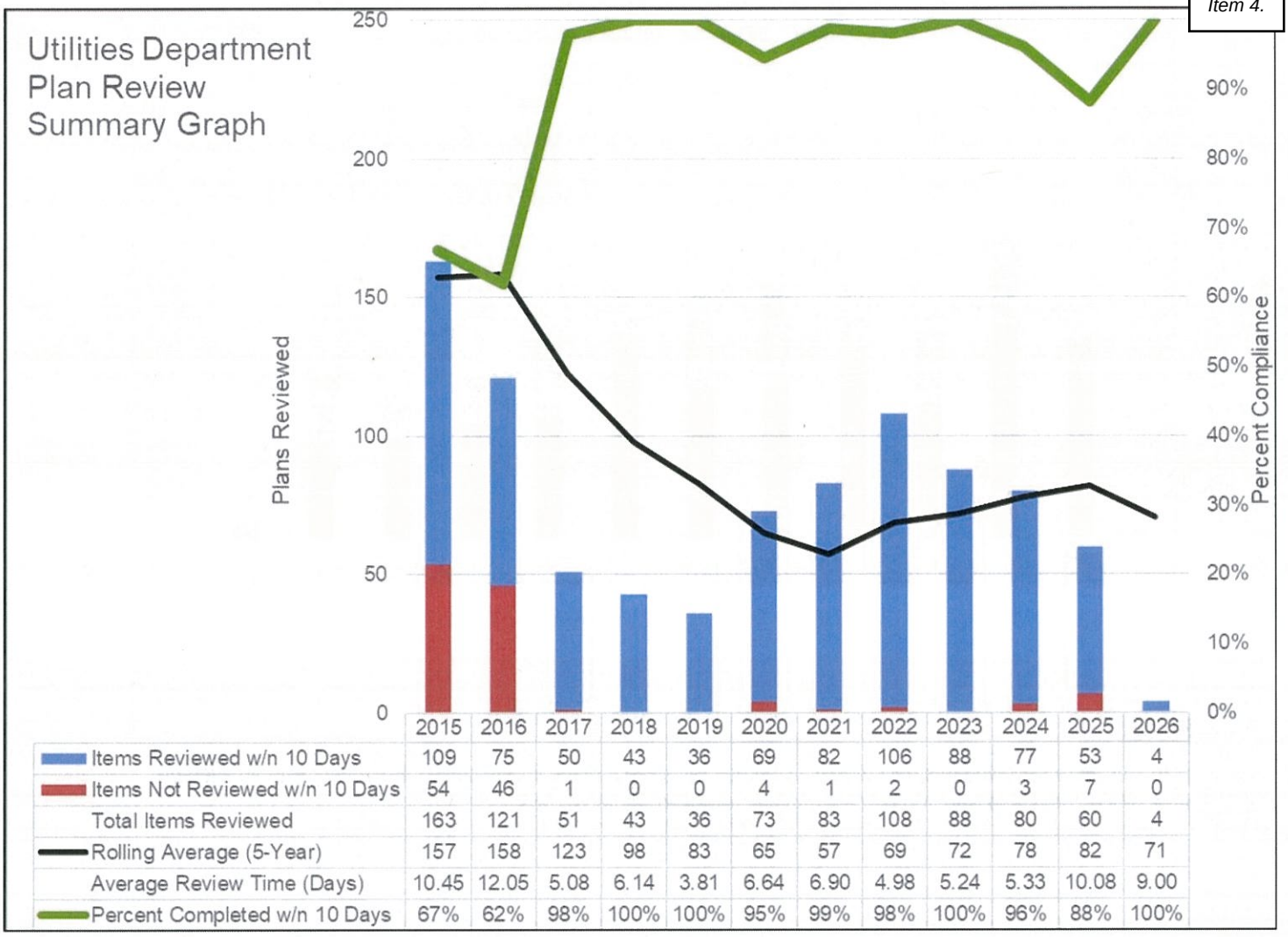
WRF Investment Fee/Wastewater Excise Tax: Staff evaluated the Wastewater Excise Tax on nine commercial entities last month. Three applications were determined to increase wastewater flows over the previous use of the site. For the fiscal year, nine commercial properties have been reviewed and a total of $2,938.84 has been assessed to the entities that will increase wastewater flows for their respective property. Below are graphs showing the amount assessed and the number reviewed.





PLAN REVIEW:

Seven plan sets were reviewed this past month. Staff has reviewed 4 plans for the current fiscal year with an average review time of 9.00 days and with 100 percent of plans reviewed within 10 days.



	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Items Reviewed w/n 10 Days	109	75	50	43	36	69	82	106	88	77	53	4
Items Not Reviewed w/n 10 Days	54	46	1	0	0	4	1	2	0	3	7	0
Total Items Reviewed	163	121	51	43	36	73	83	108	88	80	60	4
Rolling Average (5-Year)	157	158	123	98	83	65	57	69	72	78	82	71
Average Review Time (Days)	10.45	12.05	5.08	6.14	3.81	6.64	6.90	4.98	5.24	5.33	10.08	9.00
Percent Completed w/n 10 Days	67%	62%	98%	100%	100%	95%	99%	98%	100%	96%	88%	100%

RECOUPMENT PROJECTS:

1. NW Sewer Study: 36th Interceptor & Force Main Payback projects established in 1998/1999: Because of abandonment of Carrington LS, two resolutions reducing number of parcels requiring payback approved 01/10/12. Releases for many properties now served by North interceptor system projects were filed of record in 2012. NUA approved appropriation of payback funds on 12/05/17. Collected payback fees of $697 for Jolley Addition on 03/23/18. NUA approved appropriation of payback funds 12/10/19 allowing staff to issue payback checks to developers in late December 2019.
2. Sewer Service Area 5 Payback: Payback project established by R-0304-13 for NUA share of sewer improvements along Highway 9 from the Summit Valley Lift Station to the USPS.
3. North Porter Waterline Payback: Payback project established 04/12/05 for 12-inch waterline constructed by Calvary Free Will Baptist Church along Porter Avenue from Tecumseh Road north. Total payback to date is $0.00 of potential $61,177.
4. 36th Avenue NW Waterline Payback: Payback project established 08/24/99 for 24-inch waterline along 36th Avenue NW from Tecumseh Road to SE 34th in Moore. Total payback to date is $65,123.
5. 24th Avenue NW Waterline Payback: Payback project established 04/22/08 for 24-inch waterline along 24th Avenue NW from convention center to Tecumseh Road. Medcore billed $27,212 on 04/15/20; total payback to date is $87,074 of original project cost of $346,134.
6. Post Oak Lift Station Payback: Payback project approved 04/14/09 for sewer and lift station improvements to serve the Links development and other properties in SE Norman. Construction complete and final payback costs approved

01/25/11. Parcel 5 payback of $15,717.09 paid 12/15/15; total of $15,717.09 paid to date and will be returned to Links at end of fiscal year. Payback funds returned to Links in January 2018. Links check reissued in July 2019 as previous check was never cashed.

7. Interstate Drive Waterline Payback: NUA approved payback project on 04/22/14 for waterline improvements in University North Park in conjunction with the extension of Interstate Drive. Construction was complete in late 2015. Staff has finalized project costs, payback amounts and the Final Payback resolution approved 12/10/19. Hudiburg Subaru billed $28,540 on 04/24/20 and UNP was billed $32,963 for detention pond on 04/24/20.

8. Ruby Grant Waterline Payback: NUA will soon consider a new waterline payback project for waterline improvements along Franklin Road in conjunction with the Ruby Grant Park Improvements. Norman Forward through the Parks Department will fund 50% and the NUA will fund the remaining costs to be paid back over 20 years as property to the north develops. Design plans are complete and project will bid 07/25/19. Ruby Grant Waterline Payback project approved by Council 12/10/19; construction of 12-inch waterline is nearing completion. Battison Honda is considering new development along Interstate Drive north of Franklin Road that will connect to the Ruby Grant Waterline.

Private Water Well Permits Issued

0 water well permits were issued for the month of July.

DIVISION OF ENVIRONMENTAL RESILIENCE AND SUSTAINABILITY JULY 2025 SUMMARY

	MONTHLY	YEAR-TO-DATE
STORMWATER CONSTRUCTION SW		
INSPECTIONS	89	89
ACTIVE SITES	88	88
CITATIONS	0	0
NOVS	0	0
CDOS	0	0
SWOS	0	0
ECPS	3	3

STORMWATER MS4 OPERATIONS		
ACTION CENTER	6	6
PWSTORMWATER	1	1
CALLS	5	5
OTHER	20	20
TOTAL INQUIRIES	32	32
OUTFALL INSPECTIONS	0	0
MCM 5 INSPECTIONS	0	0
MCM 6/P2 INSPECTIONS	0	0

PRETREATMENT/FATS, OILS, AND GREASE (FOG) PROGRAM		
FOG INSPECTIONS	19	19
FOOD LICENSE APPROVAL	4	4
SIU INSPECTIONS	0	0
SIU SITES SAMPLED	0	0
TABLE II MONITORING (%)	100%	100%
TABLE III MONITORING (%)	75%	75%

HOUSEHOLD HAZARDOUS WASTE		
HHWF: CARS SERVED	89	89
SWAP SHOP VISITS	7	6
OIL DISPOSED	1162	1162
ANTIFREEZE DISPOSED	0	0
TIRES DISPOSED	13005	13005
HHW MATERIAL COLLECTED	4475	4475
E-WASTE: CARS SERVED	0	0
E-WASTE COLLECTED	0	0
TOTAL CARS SERVED	89	89
TOTAL MATERIAL COLLECTED	4475	4475

REVENUE		
FOG PROGRAM	$ 50.00	$ 50.00
SURCHARGE	$ -	$ -
LAB ANALYSIS RECOVERY	$ -	$ -
INDUSTRIAL DISCAHRGE PERMIT	$ -	$ -
TOTAL	$ 50.00	$ 50.00

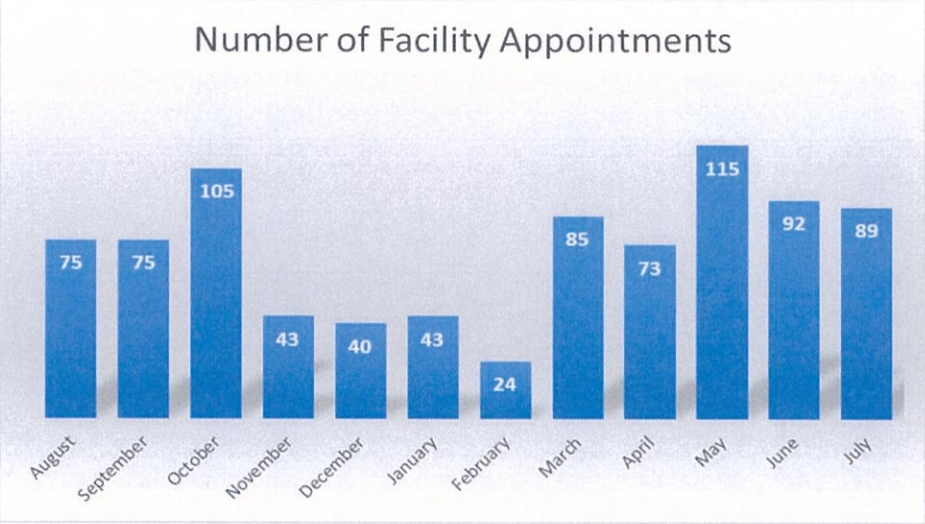
ACTIVITIES
ECAB
Provided staff liaison support including attending meetings, preparation of minutes, speaker scheduling and issue research.
Urban forestry discussion.
Educational hand outs and participation in Monarchs festival.
DoERS
Love Your Lake Week was celebrated July 5 through July 12.
On July 8, staff volunteers planted a bare lot with native plants.
On July 11. Dukes Root Control special agreement permit re-issued .
On July 12, Chao, Loudenback, Boteler, Gates, Epperson and Billings presented Habitat and All That at the Well.
On July 16, Loudenback, Chao, Boteler, Billings and Wright attended OFMA SW Workshop; Boteler and Chao presented.
On July 28, Loudenback facilitated the LTWA Board Meeting
Table III Sampling was completed July 7-9.

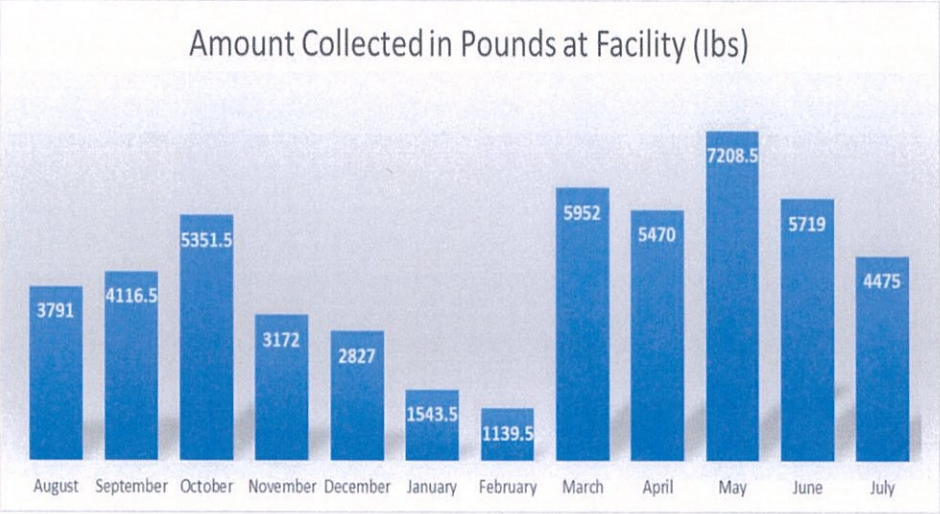
Upcoming Events:

9-Aug	Garden Maintenance at HHWF
16-Aug-25	Environmental Panel at Te Ata Theater
19-Aug	Hazwoper Refresher with MWC
25-Aug	LTWA Planning Retreat
28-Aug	Enviroscape Demo at Eisenhower
13-Sep	Curiosiday at Sam Noble
10-Sep	Bishop Creek WBP Meeting
15-Sep	Bug Collection Dave Blue Creek
28-Sep	Monarch in the Park

Upcoming Projects:

Sept	Panels on HHWF
Fall	Retrofit of Pond





CITY OF NORMAN
DEPARTMENT OF UTILITIES
LINE MAINTENANCE DIVISION

MONTHLY PROGRESS REPORT
WATER MAINTENANCE

	FYE 2026		FYE 2025	
July 2025	MONTH	YTD	MONTH	YTD
New Meter Sets:	**30**	**30**	**61**	**61**
Number Short Sets	30	30	56	56
Number Long Sets	0	0	5	5
Average Meter Set Time	5.76	5.76	4.08	4.08
Number of Work Orders:				
Service Calls	522	522	590	590
Meter Resets	2	2	1	1
Meter Removals	14	14	5	5
Meter Changes	18	18	110	110
Locates Completed	743	743	604	604
Number of Water Main Breaks	12	12	14	14
Average Time Water Off	0.69	0.69	1.38	1.38
Number of Water Leaks	56	56	61	61
Fire Hydrants:				
New	0	0	0	0
Replaced	0	0	0	0
Maintained	115	115	60	60
Number of Valves Exercised	138	138	119	119
Feet of Main Construction	0	0	0	0
Hours of Main Construction	0	0	0	0
Meter Changeovers	0	0	0	0
OJI's	0	0	0	0
Hours Flushing/Testing New Mains	29.00	29	21	21
Hours Worked Outside of Division	0.00	0.00	0	0

CITY OF NORMAN
DEPARTMENT OF UTILITIES
LINE MAINTENANCE DIVISION

MONTHLY PROGRESS REPORT
SEWER MAINTENANCE

	FYE 2026		FYE 2025	
July 2025	MONTH	YTD	MONTH	YTD
Obstructions:				
City Responsibility	3	3	3	3
Property Owner Responsibility	15	15	10	10
TOTAL	18	18	13	13
Number of Feet of Sewer Cleaned:				
Cleaned	78,473	78,473	104,365	104,365
Rodded	4,141	4,141	4,621	4,621
Foamed	0	0	0	0
SL-RAT	0	0	2,175	2,175
TOTAL	**82,614**	**82,614**	**111,161**	**111,161**
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	1	1	0	0
Obstruction	0	0	1	1
Private	2	2	0	0
Other (Lift Station, Line Break, etc.)	0	0	0	0
Total Overflows	**3**	**3**	**1**	**1**
Feet of Sewer Lines Televised	33,972	33,972	36,440	36,440
Locates Completed	320	320	320	320
Manholes:				
Inspected	1,225	1,225	1,239	1,239
New	0	0	0	0
Raised	18	18	2	2
Repaired	5	5	5	5
Feet of Sewer Lines Replaced/Repaired	8.00	8.00	0	0
Hours Worked at Lift Station	34.05	34.05	51	51
Hours Worked for Other Departments	3.37	3.37	16.83	16.83
OJI's	0	0	0	0
Square Feet of Concrete	0	0	0	0
Average Response Time (Minutes)	19.00	19.00	19.00	19.00
Number of Claims	0.00	0.00	0.00	0.00

City of Norman, Oklahoma
Department of Utilities

Monthly Progress Report
Water Reclamation Facility
July 1-31,2025

Flow Statistics

	FYE 2026		FYE 2025	
	This Month	YTD	This Month	YTD
Total Influent Flow (M.G.)	356.4	356.4	333.3	333.3
Total Effluent Flow (M.G.)	295.2	295.2	325.5	325.5
Influent Peak Flow (MGD)	13.8	13.8	14.6	14.6
Effluent Peak Flow (MGD)	11.2	11.2	13.7	13.7
Daily Avg. Influent Flow (MGD)	11.5	11.5	10.8	10.8
Daily Avg. Effluent Flow (MGD)	9.4	9.4	10.5	10.5
Precipitation (inches)			2.4	2.4

Discharge Monitoring Report Stats

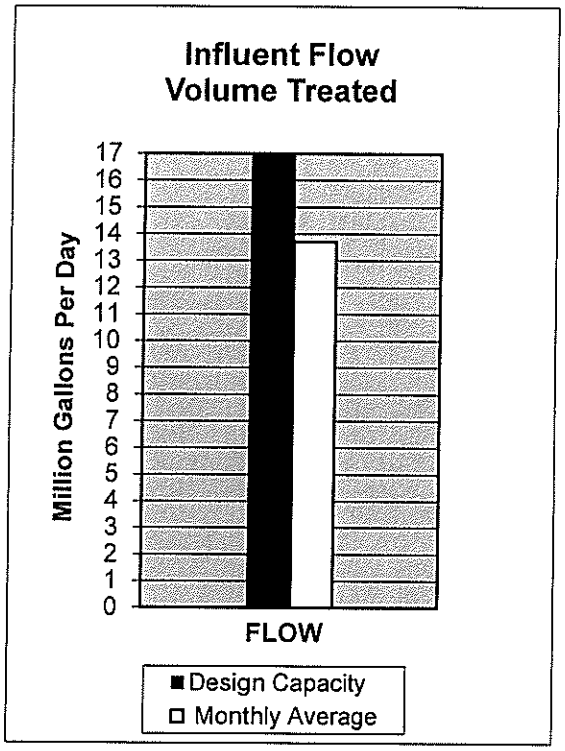
	EPA minimum percentage removal 85% Avg.	Avg.
5 day BOD:		
Influent Total (mg/l)	139	119
Effluent Carbonaceous Total	2	3
Percent Removal	98.6	97.5
Total Suspended Solids:		
Influent (mg/L)	162	177
Effluent (mg/L)	25	13
Percent Removal	84.6	92.7
Dissolved Oxygen:		
Influent (min)	0.4	1.3
Effluent (min)	7.2	8.3
pH		
Influent (Low)	6.8	6.74
(High)	7.1	7.1
Effluent (Low)	6.9	6.8
(High)	7.4	7.2
Ammonia Nitrogen		
Influent (mg/L)	25.6	29.9
Effluent (mg/L)	0.3	0.7
Percent Removal	98.8	97.7

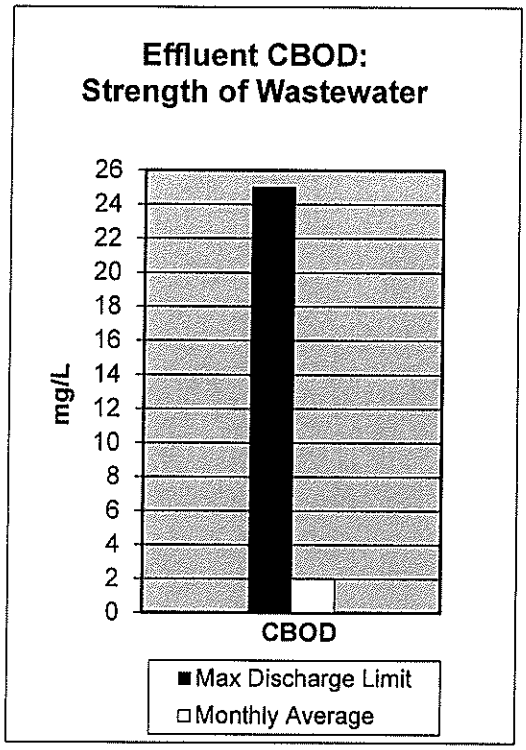
Utilities

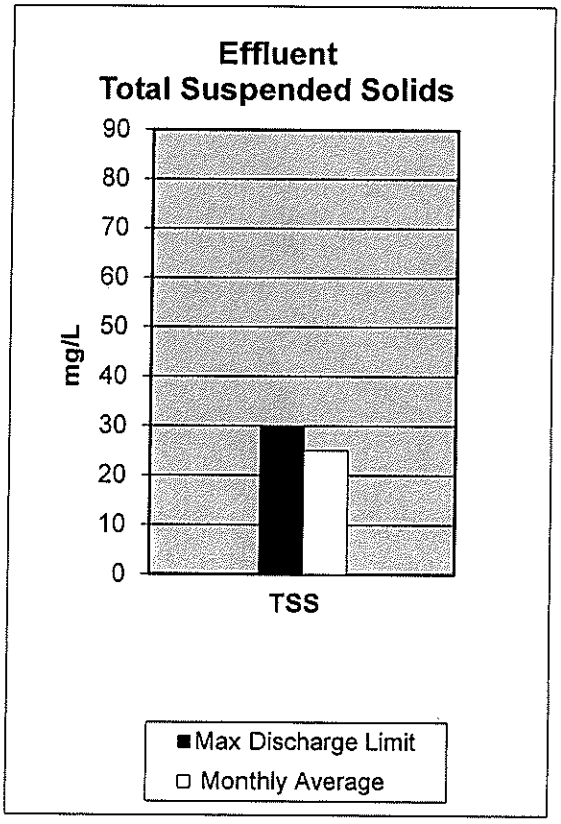
Electrical				
Total kWh Used (Plant wide)	439,280	439,280	340,260	340,260
Aeration Blowers & Headworks	138,500	138,500	114,200	114,200
UV Facility	68,800	68,800	66,000	66,000
Natural Gas				
Total cubic feet/day (plant wide)	238,000	238,000	113,000	113,000
Public Education (Tours)	0	0	5	115
Total Attendees FYE 26		0		115
OU Golf Course (MG)	21.4	21.4	10.6	10.6

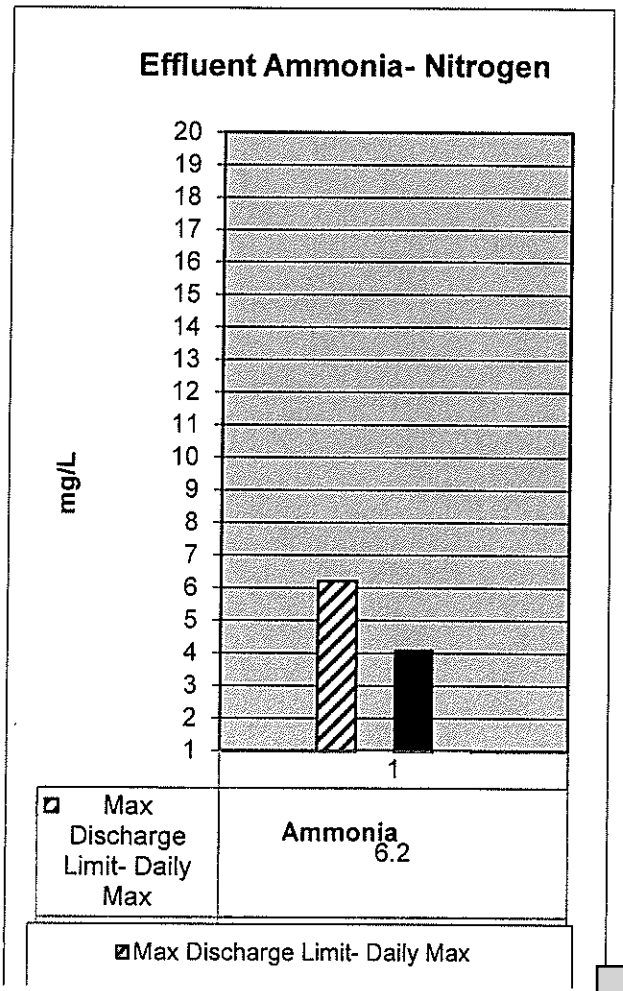
E. coli geometric mean for July **62 MPN** (Limit is 126)

CITY OF NORMAN
WATER RECLAMATION FACILITY
July 2025









Comments here

CITY OF NORMAN, OKLAHOMA
DEPARTMENT OF UTILITIES

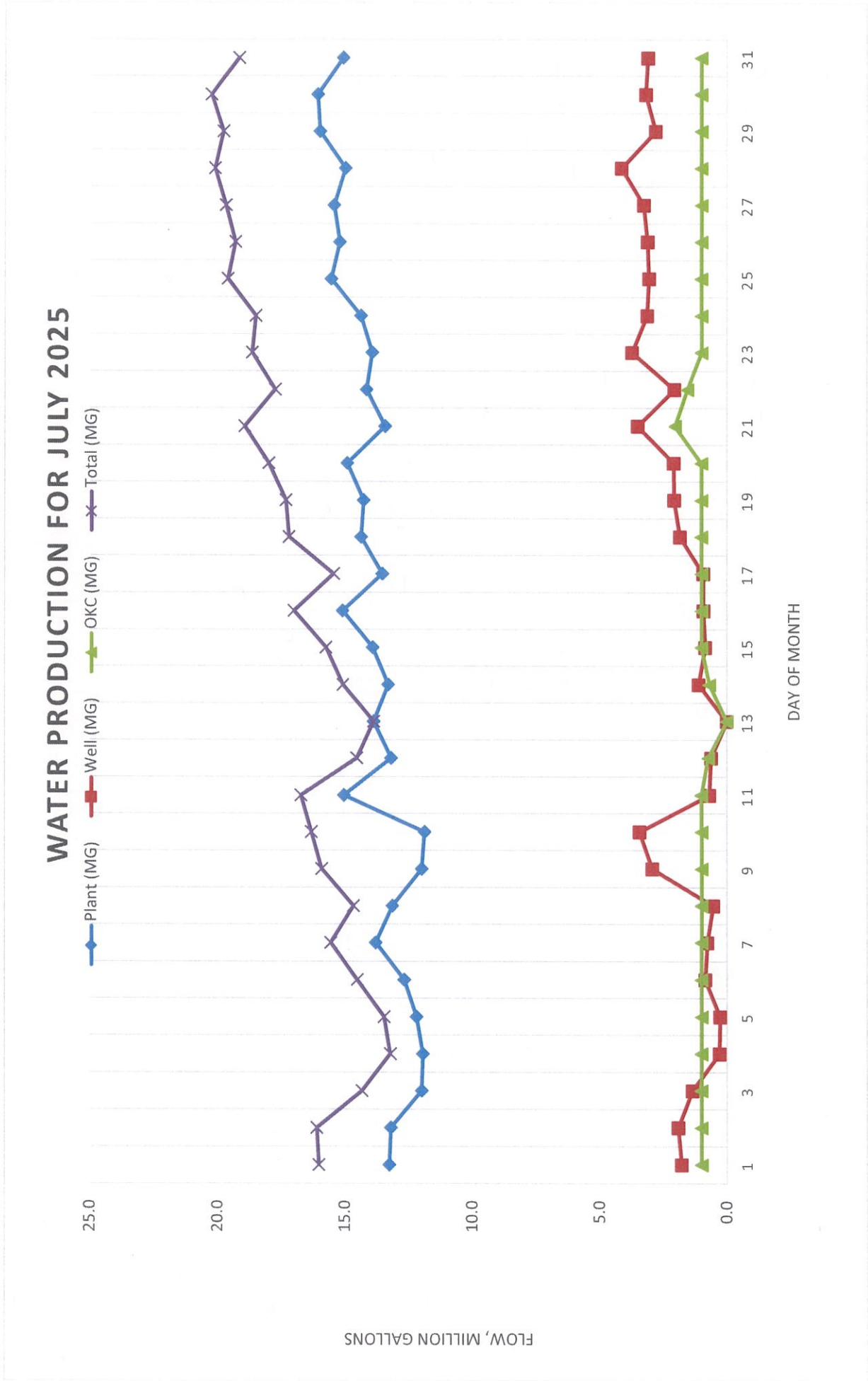
MONTHLY PROGRESS REPORT

WATER TREATMENT DIVISION

MONTH: July-2025

	FYE 2026		FYE 2025	
Water Supply	This month	Year to date	This month	Year to date
Plant Production (MG)	431.69	431.69	473.00	473.00
Well Production (MG)	60.15	60.15	89.70	89.70
Oklahoma City Water Used (MG)	30.97	30.97	28.71	28.71
Total Water Produced (MG)	522.81	522.81	591.41	591.41
Average Daily Production	16.86	16.86	19.08	19.08
Peak Day Demand				
Million Gallons	20.26	20.26	21.82	21.82
Date	7/30/2025	7/30/2025	7/3/2024	7/3/2024
System Capacity (see note 1)	0.00	0.00	30.34	30.34
Demand Above Capacity (Peak Day)	20.26	20.26	0.00	0.00
Note 1: 2024- system capacity updated to reflect actual firm capacity from all sources				
Costs				
Plant	$716,104.10	$716,104.10	$743,012.37	$743,012.37
Wells	$201,724.92	$201,724.92	$242,272.97	$242,272.97
OKC	$96,787.73	$96,787.73	$88,471.59	$88,471.59
Total	$1,014,616.75	$1,014,616.75	$1,073,756.93	$1,073,756.93
Cost per Million Gallons				
Plant	$1,658.84	$1,658.84	$1,570.84	$1,570.84
Wells	$3,353.59	$3,353.59	$2,700.99	$2,700.99
OKC	$3,125.61	$3,125.61	$3,081.24	$3,081.24
Total	$1,940.71	$1,940.71	$1,815.58	$1,815.58
Water Quality				
Bacterial Samples in Compliance	100	100	101	101
Bacterial Samples out of Compliance	0	0	2	2
Total number of inquiries (Note 2)	1	1	5	5
Total number of complaints (Note 2)	2	2	0	0
Number of complaints per 1000 service connections	0.05	0.05	0.00	0.00
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	0	0
Public Education				
Number of tours conducted	0	0	4	4
Number of people on tours	0	0	31	31

Notes:
Replaced cooling fan for Emergency pump VFD.
Repaired telemetry panel at Boyd tower (suspect lightning strike)
Replaced LAS pump at Well 31.
Replaced sample pump at split vault.


WATER PRODUCTION FOR JULY 2025
Plant (MG)
Well (MG)
OKC (MG)
Total (MG)
25.0
20.0
15.0
10.0
5.0
0.0
1
3
5
7
9
11
13
15
17
19
21
23
25
27
29
31
DAY OF MONTH
FLOW, MILLION GALLONS

MONTHLY TRANSFER STATION REPORT
July 2025

	TONS PER MONTH	REVENUE PER MONTH
O.U.	284.56	$16,753.02
STANDARD GATE	1,037.02	$114,492.60
RESIDENTIAL	355.43	$17,146.20
TOTALS:	1,677.01	$148,391.82

		MONTH
# OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.		446.00
# OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.		8826.26
# 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:		446.00
GRAND TOTAL TONS TO LANDFILLS		8,826.26
DISPOSAL COST PER TON (OKC)		$21.75
TIPPING FEE'S FOR DUMPING AT OKC:		$191,971.16
GRAND TOTAL TIPPING FEE'S		$191,971.16
# OF LOADS BROUGHT TO TRANSFER STATION COMMERCIAL SANITATION TRUCKS:		647.00
# OF TONS BROUGHT TO TRANSFER STATION COMMERCIAL SANITATION TRUCKS:		4108.04
# OF LOADS BROUGHT TO TRANSFER STATION RESIDENTIAL SANITATION TRUCKS:		429.00
# OF TONS BROUGHT TO TRANSFER STATION RESIDENTIAL SANITATION TRUCKS:		3083.24
TOTAL LOADS BROUGHT TO TRANSFER STATION:		1076.00
TOTAL TONS BROUGHT TO TRANSFER STATION:		7191.28
MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.:		197.56
TOTAL TONS RECEIVED AT TRANSFER STATION		9065.85

SANITATION DIVISION PROGRESS REPORT

SUMMARY FYE 26

	FYE 25		FYE 26	
	MONTH	YR-TO-DATE	MONTH	YR-TO-DATE
Vehicle Accidents	**2**	2	**0**	0
On The Job Injuries	1	1	**0**	0
Bulk Pickups	**52**	52	**54**	54
Refuse Complaints	**138**	138	**120**	120
New Polycarts Requests	**56**	56	**67**	67
Polycarts Exchanges	**5**	5	**6**	6
Additional Polycart Requests	**75**	75	**69**	69
Replaced Stolen Polycarts	**18**	18	**26**	26
Replaced Damaged Polycarts	**58**	58	**70**	70
Polycarts Repaired	**21**	21	**32**	32

COMPOST MONTHLY REPORT

JULY 2025

	MONTH
TONS BROUGHT IN BY COMPOST CREWS:	476.46
LANDFILL TIPPING FEE'S	$ 21.75
SAVINGS FROM NOT DUMPING AT LANDFILL:	$ 10,363.01
TONS BROUGHT IN BY PUBLIC:	1,500.00
TONS BROUGHT IN BY CONTRACTORS :	5,632.00
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	40.00
LANDFILL TIPPING FEE'S	$ 21.75
SAVINGS FROM NOT DUMPING AT LANDFILL:	$ 155,991.00
TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:	$ 166,354.01
REVENUE COLLECTED FROM COMPOST SALES:	$ 280.00
REVENUE COLLECTED FROM GATE SALES:	$6,446.00
TOTAL TONS COLLECTED	7,648.46

	MULCH CUBIC YDS MONTH	COMPOST CUBIC YDS MONTH
PARKS DEPT.	20	
ROAD & CHANNEL	20	
LINE MAINTENANCE	0	
STREET DEPT.	0	
WATER TREATMENT	0	
MURPHY PRODUCTS OKC	0	
SELF LOADING BIN	100	75
DRYING BEDS	1,600	100
COMPOST SOLD BY CUBIC YARDS		84
MULCH SOLD BY CUBIC YARDS	1,000	
TOTAL:	2,740	259

CURBSIDE MONTHLY RECYCLING REPORT

Jul-25

PROGRAM STATISTICS	
	AVERAGE MONTH
SET OUT/PARTICIPATION RATE:	97%
AVERAGE TONS PER DAY :	15.60
POUNDS PER HOME:	18.29

COMMODITY BY TON		
	% of Total	TONS
ALUMINUM BEVERAGE CAN	2.10%	7.69
#1 PET	5.50%	20.13
NEWS	0.00%	0
GLASS CONTAINERS	5.72%	20.94
MIX PAPER	33.40%	122.26
PLASTIC FILM	0.57%	2.09
#2 NATURAL	0.90%	3.29
#2 COLOR	1.10%	4.03
#3-#7	0.00%	0
METAL	0.82%	3
RIGIDS	0.89%	3.26
TIN-STEEL SCRAP	3.30%	12.08
TRASH	28.30%	103.59
OCC	17.40%	63.69
TOTAL	**100.00%**	**366.05**

	MONTH
SERVICE CALLS (MISSES)	18
HOUSESIDE	0
REMINDER	0
SCATTERED	0
MISC.	0
REPAIR	4
NEW	55
ADD	3
MISSING	12
EXCHANGE	0
REPLACE	6
PICK UP	30
TOTAL CALLS	128.00

	MONTH
LANDFILL COST AVOIDANCE	$7,229.49

Drop Center Report JULY 2025

MONTHLY UNIT PRICES	Revenue per ton	Proc. Fee	LBs Rejected	Tons Rejected	%	LNDFL Fee	Tons Diverted	$ Diverted
ALUMINUM:	$1,100.00	$0.00	0	0	0%	$21.75	230.74	$5,018.60
PLASTICS:	$75.00	$0.00						
STEEL CANS:	$0.00	$0.00						
MIXED OFFICE PAPER:	$0.00	$0.00						
CARDBOARD:	$35.00	$0.00						

RECYCLING CENTER DATA:	#9	Westwood	Hollywood	Transfer				
	TONS	TONS	Tons	Tons	Total Tons	PRO/FEE	Revenues	Net
ALUMINUM:	0.45	0.2	0.65	0.05	1.35	$0.00	$1,485.00	$1,485.00
PLASTICS:	3.23	1.25	4.43	0.3	9.21	$0.00	$690.75	$690.75
STEEL CANS:	0.45	0.2	0.65	0.05	1.35	$0.00	$0.00	$0.00
MIXED OFFICE PAPER:	3.94	2.51	6.49	0	12.94	$0.00	$0.00	$0.00
CARDBOARD:	23.93	13.98	33.76	2.1	73.77	$0.00	$2,581.95	$2,581.95
RECYCLING CENTER TOTALS:	32	18.14	45.98	2.5	98.62	$0.00	$4,757.70	$4,757.70

Commercial Cardboard Containers		Compactors		Glass
TONS	Revenues	TONS	Revenues	TONS
30.79	$1,077.65	12.07	$422.45	23.2

Expenses	Average hrly+ benefits		$26.78		
	Cage Rolloff	Cardboard	Occ Compact	MXD Office	Total
Hours	54	198	10	24	286
Labor $	$1,446.12	$5,302.44	$267.80	$642.72	$7,659.08
Vehicle cost	$0.00	$6,717.08	$0.00	$0.00	$6,717.08

Customer Revenue
$12,264.09

Total All Recycle and Cardboard	
Tons	Revenues
164.68	$6,257.80

Total Recycle Only	
Tons	Revenues
48.05	$2,175.75

Total Cardboard	
Tons	Revenues
116.63	$4,082.05

Revenue	Total Revenue	Total Expense	Total Net
	$18,521.89	**$14,376.16**	**$ 4,145.73**

File Attachments for Item:

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.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 08/26/2025

REQUESTER: Brenda Hall, City Clerk

PRESENTER: Brenda Hall, City Clerk

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

office memorandum

DATE: August 18, 2025

TO: Darrel Pyle, City Manager
Shannon Stevenson, Assistant City Manager

FROM: Taylor Johnson, AICP, Transit and Parking Program Manager T.J.

SUBJECT: K-2526-56 Campus Corner Association Asp Avenue Parking Lot Lease Agreement for 2025 OU Home Football Game Days

Please find the attached contract K-2526-56 Parking Lot Lease Agreement for your review and approval. This agreement continues an arrangement begun in 2024 which leases the City's paid parking lot located in Campus Corner at 710 Asp Avenue for the below specified dates which coincide with University of Oklahoma Football home games and associated Campus Corner area gameday events.

- August 30, 2025
- September 6, 2025
- September 20, 2025
- October 4, 2025
- October 25, 2025
- November 22, 2025
- November 29, 2025

As compensation the City will receive $11,200 as outlined in the attached agreement.

Attached: K-2526-56 Parking Lot Lease Agreement

Reviewed by: Scott Sturtz, P.E. Director of Public Works

8-18-25
Date

Signature

☑ APPROVED
☐ DISAPPROVED

BY:
☑ Darrel Pyle, City Manager
☐ Shannon Stevenson, Assistant City Manager

Cc: Jason Huff, Transit Planner and Grants Specialist
Anthony Purinton, Assistant City Attorney
Brenda Hall, City Clerk
Jamie Meyer, Deputy City Clerk

K-2526-56

Parking Lot Lease Agreement
Between the City of Norman and Campus Corner Association

THIS AGREEMENT ("Agreement") is between the City of Norman, Oklahoma, a municipal corporation ("City"), and the Campus Corner Association, Inc., ("Event Sponsor"). NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto agree as follows:

Leased Premises. City, owning certain real property located at 710 Asp Ave, Norman, Oklahoma, ("the Asp Lot") leases to Event Sponsor the property, as more specifically described in Exhibit A, for the term specified in this Agreement.

Term. Event Sponsor is granted exclusive access and use of the Asp Lot from 2:00 AM to 11:59 PM on the following dates ("Game Days"):
August 30, 2025; September 6, 2025; September 20, 2025; October 4, 2025; October 25, 2025; November 22, 2025; & November 29, 2025.

Compensation. Event Sponsor shall pay City eleven thousand two hundred dollars ($11,200.00). Event Sponsor shall include an initial payment in Event Sponsor's Special Event Permit Application at time of submission to City in the amount of sixteen hundred dollars ($1,600.00). The remaining balance shall be paid to the City within 30 days of the permit issuance. In the event that Event Sponsor's Special Event Permit is not approved, payment will be returned to Event Sponsor within thirty (30) days of denial of the permit.

Use of Property. Event Sponsor, in entering into this Agreement, agrees to abide by the following terms and conditions:

- No admission fees may be collected;
- The lot must be cleaned of any litter or debris by 6:00 AM following each Game Day;
- Any damage to the Asp Lot that occurs during Event Sponsor's use of the property must be repaired by Event Sponsor within thirty days after each Game Day;
- Signs must be posted at all entrances no later than 6pm the day before a Game Day providing notice of closure;
- No alcohol is to be sold in the parking lot;
- The lot shall return into service as a paid parking lot on the morning following each Game Day, no later than 6:00 AM.
- Event Sponsor shall have the authority to tow or impound any vehicles in the Asp Lot. In the event that Event Sponsor requires such assistance in accessing or using the Asp Lot during a Game Day, Event Sponsor shall request assistance from Norman Police Department.

Failure to clean up trash by 6:00 AM following a Game Day will result in the City of Norman providing clean up, and Event Sponsor will be charged for all costs incurred. In addition, failure to repair any damage within thirty days after a Game Day will result in the City of Norman making any repairs, and the Event Sponsor will be charged all costs incurred.

Insurance. Event Sponsor shall maintain in full force and effect during the full period of the event, public liability insurance in an amount sufficient to cover potential claims for any bodily injury, death, or disability and for property damage, which may arise from or be related to the Event. The insurance policy shall name the City of Norman as an additional insured; apply as primary insurance regardless of any insurance which the City of Norman may carry; and obligate the insurance company to give notice to the authorizing official at least thirty days before any cancellation of the policy. The proof of insurance must be provided prior to

allowing the Event Sponsor to use the subject parking lot. The insurance policy provided with the Special Event Application is adequate to meet this requirement.

Indemnification. Event Sponsor shall indemnify, defend and hold harmless City against all actions or causes of action, claims, liability, loss, cost, damage or expense, or whatever kind and nature, including attorney fees and other expenses of litigation, and including any suit instituted to enforce the obligations of this provision, which City may sustain or incur, or for which it may become liable, by reason of use of, damage to or destruction of property, including the loss of use thereof and lost profits, or by reason of injuries, including death, to any person or persons including, but not limited to, the person or property of the parties hereto and their employees:

(1) Arising out of, or directly or indirectly due to, any failure by Event Sponsor to satisfy, promptly and faithfully, its obligations under this Agreement; and

(2) Arising out of, or directly or indirectly due to, any accident or other occurrence whatsoever causing injury, including death, to any person or persons or damage to or destruction of any property, including the loss of use thereof and lost profits, resulting from the use, occupancy or condition of the Asp Lot by Event Sponsor, its employees, invitees and licensees.

Assignability. Neither Event Sponsor, nor the heirs, legal representatives, successors or assigns of Event Sponsor, nor any subsequent assignee, shall assign or transfer this Agreement or any interest herein, without the written consent and approval in each instance of City.

IN WITNESS WHEREOF, CITY and EVENT SPONSOR have executed this AGREEMENT.

Signature of Authorized Representative of Campus Corner Association, Inc. — Date: 8/16/2025

Darrel Pyle, City Manager — Date: 8-18-25

K-2526-56

Exhibit A
Description of Leased Property

All of Lots Six (6), Seven (7), and the North 15 feet of Lot Eight (8), Block One (1), of LARSH'S UNIVERSITY ADDITION, to Norman, Cleveland County, Oklahoma, according to the recorded plat thereof.

office memorandum

DATE: August 7th, 2025

TO: Darrel Pyle, City Manager
Shannon Stevenson, Assistant City Manager

FROM: Jason Murphy, Stormwater Program Manager

SUBJECT: Summit Hollow Storm Drainage Repair

Background:
In 2022, the open concrete drainage channel located east of 617, 621 and 625 Summit Hollow drive failed after the concrete walls collapsed inward and damaged fences and yards belonging to the owners of those properties. At the time, a determination was made to replace the open, concrete channel with a 52" tall plastic coated arched pipe and to remove the open channel. This work, which consisted of installation of the new pipe, and moving the fences along the eastern edge of the residents' property out to the end of the drainage easement, was completed by City staff. Staff noted that they installed the pipe per the manufacturer's specifications, but were concerned that there was not enough cover on top of the new pipe to allow grass to properly grow. After this installation was complete, development of Sienna Springs to the east of this area also began. As part of that development, a concrete retaining wall was constructed in the drainage easement that consists of a flume to move surface water south along the same lines as the pipe. That flume ties into a junction box just south of 625 Summit Hollow. Since the installation was completed, the pipe has "floated" out of the ground on two different occasions and had to be reset by Stormwater crews. Both of these events occurred during heavy rainfaill. During the heavy rainfalls that fell on Norman in April and May of this year, the pipe once again floated almost completely out of the ground. Stormwater and engineering staff visited the location after the event and placed temporary construction fencing along the drainage easement to keep people and pets away from the unstable ground.

Discussion:
Following the pipe floating for the third time, Stormwater and Engineering staff decided to explore alternatives to a 52" tall arched pipe. WSB Engineering was contracted to do preliminary hydraulic analysis to determine if the existing pipe was properly sized for this location. In the report provided by WSB, it is noted that there is significant drainage from the area that is now Sienna Springs that was not accounted for in the design of the original structure that is likely leading to the excess water not being captured by the system and leading to the pipe floating. Based on the recommendations for pipe sizing and current installation costs, construction estimates are between $600,000 and $700,000 to place new properly sized pipes in th easement. Public Works does not currently have funding available to address this particular drainage problem adequately. On May 28th, City staff met with the two of the property owners located on Summit Hollow Drive to discuss the existing problem and potential solutions.

Halff Engineering, through Kevan Parker, provided a scope and fee proposal for full design along with bid and construction support for a total estimated cost of $42,600.

Recommendation:
Staff is recommending contracting Halff Engineering for $42,600 to provide design and

Shevaun Williams & Associates

221 East Main Street
Norman, Oklahoma 73069

Invoice

8/20/2025

INVOICE #
15779

Account #
739854

JOB #
825-15779

Bill To:

Brenda Hall
City of Norman
P.O. Box 370
Norman, OK 73070

brenda.hall@normanok.gov

TERMS: 30 days

ORDER: City Council Group Photo 2025

QTY	DESCRIPTION	RATE	AMOUNT
	CREATIVE/LICENSING FEES		
	fee for Shevaun Williams to create Group shot New City Council and New Council Members with unlimited non-exclusive usage	800.00	800.00
	photographer's assistant	70.00	70.00
	PRODUCTION CHARGES		
	digital post production of images formatted 4x6 at 300 ppi for delivery via gallery. hi-res retouched images ordered separately.	75.00	75.00
6	5x7 original custom prints @	30.00	180.00
1	8x10 original custom prints @	48.00	48.00
7	hi-res images with general retouch	50.00	350.00
	electronic file transfer of digital file(s)	35.00	35.00
	SUBTOTAL		1,558.00
	15% Discount	-15.00%	-233.70

No Third-Party Usage

Total	**$1,324.30**
Payments/Credits	**$0.00**
Balance Due	**$1,324.30**

Rights licensed only upon full payment of total billing.
Subject to terms & conditions on reverse.
All Images Property of Shevaun Williams.

bid documents for this project. The funding for this is available in Stormwater Professional Services Account # 10550222-44099.

Reviewed By: Scott Sturtz, Director of Public Works

8-8-25
Date

Signature

☑ APPROVED BY: ☑ Darrel Pyle, City Manager
☐ DISAPPROVED ☐ Shannon Stevenson, Assistant City Manager

CC: Anthony Francisco, Director of Finance
Kim Coffman, Budget Manager
Jason Murphy, Stormwater Program Manager
Tim Miles, City Engineer

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is entered into between The City of Norman (OWNER) and Halff Associates, Inc. (CONSULTANT) for the following reasons:

1. The OWNER intends to replace storm drain infrastructure in a channel located east of 617, 621 and 625 Summit Hollow Dr. in the Summit Lakes Addition in Norman, OK; 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 August 18, 2025.

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 and Fee Proposal**.

ARTICLE 4 - SCHEDULE

The CONSULTANT shall exercise its reasonable efforts to perform the SERVICES described in **Attachment A,** to be completed within 10 weeks from receipt of Notice to Proceed.

ARTICLE 5 -COMPENSATION

The OWNER shall pay the CONSULTANT in accordance with **Attachment A**, an amount not to exceed, **FORTY-TWO THOUSAND SIX HUNDRED AND NO/100 DOLLARS ($42,600.00)**. 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 B, 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**. 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** 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, databases, 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:

Halff Associates, Inc.
Kevan Parker
VP and Operations Manager
1111 N Lee Ave. #400
Oklahoma City, Oklahoma 73103
(405) 546-3820

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 – NON-DISCRIMINATION AND NON-ABRIDGEMENT
The CONSULTANT hereby affirms its support of and efforts to abide by the provisions of applicable federal, state and local laws and regulations, including the City of Norman's policies and provisions, and to perform no actions otherwise constituting an abridgement of the rights thereunder. The CONSULTANT affirms its employment efforts to hire and employ persons without regard to race, age, color, religion, sex, sexual preference/orientation, gender identity or expression, marital status or familial status, including marriage to a person of the same sex, citizen status, national origin or ancestry, place of birth, presence of a disability or status as a Veteran of the Vietnam era or any other legally protected status.

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.

ARTICLE 21 - INTEGRATION
This AGREEMENT, including **Attachments A and B** 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; 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; however CONSULTANT shall indemnify, defend and hold harmless the OWNER for claims arising in any way from the services provided by those persons/entities and/or upon which CONSULTANT's services hereunder rely.

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 HEREOF, OWNER and CONSULTANT have executed this AGREEMENT.

The City of Norman
(OWNER)

Signature _____

Name: Darrel Pyle

Title: City Manager

Date: 8-19-25

Attest:

Brenda Hall

Brenda Hall, City Clerk

CITY OF NORMAN CORPORATE SEAL OKLAHOMA

Halff Associates, Inc.
(CONSULTANT)

Signature Kevan W Parker

Name: Kevan Parker

Title: VP and Operations Manager

Date: 08/19/2025

Approved as to form and legality this 21 day of August 2025.

Elizabeth Muckala

City Attorney

ATTACHMENT A – SCOPE AND FEE PROPOSAL

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Scope and Fee Proposal

Storm Drainage Repair Project

Summit Lakes Addition, Norman, OK

Client: City of Norman

Project Location

Start Point: 35.20893878000841, -97.39797713891186

End Point: 35.211133566495384, -97.39714261872443

Scope of Services

1. **Surveying Services**

   Topographic Survey: Conduct detailed topographic survey within the project corridor, including existing storm drainage infrastructure, surface features, and surrounding area critical for design.

   - Easement Identification: Research and delineate existing easements; identify any additional easement requirements for construction access or maintenance.
   - Subsurface Utility Location (SUE): Coordinate with utility companies and employ subsurface utility engineering methods (ASCE 38-22, QL-B and QL-A as appropriate) to locate underground utilities.

2. **Civil Engineering Design**

   Storm Drain Replacement Design: Provide complete engineering design for the replacement of the existing storm drain line, including:

   - Solution comparative assessment with report
   - Standard Construction Documents Sheets
   - Plan and Profiles
   - Grading Sheets
   - Erosion Control
   - Demolition Sheets
   - Hydraulic and hydrologic analysis (as applicable) using client-provided data.
   - Pipe sizing, material selection, and structural design.
   - Connection details to existing infrastructure.

3. **Bidding and Construction Support**

   Prepare bid documents including plans, specifications, and engineer's estimate.

   Provide assistance during bidding by responding to contractor inquiries and preparing addenda as needed.

   Construction Observation: Attend preconstruction meeting, conduct periodic

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site visits during construction, and provide written field reports.
RFI/Field Change Support: Respond to contractor RFIs and assist with construction-related clarifications.

Client-Provided Information

- Existing development plans, as-built drawings, and storm drainage/hydraulic design data for the area.
- Access permissions for site entry, including private property if applicable.

Fee Proposal

Task	Fee (Lump Sum or Hourly Not-to-Exceed)
Topographic Survey & Easement ID	$9,400
Subsurface Utility Location (SUE)	$7,000
Storm Drain Engineering Design	$23,200
Bidding & Construction Support	$3,000

****Total Estimated Fee**: $42,600**

Schedule

Project Kickoff: Upon Notice to Proceed
Survey and SUE: Within 4 weeks
Preliminary Design Submittal: Within 6 weeks
Final Design Submittal: Within 10 weeks

ATTACHMENT B – OWNER'S RESPONSIBILITIES

Article 6 of the AGREEMENT hereby includes fully by incorporation the following terms:

1. OWNER shall furnish to CONSULTANT all available information pertinent to the PROJECT including previous reports, and any other data reasonably relative to the services provided by CONSULTANT under the AGREEMENT;

2. OWNER shall be responsible for all permit fees;

3. OWNER shall examine all studies, reports, sketches, estimate specifications, plan drawings, proposals and any other documents presented by the CONSULTANT and render in writing decisions pertaining thereto within a reasonable time so as not to cause undue delay SERVICES of CONSULANT;

4. OWNER shall designate in writing a person to act as its representative with respect to the work to be performed under this AGREEMENT, and such person shall have complete authority to transmit instructions, receive information, interpret and define OWNER's policies and decisions with respect to materials, equipment, elements, and systems pertinent to the services covered by this AGREEMENT; and

5. OWNER shall provide for meeting facilities (or arrange for meeting facilities) for all PROJECT meetings with OWNER or Public Meetings in connection with PROJECT.

File Attachments for Item:

6. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR REJECTION OF RECEIPT OF THE CITIZENS PUBLIC SAFETY SALES TAX OVERSIGHT COMMITTEE ANNUAL REPORT FOR FYE 2025.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 8/26/2025

REQUESTER: Kimberly Coffman, Budget Manager

PRESENTER: Anthony Francisco, Director of Finance

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR REJECTION OF RECEIPT OF THE CITIZENS PUBLIC SAFETY SALES TAX OVERSIGHT COMMITTEE ANNUAL REPORT FOR FYE 2025.

City of Norman, Oklahoma

Citizens' Public Safety Sales Tax Oversight Committee

Annual Report

July 2024 – June 2025

City of Norman, Oklahoma
Citizens' Public Safety Oversight Committee
Annual Report
July 1, 2024 – June 30, 2025

Executive Summary

The Citizen's Public Safety Sales Tax Oversight Committee (CPSOC) offers the following information for the status of the Fiscal Year Ending June 30, 2025 (FYE 25). We are pleased to report that several items were accomplished this year, but we would be remiss if we did not report on the items that are outstanding and must be addressed.

MAJOR ISSUES

- The School Resource Program was fully implemented in FYE 2025, but Norman Public Schools is unable to significantly contribute to the funding of the program. Current projections show that the General Fund is unable to subsidize the SRO program indefinitely.
- On February 4, 2025, the City Council received the results of a Public Safety Study conducted by the Matrix Consulting Group. To date, no implementation plan has been established. In July, the Community Public Safety Oversight Committee (CPSOC) submitted a formal recommendation to the Council, proposing the formation of an ad hoc committee to conduct a comprehensive review of the study and to develop a strategic plan for its implementation.

PROJECT STATUS

- The Emergency Communications Operations Center (ECOC) was completed in 2024, and an accompanying vehicle storage facility is almost complete. The only critical capital need remaining in the PSST II plan is to reconstruct/relocate Fire Station #5.

FINANCIAL OVERVIEW

Public Safety Sales Tax (PSST) revenue was -8.4% below the budget target for FYE 25. A $212,216 subsidy from the General Fund and a $70,739 subsidy from the Capital Fund was budgeted and required in FYE 25 to keep the PSST Fund in the black. Sales tax trends will be monitored each year to determine the need for future subsidies until the PSST critical capital needs have been completed.

LOOKING FORWARD

- Comprehensive review of the 2025 Public Safety Study and potential implementation
- Mid-mount aerial ladder platform completion and delivery
- Reconstruction/relocation of Fire Station # 5

Table of Contents

Executive Summary …… 1

Introduction ……..... 3

Public Safety Sales Tax Staffing Plan ……..……... 6

Plan Status / Findings and Conclusions ……... 7

Appendix A – Public Safety Sales Tax I Ordinance O-0708-32 ……. 9

Appendix B – Community Oriented Policing Resolution R-0809-125 ……... 14

Appendix C – Public Safety Sales Tax II Ordinance O-1314-33 …… 22

Appendix D – Public Safety Sales Tax Committee Meeting Schedule and Minutes …. 34

Appendix E – Public Safety Sales Tax Fund Financial Report …… 79

Appendix F – Public Safety Sales Tax II Original Plan ……... 80

Appendix G – Public Safety Sales Tax II Fire Apparatus Replacement Schedule ……. 82

Introduction

On May 13, 2008, a special election was held in the City of Norman providing for the assessment of a temporary seven-year sales tax of one half of one percent (.5%) in addition to the present City and State sales tax for staffing of forty-one (41) additional Police personnel and thirty (30) additional Fire personnel. The additional sales tax was also to be used for vehicles and equipment for such personnel, acquiring, constructing and equipping two new fire stations. The proposition was approved with a vote of 8,301 in favor to 4,307 opposed. The public safety sales tax was implemented October 1, 2008, and expired September 30, 2015.

On April 1, 2014, a special election was held in the City of Norman providing for the extension of the one-half percent (.5%) public safety sales tax beginning October 1, 2015. The proposition was approved with a vote of 3,801 in favor to 3,662 opposed. In this report, the tax effective prior to October 1, 2015, is called PSST I, and the tax effective on October 1, 2015, is called PSST II.

Creation and Purpose

The Ordinance calling the election provided for the establishment of a Citizens Public Safety Oversight Committee (CPSOC) to review the expenditures of such monies and submit recommendations to the City Council regarding such expenditures. Further, the CPSOC was to review the expenditures of revenues collected to determine if such funds were expended for the purposes specified and monitor the successful implementation of community-oriented policing concepts. The Ordinance called for the committee to issue reports on their findings to the City Council and the public on an annual basis or as requested by the Council. (See Appendix A for the PSST I Ordinance, Appendix B for the COP Establishment Resolution, and Appendix C for the PSST II Ordinance and Resolution).

Membership

The Norman City Council, in its meeting of February 10, 2009, appointed the first Citizen's Public Safety Oversight Committee. Current members of the Committee are Linda Price, Lea Greenleaf, Ann Gallagher, Kenny Orr, Kyle Hurley, Russell Rice, Gregory Gilkey, Mark Emerson, and Brittany Elliott.

Meeting Schedule

The CPSOC meets monthly. Below are the dates for the Committee's meetings from July 2024 to June 2025. (See Appendix D for the Schedules of Regular Meetings and the Corresponding Agendas).

July 11, 2024	Monthly Meeting
August 8, 2024	Monthly Meeting
September 12, 2024	Monthly Meeting
October 10, 2024	Monthly Meeting
November 14, 2024	Monthly Meeting
December 12, 2024	Monthly Meeting
January 9, 2025	Monthly Meeting - Cancelled
February 13, 2025	Monthly Meeting
March 13, 2025	Monthly Meeting
April 10, 2025	Monthly Meeting

May 8, 2025	Monthly Meeting
June 12, 2025	Monthly Meeting

Discussion Items

The topics of discussion involved Public Safety Sales Tax revenues and expenses for each month. Detailed financial information is included under the Financial Report section of this document.

Members of the Police Command staff presented monthly information regarding the Community Oriented Policing efforts.

Members of the Fire Command staff presented monthly updates on Fire Department activity.

Other topics of discussion and advisement to Council included:

- Fire Department Apparatus Replacement Schedule – (See Appendix H)
- Emergency Communications Operations Center project
- Data-Driven Approaches to Crime & Traffic Safety (DDACTS)
- School Resource Officer Program staffing
- Emergency Communications staffing

Accomplishments

The Committee continued its work meeting monthly to review revenue and expenditures reports as well as monitoring the community-oriented policing philosophy.

Financial Report

On May 13, 2008, the citizens of Norman voted on and approved a temporary 7-year, one-half percent (0.5%) Public Safety Sales Tax (PSST I) to increase the number of police officers and firefighters, and to construct and equip two new fire stations. The sales tax began October 1, 2008, and terminated on September 30, 2015. The City received its first sales tax remittance from the Oklahoma Tax Commission on December 18, 2008.

As of June 30, 2025, a total of $159,744,402 has been collected from the PSST since its inception. An additional $15,210,695 has been collected from the related Public Safety Use Tax (a sales tax levied on purchases made outside of the city for use within the city). Interest earned from investing the taxes has earned the PSST Fund an additional $1,534,334. Total expenditures to date from PSST funds are $212,159,436 (see Appendix E for a revenue and expenditure analysis by month).

As mentioned earlier in this report, on April 1, 2014, a special election was held in the City of Norman providing for the permanent extension of the one half of one percent (.5%) public safety sales tax beginning October 1, 2015. The proposition was approved and is called PSST II.

With the approval of the PSST permanent extension, Ordinance O-1314-33 was also approved. This Ordinance specifically states what the PSST II revenues can and will be used for. The Ordinance directed that funding for the 71 personnel added to the City public safety workforce by the PSST I be made permanent; 19 personnel be added over a period of four years (13 police officers to staff a School Resource Officer program; 4 additional Dispatchers; and 2 Emergency

Vehicle Mechanics); and a program to replace or acquire Critical Public Safety Capital Facility Needs be implemented (See Appendix G for the original PSST II project, equipment and personnel plan). The Critical Public Safety Capital Needs were identified, in priority order, as follows:

Emergency Communication System Replacement - $15,000,000
Emergency Operations/Dispatch Center Facility - $6,500,000
Fire Apparatus Replacement Program – $6,800,000
Reconstruct/Relocate Fire Station #5 - $3,500,000
TOTAL - $31,800,000

In discussions and presentations leading up to the approval of the PSST extension, the plan to finance the Emergency Communications (Radio) System and Emergency Operations Center (EOC) facilities through some sort of debt issuance was discussed and acknowledged due to the need to have those facilities up and running before sufficient PSST revenues would accrue. Under the plan, available PSST fund balance would be used as a partial "down payment" on the Communication System and EOC facilities, and PSST Fund balance would be used to pay for the Fire Apparatus and Fire Station #5 Reconstructions on a pay-as-you-go basis, as funds became available after the Radio System and EOC were financed.

As illustrated on the following page, the City of Norman has followed the approved Staffing Plan in adding personnel to the budgeted workforce as anticipated by PSST I and PSST II. During FYE 17, it was originally planned to add seven additional School Resource Officers, two Emergency Vehicle Mechanics and two Emergency Communications Officers. Due to financial cuts and an economic downturn, all of the planned positions, except for the two Communication Officers, were delayed. In FYE 18, three of the remaining seven School Resource Officers were added. No positions were fulfilled in FYE 19. Two Emergency Vehicle Mechanic positions were approved for FYE 20. The two remaining Emergency Communications Officer positions and the four remaining School Resource Officer positions were added during FYE 2024.

Public Safety Sales Tax Staffing Plan

	Original Plan								
	Fire-fighters	Commissioned Police Officers	Non-commissioned Police Officers	Plan Total	Fulfilled in PSST I	Fulfilled in PSST II	Not Fulfilled	Reason
FYE 2008	0	0	0	0	0		0	
FYE 2009	0	12	0	12	12		0	
FYE 2010	15	9	0	24	24		0	
FYE 2011	0	9	0	9	9		0	
FYE 2012	15	5	0	20	20		0	
FYE 2013	0	2	0	2	2		0	
FYE 2014	0	2	0	2	2		0	
FYE 2015	0	2	0	2	2		0	
FYE 2016	0	6	0	6		6	0	
FYE 2017	0	7	2 Emerg Vehicle Mechanics 2 Emerg Communications Officers	11		2 Emerg Communications Officers	7 Police Officers 2 Emerg Vehicle Mechanics	Lack of funding/staffing
FYE 2018	0	0	0	0		3 Police Officers planned in FYE 2017	0	
FYE 2019	0	0	2 Emerg Communications Officers	2			4 Police Officers, 2 Emergency Communications Officers	Lack of funding/staffing
FYE 2020	0	0	0	0		2 Emerg Vehicle Mechanics planned in FYE 2017	4 Police Officers, 2 Emergency Communications Officers	Lack of funding/staffing
FYE 2021	0	0	0	0			4 Police Officers, 2 Emergency Communications Officers	Lack of funding
FYE 2022	0	0	0	0			4 Police Officers, 2 Emergency Communications Officers	Lack of funding
FYE 2023	0	0	0	0			4 Police Officers, 2 Emergency Communications Officers	Lack of funding
FYE 2024	0	0	0	0		2 Emerg Communications Officers, 4 Police Officers	0	
Total	30	54	0	90	71	19	0	

Total Public Safety Personnel*

	Firefighters		Commissioned Police Officers	
	Budgeted	Filled 6/30	Budgeted	Filled 6/30
FY 2008	127	120	134	125
FY 2009	127	123	146	127
FY 2010	142	126	155	156
FY 2011	142	135	164	159
FY 2012	157	129	169	165
FY 2013	157	156	169**	154
FY 2014	157	150	171	159
FY 2015	157	156	173	157
FY 2016	157	145	177#	158
FY 2017	157	155	177	163
FY 2018	157	151	178##	160
FY 2019	158	141	180	170
FY 2020	158	148	180	176
FY 2021	158	155	171***	166
FY 2022	158	143	171	160
FY 2023	158	149	180###	158
FY 2024	158	157	184****	165
FY 2025	158	150	184	177
FY 2026	158		184	

*Only includes positions in the Fraternal Order of Police (FOP) and International Association of Fire Fighters (IAFF), excludes all other public safety support personnel.
**In the FY 2013 Budget, one Major (FOP)position was reclassified to a non-union Deputy Police Chief position, and a Forensic Tech (FOP)position was reclassified to a non-union position, and two PSST positions were added, so no net change in total.
#In the FY 2015 Budget year, a Master Police Officer position was reclassified to a non-union Forensic Tech position. In FYE 2016, a Police Officer position was reclassified to a non-union I.T. Systems Support Tech position for the PD and six officers were added for the School Resource Officer program.
##In the FY 2018 Budget year, three additional School Resource Officers were added, an MPO was reclassified to a non-union Animal Welfare Shelter Manager and a Sergeant was reclassified as a non-union Police Standards Administrator. In FYE 2019, a police major was added.
***In FYE 2021, nine commissioned positions were cut in the Police Department in the General Fund.
###In the FY 2023 Budget year, nine commissioned positions were added in the Police Department in the General Fund.
****In the FY 2024 Budget year, four commissioned School Resource Officer positions were added in the Public Safety Sales Tax Fund.

Plan Status

The original PSST plan is complete. With the hiring of nine (9) additional police officers for the school resource officer program in FYE 16 and 18, two (2) Emergency Communications Officers in FYE 17, the hiring of two (2) Emergency Vehicle Mechanic positions in FYE 20, and the approval of two (2) Emergency Communications Officers and four (4) police officers for the school resource officer program in FYE 24, the staffing plan for PSST II is also complete.

With the approval of PSST II, PSST II revenues will be utilized for specific capital improvements identified in the PSST II Ordinance, including an improved communications system, replacement of fire trucks and apparatus, relocation and reconstruction of Fire Station No. 5, and the construction of an emergency operations and dispatch facility.

Findings and Conclusions

The Committee reports that City staff has been responsive to information requests and guidance as such requests have been made.

Committee members would like a more prospective review of public safety issues to be able to make recommendations to Council before any decisions are made. The Committee is a dedicated group that comprises subject matter experts within their fields and has the expertise needed to give Council advice and recommendations on public safety issues. Members are eager to share their knowledge with Council to help with decision making.

Public Safety Sales Tax expenditures have been extensively reviewed by the committee and the committee finds such expenditures have been made in accordance with the Ordinance establishing the parameters for such expenditures. In the Committee's judgment, the Police Department is successfully implementing Community Policing concepts.

Looking Forward to the Fiscal Year Ending 2026

In the future, the committee will continue monitoring activities designated in the COP Annual Work Plan (see Appendix F) as well as monitoring expenditures and revenues associated with the Public Safety Sales Tax collections.

The Committee also looks forward to the partnership with the Norman Public Schools for the School Resource Officer (SRO) Program as a part of the PSST extension, and the reconstruction/relocation of Fire Station #5.

The committee stands ready to assist the Council in whatever advisory capacity they deem appropriate.

The Citizen's Public Safety Oversight Committee FYE 2025 Annual Report was approved at the CPSOC meeting on August 14, 2025, with the recommendation that it be forwarded to City Council as required by Ordinance 0-0708-32.

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING THE CALLING AND HOLDING OF A SPECIAL ELECTION IN SAID CITY OF NORMAN, STATE OF OKLAHOMA, (THE CITY), ON THE 13TH DAY OF MAY, 2008, FOR THE PURPOSE OF SUBMITTING TO THE REGISTERED, QUALIFIED ELECTORS OF SAID CITY THE QUESTION OF APPROVING OR REJECTING ORDINANCE NO. O-0708-32 OF THE CITY OF NORMAN, OKLAHOMA, LEVYING AND ASSESSING A SALES TAX OF ONE HALF OF ONE PERCENT (.5%) IN ADDITION TO PRESENT CITY AND STATE SALES TAXES UPON THE GROSS PROCEEDS OR GROSS RECEIPTS DERIVED FROM ALL SALES TO ANY PERSON TAXABLE UNDER THE SALES TAX LAW OF OKLAHOMA INCLUDING, BUT NOT LIMITED TO, CERTAIN ENUMERATED SALES LISTED THEREIN; PROVIDING FOR THE PURPOSE OF THE ONE HALF OF ONE PERCENT (.5%) SALES TAX TO BE USED FOR STAFFING OF ADDITIONAL POLICE PERSONNEL AND ADDITIONAL FIRE PERSONNEL IN ACCORDANCE WITH THE STAFFING PLAN ADOPTED HEREIN, VEHICLES AND EQUIPMENT FOR SUCH PERSONNEL, ACQUIRING, CONSTRUCTING, AND EQUIPPING TWO FIRE STATIONS IN THE CITY OF NORMAN, OKLAHOMA, AND THEN FOR SUCH OTHER LAWFUL PURPOSES AS SPECIFIED HEREIN; TO BECOME EFFECTIVE ON THE 1ST DAY OF OCTOBER, 2008, AND TERMINATE ON 30th DAY OF SEPTEMBER, 2015; PROVIDING EXEMPTIONS EXEMPTED FROM THE SALES TAX LAW OF OKLAHOMA INCLUDING, BUT NOT LIMITED TO, CERTAIN ENUMERATED EXEMPTIONS LISTED THEREIN; PROVIDING FOR THE ADMINISTRATION AND COLLECTION OF TAX; REQUIRING THE FILING OF RETURNS; PROVIDING FOR INTEREST AND PENALTIES FOR FAILURE TO PAY TAX WHEN DUE; PROVIDING FOR TAXPAYER TO KEEP RECORDS; REQUIRING VENDORS TO COLLECT TAX FROM PURCHASER AT TIME OF SALE; ESTABLISHING LIENS; AUTHORIZING THE CITY COUNCIL TO MAKE ADMINISTRATIVE AND TECHNICAL CHANGES AND ADDITIONS EXCEPT TAX RATE; MAKING THE TAX CUMULATIVE; PROVIDING SEVERABILITY OF PROVISIONS; REQUIRING APPROVAL OF ORDINANCE BY MAJORITY OF REGISTERED VOTERS VOTING AT AN ELECTION HELD FOR SUCH PURPOSE AS PROVIDED BY LAW; FIXING EFFECTIVE DATE; AND PROVIDING FOR THE SEVERABILITY THEREOF.

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

§ 1. Proposition. That the Mayor of the City of Norman, Oklahoma, or in her absence or incapacity, the duly qualified Mayor Pro Tem, be and hereby is authorized and directed to call a special election to be held in the City of Norman, Oklahoma, on the 13th day of May, 2008, for the purpose of submitting to the registered, qualified voters of said City of Norman, Oklahoma, for their approval or rejection the following proposition:

PROPOSITION

"SHALL ORDINANCE NO. O-0708-32 PROVIDING FOR THE ASSESSMENT OF A SALES TAX OF ONE HALF OF ONE PERCENT (.5%) IN ADDITION TO THE PRESENT CITY AND STATE SALES TAX UPON THE GROSS PROCEEDS OR GROSS RECEIPTS DERIVED FROM ALL SALES TO ANY PERSON TAXABLE UNDER THE SALES TAX LAW OF OKLAHOMA INCLUDING, BUT NOT LIMITED TO, CERTAIN ENUMERATED SALES LISTED THEREIN; PROVIDING FOR THE PURPOSE OF THE ONE HALF OF ONE PERCENT (.5%) TO BE USED, TO THE EXTENT FEASIBLE FROM THE REVENUES GENERATED HEREBY, FOR STAFFING OF FORTY-ONE (41) ADDITIONAL POLICE PERSONNEL AND THIRTY (30) ADDITIONAL FIRE PERSONNEL IN ACCORDANCE WITH THE STAFFING PLAN ADOPTED HEREIN, VEHICLES AND EQUIPMENT FOR SUCH PERSONNEL, ACQUIRING, CONSTRUCTING, AND EQUIPPING TWO FIRE STATIONS IN THE VICINITY OF 36TH AVENUE NORTHWEST AND TECUMSEH STREET AND IN THE VICINITY OF EAST ALAMEDA AND EAST 36TH AVENUE IN THE CITY OF NORMAN, OKLAHOMA, ALL TO BE OWNED EXCLUSIVELY BY THE CITY OF NORMAN AND THEN FOR SUCH OTHER LAWFUL PURPOSES OF THE CITY BE APPROVED; AND PROVIDING THAT SUCH ADDITIONAL ONE HALF OF ONE PERCENT (.5%) SHALL BEGIN TO BE LEVIED ON OCTOBER 1, 2008, AND CEASE TO BE LEVIED ON SEPTEMBER 30, 2015?"

§ 2. That such call for said election shall be by Special Election Proclamation and Notice, signed by the Mayor or Mayor Pro Tem and attested to by the City Clerk, setting forth the proposition to be voted on; that the ballots set forth in the proposition be voted upon substantially as set out in Section 1 hereof; and that the returns of said election shall be made to and canvassed by the Cleveland County Election Board.

§ 3. That the number and location of the polling places and the persons who conduct the elections shall be the same as the regular polling places and persons prescribed and selected by the Cleveland County Election Board for elections in the City of Norman, Oklahoma.

§ 4. That the Special Election Proclamation and Notice of even date, a copy of which is on file with the City Clerk and which is incorporated herein by reference, calling such special election is hereby approved in all respects, and that the Mayor or Mayor Pro Tem is hereby authorized to execute said special election proclamation on behalf of the City, and the City Clerk is hereby authorized to

attest and affix the seal of said City to said Special Election Proclamation and Notice and cause a copy of said Special Election Proclamation and Notice to be published as required by law, and a copy thereof delivered to the Cleveland County Election Board.

§ 5. That the City Clerk shall serve or cause to be served, a copy of this Ordinance and a copy of the Special Election Proclamation and Notice of Election upon the office of the Cleveland County Election Board, not less than sixty (60) days prior to the date of the election.

§ 6. Citation and codification. This Ordinance shall be known and cited as the Norman Sales Tax Ordinance of 2008, and the same shall be codified and incorporated into the Code of Ordinances of the City of Norman, Oklahoma (the "City").

§ 7. Tax imposed. It is hereby imposed a sales tax of one half of one percent (.5%) (in addition to any and all other sales taxes now in force) to be levied upon the gross receipts derived from all sales taxable under the Oklahoma Sales Tax Code.

§ 8. Effective date and termination. This Ordinance shall become and be effective on and after the 1st day of October, 2008, subject to approval of a majority of the registered voters of the City of Norman voting on the same in the manner prescribed by law. This Ordinance and the sales tax referenced herein shall terminate and cease to be levied seven (7) years from the effective date of this Ordinance, or on the 30th day of September, 2015 provided that this tax, at the discretion of the then sitting City Council, may be submitted to the registered voters of the City of Norman for re-approval prior to the expiration of the tax.

§ 9. Purposes of revenues. The proceeds of the one half of one percent (.5%) sales tax levied and assessed by this Ordinance shall be used, to the extent feasible from the revenues generated hereby, as follows:

> First, for staffing of forty-one (41) additional police personnel and thirty (30) additional fire personnel in accordance with the staffing plan adopted herein, vehicles and equipment for such personnel, acquiring, constructing, and equipping two fire stations in the vicinity of 36th Avenue Northwest and Tecumseh Street and in the vicinity of East Alameda and East 36th Avenue in the City of Norman, Oklahoma, all to be owned exclusively by the City of Norman and for the promotion of community relations through a philosophy of community policing which promotes a partnership and interaction between public safety personnel and the citizens of the City of Norman, and then for such other purposes as may be adopted by Council in accordance with criteria specified in section 13 below, provided it is not the intention that revenue generated from this additional tax levy be utilized to create inequities in the City of Norman Compensation system among public safety and nonpublic safety personnel.

§10. Establishment of Citizens Public Safety Oversight Committee. A Citizens Public Safety Oversight Committee shall be established to review the expenditures of such monies and submit recommendations to Council regarding such expenditures.

§11. Appointment and number of members. Members of the Citizens Public Safety Oversight Committee shall be appointed by the Mayor of the City of Norman upon approval by a majority of the City Council. The Committee shall consist of one member from each Ward and one member at-large. The Citizens Public Safety Oversight Committee shall not be current City employees, officials, contractors or vendors of the City.

