

**MINUTES OF THE
SPECIAL MEETING HELD BY
THE MOORE CITY COUNCIL
JANUARY 13, 2014 – 6:30 P.M.**

The City Council of the City of Moore met at Moore City Hall, 301 North Broadway, Moore, Oklahoma on January 13, 2014 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: Blair (arrived late), Singer, Cavnar, Roberts, Hamm, Lewis
ABSENT: Krows

STAFF MEMBERS PRESENT: City Manager, Steve Eddy; Assistant City Manager, Stan Drake; City Attorney, Randy Brink; City Clerk/Finance Director, Jim Corbett; Community Development Director, Elizabeth Jones; Special Projects Coordinator, Jared Jakubowski; Manager of Information Technology, David Thompson; Sergeant Jeremy Lewis; and Purchasing Agent, Carol Folsom.

Agenda Item Number 2 being:

CONSIDER APPROVAL OF REVISED PURCHASING POLICY MANUAL AS REQUIRED BY THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR THE CDBG-DR PROGRAM.

Jim Corbett, Finance Director, stated that there has been significant effort put into updating manuals, policies, and certifications necessary to meet federal requirements for the Department of Housing and Urban Development ("HUD") grant awarded to the City for disaster recovery. Mr. Corbett stated that the City instituted a purchasing policy approximately twenty years ago to allow for quantity discounts and inventory control. The latest change to the purchasing policy occurred in January 2007. He noted specific changes to the Purchasing Manual highlighted on page 8 of the agenda packet. Currently three quotes are necessary on purchases of \$2,500 and above and competitive bidding is required for purchases of \$25,000 and above. The revised purchasing policy states that quotes are necessary on purchases of \$5,000 and above and competitive bidding is required on purchases of \$50,000 and above. He stated that virtually all of the proposed changes were being recommended by HUD. Mr. Corbett advised that the proposed changes comply with State law. The manual incorporates sections on a Financial Management System and Fidelity Bonds. Mr. Corbett pointed out another section pertaining to Conflict of Interest which was changed to include federal standards. All other changes were signified by strikeouts or underlines. The remaining manual included examples of a Non-Collusion Affidavit, a Purchase Order, and Requisition.

Mayor Lewis asked if the proposed changes would conflict with the Charter. City Attorney Randy Brink indicated that none of the items were in conflict with the City Charter.

Councilman Roberts moved to approve the revised Purchasing Policy Manual as required by the Department of Housing and Urban Development for the CDBG-DR Program, second by Councilman Singer. Motion carried unanimously.

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

Agenda Item Number 3 being:

CONSIDER APPROVAL OF UPDATED ACCOUNTING MANUAL AS REQUIRED BY THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR THE CDBG-DR PROGRAM.

Jim Corbett, Finance Director, stated that the Accounting Manual was last updated in 1995. The update includes current accounting practices. The main change occurred in the section entitled Grant Management located on page 52 in the agenda packet. This section includes the financial procedures involved when receiving grant funds.

Councilman Singer moved to approve the updated Accounting Manual as required by the Department of Housing and Urban Development for the CDBG-DR Program, second by Councilman Cavnar. Motion carried unanimously.

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

Agenda Item Number 4 being:

CONSIDER APPROVAL OF REVISED CONFLICT OF INTEREST FORM AS REQUIRED BY THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR THE CDBG-DR PROGRAM.

Jim Corbett, Finance Director, advised that the revised Conflict of Interest Statement was located on page 75 of the agenda. The content is identical with the exception of the second paragraph which was added at the recommendation of HUD. The employees and City Council are asked to sign the form each year.

Councilman Hamm moved to approve the revised Conflict of Interest form as required by the Department of Housing and Urban Development for the CDBG-DR Program, second by Councilman Cavnar. Motion carried by majority vote.

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

Agenda Item Number 5 being:

CONSIDER APPROVAL OF UPDATED JOB DESCRIPTIONS AS REQUIRED BY THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR THE CDBG-DR PROGRAM.

Jim Corbett, Finance Director, stated that five job descriptions were included in the agenda beginning on page 76. The positions of Accounts Payable Clerk, Assistant Finance Director, Community Development

Director, Finance Director, and Special Projects Coordinator are considered necessary in the accounting, distribution, and administration of the grant monies. The changes occur in varying degrees within the Essential Function sections of the job descriptions.

Councilman Singer moved to approve updated job descriptions as required by the Department of Housing and Urban Development for the CDBG-DR Program, second by Councilman Hamm. Motion carried unanimously.

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

Agenda Item Number 6 being:

CONSIDER APPROVAL OF HUD CERTIFICATION PACKET TO BE SUBMITTED TO THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR THE CDBG-DR PROGRAM.

