

**MINUTES OF THE JOINT SPECIAL MEETING OF THE BROKEN ARROW CITY COUNCIL AND  
THE BROKEN ARROW MUNICIPAL AUTHORITY  
January 13, 2009**

The Broken Arrow City Council and the Broken Arrow Municipal Authority met in special session in the City Hall Council Chambers on Tuesday, January 13, 2009, at 6:30 p.m.

**1. Call to Order**

**Section Minutes:** Mayor McCaleb called the meeting to order at the noted time of 6:30 p.m.

**2. Roll Call For City Council**

<b>Present:</b>	Philip Tucker, Craig Thurmond, Richard Carter, Mike Lester, Wade McCaleb
<b>Absent:</b>	None

**3. Roll Call For Broken Arrow Municipal Authority**

<b>Present:</b>	Philip Tucker, Craig Thurmond, Richard Carter, Mike Lester, Wade McCaleb
<b>Absent:</b>	None

**Section Minutes:** At the request of Mayor McCaleb, Councilman Tucker led those present in the Pledge of Allegiance to the Flag.

**4. General Business**

A. Consideration and possible approval of Budget Policy for the City of Broken Arrow

**Item Minutes:** City Manager, Jim Twombly, introduced Finance Director, Tom Caldwell, who presented this item consistent with the Budget Policy report contained in the agenda packet. Mr. Caldwell explained that the purpose of the budget policy is to protect the interest and welfare of the citizens of Broken Arrow and to establish a formal process to maintain the fiscal health of the City government organization. He added that the policy is also designed to guide City management in budget development, amendment and monitoring activities for the City and its public trust authorities.

In summary, Mr. Caldwell stated that the annual budget adopted by the city council is the financial plan of the Broken Arrow city government and that it summarizes the funding strategy for all of the city's programs and services for the fiscal year. He then reviewed the existing types of funds and the budgetary legal requirements. He stated that the City's funding processes are governed by 11 O.S. Sections 17-201 through 17-216, and as part of these requirements the City will comply with all legal deadlines, public hearing and budget content requirements of the law. He added that the budgets for the public trust authorities are governed by 60 O.S. Section 176.

<b>Motion:</b>	<b>Move to approve the Budget Policy for the City of Broken Arrow.</b>
<b>Motion by:</b>	Mike Lester
<b>Second by:</b>	Richard Carter
<b>Ayes:</b>	Philip Tucker, Craig Thurmond, Richard Carter, Mike Lester, Wade McCaleb
<b>Nays:</b>	None

B. Consideration and possible approval of Preliminary Fund Balance Required Levels for Fiscal Year 2010

**Item Minutes:** Mr. Caldwell presented this Item consistent with the fact sheet contained in the agenda packet and summarized the information contained in the "General Fund Fiscal Year 2009 - 2010 Projected Fund Balance", the "BAMA Fiscal Year 2009 - 2010 Projected Fund Balance" and the related

documents provided in the Agenda packet. In response to the Mayor's inquiry regarding cost cutting measures, Mr. Twombly gave an overview of current steps being taken and noted the efforts will be increased with this budget.

<b>Motion:</b>	<b>Move to approve the General Fund Estimated Preliminary Emergency Reserve Fund Balance Levels for Fiscal Year 2010.</b>
<b>Motion by:</b>	Mike Lester
<b>Second by:</b>	Richard Carter
<b>Ayes:</b>	Philip Tucker, Craig Thurmond, Richard Carter, Mike Lester, Wade McCaleb
<b>Nays:</b>	None

<b>Motion:</b>	<b>Move to approve the BAMA Estimated Preliminary Emergency Reserve Fund Balance Levels for Fiscal Year 2010.</b>
<b>Motion by:</b>	Mike Lester
<b>Second by:</b>	Philip Tucker
<b>Ayes:</b>	Philip Tucker, Craig Thurmond, Richard Carter, Mike Lester, Wade McCaleb
<b>Nays:</b>	None

C. Consideration and possible approval of Personnel Funding for Fiscal Year 2010

**Item Minutes:** Mr. Caldwell presented this Item consistent with the fact sheet and information contained in the agenda packet. He noted that the City continues to be under a hiring freeze for General Fund and BAMA.

