

**CITY OF SAPULPA, OKLAHOMA**  
**ADMINISTRATION & FINANCE COMMITTEE**  
Meeting of October 3, 2016

The Administration and Finance Committee of the City of Sapulpa, Oklahoma, met Monday, October 3, 2016, at 5:30 o'clock P.M. in the Sapulpa City Hall, 2nd Floor Conference Room, 425 East Dewey Avenue, Sapulpa, Oklahoma.

Members Present:   Reg Green, Chairman  
                          Alan Jones  
                          Louis Martin, Jr.

Member Absent:     Hugo Naifeh

Others Present: City Manager Joan Riley, Assistant City Manager Rick Rumsey, City Attorney David Widdoes, Human Resource Director Becky McGinnis, Finance Director Pam Vann, Creek County Literacy Board Member Greg Pugmire, City Clerk Shirley Burzio, Utility Collections Director Mike Hoehner

**CONSIDER APPROVAL OF MINUTES FROM PREVIOUS MEETING:**

Motion was made by Mr. Louis Martin, seconded by Mr. Alan Jones, to approve the minutes of the July 5, 2016, Administration and Finance Committee meeting.

Motion carried by the following vote:

AYE- Reg Green, Alan Jones, Louis Martin, Hugo Naifeh. NAY-None.

**DISCUSS AND CONSIDER THE LEASE AGREEMENT BETWEEN THE CITY OF SAPULPA AND THE CREEK COUNTY LITERACY PROGRAM, AND RELATED ISSUES:**

Mr. Greg Pugmire, Creek County Literacy Board member, told the committee the lease term of the contract for use of the city owned property at 15 North Poplar is for a five year period with the right to extend the lease for two additional five-year terms. The annual rent is in the amount of one hundred twenty dollars (\$120.00). In order to eliminate confusion with library patrons, the name on the exterior of the building will be changed from Library Annex to Creek County Literacy. The Bartlett Foundation has agreed to pay the \$1,700 to replace the signage.

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**CREEK COUNTY LITERACY PROGRAM - continued:**

Motion was made by Mr. Louis Martin, seconded by Mr. Alan Jones, to recommend to the council the approval of the agreement with Creek County Literacy for the lease of city-owned property at 15 North Poplar.

Motion carried by the following vote:

AYE- Reg Green, Alan Jones, Louis Martin, Hugo Naifeh. NAY-None.

**RECEIVE, DISCUSS AND CONSIDER A REPORT FROM STAFF CONCERNING THE FINANCIAL STATUS AND BUDGET OF THE CITY, AND RELATED ISSUES:**

Finance Director Pam Vann presented a report to the committee showing the city's current budgetary position. Also explained was the costs associated with the Fire Department (\$104,000.00), Police Tenure (\$47,000.00), and Non-Uniform Tenure (\$86,900.00). To pay for those costs, savings from 2015-2016 Sales Tax (54,000.00), Workers' Compensation (\$63,500.00), Liability Insurance Premiums (\$25,000.00), and Contingency Fund (\$95,400.00) will be used. More detailed financial reports will be forthcoming following the close of the 2015-2016 fiscal year.

The Administration and Finance Committee will meet the third Monday of each month at 6:00 o'clock P.M.

No action was taken by the committee.

**DISCUSS AND CONSIDER USE OF THE WASTE MANAGEMENT 2% CONTRACT ALLOCATION TO IMPROVEMENT AND BEAUTIFY THE CITY OF SAPULPA, AND RELATED ISSUES:**

City Attorney David Widdoes told the committee the Sapulpa Municipal Trust Authority entered into a beautification and clean-up agreement on February 7, 2000, with the Sapulpa Chamber Foundation, d/b/a Pride In Sapulpa, with no other agreements having been entered into since that time. Pursuant to the terms of the agreement, the Sapulpa Area Chamber Foundation receives 2% of the funds the Sapulpa Municipal Authority receives from the Waste Management of Oklahoma, Inc., contract. Payments remitted to the Sapulpa Chamber Foundation in 2001 were \$16,000.00 compared to \$33,000.00 paid this year.

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**WASTE MANAGEMENT - continued:**

According to City Manager Joan Riley, the city should consider using some of the 2% funding provided to the Pride in Sapulpa for the beautification of its own properties such as city hall, library, and city hall annex.

No action was taken by the committee.

**DISCUSS AND CONSIDER STATUS OF RECEIVED BIDS FOR CONSTRUCTION OF THE ANIMAL SHELTER, AND RELATED ISSUES:**

City Manager Joan Riley reported the bids for construction of the animal shelter came in higher than expected, with costs exceeding bond funding. Mr. Will Berry, construction manager, will review the bids and speak with the contractors to ascertain if there are areas of the bids that can be changed to reduce the construction costs.

In addition, Ms. Riley expressed concern about the location of the proposed animal shelter near the Route 66 Car Museum, 13 Sahoma Lake Road. The museum will need thirty-three parking spaces and parking for tour buses, which had not been originally planned. Because of the noise and odor that can emanate from the animal shelter, its location next to the museum may not be the ideal location. She suggested locating the animal shelter near the wastewater treatment plant at 8700 West 100th Street.

No action was taken by the committee.

**RECESS:**

Mayor Reg Green recessed the committee meeting until Tuesday, October 4, 2016, at 6:00 o'clock P.M., in the City Hall Second Floor Conference Room, 425 East Dewey Avenue.