



# CITY OF NORMAN, OK CITY COUNCIL COMMUNITY PLANNING & TRANSPORTATION COMMITTEE MEETING

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

Thursday, August 24, 2023 at 4:00 PM

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## AMENDED AGENDA

*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 405-366-5424, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.*

### CALL TO ORDER

### AGENDA ITEMS

1. PUBLIC TRANSIT REPORTS.
2. DISCUSSION REGARDING THE JOHNSON AND JOHNSON ANALYSIS UPDATE ON INFRASTRUCTURE WITHIN THE CENTER CITY TAX INCREMENT FINANCE DISTRICT.

### ADJOURNMENT



**MEMO TO:** Council Community Planning and Transportation Committee

**FROM:** Taylor Johnson, Transit and Parking Program Manager

**THROUGH:** Shawn O'Leary, P.E., CFM, Director of Public Works

**DATE:** August 24, 2023

**SUBJECT:** Public Transportation Monthly Report

Item 1.

### Purpose

The Public Transportation Monthly Report provides updates to City Council on public transit related items. In addition to the updates provided below, attached is the EMBARK Norman Performance Report for the previous month. The Performance Report provides updates on key metrics associated with the operations of the transit system.

### Updates

#### • Go Norman Transit Plan (City of Norman Transit Long Range Plan Update)

- The Go Norman Transit Plan was approved by resolution by Council on June 22<sup>nd</sup>, 2021. Staff are continuing to move forward on the next steps as recommended in the plan. Recent work includes:
  - On February 14, 2023, Council approved contract K-2223-72 with Stronghold Construction to complete the renovation of the 320 E. Comanche St. property into a City Transit Center. A pre-construction meeting was conducted on February 21, 2023 to organize the start of the project, and a Notice to Proceed was issued on February 28, 2023. Construction commenced on March 1, 2023. It was estimated that the project would be completed and open in August 2023, however, the project has been delayed due to asbestos remediation and other items that came up throughout the project. The current estimated completion date is around October 1, 2023 with a ribbon cutting ceremony being planned for October 13, 2023 and a start of service using the facility on October 16, 2023..Work on the project during the months of June and July 2023 included:
    - Masonry
    - Interior framing
    - Finalizing interior framing
    - Framing, mechanical, electrical, and plumbing rough-in and inspections
    - Electrical service change over
    - Concrete sidewalk completion
    - HVAC unit delivery and install
    - Steel delivery and welding
    - Column removal
  - On December 13, 2022 Council unanimously approved a resolution to alter bus routes and transit bus services as recommended in the Go Norman Transit Plan to take effect in 2023. Staff have started the work to implement the newly approved changes, which includes changes to bus stops, signage and advertising, as well as operator training. These route changes are planned to go into effect on October 16, 2023, aligning with the opening of the new Transit Center.

#### • Grants

- Staff continue to program and draw down on Federal Transit Administration (FTA) grants periodically to reimburse the City for eligible public transit expenses.
- On April 12, 2023 Council approved a grant application to FTA's Bus and Bus Facilities (5339b) and Low-or No-Emissions Grants to purchase 6 CNG cutaway buses for fleet replacement. On June 26, 2023 FTA announced the project selections, and the City's grant application was awarded. Staff will begin the process to request Council's acceptance of the grant and procurement of the vehicles.
- Staff continue to research eligible grants to support existing operations, vehicle needs, and future improvements. Staff are researching project opportunities for the various ACOG (Air Quality) grants that will be available over the next few months.

#### • Microtransit Pilot Program

- Following a study to determine the best plan for establishing a microtransit pilot program in the City of Norman, staff conducted a competitive bid process. The proposal from Via Transportation was determined to be the best suited to the needs of Norman. Contract K-2223-164 with Via Transportation was approved unanimously by council on June 27, 2023. Following interest from the University of Oklahoma, both a proposed contract with the university and a companion amendment to the existing contract with Via have been drafted to expand this program to include the university's SafeRide program. Contract K-2324-50 with the University of Oklahoma and Amendment 1 to Contract K-2223-164 with Via Transportation were approved by Council at their August 8, 2023 meeting. Website updates and the end user app both went live on August 16, 2023 and the microtransit service launched on August 21, 2023.

## • **Fleet Maintenance & Vehicle Procurement**

- City Fleet Maintenance staff continue to ensure that the transit fleet is in operational condition each morning for line up, despite the age of the vehicles that the City inherited.
  - The City's Transit Fleet includes 27 revenue vehicles, 13 in the fixed-route fleet and 14 in the paratransit fleet. Unfortunately, even account for replacement vehicles that have been accepted so far, 21 out of 27 (8 of 13 in the fixed route fleet; 13 of 14 in the paratransit fleet) of the revenue vehicles used in the City's transit fleet have met their useful life and are eligible to be retired according to FTA requirements.
  - There are multiple ongoing purchases for replacement vehicles in progress, and once all of these ordered vehicles have been delivered we expect to have only 9 out of 27 (3 out of 13 in the fixed route fleet; 6 out of 14 in the paratransit fleet) of the revenue vehicles used in the City's transit fleet which have met their useful life and are eligible to be retired according to FTA requirements.
- The City is currently in the process of purchasing 5 paratransit vans and staff anticipates receiving these vehicles Sept/Oct 2023. Below is background on this purchase:
  - On December 14, 2021 the City Council passed and adopted resolution R-2122-72 transferring \$346,703 from the Capital Fund Balance to be matched with \$122,812 from the Public Transit and Parking Fund to be used to replace 5 paratransit vehicles in the Transit Fleet for a total of \$469,515. Due to ongoing supply chain issues the price of the vehicles had increased, however staff were able to identify additional FTA grant funding allocated to Norman to supplement the cost increase and decrease the amount of local match that was provided from the Public Transit and Parking Fund. Resolution R-2122-98 was approved by Council on March 8 transferring an additional \$149,454 (for a total cost of \$584,655) to cover the cost increase. FTA grant OK-2020-026 will be amended to \$496,157 leaving a local match of \$88,508 (a reduction in the local matching funds of \$34,304.)
- The City is currently in the process of purchasing 5 CNG 35' fixed route buses. Staff visited the manufacturing factory in Livermore, CA, during the week of July 17-21, for final inspections and approvals. As of Aug 4, 2023, all five vehicles have been delivered and the final rounds of inspections and testing are underway to ensure there are no warranty issues that need to be addressed before staff accept the buses and prepare to put them into service. So far one of the five CNG buses have been accepted and put into service. Below is background information on this purchase:
  - Utilizing transit 5339 funds allocated from FY21 (grant number OK-2020-026), 1 35' CNG bus will be purchased. These were funds allocated to the Norman urbanized area by formula. In addition, on June 14, 2022 the City Council approved a contract with the Oklahoma Department of Transportation (ODOT) accept Surface Transportation Block Grant – Urbanized Area (STBG-UZA) funding for the purchase of 2 35' low-floor CNG transit buses. An Authorization to Purchase for these 3 buses was approved by Council on August 23, 2022. A purchase order was issued on September 14, 2022 to the manufacturer.
  - Utilizing funds received from the FY22 FTA Low- or No-Emissions Vehicle Program, staff proposed to purchase 2 additional CNG 35' fixed route buses. Council approved a resolution accepting the grant and an authorization to purchase the buses on September 27, 2022. The purchase order for 2 buses was issued September 29, 2022.
- The City is currently in the process of purchasing 3 paratransit ADA compliant minivans for revenue service as well as 2 non-revenue support vehicles. The support vehicles arrived in early July and are already in service. Staff anticipates receiving the paratransit vehicles in Aug/Sept 2023. Below is background on this purchase:
  - Council provided funding in the budget sufficient to outright purchase a single large transit bus and a single paratransit vehicle. Because of effective use of grant funding and only using a small percentage of budgeted money as a local match against grant funds, staff proposed to use \$355,692.55 of the remaining funding (\$357,810) for the outright purchase of 3 additional ADA minivans for the paratransit fleet and replacement of two support vehicles which was approved by the City Manager on April 6, 2023.
  - The first of the two non-revenue support vehicles, a 2023 Ford Escape, was delivered on June 8-2023 and staff are completing the proper paperwork and inspections to bring it into active service and decommission the vehicle it will be replacing.

## **Conclusion**

Thank you for your review of these updates and attached monthly performance reports. Staff are available to answer any questions.

**Attached:** EMBARK Norman Performance Reports for June and July 2023

# PERFORMANCE REPORT

## Transit System Report

June 2023

### Purpose

The Transit System Report provides a summary of both internal indicators and performance measures used to evaluate the performance of the EMBARK transportation system for the City of Norman. The internal indicators are mainly used by staff to compare performance to previous periods whereas, the performance measures having

specific targets are more outcome-based and are included in EMBARK's strategic business plan to help demonstrate accomplishments given the resources that are provided. The internal indicators and performance measures included in this report address ridership, dependability, safety and align with EMBARK's mission.

### Total Ridership

Total ridership for EMBARK Norman in June 2023 was 30,335 compared to 22,732 in June 2022. The average total daily ridership was 1,167 for June 2023, a 33.49% increase from 874 in June 2022. Fiscal-year-to-date ridership is 330,398 passengers, a 24.16% increase from the June 2022 YTD total of 266,107.

