

**CITY OF SAPULPA, OKLAHOMA**  
**ADMINISTRATION AND FINANCE COMMITTEE**  
Meeting of October 4, 2016

The Administration and Finance Committee of the City of Sapulpa, Oklahoma, met Tuesday, October 4, 2016, at 6:00 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.  
                          Hugo Naifeh

Others Present: City Manager Joan Riley, Finance Director Pam Vann, Utility Collections Director Mike Hoehner, City Attorney David Widdoes, City Clerk Shirley Burzio, Human Resource Director Becky McGinnis

**DISCUSS AND CONSIDER THE REQUEST FOR PROPOSAL FOR A MANAGEMENT STUDY FOR THE SAPULPA FIRE DEPARTMENT, AND RELATED ISSUES:**

City Manager Joan Riley presented to the committee the written request for proposal for a management study for the Sapulpa Fire Department. She will coordinate with the fire bargaining unit the providers who will receive the request for proposal. The study is solely for the fire department, and does not include any other employees.

No action was taken by the committee.

**DISCUSS AND CONSIDER REVISIONS TO THE CONTRACTS WITH RURAL WATER DISTRICTS, AND RELATED ISSUES:**

City Manager Joan Riley told the committee the city has 6,000 water customers. As development continues to increase within the city, the city's water district cannot expand because it is surrounded by rural water districts. She recommended the review and consideration of increasing the municipal water rates charged to the rural water districts for their purchase of water from the city. In order to be competitive, the water rates should continue to be less than what the City of Tulsa charges.

No action was taken by the committee.

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**DISCUSS AND CONSIDER THE PROCESS FOR BECOMING A CERTIFIED HEALTH COMMUNITY, INCLUDING ADOPTION OF AN ORDINANCE PROHIBITING TOBACCO USE ON ALL PROPERTY OWNED OR OPERATED BY THE CITY, AND RELATED ISSUES:**

Concerns were expressed by committee members that prohibiting the use of tobacco products at the municipal golf course would have an impact on the golf course. Tobacco users may be inclined not to utilize the municipal golf course and play golf elsewhere. In addition, it would be difficult to enforce the ordinance.

Motion was made by Mr. Louis Martin, seconded by Mr. Reg Green, to recommend to the council they deny the adoption of an ordinance prohibiting tobacco use on all property owned or operated by the city.

ROLL CALL: AYE-Reg Green, Alan Jones, Louis Martin. NAY-Hugo Naifeh. Motion carried 3-1.

The ordinance will be presented at the next city council meeting for consideration. It was recommended that Parks and Recreation Director John Waytula and Golf Pro David McBride be presented at that meeting to address any questions the council may have.

**DISCUSS AND CONSIDER FINANCING ALTERNATIVES FOR THE CAPITAL IMPROVEMENT NEEDS AT THE CITY GOLF COURSE, AND RELATED ISSUES:**

City Manager Joan Riley reported the irrigation system at the municipal golf course needs replaced, and improvements to the tee markers, benches and boxes are needed. The irrigation system is not fully functional and can only water a portion of the greens. The cost to replace the irrigation system is around three hundred thousand dollars (\$300,000.00). There is insufficient funding for the repairs. She recommended the fee structure be looked at first with the possibility of having fund raisers to help pay for the costs.

No action was taken by the committee.

**DISCUSS AND CONSIDER FRANCHISE OPPORTUNITIES WITH O.N.G. AND OTHER UTILITY PROVIDERS, AND RELATED ISSUES:**

City Manager Joan Riley told the committee the city currently has a gross receipt tax of 2% with Oklahoma Natural Gas. If the city had a franchise with Oklahoma Natural Gas Company, a franchise fee higher than the gross receipt tax could be assessed, resulting in more revenue for the city.

No action was taken by the committee.

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**OTHER:**

Due to time constraints, the committee did not discuss or take action on the following agenda items:

1. Discuss and consider the adoption of an ordinance providing business registration and licensing for all businesses in the City of Sapulpa, and related issues;
2. Discuss and consider the adoption of an ordinance providing for the regulation of the collection, removal and disposal of refuse and garbage, and related issues;
3. Discuss and consider process for utility billing notifications for cut-off, reconnecting of services, and related issues.

**ADJOURNMENT:**

There being no further business to consider, motion was made by Mr. Hugo Naifeh, seconded by Mr. Alan Jones, to adjourn the meeting. Motion carried unanimously.