§12. Purposes of Citizens Public Safety Oversight Committee. The Citizens Public Safety Oversight Committee shall review the expenditure of revenues collected pursuant to this Ordinance to determine if such funds are expended for the purposes specified in the Ordinance, monitoring the successful implementation of community policing concepts, and issuing reports on their findings to the City Council and the public on an annual basis or as requested by Council, and may review and make recommendations on such other issues related to Public Safety as may be assigned to it by Council.

§13. Staffing Plan. Revenues collected hereunder shall be expended first for the staffing, compensation and equipping of police and fire personnel over the period of the tax in accordance with the Staffing Plan set forth herein, and the excess for such other public needs as may be identified and budgeted by Council after evaluation considering at least one of the following criteria: projects or expenditures that enhance public safety services; projects or expenditures that enhance emergency management capabilities; projects or expenditures that provide direct services to the citizens; projects or expenditures that help ensure long term financial stability of the City; and/or projects or expenditures that provide for continuity of existing City services.

Year of Tax	Additional Police Personnel	Additional Fire Personnel
1	12	0
2	9	15
3	9	0
4	5	15
5	2	0
6	2	0
7	2	0
Total added Personnel	41	30

§14. Subsisting state permits. All valid and subsisting permits to do business issued by the Oklahoma Tax Commission pursuant to the Oklahoma Sales Tax Code are, for the purpose of this Ordinance, hereby ratified, confirmed and adopted in lieu of any requirement for an additional City permit for the same purpose.

§15. Payment of tax. The tax herein levied shall be paid at the time and in the manner and in the form prescribed for the payment of state sales tax under the Oklahoma Sales Tax Code.

§16. In addition to current taxes. The tax levied hereby is in addition to any and all other sales taxes levied or assessed by the City. Provided, however, that those provisions of Article IV of Chapter 8 (Sales Tax) of the Code of Ordinances, of the City of Norman, Oklahoma, not inconsistent herewith, shall apply to the sales tax levied and assessed by this Ordinance. For the purpose of this Ordinance, references in the Code of Ordinances to specific provisions of the Oklahoma Sales Tax Code shall deem to be referenced to said statutory provisions, as amended.

§17. Amendment. The citizens of the City of Norman, Oklahoma, by their approval of this Ordinance at the election hereinabove provided for, hereby authorize the City by Ordinance duly enacted to make any such administrative and technical changes or additions in the method and manner of administration and enforcing this Ordinance as may be necessary or proper for efficiency and fairness except that the purpose, rate and limitation of time for collection of the tax herein provided shall not be changed without the approval of the qualified electors of the City as provided by law. Prior to approval of such amendatory Ordinance, the Oversight Committee established pursuant to Section 10 herein shall review and make recommendation to the Council regarding the amendment.

§18. Provisions cumulative. Provisions hereof shall be cumulative and in addition to any and all other taxing provisions of City Ordinances.

§19. Exclusion from "Non-dedicated" UNP TIF revenues. The additional tax authorized under this Ordinance shall not be considered a "non-dedicated" tax as contemplated in the Norman University North Park Project Plan, and accordingly no revenues generated from this additional tax levied on retail sales occurring within the Increment District shall be considered part of the Sales Tax Increment apportioned to the University North Park Tax Increment Finance District.

§20. 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 11th day of March, 2008.

Mayor

ATTEST:

City Clerk

NOT ADOPTED this _____ day of _____, 2008.

Mayor

Resolution

R-0809-125

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, ESTABLISHING COMMUNITY ORIENTED POLICING (COP) IN ORDER TO IDENTIFY POLICING PRIORITIES OF THE COMMUNITY AND CREATE A STRATEGY FOR DEVELOPING PROCESSES FOR THOSE PRIORITIES.

§ 1. WHEREAS, on May 13, 2008, a special election was held in the City of Norman for a proposed temporary increase in the city sales tax by one half of one percent (.5%).

§ 2. WHEREAS, one purpose of the revenues was for the promotion of community relations through a philosophy of community policing which promotes partnership and positive interaction between the public safety personnel and the citizens of the City of Norman.

§ 3. WHEREAS, the Citizens Public Safety Oversight Committee (CPSOC) was established to review expenditures, monitor the successful implementation of community policing concepts and issue reports on their findings to the City Council and the public at least annually, or as frequently as the committee deems appropriate, or as requested by Council, and make recommendations on other issues related to public safety as may be assigned by Council.

§ 4. WHEREAS, the City of Norman, Oklahoma, desires to establish Community Oriented Policing (COP) to assist the Police Department in identifying policing priorities and develop processes to achieve implementation of community policing.

§ 5. WHEREAS, that COP should be implemented as a philosophy which permanently and positively changes the police department's interaction with the community. This positive interaction will lead to the creation of a safe, diverse and inclusive community. By working together, the Norman Police Department and the citizens of Norman can develop creative solutions to contemporary community problems related to public safety including crime, fear of crime, social and physical disorder, and neighborhood decay.

§ 6. WHEREAS, it is believed that the development of identified activities that focus on all City departmental efforts will assist in the achievement of Community Oriented Policing.

§ 7. WHEREAS, the Norman City Council encourages future City Councils to fully evaluate and seek reconsideration, as appropriate, of the Public Safety Tax (which expires on September 30, 2015) at least one (1) year prior to its expiration.

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

§ 8. That the Norman City Council and the Citizens Public Safety Oversight Committee shall assist the Police Department in identifying the policing priorities of the community and suggest processes to address those priorities.

§ 9. That the Police Department will prepare a Five Year Implementation Plan in order to set forth the strategies and activities to successfully implement community policing concepts based on the priorities and policies established by the Norman City Council and CPSOC.

§10. That the Police Department will prepare an Annual Work Plan (AWP), consistent with the five (5) year plan on the basis of intended results, strategies, budget, and the formation of community partners. The AWP will provide detailed activity planning and set out what will be accomplished during the year. The AWP shall contain:

a. Expected outcomes;

b. Activities to be carried out towards the achievement of the expected outcomes;

c. The time frame (by calendar quarter) for undertaking the planned activities; and

d. Identification of those responsible for implementing components of the plan.

PASSED AND ADOPTED this 28th day of April, 2009.

Mayor

ATTEST:

City Clerk

City of Norman, Oklahoma
2009
Norman's Rededication to Community Oriented Policing

The Norman Police Department

In September 1919, the City of Norman ("the City") received its charter and the Norman Police Department became the primary law enforcement agency for the City. All early documents indicate that the department's manpower at the time was in the single digits-employing one to four officers. As the population of the City has changed over the years, so has the Norman Police Department. Currently, the department consists of 147 commissioned and 55 civilian personnel, for a total of 202 employees.

All 202 employees are assigned to one of three bureaus: Patrol, Criminal Investigations and Staff Services. The Patrol Bureau is responsible for such things as responding to calls for service, investigating and taking appropriate action regarding traffic activity, criminal activity, and unusual circumstances. In addition, the Patrol Bureau is responsible for the apprehension of offenders, recovery of stolen property, and preparation of reports and presentation of court testimony. The department's Criminal Investigations Bureau is responsible for the investigation of criminal activity, collection and preservation of crime scene evidence, apprehension of offenders, recovery of stolen property, and preparation of reports. The Criminal Investigations Bureau also manages the presentation of evidence to the prosecutor's office and presentation of court testimony. The Staff Services Bureau is responsible for records, communications, training, personnel services, animal welfare, and fiscal management. In 2009, the total budget for the department is approximately $17M (excluding capital projects).

Initial Community Policing Efforts

The concept of community oriented policing ("COP") was first implemented by the Norman Police Department in 1993. The department's focus was becoming more committed to providing the highest quality of police service by working in partnership with the community to create permanent solutions to problems and enhance the quality of life in Norman. Soon after the implementation of this philosophy, the department observed success in partnering with the community and addressing problems. Problem solving became a proactive task rather than a reactive one. However, over the next fifteen years, the department's COP approach was weakened by declining staffing levels, increasing population and calls for service.

crime, greater respect for law and order, increased crime control and crime prevention, and greater citizen satisfaction with police services.

Community policing represents a continuation of established traditions of policing in the United States. It flows from the following fundamental values:

- The police department believes that the prevention of crime is its number one priority.
- The police department involves the community in the delivery of its services.
- The police department holds itself accountable to the community it serves.
- The police department upholds three dimensions of equity: equal access to police services, equal treatment of all individuals under the U.S. Constitution, and equal distribution of police services and resources.

Research shows that community policing programs follow ten (10) underlying principals:

1. Crime prevention is the responsibility of the whole community.
2. The police and the community share ownership, responsibility, and accountability for the prevention of crimes.
3. Police effectiveness is a function of crime control, crime prevention, problem solving, community satisfaction, quality of life, and community engagement.
4. Mutual trust between the police and the community is essential for effective policing.
5. Crime prevention must be a flexible, long-term strategy in which the police and community collectively commit to resolving the complex and chronic causes of the crime.
6. Community policing requires knowledge, access and mobilization of community resources.
7. Community policing can only succeed when police administration and government officials enthusiastically support its principles and tenets.
8. Community policing depends on decentralized, community-based participation in decision-making.
9. Community policing allocates resources and services, which is based on analysis, identification and projection of patterns and trends, rather than incidents.
10. Community policing requires an investment in training with a special emphasis on: problem analysis and problem solving, facilitation, community organization, communication, mediation and conflict resolution, resource identification and use, networking and linkages, and cross-cultural competency.

It is a common misconception that COP is "soft on crime." This is not the case. Officers continue to make arrests and issue citations. However, the emphasis must shift with COP from activity indicators to long term solutions for problems. COP is also not "social work" or a cosmetic solution. The implementation of the COP philosophy merely formalizes and promotes community building and community-based problem solving which includes strong law enforcement components. COP must also not be viewed as a

Recent Events

On May 13th, 2008, a special election was held in the City of Norman which proposed a temporary increase in the city sales tax by one half of one percent (.5%). Voters approved the proposition and it became effective on October 1, 2008. The approval of this additional tax, in part, will be used to staff additional police personnel, which in turn will allow COP to be reinstated in the community. With the enactment of this temporary public safety sales tax, a Citizen's Public Safety Oversight Committee was established to review the expenditures of the new monies and submit recommendations to the City Council regarding these expenditures. Members of the Citizen's Public Safety Oversight Committee are appointed by the Mayor upon approval by a majority of the City Council.

The Citizen's Public Safety Oversight Committee reviews the expenditures of revenues collected pursuant to the ordinance to determine if such funds are expended for the purposes specified in the ordinance. In addition, the Committee monitors the successful implementation of community policing concepts. Further, the City Council encourages the Citizens Oversight Committee to seek input and issue reports on their findings to the City Council and the public at least annually, or as frequently as the Committee deems appropriate or as requested by the Council. The Committee may review and make recommendations on such other issues related to Public Safety as may be assigned by the City Council.

In order to be successful, the COP mission and goals must be redefined to meet the current needs of the City of Norman. The City Council Oversight Committee along with members of the department recommend that the creation of a safe, diverse and inclusive community should be the paramount goal. The implementation of the COP philosophy is an opportunity to create positive interactions between the police department and the community.

Universal Principles of COP

Community policing is best described as a philosophy, managerial style, and organizational strategy. The goals of community policing are to promote better police-community partnerships and more proactive problem solving with the community. Community policing can help solve a wide range of community problems and issues involving crime control, crime prevention, and fear of crime.

In addition to Community Oriented Policing (COP), community policing is referred to by several names such as Community Problem Solving, Neighborhood Policing, and Problem-Based Policing. In order to be effective, community policing must be based on collaboration between police and citizens in a non-threatening and cooperative spirit. COP requires that police listen to citizens, take seriously how citizens perceive problems and issues, and seek to solve problems which have been identified. A fundamental assumption of the community policing approach is that the community is more likely than the police to recognize and understand public safety needs. Effective community policing can result in enhanced quality of life in neighborhoods, reduction of the fear of

passing fad. In order to be effective, COP must be adopted as a philosophical change in the way the police interact with the public.

Norman's Desired COP Philosophy

The purpose of this COP statement is to unify community efforts, build alignment and loyalty among the Police Department staff, communicate our COP stance to the entire organization and the community, and finally to empower employees to set correct priorities and make correct decisions.

In addition to defining the principles and values of COP, the Police Department and Council Oversight Committee developed a vision of COP for Norman. It is the position of the group that COP should be implemented as a philosophy which permanently and positively changes the police department's interaction with the community. This positive interaction will lead to the creation of a safe, diverse and inclusive community. By working together, the Norman Police Department and the citizens of Norman can develop creative solutions to contemporary community problems related to public safety including crime, fear of crime, social and physical disorder, and neighborhood decay.

The mission of community oriented policing is to enhance the quality of service to Norman by developing a partnership based on trust using community relations, problem identification/solutions, and crime prevention. These partnerships must be permanent relationships of trust between the police and the community that must be developed and maintained to establish a network of resources to help in the problem identification and problem solving process. These relationships of trust enable law enforcement to gain greater access to valuable information from the community that could lead to the solution and prevention of crimes. Trust must be achieved before the police can assess the needs of the community and develop the close ties that will create community support. Community partnerships require an adoption of a policing perspective that exceeds the standard/traditional law enforcement emphasis. It is well understood that these partnerships will not happen overnight and will require an ongoing effort to be maintained.

The first element in working towards community oriented policing is the formation of community partnerships. Partnerships between police and community stakeholders are needed in order to carefully examine the characteristics of problems in neighborhoods and apply appropriate remedies. The group has identified community stakeholders such as the University of Oklahoma, other Norman educational institutions, social service agencies, businesses, the media, law enforcement, elected and appointed civic officials, property owners associations, neighborhood watches and members of the community as entities that must work together to ensure the success of community oriented policing.

Another element of community oriented policing that must be in place for the program to become effective is problem solving. Problem solving must be implemented in a proactive method to identify problems, educate all parties involved, and assign resources to solve those problems. Problem solving will require statistical analysis of data to

produce feedback and evaluate the effectiveness of the solution. It is acknowledged that the results from this element may not be observed for several years after re-start-up.

The police must also enact a public information outreach to the community concerning community oriented policing programs, activities and opportunities. The police will in turn use these opportunities to develop partnerships to help identify and solve public safety issues. It is expected that the police will partner with Norman's diverse population to accomplish the expectations. The police must also open lines of communication from the youth to the elderly to address community concerns. The police will be able to then implement proactive crime prevention and increase the police visibility in the community, especially in neighborhoods.

Geographically based policing or the use of "beats" will allow for officers to be assigned to a specific area and remain as the primary person in the area. This will allow the officer to gain knowledge of that area and provide for accountability for the area. By remaining in one geographic location, officers are better able to act as liaisons for citizens with other city departments and give the community a clear understanding of whom to contact for COP issues. In addition, geographically based policing provides an opportunity for officers to focus on specific crime "hot spots" and adapt solutions. Officers should be continually evaluated on both their proactive and reactive programs.

Recruitment of new departmental personnel should be aimed at attracting new employees who are well suited to a COP philosophy. All commissioned and civilian departmental members will be COP knowledgeable, although some may have greater responsibilities. All department personnel, sworn and civilian, will be given initial and ongoing COP training. Their work plans, performance reviews, and performance measures will clarify expectations for employees under the COP philosophy. The entire organizational structure of the department will be structured to support COP.

The Citizens Oversight Committee should determine the mechanisms for measuring whether or not the benchmarks are being met, and if they should be adjusted based on their evaluations and public input. In order to facilitate this process, any needs should be directed to the City Manager and Council. The evaluation should be included in all reports. Our community's support of the COP program is essential to make it an enduring endeavor despite any changes in administration and political makeup of the Council. This can only be achieved by meeting the needs and expectations of the public. In order to achieve this, it is imperative for the Citizens Oversight Committee to create a means for public input and interaction.

Action

To achieve its goals the Norman Police Department will prepare a Five Year Implementation Plan to set forth the strategies and activities to successfully implement community policing concepts. Further, the Norman Police Department will prepare an Annual Work Plan consistent with the Five Year Implementation Plan on the basis of intended results, strategies, budget and the formation of community partners. The

Annual Work Plan will provide detailed activity planning and accomplishments such as expected outcomes and activities, a time frame and identification of those responsible for implementation of all components of the Annual Work Plan.

Conclusion

Community oriented policing requires the police and the community to work together in partnership to solve community problems. Communication must be open and continuous with the youth of Norman and all other members of the community talking to police. COP allows for a better understanding of police duties and gives the citizens a greater voice in setting police priorities while improving the quality of life for the community. The partnerships created by community oriented policing will be permanent and help ensure a safe, diverse and inclusive city.

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APPENDIX B

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING THE CALLING AND HOLDING OF A SPECIAL ELECTION IN SAID CITY OF NORMAN, STATE OF OKLAHOMA, (THE CITY), ON THE FIRST DAY OF APRIL, 2014, FOR THE PURPOSE OF SUBMITTING TO THE REGISTERED, QUALIFIED ELECTORS OF SAID CITY THE QUESTION OF APPROVING OR REJECTING ORDINANCE NO. O-1314-33 OF THE CITY OF NORMAN, OKLAHOMA, LEVYING AND ASSESSING A SALES TAX OF ONE HALF OF ONE PERCENT (1/2%) ACCOUNTED FOR IN THE PUBLIC SAFETY SALES TAX FUND INTENDED TO REPLACE THE ONE HALF OF ONE PERCENT (1/2%) TEMPORARY PUBLIC SAFETY SALES TAX OF 2008 PROVIDED FOR IN ORDINANCE NO. O-0708-32 UPON ITS EXPIRATION ON SEPTEMBER 30, 2015 BUT IS OTHERWISE IN ADDITION TO PRESENT CITY AND STATE SALES TAXES UPON THE GROSS PROCEEDS OR GROSS RECEIPTS DERIVED FROM ALL SALES TO ANY PERSON TAXABLE UNDER THE SALES TAX LAW OF OKLAHOMA INCLUDING, BUT NOT LIMITED TO, CERTAIN ENUMERATED SALES LISTED THEREIN; PROVIDING FOR THE PURPOSE OF THE ONE HALF OF ONE PERCENT (1/2%) SALES TAX TO BE USED, TO THE EXTENT FEASIBLE FROM THE REVENUES GENERATED HEREBY, FOR THE PURPOSES OF RETENTION OF THE SEVENTY-ONE (71) PUBLIC SAFETY PERSONNEL POSITIONS INITIALLY ADDED WITH REVENUES FROM THE PUBLIC SAFETY SALES TAX OF 2008 COLLECTED PURSUANT TO ORDINANCE NO. O-0708-32; ADDITION OF THIRTEEN (13) POLICE PERSONNEL POSITIONS TO IMPLEMENT A SCHOOL RESOURCE OFFICER PROGRAM JOINTLY FUNDED WITH PARTICIPATING PUBLIC SCHOOL SYSTEMS WITHIN THE MUNICIPALITY, FOUR (4) EMERGENCY COMMUNICATIONS OFFICERS, AND TWO (2) EMERGENCY VEHICLE MECHANICS; REPLACEMENT OF CITY EMERGENCY COMMUNICATIONS SYSTEMS; CONSTRUCTION OF EMERGENCY OPERATIONS AND DISPATCH FACILITY; REPLACEMENT OF FIRE TRUCKS AND APPARATUS; RELOCATION AND RECONSTRUCTION OF FIRE STATION NO. 5; DEBT SERVICE IF INCURRED FOR THE ABOVE PURPOSES; AND THEN ACCOUNTING FOR THREE EIGHTHS OF ONE PERCENT (3/8%) TO THE GENERAL FUND AND ONE EIGHTH OF ONE PERCENT (1/8%) TO THE CAPITAL FUND FOR SUCH OTHER LAWFUL PURPOSES AS SPECIFIED HEREIN; TO BECOME EFFECTIVE ON THE FIRST DAY OF OCTOBER, 2015, FROM THE SALES TAX LAW OF OKLAHOMA INCLUDING, BUT NOT LIMITED TO, CERTAIN ENUMERATED EXEMPTIONS LISTED THEREIN; PROVIDING FOR THE ADMINISTRATION AND COLLECTION OF TAX; REQUIRING THE FILING OF RETURNS; PROVIDING FOR INTEREST AND PENALTIES FOR

FAILURE TO PAY TAX WHEN DUE; PROVIDING FOR TAXPAYER TO KEEP RECORDS; REQUIRING VENDORS TO COLLECT TAX FROM PURCHASER AT TIME OF SALE; ESTABLISHING LIENS; AUTHORIZING THE CITY COUNCIL TO MAKE ADMINISTRATIVE AND TECHNICAL CHANGES AND ADDITIONS EXCEPT TAX RATE; MAKING THE TAX CUMULATIVE; AMENDING SECTIONS 8-403 AND 8-416 OF CHAPTER 8 OF THE CODE OF ORDINANCES TO ADD A PERMANENT TAX FOR PUBLIC SAFETY PURPOSES; REQUIRING APPROVAL OF ORDINANCE BY MAJORITY OF REGISTERED VOTERS VOTING AT AN ELECTION HELD FOR SUCH PURPOSE AS PROVIDED BY LAW; FIXING EFFECTIVE DATE; AND PROVIDING FOR THE SEVERABILITY THEREOF.

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

§ 1. Proposition. That the Mayor of the City of Norman, Oklahoma, or in her absence or incapacity, the duly qualified Mayor Pro Tem, be and hereby is authorized and directed to call a special election to be held in the City of Norman, Oklahoma, on the first day of April, 2014, for the purpose of submitting to the registered, qualified voters of said City of Norman, Oklahoma, for their approval or rejection the following proposition:

PROPOSITION

"SHALL ORDINANCE NO. O-1314-33 PROVIDING FOR THE ASSESSMENT OF A SALES TAX OF ONE HALF OF ONE PERCENT (1/2%) ACCOUNTED FOR IN THE PUBLIC SAFETY SALES TAX FUND INTENDED TO REPLACE THE ONE HALF OF ONE PERCENT (1/2%) TEMPORARY PUBLIC SAFETY SALES TAX OF 2008 PROVIDED FOR IN ORDINANCE NO. O-0708-32 UPON ITS EXPIRATION ON SEPTEMBER 30, 2015 BUT IS OTHERWISE IN ADDITION TO THE PRESENT CITY AND STATE SALES TAX UPON THE GROSS PROCEEDS OR GROSS RECEIPTS DERIVED FROM ALL SALES TO ANY PERSON TAXABLE UNDER THE SALES TAX LAW OF OKLAHOMA INCLUDING, BUT NOT LIMITED TO, CERTAIN ENUMERATED SALES LISTED THEREIN; PROVIDING FOR THE PURPOSE OF THE ONE HALF OF ONE PERCENT (1/2%) TO BE USED, TO THE EXTENT FEASIBLE FROM THE REVENUES GENERATED HEREBY, FOR THE PURPOSES OF RETENTION OF THE SEVENTY-ONE (71) PUBLIC SAFETY PERSONNEL POSITIONS INITIALLY ADDED WITH REVENUES FROM THE PUBLIC SAFETY SALES TAX OF 2008 COLLECTED

PURSUANT TO ORDINANCE NO. O-0708-32; ADDITION OF THIRTEEN (13) POLICE PERSONNEL POSITIONS TO IMPLEMENT A SCHOOL RESOURCE OFFICER PROGRAM JOINTLY FUNDED WITH PARTICIPATING PUBLIC SCHOOL SYSTEMS WITHIN THE MUNICIPALITY, FOUR (4) EMERGENCY COMMUNICATIONS OFFICERS, AND TWO (2) EMERGENCY VEHICLE MECHANICS; REPLACEMENT OF CITY EMERGENCY COMMUNICATIONS SYSTEMS; CONSTRUCTION OF EMERGENCY OPERATIONS AND DISPATCH FACILITY; REPLACEMENT OF FIRE TRUCKS AND APPARATUS; RELOCATION AND RECONSTRUCTION OF FIRE STATION NO. 5; DEBT SERVICE IF INCURRED FOR THE ABOVE PURPOSES; AND THEN ACCOUNTING FOR THREE EIGHTHS OF ONE PERCENT (3/8%) TO THE GENERAL FUND AND ONE EIGHTH OF ONE PERCENT (1/8%) TO THE CAPITAL FUND FOR SUCH OTHER LAWFUL PURPOSES OF THE CITY BE APPROVED; AND PROVIDING THAT ONE HALF OF ONE PERCENT (1/2%) SHALL BEGIN TO BE LEVIED ON OCTOBER 1, 2015?"

§ 2. That such call for said election shall be by Special Election Proclamation and Notice, signed by the Mayor or Mayor Pro Tem and attested to by the City Clerk, setting forth the proposition to be voted on; that the ballots set forth in the proposition be voted upon substantially as set out in Section 1 hereof; and that the returns of said election shall be made to and canvassed by the Cleveland County Election Board.

§ 3. That the number and location of the polling places and the persons who conduct the elections shall be the same as the regular polling places and persons prescribed and selected by the Cleveland County Election Board for elections in the City of Norman, Oklahoma.

§ 4. That the Special Election Proclamation and Notice of even date, a copy of which is on file with the City Clerk and which is incorporated herein by reference, calling such special election is hereby approved in all respects, and that the Mayor or Mayor Pro Tem is hereby authorized to execute said special election proclamation on behalf of the City, and the City Clerk is hereby authorized to attest and affix the seal of said City to said Special Election Proclamation and Notice and cause a copy of said Special Election Proclamation and Notice to be published as required by law, and a copy thereof delivered to the Cleveland County Election Board.

§ 5. That the City Clerk shall serve or cause to be served, a copy of this Ordinance and a copy of the Special Election Proclamation and Notice of Election upon the office of the Cleveland County Election Board, not less than sixty (60) days prior to the date of the election.

§ 6. Citation and codification. This Ordinance shall be known and cited as the Norman Public Safety Sales Tax Ordinance of 2015, and the same shall be codified and incorporated into Chapter 8, Article IV of the Code of Ordinances of the City of Norman, Oklahoma (the "City") as follows:

* * *

Section 8-403 – Tax Rate – Sales subject to tax.

There is hereby levied an excise tax of three and one half (3.5) percent, upon the gross proceeds or gross receipts derived from all sales taxable under the Sales Tax Law of Oklahoma . . . [remaining provisions of this section unchanged]

* *

Section 8-416 – Pledge of portions of tax for expenditure for certain purposes.

(a) Seventy (70) percent of the additional or second one-percent excise tax (sales tax) will be expended solely for capital expenditures or debt service on obligations financing said capital expenditures for the City, or any public trust having the City as beneficiary, and the remaining thirty (30) percent of the additional or second one-percent tax will be expended for the general municipal government function of the City.

(b) The additional one half percent of excise tax (sales tax) derived from the Public Safety Sales Tax of 2015 will be expended first to fund Public Safety Personnel positions that were initially funded by the Temporary Public Safety Sale Tax of 2008; to fund the addition of thirteen (13) police personnel to implement a school resource officer program, four (4) emergency communications officers, and two (2) emergency vehicle mechanics; replacement of city radio communications systems; construction of emergency operations and dispatch facility; replacement of fire trucks and apparatus; relocation and reconstruction of fire station no. 5; debt service if incurred for the above purposes.

(c) Upon satisfaction of the purposes of subsection (b), then the revenues (sales tax) derived from the Public Safety Sales Tax of 2015 shall be accounted for as follows: three eighths of one percent (3/8%) to the General Fund and one eighth of one percent (1/8%) to the Capital Fund for such other public needs as may be identified and budgeted by Council after evaluation considering at least one of the following criteria: projects or expenditures that enhance public safety services;

projects or expenditures that enhance emergency management capabilities; projects or expenditures that enhance animal welfare capabilities; projects or expenditures that provide direct services to the citizens; projects or expenditures that help ensure long term financial stability of the City; and/or projects or expenditures that provide for continuity of existing City services.

* * *

§ 7. Tax imposed. It is hereby imposed a sales tax of one half of one percent (1/2%) (in addition to any and all other sales taxes now in force) to be levied upon the gross receipts derived from all sales taxable under the Oklahoma Sales Tax Code.

§ 8. Effective date and termination. This Ordinance shall become effective on and after the first day of October, 2015, subject to approval of a majority of the registered voters of the City of Norman voting on the same in the manner prescribed by law.

§ 9. Purposes of revenues. The proceeds of the one half of one percent (1/2%) sales tax levied and assessed by this Ordinance shall be dedicated to the Public Safety Sales Tax Fund and used, to the extent feasible from the revenues generated hereby, as follows:

For retention of the seventy-one (71) public safety sales tax personnel initially added with revenues from the Public Safety Sales Tax of 2008 collected pursuant to Ordinance No. O-0708-32; addition of thirteen (13) police personnel to implement a school resource officer program jointly funded with participating public school systems within the municipality, four (4) emergency communications officers, and two (2) emergency vehicle mechanics; replacement of City emergency communications systems; construction of emergency operations and dispatch facility; replacement of fire trucks and apparatus; relocation and reconstruction of Fire Station No. 5; debt service if incurred for the above purposes; the revenues, upon satisfaction of the above purposes, shall be accounted for as follows: three eighths of one percent (3/8%) to the General Fund and one eighth of one percent (1/8%) to the Capital Fund for such other purposes as may be adopted by Council in accordance with criteria specified in section 13 below, provided it is not the intention that revenue generated from this additional tax levy be utilized to create inequities in the City of Norman Compensation system among public safety and nonpublic safety personnel.

§10. Citizens Public Safety Oversight Committee. The Citizens Public Safety Oversight Committee, established by Ordinance No. O-0708-32, shall review the expenditures of such monies and submit recommendations to Council regarding such expenditures.

§11. Appointment and number of members. The Citizens Public Safety Oversight Committee, established by Ordinance No. O-0708-32, shall continue to be appointed by the Mayor of the City of Norman upon approval by a majority of the City Council. Prior to the Mayor's recommended appointment of a new Committee member, the Mayor shall consult with the Councilmember for the Ward from which the Committee member is to be chosen. The Committee shall continue to consist of one member from each Ward and one member at-large. The Citizens Public Safety Oversight Committee shall not be current City employees, officials, contractors or vendors of the City.

§12. Purposes of Citizens Public Safety Oversight Committee. The Citizens Public Safety Oversight Committee shall review the expenditure of revenues collected pursuant to this Ordinance to determine if such funds are expended for the purposes specified in the Ordinance, monitoring the successful implementation of community policing concepts, and issuing reports on their findings to the City Council and the public on an annual basis or as requested by Council, and may prospectively review and make recommendations on such other issues related to Public Safety as may be assigned to it by Council.

§13. Staffing Plan. Revenues collected hereunder shall be accounted for in the Public Safety Sales Tax Fund and expended first for the retention of the seventy-one (71) public safety sales tax personnel initially added with revenues from the Public Safety Sales Tax of 2008 collected pursuant to Ordinance No. O-0708-32; addition of thirteen (13) police personnel to implement a school resource office program jointly funded with participating public school systems within the municipality, four (4) emergency communications officers, and two (2) emergency vehicle mechanics; replacement of City emergency communications systems; construction of emergency operations and dispatch facility; replacement of fire trucks and apparatus; relocation and reconstruction of Fire Station No. 5 over the period of the tax in accordance with the Staffing Plan set forth herein, and debt service if incurred for the above purposes. The revenues, upon satisfaction of the above purposes, shall be accounted for as follows: three eighths of one percent (3/8%) to the General Fund and one eighth of one percent (1/8%) to the Capital Fund for such other public needs as may be identified and budgeted by Council after evaluation considering at least one of the following criteria: projects or expenditures that enhance public safety services; projects or expenditures that enhance emergency management capabilities; projects or expenditures that enhance animal welfare capabilities; projects or expenditures that provide direct services to the citizens; projects or expenditures that help ensure long term financial stability of the City; and/or projects or expenditures that provide for continuity of existing City services.

Year of Tax	School Resource Police Officers	Additional Emergency Vehicle Mechanics	Additional Communications Officers
1	7	2	2
2	6	0	0
3	0	0	2

§14. Subsisting state permits. All valid and subsisting permits to do business issued by the Oklahoma Tax Commission pursuant to the Oklahoma Sales Tax Code are, for the purpose of this Ordinance, hereby ratified, confirmed and adopted in lieu of any requirement for an additional City permit for the same purpose.

§15. Payment of tax. The tax herein levied shall be paid at the time and in the manner and in the form prescribed for the payment of state sales tax under the Oklahoma Sales Tax Code.

§16. In addition to current taxes. The tax levied hereby is intended to replace the one half of one percent (1/2%) temporary Public Safety Sales Tax of 2008 provided for in Ordinance no. O-0708-32 upon its expiration on September 30, 2015 and is otherwise in addition to any and all other sales taxes levied or assessed by the City. Provided, however, that those provisions of Article IV of Chapter 8 (Sales Tax) of the Code of Ordinances, of the City of Norman, Oklahoma, not inconsistent herewith, shall apply to the sales tax levied and assessed by this Ordinance. For the purpose of this Ordinance, references in the Code of Ordinances to specific provisions of the Oklahoma Sales Tax Code shall deem to be referenced to said statutory provisions, as amended.

§17. Amendment. The citizens of the City of Norman, Oklahoma, by their approval of this Ordinance at the election hereinabove provided for, hereby authorize the City by Ordinance duly enacted to make any such administrative and technical changes or additions in the method and manner of administration and enforcing this Ordinance as may be necessary or proper for efficiency and fairness except that the purpose, rate and limitation of time for collection of the tax herein provided shall not be changed without the approval of the qualified electors of the City as provided by law. Prior to approval of such amendatory Ordinance, the Oversight Committee established pursuant to Section 10 herein shall review and make recommendation to the Council regarding the amendment.

§18. Provisions cumulative. Provisions hereof shall be cumulative and in addition to any and all other taxing provisions of City Ordinances.

§19. Exclusion from "Non-dedicated" UNP TIF revenues. The additional tax authorized under this Ordinance shall not be considered a "non-dedicated" tax as contemplated in the Norman University North Park Project Plan, and accordingly no revenues generated from this additional tax levied on retail sales occurring within the Increment District shall be considered part of the Sales Tax Increment apportioned to the University North Park Tax Increment Finance District.

§20. 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 28th day of January, 2014.

Cindy S. Rosenthal
Mayor

ATTEST:

Brenda Hall
City Clerk

CITY OF NORMAN CORPORATE SEAL OKLAHOMA

NOT ADOPTED this _____ day of _____, 2014.

_____
Mayor

SPECIAL ELECTION
PROCLAMATION AND NOTICE OF ELECTION

Under and by virtue of the Statutes of the State of Oklahoma and acts complimentary, supplementary, and enacted pursuant thereto, and Ordinance No. O-1314-33 dated January 28, 2014, authorizing the calling of an elections on the Proposition hereinafter set forth, I, the undersigned Mayor of the City of Norman, Oklahoma. On the first day of April, 2014, for the purpose of submitting to the registered qualified voters in said City the proposed Proposition:

PROPOSITION

"SHALL ORDINANCE NO. O-1314-33 PROVIDING FOR THE ASSESSMENT OF A SALES TAX OF ONE HALF OF ONE PERCENT (1/2%) ACCOUNTED FOR IN THE PUBLIC SAFETY SALES TAX FUND INTENDED TO REPLACE THE ONE HALF OF ONE PERCENT (1/2%) TEMPORARY PUBLIC SAFETY SALES TAX OF 2008 PROVIDED FOR IN ORDINANCE NO. O-0708-32 UPON ITS EXPIRATION ON SEPTEMBER 30, 2015 BUT IS OTHERWISE IN ADDITION TO THE PRESENT CITY AND STATE SALES TAX UPON THE GROSS PROCEEDS OR GROSS RECEIPTS DERIVED FROM ALL SALES TO ANY PERSON TAXABLE UNDER THE SALES TAX LAW OF OKLAHOMA, INCLUDING, BUT NOT LIMITED TO, CERTAIN ENUMERATED SALES LISTED THEREIN; PROVIDING FOR THE PURPOSE OF THE ONE HALF OF ONE PERCENT (1/2%) TO BE USED, TO THE EXTENT FEASIBLE FROM THE REVENUES GENERATED HEREBY, FOR THE PURPOSES OF RETENTION OF THE SEVENTY-ONE (71) PUBLIC SAFETY PERSONNEL INITIALLY ADDED WITH REVENUES GENERATED FROM THE PUBLIC SAFETY SALES TAX OF 2008 LEVIED AND COLLECTED PURSUANT TO ORDINANCE NO. O-0708-32; ADDITION OF THIRTEEN (13) POLICE PERSONNEL TO IMPLEMENT A SCHOOL RESOURCE OFFICER PROGRAM JOINTLY FUNDED WITH PARTICIPATING PUBLIC SCHOOL SYSTEMS WITHIN THE MUNICIPALITY, FOUR (4) EMERGENCY COMMUNICATIONS OFFICERS, AND TWO (2) EMERGENCY VEHICLE MECHANICS; REPLACEMENT OF CITY EMERGENCY COMMUNICATIONS SYSTEMS; CONSTRUCTION OF EMERGENCY OPERATIONS AND DISPATCH FACILITY; REPLACEMENT OF FIRE TRUCKS AND APPARATUS; RELOCATION AND RECONSTRUCTION OF FIRE STATION NO. 5; DEBT SERVICE IF INCURRED FOR THE ABOVE PURPOSES; AND THEN ACCOUNTING FOR THREE EIGHTHS OF ONE PERCENT (3/8%) TO THE GENERAL FUND AND

ONE EIGHTH OF ONE PERCENT (1/8%) TO THE CAPITAL FUND FOR SUCH OTHER LAWFUL PURPOSES OF THE CITY BE APPROVED AFTER CONSIDERING SPECIFIED CRITERIA; AND PROVIDING THAT SUCH ADDITIONAL ONE HALF OF ONE PERCENT (1/2%) SHALL BEGIN TO BE LEVIED ON OCTOBER 1, 2015?"

The ballot used at said election shall set out the Proposition as set forth above and shall also contain the words:

1st ☐ YES - FOR THE PROPOSITION
2nd ☐ NO – AGAINST THE PROPOSITION

(If the voter desires to vote for the above Proposition, he shall mark the ballot accordingly; if he desires to vote against the above Proposition, he shall mark the ballot accordingly.)

That only the registered qualified voters of the City of Norman, Oklahoma, may vote upon the Proposition as above set forth. The polls shall be opened at 7:00 o'clock a.m. and shall remain open continuously until and be closed at 7:00 o'clock p.m.

The special election shall be held at the same places and in the same manner prescribed by law for conducting county and state elections and the numbers and locations of the polling places and the persons who shall conduct said election shall be the same as for county and state elections, all as respectively designated and prescribed by the County Election Board of Cleveland County, Oklahoma.

WITNESS my hand as Mayor of the City of Norman, Oklahoma, and the seal of said City affixed hereto on the 28th day of JANUARY 2014.

Cindy Rosenthal
Mayor

(SEAL)

ATTEST:

Brenda Hall
CITY CLERK

CITY OF NORMAN CORPORATE SEAL OKLAHOMA

Resolution

R-1314-111

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, EXPRESSING THE INTENT OF THE CITY COUNCIL TO USE THOSE REVENUES GENERATED FROM THE TEMPORARY PUBLIC SAFETY SALES TAX REFERENDUM THAT ARE UNENCUMBERED WHEN THE TAX EXPIRES ON SEPTEMBER 30, 2015 FOR PUBLIC SAFETY CAPITAL IMPROVEMENTS, PROVIDED VOTERS APPROVE THE PUBLIC SAFETY SALES LEVY UNDER ORDINANCE NO. O-1314-33.

§ 1. WHEREAS, on March 11, 2008, the City Council adopted Ordinance No. O-0708-32, the Public Safety Sales Tax ("PSST I"), creating a temporary one half of one percent sales tax on retail sales extending from October 1, 2008 to September 30, 2015 with the revenues generated thereby to be used primarily for public safety purposes; and

§ 2. WHEREAS, the voters of the City of Norman approved Ordinance No. O-0708-32, PSST I, at a duly called election held on May 13, 2008; and

§ 3. WHEREAS, the primary purposes of PSST I, including the addition of seventy-one (71) public safety personnel, will have been accomplished before its expiration on September 30, 2015; and

§ 4. WHEREAS, because PSST I was a temporary sales tax, Council previously directed staff to reserve adequate revenues generated from PSST I to continue to fund the seventy-one (71) public safety personnel positions and associated equipment expenditures for an additional six months beyond the expiration date of PSST I; and

§ 5. WHEREAS, the City Council has authorized funding from PSST I revenues to accomplish a number of additional public safety capital improvements and expenditures authorized by the PSST I Ordinance including: improved communication systems; remodeling and equipping the Norman Investigations Center (formerly Smalley Center); making a contribution to the "Rainy Day" Fund; and making a contribution to the General Fund in support of the emergency communications function; among other expenditures, and City Council anticipates revenues from PSST I to remain unencumbered beyond those purposes on September 30, 2015; and

§ 6. WHEREAS, on January 28, 2014, the City Council adopted Ordinance No. O-1314-33, the continuation of the Public Safety Sales Tax ("PSST II"), that will continue to levy a one half of one percent tax on retail sales beginning on October 1, 2015; and

§ 7. WHEREAS, the voters of the City of Norman will consider approval of Ordinance No. O-1314-33, PSST II, at a duly called election held on April 1, 2014; and

§ 8. WHEREAS, if PSST II is approved by the voters, the revenues collected to be set aside from PSST I initially intended to pay for salaries, benefits, and associated equipment of the seventy-one (71) public safety personnel hired under PSST I for an additional six months beyond the expiration of PSST I will no longer be necessary for such a purpose, and revenues collected that are unencumbered on September 30, 2015, as described in Section 5 above, together, are estimated to be four million nine hundred thousand dollars ($4.9 million); and

§ 9. WHEREAS, City Council desires to formally express its intent, should the voters approve PSST II, to utilize the PSST I revenues identified in Section 8 above, to the extent needed, for the specific Public Safety capital improvements identified in the PSST II Ordinance.

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

§ 10. That should the voters approve Ordinance O-1314-33, then the revenues collected under PSST I originally intended to provide for salary, benefits, and associated equipment for the seventy-one public safety personnel positions for an additional six months beyond the expiration date of PSST I, and the other unencumbered PSST I revenues on September 30, 2015, shall be used, to the extent needed, for the specific Public Safety capital improvements identified in the PSST II Ordinance.

PASSED AND ADOPTED this 25th day of February, 2014.

CITY OF NORMAN CORPORATE SEAL OKLAHOMA

Cindy Rosenthal
Mayor

ATTEST:

Brenda Hall
City Clerk

City Clerk's Office Use Only

Monthly Planner	
Municode Calendar	
Meeting Room Calendar	N/A

2024 CALENDAR YEAR
SCHEDULE OF REGULAR MEETINGS

Public Safety Sales Tax Oversight Committee
Name of Board/Commission/Committee

Please enter the date of the meeting in the DATE column or type in the following:
"Meetings scheduled as Needed" in the DATE column.

DATE		TIME		Physical Location
01-11-24		4:00PM-5:00PM		Development Center, Conference Room B, 225 N. Webster Ave., Norman, OK
02-08-24		4:00PM-5:00PM		Development Center, Conference Room B, 225 N. Webster Ave., Norman, OK
03-14-24		4:00PM-5:00PM		Development Center, Conference Room B, 225 N. Webster Ave., Norman, OK
04-11-24		4:00PM-5:00PM		Development Center, Conference Room B, 225 N. Webster Ave., Norman, OK
05-09-24		4:00PM-5:00PM		Development Center, Conference Room B, 225 N. Webster Ave., Norman, OK
06-13-24		4:00PM-5:00PM		Development Center, Conference Room B, 225 N. Webster Ave., Norman, OK
07-11-24		4:00PM-5:00PM		Development Center, Conference Room B, 225 N. Webster Ave., Norman, OK
08-08-24		4:00PM-5:00PM		Development Center, Conference Room B, 225 N. Webster Ave., Norman, OK
09-12-24		4:00PM-5:00PM		Development Center, Conference Room B, 225 N. Webster Ave., Norman, OK
10-10-24		4:00PM-5:00PM		Development Center, Conference Room B, 225 N. Webster Ave., Norman, OK
11-14-24		4:00PM-5:00PM		Development Center, Conference Room B, 225 N. Webster Ave., Norman, OK
12-12-24		4:00PM-5:00PM		Development Center, Conference Room B, 225 N. Webster Ave., Norman, OK

To be completed by person filing notice:

Name: Dannielle Risenhoover
City of Norman Finance Dept.
Address: 225 N. Webster Ave.
Norman, OK 73069
Phone No.: 405-366-5413

Filed in the office of the Municipal Clerk at 4:40 a.m./(p.m.) on 10-2-23

Signed: Brenda Hall
City Clerk

**Must be filed prior to December 15, 2023*

City Clerk's Office Use Only

Monthly Planner	DL
Municode Calendar	DR
Meeting Room Calendar	MA

2025 CALENDAR YEAR
SCHEDULE OF REGULAR MEETINGS

Public Safety Sales Tax Oversight Committee
Name of Board/Commission/Committee

Please enter the date of the meeting in the DATE column or type in the following:
"Meetings scheduled as Needed" in the DATE column.

DATE		TIME		Physical Location
01-09-25		4:00PM-5:00PM		Development Center, Conference Room B, 225 N. Webster Ave., Norman, OK CANCELLED
02-13-25		4:00PM-5:00PM		Development Center, Conference Room B, 225 N. Webster Ave., Norman, OK
03-13-25		4:00PM-5:00PM		Development Center, Conference Room B, 225 N. Webster Ave., Norman, OK
04-10-25		4:00PM-5:00PM		Development Center, Conference Room B, 225 N. Webster Ave., Norman, OK
05-08-25		4:00PM-5:00PM		Development Center, Conference Room B, 225 N. Webster Ave., Norman, OK
06-12-25		4:00PM-5:00PM		Development Center, Conference Room B, 225 N. Webster Ave., Norman, OK
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08-14-25		4:00PM-5:00PM		Development Center, Conference Room B, 225 N. Webster Ave., Norman, OK
09-11-25		4:00PM-5:00PM		Development Center, Conference Room B, 225 N. Webster Ave., Norman, OK
10-09-25		4:00PM-5:00PM		Development Center, Conference Room B, 225 N. Webster Ave., Norman, OK
11-13-25		4:00PM-5:00PM		Development Center, Conference Room B, 225 N. Webster Ave., Norman, OK
12-11-25		4:00PM-5:00PM		Development Center, Conference Room B, 225 N. Webster Ave., Norman, OK

To be completed by person filing notice:

Name: Dannielle Risenhoover
City of Norman Finance Dept.
Address: 225 N. Webster Ave.
Norman, OK 73069
Phone No.: 405-366-5413

Filed in the office of the Municipal Clerk at 10:13 a.m./p.m. on 11-19-24

Signed: Brenda Hall
City Clerk

**Must be filed prior to December 15, 2024*

CITY OF NORMAN, OK
PUBLIC SAFETY OVERSIGHT COMMITTEE MEETING
Development Center, Room B, 225 N. Webster Ave., Norman, OK 73069
Thursday, July 11, 2024 at 4:00 PM

MINUTES

The Public Safety Oversight Committee of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Conference Room B at the Development Center, on the 11th day of July, 2024, at 4:00 p.m., and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray, Development Center at 225 N. Webster and on the City website at least 24 hours prior to the beginning of the meeting.

ROLL CALL

PRESENT
Chairman Linda Price
Committee Member Kenny Orr
Committee Member Lea Greenleaf
Committee Member Mark Emerson
Committee Member Russell Rice
Committee Member Ann Gallagher
Committee Member Greg Gilkey

ABSENT
Committee member Kyle Hurley

OTHERS
Major Brent Barbour, NPD
Asst. Chief Chad Roney, NFD
Russell Anderson, Comm. Systems Manager
Dannielle Risenhoover, Administrative Tech. IV
Jacob Huckabaa, Budget Technician
Bill Scanlon, Citizen
David Grizzle, NFD
Shaakira Calnick, Internal Auditor
Anthony Francisco, Director of Finance
Brayden Gulliver, Citizen

Chair Price called the meeting to order at approximately 4:00 PM. She welcomed everyone to the meeting.

MINUTES

1. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF MINUTES FROM JUNE 13, 2024

Member Rice moved to approve the June 13, 2024 Public Safety Oversight Committee minutes which were duly seconded by Member Gallagher. The motion passed unanimously.

Items submitted for the record:
Citizens Public Safety Oversight Committee Minutes from June 13, 2024.

REPORTS

2. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF FINANCIAL REPORTS

Jacob Huckabaa gave the report. Fiscal year 2024 (FY24) ended on June 30, 2024 and fiscal year 2025 (FY25) started on July 1, 2024. The Public Safety Sales Tax Fund revenues came in about 3% below the target. This figure includes the $500,000 School Resource Officer (SRO) payment from Norman Public Schools (NPS). The expected payment from Norman Public Schools was $700,000; however, Norman Public Schools stated that $500,000 is all they can pay. This amount was accepted by Norman City Manager, Darrel Pyle. The Mayor is expected to negotiate with Norman Public Schools regarding their SRO payment for FY25. The projected cost for the SRO program in FY25 is approximately $2.2 million. The City has budgeted for a NPS reimbursement/payment of $732,000. "If they pay any less than that, the General Fund is going to have to make up the deficit, just like in 2024," Huckabaa said.

Huckabaa reviewed the monthly expenses. From a total, fiscal year perspective, all cost centers were under budget with the exception of the Fire Department's operational cost center. This cost center was approximately 10% over budget and included items such as salaries, benefits, and overtime.

Items submitted for the record:
Financial Reports

DISCUSSION ITEMS

3. MONTHLY UPDATES

   a) FIRE DEPARTMENT UPDATES

Assistant Chief Chad Roney gave the update. The aerial ladder that was ordered is still under construction and should be completed in approximately three years. The construction of Fire Engine Three is scheduled to begin in January 2025. Roney hopes to have this engine in service by the end on 2025. The Fire Department is still anticipating the relocation of Fire Station Five.

They are also anticipating the replacement of bunker gear in FY25. Emergency life support equipment has not been placed back on the fire apparatuses at stations five or six.

b) POLICE DEPARTMENT UPDATES

Brent Barbour gave the report. The Police Department has 21 commissioned positions vacant. Seven cadets are in the current Police Academy. Their graduation is slated for July 25, 2024. The next Police Academy will start in August 2024 with six cadets. The Police Department is currently taking applications for a lateral academy that will conclude around January 2025. There are approximately 20 applications submitted, so far, for the lateral academy.

Barbour states that the department has responded to some really intense calls lately, but their summer outreach programs are going very well.

c) DISPATCH UPDATES

Russell Anderson gave the report. He stated that the Dispatch Department could soon, be fully staffed and relayed the new hire training schedule to the Committee.

Dispatch experienced their first large scale event with the University of Oklahoma's (OU) launch into the Southeastern Conference (SEC) celebration. "It was our first event with the shared CAD (Computer-aided Design) and it was spectacular," Anderson said. Previous to the City of Norman sharing a CAD with OU, response times were longer.

d) EMERGENCY COMMUNICATIONS OPERATIONS CENTER (ECOC) UPDATES

Major Brent Barbour gave the update. He updated the Committee on the construction progress at the Emergency Communications Operations Center (ECOC). The equipment storage facility should be completed in late October 2024. The ribbon cutting ceremony for the ECOC is August 27 at 9:00 AM.

ACTION ITEMS

3. ESTABLISH TOPICS FOR THE AUGUST 8, 2024 MEETING

The topics for the next meeting will remain the same.

MISCELLANEOUS COMMENTS

Anthony Francisco, Director of Finance commented on the Norman Public School payment of $500,000 for the SRO Program for FY24. This payment was approximately $200,000 short of what NPS was budgeted and negotiated to pay. In a recent meeting that Francisco had with the City and NPS, no conclusions were reached regarding the amount of money that NPS would pay toward the program in FY25. "They (NPS) believe that they should pay something short of $500,000 and we believe that they should pay somewhere around $700,000," Francisco said. "The ordinance just says 'cost share'. It was actually out of this Committee that the 50-50 split was originally proposed and agreed upon by the Council and by the school district. So then it became 50% of what? Basically it's 50% of the total cost, excluding cars, for time and memorial; but, they believe that they should not pay for 12 months of SRO costs. They believe they should

pay for eight months of SRO costs like they do for a school teacher - and that's the basis their claim."

Major Brent Barbour gave several examples of how SRO's interact with NPS students all summer long. This included officer duties during summer school as well as providing safety & security training for NPS staff.

Member Greenleaf stated, "I was on this committee when the negotiations were going through. We spent ten months waiting on the lawyers to hash all this out and you're telling me, in ten months they couldn't come to an agreement on exactly who pays what?! I'm at a place now where I think the press should know what's going on because this is atrocious!"

ADJOURNMENT

Member Rice made a motion to adjourn the meeting which was duly seconded by Member Gallagher. The motion passed unanimously.

Linda Price, Chair
Citizens Public Safety Oversight Committee

CITY OF NORMAN, OK
PUBLIC SAFETY OVERSIGHT COMMITTEE MEETING
Development Center, Room B, 225 N. Webster Ave., Norman, OK 73069
Thursday, August 08, 2024 at 4:00 PM

MINUTES

The Public Safety Oversight Committee of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Conference Room B at the Development Center, on the 8th day of August, 2024, at 4:00 p.m., and notice of the agenda of the meeting were posted at the Norman Municipal Building at 201 West Gray, Development Center at 225 N. Webster and on the City website at least 24 hours prior to the beginning of the meeting.

ROLL CALL

PRESENT
Chairman Linda Price
Committee Member Kenny Orr
Committee Member Kyle Hurley
Committee Member Mark Emerson
Committee Member Russell Rice
Committee Member Ann Gallagher
Committee Member Greg Gilkey

ABSENT
Committee Member Lea Greenleaf

OTHERS
Major Brent Barbour, NPD
Asst. Chief Chad Roney, NFD
Russell Anderson, Comm. Systems Manager
Kim Coffman, Budget Manager
Dannielle Risenhoover, Administrative Tech. IV
Jacob Huckabaa, Budget Technician
Bill Scanlon, Citizen
Captain Shawn Hawkins, NPD
David Grizzle, NFD
Brayden Gulliver, Citizen

Chair Price called the meeting to order at approximately 4:00 PM. She welcomed everyone to the meeting.

MINUTES

1. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF MINUTES FROM JULY 11, 2024

Member Gilkey moved to approve the July 11, 2024 Public Safety Oversight Committee minutes which were duly seconded by Member Gallagher. The motion passed unanimously.

Items submitted for the record:
Citizens Public Safety Oversight Committee Minutes from July 11, 2024.

REPORTS

2. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF FINANCIAL REPORTS

Kim Coffman gave the report. July 1, 2024 was the first day of Fiscal Year 2025. The City was almost 8% under the budget target for sales and use tax. The School Resource Officer (SRO) program payment negotiations with Norman Public Schools (NPS) are still on-going. Seven hundred and thirty-two thousand dollars is budgeted as NPS's portion of the SRO program costs. This payment will still require a subsidy into the Public Safety Sales Tax (PSST) Fund from the General Fund and Capital Fund of almost $283,000 to stay positive. The City is still in negotiations with NPS regarding how much NPS should/will pay toward the program.

Coffman states that there was not a lot of spending in July, but there were two payrolls. All divisions are under budget except for the Fire Department who is 17% (1/12 of their total annual budget) over their salary budget due to overtime being paid while some employees use earned vacation time. "July is our biggest, if not our second biggest, vacation month," Assistant Fire Chief Chad Roney said. "We have a lot of vacations that happen, you add OJI's (on-the-job injuries) to that, you add sick calls to that – there was a lot of overtime called in July. You combine that with being understaffed, having 50 on shift is not adequate for how we need to run things; so, when we start adding those vacation slots, it throws us into overtime. It's going to be an on-going problem until we can get some more hires."

Items submitted for the record:
Financial Reports

3. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF FYE 2024 ANNUAL FINANCIAL REPORT

Member Rice moved to approve the FYE 2024 Public Safety Oversight Committee Annual Financial Report which was duly seconded by Member Gallagher. The motion passed unanimously.

Items submitted for the record:
FYE 2024 Public Safety Oversight Committee Annual Financial Report

DISCUSSION & ACTION ITEMS

4. MONTHLY UPDATES

a) FIRE DEPARTMENT UPDATES

Assistant Chief Chad Roney gave the report. The aerial ladder platform is at least one year out from the start of its construction. Roney states that wait times for new fire apparatuses are dramatically long due to supply chain issues. The Public Safety Study continues to be conducted.

Roney stated that emergency life support equipment has not been placed back onto the fire apparatuses at stations five or six. He had no significant updates regarding the situation.

Member Hurley asked what qualifies fire apparatuses for replacement. Roney stated, "There is a matrix that the garage has. I cannot effectively answer that for you because they literally have a program that they input all of those things in and it gives recommendations for what they're going to retire and what they're going to keep." The matrix includes such things as the age, number of hours, and number of miles on the apparatus. Kim Coffman will request the vehicle replacement matrix from the Fleet supervisor and send it to the Committee. "I know that the Fire Chief has some discretion as to when they actually replace vehicles," Coffman said.

b) POLICE DEPARTMENT UPDATES

Captain Shawn Hawkins gave the report. He stated that staffing is the department's biggest challenge right now being 20 officers short of fully staffed. Six cadets recently graduated from the Police Academy and are in field training. Assuming there are no other staff changes, once these officers are moved to the position of solo patrol officer, the department will be down 14 officers.

The 67th Norman Police Academy starts August 9, 2024 with eight cadets. This academy is 26 weeks long. A lateral academy will start October 19, 2024. There are currently thirteen applicants for the lateral academy. A March 2025 academy is anticipated as well.

National Night Out is scheduled Monday, September 30.

A new program call SPIDR Tech has been launched by the Police Department. This new technology allows the Norman Police Department (NPD) to update 911 callers, via text messaging, regarding NPD's response to their calls and cases. It also offers callers the opportunity to provide feedback, in the form of a survey with a comments section, regarding their experience with the NPD.

c) DISPATCH UPDATES

Russell Anderson gave the report. The Dispatch Department is short four employees; however, four people will start the Dispatch Academy on August 9, 2024. Anderson expressed gratitude for the Mobile Command Post as it was used recently during a man hunt and while relocating patients from Norman Regional Hospital's Porter Campus to the HealthPlex.

d) EMERGENCY COMMUNICATIONS OPERATIONS CENTER (ECOC) UPDATES

Major Brent Barbour gave the report. The grand opening for the Emergency Communications Operations Center (ECOC) is August 27th at 9:00 AM. It is Barbour's goal to be dispatching out of the ECOC on August 28th.

5. ESTABLISH TOPICS FOR THE SEPTEMBER 12, 2024 MEETING

It was requested that a presentation/information regarding the SPIDR Tech technology be provided at the September 12, 2024 meeting. It was also requested that the criteria matrix for vehicle replacements would be included in the next meeting packet.

MISCELLANEOUS COMMENTS

None.

ADJOURNMENT

Member Gallagher made a motion to adjourn the meeting which was duly seconded by Member Rice. The motion passed unanimously.

Linda Price, Chair
Citizens Public Safety Oversight Committee

CITY OF NORMAN, OK
PUBLIC SAFETY OVERSIGHT COMMITTEE MEETING
Development Center, Room B, 225 N. Webster Ave., Norman, OK 73069
Thursday, September 12, 2024 at 4:00 PM

MINUTES

The Public Safety Oversight Committee of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Conference Room B at the Development Center, on the 12th day of September, 2024, at 4:00 PM, and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray, at the Development Center at 225 N. Webster, and on the City website at least 24 hours prior to the beginning of the meeting.

ROLL CALL

PRESENT
Chairman Linda Price
Committee Member Kenny Orr
Committee Member Kyle Hurley
Committee Member Lea Greenleaf
Committee Member Mark Emerson
Committee Member Ann Gallagher
Committee Member Ashlie Durham

ABSENT
Committee Member Russell Rice
Committee Member Greg Gilkey

OTHERS
Major Brent Barbour, NPD
Asst. Chief Chad Roney, NFD
Russell Anderson, Comm. Systems Manager
Kim Coffman, Budget Manager
Dannielle Risenhoover, Administrative Tech. IV
Jacob Huckabaa, Budget Technician
Bill Scanlon, Citizen

Chair Price called the meeting to order at approximately 4:00 PM. She welcomed everyone to the meeting and introduced new Public Safety Oversight Committee Member Ashlie Durham.

MINUTES

1. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF MINUTES FROM AUGUST 8, 2024

Member Gallagher moved to approve the August 8, 2024 Public Safety Oversight Committee minutes which were duly seconded by Member Hurley. The motion passed unanimously.

Items submitted for the record:
Citizens Public Safety Oversight Committee Minutes from August 8, 2024.

REPORTS

2. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF FINANCIAL REPORTS

Kim Coffman gave the report. Sales tax is low for August. Coffman stated, "Year-to-date, we are about 10% below the budget target for sales tax. Hopefully we'll bring that up as the fiscal year progresses." Use tax is somewhat high, but not filling the gap left by sales tax. Norman Public Schools (NPS) has agreed to pay $531,232 toward the City of Norman School Resource Officer Program. This amount was approved by Norman City Council at their August 27th, 2024 meeting. The City of Norman budgeted for NPS to pay $732,957 toward the program. Coffman stated that the City of Norman's General Fund will have to fill this gap with an inter-fund transfer. It has been understood that NPS will receive one officer and one lieutenant – free of charge, during Summer School. "Overall, revenues are about 12% below the budget for July and August," Coffman said.

There were three payrolls in the month of August with no major expenditures. "Budget wise, on the expenditure side, we're below target; so that's looking good," stated Coffman.

Items submitted for the record:
Financial Reports

DISCUSSION & ACTION ITEMS

3. MONTHLY UPDATES

   a) FIRE DEPARTMENT UPDATES

Assistant Chief Chad Roney gave the update. He stated that the department is still looking at the same timelines, as previously mentioned in other meetings, for replacement/construction of the ordered fire apparatuses.

Conversations regarding the Paramedic protocols for fire stations five and six are still on-going. The emergency life support equipment at these stations has not yet been placed back onto the fire apparatuses. Member Hurley addressed Asst. Chief Roney saying, "On the hospital side, when we have an unexpected outcome with a patient (due to lack of equipment), we enter what we call a variance. If a patient were to have a poor outcome and you're like, 'you know what, if we were to have this equipment, we could have made some sort of an intervention,' I feel like this group would need to know that. I feel like legal or whoever you're reporting to would also need to know because - you didn't have this equipment and there's a patient that suffered as a result of it." Asst. Chief Roney will follow up with Justin Garrett to see if any patients have

suffered as a result of life support equipment being off of the apparatuses at fire stations five and six.

The Fire Department is still waiting on the final draft of the Public Safety Study.

1. VEHICLE REPLACEMENT MATRIX

City of Norman vehicle replacement criteria was included in the Committee meeting packets for review.

b) POLICE DEPARTMENT UPDATES

Major Brent Barbour gave the update. Barbour didn't have any updates on the Public Safety Study, other than it would be available in September. The Police Department has 42 police cars ordered. The majority of these cars are electric and gas hybrids. Once received, the cars will go through special outfitting to make them street ready for the Police Department. The customization typically takes around one to two weeks per car.

The Police Department has 184 commissioned positions with 169 officers employed. Some of the officers are still in training. A lateral academy will start in October. There are four officers in this academy. They will graduate in February 2025 along with approximately 6 cadets from the traditional academy. A spring 2025 academy is anticipated as well. "We're really, really lean on those who can retire and most people are wanting to stay," Barbour said. "We're in a really good place on staffing on the commissioned side."

The Police Department was recently involved in the City of Norman Citizens' Academy and the "Tip a Cop" fundraiser for Special Olympics. Officers will conduct National Night out on September 30 at the Sooner Mall parking lot.

Norman Police School Resource Officers continue to serve the Norman Public Schools, but with four additional officers added to the 2024-2025 school year. Kim Coffman asked how the Norman Police Department (NPD) is going to stop the School Resource Officers from working overtime. "I think what you'll see is us (NPD) not having a dedicated SRO at some events that aren't necessary; now, that being said, we have an active threat, we have a significant concern going on, obviously we're going to have people there," Barbour said. "The reality is, we're not going to stop public safety for an overtime budget."

Barbour commented on the "tremendous amount of resources" that are involved during the University of Oklahoma football games. "From the emergency services side of the house only, we run about 350 people on the ground on game days," Barbour said. "They're all being coordinated to make sure everything runs as efficiently and safe as possible. There are a tremendous amount of contingencies at work behind the scenes, so it's a really big group effort." The University of Oklahoma does reimburse the City of Norman for their deployed fire and police resources; however, the reimbursement does not go back into the police or fire budgets. It goes into the City's General Fund.

The Norman Police Department operates with three patrol K-9s, two drug interdiction K-9s, and two therapy dogs. The dogs are on call 24/7. To name a few, Norman Police Department partners with Cleveland County, University of Oklahoma, Oklahoma State University, Oklahoma City Police Department, and Oklahoma Highway Patrol for use of their specialized dogs as well.

1. SPYDR TECHNOLOGY

Major Brent Barbour gave a presentation explaining the Norman Police Departments new Spyder Technology that has been in use for approximately five weeks. This new technology allows NPD to update 911 callers, via text messaging, regarding NPD's response to their calls and cases. It also offers callers the opportunity to provide feedback, in the form of a survey with a comments section, regarding their experience with NPD. Norman Police Department is able to pull granular reports on the data that is collected through the surveys. Barbour says that this will help NPD identify things that they can do better.

c) DISPATCH UPDATES

Russell Anderson gave the update. Anderson stated that he has a full staff. University of Oklahoma (OU) Dispatch is considering moving their operations to the City of Norman's Emergency Communications Operations Center (ECOC). Anderson stated that this would be an easy transition since OU is already on the same radio and computer aided design (CAD) system.

d) EMERGENCY COMMUNICATIONS OPERATIONS CENTER (ECOC) UPDATES

Major Brent Barbour gave the update. Barbour confirmed that the Dispatch Department is up and running at the ECOC. The construction punch list items for the ECOC should be completed by September 20, 2024. The Vehicle Storage Facility at the ECOC is scheduled to be completed by the end of February; however, contractors believe construction will be completed sooner.

When asked about the effectiveness of the Decompression Room in the ECOC, Barbour replied, "In the first week alone, in the ECOC building, we ran almost 2,000 police calls, 463 EMS (emergency medical system) calls, over 400 fire calls, and about 400 OU calls through our system. Within that, multiple fires, the two babies, the homicide, and a lot of other things. We are already seeing an impact with that space being used."

The Dispatch Department has received more applications for employment (than typical) since the ECOC has opened.

4. ESTABLISH TOPICS FOR THE OCTOBER 10, 2024 MEETING

The meeting topics for October 10, 2024 will include updates from the Finance, Police, Fire, and Dispatch Departments.

MISCELLANEOUS COMMENTS

The Public Safety Oversight Committee decided that their October 10, 2024 meeting will be held at the Emergency Communications Operations Center, Room EOC, 2801 E. Robinson, Norman, OK 73071.

ADJOURNMENT

Member Emerson made a motion to adjourn the meeting which was duly seconded by Member Gallagher. The motion passed unanimously.

Linda Price, Chair
Citizens Public Safety Oversight Committee

CITY OF NORMAN, OK
PUBLIC SAFETY OVERSIGHT COMMITTEE MEETING

Emergency Communications Operations Center, Room EOC, 2801 E. Robinson, Norman, OK 73071
Thursday, October 10, 2024 at 4:00 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, 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.

ROLL CALL

PRESENT
Chairman Linda Price
Committee member Kenny Orr
Committee member Kyle Hurley
Committee member Mark Emerson
Committee member Russell Rice
Committee member Ann Gallagher
Committee member Gregory Gilkey

ABSENT
Committee member Lea Greenleaf
Committee member Ashlie Durham

MINUTES

1. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF MINUTES FROM SEPTEMBER 12, 2024

REPORTS

2. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF FINANCIAL REPORTS

ACTION ITEMS

3. MONTHLY UPDATES

   a) FIRE DEPARTMENT UPDATES

b) POLICE DEPARTMENT UPDATES

c) DISPATCH UPDATES

d) EMERGENCY COMMUNICATIONS OPERATIONS CENTER (ECOC) UPDATES

4. ESTABLISH TOPICS FOR THE NOVEMBER 14, 2024 MEETING

MISCELLANEOUS COMMENTS

ADJOURNMENT

CITY OF NORMAN, OK
PUBLIC SAFETY OVERSIGHT COMMITTEE MEETING
Development Center, Room B, 225 N. Webster Ave., Norman, OK 73069
Thursday, November 14, 2024 at 4:00 PM

MINUTES

The Public Safety Oversight Committee of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Conference Room B at the Development Center, on Thursday, November 14, 2024 at 4:00 PM and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray, at the Development Center at 225 N. Webster, and on the City website at least 24 hours prior to the beginning of the meeting.

ROLL CALL

PRESENT
Chairman Linda Price
Committee Member Kenny Orr
Committee Member Lea Greenleaf
Committee Member Mark Emerson
Committee Member Russell Rice
Committee Member Ann Gallagher
Committee Member Ashlie Durham
Committee Member Gregory Gilkey

ABSENT
Committee Member Kyle Hurley

OTHERS
Major Brent Barbour, NPD
Major Chad Vincent, NPD
Asst. Chief Chad Roney, NFD
Russell Anderson, Comm. Systems Manager
Dannielle Risenhoover, Administrative Tech. IV
Kim Coffman, Budget Manager
Jacob Huckabaa, Budget Technician
Bill Scanlon, Citizen

MINUTES

1. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF MINUTES FROM OCTOBER 10, 2024

Member Orr called for amendment of the minutes of October 10, 2024 to read that the Committee met at the Emergency Communications Operations Center and not at the City of Norman Development Center. Based on this change, Member Rice moved to approve the October 10, 2024 Public Safety Oversight Committee minutes which was duly seconded by Member Gallagher. The motion passed unanimously.

REPORTS

2. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF FINANCIAL REPORTS

Kim Coffman gave the report. Sales tax revenue is approximately 7.5% short of the fiscal year, budgeted target. "We're about $326,000 below the target, year-to-date, for sales tax. Conversely we're about $50,000 above the target for use tax, year-to-date. Even though we're about 8% over for use tax, that doesn't quite fill the gap in Sales Tax," Coffman said. The October sales tax revenue has been the highest thus far.

Norman Public Schools (NPS) has paid their first quarter payment for fiscal year 2025 for their portion of the School Resource Officer (SRO) Program. The payment totaled $177,000; however, NPS is requesting a credit of $18,000 due to one SRO being out on medical leave during July, August, September, and October. "I think it should really be $15,000," Coffman said. "The contract for the 13 SROs doesn't really start until August 1st, so I'm arguing that. We'll get the City Manager's approval to give them a $15,000 credit. The SROs have already accrued about 57% of the $165,000 overtime cap in the contract with Norman Public Schools. Above the $165,000 cap, we can bill them for overtime; or we can decline their overtime assignments; or if the City Manager chooses to, we can do overtime for free."

Notable October expenses from the Public Safety Sales Tax Fund include two payrolls; the yearly payment to *New World* for software maintenance; parts, decals, tags, and outfitting for police vehicles; radio equipment for the Emergency Communications Operations Center (ECOC), and construction costs for the ECOC.

Items submitted for the record:
Financial Reports

DISCUSSION & ACTION ITEMS

3. MONTHLY UPDATES

a) FIRE DEPARTMENT UPDATES

Chief Chad Roney gave the report. He asked the Committee to be aware of the Fire Departments current and expected, short staffing issues as it has created a demand for overtime. "We continue to be above the 100% mark on our overtime. The more we are down on personnel, the more that (overtime) is likely to increase because we have a minimum staffing mandate to manage," Roney said. "After the first part of the year, there are many that are eligible to retire. We have anywhere from two to ten that could possibly retire."

Member Greenleaf asked if Roney is looking at having another Fire Academy. Roney replied, "We currently don't have funding for another academy. We would love to have another academy but we've got to get funding for that."

Member Rice asked how much a fire academy would cost. Kim Coffman will follow-up, via email with the cost history of running the fire academy.

The Public Safety Study final recommendation draft has been reviewed by the Norman Fire Department and sent back to Matrix with additional information that the Fire Department finds lacking and pertinent to their study. Another review of the draft will occur before it's presented to City Council.

Member Greenleaf asked if the Committee could review the Public Safety Study and make recommendations to Matrix prior to the study being presented to City Council. Staff did not have an answer for this.

Member Greenleaf also asked how the reinstatement of paramedic protocols "are working" at stations five and six. Roney said that it is going "very well" and that two paramedics are always on duty at station five and one paramedic is always on duty at station six. "We'll often have an advanced or intermediate (Emergency Medical Technician) at those stations as well." Roney said.

b) POLICE DEPARTMENT UPDATES

Major Chad Vincent gave the report. The Police Department has 172 commissioned officers; this includes 11 who are in training. The Department is considered fully staffed with 184 commissioned officers.

The SRO officer who was on medical leave has been fully released for duty and will report back to work on November 15, 2024. Vincent said it is expected that the Cleveland County Sheriff's Office will have five or six SROs working in Norman's elementary schools soon.

The Norman Police Department is preparing for the Norman Christmas Parade and a Christmas toy and diaper drive.

Norman Police Department's Master Police Officer Benjamin Gomez is one of four finalists for the Oklahoma Attorney General's Outstanding Officer of the Year Award.

Like the Norman Fire Department, the Police Department has also reviewed the Public Safety Study final recommendation draft. "I too have been trying to inform and educate Matrix, and share whatever data they need, to make some reasonable recommendations and responses," Vincent said. "Once they get things right on the fire side, we are going to converge back together and come forward with that finalized study. We're going to get what I believe is a really good study with some really cool recommendations and some visioning for the future of our city from a public safety standpoint; but, it's not going to be the end all. We're going to have to take it and provide our own guidance, wisdom, and experience and start crafting and building a strategic plan."

c) DISPATCH UPDATES

Russell Anderson gave the update. Anderson stated that there has been a lot of radio programming taking place. He is currently fully staffed, but a 20-year veteran to Dispatch will be resigning to take a traveling dispatcher position. Anderson is still working with the University of Oklahoma to get the quality assurance, Artificial Intelligence program working.

d) EMERGENCY COMMUNICATIONS OPERATIONS CENTER (ECOC) UPDATES

Major Brent Barbour gave the update. The ECOC's completion date, which includes final punch list items, is slated for December 31, 2024. The Vehicle Storage Facility is framed and enclosed. It is believed that this facility will be completed in January 2025. Barbour conveyed how pleased he is with the technology aspect of the ECOC. "It's mind blowing how easy and functional it is," Barbour said. "So much so, that we have other agencies coming in and asking, 'How do we do that with ours?'" The University of Oklahoma's (OU) 911 system is now integrated into the ECOC's system and vice-versa. One feature that this has allowed is OU's live camera feeds to be accessible in real time to the Norman Police Department. "We have really, really good networking that has opened the door to not only other agencies locally, but when we went to New World several years ago - that opened doors to network with other New World agencies around the metro," Barbour said. The City of Yukon and the City of Edmond are two towns that utilize the New World network. This allows these cities to also run their operations from the ECOC and NPD to run their operations from Yukon and/or Edmond if necessary. "You can basically co-locate people or relocate people and it would all work, out in the field. Nobody would know the difference," Barbour said.

4. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF 2025 SCHEDULE OF MEETINGS

Member Rice made a motion to approve the 2025 Schedule of Meetings which was duly seconded by Member Gallagher. The motion passed unanimously.

Items submitted for the record:
Citizens Public Safety Oversight Committee 2025 Schedule of Meetings

5. ESTABLISH TOPICS FOR THE DECEMBER 12, 2024 MEETING

The meeting topics will remain the same for the December 12, 2024 meeting.

MISCELLANEOUS COMMENTS

Kim Coffman added, "The sales tax that we received in November is really for through the end of September. With football season still going on, there's still a change that we could see a big increase in December's sales tax because it will really be for the month of October."

Chair Price announced that she would not be at the December 12, 2024 meeting and that Member Greenleaf would be the acting Chair in her place.

ADJOURNMENT

Member Rice made a motion to adjourn the meeting which was duly seconded by Member Gallagher. The motion passed unanimously.

W. Lee Greenleaf - Acting Chair

FOR Linda Price, Chair
Citizens Public Safety Oversight Committee

CITY OF NORMAN, OK
PUBLIC SAFETY OVERSIGHT COMMITTEE MEETING
Development Center, Room B, 225 N. Webster Ave., Norman, OK 73069
Thursday, December 12, 2024 at 4:00 PM

MINUTES

The Public Safety Oversight Committee of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Conference Room B at the Development Center, on Thursday, December 12, 2024 at 4:00 PM and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray, the Development Center at 225 N. Webster, and on the City website at least 24 hours prior to the beginning of the meeting.

ROLL CALL

PRESENT
Committee Member Lea Greenleaf
Committee Member Ann Gallagher
Committee Member Kyle Hurley
Committee Member Mark Emerson
Committee Member Kenny Orr
Committee Member Greg Gilkey
Committee Member Ashlie Durham

ABSENT
Chairman Linda Price
Committee Member Russell Rice

OTHERS
Major Brent Barbour, NPD
Major Chad Vincent, NPD
Asst. Chief Chad Roney, NFD
Russell Anderson, Comm. Systems Manager
Kim Coffman, Budget Manager
Jacob Huckabaa, Budget Technician
Dannielle Risenhoover, Admin. Tech IV
Bill Scanlon, Citizen

MINUTES

1. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, POSTPONEMENT, AND/OR DISCUSSION OF MINUTES FROM NOVEMBER 14, 2024

Member Gallagher moved to approve the November 14, 2024 Public Safety Oversight Committee minutes which was duly seconded by Member Hurley. The motion passed unanimously.

Items submitted for the record:
Citizens Public Safety Oversight Committee Minutes from November 14, 2024.

REPORTS

2. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, POSTPONEMENT AND/OR DISCUSSION OF FINANCIAL REPORTS

Kim Coffman gave the report. Coffman reported, "Revenues are lagging behind about six percent from the budget target." Coffman did state that the sales tax revenue for the month of December is looking better. The official sales tax revenue for December will be reported in late January or early February.

Norman Public Schools (NPS) are up-to-date on their City of Norman School Resource Officer (SRO) payments. Their November bill was for $43,000 and included a credit due to one officer being on medical leave. Coffman will bill NPS again in December for the City's SRO service.

Public Safety Fund expenses are approximately 15% below the budgeted target. "We're looking really good on the expense side, not so great on the revenue side," Coffman said.

