

This meeting is a worksession for Council/Trustee discussion only.
There is no opportunity for public comments at worksession.

RECEIVED

APR 08 2016 *lw*

City Clerk's Office

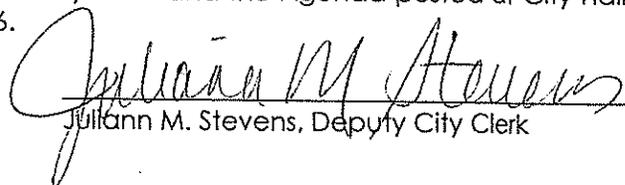
PUBLIC NOTICE OF THE MEETING OF THE
OWASSO CITY COUNCIL, OPWA & OPGA

Council Chambers, Old Central Building
109 N Birch, Owasso, OK 74055
Regular Meeting
Tuesday, April 12, 2016 - 6:00 pm

1. **Call to Order**
Mayor/Chair Jeri Moberly
2. **The meeting will recess and reconvene at the Wastewater Treatment Plant, 600 S Main Street to tour the facility.**

Following the tour, the Councilors/Trustees will return to Council Chambers, 109 N Birch, to continue meeting.
3. **Discussion relating to Community Development items**
Bronce Stephenson
 - A. Annexation Request OA 16-02 – north side of E 76th St N approximately ¾ mile west of N 161st E Ave
 - B. Final Plat Request – Charity Auto Sales (11595 E 116th St N)
4. **Discussion relating to rate increase of golf fees**
Sherry Bishop
5. **Discussion relating the FY 2017 Budget**
Sherry Bishop
6. **Discussion relating to City Manager contract and evaluation process and the City Attorney contract**
Michele Dempster
7. **Discussion relating to City Manager items**
Warren Lehr
 - Monthly sales tax report
 - City Manager report
8. **City Council/Trustee comments and inquiries**
9. **Adjournment**

Notice of Public Meeting filed in the office of the City Clerk and the Agenda posted at City Hall bulletin board at 6:00 pm on Friday, April 8, 2016.


Juliann M. Stevens, Deputy City Clerk



TO: The Honorable Mayor and City Council
City of Owasso

FROM: Bronce L. Stephenson, MPA
Director of Community Development

SUBJECT: Annexation (OA 16-02)

DATE: April 8, 2016

BACKGROUND:

The City of Owasso received an application for review and approval of an annexation request for property located on the north side of E. 76th St. N. approximately ¾ mile west of N. 161st E. Ave. The applicant desires developing the property for future residential uses in compliance with the City of Owasso development codes and ordinances.

SURROUNDING ZONING:

Direction	Zoning	Use	Land Use Plan	Jurisdiction
North	RS-10 (Residential Single-Family)	Residential/Agriculture	Residential	Rogers County
South	RS-10 and RS-40 (Residential Single-Family)	Residential	Residential	Rogers County
East	RS-40 (Residential Single-Family)	Residential	Residential	Rogers County
West	RS-3(Residential Single Family)	Residential	Residential	City of Owasso

SUBJECT PROPERTY/PROJECT DATA:

Property Size	140 acres
Current Zoning	RS-10 (Residential Single-Family, Rogers County)
Proposed Use	Residential
Lots/Blocks	N/A
Number of Reserve Areas	N/A
Within PUD?	N/A
Within Overlay District?	N/A
Water Provider/District	Rogers Rural Water District #3
Applicable Paybacks	Elm Creek Sanitary Sewer Payback \$1580/acre City of

	Owasso Storm Siren Fee \$35/acre
Streets (public or private)	N/A

ANALYSIS:

The applicant for this annexation is asking for this property to be annexed into the City of Owasso corporate limits for the future development of a residential addition. According to the Rogers County Zoning Map, the property is currently zoned RS-10 (Residential Single-Family). The property is located entirely within Rogers County. The proposed use supports the City of Owasso's Land Use Master Plan as this area is called out for residential uses. Upon annexation, the property will be subject to all development standards, codes and ordinances of the City of Owasso, including, but not limited to paved streets, stormwater detention, sidewalks, life safety, and landscaping.

COMPREHENSIVE PLAN CONSISTENCY:

The GrOwasso 2030 Land Use Master Plan identifies the subject property and its surroundings as having a future land use for Residential development. The proposed residential use conforms to the land use plan.

ANNEXATION COMMITTEE:

The Annexation Committee met on March 30, 2016 and determined that the property could adequately be served by utilities, Police, Fire and EMS services. The committee recommended approval of OA-16-02.

