

CITY COUNCIL CONFERENCE

**MUNICIPAL BUILDING CONFERENCE ROOM
201 WEST GRAY, NORMAN, OK**

NOVEMBER 8, 2016

5:30 P.M.

1. CHANGE ORDER NO. ONE TO CONTRACT K-1516-86 WITH JORDAN CONTRACTORS, INC., INCREASING THE CONTRACT AMOUNT BY \$92,290 FOR A REVISED CONTRACT AMOUNT OF \$1,818,040 AND EXTENDING THE CONTRACT BY 20 CALENDAR DAYS FOR THE WOODCREST INTERCEPTOR PROJECT.
2. DISCUSSION REGARDING COMMERCIAL LOADING ZONES IN THE CAMPUS CORNER AREA.

ITEM 1

Woodcrest Interceptor



City of Norman, OK

Municipal Building
Council Chambers
201 West Gray
Norman, OK 73069

Master

File Number: K-1516-86 CO1

File ID: K-1516-86 CO1 **Type:** Contract **Status:** Consent Item

Version: 1 **Reference:** Item 21 **In Control:** City Council

Department: Utilities Department **Cost:** \$92,290.00 **File Created:** 10/20/2016

File Name: Change Order No. 1-Woodcrest Interceptor **Final Action:**

Title: CHANGE ORDER NO. ONE TO CONTRACT K-1516-86: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND JORDAN CONTRACTORS, INC. INCREASING THE CONTRACT AMOUNT BY \$92,290 FOR A REVISED CONTRACT AMOUNT OF \$1,818,040 AND EXTENDING THE CONTRACT BY 20 CALENDAR DAYS FOR THE WOODCREST INTERCEPTOR PROJECT.

Notes: ACTION NEEDED: Acting as the Norman Utilities Authority, motion to approve or reject Change Order No. One to Contract K-1516-86 with Jordan Contractors, Inc., increasing the contract amount by \$92,290 for a revised contract amount of \$1,818,048 and extending the contract by 20 calendar days; and if approved, authorize the execution thereof.

ACTION TAKEN: _____

Agenda Date: 11/08/2016

Agenda Number: 21

Attachments: Text File Jordan, Location map, Change Order One to K-1516-86

Project Manager: Charlie Thomas, Capital Projects Engineer

Entered by: charlie.thomas@normanok.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

Text of Legislative File K-1516-86 CO1

Body

BACKGROUND: The Woodcrest Interceptor improvements were recommended by the Wastewater Master Plan (WWMP), adopted by the Norman Utilities Authority (NUA) in November 2001. The WWMP proposed the enlargement of interceptors to meet obligated and future capacity demands.

The Woodcrest Interceptor Project will replace and upsize the existing interceptor. It is located in north central Norman and runs from near Lift Station D south across Tecumseh Road, then SW to near Porter Avenue and Rock Creek Road (map attached). It consists of approximately 9,350 linear feet (LF) of new 24-inch and 15-inch sanitary sewer line.

On March 8, 2016, the Norman Utilities Authority (NUA) approved Contract K-1516-86 with Jordan Contractors, Inc. of Tecumseh in the amount of \$1,725,750 to perform the work. Construction began April 4, 2016, and is on schedule and within budget.

DESCRIPTION: As with any project of this scope, field adjustments and modifications are necessary. Several contract modifications, detailed below, are required in proposed Change Order No. 1 (CO1).

To facilitate protection of numerous trees, and sustain the nature of the neighborhood, about eight (8) manholes should be rehabilitated in place, rather than removed and replaced. Jordan proposes, and staff recommends approval of \$3,214 per manhole rehabilitation, for a total of \$25,712 additional. Removal of existing manholes at \$500 each, and furnishing of new replacement manholes at \$3,000 each, work anticipated by the original project as bid will not be required, for a potential savings of up to \$28,000. Therefore, the financial impact of this proposed change order will be partially mitigated. The latter adjustments will be made by reconciliation of as-bid quantities to as-built quantities on the final project change order at project acceptance.

The project design and original bid did not anticipate individual service connections, since the sewer is an interceptor line and taps onto an interceptor are rare. However, we identified five (5) single and two (2) double taps which are required to be reinstalled along the new sixteen-inch (16") High-Density Polyethylene (HDPE) pipe. Jordan proposes, and staff recommends approval of varying prices, as shown in the attached proposed CO1. The total added cost for services taps is \$10,760.

During construction staff discovered that the existing interceptor is installed inside steel casing across Porter Avenue. Staff requested Jordan to provide personnel and equipment to excavate the area and assist in determination of the location, size and material of the existing casing. The investigation determined that 18" diameter, concrete embedded, steel casing underlay portions of the paved surface of Porter Avenue. For assistance with the investigation, Jordan proposes, and staff recommends approval of \$4,570.

The steel casing across Porter Avenue requires the proposed, upsized interceptor to be relocated by directional drilling. Jordan proposes, and staff recommends approval of \$272/LF X 164 LF = \$44,608 for the work. Again, several bid items, anticipated by the original project bid, will not be used, for a potential savings of about \$27,320, thus partially mitigating the financial impact of CO1. As explained above, adjustments will be made by reconciliation at project acceptance.

The directional drilling requires relocation of an existing manhole. In turn, relocation of the manhole requires an extension of an existing eight-inch (8") residential sewer to the new manhole location. The bid prices did not anticipate 8" sewer, so Jordan proposes, and staff recommends approval of \$80/LF X 62 LF = \$4,960 for the line extension.

Finally, due to extreme, unanticipated ground water conditions, the engineer and staff requested that Jordan furnish and install large surge rock, 3" to 4" in size, to stabilize the excavated trench. Jordan also provided both dewatering equipment and extra shoring before laying the new sewer line on grade. Jordan proposes, and staff recommends approval of \$48/Ton X 35 tons = \$1,680 for the rock.

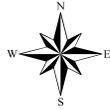
Staff has independently verified and/or vetted all proposed CO1 prices via vendors or others. The negotiated prices are fair, reasonable and appropriate for the work requested. The cost increase for this work is about 5% of the contract amount, well within the 10% change order cap under the Oklahoma Competitive Bidding Act. Staff recommends approval for the additional work.

The proposed, cumulative time increase of twenty (20) days for CO1 includes both extra time for the directional drilling, and a few days of delay awaiting City decisions and direction. In summary, proposed CO1 will increase the contract amount by \$92,290 from \$1,725,750 to \$1,818,040, and extend the contract completion date by 20 calendar days from April 29, 2017 to May 19, 2017. Approximately \$172,574 is available in the Wastewater Excise Tax Fund, Woodcrest Interceptor Project, Construction (account 322-9048-432.61-01; project WW0120), which is sufficient to fund the change order.

RECOMMENDATION: Recommend the NUA approve Change Order No. 1 with Jordan Contractors, Inc. increasing the contract amount by \$92,290 to \$1,818,040 and extending the contract time by 20 days for the Woodcrest Interceptor Project.

