

## **SAPULPA CITY COUNCIL MEETING**

CITY HALL - 425 EAST DEWEY AVENUE

COUNCIL CHAMBERS, 2ND FLOOR

7:00 P.M., MONDAY, NOVEMBER 19, 2018

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 19th day of November, 2018, 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. Approve the minutes of the November 5, 2018, regular city council meeting.
6. **APPOINTMENTS, AWARDS, PRESENTATIONS, AND PROCLAMATIONS.**
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 \$ 706,710.48
  - B. Consider approving Prepaid Claims in the amount of \$806.40.

8. **PUBLIC HEARINGS.**

9. **COMMUNITY DEVELOPMENT.**

10. **ADMINISTRATION.**

- A. Discussion and possible action regarding an agreement with the Humane Society of Tulsa to perform Spay and Neuter surgeries for the animals at the Sapulpa Animal Shelter.
- B. Discussion and possible action regarding an agreement with Office Express Janitorial Services for janitorial service for the Police Department, beginning December 10, 2018. This agreement is in the amount of \$1,495.00 per month.
- C. Discussion and possible action regarding a Resolution to Execute the Agreement Establishing the Oklahoma Municipal Management Services.
- D. Discussion and possible action regarding a Resolution of the City of Sapulpa, Oklahoma and the Sapulpa Municipal Authority, Sapulpa, Oklahoma amending the FY 2018-2019 annual budget by increasing Budgeted Beginning Fund Balance in the cumulative amount of \$410,604.00 and increasing appropriations in the amount of \$278,150.00 in various funds for the purpose of adjusting budgeted beginning fund balances to actual and appropriating funds for wage adjustments.
- E. Discuss and consider 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 \$644,000.00 and increasing appropriations by \$480,000.00 in various funds for the purpose of making adjustments based on current revenue and providing funds for transfers, postage, and the kennel and lab furnishings for the animal shelter.
- F. Discussion and possible action regarding a request to waive an abatement lien in the amount of \$1,300.00 against Lots 27-30, Block 2, Westport Addition, Sapulpa, Creek County, Oklahoma.

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. The Youth Sports Complex Groundbreaking.

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.**

15. **ADJOURNMENT.**

Posted this 16th day of November, 2018 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:** November 19, 2018

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

**Department:** City Clerk

**Presented By:**

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**SUBJECT:**

Approve the minutes of the November 5, 2018, regular city council meeting.

**BACKGROUND:**

**RECOMMENDATION:**

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**Attachments**

minutes.11-05-2018 city

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**CITY OF SAPULPA, OKLAHOMA**  
**COUNCIL PROCEEDINGS**  
Meeting of November 5, 2018

The City Council of Sapulpa, Oklahoma, met in regular session Monday, November 5, 2018, 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  
              Bruce Bledsoe, City Councilor  
              Marty Cummins, Councilor  
              Carla Gunn, Councilor  
              Craig Henderson, Councilor  
              Hugo Naifeh, Councilor  
              Carla Stinnett, Councilor

Absent:     Wes Galloway, Councilor

Staff Present:     Joan Riley, City Manager; Rick Rumsey, Assistant City Manager; Pam Vann, City Treasurer / Finance Director; David Widdoes, City Attorney; Shirley Burzio, City Clerk; Nikki White, Urban Development Director; Mark Stephens, Inspection Division Supervisor; James Vickery, Fire Marshal; Mike Haefner, Police Chief

**1.     INVOCATION.**

Rev. Monty McGee, First Baptist Church, gave the invocation.

**2.     PLEDGE OF ALLEGIANCE.**

Mayor Reg Green led the Pledge of Allegiance.

**3.     MINUTES AND CONSENT ITEMS.**

Motion was made by Vice-Mayor Louis Martin, seconded by Councilor John Anderson, to approve the following minutes and consent items:

- A.**    Approve the October 15, 2018, minutes of the regular city council meeting;
- B.**    Approve claims in the amount of \$585,033.04;

- C. Approve prepaid claims in the amount of \$35,124.63.

ROLL CALL: AYE-John Anderson, Bruce Bledsoe, Marty Cummins, Reg Green, Carla Gunn, Craig Henderson, Louis Martin, Hugo Naifeh, Carla Stinnett. NAY-None. Motion carried 9-0.

