

FINANCE COMMITTEE MINUTES

September 26, 2012

The City Council Finance Committee of the City of Norman, Cleveland County, State of Oklahoma, met at 5:30 p.m. in the Municipal Building Study Session Room on the 26th day of September, 2012, 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 48 hours prior to the beginning of the meeting.

PRESENT: Members Castleberry, Gallagher, Griffith, and Chair Rosenthal

ABSENT: Member Kovach

OTHERS PRESENT: Linda Lockett, Council Member
Steve Lewis, City Manager
Suzanne Krohmer, Budget Manager
Jeff Bryant, City Attorney
Jud Foster, Parks & Rec Director
Gala Hicks, Human Resources Director
Susan Connors, Planning & Community Develop Director
Shawn O’Leary, Public Works Director
Clint Mercer, Chief Accountant
Linda Price, Revitalization Manager
James Briggs, Park Planner
Wayne Stenis, Planner II
Amanda Carrillo, OU Student
Rohit Rie, OU Student

DISCUSSION OF THE FYE 14 BUDGET CALENDAR AND BUDGET PROCESS

Revised FYE 2014 Budget Calendar handout presented by Suzanne Krohmer. She discussed important dates and the budget process in general.

- Council budget retreat on Capital Fund (if necessary) moved from February 19th to February 26th
- Add quarterly financial reports (2nd meeting in October) to calendar and highlight in color

Item(s) submitted for the record

1. FYE 14 Budget Calendar prepared by Budget Manager

DISCUSSION REGARDING THE CAPITAL FUND BALANCE DUE TO THE APPROVAL OF THE GENERAL OBLIGATION BOND ELECTION FOR TRANSPORTATION AND STORM WATER PROJECTS

Presentation by Linda Price

- Funds available for other projects due to bond approval in election held August 28, 2012
- 2 roll-overs not included (previous year encumbrances) - land-use acquisition for both bridges: \$547,600 for Franklin Bridge – Winter/Spring 2013, and \$538,000 for Main Street Bridge – Fall 2012/Winter 2013
- Total \$1.9 million
- Total amount budgeted is \$2,002,360 but not encumbered
- Can any part of already expended project costs be eligible for bond financing? Can potentially recapture project expenditures that were made within 60 days prior to vote – approving the issuance of the bonds.
- Next 6 months there will be project closeout overruns – want to use balance available for these cost overruns
 - \$525,000 - \$625,000 in cost overruns in 6 projects - largest is Robinson RR Grade Separation – between \$300,000 and \$400,000
- Liquidated Damages – hard to determine actual damages – have to have proof of damages to collect liquidated damages
 - ODOT administers projects and controls contracts
 - City pays our share of cost at beginning of project to reserve federal share
- Capital projects overruns listing reflects \$1.4 million – conservative estimate of remaining balance
- Next step is for Council to prioritize other projects to be done with the funds that became available after the election
- FYE 14 and FYE 15 – over \$5 million fund deficit for new projects projected in current CIP. New project ideas included:
- Griffith – Ruby Grant Park priority “ground breaking efforts”
- Critical transportation projects - I-35/Indian Hills Bridge deck
 - Bridge deck is City’s responsibility – bridge structure is ODOT’s responsibility
 - \$150,000 will be City’s contribution for repair process
 - Approximately \$2 million for reconstruction of the Indian Hills Bridge
 - Unbudgeted \$150,000 will buy us approximately 10 years until replacement can occur
- Rock Creek GAP paving issue – west of 36th Avenue
- 12th Avenue & High Meadows intersection widened and signalization - \$1 million project – not planned
- Castleberry – wants a list of potential projects by cost
- Griffith – wants staff to prioritize (marked with asterisk or marking for critical projects)
- Balanced program of projects versus strictly transportation projects
- Lockett – transportation projects and maintenance projects for Parks – fix the facilities we have first
- Gallagher – agrees with maintaining existing City facilities first
- Castleberry – prioritize projects needed for safety issues

Item(s) submitted for the record

1. G.O. Bond Election Transportation/Drainage Projects
2. Capital Projects >\$250,000 Expected to be Completed within Six (6) Months

DISCUSSION REGARDING PARKS MAINTENANCE AND PROJECTS IDENTIFIED IN THE PARKS MASTER PLAN

Jud Foster made presentation

- Council adopted Plan in November 2009
- Plan was driven by community input/surveys
- Renovate existing facilities first – highest ranked priority – includes community and neighborhood parks (8 parks)
- Update signage and parking throughout system not just at the 8 parks
- Reaves Park – Master Plan calls for signage and parking, sports fields improvement/upgrades, shelters/pavilions upgrade, address Health Department and ADA issues for parks restrooms
- Drip irrigation on trees only – Parks Department does not plant trees now without drip irrigation
- Field irrigation – water and mowing costs
- Lockett – wants native plantings considered – zeroscape for park entryways
- Parkland Fund – Charter change – made approximately \$600,000 available – approximately \$300,000 spent on Monroe Park
- Mayor – wants list of what is ongoing with Charter change funds
- Castleberry – Is the City working with Home Owner Associations to help maintain parks?
- Foster – yes, - Royal Oaks, Brookhaven, Rotary – there has been cooperation, but have not contracted with HOA's for maintenance. We have adopted areas of parks that groups maintain
- Mayor – wants balanced program that includes parks as well as transportation – very good that we are fixing up the parks we have
- Castleberry – look at critical projects regardless of area
- Lockett - \$20,000 dollars just for parks
- Mayor – would we use staff or contract for projects?
- Foster – staff can do smaller scale projects in-house. Larger parks would probably need contractors' work – will refine list of high priority projects.
- Castleberry – we need long-term financing solution for park improvements – bonds, sales tax, etc.
- Gallagher – concentrate on basics and essentials – public art not a priority unless through donations
- Foster – Bids for Legacy Park – need to file final plat after City takes ownership – approximately 14 months to construct
- Gallagher – 3% room tax increase just for parks
- Castleberry – Council can designate a Tourist District – TID in addition to tourism/room tax. Earmark strictly for tourism long-term planning or Business Improvement District – BID – for sources of revenue

- Bryant – will research and follow-up with committee
- Mayor – asked Jud to come back next month with information

Items submitted for the record

1. A Legacy for the Next Generation – The Norman Parks and Recreation Master Plan
prepared by Halff & Associates

SUBMISSION OF THE REVENUE/EXPENDITURE REPORT AS OF AUGUST 31, 2012

We will be working on a quarterly financial report. Many revenues/expenditures are seasonal.

Items submitted for the record

1. Summary of Major Funds-General; Capital; Westwood; Water; Water Reclamation; Sewer Maintenance; New Development Excise; Sewer Sales Tax; and Sanitation Fund Revenue Sources vs. Budget, Financial Report as of August 31, 2012.

SUBMISSION OF THE REPORT ON OPEN POSITIONS

Gala Hicks discussed categories on the report – no public safety positions are frozen.

Items submitted for the record

1. City of Norman/Human Resources Department Recruitment and Selection Report dated September 12, 2012.

MISCELLANEOUS DISCUSSION

No discussion.

The meeting adjourned at 6:47 p.m.

ATTEST:

City Clerk

Mayor