The City of Norman "Budget Season" for Fiscal Year 2026 started on December 6 with staff being briefed on the budget process and requirements. Coffman explained that the City Manager's message to staff was to make conservative budget requests as costs are rising and sales tax is not expected to increase.

Items submitted for the record:
Financial Reports

DISCUSSION & ACTION ITEMS

3. MONTHLY UPDATES

a) FIRE DEPARTMENT UPDATES

Assistant Fire Chief Chad Roney gave the report. The build out for the replacement of Fire Engine Three should start after January 1, 2025. The mid-mount aerial ladder is approximately six months from being completed.

b) POLICE DEPARTMENT UPDATES

Major Chad Vincent gave the report. The Norman Police Department is more readily focusing on traffic and driving under intoxication (DUI) enforcement projects during the holiday season.

The applications are open, on-line, for the Citizens' Police Academy that will start Spring 2025. Vincent encouraged the Committee to invite people to apply.

The SRO program is fully staffed at this time. Vincent brought to the attention of the Committee that the SRO overtime is outpacing the budget. "We love to do the (school) events, but there is a cost to that. We are working very closely with their (NPS's) leadership to start paring back some of the events," Vincent said.

The finalized Public Safety Study is scheduled to be presented to City Council on February 4, 2025. The results of the study are expected to create a ten-year road map for servicing the growth and needs of Norman.

c) DISPATCH UPDATES

Russell Anderson gave the report. The Dispatch Department is currently fully staffed but is predicting the retirement of one employee. Anderson states that he and Andrea Lewis are working on developing a mentoring program within the Department. The individual(s) chosen for this program will assist in creating dispatch training content. The Dispatch Department continues to work with the University of Oklahoma Computer Science Department to develop a quality assurance, Artificial Intelligence program for use during medical related 911 calls.

d) EMERGENCY COMMUNICATIONS OPERATIONS CENTER (ECOC) UPDATES

Major Brent Barbour gave the update. The Emergency Communications Operations Center (ECOC) is nearing completion with approximately four or five punch list items left to complete. The official completion date is expected to be sometime in January 2025. The Vehicle Storage Facility is expected to be completed in January 2025 as well. Barbour stated that there are additional construction elements to the ECOC that "weren't green lighted" during the initial phase of construction due to fear of over extending the budget. Staff is now requesting that these elements or items be completed. They include: installation of an additional fiber line, solar panel installation, and installation of a diesel generator. American Rescue Plan Act (ARPA) Funds continue to be used for the bulk of ECOC construction expenses. These funds expire in December, 2026.

3. DISCUSSION OF NOMINATIONS FOR PUBLIC SAFETY OVERSIGHT COMMITTEE CHAIR AND VICE CHAIR FOR 2025. POSITIONS TO BE VOTED ON AT THE NEXT PUBLIC SAFETY OVERSIGHT COMMITTEE MEETING.

The floor was opened up for 2025 Public Safety Sales Tax Oversight Committee Chair and Vice Chair nominations. Member Hurley nominated Chair Price as the 2025 Chair. Member Emerson nominated Member Greenleaf as the 2025 Chair. Member Gilkey nominated Member Hurley as the 2025 Chair; however, Member Hurley declined the nomination. Member Gallagher nominated Member Hurley as the 2025 Vice Chair in which he accepted that nomination. The vote for these positions will take place at the next Public Safety Oversight Committee Meeting.

5. ESTABLISH TOPICS FOR THE JANUARY 9, 2025 MEETING

The meeting topics will remain the same for the January 9, 2025 meeting.

MISCELLANEOUS COMMENTS

None.

ADJOURNMENT

Member Gallagher made a motion to adjourn the meeting which was duly seconded by Member Hurley. The motion passed unanimously.

Chair
Citizens Public Safety Oversight Committee

CITY OF NORMAN, OK
PUBLIC SAFETY OVERSIGHT COMMITTEE MEETING

Development Center, Room B, 225 N. Webster Ave., Norman, OK 73069
Thursday, January 09, 2025 at 4:00 PM

AGENDA

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

CANCELLED DUE TO INCLEMENT WEATHER

CITY OF NORMAN, OK
PUBLIC SAFETY OVERSIGHT COMMITTEE MEETING
Development Center, Room B, 225 N. Webster Ave., Norman, OK 73069
Thursday, February 13, 2025 at 4:00 PM

MINUTES

The Public Safety Oversight Committee of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Conference Room B at the Development Center, on Thursday, February 13, 2025 at 4:00 PM and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray, Development Center at 225 N. Webster, and on the City website at least 24 hours prior to the beginning of the meeting.

ROLL CALL

PRESENT
Chairman Linda Price
Committee member Kenny Orr
Committee member Kyle Hurley
Committee member Lea Greenleaf
Committee member Mark Emerson
Committee member Russell Rice
Committee member Ann Gallagher
Committee member Ashlie Durham
Committee member Gregory Gilkey

ABSENT
None

OTHERS
Major Brent Barbour, NPD
Major Chad Vincent, NPD
Asst. Chief Chad Roney, NFD
Russell Anderson, Comm. Systems Manager
Kim Coffman, Budget Manager
Jacob Huckabaa, Budget Technician
Dannielle Risenhoover, Admin. Tech IV
Bill Scanlon, Citizen

1. NOMINATIONS AND ELECTION OF CHAIR AND VICE-CHAIR TO THE PUBLIC SAFETY OVERSIGHT COMMITTEE FOR 2025.

Ballots were passed out so Members could vote on Chair and Vice Chair for the 2025 Public Safety Oversight Committee. At the Committee's previous meeting, Lea Greenleaf and Linda Price had accepted nominations for Chair and Kyle Hurley had accepted the nomination for Vice Chair. Hearing no other nominations at today's meeting, Chair Price instructed the Committee Members to vote via ballot. Member Linda Price won and accepted the 2025 position for Chair and Member Kyle Hurley won and accepted the 2025 position for Vice Chair.

MINUTES

2. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, POSTPONEMENT, AND/OR DISCUSSION OF MINUTES FROM DECEMBER 12, 2024

Member Gallagher moved to approve the December 12, 2024 Public Safety Oversight Committee minutes which was duly seconded by Member Rice. The motion passed unanimously.

Items submitted for the record:
Citizens Public Safety Oversight Committee Minutes from December 12, 2024.

REPORTS

2. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, POSTPONEMENT AND/OR DISCUSSION OF FINANCIAL REPORTS

Kim Coffman gave the report. "We're about 6% behind the budgeted target, year-to-date, in sales tax," Coffman said. The Public Safety Sales Tax Fund was positive at the end of Fiscal Year 2024 with a $2.6 million balance. It is expected that this balance will be drawn down to $221,000 by the close of Fiscal Year 2025. It is projected that $2.3 million in this Fund will be spent on capital equipment this fiscal year and there is $2.3 million in debt service, due to bonds that were issued in 2016. "We are budgeting, at this point, about a $1.6 million subsidy from the General Fund just to make the PSST Fund balance," Coffman said. The bond debt service payments will continue for the next two fiscal years. The last debt service payment for this Fund will be made March 1, 2027. Once the bond debt is paid, funds may be allocated for the reconstruction of Fire Station 5. The City is duty bound by the Public Safety Sales Tax ordinance to rebuild fire station five and is also expected to provide for some capital purchases. After Fire Station 5 has been funded, the Public Safety Sales Tax revenue and expenses will become a function of the General Fund.

Norman Public Schools (NPS) are up-to-date with their payments to the City of Norman for the School Resource Officer (SRO) Program. Based on current expense trends and salaries that are expected for the 13 SRO officers, Coffman is projecting that the SRO program will cost $2.4 million in fiscal year 2026. "If the school district does agree to pay $557,000, which is just a 5% increase over what they agreed to pay for the current year, that would be about 23% of the total program," Coffman said. "Their current contract only included $165,000 of overtime. Through tomorrow's pay date, we will have paid $177,000 of overtime for SRO officers and any other officer that covered school functions. They (officers) have also booked about 190 hours of comp time to be paid at a later date. I think their estimate is a little low on overtime and I've let the City Manager know."

Major Chad Vincent stated, "If the overtime is trending high, we look very closely at the individual events that we are doing and the functions. We've really pared everything back that we can. If we continue to pare back more and reduce more, we're going to start doing less than we've ever done. We probably need to consider invoicing them (NPS) just to get caught back up and as we go back in for negotiation, we probably need to drop a new number in there (the contract) and talk about what that looks like."

Coffman discussed the budget requests for Fiscal Year 2026 and expressed the City Manager's concern regarding stagnant sales tax numbers and a desire for continued conservative spending. There is one capital request out of the PSST Fund from the Fire Department for $58,000 to repair and replace radios and chargers. The Fleet Department is recommending that 16 police vehicles be replaced and five fire vehicles be replaced out of the PSST Fund. This includes four fire trucks and one F450 Brush Pumper. Out of the General Fund, 78 positions have been requested; 50 of the positions requested are within the Fire Department and 19 positions are within the Police Department. The cost of these positions to the Fiscal Year 2026 budget would total approximately $9.9 million ($1.5 million for the new police positions and $4.7 million for the new fire positions).

Items submitted for the record:
Financial Reports

DISCUSSION ITEMS

4. MONTHLY UPDATES

    a) FIRE DEPARTMENT UPDATES

Assistant Chief Chad Roney gave the update. The replacement for Engine Three is expected in December 2025 and the replacement for Ladder One is expected in May 2026.

Roney broke down the Public Safety Study and how it relates to the Fire Department. One hundred and twenty-one total positions were suggested by the study. "There were 10 university cities that we were compared to," Roney said. "If we got those numbers, it would put us in line with where those departments are." The Fire Departments biggest staffing deficit is in the training division. "There is one person in the entire training division for 164 and a half personnel," Roney said. High staffing priorities were listed as follows: increase suppression staff, increase minimum staffing at Stations 8 and 9, increase minimum staffing for ladder companies, establish Battalion Chief positions with new stations.

The Study's recommendations span a 10-year period. An immediate need identified in the study included the construction of Fire Station 10. It's suggested that this fire station be built around the area of 36th Ave. SE and Hwy. 9. After Fire Station 10's completion, it is suggested that the City start construction of Fire Station 11 in the area of Tecumseh Road and 24th Ave. NE. It is recommended that within five to 10 years, that Fire Station 12 be constructed in the area of 108th and Franklin. The following fire stations are recommended to be replaced within the next five years: Station 1, Station 2, and Station 5. The following fire stations are recommended to be renovated within the next five years: Station 4 and Station 6.

Roney stated that the Fire Department would like to provide the study's suggested educational opportunities; however, he stated, "Currently we are just stretched too thin due to being so low on personnel." The opportunities suggested include developing a succession plan and mentoring program to support staff and ensure organizational continuity, working with Emergency Communications to share knowledge and establish protocol to improve consistency of service, and to benchmark performance objectives.

Member Hurley commented on the study not addressing Norman Fire Department getting advanced life support (ALS) certified. "I think it's very safe to say that the overwhelming majority

of the calls that Norman Fire runs are medical in some sort of fashion," Hurley said. "The concer I have is they have on here, "low priority". The only thing they mention here about any sort of medical or EMS need is the additional full-time instructor position." Roney stated, "We had three, if not four, conversations regarding that. Their take on it was that since we are not a transport service, they felt like there wasn't as high of a need."

Items submitted for the record:
Fire Department Resource Allocation Study Executive Summary

b) POLICE DEPARTMENT UPDATES

Major Chad Vincent gave the report. Six cadets are scheduled to graduate from the Police Academy on February 14, 2025. The next Police Academy is slated for April 2025. Vincent believes that the Police Department could be fully staffed at the conclusion of the April academy.

Vincent summarized the Public Safety Study and how it pertained to the Police Department. The study recommended that the City construct new police headquarters and start by conducting a needs assessment to determine the department's current and future needs. The study suggested that the Police Department is currently 11 commissioned officers short and 19 professional staff short. In addition to these personnel, it recommended that by 2034 the department should add an additional 16 commissioned officers and five professional staff. The study encouraged the development of the following specialized units and/or programs: Traffic Enforcement and Investigative Unit, continued emphasis of the Community Policing Model, creation of a Health and Wellness Coordinator position, and development of a college-credit internship program. The study suggested leveraging a variety of underutilized technology components to improve response to criminal activity and critical incidents. These included more public cameras with live feeds, social media monitoring software, and video feed integration.

Vincent stated that the study recommended that the Police Department create a Community Outreach Division by pulling some of the officers from patrol to comprise it. Vincent called this "a swing and a miss." "I think what they failed to process," Vincent said, "is that we are heavily community based as far as our department goes. That's just who we are at the core. We believe we do policing differently and to stand up a group that just does community policing is completely against what we would want to do."

Items submitted for the record:
Police Department Resource Allocation Study Executive Summary

c) DISPATCH UPDATES

Russell Anderson gave the report. The Dispatch Department is down two employees and is filtering through 14 good applications for the positions. The City of Moore and the City of Norman Legal Departments are working out agreements for the City of Moore to join the City of Norman's radio system. Anderson expects agreements to be finalized in Fiscal Year 2026. The Dispatch Department continues to work with the University of Oklahoma Computer Science Department to develop voice to text platforms.

d) EMERGENCY COMMUNICATIONS OPERATIONS CENTER (ECOC) UPDATES

Major Brent Barbour gave the report. The Emergency Communications Operations Center (ECOC) will be finished after approximately three punch list items are completed. The Vehicle Storage Facility is now functional and occupancy should be granted in March 2025.

Barbour stated that there are additional construction elements to the ECOC that "weren't greenlighted" during the initial phase of construction due to fear of over extending the budget. Staff is now requesting that these elements or items be completed. They include: solar panel installation, and installation of a generator that primarily runs on natural gas in addition to the diesel fueled generator.

5. ESTABLISH TOPICS FOR THE MARCH 14, 2025 MEETING

Member Greenleaf stated, "I think in lieu of having this new Matrix (Public Safety Study) out that we could start maybe dividing it up and looking at sections of it. There are a lot of opportunities out there and we're going to have to figure out what funding is going to be available."

Member Hurley stated, "I think we should request some guidance from Council on what next steps look like, especially if there's going to be talk about a PSST three coming out. I feel like we need to be front and center, to your point Lea. I would want to hear from Council. What is their expectation for what we do with this?"

Chair Price added, "That was one of my concerns. I don't believe that any costs have been associated with any of this at this point in time. What is the plan for assessing the costs? We're talking about a lot of structures and we know that each of them are millions of dollars, and staffing is huge. I completely agree that we need all of that but the money has to come from somewhere and clearly the City does not currently have that money."

Kim Coffman replied, "Anthony's recommendation to the City Manager on staffing is going to be that we don't add any new positions for next year, on the staffing side anyway, not on the capital building side. That was his recommendation last year too though, and he (City Manager) added an Animal Welfare Technician. It's the City Manager's decision. On the capital side, sales tax has been stagnant and we don't have any additional funds for new capital projects either. All of our existing and recurring capital projects are using up all the projected revenue. For Station 5 at least, when the PSST bonds mature in two years, we can issue new bonds and use those funds to pay for the relocation of Station 5 from the PSST Fund; but, I don't know how they're going to pay for these other needs, I really don't."

Chair Price said, "I completely agree that we need to go forward and we need to do something, but I don't know that even if we split up to look at this, that we would have any clue of how to go because funding is the key mechanism here. I think we need to hear from the powers who are going to make those decisions." Price continued by asking that the Police Department and Fire Department keep the PSST Committee informed as to what the Committee can do to help support each of the departments' needs after they have been prioritized.

Member Hurley stated, "We need guidance from someone, the City Manager or Council. I almost feel like this will be a working session with a lot of hours, with some sort of mix with Council representation; staff representation; Finance, Police, and Fire representation; and representation from here (PSST Committee) to just start ironing all this out."

Chair Price stated that the PSST Committee could offer their assistance in filtering and digesting the Public Safety Study, but for the next meeting there would not be any new topics.

MISCELLANEOUS COMMENTS

None.

ADJOURNMENT

Member Rice made a motion to adjourn the meeting which was duly seconded by Member Gallagher. The motion passed unanimously.

Linda Price, Chair
Citizens Public Safety Oversight Committee

CITY OF NORMAN, OK
PUBLIC SAFETY OVERSIGHT COMMITTEE MEETING
Development Center, Room B, 225 N. Webster Ave., Norman, OK 73069
Thursday, March 13, 2025 at 4:00 PM

MINUTES

The Public Safety Oversight Committee of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Conference Room B at the Development Center, on Thursday, March 13, 2025 at 4:00 PM and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray, Development Center at 225 N. Webster, and on the City website at least 24 hours prior to the beginning of the meeting.

ROLL CALL

PRESENT
Chairman Linda Price
Committee Member Kyle Hurley
Committee Member Russell Rice
Committee Member Ann Gallagher
Committee Member Ashlie Durham

ABSENT
Committee Member Kenny Orr
Committee Member Lea Greenleaf
Committee Member Mark Emerson
Committee Member Gregory Gilkey

OTHERS
Major Chad Vincent, NPD
Asst. Chief Chad Roney, NFD
Russell Anderson, Comm. Systems Manager
Kim Coffman, Budget Manager
Jacob Huckabaa, Budget Technician
Dannielle Risenhoover, Admin. Tech IV
Bill Scanlon, Citizen
Anthony Francisco, Director of Finance

MINUTES

1. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, POSTPONEMENT, AND/OR DISCUSSION OF MINUTES FROM FEBRUARY 13, 2025

Member Gallagher moved to approve the February 13, 2025 Public Safety Oversight Committee minutes which was duly seconded by Member Rice. The motion passed unanimously.

Items submitted for the record:
Citizens Public Safety Oversight Committee Minutes from February 13, 2025.

REPORTS

2. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, POSTPONEMENT AND/OR DISCUSSION OF FINANCIAL REPORTS

Kim Coffman gave the report. Coffman stated that Sales Tax is flat. "We are still slightly below (budget) on the revenue side," Coffman said.

The City of Norman has not received their February payment from Norman Public Schools (NPS) for providing their School Resource Officer Program.

Coffman reviewed the Public Safety Sales Tax expenditures for the month of February. She brought attention to two Capital Equipment expenses, one in the Patrol Division and one for the Vehicle Storage Facility located next to the Emergency Communications Operations Center (ECOC).

Director of Financing, Anthony Francisco was present at the meeting and commented on the recent Matrix Public Safety Study results. "Yes, some of the recommendations from that study have been included in budget requests. The Matrix Study is additional input into those budget requests. It gives better estimates than we may have had on what things can cost, better estimates on what staffing needs may exist or may not exist. It's just an input. It doesn't mean that we can afford any more than what we could already have afforded. It just means 'here's some more input into what is needed,'" Francisco said.

Chair Price asked Francisco if there have been discussions on where the money could come from. Francisco replied, "Nothing concrete. There have been discussions at the Management Team level and some citizen committees that I know of, about a potential "Norman Forward II". I know there have been discussions about going back to the voters for an increase to the Public Safety Sales Tax rate that may pay for some of these things that cannot be afforded within the one-half percent of the Public Safety Sales Tax that we have now; but, at this point, it's just discussions. I don't know of any Council actions that are recommended to be taken."

Citizen Bill Scanlon asked about the possible establishment of "public safety districts" that could aid in the funding of the Matrix recommendations. Francisco said, "I think that (idea) is misleading. The property owners in a given district or area would petition the City to raise their taxes within that district to pay for additional public safety services; so, that would not be anything that would be a citywide petition." Member Rice commented, "Who's going to vote to tax themselves?" Francisco replied, "That is the question."

Member Hurley asked Anthony Francisco, "Who is leading the charge when it comes to which of these (Matrix recommendation) lists we're going to tackle first, second, third, never, and then there is also the financing piece behind that? Is there any discussion at your level as far as what the next steps look like?"

Francisco stated, "How that relates to this Committee, you've seen the Matrix study, you kno what's in there. You can make recommendations to Council about how you would prefer to make next steps. That's within this Committee's purview. Your recommendations can drive the next steps."

Items submitted for the record:
Financial Reports

DISCUSSION & ACTION ITEMS

3. MONTHLY UPDATES

a) FIRE DEPARTMENT UPDATES

Assistant Chief Chad Roney gave the update. The replacement for Engine Three is expected in December 2025 and the replacement for Ladder One is expected in May 2026. The Department is down to two reserve Brush Units. The Department is expected to take possession of a third Brush Unit in fall of 2025.

b) POLICE DEPARTMENT UPDATES

Major Chad Vincent gave the update. The Police Department is currently short 14 commissioned officers. The next Police Academy starts in April 2025. Seven men and four women will comprise the academy for a total of 11 cadets. Vincent states that the Police Department is gearing up for a lot of community outreach projects and that Teddy Wilson will rotate in as the new Lieutenant SRO in May or June.

The Police Department has ranked the Matrix Public Safety Study recommendations internally. "There are 55 specific recommendations. We've ranked those internally at an executive staff level and we're really trying to focus on those top few. Anthony's right, it recommended a ton of stuff but we know we're not going get it all; so, we'll try to grab a few pieces and strategically bring those forward, year after year, knowing it could be a long term plan," Vincent said.

c) DISPATCH UPDATES

Russell Anderson gave the update. The Dispatch Department is down three employees.

The City of Norman's Legal Department has completed its contract for the City of Moore to join the City of Norman's radio system.

The Dispatch Department continues to work with the University of Oklahoma (OU) Computer Science Department to develop voice to text platforms. Anderson states that the work with OU is "going to save lives eventually".

d) EMERGENCY COMMUNICATIONS OPERATIONS CENTER (ECOC) UPDATES

Russell Anderson gave the update. Two punch list items remain at the Emergency Communications Operations Center (ECOC). They involve lighting adjustments and an HVAC issue. It is expected that Crossland's Construction will have these issues resolved before May.

4. ESTABLISH TOPICS FOR THE APRIL10, 2025 MEETING

Member Hurley stated that he believes it is the job of the Public Safety Sales Tax Committee to look at what the next steps are regarding fulfilling the recommendations of the Matrix Public Safety Study. "I think that we should ask Council for guidance or to at least make a recommendation," Hurley said. "In my mind, I'm thinking it's like a half day retreat where we've got representation from Police, Fire, Dispatch, Finance, City Manager's Office, this group, and just discuss everything that's gotten thrown at us, how we can prioritize, and come up with your ten-year plan or something like that, and then we can discuss the financing. That would be my recommendation. I think how we move forward here is beyond this group. We need everybody's attention."

Anthony Francisco advised the Committee that proceeding as Hurley wished, with a half-day retreat, would require a separate agenda-ized meeting.

Chair Price asked that the Police, Fire, and Dispatch Departments keep the Committee informed as to any input the Committee should have regarding recommendations to City Council and/or the City Manager.

The meeting topics for the April 10, 2025 meeting will remain the same.

MISCELLANEOUS COMMENTS

None.

ADJOURNMENT

Member Rice made a motion to adjourn the meeting which was duly seconded by Member Gallagher. The motion passed unanimously.

K. Hurley 4/10/2025

Kyle Hurley, Vice Chair
Citizens Public Safety Oversight Committee

CITY OF NORMAN, OK
PUBLIC SAFETY OVERSIGHT COMMITTEE MEETING
Development Center, Room B, 225 N. Webster Ave., Norman, OK 73069
Thursday, April 10, 2025 at 4:00 PM

MINUTES

The Public Safety Oversight Committee of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Conference Room B at the Development Center, on Thursday, April 10, 2025 at 4:00 PM and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray, Development Center at 225 N. Webster, and on the City website at least 24 hours prior to the beginning of the meeting.

ROLL CALL

PRESENT
Committee Member Kenny Orr
Committee Member Kyle Hurley
Committee Member Lea Greenleaf
Committee Member Mark Emerson
Committee Member Russell Rice
Committee Member Ann Gallagher
Committee Member Ashlie Durham

ABSENT
Chairman Linda Price
Committee Member Gregory Gilkey

OTHERS
Major Chad Vincent, NPD
Major Brent Barbour, NPD
Asst. Chief Chad Roney, NFD
Kim Coffman, Budget Manager
Bill Scanlon, Citizen

MINUTES

1. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, POSTPONEMENT, AND/OR DISCUSSION OF MINUTES FROM MARCH 13, 2025

Member Gallagher moved to approve the March 13, 2025 Public Safety Oversight Committee minutes which was duly seconded by Member Emerson. The motion passed unanimously.

Items submitted for the record:
Citizens Public Safety Oversight Committee Minutes from March 13, 2025.

REPORTS

2. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, POSTPONEMENT AND/OR DISCUSSION OF FINANCIAL REPORTS

Kim Coffman gave the report. She stated that the sales tax revenue for February was $955,0(and the sales tax revenue for March was $881,000. "We are still 8% below the budget target for the fiscal year and we're 1% below what we received at this point last fiscal year," Coffman said. "We're 6% below the budget target for revenue overall because of the sales tax and we haven't received any more payments from Norman Public Schools (NPS)." The last School Resource Officer (SRO) payment from NPS was in January 2025. They have been invoiced for February and for March; however, NPS has requested a credit on these invoices due to one SRO being out on leave. Coffman stated, "I've been working with Legal on how we should tackle that because we're also at $220,000 in overtime, at this point, for the SRO program and remember that the contract only goes up to $165,000. I'm trying to see if we can recoup some of that overtime in this billing along with the credit for the missing SRO. Legal hasn't given me the green light on that yet."

Coffman said that everything looked good on the expenditure side of things with the exception of the SRO division and Fire Suppression being over budget due to overtime. The Fire Department is approximately 23% over budget due to overtime. "Chad (Roney) has mentioned before that that is due to being short staffed," Coffman said.

Member Greenleaf questioned why the overtime budget is set at zero. Coffman replied, "We do try to discourage overtime. Anthony (Francisco, Director of Finance) feels like whatever we set the budget to, they're going to spend it and then some; but, that's really up to the City Manager and each department head. If they want to request the increase and he (City Manager) approves it, then that's what it is."

The Fiscal Year 2026 (FY26) budget proposal for has been completed. "Anthony has projected a zero percent increase in sales tax and use tax, meaning the current budget for sales tax and use tax is what the budget will be next year; so, that's going to hurt a little bit, especially in the Public Safety Sales Tax (PSST) Fund. We're going to actually require a subsidy from the General Fund to keep the (PSST) Fund afloat next year," Coffman said. The FYE26 budget projections include a 5% increase to the Norman Public Schools SRO reimbursement amount.

Member Greenleaf moved to approve the Financial Reports which was duly seconded by Member Rice. The motion passed unanimously.

Items submitted for the record:
Financial Reports

DISCUSSION & ACTION ITEMS

3. MONTHLY UPDATES

    a) FIRE DEPARTMENT UPDATES

Assistant Fire Chief Chad Roney gave the update. He stated that the Department is down 8 employees. On March 14, 2025 the Department fought four "very large" grass fires, Roney said. Three of the fires met Federal Mutual Assistance Grant requirements, which qualify the City for FEMA reimbursement funds. The Norman Fire Department is currently applying for these funds. Six structures were lost during these fires. "We had, for the first time since I've been in charge, structure fire calls holding," Roney said. "Minimal staffing for us is 42. We had 84 on duty that day. It was a very significant day that definitely contributed to overtime."

    b) POLICE DEPARTMENT UPDATES

Major Chad Vincent gave the update. On April 18, 2025 a new Police Academy starts wi eleven cadets. The new police pension system has led the Department to have conversations regarding the retention of officers. It is expected that in 2027 several officers will retire. "Internally we are having some early conversations on 'What do we do?' 'What does retention look like?' 'How do we navigate those waters?' 'How do we prepare to staff-up in the midst of a stagnant budget?' There are a lot of pieces that we're trying to work through," Vincent said.

There has been an up tick in 911 calls. Vincent said with the warmer weather, there is also more activity which he attributes to the increase in call volume.

The Bagging with Badges - Tip a Cop event supporting Special Olympics is April 12 at 10:00 at the west Norman Homeland. Community Safety Day is April 26 at Andrews Park. This event offers free shredding of documents and the disposal of medications and ammunition.

Vincent stated that the Department is looking to see how they can pull back operationally to save on overtime within the SRO program. Kim Coffman stated that up until FYE 2024, NPS has paid half of the estimated SRO program costs, which included about $300,000 in overtime. "It looks like that's about what we're going to hit this year; so, I think we were always on target with overtime but it was really set too low in the contract. I don't feel like we're working unusual overtime or we're working excessive overtime, it just wasn't measured well in the contract."

Vincent stated that there is a big effort by the Police Department to provide resources that aid officers and professional staff in the building and maintaining of good health. This Chief driven initiative includes, but isn't limited to, mental, physical and financial wellbeing.

c) DISPATCH UPDATES

Major Brent Barbour gave the update. The Dispatch Department is down three employees. "Until our staffing number grows, the chances of us reducing overtime is going to be impossible," Barbour stated. It was reported that the Emergency Communications Operations Center (ECOC) adhering to the Americans with Disabilities Act (ADA) standards and regulations has increased the pool of dispatcher applicants.

Five hundred and two 911 calls were taken in a 12-hour period on the day wildfires broke out in Cleveland County. During this time, all 14 911 call stations were taking calls. Barbour stated that managing all these calls would have been "impossible in the old building". "There were seven different fire channels, plus mutual aid channels going on, cops doing their stuff, Kyle's team and medics on a separate channel, great team effort," Barbour said.

The City of Moore is not yet on the City of Norman's radio system; however, this transition is still in process.

d) EMERGENCY COMMUNICATIONS OPERATIONS CENTER (ECOC) UPDATES

Major Brent Barbour gave the update. He stated that the ECOC held up extremely well in the recent high winds. Due to power bumps during the high winds, the facility moved to the use of its generator. Barbour said everything ran really well with the use of the generator. The facility's natural gas generator should arrive in Spring 2026. The Vehicle Storage Facility is almost complete and, if needed, the Police Department has access to the building while punch list items get completed. There are two punch list items left to complete at the ECOC. These involve lighting and heating, ventilation, and air condition (HVAC).

MISCELLANEOUS COMMENTS

3. ESTABLISH TOPICS FOR THE MAY 8, 2025 MEETING

Member Greenleaf requested that discussion of a letter to the City Manager and City Council regarding SRO overtime be added to the May 8, 2025 agenda.

Member Greenleaf also requested that discussion of the PSST study and discussion of a PSST 3 be placed on the agenda.

After consideration of the above, Vice Chair Hurley requested that discussion of an SRO overtime letter to Council and discussion of the PSST study be added to the May 8, 2025 agenda.

ADJOURNMENT

Member Rice made a motion to adjourn the meeting which was duly seconded by Member Gallagher. The motion passed unanimously.

Linda Price, Chair
Citizens Public Safety Oversight Committee

CITY OF NORMAN, OK
PUBLIC SAFETY OVERSIGHT COMMITTEE MEETING
Development Center, Room B, 225 N. Webster Ave., Norman, OK 73069
Thursday, May 08, 2025 at 4:00 PM

MINUTES

The Public Safety Oversight Committee of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Conference Room B at the Development Center, on Thursday, May 08, 2025 at 4:00 PM and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray, Development Center at 225 N. Webster, and on the City website at least 24 hours prior to the beginning of the meeting.

ROLL CALL

PRESENT
Chairman Linda Price
Committee member Kenny Orr
Committee member Kyle Hurley
Committee member Mark Emerson
Committee member Ann Gallagher
Committee member Gregory Gilkey

ABSENT
Committee member Lea Greenleaf
Committee member Russell Rice

OTHERS
Major Chad Vincent, NPD
Major Brent Barbour, NPD
Asst. Chief Chad Roney, NFD
Kim Coffman, Budget Manager
Dannielle Risenhoover, Admin. Tech. IV
Jacob Huckabaa, Budget Tech.
Bill Scanlon, Citizen

MINUTES

1. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, POSTPONEMENT, AND/OR DISCUSSION OF MINUTES FROM APRIL 10, 2025

Assistant Chief Chad Roney requested that under section 3(a) of the April 10, 2025 minutes, the words "hazmat status levels" be stricken and changed to "federal mutual assistance grant (FMAG) requirements". Member Hurley moved to approve the April 10, 2025 Public Safety Oversight Committee minutes, with this amendment, which was duly seconded by Member Gallagher. The motion passed unanimously.

Items submitted for the record:
Citizens Public Safety Oversight Committee Minutes from April 10, 2025.

REPORTS

2. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, POSTPONEMENT AND/OR DISCUSSION OF FINANCIAL REPORTS

Kim Coffman gave the report. As of the end of April, sales tax revenue is 8% below the budgeted target. "That's about $900,000 lower than we anticipated," Coffman said. The School Resource Officer (SRO) reimbursements are about 45% under the budgeted target. Coffman has invoiced Norman Public Schools (NPS) for the February, March and April SRO services that City of Norman has provided. The invoicing included a credit of about $14,000 for one SRO who has been on leave. Coffman has been in contact with the City's Legal Department regarding recovering of some SRO overtime costs from NPS. Overall, revenues are about 7% below the budget target.

Coffman reviewed the expenses in the Public Safety Sales Tax (PSST) Fund.

Member Hurley asked how the revenue projections Fiscal Year 2026 (FYE26) were looking. Coffman replied, "We're projecting flat sales tax, same budget as the current year; but, our expenses will grow inherently just because we have merit increases and some other increases were approved. The City Manager did ask the departments to offer up some cuts for the '26 budget, but we're still upside down. Luckily we have (General) Fund balance to fund that at this point, but it's getting low."

According to Coffman, the PSST Fund balance is "ok" going into FYE26; however, it is on pace to require a subsidy from the General Fund.

Items submitted for the record:
Financial Reports

DISCUSSION & ACTION ITEMS

3. MONTHLY UPDATES

   a) FIRE DEPARTMENT UPDATES

Assistant Chief Chad Roney gave the update. A new brush unit is expected to arrive fall of 2025, a new engine is expected in December 2025, and a new ladder truck is expected around May of 2026. The other two fire engines the department is expecting have been paid for but do not have an arrival date yet.

There are eight open positions on the fire department. Roney said that this contributes to overtime and with "vacation season upon us", there is bound to be an increase in overtime.

Continued fire education training is tailored to the types of calls the department will likely respond to during a given season. With the spring rains, the department focused their training on swift water rescue and collaborated with other City departments, like the Street Department, in preparation for quick response times.

b) POLICE DEPARTMENT UPDATES

Major Chad Vincent gave the update. Currently, the Police Department has 180 commissioned officers, leaving the department four personnel short of being fully staffed. Vincent says that there are "well over 200 applicants" for the next academy that hasn't been given a starting date.

Police Week starts on May 12 and summer youth activities are opening now. The youth activities include: Safety Town, Police Athletic League, and the Junior Police Academy. "It's a great way to connect with younger folks in the community," Vincent said. Registration forms for these activities are available on the Norman Police Department's webpage.

c) DISPATCH UPDATES

Major Brent Barbour gave the update. The three open positions in the Dispatch Department have been filled. A formal mentoring program has been implemented in the department. This program will also help with quality assurance within the department.

d) EMERGENCY COMMUNICATIONS OPERATIONS CENTER (ECOC) UPDATES

Major Brent Barbour gave the update. He confirmed that after record rainfall, the Emergency Communications Operations Center (ECOC) does not leak. Punch list items at the facility are still being worked on. The recent wildfires caused the facility to be used at an increased level with teams from across the City.

3. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, POSTPONEMENT AND/OR DISCUSSION OF LETTER TO CITY COUNCIL & CITY MANAGER REGARDING SCHOOL RESOURCE OFFICER OVERTIME

With the absence of Member Greenleaf, Member Emerson motioned to table this discussion until the next meeting. This was duly seconded by Member Hurley. The motion passed unanimously.

4. DISCUSSION OF PUBLIC SAFETY STUDY AND IMPLEMENTATION

Member Hurley believes that the Matrix Public Safety Study needs to be "unpacked" and a plan created for implementation of the study's suggestions. He believes that this should be done in small group meetings outside of the regular Public Safety Sales Tax Oversight meetings and that the small groups should include members of Council and personnel from various City departments. Member Gallagher motioned that Member Hurley spearhead the organization of these meetings and it was duly seconded by Member Gilkey. Member Hurley had no objection and the motion passed unanimously.

MISCELLANEOUS COMMENTS

5. ESTABLISH TOPICS FOR THE JUNE 12, 2025 MEETING

The Agenda item "Discussion of Public Safety Study and Implementation" will remain a standing item on the Public Safety Sales Tax Oversight Committee agenda until further notice.

Kim Coffman announced Member Ashlie Durham's resignation from the Public Safety Oversight Committee and asked the current members to encourage Ward 7 residents to apply for the open position.

ADJOURNMENT

Member Emerson made a motion to adjourn the meeting which was duly seconded by Member Hurley. The motion passed unanimously.

Linda Price, Chair
Citizens Public Safety Oversight Committee

CITY OF NORMAN, OK
PUBLIC SAFETY OVERSIGHT COMMITTEE MEETING
Development Center, Room B, 225 N. Webster Ave., Norman, OK 73069
Thursday, June 12, 2025 at 4:00 PM

MINUTES

The Public Safety Oversight Committee of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in Conference Room B at the Development Center, on Thursday, June 12, 2025 at 4:00 PM and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray, the Development Center at 225 N. Webster, and on the City website at least 24 hours prior to the beginning of the meeting.

ROLL CALL

MINUTES

PRESENT
Chairman Linda Price
Committee member Kyle Hurley
Committee member Russell Rice
Committee member Ann Gallagher
Committee member Gregory Gilkey

ABSENT
Committee member Lea Greenleaf
Committee member Mark Emerson
Committee member Kenny Orr

OTHERS
Major Chad Vincent, NPD
Russell Anderson, Dispatch
Kim Coffman, Budget Manager
Jacob Huckabaa, Budget Tech.
Bill Scanlon, Citizen

1. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, POSTPONEMENT, AND/OR DISCUSSION OF MINUTES FROM MAY 8, 2025

Member Gallagher moved to approve the May 8, 2025 Public Safety Oversight Committee minutes which was duly seconded by Member Rice. The motion passed unanimously.

Items submitted for the record:
Citizens Public Safety Oversight Committee Minutes from May 8, 2025.

REPORTS

2. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, POSTPONEMENT AND/OR DISCUSSION OF FINANCIAL REPORTS

Kim Coffman gave the report. The City is 8.5% below the sales tax revenue target for Ma "June sales tax has come in and it was a little bit higher, but it's not going to close the gap; so, I think we're going to finish the (fiscal) year a little low," Coffman said. Year-to-date, the Public Safety Sales Tax Fund is 6% below budget in sales tax revenue.

Norman Public Schools (NPS) made their final payment to the City of Norman for the 2024-2025, City provided, school resource officer (SRO) program. Norman Public Schools paid a total of $501,721 for the program. They were contracted with the City to pay $531,000. One SRO was on leave for a portion of the contract period but the SRO officers also accumulated NPS prompted, overtime charges that were in excess of the contract. Coffman is in discussions with City Management on how to proceed with these contract deviations.

Coffman reviewed the expenses in the Public Safety Sales Tax (PSST) Fund, specifically mentioning the Police and Fire Department expenses. Overall, the Police Department is approximately 6% below their budget target expenditures. The Fire Department is approximately 25% below their budget target expenditures. "Keep in mind, a chunk of that is for the remaining fire apparatus…fire engine," Coffman said. "On the operating side, they're actually 20% above budget and that's mostly due to overtime."

Items submitted for the record:
Financial Reports

DISCUSSION ITEMS

3. MONTHLY UPDATES

a) FIRE DEPARTMENT UPDATES

No Fire Department update was given.

b) POLICE DEPARTMENT UPDATES

Major Chad Vincent gave the update. There are currently 179 out of 184 commissioned police officer positions filled. There are approximately 250 applications submitted for what is estimated to be an "early 2026" police academy.

Vincent stated, "During the summer, Norman Police Department (NPD) really leans into the community service aspect of who we are as a department." This includes NPD leading Safety Town and the Junior Police Academy.

The Police Department has about 40 new police cars in their fleet. Most of the cars in the fleet are hybrid cars.

Norman Police Department conducted a routine meeting with NPS Associate Superintendent and Chief Operating Officer Justin Milner to reflect on the 2024-2025 SRO Program. "They continually have great things to say about the officers that we are placing in the schools. That partnership is strong." Vincent said. Teddy Wilson with NPD will rotate in as the SRO Lieutenant and Charles Shell will become a new SRO for the 2025-2026 school year.

c) DISPATCH UPDATES

Russell Anderson gave the update. The department is down two employees and has two in the academy. The academy should conclude in two weeks.

d) EMERGENCY COMMUNICATIONS OPERATIONS CENTER (ECOC) UPDATES

Russell Anderson gave the update. The Emergency Communications Operations Center (ECOC) construction punch list includes landscaping, lighting, and the building of the east fence. The Vehicle Storage Facility is almost completed. Staff is evaluating how to spend a surplus of money left in the ECOC construction budget. The additional money may go toward a natural gas generator, mill work in a conference room, and/or an electronic car charging stations.

4. DISCUSSION OF PUBLIC SAFETY STUDY AND IMPLEMENTATION

a) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, POSTPONEMENT, AND/OR DISCUSSION OF A RECOMMENDATION LETTER TO CITY COUNCIL REQUESTING THE APPOINTMENT OF A SUBCOMMITTEE TO ADDRESS THE IMPLEMENTATION OF THE MATRIX PUBLIC SAFETY STUDY

Member Rice motioned to postpone this discussion until the next meeting. This was duly seconded by Member Gallagher. The motion passed unanimously.

MISCELLANEOUS COMMENTS

6. ESTABLISH TOPICS FOR THE JULY 10, 2025 MEETING

The agenda topics for the July 10, 2025 meeting will remain the same.

ADJOURNMENT

Member Rice made a motion to adjourn the meeting which was duly seconded by Member Hurley. The motion passed unanimously.

Linda Price, Chair
Citizens Public Safety Oversight Committee

Public Safety Sales Tax Fiscal Year End 2025 Financial Report

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Fiscal Year To Date	Prior FY To Date	PSST II To Date
Revenues:															
Public Safety Sales Tax	$ 992,679	$ 944,797	$ 972,648	$ 1,073,182	$ 966,913	$ 1,029,554	$ 1,098,231	$ 955,939	$ 880,095	$ 962,464	$ 968,752	$ 1,002,792	$ 11,848,045	$ 11,999,913	$ 159,744,402
Public Safety Use Tax	$ 167,743	$ 167,789	$ 178,797	$ 172,415	$ 162,581	$ 183,523	$ 198,899	$ 240,592	$ 150,817	$ 156,171	$ 190,612	$ 156,898	$ 2,126,838	$ 2,118,724	$ 15,210,695
Investment/Interest	$ -	$ 12,091	$ 13,372	$ 13,785	$ 9,017	$ 8,950	$ 8,049	$ 8,349	$ 8,636	$ 8,272	$ 6,082	$ 6,297	$ 102,901	$ 231,116	$ 1,534,334
Refunds/Reimbursements	$ -	$ -	$ -	$ 177,078	$ 43,134	$ 59,026	$ 59,026	$ -	$ -	$ -	$ 163,457	$ -	$ 501,721	$ 500,000	$ 5,677,955
Sale of Vehicles	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 9,910
Bond Proceeds	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 22,825,000
Inter-Fund Transfer	$ 23,580	$ 23,580	$ 23,580	$ 23,580	$ 23,580	$ 23,580	$ 23,580	$ 23,580	$ 23,580	$ 23,580	$ 23,580	$ 23,580	$ 282,955	$ -	$ 6,307,338
Total Revenue	**$ 1,184,002**	**$ 1,148,256**	**$ 1,188,397**	**$ 1,460,040**	**$ 1,205,225**	**$ 1,304,633**	**$ 1,387,785**	**$ 1,228,460**	**$ 1,063,128**	**$ 1,150,487**	**$ 1,352,482**	**$ 1,189,567**	**$ 14,862,461**	**$ 14,849,753**	**$ 211,309,634**
Expenditures:															
Fleet Heavy Repair - 15550172															
Salaries & Benefits	$ 13,752	$ 21,105	$ 14,091	$ 14,501	$ 14,332	$ 15,116	$ 22,037	$ 14,956	$ 14,927	$ 12,871	$ 9,249	$ 8,431	$ 175,368	$ 178,247	$ 538,672
Supplies & Materials	$ 2,231	$ 1,883	$ 3,260	$ 2,234	$ 320	$ 220	$ 4,393	$ 273	$ 17,168	$ 2,963	$ 1,631	$ 1,410	$ 37,988	$ 198,164	$ 391,867
Services & Maintenance	$ 2,838	$ 3,837	$ 1,197	$ 880	$ 1,315	$ 623	$ 625	$ 2,348	$ 3,733	$ 2,034	$ 1,037	$ 980	$ 21,446	$ 64,038	$ 139,448
Internal Services	$ 273	$ 223	$ 223	$ 223	$ 323	$ 223	$ 223	$ 268	$ 232	$ 242	$ 232	$ 242	$ 2,925	$ 50	$ 2,975
Capital Equipment	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 36,528	$ 226,338
Sub-Total Fleet Heavy Repair	$ 19,094	$ 27,047	$ 18,771	$ 17,838	$ 16,290	$ 16,182	$ 27,278	$ 17,844	$ 36,061	$ 18,110	$ 12,149	$ 11,063	$ 237,728	$ 477,027	$ 1,299,300
Patrol - 15661322															
Salaries & Benefits	$ 256,005	$ 434,488	$ 304,503	$ 291,587	$ 291,101	$ 294,946	$ 421,868	$ 279,979	$ 305,540	$ 275,709	$ 299,813	$ 300,288	$ 3,755,827	$ 3,573,096	$ 55,919,496
Supplies & Materials	$ -	$ 16,915	$ 15,737	$ 57,809	$ 10,532	$ 11,961	$ 23,381	$ 14,945	$ 20,826	$ 9,184	$ 19,694	$ 16,141	$ 217,124	$ 305,319	$ 2,430,461
Services & Maintenance	$ 80	$ 3,667	$ 12,556	$ 42,314	$ 921	$ 1,568	$ 7,026	$ 2,094	$ 2,888	$ 2,889	$ 2,386	$ 7,905	$ 86,294	$ 101,958	$ 1,169,027
Internal Services	$ 7,289	$ 13,959	$ 20,940	$ 14,308	$ 13,844	$ 15,188	$ 14,610	$ 19,043	$ 25,738	$ 15,441	$ 14,719	$ 15,744	$ 190,825	$ 524,372	$ 2,033,264
Capital Equipment	$ -	$ 3,175	$ 38,493	$ 247,653	$ 24,740	$ 24,426	$ 53,295	$ 41,276	$ 19,093	$ 19,647	$ 5,425	$ 17,246	$ 494,468	$ 206,787	$ 3,773,774
Staff Services - 15661115															
Supplies & Materials	$ -	$ -	$ -	$ 351	$ 14	$ 28	$ 662	$ 66	$ 785	$ 1,144	$ 544	$ 613	$ 4,207	$ -	$ 25,468
Services & Maintenance	$ -	$ 284	$ 559	$ 38,337	$ 135	$ 484	$ 971	$ 6,394	$ 335	$ 16	$ 225	$ -	$ 47,740	$ 50,754	$ 494,544
Capital Equipment	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,966,869
SRO Officers - 15661313															
Salaries & Benefits	$ 104,213	$ 200,459	$ 176,189	$ 172,426	$ 184,377	$ 170,077	$ 249,825	$ 172,452	$ 170,032	$ 172,897	$ 177,096	$ 162,971	$ 2,113,014	$ 1,548,271	$ 8,274,662
Supplies & Materials	$ -	$ 96	$ -	$ 105	$ 857	$ 367	$ 460	$ 914	$ 1,013	$ 2,061	$ 831	$ (320)	$ 6,385	$ 1,594	$ 10,380
Services & Maintenance	$ 160	$ 750	$ 638	$ 638	$ 639	$ 849	$ 639	$ 2,438	$ 814	$ 1,934	$ 4,746	$ 2,861	$ 17,105	$ 6,122	$ 39,390
Internal Services	$ 1,918	$ 1,595	$ 1,595	$ 1,595	$ 1,595	$ 2,945	$ 1,595	$ 1,666	$ 1,634	$ 1,653	$ 1,662	$ 1,634	$ 21,088	$ 791	$ 21,879
Capital Equipment	$ -	$ 2,152	$ 17,939	$ 25,063	$ 3,152	$ 145,653	$ 68,317	$ -	$ 19,418	$ 500	$ 10,638	$ 1,807	$ 294,638	$ 91,990	$ 386,628
Criminal Investigations - 15661321															
Salaries & Benefits	$ 47,527	$ 74,997	$ 66,250	$ 67,252	$ 69,881	$ 68,928	$ 101,515	$ 50,972	$ 50,243	$ 48,553	$ 51,797	$ 52,704	$ 750,619	$ 688,008	$ 9,351,372
Supplies & Materials	$ -	$ 317	$ 932	$ 240	$ 130	$ 565	$ 267	$ 187	$ 455	$ 867	$ 429	$ 249	$ 4,638	$ 4,639	$ 80,186
Services & Maintenance	$ -	$ 52	$ 52	$ 52	$ 52	$ 52	$ 52	$ 52	$ 52	$ 52	$ 52	$ 52	$ 571	$ 1,222	$ 83,041
Internal Services	$ 681	$ 1,126	$ 2,031	$ 1,317	$ 1,269	$ 1,182	$ 1,088	$ 1,324	$ 2,111	$ 1,227	$ 1,075	$ 1,234	$ 15,664	$ 14,668	$ 112,961
Capital Equipment	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 509,773
Special Investigations															
Salaries & Benefits	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 503,489
Supplies & Materials	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 24,554
Services & Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,707
Internal Services	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 10,667
Capital Equipment	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 77,179
Emergency Communications - 15661139															
Salaries & Benefits	$ 14,233	$ 18,019	$ 10,155	$ 9,001	$ 8,189	$ 9,007	$ 14,634	$ 24,283	$ 21,726	$ 22,585	$ 22,412	$ 27,123	$ 201,367	$ 106,882	$ 1,150,429
Supplies & Materials	$ -	$ 301	$ 314	$ 104	$ -	$ -	$ -	$ -	$ -	$ 61	$ 113	$ 943	$ 1,836	$ 400	$ 3,636
Services & Maintenance	$ 549	$ -	$ -	$ 400	$ 202	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,151	$ 1,345	$ 133,638
Internal Services	$ 544	$ 445	$ 445	$ 445	$ 445	$ 445	$ 445	$ 445	$ 445	$ 445	$ 445	$ 445	$ 5,442	$ 101	$ 6,473
Capital Equipment	$ -	$ 3,200	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,200	$ -	$ 3,200
Sub-Total Police	$ 433,199	$ 775,997	$ 669,328	$ 970,997	$ 612,076	$ 748,672	$ 960,651	$ 618,529	$ 643,146	$ 576,865	$ 614,104	$ 609,639	$ 8,233,204	$ 7,228,319	$ 88,602,148
Fire - 15665143															
Salaries & Benefits	$ 415,228	$ 549,092	$ 394,381	$ 400,509	$ 371,867	$ 395,835	$ 623,227	$ 366,420	$ 391,282	$ 360,526	$ 373,654	$ 359,276	$ 5,001,297	$ 4,346,702	$ 46,155,733
Supplies & Materials	$ 388	$ 35,262	$ 14,733	$ 10,681	$ 17,279	$ 15,208	$ 9,270	$ 24,606	$ 18,596	$ 12,627	$ 18,915	$ 27,311	$ 204,875	$ 176,982	$ 1,355,296
Services & Maintenance	$ 2,531	$ 2,019	$ 2,322	$ 12,609	$ 760	$ 3,399	$ 10,576	$ 1,933	$ 7,680	$ 2,745	$ 2,018	$ 9,053	$ 57,645	$ 34,059	$ 889,330
Internal Services	$ 4,660	$ 10,710	$ 14,180	$ 10,096	$ 9,491	$ 13,230	$ 11,122	$ 15,558	$ 14,994	$ 12,434	$ 35,250	$ 14,769	$ 166,494	$ 90,527	$ 849,708
Capital Equipment	$ -	$ 5,057	$ -	$ 13,138	$ 73,292	$ -	$ -	$ -	$ 60,102	$ -	$ -	$ -	$ 151,589	$ 1,734,175	$ 12,904,348
CIP FUND - Fire Stations	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 6,516,950
Fire Storage Facility Project - 15693377	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 791,367
Sub-Total Fire	$ 422,807	$ 602,140	$ 425,615	$ 447,033	$ 472,689	$ 427,672	$ 654,195	$ 408,517	$ 492,655	$ 388,332	$ 429,837	$ 410,409	$ 5,581,900	$ 6,382,445	$ 69,462,732
Inter-Fund Transfers	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 11,704,400
Debt Service Costs - 15930149	$ -	$ 125	$ 1,190,335	$ 125	$ 125	$ 125	$ 125	$ 145	$ 1,192,404	$ 125	$ 125	$ 125	$ 2,383,884	$ 2,379,979	$ 21,981,617
Radio System Design CIP - 15693319	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 12,808,575
EOC Design CIP - 15695523	$ -	$ 96,328	$ 2,497	$ 393,768	$ 67,900	$ -	$ 1,275	$ 7,018	$ 8,617	$ 58,497	$ 40,402	$ -	$ 676,303	$ 3,683,173	$ 6,300,664
Total Expenditures	**$ 875,101**	**$ 1,501,637**	**$ 2,306,547**	**$ 1,829,761**	**$ 1,169,080**	**$ 1,192,650**	**$ 1,643,525**	**$ 1,052,054**	**$ 2,372,883**	**$ 1,041,929**	**$ 1,096,617**	**$ 1,031,236**	**$ 17,113,019**	**$ 20,150,943**	**$ 212,159,436**
Net	**$ 308,901**	**$ (353,382)**	**$ (1,118,150)**	**$ (369,721)**	**$ 36,145**	**$ 111,983**	**$ (255,740)**	**$ 176,406**	**$ (1,309,755)**	**$ 108,558**	**$ 255,864**	**$ 158,331**	**$ (2,250,559)**	**$ (5,301,190)**	**$ (849,802)**

PSST II – Project, equipment and personnel plan

FYE 2015

Continue PSST I requirements including:

2 additional Patrol Officers, totaling 71 Public Safety personnel hired

- Fire Administration Building Remodel ($70,000 of Capital Funds)
- Replacement of Fire self-contained breathing apparatus (SCBA) - ($500,000 of PSST Funds)
- Replacement of 7 Patrol vehicles - ($312,200 of PSST Funds)
- Replacement of 1 Pumper - ($450,000 of PSST Funds)
- Replacement of 1 Passenger Van - ($150,000 of PSST Funds)
- Replacement of 2 Brush Pumper units - ($173,640 of PSST Funds)

FYE 2016

September 30, 2015 – PSST I ends
October 1, 2015 – PSST II begins

PSST I fund balance will be drawn down by paying for the 71 Public Safety personnel hired and other Police and Fire operating expenses.

Personnel:

Add 5 School Resource Officers (SRO) and 1 Lieutenant for SRO Program

Design of Emergency Operations/Dispatch Facility
Replace Fire Department Elevated Platform
Design of Emergency Communication System

FYE 2017

Personnel:

Add 7 School Resource Officers
Add 2 Emergency Vehicle Mechanics
Add 2 Emergency Communication Officers

Construction of Emergency Operations/Dispatch Facility
Replace Fire Engine
Replacement of Emergency Communications System

FYE 2018

Replace Fire Engine

FYE 2019 and beyond

Personnel:
Add 2 Emergency Communication Officers

Relocate Fire Station # 5

100% of PSST II revenues will be used for all of the above.

Approximately 12 years after PSSTII begins and requirements met, 75% (3/8th of 1%) of PSST II revenues will go to General Fund to permanently fund the 90 additional PSST positions and 25% (1/8th of 1%) of the revenues will go to Public Safety Capital expenses (police vehicle/fire apparatus replacement, communications system replacement, etc.) as needed and/or other uses as restricted by the Ordinance.

PSST II - Fire Apparatus Replacement Schedule - $6,800,000 Allocation

		As originally planned	As revised in FYE 17	As revised in FYE 18	As revised in FYE 19	As revised in FYE 20	As revised in FYE 22	As revised in FYE 23	As revised in FYE 24	Changes
FYE 16	Elevated Platform	$ 1,106,700	$ 1,106,000	$ 1,106,000	$ 1,106,000	$ 1,106,000	$ 1,106,000	$ 1,105,943	$ 1,105,943	
FYE 17	Fire Engine	$ 493,500	$ 540,000	$ 524,000	$ 524,000	$ 524,000	$ 524,000	$ 523,853	$ 523,853	
FYE 18	Fire Engine	$ 508,000	$ 508,000	$ 625,000	$ 622,000	$ 622,000	$ 622,000	$ 622,079	$ 622,079	
FYE 19	Air Supply Unit	$ 350,000	$ 350,000	$ 450,000	$ 725,000	$ 725,000	$ 725,000	$ 724,974	$ 724,974	Pumper/Tanker
	Command Vehicle	$ 80,000	$ 80,000	$ 85,000					$ -	
			$ 430,000	$ 535,000					$ -	
FYE 20	Fire Engine	$ 539,000	$ 539,000	$ 675,000	$ 750,000	$ 750,000	$ 735,474	$ 735,474	$ 735,474	Pumper/Tanker
	Rescue	$ 650,000	$ 650,000	$ 850,000					$ -	
			$ 1,189,000	$ 1,525,000					$ -	
FYE 21	Tanker	$ 385,000	$ 385,000	$ 450,000	$ 415,000	$ 800,000	$ 471,500	$ 541,600	$ 541,600	Air and Light Unit, Public Education Trailer, Drone, Rescue Boat, 2 staff vehicles instead of Tanker
FYE 22	Fire Engine	$ 571,000	$ 571,000	$ 700,000	$ 750,000	$ 750,000	$ 760,000	$ 687,804	$ 687,804	
FYE 23	Fire Engine	$ 589,000	$ 589,000	$ 725,000	$ 775,000	$ 775,000	$ 775,000	$ 800,000	$ 750,000	
FYE 24	Ladder	$ 1,000,000	$ 1,000,000	$ 1,500,000	$ 1,700,000	$ 1,700,000	$ 1,700,000	$ 1,800,000	$ 2,100,000	
GRAND TOTAL		$ 6,272,200	$ 6,318,000	$ 7,690,000	$ 7,367,000	$ 7,752,000	$ 7,418,974	$ 7,541,727	$ 7,791,727	

File Attachments for Item:

7. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CITY'S APPLICATION FOR PERMISSION TO CARRY ITS OWN RISK WITHOUT WORKERS' COMPENSATION INSURANCE IN THE AMOUNT OF $1,000.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 08/26/2025

REQUESTER: Clint Mercer

PRESENTER: Clint Mercer, Chief Accountant

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CITY'S APPLICATION FOR PERMISSION TO CARRY ITS OWN RISK WITHOUT WORKERS' COMPENSATION INSURANCE IN THE AMOUNT OF $1,000.

BACKGROUND:

Title 85A of Oklahoma Statutes requires the City, as an employer, to provide Workers' Compensation to its employees who are injured on the job. Workers' Compensation can be provided by buying private workers' compensation insurance, applying for coverage under a state-run insurance plan (now "CompSource"), or carrying its own risk as a self-insured employer.

The City has elected to operate as a self-insured employer covering its own risk associated with workers' compensation losses at least since 1988. By electing to "self-insure," the City does not purchase insurance from an outside insurance agency but rather pays such claims as they are ordered by the Court or agreed to by the City. To make sure funds are available to compensate injured workers fairly, the City budgets annually for anticipated workers' compensation claims. The budgets are established through internal service charge "premiums" in each departmental budget based on the number of employees in the department/division. The "premiums" are then paid to the Worker's Compensation revenue account (439-371732) in the City's Risk Management Fund.

The decision of previous Councils to self-insure has been strictly a financial decision resulting in cost savings to the City. Over the years, it has been more cost effective for the City to carry its own risk of workers' compensation claims than to buy insurance coverage.

In order to self-insure, it is necessary each year for the City to complete an application to the State of Oklahoma Worker's Compensation Commission for permission to be "own risk" (i.e., self-insure) and pay a $1,000 fee. The City's current own risk permit will expire on November 1, 2025 but application for renewal must be submitted 60 days prior to the expiration date.

DISCUSSION:

Please find included with this agenda item the City's application for permission to carry its "own risk" for Worker's Compensation (with attachments). The information contained in the application is designed to help the Workers' Compensation Commission Administrator assess the City's ability, through budgeting of adequate reserves, to financially manage the anticipated workers' compensation claims that may be incurred over the permit period. The application asks for similar information that is requested by the Workers' Compensation Commission annually. It is anticipated the City's application will be approved by the Workers' Compensation Commission Administrator, if the Council authorizes the City to present it.

RECOMMENDATION:

It is recommended that the City Council approve this application for submission to the State of Oklahoma Workers' Compensation Commission and pay the $1,000 fee. Funding is available in the Risk Management Fund, Other Professional Services (43330104-44099).

Item 7.

280

Oklahoma Workers' Compensation Commission

Denver N. Davison Courts Building
1915, North Stiles Avenue
Oklahoma City, OK 73105-4918
(405) 522-3222 | wcc.ok.gov

The undersigned, an employer subject to the provisions of the Administrative Workers' Compensation Act, hereby applies for permission to carry its own risk without insurance. To enable the Workers' Compensation Commission to determine whether or not the applicant possesses sufficient financial ability to render certain the payment of any award made by the Commission, said applicant hereby states the following:

IOR INTAKE

Permit Number : IOR2024-000080 - Expiration Date : 11/01/2025

*Required Field

Employer Section

Previous 1 2 3 4 5 6 7 8 9 10 11 Next Cancel

Legal Business Name

CITY OF NORMAN

Federal Identification Number (FEIN)

73-6005350

If employer does, or has done business under another name in Oklahoma, including any trade name, list those names

Business Name | FEIN

Add

Nature of Business
Learn More

Government

Industry Classification
Learn More

Other

Physical Address
Learn More

225 N WEBSTER AVE

Suite/apt/room | NORMAN

OK | 73069

Mailing Address same as Physical Address

Oklahoma Principal Office Address same as Physical Address

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Item 7.

281

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IOR INTAKE

Permit Number : IOR2024-000080 - Expiration Date : 11/01/2025

*Required Field

Contact Information

Primary Contact Name

RICKY | Middle Name

KNIGHTON | CITY ATTORNEY

Primary Contact Email

rickyknighton@normanok.gov

rickyknighton@normanok.gov

Primary Contact Phone Number

(405) 366-5414

Secondary Contact Name

CLINT | Middle Name

MERCER | CHIEF ACCOUNTANT

Secondary Contact Email

clint.mercer@normanok.gov

clint.mercer@normanok.gov

Secondary Contact Phone Number

(405) 217-7720

Medicare Reporting Contact

Learn More

PAMELA CHAN

Who administers Workers Compensation Claims?

Learn More

In-house Benefits Administrator

In-house Benefits Administrator License Number

N/A

In-house Benefits Administrator Name

JEANNE | Middle Name

SNIDER

Previous 1 2 3 4 5 6 7 8 9 10 11 Next Cancel

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IOR INTAKE

Permit Number: IOR2024-000080 - Expiration Date : 11/01/2025

*Required Field

General Company Information

Previous 1 2 3 4 5 6 7 8 9 10 11 Next Cancel

Years in Business

+100 years | +100 years

Number of employees currently employed

1000+ | 1000+

Estimated payroll in Oklahoma for the next twelve (12) months

$110,064,515

Total self insurance Net Reserves Outstanding for all years

$714,655

Net Reserves Outstanding = Current Reserves Minus Any Expected Excess Carrier Reimbursements

Provide the total payroll for each of the past three years. Estimates may be provided.

Year	Overall Payroll	Oklahoma Payroll
2024	$102,361,924	$102,361,924
2023	$94,352,161	$94,352,161
2022	$87,657,991	$87,657,991

Add Row

Previous 1 2 3 4 5 6 7 8 9 10 11 Next Cancel

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Item 7.

Oklahoma Workers' Compensation Commission

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IOR INTAKE

Permit Number : IOR2024-000080 - Expiration Date : 11/01/2025

*Required Field

Additional Named Insureds

Previous 1 2 3 4 5 6 7 8 9 10 11 Next Cancel

Would the applicant employer like to request additional subsidiaries, divisions, affiliates, parent or holding company, trade names, DBA, or any other company to be named on the permit

Learn More

No

Does the applicant employer have other subsidiaries, divisions, affiliates, parent or holding company, trade names, DBA, or any other company to be excluded from the permit. Advise whether those employers/companies are included under another Own Risk License, or if workers' compensation obligations are Insured and by what Insurance Carrier Name.

No

Previous 1 2 3 4 5 6 7 8 9 10 11 Next Cancel

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Oklahoma Workers' Compensation Commission

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IOR INTAKE

Permit Number : IOR2024-000080 - Expiration Date : 11/01/2025

*Required Field

Claim Information

Previous 1 2 3 4 5 6 7 8 9 10 11 Next Cancel

Upload Oklahoma loss history for the current and past five (5) years. This information may be obtained from your former carrier(s) if previously secured workers' compensation obligations through traditional insurance. Note: An actuarial report may be requested by the Commission. Please use the template to record the losses. Download the template here. Data in a non-compliant format may lead to delays.

Provide Link here or select/drag file below

+ Select a file

Total Self Insurance Net Reserves Outstanding for All Years of Self Insurance in Oklahoma (Net Reserves Outstanding = Current Reserves Minus Any Expected Excess Carrier Reimbursements)

$714,655

Total Self Insured Open Cases for All Years of Self Insurance in Oklahoma

34

Estimated manual premium (may be obtained from your carrier)

$2,143,500

Previous 1 2 3 4 5 6 7 8 9 10 11 Next Cancel

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Item 7.

285

Oklahoma Workers' Compensation Commission

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IOR INTAKE

Permit Number : IOR2024-000080 - Expiration Date : 11/01/2025

*Required Field

Agreement And Signature

* A nonrefundable $1,000 application fee, payable to the Oklahoma Workers' Compensation Commission.

In consideration of the approval of this application, the applicant hereby expressly agrees as follows:

a. The applicant's privilege to carry its own risk without insurance may be revoked at any time for good cause by the Workers' Compensation Commission.

b. The applicant agrees to notify the Commission of any change in its financial condition or ownership in the interim period between applications, such as a net financial loss, which may impact the applicant's financial ability to pay its workers' compensation obligations.

c. The applicant agrees to comply with all applicable statutes and the rules of the Workers' Compensation Commission.

Administrative Workers' Compensation Act, 85A O.S., §6(A)(1)(a): "Any person or entity who makes any material false statement or representation, who willfully and knowingly omits or conceals any material information, or who employs any device, scheme, or artifice, or who aids and abets any person for the purpose of: (1) obtaining any benefit or payment ... shall be guilty of a felony."

Any person who commits workers' compensation fraud, upon conviction, shall be guilty of a felony punishable by imprisonment, a fine or both

I Type your name here * declare under penalty of perjury that I have examined this application and all statements contained herein, and to the best of my knowledge and belief, they are true, correct and complete.

* Sign in the box below * Upload your signature

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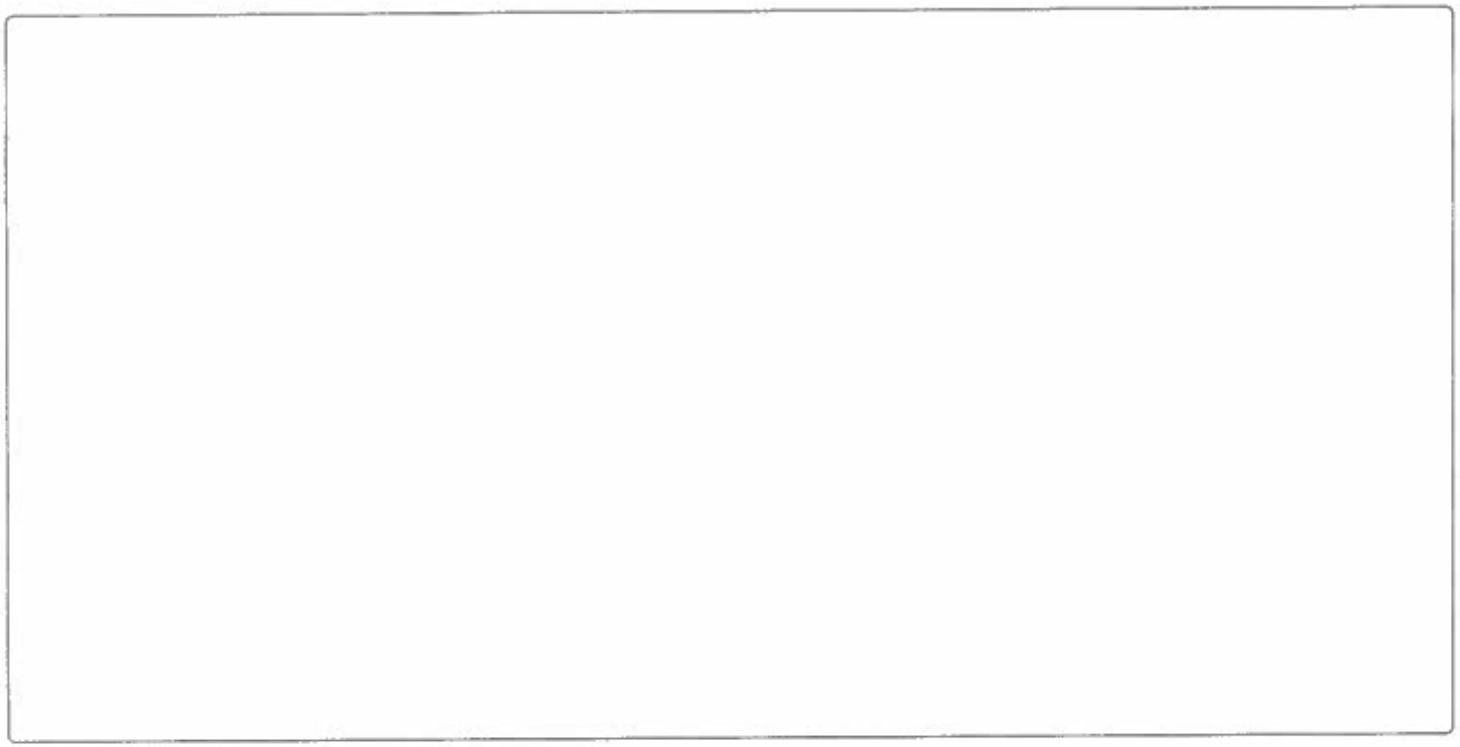

Clear

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File Attachments for Item:

8. CONSIDERATION OF ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A DONATION IN THE AMOUNT OF $9,590.00 FOR THE PURCHASE OF AN ISIMULATE CARDIAC MONITOR TRAINING DEVICE FROM THE CLEVELAND COUNTY PUBLIC SAFETY SALES TAX COMMITTEE (CCPSST) TO BE USED BY THE NORMAN FIRE DEPARTMENT.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 08/26/2025

REQUESTER: Justin Garrett

PRESENTER: Justin Garrett, EMS Director

ITEM TITLE: CONSIDERATION OF ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A DONATION IN THE AMOUNT OF $9,590.00 FOR THE PURCHASE OF AN ISIMULATE CARDIAC MONITOR TRAINING DEVICE FROM THE CLEVELAND COUNTY PUBLIC SAFETY SALES TAX COMMITTEE (CCPSST) TO BE USED BY THE NORMAN FIRE DEPARTMENT.

BACKGROUND:

Section 8-111 of the City Code requires that the City Council accept all donations received by the City prior to the use or disbursement of same. Therefore, it is requested that Council review and consider the following items for acceptance and use by the Norman Fire Department.

The Norman Fire Department is a member of the Cleveland County Public Safety Sales Tax Committee (CCPSST). The Cleveland County Public Safety Sales Tax has been created to supplement the budget of emergency response providers in Cleveland County to help provide needed equipment for those departments.

DISCUSSION:

Recently the Norman Fire Department requested and were approved for funds in the amount of $9,590 from the CCPSST for the purchase of an iSimulate Cardiac Monitor Training device. This device will be utilized to simulate medical scenarios during EMS Training and gives our Fire Personnel real time feedback. This device “simulates” any cardiac monitor that is available for EMS, without having to have a live monitor for training. With the approval of these funds, we will no longer need to remove a live monitor out of service to the public for training purposes, in order to hone our skills in patient care, skills, and interventions.

Funds for the item have been received by the City, and we are authorized to purchase the item and then submit proof of purchase to the CCPSST Chair, George Mauldin

RECOMMENDATION:

It is recommended that City Council accept the donation of $9,590 and deposit the funds into Donations-Public Safety (account 106-363376) and appropriate the funds into Fire Suppression:

Other Supplies/Materials/Firefighting (account 10664143-43122) for the purchase of an iSimulate Cardiac Monitor Training device for the Norman Fire Department.

File Attachments for Item:

9. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF FP-2526-1: FINAL PLAT SAXON INDUSTRIAL PARK PHASE III, A PLANNED UNIT DEVELOPMENT (GENERALLY LOCATED ONE-QUARTER MILE SOUTH OF STATE HIGHWAY 9 AND ONE-QUARTER WEST OF 36TH AVENUE S.E.).

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 8/26/25

REQUESTER: Ken Danner, Subdivision Development Manager

PRESENTER: Scott Sturtz, Director of Public Works

ITEM TITLE: CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF FP-2526-1: FINAL PLAT SAXON INDUSTRIAL PARK PHASE III, A PLANNED UNIT DEVELOPMENT (GENERALLY LOCATED ONE-QUARTER MILE SOUTH OF STATE HIGHWAY 9 AND ONE-QUARTER WEST OF 36TH AVENUE S.E.).

BACKGROUND:

This item is a final plat for Saxon Industrial Park Phase III, a Planned Unit Development and generally located ¼ mile south of State Highway No. 9 and ¼ mile west of 36th Avenue S.E.

City Council, at its meeting of June 23, 2020, adopted Ordinance No. O-1920-54 amending the Planned Unit Development and Site Plan. In addition, the City Council approved the preliminary plat for Saxon Industrial Park Phase III. This property consists of 47.43 acres and five (5) lots

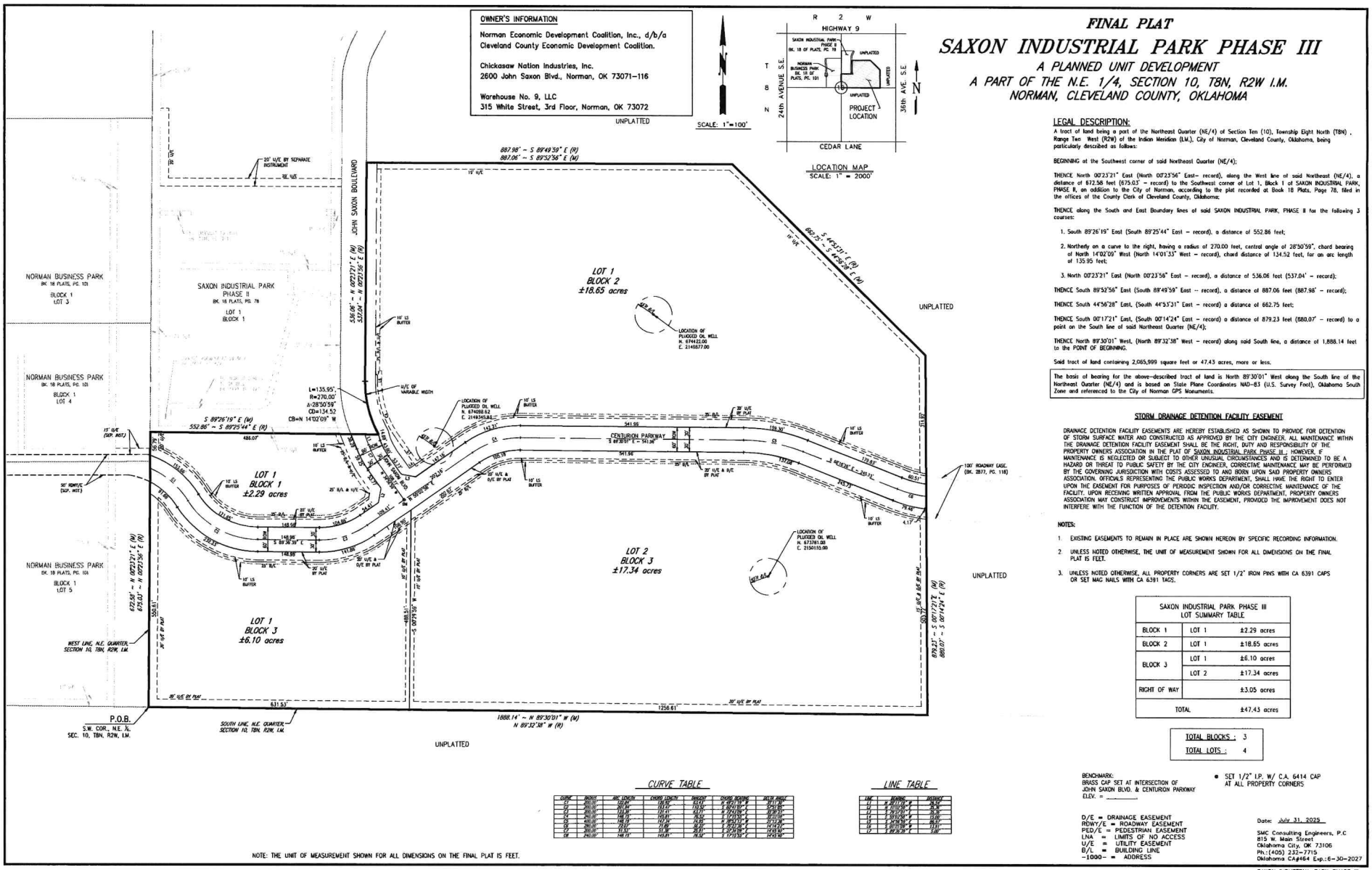
The Norman Development Committee, at its meeting of August 7, 2025, reviewed and approved the program of public improvements, final site development plan and final plat for Saxon Industrial Park Phase III, a Planned Unit Development and recommended that the final site development plan and final plat be submitted to City Council for consideration.

DISCUSSION

Construction plans have been reviewed by staff for the required public improvements for this property. The improvements consist of water mains with fire hydrants, sanitary sewer, drainage including detention facilities, street paving will connect to City Park Land to the east, Technology Place to the west and John Saxon Boulevard to the north. Sidewalks are not required.

RECOMMENDATION:

The final plat is consistent with the preliminary plat. Based upon the above information, staff recommends approval of the final site development plan and final plat and the filing of the final site development plan and final plat for Saxon Industrial Park Phase III, a PUD.



