

Special Meeting
Davis City Council & Davis Municipal Authority
FY 2022-2023 Budget Workshop

April 26, 2022 6:00 PM
Davis City Council Chambers
308 S 3rd St
Davis, OK 73030

Agenda Item #1: Call to order Davis City Council & Davis Municipal Authority.

- Call to order joint meeting of Davis City Council & Davis Municipal Authority by Mayor & Chairman Brian Davis 6:00 PM

Agenda Item #2: Roll Call.

- Mayor & Chairman Brian Davis – present; Vice Mayor and Vice Chairman Stan Jones; Councilman & Trustee Josh Oakley - present; Councilman & Trustee Clint Grinstead – present; Councilman & Trustee

Agenda Item #3: Prayer.

- Prayer led by Jones.

Agenda Item #4: Pledge of Allegiance.

- Pledge of Allegiance led by Davis.

Agenda Item #5: Presentation and discussion of the proposed FY 2022-2023 Budget for City of Davis and Davis Municipal Authority.

- FY2022-2023 Budget for all funds presented by Andy Holland, City Manager. Overview of Summary Page which shows an unbalanced budget, Holland commented that adjustments would be made to present a balanced budget.
- Capital Outlay review began with the Police Department, Councilman Grinstead inquired about only budgeting one vehicle and if it would be enough. Chief Danny Cooper, shared concerns about the increased price of vehicles and the availability of vehicles. He shared the research he did with Sulphur and Durant on the option to lease vehicles through Enterprise for a four- or five-year term, with the option to return, trade or buy out at the end of the term. Cooper stated the four-year term would be the best option. Grinstead inquired about the maintenance and if it was included in the lease cost or if we paid that separately. Cooper stated the contract could be written either way. The cost would be based on the number of vehicles leased and whether the agreement includes maintenance or not. Councilman Oakley asked if Cooper could get the agreements or terms for review and Cooper shared that he has a connection to the Enterprise representative for this district. He also stated that there are other vendors that offer the lease program and Sulphur made the agreement through their local bank with a favorable rate. Grinstead inquired about the length of time we will keep a vehicle if we purchase it and Cooper stated about five years. Grinstead asked Cooper about the benefit of the lease versus a purchase, and he replied, “more bang for our buck” and gave examples of other departments replacing entire fleets then transitioning to a purchase program to rotate two new vehicles each year. Councilman Grinstead calculated the cost of over \$80,000 for four years when the actual purchase would only cost \$62,000 and with either option the maintenance and upkeep would be a cost to the city. Cooper then discussed the vehicles he would choose to replace first, which is the detective’s pickup which could be transferred to another department, and he would choose to not purchase a standard police vehicle that is fully equipped, he would select a more “off the lot” and would not be equipped as a “heavy duty” police vehicle, not as many lights. Grinstead inquired if

the \$62,000 price included “lights and all”, Cooper confirmed that it did. Grinstead inquired if any of the police vehicles needed to be replaced immediately. Cooper stated that he has probably two, the Dodge Charger could be replaced even though we just put an engine and transmission in it, it’s just the frame is old. Holland inquired about when the payment would be required for the new vehicle and Cooper stated there is really no way to know when a new vehicle could be available. Councilman Jones asked if the lease agreement would be able to get us vehicles sooner. Holland added that the availability of vehicles is why it is listed as a Q4 expenditure. Cooper stated that right now dealers are not accepting orders due to the availability. Holland asked Grinstead if his question was whether one vehicle was enough, and Grinstead confirmed that was his concern based on the supply and how long it takes to get vehicles. Holland shared that Cooper requested two vehicles and the second vehicle was pushed to the next fiscal year. Grinstead reemphasized that the time it is taking to get a vehicle ordered and received might make a second vehicle more of a priority. Councilman Oakley inquired about the Dodge units and the warranties that come with the police equipment that is installed due to some previous issues with after market equipment installation. Councilman Grinstead inquired about the dog pound being charged to the police budget because the reason we are replacing the dog pound is a result of the WWTP construction project. Holland confirmed that it could be placed with the WWTP project but that the dog pound is under the management of the police department, so it is currently in the police department budget but moving it to the WWTP project is under consideration and it does not matter if it is placed in the PD or with the WWTP project. He further stated that moving it would not allow the police department to add another \$150,000 in expenditures to their budget. Holland explained how each department made their list of everything they wanted and then they all ranked everything from highest priority to lowest priority. Holland stated that there is plenty of room to add another vehicle and other items could be moved around and cuts made if necessary. Councilman Jones inquired if any consideration had been given to electric vehicles due to the increase of gas prices. Cooper did not have any like comparisons to our city/terrain. Further discussion was had regarding electric vehicles. Holland asked Grinstead if he was in favor of a second police vehicle purchase due to the lengthy lead time to receive vehicles. Grinstead stated that was his thought process, but he was trying to get his question of why is the \$150,000 for the dog pound charged to the police department in the third quarter if it doesn’t really matter which fund it comes out of. Holland stated it does matter and he is placing the cost with the department that is responsible for the management of the facility but his initial award with Garver for the design of the WWTP did not include the design and construction of the dog pound but since then there has been discussion to add it and if that is the decision that is made we would move the money, but we aren’t there yet. Right now, we just need a dog pound.