Proposed Woodcrest Sewer Interceptor Alignment

-  Proposed Manholes
-  Proposed Alignment
-  Parcels
-  100yr. Floodplain
-  Floodway

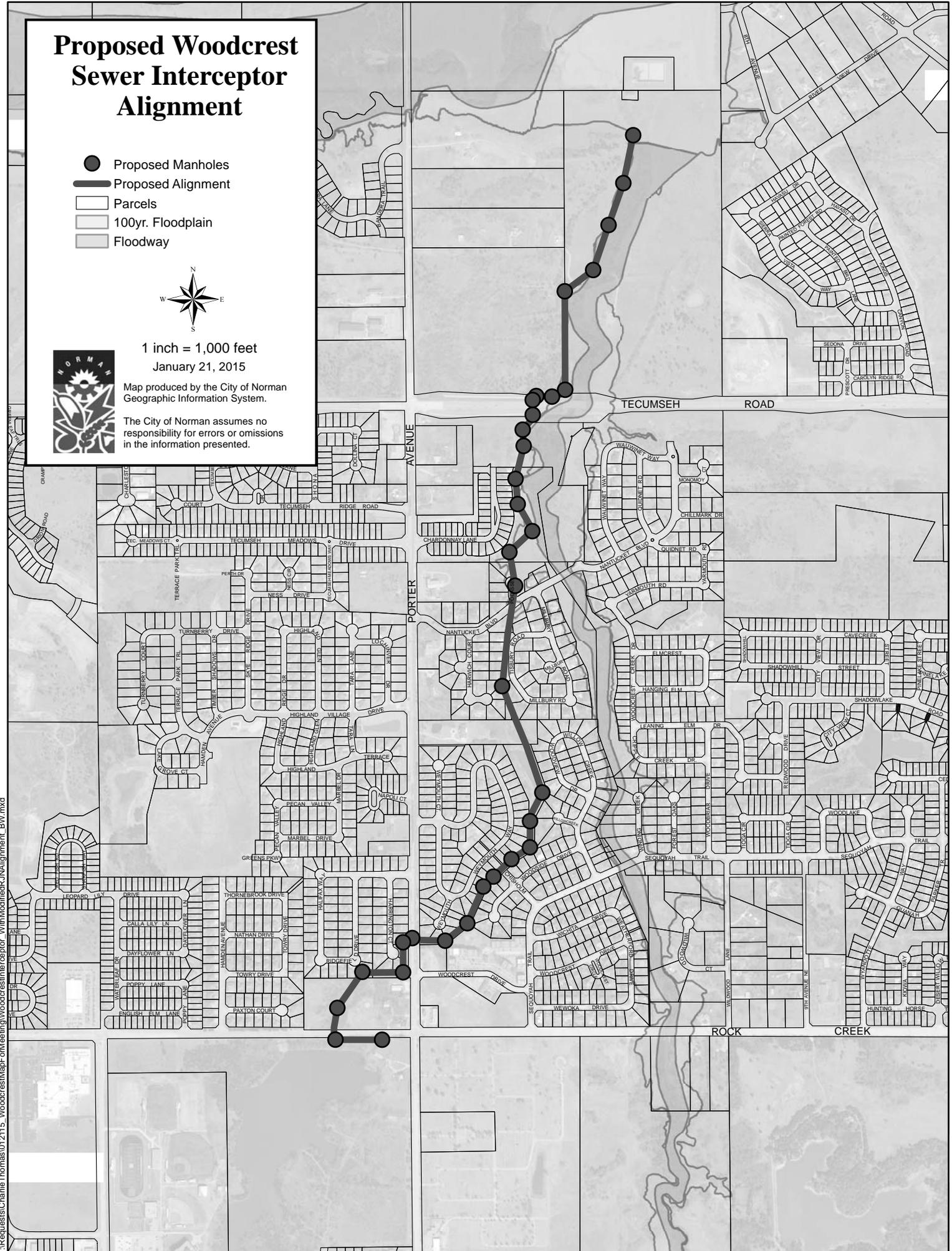


1 inch = 1,000 feet
January 21, 2015



Map produced by the City of Norman Geographic Information System.

The City of Norman assumes no responsibility for errors or omissions in the information presented.





CHANGE ORDER

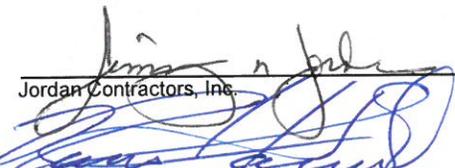
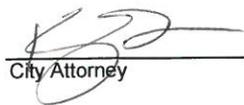
PROJECT:	<u>Woodcrest Interceptor Improvements</u>	PROJECT NUMBER
OWNER:	<u>Norman Utilities Authority, Norman, OK</u>	<u>274926</u>
CONTRACTOR:	<u>Jordan Contractors, Inc.</u>	
ENGINEER:	<u>RJN Group, Inc.</u>	

CHANGE ORDER NO.: 1 **DATE:** 29-Sep-16

Make the following additions, modifications or deletions to the work described in the Contract Documents:

Item	Description	Quantity	Units	Unit Cost	Total Cost
17	Rehabilitate MH Incl grout, water stops, Coating & Ring/Cover	8	EA	\$ 3,214.00	\$ 25,712.00
18	Install 4" Service and Connect to MH	3	EA	\$ 840.00	\$ 2,520.00
19	Install 4" Service and Connect to 16" HDPE	2	EA	\$ 1,860.00	\$ 3,720.00
20	Install 4" Double Service and Connect to 16" HDPE	2	EA	\$ 2,260.00	\$ 4,520.00
21	Investigate Existing Porter Road Crossing	1	LS	\$ 4,570.00	\$ 4,570.00
22	Install 16" HDPE DR-17 by Directional Drilling	164	LF	\$ 272.00	\$ 44,608.00
23	Install 8" PVC SDR-35, Sewer Pipe Including Exc, Embed & Backfill	62	LF	\$ 80.00	\$ 4,960.00
24	3" Surge Rock for Soil Stabilization	35	TON	\$ 48.00	\$ 1,680.00
Total:					\$92,290.00

Original Contract Amount	\$	1,725,750.00
Previously Approved Change Order Amount	\$	-
Adjusted Contract Amount	\$	1,725,750.00
Proposed Change Order Amount	\$	92,290.00
Revised Contract Amount	\$	1,818,040.00
Previous Contract Time		360
Previous Substantial Completion Date		March 30, 2017
Previous Final Completion Date		April 29, 2017
Net Change in Contract Time		20
Revised Contract Time		380
Revised Substantial Completion Date		April 19, 2017
Revised Final Completion Date		May 19, 2017

SUBMITTED BY CONTRACTOR:	 _____ Jordan Contractors, Inc.	Date: <u>9-29-16</u>
RECOMMENDED BY ENGINEER OF RECORD:	 _____ Thomas A. Harris, P.E., RJN Group, Inc.	Date: <u>9-29-16</u>
APPROVED AS TO FORM AND LEGALITY:	 _____ City Attorney	Date: <u>10/31/16</u>
ACCEPTED BY NORMAN UTILITY AUTHORITY:	_____ Lynne Miller, Chairman	Date: _____

ITEM 2

Campus Corner Commercial Deliveries



Office memorandum

TO: City Council Oversight Committee

FROM: Public Works Department, Norman Police Department, Legal Department

DATE: November 3, 2016

SUBJECT: Commercial Loading Zones – Campus Corner Requested Ordinance Amendment

BACKGROUND

On February 4, 1975, Norman City Council approved the conversion of Asp Avenue, between White Street and Boyd Street, from two-way to one-way traffic flow in the southbound direction. The action was prompted by a request from area merchants who were interested in improving traffic flow and safety along a segment of roadway that at the time had one of the highest vehicular accident rates in the City.

On July 23, 2002, the Norman City Council approved the designation of Asp Avenue to a two-way street from White to Boyd Street. Experience has shown that delivery trucks often block one of the driving lanes as merchandise and/or products are unloaded and delivered, causing congestion and safety concerns. As a two-lane street, drivers are not legally able to drive around the delivery vehicle, as such a maneuver would require crossing a double yellow center line with oncoming traffic, creating a side-swipe or head-on collisions.

On July 23, 2013, the Norman City Council passed and adopted Resolution R-1314-19 the Campus Corner Parking Management Business Plan (“CCPP”) detailing strategies and payment options available to customers and visitors who park in the 159 public parking spaces along Boyd Street, Asp Avenue, Buchanan Avenue, University Boulevard and White Street. In addition, it formalized the use of commercial loading zones. The business plan was adopted to manage the City of Norman parking system for the Campus Corner location. A copy of the CCPP is attached to this Memorandum. (Attachment 1)

Three commercial loading zones currently in the Campus Corner area

Part II (B) on page 9 of the CCPP specifically addresses commercial loading zones in the Campus Corner area. At the present time, there are three zones reserved for commercial loading and off-loading. As stated in the CCPP, the largest, and only zone capable of handling large vehicle deliveries, is along the east side of Asp Avenue north of Boyd Street. The first fifteen metered spaces north of Boyd Street are reserved for commercial loading between the hours of 3:00 a.m. and 10 a.m. After 10:00 a.m., these spaces become regular on-street metered spaces available to the general public. Large delivery trucks loading and off-loading between the hours of 10 a.m. and 3:00 a.m. are prohibited to accommodate parking needs of customers on Campus businesses.