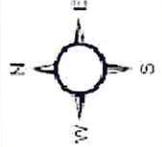
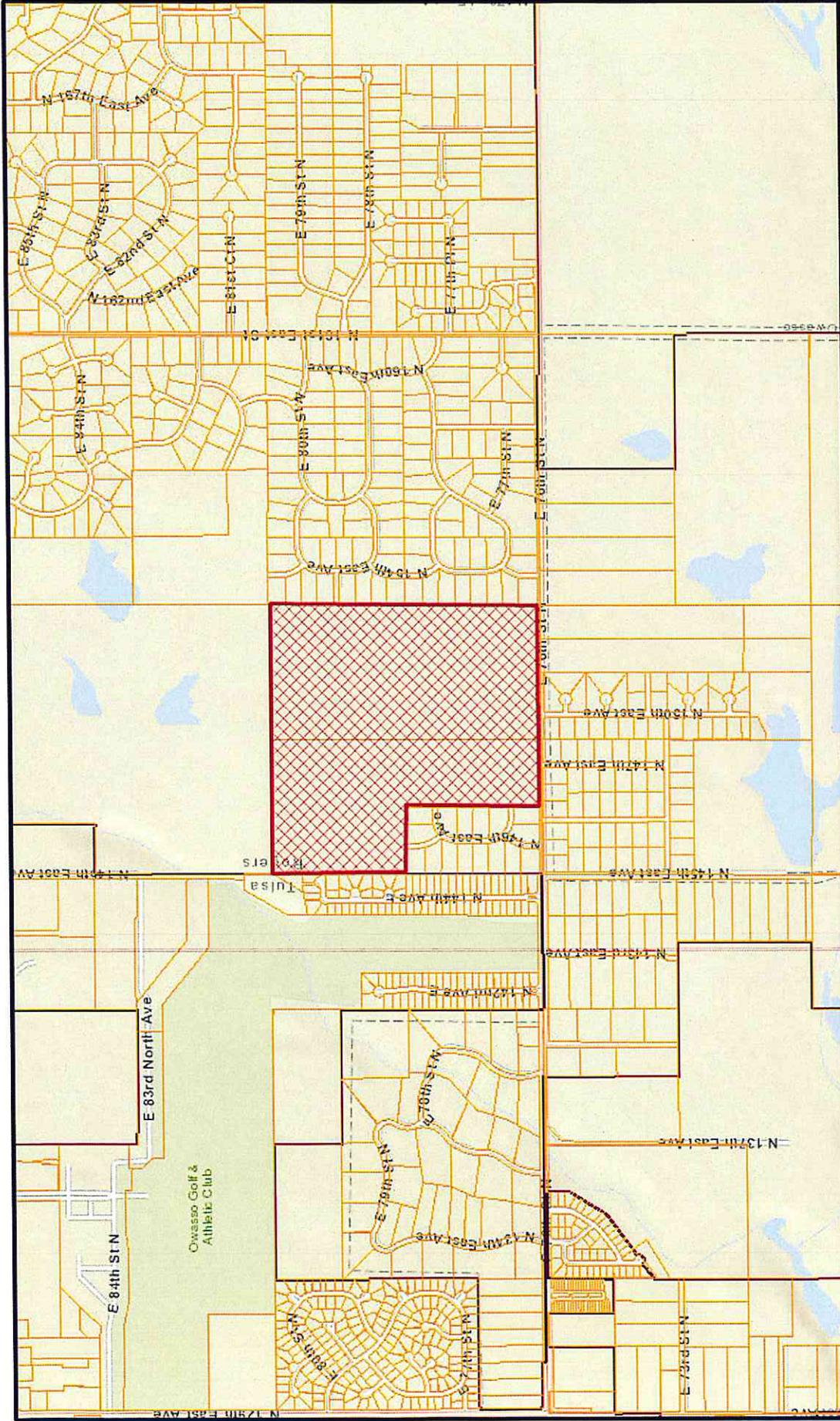
PLANNING COMMISSION:

The Owasso Planning Commission will consider this item at their meeting on April 11, 2016.

ATTACHMENTS:

- Area Map
- Aerial Map
- INCOG Map
- Legal Description and Exhibit

OA 16-02



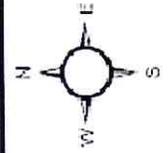
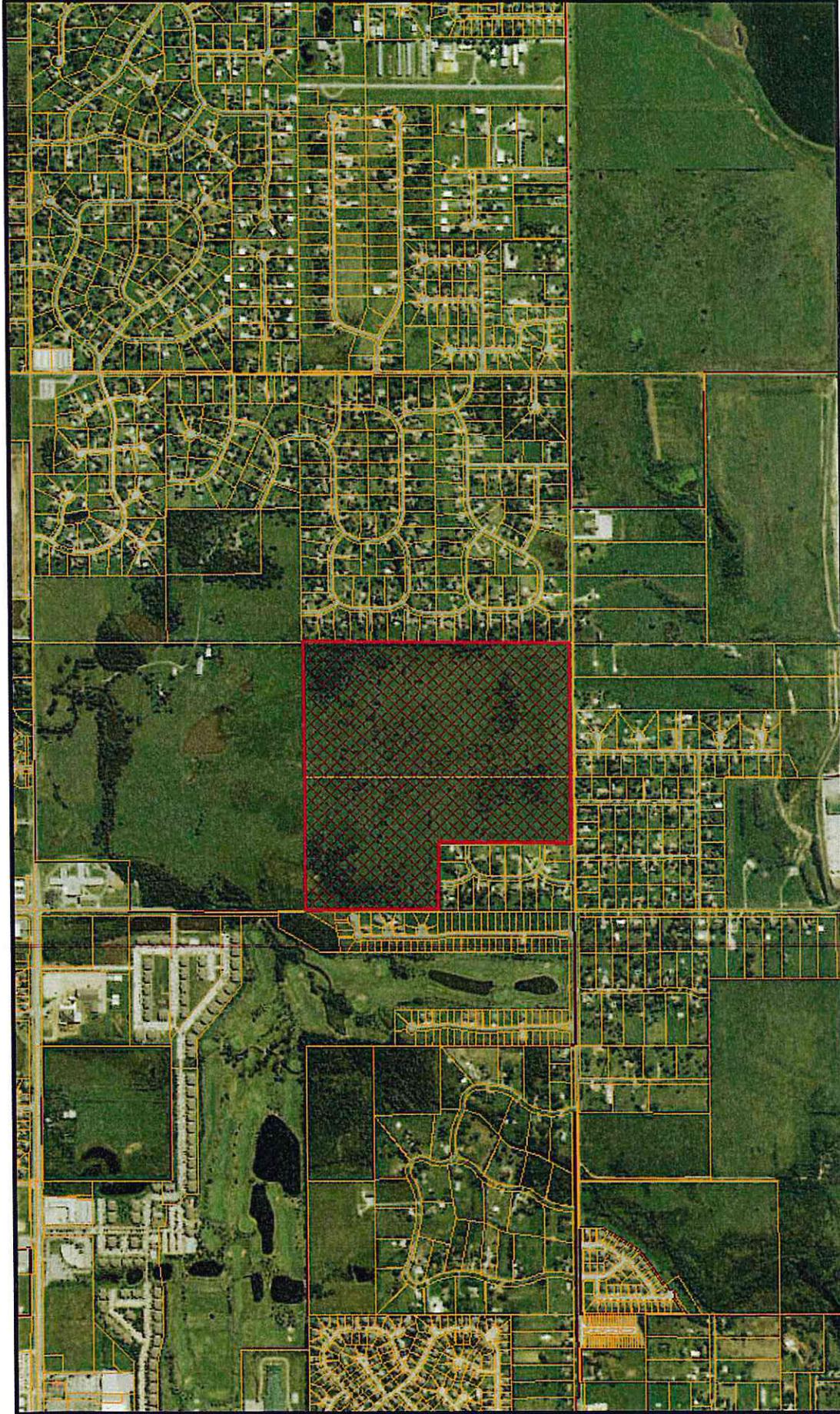
04/05/2016

Annexation

1" = 1,505 ft

This map represents a visual display of related geographic information. Data provided hereon is not a guarantee of actual field conditions. To be sure of complete accuracy, please contact Owasso staff for the most up-to-date information.

