



**CITY OF NORMAN, OK  
CITY COUNCIL SPECIAL MEETING**

**Municipal Building, Executive Conference Room, 201 West Gray, Norman,  
OK 73069**

**Tuesday, November 21, 2023 at 5:30 PM**

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**MINUTES**

*It is the policy of the City of Norman that no person or groups of persons shall on the grounds of race, color, religion, ancestry, national origin, age, place of birth, sex, sexual orientation, gender identity or expression, familial status, marital status, including marriage to a person of the same sex, disability, relation, or genetic information, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination in employment activities or in all programs, services, or activities administered by the City, its recipients, sub-recipients, and contractors. In the event of any comments, complaints, modifications, accommodations, alternative formats, and auxiliary aids and services regarding accessibility or inclusion, please contact the ADA Technician at 405-366-5446, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.*

**CALL TO ORDER**

Mayor Heikkila called the Meeting to Order at 5:30 p.m.

**PRESENT**

Mayor Larry Heikkila  
Councilmember Ward 1 Austin Ball  
Councilmember Ward 2 Lauren Schueler  
Councilmember Ward 3 Bree Montoya  
Councilmember Ward 4 Helen Grant  
Councilmember Ward 5 Michael Nash  
Councilmember Ward 7 Stephen Holman  
Councilmember Ward 8 Matthew Peacock

**ABSENT**

Councilmember Ward 6 Elizabeth Foreman

**DISCUSSION ITEMS**

1. DISCUSSION REGARDING STATUS OF THE FYE 2024 CAPITAL IMPROVEMENTS PROGRAM BUDGET AND PREPARATION OF FYE 2025 CAPITAL IMPROVEMENTS PROGRAM BUDGET.

Mr. Jacob Huckabaa, Budget Technician, said tonight Staff will update Council on the FYE 2024 Capital Improvements Program (CIP) Budget as well as preparation for FYE 2025 through FYE 2029 Budget. He said new projects and mid-year evaluations will be discussed on February 6, 2024, and review of the final proposed plan for FYE 2025 will be presented on May 7, 2024.

Item 1, continued:

Mr. Huckabaa said the purpose of the CIP is to support services of municipal governments and projects are identified in Long Range Master Plans that are reviewed by citizens and adopted by Council (land use, transportation, parks, water, wastewater, greenways, stormwater, etc.). Priorities are set for short range and long range; short range needs go into a one-year adopted Capital Budget and long range needs go into a Five-Year CIP along with proposed schedules of implementation and available funding sources. The CIP and other budgets are adopted annually, but only the one-year budget allows appropriation of funds so emergencies and high priority unanticipated project needs can be added. He said sources of funding include enterprise revenues, voter approved General Obligation (GO) Bond proceeds; Capital Sales Tax; NORMAN FORWARD Sales Tax (NFST); Public Safety Sales Tax (PSST); University North Park Tax Increment Finance (UNPTIF) Sales Tax; intergovernmental grants; Room Tax; private funds, and others.

A capital project generally costs more than \$100,000; is relatively fixed or permanent in nature; is an asset with an expected life span of more than five years; usually consists of the construction of new, expanded, or improved tangible assets; often takes more than one fiscal year to complete; and contracted services for design, land acquisition, and utility relocations that may be required in advance of construction.

Mr. Huckabaa explained that Capital outlay is expenses for maintaining or purchasing new or replacing tangible assets, which have an expected life of one to five years, is a one-time occurrence, and an expense that usually occurs within a single fiscal year to include vehicles, furniture, computers, and equipment. She said Capital Outlay paid by the Capital Fund is expended from the General Fund and Westwood Fund with capital sales tax funds transferred to cover costs.

