

# City of Norman, OK

*Municipal Building  
Council Chambers  
201 West Gray  
Norman, OK 73069*



## Meeting Agenda

**Tuesday, January 28, 2025**

**6:30 PM**

### **DIRECTOR OF PARKS & RECREATION**

**City Council, Norman Utilities Authority, Norman Municipal  
Authority, and Norman Tax Increment Finance Authority**

### **City Council**

***Mayor Larry Heikkila; Austin Ball, Ward 1; Matthew Peacock, Ward 2;  
Bree Montoya, Ward 3; Helen Grant, Ward 4; Michael Nash, Ward 5;  
Joshua Hinkle, Ward 6; Stephen Holman, Ward 7; Scott Dixon, Ward 8***



## CITY OF NORMAN, OK CITY COUNCIL REGULAR MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069  
Tuesday, January 28, 2025 at 6:30 PM

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### 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 3 minutes per person per item. There will be no yielding of time to another person. Sign up does not guarantee you will get to speak if the allotted time for that item has already been exhausted. If there is time remaining after those registered to speak have spoken, persons not previously signed up may have the opportunity to speak. Comments received must be limited to the motion on the floor only.

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

## PROCLAMATIONS

1. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2425-15: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF FEBRUARY, 2025, AS BLACK HISTORY MONTH IN THE CITY OF NORMAN.

## COUNCIL ANNOUNCEMENTS

### CONSENT DOCKET

This item is placed on the agenda so that the City Council, by unanimous consent, can designate those routine agenda items that they wish to be approved or acknowledged by one motion. If any item proposed does not meet with approval of all Councilmembers, that item will be heard in regular order. Staff recommends that Item 2 through Item 17 be placed on the consent docket.

### APPROVAL OF MINUTES

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

CITY COUNCIL OVERSIGHT MEETING MINUTES OF SEPTEMBER 12, 2024 AND DECEMBER 12, 2024.

CITY COUNCIL CONFERENCE MEETING MINUTES OF FEBRUARY 13, 2024.

CITY COUNCIL RETREAT MEETING MINUTES OF AUGUST 30-31, 2024.

CITY COUNCIL, NORMAN UTILITIES AUTHORITY, NORMAN MUNICIPAL AUTHORITY, NORMAN TAX INCREMENT FINANCE AUTHORITY MEETING MINUTES OF JUNE 13, 2023, JANUARY 9, 2024, JANUARY 23, 2024 AND FEBRUARY 13, 2024.

### Reports/Communications

3. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RECEIPT OF THE FINANCE DIRECTOR'S INVESTMENT REPORT AS OF DECEMBER 31, 2024, AND DIRECTING THE FILING THEREOF.
4. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MONTHLY DEPARTMENTAL REPORTS FOR THE MONTH OF NOVEMBER AND DECEMBER, 2024.
5. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF DECLARATION OF SURPLUS AND/OR OBSOLETE EQUIPMENT AND MATERIALS AND AUTHORIZING THE SALE OR DISPOSAL THEREOF.

6. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RECEIPT OF THE NORMAN FORWARD FINANCIAL OVERSIGHT BOARD ANNUAL REPORT FROM APRIL 1, 2023, THROUGH DECEMBER 31, 2024.

**Donation**

7. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF DECLARATION OF SURPLUS AND/OR OBSOLETE EQUIPMENT AND MATERIALS AND AUTHORIZING THE DONATION THEREOF TO THE CITY OF LEXINGTON, OKLAHOMA, ANIMAL SHELTER.

**Settlements**

8. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-85: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING JOINT PETITION SETTLEMENT OF THE CLAIM FILED BY JOSHUA L. RAYBURN UNDER THE PROVISIONS OF THE WORKERS' COMPENSATION STATUTES OF THE STATE OF OKLAHOMA IN THE CASE OF JOSHUA L. RAYBURN V. THE CITY OF NORMAN, WORKERS' COMPENSATION COMMISSION CASE 2023-00845 J; DIRECTING THE LEGAL DEPARTMENT TO THEN FILE SUCH SETTLEMENT AND ALL ATTENDANT COSTS IN THE WORKERS' COMPENSATION COMMISSION, OKLAHOMA CITY, OKLAHOMA; AND AUTHORIZING AND DIRECTING THE FINANCE DIRECTOR TO SUBSEQUENTLY PURCHASE SUCH WORKERS' COMPENSATION COMMISSION JUDGMENT FROM THE RISK MANAGEMENT INSURANCE FUND.

**Certificate of Survey**

9. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF NORMAN RURAL CERTIFICATE OF SURVEY COS-2425-7 FOR OAK HILL RANCH PHASE 2 AND EASEMENT NUMBER E-2425-10 (GENERALLY LOCATED 1300' WEST OF 108<sup>TH</sup> AVENUE S.E. ON THE NORTH SIDE OF ETOWAH ROAD).

**Easement**

10. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2425-14: A PERMANENT UTILITY EASEMENT GRANTED BY THE CITY OF NORMAN TO OKLAHOMA GAS AND ELECTRIC COMPANY AT REAVES PARK AND BUDGET APPROPRIATION.

**Certificate of Plat Correction**

11. CONSIDERATION FOR APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CERTIFICATE OF PLAT CORRECTION CPC-2425-1 FOR SUMMIT LAKES ADDITION SECTION 12.

