

NORMAN FORWARD  
CITIZENS FINANCIAL OVERSIGHT BOARD

MUNICIPAL BUILDING CONFERENCE ROOM  
201 WEST GRAY, NORMAN, OK

MONDAY, JUNE 13, 2016

3:30 P.M.

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF MINUTES FROM MAY 23, 2016 MEETING
  - a. Action item: Motion to approve minutes  
Motion \_\_\_\_\_ Second \_\_\_\_\_
3. DISCUSSION / REVIEW OF CITY COUNCIL ACTIONS
  - a. Action item:  
Motion \_\_\_\_\_ Second \_\_\_\_\_
4. FINANCIAL / BUDGET REPORTS
5. DISCUSSION / ACTION ON DRAFT PROGRAM IMPLEMENTATION PLAN
  - a. Action item:  
Motion \_\_\_\_\_ Second \_\_\_\_\_
6. REPORTS FROM AD HOC COMMITTEE LIAISONS
7. REPORTS FROM PROJECT MANAGERS
8. ESTABLISHMENT OF NEXT MEETING DATE / TIME
  - a. Action item: Motion to set the next meeting date to be held on the \_\_\_\_ day of \_\_\_\_\_, 2016, at \_\_\_\_ o'clock \_\_ m at the following location:  
Motion \_\_\_\_\_ Second \_\_\_\_\_
9. MISCELLANEOUS DISCUSSION
10. ADJOURNMENT
  - a. Action item: Motion to Adjourn.  
Motion \_\_\_\_\_ Second \_\_\_\_\_

***Norman City Council has been invited to attend this meeting. It is not a regular meeting of the City Council; however, this notice is being posted in compliance with the Oklahoma Open Meetings Act in the event a quorum of Council is present.***

NORMAN FORWARD CITIZENS FINANCIAL OVERSIGHT BOARD MINUTES  
May 23, 2016

The Norman Forward Citizens Financial Oversight Board (CFOB) of the City of Norman, Cleveland County, State of Oklahoma, met at 3:30 p.m. in the Municipal Building Conference Room on the 23rd day of May, 2016, 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 24 hours prior to the beginning of the meeting.

PRESENT:                   Members Brea Clark, Anil Gollahalli, Don Hiebert, Bree Montoya, Andy Rieger, Cindy Rogers, Tom Sherman, and Chair Bill Nations

ABSENT:                   MacKenzie Britt

OTHERS PRESENT:       Lynne Miller, Council Member  
Robert Castleberry, Council Member  
Anthony Francisco, Finance Director  
Jeff Bryant, City Attorney  
Shawn O’Leary, Public Works Director  
Terry Floyd, Development Coordinator  
Jud Foster, Parks & Recreation Director  
Matt Kruntorad, Principal Architect, MSR  
Kristilyn Vercruysse, MSR, Lead Architect-Central Library  
Leslie Taber, ADG  
Kyle Lombardo, ADG  
David Hopper, Senior Center Ad Hoc Committee  
Art Breipohl, Senior Center Ad Hoc Committee  
Joe Jenkins, Citizen  
Joy Hampton, Norman Transcript

ITEM 1, being

CALL TO ORDER AND ROLL CALL

Chair called the meeting to order at 3:30 pm. A quorum was present.

ITEM 2, being

APPROVE MINUTES FROM MARCH 28, 2016 MEETING

After review and discussion of minutes of March 28, 2016 meeting, a motion was made by Member Rieger and seconded by Member Sherman to approve the minutes. Motion passed unanimously.

\* \* \* \* \*

Chair Nations referred back to the minutes regarding the discussion as to how the CFOB can communicate with the Council. Chair Nations suggested that CFOB put their thoughts in a letter to the Council. Francisco reminded them that the CFOB would have to vote on a letter as a Committee before submitting to Council. Chair Nations said he would check with Mayor-elect Miller as to her suggestion for CFOB communicating with the Council.

\* \* \* \* \*

ITEM 3, being

DISCUSSION / REVIEW OF CITY COUNCIL ACTIONS

Francisco said the three contracts signed were: (1) between the City and the Norman Arts Council (NAC) to administer the 1% Norman Forward Public Art Program to provide the selection, location, and installation of public art purchased for the Norman Forward Projects; and (2) two contracts between the City and with RGROUP, Inc. approving the Griffin Park Soccer Field Regrading Project, Section I (regrading) and with LaDonco, Inc. approving the Norman Forward Griffin Park Soccer Field Regrading Project, Section II (retaining walls, fence, and French drain).

Items submitted for the record:

1. K-1516-132 (4-12-16); K-1516-134, K-1516-135 (5-10-16); Council Actions since March 28, 2016

\* \* \* \* \*

ITEM 4, being

FINANCIAL / BUDGET REPORTS

Francisco said the first statement is the Note Statement and shows the three months of revenue received. The second statement is the Construction Fund statement shows revenue received and payments made.

Member Rogers asked if the Board could receive a month-by-month showing sales tax collected versus the projected income. Francisco said yes, he can do month by month and show by fiscal year, for the past 30 years, which would give a better revenue projection. For instance, February is a historical month because it used to be a high collection month due to holiday shopping. Member Gollahalli asked for a report showing historical growth of Norman sales tax and how collections compare. Chair Nations said you might be benefited by looking at the years 1985-1990, the years the price of oil was so high.

Items submitted for the record:

1. Copy of April Statement from BancFirst for the NORMAN MA 2015B NOTE FUND shows the 3 months of revenue collected
2. Copy of April Statement from BancFirst for the NORMAN MA 2015B CONSTRUCTION FUND

3. Norman Forward Fund (51) Statement of Revenues and Expenditures prepared by the Finance Department

\* \* \* \* \*

ITEM 5, being

PRESENTATION FROM MEYER, SCHERER & ROCKCASTLE, LTD. (MSR), FOR AN UPDATE ON THE SCHEMATIC DESIGN FOR THE CENTRAL LIBRARY AND EAST BRANCH LIBRARY

Matt Krontorad, Principal with MSR, made presentation with PowerPoint slides showing completed work to this point on design of the Central Library and the East Branch Library. MSR has gone through facts about the area, economy, materials pricing, labor costs, etc. There have been many meetings to gather information needed to design the Central Library and East Branch Library and he said the schematic design work is approximately one-quarter complete.

Mr. Krontorad reviewed in detail the report for the Board, including Projected Probable Cost for the East Branch Library. The projected probable cost of the project is \$5,098,325. The Planting Concept, which shows how the building with parking spots will be set on the property and pictures of the Canyon Zone and Plains Zone, were also presented. The exterior renderings and East Branch Library floor plans were also presented. Krontorad talked about the various entryways into the library and the parking lot.

Norman Central Branch 100% Schematic Design, followed by the Project Probable Cost for the Central Library were presented. Projected Probable Cost for the Central Branch Library is \$38,962,160. Site Plan external renderings, and floor plans were presented.

Member Rogers stated concern about the meeting room space and wondered if it would be better suited in an open seating area rather than the children's area. Would they be moved out for a meeting? Krontorad said no, there are movable walls that can change the size and shape of the space, depending on the numbers. Member Gollahalli wanted to know if there are walls between the children's area and other areas. Krontorad said no walls, it's a big open area mainly divided by furnishings.

Mr. Krontorad explained in detail what will be on each floor of both libraries and all the advantages offered to all patrons that use either library and how the buildings will blend with their surroundings, in design and exterior colors used. Placement of the stairways and elevator will be very accessible to all patrons.

Member Rieger wanted to know if there are areas designated as safe rooms. Krontorad said yes, in the interior of the building. It's not a center for people to come to for shelter in bad weather, but if you happen to be at the library when severe weather strikes, you will be safe.

Member Rogers asked about restroom facilities. Krontorad said there are three separate restrooms; male, female, and family. He said there's plenty of space in the family restroom to change a child's clothes and/or nurse a child. Member Rogers thought that was fine and she is okay with that.

Member Rogers wanted to know if there will be storm water management in the geological garden. Kruntorad said yes, storm water management will be part of a bigger program. Member Rogers wanted to know if it would be managed so as not to cause problems for nearby neighbors. Kruntorad said the water will be managed and slowed down before it goes downstream.

Member Gollahalli wanted to know about budgets within the Norman Forward projects; are they high or low according to projections. Is there a new contract with Pioneer Library System? Francisco said yes, Council had approved an updated contract with PLS. Jeff Bryant spoke to the new contract. Member Gollahalli said he assumed that the facility would be rent-free and wanted to know if the maintenance costs would be covered by the City or PLS. The maintenance and custodial costs will be covered by the City, as is discussed in the contract between the Pioneer Library System (PLS) and the City.

Member Rieger wanted to know why the A&E fee structure is so different, from approximately 6½% to approximately 12%. Kruntorad said East Branch is higher due to economy of scale, and Central is lower.

Member Clark wanted to know where the Eastside recycling location would be located. Staff is working to finalize the location now. She also brought up rental income from the Norman Forward projects and thought the suggestion of using the East Branch library site for a wedding was a good idea. Member Gollahalli wanted to know whether the City or the Pioneer Library System would receive the income from rentals of the libraries. Francisco said that at least with the current branch, that's Pioneer Library System revenue.

Member Gollahalli wanted to know since the City is going from a one story library to a 3-story structure and a new library, will the increased operational costs come out of the Norman Forward Fund or City budget, what plans have been made to cover this increase. Francisco said custodial and utilities costs are paid for by the City and all personnel and operational costs are paid from Pioneer Library System. Member Gollahalli asked if the contract with Pioneer Library is being negotiated or complete. Jeff Bryant said he would provide a copy of the agreement for the Board.