- Fire Department Capital Outlay reviewed. Dusty Parsons, Fire Chief, stated that he would like to move the four iPads, mounts and data connection may move into FY2022-2023 due to the communication upgrade that is in progress. Parsons stated that Brush 3 expenses may move into the current fiscal year because of donations received. Mayor Davis inquired about the bunker gear that is indicated it could be funded with a grant. Parsons shared that historically the bunker gear seems to have been funded by grant funds, however the grant that usually funds this may be already earmarked for the WWTP project. Discussion of REAP grants and their limits as well as CDBG grants was had. Parsons stated he believes the last bunker gear grant was awarded in 2016. Holland shared about the current REAP grant that is open and the intention to use the next REAP grant for a lift station. Parsons continued that he has indicated with “grant” each of his budget requests that he intends to seek grant funds to purchase. Councilman Bumgarner inquired about the annual allocation of gear, which is typically three per year, but it was increased to six due to supply issues. Councilman Bumgarner inquired where the iPads would be placed, Parsons stated in the four “front line” trucks. Councilman Grinstead inquired if our police units are equipped with computers or iPads, Cooper replied that they do not, but he is looking into them with our IT vendor. Discussion was had regarding tag readers and other software currently in use by MCSO in at least one unit. Cooper stated our vendor can supply iPads at a cost of \$85 per month, per unit. Mayor Davis inquired if that cost was built into the police department budget. Cooper stated that he was not able to submit it in the budget because he is still trying to get all the numbers and he isn’t sure what all will be needed to get it up and running with the hot spots. Discussion was

had about four “rough books” that were donated to our department with old technology, not sure what will be required to upgrade them.

