CITY COUNCIL STUDY SESSION MINUTES

September 15, 2015

The City Council of the City of Norman, Cleveland County, State of Oklahoma, met in a Study Session at 5:30 p.m. in the Municipal Building Conference Room on the 15th day of September, 2015, and notice and agenda of the meeting were posted at 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:	Councilmembers Allison, Castleberry, Heiple, Holman, Lang, Miller, Williams, Mayor Rosenthal
ABSENT:	Councilmember Jungman

Item 1, being:

DISCUSSION AND PRESENTATION FROM THE MCKINNEY PARTNERSHIP REGARDING THE MUNICIPAL COMPLEX UPDATED SPACE UTILIZATION STUDY.

Mr. Steve Lewis, City Manager, said in 2008, McKinney Partnership prepared a Space Utilization Study for the Norman Municipal Complex; however, since that time the City has done a number of facility renovations to various municipal buildings; constructed a modular building for Municipal Court; and had the opportunity to acquire some additional property. In June 2015, McKinney Partnership was asked to prepare an Update to the Space Utilization Study (Update) to include projects that align with those approved in the 2008 General Obligation (GO) Bond Issue.

Mr. Lewis said the intent of the Update was to determine the current and long-term space and staffing needs for each Department, determine the optimal reconfiguration of space within the Municipal Complex, and refine the estimated costs for the proposed work in relation to the approved 2008 Bond funding. He said in August, 2015, McKinney Partnership presented a portion of the Update in respect to the Senior Citizens Center and tonight's presentation will include the remaining portion of the report.

Mr. Rick McKinney, McKinney Partnership, said the Municipal Complex is comprised of a total of 128,094 square feet (SF) of office and library space within Buildings 201, A, B, C and D (Library) and provided an aerial plan of the complex. He said a parking plan is also included in the Study because one common concern among the directors of each department was the limited parking space available, especially during Municipal Court dockets and/or while the splash pad at Andrews Park is open.

Mr. McKinney highlighted current parking as well as several areas around the complex where additional parking spaces can be gained. He said 60 parking spaces can be added if the dry detention basin, just east of Building A, were to become an underwater detention basin (north central parking lot over underground) and another 39 spaces can be gained if the current parking lot were extended into green space just south of Building C (south central parking lot expansion). Mr. McKinney said overall 240 parking spaces can be gained to include the area south of the south central parking lot which the City currently leases to United States Postal Service (USPS).

Mayor Rosenthal asked the length of the lease with USPS for parking lots and Staff said the lease will expire October 31, 2015. Ms. Brenda Hall, City Clerk, said the City Attorney's office is reviewing the lease and considering shortening the time-span to a shorter lease so the City will have the opportunity to renegotiate the space with USPS in the future. She said Staff will be bringing a contract forward in the near future for Council's consideration. Councilmember Allison asked if the fenced in area behind Facility Maintenance could be utilized

for parking and Mr. McKinney said the area is being used for storage of materials at this time; however, it could be better utilized.

Mr. McKinney said a new Library would need to be built before Building D (current Library) could be vacated and that construction would trigger the proposed municipal projects to move forward in phases. Mr. McKinney stated if Norman voters approve the proposed Norman Forward Initiative, he felt the construction of a new Library would take roughly two to three years from start of final design to completion.

After the current library is vacated, all departments presently located in Building A, plus the Utilities Department, would be relocated to Building D. Also considered within Building D is the option of a new Senior Citizen's Center. Municipal Court and the Finance Department would move to Building A, followed by the expansion of the Police Department into the vacated Court space in Building B. He presented existing and proposed diagrams for each building included in the Master Plan. Mr. McKinney highlighted two (2) proposals for Building D, one proposal reflected a Senior Citizen Center and Development Center with ample future growth space and the second proposal reflecting a Development Center, Community Meeting Space, and the Parks and Recreation Department; thus having the Senior Center constructed off-site.

Mr. McKinney highlighted the proposed floor plan and site plan for a Norman Senior Citizens Center if it is constructed in Building D, which reflected a game room, kitchen and dining, club room, art/handcraft room, ceramics/pottery studio, fitness and exercise studios, etc., in a 20,600 square foot area.

