



**CITY OF NORMAN, OK**  
**NORMAN FORWARD SALES TAX CITIZEN FINANCIAL**  
**OVERSIGHT BOARD MEETING**  
2201 Trae Young Drive, Norman, OK 73069  
Friday, February 23, 2024 at 3:30 PM

---

## **MINUTES**

*It is the policy of the City of Norman that no person or groups of persons shall on the grounds of race, color, religion, ancestry, national origin, age, place of birth, sex, sexual orientation, gender identity or expression, familial status, marital status, including marriage to a person of the same sex, disability, relation, or genetic information, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination in employment activities or in all programs, services, or activities administered by the City, its recipients, sub-recipients, and contractors. In the event of any comments, complaints, modifications, accommodations, alternative formats, and auxiliary aids and services regarding accessibility or inclusion, please contact the ADA Technician at 405-366-5424, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.*

### **ROLL CALL**

#### **PRESENT**

Chairman Andy Rieger  
Board member Alva Brockus  
Board member Cindy Rogers  
Board member Erik Paulson  
Board member Linda Price  
Board member Saidy Orellana

#### **ABSENT**

Board member Andy Sherrer  
Board member Misty Grantham  
Board member Zachary Simpson

#### **OTHER**

Anthony Francisco, Director of Finance  
Jacob Huckabaa, Budget Technician  
Veronica Tracy, Recreation Manager  
Dannielle Risenhoover, Admin. Tech IV

### **MINUTES**

1. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF MINUTES FROM DECEMBER 29, 2023

Member Price made a motion to approve the minutes from the December 29, 2023 meeting. Member Brockus duly seconded the motion. The motion passed unanimously.

Items submitted for the record:

Norman Forward Citizens Financial Oversight Board Minutes from December 29, 2023.

## **REPORTS & ACTION ITEMS**

### **2. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF FINANCIAL REPORTS**

Anthony Francisco gave the report. He stated that sales tax revenue is down for February; however, for the year, the City is within 3% of its original sales tax target and about 2% above its fiscal year target for combined sales and use tax. "Hotel-Motel Tax is also right on budget for the increased projection of going from 3% to 5%," Francisco said. "We have seen some increase in room tax collections. We are anticipating both the increased rate and increased occupancy reflects increased room tax revenues in next fiscal year from when the SEC kicks in." Francisco also stated, "The best indicator that we have of the economy, as a whole, is sales tax collections."

Francisco expects that it will be a few months before expenditures for the Young Family Athletic Center project will be finalized and plans to focus efforts on the collection side of the project. "We have budgeted money coming in from both the Young Family Foundation and from Norman Regional Hospital System for their parts of this project, this fiscal year," Francisco said. "They have not actually paid yet and that should be coming in."

Member Price made a motion to approve the Financial Reports and Member Paulson duly seconded the motion. The motion passed unanimously.

Items submitted for the record:

Norman Forward Citizens Financial Oversight Board Financial Reports

### **3. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT REGARDING THE GRIFFIN LAND LEASE RECOMMENDATION LETTER TO COUNCIL**

Francisco stated, "The lease or purchase of the Griffin Park land has always been a Norman Forward project. Where we're trying to get the Griffin Soccer Complex land secured by whatever means, that's a Norman Forward deal as we have always seen it; but, if you wanted to forward this recommendation on to Council we certainly can. You have to vote in the majority to do that."

Chair Rieger asked Francisco, "If we made this statement to the Council, do you think it would affect other projects where we have similar payments coming out of Norman Forward long-term?"

Francisco replied, "I don't think so, just because the neighborhood parks and community projects are all on City-owned land. This is the only one that I can think of that would be related."

Chair Rieger recommended that the vote regarding issuing the Griffin land lease recommendation letter to Council be deferred until Member Sherrer could be present to discuss his concerns further.

Member Price made a motion to table the discussion and vote until the next Norman Forward Sales Tax Citizen Financial Oversight Board (CFOB) meeting. The motion was duly seconded by Member Brockus. The motion passed unanimously.

#### 4. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF PREVIOUSLY APPROVED COUNCIL ACTIONS

Francisco pointed out that several CFOB Members had been reappointed by the Mayor to serve on the Board. Francisco congratulated them and thanked them for their willingness to serve.

Chair Rieger asked why equipment at the Young Family Athletic Center was purchased and not leased like it was at the Adult Wellness and Education Center. Francisco said, "With the Stairmasters and that sort of thing that you have to replace every five years, it was prudent to lease opposed to purchase." The lease payments for the Adult Wellness and Education Center equipment are made out of the facility's operating fund.

