

CHICKASHA MUNICIPAL AUTHORITY

AGENDA
LOCATION OF MEETING
CITY HALL COUNCIL CHAMBERS
117 NORTH FOURTH STREET
CHICKASHA, OKLAHOMA 73018

TIME OF MEETING
6:30 PM

DATE OF MEETING
AUGUST 4, 2025

All items on this agenda, including but not limited to any agenda item concerning the adoption of any ordinance, resolution, contract, agreement, or any other item of business, are subject to amendment, including additions and/or deletions. This rule will apply to every individual agenda item without exception, and without providing this same amendment language with respect to each individual agenda item. Such amendments should be rationally related to the topic of the agenda item, or the governing body will be advised to continue the item.

The governing body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the governing body may refer the matter to its City/Trust Manager, staff, attorney or to the recommending board, commission or committee.

1. **Call to Order / Roll Call.**
2. **Consent Docket:**
 - a. Acceptance of the Minutes of the July 21, 2025, regular meeting.
 - b. Accept Claims List.
3. **Discussion/Approval of Items Removed from Consent Docket:**
4. **Consideration and Discussion Items:**
 - a. Discussion, consideration and possible action to approve Hudson Prince Work Order 10 Master Services Agreement Project Number 2376 for the

East Grand Ave Widening Project

- b. Discussion, consideration, and possible action to allow the Chickasha Chamber of Commerce the use of the golf course to conduct the Chamber Golf Tournament on September 5, 2025.

5. Motion for Adjournment.

CHICKASHA

Meeting Type: CMA Agenda 8-4-2025

Meeting Date: 8/4/2025

Department: City Clerk

Agenda Item No. 2.a.

AGENDA ITEM: Acceptance of the Minutes of the July 21, 2025,regular meeting.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

Accept of the Minutes of the July 21, 2025,regular meeting.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:

Susan M. McDaniel, CMC
City Clerk

Meeting Date:

August 4, 2025

Fund	Account	Amount
(To)		
FUND	ACCOUNT	AMOUNT
(From)		

V. ATTACHMENTS:

1. CMA 7-21-2025

July 21, 2025

The **REGULAR** meeting of the **CHICKASHA MUNICIPAL AUTHORITY** was held in the council chambers in city hall on the 21st day of July 2025 as specified by advance public notice with a properly prepared agenda stating the subject matter or matters to be discussed at said meeting. Chairman Grayson called the meeting to order at 7:22 p.m.

ITEM 1. **Call to Order / Roll Call:**

CHAIRMAN AND TRUSTEES

PRESENT: Zachary Grayson, Chairman
Georgianne Hebblethwaite, Vice Chairman
Lisa Hatchett
Kim Irving
John P. Smith
Erica Alexander
Charlie Burruss
Clark Southard

ABSENT: Kea Ginn

STAFF

PRESENT: Jim Crosby, City Manager
Rachel Bernish, Asst. City Manager
Amanda Mullins, City Attorney
Susan M. McDaniel, City Clerk
G. G. Music, Police Chief
Tony Samaniego, Fire Chief
Omar Fierro, Public Works Director
Spencer Winzenried, Parks & Rec Director
Tracey Austin, HR Director
Shae Mortimer, Marketing and Civic Engagement Manager

ITEM 2. **Consent Docket: ITEM 2a – ITEM 2b.**

ITEM 2a. **Acceptance of the Minutes of July 7, 2025, regular meeting.**
ITEM 2b. **Acceptance of the Claims List.**

*Motion by Trustee Alexander, second by Trustee Hebblethwaite to approve Items 2a – 2b.

TIME 7:22 P.M.

Roll call vote:

Ayes:" Hatchett, Irving, Hebblethwaite, Smith, Alexander, Burruss, Southard, and Grayson.

"Nays:" None

"Abstain:" None

Motion carried. 8-0

ITEM 3. **Discussion / Approval of Items Removed from Consent Docket:**

No Action Taken.

