

DOCUMENT	OSP-PUB-01 — Office of Special Projects: Public Overview and Inquiry Procedures
ISSUED BY	Office of Special Projects, City of Joséke Grove, Oklahoma
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CLASSIFICATION	PUBLIC — Available for public distribution
AUTHORIZED BY	City Manager's Office, pursuant to City Charter §7(c) and Interagency Coordination Agreement ICA-2019-01

RE: Office of Special Projects — Purpose, Scope, and Public Inquiry Procedures

1. PURPOSE OF THIS DOCUMENT

This document provides public information about the City of Joséke Grove's Office of Special Projects (OSP), including its administrative purpose, the scope of matters it handles, and the procedures by which residents, property owners, and other interested parties may submit inquiries or requests to the office. This document supersedes OSP-PUB-00, the original public overview issued at the time of the office's establishment in April 2019.

The Office of Special Projects does not maintain a public-facing reception function and does not accept walk-in inquiries or telephone calls from the general public. All inquiries must be submitted in writing using Form OSP-1, as described in Section 4 of this document.

2. ESTABLISHMENT AND AUTHORITY

The Office of Special Projects was established by the City Manager's Office in April 2019 pursuant to City Charter §7(c), which authorizes the City Manager to create administrative units for the coordination of interagency matters involving city-owned or city-administered property that is subject to environmental, geological, or infrastructure designations requiring specialized oversight.

The establishment of OSP coincided with two related administrative actions: the initiation of the southeastern district administrative reorganization referenced in city planning records, and the execution of Interagency Coordination Agreement ICA-2019-01 between the City of Joséke Grove and the Sagamore County Transit Authority (SCTA), which was incorporated under its current charter in the same year. ICA-2019-01 governs the coordination of administrative responsibilities between the city and the SCTA with respect to designated sites in the southeastern district, including Grove Quarry (designated QS-0 in county records).

OSP operates under the direct authority of the City Manager's Office. Its activities are subject to oversight by the City Council through the closed-session procedures authorized under City Charter §7. OSP does not have a separate budget line in the publicly published city budget; its operational costs are administered through the City Manager's contingency allocation.

NOTE ON CHARTER §7(c)

City Charter §7(c) authorizes the withholding of certain administrative records from public disclosure where those records pertain to ongoing interagency coordination, active environmental assessments, or matters designated as sensitive under applicable county or state administrative frameworks. Records held by OSP that fall within these categories are not available through standard public records request procedures. Requests for such records should be submitted to the Sagamore County Clerk's office, which maintains the authoritative archive for designated site records under county administrative protocols.

3. SCOPE OF OSP RESPONSIBILITIES

The Office of Special Projects is responsible for the following administrative functions on behalf of the City of Joséke Grove:

Designated Site Administration: OSP administers the city's ongoing responsibilities with respect to Grove Quarry (QS-0) and associated southeastern district properties that were subject to the 2019 administrative reorganization. This includes coordination with the Sagamore County Clerk's office regarding property records, the processing of public inquiries regarding QS-0, and the management of the city's obligations under ICA-2019-01.

Environmental Assessment Coordination: OSP coordinates the city's participation in environmental assessments affecting designated sites in the southeastern district, including assessments conducted by or on behalf of the SCTA. OSP maintains copies of relevant assessment documentation on behalf of the city and serves as the city's point of contact for assessment-related correspondence. The most recent environmental assessment affecting QS-0, designated ER-GQ-2024-01, was coordinated through OSP. Copies of ER-GQ-2024-01 are held by the Sagamore County Clerk's office.

Interagency Coordination: OSP serves as the city's designated liaison to the SCTA for matters arising under ICA-2019-01. This includes coordination regarding infrastructure planning in the southeastern district, matters arising under SCTA Operating Charter §7

that have implications for city-administered property or city residents, and any other matters that the City Manager's Office designates for interagency coordination through OSP.

Southeastern District Emergency Guidance: OSP is responsible for issuing supplementary emergency guidance specific to the southeastern district of Joséke Grove, where the environmental and infrastructure characteristics of that district may require guidance that differs from citywide emergency management protocols. Such guidance is issued in coordination with the Office of Emergency Management and is distributed through city emergency alert channels. Residents of the southeastern district are advised to retain any OSP-issued guidance they receive.

Public Inquiry Processing: OSP processes written inquiries submitted via Form OSP-1 regarding any matter within its administrative scope, including inquiries about QS-0, southeastern district property matters, and the Grove Quarry operational history. Response times and the scope of information provided are subject to the disclosure limitations described in Section 2 and City Charter §7(c).

NOTE ON GROVE QUARRY OPERATIONAL HISTORY RECORDS

Records pertaining to Grove Quarry operational history from 1889 through the cessation of aggregate extraction in 2021 are subject to a partial disclosure restriction under City Charter §7(c) and ICA-2019-01. This restriction applies specifically to records documenting subsurface conditions, extraction volumes at depths below the publicly reported operational range, and any records generated in connection with the 2019 administrative reorganization of the southeastern district. The existence of this restriction is a matter of public record. The specific basis for the restriction is not subject to public disclosure under current administrative protocols.

