



MINUTES

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CALL TO ORDER

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

PRESENT

Mayor Larry Heikkila
Councilmember Ward 2 Lauren Schueler
Councilmember Ward 3 Kelly Lynn
Councilmember Ward 4 Helen Grant
Councilmember Ward 6 Elizabeth Foreman
Councilmember Ward 5 Rarchar Tortorello
Councilmember Ward 7 Stephen Holman
Councilmember Ward 8 Matthew Peacock

ABSENT

None

AGENDA ITEMS

1. DISCUSSION REGARDING THE FYE 2024 CAPITAL IMPROVEMENTS PROGRAM BUDGET AND THE FYE 2025-2028 CAPITAL IMPROVEMENTS PLAN.

Ms. Kim Coffman, Budget Manager, said tonight Council will be presented with a budget review for FYE 2024 Capital Improvements Plan (CIP) Budget and the FYE 2025 through FYE 2028 CIP. She said the purpose of the CIP is to support services of municipal government 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 and long range so 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.

Item 1, continued:

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. She 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 other.

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 has contracted services for design, land acquisition, and utility relocations that may be required in advance of construction.

Ms. Coffman explained Capital outlay expenses are 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 usually occurs within a single fiscal year to include vehicles, furniture, computers, and equipment. She said Capital Outlay paid by the Capital Funds are expended from the General Fund and Westwood Fund with capital sales tax funds transferred to cover costs.

Ms. Coffman 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 (CCTIF) District
- Arterial Road Recoupment Fund

Enterprise Funds

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

Item 1, continued:

Ms. Coffman 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). 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. Those projects relating to Enterprise Funds, funded with fees and charges, or special revenue sources are accounted for in their respective Enterprise Funds. Ms. Coffman said 70% of one percent (0.7%) of sales tax is set aside for capital improvements by referendum in September 1976 and those projects approved for construction with this funding are accounted for in the CIF.

The capital sales tax guidelines allocate new revenue to maintenance of existing facilities – 5%; General Contingency – 7%; Capital Outlay – 27%; Street Maintenance – 25%; and Other Projects and Debt Service – 36%.

Ms. Coffman highlighted the status of the Capital Fund as follows:

- FYE 24 projected available for new projects is a negative (\$3,188,469)
- FYE 25 projected available for new projects is a negative (\$1,217,564)
- FYE 26 projected available for new projects is \$6,010,312

Mr. Jacob Huckabaa, Budget Technician, said significant projects closed in FYE 23 include:

- Flood Avenue Sidewalks (\$205,769)
- Imhoff Road Bridge Emergency Repair Project (\$1,945,803)
- Creston Way and Schulze Drainage Project (\$433,856)
- Merkle Creek Stabilization Project (\$340,859)
- Porter Avenue and Acres Street Intersection Bond Project (\$4.1 million)
- City Emergency Communication System (PSST)

Significant projects underway in FYE 23 include:

- Total Maximum Daily Load (TMDL) Compliance and Monitoring Plan Implementation, Year Seven (\$300,000);
- Lake Thunderbird TMDL Data Analysis and Plan Update, Years One through Five (\$207,531);
- Lower Imhoff Channel Stabilization, Phase I (\$4,145,832);
- Fire Station 9 – finishing miscellaneous small items/Fire Administration Building renovation – 85% complete;
- Engineering Design Criteria Update and Green Stormwater Infrastructure Review, Phase II (\$265,000);

Item 1 continued:

Significant projects underway in FYE 23, continued:

- Traffic Management Center (\$3.3 million);
- Vehicle Wash Facility – North Base (\$2.5 million);
- Downtown Transit Center (\$1.2 million);
- 80 new bus stops – Long Range Plan (\$160,000);
- James Garner Avenue, Phase II – Acres Street to Flood Avenue (\$9.5 million);
- Porter Avenue Streetscape 2019 Bond Project (\$5.7 million);
- 12th Avenue N.E. and High Meadows Intersection Project (\$1,895,693);
- East Alameda Street Bond Project (\$4,500,000)
- Constitution Street Multi-Modal Path (\$1,145,459);
- Historical Museum Roof Replacement (\$108,000);
- Andrews Park Accessible Playground Project (\$362,600)

Projects under construction in FYE 23 include:

- Municipal Complex Renovation (\$9,971,465);
- Classen Boulevard Sidewalks (\$229,296);
- Gray Street Two-Way Conversion (\$4,816,000);
- James Garner Avenue Phase II – Acres Street to Flood Avenue (\$9.5 million);
- Porter Avenue Streetscape Bond Project (\$5.7 million)
- Downtown Transit Center (\$1.2 million);
- Jenkins Avenue Bond Project (\$12.8 million);
- James Garner Avenue Phase III – Duffy Street to Acres Street (\$6.7 million)
- Traffic Management Center (\$3.3 million)
- Flood Street Multi-Modal Path (\$1,646,484)