## Contracts

12. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER THREE TO CONTRACT K-2223-33: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND L5 CONSTRUCTION, L.L.C., INCREASING THE CONTRACT AMOUNT BY \$56,031 FOR A REVISED CONTRACT AMOUNT OF \$2,365,923 FOR VARIOUS CHANGES TO PROJECT DESIGN, AND UNFORSEEN SITE CONDITIONS AT THE NORTH BASE PHASE 2 VEHICLE WASH FACILITY PROJECT AND BUDGET TRANSFERS AS OUTLINED IN THE STAFF REPORT.
13. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT ONE TO CONTRACT K-2425-6: AN INTERLOCAL AGREEMENT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY (COTPA) D/B/A EMBARK IN THE AMOUNT OF \$35,221.76, FOR A NOT-TO-EXCEED AMOUNT OF \$4,575,071.93, TO PROVIDE SECURITY SERVICES AT THE NORMAN TRANSIT CENTER AND CONTRACT LANGUAGE MODIFICATION DUE TO THE OPENING OF THE CITY'S VEHICLE WASH FACILITY.
14. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2425-36: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND GOOGLE, L.L.C., TO RECEIVE \$500,000 IN GRANT FUNDING FROM GOOGLE FOR THE WATER RECLAMATION FACILITY (WRF) NON-POTABLE REUSE AND APPROPRIATION AS OUTLINED IN THE STAFF REPORT.
15. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2425-90: AN AGREEMENT BETWEEN BNSF RAILWAY COMPANY AND THE CITY OF NORMAN, OKLAHOMA FOR THE CONSTRUCTION OF SIGNAL INTERFACE EQUIPMENT AND PAVING IMPROVEMENTS FOR THE RAILROAD CROSSING AT MAIN STREET ASSOCIATED WITH THE JAMES GARNER PHASE 3 – ACRES STREET TO DUFFY STREET 2019 BOND PROJECT.

## Resolutions

16. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-80: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$44,890.36 FROM THE REIMBURSEMENTS-CITIZEN SIDEWALK ACCOUNT TO REPLENISH THE CITYWIDE SIDEWALK AND CURB RECONSTRUCTION PROJECT ("50/50 PROGRAM.")

**Second Reading Ordinance**

**17. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-15 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 GRANT SPECIAL USE FOR PUBLIC UTILITY IN THE A-2, RURAL AGRICULTURAL DISTRICT FOR A STRIP, PIECE OR PARCEL OF LAND IN THE SOUTHEAST QUARTER (SE/4) OF SECTION NINETEEN (19), TOWNSHIP EIGHT (8) NORTH, RANGE ONE (1) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (GENERALLY LOCATED NORTH OF ETOWAH ROAD ON 72<sup>ND</sup> AVENUE SOUTHEAST) APPLICANT REQUESTED TO POSTPONE UNTIL FEBRUARY 25, 2025.**

**NON-CONSENT ITEMS**

**Preliminary Plats**

**18. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2425-5 PRELIMINARY PLAT FOR 12<sup>TH</sup> AVENUE NW INDUSTRIAL (GENERALLY LOCATED ON THE WEST SIDE OF 12<sup>TH</sup> AVENUE N.W. APPROXIMATELY ONE-HALF MILE NORTH OF ROCK CREEK ROAD).**

**MISCELLANEOUS COMMENTS**

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

**ADJOURNMENT**

**File Attachments for Item:**

10. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2425-14: A PERMANENT UTILITY EASEMENT GRANTED BY THE CITY OF NORMAN TO OKLAHOMA GAS AND ELECTRIC COMPANY AT REAVES PARK AND BUDGET APPROPRIATION.



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 1/28/2025

**REQUESTER:** James Briggs, Park Development Manager

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

**ITEM TITLE:** CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2425-14: A PERMANENT UTILITY EASEMENT GRANTED BY THE CITY OF NORMAN TO OKLAHOMA GAS AND ELECTRIC COMPANY AT REAVES PARK AND BUDGET APPROPRIATION

### **BACKGROUND:**

On April 2, 2019, the citizens of Norman voted in favor of a \$72 million transportation bond issue, which includes nineteen (19) projects. With the anticipated \$67 million in federal dollars being leveraged for these projects, approximately \$139 million is budgeted for the nineteen (19) projects, including the Jenkins Avenue Widening Project. This easement request is from Oklahoma Gas & Electric Company (OG&E) in conjunction with the Jenkins Avenue Widening 2019 Project.

### **DISCUSSION:**

OG&E approached the Parks and Recreation Department to request an easement at Reaves Park for a communication line connecting substations to allow OG&E to temporarily switch stations in the southeast area of town in case of a power outage. During the process of moving power lines underground along Jenkins at Reaves Park, OG&E realized they did not allow enough room to place this communication line in that project. The easement will run along the east property line of Reaves Park near the Jimmy Austin Golf Course. OG&E and Park staff worked together to find an area for this communication line, and the easement will not interfere with park amenities or future projects inside Reaves Park.

Parks and Recreation Staff negotiated a fee of \$12,500 for the easement to assist in removing and replacing pine trees trimmed by an OG&E contractor in 2022. Parks is requesting that the fees from this easement be deposited into Capital Fund revenue account Reimbursement-Other Agency (Account 509-364239) and appropriated to Tree Program Matching Funds, Materials (Account 5079966-46301; Project PR0212).