Member Rogers said she thought use of the current library facility is free now but with the new facility people might want to use it more. She asked if the new contract addresses rental and revenue generated and who would benefit from it? Bryant said the new contract does not address these issues but it will probably be addressed at a later time because of the legal requirements. Bryant said libraries do not operate for a profit but nothing says they have to operate at a loss. There will have to be some fees built in to cover costs. Member Sherman wanted to know since the City of Norman owns the building, who gets any revenue generated, City of Norman or Pioneer Library? Bryant said if it relates to operational, Pioneer Library System would receive revenue. Member Gollahalli asked about costs for replacement of furnishings, etc. in the future, as things wear out. Bryant said cost of original furnishings are being provided by bond proceeds and it becomes the responsibility of the Pioneer Library System for replacements.

Items submitted for the record:

1. NORMAN CENTRAL & EAST BRANCH LIBRARY – 100% SCHEMATIC DESIGN UPDATE FOR NORMAN FORWARD, dated May 23, 2010, prepared by MSR

\* \* \* \* \*

ITEM 6, being,

DISCUSSION / ACTION ON DRAFT PROGRAM IMPLEMENTATION PLAN

Anthony Francisco asked the Board to please read over the draft Program Implementation Plan document, look at the format of the document and send your comments to him so they can be shared and incorporated into the document. The Board should meet within the next month to discuss. The Council will have the adoption of this document on the agenda sometime in June for a vote. Please don't pay strict attention to the numbers in the document because they will likely change. This document will be used by the City, CFOB, and ADG, project manager, as we go forward. Leslie Taber with ADG was instrumental in putting the document together.

Member Rogers asked about the list of projects in the document and Senior Center being listed separate and last. Should she read anything into this? This is different to a lot of the other literature from the City when it was marketed to the public. Leslie Taber, ADG, said the Implementation Plan was taken from the information they have received. The Senior Center still has questions about location and funding to be determined and for those reasons we cannot make definite plans at this time. This Plan can be reviewed/changed/revised at any time by Council action.

Member Rogers is concerned about the operational costs for the Indoor Aquatic Center. Francisco said the operational costs for the Center were addressed in the Norman Forward Ordinance. When the facility is completed and open to the public, the City's Norman Forward Funds will contribute \$175,000/year toward the operational costs.

Chair Nations asked if it was possible to bond more projects or move up those that produce revenue. Francisco said yes, CFOB was given information showing consideration given to projects that would be bonded and the pay-as-you-go projects. Leslie Taber said projects are shown to be complete by 2021 and the sales tax goes until 2031.

Member Gollahalli wanted to know if a project has a revenue source, who receives the revenue, City or earmarked for the project. Francisco said it would depend on the project and any agreements between the City and the operator of the facility. For instance, the Indoor Aquatics Center has revenues built into its operation that would accrue to the operator of the facility, the same for the Indoor Multi-Sport Facility. The park facilities that are owned by the City and operated by the City, those revenues would come back to the City. It depends on the project. Bryant said it will depend on the operational agreements and on how they are structured. Chair Nations said it would make a difference also as to the project being part of an Enterprise Fund and the golf course is an Enterprise Fund. Francisco said yes, Westwood is a city-owned facility run by the City and the revenue comes back to the City.

Member Gollahalli says so I'm assuming these operational agreements are being reviewed and updated. Bryant said yes, along these lines, we have talked to OU about leasing the land on the North Base for the Indoor Multi-Sport Facility. Also we have talked with the YMCA about an operational agreement and running the Indoor Multi-Sport Facility. We are working toward the goal of not having an initial subsidy from the General Fund. Member Gollahalli said it would be a really good incentive for the operator of the facilities to run them efficiently with revenue returned to the facility. The operators would like knowing they can build up a reserve from the revenues. Member Rogers said a concern she has that a public facility built with public funds does not want to incentivize operators to "price out" the public.

Member Gollahalli asked for logistics if Board Members want to make comments on the Implementation Plan. Francisco said any individual Board Member can send comments to him and he will make sure they are provided to the other Board Members and comments will be built into a draft and at the next meeting the Board can determine what stays in the document for a final recommendation from the Board to the Council. Member Clark wanted to know when the comments should be received by Francisco. Francisco said when you set the next meeting; we will pick a date to submit.

Items submitted for the record:

1. NORMAN FORWARD draft Implementation Plan, dated May 2016 and Revised May 20, 2016, prepared by ADG

\* \* \* \* \*

ITEM 7, being

#### AD HOC COMMITTEE LIAISON REPORTS

Member Sherman gave update on the Senior Center. The Ad Hoc Committee has not met since February. We are waiting for the City to come up with a final design that will work on all three sites available and that we than get an "apples-to-apples" cost. Also there's been the possibility of talking to the Attorney General about release of the 2008 Bond money. The AG said you cannot use it but there's talk that the question was not asked correctly to the AG the first time. So it's at the discretion of the Council as to whether or not they want to do that. The Council is trying to come up with the best answer for the situation.

Member Gollahalli wanted to know if the 2008 Bonds would free up any current municipal obligations in General Fund for the Senior Center. What will it take for the money to be used on some other project, would the public have to vote on the issue again to use for a different project? Bryant said the vote on the bond was just to authorize the issuance of bonds in that amount. The bonds have not been issued and there is not a fund with any money in it currently. The confusion comes with the three different questions sent to the AG about issuing and using the money. There are three different opinions from people in Norman as to options. The AG not only wanted to look at the construction of the ordinance but all the information that was sent out to the public. They felt like the funds from that bond election should be spent at the City complex as it was at that time. So the materials that went out didn't include any information

about Andrews Park or the other side of Acres Street. Member Sherman said members of the Senior Center Ad Hoc Committee want to go back to the AG and ask the question in a different way. Bryant said that Legal staff and Bond Counsel are not optimistic that the question will be answered in another way. If the Council decides to spend the money, it will have to be spent to renovate the municipal complex as it was in 2008; Building C, Building B, Building A, and the existing Library Building, (Building D). If the Council wanted to submit another proposition to the voters on the Andrews site or at the L4 site, they could do that. Member Gollahalli asked if the 2008 bond funds can be spent on the municipal complex that would free up any other funds to be used on other projects. Bryant said we could look at it but not sure.

Member Rogers said there were other projects on that 2008 bond for offices, etc. She asked if any other work had been done from that money. Bryant said no, we have the authorization to issue but we haven't collected any money or spent any money. Member Rogers said so you haven't done anything with the money so can it be spent on other items in the complex. Bryant said over the last few years we have done other projects from the City's Capital Fund such as a new roof on the Library and some air conditioning improvements. Member Rogers said so there are other things that money could be spent on and free up Capital Fund for the Senior Center. Francisco said the Council could use Capital Funds for the Senior Center but that would be between choosing the Senior Center or projects that are already in the project list to come from the Capital Fund. Member Rogers said so we could spend that money on the projects already completed. Francisco said no, you have to spell out the projects in the bond language before you go to the citizens for a vote. The 2008 bond funds were for refurbishing the Municipal Complex. Member Rogers asked if you could not pay yourself back for the work already completed. Francisco said no; although, the Council can always use Capital Funds for a Senior Center at the expense of other needs in the City's Capital Fund.

Member Gollahalli said the question is can the pay City itself back for already completed projects? Bryant said it would need to be considered by our Bond Attorneys first for their opinion as to the legality. Member Clark wanted to know if a question could be asked of the AG as to whether we could use some of the 2008 bond money to refurbish space in the Library for offices for the Senior Center and use the remaining bond amount on a new Senior Center in a different location in the municipal complex. Bryant said that question has been studied with no answer from the bond attorneys. Member Clark said our best solution is to vote another bond issue for the Senior Center. Bryant said yes, that's one alternative the bond attorneys told us that the AG told them earlier. Member Clark said she recommends that we should quit wasting time on this and re-vote the issue. Chair Nations said we just asked for a \$150,000,000 bond, we're getting ready to vote for storm water and now we're asking for more money. Bryant said the Council asked the staff to study asking for more money. Member Sherman stated to Member Clark that it was not in the Norman Forward CFOB's purview to advise the City Council on the use of the 2008 G.O. Bond authorization. Member Gollahalli asked if it was the responsibility of this Committee to find ways to pay for the Senior Center. He asked what the Council would like for us to do and what is our obligation to do. Chair Nations said it's our job to make sure that the money voted in Norman Forward is spent the way it is supposed to be or it's our responsibility to find the money in the \$150,000,000 for the Senior Center instead of other projects. I don't think it's in our purview to recommend to the Council that they vote more money for the Senior Center. Member Gollahalli said it's important to find out what our responsibility is. Bryant said they will be more than happy to bring that to the attention of the Council that you would like

some direction to this problem. Member Rieger said he thought this Committee should work with the projects voted on by the citizens and hope for money to be leftover that can be used for completion of the Senior Center. He said the money in the 2008 bond issue does not come under the purview of this Committee. Chair Nations said if he was on the Council and this question was presented, he would think the Committee is making all sorts of political problems and creating more problems for the Council. Member Gollahalli just wants to make sure where the legal and fiduciary obligation of the Board is toward the Senior Center. Bryant said this is a revenue bond and we know it will last for fifteen years but we don't know how much money we will collect in that fifteen years. He said there is no legal obligation to complete every project listed if there is not enough money collected and that is the challenge to this Board.

