

FINANCE COMMITTEE MINUTES
February 20, 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 20th day of February, 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, Kovach, and Chair Rosenthal

ABSENT: None

OTHERS PRESENT: Linda Lockett, Council Member
Steve Lewis, City Manager
Anthony Francisco, Finance Director
Suzanne Krohmer, Budget Manager
Gala Hicks, Human Resources Director
Linda Price, Revitalization Manager
James Briggs, Park Planner
Carol Coles, Administrative Assistant
Dr. Sue Schrems, Cleveland County Historical Society
Vernon Maddux, Cleveland County Historical Society
Douglas Shaw-Elder, Firehouse Art Center
Kathleen Wilson, Kiwanis Kruiser
Katie Fitzgerald, CCFI, Executive Director
Jennifer Heavner-Baker, Sooner Theatre, Inc.
Nicki Kraisky, Business Manager, Sooner Theatre, Inc.
Teresa Capps, Social & Voluntary Services Commission

DISCUSSION REGARDING THE FOLLOWING OUTSIDE AGENCIES FUNDING REQUESTS FOR FYE 14

Cleveland County Historical Society – Mr. Maddux made presentation.

- Society is asking for \$200 increase for FYE 14 for a total of \$31,700.
- Society is working on a historical book of Norman that will be available to purchase in November 2013.

Firehouse Art Center – Douglas Shaw-Elder, Executive Director, made presentation.

- Firehouse Art Center is asking for \$60,000 for FYE 14, same amount as this year.
- The agency offers programs that change the community and the children's programs are free.
- Firehouse is asking for more corporate sponsorships.
- In FYE 2017 Firehouse will pay 100% of the utilities that have been paid by the City, estimated to cost \$25,000 per year.
- Plans are to replace heat and air system this fiscal year with freed-up bond funds.
- National Arts Council grants funding is approximately \$29,000 per year.

Kiwanis Kruiser (Aging Services) – Kathleen Wilson, Executive Director, made presentation.

- Recent repairs to the van depleted funds: windows were blown out during storm and lift was not working properly.
- Seniors are being taken shopping more often.
- Seniors are paying more per ride.
- Aging Services are asking for \$2,000 more for a total of \$9,500.
- Could Kiwanis provide more funding?
- Kovach wants funding level to return to 2009/2010 level which would be \$10,000 - \$11,000.
- Could there be an addendum to FYE 13 budget, since repair costs were high.
- Mayor asked for a letter from the agency with explanation of why they asking for additional funds for this year.

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

- The three main activities of the CCFI are to heal abused/neglected children, strengthen families, and operate the neighborhood centers.
- The agency is asking for an additional \$10,000 for a total of \$100,000 for FYE 14.
- CCFI is seeking \$3,000,000 through private donor support to construct a new facility.
- They expect a couple of grants to roll-off this year.

Sooner Theatre, Inc. – Jennifer Heavner-Baker, Executive Director, and Nicki Kraisky, Business Manager, made presentation.

- Facility has new ramp inside.
- Theater gave 80 scholarships this year valued at \$30,000 which is double last year.
- Second space on Main Street is at capacity and Sooner Theatre is looking for growth options for facility.
- Gallagher asks if Oklahoma State Historical Society funds might be available for the theater.

89er Day Parade – Mr. Hollingsworth was not present due to illness.

- Committee is requesting \$5,000 for FYE 14, same as this year.
- Mayor asked if Cleveland County Fair Board can be a partner with parade instead of expense. Letter will be sent requesting information.

Social and Voluntary Services Commission – Teresa Capps, Commission Chair, made presentation.

- SVSC is requesting \$150,000 funding for FYE 14, same as this year.
- The all-volunteer commission is a steward of the City as they audit the various non-profit agencies that receive City funds.
- Discussion was held of the United Way contributions from City employees and whether the City could match them or not.

Performing Arts Studio – No presentation made.

- The agency is requesting \$3,000 funding for the FYE 2014 year, an increase of \$300.

Item(s) submitted for the record:

1. Cleveland County Historical Society Report to Finance Committee dated February 20, 2013.
2. Firehouse Art Center 2013 Organization Annual Report (September 1, 2011 – August 2012).
3. Kiwanis Kruiser FYE 13 Annual Report as of 02/08/2013.
4. City of Norman – Neighborhood Centers Annual Report dated February 8, 2013.
5. The Sooner Theatre of Norman, Inc. Financial Report FYE 2012
6. Letter from 89er Day Parade Chair, Charles R. Hollingsworth dated February 7, 2013
7. Memo from Teresa Capps, Chair to Finance Committee dated February 8, 2013, Social and Voluntary Services Funding for FYE 14.
8. Performing Arts Studio Report to City of Norman Finance Committee dated February 15, 2013.

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

- Makeup of late reporting by businesses that caused a decrease in sales tax report last month was discussed.
- Anthony Francisco gave a copy of the RFP for Auditing Services for all City funds to the Committee.
- RFP for services submitted every three-five years.
- Delivery of preliminary audit for first Council meeting in December.
- In September preliminary audit figures are to be presented to Finance Committee.
- Qualifications specified in RFP ask for types of services provided by firm; past experience; and mandatory qualifications.
- Cost proposal is a separate component.

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 January 31, 2013.

SUBMISSION OF THE REPORT ON OPEN POSITIONS

- Kovach would like to see the FYE 14 Budget figured without the frozen position numbers in it. Will plan to bring to Finance Committee in March.

Items submitted for the record:

1. City of Norman/Human Resources Department Recruitment and Selection Report dated February 13, 2013.

MISCELLANEOUS DISCUSSION

- The March Finance Committee will be held as scheduled on March 20, 2013.
- Kovach wants to revisit refinancing TIF, get out of current contract and charge administrative services to TIF.
- Castleberry concerned about budget presented to Council. He wants to see 2 budgets.
 - one with what staff wants with negative fund balances.
 - what can we cut out in priority order, preferably in operating budget.
 - concentrate on General Fund.
- Health insurance has new requirements
- Some additional costs include:
 - State exchanges will be funded through third party administrator.
 - Some part-time employees will have to be covered by health insurance.
 - Current third party administrator – UMR processes claims
- Cadillac plan in 2018 concern

The meeting was adjourned at 7:00 pm.

ATTEST:

City Clerk

Mayor