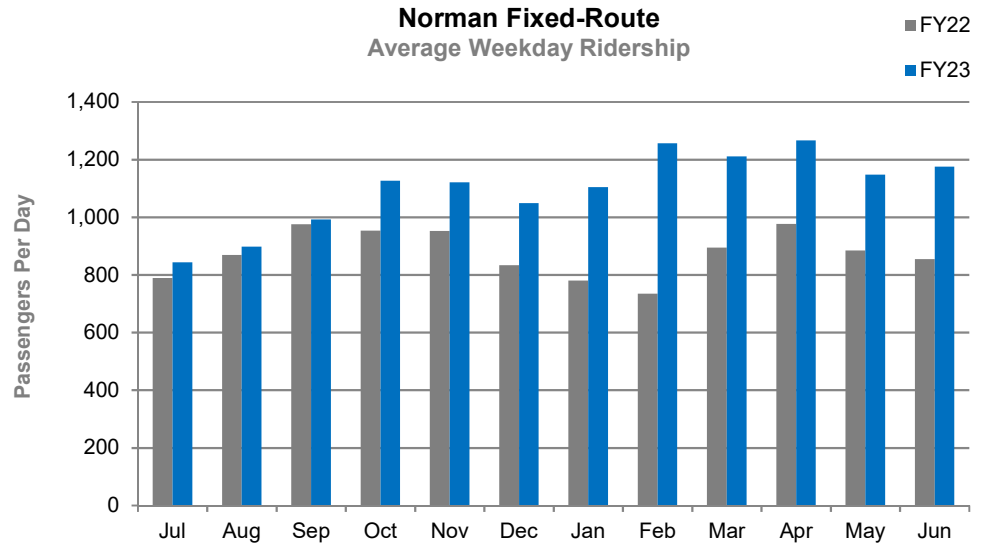
The fixed-route service totaled 28,492 for June 2023 compared to 20,622 for June 2022. Average fixed-route daily ridership for June 2023 was 1,098 compared to 825 for June 2022, a 33.09% increase. Passengers with bicycles or similar means of travel totaled 939, compared to 562 for June 2022. Passengers with wheelchairs or other mobility devices totaled 309, compared to 97 for June 2022.

PLUS ridership totaled 1,843 for June 2023, compared to 2,110 for June 2022. The average total PLUS ridership was 71 for June 2023 and 81 for June 2022, a 12.49% decrease. Passengers with wheelchairs or other mobility devices totaled 308 for June 2023, compared to 376 for June 2022, an 18.09% decrease.

Norman Transit Services	Jun FY23	Jun FY22	+/- Jun FY22
<b>Fixed Routes (M-F)</b>	<b>25,811</b>	<b>18,771</b>	<b>37.50%</b>
110 - Main Street	5,690	4,549	25.08%
111 - Lindsey East	10,582	6,848	54.53%
112 - Lindsey West	3,454	2,643	30.68%
120 - West Norman	255	142	79.58%
121 - Alameda	5,791	4,567	26.80%
144 - Social Security	39	22	77.27%
<b>Fixed Routes (Sat)</b>	<b>2,681</b>	<b>1,851</b>	<b>44.84%</b>
110 - Main Street	694	414	67.63%
111 - Lindsey East	885	557	58.89%
112 - Lindsey West	351	241	45.64%
121 - Alameda	751	639	17.53%
<b>PLUS ADA Service</b>	<b>1,843</b>	<b>2,110</b>	<b>-12.65%</b>
PLUS (M-F)	1,751	2,024	13.49%
PLUS (Sat)	92	86	6.98%
Bikes	939	562	67.08%
Wheelchair	309	97	218.56%
PLUS Wheelchair	308	376	-18.09%

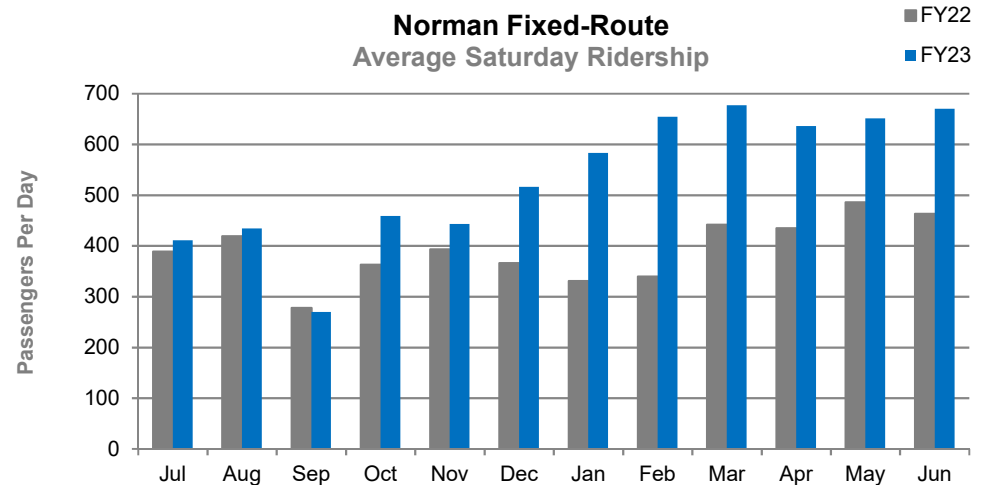
### Fixed Route Weekday Ridership

Total fixed-route weekday ridership for June 2023 was 25,811, a 37.50% increase from 18,771 in June 2022. Average weekday passenger ridership totaled 1,175 in June 2023; a 37.71% increase compared to 853 for June 2022. The average RPSH was 17.27.



### Fixed Route Saturday Ridership

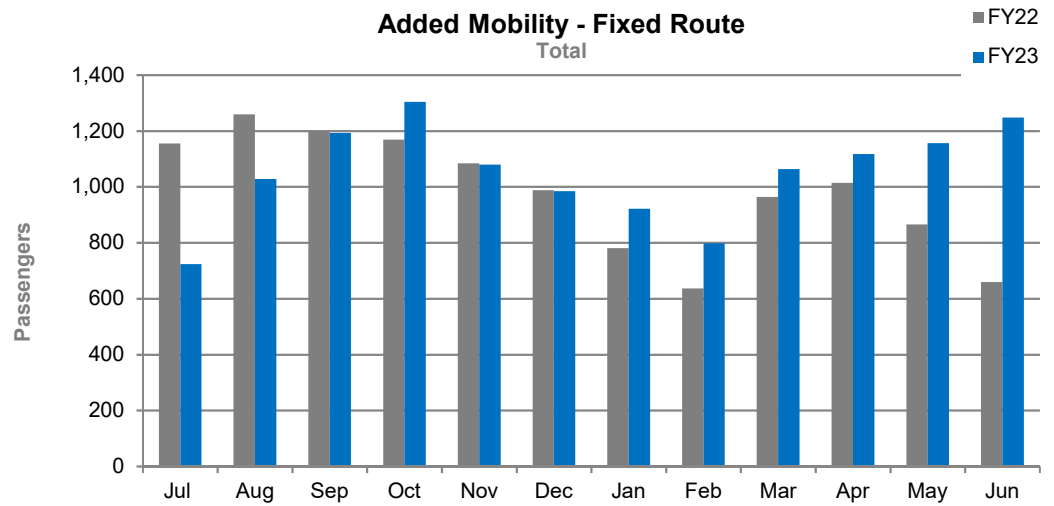
Total fixed-route Saturday ridership for June 2023 was 2,681, a 44.84% increase from 1,851 in June 2022. Average Saturday passenger ridership totaled 670 for June 2023, a 44.84% increase from 463 in June 2022. The average RPSH was 18.83.



### Added Mobility – Fixed Route

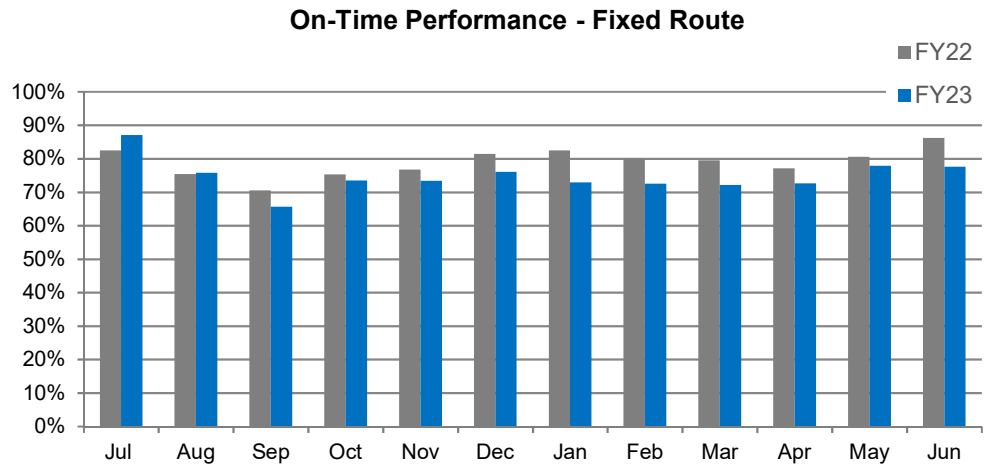
Total passengers with added mobility, such as bikes and wheelchairs, totaled 1,248 for June 2023, an 89.38% increase from 659 in June 2022.

