



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 10/10/2023

REQUESTER: Police Department

PRESENTER: Brent Barbour, Major

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONMENT OF AMENDMENT NO. ONE TO CONTRACT K-1819-88: A MEMORANDUM OF UNDERSTANDING BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE DISTRICT ATTORNEY'S OFFICE, DISTRICT 21 (CLEVELAND COUNTY) ALLOWING THE NORMAN POLICE DEPARTMENT TO USE TWO (2) ADDITIONAL VEHICLES PURCHASED BY THE DISTRICT ATTORNEY'S OFFICE, DISTRICT 21.

BACKGROUND:

The mission of the Norman Police Department (NPD) is to maintain and enhance the quality of life in the City of Norman by protecting life, liberty, property, and keeping the peace. The pursuit of this mission requires specific capabilities to be acquired and maintained to deliver the expected police services. The aspects of the services should include continued collaboration with community organizations and community members to help better the overall quality of life for Norman citizens. The services also require officers to possess equipment capable of enforcing laws and carrying out the vision and mission statement of the agency.

Pursuant to Contract K-1819-88, District 21 provided the NPD with two 2019 Chevrolet Tahoe's purchased by the Cleveland County District Attorney's Office, District 21 Task Force. The contract was executed through a Memorandum of Understanding (MOU) between the City of Norman and the District Attorney's Office, District 21. The vehicles were then loaned to the NPD for police use. In accordance with the contract, the City has been responsible for all maintenance and repairs to the two vehicles.

DISCUSSION:

District 21 has purchased and fully equipped two 2023 Chevrolet Tahoe's they intend to loan to the Norman Police Department for continued general-purpose police activities. The City will continue to provide regular service and repair to the loaned vehicles during the duration of possession. Ownership of the vehicles remains with the District Attorney's Office, District 21. This arrangement saves the City of Norman funds necessary for the purchase of two new vehicles.

The original two 2019 Chevrolet Tahoe's currently loaned to the City of Norman under K-1819-88 will remain in the possession of the Police Department for continued use when the two new 2023 units are unavailable for service or repair. This updated MOU provides for continued routine maintenance on these two vehicles as required. Internally, as part of this agreement, the City of Norman Fleet Department (Fleet) will agree to provide shop space and labor for the ongoing necessary routine general maintenance (oil, tires, fluids) of the vehicles. Costs for this work related to materials will be invoiced to the NPD for direct payment. Any significant or non-routine repairs and/or damage will be evaluated by Fleet but require mutual authorization from the NPD CID Commander and Fleet supervisors prior to any repairs being initiated. Fuel use for these two units will also be billed to NPD directly. Due to the low frequency of such work, no additional budget allocations are necessary.

RECOMMENDATION:

Staff recommends approval of Amendment No. 1 to Contract K-1819- 88 a Memorandum of Understanding with the District Attorney's Office, District 21 to allow the use of the additional two loaned vehicles by the Norman Police Department.