The other two zones are smaller and only accommodate single-unit trucks. The first is located half way between Boyd Street and White, includes two parallel parking spaces,

and is in force between the hours of 3:00 a.m. and 10:00 a.m. The second one is immediately south of White Street, includes a single parallel parking space, and is in full force throughout the day. See page 9 and 10 of the CCPP for examples of legally and illegally parked trucks and a map of the area.

In spite of all the good will efforts of Campus Corner merchants and property owners, the problem with commercial vehicles parking in one of the Asp Avenue traffic lanes and blocking traffic flow continues to be a problem. For this reason some of the merchants and property owners have asked the City to consider additional regulation of commercial delivery vehicles. Their proposal is to restrict the size of delivery truck allowed on Asp Avenue through an amendment to the Norman City Code in Section 20-807.

DISCUSSION

Proposed Ordinance Amendment

Traffic regulations are found in Chapter 20 of the Norman City Code and parking, standing and stopping violations are found in Article VIII of that chapter. Sec. 20-807 prohibits parking, stopping and standing in certain areas of the City. The penalty range for this Section is \$35 to \$200. (Attachment 2) Sec. 20-807(1) currently states no person shall park, stop or stand a vehicle where prohibited by sign. Sec. 20-807(6)(b) establishes a ten minute time period for the loading or unloading of freight.

As noted above, there has been a request that Council consider an ordinance amendment that specifically addresses parking for commercial loading and unloading on specific streets in Campus Corner and prohibits a vehicle wider than 6.5 feet from parking on those streets.

The proposed ordinance is attached. (Attachment 3)

The suggested prohibition of truck traffic flow in the Campus Corner area for vehicles that are wider than 6.5 feet will not only be difficult to enforce and challenging to convey to drivers, but it will also fail to eliminate the problem of smaller trucks blocking a lane of traffic in a congested area with on-street parking. As long as this is allowed, drivers will be forced to illegally cross a double yellow center line to pass a vehicle parked to deliver merchandise.

Law Enforcement - Parking Service Officers

Parking enforcement challenges include:

Staffing. Four Norman Parking Service Officers (PSO) work Monday through Friday. Two work from 8 a.m. to 4 p.m. and two from 9 a.m. to 5 p.m. These four PSO's patrol four sections of the City – at large west, downtown, Campus Corner, and at large east. A fifth PSO was recently hired and works Tuesday through Friday from 5 p.m. to 9 p.m. and on Saturdays from 1 p.m. to 9 p.m. in the Campus Corner area.

Timeliness. Unless personally observed by a PSO, the violation would be reported to the Norman Police Department and although a PSO would be immediately dispatched, the delivery truck may be gone upon the PSO arrival.

Citations issued to the vehicle. Parking citations issued by a PSO are issued to the vehicle/tag. Normally delivery truck drivers do not own the delivery trucks. This may impose collection issues. Every quarter the Norman Municipal Court requests registration information from the Oklahoma Tax Commission. At that time, the collection agency for the City pays a fee for the registration information, which is uploaded, and vehicle owners receive notice of the past due parking citation. Citations may be paid by the delivery company as a cost of doing business. The City has no input toward the offending driver who may have caused the citation. The City is not able to upload out-of-state information.

Other Options

Customized Signs – no ordinance amendment required.

Sec. 20-807(1) currently states no person shall park, stop or stand a vehicle where prohibited by sign.

Sign Option 1: NO TRUCK DELIVERIES from 10:00 a.m. to 3:00 a.m. (Attachment 4)

This Option would prohibit all truck deliveries in areas where signs were posted.

Sign Option 2: NO TRUCKS WIDER THAN 6.5' FROM 10:00 a.m. to 3:00 a.m. (Attachment 5)

This Option would prohibit trucks wider than 6.5' from 10:00 a.m. to 3:00 a.m. from parking in areas where signs were posted. Examples of trucks. (Attachments 6-8)

- 5' wide delivery van
- 7.75' wide large FedEx box van
- 8.5' wide Sysco semi-truck

Staff has been unable to find a uniform sign message that can be used to enforce this regulation. The introduction of non-uniform signs is always problematic because drivers are unfamiliar with the symbol or language used on the sign.

New commercial loading zone

For these reasons stated, rather than restricting truck size or creating customized signs, another approach might lend itself to consideration. Consideration may need to be given to a new commercial loading zone being established along the west side of Asp Avenue, as a way to balance the interests of merchants and delivery trucks without creating or continuing the traffic hazards of blocking the Asp Avenue roadway. Potential locations, large enough to accommodate medium size trucks, include the area immediately north of White Street and the area in front of 752 and 754 Asp Avenue. These restrictions can be established by a prohibitory sign.

This approach would allow these commercial loading areas to be available for public parking except during specified time periods other than the time period specified on the east side of Asp. For example, the spaces reserved for commercial loading on the east side of Asp are available from 3:00 a.m. to 10 a.m. The spaces reserved for commercial loading on the west side of Asp could be available during non-restaurant or heavy business periods such as 1:30 p.m. to 4:30 p.m. This would give commercial delivery trucks an option on one side of the street or the other depending on delivery time (a.m. or p.m.) that would not require blocking the roadway. While there may still be enforcement issues with the delivery as described above, this approach may strike a balance between merchants' needs for parking spaces during busy commerce periods and the need for other merchant or delivery truck drivers to be able to have a non-roadway parking area during low commerce periods. If this approach were pursued a minor amendment to §20-807(6)(b) of the Norman Code which currently allows stopping in a roadway to load or unload freight for a time period not to exceed ten (10) minutes. (Attachment 9)

Staff will be available to answer questions, hear concerns, and follow Council's direction regarding the appropriateness of moving forward with the proposed ordinance change.

Attached are minutes from the last City Council Community Planning and Transportation Committee meeting held September 29, 2016. (Attachment 10)

Attachment 1

Campus Corner Parking Management Business Plan

City of Norman

Department of Public Works

Traffic Control Division

September 11, 2015



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I. INTRODUCTION

Campus Corner was developed during the early 1900s to serve the needs of the faculty and students working at and living near the University of Oklahoma. Nearly all student housing was located in the Campus Corner area and at the time students were not permitted to drive.

This caused the area to grow rapidly, becoming a thriving business district by 1920. Restaurants, clothing stores, laundry facilities, pharmacies, and beauty salons soon opened for business. One of the early developers in Campus Corner was the Whistler Family, responsible for additions to the area such as the 575 Uni-



versity building which ultimately housed a bookstore, supply shop, restaurant, and a dance floor. In 1929 a tragic fire destroyed most of the then-existing Campus Corner; however, within a few years the area was rebuilt and the fire ultimately led to further expansion.

Throughout the 1930s the area continued to grow with the addition of new restaurants, cleaners, and a department store. In 1947 the Boomer Theater was constructed at 765 Asp Avenue. Originally a movie theater, in its later years the Boomer Theater became a concert venue before finally being remodeled for use as a department store/office space during the 1980s.

During the 1950s enrollment at the university was swelling and, as a result, Campus Corner was booming. With the close proximity between merchants and students, a unique relationship was formed. Many activities were held in Campus Corner. Some of those included Ruf/Neks (a university pep-squad) ceremonies, the public shaving of beards to signal the end of Engineering Week, tobacco spitting contests, and numerous bonfires celebrating football games.

By the early 1960s enrollment was growing greater than the university's ability to house its students and, as a result, the decision was made to build new housing on the south end of campus. With the new residence towers completed in the mid-1960s, the popularity of Campus Corner waned. More students were living farther from campus as dorms and Greek houses changed locations and more students began to drive. In the 1970s retailers began to build malls and strip centers farther west of campus with better access to Norman's primary highway, Interstate 35.