- Capital Outlay for General Fund departments continued and presented by Holland. Street signs, building for storage of equipment, basic street maintenance, Fullerton Park upgrades and improvements, outdoor exercise stations and disc golf. Holland stated that he is hopeful for some grant funding for the park upgrades. Thrift Store plan will resume after the temporary tenants are able to return to their regular facility. Museum update and the need for a deck replacement on the building. The library needs landscaping replaced after a motorist crashed into the existing shrub beds. Mayor Davis asked if we turned in a claim or if they just didn’t pay. Chief Cooper stated he could not tell you but that we submitted the stuff for it to be turned in but he hadn’t heard anything. Holland stated he was not confident that we did. Mayor Davis stated there is a certain amount of time and suggested that we follow up. Holland discussed the need for a new roof on City Hall because the building leaks each time it rains. Software for Payroll, Budget and Utilities has been researched and requested by Susan Suther, City Clerk/Treasurer. Suther shared the details about the benefits of the new software, additional segregation of duties, the automation of many duties that will benefit payroll, utilities, and budget, online payments, average billing, notifications, purchase orders, improves accuracy in all of the areas. Holland stated that funds were also included to purchase new Christmas decorations.
- DMA, Public Works Department and Street Maintenance Fund presented by Holland. Discussion of vehicle purchase to be used by Bert and other employees at City Hall. Councilman Grinstead inquired about the truck that was wrecked and if insurance did not pay to have it repaired. Holland stated that insurance did pay but the price of the new bed was different than what was allowed. Suther stated that there is about a \$2,500 gap between the cost to repair and was received from the insurance company. The difference is due to the insurance company paying us for used bed and our repair quote being for a new bed. Holland stated that they talked to the adjuster yesterday and he said there were plenty of used beds out there but the one they found was like New York. Suther inquired about the information the adjuster provided. Holland stated he made the decision to pay the difference to get the bed back in service. Mayor Davis stated he would like to see the assets already purchased have a place to be kept, like a building. Holland shared about the \$1 million dollars that has been awarded as earmarked funds from OWRB CWSRF Project Priority List. Mayor Davis inquired about the assets we have purchased that are sitting outside. Parsons shared that some rearranging could be done to fit another truck. Holland shared that additional concrete apron needs to be added at the fire station. Software appears again in this budget because it is used to support each of the funds. Councilman Bumgarner inquired about the new lift stations. Holland stated we have old stations that need to be replaced. Councilman Grinstead inquired about the cost of the 8th Street project from Main to Benton and down the curve into Fullerton Park where the trail starts. Holland stated at this time he only has a rough price. Grinstead inquired on the cost of this short project compared to 6th Street from Benton to Allen for \$2.2 million. Holland stated the 8th Street price may be high and the design hasn’t begun because the engineer has been too busy.
- Turner Falls Capital Outlay introduced by Holland. Councilman Bumgarner inquired about the announcement system. Harness stated it would be used for public announcements, safety announcements. Councilman Grinstead asked about the repeater upgrade since we are currently working on communications upgrades, Harness stated this upgrade is for the old tower on Crossbar. This will get us full coverage. There is a chance this repeater upgrade cost could be covered by another entity. Councilman Bumgarner inquired about the park ranger program. Harness provided an overview of the program that is currently being developed. These rangers will be there to address ordinances that are specific to Turner Falls Park and engaging with our customers. This will reduce the police coverage required in the park. Holland added that during the off season the full-time rangers will work in the maintenance department. Councilman Bumgarner inquired about the vehicle and equipment needed for the ranger program. Harness stated that this first year will be used to assess the success of the program to relieve the burden on the police department and provide improved service to our guests. Training for the ranger program was discussed. Mayor Davis inquired about structures to protect assets already obtained

and any that may be purchased in the coming FY. Discussion of ice houses, use and placement as well as maintenance concerns.

- Presentation moved into the budget expenses by fund/department. Holland presented the police department identifying a correction to be made to the police pension line item. Discussion of the police department having both pension and retirement and this is due to having certain employees that participate in pension and other employees that participate in retirement. It was mentioned that each salary and wage expense line by department has the number of employees identified in parentheses. Councilman Grinstead inquired about the allocation of two full time employees in the fire department. Holland announced that we have two full time employees that participate in the Firefighter Pension Plan. He also updated the council on the recent changes that include vacating the Public Works Director position that he intends to fill, he has tasked the Fire Chief with getting certified to serve as a Fire Marshall to assist businesses in Davis with the service they would normally receive from the State Fire Marshall. Grinstead inquired about what is required to be able to perform Fire Marshall duties. Parsons stated that he will have some training to be done and some of the requirements, such as plan review, can be outsourced. Holland wants Parsons to be able to focus on new Fire Marshall duties and the part time firefighter will take on the responsibility of a full-time firefighter to make that possible. Code Enforcement has been rolled back to the police department and Chief Danny Cooper will be the new Code Enforcement Officer. The hiring of the new Animal Control Officer will include Assistant Code Enforcement duties and he will do much of the field work. Holland stated that 70-80% of the code enforcement responsibilities is administrative work. Grinstead inquired as to whether or not we have that much Fire Marshall work here in Davis. Holland hopes there will be enough interest of new businesses and that he believes there is more work that could be done. There is an opportunity for better building inspection services. Councilman Bumgarner inquired of Chief Cooper how he would have time to perform the Code Enforcement duties as well as his Chief duties. Cooper stated that it would be tough. Grinstead inquired about the number of full-time officers which includes 11 officers, 1 ACO and 1 Court Clerk. Bumgarner inquired about the animal control position doing the code enforcement with a little bit of training. Cooper stated that we have attempted this in the past and it was difficult to keep up with both and it needs to be two different people. Holland stated that it really matters the different type of skills an employee has to make sure it is properly documented and properly managed. Councilman Grinstead inquired about the training that the full-time firefighter attended for code enforcement and Parsons confirmed that he did attend one class. Cooper confirmed that he had attended the class required for code enforcement. Grinstead inquired if other staff would now have to attend the same class. Cooper stated he did not have anyone on his staff that has attended code enforcement training. Holland stated that the only member of the department that will be attending the code enforcement training will be Cooper because he is the Code Enforcement Officer. Holland also stated that if there were any more questions about this subject, he would like to discuss it in executive session. With no other comments, Holland moved on to DMA Fund. Councilman Grinstead asked City Attorney Mark Melton if he could tell him why they could not continue the discussion about the payroll and budget. Holland stated that we can talk about the payroll but the discussion of positions and how would be executive session. Melton agreed with Holland that the budget could be discussed but that you cannot discuss specific personnel, that is managing the day-to-day operations. Grinstead stated that he is asking questions about the people we have where and how they impact the budget and that is why he wanted to know about the salaries. Holland continued to DMA and discussed how the award from OWRB CWSRF Project Priority List will impact the budget. Presentation continued of the number of employees assigned to each department. Suther stated that the biggest change to the DMA budget is in the administration department. These expenses are increased from previous years because the department was not utilized to capture the administrative expenses for staff and services that pertain to water, sewer, and garbage. The expenses are not new expenses, each increase in the administrative department is a decrease in one of the other departments for a more accurate accounting of those expenses that should be shared. Holland commented that this has been happening across funds when we identify a more appropriate place to account for expenses. Mayor Davis inquired about the museum and how many visitors we see annually at the museum. Suther responded that the number is low, but it is because of the lack of publicity we give to the museum. Our curator will

