

CITY COUNCIL BUDGET RETREAT MINUTES

December 4, 2012

The City Council of the City of Norman, Cleveland County, State of Oklahoma, met in a Budget Retreat at 5:30 p.m. in the Municipal Building Conference Room on the 4th day of December, 2012, 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 Castleberry, Gallagher, Griffith, Jungman, Kovach, Lockett, Mayor Rosenthal

ABSENT: Councilmembers Spaulding and Williams

Item 1, being:

PRESENTATION OF THE PIONEER LIBRARY SYSTEM ANNUAL REPORT BY ANNE MASTERS, EXECUTIVE DIRECTOR.

Ms. Anne Masters, Director of the Pioneer Library System (PLS), said the annual report provides an overview of the system including information on the Board of Trustees and system goals. She highlighted the activities offered at the Library in FYE 2012.

Ms. Masters said citizens in Cleveland, Pottawatomie, and McClain Counties approved a millage increase in 2008, which allowed the PLS to extend their hours, increase the material budget, add technology, and provide additional library services. She said Norman Library computer sessions have increased by 22%, which is equal to 46 computer uses per day. She said each computer session is limited to two hours and many customers would like to use computers longer; however, computers are in such high demand their use must be limited.

In 2012, the library offered 192% more adult programs, 22% more children's programs and 720% more programs designed for all ages. She said more than 3,000 children registered for the summer reading program. Since 2008, annual circulation for the Norman Library has increased 34% bringing the total number of items checked out to well over one million. The Library had 75,009 registered cardholders at the end of June 2012.

Ms. Masters said the Norman Library's collection has increased by 62%, an addition of over 75,000 items. She said the library is consistently replacing older, outdated, less popular items with fresh new items. The "virtual library" offers over 45,000 downloadable e-books and audio books and is constantly growing. She said an additional 22,000 items will be added with the opening of the eastside 24-hour automated library and west side branch. Installation of the east side automated library is projected for March 2013 and opening of the west side branch is targeted for fall 2013.

Ms. Masters said the Norman Library is the most heavily used City building with 534,039 people visiting the library in FYE 2012. She said a national library value calculator is used to illustrate the value of library materials and programs. She said based upon Norman Library circulation and program attendance, Norman customers receive an average of \$28.74 in free services every time they enter the building.

Ms. Masters said since 2008, services provided at the Little Axe Community Center have increased by 148% even though the population growth is 1%. She said PLS added on-site collection of materials, computers, a monthly book discussion group, computer classes, and a summer program.

Item 1, continued:

Ms. Masters highlighted information about library volunteers and frequent patrons. She said teen volunteers earn letters of recommendation based upon their service to the library and 100 teens volunteered for the children's summer reading program.

Ms. Masters said the library has developed business services and business collections. Mr. Phil Clark, Business Coordinator for PLS, hosts a business book club, assists entrepreneurs with research, teaches classes in developing business plans, and meets with classes at the University of Oklahoma (OU) and Moore-Norman Technology Center. A grant procured by Mr. Clark enabled the library to provide a six week financial literacy class for City of Norman employees.

Ms. Masters highlighted the Children's Program. She said approximately 300 pre-school children attend weekly programs in the library. Every Tuesday morning 50 to 70 adults along with their preschoolers attend story time at Sooner Mall. She said PLS also provides wi-fi, book lockers for picking up library materials, and book drops for returning library materials at Sooner Mall. She said most of these services will be provided at the west side branch when it opens.

At the west side branch (the old Border's Store) interior demolition will begin in December. She said PLS donated the inside materials to Habitat for Humanity. Completion date of the building is projected to be June 1, 2013, and PLS employees will begin moving offices in early June phasing the move in over the summer. She said an opening date for the west side branch has not been determined, but Staff expects it to be sometime in the fall.

Councilmember Gallagher asked how visitors are counted. He said if he goes out of the main library into the lobby to get a drink of water and comes back in minutes later, does he get counted twice? Ms. Lisa Wells, PLS Assistant Director for Library Services and Cleveland County Coordinator, said the counter system is a thermal indicator that can detect body heat and projects a thermal image for each person so you would not be counted twice.