Mr. Huckabaa highlighted all funds included in the CIP Budget as follows:

Special Purpose Capital Funds

- Public Safety Sales Tax Fund (PSST)
- Community Development Block Grant (CDBG) Fund
- Special Grants Fund
- Room Tax Fund
- Public Transportation and Parking Fund
- Capital Fund (Pay-As-You-Go or PAYGO)
- Capital Fund (General Obligation Bonds)
- NORMAN FORWARD Sales Tax Fund
- Park Land and Development Fund
- University North Park Tax Increment Finance (UNPTIF) District Fund
- Center City Tax Increment Finance District Fund
- Arterial Road Recoupment Fund

Item 1, continued:

Enterprise Funds

- Water Fund
- Water Reclamation Fund
- Sanitation Fund
- Sewer Maintenance Fund
- New Development Excise Tax Fund

Mr. Huckabaa said the Capital Improvements Fund (CIF) was established in 1976 to account for capital projects funded by capital sales tax receipts, general obligation bond issues, or specific matching funds, i.e., private and reimbursement. He said these projects support services that do not have dedicated special revenues like Enterprise Funds. Those projects relating to Enterprise Funds funded with fees and charges or special revenue sources are accounted for in their respective Enterprise Funds. He said 70% of one percent (0.7%) of sales tax is set aside for capital improvements for the Capital Fund and those approved projects for construction with this funding are accounted for in the CIF.

The capital sales tax guidelines to allocate revenue includes existing facility maintenance – 5%; general contingency – 7% to 5%. Change due to the increase in square footage maintained by Facility Maintenance, such as the Young Family Athletic Center (YFAC), Senior Wellness Facility, and Development Center, etc.

Mr. Huckabaa highlighted the status of the Capital Fund as follows:

- Capital Fund PAYGO
  - FYE 24 estimated available for new projects is a negative (\$3,142,058)
  - FYE 25 projected available for new projects is \$567,353
  - FYE 26 projected available for new projects is \$6,010,312

Mr. Huckabaa highlighted significant projects as follows:

Significant projects closed in FYE 24 include:

- Flood Avenue Sidewalks - \$205,769;
- Creston Way and Schulze Drainage Project - 433,856;
- Merkle Creek Stabilization Project - \$340,859;
- Porter Avenue and Acres Street Intersection Bond Project -\$4,100,000;
- Storm Warning Scoping - \$100,000;
- Midway Drive Flooding Scoping - \$150,000;
- Engineering Design Criterial Update and Green Stormwater Infrastructure Review, Phase II - \$265,000;
- East Alameda Street Bond Project - \$4,500,000;
- Historical Museum Roof Replacement - \$108,000; and
- Andrews Park Accessible Playground Project - \$362,600.

Item 1, continued:

Significant projects underway in FYE 24 include:

- Total Maximum Daily Load (TMDL) Compliance and Monitoring Plan Implementation, Year Five - \$300,000;
- Lake Thunderbird TMDL Data Analysis and Plan Update, Years One through Five - \$270,531;
- Lower Imhoff Channel Stabilization , Phase I - \$4,145,832;
- Lower Imhoff Channel Stabilization , Phase II - \$5,337,790;
- Vehicle Wash Facility - \$2,500,000;
- 80 New Bus Stops/Long Range Plan - \$160,000;
- 12th Avenue N.E. and High Meadows Intersection - \$1,895,693;
- Constitution Street Multi-Modal Path - \$1,145,459;
- Stormwater Park Development: Alameda Avenue to Carter Avenue Intersection - \$1,200,000;
- Sutton Wilderness Trail and Parking Lot Additions - \$187,000 (80% funded via Recreational Trails Grant); and
- Reaves Park new restroom and new sports field maintenance building - \$560,000 from Park Development Fund.

Projects under construction in FYE 24 include:

- Municipal Complex Renovations - \$9,971,465;
- Classen Boulevard Sidewalks - \$229,296;
- Gray Street Two-Way Conversion - \$4,816,000;
- James Garner Avenue, Phase II - \$9,500,000;
- Porter Avenue Streetscape Bond Project - \$5,700,000;
- Downtown Transit Center - \$1,200,000;
- Traffic Management Center - \$3,300,000; and
- Flood Street Multi-Modal Path - \$1,646,484.

Mr. Huckabaa said the FYE 2021-2026 Street Maintenance Bond Program includes Elm Avenue Preventative Maintenance; Fairfield Drive Urban Reconstruction; Hollywood Avenue Urban Concrete; 12th Avenue SE Urban Asphalt; and 36th Avenue N.E. Rural Asphalt.

