

CITY COUNCIL CONFERENCE MINUTES

October 27, 2015

The City Council of the City of Norman, Cleveland County, State of Oklahoma, met in a conference at 5:35 p.m. in the Municipal Building Conference Room on the 27th day of October, 2015, and notice and agenda of the meeting were posted at 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: Councilmembers Allison, Castleberry, Heiple, Holman, Jungman, Lang, and Mayor Rosenthal

ABSENT: Councilmember Miller and Williams

Item 1, being:

DISCUSSION REGARDING IMPLEMENTATION OF NORMAN FORWARD PROJECT INCLUDING, BUT NOT LIMITED TO:

- CITIZEN FINANCIAL OVERSIGHT BOARD
- COMMUNICATIONS
- PUBLIC INVOLVEMENT
- TIMELINES FOR PROGRAM PROJECTS

Mayor Rosenthal said the Norman Forward (NF) process will include a robust public participation process; however, tonight's meeting is one of many working sessions for Council and no public comments will be taken tonight.

Mr. Jeff Bryant, City Attorney, highlighted key decisions for moving forward with NF projects. He said the Norman Forward Sales Tax (NFST) will begin January 1, 2015, but the first collection from the Oklahoma Tax Commission will not occur until March 12, 2016, and is anticipated to be \$850,000 per month. He said a NFST Oversight Board will be created and additional citizen involvement is proposed that will be in the form of focus groups involved in specific projects. Project management services is proposed to be contracted out to provide Staff guidance for project sequencing as well as land acquisition, design, interconnection of projects, and solidifying partnerships. He said revenue bonding may also be needed for some projects.

CITIZEN OVERSIGHT BOARD

Mr. Bryant said the NF ordinance states, "Prior to expenditures of any monies in the NFST, Council shall establish or designate by Resolution a citizen oversight board to review expenditures of such monies and submit recommendations to the Council regarding such expenditures." The question for Council is how the NFST Board should be structured. It has been suggested that members have expertise, backgrounds, or qualifications for the various projects. Council will need to decide how many members should be on the NFST Board, meeting frequency, process to solicit citizen applications, and alignment with existing Boards and Commissions such as the Parks Board, Library Board, Greenbelt Commission, and Planning Commission.

Mr. Bryant said potential focus groups could participate in discussions of specific projects such as East Branch and Central Library; Senior Center; park improvements; sports complexes/facilities; trail systems; and competitive/public swimming pools. He said Council will need to decide the roles of the focus groups as well as alignment with existing Boards and Commissions.

Mayor Rosenthal said the average Board or Commission consists of nine members. Councilmember Holman felt nine was too many because the Center City Visioning group is comprised of 12 members and they have not had 100% participation at any of their meetings.

CITIZEN OVERSIGHT BOARD

Councilmember Lang suggested members of current Boards and Commissions serve as ex-officio members of the NFST Board. Councilmember Castleberry felt current Board and Commission members should be members of the focus groups. Mayor Rosenthal said focus group preferences should be vetted in a public meeting. She said the purpose of the NFST Board would be to review expenditures and submit recommendations regarding construction, etc. She suggested the entire pool of applicants be reviewed by Council.

Councilmember Castleberry felt NFST Board members should have some experience or background in accounting, business, or construction management.

After some discussion, consensus was to have a seven member board.

Councilmember Allison asked who would decide who the Chair of the NFST Board would be and Mayor Rosenthal said that is generally decided by the Board members at the first meeting.

Councilmember Castleberry asked if the NFST Board would meet monthly and Mr. Bryant said the NFST Board would decide what their meeting schedule would be. He said the City Clerk receives an annual meeting schedule from each Board and Commission and if a Board or Committee changes a meeting date or how many times a year they want to meet they file an amended schedule with the City Clerk. He said the NFST Board might want to start out meeting quarterly since the first funds would not be received until March 2016. If the NFST Board needs to meet more often, they can always schedule a “special meeting” and add it to the schedule of meetings.

Mayor Rosenthal said the NFST Board will have a very important advisory role.

Councilmember Castleberry said he felt that groups should be split up by projects as follows:

- Library – East and Central
- Senior Citizen Center
- Youth Sports – soccer, football, baseball, softball
- Swimming – indoor pool and outdoor pool
- Parks

Councilmember Jungman felt Westwood Park should be a category of its own because Westwood is comprised of swimming, tennis, and golf.

Councilmember Holman felt a representative of the Medieval Fair should be part of the discussions because Reaves Park is one of the projects and that is where Medieval Fair activities are held each year.

Mr. Bryant suggested park projects be split into two groups, 1) Neighborhood Parks and 2) Regional Parks.

Councilmember Castleberry asked if the public meetings will be about one project or two or more projects that are related. Mayor Rosenthal said that would be decided as Council moves forward.

PROJECT MANAGEMENT

Mr. Bryant said a Request for Proposal for project management services will be released October 16, 2015, with proposals due by November 9, 2015. Council will consider a contract no later than January 2016.

Mr. Bryant said public communication options can include hiring a City Public Information Officer, contracting with a third party communication firm, or contracting with a Program Management Service firm. He said Staff needs direction on what option Council prefers.

