

CITY COUNCIL SPECIAL SESSION MINUTES

September 18, 2010

The City Council of the City of Norman, Cleveland County, State of Oklahoma, met in Special Session at 8:05 a.m. in the Fire Training Facility on the 18th day of September, 2010, 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 48 hours prior to the beginning of the meeting.

PRESENT: Councilmembers Atkins, Butler, Cubberley,
Dillingham, Ezzell, Griffith, Kovach, Quinn,
Mayor Rosenthal

ABSENT: None

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Item 1, being:

DISCUSSION REGARDING CITY COUNCIL BUDGET AND POLICY PRIORITIES FOR THE NEXT 12 TO 18 MONTHS.

Mayor Rosenthal recognized Council's accomplishments and projects over the past year and said many items on the 2009-2010 Policy Calendar were completed, others were added during the year, and others are not yet complete and will require additional work. The following list highlights some of the accomplishments and on-going projects:

- Passage of Street Bond Reconstruction and Outdoor Warning System Replacement Projects
- Adoption of Parks and Recreation Master Plan
- Accepting Certain Portions of the Stormwater Master Plan and Adoption of the Implementation Plan
- Public Safety Sales Tax Projects – Fire Station No. 8/Community Oriented Policing Activities
- Public Forums on Water Resources
- Revision and Adoption of the Porter Corridor Plan
- Industrial Land Sufficiency Study
- Developing Framework for University North Park (UNP) Economic Development Efforts
- Developed Charter Review Commission Process
- Adopted Disaster Debris Management Plan
- Initiated Robinson Street Grade Street Grade Separation Project
- Youth Council Formed
- Financing/Construction of Solid Waste Transfer Station
- Hitachi Building Expansion
- Initiated Design for Traffic Improvements at I-35 and Robinson Street (Northeast Quadrant)

She listed emerging issues for consideration in 2010-2011 Policy Calendar:

- Municipal Finance/Budget Series
- Planning/Platting of new East Side Fire Station No. 9 (site plan to anticipate future City related facilities)
- Reapportionment of Ward Boundaries (after Census Report)
- Redevelopment Opportunities on Main and Lindsey Streets (in light of new interchanges)
- Industrial Park Development (land acquisition and financing)
- Broaden Partnership Opportunities (joint vision of Irving/Whittier/Monroe recreational facilities with Norman Public Schools, others with the University of Oklahoma and Norman Regional Hospital)
- Long Term Water Supply Options (opt in/out Central OK Trust, Kaw and Scissor Tail reservoir options, reuse policy and strategies)

She listed other Miscellaneous/Staff Oriented Items:

- Potential Council Oversight of Architectural Standards at UNP TIF District
- CNG Fueling Station – joint use agreements with interested local parties, public fueling area
- Proposed OKC Metro Outdoor Warning System Policy
- Smalley Center Remodel Project and Transfer Agreement with the U.S. Department of Justice
- Scoping/Funding for Comprehensive Transportation Master Plan and 2025 Land Use Plan Update

Councilmembers reviewed summaries of the 2009 City of Norman Community Survey and the 2009-2010 Annual Policy Calendar, which highlighted the progress made during the year on each topic.

Item 1, continued:

Recognizing the number and magnitude of projects to be completed within the next year, some of which are currently in progress, Councilmembers prioritized items on the 2009-2010 Policy Calendar and identified projects/policies which could potentially be deferred to a future date.

Those projects identified as the highest priority for additional study and/or discussions are as follows:

- Transportation Master Plan/2030 Land Use Plan
- Storm Water Master Plan
- Subdivision Regulations
- Facility Maintenance/Deferred Maintenance
- Municipal Finance/Shortfalls
- Industrial Park Development/Public Trust

Other projects and issues identified as those to move forward as time allows, include

- CART Expansion
- Industrial Land/Office Land (UNP)
- Library
- Lighting Ordinance
- Porter Corridor
- Parks Master Plan
- Proactive Code Enforcement

The Mayor pointed out that there were several differences of opinion regarding the priority of some projects and issues. She said the Lighting Ordinance needs to be discussed in an upcoming Study Session to provide Staff with a direction before moving forward. She said several Charter amendments were housekeeping items and Council agreed that these Charter amendments should be moved forward so they could be placed on the ballot. She said some of the projects that Council has selected as ones to be deferred were large capital projects requiring some type of funding mechanism in place before moving forward.

