

## **SAPULPA CITY COUNCIL MEETING**

CITY HALL - 425 EAST DEWEY AVENUE

COUNCIL CHAMBERS, 2ND FLOOR

7:00 P.M., MONDAY, JUNE 17, 2019

Notice is hereby given that the Mayor and City Council of the City of Sapulpa, Oklahoma, will meet in regular session at 7:00 p.m. on the 17th day of June, 2019, in the Council Chambers, Sapulpa City Hall, 425 East Dewey Avenue, Sapulpa, Oklahoma, with the agenda for said meeting as follows:

MEETING PROCEDURE: Comments from the public are welcome at two different times during the course of the meeting. A **Sign in Sheet** is located at the back of the room. Those wishing to address the City Council are to sign in prior to the start of the meeting and identify the item(s) they wish to address. Comments concerning items scheduled on the Agenda will be heard immediately following the presentation by staff or petitioner. Comments concerning items not scheduled on the Agenda will only be heard under the Public Comments section. The City Council will not act on any matter discussed in the Public Comments section and will act on the Item on the Agenda after all comments have been heard.

**Please come to the podium when the Mayor calls your name.**

### **- AGENDA -**

1. **CALL TO ORDER.**
2. **INVOCATION.**
3. **PLEDGE OF ALLEGIANCE.**
4. **ROLL CALL.**
5. **MINUTES.**
  - A. Consider approving minutes of the June 3, 2019, regular city council meeting.
6. **APPOINTMENTS, AWARDS, PRESENTATIONS, AND PROCLAMATIONS.**
  - A. Administration of Oath of Office for Sapulpa's most recent City Law Enforcement Officers: Officer Jacob Byram, Officer Dennis Hall, Officer Cansas Pate and Officer Elisa Mudd.

7. **CONSENT ITEMS:** All matters under “Consent” are considered by the City Council to be routine and will be enacted by one motion. Any City Council member may, however, remove an item from consent by request.

A. Consider approving claims in the amount of \$343,803.22

8. **PUBLIC HEARINGS.**

A. Consider conducting a public hearing to receive public comments on the City of Sapulpa's budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

9. **COMMUNITY DEVELOPMENT.**

10. **ADMINISTRATION.**

A. Discussion and possible action regarding the Workers' Compensation Insurance Renewal with Oklahoma Municipal Assurance Group (OMAG), effective July 1, 2019, through June 30, 2020, in the amount of \$496,086.00.

B. Discussion and possible action regarding a Consulting and Advisory Services Engagement with Crawford and Associates, P.C. in connection with the preparation of the 2019 annual financial statements.

C. Discussion and possible action regarding a FY 2019 Single Audit Engagement Letter with Arledge & Associates, P.C. in the amount of \$32,900.00 for services in connection with the FY 2018-2019 Annual Audit.

D. Discussion and possible action regarding an Ordinance of the City of Sapulpa, Oklahoma, Amending the Master Fee Schedule to the Sapulpa City Code, Appendix A, Section 17.17-222 by Providing for Amended Sewer Rates; Repealing All Ordinances or Parts of Ordinances in Conflict with this Ordinance; and Providing That If Any Part or Parts of this Ordinance Are Held Invalid or Ineffective, the Remaining Portions Shall Not Be Affected; Providing an Effective Date and Declaring an Emergency.

E. Discussion and possible action regarding a Resolution of the City Council of the City of Sapulpa, Oklahoma, adopting and appending a budget for the City of Sapulpa, Oklahoma, ratifying and thereby adopting the Sapulpa Municipal Authority Budget, the Sapulpa Development Authority Budget, and adopting all other funds as required by statute or ordinance for the year beginning July 1, 2019, and ending June 30, 2020.

- F. Discussion and possible action regarding a Resolution of the City of Sapulpa, Oklahoma, amending the FY 2018-2019 General Fund budget by increasing appropriations in the amount of \$76,000.00 to provide funding for debris removal at City park locations in response to the May 26th tornado damage.
  - G. Discussion and possible action regarding a Resolution of the City of Sapulpa, Oklahoma and the Sapulpa Municipal Trust Authority amending the FY 2018-2019 annual budget by increasing revenues by \$2,063,186.00 and increasing appropriations by \$1,072,577.00 in various funds for the purpose of making adjustments based on current revenue and the amounts estimated during the preparation of the FY 2019-2020 budget.
11. **NEW BUSINESS.** (Items that were not known about at the time of posting the agenda.)
12. **INFORMATIONAL ITEMS FROM MAYOR, CITY COUNCIL, CITY MANAGER, OR CITY ATTORNEY.**
- A. Status Report from Tetra Tech regarding various City and SMA projects.
13. **PUBLIC COMMENTS.** The purpose of the Public Comments Section of the Agenda is for members of the public to speak to the City Council on any subject not scheduled on the Regular Agenda. City Council shall make no decision or action, except to direct the City Manager to take action, or to schedule the matter for City Council discussion at a later date.
- Please come to the podium when the Mayor calls your name and keep your comments as brief as possible.*
14. **EXECUTIVE SESSION.**
- A. Consider entering into Executive Session for the purpose of discussing:
    - 1. The status of negotiations with collective bargaining units [25 O.S. Section 307 (B) (2).]
  - B. Consider action in open session regarding matters discussed in Executive Session.
15. **ADJOURNMENT.**

Posted this 14th day of June, 2019 at or before 5:00 p.m., at the Sapulpa City Hall, 425 East Dewey Avenue, Sapulpa, Oklahoma.

Name: *Mikaila Stepp*

Title: *Administrative Assistant*





**AGENDA ITEM**

**City Council Regular**

**5.A.**

**Meeting Date:** June 17, 2019

**Submitted By:** Shirley Burzio, City Clerk

**Department:** City Clerk

**Presented By:**

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**SUBJECT:**

Consider approving minutes of the June 3, 2019, regular city council meeting.

**BACKGROUND:**

**RECOMMENDATION:**

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**Attachments**

[minutes.06-03-2019 city](#)

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**CITY OF SAPULPA, OKLAHOMA**  
**COUNCIL PROCEEDINGS**  
Meeting of June 3, 2019

The City Council of Sapulpa, Oklahoma, met in regular session Monday, June 3, 2019, at 7:00 o'clock P.M. in the City Hall Council Chambers, 425 East Dewey Avenue, Sapulpa, Oklahoma.

Present: Reg Green, Mayor  
Louis Martin, Jr., Vice-Mayor  
John Anderson, Councilor  
Marty Cummins, Councilor  
Wes Galloway, Councilor  
Carla Gunn, Councilor  
Craig Henderson, Councilor  
Hugo Naifeh, Councilor  
John Suggs, Councilor

Absent: Bruce Bledsoe, Councilor

Staff Present: Joan Riley, City Manager; Pam Vann, City Treasurer / Finance Director; David Widdoes, City Attorney; Shirley Burzio, City Clerk; Nikki Howard, Urban Development Director

**1. INVOCATION.**

The invocation was given by Mr. Larry Carnes.

**2. PLEDGE OF ALLEGIANCE.**

Mayor Reg Green led the Pledge of Allegiance.

**3. MINUTES.**

- A.** Motion was made by Councilor John Anderson, seconded by Councilor Craig Henderson, to approve the minutes of the May 6, 2019, regular city council meeting.

**ROLL CALL:** AYE: Reg Green, Louis Martin, Jr., John Anderson,  
Marty Cummins, Wes Galloway, Carla Gunn,  
Craig Henderson, Hugo Naifeh

MOTION CARRIED

**4. APPOINTMENTS, AWARDS, PRESENTATIONS, AND PROCLAMATIONS.**

- A.** Consider nomination of John Suggs to serve as Ward 1 Seat 1 City Councilor.

Motion was made by Councilor Craig Henderson, seconded by Hugo Naifeh, to approve the nomination of John Suggs to serve as Ward 1 Seat 1 City Councilor.

**ROLL CALL:** AYE: Reg Green, Louis Martin, Jr., John Anderson, Marty Cummins, Wes Galloway, Carla Gunn, Craig Henderson, Hugo Naifeh

MOTION CARRIED

1. City Clerk Shirley Burzio administered the Oath of Office to John Suggs.
- B.** Motion was made by Councilor Marty Cummins, seconded by Vice-Mayor Louis Martin, to approve and ratify the Mayoral appointments to the Sapulpa Planning Commission, to-wit: Lou Martin, appointee for a term expiring June 2021, and Carla Stinnett, appointee for a term expiring June 2022, and approve the nomination and election of five (5) remaining Commission members, to wit: Jasson Brook, for a term expiring June 2021, Andrew Propst, for a term expiring June 2022, Julie Longoria, for a term expiring June 2021, Hunter Edwards, for a term expiring June 2022, and Kayla Parnell, for a term expiring June 2021.

**ROLL CALL:** AYE: Reg Green, Louis Martin, Jr., John Anderson, Marty Cummins, Wes Galloway, Carla Gunn, Craig Henderson, Hugo Naifeh, John Suggs

MOTION CARRIED

- C.** Motion was made by Councilor John Anderson, seconded by Vice-Mayor Louis Martin, to approve and confirm the following Mayoral appointments to the Library Board in order to help meet the Oklahoma Department of Library's criteria for State Aid.

Johnny Brock for a three-year term, with said term expiring in May 2022.  
Charles Betzler for a three-year term with said term expiring in May 2022.

**ROLL CALL:** AYE: Reg Green, Louis Martin, Jr., John Anderson, Marty Cummins, Wes Galloway, Carla Gunn, Craig Henderson, Hugo Naifeh, John Suggs

MOTION CARRIED

**5. CONSENT ITEMS:**

Motion was made by Councilor Hugo Naifeh, seconded by Vice-Mayor Louis Martin, to approve the following consent items:

- A.** Approve claims in the amount of \$1,274,730.94;
- B.** Approve claims in the amount of 235,316.05;
- C.** Approve pre-paid claims in the amount of \$21,729.12;
- D.** Approve an agreement with Cox Oklahoma Telcom, LLC, d/b/a Cox Communications, to provide Enhanced Emergency Number (E-911) Service to the citizens of Sapulpa, Oklahoma.

**ROLL CALL:** AYE: Reg Green, Louis Martin, Jr., John Anderson, Marty Cummins, Wes Galloway, Carla Gunn, Craig Henderson, Hugo Naifeh, John Suggs

MOTION CARRIED

**6. COMMUNITY DEVELOPMENT.**

- A.** Motion was made by Councilor John Anderson, seconded by Councilor Carla Gunn, to approve the application submitted by Lisa Morgan and Jonathon Powdrill, Oklahoma Medibiles, for a Specific Use Permit, SUP-035, to allow commercial medicinal marijuana processing located a 805 East Hobson Avenue, Ste A, Sapulpa, Oklahoma.

**ROLL CALL:** AYE: Reg Green, Louis Martin, Jr., John Anderson, Marty Cummins, Wes Galloway, Carla Gunn, Craig Henderson, Hugo Naifeh, John Suggs

MOTION CARRIED

**7. ADMINISTRATION.**

- A.** Motion was made by Councilor Carla Gunn, seconded by Councilor Wes Galloway, to approve the agreement with Municipal Code Corporation for online publication and hosting of the Sapulpa City Code in the amount of \$500.00.

**ROLL CALL:** AYE: Reg Green, Louis Martin, Jr., John Anderson, Marty Cummins, Wes Galloway, Carla Gunn, Craig Henderson, Hugo Naifeh, John Suggs

MOTION CARRIED



- B.** Motion was made by Councilor Hugo Naifeh, seconded by Councilor John Anderson, to approve an amendment to the cooperation agreement between the City of Sapulpa, Oklahoma, and the Board of County Commissioners of Tulsa County, Oklahoma, entered into the 9th day of July 2007, for the purpose of participating in the Tulsa County Urban County Community Development Block Grant Program.

**ROLL CALL:** AYE: Reg Green, Louis Martin, Jr., John Anderson, Marty Cummins, Wes Galloway, Carla Gunn, Craig Henderson, Hugo Naifeh, John Suggs

MOTION CARRIED

- C.** Motion was made by Vice-Mayor Louis Martin, seconded by Councilor Marty Cummins, to approve the adoption of a Resolution of the City of Sapulpa, Oklahoma, and the Sapulpa Municipal Authority amending the FY 2018-2019 Water Resources Fund annual budget by increasing appropriations in the amount of \$86,597.00 to provide additional funds for the West Johnson Area Waterline Project. (Resolution No. 4567)

**ROLL CALL:** AYE: Reg Green, Louis Martin, Jr., John Anderson, Marty Cummins, Wes Galloway, Carla Gunn, Craig Henderson, Hugo Naifeh, John Suggs

MOTION CARRIED

- D.** Motion was made by Councilor Hugo Naifeh, seconded by Councilor Marty Cummins, to approve the adoption of a Resolution of the City of Sapulpa, Oklahoma, declaring a State of Emergency with respect to municipal property damaged by the natural disaster of May 26, 2019, declaring the same to constitute a public nuisance and authorizing abatement to protect the health, benefit and welfare of the community; providing authority for the purchase of materials, equipment and supplies and for the entry into public improvement contracts as necessary to abate said nuisance; providing for severability; and declaring an emergency. (Resolution No. 4568)

**ROLL CALL:** AYE: Reg Green, Louis Martin, Jr., John Anderson, Marty Cummins, Wes Galloway, Carla Gunn, Craig Henderson, Hugo Naifeh, John Suggs

MOTION CARRIED

- 1.** Motion was made by Councilor Hugo Naifeh, seconded by Councilor Marty Cummins, to approve the adoption and passage of the emergency clause.