create displays to honor different periods or holidays and recently we have been promoting her efforts and it recently resulted in a few hundred students from the high school and a few hundred students from the middle school attending. The museum hours were discussed, and increased promotion efforts were shared. Mayor Davis inquired about the capital outlay expense for the museum, Suther explained that we have a deck with rotted boards that is closed off to use with police caution tape due to the injury liability. Other expenses of the building were discussed. Suther also included that though the salary of the curator is charged completely to the museum, 16 hours each week is spent in City Hall with our City Planner locating, organizing, and preserving official documents, maps, ordinances, resolutions, that have been haphazardly stored in various locations throughout the building. The historical society volunteers are engaged and will cover any days off for the curator so the museum can remain open. Suther stated that we are better utilizing the resources devoted to the museum department than we have in the past as well as promoting and communicating its presence in the community. Holland moved on to Turner Falls Park fund. Vice Mayor Jones inquired about the total monies spent on phones and names some line items from different budgets. Suther explained that phones, internet, utilities are broken out by department as accurately as possible. The allocations are determined by percentage, but Suther could not break it down by memory. Jones inquired specifically about the phone expense charged to the General Fund. Discussion was had about the cost of phone service to other departments, alarm lines, cell phones and land lines. The cost of the services at Turner Falls were discussed including the cost of internet and tech support. Harness stated they are working on these services, and he feels there is room for improvement. Discussions were had about internet availability at Turner Falls Park. Discussion of where our IT services are being charged. Discussion of internet service available in the city. Holland moved on to present other funds. Discussion of the repayment from Contingency to Water Sales Tax Fund for the repayment of the loan we made to ourselves to purchase electronic meters in 2019. Discussion of Street Maintenance Fund and the ODOT reimbursement project. Discussion of Cemetery Fund receiving 12.5% of cemetery plot sales with General Fund keeping 87.5% of cemetery plot sales. Discussion of Water Sales Tax revenues and expenditures including the portion being allocated to the WWTP project. Discussion of the Grant Fund receiving the \$1 million OWRB CWSRF Project Priority List and the ARPA funds that will be used for the WWTP project. Discussion of the Municipal Court Fund revenues and expenditures. No expenses budgeted out of the Police Drug K9 Fund or Lodging Tax Fund. Suther announced the Public Hearing would be held in June and the action item to approve the budget would be on the June agenda.

Agenda Item #6: Adjourn.

- Motion to adjourn by Jones. Second by Oakley. Vote: Bumgarner – yes, Grinstead – yes, Oakley – yes, Jones – yes, Davis – yes.

ATTEST:

/s/Susan Suther
Susan Suther
City Clerk/Treasurer

/s/Brian Davis
Brian Davis
Mayor/Chairman