OA 16-02

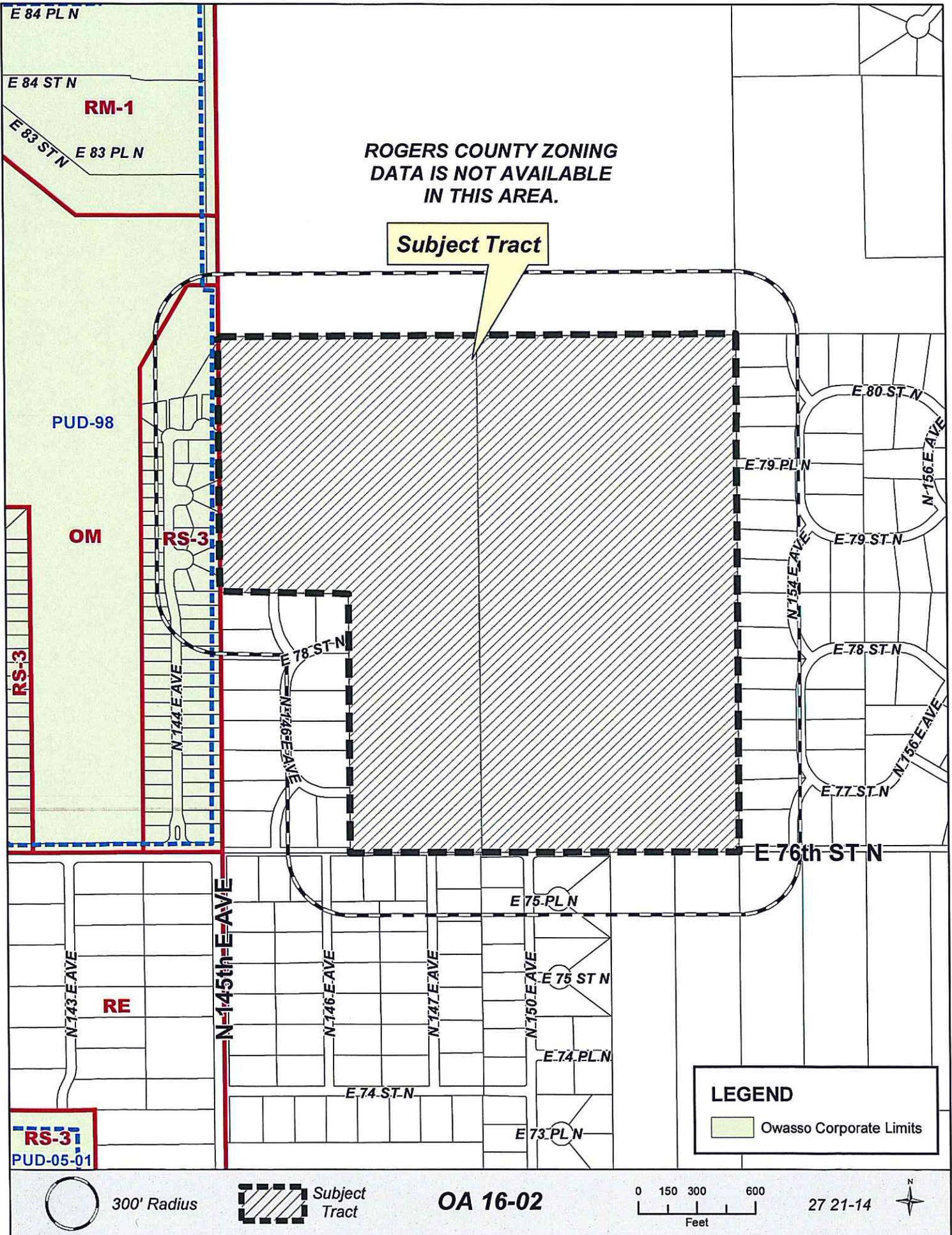


04/05/2016

Annexation

1" = 1,505 ft

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LEGAL DESCRIPTION

A tract of land located in the Southwest Quarter (SW/4) of Section Twenty-seven (27) of Township Twenty-one (21) North and Range Fourteen (14) East of the Indian Base and Meridian (I.B.&M.), according to the U.S. Government Survey, thereof, Rogers County, State of Oklahoma; being more particularly described as follows:

Commencing at the SW corner of the SW/4 of Sec.27, T-21-N, R-14-E, I.B.&M.; Thence N 88°43'46" E a distance of 662.58 feet to the Point of Beginning being the SE corner of the W/2 of the SW/4 of said SW/4; Thence N 01°11'25" W a distance of 1318.80 feet to the NE corner of said W/2 SW/4 SW/4; Thence S 88°42'25" W a distance of 662.31 feet to the NW corner of said W/2 SW/4 SW/4; Thence N 01°10'42" W a distance of 1318.54 feet to the NW corner of said SW/4; Thence N 88°41'03" E a distance of 2648.15 feet to the NE corner of said SW/4; Thence S 01°13'32" E a distance of 2639.15 feet to the SE corner of said SW/4; Thence S 88°43'46" W a distance of 1987.74 feet to the Point of Beginning, and containing 140.391 acres, more or less.



TO: The Honorable Mayor and City Council
City of Owasso

FROM: Bronce L. Stephenson, MPA
Director of Community Development

SUBJECT: Final Plat – Charity Auto Sales

DATE: April 8, 2016

BACKGROUND:

The Community Development Department received a request for review and approval of a final plat for Charity Auto Sales. The property is located at 11595 E 116th St N and is 0.51 acres in size.