**ROLL CALL:** AYE: Reg Green, Louis Martin, Jr., John Anderson, Marty Cummins, Wes Galloway, Carla Gunn, Craig Henderson, Hugo Naifeh, John Suggs

MOTION CARRIED

- E. Motion was made by Councilor Hugo Naifeh, seconded by Councilor Carla Gunn, to approve the adoption of a Resolution of the City of Sapulpa, Oklahoma, declaring private property damaged by the natural disaster of May 26, 2019, to be a public nuisance and ordering the abatement of such nuisance in order to protect the health, benefit and welfare of the public and community, and providing for the execution of written consents to authorize the removal of said nuisance by the city, as more fully set forth therein; providing for severability; and declaring an emergency. (Resolution No. 4569)

**ROLL CALL:** AYE: Reg Green, Louis Martin, Jr., John Anderson, Marty Cummins, Wes Galloway, Carla Gunn, Craig Henderson, Hugo Naifeh, John Suggs

MOTION CARRIED

1. Motion was made by Vice-Mayor Louis Martin, seconded by Councilor Marty Cummins, to approve the passage and adoption of the emergency clause.

**ROLL CALL:** AYE: Reg Green, Louis Martin, Jr., John Anderson, Marty Cummins, Wes Galloway, Carla Gunn, Craig Henderson, Hugo Naifeh, John Suggs

MOTION CARRIED

8. **NEW BUSINESS.**

Motion was made by Councilor Hugo Naifeh, seconded by Vice-Mayor Louis Martin, to approve the adoption of a resolution of the City of Sapulpa and the Sapulpa Municipal Authority amending the FY 2018-2019 Golf Course Fund Budget by increasing appropriation in the amount of \$75,000.00 to provide funding for debris removal on the golf course in response to the May 25, 2019, tornado damage. (Resolution No. 4570)

**ROLL CALL:** AYE: Reg Green, Louis Martin, Jr., John Anderson, Marty Cummins, Wes Galloway, Carla Gunn, Craig Henderson, Hugo Naifeh, John Suggs

MOTION CARRIED

9. **INFORMATIONAL ITEMS FROM MAYOR, CITY COUNCIL, CITY MANAGER, OR CITY ATTORNEY.**

The following informational items were presented for discussion:

- A. Proclamation of the City of Sapulpa, Oklahoma, declaring state of emergency with respect to the Tornadic-Storm Event of May 26, 2019.
- B. Status Report from Tetra Tech regarding various City and SMA projects.

**10. PUBLIC COMMENTS.**

Mr. Larry Carnes and Susanne Shirey, Sapulpa Chamber of Commerce, commended the city on their swift response to the community in regard to the tornado damage clean-up.

**11. ADJOURNMENT.**

There being no further business, motion was made by Councilor John Anderson, seconded by Vice-Mayor Louis Martin, to adjourn the meeting.

**ROLL CALL: AYE:** Reg Green, Louis Martin, Jr., John Anderson, Marty Cummins, Wes Galloway, Carla Gunn, Craig Henderson, Hugo Naifeh, John Suggs

MOTION CARRIED

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk



## AGENDA ITEM

### Presentations & Proclamations 6.A.

#### City Council Regular

**Meeting Date:** June 17, 2019

**Submitted For:** Mike Haefner, Police Chief

**Submitted By:** Chris Jeffries, Police Department Admin.

**Department:** Police Department

**Presented By:** Mike Haefner

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#### **SUBJECT:**

Administration of Oath of Office for Sapulpa's most recent City Law Enforcement Officers: Officer Jacob Byram, Officer Dennis Hall, Officer Cansas Pate and Officer Elisa Mudd.

#### **BACKGROUND:**

The City recently hired four (4) new police officers: Officer Jacob Byram, Officer Dennis Hall, Officer Cansas Pate and Officer Elisa Mudd. The Chief of Police, Mike Haefner, is to administer an Oath of Office for those duly appointed peace officers and has requested that this ceremony be conducted during the regular meeting of the City Council.

#### **RECOMMENDATION:**

Per Council discretion.

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#### **Attachments**

Oath

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# Sapulpa Police Department



Mike Haefner  
Chief of Police

Pete Sellers  
Deputy Chief

20 North Walnut Street  
Sapulpa, Ok 74066  
Phone (918) 224-3862 Fax (918) 224-6998  
www.sapulpapolice.com

## ***OATH OF OFFICE***

I, \_\_\_\_\_, having been duly appointed a Police Officer of the City of Sapulpa, and a Peace Officer of the State of Oklahoma, do solemnly swear, (or affirm) that I will support the Constitution and the laws of the United States of America and the Constitution and the laws of the State of Oklahoma, and that I will faithfully discharge, according to the best of my ability, the duties of my office or employment during such time as I am commissioned as a Police Officer for the City of Sapulpa.

**THAT**, I will obey the lawful orders of my superior officers and the regulations of the Sapulpa Police Department.

**THAT**, I will protect the Rights, Lives and Property of all citizens and uphold the honor of the Police Profession, with my life, if need be.

**THIS**, I solemnly swear, this 17th day of JUNE, 2019.

\_\_\_\_\_

WITNESS:

\_\_\_\_\_  
Mike Haefner, Chief of Police

(Notary) \_\_\_\_\_

Commission Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_



**Consent Agenda 7.A.**

**City Council Regular**

**Meeting Date:** June 17, 2019

**Submitted By:** Amber Fisher, Accounts Payable Clerk

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**SUBJECT:**

Consider approving claims in the amount of \$343,803.22

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**Attachments**

Claims List 6/17/19

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FUND: 10 - GENERAL FUND

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
126371	99-10063	OKLAHOMA ASSOCIATION OF SCHSCHOOL SECURITY CONF		6/2019	4/10/19 126371	160.00
126796	99-10144	JULIAN BRIAN STEPHENS	FILE CABINET & PAINTING	6/2019	000778	1,480.00
124447	99-10159	LAWRENCE COUNTY NEWSPAPERS,NOTICE OF PUBLIC HEARING		6/2019	21392	291.10
125523	99-10160	MERRIFIELD OFFICE SOLUTIONSFILE CABINETS		6/2019	0171292-001	2,219.98
125565	99-10160	MERRIFIELD OFFICE SOLUTIONSOFFICE SUPPLIES		6/2019	172056-001	31.96
126617	99-10240	VIEVU LLC	CAMERA	6/2019	33113	818.00
126634	99-10240	VIEVU LLC	CAMERA REPLACEMENT	6/2019	33110	218.00
126855	99-103	ONG	MONTHLY GAS/APRIL 2019	6/2019	APRIL 2019 126855	1,326.17
126414	99-10351	THE BOYD GROUP (US) INC	NEW WINDOW	6/2019	5915E688	293.70
127006	99-1038	DAVID L. WEATHERFORD	POLSON V COS	6/2019	6/1/19 127006	930.00
123268A	99-10395	AUBREY WEATHERFORD	SOCIAL MEDIA	6/2019	SAP0619	500.00
126646	99-10471	MITZI HOWARD dba HOWARDS	TOCLEAN STAFF CAR	6/2019	0217	80.00
123237	99-10488	ADMIRAL EXPRESS LLC	MISC OFFICE SUPPLIES	6/2019	2037839-0	40.43
125174	99-10488	ADMIRAL EXPRESS LLC	OFFICE SUPPLIES	6/2019	2037750-0	38.64
125522	99-10488	ADMIRAL EXPRESS LLC	DESK	6/2019	2032756-0	1,152.00
125894	99-10488	ADMIRAL EXPRESS LLC	JANITORIAL SUPPLIES	6/2019	2034045-0	43.79
126184	99-10488	ADMIRAL EXPRESS LLC	MANILLA FOLDERS	6/2019	2036452-0	12.40
126492	99-10488	ADMIRAL EXPRESS LLC	JANITORIAL SUPPLIES	6/2019	2038196-0	127.12
123865	99-10547	BEASLEY TECHNOLOGY INC	DATA STORAGE	6/2019	COR-106228	112.50
123866A	99-10547	BEASLEY TECHNOLOGY INC	REMOTE MONITORING	6/2019	COR-106182	137.50
123867	99-10547	BEASLEY TECHNOLOGY INC	MTHLY COMPUTER MAINT	6/2019	COR-106297	2,250.00
126783	99-10547	BEASLEY TECHNOLOGY INC	AUDIO REPAIR/COUNCIL	6/2019	COR-106007	360.00
126186	99-10574	RCZIPP LLC dba BILLY SIMS	BMEAL/ADMIN & FINANCE	6/2019	5/30/19 126186	79.90
126630	99-10622	BYRNES, CADY	MEAL REIMBURSEMENTS	6/2019	5/24/19 126630	14.00
123342	99-10698	STATE OF OKLAHOMA dba QUARTLODGING CMAO CONF		6/2019	7/23-7/25/19	273.00
126635	99-10819	K-T ENTERPRISES INC dba KENWINDSHIELD REPLACEMENT		6/2019	206098	299.00
126629	99-10825	PATE, CANSAS	MEAL REIMBURSEMENTS	6/2019	6/11-6/12 126629	32.00
126731	99-10826	JAMES DAVID RENFRO dba J DAARBITRATION/TALLMAN		6/2019	11619	3,988.41
126187	99-10831	JOHNSON, CHASE	TUITION REIMBURSEMENT	6/2019	5/30/19 126187	651.30
123454	99-1206	REASOR'S INC.	FOOD FOR VALOR	6/2019	1345A 5/10/19	30.94
123587	99-1206	REASOR'S INC.	SNACKS FOR MEETINGS	6/2019	3413 5/2/19	70.83
126615	99-1206	REASOR'S INC.	PRISONERS FOOD	6/2019	1345 5/31/19	612.56
123239	99-161	CREEK COUNTY RURAL WATER #412 MONTHS SEWER STATION 4		6/2019	4/26-5/30/19	96.00
124945	99-1992	JOHN DEERE FINANCIAL ACCT#5DOG FOOD		6/2019	N72695/2 4/25/19	83.98
125880	99-1992	JOHN DEERE FINANCIAL ACCT#5BLG MAINT		6/2019	N82438/2 5/14/19	66.97
126584	99-1992	JOHN DEERE FINANCIAL ACCT#5CASTORS FOR CABINET		6/2019	N80776/2 5/11/19	23.96
126587	99-265	RABY PLUMBING, INC.	KITCHEN SINK REPAIR	6/2019	27412	94.17
123341	99-274	CITY MANAGEMENT ASSOC OF OKCMAO CONFERENCE		6/2019	7/24-7/26/19 12334	195.00
125879	99-3128	CASCO INDUSTRIES, INC.	CHEMICALS	6/2019	207853	1,420.00
126685	99-3630	US POSTMASTER	P O BOX RENTAL	6/2019	1130 6/4/19	454.00
123474	99-3633	PUBLIC SERVICE COMPANY OF OMONTHLY FEE-STORM SIREN		6/2019	4/27-5/28/19 95368	11.35
126483	99-3707	O'REILLY AUTOMOTIVE INC	VEHICLE MAINTENANCE	6/2019	153-172407	102.83
127154	99-3707	O'REILLY AUTOMOTIVE INC	RADIATOR & ANTI-FREEZE	6/2019	153-172965	189.37
125767	99-3911	NORTON, NATE	MEAL REIMBURSEMENT	6/2019	6/10-6/11 125757	28.00
123971	99-4183	UPTOWN SAPULPA ACTION, INC.REVITALIZATION PROGRAM		6/2019	JUNE 2019 123971	2,500.00
126644	99-4229	HAEFNER, MIKE	REIMBURSEMENT	6/2019	23107857	109.96
123775	99-4269	CREEK COUNTY RURAL WTR #3	WATER FEES-GUN RANGE	6/2019	4/22-5/21/19	24.00
126854	99-4482	OTA / GOV. ACCOUNTS	PIKEPASS CHARGES/MAY	6/2019	20190595808	4.15
126645	99-4588	GARY HARRIS	BODY CAMERA REPAIR	6/2019	8904	98.50
123433A	99-4690	TOTAL RADIO, INC	SIREN SRVC AGREEMENT	6/2019	80001191	588.00