FINAL PLAT

SAXON INDUSTRIAL PARK PHASE III

A PLANNED UNIT DEVELOPMENT

A PART OF THE N.E. 1/4, SECTION 10, T8N, R2W I.M.

NORMAN, CLEVELAND COUNTY, OKLAHOMA

LEGAL DESCRIPTION:

A tract of land being a part of the Northeast Quarter (NE/4) of Section Ten (10), Township Eight North (T8N) , Range Two West (R2W) of the Indian Meridian (I.M.), City of Norman, Cleveland County, Oklahoma, being particularly described as follows:

BEGINNING at the Southwest corner of said Northeast Quarter (NE/4);

THENCE North 00°23'21" East (North 00°23'56" East– record), along the West line of said Northeast (NE/4), a distance of 672.58 feet (675.03' – record) to the Southwest corner of Lot 1, Block 1 of SAXON INDUSTRIAL PARK, PHASE II, an addition to the City of Norman, according to the plat recorded at Book 18 Plats, Page 78, filed in the offices of the County Clerk of Cleveland County, Oklahoma;

THENCE along the South and East Boundary lines of said SAXON INDUSTRIAL PARK, PHASE II for the following 3 courses:

1. South 89°26'19" East (South 89°25'44" East – record), a distance of 552.86 feet;
2. Northerly on a curve to the right, having a radius of 270.00 feet, central angle of 28°50'59", chord bearing of North 14°02'09" West (North 14°01'33" West – record), chord distance of 134.52 feet, for an arc length of 135.95 feet;
3. North 00°23'21" East (North 00°23'56" East – record), a distance of 536.06 feet (537.04' – record);

THENCE South 89°52'56" East (South 89°49'59" East -- record), a distance of 887.06 feet (887.98' – record);

THENCE South 44°56'28" East, (South 44°53'31" East – record) a distance of 662.75 feet;

THENCE South 00°17'21" East, (South 00°14'24" East – record) a distance of 879.23 feet (880.07' – record) to a point on the South line of said Northeast Quarter (NE/4);

THENCE North 89°30'01" West, (North 89°32'38" West – record) along said South line, a distance of 1,888.14 feet to the POINT OF BEGINNING.

Said tract of land containing 2,065,999 square feet or 47.43 acres, more or less.

The basis of bearing for the above-described tract of land is North 89°30'01" West along the South line of the Northeast Quarter (NE/4) and is based on State Plane Coordinates NAD-83 (U.S. Survey Foot), Oklahoma South Zone and referenced to the City of Norman GPS Monuments.

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 SAXON INDUSTRIAL PARK PHASE III ; 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 ENGINEER, 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.

NOTES:

1. EXISTING EASEMENTS TO REMAIN IN PLACE ARE SHOWN HEREON BY SPECIFIC RECORDING INFORMATION.
2. UNLESS NOTED OTHERWISE, THE UNIT OF MEASUREMENT SHOWN FOR ALL DIMENSIONS ON THE FINAL PLAT IS FEET.
3. UNLESS NOTED OTHERWISE, ALL PROPERTY CORNERS ARE SET 1/2" IRON PINS WITH CA 6391 CAPS OR SET MAG NAILS WITH CA 6391 TAGS.

SAXON INDUSTRIAL PARK PHASE III LOT SUMMARY TABLE

BLOCK 1	LOT 1	±2.29 acres
BLOCK 2	LOT 1	±18.65 acres
BLOCK 3	LOT 1	±6.10 acres
	LOT 2	±17.34 acres
RIGHT OF WAY		±3.05 acres
TOTAL		±47.43 acres

TOTAL BLOCKS :	3
TOTAL LOTS :	4

CURVE TABLE

CURVE	LENGTH	RAD. LENGTH	CHORD LENGTH	TANGENT	CHORD BEARING	DELTA ANGLE
C1	135.95'	270.00'	134.52'	69.43'	N 14°02'09" W	28°50'59"
C2	200.74'	230.00'	194.44'	106.70'	N 40°41'01" E	50°00'34"
C3	233.38'	270.00'	226.11'	123.97'	N 40°41'01" E	49°31'39"
C4	240.10'	270.00'	232.31'	127.00'	N 39°48'49" E	50°57'58"
C5	240.10'	270.00'	232.31'	127.00'	N 89°13'08" E	50°57'58"
C6	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C7	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C8	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C9	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C10	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C11	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C12	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C13	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C14	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C15	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C16	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C17	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C18	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C19	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C20	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C21	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C22	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C23	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C24	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C25	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C26	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C27	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C28	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C29	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C30	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C31	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C32	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C33	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C34	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C35	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C36	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C37	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C38	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C39	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C40	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C41	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
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C45	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C46	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C47	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C48	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C49	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C50	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C51	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C52	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C53	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C54	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C55	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C56	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C57	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C58	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C59	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C60	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C61	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
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C65	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C66	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C67	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
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C69	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C70	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C71	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C72	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C73	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C74	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C75	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C76	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C77	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C78	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C79	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C80	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C81	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C82	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C83	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C84	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C85	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C86	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C87	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C88	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C89	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C90	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C91	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C92	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C93	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C94	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C95	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C96	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C97	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C98	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C99	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C100	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C101	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C102	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C103	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C104	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C105	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C106	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C107	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C108	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C109	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C110	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C111	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C112	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C113	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C114	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C115	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C116	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C117	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C118	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C119	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C120	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C121	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C122	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C123	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C124	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C125	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C126	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C127	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C128	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C129	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C130	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C131	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C132	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C133	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C134	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C135	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C136	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C137	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C138	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C139	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C140	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C141	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C142	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C143	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C144	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C145	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C146	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C147	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C148	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C149	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C150	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C151	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C152	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C153	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C154	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C155	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C156	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C157	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C158	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C159	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C160	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C161	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C162	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C163	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C164	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C165	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C166	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C167	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C168	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C169	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C170	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C171	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C172	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C173	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C174	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C175	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C176	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C177	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C178	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C179	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C180	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C181	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C182	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C183	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C184	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C185	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C186	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C187	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C188	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C189	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C190	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C191	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C192	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C193	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C194	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C195	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C196	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C197	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C198	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C199	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C200	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C201	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C202	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C203	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C204	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C205	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C206	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C207	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C208	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C209	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C210	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C211	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C212	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C213	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C214	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C215	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C216	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C217	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C218	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C219	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C220	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C221	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C222	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C223	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C224	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C225	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C226	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C227	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C228	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C229	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C230	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C231	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C232	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C233	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C234	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C235	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C236	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C237	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C238	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C239	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C240	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C241	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C242	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C243	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C244	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C245	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C246	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C247	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C248	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C249	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C250	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C251	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C252	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C253	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C254	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C255	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C256	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C257	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C258	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50°57'58"
C259	240.10'	270.00'	232.31'	127.00'	S 89°13'08" E	50°57'58"
C260	240.10'	270.00'	232.31'	127.00'	S 39°48'49" E	50

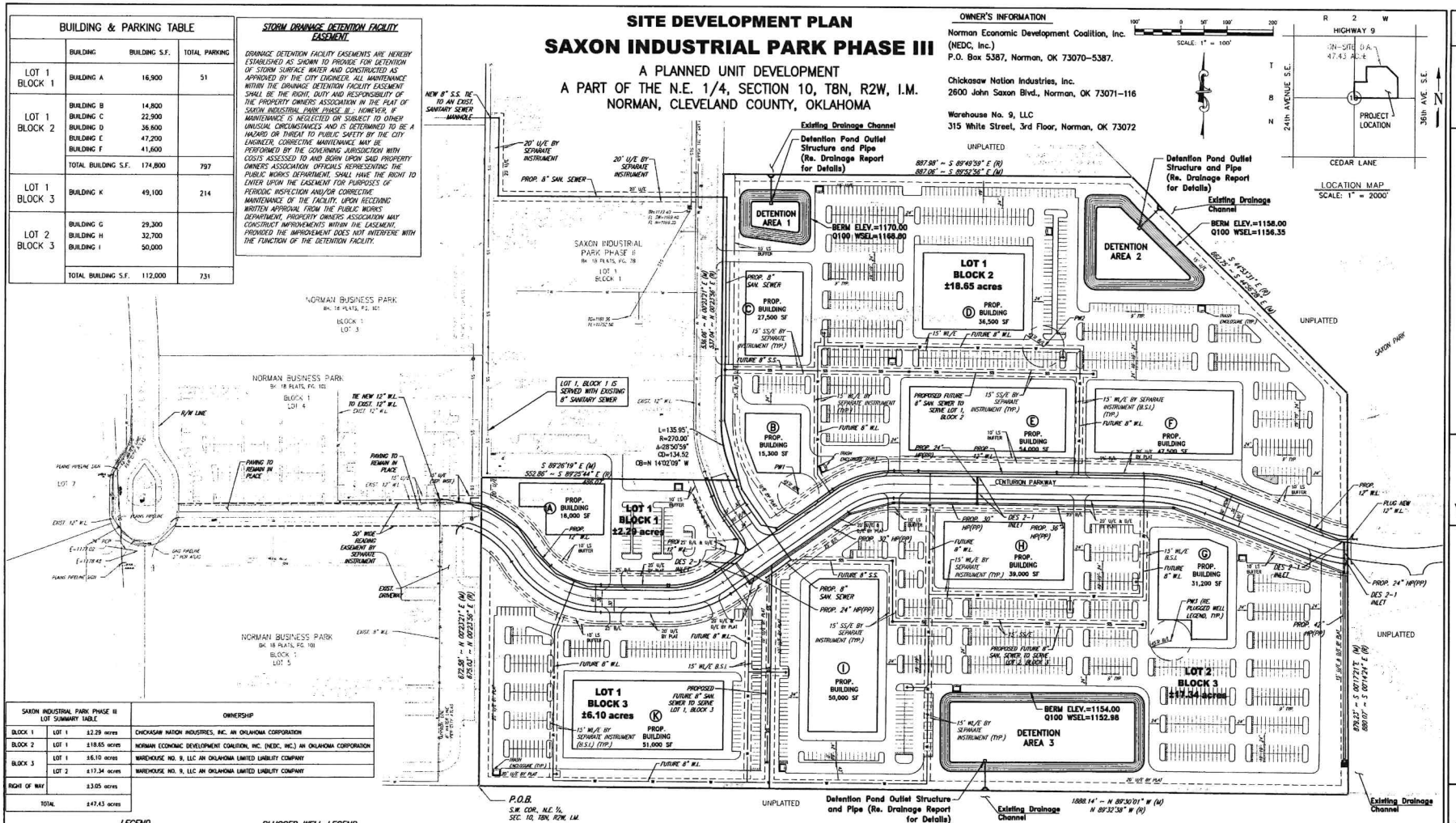
SITE DEVELOPMENT PLAN

SAXON INDUSTRIAL PARK PHASE III

A PLANNED UNIT DEVELOPMENT

A PART OF THE N.E. 1/4, SECTION 10, T8N, R2W, I.M.

NORMAN, CLEVELAND COUNTY, OKLAHOMA



BUILDING & PARKING TABLE

	BUILDING	BUILDING S.F.	TOTAL PARKING
LOT 1 BLOCK 1	BUILDING A	16,900	51
LOT 1 BLOCK 2	BUILDING B	14,800	
	BUILDING C	22,900	
	BUILDING D	36,600	
	BUILDING E	47,200	
	BUILDING F	41,600	
	TOTAL BUILDING S.F.	174,800	797
LOT 1 BLOCK 3	BUILDING K	49,100	214
LOT 2 BLOCK 3	BUILDING G	29,300	
	BUILDING H	32,700	
	BUILDING I	50,000	
	TOTAL BUILDING S.F.	112,000	731

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 SAXON INDUSTRIAL PARK PHASE III.; 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 ENGINEER, 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.

OWNER'S INFORMATION

Norman Economic Development Coalition, Inc. (NEDC, Inc.)
P.O. Box 5387, Norman, OK 73070-5387.

Chickasaw Nation Industries, Inc.
2600 John Saxon Blvd., Norman, OK 73071-116

Warehouse No. 9, LLC
315 White Street, 3rd Floor, Norman, OK 73072

SAXON INDUSTRIAL PARK PHASE III LOT SUMMARY TABLE			OWNERSHIP
BLOCK 1	LOT 1	±2.29 acres	CHICKASAW NATION INDUSTRIES, INC. AN OKLAHOMA CORPORATION
BLOCK 2	LOT 1	±18.65 acres	NORMAN ECONOMIC DEVELOPMENT COALITION, INC. (NEDC, INC.) AN OKLAHOMA CORPORATION
BLOCK 3	LOT 1	±6.10 acres	WAREHOUSE NO. 9, LLC AN OKLAHOMA LIMITED LIABILITY COMPANY
	LOT 2	±17.34 acres	WAREHOUSE NO. 9, LLC AN OKLAHOMA LIMITED LIABILITY COMPANY
RIGHT OF WAY		±3.05 acres	
TOTAL		±47.43 acres	

LEGEND

SIGN (i.e. STOP, etc.) — LIGHT POLE — CONCRETE SIDEWALK — STRAIGHT ARROW — LEFT TURN ARROW — RIGHT TURN ARROW — TEE — 3 WAY FIRE HYDRANT — FLOW DIRECTION — GATE VALVE — TOP OF CURB — TOP OF PAVEMENT — TOP OF WALK/TOP OF WALL — TOP OF GUTTER — PARKING COUNT — STORM SEWER — SANITARY SEWER — SANITARY SEWER MANHOLE — WATERLINE — WATER VALVE — UNDERGROUND STORAGE TANK — BOULARD (REF: DETAILS)

PROPOSED CONTOUR & CONTOUR ELEVATION — STORM SEWER INLET — STORM SEWER CURB INLET — STORM SEWER MANHOLE (TYPICAL) — S.S. MANHOLE — S.S. CLEANOUTS — GAS LINE — POWER UNDERGROUND BY CONTRACTOR — TELEPHONE UNDERGROUND — POWER OVERHEAD — LANDSCAPE — MEET & MATCH — DRAINAGE EASEMENT — UTILITY EASEMENT — WATERLINE EASEMENT — SANITARY SEWER EASEMENT — BUILDING LINE — RIGHT OF WAY — HEAVY DUTY CONCRETE — BY SEPARATE INSTRUMENT

PLUGGED WELL LEGEND

PW1 = 12" STEEL PIPE (APPEARS TO BE A PLUGGED WELL)
N. 674084.62
E. 2143345.93

PW2 = LOCATION OF PLUGGED WELL PER COORDINATES SHOWN ON CORPORATE ADDITION PRELIMINARY PLAT
N. 674422.00
E. 3149877.00

PW3 = LOCATION OF PLUGGED WELL PER COORDINATES SHOWN ON CORPORATE ADDITION PRELIMINARY PLAT
N. 673781.00
E. 3150155.00

NOTES:

1. FIRE HYDRANTS AND FIRE LANE STRIPING/SIGNAGE WILL BE LOCATED AND INSTALLED IN ACCORDANCE WITH THE FINAL PLANS AND THE CITY OF NORMAN STANDARDS AND SPECIFICATIONS. FIRE HYDRANTS TO BE SPACED A MAXIMUM OF 300' APART.
2. ALL PUBLIC UTILITIES SHALL BE DESIGNED IN ACCORDANCE WITH THE CITY OF NORMAN STANDARDS AND SPECIFICATIONS.
3. ALL PUBLIC UTILITIES WILL BE IN DEDICATED EASEMENTS.
4. ALL STREETS SHALL BE DESIGNED IN ACCORDANCE WITH THE CITY OF NORMAN STANDARDS.
5. TOTAL NUMBER OF BLOCKS: 03
TOTAL NUMBER OF LOTS: 04
6. ACCESS TO THE 8" SANITARY SEWER SHALL ONLY BE ALLOWED AT MANHOLES. ALL SANITARY SEWER LINES TO BE 8" DIA. UNLESS NOTED OTHERWISE.
7. SITE LAYOUT WITH THE BUILDING LOCATIONS INCLUDING THE FUTURE EXTENSION OF SEWER AND WATER TO EACH BUILDING IS CONCEPTUAL. EXTENSION OF PUBLIC WATERLINES FOR DOMESTIC AND FIRE PROTECTION USE INCLUDING THE FIRE HYDRANTS SHALL BE LOCATED AND INSTALLED IN ACCORDANCE WITH THE FINAL PLANS AND THE CITY OF NORMAN STANDARDS AND SPECIFICATIONS.
8. SITE LAYOUT WITH BUILDING LOCATION IS CONCEPTUAL WITH FINAL PLATTING, ADDITIONAL SANITARY SEWER IMPROVEMENTS WILL BE DESIGNED AS REQUIRED.
9. TRASH ENCLOSURES SHALL BE SCREENED FROM VIEW ON THREE SIDES PER CITY STANDARDS. A VISUAL OPAQUE, SELF-LATCHING GATE SHALL BE PROVIDED. THE LOCATION OF TRASH ENCLOSURE SHALL BE LOCATED AND INSTALLED PER CITY OF NORMAN STANDARDS AND SPECIFICATIONS.
10. REFER TO DRAINAGE REPORT FOR SPECIFIC DATA, THE SITE IS SUBJECTED TO THE DETENTION REQUIREMENTS. DETENTION SYSTEMS SHALL BE LOCATED AND INSTALLED IN ACCORDANCE WITH THE FINAL PLANS AND THE CITY OF NORMAN STANDARDS AND SPECIFICATIONS.
11. THE SITE PLAN SHOWN FOR THE PROPOSED LOTS IS A VISUAL REPRESENTATION OF SITE'S POTENTIAL SUBDIVISION LAYOUT HELPING PROPERTY OWNERS TO VISUALIZE THE FURTHER DESIGN DEVELOPMENT. THIS PLAN DOES NOT REPRESENT A DEFINITIVE CONSTRUCTION PLAN. ALL LAYOUTS, DIMENSIONS, AND DETAILS ARE SUBJECT TO MODIFICATION BY LICENSED DESIGN PROFESSIONALS AT AN APPROPRIATE TIME IN THE FUTURE DEVELOPMENT OF THESE LOTS TO COMPLY WITH THE RELEVANT REGULATIONS GOVERNED BY THE AUTHORITIES HAVING THE JURISDICTION.

LEGAL DESCRIPTION:

A tract of land being a part of the Northeast Quarter (NE/4) of Section Ten (10), Township Eight North (T8N) , Range Two West (R2W) of the Indian Meridian (I.M.), City of Norman, Cleveland County, Oklahoma, being particularly described as follows:

BEGINNING at the Southwest corner of said Northeast Quarter (NE/4);

THENCE North 00°23'21" East (North 00°23'36" East- record), along the West line of said Northeast (NE/4), a distance of 672.58 feet (673.03' - record) to the Southwest corner of Lot 1, Block 1 of SAXON INDUSTRIAL PARK, PHASE II, an addition to the City of Norman, according to the plat recorded at Book 18 Plats, Page 78, filed in the offices of the County Clerk of Cleveland County, Oklahoma;

THENCE along the South and East Boundary lines of said SAXON INDUSTRIAL PARK, PHASE II for the following 3 courses:

1. South 89°26'19" East (South 89°25'44" East – record), a distance of 552.86 feet;
2. Northerly on a curve to the right, having a radius of 270.00 feet, central angle of 28°50'59", chord bearing of North 14°02'09" West (North 14°01'33" West – record), chord distance of 134.52 feet, for an arc length of 135.95 feet;
3. North 00°23'21" East (North 00°23'36" East – record), a distance of 536.06 feet (537.04' – record);

THENCE South 89°52'56" East (South 89°49'59" East – record), a distance of 887.06 feet (887.98' - record);

THENCE South 44°56'28" East, (South 44°53'31" East – record) a distance of 682.75 feet;

THENCE South 00°17'21" East, (South 00°14'24" East – record) a distance of 879.23 feet (880.07' – record) to a point on the South line of said Northeast Quarter (NE/4);

THENCE North 89°30'01" West, (North 89°32'38" West – record) along said South line, a distance of 1,888.14 feet to the POINT OF BEGINNING.

Said tract of land containing 2,065,999 square feet or 47.43 acres, more or less.

The basis of bearing for the above-described tract of land is North 89°30'01" West along the South line of the Northeast Quarter (NE/4) and is based on State Plane Coordinates NAD-83 (U.S. Survey Foot), Oklahoma South Zone and referenced to the City of Norman GPS Monuments.

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5/13/25
NOT VALID FOR CONSTRUCTION

MUHAMMAD ASHRAF KHAN 16318 REGISTERED PROFESSIONAL ENGINEER STATE OF OKLAHOMA

SAXON INDUSTRIAL PARK
36th AVE. S.E. & HIGHWAY 9
NORMAN, OKLAHOMA

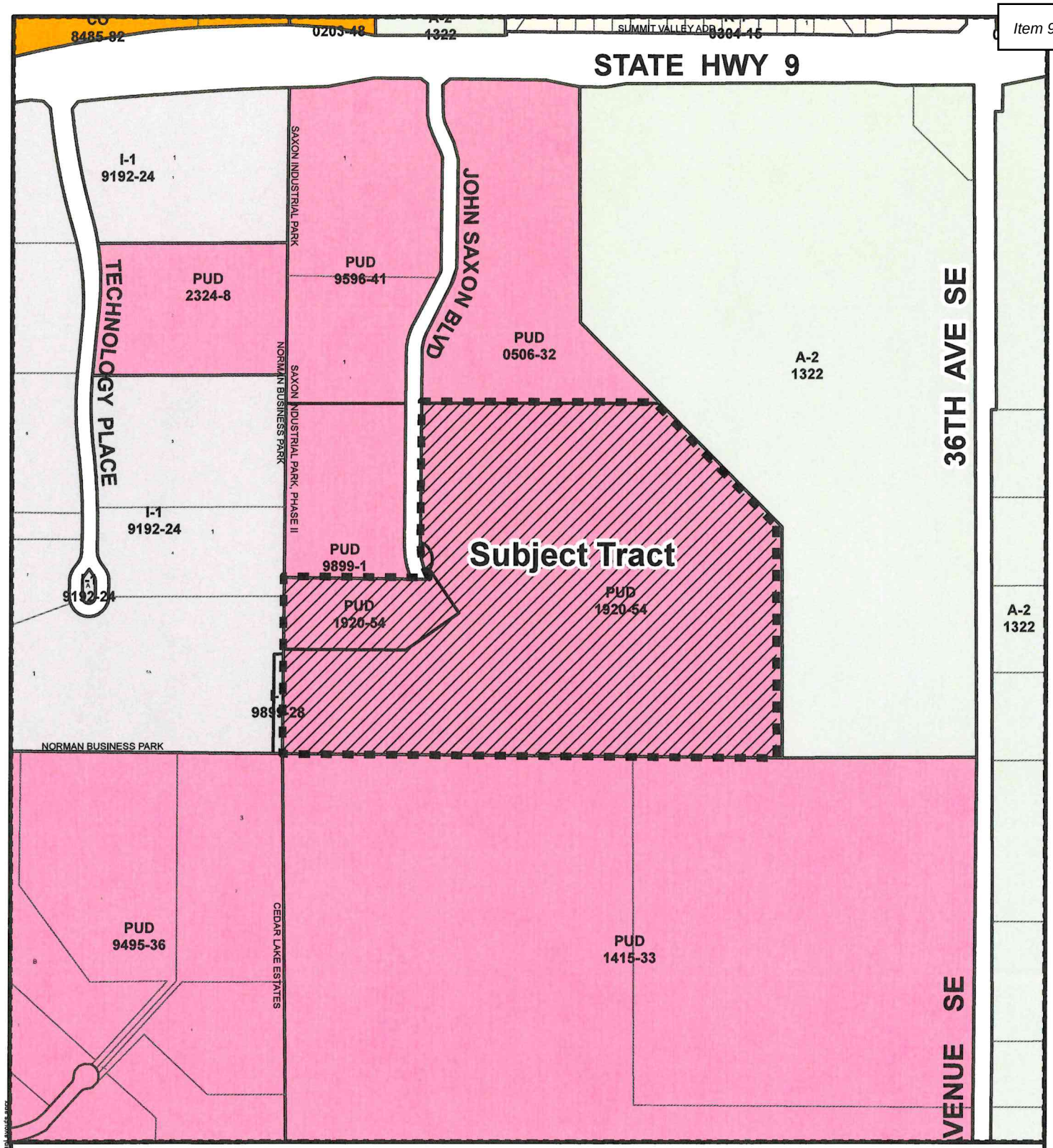
SMC
SMC Consulting Engineers, P.C.
315 West Main - Norman, OK 73069
Ph: 405-232-7715 Fax: 405-232-7399
OKLAHOMA CERTIFICATE OF AUTHORIZATION NO. CA 464 EXP. 06/30/2025

No.	Revision	By	Date
1	Revised per City Plan Review comments	TN	12/17/20
2	Revised per City Plan Review comments	TN	03/17/21

PROJECT NO.: 4369.00
DATE: 04/15/2020
SCALE: 1"=100'
DRAWN BY: TN
ENGINEER: MUHAMMAD A. KHAN
P.E. NUMBER: 16318

SITE DEVELOPMENT PLAN

SHEET NO.
A



Location Map

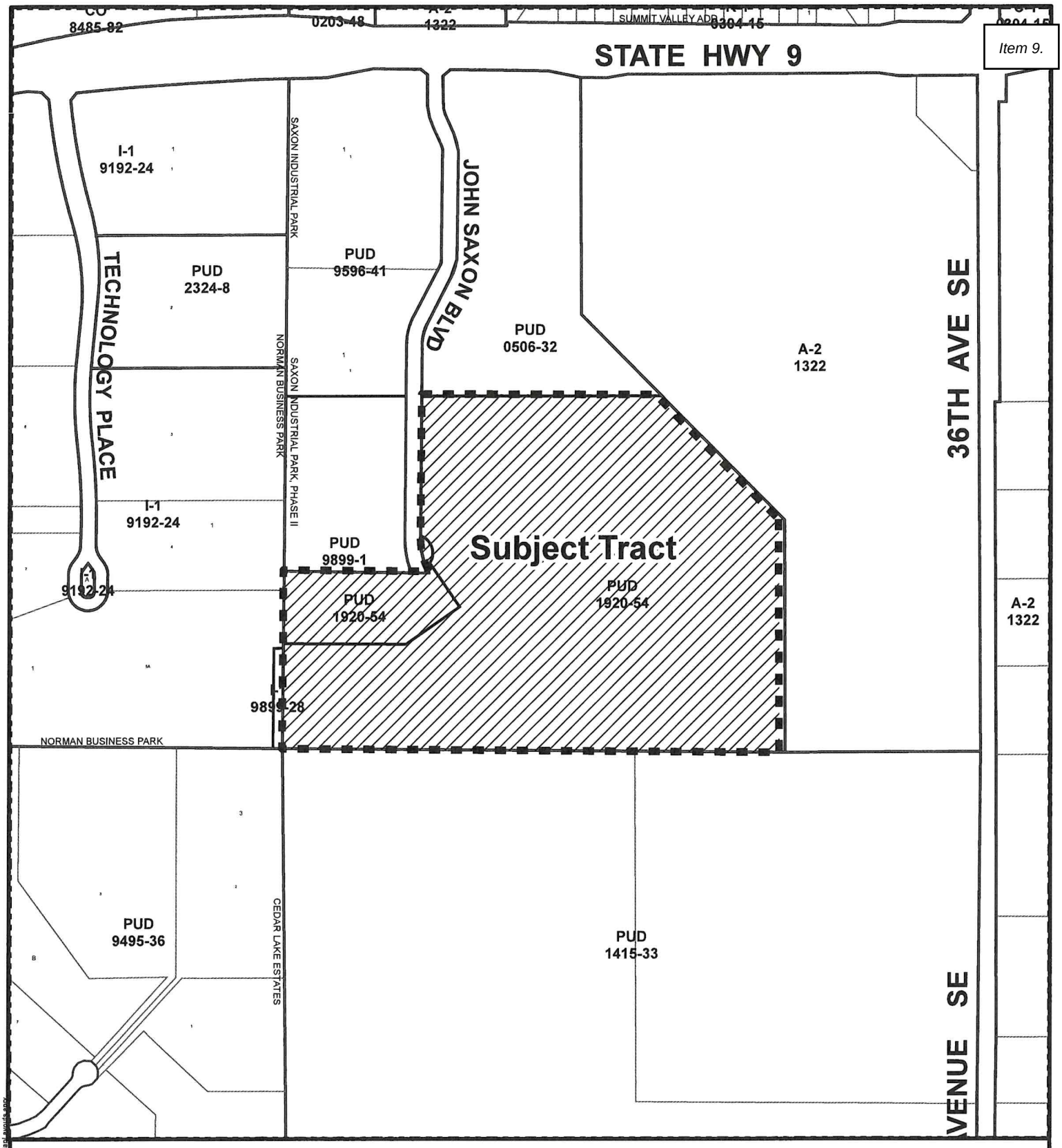
Map Produced by the City of Norman Geographic Information System. The City of Norman assumes no responsibility for errors or omissions in the information presented.

N W E S

July 30, 2025

0 250 500 Ft.

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.

N W E S

July 30, 2025

0 250 500 Ft.

Subject Tract

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PRELIMINARY PLAT
SAXON INDUSTRIAL PARK
A PLANNED UNIT DEVELOPMENT
A PART OF THE N.E. 1/4, SECTION 10, T8N, R2W, I.M.
NORMAN, CLEVELAND COUNTY, OKLAHOMA

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 SAXON INDUSTRIAL PARK; 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 ENGINEER, 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 OWNER'S ASSOCIATION MAY CONSTRUCT IMPROVEMENTS WITHIN THE EASEMENT, PROVIDED THE IMPROVEMENT DOES NOT INTERFERE WITH THE FUNCTION OF THE DETENTION FACILITY.

OWNER'S INFORMATION

Norman Economic Development Coalition, Inc. (NEDC, Inc.)
P.O. Box 5387, Norman, OK 73070-5387.

Chickasaw Nation Industries, Inc.
2600 John Saxon Blvd., Norman, OK 73071-116

LEGAL DESCRIPTION:

A tract of land being a part of the Northeast Quarter (NE/4) of Section Ten (10), Township Eight North (T8N) , Range Two West (R2W) of the Indian Meridian (I.M.), City of Norman, Cleveland County, Oklahoma, being particularly described as follows:

BEGINNING at the Southeast corner of said Northeast Quarter (NE/4);

THENCE North 00°23'21" East (North 00°23'56" East - record), along the East line of said Northeast (NE/4), a distance of 672.56 feet (672.01' - record) to the Southeast corner of Lot 1, Block 1 of SAXON INDUSTRIAL PARK, PHASE II, an addition to the City of Norman, according to the plat recorded of Book 18 Plats, Page 78, filed in the offices of the County Clerk of Cleveland County, Oklahoma;

THENCE along the South and East Boundary lines of said SAXON INDUSTRIAL PARK, PHASE II for the following 3 courses:

1. *South 89°26'19" East (South 89°25'44" East - record), a distance of 552.86 feet;*
2. *Northerly on a curve to the right, having a radius of 270.00 feet, central angle of 28°50'58", chord bearing of North 14°02'08" West (North 14°01'33" West - record), chord distance of 134.52 feet, for an arc length of 135.95 feet;*
3. *North 00°23'21" East (North 00°23'56" East - record), a distance of 536.06 feet (537.04' - record);*

THENCE South 89°52'36" East (South 89°49'39" East - record), a distance of 887.06 feet (887.88' - record);

THENCE South 44°56'28" East, (South 44°53'31" East - record) a distance of 682.75 feet;

THENCE South 00°17'21" East, (South 00°14'24" East - record) a distance of 879.33 feet (880.07' - record) to a point on the South line of said Northeast Quarter (NE/4);

THENCE North 89°30'01" West, (North 89°32'36" West - record) along said South line, a distance of 1,888.14 feet to the POINT OF BEGINNING.

Said tract of land containing 2,085,999 square feet or 47.4288 acres, more or less.

The basis of bearing for the above-described tract of land is North 89°30'01" West along the South line of the Northeast Quarter (NE/4) and is based on State Plane Coordinates NAD-83 (U.S. Survey Foot), Oklahoma South Zone and referenced to the City of Norman GPS Monuments.

NOTES:

1. FIRE HYDRANTS AND FIRE LANE STRIPING/SIGNAGE WILL BE LOCATED AND INSTALLED IN ACCORDANCE WITH THE FINAL PLANS AND THE CITY OF NORMAN STANDARDS AND SPECIFICATIONS. FIRE HYDRANTS TO BE SPACED A MAXIMUM OF 300' APART.
2. WITH FINAL PLATTING, ADDITIONAL WATERLINE IMPROVEMENTS WILL BE DESIGNED, AS REQUIRED.
3. WITH FINAL PLATTING, ADDITIONAL SANITARY SEWER IMPROVEMENTS WILL BE DESIGNED, AS REQUIRED.
4. ALL PUBLIC UTILITIES SHALL BE DESIGNED IN ACCORDANCE WITH THE CITY OF NORMAN STANDARDS AND SPECIFICATIONS.
5. ALL PUBLIC UTILITIES WILL BE IN DEDICATED EASEMENTS.
6. ALL STREETS SHALL BE DESIGNED IN ACCORDANCE WITH THE CITY OF NORMAN STANDARDS.
7. TOTAL NUMBER OF BLOCKS: 03
   TOTAL NUMBER OF LOTS: 04
8. ACCESS TO THE 8" SANITARY SEWER SHALL ONLY BE ALLOWED AT MANHOLES. ALL SANITARY SEWER LINES TO BE 8" DIA. UNLESS NOTED OTHERWISE.

LOCATION MAP
SCALE: 1" = 2000'

TOTAL LOTS	TOTAL BLOCKS
4	3

47.43 ACRES
4 LOTS

SCALE: 1" = 100'

SURVEYED BY:
DURHAM SURVEYING, INC.
1819 SOUTH MORGAN ROAD
OKLAHOMA CITY, OK 73128
C.A. NO: 5313
EXPIRES JUNE 30, 2020
PHONE: (405) 265-3404

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NOT VALID FOR CONSTRUCTION
MUHAMMAD ASHRAF KHAN 16318 OKLAHOMA
UNLESS SIGNED IN THIS BLOCK

SAXON INDUSTRIAL PARK
36th AVE. S.E. & HIGHWAY 9
NORMAN, OKLAHOMA

SMC Consulting Engineers, P.C.
SMC
SMC Consulting Engineers, P.C.
815 West Main - Oklahoma City, OK 73106
Ph: 405-236-7715 Fax: 405-232-7899
CERTIFICATE OF AUTHORIZATION NO. CA 469 EXP. 06/30/2021

No.	Revision	Date
1	Revised per City Plan Review comments	06/26/20
2	Revised per City Plan Review comments	08/10/20

PROJECT NO.: 6380.00
DATE: 4/03/20
SCALE: 1" = 100'
DRAWN BY: D.C.
ENGINEER: Muhammad Ashraf Khan
P.E. NUMBER: 16318

PRELIMINARY PLAT

SHEET NO.
1

DEVELOPMENT COMMITTEE

FINAL PLAT
FP-2526-1

DATE:
August 7, 2025

STAFF REPORT

ITEM: Consideration of a Final Plat for **SAXON INDUSTRIAL PARK PHASE III, A PLANNED UNIT DEVELOPMENT**.

LOCATION: Generally located one-quarter mile south of State Highway No. 9 and one-quarter mile west of 36th Avenue S.E.

INFORMATION:

1. Owners. Warehouse No. 9, LLC, Chickasaw Nation Industries, Inc. and Norman Economic Coalition, Inc. d/b/a as Cleveland County Economic Development Coalition.

2. Developer. Warehouse No. 9, LLC, Chickasaw Nation Industries, Inc. and Norman Economic Coalition, Inc. d/b/a as Cleveland County Economic Development Coalition.

3. Engineer. SMC Consulting Engineers, PC.

HISTORY:

1. October 21, 1961. City Council adopted Ordinance No. 1318 annexing this property into the Norman Corporate City limits

2. December 12, 1961. City Council adopted Ordinance No. 1322 placing this property in the A-2, Rural Agricultural District.

3. April 12, 2007. Planning Commission, on a vote of 7-0, recommended to City Council amending the NORMAN 2025 Land Use and Transportation Plan from Future Industrial and Very Low-Density Residential Designations to Current Urban Service Area and Industrial Designations.

4. April 12, 2007. Planning Commission, on a vote of 7-0, recommended to City Council that this property be placed in the PUD, Planned Unit Development and removed from A-2, Rural Agricultural District.

5. April 12, 2007. Planning Commission, on a vote of 7-0, recommended to City Council that the preliminary plat for Corporate Addition, a Planned Unit Development be approved.

6. May 8, 2007. City Council amended the NORMAN 2025 Land Use and Transportation Plan from Future Urban Service Area and Industrial Designation and Very Low-Density Designation to Current Urban Service Area and Industrial Designation.

7. May 8, 2007. City Council adopted Ordinance No. O-0607-35 placing this property in the PUD, Planned Unit Development, and removing it from A-2 Rural Agricultural District.

8. May 8, 2007. City Council approved the preliminary plat for Corporate Addition.

9. December 10, 2015. Planning Commission, on a vote of 7-0, postponed the consideration of amending the Planned Unit Development established with Ordinance No. O-0607-35 at the request of the applicant.

10. December 10, 2015. Planning Commission, on a vote of 7-0, postponed the preliminary plat for Corporate Addition, a Planned Unit Development at the request of the applicant.

11. January 14, 2016. Planning commission, on a vote of 7-0, recommended to City Council amending the PUD, Planned Unit Development established by Ordinance No. O-0607-35.

12. January 14, 2016. Planning Commission, on a vote of 7-0, recommended to City Council that the preliminary plat for Corporate Addition, a Planned Unit Development be approved.

13. February 23, 2016. City Council adopted Ordinance No. O-1516-21 amending Ordinance No. O-0607-35 for a portion of the property.

14. February 23, 2016. City Council approved the preliminary plat for Corporate Addition, a Planned Unit Development.

15. May 14, 2020. Planning Commission, on a vote of 8-0, recommended to City Council the amending of the Planned Unit Development Narrative.

16. May 14, 2020. Planning Commission, on a vote of 8-0, recommended to City Council that the preliminary plat for Saxon Industrial Park Phase III, a Planned Unit Development be approved.

17. June 23, 2020. City Council adopted Ordinance No. O-1920-54 amending the Planned Unit Development Narrative and Site Development Plan.

18. June 23, 2020. City Council approved the preliminary plat for Saxon Industrial Park, a Planned Unit Development.

IMPROVEMENT PROGRAM:

1. Fire Hydrants. Fire hydrants will be installed in accordance with approved plans. Their locations have been approved by the Fire Department.

2. Permanent Markers. Permanent markers will be installed prior to the filing of the final plat.

3. Sanitary Sewers. Sanitary sewer mains will be installed in accordance with approved plans and City and State Department of Environmental Quality standards to serve each lot.

4. Sidewalks. Sidewalks are not required.

5. Storm Sewers. Storm water and appurtenant drainage structures will be installed in accordance with approved plans and City drainage standards. Privately-maintained detention ponds will be utilized.

6. Streets. Centurion Parkway will be constructed to City standards serving this area. It will connect with Norman Business Park to the west, City Park land to the east and John Saxon Boulevard to the north.

7. Water Mains. Water mains will be installed in accordance with City and State Department of Environmental Quality standards.

PUBLIC DEDICATIONS:

1. Easements. All required easements are dedicated to the City on the final plat. Additional off plat easements are required for paving, drainage and utilities.

SUPPLEMENTAL MATERIAL: Copies of a location map, final site development plan and final plat are attached.

STAFF COMMENTS AND RECOMMENDATION: The engineer for the developers has requested the Development Committee review and approve the program of public improvements, final site development plan and final plat for Saxon Industrial Park Phase III, a Planned Unit Development and submit the final site development plan and final plat to City Council for consideration.

This property consists of 47.43 acres and five (5) industrial lots.

APPLICATION FOR
DEVELOPMENT COMMITTEE
ACTION

Date: 07/29/2025

Part I: To be Completed by Applicant:

1. Applicant(s):
Norman Economic Development Coalition, Inc., Warehouse 9, LLC., Chickasaw Nation Industries, Inc.
SMC Consulting Engineers, P.C., Muhammad Khan, P.E., as Engineer of the above applicants.

Signature of Applicant(s): Muhammad Khan

Telephone Number and Address:
815 W. Main Street, Oklahoma City, OK 73106
405-232-7715

2. Project Name and Legal Description:
Final Plat of Saxon Industrial Park Phase III, a part of NE/4, Section 10, T8N, R2W, I.M., Norman, Cleveland County, OK.

3. Action Request of Development Committee:
Approve the program of public improvements, site plan, final plat, and submit the site plan and final plat to City Council for consideration.

Part II: To Be Completed by Development Committee:

Development Committee Met on: August 7, 2025

Development Committee Findings:
The engineer for the developers has requested the Development Committee approve the program of public improvements, final site development plan and final plat for Saxon Industrial Park Phase III and submit to City Council for the consideration of the final site development plan and final plat.

Development Committee Recommendations:
The Development approves the program of public improvements, final site development plan and final plat and recommends the City Council approve the final site development plan and final plat.

Record of Acceptance:

	Yes	No		Yes	No
Director of Public Works	☒	☐	Director of Planning	☐	☐
Director of Utilities	☒	☐	Planning Services Manager	☒	☐
City Engineer	☒	☐	Subdivision Development Manager	☐	☐

File Attachments for Item:

10. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NUMBER THREE TO CONTRACT K-2223-46: AN AMENDMENT TO THE CONTRACT BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND RJN GROUP, INC., IN THE AMOUNT OF $155,000 FOR WASTEWATER FLOW MONITORING SERVICES.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 08/26/2025

REQUESTER: Nathan Madenwald, Utilities Engineer

PRESENTER: Nathan Madenwald, Utilities Engineer

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT NUMBER THREE TO CONTRACT K-2223-46: AN AMENDMENT TO THE CONTRACT BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND RJN GROUP, INC., IN THE AMOUNT OF $155,000 FOR WASTEWATER FLOW MONITORING SERVICES.

BACKGROUND:

In March 2002, the Norman Utilities Authority (NUA) approved Contract K-0102-50 with RJN Group, Inc. (RJN) which began a program to measure wastewater flows from satellite collection systems. Satellite systems are privately-owned wastewater (sewage) collection systems that discharge into the NUA system. The program began with the installation of 10 flow meters at discharge points serving the University of Oklahoma (OU). The scope of services included metering equipment selection, installation, calibration and software for data collection and reporting, and meter maintenance. The contract was amended several times to authorize continued maintenance, data collection and reporting.

In 2007, a Request for Proposal (RFP) was forwarded to interested engineering firms. On August 28, 2007, Contract K-0708-42 for Permanent Wastewater Flow Metering services was awarded to RJN in an annual amount not to exceed $150,000. Under Contract K-0708-42, additional unit prices were provided to perform meter maintenance, if necessary, and install a total of 19 meters. Additional meters were installed at discharges from several satellite systems such as mobile home parks and apartment complexes to determine if permanent meters were justified at these locations. Additional meters were installed to determine wastewater flows prior to and following improvements under the Sewer Maintenance Program (SMP) to determine the effectiveness of the sewer main replacements. The NUA approved five amendments to Contract K-0708-42. In 2014, Contract K-1415-34 was awarded to RJN to continue this flow monitoring work. Under this contract and its amendments, RJN provided flow monitoring services and also developed a website management system for the data to provide easier access for staff and provided flow data to support efforts to measure virus loads in wastewater during the pandemic.

In 2022, Contract K-2223-46 was awarded to the RJN Group, Inc., due to their experience in working with our system and processes and lack of other available competitors for this work. The flows are used to measure effectiveness of the SMP project, billing for OU, and overall flow measurements to be used to monitor system capacity and for future modeling purposes. Amendments 1 and 2 to Contract K-2223-46 for flow monitoring services were approved August 8, 2023, and July 9, 2024, respectively.

DISCUSSION:

Amendment 3 to Contract K-2223-46 has a “not to exceed” amount of $155,000. It is based on continued maintenance, meter repairs, data collection and reporting for a total of 17 meters for a duration of 12 months. Separately, staff is budgeting for equipment purchases and replacements to maintain a reliable stock of flow meters.

The new unit price for monthly monitoring and data collection increased to account for cost increases for servicing the meters. The seventeen (17) metering installations include eight meters for OU billing purposes, seven meters to measure dry and wet weather flow data from interceptors entering the Water Reclamation Facility (WRF) and two additional meters for sewer rehabilitation evaluation under the Sewer Maintenance Plan (SMP).

The Fiscal Year Ending 2026 (FYE26) budget includes $160,000 in Water Reclamation Fund, Professional Services (Account 32955252-44099) and is sufficient to fully fund Amendment 3 to Contract K-2223-46 with RJN.

RECOMMENDATION:

Staff recommends approval of Amendment 3 to Contract K-2223-46 with RJN Group, Inc. to perform wastewater flow monitoring services in an amount not to exceed $155,000.

AMENDMENT NO. 3

AMENDMENT TO AGREEMENT

BETWEEN OWNER AND ENGINEER

FOR

ENGINEERING SERVICES

This AMENDMENT is made part of the AGREEMENT dated September 13, 2022, between the Norman Utilities Authority (OWNER) and RJN Group, Inc. (ENGINEER) for engineering, maintenance, and installation services in connection with the Wastewater Flow Metering Services at specified locations within the collection system, per attached Exhibit 1, Project Location Map.

1. The Schedule as described in Attachment A, the Scope of Services of ENGINEER as described in Attachment B, and Compensation as described in Attachment C of said AGREEMENT are amended and supplemented as follows:
    a. Schedule: The service and data management period will be extended for a one year period under this amendment from July 1, 2025 through June 30, 2026.
    b. Compensation: The compensation for amended services rendered by ENGINEER shall be set forth in the compensation table in Attachment C of this AMENDMENT.

Amendment No. 3
Contract No. K-2223-46

Acceptance of the terms of this Amendment is acknowledged by the following authorized signatures of the parties to the Agreement.

RJN GROUP, INC. – ENGINEER

ATTEST

By: Randall J Brown — Adam Burk

Title: Vice President — Project Manager

Norman Utilities Authority- OWNER

APPROVED as to form and legality this 20th day of Aug., 2025.

City Attorney

APPROVED by the Trustees of the Norman Utilities Authority this _____ day of _____, 2025.

ATTEST

By: _____ _____

Title: Chairman — Secretary

Signatory Notarization

STATE OF Oklahoma, COUNTY OF Tulsa, SS:

Before me, the undersigned, a Notary Public in and for said Randall J. Brodner of the RJN Group, Inc., its Vice President, to me known to be the identical person(s) who executed the foregoing Amendment No. 3 Contract K-2223-46 and acknowledged to me that they executed the same as their free and voluntary act and deed for the uses and purposes therein set forth.

WITNESS my hand and seal this 16th day of July, 20 25.

My Commission Expires: January 12, 2028

Notary Public: Amy Gentry

AMY GENTRY
Notary Public - State of Oklahoma
Commission Number 16000355
My Commission Expires Jan 12, 2028

ATTACHMENT A

SCHEDULE

If new equipment installation or relocation of existing metering or telemetry equipment is requested and authorized by the OWNER as Additional Services, the ENGINEER shall mobilize within 21 days of receipt of the written Notice to Proceed and shall achieve Substantial Completion of equipment installation at the approved site locations within 60 days of the Notice to Proceed. Upon Substantial Completion, the annual Service and Data Management Period shall commence on a site-by-site basis.

ATTACHMENT B

SCOPE OF SERVICES

Project Initiation Period

Coordination

ENGINEER shall review all information collected by the Norman Utilities Authority (OWNER) to ensure a thorough understanding of the project background. A kick-off meeting with the OWNER shall be conducted to develop a thorough understanding of the project, goals and to coordinate the routine and timely exchange of information.

Routine project team meetings shall be conducted with OWNER representatives as necessary to review the PROJECT issues and status. ENGINEER shall institute a safety program to be strictly followed throughout the entire duration of the project. All crews shall wear appropriate identification.

Site Investigation

ENGINEER shall assist in selecting the specific monitoring points from a strategic and feasibility viewpoint. Site investigations shall involve the evaluation of the monitoring location to ensure sensor survivability and the ability to collect quality flow data. The investigation shall further include hydraulic evaluation for potential flow regimes including laminar, turbulent, backwater, and surcharged conditions.

The investigation shall also include evaluation and feasibility of site accessibility, telemetry, and power.

Equipment Selection

Based on the site selection investigation reports, the appropriate technologies shall be considered and evaluated to fulfill the project objectives. Equipment selection criteria shall consider the pipe size, anticipated flow ranges, telemetry method, operating principal, accuracy, data management requirements, and cost. A recommendation of the most practical technology for each site shall be provided to the OWNER.

Installation Period

Flow Monitoring Equipment

ENGINEER shall procure and deliver the monitoring equipment including sensors, installation bands, and necessary installation hardware. The OWNER will be provided with a copy of the selected flow monitoring software. The OWNER shall become the owner of the equipment and software at the time that Substantial Completion is reached.

The selected flow monitoring units shall be operated under battery power to allow for in-manhole installations without the necessity to bring permanent power to each site.

The following flow monitoring equipment shall be maintained by the ENGINEER throughout the duration of the project:

- **Fifteen (15) newer, existing Hach FL902 Flow Meters (purchased by OWNER and installed by ENGINEER in 2014, 2015, 2016, 2017, 2018 & 2019) will be maintained at all flow metering sites. The active flow monitoring sites are: OU-03, OU-04, OU-05, OU-06, OU-07, OU-11, OU-12, OU-14, WS-01, WS-10, WS-11, BP-17, BP-18, BP-25 and BP-30.**
- **Removal of one (1) Hach FL902 at site OU-01 will be performed. Equipment will be set aside and used for spare parts.**
- **Two (2) newer Hach FL902 Flow Meters will be maintained at sewer rehabilitation sites selected by OWNER to monitor pre- and post- construction wastewater flows. Meters are currently named with existing identification of RM-13A_2023 and RM-13B_2020.**
- **Three (3) existing rain gauges will be maintained and were recently upgraded to Ayyeka Wavelet Edge technology.**

Equipment Warranty – Any new flow monitoring equipment installed shall be warranted for 1 year against all defects. The OWNER shall have the opportunity to extend the manufacturer's warranty, annually.

Installation

The equipment shall be installed according to the Manufacturer's recommendations by trained technicians. The flow monitors shall be capable of recording both depth and velocity components and shall be configured to obtain readings on 15 minute intervals.

The sensing equipment is typically installed on a thin metal ring for smaller pipe applications. For larger pipe installations over 42-inch inside diameter, the sensing equipment is generally installed on a flange or partial band. The cabling shall be secured to the manhole walls and attached to a data logger at the top of the manhole for easy access. Prior to leaving the site, each flow monitor shall be configured and activated at the site.

Each monitored location shall be calibrated at installation, which involves comparing the returned sensor values against independent devices. ENGINEER staff shall acquire at least six calibrations at various flow levels.

Substantial Completion shall be reached upon the installation of all flow monitoring equipment, sensors and completion of hydraulic calibrations. ENGINEER shall submit for approval of Substantial Completion and provide at least one week of data for each site to demonstrate that the equipment is operating within operating standards.

Telemetry

Cellular telemetry shall be provided at each flow monitoring location. Newly purchased Hach FL902 will have built-in Hach modem units.

Service and Data Management Period

The Service and Data Management Period shall commence once Substantial Completion of all metering locations is achieved and shall remain in effect for one year. The AGREEMENT shall be renewable each year for as long as Services are required by OWNER. ENGINEER shall provide written notice of any price increases within 30 days prior to the expiration date of each annual AGREEMENT.

Data Collection

Each flow meter shall be remotely collected and the data reviewed on a weekly basis. During each download operation, data shall be graphed to check for inconsistencies, gaps or adverse trends. The data shall be edited, processed and finalized on a monthly basis to generate final Q (flow) in addition to the depth and velocity readings.

Equipment Maintenance and Service

Quarterly calibrations shall be performed by ENGINEER and shall be reviewed against the measured sensor readings. On a quarter year interval, each site shall be visited to obtain hydraulic calibrations and to perform routine interrogation of the meters. Service or maintenance requirements shall be scheduled within 48 hours of data collection. ENGINEER technicians shall then have 72 hours to make necessary adjustments or repairs. Any equipment found to be working improperly shall be repaired or replaced with a spare unit until the equipment is repaired. Field technicians shall maintain a service log for all activities performed.

ENGINEER shall organize and maintain electronic records of the flow data. ENGINEER shall further maintain a back-up record of all collected flow data. The data shall be made available to the OWNER upon request.

ENGINEER shall perform quarterly calibrations of the flow meter equipment. The calibration of the flow metering sites shall consist of comparing manual depth and velocity measurements to the flow meters measurements using independent devices.

ENGINEER shall replace batteries during field visits according to the manufacturer's recommended battery replacement interval or as needed due to battery failure.

Monthly Deliverables

ENGINEER shall prepare and deliver electronically on a monthly basis a billing statement with monthly summary (as described below) to the University of Oklahoma (OU) in a format to be approved by OWNER. ENGINEER shall assist OWNER in responding to any billing inquiries from OU.

The data shall include a monthly summary of the daily total flow, monthly minimum, average and maximum flow from the billing meters. Flow shall be represented in both tabular and graphical formats.

Quarterly Deliverables

ENGINEER shall provide a quarterly summary of the interceptor flow data including a brief status of the monitoring results for each interceptor meter location along with interpretations of unique hydraulic conditions. The summary shall note any maintenance and service requirements in addition to any downtime that may have occurred.

ENGINEER shall prepare and deliver electronically on a quarterly basis a summary (as described below) to the OWNER.

The data shall include a summary of the daily total flow, monthly minimum, average and maximum flow. Depth, velocity, and flow shall be represented in tabular and graphical formats. All monthly flow and data reports shall be delivered in electronic format to enable special reports to be generated by the OWNER. Electronic data shall be created using the selected manufacturer's software. Electronic data shall be compatible with Microsoft Access and Excel.

ENGINEER shall analyze data from each monitoring site for maintenance problems and predictive failure. Any modifications to the meter configuration or adjustments to the data based on field calibrations shall be logged. Data analysis shall include the evaluation of hydraulic conditions such as surcharging, suspected overflows at meter site, and wet weather contributions. Average dry weather (baseline) and peak wet weather flows shall be established for each monitoring location. The data shall be reviewed for trend analysis of inflow and infiltration (I/I) contributions, and significant capacity variations. Any significant variations from this baseline flow shall be included with the deliverable. Indications of concern shall be reported immediately.

Limits of Responsibility

ENGINEER shall not be responsible for any damages to the equipment caused by activities of others including, construction, vandalism, sewer cleaning, sewer maintenance, or utility trenching. The OWNER shall not make any modifications or repair to the equipment without the prior consent of ENGINEER. The OWNER may authorize ENGINEER to repair such damages on a time and material basis. ENGINEER shall not be liable for any loss of data due to meter malfunction or causes beyond its control.

Payment of the monthly telephone and power utilities shall be the responsibility of the OWNER.

Amendment No. 3
Contract No. K-2223-46

ATTACHMENT C

COMPENSATION

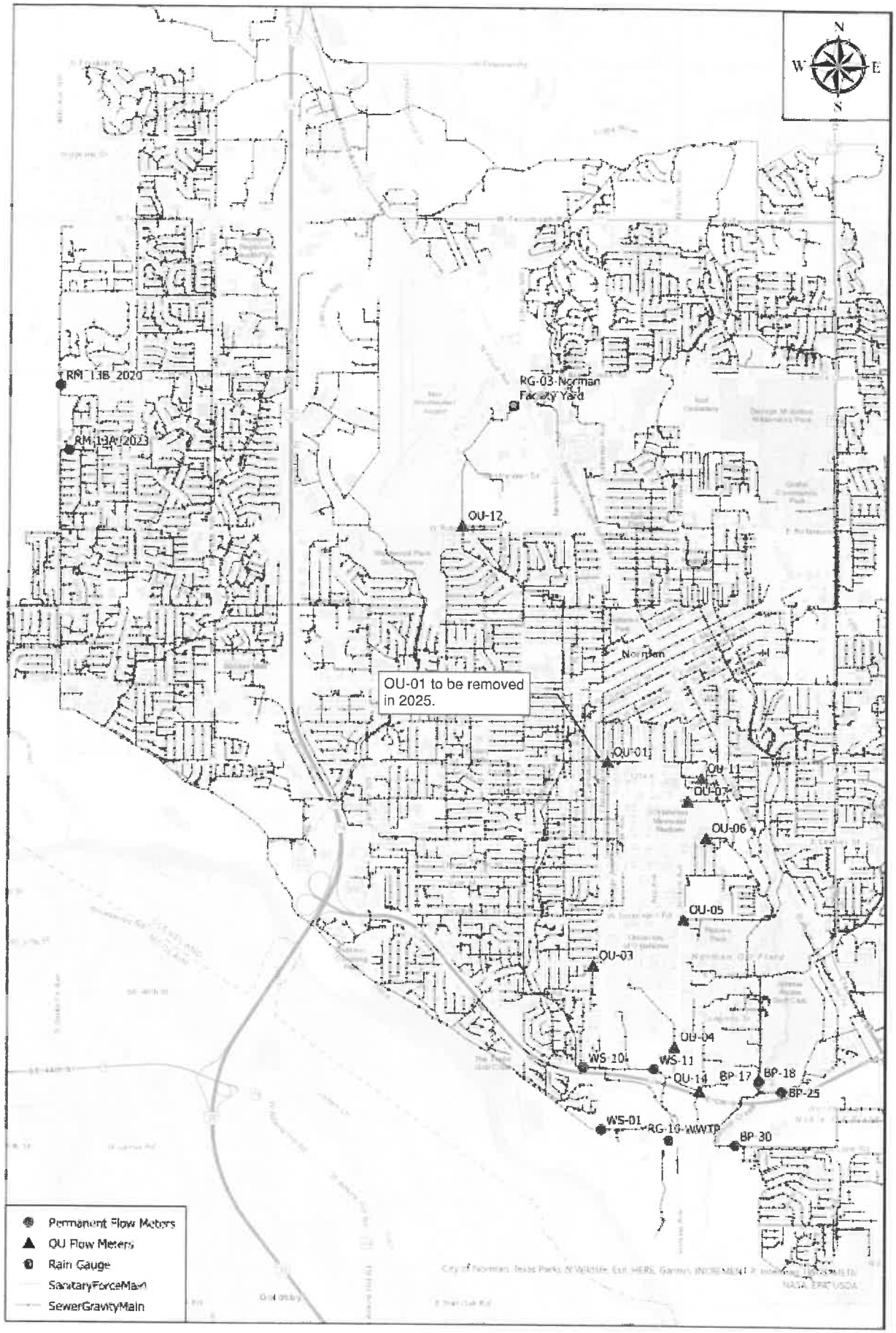
The OWNER agrees to compensate ENGINEER for these services based on the unit rate table below.

The OWNER may request Additional Services that may not be identified in the compensation table. The OWNER may request cost estimates from the Engineer for services that may include equipment repair or other flow monitoring related services for the OWNER.

Description	Quantity	Unit Rate	Total
Flow Monitoring and Data Management			
OU Permanent Meters (12 mos. x 9 meters)	96 meter/mos.	$736.58 /meter/mo.	$70,711.68
Norman Interceptor Meters (12 mos. x 7 meters)	84 meter/mos.	$736.58 /meter/mo.	$61,872.72
Additional Meters for I/I Monitoring Pre- and Post-Rehab (12 mos. x 2 meters)	24 meter/mos.	$736.58 /meter/mo.	$17,677.92
FM Installation or Relocation	3	$1,302.95 /meter	$3,908.85
Equipment Repairs – RJN Shipping	1	LS	$500.00
OU-01 Flow Data Analysis	1	LS	$328.83
Total Amendment No. 3			**$155,000.00**

Equipment Repair Services budgeted for project by OWNER. ENGINEER shall coordinate necessary purchases and repairs and track remaining budget based on Manufacturer's invoices.

Description	Quantity	Unit Rate	Total
Equipment Repair Services	**Units**	**Unit Rate**	**Total**
FM Equipment	1	$30,000.00	$30,000.00
Total Equipment Repair Services			**$30,000.00**
Total OWNER Project Budget			**$185,000.00**



rjngroup Engineering

2025 Permanent Wastewater Flow Metering
Project Location Map
Norman, OK

File Attachments for Item:

11. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER ONE TO CONTRACT K-2324-17: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND CIMARRON CONSTRUCTION COMPANY, L.L.C., INCREASING THE CONTRACT AMOUNT BY $69,924.26 FOR A REVISED CONTRACT AMOUNT OF $2,701,271.26 AND INCREASING THE CONTRACT TIME BY 240 CALENDAR DAYS FOR THE SOUTHLAKE WATERLINE REPLACEMENT PROJECT, FINAL ACCEPTANCE OF THE PROJECT, AND FINAL PAYMENT IN THE AMOUNT OF $148,297.06.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 08/26/2025

REQUESTER: Nathan Madenwald, Utilities Engineer

PRESENTER: Nathan Madenwald, Utilities Engineer

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER ONE TO CONTRACT K-2324-17: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND CIMARRON CONSTRUCTION COMPANY, L.L.C., INCREASING THE CONTRACT AMOUNT BY $69,924.26 FOR A REVISED CONTRACT AMOUNT OF $2,701,271.26 AND INCREASING THE CONTRACT TIME BY 240 CALENDAR DAYS FOR THE SOUTHLAKE WATERLINE REPLACEMENT PROJECT, FINAL ACCEPTANCE OF THE PROJECT, AND FINAL PAYMENT IN THE AMOUNT OF $148,297.06.

BACKGROUND:

The existing waterlines in the Southlake Addition, located between Cedar Lane and State Highway 9, just east of Classen Blvd (SH77), were made of ductile iron installed in the 1980s and had experienced a significant amount of corrosion causing water main breaks that impacted water service to the neighborhood.

Contract K-2122-62 was awarded by the Norman Utilities Authority (NUA) on November 3, 2021, to Smith Roberts Baldischwilder, LLC for the design of the Southlake Water Line Replacement project. Contract K-2324-17 was awarded to Cimarron Construction Company, LLC on August 8, 2023 for construction of the project.

This project installed approximately 7,500 linear feet of 8-inch polyvinyl chloride (PVC) pipe. Additionally, an Alternate Bid was added to include the replacement of 950 feet of 6-inch waterline at 1932 East Lindsey Street. Water lines at this location had a significant number of breaks warranting their replacement.

DISCUSSION:

This proposed change order includes four items:

1. Modification of existing pay items to match field conditions;
    a. Compliance with ADA requirements resulted in large increases for several restoration items including driveway, pavement, and curb and gutter;

   b. Decrease in sidewalk through careful construction practices;
2. New pay items to meet site specific requirements for 1932 East Lindsey Street;
3. Emergency reconnection of fire line on the Interstate Road water line replacement project; and
4. Addition of calendar time to the project.

Change Order 1 is an increase of $69,924.26 for the project or approximately 2.66 percent of the overall construction contract. Funding for this change order is available in Southlake Water Line, Construction (Account 31996683-46101; Project WA0352) which has an available balance of $76,436.31.

Approval of Change Order 1, acceptance of the project, and payment of the final claim in the amount of $148,297.06 are recommended by the Engineer.

RECOMMENDATION 1:

Staff recommends approval of Change Order 1 increasing the contract amount by $69,924.26 for a revised contract amount of $2,701,271.26.

RECOMMENDATION 2:

Staff recommends acceptance of the project and payment of the final claim in the amount of $148,297.06.

NORMAN UTILITIES AUTHORITY
CITY OF NORMAN
CLEVELAND COUNTY, OKLAHOMA

DATE:
CHANGE ORDER NO.: One (1)
CONTRACT NO.: K-2324-17
PROJECT: WA0352 - Southlake Waterline Replacement
CONTRACTOR: Cimarron Construction Company
3501 NE 63rd Street, Oklahoma City, OK 73121

	Contract Time		Contract Amount	
ORIGINAL:	285	calendar days	$2,631,347.00	
PREVIOUS CHANGE ORDERS:	0	calendar days	$0.00	
THIS CHANGE ORDER:	240	calendar days	$69,924.26	2.66%
REVISED AMOUNT:	525	calendar days	$2,701,271.26	

ORIGINAL START DATE: October 16, 2023
ORIGINAL COMPLETION DATE: July 27, 2024
PREVIOUS COMPLETION DATE: July 27, 2024
NEW COMPLETION DATE: March 24, 2025

DESCRIPTION:	Increase / Decrease ($)
Item 1: Modify existing pay items to match field conditions with specific mention to increased restoration to comply with ADA requirements	55,994.26
Item 2: New pay items (CO1-1 and CO1-2) to meet service reconnection requirements at 1932 E Lindsey	6,425.00
Item 3: New pay items (CO1-3 and CO1-5) for emergency reconnection of fireline not completed on a previous project	7,505.00
Item 4: Additional 240 calendar days of contract time	-
Cimarron Construction Company agrees to complete the work as amended and modified by Change Order No. 1 as described above.	

LICENSED PROFESSIONAL ENGINEER
MARC A. LONG
17711
OKLAHOMA

SUBMITTED BY CONTRACTOR: Chris McMurtrey — Cimarron Construction Company — Date: 6-2-25

RECOMMENDED BY ENGINEER: Marc Long, P.E., SRE — Date: 7-14-2025

APPROVED AS TO FORM AND LEGALITY: City Attorney — Date: 8/20/25

ACCEPTED BY NORMAN UTILITIES AUTHORITY: Mayor — Date: _____

Executed and recommended by the Engineer this 14th day of JULY, 2025.

SMITH ROBERTS BALDISCHWILER, LLC

Principal - Engineering Manager

ATTEST:

STATE OF OKLAHOMA)
) SS
COUNTY OF OKLAHOMA)

This instrument was acknowledged before me on the 14th day of July, 2025, by Marc A. Long, P.E., as Principal of Smith Roberts Baldischwiler, LLC.

Krista L Weber
Notary Public

My Commission Expires/My Commission Number:

4/1/26 / 22004604

KRISTA L WEBER # 22004604 EXP. 04/01/26 NOTARY PUBLIC STATE OF OKLAHOMA

NOTARY STATEMENT

State of Oklahoma

SS

County of Oklahoma

I, Shannon Moore, A Notary Public in and for said County and State, do hereby certify that on this 15th day of July, 2025, Chris McMurtrey Personally known to me to be the same person and official who executed the above and foregoing instrument as Secretary, appeared before me in person and acknowledged that, as such official, he executed the above instrument as his free and voluntary act on behalf of Cimarron Construction Company, pursuant to authority conferred and foe the sues and purpose therein set forth.

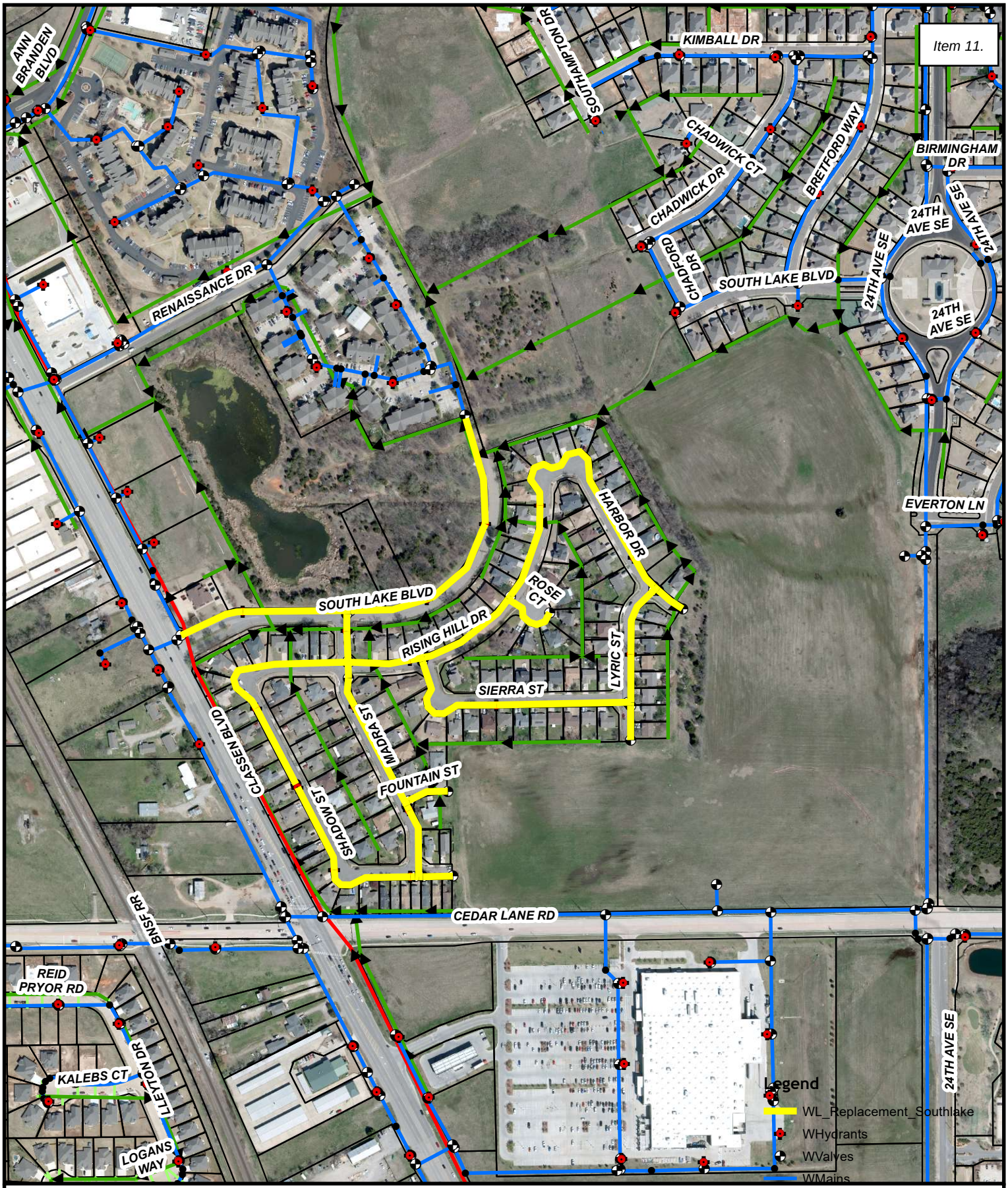
IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year last above written.

Notary Public

My Commission Expires:

January 14, 2028
Seal

08000516
Commission Number



Southlake Addition Waterline Replacements

Map Produced by the City of Norman Geographic Information System.

The City of Norman assumes no responsibility for errors or omissions in the information presented.

0 150 300 600 Feet

April 25, 2022

N W E S

File Attachments for Item:

12. CONSIDERATION OF THE APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF: CERTIFIED LOCAL GOVERNMENTS GRANT FUNDING IN THE AMOUNT OF $7,875 TO BE USED FOR THE DEVELOPMENT AND SUPPORT OF LOCAL HISTORIC PROGRAMS, APPROVAL OF CONTRACT K-2526-57 WITH THE OKLAHOMA HISTORICAL SOCIETY, STATE HISTORIC PRESERVATION OFFICE, AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 08/26/2025

REQUESTER: Anaïs Starr, Historic Preservation Officer

PRESENTER: Jane Hudson, Planning Director

ITEM TITLE: CONSIDERATION OF THE APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF: CERTIFIED LOCAL GOVERNMENTS GRANT FUNDING IN THE AMOUNT OF $7,875 TO BE USED FOR THE DEVELOPMENT AND SUPPORT OF LOCAL HISTORIC PROGRAMS, APPROVAL OF CONTRACT K-2526-57 WITH THE OKLAHOMA HISTORICAL SOCIETY, STATE HISTORIC PRESERVATION OFFICE, AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

On April 14, 1998, City Council approved Contract K-9798-108 with the State Historic Preservation Office (SHPO), making Norman a member city in the Certified Local Governments (CLG) Program. The CLG Program is part of the U.S. Department of the Interior's national program for the development and support of local historic preservation programs. Since its initial participation in 1999, the City of Norman has received an approximate annual average allocation of $15,000 to $18,000 in CLG grant funds. In the 27 years of participation in the CLG program, the City has received over $250,000 in funding.

Designation as a CLG city recognizes Norman's historic preservation efforts and entitles the City to apply for a portion of the education/outreach funding set aside by the SHPO annually. Funding is intended for historic research, public education, and outreach programs. Over the past 27 years, Norman's CLG funding has created historic preservation educational materials, conducted historic architectural surveys, hosted free hands-on historic home repair workshops, and provided training for staff and the Commission.

With Historic District Commission approval, staff prepared a funding application that included project descriptions and a budget showing $7,875 in proposed expenditures of CLG funds and documentation of matching funds. At their meeting on April 22, 2025, City Council approved the submission of the CLG application. Staff submitted the application later that month to SHPO with the list of projects shown below.

SHPO prepared the attached contract based upon the CLG application submitted by staff. The approval of that contract and appropriation of funds into accounts is now needed.

The CLG Program requires a 60/40 in-kind match. To receive $7,875 in CLG grant funds, the City must document a minimum of $3,090 in matching funds or in-kind contributions of staff time. Typically, matching funds are primarily derived by in-kind contributions of staff time and by the annual $2,160 (account 10440380-44003) contribution from the City of Norman General Fund.

DISCUSSION:

Designation as a CLG City includes recognition of Norman's historic preservation efforts on both state and national levels and entitles the City to apply for a portion of the education/outreach funds set aside by the SHPO out of each year's budget. Funds are to be used for public information materials, historic research, commission and staff training, and public outreach and education projects.

The proposed 2025-2026 CLG projects and budget are listed below for a total of $7,875 in CLG funds.

CLG 2025-2026 PROJECTS AND BUDGET:

PROJECT 1: Educational Training - $3,000

Training in the form of attendance at an annual preservation/planning conference is strongly encouraged by SHPO for staff and commissioners of all CLG participant cities. Usually staff/Commission attend a national or regional one, two or three-day conference. Staff is anticipating an in-person conference attendance in 2025-2026. A total budget of $3,000 includes registration fees and, if needed, travel expenses and lodging.

PROJECT 2: Memberships Dues for NAPC - $150

Membership dues for Historic District Commissioners and staff to the National Alliance of Preservation Commission. A total budget of $150 would provide membership for all Commissioners and staff.

PROJECT 3: Maintenance of Historic Tour Mobile App - $1,725

This project is the maintenance fee associated with the historic tour mobile app which is currently being developed by a mobile app contractor. The current historic app being developed is comprised of structures from central Norman that are listed on the National Register of Historic Places. Once the historic tour app is established, the mobile app contractor requires an annual maintenance fee to continue hosting the historic app. A total budget of $1,725 is proposed for this project.

PROJECT 4: Lunch and Learn Windows Programs $1,200

This project will offer two Lunch and Learn Programs for residents and Historic Commissioners. The two-hour presentations will provide historic window information, including the basic anatomy of wood windows, window types, proper maintenance practices, and an overview of do-it-yourself repair versus professional repairs. Each two-hour Lunch and Learn program are anticipated to cost $500 for a consulting contractor to develop the curriculum and present the program. A total budget of $1,000 is proposed for two Lunch and Learn Window Programs. An additional $200 is allocated for this project for any software or hardware needs for the Lunch and Learn Programs. A total budget of $1,200 is proposed for this project.

PROJECT 5: Biannual Education Postcard - $1,800
Educational postcards will be mailed biannually to each property owner in the three designated Historic Districts. The postcards will remind property owners they live in a historic district, which requires exterior modifications and repairs adhere to Preservation Guidelines. This will also provide an opportunity to pass along any current information that impacts the Historic Districts, such as available workshops. QR codes and website links to the Historic Preservation webpage will be included on the postcards along with staff contact information. A total budget of $1,800 would cover the cost of designing, mailing, and printing for this project.

TOTAL BUDGET OF CLG FUNDS - $7,875

RECOMMENDATION:

Staff reviewed the attached contract with the Oklahoma Historical Society, State Historic Preservation Office, and recommends Council approve Contract K-2526-57 and appropriate $7,875 from the Special Revenue Fund Balance (account 22 – 29000) into the accounts shown below and accept the grant funds when reimbursed to be recorded in the SHPO/CLG Special Revenue account (224-331326). Staff recommends Council approve the contract in this amount. Applicable accounts have been established in the Special Revenue Fund, for purposes of this grant:

Consultant, Other (22440146-44009) - $2,725

Travel/Training (22440146-44604) - $3,000

Postage (22440146-44701) - $1,000

Printing (22440146-44821) - $800

Supplies (22440146-43001) - $200

Membership Dues (22440146-44601) - $150

OKLAHOMA HISTORICAL SOCIETY
SUBGRANT AGREEMENT

Project Number 25-612

Certified Local Governments Program

City of Norman
P.O. Box 370, Norman, OK 73070
Phone: (405) 366-5392

Contact Person: Anais Starr
FEI #: 73-6005350

PURPOSE AND CONDITIONS

In consideration of a Historic Preservation Fund Matching grant-in-aid, administered by the Oklahoma Historical Society, State Historic Preservation Office (hereinafter referred to as OKSHPO), the **City of Norman** (hereinafter referred to as the Subgrantee) shall carry out the City of Norman's Certified Local Governments Program described in detail in attachment B, a legally binding part of this document.

The OKSHPO shall provide a matching grant-in-aid in the amount of: **$ 7,875**

The Subgrantee shall provide the nonfederal matching share an amount not less than: **$ 5,250**

The Subgrantee shall adhere to the terms, conditions, standards, and guidelines set forth in **Attachments A and B,** both legally binding parts of this agreement.

In witness whereof, the OKSHPO and the Subgrantee have caused this agreement and all attachments to be in effect on **September 1, 2025**, and to remain in effect until **August 31, 2026.**

OKLAHOMA HISTORICAL SOCIETY

Trait Thompson
Executive Director

Date

SUBGRANTEE
City of Norman

By:
Title:

Date

ATTACHMENT A

Project Number

25-612

In consideration of a Historic Preservation Fund matching grant-in-aid, administered by the Oklahoma Historical Society/State Historic Preservation Office (hereafter known as OK/SHPO), the Subgrantee hereby accepts the following stipulations and conditions with respect to the use and administration of these funds to conduct the project work.

1. Provisions

   The OK/SHPO and the Subgrantee, in consideration of the mutual covenants and stipulations set about below, agree as follows:

   A. Provide accurate, current, and complete disclosure of the financial results of the project.
   B. Maintain records that fully identify the source and application of funds for the grant-supported activity.
   C. Ensure effective control and accountability for all funds, property, and assets. Subgrantee will adequately safeguard all such assets and will assure they are used solely for purposes authorized by this agreement.
   D. Provide compensation of actual outlays with budgeted amounts for the subgrant. Financial information must be directly related to performance and unit cost information.
   E. Maintain records demonstrating the reasonableness, allowability, and allocability of costs in accordance with the provisions of the applicable cost principles and the terms of the subgrant.