Jim Corbett, Finance Director, indicated that the Certification Checklist is located on page 99 of the agenda. The checklist contains information on items such as Financial Controls, Procurement, Duplication of Benefits, and Fraud, Waste and Abuse. He mentioned that it was a requirement that the City minimize or eliminate fraud and the abuse of funds. Mr. Corbett stated that an item would be presented to the City Council at a later date requesting a single-purpose audit which would focus solely on the CDBG-DR Program. The auditor who is awarded the bid must be familiar with federal requirements and HUD grants specifically.

Jared Jakubowski, Special Projects Coordinator, indicated that another section of the Certification Checklist requires that the City maintain a comprehensive website. The City has been doing this since receiving confirmation of the HUD grant award. The website is located at www.cityofmoore.com/recovery. The Performance Reports, Disaster Action Plan, and any amendment or changes to the plan that occur throughout the process are included on the website. Timely expenditure of funds is also a requirement. City staff will meet with HUD monthly to review the progress of the projects and programs to ensure that the two-year deadline on expenditures is met. The meetings will include Management, Finance, Community Development, and HUD. A monthly report will be given to the City Council of their findings.

Another policy recommendation by HUD involves prevention of duplication of benefits. The policy requires the City to make every effort to ensure applicants are not receiving a duplication of benefits. There is a 19 item checklist which includes an investigation of any FEMA reimbursement, insurance settlements, or money obtained from the Small Business Administration and the American Red Cross, before any money can be awarded. Councilman Roberts asked what type of applicants would be required to go through the investigative process before being awarded monies. Mr. Jakubowski advised that the City has not yet determined what projects would be included in the Action Plan; however, if an applicant needed assistance, for example, with the reconstruction of their home, staff would be required to determine if they received an insurance settlement or assistance from FEMA before filling any remaining financial gap. Councilman Roberts asked if some of the individuals who were underinsured could still receive assistance from the CDBG-DR funds. Mr. Jakubowski indicated any eligible individual could still receive assistance.

Mr. Jakubowski advised that the Oklahoma Disaster Recovery Project ("ODRP") and the City of Moore would become referral agencies depending on the type of programs the City decides to offer.

Councilman Hamm asked how the changes to the different policies and procedures came about. He inquired whether they were recommendations from HUD or if they resulted from staff's research. Steve Eddy, City Manager, indicated that Donna Wickes with the Department of Housing and Urban

Development and her staff was available from the start to offer assistance. He stated that the items being considered are the culmination of work between HUD and the City to ensure that the information provided is what is required by HUD. The next phase is the Action Plan. The Plan would include in broad terms what funding would be allocated for categories such as infrastructure, housing, and economic development. Councilman Hamm asked what would happen if a need is identified outside the Action Plan. Mr. Jakubowski advised that an amendment to the Action Plan would be required.

Mayor Lewis stated that it was his understanding that the Red Cross and United Way were funding unmet needs on housing. Mr. Jakubowski stated that the City would like to utilize the ODRP funding sources before using the CDBG-DR monies. He added that duplication of benefits would not be allowed. Mr. Eddy indicated that the Oklahoma Disaster Recovery Project includes housing programs. However, there has not been a significant amount of need identified for housing rehabilitation or construction. He stated that it was not the City's intent to build new homes for individuals. The program would assist those individuals with home renovation or rehabilitation after the other agencies are contacted and an unmet need has been identified.

Councilman Blair asked how long it would take to amend the Action Plan if a need arose in the future that was outside the original scope of the plan. Mr. Jakubowski stated that the procedure for an amendment to the plan would involve a legal posting for a 30-day public comment period, the CDBG Advisory Committee would hear the item, and then the City Council would make a determination. That process would take two months and then the issue would be submitted to HUD for their consideration.

Mayor Lewis expressed his appreciation to Elizabeth Jones and Jared Jakubowski for their work on the CDBG-DR project. Mr. Eddy also expressed the City's appreciation to Donna Wickes and her staff at HUD for their invaluable assistance.

Councilman Roberts moved to approve the HUD Certification Packet to be submitted to the Department of Housing and Urban Development for the CDBG-DR Program, second by Councilman Singer. Motion carried unanimously.

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

Agenda Item Number 7 being:

EXECUTIVE SESSION:

- A) DISCUSS POTENTIAL ACQUISITION OF CERTAIN REAL PROPERTY IN THE CITY OF MOORE AND AUTHORIZE STAFF TO PROCEED AS APPROPRIATE AS AUTHORIZED BY 25 OKLA. STAT. § 307(B)(3).
- B) CONVENE INTO EXECUTIVE SESSION

Councilman Blair moved to convene to executive session, second by Councilman Singer. Motion carried unanimously.

