

**NORMAN FORWARD SALES TAX CITIZENS FINANCIAL  
OVERSIGHT BOARD**

**MUNICIPAL BUILDING CONFERENCE ROOM  
201 WEST GRAY, NORMAN, OK**

**TUESDAY, JANUARY 5, 2016**

**4:00 P.M.**

- 1. WELCOME AND INTRODUCTIONS**
- 2. OVERVIEW OF COMMITTEE CHARGE**
- 3. ORGANIZATIONAL AND GOVERNANCE ITEMS**
- 4. UPDATE ON NORMAN FORWARD PROJECTS CURRENTLY  
UNDERWAY**
- 5. POTENTIAL DATE/TIME PREFERENCES FOR FUTURE  
MEETINGS**

## Norman Forward Citizen Committees

### **Financial Oversight Board (FOB)** (to be formed Dec 2015)

#### *Input desired*

- Review actual and projected NFST revenues
- Recommend mix of project financing vs 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
- Provide an annual report to City Council
- Other recommendations as requested by Council

#### *Membership*

- Seven members - Accounting/banking/construction/auditing/advertising/operations/law
  1. Breea Clark – Ward 6
  2. McKenzie Britt – Ward 4
  3. Anil Gollaholli – Ward 8
  4. Don Hiebert – Ward 3
  5. Bree Montoya – Ward 3
  6. Bill Nations – Ward 8
  7. Andy Rieger – Ward 4
  8. Cindy Rogers – Ward 4
  9. Tom Sherman – Ward 2
- To serve staggered three year terms, with initial appointments being: 3 members to serve an initial 3 year term; 3 members to serve an initial 4 year term; and 3 members to serve an initial 5 year term. This would allow for continuity having the same 9 members for the first three years when most of the major projects get underway. Appointees should be residents of Norman; should abstain from conflicts of interest; and will be removed after three consecutive absences from FOC meetings.
- Ex officio –
  1. Mayor or designee
  2. City Manager or designee
- Committee meetings will be open to the public

#### *Committee duration – **Period of NFST - 15 years**; suggested meeting frequency*

- Years 1-4 = Minimum – every two months
- Years 5-8 = Minimum – quarterly
- Years 8-12 = Minimum – twice per year
- Years 13-15 = Minimum - annually

#### *City Staff Support*

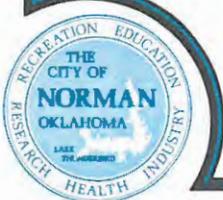
- Finance
- Parks
- Capital Projects
- Legal
- Public Works

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, ESTABLISHING A CITIZEN FINANCIAL OVERSIGHT BOARD TO REVIEW EXPENDITURES OF THE REVENUES COLLECTED FROM THE NORMAN FORWARD TEMPORARY SALES TAX AND SUBMIT RECOMMENDATIONS TO THE COUNCIL REGARDING SUCH EXPENDITURES.

- § 1. WHEREAS, the City Council of the City of Norman, Oklahoma, adopted Ordinance No. O-1516-5 on 11<sup>th</sup> day of August, 2015 which levied, effective January 1, 2016, a one-half (½) percent sales tax on all taxable sales in the City of Norman for a period of fifteen (15) years, (the “NFST”) in order to provide a source of funding for certain enumerated Quality of Life projects; and
- § 2. WHEREAS, the voters of the City of Norman approved Ordinance No, O-1516-5 at a Special Election called for that purpose held on October 13, 2015; and
- § 3. WHEREAS, Ordinance No. O-1516-5 provides that prior to expenditure of any monies in the NFST, Council shall establish or designate by Resolution a citizen oversight board to review expenditures of such monies and submit recommendations to the Council regarding such expenditures.
- § 4. WHEREAS, the City Council at its Conference held on November discussed composition and areas of expertise for those citizens that might be interested in serving on the NFST Citizens Financial Oversight Board; and
- § 5. WHEREAS, following the Council Conference a solicitation for applications from Norman citizens to serve on the NFST Citizens Financial Oversight Board (“NFST CFOB”) was held open until November 24, 2015;
- § 6. WHEREAS, following receipt and review of applications, Council has recognized the strong community support for the Norman Forward projects as reflected by the broad range of qualified applicants seeking to serve on the NFST CFOB; and
- § 7. WHEREAS, the Norman City Council now desires to establish the NFST CFOB as required under Ordinance No. O-1516-5 as heretofore set forth.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

- § 8. *Establishment of Board, Appointments, Composition and Timetable of the Board.* The City Council hereby establishes a Norman Forward Sales Tax Citizen Financial Oversight Board (“NFST CFOB”). The NFST CFOB will be organized as follows:



- (a) The NFST CFOB will consist of nine (9) registered voters residing, at the time of their appointment, in the City of Norman to serve staggered three (3) year terms, with initial appointments to positions 1, 4, 7 serving an initial 3 year term, initial appointments to positions 2, 5, 8 serving an initial 4 year term and initial appointments to positions 3, 6, 9 serving an initial 5 year term.
- (b) Appointees to the Commission shall apply for appointment indicating particular skills, abilities, experience, education or other relevant factors that they believe will contribute to the Financial Oversight of the Revenues generated from the Norman Forward Sales Tax to be expended on Norman Forward Projects.
- (c) The Mayor will appoint members of the NFST CFOB subject to confirmation by a majority vote of City Council.
- (d) The applicants should possess experience and perspective in banking, accounting, construction, law, architecture, or government.
- (e) The NFST CFOB will select from among its members a Chair and Vice-Chair.
- (f) The Mayor of the City of Norman or designee, along with the City Manager of the City of Norman or designee shall be ex officio members of the NFST CFOB.
- (g) The NFST CFOB shall be staffed, as needed, by the City Finance Director, City Parks Director, City Planning and Community Development Director, City Public Works Director, and the City Attorney. These City offices may provide additional support as they deem necessary and appropriate.

