



**CITY OF NORMAN, OK**  
**CITY COUNCIL FINANCE COMMITTEE MEETING**  
Municipal Building, Executive Conference Room, 201 West Gray, Norman,  
OK 73069  
Thursday, October 16, 2025 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, October 16, 2025 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 4 Helen Grant  
Councilmember Ward 1 David Gandesbery  
Councilmember Ward 6 Joshua Hinkle, Chair

#### ABSENT

None.

#### OTHERS

Mayor Stephen Tyler Holman  
Councilmember Ward 8 Scott Dixon  
Councilmember Ward 2 Matthew Peacock  
Anthony Francisco, Director of Finance  
Chris Mattingly, Director of Utilities  
Dannielle Risenhoover, Admin. Tech. IV  
Darrel Pyle, City Manager  
Devra Smith, NFD Admin Tech.  
Jacob Huckabaa, Budget Analyst  
Kim Coffman, Budget Manager  
Scott Sturtz, Director of Public Works  
Shannon Stevenson, Assistant City Manager  
Taylor Johnson, Transit & Parking Program Manager  
Kathryn Walker, Assistant City Attorney  
Paul D'Andrea, Capital Projects Engineer  
Tim Miles, City Engineer  
Scott Martin, Norman Chamber of Commerce

### AGENDA ITEMS

1. DISCUSSION REGARDING TRUST STRUCTURES INCLUDING THE CREATION OF A PARKING AUTHORITY TRUST.

Assistant City Attorney Kathryn Walker led the discussion. She explained that:

- Public trusts exist as legal entities separate and distinct from municipal beneficiaries.
- The City is not liable for trust activities and that the trust is not liable for City activities.
- Trusts exist for public benefit and act on behalf and in furtherance of a public function.
- Trusts may issue debt, commit to long term financial obligations, and engage in the sale of real or personal property.
- Trusts may exercise the power of eminent domain.

Walker stated, "The powers that a public trust can engage in are really broad. What we typically put in these indentures are everything that the statute allows a trust to do; so, if they ever wanted to do something in accordance with the purpose of the trust, they have the authority to do that in the trust indenture."

According to Walker:

- Public trusts operate under the authority of a Board of Trustees.
- There is a fiduciary relationship created where Trustees hold the title to property (the trust estate or trust property) and act, as authorized, in relation to the property for the benefit of another (the beneficiary).
- An annual financial report is to be filed with each beneficiary.
- Annual audits are conducted, and the results are filed with the State Auditor and each beneficiary.
- Trusts engage in competitive bidding for construction, labor, equipment, material or repairs.
- The trust must comply with the Open Records Act and Open Meetings Act.
- Two-thirds approval of governing body of the beneficiary is required before issuing debt on financial obligations for real or personal property.

To create a public trust, Norman City Council would have to adopt a resolution approving a trust indenture and accept beneficial interest in the trust with 2/3 approval. The appropriate trust documents are then filed with the County, Secretary of State and State Auditor.

The City of Norman currently has five operating trusts. They are: Norman Municipal Authority (golf course/sanitation/sales tax, room tax revenue bond debt issuance); Norman Utilities Authority (water and sewer projects); Norman Regional Hospital Authority (hospital system management); Norman Tax Increment Finance Authority (tax increment finance projects and revenue bonds); and Norman Economic Development Authority (citywide economic development projects). "All of our trusts right now, the City is the sole beneficiary," Walker said.

Walker presented items for the Committee to consider when thinking about adding a possible parking trust. "We want to think about what our purpose is. Are we going to just plan, develop, and administer parking facilities? Are we going to manage parking lots on street, off street, metered parking? Obviously, we're going to fund actions related to public parking throughout Norman," Walker said. "I would recommend you make it broad so that you have some flexibility for the different projects that may come up because you really want to think long term when you

create a trust of 'What could be possible?' We need to decide whether we want to include transit or not. Governance - would that be council as trustees or something different? And what revenues and expenses would be included within the trust."

