

MEETING AGENDA

NORMAN FORWARD CITIZEN'S FINANCIAL OVERSIGHT BOARD

**Executive Study Session Room
201 West Gray**

**Monday, December 5, 2016
3:30 P.M.**

- I. Approve minutes from October 17, 2016 Meeting
- II. Discussion of Council Actions re: Senior Citizen's Center
- III. Discussion of Previously-Approved Council Actions and Possible Action
- IV. Discussion of Finance Reports – Finance Department
- V. Ad Hoc Committee Liaison Reports
- VI. Discussion of Project Status – Project Managers
- VII. Miscellaneous Discussion
- VIII. Establishment of Future Meeting Time(s)
- IX. Adjournment

**APPROVE MINUTES FROM
OCTOBER 17, 2016 MEETING**

NORMAN FORWARD CITIZENS FINANCIAL OVERSIGHT BOARD MINUTES
October 17, 2016

The Norman Forward Citizens Financial Oversight Board (CFOB) of the City of Norman, Cleveland County, State of Oklahoma, met at 3:30 p.m. in the Municipal Building Conference Room on the 17th day of October, 2016, and notice and agenda of the meeting were posted in the Municipal Building at 201 West Gray and the Norman Public Library at 225 North Webster 24 hours prior to the beginning of the meeting.

PRESENT: Members Andy Rieger, Tom Sherman, Chair Bill Nations, Andy Paden, Bree Montoya, and Cindy Rogers

ABSENT: Members MacKenzie Britt, Anil Gollahalli, and Don Hiebert

OTHERS PRESENT: Jeff Bryant, City Attorney
Terry Floyd, Development Coordinator
Jud Foster, Parks & Recreation Director
Shawn O’Leary, Public Works Director
Anthony Francisco, Finance Director
David Hopper, Chair of Senior Citizens Ad Hoc Advisory Committee
Erinn Gavaghan, Norman Arts Council
Kyle Lombardo, ADG
Leslie Tabor, ADG
5 unnamed Norman citizens

CALL TO ORDER AND ROLL CALL

Chair called the meeting to order at 3:35 pm. A quorum was present. Andy Paden accepted the position of liaison to the Library Ad Hoc Committee.

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ITEM 1, being

APPROVE MINUTES FROM August 15, 2016 MEETING

After review and discussion of minutes of August 15, 2016 meeting, a motion was made by Member Rieger and seconded by Member Montoya to approve the minutes. Member Rogers chose to abstain from the vote due to being absent the previous meeting. Motion passed.

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ITEM 2, being

PRESENTATION ON NORMAN FORWARD PUBLIC ARTS PROGRAM

Erinn Gavaghan gave the presentation. She stated that the Request for Qualifications (RFQ) for the Westwood Aquatic and Tennis Center was issued. 155 entries for this project were received from all over the world. The selection panel met on Oct. 5th and narrowed the entries down to 3 finalists. The finalists are now required to come to Norman for a site visit on Nov. 27th. They will be able to ask technical questions and get a more accurate idea of what the project will look like. None of the finalists are from Oklahoma. They will have about 6 weeks to prepare their proposals once they finish the site visit. The artists will then return to Norman to give their presentations. The selection panel will immediately make their recommendations after the presentations. After this, it will go to the Norman Public Arts Board for approval. Next it will go to the Norman Arts Council for approval. And last it will go to the Norman Forward Citizens Financial Oversight Board for approval. After this, it will be turned over to the City of Norman to begin negotiating a contract for City Council consideration.

Member Rieger asked if the artists were paying their own way to travel to Norman. Gavaghan stated that they will receive a stipend of \$350 for travel expenses.

Member Paden asked if there was a timeframe that the final chosen artist will have to abide by in the contract. Gavaghan stated that there was a timeline posted in the RFQ.

Gavaghan stated that the project team has met multiple times for the East Library project to prepare an RFQ. We will be posting it November 1st after the selection committee is approved by the Norman Arts Council. Artists will have until December 16th to submit entries for this project. The finalists will be chosen in early January. We hope to have the final chosen artist sometime in late March or early April.

Items submitted for the record:

1. Norman Arts Council Norman Forward 1% for Art Update 10/17/16

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ITEM 3, being

DISCUSSION OF PROGRAM MANAGER CONTRACT

Chair Nations asked if the Program Manager Contracts were in line with the Norman Public School and State of Oklahoma contracts. Kyle Lombardo stated that ADG is the company that has the contract for Program Manager for the Norman Forward initiative. Lombardo stated that ADG is involved in every level of the many projects that the Norman Forward initiative is providing for the City of Norman and are basically an extension of the City staff. He also stated that the Norman Forward contract is right in line if not a little bit cheaper than what they charge most of their clients. Their fee for this project is \$1.7 million for all of the Norman Forward projects. Lombardo stated that we are on schedule for the projects.

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ITEM 4, being

DISCUSSION OF ANNUAL REPORT TO CITY COUNCIL

Anthony Francisco stated that the Norman Forward Oversight Committee could submit its annual report one of two ways. They could wait until the end of this fiscal year, June 30, 2017 or they could go to using a calendar year for the annual report.

Member Rogers stated that she would not vote for the calendar year and would prefer to stay on the same fiscal year for the report and provide it on June 30, 2017.

All Committee members stated their agreement that they would stay on the same fiscal year calendar and provide an annual report on June 30, 2017.

ITEM 5, being

DISCUSSION OF FINANCE REPORTS-FINANCE DEPARTMENT

Anthony Francisco stated that city wide the sales tax collections are down. Since the beginning of Norman Forward, we are now about 3.36% below projected collections. Francisco is concerned but says not to panic. He still believes that we will meet everything that we need to do.

Francisco discussed the Norman Forward Expenditures by Project handout. The format of the reports show each expenditure made from Norman Forward Funds. Member Rogers asked where the grading part of the Griffin Project was located in the paperwork. Francisco stated that it was on the back of the expenditure handout. He also stated that even though the grading portion was a subcontract, there is no sub-budget for this project. It all comes out of the Griffin Park portion of the fund.

Member Sherman asked if the staff could do a query just for the total of the checks and the new contracts. Francisco stated that we can do the report to any level that the Committee would like. After discussion, the Committee directed staff to provide a more summarized expenditure report for future meetings.

Items submitted for the record:

1. Minutes from Sept. 13 meeting approving the RFP-1617-7 and approval of Contract K1617-60
2. Tabulation of Bids RFP #1617-7
3. Contract #K-1617-60
4. Performance Bond #B-1617-24
5. Statutory Bond #B-1617-25
6. Maintenance Bond #MB-1617-21
7. Norman Forward Expenditures by Project
8. Norman Forward Sales Tax Collections to Date vs. Projections

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ITEM 6, being

AD HOC COMMITTEE LIAISON REPORTS

Member Sherman stated that the Ad Hoc Committee for Senior Citizens met on Oct. 12th. The Committee was charged to choose a preferable site for a stand-alone Senior Citizens Center and to determine if they should add the full kitchen in the plans for a stand-alone center. The Ad Hoc Committee determined that they would choose out of 3 of the 5 proposed sites and that the full kitchen would be needed for Aging Services and they would like for it to be located within the new Senior Center.

Chair Nations asked why the AP land option was taken off of the table so quickly. Member Sherman stated that the only thing the Committee stated was that they wanted the Center to be close to the new library and the AP option was across the street.

Member Hiebert stated that the Ad Hoc Committee for the Senior Citizens was just laying out what they wanted in the new center without giving any ideas on how to fund the project.

Member Montoya stated that the Westwood Pool project was well under way and the Council has awarded the lowest bid the contract for this project. Phase II of demolition is nearly complete. Dirt work on the site will begin later this week.

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ITEM 7, being

DISCUSSION OF PROJECT STATUS-PROJECT MANAGERS

Jud Foster stated that the Westwood Tennis project plans have been completed. The permit for this construction should be approved soon and is ready to begin construction as soon as possible. This should be done within 120 days. Everything is on schedule.

Terry Floyd stated that bid documents are at 95% complete for the East Library branch. It is possible that construction can actually begin on this branch in the first part of January. The Central Library branch project is beginning demolition on the homes that were bought for the land. Council also approved the 65% plans in September.

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ITEM 8, being

MISCELLANEOUS DISCUSSION

Anthony Francisco handed out paperwork on all of the actions that the City Council has passed for members to go over and possibly discuss at the next meeting.

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ITEM 9, being

ESTABLISHMENT OF FUTURE MEETING TIME(S)

After discussion, members agreed to meet again on Monday, November 14, 2016, at 3:30 pm in the Council Study Session Room.

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ITEM 10, being

ADJOURNMENT

Motion was made by Member Sherman and seconded by Member Rieger to adjourn. Motion passed unanimously. Board adjourned at 4:48 pm.

**DISCUSSION OF COUNCIL ACTIONS RE:
SENIOR CITIZEN'S CENTER**



TO: Mayor and City Council
FROM: Steve Lewis, City Manager 
DATE: October 28, 2016
SUBJECT: November 1, 2016, City Council Study Session

At the November 1, 2016, City Council Study Session, staff will be presenting information regarding recommendations from the NORMAN FORWARD Senior Citizens Center Ad Hoc Group (SCCAG) regarding a stand-alone Senior Center site and commercial kitchen options. Additionally, staff will be presenting funding options for a stand-alone Senior Center, along with additional information as outlined in the Council's Resolution regarding the Senior Center (R-1617-17).

Resolution R-1617-17:

On August 9, 2016, City Council passed Resolution R-1617-17 that provided the following:

- Stated Council's desire to focus on construction of a new, standalone Senior Center at two locations: 1) in northeast Andrews Park (AP) or 2) north of Acres St., directly west of the new Central Library site (L4).
- Requested additional input from the SCCAG regarding:
 - preference for site AP or L4
 - pursuing additional parking facilities at the L4 site
 - appropriateness of including a commercial kitchen for use by Cleveland County Aging Services at the new Senior Center site
- Directed the City Manager to:
 - identify funding options for site locations AP and L4
 - collect additional information from Norman citizens who would be likely users of the facility regarding the use of the facility
 - collect additional information regarding the functionality and feasibility of including a commercial kitchen in the project

A copy of Resolution R-1617-17 is included as Attachment 1.

The information included in the remainder of this cover memo, and associated attachments/documents, present the information related to the Council requested items outlined in R-1617-17.

SCCAG Meeting – October 12, 2016:

The SCCAG met on October 12, 2016 to discuss recommendations of a preferred standalone Senior Center site as outlined in R-1617-17. These included site locations in northeast Andrews Park (AP) and options for four (4) standalone locations north of Acres St., directly west of the new Central Library site (L4). The McKinney Partnership (TMP) presented information to the group based upon site studies conducted for the AP and L4 site options.

The following chart gives details of each site option included in the TMP site studies.

Standalone Senior Center Site Options

	Option AP	Option L4-A	Option L4-B	Option L4-C	Option L4-D
Site Size	2.09 acres	1.01 acres (0.84 acres + partial lot the west)	1.78 acres	1.47 acres	1.95 acres
Parking	111 spaces	12 spaces	82 spaces	69 spaces	103 spaces
Building Size (w/o kitchen)	21,000 sq. ft.	21,000 sq. ft.	21,000 sq. ft.	21,000 sq. ft.	21,000 sq. ft.
Building Size (w/kitchen)	22,500 sq. ft.	22,500 sq. ft.	22,500 sq. ft.	22,500 sq. ft.	22,500 sq. ft.
Pros	No additional land purchase needed; dedicated parking	Least amount of land; main entry to Senior Center closest to Library	Dedicated parking, rear delivery area; walks lead directly to entry	Second least land requirement	Largest dedicated parking; walkways lead to entry; delivery dock
Cons	Floodplain LOMR needed; extensive drainage work; .89 additional acres of parkland beyond what is currently occupied needed	No dedicated parking; high demand for shared parking	Increased land requirement	Drive lanes parallel to entry; partial shared parking; cut-thru parking access	Large land area and parking requirement; cut thru to parking
Cost (w/o kitchen)	\$8.65 million	\$7.99 million (including estimated land cost)	\$9.03 million (including estimated land cost)	\$8.69 million (including estimated land cost)	\$9.2 million (including estimated land cost)
Cost (w/ kitchen)	\$9.43 million	\$8.77 million (including estimated land cost)	\$9.8 million (including estimated land cost)	\$9.47 million (including estimated land cost)	\$9.97 million (including estimated land cost)

Full site studies from TMP are included as Attachment 2.

SCCAG Recommendations:

- **The SCCAG recommended three of the four standalone locations for Option L4 (Options L4-B, L4-C and L4-D) be included for further Council consideration. *Option L4-A was not recommended due to the limited dedicated site parking and shared parking with new adjacent Central Library. Option AP was also not recommended.***
- **The SCCAG also discussed the option for including a 1,500 sq. ft. commercial kitchen in the facility. Kathleen Wilson, Executive Director of Aging Services for Cleveland County, discussed the Aging Services program and needs with the group. The SCCAG voted to recommend a commercial kitchen be included in a new standalone Senior Center, if economically feasible.**

The 10-12-16 SCCAG meeting minutes are included as Attachment 3.

Funding Options for Site Locations AP and L4:

The Finance Department, in conjunction with the City's Bond Counsel, Financial Advisory Team and City staff, have developed five potential individual financing options for a new standalone Senior Center. The funding options are based upon current cost estimates for each individual option (as developed by TMP).

The funding options outlined in the attached Finance Department memo include:

- **Submit to voters for consideration a new General Obligation Bond Authorization**
- **Submit to voters for consideration a repurposing of a portion of the Authorization of 2008 General Obligation Bonds, to be supplemented with other funding sources (partial funding)**
- **City of Norman Capital Sales Tax Funds**
- **Re-Allocation of James Garner Avenue Funds (partial funding)**
- **Extension of the NORMAN FORWARD Sales Tax or Raising of the NORMAN FORWARD Sales Tax Rate**
- **Combination of Proposed Options and Other Funding Sources**

The attached Finance Department memo outlines pros and cons of each financing option – included as Attachment 4.

Additional Information from Norman Citizens Likely to User the Facility:

On October 26, 2016, Parks Department staff met with current Senior Center users and members of the 21st Century Norman Seniors Association at the current Senior Center to discuss and gather input regarding the recommended locations for a new standalone Senior Center and a commercial kitchen option. Potential programs and activities were

also discussed at the meeting and a list with suggested programs and activities was distributed.

The program list discussed at the meeting was developed using:

- input from a public meeting held in September 2014 at the Norman Senior Citizens Center
- two public meetings held in July 2015 as part of a design consultant (Lifespan Design Studio) project to assess the possible re-use of the current library
- suggestions submitted by the 21st Century Norman Seniors Association in October 2016.

Feedback from those in attendance was generally positive, with questions/discussion regarding the new Senior Center focused on:

- minimizing walking distances from parking
- need for a covered drop-off area at building entrance
- American's with Disabilities Act (ADA) accessible parking and restrooms

There was no feedback regarding the potential programs and activities list.

A meeting summary from Parks Department, list of suggested programs/activities presented at the meeting and a copy of the September 2015 Senior Center programming document from Lifespan Design Group is included as Attachment 5.

Staff will present this information and be available to answer questions regarding the items discussed at the November 1, 2016, City Council Study Session. If you have any questions in advance of the meeting, feel free to contact me.

Attachments:

- Attachment 1: Resolution R-1617-17
- Attachment 2: Full Site Studies from The McKinney Partnership for Options AP, L4-A-D
- Attachment 3: Minutes from the 10-12-16 SCCAG Meeting
- Attachment 4: Finance Department Memo – Standalone Senior Center Financing Options
- Attachment 5: Parks Department Synopsis of 10-26-16 meeting with Senior Citizens
List of suggested programs/activities presented at the 10-26-16 meeting
September 2015 Lifespan Design Studio Senior Center programming document
- Attachment 6: Oklahoma Attorney General Response – Norman Senior Center 2016-10-26

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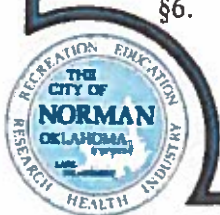
R-1617-17

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, DIRECTING THAT THE CITY MANAGER FURTHER EXPLORE FUNDING OPTIONS FOR A "STAND ALONE" SENIOR CITIZENS CENTER TO BE LOCATED NORTH OF ACRES AND IMMEDIATELY WEST OF THE NEW CENTRAL LIBRARY SITE OR ON THE NORTHEAST CORNER OF ANDREWS PARK.