4. FORM OSP-1: INQUIRY AND REQUEST PROCEDURES

All public inquiries to the Office of Special Projects must be submitted using Form OSP-1. Form OSP-1 is available from the following sources:

- The city clerk's office at Town Hall, 200 Bellweather Bend, Town Hall District, during regular business hours;
- The Sagamore County Clerk's office;
- By written request to the City Manager's Office via the city contact form at joseke-ok.org.

Form OSP-1 is not available for download from the city website. This is an administrative limitation and not a restriction on access. Residents who are unable to obtain the form through the channels listed above should contact the City Manager's Office directly.

Completed Form OSP-1 submissions should be submitted by mail to the City Manager's Office at 200 Bellweather Bend, Town Hall District, Joséke Grove, Oklahoma 74028, marked to the attention of the Office of Special Projects. OSP does not accept electronic submissions of Form OSP-1 at this time.

Response times for Form OSP-1 submissions vary depending on the nature of the inquiry and the applicability of disclosure restrictions. Standard processing time is six to eight weeks from the date of receipt. Inquiries that fall within the disclosure restrictions described in City Charter §7(c) will receive a written acknowledgment of receipt and a determination letter within the standard processing window. Acknowledgment of receipt does not constitute a commitment to provide the requested information.

NOTE ON FORM OSP-1 AVAILABILITY

The Office of Special Projects acknowledges that Form OSP-1 is not as readily accessible as standard city forms. This reflects the specialized nature of OSP's administrative function and the limited volume of inquiries the office is designed to process. Residents with urgent inquiries regarding southeastern district emergency guidance may contact the Office of Emergency Management directly at (918) 402-1144. For all other matters within OSP's scope, the Form OSP-1 process is the appropriate channel.

5. CONTACT AND LOCATION INFORMATION

The Office of Special Projects does not maintain a publicly listed office location, telephone number, or email address. Inquiries should be submitted via Form OSP-1 as described in Section 4. OSP correspondence is administered through the City Manager's Office at 200 Bellweather Bend, Town Hall District.

Residents seeking general assistance with city services should contact Town Hall administration at (918) 402-1100 or townhall@joseke-ok.org. Staff at Town Hall can confirm whether a given matter falls within OSP's administrative scope and provide guidance on the Form OSP-1 process.

6. RELATIONSHIP TO SCTA AND ICA-2019-01

The City of Joséke Grove and the Sagamore County Transit Authority entered into Interagency Coordination Agreement ICA-2019-01 in April 2019. This agreement establishes a framework for coordination between the city and the SCTA on matters affecting the southeastern district, including the QS-0 designated site, subsurface infrastructure planning, and environmental assessment protocols.

ICA-2019-01 is a matter of public record. A summary of its provisions is available from the Sagamore County Clerk's office. Certain appendices and technical schedules attached to ICA-2019-01 are subject to disclosure restrictions under City Charter §7(c) and SCTA Operating Charter §7. OSP serves as the city's designated point of contact for matters arising under ICA-2019-01 and coordinates with the SCTA on all such matters through established interagency protocols.

Residents with questions about SCTA services or operations should contact the SCTA directly at scta.gov or via SCTA Passenger Relations. Questions about the administrative relationship between the city and the SCTA with respect to the southeastern district should be directed to OSP via Form OSP-1.

NOTE ON PUBLIC RECORDS REQUESTS REGARDING ICA-2019-01

Requests for records related to ICA-2019-01 and the city's coordination with the SCTA may be submitted through the standard public records request process at the City Clerk's office or through Form OSP-1, depending on the specific records requested. The City Clerk's office can advise on the appropriate channel. Records subject to disclosure restrictions under City Charter §7(c) are not available through either process; a determination letter will be issued in such cases within the standard processing window.

7. A NOTE ON THE SOUTHEASTERN DISTRICT

The southeastern district of Joséke Grove encompasses the area surrounding and adjacent to the former Grove Quarry site. The quarry has been fully flooded since the cessation of aggregate extraction in 2021 and is designated QS-0 in Sagamore County records. The site is closed to public access and is administered under county authority in coordination with the city and the SCTA through the framework established by ICA-2019-01.

The southeastern district was subject to an administrative reorganization beginning in 2019 that adjusted property and infrastructure oversight responsibilities in the area adjacent to QS-0. Records pertaining to that reorganization are held under the disclosure restrictions described in this document. The reorganization did not affect the property rights or residency status of any individual currently residing in the southeastern district.

Residents of the southeastern district who have questions about property matters, access restrictions near QS-0, or the district-specific emergency guidance periodically issued by this office are encouraged to submit a Form OSP-1 inquiry. Residents who have received OSP-issued guidance in connection with the southeastern district are advised to retain that guidance and to follow its instructions in the event of any change in conditions in the area.

The city does not publish information about the specific environmental or subsurface characteristics of the QS-0 site beyond what is contained in publicly available geological survey documentation. Additional information may be available through the Sagamore County Clerk's office, subject to applicable disclosure restrictions.

City of Joséke Grove, Oklahoma · Office of Special Projects · Administered through the City Manager's Office · 200 Bellweather Bend, Town Hall District · 74028 · joseke-ok.org

OSP-PUB-01 · City Charter §7(c) · ICA-2019-01 · QS-0 · SCTA Operating Charter §7 · ER-GQ-2024-01