

NORMAN FORWARD CITIZENS FINANCIAL OVERSIGHT BOARD MINUTES
February 12, 2018

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 12th day of February, 2018, 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 Cynthia Rogers, Andy Reiger, Chair Bill Nations, Bree Montoya, Anil Gollahalli, Tom Sherman, MacKenzie Britt, Andy Paden, and Linda Price

ABSENT: none

OTHERS PRESENT: Terry Floyd, Development Coordinator
Anthony Francisco, Finance Director
Jeff Bryant, City Attorney
Jud Foster, Director of Parks and Recreation
Jason Olsen, Recreation Superintendent
David Hopper, Chair Senior Citizens Center Ad Hoc Group
Kyle Lombardo, ADG
Leslie Taber, ADG
Bakker Shields, Citizen
Reagan McConville, Citizen
Breanna Posey, Citizen
Karson Turner, Citizen

CALL TO ORDER AND ROLL CALL

Chair Nations called the meeting to order at 3:35 p.m. A quorum was present.

* * * * *

ITEM 1, being

APPROVE MINUTES FROM DECEMBER 18, 2017 MEETING

After review and discussion of minutes of December 18, 2017 meeting, a motion was made by Member Rogers and seconded by Member Sherman to approve the minutes. Motion passed unanimously.

Items submitted for the record:

1. Norman Forward Citizens Financial Oversight Board Minutes December 18, 2017.

* * * * *

ITEM 2, being

DISCUSSION OF FINANCE REPORTS-FINANCE DEPARTMENT

Anthony Francisco gave the presentation. He stated sales tax is 5.3% below fiscal year projections. Use tax is 13.3% above fiscal year projections. These figures do include the holiday spending season. He stated that is a continuing concern and we will continue to monitor the situation. Historically, Norman lags in the economic trends of the Metro area.

A motion to approve the Financial Report was made and passed unanimously.

Items submitted for the record:

1. Norman Forward Expenditure Report
2. Norman Forward Sales Tax Revenue Report
3. Norman Forward Sales Tax Fund Annual Sales/Use Tax Growth Factor (FYE 2018)
4. Norman Forward Sales Tax Fund Annual Sales/Use Tax Growth Factor (FYE 2019-2031)
5. Norman Forward Sales Tax, Versus Projection

* * * * *

ITEM 3, being

DISCUSSION REGARDING THE WESTWOOD FAMILY AQUATIC CENTER BUSINESS PLAN PROPOSAL

Jud Foster stated this report was submitted to the Finance Committee last week and will be presented to the Westwood Ad Hoc Committee next. Foster reviewed amenities: stated the parking lot is finished, and the pool will be filled in April. The Aquatics Center will open Memorial Day and close for the season September 3, 2018.

Jason Olsen reviewed the fee schedule, daily schedule, special events schedule, and program summaries. Fees are based on market studies. Olsen stated a financial goal as a 4% set-aside for future capital improvement. \$35,000 pre-programed with Norman Forward funds per year maintenance. \$92,000 in revenue will be from season passes, \$303,000 from daily passes, \$60,500 from rentals, \$202,500 from concessions, \$42,500 from classes, and \$7,000 from special events. That comes to \$709,375 total in revenue.

Member Rogers asked for estimates and background analysis figures on utilization to be included in the business plan.

Chair Nations made a motion to adopt the Plan with the amendment to explore advertising, a mid-season review, and an end-of-season thought process review. Member Price seconded the motion, and the Westwood Aquatics Center Plan was approved unanimously.

Jeff Bryant stated that he believes the insurance for the Westwood Aquatics Center is under the government tort claims act. Member Gollahalli stated that we should make sure this is true.