FUND: 10 - GENERAL FUND

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
126853	99-4700	COX COMMUNICATIONS	MTHLY PHONE CHARGES	6/2019	5/30-6/29/19	1,444.79
126856	99-4700	COX COMMUNICATIONS	PHONE CHARGES/MAY 2019	6/2019	MAY 2019 126856	6,030.48
126773	99-4743	B & M OIL COMPANY, INC.	UNIVERSAL ANTIFREEZE	6/2019	0482646-IN	172.26
124110	99-6477	WEST PUBLISHING CORPORATION	WESTLAW SUBSCRIPTION	6/2019	840355487	549.26
125056	99-6554	PITNEY BOWES INC	POSTAGE FOR MACHINE	6/2019	6/10/19 125056	1,000.00
123447	99-6575	STATE OF OKLAHOMA	OLETS MONTHLY FEE	6/2019	31-1900484	350.00
126792	99-68	A & M ELECTRIC, INC	POWER DISCONNECTION	6/2019	6621	40.00
126495	99-7044	SAPULPA DRIVE IN PHARMACY	IADULT MASKS	6/2019	131094	150.00
124980	99-7868	WESTLAKE HARDWARE INC	EQUIPMENT MAINTENANCE	6/2019	8140352 6/4/19	18.59
126342	99-7948	FOREMAN, TROY	MEAL REIMBURSEMENT	6/2019	5/28-5/30 126342	42.00
123993	99-8016	NORTHERN SAFETY COMPANY	INYEARELY MAINTENANCE	6/2019	903484491	3,524.80
125899	99-8016	NORTHERN SAFETY COMPANY	INLEATHER HELMET FRONTS	6/2019	903482256B	78.50
126585	99-8059	ACE AIR, INC.	A/C UNIT REPAIRS	6/2019	102576	82.55
126640	99-8216	HILAND DAIRY FOODS CO.LLC	MILK FOR PRISONERS	6/2019	9062046	21.00
126600	99-8245	DIEHL, PHILIP	MEAL REIMBURSEMENT	6/2019	6/10-6/12 126600	60.00
126725	99-8346	CARNER PLUMBING, INC.	TOILET LEAKING	6/2019	22173	135.00
126637	99-8381	NEWEGG.COM	COMPUTER/HENSON	6/2019	1302069970	657.98
126641	99-8381	NEWEGG.COM	COMPUTER & SOFTWARE	6/2019	1302068164	668.60
125610	99-8434	FLEETCOR TECHNOLOGIES d/b/a	FUEL & OIL - MAY 2019	6/2019	MAY 2019 125610	250.67
123240	99-8469	SAPULPA RURAL WATER	12 MONTHS WATER-STATION 4	6/2019	4/11-5/15/19	71.00
126774	99-8539	CROW BURLINGAME COMPANY	VEHICLE MAINTENANCE	6/2019	1060022150	601.80
126618	99-8555	YORK ELECTRONIC SYSTEMS,	INCEILING TILE REPLACED	6/2019	10430	166.50
123242	99-8817	DE LAGE LANDEN PUBLIC FINAN	COPIER CONTRACT	6/2019	63709292	150.00
123269	99-8817	DE LAGE LANDEN PUBLIC FINAN	PRINTER/COPIER LEASE PYMN	6/2019	63760531	2,327.00
126476	99-8936	CONRAD FIRE EQUIPMENT, INC.	PUMP/LIGHTS/VLVS/HOSES	6/2019	535400	356.71
126877	99-8972	ATWELL ROOFING COMPANY,	INCROOF REPAIR	6/2019	6414	226.50
123855	99-9288	ADVANCE ALARMS, INC	GARAGE-ALARM MONITORING	6/2019	1738703	25.00
124810A	99-9382	OFFICE EXPRESS JANITORIAL	SJANITORIAL SERVICES	6/2019	0519 CITY	2,335.00
124823	99-9382	OFFICE EXPRESS JANITORIAL	SJANITORIAL SERVICE	6/2019	0619 POLICE	3,240.00
123830	99-9398	THE UPS STORE #3965	POSTAGE	6/2019	1167 6/3/19	13.49
124577A	99-9515	PITNEY BOWES INC	QTR. LEASE POSTAGE MACH	6/2019	3308921412	254.29
126183	99-9630	MAC KFC, LLC	STUDY SESSION MEAL	6/2019	456807	72.97
123492	99-9666	OKLAHOMA KENWORTH dba MHC	KYEARELY FILTER MAINT-E2	6/2019	R483700199548	1,978.39
125199	99-9691	BAYSINGER POLICE SUPPLY INC	3 VEST	6/2019	1023068	2,142.00
126735	99-9732	KRAGEL, NATHAN	MEAL REIMBURSEMENTS	6/2019	5/25-5/30/19	195.00
122306	99-9859	VERIZON WIRELESS SERVICES	LDATA PLAN FOR IPAD	6/2019	9830967079A	40.01
123241	99-9859	VERIZON WIRELESS SERVICES	LWIRELESS CHARGES-IPADS	6/2019	9830967079	400.10
126734	99-9974	BOWERS OIL CO.	DIESEL FOR GENERATORS	6/2019	38236	540.13
126642	99-9975	SAFELITE FULFILLMENT, INC	dCRACKED WINDSHIELD	6/2019	6508-541138	84.97
FUND TOTAL:						55,262.81

FUND: 20 - SMA-AUTHORITY FUND

SUMMARY REPORT

126715	99-10102	JACK MUNSON	MEAL REIMBURSEMENT	6/2019	5/20-5/23/19 12671	42.00
124169	99-10143	PERDUE, BRANDON, FIELDER,	CBAD DEBT COLLECTIONS	6/2019	5/1-5/31/19 124169	256.11
126223	99-10160	MERRIFIELD OFFICE SOLUTIONS	6' CORD CONCEALER	6/2019	0170312-001	12.99
126705	99-10226	ENGINEERED EQUIPMENT INC	SEAL KIT	6/2019	512316	289.63
126511	99-10278	BEARING DISTRIBUTORS, INC	dSBR BLOWER FILTERS	6/2019	9500643188	277.26
126855	99-103	ONG	MONTHLY GAS/APRIL 2019	6/2019	APRIL 2019 126855	2,258.72
123926	99-10302	LAMPTON WELDING SUPPLY CO,	GAS TANK RENTAL	6/2019	00920580	18.85



FUND: 20 - SMA-AUTHORITY FUND

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
124081	99-10302	LAMPTON WELDING SUPPLY CO,	BOTTLE RENTAL	6/2019	00920581	30.20
126518	99-10488	ADMIRAL EXPRESS LLC	JANITORIAL SUPPLIES	6/2019	2036722-0	140.24
123865	99-10547	BEASLEY TECHNOLOGY INC	DATA STORAGE	6/2019	COR-106228	112.50
123866A	99-10547	BEASLEY TECHNOLOGY INC	REMOTE MONITORING	6/2019	COR-106182	137.50
123867	99-10547	BEASLEY TECHNOLOGY INC	MTHLY COMPUTER MAINT	6/2019	COR-106297	2,250.00
126780	99-10560	CORE & MAIN LP	2 SCOPES, 3 BOXES LOCKS	6/2019	K586639	259.00
126795	99-10753	CHARLIE'S TEE'S	SIGNAGE "LOT CLOSED"	6/2019	1074	135.99
125133	99-10830	SHAWNEE MISSION TREE SERVICTREE	DEBRIS REMOVAL	6/2019	6/3-6/9/19	28,302.50
126789	99-1112	WASTE MANAGEMENT OF OKLAHOM	CLEAN-UP AFTER TORNADO	6/2019	2228561-1006-9	262.31
123397	99-1575	FIZZ-O WATER CO., INC.	DISTILLED WATER-TESTING	6/2019	1323	80.00
126200	99-1992	JOHN DEERE FINANCIAL ACCT#5	PAINT/GLOVES/TOWELS	6/2019	N79316/2 5/8/19	69.78
126506	99-1992	JOHN DEERE FINANCIAL ACCT#5	MISC SMALL REPAIRS	6/2019	N7623/2 5/2/19	95.33
126510	99-1992	JOHN DEERE FINANCIAL ACCT#5	TWO MOWER BATTERIES	6/2019	N75668/2 5/1/19	79.98
126514	99-1992	JOHN DEERE FINANCIAL ACCT#5	SUMP PUMP	6/2019	N88155/2 5/20/19	69.99
126777	99-1992	JOHN DEERE FINANCIAL ACCT#5	2 STOOLS	6/2019	N79343/2 5/8/19	79.98
126587	99-265	RABY PLUMBING, INC.	KITCHEN SINK REPAIR	6/2019	27412	94.17
123925	99-3373	BIO-AQUATIC TESTING INC.	QUARTERLY TESTING	6/2019	54834	1,800.00
125900	99-3437	ADVANCE ELECTRICAL SERVICES	24/7 ELECTRICIAN/BLANKET	6/2019	17518	330.00
122891	99-3593	CITY OF TULSA	METER FEES	6/2019	1036 5/24/19	235.96
124276	99-3593	CITY OF TULSA	SEWER CONSUMPTION	6/2019	5/16/19 124276	462.15
123857	99-3633	PUBLIC SERVICE COMPANY OF OS	RWCS ELEC SERVICE	6/2019	953 6/3/19	5,655.11
126772	99-3707	O'REILLY AUTOMOTIVE INC	O2 SENSOR	6/2019	153-170570	94.80
122058A	99-3881	FHC, INC. DBA TETRA TECH	FHENGINEERING SERVICES	6/2019	512449540	588.00
123680	99-3881	FHC, INC. DBA TETRA TECH	FHENG SRVCS-SRWCS	6/2019	51449554	11,237.03
122080	99-4112	ACCURATE ENVIRONMENTAL INC.	QUATERLY TESTING	6/2019	BE08014	380.00
122081	99-4112	ACCURATE ENVIRONMENTAL INC.	19 INFLUENT/EFFLUENT	6/2019	BE08014A	600.00
123398	99-4112	ACCURATE ENVIRONMENTAL INC.	TESTING FOR DEQ PERMIT	6/2019	BE13008	360.00
126700	99-4112	ACCURATE ENVIRONMENTAL INC.	OPEDED FOR MAY 2019	6/2019	BE23093	250.00
126701	99-4112	ACCURATE ENVIRONMENTAL INC.	TOC FOR MAY 2019	6/2019	BE23092	100.00
126224	99-4568	GALLS, LLC	FLIP TOP DEFENSE SPRAY	6/2019	12778564	57.60
126773	99-4743	B & M OIL COMPANY, INC.	UNIVERSAL ANTIFREEZE	6/2019	0482646-IN	77.23
125417	99-4844	STUART C. IRBY CO.	3 PHASE MONITORS	6/2019	S011390289.001	200.01
124537	99-5250	ENVIRONMENTAL RESOURCE ASSOD	MRQA 39 STUDY	6/2019	893058	1,097.87
124078	99-5493	AQUARIUS ENTERPRISES INCORP	DI BOTTLE RENTAL	6/2019	95562	13.00
126792	99-68	A & M ELECTRIC, INC	POWER DISCONNECTION	6/2019	6621	40.00
125416	99-7887	EVANS ENTERPRISES, INC.	TRBLE SHOOT BOOSTER PMP	6/2019	48954	485.00
126704	99-7887	EVANS ENTERPRISES, INC.	ELECTRIC MOTOR	6/2019	10035809	933.35
121397	99-7994	BANCFIRST	DEBT SERVICE PAYMENTS	6/2019	JUNE 2019 121397	136,479.16
125943	99-7994	BANCFIRST	REVENUE BONDS/2013	6/2019	JUNE2019 125943	205,255.41
123399A	99-7998	AMERICAN ENVIRONMENTAL LAND	SLUDGE DISPOSAL FEE	6/2019	9879	1,122.97
126585	99-8059	ACE AIR, INC.	A/C UNIT REPAIRS	6/2019	102576	82.55
126516	99-8374	TRIKNTRUX	HITCH FOR 2019 DODGE	6/2019	866	143.50
125610	99-8434	FLEETCOR TECHNOLOGIES d/b/a	FUEL & OIL - MAY 2019	6/2019	MAY 2019 125610	245.60
125918	99-8515	GARDNER DENVER NASH, LLC	2 CASES BLOWER GREASE	6/2019	900829651	313.24
126519	99-8539	CROW BURLNGAME COMPANY	TWO 24F-CS BATTERIES	6/2019	1060021878	257.04
126520	99-8539	CROW BURLNGAME COMPANY	GENERATOR BATTERIES	6/2019	106-22332	210.12
126517	99-8543	SUTTON TRACTOR	SAFETY SWITCH	6/2019	6027B	6.99
126710	99-8717	P & K EQUIPMENT	MOWER REPAIR	6/2019	804259	861.12
124810A	99-9382	OFFICE EXPRESS JANITORIAL	SJANITORIAL SERVICES	6/2019	0519 CITY	2,335.00
124577A	99-9515	PITNEY BOWES INC	QTR. LEASE POSTAGE MACH	6/2019	3308921412	254.30

## FUND: 20 - SMA-AUTHORITY FUND

## SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
123853	99-9859	VERIZON WIRELESS SERVICES	LDEDICATED PHONE-SWRCS	6/2019	9830745595	16.00
FUND TOTAL:						407,935.14
FUND: 29 - STORMWATER MANAGEMENT						SUMMARY REPORT
126855	99-103	ONG	MONTHLY GAS/APRIL 2019	6/2019	APRIL 2019 126855	193.09
121318	99-3707	O'REILLY AUTOMOTIVE INC	MISC TRUCK PARTS	6/2019	153-172785	13.58
125610	99-8434	FLEETCOR TECHNOLOGIES	d/b/aFUEL & OIL - MAY 2019	6/2019	MAY 2019 125610	208.51
FUND TOTAL:						415.18
FUND: 30 - STREET & ALLEY						SUMMARY REPORT
126173	99-10224	WOODS, JUSTIN	CDL RENEWAL	6/2019	5/30/19 126173	56.50
127155	99-10247	ATC HOLDCO	ATC FREIGHTLINOVERFLOW TANK/RAD CAP	6/2019	12527447	124.61
126855	99-103	ONG	MONTHLY GAS/APRIL 2019	6/2019	APRIL 2019 126855	142.23
122844	99-1992	JOHN DEERE FINANCIAL ACCT#5	MISC WORK/SAFETY SUPPLIES	6/2019	N79325/2 5/8/19	138.86
127153	99-2959	DAVIDSON AND DAVIDSON ENTER	HYDRAULIC HOSE/DOZER	6/2019	0143866-IN	35.33
122842	99-3707	O'REILLY AUTOMOTIVE INC	MISC TRUCK PARTS/SUPPLIES	6/2019	153-175778	65.94
127154	99-3707	O'REILLY AUTOMOTIVE INC	RADIATOR & ANTI-FREEZE	6/2019	153-172978	27.98
127156	99-3707	O'REILLY AUTOMOTIVE INC	FILTERS/FUEL/AIR/OIL	6/2019	153-172998	174.71
126773	99-4743	B & M OIL COMPANY, INC.	UNIVERSAL ANTIFREEZE	6/2019	0482646-IN	77.22
127157	99-9572	YELLOWHOUSE MACHINERY CO	OFWATER PUMP/GASKET	6/2019	436389	265.05
FUND TOTAL:						1,108.43
FUND: 31 - CEMETERY MAINTENANCE						SUMMARY REPORT
127100	99-10065	KUBOTA OF NORTHWEST ARKANS	AEXCAVATOR PINS	6/2019	P22762	35.88
126855	99-103	ONG	MONTHLY GAS/APRIL 2019	6/2019	APRIL 2019 126855	141.68
126570	99-10488	ADMIRAL EXPRESS LLC	JANITORIAL SUPPLIES	6/2019	2036454-0	211.16
126574	99-10704	VERMEER GREAT PLAINS INC	BRUSH CHIPPER/KNIFE KIT	6/2019	P15377	308.55
126572	99-10753	CHARLIE'S TEE'S	T-SHIRTS	6/2019	1002	448.11
125680	99-3537	AAA RENTAL & SALES CORP	STUMP GRINDER RENTAL	6/2019	26704	190.00
126558	99-3707	O'REILLY AUTOMOTIVE INC	VEHICLE PARTS	6/2019	153-171782	244.21
126566	99-4447	STEVE'S WHOLESALE DIST INC	MISC. HAND TOOLS	6/2019	094721	399.38
127103	99-5367	SOUTHSIDE MOWERS, INC.	12" & 16" CHAINSAWS	6/2019	148835	502.00
124129	99-6159	LOT MAINTENANCE OF OKLAHOM	MOW RIGHT-OF-WAYS	6/2019	036743	3,755.63
123420	99-8372	SAWYER ENTERPRISES	MOWING-FLOWING FLOOD PROP	6/2019	300061219	950.00
125610	99-8434	FLEETCOR TECHNOLOGIES	d/b/aFUEL & OIL - MAY 2019	6/2019	MAY 2019 125610	18.00
FUND TOTAL:						7,204.60
FUND: 32 - HUNTING & FISHING						SUMMARY REPORT
123878	99-10516	HINSCH MARY	CARETAKER AGREEMENT	6/2019	832857	326.00
123885	99-10516	HINSCH MARY	LAKE CARETAKER STIPENED	6/2019	JUNE 2019 123885	750.00
FUND TOTAL:						1,076.00
FUND: 33 - GOLF COURSE						SUMMARY REPORT
126144A	99-10065	KUBOTA OF NORTHWEST ARKANS	ATRACTOR MAINTENANCE	6/2019	W05008A	178.98
126855	99-103	ONG	MONTHLY GAS/APRIL 2019	6/2019	APRIL 2019 126855	254.64

