

City of Norman, OK

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



Meeting Agenda

Tuesday, January 13, 2026

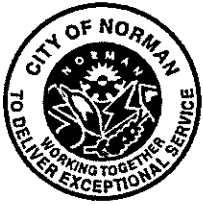
6:30 PM

DIRECTOR OF PARKS AND RECREATION

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

City Council

**David Gandesbery, Ward 1, Matthew Peacock, Ward 2, Robert Bruce, Ward
3, Helen Grant, Ward 4, Brandon Nofire, Ward 5, Joshua Hinkle, Ward 6,
Kimberly Blodgett, Ward 7, Scott Dixon, Ward 8,
Mayor Stephen Tyler Holman.**



CITY OF NORMAN, OK CITY COUNCIL REGULAR MEETING

**Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Tuesday, January 13, 2026 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 four minutes per person per item. There will be no yielding of time to another person. Sign up does not guarantee you will get to speak if the allotted time for that item has already been exhausted. If there is time remaining after those registered to speak have spoken, persons not previously signed up may have the opportunity to speak. Comments received must be limited to the motion on the floor only.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE



APPROVAL OF MINUTES

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

CITY COUNCIL SPECIAL MEETING MINUTES OF DECEMBER 16, 2025.

CITY COUNCIL STUDY SESSION MEETING MINUTES OF NOVEMBER 18, 2025, AND DECEMBER 2, 2025.

CITY COUNCIL, NORMAN UTILITIES AUTHORITY, NORMAN MUNICIPAL AUTHORITY, AND NORMAN TAX INCREMENT FINANCE AUTHORITY MEETING MINUTES OF NOVEMBER 25, 2025, AND DECEMBER 9, 2025.

CITY COUNCIL CONFERENCE MEETING MINUTES OF NOVEMBER 25, 2025, AND DECEMBER 9, 2025.

CITY COUNCIL BUSINESS AND COMMUNITY AFFAIRS COMMITTEE MEETING MINUTES OF NOVEMBER 6, 2025.

CITY COUNCIL OVERSIGHT COMMITTEE MEETING MINUTES OF DECEMBER 11, 2025.

CITY COUNCIL FINANCE COMMITTEE MEETING MINUTES OF NOVEMBER 20, 2025 AND DECEMBER 18, 2025.

CITY COUNCIL COMMUNITY PLANNING AND TRANSPORTATION COMMITTEE MEETING MINUTES OF DECEMBER 17, 2025.

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 36 be placed on the consent docket.

First Reading Ordinance

2. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-13 UPON FIRST 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 GRANT SPECIAL USE FOR A FRATERNITY OR SORORITY HOUSE IN THE R-3, MULTIFAMILY DWELLING DISTRICT, FOR THE NE/4 OF SECTION 6, TOWNSHIP 8 NORTH, RANGE 2 WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (1401 COLLEGE AVENUE; WARD 7)

3. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2526-16 UPON FIRST READING BY TITLE:
AN ORDINANCE OF THE CITY OF NORMAN, OKLAHOMA AMENDING SECTION 20-109 AND APPENDIX A TO ADD MASSAGE THERAPY AND BODYWORK SERVICES ESTABLISHMENT TO THE FEE SCHEDULE FOR LICENSES; AMENDING SECTION 20-202 TO CLARIFY DEFINITION OF "ADULT ENTERTAINMENT BUSINESS"; ADDING DEFINITIONS AND LICENSURE REQUIREMENTS FOR "MASSAGE THERAPY AND BODYWORK SERVICES ESTABLISHMENTS" TO CHAPTER 20; AND DELETING THE DEFINITION OF "MASSAGE PARLOR" AND SEXUAL ENCOUNTER CENTER" FROM SECTION 36-101 OF THE CODE OF THE CITY OF NORMAN, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (CITY)
4. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-18 UPON FIRST 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 A PART OF THE SOUTH HALF OF SECTION NINE (9), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE A-2, RURAL AGRICULTURAL DISTRICT, AND PLACE THE SAME IN THE C-2, GENERAL COMMERCIAL DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (3400 CLASSEN BOULEVARD; WARD 7)
5. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-24 UPON FIRST 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 PART OF THE SOUTHWEST QUARTER (SW/4) OF THE SOUTHWEST QUARTER (SW/4) OF SECTION THIRTY-FOUR (34), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM A PUD, PLANNED UNIT DEVELOPMENT, AND PLACE SAME IN A PUD, PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (2525 E. LINDSEY STREET, WARD 1)
6. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-25 UPON FIRST 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 LOT 1, BLOCK 1 OF 36TH NORTH BUSINESS PARK AND A REPLAT OF LOT 1, BLOCK 1 OF S.C.M.C. ADDITION AND LOT 6, BLOCK 1, OF BROCE INDUSTRIAL PARK OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM A PUD, PLANNED UNIT DEVELOPMENT, AND PLACE SAME IN A PUD, PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (GENERALLY LOCATED EAST OF 36TH AVENUE N.W. APPROXIMATELY ONE-HALF MILE NORTH OF ROCK CREEK ROAD; WARD 8)

7. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-26 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, FOR CLOSURE OF SPECIFIC FIFTEEN-FOOT (15') WIDE EASEMENTS LOCATED WITHIN LOT 1, BLOCK 1, 36TH NORTH BUSINESS PARK, A PLANNED UNIT DEVELOPMENT. (WARD 8).
8. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2526-29 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING THE CALLING AND HOLDING OF A SPECIAL ELECTION IN THE CITY OF NORMAN, STATE OF OKLAHOMA (THE "CITY"), ON THE 7TH DAY OF APRIL, 2026, FOR THE PURPOSE OF SUBMITTING TO THE REGISTERED QUALIFIED ELECTORS OF SAID CITY THE QUESTION OF THE ISSUANCE OF THE BONDS OF SAID CITY IN AN AMOUNT NOT TO EXCEED THE SUM OF THIRTY-FIVE MILLION DOLLARS (\$35,000,000) TO BE ISSUED IN SERIES TO PROVIDE FUNDS FOR THE PURPOSES OF RECONSTRUCTING, REPAIRING, IMPROVING, AND REHABILITATING EXISTING STREETS, ROADS, AND INTERSECTIONS IN THE CITY (INCLUDING LIGHTING, SIDEWALKS/BIKEPATHS, LANDSCAPING, RELATED DRAINAGE IMPROVEMENTS, DRIVEWAY RECONSTRUCTION, AND OTHER RELATED IMPROVEMENTS); AND LEVYING AND COLLECTING AN ANNUAL TAX, IN ADDITION TO ALL OTHER TAXES, UPON ALL THE TAXABLE PROPERTY IN SAID CITY FOR THE PAYMENT OF THE INTEREST AND PRINCIPAL ON SAID BONDS; PROVIDING FOR ELECTION PROCEDURES; AND CONTAINING OTHER PROVISIONS RELATED THERETO.
9. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2526-32 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE CITY OF NORMAN, OKLAHOMA AMENDING SECTIONS 12-501 AND 12-502 OF THE CODE OF ORDINANCES OF THE CITY OF NORMAN, OKLAHOMA TO AMEND THE DEFINITION OF PERMANENT RESIDENT; PROVIDE A DEFINITION OF RECREATIONAL VEHICLES; INCREASE THE TRANSIENT GUEST ROOM TAX RATE FROM EIGHT PERCENT TO TEN PERCENT AND EXPAND THE APPLICATION OF THE TAX RATE TO INCLUDE SPACES TEMPORARILY RENTED FOR RECREATIONAL VEHICLES; ALL CONTINGENT ON VOTER APPROVAL OF ORDINANCE O-2526-33; PROVIDING FOR AN EFFECTIVE DATE FOR SAID CHANGES SUBJECT TO VOTER APPROVAL; AND PROVIDING FOR THE SEVERABILITY THEREOF.

10. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2526-33 UPON FIRST READING BY TITLE:

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 ON THE SEVENTH DAY OF APRIL, 2026, FOR THE PURPOSE OF SUBMITTING TO THE REGISTERED, QUALIFIED ELECTORS OF SAID CITY THE QUESTION OF APPROVING OR REJECTING ORDINANCE NO. O-2526-32, WHICH ORDINANCE AMENDS SECTIONS 12-501 AND 12-502 OF THE CODE OF ORDINANCES OF THE CITY OF NORMAN, OKLAHOMA BY EXPANDING THE APPLICATION OF THE TAX RATE TO INCLUDE SPACES RENTED FOR OVERNIGHT STAYS IN RECREATIONAL VEHICLES AND INCREASING THE EXCISE TAX UPON THE GROSS PROCEEDS OR GROSS RECEIPTS DERIVED FROM RENTS RECEIVED FROM OCCUPANCY OF HOTEL ROOMS AND RECREATIONAL VEHICLE SPACES FROM EIGHT PERCENT TO TEN PERCENT; PROVIDING AN EFFECTIVE DATE FOR SAID INCREASE SUBJECT TO VOTER APPROVAL; AND PROVIDING FOR THE SEVERABILITY THEREOF.

11. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2526-34 UPON FIRST READING BY TITLE:

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AMENDING ARTICLE II, SECTION 2 OF THE CITY CHARTER TO MOVE THE BEGINNING DATE OF COUNCILMEMBER AND MAYORAL TERMS TO THE FIRST TUESDAY FOLLOWING SCHEDULED RUN-OFF ELECTIONS BEGINNING IN 2028 FOR EVEN-NUMBERED WARDS, 2029 FOR ODD-NUMBERED WARDS, AND 2031 FOR MAYORAL TERMS; ARTICLE V, SECTION 2 OF THE CITY CHARTER TO ALLOW FOR ALTERNATIVE PROFESSIONAL CERTIFICATIONS BEYOND CERTIFIED PUBLIC ACCOUNTANT TO QUALIFY FOR THE POSITION OF CITY CHARTER; ESTABLISHING AN EFFECTIVE DATE CONTINGENT UPON APPROVAL BY THE VOTERS AND AS PROVIDED BY LAW; AND PROVIDING FOR THE SEVERABILITY THEREOF.

12. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2526-35 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AUTHORIZING THE CALLING AND HOLDING OF A SPECIAL ELECTION IN THE CITY OF NORMAN, STATE OF OKLAHOMA, ON THE 7TH DAY OF APRIL, 2026, FOR THE PURPOSE OF SUBMITTING TO THE REGISTERED QUALIFIED ELECTORS OF SAID CITY THE QUESTION OF APPROVING OR REJECTING ORDINANCE O-2526-34, WHICH ORDINANCE AMENDS ARTICLE II, SECTION 2 OF THE CITY CHARTER TO MOVE THE BEGINNING DATE OF COUNCILMEMBER AND MAYORAL TERMS TO THE FIRST TUESDAY FOLLOWING SCHEDULED RUN-OFF ELECTIONS BEGINNING IN 2028 FOR EVEN-NUMBERED WARDS, 2029 FOR ODD-NUMBERED WARDS, AND 2031 FOR MAYORAL TERMS; ARTICLE V, SECTION 2 OF THE CITY CHARTER TO ALLOW FOR ALTERNATIVE PROFESSIONAL CERTIFICATIONS BEYOND CERTIFIED PUBLIC ACCOUNTANT TO QUALIFY FOR THE POSITION OF CITY AUDITOR; AND PROVIDING FOR THE SEVERABILITY THEREOF.

13. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2526-36 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING THE CALLING AND HOLDING OF A SPECIAL ELECTION IN THE CITY OF NORMAN, STATE OF OKLAHOMA (THE "CITY"), ON THE 7TH DAY OF APRIL, 2026, FOR THE PURPOSE OF SUBMITTING TO THE REGISTERED QUALIFIED ELECTORS OF SAID CITY THE QUESTION OF THE ISSUANCE OF GENERAL OBLIGATION BONDS OF SAID CITY IN AN AMOUNT NOT TO EXCEED THE SUM OF EIGHT MILLION DOLLARS (\$8,000,000) TO BE ISSUED IN ONE OR MORE SERIES TO PROVIDE FUNDS FOR THE ACQUIRING, CONSTRUCTING, RECONSTRUCTING, EXPANDING, REPAIRING, WHICH MAY ALSO INCLUDE IMPROVING, RENOVATING, ACQUIRING AND EQUIPPING AND EQUIPPING OF A COMMUNITY FACILITY TO BE OWNED EXCLUSIVELY BY THE CITY; TO BE COMPLETED WITH OR WITHOUT THE USE OF OTHER FUNDS, AND LEVYING AND COLLECTING AN ANNUAL TAX, IN ADDITION TO ALL OTHER TAXES, UPON ALL THE TAXABLE PROPERTY IN SAID CITY FOR THE PAYMENT OF THE INTEREST AND PRINCIPAL ON SAID BONDS; PROVIDING FOR ELECTION PROCEDURES; PROVIDING FOR SEVERABILITY; AND CONTAINING OTHER PROVISIONS RELATED THERETO.

Reports/Communications

14. 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.

Surplus

15. 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.

Certificate of Survey

16. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF NORMAN RURAL CERTIFICATE OF SURVEY COS-2526-4: FOR BLANDFORD BLUFF, EASEMENTS E-2526-20 AND E-2526-21, A VARIANCE IN THE MINIMUM FRONT SETBACK WIDTH REQUIREMENT FROM 330' TO 329.92' AND A VARIANCE IN THE TEN ACRES REQUIREMENT FROM 10 ACRES TO 9.98 ACRES. (GENERALLY LOCATED ON THE EAST SIDE OF 96TH AVENUE N.E. AND ONE-QUARTER MILE NORTH OF BETHEL ROAD) (Ward 5)

Final Plat

17. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF FP-2526-11: FINAL PLAT FOR CHARLESTON RIDGE ADDITION (LOCATED AT THE SOUTHEAST CORNER OF THE INTERSECTION OF TECUMSEH ROAD AND CHARLESTON ROAD) (Ward 8).
18. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF FP-2526-12: FINAL PLAT FOR 2880 CLASSEN BOULEVARD ADDITION, A SIMPLE PLANNED UNIT DEVELOPMENT, (INCLUDING A REPLAT OF MONROE ADDITION) (GENERALLY LOCATED 830' SOUTH OF IMHOFF ROAD ON THE WEST SIDE OF CLASSEN BOULEVARD) (2880 Classen Boulevard). (Ward 1)

Contracts

19. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT THREE TO CONTRACT K-1213-170: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND STV INCORPORATED, INCREASING THE CONTRACT AMOUNT BY \$245,200 FOR A REVISED CONTRACT AMOUNT OF \$1,201,157.56 FOR REVISIONS TO THE ROADWAY DESIGN FOR THE 36TH AVENUE NW WIDENING 2012 BOND PROJECT, AND ASSOCIATED BUDGET TRANSFERS AS OUTLINED IN THE STAFF REPORT. (Ward 8)
20. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER SIX TO CONTRACT K-1920-133: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, THE NORMAN MUNICIPAL AUTHORITY, AND CROSSLAND CONSTRUCTION COMPANY, INC., DECREASING THE CONTRACT AMOUNT BY \$27,170.10 FOR THE NORMAN CITY HALL GENERATOR MUNICIPAL COMPLEX RENOVATION PROJECT AND FINAL ACCEPTANCE AND PAYMENT.

21. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF AMENDMENT ONE TO CONTRACT K-2021-130: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND COWAN GROUP ENGINEERING, L.L.C., INCREASING THE CONTRACT AMOUNT BY \$26,450 FOR A REVISED CONTRACT AMOUNT OF \$123,750 FOR PROFESSIONAL SERVICES FOR THE JAMES GARNER WATER LINE REPLACEMENT FROM MAIN STREET TO DUFFY STREET. (Ward 4)
22. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CHANGE ORDER ONE TO CONTRACT K-2324-66: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND CROSSLAND HEAVY CONTRACTORS, INCREASING THE CONTRACT BY \$67,070 FOR A REVISED CONTRACT AMOUNT OF \$3,387,070 FOR THE NORMAN WATER RECLAMATION FACILITY DEWATERING IMPROVEMENTS PROJECT AS OUTLINED IN THE STAFF REPORT. (Ward 6)
23. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER ONE TO CONTRACT K-2425-35: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND INDUSTRIAL HYDRO SERVICES, INCREASING THE CONTRACT AMOUNT BY \$2,436.46 FOR A REVISED CONTRACT AMOUNT OF \$305,436.46 AND INCREASING THE CONTRACT TIME BY 263 CALENDAR DAYS FOR THE STORM HOLDING POND BIOSOLIDS REMOVAL PROJECT, FINAL ACCEPTANCE OF THE PROJECT, AND FINAL PAYMENT IN THE AMOUNT OF \$2,446.46. (City)
24. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER TWO TO CONTRACT K-2526-4: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND G&S SIGN SERVICES, L.L.C., IN THE AMOUNT OF \$13,432 FOR THE MODIFICATION OF THREE WAYFINDING SIGNS INSTALLED AS PART OF PHASE 4 ON 36th AVENUE WEST AND THE PORTER AVENUE/CLASSEN BOULEVARD CORRIDOR (Wards 4 & 8).
25. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER ONE TO CONTRACT K-2526-89: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND INSITUFORM TECHNOLOGIES, L.L.C., TO DECREASE THE CONTRACT BY \$705 FOR A REVISED CONTRACT AMOUNT OF \$89,445 FOR TRUMAN ELEMENTARY SEWER REHABILITATION PROJECT; FINAL ACCEPTANCE OF THE PROJECT; AND FINAL PAYMENT IN THE AMOUNT OF \$89,445. (Ward 3)
26. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-94: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND GARVER, L.L.C., IN THE AMOUNT OF \$445,150 FOR THE DESIGN OF THE 24TH AVENUE N.E. BRIDGE OVER UNNAMED TRIBUTARY TO ROCK CREEK BOND PROJECT. (Ward 6)

27. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2526-101: BETWEEN THE CITY OF NORMAN, OKLAHOMA AND RAVE MOBILE SAFETY IN THE AMOUNT OF \$154,375, TO BE PAID IN THE AMOUNT OF \$30,875 PER YEAR FOR FIVE YEARS, TO PROVIDE A MASS NOTIFICATION SERVICE FOR THE CITY OF NORMAN FOR THE PERIOD OF SEPTEMBER 29, 2025 THROUGH SEPTEMBER 28, 2030. (City)
28. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2526-104: A CONTRACT BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND ALAN PLUMMER AND ASSOCIATES, INC., DOING BUSINESS AS PLUMMER ASSOCIATES, INC., IN THE AMOUNT OF \$335,850 FOR ENGINEERING SERVICES FOR THE WATER WELL LINE EXTENSIONS FOR THE PROPOSED GROUNDWATER TREATMENT FACILITY (WA0214). (Ward 5)
29. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2526-116: A CONTRACT BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND PROFESSIONAL ENGINEERING CONSULTANTS, P.A., IN THE AMOUNT OF \$128,000 FOR ENGINEERING SERVICES FOR THE ROYAL OAKS WATER LINE REPLACEMENT PROJECT. (Ward 6)
30. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-128: BY AND BETWEEN THE CITY OF NORMAN AND THE OKLAHOMA WATER RESOURCES BOARD IN THE AMOUNT OF \$237,711.86 FOR THE LAKE THUNDERBIRD TOTAL MAXIMUM DAILY LOAD (TMDL) MONITORING PROGRAM. (City)
31. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-129: BY AND BETWEEN THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS AND THE CITY OF NORMAN FOR THE COLLECTION OF TRAFFIC DATA AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT. (City)

Resolutions

32. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-91: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$113,932 FROM THE NORMAN FORWARD FUND BALANCE, TO THE FOLLOWING NORMAN FORWARD MASTER PLANS: \$22,750 TO THE MULTI-SPORTS PARK PROJECT, \$20,500 TO THE RUBY GRANT PARK PROJECT, \$7,500 TO THE GRIFFIN PARK PROJECT, \$31,591 TO THE REAVES PARK PROJECT, \$15,795.50 TO THE YOUNG FAMILY ATHLETIC CENTER (YFAC) PROJECT, AND \$15,795.50 TO THE ADULT WELLNESS AND EDUCATION CENTER (AWE) PROJECT.

33. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-93: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, PROGRAMMING FEDERAL RAILROAD ADMINISTRATION PARTNERSHIP FUNDING FOR THE DESIGN OF A GRADE SEPARATION ON TECUMSEH ROAD AT THE BNSF RAILROAD CROSSING.
34. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-94: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$400,000 FROM THE 2019 TRANSPORTATION GO BOND FUND BALANCE TO THE CEDAR LANE ROAD PROJECT FROM BLACK LOCUST COURT TO 36TH AVENUE SOUTHEAST. (Ward 5)
35. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-95: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING JOINT PETITION SETTLEMENT OF THE CLAIM FILED BY DAVID FAUGHT UNDER THE PROVISIONS OF THE WORKERS' COMPENSATION STATUTES OF THE STATE OF OKLAHOMA IN THE CASES OF *DAVID FAUGHT V. THE CITY OF NORMAN*, WORKERS' COMPENSATION COMMISSION CASE 2025-02198 A; 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.
36. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2526-96: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, TRANSFERRING \$6,188 FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND AND APPROPRIATING THESE FUNDS TO THE NEET EASEMENT VEGETATION REPLACEMENT PROJECT, FOR THE PLANTING OF TREES IN VARIOUS PARKS.

NON-CONSENT ITEMS

Second Reading Ordinance

37. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-19 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 PART OF THE SOUTHWEST QUARTER (SW/4) OF SECTION 15, TOWNSHIP 8 NORTH, RANGE 2 WEST AND THE EAST HALF (E/2) OF SECTION 16, TOWNSHIP 8 NORTH, RANGE 2 WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM A PUD, PLANNED UNIT DEVELOPMENT, AND PLACE SAME IN A PUD, PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (EAST OF US HIGHWAY 77, SOUTH OF E. CEDAR LANE, AND NORTH OF POST OAK ROAD. (Ward 5)
38. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-21 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 LOTS FORTY-EIGHT (48) AND FORTY-NINE (49), IN BLOCK FOUR (4), OF STATE UNIVERSITY ADDITION , TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM A SPUD, SIMPLE PLANNED UNIT DEVELOPMENT, AND PLACE SAME IN A SPUD, SIMPLE PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (765 JENKINS AVENUE) (Ward 4)

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:

9. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2526-32 UPON FIRST READING BY TITLE:
AN ORDINANCE OF THE CITY OF NORMAN, OKLAHOMA AMENDING SECTIONS 12-501 AND 12-502 OF THE CODE OF ORDINANCES OF THE CITY OF NORMAN, OKLAHOMA TO AMEND THE DEFINITION OF PERMANENT RESIDENT; PROVIDE A DEFINITION OF RECREATIONAL VEHICLES; INCREASE THE TRANSIENT GUEST ROOM TAX RATE FROM EIGHT PERCENT TO TEN PERCENT AND EXPAND THE APPLICATION OF THE TAX RATE TO INCLUDE SPACES TEMPORARILY RENTED FOR RECREATIONAL VEHICLES; ALL CONTINGENT ON VOTER APPROVAL OF ORDINANCE O-2526-33; PROVIDING FOR AN EFFECTIVE DATE FOR SAID CHANGES SUBJECT TO VOTER APPROVAL; AND PROVIDING FOR THE SEVERABILITY THEREOF.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 01/13/2026

REQUESTER: Jason Olsen, Director of Parks and Recreation

PRESENTER: Kathryn Walker, Assistant City Attorney

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2526-32 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE CITY OF NORMAN, OKLAHOMA AMENDING SECTIONS 12-501 AND 12-502 OF THE CODE OF ORDINANCES OF THE CITY OF NORMAN, OKLAHOMA TO AMEND THE DEFINITION OF PERMANENT RESIDENT; PROVIDE A DEFINITION OF RECREATIONAL VEHICLES; INCREASE THE TRANSIENT GUEST ROOM TAX RATE FROM EIGHT PERCENT TO TEN PERCENT AND EXPAND THE APPLICATION OF THE TAX RATE TO INCLUDE SPACES TEMPORARILY RENTED FOR RECREATIONAL VEHICLES; ALL CONTINGENT ON VOTER APPROVAL OF ORDINANCE O-2526-33; PROVIDING FOR AN EFFECTIVE DATE FOR SAID CHANGES SUBJECT TO VOTER APPROVAL; AND PROVIDING FOR THE SEVERABILITY THEREOF.

BACKGROUND:

The voters of Norman first approved the Transient Guest Room Tax ("Room Tax") of 4% in 1980 for the explicit purpose of encouraging, promoting, and fostering the convention and tourism development within the City of Norman. The tax is applied to gross proceeds or rent derived from the rental of rooms or houses in Norman for less than 30 days. The tax has been increased two times since 1980. The revenues from the Room Tax are currently split between the Norman Convention and Visitors Bureau d/b/a VisitNorman (59.375%), the Norman Arts Council (25%), and the Norman Parks and Recreation Department (15.625%) after four percent (4%) is retained by the City to cover costs related to administering the tax. These allocations are set forth in contracts with VisitNorman and Norman Arts Council and not in the ordinance.

Council has recently discussed the planned growth in offerings in Norman for rental of spaces for overnight stays in recreational vehicles. Application of the Room Tax is currently limited to the rental of rooms or homes and does not apply to the rental of spaces for overnight stays in recreational vehicles.

Additionally, recent increases to the Room Tax in other metro area cities has raised the issue of whether Norman's Room Tax could also be raised to provide additional funding for the Norman

Parks and Recreation Department, particularly since the department did not receive any of the additional funding associated with the last increase in the Room Tax rate in 2023.

DISCUSSION:

Ordinance O-2526-32 amends the Transient Guest Room Tax to accomplish the changes discussed above. First, a definition of "recreational vehicles" would be added to the Code, as well as an amendment to the definition of "permanent resident". Permanent residents, as defined in the Code, are exempt from payment of the Room Tax. Amending the definition ensures spaces rented for overnight stays in recreational vehicles are taxed in the same way as other rooms or houses rented on a short term basis, while longer term residents ("permanent residents") are not subject to Room Tax.

The ordinance also proposes an increase in the Room Tax rate from 8% to 10%. This tax is paid by visitors to Norman, and not Norman residents. Both the question of applying the tax to spaces rented for overnight stays in recreational vehicles and the increase in tax rate are subject to voter approval and Ordinance O-2526-32 is contingent on the passage of Ordinance O-2526-33 which calls a Special Election for April 7, 2026 for this purpose and sets forth the ballot language. If the election is successful, the rate increase will go into effect on July 1, 2026.

RECOMMENDATION:

Staff recommends adoption of Ordinances O-2526-32 and O-2526-33 upon Second and Final Reading.

AN ORDINANCE OF THE CITY OF NORMAN, OKLAHOMA AMENDING SECTIONS 12-501 AND 12-502 OF THE CODE OF ORDINANCES OF THE CITY OF NORMAN, OKLAHOMA TO AMEND THE DEFINITION OF PERMANENT RESIDENT; PROVIDE A DEFINITION OF RECREATIONAL VEHICLES; INCREASE THE TRANSIENT GUEST ROOM TAX RATE FROM EIGHT PERCENT TO TEN PERCENT AND EXPAND THE APPLICATION OF THE TAX RATE TO INCLUDE SPACES TEMPORARILY RENTED FOR RECREATIONAL VEHICLES; ALL CONTINGENT ON VOTER APPROVAL OF ORDINANCE O-2526-33; PROVIDING FOR AN EFFECTIVE DATE FOR SAID CHANGES SUBJECT TO VOTER APPROVAL; AND PROVIDING FOR THE SEVERABILITY THEREOF.

- § 1. WHEREAS, the Norman Transient Guest Room Tax Ordinance was originally adopted in May 1980 with the citizens of Norman voting to enact the corresponding excise tax of four percent (4%) in July 1980; and
- § 2. WHEREAS, the excise tax has been increased twice since its original adoption when it was increased from four percent (4%) to five percent (5%) in 2013 and from five percent (5%) to eight percent (8%) in 2023; and
- § 3. WHEREAS, excise tax funds collected through this tax are used exclusively for the purpose of encouraging, promoting and fostering the convention and tourism development in the City of Norman; and
- § 4. WHEREAS, increasing numbers of visitors to Norman are bringing recreational vehicles to Norman and renting space to park and stay in the vehicle during their visit to Norman;
- § 5. WHEREAS, increased revenue collected from the Transient Guest Room Tax can enhance convention and tourism development through investments in City parks.

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

- § 6. THAT, Section 12-501 of the Code of the City of Norman be amended to add the following:

12-501 Definitions

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

* * * *

Permanent resident means any occupant who has or shall have the right of occupancy of any rooms in a hotel or spaces for recreational vehicles in excess of 30 consecutive days during the current calendar year or preceding year.

Recreational vehicle (RV) means a motor vehicle or trailer equipped for living, offering temporary accommodations for camping, travel, and leisure, including features like beds, kitchens, and bathrooms, encompassing types of motorhomes (Class A, B, C) to towable trailers, campers, and truck campers, all designed for recreational use.

* * * *

§ 7. THAT, Section 12-502 of the Code of the City of Norman be amended as follows:

12-502 Tax Rate

There is hereby levied an excise tax of ~~eight~~ ten percent upon the gross proceeds or gross receipts derived from all rent for every occupancy of rooms in a hotel and occupancy of spaces rented for overnight stays in a recreational vehicle in this City except that the tax shall not be imposed where the rent is less than a rate of \$3.00 per day.

§ 8. Effective Date. The rates described above shall be effective for all occupancy billings issued on or after the 1st day of July, 2026, and thereafter conditioned upon said rate increase being approved by a majority of the registered voters voting in an election called for the purpose of approving or rejecting said rates; Said election to be held on the 7th day of April, 2026.

§ 9. **Severability.** If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this ordinance, except, that the effective date provision shall not be severable from the operative provisions of the ordinance.

PASSED AND ADOPTED AND SIGNED BY THE MAYOR THIS 27TH DAY OF
JANUARY, 2026.