ITEM 4. **Discussion and Consideration Items:**

ITEM 4a. **Discussion, consideration, and possible action to authorize the purchase of a Roadway Maintenance Equipment Model B-6 PB Asphalt Patcher using Source Well Contract #080521-PBL with PB Loader Corporation out of Fresno, California, not to exceed the purchase amount of \$210,000.00.**

*Motion by Trustee Hebblethwaite, second by Trustee Alexander to authorize the purchase of a Roadway Maintenance Equipment Model B-6 PB Asphalt Patcher using Source Well Contract #080521-PBL with PB Loader Corporation out of Fresno, California, not to exceed the purchase amount of \$210,000.00.

Roll call vote:

Ayes:" Hatchett, Irving, Hebblethwaite, Smith, Alexander, Burruss, Southard, and Grayson.

"Nays:" None

"Abstain:" None

Motion carried. 8-0

ITEM 4b. **Discussion, consideration, and possible action to authorize the purchase of a 2026 Ram 2500 4x4 Crew Cab for an amount not to exceed \$47,260.00 and a 2026 Ram 3500 4x4 Crew Cab for an amount not to exceed \$59,180.00 using State Contract #SW0035 to be purchased from Joe Cooper Dodge for use in Public Works Department.**

*Motion by Trustee Alexander, second by Trustee Hatchett to authorize the purchase of a 2026 Ram 2500 4x4 Crew Cab for an amount not to exceed \$47,260.00 and a 2026 Ram 3500 4x4 Crew Cab for an amount not to exceed \$59,180.00 using State Contract #SW0035 to be purchased from Joe Cooper Dodge for use in Public Works Department.

Roll call vote:

Ayes:" Hatchett, Irving, Hebblethwaite, Smith, Alexander, Burruss, Southard, and Grayson.

TIME 7:22 P.M.

“Nays:”	None
“Abstain:”	None
Motion carried.	8-0

ITEM 5. **Motion to Adjourn.**

*Motion by Trustee Hatchett, second by Trustee Alexander to adjourn.

Meeting adjourned.

TIME: 7:29 PM

Approved this 4th day of August 2025.

Zachary Grayson, Chairman

Susan M. McDaniel, CMC – City Clerk

(ATTEST)

CHICKASHA

Meeting Type: CMA Agenda 8-4-2025

Meeting Date: 8/4/2025

Department: Finance

Agenda Item No. 2.b.

AGENDA ITEM: Accept Claims List.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:

Fund	Account	Amount
(To)		
FUND	ACCOUNT	AMOUNT
(From)		

Meeting Date:
August 4, 2025

V. ATTACHMENTS:

CHICKASHA

Meeting Type: CMA Agenda 8-4-2025

Meeting Date: 8/4/2025

Department: Community Development

Agenda Item No. 4.a.

AGENDA ITEM: Discussion, consideration and possible action to approve Hudson Prince Work Order 10 Master Services Agreement Project Number 2376 for the East Grand Ave Widening Project

I. BACKGROUND/DESCRIPTION:

This is the engineering and utility coordination for the East Grand Ave widening project, to create an additional eastbound lane from 4th and grand.

The property owner at 4th and Grand as also requested the additional lane for the truck traffic and truck drivers, who are some of the largest customers at the Chickasha Inn.
Total cost is 269,493.00

II. RECOMMENDED ACTION:

Approve Hudson Prince Work Order 10 Master Services Agreement Project Number 2376 for the East Grand Ave Widening Project

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director: Rachel Bernish, Asst. City Manager	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: August 4, 2025	(From)		

V. ATTACHMENTS:

- 2376 Work Order No. 10

**Work Order No. 10
to the
Master Agreement
For
Professional Services

City of Chickasha

Project No. 2376**

This WORK ORDER ("Work Order") is made by and between the **City of Chickasha** (hereinafter referred to as "**Owner**") and **Hudson Prince Engineering & Inspection, PLLC**, (hereinafter referred to as "**Hudson Prince**") in accordance with the provisions of the MASTER AGREEMENT FOR PROFESSIONAL SERVICES executed on **9/18/2023** (the "Agreement").

