



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

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

Thursday, September 22, 2022 at 4:01 PM

MINUTES

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CALL TO ORDER

PRESENT

Councilmember Ward 2 Lauren Schueler
Councilmember Ward 7 Stephen Holman, Chair

ABSENT

Councilmember Ward 8 Matthew Peacock

OTHERS PRESENT:

Councilmember Ward 1 Brandi Studley
Councilmember Ward 4 Helen Grant
Mr. James Briggs, Park Development Manager
Dr. Marilyn Dillon, Ph.D., Mobility Management Administrator/American with Disabilities Act (ADA) Coordinator for Embark
Mr. David Grizzle, Emergency Management Coordinator
Mr. Joseph Hill, Americans with Disabilities (ADA) Technician
Mr. Taylor Johnson, Transit and Parking Program Manager
Mr. Shawn O'Leary, Director of Public Works
Mr. Jason Olsen, Director of Parks and Recreation
Mr. Chris Mattingly, Director of Utilities
Ms. Heather Poole, Assistant City Attorney
Ms. Kathryn Walker, City Attorney

AGENDA ITEMS

Chairman Holman said Item 3 will be the first item discussed.

3. PUBLIC TRANSIT REPORT.

Mr. Taylor Johnson, Transit and Parking Program Manager, said the fixed route service transported 22,291 passengers in August 2022, compared to 20,789 in August 2021. The daily average ridership was 800. There were 900 passengers with bicycles and 128 passengers with wheelchairs or other mobility devices transported in August.

The paratransit service transported 1,637 passengers in August 2022, compared to 1,637 in August 2021. Average daily ridership was 80, an increase of 26.98% compared to August 2021.

Saturday service totaled 1,736 in August 2022, a 3.58% increase over 1,677 in August 2021.

Mr. Johnson said Staff continues to work with partner agencies, such as EMBARK and Tyler Media, on the overall implementation plan for the recommended route network in the Go Norman Transit Plan. This includes a public participation process to finalize the route changes, implementing the bus stop changes, renovating the new Transit Center, marketing, and others.

On October 1, 2021, the Association of Central Oklahoma Governments (ACOG) announced the grant cycle was open for the Air Quality Small Grant Program. This program seeks to improve air quality in Central Oklahoma by reducing reliance on single-occupancy vehicle trips. Small transportation infrastructure projects and transit improvements as well as projects focused on congestion relief efforts are all eligible.

An authorization to purchase the City's first battery electric vehicle, a transit bus, was approved by Council on May 25, 2021. Approximately 50% of the vehicle purchase price will be reimbursed through a grant received from the Oklahoma Department of Environmental Quality (ODEQ) through the Volkswagen Settlement Fund.

An authorization to purchase the City's second battery electric transit bus was approved by Council on August 10, 2021. Approximately 70% of the vehicle purchase will be reimbursed through a grant received from the Federal Transit Authority's (FTA) FY21 Low-or No-Emission Vehicle Program.

The City is in the process of purchasing two Compressed Natural Gas (CNG) 35-foot buses (in addition to three CNG buses approved by Council last month) and five paratransit vans using grant funds from FTA, Oklahoma Department of Transportation (ODOT), Transit 5339 Funds, as well as the Parking Pubic Transit and Parking Fund.

Mr. Johnson said Fleet Maintenance Division continues to ensure the transit fleet is in operational condition each morning for line up, despite the age of the vehicles. The maintenance includes fueling, cleaning, and sanitizing each transit vehicle daily.

Item 3, continued:

Mr. Johnson said the City of Moore, City of Del City, and City of Midwest City have decided not to participate in the Regional Transportation Plan so the Regional Transit Authority (RTA) amended the RTA Trust Indenture, which was approved by Council on September 13, 2022.

Items submitted for the record

1. Memorandum dated September 22, 2022, from Taylor Johnson, Transit and Parking Program Manager, through Shawn O'Leary, P.E., CFM, Director of Public Works, to Council Community Planning and Transportation Committee
2. EMBARK Norman Performance Report for August 2022

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1. PRESENTATION ON THE NEW BIKE SKILLS COURSE.

Mr. James Briggs, Park Development Manager, said the Bike Skills Course located on "voluntary park land" at East Lindsey Street and 24th Avenue S.E., was built by Progressive Bike Ramps (PBR) (the designer/builder of Blake Baldwin Skatepark). The bike course opened in Autumn of 2019 funded by Room Tax Funds. He said there is no fee for use of the course and maintenance is performed by City Staff and volunteer mountain bike groups.

Mr. Briggs highlighted the history of the bike course location stating the City has owned the land since 1982, which consists of 14 acres that has been used as a drainage area and was only mowed in small sections to preserve trees. The Bicycle Advisory Committee (BAC) began looking for a location for a bike skills park that is closer to town than Lake Thunderbird. The BAC explored using Sutton Wilderness Park; however, the State statute used to create the park does not allow bicycles in the park so their interest turned to Saxon Park, but the Saxon Park Master Plan had already been approved without a bike course feature. After some discussion, the BAC decided to utilize the 14 acres of voluntary parkland owned by the City and began looking for a vendor to construct the bike course. The bike course was built in the summer of 2019 after public meetings were held and design changes were made as well as a naming process (Creekside Bike Park). The bike park is on multi-terrain land fitted with various bike skill amenities for all skill levels. He said bike skills is a "real" sport with rules and hazards and the park includes a playground to help train young riders. The park is family oriented and anyone using the bike course must follow proper riding rules and wear safety gear. The bike skills course cannot be utilized by motorized vehicles, such as motorcycles.