#### 4. **COMMUNITY DEVELOPMENT.**

- A. Mr. Mark Stephens, Inspection Division Supervisor, presented a background report on the city's decision to demolish the dilapidated structure at 408 West Dewey Avenue, Sapulpa, Oklahoma. The city has received numerous complaints from the public regarding the condition of the property. There has been multiple municipal code violations including, but not limited to, trash/junk debris and tampering with utilities. Since December 14, 2017, the premises has had no water service, and the property owner has continued to reside in the manager's office. The foundation to the building has cracks and is unsafe; the floor is uneven and unstable; the exterior walls have damaged siding; the roof has soffit damage and is rotten; wiring is exposed; drains and water lines are damaged; heat/air units have not been maintained; cables/lines are crossing the parking lot; exterior doors, windows, trim have wood rot; the ceiling in various rooms are collapsing. The property owner was notified about the deficiencies to the property but has failed to correct any of them. The structure poses an ongoing and continuing public health and safety risk and should be demolished at the earliest possible date.

Fire Marshal James Vickery reported that inspections were made by the fire marshals, and the property has failed to pass the fire code.

Mr. Mohammed Z. Kurshid, property owner, was present at the council meeting and requested that the city not demolish the structures.

Motion was made by Councilor Craig Henderson, seconded by Councilor Hugo Naifeh, to uphold the Administrative Hearing Officer's decision on April 20, 2018, to declare 508 West Dewey Avenue, Sapulpa, Oklahoma, 74066, a dilapidated structure and public nuisance, and authorize the demolition of the property.

ROLL CALL: AYE-John Anderson, Reg Green, Carla Gunn, Craig Henderson, Louis Martin, Hugo Naifeh. NAY-Bruce Bledsoe, Marty Cummins, Carla Stinnett. Motion carried 6-3.

- B.** Motion was made by Councilor John Anderson, seconded by Councilor Craig Henderson, to approve the application submitted by Christopher Wygle for a Specific Use Permit, SUP-024, to allow a Commercial Medicinal Marijuana Dispensary located at 19 North Park Street, Sapulpa, Oklahoma.

ROLL CALL: AYE-John Anderson, Bruce Bledsoe, Marty Cummins, Reg Green, Carla Gunn, Craig Henderson, Louis Martin, Hugo Naifeh, Carla Stinnett. NAY-None. Motion carried 9-0.

- C.** Mr. Stephen Mitchell, 601 Woodbine Drive, and Larry Kenton, 511 Woodbine Drive, spoke to the council about their concerns relating to a commercial medicinal marijuana dispensary being located near their residences.

Motion was made by Councilor Craig Henderson, seconded by Vice-Mayor Louis Martin, to approve the application submitted by William Newton for a Specific Use Permit, SUP-025, to allow a Commercial Medicinal Marijuana Dispensary located at 14920 West Highway 66, Sapulpa, Oklahoma.

ROLL CALL: AYE-John Anderson, Bruce Bledsoe, Marty Cummins, Reg Green, Carla Gunn, Craig Henderson, Louis Martin, Hugo Naifeh, Carla Stinnett. NAY-None. Motion carried 9-0.

**5. ADMINISTRATION.**

- A.** Motion was made by Councilor John Anderson, seconded by Councilor Marty Cummins, to approve a four (4) year lease with purchase option with American Heritage Bank (AHB) for 50 Yamaha golf carts, at an annual cost of \$46,784.36.

Councilor Hugo Naifeh departed from the council meeting at 8:10 o'clock P.M.

ROLL CALL: AYE-John Anderson, Bruce Bledsoe, Marty Cummins, Reg Green, Carla Gunn, Craig Henderson, Louis Martin, Carla Stinnett. NAY-None. Absent-Hugo Naifeh. Motion carried 8-0.

At 8:15 o'clock P.M., Councilor Hugo Naifeh returned to the council meeting.

- B.** Motion was made by Vice-Mayor Louis Martin, seconded by Councilor Hugo Naifeh, to approve the renewal of an agreement with Independent School District #33 to lease school property adjacent to Jefferson Heights Elementary School for recreational soccer purposes.

ROLL CALL: AYE-John Anderson, Bruce Bledsoe, Marty Cummins, Reg Green, Carla Gunn, Craig Henderson, Louis Martin, Hugo Naifeh, Carla Stinnett. NAY-None. Motion carried 9-0.

- C. Motion was made by Vice-Mayor Louis Martin, to deny the adoption of an ordinance closing to public use that portion of 110th West Avenue lying east of and adjacent to Tract 1 Block 3 of the Castle Creek Estates Phase 1 Subdivision, City of Sapulpa, Creek County, Oklahoma; and declaring an emergency. The motion failed due to a lack of a second.