THE CITY OF NORMAN, OKLAHOMA

Mayor

ATTEST:

City Clerk

File Attachments for Item:

10. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2526-33 UPON FIRST READING BY TITLE:
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 ON THE SEVENTH DAY OF APRIL, 2026, FOR THE PURPOSE OF SUBMITTING TO THE REGISTERED, QUALIFIED ELECTORS OF SAID CITY THE QUESTION OF APPROVING OR REJECTING ORDINANCE NO. O-2526-32, WHICH ORDINANCE AMENDS SECTIONS 12-501 AND 12-502 OF THE CODE OF ORDINANCES OF THE CITY OF NORMAN, OKLAHOMA BY EXPANDING THE APPLICATION OF THE TAX RATE TO INCLUDE SPACES RENTED FOR OVERNIGHT STAYS IN RECREATIONAL VEHICLES AND INCREASING THE EXCISE TAX UPON THE GROSS PROCEEDS OR GROSS RECEIPTS DERIVED FROM RENTS RECEIVED FROM OCCUPANCY OF HOTEL ROOMS AND RECREATIONAL VEHICLE SPACES FROM EIGHT PERCENT TO TEN PERCENT; PROVIDING AN EFFECTIVE DATE FOR SAID INCREASE SUBJECT TO VOTER APPROVAL; AND PROVIDING FOR THE SEVERABILITY THEREOF.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 01/13/2026

REQUESTER: Jason Olsen, Director of Parks and Recreation

PRESENTER: Kathryn Walker, Assistant City Attorney

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2526-33 UPON FIRST READING BY TITLE: 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 ON THE SEVENTH DAY OF APRIL, 2026, FOR THE PURPOSE OF SUBMITTING TO THE REGISTERED, QUALIFIED ELECTORS OF SAID CITY THE QUESTION OF APPROVING OR REJECTING ORDINANCE NO. O-2526-32, WHICH ORDINANCE AMENDS SECTIONS 12-501 AND 12-502 OF THE CODE OF ORDINANCES OF THE CITY OF NORMAN, OKLAHOMA BY EXPANDING THE APPLICATION OF THE TAX RATE TO INCLUDE SPACES RENTED FOR OVERNIGHT STAYS IN RECREATIONAL VEHICLES AND INCREASING THE EXCISE TAX UPON THE GROSS PROCEEDS OR GROSS RECEIPTS DERIVED FROM RENTS RECEIVED FROM OCCUPANCY OF HOTEL ROOMS AND RECREATIONAL VEHICLE SPACES FROM EIGHT PERCENT TO TEN PERCENT; PROVIDING AN EFFECTIVE DATE FOR SAID INCREASE SUBJECT TO VOTER APPROVAL; AND PROVIDING FOR THE SEVERABILITY THEREOF.

BACKGROUND:

The voters of Norman first approved the Transient Guest Room Tax ("Room Tax") of 4% in 1980 for the explicit purpose of encouraging, promoting, and fostering the convention and tourism development within the City of Norman. The tax is applied to gross proceeds or rent derived from the rental of rooms or houses in Norman for less than 30 days. The tax has been increased two times since 1980. The revenues from the Room Tax are currently split between the Norman Convention and Visitors Bureau d/b/a VisitNorman (59.375%), the Norman Arts Council (25%), and the Norman Parks and Recreation Department (15.625%) after four percent (4%) is retained by the City to cover costs related to administering the tax. These allocations are set forth in contracts with VisitNorman and Norman Arts Council and not in the ordinance.

Council has recently discussed the planned growth in offerings in Norman for rental of spaces for overnight stays in recreational vehicles. Application of the Room Tax is currently limited to the rental of rooms or homes and does not apply to the rental of spaces for overnight stays in recreational vehicles.

Additionally, recent increases to the Room Tax in other metro area cities has raised the issue of whether Norman's Room Tax could also be raised to provide additional funding for the Norman Parks and Recreation Department, particularly since the department did not receive any of the additional funding associated with the last increase in the Room Tax rate in 2023.

DISCUSSION:

Ordinance O-2526-32 amends the Transient Guest Room Tax to accomplish the changes discussed above. First, a definition of "recreational vehicles" would be added to the Code, as well as an amendment to the definition of "permanent resident". Permanent residents, as defined in the Code, are exempt from payment of the Room Tax. Amending the definition ensures spaces rented for overnight stays in recreational vehicles are taxed in the same way as other rooms or houses rented on a short term basis, while longer term residents ("permanent residents") are not subject to Room Tax.

The ordinance also proposes an increase in the Room Tax rate from 8% to 10%. This tax is paid by visitors to Norman, and not Norman residents. Both the question of applying the tax to spaces rented for overnight stays in recreational vehicles and the increase in tax rate are subject to voter approval and Ordinance O-2526-32 is contingent on the passage of Ordinance O-2526-33 which calls a Special Election for April 7, 2026 for this purpose and sets forth the ballot language. If the election is successful, the rate increase will go into effect on July 1, 2026.

RECOMMENDATION:

Staff recommends adoption of Ordinances O-2526-32 and O-2526-33 upon Second and Final Reading.

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 ON THE 7th DAY OF APRIL, 2026, FOR THE PURPOSE OF SUBMITTING TO THE REGISTERED, QUALIFIED ELECTORS OF SAID CITY THE QUESTION OF APPROVING OR REJECTING ORDINANCE O-2526-32, WHICH ORDINANCE AMENDS SECTIONS 12-501 AND 12-502 OF THE CODE OF ORDINANCES OF THE CITY OF NORMAN, OKLAHOMA BY EXPANDING THE APPLICATION OF THE TAX RATE TO INCLUDE SPACES RENTED FOR OVERNIGHT STAYS IN RECREATIONAL VEHICLES AND INCREASING THE EXCISE TAX UPON THE GROSS PROCEEDS OR GROSS RECEIPTS DERIVED FROM RENTS RECEIVED FROM OCCUPANCY OF HOTEL ROOMS AND RECREATIONAL VEHICLE SPACES FROM EIGHT PERCENT TO TEN PERCENT; PROVIDING AN EFFECTIVE DATE FOR SAID INCREASE SUBJECT TO VOTER APPROVAL; AND PROVIDING FOR THE SEVERABILITY THEREOF.

- § 1. WHEREAS, the Norman Transient Guest Room Tax Ordinance was originally adopted in May 1980 with the citizens of Norman voting to enact the corresponding excise tax of four percent (4%) in July 1980; and
- § 2. WHEREAS, the excise tax has been increased twice since its original adoption when it was increased from four percent (4%) to five percent (5%) in 2013 and from five percent (5%) to eight percent (8%) in 2023; and
- § 3. WHEREAS, excise tax funds collected through this tax are used exclusively for the purpose of encouraging, promoting and fostering the convention and tourism development in the City of Norman; and
- § 4. WHEREAS, increasing numbers of visitors to Norman are bringing recreational vehicles to Norman and renting space to park and stay in the vehicle during their visit to Norman;
- § 5. WHEREAS, increased revenue collected from the Transient Guest Room Tax can enhance convention and tourism development through investments in City parks.

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

- § 6. Proposition. That the Mayor of the City of Norman, Oklahoma, or in his 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 7th day of April, 2026 for the purpose of submitting to the registered, qualified voters of said City of Norman, Oklahoma, for their approval or rejection the following propositions:

PROPOSITION 2

Shall Ordinance O-2526-32 of the Council of the City of Norman, Oklahoma, increasing the Transient Guest Room Tax Rate by two percent (2%) to a total of ten percent (10%) and expanding the application of the tax rate to include spaces temporarily rented for overnight stays in a recreational vehicle, effective on July 1, 2026, be approved?

§ 7. Election Procedures. That with respect to the election to be held on April 7, 2026:

a. The number and location of the polling places, the hours of opening and closing of the polls, and the names of the officers who shall conduct the election shall be the same as the regular polling places and persons prescribed and selected by the Cleveland County Election Board for elections in Norman, Oklahoma. As provided in Title 26, Oklahoma Statutes Section 13-103, the City authorizes the Cleveland County Election Board to open all precinct polling places located within the municipal boundaries of the City.

b. 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 said election is hereby approved in all respects, and the Mayor or Mayor Pro Tem is hereby authorized to execute said Special Election Proclamation and Notice on behalf of the City, and the City Clerk or Deputy City Clerk is hereby authorized to attest and affix the seal of the City to said Special Election Proclamation and Notice, and to 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.

c. That the City Clerk shall serve or cause to be served, a copy of this Ordinance and the Special Election Proclamation and Notice upon the office of the Cleveland County Election Board at least sixty days prior to the date of the election as required by law.

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

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PASSED AND ADOPTED AND SIGNED BY THE MAYOR THIS 27TH DAY OF
JANUARY, 2026.

THE CITY OF NORMAN, OKLAHOMA

Mayor

ATTEST:

City Clerk

**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 Nos. O-2526-29, O-2526-33, O-2526-35 and O-2526-36 dated January 27, 2026, authorizing the calling of an election on the Propositions hereinafter set forth, I, the undersigned Mayor of the City of Norman, Oklahoma, hereby call a special election and give notice thereof to be held in the City of Norman, Oklahoma, on the 7th day of April, 2026, for the purpose of submitting to the registered qualified voters in said City the proposed Propositions:

PROPOSITION 1

Shall the City of Norman, State of Oklahoma, incur an indebtedness by issuing its bonds in the sum of Thirty-Five Million Dollars (\$35,000,000) to provide funds for the purpose of reconstructing, repairing, improving, and rehabilitating existing streets, roads, and intersections in the City of Norman, Oklahoma (including lighting, sidewalks/bikepaths, landscaping, related drainage improvements, driveway reconstruction, and other related improvements); and levy and collect an annual tax, in addition to all other taxes, upon all the taxable property in said City sufficient to pay the interest on said bonds as it falls due, and also to constitute a sinking fund for the payment of the principal thereof when due, said bonds to be competitively sold and bear interest at the lowest rate not to exceed the rate of ten percentum (10%) per annum, payable semi-annually and to become due serially within five (5) years from their date?

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

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

PROPOSITION 2

Shall Ordinance O-2526-32 of the Council of the City of Norman, Oklahoma, increasing the Transient Guest Room Tax Rate by two percent (2%) to a total of ten percent (10%) and expanding the application of the tax rate to include spaces temporarily rented for overnight stays in a recreational vehicle, effective on July 1, 2026, be approved?

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

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

PROPOSITION 3

Shall Section 2 of Article II of the Charter of the City of Norman be amended to change the beginning of Councilmember and Mayoral terms from the first Tuesday in July to the first Tuesday following scheduled run-off elections beginning in 2028 for Councilmembers representing even-numbered wards, 2029 for Councilmembers representing odd-numbered wards, and 2031 for the Mayor position, as more particularly described in Ordinance O-2526-34?

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

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

PROPOSITION 4

Shall Section 2 of Article V of the Charter of the City of Norman be amended to allow for alternative professional certifications other than Certified Public Accountant, including Certified Internal Auditor, Certified Fraud Examiner, or equivalent certifications to qualify for the position of City Auditor, as more particularly described in Ordinance O-2526-34?

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

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

PROPOSITION 5

Shall The City of Norman, State of Oklahoma, incur an indebtedness by issuing its general obligation bonds in the sum of Eight Million Dollars (\$8,000,000) to provide funds for the purpose of acquiring, constructing, reconstructing, expanding, repairing, which may also include improving, renovating, acquiring and equipping a homeless shelter community facility, to be owned exclusively by said City, to be completed with or without the use of other funds, and levy and collect an annual tax, in addition to all other taxes, upon all the taxable property in said City sufficient to pay the interest on said bonds as it falls due, and also to constitute a sinking fund for the payment of the principal thereof when due, said bonds to be competitively sold and bear interest at the lowest rate not to exceed the rate of ten percentum (10%) per annum, payable semi-annually and to become due serially within twenty (20) years from their date?

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

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

That only the registered qualified voters of the City of Norman, Oklahoma, may vote upon the Propositions 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. As provided in Title 26, Oklahoma Statutes Section 13-103, the City authorizes the Cleveland County Election Board to open all precinct polling places located within the municipal boundaries of the City.

WITNESS my hand as Mayor of the City of Norman, Oklahoma, and the Seal of said City affixed hereto on the _____ day of _____, 2026.

Mayor

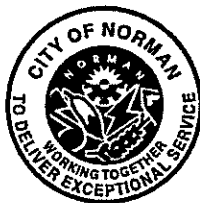
(SEAL)

ATTEST:

City Clerk

File Attachments for Item:

32. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-91: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$113,932 FROM THE NORMAN FORWARD FUND BALANCE, TO THE FOLLOWING NORMAN FORWARD MASTER PLANS: \$22,750 TO THE MULTI-SPORTS PARK PROJECT, \$20,500 TO THE RUBY GRANT PARK PROJECT, \$7,500 TO THE GRIFFIN PARK PROJECT, \$31,591 TO THE REAVES PARK PROJECT, \$15,795.50 TO THE YOUNG FAMILY ATHLETIC CENTER (YFAC) PROJECT, AND \$15,795.50 TO THE ADULT WELLNESS AND EDUCATION CENTER (AWE) PROJECT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 01/13/2026

REQUESTER: Jason Olsen, Director of Parks and Recreation

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-91: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$113,932 FROM THE NORMAN FORWARD FUND BALANCE, TO THE FOLLOWING NORMAN FORWARD MASTER PLANS: \$22,750 TO THE MULTI-SPORTS PARK PROJECT, \$20,500 TO THE RUBY GRANT PARK PROJECT, \$7,500 TO THE GRIFFIN PARK PROJECT, \$31,591 TO THE REAVES PARK PROJECT, \$15,795.50 TO THE YOUNG FAMILY ATHLETIC CENTER (YFAC) PROJECT, AND \$15,795.50 TO THE ADULT WELLNESS AND EDUCATION CENTER (AWE) PROJECT.

BACKGROUND:

In October 2015, Norman residents approved the Norman Forward initiative, which would fund various projects through a 0.5% sales tax increase over a 15-year period. The Norman Forward initiative included numerous Quality of Life projects, including, but not limited to, Westwood Park aquatics and tennis, Adult Wellness Center, Young Family Athletic Center, as well as Griffin, Reaves, Ruby Grant, and Saxon Parks.

These projects began with collaboration between City staff and community stakeholders, as well as design teams, to develop Master Plans for each of the Norman Forward projects. Master Plans are formal design planning documents adopted by the City Council to provide a comprehensive plan for a specific project, enabling architects and engineers to design and estimate costs for that particular project. This was done as part of the Norman Forward initiative for Ruby Grant, Reaves, Griffin, and Saxon Parks.

DISCUSSION:

The majority of the larger cost projects in Norman Forward are complete; however, only a portion of each of those projects has been completed according to the individual Master Plans. Staff would like to update the Master Plans for Griffin, Reaves, and Ruby Grant Parks. In addition to

updating those Master Plans, the staff also requests that formal plans be developed for both the Adult Wellness Center and the Young Family Athletic Center.

This item would also provide funding for a new Master Plan for the Multi-Sports Community Park, an approved project in Norman Forward that had to be reimagined due to estimated project costs far exceeding the project budget. The Multi-Sports Community Park project was an independent sports-based park that would have been the new home to Adult Softball, Youth Football, and Youth Flag Football.

Staff also requested a proposal for updating the Saxon Park Master Plan, but with overwhelming community feedback on preserving Saxon Park's natural state, staff do not currently feel it is necessary to proceed with updates to the Saxon Park master plan.

These Master Plan updates are necessary to enable staff to collaborate with the current user groups and stakeholders at each project site. Many of the Master Plans are 10 years or older, with entirely new board members comprising the user groups at the youth sports organizations. In addition to gathering input from park users, up-to-date cost estimations for the remaining portions of the Master Plans are needed so that staff can appropriately plan for future Norman Forward or Bond initiatives.

All the plan updates would be developed in collaboration with the original design firms that worked on the Norman Forward Master Plans and projects. Additionally, work on the updated plans will include a kickoff meeting with staff, a meeting with park stakeholders and program operators, followed by public meetings to adopt the updated version of the Master Plans.

The request for funding to update the Master Plans would need to come from the Norman Forward Fund Balance. The total request would be \$113,932 from the Norman Forward Fund Balance (51-29000), and this amount would be allocated to the following projects.

Multi-Sports Park project - NFB005 (51794442-46201) - \$22,750 (Wallace Design)
 Ruby Grant Park project - NFP105 (51793325-46201) - \$20,500 (Wallace Design)
 Griffin Park project - NFB001 (51796639-46201) - \$7,500 (Planning Design Group)
 Reaves Park project - NFB006 (51792205-46201) - \$31,591 (Halff)
 YFAC project - NFP110 (51790601-46201) - \$15,795 (FSB)
 AWE project - NFP111 (51793365-46201) - \$15,795 (FSB)

If funding is approved, all contracts are under \$50,000, which would enable the City Manager to sign and execute contracts.