As a result of civic improvements and private funding, the area began to re-emerge as a shopping and social destination in the early-2000s. In recent years, the city has improved the infrastructure in the area including new utility lines, lights, landscaping, parking meters with one-hour limits, curbs, sidewalks, and new ornamental traffic signals. Campus Corner property owners have also consolidated their properties and organized with one another to deal with long-standing challenges in the area. Owners and tenants have renovated the century-old buildings, having demolished interior walls, re-wired, and re-plumbed much of the area to meet modern city codes. In 2003, OU head football coach Bob Stoops became part owner of a new sports bar in Campus Corner that started a wave of

new restaurant openings. Since that time many new businesses have been established in the area, its growth continuing into the 2010s. Today, Campus Corner is home to many businesses including bars, restaurants, banks, computer/technology retail, coffee shops, a newspaper, hair salons, gift shops, accessories boutiques, churches, professional organizations, a bridal shop, and several professional offices.

In 2003, the Norman City Council approved a contract with Carter & Burgess, Inc. to develop a blueprint for future parking improvements and expenditures for the area. The study included a detailed inventory of on-street and off-street parking spaces that shows a total of 1,836 total spaces in the area. Of these, 1,597 are off-street spaces in surface lots and informal parking areas (87 percent of the total supply) and 239 are on-street spaces (13 percent). Off street parking includes 33 accessible spaces reserved for use by disabled persons.

Metered parking spaces include a variety of options with most being one-hour meters charging 25¢ per hour and a few being 15-minute meters and still others being 10-hour meters. There are five accessible on-street spaces designated for use by disabled persons and three commercial loading zones.

Of the total vehicle Campus Corner parking supply, 61.7 percent (1,133 spaces) are private-use parking spaces reserved for use only by certain individuals or classes of individuals, such as reserved parking for employees or customers of a particular business establishment. The remaining 38.3 percent (703) are public-use spaces available for hourly or daily use, either free or on a fee-paid basis.

On street parking space demand is extremely high during most hours of the day throughout the week and weekends. Parking occupancy peaks between noon and 1:00 p.m. on typical weekdays. The area experiences added



parking demand due to spillover of demands generated by the OU Campus, making the use of parking meters critical for adequate turnover.

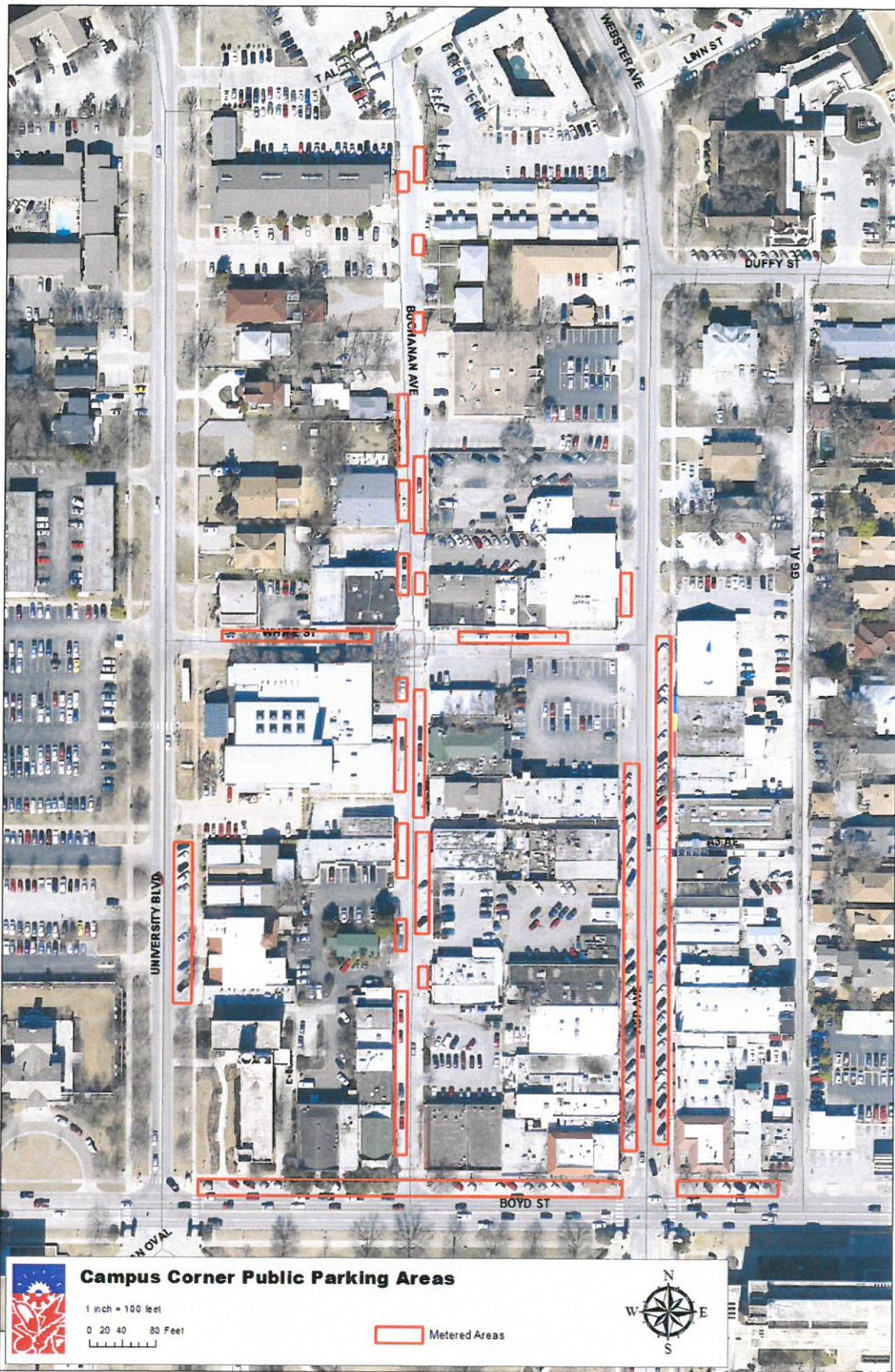
In the long term, the Campus Corner Parking Study recommends development of a multilevel parking garage. Two alternative sites were investigated with a preferred location identified just north of the OU President house along the west side of University Boulevard.

In order to provide adequate and convenient parking for Campus Corner customers, the Campus Corner Merchants Association requested that the City of Norman consider implementing a parking management system that includes a modern system of “smart” meters capable of supporting various payment options, variable hourly rates and monitoring of parking space demand. The specific recommendations made by the association serve as the backbone of this Business Plan.

The business plan details the strategies and payment options available to customers and visitors who park in the 154 non-disabled spaces along Boyd Street, Asp Avenue, Buchanan Avenue, University Boulevard and White Street. The plan is designed to maximize both the level of convenience experienced by all users as well as the efficient use of public parking spaces. Figure 1 depicts the location of each of the public parking spaces included in the plan.



Figure 1 - Campus Corner Public Parking Areas



II. PARKING MANAGEMENT SYSTEM

The majority of the public on-street parking spaces have digital parking meters that accommodate a wide range of users visiting or doing business in the Campus Corner area. Different payment options are offered to meet the specific needs of individuals. For the short-term user visiting Campus Corner, there are 154 metered spaces along Boyd Street, University Boulevard, Buchanan Avenue, Asp Avenue and White Street that can be used to pay for up to two hours of parking before 6:00 p.m. and up to three hours after 6:00 p.m. For long-term users, the area offers numerous privately-owned spaces for customers. For individuals with disabilities, there are a number of accessible parking spaces reserved for their use at no cost. No matter the situation, the Parking Management System for the Campus Corner area is flexible, versatile and convenient for all users.

A. Parking for the Disabled

Campus Corner on-street parking spaces include a number of accessible spaces for physically disabled users. There are a total of five parking spaces reserved for drivers with disabilities, including one that is van-accessible. The Americans with Disabilities Act recommends six spaces, including one that is van accessible, which is one more than currently provided.