Councilmember Gallagher asked what types of adult programs have been increased and Ms. Leslie Tabor, Norman Library Branch Manager, said adult programs vary by season and demands of the community. For instance, the Science Café is a program for people in the community interested in issues like global warming. Gardening workshops are held as well as programs tailored for weight loss or kicking bad habits. She said programs are also tailored to different demographics of Norman such as providing programs related to hunting and fishing for the east side residents. She said there are programs teaching people to be fiscally fit or eating healthy on a budget. In 2012, the library held 275 adult computer classes with over 2,000 in attendance providing everything from basic computer skills to more complicated programs such as Excel.

Councilmember Gallagher asked how the collections are selected and Ms. Masters said PLS has selectors that select materials system wide. The selectors meet regularly with library Staff to look at the system collection as a whole as well as attending to the particular needs communicated to them by library branch Staff. Ms. Wells said PLS also uses System HQ, which is an online software program that allows Staff to look at their entire inventory to determine what types of books are checked out the most and where. The books checked out the most go into a category called "grubby" while books that are checked out the least go into a category called "bed." She said books can be transferred to branches where they are more popular.

Item 1, continued:

Councilmember Griffith asked for the statistics on the Adult Literacy Program and Ms. Masters said there are 100 active tutor student matches through the program in Norman. Tutor training programs are offered every other month throughout the year. Students are adults who have not learned to read or do not read well enough to function as a reader. Councilmember Griffith asked if participation has been consistent or if there has been an increase and Ms. Masters said there has been an increase, especially in English language learners. She said some of these adult students are literate in their own language, but are trying to learn English and are matched with tutors to learn conversational skills.

Councilmember Kovach asked how much time PLS would need to staff and supply materials for an east side branch. Ms. Masters felt that by the time an east side building is constructed and ready to open, PLS Staff would be ready as well. Ms. Wells said PLS is putting money into a reserve fund for future materials so PLS Staff is already actively preparing for additional branches in Norman as well as other communities they serve.

Items submitted for the record

1. Pioneer Library System 2011-2012 Annual Report
2. PowerPoint presentation entitled, "Pioneer Library System"

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Item 2, being:

DISCUSSION REGARDING THE FYE 2013 CAPITAL IMPROVEMENT PROJECTS BUDGET STATUS AND THE FYE 2014-2017 CAPITAL IMPROVEMENTS PLAN.

Mr. Steve Lewis, City Manager, said the Finance Committee had discussed the FYE 2013-2014 budget timeline at their meeting in November. He said tonight Staff will update Council and solicit input on the Capital Budget, which is a five year plan. He said this will be the first meeting to review the budget and any suggestions from Council will be incorporated into a draft budget to be reviewed in February.

Ms. Linda Price, Revitalization Manager, said the Capital Improvements Plan (CIP) represents a multi-year scheduling of public infrastructure improvements and expansion. The benefits of adopting a CIP are that it offers a vital link between the Comprehensive Plan and actual construction of public improvements; ensures plans for community facilities are carried out; improves coordination and scheduling of public improvements that require more than one year to construct; and provides an opportunity for residents and community interest groups to participate in decisions that impact their quality of life.

Ms. Price said the CIP acts as a public information document to advise residents how the City plans to address significant capital needs over the next five years. It is a flexible plan that can be altered as conditions, funding, priorities, and regulations change. Each year projects are reassessed for financial feasibility, environmental impact, conformance to previously adopted plans, and priorities from the citizen input process.

Item 2, continued:

Ms. Price highlighted revenue sources and Capital Budget Expenses in the FYE 2013 Budget as follows:

REVENUE SOURCES	AMOUNTS	CAPITAL BUDGET EXPENSES	AMOUNTS
User Fees	\$10,077,496	Capital Outlay	\$ 3,096,988
Community Park Fee	115,000	Maintenance of Existing Facilities	492,500
Capital Improvement Charge	1,801,492	Personnel and Services	902,648
Sewer Replacement Charge	552,894	Street Maintenance	5,415,032
Sewer Maintenance Rate	3,578,582	Transportation	5,182,179
Sewer Excise Tax	1,990,071	Building and Grounds	3,688,797
Capital Sales Tax	17,784,874	Parks and Recreation	560,000
Tax Increment Financing	2,124,847	Sanitation	0
Public Safety Sales Tax	1,127,450	Stormwater	235,000
General Obligation Bonds	12,481,721	Wastewater	27,204,792
Grants	720,800	Water	5,577,291
Private	0		
TOTALS	\$52,355,227		\$52,355,227

Ms. Price highlighted FYE 2013 Impact Projects as follows:

- I-35 and Robinson Street Interchange N.E.
- I-35 and Robinson Street Interchange Design (west side)
- Fire Station No. 9
- Robinson Street Underpass
- I-35 Widening from Main Street to Canadian River Bridge (ODOT)
- 60th Avenue N.W. – Tecumseh Road to Indian Hills Road
- I-35 and Main Street Interchange
- Water Plant Expansion Design
- Water Reclamation Plant Expansion Design and Construction

Ms. Price updated Council on the status of the 2010 Bond Projects for street maintenance – year one, complete; year two, urban asphalt 85% complete and urban concrete 25% complete; and year three, urban asphalt 40% complete, urban concrete 25% complete, and rural road reconstruction 50% complete. She said the Outdoor Emergency Warning System is complete. She also updated them on key projects that are underway or upcoming.

Ms. Price provided an overview on FYE 2011-2013 Capital Facility Maintenance Projects that include roofs, heating and air, and lighting projects for Municipal buildings, Westwood Pool repainting, and design and specifications for the Smalley Center.

Ms. Price said new infrastructure projects include the Transportation Master Plan; Tecumseh Road and 48th Avenue N.W. traffic signal; downtown parking lot; Reaves Park softball building replacement; Building C generator; replacement of lightning detection systems at three parks; replacement of deficient natural gas line at Fleet Maintenance; aerial photos; Highway 9 utility relocation from 24th Avenue east to 36th Avenue east and 36th Avenue east to 72nd Avenue east; replacement of vent hood and fire suppression system at Westwood Grill; and Council Chambers audio/video upgrades. She said the City also budgets money for Oklahoma Department of Transportation (ODOT) audit adjustments on completed projects.

Item 2, continued:

Ms. Price highlighted projects federally funded through the Association of Central Oklahoma Governments (ACOG) FYE 2013 Transportation Improvement Program (TIP) as follows:

▪ Citywide flashing yellow arrow traffic signals	\$ 370,000
▪ Major roadway resurfacing (Tecumseh Road/24th Avenue N.W.)	\$1,200,000
▪ Citywide school zone flashers	\$ 401,000
▪ Traffic signal video detection upgrade (17)	\$ 505,000
▪ South Highway 9 fiber network/traffic signal interconnect	\$ 250,000
▪ Three new traffic signals - (Jenkins Avenue/Brooks Street, Jenkins Avenue/Stinson Street, Reagan Elementary/24th Avenue S.E.)	\$ 675,000
▪ Citywide pavement markings	\$ 300,000
▪ Boyd Street traffic signal interconnect	\$ 430,000

She said ACOG's portion was \$3,425,000 and the City's share was \$240,000, which is 7% of the project costs.

Mayor Rosenthal asked the status of the Boyd Street Traffic Signal Interconnect Project and Mr. Shawn O'Leary, Director of Public Works, said the project is in the final design stage. Mayor Rosenthal said the intersection is dangerous for pedestrians crossing Boyd Street, especially when traffic is trying to turn east off Asp Avenue and University Boulevard. She suggested an "All Pedestrian Walk" signal and Mr. O'Leary said he would look into that, but felt the project would address those issues. Councilmember Lockett said she had concerns about the left turn signal at Lindsey Street and Elm Avenue and asked Staff to look into that as well.

Councilmember Gallagher asked if the 17 video detection upgrades were for new intersections and Mr. O'Leary said yes, these are primary intersections where the City is currently using video feed and loop detectors. Councilmember Gallagher asked if this project would enable the City to adjust the timing of traffic signals and Mr. O'Leary said yes, it will allow better technology as the loop detector feed is sometimes lost due to pavement movement in cold weather.

Councilmember Gallagher wanted more public education on flashing yellow arrows as many drivers still do not understand the concept. Mr. O'Leary said the City can place information on Channel 20.

Ms. Price said FYE 2016-2017 CIP is currently in the red, but FYE 2014-2015 has less than \$100,000 in the black and after that, funds are in the red. She said even though the General Obligation Bond (G.O.) passed in 2010, it does not solve all the problems. She said the City will need to discuss the Storm Water Utility Fee System, issues related to coordinating with ODOT when I-35 is being upgraded, and the coordination of multiple City projects.