RECOMMENDATION:

It is recommended that the City Council adopt Resolution R-2526-91 appropriating funding as outlined in the staff report.

Resolution

R-2526-91

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$113,932 FROM THE NORMAN FORWARD FUND BALANCE, TO THE FOLLOWING NORMAN FORWARD MASTER PLANS: \$22,750 TO THE MULTI-SPORTS PARK PROJECT, \$20,500 TO THE RUBY GRANT PARK PROJECT, \$7,500 TO THE GRIFFIN PARK PROJECT, \$31,591 TO THE REAVES PARK PROJECT, \$15,795.50 TO THE YOUNG FAMILY ATHLETIC CENTER (YFAC) PROJECT, AND \$15,795.50 TO THE ADULT WELLNESS AND EDUCATION CENTER (AWE) PROJECT.

- § 1. WHEREAS, in October 2015, Norman residents approved the Norman Forward initiative, which would fund various projects through a 0.5% sales tax increase over 15 years; and
- § 2. WHEREAS, as part of the Norman Forward initiative for Ruby Grant, Reaves, Griffin, and Saxon Parks, collaboration began with City staff, community stakeholders, and design teams to develop Master Plans for the Norman Forward projects, which provide a comprehensive plan that enables architects and engineers to design and estimate costs for that particular project; and
- § 3. WHEREAS, while the majority of higher-cost Norman Forward projects have been completed, many remain only partially built according to their Master Plans, prompting staff to update the Master Plans for the above mentioned parks; develop formal plans for the AWE; and initiate a new Master Plan for the Multi-Sports Community Park project that must be reimagined due to excessive projected costs, while determining that updates to the Saxon Park Master plan are currently unnecessary due to strong community support for preserving its natural state; and
- § 4. WHEREAS, many existing Master Plans are over ten years old and require updates to reflect current user groups, stakeholder input, and accurate cost estimates to support future Norman Forward or bond initiatives, with all updates to be developed in collaboration with the original design firms, include stakeholder and public meetings, and be funded in the amount of \$113,932 from the Norman Forward Fund Balance (51-29000).



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

§ 5. THAT That the following transfer of funds be approved for the reasons as stated above.

<u>Losing Account</u>	<u>Gaining Account</u>	<u>Amount</u>
General Reimbursements-Refunds Account (109-364251)	Multi-Sports Park project - NFB005 (51794442-46201)	\$22,750
	Ruby Grant Park project - NFP105 (51793325-46201)	\$20,500
	Griffin Park project - NFB001 (51796639-46201)	\$7,500
	Reaves Park project - NFB006 (51792205-46201)	\$31,591
	YFAC project - NFP110 (51790601-46201)	\$15,795.50
	AWE project - NFP111 (51793365-46201)	\$15,795.50
Total		\$113,932

PASSED AND APPROVED this 13th day of January, 2026.

Mayor, Stephen T. Holman

ATTEST:

City Clerk

June 10th, 2025

Mr. Jason Olsen
Parks and Recreation Director
City of Norman
201 W. Gray St.
Norman, OK, 73069

Re: Norman Forward 2 – Stakeholder Engagement Package

Dear Mr. Olsen:

Frankfurt-Short-Bruza Associates, P.C. (FSB) is pleased to provide this proposal for architectural and services for the development and compilation of the Norman Forward 2 – Stakeholder Engagement Package in Norman, Oklahoma. Please note that the fees provided are based on the outlined scope provided herein. Fees will need to be discussed further if the scope and/or differ significantly from the information received to date.

I. INTRODUCTION

This proposal outlines architectural services for the preparation of a Stakeholder Engagement Package to support the Norman Forward 2 initiative. The package will be used to publicize and gain consensus for several facility additions that enhance the recreational, wellness, and athletic offerings of the City of Norman.

This scope is focused on conceptual design and visualization services to communicate the project's value to stakeholders and the public.

II. PROJECT UNDERSTANDING

A. 50-Meter Pool Addition at YFAC

- Olympic-size pool with competition lanes
- Spectator seating areas
- Operational support areas only (no new locker rooms)
- Integration into existing aquatic programming and infrastructure

B. Standalone Weight Room Facility at YFAC

- Independent building on the YFAC site
- Layout for cardio, strength, and multipurpose fitness
- Use of existing facility locker/changing amenities (no new locker rooms)
- Exterior design consistent with the campus aesthetic

C. Basketball Court Addition & Viewing Area at YFAC

- Two new full-size basketball courts
- A second-floor mezzanine viewing area connecting new and existing courts
- Support spaces and circulation improvements
- Enhanced connectivity and spectator experience

D. Gymnasium Addition at Adult Wellness Center

- One full-size multisport gymnasium to accommodate basketball, volleyball, and other adult wellness programming
- Location and orientation based on previously submitted Norman Forward plans
- Integration into existing Adult Wellness Center access, systems, and design language

III. SCOPE OF ARCHITECTURAL SERVICES

Our team will provide concept-level architectural services tailored for communication and stakeholder engagement purposes. Specific tasks include:

1. Site & Context Review

- Evaluation of YFAC and Adult Wellness Center sites
- Review of previously submitted Norman Forward plans for continuity
- Coordination of building placement, access, and shared infrastructure

2. Concept Design Development

- Conceptual site plans and floor plans for all proposed additions
- Multi-facility planning to ensure cohesive development and experience

3. Stakeholder Engagement Package

A coordinated and professionally produced engagement package including:

- Illustrative site plans/rendered floor plans for each facility
- Design narrative and program description
- Community benefit overview (health, equity, youth/adult wellness)
- Board(s) and presentation materials for public meetings, council sessions, and media use

4. Stakeholder Meeting Support

- Up to three (3) stakeholder or public engagement sessions
- Presentation of design work and intent
- Collection of input for refinement
- Participation by lead architect and design team representatives

IV. DELIVERABLES

- Stakeholder Engagement Package (PDF + print-ready formats)
- Illustrative site plans and rendered floor plans for: (2 sites)
 - YFAC pool
 - Standalone weight facility
 - YFAC basketball courts & viewing area
 - Adult Wellness Center gymnasium
- Presentation decks and talking point summary
- Printed display boards (if requested)

V. PROJECT TIMELINE

Phase	Duration
Site Analysis & Review	2 weeks
Concept Design Development	3 weeks
Engagement Package Finalization	2 weeks
Stakeholder Presentations	Ongoing as scheduled

Total Duration: 7–8 weeks

VI. FEE PROPOSAL

We propose a fixed fee of \$31,591.00 for the services outlined herein. This includes all concept design, visualization, engagement materials, and meeting support.

Additional services such as schematic design, engineering coordination, cost estimating, or permitting will be considered out of scope and may be contracted separately.

VII. CLOSING STATEMENT

We are excited to continue supporting the vision of Norman Forward 2 with this multi-facility engagement effort. These proposed enhancements to YFAC and the Adult Wellness Center will provide inclusive, modern spaces that foster health, recreation, and lifelong wellness for the Norman community. Our team is committed to delivering a compelling design and communication package that inspires and unites stakeholders around this transformational opportunity.

Sincerely,

FRANKFURT-SHORT-BRUZA ASSOCIATES, P.C.



Ryan Dawson, AIA, NCARB, MBA
Principal

Professional Fee Proposal

	Project Manager	Architect, Senior	Architect Designer	TOTAL
--	-----------------	-------------------	--------------------	-------

SECTION 1: Young Family Athletic Center (YFAC): 50-Meter Pool Addition					
1.01	Project Management / Administration	2.00	-	-	2
1.02	Concept Development (Program Description)	-	4.00	16.00	20
1.03	Concept Refinement (Design Narrative)	-	2.00	8.00	10
1.04	Code / Material Research (Utility Conflicts/Future Planning)	-	2.00	8.00	10
1.05	Submit Documentation (Illustrative Site/Floor Plan)	1.00	1.00	1.00	3
Subtotal Hours:		3.00	9.00	33.00	45
Subtotal Labor:		\$501	\$1,728	\$3,960	\$6,189

SECTION 1 TOTAL:	\$6,189
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SECTION 2: Young Family Athletic Center (YFAC): Standalone Weight Room Facility					
2.01	Graphic Production (Reference Previous Package 09.09.24) Illustrative Site/Floor Plan	1.00	2.00	8.00	11
Subtotal Hours:		1	2	8	11
Subtotal Labor:		\$167	\$384	\$960	\$1,511

SECTION 2 TOTAL:	\$1,511
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SECTION 3: Young Family Athletic Center (YFAC): Basketball Court Addition and Viewing Area					
3.01	Project Management / Administration	2.00	-	-	2
3.02	Concept Development (Program Description)	-	4.00	16.00	20
3.03	Concept Refinement (Design Narrative)	-	2.00	8.00	10
3.04	Code / Material Research (Utility Conflicts/Future Planning)	-	2.00	8.00	10
3.05	Submit Documentation (Illustrative Site/ Rendered Floor Plan)	1.00	1.00	1.00	3
Subtotal Hours:		3.00	9.00	33.00	45
Subtotal Labor:		\$501	\$1,728	\$3,960	\$6,189

SECTION 3 TOTAL:	\$6,189
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SECTION 4: Adult Wellness Center Gymnasium Addition					
4.01	Graphic Production (Reference Previous Package 01.13.24)	1.00	2.00	8.00	11
	Subtotal Hours:	1	2	8	11
	Subtotal Labor:	\$167	\$384	\$960	\$1,511

SECTION 4 TOTAL:	\$1,511
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	Project Manager	Architect, Senior	Architect Designer	TOTALS
SECTION 5: Stakeholder Meeting Support				
5.01 Presentation Material Development (Community Benefit Overview)	1.00	2.00	8.00	11
5.02 Up to three (3) stakeholder or public engagement sessions	24.00	24.00		
5.03 Reimbursable Expenses				
Four (4) Presentation Boards	-	-	-	\$1,200
Subtotal Reimbursables:				\$1,200

SECTION 5 TOTAL:	\$11,327
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Section 6: General				
6.01 Concept Charette with Owner (Site Selection/Program)	3.00	3.00	3.00	9
6.02 Concept Review Meeting	2.00	2.00	2.00	6
6.03 Final Concept Review Meeting	2.00	2.00	2.00	6
6.04 Presentation Material Development (Graphics)	1.00	2.00	8.00	11
Subtotal Hours:				
	8	9	15	32
Subtotal Labor:				
	\$1,336	\$1,728	\$1,800	\$4,864
SECTION 6 TOTAL:				\$4,864

TOTAL FSB	\$30,391
TOTAL REIMBURSABLES:	\$1,200
GRAND TOTAL:	\$31,591



wallace
design
collective



October 23, 2025

Jason Olsen
Director of Parks and Recreation
City of Norman
225 North Webster Ave
Norman, Oklahoma 73069

RE: Saxon Park Master Plan
Norman, Oklahoma
Wallace Project No. 2540385

Dear Jason:

At your request, we have assembled a proposed scope of services and fees for landscape architectural services on the project referenced above. The following exhibits are included below for your review:

Exhibit A:	Project Understanding
Exhibit B:	Scope of Services – Landscape Architecture
Exhibit C:	Proposed Fees
Exhibit D:	Terms and Conditions

We appreciate the opportunity to provide this proposal and look forward to working with the City of Norman on this project. If you have any questions or need additional information, please do not hesitate to contact us.

Sincerely,

Jeremy Belitz, PLA
Director of Landscape Architecture

Alan Taylor, PE
Principal in Charge

cc: File

Please sign and return one copy of this page as acceptance of this Proposal and authorization to proceed. Upon Client's authorization to commence the Services, whether in writing or not, the Terms and Conditions below shall govern and control over any prior or ancillary documents or agreements. Payment obligations exist prior to and during the professional services contract negotiation process and survives even if a professional services contract is never negotiated or finalized.

Name: _____ Date: _____

wallace design collective, pc
structural and landscape survey
123 north martin luther king jr boulevard
norman, oklahoma 73069
718.344.5858 200.344.5858
wallacedesign

EXHIBIT A: PROJECT UNDERSTANDING

Project Name: Saxon Park Master Plan
Location: Norman, Oklahoma
Wallace Project No.: 2540385

Our proposed fees and scope of services are based on our understanding of the project as outlined below. This understanding is based on our discussions of the project.

GENERAL:

- **Description:** Wallace Design Collective will prepare a master plan report for Saxon Park. The plan report will focus on improvements to the existing park facilities and expanded programs for outdoor activities. Areas of emphasis will be determined through stakeholder engagement meetings.

LANDSCAPE ARCHITECTURAL SCOPE:

- **Existing Conditions Plan:** Record documents and aerial imagery will be utilized to develop an existing conditions plan diagram. A site visit with representatives from the parks and recreation staff and design team will be organized to review existing park facilities.
- **Stakeholder Engagement:** Input meetings will be held with representatives from the parks and recreation staff, and user groups for specific park programs.
- **Master Plan Report:** The final report will include a site plan rendering of proposed improvements with keynote descriptions.
- **Cost Estimate and Phasing:** Cost estimates will be prepared for proposed improvements. The report will include a phasing diagram with associated costs for future implementation.
- **Approximate site size:** 67 acres

SURVEY:

- Existing record documents will be utilized for background files to prepare plan diagrams. Survey services are not provided in this scope of work. If surveying is determined to be needed for specific areas during the planning process fees can be provided as an additional service.

EXHIBIT B: SCOPE OF SERVICES – LANDSCAPE ARCHITECTURE

Project Name: Saxon Park Master Plan
 Location: Norman, Oklahoma
 Wallace Project No.: 2540385

Our proposed landscape architectural services fees are based on the following scope of services. Should additional scope items be desired, please notify us to allow for modifications to our proposed fees.

EXISTING CONDITIONS:

- Kickoff meeting with design team and representatives from the parks and recreation staff
- Utilize record documents to prepare an existing site plan with topography, floodplains, drainage features, utilities, easements, property boundaries, vegetation, pavement, building and structures
- Site visit to inventory existing conditions of park facilities
- Initial list of proposed improvements and cost estimating as required

STAKEHOLDER ENGAGEMENT:

- Site plan diagram of existing park facilities for review and input
- Meeting(s) with user groups for specific park programs (maximum of 2)
- Meeting(s) with representatives from the parks and recreation staff (maximum of 2)
- Provide cost estimate information for proposed improvements

MASTER PLAN REPORT:

- Site plan rendering of proposed improvements with key note descriptions
- Provide cost estimate information for proposed improvements
- Meeting(s) with representatives from the parks and recreation staff (maximum of 1)

COST ESTIMATE AND PHASING:

- Provide cost estimate information for proposed improvements
- Phasing diagram for implementation based on stakeholder priorities and critical path of construction
- Presentation of master plan report at Board of Parks Commissioners Meeting if necessary

SERVICES NOT INCLUDED:

- Site topographic survey
- Review or make any environmental recommendations
- Drainage problems that cannot be solved by surface flow into existing storm system (i.e., the addition of surface drains between buildings or storm sewer extensions)
- Onsite detention or floodplain related issues
- Infrastructure Development Process (IDP) or Privately Funded Public Improvement (PFPI)
- Storm Water Pollution Prevention Plan
- USACE (Corps) coordination and permitting including endangered species presence/absence survey and wetland determination/delineation
- Redesign of city streets
- Alley, easement, and access changes, additions or modifications
- Traffic studies or improvements
- Platting, rezoning or variances
- Locating underground utility lines not indicated by their respective owners
- Utility line extensions to the site
- Review or make any environmental recommendations
- Construction documents
- Construction observations
- IBC-mandated Special Inspections as required by Chapter 17 of the International Building Code
- Geotechnical investigation
- Pavement section design
- Building demolition plans or coordination regarding asbestos and/or lead paint abatement
- Title and easement research

Jason Olsen
Exhibit B: Landscape Architectural Scope of Services – Saxon Park Master Plan
October 23, 2025
Page B2

- FEMA information, if applicable
- Private utility locating service
- Fire flow tests
- Electrical circuitry or wiring design
- Pool mechanical or structural design
- Building roof garden waterproofing design
- Structural design of walls or outdoor structures
- Mechanical design of water features

REIMBURSABLE EXPENSES:

- Expenses such as travel and lodging, reproduction, plotting, express delivery and shipping are considered reimbursable expenses and will be billed at 1.0 times cost.