Item 2, being:

CONSIDERATION OF ADJOURNING INTO AN EXECUTIVE SESSION AS AUTHORIZED BY OKLAHOMA STATUTES TITLE 25 § 307(B)(1) IN ORDER TO EVALUATE THE CITY MANAGER AS REQUIRED BY SECTION 5(A) OF CONTRACT NO. K-0708-32 AND AS AUTHORIZED BY TITLE 25 § 307(B)(2) TO DISCUSS NEGOTIATIONS REGARDING EMPLOYEES AND REPRESENTATIVES OF EMPLOYEE GROUPS.

The Mayor announced that Council would postpone evaluating the City Manager until a later date.

Councilmember Kovach moved that the Special Session be adjourned out of and an Executive Session be convened into in order to discuss negotiations regarding employees and representatives of employee groups, which motion was duly seconded by Councilmember Ezzell; and the question being upon adjourning out of the Special Session and the subsequent convening, a vote was taken with the following result:

YEAS: Councilmembers Atkins, Butler, Cubberley,
Dillingham, Ezzell, Griffith, Kovach, Quinn,
Mayor Rosenthal

NAYES: None

The Mayor declared the motion carried and the Special Session adjourned out of; and an Executive Session was convened into in order to discuss negotiations regarding employees and representatives of employee groups.

The City Council adjourned into Executive Session at 9:50 a.m. Mr. Steve Lewis, City Manager; Mr. Anthony Francisco, Finance Director, and Ms. Suzanne Krohmer, Budget Manager, were in attendance at the Executive Session.

Item 2, continued:

Thereupon, Councilmember Quinn moved that Executive Session be adjourned out of and the Special Session be reconvened, which motion was duly seconded by Councilmember Griffith; and the question being upon adjourning out of Executive Session and upon the subsequent reconvening, a vote was taken with the following result:

YEAS:	Councilmembers Atkins, Butler, Cubberley, Dillingham, Ezzell, Griffith, Kovach, Quinn, Mayor Rosenthal
NAYES:	None

The Mayor declared the motion carried and Executive Session adjourned out of; and the Special Session was reconvened at 10:05 a.m.

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The Mayor said negotiations regarding employees and representatives of employee groups were discussed in Executive Session. No action was taken and no votes were cast.

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Discussion continued regarding the City Council budget and policy priorities for the next 12 to 18 months.

Item 1, continued:

Mr. Anthony Francisco, Finance Director, provided detailed budget information for the General Fund, Public Safety Sales Tax (PSST) Fund; Room Tax Fund; Westwood Fund; and Capital Fund for FYE 2010 Actual; FYE 2011 Budgeted and Estimated; and FYE 2012 through FYE 2016 Projected, and said the financial condition of the City was volatile and that salaries and benefits and other expenditures were growing faster than revenues. He said the cash reserve was in place for instances when projections are not accurate or for unexpected expenses. He said the FYE 2010 Actual included PSST in the General Fund; however, PSST was moved from the General Fund from FYE 2011 to FYE 2016 to provide a clearer accounting of the General Fund's financial position. He provided a comparison of General Obligation (GO) Bond indebtedness for several cities in Oklahoma. He said a city's debt should not exceed 15-20% of its Net Assessed Property Value (NAV). The City of Norman has a GO debt of 4.3% of NAV or \$260.05 per capita and is well below reasonable measures of acceptable GO bonded debt. The cities listed on the comparison ranged from 0% GO Bond debt for the City of Edmond to 15.34% for the City of Tulsa. He explained that Edmond was the only City that did not have GO debt because an electric utility was in place which provided additional revenue.

Mr. Francisco provided information related to the City's general purpose sales tax to date in FYE 2010-2011. He said the FYE 2011 budget assumed no change from FYE 2010 sales tax collection levels and the variances are shown from the FYE 2011 Budget.