§ 9. *Initial appointments.* Initial appointment to positions on the NFST CFOB shall be:

- (1) McKenzie Britt
- (2) Breea Clark
- (3) Anil Gollaholli
- (4) Don Hiebert
- (5) Bree Montoya
- (6) Bill Nations
- (7) Andy Rieger
- (8) Cindy Rogers
- (9) Tom Sherman

§ 10. *Duties.* The NFST CFOB duties shall be as follows:

- (a) To review actual and projected NFST revenues;
- (b) To recommend a mix of project financing versus pay as you go “paygo”;
- (c) To review the pace and sequencing of construction of projects;
- (d) To review Council actions related to expenditures of NFST monies;
- (e) To recommend strategies for long term operations and maintenance of facilities;
- (f) To report to Council from time to time as warranted and to provide an annual report to City Council;
- (g) To perform such other duties related to Norman Forward as the City Council directs by motion or resolution; and
- (h) To create policies and procedures as guidelines for the functioning of the NFST CFOB in areas including but not limited to attendance, receiving public testimony, structure or format of meetings, frequency of public hearings.
- (i) Be willing to assign one NFST 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 related to Libraries, Senior Center, Westwood Pool replacement, Indoor Aquatics, Football/Softball Sport Complex, Griffin Park soccer improvements, Ruby Grant Park improvements, Reaves Park baseball improvements, Multi-sport indoor facility, Saxon Park improvements, Andrews Park improvements, Westwood Tennis facilities, Trail development, and Neighborhood park improvements.

§ 11. *Removal.*

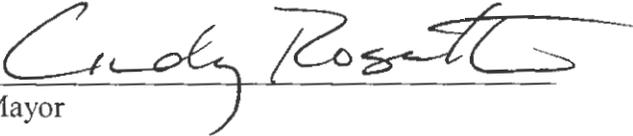
- (a) NFST CFOB members will be expected to attend all meetings, with absences at three consecutive meetings being grounds for removal.
- (b) Any member who is removed for absenteeism shall be replaced promptly.
- (c) Any member may be removed by majority vote of the City Council without cause.
- (d) A vacancy shall be filled in the same manner as the original appointment.
- (e) Vacancies of the NFST CFOB shall be filled for the unexpired term of the vacating member.

§ 12. *Meetings.*

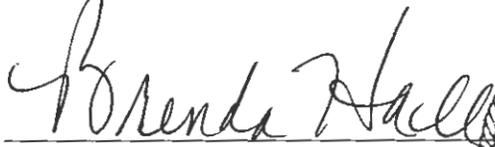
- (a) All NFST CFOB meetings will be open to the public and shall follow the provisions of the Oklahoma Open Meetings Act, 25 Okla. Stat. §301 et seq.
- (b) The NFST CFOB will make the minutes of each meeting available to the City Council.
- (c) A quorum shall consist of two-thirds of the active members of the NFST CFOB. Action by the NFST CFOB shall be by motion, duly seconded, and approved by a majority of members present.

§ 13. *Duration.* The NFST CFOB shall continue until such time as the NFST of 2015 has expired, all revenues have been expended or allocated, or a final report has been made to Council, whichever occurs later.

PASSED AND ADOPTED this 22nd day of December, 2015.

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
City Clerk



Norman Forward Citizen Financial Oversight Board  
*Governance Items*

Quorum & Attendance

§ 12(c) A quorum shall consist of two-thirds of the active members of the NFST CFOB

§11(a) Attendance – attend all meetings, but subject to removal if they absence themselves from three consecutive meetings

Meeting Process and Decorum

1. Advisory Committee – Council to make final decisions
2. Speak after recognition by the Chair and only speak one person at a time
3. Respect each other and respect all Opinions
4. Robert’s rules of order suggested to assist in discussion and decision making processes
  - a. Action by motion made and duly seconded, then followed by discussion of the motion
  - b. Actions pass by a majority of those members present
  - c. Actions can only be reconsidered before adjournment of meeting. Motion to reconsider can only be made by one voting originally voting in favor of the action to be reconsidered

Open Meetings

1. All meeting of boards, commissions, committees, subcommittees and ad hoc committees shall be subject to the Open Meetings Act and Title 74 provisions (web site postings: Resolution R-1516-17 §12(a); City Ordinance – O-1213-47; Title 25 Okla. Stat. §301-314;
2. Basic requirements: advanced public notice of meetings - place, time, subject matter
3. “Meeting” – majority present; “personally together” [physically or other means (electronically)]; “conducting business”; **use of email** to discuss committee business is **strongly discouraged** – avoid “reply all”
4. City Staff will handle postings and minutes
  - a. Regular meeting schedule will be posted – Agendas – 24 hour notice
  - b. Special meetings – Agendas posted with 48 hours notice
  - c. Web site postings
  - d. Minutes will be summary minutes highlighting action items

Open Records Act

Broad definition of document “regarding the transaction of public business, the expenditure of public funds or the administering of public property”.



# City of Norman, OK

Municipal Building  
Council Chambers  
201 West Gray  
Norman, OK 73069

## Master

**File Number: R-1516-64**

**File ID:** R-1516-64

**Type:** Resolution

**Status:** Non-Consent Items

**Version:** 1

**Reference:** Item 24

**In Control:** City Council

**Department:** Finance Department

**Cost:**

**File Created:** 12/02/2015

**File Name:** City Resolution approving indebtedness by NMA in the amount of \$43,160,000

**Final Action:**

**Title:** RESOLUTION R-1516-64: A RESOLUTION OF THE CITY OF NORMAN, OKLAHOMA (THE "CITY") APPROVING THE INCURRENCE OF INDEBTEDNESS BY THE NORMAN MUNICIPAL AUTHORITY (THE "AUTHORITY") ISSUING ITS SALES TAX REVENUE NOTE, SERIES 2015B (THE "NOTE"); PROVIDING THAT THE ORGANIZATIONAL DOCUMENT CREATING THE AUTHORITY IS SUBJECT TO THE PROVISIONS OF THE NOTE INDENTURE; AUTHORIZING THE ISSUANCE OF SAID NOTE; WAIVING COMPETITIVE BIDDING WITH RESPECT TO THE SALE OF SAID NOTE AND APPROVING THE PROCEEDINGS OF THE AUTHORITY PERTAINING TO THE SALE OF SAID NOTE; APPROVING AND AUTHORIZING THE EXECUTION OF A SALES TAX AGREEMENT BY AND BETWEEN THE CITY AND THE AUTHORITY PERTAINING TO THE YEAR-TO-YEAR PLEDGE OF CERTAIN SALES TAX REVENUES; AND CONTAINING OTHER PROVISIONS RELATING THERETO.