SUMMARY TABLE:

Direction	Zoning	Use	Land Use Plan	Jurisdiction
North	RS-3 (Residential Single Family)	Residential	Residential	City of Owasso
South	AG (Agriculture)	AG/Residential	Commercial	Tulsa County
East	RS-3 (Residential Single Family)	Residential	Residential	City of Owasso
West	CS (Commercial Shopping)	Commercial	Commercial	Tulsa County

SUBJECT PROPERTY/PROJECT DATA:

Property Size	0.51 acres
Current Zoning	CS (Commercial Shopping)
Proposed Use	Commercial
Lots/Blocks	1 Lot on 1 Block
Number of Reserve Areas	N/A
Within PUD?	N/A
Within Overlay District?	N/A
Water Provider	City of Owasso
Applicable Paybacks	Storm siren fee of \$35/acre
Streets (public or private)	N/A

ANALYSIS:

The final plat for Charity Auto Sales proposes one (1) lot on one (1) block. The property is located along E 116th St N just south of the Brookfield Crossing Subdivision. This property was recommended for annexation approval by the Annexation Committee on February 24, 2016 (OA 16-01).

There is an existing recorded 11-foot utility easement along both sides and rear of the property as well as a 17.5-foot utility easement along the front of the property. The utility easements will provide utility companies adequate access to provide and maintain utility service for the future use on the property. Any development that occurs on the subject property must adhere to all subdivision, zoning, and engineering requirements including but not limited to paved streets, landscaping, and sidewalks. The proposed commercial use for the property conforms to the land use prescribed under the 2030 Owasso Land Use Master Plan. The property is subject to all applicable paybacks as described in the above table. The City of Owasso will provide sanitary sewer for this property.

TECHNICAL ADVISORY COMMITTEE:

The Technical Advisory Committee (TAC) reviewed the final plat for Charity Auto Sales at their regularly scheduled meeting on March 23, 2016. All TAC comments have been addressed by the applicant.

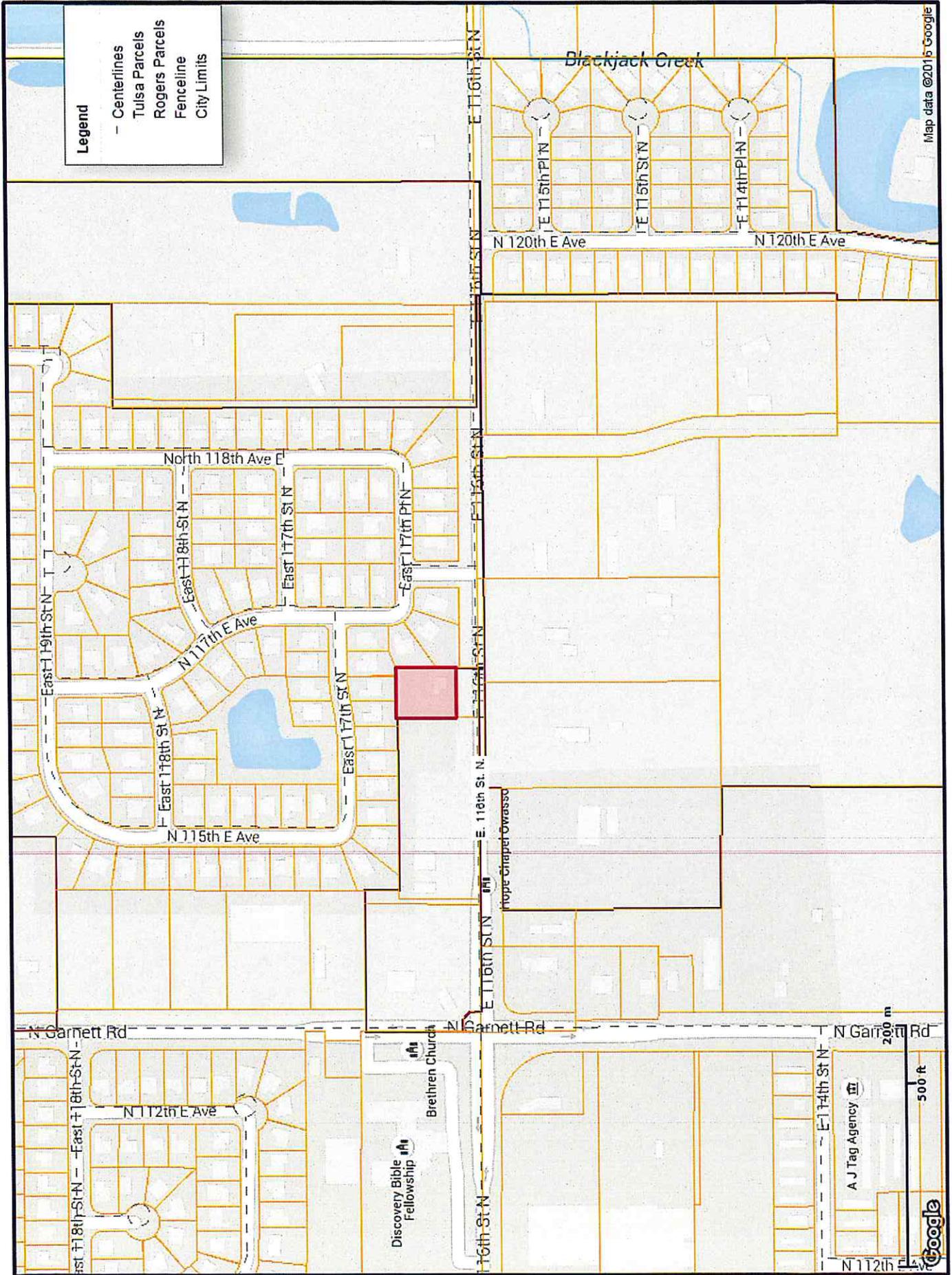
PLANNING COMMISSION:

The Owasso Planning Commission will consider this item at their meeting on April 11, 2016.