Under this Work Order, the Owner intends to:

The project is in Chickasha along East Grand Avenue beginning at the intersection of US-81/4th Street. The project extends east approximately 0.25 miles. The primary purpose of this project is to widen Grand Avenue and provide additional capacity, specifically in the eastbound direction near US-81/4th Street. The following improvements will be made:

- An additional eastbound lane will be added beginning at US-81/4th Street and connecting to the existing 4-lane approximately 600-feet east.
- The existing driveway directly adjacent to US-81/4th Street accessing the Chickasha Convention Center will be removed.
- A left turn-lane will be added at the existing driveway currently accessing the shopping center with Jimmy's Egg.
- A signal warrant study will be completed for the intersection currently accessing the shopping center with Jimmy's Egg.

Drainage improvements will be required in some locations. East Grand Avenue is classified as a Minor Arterial with a 48' existing width. The AADT is approximately 6,400 vehicles per day, according to readily available data. The existing surface type is asphalt pavement.

This project will be designed to meet a speed of 35 MPH; however, the city may post at a lower speed, if desired. Right-of-way acquisition and utility relocations will be determined during design.

The following design components are anticipated as part of this project:

- Design Speed 35 MPH
- Pavement Design and Typical Section
 - Per City of Chickasha Standards
 - Pavement Design will be required
- Horizontal Alignment
 - Existing alignment will be maintained
- Vertical Alignment
 - Existing alignment will be maintained
- Storm Drains
 - Existing storm sewer will be relocated to accommodate street widening
- Driveways
 - Per City of Chickasha Standards

- Bridges
 - None
- Retaining Walls
 - It is anticipated that approximately 400' of earth retaining will be required along the south side of East Grand beginning at US-81/4th Street and extending east

Hudson Prince will provide professional services related to these improvements as described herein. Terms not defined herein shall have the meaning assigned to them in the Agreement.

SECTION 1 - SCOPE OF SERVICES

1.1 Hudson Prince shall provide the following Services:

The Consultant will prepare a single PS&E for construction of the above-described project. One (1) set of final plans will be developed for the project which will include all grading, drainage, surfacing, traffic, and erosion control details necessary for construction of the project as described above. Pursuant to preparing the PS&E, the Consultant will provide the following services on this project:

- Visual Inspection
- Photo Documentation
- Design Survey
- Right-of-Way Staking
- Roadway Design
- Traffic Design
- Retaining Wall Design
- Geotechnical Investigation
- Utility Relocation Coordination

While preparing the PS&E and developing the project for letting, the Consultant will submit the appropriate documents for and attend the following:

- Conceptual Design Phase Meeting (30%)
- Design Development Phase Meeting (65%)
- Construction Plans, Specifications and Estimate (100%)

The Consultant will also prepare and submit the following:

- Department of Environmental Quality (DEQ) Notice of Intent (NOI).

All surveys, designs and plans will be prepared in English units of measure. All designs and plans will be prepared for construction of the project in accordance with the following publication:

“Oklahoma Department Transportation Standard Specifications for Highway Construction, and Supplementals,” 2019.

CAD software will be utilized to draft the construction plans. All electronic plan submissions to the City of Chickasha will be prepared and submitted in MicroStation DGN and Adobe PDF formats.

Design Survey

The Consultant will provide all ground topographic and land tie surveying as required for the design of the project. The survey extents are provided in Exhibit A.

The Centerline of Survey for this project will be along and identical to the centerline of existing road.

The survey will be placed on the NGS Oklahoma State Plane Coordinate System, NAD 83(2011) (HPGN), Lambert Projection, South Zone. Minimum accuracy standards will be NGS 2nd Order, Class II (1:20,000).

The level datum for the survey will be NGS, NAVD 88. Minimum accuracy standards will be NGS 3rd Order (1:5,000). Four (4) benchmarks will be set. Two (2) of the four benchmarks will be set outside the limits of construction on each end of the project.

