

NORMAN FORWARD CITIZENS FINANCIAL OVERSIGHT BOARD MINUTES
October 15, 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 15th day of October, 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, Saidy Orellana, Linda Price, and Andy Paden

ABSENT: Member Cynthia Rogers

OTHERS PRESENT: Terry Floyd, Development Coordinator
 Anthony Francisco, Finance Director
 Jud Foster, Director of Parks and Recreation
 Leslie Tabor, ADG
 Montgomery Johnston, Citizen
 Richard Bailey, 21st Century Senior Group

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 AUGUST 27, 2018 MEETING

Amendment to the minutes to reflect the Committee decided to have all members, not just Member Rogers, reach out to their City Council person to discuss the recommendation.

After review and discussion of minutes of August 27, 2018 meeting, Member Sherman made a motion and Member Price seconded that motion to approve the minutes as amended. Motion passed unanimously.

Items submitted for the record:

1. Norman Forward Citizens Financial Oversight Board Minutes August 27, 2018.

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ITEM 2, being

DISCUSSION OF INCREASE IN COSTS FOR WESTWOOD TENNIS FACILITIES DESIGN SERVICES

Francisco gave the update. He stated that the City Council amended the contract for the Westwood Tennis Facility. They have added a HVAC system to the facility. Member Rogers wanted to discuss this addition, and she sent an email about these amendments. This was handed out in the meeting. Francisco stated that the Council's decision was based on the facility being useful on a lot more days if the HVAC system was added.

Jud Foster stated that other changes occurred as well. The steel components of the building were more costly than estimated. The soil test revealed the need for a different type of footing and there was some resizing of the building as well. Foster also stated that when the Westwood Aquatic project is closed out and leftover project money will go into the Norman Forward Fund balance. This could help with the overage for the Tennis Facility.

Francisco stated that item #1 in Member Rogers email can be added to the monthly information given to the Committee, adding information on original and adjusted project budgets.

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ITEM 3, being

DISCUSSION OF ANNUAL REPORT FOR FISCAL YEAR 2017-2018

Francisco stated that we have put together a draft of the Annual Report for the Committee to review, but any changes are totally up to the Committee. The Public Safety Sales Tax Committee had a similar concern about the information of the Annual Report being heard by the City Council, and so they have requested that the City Council hear a presentation of their approved Annual Report. This is something the Committee might want to consider requesting of the City Council as well.

Chair Nations asked for volunteers to present the Annual Report to the City Council. No volunteers spoke up, so the Chair agreed to present the Annual Report to the City Council.

After review and discussion of the Annual Report for the period of July 1, 2017-September 30, 2018, and changes proposed in writing by Member Rogers, Member Sherman made a motion and Member Rieger seconded that motion to approve the Annual Report as presented. Motion passed unanimously.

Items submitted for the record:

1. City of Norman/Norman Municipal Authority Norman Forward Citizen Financial Oversight Board Annual Report for the period July 1, 2017-September 30, 2018

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ITEM 4, being

DISCUSSION OF FINANCE REPORTS-FINANCE DEPARTMENT

Anthony Francisco gave the presentation. He stated that we have seen some improvement in the collections of both sales tax and use tax in the past months. However, taken all together, the collections are 3% below our fiscal year projections and about 6.8% below our original projections back in 2015. We continue to hope that projects will stay within or below their original budgets. We do believe that we will be able to complete all of the projects that were promised to the voters.

Chair Nations stated that Member Rogers also recommended that all expenditures should be run by the Citizens Financial Oversight Board before Council votes on them. He does not believe that the City Council will want to do this, as the CFOB Committee's only job is to review and recommend to the Council.

Francisco stated that the CFOB Committee can recommend doing or not doing something that the Council has passed because they will have the changes presented to them before any real action has been taken.

Member Rieger asked at what point the City Manager can approve an adjustment to a contract. Terry Floyd stated that the City Manager could approve a change order as long as it does not exceed 10% of the original budget or up to \$40,000, whichever is less.

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 5, being

DISCUSSION OF PREVIOUSLY-APPROVED COUNCIL ACTIONS AND POSSIBLE ACTION

No discussion or action was taken.

Items submitted for the record:

1. RPT-1819-14 Submission of Change Order to Contract K-1617-83
2. AP-1819-3 Consideration of Mayor's Appointments to Committees
3. AP-1819-2 Consideration of Mayor's Appointments to Ad Hoc Committees
4. K-1617-128 AMD #1 Amendment to Contract between Norman Municipal Authority and McKinney Partnership Architects
5. K-1819-61 Contract between the City of Norman and the Association of Central Oklahoma Governments

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ITEM 6, being

AD HOC COMMITTEE LIAISON REPORTS

Member Rieger stated that the Reaves Baseball/Softball Complex design is at 65% completion for the plans.

Member Sherman stated that the Senior Citizens Ad Hoc has not met due to still not having a plan for the funding for the Senior Center.

Chair Nations stated that the 21st Century Seniors Association has reorganized and has new leadership.

Richard Bailey stated that the Norman is faced with the opportunity to create a real community asset in designing a 21st Century Senior Center. This will actually begin to also address the needs of seniors age 55+ instead of focusing on the older seniors. He believes this Committee is the place to start trying to define how this type of asset to the community could be planned and implemented.

Francisco stated that the difference between the idea of the Senior Recreation Center in Norman and the Health and Wellness Centers in Oklahoma City is that Norman's are owned and operated by the City and Oklahoma City's is membership-based, which charges a fee. This is a basic difference that would have to be considered. If we are to consider this, we will basically be starting over in the planning of our Senior Center.

Chair Nations stated that Council would need to give this Committee direction to take up this expansion of the project. Member Sherman stated that finding the money will be the issue.

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ITEM 7, being

DISCUSSION OF PROJECT STATUS-PROJECT MANAGERS

Terry Floyd gave the update. He stated the East Library has been finished and will be formally closed out very soon. We should have right around \$200,000 left over that will go back into the Norman Forward Fund. The Central Library is just a little over 50% completion. We are still on track for a late summer 2019 opening. James Garner Avenue will be completed by the end of this year hopefully.

Jud Foster gave the update. He stated that demolition is complete for the Westwood Tennis facility and will immediately start on the foundation after the below-ground work is finished. Griffin Park has completed the regrading and lighting portions of the project. Then next phase of

plans will begin as soon as this portion is completely closed. The Ruby Grant project is picking up steam. The Ad Hoc Committee has met twice and the consulting team has started work on the design.

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ITEM 8, being

MISCELLANEOUS DISCUSSION

Francisco stated that Member Rogers had a few items for miscellaneous discussion in her email. She asked if the Committee would consider applying \$300,000 from the Aquatics Center operating fund towards the overage at the Tennis facility. Member Sherman stated that he does not believe this would be a good idea with the Aquatics facility being only 1 year old. None of the other Committee Members believe it is a good idea to recommend taking \$300,000 out of the Westwood Aquatics Operational Fund and putting the money into the Westwood Tennis project.

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ITEM 9, being

ESTABLISHMENT OF FUTURE MEETING TIME(S)

The next meeting of the Norman Forward Citizen's Financial Oversight Board will be on December 10, 2018 at 3:30 pm.

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ITEM 10, being

ADJOURNMENT

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

The motion passed unanimously and the meeting adjourned at 4:58 pm.

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