      AUDIT AND RECORDS: (a) As used in this clause, “records” includes books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, electronic form, or in any other form. In accepting any contract with the State of Oklahoma, the Subgrantee agrees any pertinent state and federal agency will have the

right to examine and audit all records relevant to the execution of the resultant contract. (b) The Subgrantee is required to retain all records relative to this contract for the duration of the contract term and for a period of seven (7) years following completion and/or termination of the contract, or until an acceptable audit has been performed and all claims and audit findings involving the records have been resolved. The seven (7) year retention period starts from the date of the submission of the final expenditure report to the OK/SHPO. If an audit, litigation, or other action involving such records is started before the end of the seven (7) year period, the records are required to be maintained for seven (7) years from the date that all issues arising out of the action are resolved or until the end of the seven (7) year retention period, whichever is later.

F. Maintain accounting records supported by source documentation.

G. Conduct all project work in accordance with the *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation* as set forth in Attachment B.

H. Provide the OK/SHPO with a complete final project report, prepared in accordance with the OK/SHPO's guidelines and the Project Schedule set forth in Attachment B. Twenty percent (20%) of the federal funds will be withheld until this document is approved by the OK/SHPO.

2. Equal Opportunity

During the performance of this project, the Subgrantee agrees as follows:

A. The Subgrantee will adhere to the acts prohibiting discrimination including Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended. These acts prohibit discrimination on the basis of race, color, national origin, disability, or age. The Subgrantee will take affirmative steps to ensure the applicants are employed and that employees are treated during employment without regard to race, color, national origin, disability, or age. Such action will include, but not be limited to, the following: employment; recruitment or recruitment advertising;

layoff or termination; and rates of pay or other forms of compensation. The Subgrantee agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the requirements of these nondiscrimination provisions.

B. The Subrantee will state in all solicitations or advertisements for employees placed by or on behalf of the Subgrantee that all otherwise qualified applicants receive consideration for employment without regard to race, color, national origin, disability, or age.

C. In the event of the Subgrantee's noncompliance with equal opportunity conditions or with any such rules, regulations, or orders, this agreement may be canceled, terminated, or suspended, in whole or in part, and the Subgrantee may be declared ineligible for further government contracts or federally assisted contracts in accordance with procedures authorized in Executive Order No. 11246. Other sanctions may be imposed and remedies invoked as provided in the Executive Order, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

3. Documentation of Donated Services

All donated services claimed as nonfederal matching share must be substantiated by time cards or records that are signed by both the donor and their supervisor as is required for all other employees. Such records must show the actual hours worked and the specific duties performed. The records should also indicate the basis for determining the values of the contribution and such documentation must be available for audit.

4. Payment

A. The allowable cost in this agreement is a matching grant-in-aid from the National Park Service, Department of the Interior, through the OK/SHPO. The Subgrantee will match the grant award with an amount not less than forty percent (40%) of the total project cost, as set forth in Attachment B.

B. The Subgrantee will receive reimbursement for those allowable costs properly incurred within the effective dates of the project.
C. To receive reimbursement for allowable costs under the terms of the grant-assisted project, the Subgrantee shall submit itemized invoices with supporting documentation, as specified in the OK/SHPO's *Guidelines for Subgrantees*.
D. The OK/SHPO will make no advance payments to the Subgrantee.
E. The final request for reimbursement must be received by the date specified in the Project Schedule set forth in Attachment B.

5. Procurement

The purchase of goods and services must be in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Super Circular) and the OK/SHPO's *Guidelines for Subgrantees*. Equipment purchases under this agreement require approval from the OK/SHPO and the National Park Service and must be approved in advance of purchase.

6. Costs

All costs incurred must be in accordance with the appropriate institution's or organization's cost principles located in:

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Super Circular), ASMB C-10/Indian Tribal Governments, and OMB Circular A-123/Internal Control Systems.

7. Repayment

If it is determined that terms and conditions of the subgrant were not followed or that costs claimed are disallowed following an audit, the Subgrantee shall reimburse the OK/SHPO the amount of the disallowed costs.

8. Amendment Procedure

   A. If the Subgrantee determines that a change in the scope of work to be accomplished, the project budget, or the source and kind of nonfederal matching share under this agreement is necessary, a written request must be submitted to the OK/SHPO detailing the requested amendment and giving justification for the change. If Department of the Interior approval is not required, and if the proposed amendment is acceptable to the OK/SHPO, approval of the amendment shall be forwarded to the Subgrantee within fifteen (15) business days. If Department of the Interior approval is required, the OK/SHPO shall inform the Subgrantee of the approval or disapproval within fifteen (15) business days of receipt of notification from the Department of the Interior.

   B. Unless the Subgrantee has requested and received approval of an amendment to the scope of work, the project budget, or the source and kind of matching share outlined in this agreement, costs incurred as a result of the change may not be reimbursed.

9. Termination

   A. Termination of agreement for cause: If, through any cause, the Subgrantee shall fail to fulfill in a timely and proper manner his obligations under this agreement, or if the Subgrantee shall violate any of the covenants or stipulations of this agreement, the OK/SHPO shall thereupon have the right to terminate this agreement by giving written notice to the Subgrantee of such termination and specifying the effective date thereof, at least five (5) business days before the effective date of such termination. The Subgrantee shall be entitled to receive just and equitable compensation for any work done in accordance with the requirements of Attachment B. Notwithstanding the above, the Subgrantee shall not be relieved of liability to the OK/SHPO for damages sustained by the OK/SHPO by virtue of any breach of the contract by the Subgrantee, and the OK/SHPO may withhold any payments to the Subgrantee

for the purpose of set-off until such time as the exact amount of damages due the OK/SHPO from the Subgrantee is determined.

B. The OK/SHPO or the Subgrantee may terminate this agreement at any time when both parties agree that the continuation of the project would not produce beneficial results commensurate with the further expenditure of funds. The parties shall agree upon the termination conditions, including the effective termination date, and in the case of partial termination, the portion to be terminated.

C. If the OK/SHPO terminates the agreement, the Subgrantee shall not incur new obligations for the terminated portion after the effective termination date. The Subgrantee will cancel as many outstanding obligations as possible. The OK/SHPO will allow full credit for noncancellable obligations properly incurred prior to the date of termination. Costs incurred after the effective date of termination will be disallowed.

D. The OK/SHPO reserves the right to terminate the contract should the National Park Service fail to allocate funding from the Historic Preservation Fund. Subgrantees shall be notified in writing that funding is pending. All Subgrantees will be given sufficient notice of termination. Costs incurred for contract projects from the start date to the point of termination shall be reimbursed.

10. Special Conditions

A. The Subgrantee may use no part of this subgrant to directly or indirectly pay for any personal services, advertisement, telegram, telephone, letter, printed or written matter, or other devices intended or designed to influence in any manner a member of Congress, to favor or oppose by vote or otherwise any legislation or appropriation by Congress, whether before or after the introduction of any bill or resolution proposing such legislation or appropriation. This provision is in accordance with 18 U.S.C. 1913. Violation of this provision will result in termination of this agreement.

B. Audit Requirement: Subgrantees shall provide the OK/SHPO a copy of an audit report for any subgrant in excess of $25,000, in compliance with the provisions of OMB Circular A-110. When the Final Project Report is submitted to the OK/SHPO, as set forth in Attachment B, a cover letter accompanying it shall stipulate the anticipated date by which the OK/SHPO can expect delivery of the report or the location online where the report can be obtained.

C. In accordance with the Stevens Amendment (Public Law 101-517), any request for proposal initiated by the Subgrantee must comply with Title V, Section 511, which states:

> When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with federal money, all subgrantees receiving federal funds, including but not limited to state and local governments, shall clearly state (1) the percentage of the total costs of the program or project which will be financed with federal money, (2) the dollar amount of federal funds for the project or program, and (3) percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.

D. The Subgrantee shall include in all press releases or other publicity about this subgrant activity, or any portion thereof, and its results and/or in any subsequent publications based on the results of this subgrant project a statement acknowledging the financial support and role of the State Historic Preservation Office and the National Park Service. The Subgrantee shall submit a copy of all press releases or other publicity and/or a copy of the acknowledgement statement planned for a subsequent publication to the OK/SHPO for approval prior to issuance of the press release or other publicity and/or typesetting of any subsequent publication.

E. The Subgrantee shall obtain the OK/SHPO's written approval of its solicitation for consultant services before it is issued and of the selected consultant before the Subgrantee notifies the consultant of selection. Additionally, the

Subgrantee must receive the OK/SHPO's written approval of the consultant contract before it is executed, and within seven (7) business days of its execution, the Subgrantee shall provide the OK/SHPO a copy of the fully executed contract.

F. The Subgrantee certifies that it and all proposed subcontractors, whether known or unknown at the time this contract is executed or awarded, are in compliance with 25 O.S. § 1313 and participation in the Status Verification System. The Status Verification System is defined in 25 O.S. § 1313 and includes, but is not limited to, the Free Employment Verification Program (E-Verify) available at www.uscis.gov/e-verify.

ATTACHMENT B

Project Number

25-612

1. Purpose

The City of Norman (hereafter referred to as Subgrantee) shall in consideration of this matching grant-in-aid carry out the responsibilities delegated to it under the Certified Local Governments Certification Agreement entered into with the OK/SHPO on May 4, 1998. The Subgrantee shall therefore:

a. Enforce the local historic preservation ordinance for the designation and production of local historic properties;
b. Maintain an adequate and qualified historic preservation review commission in accordance with provisions of *Certified Local Governments Program for Oklahoma* that includes the requirement that every local commission member possess a demonstrated interest in historic preservation;
c. Maintain a system for the survey and inventory of local historic properties that is coordinated with the statewide comprehensive planning process, with technical assistance provided by the OK/SHPO;
d. Ensure, to the maximum extent possible, public participation in the local historic preservation program;
e. Review and comment upon nominations to the National Register of Historic Places (NRHP) for properties within its jurisdiction, and within sixty (60) days of receiving the nominations, submit the commission's reports and mayor's recommendations to the OK/SHPO as to whether or not the nominated properties meet the National Register Criteria for Evaluation;
f. Assist the OK/SHPO, if necessary, to verify the names and addresses of property owners within local historic districts being nominated to the National Register, and assist with arrangements for local public information meetings at mutually agreeable times and locations when such districts are nominated;

g. Submit an annual report to the OK/SHPO, detailing the past fiscal year's local historic preservation program activities (October 1-September 30) by October 31 of each year;
h. Coordinate local historic preservation, to the extent practicable, with the OK/SHPO that shall provide technical assistance, guidance, and information to the Subgrantee as requested;
i. Carry out the general program procedures as outlined in *Certified Local Governments Program for Oklahoma.*

2. Work to be Accomplished

The work to be accomplished under this Certified Local Governments Program agreement includes the following:

A. Presentation of Historic Preservation-Related Workshops

The Subgrantee shall retain the services of a qualified professional to present two historic preservation-related workshops in Fall 2025 and Spring 2026. The workshop(s) shall be open to the public and may be in person or online. Subgrantee shall provide the OK/SHPO with a written narrative detailing the workshop and allow the OK/SHPO five working days in which to comment on the content.

The Subgrantee shall use CLG funds to cover eligible costs related to the workshop. These costs may include travel costs for speakers, materials related to the workshop, and venue rental fees. No subgrant funds will be spent on food, entertainment, or decorations, nor can any of these unallowable costs be included in the Subgrantee's nonfederal matching share for this project. The Subgrantee shall provide the OK/SHPO with a copy of each executed agreement (if any agreement is executed) with the speaker(s) or venue within seven business days of execution. The Subgrantee shall provide the OK/SHPO with a sign-in sheet and agenda after each presentation.

B. Maintenance of Walking Tour App

The Subgrantee shall use CLG funds to maintain the Norman walking tour app. Subgrantee shall ensure that the acknowledgement of support and nondiscrimination language specified in *Guidelines for Subgrantees* will appear on or be easily accessible from the main page of the walking tour app.

C. Printing of Historic Preservation-Related Materials

The Subgrantee shall print copies of an educational mailing regarding regulations for historic districts for free distribution to the historic district owners once a final draft has been approved by the OK/SHPO. Subgrantee shall refer to the *Guidelines for Subgrantees* for the process on soliciting bids for the printing of the plan and provide documentation to the OK/SHPO to demonstrate compliance with the requirements. The Subgrantee shall ensure that one digital copy of the final document is provided to the OK/SHPO along with the Final Project Report.

Subgrantee shall refer to the *Guidelines for Subgrantees* for the process to solicit bids for the printing of any previously approved historic preservation-related materials and provide documentation to the OK/SHPO to demonstrate compliance with the requirements. Subgrantee shall notify the OK/SHPO of all materials to be printed, and all materials shall be made free of charge to the public. Subgrantee shall notify OK/SHPO of the total number to be printed prior to printing.

D. Educational/Training Opportunities

The Subgrantee shall provide educational/training opportunities for preservation commission members and related city staff, as available, and with prior approval from the OK/SHPO.

3. Understanding of Documents

The Subgrantee affirms familiarity with and understanding of the following:

a. *Certified Local Governments for Oklahoma*
b. *Guidelines for Subgrantees*
c. The Secretary of the Interior's Standards and Guidelines for Identification and Evaluation

4. Project Schedule

In accordance with instructions in *Guidelines for Subgrantees*, the Subgrantee shall submit Progress Reports to the OK/SHPO as specified in the project schedule below. Attached to each report shall be the specific supporting documentation on project products and tasks as specified.

Report Due:		**December 10, 2025**
Reporting Period:		**September 1, 2025-November 30, 2025**
Tasks:	1.	Subgrantee shall present Fall 2025 workshop
	2.	Print preservation-related materials
	3.	Submit quarterly progress report to OK/SHPO.

Report Due:		**March 10, 2026**
Reporting Period:		**December 1, 2025-February 28, 2026**
Tasks:	1.	Submit quarterly progress report to OK/SHPO.

Report Due:		**June 10, 2026**
Reporting Period:		**March 1, 2026-May 31, 2026**
Tasks:	1.	Subgrantee shall present Spring 2026 workshop
	2.	Submit quarterly report to OK/SHPO.

Report Due: **September 10, 2026**

Reporting Period: **June 1, 2026-August 31, 2026**

Tasks: 1. Submit quarterly report to OK/SHPO.

The Final Project Report and Final Request for Reimbursement shall be submitted to the OK/SHPO no later than 30 days from the end of the agreement period and shall be completed in accordance with the instructions in *Guidelines for Subgrantees*.

5. Payment Schedule

The Subgrantee shall submit reimbursement requests for actual costs incurred no more frequently than once a month, unless approved by the OK/SHPO. The requests shall be prepared in accordance with instructions in *Guidelines for Subgrantees*.

6. Project Budget

Category	Federal	Nonfederal	Total
Personnel	$0	$3,090	$3,090
Printing	$800	$0	$800
Postage	$1,000	$0	$1,000
Travel	$3,000	$0	$3,000
Contractual	$1,000	$0	$1,000
Supplies	$200	$0	$200
Other *	$1,875	$2,160	$4,035
Total	**$7,875**	**$5,250**	**$13,125**

* membership dues and maintenance fee

ATTACHMENT B

7. Nonfederal Matching Share

Donor: City of Norman
Source: Personnel
Kind: Inkind/Hist. Pres. Off.
Amount: $2,317

Donor: City of Norman
Source: Personnel
Kind: Inkind/Admin Tech.
Amount: $773

Donor: City of Norman
Source: General Fund
Kind: Cash
Amount: $2,160

OKLAHOMA
Office of Management & Enterprise Services

CERTIFICATION FOR COMPETITIVE BID AND/OR CONTRACT (NON-COLLUSION CERTIFICATION)

Note: A certification shall be included with any competitive bid and/or contract exceeding $25,000.00 submitted to the state for goods or services.

GENERAL INFORMATION	
Agency name Oklahoma Historical Society	Agency # 350
Supplier or bidder legal name City of Norman	Solicitation # or purchase order # 25-612

Section 1 74 O.S. § 85.22

A. For purposes of any competitive bid or contract executed by the state for an acquisition in excess of the fair and reasonable acquisition threshold amount, I certify:

1. I am the duly authorized agent of the above-named supplier or bidder for the purpose of certifying the facts pertaining to the existence of collusion among and between bidders and suppliers and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in connection with the prospective acquisition.
2. I am fully aware of the facts and circumstances surrounding the acquisition or making of the bid to which this statement relates and have been personally and directly involved in the events leading to the acquisition or submission of such bid.
3. Neither the business entity that I represent in this certification nor anyone subject to the business entity's direction or control has been a party to:
   - **a.** Any collusion among bidders or suppliers in restraint of freedom of competition by agreement to bid or contract at a fixed price or to refrain from bidding or contracting.
   - **b.** Any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract.
   - **c.** Any discussions between bidders or suppliers and any state official concerning exchange of money or other thing of value for special consideration in connection with the prospective contract.

B. I certify, if awarded the contract, whether competitively bid or not, neither the business entity I represent nor anyone subject to the business entity's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of this state any money or other thing of value, either directly or indirectly, in procuring the contract to which this statement relates.

Section 2 74 O.S. § 85.42

For the purpose of a contract for services, the supplier also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the supplier to fulfill any of the services provided for under said contract.

Section 3 74 O.S. § 582

For the purpose of a contract for goods or services, the supplier also certifies it is not currently engaged in a boycott of goods or services from Israel that constitutes an integral part of business conducted or sought to be conducted with the state.

Section 4 74 O.S. § 12005

For the purpose of a contract for goods or services, the supplier also certifies it is not currently engaged in a boycott of energy companies and will not boycott energy companies during the term of the contract.

Section 5 DEBARMENT, SUSPENSION OR OTHER RESPONSIBILITY MATTERS

For the purpose of a contract for goods or services, the supplier certifies any debarment, suspension, indictments, convictions, civil judgments and terminated public contracts have been disclosed to the state purchasing director.

Section 6 74.O.S. § 85.5

For the purposes of a contract for the physical performance of services, the supplier also certifies it is in compliance with the provisions of Section 1313 of Title 25 of the Oklahoma Statutes requiring all suppliers to register and participate it the Status Verification System to verify the work eligibility status of all new employees.

SIGNATURE

By signing below, the undersigned duly authorized agent for the above-named bidder or supplier acknowledges this certification statement is executed for the purposes of one of the following:

- ☐ The competitive bid attached herewith and contract, if awarded to said supplier.
- ☐ The contract attached herewith, which was not competitively bid and awarded by the agency pursuant to applicable Oklahoma Statutes.

Supplier authorized signature	Certified this date	
Name	Email	
Title	Phone	Fax

Assurances—Non-Construction Programs

Item 12.

OMB Approval No. 0348-0040

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Please do not return your completed form to the Office of Management and Budget; send it to the address provided by the sponsoring agency .

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.O. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 36701 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a and 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (e) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of

project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the national Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the pr[illegible] human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984 or OMB Circular No. A-133, Audits of Institutions of Higher Learning and other Non-profit Institutions.

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

Signature of Authorized Certifying Official	Title
Applicant Organization	Date Submitted

File Attachments for Item:

13. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-59: BY AND BETWEEN THE CITY OF NORMAN AND PURPLE WAVE FOR ONLINE AUCTION SERVICES.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 08/26/2025

REQUESTER: Frederick Duke, Procurement Analyst

PRESENTER: Anthony Francisco, Director of Finance

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-59: BY AND BETWEEN THE CITY OF NORMAN AND PURPLE WAVE FOR ONLINE AUCTION SERVICES.

BACKGROUND:

Pursuant to Section 12-303 of the City Code, the City of Norman has an ongoing process of declaring items/equipment as surplus and/or obsolete and selling surplus items at auction. The Purchasing and Fleet Maintenance Divisions have been pleased with the service GovDeals has provided this past year. Purple Wave approached the City about providing online auction services for vehicle sales, and after comparing GovDeals and Purple Wave, it was determined that Purple Wave may provide an opportunity to generate increased revenue. Throughout the years, the City has utilized the services of several different auction companies to sell these items. Online auctions provide a greater audience for products, thus increasing the likelihood to generate increased revenue.

DISCUSSION:

The City Code, Section 12-204 exempts contractual services of a professional nature such as engineering, architectural, and medical services from competitive bidding requirements. Staff recommends approval of the Auction Services Contract with Purple Online Auctions.

Purple Wave Online Auctions will not charge a commission but shall add a buyer's premium to purchase items purchased through their auctions. Purple Wave will distribute auction proceeds within 15 days of an auction date as instructed by the seller in the settlement payment Instructions; seller fees are waived with this agreement.

The City of Norman has utilized an online auction service for decommissioned vehicles and equipment stored at the North Base Complex as online auctions for vehicles tend to generate higher revenue versus traditional auction methods. A buyer's premium is a percentage additional charge on the winning bid at auction that must be paid by the winner.

It is typically charged by the auctioneer to cover administrative expenses. The buyer's premium goes directly to the auction house and not to the seller (City).

RECOMMENDATION:

It is recommended that the City Council approve Contract K-2526-59 with Purple Wave Online Auctions. This is an Umbrella Internet Auction Agreement. This Agreement shall commence on the effective date and shall terminate automatically at the end of the calendar year and may otherwise be terminated for cause by either party.

UMBRELLA INTERNET AUCTION AGREEMENT

This Internet Auction Agreement ("Agreement") is made by and between the Seller identified below and Purple Wave, Inc., 825 Levee Dr., Manhattan, KS 66502, 866-608-9283 ("Auctioneer"), together, ("Parties"). For good and valuable consideration, Auctioneer authorizes Seller's use of Auctioneer's website, www.purplewave.com, as an online auction platform where Auctioneer will list Seller's property ("Property") as Seller makes available to Auctioneer on any valid Exhibit 1 (or any other Property made available to Auctioneer for sale on a subsequent Property list) as set forth below:

TERM: This Agreement shall commence on the effective date and shall continue until cancelled by either party. Either party may terminate this Agreement upon sixty (60) days prior written notice. The Parties agree that notwithstanding a termination notice, any Property on the Auctioneer's website, or which is in the process of being listed on the Auctioneer's website, shall be sold pursuant to this Agreement.

SELLER INFORMATION: Customer No. (if known): 192464 Segment/Industry: Government
Company Name: City of Norman, Oklahoma
Representative Name: Frederick Duke, CPO Representative Title: Procurement Analyst
Street: PO Box 370
City: Norman State: OK ZIP: 73069
Phone: 405-366-5355 Alt. Phone: Email: Frederick.duke@normanok.gov

SETTLEMENT PAYMENT INSTRUCTIONS: Auctioneer will distribute Auction Proceeds within 15 business days of an auction date as instructed by the Seller in the Settlement Payment Instructions.

SELLER FEES: Seller will pay a listing fee of $100 per lot. If applicable, Seller will also pay a service fee(s) of 0 % of the winning bid(s). Other **The aforementioned listing fee is waived.**

Internal Use Only
G

ENCUMBRANCES: Seller owns and has the authority to sell the Property without consent of any third party and without condition. The Property is not subject to any liens or secured lines of credit. Seller will notify the Auctioneer any future encum- brance or lien on the Property prior to the start of any Auction, will ensure Property is or will be free and clear of encumbrances or liens before conclusion of the Auction, and authorizes the Auctioneer to work directly with the encumbering party to clear the encumbrance. Auctioneer, at its discretion, may perform title, lien, or UCC searches to confirm encumbrance status on the Property or Seller. The Seller has no recent, current, or pending bankruptcy, lawsuit, tax lien or any other circumstance that could result in another party making a claim against the Property or the auction proceeds and will notify Auctioneer prior to the start of any Auction should such circumstance arise.

SIGNATURES: The Parties execute this Agreement effective the last date written below. This Agreement, including the accompanying Exhibit 1 and listing sheets, updated Property list(s), Settlement Payment Instructions, and other addendums, if any, is the entire Agreement between the Parties and all prior discussions, agreements or understandings are completely merged into and superseded by this Agreement. The representatives below have authority to commit the Parties contractually and agree to the Agreement including the Terms and Conditions on Page 2.

Seller Frederick Duke Procurement Analyst

: Frederick Duke Frederick Duke Procurement 8-19

Signature Printed Title Analyst Date

Auctioneer: Chris A. Wolfe Chris A. Wolfe West OKC Territory Manager 8-8-2025

Signature Printed title Date

IN WITNESS WHEREOF, the City and Auctioneer, as Parties to tis Agreement, have caused the Agreement to be duly executed and delivered as of the _____ day of _____, 2025.

CITY OF NORMAN ("City" of "Seller")

Stephen Tyler Holman, Mayor

PURPLE WAVE, INC. ("Auctioneer")

Jaython S. Johnson (Aug 8, 2025 14:07 44 PDT)

By: Jaython S. Johnson

Title: Vice President of Sales

ATTEST:

Brenda Hall, City Clerk

ATTEST:

Stuart N. Symmonds

By: Stuart N. Symmonds

Corporate Secretary

Reviewed as to form and legality this 19 day of August, 2025.

Elizabeth Muckala

City Attorney's Office

Internet Auction Agreement Terms and Conditions

THE AUCTIONEER WILL DO THE FOLLOWING:

- Exercise best professional judgement and effort to lot, market, and auction the Property in a manner most likely to yield the best net sales prices under the circumstances
- Use best efforts to qualify bidders and collect payments
- Collect and remit sales taxes according to state regulations
- Coordinate transfer of title between Seller and Buyer
- Send Auction Proceeds to Seller within 15 business days of Auction, less any Compensation due to the Auctioneer
- Follow applicable laws and regulations and obtain any necessary permits, bonds, and insurance

THE SELLER WILL DO THE FOLLOWING:

- Provide representative to host inspections, answer bidder questions, and coordinate release of Property to Buyer
- Ensure Property is in safe working order or if not, disclose working condition of Property in disclosures and to the Auctioneer
- Ensure Property has no encumbrances/liens prior to Auction
- Provide transferable title or ownership documentation
- Report to Auctioneer promptly missing or incorrect information on www.purplewave.com or auction advertising
- Refrain from shill-bidding (bidding on your own assets)
- Release Property to Buyers providing 'paid in full' invoice

EXCLUSIVE LISTING Seller will withdraw the Property from any other selling service. The Seller will list the Property for sale exclusively with the Auctioneer. Seller will not withdraw any portion of the Property from the Auction except with (a) prior written consent of the Auctioneer and only after (b) reimbursing Auctioneer for Compensation described below based on a 3rd party appraisal and all expenses for advertising retractions and similar expenditures to cancel the Auction.

USE OF WEBSITE The Property will sell in an Internet-only auction on Auctioneer's website www.purplewave.com. The Auctioneer will manage the website listing based on the information Seller provides to the Auctioneer. If Seller notices missing or incorrect information in the Property description on the website or auction advertising, the Seller will notify Auctioneer promptly. Seller agrees Auctioneer will post the Auction results on Auctioneer's website.

TITLES Prior to delivery, City will endorse titles and documents by signature or power of attorney and shall execute any other documents necessary to transfer, or document the transfer, of the Property sold at this Auction including bills of sale, titles, or requests for duplicate titles.

RIGHT TO POSTPONE In event of a technical failure, bidding error, or other unforeseen emergency, Auctioneer may, at its discretion, cancel or postpone any item(s) in the Auction and may take actions, such as re-listing items in a future Auction, to allow a natural conclusion to the sale.

PROPERTY CONDITION The Property will be represented and sold in its "as is, where is" condition, without warranties of any kind by Seller or Auctioneer. Seller will complete all Property information and condition disclosure forms requested by Auctioneer. Seller will accurately disclose all Property information and condition and represents that equipment is in safe and working order unless specifically disclosed otherwise in the description. Seller represents the Property has not been modified or tampered with in violation of any laws, including tampering with emission control devices. If there is a dispute with a winning bidder over the condition of the Property, Auctioneer will attempt to resolve the issue on behalf of Seller but may, if necessary, seek Seller's assistance in the resolution. Seller agrees that Auctioneer shall not be liable for any losses or claims related to the condition of the Property except in situations where Auctioneer is at fault and the Seller shall otherwise assume full responsibility for such losses or claims. Seller should maintain casualty insurance (including self- insurance) for the Property until possession is transferred to the winning bidder. Purple Wave agrees to maintain a Commercial General Liability policy of insurance in effect during the term of this Agreement with coverage of at least $1,000,000 per occurrence (CIL to be provided prior to first auction).

UNRESERVED AUCTION The Property will be sold "absolute" and "without reserve," Once Auctioneer has placed the Property on www.purplewave.com and received a bid on it, the Auction has begun and the Property must and will be sold for the highest bid received at the end of the Auction. Auctioneer will use words indicating the absolute nature of the auction in event advertising. Although Auctioneer will use its best efforts, no guarantees or representations regarding the level of bidder interest the Property may attract, number of bids or ultimate price that may be received are made by Auctioneer. Seller will accept for the Property the highest winning bid accepted by the Auctioneer (also called the hammer price), less the Compensation due Auctioneer. For Illinois Auctions, unless otherwise agreed upon, the Auctioneer shall pay auction advertising costs. If applicable, the Auctioneer shall pay actual advertising costs exceeding 120% of the estimated costs, unless otherwise agreed in writing. Illinois Auction Firm License # 444.000465.

SHILL BIDDING PROHIBITED It is illegal and against Auctioneer's policies for the Seller, Auctioneer (acting as Seller's agent), or anyone else acting on Seller's behalf to bid on the Property. If an innocent third party is the declared the winner bidder, the Auctioneer may complete the sale to that innocent third party and adjust the purchase price to reflect the last good faith bid. In the event the Auctioneer determines the Seller or someone bidding on Seller's behalf, bids on the Property, the Seller will pay Auctioneer an additional administrative fee of two- times the combined Seller Fees and Buyer's Premium the Auctioneer would have otherwise collected from the final winning bid for the Property as compensation for the expense and effort of any related corrective action taken by the Auctioneer, regardless of whether Seller, Seller's agent or an innocent third party is the declared winner of the Property.

COLLECTIONS Auctioneer will use its best efforts to qualify bidders and collect payments from winning bidders however, Auctioneer does not guarantee collection of payment. Auctioneer will collect and remit sales taxes in accordance with state and local regulations. Auctioneer will pay all banking fees and retain any interest or credits earned related to collection of the Auction Proceeds.

COMPENSATION Seller agrees to pay Auctioneer the Seller Fees previously stated, if any, applied against the winning bid(s) received and collected for the Property. Seller also agrees Auctioneer shall collect and retain from winning bidders a standard buyer's premium of 10% of the winning bid(s) for the Property. Lastly, Seller agrees that Auctioneer may charge and collect late payment or similar reasonable administrative fees from winning bidders when warranted and retain those fees as compensation for additional efforts to address such issues.

RELEASE TO BUYERS Auctioneer will send a copy of the "paid invoice" to the Seller upon collection of payment and Seller will release Property to the winning bidder once invoice has been paid in full. When requested by Seller, Auctioneer will provide best efforts to resolve Property removal issues between winning bidder(s) and Seller.

NON-DISPARAGEMENT INTENTIONALLY OMITTED

JURISDICTION This Agreement shall be governed by Oklahoma law. The assets sold under this agreement will be sold from City of Norman, Cleveland County, State of Oklahoma. Venue for disputes brought relating to this Agreement shall be proper only in the Oklahoma District Court in and for Cleveland County, Oklahoma or the United States District Court for the Western District of Oklahoma. This Agreement may be executed in duplicate and in counterparts, but all counterpart signatures shall constitute

one original. Facsimile signatures scanned or electronic signatures complying with Oklahoma statutes and Norman City Code shall be sufficient as original ink signatures."

Addendum A. The parties hereby incorporate and agree to the additional terms and conditions contained in Exhibit A, which is incorporated into this Agreement.

ADDENDUM A
ADDITIONAL TERMS, COVENANTS AND RESTRICTIONS

These terms are material to the Umbrella Internet Auction Agreement ("Agreement"), apply in the case of any item identified on an "Exhibit 1" to the Agreement, and are entirely incorporated as if fully stated and set forth therein:

1. **Scope of Service.** The Auctioneer shall act for the City of Norman and conduct auctions, as further set forth in this Agreement, for Property including the following items, as identified in any Exhibit 1 to this Agreement: vehicles and equipment of any description.

2. **Records Retention.** The Auctioneer shall maintain during the term of the Agreement all books of account, receipt invoices, reports and records in accordance with generally accepted accounting practices and standards. The City must be permitted, during normal business hours, to audit and examine the books of account, reports and records relating to this Agreement. The Auctioneer shall maintain and make available such records and files for the duration of the Agreement and retain them for a period of two (2) years beyond the last day of the Agreement term.

3. **Advertising.** Auctions will be promoted through Auctioneer and advertised in a manner that will reasonably allow notification to the most advantageous group of potential Buyers. The items submitted through any Exhibit 1 to the Agreement may be listed by Auctioneer in order to draw attention to the auction. There will be no charge to the City, nor any deduction from the proceeds of any sale price other than the aforementioned 10% "standard buyers premium" (see "Compensation"), for advertising.

4. **Buyer Default.** As further addressed in the Agreement, if the winning bidder, the buyer, does not make timely payment to Auctioneer for the equipment purchased, the buyer shall be considered to be in default. Auctioneer shall proceed promptly and as outlined in "Collections," and upon determining that buyer has defaulted shall notify City of the same. The City shall not incur any charges in addition to the 10% "standard buyers premium" on the basis of any buyer default. As the seller of any piece of equipment that is subject to buyer default, the City shall have the following options:

Option 1. Auctioneer will offer the equipment to the second highest bidder at the second highest bidder's last bid price. If the second highest bidder accepts, the equipment will be sold and the City will receive the sales proceeds based on the second highest bidder's last bid price, less fees, within fourteen (14) business days of sale.

Option 2. City may re-list the equipment with Auctioneer.

5. **Non-Discrimination and Non-Abridgement.** There shall be no discrimination as to race, sex, color, creed, marital status, religion or national origin, nor abridgement of any individual right protected under the constitutions of the United States or State of Oklahoma, in the operations conducted under this contract.

6. **Termination For Cause.** If, through any cause, the Auctioneer shall fail to fulfill in a timely and proper manner its obligations under this agreement, or if the Auctioneer shall violate any of the provisions of this agreement, the City may upon written notice to the Auctioneer terminate the right of the Auctioneer to proceed under this agreement or with such part or parts of the agreement as to which there has been default, and may hold the Auctioneer liable for any damages caused to the City by reason of such default and termination. In the event of such termination, any completed services performed by the Auctioneer under this agreement shall, at the option of the City, become its property and the Auctioneer shall be entitled to receive equitable compensation for any work completed to the satisfaction of the City. The Auctioneer, however, shall not thereby be relieved of liability to the City for damages sustained by the City by reason of any breach of the agreement by the Auctioneer, and the City may withhold any payments to the Auctioneer for the purpose of set off until such time as the amount of damages due the City from the Auctioneer is determined. The Auctioneer shall not be held liable for damages under this Article solely for reasons of delay if the delay is due to causes beyond its control and without its fault or negligence, but this shall not prevent the City from terminating this agreement because of such delay.

The parties agree that should City breach the terms of this Agreement the Auctioneer may upon written notice to the City have the right to assess damages and withhold payment to the City. Auctioneer may have the right to set off any damages against the City's auction proceeds until such time as the amount of damages due to the Auctioneer is determined.

7. **Notices.** All notices required under this Contract shall be in writing and shall be mailed by certified mail, return receipt requested to: (a) the City of Norman, to the attention of Frederick Duke using the information listed in "Seller Information"; and (b) Purple Wave, Inc. , to the attention of the Agreement Signatory, at 825 Levee Drive, Manhattan, KS 66502.

8. **Complete Agreement.** This Agreement, including this Addendum as fully and completely incorporated therein, is the complete agreement of the Parties regarding matters addressed herein. No oral agreements or representations shall be considered binding on the Parties.

9. **Binding Effect.** This Agreement shall be binding upon the parties hereto and their respective successors and assigns.

File Attachments for Item:

14. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-21: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING $158,688.11 IN ACOG AIR QUALITY SMALL GRANT FUNDING FOR THE INSTALLATION OF SOLAR PEDESTRIAN PATH LIGHTING ALONG THE CONSTITUTION STREET PATH BETWEEN JENKINS AVENUE AND CLASSEN BOULEVARD IN NORMAN.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: August 26, 2025

REQUESTER: Katherine Coffin

PRESENTER: David Riesland, Transportation Engineer

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-21: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING $158,688.11 IN ACOG AIR QUALITY SMALL GRANT FUNDING FOR THE INSTALLATION OF SOLAR PEDESTRIAN PATH LIGHTING ALONG THE CONSTITUTION STREET PATH BETWEEN JENKINS AVENUE AND CLASSEN BOULEVARD IN NORMAN.

BACKGROUND:

The Federal Air Quality Small Grant Program Funds, a part of the Congestion Mitigation and Air Quality Program, as administered through the Association of Central Oklahoma Governments (ACOG) will be available in a 2025 Call for Projects. ACOG is making up to $4,000,000 available to fund congestion mitigation projects such as sidewalks and bicycle lanes. Eligible entities can submit projects for consideration at a minimum size of $50,000 up to a maximum size of $1,000,000. In this Call for Projects, ACOG will coordinate a regional evaluation process to identify projects eligible for this federal funding. Individual projects are rated and compared to one another using a pre-established set of criteria.

DISCUSSION:

Sometime in October 2025, staff will submit a project to provide grant funding for solar pedestrian lighting for the Constitution Street path located between Jenkins Avenue and Classen Boulevard. This is a heavily used path that can be difficult to navigate at night. This is hindered by the lack of street lighting along Constitution Street in proximity to the path. In addition, the prospects for adding light to serve both causes without grant funding are not good. To be eligible, each submitted project must have a programming resolution submitted for the project with a cost that matches the most recent cost estimate and, if approved, will be submitted to ACOG as part of the project application. A project location map and an estimate of the necessary light locations from the proposed solar lighting vendor is also attached.

While the most recent cost estimate indicates the anticipated construction cost to be $198,359.92, grant funding totaling eighty percent (80%) or $158,688.11 is being sought through the ACOG Air Quality Small Grant Program. This would mean that $39,671.81 will represent the local match (20%). Sufficient funds are available within Flood Avenue Multimodal Path, Design

(Account 50596688-46201; Project TR0112); 36th Avenue NW Bart Connor & Cascade, Construction (Account 50590076-46101; Project TR0109); and Classen Boulevard Signals, Construction (Account 50590076-46101; Project TR0057) to pay the invoice that would be forthcoming from the Oklahoma Department of Transportation for this anticipated local match.

RECOMMENDATION 1:
Staff recommends approval of Resolution R-2526-21 (Solar Pedestrian Path Lighting along the Constitution Street Path between Jenkins Avenue and Classen Boulevard in Norman) requesting $158,688.11 in ACOG Air Quality Small Grant Funding for 80% of the construction cost.

RECOMMENDATION 2:
Staff recommends approval of the following transfers to pay a future invoice from ODOT for the local match ($39,671.81) on the project, in anticipation of a successful grant award. The gaining account below, Experimental Traffic Devices, Materials (Account 50596688-46301; Project TC0160) has previously been established as the account to fund experimental solar lighting.

Losing Account			Gaining Account		
Account	Beg. Balance	End. Balance	Account	Beg. Balance	Cumulative End. Balance
Flood Avenue Multimodal Path, Design	$3,537.50	$0	Experimental Traffic Devices, Materials	$546.40	$4,083.90
36th NW Bart Connor/ Cascade, Construction	$32,723.67	$0	Experimental Traffic Devices, Materials	$4,083.90	$36,807.57
Classen Boulevard Signals, Construction	$9,455	$0	Experimental Traffic Devices, Materials	$36,807.57	$46,262.57

TAP Project No. 1

Constitution Street, between Jenkins Avenue and Classen Boulevard

0 140280 560 Feet

Propsoed Multi-Modal Path

N
W E
S

Luminaire Schedule								
Project: Multi-Modal Pathway - Constitution Street - Norman, OK								
Symbol	Qty	Label	Description	LLF	Luminaire Lumens	Mounting Height	BUG Rating	LER
→	55	P2	CS-COM-SSL-20W-TYPE2	1.000	4138	14	B1-U0-G1	207

ALL FIXTURE MOUNTING HEIGHTS ARE SHOWN IN FIXTURE LEGEND ON PLAN
IT IS THE INTENT OF THIS PLAN TO INDICATE NEW LED FIXTURES AT NEW POLE/FIXTURE LOCATIONS AS SHOWN.
CATALOG NUMBERS SHOWN MAY NOT BE COMPLETE IN REGARDS TO COLORS, ACCESSORIES, OPTIONS, CONTROLS, ETC.
REFER TO LIGHTING SUBMISSIONS WITH SPECIFICATION SHEETS AND DETAILS FOR VERIFICATION.

Calculation Summary								
Project: Multi-Modal Pathway - Constitution Street - Norman, OK								
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
Pathway FC at Grade	Illuminance	Fc	1.60	5.6	0.1	16.00	56.00

ALL VALUES SHOWN ARE HORIZONTAL MAINTAINED (OR INITIAL) FOOTCANDLES AT FINISHED GRADE (U.O.N.)
FIXTURE DISTRIBUTION TEMPLATES ARE SHOWN AT 0.10FC FOR REFERENCE USE ONLY
VALUES DO NOT INCLUDE CONTRIBUTION FROM ADJACENT PROPERTIES OR DECORATIVE LIGHTING NOT SHOWN
FOOTCANDLE VALUES DO NOT INCLUDE OBSTRUCTIONS FROM TREES, SHRUBS, LANDSCAPING, VEHICLES OR FENCING

CONSTITUTION STREET MULTI-MODAL PATH - NORMAN, OK

Scale: 1 inch= 150 Ft.

PLEASE NOTE THAT THE RESULTS SHOWN ON THIS PLAN REPRESENT THE OPTIMUM RESULTS AND DO NOT NECESSARILY REFLECT THE VARIABLES YOU MAY GET IN A SELF CONTAINED SINGLE OR TWO PIECE SOLAR FIXTURE CONFIGURATION. ENVIRONMENTAL CONDITIONS SUCH AS TOTAL SUN HOUR EXPOSURE, OVERCAST WEATHER, AND MAXIMUM HOURS OF USE, CAN ALL EFFECT THE ACTUAL FIELD INSTALLED RESULTS. THE OVERALL LIGHTING RESULTS WILL ALSO CHANGE BASED ON THE DIMMING PROFILE CHOSEN UPON INSTALLATION, REGARDING THE NUMBER OF RUN HOURS AND PERCENT OF LIGHT OUTPUT.

36"x 48"

Rev. #	Description:	Rev. Date
R1	-----	-----
R2	-----	-----
R3	-----	-----
R4	-----	-----
R5	-----	-----

Disclaimer:
Photometric set forth herein are based on project specifications provided by CUSTOMER*. Actual or measured values may differ from forecasted results due to tolerances in calculation methods, testing procedures, equipment calibration, manufacturing variances, installation variances, and/or differing field conditions such as, but not limited to, line voltage, temperature, atmospheric/environmental conditions, and surface reflectance. It is the responsibility of the CUSTOMER* to verify compliance with any applicable lighting codes in and the responsibility of CUSTOMER*, and shall be the responsibility of the CUSTOMER* to determine the suitability of the GRID SHIFT SOLAR LIGHTING fixture for its intended use. Note: Refer to Luminaire Schedule for light loss factor (LLF) details used in the calculations.

Project Name:
CONSTITUTION STREET - SOLAR LIGHTING
MULTI-MODAL PATHWAY - PHOTOMETRICS

Agent / Specifier:
DREW DOZIER

Date:	Page #:
06-30-2025	Page 1 of 1

Dwg Size:	Approval:
ARCH E	DD

Project #:	Created By:
25-00195	Damos

GRID SHIFT™ SOLAR LIGHTING
AMERICAN COMBAT VETERAN OWNED COMPANY
HTTP://WWW.GRIDSHIFTSOLUTIONS.COM
2003 BRANDYWYCK COURT EDMOND, OK 73013
(405) 513-4744

Resolution

R-2526-21

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, REQUESTING $158,688.11 IN ACOG AIR QUALITY SMALL GRANT FUNDING FOR THE INSTALLATION OF SOLAR PEDESTRIAN LIGHTING ALONG THE CONSTITUTION STREET PATH BETWEEN JENKNS AVENUE AND CLASSEN BOULEVARD IN NORMAN.

§ 1. WHEREAS, Federal Air Quality Small Grant Program funds have been made available through the Association of Central Oklahoma Governments for the construction of eligible urban projects; and

§ 2. WHEREAS, the Council of the City of Norman has selected an eligible improvement project described as follows:

Installation of Solar Pedestrian Lighting along the Constitution Street Path Between Jenkin Avenue and Classen Boulevard in Norman.

§ 3. WHEREAS, the engineer's preliminary estimate of total construction cost is $198,359.92 and Federal participation under the terms of the current Federal Transportation Funding bill, relating to STP/UZA - Safety funds is hereby requested in the amount of $158,688.11 or 80% of the construction cost.

§ 4. WHEREAS, the City of Norman will prepare detailed plans, specifications. and estimates; and

§ 5. WHEREAS, the City of Norman agrees to provide satisfactory maintenance after completion; and

§ 6. WHEREAS, the City of Norman agrees to provide, at its sole cost, all required right-of-way necessary and to relocate any utilities required/affected by this project; and

§ 7. WHEREAS, the City of Norman agrees to become jointly responsible, with the Oklahoma Department of Transportation and the contractor as co-applicants, for meeting all Environmental Protection Agency (E.P.A.) requirements for storm water runoff from this project. Further, if required, the City agrees to file jointly with the Department and the contractor, the general National Pollutant Discharge Elimination System (N.P.D.E.S.) permit with the E.P.A. which authorizes the storm water discharges associated with activity from the construction site identified in this resolution; and

R-2526-21

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

§ 8. That the Association of Central Oklahoma Governments is hereby requested to concur in the selection and approval of this project for construction.

PASSED AND ADOPTED THIS _____ day of _____, 2025.

_____
Mayor

ATTEST:

_____
City Clerk

File Attachments for Item:

15. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R- 2526-25: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, PROMOTING CONTINUING SUPPORT FOR THE CITIZEN CORPS PROGRAM

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 07/31/2025

REQUESTER: David Grizzle

PRESENTER: David Grizzle, Emergency Management Coordinator

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R- 2526-25: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, PROMOTING CONTINUING SUPPORT FOR THE CITIZEN CORPS PROGRAM

BACKGROUND:

The City of Norman has had an active Citizen Corps program since 2004 that has engaged residents and visitors to Norman in a variety of outreach and training efforts to bolster preparedness and improve resiliency. Such efforts not only serve individuals but also communities and the state as a whole. Citizen Corps is a program that emerged in 2002 under a mandate from the Department of Homeland Security (DHS) to provide training to residents in the United States to facilitate recovery in the aftermath of disasters and acts of terrorism. The Federal Emergency Management Agency (FEMA), as a functional unit under DHS, was tasked with coordinating programmatic activities for Citizen Corps programs to be established at the community level nationwide. Citizen Corps Councils provide critical strategic guidance and exist at the national, state, territorial, local, and tribal levels of government. Local Citizen Corps Councils are critical to programmatic success by providing the leadership for programs at the community level and include a diverse array of stakeholders including emergency managers and first responders; volunteer and non-governmental faith- and community-based organizations; schools; hospitals; private businesses; neighborhood groups; and individual citizens.

DISCUSSION:

To meet the mandate to protect and serve the nation by assuring communities and their residents are prepared to meet the challenges imposed by disasters and acts of terrorism, the City of Norman embraced the call to develop a robust Citizen Corps program. This program has actively engaged in outreach and training efforts to help individuals and visitors in Norman acquire the skills and knowledge necessary to promote individual preparedness and improve resiliency. The Norman Emergency Response Volunteer Team (NERVT) and the Oklahoma Medical Reserve Corps (OKMRC)—primarily composed of a team connected with the Cleveland County Health Department District 6—actively provide training and outreach under the auspices of a core facet of the Citizen Corps program known as CERT (the Community Emergency Response Training program). Importantly, members of these groups embrace the belief that when individuals are prepared communities tend to be better prepared and, hence, more resilient

and capable of recovering faster and more effectively in the aftermath of disasters and acts of terrorism.

RECOMMENDATION:

Staff recommends adoption of Resolution R-2526-25, which promotes continuing support of the CERT Citizen Corps program known as Norman Emergency Response Volunteers while also continuing to integrate guidance from a local Citizen Corps Council of relevant local stakeholders to provide strategic guidance pertaining to assuring residents and visitors to the City of Norman have the skills and knowledge to encourage preparedness and promote resilience.

Resolution #R-2526-25

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKAHOMA PROMOTING CONTINUING SUPPORT FOR THE CITIZEN CORPS PROGRAM

§ 1. WHEREAS, on January 13, 2004 the Honorable Mayor and City Council approved the acceptance a grant that established the Norman Citizen's Corps; and

§ 2. WHEREAS, February 2025 celebrates the 20th Anniversary of the Norman Citizens Corps program; and

§ 3. WHEREAS, recovery in the aftermath of disasters or acts of terrorism is facilitated by a prepared and resilient community; and

§ 4. WHERAS, Citizen Corps programs facilitate a prepared community through outreach and training efforts; and

§ 5. WHEREAS, the City of Norman already has in place a robust Citizen Corps program heretofore known as Norman Emergency Response Volunteers; and

§ 6. WHEREAS, the City of Norman has committed community partners to come together to form a strategic leadership team heretofore to be known as a Local Citizen Corps Council; and

§ 7. WHEREAS, the Department of Homeland Security and its subordinate the Federal Emergency Management Agency recommends the formations of such Citizen Corps programs and local Citizen Corps Councils to promote community preparedness and enhance resilience in the interest of expeditious recovery in the aftermath of disasters and acts of terrorism;

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

§ 8. That is does by this action continue its support of the Citizen Corps program as of June 10, 2025, and recommends that the local Citizen Corps Council and the Norman Citizen Corps program continue to develop strategic plans to engage the public in outreach and training efforts pertaining to preparedness to promote resiliency and enhance recovery. Further, whereas National Preparedness month falls in September, it shall hereby be resolved that September will be recognized as Norman Emergency Response Volunteer Month.

DRAFT

PASSED AND ADOPTED by the mayor and city council of the City of Norman, Oklahoma the _____ day of _____, 2025.

CITY OF NORMAN, OKLAHOMA

_____

Mayor

ATTEST:

_____

City Clerk

DRAFT

Resolution

R-2526-25

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKAHOMA PROMOTING CONTINUING SUPPORT FOR THE CITIZEN CORPS PROGRAM.

§ 1. WHEREAS, on January 13, 2004, the Honorable Mayor and City Council approved the acceptance a grant that established the Norman Citizen's Corps; and

§ 2. WHEREAS, February 2025 celebrates the 20th Anniversary of the Norman Citizens Corps program; and

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§ 5. WHEREAS, the City of Norman already has in place a robust Citizen Corps program heretofore known as Norman Emergency Response Volunteers; and

§ 6. WHEREAS, the City of Norman has committed community partners to come together to form a strategic leadership team heretofore to be known as a Local Citizen Corps Council; and

§ 7. WHEREAS, the Department of Homeland Security and its subordinate the Federal Emergency Management Agency recommends the formations of such Citizen Corps programs and local Citizen Corps Councils to promote community preparedness and enhance resilience in the interest of expeditious recovery in the aftermath of disasters and acts of terrorism.

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

§ 8. That is does by this action continue its support of the Citizen Corps program as of June 10, 2025, and recommends that the local Citizen Corps Council and the Norman Citizen Corps program continue to develop strategic plans to engage the public in outreach and training efforts pertaining to preparedness to promote resiliency and enhance recovery. Further, whereas National Preparedness month falls in September, it shall hereby be resolved that September will be recognized as Norman Emergency Response Volunteer Month.

PASSED AND APPROVED this 26th day of August, 2025.

_____
Mayor, Stephen T. Holman

ATTEST:

_____
City Clerk

File Attachments for Item:

16. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-26: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING $768,873.28 IN STBG-UZA-SAFETY FUNDING FOR THE INSTALLATION OF REFLECTORIZED TRAFFIC SIGNAL BACKPLATES UPGRADES (PHASE 3) AT VARIOUS INTERSECTIONS IN NORMAN.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: August 26, 2025

REQUESTER: Katherine Coffin

PRESENTER: David Riesland, Transportation Engineer

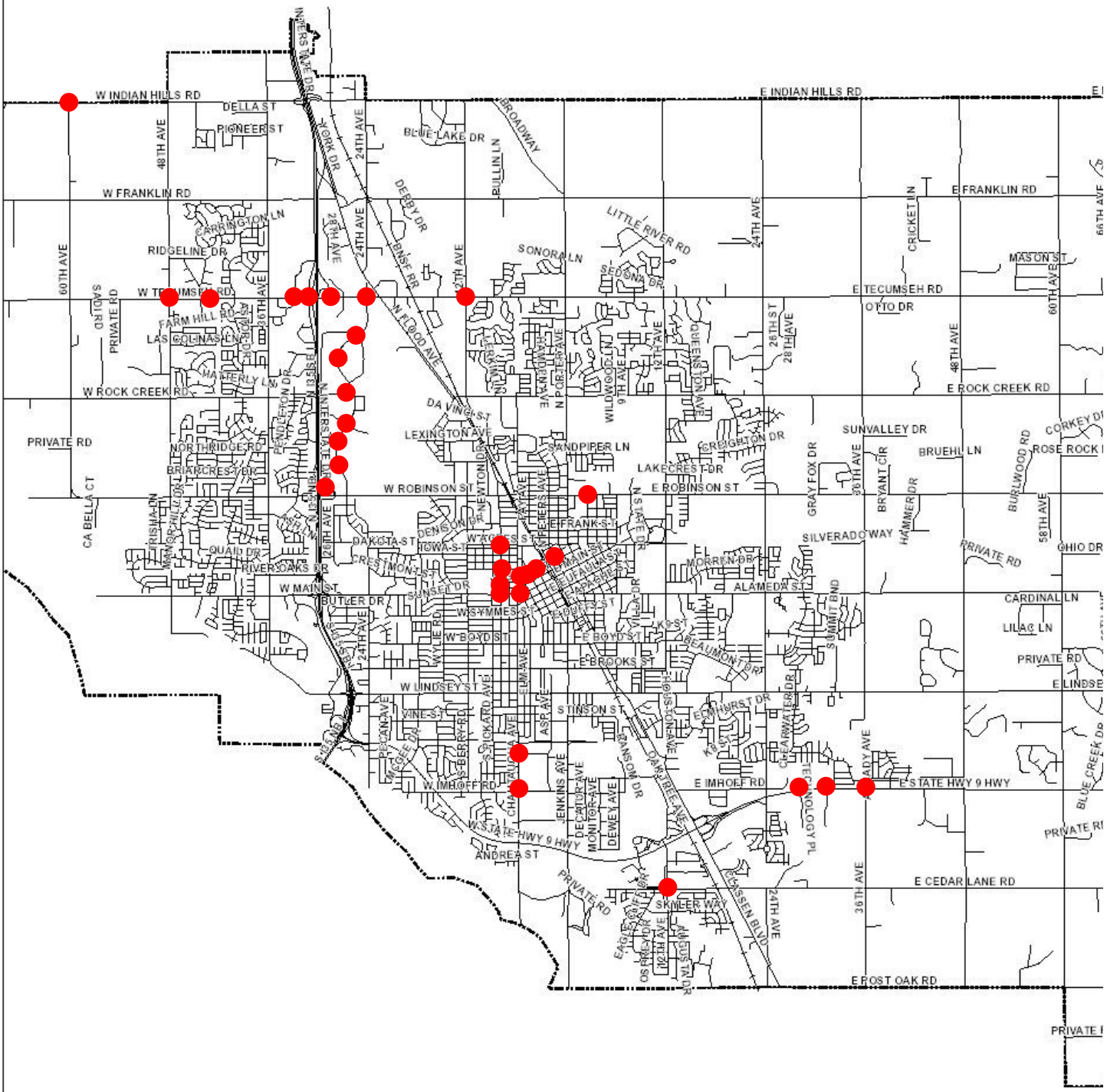
ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-26: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING $768,873.28 IN STBG-UZA-SAFETY FUNDING FOR THE INSTALLATION OF REFLECTORIZED TRAFFIC SIGNAL BACKPLATES UPGRADES (PHASE 3) AT VARIOUS INTERSECTIONS IN NORMAN.

BACKGROUND:
The current Federal Transportation Funding Bill allocates approximately $40 Million in Federal funds per year for the implementation of eligible transportation improvements in the Oklahoma City metropolitan area. No less than ten percent of this appropriation is used to fund safety projects at 100% of their construction cost.

Every year, the Association of Central Oklahoma Governments (ACOG) coordinates a regional evaluation process that identifies transportation improvements eligible for federal funding. Individual projects are rated and compared to one another using a pre-established criterion. The process ends with the formulation of the region's transportation improvement program and the decision to use federal funds to pay for a significant portion of the cost of the higher priority projects.

DISCUSSION:
On or before the close of the current Call for Projects, expected near the beginning of October 2025, staff will submit the ten highest ranked projects for consideration in the formulation of ACOG's 2029 Transportation Improvement Program update. To be eligible, each submitted project must have a programming resolution submitted for the project with a cost that matches the Final Engineer's Estimate (a project location map is attached).

RECOMMENDATION:
Staff recommends approval of Resolution R-2526-26 [Reflectorized Traffic Signal Backplates Upgrades (Phase 3) at Various Intersections in Norman] requesting $768,873.28 in Federal STBG/UZA-SAFETY funds for 100% of the construction cost.


W INDIAN HILLS RD
E INDIAN HILLS RD
DELLA ST
PIONEER ST
48TH AVE
BLUE LAKE DR
BULLIN LN
BROADWAY
YORK DR
24TH AVE
W FRANKLIN RD
E FRANKLIN RD
DEBBY DR
LITTLE RIVER RD
CARRINGTON LN
RIDGELINE DR
SONORA LN
SEDONA DR
CRICKET LN
MASON ST
60TH AVE
W TECUMSEH RD
E TECUMSEH RD
OTTO DR
FARM HILL RD
LAS COLINAS LN
SHOLTO
PRIVATE RD
36TH AVE
28TH AVE
N FLOOD AVE
26TH ST
W ROCK CREEK RD
E ROCK CREEK RD
DA VINCI ST
LEXINGTON AVE
SUNVALLEY DR
PRIVATE RD
NORTHRIDGE RD
SANDPIPER LN
CREIGHTON DR
BRUEHL LN
ROSE ROCK
BRIARCREST DR
W ROBINSON ST
E ROBINSON ST
LAKECREST DR
GRAY FOX DR
BRYANT CIR
BURLWOOD RD
CA BELLA CT
TRISHA LN
DAKOTA ST
IOWA ST
E FRANK ST
SILVERADO WAY
HAMMER DR
PRIVATE RD
OHIO DR
QUAIL DR
RIVER OAKS DR
CRESTMONT ST
W MAIN ST
SUNSET DR
MORRIN DR
ALAMEDA ST
BUTLER DR
W SYMMES ST
E MAIN ST
CARDINAL LN
LILAC LN
W BOYD ST
E BOYD ST
PRIVATE RD
E BROOKS ST
BEAUMONT DR
W LINDSEY ST
E LINDSE
VINE ST
STINSON ST
CLEARWATER DR
PECAN AVE
ASH AVE
ELM AVE
W IMHOFF RD
E IMHOFF RD
E STATE HWY 9 HWY
W STATE HWY 9 HWY
ANDREA ST
JENKINS AVE
DECATUR AVE
MONITOR AVE
DEWEY AVE
PRIVATE RD
SKYLEE WAY
E CEDAR LANE RD
36TH AVE
24TH AVE
CASSEN BLVD
E POST OAK RD
PRIVATE R

Resolution

R-2526-26

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, REQUESTING $768,873.28 IN STBG-UZA-SAFETY FUNDING FOR THE INSTALLATION OF REFLECTORIZED TRAFFIC SIGNAL BACKPLATES UPGRADES (PHASE 3) AT VARIOUS INTERSECTIONS IN NORMAN.

§ 1. WHEREAS, Federal STP/UZA funds have been made available for the construction of eligible urban projects; and

§ 2. WHEREAS, the Council of the City of Norman has selected a roadway improvement project described as follows:

Reflectorized Traffic Signal Backplates Upgrades (Phase 3) at Various Intersections in Norman.

§ 3. WHEREAS, the engineer's preliminary estimate of total construction cost is $768,873.28 and Federal participation under the terms of the current Federal Transportation Funding Bill, relating to STP/UZA - Safety funds is hereby requested in the amount of $768,873.28 or 100% of the construction cost.

§ 4. WHEREAS, the City of Norman will arrange for a qualified engineer to furnish engineering services for the preparation of detailed plans, specifications. and estimates; and

§ 5. WHEREAS, the City of Norman agrees to provide satisfactory maintenance after completion; and

§ 6. WHEREAS, the City of Norman agrees to provide, at its sole cost, all required right-of-way necessary and to relocate any utilities required/affected by this project; and

§ 7. WHEREAS, the City of Norman agrees, as a condition to receiving any Federal financial assistance from the Oklahoma Department of Transportation, that it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42. U.S.C. 2000d et seq., and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, "Nondiscrimination of Federally-Assisted Programs of the Oklahoma Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964"; and

§ 8. WHEREAS, the City of Norman agrees to become jointly responsible, with the Oklahoma Department of Transportation and the contractor as co-applicants, for meeting all Environmental Protection Agency (E.P.A.) requirements for storm water runoff from this project. Further, if required, the City agrees to file jointly with the Department and the contractor, the general National Pollutant Discharge Elimination System (N.P.D.E.S.) permit with the E.P.A. which authorizes the storm water discharges associated with activity from the construction site identified in this resolution; and

R-2526-26

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

§ 9. That the State Transportation Commission is hereby requested to concur in the selection of this project for construction and to submit same to the Federal Highway Administration for their approval.

PASSED AND ADOPTED THIS _____ day of _____, 2025.

_____
Mayor

ATTEST:

_____
City Clerk

File Attachments for Item:

17. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-27: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING $462,269.18 IN STBG-UZA-SAFETY FUNDING FOR THE INSTALLATION OF CCTV CAMERA UPGRADES (PHASE 3) AT VARIOUS INTERSECTIONS IN NORMAN.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: August 26, 2025

REQUESTER: Katherine Coffin

PRESENTER: David Riesland, Transportation Engineer

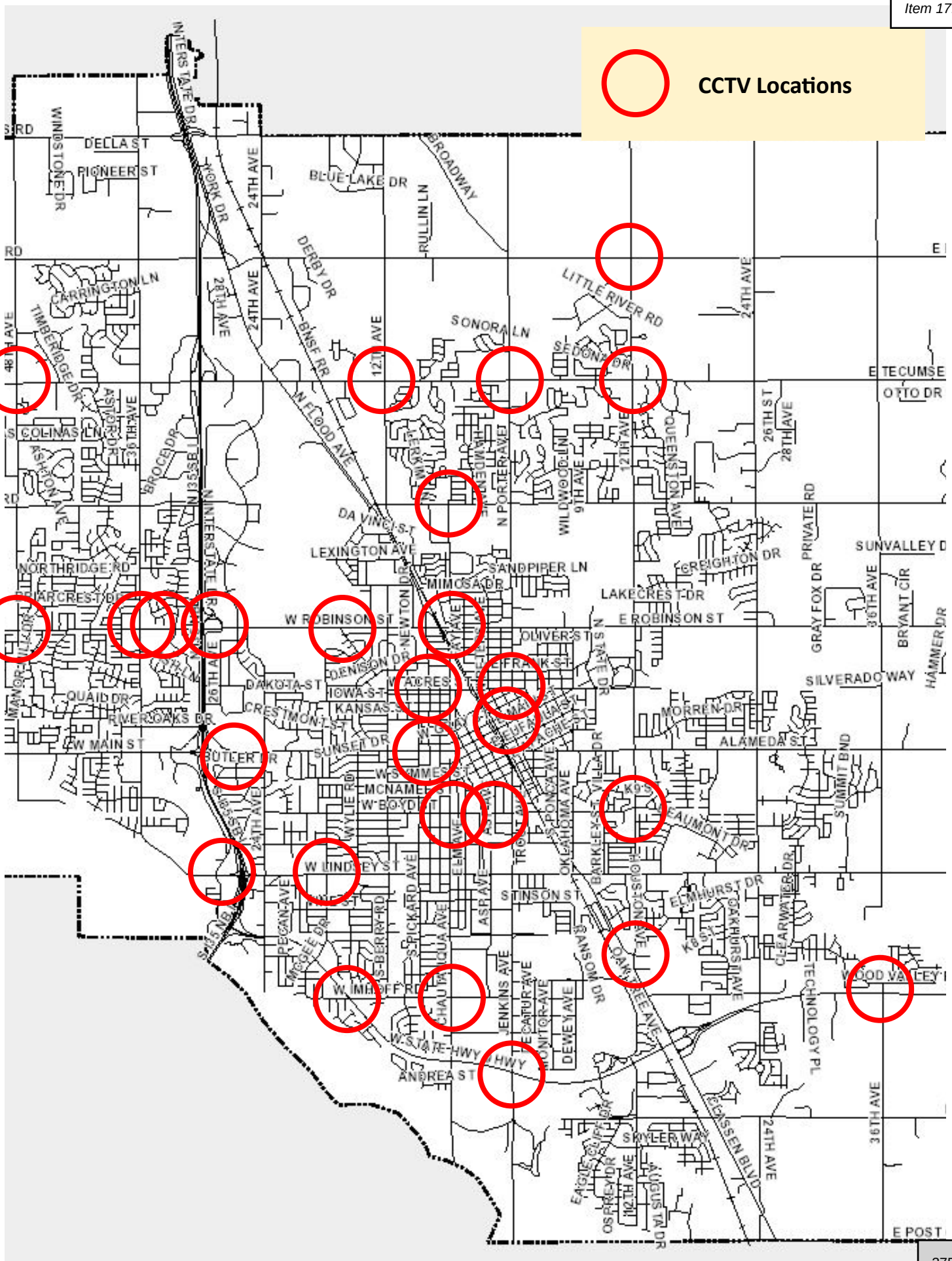
ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-27: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING $462,269.18 IN STBG-UZA-SAFETY FUNDING FOR THE INSTALLATION OF CCTV CAMERA UPGRADES (PHASE 3) AT VARIOUS INTERSECTIONS IN NORMAN.

BACKGROUND:
The current federal transportation funding bill allocates approximately $40 Million in Federal funds per year for the implementation of eligible transportation improvements in the Oklahoma City metropolitan area. Ten percent of this appropriation is used to fund safety projects at 100% of their construction cost.

Every year, the Association of Central Oklahoma Governments (ACOG) coordinates a regional evaluation process that identifies transportation improvements eligible for federal funding. Individual projects are rated and compared to one another using a pre-established criterion. The process ends with the formulation of the region's transportation improvement program and the decision to use federal funds to pay for a significant portion of the cost of the higher priority projects.

DISCUSSION:
On or before the end of October 2025, staff will submit the ten highest ranked projects for consideration in the formulation of ACOG's 2029 Transportation Improvement Program update. To be eligible, each submitted project must have a programming resolution submitted for the project with a cost that matches the Final Engineer's Estimate (a location map is attached).

RECOMMENDATION:
Staff recommends approval of Resolution R-2526-27 [CCTV Camera Upgrades (Phase 3) at Various Intersections] requesting $462,269.18 in Federal STBG/UZA-SAFETY funds for 100% of the construction cost.


CCTV Locations
DECLA ST
PIONEER ST
WINSTONE DR
YORK DR
INTERSTATE DR
24TH AVE
BLUE LAKE DR
BROADWAY
RULLIN LN
DERBY DR
BNSF RR
N FLOOD AVE
12TH AVE
SONORA LN
LITTLE RIVER RD
CARRINGTON LN
TIMBERRIDGE DR
ASTORIA RD
36TH AVE
COLINAS LN
ASHTON AVE
BROCE DR
28TH AVE
DA VINCI ST
LEXINGTON AVE
NORTHRIDGE RD
LAKECREST DR
W ROBINSON ST
E ROBINSON ST
MIMOSA DR
SANDPIPER LN
NEWTON DR
DENISON DR
OLIVER ST
FRANK ST
STATE DR
DAKOTA ST
IOWA ST
KANSAS ST
CRESTMONT ST
QUAID DR
RIVER OAKS DR
W MAIN ST
SUNSET DR
BUTLER DR
MCNAMEE
W BOYD ST
WYLIE RD
W LINDSEY ST
ELM AVE
ASH AVE
TRENTON AVE
PONCA AVE
OKLAHOMA AVE
BARKLEY ST
VILLA DR
K96
BEAUMONT DR
MORREN DR
ALAMEDA ST
SUMMIT BND
SILVERADO WAY
GRAY FOX DR
PRIVATE RD
CREIGHTON DR
SUNVALLEY D
36TH AVE
BRYANT CIR
HAMMER DR
WILDWOOD LN
9TH AVE
QUEENSTON AVE
26TH ST
28TH AVE
E TECUMSE
OTTO DR
S DONNA DR
N PORTER AVE
PECAN AVE
MCGEE DR
S RICKARD AVE
S BERRY RD
W IMHOFF RD
CHAUTAUQUA AVE
ASR AVE
STINSON ST
JENKINS AVE
CATALPA AVE
MONITOR AVE
DEWEY AVE
W STATE HWY 9 HWY
ANDREA ST
RANSOM DR
OAK TREE AVE
ELMHURST DR
CLEARWATER DR
TECHNOLOGY PL
WOOD VALLEY
E POST
EAGLE COVE DR
OSPREY DR
SKYLER WAY
ECKSTEIN BLVD
24TH AVE
12TH AVE
AUGUSTA DR

Resolution

R-2526-27

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, REQUESTING $462,269.18 IN STBG-UZA-SAFETY FUNDING FOR THE INSTALLATION OF CCTV CAMERA UPGRADES (PHASE 3) AT VARIOUS INTERSECTIONS IN NORMAN.

§ 1. WHEREAS, Federal STP/UZA funds have been made available for the construction of eligible urban projects; and

§ 2. WHEREAS, the Council of the City of Norman has selected a roadway improvement project described as follows:

CCTV Camera Upgrades (Phase 3) at Various Intersections

§ 3. WHEREAS, the engineer's preliminary estimate of total construction cost is $462,269.18 and Federal participation under the terms of the current Federal Infrastructure Funding Bill, relating to STP/UZA - Safety funds is hereby requested in the amount of $462,269.18 or 100% of the construction cost.

§ 4. WHEREAS, the City of Norman will arrange for a qualified engineer to furnish engineering services for the preparation of detailed plans, specifications, and estimates; and

§ 5. WHEREAS, the City of Norman agrees to provide satisfactory maintenance after completion; and

§ 6. WHEREAS, the City of Norman agrees to provide, at its sole cost, all required right-of-way necessary and to relocate any utilities required/affected by this project; and

§ 7. WHEREAS, the City of Norman agrees, as a condition to receiving any Federal financial assistance from the Oklahoma Department of Transportation, that it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42. U.S.C. 2000d et seq., and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, "Nondiscrimination of Federally-Assisted Programs of the Oklahoma Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964"; and

§ 8. WHEREAS, the City of Norman agrees to become jointly responsible, with the Oklahoma Department of Transportation and the contractor as co-applicants, for meeting all Environmental Protection Agency (E.P.A.) requirements for storm water runoff from this project. Further, if required, the City agrees to file jointly with the Department and the contractor, the general National Pollutant Discharge Elimination System (N.P.D.E.S.) permit with the E.P.A. which authorizes the storm water discharges associated with activity from the construction site identified in this resolution; and

R-2526-27

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

§ 9. That the State Transportation Commission is hereby requested to concur in the selection of this project for construction and to submit same to the Federal Highway Administration for their approval.

PASSED AND ADOPTED THIS _____ day of _____, 2025.

_____
Mayor

ATTEST:

_____
City Clerk

File Attachments for Item:

18. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-28: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING $434,161.11 IN STBG-UZA-SAFETY FUNDING FOR PAVEMENT MARKING UPGRADES (PHASE 11) ON VARIOUS ROADWAYS IN NORMAN.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: August 26, 2025

REQUESTER: Katherine Coffin

PRESENTER: David Riesland, Transportation Engineer

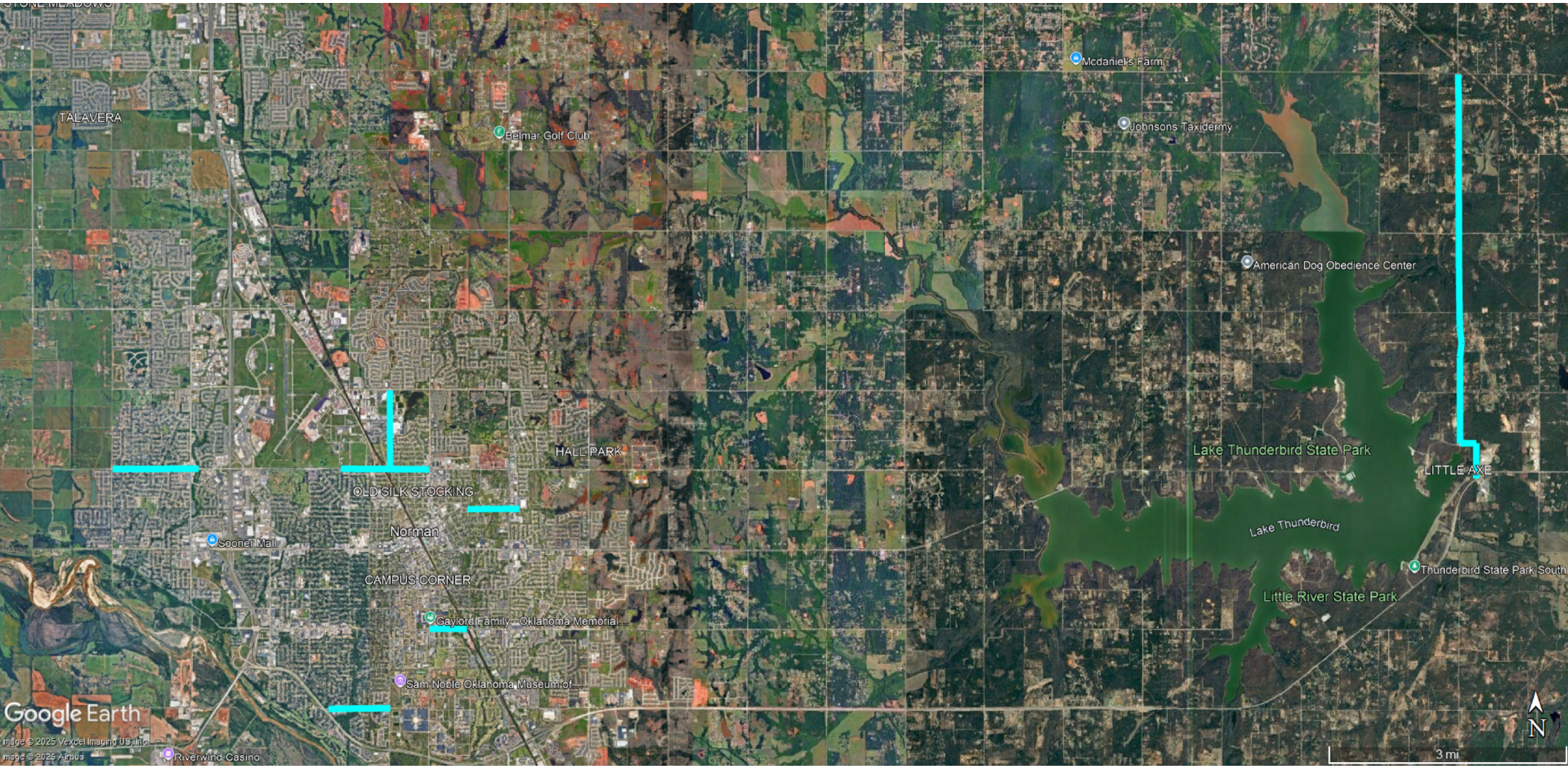
ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-28: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING $434,161.11 IN STBG-UZA-SAFETY FUNDING FOR PAVEMENT MARKING UPGRADES (PHASE 11) ON VARIOUS ROADWAYS IN NORMAN.

BACKGROUND:
The current Federal Transportation Funding Bill allocates approximately $40 Million in Federal funds per year for the implementation of eligible transportation improvements in the Oklahoma City metropolitan area. No less than ten percent of this appropriation is used to fund safety projects at 100% of their construction cost.

Every year, the Association of Central Oklahoma Governments (ACOG) coordinates a regional evaluation process that identifies transportation improvements eligible for federal funding. Individual projects are rated and compared to one another using a pre-established criterion. The process ends with the formulation of the region's transportation improvement program and the decision to use federal funds to pay for a significant portion of the cost of the higher priority projects.

DISCUSSION:
On or before the close of the current Call for Projects, expected near the end of October 2025, staff will submit the ten highest ranked projects for consideration in the formulation of ACOG's 2029 Transportation Improvement Program update. To be eligible, each submitted project must have a programming resolution submitted for the project with a cost that matches the Final Engineer's Estimate (a project location map is attached).

RECOMMENDATION:
Staff recommends approval of Resolution R-2526-28 [Pavement Marking Upgrades (Phase 11) on Various Roadways in Norman] requesting $434,161.11 in Federal STBG/UZA-SAFETY funds for 100% of the construction cost.


TALAVERA
Belmar Golf Club
Mcdaniel's Farm
Johnsons Taxidermy
American Dog Obedience Center
HALL PARK
OLD SILK STOCKING
Norman
Sooner Mall
CAMPUS CORNER
Gaylord Family - Oklahoma Memorial...
Sam Noble Oklahoma Museum of...
Riverwind Casino
Lake Thunderbird State Park
LITTLE AXE
Lake Thunderbird
Thunderbird State Park South
Little River State Park
Google Earth
Image © 2025 Vexcel Imaging US, Inc.
Image © 2025 Airbus
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Resolution

R-2526-28

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, REQUESTING $434,161.11 IN STBG-UZA-SAFETY FUNDING FOR THE INSTALLATION OF PAVEMENT MARKING UPGRADES (PHASE 11) ON VARIOUS ROADWAYS IN NORMAN.

§ 1. WHEREAS, Federal STP/UZA funds have been made available for the construction of eligible urban projects; and

§ 2. WHEREAS, the Council of the City of Norman has selected a roadway improvement project described as follows:

Pavement Marking Upgrades (Phase 11) on Various Roadways in Norman.