Bike passengers totaled 939, a 67.08% increase from 562 in June 2022. Wheelchair passengers totaled 309, a 218.56% increase from 97 in June 2022.



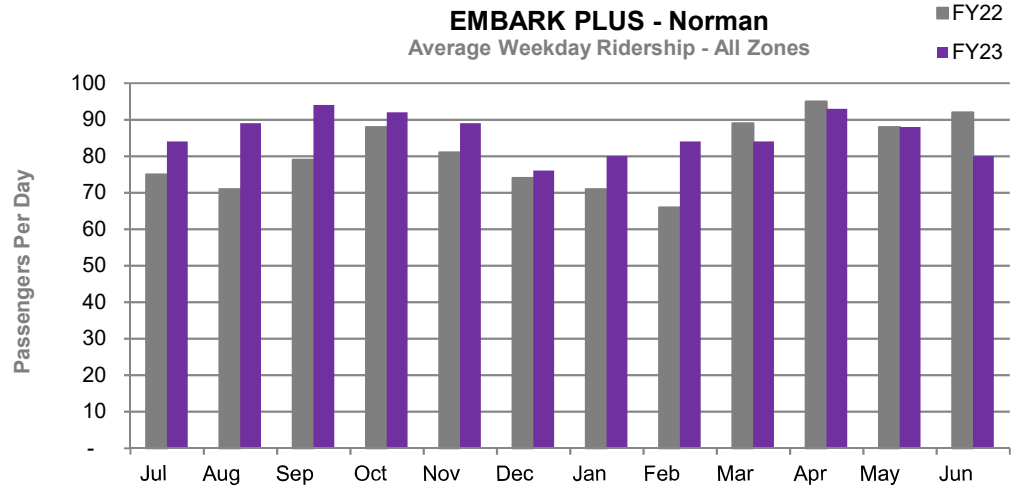
### On-Time Performance – Fixed Route

Cumulative on-time performance for fixed-route buses was 77.60% in June 2023, an 8.60% decrease from 86.20% in June 2022.



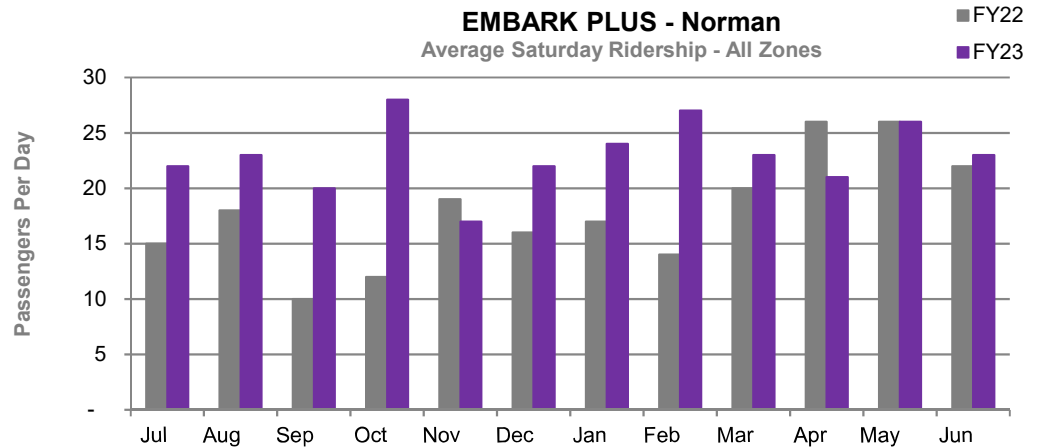
### PLUS Weekday

Total PLUS weekday ridership for June 2023 was 1,751, a 13.49% decrease from 2,024 in June 2022. Average weekday passenger ridership totaled 80 for June 2023, a 13.04% decrease from the June 2022 average of 92. RPSH was 1.08.



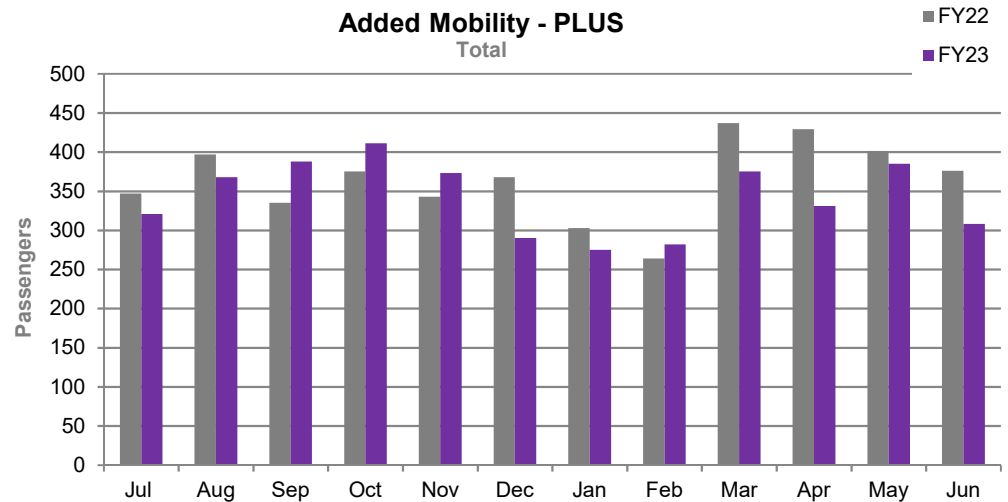
### PLUS Saturday

Total PLUS Saturday ridership for June 2023 was 92, a 6.98% increase from 86 in June 2022. Average Saturday passenger ridership totaled 23 for June 2023, a 4.55% increase from 22 in June 2022. RPSH was 1.23.



### Added Mobility - PLUS

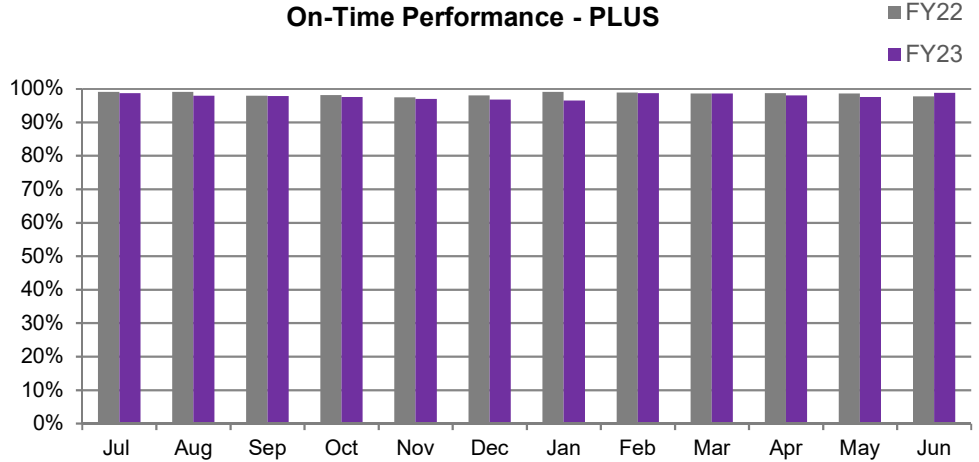
PLUS passengers with added mobility totaled 308 for June 2023, an 18.09% decrease from 376 in June 2022.



## On-Time Performance - PLUS

Cumulative on-time performance for PLUS buses was 98.81%, a 1.07% increase from 97.74% in June 2022.

Weekday on-time performance in the primary zone was 98.85%, a 0.51% increase from 98.34% in June 2022. Weekday on-time performance in the secondary zone was 98.65%, a 2.27% increase from 96.38% in June 2022. Saturday on-time performance was 98.84%, an 8.14% increase from 90.70% in June 2022.



PLUS Weekday Service Summary	Jun FY23	Jun FY22	+/- Jun FY22		PLUS Saturday Service Summary	Jun FY23	Jun FY22	+/- Jun FY22
Total Passengers	1,751	2,024	-13.49%		Total Passengers	87	86	1.16%
Total Trips	1,685	1,907	-11.64%		Total Trips	86	86	0.00%
Trips Daily Average	77	92	-16.30%		Trips Daily Average	22	22	0.00%
Trips Requested	1,706	1,907	-10.54%		Trips Requested	86	86	0.00%
Denied Trips	21	0	2,100%		Denied Trips	0	0	0.00%
Capacity Denials	0	0	0.00%		Capacity Denials	0	0	0.00%
No Show	18	31	-41.94%		No Show	0	2	-100.00%

PLUS Applications	Jun FY23	Jun FY22	+/- Jun FY22
New Applications	7	10	-30.00%
Renewals Received	6	5	20.00%
Applications Approved	13	9	44.44%
Applications Denied	1	1	0.00%



### Summary of Services Table: June 2023

The table below provides daily averages for the number of passengers carried by many of the services offered by EMBARK Norman. The year-to-date (YTD) figures are cumulative totals.

