

CITY COUNCIL BUDGET RETREAT MINUTES

November 14, 2017

The City Council of the City of Norman, Cleveland County, State of Oklahoma, met in a Budget Retreat at 5:00 p.m. in the Municipal Building Conference Room on the 14th of November, 2017, and notice and agenda of the meeting were posted at the Municipal Building at 201 West Gray, and the Norman Public Library at 225 North Webster 48 hours prior to the beginning of the meeting.

PRESENT: Councilmembers Bierman, Castleberry, Clark, Hickman, Holman, Karjala, Wilson, Mayor Miller

ABSENT: Councilmember Allison

Item 1, being:

CHANGE ORDER NO. ONE TO CONTRACT K-1718-40: WITH SILVER STAR CONSTRUCTION COMPANY, INC., INCREASING THE CONTRACT AMOUNT BY \$193,310.40 TO ADD THE COMPLETION OF DAKOTA STREET, PHASE II, FROM BERRY ROAD TO FLOOD AVENUE AND IOWA STREET, PHASE III, FROM FLOOD AVENUE TO UNIVERSITY BOULEVARD TO THE EXISTING CONTRACT.

Mr. Rocky Henkel, Public Works Street Superintendent, said the Iowa/Dakota Reconstruction Project is the last project of the 2010 Street Maintenance Bond Program consisting of 11 blocks of reconstruction. He said the scope of work involves removing the existing pavement, installation of new water service line to residents, storm sewer, inlets, manholes, subgrade stabilization, curb, gutter, driveways, and asphalt surfacing. He said two blocks on Iowa Street are proposed in the Change Order at this point with the only work that has been completed is the installation of the new water service line. He said five blocks only need minor sod and the four blocks on Dakota Street are in progress at the moment. On Iowa Street, water service lines, storm sewer, subgrade stabilization, curb gutter, driveway, inlet manholes, and new asphalt surfacing have been installed. He said the original Bond Program Budget was \$2,200,000 and money spent to date on the project is \$1,200,000. He said the estimated work including the proposed Change Order is approximately \$700,000, which brings the total amount to approximately \$1,900,000 with an estimated savings of \$300,000. He said the project should be completed by the end of the year.

Councilmember Wilson asked if it is normal to bypass the competitive bid process. Mr. Henkel said they are under an existing contract with Silver Star Construction at the moment. He said all of the material for the project has already been purchased upfront and the Change Order is for labor and minor equipment. Mr. Shawn O'Leary, Public Works Director, said the process is not outside of bidding laws or regulations. He said Public Works is proposing to go this way, because of a timing issue. He said if Council is not comfortable with the Change Order, Public Works can pursue another method, but the project is well within the City's contract. Councilmember Hickman said the Change Order is well worth it if the project stays under the budgeted amount in order to help a contractor complete the project in a timely manner.

Councilmember Holman asked if the block of Iowa Street between Flood Avenue and Pickard Street was on the bond program. Mr. O'Leary said improvements for that area are part of the Community Development Grant Program (CDBG).

Councilmember Wilson asked if the extra money can be spent for other things, for example, sidewalks, or does it have to be used for streets only. Mr. O'Leary said these funds have been authorized by voters in a street maintenance bond program and it is best utilized for street maintenance. Councilmember Clark asked if there will be sidewalks on Iowa Street. Mr. O'Leary said not on this project.

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Item 2, being:

DISCUSSION REGARDING THE FYE 2018 CAPITAL IMPROVEMENT PROGRAM BUDGET AND THE FYE 2019-2022 CAPITAL IMPROVEMENTS PLAN.

Ms. Susan Connors, Director of Planning and Community Development, said a Capital Project:

- Generally costs more than \$100,000;
- Is relatively fixed or permanent in nature;
- Is an asset with an expected life of more than five years;
- Consists of construction of new, expanded or improved tangible assets;
- Takes more than one (1) fiscal year to complete; and
- Contracted services for design, land acquisition and utility relocations may be required.

Ms. Connors said there are many funding resources in the Capital Improvements Projects (CIP) Budget including:

- Public Safety Sales Tax Fund;
- CDBG Fund;
- Room Tax Fund;
- Capital Fund;
- Norman Forward; and
- University North Park TIF District Fund.