- §1. WHEREAS, the Norman City Council unanimously approved Resolution R-1516-77 on January 26, 2016 directing that the Senior Citizen Center location options L1, L2, and L3 be eliminated from further consideration as recommended by Meyers, Scherer and Rockcastle, ("MSR") allowing the new Central Library Project to move forward in a timely manner while Option EL, AP and L4 are further evaluated and considered; and
- §2. WHEREAS, the Norman City Council considered additional information at its Council Conference held on July 26, 2016, regarding Options EL, AP, and L4 which included site specific cost estimates, site specific parking options, legal recommendations regarding site specific funding options, site specific impacts of including a commercial kitchen option for the county-wide Aging Services Inc. operations, as well as concerns expressed by the Norman Forward Citizens Financial Oversight Board ("CFOB") regarding possible financial impacts on other Norman Forward projects if the Senior Center were to be fully funded from NFST proceeds; and
- § 3. WHEREAS, the Norman City Council has heard from constituents that are Senior Citizens that have expressed a strong preference for a "stand alone" Senior Citizens Center; and
- §4 WHEREAS, the Norman City Council now desires to give the City Manager additional direction to pursue as a priority option a "stand alone" Senior Citizens Center by further evaluating a free standing option at (AP) and (L4) by seeking additional Senior Citizen Center ad hoc Advisory Group ("SCCAG") input, exploring potential funding options that do not adversely impact other Norman Forward projects, and reporting back to City Council as soon as practical, but not later than 90 days.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

- §5. THAT Council desires to focus on the location of a new Senior Center through construction of a new free standing facility at locations (AP) or (L4); and
- §6. THAT the City Manager is directed to collect additional information regarding the desires of Norman citizens who would likely use the facility, functionality and feasibility of including a commercial kitchen in the project, and identifying funding



options for the project if the Senior Citizens Center is located and constructed as a new free standing facility at locations (AP) or (L4); and

- §7. THAT Council desires to continuing to consider the desires of Norman citizens who would likely use the facility, and the functionality of the proposed facility through seeking additional input from the SCCAG concerning an (AP) or (L4) option preference, whether to pursue additional parking facilities at the L4 site, as well as the appropriateness of including a commercial kitchen option that could be used by county-wide Aging Services Inc. operations. and
- §8. THAT the City Manager is hereby directed to collect said information and input from the SCCAG and report to the City Council as soon as practical, but not later than ninety days from the date of this Resolution.

PASSED AND ADOPTED this 9th day of August, 2016.

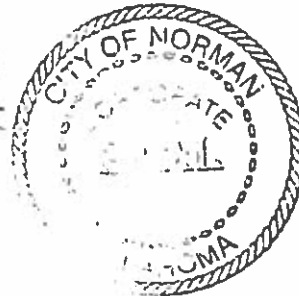


Mayor

ATTEST:



City Clerk





31 December 2015 (UPDATED 4 October 2016)

Mr. Steve Lewis
City Manager
City of Norman
201 West Gray Street
Norman, OK 73070

Re: Site Option AP Study for Proposed Senior Citizen's Center
Andrews Park Site, Norman, OK

Mr. Lewis :

Per your request, The McKinney Partnership has prepared a Site Feasibility Study for a Proposed Senior Citizens Center located along the eastern border of Andrews Park, referred to as Site Option AP. **The UPDATED portions of this summary are bold and underlined**

I offer the following Summary of our Study:

Existing Site

Andrews Park contains more or less 17.56 acres. The east portion of the park being considered is bordered by Acres Street on the north, James Garner on the east and an existing WPA stone drainage channel on the south (Refer to attached *Proposed Master Plan-Option AP*). The proposed site area presently contains a skate board park, parking lot, abandoned underground concrete water storage tank, two basketball courts and an open recessed drainage ditch that conveys storm water south to the existing stone channel.

The WPA channel is centered within a flood zone that includes both the 100-year flood way and 100-year flood plain. This zone borders the southern end of the Site AP.

The park area that currently encompasses the skate park, parking lot, storage tank, and drainage ditch totals approximately **1.20 acres**. **An additional .89 acres of park land (total of 2.09 acres) are required for Site AP.**

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Proposed Park Master Plan

The proposed Master Plan for the park and surrounding areas to the east, north and west incorporate the following new components:

- Construction of a new divided and landscaped James Garner Avenue that will extend from Gray Street to Robinson. This roadway improvement will also require the shifting of the James Garner / Acres intersection west to accommodate increased traffic and the required 100' of stack space at the train crossing. Also included will be the relocation of portions of Legacy Trail away from the train tracks and closer to the new Central Library.
- Revisions to Acres Street to accommodate the new library and proposed Senior Citizen's Center.
- Construction of a new 80,000 SF Central Library with parking and site amenities on the north side of Acres opposite the proposed Senior Citizen's Center.
- Directly across Acres Street from the new library will be the proposed 21,000 SF single level Senior Citizen's Center with associated parking, site amenities, landscaping and outdoor activity space. Also included in the site work will be an underground concrete drainage box to accommodate the rerouting of the water from the existing open storm ditch. Also planned is storm water detention beneath the new parking lot to accommodate storm water from the Senior Center and the concrete ditch which will require approval as the open narrow ditch is presently included within the 100-year flood plain.
- The basketball courts **will remain in their current location while** the existing concrete water tank removed to accommodate the new parking.
- The proposed **111** space parking lot can also serve the overall park during the evenings and weekends.
- The relocation of a new skate board park to the **south of the Senior Center parking lot.**
- Existing softball and athletic areas will all be preserved. With minimal change.

The additional site area required for the proposed Senior Citizen's Center, beyond **the 1.20 acres** currently occupied (**.89 acres**) **totals approximately 2.09 acres** (Refer *Existing Park Plan with Option AP Land Areas*)

Proposed Senior Citizen's Center Site Plan

The proposed Senior Citizen's Center site (Refer attached *Site Option AP*) provides parking for **111** cars within a well landscaped and illuminated parking area. This total includes 18 handicap spaces conveniently located near the main entry. Fully accessible pedestrian walks lead from every parking space directly to the Center. A CART bus stop is located adjacent to the Center and is connected to a broad covered entry drop off via an accessible walkway. A wide well-lit section of Legacy Trail will also extend from the Senior Center to the Library entry directly across Acres Street, a distance of approximately 120 yards.

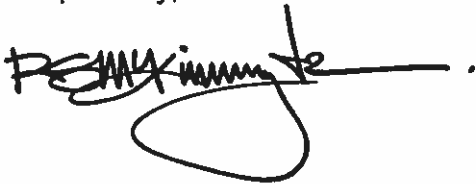
Exterior covered and shaded courtyards will offer unobstructed broad views to the park and activity areas. Gardening accommodations with raised beds along with outdoor activities are located on the south side of the Center. A service area will allow for convenient food delivery and remote pick up. Specific floor plan layout, areas and functions are yet to be designed.

Conclusion

Overall, this proposed Site Option AP for the Senior Citizen's Center in central Norman encompasses a total of approximately **2.09 acres**, the majority of which is currently covered with parking and other concrete paved uses. The site will afford immediate access to Andrews Park and the new Central Library along with convenient vehicular access from the James Garner Avenue.

Please advise if you require further information or have questions.

Respectfully,

A handwritten signature in black ink, appearing to read "R. McKinney, Jr.", with a large, stylized flourish underneath.

Richard S. McKinney, Jr., AIA
President

Attachments



ANDREWS PARK - PROPOSED SENIOR CITIZEN'S CENTER SITE OPTION AP
N.T.S.


THE MCKINNEY PARTNERSHIP
 CONSULTING ARCHITECTS
 1000 West Ave.
 Suite 1000
 Norman, Oklahoma
 73061
 Phone: 405.892.1111
 Fax: 405.892.1112
 www.mckinney.com

SENIOR CITIZENS CENTER
ANDREWS PARK
SITE FEASIBILITY STUDY
 Norman, Oklahoma

Project Number	
Date of This Presentation	
Client Name	
Project Location	
Project Status	
Project Budget	
Project Manager	



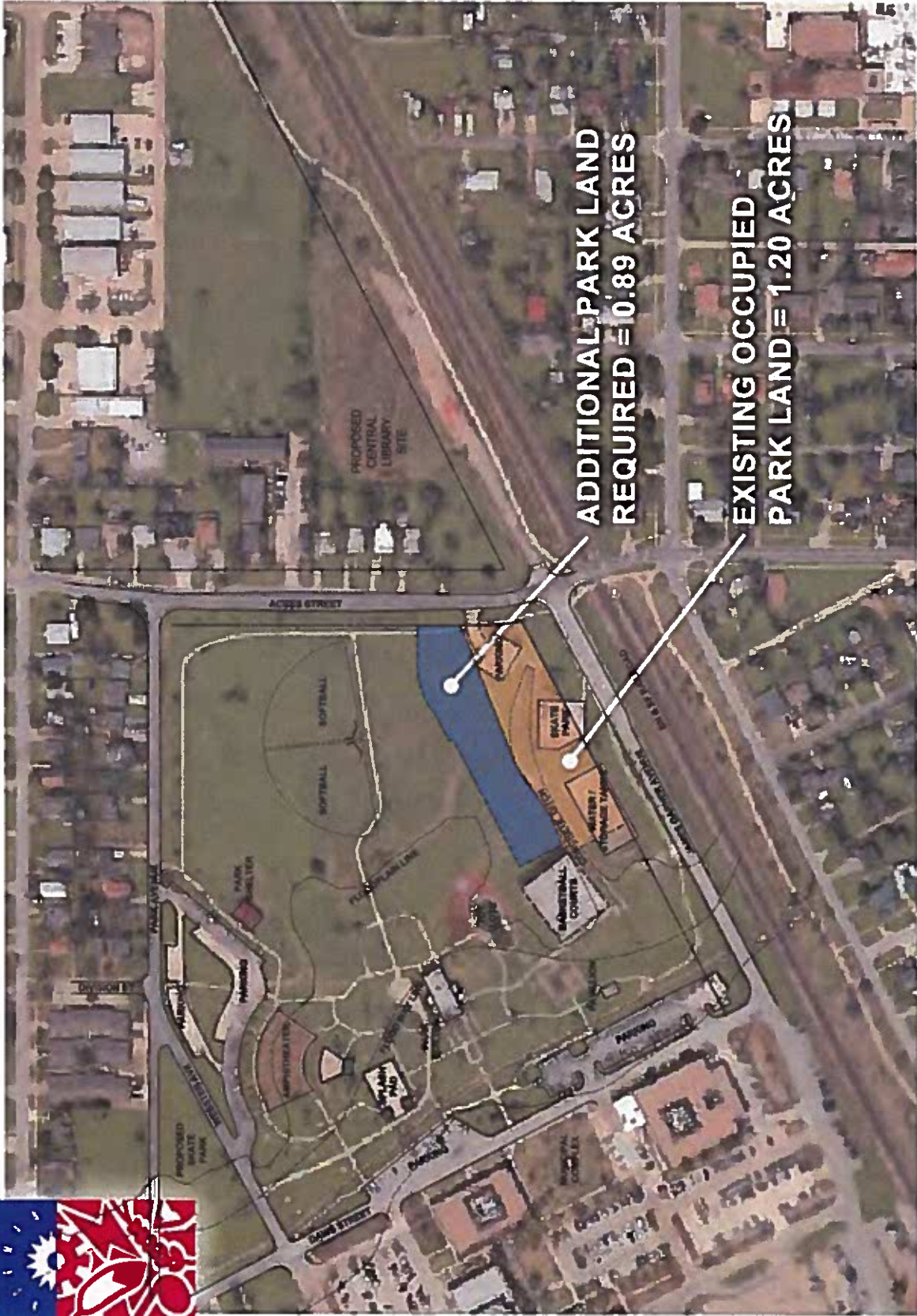
THE MCKIMSEY
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SENIOR CITIZENS CENTER
ANDREWS PARK
SITE FEASIBILITY STUDY
Norman, Oklahoma

Project Number	
Sheet Title	PARK MASTER PLAN OPTION AP
Sheet Number	
Scale	
Author	
Checked	
Approved	

ANDREW'S PARK - PROPOSED MASTER PLAN - OPTION AP






ADDITIONAL PARK LAND
REQUIRED = 0.89 ACRES

EXISTING OCCUPIED
PARK LAND = 1.20 ACRES

ANDREW'S PARK - EXISTING PARK PLAN W/ OPTION AP LAND AREAS

 <p>THE MCKINNEY PARTNERSHIP 1000 West Main Suite 100 Tulsa, OK 74103 Tel: 918.462.4422 Fax: 918.462.4422</p>		<p>SENIOR CITIZENS CENTER ANDREW'S PARK SITE FEASIBILITY STUDY Norman, Oklahoma</p>	<p>Project Number: _____ Revision: _____</p>	<p>Project Name: EXISTING PARK PLAN OPTION AP</p>
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City of Norman Senior Center - Option "EL"

Base Building (20,600 SF) Incl. Contingency		\$3,849,719.00		
Food Service Equipment		\$191,168.00		
FFE		\$366,935.00		
Inflation (6% over 2 years)		\$242,453.22		
Subtotal			\$4,650,275.22	
A&E Basic Fees (8.5%)		\$395,273.39		
Expenses		\$30,000.00		
Subtotal			\$425,273.39	

Existing Library Site (EL)- Estimated Cost **\$5,075,548.61**

City of Norman Senior Center Site Option "AP"

Updated 2/12/2016

Scope	Unit Cost	Allowance	Subtotal	Comments
Base Building & Site Estimate (21,000 SF)	\$250.00	\$5,250,000.00		OKC bid @ \$235, AP @ \$250
Food Service Equipment		incl		Incl in OKC Bid
FFE (Per SF)	\$15.00	incl		Incl in OKC Bid
Additional Site Development				
Sub-Parking Detention (37,000 SF)	\$7.00	\$260,000.00		Allowance
Concrete Drainage Box (625 LF@6x12)	\$1,280.00	\$800,000.00		Cost Estimated
LOMR & Drainage Study		\$100,000.00		Public Works Est
Quiet Zone Improvements @ Acres Street		\$75,000.00		Reduced scope @ Acres Street
Platting & Zoning & Public Improvements		\$27,500.00		2nd quote
Site Demolition		\$75,000.00		
Public Sewer Extension (80 LF+ MH)	\$45.00	\$3,900.00		Unit Price allowance
Public Fire Line (180 LF + Hydrant)	\$35.00	\$8,800.00		Unit Price allowance
Additional Fill @ Tank & Drainage Ditch		\$50,000.00		Utilize dirt from under parking
Landscaping		\$70,000.00		Reduced scope
Design Contingency (6%) at concept stage		\$403,212.00		Standard
Construction Contingency (6%)		\$403,212.00		OKC used 6 1/2% @ DD Estimate
Subtotal			\$7,526,624.00	
Inflation (4.5%)			\$338,698.08	18 months later than OKC Bids
Subtotal			\$7,865,322.08	
A&E Basic Fees, Consultant, Addl. Site Engineering		\$747,205.60		8.5% + FEMA Site Engineering
Expenses, Testing, Survey, Supp.Inspections		\$45,475.00		Allowance
			\$792,680.60	

Andrews Park (AP)- REVISED Cost Estimate **\$8,658,002.68**

NIC- LEED, IT, Aging Services Kitchen Relocation **(\$775,000.00) NIC**



4 October 2016

Mr. Steve Lewis, City Manager
City of Norman
201 West Gray Street
Norman, OK 73070

Re: Site L4 Feasibility Study for Proposed Senior Citizen's Center
Norman, OK

Mr. Lewis;

Per the request of Mr. Terry Floyd, The McKinney Partnership Architects has prepared the following Site Feasibility Study for the property located immediately west of the proposed Central Library entry, referred to as Site L4. This Study includes four (4) distinct options, all indicating a proposed single-story 21,000 square feet (SF) Senior Center Facility along with varying amounts of parking and access.

I offer the following Summary of our Feasibility Study along with site diagrams and preliminary cost estimates for each option:

Existing Site Description

Site L4 encompasses approximately .84 acres and is bordered by the Central Library entry drive on the east, Acres Street and Andrews Park on the south, residential and industrial lots on the west, and a portion of the proposed parking for the Central Library on the north.

Presently, Site L4 contains three two-story condominium buildings with a linear concrete parking lot. The site is zoned RM-6 and slopes gently to the south.