**Notes:** ACTION NEEDED: Motion to adopt or reject Resolution R-1516-64.

ACTION TAKEN: \_\_\_\_\_

**Agenda Date:** 12/08/2015

**Agenda Number:** 24

**Attachments:** 09 Resolution of the City (3)

**Project Manager:** Anthony Francisco, Finance Director

**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:
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### Text of Legislative File R-1516-64

Body

**BACKGROUND:** On October 13, 2015, the voters of Norman approved Ordinance O-1516-5, levying a 15-year temporary, dedicated ½% NORMAN FORWARD Quality of Life Sales and Use Tax (NFST), effective January 1, 2016. The NORMAN FORWARD Initiative provides for funding for recreational, athletic, library, park and infrastructural improvements, including the following:

- New Central and Eastside Branch Libraries - \$44,000,000
- James Garner Avenue Extension - \$6,000,000
- New Indoor Aquatic Facility - \$14,000,000

- Westwood (Outdoor) Pool Reconstruction - \$12,000,000
- Westwood Tennis Center Renovation - \$1,000,000
- Reaves Park Baseball Complex Renovation - \$10,000,000
- Griffin Park Land Purchase - \$10,000,000
- Griffin Park Soccer Complex Reconstruction - \$11,000,000
- New Football and Softball Complex - \$2,500,000
- New Indoor Multi-Sport Facility - \$8,500,000
- Neighborhood Park/Trail Development - \$14,500,000
- Community Park Development - \$9,500,000
- Canadian River Trails Park Development - \$2,000,000
- Road and Infrastructure Improvements - \$3,000,000
- Senior Center - (to be determined)

Other authorized NORMAN FORWARD expenditures could include public art, maintenance and support personnel.

In order to maintain the aggressive construction schedule envisioned for the NORMAN FORWARD projects, the Ordinance directed that major components of the program be financed through debt issuances, so that the projects could progress in advance of the sales tax funds being collected over the 15-year life of the NFST. At the November 10th Council Conference, NORMAN FORWARD financing proposals were discussed. NFST projects to be included in debt financings and those to be paid for on a pay-as-you-go basis were discussed in concept.

**DISCUSSION:** Based on the Council's discussion, staff, along with the City's bond counsel and financial advisory teams was authorized to solicit competitive financing proposals for the first of what will be multiple proposed debt financings to pay for NORMAN FORWARD projects. While the financing documents will authorize proceeds of the proposed Norman Municipal Authority Sales Tax Notes, Series 2015B to be used for any of the NORMAN FORWARD projects, the proceeds of this financing are anticipated to be used for preliminary project expenses that will be paid out over the next three years, including but not limited to the following:

- Design and Construction of the Eastside Branch Library;
- Land Acquisition for and Design of the Central Branch Library;
- Design and Construction of the Westwood Pool Facilities;
- Land Acquisition, Design and Construction of the New Football/Softball Complex;
- Design of the Multi-Sport Complex;
- Design of the Reaves and Griffin Park Recreational Facility Improvements;
- Design of the Indoor Aquatics Facility;
- Design and Construction of Road and Traffic Infrastructure;
- James Garner Avenue Extension Design, Land Acquisition and Utility Relocation

Proposals from qualified local and regional banking institutions to provide approximately \$43,160,000 in financing, secured by a pledge of the Norman Forward Sales and Use Tax proceeds, and a backup pledge of dedicated capital sales tax were solicited. Responses in the form of interest rate proposals will be received on December 8, 2015, and the lowest and best interest rate bid will be forwarded for consideration of the NMA Trustees and Council. Information on the tabulated interest rate bid proposals will be distributed at the meeting, as an attachment to this memorandum.

Assuming successful responses are received, the Norman Municipal Authority (NMA) Trustees and Council will consider two resolutions. Several actions are accomplished by the Resolutions, if approved. Resolution R-1516-63 is generally a Resolution of the NMA to issue the debt, and R-1516-64 is a Resolution of the City of Norman authorizing the issuance of the debt by the NMA in an aggregate amount not to exceed \$43,160,000.

The NMA Resolution (R-1516-63) would authorize the following actions:

- Authorize the Issuance of the NFST Revenue Notes;
- Pledge the Revenues of the Norman Forward Sales and Use Tax along with a portion of the Capital Sales and Use Tax, subject to annual appropriation, to the repayment of the Note indebtedness;
- Waiving Competitive Bidding;
- Authorize a Sales Tax Agreement between the City of Norman and the Norman Municipal Authority;
- Establish the Tax-Exempt Nature of the Note; and
- Authorize the Chair of the NMA Board of Trustees to execute final documents related to the financing

The City of Norman Resolution (R-1516-64) would authorize the following actions:

- Approve the Incurrence of the Indebtedness by the NMA;
- Waive Competitive Bidding;
- Ratify the Sales Tax Agreement between the City of Norman and the NMA;
- Establish the Tax-Exempt Nature of the Note; and
- Authorize the Mayor to execute final documents related to the financing.

Upon the favorable consideration of these Resolutions by the Council and NMA Trustees, staff will then proceed with the closing of the financing as executed by the Chairperson/Mayor.

**RECOMMENDATION:** It is recommended that the Resolutions be adopted.

R-1516-63  
***Resolution***

A RESOLUTION AUTHORIZING THE NORMAN MUNICIPAL AUTHORITY (THE "AUTHORITY") TO ISSUE ITS SALES TAX REVENUE NOTE, SERIES 2015B (THE "NOTE") IN THE AGGREGATE PRINCIPAL AMOUNT OF \$43,160,000.00; WAIVING COMPETITIVE BIDDING AND AUTHORIZING THE NOTE TO BE SOLD ON A NEGOTIATED BASIS; APPROVING AND AUTHORIZING EXECUTION OF A SALES TAX AGREEMENT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA (THE "CITY") AND THE AUTHORITY PERTAINING TO A YEAR-TO-YEAR PLEDGE OF CERTAIN SALES TAX REVENUE; APPROVING AND AUTHORIZING EXECUTION OF A NOTE INDENTURE PROVIDING THAT THE ORGANIZATIONAL DOCUMENT CREATING THE AUTHORITY IS SUBJECT TO THE PROVISIONS OF THE NOTE INDENTURE; AUTHORIZING AND DIRECTING THE EXECUTION OF THE NOTE AND OTHER DOCUMENTS RELATING TO THE TRANSACTION; AND CONTAINING OTHER PROVISIONS RELATING THERETO.