Mayor Rosenthal asked if one Staff person is assigned to oversee bond projects or are multiple persons overseeing them and Mr. O'Leary said the projects are being managed by the City Engineer who works closely with Engineering Division Staff. Mayor Rosenthal said in 2005, she thought the overseeing the projects was paid out of the bond issuance instead of the General Fund and asked if that is occurring this time. Mr. Anthony Francisco, Finance Director, said full salaries for the Capital Project Engineers were paid out of the Capital Fund. Salaries cannot be paid from General Obligation Bond proceeds.

Item 2, continued:

Ms. Price highlighted projects the Finance Committee selected to move forward using funds made available in the Capital Fund with passage of the G.O. Bond election. Those projects include the Indian Hills Road Bridge Overpass Deck; 36th Avenue N.W./Havenbrook Street and 12th Avenue N.E./High Meadows Drive traffic signal designs; N.E. Lions Park, Tulls Park, and Eastwood Park improvements; Council Chambers Audio/Visual Project; and Reaves Center, Senior Citizens Center, and Firehouse Art Center HVAC Projects. She said as the projects move forward money will be transferred from existing projects that are now bond projects.

Councilmember Kovach asked when the ODOT audit adjustments will come due and Mr. O'Leary said they vary and there is usually a delay on ODOT's side so it could take three to seven years before a final audit is completed.

Councilmember Kovach asked if money had been budgeted for the design of a school crossing signal on Porter Avenue and Mr. O'Leary said yes, it is in the FYE 2013 budget; however, money is not yet budgeted for construction.

Councilmember Griffith asked where funding of a fence being installed at N.E. Lyons Park is coming from and Mr. Jud Foster, Director of Parks and Recreation, said funds are available in the Parks Department maintenance and operations budget.

Councilmember Kovach asked if replacement flooring at Whittier Recreation Center is in the five year budget and Mr. Foster said replacement flooring was requested for Whittier and Irving Recreation Centers, but they are unfunded at this time. Councilmember Kovach asked the estimated cost and Mr. Foster said approximately \$130,000 to \$140,000. Councilmember Gallagher said those centers are used predominantly by school children and asked if the City has considered requesting the schools to contribute to some of the maintenance and/or construction costs for new flooring. Mr. Foster said there has been discussion with the schools about leasing the centers, but until that happens the schools cannot put capital investments into the facilities. Mr. Lewis said Staff has looked at flooring materials installed in the gyms at Reagan Elementary and Longfellow Middle School to get ideas on low-cost, durable materials. Councilmember Castleberry said he would like to see funding for new flooring in the budget because the recreation centers are heavily used and the City needs to take care of high impact, highly visible facilities. Mr. Lewis said he and Staff are reviewing Capital Projects to identify funding and will have more information for Council in January.

Councilmember Kovach said there are ongoing storm water issues such as street sweeping and creek beds with inverse condemnations. He said Council has a moral obligation to take care of citizens affected by these things and cannot continue to push these projects out. He would like to see implementation of the program for a storm water utility fee. Mayor Rosenthal said although these are not the highest ranked issues, they are important and are on the Finance Committee's agenda this year.

Councilmember Kovach said at the last Retreat, Council discussed refinancing the Tax Increment Finance (TIF) District debt and said if the City is able to refinance he would like to see some portion of the tremendous amount of Staff time that goes into managing the TIF billed back to the TIF. He said this might take some of the burden off the Capital and General Fund Budgets. Mayor Rosenthal said the Finance Committee could review that.

Councilmember Castleberry asked if bids were in for Legacy Park and Mr. Foster said yes and Staff is working to get the item on the December 18, 2012, Council agenda.

Item 2, continued:

Councilmember Jungman asked about the approach to improving streets that do not have curbs and gutters and Mr. O’Leary said they get general maintenance as any other street. He said in the 2010 G.O. Bond election there was an element for total reconstruction of neighborhood streets, which are older streets that were mostly rural when they were created. He said they are more complex because the current drainage system is a roadside channel so when curb and gutters are constructed, the drainage grade must be changed.

Items submitted for the record

1. Memorandum dated November 29, 2012, from Linda R. Price, Revitalization Manager, to Honorable Mayor and Councilmembers
2. PowerPoint presentation entitled, “FYE 2013 Capital Improvement Projects Budget Status and FYE 2014-2017 Capital Improvements Plan”
3. Major CIP Projects Over \$100,000 2013-2017 Excluding Bond Projects

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The meeting adjourned at 6:36 p.m.

ATTEST:

City Clerk

Mayor