Member Montoya gave update on the Westwood pool project. Ad Hoc Committee has met and seen the WaterWorks, Inc. design and concepts based on the surveys of the community. The Committee voted on Concept C, estimated to cost \$11.2 million and this will be recommended to the Council. The estimate is below the original estimate of \$12 million. There are questions on the lap pool. The Committee meets again on June 6.

Member Clark gave update on the Central and East Branch libraries. The Committee has approved the schematic drawings. Committee will meet again at 1:00 pm on July 14<sup>th</sup> and the public meeting will be at 6:00 pm on the same day. They are reconsidering the design of the outside wall and will reconsider later. When James Garner Boulevard is completed, it will be one of the main streets into Norman and the Central Library building can be seen from all sides so the Ad Hoc Library Committee feels it's important that it looks great from all angles.

\* \* \* \* \*

ITEM 8, being

REPORTS FROM PROJECT MANAGERS

No discussion.

\* \* \* \* \*

ITEM 9, being

ESTABLISHMENT OF NEXT MEETING DATE / TIME

After discussion, a motion was made by Member Sherman and seconded by Member Clark to meet again on Monday, June 13, 2016, at 3:30 pm in the Council Study Session Room. Member comments to Anthony Francisco regarding the Norman Forward Draft Implementation Plan are to be received by June 3<sup>rd</sup>, 2016. Motion passed unanimously.

\* \* \* \* \*

ITEM 10, being

MISCELLANEOUS DISCUSSION

Member Rieger wanted to know if the first dirt turning is at Griffin Park Field. Francisco said yes.

Member Clark said she had met with the Community Services Building Manager and she was concerned that something might happen to her building. Bryant said we had a real good meeting with the Department of Mental Health representatives and we talked through potential acquisition by the City of the Griffin Park property north of Robinson, and a possible site for the new Football-Softball facility. They also discussed the redevelopment of the Griffin property south of Robinson, where the Community Services Building is located. We had the Urban Land Institute to study the area and make recommendations as to how the area could be redeveloped.

Member Sherman said he is happy to see projects within budgets. We are all anxious to solve the Senior Center dilemma and with patience, there will be a solution in the future that everyone can like. When you get older it's harder to have patience but everyone can be focused and we will all be happy with the end result.

\* \* \* \* \*

ITEM 11, being

ADJOURNMENT

Motion was made by Member Rieger and seconded by Member Clark to adjourn. Motion passed unanimously. Board adjourned at 5:11 pm.

\* \* \* \* \*



# City of Norman, OK

Municipal Building Council  
Chambers  
201 West Gray Street  
Norman, OK 73069

## Master

**File Number: K-1314-88**

<b>File ID:</b> K-1314-88	<b>Type:</b> Contract	<b>Status:</b> Consent Item
<b>Version:</b> 1	<b>Reference:</b> Item No. 39	<b>In Control:</b> City Council
<b>Department:</b> Legal Department	<b>Cost:</b>	<b>File Created:</b> 10/18/2013
<b>File Name:</b> PLS Agreement	<b>Final Action:</b>	

**Title:** CONTRACT NO. K-1314-88: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND PIONEER LIBRARY SYSTEM FOR THE OPERATION OF NORMAN PUBLIC LIBRARY AT 225 NORTH WEBSTER AVENUE AND SATELLITE LOCATIONS AT 300 NORMAN CENTER COURT AND 125 VICKSBURG AVENUE.

**Notes:** ACTION NEEDED: Motion to approve or reject Contract No. K-1314-88 with Pioneer Library System; and, if approved, authorize the execution thereof.

ACTION TAKEN: TRJG 9/10

**Agenda Date:** 11/12/2013

**Agenda Number:** 39

**Attachments:** Text File K-1314-88.pdf, K-1314-88.pdf, K-1112-120.pdf, K-1213-48.pdf

**Project Manager:** Leah Messner, Assistant City Attorney

**Entered by:** Ellen.Usry@normanok.gov

**Effective Date:**

### History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
------------	--------------	-------	---------	----------	-----------	--------------	---------

### Text of Legislative File K-1314-88

body

**BACKGROUND:** The Pioneer Library System (PLS) is the multi-county library system serving Cleveland, McClain, and Pottawatomie counties. In July 1962, the City of Norman and PLS entered into an agreement for operation of the Norman Library at 225 N. Webster. Under the terms of this agreement, PLS agreed to utilize the Norman Public Library as the headquarters library for the library system; provide a library staff, book stock, and other materials; a local telephone line and pay for all long-distance calls; book-mobile services; to appoint an administrative librarian; and to provide an annual audit of all expenditures. The City of Norman agreed to provide the City's public library building; one local telephone line; adequate heating, lighting, air conditioning and janitorial service; keep and maintain the Norman Public Library in good repair; and provide insurance on any property owned by the City of Norman.

In addition to the above responsibilities of both parties, title to the building remains with the City of Norman; all furniture, fixtures, books, and materials owned by the City of Norman at the time of execution of the agreement remain City property; and the agreement shall be for an initial term of one year and then renew automatically for successive one year terms unless either party gives thirty days written notice of termination in writing.

Due to space constraints with the current administrative offices, PLS purchased the former Borders Bookstore building at 300 Norman Center Court. City Council approved Contract No. K-1112-120, a lease agreement with PLS, to provide satellite services at that location. PLS has relocated the administrative offices to Norman Public Library West and the building project is nearing completion. PLS had a soft opening of the Norman Public Library West on November 1, 2013.

In addition, City Council approved Contract No. K-1213-48 on August 14, 2012, for a new 24-Hour Library Service Machine to be installed at Irving Middle School to serve residents in that area. The 24-Hour Library Service Machine allows library members to pick-up library books, return library books, browse the PLS library catalog, and apply for a library card. The 24-Hour Library Service Center at Irving Middle School opened for service on October 29, 2013.

Due to the addition of Norman Public Library West and the 24-Hour Library Service Center at Irving Middle School, PLS has proposed that the City of Norman and PLS enter into a new Library Services Agreement. The Library Services Agreement will replace the 1962 Agreement, and it incorporates Contract Nos. K-1112-20 and K-1213-48 (regarding the Norman Public Library West and the 24-Hour Library Service Machine respectively) by reference.

**DISCUSSION:** Under the proposed Library Services Agreement, PLS will provide: local and administrative staff to deliver library services and programs and a collection of materials including fiction, nonfiction, newspapers, magazines, audio, video, and electronic materials. PLS will establish the hours of operation for the Main Library and Norman Public Library West.

The City of Norman will appoint one member to the PLS Board of Trustees. The City of Norman will provide suitable buildings in which to provide library services. This includes: easily accessible locations; adequate parking; central heat and air; electricity; public restrooms; and necessary furniture and equipment. In addition, the City of Norman will continue to provide utility and custodial services for the Main Library. The City of Norman has been providing all of the above items under the terms of the 1962 Agreement for the Main Library, and this is the arrangement that PLS has with all of its member cities.

Under the terms of the Library Services Agreement, PLS will provide the City of Norman with a copy of PLS' annual audit performed by a certified public accountant. The term of this Agreement shall begin upon the City Council's approval of the Agreement and continue until June 30, 2014. It will be renewed automatically for one year periods thereafter so long as City Council appropriates funding for such purpose. The Library Services Agreement reflects all the terms between PLS and the City of Norman regarding library services with the exception of Contract Nos. K-1112-20 and K-1213-48, which are incorporated by reference. The terms in the proposed Library Services Agreement are very similar to the terms in 1962 Agreement, but reflect upgrades in technology and the expansion of the PLS system to the Norman Public Library West and the 24-Hour Library Service Machine.

**RECOMMENDATION:** The terms of the new Library Services Agreement recognize that PLS will continue to provide library services, staff, and materials to the City of Norman at the Main Library, the Norman Public Library West, and the 24-Hour Library Service Machine. In exchange, the City of Norman will continue to provide suitable buildings for these services. This new Agreement formalizes and continues the relationship between the City of Norman and PLS for library services. If Council wishes to continue that relationship under the terms of the proposed Library Services Agreement, staff recommends approval of this Agreement.

Library Services Agreement

This Library Services Agreement made and entered into as of the Effective Date by and between the Pioneer Library System ("**Pioneer**") and the City of Norman ("**Norman**").

Recitals:

The parties acknowledge the following:

A. Pioneer is a multi-county library system organized under 65 O.S. 4-101 et seq. operating public libraries in Cleveland, McClain and Pottawatomie Counties.

B. Norman is a municipality and is a member of the library system operated by Pioneer.

C. Pioneer's policy for branch library facilities requires the municipality in which a branch library is located to provide funds for the building, furniture, utilities, maintenance of the physical facility and grounds, custodial service and building safety and security for the facilities in which the branch library services are provided.

Terms and conditions

In consideration of the mutual promises contained herein, and upon the conditions and under the terms stated herein, the parties agree as follows:

1. The "**Effective Date**" shall mean the later of the dates on which the governing board of each of the parties approves this Library Services Agreement.

2. Pioneer will provide a collection of materials and programming services at the current branch location at 225 N. Webster, Norman, Oklahoma, (the "**Main Library**"); the Norman Public Library West at 300 Norman Center Court Drive, Norman, OK, (the "**NPL West**"); and at the 24-Hour Library Service Machine located at 125 Vicksburg Avenue, Norman, OK (the "**Service Machine**") to meet the information and recreational reading needs of the residents of Norman and Cleveland, McClain and Pottawatomie Counties. Service at the NPL West will begin on November 1, 2013. Service through the Service Machine will begin on October 29, 2013.

