

## **MEETING AGENDA**

### **NORMAN FORWARD CITIZEN'S FINANCIAL OVERSIGHT BOARD**

**Executive Study Session Room  
201 West Gray**

**Monday, January 23, 2017  
3:30 P.M.**

- I. Approve minutes from December 5, 2016 Meeting
- II. Discussion of Finance Reports – Finance Department
- III. Discussion of Previously-Approved Council Actions and Possible Action
- IV. Ad Hoc Committee Liaison Reports
- V. Discussion of Project Status – Project Managers
- VI. Miscellaneous Discussion
- VII. Establishment of Future Meeting Time(s)
- VIII. Adjournment

**APPROVE MINUTES FROM  
DECEMBER 5, 2016 MEETING**

NORMAN FORWARD CITIZENS FINANCIAL OVERSIGHT BOARD MINUTES  
December 5, 2016

The Norman Forward Citizens Financial Oversight Board (CFOB) of the City of Norman, Cleveland County, State of Oklahoma, met at 3:30 p.m. in the Municipal Building Conference Room on the 5th day of December, 2016, 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 Andy Rieger, Tom Sherman, Chair Bill Nations, Andy Paden, Bree Montoya, McKenzie Britt, Don Hiebert, and Cindy Rogers

ABSENT:                   Member Anil Gollahalli

OTHERS PRESENT:       Robert Castleberry, City Council Member  
Terry Floyd, Development Coordinator  
Anthony Francisco, Finance Director  
David Hopper, Chair of Senior Citizens Ad Hoc Advisory Committee  
Kyle Lombardo, ADG  
Leslie Tabor, ADG  
Montgomery Johnston, Citizen  
About 20 unnamed Norman citizens

CALL TO ORDER AND ROLL CALL

Chair Nations called the meeting to order. A quorum was present.

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ITEM 1, being

APPROVE MINUTES FROM OCTOBER 17, 2016 MEETING

After review and discussion of minutes of October 17, 2016 meeting, a motion was made and seconded to approve the minutes with the correction to page 5. Motion passed unanimously.

Items submitted for the record:

1. Norman Forward Citizens Financial Oversight Board Minutes October 17, 2017

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ITEM 2, being

DISCUSSION OF COUNCIL ACTIONS RE: SENIOR CITIZEN'S CENTER

Anthony Francisco gave the status update. The financial options menu was submitted to the Council to discuss ways to pay for a stand-alone Senior Center. At the November 22<sup>nd</sup> City Council Conference, members directed that Capital Sales Tax funds should be put into a reserve account to accumulate about 5-7 million dollars over a 5-7 year period.

Member Rogers asked how the proposed Storm Water Utility affects the Capital Fund and the reserves. Francisco stated that storm water projects are paid for out of the Capital Sales Tax funds and that projected unprogrammed Capital fund reserves are \$58,000 at the end of this fiscal year. Member Rogers then asked what the biggest ticket items were. Francisco stated that they are street resurfacing, park maintenance, storm water, and fleet replacement.

Member Hiebert asked if this was going to push back the start of the Senior Center project. Francisco stated that yes this would push back the Senior Center for however long it takes to accumulate the funds.

Member Britt asked how far behind the City is on sales tax projections. Francisco stated that we are at 3.4% below projections.

Member Rogers asked if there was any way to restructure the Norman Forward projects and debt financing to find the funding for a stand-alone Senior Center. Francisco stated that this is unlikely because the major projects are bond-financed. There is no delaying them for just 1 year to save interest costs, as major building projects cannot be partially built (for example, you can't build part of the library). If pay-as-you-go projects are delayed to identify future funding, they would have to be delayed for a long time - 12+ years.

Items submitted for the record:

1. Packet containing information presented to the City Council about the plans for a stand-alone Senior Citizens center

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ITEM 3, being

DISCUSSION OF PREVIOUSLY APPROVED COUNCIL ACTIONS AND POSSIBLE ACTION

Anthony Francisco gave the update. The Council acted recently on the Annual Appropriation Item. This is to close out the end of the fiscal year for audit purposes. The item that you saw is where the Council is reimbursing the Capital Fund for the money it up-fronted to the Norman Forward Central Library project.

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ITEM 4, being

DISCUSSION OF FINANCE REPORTS-FINANCE DEPARTMENT

Anthony Francisco gave the update. He handed out a summary of the expenditures. There have been some fairly large expenditures for the library projects and the Westwood pool.

Member Rieger asked how the Reaves Park Maintenance building move was being paid for and where it was moving. Terry Floyd stated that it was being paid for out of Norman Forward and that it was being moved to Griffin Park. We do not have a cost estimate yet because it has not been planned just yet.

