

**MINUTES OF THE REGULAR MEETING OF  
OF THE MOORE CITY COUNCIL  
THE MOORE PUBLIC WORKS AUTHORITY  
AND THE MOORE RISK MANAGEMENT BOARD  
OCTOBER 7, 2013 – 6:30 P.M.**

The City Council of the City of Moore met in the City Council Chambers, 301 North Broadway, Moore, Oklahoma on October 7, 2013 at 6:30 p.m. with Mayor Glenn Lewis presiding.

*David Roberts*  
*Councilman, Ward I*

*Robert Krows*  
*Councilman, Ward I*

*Scott Singer*  
*Councilman, Ward II*

*Mark Hamm*  
*Councilman, Ward II*

*Jason Blair*  
*Councilman, Ward III*

*Terry Cavnar*  
*Councilman, Ward III*

PRESENT: Krows, Blair, Singer, Cavnar, Roberts, Hamm, Lewis

ABSENT: None

STAFF MEMBERS PRESENT: City Manager, Steve Eddy; Assistant City Manager, Stan Drake; City Clerk/Finance Director, Jim Corbett; City Attorney, Randy Brink; Community Development Director, Elizabeth Jones; Economic Development Director, Deidre Ebrey; Emergency Management Director, Gayland Kitch; Fire Chief, Gary Bird; Manager of Information Technology, David Thompson; Parks and Recreation Director, Todd Jenson; Marketing Specialist, Jayme Shelton; Police Chief, Jerry Stillings; Public Works Director, Richard Sandefur; Risk Manager, Gary Benefield; Veolia Water Project Manager, Robert Pistole; and Purchasing Agent, Carol Folsom.

A proclamation was read by Mayor Lewis declaring the month of October 2013 as "Domestic Violence Awareness Month". Meredith Tucker appeared on behalf of Verizon Wireless and as a resident of Moore to accept the proclamation. Ms. Tucker stated that Verizon will be hosting a free screening of "Telling Amy's Story" on October 8, 2013 at 7:00 p.m. at Hillsdale Bible College.

**Agenda Item Number 2 being:**

CONSENT DOCKET:

- A) APPROVE THE MINUTES OF THE REGULAR CITY COUNCIL MEETING HELD SEPTEMBER 16, 2013.
- B) RECEIVE THE MINUTES OF THE PLANNING COMMISSION MEETING HELD AUGUST 13, 2013.
- C) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2013-2014 IN THE AMOUNT OF \$9,144,561.16.

**Councilman Krows moved to approve the consent docket in its entirety, second by Councilman Blair. Motion carried unanimously.**

Ayes: Krows, Blair, Singer, Cavnar, Roberts, Hamm, Lewis  
Nays: None

**Agenda Item Number 3 being:**

RECEIVE A REPORT FROM SELECT ACTUARIAL SERVICES AND ACCEPT THE ANNUAL ACTUARIAL REPORT FOR FISCAL YEAR ENDED JUNE 30, 2013.

Gary Benefield, Risk Manager, introduced Laura Sprouse with Select Actuarial Services who would be presenting a summary of the annual Actuarial Report.

Ms. Sprouse stated that the purpose of the report was to provide the City with an evaluation of liabilities at June 30, 2013. A requirement of the Governmental Accounting Standards is that the City recognize its total liability for workers compensation, general liability, and retained health benefits. The second objective is to provide the City with a budget forecast for the current and upcoming fiscal years.

Ms. Sprouse advised that the total reserves as of June 30, 2013 was \$1,866,000. This figure is comprised of \$436,000 for Health Benefits, \$1,260,000 for Workers Compensation, \$130,000 for Liability, and a tort claim that the City estimated will be around \$40,000. The total reserves shows a reduction from \$2,113,000 in 2012.

Health Care Claims from FY 2012-2013 will continue to be paid out over the next 12 to 24 months. They are coming in close or slightly under their estimates. They have therefore revised their figures for last fiscal year down slightly. The 2011-2012 fiscal year ended slightly below what was expected.

Workers compensation overall shows improvement. FY 2013 is slightly higher than anticipated; however, it is more than offset when decreases from past years are factored in. In total, the estimate of losses reflects a decrease.

Ms. Sprouse stated that the Liability line item has gone down. There were two settlements that were paid out this past year that did not affect the reserves; however, because they were unexpected there was an increase in the Ultimate Cost of Claims.