<b>Motion:</b>	<b>Move to budget for no additional authorized personnel, general wage increase or step increases for Fiscal Year 2010 in the General Fund.</b>
<b>Motion by:</b>	Richard Carter
<b>Second by:</b>	Mike Lester
<b>Ayes:</b>	Philip Tucker, Craig Thurmond, Richard Carter, Mike Lester, Wade McCaleb
<b>Nays:</b>	None

<b>Motion:</b>	<b>Move to budget for no additional authorized personnel, general wage increase or step increases for Fiscal Year 2010 in BAMA.</b>
<b>Motion by:</b>	Philip Tucker
<b>Second by:</b>	Richard Carter
<b>Ayes:</b>	Philip Tucker, Craig Thurmond, Richard Carter, Mike Lester, Wade McCaleb
<b>Nays:</b>	None

D. Consideration and possible approval of Sales Tax Capital Improvement Fund Spending Priorities for Fiscal Year 2010

**Item Minutes:** Mr. Caldwell presented this Item consistent with the fact sheet contained in the agenda packet. He said that sales tax revenue for STCI for Fiscal Year 2010, based on actual revenue through December and no growth for the remainder of the year, is projected to be \$5,012,000. He added that based on this projection, \$1,253,000 is restricted to debt service and the remaining \$3,759,000 for other capital outlay for the City. He said priorities are based on the needs of the various departments and feedback from citizens on where they believe the City needs to improve its services.

<b>Motion:</b>	<b>Move to approve STCI Fund Spending Priorities for Fiscal Year 2010.</b>
<b>Motion by:</b>	Mike Lester
<b>Second by:</b>	Craig Thurmond
<b>Ayes:</b>	Philip Tucker, Craig Thurmond, Richard Carter, Mike Lester, Wade McCaleb
<b>Nays:</b>	None

**5. Remarks and Inquiries by Governing Body Members**

**Section Minutes:** Councilman Carter thanked Tom Caldwell for his explanations regarding the budget.

Mayor McCaleb noted the National League of Cities meeting is coming up and, in view of the budgetary restrictions on travel, Council will have to discuss the matter in the near future.

**6. Executive Session**

There were no items to consider and no action was taken.

**7. Adjournment**

<b>Motion:</b>	<b>Move to adjourn Council.</b>
<b>Motion by:</b>	Mike Lester
<b>Second by:</b>	Richard Carter
<b>Ayes:</b>	Mike Lester, Richard Carter, Wade McCaleb, Philip Tucker, Craig Thurmond
<b>Nays:</b>	None

<b>Motion:</b>	<b>Move to adjourn Broken Arrow Municipal Authority.</b>
<b>Motion by:</b>	Richard Carter
<b>Second by:</b>	Philip Tucker
<b>Ayes:</b>	Mike Lester, Richard Carter, Wade McCaleb, Philip Tucker, Craig Thurmond
<b>Nays:</b>	None

The meeting was adjourned at the noted time of 7:55 p.m.

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Mayor

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City Clerk

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

January 13, 2009

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Call to Order

Section Minutes: Mayor McCaleb called the meeting to order at the noted time of 6:30 p.m.

Roll Call For City Council

Present: Philip Tucker, Craig Thummond, Richard Carter, Mike Lester, Wade McCaleb Absent: None

Roll Call For Broken Arrow Municipal Authority

Present: Philip Tucker, Craig Thummond, Richard Carter, Mike Lester, Wade McCaleb Absent: None

Section Minutes: At the request of Mayor McCaleb, Councilman Tucker led those present in the Pledge of Allegiance to the Flag.

General Business

Consideration and possible approval of Budget Policy for the City of Broken Arrow

Item Minutes: Item Minutes: City Manager, Jim Twombly, introduced Finance Director, Tom Caldwell, who presented this item consistent with the Budget Policy report contained in the agenda packet. Mr. Caldwell explained that the purpose of the budget policy is to protect the interest and welfare of the citizens of Broken Arrow and to establish a formal process to maintain the fiscal health of the City government organization. He added that the policy is also designed to guide City management in budget development, amendment and monitoring activities for the City and its public trust authorities.

In summary, Mr. Caldwell stated that the annual budget adopted by the city council is the financial plan of the Broken Arrow city government and that it summarizes the funding strategy for all of the city's programs and services for the fiscal year. He then reviewed the existing types of funds and the budgetary legal requirements. He stated that the City's funding processes are governed by 11 O.S. Sections 17-201 through 17-216, and as part of these requirements the City will comply with all legal deadlines, public hearing and budget content requirements of the law. He added that the budgets for the public trust authorities are governed by 60 O.S. Section 176.