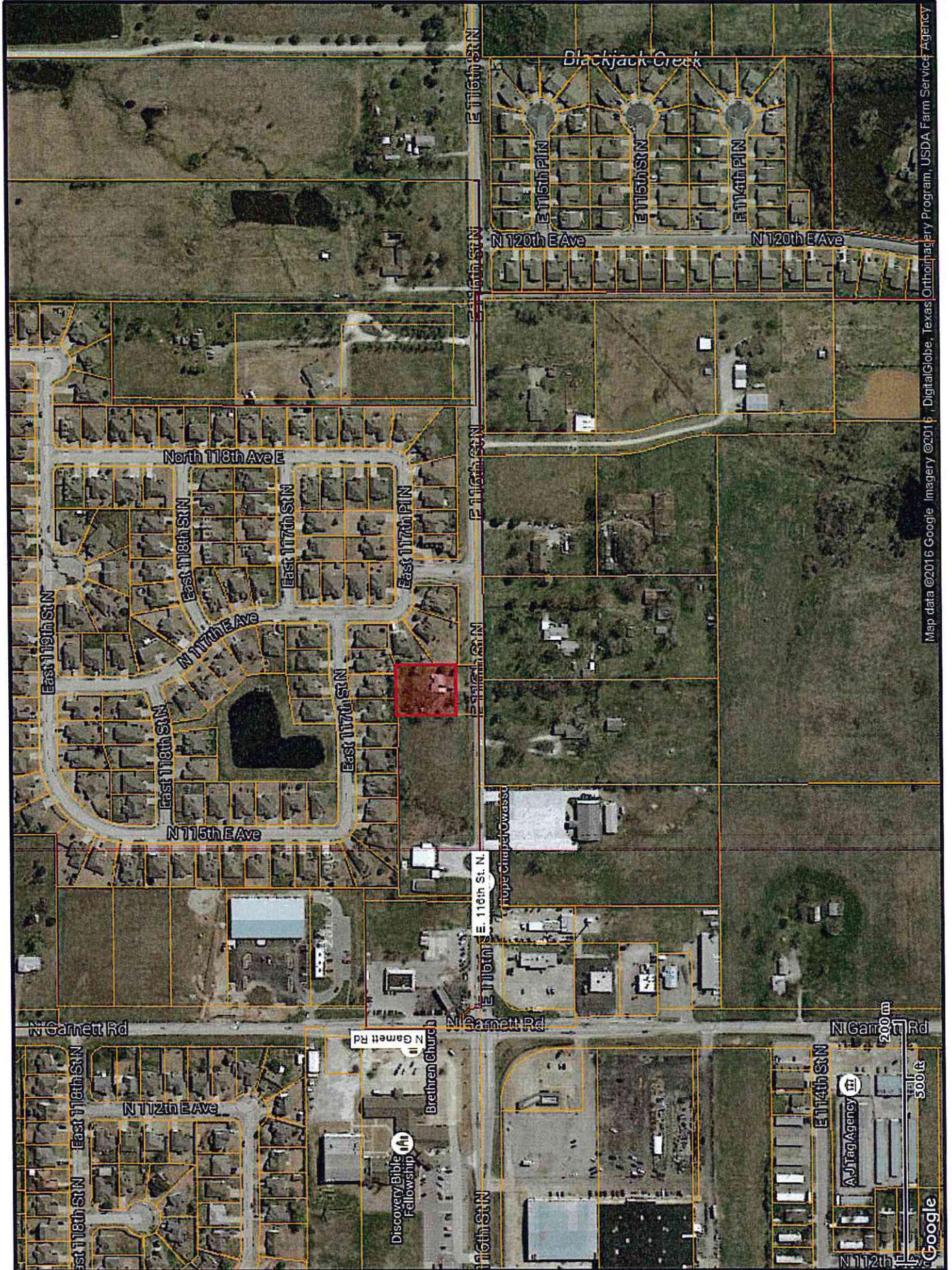
ATTACHMENTS:

Area Map
Aerial Map
Final Plat

Charity Auto Sales - Final Plat



Charity Auto Sales - Final Plat





TO: The Honorable Chair and Trustees
Owasso Public Golf Authority

FROM: Larry Langford
Recreation and Culture Director

SUBJECT: Recommendation for OPGA Rate Increase

DATE: April 8, 2016

BACKGROUND:

On April 2, 2013, the Owasso City Council approved Resolution 2013-06 allowing the purchase of golf course equipment. The investment has permitted the maintenance staff to provide sustainable improvements to the course conditions.

On September 3, 2013, the Owasso City Council awarded a lease to purchase a new fleet of golf carts which has translated to improved golfer experience and reduction in maintenance and cart down-time.

The FY 2015-2016 golf budget included the addition of a GPS system which not only assists the golfer in obtaining position, it provides vehicle tracking, messaging, establishes geo-fence, monitors pace of play and incorporates a marketing element.

To improve profitability and maintain financial responsibility, staff is recommending a \$1.00 increase to cart rental fees (minus senior cart rentals), \$10.00 per month increase to membership dues and \$20.00 per month increase to corporate memberships. The proposed increase is not substantial but is justified by course and cart improvements and will assist in addressing increasing costs.

PROPOSED ACTION:

Staff intends to recommend Trustees approve the rate increase to Bailey Golf Course cart rental and membership dues with new rates going into effect on May 15, 2016.

ATTACHMENT:

Bailey Ranch Golf Club Proposed Fee Structure – May 2016

Bailey Ranch Golf Club Proposed Fee Structure – May 2016

GREEN FEES
Regular 18 Holes
Twilight (after 3 pm)
Super Twilight (after 5 pm)
Senior

EXISTING RATE
\$ 30
\$ 17
\$ 12
\$ 13

INCREASE
N/A
N/A
N/A
N/A

NEW RATE
N/A
N/A
N/A
N/A

MEMBERSHIP
Individual
Week Day (Mon. – Thur.)
Seasonal (5 months)
Family
Corporate

EXISTING RATE
\$ 155
\$ 110
\$ 200
\$ 200
\$ 200

INCREASE
\$ 10
\$ 10
\$ 10
\$ 10
\$ 20

NEW RATE
\$ 165
\$ 120
\$ 210
\$ 210
\$ 220

EMPLOYEE
Regular 18 Holes
Twilight (after 3 pm)
Super Twilight (after 5 pm)
Cart Fee