### **RECOMMENDATION 1:**

Staff recommends acceptance of Permanent Utility Easement E-2425-14 granted to Oklahoma Gas and Electric Company at Reaves Park.



**RECOMMENDATION 2:**

Staff recommends receipt of negotiated easement fees of \$12,500 into the Capital Fund, Reimbursements-Other Agency and appropriated to Tree Program Matching Funds, Materials.

AFTER RECORDING RETURN TO:  
OGE ELECTRIC SERVICES  
TIMOTHY J. BAILEY, M/C WNM-12  
PO BOX 321  
OKLAHOMA CITY OK 73101-0321

**EASEMENT**

Work Order #6937432

KNOW ALL MEN BY THESE PRESENTS: THAT THE CITY OF NORMAN, a Municipal Corporation, Grantor, in consideration of the sum of Ten or more dollars in hand paid, the receipt of which is hereby acknowledged, and other good and valuable consideration, does hereby grant and warrant unto OKLAHOMA GAS AND ELECTRIC COMPANY, an Oklahoma corporation, Grantee, its successors and assigns, the right, privilege and authority to enter upon and install, erect, operate, maintain, and reconstruct underground and/or above ground a system of conduits, wires, cables, vaults, junction boxes, switches, fuses, transformers, service connection boxes and other fixtures for the transmission and distribution of electrical current and communication messages, including the right of ingress and egress to and from said system across adjoining lands of Grantor, upon and across the following real property and premises, situated in Cleveland County, State of Oklahoma, to wit:

A part of **BLOCK 39 AND BLOCK 2 OF FORMER NAVAL AIR TECHNICAL TRAINING CENTER**, an addition to Norman, Oklahoma, being part of two tracts of land recorded in a deed in Book 269, Pages 225-238, and in a deed in Book 271, Pages 249-254, as described in Exhibit "A" and shown on Exhibit "B", attached hereto and hereby made a part of this easement.

Grantor further covenants and agrees that no building or other structure shall ever be erected nor shall any excavation or other removal of soil, to change the grade of terrain, be accomplished by Grantor, its heirs or assigns, within the above-described easement area unless the written consent of the Grantee is first obtained. Grantor further acknowledges the requirements of 63 Oklahoma Statutes (2011) Section 142.1, et. seq. (One-call statute).

The rights and privileges above granted to continue so long as same are used or needed for the transmission and distribution of electric current or communication messages; but should the Grantee remove its property from the premises and abandon the right of way herein granted, then the rights granted in this easement shall terminate.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by the City of Norman.

THE CITY OF NORMAN, a Municipal Corporation

City Seal

By: \_\_\_\_\_

Title: \_\_\_\_\_

**CITY ACKNOWLEDGMENT**

STATE OF OKLAHOMA, COUNTY OF CLEVELAND, SS;

Before me, the undersigned, a Notary Public, in and for said County and State, on this \_\_\_\_\_ day of \_\_\_\_\_, 2025, personally appeared \_\_\_\_\_, of the City of Norman, a Municipal Corporation, to me known to be the identical person who subscribed the name of the maker thereof to the foregoing instrument as its \_\_\_\_\_, and acknowledged to me that they executed the same as their free and voluntary act and deed of such city, for the uses and purposes therein set forth.

My Commission Expires: \_\_\_\_\_

Commission # \_\_\_\_\_

\_\_\_\_\_  
Notary Public

**EXHIBIT "A"**

To that certain easement from the City of Norman, a Municipal Corporation to Oklahoma Gas and Electric Company.

An easement in **BLOCK THIRTY-NINE (39), AND BLOCK TWO (2) OF FORMER NAVAL AIR TECHNICAL TRAINING CENTER**, Cleveland County, Oklahoma, written by Timothy G. Pollard, PLS 1474, on November 25, 2024. Bearings are Based on the plat bearings of said final plat as described above and as shown on the attached Easement Sketch, said easement is further described as: being Ten (10) feet in width, Five (5.00) feet each side of a centerline described as follows:

**COMMENCING** at the Northwest (NW) corner Southwest Quarter (SW1/4) of Section Five (5) Township 8 North, Range 2 West, as described on said plat, as described on said plat;

Thence S89°58'48"E, on the North Line of said Block 39, for a distance of 1762.52 feet, to the **POINT OF BEGINNING**;

Thence S25°52'05"E, on said centerline for a distance of 49.57 feet;

Thence S00°05'57"W, on said centerline for a distance of 78.17 feet to the South line of said Block 39;

Thence continuing S00°05'57"W, on said centerline for a distance of 1369.69 feet;

Thence S03°13'24"E, on said centerline for a distance of 171.43 feet;