Motion: Move to approve the Budget Policy for the City of Broken Arrow. Motion by: Mike Lester. Second by: Richard Carter. Ayes: Philip Tucker, Craig Thummond, Richard Carter, Mike Lester, Wade McCaleb Nays: None

Consideration and possible approval of Preliminary Fund Balance Required Levels for Fiscal Year 2010

Item Minutes: Mr. Caldwell presented this item consistent with the fact sheet contained in the agenda packet and summarized the information contained in the General Fund Fiscal Year 2009-2010 Projected Fund Balance', the BAMA Fiscal Year 2009-2010 Projected Fund Balance' and the related documents provided in the Agenda packet. In response to the Mayor's inquiry regarding cost cutting measures, Mr. Twombly gave an overview of current steps being taken and noted the efforts will be increased with this budget.

Motion: Move to approve the General Fund Estimated Preliminary Emergency Reserve Fund Balance Levels for Fiscal Year 2010. Motion by: Mike Lester. Second by: Richard Carter. Ayes: Philip Tucker, Craig Thummond, Richard Carter, Mike Lester, Wade McCaleb Nays: None

Motion: Move to approve the BAMA Estimated Preliminary Emergency Reserve Fund Balance Levels for Fiscal Year 2010. Motion by: Mike Lester. Second by: Philip Tucker. Ayes: Philip Tucker, Craig Thummond, Richard Carter, Mike Lester, Wade McCaleb Nays: None

Consideration and possible approval of Personnel Funding for Fiscal Year 2010

Item Minutes: Mr. Caldwell presented this item consistent with the fact sheet and information contained in the agenda packet. He noted that the City continues to be under a hiring freeze for General Fund and BAMA.

Motion: Move to budget for no additional authorized personnel, general wage increase or step increases for Fiscal Year 2010 in the General Fund. Motion by: Richard Carter. Second by: Mike Lester. Ayes: Philip Tucker, Craig Thummond, Richard Carter, Mike Lester, Wade McCaleb Nays: None

Motion: Move to budget for no additional authorized personnel, general wage increase or step increases for Fiscal Year 2010 in BAMA. Motion by: Philip Tucker. Second by: Richard Carter. Ayes: Philip Tucker, Craig Thummond, Richard Carter, Mike Lester, Wade McCaleb Nays: None

Consideration and possible approval of Sales Tax Capital Improvement Fund Spending Priorities for Fiscal Year 2010

Item Minutes: Mr. Caldwell presented this item consistent with the fact sheet and information contained in the agenda packet. He said that sales tax revenue for STCT for Fiscal Year 2010, based on actual revenue through December and no growth for the remainder of the year, is projected to be \$5,012,000. He added that based on this projection, \$1,253,000 is restricted to debt service and the remaining \$3,759,000 for other capital outlay for the City. He said priorities are based on the needs of the various departments and feedback from citizens on where they believe the City needs to improve its services.

Motion: Move to approve STCT Fund Spending Priorities for Fiscal Year 2010. Motion by: Mike Lester. Second by: Craig Thummond. Ayes: Philip Tucker, Craig Thummond, Richard Carter, Mike Lester, Wade McCaleb Nays: None

Remarks and Inquiries by Governing Body Members

Section Minutes: Councilman Carter thanked Tom Caldwell for his explanations regarding the budget.

Mayor McCaleb noted the National League of Cities meeting is coming up and, in view of the budgetary restrictions on travel, Council will have to discuss the matter in the near future.

Executive Session

There were no items to consider and no action was taken.

Adjournment

Motion: Move to adjourn Council. Motion by: Mike Lester. Second by: Richard Carter. Ayes: Mike Lester, Richard Carter, Wade McCaleb, Philip Tucker, Craig Thummond Nays: None

Motion: Move to adjourn Broken Arrow Municipal Authority. Motion by: Richard Carter. Second by: Philip Tucker. Ayes: Mike Lester, Richard Carter, Wade McCaleb, Philip Tucker, Craig Thummond Nays: None

The meeting was adjourned at the noted time of 7:55 p.m.

Mayor City Clerk