The total cost of Phase I through Phase VI is estimated to be $10,790,655, stating additional cost savings were realized because the scope has changed since 2008. Mr. McKinney said the 2008 Bond issue cost estimate was approximately $11.2 million; however, since then the Library had a new mechanical system installed and the roof replaced; a considerable amount of remodeling has been done in Building A; and some remodeling has been completed in Building C. He said the City will definitely benefit from those upgrades and remodels because even with inflation factors, the bond issue proposed projects are only estimated to be $10.8 million and the optional projects are estimated to cost $4.4 million. He said if the Senior Citizen Center is not located to Building D, the City will have a cost savings of about $3.6 million from the $11.2 bond funds.

Cost estimates, construction proposals, and timeline for the Municipal Phased Master Plan are as follows:

- Phase I: Vacate Building D (start December 2018);
- Phase II: Construction of Building D (start January 2019 and finish January 2020) to include a Development Center and West Entry; New Senior Center and South Entry and Site Work; and Infill ½ Truck Dock: $7,583,763;
- Phase III: Vacate Building A (start January 2020);
- Phase IV: Construction of Building A (start January 2020 and finish November 2021) to include a New Municipal Court Space and East Entry; Construct Drive Thru, Cover, and Window; and Minor Remodel Finance Department: $2,205,337;
- Phase V: Vacate Building B and C (start January 2021);
- Phase VI: Construction of Building B and C (start December 2021 and finish April 2021) to include Remodel vacant court space for Police; Minor remodel of Information Technology (IT) Division; Minor remodel of Human Resources; and Minor remodel of Parks and Recreation Department: $1,001,556.

Mayor Rosenthal said the design and construction of a central library may only take two (2) years rather than three (3) years because previous/past library presentations have already been held that included significant design and community meeting/public input. Mr. McKinney said the costs can be adjusted to reflect three-percent (3%) less than today's presentation regarding estimated costs.

Councilmember Miller felt that since there presently was not enough meeting rooms in Building 201 and therefore, if the Study proposed taking out the Multi-Purpose conference/meeting room, will another conference/meeting room be constructed in either Buildings A, B, C, or D? Mr. McKinney said yes, meeting space will be constructed in Building B and shared meeting space will be added to Building D.

Councilmember Allison asked if the construction proposals included new carpet, tile, and paint and Mr. McKinney said basically the buildings will be new; however, the recent remodeling done at Building A virtually made it a new building and a lot of the finishes can be reused, but the new Court space in Building A would all be new.

Mr. McKinney said more work will need to be done in Building C, because the recent remodeling there was not as extensive as Building A. He said Building D has a new mechanical system, roof and light fixtures that will be utilized in the proposal, but most of the inner construction will be new and the Library will, of course, be new construction.

Councilmember Holman felt the rock features/stone work at Andrews Park should not be removed and Mr. McKinney said that the stone work will be saved in the proposal. Councilmember Holman asked whether the bicycle custody storage lot behind the Police Department would be utilized for additional parking and Mr. McKinney said it would depend on any future plans for the James Garner Extension and the vision of the Police Chief is to have the parking lot closed off for police vehicles to allow for additional safety and security.

Mr. McKinney said there would be no lag-time between the projects and they would start one right after the other; however, he did not factor in moving costs. He clarified that he does not have any hard plans on anything except a diagram for the Senior Citizen Center which is probably the best cost estimate so far.

Items submitted for the record

1. Letter dated September 15, 2015, from Richard S. McKinney, Jr., AIA, President, The McKinney Partnership Architects, to City Manager, City of Norman
2. Memorandum dated June 30, from Rick McKinney, The McKinney Partnership Architects, to City of Norman Space Utilization Study with attachments for current and proposed plans, as well as square footage, for Buildings A, B, C and D; current and proposed parking options; cost estimates – bond projects; and cost estimates – optional projects
3. PowerPoint presentation entitled *"City of Norman Municipal Complex Space Utilization Study and Feasibility Assessment for Proposed Senior Citizens Center,"* prepared by The McKinney Partnership Architects

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The meeting adjourned at 6:08 p.m.

ATTEST:

Brenda Hall
City Clerk

Cindy Rosenthal
Mayor

CITY OF NORMAN CORPORATE SEAL OKLAHOMA