

FINANCE COMMITTEE MINUTES

March 14, 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 14th day of March, 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 Dillingham, Gallagher, Griffith, and Chair Quinn

ABSENT: Member Ezzell

OTHERS PRESENT: Cindy Rosenthal, Mayor
Linda Lockett, Council Member
Anthony Francisco, Finance Director
Suzanne Krohmer, Budget Manager
Jeff Bryant, City Attorney
Susan Connors, Planning & Development Director
Jud Foster, Parks & Rec Director
Gala Hicks, Human Resources Director
Keith Humphrey, Police Chief
Jim Bailey, Deputy Fire Chief
James Briggs, Park Planner
Linda Price, Revitalization Manager
Carol Coles, Administrative Assistant
Teresa Capps, Chair, Social & Voluntary Services
Kathy Holder, United Way
Mary Sue Schrem, Cleveland County Historical House
Mark Williams, Cleveland County Historical House
Katie Fitzgerald, CCFI Executive Director
Steven Tyler Holman, Citizen

CONTINUED DISCUSSION REGARDING OUTSIDE AGENCY FUNDING REQUESTS FOR THE FYE 2013 BUDGET

Cleveland County Historical Museum – Mark Williams, President of the Cleveland County Historical Society, made presentation.

- They are asking for an increase of \$10,000 over FYE 12 funding of \$31,500.
- Very appreciative of renovations that have been done and understands there is more work to be done.
- Organization does not have enough ways to raise funds like some organizations do.

- Rosenthal - asked if Society had contacted Cleveland County for funds?
- Society will contact County this year and other cities in county to contribute to funding a county museum.
- Will look for other sources of funding.
- Historical House belongs to City of Norman instead of Cleveland County.
- House has exhibits from time to time that are out of different time periods.
- Lockett – disappointed there are no artifacts on display. Feels house not well managed and needs to look for other sources of funding.
- Dillingham – suggested Board development, working with Sarkey’s “Board Boot Camp”
- Williams – trying to get grants and work with University.
- Quinn – City wants to see changes and is willing to work with the organization.
- Dillingham – Ask County Commissioners to pay share of Curator salary, not utilities.
- Rosenthal – continue support to Historical House, but not an increase. Asked what capital projects were done this year.
- Briggs – two projects this year, spent \$69,000 of the \$75,000 budgeted for projects this year.
- Williams – we have 40 paying members and are mailing 400 letters asking for donations and support by joining and becoming a member.
- Lockett – need to show community how the House is doing.
- Williams – House closed for several weeks for renovation projects, some this fiscal year.
- Quinn – consensus of the Committee to deny requested increase at this time; for Society to have better oversight of Curators. Committee wants update in 3 to 6 months. Will reconsider request for increase then.

Center for Children and Families, Inc. – Katie Fitzgerald, Executive Director, made presentation.

- They are requesting \$90,000 for FYE 13 which is an increase of \$10,000 over FYE 12 contribution.
- Neighborhood centers are increasing service to 5 nights a week from 3 nights a week.
- Expanding specific gender groups for older youth.
- 100% donor support of Board members.
- By action of the Council, CCFI’s full funding of \$90,000 was restored for the FYE 12 budget.

Social and Voluntary Services Commission – Teresa Capps, Chairman of the Board, made presentation.

- They are returning at the request of the Finance Committee from the previous meeting to request an increase back to \$150,000 contribution for FYE 13.
- SVSC audits agencies that receive funding from them.
- They had many proposals for funding from agencies, totaling over \$200,000, making it very difficult to choose which receive funding.
- “Warming shelter” program at Food & Shelter begun this past winter was a big success - facility was open from 7:00 pm to 7:00 am.
- After the first few nights, there were as many as 30 people each night.
- “In process of establishing “centralized intake system” for assistance to homeless people.

- Price – HUD requires “centralized intake system”
- Gallagher – is there contact with all churches for help? – centralized system should help with this.
- Consensus of Committee to recommend increase.

United Way – Jeff Bryant, City Attorney, and Kathy Holder, United Way representative, made presentation.