The spaces are clearly signed and marked. They are conveniently located and offer accessible routes that connect the parking space aisle to the adjacent sidewalk system. The specific locations are as follows:

Asp Avenue - Two spaces along the east side of the roadway in front of 747 Asp Avenue. The northernmost space is van-accessible.

Buchanan Avenue - One space along the east side of the roadway north of White Street.

Boyd Street - Two spaces along the north side of the roadway (one immediately west of Buchanan Avenue and one immediately west of Asp Avenue).

Figure 2 depicts the location of each of the spaces.

Customers using these spaces are exempted from any of the hourly fees and can park for the entire day.

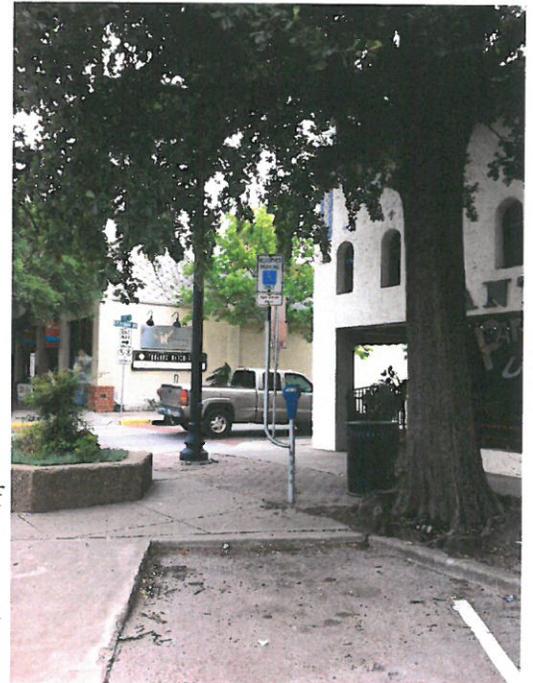


Figure 2 - Campus Corner Parking for the Disabled



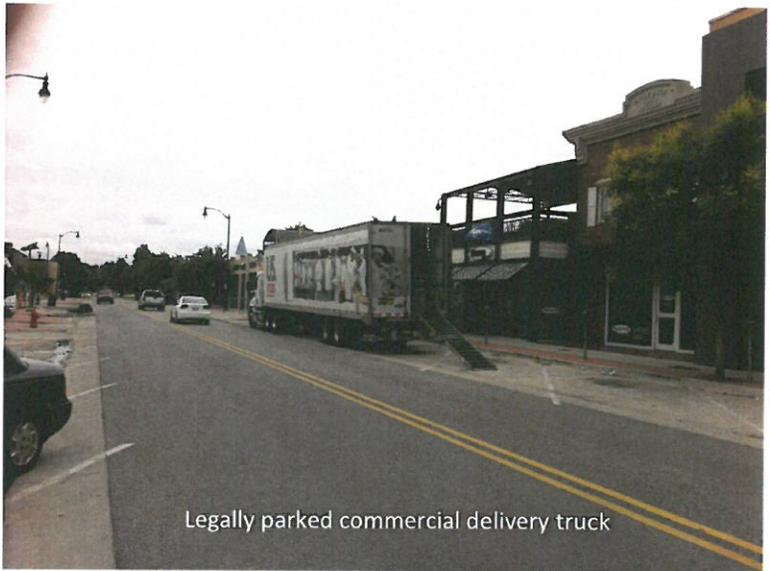
B. Commercial Loading Zones



The limited number of alleys and the high demand for on-street parking opportunities make the Campus Corner area challenging when it comes to the establishment of commercial loading zones. At the present time, there are three zones reserved for commercial loading and off-loading. Figure 3 depicts these locations.

The largest, and only zone capable of handling large vehicle deliveries, is along the east side of Asp Avenue north of Boyd Street. The first fifteen metered spaces north of Boyd Street are reserved for commercial loading between the hours of 3:00 a.m. and 10 a.m.. After 10:00 a.m., these spaces become regular on-street metered spaces available to the general public. Large delivery trucks loading and off-loading between the hours of 10 a.m. and 3:00 am must be prohib-

ed. Enforcement of this prohibition currently falls on the business owners. Violations are commonplace and difficult to manage by the City's Parking Enforcement Officers.



The other two zones are along the west side of Buchanan Avenue. These two zones are significantly smaller and only accommodate single-unit trucks. The first one is located half way between Boyd Street and White Street, includes two parallel parking spaces, and is in force between the hours of 3:00 a.m. and 10:00 a.m.. The second one is immediately south of White Street, includes a single parallel parking space, and is in full force throughout the day.



Figure 3 - Campus Corner Commercial Loading Zones



C. Single-Space Parking Meters

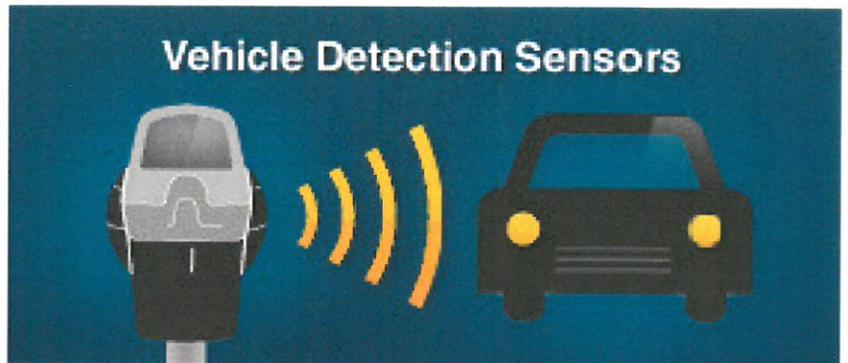


In 2013, the city purchased a sensor-based system from San Diego, CA - based IPS Group using Campus Corner Tax Increment Finance District funds.

The meters provide customers and their patrons with a simple and consistent parking user experience - which is more cost effective, customer friendly, and reliable. The patented IPS solution uniquely provides a credit card enabled single-space meter mechanism which was retrofitted into each of the existing on-street parking meter housings. In addition, the IPS meter offers multiple payment options (coins and credit / debit cards), access to real-time data, solar-power technology, and a comprehensive web-based management system.

The meters are wirelessly connected to individual parking space sensors that monitor parking space occupancy as it relates to the amount of time purchased by the user. The meter and sensors, working in tandem with the web-based management system, generates expired meter notifications visible to the parking enforcement officers.

The new meters and sensors became operational in late July, 2013.



a) Signing

The individual parking meters contain all the instructions necessary to complete a transaction. Menu options are easily accessible through a key pad in the meter head that will guide the user through the payment process. To supplement the on-screen instructions, stickers were affixed to each meter in August, 2015, to provide users with specific and detailed information regarding enforcement hours, etc.

b) Operation

- Patented meter mechanism accepts payment by coins and credit / debit cards
- Wirelessly networked to a web-based management system – no additional communications infrastructure required
- Retrofits into existing meter housings/poles and maintains all current meter enforcement and collection processes
- Solar powered with rechargeable battery pack
- PA-DSS and Level 1 PCI-DSS Certified

c) Data Management System

The meter system Data Management System is a secure, web-based application that allows the City to manage the entire parking meter network with ease, at the click of a mouse. A comprehensive set of financial, technical, and administrative reporting features and remote meter configuration make this system both intuitive and powerful. The system seamlessly integrates all of the applications of the parking system into a single system. Features include:

- No need for local software or new hardware installation
- Comprehensive set of financial and technical reports as well as administrative management tools
- Always uses the latest in encryption and internet security
- Real-time data available 24 / 7 / 365

d) Vehicle Detection System

When paired with the IPS credit card enabled single-space parking meter, customers benefit from:

- Measurable data---sensors enable the City to track true parking demand over time
- Improved efficiency in law enforcement
- Increased revenue from the meter resetting after vehicle departs
- Customer convenience – push parking availability to future web applications and maps

The Vehicle Detection System is the most cost effective and reliable sensor system on the market today. Sensors communicate wirelessly to the meter, which means there is no need to install expensive, complicat-

ed mesh networks. The result is an anticipated increase of 25%-50% in City revenues and improvements in operating efficiencies, all while providing vehicle detection technology at a fraction of the ongoing costs (up to 50% less expensive).