Items submitted for the record:

1. Norman Forward Expenditure report
2. Norman Forward Sales Tax Collections to Date vs. Projections

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ITEM 5, being

AD HOC COMMITTEE LIASION REPORTS

Member Sherman gave the update for the Senior Ad Hoc Committee. There is an ongoing issue to find funding for the stand alone Senior Center. There is probably funding in Norman Forward for this, but you wouldn't know until the end of the Norman Forward project. The only other option is to put the funding to a vote for the City of Norman and that is a timing issue with the other items that the City has voted for recently.

Member Paden gave the update for the Library Ad Hoc Committee. We are in the process of trying to schedule an Ad Hoc Committee meeting before the end of the year. He will have a report next time this Committee meets if they do have a meeting. Terry Floyd stated that the East Library is at 100% construction document design and is moving forward. The Central Library is at 65% construction document design and is moving towards 100% design completion by sometime mid-January.

Member Montoya gave the update for the Westwood Ad Hoc Committee. She stated that they haven't met yet but the site work is in process right now.

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ITEM 6, being

DISCUSSION OF PROJECT STATUS-PROJECT MANAGERS

Jud Foster gave the update for Parks and Recreation. He stated that there has been great progress on Westwood pool. They are ahead of schedule due to good weather. The contractor will have the critical path timeline completed and to us by the end of this month. The two Westwood tennis outdoor courts have been poured and the fencing has begun. That project is moving along on schedule. In the next month or so there will be a Request for Proposal (RFP) for the indoor Westwood tennis courts. The Ad Hoc groups for Reaves and Griffin Parks will be appointed soon. There will be a RFP done for the design work and master facility planning for both of these as well.

Terry Floyd gave the update for the library projects. He stated that some homes on Acres street have been demolished for the Central Library project. The East Branch of the library is at 100% completion for construction documents and the Central Branch is at 65%. 95% design completion for the Central Branch is due in January of 2017 and bids for the East Branch will hopefully happen in January of 2017.

Jud Foster stated that the finalists for the Westwood public art project will be in for their interviews on 12/6.

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ITEM 7, being

MISCELLANEOUS DISCUSSION

Montgomery Johnston, a citizen of Norman, asked how much money we are sending to Minnesota. He then answered his own question by stating \$4.4 million.

Member Rogers stated that she doesn't think that there is any hope to find extra money for the Senior Citizens Center from the Norman Forward funds when we are determined to spend the budget on every project to the full extent.

Member Nations stated that we (this Committee) might write a letter to the City Council about this budget spending and what we can do to find money for the Senior Center.

Member Sherman stated that there is no mandate that says the full budget amount must be used.

Robert Castleberry, City Council Member, stated that going forward we should not add things back to a project just because there is left over money.

Member Rogers stated that we would like guidance from Council on how to go forward with this funding and "surplus" issue. Anthony Francisco stated that staff or Committee members could draft a letter for the Committee's review to be presented to the City Council. Chair Nations stated that the members of this Committee could meet with him individually to discuss what should be put into the letter.

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ITEM 8, being

ESTABLISHMENT OF FUTURE MEETING TIME(S)

After discussion, members agreed to meet again on Monday, January 23, 2017, at 3:30 pm in the Council Study Session Room.

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ITEM 9, being

ADJOURNMENT

Motion was made by Member Sherman and seconded by Member Britt to adjourn. Motion passed unanimously.