Francisco highlighted the first major trail project that Norman Forward is providing funding for. This trail will be a six foot wide, multimodal path along Flood Avenue (west side) from Robinson Street to Tecumseh Road and along Tecumseh Road (south side) from Flood Avenue to 24th Avenue NW. Approximately two-thirds of this project will be funded through the Norman Forward Fund and one-third funded through the Capital Fund.

#### 5. AD HOC COMMITTEE LIAISON REPORTS

Member Brockus gave the report. The Norman Forward Indoor Aquatic and Multi-Sports Facility (YFAC) Ad Hoc Group met on December 18, 2023 and on January 29, 2024. After updates from staff, the group stated in a letter to the Mayor and Councilmembers that, "The Ad Hoc Group discussed and supports the YFAC being open on Sundays and unanimously voted to recommend hiring additional YFAC staff, at least one full-time employee at this time, in order to properly operate the YFAC." This letter also included, "The Ad Hoc unanimously voted to recommend the City continue trying to find solutions to the parking issues at the YFAC."

Recreation Manager Veronica Tracy stated that the Parks and Recreation Department has put in a budget request for the additional staff member.

The YFAC pool deck has been re-poured, the drainage issues have been resolved, and timing system conduit has been repaired. Both clinics at the YFAC are open and serving clients. The official opening day for the entire facility will be March 11 or March 15.

#### 6. PROJECT MANAGER REPORTS

Veronica Tracy gave the report. The Adult Wellness and Education Center has over 2,000 members and Tracy states, "Things have been really smooth as far as their operations go." The City has investigated expanding the parking for this facility. The neighboring hospital will be vacating their office space in July. "We expect to have quite a bit of area parking, all of a sudden, once that happens," said Tracy. "We'd really like to see how that influences the space before we jump into an expanded parking area." The parking at the YFAC has also been of concern and investigated by the City. According to Francisco, the YFAC has a "hand shake" agreement to utilize the Embassy Suites neighboring parking lot. Tracy says the cost to increase parking at the YFAC would be about \$350,000. "The average cost for adding a parking spot right now

is about \$4000 per parking spot," said Tracy. "It's a heavy price tag and something to really think about, especially since we have those other options for parking at both (the Adult Wellness & Education Center and YFAC) facilities. We know that it's something that people are asking for and wanting, so regardless of the timeline for the other parking spaces and working with Embassy Suites, we are going to put in a capital request for both those projects to have extending parking areas."

Tracy said that the City is working on other transportation options as well, such as a shuttle service to and from the YFAC. "There has been discussion about a tram system that would rotate throughout University North Park," said Francisco. "I know that the University North Park Business Improvement District is going to take that up and the University North Park TIF Committee talked about that at their meeting on Tuesday as well - and made a recommendation to Council about it."

Bentley Park play equipment has been installed, the border is being built and construction of the walking trail and picnic shelter will follow with the expectation of an early spring ribbon cutting ceremony. Sunrise Park is getting new playground equipment, trails, and park furniture. Lakeview Park is getting new playground equipment and park furniture with more renovations expected next year.

The envelope consulting firm from Texas is about two weeks into their investigation of what cause the breakout of mold in the Central Library. They are due to provide a report of their findings to the Parks and Recreation Department early next week. "They're already telling us that they're seeing root causes of the issue," Tracy said. "They're going to be able to tell us, probably likely, whether it's a design or construction issue, or both, so then we'll be able to work with those parties and figure out how to get it fixed." Further repairs and "build back" will be necessary before the library can be reopened. "We're seeing, from our emergency contractor, really clean air tests and we're confident that most of the mold has been removed and remediated," Tracy said. "It's just a matter of making sure it doesn't happen again." A reopen date for the Central Library has not yet been determined. Repairs for the library are coming from the City's Emergency General Fund. So far, the City has been invoice \$400,000 for the library mold remediation.

## **MISCELLANEOUS COMMENTS**

### **7. ESTABLISHMENT OF FUTURE MEETING TIME(S)**

The Board determined that the next meeting will be April 12, 2024 at 3:30 PM at City Hall.

## **ADJOURNMENT**

Member Brockus made a motion to adjourn the meeting which was duly seconded by Member Paulson. The motion passed unanimously. The meeting adjourned at approximately 4:30 PM.

---

Greg Burge, Chair  
Development Oversight Committee for TIF District 2