

City of Norman, OK

*Municipal Building
Council Chambers
201 West Gray
Norman, OK 73069*



Meeting Agenda

Tuesday, November 22, 2016

6:30 PM

**City Council, Norman Utilities Authority, Norman Municipal
Authority, and Norman Tax Increment Finance Authority**

City Council

*Mayor Lynne Miller
Councilmember Greg Heiple
Councilmember Aleisha Karjala
Councilmember Robert Castleberry
Councilmember Bill Hickman
Councilmember James Chappel
Councilmember Breea Clark
Councilmember Stephen Holman
Councilmember Kyle Allison*

Public wifi - connect to CityOfNormanPublic - Password: April1889

1 Roll Call

2 Pledge of Allegiance

Minutes

3 [GID-1617-26](#) APPROVAL OF THE MINUTES AS FOLLOWS:

CITY COUNCIL MINUTES OF NOVEMBER 8, 2016
NORMAN UTILITIES AUTHORITY MINUTES OF NOVEMBER 8, 2016
NORMAN MUNICIPAL AUTHORITY MINUTES OF NOVEMBER 8, 2016
NORMAN TAX INCREMENT FINANCE AUTHORITY MINUTES OF
NOVEMBER 8, 2016

Attachments: [Text File Minutes](#)

[November 8 CC Minutes](#)

ACTION NEEDED: Acting as the City Council, Norman Utilities Authority, Norman Municipal Authority, and Norman Tax Increment Finance Authority, motion to approve or reject the minutes; and, if approved, direct the filing thereof.

ACTION TAKEN: _____

Proclamation

4 [P-1617-13](#) PROCLAMATION P-1617-13: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING SATURDAY, NOVEMBER 26, 2016, AS SMALL BUSINESS SATURDAY IN THE CITY OF NORMAN.

Attachments: [Text File Proclamation](#)

[Small Business Saturday](#)

ACTION NEEDED: Motion to acknowledge receipt of Proclamation P-1617-13 proclaiming Saturday, November 26, 2016, as Small Business Saturday in the City of Norman and direct the filing thereof.

ACTION TAKEN: _____

5 Consent Docket

Consent Docket

This item is placed on the agenda so that the City Council, by unanimous consent, can designate those routine agenda items that they wish to be approved or acknowledged by one motion. If any item proposed does not meet with approval of all Councilmembers, that item will be heard in regular order. Staff recommends that Item 6 through Item 21 be placed on the consent docket.

ACTION NEEDED: Motion to place Item _____ through Item _____ on the Consent Docket by unanimous vote.

ACTION TAKEN: _____

ACTION NEEDED: Acting as the City Council, Norman Utilities Authority, Norman Municipal Authority, and Norman Tax Increment Finance Authority, motion to approve or acknowledge all items on the Consent Docket subject to any conditions included in the individual action needed by item.

ACTION TAKEN: _____

Zoning Ordinance

6 [O-1617-12](#)

CONSIDERATION OF ORDINANCE O-1617-12 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 460 OF CHAPTER 22 OF THE CODE OF THE CITY OF NORMAN SO AS TO GRANT SPECIAL USE FOR A PROFESSIONAL OFFICE IN THE R-3, MULTI-FAMILY DWELLING DISTRICT, FOR PART OF BLOCK SEVENTEEN (17) OF THE ORIGINAL TOWN OF NORMAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (411 NORTH PETERS AVENUE)

Attachments: [Text File O-1617-12](#)

[O-1617-12](#)

[Location Map](#)

[Staff Report](#)

[Site Plan](#)

[Pre-Development Summary](#)

[Protest Map](#)

[Protest Letters as of 11-9-16](#)

[email](#)

[11-10-16 PC Minutes](#)

ACTION NEEDED: Motion to Introduce and adopt Ordinance O-1617-12 upon First Reading by title.

ACTION TAKEN: _____

Legislative History

11/10/16

Planning Commission

Recommended for Adoption at a subsequent
City Council Meeting to the City Council**Ordinance**

- 7 [O-1617-19](#) CONSIDERATION OF ORDINANCE O-1617-19 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 14-311(C) OF THE CODE OF THE CITY OF NORMAN TO ADD DESIGNATED TIMES AND COMMERCIAL LOADING AND UNLOADING ZONES ON SPECIFIC STREETS IN THE CAMPUS CORNER AREA FOR VEHICLES WIDER THAN 6.5 FEET AND ADDING SECTION 20-807(11) TO ESTABLISH FINES AND COSTS FOR VIOLATIONS; AND PROVIDING FOR THE SEVERABILITY THEREOF.