Councilmember Holman said hiring of a Public Information Officer had been discussed in the Council Retreat in August and Mayor Rosenthal said that is true, but the salary for that position was not budgeted in FYE 2016. Councilmember Heiple suggested Staff ask the Norman Conventions and Visitors Bureau (NCVB) to help with public information. Councilmember Castleberry said the Public Information Officer position is needed and a large part of that job is providing web based input. Mayor Rosenthal asked Council if hiring for this position should be accelerated and Councilmember Lang said Council should ask the City Manager what would be most cost effective.

Mr. Bryant said another decision for Council is to consider is whether projects will be funded by revenue bonds or on a pay as you go (PAYGO) basis. He said interest rates are at an all-time low and the City can issue debt as needed. He said the sequencing of projects is important factors for the Financing team.

Mr. Terry Floyd, Development Coordinator, said the scope of work for the Request for Proposal (RFP) encompasses a number of program management areas for a selected group of NF projects. He said basic services include development of a program implementation plan; assistance in creating individual project timelines; pre-construction services (bid assistance); project reporting; billing review; coordination of all parties involved in project construction (serving as the primary point of contact for the City); project cash flow reporting; and project closeout.

PROJECT SEQUENCING

Mr. Bryant said Section 8§416(d)1)c states, "Projects listed in Section 8-416(d)2)a – n, inclusive, may be commenced, continued, completed, and/or concluded, in whole or in part, as and in the order deemed appropriate by Council." He said Council can direct the projects as well as set the pace of projects.

Mr. Bryant highlighted the following projects and project costs that could move into the design phase since the City already owns the property:

East Branch Library	\$5.1 million	Westwood Pool	\$12 million
Ruby Grant Park	\$ 6 million	Westwood Tennis Center	\$ 1 million
Saxon Park	\$ 2 million		

Mr. Bryant said the City is acquiring property for the Central Library and if Council approves a contract with AdBar, L.L.C., in tonight's Council meeting the City will have acquired 83% of the land needed for the Central Library site with expectation to acquire the rest of the property needed by the end of the year.

Site location for the new softball and football complex has yet to be determined, which is a precursor to the Reaves Park and Griffin Park improvements. Mr. Bryant said the City is in the process of negotiating with the Department of Mental Health Services (ODMHS) for the Griffin Sports Complex, Sutton Wilderness Park, and Frances Cate Park.

PROJECT SEQUENCING, continued:

Mr. Bryant said the City Manager has asked Mr. Jeff Scherer, Meyer, Scherer, & Rockcastle, Ltd., to meet with the City about the library projects because he is a leading expert in that field and is already familiar with the library project.

PROJECT FINANCING

Mr. Bryant said project financing was a large part of previous discussions by Council regarding the NF proposals. He said the potential bond projects include the following:

• Central Library	\$39,177,428
• East Library	\$ 5,111,294
• Westwood Pool	\$12,000,000
• Sports Complex Projects	\$23,500,000
• Indoor Multi-Sports Facility	\$ 8,500,000
• Indoor Aquatics Facility	\$14,000,000
• Traffic Improvements	\$ 2,730,000
• Senior Citizen Center	To Be Discussed
Total	\$108,018,722

Potential PAYGO Projects include the following:

• Park Renovations	\$25,000,000
• Griffin Land Acquisition	\$10,000,000
• James Garner Avenue Extension	\$ 6,000,000
• Canadian River Park	\$ 1,995,000
Total	\$42,995,000

SENIOR CITIZEN CENTER

Mr. Bryant said Section 8§ 416(d)(2) states:

b. to construct and to equip a Senior Center through renovation of an existing facility or construction of a new free standing facility at a location to be determined by Council, after consideration of the desires of Norman citizens who would likely use the facility, functionality of proposed facility, and feasibility including how to accomplish other voter authorized municipal complex improvements.

i. To be funded from proceeds that can be generated from the sale of General Obligation Bonds authorized by voters in 2008, or from revenues generated from the Norman Forward Quality of Life Projects Sales Tax of 2015, and

ii. To be located in the vicinity of Andrews Park or another site shown to be reasonably available for this purpose.

SENIOR CITIZEN CENTER, continued:

Mr. Bryant said the Senior Center site location has yet to be determined but highlighted general criteria and potential sites. He said the Senior Center would need three acres of land to accommodate parking (100-110 spaces), storm water management, site amenities (landscaping and courtyards), and the building. Potential sites include City owned property at the proposed Central Library site or Andrews Park. Other sites could include property owned by other governmental entities or privately owned property.

Mayor Rosenthal said additional work is needed to be done by Staff to identify sites for the Senior Center based on criteria and the evaluation for this site needs to be put into motion. Councilmember Holman said Staff should look at the number of acres needed for the Central Library, Senior Center, and parking. He asked Staff to look at other site options available in Central Norman, but felt Andrews Park should not be one of those options. He said Andrews Park has historic significance and should be preserved as a park and Councilmember Allison agreed.

Councilmember Castleberry said senior citizens have made it very clear they want the Senior Center to be a stand-alone facility located next to the new Central Library. He said it is important to get the site location finalized.

Councilmember Lang said the City should not close the door on other options and alternative sites in case problems arise on the current suggested sites.

Items submitted for the record

1. Ordinance O-1516-5
2. PowerPoint presentation entitled, "Norman Forward," City Council, October 27, 2015

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The meeting adjourned at 6:25 p.m.

ATTEST:

City Clerk

Mayor