

**JOINT SPECIAL MEETING MINUTES**

**BROKEN ARROW CITY COUNCIL AND  
THE BROKEN ARROW MUNICIPAL AUTHORITY  
COUNCIL CHAMBERS  
220 SOUTH FIRST STREET  
BROKEN ARROW, OKLAHOMA 74012  
April 25, 2011**

**5:30 PM**

**1. Call to Order the City Council**

**Section Minutes:** Mayor Lester called the City Council to order for the special joint meeting of the City Council and the Broken Arrow Municipal Authority at approximately 5:30 p.m.

**2. Call to Order the Broken Arrow Municipal Authority (BAMA)**

**Section Minutes:** Chairman Lester called the Broken Arrow Municipal Authority (BAMA) to order for the special joint City Council and BAMA meeting at approximately 5:30 p.m.

**3. Roll Call for City Council and the Broken Arrow Municipal Authority**

**Section Minutes:** Mayor Lester asked for the roll call for the City Council.

<b>Present:</b>	Johnnie Parks, Jill Norman, Richard Carter, Craig Thurmond, Mike Lester
<b>Absent:</b>	

Chairman Lester then asked for the roll call for the Broken Arrow Municipal Authority.

<b>Present:</b>	Johnnie Parks, Jill Norman, Richard Carter, Craig Thurmond, Mike Lester
<b>Absent:</b>	

**4. Pledge of Allegiance to the Flag**

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

**5. General Council and Broken Arrow Municipal Authority Business**

**A. General Fund Financial Presentation for the nine months ending March 31, 2011**

**Item Minutes:** Finance Director Tom Caldwell said the General Fund has exceeded expectations for this nine month period, resulting in just under \$2,100,000 in net income where a loss of just over \$400,000 was budgeted, due primarily to above-budget sales tax revenues and below-budget expenses. He also stated that the Reserve Fund is at the maximum balance required by Council policy, although he cautioned that its ending balance is expected to drop by 1.8 million due to the three-payroll months in April and July.

No action was required or taken.

**B. Broken Arrow Municipal Authority Financial Presentation for the nine months ending March 31, 2011**

**Item Minutes:** Finance Director Tom Caldwell said the Broken Arrow Municipal Authority, like the General Fund, is doing better than expected. He pointed out that about \$3,000,000 less than expected has been spent on Capital Outlay. Mr. Caldwell also stated that revenues continue to track at or over the average percentage expected, and expenditures are below budget. He said the Fund Balance is expected to remain close to its current balance for the remainder of the year.

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Section Minutes: Mayor Lester asked for the roll call for the City Council.

Present:

Absent:

Johnnie Parks, Jill Norman, Richard Carter, Craig Thurmond, Mike Lester

Chairman Lester then asked for the roll call for the Broken Arrow Municipal Authority.

Present:

Absent:

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Chairman Lester asked Mr. Caldwell if he's seen any difference in the revenue that Oklahoma Tax Commission has sent the City; Mr. Caldwell responded that there's been no noticeable change, and commented that March has been flat and it's difficult to predict sales tax revenue.

No action was required or taken.

**C. Review of Proposed Fiscal Year 2010-2011 General Fund and BAMA Fund Balances**

**Item Minutes:** City Manager Dave Wooden said this item reviews how the budget was set. Regarding the General Fund, he said actual revenues received this year (with estimations for the last two months) were used to set the budget level for revenues for next year. He said personnel expenses include funding for all available step increases and an 11% increase in insurance costs for all departments except the Fire Department. Mr. Wooden stated that some employees have been added this year, and positions will continue to be filled as needed. All other expenses are budgeted at the 2011 level with the exception of some contract increases which must be funded.

Regarding the Broken Arrow Municipal Authority, Mr. Wooden said the same revenues are expected this year as last year, but pointed out that the City has not had an increase in utility rates for the last two years, and Staff believes one is needed. He said if such an increase occurs, revenues would increase for next year. He then said expenses include applicable step increases and insurance increases.

Vice-Mayor Thurmond asked if there were anything in the budget to reflect rising fuel prices, and Mr. Wooden answered no, but action may be taken in the future if necessary.

No action was required or taken.