Mr. Huckabaa highlighted projects included in the 2012 Transportation/Stormwater Bond Program; Cedar Lane Road: 12th Avenue one half mile east of 24th Avenue S.E. (\$10,148,310); Lindsey Street: 24th Avenue S.W. to Berry Road (\$42,135,770); Franklin Road Bridge: one half mile west of 12th Avenue N.W. (\$4,219,680); 12th Avenue S.E.: State Highway 9 to Cedar Lane Road (\$3,393,780); Main Street Bridge: one half mile west of 36th Avenue S.W. (\$7,038,000); 24th Avenue East: Lindsey Street to Robinson Street (\$14,938,870); Alameda Street: one half mile east of 24th Avenue S.E. and 48th Avenue S.E. (\$3,616,910); and 36th Avenue N.W.: Tecumseh Road to Indian Hills Road (to be determined). Total federal funds received on the 2012 Bond Program is \$41,341,100.

The East Alameda Street Bond Project 2012 Transportation Bond Program was fully funded without federal funds and funds to complete the project include 2012 Transportation Bond (\$1,085,000); 2016 Street Maintenance Bond Surplus Funds (\$2,452,480), and 2021 Street Maintenance Bond Program (\$216,480). Construction began in April 2022 and was completed in May 2023.

Item 1, continued:

The proposed Access Oklahoma East-West Turnpike impacts on 36th Avenue N.W. Bond Project include reducing boundaries south of Indian Hills Road, an estimated cost reduction of \$4,920,000, a revised total project cost of \$12,880,000, and project will remain on hold until additional funds for construction are secured.

Councilmember Lynn asked what would happen if the City obtains funding for the 36th Avenue N.W. Project and moves forward with construction and the turnpike is built, will the City be compensated for any damages if the turnpike builds out? Mr. Shawn O'Leary, Director of Public Works, said the City might want to hold off on the project until more is known about the turnpike status. He said the City has applied for federal funding for this project for the past seven years, but has not been successful so Council may want to consider another bond election to close the gap on the remaining funding needed for the project.

Councilmember Lynn said he would like the Legal Department to look at whether or not the Oklahoma Turnpike Authority (OTA) would be able to use eminent domain on a voter approved bond program to complete the turnpike.

The 2019 Transportation Bond Program includes Porter Avenue and Acres Street Intersection Project (\$3,533,759); Porter Avenue Streetscape Project (\$5,727,178); Jenkins Avenue: Imhoff Road to Lindsey Street (\$12,840,000); Gray Street Two-Way Conversion (\$5,455,000); James Garner Avenue: Acres Street to Duffy Street (\$6,737,000); Constitution Street: Jenkins Avenue to Classen Boulevard (\$4,900,000); Cedar Lane Road: east of 24th Avenue S.E. to 36th Avenue S.E. (\$12,400,000); and Traffic Management Center (\$3,300,000). Mr. Huckabaa said any excess funds will be utilized to fund future 2019 Transportation Bond Program projects.

The proposed Access Oklahoma East-West Turnpike impacts on the 2019 Transportation Bond Program includes Indian Hills Road from 48th Avenue N.W. to Interstate 35 (I-35) would be reconstructed by OTA at no cost to the City; savings in City bond funds of \$8,480,000; Indian Hills Road to I-35 Interchange-match funds are not required; savings in City bond funds of \$2,000,000; and \$10,480,000 in City bond funds will be available to complete future 2019 Transportation Bond Program projects.

In the City Vehicle Replacement Program, the City replaced 29 units in FYE 2019 - \$2,045,471; 36 units in FYE 2020 - \$1,991,083; 27 units in FYE 2021 - \$2,147,635; 34 units in FYE 2022 - \$2,179,732; and 16 units in FYE 2023 - \$2,155,485.

Proposed recurring sidewalk projects from the Capital Projects Fund in FYE 2024 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; and Horizontal Saw Cut Program - \$40,000 for total expenditures of \$420,000.

Item 1, continued:

Recurring proposed CIP in FYE 2024 includes Capital Outlay - \$4,265,687; Street Maintenance - \$2,302,877; Maintenance of Existing Facilities - \$262,800; Stormwater Drainage Maintenance - \$2,350,000; Personnel - \$1,440,097; Oklahoma Department of Transportation (ODOT) Audit Adjustments - \$100,000; Americans with Disabilities Act (ADA) Sidewalk Compliance and Repair - \$386,000; Bridge Maintenance - \$1,000,000; Driveway Repairs - \$10,000; Street Striping - \$100,000; Traffic Calming - \$50,000; Community/Neighborhood Improvements - \$100,000; and Building Maintenance Mechanical/Electrical - \$75,000 for total expenditures of \$12,442,461.