<b>EMBARK Norman Service Summary</b>	<b>ADP Jun FY23</b>	<b>FY23 YTD</b>	<b>FY22 YTD</b>	<b>Service Profile</b>	<b>Jun FY23</b>	<b>Jun FY22</b>
Fixed Routes (M-F)	1,175	279,632	224,844	Weekdays	22	22
Fixed Routes (Sat)	670	27,635	19,638	Saturdays	4	4
PLUS (M-F)	80	21,940	20,752	Gamedays	0	0
-Zone 1*	66	18,420	16,700	Holidays	0	0
-Zone 2**	14	3,520	4,052	Weather	5	3
PLUS (Sat)***	22	1,186	873	Fiscal YTD Days	307	307
				Cal. YTD Days	153	153

\*Requires ¾ mile

\*\*Operates only on Weekdays until 7:00 pm

\*\*\*Operates only in Zone 1

### Strategic Performance Measures

<b>MEASURE</b>	<b>FY 23 YTD</b>	<b>FY 23 Targets</b>	
# of Norman fixed-route passenger trips provided	307,267	251,881	■
# of Norman paratransit trips provided	23,126	21,000	■
% of on-time Norman paratransit pick-ups	98.11%	98.58%	●
# of Norman bus passengers per service hour, cumulative	15.90	13.04	■
# of Norman bus passengers per day, average	1,004	800*	●
% of Norman required paratransit pick-ups denied due to capacity	0.00%**	0.00%*	●
% of on-time fixed-route arrivals	74.80%	80.94%	▲

\*These targets are not being tracked in LFR but can be found in the KPI spreadsheet.

\*\*One denial due to capacity was recorded for FY23

## Glossary

- **Added Mobility** – Wheelchairs, bicycles, scooters, and other devices used by passengers in conjunction with transit
- **ADP** – Average Daily Passengers
- **ADR** – Average Daily Ridership
- **AVG** – Average
- **Fixed Route** – Regular bus service
- **FY22** – The fiscal year 2022. Lasted from 7/1/2021 to 6/30/2022
- **FY23** – The fiscal year 2032. Lasting from 7/1/2022 to 6/30/2023
- **FY YTD** – Fiscal Year, Year to Date
- **KPI** – Spreadsheet used to record and compare all data used in the monthly report
- **LFR** – "Leading for Results," EMBARK's internal performance measurements and targets
- **OTP** – On-time performance
- **Paratransit** – ADA vehicle service for seniors and other clients with special needs
- **PAX** – Passenger
- **PLUS** – Brand name for EMBARK Paratransit service
- **RPSH** – Riders per service hour
- **SAT** – Saturday
- **WKD** – Weekday
- **YOY** – Year-over-year, used to compare the previous year's performance when available
- **ZONE 1** – Primary zone for PLUS operation
- **ZONE 2** – Secondary zone for PLUS operation

# PERFORMANCE REPORT

## Transit System Report

July 2023

### Purpose

The Transit System Report provides a summary of both internal indicators and performance measures used to evaluate the performance of the EMBARK transportation system for the City of Norman. The internal indicators are mainly used by staff to compare performance to previous periods whereas, the performance measures having

specific targets are more outcome-based and are included in EMBARK's strategic business plan to help demonstrate accomplishments given the resources that are provided. The internal indicators and performance measures included in this report address ridership, dependability, safety and align with EMBARK's mission.

### Total Ridership

Total ridership for EMBARK Norman in July 2023 was 30,126 compared to 20,697 in July 2022. The average total daily ridership was 1,205 for July 2023, a 45.53% increase from 828 in July 2022. Fiscal-year-to-date ridership is 30,126 passengers, a 45.56% increase from the July 2022 YTD total of 20,697.

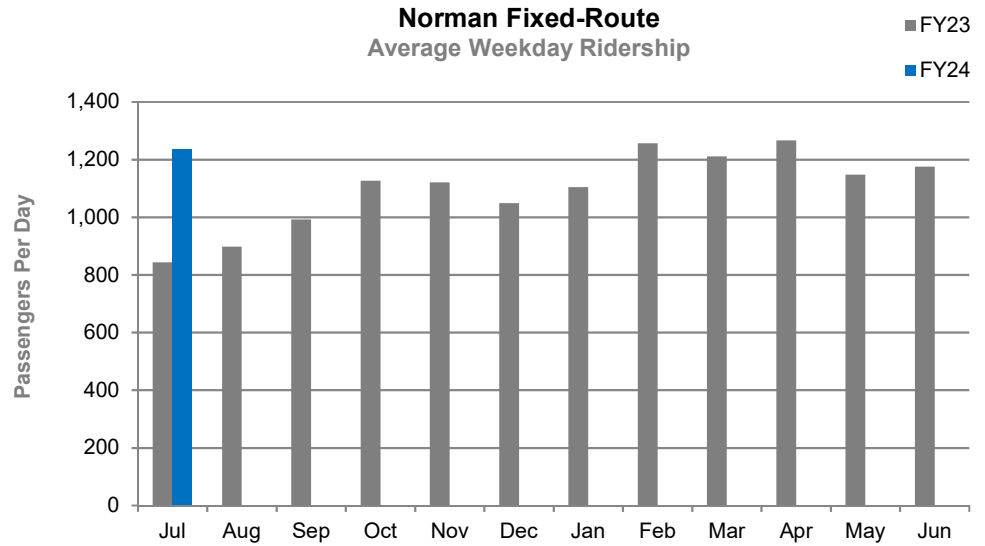
The fixed-route service totaled 28,263 for July 2023 compared to 18,906 for July 2022. Average fixed-route daily ridership for July 2023 was 1,134 compared to 712 for July 2022, a 59.27% increase. Passengers with bicycles or similar means of travel totaled 903, compared to 636 for July 2022. Passengers with wheelchairs or other mobility devices totaled 321, compared to 87 for July 2022.

PLUS ridership totaled 1,863 for July 2023, compared to 1,791 for July 2022. The average total PLUS ridership was 75 for July 2023 and 72 for July 2022, a 4.69% increase. Passengers with wheelchairs or other mobility devices totaled 301 for July 2023, compared to 321 for July 2022, a 6.23% decrease.

Norman Transit Services	Jul FY24	Jul FY23	+/- Jul FY23
<b>Fixed Routes (M-F)</b>	<b>24,649</b>	<b>16,850</b>	<b>46.28%</b>
110 - Main Street	5,272	3,955	33.30%
111 - Lindsey East	9,421	6,204	51.85%
112 - Lindsey West	3,120	2,300	35.65%
120 - West Norman	186	104	78.85%
121 - Alameda	6,616	4,277	54.69%
144 - Social Security	34	10	240.00%
<b>Fixed Routes (Sat)</b>	<b>3,614</b>	<b>1,945</b>	<b>85.81%</b>
110 - Main Street	903	541	66.91%
111 - Lindsey East	1,169	592	97.47%
112 - Lindsey West	433	300	44.33%
121 - Alameda	1,109	512	116.60%
<b>PLUS ADA Service</b>	<b>1,863</b>	<b>1,791</b>	<b>4.02%</b>
PLUS (M-F)	1,734	1,683	3.03%
PLUS (Sat)	129	108	19.44%
Bikes	903	636	41.98%
Wheelchair	321	87	268.97%
PLUS Wheelchair	301	321	-6.23%

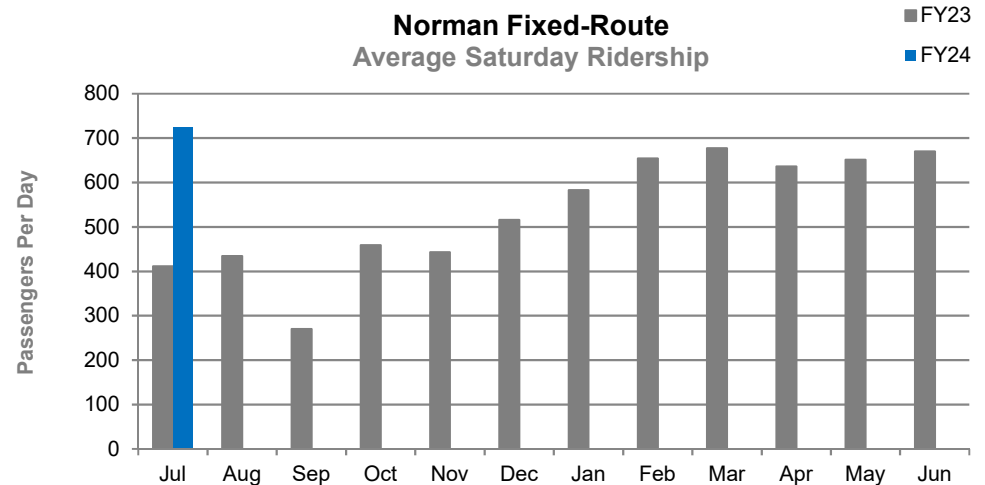
### Fixed Route Weekday Ridership

Total fixed-route weekday ridership for July 2023 was 24,649, a 46.28% increase from 16,850 in July 2022. Average weekday passenger ridership totaled 1,236 in July 2023; a 46.62% increase compared to 843 for July 2022. The average RPSH was 18.19.



