

MINUTES OF A SPECIAL MEETING OF CLINTON CITY COUNCIL, CLINTON PUBLIC WORKS AUTHORITY, CLINTON HOSPITAL AUTHORITY, CLINTON SOLID WASTE AUTHORITY, CLINTON RECREATIONAL AUTHORITY, CLINTON AIRPORT AUTHORITY AND CLINTON INDUSTRIAL AUTHORITY

TUESDAY, MAY 11, 2010

Minutes of a special meeting of the Mayor/ Chairman and Council/Trustees of the City of Clinton, Oklahoma, Custer County, held at the Frisco Center on Tuesday, May 11, 2010, 8:30 A.M. A notice of this meeting with agenda was posted on the bulletin board in the lobby of the Clinton City Hall on May 6, 2010.

Mayor/Chairman Allen Bryson called the meeting to order with the following present:

Trustee/ Council: Terry Wheeler, Bob Marcy, Steve Jones, John Jordan

City Manager: Grayson Bottom

City Clerk: Lisa Anders

News Media: Gerald Green and Jared Atha

Others: Arnold Adams, Gene McCullough, D'Lese Travis, David Crabtree, Jordan Parman, Chris Wermey, Debra Blanchard, Wade Anders, Doug Moore and Rhonda Williams.

2. REVIEW OF 2010-2011 FISCAL YEAR BUDGET

City Manager Grayson Bottom explained that this budget is different from previous budgets and it will require difficult decision to be made. He referred to the memo that was prepared by City Treasurer Debra Blanchard. He said the biggest impact is to the General Fund budget and reported that the enterprise funds are fine. He said the budget does include the effective of a rate increase of 2.143% which represents the Consumer Price Index. Bottom said there are no large projects planned for the upcoming year. He said we would try to not see a reduction in services and try to hold harmless the Police Department and Fire Department. He said 80% of the budgets are related to personnel costs. He said major areas of the community would be mowed but with the elimination of nine positions, the areas would not be mowed as frequently as in the past.

City Manager Bottom reported that the condition of the roof at City Hall is bad and is about to fail. He said this was the only Capital item that he was aware of at this time.

GENERAL FUND

City Treasurer Debra Blanchard reported on the estimates for revenues. The estimate on revenues from Public Service and Oklahoma Natural Gas has decreased based on a decline in usage.

Governing Board

City Manager Bottom mentioned the budget includes \$7,100 for membership dues to Oklahoma Municipal League. He reported that OML is considering a discount to charter members of the league could reduce the dues.

Bottom explained that a 20% reduction in Contribution to Other Agencies is reflected in the budget. He said in the past Multi-County Youth Service and Actions Association had received \$20,000 per year but this year the budgeted amount is \$16,000 each.

Mayor Bryson asked about CARE and their required reporting.

City Manager Bottom said they had hired an Administrative Assistant and while she was working the reports were not being submitted on a timely basis but with the change in situation; CARE is behind on the reporting. Bottom said that Eastside Academy has submitted all reports and are meeting all of their obligations.

Mayor Bryson said that Summer Playground is a locally funded program and he would like to leave the contribution at \$8,000. He said if the funding is reduced that could result in the reductions of days that program would be available to students.

Councilman Marcy said the \$1,500 budgeted for Rotary fireworks could be transferred to Summer Playground. He reported that Rotary has the funding for fireworks this year.

Mayor Bryson said that Eastside Academy fills a void and recommended funding of \$4,000 be included. He said CARE has had problems for the past eight to nine years so he suggested following the review and approval by the City Manager regarding corrections to reporting issues, the funding of \$3,200 be included in the budget.

Doug Moore, representative of Eastside Academy, said they have a budget and have secured commitments for the spring. He said there are currently three teachers and enrollment of 130 students. He said the \$4,000 is 10% of the total budget for the Eastside Academy.

