

**MUSTANG CITY COUNCIL
OCTOBER 10, 2016
SPECIAL MEETING**

The Mustang City Council met in a Special Meeting on Monday, October 10, 2016, at 6:30 p.m. at the Mustang Police Department, 650 E. State Highway 152, Mustang, Oklahoma. Notice of the meeting was posted on the Bulletin Board outside the Mustang Municipal Building on Thursday, October 6, 2016, at 3:00 p.m. in compliance with the Open Meeting Law, 25 O.S., Section 301, et. seq.

A. CALL TO ORDER

Mayor Adams called the meeting to order at 6:30 p.m.

B. ROLL CALL

Councilmembers Present:	Riley
	Leete
	Grider
	Jones
	Schweinberg
	Adams

Councilmembers Absent:	Hagan
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C. DISCUSSION ITEMS

It was requested Item 3 be heard first.

3. Discussion regarding False Alarm Procedures and Fees.

Community Development Director Helsel stated the Community Development Department has been administering the false alarm ordinance over the last couple of years stating Staff was concerned the ordinance was too lenient and fees charged were not stringent enough to encourage positive action from violators as well as not cover costs.

Helsel stated a certified letter is sent to the violator after five false alarms as a warning, then after nine false alarms, another certified letter is sent. She stated after 10 false alarms, a certified letter is sent again with the fine notification stating the fine is only \$15.00. She stated the three certified letters alone cost almost \$20.00 plus the cost of Staff to administer as well as the costs the Fire Department and Police Department incur to respond to the alarms. She stated the Fire Department responded to 58 false alarm calls so far this year and the Police Department has responded to many as well stating this ties up crucial resources that may be needed elsewhere.

Helsel state Staff researched the regulations of other cities with regard to false alarms stating the City of Mustang allows more free false alarms than most other cities and the fine is lower than all other cities. She stated Staff recommends sending a warning letter after three false alarms by certified mail, and then a final warning after five false alarms with each false alarm after five resulting in a fine of \$50.00.

City Manager Rooney compared the City of Mustang fees to other cities such as Yukon, Owasso and Edmond stating Mustang's fees are considerably lower and that we were not covering our costs.

Discussion was held concerning the letters being sent registered mail instead of certified mail which would lower the costs. It was stated one benefit of certified mail is the return receipt certifying the violator received the letter; however, on the other hand, some may deny the letter knowing there probably was an issue, therefore not receiving the warning or fine. It was requested **City Attorney Miller** research to see if any of the letters legally must be sent by certified mail.

Discussion was also held regarding the fine amount and number of warnings. **Helsel** stated she would have to research to get an exact number of violators, but stated there were not very many with the majority of them being commercial, public institutions or churches. **Councilman Leete** stated he was not opposed to a higher fine, but did like using certified mail in order to have a record they received the letters. **Rooney** stated the goal was to get compliance and for people to be responsible regarding their alarms and a fine of \$15.00 wasn't making that happen. He also stated the number of warnings should be reduced.

Mayor Adams requested Staff amend the ordinance and bring to Council for discussion and possible action.

1. **Discussion** regarding Paperless Billing and Notices.

City Manager Rooney stated a survey conducted by Staff to utility billing customers came back with over 10% stating they would agree to receiving their utility bill by email. He stated the current paper process cost the City over \$61,000 in FY2016 stating the cost to bill electronically would be approximately \$6,500 with the City being able to recoup those costs quickly. **Rooney** stated the electronic billing to those customers agreeing to receive it by email will begin the first utility cycle in November.

2. **Discussion** regarding Electronic Payments.

City Manager Rooney stated the City pays a third party to process payments stating the base rate and fees have been .20% per banking transaction. He stated in FY2016, the City paid over \$3,000 for Court and over \$47,000 for Utility Billing in credit card merchant fees.

Rooney stated Staff met with another processor stating the fees would be cut in half. He stated the City will transfer the third party gateway services from ETS Merchant to Capital Bankcard (Authorize.Net) by the beginning of next year stating nothing will change for the customer, that it is all on the City's side. He also stated he would research if this requires action by Council or not.

4. **Discussion** regarding Public Input Procedures.

City Manager Rooney stated this item was being tabled to the next Work Session stating Staff was reviewing three or four programs that would not only provide a public input timing system, but also tie in an electronic voting system.

5. **Discussion** regarding Implementation of Talent Bank Program.

City Manager Rooney stated as a City Planner in Kingman, AZ, one of the first assignments he was tasked with was to develop a program that created a database of citizens interested in serving on various City Boards and Commissions stating they were experiencing a problem not uncommon for cities with there being a vacancy on a board or commission and going through the painful process of either advertising for the vacancy and/or trying to find someone to fill the empty seat.

Rooney stated a Talent Bank program was created where an applicant could go online or pick up a paper application and if interested in serving on a board or commission, complete the application and submit their name for that particular seat or seats. He stated the City Clerk would maintain the database and when an opening was available, the list would go to Council for review and selection. He stated this would create a bank of talent and Staff would not have to scramble to find someone interested in serving and would also help make the process less political for Council. **Rooney** stated this program was also implemented in Owasso and Wrangell.

Community Development Director Helsel stated this would be a good time to launch the program with the comprehensive plan also being developed now and there being alot of community outreach.

D. EXECUTIVE SESSION

1. **Discussion** regarding City Manager's Evaluation; and, **Proposed Executive Session as authorized by 25 Okla. Stat. 307(B)(1);**
2. **Discussion** regarding terms of Employment Agreement with City Attorney; and, **Proposed Executive Session as Authorized by 25 Okla. Stat. §307(B)(1, 2).**

MOTION was made by **Councilman Schweinberg**, seconded by **Councilman Grider** to adjourn to executive session.

AYE: Riley, Leete, Grider, Jones, Schweinberg, Adams

NAY: None

TIME ADJOURNED to Executive Session: **7:02 p.m.**

MOTION was made by **Councilman Schweinberg**, seconded by **Councilman Riley** to call the meeting back into session.

AYE: Riley, Leete, Grider, Jones, Schweinberg, Adams

NAY: None

The meeting was called back into session at 7:59 p.m.

E. UPDATE ON MANAGEMENT RELATED ISSUES

City Manager Rooney stated a Special Work Session would be held on Monday, October 24, 2016, in the Council Conference Room to hold an Executive Session to continue the discussion of the City Attorney contract. A time would be provided in the next few days.

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F. ADJOURNMENT

MOTION was made by **Councilman Schweinberg**, seconded **Councilman Riley** to adjourn.

AYE: Riley, Leete, Grider, Jones, Schweinberg, Adams

NAY: None

The meeting was adjourned at **8:04 p.m.**

Jay Adams, Mayor

Attest:

Lisa Martin, City Clerk

Lisa Martin, City Clerk