3. Pioneer will provide local and administrative staff to plan and implement library services in accordance with standards promulgated by the Oklahoma Department of Libraries.

4. Pioneer will provide trained library staff to implement library services, including reference services, technology and training, reading guidance, library programs and administrative services.

5. The collection of materials provided by Pioneer will include both fiction and non-fiction and be presented in a variety of formats, including paperback, hardback, newspapers, magazines, audio, video, on-line data bases and other electronic materials and related electronic equipment, to be determined by Pioneer. The collection will include materials for customers of all ages, including children, teens and adults.

6. Library services provided by Pioneer will include programming determined by library floor space, staff availability and community need. The services provided at the NPL West will be less comprehensive than the services provided at the Main Library. The services provided at the Service Machine will be automated and no library staff will provide services on site.

7. Library services provided by Pioneer will include sharing of materials among Pioneer, the Norman Public Library and the other branch libraries within the Pioneer system and libraries outside the Pioneer system and regularly scheduled delivery of library materials and business communications among the Pioneer administrative and branch locations.

8. Pioneer will provide regular, continuous staff training in the areas of library automation systems, reading guidance, reference services, programming and customer services.

9. Pioneer will provide electronic systems for circulation and cataloguing of materials and for communication among the branch libraries and administrative staff.

10. Hours of operation at the Main Library and the NPL West will be determined by Pioneer.

11. Norman will appoint at least one member of the Pioneer board of trustees as provided by Oklahoma law.

12. Norman will provide suitable buildings in which the library services may be provided in an appropriate, easily accessible location or locations, with sufficient paved parking adjacent to the library buildings, central heat and air conditioning with temperature control, electricity to meet lighting, climate control and technology needs, carpeting and appropriate hard surface flooring, public restrooms, exterior signage and lighting, furniture and equipment appropriate to building design and library function, telephone service and security of the facility and patrons. Access to the building will comply with state and federal guidelines for handicapped accessibility and safety.

13. The Main Library is currently located at 225 N. Webster, Norman, OK. For the Main Library, Norman will provide utility and custodial service for the library building and will maintain the interior and exterior of the building, the furniture located within the building and the grounds on which the building is located and the adjoining grounds, including the paved parking areas.

14. The NPL West will be located at 300 Norman Center Court Drive, Norman, OK in a building owned by Pioneer and the facility will be provided under the terms of a lease agreement between Norman and Pioneer dated March 27, 2012, Norman Contract K-1112-120 (the "**NPL West Lease Agreement**").

15. The Service Machine will be located at 125 Vicksburg Avenue, Norman, OK and operated by Pioneer under the terms of a lease and operating agreement among Norman, Pioneer and the Norman Public School System dated August 14, 2012, Norman Contract K-1213-48 (the "**Service Machine Lease and Operating Agreement**").

16. Pioneer will communicate with Norman regarding building, furniture and fixture requirements for provision of library services to residents of Norman.

17. Subject to the provisions of the NPL West Lease Agreement, the land, materials and equipment purchased by Pioneer shall remain the property of Pioneer and Pioneer shall insure the property it owns in such amounts and on such terms as determined by Pioneer.

18. Subject to the provisions of the NPL West Lease Agreement, the land, building, furniture and fixtures purchased by Norman shall remain the property of Norman and Norman shall insure property it owns in such amounts and on such terms as determined by the governing board of Norman.

19. Employees of Pioneer shall not be considered to be employees of Norman and employees of Norman shall not be considered to be employees of Pioneer. Pioneer will, in its sole discretion, employ and hire such staff as it deems advisable for the operation of the Main Library and the NPL West. All decisions regarding the supervision, compensation, promotion and discharge of such employees shall be made solely by Pioneer.

20. Pioneer shall provide Norman with a copy of Pioneer's annual audit of its financial condition performed by a certified public accountant.

21. This Library Service Agreement shall extend through June 30, 2014 and will be renewed for one year periods thereafter beginning July 1, 2014. Each party may terminate this Library Service Agreement by notifying the other party by April 1 if it will terminate the agreement for the upcoming one year period. Each party's obligation under this Library Service Agreement is subject to Oklahoma law restrictions on a public entity's entry into contracts beyond a single fiscal year.

22. For the purpose of notice given under this agreement, the parties may be notified as follows:

Norman: Steve Lewis, City Manager  
City of Norman  
P.O. Box 270  
Norman, OK 73070  
[steve.lewis@normanok.gov](mailto:steve.lewis@normanok.gov)

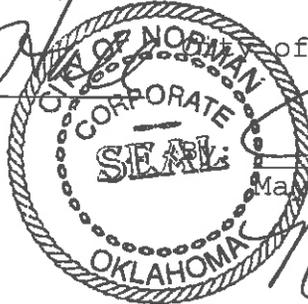
and

Brenda Hall, City Clerk  
City of Norman  
P.O. Box 270  
Norman, OK 73070  
[brenda.hall@normanok.gov](mailto:brenda.hall@normanok.gov)

Pioneer: Anne Masters, Director  
300 Norman Center Court Dr.  
Norman, OK 73072  
amasters@pls.lib.ok.us

23. This Library Service Agreement reflects all terms of the agreements between the parties regarding library services, with the exception of the NPL West Lease Agreement and the Service Machine Lease and Operating Agreement, which are all incorporated by reference. It may not be amended or modified in any way except by an instrument in writing signed by all parties.

Forenda Hays of Norman  
City Clerk



Cindy Fossett  
Mayor  
November 12, 2013

Approved:

Y. Professor 11/5/13  
City Attorney

Pioneer Library System

By: Paula Nagode  
~~President, Board of Trustees~~  
Vice Chair Paula Nagode signed in the chair's absence.



# City of Norman, OK

Municipal Building  
Council Chambers  
201 West Gray  
Norman, OK 73069

## Master

**File Number: K-1516-97**

<b>File ID:</b> K-1516-97	<b>Type:</b> Contract	<b>Status:</b> Consent Item
<b>Version:</b> 1	<b>Reference:</b> Item 19	<b>In Control:</b> City Council
<b>Department:</b> Legal Department	<b>Cost:</b>	<b>File Created:</b> 02/01/2016
<b>File Name:</b> Memorandum of Understanding for Library Services for New Central Library and New East Library		<b>Final Action:</b>

**Title:** CONTRACT K-1516-97: A MEMORANDUM OF UNDERSTANDING BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND PIONEER LIBRARY SYSTEM TO PROVIDE LIBRARY SERVICES FOR THE NEW CENTRAL AND EAST LIBRARIES.

**Notes:** ACTION NEEDED: Motion to approve or reject Contract K-1516-97, a Memorandum of Understanding with Pioneer Library Services; and, if approved, authorize the execution thereof.

**ACTION TAKEN:** CW/G # 9/10

**Agenda Date:** 02/09/2016

**Agenda Number:** 19

**Attachments:** Text File PLS, K-1516-97

**Project Manager:** Leah Messner, Assistant City Attorney

**Entered by:** jayne.rowe@normanok.gov

**Effective Date:**

### History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
------------	--------------	-------	---------	----------	-----------	--------------	---------

### Text of Legislative File K-1516-97

Body

**BACKGROUND:** The Pioneer Library System (PLS) is the multi-county library system serving Cleveland, McClain, and Pottawatomie counties. Currently, PLS operates the Norman Library at 225 N. Webster. Because of space constraints with the current administrative offices, PLS purchased the former Borders Bookstore building at 300 Norman Center Court Drive. PLS has relocated the administrative offices to this new location. In addition, in accordance with Contract K-1112-120, PLS operates the Norman Public Library West that is also located in this new location.

In addition, in accordance with Contract K-1213-48, a new 24-Hour Library Service Machine was installed at Irving Middle School to serve residents in that area. The 24-Hour Library Service Machine allows library members to pick-up library books, return library books, browse the PLS library catalog, and apply for a library card.

With the adoption of Norman Forward, voters approved the construction of a new Central Library and a new East Branch Library. For that reason, City Staff and PLS Staff have developed a Memorandum of Understanding clarifying the roles of the two parties in regards to these new library facilities.

**DISCUSSION:** In July 1962, the City of Norman and PLS entered into an agreement for operation of the Norman Library at 225 N. Webster. Under the terms of this agreement, PLS agreed to utilize the Norman Public Library as the headquarters library for the library system; provide a library staff, book stock, and other materials; provide a local telephone line and pay for all long-distance calls; to provide book-mobile services; to appoint an administrative librarian; and to provide an annual audit of all expenditures. The City of Norman agreed to provide the City's public library building; to provide one local telephone line; to provide adequate heating, lighting, air conditioning and janitorial service; to keep and maintain the Norman Public Library in good repair; and to provide insurance on any property owned by the City of Norman.

In addition to the above responsibilities of both parties, title to the building remains with the City of Norman; all furniture, fixtures, books, and materials owned by the City of Norman at the time of execution of the agreement remain City property; and the agreement shall be for an initial term of one year and then renew automatically for successive one year terms unless either party gives thirty days written notice of termination in writing.

Because of the addition of the Norman Public Library West and the 24-Hour Library Service Machine at Irving Middle School, PLS and the City of Norman entered into a new Library Services Agreement, Contract K-1314-88. The Library Services Agreement replaced the 1962 Agreement, and it incorporates Contracts K-1112-120 and K-1213-48 (regarding the Norman Public Library West and the 24-Hour Library Service Machine respectively) by reference.