Administration

City Manager Bottom said that exempt employees can't take furlough days so they must take a reduction in salary. He said that furlough days could be suspended if warranted later in the year. He said the reduction in salary for Administration would total \$96,350 in the General Fund and twelve furlough days for all General Fund employees would total \$163,000.00. He explained that the proposal is to close all city government with the exception of Police and Fire on a designated day of each month.

Finance

City Treasurer Debra Blanchard said that training for staff has been reduced to maintain only the required continuing education.

Police

Police Chief David Crabtree reported that some line items have been cut by as much as 50%. He said there is a mandated 26 hours of continuing education each year. He said with the required training, furlough days and maintaining service, this will be a real challenge.

Police Support

City Manager Bottom explained that previously this department has been authorized for 9 dispatchers who double as jailers. He said we have not been able to maintain 9 dispatcher and this year the authorization has been reduced to eight positions, which would decertify one position.

Bottom said the authorized number of employees in the past had been 113 full time employees but with the reduction in force applied the new number would be 96. He said this would be attained through not filling vacant positions, retirement and reduction in force.

Police Operations

City Manager Bottom said the department is authorized for 15 uniform officers in the current year. Currently there is one vacancy and that position would be decertified and the authorized number would be set a 14.

Councilman Jones asked if there are any reserve officers.

Police Chief Crabtree said there are no reserve officers due to strict requirements for training and a large liability.

Code Enforcement

Police Chief Crabtree explained that this is a one person department. He said the improvement to the town could be directly attributed to the efforts of the Code Enforcement Officer.

Fire

Fire Chief Wade Anders said the budget does include maintaining certifications and training. He said the department has sixteen volunteers who are all well trained. He said the reason the budget show zero for training is that the funding was transferred to the Emergency Management budget in the amount of \$2,000. He said a lot of the training in conducted in-house.

Councilman Marcy asked about the Safe House operations

Fire Chief Wade Anders said the Safe House is operated by on-duty workers and some volunteers when going to the various grade schools. He said it services the entire county and is approximately 10 years old. He said the cost of operation in minimal.

Councilman Wheeler asked about the ladder truck.

Fire Chief Wade Anders said it is used on the limited basis and should be considered in the future.

City Manager Bottom said the issue goes beyond just the truck.

Mayor Bryson asked about the City's ISO evaluation.

Fire Chief Wade Anders said we are into our sixth year of a ten year cycle.

Emergency Management

It was noted that the \$30,000 in the line item for Operating Supplies is for the grant for weather radios. It is a 100% grant and would provide 1,000 radios at \$30 each.

City Manager Bottom said the radios would be programmed by Fire Department personnel.

City Manager Bottom said the Professional Services line item is for the Blackboard Connect service. He said currently the city pays for the service but this budget recommends that the service fee of \$.20 per month be added to utility billing.

Building Inspector

City Manager Bottom explained that the state of Oklahoma has created state building codes and established a commission but there are many problems. He said the City has been collecting the required fees and are meeting the state requirements.

Streets

City Manager Grayson Bottom noted that the line item for street lighting is budgeted for \$100,000 and said it is only at this rate because of the City's participation in the Public Service program.

Mayor Bryson asked about the Durapatch.

Public Works Director Arnold Adams said the results are ugly but it does a great job. He said the Durapatch is effective. He explained that Streets department would be losing one person to reduction in force. He explained this would result in having three people in the department and one person on the street sweeper.

Councilman Marcy asked about Chapman Road.

City Manager Grayson Bottom said funding for Chapman Road has been confirmed but it would not be realized until July 2011.

City Manager Bottom said the reduction in force would result in the loss of six currently filled positions across all city departments. He said the reduction in force of the six positions would result in a \$222,000 savings. He explained that each position reflects a benefit package and salary at a rate of \$35,000 to \$37,000.00.