The Budget Forecast for FY 2013-2014 which included Health, Worker's Compensation, and Liability was estimated at \$4,949,000. Most of this amount was for Health Care in the amount of \$4,265,000. This includes the cost of claims below the stop-loss. Worker's compensation was listed in the amount of \$588,000, and Liability in the amount of \$96,000.

She advised that Select Actuarial looked at a rate per employee. This rate is down which reflects an improved experience. The City has a few more employees than what they anticipated but the total Current Forecast of \$4,265,000 is below what was projected last year. Going forward they adjusted for additional employees and inflation with a total forecast of \$4,487,000 for fiscal year 2014-2015.

Projected costs for Workers Compensation for FY 13-14 per \$1,000 of payroll is unchanged and payroll is slightly below the estimates for last fiscal year. Total costs are slightly under projections for fiscal year 2014. Ms. Sprouse indicated that with inflation the projection for FY 2014-2015 is \$633,000. Liability costs for FY 13-14 is up slightly with a total forecast of \$96,000.

Ms. Sprouse reviewed the Program Summary:

PROGRAM	RESERVES @ 6/30/13	FORECAST 7/1/13-14	FORECAST 7/1/14-15
Health	\$436,000	\$4,265,000	\$4,487,000
Workers Compensation	\$1,260,000	\$588,000	\$633,000
Liability	\$130,000	\$96,000	\$103,000
Other	\$40,000		
<b>TOTAL</b>	<b>\$1,866,000</b>	<b>\$4,949,000</b>	<b>\$5,233,000</b>

Mayor Lewis asked if the tornado had an impact on the figures. Ms. Sprouse stated that she did not see an increase in claims for employees who were injured during the rescue and cleanup efforts. Liability would be a third-party coverage that was not really impacted. The biggest area that would have been affected by the tornado would be property insurance, which was not covered in the report.

Councilman Singer asked if the report draws conclusions why certain line items increase or decrease or is it primarily used to report costs. Ms. Sprouse stated that they do not get into a lot of detail as far as the nature of the claims. They tend to look at the bigger picture such as the number of claims and the average size of the claims. They do not determine the cause of the injuries or the event that resulted in a claim being filed.

Councilman Roberts asked for the City's Experience Modification Factor. Gary Benefield, Risk Manager, indicated that the City does not have one because we are self-insured.

**Councilman Krows moved to accept the Annual Actuarial Report for fiscal year ended June 30, 2013, second by Councilman Cavnar. Motion carried unanimously.**

Ayes: Krows, Blair, Singer, Cavnar, Roberts, Hamm, Lewis  
 Nays: None

**Agenda Item Number 4 being:**

CONSIDER APPROVAL OF AN AGREEMENT WITH VIREO, INC. FOR DESIGN OF THE VETERANS MEMORIAL PARK "WALL OF HONOR" IN THE AMOUNT OF \$15,000 PLUS \$1,500 PER PERSON PER SITE VISIT.

Todd Jenson, Parks and Recreation Director, stated that the proposed agreement with Vireo, Inc. was for the design of a Wall of Honor. This project was proposed to be funded with the ¼ cent sales tax that was approved by the voters in November 2012. If the agreement is approved Vireo, Inc., the company that prepared the Parks Master Plan, would design three draft designs. The Veterans Committee would pick the final design. The amount of the contract is \$15,000 plus \$1,500 per person per site visit. Mayor Lewis asked how many visits Vireo would make to the site and approximately how many employees they would anticipate bringing. Mr. Jenson estimated two visits with around one to two employees. Mayor Lewis asked that the agreement be amended to include a cap on the cost of the site visits. Councilman Roberts stated that cost for two employees to make two site visits would be \$6,000. If additional site visits are needed the issue could be revisited.