Under the Library Services Agreement, PLS provides: local and administrative staff to provide library services and programs and a collection of materials including fiction, nonfiction, newspapers, magazines, audio, video, and electronic materials. PLS establishes the hours of operations for the Main Library and the Norman Public Library West.

The City of Norman appoints one member of the PLS Board of Trustees. The City of Norman provides suitable buildings in which to provide library services. This includes: easily accessible locations; adequate parking; central heat and air; electricity; public restrooms; and necessary furniture and equipment. In addition, the City of Norman provides utility and custodial service for the Main Library. The City of Norman has been providing all of the above items under the terms of the 1962 Agreement for the Main Library, and this is the arrangement that PLS has with all of its member cities.

Under the terms of the Library Services Agreement, PLS provides the City of Norman with a copy of PLS' annual audit performed by a certified public accountant. The term of this Agreement began upon the City Council's approval of the Agreement and will be renewed automatically for one year periods thereafter so long as City Council appropriates funding for such purpose. The Library Services Agreement reflects all the terms between PLS and the City of Norman regarding library services with the exception of Contracts K-1112-120 and K-1213-48 which are incorporated by reference.

The proposed Memorandum of Understanding affirms all of the above terms and responsibilities of the parties. However, it adds language regarding the technology equipment. PLS will provide all telecommunications equipment providing library network services, including power-over Ethernet switches, routers and security appliances (including video camera system and firewalls). The City will provide all wiring, cabling and final connections. Once the installation of the information technology components enumerated in this paragraph is complete, PLS will assume maintenance of all those components.

In addition, the City is responsible for the construction and installation of all remaining aspects of the facilities as are provided for in the City's contracts with the architecture firm of Meyer, Scherer & Rockcastle, LTD., Contracts K-1516-83 and K-1516-84. Also, PLS will have input into the design and location of the wiring as PLS is responsible for providing internet-access and business communications once the facilities are open.

**RECOMMENDATION:** The terms of the Memorandum of Understanding have been discussed and negotiated by PLS staff and City Staff. Both staffs feel the terms reflect compromise by both parties and represent a fair basis upon which to move forward with the construction of the two new libraries. If it is Council's desire to move forward a Memorandum of Understanding upon which to base the relationship with PLS on going forward, it is the Staff recommendation that the attached lease with the PLS be approved.

## Memorandum of Understanding

This memorandum is made effective the \_\_\_ day of January, 2016, to state the parties' plans with respect to the construction of buildings owned by the City of Norman (the "**City**") in which Pioneer Library System ("**PLS**") will provide library services.

1. The City and PLS entered into an agreement effective November 12, 2013, regarding provision of library services in Norman, Oklahoma, which has been renewed for FY 2016 (the "**Library Services Agreement**").
2. The Library Services Agreement addresses services for the Main Library at 225 N. Webster, NPL West at 300 Norman Center Court Drive, and the Service Machine at 125 Vicksburg Avenue. Norman voters have approved a sales tax to provide for construction of a new building for the Main Library north of Acres Street and west of the railroad tracks in Norman ("**Norman Central Library**"), and new building located at Norman Fire Station #9 on East Alameda Street to provide library services in eastern Norman ("**NPL East**").
3. The services at the Norman Central Library and NPL East will be provided on the same terms as are stated in the Library Services Agreement, including, among others, the City's responsibility for construction and maintenance of the facilities and PLS's responsibility for provision of various services and resources, including on-line databases and other electronic materials and related electronic equipment and business communications among PLS administrative and branch locations.
4. With respect to technology equipment at the new facilities, PLS will provide all telecommunications equipment providing library network services, including power-over ethernet switches, routers and security appliances (including video camera system and firewalls). The City will provide all wiring, cabling and final connections. Once the installation of the information technology components enumerated in this paragraph is complete, PLS will assume maintenance of all those components.
5. The City will provide for construction and installation of all remaining aspects of the facilities as provided for in

the City's Contracts with Meyer, Scherer & Rockcastle, LTD.,  
Contracts K-1516-83\_ and K-1516-83.

6. Because PLS is responsible for providing on-going internet access and business communications across the Pioneer Library System, the City shall obtain PLS approval of the design features and location of the wiring for the buildings' communications systems, including the telecommunications pathways and telecommunications cabling infrastructure.

Executed this 9<sup>th</sup> day of February, 2016.

CITY OF NORMAN

PIONEER LIBRARY SYSTEM

By Cindy [Signature]



[Signature]  
President, Bd. of Trustees

ATTEST:

[Signature]  
City Clerk

ATTEST:

Approved as to form and legality  
This 1<sup>st</sup> day of February, 2016.

[Signature]  
City Attorney

Approved as to form and legality  
This 1<sup>st</sup> day of February, 2016.

[Signature]  
Attorney for PLS

# Norman Forward Sales Tax Collections to Date, FYE 2016

<b>MONTH</b>	<b>PROJECTED</b>	<b>ACTUAL</b>	<b>% VARIANCE</b>
March	\$ 765,813	\$ 728,243	-4.91%
April	\$ 737,709	\$ 776,747	5.29%
May	\$ 796,539	\$ 802,418	0.74%
June	\$ 820,638	\$ 729,175	-11.15%
<b>TOTAL</b>	<b>\$3,120,700</b>	<b>\$3,036,583</b>	<b>- 2.70%</b>



**NORMAN FORWARD DRAFT Implementation Plan**  
**May 2016**  
Revised 5/20/16

# NORMAN FORWARD

## DRAFT Implementation Plan

### I. Executive Summary

NORMAN FORWARD is designed to improve the quality of life in Norman through renovating, expanding, constructing, and funding projects including multiple recreational facilities, libraries, parks, athletic venues, public art, trails, and swim complexes. NORMAN FORWARD also includes traffic improvements and an extension of the existing James Garner Avenue. A citizen-initiated proposal, NORMAN FORWARD will enhance the Norman community for generations to come.

Funded through a 15-year earmarked sales tax, NORMAN FORWARD includes 12 projects spanning the entire city at an estimated cost of \$148 million. It also includes other program expenses at an estimated cost of \$55.4 million. Sales tax collections began on January 1, 2016 and will continue for 15 years.

The NORMAN FORWARD program includes:

- Central Branch Library
- East Branch Library
- Westwood Family Aquatic Center
- Indoor Multi-Sport Facility
- Indoor Aquatic Center
- Sports Complex Projects
  - Reaves Park
  - Softball & Football Complex
  - Griffin Park
- Parks Projects
  - Westwood Tennis Center
  - Saxon Park
  - Ruby Grant Park
  - Andrews Park
  - Existing Neighborhood Park Renovations
  - New Neighborhood Park Development
  - New Trail Development
- Griffin Land Acquisition
- Traffic Improvements
- James Garner Avenue Extension
- Canadian River Park
- Senior Citizens Center

The City is beginning to move forward with the projects and the Implementation Plan will guide the process. The Implementation Plan is a document to be reviewed and recommended by the NORMAN FORWARD Citizen Financial Oversight Board and adopted by the City Council, which outlines the scopes of work, conceptual budgets, and the order in which the projects or phases of projects will commence. The Implementation Plan is a living document which will be reviewed, re-evaluated, and re-adopted from time to time as projects progress and plans become realities.

In February 2016, ADG, P.C. was hired as the program manager for the NORMAN FORWARD program. Since that time, ADG has attended meetings, conducted research, and analyzed data to prepare the Implementation Plan. The information in the Implementation Plan is based on currently available information as well as certain assumptions made based on anticipated requirements.

## **II. Background**

### **The History of NORMAN FORWARD**

The NORMAN FORWARD initiative came to City Council from community groups, stakeholders, and residents, who prepared an initial program scope using analysis and information from master plans for the libraries and parks, recreational planning professionals, traffic professionals, and research firms.

Beginning in the spring of 2015, Norman City Council began a series of Council conferences and additional public meetings to refine the program scope, financing, and funding opportunities for NORMAN FORWARD. Priority projects are included from the 2014 Library Master Plan Update, the 2009 Norman Parks & Recreation Master Plan, and additional projects designed to provide recreational opportunities for Norman residents.

The program is intended to improve the quality of life for all Norman citizens by providing public projects and programming that contribute to better health, more active lifestyles, intellectual pursuits, engagement with the arts, and increased traffic safety. The program is funded by a 15-year earmarked sales tax.

On August 11, 2015, City Council voted unanimously to approve NORMAN FORWARD Ordinance O-1516-5 and Resolution R-1516-14 that called for an election to take place on October 13, 2015, to ask Norman voters to consider a temporary sales tax increase to provide funding for the projects.

The temporary one-half percent (1/2%) sales tax was approved by 72 percent (72%) of Norman voters. The voter authorized sales tax increase began on January 1, 2016.

### **Public Involvement**

The NORMAN FORWARD Citizen Financial Oversight Board (CFOB) was created to review the finances of the NORMAN FORWARD program. Their tasks include:

- Review actual and projected NORMAN FORWARD Sales Tax (NFST) revenues
- Recommend mix of project financing including pay as you go (“paygo”)
- Review pace and sequencing of construction of projects
- Review Council actions related to expenditures of NFST monies
- Recommend strategies for long term operations and maintenance of facilities
- Report to Council from time to time as warranted and to provide an annual report to City Council
- Perform such other duties related to NORMAN FORWARD as the City Council directs by motion or resolution
- Assign one CFOB member to serve with and act as a liaison to certain advisory committees that Council may form from time to time regarding specific NORMAN FORWARD projects

The Oversight Board consists of nine members, appointed by the Mayor and confirmed by City Council. Members are from various wards and have backgrounds and experience in accounting, banking, construction, auditing, advertising, operations, and law. Two ex-officio members are part of the Board, including the Mayor (or designee) and City Manager (or designee).