FUND: 33 - GOLF COURSE

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
124883	99-10745	YAMAHA GOLF-CAR COMPANY	GOLF CART REPAIRS	6/2019	91621926	1,230.73
126828	99-10829	BATTENFIELD CHRISTY DAWN	GOLF COURSE SIGNAGE	6/2019	4/19/19 126828	125.00
126149	99-1992	JOHN DEERE FINANCIAL ACCT#5GAS CANS, BATTERIES		6/2019	N82234/2 5/13/19	138.92
126826	99-2199	PROFESSIONAL TURF PRODUCTS,	HYDRAULIC FLUID	6/2019	1453613-0	124.22
126827	99-2199	PROFESSIONAL TURF PRODUCTS,	SOLENOID FOR MOWER	6/2019	1453614-0	354.93
126829	99-2199	PROFESSIONAL TURF PRODUCTS,	PARTS FOR TORO MOWERS	6/2019	1453292-00	229.32
124260	99-4700	COX COMMUNICATIONS	MTHLY CABLE PAYMENT	6/2019	5/29/19 124260	57.98
126287	99-5278	R & R PRODUCTS, INC.	BALLS, BAGS & BUCKETS	6/2019	CD2349683	315.61
126290	99-5367	SOUTHSIDE MOWERS, INC.	CHAINSAWS/BLADE/BLOWER	6/2019	148331	1,881.50
126288	99-6314	FOUR C CO	FREIGHT CHARGES	6/2019	25089	350.00
FUND TOTAL:						5,241.83

FUND: 34 - LIBRARY

SUMMARY REPORT

123539	99-10095	RICOH USA, INC	WARRANTY-GENEOL PRINTER	6/2019	5056749667	149.34
126855	99-103	ONG	MONTHLY GAS/APRIL 2019	6/2019	APRIL 2019 126855	157.33
126301	99-10488	ADMIRAL EXPRESS LLC	OFFICE SUPPLIES	6/2019	2036400-0	691.24
126324	99-10592	WOOTEN PLUMBING & UTILITIES	CLOGGED DRAIN	6/2019	12874	714.00
126302	99-1589	DEMCO, INC.	SUPPLIES/BOOK CHECKOUT	6/2019	6605978	1,704.59
127028	99-2145	OTIS ELEVATOR COMPANY	ELEVATOR MAINTENANCE	6/2019	TT16682001	1,260.00
123540	99-7963	TAMMY YVONNE TALLEY	JANITORIAL SERVICES	6/2019	JUNE 2019 123540	345.00
123541	99-7963	TAMMY YVONNE TALLEY	JANITORIAL SERVICES	6/2019	JUNE 2019 123541	950.00
126323	99-8259	AIRCO SERVICE, INC.	CHANGE OVER SWITCH	6/2019	44589961	640.00
126315	99-9125	THE LIBRARY STORE, INC.	SECURITY STRIPS	6/2019	408621	706.10
FUND TOTAL:						7,317.60

FUND: 35 - PARKS & RECREATION

SUMMARY REPORT

126855	99-103	ONG	MONTHLY GAS/APRIL 2019	6/2019	APRIL 2019 126855	455.65
126663	99-1992	JOHN DEERE FINANCIAL ACCT#5	STOOLS FOR LITTER CONTROL	6/2019	N82616/2 5/14/19	205.96
124401	99-4269	CREEK COUNTY RURAL WTR #3	WATER BILL FOR RV PARK	6/2019	4/25-5/28/19	108.50
124402	99-4700	COX COMMUNICATIONS	CABLE SERVICE	6/2019	8801 5/29/19	39.52
125610	99-8434	FLEETCOR TECHNOLOGIES d/b/a	FUEL & OIL - MAY 2019	6/2019	MAY 2019 125610	146.03
123887	99-8545	TITAN COMMERCIAL SERVICES,	JANITORIAL SRVCS-PARK BAT	6/2019	JUNE 2019 123887	750.00
123894	99-9226	BREAN K FOWLER	WEBMASTER AGREEMENT	6/2019	SP672019	2,400.00
123881	99-9288	ADVANCE ALARMS, INC	SENIOR CENTER-ALARM MONIT	6/2019	1738269	25.00
123882	99-9288	ADVANCE ALARMS, INC	PARK MAINT BLDG-ALARM MON	6/2019	1738902	25.00
126808	99-9288	ADVANCE ALARMS, INC	SERVICE CALL	6/2019	1734170	190.00
126110	99-9382	OFFICE EXPRESS JANITORIAL	SJANITORIAL SERVICES	6/2019	0619 SENIOR	1,765.00
126111	99-9382	OFFICE EXPRESS JANITORIAL	SJANITORIAL SERVICES-BTW	6/2019	0619 REC	995.00
123879	99-9595	CAMPBELL WENDY	CONTRACT SRVCS-TRACK PROG	6/2019	5/24-6/7/19	345.00
FUND TOTAL:						7,450.66

FUND: 36 - SWIMMING POOL

SUMMARY REPORT

126804	99-10225	CARLTON E CLINE	SHAVE DOOR ADD THRESHOLD	6/2019	1439	300.00
126855	99-103	ONG	MONTHLY GAS/APRIL 2019	6/2019	APRIL 2019 126855	22.52
126264	99-7070	MO' PIZZA RESTAURANTS, LLC	PIZZA FOR CONCESSIONS	6/2019	530193	455.00
124000A	99-9288	ADVANCE ALARMS, INC	ALARM MONITORING	6/2019	1737984	25.00
FUND TOTAL:						802.52

## FUND: 38 - PARK DEVELOPMENT FUND

## SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
126011	99-10800	JOHNNY SHELTON	CONCRETE TRAIL & BRIDGE	6/2019	6/4/19 126011	18,104.00
FUND TOTAL:						18,104.00
FUND: 40 - FIRE CASH						SUMMARY REPORT
126729	99-6181	IFSTA-FIRE PROTECTION PUBLIFIREFIGHTER BOOKS		6/2019	130924	1,284.00
126730	99-7957	OKLAHOMA WHOLESALE OVERHEADMOTOR/OVERHEAD DOOR		6/2019	653	1,200.00
126489	99-8016	NORTHERN SAFETY COMPANY INFIRE FIGHTING HELMETS		6/2019	903482256	1,259.25
126493	99-8016	NORTHERN SAFETY COMPANY INLEATHER HELMET FRONTS		6/2019	903482256A	314.00
125814	99-9691	BAYSINGER POLICE SUPPLY INCBODY ARMOR		6/2019	1025425	646.75
FUND TOTAL:						4,704.00
FUND: 44 - MAJOR THOROFARE						SUMMARY REPORT
126171	99-10670	MANUEL OCTAVIO SALDIVAR	TREE REMOVAL	6/2019	6/6/19 126171	3,800.00
123852	99-3633	PUBLIC SERVICE COMPANY OF	OEXPRESSWAY LIGHTS	6/2019	959 5/28/19	602.68
122835	99-8909	DUNHAM'S ASPHALT SERVICE,	IPATCH	6/2019	252010	161.53
126684	99-9501	C & C CONSTRUCTION LLC	SINK HOLE REPAIR	6/2019	065	23,400.00
FUND TOTAL:						27,964.21
FUND: 45 - CAPITAL IMPROVEMENTS						SUMMARY REPORT
121403R	99-3881	FHC, INC. DBA TETRA TECH	FHENGINEERING SERVICES	6/2019	51449552	1,200.00
126142	99-8543	SUTTON TRACTOR	42 HP TRACTOR W/LOADER	6/2019	6057B	37,760.00
FUND TOTAL:						38,960.00
FUND: 46 - WATER & SEWER SALES TAX						SUMMARY REPORT
126855	99-103	ONG	MONTHLY GAS/APRIL 2019	6/2019	APRIL 2019 126855	143.34
126459	99-10560	CORE & MAIN LP	STOCK SUPPLIES	6/2019	K483480	2,240.00
126470	99-10560	CORE & MAIN LP	2" & 4" PIPE	6/2019	K603105	124.00
126464	99-1992	JOHN DEERE FINANCIAL ACCT#56'	TEE POST	6/2019	N80279/2 5/10/19	52.35
126532	99-2926	APAC CENTRAL, INC	GRAVEL "A" AGG BASE	6/2019	7001240668	2,318.18
123902	99-3321	CENTRAL TECH	MONTHLY CMOM CLASSES	6/2019	19-7223	420.00
126462	99-3806	ICM, INC.	BLADES FOR VAC TRUCK	6/2019	41000280	644.12
126525	99-3881	FHC, INC. DBA TETRA TECH	FHANNUAL CMOM AUDIT	6/2019	51449574	12,900.00
126526	99-3881	FHC, INC. DBA TETRA TECH	FHSEWER ATLAS UPDATES	6/2019	51451848A	5,250.00
126457	99-4743	B & M OIL COMPANY, INC.	15 W 40/55 GALLON OIL	6/2019	482087-IN	517.00
125610	99-8434	FLEETCOR TECHNOLOGIES d/b/a	FUEL & OIL - MAY 2019	6/2019	MAY 2019 125610	214.01
127150	99-8539	CROW BURLLNGAME COMPANY	TWO HYDRAULIC HOSES	6/2019	1060022008	159.41
127158	99-9572	YELLOWHOUSE MACHINERY CO	OFBACK WINDOW	6/2019	436604	295.31
FUND TOTAL:						25,277.72
FUND: 48 - WATER RESOURCE						SUMMARY REPORT
126459	99-10560	CORE & MAIN LP	STOCK SUPPLIES	6/2019	K483480	5,113.47
126458	99-5284	OKLAHOMA CONTRACTORS SUPPLY	FOUR 2" METERS	6/2019	354921-IN	3,200.00
FUND TOTAL:						8,313.47

FUND: 49 - SEWER EXT &amp; DEV FUND

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
123678R	99-3881	FHC, INC. DBA TETRA TECH	FHENGINEERING SERVICES	6/2019	51449549	7,700.00
123969B	99-3881	FHC, INC. DBA TETRA TECH	FHENGINEERING SERVICES	6/2019	51449550	55,000.00
FUND TOTAL:						62,700.00
FUND: 57 - E-911 FUND						SUMMARY REPORT
123813	99-4319	AT&T	MONTHLY E-911 CHARGES	6/2019	6/1/19 123813	236.90
FUND TOTAL:						236.90
FUND: 65 - STREET IMP.SALES TAX						SUMMARY REPORT
121396	99-7994	BANCFIRST	DEBT SERVICE PAYMENTS	6/2019	JUNE 2019 121396	52,677.29
FUND TOTAL:						52,677.29
FUND: 81 - G.O. BOND SINKING FUND						SUMMARY REPORT
124429	99-9620	UMB, CORPORATE TRUST DEPT.	DEBT SERVICE PAYMENTS	6/2019	657062	550.00
FUND TOTAL:						550.00
FUND: 83 - G.O.BOND CONSTR FUND						SUMMARY REPORT
123704R	99-3881	FHC, INC. DBA TETRA TECH	FHPROFESSIONAL SERVICES	6/2019	51449548	10,100.00
124278	99-8129	MSB CONSTRUCTION LLC	SEWER IMPROVEMENTS	6/2019	1804-10	34,028.90
FUND TOTAL:						44,128.90
GRAND TOTAL:						777,431.26