Facilities Maintenance

City Manager Grayson Bottom said the roof at City Hall has been assessed and is in need of attention. He said the estimated cost discussed of \$15.00 per square foot and the building is 11,000 square feet. He said the standing seam roof is estimated at \$28.00 to \$30.00 per

square foot. Bottom said this project could be included in a lease purchase program. He said if the repairs charges were applied to the cost of the roof and the lease be establish for three years, the payment of approximately \$60,000 could be budgeted for the three years. He suggested including the replacement of windows and door be included in order to maximize the emergency efficiency.

Capital Improvement

City Manager Bottom said a large contingency of \$600,000 has been included in the budget. He suggested limiting capital expenditures for the first half of the year and defers any expenditure when possible.

Mayor Bryson recommended putting the City Hall roof back with metal and looking at the lease program.

City Manager Bottom said the Capital includes computers and servers. He said there has been a problem with storage capacity and more segregation on the server is necessary.

I.T Gene McCullough said data is growing and an additional server is needed to resolve the storage problem. He said computers were included to continue the rotation program.

Mayor Bryson asked about the County Brush Truck.

City Manager Bottom said if the funding is provided by the County he suggested putting the funding in an account to carry over to the next year.

Fire Chief Wade Anders said he hoped to replace an older unit but County officials had confirmed the money must be spent in the fiscal year and they would reimburse the expenditure.

Mayor Bryson asked what would happen if the City did not accept the money.

Anders said it would be given to other towns.

Mayor Bryson suggested looking at other options and including \$65,000 in the budget.

City Manager Bottom recommended this contingent to the County having the funds available.

Street Department

City Manager Bottom said 13th Street, 10th Street and Modelle can not be repaired any more. He said the base has failed and in some areas there is no base.

Park Maintenance

Mayor Bryson asked about the elimination of playground equipment.

Public Works Director Arnold Adams said the playground equipment that had been in storage had recently been installed at Acme Brick Park.

Treasurer Debra Blanchard said the budget has included the purchase of playground equipment for several years but had not been spent.

Councilman Marcy asked about the tennis courts.

City Manager Bottom said the upgrade to the tennis court several years ago is now out of warranty and a patch job would make the courts look worse than the condition they are currently in.

Mayor Bryson suggested looking at estimates for repairs and replacement of the courts.

City Manager Bottom explained that there is one vendor in the state of Oklahoma that does this type of work. He said Clinton Public Schools contributed \$10,000 to the last repair project for the tennis courts.

Central Garage

Public Works Director Arnold Adams said a new roof is needed for the Central Garage but the building is very old and at some point should be torn down. He did not want to spend money on the old building but wanted to make the Council aware of the situation.

A break was taken for lunch at 11:40 a.m.

Discussion began at 12:15 p.m.

Mayor Bryson instructed staff to move \$200,000 from the Public Works Authority as additional fees to retain the six positions discussed as reduction in force.

Public Works

City Manager Grayson Bottom said he is hopeful to bring the proposal from Severn Trent Services to the Council. He said a meeting is scheduled for tomorrow with them. He said the expenditures would be the same but would change from an operation expense to a contractual expense.

Bottom presented proposed water rates with the CPI increase. He explained that sewer charges are derived from the water rates. He explained that previously water takes care of the short fall of sewer fees.

Water Administration

It was noted that a Contingency Reserve of \$100,000 has been included in the budget.

Water Treatment

This budget would be eliminated if the contract with Severn Trent Services is approved.

Public Works Director Arnold Adams explained that request for purchase of SCADA system would allow the monitoring of towers, lake and other systems to eliminate man-power hours.

He said half is budgeted in water department and the other half in wastewater department.

Water Maintenance

Public Works Director Arnold Adams explained the condition of the water tower in Neptune Park. He said repairs are needed but the tower would have to be out of service for one month and it has been recommended that the repairs be done in the summer.

City Manager Bottom recommended increasing the funding to \$83,000 and increase the line item for engineering services to prepare for the DEQ permit by \$5,000.