§ 3. WHEREAS, the engineer's preliminary estimate of total construction cost is $434,161.11 and Federal participation under the terms of the current Federal Transportation Funding Bill, relating to STP/UZA - Safety funds is hereby requested in the amount of $434,161.11 or 100% of the construction cost.

§ 4. WHEREAS, the City of Norman will arrange for a qualified engineer to furnish engineering services for the preparation of detailed plans, specifications. and estimates; and

§ 5. WHEREAS, the City of Norman agrees to provide satisfactory maintenance after completion; and

§ 6. WHEREAS, the City of Norman agrees to provide, at its sole cost, all required right-of-way necessary and to relocate any utilities required/affected by this project; and

§ 7. WHEREAS, the City of Norman agrees, as a condition to receiving any Federal financial assistance from the Oklahoma Department of Transportation, that it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42. U.S.C. 2000d et seq., and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, "Nondiscrimination of Federally-Assisted Programs of the Oklahoma Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964"; and

§ 8. WHEREAS, the City of Norman agrees to become jointly responsible, with the Oklahoma Department of Transportation and the contractor as co-applicants, for meeting all Environmental Protection Agency (E.P.A.) requirements for storm water runoff from this project. Further, if required, the City agrees to file jointly with the Department and the contractor, the general National Pollutant Discharge Elimination System (N.P.D.E.S.) permit with the E.P.A. which authorizes the storm water discharges associated with activity from the construction site identified in this resolution; and

R-2526-28

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

§ 9. That the State Transportation Commission is hereby requested to concur in the selection of this project for construction and to submit same to the Federal Highway Administration for their approval.

PASSED AND ADOPTED THIS _____ day of _____, 2025.

_____
Mayor

ATTEST:

_____
City Clerk

File Attachments for Item:

19. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-29: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING $571,247.78 IN STBG-UZA-SAFETY FUNDING FOR THE INSTALLATION OF REFLECTORIZED TRAFFIC SIGNAL BACKPLATES UPGRADES (PHASE 4) AT VARIOUS INTERSECTIONS IN NORMAN.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: August 26, 2025

REQUESTER: Katherine Coffin

PRESENTER: David Riesland, Transportation Engineer

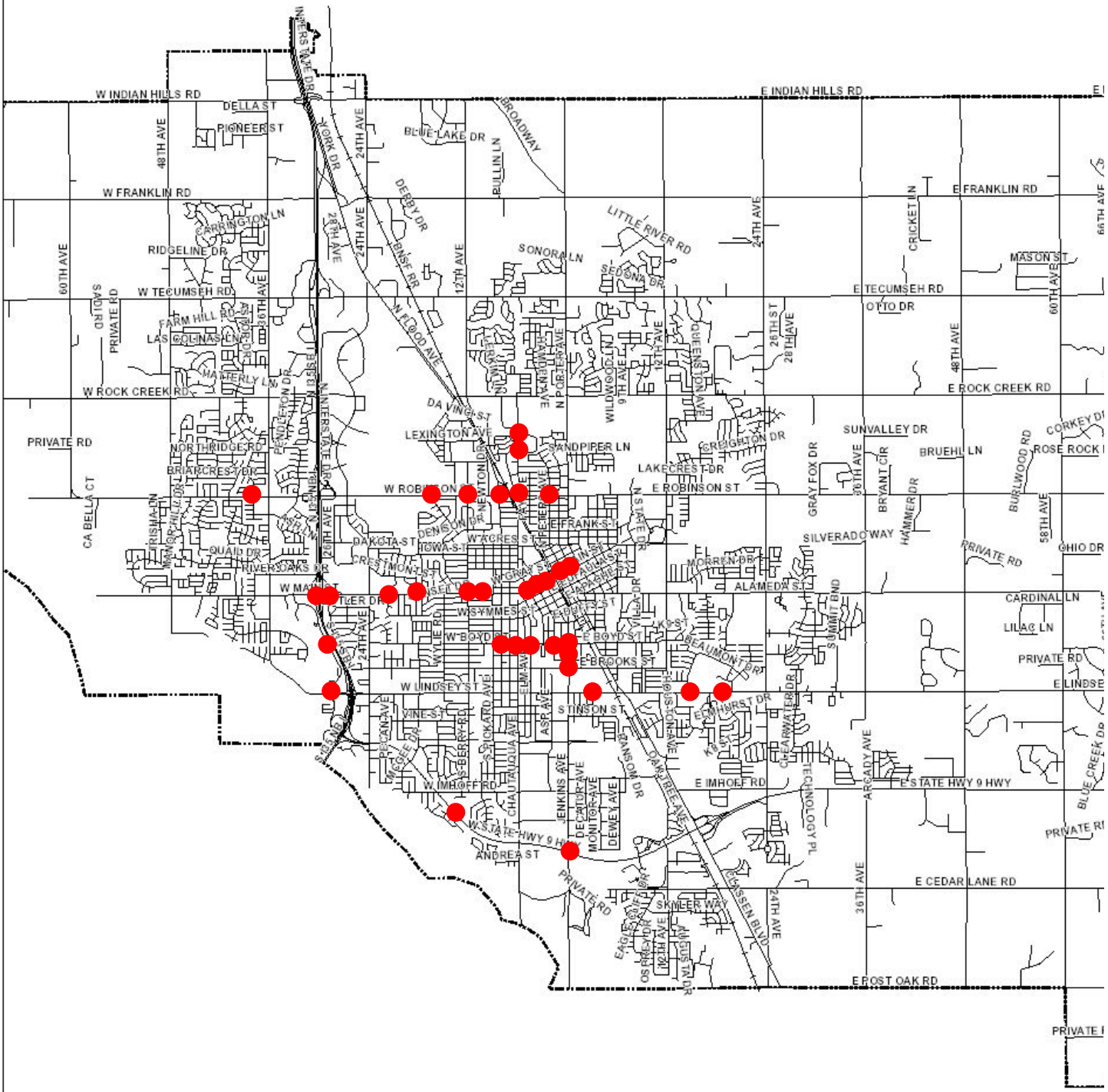
ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-29: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING $571,247.78 IN STBG-UZA-SAFETY FUNDING FOR THE INSTALLATION OF REFLECTORIZED TRAFFIC SIGNAL BACKPLATES UPGRADES (PHASE 4) AT VARIOUS INTERSECTIONS IN NORMAN.

BACKGROUND:
The current federal transportation funding bill allocates approximately $40 Million in Federal funds per year for the implementation of eligible transportation improvements in the Oklahoma City metropolitan area. No less than ten percent of this appropriation is used to fund safety projects at 100% of their construction cost.

Every year, the Association of Central Oklahoma Governments (ACOG) coordinates a regional evaluation process that identifies transportation improvements eligible for federal funding. Individual projects are rated and compared to one another using a pre-established criterion. The process ends with the formulation of the region's transportation improvement program and the decision to use federal funds to pay for a significant portion of the cost of the higher priority projects.

DISCUSSION:
On or before the close of the current Call for Projects, expected near the end of October 2025, staff will submit the ten highest ranked projects for consideration in the formulation of ACOG's 2029 Transportation Improvement Program update. To be eligible, each submitted project must have a programming resolution submitted for the project with a cost that matches the final engineer's estimate (a project location map is attached).

RECOMMENDATION:
Staff recommends approval of Resolution R-2526-29 [Reflectorized Traffic Signal Backplates Upgrades (Phase 4) at Various Intersections in Norman] requesting $571,247.78 in Federal STBG/UZA-SAFETY funds for 100% of the construction cost.


W INDIAN HILLS RD
E INDIAN HILLS RD
DELLA ST
PIONEER ST
48TH AVE
BLUE LAKE DR
BULLIN LN
BROADWAY
YORK DR
24TH AVE
W FRANKLIN RD
E FRANKLIN RD
DEBBY DR
LITTLE RIVER RD
CARRINGTON LN
RIDGELINE DR
SONORA LN
SEDONA DR
CRICKET LN
MASON ST
60TH AVE
W TECUMSEH RD
E TECUMSEH RD
OTTO DR
SADLER RD
PRIVATE RD
FARM HILL RD
LAS COLINAS LN
HAPPERLY LN
W ROCK CREEK RD
E ROCK CREEK RD
DA VINCI ST
LEXINGTON AVE
SUNVALLEY DR
PRIVATE RD
NORTHRIDGE RD
SANDPIPER LN
CREIGHTON DR
BRUEHL LN
ROSE ROCK
BRIARCREST DR
W ROBINSON
LAKECREST DR
E ROBINSON ST
GRAY FOX DR
BRYANT CIR
BURLWOOD RD
CA BELLA CT
TRISHA LN
DAKOTA ST
IOWA ST
E FRANK ST
SILVERADO WAY
HAMMER DR
58TH AVE
OHIO DR
QUAIL DR
RIVER OAKS DR
CRESTMONT ST
MORREN DR
PRIVATE RD
W MAIN ST
ALAMEDA ST
CARDINAL LN
LILAC LN
W BOYD ST
E BOYD ST
E BROOKS ST
PRIVATE RD
W LINDSEY ST
E LINDSE
STINSON ST
BEAUMONT DR
CLEARWATER DR
VINE ST
E IMHOFF RD
E STATE HWY 9 HWY
W IMHOFF RD
W STATE HWY 9 HWY
ANDREA ST
PRIVATE RD
E CEDAR LANE RD
SKYLEE WAY
CASSEN BLVD
24TH AVE
E POST OAK RD
PRIVATE R

Resolution

R-2526-29

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, REQUESTING $571,247.78 IN STBG-UZA-SAFETY FUNDING FOR THE INSTALLATION OF REFLECTORIZED TRAFFIC SIGNAL BACKPLATES UPGRADES (PHASE 4) AT VARIOUS INTERSECTIONS IN NORMAN.

§ 1. WHEREAS, Federal STP/UZA funds have been made available for the construction of eligible urban projects; and

§ 2. WHEREAS, the Council of the City of Norman has selected a roadway improvement project described as follows:

Reflectorized Traffic Signal Backplates Upgrades (Phase 4) at Various Intersections in Norman.

§ 3. WHEREAS, the engineer's preliminary estimate of total construction cost is $571,247.78 and Federal participation under the terms of the current Federal Transportation Funding Bill, relating to STP/UZA - Safety funds is hereby requested in the amount of $571,247.78 or 100% of the construction cost.

§ 4. WHEREAS, the City of Norman will arrange for a qualified engineer to furnish engineering services for the preparation of detailed plans, specifications. and estimates; and

§ 5. WHEREAS, the City of Norman agrees to provide satisfactory maintenance after completion; and

§ 6. WHEREAS, the City of Norman agrees to provide, at its sole cost, all required right-of-way necessary and to relocate any utilities required/affected by this project; and

§ 7. WHEREAS, the City of Norman agrees, as a condition to receiving any Federal financial assistance from the Oklahoma Department of Transportation, that it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42. U.S.C. 2000d et seq., and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, "Nondiscrimination of Federally-Assisted Programs of the Oklahoma Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964"; and

§ 8. WHEREAS, the City of Norman agrees to become jointly responsible, with the Oklahoma Department of Transportation and the contractor as co-applicants, for meeting all Environmental Protection Agency (E.P.A.) requirements for storm water runoff from this project. Further, if required, the City agrees to file jointly with the Department and the contractor, the general National Pollutant Discharge Elimination System (N.P.D.E.S.) permit with the E.P.A. which authorizes the storm water discharges associated with activity from the construction site identified in this resolution; and

R-2526-29

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

§ 9. That the State Transportation Commission is hereby requested to concur in the selection of this project for construction and to submit same to the Federal Highway Administration for their approval.

PASSED AND ADOPTED THIS _____ day of _____, 2025.

_____
Mayor

ATTEST:

_____
City Clerk

File Attachments for Item:

20. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-30: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING $1,006,484.42 IN STBG-UZA-SAFETY FUNDING FOR VIDEO DETECTION UPGRADES (PHASE 5) AT VARIOUS INTERSECTIONS IN NORMAN.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: August 26, 2025

REQUESTER: Katherine Coffin

PRESENTER: David Riesland, Transportation Engineer

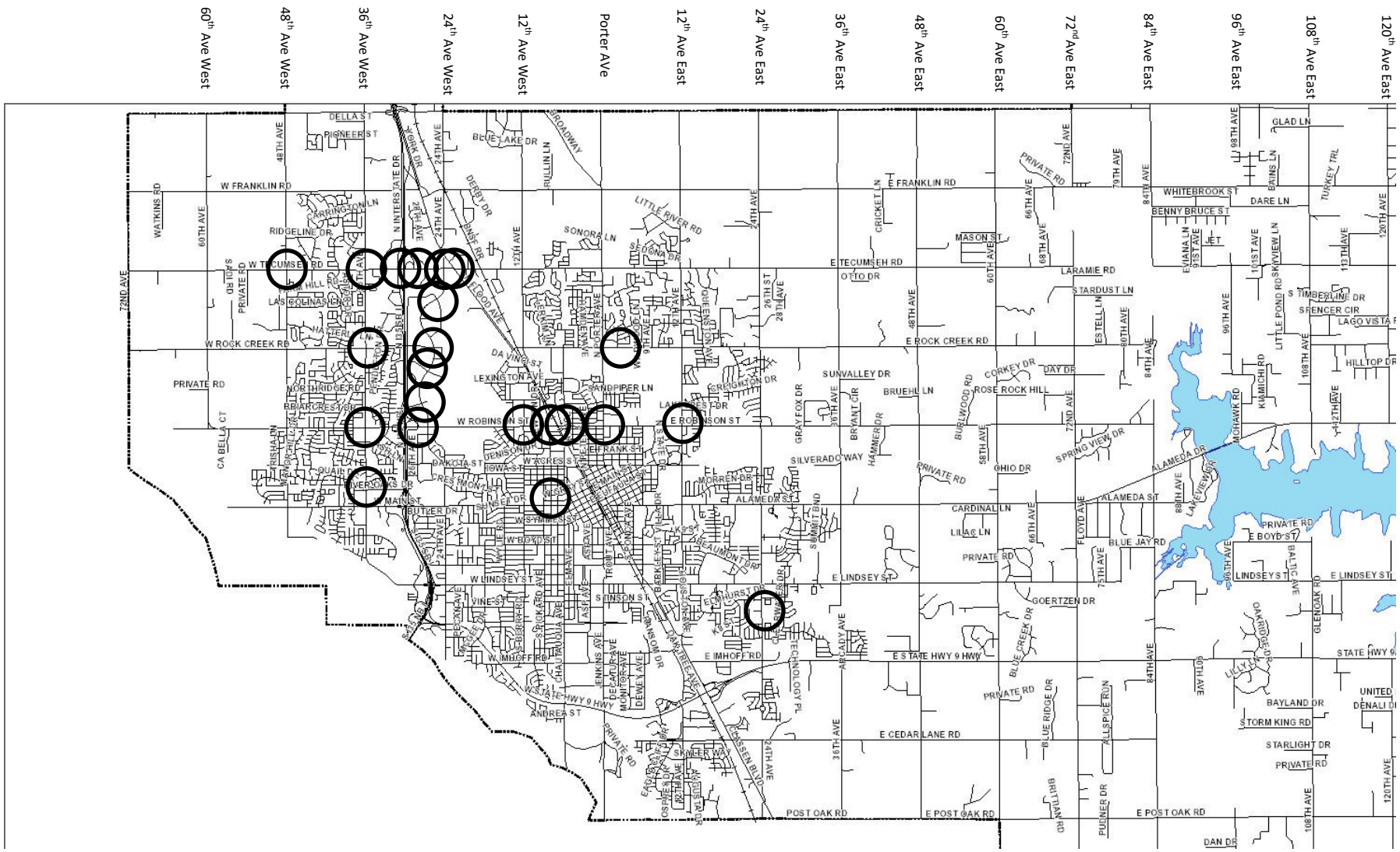
ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-30: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING $1,006,484.42 IN STBG-UZA-SAFETY FUNDING FOR VIDEO DETECTION UPGRADES (PHASE 5) AT VARIOUS INTERSECTIONS IN NORMAN.

BACKGROUND:
The current Federal Transportation Funding Bill allocates approximately $40 Million in Federal funds per year for the implementation of eligible transportation improvements in the Oklahoma City metropolitan area. No less than ten percent of this appropriation is used to fund safety projects at 100% of their construction cost.

Every year, the Association of Central Oklahoma Governments (ACOG) coordinates a regional evaluation process that identifies transportation improvements eligible for federal funding. Individual projects are rated and compared to one another using a pre-established criterion. The process ends with the formulation of the region's transportation improvement program and the decision to use federal funds to pay for a significant portion of the cost of the higher priority projects.

DISCUSSION:
On or before the close of the next Call for Projects, expected near the end of October 2025, staff will submit the ten highest ranked projects for consideration in the formulation of ACOG's 2029 Transportation Improvement Program update. To be eligible, each submitted project must have a programming resolution submitted for the project with costs that match the submitted engineering estimate.

RECOMMENDATION:
Staff recommends approval of Resolution R-2526-30 [Video Detection Upgrades (Phase 5) at Various Intersections in Norman] requesting $1,006,484.42 in Federal STBG/UZA-SAFETY funds for 100% of the construction cost.


60th Ave West
48th Ave West
36th Ave West
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Porter AVe
12th Ave East
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36th Ave East
48th Ave East
60th Ave East
72nd Ave East
84th Ave East
96th Ave East
108th Ave East
120th Ave East
Indian Hills Rd
Franklin Rd
Tecumseh Rd
Rock Creek Rd
Robinson St
Main St/
Alameda St
Lindsey St
Imhoff Rd
Cedar Lane Rd
Post Oak Rd
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W ROCK CREEK RD
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MAIN ST
ALAMEDA ST
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POST OAK RD
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LITTLE RIVER RD
BROADWAY
SUNVALLEY DR
SILVERADO WAY
GOERTZEN DR
BLUE JAY RD
PRIVATE RD
LARAMIE RD
STARDUST LN
WHITEBROOK ST
BENNY BRUCE ST
DARE LN
GLAD LN
MASON ST
OHIO DR
CARDINAL LN
LILAC LN
E BOYD ST
BAYLAND DR
STORM KING RD
STARLIGHT DR
DAN DR
PUDNER DR
ALLSPICE RUN
BLUE RIDGE DR
BLUE CREEK DR
ROSE ROCK HILL
BRUEHL LN
SPRING VIEW DR
ALAMEDA DR
LAKEVIEW DR
MOHAWK RD
KIAMICHI RD
LITTLE POND RD
SKYVIEW LN
SPENCER CIR
HILLTOP DR
LAGO VISTA
S TIMBERLINE DR
CORKEY DR
DAY DR
ESTELL LN
MORRELL DR
BRYANT CIR
HAMMER DR
GRAY FOX DR
BURLWOOD RD
CRICKET LN
OTTO DR
SONORA LN
SIENNA DR
RIDGELINE DR
CARRINGTON LN
HARVEST HILL RD
LAS COLINAS DR
PRIVATE RD
CA BELLA CT
WATKINS RD
DELLA ST
PIONEER ST
BLUE LAKE DR
RULLIN LN
DERBY DR
INSET DR
ELGOOD AVE
N INTERSTATE DR
YORK DR
DA VINCI ST
LEXINGTON AVE
SANDPIPER LN
CREIGHTON DR
LANCASTER DR
NORTHRIDGE RD
BRIARCREST DR
QUAIL RUN
TRISHA LN
MEMORY LN
DAKOTA ST
IOWA ST
W KIES ST
JENSON ST
JEFFERSON ST
CRESTMONT DR
SUNSET DR
BUTLER DR
W BOYD ST
VINE ST
ASH AVE
ELM AVE
MAPLE AVE
ROCKFORD RD
SPRUCE AVE
CHAUTAUQUA AVE
FENWICK AVE
DECATUR AVE
MONITOR AVE
DEWEY AVE
ANDREA ST
PRIVATE RD
FRONT AVE
MAIN AVE
BROADWAY AVE
BARKER ST
SUMMIT ST
SUMMIT END
LAKESIDE DR
MEADOWLAKE DR
ARCADY AVE
ECHO LN
ECHO PL
ECHO CIR
ECHO TRL
ECHO HILL RD
ECHO RIDGE RD
ECHO VALLEY RD
ECHO CREEK DR
ECHO CREEK PL
ECHO CREEK CIR
ECHO CREEK TRL
ECHO CREEK LN
ECHO CREEK RD
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ECHO CREEK LN
ECHO CREEK RD

Resolution

R-2526-30

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, PROGRAMMING FEDERAL SURFACE TRANSPORTATION PROGRAM URBANIZED AREA (STP-UZA-SAFETY) FUNDS FOR THE INSTALLATION OF VIDEO DETECTION UPGRADES (PHASE 5) AT VARIOUS INTERSECTIONS IN NORMAN.

§ 1. WHEREAS, Federal STP/UZA funds have been made available for the construction of eligible urban projects; and

§ 2. WHEREAS, the Council of the City of Norman has selected a roadway improvement project described as follows:

Video Detection Upgrades (Phase 5) at Various Intersections in Norman.

§ 3. WHEREAS, the engineer's preliminary estimate of total construction cost is $1,006,484.42 and Federal participation under the terms of the current Federal Transportation Funding Bill, relating to STP/UZA - Safety funds is hereby requested in the amount of $1,006,484.42 or 100% of the construction cost.

§ 4. WHEREAS, the City of Norman will arrange for a qualified engineer to furnish engineering services for the preparation of detailed plans, specifications. and estimates; and

§ 5. WHEREAS, the City of Norman agrees to provide satisfactory maintenance after completion; and

§ 6. WHEREAS, the City of Norman agrees to provide, at its sole cost, all required right-of-way necessary and to relocate any utilities required/affected by this project; and

§ 7. WHEREAS, the City of Norman agrees, as a condition to receiving any Federal financial assistance from the Oklahoma Department of Transportation, that it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42. U.S.C. 2000d et seq., and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, "Nondiscrimination of Federally-Assisted Programs of the Oklahoma Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964"; and

§ 8. WHEREAS, the City of Norman agrees to become jointly responsible, with the Oklahoma Department of Transportation and the contractor as co-applicants, for meeting all Environmental Protection Agency (E.P.A.) requirements for storm water runoff from this project. Further, if required, the City agrees to file jointly with the Department and the contractor, the general National Pollutant Discharge Elimination System (N.P.D.E.S.) permit with the E.P.A. which authorizes the storm water discharges associated with activity from the construction site identified in this resolution; and

R-2526-30

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

§ 9. That the State Transportation Commission is hereby requested to concur in the selection of this project for construction and to submit same to the Federal Highway Administration for their approval.

PASSED AND ADOPTED THIS _____ day of _____, 2025.

_____
Mayor

ATTEST:

_____
City Clerk

File Attachments for Item:

21. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2526-38: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN CONSENTING TO THE ASSIGNMENT OF ALL OBLIGATIONS OF HEALTHY LIVING CENTER NORMAN, L.L.C., SET FORTH IN THE CONTRACT BETWEEN HEALTHY LIVING CENTER NORMAN, L.L.C., AND CITY OF NORMAN, OKLAHOMA (K-2223-130) TO HEALTHY LIVING CENTER NORMAN, INC.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 08/26/2025

REQUESTER: Jason Olsen

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2526-38: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN CONSENTING TO THE ASSIGNMENT OF ALL OBLIGATIONS OF HEALTHY LIVING CENTER NORMAN, L.L.C., SET FORTH IN THE CONTRACT BETWEEN HEALTHY LIVING CENTER NORMAN, L.L.C., AND CITY OF NORMAN, OKLAHOMA (K-2223-130) TO HEALTHY LIVING CENTER NORMAN, INC.

BACKGROUND:

Norman voters approved the Norman Forward Quality of Life Projects Sales Tax of 2015, which provided a one-half percent (1/2%) sales tax dedicated to fund several quality-of-life projects, including a Senior Wellness Facility (the "Facility"). The City approved a contract with Frankfurt-Short-Bruza Associates ("FSB") in August 2019 for the design of the facility. Initially, FSB was developing designs for a facility within the $7.6 million Norman Forward amended allocation; with proposed additional phases to be added should funding become available in the future. On October 29, 2020, Council allocated an additional $4.8 million towards the Facility project with funds that were freed up after the City received federal Coronavirus Aid, Relief and Economic Security Act reimbursements for other unrelated previously budgeted expenses.

After the increase in funding, the City approved an amendment to FSB's contract to accommodate the design and construction of the facility in a single phase on an approximately 4.7-acre site in the southeast corner of the Norman Regional Hospital System's Porter Avenue Wellness Village Campus. In November 2020, Staff released a Request for Proposals related to the facility's operation. Interviews were later conducted, and the City proceeded with negotiations with Healthy Living & Fitness, Inc., an operator of one of the City of Oklahoma City's Senior Wellness Centers.

Council approved a Memorandum of Understanding with Healthy Living & Fitness, Inc. on April 13, 2021, to develop a contractual relationship related to the operation of the Facility. Council approved Contract K-2223-130 with Healthy Living Center Norman, LLC (the “Agreement”) on May 23, 2023. Contract K-2223-130 is the lease and management agreement between the City and Healthy Living Center Norman, LLC; a Limited Liability Corporation created by Healthy Living & Fitness, incorporated for the operation of the Norman facility. The Agreement provides that the Operator will operate, manage and maintain the Property for a five (5) year term, with the possibility of up to three (3) additional five-year terms. Notably, Section 7.10 of the

Agreement allows for assignment of the contract to another entity only upon approval by the City.

DISCUSSION:

When Healthy Living & Fitness, Inc. was initially selected as Operator, it was because of their success in running a similar facility in Oklahoma City. Long term, it was hoped that the Facility could be managed by a local Board of Directors instead of a Board located in Oklahoma City. Healthy Living & Fitness, Inc. has worked closely with the staff of the Norman facility, and members of its Programming Committee, all Norman residents, to transition to a local Board. In December 2024, after engaging outside counsel, Healthy Living & Fitness, Inc. formed Healthy Living Center Norman, Inc. as a separate non-profit entity for this ultimate purpose.

Members of the newly formed Healthy Living Center Norman, Inc. Board of Directors include the following Norman residents:

Lynne Miller, President

Lee Hall, Vice-President

Bill Scanlon, Secretary/Treasurer

Amy Davenport

Elaine Purvis

Brian Hill

Greg Heiple

Healthy Living Center Norman, Inc. has applied for 501(c)(3) designation from the Internal Revenue Service and is currently awaiting formal approval.

Per the terms of Section 7.10 of the Agreement, the City has received a Resolution of the Healthy Living & Fitness, Inc. Board of Directors expressing its desire and intent to assign the Agreement from Healthy Living Center Norman, LLC to Healthy Living Center Norman, Inc. subject to City approval. The City is also in receipt of a resolution from the Board of Directors of Healthy Living Center Norman, LLC formerly assigning all assets to Healthy Living Center Norman, Inc. upon approval by the City of such assignment and a release from the City of all liability with respect to its obligations under the Agreement upon such assignment. The return of assets is conditional on Healthy Living Center Norman, Inc. receiving a determination of tax-exempt status as a nonprofit organization under Section 501(c)(3) of the Internal Revenue Code within 24 months of the date of the transfer. The reason for this condition is due to restrictions related to the transfer of assets from a 501(c)(3) entity to a corporation without such a designation.

Finally, the City is also in receipt of a resolution from Healthy Living Center Norman, Inc. expressing its intent to accept the assignment of the Agreement upon City approval, and a resolution authorizing it to accept interests and obligations of the Agreement from Healthy Living Center Norman, LLC. These Board resolutions are attached to Resolution R-2526-38 as Exhibits A, B, C and D.

Other than the name of the Operating entity, all terms of the Agreement will remain the same upon approval of this Assignment. No disruptions to operations, staffing, etc. are anticipated at the Facility as a result of this Assignment. The Assignment will allow for local control of the Facility. Resolution R-2526-38, if adopted, will formally approve the assignment of the Agreement from Healthy Living Center Norman, LLC to Healthy Living Center Norman, Inc. The resolution also releases Healthy Living Center Norman, LLC from all liability related to its obligation of the Agreement as of the date of the assignment.

RECOMMENDATION:

Staff recommends approval of Resolution R-2526-38.

Resolution R-2526-38

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN CONSENTING TO THE ASSIGNMENT OF ALL OBLIGATIONS OF HEALTHY LIVING CENTER NORMAN, L.L.C. SET FORTH IN THE CONTRACT BETWEEN HEALTHY LIVING CENTER NORMAN, L.L.C. AND CITY OF NORMAN, OKLAHOMA (K-2223-130) TO HEALTHY LIVING CENTER NORMAN, INC.

§ 1. WHEREAS, Norman voters approved the Norman Forward Quality of Life Projects Sales Tax of 2015, providing a one-half (1/2) percent sales tax dedicated to fund a number of Quality of Life projects, including a Senior Wellness Facility (the "Facility"); and

§ 2. WHEREAS, in November 2020, after soliciting proposals pursuant to a Request for Proposals related to the operation of the Facility, and subsequent interviews, the City of Norman ("City") opted to enter into negotiations with Healthy Living & Fitness, Inc, for the ultimate lease and management of the Facility; and

§ 3. WHEREAS, on April 13, 2021, the City entered into a Memorandum of Understanding (K-2021-109) with Healthy Living & Fitness, Inc. for the purpose of developing a contractual relationship related to the lease and management of the City's planned Facility; and

§ 4. WHEREAS, Healthy Living & Fitness, Inc. formed Healthy Living Center Norman, L.L.C. on February 22, 2022, for the purpose of operating the Facility; and

§ 5. WHEREAS, on May 23, 2023, the City entered into Contract K-2223-130 (the "Agreement) with Healthy Living Center Norman, L.L.C. for the management, operation, and administration of the Facility; and

§ 6. WHEREAS, Section 7.10 of the Agreement provides that Healthy Living Center Norman, L.L.C. may not assign its interests or obligations contained in the Agreement without prior written consent of the City; and

§ 7. WHEREAS, a local group of residents serving on the Programming Committee for the facility began exploring options for local control of the operating entity of the Facility instead of Healthy Living Center Norman, Inc.; and

§ 8. WHEREAS, Healthy Living & Fitness, Inc. engaged counsel to assist in forming a new Oklahoma nonprofit corporation that could operate the Facility independently; and

§ 9. WHEREAS, Healthy Living Center Norman, Inc. was formed December 12, 2024, for the ultimate purpose of assuming the responsibilities of operating the Facility as a more appropriate organizational structure aligned with the nonprofit mission of Healthy Living & Fitness, Inc.; and

§10. WHEREAS, the Board of Directors of Healthy Living Center Norman, Inc. includes Lynne Miller, President, Lee Hall, Vice-President, William Scanlon, Secretary/Treasurer, Amy Davenport, Elaine Purvis, Brian Hill and Greg Heiple; and

§11. WHEREAS, the City has received a resolution approved by the Board of Directors of Healthy Living & Fitness, Inc., attached as Exhibit A, indicating its desire and intent to assign the Agreement from Healthy Living Center Norman, L.L.C. to Healthy Living Center Norman, Inc. subject to City approval; and

§12. WHEREAS, the City has received a resolution approved by the Board of Directors of Healthy Living Center Norman, L.L.C.., attached as Exhibit B, assigning all of its assets to Healthy Living Center Norman, Inc. upon approval by the City and release of liability; and

§13. WHEREAS, the City has received a resolution approved by the Board of Directors of Healthy Living Center Norman, Inc., attached as Exhibit C, expressing its intent to accept the assignment of the Agreement upon City approval; and

§14. WHEREAS, the City has received a resolution approved by the Board of Directors of Healthy Living Center Norman, Inc., attached as Exhibit D, authorizing it to accept the interest of Healthy Living Center Norman, L.L.C. in its contract with the City, including the acceptance of assets, business arrangements, contracts and employees related to the operation of the Adult Wellness Center upon approval of such assignment by the City.

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

§15. THAT, the assignment of Contract K-2223-130 from Healthy Living Center Norman, L.L.C. to Healthy Living Center Norman, Inc. is hereby approved.

§16. THAT, the City hereby releases Healthy Living Norman, L.L.C. from liability related to its performance of its obligations related to Contract K-2223-130 as the date of execution of this Resolution R-2526-38.

PASSED AND ADOPTED this _____ day of _____, 2025.

_____

Mayor

ATTEST:

_____

City Clerk

RESOLUTION OF HEALTHY LIVING & FITNESS, INC.

ASSIGNMENT OF OPERATING AGREEMENT FOR SENIOR WELLNESS CENTER located at 602 North Findlay Avenue, Norman, Oklahoma 73071

WHEREAS, Healthy Living & Fitness, Inc., an Oklahoma nonprofit corporation having its principal place of business at 11501 North Rockwell, Oklahoma City, Oklahoma 73162, is the parent organization overseeing the operations of the Senior Wellness Center located at 602 North Findlay Avenue, Norman, Oklahoma 73071; and

WHEREAS, Healthy Living Center Norman, LLC, an Oklahoma limited liability company, has served as the operating entity for the Senior Wellness Center pursuant to a Lease and Management Agreement entered into on the 23rd day of May, 2023, by and between the City of Norman, Oklahoma, a municipal corporation, and Healthy Living Center Norman, LLC (the "Agreement"); and

WHEREAS, Healthy Living & Fitness, Inc. has formed a new Oklahoma nonprofit corporation, Healthy Living Center Norman, Inc., to assume the responsibilities of operating the Senior Wellness Center as a more appropriate organizational structure aligned with its nonprofit mission; and

WHEREAS, the officers of Healthy Living Center Norman, Inc. shall be as follows:

Lynne Miller, President

Lee Hall, Vice President

Bill Scanlon, Secretary/Treasurer

NOW, THEREFORE, BE IT RESOLVED, that Healthy Living Center Norman, LLC hereby requests that the City of Norman, Oklahoma, approve the assignment of the Agreement, from Healthy Living Center Norman, LLC to Healthy Living Center Norman, Inc., effective upon approval and completion of any administrative requirements; and

BE IT FURTHER RESOLVED, that this assignment shall be considered sufficient to fulfill any notification or approval requirements regarding the assignment of the Agreement with Healthy Living Center Norman, LLC and the transfer of such Agreement to Healthy Living Center Norman, Inc.; and

BE IT FURTHER RESOLVED, that the officers of Healthy Living & Fitness, Inc. sole member of Healthy Living Center Norman, LLC are authorized to take all necessary steps to execute and implement this assignment in cooperation with the City of Norman, Oklahoma.

ADOPTED this 18th day of June, 2025, by the Members of Healthy Living Center Norman , LLC

Jack Moore Authorized Member

ADOPTED this 31st day of July, 2025, by the Board of Directors of Healthy Living & Fitness, Inc.

Jack Moore President
Healthy Living & Fitness, Inc.

Darren Telford
Secretary & Treasurer

State of Oklahoma
County of Oklahoma

On this 31st day of July, 2025, before me, the undersigned Notary Public in and for said County and State, personally appeared:

Jack Moore who is personally known to me or who has produced valid identification and who executed the foregoing instrument and acknowledged that he/she executed the same as his/her free and voluntary act and deed for the purposes therein set forth.

Darren Telford who is personally known to me or who has produced valid identification and who executed the foregoing instrument and acknowledged that he/she executed the same as his/her free and voluntary act and deed for the purposes therein set forth.

Document: Resolution of Healthy Living & Fitness, Inc.
Assignment of operating agreement for Senior Wellness Center located at 602 North Findlay Avenue, Norman, Oklahoma 73071.

Sworn to and subscribed before me this 31st day of July, 2025.

Signature of Notary Public

Name: Amy Winfield
Commission Number: 25004693
My Commission Expires: 4/18/2029

Notary Public State of Oklahoma
Amy Winfield
My Commission # 25004693
Expires 4/18/2029

RESOLUTION OF HEALTHY LIVING CENTER NORMAN, LLC
TO ASSIGN ALL ASSETS TO HEALTHY LIVING CENTER NORMAN, INC.
UPON CITY OF NORMAN APPROVAL AND RELEASE OF LIABILITY

WHEREAS, Healthy Living Center Norman, LLC (the "LLC") currently holds the lease and management agreement dated May 23, 2023, with the City of Norman, Oklahoma (the "City"), for the operation of the Senior Wellness Center located at 602 North Findlay Avenue, Norman, Oklahoma 73071 (the "Agreement");

WHEREAS, the LLC has determined that it is in the best interest of all parties that the lease and management responsibilities be transferred to Healthy Living Center Norman, Inc., an Oklahoma nonprofit corporation (the "Corporation");

WHEREAS, the Corporation has been formed to continue the mission and services of the LLC and is prepared to assume full responsibility under the Agreement;

WHEREAS, the City of Norman must approve and formally assign the Agreement to the Corporation, and issue a full and complete release of liability to the LLC with respect to all obligations under the Agreement;

NOW, THEREFORE, BE IT RESOLVED, that upon (i) the formal assignment by the City of Norman, Oklahoma of the lease and management agreement dated May 23, 2023, from Healthy Living Center Norman, LLC to Healthy Living Center Norman, Inc., and (ii) the execution by the City of a full and complete release of liability to Healthy Living Center Norman, LLC related to said Agreement, then:

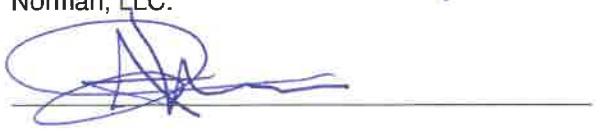
The LLC shall assign, transfer, and convey all of its right, title, and interest in and to all assets held by the LLC that are used in connection with the Senior Wellness Center, including but not limited to bank accounts, furniture, equipment, materials, supplies, and any other tangible or intangible property, to Healthy Living Center Norman, Inc. A complete list and inventory of such assets is attached hereto as Exhibit A and incorporated herein by reference;

The officers and managers of the LLC are hereby authorized and directed to take any and all steps necessary to effectuate the assignment of assets, including the execution of any and all documents required to complete the transfer;

Conditional Return of Assets: In the event that Healthy Living Center Norman, Inc. does not receive a determination of tax-exempt status as a nonprofit organization under Section 501(c)(3) of the Internal Revenue Code from the Internal Revenue Service within twenty-four (24) months of the date of asset transfer, then Healthy Living Center Norman, Inc. shall return all assigned assets as listed in Exhibit A to Healthy Living & Fitness, Inc., the sole member of Healthy Living Center Norman, LLC. If any of the assets listed in Exhibit A are not available for return, Healthy Living Center Norman, Inc. shall make a cash payment to Healthy Living & Fitness, Inc. in an amount equal to the fair market value of such assets at the time of the original transfer;

This resolution shall be effective immediately and shall remain in full force and effect unless modified or rescinded by further resolution of the LLC.

ADOPTED this 31st day of July, 2025, by the Members of Healthy Living Center Norman, LLC.



Jack Moore
Managing Member

Exhibit A: Inventory of Assets at Time of Transfer
(Attach asset list here)

State of Oklahoma
County of Oklahoma

On this 31st day of July, 2025, before me, the undersigned Notary Public in and for said County and State, personally appeared:
Jack Moore who is personally known to me or who has produced valid identification and who executed the foregoing instrument and acknowledged that he/she executed the same as his/her free and voluntary act and deed for the purposes therein set forth.

Document: Resolution of Healthy Living Center Norman, LLC to assign all assets to Healthy Living Center Norman, Inc. upon City of Norman approval and release of liability.

Sworn to and subscribed before me this 31st day of July, 2025.

Signature of Notary Public

Name: Amy Winfield
Commission Number: 25004693
My Commission Expires: 4/18/2029

Notary Public State of Oklahoma
Amy Winfield
My Commission # 25004693
Expires 4/18/2029

HEALTHY LIVING CENTER NORMAN, INC.

BOARD RESOLUTION

The following resolution was passed in a duly convened meeting of the Board of Directors of Healthy Living Center Norman, Inc. (the "Corporation") at the Adult Wellness & Education Center on the 17th day of June, 2025.

IT WAS RESOLVED THAT Healthy Living Center Norman, Inc. (Healthy Living Norman) expresses an intent to accept the assignment of the contract with the City of Norman from Healthy Living Center Norman, LLC and perform all of the obligations thereof, upon approval by the City. Per Section 7.7 of the Lease and Management Agreement, notice in writing shall be hand delivered with signed receipt or mailed by first-class registered or certified mail, postage prepaid, addressed to the following addresses:

Darrel Pyle, City Manager
The City of Norman
201 W. Gray St.
Norman, OK 73069

With copy to:
Kathryn Walker, City Attorney
The City of Norman
201 W. Gray St.
Norman, OK 73069

We, Lynne Miller and William A. Seaward as Director and President, and Director and Secretary/Treasurer, hereby certify that this resolution (a) has been duly recorded in the meeting minutes and signed by the Directors of the Corporation, (b) is in force, and (c) does not in any way exceed the objects or powers of the Corporation or the powers of the Directors.

Lynne Miller
Name of Director & President

William A. Seaward
Name of Director & Secretary Treasurer

Lynne Miller
Signature

William A. Seaward
Signature

HEALTHY LIVING CENTER NORMAN, INC.

BOARD RESOLUTION

The following resolution was passed in a duly convened meeting of the Board of Directors of Healthy Living Center Norman, Inc. (the "Corporation") at the Adult Wellness & Education Center on the 17th day of June, 2025.

IT WAS RESOLVED THAT Healthy Living Center Norman, Inc. (Healthy Living Norman) is hereby authorized to accept the interest of Healthy Living Center Norman, LLC in its contract with the City of Norman, including the acceptance of assets, business arrangements, contracts and employees related to the operation of the Adult Wellness Center upon approval of such assignment by the City of Norman.

We, Lynne Miller and WILLIAM A. SEAMAN as Director and President, and Director and Secretary/Treasurer, hereby certify that this resolution (a) has been duly recorded in the meeting minutes and signed by the Directors of the Corporation, (b) is in force, and (c) does not in any way exceed the objects or powers of the Corporation or the powers of the Directors.

Lynne Miller
Name of Director & President

William A. Seaman
Name of Director & Secretary Treasurer

Signature

Signature

File Attachments for Item:

22. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-39 UPON SECOND AND FINAL READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE THE NORTHWEST QUARTER (NW/4) OF SECTION TWENTY-THREE (23), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE C-1, LOCAL COMMERCIAL DISTRICT, AND PLACE SAME IN A SPUD, SIMPLE PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (SOUTHWEST CORNER OF STONEY BROOK DR. AND N. INTERSTATE DR.)

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 08/12/2025

REQUESTER: Hudimax Norman Holdings, LLC

PRESENTER: Jane Hudson, Planning and Community Development Director

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-39 UPON SECOND AND FINAL READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE THE NORTHWEST QUARTER (NW/4) OF SECTION TWENTY-THREE (23), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE C-1, LOCAL COMMERCIAL DISTRICT, AND PLACE SAME IN A SPUD, SIMPLE PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (SOUTHWEST CORNER OF STONEY BROOK DR. AND N. INTERSTATE DR.)

APPLICANT/REPRESENTATIVE	Hudimax Norman Holdings, LLC/Box Law Group, PLLC
LOCATION	Southwest Corner of Stoney Brook Dr. and N. Interstate Dr.
WARD	8
CORE AREA	No
EXISTING ZONING	C-1, Local Commercial District
EXISTING LAND USE	UH, Urban High
PROPOSED ZONING	SPUD, Simple Planned Unit Development
PROPOSED LAND USE	No Change

REQUESTED ACTION Rezoning from C-1, Local Commercial District, to SPUD, Simple Planned Unit Development.

EXISTING CONDITIONS:

SIZE OF SITE: 0.10 Acres

SURROUNDING PROPERTIES

	Subject Property	North	East	South	West
Zoning	C-1	RM-6 and C-1	PUD	C-1	R-1
Land Use	Urban High	Urban High	Commercial and Open Space	Urban High	Urban Medium
Current Use	Undeveloped	Residential and Commercial	I-35	Undeveloped	Residential

ZONING DESIGNATION **C-1, Local Commercial District**

This commercial district is intended for the conduct of retail trade and to provide personal services to meet the regular needs and for the convenience of the people of adjacent residential areas. It is anticipated that this district will be the predominately used commercial district in the community. Because these shops and stores may be an integral part of the neighborhood closely associated with residential, religious, recreational, and educational elements, more restrictive requirements for light, air, open space, and off-street parking are made than are provided in other commercial districts.

LAND USE DESIGNATION **Urban High**

Highly compact, walkable pattern of urban development prioritizing alternative means of transportation. Low to no building spacing and separation of uses. This area is intended to create opportunities for economic activities attracting a city-wide audience, and place residents closer to services and jobs.

- High-intensity areas strive for more residential than non-residential uses with frequent master-planned mixed-use development nodes. Non-residential uses may be more common in UH than in UM or UL due to higher concentrations of population.
- Gross densities in any single development should be greater than 12 units per acre.

CHARACTER AREA DESIGNATION **Corridor**

Corridor Areas are developed or undeveloped land on both sides of a roadway; primarily designated, although not limited to, commercial and mixed-use development with auto-centric design. Scale and location affect the type and intensity of these uses. Corridor character is determined by scale and is recognized in three main areas.

Gateway Corridors
Major thoroughfare that serves as an important entrance or means of access to the community marked by orientation of buildings to highway; on-site parking; and large set-backs for buildings. Anticipating high public transit access, including stops and shelters in locations safe for passengers and operations. Interstate-35, North Flood Avenue, Alameda Street, Main Street west of 24th, and Highway 9 are Gateway Corridors managed under this Character Area.

PROCEDURAL REQUIREMENTS:

PRE-DEVELOPMENT:
This project is a rezoning application on a parcel smaller than 40 acres and includes no special use or preliminary plat. As such, the project is not required to hold a Pre-Development informational meeting.

BOARD OF PARKS COMMISSIONERS:
This project does not include residential development and does not require a trail easement. As such, the project not required to go before the Board of Parks Commissioners.

SUMMARY OF APPLICATION:

The applicant requests rezoning from C-1, Local Commercial District to SPUD, Simple Planned Unit Development, with plans to construct a double-sided, electronic off-premise sign. The proposed sign will have 672 square feet of sign face per side and a maximum height of 50'. Staff notes that off-premise signage is permissible within 660 feet of the Interstate 35 right-of-way in C-2, General Commercial, and I-1, Light Industrial, Zoning Districts. The applicant elected to pursue a SPUD to limit the uses on the site in consideration of the abutting R-1, Single-Family Dwelling District, properties.

Staff notes that between the time of public notification and the Planning Commission meeting, the applicant has modified the request to rezone less land than advertised. The applicant wishes to rezone 0.10 acres of unplatted land on the northernmost point of the subject property. This is a decrease of 3.5 acres from the 3.60 acres described in the notification.

USE:
The following use shall be permitted within this SPUD: Off-premise signage.

LANDSCAPING:
The proposal for an off-premise sign does not necessitate parking, there is no parking or landscaping shown on the Site Plan.

LIGHTING:
Other than the lighting for the sign, there is no outdoor lighting shown on the Site Plan. Should the applicant determine the need for any outdoor lighting, the outdoor lighting for this SPUD shall be in accordance with Section 36-549 of the Norman Code, as amended from time to time. Lighting for the proposed sign shall be permitted.

SUBDIVISION:
This property in not platted, a preliminary plat was not required for the proposal of an off-premise sign. For any future proposed development, a preliminary plat will be required.

DRAINAGE:
No development is proposed.

SIGNAGE:
One (1) off-premise sign shall be permitted on site. Said sign shall be a maximum of 672 square feet per side and a maximum of 50 feet in height. Said sign may be double sided, may be of V-type construction, and may consist of electronic digital technology.

SIDEWALK:
No development is proposed for this site; sidewalks are not required as part of this proposal.

PUBLIC IMPROVEMENTS:
This property is not platted; a preliminary plat was not required for the proposal of an off-premise sign. For any future proposed development, a preliminary plat will be required as well as any public improvements.

NEAREST PUBLIC PARK:
The nearest park, Prairie Creek Park, is 0.01 miles from the subject property, and takes access from Pendleton Drive.

REVIEW COMMENTS:

This application was submitted to the following agencies, departments, and/or divisions for review and comment. An asterisk (*****) indicates that the agency, department, and/or division responded with adverse comments.

CITY DEPARTMENTS/DIVISIONS

1. Fire Department
2. Building Review
3. Public Works/Engineering
4. Transportation Engineer
5. Planning
6. Utilities

COMMENTS, BY DEPARTMENT/DIVISION:

Items italicized and in blue in these sections represent City Staff analysis.

A.1. FIRE DEPARTMENT

The Fire Department had no comments.

A.2. BUILDING REVIEW

Sign permit application and associated trade permits (electrical permit) are required for this proposal.

A.3. PUBLIC WORKS/ENGINEERING

I. AIM NORMAN PLAN CONFORMANCE

i. *As the project has no proposed utilities, these departments had no comments.*

A.4. TRANSPORTATION ENGINEER

II. AIM NORMAN PLAN CONFORMANCE

i. *As the project has no proposed access or parking, the City Transportation Engineer had no comments.*

A.5. PLANNING

I. ZONING CODE CONSIDERATIONS

i. Purpose – SPUD, Simple Planned Unit Development

i. The SPUD, Simple Planned Unit Development 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.

1. 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 acres.
2. The SPUD is subject to review procedures by Planning Commission and adoption by City Council.

ii. 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:

1. 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.
2. 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.

3. Maintain consistency with the City's zoning ordinance, and other applicable plans, policies, standards and regulations on record.
4. 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.

The applicant is requesting off-premise signage. Off-premise signage is permissible within 660 feet of the Interstate 35 right-of-way in C-2, General Commercial, and I-1, Light Industrial, Zoning Districts. The applicant elected to pursue a SPUD, rather than straight rezoning to retain a reduced list of allowable uses in consideration of the abutting R-1, Single-Family Dwelling District, properties.

ii. Uses Permitted

i. The following use shall be permitted within this SPUD: Off-premise signage.

Off-premise signage will be the only allowable use on-site.

iii. Height Regulations

i. One (1) off-premise sign shall be permitted on site. Said sign shall be a maximum of 672 square feet per side and a maximum of 50 feet in height.

The regulation for off-premise signage in Section 28-601 states the following: No off-premises sign on such trafficway shall be erected to a height of more than 35 feet. The exception to this would be in the case of an elevated highway roadbed. In this event, the allowable height shall be no more than 20 feet above the roadbed at the edge of the pavement or 35 feet, whichever is greater.

II. COMPREHENSIVE PLAN CONSIDERATIONS

i. Character Area Policies

i. General Policies

1. Non-residential Policies

a. New non-residential development should use high quality building materials such as glass, brick, stone, wood or cementitious siding.
b. Require that loading areas be located to the rear and sides of buildings and screened from view.

c. Ensure that all sides of a parking garage that are visible from public view are architecturally consistent with the buildings it serves.
d. Buildings in a corporate campus setting should have an internal pedestrian network between buildings.

The Non-residential Policies do not address off-premise signage.

ii. Character Area Policies – Corridor

1. Support the natural phasing out of older and lower-yield commercial and industrial uses with regulations and incentives that support mixed-uses and local businesses.
2. Use screening, with natural materials when possible, to lessen noise pollution and visual clutter from existing and future uses along the corridor.
3. Promote circulation and manage access to keep traffic flowing by:
    a. Including access along and into properties for vehicles, public transit, pedestrians, and bicyclists during street and interchange improvements.
    b. Projects should not create fragmented parcels or impede on- and off-site circulation through, to reduce restriction of future development.
    c. Allowing redevelopment of excess parking areas or commercial building space for residential uses, especially along public transit routes and areas with strong existing or planned pedestrian connections.
    d. Requiring shared entrances, cross-access, and avoiding multiple access points for new commercial developments at major intersections.
4. Commercial developments should offer both internal and external pedestrian connections, especially between hotels, restaurants, and retail services.
    a. Connections to the corridors and through developments should improve safety for those walking, bicycling, or using mobility devices.
5. Allow redevelopment for high density residential and mixed-residential uses near public transit stops, along pedestrian routes, and where site design does not create secluded enclaves of apartments.
6. Add density through development of sites behind properties directly facing streets.
7. Retrofit or mask existing strip development or other unsightly features, as necessary.

8. Explore requiring that stormwater management and detention have lower impact than historic stormwater conditions for all new or redevelopment along corridors.

This proposal is for an off-premise sign, there is no need for development of access points or structures.

ii. Land Use Development Policies

i. Description and Context – Urban High

1. 1. Highly compact, walkable pattern of urban development prioritizing alternative means of transportation. Low to no building spacing and separation of uses. This area is intended to create opportunities for economic activities attracting a city-wide audience, and place residents closer to services and jobs.
    a. High-intensity areas strive for more residential than non-residential uses with frequent master-planned mixed-use development nodes. Non-residential uses may be more common in UH than in UM or UL due to higher concentrations of population.
    b. Gross densities in any single development should be greater than 12 units per acre.

The installation of an off-premise sign does not contribute to the highly compact, walkable pattern of urban development encouraged by the Urban High Land Use.

ii. Building Types

1. Medium and Small-scale 3- to 5-story buildings are common. Within existing developed areas, buildings may go up to 2-stories higher than surrounding properties.
2. Multi-unit structures are the priority, but a variety of housing types from townhomes to apartments are expected.
3. Mixed-use buildings including retail, work-spaces, and residences are most common.
4. Public and private spaces (i.e. balconies, recreational roof decks, outdoor dining, etc.) are clearly defined and cultivate a sense of place.
5. New developments that are single-use developments or predominantly single-unit or garden apartments are not appropriate.

No buildings are proposed as a part of this project.

iii. Site Design

1. The scale and layout of the built environment are conducive to walking. Trails and pathways are integrated throughout developments to connect to parks, neighborhoods, and community destinations.
2. Multi-unit developments without connections to neighboring properties and uses weakens the development pattern and should be limited or avoided altogether.
3. Street trees should form a continuous urban canopy over public areas and rights-of-way.
4. Stormwater to be addressed at the project level, but designed as part of a larger neighborhood or sub-basin system.
5. Site layout should take every opportunity to maximize the public infrastructure available in this area.

No connectivity or access points are proposed or needed as a part of this project.

iv. Transportation

1. This area features a relatively dense grid of streets and sidewalks. A full street hierarchy provides a variety of connections and route choices to people moving to, through, and within the area. Parking is a secondary use and should be as small as possible due to character and value of land in the area. Most of these areas have, or will have, easy access to public transportation (less than one half-mile walk of a stop). Improving access for pedestrians and bicyclists will continue to be a priority, including modernizing multi-modal infrastructure.

No connectivity or access points are proposed or needed as a part of this project.

v. Utility Access

1. 1. A full range of utilities should be available. If services are not already in place, they must be extended by the developer during the platting process to be suitable for development. If development occurs adjacent to existing facilities that are determined to be insufficient to meet the demands of the proposed development, the developer must upgrade the existing facilities to enhance the capacity of the utility systems.

No utility access is proposed as part of this project. Existing utility easements are present on the site, as shown on the attached site plan.

vi. Public Space

1. 1. Consisting of appropriately scaled public spaces including small parks, plazas, parklets, regional trail connections, and

walking paths. Pedestrian amenities should commonly integrated into public and private projects.

No public spaces are proposed as a part of this project.

vii. Locational Criteria

1. Large building footprints (>12,500 SF) compromise the development pattern and are not appropriate, except along arterials and at arterial intersections.
2. Medium intensity residential uses should be discouraged along arterial streets and should be located behind higher intensity residential, commercial, or mixed-use developments along arterial streets.
3. Medium intensity residential uses shall be adequately buffered or spaced from intensities posing adverse effects including noise, odors, air and light pollution, and heavy traffic.
4. High Urban is most compatible adjacent to: UM, ULC, MX, IMX, CBD, LCC, C, JC, TOD, and OP.
5. High Urban is least compatible adjacent to: AR and UR and requires additional buffering from uses that generate more noise, odors, air and light pollution, and heavy traffic.

The installation of an off-premise sign is not addressed by the locational criteria.

ALTERNATIVES/ISSUES:

IMPACTS: The SPUD Narrative outlines the installation of a single, off-premise sign on the northernmost point of the unplatted property. Off-premise signs are not addressed by the AIM Norman Comprehensive Land Use Plan and are allowed in few locations across the City. Off-premise signage is permissible within 660 feet of the Interstate 35 right-of-way in C-2, General Commercial, and I-1, Light Industrial, Zoning Districts. The applicant elected to pursue a SPUD, rather than straight rezoning to retain a reduced list of allowable uses in consideration of the abutting R-1, Single-Family Dwelling District, properties.

CONCLUSION: Staff forwards this request for rezoning from C-1, Local Commercial District, to SPUD, Simple Planned Unit Development, and Ordinance O-2425-39 for consideration by City Council.

PLANNING COMMISSION RESULTS: At their meeting of July 10, 2025, the Planning Commission recommended approval of Ordinance O-2425-39 by a vote of 5-0.

O-2425-39

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE THE NORTHWEST QUARTER (NW/4) OF SECTION TWENTY-THREE (23), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE C-1, LOCAL COMMERCIAL DISTRICT, AND PLACE SAME IN A SPUD, SIMPLE PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (SOUTHWEST CORNER OF STONEY BROOK DR. AND N. INTERSTATE DR.)

§ 1. WHEREAS, Hudimax Norman Holdings, LLC, the owners of the hereinafter described property, have made application to have the subject property removed from the C-1, Local Commercial District, and placed in a 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 on July 10, 2025 as required by law, considered the same and recommended that the same should be granted and an ordinance adopted to effect and accomplish such rezoning; and

§ 3. WHEREAS, the City Council of the City of Norman, Oklahoma, has thereafter considered said application and has determined that said application should be granted and an ordinance adopted to effect and accomplish such rezoning.

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

§ 4. That Section 36-201 of the Code of the City of Norman, Oklahoma, is hereby amended so as to remove the following described property from the C-1, Local Commercial District and place the same in a SPUD, Simple Planned Unit Development, to wit:

A TRACT OF LAND LYING IN THE NORTHWEST QUARTER (NW/4) OF SECTION TWENTY-THREE (23), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN BASE AND MERIDIAN, CLEVELAND COUNTY, STATE OF OKLAHOMA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
BEGINNING AT A POINT ON THE WESTERLY RIGHT-OF-WAY LINE OF INTERSTATE THIRTY-FIVE (35), SAID POINT BEING THE

NORTHEAST CORNER OF LOT ONE (1), BLOCK ONE (1), PRAIRIE CREEK ADDITION SECTION SEVEN (7), AN ADDITION TO THE CITY OF NORMAN, CLEVELAND COUNTY, STATE OF OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF;
THENCE NORTH 00°21'17" WEST ALONG SAID RIGHT-OF-WAY LINE 362.03 FEET;
THENCE SOUTH 89°38'49" WEST AND DEPARTING SAID RIGHT-OF-WAY LINE 49.98 FEET TO THE POINT OF BEGINNING;
THENCE SOUTH 00°21'08" EAST 69.03 FEET;
THENCE SOUTH 89°38'52" WEST 73.95 FEET;
THENCE NORTH 00°48'26" EAST 50.00 FEET;
THENCE NORTH 69°17'28" EAST 10.42 FEET TO A POINT OF CURVATURE;
THENCE NORTHEASTERLY ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 282.83 FEET, AN ARC LENGTH OF 65.16 FEET, A CHORD BEARING OF NORTH 75°55'48" EAST AND A CHORD LENGTH OF 65.02 FEET TO THE POINT OF BEGINNING.
SAID TRACT CONTAINS 4484.88 SQUARE FEET OR 0.10 ACRES.

§ 5. Further, pursuant to the provisions of Section 36-510 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, Site Development Plan, and supporting documentation, which are made a part hereof.

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

ADOPTED this _____ day of _____, 2025.

_____
(Mayor)

NOT ADOPTED this _____ day of _____, 2025.

_____
(Mayor)

ATTEST:

_____
(City Clerk)

THE CITY OF NORMAN

SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT

MASTER DESIGN STATEMENT FOR

Stoney Brook Dr. & N. Interstate Dr.

May 1, 2025
June 20, 2025
June 25, 2025

PREPARED FOR:

Hudimax Norman Holdings, LLC
817 Timberdell Road
Norman OK 73072
405-818-8800 Phone
mdonohue33@yahoo.com

PREPARED BY:

BOX LAW GROUP, PLLC
David Box
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TABLE OF CONTENTS

INTRODUCTION 1.0

LEGAL DESCRIPTION 2.0

OWNER/DEVELOPER 3.0

SITE AND SURROUNDING AREA 4.0

PHYSICAL CHARACTERISTICS 5.0

CONCEPT 6.0

SERVICE AVAILABILITY 7.0

SPECIAL DEVELOPMENT REGULATIONS 8.0

USE AND DEVELOPMENT REGULATIONS 8.1

SPECIAL CONDITIONS 9.0

LANDSCAPING REGULATIONS 9.1

LIGHTING REGULATIONS 9.2

SUBDIVISION REGULATIONS 9.3

DRAINAGE REGULATIONS 9.4

SIGNAGE REGULATIONS 9.5

SIDEWALK REGULATIONS 9.6

PUBLIC IMPROVEMENTS 9.7

EXHIBITS 10.0

SECTION 1.0 ..... INTRODUCTION

The Simple Planned Unit Development (SPUD) of Stoney Brook Dr. and N. Interstate Dr., consisting of 1.01 acres, is located within the Northwest Quarter (NW/4) of Section 23, Township 9 N, Range 3 W, of the Indian Meridian, Cleveland County, Oklahoma.

SECTION 2.0 ..... LEGAL DESCRIPTION

The legal description of the property comprising this SPUD is described in Exhibit A, attached, and is made a part of this Master Design Statement.

SECTION 3.0 ..... OWNER/DEVELOPER

The owner and developer of this property is Hudimax Norman Holdings, LLC.

SECTION 4.0 ..... ZONING

The subject property is presently zoned for C-1 Local Commercial District.

SECTION 5.0 .....PHYSICAL CHARACTERISTICS

The property is currently undeveloped.

SECTION 6.0 .....CONCEPT

The concept for this SPUD is to establish zoning for construction of off-premise signage.

SECTION 7.0..... SERVICE AVAILABILITY

7.1 ..... STREETS

The nearest street to the north is Stoney Brook Dr. The nearest street to the east is N. Interstate Dr. The nearest street to the south is Dove Crossing Dr. The nearest street to the west is Stoney Brook Dr.

7.2 ..... SANITARY SEWER

Public sanitary sewer facilities for this property are available.

7.3 ..... WATER

Water facilities for this property are available.

7.4 ..... FIRE PROTECTION

The nearest fire station to this property is station number 7 located at 2207 Goddard Ave. It is approximately 3 miles from this SPUD development.

7.5 ..... DRAINAGE

The property within this Simple Planned Unit Development is not within a FEMA flood plain.

7.6 .....COMPREHENSIVE PLAN

The AIM Norman Comprehensive Land Use designation is Urban High.

SECTION 8.0.....SPECIAL DEVELOPMENT REGULATIONS

The following Special Development Regulations and/or limitations are placed upon the development of the SPUD. Planning and zoning regulations will be those, which are in effect at the time of development of this SPUD. Development is when a permit is issued for any construction or addition to any structure on a development tract.

8.1.....USE AND DEVELOPMENT REGULATIONS

The use and development regulations of the C-1 Local Commercial District shall govern this SPUD, except as herein modified.

The following use shall be permitted within this SPUD:

Off-premise signage

9.0.....SPECIAL CONDITIONS

The following special conditions shall be made a part of this SPUD:

9.1 ..... LANDSCAPING REGULATIONS

The subject parcel shall meet all requirements of Section 36-524(d)(1) of the Norman Code in place at the time of development, as amended from time to time.

9.2 ..... LIGHTING REGULATIONS

The site lighting in this SPUD shall be in accordance with Section 36-549 of the Norman Code, as amended from time to time. Lighting for the proposed sign shall be permitted.

9.3 ..... SUBDIVISION REGULATIONS

Subdivision shall conform to the Norman Code, as amended from time to time.

9.4 ..... DRAINAGE REGULATIONS

Drainage regulations will comply with the Norman Code, as amended from time to time.

9.5 ..... SIGNAGE REGULATIONS

One (1) off-premise sign shall be permitted on site. Said sign shall be a maximum of 672 square feet and a maximum of 50 feet in height. Said sign may be double sided, may be of V-type construction, and may consist of electronic digital technology.

9.6 ..... SIDEWALK REGULATIONS

Sidewalks shall conform to the Norman Subdivision Regulations, as amended from time to time.

9.7 ..... PUBLIC IMPROVEMENTS

Public improvements shall be made by the property owner throughout the SPUD as required by the City of Norman City Public Works Department or other City, County, or State Department or agency. All Local, State, and Federal ordinances as they shall apply to the site will be adhered to fully.

10.0 ..... EXHIBITS

The following exhibits are hereby attached and incorporated into this SPUD. These exhibits are:

Exhibit A - Legal Description
Exhibit B - Conceptual Site Plan

FRITZ LAND SURVEYING, LLC

Professional Land Surveying Services

SHEET 2 OF 2

LEGAL DESCRIPTION - PROPOSED SIGN TRACT BASED ON PUD PARENT

A TRACT OF LAND LYING IN THE NORTHWEST QUARTER (NW/4) OF SECTION TWENTY-THREE (23), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN BASE AND MERIDIAN, CLEVELAND COUNTY, STATE OF OKLAHOMA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
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THENCE NORTHEASTERLY ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 282.83 FEET, AN ARC LENGTH OF 65.16 FEET, A CHORD BEARING OF NORTH 75°55'48" EAST AND A CHORD LENGTH OF 65.02 FEET TO THE POINT OF BEGINNING.
SAID TRACT CONTAINS 4484.88 SQUARE FEET OR 0.10 ACRES.

524 E. MAIN ST., JENKS, OK 74037
Ph: 918.528.5121
Email: fritzlandsurveying@gmail.com
www.fritzlandsurveying.com

LEGEND

AC	=	AIR CONDITIONER
AD	=	AREA INLET
ASP	=	AUTO SPRINKLER
BC	=	BOTTOM OF CURB
B/L	=	BUILDING LINE
BM	=	BENCHMARK
BWF	=	BARBED WIRE FENCE
CATV	=	CABLE TV PEDESTAL
CL	=	CENTERLINE
CLB	=	CLIMB BARRIER
CLF	=	CHAIN LINK FENCE
CO	=	CLEAN OUT
CPS	=	COX POWER SUPPLY
CMP	=	CORRUGATED METAL PIPE
CPP	=	CORRUGATED PLASTIC PIPE
DGDI	=	DOUBLE GRATE DROP INLET
DIP	=	DUCTILE IRON PIPE
EM	=	ELECTRIC METER
EO	=	ELECTRIC OUTLET
EPED	=	ELECTRIC PEDESTAL
ET	=	ELECTRIC TRANSFORMER
FF	=	FINISH FLOOR
FG	=	FINISH GRADE
FH	=	FIRE HYDRANT
FP	=	FLAG POLE
FL	=	FLOWLINE
GM	=	GAS METER
GR	=	GAS REGULATOR
GV	=	GAS VALVE
GL	=	GROUND LIGHT
GP	=	GUARD POST
GUY	=	GUY ANCHOR
HDWL	=	HEADWALL
HPP	=	HIGH POWER POLE
HPS	=	HANDICAP PARKING SIGN
HWF	=	HOG WIRE FENCE
ICV	=	IRRIGATION CONTROL VALVE
I.P.	=	IRON PIN
(L)	=	PER LEGAL DESCRIPTION
LP	=	LIGHT POLE
(M)	=	MEASURED DATA
MB	=	MAILBOX
MRK	=	UTILITY MARKER
MW	=	MONITORING WELL
(P)	=	PER PLAT
P/E	=	PIPELINE EASEMENT
PLF	=	PLASTIC FENCE
PLM	=	PIPELINE MARKER
PM	=	PARKING METER
PP	=	POWER POLE
PPD	=	POWER POLE W/ DROP SERVICE
PPDT	=	POWER POLE W/ DROP & TRANSFORMER
PPDLT	=	POWER POLE W/ DROP, LIGHT & TRANSFORMER
PPLT	=	POWER POLE W/ LIGHT & TRANSFORMER
PPM	=	POWER POLE W/ ELECTRIC METER
PPNS	=	POWER POLE / NO SERVICE
PPT	=	POWER POLE W/ TRANSFORMER
RCB	=	REINFORCED CONCRETE BOX
RCP	=	REINFORCED CONCRETE PIPE
RD	=	ROOF DRAIN
ROW	=	RIGHT-OF-WAY
SSLH	=	SANITARY SEWER LAMP HOLE
SSMH	=	SANITARY SEWER MANHOLE
S/B	=	SETBACK
SGDI	=	SINGLE GRATE DROP INLET
SH	=	SPRINKLER HEAD
SP	=	SIGN POST
STMH	=	STORM SEWER MANHOLE
STJB	=	STORM SEWER JUNCTION BOX
TM	=	TELEPHONE MANHOLE
TPED	=	TELEPHONE PEDESTAL
TC	=	TOP OF CURB
TD	=	TOP OF DECK
TG	=	TOP OF GRATE
TH	=	THRESHOLD
TR	=	TOP OF RIM
TS	=	TRAFFIC SIGN
TSLP	=	TRAFFIC SIGNAL LIGHT POLE
TSPB	=	TRAFFIC SIGNAL PULL BOX
TSMH	=	TRAFFIC SIGNAL MANHOLE
TVLT	=	TELEPHONE VAULT
TW	=	TOP OF WALL
U/E	=	UTILITY EASEMENT
UM	=	UTILITY MARKER
VP	=	VENT PIPE
WF	=	WATER FAUCET
WM	=	WATER METER
WSE	=	WATER SURFACE ELEVATION
WV	=	WATER VALVE
WOF	=	WOOD FENCE
(Z)	=	ZONING
—℄—	=	CENTERLINE
—x—	=	FENCE LINE
—OC—	=	OVERHEAD COMMUNICATION
—OE—	=	OVERHEAD ELECTRIC
—SS—	=	SANITARY SEWER
—ST—	=	STORM SEWER
—TOPTOE—	=	TOPTOE OF GROUND SLOPE
—UC—	=	UNDERGROUND COMMUNICATION
—UE—	=	UNDERGROUND ELECTRIC
—UG—	=	UNDERGROUND GAS
—UT—	=	UNDERGROUND TELEPHONE
—WL—	=	WATERLINE

LEGAL DESCRIPTION - PUD PARENT TRACT - CREATED BY THIS SURVEY

A TRACT OF LAND LYING IN THE NORTHWEST QUARTER (NW/4) OF SECTION TWENTY-THREE (23), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN BASE AND MERIDIAN, CLEVELAND COUNTY, STATE OF OKLAHOMA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF LOT ONE (1), BLOCK ONE (1), PRAIRIE CREEK ADDITION SECTION SEVEN (7), AN ADDITION TO THE CITY OF NORMAN, CLEVELAND COUNTY, STATE OF OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF;
THENCE SOUTH 89°38'49" WEST 428.77 FEET TO THE EASTERLY RIGHT-OF-WAY LINE OF STONEY BROOK DRIVE;

THENCE ALONG SAID RIGHT-OF-WAY LINE THE FOLLOWING SIX (6) COURSES:
THENCE NORTH 07°51'28" WEST 171.14 FEET TO A POINT OF CURVATURE;
THENCE NORTHEASTERLY ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 126.64 FEET, AN ARC LENGTH OF 170.59 FEET, A CHORD BEARING OF NORTH 30°43'57" EAST AND A CHORD LENGTH OF 157.98 FEET;
THENCE NORTH 69°19'26" EAST 254.90 FEET TO A POINT OF CURVATURE;
THENCE NORTHEASTERLY ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 332.85 FEET, AN ARC LENGTH OF 98.99 FEET, A CHORD BEARING OF NORTH 77°50'59" EAST AND A CHORD LENGTH OF 98.63 FEET;
THENCE SOUTH 51°37'32" EAST 38.32 FEET;
THENCE SOUTH 11°39'34" EAST 20.89 FEET TO THE WESTERLY RIGHT-OF-WAY LINE OF INTERSTATE 35;
THENCE SOUTH 00°21'17" EAST ALONG SAID RIGHT-OF-WAY LINE 369.21 FEET TO THE POINT OF BEGINNING.

SAID TRACT OF LAND CONTAINS 156,688.1 SQ. FEET OR 3.60 ACRES.

BEARINGS ARE BASED UPON THE OKLAHOMA STATE PLANE COORDINATE SYSTEM, (3501 OK N), NORTH AMERICAN DATUM 1983 (NAD83) USING THE NORTH LINE OF LOT 1, BLOCK 1, PRAIRIE CREEK ADDITION SECTION 7 AS SOUTH 89°38'49" WEST.

LEGAL DESCRIPTION - PROPOSED SIGN TRACT BASED ON PUD PARENT

A TRACT OF LAND LYING IN THE NORTHWEST QUARTER (NW/4) OF SECTION TWENTY-THREE (23), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN BASE AND MERIDIAN, CLEVELAND COUNTY, STATE OF OKLAHOMA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE WESTERLY RIGHT-OF-WAY LINE OF INTERSTATE THIRTY-FIVE (35), SAID POINT BEING THE NORTHEAST CORNER OF LOT ONE (1), BLOCK ONE (1), PRAIRIE CREEK ADDITION SECTION SEVEN (7), AN ADDITION TO THE CITY OF NORMAN, CLEVELAND COUNTY, STATE OF OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF;

THENCE NORTH 00°21'17" WEST ALONG SAID RIGHT-OF-WAY LINE 362.03 FEET;

THENCE SOUTH 89°38'49" WEST AND DEPARTING SAID RIGHT-OF-WAY LINE 49.98 FEET TO THE POINT OF BEGINNING;

THENCE SOUTH 00°21'08" EAST 69.03 FEET;

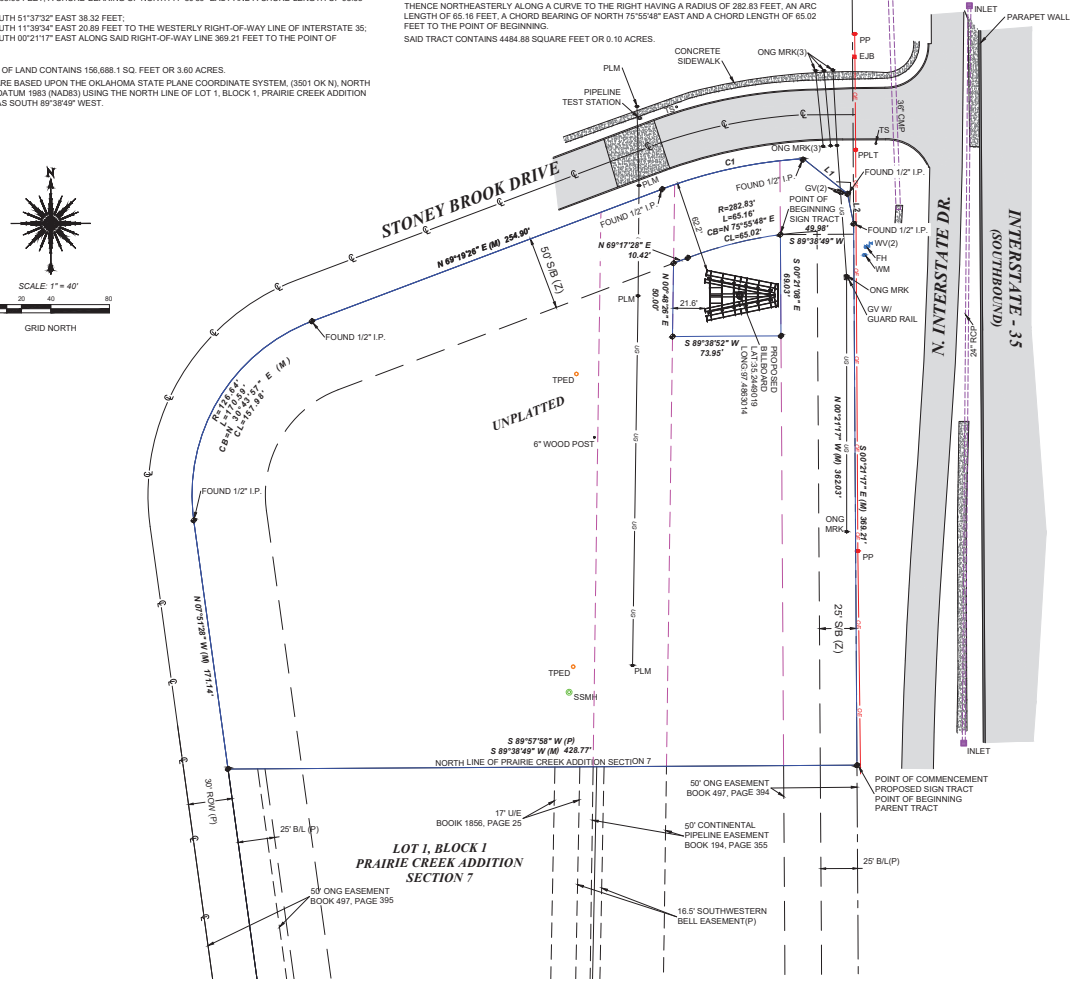
THENCE SOUTH 89°38'52" WEST 73.95 FEET;

THENCE NORTH 00°48'26" EAST 50.00 FEET;

THENCE NORTH 69°17'28" EAST 10.42 FEET TO A POINT OF CURVATURE;

THENCE NORTHEASTERLY ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 282.83 FEET, AN ARC LENGTH OF 65.16 FEET, A CHORD BEARING OF NORTH 75°55'48" EAST AND A CHORD LENGTH OF 65.02 FEET TO THE POINT OF BEGINNING.

SAID TRACT CONTAINS 4484.88 SQUARE FEET OR 0.10 ACRES.



LINE TABLE		
LINE	BEARING	DISTANCE
L1	S 51°37'32" E (M)	38.32'
L2	S 11°39'34" E (M)	20.89'

CURVE TABLE				
CURVE	RADIUS	ARC LENGTH	CHORD BEARING	CHORD LENGTH
C1	332.85'	98.99'	N 77°50'59" E (M)	98.63'

SPACING AND ZONING CERTIFICATION

AS OF JULY 22, 2024 THERE ARE NO OTHER OUTDOOR ADVERTISING SIGNS WITHIN 1500' OF THE PROPOSED SIGN IN EITHER DIRECTION ON THE SAME (WEST) SIDE OF THE HIGHWAY.

NO R-ZONED PROPERTY WITHIN 100'.
NO CHURCH, SCHOOL, MUNICIPAL, COUNTY, STATE OR FEDERAL FACILITY WITHIN 300'.