The Vehicle Detection System has the following capabilities:

- Calculate paid vs. actual occupancy trends to improve enforcement efficiency
- Provide real-time directed enforcement to Parking Enforcement Officers
- Reset meter when vehicle leaves space (generally results in increased revenues of 20-40%)
- Push parking availability to the public via future on-line maps

e) Payment Options

The Parking Meters accept the following as a means of payment:

- Coins
- Credit Cards
- Debit Cards

Coins

Hourly parking can be purchased using coins. The meters accept nickels, dimes and quarters. Customers can purchase up to maximum hours of parking at a rate of \$1 per hour.



Credit Cards

The meters accept Visa or MasterCard for hourly purchase transactions and support real-time credit card processing, with authentication within 15 seconds in most situations. In order to cover credit card transaction fees, the minimum amount that can be charged for time at the Campus Corner meters is 75¢.



III. PARKING FEES

Hourly Parking Rates

Day	Hours	Maximum Hours	Cost
Monday - Saturday	8:00 a.m. to 6:00 p.m.	2	\$1.00 per hour
Monday - Saturday	6:00 p.m. to 9:00 p.m.	3	\$1.00 per hour

IV. ANTICIPATED NET REVENUE

A. Revenues

Revenue from the parking meter system comes from two sources; meter fees and expired meter citations. Using historical data, the revenue is anticipated to be approximately \$382,000 per year. The following assumptions are made:

a) Meter Fees

Number of meters = 154

Hours of Operation = 3,939 hours per year per meter (8:00 a.m. to 9:00 p.m., 303 days per year) (excludes Sundays and holidays).

Occupancy = 69.8% (based on actual collections @ 25¢)

@ 25¢ per hour for 100% occupancy = \$95,600 per year or \$637.50 per space per year

Actual Collections = \$70,744 per year or \$444.93 per space per year

% Occupancy = $444.93 / 637.50 = 69.79\% \sim 70\%$

Daily Transactions = 154 meters x 13 hours x 0.70 ~ 1,400 transactions per day

Projected revenue with increased rates = \$432,860

Reduction in use due to rate increase = 10%

Number of Weekday transactions = 1,400 x 0.90 ~ 1,260 per day

Number of Weekend transactions = 1,000 per day

Revenue per Weekday = (1,260 x \$1.00) = \$1,260 per day

Revenue per Weekend Day = 1,000 x \$1.000 = \$1,000 per day

Revenue per year = (\$1,260 per day x 261 days) + (\$1,000 per day x 104 days) = \$432,860

b) Parking Meter Citation Revenue

Total Expired Meter Citations = \$25,000 (2,500 citations at \$10 per citation)

B. Expenses

The annual cost of operating the new Campus Corner parking meter system is \$166,401 and includes the following items:

- Wireless Gateway / Data Fee - \$10,971 per year
- Sensor System Management Fee - \$6,678.00 per year
- Real Time Sensor Reporting Fee – \$5,247.00 per year
- Credit Card Transaction Fees - \$82,310 per year (550 daily transactions average @ \$0.41 per transaction)
- Regular Meter / Sensor Maintenance - \$5,000 per year
- Sensor Battery Replacement – \$5,000 every five years

The Norman Police Department also funds one FTE position (Parking Enforcement Office) for enforcement of the parking meter regulations in the Campus Corner Area. Salaries, benefits and equipment total \$55,195 per year.

C. Net Revenue

The increase in parking meter rates minus the expenses associated with operation, maintenance and enforcement of the new system, is expected to generate a net revenue of \$236,264, which more than doubles the current revenue collection.



Attachment 2

Sec. 20-807. - Parking, stopping and standing prohibited in other areas.

No person shall park, stop, or stand a vehicle:

- (1) Where prohibited by sign;
- (2) Upon a street or approved cutback:
 - [a] Unless otherwise allowed by signs, for a time period exceeding twenty-four (24) hours;
 - [b] To display that vehicle for sale;
 - [c] For washing, greasing, or repairs, except as necessitated by emergency;
 - [d] Adjacent to a yellow painted curb;
- (3) On any private drive or property without the prior consent of the owner or that person legally in possession of such property;
- (4) In that space between the curb, curblineline, or roadway edge and the private property line along any street, unless parking is in an approved cutback provided for such parking;
- (5) In a bus stop or taxicab stand, except:
 - [a] When the vehicle is respectively a bus or a taxicab; or
 - [b] That person is temporarily stopped therein for the purpose of and engaged in loading or unloading passengers, so long as that does not interfere with any bus or taxicab waiting to enter or about to enter the designated area;
- (6) On the roadway side of any vehicle parked or stopped at the edge of a street curb, except for the expeditious loading or unloading of:
 - [a] Passengers, for a time period not to exceed three (3) minutes; or
 - [b] Freight, for a time period not to exceed ten (10) minutes;
- (7) At any curb loading zone, except for the loading or unloading of passengers or freight;
- (8) In a parking space designated and signed for handicapped drivers, whether on public or private property, unless the vehicle to be parked displays a handicapped parking permit issued by the State of Oklahoma, to the driver or a passenger present during use of the permit, or the state of residence of such a person;
- (9) In any fire lanes, whether on public or private property;
- (10) On any public property without proper authorization.

(Ord. No. 0-7273-67; Ord. No. 0-7778-23; Ord. No. 0-7879-80; Ord. No. 0-7980-19; Ord. No. 0-8384-14; Ord. No. 0-8485-84; Ord. No. 0-8586-43; Ord. No. 0-0304-11)

Cross reference— Unlawful parking of vehicle in taxicab, bus or limousine stand or stop, § 13-2007.

Attachment 3

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- (9) In any fire lanes, whether on public or private property;
- (10) On any public property without proper authorization.
- (11) That is wider than 6.5 feet on the public streets in the Campus Corner area between 10:00 a.m. and 11:59 p.m. Monday through Saturday. The Campus Corner area shall be defined as the 500 blocks of S. University Blvd. and Buchanan, the 200 and 300 blocks of Boyd St., the 700 blocks of Asp Avenue, the 300 blocks of White Street and the alleyway between Asp Avenue and DeBarr Street from Boyd Street to Duffy Street.

(Ord. No. 0-7273-67; Ord. No. 0-7778-23; Ord. No. 0-7879-80; Ord. No. 0-7980-19; Ord. No. 0-8384-14; Ord. No. 0-8485-84; Ord. No. 0-8586-43; Ord. No. 0-0304-11)

Cross reference— Unlawful parking of vehicle in taxicab, bus or limousine stand or stop, § 13-2007.

Attachment 4



**NO
TRUCK
DELIVERIES**

FROM 10:00 A.M. TO 3:00 A.M.