**D. Presentation and Discussion of proposed Fiscal Year 2011-2012 Operational Budgets for General Fund and Broken Arrow Municipal Authority**

**Item Minutes:** City Manager Dave Wooden said the department directors will make individual budget presentations, noting that he would be making the Streets and Stormwater Department presentation for Director Steve Arant, who was not present due to a death in the family.

Police Chief Todd Wuestewald said an academy will be held this year, and an additional seven new incumbents are expected. He said the department's budget is close to a flat-line budget, with personal expenses rising slightly while other areas are being reduced. He noted that the department plans to purchase 10 replacement vehicles, nine defibrillators, and six radar units.

Finance Director Tom Caldwell noted that the number of employees in his department remains unchanged, and their customer base has not changed significantly. He described the department budget as close to flat, and briefly overviewed the department's expenses and responsibilities.

General Services Director Lee Zirk said his department is one of the few that has divisions in both the Broken Arrow Municipal Authority and the General Fund. He noted that a couple of mechanics will be added this year to help with the work load in Fleet Maintenance. Mr. Zirk summarized the department's workload information and then noted that the budget was up a little due to a couple of new positions and other fees and services. He also listed some capital improvements planned for the next year, and noted the major budget issues of personnel shortages, work backlogs, and supply delays. Councilor Parks commented that he has visited the Maintenance facility and agreed that the facility is short on space. City Manager Dave Wooden pointed out two important projects that Lee Zirk has charge of: all of the City's green initiatives, and the initiative to obtain uninterrupted power sources for the signals.

Development Services Director Michael Skates said his department has recently hired a new chief building inspector, but otherwise employment hasn't changed much. He overviewed the department's workload, noting that there is a backlog of building permits waiting for revisions from architects and contractors. He said the budget summary is nearly the same as it was last year, and listed department goals and objectives. City Manager Dave Wooden commented that this department has more unfilled positions than any other,

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City Manager Dave Wooden commented that this department has more unfilled positions than any other,  
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primarily because the work load is down at present. Councilor Thurmond asked if the new chief building inspector was hired from outside the City staff, and Mr. Skates said yes.

Human Resources Director Russell Gale presented the department's organizational chart and overviewed the functions of the various divisions. He described the budget as being up about 7% compared to the previous year, due primarily to the addition of one position and the filling of another part-time vacancy, increased healthcare cost, and a maintenance agreement with Open Sky. Councilor Parks asked what Open Sky was, and City Manager Dave Wooden explained that it is a radio communication system that allows police and fire personnel to access the City's computer mainframe from their vehicles; it also includes an electronic ticket system and a vehicle location system.

Legal Department Director Beth Anne Wilkening said the department's personnel chart has remained essentially the same through the retirement of one employee and the hiring of another. She overviewed the department's workload, noting a decrease in condemnations and litigations and an increase in juvenile offenses. She said the department expects a \$30,000 decrease in their budget, primarily due to one employee who was temporarily retained on a part-time basis following his retirement.

Fire Chief Jeff VanDolah noted that the department's organizational chart shows three unfunded positions, but otherwise they expect a significant increase due to the hiring of around nine new firefighters following an academy in July. He said the budget was essentially flat-line, with a decrease expected in overtime costs following the hiring of additional personnel. Mr. VanDolah noted that the department anticipates buying a new vehicle and several other items of needed equipment, and overviewed the bond projects. He then summarized some near term and long term issues. Councilor Norman asked about training at the firefighter level, and Mr. VanDolah said such training is conducted on an ongoing basis.

Engineering and Construction Director Kenny Schwab noted that the biggest change to the organizational chart is due to the retirement of the Construction Manager and the internal filling of that position. He then overviewed the department's workload and budget, noting that the biggest budget change is due to the purchase of vehicles. Mr. Schwab next highlighted planned projects and capital improvements.

On behalf of Streets and Stormwater Director Steve Arant, City Manager Dave Wooden noted that some employees have been added to the Stormwater Division's workforce in order to accomplish some work needed in drainage areas. He then summarized the work done by the department's divisions, and some of the recently completed projects. He described the department's budget as being basically flat.

City Manager Dave Wooden then addressed the General Government Budget, which shares the cost of items which exist across both budgets, such as memberships in organizations, personnel costs, and other costs.