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tmparch.com

Overall Site L4 Evaluation relating to the proposed Senior Center and Central Library

The following identifies potential features and issues relating to Site L4:

- Our previous study of Site AP indicated approximately 2.09 acres would support a 21,000 SF single-story facility, 111 vehicles and site circulation for semi-truck delivery. Site AP was approximately 1.25 acres larger than Site L4 with only .84 acres.
- The 72 space Library parking lot located immediately north of Site L4 was anticipated to be shared with the Senior Center. However, this lot would be the first choice and in high demand by both user groups which could lead to many seniors being forced to park remotely in the northern Library lots.
- Additional land, up to 1.11 acres in addition to Site L4, would afford the Senior Center space for varying amounts of dedicated parking west of the facility that would be accessible from a separate entry off Acres Street. This could greatly minimize any parking conflict with Library patrons.
- If the Aging Services central kitchen were to be located in the Senior Center (requiring an additional 1500 SF), semi-truck and delivery van circulation for meals would be required along the north side of the facility via Hughbert Street. This may result in a conflict with library parking, circulation and a reduction in overall parking due to the wide truck turning radii. With the Aging Services kitchen not co-located with the Senior Center, space is only required for a single meal-delivery van and other occasional deliveries.
- Underground detention (or other acceptable solution) will be required for Options B, C & D.
- Parking at the Senior Center could be shared with Andrews Park in the evenings and weekends when the Senior Center is not in use.
- The building design for Site L4 site should be respectful of the site planning, features and building aesthetics of the proposed 80,000 SF Central Library to the east. Similar materials and a sensitive building shape could be utilized for the Senior Center design to create a unified harmonious "complex".
- The site affords convenient pedestrian access to the Central Library.
- The narrowness of Site L4 facing Acres Street minimizes the views from the Senior Center to Andrews Park.
- All options will require rezoning and platting.

Assessment of Site L4 Options

Option L4-A

Option A building is wholly contained within the original L4 site plus additional industrial land area of 7,500 SF to the west for service and delivery. Access to the facility is shared via the Central Library entry drive which leads to the main north-facing Senior Center entry. Accessible parking flanks the covered entry while all parking and drives are shared with the Library and laid out parallel to the building front. Patrons collect on wide walks which lead to a central crosswalk towards the entry.

Total Site Area: 1.01 Acs. (.84 Acs. + plus partial I-1 lot)

Parking on Site: 12 spaces

Pros: Least amount of land, Main Senior entry closest to Library

Con: No dedicated parking with a high-demand for shared parking

Estimate: \$ 7,998,664 including land cost

Option L4-B

Option B facility is also situated within the L4 lot. Additional land area of 40,950 SF (three residential lots, condo lot and partial Industrial lot) to the west allow for patron parking and delivery. Access to the facility and parking is from a south drive that aligns with Park Avenue. Accessible parking is located along a walk that leads directly to the main covered entry. 82 parking spaces are dedicated for Senior Center parking and all walks / drive lanes lead directly to the main entry. Space is provided at the south lawn for outdoor courtyards while service / delivery is tucked in the northwest corner of the building.

Total Site Area: 1.78 Acs. (.84 Acs. plus three residential lots, condo lot, partial industrial lot)

Parking on Site: 82 spaces (plus 20 additional spaces to the west w/ another .15 Ac. lot)

Pros: Dedicated parking, Rear delivery area, Walks lead directly to entry

Cons: Increased land required

Estimate: \$ 9,027,454 including land cost

Option L4-C

Option C is laid out north-south within the L4 site and partially extends into the north parking area. Additional land area of 27,442 SF (residential lot, condo lot, and partial industrial lot) to the west allow for 69 dedicated parking spaces and delivery bays. Access to the facility and parking is again from a south entry drive that aligns with Park Avenue. Accessible parking is located along the curb that leads directly to the main covered entry. The south lawn area is set aside for outdoor space and a north entry connects to the Central Library via a protected cross walk.

Total site Area: 1.47 Acs. (.84 + residential lot, condo lot and a partial industrial lot)

Parking on Site: 69 spaces

Pros: Second least land required

Cons: Drive lanes parallel to entry, Partial shared parking, Cut-thru parking access

Estimate: \$ 8,696,478 including land cost

Option L4-D

Option D building is laid out north-south similar to Option C. Site L4 plus additional land area of 48,351 SF (three residential lots, condo lot and larger industrial lot) to the west allow for 103 dedicated parking spaces that are accessed from a south entry drive that aligns with Park Avenue. The majority of the parking is oriented so that collection sidewalks lead directly to the main entry. Accessible parking is placed along the front walk that also leads directly to the entry. Space is shown along the south face of the facility for outdoor activities while a north entry leads to the Central Library via a protected cross walk.

Total Site Area: 1.95 Acs. (.84 + plus three residential lots, condo lot, larger industrial lot)

Parking on Site: 103 spaces

Pros: Largest dedicated parking, Walkways lead to entry, Delivery dock

Cons: Largest land area and parking requirement, Cut through to parking

Estimate: \$ 9,199,912 including land cost

Notes:

- All options reflect a single story 21,000 SF building.
- Similar to Site AP, a kitchen for Aging Services (+/- 1,500 SF) is not included in any of the layouts. Increased traffic, mid-day semi-truck shipments (up 4 times per week) and daily meal delivery vans would have an impact on internal site circulation.

Cost Estimates

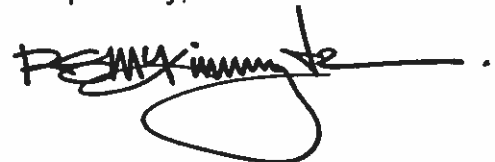
Preliminary cost estimates for the four options range from \$7,998,664 to \$9,199,912 depending upon the amount of land, parking and detention required. The estimated building cost component is consistent between all schemes. Refer to the attached exhibits for preliminary cost estimates for each option.

Conclusion

The land area for each option varies between a total of 1.01 and 1.95 acres each. Option A is totally dependent on shared off-site parking with the Central Library while Options B, C & D include 69 to 103 dedicated on-site parking spaces. All four options offer restricted exterior open space and a narrow unobstructed view of Andrews Park to the south.

Please advise should you require further information or have questions.

Respectfully,



Richard S. McKinney, Jr., AIA
President

Attachments

Item	Date	Version

Project Number	
Sheet Title	VICINITY MAP
Sheet Number	



VICINITY MAP
 SCALE: 1" = 30'-0"




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**SENIOR CENTER
L4 SITE
FEASIBILITY STUDY
Norman, Oklahoma**

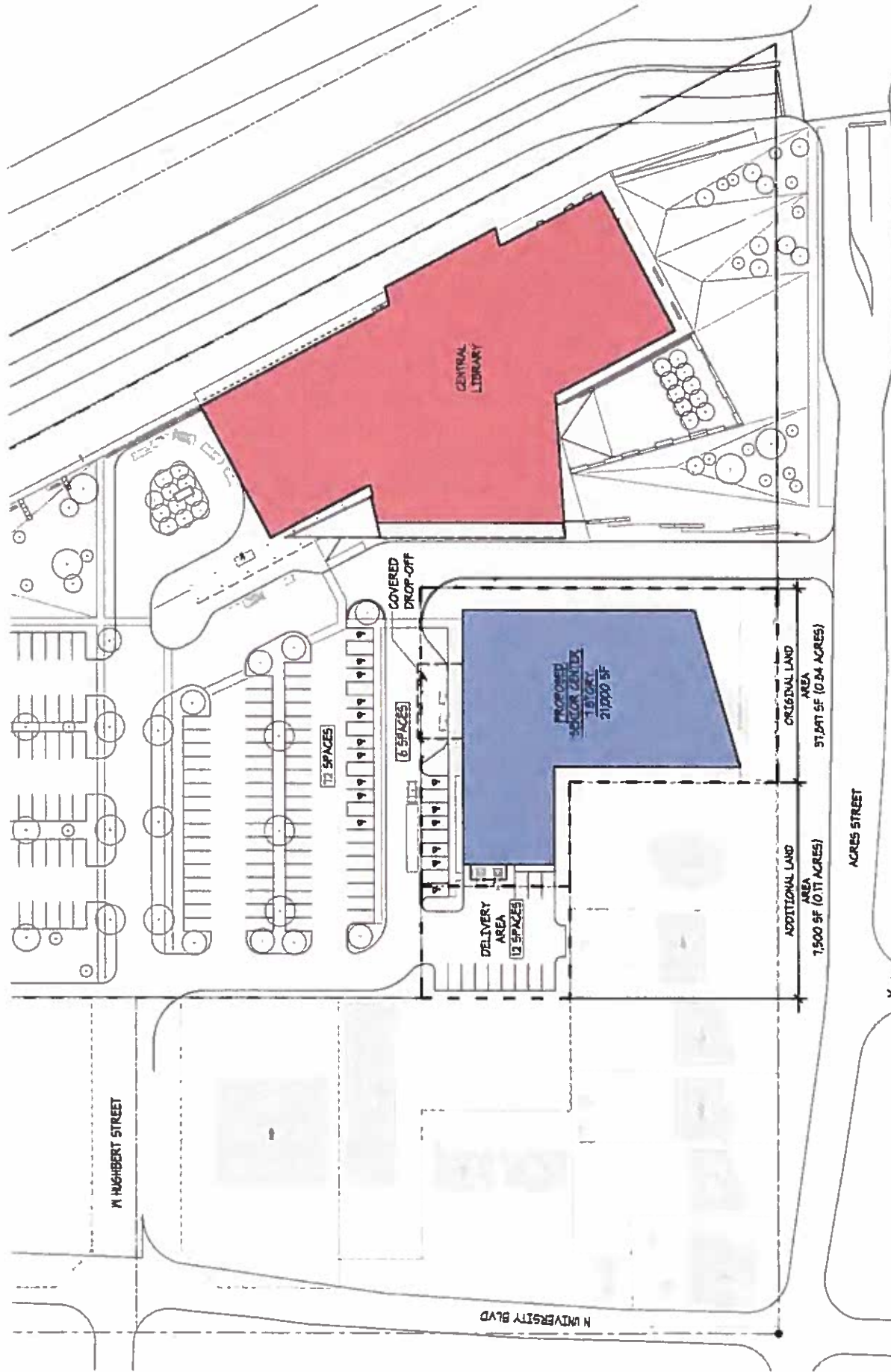
Project Name	West Acres Street Properties
Project Number	
Client	
Address	
City	
State	
Zip	



WEST ACRES STREET PROPERTIES
NORTH SCALE: N.T.S.

**SENIOR CENTER
 L4 SITE
 FEASIBILITY STUDY
 Norman, Oklahoma**

Sheet Title	PROJECT NUMBER
DATE	
DESIGNED BY	
CHECKED BY	
APPROVED BY	
DATE	
PROJECT NUMBER	
SHEET TITLE	
DATE	
DESIGNED BY	
CHECKED BY	
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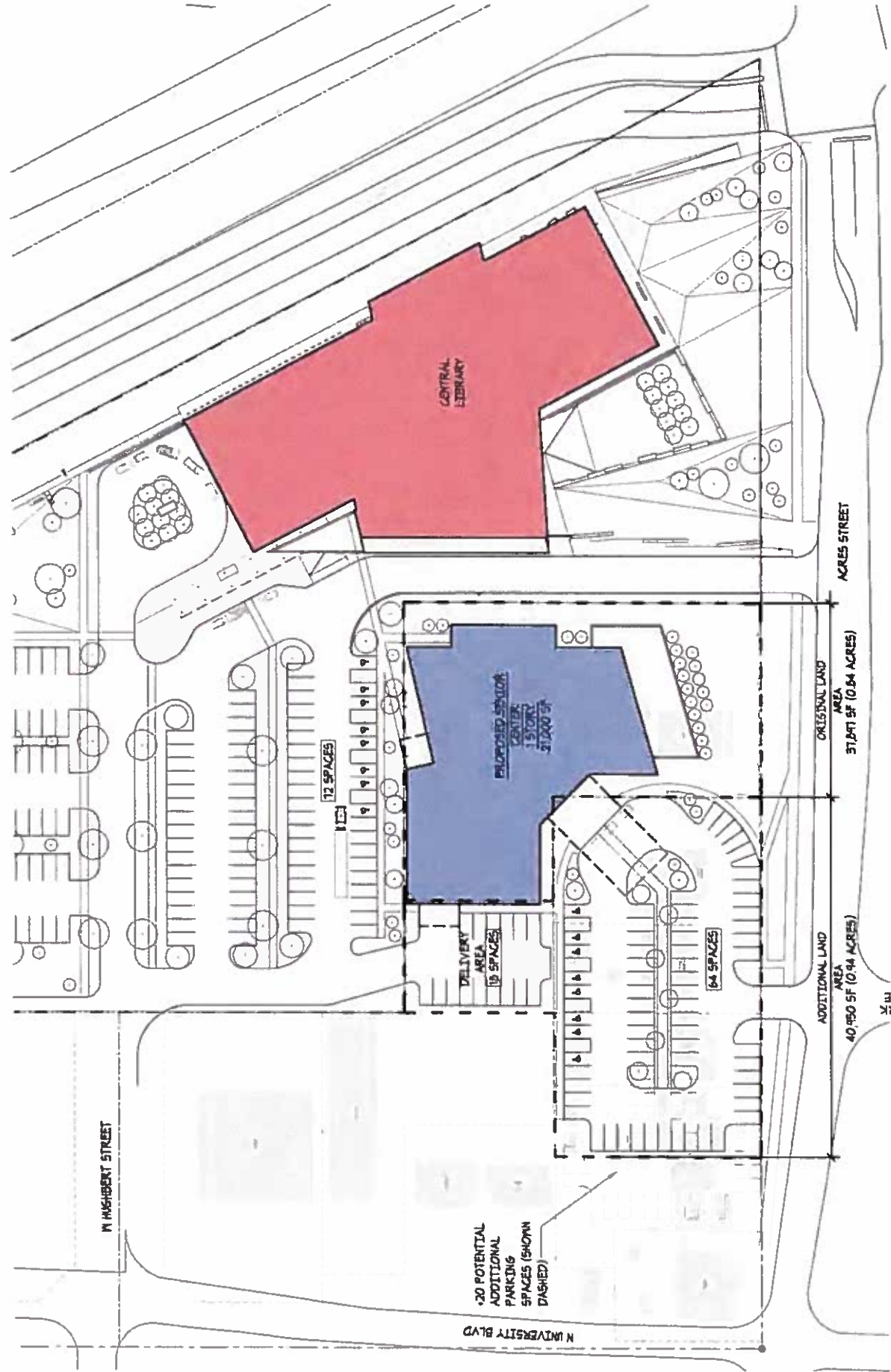


SENIOR CENTER - L4 SITE - OPTION A
 NORTH SCALE: 1" = 30'-0"