LEGAL DESCRIPTION - ORIGINAL PARENT TRACT - WD - BK. RB 4433, PG. 1067

A TRACT OF LAND LYING IN THE NORTHWEST QUARTER (NW/4) OF SECTION TWENTY-THREE (23), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA, AND BEING PARTIALLY WITHIN LOT ONE (1), BLOCK ONE (1), OF PRAIRIE CREEK ADDITION SECTION 7, AN ADDITION TO THE CITY OF NORMAN, RECORDED IN BOOK 15, PAGE 154, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF SAID NORTHWEST QUARTER (NW/4); THENCE SOUTH 89°37'43" WEST, ALONG THE SOUTH LINE OF SAID NORTHWEST QUARTER (NW/4), A DISTANCE OF 145.50 FEET;

THENCE NORTH 00°02'02" WEST A DISTANCE OF 278.43 FEET TO THE INTERSECTION OF THE WEST RIGHT-OF-WAY LINE OF INTERSTATE HIGHWAY 35 AND THE NORTHERLY RIGHT-OF-WAY LINE OF DOVE CROSSING DRIVE;

THENCE NORTH 00°02'02" WEST, ALONG SAID WEST RIGHT-OF-WAY LINE OF INTERSTATE HIGHWAY 35, A DISTANCE OF 822.45 FEET TO THE POINT OF BEGINNING OF THE HEREIN DESCRIBED TRACT;

THENCE NORTH 89°39'43" WEST A DISTANCE OF 391.36 FEET TO A POINT ON THE WESTERLY RIGHT-OF-WAY LINE OF STONEYBROOK DRIVE;

THENCE NORTHERLY AND EASTERLY WITH THE RIGHT-OF-WAY LINE OF STONEYBROOK DRIVE THE FOLLOWING SIX (6) COURSES:

1. NORTH 07°32'19" WEST A DISTANCE OF 457.58 FEET TO A POINT OF CURVATURE,

2. NORTHEASTERLY ON A CURVE TO THE RIGHT HAVING A RADIUS OF 126.64 FEET (SAID CURVE SUBTENDED BY A CHORD WHICH BEARS NORTH 31°32'06" EAST WITH A CHORD LENGTH OF 157.98 FEET) AN ARC DISTANCE OF 170.59 FEET TO A POINT OF TANGENCY,

3. THENCE NORTH 69°38'35" EAST A DISTANCE OF 254.90 FEET TO A POINT OF CURVATURE,

4. EASTERLY ON A CURVE TO THE RIGHT HAVING A RADIUS OF 332.85 FEET (SAID CURVE SUBTENDED BY A CHORD WHICH BEARS NORTH 78°10'08" EAST WITH A CHORD LENGTH OF 98.63 FEET) AN ARC DISTANCE OF 98.99 FEET,

5. SOUTH 51°18'23" EAST A DISTANCE OF 38.32 FEET,

6. SOUTH 11°20'38" EAST A DISTANCE OF 20.89 FEET TO A POINT ON THE WEST RIGHT-OF-WAY LINE OF INTERSTATE HIGHWAY 35;

THENCE SOUTH 00°02'02" EAST, ALONG SAID WEST RIGHT-OF-WAY LINE, A DISTANCE OF 655.73 FEET TO THE POINT OF BEGINNING.

SURVEYOR'S NOTES

PREPARED FOR: WHISTLER OUTDOOR ADVERTISING

PHYSICAL ADDRESS: TBD - PARCEL ID R0140160, NORMAN, CLEVELAND COUNTY, OK 73069

BEARINGS ARE BASED UPON THE OKLAHOMA STATE PLANE COORDINATE SYSTEM, (3501 OK N), NORTH AMERICAN DATUM 1983 (NAD83). MEASUREMENTS SHOWN ARE GRID DISTANCES IN U.S. SURVEY FEET.

EASEMENT AND BUILDING SETBACK LINES SHOWN ON THE RECORDED PLAT ARE SHOWN HEREON. EASEMENTS MAY EXIST THAT ARE NOT SHOWN.

REFER TO CURRENT ZONING FOR NEW CONSTRUCTION GUIDELINES.

SET 3/8" IRON PIN W/ GREEN "FRITZ CA5848" CAP OR MAG NAIL W/ "FRITZ CA5848" WASHER AT ALL CORNERS UNLESS OTHERWISE NOTED AND SHOWN HEREON.

PARENT TRACT GROSS LAND AREA: 270,413.0 SQ. FEET OR 6.21 ACRES

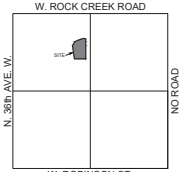
WE HAVE EXAMINED A MAP BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY, FLOOD INSURANCE RATE MAP, CITY OF NORMAN, OKLAHOMA, COMMUNITY PANEL NO. 40027C0280J - JANUARY 15, 2001, WHICH INDICATES THE SUBJECT PROPERTY TO BE WITHIN UNSHADED ZONE X (AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN).

LAST SITE VISIT: JULY 22, 2024.

UNDERGROUND UTILITIES SHOWN HEREON WERE DERIVED FROM OBSERVABLE FIELD EVIDENCE. ALL UTILITIES MAY NOT BE SHOWN - CALL OKIE 1-800-522-6543!

PORTIONS OF THE PARENT TRACT ARE NOT A PART OF THIS SURVEY AND ARE NOT SHOWN HEREON.

CURVE TABLE				
CURVE	RADIUS	ARC LENGTH	CHORD BEARING	CHORD LENGTH
C1	282.83'	84.12'	N 77°51'00" E	83.81'



LOCATION MAP
SCALE: 1"=2000'

CERTIFICATE OF SURVEY

FRITZ LAND SURVEYING, LLC AND THE UNDERSIGNED PROFESSIONAL LAND SURVEYOR, UNDER CERTIFICATE OF AUTHORIZATION CA #5848, DO HEREBY STATE THAT THIS PLAT OF SURVEY IS A TRUE AND ACCURATE REPRESENTATION OF THE SURVEY MADE ON THE GROUND AND OF THE FACTS AS FOUND AT THE TIME OF THE SURVEY AND THAT THIS PLAT MEETS OR EXCEEDS THE MINIMUM TECHNICAL STANDARDS ADOPTED BY THE OKLAHOMA STATE BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS.

WITNESS MY HAND AND SEAL THIS 3rd DAY OF JUNE, 2025.

ANDY FRITZ, PLS
OK LIC. 1694
CA #5848

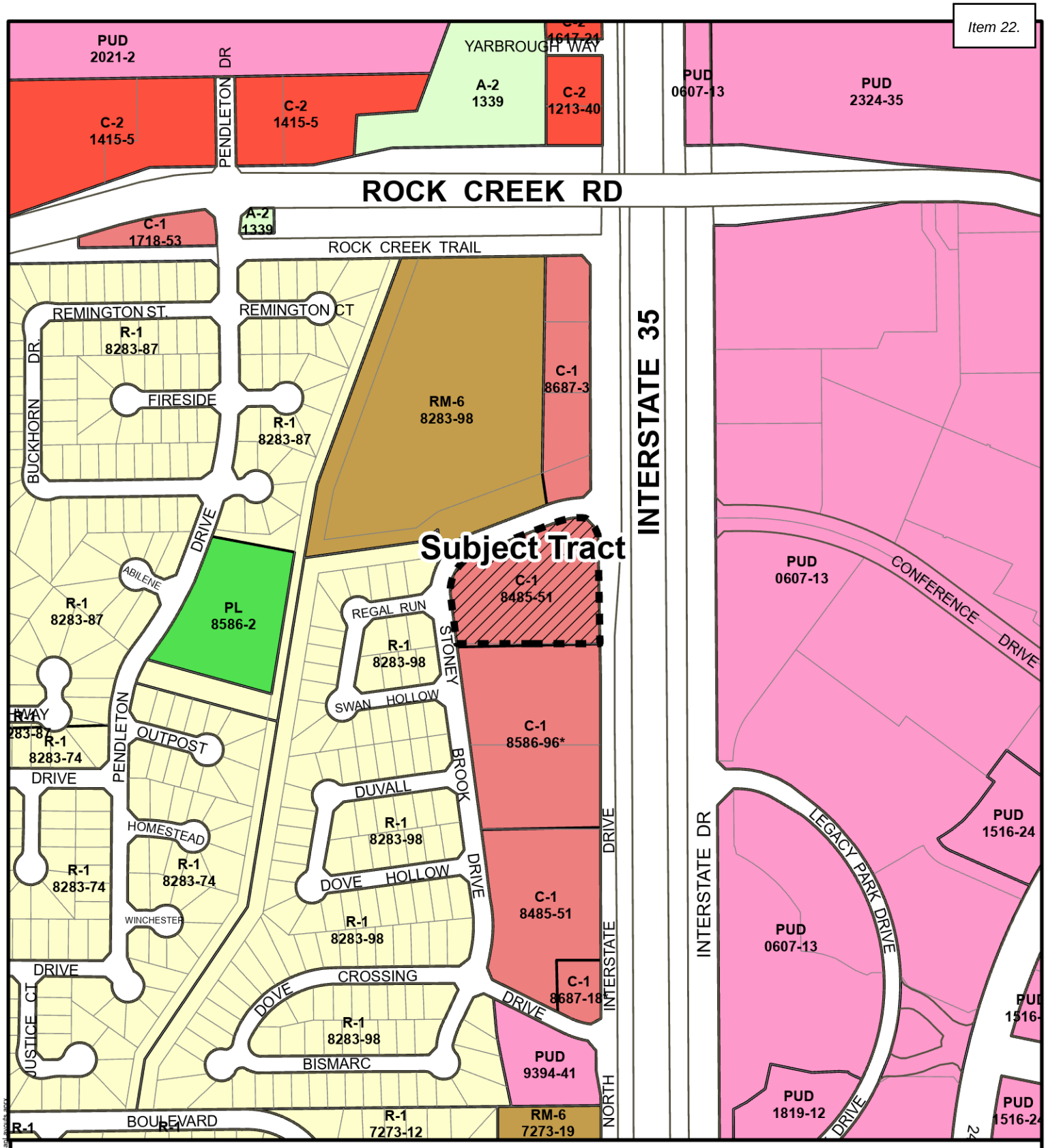
ANDY FRITZ 1694 — CERTIFIED PROFESSIONAL LAND SURVEYOR — OKLAHOMA

BEFORE YOU DIG CALL OKIE

SITE PLAN

PART OF THE NW/4 OF SEC.23, T9N, R3W
PARCEL ID R0140160, NORMAN, CLEVELAND COUNTY, OK 73069

SURVEY: MJL	DATE: 07.22.2024	PREPARED BY: FRITZ LAND SURVEYING, LLC
DRAFT: RLL	DATE: 06.03.2025	524 E. MAIN ST., JENKS, OK 74037
APPROVED: PLS	DATE: 06.03.2025	PH: 918-528-5121
REV: 05.20.2025	PROJECT NO.: 24296	FRITZLANDSURVEYING@GMAIL.COM
		C.A. # 5848 EXPIRES: 6-30-2026



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.

N W E S

May 7, 2025

0 200 400 Ft.

Subject Tract

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 07/10/2025

REQUESTER: Hudimax Norman Holdings, LLC

PRESENTER: Lora Hoggatt, Planning Services Manager

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-39: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE THE NORTHWEST QUARTER (NW/4) OF SECTION TWENTY-THREE (23), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE C-1, LOCAL COMMERCIAL DISTRICT, AND PLACE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (SOUTHWEST CORNER OF STONEY BROOK DR. AND N. INTERSTATE DR.)

APPLICANT/REPRESENTATIVE	Hudimax Norman Holdings, LLC/Box Law Group, PLLC
LOCATION	Southwest Corner of Stoney Brook Dr. and N. Interstate Dr.
WARD	8
CORE AREA	No
EXISTING ZONING	C-1, Local Commercial District
EXISTING LAND USE	UH, Urban High
PROPOSED ZONING	SPUD, Simple Planned Unit Development
PROPOSED LAND USE	No Change

REQUESTED ACTION Rezoning from C-1, Local Commercial District, to SPUD, Simple Planned Unit Development.

EXISTING CONDITIONS:

SIZE OF SITE: 0.10 Acres

SURROUNDING PROPERTIES

	Subject Property	North	East	South	West
Zoning	C-1	RM-6 and C-1	PUD	C-1	R-1
Land Use	Urban High	Urban High	Commercial and Open Space	Urban High	Urban Medium
Current Use	Undeveloped	Residential and Commercial	I-35	Undeveloped	Residential

ZONING DESIGNATION **C-1, Local Commercial District**

This commercial district is intended for the conduct of retail trade and to provide personal services to meet the regular needs and for the convenience of the people of adjacent residential areas. It is anticipated that this district will be the predominately used commercial district in the community. Because these shops and stores may be an integral part of the neighborhood closely associated with residential, religious, recreational, and educational elements, more restrictive requirements for light, air, open space, and off-street parking are made than are provided in other commercial districts.

LAND USE DESIGNATION **Urban High**

Highly compact, walkable pattern of urban development prioritizing alternative means of transportation. Low to no building spacing and separation of uses. This area is intended to create opportunities for economic activities attracting a city-wide audience, and place residents closer to services and jobs.

- High-intensity areas strive for more residential than non-residential uses with frequent master-planned mixed-use development nodes. Non-residential uses may be more common in UH than in UM or UL due to higher concentrations of population.
- Gross densities in any single development should be greater than 12 units per acre.

CHARACTER AREA DESIGNATION **Corridor**

Corridor Areas are developed or undeveloped land on both sides of a roadway; primarily designated, although not limited to, commercial and mixed-use development with auto-centric design. Scale and location affect the type and intensity of these uses. Corridor character is determined by scale and is recognized in three main areas.

Gateway Corridors
Major thoroughfare that serves as an important entrance or means of access to the community marked by orientation of buildings to highway; on-site parking; and large set-backs for buildings. Anticipating high public transit access, including stops and shelters in locations safe for passengers and operations. Interstate-35, North Flood Avenue, Alameda Street, Main Street west of 24th, and Highway 9 are Gateway Corridors managed under this Character Area.

PROCEDURAL REQUIREMENTS:

PRE-DEVELOPMENT:
This project is a rezoning application on a parcel smaller than 40 acres and includes no special use or preliminary plat. As such, the project is not required to hold a Pre-Development informational meeting.

BOARD OF PARKS COMMISSIONERS:
This project does not include residential development and does not require a trail easement. As such, the project not required to go before the Board of Parks Commissioners.

SUMMARY OF APPLICATION:

The applicant requests rezoning from C-1, Local Commercial District to SPUD, Simple Planned Unit Development, with plans to construct a double-sided, electronic off-premise sign. The proposed sign will have 672 square feet of sign face per side and a maximum height of 50'. Staff notes that off-premise signage is permissible within 660 feet of the Interstate 35 right-of-way in C-2, General Commercial, and I-1, Light Industrial, Zoning Districts. The applicant elected to pursue a SPUD to limit the uses on the site in consideration of the abutting R-1, Single-Family Dwelling District, properties.

Staff notes that between the time of public notification and the Planning Commission meeting, the applicant has modified the request to rezone less land than advertised. The applicant wishes to rezone 0.10 acres of unplatted land on the northernmost point of the subject property. This is a decrease of 3.5 acres from the 3.60 acres described in the notification.

USE:
The following use shall be permitted within this SPUD: Off-premise signage.

LANDSCAPING:
The proposal for an off-premise sign does not necessitate parking, there is no parking or landscaping shown on the Site Plan.

LIGHTING:
Other than the lighting for the sign, there is no outdoor lighting shown on the Site Plan. Should the applicant determine the need for any outdoor lighting, the outdoor lighting for this SPUD shall be in accordance with Section 36-549 of the Norman Code, as amended from time to time. Lighting for the proposed sign shall be permitted.

SUBDIVISION:
This property in not platted, a preliminary plat was not required for the proposal of an off-premise sign. For any future proposed development, a preliminary plat will be required.

DRAINAGE:
No development is proposed.

SIGNAGE:
One (1) off-premise sign shall be permitted on site. Said sign shall be a maximum of 672 square feet per side and a maximum of 50 feet in height. Said sign may be double sided, may be of V-type construction, and may consist of electronic digital technology.

SIDEWALK:
No development is proposed for this site; sidewalks are not required as part of this proposal.

PUBLIC IMPROVEMENTS:
This property is not platted; a preliminary plat was not required for the proposal of an off-premise sign. For any future proposed development, a preliminary plat will be required as well as any public improvements.

NEAREST PUBLIC PARK:
The nearest park, Prairie Creek Park, is 0.01 miles from the subject property, and takes access from Pendleton Drive.

REVIEW COMMENTS:

This application was submitted to the following agencies, departments, and/or divisions for review and comment. An asterisk (*****) indicates that the agency, department, and/or division responded with adverse comments.

CITY DEPARTMENTS/DIVISIONS

1. Fire Department
2. Building Review
3. Public Works/Engineering
4. Transportation Engineer
5. Planning
6. Utilities

COMMENTS, BY DEPARTMENT/DIVISION:

Items italicized and in blue in these sections represent City Staff analysis.

A.1. FIRE DEPARTMENT

The Fire Department had no comments.

A.2. BUILDING REVIEW

Sign permit application and associated trade permits (electrical permit) are required for this proposal.

A.3. PUBLIC WORKS/ENGINEERING

I. AIM NORMAN PLAN CONFORMANCE

i. *As the project has no proposed utilities, these departments had no comments.*

A.4. TRANSPORTATION ENGINEER

II. AIM NORMAN PLAN CONFORMANCE

i. *As the project has no proposed access or parking, the City Transportation Engineer had no comments.*

A.5. PLANNING

I. ZONING CODE CONSIDERATIONS

i. Purpose – SPUD, Simple Planned Unit Development

i. The SPUD, Simple Planned Unit Development 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.

1. 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 acres.
2. The SPUD is subject to review procedures by Planning Commission and adoption by City Council.

ii. 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:

1. 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.
2. 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.

3. Maintain consistency with the City's zoning ordinance, and other applicable plans, policies, standards and regulations on record.
4. 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.

The applicant is requesting off-premise signage. Off-premise signage is permissible within 660 feet of the Interstate 35 right-of-way in C-2, General Commercial, and I-1, Light Industrial, Zoning Districts. The applicant elected to pursue a SPUD, rather than straight rezoning to retain a reduced list of allowable uses in consideration of the abutting R-1, Single-Family Dwelling District, properties.

ii. Uses Permitted

i. The following use shall be permitted within this SPUD: Off-premise signage.

Off-premise signage will be the only allowable use on-site.

iii. Height Regulations

i. One (1) off-premise sign shall be permitted on site. Said sign shall be a maximum of 672 square feet per side and a maximum of 50 feet in height.

The regulation for off-premise signage in Section 28-601 states the following: No off-premises sign on such trafficway shall be erected to a height of more than 35 feet. The exception to this would be in the case of an elevated highway roadbed. In this event, the allowable height shall be no more than 20 feet above the roadbed at the edge of the pavement or 35 feet, whichever is greater.

II. COMPREHENSIVE PLAN CONSIDERATIONS

i. Character Area Policies

i. General Policies

1. Non-residential Policies

a. New non-residential development should use high quality building materials such as glass, brick, stone, wood or cementitious siding.
b. Require that loading areas be located to the rear and sides of buildings and screened from view.

c. Ensure that all sides of a parking garage that are visible from public view are architecturally consistent with the buildings it serves.
d. Buildings in a corporate campus setting should have an internal pedestrian network between buildings.

The Non-residential Policies do not address off-premise signage.

ii. Character Area Policies – Corridor

1. Support the natural phasing out of older and lower-yield commercial and industrial uses with regulations and incentives that support mixed-uses and local businesses.
2. Use screening, with natural materials when possible, to lessen noise pollution and visual clutter from existing and future uses along the corridor.
3. Promote circulation and manage access to keep traffic flowing by:
    a. Including access along and into properties for vehicles, public transit, pedestrians, and bicyclists during street and interchange improvements.
    b. Projects should not create fragmented parcels or impede on- and off-site circulation through, to reduce restriction of future development.
    c. Allowing redevelopment of excess parking areas or commercial building space for residential uses, especially along public transit routes and areas with strong existing or planned pedestrian connections.
    d. Requiring shared entrances, cross-access, and avoiding multiple access points for new commercial developments at major intersections.
4. Commercial developments should offer both internal and external pedestrian connections, especially between hotels, restaurants, and retail services.
    a. Connections to the corridors and through developments should improve safety for those walking, bicycling, or using mobility devices.
5. Allow redevelopment for high density residential and mixed-residential uses near public transit stops, along pedestrian routes, and where site design does not create secluded enclaves of apartments.
6. Add density through development of sites behind properties directly facing streets.
7. Retrofit or mask existing strip development or other unsightly features, as necessary.

8. Explore requiring that stormwater management and detention have lower impact than historic stormwater conditions for all new or redevelopment along corridors.

This proposal is for an off-premise sign, there is no need for development of access points or structures.

ii. Land Use Development Policies

i. Description and Context – Urban High

1. 1. Highly compact, walkable pattern of urban development prioritizing alternative means of transportation. Low to no building spacing and separation of uses. This area is intended to create opportunities for economic activities attracting a city-wide audience, and place residents closer to services and jobs.
    a. High-intensity areas strive for more residential than non-residential uses with frequent master-planned mixed-use development nodes. Non-residential uses may be more common in UH than in UM or UL due to higher concentrations of population.
    b. Gross densities in any single development should be greater than 12 units per acre.

The installation of an off-premise sign does not contribute to the highly compact, walkable pattern of urban development encouraged by the Urban High Land Use.

ii. Building Types

1. Medium and Small-scale 3- to 5-story buildings are common. Within existing developed areas, buildings may go up to 2-stories higher than surrounding properties.
2. Multi-unit structures are the priority, but a variety of housing types from townhomes to apartments are expected.
3. Mixed-use buildings including retail, work-spaces, and residences are most common.
4. Public and private spaces (i.e. balconies, recreational roof decks, outdoor dining, etc.) are clearly defined and cultivate a sense of place.
5. New developments that are single-use developments or predominantly single-unit or garden apartments are not appropriate.

No buildings are proposed as a part of this project.

iii. Site Design

1. The scale and layout of the built environment are conducive to walking. Trails and pathways are integrated throughout developments to connect to parks, neighborhoods, and community destinations.
2. Multi-unit developments without connections to neighboring properties and uses weakens the development pattern and should be limited or avoided altogether.
3. Street trees should form a continuous urban canopy over public areas and rights-of-way.
4. Stormwater to be addressed at the project level, but designed as part of a larger neighborhood or sub-basin system.
5. Site layout should take every opportunity to maximize the public infrastructure available in this area.

No connectivity or access points are proposed or needed as a part of this project.

iv. Transportation

1. This area features a relatively dense grid of streets and sidewalks. A full street hierarchy provides a variety of connections and route choices to people moving to, through, and within the area. Parking is a secondary use and should be as small as possible due to character and value of land in the area. Most of these areas have, or will have, easy access to public transportation (less than one half-mile walk of a stop). Improving access for pedestrians and bicyclists will continue to be a priority, including modernizing multi-modal infrastructure.

No connectivity or access points are proposed or needed as a part of this project.

v. Utility Access

1. 1. A full range of utilities should be available. If services are not already in place, they must be extended by the developer during the platting process to be suitable for development. If development occurs adjacent to existing facilities that are determined to be insufficient to meet the demands of the proposed development, the developer must upgrade the existing facilities to enhance the capacity of the utility systems.

No utility access is proposed as part of this project. Existing utility easements are present on the site, as shown on the attached site plan.

vi. Public Space

1. 1. Consisting of appropriately scaled public spaces including small parks, plazas, parklets, regional trail connections, and

walking paths. Pedestrian amenities should commonly integrated into public and private projects.

No public spaces are proposed as a part of this project.

vii. Locational Criteria

1. Large building footprints (>12,500 SF) compromise the development pattern and are not appropriate, except along arterials and at arterial intersections.
2. Medium intensity residential uses should be discouraged along arterial streets and should be located behind higher intensity residential, commercial, or mixed-use developments along arterial streets.
3. Medium intensity residential uses shall be adequately buffered or spaced from intensities posing adverse effects including noise, odors, air and light pollution, and heavy traffic.
4. High Urban is most compatible adjacent to: UM, ULC, MX, IMX, CBD, LCC, C, JC, TOD, and OP.
5. High Urban is least compatible adjacent to: AR and UR and requires additional buffering from uses that generate more noise, odors, air and light pollution, and heavy traffic.

The installation of an off-premise sign is not addressed by the locational criteria.

ALTERNATIVES/ISSUES:

IMPACTS: The SPUD Narrative outlines the installation of a single, off-premise sign on the northernmost point of the unplatted property. Off-premise signs are not addressed by the AIM Norman Comprehensive Land Use Plan and are allowed in few locations across the City. Off-premise signage is permissible within 660 feet of the Interstate 35 right-of-way in C-2, General Commercial, and I-1, Light Industrial, Zoning Districts. The applicant elected to pursue a SPUD, rather than straight rezoning to retain a reduced list of allowable uses in consideration of the abutting R-1, Single-Family Dwelling District, properties.

CONCLUSION: Staff forwards this request for rezoning from C-1, Local Commercial District, to SPUD, Simple Planned Unit Development, and Ordinance O-2425-39 to the Planning Commission for consideration and recommendation to City Council.

NON-CONSENT ITEMS

Stoney Brook Dr. and N. Interstate Dr. Rezoning

3. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-39: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE THE NORTHWEST QUARTER (NW/4) OF SECTION TWENTY-THREE (23), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE C-1, LOCAL COMMERCIAL DISTRICT, AND PLACE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (SOUTHWEST CORNER OF STONEY BROOK DR. AND N. INTERSTATE DR.)

ITEMS SUBMITTED FOR THE RECORD

1. Staff Report
2. Location Map
3. SPUD Narrative
4. Site Plan

Staff Presentation

Lora Hoggatt, Planning Services Manager, presented the staff report.

Applicant Presentation

David Box, representative of the applicant, explained the proposed project.

Public Comments

Leslea Bennett-Webb, 3200 Regal Run Drive, Norman, OK (protest)

Planning Commission Discussion

Motion by Commissioner McDaniel to recommend approval of Ordinance O-2425-39; **Second** by Commissioner Parker.

The motion passed unanimously with a vote of 5-0.

File Attachments for Item:

23. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-2 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE A PART OF THE WEST HALF (W/2) OF THE NORTHWEST QUARTER (NW/4) OF SECTION NINE (9), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST AND LOT ONE (1), IN BLOCK ONE (1), OF MONROE ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE C-2, GENERAL COMMERCIAL DISTRICT, AND PLACE THE SAME IN A SPUD, SIMPLE PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (2880 & 2886 CLASSEN BLVD.)

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 08/26/2025

REQUESTER: P and H Holdings LLC

PRESENTER: Jane Hudson, Planning and Community Development Director

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-2 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE A PART OF THE WEST HALF (W/2) OF THE NORTHWEST QUARTER (NW/4) OF SECTION NINE (9), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST AND LOT ONE (1), IN BLOCK ONE (1), OF MONROE ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE C-2, GENERAL COMMERCIAL DISTRICT, AND PLACE THE SAME IN A SPUD, SIMPLE PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (2880 & 2886 CLASSEN BLVD.)

APPLICANT/REPRESENTATIVE	P and H Holdings LLC
LOCATION	2880 & 2886 Classen Blvd
WARD	7
CORE AREA	No
EXISTING ZONING	C-2, General Commercial District
EXISTING LAND USE	Local Commercial Corridor
PROPOSED ZONING	SPUD, Simple Planned Unit Development District
PROPOSED LAND USE	No Change
REQUESTED ACTION	Rezoning from C-2, General Commercial District, to SPUD, Zoning District

EXISTING CONDITIONS:

SIZE OF SITE: 2.75 Acres

SURROUNDING PROPERTIES

	Subject Property	North	East	South	West
Zoning	C-2	A-2	C-2	C-2	RM-6, and PL
Land Use	Local Commercial Corridor	Local Commercial Corridor	Jobs Center	Local Commercial Corridor	Urban Living Center and Park
Current Use	Commercial	Residential	Commercial	Vacant	Residential and Park

ZONING DESIGNATION **C-2, General Commercial District**

This commercial district is intended for the conduct of personal and business services and the general retail business of the community. Persons living in the community and in the surrounding trade territory require direct and frequent access. Traffic generated by the uses will be primarily passenger vehicles and only those trucks and commercial vehicles required for stocking and delivery of retail goods.

LAND USE DESIGNATION **Local Commercial Corridor**

A fairly compact, walkable pattern of moderate development with a variety of commercial arrangements. Offers commercial activities that draw from a communitywide level. Moderate to low building spacing and separation of uses with pockets of more diverse, mixed-use development. Features a diverse tenant mix, including offices, shops, restaurants, and services, which may center on anchor activities such as big box retailers:

- Existing Local Commercial Corridors have very little residential. Over time residential may be added but the dominate use will likely continue to be moderate intensity commercial uses, with opportunities for more intense master planned developments.
- Gross densities in any single development should be greater than 18 units per acre.

CHARACTER AREA DESIGNATION **Corridor Areas**

Corridor Areas are developed or undeveloped land on both sides of a roadway; primarily designated, although not limited to, commercial and mixed-use development with auto-centric design. Scale and location affect the type and intensity of these uses. Corridor character is determined by scale and is recognized in three main areas.

In-Town Corridors

Arterial streets servicing neighborhood needs including commercial, residential, civic, and recreational uses. Already or likely to experience uncontrolled strip development if growth is not properly managed. Anticipating high public transit access, including stops and shelters

in locations safe for passengers and operations. These corridors are managed under Suburban Neighborhood Character Area policies and Action Items.

PROCEDURAL REQUIREMENTS:

PRE-DEVELOPMENT: PD25-13 May 22, 2025
No neighbors attended the meeting.

BOARD OF PARKS COMMISSIONERS: July 3, 2025
The applicant requested a Fee-In-Lieu of Land decision, with fees to be used for the continued development of Oak Tree South Park. The Board of Parks Commissioners voted unanimously by a vote of 6-0.

SUMMARY OF APPLICATION:

USE:
The Property will be developed as a mixed-use development, featuring a variety of uses including commercial, office, retail, and multi-family residential uses. A complete list of the allowable uses can be found within the attached SPUD Narrative as Exhibit C.

AREA REGULATIONS:
There shall be a minimum ten foot building setback from Classen Boulevard. There shall be a minimum five foot building setback from the North and South property line. There shall be a minimum twenty foot building setback from the West property line. Additionally, buildings may not encroach upon public easements, rights-of-way, or within one foot of public utility easements. Otherwise, there are no other required building setbacks.

The SPUD Narrative states there are no height limits for buildings in the development.

OPEN SPACE:
A minimum of ten percent (10%) of the Property shall be preserved as open space. The Property is expected to contain a minimum of 60% green space as shown on the Preliminary Green Space Site Plan found in the SPUD Narrative as Exhibit F.

TRAFFIC ACCESS, CIRCULATION, PARKING AND SIDEWALKS:
There will be one access point off Classen Boulevard. Sidewalks are required along the Classen Boulevard frontage. Parking is provided as shown on the Preliminary Site Development Plan.

LANDSCAPING / FENCING/WALLS:
Landscaping shall be installed in order to meet or exceed the City of Norman's applicable landscaping requirements, as may be amended from time to time. Fencing is not required, but may be installed including, but not limited to, along the western property line to block access to the railroad track.

SIGNAGE:
The development of the Property shall comply with the sign standards of the City of Norman Sign Code, and as thereafter amended, as applicable to the underlying uses on the Property. Notwithstanding the foregoing, the multifamily uses shall be entitled to an identification sign along Classen Boulevard, as well as wayfinding signage within the Property to guide residents and visitors to the residential units. Additionally, each tenant/commercial user shall be entitled to signage for their business. It is anticipated that the Property will feature a shared identification sign along Classen Boulevard. The Applicant may further restrict and control signage within the Property through the use of private design guidelines and restrictive covenants.

LIGHTING:
The Property shall comply with the City of Norman's Commercial Outdoor Lighting Standards, as amended from time to time.

SANITATION/UTILITIES:
Trash dumpsters shall be located as depicted on the Site Development Plan or in locations as may be approved by City sanitation services. Dumpsters shall be kept within an enclosure that is primarily constructed of similar exterior materials as the primary façade of the commercial building(s) it is associated with. Dumpsters may be shared between multiple property occupants and users.

EXTERIOR MATERIALS:
The exterior of the commercial, office, retail, or multifamily buildings constructed within the Property may be constructed of masonry, brick, stone, synthetic stone, wood, glass, stucco, EIFS, metal accents, and any combination thereof. The Applicant may file restrictive covenants against the Property to more narrowly tailor architectural review within the development.

OUTDOOR STORAGE:
Outdoor storage of items in commercial areas shall be screened such that they cannot be seen from any adjacent residential uses, or from Classen Boulevard. Outdoor storage of any items shall not be allowed in any way that encroaches upon or interferes with fire lanes, drive lanes, or parking spaces.

NEAREST PUBLIC PARK:
The nearest park to the subject property is Oak Tree South Park. This park is separated from the subject property by railroad tracks and trees. The park can be accessed using the sidewalk on the east side of the subject property and heading north to E Constitution St. and crossing the railroad tracks using the sidewalk on the north side of Constitution to connect to Oak Tree Avenue. The distance from the subject property to Oak Tree South Park is 2.7 miles.

REVIEW COMMENTS:

This application was submitted to the following agencies, departments, and/or divisions for review and comment. An asterisk (*****) indicates that the agency, department, and/or division responded with adverse comments.

CITY DEPARTMENTS

1. Fire Department
2. Building Permitting Review
3. Public Works/Engineering
4. Transportation Engineer
5. Planning
6. Utilities

COMMENTS, BY DEPARTMENT/AGENCY:

Items italicized and in blue in these sections represent City Staff analysis.

A.1. FIRE DEPARTMENT

Buildings will be subject to City of Norman Ordinances and adopted 2018 ICC codes as amended by OUBCC including IFC Appendices B, C, and D.

A.2. BUILDING REVIEW

Buildings will be subject to City of Norman Ordinances and adopted 2018 ICC codes as amended by OUBCC including IFC Appendices B, C, and D.

A.3. PUBLIC WORKS/ENGINEERING

I. AIM NORMAN PLAN CONFORMANCE

i. Please see attached report.

A.4. TRANSPORTATION ENGINEER

II. AIM NORMAN PLAN CONFORMANCE

i. Please see attached report from the Transportation Engineer.

A.5. PLANNING

I. ZONING CODE CONSIDERATIONS

i. Purpose – SPUD, Simple Planned Unit Development

i. The SPUD, Simple Planned Unit Development 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:

1. 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 acres.
2. The SPUD is subject to review procedures by Planning Commission and adoption by City Council.

The applicant is seeking a change in zoning districts to allow for a mixed-use development with commercial and residential components.

ii. Uses Permitted

i. The Property will be developed as mixed-use development, featuring a variety of uses including commercial, office, retail, and multi-family residential uses within the Property. A complete list of the allowable uses for the Property can be found within the attached SPUD Narrative as EXHIBIT C.

This SPUD, Simple Planned Unit Development, creates a mix of the uses allowed in each of these respective districts.

iii. Area Regulations

i. The regulations shall be:
   1. Building Setbacks: There shall be a minimum ten (10) foot building setback from Classen Boulevard.
   2. There shall be a minimum five (5) foot building setback from the North and South property line.
   3. There shall be a minimum twenty (20) foot building setback from the West property line.
   4. Additionally, buildings may not encroach upon public easements, rights-of-way, or within one (1) foot of public utility easements. Otherwise, there are no other required building setbacks.

The applicant has requested a 10' build line along Classen Boulevard, however, no building is proposed near this build line.

iv. Height Regulations

i. There shall be no height limit for any building or structure on the Property.

The building height proposed for this development is consistent with current zoning district regulations for C-2, General Commercial District.

II. COMPREHENSIVE PLAN CONSIDERATIONS

i. Character Area Policies

i. General Policies

1. Residential Policies

   — New residential development should blend with existing housing, incorporating tools such as buffering requirements and right-sized public spaces as defined in land use categories.
   — Accommodate a variety of housing styles, sizes, densities, and price points to suit diverse housing needs.
   — New residential development should use a variety of techniques to avoid the appearance of identical homes, increasing vibrancy and diversity in the built environment.

2. Non-Residential Policies
   — New non-residential development should use high quality building materials such as glass, brick, stone, wood or cementitious siding.
   — Require that loading areas be located to the rear and sides of buildings and screened from view.
   — Ensure that all sides of a parking garage that are visible from public view are architecturally consistent with the buildings it serves.
   — Buildings in a corporate campus setting should have an internal pedestrian network between buildings

*The proposed project is **consistent** with General Residential Policies by including 10% greenspace dedication. It is also **consistent** with the Policies by providing multiple residential units of varying design.*

*The proposed project is **consistent** with General Non-Residential Policies in that development will use the appropriate listed exterior materials.*

ii. Character Area Policies – Corridor Areas

1. Support the natural phasing out of older and lower-yield commercial and industrial uses with regulations and incentives that support mixed-uses and local businesses.
2. Use screening, with natural materials when possible, to lessen noise pollution and visual clutter from existing and future uses along the corridor.
3. Promote circulation and manage access to keep traffic flowing by:
   — Including access along and into properties for vehicles, public transit, pedestrians, and bicyclists during street and interchange improvements.
   — Projects should not create fragmented parcels or impede on- and off-site circulation through, to reduce restriction of future development.

- Allowing redevelopment of excess parking areas or commercial building space for residential uses, especially along public transit routes and areas with strong existing or planned pedestrian connections.
- Requiring shared entrances, cross-access, and avoiding multiple access points for new commercial developments at major intersections.

4. Commercial developments should offer both internal and external pedestrian connections, especially between hotels, restaurants, and retail services.
    - Connections to the corridors and through developments should improve safety for those walking, bicycling, or using mobility devices.
5. Allow redevelopment for high density residential and mixed-residential uses near public transit stops, along pedestrian routes, and where site design does not create secluded enclaves of apartments.
6. Add density through development of sites behind properties directly facing streets.
7. Retrofit or mask existing strip development or other unsightly features, as necessary.
8. Explore requiring that stormwater management and detention have lower impact than historic stormwater conditions for all new or redevelopment along corridors.

*The proposed project is **consistent** with the Corridor Area Policies. The project offers a mix of uses, the phasing out of older commercial uses, and increased pedestrian connectivity by providing a connection to the existing sidewalk along Classen Boulevard.*

ii. Land Use Development Policies

i. Description and Context – Local Commercial Corridor (LCC)

1. A fairly compact, walkable pattern of moderate development with a variety of commercial arrangements. Offers commercial activities that draw from a communitywide level. Moderate to low building spacing and separation of uses with pockets of more diverse, mixed-use development. Features a diverse tenant mix, including offices, shops, restaurants, and services, which may center on anchor activities such as big box retailers.
    - Existing Local Commercial Corridors have very little residential. Over time residential may be added but the dominate use will likely continue to be moderate intensity commercial uses, with opportunities for more intense master planned developments.

- Gross densities in any single development should be greater than 18 units per acre.

*The proposed project includes two large commercial buildings and ten residential structures. This is **consistent** with the Land Use's policy of mixed-use development.*

ii. Building Types

- **Existing**: Small to medium single-story structures including stand-alone single-use buildings, multi-tenant structures, or a combination are the most common. Housing types typically include multi-unit structures or attached townhomes.
- **New Development**: An opportunity exists to revitalize and/or intensify aging areas with rehabilitated and new buildings, including 2 to 3-story and/or mixed-use options.

*The proposed project includes two large commercial buildings along Classen Boulevard and ten residential structures toward the rear of the subject property. Height regulations outlined within the SPUD Narrative are **consistent** with the Local Commercial Corridor policies. Mixed-use structures are not present, however, the site will include a mix of both residential and commercial structures.*

iii. Site Design

1. **Existing**: Parking lots in front and along building sides, set back from the street – many locations have excess parking. Service and loading typically in the rear, often abutting residential development. Some sparse landscaping may have the opportunity to reach maturity if properly maintained.
2. **New Development**:
   - Negative impacts, including service and loading, to adjacent properties should be mitigated through design and operations.
   - Adjacent buildings and uses should be clearly integrated with thoughtful design such as cross-access, shared parking, and closures of driveways, and connected pathways.
   - Landscaping should be improved and replaced so that these areas can contribute to the tree canopy.
   - Accommodates a wide variety of activities that support commercial uses. Components such as well-designed outdoor seating, comfortable landscaping, bike and pedestrian improvements, site lighting improvements, diversified tenant mix, and other placemaking

opportunities must be incorporated into proposed developments.
- Residential developments should include trails or side paths that facilitate resident movement and provide for resident interactions.
- Existing excessive parking lots provide opportunity for infill commercial and/or residential development where appropriate

*The inclusion of trails or side paths within this proposed SPUD development are **consistent** with the site design policies. The proposed project does not detail how the service (deliveries)/loading for the commercial uses will function or how screening of the loading areas will be fashioned. However, these activities typically occur outside of business hours, when the parking lot is empty, leaving room for maneuvering of delivery trucks in the east parking lot, away from the multi-family component.*

iv. Transportation

1. **Existing**: The type and arrangement of streets means that most trips require a private vehicle to use at least one arterial road. Parking lots in front and along building sides, set back from the street. Often near an intersection of two arterial streets, taking access from one or both. Some of these areas have connections, or potential connections, to the regional trail network. Many sites are scaled for pedestrians, but the site layout was not designed to accommodate current options for pedestrians and bicyclists. Few of these areas have easy access to varied public transit at this time.

2. **Projected**: A highly connected multi-modal network is required to support the current and future needs of these important areas. Existing surface parking lots at these locations often present an opportunity to modify the circulation pattern, improve access, and add other benefits. Improving access for pedestrians and bicyclists will be a priority, including modernizing multi-modal infrastructure.

The proposed project will provide an addition to the existing public sidewalk along Classen Boulevard and create new walking paths along the sides of the subject property improving access for a multi modal network.

v. Utility Access

1. A full range of utilities should be available. If services are not already in place, they must be extended by the developer during

the platting process to be suitable for development. If development occurs adjacent to existing facilities that are determined to be insufficient to meet the demands of the proposed development, the developer must upgrade the existing facilities to enhance the capacity of the utility system.

*The proposed project is **consistent** with the Land Use policies as it has existing water and sewer access. The project will connect using existing utilities.*

vi. Public Space

1. These areas rarely provide significant public spaces. Well-designed outdoor seating can serve as a semi-public space for visitors and employees.

*The project proposes a 10% dedication to open space. An open space is shown on the Site Development plan making the project **consistent** with Land Use policies.*

vii. Locational Criteria

1. For new facilities, typically at median breaks or intersections of collector and/or arterial streets.
2. Low intensity residential uses shall be adequately buffered or spaced from intensities posing adverse effects including noise, odors, air and light pollution, and heavy traffic.
3. Residential uses are generally behind or above commercial uses that are fronting the urban arterial street.
4. Local Commercial Corridor is most compatible adjacent to: UL, UM, UH, ULC, MX, IMX, CBD, C, JC, TOD, OP, and CIV.
5. Local Commercial Corridors are least compatible adjacent to: UL, RR, AR, and UR and requires additional buffering from uses that generate more noise, odors, air and light pollution, and heavy traffic.

*The project is **consistent** with locational criteria for Local Commercial Corridor Land Use policies, which encourage the placement of residential uses behind higher intensity or commercial uses.*

iii. Neighborhood and/or Special Area Plans

i. This location is not within a Neighborhood or Special Planning Area.

A.6. UTILITIES

I. AIM NORMAN PLAN CONFORMANCE

i. Proposed development is in conformance with the water and wastewater master plans.

II. SOLID WASTE MANAGEMENT

i. The proposed development includes a dumpster and enclosure meeting City of Norman requirements.

III. WATER/WASTEWATER QUALITY

i. Water Availability

- *No issues since the property will remain a single lot.*

ii. Wastewater Availability

- *No issues since the property will remain a single lot.*

ALTERNATIVES/ISSUES:

IMPACTS: The proposed use will be more intense than the existing commercial use on the subject property. This development will also bring in a larger volume of traffic than the subject property currently experiences.

The proposed SPUD Narrative includes regulations similar to those of C-2, General Commercial District, and R-3, Multifamily Dwelling District. The Site Development Plan shows two large commercial buildings along Classen Boulevard and ten residential structures along the rear of the subject property.

This proposal aligns with the vision of the AIM Norman Comprehensive Plan, by encouraging a mix of uses where applicable. The project will bring connection to the surrounding area by completing the sidewalk along Classen Boulevard and bringing new walking paths that lead into the site.

CONCLUSION: Staff forwards this request for rezoning from C-2, General Commercial District, to SPUD, Simple Planned Unit Development, and Ordinance O-2526-2, for consideration by City Council.

PLANNING COMMISSION RESULTS: At their meeting of July 10, 2025, the Planning Commission recommended approval of Ordinance O-2526-2 by a vote of 5-0.

O-2526-2

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE A PART OF THE WEST HALF (W/2) OF THE NORTHWEST QUARTER (NW/4) OF SECTION NINE (9), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST AND LOT ONE (1), IN BLOCK ONE (1), OF MONROE ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE C-2, GENERAL COMMERCIAL DISTRICT, AND PLACE SAME IN A SPUD, SIMPLE PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (2880 & 2886 CLASSEN BLVD.)

§ 1. WHEREAS, P and H Holdings, LLC, the owner of the hereinafter described property, has made application to have the subject property removed from the C-2, General Commercial District, and placed in a 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 on July 10, 2025 as required by law, considered the same and recommended that the same should be granted and an ordinance adopted to effect and accomplish such rezoning; and

§ 3. WHEREAS, the City Council of the City of Norman, Oklahoma, has thereafter considered said application and has determined that said application should be granted and an ordinance adopted to effect and accomplish such rezoning.

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

§ 4. That Section 36-201 of the Code of the City of Norman, Oklahoma, is hereby amended so as to remove the following described property from the C-2, General Commercial District, and place the same in a SPUD, Simple Planned Unit Development, to wit:

A PART OF THE WEST HALF (W/2) OF THE NORTHWEST QUARTER (NW/4) OF SECTION NINE (9), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA, DESCRIBED AS FOLLOWS:
BEGINNING AT THE NORTHWEST CORNER OF THE NORTHWEST QUARTER (NW/4) OF SECTION 9; THENCE NORTH 89°14'30” EAST

A DISTANCE OF 7.65 FEET TO THE RIGHT-OF-WAY LINE OF THE AT & SF RAILROAD; THENCE SOUTH 27°44'11" EAST A DISTANCE OF 1188.06 FEET FOR A POINT OF BEGINNING; THENCE NORTH 56°43'32" EAST A DISTANCE OF 341.15 FEET TO THE RIGHT-OF-WAY LINE OF SAID STATE HIGHWAY NO. 77; THENCE SOUTH 27°35'11" EAST A DISTANCE OF 138.30 FEET; THENCE SOUTH 48°17'14" WEST A DISTANCE OF 349.55 FEET; THENCE NORTH 27°44'11" WEST A DISTANCE OF 189.80 FEET TO THE POINT OF BEGINNING.
AND
LOT ONE (1), IN BLOCK ONE (1), OF MONROE ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF.

§ 5. Further, pursuant to the provisions of Section 36-510 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, Site Development Plan, and supporting documentation, which are made a part hereof.

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

ADOPTED this _____ day of _____, 2025.

_____
(Mayor)

NOT ADOPTED this _____day of _____, 2025.

_____
(Mayor)

ATTEST:

_____
(City Clerk)

2880 CLASSEN BLVD

A SIMPLE PLANNED UNIT DEVELOPMENT
NORMAN, OKLAHOMA

APPLICANT:

P AND H HOLDINGS LLC & FLESKE COMMERCIAL

APPLICATION FOR:

PLANNED UNIT DEVELOPMENT
PRELIMINARY PLAT
NORMAN 2025

Submitted May 1, 2025
Revised July 2, 2025

PREPARED BY:

RIEGER SADLER JOYCE LLC
136 Thompson Drive
Norman, Oklahoma 73069

TABLE OF CONTENTS

I. INTRODUCTION

II. PROPERTY DESCRIPTION/GENERAL SITE CONDITIONS

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

III. DEVELOPMENT PLAN AND DESIGN CONCEPT

A. Uses Permitted
B. Area Regulations
C. Development Criteria

EXHIBITS

A. Legal Description of the Property
B. Preliminary Site Development Plan
C. Allowable Uses
D. Preliminary Plat
E. Preliminary Green Space

I. INTRODUCTION

P AND H HOLDINGS LLC & FLESKE COMMERCIAL (collectively, the "**Applicant**") intend to rezone and plat the property that is more particularly described on **EXHIBIT A** (the "**Property**") to a Simple Planned Unit Development ("**SPUD**") in order to develop a mixed-use development primarily featuring retail/office/service along Classen Boulevard and eighteen (18) multi-family dwelling units on the west side of the Property. The Property contains roughly 2.75 acres, and a Site Plan of the proposed development has been attached hereto as **EXHIBIT B.**

II. PROPERTY DESCRIPTION/GENERAL SITE CONDITIONS

A. Location

The Property is generally located West of Classen Boulevard, East of the BNSF Railroad, and North of Highway 9, as more particularly shown on the attached exhibits.

B. Existing Land Use and Zoning

The Property is currently zoned C-2, General Commercial and is being used for automotive repair and outdoor storage.

C. Elevation and Topography

The Property contains elevations ranging from approximately 1,145 to 1,133. The Property generally and gently slopes downwards from the north to the south.

D. Drainage

The development of the Property will meet or exceed all applicable drainage ordinances and subdivision regulations of the City of Norman, in accordance with the proposed Preliminary Plat.

E. Utility Services

All necessary utilities for this project (including water, sewer, gas, telecommunications, and electric) are currently located within the necessary proximity to serve the Property, or they will be extended as necessary, in accordance with the proposed Preliminary Plat.

F. Fire Protection Services

Fire Protection services will be provided by the City of Norman Fire Department and by the Applicant as such are required by applicable City codes, ordinances, and/or regulations.

G. Traffic Circulation and Access

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

III. DEVELOPMENT PLAN AND DESIGN CONCEPT

The Property is preliminarily planned to be developed in compliance with the Site Development Plan, attached hereto as **EXHIBIT B**, subject to final design development and the changes allowed by Section 36-510 of the City of Norman's SPUD Ordinance, as may be amended from time to time. The Exhibits attached hereto, and as submitted on behalf of the Applicant, are incorporated herein by reference, and further depict the development criteria for the Property.

A. Uses Permitted:

The Property will be developed as mixed-use development, featuring a variety of uses including commercial, office, retail, and multi-family residential uses within the Property. A complete list of the allowable uses for the Property is attached as **EXHIBIT C**.

B. Area Regulations:

Building Setbacks: There shall be a minimum ten (10) foot building setback from Classen Boulevard. There shall be a minimum five (5) foot building setback from the North and South property line. There shall be a minimum twenty (20) foot building setback from the West property line. Additionally, buildings may not encroach upon public easements, rights-of-way, or within one (1) foot of public utility easements. Otherwise, there are no other required building setbacks.

Height: There shall be no height limit for any building or structure on the Property.

C. Additional Development Criteria:

1. Exterior Materials

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

2. Sanitation

Trash dumpsters shall be located as depicted on the Site Development Plan or in locations as may be approved by City sanitation services. Dumpsters shall be kept within an enclosure that is primarily constructed of similar exterior materials as the primary façade of the commercial building(s) it is associated with. Dumpsters may be shared between multiple property occupants and users.

3. Signage

The development of the Property shall comply with the sign standards of the City of Norman Sign Code, and as thereafter amended, as applicable to the underlying uses on the Property. Notwithstanding the foregoing, the multifamily uses shall be entitled to an identification sign along Classen Boulevard, as well as wayfinding signage within the Property to guide residents and visitors to the residential units. Additionally, each tenant/commercial user shall be entitled to signage for their business. It is anticipated that the Property will feature a shared identification sign along Classen Boulevard. The Applicant may further restrict and control signage within the Property through the use of private design guidelines and restrictive covenants.

4. Traffic access and circulation

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

5. Open Space

A minimum of ten percent (10%) of the Property shall be reserved as open space. The Property is expected to contain a minimum of 60% green space as shown on the attached Green Space Exhibit.

6. Parking

Parking for the Property may be developed in compliance with the parking layout shown on the Preliminary Site Development Plan, subject to final design development and the changes allowed by Section 36-510 of the City of Norman's SPUD Ordinance, as may be amended from time to time. The Property shall comply with Norman's applicable parking ordinances, as amended from time to time.

7. Outdoor Storage

Outdoor storage of items in commercial areas shall be screened such that they cannot be seen from any adjacent residential uses, or from Classen Boulevard. Outdoor storage of any items shall not be allowed in any way that encroaches upon or interferes with fire lanes, drive lanes, or parking spaces.

8. Landscaping and Fencing

Landscaping shall be installed in order to meet or exceed the City of Norman's applicable landscaping requirements, as may be amended from time to time. Fencing is not required on the Property, but may be installed as desired by the developer, including, but not limited to, along the western property line to block access to the railroad track.

9. Lighting

The Property shall comply with the City of Norman's Commercial Outdoor Lighting Standards, as amended from time to time.

EXHIBIT A

Legal Description of the Property

The land referred to herein below is situated in the County of Cleveland, State of Oklahoma, and is described in that certain Warranty Deed recorded in Book 6657, Page 261 on April 23, 2024, in the records of Cleveland County, Oklahoma, as follows, to-wit:

TRACT 1:

A part of the West Half of the Northwest Quarter (W/2 NW/4) of Section Nine (9), Township Eight (8) North, Range Two (2) West of the Indian Meridian, Cleveland County, Oklahoma, more particularly described as follows:

Beginning at the Northwest Corner of the Northwest Quarter (NW/4) of Section 9;

Thence North 89°14'30" East a distance of 7.65 feet to the Right-of-Way line of the AT & SF Railroad;

Thence South 27°44'11" East a distance of 1188.06 feet for a Point of Beginning;

Thence North 56°43'32" East a distance of 341.15 feet to the Right-of-Way line of State Highway No. 77;

Thence South 27°35'11" East a distance of 138.30 feet;

Thence South 48°17'14" West a distance of 349.55 feet;

Thence North 27°44'11" West a distance of 189.80 feet to the Point of Beginning.

AND

TRACT 2:

Lot One (1), in Block One (1) of MONROE ADDITION to the City of Norman, Cleveland County, Oklahoma, according to the recorded plat thereof.

Containing 120,133sq. ft. or 2.7579 acres, more or less.

EXHIBIT B

Preliminary Site Development Plan

Full Size Documents Submitted to City Staff

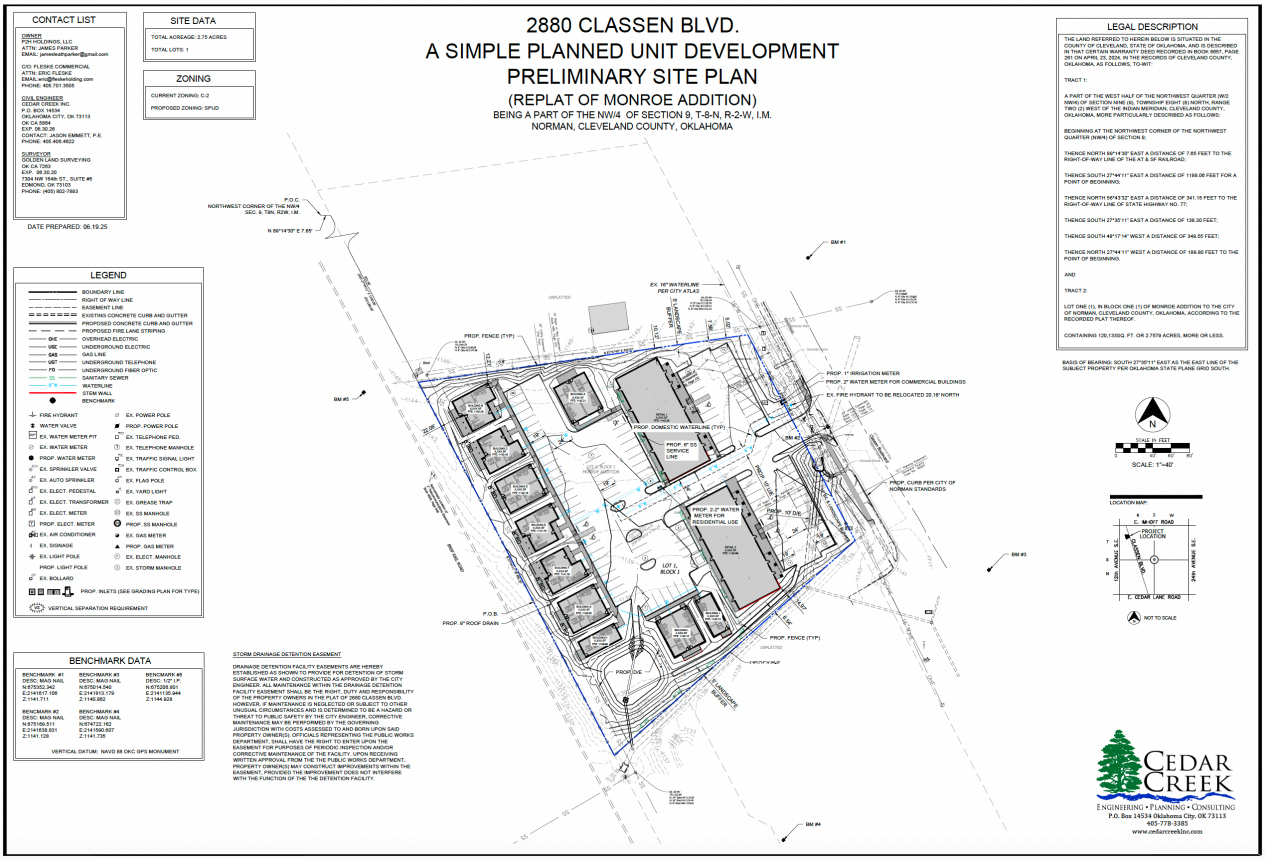


EXHIBIT C
Allowable Uses

ALLOWABLE USES:

- Gas Station/Convenience Store
- 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.
- Short-term rentals.
- Antique shop.
- Appliance Store.
- Artist materials supply, or studio.
- Automobile parking lots.
- Automobile supply store.
- Automobile, farm implement and machinery repair, sales and service, but not automobile wrecking yards or junk yards.
- Automobile service station.
- Baby shop.
- Bakery/Baked Goods store.
- Bank.
- Barber shop, or beauty parlor.
- Boat sales and service.
- 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.
- Feed and fuel store.
- Florist/Flower Shop.
- Furniture Store.
- Gift Shop.
- Glass shop.
- Grocery or supermarket.
- Hardware store.
- Heating, ventilating or plumbing supplies, sales and service.
- Hotel.
- Interior decorating store.
- Jewelry shop.
- Key shop.
- Leather Store and/or Leather Goods Store.
- Locksmith.
- Lumber and building materials sales yard.
- Medical buildings and medical uses.
- Music, Radio, Electronics, Telephone, or Television Store.
- Outdoor advertising signs.
- 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.
- Small animal hospital.
- Storage warehouse.
- 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.
- Toy store.
- Trade schools and schools for vocational training.
- Wholesale distributing center.
- Accessory buildings and uses customarily incidental to any of the above uses when located on the same lot.
- Multi-Family Residential.
- High Density Multifamily Uses, which includes apartment buildings, either stand alone or above ground floor office/commercial uses, together with clubhouse, leasing office, fitness center, garage buildings, and similar associated uses.
- Townhouse Development.
- Short-term rentals.
- Home occupations will be allowed in a slightly greater intensity of use than as found in typical R-1 developments. Such business activity will be limited to types of businesses that do not require more than two customer or client parked cars at any given time. No retail activity or sales of merchandise will be allowed. Employees would be limited to one on-site worker and patronage would have to be by appointment only. Minimal, non-illuminated identification signage of no more than four (4) sf in area, attached to the surface of the dwelling, will be allowed to denote the business being carried on within.

EXHIBIT D

Preliminary Plat

Full Size Documents Submitted to City Staff

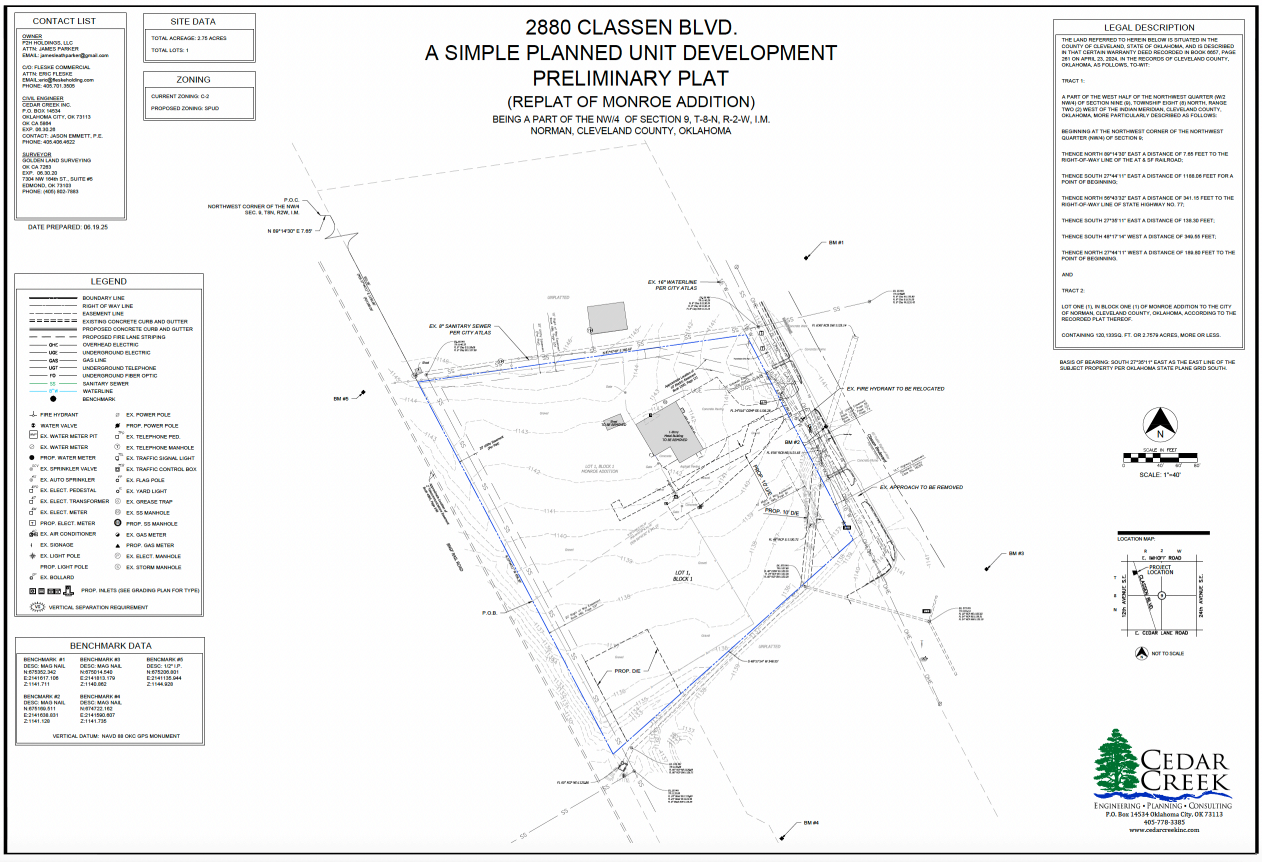
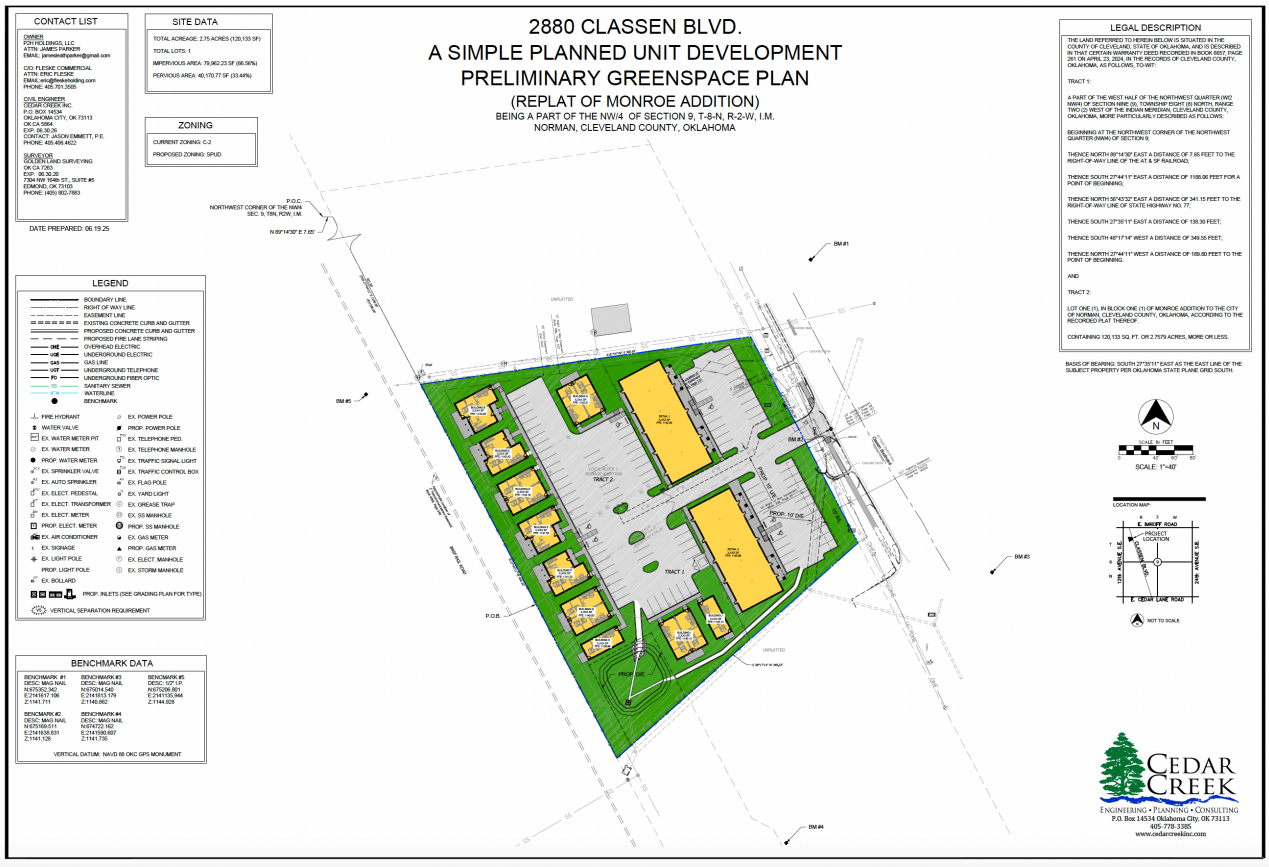
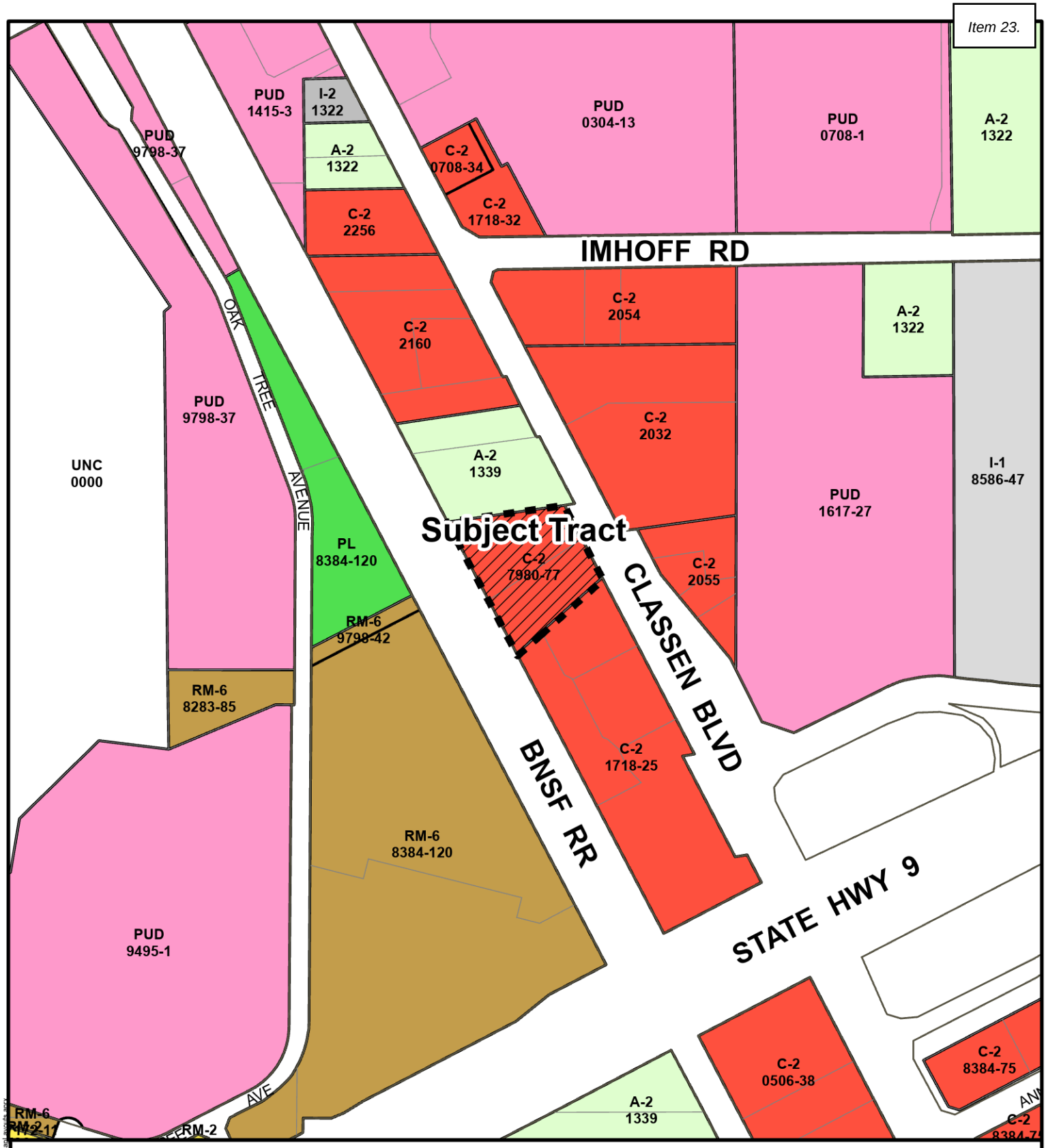


Exhibit F

Preliminary Green Space

Full Size Documents Submitted to City Staff





Location Map

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

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S

May 7, 2025

0 200 400 Ft.

Subject Tract

\\consolidatedapplications\GIS_PRO_LayoutTemplates\StandardMaps\Location Map.aprx

2880 CLASSEN BLVD.
A SIMPLE PLANNED UNIT DEVELOPMENT
PRELIMINARY SITE PLAN
(REPLAT OF MONROE ADDITION)
BEING A PART OF THE NW/4 OF SECTION 9, T-8-N, R-2-W, I.M.
NORMAN, CLEVELAND COUNTY, OKLAHOMA

CONTACT LIST

OWNER
P2H HOLDINGS, LLC
ATTN: JAMES PARKER
EMAIL: jamesleathparker@gmail.com

C/O: FLESKE COMMERCIAL
ATTN: ERIC FLESKE
EMAIL: eric@fleskeholding.com
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CIVIL ENGINEER
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P.O. BOX 14534
OKLAHOMA CITY, OK 73113
OK CA 5864
EXP. 06.30.26
CONTACT: JASON EMMETT, P.E.
PHONE: 405.406.4622

SURVEYOR
GOLDEN LAND SURVEYING
OK CA 7263
EXP. 06.30.20
7304 NW 164th ST., SUITE #5
EDMOND, OK 73103
PHONE: (405) 802-7883

DATE PREPARED: 06.19.25

SITE DATA

TOTAL ACREAGE: 2.75 ACRES

TOTAL LOTS: 1

ZONING

CURRENT ZONING: C-2

PROPOSED ZONING: SPUD

LEGEND

- BOUNDARY LINE
- RIGHT OF WAY LINE
- EASEMENT LINE
- EXISTING CONCRETE CURB AND GUTTER
- PROPOSED CONCRETE CURB AND GUTTER
- PROPOSED FIRE LANE STRIPING
- OHE — OVERHEAD ELECTRIC
- UGE — UNDERGROUND ELECTRIC
- GAS — GAS LINE
- UGT — UNDERGROUND TELEPHONE
- FO — UNDERGROUND FIBER OPTIC
- SS — SANITARY SEWER
- 8"W — WATERLINE
- STEM WALL
- BENCHMARK

- FIRE HYDRANT
- WATER VALVE
- EX. WATER METER PIT
- EX. WATER METER
- PROP. WATER METER
- EX. SPRINKLER VALVE
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- EX. ELECT. PEDESTAL
- EX. ELECT. TRANSFORMER
- EX. ELECT. METER
- PROP. ELECT. METER
- EX. AIR CONDITIONER
- EX. SIGNAGE
- EX. LIGHT POLE
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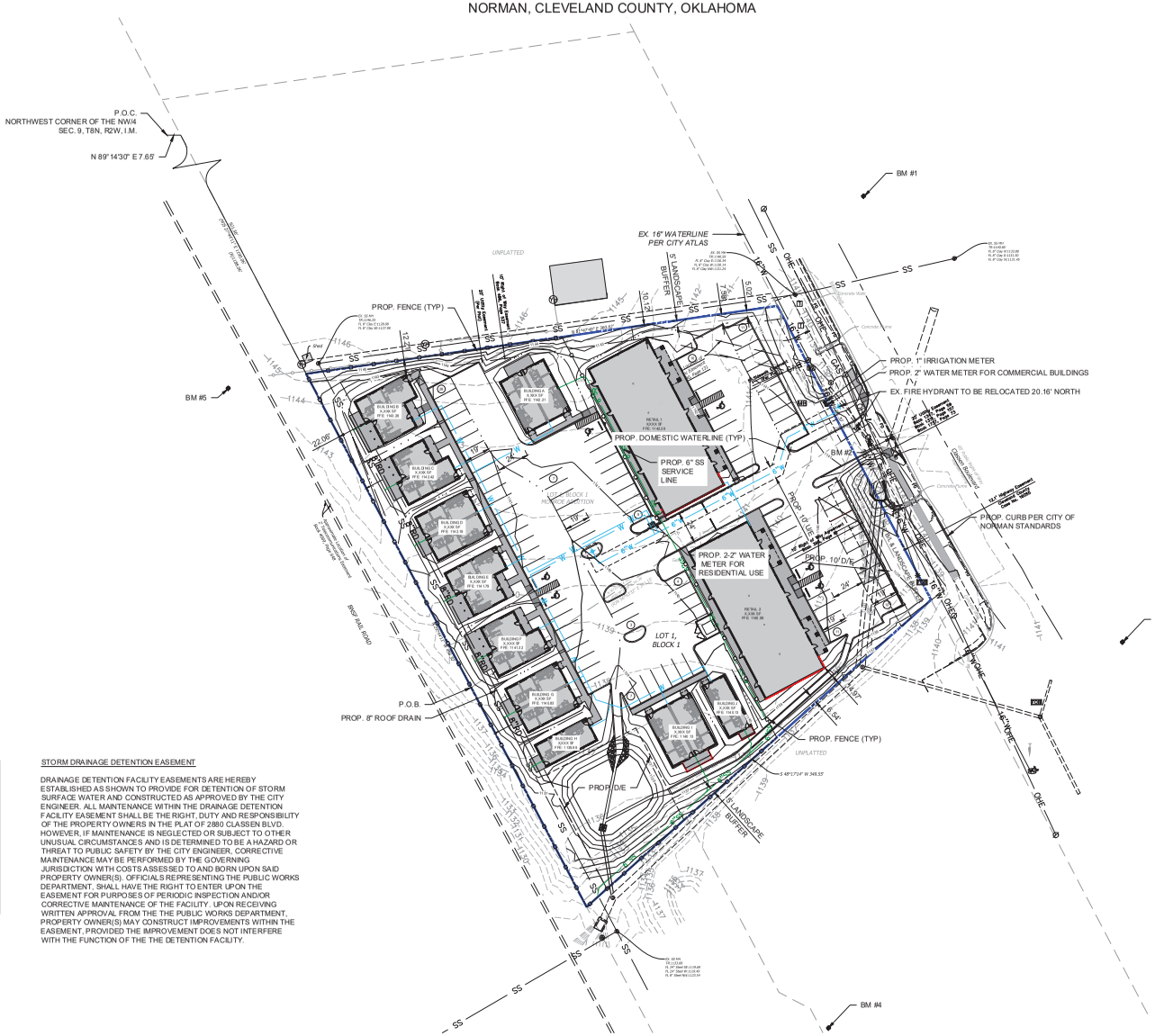
- EX. TRAFFIC CONTROL BOX
- EX. FLAG POLE
- EX. YARD LIGHT
- EX. GREASE TRAP
- EX. SS MANHOLE
- PROP. SS MANHOLE
- EX. GAS METER
- PROP. GAS METER
- EX. ELECT. MANHOLE
- EX. STORM MANHOLE
- PROP. INLETS (SEE GRADING PLAN FOR TYPE)
- VERTICAL SEPARATION REQUIREMENT

BENCHMARK DATA

BENCHMARK #1 DESC: MAG NAIL N:675352.342 E:2141617.106 Z:1141.711	BENCHMARK #3 DESC: MAG NAIL N:675014.540 E:2141813.179 Z:1140.862	BENCMARK #5 DESC: 1/2" I.P. N:675206.801 E:2141135.944 Z:1144.928
BENCMARK #2 DESC: MAG NAIL N:675169.511 E:2141638.831 Z:1141.128	BENCHMARK #4 DESC: MAG NAIL N:674722.182 E:2141590.607 Z:1141.735	

VERTICAL DATUM: NAVD 88 OKC GPS MONUMENT



STORM DRAINAGE DETENTION 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 IN THE PLAT OF 2880 CLASSEN BLVD. 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 ENGINEER, CORRECTIVE MAINTENANCE MAY BE PERFORMED BY THE GOVERNING JURISDICTION WITH COSTS ASSESSED TO AND BORN UPON SAID PROPERTY OWNER(S). 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 THE PUBLIC WORKS DEPARTMENT, PROPERTY OWNER(S) MAY CONSTRUCT IMPROVEMENTS WITHIN THE EASEMENT, PROVIDED THE IMPROVEMENT DOES NOT INTERFERE WITH THE FUNCTION OF THE THE DETENTION FACILITY.

