



CITY OF NORMAN, OK
CITY COUNCIL FINANCE COMMITTEE MEETING
Municipal Building, Executive Conference Room, 201 West Gray, Norman,
OK 73069
Thursday, June 20, 2024 at 4:00 PM

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 at the Municipal Building, on the 20th day of June, 2024, at 4:00 p.m., 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

Mayor Larry Heikkila
Councilmember Ward 3 Bree Montoya

ABSENT

Councilmember Ward 6 Elizabeth Foreman

OTHERS

Councilmember Ward 4 Helen Grant
Councilmember Ward 5 Michael Nash
Councilmember Ward 7 Stephen Holman
Darrel Pyle, City Manager
Shannon Stevenson, Asst. City Manager
Anthony Francisco, Director of Finance
Jacob Huckabaa, Budget Technician
Kim Coffman, Budget Manager
Dannielle Risenhoover, Admin. Tech IV
Kathryn Walker, City Attorney
Shaakira Calnick, Internal Auditor
Scott Sturtz, City Engineer
Jason Olsen, Director of Parks & Recreation
Anthony Purinton, Assistant City Attorney
Rick Knighton, Assistant City Attorney
Chris Mattingly, Director of Utilities

Mayor Heikkila called the meeting to order at approximately 4:00 PM.

AGENDA ITEMS

1. DISCUSSION REGARDING SHOPPING CARTS.

City Manager Darrel Pyle led the discussion. "A couple years back, the subject came up as it related to the consideration of maybe adopting an ordinance that required shopping cart providers to keep those carts on site through various technologies," Pyle said. He gave the example of Aldi's quarter system and Homeland's invisible fence system that causes the carts' wheels to cease when the fence barrier is crossed. "Both stores report that cart theft has been eliminated," Pyle said. "Our local Walmart manager said, 'If you adopt an ordinance Walmart will send money from corporate and install that technology at all the Walmarts.'" Pyle also stated that smaller retail stores were concerned about the expense that this type of mandate would cost them and asked if there was an incentive that could help them offset the expense.

Currently shopping carts are unregulated in Norman and they become abandoned throughout the City. The City get numerous complaints requesting that these carts be removed from properties and the City is often left in possession of unmarked or unclaimed carts. "I get calls from businesses all over town. There's just a shopping cart out there on the sidewalk in front of my business. We try to get them picked up as quickly as possible just so it's not an impedance to somebody in a wheelchair and it just makes Norman a cleaner place," Pyle said.

"We wanted to see if there is any desire on Council's part to pursue any particular path (regarding this)," Pyle said.

After Committee discussion, it was agreed that City staff would calculate the City's expenses related to the retrieval, return and disposal of abandoned carts. The thought, currently, is that a program that helps business secure their shopping carts would be incentivized using funds that the City will save by not having to retrieve their displaced carts. This topic will be revisited in the August 2024 City Council Finance Committee Meeting when these figures are available.

2. DISCUSSION REGARDING MONTHLY REVENUE AND EXPENDITURE REPORTS.

Anthony Francisco gave the report. He stated that June was a good month for sales tax revenue and it led to the City being "flat" as a whole for the fiscal year. Francisco also stated that use tax is up 14% for the fiscal year.

3. INTERNAL AUDIT PROGRAMS UPDATE.

Shaakira Calnick gave the update. Calnick has asked all department to fill out an assessment that she is using evaluate department risks. The risk assessment is based on likelihood of risk and the impact of it. "Those areas that present the highest risk to the City's operations or the objectives of a department will probably list higher on the possible to audit list," Calnick said. After Monday she will have five departments left to assess. These assessments will lead to a triennial audit plan. It is hoped that this plan will improve the operations and enhance compliance within the City of Norman.

Calnick addressed the public regarding the purpose of a city's internal auditor by stating, the purpose is to "provide independent objective assurance and consulting services designed to add value and improve the City of Norman's operations. The mission of internal audit is to enhance and protect organizational value by providing risk-based and objective assurance advice and

insight. The Audit Department helps the City of Norman accomplish its objectives by bringing a systematic disciplined approach to evaluate and improve the effectiveness of governance, risk assessment, and control processes. It also provides reasonable assurance to management and City Council that the City's financial and operational controls, designed to manage the organization's risk and achieve the City's objectives, are operating in an efficient, effective and ethical manner and also assist management in improving the City's business performances. With that, I'd like to say that internal audit only has recommendatory powers. I cannot have any authority over what management decides for their departments or what the City Manager decides for the City as a whole, or what Council decides to do through my recommendations. They are solely recommendations. You have the power to agree with modifications or disagree in its entirety and go your own direction; nevertheless, I will report that. It will be included in my report and my report will be published on the City of Norman website, to the public, for transparency and accountability."

ADJOURNMENT

Mayor Heikkila adjourned the meeting at approximately 4:40 PM.

ATTEST:

City Clerk

Mayor