EXISTING RATE
\$ 15
\$ 10
\$ 5
\$ 10

INCREASE
N/A
N/A
N/A
N/A

NEW RATE
N/A
N/A
N/A
N/A

SPECIALS
Juniors
Multi-Play Card
Complementary Rounds

EXISTING RATE
Free w/Adult
All Year
Director Approval

INCREASE
N/A
N/A
N/A

NEW RATE
N/A
N/A
N/A

CARTS
Regular 18 Holes
Twilight (after 3 pm)
Super Twilight (after 5 pm)
Senior

EXISTING RATE
\$ 14
\$ 12
\$ 12
\$ 12

INCREASE
\$ 1
\$ 1
\$ 1
N/A

NEW RATE
\$ 15
\$ 13
\$ 13
N/A



TO: The Honorable Mayor and City Council
City of Owasso

FROM: Linda Jones
Finance Director

SUBJECT: FY 2016-2017 Annual Operating Budget

DATE: April 8, 2016

BACKGROUND:

Pursuant to statutory and Charter provisions, an annual operating budget for the General Fund, OPWA Fund, OPGA Fund and other funds is currently being developed and will be transmitted for City Council review on May 10, 2016. The proposed budget is scheduled for discussion during the May and June Council work sessions. Printed copies of the proposed budget will be made available for public viewing at City Hall, the Owasso Library, and on the City's website on May 11, 2016.

On June 1, 2016, legal notice of a public hearing will be published in the Owasso Reporter, and such hearing is planned for June 7, 2016. The public hearing provides opportunity for citizen comment and questions relating to the proposed budget.

Council action regarding the adoption of the annual operating budget is scheduled for June 21, 2016.

ATTACHMENT:

FY'17 Budget Calendar

CITY OF OWASSO
BUDGET CALENDAR
FY 2016-2017

Due Date

Jan. 31	Directors load into Sungard a zero-increase budget. (Requested "Base")
Jan. 31	General fund cost increases (including "notes") are loaded by Directors into Sungard as Requested "New."
Jan. 31	Directors submit requests for additional personnel to Finance.
February 19	Preliminary revenue estimates are shared with Directors.
February 29	Budget requests for funds other than General fund are loaded in Sungard.
March	Directors meet with City Manager/Asst. City Manager for clarification of requested increases.
March 21	Revenue estimates are updated.
April 1	Budget requests are prioritized.
April 11	Revenue estimates are finalized for purposes of balancing the budget.
April 15	Recommended budget amounts are share with Directors.
May 10	Budget is presented to City Council at Work Session.
May 13	Recommended budget is posted to City website.
May 17	Public comment and City Council discussion of budget recommendation
June 1	Publication of notice of public hearing (five days prior to hearing)
June 7	Public Hearing (legal deadline June 15) and Budget adoption (required at least seven days prior to 7/1)
July 29	Publication of notice to vendors (prior to 7/31)
July 29	Budget is filed with State Auditor
Sept. 30	Open purchase orders are closed, and budgetary fiscal year-end fund balances are determined.
Oct. 4	Requests for budget appropriation carryover to next fiscal year is presented to Council.



TO: Honorable Mayor and City Council
City of Owasso

FROM: Michele Dempster
Human Resources Director

SUBJECT: City Manager Contract and Evaluation Process
City Attorney Contract

DATE: April 8, 2016

BACKGROUND:

In 2003, the City initiated a contract with Greenwood Performance Systems to facilitate the City Manager's annual evaluation process. Since that time, Greenwood Performance Systems has continued to work with the City Council and Directors to conduct an evaluation for the City Manager on an annual basis.

The City Manager evaluation consists of:

- Anonymous online evaluation completed by Directors.
- Online self-evaluation completed by the City Manager.
- One-on-one interviews with Directors and City Councilors meeting with Jim and Jeanine Rhea of Greenwood Performance.
- Information from the online evaluations and interviews compiled and presented to the City Manager and the City Council by Greenwood Performance.

While no action is required for this item, the purpose is to provide an overview of the process and give Council the opportunity to provide feedback and input.

TIMELINE:

Staff recommends initiating the evaluation process in April and scheduling an executive session to present the evaluation to the City Council during the May 10 work session. This timeline would provide the City Council with three additional opportunities to place discussion of the City Manager's contract on an agenda prior to June 30.

The City Manager is currently in the middle of a two-year contract. Should there be any adjustment in compensation for the second year an amendment to the current contract would need to be approved by June 30, 2016.

PROPOSAL:

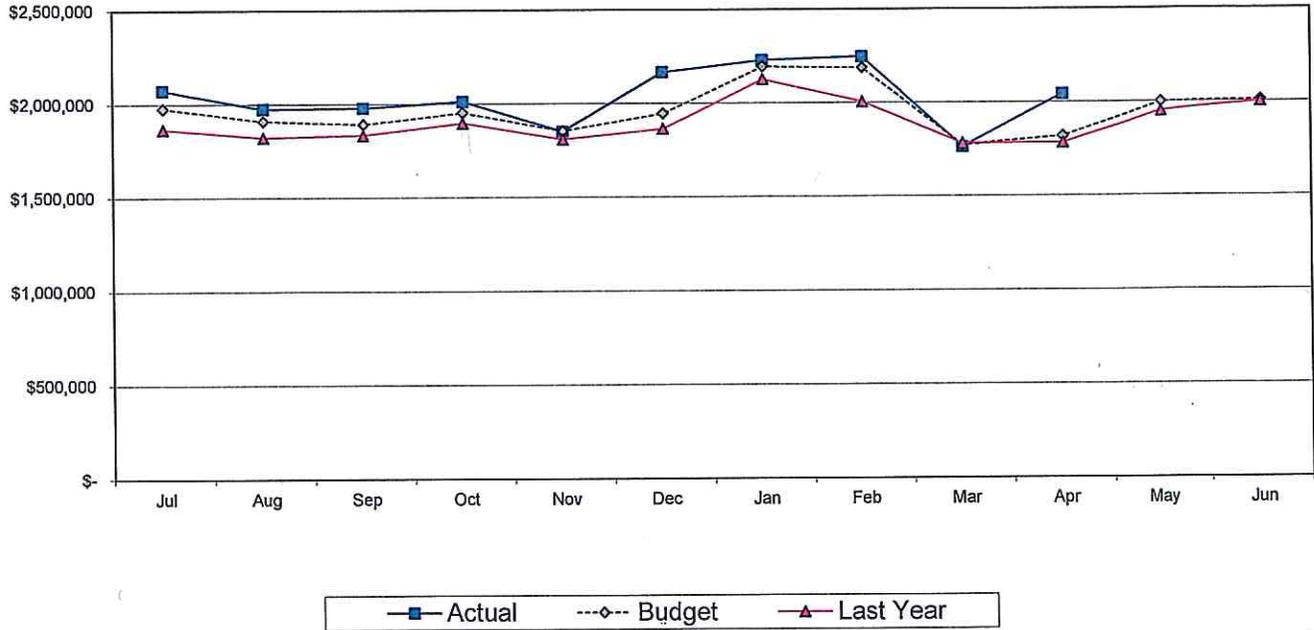
Due to the long-standing trust that has been established between directors and Greenwood Performance, staff recommends continuing the contract with Greenwood Performance for the City Manager's 2016-17 evaluation. The cost of the annual evaluation is approximately \$3,000 and includes the online evaluation, the interviews, and the presentations/discussions with Council.

