

FINANCE COMMITTEE MINUTES
April 17, 2013

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 17th day of April, 2013, 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 24 hours prior to the beginning of the meeting.

PRESENT: Members Castleberry, Gallagher, Griffith, and Kovach, presiding

ABSENT: Chair Rosenthal

OTHERS PRESENT: Linda Lockett, Councilmember
Anthony Francisco, Finance Director
Suzanne Krohmer, Budget Manager
Clint Mercer, Chief Accountant
Gala Hicks, Human Resources Director
Ken Komiske, Utilities Director
Mark Daniels, Utilities Engineer
Jeff Bryant, City Attorney
Kathryn Walker, Assistant City Attorney II
Shawn O'Leary, Public Works Director
Angelo Lombardo, Transportation Traffic Engineer
Jud Foster, Parks and Recreation Director
Shawn O'Leary, Public Works Director
Kathleen Wilson, Aging Services
Jeff Stewart, President, Campus Corner Merchants Association
Greg Heiple, Councilmember-elect
Lynne Miller, Councilmember-elect
Jim Adair, Citizen
Joy Hampton, The Norman Transcript

DISCUSSION REGARDING A POSSIBLE AMENDMENT TO THE CONTRACT WITH HDR WHICH PROVIDES FOR AN ENGINEERING REPORT FOR THE NORTH WATER RECLAMATION FACILITY

Ken Komiske made presentation.

- Amendment to contract with HDR would be for an Engineering Report on the North Water Reclamation Facility to include social, environmental, and economic impacts of project (SROI).
- Cost of the study and report is \$39,028 would be added to contract.
- Finance Committee does not want and will not recommend to full Council.

Item(s) submitted for the record:

1. Memo to Norman Utilities Authority from Mark Daniels, Utilities Engineer dated April 9, 2013, Amendment No. 1 to Contract K-1213-134: Engineering Report for North Water Reclamation Facility (WRF), (WW0204)
2. Amendment to Owner-Engineer Agreement, K-1213-134, dated January 8, 2013

DISCUSSION REGARDING THE REPLACEMENT OF PARKING METERS ON CAMPUS CORNER TO BE FUNDED WITH CAMPUS CORNER TAX INCREMENT FINANCE DISTRICT FUNDS

Shawn O'Leary and Angelo Lombardo made presentation. Campus Corner Parking Management handout was reviewed in detail with the Committee.

- City staff asked Campus Corner Merchants Association what kind of parking meter they want and timeline/schedule for replacement.
- Option #1 – similar to downtown parking lot, uses sensors – cost is \$90,415 for 13 units – requires public safety officer enforcement.
- Option #2 - \$89,000 less than Option #1 and \$6,000 less per year for future maintenance and operating cost.
- IPS, Inc. made presentation to the Campus Corner Merchants Association.
- City will continue to have dialogue with merchants association.
- Campus Corner TIF Fund has \$136,639 currently available to help fund the parking meter system.
- Direction from Transportation Committee was to explore both options.
- Staff recommends Option #2 and use CCTIF to fund project.
- Would like to have this done before students come back – August 1, 2013.
- Staff will continue to develop Parking Management Business Plan.
- Meters are set up for one hour use and car must be moved.
- Would like your feedback on this – potentially an item for April 23rd agenda.
- Jeff Stewart wants to go ahead and order – put a positive spin on parking meters. Use CCTIF money as a loan and have Campus Merchants Association get a portion of revenues after payback of equipment and build up CCTIF to fund other projects.
- CCTIF funds belong to City and Council decides how funds will be spent.
- Anthony Francisco is not in favor of loan idea – need cost of credit card usage and other expenses for operating system before implementing loan.
- Kovach recommends moving this forward on April 23rd to Council so completion date can be met, and use of CCTIF funds directly to purchase meters. If Association does not want to move forward, then they need to notify staff before Council meeting.

Items submitted for the record:

1. Campus Corner Parking Management, prepared by Public Works Department, dated April 17, 2013

DISCUSSION REGARDING REQUEST FOR PROPOSALS RECEIVED FOR EXTERNAL AUDITING SERVICES

- Mailed RFP to 12 accounting firms.
- Received 5 responses/bids.
- Staff is recommending changing audit firms from Cole & Reed, PC to BKD, LLP for the FYE 13 external audit of all City funds.
- Committee approved recommendation.

Items submitted for the record:

1. Selection Committee Recommendation for Auditor

SUBMISSION OF THE REVENUE/EXPENDITURE REPORT AS OF MARCH 31, 2013

No discussion on Revenue/Expenditure report.

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 March 31, 2013.

SUBMISSION OF THE REPORT ON OPEN POSITIONS

No discussion on Open Positions Report.

Items submitted for the record:

1. City of Norman/Human Resources Department Recruitment and Selection Report dated April 10, 2013.

MISCELLANEOUS DISCUSSION

No discussion.

The meeting adjourned at 6:13 pm.

ATTEST:

City Clerk

Mayor