### Fixed Route Saturday Ridership

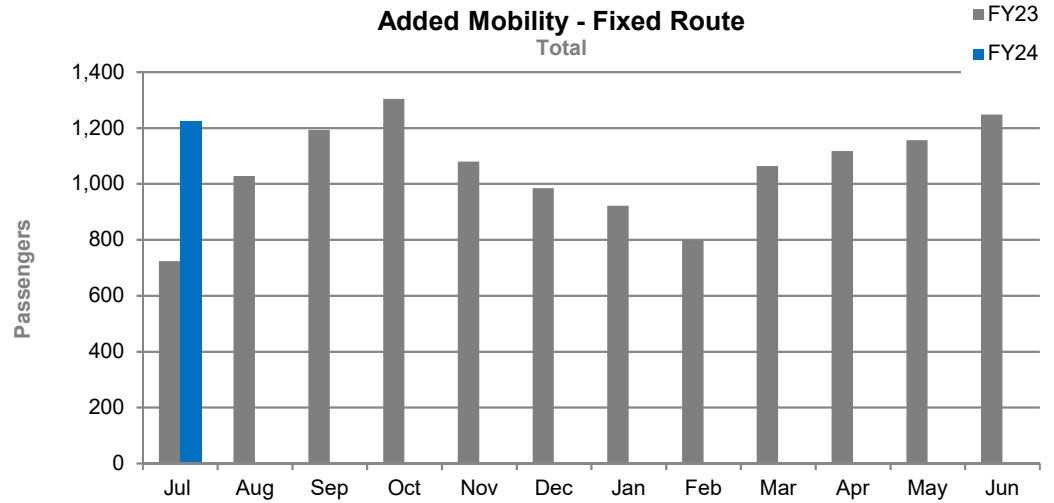
Total fixed-route Saturday ridership for July 2023 was 3,614, an 85.81% increase from 1,945 in July 2022. Average Saturday passenger ridership totaled 723 for July 2023, a 75.91% increase from 411 in July 2022. The average RPSH was 20.39.



### Added Mobility – Fixed Route

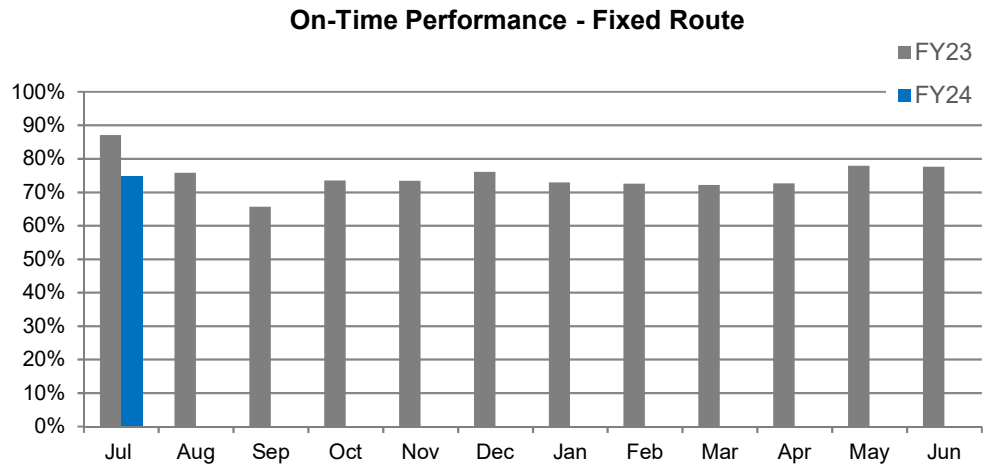
Total passengers with added mobility, such as bikes and wheelchairs, totaled 1,224 for July 2023, an 69.29% increase from 723 in July 2022.

Bike passengers totaled 903, a 41.98% increase from 636 in July 2022. Wheelchair passengers totaled 321, a 268.97% increase from 87 in July 2022.



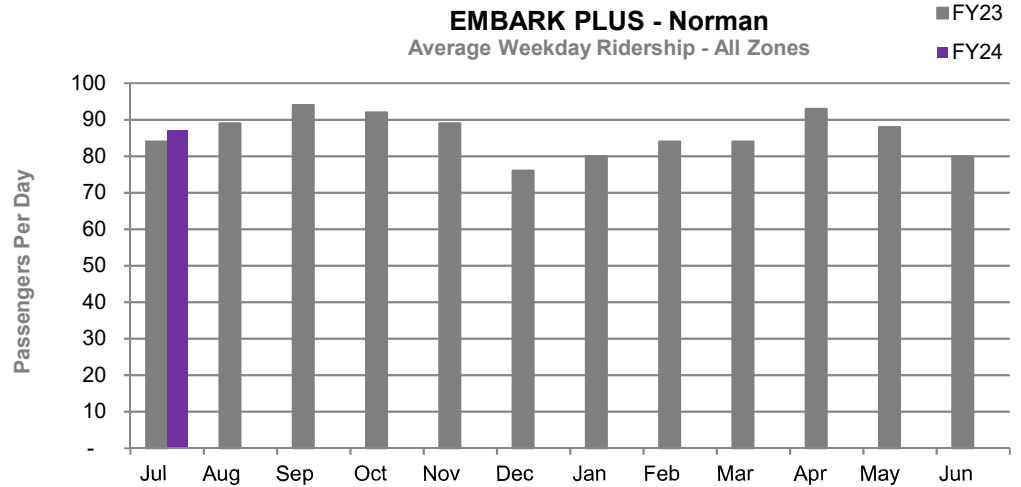
### On-Time Performance – Fixed Route

Cumulative on-time performance for fixed-route buses was 74.80% in July 2023, a 12.30% decrease from 87.10% in July 2022.



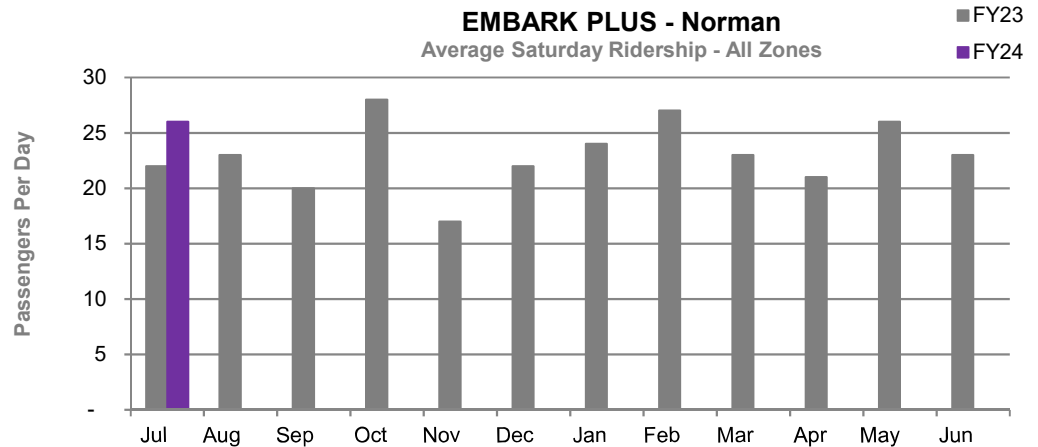
### PLUS Weekday

Total PLUS weekday ridership for July 2023 was 1,734, a 3.03% increase from 1,683 in July 2022. Average weekday passenger ridership totaled 87 for July 2023, a 3.57% increase from the July 2022 average of 84. RPSH was 1.14.



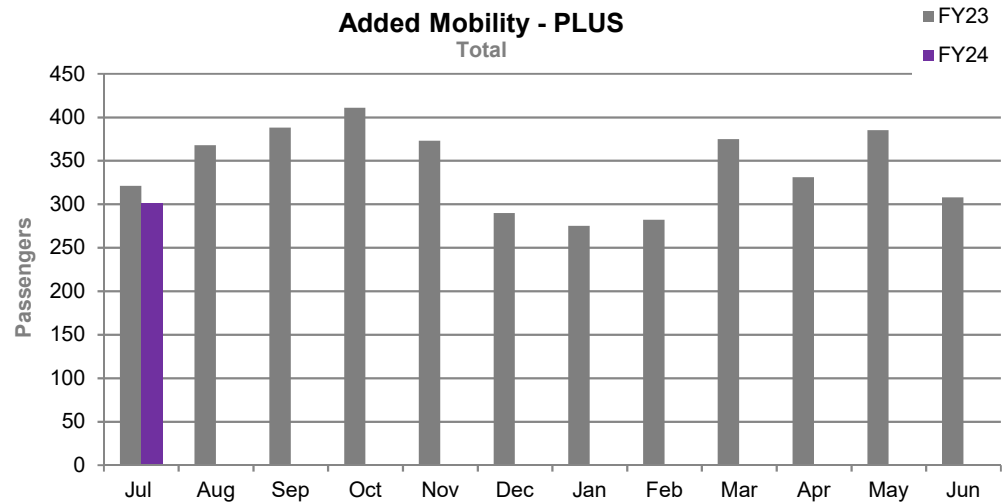
### PLUS Saturday

Total PLUS Saturday ridership for July 2023 was 129, a 19.44% increase from 108 in July 2022. Average Saturday passenger ridership totaled 26 for July 2023, a 20.37% increase from 22 in July 2022. RPSH was 1.36.