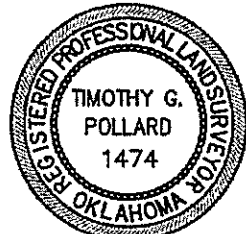
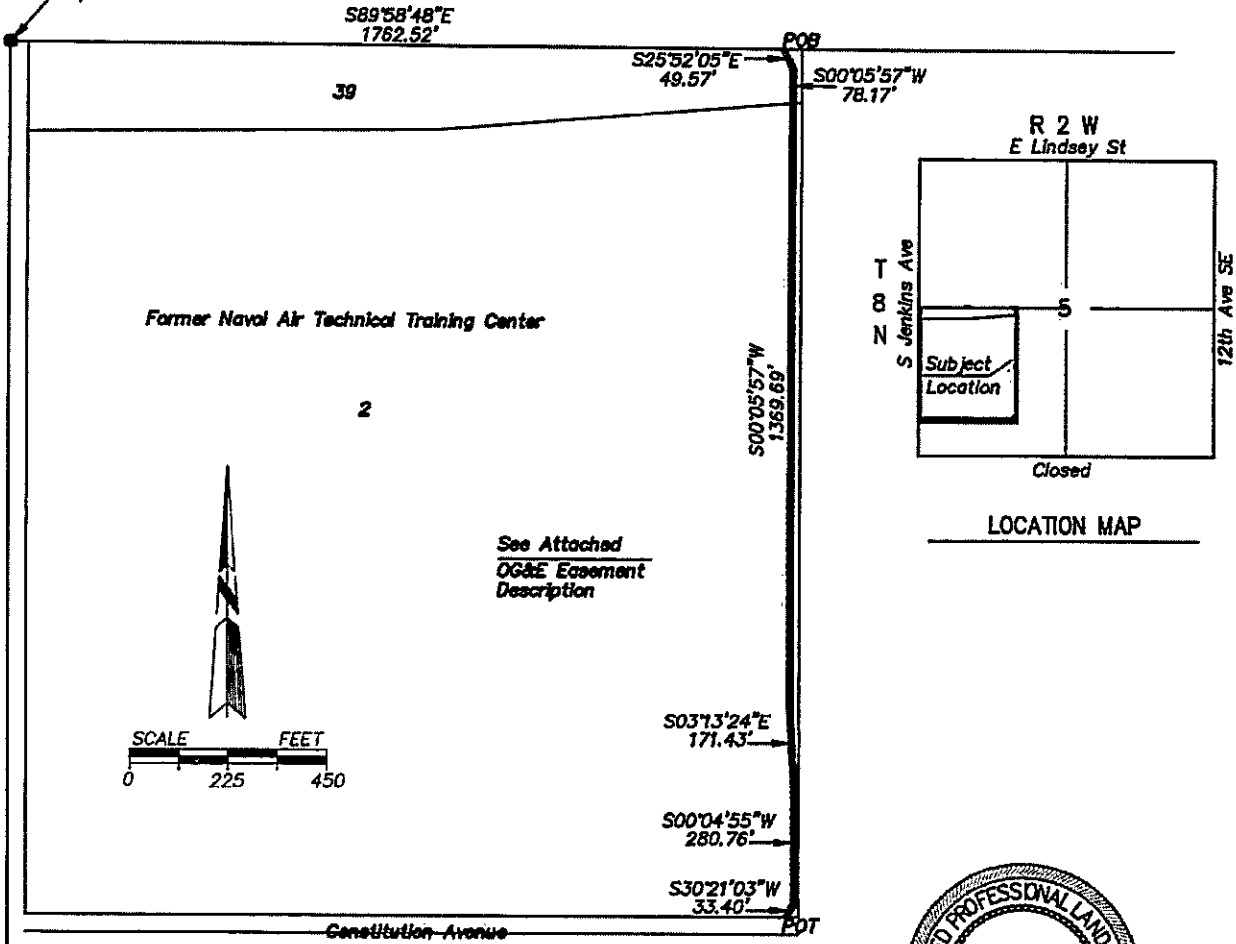
Thence S00°04'55"W, on said centerline for a distance of 280.76 feet;

Thence S30°21'03"W, on said centerline for a distance of 33.40 feet to the South line of said Block 2, being the **POINT OF TERMINATION**.

# EXHIBIT "B"

## EASEMENT SKETCH

NW Cor SW1/4 Sec 5  
T8N, R2W  
Ex 2" Square Plate



Note: Bearings Are Based On Plat Bearings Of The Final Plat Of Former Naval Air Technical Training Center As File With The Cleveland County Clerks Office, Cleveland County, Oklahoma.

(●) - Indicates Existing 1/2" Iron Pin Or Monument as Noted.

I, Timothy G. Pollard, a Professional Land Surveyor, hereby certify that the attached attached drawing is a true and accurate representation of the attached easement description and is subject to all notes and qualifying statements.

*Timothy G. Pollard*  
Timothy G. Pollard, PLS 1474  
Dated: November 25, 2024

<b>OKLAHOMA GAS AND ELECTRIC COMPANY</b>		
POLLARD & WHITED SURVEYING INC. 2514 TEE DRIVE, NORMAN, OKLAHOMA 73069 CA#2380 EXP 06-30-25 405-366-0001	OG&E EASEMENT SKETCH WO# 6937432 PART OF FORMER NAVAL AIR TECHNICAL TRAINING CENTER CLEVELAND COUNTY, OKLAHOMA	REVISIONS: route changed 01-17-2025
DRAWN BY: J. THOMAS      DATE: Nov 25, 2024	FILE #: FNATTC.ASC      DATE: Nov 25, 2024	SCALE: 1" = 450'
APPROVED BY: D. MEEKS      DATE: Nov 25, 2024	DRWG #: FNATTC.DWG      DATE: Nov 25, 2024	SHEET 1 OF 1

**File Attachments for Item:**

12. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER THREE TO CONTRACT K-2223-33: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND L5 CONSTRUCTION, L.L.C., INCREASING THE CONTRACT AMOUNT BY \$56,031 FOR A REVISED CONTRACT AMOUNT OF \$2,365,923 FOR VARIOUS CHANGES TO PROJECT DESIGN, AND UNFORSEEN SITE CONDITIONS AT THE NORTH BASE PHASE 2 VEHICLE WASH FACILITY PROJECT AND BUDGET TRANSFERS AS OUTLINED IN THE STAFF REPORT.



## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 1/28/25

**REQUESTER:** Paul D'Andrea, Capital Projects Engineer

**PRESENTER:** Scott Sturtz, Interim Public Works Director

**ITEM TITLE:** CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER THREE TO CONTRACT K-2223-33: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND L5 CONSTRUCTION, L.L.C., INCREASING THE CONTRACT AMOUNT BY \$56,031 FOR A REVISED CONTRACT AMOUNT OF \$2,365,923 FOR VARIOUS CHANGES TO PROJECT DESIGN, AND UNFORSEEN SITE CONDITIONS AT THE NORTH BASE PHASE 2 VEHICLE WASH FACILITY PROJECT AND BUDGET TRANSFERS AS OUTLINED IN THE STAFF REPORT.

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### **BACKGROUND:**

The Norman Forward Program includes a Maintenance Facility for the City of Norman Parks and Recreation Department. This facility was originally to be relocated from Reaves Park to Griffin Park; however, the City subsequently changed the plans to construct a new Parks, and City Transit/Public Safety Maintenance Facility adjacent to the City's current Fleet Maintenance Facility at the North Base Complex, located at 1301 Da Vinci Street near the Norman Municipal Airport. The proposed multi-departmental facility provides maintenance for City Parks and Recreation vehicles and equipment, City Transit System busses, and Public Safety vehicles and equipment.

The second phase of the North Base Fleet and Parks Maintenance facilities project is to add an automatic vehicle wash facility to the site. This facility will be capable of washing all vehicles in the City fleet. The wash will be operated by the Fleet Management Division, but will be authorized for use by all City vehicles through the internal service charge system used for fuel purchases.

On February 8, 2022, the Norman City Council approved appropriation of funds, in the amount of \$1,800,000 for the construction of the North Base Complex Phase 2 Project, to provide a vehicle wash facility at the North Base Complex capable of serving all City fleet vehicles and transit busses.

On June 2, 2022, The City of Norman opened bids for the North Base Phase 2 Vehicle Wash Facility project. The low bid, from L5 Construction, L.L.C., was \$2,688,000. This was nearly \$900,000 over the project budget. Consequently, the bids were rejected.

On November 8, 2022, after rebidding the project, the Norman City Council awarded Contract K-2223-33, to L5 Construction, L.L.C., in the amount of 2,185,500, for construction of the North Base Phase 2 Vehicle Wash Facility project.

On June 27, 2023, The Norman City Council approved Change Order 1 to Contract K-2223-33 with L5 Construction, L.L.C., in the amount of \$97,648, for a revised contract amount of \$2,283,148, for various changes to the project design and unforeseen sight conditions.

On May 1, 2024, The City Manager approved Change Order 2 to contract K-2223-33 with L5 Construction, L.L.C., in the amount of \$26,744, for a revised contract amount of \$2,309,892 for various changes to the project design and unforeseen site conditions.

#### **DISCUSSION:**

Change Order 3 to Contract K-2223-33, in the amount of \$56,031 is required to cover additional work required to address design changes requested by the City during the final punch list process, to improve safety and operations of the facility. This will result in a final construction cost of \$2,365,923 or 8.26% over the original construction contract. This project has been approved for a federal grant that will reimburse 32% of the cost of the project upon final payment.

The project account has \$6,476.14 available to cover a portion of this final change order cost. The remaining cost will require balance transfers totaling \$49,554.86 to the project construction accounts. Staff recommends transferring this amount from the remaining balance of the previously completed Robinson West of I-35 capital project.

#### **RECOMMENDATION:**

Staff recommends the following:

1. A fund transfer in the amount of \$33,288.38 from Robinson West of I-35, Land (Account 50595552-46001; Project TR0104), to North Base Phase 2 Vehicle Wash Facility, Construction (Account 50590078-46101; Project BG0260) .
2. A fund transfer in the amount of \$16,266.48 from Robinson West of I-35, Land (Account 50595552-46001; Project TR0104), to the Special Grants Fund, North Base Phase 2 Vehicle Wash Facility, Construction (Account 22590303-46101; Project BG0260).
3. Acceptance of Change Order 3 to Contract K-2223-33, with L5 Construction, L.L.C., in the amount of \$56,031.