Roadway

The Code of Ordinances City of Chickasha, Oklahoma will govern the design and supersede all other relevant roadway design guidelines if a conflict exists. If available and where applicable, the City of Chickasha standard drawings will be referenced and incorporated into the plans. The anticipated roadway sheets or details to be included in the plans are as follows:

- Title
- Typical Sections
- Notes and Summary of Pay Quantities (Roadway)
- Summaries
- Drainage Map
- Drainage Design Record
- Storm Water Management Plan
- Detail Sheets (Removal, Drainage Inlet)

- Erosion Control Plans
- Plan and Profile
- Survey Data
- Cross Sections

Bridges and Other Structures

Where applicable, the current City of Chickasha standard drawings will be referenced and incorporated into the plans. The design of the retaining structures will be in accordance with the latest version of the AASHTO Bridge Design Specifications with latest interims. It is anticipated that a maximum of one size of cast in place concrete retaining walls will be designed to use along the entire length of the wall. Furthermore, an allowable soil bearing pressure of 2000 P.S.F. will be used for design of the retaining walls. The structural plans will contain the following sheets or details:

- General Retaining Wall Plan
- Retaining Wall Details

Traffic

The consultant will provide design traffic data based upon the previously completed traffic impact study. If available, and where applicable, the “City of Chickasha Traffic Standard Drawings” will be referenced and incorporated into the plans. Where applicable, the “Oklahoma Department of Transportation Traffic Standard Drawings” will be referenced and incorporated into the plans. The anticipated traffic sheets or details to be included in the plans are as follows:

- Notes and Summary of Pay Quantities (Traffic)
- Summary of Traffic Items
- Construction Traffic Control
- Signing and Striping Details
- Signal Plans (US-81 & Grande Ave.)
- Signal Warrant Study (Drive 5 on Grande Ave.)
 - Signal Plans if warranted a supplemental agreement for the additional work will be required

Right-of-Way and Utilities

The Consultant shall determine the location of any new right-of-way to be acquired on the project and show the boundary of such right-of-way on the plans. The plans will also show any property lines and section lines which divide the new right-of-way into parcels, and the

parcels will be identified on the plans with numeric labels. Easement descriptions for the new right-of-way will be prepared for each parcel and shown on the appropriate easement instruments. The right-of-way submission will include the plans and the easement instruments. Approximately one (1) parcel will be impacted.

The Consultant will coordinate the utility relocations with an anticipated ten (10) utility owners during the plan development stage. The Consultant will not be required to prepare any utility relocation plans. If the consultant is required to prepare any utility relocation plans a supplemental agreement will be required for the additional effort.

The following utility deliverables will be included in the scope of work:

- SUE Level B
- Utility KMZ and Preliminary Conflict Matrix
- Plan-in-Hand report showing anything missing from the plans and requesting R/W for utility relocations
- 60% Programming Cost Estimate showing the anticipated final costs of relocations
- Field meeting and coordination – deliverable is the Field Meeting Minutes
- Work Orders, award recommendations.

Right-of-Way Staking

The Consultant will provide right-of-way staking services for the entire project extents one (1) time during the development of the plans. If additional right-of-way staking services are required for Appraisal/Acquisition/Condemnation (AAC), utility relocations or any other reasons, a supplemental agreement will be made to compensate for the additional survey effort. The right-of-way staking will include setting and marking in the field the following points on all permanent and temporary right-of-way:

1. All points of intersection between the proposed and existing right-of-way boundaries.
2. All break points on the proposed right-of-way where the boundary changes direction.
3. All points of intersection between the proposed right-of-way and property boundaries and/or parcel boundaries.
4. Points along the proposed right-of-way so that the right-of-way line will be marked at least every 300 feet.
5. If obstructions exist that block the line of sight of between adjacent points on the right-of-way line, additional points will be set as necessary to allow complete observation of the right-of-way boundary.

A 60d nail or ½" iron pin will be set at each of the points. In addition, a wooden lath with flagging will be placed beside the point. The type of right-of-way (either permanent or

temporary), parcel number, station and offset will be clearly written on the lath with a durable marking method.

Right-of-Way Acquisition

Performed by others and is not included in this scope of services.

Geotechnical Investigations

Task 1 – Site Access & Boring Layout/Utility Clearance

Kleinfelder will coordinate public utility locating services (OKIE811) prior to starting our fieldwork. Prior to initiating our subsurface explorations, all private site utilities and utility easements must be accurately located in the field, or on a scaled map, or both. This information must be made available to Kleinfelder by the owner at least two days before beginning our field exploration. Kleinfelder will accept no responsibility for damage to existing private utilities not accurately located in the manner described above.