### Added Mobility - PLUS

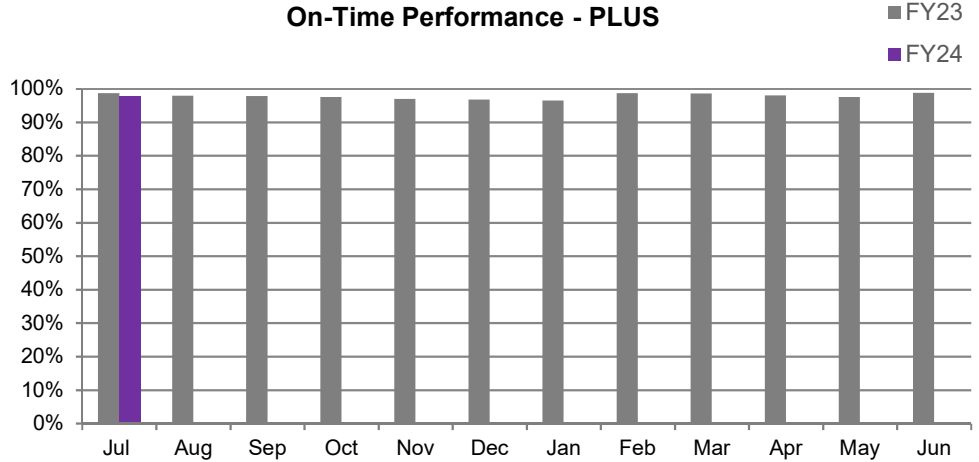
PLUS passengers with added mobility totaled 301 for July 2023, a 6.23% decrease from 321 in July 2022.



## On-Time Performance - PLUS

Cumulative on-time performance for PLUS buses was 97.84%, a 0.86% decrease from 98.70% in July 2022.

Weekday on-time performance in the primary zone was 98.14%, a 0.61% decrease from 98.75% in July 2022. Weekday on-time performance in the secondary zone was 96.45%, a 2.70% decrease from 99.15% in July 2022. Saturday on-time performance was 98.37%, a 1.28% increase from 97.09% in July 2022.



<b>PLUS Weekday Service Summary</b>	Jul FY24	Jul FY23	+/- Jul FY23		<b>PLUS Saturday Service Summary</b>	Jul FY24	Jul FY22	+/- Jul FY23
Total Passengers	1,734	1,683	3.03%		Total Passengers	129	108	19.44%
Total Trips	1,684	1,595	5.58%		Total Trips	123	103	19.42%
Trips Daily Average	84	84	0.00%		Trips Daily Average	25	21	19.42%
Trips Requested	1,717	1,595	7.65%		Trips Requested	123	103	19.42%
Denied Trips	33	0	3,300%		Denied Trips	0	0	0.00%
Capacity Denials	0	0	0.00%		Capacity Denials	0	0	0.00%
No Show	29	32	-9.38%		No Show	2	1	100.00%

<b>PLUS Applications</b>	Jul FY24	Jul FY23	+/- Jul FY23
New Applications	14	14	0.00%
Renewals Received	4	12	-66.67%
Applications Approved	15	20	-25.00%
Applications Denied	1	1	0.00%

### Summary of Services Table: July 2023

The table below provides daily averages for the number of passengers carried by many of the services offered by EMBARK Norman. The year-to-date (YTD) figures are cumulative totals.

<b>EMBARK Norman Service Summary</b>	<b>ADP Jul FY23</b>	<b>FY23 YTD</b>	<b>FY22 YTD</b>	<b>Service Profile</b>	<b>Jul FY23</b>	<b>Jul FY22</b>
Fixed Routes (M-F)	1,236	24,649	16,850	Weekdays	22	22
Fixed Routes (Sat)	723	3,614	1,945	Saturdays	5	5
PLUS (M-F)	87	1,734	1,683	Gamedays	0	0
-Zone 1*	67	1,387	1,445	Holidays	1	1
-Zone 2**	19	347	238	Weather	3	1
PLUS (Sat)***	26	129	108	Fiscal YTD Days	25	25
				Cal. YTD Days	178	178

\*Requires ¾ mile

\*\*Operates only on Weekdays until 7:00 pm

\*\*\*Operates only in Zone 1

### Strategic Performance Measures

<b>MEASURE</b>	<b>FY 23 YTD</b>	<b>FY 23 Targets</b>	
# of Norman fixed-route passenger trips provided	28,263	251,881	■
# of Norman paratransit trips provided	1,863	21,000	■
% of on-time Norman paratransit pick-ups	97.84%	98.58%	●
# of Norman bus passengers per service hour, cumulative	18.45	13.04	■
# of Norman bus passengers per day, average	1,134	800*	●
% of Norman required paratransit pick-ups denied due to capacity	0.00%**	0.00%*	●
% of on-time fixed-route arrivals	74.80%	80.94%	▲

\*These targets are not being tracked in LFR but can be found in the KPI spreadsheet.

\*\*One denial due to capacity was recorded for FY23



## Glossary

- **Added Mobility** – Wheelchairs, bicycles, scooters, and other devices used by passengers in conjunction with transit
- **ADP** – Average Daily Passengers
- **ADR** – Average Daily Ridership
- **AVG** – Average
- **Fixed Route** – Regular bus service
- **FY22** – The fiscal year 2022. Lasted from 7/1/2021 to 6/30/2022
- **FY23** – The fiscal year 2032. Lasting from 7/1/2022 to 6/30/2023
- **FY YTD** – Fiscal Year, Year to Date
- **KPI** – Spreadsheet used to record and compare all data used in the monthly report
- **LFR** – "Leading for Results," EMBARK's internal performance measurements and targets
- **OTP** – On-time performance
- **Paratransit** – ADA vehicle service for seniors and other clients with special needs
- **PAX** – Passenger
- **PLUS** – Brand name for EMBARK Paratransit service
- **RPSH** – Riders per service hour
- **SAT** – Saturday
- **WKD** – Weekday
- **YOY** – Year-over-year, used to compare the previous year's performance when available
- **ZONE 1** – Primary zone for PLUS operation
- **ZONE 2** – Secondary zone for PLUS operation



**MEMO TO:** Council Community Planning and Transportation Committee

**FROM:** Scott Sturtz, P.E., CFM, City Engineer

**THROUGH:** Shawn O'Leary, P.E., CFM, Director of Public Works

**DATE:** August 24, 2023

**SUBJECT:** Center City Form Based Code Infrastructure Analysis Update

### **Background**

In May 2017, the City Council adopted the first Center City Form Based Code (CCFBC). This action was taken after a visioning effort that began in 2014 involving a public input held over 13 meetings from March 2014 to June 2016 and a public charrette in May 2014. The CCFBC provides an overlay zoning district for a section of central Norman as defined in the report. The overlay allows for housing and commercial construction that does meet the current zoning regulations to create a more population dense core that is walkable.

As a part of the CCFBC, a tax increment finance district (TIF) was created. The TIF was adopted by City Council in December 2017. The TIF is an ad valorem tax increment based on the increase in property value as development occurs in the CCFBC area. To assist the cost estimates for the TIF an infrastructure analysis was completed by Johnson and Associates (J&A) in April 2017. This analysis looked at the CCFBC area in blocks and approximated the infrastructure improvements that would be necessary for each block. The infrastructure improvements included roadway, alleys, sidewalks, streetscape, storm sewer, water and sewer. The total estimated costs in the analysis was \$44,002,509.

TIF funds have begun to be collected and City Council expressed a desire to begin the infrastructure updates in the CCFBC. The Infrastructure Analysis did not attempt to prioritize the improvements. To address this issue, City Council requested in FYE 2023 an update to the Infrastructure Analysis report to include more information for prioritizing the improvements. Staff had also identified that construction costs have increased and that the update should include revised cost estimates. Johnson and Associates proposed an update to include:

- Priority Improvements Matrix
- Updated Cost Estimates
- Updated Street Sections
- Street Condition and Rating Map

The proposal to complete the update was \$75,000. Staff presented this proposal to the Community Planning and Transportation Committee (CPTC) on March 23, 2023. At this meeting it was discussed that the street condition is not necessary as staff can utilize the existing pavement ranking system (PMS) that updates all roadways over a 5 year period. It was also noted that staff had completed an alley ranking and this ranking could be utilized for the prioritization of the alleys. The CPTC had expressed interest in producing the priority maintenance matrix. The CPTC requested that staff coordinate with Johnson and Associates to reduce the scope to omit these items.

### **Updates**

Staff have coordinated with Johnson and Associates (J&A) to reduce the scope and fees to perform the work. The new scope includes:

- Priority Improvements Matrix
- Updated Cost Estimates
- Updated Street Sections

Johnson and Associates reduced the fee for the infrastructure analysis to \$50,000 for this scope of services. This update will allow the City Council to include Center City infrastructure improvements in the City's annual budget

### **Recommendation**

Staff recommends moving forward with this update to the Infrastructure Analysis with this reduced scope and fee. With CPTC approval, staff can place the contract on a future City Council agenda for consideration. J&A can complete the project in 6 months.

**Attached:** CPTC presentation from March 23, 2023  
Johnson and Associates Proposal

May 30, 2023

City of Norman  
201 West Gray, Bldg A  
Norman, OK 73069

Attention: Mr. Scott Sturtz

**RE: Center City Norman Infrastructure Analysis Update: Proposal REVISED**

Dear Scott:

Thank you for this opportunity to submit a proposal to you regarding the abovementioned project. Following is a list of the services we understand to be necessary, along with the associated cost.