CHANGE ORDER SUMMARY  
CITY OF NORMAN  
CLEVELAND COUNTY, OKLAHOMA

CHANGE ORDER NO. 003

DATE: Dec 10, 2024

CONTRACT NO.: K-2223-33

SUBMITTED BY: Paul D'Andrea

PROJECT: North Base Complex, Phase 2

CONTRACTOR: L5 Construction, LLC  
7725 West Reno, Suite 400  
Oklahoma City, Oklahoma 73127

Original Completion Date: July 02, 2023

Previous Completion Date: July 24, 2023 ORIGINAL CONTRACT AMOUNT \$2,185,500.00

(Increase) this change order 300 Calendar days

New Completion Date: June 2, 2024 PRESENT CONTRACT AMOUNT \$ 2,283,148.00

DESCRIPTION	DECREASE	INCREASE
Change in Pay Quantities	\$0.00	\$56,031.00

NET CHANGE \$56,031.00

REVISED CONTRACT AMOUNT \$2,365,923.00

See Detailed Quantity Change Summary on Page 2 of 2.

ITEM NO.	CODE NO.	DESCRIPTION	UNIT	UNIT CHANGE	UNIT PRICE	INCREASE	DECREASE
Change Order 003							
COR 14		Shrouds for bay heaters	LS	N/A	N/A	\$7,285.00	
COR 15		No Cost Add'l time request (300 days)		N/A	N/A	\$0.00	
COR 16		Raise bay heaters	LS	N/A	N/A	\$16,803.00	
COR 17b		Install filter on nonpotable waterline	LS	N/A	N/A	\$15,329.00	
COR 18		Relocate outdoor boom, install add'l boom accessories, and associated plumbing changes	LS	N/A	N/A	\$16,614.00	
Change Order 002							

Totals \$56,031.00 \$0.00  
 Difference \$56,031.00

CONTRACTOR: *[Signature]*  
 ENGINEER/ARCHITECT: *[Signature]*  
 CITY ATTORNEY: *Disabeth Madala*  
 ACCEPTED BY: \_\_\_\_\_  
 (City Manager)  
 Mayor

DATE: 11/18/24  
 DATE: 1-22-25  
 DATE: 1/24/25  
 DATE: \_\_\_\_\_

Signatory Notarization

STATE OF Oklahoma, COUNTY OF Oklahoma, SS:

Before me, the undersigned, a Notary Public in and for said Shawn Driver of the L5 Construction, LLC, its Principal, to me known to be the identical person(s) who executed the foregoing Change Order Summary 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 18<sup>th</sup> day of November, 2024.

My Commission Expires: May 30, 2028



Notary Public: Cheryl Calloway









Date: 04.22.24  
 Project: 2219 - Norman North Base - Ph. II

Owner Change Order Request

Approved: \_\_\_\_\_  
 Denied: \_\_\_\_\_

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COR #

CODE	DESCRIPTION	QTY	GENERAL \$/Unit	GENERAL Total	LABOR \$/Unit	LABOR Total	MATERIAL/EQUIPMENT \$/Unit	MATERIAL/EQUIPMENT Total	SUBCONTRACTOR \$/Unit	SUBCONTRACTOR Total	TOTAL	COMMENTS
010115	General Conditions	0.25	300	\$75.00	1350	\$337.50		\$0.00		\$0.00	\$412.50	GC's for additional coordination
156005	HVAC	1		\$0.00		\$0.00		\$0.00	5808	\$5,808.00	\$5,808.00	Heater Shields
										Subtotal	\$6,220.50	
	Bonding										\$115.00	
	Subtotal										\$6,335.50	
	Profit:	15%									\$950.33	
												Original Contract Amount
												\$2,185,500.00
												Previous Contract Amount
												\$2,309,892.00
												New Contract Amount
												\$7,285.00

Scope of Work

This change request is to cover the labor, equipment, and materials to shift the washbay heaters and install shrouds per inspectors request.

Item 12.

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Owner Change Order Request

Date: 07.24.24 Project: 2219 - Norman North Base - Ph. II COR # 16 Approved: Denied:

CODE	DESCRIPTION	QTY	GENERAL		LABOR		MATERIAL/ EQUIPMENT		SUBCONTRACTOR		TOTAL	COMMENTS
			\$/Unit	Total	\$/Unit	Total	\$/Unit	Total	\$/Unit	Total		
010115	General Conditions	3	300	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00		GC's for additional coordination
099015	Painting	1		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1500	\$1,500.00	\$1,500.00	Estimated Paint Costs
156005	HVAC	1		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	9302	\$9,302.00	\$9,302.00	T&T Mechanical
160025	Electrical	1		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2645	\$2,645.00	\$2,645.00	All Season Electric
	Bonding										\$14,347.00	
	Subtotal										\$265.00	
	Profit:	15%									\$14,612.00	
											<del>\$219,180</del>	
												Original Contract Amount
												\$2,185,500.00
												Previous Contract Amount
												\$2,317,177.00
												New Contract Amount
												\$2,333,980.00
	TOTAL:										\$16,803.00	

Scope of Work

This change request is to raise space heaters up to 30" below the concentric kit.