Please be aware that penetrating the ground surface is inherently risky. It is impossible to determine with certainty the precise location of all structures, including utilities, which may be buried in the ground. The fees charged by Kleinfelder are not adequate to compensate for both the performance of our services and the assumption of risk of damage to such structures. Therefore, the disruption/damage of utilities or underground structures which have not been marked will be the responsibility of the owner. Services rendered by Kleinfelder to repair utilities damaged during our field exploration will be billed at cost.

All borings will be located within the existing public right of way. Traffic control will be required for the field operations. Kleinfelder will layout the borings in the field with a hand-held GPS device with an accuracy of approximately 15 feet. The boring locations should be considered accurate only to the degree implied by these methods. Boring elevations will not be provided. If precise boring locations or elevations are desired, we suggest a firm specializing in surveying be hired to develop this information.

Task 2 – Field Explorations

Kleinfelder proposes to perform a total of seven borings, three pavement borings to three feet below the bottom of pavement, two grass shoulder borings to 3 feet below the existing grade, and two retaining wall borings to five feet into bedrock elevations. The pavement and shoulder borings will be placed on alternating sides of the road to evaluate the existing pavement and subsurface conditions along the proposed improvement at an approximate spacing of 500 and 750 feet, respectively. The retaining wall borings will be performed within the footprint of the proposed MSE retaining wall. The roadway borings will be terminated at the planned depths or at auger refusal, whichever occurs first.

The existing pavement will be cored with a 5-inch or larger diameter core barrel. The thickness of the pavement cores will be recorded, and the cores will also be photographed and reported in our pavement core logs. Auger cutting samples will be obtained from the borings. In general, a minimum of two samples, 0 to 6 inches and 6 to 36 inches below the topsoil, bottom of pavement, or aggregate base, if present, will be obtained from each boring. Any marked

changes in soil type will be sampled, in addition to the minimum sampling interval noted above. In addition, one composite soil sample will also be collected.

A pavement distress survey (10 percent of the length of the alignment) will also be conducted in general accordance with ASTM D6433. The distress survey is anticipated to include approximately three sections, each section will be approximately 12 feet wide and 100 feet long.

For the retaining wall borings, sampling in the overburden soils will be performed in general accordance with standard procedures wherein Shelby tube samples (ASTM D1587) and split-barrel samples (ASTM D1568) are alternated in cohesive soils and split-barrel samples are obtained in granular soils, miscellaneous fill, weathered rock, or other hard materials at 5-foot intervals. Bedrock encountered in the borings will be tested by SPT at the top of rock, and at a depth of 5-feet into bedrock. Borings will be terminated if auger refusal is encountered prior to the termination depth of the boring. For the purposes of this proposal, we are estimating bedrock will be encountered approximately 20 feet below the existing grade.

Traffic control will be required for the field operations and has been included in our fee. The borings will be backfilled with a combination of auger cuttings and bentonite chips. The pavement borings in the existing roadway will be patched with cold asphalt patch. Groundwater observations in the borings will be noted at the time of drilling and immediately following the completion of drilling operations.

Task 3 – Laboratory Testing

Laboratory services will include water contents, Atterberg Limits, sieve gradations, and soluble sulfates for representative soil samples. In addition, standard Proctor and resilient modulus test will be performed on the composite bulk sample. All soil samples will be visually classified in accordance with the Unified Soil Classification System (USCS). Pavement cores will be measured and photographed in the laboratory.

Task 4 – Analysis & Report Preparation

A report will be prepared under the direction of a professional engineer licensed in the State of Oklahoma. This report will include boring location diagram(s), all coring/boring logs, and laboratory test results. In addition, the following specific items will be addressed:

- a) Generalized geotechnical site development concerns addressing subgrade preparation, earthwork placement, and compaction criteria.
- b) Summary of existing pavement thickness and aggregate base thickness, if present, and pavement subgrade soils.
- c) Mill and overlay recommendations, if feasible.
- d) Both flexible and rigid pavement thickness recommendation for the reconstruction and widening of the existing roadway based on the provided traffic data.
- e) MSE retaining wall recommendations:
 - i. Bearing capacity
 - ii. Settlements
 - iii. Global Stability

- iv. Minimum strap length determination
- f) IBC site classification.
- g) Evaluation of on-site materials for use as general or structural backfill.
- h) Other construction considerations.