Ad hoc advisory groups were appointed by the Mayor to provide additional citizen input specific to each major NORMAN FORWARD project and to City Council. One member of the Oversight Board serves on each ad hoc advisory group. Ad hoc groups have five to nine members each. Ex-officio members include the City Manager (or designee), a CFOB member and may include a member, or members, of specific stakeholder groups.

All Oversight Board and ad hoc advisory group meetings are open to the public and shall comply with the Oklahoma Open Meetings Act. The public is invited to attend meetings and provide input and comments to the ad hoc advisory groups and Oversight Board.

### **Process**

The NORMAN FORWARD Implementation Plan sets the overall guidelines for program scope, project scheduling, and individual construction budgets. Site

selection and land acquisition, if applicable, will be required prior to the start of design for most projects.

Certain sites may require demolition, site clearing, or other preparatory steps. Environmental testing will also be performed, as needed, prior to building design, and if necessary, environmental remediation will be completed.

The City will solicit Requests for Qualifications (RFQ) from consultants, such as architects and engineers. Responses to RFQs will be reviewed using the City's consultant selection process.

Documents produced by each consultant will undergo peer reviews conducted by City Staff and the Program Manager. The purpose of these reviews will be to monitor the consultant's plans and specifications for conformance with the City's design intent and the allocated budget. At selected phases of the design process, the ad hoc advisory groups and the Citizens Financial Oversight Board will receive presentations from consultants in order to review and approve the design.

Once the final design of a project has been approved, the City will utilize its standard competitive bidding process to solicit and award construction contracts. The architects and/or engineers will review construction progress, and the Program Manager will provide additional field observation for conformance with construction documents.

Throughout the entire process, the City Staff and Program Manager will provide community outreach to citizens through communication on the status of each project.

### **Communication**

As with any large, capital improvement program, communication with the public is critical for the success of NORMAN FORWARD. In addition to the high level of citizen participation through the Citizens Financial Oversight Board and the ad hoc advisory groups, ongoing communication and information will be made available to the public through various avenues and outlets.

Communication projects include but are not limited to:

- A quarterly electronic newsletter to stakeholders
- Promotion and updates via social media outlets including Facebook and Twitter
- Updates and promotion in partnership with the Norman Chamber of Commerce via the Chamber's newsletter and website
- Routine press releases about public meetings, surveys, and other updates sent to various outlets including the *Norman Transcript* and Norman News

- Updates in the City Manager's weekly report to City Council, which is also sent to the *Norman Transcript*, posted to the City Manager's webpage, and promoted on Facebook
- Updates in the City Manager's report at City Council meetings; videos from these updates are posted to the City Manager's webpage, promoted on Facebook, and uploaded to YouTube
- Routine updates to the NORMAN FORWARD website
- Meetings posted on government access television

Future communication is planned as projects progress and plans include but are not limited to:

- Branded NORMAN FORWARD construction signs
- Construction groundbreakings
- Ribbon cuttings, open houses, tours, and more
- Inclusion in City of Norman's Annual Report
- Project videos shared for broad reach across social media, newsletters, government access television, and YouTube
- Story ideas to local television and print media

### **Implementation Plan Development**

The information in the Implementation Plan and Project Timeline is based on currently available information as well as certain assumptions made based on anticipated requirements. The Project Timeline, scope of work, and budgets are subject to change, as directed by Council, as the planning process progresses and more information becomes available.

Project budgets may include: conceptual estimates of consulting, architectural, and engineering services; other pre-construction costs such as environmental investigation, remediation, and geotechnical and construction testing, where required; infrastructure; land acquisition; and construction and project contingency.

The construction budgets are used to develop conceptual scopes of work based upon a number of sources including information from local and national cost estimating firms, industry consultants, and data from the City of Norman. Actual budget costs may be more or less than the initial cost estimates depending on the order in which they occur in the overall program. Earlier project budgets may be adjusted down per year for deflation and later projects may be adjusted up per year for inflation.

### III. The Projects

The projects and their respective published budgets are:

- Central Branch Library .....\$39 million
- East Branch Library .....\$5.1 million
- Westwood Family Aquatic Center .....\$12 million
- Indoor Multi-Sport Facility .....\$8.5 million
- Indoor Aquatic Center .....\$14 million
- Sports Complex Projects .....\$23.5 million
  - Reaves Park .....\$10 million
  - Softball & Football Complex .....\$2.5 million
  - Griffin Park .....\$11 million
- Parks Projects .....\$25 million
  - Westwood Tennis Center .....\$1 million
  - Saxon Park .....\$2 million
  - Ruby Grant Park .....\$6 million
  - Andrews Park .....\$1.5 million
  - Existing Neighborhood Park Renovations .....\$6.5 million
  - New Neighborhood Park Development .....\$2 million
  - New Trail Development .....\$6 million
- Griffin Land Acquisition .....\$10 million
- Traffic Improvements .....\$2.7 million
- James Garner Avenue Extension .....\$6 million
- Canadian River Park .....\$2 million
- Senior Citizens Center ..... To Be Determined

Components of each project budget may include:

- Consulting, architecture, and engineering services
- Other pre-construction costs such as:
  - Environmental investigation and remediation
  - Geotechnical and construction testing
- Infrastructure
- Land acquisition, if applicable
- Construction
- Project Contingency

## Central Branch Library

### *Description*

The November 2014 Library Master Plan Update recommended construction of library branches as part of the Pioneer Library System (PLS). PLS is a multi-county library system serving Cleveland, McClain, and Pottawatomie counties in central Oklahoma. Each library in PLS's service area is a partnership between the library system and the city where it is located; the city provides and maintains the facility and PLS provides library staff, collections, and programming.

The new Norman Central Branch Library will include public meeting rooms, learning space, a local history collection, free wireless Internet, access to technology, and programming for all ages.

### *Scope*

The new Norman Central Branch Library will relocate the existing library to a more spacious and modern facility. This branch is the main branch of both Norman and the Pioneer Library System and will be approximately 82,000 square feet. The location is north of Andrews Park on City-owned land, primarily the site of the former Rhodes granary.

### *Preliminary Estimated Budget*

Land Acquisition / Site Prep / Infrastructure	\$1,682,293
A&E / Design / Testing	\$3,802,310
Construction & FFE	\$31,517,357
Project Contingency	\$1,950,000
<hr/>	
Total Project Budget	\$38,951,960

### *Timing*

Architecture and engineering are underway. The Central Branch Library is expected to be completed in the first half of the NORMAN FORWARD program and open in early 2019.

## East Branch Library

### *Description*

As the population in Norman has expanded east and west, so has the demand for library services on the east and west sides of the city. The Norman West branch opened in late 2013 and the East Branch Library project will continue to expand library services to residents on the east side of the city.

The new East Branch Library will include public meeting space, free wireless Internet, access to technology, and programming for all ages.

### *Scope*

The new Norman East Branch Library will be approximately 12,500 square feet and will be located adjacent to Fire Station No. 9 at the intersection of Alameda and Ridge Lake Boulevard.

### *Preliminary Estimated Budget*

Land Acquisition / Site Prep / Infrastructure	\$43,200
A&E / Design / Testing	\$650,123
Construction & FFE	\$4,123,256
Project Contingency	\$250,000
<hr/>	
Total Project Budget	\$5,066,579

### *Timing*

Architecture and engineering are underway. The East Branch Library is expected to be completed early in the NORMAN FORWARD program and open in 2018.

## Westwood Family Aquatic Center

### *Description*

The Westwood Family Aquatic Center will replace the aging Westwood pool by razing the existing pool and constructing an updated, modern outdoor aquatic center.

### *Scope*

Based on the current budget, the pool will have approximately 18,000 square feet of water surface area and include a variety of features that have been determined through public input. Features will include a lazy river, slides, water sprays, and shaded shallow areas. A new bathhouse, concession area, and additional parking are also part of this project.

### *Preliminary Estimated Budget*

Land Acquisition / Site Prep / Infrastructure	\$0
A&E / Design / Testing	\$900,000
Construction & FFE	\$10,500,000
Project Contingency	\$600,000
<hr/>	
Total Project Budget	\$12,000,000

### *Timing*

Architecture and engineering are underway. The existing pool is scheduled to close at the end of July 2016 and the new facility is planned to open by summer 2017. A successful summer 2017 opening is dependent on favorable weather conditions during construction. This project is scheduled to be completed early in the NORMAN FORWARD program and may be among the first large scale NORMAN FORWARD projects to be completed.

## **Indoor Multi-Sport Facility**

### *Description*

A new indoor multi-sport facility is planned to replace the WWII hangar gym east of the YMCA. The new facility will provide upgraded, conditioned space for recreational activities.

### *Scope*

The new indoor multi-sport facility will accommodate indoor sports including, but not limited to, basketball and volleyball. Land for the facility will be leased from the University of Oklahoma. Requests for proposals for an operator will be solicited. The YMCA has indicated strong interest in operating the facility.