475

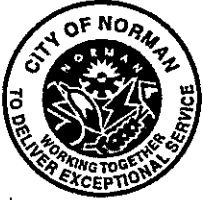


**Attachment 2. Contract K-2223-33 CO #3 and Final Acceptance Fund Appropriation**

<b>LOSING ACCOUNT</b>	<b>GAINING ACCOUNT</b>	<b>AMOUNT</b>
50595552-46001 (Robinson West of I-35) Project No. TR-0104	50590078-46101 (North Base Ph. 2 Wash Facility) Project No. BG-0260	\$33,288.38
50595552-46001 (Robinson West of I-35) Project No. TR-0104	22590303-46101 (North Base Ph. 2 Wash Facility) Project No. BG-0260	\$16,266.48

**File Attachments for Item:**

13. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT ONE TO CONTRACT K-2425-6: AN INTERLOCAL AGREEMENT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY (COTPA) D/B/A EMBARK IN THE AMOUNT OF \$35,221.76 FOR A NOT-TO-EXCEED AMOUNT OF \$4,575,071.93 TO PROVIDE SECURITY SERVICES AT THE NORMAN TRANSIT CENTER AND CONTRACT LANGUAGE MODIFICATION DUE TO THE OPENING OF THE CITY'S VEHICLE WASH FACILITY.



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 01/28/2025

**REQUESTER:** Taylor Johnson, Transit and Parking Program Manager

**PRESENTER:** Scott Sturtz, P. E., Interim Public Works Director

**TITLE:** CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT ONE TO CONTRACT K-2425-6: AN INTERLOCAL AGREEMENT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY (COTPA) D/B/A EMBARK IN THE AMOUNT OF \$35,221.76 FOR A NOT-TO-EXCEED AMOUNT OF \$4,575,071.93 TO PROVIDE SECURITY SERVICES AT THE NORMAN TRANSIT CENTER AND CONTRACT LANGUAGE MODIFICATION DUE TO THE OPENING OF THE CITY'S VEHICLE WASH FACILITY.

### BACKGROUND:

On October 16, 2023 the City opened the Norman Transit Center (NTC) at 320 East Comanche following a remodel project of the existing facility that began earlier in 2023. The NTC serves as the major hub for public transportation in Norman, facilitating hundreds of passenger transfers between buses a day.

Before opening, security services was discussed as a potential need to assist with managing a heavily utilized facility like the NTC. However, at the time Council and staff agreed that the need for these services should be monitored and added as necessary. It became apparent about a year into the operation of the NTC that security services may be needed. With that, in the fall of 2024 discussions began again to explore what that service would look like and the budget that would be needed.

It was quickly identified that the City may be able to leverage its relationship with EMBARK to provide security services through their existing subcontractor that provides these services at the Oklahoma City Downtown Transit Center. This would also create efficiencies in how issues may be handled at the NTC, as EMBARK operators and supervisors would be the first contacts for anything that would occur on a day-to-day basis.

At the September 26, 2024 Council Community Planning and Transportation Committee, a presentation was made by staff to work with EMBARK to provide optional security services at the NTC. Staff received the direction to move forward with EMBARK to formalize a contract amendment for Council consideration for these additional services.

**DISCUSSION:**

Over the past few months, City staff have been working with EMBARK staff to create Amendment 1 to Contract K-2425-6. This amendment largely focuses on the additional security services to be provided but also includes some contract language modification due to the City opening the Vehicle Wash Facility at the City Service Center on Da Vinci Street. The addition of the Vehicle Wash Facility changed the process that EMBARK employees will take in washing and fueling the buses each night for service the next day.

Details regarding the security services to be provided can be found in the attached Amendment 1, however, here are some highlights:

- EMBARK would provide security services to ensure safety and protection of the NTC premises and its occupants.
- EMBARK shall ensure that all security personnel are adequately trained, appropriately licensed, and equipped to respond to potential security incidents.
- Security services shall be provided 8 hours per day, Monday-Saturday, during EMBARK Norman's hours of operation.
- The exact 8 hours per day during the hours of operation shall be determined and adjusted as needed by each party's designated Program Manager identified in the contract. The City's Program Manager is Taylor Johnson.

The total cost of the amendment is estimated to be \$35,221.76. This increases the contract amount to a not-to-exceed amount to \$4,575,071.93.

Fiscal year 2024-2025 funds are available in Miscellaneous Services – Transit Operating Contract (Account Number 27550277-44766) for this increase.

The term of the original contract shall remain, from July 1, 2024, through June 30, 2025. Thus the costs of this amendment reflects beginning the service on February 1, 2025 and ending on June 30, 2025. Staff will work with EMBARK to incorporate these services into the annual contract for public transportation services.

**RECOMMENDATION:**

Staff recommends that City Council approve Amendment 1 to Contract K-2425-6, adding security services at the Norman Transit Center and contract language modification regarding vehicle washing.

**AMENDMENT NO. 1 TO INTERLOCAL AGREEMENT SERVICE AGREEMENT FOR PROVISION OF TRANSPORTATION SERVICES**

This Amendment No. 1 to **Interlocal Agreement Service Agreement for Provision of Transportation Services ("Amendment 1")** is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by and between the Central Oklahoma Transportation and Parking Authority ("**COTPA**") d/b/a **EMBARK**, public trust ("**EMBARK**"), and the City of Norman, a municipal corporation ("**Norman**").

**WITNESSETH:**

WHEREAS, on July 1, 2024, Norman approved Interlocal Agreement Service Agreement for Provision of Transportation Services, ("**Original Agreement**") Contract No. K-2425-6, an Interlocal Agreement with COTPA for the provision of public transportation services in accordance with 74 O.S. § 1008;

WHEREAS, the City of Norman desires to provide additional security at the Norman Transit Center; and

WHEREAS, the City of Norman's vehicle washing station has been completed, requiring certain changes to the Original Agreement.