NOW, THEREFORE, BE IT RESOLVED BY THE TRUSTEES OF NORMAN MUNICIPAL AUTHORITY:

SECTION 1. INDEBTEDNESS AUTHORIZED. The Norman Municipal Authority (the "Authority") is authorized to incur an indebtedness by the issuance of its Sales Tax Revenue Note, Series 2015B for and on behalf of The City of Norman, Oklahoma (the "City"), in an aggregate principal amount of \$43,160,000.00 (the "Note") for the purpose of providing funds to: (i) finance all or a portion of the costs of certain quality of life improvements benefitting the residents of the City, including specifically the design and construction of central library and east library facilities, indoor and outdoor aquatics and sports facilities, parks, traffic and roadway improvements, and a senior center, along with related costs (collectively, the "Project"); and (ii) pay certain costs of associated with the issuance of the Note. The Note shall bear interest at the rate of 2.98% per annum and shall mature in principal installments as set forth on Schedule A attached hereto.

SECTION 2. COMPETITIVE BIDDING WAIVED. Competitive bidding on the sale of said Note is waived and the Note is authorized to be sold to BOK Financial, dba Bank of Oklahoma, at a price of par.

SECTION 3. SALES TAX AGREEMENT. The Authority hereby approves and authorizes the execution of a Sales Tax Agreement between the City and the Authority (the "Sales Tax Agreement"), which Sales Tax Agreement pertains to a year-to-year pledge of certain sales tax revenue as security for the Note.

SECTION 4. NOTE INDENTURE. The Note Indenture by and between the Authority and BancFirst, as Trustee (the "Note Indenture"), authorizing the issuance of and securing the payment of the Note approved in Section 1 hereof, is hereby approved and the Chairman or Vice Chairman

and Secretary or Assistant Secretary of the Authority are authorized and directed to execute and deliver same for and on behalf of the Authority.

SECTION 5. ORGANIZATIONAL DOCUMENT SUBJECT TO THE INDENTURE.

The organizational document creating the Authority is subject to the provisions of the Indenture referenced in Section 4 hereof.

SECTION 6. EXECUTION OF NECESSARY DOCUMENTS.

The Chairman or Vice Chairman and Secretary or Assistant Secretary of the Authority are hereby authorized and directed on behalf of the Authority to execute and deliver the Note to BOK Financial, dba Bank of Oklahoma, upon receipt of the purchase price and are further authorized and directed to execute all necessary documentation and closing and delivery papers required by Bond Counsel; execute professional services agreements with financing professionals; approve the disbursement of the proceeds of the Note, including any costs of issuance; to approve and make any changes to the documents approved by this Resolution, for and on behalf of the Authority, the execution and delivery of such documents being conclusive as to the approval of any changes contained therein by the Authority; and to execute, record and file any and all the necessary financing statements and security instruments, including but not limited to the documents approved hereby, and to consummate the transaction contemplated hereby.

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PASSED AND APPROVED THIS 8<sup>TH</sup> DAY OF DECEMBER, 2015.

NORMAN MUNICIPAL AUTHORITY



By: Brenda Hall  
Secretary

By: Cordy Rosenthal  
Chairman

CERTIFICATE  
OF  
AUTHORITY ACTION

I, the undersigned, hereby certify that I am the duly qualified and acting Secretary of the Norman Municipal Authority.

I further certify that the Trustees of the Norman Municipal Authority held a Regular Meeting at 6:30 o'clock p.m. on December 8, 2015, after due notice was given in full compliance with the Oklahoma Open Meeting Act.

I further certify that attached hereto is a full and complete copy of a Resolution that was passed and approved by said Trustees at said meeting as the same appears in the official records of my office and that said Resolution is currently in effect and has not been repealed or amended as of this date.

I further certify that below is listed those Trustees present and absent at said meeting; those making and seconding the motion that said Resolution be passed and approved, and those voting for and against such motion:

PRESENT: Trustees Allison, Castleberry, Heiple, Holman, Jungman, Lang, Miller, Williams, Chairman Rosenthal

ABSENT: None

MOTION MADE BY: Trustee Williams

MOTION SECONDED BY: Trustee Heiple

AYE: Trustees Allison, Castleberry, Heiple, Holman, Jungman, Lang, Miller, Williams, Chairman Rosenthal

NAY: None

WITNESS MY HAND THIS 8<sup>TH</sup> DAY OF DECEMBER, 2015.

NORMAN MUNICIPAL AUTHORITY

*Shonda Hall*  
Secretary



Schedule A

## [Principal Payment Schedule]

<b>Payment Date</b>	<b>Principal Amount</b>
January 1, 2017	\$ 500,000.00
July 1, 2017	500,000.00
January 1, 2018	500,000.00
July 1, 2018	500,000.00
January 1, 2019	500,000.00
July 1, 2019	500,000.00
January 1, 2020	900,000.00
July 1, 2020	1,000,000.00
January 1, 2021	1,000,000.00
July 1, 2021	1,000,000.00
January 1, 2022	1,000,000.00
July 1, 2022	1,000,000.00
January 1, 2023	1,965,000.00
July 1, 2023	1,965,000.00
January 1, 2024	2,350,000.00
July 1, 2024	2,350,000.00
January 1, 2025	2,835,000.00
July 1, 2025	2,850,000.00
January 1, 2026	2,700,000.00
July 1, 2026	2,700,000.00
January 1, 2027	3,000,000.00
July 1, 2027	3,000,000.00
January 1, 2028	2,845,000.00
July 1, 2028	2,850,000.00
January 1, 2029	2,850,000.00