Utilities Director Paul Rhodes displayed his department's organizational chart, noting that all four of last year's vacant positions will be filled this year. He said the budget increase for the department is due to several major capital projects, which he then listed. Councilor Carter asked if the City's percentage of the Haikey Creek Plant expenditures has remained the same, and Mr. Rhodes said yes, and added that it runs around 44 to 45%.

Parks and Recreation Director Scott Esmond commented that the future for his department looks great, thanks in part to the passage of the bond issue. He said only the Ray Harral naturalist position will remain unfilled. He then highlighted the budget figures and a few of the expected capital improvements.

City Manager Dave Wooden then stated that the Economic Development Coordinator position had been added to his department and the Special Events Coordinator position had been moved to the Parks and Recreation department. He overviewed the budget, noting the effects of the personnel changes. He also highlighted some near term issues, including the need to hire a new police chief and the expected increase in retail sales development. Mr. Wooden then overviewed some long term issues.

Councilor Carter commented that he has been working with budgets for 18 years, and has always been impressed by the quality of work and service provided for the citizens by the staff. He commended the department heads and their people for doing more with less and continuing to serve the community.

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City Manager Dave Wooden commented that he is truly blessed with a great group of department heads who take care of the work. He said the City is starting to come out of a very bad situation, but cautioned that it needs to be careful not to get ahead of the income, and noted that a general salary increase has not been included in the budget.

No action was required or taken.

**E. Review of Proposed Fiscal Year 2011-2012 Fiscal Year Budgets for Funds other than the General Fund and BAMA**

**Item Minutes:** City Manager Dave Wooden referred to page 93 in the Budget, stating that it contains a list of the Broken Arrow Municipal Authority's major capital budget projects. He specifically highlighted replacement of sanitation trucks and the forestry posi-track machinery used to clean up vegetation along the side of the creek. He then referred to page 96 and highlighted some of the special interest funds, emphasizing that in most cases the City doesn't know what project may done the next year, so a \$100,000 project is often placed in the budget as a carrier. Mr. Wooden then discussed how some of these funds are financed and how some of the funds are spent.

**9. Adjournment of the City Council and the Broken Arrow Municipal Authority**

**Section Minutes:** The City Council meeting adjourned at approximately 7:07 p.m.

<b>Motion:</b>	<b>Move to adjourn the Broken Arrow City Council meeting</b>
<b>Motion by:</b>	Jill Norman
<b>Second by:</b>	Richard Carter
<b>Ayes:</b>	Johnnie Parks, Jill Norman, Richard Carter, Craig Thurmond, Mike Lester
<b>Nays:</b>	None

**Section Minutes:** The Broken Arrow Municipal Authority meeting adjourned at approximately 7:07 p.m.

<b>Motion:</b>	<b>Move to adjourn the Broken Arrow Municipal Authority meeting</b>
<b>Motion by:</b>	Craig Thurmond
<b>Second by:</b>	Richard Carter
<b>Ayes:</b>	Johnnie Parks, Jill Norman, Richard Carter, Craig Thurmond, Mike Lester
<b>Nays:</b>	None

**City Council:**

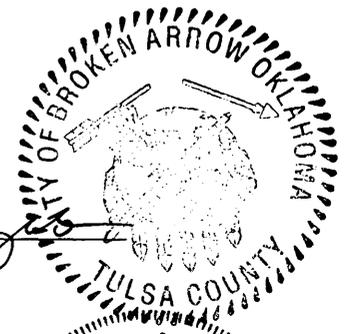
  
 \_\_\_\_\_  
 Mayor

**Broken Arrow Municipal Authority:**

  
 \_\_\_\_\_  
 Chairman

Attest:

  
 \_\_\_\_\_  
 City Clerk



Attest:

  
 \_\_\_\_\_  
 Secretary



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Motion b Jill Norman

Second b Richard Carter

Ayes: Johnnie Parks, Jill Norman, Richard Carter, Craig Thurmond, Mike Lester

Nays: None

Section Minutes: The Broken Arrow Municipal Authority meeting adjourned at approximately 7:07 p.m.

Motion: Move to adjourn the Broken Arrow Municipal Authority meeting

Motion b Craig Thurmond

Second b Richard Carter

Ayes: Johnnie Parks, Jill Norman, Richard Carter, Craig Thurmond, Mike Lester

Nays: None

City Council:

Attest:

Attest:

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