

## FINANCE COMMITTEE MINUTES

January 26, 2011

The City Council Finance Committee of the City of Norman, Cleveland County, State of Oklahoma, met immediately after the Council Study Session scheduled at 5:30 p.m. in the Municipal Building Study Session Room on the 26th day of January 2011, 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 48 hours prior to the beginning of the meeting.

PRESENT: Members Dillingham, Ezzell, Quinn, and Chair Cubberley

ABSENT: None

OTHERS PRESENT: Cindy Rosenthal, Mayor  
Al Atkins, Council Member  
Jim Griffith, Council Member  
Tom Kovach, Council  
Steve Lewis, City Manager  
Anthony Francisco, Finance Director  
Suzanne Krohmer, Budget Manager  
Jud Foster, Parks & Recreation Director  
Jeff Bryant, City Attorney  
Jim Maisano, Major, NPD  
Ralph Cagigal, Parks & Recreation Superintendent  
David Lisle, Westwood Golf Pro  
Cheryl Lisle, Citizen  
Roger Gallagher, Citizen  
Steven Tyler Holman, Citizen  
Brande Kaufman, Citizen  
Brad Purcell, Citizen/First Tee Program  
Andrew Knittle, Norman Transcript

### DISCUSSION REGARDING FYE 2011 MID-YEAR BUDGET REVIEW FOLLOWUP AND NON-UNION FURLOUGHS

- Cubberley – discuss suspending furlough program
- Kovach – agrees with ending furlough program
- Dillingham – agrees with suspending furloughs – being mindful of cost
- Cubberley – Manager has taken funds out of FYE 11 Budget for savings - \$350,000 – City Manager has taken \$700,000 out of budget – possible 5%
- Lewis – Non-union employees have been taking furlough days – 3 union groups have not. Collective bargaining agreements have no COLAs, no merits and for furlough days – not effective/official yet. Revised fund balance in FYE 11 Estimate and FYE 10 Actual fund balance. City Manager agrees and recommends ending furloughs on 2-1-11. City is still not out-of-the-woods with finances. Keep smart hiring freeze in effect

- Francisco – 172 non-union members furlough days through January – City has saved \$326,000 with unrealized savings of approximately \$300,000
- Kovach – has City considering having volunteer furlough days
- Mayor – it's a "fairness issue", we have 2 tentative agreements with no furloughs – agrees with ending furlough days and keeping hiring smart freeze
- Cubberley- have to address long-term problem with fund balance
- Mayor – savings in smart freeze – affecting every department, citywide impact
- Atkins – have to look at impact of hiring freeze and may be restore non-union furloughs
- Dillingham – wants to see if any on-hold positions can be officially closed
- Mayor – look at these positions in next year's budget
- Kovach – Traffic Engineer for traffic calming projects. What is future of traffic calming program?

#### DISCUSSION REGARDING WESTWOOD GOLF COURSE BUSINESS PLAN REVIEW

Jud Foster presented and reviewed report with Committee.

- Rounds of golf played and revenue collected: OU course – closed several weeks. Purcell golf course – does not keep count of rounds played. Tournament rounds – 11% of total
- Customer satisfaction survey
- Line item expenditure review – 4 accounts, savings of approximately \$12,571
- Used consultant for management practices – discussed outsourcing golf shop/pro shop
- Pros consulting
- Will begin to phase out some discounts
- Dillingham – tournament rounds
- Griffith – Total revenue – breakout restaurant's revenue and wants number of rounds discount vs. non-discount fee
- Atkins – The Links – have we got numbers from them yet?
- Kovach – own/run our own pro shop – hotel/mote tax rate to help subsidize golf course
- Mayor – wants stakeholder's (men's program) opinion on future of golf course, wants their participation
- Dillingham – look at Edmond's model and other cities
- Quinn – wants City staff ideas on current staff

Items submitted for the record

1. Memo to Finance Committee from Jud Foster dated January 18, 2011, Westwood Golf Progress Report Follow-Up Information

#### DISCUSSION REGARDING OUTSIDE AGENCIES FUNDING – FYE 2012

Committee will hear from agencies at the February meeting. Committee wants copies of requests prior to meeting and limit to 5-minute presentations each.

- City Manager – will agencies' contributions be flat or out for FYE 2012? Look to charges for services, do they need to increase their fees, current look at activities of Boards/Directors.
- Cubberley – wants value of utility subsidies - CDBG and Social and Voluntary Services contributions for next meeting.

Items submitted for the record

1. FYE 11 Outside Agency Requests dated 1-26-11 prepared by Finance Department

DISCUSSION REGARDING REVENUE/EXPENDITURE REPORT

No discussion on report.

Items submitted for the record

1. Summary of Major Funds-General; Capital; Westwood; Water; Wastewater; Sewer Maintenance; New Development Excise; Sewer Sales Tax; and Sanitation Fund Revenue Sources vs. Budget, Financial Report dated December 31, 2010

DISCUSSION REGARDING REPORT ON OPEN POSITIONS

No discussion on report.

Items submitted for the record

1. City of Norman/Human Resources Department Recruitment and Selection Report dated January 12, 2011

The meeting adjourned at 6:38 p.m.

ATTEST:

---

City Clerk

---

Mayor