R-1516-64  
***Resolution***

A RESOLUTION OF THE CITY OF NORMAN, OKLAHOMA (THE "CITY") APPROVING THE INCURRENCE OF INDEBTEDNESS BY THE NORMAN MUNICIPAL AUTHORITY (THE "AUTHORITY") ISSUING ITS SALES TAX REVENUE NOTE, SERIES 2015B (THE "NOTE"); PROVIDING THAT THE ORGANIZATIONAL DOCUMENT CREATING THE AUTHORITY IS SUBJECT TO THE PROVISIONS OF THE NOTE INDENTURE; AUTHORIZING THE ISSUANCE OF SAID NOTE; WAIVING COMPETITIVE BIDDING WITH RESPECT TO THE SALE OF SAID NOTE AND APPROVING THE PROCEEDINGS OF THE AUTHORITY PERTAINING TO THE SALE OF SAID NOTE; APPROVING AND AUTHORIZING THE EXECUTION OF A SALES TAX AGREEMENT BY AND BETWEEN THE CITY AND THE AUTHORITY PERTAINING TO THE YEAR-TO-YEAR PLEDGE OF CERTAIN SALES TAX REVENUES; AND CONTAINING OTHER PROVISIONS RELATING THERETO.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

SECTION 1. INDEBTEDNESS AUTHORIZED. The Norman Municipal Authority (the "Authority") is hereby authorized to incur an indebtedness by the issuance of its Sales Tax Revenue Note, Series 2015B in the amount of \$43,160,000.00 (the "Note"), all according to the terms and conditions of a Note Indenture by and between the Authority and BancFirst, as Trustee (the "Note Indenture"), provided that said Note shall never constitute a debt of The City of Norman, Oklahoma (the "City").

SECTION 2. ORGANIZATIONAL DOCUMENT SUBJECT TO INDENTURE. The organizational document creating the Authority, is hereby made subject to the terms of the Note Indenture authorizing the issuance and securing the payment of the Note as more fully described in Section 1 hereof.

SECTION 3. WAIVING COMPETITIVE BIDDING; APPROVAL OF SALE PROCEEDINGS. The waiving of competitive bidding for the sale of the Note and the sale of said Note by the Authority to BOK Financial, dba Bank of Oklahoma, at a price of par, is hereby approved.

SECTION 4. SALES TAX AGREEMENT. The City hereby approves and authorizes the execution of a Sales Tax Agreement between the City and the Authority (the "Sales Tax Agreement"), which Sales Tax Agreement pertains to a year-to-year pledge of certain sales tax revenue as security for the Note.

SECTION 5. AUTHORIZING EXECUTION. The Mayor or Vice Mayor and City Clerk or Deputy City Clerk of the City representing the City at the closing of the above-referenced note issue are hereby authorized to execute and deliver on behalf of the City any and all certifications and documentation necessary or attendant to the delivery of the Note, as directed by Bond Counsel.

PASSED AND APPROVED THIS 8<sup>TH</sup> DAY OF DECEMBER, 2015.

THE CITY OF NORMAN, OKLAHOMA

(SEAL)

By: Cindy Rosenthal  
Mayor

ATTEST:

By: Brenda Hall  
City Clerk



CERTIFICATE  
OF  
CITY COUNCIL ACTION

I, the undersigned, hereby certify that I am the duly qualified and acting City Clerk of The City of Norman, Oklahoma.

I further certify that the City Council of The City of Norman, Oklahoma, held a Regular Meeting at 6:30 o'clock p.m., on December 8, 2015, after due notice was given in full compliance with the Oklahoma Open Meeting Act.

I further certify that attached hereto is a full and complete copy of a Resolution that was passed and approved by said City Council at said meeting as the same appears in the official records of my office and that said Resolution is currently in effect and has not been repealed or amended as of this date.

I further certify that below is listed those Councilmembers present and absent at said meeting; those making and seconding the motion that said Resolution be passed and approved; and those voting for and against such motion:

PRESENT: Councilmembers Allison, Castleberry, Heiple, Holman, Jungman, Lang, Miller, Williams, Mayor Rosenthal

ABSENT: None

MOTION MADE BY: Councilmember Williams

MOTION SECONDED BY: Councilmember Heiple

AYE: Councilmembers Allison, Castleberry, Heiple, Holman, Jungman, Lang, Miller, Williams, Mayor Rosenthal

NAY: None

WITNESS MY HAND THIS 8<sup>TH</sup> DAY OF DECEMBER, 2015.

THE CITY OF NORMAN, OKLAHOMA

*Brenda Hall*

City Clerk





# NORMAN FORWARD PROGRESS REPORT

## CITIZENS FINANCIAL OVERSIGHT BOARD

---

NORMAN FORWARD Citizens Financial Oversight Board (CFOB)

*January 5, 2016*

**NORMAN FORWARD**

*Congratulations*

**NORMAN FORWARD**

**Referendum Passed with 72%**

**Voter Approval**

# NORMAN FORWARD

## *How We Measure Success*

- Deliver Quality Facilities That Meet or Exceed Voter Expectations
- Meet or Beat Anticipated Project Budgets
- Establish Aggressive, Yet Achievable, Program Schedule
- Fully Coordinate Cash Flow, Budget and Schedule
- Maintain Credibility and Trust with the Public
- Maintain Community Buy-In and Acceptance

# NORMAN FORWARD

## *Progress to Date*



### Progress Since NORMAN FORWARD Passage

Central Library	East Branch Library	Westwood Pool	Senior Center	CFOB & Ad Hoc Advisory Boards	Program Management Services	Bond Issuance
All Sites Expected to Be Under Contract by 1-12-16	Design Contract Approved (MSR)	Design Services Request for Proposal Issued	First steps for Locational Analysis	Members Appointed by City Council (Dec. 2015)	Request for Proposals Received	First Debt Financing Closed (Dec. 2015)
Design Contract Approved (MSR)	Design Contract Kickoff Meetings Completed	Westwood Pool Ad Hoc Advisory Group Appointed (Dec. 2015)	Senior Center Ad Hoc Advisory Group Meeting 1-5-16	CFOB Meeting 1-5-16	Contract Negotiations with Potential Firm Underway	
Design Contract Kickoff Meetings Completed	East & Central Library Ad Hoc Advisory Group Meeting 1-5-16					
Senior Site Analysis for Central Library Site Completed						

# NORMAN FORWARD

## *Program Management Services*

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### **Program Management Services Contract (Private Firm)**