Attachments: [Text File O-1617-19](#)

[O-1617-19 clean](#)

[O-1617-19 annotated](#)

ACTION NEEDED: Motion to Introduce and adopt Ordinance O-1617-19 upon First Reading by title.

ACTION TAKEN: _____

Appointment

8 [AP-1617-13](#) CONSIDERATION OF THE MAYOR'S APPOINTMENTS AS FOLLOWS:

BOARD OF ADJUSTMENT

TERM: 12-22-16 TO 12-22-19: BRAD WORSTER - WARD 4

TERM: 12-22-16 TO 12-22-19: ANDREW SEAMANS - WARD 2

TERM: 12-22-16 TO 12-22-19: JAMES HOWARD - WARD 3

BOARD OF APPEALS

TERM: 11-22-16 TO 02-03-18: JON HORN [ALTERNATE] - WARD 3

ENVIRONMENTAL CONTROL ADVISORY BOARD

TERM: 10-27-16 TO 10-27-19: LARISSA BALZER - WARD 4

TERM: 10-27-16 TO 10-27-19: AARON PILAT - WARD 2

TERM: 11-22-16 TO 10-27-19: MATTHEW ROM - WARD 5

GREENBELT COMMISSION

TERM: 11-22-16 TO 07-13-19: KENDRA STREETER - WARD 3

HISTORIC DISTRICT COMMISSION

TERM: 11-22-16 TO 10-26-19: CATHERINE BARRETT - WARD 4

TERM: 11-22-16 TO 10-26-19: GLEN ROBERSON - WARD 2

TERM: 11-22-16 TO 10-26-19: ERINN GAVAGHAN - WARD 4

NORMAN REGIONAL HOSPITAL AUTHORITY

TERM: 10-31-16 TO 10-31-19: DR. JERRY WEBER - WARD 3

TERM: 10-31-16 TO 10-31-19: JOAN GREENLEAF - WARD 4

TERM: 11-22-16 TO 10-31-19: TOM SHERMAN - WARD 2

PARKS BOARD

TERM: 11-22-16 TO 01-01-18: MARY SALLEE - WARD 5

PLANNING COMMISSION

TERM: 11-01-16 TO 11-01-19: DAVE BOECK - WARD 4

TERM: 11-01-16 TO 11-01-19: CHRIS LEWIS - WARD 1

TERM: 11-22-16 TO 11-01-19: NOUMAN JAN - WARD 6

PUBLIC ART BOARD

TERM: 10-23-16 TO 10-23-19: JONATHAN FOWLER - WARD 4

SOCIAL AND VOLUNTARY SERVICES COMMISSION

TERM: 12-09-16 TO 12-09-19: PAMELA NORMILE - WARD 3

TERM: 12-09-16 TO 12-09-19: KAY ANTINORO - WARD 4

TERM: 12-09-16 TO 12-09-19: KRISTAL HAMM - WARD 6

Attachments: [Text File Appt](#)

ACTION NEEDED: Motion to confirm or reject the appointments.

- 11 [K-1617-59](#) CONSIDERATION OF AWARDING BID 1617-19, APPROVAL OF CONTRACT K-1617-59 BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND STREETS L.L.C. IN THE AMOUNT OF \$273,091; PERFORMANCE BOND B-1617-22, STATUTORY BOND B-1617-23, MAINTENANCE BOND MB-1617-20, AND PROJECT AGENT RESOLUTION R-1617-53 FOR 201 WEST GRAY ADMINISTRATION BUILDING MECHANICAL RENOVATION PROJECT AND RESOLUTION R-1617-43 TRANSFERRING FUNDS.

Attachments: [Text File HVAC](#)
[Bid tab 1617-19](#)
[K-1617-59](#)
[Maintenance Bond](#)
[Statutory Bond](#)
[Performance Bond](#)
[R-1617-43](#)
[PR Streets](#)

ACTION NEEDED: Motion to accept or reject all bids meeting specifications; and, if accepted, award the base bid in the amount of \$273,091 to Streets, L.L.C., as the lowest and best bidder meeting specifications; approve Contract K-1617-59 and the performance, statutory, and maintenance bonds; authorize execution of the contract and bonds; direct the filing of the bonds; adopt project agent Resolution R-1617-43, and Resolution R-1617-58 transferring funds for the project.