The 2012 Transportation/Stormwater Bond Program includes Cedar Lane Road: 12th Avenue on half mile east of 24th Avenue S.E. - \$10,048,310; Franklin Road Bridge: one half mile west of 12th Avenue N.W.; Lindsey Street: 24th Avenue S.W. to Berry Road; Main Street Bridge: one half mile west of 36th Avenue S.W.; 24th Avenue East: Lindsey Street to Robinson Street; Alameda South: one half mile east of 24th Avenue S.E. to 48th Avenue S.E.; and 36th Avenue N.W.: Tecumseh Road to Indian Hills Road – costs to be determined (pending federal transportation grant funding). Total Federal Funds received on the 2012 Bond Program was \$41,341,100.

Item 1, continued:

The East Alameda Street Bond Project is fully funded using 2012 Transportation Bond Funds (no federal funds used) - \$1,085,000; 2016 Street Maintenance Bond Surplus Funds - \$2,452,000; and 2021 Street Maintenance Bond Funds - \$216,480. Construction will begin April 2022 to be completed August 2023.

The 36th Avenue N.W. Project from Tecumseh Road to Indian Hills Road includes widening two miles of roadway to four lanes; new traffic signals at 36th Avenue N.W. and Franklin Road; new traffic signals at 36th Avenue N.W. and Indian Hills Road; stormwater improvements; continuous sidewalks and accessibility; improved access to Ruby Grant Park; and waterline relocation (completed). Staff applied for RAISE Federal Grant in 2021, Safe Streets for All in 2023, and Association of Central Oklahoma Governments (ACOG) for Federal Highway Administration (FHWA) every year since 2016.

There is a proposed ACCESS Oklahoma East-West Turnpike Project that impacts the 36th Avenue N.W. Bond Project. The project boundaries will be reduced south of Indian Hills Road; has an estimated reduction in cost of \$4,920,000; has a revised total cost of \$12,680,000; and project remains on hold until additional funds for construction are secured.

The 2019 Transportation Bond timeline consists of Porter Avenue and Acres Street Intersection (completed); 2022 – Porter Avenue Streetscape (federal funding secured); 2023 – Gray Street Two-Way Conversion; 2024 – James Garner Avenue: Acres Street to Duffy Street (bond funds and federal grant); 2024 – Traffic Management Center (federal funding secured); 2024 – Jenkins Avenue: Imhoff Road to Lindsey Street; 2024 – Cedar Lane Road; east of 24th Avenue S.E. to 36th Avenue S.E.; 2025 – 36th Avenue S.E.: Cedar Lane Road to State Highway 9; 2026 – Constitution Street: Jenkins Street to Classen Boulevard (federal funding secured); 2026 – Lindsey Street Special Corridor (Pickard Avenue to Elm Avenue); and 2027 – Lindsey Street Special Corridor (Elm Avenue to Jenkins Avenue).

The Porter Avenue Streetscape Project is funded by General Obligation (GO) Bonds and federal grants to include decorative lighting; pedestrian and Americans with Disabilities Act (ADA) improvements; decorative concrete sidewalks; new bus stop; placemaking gateways; and landscaping. Construction will begin in Spring 2023 to be completed in Spring 2024 for total estimated costs of \$5,727,178 (\$2,855,610 federal funding). The project will also provide landscaping at the new Public Transit Center.

The James Garner Avenue Project, Phase III, from Acres Street to Flood Avenue is a NORMAN FORWARD Project with funding from NORMAN FORWARD funds and a federal grant for \$4,825,733. Improvements include decorative lighting, new bridge over Robinson Street, extension of Legacy Trail, and landscaped median. Construction is scheduled to begin in Spring 2024 and completed in Spring 2025 for total estimated costs of \$6,094,000. The project will also provide a modern, multi-lane roundabout at James Garner Avenue and Flood Street.