- Staff reviewed proposals & conducted interviews December 18<sup>th</sup>
- Staff entering into contract negotiations
- Contract to Council anticipated in January 2016

### **Some Examples Program Management Services**

- Develop a “road map” for the entire duration of the program
- Monitor the progress of project architects (and sub-consultants)
- Project schedules and budgets
- Identify potential issues and provide solutions before they become problems
- Fully coordinate cash flow, budget and schedule
- Functional Reviews
- Constructability Reviews
- Program Implementation
- Cost Estimate Reviews
- Engage the public and stakeholders through community outreach

# NORMAN FORWARD

## *Westwood Pool*

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### **Westwood Pool Design – Request for Proposals (RFP)**

- Proposals due by January 8, 2016
- Design Contract to be submitted to Council in February 2016
- Project includes the replacement of the pool, bath house facilities, along with parking lot redesign and expansion
- Pool will be open for 2016 season while design and construction documents are being completed
- Demolition of existing facility to begin at the end of summer 2016
- Construction to begin immediately thereafter
- Potential completion/pool opening in summer 2017

# NORMAN FORWARD

## *East & Central Libraries*

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- November 2014: Library Master Plan Update recommended construction of Library branches as part of the Library system
- East Branch Library:
  - Approx. 12,500 sq. ft.
  - Proposed site east of Fire Station #9 (intersection of Alameda & Ridge Lake Blvd.)
  - \$5.1 M estimated cost
  - Includes space for meeting rooms, collections and electronic work stations
  - City owns property for proposed East Library Branch site
  - Design to begin in 2016
  - Possible completion in late 2017
- Central Branch Library Details:
  - Approx. 82,000 sq. ft.
  - Proposed site north of Andrews Park
  - \$39 M estimated cost
  - Includes space for meeting rooms, collections, electronic work station, children's programming and training/classroom space
  - Design to begin in 2016
  - Possible completion in early 2019

# NORMAN FORWARD

## *Ad Hoc* Advisory Group Appointments

- **Libraries**

- Need input regarding conceptual & final designs

- **Senior Center**

- Input ongoing as it relates to Central Library project

- **Westwood Pool**

- Need input regarding conceptual & final designs

- **CFOB to provide an *ex officio* member to each NORMAN FORWARD Ad Hoc Advisory Group**



# NORMAN FORWARD - Additional Citizen involvement

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## Other potential Project Specific *Ad Hoc* Advisory Groups

*Griffin Park Improvements - Soccer complex*

*Reaves Park Improvement - Baseball complex*

*Ruby Grant Improvements*

*Andrews Park Improvements*

*Saxon Park Improvements*

*Westwood Tennis Improvements*

*Football & Softball complex*

*Multi-sport indoor facility*

*Indoor Aquatics Facility*

*Trails*

*Canadian River Park*

- To be formed, as needed, depending on project sequencing
- Existing volunteer applications will remain on file
- Will seek additional applications at that time as well

# NORMAN FORWARD

## *Debt Financing*

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NFSTax Assessment began on Jan 1, 2016

NFSTax 1<sup>st</sup> collection with OTC disbursement Mar 10, 2016

First Debt Financing closed Dec 17, 2015 - \$43 million

- Interest rate below 3%
- Funds from this financing may be used for design, planning, and construction of any Norman Forward Projects as appropriate
- The first expenditures from Revenue Note will be to reimburse the City of Norman Capital Fund for up-front expenditures for land purchases and architectural design services for the Central and East Branch Libraries

Debt Financing and PAYGO mix will be necessary to provide for projects

Second Financing may occur by 2017

# NORMAN FORWARD

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Questions

Comments



# NORMAN FORWARD

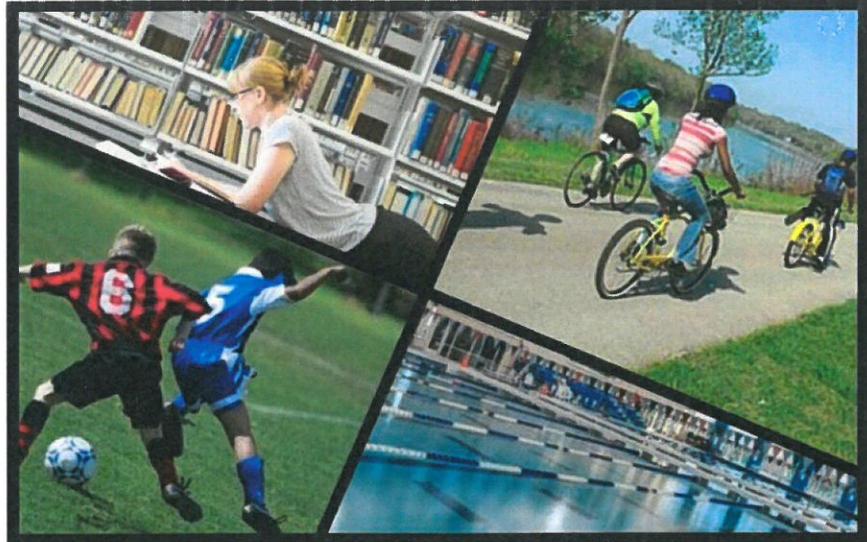
## Special Election October 13, 2015

### City of Norman

201 West Gray  
Norman, OK 73069  
Phone: 405.366.5396

Email: [action.center@normanok.gov](mailto:action.center@normanok.gov)

Web: [www.normanok.gov](http://www.normanok.gov)



## Fast Facts

Special Election: October 13, 2015

Limited term 1/2% Sales Tax increase for 15 years

Requires a Citizen Review Board prior to expenditures.

NORMAN FORWARD Quality of Life projects:

- Library System Improvements
- James Garner Avenue Extension
- Indoor Aquatic Facility
- Westwood Pool & Westwood Tennis Center Improvements
- Reaves Park Baseball Complex Improvements
- New Softball and Football Complex
- Griffin Park Soccer Complex Improvements
- New Multi-Sport Facility
- Park Land Acquisition
- Community Park Improvements
- Existing and New Neighborhood Park Renovations/Development
- New Trail Development and Canadian River Park
- Senior Center

Effective: January 1, 2016

On Tuesday, **October 13, 2015**, Norman residents will be asked to vote on a proposed one half of one percent (1/2%) Sales Tax increase to fund NORMAN FORWARD Quality of Life Projects.