Environmental

Performed by others and not included in the scope of services.

Permits

The Consultant shall work with the City of Chickasha to avoid and minimize impacts to any jurisdictional waters and wetlands. The Consultant shall provide calculations of impacts to any jurisdictional waters which require a United States Army Corps of Engineers (USACOE) Section 404 permit at the time of 100% submittal. The Consultant will complete an Oklahoma Water Resource Board Permit Application if necessary. If a letter of map revision (LOMR) or a conditional letter of map revision (CLOMR) is required, the additional work required to complete them will be supplemented or task ordered if it is not already included in the original scope. The Consultant shall complete the Department of Environmental Quality (DEQ) Notice of Intent (NOI) form at the time of submittal of final plans and cost estimate. If substantial onsite mitigation is required for the 404 permit, the additional work will be task ordered or supplemented.

Project Schedule Milestone Submissions

(Contingent upon a NTP of 07/21/2025)

Chickasha Oklahoma

Street Widening along East Grand Avenue

Begin Project	NTP (Estimated 07/21/2025)
Preliminary Plans (30%)	10/2025
Right of Way Plans (65%)	12/2025
Construction Documents Phase (100%)	
➤ Plans, Specifications and Estimate	02/2026
➤ Pre-Bid Conference	TBD
➤ Bid Opening	TBD
➤ Contract Award	TBD
➤ Contract Closeout	TBD
➤ As-Built Plans	TBD

SECTION 2 – PAYMENT

2.1 For the Services set forth above, Owner will pay Hudson Prince as follows:

2.1.1 **Lump Sum amount of \$269,493.00.**

This Work Order may be executed in two (2) or more counterparts each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

The effective date of this Work Order shall be the last date written below.

City of Chickasha

HUDSON PRINCE ENGINEERING &
INSPECTION, PLLC

By: _____
Signature

By: Jerod Wilkins
Signature

Name: _____
Printed Name

Name: Jerod Wilkins
Printed Name

Title: _____

Title: Exec. VP - Operations

Date: _____

Date: 07/10/2025

Attest: _____

Attest: _____

CHICKASHA

Meeting Type: CMA Agenda 8-4-2025

Meeting Date: 8/4/2025

Department: Administration

Agenda Item No. 4.b.

AGENDA ITEM: Discussion, consideration, and possible action to allow the Chickasha Chamber of Commerce the use of the golf course to conduct the Chamber Golf Tournament on September 5, 2025.

I. BACKGROUND/DESCRIPTION:

If request is approved, an Indemnification Agreement as well as a Certificate of Liability Insurance will be required.

II. RECOMMENDED ACTION:

Allow the Chickasha Chamber of Commerce the use of the golf course to conduct the Chamber Golf Tournament on September 5, 2025.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:

	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: August 4, 2025	(From)		

V. ATTACHMENTS:

- 20250728161059467



City of

Chickasha

Community Development

OUTDOOR AMUSEMENT EVENT LICENSE APPLICATION

Date: 7/18/25

Event Date(s) & Times: Sept 5 7AM-6PM

Event Type (Include a description of all events and functions):

Chamber Golf Tournament

Applicant: Chickasha Chamber of Commerce

Mailing Address: 221 W Chickasha Ave

City: Chickasha State: OK Zip: 73018

Event Address or location description: Golf Course 2900 S 16th St

Property Owner: City of Chickasha

Phone Number: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Present Zoning District: _____ Size of Event Space (Acres): _____

Type of Sanitary Facilities to be Provided: _____

Type of Solid Waste Facilities to be Provided: _____

Combined Estimated Number of Participants/Spectator's: _____

Describe Parking Facilities to be Provided (Including surface type, access and number of spaces): _____

REQUIREMENTS

☐ Advertising Signs: NO Off-Premises Advertising Signs shall be allowed.

Comments:

☐ Reviewed By: _____ Police Department _____
☐ Reviewed By: _____ Fire Department _____
☐ Reviewed By: _____ Public Works _____
☐ Reviewed By: _____ Community Development _____
☐ Approved ☐ Denied By: _____ City Manager's Office