SENIOR CENTER
L4 SITE
FEASIBILITY STUDY
 Norman, Oklahoma

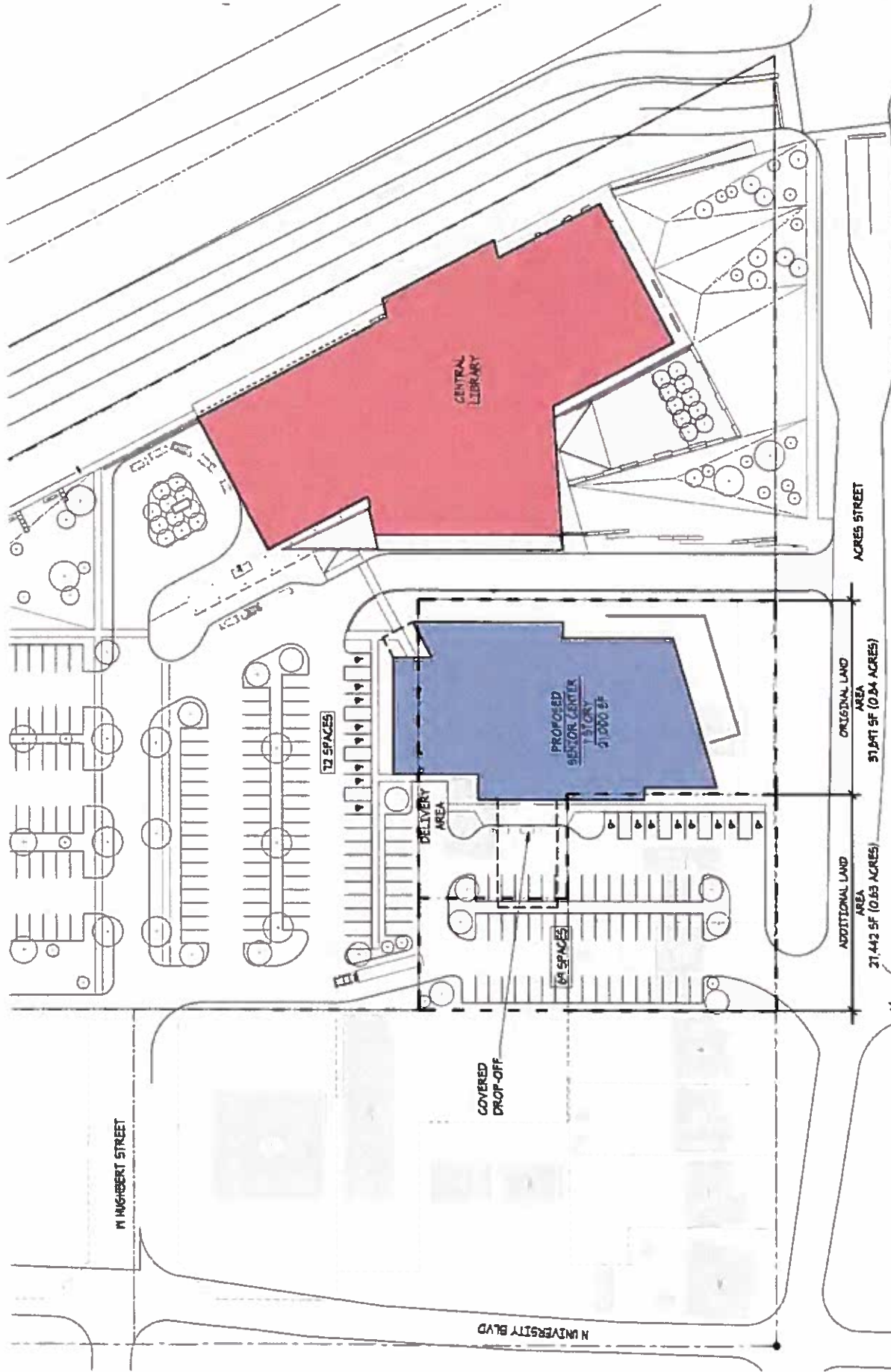
Project Number	
Sheet Title	SITE FEASIBILITY STUDY - OPTION B
Sheet Number	
Revision	
Drawn Date	
Checked Date	
Approved	



SENIOR CENTER - L4 SITE - OPTION B
 NORTH SCALE: 1" = 30'-0"

SENIOR CENTER
L4 SITE
FEASIBILITY STUDY
Norman, Oklahoma

Issue Date	10/04/2016
Project Name	
Sheet Title	SITE FEASIBILITY STUDY - OPTION C
Sheet Number	

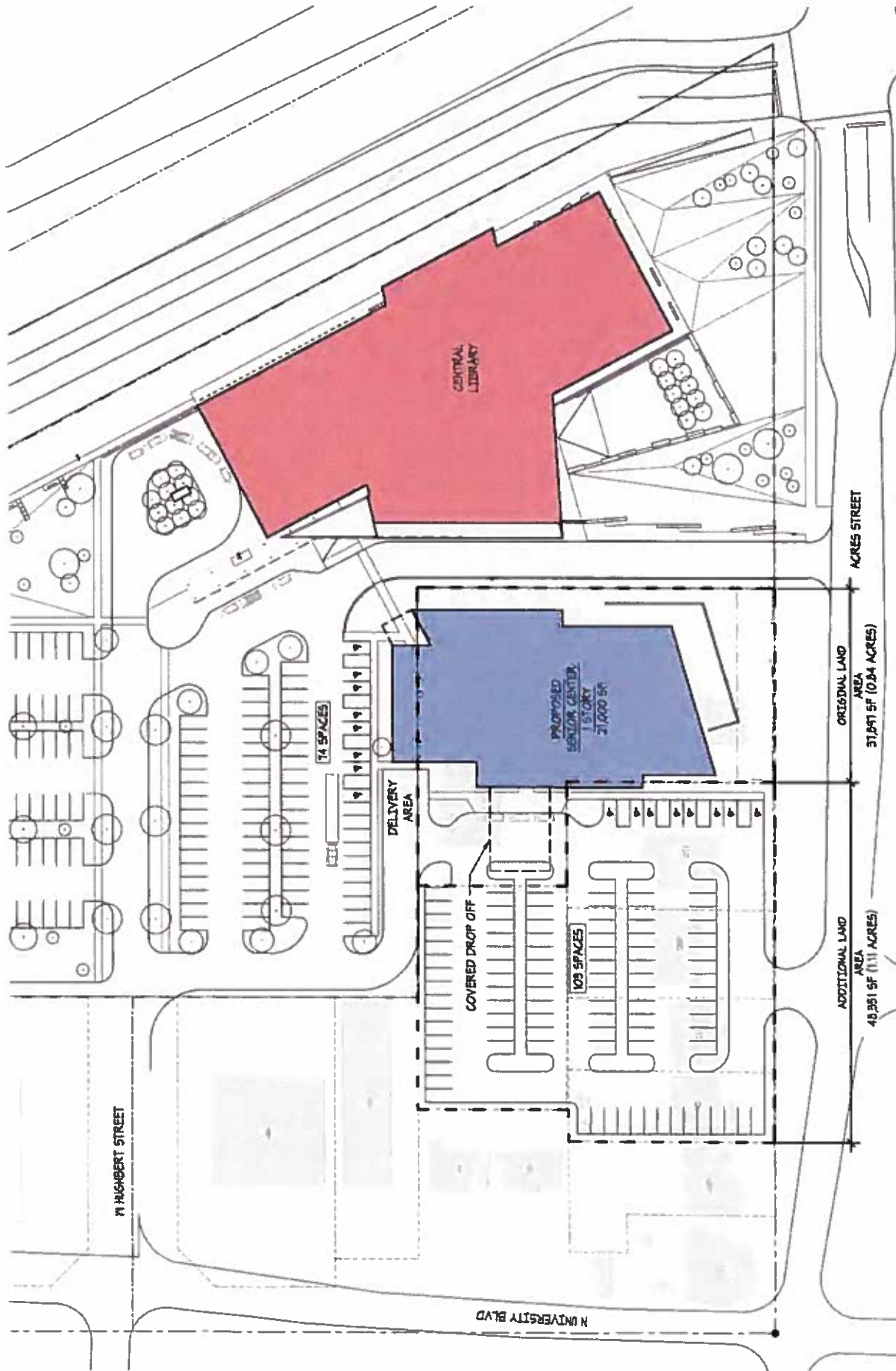


SENIOR CENTER - L4 SITE - OPTION C
 NORTH SCALE: 1" = 30'-0"

**SENIOR CENTER
 L4 SITE
 FEASIBILITY STUDY
 Norman, Oklahoma**

Sheet Date	Version

Project Number: _____
 Sheet Title: **SITE FEASIBILITY STUDY - OPTION D**
 Sheet Number: _____



SENIOR CENTER - L4 SITE - OPTION D
 NORTH SCALE: 1" = 50'-0"

City of Norman Senior Center - Site Option L4-A

10/4/2016

Scope	Unit Cost	Allowance	Subtotal	Comments
Base Building & Site Estimate (21,000 SF)	\$250.00	\$5,250,000.00	\$5,250,000.00	OKC bid @ \$235, Site LH @ \$250
Food Service Equipment		incl		
FFE (Per SF)	\$15.00	incl		
Contractor OH & P		incl		
Base Amount of Parking (100 spaces)		incl		
Site Development Adjustments				
Land Cost (Residential Property-Per Lot)	\$90,000.00	\$0.00		
Land Cost (Condo Property-Per Unit)	\$28,400.00	\$712,000.00		
Land Cost (Industrial Property-PSF)	\$6.00	\$44,400.00		
Site Demolition		\$119,000.00		
12 Parking (Deduct 88 spaces)	\$1,750.00	-\$154,000.00		
Sub-Parking Detention (36,150 SF)	\$7.00	\$29,400.00		
Platting & Zoning		\$27,500.00		
Street Improvements		\$75,000.00		
Public Sewer Extension / Man Hole		\$5,000.00		
Public Fire Line Improvements		\$6,000.00		
Landscaping		\$60,000.00		
Subtotal			\$924,300.00	
Design Contingency (6%) at concept stage		\$370,458.00		Standard
Construction Contingency (6%)		\$370,458.00		
Subtotal			\$740,916.00	
Inflation (6%)			\$414,912.96	
Subtotal			\$7,330,128.96	
A&E Basic Fees, Consultant		\$623,060.96		
Expenses, Testing, Survey, Supp.Inspections		\$45,475.00		Allowance
Subtotal			\$668,535.96	

Site L4-A Conceptual Cost Estimate

\$7,998,664.92

NIC- LEED Design, IT, Aging Services Kitchen with Equipment (allow \$775,000)

City of Norman Senior Center - Site Option L4-B

10/4/2016

Scope	Unit Cost	Allowance	Subtotal	Comments
Base Building & Site Estimate (21,000 SF)	\$250.00	\$5,250,000.00	\$5,250,000.00	OKC bid @ \$235, Site LH @ \$250
Food Service Equipment		incl		
FFE (Per SF)	\$15.00	incl		
Contractor OH & P		incl		
Base Parking Amount (100 spaces)		incl		
Site Development Adjustments				
Land Cost (Residential Property-Per Lot)	\$90,000.00	\$270,000.00		
Land Cost (Condo Property-Per Unit)	\$28,400.00	\$883,000.00		
Land Cost (Industrial Property-PSF)	\$8.00	\$44,400.00		
Site Demolition		\$119,000.00		
88 Parking Deduct (18 spaces)	\$1,750.00	-\$31,500.00		
Sub-Parking Detention (28,700 SF)	\$7.00	\$200,900.00		
Platting & Zoning		\$27,500.00		
Street Improvements		\$75,000.00		
Public Sewer Extension / Man Hole		\$5,000.00		
Public Fire Line Improvements		\$6,000.00		
Landscaping		\$60,000.00		
Subtotal			\$1,659,300.00	
Design Contingency (6%) at concept stage		\$414,558.00		Standard
Construction Contingency (6%)		\$414,558.00		
Subtotal			\$829,116.00	
Inflation (6%)			\$464,304.96	
Subtotal			\$8,202,720.96	
A&E Basic Fees, Consultant		\$779,258.49		
Expenses, Testing, Survey, Supp.Inspections		\$45,475.00		Allowance
Subtotal			\$824,733.49	

Site L4-B Conceptual Cost Estimate

\$9,027,454.45

NIC- LEED, IT, Aging Services Kitchen with Equipment (allow \$775,000)

City of Norman Senior Center - Site Option L4-C

10/4/2106

Scope	Unit Cost	Allowance	Subtotal	Comments
Base Building & Site Estimate (21,000 SF)	\$250.00	\$5,250,000.00	\$5,250,000.00	OKC bid @ \$235, Site LH @ \$250
Food Service Equipment		incl		
FFE (Per SF)	\$15.00	incl		
Contractor OH & P		incl		
Base Parking Amount (100 spaces)		incl		
Site Development Adjustments				
Land Cost (Residential Property-Per Lot)	\$90,000.00	\$90,000.00		
Land Cost (Condo Property-Per Unit)	\$28,400.00	\$883,000.00		
Land Cost (Industrial Property-PSF)	\$6.00	\$44,400.00		
Site Demolition		\$99,000.00		
69 Parking (Deduct 31 spaces)	\$1,750.00	-\$54,250.00		
Sub-Parking Detention (24,150 SF)	\$7.00	\$169,050.00		
Platting & Zoning		\$27,500.00		
Street Improvements		\$75,000.00		
Public Sewer Extension / Man Hole		\$5,000.00		
Public Fire Line Improvements		\$6,000.00		
Landscaping		\$60,000.00		
Subtotal			\$1,404,700.00	
Design Contingency (6%) at concept stage		\$399,282.00		Standard
Construction Contingency (6%)		\$399,282.00		
Subtotal			\$798,564.00	
Inflation (6%)			\$447,195.84	
Subtotal			\$7,900,459.84	
A&E Basic Fees, Consultant		\$750,543.68		
Expenses, Testing, Survey, Supp.Inspections		\$45,475.00		Allowance
Subtotal			\$796,018.68	

Site L4-C Conceptual Cost Estimate

\$8,696,478.52

NIC- LEED, IT, Aging Services Kitchen with Equipment (allow \$775,000)

City of Norman Senior Center - Site Option L4-D

10/4/2016

Scope	Unit Cost	Allowance	Subtotal	Comments
Base Building & Site Estimate (21,000 SF)	\$250.00	\$5,250,000.00	\$5,250,000.00	OKC bid @ \$235, Site LH @ \$250
Food Service Equipment		incl		
FFE (Per SF)	\$15.00	incl		
Contractor OH & P		incl		
Base Amount of Parking (100 spaces)		incl		
Site Development Adjustments				
Land Cost (Residential Property-Per Lot)	\$90,000.00	\$270,000.00		
Land Cost (Condo Property-Per Unit)	\$28,400.00	\$883,000.00		
Land Cost (Industrial Property-PSF)	\$6.00	\$88,862.00		
Site Demolition		\$119,000.00		
103 Parking (Add 3 spaces)	\$1,750.00	\$5,250.00		
Sub-Parking Detention (36,150 SF)	\$7.00	\$252,350.00		
Platting & Zoning		\$27,500.00		
Street Improvements		\$75,000.00		
Public Sewer Extension / Man Hole		\$5,000.00		
Public Fire Line Improvements		\$6,000.00		
Landscaping		\$60,000.00		
Subtotal			\$1,791,962.00	
Design Contingency (6%) at concept stage		\$422,517.72		Standard
Construction Contingency (6%)		\$422,517.72		
Subtotal			\$845,035.44	
Inflation (6%)			\$473,219.85	
Subtotal			\$8,360,217.29	
A&E Basic Fees, Consultant		\$794,220.64		9%
Expenses, Testing, Survey, Supp.Inspections		\$45,475.00		Allowance
Subtotal			\$839,695.64	

Site L4-D Conceptual Cost Estimate

\$9,199,912.93

NIC- LEED, IT, Aging Services Kitchen with Equipment (allow \$775,000)

Norman Forward Senior Center
Ad Hoc Advisory Group
October 12, 2016

The Norman Forward Senior Center Ad Hoc Advisory Group of the City of Norman, Cleveland County, State of Oklahoma, met in the Multi-Purpose Room on the 12th day of October, 2016 at 4:00 p.m. and notice and agenda of the meeting were posted at 201 West Gray Street, 24 hours prior to the beginning of the meeting.

ITEM 1, being:

CALL TO ORDER AND ROLL CALL

Present: Chairman Hopper and Members Bonner, Breipohl, and Jewell. (Member Terry arrived during item 4)

Absent: None

ITEM 2, being:

REVIEW OF MINUTES FROM JANUARY 14, 2016 MEETING

Member Jewell made the motion seconded by Member Bonner to approve the minutes. The vote was taken with the following results:

YEAH: Chairman Hopper and Members Bonner, Breipohl, and Jewell

NAY: None

ITEM 3, being:

REVIEW OF CITY COUNCIL RESOLUTION R-1617-17

Jud Foster spoke to the committee regarding the City Council Resolution provided in their packets. He covered a few of the highlights of the resolution; council recognition of concerns expressed by the Norman Forward Citizens Financial Oversight Board ("COFB") on possible financial impacts on other NF projects, council has asked the Ad Hoc committee to give their recommendation regarding one of the two site options and also recommendation regarding adding a commercial kitchen. City staff has been directed to identify funding options for a stand-alone center which will be presented to council at the November 1 study session.

City Attorney, Jeff Bryant, stated the charge to the Ad Hoc committee from council was outlined in section 7 of the resolution.