ACTION TAKEN: _____

Authorization for Purchase

- 12 [GID-1617-50](#) CONSIDERATION OF AUTHORIZATION FOR THE PURCHASE OF SOFTWARE SUPPORT AND MAINTENANCE IN THE AMOUNT OF \$27,500 FROM AZTECA SYSTEMS TO PROVIDE SUPPORT AND MAINTENANCE FOR CITYWORKS SOFTWARE THROUGH OCTOBER 31, 2017.

Attachments: [Text File Software](#)
[Azteca-Cityworks Invoice](#)
[Cityworks Sole Source letter](#)
[Azteca PO](#)

ACTION NEEDED: Motion to approve or reject authorization for the purchase of software support and maintenance for Cityworks Software in the amount of \$27,500 from Azteca Systems.

ACTION TAKEN: _____

- 13 [GID-1617-52](#) CONSIDERATION OF AUTHORIZATION FOR THE PURCHASE OF BUILDINGS AND CONTENTS INSURANCE FOR THE CITY OF NORMAN FROM AFFILIATED FM IN THE AMOUNT OF \$127,359 FOR THE PERIOD OF DECEMBER 1, 2016, TO OCTOBER 1, 2017 AND BUDGET TRANSFER.

Attachments: [Text File Insurance](#)

[Quote Comparison 11.15.16](#)

ACTION NEEDED: Motion to approve or reject authorization for the purchase of buildings and contents insurance for the City of Norman from Affiliated FM in the amount of \$127,359 for the period of December 1, 2016, to October 1, 2017; and, if approved, transfer \$12,592 from Professional Services/Worker's Compensation Weekly Payments (043-3002-415.40-22) to Self Insurance/Liability and Property (043-3004-415.44-03).

ACTION TAKEN: _____

Donation

- 14 [GID-1617-20](#) CONSIDERATION OF THE ACCEPTANCE OF DONATIONS TOTALING \$4,000 FROM CITIZEN DONORS TO BE USED BY THE NORMAN POLICE DEPARTMENT TO PURCHASE TEN (10) TRACKING BRACELETS TO BE USED IN THE CARE TRACK PROGRAM AND BUDGET APPROPRIATION.

Attachments: [Text File Donations](#)

[Donor List](#)

ACTION NEEDED: Motion to accept or reject a donation totaling \$4,000 from citizen donors to be used by the Police Department; and, if accepted, increase Citizen Donations (010-0000-365.13-72) by \$4,000 and appropriate \$4,000 to Staff Services Safety Equipment (010-6015-421.51-21).

ACTION TAKEN: _____

Grant

- 15 [K-1617-74](#) CONSIDERATION OF ACCEPTANCE OF A GRANT IN THE AMOUNT OF \$54,000 FROM THE OKLAHOMA HIGHWAY SAFETY OFFICE TO BE USED TO HOST TWO STATEWIDE TRAINING CLASSES FOR NORMAN POLICE OFFICERS TO BECOME DRUG RECOGNITION EXPERTS (DRE), APPROVAL OF CONTRACT K-1617-74, AND BUDGET APPROPRIATION FROM THE SPECIAL GRANTS FUND BALANCE.

Attachments: [Text File Grant](#)
[OHSO DRE Grant Agreement](#)

ACTION NEEDED: Motion to accept or reject a grant in the amount \$54,000 from the Oklahoma Highway Safety Office to be used by the Police Department; and, if accepted, approve Contract K-1617-74, authorize the execution thereof, appropriate \$54,000 from the Special Grants Fund Balance (022-0000-253.20-00) designating \$15,000 to Employee Travel/Workshops & Seminars (022-6037-421.46-04), and \$39,000 to Supplies/Employee Training (022-6037-421.30-13); and, upon receipt of funds, funds will be deposited into DRE Revenue (022-0000-331.13-30).