LEGAL DESCRIPTION

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE COUNTY OF CLEVELAND, STATE OF OKLAHOMA, AND IS DESCRIBED IN THAT CERTAIN WARRANTY DEED RECORDED IN BOOK 6657, PAGE 261 ON APRIL 23, 2024, IN THE RECORDS OF CLEVELAND COUNTY, OKLAHOMA, AS FOLLOWS, TO-WIT:

TRACT 1:

A PART OF THE WEST HALF OF THE NORTHWEST QUARTER (W/2 NW/4) OF SECTION NINE (9), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF THE NORTHWEST QUARTER (NW/4) OF SECTION 9;

THENCE NORTH 89°14'30" EAST A DISTANCE OF 7.65 FEET TO THE RIGHT-OF-WAY LINE OF THE AT & SF RAILROAD;

THENCE SOUTH 27°44'11" EAST A DISTANCE OF 1188.06 FEET FOR A POINT OF BEGINNING;

THENCE NORTH 56°43'32" EAST A DISTANCE OF 341.15 FEET TO THE RIGHT-OF-WAY LINE OF STATE HIGHWAY NO. 77;

THENCE SOUTH 27°35'11" EAST A DISTANCE OF 138.30 FEET;

THENCE SOUTH 48°17'14" WEST A DISTANCE OF 349.55 FEET;

THENCE NORTH 27°44'11" WEST A DISTANCE OF 189.80 FEET TO THE POINT OF BEGINNING.

AND

TRACT 2:

LOT ONE (1), IN BLOCK ONE (1) OF MONROE ADDITION TO THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF.

CONTAINING 120,133SQ. FT. OR 2.7579 ACRES, MORE OR LESS.

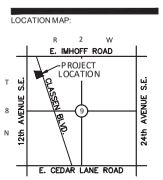
BASIS OF BEARING: SOUTH 27°35'11" EAST AS THE EAST LINE OF THE SUBJECT PROPERTY PER OKLAHOMA STATE PLANE GRID SOUTH.

N

SCALE IN FEET
0 40' 60' 80'

SCALE: 1"=40'

LOCATION MAP:



NOT TO SCALE

CEDAR CREEK
ENGINEERING • PLANNING • CONSULTING
P.O. Box 14534 Oklahoma City, OK 73113
405-778-3385
www.cedarcreekinc.com

2880 CLASSEN BLVD.
A SIMPLE PLANNED UNIT DEVELOPMENT
PRELIMINARY GREENSPACE PLAN
(REPLAT OF MONROE ADDITION)
BEING A PART OF THE NW/4 OF SECTION 9, T-8-N, R-2-W, I.M.
NORMAN, CLEVELAND COUNTY, OKLAHOMA

CONTACT LIST

OWNER
P2H HOLDINGS, LLC
ATTN: JAMES PARKER
EMAIL: jamesleathparker@gmail.com

C/O: FLESKE COMMERCIAL
ATTN: ERIC FLESKE
EMAIL: eric@fleskeholding.com
PHONE: 405.701.3505

CIVIL ENGINEER
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P.O. BOX 14534
OKLAHOMA CITY, OK 73113
OK CA 5864
EXP. 06.30.26
CONTACT: JASON EMMETT, P.E.
PHONE: 405.406.4622

SURVEYOR
GOLDEN LAND SURVEYING
OK CA 7263
EXP. 06.30.20
7304 NW 164th ST., SUITE #5
EDMOND, OK 73103
PHONE: (405) 802-7883

DATE PREPARED: 06.19.25

SITE DATA

TOTAL ACREAGE: 2.75 ACRES (120,133 SF)

TOTAL LOTS: 1

IMPERVIOUS AREA: 79,962.23 SF (66.56%)

PERVIOUS AREA: 40,170.77 SF (33.44%)

ZONING

CURRENT ZONING: C-2

PROPOSED ZONING: SPUD

LEGEND

- BOUNDARY LINE
- RIGHT OF WAY LINE
- EASEMENT LINE
- EXISTING CONCRETE CURB AND GUTTER
- PROPOSED CONCRETE CURB AND GUTTER
- PROPOSED FIRE LANE STRIPING
- OHE — OVERHEAD ELECTRIC
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VERTICAL DATUM: NAVD 88 OKC GPS MONUMENT

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BEGINNING AT THE NORTHWEST CORNER OF THE NORTHWEST QUARTER (NW/4) OF SECTION 9;

THENCE NORTH 89°14'30" EAST A DISTANCE OF 7.65 FEET TO THE RIGHT-OF-WAY LINE OF THE AT & SF RAILROAD;

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SCALE IN FEET
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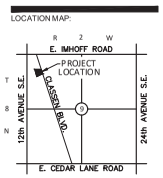
SCALE: 1"=40'

LOCATION MAP:



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PHONE: (405) 802-7883

DATE PREPARED: 06.19.25

SITE DATA

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TOTAL LOTS: 1

ZONING

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PROPOSED ZONING: SPUD

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AND

TRACT 2:

LOT ONE (1), IN BLOCK ONE (1) OF MONROE ADDITION TO THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF.

CONTAINING 120,133SQ. FT. OR 2.7579 ACRES, MORE OR LESS.

BASIS OF BEARING: SOUTH 27°35'11" EAST AS THE EAST LINE OF THE SUBJECT PROPERTY PER OKLAHOMA STATE PLANE GRID SOUTH.

LEGEND

- BOUNDARY LINE
- RIGHT OF WAY LINE
- EASEMENT LINE
- EXISTING CONCRETE CURB AND GUTTER
- PROPOSED CONCRETE CURB AND GUTTER
- PROPOSED FIRE LANE STRIPING
- OHE — OVERHEAD ELECTRIC
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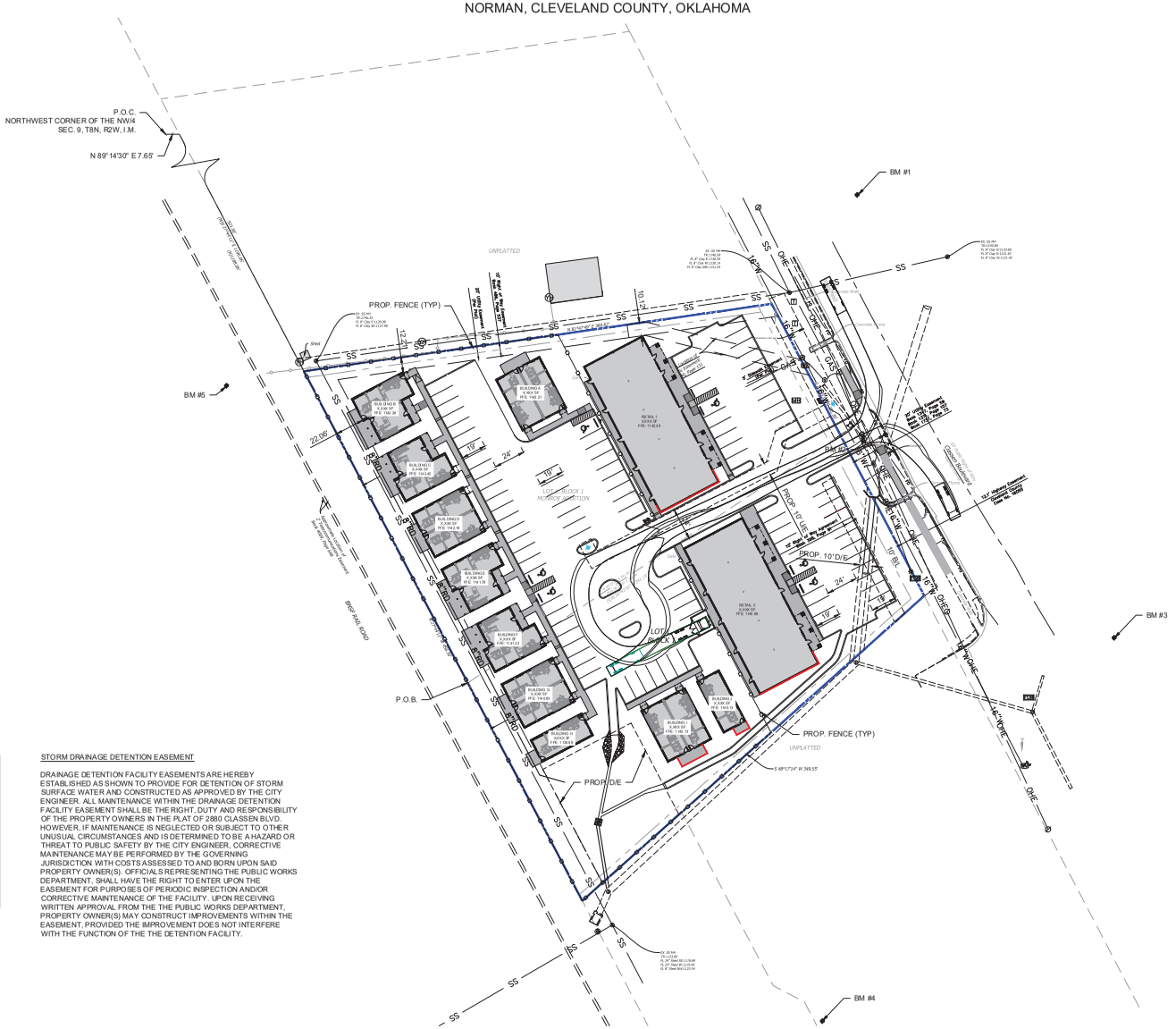
- SS — SANITARY SEWER
- 8"W — WATERLINE
- BENCHMARK

- FIRE HYDRANT
- WATER VALVE
- EX. WATER METER PIT
- EX. WATER METER
- PROP. WATER METER
- EX. SPRINKLER VALVE
- EX. AUTO SPRINKLER
- EX. ELECT. PEDESTAL
- EX. ELECT. TRANSFORMER
- EX. ELECT. METER
- PROP. ELECT. METER
- EX. AIR CONDITIONER
- EX. SIGNAGE
- EX. LIGHT POLE
- PROP. LIGHT POLE
- EX. BOLLARD
- EX. POWER POLE
- PROP. POWER POLE
- EX. TELEPHONE PED.
- EX. TELEPHONE MANHOLE
- EX. TRAFFIC SIGNAL LIGHT
- EX. TRAFFIC CONTROL BOX
- EX. FLAG POLE
- EX. YARD LIGHT
- EX. GREASE TRAP
- EX. SS MANHOLE
- PROP. SS MANHOLE
- EX. GAS METER
- PROP. GAS METER
- EX. ELECT. MANHOLE
- EX. STORM MANHOLE
- PROP. INLETS (SEE GRADING PLAN FOR TYPE)
- VERTICAL SEPARATION REQUIREMENT



BENCHMARK DATA

BENCHMARK #1 DESC: MAG NAIL N:675352.342 E:2141617.106 Z:1141.711	BENCHMARK #3 DESC: MAG NAIL N:675014.540 E:2141813.179 Z:1140.862	BENCMARK #5 DESC: 1/2" I.P. N:675206.801 E:2141135.944 Z:1144.928
BENCMARK #2 DESC: MAG NAIL N:675169.511 E:2141638.831 Z:1141.128	BENCHMARK #4 DESC: MAG NAIL N:674722.182 E:2141590.607 Z:1141.735	

VERTICAL DATUM: NAVD 88 OKC GPS MONUMENT

STORM DRAINAGE DETENTION EASEMENT

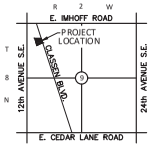
DRAINAGE DETENTION FACILITY EASEMENTS ARE HEREBY ESTABLISHED AS SHOWN TO PROVIDE FOR DETENTION OF STORM SURFACE WATER AND CONSTRUCTED AS APPROVED BY THE CITY ENGINEER. ALL MAINTENANCE WITHIN THE DRAINAGE DETENTION FACILITY EASEMENT SHALL BE THE RIGHT, DUTY AND RESPONSIBILITY OF THE PROPERTY OWNERS IN THE PLAT OF 2880 CLASSEN BLVD. 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 ENGINEER, CORRECTIVE MAINTENANCE MAY BE PERFORMED BY THE GOVERNING JURISDICTION WITH COSTS ASSESSED TO AND BORN UPON SAID PROPERTY OWNER(S). 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 THE PUBLIC WORKS DEPARTMENT, PROPERTY OWNER(S) MAY CONSTRUCT IMPROVEMENTS WITHIN THE EASEMENT, PROVIDED THE IMPROVEMENT DOES NOT INTERFERE WITH THE FUNCTION OF THE THE DETENTION FACILITY.

N

SCALE IN FEET
0 40' 60' 80'

SCALE: 1"=40'

LOCATION MAP:



NOT TO SCALE

CEDAR CREEK
ENGINEERING • PLANNING • CONSULTING
P.O. Box 14534 Oklahoma City, OK 73113
405-778-3385
www.cedarcreekinc.com

2880 CLASSEN BLVD.
A SIMPLE PLANNED UNIT DEVELOPMENT
PRELIMINARY PLAT
(REPLAT OF MONROE ADDITION)

BEING A PART OF THE NW/4 OF SECTION 9, T-8-N, R-2-W, I.M.
NORMAN, CLEVELAND COUNTY, OKLAHOMA

CONTACT LIST

OWNER
P2H HOLDINGS, LLC
ATTN: JAMES PARKER
EMAIL: jamesleathparker@gmail.com

C/O: FLESKE COMMERCIAL
ATTN: ERIC FLESKE
EMAIL: eric@fleskeholding.com
PHONE: 405.701.3505

CIVIL ENGINEER
CEDAR CREEK INC.
P.O. BOX 14534
OKLAHOMA CITY, OK 73113
OK CA 5864
EXP. 06.30.26
CONTACT: JASON EMMETT, P.E.
PHONE: 405.406.4622

SURVEYOR
GOLDEN LAND SURVEYING
OK CA 7263
EXP. 06.30.20
7304 NW 164th ST., SUITE #5
EDMOND, OK 73103
PHONE: (405) 802-7883

DATE PREPARED: 06.19.25

SITE DATA

TOTAL ACREAGE: 2.75 ACRES

TOTAL LOTS: 1

ZONING

CURRENT ZONING: C-2

PROPOSED ZONING: SPUD

LEGEND

- BOUNDARY LINE
- RIGHT OF WAY LINE
- EASEMENT LINE
- EXISTING CONCRETE CURB AND GUTTER
- PROPOSED CONCRETE CURB AND GUTTER
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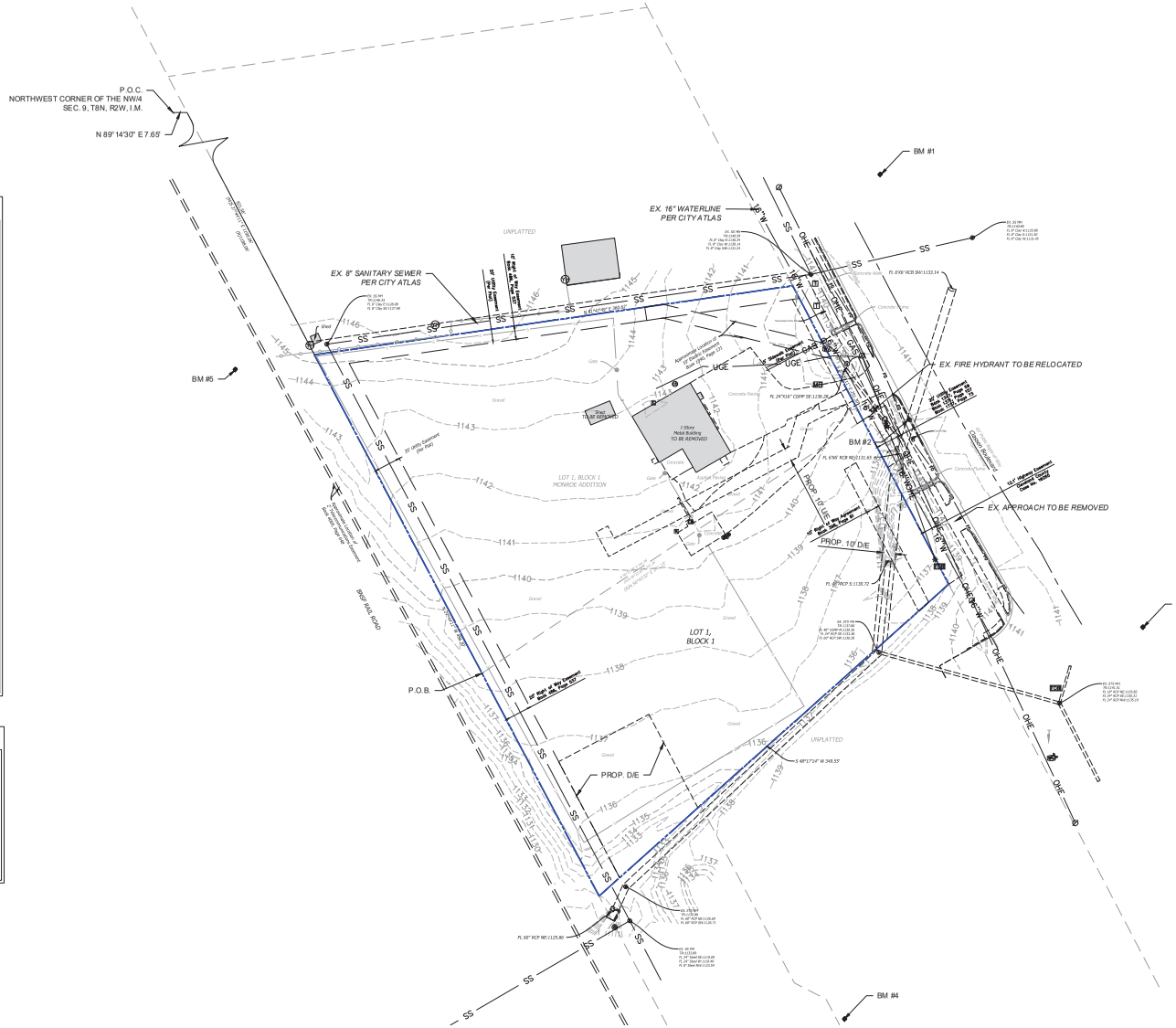

LEGAL DESCRIPTION

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE COUNTY OF CLEVELAND, STATE OF OKLAHOMA, AND IS DESCRIBED IN THAT CERTAIN WARRANTY DEED RECORDED IN BOOK 6657, PAGE 261 ON APRIL 23, 2024, IN THE RECORDS OF CLEVELAND COUNTY, OKLAHOMA, AS FOLLOWS, TO-WIT:

TRACT 1:

A PART OF THE WEST HALF OF THE NORTHWEST QUARTER (W/2 NW/4) OF SECTION NINE (9), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF THE NORTHWEST QUARTER (NW/4) OF SECTION 9;

THENCE NORTH 89°14'30" EAST A DISTANCE OF 7.65 FEET TO THE RIGHT-OF-WAY LINE OF THE AT & SF RAILROAD;

THENCE SOUTH 27°44'11" EAST A DISTANCE OF 1188.06 FEET FOR A POINT OF BEGINNING;

THENCE NORTH 56°43'32" EAST A DISTANCE OF 341.15 FEET TO THE RIGHT-OF-WAY LINE OF STATE HIGHWAY NO. 77;

THENCE SOUTH 27°35'11" EAST A DISTANCE OF 138.30 FEET;

THENCE SOUTH 48°17'14" WEST A DISTANCE OF 349.55 FEET;

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AND

TRACT 2:

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CONTAINING 120,133SQ. FT. OR 2.7579 ACRES, MORE OR LESS.

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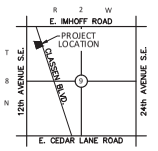

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P.O. Box 14534 Oklahoma City, OK 73113
405-778-3385
www.cedarcreekinc.com

Applicant: P and H Holdings, LLC

Project Location: 2880 Classen Blvd Generally Between E Imhoff Rd and E State Hwy 9

Case Number: PD25-13

Time: 5:30 PM

Applicant/Representative:
Sean Rieger, attorney for applicant
Chad Cochell, applicant

Attendees:
No neighbors present

City Staff
Justin Fish, Planner I
Beth Muckala, Assistant City Attorney

Application Summary:
Rezoning from C-2, General Commercial District, to SPUD, Simple Planned Unit Development, with intentions to construct a mixed-use development of commercial and residential uses.

Neighbor's Comments/Concerns/Responses
No neighbors were present for the meeting.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 07/10/2025

REQUESTER: P and H Holdings LLC

PRESENTER: Justin Fish, Planner I

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-2: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE A PART OF THE WEST HALF (W/2) OF THE NORTHWEST QUARTER (NW/4) OF SECTION NINE (9), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST AND LOT ONE (1), IN BLOCK ONE (1), OF MONROE ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE C-2, GENERAL COMMERCIAL DISTRICT, AND PLACE THE SAME IN A SPUD, SIMPLE PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (2880 & 2886 CLASSEN BLVD.)

APPLICANT/REPRESENTATIVE	P and H Holdings LLC
LOCATION	2880 & 2886 Classen Blvd
WARD	7
CORE AREA	No
EXISTING ZONING	C-2, General Commercial District
EXISTING LAND USE	Local Commercial Corridor
PROPOSED ZONING	SPUD, Simple Planned Unit Development District
PROPOSED LAND USE	No Change
REQUESTED ACTION	Rezoning from C-2, General Commercial District, to SPUD, Zoning District

EXISTING CONDITIONS:

SIZE OF SITE: 2.75 Acres

SURROUNDING PROPERTIES

	Subject Property	North	East	South	West
Zoning	C-2	A-2	C-2	C-2	RM-6, and PL
Land Use	Local Commercial Corridor	Local Commercial Corridor	Jobs Center	Local Commercial Corridor	Urban Living Center and Park
Current Use	Commercial	Residential	Commercial	Vacant	Residential and Park

ZONING DESIGNATION **C-2, General Commercial District**

This commercial district is intended for the conduct of personal and business services and the general retail business of the community. Persons living in the community and in the surrounding trade territory require direct and frequent access. Traffic generated by the uses will be primarily passenger vehicles and only those trucks and commercial vehicles required for stocking and delivery of retail goods.

LAND USE DESIGNATION **Local Commercial Corridor**

A fairly compact, walkable pattern of moderate development with a variety of commercial arrangements. Offers commercial activities that draw from a communitywide level. Moderate to low building spacing and separation of uses with pockets of more diverse, mixed-use development. Features a diverse tenant mix, including offices, shops, restaurants, and services, which may center on anchor activities such as big box retailers:

- Existing Local Commercial Corridors have very little residential. Over time residential may be added but the dominate use will likely continue to be moderate intensity commercial uses, with opportunities for more intense master planned developments.
- Gross densities in any single development should be greater than 18 units per acre.

CHARACTER AREA DESIGNATION **Corridor Areas**

Corridor Areas are developed or undeveloped land on both sides of a roadway; primarily designated, although not limited to, commercial and mixed-use development with auto-centric design. Scale and location affect the type and intensity of these uses. Corridor character is determined by scale and is recognized in three main areas.

In-Town Corridors

Arterial streets servicing neighborhood needs including commercial, residential, civic, and recreational uses. Already or likely to experience uncontrolled strip development if growth is

not properly managed. Anticipating high public transit access, including stops and shelters in locations safe for passengers and operations. These corridors are managed under Suburban Neighborhood Character Area policies and Action Items.

PROCEDURAL REQUIREMENTS:

PRE-DEVELOPMENT: PD25-13 May 22, 2025
No neighbors attended the meeting.

BOARD OF PARKS COMMISSIONERS: July 3, 2025
The applicant requested a Fee-In-Lieu of Land decision, with fees to be used for the continued development of Oak Tree South Park. The Board of Parks Commissioners voted unanimously by a vote of 6-0.

SUMMARY OF APPLICATION:

USE:
The Property will be developed as a mixed-use development, featuring a variety of uses including commercial, office, retail, and multi-family residential uses. A complete list of the allowable uses can be found within the attached SPUD Narrative as Exhibit C.

AREA REGULATIONS:
There shall be a minimum ten foot building setback from Classen Boulevard. There shall be a minimum five foot building setback from the North and South property line. There shall be a minimum twenty foot building setback from the West property line. Additionally, buildings may not encroach upon public easements, rights-of-way, or within one foot of public utility easements. Otherwise, there are no other required building setbacks.

The SPUD Narrative states there are no height limits for buildings in the development.

OPEN SPACE:
A minimum of ten percent (10%) of the Property shall be preserved as open space. The Property is expected to contain a minimum of 60% green space as shown on the Preliminary Green Space Site Plan found in the SPUD Narrative as Exhibit F.

TRAFFIC ACCESS, CIRCULATION, PARKING AND SIDEWALKS:
There will be one access point off Classen Boulevard. Sidewalks are required along the Classen Boulevard frontage. Parking is provided as shown on the Preliminary Site Development Plan.

LANDSCAPING / FENCING/WALLS:
Landscaping shall be installed in order to meet or exceed the City of Norman's applicable landscaping requirements, as may be amended from time to time. Fencing is not required, but may be installed including, but not limited to, along the western property line to block access to the railroad track.

SIGNAGE:
The development of the Property shall comply with the sign standards of the City of Norman Sign Code, and as thereafter amended, as applicable to the underlying uses on the Property. Notwithstanding the foregoing, the multifamily uses shall be entitled to an identification sign along Classen Boulevard, as well as wayfinding signage within the Property to guide residents and visitors to the residential units. Additionally, each tenant/commercial user shall be entitled to signage for their business. It is anticipated that the Property will feature a shared identification sign along Classen Boulevard. The Applicant may further restrict and control signage within the Property through the use of private design guidelines and restrictive covenants.

LIGHTING:
The Property shall comply with the City of Norman's Commercial Outdoor Lighting Standards, as amended from time to time.

SANITATION/UTILITIES:
Trash dumpsters shall be located as depicted on the Site Development Plan or in locations as may be approved by City sanitation services. Dumpsters shall be kept within an enclosure that is primarily constructed of similar exterior materials as the primary façade of the commercial building(s) it is associated with. Dumpsters may be shared between multiple property occupants and users.

EXTERIOR MATERIALS:
The exterior of the commercial, office, retail, or multifamily buildings constructed within the Property may be constructed of masonry, brick, stone, synthetic stone, wood, glass, stucco, EIFS, metal accents, and any combination thereof. The Applicant may file restrictive covenants against the Property to more narrowly tailor architectural review within the development.

OUTDOOR STORAGE:
Outdoor storage of items in commercial areas shall be screened such that they cannot be seen from any adjacent residential uses, or from Classen Boulevard. Outdoor storage of any items shall not be allowed in any way that encroaches upon or interferes with fire lanes, drive lanes, or parking spaces.

NEAREST PUBLIC PARK:
The nearest park to the subject property is Oak Tree South Park. This park is separated from the subject property by railroad tracks and trees. The park can be accessed using the sidewalk on the east side of the subject property and heading north to E Constitution St. and crossing the railroad tracks using the sidewalk on the north side of Constitution to connect to Oak Tree Avenue. The distance from the subject property to Oak Tree South Park is 2.7 miles.

REVIEW COMMENTS:

This application was submitted to the following agencies, departments, and/or divisions for review and comment. An asterisk (*) indicates that the agency, department, and/or division responded with adverse comments.

CITY DEPARTMENTS

1. Fire Department
2. Building Permitting Review
3. Public Works/Engineering
4. Transportation Engineer
5. Planning
6. Utilities

COMMENTS, BY DEPARTMENT/AGENCY:

Items italicized and in blue in these sections represent City Staff analysis.

A.1. FIRE DEPARTMENT

Buildings will be subject to City of Norman Ordinances and adopted 2018 ICC codes as amended by OUBCC including IFC Appendices B, C, and D.

A.2. BUILDING REVIEW

Buildings will be subject to City of Norman Ordinances and adopted 2018 ICC codes as amended by OUBCC including IFC Appendices B, C, and D.

A.3. PUBLIC WORKS/ENGINEERING

I. AIM NORMAN PLAN CONFORMANCE

i. Please see attached report.

A.4. TRANSPORTATION ENGINEER

II. AIM NORMAN PLAN CONFORMANCE

i. Please see attached report from the Transportation Engineer.

A.5. PLANNING

I. ZONING CODE CONSIDERATIONS

i. Purpose – SPUD, Simple Planned Unit Development

i. The SPUD, Simple Planned Unit Development 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:

1. 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 acres.

2. The SPUD is subject to review procedures by Planning Commission and adoption by City Council.

The applicant is seeking a change in zoning districts to allow for a mixed-use development with commercial and residential components.

ii. Uses Permitted

i. The Property will be developed as mixed-use development, featuring a variety of uses including commercial, office, retail, and multi-family residential uses within the Property. A complete list of the allowable uses for the Property can be found within the attached SPUD Narrative as EXHIBIT C.

This SPUD, Simple Planned Unit Development, creatse a mix of the uses allowed in each of these respective districts.

iii. Area Regulations

i. The regulations shall be:
   1. Building Setbacks: There shall be a minimum ten (10) foot building setback from Classen Boulevard.
   2. There shall be a minimum five (5) foot building setback from the North and South property line.
   3. There shall be a minimum twenty (20) foot building setback from the West property line.
   4. Additionally, buildings may not encroach upon public easements, rights-of-way, or within one (1) foot of public utility easements. Otherwise, there are no other required building setbacks.

The applicant has requested a 10' build line along Classen Boulevard, however, no building is proposed near this build line.

iv. Height Regulations

i. There shall be no height limit for any building or structure on the Property.

The building height proposed for this development is consistent with current zoning district regulations for C-2, General Commercial District.

II. COMPREHENSIVE PLAN CONSIDERATIONS

i. Character Area Policies

i. General Policies

1. Residential Policies

- New residential development should blend with existing housing, incorporating tools such as buffering requirements and right-sized public spaces as defined in land use categories.
- Accommodate a variety of housing styles, sizes, densities, and price points to suit diverse housing needs.
- New residential development should use a variety of techniques to avoid the appearance of identical homes, increasing vibrancy and diversity in the built environment.

2. Non-Residential Policies
   - New non-residential development should use high quality building materials such as glass, brick, stone, wood or cementitious siding.
   - Require that loading areas be located to the rear and sides of buildings and screened from view.
   - Ensure that all sides of a parking garage that are visible from public view are architecturally consistent with the buildings it serves.
   - Buildings in a corporate campus setting should have an internal pedestrian network between buildings

*The proposed project is **consistent** with General Residential Policies by including 10% greenspace dedication. It is also **consistent** with the Policies by providing multiple residential units of varying design.*

*The proposed project is **consistent** with General Non-Residential Policies in that development will use the appropriate listed exterior materials.*

ii. Character Area Policies – Corridor Areas

1. Support the natural phasing out of older and lower-yield commercial and industrial uses with regulations and incentives that support mixed-uses and local businesses.
2. Use screening, with natural materials when possible, to lessen noise pollution and visual clutter from existing and future uses along the corridor.
3. Promote circulation and manage access to keep traffic flowing by:
   - Including access along and into properties for vehicles, public transit, pedestrians, and bicyclists during street and interchange improvements.
   - Projects should not create fragmented parcels or impede on- and off-site circulation through, to reduce restriction of future development.

- Allowing redevelopment of excess parking areas or commercial building space for residential uses, especially along public transit routes and areas with strong existing or planned pedestrian connections.
- Requiring shared entrances, cross-access, and avoiding multiple access points for new commercial developments at major intersections.

4. Commercial developments should offer both internal and external pedestrian connections, especially between hotels, restaurants, and retail services.
    - Connections to the corridors and through developments should improve safety for those walking, bicycling, or using mobility devices.
5. Allow redevelopment for high density residential and mixed-residential uses near public transit stops, along pedestrian routes, and where site design does not create secluded enclaves of apartments.
6. Add density through development of sites behind properties directly facing streets.
7. Retrofit or mask existing strip development or other unsightly features, as necessary.
8. Explore requiring that stormwater management and detention have lower impact than historic stormwater conditions for all new or redevelopment along corridors.

*The proposed project is **consistent** with the Corridor Area Policies. The project offers a mix of uses, the phasing out of older commercial uses, and increased pedestrian connectivity by providing a connection to the existing sidewalk along Classen Boulevard.*

ii. Land Use Development Policies

i. Description and Context – Local Commercial Corridor (LCC)

1. A fairly compact, walkable pattern of moderate development with a variety of commercial arrangements. Offers commercial activities that draw from a communitywide level. Moderate to low building spacing and separation of uses with pockets of more diverse, mixed-use development. Features a diverse tenant mix, including offices, shops, restaurants, and services, which may center on anchor activities such as big box retailers.
    - Existing Local Commercial Corridors have very little residential. Over time residential may be added but the dominate use will likely continue to be moderate intensity commercial uses, with opportunities for more intense master planned developments.

- Gross densities in any single development should be greater than 18 units per acre.

*The proposed project includes two large commercial buildings and ten residential structures. This is **consistent** with the Land Use's policy of mixed-use development.*

ii. Building Types

- **Existing**: Small to medium single-story structures including stand-alone single-use buildings, multi-tenant structures, or a combination are the most common. Housing types typically include multi-unit structures or attached townhomes.
- **New Development**: An opportunity exists to revitalize and/or intensify aging areas with rehabilitated and new buildings, including 2 to 3-story and/or mixed-use options.

*The proposed project includes two large commercial buildings along Classen Boulevard and ten residential structures toward the rear of the subject property. Height regulations outlined within the SPUD Narrative are **consistent** with the Local Commercial Corridor policies. Mixed-use structures are not present, however, the site will include a mix of both residential and commercial structures.*

iii. Site Design

1. **Existing**: Parking lots in front and along building sides, set back from the street – many locations have excess parking. Service and loading typically in the rear, often abutting residential development. Some sparse landscaping may have the opportunity to reach maturity if properly maintained.
2. **New Development**:
   - Negative impacts, including service and loading, to adjacent properties should be mitigated through design and operations.
   - Adjacent buildings and uses should be clearly integrated with thoughtful design such as cross-access, shared parking, and closures of driveways, and connected pathways.
   - Landscaping should be improved and replaced so that these areas can contribute to the tree canopy.
   - Accommodates a wide variety of activities that support commercial uses. Components such as well-designed outdoor seating, comfortable landscaping, bike and pedestrian improvements, site lighting improvements,

diversified tenant mix, and other placemaking opportunities must be incorporated into proposed developments.
- Residential developments should include trails or side paths that facilitate resident movement and provide for resident interactions.
- Existing excessive parking lots provide opportunity for infill commercial and/or residential development where appropriate

*The inclusion of trails or side paths within this proposed SPUD development are **consistent** with the site design policies. The proposed project does not detail how the service (deliveries)/loading for the commercial uses will function or how screening of the loading areas will be fashioned. However, these activities typically occur outside of business hours, when the parking lot is empty, leaving room for maneuvering of delivery trucks in the east parking lot, away from the multi-family component.*

iv. Transportation

1. **Existing**: The type and arrangement of streets means that most trips require a private vehicle to use at least one arterial road. Parking lots in front and along building sides, set back from the street. Often near an intersection of two arterial streets, taking access from one or both. Some of these areas have connections, or potential connections, to the regional trail network. Many sites are scaled for pedestrians, but the site layout was not designed to accommodate current options for pedestrians and bicyclists. Few of these areas have easy access to varied public transit at this time.

2. **Projected**: A highly connected multi-modal network is required to support the current and future needs of these important areas. Existing surface parking lots at these locations often present an opportunity to modify the circulation pattern, improve access, and add other benefits. Improving access for pedestrians and bicyclists will be a priority, including modernizing multi-modal infrastructure.

The proposed project will provide an addition to the existing public sidewalk along Classen Boulevard and create new walking paths along the sides of the subject property improving access for a multi modal network.

v. Utility Access

1. A full range of utilities should be available. If services are not already in place, they must be extended by the developer during the platting process to be suitable for development. If development occurs adjacent to existing facilities that are determined to be insufficient to meet the demands of the proposed development, the developer must upgrade the existing facilities to enhance the capacity of the utility system.

*The proposed project is **consistent** with the Land Use policies as it has existing water and sewer access. The project will connect using existing utilities.*

vi. Public Space

1. These areas rarely provide significant public spaces. Well-designed outdoor seating can serve as a semi-public space for visitors and employees.

*The project proposes a 10% dedication to open space. An open space is shown on the Site Development plan making the project **consistent** with Land Use policies.*

vii. Locational Criteria

1. For new facilities, typically at median breaks or intersections of collector and/or arterial streets.
2. Low intensity residential uses shall be adequately buffered or spaced from intensities posing adverse effects including noise, odors, air and light pollution, and heavy traffic.
3. Residential uses are generally behind or above commercial uses that are fronting the urban arterial street.
4. Local Commercial Corridor is most compatible adjacent to: UL, UM, UH, ULC, MX, IMX, CBD, C, JC, TOD, OP, and CIV.
5. Local Commercial Corridors are least compatible adjacent to: UL, RR, AR, and UR and requires additional buffering from uses that generate more noise, odors, air and light pollution, and heavy traffic.

*The project is **consistent** with locational criteria for Local Commercial Corridor Land Use policies, which encourage the placement of residential uses behind higher intensity or commercial uses.*

iii. Neighborhood and/or Special Area Plans

i. This location is not within a Neighborhood or Special Planning Area.

A.6. UTILITIES

I. **AIM NORMAN PLAN CONFORMANCE**

i. Proposed development is in conformance with the water and wastewater master plans.

II. **SOLID WASTE MANAGEMENT**

i. The proposed development includes a dumpster and enclosure meeting City of Norman requirements.

III. **WATER/WASTEWATER QUALITY**

i. Water Availability

- *No issues since the property will remain a single lot.*

ii. Wastewater Availability

- *No issues since the property will remain a single lot.*

ALTERNATIVES/ISSUES:

IMPACTS: The proposed use will be more intense than the existing commercial use on the subject property. This development will also bring in a larger volume of traffic than the subject property currently experiences.

The proposed SPUD Narrative includes regulations similar to those of C-2, General Commercial District, and R-3, Multifamily Dwelling District. The Site Development Plan shows two large commercial buildings along Classen Boulevard and ten residential structures along the rear of the subject property.

This proposal aligns with the vision of the AIM Norman Comprehensive Plan, by encouraging a mix of uses where applicable. The project will bring connection to the surrounding area by completing the sidewalk along Classen Boulevard and bringing new walking paths that lead into the site.

CONCLUSION: Staff forwards this request for rezoning from C-2, General Commercial District, to SPUD, Simple Planned Unit Development, and Ordinance O-2526-2, to the Planning Commission for consideration and recommendation to City Council.

4. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-5: 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 WEST HALF (W/2) OF THE NORTHWEST QUARTER (NW/4) OF SECTION NINE (9), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST AND LOT ONE (1), IN BLOCK ONE (1), OF MONROE ADDITION OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE COMMERCIAL DESIGNATION AND PLACE THE SAME IN THE MIXED USE DESIGNATION. (2880 & 2886 CLASSEN BLVD.)

This item has been withdrawn as moot due to the adoption of the AIM Norman Comprehensive Land Use Planned on June 24, 2025.

5. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-2: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE A PART OF THE WEST HALF (W/2) OF THE NORTHWEST QUARTER (NW/4) OF SECTION NINE (9), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST AND LOT ONE (1), IN BLOCK ONE (1), OF MONROE ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE C-2, GENERAL COMMERCIAL DISTRICT, AND PLACE THE SAME IN A SPUD, SIMPLE PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (2880 & 2886 CLASSEN BLVD.)

ITEMS SUBMITTED FOR THE RECORD

1. Staff Report
2. Location Map
3. SPUD Narrative
4. Site Plan
5. Preliminary Plat

6. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2526-2: CONSIDERATION OF A PRELIMINARY PLAT SUBMITTED BY P AND H HOLDINGS, LLC (CEDAR CREEK PLANNING ENGINEERING CONSULTING) FOR 2880 CLASSEN BLVD. ADDITION, A SIMPLE PLANNED UNIT DEVELOPMENT (INCLUDING A REPLAT OF MONROE ADDITION), FOR 2.75 ACRES OF PROPERTY LOCATED AT 2880 CLASSEN BOULEVARD.

ITEMS SUBMITTED FOR THE RECORD

1. Staff Report
2. Location Map
3. Preliminary Plat
4. Site Plan
5. Pre-Development Meeting Summary

Staff Presentation

Justin Fish, Planner I, presented the staff report.

Applicant Presentation

Sean Rieger, representative of the applicant, explained the proposed project.

Public Comments

There were no public comments.

Planning Commission Discussion

Commissioner Griffith asked the proposed uses of the commercial buildings. Mr. Rieger explained the project included five (5) small commercial units in each building.

Motion by Commissioner Griffith to recommend approval of Ordinance O-2526-2 and PP-2526-2; **Second** by Commissioner Brewer.

The motion passed unanimously with a vote of 5-0.

File Attachments for Item:

24. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2526-2: PRELIMINARY PLAT FOR 2880 CLASSEN BLVD. ADDITION, A SIMPLE PLANNED UNIT DEVELOPMENT, (A REPLAT OF MONROE ADDITION) GENERALLY LOCATED 830’ SOUTH OF IMHOFF ROAD ON THE WEST SIDE OF CLASSEN BOULEVARD (2880 CLASSEN BOULEVARD).

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 08/26/25

REQUESTER: Ken Danner, Subdivision Development Manager

David Riesland, Transportation Engineer

PRESENTER: Scott Sturtz, Director of Public Works

ITEM TITLE: CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2526-2: PRELIMINARY PLAT FOR 2880 CLASSEN BLVD. ADDITION, A SIMPLE PLANNED UNIT DEVELOPMENT, (A REPLAT OF MONROE ADDITION) GENERALLY LOCATED 830' SOUTH OF IMHOFF ROAD ON THE WEST SIDE OF CLASSEN BOULEVARD (2880 CLASSEN BOULEVARD).

BACKGROUND:

This item is a preliminary plat for 2880 Classen Blvd. Addition, a Simple Planned Unit Development located at 2880 Classen Boulevard. This property consists of 2.75 acres and one (1) lot. The owner/developer proposes a mixed use of retail and multifamily within the property.

The Norman Board of Parks Commissioners, at its meeting of July 3, 2025, recommended fee in lieu of park land for the residential component.

Planning Commission, at its meeting of July 10, 2025, recommended to City Council placing this property in the SPUD, Simple Planned Unit Development and removing it from C-2, General Commercial District. In addition, Planning Commission recommended approval of the preliminary plat for 2880 Classen Blvd. Addition, a Simple Planned Unit Development (a Replat of Monroe Addition).

DISCUSSION:

The proposed mixed-use development is proposed to contain 13,300 square feet of retail space and 17 single-family attached dwelling units to be located on the west side of Classen Boulevard (US 77) and north of State Highway 9 and the existing OnCue. The site will contain a single point of access onto Classen Boulevard and is expected to generate 39 AM peak hour trips, 98 PM peak hour trips, and 846 trips on an average weekday. Obviously being below the threshold for when a traffic impact study is required (>100 peak hour trips is the threshold), a traffic impact memorandum was prepared for the application by Traffic Engineering Consultants, Inc. No traffic operational issues are anticipated due to the development.

STREET	NO. OF LANES	BACK-GROUND TRAFFIC (Veh/day)	PROJECTED TRAFFIC (Veh/day)	TOTAL PROJECTED TRAFFIC (Veh/day)	ROADWAY CAPACITY L.O.S. "E"	% CAPACITY USED (BACKGROUND)	% CAPACITY USED (PROJECTED)
Classen Boulevard	5	23,000	846	23,846	36,000	63.89	66.24

The proposed development will access Classen Boulevard by way of a single, full access driveway. The site frontage is such that it is not possible for a proposed access location to meet all of the requirements in the City's Engineering Design Criteria related to driveway spacing and distances from public street intersections. As such, a Request for Variance will be required. The designer has taken great care to locate the proposed access point at the best possible location. As such, Staff will be able to support the Request for Variance. However, ODOT, as the maintenance provider for Classen Boulevard (US Highway 77) will be required to approve the proposed access location. Capacity exceeds demand in this area. As such, no additional off-site improvements are anticipated. There are no traffic impact fees to be collected in the area.

Public improvements for this property consist of the following:

1. **Fire Hydrants**. A fire hydrant will be installed to City standards for fire protection.

2. **Permanent Markers**. Permanent markers will be installed prior to filing of the final plat.

3. **Sanitary Sewers**. The site has an existing sanitary sewer.

4. **Sidewalks.** A sidewalk exists adjacent to a portion of Classen Boulevard. A sidewalk will be constructed to complete the sidewalk across the frontage of the property.

5. **Storm Sewers**. A detention facility will be constructed in the southwestern part of the property to control stormwater runoff.

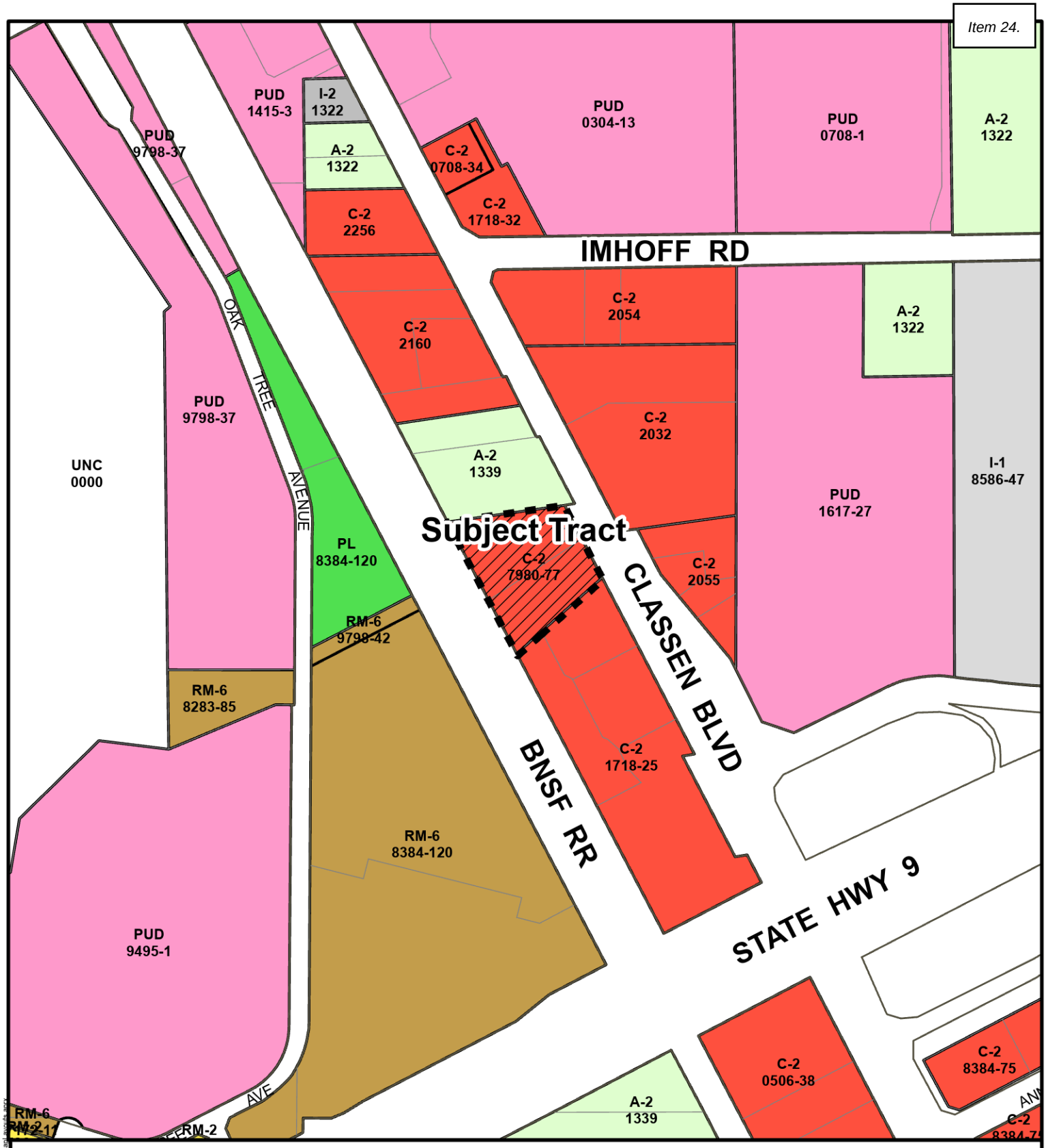
6. **Streets**. Classen Boulevard is existing.

7. **Water Mains**. There is an existing 16" water main adjacent to Classen Boulevard. An interior water line will be installed to serve fire hydrant.

8. **Public Dedications.** All easements will be dedicated to the City with final platting. Right-of-way is existing.

STAFF RECOMMENDATIONS:

Based on the above information, staff recommends approval of the preliminary plat for 2880 Classen Blvd. Addition, a Simple Planned Unit Development (a Replat of Monroe Addition).



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.

N W E S

May 7, 2025

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Subject Tract

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2880 CLASSEN BLVD.
A SIMPLE PLANNED UNIT DEVELOPMENT
PRELIMINARY PLAT
(REPLAT OF MONROE ADDITION)

BEING A PART OF THE NW/4 OF SECTION 9, T-8-N, R-2-W, I.M.
NORMAN, CLEVELAND COUNTY, OKLAHOMA

CONTACT LIST

OWNER
P2H HOLDINGS, LLC
ATTN: JAMES PARKER
EMAIL: jamesleathparker@gmail.com

C/O: FLESKE COMMERCIAL
ATTN: ERIC FLESKE
EMAIL: eric@fleskeholding.com
PHONE: 405.701.3505

CIVIL ENGINEER
CEDAR CREEK INC.
P.O. BOX 14534
OKLAHOMA CITY, OK 73113
OK CA 5864
EXP. 06.30.26
CONTACT: JASON EMMETT, P.E.
PHONE: 405.406.4622

SURVEYOR
GOLDEN LAND SURVEYING
OK CA 7263
EXP. 06.30.20
7304 NW 164th ST., SUITE #5
EDMOND, OK 73103
PHONE: (405) 802-7883

DATE PREPARED: 06.19.25

SITE DATA

TOTAL ACREAGE: 2.75 ACRES

TOTAL LOTS: 1

ZONING

CURRENT ZONING: C-2

PROPOSED ZONING: SPUD

LEGEND

- BOUNDARY LINE
- RIGHT OF WAY LINE
- EASEMENT LINE
- EXISTING CONCRETE CURB AND GUTTER
- PROPOSED CONCRETE CURB AND GUTTER
- PROPOSED FIRE LANE STRIPING
- OHE — OVERHEAD ELECTRIC
- UGE — UNDERGROUND ELECTRIC
- GAS — GAS LINE
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- FO — UNDERGROUND FIBER OPTIC
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- 8"W — WATERLINE
- BENCHMARK

- FIRE HYDRANT
- WATER VALVE
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- PROP. ELECT. METER
- EX. AIR CONDITIONER
- EX. SIGNAGE
- EX. LIGHT POLE
- PROP. LIGHT POLE
- EX. BOLLARD
- PROP. INLETS (SEE GRADING PLAN FOR TYPE)
- VERTICAL SEPARATION REQUIREMENT
- EX. POWER POLE
- PROP. POWER POLE
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- EX. FLAG POLE
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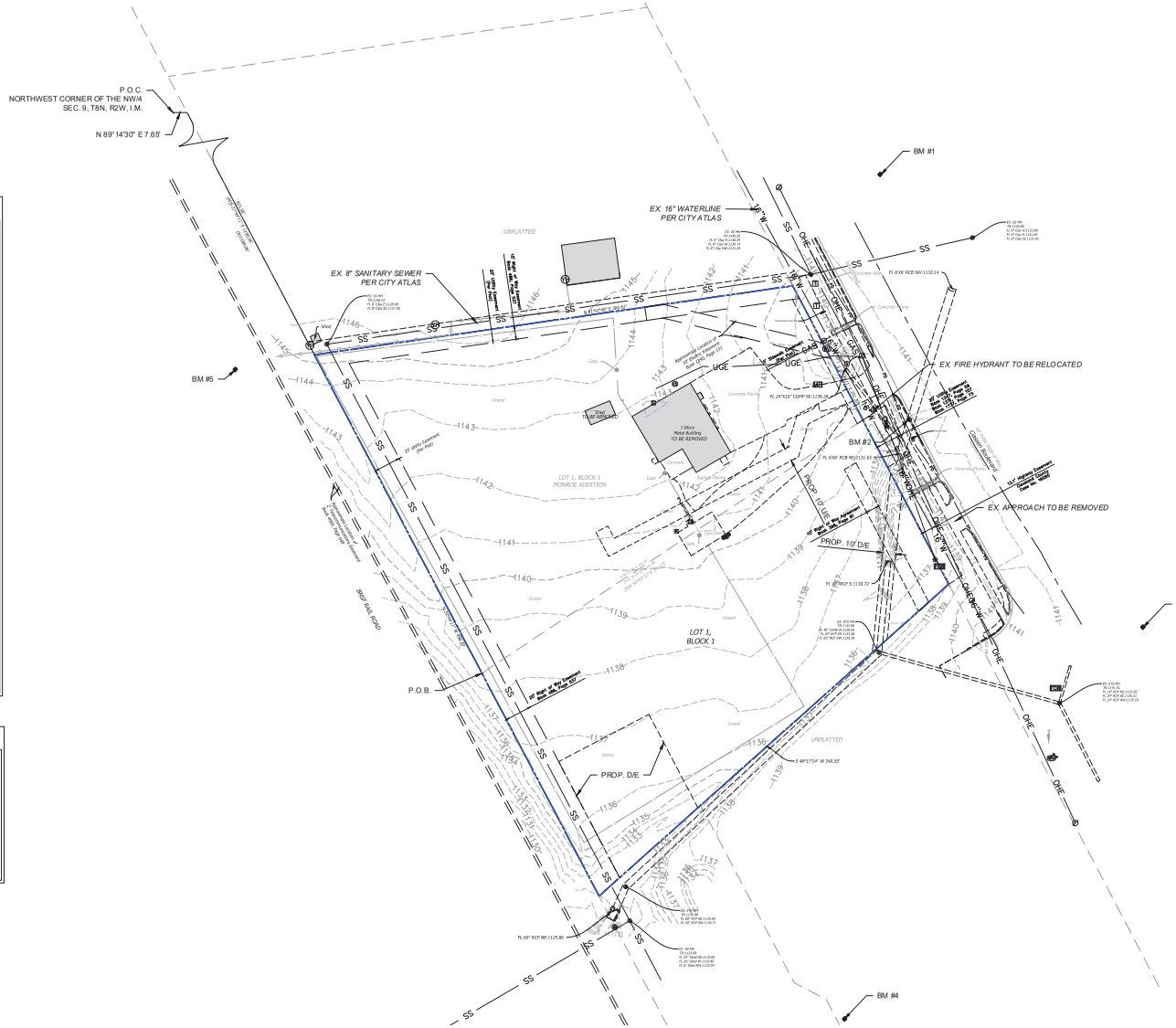
- EX. GREASE TRAP
- EX. SS MANHOLE
- PROP. SS MANHOLE
- EX. GAS METER
- PROP. GAS METER
- EX. ELECT. MANHOLE
- EX. STORM MANHOLE

BENCHMARK DATA

BENCHMARK #1 DESC: MAG NAIL N:675352.342 E:2141617.106 Z:1141.711	BENCHMARK #3 DESC: MAG NAIL N:675014.540 E:2141813.179 Z:1140.862	BENCMARK #5 DESC: 1/2" I.P. N:675206.801 E:2141135.944 Z:1144.928
BENCMARK #2 DESC: MAG NAIL N:675169.511 E:2141638.831 Z:1141.128	BENCHMARK #4 DESC: MAG NAIL N:674722.162 E:2141590.607 Z:1141.735	

VERTICAL DATUM: NAVD 88 OKC GPS MONUMENT



LEGAL DESCRIPTION

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE COUNTY OF CLEVELAND, STATE OF OKLAHOMA, AND IS DESCRIBED IN THAT CERTAIN WARRANTY DEED RECORDED IN BOOK 6657, PAGE 261 ON APRIL 23, 2024, IN THE RECORDS OF CLEVELAND COUNTY, OKLAHOMA, AS FOLLOWS, TO-WIT:

TRACT 1:

A PART OF THE WEST HALF OF THE NORTHWEST QUARTER (W/2 NW/4) OF SECTION NINE (9), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF THE NORTHWEST QUARTER (NW/4) OF SECTION 9;

THENCE NORTH 89°14'30" EAST A DISTANCE OF 7.65 FEET TO THE RIGHT-OF-WAY LINE OF THE AT & SF RAILROAD;

THENCE SOUTH 27°44'11" EAST A DISTANCE OF 1188.06 FEET FOR A POINT OF BEGINNING;

THENCE NORTH 56°43'32" EAST A DISTANCE OF 341.15 FEET TO THE RIGHT-OF-WAY LINE OF STATE HIGHWAY NO. 77;

THENCE SOUTH 27°35'11" EAST A DISTANCE OF 138.30 FEET;

THENCE SOUTH 48°17'14" WEST A DISTANCE OF 349.55 FEET;

THENCE NORTH 27°44'11" WEST A DISTANCE OF 189.80 FEET TO THE POINT OF BEGINNING.

AND

TRACT 2:

LOT ONE (1), IN BLOCK ONE (1) OF MONROE ADDITION TO THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF.

CONTAINING 120,133SQ. FT. OR 2.7579 ACRES, MORE OR LESS.

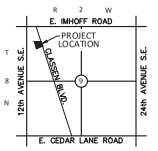
BASIS OF BEARING: SOUTH 27°35'11" EAST AS THE EAST LINE OF THE SUBJECT PROPERTY PER OKLAHOMA STATE PLANE GRID SOUTH.

N

SCALE IN FEET
0 40' 80' 160'

SCALE: 1"=40'

LOCATION MAP:



NOT TO SCALE

CEDAR CREEK
ENGINEERING • PLANNING • CONSULTING
P.O. Box 14534 Oklahoma City, OK 73113
405-778-3385
www.cedarcreekinc.com

4. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-5: 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 WEST HALF (W/2) OF THE NORTHWEST QUARTER (NW/4) OF SECTION NINE (9), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST AND LOT ONE (1), IN BLOCK ONE (1), OF MONROE ADDITION OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE COMMERCIAL DESIGNATION AND PLACE THE SAME IN THE MIXED USE DESIGNATION. (2880 & 2886 CLASSEN BLVD.)

This item has been withdrawn as moot due to the adoption of the AIM Norman Comprehensive Land Use Planned on June 24, 2025.

5. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-2: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE A PART OF THE WEST HALF (W/2) OF THE NORTHWEST QUARTER (NW/4) OF SECTION NINE (9), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST AND LOT ONE (1), IN BLOCK ONE (1), OF MONROE ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE C-2, GENERAL COMMERCIAL DISTRICT, AND PLACE THE SAME IN A SPUD, SIMPLE PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (2880 & 2886 CLASSEN BLVD.)

ITEMS SUBMITTED FOR THE RECORD

1. Staff Report
2. Location Map
3. SPUD Narrative
4. Site Plan
5. Preliminary Plat

6. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2526-2: CONSIDERATION OF A PRELIMINARY PLAT SUBMITTED BY P AND H HOLDINGS, LLC (CEDAR CREEK PLANNING ENGINEERING CONSULTING) FOR 2880 CLASSEN BLVD. ADDITION, A SIMPLE PLANNED UNIT DEVELOPMENT (INCLUDING A REPLAT OF MONROE ADDITION), FOR 2.75 ACRES OF PROPERTY LOCATED AT 2880 CLASSEN BOULEVARD.

ITEMS SUBMITTED FOR THE RECORD

1. Staff Report
2. Location Map
3. Preliminary Plat
4. Site Plan
5. Pre-Development Meeting Summary

Staff Presentation

Justin Fish, Planner I, presented the staff report.

Applicant Presentation

Sean Rieger, representative of the applicant, explained the proposed project.

Public Comments

There were no public comments.

Planning Commission Discussion

Commissioner Griffith asked the proposed uses of the commercial buildings. Mr. Rieger explained the project included five (5) small commercial units in each building.

Motion by Commissioner Griffith to recommend approval of Ordinance O-2526-2 and PP-2526-2; **Second** by Commissioner Brewer.

The motion passed unanimously with a vote of 5-0.

2880 CLASSEN BLVD.
A SIMPLE PLANNED UNIT DEVELOPMENT
PRELIMINARY SITE PLAN
(REPLAT OF MONROE ADDITION)
BEING A PART OF THE NW/4 OF SECTION 9, T-8-N, R-2-W, I.M.
NORMAN, CLEVELAND COUNTY, OKLAHOMA

CONTACT LIST

OWNER
P2H HOLDINGS, LLC
ATTN: JAMES PARKER
EMAIL: jamesleathparker@gmail.com

C/O: FLESKE COMMERCIAL
ATTN: ERIC FLESKE
EMAIL: eric@fleskeholding.com
PHONE: 405.701.3505

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OK CA 7263
EXP. 06.30.20
7304 NW 164th ST., SUITE #5
EDMOND, OK 73103
PHONE: (405) 802-7883

DATE PREPARED: 06.19.25

SITE DATA

TOTAL ACREAGE: 2.75 ACRES

TOTAL LOTS: 1

ZONING

CURRENT ZONING: C-2

PROPOSED ZONING: SPUD

LEGAL DESCRIPTION

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BASIS OF BEARING: SOUTH 27°35'11" EAST AS THE EAST LINE OF THE SUBJECT PROPERTY PER OKLAHOMA STATE PLANE GRID SOUTH.

LEGEND

- BOUNDARY LINE
- RIGHT OF WAY LINE
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- EXISTING CONCRETE CURB AND GUTTER
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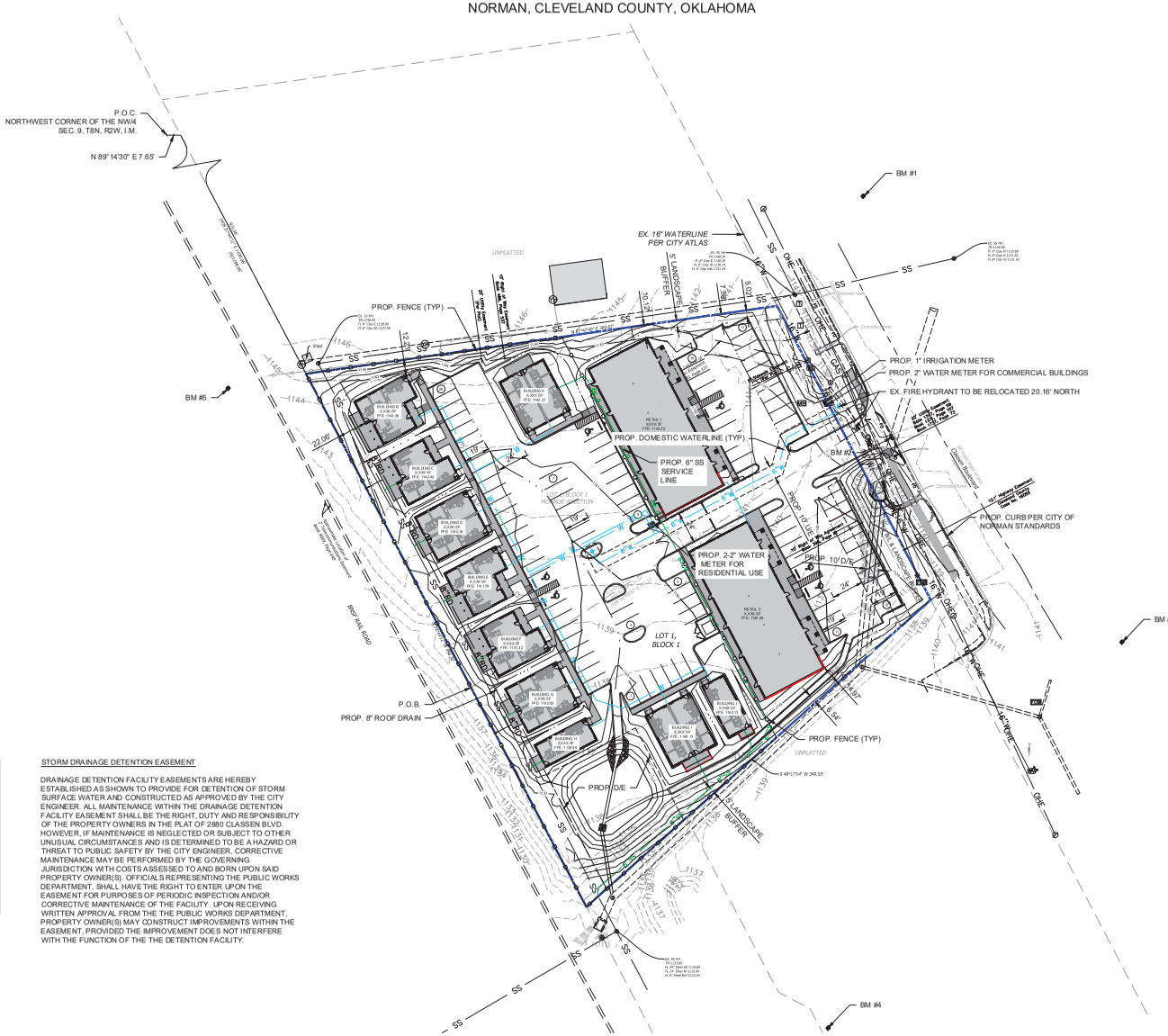
- EX. STORM MANHOLE
- PROP. INLETS (SEE GRADING PLAN FOR TYPE)
- VERTICAL SEPARATION REQUIREMENT



BENCHMARK DATA

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VERTICAL DATUM: NAVD 88 OKC GPS MONUMENT

STORM DRAINAGE DETENTION EASEMENT

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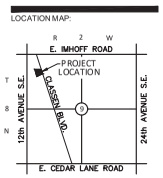
SCALE: 1"=40'



NOT TO SCALE

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2880 CLASSEN BLVD.
A SIMPLE PLANNED UNIT DEVELOPMENT
PRELIMINARY GREENSPACE PLAN
(REPLAT OF MONROE ADDITION)
BEING A PART OF THE NW/4 OF SECTION 9, T-8-N, R-2-W, I.M.
NORMAN, CLEVELAND COUNTY, OKLAHOMA

CONTACT LIST

OWNER
P2H HOLDINGS, LLC
ATTN: JAMES PARKER
EMAIL: jamesleathparker@gmail.com

C/O: FLESKE COMMERCIAL
ATTN: ERIC FLESKE
EMAIL: eric@fleskeholding.com
PHONE: 405.701.3505

CIVIL ENGINEER
CEDAR CREEK INC.
P.O. BOX 14534
OKLAHOMA CITY, OK 73113
OK CA 5864
EXP. 06.30.26
CONTACT: JASON EMMETT, P.E.
PHONE: 405.406.4622

SURVEYOR
GOLDEN LAND SURVEYING
OK CA 7263
EXP. 06.30.20
7304 NW 164th ST., SUITE #5
EDMOND, OK 73103
PHONE: (405) 802-7883

DATE PREPARED: 06.19.25

SITE DATA

TOTAL ACREAGE: 2.75 ACRES (120,133 SF)

TOTAL LOTS: 1

IMPERVIOUS AREA: 79,962.23 SF (66.56%)

PERVIOUS AREA: 40,170.77 SF (33.44%)

ZONING

CURRENT ZONING: C-2

PROPOSED ZONING: SPUD

LEGEND

- BOUNDARY LINE
- RIGHT OF WAY LINE
- EASEMENT LINE
- EXISTING CONCRETE CURB AND GUTTER
- PROPOSED CONCRETE CURB AND GUTTER
- PROPOSED FIRE LANE STRIPING
- OHE — OVERHEAD ELECTRIC
- UGE — UNDERGROUND ELECTRIC
- GAS — GAS LINE
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- SS — SANITARY SEWER
- 8"W — WATERLINE
- BENCHMARK

- FIRE HYDRANT
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- EX. STORM MANHOLE
- PROP. INLETS (SEE GRADING PLAN FOR TYPE)
- VERTICAL SEPARATION REQUIREMENT

BENCHMARK DATA

BENCHMARK #1 DESC: MAG NAIL N:675352.342 E:2141617.106 Z:1141.711	BENCHMARK #3 DESC: MAG NAIL N:675014.540 E:2141813.179 Z:1140.862	BENCMARK #5 DESC: 1/2" I.P. N:675206.801 E:2141135.944 Z:1144.928
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VERTICAL DATUM: NAVD 88 OKC GPS MONUMENT

LEGAL DESCRIPTION

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE COUNTY OF CLEVELAND, STATE OF OKLAHOMA, AND IS DESCRIBED IN THAT CERTAIN WARRANTY DEED RECORDED IN BOOK 6657, PAGE 261 ON APRIL 23, 2024, IN THE RECORDS OF CLEVELAND COUNTY, OKLAHOMA, AS FOLLOWS, TO-WIT:

TRACT 1:

A PART OF THE WEST HALF OF THE NORTHWEST QUARTER (W/2 NW/4) OF SECTION NINE (9), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF THE NORTHWEST QUARTER (NW/4) OF SECTION 9;

THENCE NORTH 89°14'30" EAST A DISTANCE OF 7.65 FEET TO THE RIGHT-OF-WAY LINE OF THE AT & SF RAILROAD;

THENCE SOUTH 27°44'11" EAST A DISTANCE OF 1188.06 FEET FOR A POINT OF BEGINNING;

THENCE NORTH 56°43'32" EAST A DISTANCE OF 341.15 FEET TO THE RIGHT-OF-WAY LINE OF STATE HIGHWAY NO. 77;

THENCE SOUTH 27°35'11" EAST A DISTANCE OF 138.30 FEET;

THENCE SOUTH 48°17'14" WEST A DISTANCE OF 349.55 FEET;

THENCE NORTH 27°44'11" WEST A DISTANCE OF 189.80 FEET TO THE POINT OF BEGINNING.

AND

TRACT 2:

LOT ONE (1), IN BLOCK ONE (1) OF MONROE ADDITION TO THE CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF.

CONTAINING 120,133 SQ. FT. OR 2.7579 ACRES, MORE OR LESS.

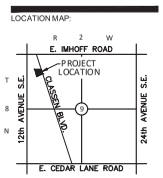
BASIS OF BEARING: SOUTH 27°35'11" EAST AS THE EAST LINE OF THE SUBJECT PROPERTY PER OKLAHOMA STATE PLANE GRID SOUTH.

N

SCALE IN FEET
0 40' 60' 80'

SCALE: 1"=40'

LOCATION MAP:



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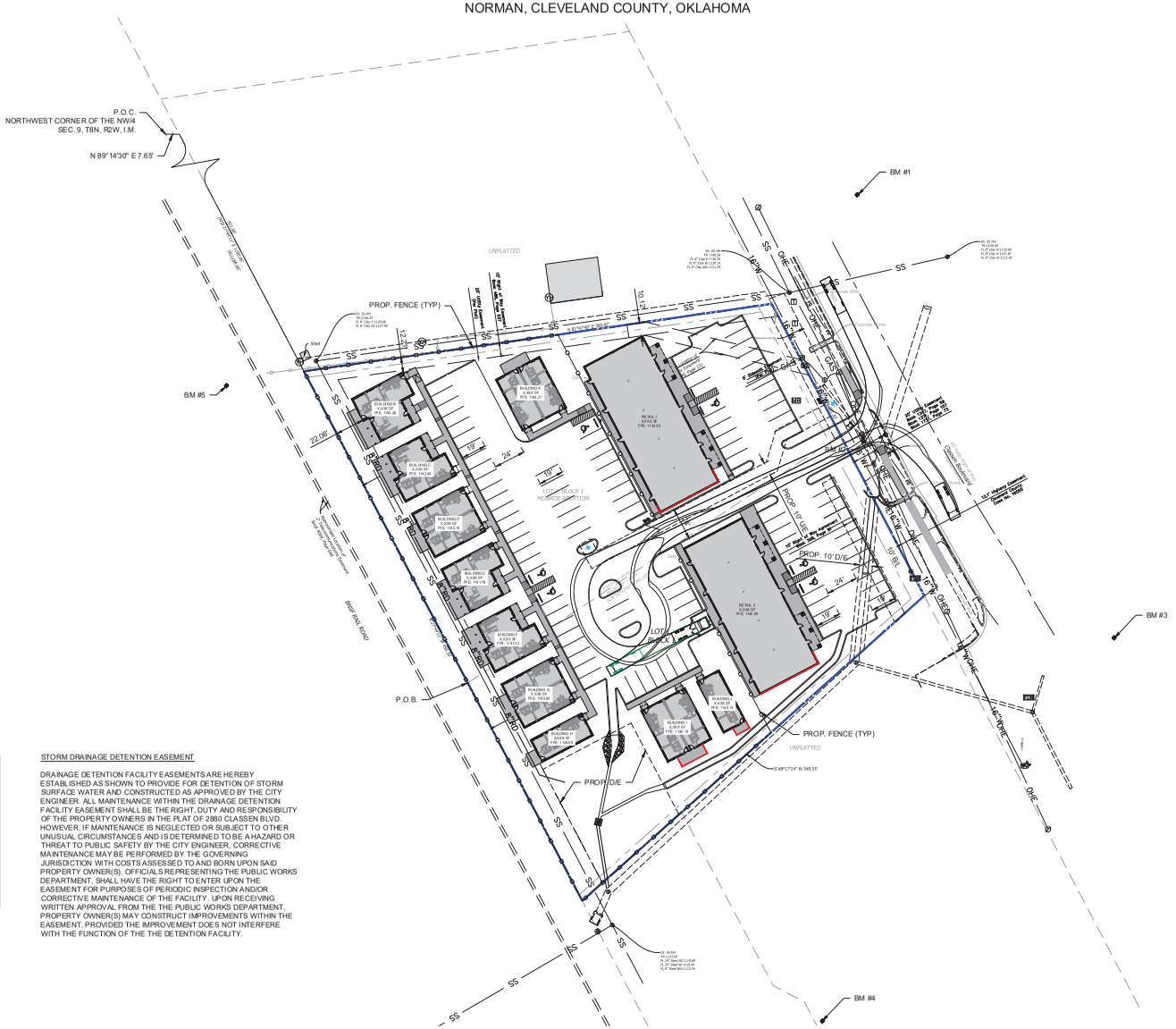

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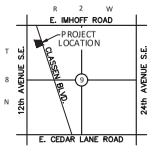

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CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 07/10/2025

REQUESTER: P and H Holdings, LLC

PRESENTER: Ken Danner, Subdivision Development Manager

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2526-2: CONSIDERATION OF A PRELIMINARY PLAT SUBMITTED BY P AND H HOLDINGS, LLC (CEDAR CREEK PLANNING ENGINEERING CONSULTING) FOR 2880 CLASSEN BLVD. ADDITION, A SIMPLE PLANNED UNIT DEVELOPMENT (INCLUDING A REPLAT OF MONROE ADDITION), FOR 2.75 ACRES OF PROPERTY LOCATED AT 2880 CLASSEN BOULEVARD.

ITEM: Consideration of a Preliminary Plat for **2880 CLASSEN BLVD. ADDITION, A SIMPLE PLANNED UNIT DEVELOPMENT (INCLUDING A REPLAT OF MONROE ADDITION).**

LOCATION: Generally located approximately 830' south of Imhoff Road on the west side of Classen Boulevard (2880 Classen Boulevard).

INFORMATION:

1. Owner. P and H Holdings, LLC.
2. Developer. Fleske Commercial.
3. Engineer. Cedar Creek Planning Engineering Consulting.

HISTORY:

1. October 18, 1961. City Council adopted Ordinance No. 1314 annexing this property into the Corporate City Limits without zoning.
2. January 23, 1962. City Council adopted Ordinance No. 1339 placing this property in A-2, Rural Agricultural District.
4. July 10, 1980. Planning Commission, on a vote of 9-0, recommended to City Council placing this property in the C-2, General Commercial District and removing it from A-2, Rural Agricultural District.

5. July 10, 1980. Planning Commission, on a vote of 9-0, approved the preliminary plat for Monroe addition.

6. July 10, 1980. Planning Commission, on a vote of 9-0, approved the preliminary plat for Monroe Addition.

7. August 5, 1980. City Council adopted Ordinance No. O-7980-77 placing this property in C-2, General Commercial District and removing it from A-2, Rural Agricultural District.

8. April 8, 1982. Planning Commission, on a vote of 7-0, approved the revised preliminary plat for Monroe Addition.

9. April 8, 1982. Planning Commission, on a vote of 7-0, recommended to City Council that the final plat for Monroe Addition be approved.

10. May 18, 1982. City Council approved the final plat for Monroe Addition.

11. September 23, 1982. The final plat for Monroe Addition was filed of record with the Cleveland County Clerk.

12. July 3, 2025. The Norman Board of Parks Commissioners is scheduled to consider the preliminary plat for 2880 Classen Boulevard in regards to the residential component. Results of that review will be presented separately.

13. July 10, 2025. The applicant has made a request to place this property in the SPUD, Simple Planned Unit Development and remove it from C-2, General Commercial District.

IMPROVEMENT PROGRAM:

1. Fire Hydrants. A fire hydrant is proposed to serve the multi-family project in the rear of the property. There is an existing fire hydrant that will serve the retail area.

2. Permanent Markers. Permanent markers will be installed prior to filing of the final plat.

3. Sanitary Sewers. There is an existing sanitary sewer main to serve the property.

4. Sidewalks. A sidewalk exists adjacent to a portion of Classen Boulevard. A sidewalk will be constructed to complete the sidewalk across the frontage of the property.

5. Drainage. A detention facility will be constructed on the southwestern portion of the lot.

6. Streets. Classen Boulevard paving is existing.

7. Water Mains. There is an existing 16' water main adjacent to Classen Boulevard. An interior water line will be installed to serve a fire hydrant.

PUBLIC DEDICATIONS:

1. Easements. All required easements will be dedicated to the City on the final plat.

2. Rights-of-Way. Right-of-way is existing.

SUPPLEMENTAL MATERIAL: Copies of a location map, preliminary site development plan and preliminary plat are included in the Agenda Book.

STAFF COMMENTS AND RECOMMENDATION: The owner/developer proposes a mixed use of retail and multifamily within the property. The property consists of 2.75 acres and one lot. Staff recommends approval of the preliminary plat for 2880 Classen Blvd. Addition, a Simple Planned Unit Development including a Replat of Monroe Addition.

ACTION NEEDED: Recommend approval or disapproval of the preliminary plat for 2880 Classen Blvd. Addition, A Simple Planned Unit Development, including a Replat of Monroe Addition to City Council.

ACTION TAKEN: _____