Ms. Connors said the Capital Improvements Fund 50 was established to account for capital projects funded by capital sales tax receipts, general obligation bond issues, or specific matching funds and other projects related to enterprise funds funded through the CIP or Budget Funds such as PSST or Norman Forward, including water and utility funds. She said Capital Fund 50 is funded by seventy percent (70%) of one percent (0.7%) of sales tax set aside each year for capital improvements. She said projects approved for construction with this funding are accounted for in the Capital Improvements Fund 50.

Ms. Connors said the Fund 50 Capital Sales Tax guidelines to allocate new revenue breaks down as follows:

- Existing Facility Maintenance – 5%;
- Capital Outlay – 27%;
- Street Maintenance – 25%;
- Other Projects & Debt Service – 36%; and
- General Contingency – 7%.

Ms. Connors said projects completed and closed for the FYE 18 include:

- Santa Fe Depot improvements;
- Highland Village Park;
- Sooner Theater seat replacement; and
- Little Axe water well chlorination system.

Item 2, continued:

Ms. Connors said other projects completed, but final bills have not been paid include:

- Police Department - Animal Welfare Fencing
- Parks Department - Recreation Center air conditioning, Little Axe Community Center drainage and bleacher improvements, Saxon Community Park fitness trail, and Andrews Park rental building air conditioning.

Ms. Connors said some of the significant projects completed in the FYE 18 include:

- Lindsey Street Interchange;
- Franklin Road Bridge Replacement;
- Imhoff Creek Stabilization Study; and
- Robinson Street Sidewalks.

Ms. Connors said there are also a number of traffic signal improvement projects included in the FYE 18 completed projects.

She said projects that are underway for the FYE 18 include:

- IT Department
 - Access control on buildings on Main Campus;
 - Fiber Optics Phase 2 Connection of Fiber from Alameda, north to Main Street to complete a Fiber loop; and
 - ERP Replacement Project Phase 1 of 5.
- Planning and Community Development Department
 - Comprehensive Plan Update

Ms. Connors said the IT Department has a consultant and is working on contracting with different providers for the different systems that will be installed for the ERP Project. She said other projects for the FYE 18 that are underway include:

- Parks Department
 - NE Lions – restroom building replacement scheduled for winter/spring;
 - Sutton Wilderness Trail and parking lot expansion;
 - Saxon Community Park fencing and signage; and
 - Whittier & Irving Recreation Centers exterior painting.
- Fire Department
 - Fire Station 9 – finishing miscellaneous small items
 - Fire Administration Building Renovation – 75% complete

Ms. Connors said the significant projects underway in FYE 18 in the Public Works Department include:

- Lindsey Street Bond Project from 24th Avenue SW to Berry Road;
- Main Street Enhancement (Streetscape);
- James Garner Avenue Phase I – Intersection of Acres Street and James Garner; and
- 12th Avenue SE Bond Project – State Highway 9 to Cedar Lane Road.

Item 2, continued:

Ms. Connors said some of the projects on Highway 9 that have been completed include:

- Phase 1 – 24th Avenue East to 36th Avenue East
- Phase II – 36th Avenue East to 72nd Avenue East; and
- Phase III, IV, and V, which are scheduled out years in the Capital Improvements Program.

Ms. Connors said the nine Community Development Block Grant Disaster Relief (CDBG-DR) Grant Infrastructure Projects will be completed in the next few months.

Ms. Connors said Fund 15 PSST projects underway include:

- Police Department
 - Emergency Communication Center – (\$6,451,500)
- Fire Department
 - Fire Apparatus Replacement – (\$652,501)
 - Emergency Communications System – (\$12,204,554)

Ms. Connors said there are a number of completed projects within Fund 51 – Norman Forward, which include:

- Griffin Park Master Plan;
- Reaves Park Master Plan;
- Westwood Tennis – two outdoor court addition; and
- James Garner Avenue & Acres intersection design

Ms. Connors said the Fund 51 – Norman Forward projects underway include:

- East & Central branch libraries;
- Westwood Family Aquatic Center;
- Neighborhood Park Improvements (Sonoma and Oakhurst Parks) citywide safety resurfacing;
- Public Art at Westwood and East Library;
- Griffin/Sutton adult softball land purchase negotiations;
- Indoor Aquatic/Indoor Multi-sport facility land lease negotiations;
- Westwood Tennis indoor facility;
- James Garner Avenue/Flood to Acres design; and
- Andrews Park improvements.