ITEM 4, being:

PRESENTATION OF INFORMATION FOR FACILITY SITE OPTIONS "AP" AND "L4" – RICK MCKINNEY, MCKINNEY PARTNERSHIP ARCHITECTS

Rick McKinney presented a power point which showed Option AP and 4 options on L4. He stated on Option AP the park area which currently encompasses the skate park, parking lot, storage tank, and drainage ditch totals approximately 1.20 acres. An additional .89 acres of park land are required for Site AP beyond what is currently covered with hard surfacing. Bottom line cost for the AP Option is estimated at \$8.65 million. The Option L4 site encompasses approximately .84 acres. Option L4A has no dedicated parking with a high demand for shared parking. Estimated cost is \$7.99 million. Option L4B with dedicated parking would require purchase of additional land. Estimated cost is \$9 million. Option L4C would have partial shared parking and requires less land purchase. Estimated cost is \$8.69 million. Option L4D would have the largest dedicated parking, yet required the largest land area purchase than L4 B or D. Estimated cost is \$9.2 million. All options reflect a single story 21,000 SF building and do not include a kitchen for Aging Services.

Questions from the committee included whether they needed to decide between the L4 options or prioritize, concern with costs, parking and funding mechanisms. Public comments included possible grant funding, delivery of food, music and artists exhibits accommodations, length of time to negotiate land acquisition and timeline for construction on James Garner Blvd. Mayor Miller stated only option L4 provided for 100 or more parking spaces and recalled parking was one of the main issues for not wanting the existing library site.

Art Briepohl stated he wanted to make a motion but requested to make a decision on item 5 before making the motion.

ITEM 5, being:

DISCUSSION OF COMMERCIAL KITCHEN FACILITIES AT PREFERRED SITE LOCATION

Kathleen Wilson, Executive Director of Aging Services for Cleveland County gave an overview of the Aging Services program. They have been in existence for about 40 years and to her knowledge have always been at the Senior Center. They service all of Cleveland County. She stated the program does not want to be the pivotal issue about a decision and their board has addressed it. It is important for them to have a kitchen and they are appreciative about the fact there has been interest in them moving to the new facility. She indicated they could either stay where they are or would be happy to move to a new kitchen. They just want to be able to continue operating the program. Chairman Hopper questioned funding of the program and inquired what the agency paid the City to use the facility since they are not a City agency. Ms. Wilson stated it is 85% federally funded and 15% state funded and their agreement with the City is to pay the entire ONG bill for the Senior Citizens Center building. They provide meals to sites in Lexington, Noble, Moore and a site at 134th and S. Western in Okc where they are either served in those facilities or packaged for home delivery programs. If the kitchen remained at the current site, the new Senior Center would become an additional stop for them to deliver to. Mayor Miller questioned if we would be assured to always have the program since this is a state and federally funded program not a city program. Ms. Wilson stated she doubted they would be able to come up with the \$1 million per year to fund the program. In order for the kitchen to move it would need to be a commercial kitchen and could not be used by others due to cleanliness regulations. If it were a catering kitchen (basically a warming kitchen) it could be used by others during rentals of the facility.

Norman Forward Senior Center Ad Hoc Advisory Group

Page 3 of 4

October 12, 2016

Member Breipohl made the motion, seconded by member Jewell to include a commercial kitchen in the new stand-alone center if economically feasible. Member Bonner stated she felt the catering kitchen would be more useable by the Senior Center for banquets and other groups because the commercial kitchen would not be available for use. Member Breipohl stated he felt the people who eat at the center deserve to be in the new facility. Chairman Hopper stated they would be; the meals would still be coming over from the other facility. The vote was taken with the following results:

YEAH: Chairman Hopper and Members Breipohl, Jewell and Terry

NAY: Member Bonner

ITEM 4, (action item re-addressed)

Member Jewell made the motion, seconded by member Breipohl to recommend Option L4 with the exception of Option L4A to council. The vote was taken with the following results:

YEAH: Chairman Hopper and Members Bonner, Breipohl, Jewell and Terry

NAY: None

ITEM 6, being:

REVIEW OF CURRENT NORMAN FORWARD COLLECTION INFORMATION

City Attorney, Jeff Bryant stated Representative Virgin had submitted a formal request to the Attorney General to consider whether the 2008 Bond money could be used at an alternate site. There has been no response and we are waiting on a response. The other request made last January was an informal request and came back in about a month.

Jud Foster reviewed the Norman Forward Sales Tax Collections to Date, vs. Projections. At this point we are 3.11% below projections.

ITEM 7, being:

MISCELLANEOUS DISCUSSION

Member Breipohl stated another Sales Tax and Bond Issue would be unlikely to pass. He asked Mr. Bryant about the possibility of the people being asked to vote on approving a change as to how the 2008 Bond Issue money could be used and it wouldn't cost them any additional money. Mr. Bryant stated from a legal standpoint, that was something he understood from Bond Counsel that the Attorney General had informally said could be done.

Jud Foster stated the Senior Center will be discussed during the November 1st Council Study Session.

Member Hopper stated with this action the committee did not have much to do until after the City Council decides what the next step will be.

ITEM 8, being:

ADJOURNMENT

Member Terry made the motion seconded by Member Breipohl to adjourn. The vote was taken with the following results:

YEAH: Chairman Hopper and Members Bonner, Breipohl, Jewell and Terry

NAY: None

Passed and approved this _____ of _____ 2016

David Hopper, Chairperson

DRAFT



office memorandum

DATE: October 28, 2016

TO: Honorable Mayor and City Council Members

FROM: Anthony Francisco, Finance Director *A. Francisco*

SUBJECT: Senior Center Financial Options

Pursuant to Resolution 1617-17 (“Funding Option Resolution”), staff is directed to “identify funding options for the project if the Senior Citizens Center is located and constructed as a new free standing facility at locations AP or L4.” The McKinney Partnership architectural consulting firm has partnered with staff to prepare various configurations for these free-standing Senior Center sites, and cost estimates for each. In summary form, the cost estimates for these configurations are as follows (the following estimates do not include the additional \$775,000 project cost estimate for a commercial kitchen addition):

<u>OPTION</u>	<u>COST ESTIMATE</u>
AP	\$8,658,003
L4-A	\$7,998,665
L4-B	\$9,027,454
L4-C	\$8,696,479
L4-D	\$9,199,913

We have prepared funding analyses based on these cost estimates, given the parameter in the Funding Option Resolution that the funding proposals “do not adversely impact other Norman Forward projects”. These options are based, in large part, on the \$9.2 million maximum amount that is estimated to be needed for the free-standing Senior Center.

Option A: New General Obligation Bond Issue

The free-standing new Senior Citizen’s Center could be financed through the issuance of General Obligation Bonds. A proposal to finance a Senior Center with G.O. Bonds could be approved with a simple majority vote of the citizens of Norman (the City’s bond counsel is of the opinion that a public facility such as a senior center would qualify as a public utility for the purposes of the Oklahoma Constitutional provision regarding the voter plurality needed to approve the bonds; a 60% plurality would not be required). A potential G.O. Bond election could be held in every month in 2017, except December.

Staff has worked with the City’s Financial Advisory Team to prepare estimates of the required property tax impact of various levels of G.O. Bonds (see attachment). The estimates assume a 20-year final maturity on the bonds, a 3.1 percent interest rate (slightly higher than current market conditions) and a homestead exemption. Based on these estimates, a GO Bond for approximately \$9,000,000 would have a tax impact as follows:

\$100,000 Value Home	\$0.66/Month; \$ 7.92/Year
\$150,000 Value Home	\$1.03/Month; \$12.36/Year
\$200,000 Value Home	\$1.40/Month; \$16.80/Year
\$250,000 Value Home	\$1.76/Month; \$21.12/Year

PROS: Funding a Free-Standing Senior Center with a voter-approved General Obligation Bond issue would have the advantage of identifying a dedicated, new funding stream for the facility and give the facility the endorsement of a citizen vote. The facility could proceed within a matter of weeks after the approval of the bond referendum. There would be no conflict with Norman Forward funds or other existing City of Norman capital funds, and the burden on the City's sales tax base would be reduced.

CONS: There could be opposition to the proposal from the standpoint of increased taxes and from confusion related to the previously-approved General Obligation bonds for a new Senior Citizens Center at the renovated Existing Library site (authorized, but un-issued 2008 G.O. Bonds).

Option B: Re-Vote Authorization of 2008 General Obligation Bond Issue

At the October 12, 2016 meeting of the Senior Citizens Center Advisory Group (SCCAG) an idea was referenced, to refer to Norman voters the question of repurposing a portion of the General Obligation Bonds authorized in 2008, not allocated for other Municipal Complex improvements, for use on a Senior Citizen Center constructed at a location other than the existing library. In 2008, a little over \$2 million was allocated to refurbish the existing library building for use as a Senior Citizens' Center once a new library is constructed at a new location. It should be noted that these authorized bonds have never been issued, though the authorization remains in place for the purposes authorized in 2008. A potential G.O. Bond election could be held in every month in 2017, except December.

In the summer of 2015, a study performed by the McKinney Partnership identified up to \$4.2 million that could be used from the 2008 GO Bond Authorization for a Senior Citizens' Center. The amount allocated to the Senior Center in 2015 increased from the amount anticipated in 2008 due to allocations of City Capital Sales Tax revenues being used to make roof, heating, cooling and lighting improvements to Municipal Complex buildings that were anticipated in 2008 to be made with GO bond funds.

As Council is aware, State Representative Emily Virgin formally requested an opinion from the Oklahoma Attorney General (OAG) asking whether a portion of the 2008 GO Bond Authorization could be used to construct a Senior Citizens' Center at a location other than the existing Library building. Staff received a response on Friday afternoon (10/28) from the OAG to Representative Virgin. The OAG declined to respond to the request with an official opinion. A copy of the OAG's letter is provided for your review.

PROS: Such an approach, asking voters to “revote” the 2008 GO Bond Authorization, may help explain to voters why they are being asked to vote again on a Senior Citizen Center project that had already been approved in 2008. Although the ad valorem tax assessment for all of the authorized projects will all be new regardless of the mix of GO Bond authorizations utilized, it may give some voters comfort that the new GO Bond authorization may be replacing or only supplementing the 2008 GO Bond authorization.

CONS: A successful voter referendum to re-purpose portions of the 2008 GO Bonds for a standalone Senior Citizen’s Center would not, in and of itself, generate sufficient revenue to pay for the larger, standalone Senior Center that is currently proposed. If Council opts to pursue the Senior Center project with GO Bond funding, then the entire cost of the option selected would be a new ad valorem property tax assessment at the time the bonds were issued; the total cost of the Senior Center project will be reflected in increased ad valorem taxes. This will be true whether a portion of the project cost is funded from the 2008 GO Bond Authorization and a portion of the project cost is funded from a 2017 GO Bond Authorization, or whether all of the cost is funded from a new 2017 GO Bond Authorization. If Council chooses to mix the authorizations, then two Propositions for voters to consider would be needed. Similar to what occurred in 2008, if one proposition passes and the other one fails, then the project may be stymied until additional funding sources can be identified to replace that planned funding portion that did not pass.

If Council is concerned about potential voter objection to a portion of the 2008 GO Bond authorization remaining viable if the full cost of the Senior Citizen’s Center were placed into one 2017 GO Bond referendum, then Council could pledge, by resolution, to not approve the issuance of Bonds authorized in 2008 in an amount originally purposed for renovation of the existing Library for a Senior Citizens Center, in the event that the voters approve the 2017 GO Bonds for a Senior Center. This approach may simplify the ballot for voters and could avoid an inconsistent result if one authorization is approved and another one is not, by having only one Proposition for voters to consider.

Regardless of the mix of authorizations, a successful referendum to re-purpose the 2008 GO Bonds would have no effect on the amount of the increased ad valorem tax that would need to be levied to fund the standalone Senior Center project option ultimately selected by Council. Recognizing that constructing the larger Senior Center at the existing Library is now estimated to cost \$4.2 million, by whatever mix of taxes, a standalone Senior Center costs approximately \$5 million more than the GO Bond funding the voters authorized for that purpose in 2008.

Because there are other needed Municipal Complex improvements included in the 2008 GO Bond authorization (new Municipal Court facilities; new and expanded Police Headquarters facilities; new Community Development and Engineering Offices; etc.), great care would need to be taken in the wording of the ordinance to re-purpose the 2008 GO Bonds to avoid a result that could invalidate the entire 2008 GO Bond authorization.

Since Norman voters would be asked to vote twice on potential GO Bond funding authorization for a previously authorized project, should the new proposition fail, there is some risk that courts may construe a more recent negative vote by voters on the subject to be considered a voter rejection of the project as a whole, including rejection of the prior bond authorization. Great care should be taken, working with bond counsel, to

guard against such a result that may invalidate the 2008 GO Bond funding for the Senior Citizen Center project, regardless of location. Great care would also have to be taken in writing ballot language to ensure that future Councils would have at least the level of discretion allowed by Ordinance O-0708-33 to plan and implement the needed improvements to the Municipal Complex provided by the previous GO Bond authorization. Placing the entire new project cost in one 2017 GO Bond authorization, as noted above, could also guard against some of those risks.

Option C: City of Norman Capital Sales Tax Funds

The free-standing new Senior Citizen’s Center could be paid for from allocations of the City’s Capital Fund. The existing earmarked 0.7 percent capital sales tax is currently allocated based on a formula that the Council adopts with the approval of the annual budget. This formula could be changed in fiscal year 2017-2018 to allocate funds for the construction of the Senior Center instead of other projects and needs. In fiscal year 2016-2017, this funding allocation included: 36% for “Other” Capital Projects; 27% for Capital Outlay (Vehicles and Equipment Replacement); 25% for Street Maintenance; 7% for Supplement Vehicle Replacement; and 5% for Maintenance of Existing Facilities.

The City has some long-term obligations to match federal road construction project dollars and other uses that should not be adversely impacted by the Senior Center project proposal. But the Council could choose to re-allocate the funding programmed for Capital Outlay, Street Maintenance, Supplemental Vehicle Replacement (Contingency), and Maintenance of Existing Facilities, to the Senior Citizen’s Center project. Based on the preliminary estimate of Capital Sales Tax revenue for fiscal year 2017-2018 (\$13,138,538), this reallocation could generate the following amounts for the Senior Center project:

Capital Outlay	\$3,547,405
Street Maintenance	\$3,284,635
Vehicle Replacement Supplement (Contingency)	\$ 919,698
Maintenance of Existing Facilities	\$ 656,927
<hr/>	
TOTAL	\$8,408,665

This re-allocation would not generate sufficient funds for the estimated costs of the free standing new Senior Center. Several other projects programmed in the FYE 2018 capital budget could be considered by Council for re-allocation for the Senior Center:

North Base Salt Storage Facility	\$475,000
Building Security/Access (1 Year of Recurring Allocation)	\$300,000
Neighborhood/Community Improvements (Recurring)	\$100,000
Bridge Maintenance > 20 Feet (Recurring)	\$100,000

Depending on which Senior Center site/configuration is pursued a combination of these projects and the formulaic areas above could be used to re-allocate sufficient Capital Sales Tax funds in FYE 2018 to pay for the free-standing, new Senior Citizen’s Center.

PROS:

Funding a Free-Standing Senior Center with Capital Sales Tax allocations would be within Council's budget purview (no vote of the people would be required), and no tax increases would be required. The project could begin in the spring of 2017.

CONS:

Re-allocating 64 percent of the City of Norman's Capital Sales Tax revenue for a single project would have significant negative impacts on the other project areas to which funds would otherwise be allocated. Council has, for example, established replacement of the City's aging vehicle fleet as a very high priority for capital funds. By basically doing no vehicle replacements for a year, the already poor state of the City's vehicle fleet would be substantially exacerbated. The routine repair and repaving of urban streets and rural roads citywide would be severely harmed, and the progress that has been made on repairing roofs, mechanical systems and park facilities would be set back.

If this re-allocation of FYE 2018 Capital Sales Tax was directed, some examples of projects and equipment that were funded in FYE 2017 that would not be funded in FYE 2018 include the following (see FYE 2017 Budget Document, pages 412-414):

Capital Outlay and Vehicle Replacement Categories:

- Replacement of 14 Police Vehicles;
- Replacement of 66 Personal Computers and Laptops in "Critical" Need;
- Contractually-Required Purchases of Bullet Proof Vests;
- Replacement of Firefighter Protective Clothing;
- Replacement of 3 Heavy-Duty Dump Trucks for Streets, Stormwater and Park Maintenance Operations;
- Replacement of 6 Traffic Signal Controllers and Related Equipment;
- Replacement of 25 Police Rifles;
- Replacement of Sports Field Lighting Fixtures.

Street Maintenance Category:

- Asphalt Pavement Maintenance;
- Asphalt Pavement Patching and Crack Sealing;
- Concrete Pavement Maintenance;
- Rural Road Improvements.

