



CITY OF NORMAN, OK
CITY COUNCIL FINANCE COMMITTEE MEETING
Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Thursday, February 16, 2023 at 4:00 PM

CITY COUNCIL FINANCE COMMITTEE MINUTES

The City Council Finance Committee of the City of Norman, Cleveland County, State of Oklahoma, met at 4:00 pm in the Municipal Building Executive Conference Room on the 16th day of February, 2023, and notice of agenda of the meeting were posted in the Municipal Building at 201 West Gray, 24 hours prior to the beginning of the meeting.

PRESENT:

Chairman Heikkila and Member Lynn

ABSENT:

Member Foreman

OTHERS PRESENT:

Councilmember Grant
Councilmember Schueler
Councilmember Holman
Darrel Pyle, City Manager
Anthony Francisco, Director of Finance
Dannielle Risenhoover, Administrative Tech. IV
Kim Coffman, Budget Manager
Jacob Huckabaa, Budget Technician
Kathryn Walker, City Attorney
Jane Judson, Director of Planning
Jason Olsen, Director of Parks & Recreation
Chris Mattingly, Director of Utilities

CALL TO ORDER AND ROLL CALL

Mayor Heikkila welcomed everyone to the meeting. The meeting began at approximately 4:00 pm.

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Item 1, being:

DISCUSSION REGARDING MONTHLY REVENUE AND EXPENDITURE REPORTS

Anthony Francisco discussed the Monthly Revenue and Expenditure Reports. The sales and use tax, received in December 2022, is low in comparison to December 2021; however, December 2021 was a record month. Francisco stated that the December 2022 funds are still good and if the healthy sales trend

Item 1, continued:

continues, the City should continue to build some fund balances. As the City moves into their Fiscal Year 2024 budget, Francisco encouraged Council to consider appropriating funds for “one-time” expenditures, as opposed to “on-going” expenditures. City Manager Darrel Pyle highlighted that Norman’s large student population impacts the City’s sales tax timing differently than other cities in Oklahoma.

Councilmember Holman discussed the bankruptcy of the national Bed Bath & Beyond retail chain and pending closure of their store in Norman. Sara Kaplan, retail marketing coordinator, is monitoring this closure as well as an entertainment business that may move into the Sooner Fashion Mall’s, Sears space.

Items submitted for the record:

1. Monthly Revenue and Expenditure Reports

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Item 2, being:

DISCUSSION OF FISCAL YEAR 2023-2024 BUDGET

Francisco discussed the Fiscal Year 2023-2024 Budget. The Finance Department is in the process of receiving City department, revenue requests for next year’s budget. Francisco stated that the City departments are doing a really good job justifying their requests. The City’s Finance Department will review and prioritize these revenue requests during their Management Retreat on Friday, March 3, 2023. The City Manager will propose this draft budget to City Council for consideration.

Francisco highlighted a large Microsoft Office expenditure that will be requested by the City’s Information Technology Department. This request will be a high dollar expenditure and is due to the necessary Microsoft Office Suite upgrade.

Several outside agencies have requested on-going support through the City’s General Fund. Those agencies requesting an increase in the City’s support for Fiscal Year Ending 24, were invited to attend this meeting; however, no representatives attended. These outside agency requests will be considered while planning the City Manager’s 2024 budget. Francisco stated, that it is a Council question as to if they want to continue outside agency, General Fund, support. Councilmember Holman noted that the outside agency funding requests amount to approximately 1% of the City’s General Fund budget.

Items submitted for the record:

1. Fiscal Year 2023-2024 Budget Reports
2. Outside Agency, Revenue Request Letters

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Item 3, being:

ADJOURNMENT

Chairman Heikkila adjourned the meeting at approximately 4:40 pm.

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ATTEST:

City Clerk

Mayor