Upcoming Significant Projects in FYE 24 (pending federal grant applications with local match) include State Highway 9 (SH-9) Multimodal Path from 48th Avenue to 60th Avenue - \$1,112,011 (\$222,402 local match); SH-9 Multimodal Path from 60th Avenue to 72nd Avenue - \$1,535,448 (\$307,090 local match); Alameda Road Diet from 12th Avenue S.E. to Ridge Lake Boulevard - \$233,000 (\$57,000 local match); Lindsey Street sidewalks from 12th Avenue to 24th S.E. Avenue - \$727,209 (\$145,442 local match); and Gary Street Two-Way Conversion Bond Project - \$500,000 (\$500,000 local match).

Plan updates for FYE 2023-2024 include the Comprehensive Land Use Plan; Housing Market Analysis and Affordability Strategy; Comprehensive Transportation Plan update; Stormwater Master Plan; Water Hydraulic Modeling; Wastewater Master Plan; and Sanitation Master Plan with a budget of \$2,150,000 for all plans.

FYE 2023-2024 NORMAN FORWARD Projects underway include Young Family Athletic Center (YFAC) with a construction budget of \$41,677,428 (fully funded); Senior Wellness Center with a construction budget of \$14,026,000; Reaves Park Improvements with a construction budget of \$10,000,000, and Griffin Park Improvements with a construction budget of \$14,000,000.

Future NORMAN FORWARD 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 per year- \$2,400,000 total); Canadian River Park (\$2,000,000, pending land acquisition deal); new trail development throughout town (\$4,100,000 Pay Go); and Saxon Park Development (\$2,000,000 Pay Go).

Mr. Huckabaa said PSST Fund Projects underway in FYE 2023-2024 include Emergency Operations Center (EOC) - \$17,100,000. The EOC will be 19,900 square feet and fully "hardened" against severe weather. The project costs include design, project management, Construction Manager at Risk (CMAR), and architecture and engineering (A&E) services. He said groundbreaking was held January 19, 2023, and completion is anticipated by summer 2024.

Item 1, continued:

The PSST Fire Apparatus Replacement Schedule: FYE 2016 – Elevated Platform - \$1,105,943; FYE 2017 – Fire Engine - \$523,853; FYE 2018 – Fire Engine - \$622,079; FYE 2019 – Pumper/Tanker - \$724,974; FYE 2020 – Pumper/Tanker - \$735,474; FYE 2021 – Air and Light Unit/Public Education - \$541,600; FYE 2022 – Fire Engine - \$687,804; FYE 2023 – Fire Engine/Staff Vehicle - \$740,910 (plus) and FYE2024 – Ladder – price to be determined. There is an estimated \$1,058,000 remaining in the PSST Apparatus Replacement Program after FYE 2023.

Upcoming proposed General Obligation (G.O.) Bond referendums include Bridge Maintenance and Repair, 36th Avenue N.W., and NORMAN FORWARD II.

Upcoming challenges include:

- I-35 Corridor Study (Norman/Moore/ODOT);
- Access Oklahoma Turnpike Plan;
- Public Transportation (Regional Transportation Authority, replacement buses, and recommendations from Transit Study);
- New Traffic Signals on State Highways and City Arterials;
- Fleet Replacement;
- Information Technology Infrastructure and Microsoft System Upgrades;
- Bridge Replacements/Major Maintenance;
- Stormwater Infrastructure;
- Fleet Fueling Facility;
- Sidewalk Gaps;
- Escalating Construction Costs;
- Multiple Master Plan Updates;
- Traffic Management Center Staffing;
- Fleet Facility Renovation;
- Griffin Hospital/Oklahoma Department of Mental Health Land Purchase/Redevelopment; and
- University of Oklahoma (OU)/Southeastern Conference (SEC) and University North Park Arena Development.

Next steps include review of final proposed Capital Budget for FYE 2024 and Capital Improvements Plan for FYE 2025-2028.

Items submitted for the record

1. PowerPoint presentation entitled, “FYE 2023 Capital Improvement Program Budget Status, Preparation of FYE 2024 CIP, Preparation of FYE 2025-2028 Capital Improvements Plan”

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ADJOURNMENT

The meeting was adjourned at 6:22 p.m.

ATTEST:



City Clerk





Mayor