

**FINANCE COMMITTEE MINUTES**  
January 15, 2014

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 15th day of January, 2014, 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, Griffith, Heiple, and Chair Kovach

**ABSENT:** None

**OTHERS PRESENT:** Cindy Rosenthal, Mayor  
Steve Lewis, City Manager  
Anthony Francisco, Finance Director  
Suzanne Krohmer, Budget Manager  
Shawn O'Leary, Public Works Director  
Gala Hicks, Human Resources Director  
Jeff Bryant, City Attorney  
Susan Connors, Planning & Development Director  
Ken Komiske, Utilities Director  
Jim Maisano, Deputy Chief, Police Department  
Joy Hampton, Norman Transcript

**DISCUSSION REGARDING THE FYE 2014 MID-YEAR BUDGET REVIEW**

Steve Lewis discussed the FYE 2014 Mid-Year Budget listing.

- Update Library Master Plan – new eastside library options
- City Center Visioning – City share is \$100,000
- Labor contracts / non-union stipends
- Winter storms material and overtime
- TFR contract for storm debris pickup – using 2% reserve is a possibility but is trying not to touch the reserve at this time
- Actual fund balance carryover plus \$1.2 million
- Kovach has had numerous requests for changing halftime kennel attendant to full-time position – wants to add to discussion
  - Pet licensing revenues of \$22,000 could provide low cost spay/neuter clinic. Use to subsidize low income families to spay/neuter pets.
- Joy Hampton – state grant for low income families to use for spay/neuter services
- Labor costs absorbed
- Castleberry – 2% budget amendment cut restoration needed. City Manager would not restore right now – wait until Christmas sales tax received – wait until end of 8<sup>th</sup> month
- Bring to March Finance Committee meeting a discussion on restoring 2% budget cuts for the FYE 2014 year

Finance Committee Minutes

January 15, 2014

Page 2

- Maisano – Emergency Notification System subscription is internet-based, citizens can opt out of notifications except emergency notifications.
- This system can be used for line breaks, etc., other City notifications.
- Parks & Rec – games or other events – will dial phone numbers and give notification
- Fee service is based on number of residential locations; number of notifications can be unlimited.
- Citizens can have choice of what notifications to receive.
- Cost will have to be absorbed in General Fund instead of Seizure/Restitution Fund.
- Mayor – OML legislation works with Oklahoma town and cities are:
  - Subsidizing cost of collections for states;
  - HB1587 - \$300 thousand dollars plus for the City of Norman per year;
  - Water re-uses issue – we will need their partnership.
  - Mental health patients and transportation of patients to and from Griffin Memorial Hospital.
- Castleberry – What are membership differences between ACOG versus OML? ACOG is subject to Open Records Act and OML is not subject to Open Records Act, acts as lobbyist.
- Kovach – Why not hire a lobbyist rather than pay OML membership dues?
- Griffith – OML reviews every piece of legislation that could impact City of Norman positively or negatively. Membership will get more communication,
- Mayor – Access to training and reduced costs.
- Heiple – Brenda said OML is very useful to City of Norman.
- Mayor – City of Norman guaranteed seat on Board if we are an OML member. She believes re-joining OML will be more than beneficial.
- Miller – Looks bad for Norman that we are not OML member and do not have a Board seat – they provide representation for the City.
- Consensus of committee to bring discussion of OML membership back in March.
- Committee in agreement to go forward with Emergency Notification System.
- Castleberry – All agree to go forward with Radio System assessment.
- All agree to go forward with updating Library Master Plan.
- All agree to go forward to full Council with Fleet Right Sizing Analysis as described by Shawn O’Leary.
  - Cost of the analysis is \$30,780 and could be done in four months.
  - Vehicles could go for surplus use or be sold.
- Kovach – Update in March with Fleet Study and Revenue Bond Financing.
- Retail gap / market analysis – moving forward to Council.
- City / ODOT Robinson underpass project \$600 hundred thousand claim settled yesterday.
  - City has expended all federal funds on project.
  - \$1,384,170 million was preliminary cost of over-runs; now closer to \$1,000,000 million.
  - Will discuss this during FYE 14 budget process as this leaves \$1,000,000 million less for projects next fiscal year.
- First phase of Way Finding is Main Street pilot project, signs from I\_35 to Main Street
  - System could be in place by summer of this year.
  - Large 10’ x 12’ Way Finding signs – ask NCVB to help pay for signs.
- Mayor – wait on Way Finding phase to see what Robinson underpass will do.
- Kovach – bring the Way Finding back in March.

Finance Committee Minutes

January 15, 2014

Page 3

- Kovach – wants kennel attendant changed from part-time to full-time.
- Castleberry – supports position to be paid only out of PSST funds.
- Committee agrees to pay for out of General Fund.
- Spay / Neuter Clinic has approximately \$22,000 thousand dollars – use revenue for clinic.
- City will get more information and discuss with Animal Welfare Committee.
- Heiple – And look at hiring a veterinarian, too.
- Work on spay/neuter program for FYE 15 budget.
- Bring back to Finance Committee next month.

Items submitted for the record:

1. Mid-Year Budget Review – FYE 2014 prepared by Finance Department Staff dated January 20, 2014

SUBMISSION OF THE REVENUE/EXPENDITURE REPORTS FOR OCTOBER 2013

- FYE 13 Estimated and Actual comparison and FYE 14 Budget vs. Estimated variances
- Franchise revenues are down to date is result of mild summer.
- Kovach – “new appropriation”
- Castleberry – “Budget appropriation” wants bold, capitalized and highlighted in all future agendas.
- For each meeting include summary of budget appropriations for that meeting and include fund balance total.
- Water Fund Summary – projects
- Kovach – wants carry-over figures
- Anthony Francisco discussed timing differences.
- PSST Fund – General Fund contributions for Emergency Communications services
- Kovach – all fees currently charged are 3% - could be increased to 5%.
- Anthony Francisco – would be greater than \$200 thousand additional revenue per year.

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 December 31, 2013.
2. Audited General Fund (10); Audited Public Safety Sales Tax (15); and Audited Water Fund (31)

SUBMISSION OF THE REPORT ON OPEN POSITIONS

No discussion.

Items submitted for the record:

1. City of Norman/Human Resources Department Recruitment and Selection Report dated January 6, 2014

Finance Committee Minutes

January 15, 2014

Page 4

**MISCELLANEOUS DISCUSSION**

No discussion.

The meeting adjourned at 6:51 pm.

ATTEST:

---

City Clerk

---

Mayor