NORMAN FORWARD is a citizen-initiated proposal to renovate, expand, construct and fund Quality of Life projects, such as multiple recreational facilities, libraries, parks, athletic venues, public art, trails, swim complexes and other quality of life projects throughout Norman. The initiative came to the City Council from community groups, stakeholders and Norman residents, who prepared an initial package using analysis and information from recreational planning professionals and research firms.

Beginning in the Spring 2015, the Norman City Council began a series of Council conferences and additional public meetings to refine the project scope, financing and funding opportunities for the NORMAN FORWARD initiative. This initiative includes a number of high priority projects outlined in the 2014 Library Master Plan Update, the 2009 Norman Parks and Recreation Master Plan, and additional projects designed to provide recreational opportunities for Norman residents.

The NORMAN FORWARD package includes the following proposed projects:

- Library System Improvements—Central Branch and East Branch
- James Garner Avenue Extension
- Indoor Aquatic Facility
- Westwood Pool & Westwood Tennis Center Improvements
- Reaves Park Baseball Complex Improvements
- New Softball and Football Complex
- Griffin Park Soccer Complex Improvements
- Multi-Sport Facility (replace WWII hangar east of YMCA)
- Park Land Acquisition—Griffin, Sutton Wilderness and Cate Parks
- Community Park projects at Ruby Grant, Andrews and Saxon Parks
- Existing and New Neighborhood Park Renovations and Development
- New Trail Development and Canadian River Park
- Senior Center
- Public Art at selected locations

# NORMAN FORWARD

## Frequently Asked Questions

### When is the election?

Tuesday, **October 13, 2015**. Polls open 7 a.m. to 7 p.m.

### What are the early voting dates?

If you are a registered voter in Norman, you can vote at the Cleveland County Election Board from 8:00 a.m. to 6:00 p.m. on Thursday, October 8th, and Friday, October 9th, prior to the election. The Cleveland County Election Board is located at 641 E. Robinson Street, Suite 200. Absentee ballot applications can be obtained by contacting the Cleveland County Election Board by phone at (405) 366 - 0210 during business hours or by downloading the form at [www.clevelandcountyelectionboard.com](http://www.clevelandcountyelectionboard.com).

### What are the primary purposes of the tax?

The one half of one percent (1/2%) sales tax increase will provide a funding source for the Quality of Life projects included in the NORMAN FORWARD package.

### Will there be citizen oversight of the sales tax?

Yes. The proposal requires formation of a Citizen Review Board prior to expenditures.

### Why is a 15 year tax necessary?

The limited term tax for 15 years is estimated to generate the revenues needed to fund the Quality of Life projects included in the NORMAN FORWARD package.

### How were the projects selected?

Norman community groups and stakeholders presented a list of Quality of Life projects to the City, which was then refined through City Council conferences and public meetings to form the NORMAN FORWARD package.

### When would the rate increase go into effect?

January 1, 2016.

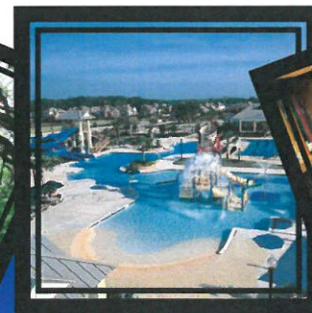
For additional information, please contact:

The City of Norman Action Center at (405) 366-5396 or [Action.Center@NormanOK.gov](mailto:Action.Center@NormanOK.gov) or the City's website: [www.normanok.gov](http://www.normanok.gov).

## NORMAN FORWARD

### General Project Overview (estimated cost)

- **Library System Improvements (\$44M)** —Central Branch & East Branch: November 2014 Library Master Plan Update recommended construction of Library branches as part of the Library system.
  - Central Library Branch: Approximately 82,000 sq. ft. Proposed location north of Andrews Park.
  - East Library Branch: Approximately 12,500 sq. ft. Proposed location next to Fire Station No. 9 (intersection of Alameda and Ridge Lake Boulevard).
- **Senior Citizen Center**—Either through renovations of an existing facility or construction of a new freestanding facility.
  - Funded by voter authorized General Obligations Bonds in 2008 or NORMAN FORWARD sales tax proceeds.
  - To be located in the vicinity of Andrews Park or other reasonably available site.
- **James Garner Avenue (i.e. Front Street) Extension (\$6M)**
  - Extend James Garner Avenue from Acres Street to Robinson Street underpass.
  - Two-lane roadway.
- **Indoor Aquatic Facility (\$14M)**
  - Includes competitive and recreational pools.
  - Potentially located adjacent to YMCA.
  - To seek operating partnerships with YMCA, Norman Public Schools, Norman Regional Hospital and Sooner Swim Club.



- **Westwood Pool and Westwood Tennis Center (\$13M)**

- Existing pool facilities replaced with new family aquatic center to include components such as water slides, recreation pool (with zero depth entry), play/spray features, lazy river, lap pool, diving area, large shaded deck, special event area, new bathhouse, concession facilities and additional parking.
- Conversion of two existing tennis courts to an indoor facility and construct two new outdoor courts with lighting and site furnishings.

- **Reaves Park Baseball Complex Improvements (\$10M)**

- Remove six existing adult softball fields and existing park maintenance facility and construct 14 youth baseball/softball fields with lighting, restrooms, concession facilities and additional parking.
- Youth baseball complex (six fields), Kidspace, Veterans Memorial and existing festival and picnic areas (central and southwest) to remain as currently constructed.

- **New Softball and Football Complex (\$2.5M)**

- New +/-25 acre site to accommodate five-field softball complex and eight-field football complex, with lighting, restroom and concession facilities and parking.

- **Griffin Park Soccer Complex Improvements (\$11M)**

- Remove 14 existing youth baseball/softball and four adult flag football fields.
- Construct nine new outdoor soccer fields with lighting.
- Convert one soccer field to indoor soccer facility.
- New net field count to be one indoor and 20 outdoor fields.
- Construct new Park Maintenance Facility.

