



**CITY OF NORMAN, OK**  
**CITY COUNCIL FINANCE COMMITTEE MEETING**  
Municipal Building, Executive Conference Room, 201 West Gray, Norman,  
OK 73069  
Thursday, April 16, 2026 at 4:00 PM

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## MINUTES

The City Council Finance Committee of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in the Executive Conference Room in the Municipal Building, on Thursday, April 16, 2026 at 4:00 PM, and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray and on the City website at least 24 hours prior to the beginning of the meeting.

### CALL TO ORDER

#### PRESENT

Councilmember Ward 6 - Chair Joshua Hinkle  
Councilmember Ward 1 David Gandesbery  
Councilmember Ward 3 Robert Bruce  
Councilmember Ward 4 Helen Grant

#### ABSENT

None

#### OTHERS

Mayor Stephen Holman  
Councilmember Trey Kirby  
Bryce Holland, Multimedia Specialist  
Clint Mercer, Director of Finance  
Major Chad Vincent, NPD  
Darrel Pyle, City Manager  
Jacob Huckabaa, Budget Analyst  
Jason Olsen, Director of Parks and Recreation  
Kathryn Walker, Asst. City Attorney

### AGENDA ITEMS

#### 1. DISCUSSION REGARDING MONTHLY REVENUE AND EXPENDITURE REPORTS.

City of Norman Finance Director Clint Mercer gave the report. He pointed out that the Westwood Fund is in the negative. "That fund always runs really light this time of year because we collect all of our revenue from sales of passes from now until June," Parks and Recreation Director Jason Olsen stated. "As soon as we have that first hot day after Memorial Day, it will turn around."

Mercer also highlighted the General Fund Expenses versus Budget Report. The General Fund is slightly below the budgeted, year-to-date expenses. City Manager Darrel Pyle stated that there are 18 vacant positions in the General Fund. "We're being very strategic on when we release those to be filled," Pyle said. On the revenue side, the City is approximately 2.98%

above the budgeted, year-to-date target. The preliminary budget going out Council is expected to project General Fund revenue growth that is 1% ahead of this fiscal year's sales tax budget and 4% above the use tax budget.

Items submitted for the record:  
Monthly Financial Reports

## 2. CONTINUED DISCUSSION AND REVIEW OF OUTSIDE AGENCY FUNDING FOR FYE 2027.

Jason Olsen led the discussion. He presented the proposed revenue split for fiscal year 2027's Hotel-motel Guest Tax. The proposed allocations were estimated as follows:

4% to Administrative Costs = \$207,236  
50% to Visit Norman = \$2,486,843  
25% to Norman Arts Council = \$1,234,421  
25% to Parks & Recreation = \$1,234,421

Olsen stated that the Parks Department will hold onto the Parks & Recreation accrued guest tax funds for a full year, "and then start budgeting a full year behind;" so that the department is budgeting using actual and not estimated figures. Olsen highlighted the objectives of Visit Norman, the Norman Arts council, and the City of Norman Parks & Recreation Department.

In the past, Norman City Council has provided funding to support additional organizations including Campus Area Rapid Transport (CART), the Center for Children & Families, Cleveland County Economic Development Coalition, as well as the following organizations operating in city-owned facilities: Firehouse Art Center, the Moore-Lindsay Historical House Museum, the Sooner Theater, and The Depot/Performing Arts Studio. The City's support for the organizations operating in City-owned facilities has included a bulk, financial contribution; payment for any maintenance; and payment for a significant portion of each facility's monthly utilities.

"The City has been in long-term contractual obligations to making sure that their buildings stay open and that they (the outside agencies), on the City's behalf, provide services," Olsen said. "As we move forward, staff is proposing that you (City Council) hand Parks Board a number that goes along with that and then Parks Board, since they work with these outside agencies on so many different factors, allocate that money with Council oversight."

Councilmember Bruce prompted the question: What is included in "other support" and should it be brought forward to the next fiscal year if it's capital related maintenance? Olsen addressed several of Councilmember Bruce's questions such as those regarding the contributions and "other support" that the City grants to the outside agencies. He clarified that the "contribution" amount listed in the Committees documents included the City's operational stipend given to each facility along with the utility payments the City pays on behalf of each facility. The "other support" listed on the Committees documents included capital projects and/or emergency services that were provided by the City on behalf of each facility.

"Out of all of our capital funding that's set aside, 7% goes towards (all City) facilities," Olsen said. Out of the 7% Capital Fund, approximately 10% of the money is only used for emergency building maintenance.

City Manager Darrel Pyle confirmed that Council authorizes the outside agency expenses. Any reduction in this funding will be added to the City's General Fund and "is always available to the Council to dip into when circumstances arrive."

3. DISCUSSION REGARDING ADDING ADDITIONAL POSITIONS AT THE ANIMAL WELFARE FACILITY.

City Manager Darrel Pyle led the discussion. Pyle stated that they received a request for the funding/reclassification of additional Animal Welfare staffing; a capital request for kennels; and funding for outside agency support of the nonprofit, WildCare Oklahoma.

"Wildlife that find themselves in medical emergency, on many instances, our Animal Welfare Officers will deliver them to WildCare," Pyle said. "Their nature in life is to try to save those animals and then reintroduce them." WildCare's request was for a City of Norman contribution in the amount of approximately \$50,000. "The average cost of an animal to be rescued is \$172 and change, times the number of animals that the Animal Welfare Department took to WildCare; so, it's not just a number grab, that's the math that led up to the request," Pyle said.

Pyle recommended that the capital kennel replacement request be included in the City Manager's preliminary budget for fiscal year 2026-2027.

Councilmember Grant stated, "Back to the reclassification, would like to do that. Would like to move towards Animal Welfare becoming its own department so we can talk about them managing their own overtime and pay raises. And then for the WildCare, we could just send that through Voluntary and Social Services, couldn't we? And let them evaluate and award?"

Darrel Pyle replied, "Absolutely."

Councilmember Grant also stated that she was fine with the funding of kennels, as did Mayor Holman. Mayor Holman is also in favor of contributing to WildCare. Councilmember Hinkle would like to see an "analysis" on WildCare as well as the Animal Welfare staffing. The analysis is expected to be presented in a future Finance Committee Meeting.

**ADJOURNMENT**

Chair Hinkle adjourned the meeting at approximately 5:20 PM.

ATTEST:

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City Clerk

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Stephen Tyler Holman, Mayor