As part of this update, J&A will conduct field inspections to determine adequate street widths and quality which will inform the final report. Additionally, J&A will review all construction projects and infrastructure upgrades that have been completed since the initial report was accepted. The goal of this process is to provide the City of Norman with an updated report for future funding decisions and allocations that is organized by project need. The final report will include:

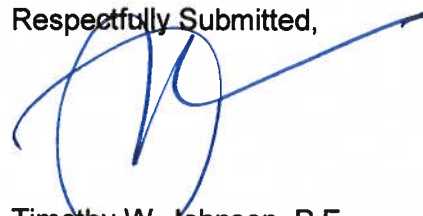
- Priority Improvements Matrix
- Updated Cost Estimates
- Updated Sector Maps

**Total \$50,000.00**

Please note that the technical and pricing information contained in any correspondence or proposal submitted by Johnson & Associates is considered confidential and proprietary. It should not be released or otherwise be made available to any third party without the express, written consent of Johnson & Associates.

Again, we do appreciate this opportunity and look forward to continuing a good working relationship with you. Should you have any questions, comments or wish to discuss any of the above, please do not hesitate to contact me. I look forward to hearing from you soon.

Respectfully Submitted,



Timothy W. Johnson, P.E.  
**JOHNSON & ASSOCIATES**  
TWJ/rw  
Attachments  
cc: Proposal File

# Center City Form Based Code Infrastructure Analysis

Community Planning & Transportation  
Committee

August 24, 2023





# Center City Planning

Item 2.

NormanCenterCityVision

CHARRETTE SUMMARY REPORT

JULY 2014



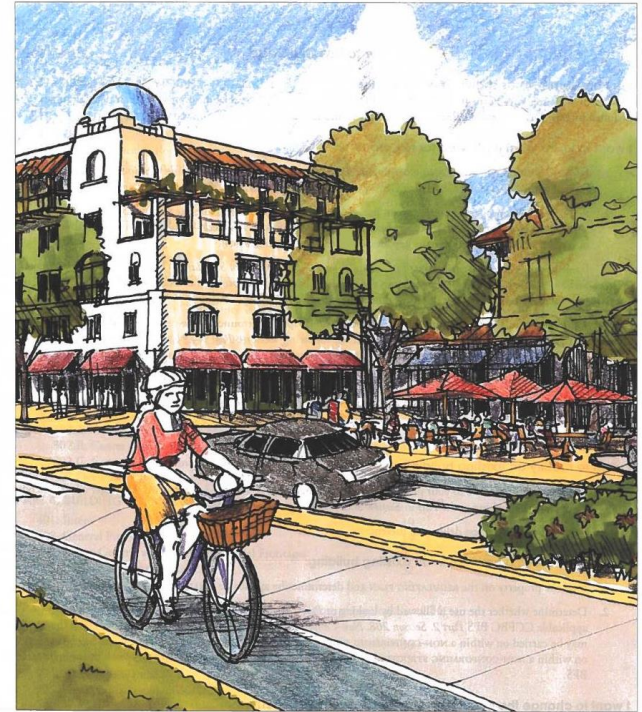
- Began with the Norman City Center Vision in 2014
  - Citizens were invited to develop a vision and plan for future development
  - Steering Committee held 13 meetings between March 2014 and June 2016
  - Public charrette May 12, 14, 16, 2014
  - Several other public meetings



# Center City Form Based Code (CCFBC)

Item 2.

- CCFBC first adopted May 23, 2017
- Updated July 23, 2019
- Most recent update June 14 , 2022
- Established criteria for development



**CENTER CITY FORM-BASED CODE**  
NORMAN, OKLAHOMA

ADOPTED JUNE 14,

24



# Center City TIF

Item 2.

- Simultaneous to the CCFBC
- Recognized that public infrastructure improvements were necessary to support redevelopment
- Tax Increment Finance (TIF) district established
  - Adopted December 19, 2017 by Ordinance O-1718-27
  - Tax increment on the increase in ad valorem taxes
  - Included a project plan
  - Term = 25 years

Adopted December 19, 2017

## NORMAN CENTER CITY PROJECT PLAN

INCREMENT DISTRICT NO. 3, CITY OF NORMAN



PREPARED BY:

THE CITY OF NORMAN, OKLAHOMA

Lynne Miller, Mayor  
Kate Bierman, Ward 1  
Aleisha Karjala, Ward 2  
Robert Castleberry, Ward 3  
Bill Hickman, Ward 4  
Sereta Wilson, Ward 5  
Breea Clark, Ward 6  
Stephen Holman, Ward 7  
Kyle Allison, Ward 8

AND:

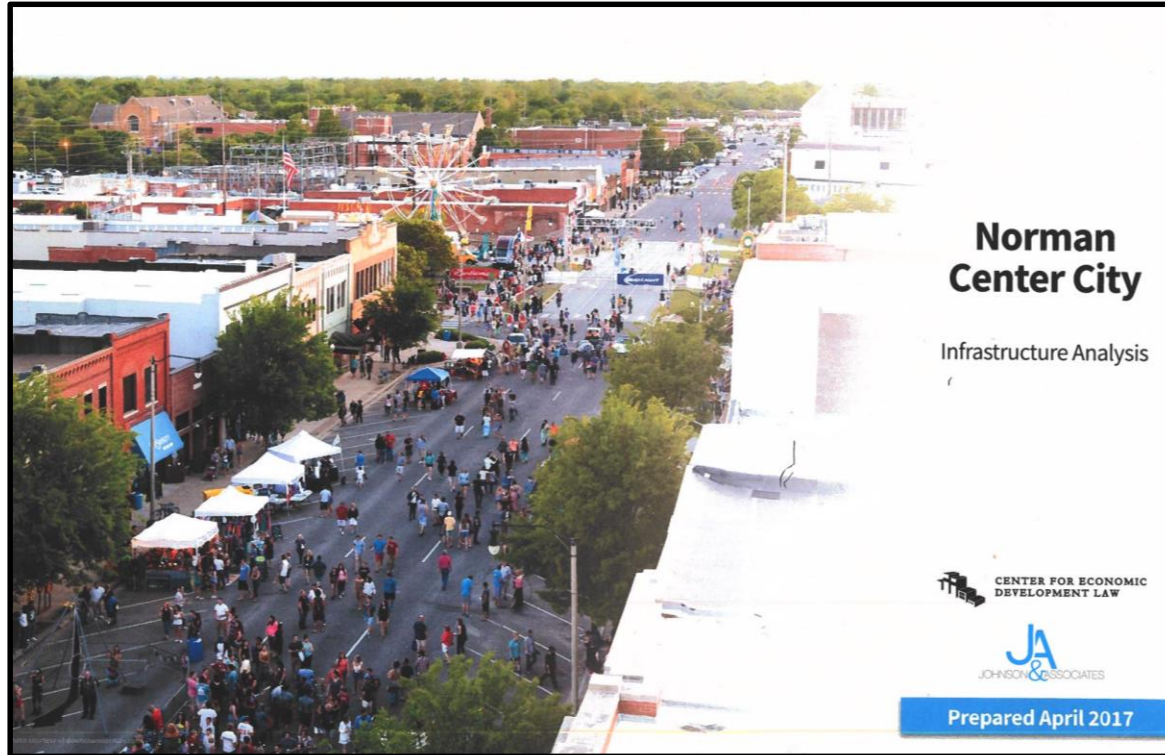
Norman Planning Commission  
Cleveland County  
Norman Public Schools  
Cleveland County Health Department  
Moore Norman Technology Center  
Pioneer Multi-County Library System

WITH THE ASSISTANCE OF:  
Center for Economic Development Law  
301 North Harvey, Suite 100  
Oklahoma City, Oklahoma 73102  
(405) 232-4606  
econlaw@econlaw.com

# Center City Infrastructure Analysis

Item 2.

- Report completed by Johnson and Associates in April 2017



# Center City Infrastructure Analysis

Item 2.