## G / L R E C A P

PERIOD	G/L	ACCOUNT	NAME	AMOUNT	TOTAL
6/2019	10	501-301	TRAINING & TRAVEL	223.70	
6/2019	10	501-311	PROFESSIONAL SERVICES	2,500.00	
6/2019	10	502-201	OFFICE SUPPLIES	38.64	
6/2019	10	502-301	TRAINING AND TRAVEL	468.00	
6/2019	10	503-201	OFFICE SUPPLIES	23.96	
6/2019	10	504-311	PROFESSIONAL SERVICES	930.00	
6/2019	10	504-402	FURNITURE	3,371.98	
6/2019	10	504-407	BOOKS	549.26	
6/2019	10	506-201	OFFICE SUPPLIES	12.40	
6/2019	10	508-301	TRAINING AND TRAVEL	4.15	
6/2019	10	508-315	FEES & OTHER CHARGES	25.00	
6/2019	10	508-331	UTILITIES	142.42	
6/2019	10	509-312	ADVERTISING	291.10	
6/2019	10	511-201	OFFICE SUPPLIES	72.39	
6/2019	10	511-211	JANITORIAL SUPPLIES	170.91	
6/2019	10	511-212	CHEMICALS	1,420.00	
6/2019	10	511-214E	EMS SUPPLIES	150.00	
6/2019	10	511-221	FUEL AND OIL	745.90	
6/2019	10	511-241	SAFETY EQUIPMENT	78.50	
6/2019	10	511-301	TRAINING AND TRAVEL	846.30	
6/2019	10	511-311	PROFESSIONAL SERVICES	3,988.41	
6/2019	10	511-331	UTILITIES	875.40	
6/2019	10	511-332	COMMUNICATIONS	400.10	
6/2019	10	511-351	MAINTENANCE-EQUIPMENT	3,543.39	
6/2019	10	511-352	MAINTENANCE-VEHICLES	2,437.93	
6/2019	10	511-353	MAINT-BUILDINGS & FIXTURE	201.97	
6/2019	10	511-505	LEASE PAYMENTS	150.00	
6/2019	10	512-141	CONTRACT LABOR	3,240.00	
6/2019	10	512-202	POSTAGE	13.49	
6/2019	10	512-214	OPERATIONAL SUPPLIES	2,467.96	
6/2019	10	512-221	FUEL AND OIL	44.90	
6/2019	10	512-301	TRAINING AND TRAVEL	336.00	
6/2019	10	512-314	UNIFORM CLEANING	2,142.00	
6/2019	10	512-321	PRISONER CARE	633.56	
6/2019	10	512-331	UTILITIES	248.35	
6/2019	10	512-351	MAINTENANCE-EQUIPMENT	568.00	
6/2019	10	512-352	MAINTENANCE-VEHICLES	1,427.40	
6/2019	10	512-353	MAINTENANCE-BUILDINGS	393.00	
6/2019	10	513-331	UTILITIES	193.09	
6/2019	10	514-351	MAINTENANCE-EQUIPMENT	588.00	
6/2019	10	517-332	COMMUNICATION	40.01	
6/2019	10	518-352	EQUIPMENT-VEHICLES	293.70	
6/2019	10	590-141	CONTRACT LABOR	4,835.00	
6/2019	10	590-202	POSTAGE	1,454.00	

## G / L R E C A P

PERIOD	G/L	ACCOUNT	NAME	AMOUNT	TOTAL
6/2019	10	590-315	FEES & OTHER CHARGES	500.00	
6/2019	10	590-331	UTILITIES	69.26	
6/2019	10	590-332	COMMUNICATIONS	7,475.27	
6/2019	10	590-341	RENTAL OF EQUIPMENT	254.29	
6/2019	10	590-351	MAINTENANCE-EQUIPMENT	360.00	
6/2019	10	590-353	MAINT-BUILDING & FIXTURES	216.72	
6/2019	10	590-505	LEASE PAYMENTS	2,327.00	
6/2019	10	591-390	CONTINGENCY FOR EXP NOT BUDGET	1,480.00	55,262.81
6/2019	20	523-201	OFFICE SUPPLIES	118.87	
6/2019	20	523-221	FUEL AND OIL	14.45	
6/2019	20	523-231	MINOR TOOLS	302.88	
6/2019	20	523-241	SAFETY SUPPLIES	57.60	
6/2019	20	523-311	PROFESSIONAL SERVICES	256.11	
6/2019	20	523-352	MAINTENANCE-VEHICLES	172.03	
6/2019	20	524-221	FUEL & OIL	117.14	
6/2019	20	524-301	TRAINING AND TRAVEL	42.00	
6/2019	20	524-311	PROFESSIONAL SERVICES	350.00	
6/2019	20	524-315B	FEES & OTHR CHGS-SKIATOOK	11,841.03	
6/2019	20	524-322	WATER PURCHASE	235.96	
6/2019	20	524-331	UTILITIES	7,548.41	
6/2019	20	524-341	RENTAL OF EQUIPMENT	43.20	
6/2019	20	524-351	MAINTENANCE-EQUIPMENT	861.12	
6/2019	20	524-354	MAINTENANCE-FACILITIES	1,907.99	
6/2019	20	525-211	JANITORIAL SUPPLIES	140.24	
6/2019	20	525-214-.01	OPERATING SUPPLIES-LAB	1,177.87	
6/2019	20	525-221	FUEL & OIL	114.01	
6/2019	20	525-260	MINOR EQUIPMENT & FURNISHINGS	69.99	
6/2019	20	525-311D	PROF SERVICES-TESTING	2,160.00	
6/2019	20	525-325	SEWAGE DISPOSAL FEE	462.15	
6/2019	20	525-331	UTILITIES	296.17	
6/2019	20	525-341	RENTAL OF EQUIPMENT	18.85	
6/2019	20	525-345	DISPOSAL OF SLUDGE	1,122.97	
6/2019	20	525-351	MAINTENANCE-EQUIPMENT	1,239.96	
6/2019	20	525-352	MAINT-VEHICLES	143.50	
6/2019	20	525-354	MAINTENANCE-FACILITIES	330.00	
6/2019	20	527-315B	FEES & OTH CHG-HAULING	262.31	
6/2019	20	528-311D	PROFESSIONAL SERV - TESTING	980.00	
6/2019	20	590-141	CONTRACT LABOR	4,835.00	
6/2019	20	590-331	UTILITIES	69.25	
6/2019	20	590-341	RENTAL OF EQUIPMENT	254.30	
6/2019	20	590-353	BUILDING MAINTENANCE	216.72	
6/2019	20	590-501F	BOND EXP - SERIES 2012	135,854.16	
6/2019	20	590-501G	REVENUE BOND EXP - SERIES 2013	204,776.24	
6/2019	20	590-502	REVENUE BOND TRUSTEE FEES	1,104.17	

## G / L R E C A P

PERIOD	G/L	ACCOUNT	NAME	AMOUNT	TOTAL
6/2019	20	591-390	CONTINGENCY NOT BUDGETED	28,438.49	407,935.14
6/2019	29	529-221	FUEL & OIL	208.51	
6/2019	29	529-331	UTILITIES	193.09	
6/2019	29	529-351	MAINTENANCE-EQUIPMENT	13.58	415.18
6/2019	30	530-231	MINOR TOOLS	138.86	
6/2019	30	530-301	TRAINING AND TRAVEL	56.50	
6/2019	30	530-331	UTILITIES	142.23	
6/2019	30	530-351	MAINTENANCE-EQUIPMENT	541.03	
6/2019	30	530-352	MAINTENANCE-VEHICLES	229.81	1,108.43
6/2019	31	531-141	CONTRACT LABOR	4,705.63	
6/2019	31	531-211	JANITORIAL SUPPLIES	211.16	
6/2019	31	531-221	FUEL & OIL	18.00	
6/2019	31	531-231	MINOR TOOLS	399.38	
6/2019	31	531-260	MINOR EQUIPMENT & FURNISHINGS	502.00	
6/2019	31	531-314	UNIFORM CLEANING	448.11	
6/2019	31	531-331	UTILITIES	141.68	
6/2019	31	531-341	RENTAL OF EQUIPMENT	190.00	
6/2019	31	531-351	MAINTENANCE-EQUIPMENT	344.43	
6/2019	31	531-352	MAINTENANCE-VEHICLES	244.21	7,204.60
6/2019	32	532-141	CONTRACT LABOR	750.00	
6/2019	32	532-142	PERMIT SALES COMMISSION	326.00	1,076.00
6/2019	33	533-215	PRO SHOP SUPPLIES	665.61	
6/2019	33	533-221	FUEL & OIL	124.22	
6/2019	33	533-331	UTILITIES	254.64	
6/2019	33	533-351	MAINTENANCE-EQUIPMENT	2,132.88	
6/2019	33	533-354	MAINTENANCE-FACILITIES	2,064.48	5,241.83
6/2019	34	534-141	CONTRACT LABOR	1,295.00	
6/2019	34	534-201	OFFICE SUPPLIES	3,101.93	
6/2019	34	534-302	DUES AND SUBSCRIPTIONS	149.34	
6/2019	34	534-331	UTILITIES	157.33	
6/2019	34	534-353	MAINT/BUILDINGS	2,614.00	7,317.60
6/2019	35	535-141	CONTRACT LABOR	6,255.00	
6/2019	35	535-221	FUEL AND OIL	146.03	
6/2019	35	535-311	PROFESSIONAL SERVICES	50.00	
6/2019	35	535-331	UTILITIES	564.15	
6/2019	35	535-332	COMMUNICATIONS	39.52	
6/2019	35	535-353	MAINT-BUILDINGS/FIXTURES	205.96	
6/2019	35	535-405	FACILITIES	190.00	



## G / L R E C A P

PERIOD	G/L	ACCOUNT	NAME	AMOUNT	TOTAL
					7,450.66
6/2019	36	536-213	CONCESSION SUPPLIES	455.00	
6/2019	36	536-311	PROF SERVICES	25.00	
6/2019	36	536-331	UTILITIES	22.52	
6/2019	36	536-353	MAINT-BUILDINGS/FIXTURES	300.00	802.52
6/2019	38	538-405	FACILITIES	18,104.00	18,104.00
6/2019	40	540-401	EQUIPMENT	2,220.00	
6/2019	40	540-404	BUILDING AND FIXTURES	1,200.00	
6/2019	40	540-407	BOOKS	1,284.00	4,704.00
6/2019	44	544-331	UTILITIES	602.68	
6/2019	44	544-354	MAINTENANCE-FACILITIES	3,961.53	
6/2019	44	544-390	CONTINGENCY	23,400.00	27,964.21
6/2019	45	533-401	EQUIPMENT	37,760.00	
6/2019	45	546-311B	PROF SVCS-ENG - CA, RPR, & INS	1,200.00	38,960.00
6/2019	46	1699	INVENTORY PURCHASED	345.00	
6/2019	46	546-221	FUEL AND OIL	731.01	
6/2019	46	546-301	TRAINING AND TRAVEL	420.00	
6/2019	46	546-311	PROFESSIONAL SERVICES	18,150.00	
6/2019	46	546-331	UTILITIES	143.34	
6/2019	46	546-351	MAINTENANCE-EQUIPMENT	1,098.84	
6/2019	46	546-354	MAINTENANCE-FACILITIES	4,389.53	25,277.72
6/2019	48	1699	INVENTORY PURCHASED	8,313.47	8,313.47
6/2019	49	525-311	PROFESSIONAL SERVICES	55,000.00	
6/2019	49	526-311	PROFESSIONAL SERVICES	7,700.00	62,700.00
6/2019	57	557-315-.01	FEES & OTHER CHARGES-WIRELESS	236.90	236.90
6/2019	65	565-501	BOND EXP -SERIES 2004/2014	39,166.66	
6/2019	65	565-501I	2004/2014 DEBT SERVICE - INT	13,177.30	
6/2019	65	565-502	REVENUE BOND TRUSTEE FEES	333.33	52,677.29
6/2019	81	581-502	FISCAL AGENT FEES	550.00	550.00
6/2019	83	571-311B	PROF SVCS-ENG (C.A. & INSP)	10,100.00	
6/2019	83	571-405B	FACILITIES - CONTRACT	34,028.90	44,128.90
			GRAND TOTAL ESTIMATE:		0.00
			GRAND TOTAL ACTUAL:		777,431.26
			REPORT TOTAL:		777,431.26



**AGENDA ITEM**

**Administration 10.A.**

**City Council Regular**

**Meeting Date:** June 17, 2019

**Submitted By:** Becky McGinnis, HR Director

**Department:** Human Resources

**Presented By:** Becky McGinnis

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**SUBJECT:**

Discussion and possible action regarding the Workers' Compensation Insurance Renewal with Oklahoma Municipal Assurance Group (OMAG), effective July 1, 2019, through June 30, 2020, in the amount of \$496,086.00.

**BACKGROUND:**

We received the direct bill invoice for our 2019-2020 Workers' compensation premium of \$496,086.00. This represents a 3.4% or \$16,843.00 increase over the previous policy year.

**RECOMMENDATION:**

Staff recommends that the Mayor and City Councilors approve the City's participation in the Workers' Compensation Plan offered by OMAG and authorize the Mayor to sign the necessary documents.

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**Fiscal Impact**

**Amount:** \$496,086.00

**To be paid from:** various accounts

**Account number:**

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**Attachments**

WC Invoice

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# AGGREGATE DEDUCTIBLE PLAN INVOICE

Mail Payment to:

**OMAG**  
**3650 S. Boulevard**  
**Edmond, Ok 73013-5581**

TO: MS. BECKY MCGINNIS  
CITY OF SAPULPA  
P.O. BOX 1130  
SAPULPA OK 74067-1130

June 3, 2019

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Premium for the Participation in the OMAG Workers' Compensation Plan for the period of July 1, 2019 to July 1, 2020	\$496,086.00
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AMOUNT DUE	\$496,086.00
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**This Payment is due by July 1, 2019**

**Mail payment to address shown above.**

NOTE: Unless a due date is stated above, this invoice is due and payable on or before the first day of the agreement period.

OMAG is an Interlocal Cooperation Act Agency of Cities and Towns Providing:  
Municipal Liability Protection Plan - Municipal Property Plan - Workers' Compensation Plan



**AGENDA ITEM**

**Administration 10.B.**

**City Council Regular**

**Meeting Date:** June 17, 2019

**Submitted By:** Pam Vann, Finance Director

**Department:** Finance

**Presented By:** Pam Vann

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**SUBJECT:**

Discussion and possible action regarding a Consulting and Advisory Services Engagement with Crawford and Associates, P.C. in connection with the preparation of the 2019 annual financial statements.