### *Preliminary Estimated Budget*

Land Acquisition / Site Prep / Infrastructure	\$425,000
A&E / Design / Testing	\$680,000
Construction & FFE	\$6,885,000
Project Contingency	\$510,000
<hr/>	
Total Project Budget	\$8,500,000

### *Timing*

Architecture, engineering, and site preparation are scheduled to begin in 2017. This project is scheduled to be completed by 2020.

## **Indoor Aquatic Center**

### *Description*

The planned indoor aquatic center will include competitive and recreational pools for community use.

### *Scope*

A potential site has been identified adjacent to the YMCA. The project is dependent upon successful operating agreements between the City of Norman, the University of Oklahoma, Norman Public Schools, Norman Regional Hospital, the Sooner Swim Club, and an operator such as the YMCA.

### *Preliminary Estimated Budget*

Land Acquisition / Site Prep / Infrastructure	\$700,000
A&E / Design / Testing	\$1,260,000
Construction & FFE	\$11,200,000
Project Contingency	\$840,000
<hr/>	
Total Project Budget	\$14,000,000

### *Timing*

Architecture, engineering, and site preparation are scheduled to begin in 2018. This project is scheduled to be completed by the end of the year 2020.

## Sports Complex Projects

### *Description*

Renovations and new construction are planned for sports complexes in multiple locations around Norman. These upgraded and new facilities will allow expanded space for youth soccer, youth baseball, youth softball, adult softball, youth football, and adult football.

### *Scope*

The identified sports complex projects are:

- Reaves Park: additional youth baseball/softball fields with lighting, restrooms, concessions, and additional parking.
- Softball & Football Complex: multi-field softball and football complex with lighting, restrooms, concessions, and parking.
- Griffin Park: new outdoor soccer fields with lighting, indoor soccer facility, and a new Parks maintenance facility.

### *Preliminary Estimated Budget*

Land Acquisition / Site Prep / Infrastructure	\$1,800,000
A&E / Design / Testing	\$1,880,000
Construction & FFE	\$18,410,000
Project Contingency	\$1,410,000
<hr/>	
Total Project Budget	\$23,500,000

### *Timing*

Architecture, engineering, land acquisition, and site preparation are scheduled to begin early in the program. The regrading of two soccer fields at Griffin Park is already underway. Reaves and Griffin design work should begin once the land purchase for Griffin Park is complete. Potentially, this could occur in late 2016 or early 2017. Project construction can be broken down into smaller projects, which could begin in 2017. Completion of all projects could be accomplished in 2020. Land acquisition for the Softball & Football Complex is currently being discussed and is anticipated to be completed in late 2017.

## Parks Projects

### *Description*

Parks across Norman will be enhanced by NORMAN FORWARD. Additionally, new parks and trails will be developed. Plans from the Parks Master Plan will be reviewed to make sure they are still relevant to neighborhood needs.

### *Scope*

The identified parks projects are:

- Westwood Tennis Center: conversion of two existing outdoor courts to indoor and construction of two new outdoor courts with lighting.
- Saxon Park: develop Phase II of the Saxon Park Master Plan to include additional parking, fencing, furnishings, play area, restrooms, and event shelter.
- Ruby Grant Park: develop Phase I of the Ruby Grant Park Master Plan with utility infrastructure improvements, signage, parking, trails, practice fields, pavilion, and pedestrian lighting.
- Andrews Park: skate park expansion, amphitheater seating shade, landscaping, and splash pad enhancement.
- Existing Neighborhood Park Renovations: as per revisited 2009 Parks Master Plan recommendations.
- New Neighborhood Park Development
- New Trail Development: complete initial loop routing of Legacy Trail.

### *Preliminary Estimated Budget*

Land Acquisition / Site Prep / Infrastructure	\$1,440,000
A&E / Design / Testing	\$1,240,000
Construction & FFE	\$20,580,000
Project Contingency	\$1,740,000
<hr/>	
Total Project Budget	\$25,000,000

### *Timing*

Architecture, engineering, and site preparation are anticipated to begin early in the program. This project is scheduled to be completed in the last half of the program, though portions may be finished early in the program and throughout the timeline. Westwood Tennis Center construction could begin in 2016 and be completed in 2018. Saxon and Ruby Grant Parks could begin in 2018 and be completed in 2020. Existing Neighborhood Park Renovations will be done on a paygo basis and could begin in 2017. Parks project order will be determined by the Board of Parks Commissioners. Legacy Trail land acquisition and design could begin in 2019.

## **Griffin Land Acquisition**

### *Description*

2014 legislation authorizes the Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS) for the sale of the Griffin property. The property will be purchased by the City of Norman to be used for recreational activities.

### *Scope*

The identified properties to be acquired are:

▪ Griffin Park & Sutton Wilderness	322.2 acres
▪ Francis Cate Park	up to 14.5 acres
<hr/>	
Total Anticipated Land Acquisition	336.7 acres

### *Budget*

Land Acquisition	\$10,000,000
------------------	--------------

### *Timing*

Negotiations for the acquisition of the property are underway. Preliminary terms of an Agreement with ODMHSAS call for the land to be purchased at an agreed-to price, to be paid out over a period of years. The Griffin Park projects will be able to proceed once the acquisition agreement is finalized.

## Traffic Improvements

### *Description*

NORMAN FORWARD includes infrastructure improvements for the city that will improve traffic flow and safety at various locations related to NORMAN FORWARD projects.

### *Scope*

Planned projects include traffic analysis, street and storm water improvements, and traffic signals at various locations. Related NORMAN FORWARD projects are the Indoor Multi-Sport Facility, Indoor Aquatic Center, Griffin Park, and Reaves Park.

### *Preliminary Estimated Budget*

Land Acquisition / Site Prep / Infrastructure	\$270,000
A&E / Design / Testing	\$216,000
Construction & FFE	\$2,025,000
Project Contingency	\$189,000
<hr/>	
Total Project Budget	\$2,700,000

### *Timing*

Architecture, engineering, land acquisition, and site preparation are scheduled to begin throughout the program based on specified sites. This project is scheduled to be completed as needed for individual project sites during construction phases.

## James Garner Avenue Extension

### *Description*

The James Garner Avenue Extension will provide a north/south roadway to more efficiently carry motorists between downtown Norman and State Highway 77 North. The extension will also create an updated entrance to the City from the north.

### *Scope*

The extension project will extend James Garner Avenue from Acres Street, over the Robinson Street underpass, connecting to State Highway 77 North via a two-lane roadway to North Flood Avenue.

### *Preliminary Estimated Budget*

Land Acquisition / Site Prep / Infrastructure	\$600,000
A&E / Design / Testing	\$480,000
Construction & FFE	\$4,500,000
Project Contingency	\$420,000
<hr/>	
Total Project Budget	\$6,000,000

### *Timing*

The construction schedule will be coordinated with the construction of the Central Branch Library. Architecture and engineering are underway to provide specifications for the Central Branch Library project. Site preparation is scheduled to begin midway through the program timeline. This project schedule is dependent upon matching Federal Transportation Improvement dollars administered through the Association of Central Oklahoma Governments (ACOG).

## Canadian River Park

### *Description*

There is potential for a park area south of Lindsey Street and west of I-35 along the Canadian River. Possibilities for development include trails, trail facilities, and other enhancements.

### *Scope*

If land can be reasonably acquired, a park area would be developed south of Lindsey Street, west of I-35.

### *Preliminary Estimated Budget*

Land Acquisition / Site Prep / Infrastructure	\$200,000
A&E / Design / Testing	\$175,000
Construction & FFE	\$1,480,000
Project Contingency	\$140,000
<hr/>	
Total Project Budget	\$1,995,000

### *Timing*

Architecture, engineering, and site preparation are contingent upon resolution of land transferability legalities. The ability of the City to acquire land originally contemplated for this project involves resolution of legal complexities related to current ownership and transfer right. This project is contemplated to move forward in the last half of the program.

## Senior Citizens Center

### *Description*

The NORMAN FORWARD Ordinance included the following language:

*To construct and to equip a Senior Center through renovation of an existing facility or construction of a new free standing facility at a location to be determined by Council, after consideration of the desires of Norman citizens who would likely use the facility, functionality of proposed facility, and feasibility including how to accomplish other voter authorized municipal complex improvements:*

*To be funded from proceeds that can be generated from the sale of General Obligation Bonds authorized by voters in 2008, or from revenues generated from the Norman Forward Quality of Life Projects Sales Tax of 2015, and*

*To be located in the vicinity of Andrews Park or another site shown to be reasonably available for this purpose.*

The City Council worked on the Senior Citizens Center location issue early in 2016 and adopted resolution R-1516-77, narrowing the Senior Citizens Center location options to the Existing Library site (EL), a site on the eastern portion of Andrews Park (AP), and a site north of Acres Street and west of the new Central Branch Library site (L4). The Council has received information from Bond Counsel that feedback from the State Attorney General's office has indicated that proceeds from a voter-approved 2008 General Obligation Bond authorization could only be used for a Senior Citizens Center at the EL site. Council has asked for additional evaluations by City Staff of the EL, AP, and L4 sites. This Staff work is ongoing and should be brought back for review in the near future. The impact on the NORMAN FORWARD program will depend on determination of site location, as well as the chosen funding source(s) for the Senior Citizens Center project.