CITY ATTORNEY CONTRACT:

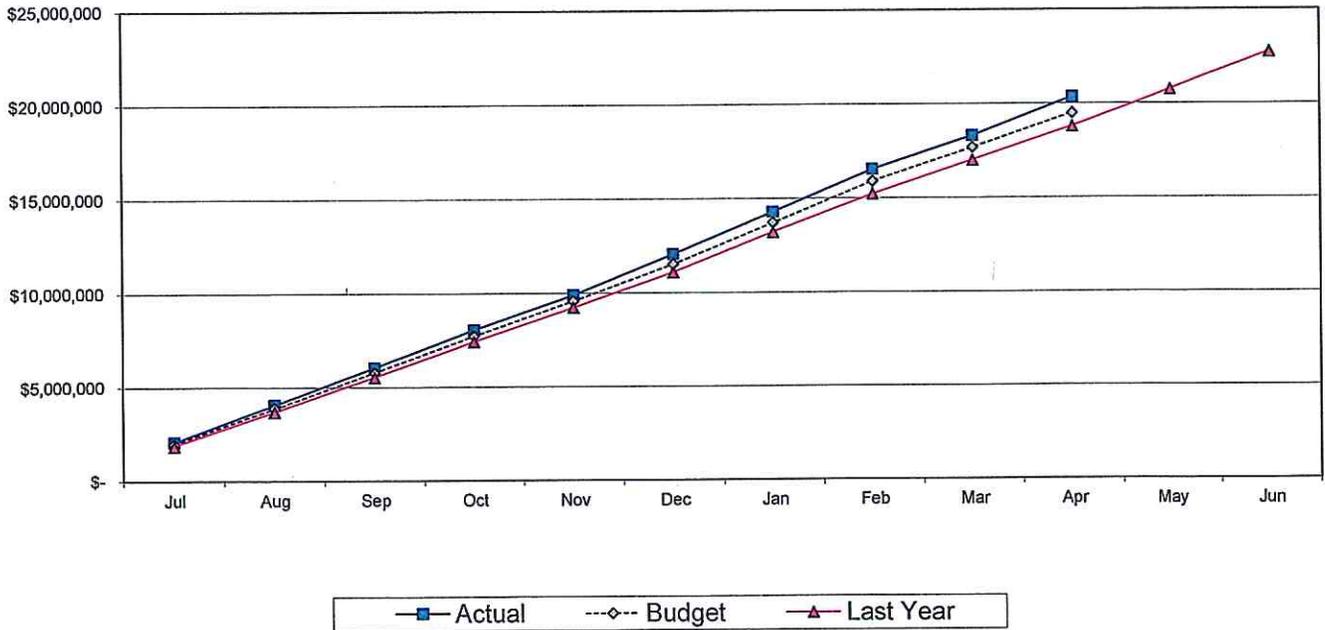
The contract between the City and the City Attorney expires June 30, 2016. An Executive Session will be placed on the May 17 agenda to review and discuss the fiscal year 2016-17 contract between the City and the City Attorney.

City of Owasso FY 2015-2016

Monthly 3% Sales Tax Comparisons



Year-to-Date 3% Sales Tax Totals



City of Owasso
 Monthly 3% Sales Tax Revenues
 Last Five Fiscal Years

	2015-2016	2014-2015	2013-2014	2012-2013	2011-2012	2010-2011
Jul	\$ 2,073,553	\$ 1,865,194	\$ 1,704,985	\$ 1,630,957	\$ 1,521,672	\$ 1,485,553
Aug	\$ 1,973,796	\$ 1,820,788	\$ 1,678,483	\$ 1,521,846	\$ 1,485,586	\$ 1,409,806
Sep	\$ 1,978,203	\$ 1,832,861	\$ 1,617,952	\$ 1,518,488	\$ 1,485,892	\$ 1,433,236
Oct	\$ 2,011,595	\$ 1,896,451	\$ 1,677,145	\$ 1,560,824	\$ 1,517,701	\$ 1,467,321
Nov	\$ 1,851,194	\$ 1,808,171	\$ 1,612,339	\$ 1,447,596	\$ 1,420,987	\$ 1,362,551
Dec	\$ 2,166,025	\$ 1,862,936	\$ 1,748,989	\$ 1,605,740	\$ 1,488,693	\$ 1,423,011
Jan	\$ 2,228,743	\$ 2,125,525	\$ 2,073,564	\$ 1,792,034	\$ 1,655,569	\$ 1,640,741
Feb	\$ 2,246,904	\$ 2,004,466	\$ 1,990,104	\$ 1,817,864	\$ 1,748,280	\$ 1,675,132
Mar	\$ 1,762,488	\$ 1,780,454	\$ 1,544,058	\$ 1,500,014	\$ 1,405,821	\$ 1,327,303
Apr	\$ 2,042,672	\$ 1,781,713	\$ 1,696,815	\$ 1,499,708	\$ 1,454,787	\$ 1,310,850
May	\$ -	\$ 1,950,586	\$ 1,813,883	\$ 1,629,482	\$ 1,610,103	\$ 1,506,256
Jun	\$ -	\$ 1,998,314	\$ 1,864,533	\$ 1,643,878	\$ 1,547,919	\$ 1,487,182
	<u>\$ 20,335,174</u>	<u>\$ 22,727,460</u>	<u>\$ 21,022,850</u>	<u>\$ 19,168,431</u>	<u>\$ 18,343,008</u>	<u>\$ 17,528,943</u>

Estimated collection on 3% sales tax. Actual breakdown for half-penny collections for current month not yet available.