Items submitted for the record:

1. Westwood Family Aquatic Center Business Plan

* * * * *

ITEM 4, being

DISCUSSION OF PREVIOUSLY-APPROVED COUNCIL ACTIONS AND POSSIBLE ACTION

Francisco gave the report. Previous Council actions are in your packets for your review. The Westwood furniture was approved, as well as the Westwood sculpture. The land lease that was approved with the University of Oklahoma is documented. Francisco noted Member Gollahalli's previous extension from any approval to be taken on the land lease with OU.

No discussion.

Items submitted for the record:

1. RPT-1718-38 Submission and Acknowledging of Receipt of Annual Report 2017 for Norman Forward Financial Oversight Board
2. GID-1718-23 Consideration of Authorization for the purchase of Outdoor Furniture for Westwood Family Aquatics Center from Playwell Group, LLC.
3. K-1617-97 FINAL Final Acceptance and payment of Contract between the City of Norman and MGA Sculpture Studio, LLC.
4. R-1718-67 Resolution appropriating \$8,500 from the Norman Forward Donation Account to be used for sidewalk construction at the East Branch Library.
5. K-1718-92 Contract between the City of Norman and OU for the lease of land south of Lexington Avenue for Norman Forward projects.
6. AP-1718-14 Consideration of the Mayor's appointments.

* * * * *

ITEM 5, being

AD HOC LIAISON REPORTS

Member Gollahalli stated the Griffin Park project planning is still moving forward. The Ad Hoc Committee has not met, as we are still waiting on the land acquisition. The City Attorney may have more information. There have been ongoing negotiations with the Department of Mental Health. The delay is causing problems for other projects. We need to move the maintenance facility and we need to find a place for the football and softball fields before we start repurposing all the fields in Griffin Park.

Member Sherman stated the Ad Hoc Committee has not met on the Senior Center. Social media discussions are leaning towards north base being a potential site.

Member Reiger stated that the consulting team is working on construction documents for the Reaves Park Project. Seismic plate testing is happening at the park this week for building locations. It will be 4-6 months before the documents will be ready. The maintenance facility and/or the softball fields will need to be moved first.

Member Paden stated the topping out ceremony at the Central Library was February 7th. Bids opened up for the furniture for the Eastside Library February 6th. We are hopeful for a late Spring/Summer opening.

Member Reiger suggested a human chain to pass books across Andrews Park to new Library.

Member Montoya had no update.

* * * * *

ITEM 6, being

DISCUSSION OF PROJECT STATUS-PROJECT MANAGERS

Foster will have more information on the skate park at Andrews Park and some new smaller projects at the next meeting. Oakhurst Park and Sonoma Park are nearing completion. Construction documents for the Westwood Indoor Tennis Facility will be out this month.

Terry Floyd stated decisions will be made on an artist in March for the Central Library public art piece. Bids are open on the intersection of Acers and James Garner and will be awarded at the City Council meeting on the 23rd. This should be about 9 months in construction time.

* * * * *

ITEM 7, being

MISCELLANEOUS DISCUSSION

Francisco stated that the ADG contract amendments are in the packet.

Chair Nations stated that the Urban Land Institute (ULI) awarded the Center City Project an award. Congrats to Planning Department.

Member Sherman stated that he is concerned about the land lease issue for Griffin Park. Bryant stated that we are looking for about 40 acres for the football and softball fields. We have a couple of option for this project. The maintenance facility would only need to be 2-3 acres. There are some alternatives for this project as well.

Items submitted for the record:

1. Letter from Steve Lewis authorizing the basic design and construction services for the Indoor Multi-Sport facility and Indoor Aquatic Center as outlined in Exhibit "C" of the Norman Forward Program Management Contract.

* * * * *

ITEM 8, being

ESTABLISHMENT OF FUTURE MEETING TIME(S)

The next meeting of the Norman Forward Citizen's Financial Oversight Board will be on April 2, 2018 at 3:30 pm.

* * * * *

ITEM 11 being

ADJOURNMENT

Member Price made motion to adjourn. The motion was second by Member Rogers.

The motion passed unanimously and the meeting adjourned at 4:50 pm.