**Other Projected Program Expenses**

▪ Public Art	\$1,200,000
▪ Park Maintenance Staff	\$3,009,925
▪ Senior Center Staff	\$605,843
▪ Facility Maintenance Staff	\$1,562,753
▪ Capital Equipment	\$425,000
▪ Aquatic Center Operating Subsidy	\$2,100,000
▪ Project Oversight	\$1,700,000
▪ Westwood Pool/Tennis Replacement	\$455,000
▪ Facility Maintenance Contract	\$210,000
▪ Interest and Debt Service Cost	\$44,148,779
<hr/>	
Total Other Program Expenses Budget	\$55,417,300

Projects identified for Public Art include:

- Central Branch Library
- East Branch Library
- Westwood Family Aquatic Center
- Indoor Multi-Sport Facility
- Indoor Aquatic Center
- Sports Complex Projects: Reaves Park, Griffin Park
- Park Projects: Westwood Tennis Center, Ruby Grant, Saxon & Andrews

## IV. Project Timeline

As part of the Implementation Plan, steps were taken to determine the order in which the projects, or phases of projects, would take place in the program. To complete this task, the Program Manager attended Citizens Financial Oversight Board meetings, ad hoc advisory group meetings, and worked with City Staff. City Staff provided budget information critical to project sequencing.

The goal was to create project order within the constraints of the funding structure. The Central and East Libraries and the Westwood Family Aquatic Center begin early in the NORMAN FORWARD program. The Library projects are closely tied to quality of life and have a long history with voters. Westwood Family Aquatic Center's timeline matches up with the swim season and has the potential to be completed early in the NORMAN FORWARD program.

The Indoor Multi-Sport Facility and Indoor Aquatic Center are planned to be completed after the Libraries and Westwood Aquatic Center. They could both potentially be completed by 2020.

The Sports Complex Projects' sequencing and phasing are dependent on each other due to the removal and construction of the Parks maintenance facility and the relocation of programs. These projects can, and should, be done in smaller phases until all land acquisition has been completed. They may begin in the first half of the NORMAN FORWARD program but not be completely finished until the last half of the schedule.

The Parks Projects, Griffin Land Acquisition, Traffic Improvements and James Garner Avenue Extension projects may begin throughout the NORMAN FORWARD program. The Traffic Improvements are related to specific projects and their beginning and end dates may depend on those project timelines.

Potential impacts to the project timeline include, but are not limited to:

- Fluctuation in sales tax revenue
- Changes in project scopes of work
- Inflation or other increases in cost of construction materials
- Other unforeseen circumstances

# Preliminary Conceptual Project Order

PRELIMINARY CONCEPTUAL PROJECT ORDER	DRAFT NORMAN FORWARD Project Timeline					
	Time shown in calendar years					
	2016	2017	2018	2019	2020	2021
Central Branch Library	PRECONSTRUCTION / A&E	CONSTRUCTION				
East Branch Library	PRECONSTRUCTION / A&E	CONSTRUCTION				
Westwood Family Aquatic Center	PRE / A&E	PROJECT CONSTRUCTION				
Indoor Multi-Sport Facility	LAND ACQ	OP AGREE	PRECONSTRUCTION / A&E	PROJECT CONSTRUCTION		
Indoor Aquatic Center	LAND ACQUISITION	OP AGREE	PRECONSTRUCTION / A&E	PROJECT CONSTRUCTION		
Sports Complex Projects						
Reaves Park	MASTER PLAN	PRECONSTRUCTION / A&E	PROJECT CONSTRUCTION			
Softball & Football Complex	LAND ACQ	PRE / A&E	CONSTRUCT			
Griffin Park	LAND ACQ	MASTER PLAN	PRE / A&E	PROJECT CONSTRUCTION		
Parks Projects						
Westwood Tennis Center	PRECONSTRUCTION / A&E	PROJECT CONSTRUCTION				
Saxon Park			PRECONSTRUCTION / A&E	PROJECT CONSTRUCTION		
Ruby Grant Park			PRECONSTRUCTION / A&E	PROJECT CONSTRUCTION		
Andrews Park				PRE / A&E	CONSTRUCT	
Existing Neighborhood Parks			PRECONSTRUCTION / A&E	PROJECT CONSTRUCTION		
New Neighborhood Parks			PRECONSTRUCTION / A&E	PROJECT CONSTRUCTION		
New Trail Development				PRECONSTRUCTION / A&E	PROJECT CONSTRUCTION	
Traffic Improvements						
Related to Specific Projects		PRECONSTRUCTION / A&E		PROJECT CONSTRUCTION		
James Garner Avenue Extension			PRECONSTRUCTION / A&E / DESIGN		PROJECT CONSTRUCTION	
Canadian River Park						
			TO BE DETERMINED BASED ON CITY'S ABILITY TO ACQUIRE PROJECT LAND			
Senior Citizens Center						
			TO BE DETERMINED BASED ON AVAILABLE FUNDING			

DRAFT

- Land Acquisition / Site Preparation / Infrastructure / Lease Negotiations
- Preconstruction / Architecture & Engineering (A&E) / Design / Testing
- Project Construction
- Operating Partner Agreement
- Parks & Recreation Master Planning
- Project To Be Determined based on certain factors

## V. Conclusion

This Implementation Plan includes an introduction and history of the NORMAN FORWARD program, project descriptions, scopes of work, budgets, project phasing, and the Project Timeline.

Upon the recommendation of the Citizens Financial Oversight Board and final approval by City Council, City Staff will implement and administer the 15-year plan. The Program Manager will assist City Staff with programming, cost estimating, design review, and construction observation on projects outlined by their contract with the City.

This document is based on currently available information as well as certain assumptions made based on anticipated requirements. It may be amended by City Council as new information arises or other changes occur over the 15-year life of the quality-of-life program.

DRAFT

## **Additional Information**

### **NORMAN FORWARD, City of Norman**

<http://normanok.gov/cm/norman-forward>

### **“Norman Residents Support Sales Tax Increase”**

<http://newsok.com/article/5453348>

### **“Norman Voters Approve Sales Tax Increase”**

<http://journalrecord.com/2015/10/14/voters-approve-sales-tax-increase/>

### **2009 Parks and Recreation Master Plan, City of Norman**

<http://normanok.gov/parks/parks-recreation-master-plan>

### **2014 Norman Public Library Master Plan Update**

<http://www.normanok.gov/sites/default/files/Features/Norman%20Central%202B%20East%20Library%20Master%20Plan.pdf>

DRAFT

## Anthony Francisco

---

**From:** Andy Rieger <rieger1025@gmail.com>  
**Sent:** Thursday, June 02, 2016 9:52 AM  
**To:** Anthony Francisco  
**Subject:** Norman Forward draft implementation document comments

Here are a few thoughts: I may think of a few more today and send them to you.

1. I don't understand the reference to ex-officio members of the oversight board. Do we have two extra members on there now? I'm assuming you are the city manager's designee but is there another one appointed by mayor?
2. I think we should have some sort of sentence or paragraph in there referencing attempts to envision revenue-generating opportunities for each facility? This needs to be communicated to contractors and staff.
3. Can we move the Senior Center project up above the river park so that it is not last?
4. I think a public art component should be added to the senior center. The list is on page 20.

To: Anthony Francisco

From: Cynthia Rogers

Subject: Comments on Norman Forward Draft Implementation Plan May 2016, revised 5/20/16

Date: 6/1/2016

1. The implementation plan "is a document...which outlines the scopes of work, conceptual budgets, and the order in which the projects or phases of projects will commence." The plan, however, does not establish criteria used to prioritize projects.
  - a. Clarify that the order in which projects are listed on page 2 does NOT imply a priority ranking.
  - b. The document implies that feasibility drives timing of projects but only mentions land acquisition (current ownership or contracts). What is the process for deciding the order by contracts/land purchases are pursued? The document does not specify who/how such decisions are to be made..
  - c. The Plan states the intent of the Norman Forward Program, e.g. contribute to "more active lifestyles." Does this suggest that projects which make bigger contributions to these intents should be pursued earlier than other projects? How would that be measured: new opportunities, number of participants?
2. The description of the oversight board membership (page 4) is too narrow/specific. (At least one current NFCFOB members does not fit any of those categories.) The description should allow for citizens who have expertise outside of the ones listed.
3. On page 6, the plan states "Actual budget costs may be more or less than the initial cost estimates depending on the order in which they occur in the overall program. Earlier project budgets may be adjusted down per year for deflation and later projects may be adjusted up per year for inflation."
  - a. There has been almost no adjustment downward for the first three projects. Clarification needs to be made that there will be no room in the budget for adjusting later projects up UNLESS the revenues are higher than predicted, or projects come in under the Norman Forward program budget.
  - b. The budgeted amounts in the Norman Forward Program (pages 8-18) should be displayed on the same page as the estimated budgets for each project. This way will allow better track over/under spending (wiggle room in the budget).
  - c. For projects involving multiple phases and locations (e.g. the Sports Complex Projects), please include the budgeted amounts for the smaller projects. This will help to track the overall cost of these projects.
4. Project Timeline
  - a. The proposed plan of the phasing of the Sports Complex Project is not consistent with the presentations of the Norman Forward program (pre-election). My recollection is that the public was told that the soccer complex upgrades would not happen until after the other parts fell in place.

- b. The implementation plan should include a trigger for reevaluating the entire program if revenues fall below a given percentage of the projected program budget.
  - c. What is the process for decisions about changes in "project scopes of work?" (page 21)
  - d. The time line is vague on the last few items in the package.
5. Other: What is the process for making expenditures on Norman Forward projects? Some spending has already have proceeded before going through the Citizens Financial Oversight Board. Is this the process going forward? The document should specify the role of the Oversight Board regarding expenditures.