**Councilman Krows moved to approve an agreement with Vireo, Inc. for design of the Veterans Memorial Park "Wall of Honor" in the amount of \$15,000 plus a \$6,000 cap for site visits, second by Councilman Singer. Motion carried unanimously.**

Ayes: Krows, Blair, Singer, Cavnar, Roberts, Hamm, Lewis  
 Nays: None

**Agenda Item Number 5 being:**

CONSIDER APPROVAL OF A MODIFICATION TO THE EXISTING ODOT PROJECT AGREEMENT FOR THE INSTALLATION OF A SIDEWALK ALONG THE SOUTH SIDE OF NW 12<sup>TH</sup> STREET BETWEEN SANTA FE AVENUE AND GRACE POINT DRIVE TO CHANGE THE FEDERAL COST-SHARE RATE TO AN 80-20 MATCH, AND APPROVE THE LOCAL MATCH OF \$30,000.

Elizabeth Jones, Community Development Director, advised that earlier in the year the City was approved for a 100% federally funded sidewalk project along the south side of NW 12<sup>th</sup> Street between Santa Fe Avenue and Grace Point Drive. In the past federal regulations allowed ODOT to fully fund sidewalk projects up to \$200,000. However, before the bidding process began it was determined that federal regulations have changed requiring any pedestrian improvements to be funded at the normal rate of an 80/20 match, with no limit on the amount that could be spent. ODOT requested that the item be brought before the City Council to ask for \$30,000 in matching funds. If approved, the project would be placed back on the bid list.

Steve Eddy, City Manager, stated that this was the project that would provide the Grace Point development pedestrian access to the retail development along Santa Fe.

**Councilman Cavnar moved to approve a modification to the existing ODOT Project Agreement for the installation of a sidewalk along the south side of NW 12<sup>th</sup> Street between Santa Fe Avenue and Grace Point Drive to change the federal cost-share rate to an 80-20 match and approve the local match of \$30,000, second by Councilman Hamm. Motion carried unanimously.**

Ayes: Krows, Blair, Singer, Cavnar, Roberts, Hamm, Lewis  
Nays: None

**Agenda Item Number 6 being:**

CONSIDER APPROVAL OF ANNUAL UPDATES TO THE CITY'S EMERGENCY OPERATIONS PLAN.

Gayland Kitch, Emergency Management Director, stated that each year updates to the City's Emergency Operations Plan is brought before the City Council for approval. Mr. Kitch advised that most of the proposed updates are relatively minor, including changes to the closest medical facility, maps, and City Council information.

**Councilman Roberts moved to approve the annual update to the City's Emergency Operations Plan, second by Councilman Singer. Motion carried unanimously.**

Ayes: Krows, Blair, Singer, Cavnar, Roberts, Hamm, Lewis  
Nays: None

**THE CITY COUNCIL MEETING WAS RECESSED AND THE MOORE PUBLIC WORKS AUTHORITY MEETING WAS CONVENED AT 6:59 P.M.**

**Agenda Item Number 7 being:**

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE PUBLIC WORKS AUTHORITY MEETING HELD SEPTEMBER 16, 2013.
- B) RATIFY ACTION OF CITY COUNCIL ON ACCEPTANCE OF THE ANNUAL ACTUARIAL REPORT FOR FISCAL YEAR ENDED JUNE 30, 2013.
- C) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2013-2014 IN THE AMOUNT OF \$1,112,728.91.

**Trustee Blair moved to approve the consent docket in its entirety, second by Trustee Krows. Motion carried unanimously.**

Ayes: Krows, Blair, Singer, Cavnar, Roberts, Hamm, Lewis  
Nays: None

**Agenda Item Number 8 being:**

CONSIDER AUTHORIZING STAFF TO NEGOTIATE WITH THE CITY'S CURRENT AGENTS FOR 2014 INSURANCE POLICIES FOR PROPERTY AND CONTENTS, EXCESS PUBLIC OFFICIALS AND EMPLOYMENT PRACTICES LIABILITY, AND EXCESS WORKERS' COMPENSATION.

Gary Benefield, Risk Manager, requested authorization to begin negotiation with the City's current agents for the 2014 insurance policies for Property and Contents, Excess Public Officials and Employment Practices Liability, and Excess Workers' Compensation.

**Trustee Cavnar moved to authorize staff to negotiate with the City's current agents for 2014 insurance policies for Property and Contents, Excess Public Officials and Employment Practices Liability, and Excess Workers' Compensation, second by Trustee Krows. Motion carried by majority vote.**

Ayes: Krows, Singer, Cavnar, Roberts, Hamm, Lewis  
Nays: None  
Abstentions: Blair

**Agenda Item Number 9 being:**

CONSIDER APPROVAL OF SELECT ACTUARIAL SERVICES AGREEMENT TO COMPLETE THE NEXT THREE ACTUARIAL STUDIES AT A COST OF \$8,500 EACH.