Ms. Connors said upcoming Fund 51 – Norman Forward projects for FYE 19 include:

- Griffin Park renovations - \$2,000,000
- Indoor Aquatic facility - \$10,000,000
- Indoor Sports facility - \$6,000,000
- James Garner: Acres-Flood - \$212,000
- Reaves Park renovations - \$3,000,000
- Neighborhood park improvements - \$250,000
- New neighborhood park - \$300,000
- Public art - \$275,000
- Ruby Grant Park \$1,250,000
- Saxon Park development - \$900,000

Item 2, continued:

Ms. Connors said the 2010 Street Maintenance Bond Program has only two outstanding projects, which are the Iowa Street and Dakota Street projects. She said the 2016 Street Maintenance Bond Program is for roadway construction and street maintenance for years one and two, which has projects underway. She said the 2017 projects are almost complete and each of the future years there will be projects under design or construction. She said some of those projects include:

- Springbrook Addition (Urban Asphalt);
- Thistlewood Drive (Urban Concrete); and
- Imhoff Road – 180th Avenue Southeast to West (Rural Road).

Ms. Connors said the 2012 Transportation/Stormwater Bond program includes:

- 2014/2015 Cedar Lane Road: 12th Avenue to– ½ Mile East of 24th Avenue SE
- 2016/2017 Lindsey Street: 24th Avenue SW to Berry Road
- 2017 Franklin Road Bridge: ½ Mile west of 12th Avenue NW
- 2018 Main Street Bridge: ½ Mile West of 36th Avenue SW
- 2018 12th Avenue SE: SH-9 to Cedar Lane Road
- 2018/2019 24th Avenue East: Lindsey Street – Robinson Street

Ms. Connors said in addition to last year's construction:

- 2019/2020 Alameda Street: ½ mile East of 24th Avenue SE – 48th Avenue SE
36th Avenue NW: Tecumseh Road – Indian Hills Road

Ms. Connors said in 2018, the City did not have as many readiness points and the projects were down. The City is going to proceed and has many more projects that have the readiness points for the proposed funds. For 2019 and 2020, the points increased back up to \$9,000,000 or \$10,000,000 each year.

Ms. Connors said the City spends about \$2,300,000 on the City Vehicle Replacement Program; however, last year Council bumped it with a contingency approved by City Council of \$788,000. She said that money was spent on vehicles to catch up by replacing needed vehicles for the City. Ms. Connors said upcoming significant projects are Fire Apparatus Replacement for the Fire Department, interior renovations to Sooner Theatre and Bicycle Skills Park design for the Parks Department. She said other significant upcoming projects include the building generator for Building 201; year one of the ERP Replacement Project; City Website Design and mobile app; Datacenter storage; and Building Security/Access Systems.

Ms. Connors said Public Works has a list of projects for the Fund 50 Capital which includes:

- 24th Avenue East 2012 Bond Project;
- Disaster Debris Management Plan Update;
- West Rock Creek Road – 36th Avenue NW to Grandview Drive;
- 24th Avenue NW and Tee Drive Traffic Signal and Intersection Widening;
- 36th Avenue NW Traffic Signals at Bart Conner Drive and Cascade Boulevard and Interconnect;
- Traffic Signal Upgrades (Pedestrian Controls); and
- Rock Creek Road Traffic Signals and Intersection Widening at 12th Avenue NW and Trailwood Drive.

Item 2, continued:

Ms. Connors said sidewalks have been an ongoing topic and \$80,000 was set aside for Sidewalk Program for Schools and Arterials; \$30,000 for Sidewalk Accessibility; \$50,000 for 50/50 repair Citywide Sidewalk Project; \$50,000 for Downtown Area Sidewalk Project; \$120,000 for Sidewalk and Trails; and \$50,000 for the Horizontal Saw Cut Program. She said there is about \$380,000 set aside annually.

Mayor Miller asked about the status of the ADA accessibility study. Mr. Shawn O'Leary, Director of Public Works, said the plan will be received around June of 2018 and will provide recommendations and budgets for the sidewalks, accessibility buildings, and parks. He said it will be a long expensive list for next year and next year there will be discussion about applying capital funds to that area of interest. He said it might not be sidewalks alone; it could be many different things.

Councilmember Clark said at a Boy Scout meeting there were comments about motorized wheelchairs in the streets, because there are no connected sidewalks. She asked if 12th Avenue could be a part of the projects and how much it would cost to build sidewalks along Sutton Wilderness to Rock Creek and Griffin Park. Mr. O'Leary said it is already in the plans for the sidewalk program and staff could prepare an estimate.