**BACKGROUND:**

Crawford and Associates offer a full range of accounting and consulting services which will be billed based on standard hourly rates as outlined in the proposal. Crawford and Associates have the state and local governmental expertise needed to prepare the City's financial statements in accordance with generally accepted accounting principles. Appropriations in the FY 2019-2020 budget for these services are \$56,000.00.

**RECOMMENDATION:**

Staff recommends approval of the engagement.

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**Fiscal Impact**

**Amount:** \$56,000.00

**To be paid from:** General Fund-Finance Department

**Account number:** 10-509-311

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**Attachments**

FY 2018-2019 Consulting Engagement Letter

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March 1, 2019

Honorable Mayor and Members of the City Council  
City of Sapulpa  
PO Box 1130  
Sapulpa, OK 74067-1130

To the Honorable Mayor and Members of the City Council:

Crawford & Associates, P.C. is pleased that the City of Sapulpa (the City) continues to express its confidence in our firm and our state and local government expertise. We look forward to a continued long and successful relationship as an integral financial management resource to the City of Sapulpa management and governing body.

We are prepared to provide a full range of accounting and consulting services to the City of Sapulpa contingent upon approval of your management and/or governing body. The purpose of this engagement letter is to identify the scope of available services from Crawford & Associates, the specific initial services requested at this time, and to confirm the terms, objectives, and limitations of our engagement services.

### Scope of Services

The scope of professional services that are available and can be provided to the City of Sapulpa are outlined below under the heading *Scope of Available Services*. While this listing includes a range of services available from Crawford & Associates, the specific initial services requested to be provided at the current time are separately identified under the heading *Initial Services Requested*. Any additional services that are available from Crawford & Associates beyond these initially requested services can be provided upon subsequent specific request and agreement.

#### Scope of Available Services

- Preparation of Annual Financial Statements
- General Accounting and Advisory Assistance
- Budget Preparation and Amendment Assistance
- Capital Asset Records and Accounting Assistance
- Information Technology System Assistance
- Internal Control Policies and Procedures Assistance
- Labor Relations Consulting
- Laws and Regulations Compliance Assistance
- Investigation of Allegations or Concerns
- Tax and Other Regulatory Report Assistance

#### Initial Services Requested

- Preparation of Annual Financial Statements
- General Accounting and Advisory Assistance

### **Services Related to the Preparation of Annual Financial Statements**

You have requested that we prepare the annual financial statements of the financial reporting entity of the City of Sapulpa, Oklahoma as of and for the year ended June 30, 2019. Such financial statements will include:

- a. Basic Financial Statements, including notes to the financial statements
- b. Required Supplementary Information
- c. Supplementary Information (to the extent management elects to include)
- d. Other Information (to the extent management elects to include)

### *Crawford & Associates' Responsibilities*

The objective of our engagement is to prepare the annual financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by you. We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARs) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion or provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

### *Management Responsibilities*

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your financial statements in accordance with SSARs:

- a. The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements
- b. The prevention and detection of fraud
- c. To ensure that the entity complies with the laws and regulations applicable to its activities
- d. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare financial statements

e. To provide us with:

- i. Documentation, and other related information that is relevant to the preparation and presentation of the financial statements,
- ii. Additional information that may be requested for the purpose of the preparation of the financial statements, and
- iii. Unrestricted access to persons within the City of Sapulpa, Oklahoma, of whom we determine necessary to communicate.

The financial statements will not be accompanied by a report. However, you agree that the financial statements will clearly indicate that no assurance is provided on them.

### **Other Requested and Available Services**

In conjunction with the other requested and available services (other than the preparation of the annual financial statements) as identified in the Scope of Services section of this letter, Crawford & Associates will be responsible for providing such services upon request in accordance with the applicable professional standards of the AICPA. It is anticipated that most if not all of these other services will be performed in accordance with the standards applicable to consulting services as prescribed by the AICPA.

Crawford & Associates, is not obligated to, but may report or otherwise communicate to management any recommendations, it determines necessary, resulting from the professional services provided.

Management and the governing body will be responsible for establishing the scope of our other professional services to be provided and for providing the necessary resources allocated to the work; such responsibility includes determining the nature, scope, and extent of the services to be performed, providing sufficient appropriation for the estimated cost of these services, providing overall direction and oversight for each service, and reviewing and accepting the results of the work.

### **Access to Working Papers and Reports**

Any working papers prepared by Crawford & Associates in connection with performing the financial statement preparation and other professional services are the property of Crawford & Associates. Upon request, copies of any or all working papers and reports that we consider to be nonproprietary will be provided to management. Management may make such copies available to its external auditors and to certain regulators in the exercise of their statutory oversight responsibilities. Such copies may not be made available to any other third party without the prior written consent from Crawford & Associates.

### **Fees and Costs**

Fees and out-of-pocket expenses for this engagement will be billed as the work progresses and payable upon receipt of our invoices. Out-of-pocket expenses include such costs incurred by Crawford & Associates in providing the services including travel, lodging, telecommunications, printing, document reproduction, and the like. Our fees for these services will be billed at our standard hourly rates, as follows, for the individual performing such services based on the actual number of hours of work, including travel time, performed by that individual.

Standard Hourly Rates:

- Firm President \$250
- Shareholders \$165
- Consulting Senior Managers \$150
- Consulting Managers \$125
- Consulting Staff \$110
- Clerical Staff \$45

Because Crawford & Associates has no direct control over the type and amount of services requested by the management or the governing body during the term of this engagement, nor does Crawford & Associates have direct control over the quality of your accounting system or records, potential turnover of your staff, or your staffing levels, resources, or capabilities, it is impractical for us to provide an accurate amount of hours that will be required for the services requested or a not-to-exceed limit on fees and expenses charged. We will rely on you to provide us with a copy of approved purchase orders, containing estimated fees and expenses, monitor the cumulative fees and expenses charged, and notify us if and when the cumulative amount approaches the total appropriated level estimated. You also agree to provide sufficient appropriation for all services requested prior to the services being performed. For purposes of purchase order preparation, we will be glad to provide you with an estimated range of fees and expenses upon request.

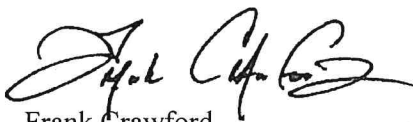
The term of this engagement is a period from July 1, 2019 through June 30, 2020. Crawford & Associates may perform additional services upon receipt of a formal request from management or the governing body with terms and conditions that are acceptable to both parties.

The agreements and undertakings contained in this engagement letter, shall survive the completion or termination of this engagement.

**Acceptance**

Please indicate your acceptance of this agreement by signing in the space provided below and returning this engagement letter to us. A duplicate copy of this engagement letter is provided for your records. We look forward to continuing our professional relationship with the City of Sapulpa.

Respectfully submitted and agreed to by,



Frank Crawford  
Crawford and Associates, P.C.



**Accepted and agreed to for the City of Sapulpa:**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**AGENDA ITEM**

**Administration 10.C.**

**City Council Regular**

**Meeting Date:** June 17, 2019

**Submitted By:** Pam Vann, Finance Director

**Department:** Finance

**Presented By:** Pam Vann

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**SUBJECT:**

Discussion and possible action regarding a FY 2019 Single Audit Engagement Letter with Arledge & Associates, P.C. in the amount of \$32,900.00 for services in connection with the FY 2018-2019 Annual Audit.

**BACKGROUND:**

Arledge & Associates has submitted an engagement letter for the FY 2018-2019 audit services for a total amount of \$32,900.00. Appropriations in the amount of \$33,000.00 were included in the FY 2019-2020 budget for these services.

**RECOMMENDATION:**

Staff recommends approval of the engagement.

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**Fiscal Impact**

**Amount:** \$32,900.00

**To be paid from:** General Fund-Finance Department

**Account number:** 10-509-311

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**Attachments**

FY 2019 Single Audit Engagement Letter

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## FY-2019 SINGLE AUDIT ENGAGEMENT LETTER

June 11, 2019

To the Honorable Mayor and Members of the City Council

We are pleased to confirm our understanding of the services we are to provide the City of Sapulpa, Oklahoma (the "City") for the year ended June 30, 2019. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the City as of and for the year ended June 30, 2019. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis;
- 2) Budgetary Comparison Schedules;
- 3) Pension Plan Funding Schedules; and
- 4) Schedule of OPEB Funding.

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a separate written report accompanying our auditor's report on the financial statements:

- 1) Combining Schedules; and
- 2) Schedule of Debt Service Coverage Requirement.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information:

- 1) Introductory and Statistical Section.

## **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to Mayor and City Council of the City of Sapulpa, Oklahoma. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

## **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material

misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City's major programs. The purpose of these procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

## **Other Services**

We will also assist in preparing the schedule of expenditures of federal awards and related notes of the City in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the schedule of expenditures of federal awards and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

## **Management Responsibilities**

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including

notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the schedule of expenditures of federal awards and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the schedule of expenditures of federal awards and related notes and that you have reviewed and approved the schedule of expenditures of federal awards and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the Mayor and City Council of the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation,

or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Arledge & Associates, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State Auditor and Inspector or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Arledge & Associates, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the State Auditor and Inspector. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

LaDonna Sinning, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be \$32,900. This fixed price includes an electronic pdf copy of the report for distribution to your board members and others and 1 bound copy. Additional bound copies are available for \$.50 per page. This fee includes our miscellaneous charges, such as travel and meals. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. The fee is also based on the assistance of Crawford & Associates, P.C. in preparing the City's financial statements. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Our fee includes Single Audit services, as described above, for two major programs. Should the number of major programs identified increase and/or the mix in CFDA numbers change in such a way as to require further work, the audit will be subject to an additional price negotiation, including an Addendum to the Engagement Letter and agreed upon payment terms, before the additional services are performed.

Because our Engagement Letter provides ongoing access to the accounting and business advice you need on a fixed-price basis, you are not inhibited from seeking timely advice from us. While the fixed price entitles you to unlimited consultation with us, if your questions or issues require additional research and analysis beyond consultation, that work will be subject to an additional price negotiation before the service is to be performed, an Addendum to the Engagement Letter will be issued before delivery of the additional service is to be performed, with payment terms agreed to in advance. By virtue of signing this document, you have indicated that your reporting entity has been appropriately defined, all trial balances will be reasonably adjusted, your key accounts will be reconciled, unusual transactions, significant financial estimates and disclosures have been communicated to us prior to the date at the top of this letter. Also, you have indicated that the entity has competent personnel in key financial positions and there has been no turnover in the accounting/finance department. If we find that the facts are different for any of the preceding assumptions, we will negotiate an Addendum to the Engagement Letter and negotiate a new engagement fee before we issue our final report.

To the extent that you utilize outside consultants to supplement your accounting and finance department and produce various schedules and reports, please note that by virtue of signing this document you have indicated that their work will be timely and reliable. Should we find that their work is other than timely and/or reliable, we will



negotiate an Addendum to the Engagement Letter and determine a new engagement fee and payment arrangement before we issue our final report.

**Cost of Consequential Damages**

Any liability of Arledge & Associates, P.C. and its personnel to the City is limited to the amount of the annual fee the City paid for this external audit engagement as liquidated damages.

The City agrees that any dispute regarding this engagement will, prior to resorting to litigation, be submitted to mediation upon request by either party. Both parties agree to try in good faith to settle the dispute in mediation. The American Arbitration Association will administer any such mediation in accordance with its Commercial Mediation Rules. The results of the mediation proceeding shall be binding only if both Arledge & Associates, P.C. and the City agree to be bound. Arledge & Associates, P.C. and the City will share any cost of mediation equally.

We appreciate the opportunity to be of service to the City of Sapulpa, Oklahoma and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,



Arledge & Associates, P.C.

**RESPONSE:**

This letter correctly sets forth the understanding of the City of Sapulpa, Oklahoma.

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## AGENDA ITEM

Administration 10.D.

### City Council Regular

**Meeting Date:** June 17, 2019

**Submitted For:** David Widdoes, City Attorney

**Submitted By:** Amy Hoehner, Legal Assistant

**Department:** Legal

**Presented By:** David Widdoes

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### SUBJECT:

Discussion and possible action regarding an Ordinance of the City of Sapulpa, Oklahoma, Amending the Master Fee Schedule to the Sapulpa City Code, Appendix A, Section 17.17-222 by Providing for Amended Sewer Rates; Repealing All Ordinances or Parts of Ordinances in Conflict with this Ordinance; and Providing That If Any Part or Parts of this Ordinance Are Held Invalid or Ineffective, the Remaining Portions Shall Not Be Affected; Providing an Effective Date and Declaring an Emergency.

### BACKGROUND:

This item was discussed in the last Administration and Finance committee meeting and follows presentation of the proposed FY 2019-20 budget. During compilation of the last year's budget (FY 18/19) the City Council discussed the need to implement a one-dollar (\$1.00) increase on sewer usage rates by providing for a twenty-cent increase each year over the next 5 years. On June 4, 2018, the Council adopted Ordinance No. 2796, which added the first year's twenty cent increase. The proposed Ordinance provides for the second year's increase of twenty cents and authorizes this same level increase over the next three years to realize the one dollar threshold as previously discussed.

### RECOMMENDATION:

Staff recommends Council approve the Ordinance and authorize the Mayor to execute same.

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### Attachments

Ordinance

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ORDINANCE NUMBER \_\_\_\_\_

AN ORDINANCE OF THE CITY OF SAPULPA, OKLAHOMA, AMENDING THE MASTER FEE SCHEDULE TO THE SAPULPA CITY CODE, APPENDIX A, SECTION 17.17-222 BY PROVIDING FOR AMENDED SEWER RATES; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT WITH THIS ORDINANCE; AND PROVIDING THAT IF ANY PART OR PARTS OF THIS ORDINANCE ARE HELD INVALID OR INEFFECTIVE, THE REMAINING PORTIONS SHALL NOT BE AFFECTED; PROVIDING AN EFFECTIVE DATE AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE CITY COUNCIL, CITY OF SAPULPA, OKLAHOMA:

**Section 1.** The Sapulpa City Code, Appendix A, Section 17.17-222, is amended to read in its entirety, as follows:

SECTION 17.17-222 SEWAGE DISPOSAL CHARGES.

