CITY OF NORMAN, OK
CITY COUNCIL FINANCE COMMITTEE MEETING
Municipal Building, Executive Conference Room, 201 West Gray, Norman, OK 73069
Thursday, August 21, 2025 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 in the Municipal Building, on Thursday, August 21, 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 3 (Chair) Bree Montoya
Councilmember Ward 4 Helen Grant
Councilmember Ward 1 David Gandesbery
Councilmember Ward 6 Joshua Hinkle

OTHERS
Mayor Stephen Holman
Anthony Francisco, Director of Finance
Chris Mattingly, Director of Utilities
Dannielle Risenhoover, Admin. Tech IV
Jacob Huckabaa, Budget Technician
Jason Murphy, PW Storm Water Manager
Kim Coffman, Budget Manager
Shaakira Calnick, Internal Auditor

AGENDA ITEMS

1. DISCUSSION REGARDING MONTHLY REVENUE AND EXPENDITURE REPORTS.

Anthony Francisco gave the report. He advised the Committee on economic trends and occurrences to be aware of when comparing sales tax revenue across different fiscal years. He also addressed items that seem to be influencers of the increase or decrease in sales and room tax revenues.

Mayor Holman requested a chart comparing every month of City sales tax collections for Fiscal Year 2025. Mr. Francisco will provide that.

Chair Montoya asked for clarification on the timeline for collecting sales tax and when it is reflected on the City's reports. "Businesses report their sales tax to the State Tax Commission on a monthly basis, at the end of the month. They have ten days at the end of the month to close their books and remit to the State Tax Commission how much they collected. If you spent the money on the first of July, it could be as much as 40 days before they (the business) pay it out to the State Tax Commission and then the State Tax Commission has ten days to pay it over to us. If it was spent on the 30th of the month, then it could be as few as 20 days before it gets reported to us," Francisco said. "What you see here for example, is July sales tax for sales that actually happened in the month of May. It (sales) could be as far back as May 1st or as recent as May 31st, that we're reporting to you as July sales tax, received by July 10th."

Francisco defined use tax as "a sales tax on the sales that happen from vendors, out of the state of Oklahoma, for delivery in Norman". The City of Norman saw a significant increase in use tax after the state of South Dakota won the *South Dakota vs. Wayfair* case. The ruling required/requires out of state vendors to charge sales tax that reflects the sales tax rate of where the product is being delivered. The exception to this is, the out-of-state vendor doesn't have to collect city sales tax if they sell less than $100,000 in product within the state.

The City has authorized room tax revenue to be used for attraction of convention & tourism, arts & humanities, and park development. The City has contracted with the following entities to administer the room tax revenue: Visit Norman, Norman Arts Council, and City of Norman Parks and Recreation Department.

Francisco reminded the Committee, "In the General Fund, we want to keep at least 3% of expenditures in the fund balance."

ADJOURNMENT

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

ATTEST:

Brenda Hall

City Clerk

CITY OF NORMAN CORPORATE SEAL OKLAHOMA

Mayor