Attachment 5



6.5 FEET OR WIDER

FROM 10:00 A.M. TO MIDNIGHT

Attachment 6



Attachment 7



A Legacy Like No Other

Products

Build My Truck

Our Company

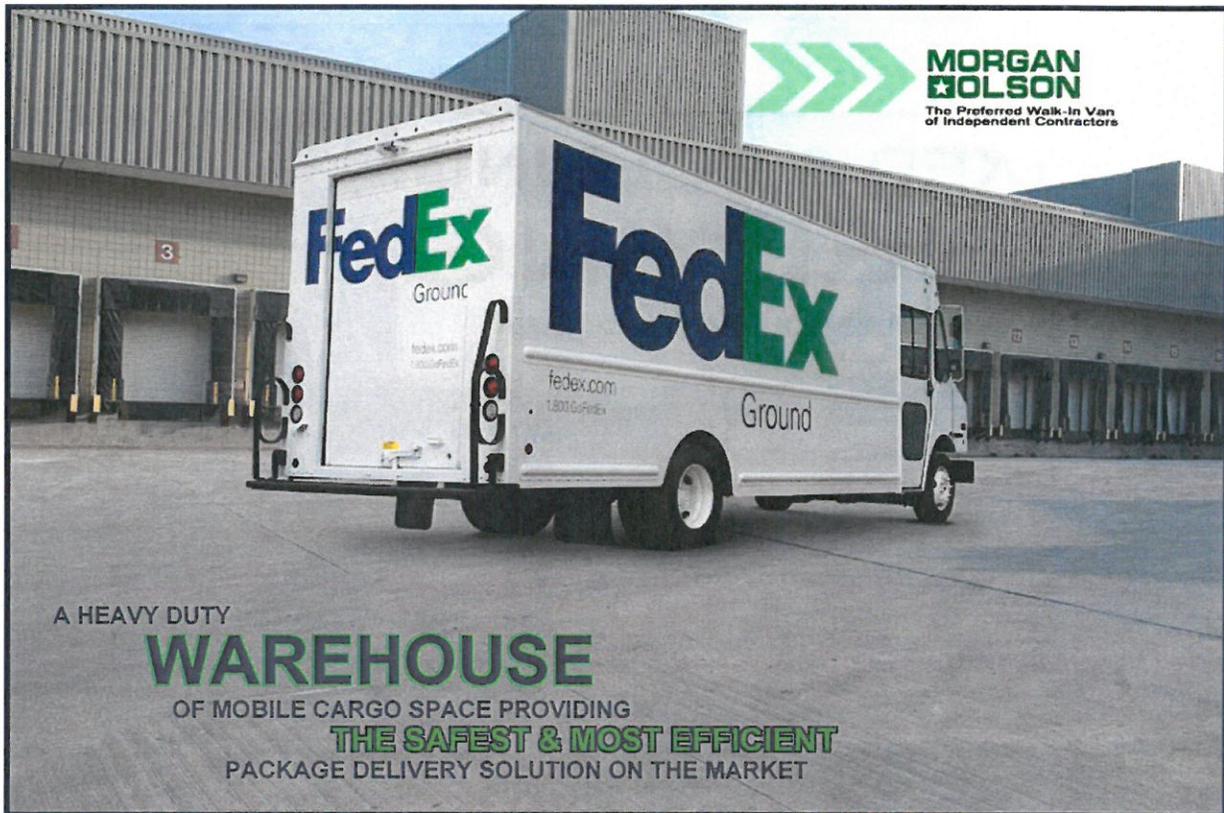
Literature

Contact



GALLERY

SPECS



PACKAGE DELIVERY

Walk-In Vans

Morgan Olson FedEx walk-in vans provide the most durable, long-life delivery solution.

Attachment 8

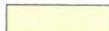


Attachment 9



Potential New Commercial Loading Zones Campus Corner (Asp Avenue)

0 20 40 80 Feet

 Potential Commercial Loading Zone



Attachment 10

Item 2, being:

DISCUSSION REGARDING COMMERCIAL LOADING ZONES IN THE CAMPUS CORNER AREA.

Ms. Jeanne Snider, Assistant City Attorney, said in 1975, Council approved the conversion of Asp Avenue, between White Street and Boyd Street, from two-way to one-way traffic in the southbound direction. The action was prompted by requests from area merchants interested in improving traffic flow and safety along a segment of roadway, which at that time had the highest vehicular accident rates in the city. In 2002, Council approved the designation of Asp Avenue to a two-way street from White Street to Boyd Street even though Staff raised concerns that converting the street to two-way could create safety and congestion problems especially with commercial deliveries. She said delivery trucks often block one of the driving lanes as merchandise and/or products are unloaded and delivered. As a two-lane street, drivers are not able to safely drive around the delivery vehicle and are tempted to cross a double yellow center line with oncoming traffic causing side-swipes or head-on collisions.

On July 23, 2013, City Council adopted Resolution R-1314-19 creating the Campus Corner Parking Management Business Plan detailing strategies and payment options available to customers and visitors parking in the 159 public parking spaces along Boyd Street, Asp Avenue, Buchanan Street, University Boulevard, and White Street. In addition, it formalized the use of commercial loading zones, but in spite of good will efforts of Campus Corner Merchants and property owners, the problem with commercial vehicles parking on one of the Asp Avenue traffic lanes and blocking traffic flow is rampant. For this reason, merchants have asked the City to establish an enforceable restriction that will require an amendment to Section 20-807(6) of the Code of Ordinances, which currently makes it legal to park on the traffic lane.

City Staff has worked with area merchants and property owners to identify, establish, and manage freight loading and unloading zones. Three zones were identified and agreed upon with the largest and only zone capable of handling large vehicle deliveries being along the east side of Asp Avenue immediately north of Boyd Street and consists of fifteen metered spaces that are reserved for commercial loading between the hours of 3:00 a.m. and 10:00 a.m. After 10:00 a.m. these spaces become regular on-street metered spaces available to the general public. Large delivery trucks loading and unloading between the hours of 10:00 a.m. and 3:00 a.m. are discouraged through self-enforcement efforts by various Campus Corner property owners and merchants. Violations are commonplace and difficult to manage by the City's Parking Enforcement Authorities. The other two zones are along the west side of Buchanan Avenue and are significantly smaller and can only accommodate single unit trucks. One zone is located halfway between Boyd Street and White Street and includes two parallel parking spaces available between the hours of 3:00 a.m. and 10:00 a.m. and the second zone is located immediately south of White Street and includes a single parallel parking space that is in effect 24 hours per day.

If City Council chooses to move forward with an ordinance amendment, a commercial truck delivery restriction can be established with regulatory signs that would prohibit truck deliveries between the hours of 10:00 a.m. and 3:00 a.m. The current ordinance allows parking in the roadway for loading and unloading, but not to exceed ten minutes. Ms. Snider said Edmond; Stillwater; Lawrence, Kansas; Manhattan, Kansas; Kansas City, Missouri; and Austin, Texas, all have ordinances that allows loading and unloading not to exceed thirty minutes. She said Austin, Texas, issues a permit for loading and unloading; however, even without a permit the time period is thirty minutes.

Ms. Snider said Norman has five Parking Service Officers with two working from 8:00 a.m. to 4:00 p.m. and two working from 9:00 a.m. to 5:00 p.m. in different areas of the City including Campus Corner. The fifth Parking Service Officer was recently hired that will work Tuesday through Friday from 9:00 a.m. to 9:00 p.m. strictly on Campus Corner including Saturdays. However, one of the most experienced, long-term Parking Service Officers has medical issues and will be off for a few months leaving four Parking Service Officers. Lt. Marcus Smallwood, Parking Service Supervisor, said the new Parking Service Officer will be dedicated to Campus Corner while the other three will enforce overlapping zones.

Item 2, continued:

Ms. Snider said there have been issues on Campus Corner where new delivery drivers are unaware there are rules in place for loading and unloading and have received a citation. She asked Lt. Smallwood to explain how citations are issued and he said Parking Service Officers use a Brazos Electronic Citation device that is about the size of an iPhone to type in license information and a citation is issued to the registered owner, not the driver. He said Parking Service Officers use their own discretion on citations because they want the Campus Corner businesses to have return customers and want deliveries to take place, but at the same time, safety must be maintained.

Ms. Snider said everyone understands that deliveries are important to all the businesses on Campus Corner whether that business is a restaurant, bar, clothing store, salon, etc. She said the City wants to balance everybody's interests, which can make enforcement challenging.

Mr. Angelo Lombardo, Transportation Traffic Engineer, said in a perfect world delivery trucks would park in the assigned lanes and we would not be having this discussion. He said there is capacity to accommodate commercial parking, but the deliveries do not always happen at the times in which the parking spaces are reserved for that purpose. He said the delivery trucks also park in non-commercial loading zones facing the opposite direction of travel. When Asp Avenue was one-way it was possible for delivery trucks to park in the traffic lane and traffic would still be able to get around them safely. He said traffic is currently two-way and drivers attempt to drive around the trucks rather than wait, but they are driving into oncoming traffic making it extremely dangerous. That is what the merchants and City Staff are trying to address with the ordinance amendment. He said the City could install signs restricting deliveries to specific times of the day when commercial loading zones on Asp Avenue are not available; however, this may not work with merchants who have no control over the times when deliveries are made, but this is the best idea so far.

