

## FINANCE COMMITTEE MINUTES

May 23, 2012

The City Council Finance Committee of the City of Norman, Cleveland County, State of Oklahoma, met at 4:30 p.m. in the Municipal Building Study Session Room on the 23rd day of May, 2012, 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, Gallagher, Griffith, and Chair Quinn

ABSENT: Member Ezzell

OTHERS PRESENT: Linda Lockett, Council Member  
Steve Lewis, City Manager  
Suzanne Krohmer, Budget Manager  
Jeff Bryant, City Attorney  
Clint Mercer, Chief Accountant  
Sara Edwards, Manager, Cole & Reed  
Kevin Marshall, Senior Manager, Cole & Reed  
Jud Foster, Parks & Rec Director  
James Briggs, Park Planner  
Ronda Guerrero, Municipal Court Administrator  
Mary Sue Schrems, Cleveland County Historical Society  
Mark Williams, Cleveland County Historical Society  
Vernon Maddux, Cleveland County Historical Society  
Mark Campbell, Citizen

### DISCUSSION REGARDING SCOPE AND AUDIT CALENDAR OF THE FYE 12 FINANCIAL AUDIT

Kevin Marshall, Senior Manager with Cole & Reed, made presentation.

- Reviewed proposed audit calendar
- Field work will start no later than October 8th; will take 3 to 4 weeks.
- Will meet with Finance Committee on November 28<sup>th</sup> to discuss final “draft”
- Issue opinions on CAFR and Single Audit on November 28<sup>th</sup>
- Meeting with City Council on December 18<sup>th</sup>
- We provide full audit and will do risk based assessment to determine what we audit
- Steve Lewis – Is it possible to have audit to Council earlier without any extraordinary expense?

Items submitted for the record

1. Letter to City Council Finance Committee from Mike Gibson, Partner, Cole & Reed, dated May 1, 2012
2. Proposed Audit Calendar for the City of Norman for FYE 2012, prepared by Cole & Reed

UPDATE FROM THE CLEVELAND COUNTY HISTORICAL SOCIETY REGARDING ACTIVITIES AT THE HISTORICAL HOUSE

Mark Williams made presentation.

- Have reduced Society budget
- Contacted Sarkey's Foundation and asked for Board development training
- Have had dialogue with Cleveland County Commissioners regarding possible location for a Cleveland County Museum
- Publishing contract with Arcadia Press and they will distribute Main Street Series Books
- First book is about history of Norman for the period 1889 – 1949
- Second book is about the World War II time period
- Membership notice letters have been sent
- We were not as successful as we hoped with the membership drive
- Currently have 54 members – more corporate members renewed – some new ones
- Society will present a World War II exhibit as marketing for the new book
- Dan Quinn – Committee really appreciates forward movement group has made

Items submitted for the record

1. Cleveland County Historical Society Report to City Finance Committee, dated May 23, 2012

DISCUSSION REGARDING SALARY INCREASES FOR MUNICIPAL COURT JUDGES AND THE ADDITION OF ONE ASSOCIATE JUDGE

Ronda Guerrero, Municipal Court Administrator, made presentation.

- Salary increase for all judges
- Addition of one Associate Judge
- Will try to present this every 2 years to committee with community comparison salary survey
- Using Acting Judge more as Associate Judge
- Recommendation:
  - Increase salary of Presiding Judge from \$32,000 to \$36,650
  - Increase salary of Acting Judge from \$150 to \$250 per session
  - Hire additional Associate Judge
- Norman has highest caseload of all comparative cities
- Total impact to FYE 13 budget is increase of \$28,596
- Additional Associate Judge would help balance out calendar and time and then could use Acting Judge as Acting Judge
- Court appointed attorneys used 11 times

- Griffin – City Attorney’s office – can they help with the defendants?
- Bryant and Guerrero – They cannot advise the defendant but can counsel with them
- Gallagher – How many are repeat offenders? Guerrero will get information
- Steve Lewis – Even with increases, City will be average or middle of the road for judicial costs
- Consensus of Finance Committee to approve Court Administrator’s recommendations

Items submitted for the record

1. Memo to City Council Finance Committee from Ronda Guerrero, Municipal Court Administrator, dated May 17, 2012, Recommendation Concerning Judicial Salaries and Recommendation Concerning Appointment of Counsel

SUBMISSION OF THE REVENUE/EXPENDITURE REPORT AS OF April 30, 2012

Westwood Golf Course is on target for number of rounds (rounds are up). Revenues are on budget, expenditures a little higher (due to personnel costs not budgeted). There have been no issues or comments on \$1.50 increase implemented May 1<sup>st</sup> on regular green fee.

Items submitted for the record

1. Summary of Major Funds-General; Capital; Westwood; Water; Water Reclamation; Sewer Maintenance; New Development Excise; Sewer Sales Tax; and Sanitation Fund Revenue Sources vs. Budget, Financial Report as of April 30, 2012.

SUBMISSION OF THE REPORT ON OPEN POSITIONS

Departments are asking for positions to be opened and filled.

Items submitted for the record

1. City of Norman/Human Resources Department Recruitment and Selection Report dated May 9, 2012

MISCELLANEOUS DISCUSSION

Gallagher asked staff to check 24<sup>th</sup> Avenue and Rock Creek for mowing.

The meeting adjourned at 5:13 p.m. The next meeting is scheduled for Wednesday, June 20, 2012 at 5:30 pm in the Council Study Session Room.

ATTEST:

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City Clerk

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Mayor