- Area divided into sectors for consideration

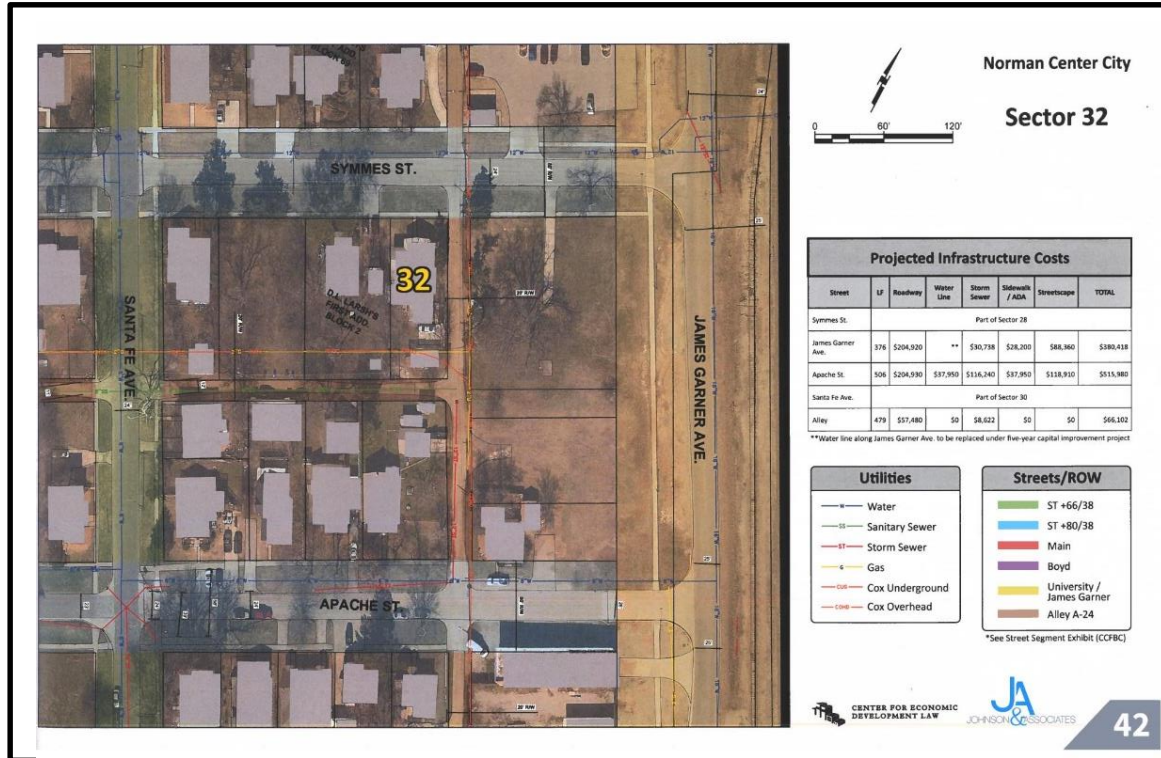




# Center City Infrastructure Analysis

Item 2.

- Each sector was analyzed for improvements



# Center City Infrastructure Analysis

Item 2.

- Summary of all sectors provided in report

## ESTIMATED COST - ITEMIZED

Sectors	Linear Foot	Roadway Costs	Water Line Costs	Storm Sewer Costs	Sidewalk/ADA	Streetscape Costs	Total
Sector 1	506	\$581,825	\$13,200	\$24,199	\$26,475	\$74,130	\$789,829
Sector 2	362	\$43,440	\$0	\$6,110	\$0	\$0	\$49,550
Sector 3	622	\$17,835	\$0	\$19,395	\$0	\$39,778	\$77,028
Sector 4	814	\$205,125	\$18,170	\$30,709	\$28,271	\$79,170	\$371,614
Sector 5	138	\$18,547	\$48,174	\$73,880	\$44,171	\$128,949	\$313,821
Sector 6	1027	\$404,000	\$70,825	\$60,000	\$55,700	\$187,662	\$778,287
Sector 7	634	\$256,770	\$23,700	\$38,518	\$47,550	\$148,990	\$515,528
Sector 8	0	\$0	\$0	\$0	\$0	\$0	\$0
Sector 9	814	\$206,835	\$0	\$31,020	\$28,725	\$80,430	\$347,010
Sector 10	811	\$207,330	\$18,950	\$31,100	\$28,950	\$81,660	\$377,990
Sector 11	808	\$206,835	\$19,020	\$30,990	\$29,030	\$81,770	\$378,645
Sector 12	922	\$113,065	\$0	\$47,260	\$36,070	\$113,035	\$311,430
Sector 13	692	\$280,260	\$5,900	\$42,038	\$51,900	\$153,978	\$534,096
Sector 14	0	\$0	\$0	\$0	\$0	\$0	\$0
Sector 15	1692	\$562,305	\$107,485	\$142,346	\$94,572	\$276,385	\$1,178,200
Sector 16	1280	\$395,805	\$71,850	\$131,271	\$62,676	\$189,760	\$851,421
Sector 17	1280	\$395,805	\$71,850	\$131,271	\$62,676	\$189,760	\$851,421
Sector 18	1365	\$471,480	\$47,310	\$70,722	\$66,600	\$208,680	\$864,792
Sector 19	678	\$273,250	\$26,250	\$46,000	\$56,250	\$169,075	\$571,825
Sector 20	426	\$172,530	\$11,950	\$25,880	\$31,950	\$89,460	\$313,770
Sector 21	1602	\$544,275	\$64,280	\$466,845	\$93,135	\$286,620	\$1,435,155
Sector 22	1281	\$394,830	\$16,650	\$177,651	\$63,450	\$189,760	\$862,341
Sector 23	1258	\$385,180	\$18,420	\$141,378	\$62,850	\$187,455	\$805,283
Sector 24	1344	\$443,365	\$0	\$177,405	\$65,175	\$204,215	\$890,160
Sector 25	1655	\$548,015	\$63,340	\$134,802	\$93,950	\$289,038	\$1,089,145
Sector 26	1248	\$390,135	\$41,601	\$14,520	\$62,625	\$186,825	\$793,710
Sector 27	1250	\$388,155	\$17,420	\$14,328	\$62,325	\$186,985	\$789,213
Sector 28	1381	\$474,405	\$48,070	\$14,851	\$66,375	\$209,855	\$893,556
Sector 29	1048	\$399,805	\$13,555	\$138,280	\$45,975	\$123,780	\$691,400
Sector 30	1259	\$393,110	\$14,420	\$132,127	\$62,850	\$187,455	\$805,962
Sector 31	1254	\$391,365	\$63,075	\$154,305	\$63,075	\$188,110	\$860,930
Sector 32	136	\$487,330	\$17,950	\$155,080	\$66,150	\$207,710	\$934,320
Sector 33	252	\$30,240	\$0	\$4,230	\$0	\$0	\$34,470
Sector 34	1651	\$545,830	\$91,500	\$181,573	\$101,500	\$287,650	\$1,170,053
Sector 35	1244	\$400,200	\$166,640	\$166,640	\$166,640	\$479,760	\$1,382,860
Sector 36	1574	\$560,805	\$110,035	\$166,421	\$107,875	\$274,050	\$1,229,191
Sector 37	860	\$273,345	\$44,775	\$104,002	\$44,775	\$125,370	\$592,267
Sector 38	1401	\$460,140	\$13,155	\$179,138	\$68,175	\$213,290	\$933,898
Sector 39	1672	\$593,380	\$81,700	\$89,007	\$82,200	\$244,530	\$1,102,822
Sector 40	0	\$0	\$0	\$0	\$0	\$0	\$0
Sector 41	0	\$0	\$0	\$0	\$0	\$0	\$0
Sector 42	508	\$219,120	\$41,440	\$151,068	\$38,100	\$115,855	\$607,583
Sector 43	878	\$306,035	\$35,938	\$133,804	\$38,500	\$98,808	\$613,085
Sector 44	1234	\$384,060	\$15,950	\$17,609	\$62,100	\$173,880	\$753,609
Sector 45	834	\$222,060	\$32,100	\$33,309	\$52,100	\$99,880	\$440,449
Sector 46	113	\$13,615	\$13,615	\$13,615	\$13,615	\$40,150	\$54,550
Sector 47	1296	\$407,745	\$30,825	\$61,182	\$66,375	\$189,800	\$755,927
Sector 48	768	\$234,330	\$28,850	\$29,147	\$26,850	\$75,380	\$394,557
Sector 49	806	\$148,830	\$17,125	\$17,306	\$17,125	\$133,954	\$336,340
Sector 50	677	\$18,320	\$14,325	\$4,788	\$0	\$0	\$37,433
Sector 51	352	\$66,340	\$0	\$0	\$0	\$0	\$66,340
Sector 52	0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	67,450	\$15,276,070	\$1,850,605	\$5,814,013	\$2,346,150	\$6,937,245	\$32,224,081

\*Cost was included in other sectors

## ESTIMATED COST SUMMARY



	Percent Cost	Roadway Costs	Water Line Costs	Storm Sewer Costs	Sidewalk/ADA	Streetscape Costs	Total
Estimated	-	\$15,276,070	\$1,850,605	\$5,814,013	\$2,346,150	\$6,937,245	\$32,224,081
IT improvements	-	-	-	-	-	-	\$500,000
Soft Costs	20%	\$3,055,214	\$370,121	\$1,162,803	\$469,230	\$1,387,448	\$6,444,816
Contingency	15%	\$2,291,413	\$277,591	\$872,102	\$353,929	\$1,040,587	\$5,939,622
Total	-	\$20,622,695	\$2,498,317	\$7,848,914	\$3,160,309	\$9,365,280	\$44,002,509

ESTIMATED TOTAL IMPROVEMENT COSTS: \$44,002,509

\*Total reflects construction and design/inspection costs

Total cost  
\$44,002,509

# Center City Infrastructure Analysis Update

Item 2.

- Request was made by Council to explore an update to the Infrastructure Analysis
- Johnson and Associates submitted a proposal to include
  - Priority Improvements Matrix
  - Updated Cost Estimates
  - Updated Street Sections
  - Street Condition and Rating Map
- Proposed fee \$75,000

# Center City Infrastructure Analysis Considerations

- City already has the Pavement Management System that evaluates and ranks roadways
- Staff conducted a citywide evaluation of alleys and ranked the alleys
- The CC TIF currently has \$2,300,000
- Projects can be prioritized by staff starting with locations that contributed funding and then based on need

# Options

- Bring contract to Council?
- Continue to allow TIF funding to accrue and provide project rankings as requests or needs are made
- Allow \$100,000 in FYE 2023 Capital Funds to roll to FYE 2024
- Continue CC TIF Special Revenue Fund in FYE 2024



# QUESTIONS?