Item 1, continued:

The Gray Street Two-Way Conversion Project is funded by GO Bonds and a federal grant and includes converting Gray Street to two-way traffic; pedestrian and ADA improvements; signalized intersection at James Garner Avenue; and railroad crossing enhancements. Construction is scheduled to begin Spring 2024 and completed in Spring 2025 for total construction costs of \$5,454,701 (\$2,265,853 federal funding).

The proposed ACCESS Oklahoma East-West Turnpike impact on the 2019 Transportation Bond Program for Indian Hills Road from 48th Avenue N.W. to Interstate 35 (I-35) would be reconstructed by the Oklahoma Turnpike Authority (OTA) at no cost to the City, which saves \$8,480,000 in bond funds. The Indian Hills and I-35 Interchange Match Funds are not required saving \$2,000,000 in bond funds. Mr. Huckabee said \$10,480,000 in bond funds will be available to complete future 2019 Transportation Bond Program projects. Any savings cannot be used for anything until all 2019 Transportation Bond Program projects are complete.

In the City Vehicle Replacement Program, the City replaced 36 units in FYE 2020 - \$1,991,083; 27 units in FYE 2021 - \$2,147,635; 34 units in FYE 2022 - \$2,179,732; 16 units in FYE 2023 - \$2,155,485; and in FYE 2024 – the City will replace 46 units - \$6,897,497. The City has more vehicles that need replacement, but are replacing fewer vehicles due to the inflationary costs of new vehicles. A true vehicle replacement program would cost \$6,000,000 annually and the City has never been able to budget those funds.

Proposed recurring sidewalk projects from the Capital Projects Fund in FYE 2023 include Sidewalk Program for Schools and Arterials - \$80,000; Sidewalk Accessibility Projects - \$30,000; Citywide Sidewalk Projects (50/50 repairs) - \$100,000; Downtown Area Sidewalk Project – \$50,000; Sidewalks and Trails - \$120,000; Horizontal Saw Cut Program - \$40,000' and FYE 2024 Sidewalks - \$216,000 for total expenditures of \$636,000.

Recurring proposed CIP Projects in FYE 2024 includes Capital Outlay - \$4,635,671; Street Maintenance - \$2,302,877; Maintenance of Existing Facilities - \$994,086; Stormwater Drainage Maintenance - \$2,350,000; Personnel - \$1,311,545; Oklahoma Department of Transportation (ODOT) Audit Adjustments - \$100,000; Bridge Maintenance - \$1,000,000; Driveway Repairs - \$10,000; Street Striping - \$100,000; Traffic Calming - \$50,000; Community/Neighborhood Improvements - \$100,000; and Americans with Disabilities Act (ADA) Sidewalk Compliance and Repair - \$386,000; for total expenditures of \$13,254,179.

Item 1, continued:

Upcoming Significant Projects in FYE 25 pending federal grant applications include:

- State Highway 9 (SH9) Multi-modal path from 48th Avenue to 60th Avenue (2023 submitted grant for \$1,112,011 including \$222,502 local match) ;
- SH9 Multi-modal path from 60th Avenue to 72nd Avenue (2023 submitted grant for \$1,535,448 including \$307,090 local match); and
- Sidewalk Program from 12th Avenue N.E.: Robinson Street to Rock Creek Road and Brooks Street from Berry Road to Wylie Road (Air Quality Small Grant Program - \$1,033,000 including \$223,000 local match).

The Bridge Maintenance Bond Program is a ten-year program that includes repair or replacement of 18 bridges and replacing load rated bridges to begin construction in Spring 2024 for total estimated costs of \$50,000,000.

Plan updates for FYE 23-24 include the Comprehensive Plan; Housing Market Analysis and Affordability Strategy; Comprehensive Transportation Plan; Stormwater Master Plan; Water Master Plan update; Wastewater Master Plan update; and Public Safety Resource Allocation Study. The current Comprehensive Plan is 18 years old and expires in 2025 for total plan costs of \$2,150,000 for all plans.