Councilmember Hickman asked if the alley behind Asp Avenue could be used for deliveries and Lt. Jeff Robertson, Norman Police Department, said it can be utilized but it is very narrow and there are residences whose driveways access off the alley. He said if a truck is blocking the alley the residents cannot get out to get to work or school, which would generate complaints from the occupants of the residences.

Ms. Aisha Ali, owner of King Copy, and the current President of the Campus Corner Association, said a petition was distributed among the Campus Corner businesses regarding delivery loading zone locations, times, and signage and many of the merchants were in favor of that, but a few were opposed and their voices are important as well. She talks to people every day, who say their main goal is to stay away from Campus Corner, but Campus Corner merchants are hurting and businesses close every month because they cannot make rent. She said these are amazing businesses and need to be supported. She said she has tried to make contact with some of the delivery companies to see what can be done in working together to keep trucks from blocking the traffic lane, but she has not had any response. The Campus Corner Association would love to come up with alternatives that are not costly and vendors are not going to stop their deliveries. She said she understands the frustration of drivers because she has been blocked behind trucks unloading making her late in getting her kids to school or wherever she was going. She said if she did not work on Campus Corner she would not come there and that is what she hears from people all the time.

Councilmember Hickman asked if other communities had prohibitions similar to what is being proposed and Ms. Ali said yes, Bricktown and Automobile Alley in Oklahoma City. She said those businesses installed keypads at a cost of \$50 to \$60 that allows vendors to enter businesses for deliveries before 10:00 a.m.

Mr. Rainey Powell, Campus Corner property owner, said the merchants' primary purpose is to improve the customer experience. Other communities limit delivery locations and times so it is not that unique. In the French Quarter in New Orleans you do not see delivery trucks during the day and some communities do not allow deliveries after 9:00 a.m. On Campus Corner, about 90% of the merchant's leases state that deliveries must be completed by 10:00 a.m. Most of the delivery companies are national, e.g., Sysco Foods, Ben E. Keith, Budweiser,

Item 2, continued:

Coors, etc., so the proposed rules will not surprise them because other communities have similar rules. He said the problem is with the delivery route manager who determines what time of day that truck is going to be on Campus Corner and that route manager makes decisions based on the most cost effective way of getting the deliveries completed. He said the new rules will help impact the route manager's decisions on how the deliveries are going to be made. Many merchants have UPS deliveries throughout the day, but those trucks are not a problem since those trucks are narrower than 6 1/2 feet, plus they are quick and do not block the lane for an extended period of time. The bigger trucks block access to parking and frustrate the customers who sometimes back up through an intersection, which is hazardous.

Mr. Powell said if a vendor shows up at noon, the only option the merchant has is to refuse the delivery, but in some cases, tonight's dinner is on that truck and if they refuse the delivery they are out of business that night. The best way to solve the problem is to impact the decisions of the route managers. He suggested the signage have a width limit (6 1/2 feet) and be placed on the north and south ends of the alley.

Councilmember Hickman asked if UPS and FedEx would be exempt from the regulations and Mr. Powell said he was not sure about FedEx because it takes them a little longer in their deliveries, but the problem is getting around the delivery vehicle. He said the wider vehicles are the ones they want out of the area by 10:00 a.m.

Mr. Jeff Stewart, owner of O'Connell's, said he receives deliveries at least ten times a week from semi-trucks and there just needs to be communication to the truck companies or perhaps a permit that allows them to park and deliver after 10:00 a.m. Many communities require these types of permits so the merchant can inform the delivery company what times they can deliver. He said communication is the problem because there are multiple drivers with multiple companies that change frequently. As far as where they deliver and where they drop off, that is done by having a zone dedicated to commercial delivery or zones that prohibit deliveries completely.

Councilmember Hickman asked the City Manager if the City could craft a letter to the delivery companies informing them about the new rules and Mr. Steve Lewis, City Manager, asked if Councilmember Hickman was speaking about communication or a permit and Councilmember Hickman said either one. Mr. Lewis said Staff would like to gather more information on a permit, but a letter to communicate the new rules would be doable and could include an effective date. Mr. Powell suggested the City simply issue warning notices to vendors prior to taking action and Ms. Ali agreed and said that was discussed at meetings and many of the merchants liked that idea. She said the Campus Corner Association will do whatever it needs to do to support whatever communication is needed. Lt. Robertson said anytime a new ordinance is enacted there is a certain grace period of warnings so there is a protocol for that.

Councilmember Hickman said he is leaning towards allowing an exemption to UPS and FedEx trucks because the safety issue is worse when the vehicle is longer and wider than a normal car, truck, or van. A semi-truck blocks a lot more cars and blocks the view around it for vehicular and bicycle traffic and someone going around it is at a greater risk for an accident. He said UPS and FedEx trucks are generally gone within ten minutes while semis can be unloading for longer periods of time. He suggested incremental steps beginning with enforcement of semi-trucks.

Chairman Holman said he was in favor of moving forward with Staff's recommendations.

Councilmember Hickman suggested permitting trucks to park in parking spaces other than loading zones and Ms. Snider said the Police Department has a parking variance for construction projects, which would work for this issue. She said the City also issues off-site construction permits through the Building Permit Department. Lt. Robertson agreed and said a construction project on White Street has a parking variance for three spaces so they can park construction vehicles in the spaces.

Ms. Ali said she would like a clear idea of what steps the City will be taking moving forward so the merchants will know what to expect because several ideas have been discussed tonight. Councilmember Allison said it seems the Committee is in support of Staff's recommendations and more research needs to be done on any type of permitting process. He said the City currently has various permits where permit costs do not sufficiently cover the cost for Staff to issue those permits. He said the quickest way to resolve the issue today is to move forward with the amended ordinance as presented. Ms. Snider said there are some defects in the ordinance as presented because it is a rough draft and needs to be tweaked.

Chairman Holman said everyone seems to believe the signs are a good idea with added language that width cannot exceed 6 1/2 feet. He said notification to the vendors could be done as well. Mr. Lombardo said it is hard to enforce a 6 1/2 foot width and asked if the signage could just prohibit semi-trucks instead of stating a width and Mr. Powell said there are box vans that are just as wide as semis and width is the issue. Councilmember Hickman asked about height and Mr. Powell said he does not care about height. Lt. Robertson said adding height would mean Parking Service Officers would have to carry a tape measure to see if a vehicle is in violation of the ordinance.

Ms. Snider asked if the Committee wants to see the ordinance after the changes have been made or should it move forward to full Council and the Committee agreed it should move forward to full Council in a Study Session or Conference. Councilmember Hickman asked Staff to research the standard width of semis and box trucks and provide that information at the next meeting. He would also like some examples of the types of vehicles that would be prohibited.

Lt. Robertson said many times when police enforce ordinances, they can get trapped in the legalese of it and the more complicated the ordinance the more difficult it is to enforce. He suggested Council settle on very basic terminology when it comes to who the City is going to enforce this on so action can be taken when necessary. Committee members agreed the ordinance needs to be kept simple. Lt. Smallwood agreed and said Police cannot cite their way out of a problem, but administration solutions can be implemented, such as staging points for deliveries similar to what is done on football game days.

Items submitted for the record

1. Memorandum dated September 22, 2016, from Jeanne Snider, Assistant City Attorney, through Jeff Harley Bryant, City Attorney, to the Community Transportation and Planning Committee
2. Norman Code of Ordinance Section 20-807. – Parking, stopping and standing prohibited in other areas.
3. Campus Corner Merchants approval and opposition list for proposed City Ordinance
4. Campus Corner Parking Management Business Plan
5. Memorandum dated September 21, 2016, from Angelo A. Lombardo, Transportation Engineer, to Jeanne Snider, Assistant City Attorney
6. Map of proposed Campus Corner Commercial Loading Zones

* * * * *

The meeting adjourned at 6:14 p.m.

ATTEST:

City Clerk

Mayor