



# City of Norman, OK

Municipal Building  
Council Chambers  
201 West Gray  
Norman, OK 73069

## Master

**File Number: R-1415-25**

**File ID:** R-1415-25      **Type:** Resolution      **Status:** Consent Item

**Version:** 1      **Reference:** Item No. 40      **In Control:** City Council

**Department:** Finance Department      **Cost:** \$50,000.00      **File Created:** 09/03/2014

**File Name:** Appropriation from Room Tax fund for NCVB      **Final Action:**

**Title:** RESOLUTION NO. R-1415-25: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$50,000 FROM THE NORMAN CONVENTION AND VISITOR'S BUREAU PORTION OF ROOM TAX FUND BALANCE TO BE USED TO HIRE A CONSULTANT TO PREPARE A FEASIBILITY STUDY FOR AN EXPOSITION CENTER IN THE CITY OF NORMAN.

**Notes:** ACTION NEEDED: Motion to adopt or reject Resolution No. R-1415-25.

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

**Agenda Date:** 09/09/2014

**Agenda Number:** 40

**Attachments:** Text File Appropriation NCVB.pdf, NCVB Request.pdf, R-1415-25.pdf

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

**Entered by:** Ellen.Usry@normanok.gov

**Effective Date:**

### History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

### Text of Legislative File R-1415-25

body

**BACKGROUND:** Pursuant to the Norman City Code, Section 8-521 (et. Seq.), the City Council has established a policy whereby room tax collections are distributed to three organizations to further the aims of the Transient Guest (Hotel/Motel) Room Tax: the Norman Convention and Visitors Bureau (NCVB) (50%); the Parks Department for parks capital improvement projects (25%); and the Norman Arts Council (25%). On May 25, 1993, the Council approved contract K-9293-136 with the Norman Convention and Visitors Bureau (NCVB) to administer the portion of the room tax used to attract conventions and other meetings, and to promote visitation of Norman.

As of June 30, 2014, the convention and tourism portion of the Room Tax had an estimated fund balance of \$209,010. Assuming that eight percent (8%) of projected allocations are held in reserve (as is the policy for most City funds), and after a previously-approved appropriation for expenses related to the relocation of the NCVB offices, approximately \$91,000 is available in "excess" reserves for NCVB expenditures.

**DISCUSSION:** NCVB Executive Director Dan Schemm presented a proposal for a feasibility study for an Exposition Center in Norman at the Council Study Session on September 2, 2014. Based on the discussion

with Council, and as discussed in the attached letter from Mr. Schemm, the NCVB Board of Directors has requested the appropriation of \$50,000 of available Room Tax Fund balance for a feasibility study of an Exposition Center for Norman.

If approved, NCVB will move forward with contracting for the feasibility study, reporting the results of the study back to the City Council after its completion. It is anticipated the feasibility study will be completed by the end of the current calendar year.

**RECOMMENDATION:** It is recommended that the appropriation of Room Tax Fund balance (account 023-0000-253.20-00) to Contributions-Organizations (account 023-3041-451.47-41) be approved, and the funds directed to the Norman Convention and Visitors Bureau.