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

The City Council convened into executive session at 7:01 p.m.

C) RECONVENE FROM EXECUTIVE SESSION

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

The City Council reconvened from executive session at 7:28 p.m.

D) ACTION.

A) DISCUSS POTENTIAL SALE OF CERTAIN REAL PROPERTY OWNED BY THE CITY OF MOORE AND AUTHORIZE STAFF TO PROCEED AS APPROPRIATE AS AUTHORIZED BY 25 OKLA. STAT. § 307(B)(3).

Councilman Blair moved to authorize staff to proceed as directed in executive session, second by Councilman Singer. Motion carried unanimously.

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

Agenda Item Number 8 being:

CONSIDER AUTHORIZING STAFF TO SOLICIT BIDS FOR THE FOLLOWING SERVICES FOR THE ADMINISTRATION OF THE CDBG-DR PROGRAM: SINGLE PURPOSE AUDIT, STRATEGIC RECOVERY AND IMPLEMENTATION PLAN, RELOCATION SERVICES, PHASE I ENVIRONMENTAL REVIEWS.

Elizabeth Jones, Community Development Director, advised that certain services required under the CDBG-DR program that must be bid out. The quarterly single source audit would allow the auditor to review the files to ensure there are no discrepancies or items of concern. The Office of the Inspector General will be making a required visit to Moore to review records and the audit will help confirm everything is in order. Another item for bid is a Strategic Recovery and Implementation Plan that would serve as a capital improvements plan for infrastructure needs within the tornado area over the next five to seven years. The plan would identify projects, prioritize them, and calculate costs involved. The third RFP is for relocation services, if needed. The fourth RFP is for a Phase I Environmental Review. This review is necessary for any municipality that plans to use federal funds to purchase property to make certain it meets particular environmental standards.

Mayor Lewis indicated that he and City Manager Steve Eddy met with the Lloyd Kirk, Director of the Oklahoma Department of Environmental Quality, following the tornado and he offered to provide environmental review services through the State of Oklahoma.

Councilman Roberts stated his understanding that the HUD monies must be spent over the course of a two-year period, but noted that the Strategic Recovery and Implementation Plan would cover a period up to seven years. Ms. Jones advised that HUD allows an Action Plan that covers the entire grant amount of \$26.3 million; however, the City could request authorization from HUD to drawdown a specific portion of the funds for a particular project. An agreement would be signed for that amount of money and the two year time limit would begin on the expenditure of those funds.

Councilman Roberts moved to authorize staff to solicit bids for the following services for the administration of the CDBG-DR Program: Single Purpose Audit, Strategic Recovery and Implementation Plan, Relocation Services, Phase I

Environmental Reviews, second by Councilman Cavnar. Motion carried unanimously.

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

Addendum Item Number 8.1 being:

CONSIDER ADOPTION OF RESOLUTION NO. 788(14) ACKNOWLEDGING THE STATUTORY CRITERIA FOR ELIGIBILITY AND PARTICIPATION IN ACOG PUBLIC FLEET CONVERSION GRANT PROCESS.

Jared Jakubowski, Special Projects Coordinator, indicated that adoption of Resolution No. 788(14) was required under the 2014 ACOG Clean Air Grant. The goal is to create a long-term energy alternative to the City's public fleet. The program would replace existing vehicles with alternative fuel vehicles. Staff would like to apply for one CNG curb side route sanitation truck to replace an existing diesel sanitation truck.

Mayor Lewis asked when the City could expect delivery of the vehicle. Steve Eddy, City Manager, estimated six to eight months. Mr. Eddy stated that the goal was to replace the entire sanitation fleet with CNG vehicles. Grant monies save the City approximately \$50,000 per truck.

Councilman Hamm moved to adopt Resolution No. 788(14) acknowledging the statutory criteria for eligibility and participation in the ACOG Public Fleet Conversion Grant process, second by Councilman Singer. Motion carried unanimously.

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

Agenda Item Number 9 being:

ADJOURNMENT

Councilman Cavnar moved to adjourn the special joint work study session, second by Councilman Hamm. Motion carried unanimously.

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

The meeting was adjourned at 7:36 p.m.

TRANSCRIBED BY:

RHONDA BAXTER, Executive Assistant

RECORDED BY:

JIM CORBETT, City Clerk

FOR:

DAVID ROBERTS, MPWA Secretary

These minutes passed and approved as noted this ____ day of _____, 2014.

ATTEST:

JIM CORBETT, City Clerk