- Ezzell submitted the idea at the January Finance Committee and Committee also discussed in February Finance Committee meeting of the possibility to have the City of Norman match employee’s contributions to the United Way.
- City of Norman currently uses payroll deduction for employee’s pledge to United Way. Should there be a payroll deduction match?
- Funds given by the City must go for services to local citizens.
- City will continue as Pacesetter for United Way.
- Encourage City Manager to inform employees of payroll deduction contributions.
- Recognize level of employee with match not to exceed \$40,000.
- August kickoff, September payroll cards are due, value of cards would set match, not to exceed \$40,000
- Budget \$40,000 – matching funds will be directed to SVSC to distribute
- Lockett and Spaulding – against proposal
- Lockett – want guidelines for giving to non-profits in future – to help say “no”.
- Dillingham and Griffith – for proposal
- Rosenthal – end goal is to see if this gives employees incentive to give more – try for 1 year – then review.

Items submitted for the record

1. Cleveland County Historical Society Annual Report dated February 16, 2012
2. Center for Children & Families, Inc. narrative report and financial report
3. Memo from Social and Voluntary Services Commission Funding for FYE 13
4. Memo from Jeff Bryant, City Attorney, dated March 14, 2012

DISCUSSION REGARDING A REQUEST FROM CLEVELAND AREA RAPID TRANSIT (CART) FOR AN INCREASE IN FUNDING FOR THE FYE 2013 BUDGET

No presentation – representative not in attendance. Member Dillingham will add this item requesting an increase in funds to the Community Planning and Transportation Committee Agenda on March 29th for discussion.

Items submitted for the record

1. Letter from Cleveland Area Rapid Transit dated February 21, 2012

DISCUSSION REGARDING PRIORITIZATION OF PUBLIC SAFETY PROJECTS

Deputy Fire Chief Jim Bailey prioritized the needs of the Fire Department:

1. CAD/RMS system – top priority for Fire and Police Departments
2. 2 fire engines – replace older units
3. Elevated platform – 100 ft. ladder with bucket to use on buildings 10 stories or more
4. Central storage apparatus staging facility
5. 2 fire engines with ladders
6. 5 brush pumpers
7. Command unit
8. Unfunded maintenance on existing facilities
9. Self-contained breathing apparatus
10. Transport van
11. Personal protective equipment for firefighters

Police Chief Keith Humphrey prioritized the needs of the Police Department:

1. CAD/RMS – top priority – in danger of losing grant money by postponing purchase
2. Renovate Smalley Center for use as property/evidence storage and crime lab
 - a. renovate current building
 - b. more room for patrol
 - c. wants community room for meetings
 - d. need lockers and weight room
3. Need 2 command vehicles to work an incident
4. Training center/firing range needs wireless technology
5. In-car video camera for all cars – especially helpful if person is charged with a violation and there is a dispute or claim of police mismanagement.
 - Additional IT staff would be needed to handle technology, as many as 3 people
 - Current budget reflects \$7.5 million dollars in PSST funds
 - Consensus is to fund CAD/RMS, fleet replacements, Smalley renovation, and police command vehicles in this year's budget for approximately \$4.5 million dollars.
 - Renovation of Building B and other items could be handled in FYE 14 PSST budget.

Items submitted for the record

1. PowerPoint presentation prepared by Fire and Police Departments
2. PowerPoint presentation, Capital Needs Priorities, prepared by Fire Department
3. PowerPoint presentation, Capital Needs Priorities Needs 2011, prepared by Police Department

DISCUSSION REGARDING PROMOTING EXISTING EMPLOYEES INTO PUBLIC SAFETY SALES TAX (PSST) POSITIONS

Jeff Bryant, City Attorney, made presentation.

- Issue is attrition savings created by “lag time” when current employee being paid with General Fund is promoted to a position being paid with Public Safety Sales Tax Fund (PSST).
- PSST Oversight Committee member asked that State Auditor check into the City’s policy of handling this situation.
- No problems found by the State Auditor with situation.
- PSST Oversight Committee member suggested that the PSST Fund should benefit from this “lag time” rather than the General Fund.
- “Credit issue” – who pays for lag time?
- This change would be a huge policy shift - policy is same with all city governments.
- Consensus of Committee to remain with current policy.

Items submitted for the record

1. Memo from Jeff Bryant, City Attorney. Dated March 14, 2012, Promoting Existing Employees into Public Safety Sales Tax (PSST) Positions

DISCUSSION REGARDING REVENUE/EXPENDITURE REPORT

No discussion.

Items submitted for the record

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

DISCUSSION REGARDING REPORT ON OPEN POSITIONS

No discussion. Development Coordinator position has been filled.

Items submitted for the record

1. City of Norman/Human Resources Department Recruitment and Selection Report dated February 8, 2012

MISCELLANEOUS DISCUSSION

No discussion.

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The meeting adjourned at 7:30 p.m.

ATTEST:

City Clerk

Mayor