NOW, THEREFORE, for and in consideration of the mutual agreements, covenants, and promises herein set forth, the parties do hereby covenant and agree to reaffirm all provisions of Interlocal Agreement Service Agreement for Provision of Transportation Services, except as amended or supplemented as follows:

- 1. Section 7 of Exhibit D of the Original Agreement is modified by the following additions (indicated by underlines) and deletions (indicated by strikethroughs) to read as follows:

7. ~~Reserved~~ EMBARK agrees to provide professional security services at the Norman Transit Center, located at 320 E. Comanche St., to ensure the safety and protection of the premises and its occupants. EMBARK shall ensure that all security personnel are adequately trained, appropriately licensed, and fully equipped to effectively address and respond to potential security incidents. Security services shall be provided eight hours per day, Monday through Saturday, during EMBARK Norman's hours of operation, which are as follows:

- Monday through Friday: 7:00 AM to 10:00 PM
- Saturday: 10:00 AM to 7:00 PM

The scheduled period in which security services are to be provided during EMBARK Norman's hours of operation shall be determined and adjusted, as needed, by the Parties' respective Program Managers. An exception to this service will apply if a scheduled holiday or unforeseen circumstances result in the closure of EMBARK Norman.

- 2. Sections 3 and 4 of Exhibit E of the Original Agreement are modified by the following additions (indicated by underlines) and deletions (indicated by strikethroughs) to read as follows:

**3. ASSUMPTIONS**

- Norman will provide and maintain the Vehicle Wash Facility ~~Power-Washing Equipment Trailer and Service Truck.~~
- Norman will provide all storm water permits, if required.
- Norman will provide the fogging equipment listed above and current materials on hand.

- EMBARK will purchase the replacement supplies for fogging.
- EMBARK will provide the supplies needed to perform washing, such as rags, soap, and brushes.
- Norman will provide access to fueling facilities for all fueling, ~~including the fuel for the provided Service Truck and Power Washing Equipment.~~
- EMBARK will provide uniforms and uniform cleaning services.
- EMBARK will clean every bus and paratransit vehicle's front, rear, and wheels every day.
- EMBARK will clean every bus and paratransit vehicle's interior, to include trash removal, sweeping, and all surfaces wiped down every day.
- EMBARK will perform a full exterior wash per the "Washing Cycle Schedule."

~~4. ANTICIPATED CHANGES~~

~~The Parties anticipate the establishment of a Norman vehicle wash facility during the term of this agreement. The COTPA Administrator is authorized to implement any changes to this Agreement based on the establishment of this Vehicle Wash Facility, subject to approval by Norman.~~

3. Section 1 of Exhibit G of the Original Agreement is modified by the following additions (indicated by underlines) and deletions (indicated by strikethroughs) to read as follows:

**1. OPERATION OF TRANSIT SERVICES**

- a. Norman shall fully reimburse EMBARK for the reasonable and necessary costs of contracting for the delivery of Transit Services as detailed in Exhibits A through E. The Parties acknowledge and agree that such compensation during the Term of this Agreement is not to exceed ~~\$4,539,850.17~~ \$4,575,071.93 without both Parties' prior written approval. Parties acknowledge that this annual not-to-exceed amount is an estimate of anticipated operational costs.
- b. The estimated budget for the performance of the Transit Services outlined in Exhibits A through E is as follows:

Transit Services	\$3,945,318.34
10% Administration Fee	\$ 394,531.83
Operations Risk Assumption Fee	\$ 200,000.00
<u>Security Services</u>	<u>\$35,221.76</u>
<b>Total Estimated Transit Services Budget</b>	<b><u>\$4,539,850.17</u></b> <b><u>\$4,575,071.93</u></b>

FURTHERMORE, the effective date of this Amendment No. 1 shall be February 1, 2025.

FURTHERMORE, except as modified and amended in this Amendment, all other terms and provisions of the Interlocal Agreement, Contract No. K-2425-6 remain in full force and effect and are binding on the Parties. In the event of any conflict between the provisions of this Amendment and the provisions of the Interlocal Agreement, Contract No. K-2425-6, the provisions of this Amendment will control.

Contract No. K-2425-6 Amd. No. 1

IN WITNESS THEREOF, this Amendment No. 1 is entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.


**CITY OF NORMAN, OKLAHOMA**

By: \_\_\_\_\_  
Mayor Larry Heikkila

ATTEST:

By: \_\_\_\_\_  
Brenda Hall, City Clerk

Approved as to form and legality this 23 day of Jan., 2025.

  
\_\_\_\_\_  
City Attorney

Contract No. K-2425-6 Amd. No. 1

APPROVED by the Trustees of the Central Oklahoma Transportation and Parking Authority and  
SIGNED by the Chairman this \_\_\_ day of \_\_\_\_\_, 2025.

**CENTRAL OKLAHOMA TRANSPORTATION  
AND PARKING AUTHORITY ("EMBARK")**

By: \_\_\_\_\_

Chairman

ATTEST:

By: \_\_\_\_\_

Secretary

REVIEWED for form and legality

\_\_\_\_\_  
Assistant Municipal Counselor