The fees referenced in Section 17-222 are as follows:

Residential users inside city limits within Creek County:

\$19.77 minimum per month, plus \$2.95\*\* per thousand gallons of water use.

Residential users outside city limits within Creek County:

\$39.53 minimum per month, plus \$5.46\*\* per thousand gallons of water use.

Commercial users inside city limits within Creek County:

\$39.53 minimum per month, plus \$2.95\*\* per thousand gallons of water use.

Commercial users outside city limits within Creek County:

\$79.10 minimum per month, plus \$5.46\*\* per thousand gallons of water use up to 500,000; then \$2.88\*\* per thousand gallons over 500,000 gallons of water use.

Residential and Commercial users inside city limits within Tulsa County:

\$69.76 minimum per month, plus \$8.76\*\* per thousand gallons of water use.

Sewage district treatment rates:

\$3.70\*\* per thousand gallons.

**\*\* These usage rate amounts shall each increase by \$0.20 annually in FY 20/21, FY 21/22, and FY 22/23"**

**Section 2.** All ordinances, or parts of ordinances, in conflict with this ordinance are repealed to the extent of conflict only.

**Section 3.** If any part or parts of this ordinance are held invalid or ineffective, the remaining portions shall not be affected but remain in full force and effect.

**Section 4.** Effective Date. The rates reflected in this ordinance shall be in effect from and after July 1, 2019.

**Section 5. EMERGENCY.** Being immediately necessary that the provisions of this ordinance be put into full force and effect for the preservation of the public peace, health and safety of the City of Sapulpa, Oklahoma, an emergency is hereby declared to exist and this ordinance shall be in full force and effect after its passage, approval and publication as required by law.

PASSED AND APPROVED in regular session this \_\_\_\_ day of \_\_\_\_\_ 2019 with emergency clause voted on separately.

\_\_\_\_\_  
Reg Green, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Shirley Burzio, City Clerk

\_\_\_\_\_  
David R. Widdoes, City Attorney



**AGENDA ITEM**

**Administration 10.E.**

**City Council Regular**

**Meeting Date:** June 17, 2019

**Submitted By:** Pam Vann, Finance Director

**Department:** Finance

**Presented By:** Pam Vann

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**SUBJECT:**

Discussion and possible action regarding a Resolution of the City Council of the City of Sapulpa, Oklahoma, adopting and appending a budget for the City of Sapulpa, Oklahoma, ratifying and thereby adopting the Sapulpa Municipal Authority Budget, the Sapulpa Development Authority Budget, and adopting all other funds as required by statute or ordinance for the year beginning July 1, 2019, and ending June 30, 2020.

**BACKGROUND:**

The Administration and Finance Committee met May 30, 2019, and discussed the budget as proposed. The proposed budget was presented to Council and was discussed at the June 3, 2019, study session. The budget is balanced and does meet the requirement of the City of Sapulpa for the proper and sustained operations of the City, Authorities, and related funds.

**RECOMMENDATION:**

Staff recommends that the Mayor and City Councilors adopt the Resolution.

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**Attachments**

FY 2019-2020 Budget Resolution

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**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAPULPA, OKLAHOMA, ADOPTING AND APPENDING A BUDGET FOR THE CITY OF SAPULPA, OKLAHOMA, RATIFYING AND THEREBY ADOPTING THE SAPULPA MUNICIPAL AUTHORITY BUDGET, THE SAPULPA DEVELOPMENT AUTHORITY BUDGET, AND ADOPTING ALL OTHER FUNDS AS REQUIRED BY STATUTE OR ORDINANCE FOR THE YEAR BEGINNING JULY 1, 2019, AND ENDING JUNE 30, 2020.**

**WHEREAS**, a budget for the fiscal year beginning July 1, 2019, and ending June 30, 2020, has been prepared by the City Manager; and

**WHEREAS**, said budget has been presented by the City Manager in compliance with the Sapulpa City Charter and Oklahoma Municipal Budget Act (the Act); and

**WHEREAS**, a public notice of a public hearing upon this budget has been duly and legally published as provided for in the City Charter and pursuant to the Oklahoma Municipal Budget Act; and

**WHEREAS**, this proposed budget has been filed with the City Clerk and the budget, upon adoption, will be filed with the State Auditor and Inspector and the Sinking Fund Estimate of Needs will be filed with the County Excise Board; and

**WHEREAS**, the provisions of the Municipal Budget Act (Section 17-201 through 17-216 of Title 11) of the Oklahoma Statutes have previously been adopted by resolution; and

**WHEREAS**, Section 17-209 A of the Act requires the Annual Budget to be adopted by the governing body no later than seven (7) days prior to the beginning of the fiscal year; and

**WHEREAS**, the accompanying Annual Budget documents set forth the estimated revenues and appropriations for each fund of the City of Sapulpa, the Sapulpa Municipal Authority, and the Sapulpa Development Authority including all related funds and the revenues and expenditures of each fund and any departments contained therein are classified by object code source of revenues and expenditures as required by Section 17-213 of the Act; and

**WHEREAS**, the budget complies with Section 17-206 of the Act by including the following:

- Budget Message

- Actual revenues and expenditures for the immediate prior fiscal year
- Revenues and expenditures for the current fiscal year as shown by the budget for the current year as adopted or amended
- Estimate of revenues and expenditures for the budget year; and

**WHEREAS**, in accordance with Section 17-215 B of the Act, the City of Sapulpa Councilors has determined that expenditures and encumbrances may not be authorized that exceed the legal level of control by account category and that the transfer authority vested with the City Manager is limited as prescribed in (A) below.

- A. The City Manager or the Chief Financial Officer may transfer any unexpended and unencumbered appropriation or any portion thereof from one line item to another, one object category to another within a department, or one department to another within a fund without further approval by the Mayor and the City Council or the Chairman and Board of Trustees except that no appropriation for debt service or other appropriation required by law or ordinance may be reduced below the minimums required. Said budget transfer amendments are allowed provided the sufficient justification is submitted, and the City Manager has approved.
- B. Amendments involving interfund transfers, supplemental amendments to account for unanticipated revenues and corresponding increases in appropriations, and amendments to decrease appropriations and corresponding revenues shall be adopted by Resolution at a meeting of the Mayor and City Council and filed with the State Auditor and Inspector.

**WHEREAS**, the Mayor and City Council authorize the Chief Financial officer to invest the City's funds as provided in Oklahoma Statutes, Title 62, Section 348.1; and

**WHEREAS**, after full and final consideration, the public hearing as required by Section 17-208 of the Act has been held on said budget and it is in the opinion of the Mayor and City Council that this budget, as filed, is balanced and does meet the requirements of the City of Sapulpa for the proper and sustained operations of the City, Authority and related funds, and should be approved as presented.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAPULPA, OKLAHOMA, THAT:**

**Section 1.** The Budget Summary, Fund Summaries and departmental expenditures as shown by the object code classifications totals be adopted as the FY 19/20 Operating Budget of the City of Sapulpa and, further that the City, as beneficiary of the Sapulpa Municipal Authority and the Sapulpa Development Authority, ratifies and thereby adopts the Trust Budgets for all Enterprise Funds.

**Section 2.** That the City Treasurer is authorized to invest any funds not needed for current use, whether operating funds or bond funds, in accordance with Oklahoma Statutes, Title 62, Section 348.1

**Section 3.** All appropriations shall lapse at the end of the fiscal year.

**DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF SAPULPA, OKLAHOMA, BY A VOTE OF \_\_\_\_\_ TO \_\_\_\_\_ ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019.**

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Reg Green, Mayor

\_\_\_\_\_  
Shirley Burzio, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
David Widdoes, City Attorney





**AGENDA ITEM**

**Administration 10.F.**

**City Council Regular**

**Meeting Date:** June 17, 2019

**Submitted By:** Pam Vann, Finance Director

**Department:** Finance

**Presented By:** Pam Vann

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**SUBJECT:**

Discussion and possible action regarding a Resolution of the City of Sapulpa, Oklahoma, amending the FY 2018-2019 General Fund budget by increasing appropriations in the amount of \$76,000.00 to provide funding for debris removal at City park locations in response to the May 26th tornado damage.

**BACKGROUND:**

The City park system had significant tree damage caused by the May 26, 2019, tornado. The debris is posing a health hazard in the parks and needs to be removed as soon as possible. This removal is estimated to cost \$76,000.00. There are no funds appropriated to be used for this expense thus a supplemental appropriation is needed. The City should receive partial reimbursement for this cost from FEMA and the State; however, these funds will not be received until after the end of the current fiscal year.

**RECOMMENDATION:**

Staff recommends approval of the resolution.

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**Attachments**

General Fund Reserve Budget Resolution 061719

General Fund Reserve Budget Adjustment 061719

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RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY OF SAPULPA, OKLAHOMA, AMENDING THE FY 2018-2019 GENERAL FUND BUDGET BY INCREASING APPROPRIATIONS IN THE AMOUNT OF \$76,000.00 TO PROVIDE FUNDING FOR DEBRIS REMOVAL AT CITY PARK LOCATIONS IN RESPONSE TO THE MAY 26<sup>TH</sup> TORNADO DAMAGE.

**WHEREAS**, the Sapulpa Park system had significant tree damaged caused by the May 26<sup>th</sup> tornado; and

**WHEREAS**, the debris is posing a safety hazard and needs to be removed as soon as possible; and

**WHEREAS**, the estimated cost of this cleanup is \$76,000.00; and

**WHEREAS**, any reimbursement from FEMA or insurance will not be received until next fiscal year,

**NOW, THEREFORE BE IT RESOLVED**, by the City Councilors of the City of Sapulpa that the following budget amendments be made:

**GENERAL FUND**

(Increase)	10-591-390 Contingency	<u>\$76,000.00</u>	
	Total Appropriations Increase:		\$76,000.00

**PASSED BY THE CITY COUNCIL FOR THE CITY OF SAPULPA** and signed by the Mayor this 17th day of June 2019.

\_\_\_\_\_  
Reg Green, Mayor

ATTEST:

\_\_\_\_\_  
Shirley Burzio, City Clerk

\_\_\_\_\_  
David Widdoes, City Attorney





**AGENDA ITEM**

**Administration 10.G.**

**City Council Regular**

**Meeting Date:** June 17, 2019

**Submitted By:** Pam Vann, Finance Director

**Department:** Finance

**Presented By:** Pam Vann

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**SUBJECT:**

Discussion and possible action regarding a Resolution of the City of Sapulpa, Oklahoma and the Sapulpa Municipal Trust Authority amending the FY 2018-2019 annual budget by increasing revenues by \$2,063,186.00 and increasing appropriations by \$1,072,577.00 in various funds for the purpose of making adjustments based on current revenue and the amounts estimated during the preparation of the FY 2019-2020 budget.

**BACKGROUND:**

In the process of preparing the FY 2019-2020 annual budget and a review of current revenues and expenditures it was discovered that several transfers between funds and payments are based on actual revenue received which is higher than anticipated in the original FY 2018-2019 budget resulting in a needed increase to the corresponding transfers or payments. Also, due to reorganization in some departments, severance, and unanticipated communication costs several departments need increases in their respective budgets.

**RECOMMENDATION:**

Staff recommends approval of the resolution.

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**Attachments**

End of Year Budget Resolution 061719

End of Year Budget Adjustment 061719

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RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY OF SAPULPA, OKLAHOMA AND THE SAPULPA MUNICIPAL TRUST AUTHORITY AMENDING THE FY 2018-2019 ANNUAL BUDGET BY INCREASING REVENUES BY \$2,063,186.00 AND INCREASING APPROPRIATIONS BY \$1,072,577.00 IN VARIOUS FUNDS FOR THE PURPOSE OF MAKING ADJUSTMENTS BASED ON CURRENT REVENUE AND THE AMOUNTS ESTIMATED DURING THE PREPARATION OF THE FY 2019-2020 BUDGET.