Existing Facility Maintenance Category:

- Park Sidewalk and Parking Lot Maintenance
- Municipal Complex Repainting
- Park Fence and Sign Maintenance

Option D: Re-Allocation of James Garner Avenue Norman Forward Funds

The ability of the dedicated one-half percent, 15-year duration Norman Forward sales tax to adequately fund all of the approved projects and related costs within the expected time frames is projected to be very tight. The Funding Option Resolution directed that proposals for paying for the free-standing, new Senior Citizen's Center should be limited to "potential funding options that do not adversely impact other Norman Forward projects". But one Norman Forward project, the James Garner Avenue widening project, has a potential additional revenue source to offset its \$6,000,000 total estimated project costs.

Public Works Department staff has discussed with Council the possibility of obtaining federal transportation matching funds for 80 percent of the construction costs of the James Garner Avenue project. The City (Norman Forward) would still be responsible for all of the engineering design, right-of-way acquisition and utility relocation costs related to the project, and for 20 percent of the construction costs. It is estimated that if federal funding is obtained, the City's costs for the project would be reduced by about half (from \$6,000,000 to \$3,000,000). This would free up approximately \$3,000,000 in Norman Forward funds that could be re-allocated to the Senior Citizen's Center project, without adversely impacting the James Garner Avenue project.

This \$3,000,000 in Norman Forward funding would have to be combined with other funding sources to generate the total estimated cost of the Senior Citizen Center project at the AP or L4 sites.

PROS:

If federal transportation funds are obtained for the James Garner project, the funds could be re-allocated without financial harm to Norman Forward projects. No vote of the people would be required to re-allocate the funds to the Senior Center. The Senior Center project could begin immediately, using Norman Forward revenue bond proceeds which are available currently.

CONS:

The "James Garner Option" does not generate enough funds to pay for the total estimated cost of the Senior Citizen's Center project. Additional funding sources would have to be identified. Further, there is no guarantee that federal matching funds will be made available for the James Garner project, or the timing of the federal funding if it does come. Council would have to consider the risk of obligating to begin the Senior Center project, if funding is based on federal funds, until the matching funds are received. This would delay the construction of the Senior Center project for several years (Public Works staff has stated that if all engineering designs, right-of-way acquisition and utility relocations are completed quickly to qualify for "readiness points"; federal funding may become available in 2019 or 2020).

Option E: Extension of the NFST or Raising the NFST Rate

The voters of Norman could also be asked to approve additional Norman Forward Sales Tax revenue to pay for a standalone Senior Citizen's Center. An extension of the Norman Forward sales tax for approximately six months at the end of the current authorization period (October, 2030) would generate sufficient funds to pay for the Senior Center at today's estimated costs. If these additional Norman Forward Sales Tax revenues are approved by the voters of Norman, the timing of authorized Norman Forward projects could at that time be re-considered during fiscal year budget processes to determine when the Senior Center could progress in relation to other authorized Norman Forward projects.

If the Norman Forward Sales Tax (NFST) rate were increased from 1/2 percent to (as an example) 5/8 percent, the Senior Citizen's Center project could progress immediately after voter approval of the increased tax rate and no changes to anticipated project schedules would be required. A potential sales tax election could be held in every month in 2017, except December.

PROS:

Additional revenue in the form of additional Norman Forward Sales Tax would ensure that adequate funding for the standalone Senior Center would be approved by the voters of Norman. The Senior Center project could begin upon passage of either proposal. Raising the NFST rate would address intermediate cash flow concerns with the Norman Forward program.

CONS:

Additional sales tax burden would be created by either extending the one-half percent NFST or raising the NFST rate. If the increased Norman Forward Sales Tax rate were approved by Norman voters in conjunction with approval of the proposed one percent Oklahoma Education Sales Tax, Norman could potentially have one of the highest sales tax rates in Oklahoma and possibly the nation.

Combinations and Other Funding Sources

Council could consider a piecemeal approach, combining a proposed "revote" of the 2008 GO bond authorization with a reallocation of Capital Sales Tax funds and other funding sources to pay for the standalone Senior Citizen's Center project. The inherent risk in this approach would be to compound the "Cons" discussed for each of the Options discussed above.

Although none of these sources could pay the full \$9.22 million cost of the Senior Citizen's Center, other sources such as Park Land Development funds, Community Development Block Grant funds, utility enterprise funds, grants, and private donations could all be explored be applied to have portions applied to the standalone Senior Center construction cost. The financial impact on projects currently being funded from any of these sources need to be considered. It is important to note that none of these sources, on their own, would generate adequate funds to pay for the Senior Center.

Staff, in consultation with LifeSpan Design Studio (the consultant who completed analyses on Norman's adopted Senior Center programming proposals), did cursory investigation of public or private grant funding opportunities that may be available for the construction of a Senior Center facility. This investigation identified no sources of grant revenue that could generate the level of funding that would be required to pay for a standalone Senior Center of the desired scope.

GENERAL OBLIGATION BOND TAX IMPACT ANALYSES*
\$8,000,000 General Obligation Bond Proposal

	MONTHLY TAX IMPACT	ANNUAL TAX IMPACT
\$100,000 Homestead	\$0.59	\$7.08
\$150,000 Homestead	\$0.91	\$10.92
\$200,000 Homestead	\$1.24	\$14.88
\$250,000 Homestead	\$1.56	\$18.72

\$10,000,000 General Obligation Bond Proposal

	MONTHLY TAX IMPACT	ANNUAL TAX IMPACT
\$100,000 Homestead	\$0.74	\$8.88
\$150,000 Homestead	\$1.14	\$13.68
\$200,000 Homestead	\$1.55	\$18.60
\$250,000 Homestead	\$1.95	\$23.40

\$11,000,000 General Obligation Bond Proposal

	MONTHLY TAX IMPACT	ANNUAL TAX IMPACT
\$100,000 Homestead	\$0.81	\$9.72
\$150,000 Homestead	\$1.26	\$15.12
\$200,000 Homestead	\$1.70	\$20.40
\$250,000 Homestead	\$2.15	\$25.80

\$12,000,000 General Obligation Bond Proposal

	MONTHLY TAX IMPACT	ANNUAL TAX IMPACT
\$100,000 Homestead	\$0.89	\$10.68
\$150,000 Homestead	\$1.37	\$16.44
\$200,000 Homestead	\$1.86	\$22.32
\$250,000 Homestead	\$2.34	\$28.08

*Assumes homestead exemption, 2% annual assessment value increase, 12% assessment rate, and 3.1% interest rate

Senior Citizens Center
Informational Meeting
October 26, 2016
11:00AM
Senior Citizens Center
329 S. Peters Ave.

Jud Foster presented a summary of the site information that was presented to the Senior Citizens Ad Hoc Group on October 12, 2016 for the AP (Andrews Park) and the L-4 (west of central library) locations. Conceptual plans and cost estimate information for each option were distributed. Each concept included a 21,000 sq. ft. single story building site. Commercial kitchen options have not been included in these concepts and would have to be added if selected. No specific building design has been completed at this time. A summary of the commercial kitchen facility discussion was also presented. A written list of suggested program activities was distributed. The program list has been developed using input from a public meeting held on September 24, 2014 at the Norman Senior Citizens Center, from two public meetings held on July 7, 2015 as part of a design consultant project when assessing the possible re-use of the current library, and from suggestions submitted by the 21st Century Norman Seniors Association in October 2016. There were no additional program suggestions offered at this meeting.

Following is a summary of the comments and questions from the meeting:

- Ad Hoc Group voted 5-0 in favor of recommending the L-4 options (excluding L-4 A) to the City Council
- Ad Hoc Group voted 4-1 in favor of recommending that a commercial kitchen facility be included in a new senior citizens center facility, if economically feasible
- Art Breipohl (member of the Ad Hoc Group) suggested that after further consideration, at least two of the Ad Hoc Members (he and Nadine Jewell) would consider an addendum to the recommendation to City Council that if condemnation of property was required for the L-4 site, they would change their recommendation to the AP site
- There was a question on how many families would be relocated if the L-4 site were selected – Jud Foster responded that number is not known and would depend on which option were selected since each site option requires a different number of structures to be purchased/removed – Will Decker suggested that number was 33 families
- Nadine Jewell brought up discussion on reasons they did not like the EL (existing Library) site – those primarily being parking configurations (distance is too far from north end of lot to the building)
- Question was asked if a parking garage was considered in the L-4 design – (it was not considered due to costs)
- Question was asked about the use of the 2008 Bond Funds – could they be used at another site; what projects were to be included? Jud Foster indicated that a preliminary response from the City's Bond Council regarding the use of the 2008 Bond Funds at another location was not probable and that a formal request for Attorney Generals opinion had been issued – no formal response received yet. Jud Foster explained the various City Hall improvements that were included in the 2008 issue.
- Additional comments about distance of parking from a new building and need for covered drop off area

- Existing library could be used for public meeting rooms/events
- If AP site is used, suggestion for basement safe room area where existing underground water storage space is located
- Comment that drainage costs associated with AP option should not be charged to Senior Center project
- Comment regarding Acres St. not being sufficient size to handle additional traffic generated by Central Library and Senior Center
- Comment that Senior Center should be oriented for easy access to Central Library
- Comment that Senior Center could be attached to the Central Library
- Question if the Senior Center could be located at the north end of the Central Library site to reduce the walking distance from parking areas – Jud Foster indicated that option had been studied by Library Consultants and eliminated earlier in the process
- Comment that lots of handicap parking spaces are needed
- Comment that restrooms need to be handicap accessible
- Suggestion to consider southwest corner of Reaves Park as a site to locate a new Senior Center
- Suggestion to locate a new Senior Center on property along East HWY 9, away from everyone/everything else

Jud Foster indicated that any additional input would be welcome at any time

Meeting ended at approximately 12:15PM

**The New Norman Senior Center
Suggested Activities to be Accommodated**

Pool tables, ping pong tables, shuffle board, etc

Ham radio users group

Health-related educational lectures

Health services such as blood pressure screenings, possibly in cooperation with the Health department or other partners.

Equipped fitness room with senior-appropriate equipment including treadmills, cross trainers,

Exercise studio

Warm water pool for exercise, therapy, etc

Massage

Dances, including square dancing

Room with infrastructure to support computer training, clubs, other technologies

Creative writing, oral history

Library/quiet lounge

Quilting, other “clean” art & craft media

Ceramics and pottery

Painting

Spaces to support musical programs and activities

Lectures and classes on various topics, possibly in cooperation OLLI or OU

Possibly an auditorium for movies, lectures, various forms of entertainment

Bike access and parking

Professional speakers on subjects of interest to seniors (Medical, Legal, etc.)

Porte cochere (covered entry)

Gardening – Serenity garden, raised planters, community garden

Coffee bar or lobby café with beverages and snacks

Welcome lobby

Gathering space/reception room available for members' private use when not in use for Senior center activities

WIFI throughout

Outdoor seating and games such as croquet or Bocce

Indoor walking track or corridor system designed to accommodate walking

Safe Room

Senior Nutrition Program Meal site (partnership with County), dining room, full-fledged kitchen

Home Delivered Meals supports

Full-Fledged Kitchen

Transportation supports

Ample appropriate restrooms, companion restrooms

Walk-off, lobby temperature protection

Meeting/Board Room

Game Room (cards, domino, canasta, board games etc.)

Craft and Gift Shop

Carefully slanted walkways for wheelchairs and other mechanical aids

Outside fire pit, picnic tables; croquet and shuffle board

Muffle train noise

Auditorium to accommodate meals and dance and other special events

Removable walls for special events

Tax Services

A building that will service seniors as appropriately as possible

An intergenerational facility to encourage community activities

Tutoring and mentoring services for young people

Poetry readings and Scholarly readings

Night time events: Social dancing; square dancing; entertaining

Sponsored trips for seniors

OU involvement-university town-have university involved

Physical activity: Ideas mentioned, gymnasium that would be for basketball and other activities, water walking pool, padded exercise floor, connection with Silver Sneakers which would provide funding

Multi-Purpose room

Enormous window facing park

Meditation room

I.T. classes

James Garner converted into a cobblestone street

Enough Staff

One floor

Multi floor



Norman Senior Center Feasibility Assessment Study Overview and Summary

September 15, 2015

Lifespan Design Studio was asked to participate with The McKinney Partnership Architects and various City of Norman staff members in an assessment of opportunities and limitations associated with the potential adaptation of portions of the Norman Public Library and site to accommodate the Norman Senior Center. The study team toured the current Senior Center and Library, interviewed staff, and led two public input sessions to develop a base understanding of current operations and goals and issues to be incorporated in a vision for a new facility. A comprehensive "wish list" of activities and services of interest to the staff and community was compiled and referenced in the development of a preliminary architectural program for a new stand-alone facility or renovated facility within the existing library.

The approved (preliminary) architectural program identifies approximately 20,400 square feet of interior space to support programs, services, drop-in/informal uses, staff, storage, and operations (attached). Functionally efficient dimensions were identified for each of 35 rooms and spaces, taking the projected group sizes, furnishings, equipment, storage, and other requirements into consideration. Generous square footage allowances were assigned for circulation space, restrooms, and other general-use areas, to facilitate a layout that is comfortable, accessible, and easily navigated by participants of diverse ages and abilities. In addition, the building Master Plan allows for future growth into vacant space adjacent to the Senior Center as needs arise.

The feasibility of accommodating the architectural program effectively within the Library building was assessed through a "program fit" preliminary design process. The design team studied opportunities for laying out the rooms and spaces in a configuration that is appealing, logical, and operationally efficient, while avoiding or neutralizing compromises or inefficiencies imposed by existing conditions.

Key goals in the layout of the program fit plan included but were not limited to:

- Seamless accessibility throughout the building and site (no steps or ramps)
- Ease of orientation, navigation, and way-finding
- Operational efficiency
- Abundant natural light in applicable activity spaces



lifespan
design studio
Quality of Life Architecture

The approved program fit plan includes a welcoming lobby-lounge, with a mix of soft seating and tables inviting guests to sit and chat, gather for an informal hand of cards, or enjoy a snack purchased in the lobby café. The adjacent clubroom offers pool tables and a chance to gather around a TV to watch a game; while a large game room comfortably accommodates card groups and similar activities. Just across the lobby guests are welcomed into the Dining Room, where Cleveland County Aging Services will serve lunch in a friendly neighborhood eatery setting. Weather permitting, snacks and meals can be enjoyed outside in the adjacent courtyards and gardens.

While some of the facility's rooms will be appointed with specific functions in mind, its largest space, the Assembly Room, will accommodate a broad spectrum of activities. A motorized acoustic partition can be closed to divide the 2,400 square foot space in two, with one section twice as large as the other, for the added flexibility of choices in room size. This "workhorse" space will support anything from banquets to dances, entertainment, informative presentations, parties, bridge tournaments and much more. Nearby, the classroom and conference room will be furnished and equipped to support state of the art educational experiences and discussion groups focused on a spectrum of subjects, including opportunities to keep up with the latest in personal use technology.

Exercise and fitness spaces are staple items in 21st Century Senior Center design. An equipped fitness center and professionally appointed exercise studio are positioned in the center of the facility, with a nearby lounge and restrooms for participant convenience. Sunny spaces at the northeast end of the building have been identified for artistic pursuits, including pottery and ceramics, painting, and a spectrum of handcrafts.

The assessment of this option extended beyond the walls of the Library to the surrounding outdoor spaces, streets, driveways, and parking lots. Positioned at the heart of a busy cluster of municipal facilities and offices, the successful use of the facility as a Senior Center depends in large part upon opportunities for accommodating safe, easy pedestrian and vehicular access. With the proposed location of the Senior Center entrance on the north end of the building near Webster Avenue and Tonhawa Street, a preliminary design site plan was developed demonstrating the opportunity to enhance the existing parking lot immediately in front of the new Senior Center to support these goals. In closing off the existing parking access drive at Tonhawa and Webster, Center participants are routed to enter and exit at one of two locations at the north end of the lot, and follow an easily navigated route to the front door for passenger drop off, before parking. Sidewalks offer



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Quality of Life Architecture

pedestrians the opportunity to make their way into the building without having to walk in traffic.

Outdoor activity spaces at the northeast and northwest corners of the Center afford two sizeable courtyards offering guests space to gather, socialize, and garden. A pedestrian-friendly route past the parking lot and across Daws Street provides quick access to the walking paths and abundant resources of Andrews Park and the proposed new public library to the north.

