



**CITY OF NORMAN, OK**  
**CITY COUNCIL FINANCE COMMITTEE MEETING**  
Municipal Building, Executive Conference Room, 201 West Gray, Norman,  
OK 73069  
Thursday, December 15, 2022 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, at the Municipal Building, on the 15<sup>th</sup> day of December, 2022, at 4:00 PM, and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray, at least 24 hours prior to the beginning of the meeting.*

### CALL TO ORDER

#### PRESENT

Mayor Larry Heikkila

#### ABSENT

Councilmember Ward 6 Elizabeth Foreman

#### OTHERS

Councilmember Helen Grant  
Councilmember Lauren Schueler  
Councilmember Brandi Studley  
Councilmember Rarchar Tortorello  
Councilmember Kelly Lynn  
Councilmember Stephen Holman  
Anthony Francisco, Director of Finance  
Jacob Huckabaa, Budget Technician  
Kim Coffman, Budget Manager  
Shawn O'Leary, Director of Public Works  
Jane Hudson, Director of Planning  
Kathryn Walker, City Attorney  
Heather Poole, Assistant City Attorney  
Kim Zaman, Full Circle  
Vicki Anderson, Full Circle  
Mandy Mumma, United Way  
Diane Murphree, United Way

Chair Holman called the meeting to order at approximately 4:00 PM. There was not a quorum.

## **AGENDA ITEMS**

### **1. DISCUSSION REGARDING RECOMMENDATIONS FROM UNITED WAY REGARDING AMERICAN RESCUE PLAN ACT (ARPA) FUNDS ALLOCATED FOR NON-PROFITS.**

Heather Poole gave the presentation. She stated that the City of Norman received \$22,245,542 million in federal stimulus funds for Coronavirus Recovery (American Rescue Plan Act (ARPA) Funds). These funds are overseen by the US Dept. of Treasury. The goal of these funds is to assist in the response and recovery of the public health emergency, COVID-19. The Norman City Council authorized \$1,786,000 million to be granted to local nonprofit organizations and contracted with United Way to collect recipient applications and conduct the selection process. Poole explained the criteria guidelines, set forth by the US Department of Treasury, that needed to be met for recipients to receive these funds. United Way activated an eight member ARPA Impact Council to review applications.

"We looked and we discussed, at length, the applications and really made sure that we understood what they (the applicants) were asking for. We scrutinized their budget and we scrutinized their use of funds because there are certain guidelines within that treasury packet that say what the use of funds can and cannot be used for; and so, if we saw something that was an ineligible use we would talk about removing that amount from their ask so that we are minimizing the risk of any recoupment from the Federal Government back onto the City of Norman," Mandy Mumma with United Way stated.

Thirty-four nonprofit organizations submitted an application. Twenty of these applications were determined to meet ARPA guidelines and were awarded funds.

City of Norman's Legal Department will enter into an agreement with each recipient that receives the ARPA funds. This is to ensure proper financial reporting. "The reporting requirement will be on an ongoing, quarterly basis to make sure that each of these agencies is in compliance with what they said they would do, which United Way has screened to be eligible," Anthony Francisco said. Each nonprofit's reporting requirement concludes after their last expenditure is reported.

### **2. DISCUSSION REGARDING THE MONTHLY REVENUE AND EXPENDITURES REPORTS.**

Anthony Francisco gave the report. Francisco stated that December's sales tax continues to be good and that the franchise fee revenue is significantly up. He credits this to the natural gas utility and the electric utility recouping their costs from the winter freeze damage of 2021. "That has increased their revenue which in turn increases their franchise fee payments," Francisco said.

Items for the record:  
Monthly Financial Reports

## **ADJOURNMENT**

Chair Holman adjourned the meeting at approximately 4:35 PM.