Mr. Briggs said in 2021, PBR was hired to add a Jump Zone to the bike course. The park will be hosting its first cyclocross event in October and the event organizer is contacting businesses in the area to coordinate parking needs during the weekend event. He said parking is currently available; however, additional parking is needed for overflow during events.

Item 1, continued:

Parks and Recreation Department Staff regularly checks park structures, e.g., wooden walls, drops, rolls, steel framework and pins, etc., and makes repairs as needed. Mr. Briggs said ballfield maintenance crews use similar infield maintenance techniques to bring in clay and pack it firmly in heavily used areas. Volunteers from Oklahoma Earthbike Fellowship and other local riders regularly trim and tidy-up the skills area trails and edges.

Councilmembers were happy to hear the bike skills park is very popular and thanked Staff for the update.

Items submitted for the record

1. PowerPoint presentation entitled, "Creekside Bike Park," presented by James Briggs, Park Development Manager, dated September 22, 2022

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2. DISCUSSION REGARDING THE DISASTER DEBRIS MANAGEMENT PROGRAM.

Mr. Shawn O'Leary, Director of Public Works, said the Disaster Debris Management Program (DDMP) was adopted in 2009, and Council selected a pre-positioned contractor for "on-call" debris removal and monitoring services. He said the contractor has been utilized twelve times since adoption of the Program. He said over \$14 million has been recovered in Federal disaster relief since adoption of the DDMP with the most recent event, an ice storm in October 2020, which recovered \$3,878,113.68 in Federal Emergency Management Agency (FEMA) reimbursements. He said this was the largest debris event since adoption of the Program.

Mr. Joe Hill, Streets Program Manager, said the DDMP provides a consistent structure to respond to an array of events encountered in our region that includes tornadoes; ice storms; floods; micro bursts/straight line winds; blizzards, and winter storms. He said the purpose of the DDMP is to outline the components critical to the success of a debris removal operation in the City. The DDMP provides key information that will help the City coordinate and effectively manage a turnkey debris removal effort if the City is affected by major debris-generating incidents and is a supporting document to the City of Norman Emergency Operations Plan and Cleveland County Hazard Mitigation Plan.

Since the 2009 adoption, the DDMP needs to be updated with incidents and assumptions to represent population and land based changes within the City of Norman. The DDMP lists scenarios as examples to represent hypothetical tornado and ice storm events and Debris Management System (DMS) site analysis with site locations needing to be updated. He said the DDMP also needs to be consistent with local, state, and federal regulations.

Mr. Hill said previous incentives of five percent for cities with an adopted DDMP have been removed from the Public Assistance Programs over the years and previously, private roads and gated communities were ineligible for public assistance, but as of

2020, there has been some limited circumstances where private streets are deemed eligible.

Multiple party involvement in their roles and responsibilities regarding debris removal operations is critical and includes:

- The City Manager's Office – responsible for maintaining base City operations;
- Fire Department/Emergency Manager – activates and manages Emergency Operations Center (EOC) and coordinates with FEMA and State agencies;
- Public Works Department – serves as lead for debris removal operations;
- Finance Department – manages all financial systems, creates codes for disaster response and recovery expense; and
- Utilities Department – assists in debris clearing, guidance with Household Hazardous Waste (HHW) Department, and assists in damage assessments.

Mr. Hill said other departments involved in the process include City Attorney; City Clerk/Action Center; Mayor and Council; Parks and Recreation; Planning and Community Development; and Police.

Mr. David Grizzle, Emergency Management Coordinator, said communication to the public is important during debris events and community outreach is done through www.ready.gov. He encouraged Councilmembers to be involved by knowing about emergency preparedness for their ward and provide information regarding the website to constituents when needed.

The pre-positioned contracts currently in place with debris monitoring and removal firms include T.F.R, Enterprises, Inc. – debris removal; D&J Enterprises, Inc. – debris removal; and Thompson Consulting Services, L.L.C. – monitoring services.

The two pre-existing sites are Hall Park and Franklin Road at 12th Avenue N.E. and two newly identified sites include 12th Avenue N.E. (across from 12th Avenue Recreation Center) and Falls Lakeview Park. All sites, except the Franklin Road site, are Tier I sites and Franklin Road is a Tier II site due to 100-year floodplain encroaching on portions of the site. He said all sites are temporary to expand capacity during events.

Funding sources for disaster debris operations include FEMA Public Assistance Program (primary); Federal Highway Administration (FHWA) Emergency Relief Program; Natural Resources Conservation Commission; Emergency Watershed Protection Program (Lake Thunderbird Total Maximum Daily Load); and United States Department of Agriculture Farm Services Agency Emergency Programs. Each program has different documentation requirements and criteria.

Councilmember Schueler asked if the City can apply with multiple funding sources and Mr. O'Leary said not usually unless it is for a different function, i.e., floods generally do not create debris events.

Mr. O'Leary said the updated DDMP needs to be adopted as soon as possible to avoid interruptions to the Program.

Item 2, continued:

Councilmember Schueler asked if clean up help is provided to the elderly and handicapped and Mr. Grizzle said there are a number of churches, social service agencies, and the EOC that assist the elderly and handicapped population. He said the United Way is a joint information Center for services.

Councilmembers agreed the information should be presented to full Council as soon as possible.

Items submitted for the record

1. PowerPoint presentation entitled, "Disaster Debris Management Plan Update," dated September 22, 2022
2. The City of Norman, Oklahoma Disaster Debris Management Plan dated September 2022

ADJOURNMENT

The meeting adjourned at 5:26 p.m.