ADDITIONAL SERVICES:

- Services such as revisions, design for unforeseen conditions and items not included in the Scope of Services above will be considered additional services. Please refer to the Terms and Conditions for more information.
- To be provided if approved in advance on an hourly or flat fee basis, to be determined
- Review meetings in addition to those denoted above

EXHIBIT C: PROPOSED FEES

Project Name: Saxon Park Master Plan
 Location: Norman, Oklahoma
 Wallace Project No.: 2540385

We propose to provide landscape architectural services on a fixed fee basis:

Existing Conditions Plan	\$ 2,000
Stakeholder Engagement	\$ 3,250
Master Plan Report	\$ 9,000
Cost Estimate and Phasing	\$ 3,000
TOTAL	\$ 17,250

Our current hourly rates are:

Principal	\$230	Technical Designer II	\$160
Associate	\$210	Technical Designer I	\$150
Professional Engineer II	\$175	BIM Technician III	\$145
Professional Engineer I	\$160	BIM Technician II	\$135
Intern Engineer	\$150	BIM Technician I	\$125
GIS Specialist	\$150	Engineering Coordinator	\$115
Director, Landscape Architecture	\$210	Landscape Architect II	\$160
Land Planner II	\$175	Landscape Architect I	\$130
Land Planner I	\$160	Intern Landscape Architect	\$110
Professional Land Surveyor II	\$175	Survey Technician II	\$155
Professional Land Surveyor I	\$160	Survey Technician I	\$120
Intern Land Surveyor	\$150	Instrument Person	\$100
Survey Party Chief	\$145		
Information Technologist	\$160	Administrative	\$110

REIMBURSABLE EXPENSES:

Expenses such as travel and lodging, reproduction, plotting, express delivery and shipping are considered reimbursable expenses and will be billed at 1.0 times cost.

Expenses such as subconsultant testing services, geotechnical engineering services or other specialty consulting services will be billed at 1.10 times cost.

ADDITIONAL SERVICES:

Services such as revisions, design for unforeseen conditions and items not included the Scope of Services presented above will be considered additional services. Please refer to the Terms and Conditions for more information.

EXHIBIT D: TERMS AND CONDITIONS

Project Name: Saxon Park Master Plan
Location: Norman, Oklahoma
Wallace Project No.: 2540385

FEE

Wallace Design Collective, PC ("Wallace") shall perform the services outlined in this Agreement for the stated Fee Arrangement.

- Where the Fee Arrangement is to be Fixed Fee, the fees are for the Scope of Services listed in the Agreement.
- Where the Fee Arrangement is to be on an hourly basis, the rates shall be those that prevail at the time services are rendered.
- Where the Fee Arrangement is to be on an hourly basis and a maximum Total Fee is offered, the Total Fee, excluding Reimbursable Expenses, shall not exceed the stated maximum.
- Where the Fee Arrangement is to be on an hourly basis and an estimate of the Total Fee is offered, the Total Fee, excluding Reimbursable Expenses, shall not be exceeded by more than ten percent without written approval of the Client.
- Where the Fee Arrangement is to be a percentage of the construction cost of the project, progress payments for each phase listed in the Scope of Services listed in the Agreement shall be calculated by multiplying the phase's respective percentage of the Total Fee by the most recent budget for the Cost of the Work (Construction Cost). Compensation for completed work shall not be reduced based on subsequent updates to the Owner's budget for the Cost of the Work.

If the Scope of Services covered by this Agreement has not been completed within twelve (12) months of the Contract Date, through no fault of Wallace, fees for Services beyond that time shall be equitably adjusted, or they shall be determined on an hourly basis at Wallace's prevailing hourly rates.

REIMBURSABLE EXPENSES

Reimbursable Expenses are expenses incurred in connection with the project including, but not limited to, transportation, meals and lodging for travel, overnight deliveries, courier services, professional services, sales taxes, and the cost of reproductions beyond those normally required for coordination and information purposes.

ADDITIONAL SERVICES

Services such as major revisions, resolving unforeseen conditions and items not included in the Scope of Services listed in the Agreement shall be considered Additional Services. Fees for Additional Services shall be determined on an hourly basis at Wallace's prevailing rates unless otherwise agreed in writing by Client and Wallace. Additional Services must be requested in writing and will not proceed without written authorization.

BILLINGS / PAYMENT

Invoices submitted for services and reimbursable expenses shall be considered past due if not paid within 30 days after the invoice date, and Wallace may, without waiving any claim or right against Client, and without liability whatsoever to Wallace, terminate the performance of the service. Retainers shall be credited on the final invoice. A service charge will be charged at 1.5% (or the maximum interest rate allowed by law) per month on the unpaid balance. Upon acceptance of this Proposal and authorization to start work, Client agrees to submit payment pursuant to the terms of this Proposal. This payment obligation exists in the event that professional services contract negotiations commence after authorization to proceed, and survives even if a professional services contract is never negotiated or finalized.

Jason Olsen
Exhibit D: Terms and Conditions – Saxon Park Master Plan
October 23, 2025
Page D2

STANDARD OF CARE

The standard of care for all professional services performed or furnished by Wallace under this Agreement will be the care and skill ordinarily used by members of Wallace's profession practicing under similar circumstances at the same time and in the same locality. Wallace makes no warranty, express or implied, under this Agreement or otherwise, in connection with Wallace's services.

INDEMNIFICATION

Wallace shall indemnify and hold harmless Client and all of its personnel from and against third party claims, damages, losses, and expenses, including reasonable attorney fees recoverable under applicable law, ("Claims") to the extent caused by the negligent act, error, or omission of Wallace, anyone employed by Wallace, or anyone for whose acts Wallace may be liable in the performance of professional services. Wallace shall not indemnify, hold harmless, nor assume any liability for Client's own negligence or intentional wrongdoing. Wallace shall have no up-front duty to defend Client against Claims nor shall any duty to defend be inferred or interpreted in construction of this Agreement. Wallace will reimburse Client for its reasonable defense costs and expenses awarded to Client under applicable law for awards to a prevailing party in proportion to Wallace's adjudicated liability for negligent acts, errors, or omissions.

The Client shall indemnify and hold harmless Wallace and all of its personnel from and against third party Claims to the extent caused by the negligent act or omission and/or strict liability of Client, anyone employed by the Client, or anyone for whose acts the Client may be liable. Client shall not indemnify, hold harmless, nor assume any liability for Wallace's own negligence or intentional wrongdoing.

CONSEQUENTIAL DAMAGES

Neither party shall be liable to the other for loss of profits or revenue; loss of use or opportunity; loss of good will; cost of substitute facilities, goods, or services; cost of capital; or for any special, consequential, indirect, punitive or exemplary damages.

FORCE MAJEURE

In the event either party is unable to perform its obligations under the terms of this Agreement because of strikes, work stoppages, accidents, acts of war or terrorism, civil or military disturbances, nuclear or natural catastrophes or acts of God, and interruptions, loss or malfunctions of utilities, communications or computer (software and hardware) services, epidemics, pandemics or outbreak of communicable disease; quarantines; national or regional emergencies or other causes reasonably beyond its reasonable control, such party shall not be liable for damages to the other for any damages resulting from such failure to perform or otherwise from such causes.

TERMINATION OF SERVICES

This agreement may be terminated upon 10 days written notice by either party should the other fail to perform its obligations hereunder. In the event of termination, Client shall pay Wallace for all services and reimbursable expenses to the date of termination. Termination expenses are in addition to compensation for the services of the Agreement and include expenses directly attributable to termination for which Wallace is not otherwise compensated.

ACCESS TO SITE

Unless otherwise stated, Wallace will have access to the site for activities necessary for the performance of the services. Wallace will take precautions to minimize damage due to these activities but has not included in the fee the cost of restoration of any resulting damage.

HAZARDOUS MATERIALS

Wallace shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials or toxic materials in any form at the Project site.

Jason Olsen
Exhibit D: Terms and Conditions -- Saxon Park Master Plan
October 23, 2025
Page D3

OWNERSHIP OF DOCUMENTS

All documents, technical reports, letters, photos, calculations, designs, plans, specifications, reports, or similar documents of any kind furnished by Wallace are "Instruments of Services." Ownership of all Instruments of Services shall remain with Wallace.

MEANS AND METHODS

Wallace shall not be responsible for the construction means, methods, techniques, sequencing or procedures or for safety precautions and programs in connection with the Work, nor shall Wallace be responsible for the Construction Contractor's failure to carry out the work in accordance with the Drawings and Specifications.

MAINTENANCE OF INSURANCE

Until the services covered by this Agreement are completed plus for a period of twelve (12) months after completion of services, Wallace shall maintain (a) workers compensation insurance in accordance with state law and (b) liability insurance covering the type and variety of services Wallace provides under this agreement.

APPLICABLE LAW

Unless otherwise specified, this agreement shall be governed by the laws of the state in which the project is located.



Reaves Park Phase 2 - 63097
10/17/25
Page 1

EXHIBIT A

Mr. Jason Olsen
Director of Parks and Recreation
225 N Webster Ave.
Norman, Oklahoma 73069

Attn: Mr. Jason Olsen

Re: **Landscape Architecture Services – AVO: 63097.001**
Reaves Park Phase 2 – Norman, Oklahoma

Dear Mr. Olsen:

At Halff we improve lives and communities by turning ideas into reality. We do that by working with great clients on meaningful projects. As such, we are pleased to submit the following Scope of Services for the Reaves Park Phase 2 for the City of Norman, Oklahoma. The scope includes an updated master plan for the central green space and surrounding areas, improved uses underway (restroom and splash pad), and additional proposed amenities. We will also include this master plan update in the overall park master plan, based on the master plan layout as shown on Exhibit E.

The proposed services to be performed are described in the Scope of Services (Exhibit B). Proposed services that are not included as part of the Scope of Service are listed in the Exclusions/Available Additional Services (Exhibit C); however, these services can be provided by Halff upon request.

Unless otherwise modified, please note that the Scope of Services described herein shall remain valid and continue in effect for a period of 90 calendar days, after which it will require renewal in writing by the Consultant and the Client.

We are excited about this project and feel that we can develop a plan that your city can enjoy for years to come. We appreciate the opportunity to be of service. Please feel free to contact us if you have any questions or comments concerning this matter.

Yours very truly,
Halff

A handwritten signature in black ink, appearing to read "Sally Horsey".

Sally Horsey, PLA, CLARB (Signing Authority)
Director,
Planning and Landscape Architecture
501.801.2672

EXHIBIT B

SCOPE OF SERVICE

PROJECT UNDERSTANDING

This proposal is to provide the deliverables and services described below. This proposal will issue the plans to the owner or architect for permitting and respond to permit comments from the municipality as needed. It is assumed that the client will provide cad files of the engineered site plan and relevant surveys. An additional services letter would be required if these items were not provided.

I. BASIC LANDSCAPE ARCHITECTURE SERVICES

1. Project Kickoff Meeting (1 Virtual meeting – 1 hour duration)
2. Halff attendance at 2 stakeholder level public meetings
3. Provide a Conceptual Master Plan depicting the overall layout of the phase 2 park area incorporating updated uses and amenities.
4. Graphically update the overall park masterplan with the new phase 2 park concept.
5. Character Imagery depicting design and material concepts.
6. Presentation Meeting (1 Virtual meeting – 1 hour duration)
7. Opinion of Construction Cost.

EXHIBIT C

ASSUMPTIONS AND EXCLUSIONS

ASSUMPTIONS

1. The PROJECT will follow ADA design requirements as applicable.
2. The CLIENT will provide available existing information and base-map data, including, but not limited to: Utility record drawings, and/or condition assessments for existing utilities located within the proximity or adjacent to the PROJECT area, Current property and easement information, Previous park master plan. (Attachment C)
3. The CLIENT will be responsible for distributing, coordinating, and facilitating all submittal milestones/packages to necessary stakeholders, including correspondence during the submittal review period(s) and providing CONSULTANT with organized reviews and/or comments and/or feedback from reviewing entities.
4. In addition to any base map data provided by the CLIENT (as described above), CONSULTANT will utilize publicly available and CLIENT-provided data (aerial ortho imagery, GIS contours, record drawings, etc.) to supplement PROJECT development outside the limits of survey. Supplemental information will be used in the assessment, review, and design of the proposed improvements.
5. Internal project meetings described herein will be held at the CONSULTANT's office or virtually unless on-site meeting is specified. CONSULTANT shall notify CLIENT and request additional compensation if additional meetings are necessary for ongoing coordination and/or the completion of the PROJECT.
6. CLIENT will provide all project criteria and program elements prior to commencing.

EXCLUSIONS

HALFF's Scope of Services does NOT include any services which are not expressly described above. It is the obligation of the CLIENT or Owner to comply with all local, state, and federal law, codes, and requirements. If required, excluded services can be provided by HALFF as Additional Services when so authorized in writing by the CLIENT. The Design Professional shall not be required to execute any documents subsequent to the signing of this Agreement that in any way might in the sole judgment of the Design Professional, increase the Design Professional's risk or the availability or cost of his or her professional or general liability insurance.

CLIENT'S RESPONSIBILITIES

1. Funding support services, including preparation of graphics and exhibits, are not included in this Scope of Services. This service may be provided but will be considered an Additional Service, billed hourly.
2. Payment of all impact, review, and permitting fees.
3. Provide HALFF with any information, agreements, and/or restrictions that may be in effect on the property and impact the design guidelines or criteria for the project.
4. Provide HALFF with access to the site for activities necessary for the performance of the services. HALFF will take precautions to minimize damage due to these activities but have not included in the fee the cost of restoration of any resulting damage.
5. If HALFF is providing surveying services under this agreement, the CLIENT shall provide HALFF with a current title commitment and all previous surveys and other related documents in CLIENT'S possession.



Reaves Park Phase 2 - 63097
10/17/25
Page 4

EXHIBIT D

LANDSCAPE ARCHITECTURE FEE

PROJECT TASKS	FEE
I. LANDSCAPE ARCHITECTURE SERVICES	
Conceptual Master Plan, Update Master Plan, Character Imagery, Project Kickoff Meeting, Public Meetings, Presentation Meeting Cost Estimate	\$ 18,763.00
Landscape Architectural Services Total	\$ 18,763.00

NOTES ON FEE SCHEDULE

- Fees depicted as "Hourly" or "Hourly Estimated" with a listed value indicate tasks with undeterminable scopes. The values indicated are budgetary estimates only and are subject to change. These tasks will be billed on a time and materials basis.
- Additional meetings beyond those described above will be invoiced at an hourly rate based upon the rate schedule described below.
- Items indicated as "If Necessary" or "If Requested" are phases that are omitted from the project total, however the value provided will apply based upon the CLIENT and/or agency requirements.
- "Phases" above represent line items that will be provided on the invoice. "Tasks" are provided for explanation purposes only. Billing by Task will be provided at our discretion, unless specifically requested by the CLIENT prior to the first invoice.
- Reimbursable expenses are separate from the total fee outlined above and will be charged at 1.1 times the direct cost.
- Lump Sum fees will be invoiced monthly based on the status of each task (percent complete).
- Hourly Services will also be invoiced monthly based on the table below:

Landscape Designer	\$105.00
Landscape Architect	\$169.00
Senior Landscape Architect	\$222.00
Director	\$289.00
Engineer	\$300.00

ADDITIONAL SERVICES

Services authorized by the CLIENT, other than those specifically listed in the Scope of Services, and which are agreed to be performed by HALFF by written addenda to this Agreement, shall be considered Additional Services. The CLIENT shall compensate HALFF at current hourly rates for the actual personnel involved in the tasks (Hourly Services).

