

NORMAN FORWARD CITIZENS FINANCIAL OVERSIGHT BOARD MINUTES  
August 27, 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 Multi-Purpose Room on the 27th day of August, 2018. 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 MacKenzie Britt, Andy Rieger, Chair Bill Nations, Bree Montoya, Tom Sherman, Cynthia Rogers, and Linda Price

ABSENT:                   Member Andy Paden and Anil Gollahalli

OTHERS PRESENT:       Terry Floyd, Development Coordinator  
                                Anthony Francisco, Finance Director  
                                Jud Foster, Director of Parks and Recreation  
                                Leslie Tabor, ADG  
                                Sophie Tiger, Intern

CALL TO ORDER AND ROLL CALL

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

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ITEM 1, being

APPROVE MINUTES FROM JULY 9, 2018 MEETING

After review and discussion of minutes of July 9, 2018 meeting, Member Sherman made a motion and Member Rieger seconded that motion to approve the minutes with the change to page five of James “Garner” instead of “Gardner”. Member Rogers abstained from the vote due to not being at the last meeting. Motion passed unanimously.

Items submitted for the record:

1. Norman Forward Citizens Financial Oversight Board Minutes July 9, 2018.

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ITEM 2, being

DISCUSSION OF FINANCE REPORTS-FINANCE DEPARTMENT

Anthony Francisco gave the presentation. He stated that there has been some improvement in the sales tax collection for the fiscal year. Use tax collection is quite a bit (31%) above preliminary projections. Both of them taken together are 3.41% below fiscal year projections and 6.64% below preliminary projections. The Westwood Tennis project had a \$708,000 cost overrun which was covered by a Council appropriation of Norman Forward Fund balance. The Westwood Aquatic project had \$330,000 left over.

Member Sherman asked if the East Branch Library project was completed and closed out. Terry Floyd stated that we are still finishing up some of the contracts with this project, but there will be some surplus.

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

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ITEM 3, being

DISCUSSION AND CONSIDERATION OF UPDATES TO IMPLEMENTATION PLAN

Leslie Tabor gave the update. She stated that the annual updates will all be slightly different from the original Implementation Plan as we have to adjust for changes in the projects. We have celebrated the grand openings of two of the “brick and mortar” projects, the Westwood Aquatic Center and the East Branch Library. The Central Library is well under construction. We would like to remind people that changes in things such as inflation to costs and materials, etc. will result in changes to the plans.

Member Sherman asked about the status of the North Base land swap with OU. Francisco stated that there is no new news. The OU Board of Regents will meet again soon and we hope this will be on their agenda.

A motion to accept the updates to the Norman Forward Implementation Plan was made by Member Rieger and seconded by Member Sherman and passed unanimously.

Items submitted for the record:

1. Norman Forward Project Timeline Update August 27, 2018
2. Memo to Steve Lewis from ADG dated 8/21/18

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ITEM 4, being

DISCUSSION OF PREVIOUSLY-APPROVED COUNCIL ACTIONS AND POSSIBLE ACTION

Chair Nations stated that the letter that was written by Member Rogers and sent to the City Council has not had a response. Member Sherman stated that the Council should at least acknowledge receipt of the letter.

The Committee decided to have Member Rogers and Chair Nations reach out to the City Council members.

Francisco stated that he previously had a question about the Change Order report to the Central Library project, but it is under 10% of the total project and this is well below 1%. Terry Floyd stated that they meet every two weeks with the contractor to monitor what is going on.

Francisco stated that the amendment to the contract for the indoor tennis facility was due to a large overage in the project. The Council felt that we should approve the amendment and go on with the project.

A motion to accept the previously-approved Council actions was made by Member Britt and seconded by Member Price and passed unanimously.

Items submitted for the record:

1. RPT-1819-4 Submission of City Manager's Change Order
2. K-1718-120 Amd #1 Amendment to Contract between the Norman Municipal Authority and Flintco, LLC for Central Library Project
3. K-1617-56 CO #7 Change Order between the Norman Municipal Authority and WL McNatt & Co. for Westwood Aquatic Center
4. K-1718-117 CO #2 Change Order between the Norman Municipal Authority and Lippert Bros. Inc. for Griffin Soccer Complex
5. K-1819-17 Contract between the City of Norman and Capitol Cleaning for East Branch Library custodial services

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ITEM 5, being

AD HOC COMMITTEE LIAISON REPORTS

Member Sherman stated that the Senior Citizen Committee has not met due to not having any options for funding the Senior Center.

Chair Nations stated that we have launched our search for the liaison to the Griffin Park Ad Hoc Committee. We have received a resignation letter from Anil Gollahalli due to changes in his new job. Member Price volunteered to be the new liaison.

Francisco stated that the Ruby Grant Ad Hoc Committee is being appointed tomorrow.

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ITEM 6, being

DISCUSSION OF PROJECT STATUS-PROJECT MANAGERS

Terry Floyd gave the update for the library projects. He stated that the landscaping at the East Library is still ongoing, and once those are complete we can file paperwork to close the project. The Central Library is still under construction and is currently getting fiber run throughout the

building. There will likely be a large change order at some time in the future to actually construct the public art piece for the Central Library, to be paid from the Public Art Project budget. The James Garner/Acres intersection will be wrapped sometime next year and the design work is still undergoing for the extension out to Robinson.

Member Sherman asked if there have been any traffic issues at the East Branch Library. Floyd stated that he hasn't heard of any, but they are trying to notify the public of where they can and can't park in that area.

Chair Nations stated that the traffic around Cleveland School is horrible.

Member Sherman stated that the parking at the East Library is an issue. If they have any kind of event, they are going to run out of parking almost immediately.

Jud Foster stated that demolition is starting on the site of the Westwood Tennis Facility. The Griffin Soccer regrading is underway. Lighting is in place as well. The Reaves Park construction documents are approaching the 60% review status.

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ITEM 7, being

MISCELLANEOUS DISCUSSION

Member Rogers stated that people were upset that we stopped selling season passes to the Westwood Aquatic Facility due to the large amount purchased. She believes we should review that process after this season closes. We should have a better method of communicating this to the public. Foster stated that this was a surprise to us as well. Our Business Plan called for us to sell 750 season passes and we sold over 4,300. This caused many complaints of people not getting into the park due to capacity.

Member Rogers asked where the money that was generated from the Westwood Aquatic Center would be put. Foster stated that it is being put into the Westwood Fund. Francisco stated that the money could be used for anything pertaining to Westwood.

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ITEM 8, being

ESTABLISHMENT OF FUTURE MEETING TIME(S)

The next meeting of the Norman Forward Citizen's Financial Oversight Board will be on October 15, 2018 at 3:30 pm.

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ITEM 8, being

ADJOURNMENT

Member Rieger made a motion to adjourn. The motion was seconded by Member Price.

The motion passed unanimously and the meeting adjourned at 4:18 pm.