- **Multi-Sport Facility (\$8.5M)**

- Accommodate indoor sports including, but not limited to, basketball and volleyball.
- Replace WWII hangar gym east of YMCA.

- **Acquire Land owned by others, but currently utilized as Griffin Park, Sutton Wilderness and Frances Cate Park (\$10M)**

- **Canadian River Park (\$2M)**

- Development of trail facilities and enhancements, if land is acquired.
- Park area would be located south of Lindsey Street, west of I-35.

- **Community Parks (\$9.5M)**

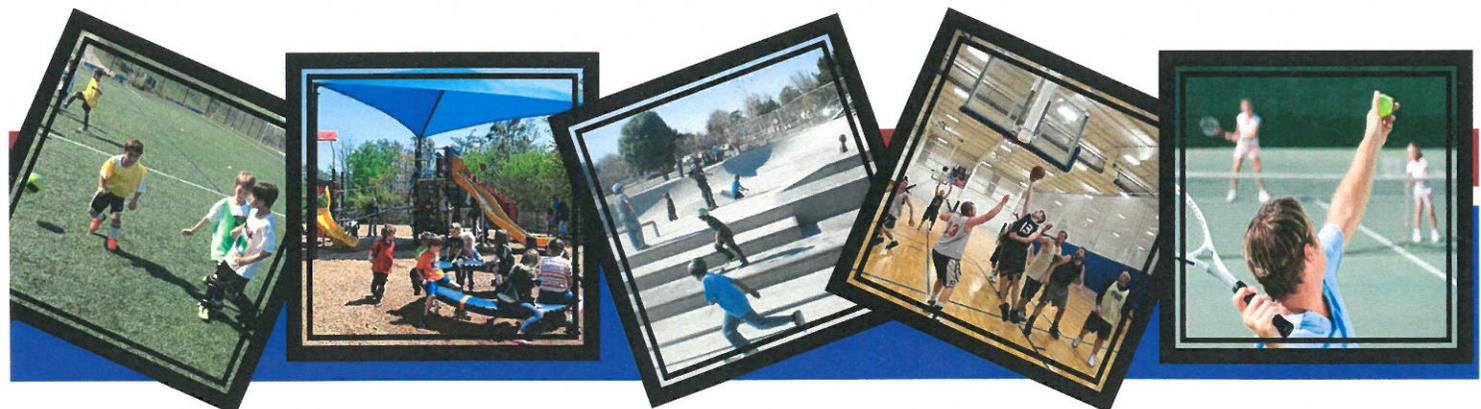
- Ruby Grant Park: Develop Phase I with utility infrastructure improvements, signage, parking, walking and running trails, practice fields, pavilion and pedestrian lighting.
- Saxon Park: Develop Phase II of 2009 Norman Parks and Recreation Master Plan to include additional parking, decorative fencing, site furnishings, children's play area, restroom facilities and event shelter.
- Andrews Park: Splash pad enhancement, shade for amphitheater seating, skate park expansion and additional tree plantings.

- **Neighborhood Parks and Trail Development (\$14.5M)**

- New signage, decorative fencing, site furnishings, walking trails, trees and playground shade structures, additional playground equipment, picnic pavilions, additional soccer goals and backstops at existing neighborhood parks.
- Development of neighborhood parks at Cedar Lane, Southlake/St. James, Summit Valley/Bellatona, Redlands and Links additions.
- Construction of Legacy Trail Loop Extension

- **Public Art**—At locations to be approved by City Council in an aggregated amount not to exceed 1% of construction costs of major facilities and improvement costs at community parks.

- **Infrastructure Improvements (\$3M)**—traffic analysis, street and storm water improvements, and traffic signals at various project locations.





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*Building an Inclusive Community*



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## Special Election—NORMAN FORWARD—Tuesday, October 13, 2015



### Your Vote Matters

Polls are open from 7:00 am to 7:00 pm

**Special Election**  
**Tuesday, October 13, 2015**

**Early Voting:** If you are a registered voter in Norman, you can vote prior to the election at the Cleveland County Election Board from 8:00 am to 6:00 pm on Thursday, October 8, and Friday, October 9. The Cleveland County Election Board is located at 641 E. Robinson Street, Suite 200. Absentee ballot applications can be obtained by contacting the Cleveland County Election Board by phone at 405-366-0210 during business hours or downloading the form from the website at: [www.clevelandcountyelectionboard.com](http://www.clevelandcountyelectionboard.com).

### PROPOSITION

“Shall Ordinance 0-1516-5 amending Sections 8-403 and 8-416 of Chapter 8 of the Code of Ordinances to provide for a limited term and limited purpose Norman Forward Quality of Life Projects Sales Tax, levying and assessing a sales tax of one half of one percent (1/2%) from the effective date in addition to present city and state sales taxes upon the gross proceeds or gross receipts derived from all sales to any person taxable under the sales tax law of Oklahoma; providing for the additional one half of one percent (1/2%) sales tax to terminate fifteen (15) years after its effective date; to be used, to the extent feasible from the revenues generated hereby, for the specified Norman Forward Quality of Life Projects set out in detail in Ordinance 0-1516-5 which includes: providing a new Central Library and East Side Facility to the Library System; providing for a Senior Citizen Center; improving and extending James Garner Avenue; acquiring certain land currently utilized by the City of Norman and known as Griffin Park, Sutton Wilderness, Frances Cate Park; providing a Canadian River park; providing an Indoor Aquatics Facility; improving Westwood Pool; improving City parks throughout the City; providing for Public Art; providing Sport Complex Improvements at Griffin Park for soccer fields and facilities; providing Sport Complex Improvements at Reaves Park for baseball fields and facilities; providing Sport Complex Improvements and Facilities for softball and football; providing Multi-Sport Complex Improvements and Facilities for indoor sports including but not limited to basketball and volleyball; providing for a Citizens Review Board to ensure funds generated pursuant to this Ordinance are spent for purposes provided herein; providing for maintenance, operations and reserves; and for debt service if incurred for the above purposes, and providing that the additional one half of one percent (1/2%) shall begin to be levied on the first (1st) day of January, 2016, be approved?”

YES—FOR THE PROPOSITION

NO—AGAINST THE PROPOSITION