ACTION TAKEN: _____

Contract

- 16 [K-1415-78](#)
[AMD #2](#) AMENDMENT NO. TWO TO CONTRACT K-1415-78: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND MACARTHUR ASSOCIATED CONSULTANTS, L.L.C., INCREASING THE CONTRACT AMOUNT BY \$13,000 FOR A REVISED CONTRACT AMOUNT OF \$162,500 REVISING THE SCOPE OF WORK FOR IOWA STREET IN THE DAKOTA/IOWA STREET IMPROVEMENT PROJECT FROM BERRY ROAD TO UNIVERSITY BOULEVARD.

Attachments: [Text File MacArthur](#)
[Location Map](#)
[Amendment No. 2](#)
[Contract K-1415-78](#)
[First Amendment](#)
[Requisition](#)

ACTION NEEDED: Motion to approve or reject Amendment No. Two to Contract K-1415-78 with MacArthur Associated Consultants, L.L.C., increasing the contract amount by \$13,000 for a revised contract amount of \$162,500; and, if approved, authorize the execution thereof.

ACTION TAKEN: _____

- 17 [K-1516-147](#) FINAL ACCEPTANCE AND FINAL PAYMENT OF CONTRACT
[FINAL](#) K-1516-147 BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA,
AND DOWNEY CONSTRUCTION COMPANY FOR THE SAXON PARK
FITNESS TRAIL AND ROAD CONSTRUCTION PROJECT.

Attachments: [Text File Final](#)

[Saxon Park](#)

[Downey - Saxon Park](#)

ACTION NEEDED: Motion to accept or reject the project; and, if accepted, direct final payment in the amount of \$13,363.05 to Downey Construction Company.

ACTION TAKEN: _____

- 18 [K-1617-76](#) CONTRACT K-1617-76: A CONTRACT BY AND BETWEEN THE CITY
OF NORMAN, OKLAHOMA, AND THE CROSSROADS YOUTH AND
FAMILY CENTER, INC., IN THE AMOUNT OF \$60,000 FOR THE
OPERATION OF THE EMERGENCY YOUTH SHELTER FOR THE
PERIOD JULY 1, 2016 THROUGH JUNE 30, 2017.

Attachments: [Text File Crossroads](#)

[K-1617-76](#)

[PO Crossroads](#)

ACTION NEEDED: Motion to approve or reject Contract K-1617-76 with Crossroads Youth and Family Center, Inc., in the amount of \$60,000 for the operation of the Emergency Youth Shelter from July 1, 2016, through June 30, 2017; and, if approved, authorize the execution thereof.

ACTION TAKEN: _____

Resolution

- 19 [R-1617-51](#) RESOLUTION R-1617-51: A RESOLUTION OF THE COUNCIL OF THE
CITY OF NORMAN, OKLAHOMA, GIVING THE SECRETARY OF THE
CLEVELAND COUNTY ELECTION BOARD NOTICE OF MUNICIPAL
AND MUNICIPAL RUNOFF ELECTIONS FOR 2017.

Attachments: [Text File R-1617-51](#)

[R-1617-51](#)

ACTION NEEDED: Motion to adopt or reject Resolution R-1617-51.

ACTION TAKEN: _____

- 20 [R-1617-57](#) RESOLUTION R-1617-57: A RESOLUTION OF CITY COUNCIL OF THE CITY OF NORMAN, OKLAHOMA APPROPRIATING \$12,504 FROM THE GENERAL FUND BALANCE TO THE WESTWOOD FUND BALANCE TO CLOSE OUT A YEAR END ACCOUNTING ENTRY FOR FYE 2016.

Attachments: [Text File R-1617-57](#)

[R-1617-57](#)

ACTION NEEDED: Motion to adopt or reject Resolution R-1617-57.

ACTION TAKEN: _____

- 21 [R-1617-58](#) RESOLUTION R-1617-58: A RESOLUTION OF CITY COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, DECLARING THAT THE CITY COUNCIL, NORMAN MUNICIPAL AUTHORITY, NORMAN UTILITIES AUTHORITY, AND NORMAN TAX INCREMENT FINANCE AUTHORITY MEETING SCHEDULED FOR DECEMBER 27, 2016, SHALL BE CANCELLED.

Attachments: [Text File R-1617-58](#)

[R-1617-58](#)

ACTION NEEDED: Motion to adopt or reject Resolution R-1617-58.

ACTION TAKEN: _____

22 **Miscellaneous Discussion**

This is an opportunity for citizens to address City Council. Remarks should be directed to the Council as a whole and limited to five minutes or less.

23 **Adjournment**