The total projected parking revenue in fiscal year 2026 is approximately \$364,000. This includes revenue from the Gray Street and Asp Avenue parking lot leases, parking meter revenue, and parking enforcement revenue. The City is anticipating \$423,945 in parking-related expenses for fiscal year 2026. "Those of you who are on the Community Planning and Transportation Committee or just plan to attend, you'll be talking next week about updates to the parking management plans, which is going to include some increases to meter and lease rates, which would help that revenue get a little closer to meeting some of these expenses," Walker said. With a trust, any excess revenue can be used for parking-related projects. Past parking studies did identify the need for a parking garage in the vicinity of Campus Corner and in downtown Norman. "As we look at how we can achieve that (building parking garages), you could use the parking trust to issue revenue bonds and the revenues within the trust that aren't dedicated to transit, with the strings attached from the Federal Transportation Authority (FTA) or the sales tax, could be pledged for debt financing," Walker said. Parking garage construction costs are estimated to be approximately \$25,000 to \$35,000 per space. Providing long-term parking leases, within the parking garages, is expected to help secure upfront financing and provide consistent revenue.

After hearing comments from Councilmembers, City Manager Darrel Pyle said, "What we'll do is coordinate with Mr. Floyd and his parking structure folks to bring you those (parking garage) concepts as we finalize the indenture document and probably do a study session followed by the adoption of the resolution enacting that trust. We'll be working simultaneously on the structure of the financing. We'll have an idea about how many spaces are in demand before we make our first call to the bond market."

## 2. DISCUSSION REGARDING A POTENTIAL AMENDMENT TO THE GUEST ROOM TAX ORDINANCE TO INCLUDE RECREATIONAL VEHICLE (RV) PARKS.

Recreational vehicles are not currently included in the application of the City of Norman room tax. If recreational vehicles were to be included in the room tax, it would require an amendment to City Code, Section 12-502 that would read:

"There is hereby levied an excise tax of eight percent upon the gross proceeds or gross receipts derived from all rent for every occupancy of rooms in a hotel or spaces occupied by any recreational vehicle overnight in this City except that the tax shall not be imposed where the rent is less than a rate of \$3.00 per day."

The expansion of this tax would also require voter approval.

There are currently two recreational vehicle parks operating in Norman. Sooner Village at Lloyd Noble Center has a total of 270 spaces. If every space was rented for a game day weekend, it would generate \$6,480 in room tax revenue. If every space was rented for a non-game day weekend, it would generate a maximum of \$2,808 in room tax revenue.

Cleveland County Fairgrounds has a total of 51 spaces. The potential tax revenue for a weekend is \$285.60.

Liberty Point RV Resort and Adventure Park (proposed south of State Highway 9 on south Classen Avenue) could have an impact on the City's tax revenue if this project continues to move forward.

Walker stated, "If it's longer than 30 days, it's considered to be a long-term rental and not a hotel or in this case recreation vehicle subject to the tax." Walker suggested adding a definition of recreational vehicle to the Code just to make it clear on what the tax would apply to.

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

Anthony Francisco gave the report. He stated that the October sales tax revenue was flat at 0.01% and that it reflected sales from August that included the sales tax holiday weekend. "To say that Norman is in revenue decline is a bit of a misnomer. Norman is flat," Francisco said. "We really should start to show some graphs for expenditures." Overtime has been a concern for several Council Members; thus, overtime reports were included in the meeting packets. "We've slow played filling vacancies and take into account vacation buyout for a retiree, that kind of thing," City Manager Darrel Pyle said. "I think, as per last payday, we're about 38% of the payroll budget year completed, and we were like 30.8% of the budget spent. That's because those vacancies aren't getting filled immediately. That's kind of our control rod."

### ADJOURNMENT

Chair Hinkle adjourned the meeting at approximately 5:05 PM.

### ATTEST:

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City Clerk

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Stephen Tyler Holman, Mayor