HALFF ASSOCIATES, INC.

By: _____

Sally Horsey
Signature

Sally Horsey
Printed Name

PLA, Director
Title

10/17/2025
Date

CLIENT SIGNATURE

By: _____

Signature

Printed Name

Title

Date

**EXHIBIT D****LANDSCAPE ARCHITECTURE FEE**

PROJECT TASKS	FEE
I. LANDSCAPE ARCHITECTURE SERVICES	
Conceptual Master Plan, Update Master Plan, Character Imagery, Project Kickoff Meeting, Public Meetings, Presentation Meeting Cost Estimate	\$ 18,763.00
Landscape Architectural Services Total	\$ 18,763.00

NOTES ON FEE SCHEDULE

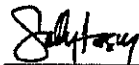
- Fees depicted as "Hourly" or "Hourly Estimated" with a listed value indicate tasks with undeterminable scopes. The values indicated are budgetary estimates only and are subject to change. These tasks will be billed on a time and materials basis.
- Additional meetings beyond those described above will be invoiced at an hourly rate based upon the rate schedule described below.
- Items indicated as "If Necessary" or "If Requested" are phases that are omitted from the project total, however the value provided will apply based upon the CLIENT and/or agency requirements.
- "Phases" above represent line items that will be provided on the invoice. "Tasks" are provided for explanation purposes only. Billing by Task will be provided at our discretion, unless specifically requested by the CLIENT prior to the first invoice.
- Reimbursable expenses are separate from the total fee outlined above and will be charged at 1.1 times the direct cost.
- Lump Sum fees will be invoiced monthly based on the status of each task (percent complete).
- Hourly Services will also be invoiced monthly based on the table below:

Landscape Designer	\$105.00
Landscape Architect	\$169.00
Senior Landscape Architect	\$222.00
Director	\$289.00
Engineer	\$300.00

ADDITIONAL SERVICES

Services authorized by the CLIENT, other than those specifically listed in the Scope of Services, and which are agreed to be performed by HALFF by written addenda to this Agreement, shall be considered Additional Services. The CLIENT shall compensate HALFF at current hourly rates for the actual personnel involved in the tasks (Hourly Services).

HALFF ASSOCIATES, INC.**CLIENT SIGNATURE**

By: 
Signature
Sally Horsey
Printed Name
PLA, Director
Title
10/17/2025
Date

By: _____
Signature

Printed Name

Title

Date



EXHIBIT C

ASSUMPTIONS AND EXCLUSIONS

ASSUMPTIONS

1. The PROJECT will follow ADA design requirements as applicable.
2. The CLIENT will provide available existing information and base-map data, including, but not limited to: Utility record drawings, and/or condition assessments for existing utilities located within the proximity or adjacent to the PROJECT area, Current property and easement information, Previous park master plan. (Attachment C)
3. The CLIENT will be responsible for distributing, coordinating, and facilitating all submittal milestones/packages to necessary stakeholders, including correspondence during the submittal review period(s) and providing CONSULTANT with organized reviews and/or comments and/or feedback from reviewing entities.
4. In addition to any base map data provided by the CLIENT (as described above), CONSULTANT will utilize publicly available and CLIENT-provided data (aerial ortho imagery, GIS contours, record drawings, etc.) to supplement PROJECT development outside the limits of survey. Supplemental information will be used in the assessment, review, and design of the proposed improvements.
5. Internal project meetings described herein will be held at the CONSULTANT's office or virtually unless on-site meeting is specified. CONSULTANT shall notify CLIENT and request additional compensation if additional meetings are necessary for ongoing coordination and/or the completion of the PROJECT.
6. CLIENT will provide all project criteria and program elements prior to commencing.

EXCLUSIONS

HALFF's Scope of Services does NOT include any services which are not expressly described above. It is the obligation of the CLIENT or Owner to comply with all local, state, and federal law, codes, and requirements. If required, excluded services can be provided by HALFF as Additional Services when so authorized in writing by the CLIENT. The Design Professional shall not be required to execute any documents subsequent to the signing of this Agreement that in any way might in the sole judgment of the Design Professional, increase the Design Professional's risk or the availability or cost of his or her professional or general liability insurance.

CLIENT'S RESPONSIBILITIES

1. Funding support services, including preparation of graphics and exhibits, are not included in this Scope of Services. This service may be provided but will be considered an Additional Service, billed hourly.
2. Payment of all impact, review, and permitting fees.
3. Provide HALFF with any information, agreements, and/or restrictions that may be in effect on the property and impact the design guidelines or criteria for the project.
4. Provide HALFF with access to the site for activities necessary for the performance of the services. HALFF will take precautions to minimize damage due to these activities but have not included in the fee the cost of restoration of any resulting damage.
5. If HALFF is providing surveying services under this agreement, the CLIENT shall provide HALFF with a current title commitment and all previous surveys and other related documents in CLIENT'S possession.



EXHIBIT B

SCOPE OF SERVICE

PROJECT UNDERSTANDING

This proposal is to provide the deliverables and services described below. This proposal will issue the plans to the owner or architect for permitting and respond to permit comments from the municipality as needed. It is assumed that the client will provide cad files of the engineered site plan and relevant surveys. An additional services letter would be required if these items were not provided.

I. BASIC LANDSCAPE ARCHITECTURE SERVICES

1. Project Kickoff Meeting (1 Virtual meeting – 1 hour duration)
2. Halff attendance at 2 stakeholder level public meetings
3. Provide a Conceptual Master Plan depicting the overall layout of the phase 2 park area incorporating updated uses and amenities.
4. Graphically update the overall park masterplan with the new phase 2 park concept.
5. Character Imagery depicting design and material concepts.
6. Presentation Meeting (1 Virtual meeting – 1 hour duration)
7. Opinion of Construction Cost.



Reaves Park Phase 2 - 63097
10/17/25
Page 1

EXHIBIT A

Mr. Jason Olsen
Director of Parks and Recreation
225 N Webster Ave.
Norman, Oklahoma 73069

Attn: Mr. Jason Olsen

Re: **Landscape Architecture Services – AVO: 63097.001**
Reaves Park Phase 2 – Norman, Oklahoma

Dear Mr. Olsen:

At Halff we improve lives and communities by turning ideas into reality. We do that by working with great clients on meaningful projects. As such, we are pleased to submit the following Scope of Services for the Reaves Park Phase 2 for the City of Norman, Oklahoma. The scope includes an updated master plan for the central green space and surrounding areas, improved uses underway (restroom and splash pad), and additional proposed amenities. We will also include this master plan update in the overall park master plan, based on the master plan layout as shown on Exhibit E.

The proposed services to be performed are described in the Scope of Services (Exhibit B). Proposed services that are not included as part of the Scope of Service are listed in the Exclusions/Available Additional Services (Exhibit C); however, these services can be provided by Halff upon request.

Unless otherwise modified, please note that the Scope of Services described herein shall remain valid and continue in effect for a period of 90 calendar days, after which it will require renewal in writing by the Consultant and the Client.

We are excited about this project and feel that we can develop a plan that your city can enjoy for years to come. We appreciate the opportunity to be of service. Please feel free to contact us if you have any questions or comments concerning this matter.

Yours very truly,
Halff

A handwritten signature in black ink, appearing to read "Sally Horsey".

Sally Horsey, PLA, CLARB (Signing Authority)
Director,
Planning and Landscape Architecture
501.801.2672



October 31, 2025

Attn: Mr. Jason Olsen
 Director of Parks and Recreation
 City of Norman, OK
 225 North Webster Avenue
 Norman, Oklahoma 73069

RE: Griffin Park Master Plan Planning Services

Dear Jason,

We appreciate the opportunity to submit this proposal for your consideration for the Sports and Recreation Master Planning Services for the expansion of Griffin Park in Norman, OK. Our professionals can provide these Master Planning Services of the high quality you would expect. We propose the following scope of services and fee schedule for your consideration.

PROJECT WORK PLAN

TASK 1: Preliminary Master Plan Phase

Working from the existing Master Plan for Griffin Park and all property and topographic information, we will prepare an updated master plan for the project site incorporating the following:

- A) Prepare a revised master plan illustrating the park area with existing facilities, modified park facilities and new amenities that will utilize the limits of the park. This design will include but is not limited to the following:
 - 1. Analyze Existing Facilities
 - 2. Analyze Existing North Parking Area
 - 3. Provide a conceptual design that includes but is not limited to the following:
 - a) Sports Complex Amenities
 - b) Possible Sports Courts
 - c) Playground
 - d) Splash Pad
 - e) Trails
 - f) Site Amenities
 - g) Trees and Landscape
 - h) Etc.
 - 4. Indoor Soccer Facility
- B) Analyze vehicular circulation on the north side of the site, with connections to different functions of the site, and provide additional parking expansion, if necessary.
- C) Analyze pedestrian circulation within and around the site to create a smooth flow between the different functions of the site, provide connection between the various park elements, and accommodate access for the physically limited.
- D) Analyze existing and potential utility extensions/locations, if needed.
- E) The design team will meet with the Park Board and City Council, as directed by the City of Norman. This will include up to three (3) meetings. These meetings will include one (1) meeting with Park Staff, one (1) meeting with the user groups for the site, and one (1) meeting with the Norman Forward organizing group. These meetings can be held anytime within the Master Planning process. Virtual meetings can be utilized at any time for all other necessary meetings.

TASK 2: Final Master Plan Phase

Following the City's review and input of the Preliminary Master Plan Phase, PDG will prepare the Final Master Plan incorporating into the plans any revisions requested by the client. The following outlines activities within this phase:

- A) Refine items in Preliminary Master Plan Phase, incorporating the City's input.
- B) Prepare a color rendering of the Master Plan (Plan View) for presentation
- C) Prepare an image board with specific elements for presentation
- D) Prepare detailed Conceptual Estimate for budgeting and phasing options.

Basic Compensation

To execute the scope of services described in phases 1 through 2 above, the work will be performed for lump sum fee of \$10,000.00 with the following breakdown:

Preliminary Master Plan Phase	50%
Final Master Plan Phase	50%

The billings will be charged to the remaining \$10,000 that remains in PDG's current contract for Griffin Park.

Billings for services are sent out monthly for work in progress or at the completion of the project or a specified phase of work. Terms of payment are "Net 30 Days" from the date of the invoice.

Warranties

We hereby warrant that all work performed hereunder will be performed in a timely, skillful, professional, and workmanlike manner. Each of our employees or contractors assigned to perform such work will have the proper skill, training, and background to perform and will perform the work in a competent and professional manner in all material respects. We further warrant that all work performed hereunder will be performed under the supervision of a licensed Landscape Architect and consistent with generally accepted industry standards and in accordance with this agreement.

Reimbursable Expenses

Reimbursable expenses are in addition to the Basic Compensation as set forth above in this proposal. Reimbursable expenses include actual expenditures made by Planning Design Group required by the project as follows:

- A) Prints, photocopies and reproductions (excluding copies for office use) and all expendable supplies requested by the owner.
- B) Travel expenses directly related to the project.
- C) Fees required for City filings.

Insurance Limits

Planning Design Group meets all state insurance requirements with current limits are as follows:

- A) Comprehensive Business Liability: \$1,000,000. Limit.
- B) Worker's Compensation: \$100,000/500,000/100,000 limit.
- C) Professional Liability: \$2,000,000 limit.

Additional Services

Any services requested which are not included in the basic scope of service in this proposal will be based on hourly rates or can be quoted as a lump sum upon request. All additional fees will be approved in advance by the owner.

Hourly Rates

Principal.....	\$165.00
Associate Principal	\$145.00
Project Manager	\$125.00
Project Designer	\$115.00
Design I/Production	\$105.00
Design II/Production	\$ 95.00

3-Dimensional Presentation Renderings (Not Included in Scope)

3-Dimensional Presentation renderings can be provided, following the completion of the final Master Plan. This would include:

- A) We will build all elements of the project in 3-dimensional format using Sketchup.
- B) Provide preliminary views of the suggested angles/shots before proceeding to the final renderings.
- C) Once the views are approved from item "A" above we will refine and prepare final renderings in Lumion. These final renderings will be populated with activity such as cars, people, and an active site. We will prepare daytime and nighttime views.
- D) This can be provided at a cost not to exceed \$7,500.

We look forward to the opportunity of working with you and the City of Norman on creating a quality project which all parties will be proud of.

Sincerely,



Geoffery Evans, PLA, ASLA
Principal

The above is an acceptable procedure and Planning Design Group is hereby authorized to proceed as outlined herein.

By _____ Date _____
Signature and Title

wallace
design
collective

October 23, 2025

Jason Olsen
Director of Parks and Recreation
City of Norman
225 North Webster Ave
Norman, Oklahoma 73069

RE: Ruby Grant Park Master Plan
Norman, Oklahoma
Wallace Project No. 2540384

Dear Jason:

At your request, we have assembled a proposed scope of services and fees for landscape architectural services on the project referenced above. The following exhibits are included below for your review:

Exhibit A:	Project Understanding
Exhibit B:	Scope of Services -- Landscape Architecture
Exhibit C:	Proposed Fees
Exhibit D:	Terms and Conditions

We appreciate the opportunity to provide this proposal and look forward to working with the City of Norman on this project. If you have any questions or need additional information, please do not hesitate to contact us.

Sincerely,

Jeremy Belitz, PLA
Director of Landscape Architecture

Alan Taylor, PE
Principal in Charge

cc: File

Please sign and return one copy of this page as acceptance of this Proposal and authorization to proceed. Upon Client's authorization to commence the Services, whether in writing or not, the Terms and Conditions below shall govern and control over any prior or ancillary documents or agreements. Payment obligations exist prior to and during the professional services contract negotiation process and survives even if a professional services contract is never negotiated or finalized.

Name: _____ Date: _____

wallace design collective, pc
structural, civil, landscape survey
123 north main street, 3rd floor
tulsa, oklahoma 74103
918.564.5858 800.364.5858
wallace@wallacedesign.com

EXHIBIT A: PROJECT UNDERSTANDING

Project Name: Ruby Grant Park Master Plan
Location: Norman, Oklahoma
Wallace Project No.: 2540384

Our proposed fees and scope of services are based on our understanding of the project as outlined below. This understanding is based on our discussions of the project.

GENERAL:

- **Description:** Wallace Design Collective will prepare a master plan report for Ruby Grant Park. The plan report will focus on improvements to the existing park facilities and expanded programs for outdoor activities. Areas of emphasis will be determined through stakeholder engagement meetings.

LANDSCAPE ARCHITECTURAL SCOPE:

- **Existing Conditions Plan:** Record documents and aerial imagery will be utilized to develop an existing conditions plan diagram. A site visit with representatives from the parks and recreation staff and design team will be organized to review existing park facilities.
- **Stakeholder Engagement:** Input meetings will be held with representatives from the parks and recreation staff, and user groups for specific park programs.
- **Master Plan Report:** The final report will include a site plan rendering of proposed improvements with keynote descriptions.
- **Cost Estimate and Phasing:** Cost estimates will be prepared for proposed improvements. The report will include a phasing diagram with associated costs for future implementation.
- **Approximate site size:** 153 acres

SURVEY:

- Existing record documents will be utilized for background files to prepare plan diagrams. Survey services are not provided in this scope of work. If surveying is determined to be needed for specific areas during the planning process fees can be provided as an additional service.