The visual transformation of the building exterior creates a unique new identity for the Senior Center. Renderings depicting the new facility with increased glass areas, new vertical elements, a clearly defined covered entrance, and courtyard gardens all combine to present an appearance that reflects the new interior.

Lifespan Design Studio provided input on issues specific to a facility for the proposed uses and users to support thorough effective cost estimating. Areas of focus included but were not limited to:

- The lighting environment
- The sound environment and related issues
- Heating, ventilation and air conditioning
- Plumbing
- Kitchen
- Finishes, Fixtures, and Equipment
- Casework and built-ins
- Furniture

As the City continues into formal design for the adaptation of the Library building or construction of a new stand-alone facility on a site to be determined, additional in-depth study of consumer interests and operational goals should be conducted to support the review and fine-tuning of the architectural program, size and proposed layout.

**Norman Senior Center
Architectural Program for Program fit Study
Program vs. Designed Square Footage Comparison**

Room/Space Name	Activity Types	Notes	Adjacencies	Program Sq. Feet	Designed Sq. Feet
Vestibule	Walk-off, lobby temperature protection	Automatic sliding doors with 6' clear opening (10' x 14' unit)	Main entrance	140	140
Reception	Greeting and directing guests, membership, program registration, receiving payments, answering phones	Generously-sized work station, counter areas at transaction and desk height, storage	Main entrance	150	180
Lobby- Lounge	Waiting, socialization, enjoying food/drink purchased at café, playing games, etc.	Mix of soft seating, 2-tops and 4-tops (game tables), includes open lobby space, literature display, drop-in use computer station/s, printed media	Main entrance, café counter	1400	Not calculated
Café (Customer Service)	Purchasing packaged beverages and snacks and fresh coffee/tea throughout the day (schedule TBD)	Reach-in cases and volunteer cashier station, securable when not open	Main lounge	144	84
Coordinator's Office				120	120
Assistant's Office				100	100
Future Full Time Staff Member's Office				110	120
Copy/Work Room	Shared use by full staff	Copier and other equipment, counter/work area, storage in cabinets	Reception, staff offices	80	116

**Norman Senior Center
Architectural Program for Program fit Study
Program vs. Designed Square Footage Comparison**

Room/Space Name	Activity Types	Notes	Adjacencies	Program Sq. Feet	Designed Sq. Feet
Assembly Room (dividable)	Special/large group events, banquets, dances, parties, entertainment, presentations/meetings, movie viewing, musical programs – divided spaces used for a broad spectrum of activity types.	Motorized acoustic partition divides room into two sections with separate corridor access. Incorporates program storage and catering pantry.	Positioned where adjacent corridor/lounges support break-out function, table & chair storage room.	~2400	2435
Dining Room	Daily lunch program, multi-purpose	Sized to seat ~60 people at tables, booths etc. of a variety of sizes, dining/ "commercial" ambiance, food service area	Direct connection to kitchen	1600	1395
Assembly Room Table, Chair & Platform Storage	Storage of tables, chairs, platform sections, and other equipment used in the Assembly Room	Consider dual access from corridor and assembly room	Assembly Room	300	240
Kitchen	Receiving and serving daily meals prepared off-site, packaging outgoing home delivered meals, misc. programmatic uses.	Assumes meal site food is prepared off-site	Dining Room, receiving entrance incorporated	500	607
Games Room	Bridge, canasta, dominoes, other board games, scheduled and drop-in use: flex use to support a spectrum of activity types	Sized to accommodate up to 10 tables		1100	991
Club Room	2 pool tables, 1 game table, puzzle table, social seating	Club room ambiance for drop-in use. TV		650	640

**Norman Senior Center
Architectural Program for Program fit Study
Program vs. Designed Square Footage Comparison**

Room/Space Name	Activity Types	Notes	Adjacencies	Program Sq. Feet	Designed Sq. Feet
Exercise Studio	Various exercise and dance classes, yoga, tai chi, etc.	Appointed for the anticipated uses with exercise flooring, mirror wall with ballet barre, bench/cubbie area, integrated storage for equipment and chairs	Equipped fitness studio, restrooms, fitness lounge	1620	1360
Equipped Fitness Studio	Independent use of cardio and resistance training equipment, stretching	Equipment types TBD ~ 9-10 pieces, includes bench/cubbie area	Exercise studio, restrooms, fitness lounge	1000	870
Lounge 2	General use for informal socialization, waiting before activities, etc.	Soft seating	Exercise and Equipped Fitness Studios	200	Not calculated
Classroom/tech education	Any activity requiring a classroom set-up and infrastructure and/or special tech supports	Furnished, wired and equipped to support technology education. Integrated program supply and equipment storage		920	655
Ceramics/pottery studio	For classes, groups, and drop-in use	Incorporates counter areas, sinks, and storage for supplies, equipment including potters wheels, works in progress and display, sinks with clay trap. Adjacent kiln room and greenware storage		1200-1400	1346
Art/Handcrafts Studio	Various art and handcraft media – classes, groups, and drop-in use	Appropriate storage and display for a variety of media/crafts including quilting, painting, carving		1000	882

**Norman Senior Center
Architectural Program for Program fit Study
Program vs. Designed Square Footage Comparison**

Room/Space Name	Activity Types	Notes	Adjacencies	Program Sq. Feet	Designed Sq. Feet
Conference Room	Discussion/support groups, meetings	Seats 12-14, credenza		350	323
Library/Quiet Lounge		Soft seating, small table/s, media shelving	TBD	200	
Health/Personal Services Room/s	Flex-use room with hand sink for various health and personal/private services	Small counter area with hand sink and cabinets, sized to accommodate a massage table		125 ea	102 ea
Restroom A – Women	General use	1 HC stall with sink, 3 standard stalls, 3 sinks, doorless entry TBD	Central, easily accessed from main lounge, assembly room, dining	268	265
Restroom B – Men	General use	1 HC stall with sink, 1 standard stall, 2 urinals, 3 sinks, doorless entry TBD	Central, easily accessed from main lounge, assembly, dining	268	265
Restroom C – Women	General use	1 HC stall with sink, 1 standard stall, 1 sink, doorless entry TBD	Near exercise rooms	150	165
Restroom D - Men	General use	1 HC stall with sink, 1 urinal, 1 sink, doorless entry TBD	Near exercise rooms	150	165
Companion Restrooms (2)	General use		Main lounge/assembly, exercise rooms	60 ea	60
Maintenance Storage/Work Room	Equipment and supply storage, small repair projects	Open shelving, small work bench, utility sink	TBD	120	120
Mop/supply Closets 1-2 @ 15 SF each	For use by maintenance staff	Mop sink, utility sink (?), open shelving	TBD	30	20

**Norman Senior Center
Architectural Program for Program fit Study
Program vs. Designed Square Footage Comparison**

Room/Space Name	Activity Types	Notes	Adjacencies	Program Sq. Feet	Designed Sq. Feet
General Storage 1-2 @ 80 SF each	For storage of items not otherwise provided for above,	Open/shelving TBD		160	206
Lockers/coat storage	For general use by patrons (for boots, coats, and other personal effects)	Allocved off of corridors – proposed is for 30 lockers (half-height). Also provide coat storage solutions in applicable activity spaces.	Main lounge, multiple locations?	130	In activity spaces
Sub total (net square feet)				~17000	
Efficiency factor	Wall thicknesses, circulation, etc.	20% (assumes mechanical is provided separately)		~3400	
Total proposed square footage for all Public and General-use Spaces				~20,400	20,558



OFFICE OF ATTORNEY GENERAL
STATE OF OKLAHOMA

October 5, 2016

RECEIVED
OCT 28 2016
Office of the
City Attorney

The Honorable Emily Virgin
State Representative, District 44
2300 N. Lincoln Blvd., Room 500
Oklahoma City, Oklahoma 73105

Re: Attorney General Opinion Request Internal Tracking No. S-20.

Dear Representative Virgin:

We have been unsuccessful in reaching each other over the phone regarding your letter requesting an official Attorney General Opinion in which you ask questions regarding City of Norman ordinances O-1516-5 and O-0708-33.

After careful consideration, I have determined that this Office is unable to respond to your request with an official opinion, since your questions cannot be answered solely as a matter of law. These questions call for a review of the ordinances themselves, a necessarily fact-intensive review. The Attorney General is required, however, “[t]o give an opinion in writing upon all *questions of law* submitted to the Attorney General.” 74 O.S.2011, § 18b(A)(5) (emphasis added). Further, the Attorney General is required “[t]o respond to any request for an opinion of the Attorney General’s office, submitted by a member of the Legislature, regardless of subject matter, by written opinion *determinative of the law* regarding such subject matter.” *Id.* § 18b(A)(17) (emphasis added).

Furthermore, while the Attorney General functions as legal advisor to the State, the Legislature, and various state boards, agencies, and commissions, he does not routinely answer questions from counties, cities, towns, and school districts as a matter of policy. A request of this kind would best be addressed to the city council attorney.

Thank you for your request. I have attached the Statement of Policy regarding issuing formal opinions. Since we have been unable to reach each other, please feel free to contact me at (405) 522-3116.

Sincerely,

A handwritten signature in black ink that reads "Cara N. Rodriguez".

Cara N. Rodriguez
GENERAL COUNSEL TO THE ATTORNEY GENERAL

CNR/sh

**STATEMENT OF POLICY OF THE ATTORNEY GENERAL
REGARDING ISSUING FORMAL OPINIONS**

The Attorney General of the State of Oklahoma makes the following statement of policy regarding his statutory duty and authority to issue formal opinions:

1. The Attorney General is authorized to give his opinion in writing upon all questions of law submitted to him by the Legislature or either branch thereof, or by any state officer, board, commission, or department, or by district attorneys, and then only upon matters of official interest. *See* 74 O.S.2011, § 18b(A)(5). The state officer requesting a formal opinion should thus state the nature and extent of his or her official interest when making a request.
2. The Attorney General is not authorized to issue formal opinions in response to a request by private citizens, public corporations, cities and towns, or other local political subdivisions of state government without explicit statutory authorization. Questions from cities, towns, and school districts are to be referred to their respective attorneys.
3. The Attorney General is authorized to consult with and advise District Attorneys in matters relating to the duties of their offices. *See* 74 O.S.2011, § 18b(A)(4). A District Attorney submitting an opinion request should provide a written opinion supported by citation of authority upon the matter submitted. Requests from Assistant District Attorneys should be endorsed by the District Attorney.
4. All opinion requests should be written and should contain a complete statement of the issues together with a clear, concise question of law based upon the information in the request.
5. Opinion requests made by the State's executive officers and by all boards, commissions, departments, and agencies of state government should be signed or endorsed by such executive officer as submitted by vote of the governing board or commission, or by the administrator or secretary thereof. All requests from state agencies, which have legal counsel, should be accompanied by a legal opinion supported by citations of authority pertaining to the matters submitted.
6. As chief law officer of the State, the Attorney General represents and seeks to further the broad interests of the State. Thus, the Attorney General issues formal opinions concerning questions of statewide interest or application.
7. The Attorney General will not furnish a formal opinion on questions relating to legislation pending before either house of the Legislature.
8. The Attorney General will not furnish opinions on questions scheduled for a determination by any court of competent jurisdiction.
9. An opinion request will not be withdrawn without the consent of the Attorney General.
10. Exceptions to the foregoing policy may be made by the Attorney General when the public interest warrants.



TO: Mayor and City Council
THRU: Steve Lewis, City Manager
FROM: Jud Foster, Director of Parks and Recreation
DATE: November 18, 2016
SUBJECT: November 22, 2016, City Council Conference

At the November 22nd City Council Conference, staff will be presenting follow-up information related to the November 1st City Council Study Session regarding a standalone Senior Citizens Center and potential funding options for construction. At that meeting, Council discussed a preference for a standalone Senior Center location in northeast Andrews Park (Option AP) and funding the project through a separate General Obligation (G.O.) Bond election.

The following addresses the items mentioned by Council on November 1st.

Cost Breakdown of \$775,000 Budget Estimate for Commercial Kitchen Addition

At the November 1st Council Study Session, Council requested that staff provide additional details regarding the \$775,000 budget estimate for the Cleveland County Aging Services commercial kitchen addition. The \$775,000 preliminary estimate includes the commercial kitchen addition, site work upgrades to accommodate the kitchen, kitchen equipment, enhanced mechanical, electrical and plumbing (MEP) for the kitchen space and LEED certification (if pursued) for the building. A copy of the Option AP budget is included as Attachment A.

A budget breakdown of the \$775,000 preliminary cost estimate includes:

- **\$725,000 - Commercial Kitchen Addition:**
 - **\$375,000:** 1,500 sq. ft. of additional building space for kitchen area (\$250/sq. ft.)
 - **\$130,000:** enhanced mechanical, electrical and plumbing for kitchen space
 - **\$170,000:** kitchen equipment
 - **\$50,000:** design fees for kitchen space addition
- **\$50,000 - LEED Certification**

Use of Existing Commercial Kitchen Equipment at a Standalone Senior Center

Council requested that staff explore if any pieces of the commercial kitchen equipment currently being utilized by Cleveland County Aging Services at the Senior Citizens Center could potentially be used at a new commercial kitchen location as part of a standalone Senior Center. The current budget estimate for the addition of a standalone

commercial kitchen (\$725,000 - as noted above) assumes new commercial kitchen equipment for the facility as part of the estimate.

Staff has discussed what equipment could potentially be reused at a new location with the Cleveland County Aging Services Director, and she advised that some the equipment that is not built into the current kitchen facility could be used in a new commercial kitchen facility. This type of equipment includes stainless steel work tables, stoves, mixers, ice machine, steamer and warmers. Equipment built into the current kitchen facility (i.e. walk-in freezers) may not be possible to move to a new facility, but further evaluation during design could be conducted to fully make that determination.

It is possible that reusing the equipment mentioned above could lower the estimated kitchen equipment cost by potentially \$50,000. However, further evaluation will be required during the design process to determine an exact amount of savings.

Senior Center Compatibility with New Central Library

Council also discussed the potential compatibility of the design and quality of a new Senior Center in comparison with the new Central Library. The construction budget estimates for the standalone Senior Center are currently \$250/sq. ft. and includes estimated costs for furniture, fixtures and equipment (FFE) and basic equipment for a caterer’s kitchen.

Construction budget estimates for the standalone center were based on recent senior citizens center projects that were bid and constructed in the central U.S. region. Included in this memo are photos of some projects built at the \$250/sq. ft. cost as Attachment B.

In staff discussions with representatives from The McKinney Partnership and Lifespan Design Studio, it was felt that a design compatible with the new Central Library can be accomplished with the current estimated construction budget (\$250/sq. ft.). During the design process, specific design features can be further refined by the architect to help address compatibility in design and comparable building quality with the new Central Library. This could be achieved through exterior material, geometries and building shape.

Dates for a Potential G.O. Bond Election

Below is a partial list of 2017 dates and Council/County Election Board deadlines for a potential standalone Senior Citizens Center G.O. Bond election:

G.O. Bond Election Date	Notice to Election Board	Second Reading at Council	First Reading at Council	Agenda Deadline
April 4, 2017	February 2, 2017	January 24, 2017	January 10, 2017	December 22, 2016
May 9, 2017	March 9, 2017	February 28, 2017	February 14, 2017	January 30, 2017
June 13, 2017	April 13, 2017	April 11, 2017	March 28, 2017	March 13, 2017
July 11, 2017	May 11, 2017	May 9, 2017	April 25, 2017	April 10, 2017

** Note - elections can be held in every month in 2017, except December.*

An April 4, 2017, G.O. Bond election date was briefly discussed by Council at the November 1st Study Session. If Council determines to move forward with calling a G.O. Bond election on the April date, staff could be prepared to have items ready for formal approval to call the election by the December 22, 2016, City Council agenda deadline.

These subjects will be presented for further Council discussion and review at the November 22, 2016, City Council Conference. If you have any questions in advance of the meeting, please feel free to contact me.