Staff and Council discussed ways to cut spending from the Sanitation Fund. Councilmembers discussed the option of canceling Fall Cleanup which costs approximately \$90,000 annually and Spring Cleanup costing approximately \$130,000 annually. Council felt it was necessary to continue Fall Cleanup this year since notice has already been given to citizens of the dates cleanup will occur. The Mayor said it was important for Staff to make citizens aware that Spring Cleanup would be canceled this year. Council also discussed reducing yard waste pickup during the months of December, January, and February. Mr. Lewis said there would be a savings of \$34,000 if there was no yard pickup for the three-month period and \$17,000 would be saved if pickup was changed to every other week. He said any changes would need to be done by ordinance and Council agreed to an ordinance change for a once a month pickup during those three months.

Council and Staff discussed eliminating purchasing water from Oklahoma City for non-emergencies which would reduce the budget from \$100,000 to \$400,000 and reducing operating pressures by operating water towers at a lower water level which would reduce power costs. Mr. Lewis said the State of Oklahoma requires 25 pounds per square inch (PSI) at the water meter and Norman has an average of over 50 PSI. Mr. Lewis said a new water tower scheduled as a capital project for 2012 has been eliminated which will save \$2.7 million. Council discussed the need to modify the existing conservation policy and the possible need of imposing a mandatory conservation policy which would only allow hand watering of lawns and landscaping. It was noted that the existing policy is voluntary and does not include enforcement provisions.

Item 1, continued:

Mayor Rosenthal provided cutback management goals; objectives of a core service initiative; an overview of services classification; core service criteria and appropriate cutback management strategies; semi-core service criteria; and service enhancement criteria and requested that the Finance Director refine these goals and objectives. She also provided a Service Prioritization Survey for Council to complete and return to the City Manager's Office by September 24, 2010.

Items submitted for the record

1. 2009-2010 Annual Policy Calendar, Topic Assignments
2. Topics with Prior Discussion and Pending Direction
3. 2009 Norman Community Survey, Section 3, Importance – Satisfaction Analysis
4. City of Norman Oklahoma, 2009-2010 Council Accomplishment Recap dated September 18, 2010
5. City of Norman Oklahoma, 2010 City Council Planning Retreat, dated September 18, 2010, Emerging Issues for Consideration in 2010-2011 Policy Calendar and Other Miscellaneous/Staff Oriented Items
6. General Fund-Ending Fund Balance, FYE 2007 through FYE 2011
7. Comparison of General Obligation Bond Debt Capacity dated September 12, 2010, from Anthony Francisco, Finance Director, to Honorable Mayor and Councilmembers
8. Sales Tax Analysis dated September 12, 2010, from Anthony Francisco, Finance Director, to Honorable Mayor and Councilmembers
9. Article entitled: "Bringing Rigor to Cutback Management, Eugene's (Oregon) Constrained Prioritization Process" from *Government Finance Review*, February, 2004
10. Sanitation savings and additional fees
11. Sanitation Fund, FYE 2010 Actual through FYE 2016 Projected
12. Graph showing average collected yard waste, 2007, 2008, and 2009
13. Location map showing performance improvement of the Sanitation Division
14. Sanitation services included in monthly fee
15. Location map of urban and rural refuse collection boundaries
16. Residential trash service map
17. Water Division savings and additional uses
18. Water Fund, FYE 2010 Actual through FYE 2016 Projected
19. 2009 Norman Community Survey, Q1, Overall Satisfaction with Various Aspects of City Services by Major Category; Q19, Satisfaction with Various Aspects of Solid Waste/Utility Services; and Q20, Satisfaction with Various Aspects of Sewer, Water, and Stormwater
20. Service Prioritization Survey dated September 16, 2010, from Cindy Rosenthal, Mayor, and Steve Lewis, City Manager, to City Councilmembers

Participants in discussion

1. Mr. Steve Lewis, City Manager
2. Mr. Anthony Francisco, Finance Director
3. Ms. Suzanne Krohmer, Budget Manager

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Item 3, being:

ADJOURNMENT

There being no further business, Councilmember Quinn moved that the meeting be adjourned, which motion was duly seconded by Councilmember Cubberley; and the question being upon adjournment of the meeting, a vote was taken with the following result:

YEAS:	Councilmembers Atkins, Butler, Cubberley, Dillingham, Ezzell, Griffith, Quinn, Mayor Rosenthal
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NAYES:	None
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The Mayor declared the motion carried and the meeting was adjourned at 12:25 p.m.

ATTEST:

City Clerk

Mayor