Gary Benefield, Risk Manager, indicated that the City began working with Select Actuarial Services in 2000. At that time the Actuarial Study was completed for \$9,500. The next seven studies were completed at \$7,500 each. The last six studies were prepared for \$8,500 each. Staff feels that Select Actuarial has done an outstanding job and would recommend renewing the agreement for three years at a cost of \$8,500 each.

Councilman Krows asked if the item should be bid out. Steve Eddy, City Manager, indicated that the City Council can bid the item out although they are not compelled to do so.

**Trustee Krows moved to approve an agreement with Select Actuarial Services to complete the next three actuarial studies at a cost of \$8,500 each, second by Trustee Singer. Motion carried unanimously.**

Ayes: Krows, Blair, Singer, Cavnar, Roberts, Hamm, Lewis  
Nays: None

Mr. Eddy thanked Select Actuarial Services for donating their fee for preparation of this year's Actuarial Study to The Actuarial Foundation to benefit the Moore Public Schools for math related items. The City Council also expressed their appreciation.

**THE MOORE PUBLIC WORKS AUTHORITY MEETING WAS RECESSED AND THE MOORE RISK MANAGEMENT MEETING WAS CONVENED AT 7:03 P.M.**

**Agenda Item Number 10 being:**

CONSENT DOCKET:

- A) ACCEPT THE MINUTES OF THE REGULAR MOORE RISK MANAGEMENT MEETING HELD SEPTEMBER 16, 2013.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2013-2014 IN THE AMOUNT OF \$191,722.95.

**Trustee Singer moved to approve the consent docket in its entirety, second by Trustee Krows. Motion carried unanimously.**

Ayes: Krows, Blair, Singer, Cavnar, Roberts, Hamm, Lewis  
Nays: None

**THE MOORE RISK MANAGEMENT MEETING WAS RECESSED AND THE CITY COUNCIL MEETING RECONVENED WITH MAYOR GLENN LEWIS PRESIDING AT 7:05 P.M.**

**Agenda Item Number 11 being:**

NEW BUSINESS:

- A) CITIZENS' FORUM FOR ITEMS NOT ON THE AGENDA.

Janie Milum, 410 Garland, appeared as President of the Old Town Association. Ms. Milum introduced Sean Evans, 313 NW 2<sup>nd</sup>, who appeared as the Resident Representative for the Old Town Association. She indicated that they wanted to share some information about Old Town and that there were some very energetic and enthusiastic business owners in the area that have a vision about what they would like to see in the Old Town area. They are working hard to promote Moore and Old Town. Mr. Evans stated that they are excited about the business district but he felt that the City Council had a vision about the entire neighborhood. They feel the area has so much to offer. Residents can walk to the schools, the library, the community center, restaurants, boutiques, and to the new park that is coming. As the rebuilding occurs the Old Town Association would like the City Council to keep in mind that there is a group of citizens who are interested in the historic downtown area. Ms. Milum advised of the past events that were held, such as the Big Wheels Nationals that was held September 21, 2013. They had over 141 children pre-register for the event and she was uncertain how many registered the day of the event. There was free food and lots of activities. She invited everyone to attend Old Town Night Out on October 8, 2013 at the First United Methodist Church from 6:00 p.m. to 7:30 p.m. It is an opportunity for residents and business owners to meet and have a good time. A full day of activities will be held on October 26, 2013 beginning with a pancake breakfast hosted by the Moore Rotary Club. The First United Methodist Church Fall Festival, the Red Ribbon Parade, Haunt Old Town, and the Trail of Fears Haunted Trail at Little River Park. Ms. Milum advised that the Haunt Old Town event went from a few merchants handing out candy for Halloween to having between 4,000 to 5,000 people coming to the Old Town Area. This year Haunt Old Town will include extreme animals, a D.J. at Main and Broadway, snow cones, and food trucks with

activities at the Community Center. Ms. Milum also advised that Christmas in Old Town is scheduled for December 6, 2013. A Christmas Dinner will be held at 5:00 p.m. at the First United Methodist Church. The Christmas Tree Lighting will be held at 6:00 p.m. at Moore City Hall. The Moore Public Library will hold a Holiday Gala, the Aging Services Gingerbread House Contest, and Silent Auction. Ms. Milum encouraged everyone to attend.