NORMAN FORWARD Sales Tax Fund Projects completed in FYE 2024 include Reaves and Griffin Park renovations; Adult Wellness and Education Center; Rotary, Vineyard Cherry Creek, and Earl Sneed Park renovations; Falls-Lakeview and Sunrise Parks renovations (underway); Bentley Neighborhood Park in Summit Valley/Bellatona Additions (under construction now to be completed in Spring 2024).

NORMAN FORWARD Sales Tax Fund future projects include New Neighborhood Parks - \$1,000,000 Pay-Go; Existing Neighborhood Parks - \$4,700,000 Pay-Go; Lease Payments for Griffin Park - \$80,000 annually (2,400,000 total); Canadian River - \$2,000,000 (pending land acquisition deal); New Trail Development throughout Norman - \$4,100,000 Pay-Go; and Saxon Park Development - \$2,000,000 Pay-Go.

Public Safety Sales Tax (PSST) projects in FYE 2024 include the Emergency Communications and Operations Center (EOC) - \$17,100,000 and Vehicle Storage Facility - \$875,000 (currently not funded).

Upcoming challenges include the I-35 Corridor Study; Access Oklahoma Turnpike Plan; public transportation/Regional Transportation Authority; new traffic signals on State highways and City arterials; fleet replacement; Information Technology Infrastructure and Microsoft System Upgrades; stormwater infrastructure; Fleet Fueling Facility; sidewalk gaps; Multiple Master Plan updates; Traffic Management Center staffing; North Base Master Plan; Griffin Hospital/Oklahoma Department of Mental Health Land Purchase/Redevelopment; University North Park (UNP) Arena Development; and Center City Tax Increment Finance District (CCTIF).

Item 1, continued:

Mr. Huckabaa said the next step will be a presentation of Capital Budget midpoint evaluations and CIP proposals on February 6, 2024.

Councilmembers thanked Staff for the presentation.

Items submitted for the record

1. PowerPoint presentation entitled, "FYE 2024 Capital Improvement Program Budget Status, Preparation of FYE 2025 CIP, and Preparation of FYE 2026 – 2029 Capital Improvements Plan."

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## **ACTION ITEMS**

2. CONSIDERATION OF ADJOURNING INTO EXECUTIVE SESSION AS AUTHORIZED BY OKLAHOMA STATUTES TITLE 25 s. 307(B)(4) TO DISCUSS THE PURCHASE OR APPRAISAL OF REAL PROPERTY LOCATED AT 5451 HUETNER DRIVE, NORMAN, OKLAHOMA; AND TO DISCUSS THE PURCHASE OR APPRAISAL OF REAL PROPERTY LOCATED IN THE VICINITY OF TECUMSEH ROAD AND FLOOD AVENUE, HIGHWAY 9 AND CLASSEN AVENUE, AND POST OAK ROAD AND U.S. HIGHWAY 77 FOR PURPOSES RELATED TO THE OPERATIONS OF THE REGIONAL TRANSPORTATION AUTHORITY OF CENTRAL OKLAHOMA.

Motion made by Councilmember Ward 7 Holman, Seconded by Councilmember Ward 8 Peacock.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Schueler, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock.

The City Council adjourned into Executive Session at 6:10 p.m. Ms. Kathryn Walker, City Attorney, was in attendance at the Executive Session.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2, Schueler.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Schueler, Councilmember Ward 3 Montoya, Councilmember Ward 5 Nash, Councilmember Ward 7 Holman, Councilmember Ward 8 Peacock.

The Executive Session was adjourned out of and the Special Session was reconvened at 7:07 p.m.



Item 2, continued:

The purchase or appraisal of real property located at 5451 Huettner Drive and the purchase and appraisal of real property located in the vicinity of Tecumseh Road and Flood Avenue, Highway 9 and Classen Boulevard and Post Oak Road, and United States Highway 77 for purposes related to the operations of the Regional Transportation Authority of Central Oklahoma. No action was taken and no votes were cast.

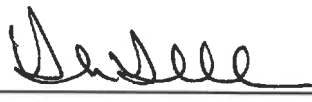
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## ADJOURNMENT

The meeting was adjourned at 7:08 p.m.

ATTEST:

  
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City Clerk

  
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Mayor