Attachment A
(see following page)

Attachment A

City of Norman Senior Center - Option "EL"

Base Building (20,600 SF) Incl. Contingency		\$3,849,719.00		
Food Service Equipment		\$191,168.00		
FFE		\$366,935.00		
Inflation (6% over 2 years)		\$242,453.22		
Subtotal			\$4,650,275.22	
A&E Basic Fees (8.5%)		\$395,273.39		
Expenses		\$30,000.00		
Subtotal			\$425,273.39	

Existing Library Site (EL)- Estimated Cost **\$5,075,548.61**

City of Norman Senior Center Site Option "AP"

Updated 2/12/2016

Scope	Unit Cost	Allowance	Subtotal	Comments
Base Building & Site Estimate (21,000 SF)	\$250.00	\$5,250,000.00		OKC bid @ \$235, AP @ \$250
Food Service Equipment		incl		Incl in OKC Bid
FFE (Per SF)	\$15.00	incl		Incl in OKC Bid
Additional Site Development				
Sub-Parking Detention (37,000 SF)	\$7.00	\$260,000.00		Allowance
Concrete Drainage Box (625 LF@6x12)	\$1,280.00	\$800,000.00		Cost Estimated
LOMR & Drainage Study		\$100,000.00		Public Works Est
Quiet Zone Improvements @ Acres Street		\$75,000.00		Reduced scope @ Acres Street
Platting & Zoning & Public Improvements		\$27,500.00		2nd quote
Site Demolition		\$75,000.00		
Public Sewer Extension (80 LF+ MH)	\$45.00	\$3,900.00		Unit Price allowance
Public Fire Line (180 LF + Hydrant)	\$35.00	\$8,800.00		Unit Price allowance
Additional Fill @ Tank & Drainage Ditch		\$50,000.00		Utilize dirt from under parking
Landscaping		\$70,000.00		Reduced scope
Design Contingency (6%) at concept stage		\$403,212.00		Standard
Construction Contingency (6%)		\$403,212.00		OKC used 6 1/2% @ DD Estimate
Subtotal			\$7,526,624.00	
Inflation (4.5%)			\$338,698.08	18 months later than OKC Bids
Subtotal			\$7,865,322.08	
A&E Basic Fees, Consultant, Addl. Site Engineering		\$747,205.60		8.5% + FEMA Site Engineering
Expenses, Testing, Survey, Supp.Inspections		\$45,475.00		Allowance
			\$792,680.60	

Andrews Park (AP)- REVISED Cost Estimate **\$8,658,002.68**

NIC- LEED, IT, Aging Services Kitchen Relocation **(\$775,000.00) NIC**

Attachment B
(see attached photos on following pages)

Five Points Center for Active Adults City of Raleigh, NC



Photos by Jim Sink used with permission of HH Architecture



Photos by Jim Sink used with permission of HH Architecture

Lawrenceville Senior Center
Gwinnett County, GA



Northwest Senior Health and Wellness Center Oklahoma City, OK



**DISCUSSION OF PREVIOUSLY APPROVED
COUNCIL ACTIONS AND POSSIBLE ACTION**



City of Norman, OK

Municipal Building
Council Chambers
201 West Gray
Norman, OK 73069

Master

File Number: R-1617-50

File ID: R-1617-50	Type: Resolution	Status: ATS Review
Version: 1	Reference: Item 29	In Control: City Council
Department: Finance Department	Cost:	File Created: 10/31/2016
File Name: FYE 2016 Year End Entries	Final Action:	

Title: RESOLUTION R-1617-50: A RESOLUTION OF CITY COUNCIL OF THE CITY OF NORMAN, OKLAHOMA APPROPRIATING \$109,269 FROM THE PUBLIC SAFETY SALES TAX FUND BALANCE; \$416,949 FROM THE COMMUNITY DEVELOPMENT BLOCK GRANT FUND BALANCE; \$4,156 FROM THE ROOM TAX FUND BALANCE; \$6,042,826 FROM THE NORMAN FORWARD SALES TAX FUND BALANCE; \$238,874 FROM THE UNIVERSITY NORTH PARK TAX INCREMENT FINANCE FUND BALANCE; \$404,822 FROM THE DEBT SERVICE FUND BALANCE; AND \$12,358 FROM THE SEWER LINE MAINTENANCE FUND BALANCE TO CLOSE OUT YEAR END ACCOUNTING ENTRIES FOR FYE 2016.

Notes: ACTION NEEDED: Acting as the City Council, Norman Utilities Authority, and Norman Tax Increment Finance Authority, motion to adopt or reject Resolution R-1617-50.

ACTION TAKEN. GH/SF 9/10

Agenda Date: 11/08/2016

Agenda Number: 29

Attachments: Text File Close Out, R-1617-50

Project Manager: Suzanne Krohmer, Municipal Accountant

Entered by: suzanne.krohmer@normanok.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File R-1617-50

Body

BACKGROUND: At the end of each fiscal year (June 30th), the Finance Department posts all year-end accounting entries. In order to help with this process, some division's categories of expenses require a transfer to cover negative balances in line-item accounts. Oklahoma statutes require that each fund be balanced at the object category of expenditures, which include: salaries and benefits; materials and supplies; services and maintenance; and capital equipment. City of Norman policy requires the City Manager's approval for transfers within a City fund, or of funds between departments; from salary and benefit category accounts; and transfers from operating accounts to capital equipment accounts. The City Manager has already approved needed year-end transfers under his authority on recommendation from Finance Department staff (see attached memorandum). In some cases, however, some expenses cannot be covered from available allocations within the same fund and require an appropriation of fund balance. Oklahoma Statutes require that all appropriations of fund balance be approved by the City Council (governing body).

DISCUSSION: At fiscal year-end (FYE) 2016 several funds lacked the needed funds within existing appropriations to cover expenses made during the year, for varying reasons. These include the Public Safety Sales Tax Fund, Community Development Block Grant (CDBG) Fund, Room Tax Fund, Norman Forward Sales Tax Fund, University North Park Tax Increment Finance District Fund; Debt Service Fund, and the Sewer Maintenance Fund. Adequate fund balance exists in each fund to cover the recommended appropriations.

In the Public Safety Sales Tax (PSST) Fund an additional \$109,269 needs to be appropriated due to an unbudgeted salary and benefit increase resulting from union contract settlements which could not be absorbed within existing allocations during FYE 2016.

In the CDBG Fund, an additional \$416,949 needs to be appropriated due to receiving the CDBG Disaster Relief Program 2013 funds, which need to be reimbursed to the Capital Fund for up-fronting the expenses.

In the Room Tax Fund, an additional \$4,156 needs to be appropriated to room tax administration cost allocation charges, based on the higher-than-budget Room Tax revenues (cost allocation charges to the Room Tax Fund are based on a percentage of actual revenues received).

In the Norman Forward Sales Tax Fund, a \$5,582,696 appropriation is needed to cover an inter-fund transfer to the Capital Fund to pay back (transfer to) the Capital Fund for up-fronting project expenses, related mainly to property purchases and architectural design of the new Norman Public Library branches. An additional appropriation of \$460,130 is needed to cover debt issuance costs related to the Norman Forward Sales Tax revenue note. A total appropriation of \$6,042,826 is requested from the Norman Forward Sales Tax Fund

An appropriation out of the University North Park Tax Increment Finance District Fund (UNP TIF) balance needs to be made in the amount of \$238,874 related to debt service payments made by the Norman Tax Increment Finance Authority on behalf of the Norman Economic Development Coalition (NEDC) for NEDC's land purchases in the University North Park development. On September 21, 2010 the Norman Tax Increment Finance Authority (NTIFA) and City Council approved Resolution R-1011-39 concurring in NEDC's purchase of the thirty (30) acres contained in the plat for University North Park Corporate Center Section 1, and providing accumulated UNP TIF Economic Development revenues that had accumulated between July 1, 2010 and June 30, 2011 as security for a loan from Republic Bank (the "Lender"). The funds were placed on security deposit with Republic Trust Company of Norman.

In October 2012, Council approved Resolution R-1213-64 concurring in NEDC's purchase of an additional thirty (30) acres contained in the plat for University North Park Corporate Center Section 2. NEDC closed on the second land purchase on December 5, 2013, which actually included 31.67 acres, all at the reduced price of \$1.25 per square foot. NTIFA also provided accumulated UNP TIF Economic Development revenues that had accumulated between July 1, 2011 and December 21, 2012 as further security for a loan from Republic Bank (the "Lender"). The Lender also agreed to combine the loan for the first thirty acres with the loan for the second thirty acres while reducing the interest rate by one percentage point.

In December 2013, the NTIFA/Council approved Resolution R-1314-78 in concurrence with the NEDC pursuing a financing structure that combined the financing for the purchase of the land for the UNP Corporate Center with the land purchase for the UNP Advanced Manufacturing Center, and the provided financing for infrastructure improvements (streets, water lines, sewer lines, drainage facilities, etc.) for the land that NEDC purchased in UNP. The Lender for the NEDC financings had requested that the revenues previously pledged by the Authority in Resolutions R-1011-39 and R-1213-64 also be made available as security for the financing of the infrastructure improvements. These accumulated UNP TIF Economic Development revenues have been on deposit with Republic Trust Company and have been used to pay accruing interest costs for the combined land acquisition and infrastructure loans since 2010. NEDC has agreed to reimburse the UNP TIF Economic Development revenues used for this purpose at such time as sufficient land sales have occurred to generate revenue for such reimbursements. No reimbursements have been made to date.

During FYE16, interest payments were made from these funds on deposit with the Lender; these interest payment expenses were not budgeted. In order to properly document these interest payments made by the City's TIF Fund on behalf of NEDC, it is necessary to appropriate the same from the UNP TIF Fund Balance to

the appropriate interest expenditure account.

The over-budget condition in the General Debt Service Fund primarily relates to an under-budget amount of interest. The General Obligation 2016A refunding (re-financing of existing bonds) that closed in June, 2016 had issuance costs and interest costs that were not budgeted, but completed in FYE 16. A total appropriation of \$404,822 is requested in the General Debt Service Fund.

An appropriation of \$12,358 is needed in the Sewer Maintenance Fund related to audit adjustments.

STAFF RECOMMENDATION: Staff recommends the following appropriations from each fund balance and transfers be approved:

\$109,289 from Public Safety Sales Tax Fund Balance (account number 015-0000-253.20-00) with \$71,704 to be allocated to Police Patrol Payroll Accrual (account number 015-6122-421.29-97); and \$37,565 to Fire Suppression Payroll Accrual (account number 015-6543-422.29-97).

\$416,949 from CDBG Fund Balance (account number 021-0000-253.20-00) to Capital Project Fund Inter-fund Transfer (account 021-3090-491.80-50), for deposit to the Capital Fund balance (account 050-0000-253.20-00).

\$4,156 from Room Tax Fund Balance (account number 023-0000-253.20-00), with \$4,149 to Management Cost Allocation Charges for Room Tax Administration (account 023-3040-415.49-01); \$6 to Inter-Fund Transfer to Westwood Fund (account 023-3042-451.80-29); and \$1 to Visitor's Bureau (account 023-3043-465.47-74).

\$6,042,626 from Norman Forward Sales Tax Fund Balance (account number 051-0000-253.20-00) with \$2,898 to Charges-Revenue Bonds (account 051-3050-470.72-02); \$5,582,698 to Inter-Fund Transfer to Capital Fund (account 051-3094-491.80-50); and \$457,432 to Issuance Costs (account 051-3099-470.72-03).

\$238,874 from University North Park Tax Increment Finance District Fund Balance (account number 057-0000-253.20-00) to Interest - Revenue Bonds (account 057-3050-470.71-02).

\$404,822 from General Debt Service Fund Balance (account number 060-0000-253.20-00) to be allocated to Interest - GO Bonds (account number 060-3050-470.71-01).

\$12,358 from Sewer Line Maintenance Fund Balance (account number 321-0000-253.00-00) to be allocated to Bad Debt Expense (account number 321-3099-415.90-05).

Resolution

R-1617-50

A RESOLUTION OF COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, THE NORMAN UTILITIES AUTHORITY, AND THE NORMAN TAX INCREMENT FINANCE AUTHORITY APPROPRIATING \$109,269 FROM THE PUBLIC SAFETY SALES TAX FUND BALANCE; \$416,949 FROM THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND BALANCE; \$4,156 FROM THE ROOM TAX FUND BALANCE; \$6,042,826 FROM THE NORMAN FORWARD SALES TAX FUND BALANCE; \$238,874 FROM THE UNIVERSITY NORTH PARK TAX INCREMENT FINANCE FUND BALANCE; \$404,822 FROM THE DEBT SERVICE FUND BALANCE; AND \$12,358 FROM THE SEWER LINE MAINTENANCE FUND BALANCE TO CLOSE OUT YEAR END ACCOUNTING ENTRIES FOR FYE 2016.

- § 1. WHEREAS, At the end of FYE 2016, several accounts exceeded their budgetary balances and by law the City of Norman cannot overdraw expenditure accounts beyond budgetary balances; and
- § 2. WHEREAS, in the Public Safety Sales Tax Fund, there were unbudgeted salary and benefit increases resulting from union contract settlements during FYE 2016; and
- § 3. WHEREAS, funding is needed in the CDBG Fund to pay back the Capital Fund for up fronting the expenses for the 2013 CDBG Disaster Relief Programs; and
- § 4. WHEREAS, the FYE 2016 Room Tax Fund Balance is underfunded in room tax allocation charges due to higher than budget Room Tax Revenues; and
- § 5. WHEREAS, funding is needed in the Norman Forward Sales Tax Fund Balance to cover debt issuance costs related to the Norman Forward Sales Tax election revenue note and an inter-fund transfer to the Capital fund is needed to pay back the Capital Fund for up-fronting the project expense; and
- § 6. WHEREAS, the University North Park Tax Increment Finance Fund Balance requires additional funds to cover over-budget debt service interest payments; and
- § 7. WHEREAS, the General Debt Service Fund is over budget due to an under-budget amount of interest; and
- § 8. WHEREAS, the Sewer Maintenance Fund is underfunded due to audit adjustments.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

- § 9. That the following appropriations be made for the reasons as stated above.



Account Name	Losing Account	Gaining Account	Amount
City Share – Payroll Accrual	015-0000-253.20-00	015-6122-421-29-97	\$ 71,704
Fire Supp. – Payroll Accrual	015-0000-253-20-00	015-6543-422.29-97	\$ 37,565
Capital Proj.-Interfund Transfer	021-0000-253-20-00	021-3090-491.80-50	\$ 416,949
Capital Fund Balance	021-3090-491.80-50	050-0000-253.20-00	\$ 416,949
Cost Allocation Charges/Mgmt	023-0000-253-20-00	023-3040-415.49-01	\$ 4,149
Inter-fund Transfer to Westwood Fd	023-0000-253.20-00	023-3042-451.80-29	\$ 6
Misc. Services – Visitors Bureau	023-0000-253.20-00	023-3043-465.47-74	\$ 1
Charges – Revenue Bonds	051-0000-253.20-00	051-3050-470.72-02	\$ 2,698
Interfund Transfer-Capital Fund	051-0000-253.20-00	051-3094-491.80-50	\$5,582,696
Issuance Costs	057-0000-253.20-00	051-3099-470.72-03	\$ 457,432
Interest – Revenue Bonds	057-0000-253.20-00	057-3050-470.71-02	\$ 238,874
Interest – GO Bonds	060-0000-253.20-00	060-3050-470.71-01	\$ 404,822
Bad Debt Expense	321-0000-253.00-00	321-3099-415.90-05	\$ 12,358

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, this 8th day of November, 2016.

ATTEST:

Brenda Hall
City Clerk



PASSED AND ADOPTED BY THE NORMAN UTILITIES AUTHORITY this 8th day of November, 2016.

ATTEST:

Brenda Hall
Secretary



PASSED AND ADOPTED BY THE NORMAN TAX INCREMENT FINANCE AUTHORITY this 8th day of November, 2016.

ATTEST:

Brenda Hall
Secretary



DISCUSSION OF FINANCE REPORTS
FINANCE DEPARTMENT

NORMAN FORWARD Sales Tax Collections to Date, vs. Projections

MONTH	PROJECTED	ACTUAL	% VARIANCE
March	\$ 765,813	\$ 728,243	- 4.91%
April	\$ 737,709	\$ 776,747	5.29%
May	\$ 796,539	\$ 802,418	0.74%
June	\$ 820,638	\$ 729,175	-11.15%
July	\$ 771,629	\$ 758,153	- 1.75%
August	\$ 811,311	\$ 753,218	- 7.16%
September	\$ 786,920	\$ 771,583	- 1.95%
October	\$ 858,715	\$ 816,566	- 4.91%
November	\$ 798,882	\$ 769,521	- 3.68%
TOTAL TO-DATE	\$7,148,156	\$6,905,624	- 3.39%