

CITY COUNCIL SPECIAL SESSION MEETING MINUTES

August 18, 2012

The City Council of the City of Norman, Cleveland County, State of Oklahoma, met in Special Session at 8:10 a.m. in the Fire Training Facility on the 18th day of August, 2012, and notice and agenda of the meeting were posted at the Fire Training Facility, 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 Castleberry, Gallagher, Griffith, Jungman, Kovach, Lockett, Spaulding, Williams, Mayor Rosenthal

ABSENT: None

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Item 1, being:

PLANNING WORK SESSION REGARDING CITY COUNCIL POLICY AGENDA FOR THE YEAR.

Mayor Rosenthal highlighted 2011-2012 legislative summary of policies and issues identified at Council's 2011 retreat and City Manager Steve Lewis highlighted some of the accomplishments for 2011-2012, as follows:

- Awarded the Fire Station No. 9 construction contract
- Design of Animal Shelter Building Expansion underway
- Successful Charter amendment election to release funds for parks improvements
- Initiated steps in Bullying Prevention Program
- Partnership with Norman Public Schools to develop and construct new Monroe Park
- Project proposals developed for park improvements at Adkins Crossing, Colonial Estates, Colonial Commons, Sunrise, and the Don Cies Brookhaven Parks
- Implemented citywide Proactive Code Enforcement
- Click2gov (online services) for Building Permits installed. It is currently being piloted by staff and field testing by BASCO; target "go live" date is September 5th.
- Building Inspectors Mobile Field Inspection Module/laptop system rollout begins in September
- High Density Development Community Dialogue meetings
- Sign Code amendments for digital signs
- Evaluation of Canadian Trails property
- Opened CNG Fueling Facility
- Developed the 2012 General Obligation Bond Transportation Program/Election
- Completed the West Lindsey Street Widening Conceptual Plan
- Expansion of City owned downtown parking lot and parking fee collection system
- Initiated Strategic Water Supply Plan Update along with citizen stakeholder group
- Issued RFP to engage consulting engineers to complete the Engineering Report for a Northside Wastewater Treatment Plant
- Department of Environmental Quality (DEQ) Water Reuse Rules. Category 1 reuse (indirect potable) rules to be submitted to the Oklahoma Legislature by July 13, 2013. Staff actively participating in development of these regulations.
- Reduced/eliminated alley solid waste collection in five neighborhoods
- Enacted Residential Gray Water regulations
- Design of south Water Reclamation Facility improvements underway
- Selected Comprehensive Customer Service Program for all employees and piloted program
- Implemented recently negotiated Wellness Program for employees and spouses (personal health risk assessments, biometric screening)
- Gallagher Risk Management Services completing workers compensation review
- Provided hazard recognition skills training (using the OSHA 10 hour course format) for all new hires and for divisions that sustain multiple injuries
- Finalized the automated agenda process
- Funded and recruited a new Development Coordinator
- Completed University North Park (UNP) Development Agreement No. 5
- Adopted the Change Order Policy
- City Council Election/Campaign Ordinance amendments
- Formation of Charter Commission
- Board/Commission Appointment process review
- Updated Wrecker Service Policy
- Creation of Norman Economic Development Authority
- Discussion of UNP Architectural Review Standards

Item 1, continued:

Mr. Lewis provided an update on the City’s boards and commissions and Councilmember Kovach asked if the update could be provided every six months. Mr. Lewis also provided a budget revenue and expenditure overview.

Councilmembers discussed the 2012-2013 Policy Calendar, which included items previously identified by Council Committees as well as new policy items identified during the session. A total of 35 policy issues were identified and Council was asked to rank their top ten for Council to work on in the coming year. Following is a list of those rankings including carry over issues from 2011 broken down by the Committee scheduled to study each issue:

<p><u>Business and Community Affairs Committee</u> <u>Carry-over Issues</u></p> <ul style="list-style-type: none"> • Economic Development Advisory Board and Economic Development policy goals • Review of development permit fees • Monitoring customer service processes and improvements • IT Performance Audit <p><u>Emerging Issues from the 2012 Retreat</u></p> <ul style="list-style-type: none"> • IT Enhancements • Retail recruitment 	<p><u>Finance Committee</u> <u>Carry-over Issues</u></p> <ul style="list-style-type: none"> • Room Tax Adjustments • Budget Monitoring • Fleet Services Performance Audit <p><u>Emerging Issues from the 2012 Retreat</u></p> <ul style="list-style-type: none"> • Enhanced maintenance program for parks • UNP TIF Refinancing • Maintenance of Facilities; potential sale of properties, rec center collaboration • Review Proactive Code Enforcement staffing
<p><u>Community Planning and Transportation Committee</u> <u>Carry-over Issues</u></p> <ul style="list-style-type: none"> • Sidewalk Master Plan • Monitoring regional transit/rail initiatives • Monitor New Downtown Parking Lot • Monitor SWMP action plan implementation • High Density Development • Comprehensive Transportation Plan • Landlord Registration • Way Finding Study Results <p><u>Emerging Issues from the 2012 Retreat</u></p> <ul style="list-style-type: none"> • Monitor bond projects • Incentivizing Gray Water infrastructure 	<p><u>Oversight Committee</u> <u>Carry-over Issues</u></p> <ul style="list-style-type: none"> • Urban Chickens & Pygmy Goats • Monitoring of NPD/NPS bullying programs • E-Mail Policy (Updating retention of records as mandated by Council resolution) • Recreation Program Subcontracts <p><u>Emerging Issues from the 2012 Retreat</u></p> <ul style="list-style-type: none"> • Phosphate Controls • Cedar Eradication Effort

Policy/issue discussions scheduled for Council study sessions in the coming year are as follows:

Carry-over Issues:

- Storm Water Management and Funding
- Long Term Water Needs
- Curbside Recycling Contract renewal
- Public Safety Sales Tax Implementation, Monitoring and Renewal
- Corridor Planning – Lindsey and Main Streets
- Canadian River Park
- Wastewater Financing, Reuse, and Capacity
- Emerging Issues from the 2012 Retreat**
- Council meeting procedures and minutes
- Norman Regional Hospital System status
- Water Quality Issues
- Main Library Facilities

Those projects identified as the highest priority receiving support from five or more Councilmembers were development of storm water management and funding; long term water needs; curbside recycling contract renewal; wastewater financing, reuse, and capacity; enhanced maintenance program for parks; phosphate controls; incentivizing gray water infrastructure; IT enhancements; and Council meeting procedures and minutes.

Council will be looking at the current Curbside Recycling Program and renewal of the current contract. Councilmembers discussed having the City’s Sanitation Division bid on the curbside recycling service and look at the possibility of expanding the recycling program to commercial sites and apartment complexes as well as enhancing the cardboard recycling program.

Item 1, continued:

Items submitted for the record

1. City of Norman 2012 Accomplishment/Activities
2. Direction Finder Survey, Executive Summary
3. City Council Planning Retreat Financial Background dated August 18, 2012
4. Distribution of Sales Tax and Property Tax
5. A Legacy for the Next Generation, The Strategic Parks and Recreation Master Plan for Norman Action Plan 2010-2020
6. 2013 Potential Election Dates
7. Memorandum dated August 13, 2012, from Brenda Hall, City Clerk, to Steve Lewis, City Manager, with Robert's Rules Cheat Sheet, Procedure for Handling Main Motions, and How to Accomplish What You Want to do in Meetings
8. City of Norman, Oklahoma, 2011-12 Policy Calendar
9. City Council Committee Ongoing and Future Study Items
10. City of Norman Board and Commission Update
11. Memorandum dated August 16, 2012, from Anthony Francisco, Finance Director, to Steve Lewis, City Manager

Participants in discussion

1. Mr. Steve Lewis, City Manager
2. Ms. Brenda Hall, City Clerk

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.

Item 2 was not considered due to time constraints.

ADJOURNMENT

Councilmember Kovach moved that the meeting adjourned, which motion was duly seconded by Councilmember Griffith; and the question being upon adjourning the meeting, a vote was taken with the following result:

YEAS:	Councilmembers Castleberry, Gallagher, Griffith, Jungman, Kovach, Lockett, Spaulding, Williams, Mayor Rosenthal
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NAYES:	None
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The Mayor declared the motion carried and the meeting was adjourned at 12:00 p.m.

ATTEST:

City Clerk

Mayor