

CITY COUNCIL TEAM BUILDING
RETREAT MINUTES

August 4 and 5, 2017

The City Council of the City of Norman, Cleveland County, State of Oklahoma, met in Retreat at 12:00 p.m. at Moore Norman Technology Center, IT Training Room, located at 1201 12th Avenue N.W. on the 4th day of August, 2017, and at 8:00 a.m. on the 5th day of August, 2017, and notice and agenda of the meeting were posted at the Moore Norman Technology Center, located at 1201 12th Avenue N.W., Municipal Building at 201 West Gray, and the Norman Public Library at 225 North Webster 48 hours prior to the beginning of the meeting.

Attendance for August 4, 2017:

PRESENT: Councilmembers Allison*, Bierman, Castleberry, Clark, Hickman, Holman, Karjala, Wilson, Mayor Miller

ABSENT: None

* Councilmember Allison arrived at 1:55 p.m.

Attendance for August 5, 2017:

PRESENT: Councilmembers Allison*, Bierman, Castleberry, Clark, Hickman, Holman, Karjala, Wilson, Mayor Miller

ABSENT: None

* Councilmember Allison arrived at 10:15 p.m.

TEAM BUILDING AND ANNUAL PLANNING WORK SESSION REGARDING CITY COUNCIL POLICY AGENDA FOR FYE 2018.

Mayor Miller welcomed the group and explained that the retreat was to set the goals for the coming year. She introduced Ms. Terri-Hodges-Pickering, Business and Industry Coordinator, Moore Norman Technology Center, and Linda Dowling, Facilitator.

Ms. Dowling led a sharing activity to allow participants to get to know one another better since the Council had two new members.

Mayor Miller explained serving on the City Council is like serving on a corporate board. She identified key responsibilities shared by all Councilmembers:

1. To set policy and deal with higher-level, City-wide issues
2. To oversee the total budget with an eye on the big picture
3. To hire/fire/evaluate the City Manager
4. Respond to the City's needs
5. Respond to the needs of your ward
6. Prepare for meetings
7. Service on committees

On Friday, August 4th, Mr. Anthony Francisco, Finance Director, explained that the role of the Citizen Financial Oversight Board (CFOB) was to review actual and projected NORMAN FORWARD Sales Tax (NFST) monies, as well as Council actions related to the expenditures of the NFST monies. Councilmembers requested the annual report from the CFOB includes their assessment of the funds as being on track with no need for adjustment. Council also requested an annual report on a specific date each year so that Council and the public would know when to expect the yearly report.

Mayor Miller reviewed the process for development of the NORMAN FORWARD Implementation Plan. Mr. Terry Floyd, Development Coordinator, said that the City is in the process of working with ADG, the Program Manager, to update the plan based on different potential triggers such as completion of milestone projects, annually, or at Council's discretion. City Council discussed an annual update to the plan.

Mayor Miller outlined the lengthy history of events, decisions, and discoveries related to the Senior Center. Mr. Floyd briefed the Council on activities related to the Senior Center since July 1, 2016, including Council and staff actions. Mr. Francisco discussed possible New Market Tax Credits and their applicability to the Senior Center Project. Many questions, options for moving forward, and funding sources were discussed.

Mayor Miller expressed her concerns about the lack of a Social Media Policy for the Councilmembers. There was discussion about the Social Media Policy for the Councilmembers, City Staff, and participants on the City's social media sites. Councilmembers requested development of a potential social media policy that mirrors some of what is required of residents who use the City's social media sites. Mayor Miller requested that each Councilmember send her suggestions about the policy that she can forward to staff.

The meeting recessed at 5:14 p.m. and reconvened at 8:00 a.m. on August 5, 2017.

Saturday August 6th, Councilmember Karjala updated Council about the Stormwater Citizen Steering Committee meetings and discussion.

Mr. Steve Lewis, City Manager, provided an overview of the progress on the primary and secondary goals identified by the Council in 2016. He identified the goals that have been completed, are in progress, or will require further City Council decisions or direction.

After brief discussion, Councilmembers broke into separate work groups to identify goals and priorities for the coming year as outlined in the City of Norman City Council Goal Setting Retreat report that is included as an attachment.

Items submitted for the record

1. Booklet entitled "Norman City Council Road Map, Destination 2018, Goal Setting Retreat" dated August 4 and 5, 2017
2. Report entitled "City of Norman Council Goal Setting Retreat dated August 4-5, 2017

Participants in Discussion

1. Ms. Terri-Hodges-Pickering, Business and Industry Coordinator, Moore-Norman Technology Center
2. Ms. Linda Dowling, Facilitator for Moore-Norman Technology Center
3. Mr. Anthony Francisco, Finance Director
4. Mr. Terry Floyd, Development Coordinator
5. Mr. Steve Lewis, City Manager

The meeting was adjourned at 1:34 p.m.

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ATTEST:

City Clerk

Mayor