City of Owasso
 3% Sales Tax Report
 Budget to Actual Comparison
 April 7, 2016

	2015-2016 Actual Collections		2015-2016 Budget Projections		Over (Under) Projection	
	Amount	Percent	Amount	Percent	Amount	Percent
Jul	\$ 2,073,553	8.8%	\$ 1,975,926	8.4%	\$ 97,627	4.9%
Aug	1,973,796	8.4%	1,908,383	8.1%	65,413	3.4%
Sep	1,978,203	8.4%	1,890,263	8.0%	87,940	4.7%
Oct	2,011,595	8.6%	1,951,445	8.3%	60,150	3.1%
Nov	1,851,194	7.9%	1,853,197	7.9%	(2,003)	-0.1%
Dec	2,166,025	9.2%	1,944,197	8.3%	221,828	11.4%
Jan	2,228,743	9.5%	2,193,291	9.3%	35,452	1.6%
Feb	2,246,904	9.6%	2,187,060	9.3%	59,844	2.7%
Mar	1,762,488	7.5%	1,772,101	7.5%	(9,612)	-0.5%
Apr	2,042,672	8.7%	1,817,678	7.7%	224,994	12.4%
May						
Jun						
Totals	<u>\$ 20,335,174</u>	86.5%	<u>\$ 19,493,542</u>	83.0%	<u>\$ 841,632</u>	4.3%

Estimated collection on 3% sales tax. Actual breakdown for half-penny collections for current month not yet available.

City of Owasso
 3% Sales Tax Report
 Two Year Comparison
 April 7, 2016

	Fiscal 2015-2016		Fiscal 2014-2015		Increase or (Decrease)	
	Amount	Percent of Budget	Amount	Percent of Actual	Amount	Percent
Jul	\$ 2,073,553	8.8%	\$ 1,865,194	8.2%	\$ 208,359	11.2%
Aug	1,973,796	8.4%	1,820,788	8.0%	153,008	8.4%
Sep	1,978,203	8.4%	1,832,861	8.1%	145,342	7.9%
Oct	2,011,595	8.6%	1,896,451	8.3%	115,145	6.1%
Nov	1,851,194	7.9%	1,808,171	8.0%	43,024	2.4%
Dec	2,166,025	9.2%	1,862,936	8.2%	303,089	16.3%
Jan	2,228,743	9.5%	2,125,525	9.4%	103,218	4.9%
Feb	2,246,904	9.6%	2,004,466	8.8%	242,438	12.1%
Mar	1,762,488	7.5%	1,780,454	7.8%	(17,966)	-1.0%
Apr	2,042,672	8.7%	1,781,713	7.8%	260,959	14.6%
May						
Jun						
Totals	<u>\$ 20,335,174</u>	86.5%	<u>\$ 18,778,560</u>	82.6%	<u>\$ 1,556,614</u>	8.3%

Note: Fiscal Year 2016 Sales Tax Budget is \$23.5 million; FY'15 actual was \$22.7 million.

City of Owasso
 Half-Penny Sales Tax Report
 Budget to Actual Comparison
 April 7, 2016

	2015-2016 Actual Collections		2015-2016 Budget Projections		Over (Under) Projection	
	Amount	Percent	Amount	Percent	Amount	Percent
Jul	\$ 338,066	8.6%	\$ 329,321	8.4%	\$ 8,745	2.7%
Aug	328,009	8.4%	318,064	8.1%	9,945	3.1%
Sep	329,752	8.4%	315,044	8.0%	14,708	4.7%
Oct	335,243	8.6%	325,241	8.3%	10,002	3.1%
Nov	308,793	7.9%	308,866	7.9%	(73)	0.0%
Dec	359,726	9.2%	324,033	8.3%	35,693	11.0%
Jan	369,618	9.4%	365,549	9.3%	4,070	1.1%
Feb	373,104	9.5%	364,510	9.3%	8,594	2.4%
Mar	291,493	7.4%	295,350	7.5%	(3,857)	-1.3%
Apr	340,445	8.7%	302,946	7.7%	37,499	12.4%
May						
Jun						
Totals	<u>\$ 3,374,249</u>	86.2%	<u>\$ 3,248,924</u>	83.0%	<u>\$ 125,326</u>	3.9%

Estimated collection on Half-Penny sales tax. Actual breakdown for half-penny collections for current month not yet available.

City of Owasso
 Monthly Use Tax Revenues
 Last Five Fiscal Years

	<u>2015-2016</u>	<u>2014-2015</u>	<u>2013-2014</u>	<u>2012-2013</u>	<u>2011-2012</u>	<u>2010-2011</u>
Jul	\$ 72,360	\$ 50,298	\$ 78,705	\$ 33,565	\$ 41,491	\$ 42,547
Aug	96,428	56,646	105,903	33,983	52,650	34,593
Sep	122,962	61,204	69,079	47,609	53,051	42,905
Oct	106,846	86,146	103,683	59,327	48,435	48,534
Nov	91,876	89,434	64,434	50,722	43,504	42,276
Dec	113,941	89,482	86,424	48,320	52,052	40,466
Jan	86,358	65,206	57,183	60,594	47,738	52,886
Feb	102,681	110,645	75,454	78,302	55,671	54,868
Mar	61,748	87,044	50,121	57,199	44,140	39,201
Apr	78,834	56,776	55,507	30,577	29,497	45,287
May		75,895	63,674	51,094	55,835	44,616
Jun*		98,093	42,884	75,139	41,989	33,512
	<u>\$ 934,034</u>	<u>\$ 926,869</u>	<u>\$ 853,050</u>	<u>\$ 626,431</u>	<u>\$ 566,050</u>	<u>\$ 521,690</u>

*Increase in sales tax rate from 3% to 3.5% June 2015