**DISCUSSION OF FINANCE REPORTS-FINANCE  
DEPARTMENT**



**Professional Services/Consultant (051-1011-413-4002/4003)**

	Budget	PO #	Acct	Total	Paid	Balance
<b>Budget</b>	<b>1,500,808.00</b>					
<b>Contract/Encumbered:</b>						
<b>ADG, PC</b>		<b>275953</b>	<b>4003</b>	<b>1,735,200.89</b>	<b>(324,933.03)</b>	<b>1,410,267.86</b>
						<u>-</u>
<b>Total</b>						<u><b>1,410,267.86</b></u>
<b>Paid:</b>						
<b>Total</b>						<u><b>(177,340.14)</b></u>
<b>Balance</b>						<u><b>1,423,467.86</b></u>
<b>NFB001 Griffin Park Remodel</b>						
<b>Budget</b>	<b>2,150,000.00</b>					
<b>Balance</b>						<u><b>2,150,000.00</b></u>
<b>NFB002 Indoor Aquatics Facility</b>						
<b>Budget</b>	<b>1,000,000.00</b>					
<b>Balance</b>						<u><b>1,000,000.00</b></u>
<b>NFB003 Indoor Sports Facility</b>						
<b>Budget</b>	<b>750,000.00</b>					
<b>Balance</b>						<u><b>750,000.00</b></u>
<b>NFB004 James Garner: Flood-Acres</b>						
<b>Budget</b>	<b>465,000.00</b>					
<b>Balance</b>						<u><b>465,000.00</b></u>
<b>NFB005 Community Sports Park Development</b>						
<b>Budget</b>	<b>800,000.00</b>					
<b>Balance</b>						<u><b>800,000.00</b></u>
<b>NFB006 Reaves Park Remodel</b>						
<b>Budget</b>	<b>800,000.00</b>					
<b>Total</b>						<u><b>(6,159.40)</b></u>
<b>Balance</b>						<u><b>793,840.60</b></u>
<b>NFB007 Westwood Tennis Center Addition</b>						
<b>Budget</b>	<b>1,000,000.00</b>					
<b>Total</b>						<u><b>(203,474.11)</b></u>
<b>Balance</b>						<u><b>796,525.89</b></u>
<b>NFB008 James Garner/Acres Intersection</b>						
<b>Budget</b>	<b>64,900.00</b>					
<b>Total</b>						<u><b>(8,930.00)</b></u>
<b>Balance</b>						<u><b>55,970.00</b></u>



# NORMAN FORWARD Sales Tax Collections to Date, vs. Projections

MONTH	PROJECTED	ACTUAL	% VARIANCE
March	\$ 765,813	\$ 728,243	-4.91%
April	\$ 737,709	\$ 776,747	5.29%
May	\$ 796,539	\$ 802,418	0.74%
June	\$ 820,638	\$ 729,175	-11.15%
July	\$ 771,629	\$ 758,153	-1.75%
August	\$ 811,311	\$ 753,218	-7.16%
September	\$ 786,920	\$ 771,583	-1.95%
October	\$ 858,715	\$ 816,566	-4.91%
November	\$ 798,882	\$ 769,521	-3.68%
December	\$ 784,003	\$ 745,468	- 4.92%
January	\$ 827,244	\$ 796,677	- 3.70%
<b>TOTAL TO-DATE</b>	<b>\$8,759,403</b>	<b>\$8,447,769</b>	<b>- 3.56%</b>

**DISCUSSION OF PREVIOUSLY-APPROVED COUNCIL  
ACTIONS AND POSSIBLE ACTION**



City of Norman, OK

Municipal Building
Council Chambers
201 West Gray
Norman, OK 73068

Master

File Number: K-1516-76 CO# 1

Table with 3 columns: File ID, Type, Status, Version, Reference, In Control, Department, Cost, File Created, File Name, Final Action.

Title: CHANGE ORDER NO. ONE TO CONTRACT K-1516-76: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND DOWNEY CONTRACTING, L.L.C., DECREASING THE CONTRACT AMOUNT BY \$11,770 FOR A REVISED CONTRACT AMOUNT OF \$536,381.90 FOR THE SUTTON WILDERNESS LAKE DAM AND SPILLWAY REPAIR PROJECT AND FINAL ACCEPTANCE OF THE PROJECT.

Notes: ACTION NEEDED: Motion to approve or reject Change Order No. One to Contract K-1516-76 with Downey Contracting, L.L.C., decreasing the contract amount by \$11,770 for a revised contract amount of \$580,021.90; and, if approved, authorize the execution of the contract, accept the project, and direct final payment in the amount of \$26,824.09 to Downey Contracting, L.L.C.

Handwritten initials: LM, JC, 7/2

ACTION TAKEN: RC/BA 9/10

MOTION to PLACE SAVINGS of \$11,770 IN SENIOR RESERVE FUND

Agenda Date: 01/10/2017
Agenda Number: 15

Attachments: Text File CO Sutton, CO#1 to K-1516-76, Photograph, Sutton Wilderness Attachment
Project Manager: Chris Serrano, Construction Manager

Entered by: rachel.warila@normanok.gov

Effective Date:

History of Legislative File

Table with 7 columns: Version, Acting Body, Date, Action, Sent To, Due Date, Return Date, Result.

Text of Legislative File K-1516-76 CO# 1

Body
BACKGROUND: On March 22, 2016, the Norman City Council approved construction contract K-1516-76 with Downey Contracting, L.L.C., in the amount of \$548,251.90 for the Sutton Wilderness Lake Dam and Spillway Repair Project. Sutton Wilderness Lake Dam is located about 1,500 feet south of Rock Creek Road and 2,200 feet west of 12th Avenue N.E.

This property is owned by the State of Oklahoma Department of Mental Health and leased to the Oklahoma