

**SPECIAL JOINT MEETING OF THE
BROKEN ARROW CITY COUNCIL AND BROKEN ARROW MUNICIPAL AUTHORITY**

**MINUTES
COUNCIL CHAMBERS
220 SOUTH FIRST STREET
BROKEN ARROW, OKLAHOMA 74012
May 7, 2012
5:30 PM**

1. Call to Order the City Council

Section Minutes: Mayor Lester called the City Council to order.

2. Call to Order the Broken Arrow Municipal Authority

Section Minutes: Chairman Lester called the Broken Arrow Municipal Authority to order.

3. Roll Call for the City Council

Section Minutes: Councilor Carter arrived at approximately 6:12 p.m.

Present:	Johnnie Parks, Jill Norman, Richard Carter and Mike Lester
Absent:	Craig Thurmond

4. Roll Call for the Broken Arrow Municipal Authority

Section Minutes: Trustee Carter arrived at approximately 6:12 p.m.

Present:	Johnnie Parks, Jill Norman, Richard Carter and Mike Lester
Absent:	Craig Thurmond

5. Pledge of Allegiance to the Flag

Section Minutes: Mayor Lester led the Pledge of Allegiance to the Flag.

6. General City Council and Broken Arrow Municipal Authority Business

A. General Fund Financial Presentation for the nine months ending March 31, 2012

Item Minutes: Acting City Manager, Mr. Russell Gale stated that this was the first presentation of the proposed Fiscal Year 2012-2013 budget. He introduced the Finance Department Director, Mr. Tom Caldwell. Mr. Caldwell stated that this item covered the nine month period ending March 31, 2012 for the General Fund. He briefly reviewed the financial information provided in the Agenda Packet stating that so far in the year sales tax increased between 5-6% through April 2012 and that overall expenses were right on budget or just below. Mr. Caldwell said expenditures for salaries were right on budget and benefits were just under budget. He said that other expenses were running \$275,000 under budget.

This item was informational only. No action was required or taken.

B. Broken Arrow Municipal Authority Financial Presentation for the nine months ending March 31, 2012

Item Minutes: Mr. Caldwell stated that this presentation was for the first three months of the fiscal year and included an overview and income Statement for the nine month period ending March 31, 2012. Mr. Caldwell said revenues are above budgeted amounts and operating expenses are under budgeted amounts. Mr. Caldwell briefly reviewed the figures provided in

financial information in the Agenda Packet.

This item was informational only. No action was required or taken.

C. Discussion and Review of Proposed Fiscal Year 2012-2013 General Fund and BAMA Fund Balances

Item Minutes: Mr. Caldwell reviewed the financial information provided in the Agenda Packet. He said that the General Fund and Broken Arrow Municipal Authority (BAMA) budgets were developed using the following parameters:

General Fund:

- 1) Projected revenues are equal to Fiscal Year 2012 Estimated/Actual revenues except as noted below.
- 2) Sales Tax has been projected to increase by 3%.
- 3) The PILOT fee has been projected at 7.5% of anticipated BAMA revenue.
- 4) Intergovernmental revenue has been reduced to \$150,000 which is the normal range for Intergovernmental revenue.
- 5) Personnel expenses include funding for available step increases for eligible personnel, a general wage increase of 2.5%, a 1% increase in insurance costs for all departments except Fire and a 1% increase in retirement. Personnel expenses also include increases in personnel for certain departments that will be addressed in a separate agenda item.

BAMA:

1. Projected revenues are equal to Estimated Actual revenues for Fiscal Year 2012 adjusted for the effect of the rate increases effective January 1, 2012.
2. Expenses are budgeted in the same manner as the General Fund including step increases, insurance increases, addition of certain personnel and anticipated increased or new expenditures.

This item was informational only. No action was required or taken.

D. Presentation and Discussion of proposed Fiscal Year 2012-2013 Operational Budgets for General Fund and Broken Arrow Municipal Authority

Item Minutes: Mr. Gale presented a brief overview of the Fiscal Year 2012-2013 Budget. Councilor Parks expressed concerns regarding the impact of proposed hiring on the budget. He asked about opportunities to monitor the budget and to re-evaluate hiring plans as the financial condition of the City developed over the next Fiscal Year. Mr. Gale said that City staff would continue to follow the financial policy set forth by Council in Resolution No. 421 which required maintaining of emergency reserves and set forth a financial planning and monitoring policy. He said there will be opportunities to monitor and re-evaluate hiring during the year.

Each Department Director presented a brief overview of their respective operational budgets. The accompanying slide presentation is attached for the record.

This item was informational only. No action was taken or required.

E. Discussion and Review of proposed Fiscal Year 2012-2013 Fiscal Year Budgets for Selected Funds other than the General Fund and BAMA

Item Minutes: Mr. Caldwell reviewed the financial information provided in the Agenda Packet covering figures for Fiscal Year 2012-2013 for funds other than the General Fund or the Broken Arrow Municipal Authority (BAMA). He said that these funds concentrated on capital improvement type projects, one time projects, or dedicated project funds that were not part of the normal operating budgets.

This item was informational only. No action was required or taken.

7. Adjournment of the City Council and the Broken Arrow Municipal Authority

Section Minutes: The City Council meeting adjourned at approximately 7:28 p.m.

Motion:	Move to adjourn the City Council meeting
Motion by:	Jill Norman
Second by:	Johnnie Parks
Ayes:	Johnnie Parks, Jill Norman, Richard Carter and Mike Lester
Nays:	None

The Broken Arrow Municipal Authority meeting adjourned at approximately 7:28 p.m.

Motion:	Move to adjourn the Broken Arrow Municipal Authority meeting
Motion by:	Johnnie Parks
Second by:	Jill Norman
Ayes:	Johnnie Parks, Jill Norman, Richard Carter and Mike Lester
Nays:	None

CITY COUNCIL:

Attest:

Mayor

City Clerk

BROKEN ARROW MUNICIPAL AUTHORITY:

Attest:

Chairman

Secretary