Mayor Bryson suggested looking at the cost of a standpipe for the south area.

Wastewater Administration

It was noted that Contingency of \$100,000 was budgeted.

Wastewater Treatment

This budget would be eliminated if the contract with Severn Trent Services is approved.

The second half of the purchase price of the SCATA system is budgeted. The purchases of two types of lift station pumps are included.

Solid Waste

City Manager Grayson Bottom said it is anticipated that over the next three years stricter regulations regarding solid waste will be enforced. He said this could change the way trash is collected. He reported the All-American Waste has reported an increase of 1.07% this year.

Solid Waste Collections

Capital budget includes the purchase of polycarts and roll-offs. It was recommended to include \$25,000 for the purchase of a backup roll-off truck.

Solid Waste Administration

The budget includes \$50,000.00 for Contingency.

Airport

Proposed rates based on the Consumer Price Index for 2010-2011 were presented. City Manager Bottom reported that the hangars are rented to capacity. He explained that if airport minerals were leased, this could build new hangars. He also reported that the fall fly-inn has been canceled due to lack of revenue.

Recreational Authority

City Manager Grayson Bottom reported the City has seventeen parks and some of these lots would be better suited as residential lots. He said this has created a maintenance issue. He proposed the consideration of an auction of some of the sites that would be suitable for housing.

Public Works Director Arnold Adams said the list of properties has been compiled and is ready for Council review.

City Manager Bottom reviewed the structure at Acme Brick Park. He said an independent study of the building has shown a major problem with the roof and the building needs to be torn down and started over. He said leaks are affecting the racquet ball courts, cardio rooms and the walking track.

Bottom said in the original plan for the ball fields at Acme, fencing was to secure the facility. He said since that was altered, it is difficult to keep the facility secure but it is important to keep the facility locked where possible.

Golf Course Maintenance

City Manager Grayson Bottom said the play at the golf course has shifted from single pass holders to the 30 play cards and he expected an increase in the total number of rounds played this year. He also expects an increase in the number of rounds played at tournaments. He reported that chemical and fertilizer line items continue to increase.

Parks Maintenance

City Manager Bottom reported there are two separate crews performing parks maintenance. There is a three person crew at Acme Brick Park and a four person crew taking care of the other 16 sites with two part-time season employees.

Swimming

It was estimated the fund will result in a \$60,000 loss for the season.

Industrial

City Manager Bottom said the usage of the Frisco Center continues to grow and the growth experience is in the business category as the facility was designed. He said it was designed to be a for-profit center.

Non-Departmental

It was noted \$750,000 was included under land acquisition. Bottom said for a project to be successful, the City must own land.

Conference Center Operations

It was noted that at some point the lighting at the Frisco Center could need to be retrofitted or replaced.

Hospital

City Manager Bottom expressed his appreciation to Oklahoma Bank & Trust in managing the hospital interest funds in a safe and well managed manner.

4TH CENT ECONOMIC DEVELOPMENT

It was noted that site acquisition or development is budgeted from this fund. City Manager Bottom said the funding is available for everything that has been committed.

Recreational Capital Project Construction Fund

City Treasurer Debra Blanchard said there are funds remaining but it is to cover some items that have not been settled.

City Manager Grayson Bottom said there have been some intense discussions with those involved to take care of this situation. He said he expects the items to be resolved in the next twelve months.

Bottom reported that the City has applied for a fishing dock grant and the city would be required to pay for the trail to the docks.

Grant Fund

City Manager Bottom said it is anticipated that with the next 30 days construction will begin on the HOPE 6 project. He said HUD has fully funded the \$492,000 for the project.

It was noted that a second date for a budget work session would be set for May 19, 2010 at 8:30 a.m. at the Frisco Center.

Motion was made by Councilman Marcy and seconded by Councilman Jones to adjourn the meeting.

The meeting was declared adjourned at 3:00 p.m.