EXHIBIT B: SCOPE OF SERVICES – LANDSCAPE ARCHITECTURE

Project Name: Ruby Grant Park Master Plan
 Location: Norman, Oklahoma
 Wallace Project No.: 2540384

Our proposed landscape architectural services fees are based on the following scope of services. Should additional scope items be desired, please notify us to allow for modifications to our proposed fees.

EXISTING CONDITIONS:

- Kickoff meeting with design team and representatives from the parks and recreation staff
- Utilize record documents to prepare an existing site plan with topography, floodplains, drainage features, utilities, easements, property boundaries, vegetation, pavement, building and structures
- Site visit to inventory existing conditions of park facilities
- Initial list of proposed improvements and cost estimating as required

STAKEHOLDER ENGAGEMENT:

- Site plan diagram of existing park facilities for review and input
- Meeting(s) with user groups for specific park programs (maximum of 2)
- Meeting(s) with representatives from the parks and recreation staff (maximum of 2)
- Provide cost estimate information for proposed improvements

MASTER PLAN REPORT:

- Site plan rendering of proposed improvements with key note descriptions
- Provide cost estimate information for proposed improvements
- Meeting(s) with representatives from the parks and recreation staff (maximum of 1)

COST ESTIMATE AND PHASING:

- Provide cost estimate information for proposed improvements
- Phasing diagram for implementation based on stakeholder priorities and critical path of construction
- Presentation of master plan report at Board of Parks Commissioners Meeting if necessary

SERVICES NOT INCLUDED:

- Site topographic survey
- Review or make any environmental recommendations
- Drainage problems that cannot be solved by surface flow into existing storm system (i.e., the addition of surface drains between buildings or storm sewer extensions)
- Onsite detention or floodplain related issues
- Infrastructure Development Process (IDP) or Privately Funded Public Improvement (PFPI)
- Storm Water Pollution Prevention Plan
- USACE (Corps) coordination and permitting including endangered species presence/absence survey and wetland determination/delineation
- Redesign of city streets
- Alley, easement, and access changes, additions or modifications
- Traffic studies or improvements
- Platting, rezoning or variances
- Locating underground utility lines not indicated by their respective owners
- Utility line extensions to the site
- Review or make any environmental recommendations
- Construction documents
- Construction observations
- IBC-mandated Special Inspections as required by Chapter 17 of the International Building Code
- Geotechnical investigation
- Pavement section design
- Building demolition plans or coordination regarding asbestos and/or lead paint abatement
- Title and easement research

Jason Olsen

Exhibit B: Landscape Architectural Scope of Services – Ruby Grant Park Master Plan

October 23, 2025

Page B2

- FEMA information, if applicable
- Private utility locating service
- Fire flow tests
- Electrical circuitry or wiring design
- Pool mechanical or structural design
- Building roof garden waterproofing design
- Structural design of walls or outdoor structures
- Mechanical design of water features

REIMBURSABLE EXPENSES:

- Expenses such as travel and lodging, reproduction, plotting, express delivery and shipping are considered reimbursable expenses and will be billed at 1.0 times cost.

ADDITIONAL SERVICES:

- Services such as revisions, design for unforeseen conditions and items not included in the Scope of Services above will be considered additional services. Please refer to the Terms and Conditions for more information.
- To be provided if approved in advance on an hourly or flat fee basis, to be determined
- Review meetings in addition to those denoted above

EXHIBIT C: PROPOSED FEES

Project Name: Ruby Grant Park Master Plan
 Location: Norman, Oklahoma
 Wallace Project No.: 2540384

We propose to provide landscape architectural services on a fixed fee basis:

Existing Conditions Plan	\$ 2,250
Stakeholder Engagement	\$ 4,250
Master Plan Report	\$ 10,000
Cost Estimate and Phasing	\$ 4,000
TOTAL	\$ 20,500

Our current hourly rates are:

Principal	\$230	Technical Designer II	\$160
Associate	\$210	Technical Designer I	\$150
Professional Engineer II	\$175	BIM Technician III	\$145
Professional Engineer I	\$160	BIM Technician II	\$135
Intern Engineer	\$150	BIM Technician I	\$125
GIS Specialist	\$150	Engineering Coordinator	\$115
Director, Landscape Architecture	\$210	Landscape Architect II	\$160
Land Planner II	\$175	Landscape Architect I	\$130
Land Planner I	\$160	Intern Landscape Architect	\$110
Professional Land Surveyor II	\$175	Survey Technician II	\$155
Professional Land Surveyor I	\$160	Survey Technician I	\$120
Intern Land Surveyor	\$150	Instrument Person	\$100
Survey Party Chief	\$145		
Information Technologist	\$160	Administrative	\$110

REIMBURSABLE EXPENSES:

Expenses such as travel and lodging, reproduction, plotting, express delivery and shipping are considered reimbursable expenses and will be billed at 1.0 times cost.

Expenses such as subconsultant testing services, geotechnical engineering services or other specialty consulting services will be billed at 1.10 times cost.

ADDITIONAL SERVICES:

Services such as revisions, design for unforeseen conditions and items not included the Scope of Services presented above will be considered additional services. Please refer to the Terms and Conditions for more information.

EXHIBIT D: TERMS AND CONDITIONS

Project Name: Ruby Grant Park Master Plan
Location: Norman, Oklahoma
Wallace Project No.: 2540384

FEE

Wallace Design Collective, PC ("Wallace") shall perform the services outlined in this Agreement for the stated Fee Arrangement.

- Where the Fee Arrangement is to be Fixed Fee, the fees are for the Scope of Services listed in the Agreement.
- Where the Fee Arrangement is to be on an hourly basis, the rates shall be those that prevail at the time services are rendered.
- Where the Fee Arrangement is to be on an hourly basis and a maximum Total Fee is offered, the Total Fee, excluding Reimbursable Expenses, shall not exceed the stated maximum.
- Where the Fee Arrangement is to be on an hourly basis and an estimate of the Total Fee is offered, the Total Fee, excluding Reimbursable Expenses, shall not be exceeded by more than ten percent without written approval of the Client.
- Where the Fee Arrangement is to be a percentage of the construction cost of the project, progress payments for each phase listed in the Scope of Services listed in the Agreement shall be calculated by multiplying the phase's respective percentage of the Total Fee by the most recent budget for the Cost of the Work (Construction Cost). Compensation for completed work shall not be reduced based on subsequent updates to the Owner's budget for the Cost of the Work.

If the Scope of Services covered by this Agreement has not been completed within twelve (12) months of the Contract Date, through no fault of Wallace, fees for Services beyond that time shall be equitably adjusted, or they shall be determined on an hourly basis at Wallace's prevailing hourly rates.

REIMBURSABLE EXPENSES

Reimbursable Expenses are expenses incurred in connection with the project including, but not limited to, transportation, meals and lodging for travel, overnight deliveries, courier services, professional services, sales taxes, and the cost of reproductions beyond those normally required for coordination and information purposes.

ADDITIONAL SERVICES

Services such as major revisions, resolving unforeseen conditions and items not included in the Scope of Services listed in the Agreement shall be considered Additional Services. Fees for Additional Services shall be determined on an hourly basis at Wallace's prevailing rates unless otherwise agreed in writing by Client and Wallace. Additional Services must be requested in writing and will not proceed without written authorization.

BILLINGS / PAYMENT

Invoices submitted for services and reimbursable expenses shall be considered past due if not paid within 30 days after the invoice date, and Wallace may, without waiving any claim or right against Client, and without liability whatsoever to Wallace, terminate the performance of the service. Retainers shall be credited on the final invoice. A service charge will be charged at 1.5% (or the maximum interest rate allowed by law) per month on the unpaid balance. Upon acceptance of this Proposal and authorization to start work, Client agrees to submit payment pursuant to the terms of this Proposal. This payment obligation exists in the event that professional services contract negotiations commence after authorization to proceed, and survives even if a professional services contract is never negotiated or finalized.

Jason Olsen
Exhibit D: Terms and Conditions -- Ruby Grant Park Master Plan
October 23, 2025
Page D2

STANDARD OF CARE

The standard of care for all professional services performed or furnished by Wallace under this Agreement will be the care and skill ordinarily used by members of Wallace's profession practicing under similar circumstances at the same time and in the same locality. Wallace makes no warranty, express or implied, under this Agreement or otherwise, in connection with Wallace's services.

INDEMNIFICATION

Wallace shall indemnify and hold harmless Client and all of its personnel from and against third party claims, damages, losses, and expenses, including reasonable attorney fees recoverable under applicable law, ("Claims") to the extent caused by the negligent act, error, or omission of Wallace, anyone employed by Wallace, or anyone for whose acts Wallace may be liable in the performance of professional services. Wallace shall not indemnify, hold harmless, nor assume any liability for Client's own negligence or intentional wrongdoing. Wallace shall have no up-front duty to defend Client against Claims nor shall any duty to defend be inferred or interpreted in construction of this Agreement. Wallace will reimburse Client for its reasonable defense costs and expenses awarded to Client under applicable law for awards to a prevailing party in proportion to Wallace's adjudicated liability for negligent acts, errors, or omissions.

The Client shall indemnify and hold harmless Wallace and all of its personnel from and against third party Claims to the extent caused by the negligent act or omission and/or strict liability of Client, anyone employed by the Client, or anyone for whose acts the Client may be liable. Client shall not indemnify, hold harmless, nor assume any liability for Wallace's own negligence or intentional wrongdoing.

CONSEQUENTIAL DAMAGES

Neither party shall be liable to the other for loss of profits or revenue; loss of use or opportunity; loss of good will; cost of substitute facilities, goods, or services; cost of capital; or for any special, consequential, indirect, punitive or exemplary damages.

FORCE MAJEURE

In the event either party is unable to perform its obligations under the terms of this Agreement because of strikes, work stoppages, accidents, acts of war or terrorism, civil or military disturbances, nuclear or natural catastrophes or acts of God, and interruptions, loss or malfunctions of utilities, communications or computer (software and hardware) services, epidemics, pandemics or outbreak of communicable disease; quarantines; national or regional emergencies or other causes reasonably beyond its reasonable control, such party shall not be liable for damages to the other for any damages resulting from such failure to perform or otherwise from such causes.

TERMINATION OF SERVICES

This agreement may be terminated upon 10 days written notice by either party should the other fail to perform its obligations hereunder. In the event of termination, Client shall pay Wallace for all services and reimbursable expenses to the date of termination. Termination expenses are in addition to compensation for the services of the Agreement and include expenses directly attributable to termination for which Wallace is not otherwise compensated.

ACCESS TO SITE

Unless otherwise stated, Wallace will have access to the site for activities necessary for the performance of the services. Wallace will take precautions to minimize damage due to these activities but has not included in the fee the cost of restoration of any resulting damage.

HAZARDOUS MATERIALS

Wallace shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials or toxic materials in any form at the Project site.

Jason Olsen
Exhibit D: Terms and Conditions -- Ruby Grant Park Master Plan
October 23, 2025
Page D3

OWNERSHIP OF DOCUMENTS

All documents, technical reports, letters, photos, calculations, designs, plans, specifications, reports, or similar documents of any kind furnished by Wallace are "Instruments of Services." Ownership of all Instruments of Services shall remain with Wallace.

MEANS AND METHODS

Wallace shall not be responsible for the construction means, methods, techniques, sequencing or procedures or for safety precautions and programs in connection with the Work, nor shall Wallace be responsible for the Construction Contractor's failure to carry out the work in accordance with the Drawings and Specifications.

MAINTENANCE OF INSURANCE

Until the services covered by this Agreement are completed plus for a period of twelve (12) months after completion of services, Wallace shall maintain (a) workers compensation insurance in accordance with state law and (b) liability insurance covering the type and variety of services Wallace provides under this agreement.

APPLICABLE LAW

Unless otherwise specified, this agreement shall be governed by the laws of the state in which the project is located.

wallace
design
collective

October 23, 2025

Jason Olsen
Director of Parks and Recreation
City of Norman
225 North Webster Ave
Norman, Oklahoma 73069RE: Multi-Sports Park Master Plan
Norman, Oklahoma
Wallace Project No. 2540386

Dear Jason:

At your request, we have assembled a proposed scope of services and fees for landscape architectural services on the project referenced above. The following exhibits are included below for your review:

Exhibit A:	Project Understanding
Exhibit B:	Scope of Services – Landscape Architecture
Exhibit C:	Proposed Fees
Exhibit D:	Terms and Conditions

We appreciate the opportunity to provide this proposal and look forward to working with the City of Norman on this project. If you have any questions or need additional information, please do not hesitate to contact us.

Sincerely,

Jeremy Belitz, PLA
Director of Landscape ArchitectureAlan Taylor, PE
Principal in Charge

cc: File

Please sign and return one copy of this page as acceptance of this Proposal and authorization to proceed. Upon Client's authorization to commence the Services, whether in writing or not, the Terms and Conditions below shall govern and control over any prior or ancillary documents or agreements. Payment obligations exist prior to and during the professional services contract negotiation process and survives even if a professional services contract is never negotiated or finalized.

Name: _____ Date: _____

wallace design collective, pc
structural civil landscape survey
123 north martin luther king jr boulevard
tulsa oklahoma 74103
918.534.5858 800.364.5858
wallace design

EXHIBIT A: PROJECT UNDERSTANDING

Project Name: Multi-Sports Park Master Plan
Location: Norman, Oklahoma
Wallace Project No.: 2540386

Our proposed fees and scope of services are based on our understanding of the project as outlined below. This understanding is based on our discussions of the project.

GENERAL:

- **Description:** Wallace Design Collective will prepare a master plan report for a new Multi-Sports Park. The plan report will focus on proposed improvements and programs for outdoor activities. Areas of emphasis will be determined through stakeholder engagement meetings.

LANDSCAPE ARCHITECTURAL SCOPE:

- **Existing Conditions Plan:** GIS data and aerial imagery will be utilized to develop an existing conditions plan diagram. A site visit with representatives from the parks and recreation staff and design team will be organized to review existing park facilities.
- **Stakeholder Engagement:** Input meetings will be held with representatives from the parks and recreation staff, and user groups for specific park programs
- **Master Plan Report:** The final report will include a site plan rendering of proposed improvements with keynote descriptions.
- **Cost Estimate and Phasing:** Cost estimates will be prepared for proposed improvements. The report will include a phasing diagram with associated costs for future implementation.
- **Approximate site size:** 40 acres

SURVEY:

- Existing record documents will be utilized for background files to prepare plan diagrams. Survey services are not provided in this scope of work. If surveying is determined to be needed for specific areas during the planning process fees can be provided as an additional service.

EXHIBIT B: SCOPE OF SERVICES – LANDSCAPE ARCHITECTURE

Project Name: Multi-Sports Park Master Plan
 Location: Norman, Oklahoma
 Wallace Project No.: 2540386

Our proposed landscape architectural services fees are based on the following scope of services. Should additional scope items be desired, please notify us to allow for modifications to our proposed fees.