Councilmember Hickman said he would like to see more money spent towards sidewalks in central Norman.

Mayor Miller said part of the accessibility study consists of the consumers gathering the data and giving input and this will be helpful to get the study prioritized.

Councilmember Castleberry asked if we had a Sidewalk Master Comprehensive Plan and whether the gaps had all been identified. Mr. Scott Sturtz, City Engineer, said that is part of the Transportation Plan and Public Works does go back and utilize that as one of the tools when programming locations. He said Public Works has a map which shows gaps and problem locations.

Councilmember Hickman said after the sidewalks are prioritized Staff should look at other areas where the City is investing and provide access to those areas, i.e., Central Library. Mr. O'Leary said Public Works needs to reevaluate the plan to make it meet the pedestrian traffic as it is today.

Ms. Connors said the Fund 50 Capital Upcoming Recurring Projects in the FYE 19 includes:

- Capital outlay
- Street maintenance
- Maintenance of existing facilities
- Stormwater drainage maintenance
- Personnel
- ODOT audit adjustments
- ADA sidewalk compliance and repair
- Bridge maintenance
- Downtown sidewalks
- Driveway repairs
- Street striping
- Traffic calming
- Greenbelt acquisition
- Community/neighborhood improvements
- Building Maintenance/Mechanical/Electrical.

Item 2, continued:

Ms. Connors said these are types of recurring projects, which are funded each year at the same amount.

Ms. Connors said the upcoming challenges identified by departments include:

- Enterprise Resource Planning (ERP) System
- Website/Mobile App Upgrade during ERP upgrade
- City Core Switch replacement
- City Data Center air conditioning replacement
- Replace DMZ Server and Storage Infrastructure
- Regional Commuter Rail System
- Future Stormwater Utility Fee Election
- ODOT Project Audit
- Stormwater Quality Programs
 - TMDL Implementation
 - OKR04 Permit Implementation
- May 2015 Storm Rebuilding Program Appeal of FEMA Reimbursement (\$2,800,000)
- I-35 Corridor Study (Norman – Moore – ODOT)
- New Traffic Signals on State Highways/City Arterials
- Fleet replacement
- Upgrade sidewalks and alleys
- Follow-up to Parking Study

Councilmember Karjala asked which parking study is being discussed. Mr. O’Leary said the City conducted a downtown and Campus Corner parking study. He said the study has been extended into a different approach and the City has now partnered with Cleveland County. He said this will lead to a series of parking structures the City may participate in with Capital funds.

Councilmember Castleberry said he proposed that \$750,000 be budgeted for the Senior Center in FYE 2019.

Councilmember Clark said she proposed Council look at bus stops in north Norman to add routes to Porter/Rock Creek. Mr. O’Leary said Cleveland Area Rapid Transit (CART) builds and maintains all of the bus stops through financial support through the City. He said Public Works does support CART when they can with sidewalks and handicap accessible ramps to and from the bus stops through grant money and other sources. He said the primary responsibility does fall on CART for all of the bus stop locations and construction maintenance. He said CART has a contract with Tyler Advertising and Tyler puts the Capital dollars into the bus stop and in exchange Tyler Media gets to sell advertisement.

Councilmember Hickman asked when the design will begin on James Garner from Acres to Duffy to help with readiness points for Porter Avenue, such as sidewalks, lighting, or road work.

Councilmember Bierman said a crosswalk is needed from the Summit Lakes neighborhood to the Library, a stop signal, and the area is not well-lighted at night. She said there are a lot of lane changes at this site. She noticed there is construction planned on Alameda Street in 2019 and 2020 from east of 24th Avenue to 48th Avenue and asked if that is a widening project. Mr. O’Leary said that is part of the 2020 Bond Program. He said Public Works anticipated there would be the need of road improvements to support the Fire Station and the Library. He said right now it is paid for in the 2019/2020 timeline if the transportation funds can match it.

Item 2, continued:

Councilmember Wilson said she wants as much striping and four-way stop signs as possible on rural roads. Mr. O’Leary said this may need to be addressed at the Committee meeting.

Items submitted for the record

1. PowerPoint presentation entitled, “FYE 2018 Capital Improvement Program (C.I.P.) Budget, and FYE 2019-2022 Plan” dated November 9, 2017

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The meeting adjourned at 6:00 p.m.

ATTEST:

City Clerk

Mayor