B) ITEMS FROM THE CITY COUNCIL/MPWA TRUSTEES.

Councilman Hamm stated that Oklahoma City has a Youth Council geared toward high school students and he wondered if the City Council would be interested in something similar. He asked that the Council consider it and then e-mail their thoughts to him.

C) ITEMS FROM THE CITY/TRUST MANAGER.

Steve Eddy, City Manager, asked Jim Corbett, Finance Director, to address the City Council. Mr. Corbett presented the August Monthly Financial Statement for their review. The MPWA has experienced a significant deficit due to the semi-annual debt service payment on the treatment plant. Another payment is due in February 2014. The City of Oklahoma City water purchase was also very high. Mr. Corbett noted that the City lost 1,200 homes that generated revenue. He indicated that it will recover but it may take several months for homes to be reconstructed and revenues generated. Mr. Corbett indicated that decisions need to be made on the fund particularly by budget time. Mayor Lewis asked for a recommendation. Mr. Corbett suggested a water rate increase. Mayor Lewis requested that Mr. Corbett prepare some recommendations for the City Council and present them at the October 21, 2013 meeting. Steve Eddy, City Manager, stated that some temporary adjustments might need to be made for the remainder of the fiscal year. The General Fund is doing extremely well. One option may be to transfer funds from the General Fund to the MPWA Fund before the end of the fiscal year. Mr. Eddy indicated that rate increases would likely be considered during the budget process. Although the numbers look bad he stated that it was not a crisis situation he merely wanted to make the City Council aware of the situation. Mr. Corbett stated that another option could be to reduce the transfers from the MPWA to the General and Risk Management Funds on a short term basis. Councilman Krows inquired whether the City should consider instituting mandatory water rationing regardless of whether drought conditions exist in an effort to reduce the Oklahoma City water bill. Mr. Corbett commented that when rationing situations arise resident respond with higher usage. Oklahoma City is on a permanent odd/even water rationing program. Mr. Eddy stated that we have not aggressively enforced water rationing. Councilman Krows asked how many homes have been completed. Mr. Eddy estimated two homes have been completed; however, there are approximately 200 to 250 under construction in the storm area and an additional 100 homes under construction outside of the storm area. Mr. Eddy also discussed the following items:

- The Broadway paving contract with Silver Star Construction will start this week. Construction will begin from NE 12<sup>th</sup> Street north to NE 18<sup>th</sup> Street.
- Preliminary plans were received from the engineer on the rebuild of Telephone Road between N. 5<sup>th</sup> and S. 4<sup>th</sup> Streets. This project is anticipated to begin after the first of the year.
- Coca-Cola announced that Veterans Park won the "America's Favorite Park." A check presentation will be made sometime in November, hopefully around Veteran's Day.
- The 34<sup>th</sup> Street Bridge reconstruction between Telephone and Santa Fe is going well. Silver Star Construction indicated that they hope the bridge will be reopened to traffic by the end of the month. The widening of 34<sup>th</sup> Street is anticipated to be an STP project.

Mayor Lewis asked about the status of the Bryant Bridge. Stan Drake, Assistant City Manager, advised that the asphalt was removed and concrete headwalls were built over the existing pipes.

**Agenda Item Number 12 being:**

ADJOURNMENT

**Councilman Cavnar moved to adjourn the City Council meeting, second by Councilman Krows. Motion carried unanimously.**

Ayes: Krows, Blair, Singer, Cavnar, Roberts, Hamm, Lewis  
Nays: None

**The City Council, Moore Public Works Authority, Moore Risk Management and Moore Economic Development Authority meetings were adjourned at 7:20 p.m.**

TRANSCRIBED BY:

\_\_\_\_\_  
RHONDA BAXTER, Executive Assistant

RECORDED BY:

\_\_\_\_\_  
CAROL FOLSOM, Purchasing Agent

FOR:

\_\_\_\_\_  
DAVID ROBERTS, MPWA Secretary

These minutes passed and approved as noted this \_\_\_\_ day of \_\_\_\_\_, 2013.

ATTEST:

\_\_\_\_\_  
JIM CORBETT, City Clerk