EXISTING CONDITIONS:

- Kickoff meeting with design team and representatives from the parks and recreation staff
- Utilize GIS data to prepare an existing site plan with topography, floodplains, drainage features, utilities, easements, property boundaries, vegetation, pavement, building and structures
- Site visit to inventory existing conditions of park facilities
- Initial list of proposed improvements and cost estimating as required

STAKEHOLDER ENGAGEMENT:

- Site plan diagram of existing park facilities for review and input
- Meeting(s) with user groups for specific park programs (maximum of 2)
- Meeting(s) with representatives from the parks and recreation staff (maximum of 2)
- Provide cost estimate information for proposed improvements

MASTER PLAN REPORT:

- Site plan rendering of proposed improvements with key note descriptions
- Provide cost estimate information for proposed improvements
- Meeting(s) with representatives from the parks and recreation staff (maximum of 1)

COST ESTIMATE AND PHASING:

- Provide cost estimate information for proposed improvements
- Phasing diagram for implementation based on stakeholder priorities and critical path of construction
- Presentation of master plan report at Board of Parks Commissioners Meeting if necessary

SERVICES NOT INCLUDED:

- Site topographic survey
- Review or make any environmental recommendations
- Drainage problems that cannot be solved by surface flow into existing storm system (i.e., the addition of surface drains between buildings or storm sewer extensions)
- Onsite detention or floodplain related issues
- Infrastructure Development Process (IDP) or Privately Funded Public Improvement (PFPI)
- Storm Water Pollution Prevention Plan
- USACE (Corps) coordination and permitting including endangered species presence/absence survey and wetland determination/delineation
- Redesign of city streets
- Alley, easement, and access changes, additions or modifications
- Traffic studies or improvements
- Platting, rezoning or variances
- Locating underground utility lines not indicated by their respective owners
- Utility line extensions to the site
- Review or make any environmental recommendations
- Construction documents
- Construction observations
- IBC-mandated Special Inspections as required by Chapter 17 of the International Building Code
- Geotechnical investigation
- Pavement section design
- Building demolition plans or coordination regarding asbestos and/or lead paint abatement
- Title and easement research

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Exhibit B: Landscape Architectural Scope of Services – Multi-Sports Park Master Plan

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- FEMA information, if applicable
- Private utility locating service
- Fire flow tests
- Electrical circuitry or wiring design
- Pool mechanical or structural design
- Building roof garden waterproofing design
- Structural design of walls or outdoor structures
- Mechanical design of water features

REIMBURSABLE EXPENSES:

- Expenses such as travel and lodging, reproduction, plotting, express delivery and shipping are considered reimbursable expenses and will be billed at 1.0 times cost.

ADDITIONAL SERVICES:

- Services such as revisions, design for unforeseen conditions and items not included in the Scope of Services above will be considered additional services. Please refer to the Terms and Conditions for more information.
- To be provided if approved in advance on an hourly or flat fee basis, to be determined
- Review meetings in addition to those denoted above

EXHIBIT C: PROPOSED FEES

Project Name: Multi-Sports Park Master Plan
 Location: Norman, Oklahoma
 Wallace Project No.: 2540386

We propose to provide landscape architectural services on a fixed fee basis:

Existing Conditions Plan	\$ 4,000
Stakeholder Engagement	\$ 4,750
Master Plan Report	\$ 10,000
Cost Estimate and Phasing	\$ 4,000
TOTAL	\$ 22,750

Our current hourly rates are:

Principal	\$230	Technical Designer II	\$160
Associate	\$210	Technical Designer I	\$150
Professional Engineer II	\$175	BIM Technician III	\$145
Professional Engineer I	\$160	BIM Technician II	\$135
Intern Engineer	\$150	BIM Technician I	\$125
GIS Specialist	\$150	Engineering Coordinator	\$115
Director, Landscape Architecture	\$210	Landscape Architect II	\$160
Land Planner II	\$175	Landscape Architect I	\$130
Land Planner I	\$160	Intern Landscape Architect	\$110
Professional Land Surveyor II	\$175	Survey Technician II	\$155
Professional Land Surveyor I	\$160	Survey Technician I	\$120
Intern Land Surveyor	\$150	Instrument Person	\$100
Survey Party Chief	\$145		
Information Technologist	\$160	Administrative	\$110

REIMBURSABLE EXPENSES:

Expenses such as travel and lodging, reproduction, plotting, express delivery and shipping are considered reimbursable expenses and will be billed at 1.0 times cost.

Expenses such as subconsultant testing services, geotechnical engineering services or other specialty consulting services will be billed at 1.10 times cost.

ADDITIONAL SERVICES:

Services such as revisions, design for unforeseen conditions and items not included the Scope of Services presented above will be considered additional services. Please refer to the Terms and Conditions for more information.

EXHIBIT D: TERMS AND CONDITIONS

Project Name: Multi-Sports Park Master Plan
Location: Norman, Oklahoma
Wallace Project No.: 2540386

FEE

Wallace Design Collective, PC ("Wallace") shall perform the services outlined in this Agreement for the stated Fee Arrangement.

- Where the Fee Arrangement is to be Fixed Fee, the fees are for the Scope of Services listed in the Agreement.
- Where the Fee Arrangement is to be on an hourly basis, the rates shall be those that prevail at the time services are rendered.
- Where the Fee Arrangement is to be on an hourly basis and a maximum Total Fee is offered, the Total Fee, excluding Reimbursable Expenses, shall not exceed the stated maximum.
- Where the Fee Arrangement is to be on an hourly basis and an estimate of the Total Fee is offered, the Total Fee, excluding Reimbursable Expenses, shall not be exceeded by more than ten percent without written approval of the Client.
- Where the Fee Arrangement is to be a percentage of the construction cost of the project, progress payments for each phase listed in the Scope of Services listed in the Agreement shall be calculated by multiplying the phase's respective percentage of the Total Fee by the most recent budget for the Cost of the Work (Construction Cost). Compensation for completed work shall not be reduced based on subsequent updates to the Owner's budget for the Cost of the Work.

If the Scope of Services covered by this Agreement has not been completed within twelve (12) months of the Contract Date, through no fault of Wallace, fees for Services beyond that time shall be equitably adjusted, or they shall be determined on an hourly basis at Wallace's prevailing hourly rates.

REIMBURSABLE EXPENSES

Reimbursable Expenses are expenses incurred in connection with the project including, but not limited to, transportation, meals and lodging for travel, overnight deliveries, courier services, professional services, sales taxes, and the cost of reproductions beyond those normally required for coordination and information purposes.

ADDITIONAL SERVICES

Services such as major revisions, resolving unforeseen conditions and items not included in the Scope of Services listed in the Agreement shall be considered Additional Services. Fees for Additional Services shall be determined on an hourly basis at Wallace's prevailing rates unless otherwise agreed in writing by Client and Wallace. Additional Services must be requested in writing and will not proceed without written authorization.

BILLINGS / PAYMENT

Invoices submitted for services and reimbursable expenses shall be considered past due if not paid within 30 days after the invoice date, and Wallace may, without waiving any claim or right against Client, and without liability whatsoever to Wallace, terminate the performance of the service. Retainers shall be credited on the final invoice. A service charge will be charged at 1.5% (or the maximum interest rate allowed by law) per month on the unpaid balance. Upon acceptance of this Proposal and authorization to start work, Client agrees to submit payment pursuant to the terms of this Proposal. This payment obligation exists in the event that professional services contract negotiations commence after authorization to proceed, and survives even if a professional services contract is never negotiated or finalized.

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Exhibit D: Terms and Conditions -- Multi-Sports Park Master Plan
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STANDARD OF CARE

The standard of care for all professional services performed or furnished by Wallace under this Agreement will be the care and skill ordinarily used by members of Wallace's profession practicing under similar circumstances at the same time and in the same locality. Wallace makes no warranty, express or implied, under this Agreement or otherwise, in connection with Wallace's services.

INDEMNIFICATION

Wallace shall indemnify and hold harmless Client and all of its personnel from and against third party claims, damages, losses, and expenses, including reasonable attorney fees recoverable under applicable law, ("Claims") to the extent caused by the negligent act, error, or omission of Wallace, anyone employed by Wallace, or anyone for whose acts Wallace may be liable in the performance of professional services. Wallace shall not indemnify, hold harmless, nor assume any liability for Client's own negligence or intentional wrongdoing. Wallace shall have no up-front duty to defend Client against Claims nor shall any duty to defend be inferred or interpreted in construction of this Agreement. Wallace will reimburse Client for its reasonable defense costs and expenses awarded to Client under applicable law for awards to a prevailing party in proportion to Wallace's adjudicated liability for negligent acts, errors, or omissions.

The Client shall indemnify and hold harmless Wallace and all of its personnel from and against third party Claims to the extent caused by the negligent act or omission and/or strict liability of Client, anyone employed by the Client, or anyone for whose acts the Client may be liable. Client shall not indemnify, hold harmless, nor assume any liability for Wallace's own negligence or intentional wrongdoing.

CONSEQUENTIAL DAMAGES

Neither party shall be liable to the other for loss of profits or revenue; loss of use or opportunity; loss of good will; cost of substitute facilities, goods, or services; cost of capital; or for any special, consequential, indirect, punitive or exemplary damages.

FORCE MAJEURE

In the event either party is unable to perform its obligations under the terms of this Agreement because of strikes, work stoppages, accidents, acts of war or terrorism, civil or military disturbances, nuclear or natural catastrophes or acts of God, and interruptions, loss or malfunctions of utilities, communications or computer (software and hardware) services, epidemics, pandemics or outbreak of communicable disease; quarantines; national or regional emergencies or other causes reasonably beyond its reasonable control, such party shall not be liable for damages to the other for any damages resulting from such failure to perform or otherwise from such causes.

TERMINATION OF SERVICES

This agreement may be terminated upon 10 days written notice by either party should the other fail to perform its obligations hereunder. In the event of termination, Client shall pay Wallace for all services and reimbursable expenses to the date of termination. Termination expenses are in addition to compensation for the services of the Agreement and include expenses directly attributable to termination for which Wallace is not otherwise compensated.

ACCESS TO SITE

Unless otherwise stated, Wallace will have access to the site for activities necessary for the performance of the services. Wallace will take precautions to minimize damage due to these activities but has not included in the fee the cost of restoration of any resulting damage.

HAZARDOUS MATERIALS

Wallace shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials or toxic materials in any form at the Project site.

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OWNERSHIP OF DOCUMENTS

All documents, technical reports, letters, photos, calculations, designs, plans, specifications, reports, or similar documents of any kind furnished by Wallace are "Instruments of Services." Ownership of all Instruments of Services shall remain with Wallace.

MEANS AND METHODS

Wallace shall not be responsible for the construction means, methods, techniques, sequencing or procedures or for safety precautions and programs in connection with the Work, nor shall Wallace be responsible for the Construction Contractor's failure to carry out the work in accordance with the Drawings and Specifications.

MAINTENANCE OF INSURANCE

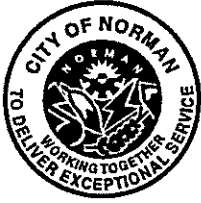
Until the services covered by this Agreement are completed plus for a period of twelve (12) months after completion of services, Wallace shall maintain (a) workers compensation insurance in accordance with state law and (b) liability insurance covering the type and variety of services Wallace provides under this agreement.

APPLICABLE LAW

Unless otherwise specified, this agreement shall be governed by the laws of the state in which the project is located.

File Attachments for Item:

36. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2526-96: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, TRANSFERRING \$6,188 FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND AND APPROPRIATING THESE FUNDS TO THE NEET EASEMENT VEGETATION REPLACEMENT PROJECT, FOR THE PLANTING OF TREES IN VARIOUS PARKS.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 01/13/2026

REQUESTER: Jason Olsen, Director of Parks & Recreation

PRESENTER: Jason Olsen, Director of Parks & Recreation

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2526-96: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, TRANSFERRING \$6,188 FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND AND APPROPRIATING THESE FUNDS TO THE NEET EASEMENT VEGETATION REPLACEMENT PROJECT, FOR THE PLANTING OF TREES IN VARIOUS PARKS.

BACKGROUND:

In February 2023, the City Council approved the establishment of a Capital Project account, which would cover the costs associated with planting trees in various parks, utilizing funds received from a Revocable License and Utility/ROW Crossings Agreement with NextEra Energy Transmission Southwest, LLC (NEET). The original negotiated payment received from NEET was \$125,000, which was considered a fair payment for the damage to and removal of trees and vegetation associated with their project. Those funds were allocated to the General Fund, Parks Department Administration Division, Minor Equipment and Tools Account (10770370-43699), and then transferred into the Capital Fund, NEET Easement Vegetation Replacement Project, Construction account (50798813-46101; Project PR0174) to be used for the planting of trees in various parks.

Since that time, the City Forester has initiated a project to plant trees in Griffin Park and other neighborhood parks, which includes the installation of trees and irrigation at each location. This project will continue for years to come and will make a noticeable difference in the number of trees we are able to plant each year, compared to the time before this capital project was implemented. Similar negotiated payments from other projects where healthy trees are requested to be removed as part of an easement or ROW agreement could also be used for this project.

DISCUSSION:

On April 16, 2025, City Council approved a grant of easement to Wildwood Community Church, Inc. (Wildwood) across the Hall Park greenbelt property/park land adjacent to the church, to allow construction of a pedestrian bridge to connect a new south parking lot on land owned by the church with the main church parking lot and building lot (Easement Number E-2425-18).

That Easement Agreement, among other items, addressed the removal of vegetation by Wildwood in the course of the bridge construction and a means of compensating the city for any removal of otherwise healthy trees. City Forestry staff conducted an audit of the trees to be removed (by type, location, and number) in July 2025 and estimated the replacement cost.

Through negotiations, the City and Wildwood agreed that Wildwood would pay \$6,188 in damages for the vegetation, and that amount was remitted to the City. Since the total amount was solely related to the value of the trees removed, the negotiated fee was to be placed in an account for the Director of Parks and Recreation to plant trees elsewhere within the City, following the example of similar tree work done with the NEET project in 2023. Wildwood remitted payment to the City of Norman via check payment in July 2025, and those funds are currently in the General Fund Reimbursements-Refunds Account (109-364251).

RECOMMENDATION:

City Staff recommends approval of Resolution Number R-2526-96 authorizing the transfer of \$6,188 received for tree removal and vegetation damage remediation from the General Fund (10930194-48050) to the Capital Fund (509-372910), and appropriating said funds to the NEET Easement Vegetation Replacement Project, Construction account (50798813-46101; Project PR0174), for the planting of trees in various parks to be accomplished by outside contractors.

Resolution

R-2526-96

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, TRANSFERRING \$6,188 FROM THE PARKS ADMIN MINOR EQUIPMENT AND TOOLS ACCOUNT TO THE NEET EASEMENT VEGETATION REPLACEMENT PROJECT TO BE USED FOR THE PLANTING OF TREES IN VARIOUS PARKS.

- § 1. WHEREAS, in April, 2023, the City Council approved a Right of Way (ROW) Agreement, Contract K-2324-110, which established an agreement as to NEET's construction other activities within the City's identified rights-of-way; and
- § 2. WHEREAS, in April 2025, the City Council approved a grant of easement, Number 2425-18 to Wildwood Community Church, Inc., across the Hall Park Greenbelt Park Land for construction of a walk bridge across the greenbelt to connect a new parking lot to the main building lot; and
- § 3. WHEREAS, the ROW Agreement from 2023 established a Vegetation Replacement Capital Project for tree planting in various parks in Norman, utilizing the funds received by the city as compensation for trees removed as part of work being done in a City-owned ROW, with the intention of adding additional funds to that project as other vegetation was removed as part of any future projects on City property, ROW's and Easements; and
- § 4. WHEREAS, through an audit by the City Forester of the removed vegetation in the Wildwood easement for their bridge construction, and through negotiation, Wildwood agreed to pay \$6,188 as damages to this vegetation, and the funds are to be placed in an account for the Director of Parks and Recreation to use to plant trees elsewhere within the City.

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

- § 5. THAT That the following transfer of funds be approved for the reasons as stated above.

<u>Losing Account</u>	<u>Gaining Account</u>	<u>Amount</u>
General Fund Reimbursements-Refunds Account (109-364251)	NEET Easement Vegetation Replacement Project PR0174, Account 50798813-46101	\$6,188

PASSED AND APPROVED this 13th day of January, 2026.

Mayor, Stephen T. Holman

ATTEST:

City Clerk