**WHEREAS**, during the preparation of the FY 2019-2020 budget amounts are estimated for FY 2018-2019; and

**WHEREAS**, several transfers between funds and payments are based on actual revenue and the revenue is now estimated to be more than budget resulting in an increase in the transfers or expenditures; and

**WHEREAS**, due to reorganization in departments, severance payouts, and unanticipated communications costs several departments will need increases in their department budgets; and

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Sapulpa, Oklahoma, and the Sapulpa Municipal Authority, Sapulpa, Oklahoma, that the following budget amendments be made:

**GENERAL FUND**

(Increase)	10-4003 Sales Tax - First Penny	\$250,000.00
(Increase)	10-4003.01 Sales Tax – 2 <sup>nd</sup> & 3 <sup>rd</sup> Penny	500,000.00
(Increase)	10-4003.02 Sales Tax – ½ Penny	125,000.00
(Increase)	10-4003.03 Sales Tax – ½ Penny	125,000.00
(Increase)	10-4072 Court Collection Fees	15,000.00
(Increase)	10-4079 E-Commerce Fee	2,000.00
(Increase)	10-4920S Tsfr In: SMA-Sales Tax	200,000.00
(Increase)	10-4981 Tsfr In: GO Sinking	<u>936.00</u>
	Total Revenue Increase	\$1,217,936.00
(Increase)	10-510-311 Professional Services	\$ 15,000.00
(Increase)	10-510-315 Fees & Other Charges	2,000.00
(Increase)	10-516-101 Salaries	5,000.00
(Increase)	10-590-332 Communications	40,000.00
(Increase)	10-590-920S Tsfr Out: SMA	200,000.00
(Increase)	10-590-931S Tsfr Out: Cemetery	12,500.00
(Increase)	10-590-934S Tsfr Out: Library	12,500.00

(Increase)	10-590-935S Tsfr Out: Park & Rec	25,000.00
(Increase)	10-590-940S Tsfr Out: Fire Cash	12,500.00
(Increase)	10-590-941S Tsfr Out: Police Cash	12,500.00
(Increase)	10-590-944S Tsfr Out: Major Thorofare	25,000.00
(Increase)	10-590-945S Tsfr Out: CIP	50,000.00
(Increase)	10-590-946S Tsfr Out: W&S Impr	50,000.00
(Increase)	10-590-948S Tsfr Out: Water Resources	100,000.00
(Increase)	10-590-965S Tsfr Out: Street Impr Sales Tax	125,000.00
(Increase)	10-590-967S Tsfr Out: Sewer Improv Sales Tax	<u>125,000.00</u>
	Total Appropriations Increase:	\$812,000.00

### **SAPULPA MUNICIPAL AUTHORITY FUND**

(Increase)	20-4047 Refuse Collection	\$ 25,000.00
(Increase)	20-4910S Tsfr In: General-Sales Tax	<u>200,000.00</u>
	Total Revenue Increase:	\$225,000.00

(Increase)	20-527-141 Contract Labor	\$ 25,000.00
(Increase)	20-590-910S Tsfr Out: General-Sales Tax	<u>200,000.00</u>
	Total Appropriations Increase:	\$225,000.00

### **CEMETERY MAINTENANCE FUND**

(Increase)	31-4051 Maintenance	\$ 5,000.00
(Increase)	31-4052 Lot Sales	20,000.00
(Increase)	31-4910S Tsfr In: General Fund	<u>12,500.00</u>
	Total Revenue Increase:	\$ 37,500.00

(Increase)	31-531-943 Tsfr Out: Cemetery Perpetual Care	<u>\$ 3,125.00</u>
	Total Appropriations Increase:	\$ 3,125.00

### **LIBRARY FUND**

(Increase)	34-4910S Tsfr In: General Fund	<u>\$ 12,500.00</u>
	Total Revenue Increase:	\$ 12,500.00

### **PARK & RECREATION FUND**

(Increase)	35-4910S Tsfr In: General Fund	<u>\$ 25,000.00</u>
	Total Revenue Increase:	\$25,000.00

(Increase)	35-535-105 Severance	<u>\$ 13,766.00</u>
	Total Appropriations Increase:	\$13,766.00

**PARK DEVELOPMENT FUND**

(Increase) 38-4959 Tsfr In: Hotel/Motel Tax Fund \$ 5,625.00  
Total Revenue Increase: \$ 5,625.00

**FIRE CASH FUND**

(Increase) 40-4910S Tsfr In: General Fund \$ 12,500.00  
Total Revenue Increase: \$ 12,500.00

**POLICE CASH FUND**

(Increase) 41-4910S Tsfr In: General Fund \$ 12,500.00  
Total Revenue Increase: \$ 12,500.00

**CEMETERY PERPETUAL CARE FUND**

(Increase) 43-4931 Tsfr In: Cemetery \$ 3,125.00  
Total Revenue Increase: \$ 3,125.00

**MAJOR THOROFARE FUND**

(Increase) 44-4910S Tsfr In: General Fund \$25,000.00  
Total Revenue Increase: \$25,000.00

**CAPITAL IMPROVEMENT FUND**

(Increase) 45-4910S Tsfr In: General Fund \$50,000.00  
Total Revenue Increase: \$50,000.00

**WATER & SEWER IMPROVEMENT FUND**

(Increase) 46-4910S Tsfr In: General Fund \$50,000.00  
Total Revenue Increase: \$50,000.00

**WATER RESOURCES FUND**

(Increase) 48-4910S Tsfr In: General Fund \$100,000.00  
Total Revenue Increase: \$100,000.00

**HOTEL/MOTEL TAX FUND**

(Increase)	59-4004 Hotel/Motel Tax	<u>\$ 30,000.00</u>
	Total Revenue Increase:	\$ 30,000.00

(Increase)	59-501-311 Professional Services	\$ 5,625.00
(Increase)	59-590-938 Tsfr Out: Park Dev Fund	<u>5,625.00</u>
	Total Appropriations Increase:	\$ 11,250.00

**STREET IMPROVEMENT SALES TAX FUND**

(Increase)	65-4910S Tsfr In: General Fund	<u>\$125,000.00</u>
	Total Revenue Increase:	\$125,000.00

**SEWER IMPROVEMENT SALES TAX FUND**

(Increase)	67-4910S Tsfr In: General Fund	<u>\$125,000.00</u>
	Total Revenue Increase:	\$125,000.00

**GO BOND SINKING FUND**

(Increase)	81-581-910 Tsfr Out: General Fund	<u>\$ 936.00</u>
	Total Appropriations Increase:	\$ 936.00

**POLSON APPORTIONMENT FUND**

(Increase)	85-4008 Ad Valorem Increment Revenue	<u>\$ 6,500.00</u>
	Total Revenue Increase:	\$ 6,500.00

(Increase)	85-585-405 Project Costs	<u>\$ 6,500.00</u>
	Total Appropriations Increase:	\$6,500.00

**PASSED BY THE CITY COUNCIL FOR THE CITY OF SAPULPA, OKLAHOMA, AND THE BOARD OF TRUSTEES FOR THE SAPULPA MUNICIPAL AUTHORITY, SAPULPA, OKLAHOMA and signed by the Mayor/Chairman this 17th day of June 2019.**

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Reg Green, Mayor/Chairman

ATTEST:

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Shirley Burzio, City Clerk/Trust Secretary

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David Widdoes, City Attorney/Trust Attorney

# BUDGET TRANSFER REQUEST

<b>DEPARTMENT</b>	<b>Department Head Signature</b>	<b>Date Requested</b>
VARIOUS		6/17/2019

**TO PROVIDE FUNDS FOR ADJUSTMENTS NEEDED BASED  
ON PROPOSED BUDGET AND CURRENT YEAR TO DATE  
(revenue, transfers, personnel, & other fees & charges)**

**RESOLUTION #**

Account #	Account Name	Amount Budgeted	Amount of Increase	Amount of Decrease	Adjusted Budget
10-4003	Sales Tax - First Penny	\$3,080,937	\$250,000		\$3,330,937
10-4003.01	Sales Tax -2nd & 3rd Penny	\$6,161,874	\$500,000		\$6,661,874
10-4003.02	Sales Tax -1/2 Penny	\$1,540,469	\$125,000		\$1,665,469
10-4003.03	Sales Tax -1/2 Penny	\$1,540,469	\$125,000		\$1,665,469
10-4072	Court Collection Fees	\$64,000	\$15,000		\$79,000
10-4079	E-Commerce Fee	\$4,000	\$2,000		\$6,000
10-4920S	Tsfr In: SMA-Sales Tax	\$2,464,750	\$200,000		\$2,664,750
10-4981	TSFR IN: GO SINKING	\$4,590	\$936		\$5,526
10-510-311	Professional Services	\$65,000	\$15,000		\$80,000
10-510-315	Fees & Other Charges	\$4,500	\$2,000		\$6,500
10-516-101	Salaries	\$53,700	\$5,000		\$58,700
10-590-332	Communications	\$167,061	\$40,000		\$207,061
10-590-920S	Tsfr Out: SMA	\$2,464,750	\$200,000		\$2,664,750
10-590-931S	Tsfr Out: Cemetery	\$154,047	\$12,500		\$166,547
10-590-934S	Tsfr Out: Library	\$154,047	\$12,500		\$166,547
10-590-935S	Tsfr Out: Parks & Rec	\$308,094	\$25,000		\$333,094
10-590-940S	Tsfr Out: Fire Cash	\$154,047	\$12,500		\$166,547
10-590-941S	Tsfr Out: Police Cash	\$154,047	\$12,500		\$166,547
10-590-944S	Tsfr Out: Major Thorofare	\$308,094	\$25,000		\$333,094
10-590-945S	Tsfr Out: Cap Impr	\$616,187	\$50,000		\$666,187
10-590-946S	Tsfr Out: W&S Impr	\$616,187	\$50,000		\$666,187
10-590-948S	Tsfr Out: Water Resources	\$1,232,375	\$100,000		\$1,332,375
10-590-965S	Tsfr Out: Str Impr Sales Tax	\$1,540,469	\$125,000		\$1,665,469
10-590-967S	Tsfr Out: Sewer Impr Sales Tax	\$1,540,469	\$125,000		\$1,665,469

<b>Date Approved</b>	<b>Finance Director</b>	<b>Date Rejected</b>	<b>Reason</b>
<b>Date Approved</b>	<b>City Manager</b>	<b>Date Rejected</b>	<b>Reason</b>

<b>FY 18-19</b>	<b>Transfer #: 18-</b>
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# BUDGET TRANSFER REQUEST

<b>DEPARTMENT</b>	<b>Department Head Signature</b>	<b>Date Requested</b>
VARIOUS		6/17/2019

TO PROVIDE FUNDS FOR ADJUSTMENTS NEEDED BASED  
ON PROPOSED BUDGET AND CURRENT YEAR TO DATE  
(revenue, transfers, personnel, & other fees & charges)

RESOLUTION #

Account #	Account Name	Amount Budgeted	Amount of Increase	Amount of Decrease	Adjusted Budget
20-4047	Refuse Collection	\$1,753,000	\$25,000		\$1,778,000
20-4910S	Tsfr In: General Fund - Sales Tax	\$2,464,750	\$200,000		\$2,664,750
20-527-141	Contract Labor	\$1,375,000	\$25,000		\$1,400,000
20-590-910S	Tsfr Out: GF	\$2,464,750	\$200,000		\$2,664,750
31-4051	Maintenance	\$35,000	\$5,000		\$40,000
31-4052	Lot Sales	\$30,000	\$20,000		\$50,000
31-4910S	Tsfr In: General Fund-Sales Tax	\$154,047	\$12,500		\$166,547
31-531-943	Tsfr Out: Cemetery Perp Care	\$8,125	\$3,125		\$11,250
34-4910S	Tsfr In: General Fund - Sales Tax	\$154,047	\$12,500		\$166,547
35-4910S	Tsfr In: General Fund - Sales Tax	\$308,094	\$25,000		\$333,094
35-535-105	severence	\$0	\$13,766		\$13,766
38-4959	Tsfr In: Hotel/Motel Tax	\$42,188	\$5,625		\$47,813
40-4910S	Tsfr In: General Fund - Sales Tax	\$154,047	\$12,500		\$166,547
41-4910S	Tsfr In: General Fund - Sales Tax	\$154,047	\$12,500		\$166,547
43-4931	Tsfr In: Cemetery	\$8,125	\$3,125		\$11,250
44-4910S	Tsfr In: General Fund - Sales Tax	\$308,094	\$25,000		\$333,094
45-4910S	Tsfr In: General Fund - Sales Tax	\$616,187	\$50,000		\$666,187
46-4910S	Tsfr In: General Fund - Sales Tax	\$616,187	\$50,000		\$666,187
48-4910S	Tsfr In: General Fund - Sales Tax	\$1,232,375	\$100,000		\$1,332,375
59-4004	Hotel/Motel Tax	\$225,000	\$30,000		\$255,000
59-501-311	Professional Services	\$42,188	\$5,625		\$47,813
59-590-938	Transfer Out: Park Dev fund	\$42,188	\$5,625		\$47,813
65-4910S	Tsfr In: General Fund - Sales Tax	\$1,540,469	\$125,000		\$1,665,469
67-4910S	Tsfr In: General Fund - Sales Tax	\$1,540,469	\$125,000		\$1,665,469
81-581-910	TSFR OUT: GENERAL FUND	\$4,590	\$936		\$5,526
85-4008	Ad Valorm Increment Rev	\$200,000	\$6,500		\$206,500
85-585-407	Project Costs	\$370,000	\$6,500		\$376,500

<b>Date Approved</b>	<b>Finance Director</b>	<b>Date Rejected</b>	<b>Reason</b>
<b>Date Approved</b>	<b>City Manager</b>	<b>Date Rejected</b>	<b>Reason</b>

FY 18-19	Transfer #:	18-
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**Informational Items 12.A.**

**City Council Regular**

**Meeting Date:** June 17, 2019

**Submitted By:** Amy Hoehner, Legal Assistant

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**SUBJECT:**

Status Report from Tetra Tech regarding various City and SMA projects.

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**Attachments**

Status Report

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**STATUS****O = Operations****P = Planning****E = Engineering Design****C = Construction**

**TETRA TECH, INC.**  
**PROJECT STATUS REPORT**  
**SAPULPA, OKLAHOMA**  
**JUNE 17, 2019**

PROJECT		TETRA TECH CONTACT	STATUS	FUNDING	COMMENTS	RECOMMENDED ACTION
1.	Water Atlas Creation	Ryan Mittasch, P.E.	P		Tetra Tech is waiting for atlas markups from city staff to document facilities that were not in the plans previously provided.	City to review draft atlas and provide updated information to Tetra Tech for data entry.
2.	N02-N04 Lift Station, Force Main, and Gravity	Ryan Mittasch, P.E.	E		Construction is ongoing. Scheduled to end in July.	None.
3.	SeneGence/Westside Sewer Plan	Ryan Mittasch, P.E.	E		Preliminary design of revised alignment underway.	None.
4.	Sapulpa Fire Training Facility Waterline	Ryan Mittasch, P.E.	E		Advertisement is complete.	Begin construction.
5.	Hobson Street Study	Ryan Mittasch, P.E.	P		Study completed.	Budget for realignment and Boyd Place circle improvements.
6.	Frankoma Road Sanitary Sewer Extension	Ryan Mittasch, P.E.	P		Design is nearly complete. Easement documents underway and BNSF crossing permitting initiated.	None.