Motion was made by Councilor Craig Henderson, seconded by Councilor John Anderson, to approve the adoption of an ordinance closing to public use that portion of 110th West Avenue lying east of and adjacent to Tract 1 Block 3 of the Castle Creek Estates Phase 1 Subdivision, City of Sapulpa, Creek County, Oklahoma; and declaring an emergency. (Ordinance No. 2809)

ROLL CALL: AYE-John Anderson, Bruce Bledsoe, Reg Green, Carla Gunn, Craig Henderson, Hugo Naifeh, Carla Stinnett. NAY-Marty Cummins, Louis Martin. Motion carried 7-2.

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

ROLL CALL: AYE-John Anderson, Bruce Bledsoe, Marty Cummins, Reg Green, Carla Gunn, Craig Henderson, Louis Martin, Hugo Naifeh, Carla Stinnett. NAY-None. Motion carried 9-0.

6. **PUBLIC COMMENTS.**

There were no comments made to the council.

7. **ADJOURNMENT.**

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

ROLL CALL: AYE-John Anderson, Bruce Bledsoe, Marty Cummins, Reg Green, Carla Gunn, Craig Henderson, Louis Martin, Hugo Naifeh, Carla Stinnett. NAY-None. Motion carried 9-0.

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Mayor

Attest:

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City Clerk





**Consent Agenda 7.A.**

**City Council Regular**

**Meeting Date:** November 19, 2018

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

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**SUBJECT:**

Consider approving Claims in the amount of \$ 706,710.48

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**Attachments**

Claims List 11-19-18

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FUND: 10 - GENERAL FUND

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
123692	99-10143	PERDUE, BRANDON, FIELDER,	CCOLLECTION SERVICES	11/2018	8/1-8/31/18	15,010.84
124818	99-10159	LAWRENCE COUNTY NEWSPAPERS,	PUBISH ORD #2809	11/2018	19030	68.75
123494	99-10160	MERRIFIELD OFFICE SOLUTIONS	MISC JANITORIAL SUPPLIES	11/2018	0157502-001	22.50
124248	99-10160	MERRIFIELD OFFICE SOLUTIONS	BUSINESS CARDS	11/2018	0156981-001	50.00
124812	99-10160	MERRIFIELD OFFICE SOLUTIONS	BUSINESS CARDS	11/2018	0157520-001	40.00
124936	99-10160	MERRIFIELD OFFICE SOLUTIONS	TOWELS & HAND SOAP	11/2018	0157246-001	134.32
124757	99-10194	HOLLON FIRE PROTECTION, LLC	REFILL OF EXTINGUISHERS	11/2018	12591	25.00
125055	99-103	ONG	MTHLY GAS CHARGES	11/2018	9/4-10/3/18 125055	999.77
124754	99-10315	CINTAS CORPORATION NO.2	MEDICAL SUPPLIES	11/2018	5012093583	428.45
124940	99-10326	ELDER, JEFF	MEAL REIMBURSEMENT	11/2018	11/5-9/18 124940	232.50
124509	99-10334	REPORTING SYSTEMS INC dba	EREGIONAL TRAINING ACAD	11/2018	2018_7002	2,306.16
123862	99-10377	GREEN COUNTRY SHREDDING &	RCONFIDENTIAL SHREDDING	11/2018	0056243	164.00
123268A	99-10395	AUBREY WEATHERFORD	SOCIAL MEDIA	11/2018	SAP1118	500.00
123236	99-10488	ADMIRAL EXPRESS LLC	MISC JANITORIAL SUPPLIES	11/2018	1991284-0	167.67
124123	99-10488	ADMIRAL EXPRESS LLC	OFFICE SUPPLIES	11/2018	1994669-0	109.11
124591	99-10488	ADMIRAL EXPRESS LLC	PAPER TOWELS & TP	11/2018	1994670-0	170.11
124592	99-10488	ADMIRAL EXPRESS LLC	MONTHLY PLANNERS	11/2018	1994950-0	53.85
124593	99-10488	ADMIRAL EXPRESS LLC	OFFICE SUPPLIES	11/2018	1995601-0	49.76
124919	99-10488	ADMIRAL EXPRESS LLC	OFFICE SUPPLIES	11/2018	1994584-0	306.45
125150	99-10488	ADMIRAL EXPRESS LLC	OFFICE SUPPLIES	11/2018	1994599-0	57.89
125154	99-10488	ADMIRAL EXPRESS LLC	ELECTRIC 3 HOLE PUNCH	11/2018	1994667-0	249.67
125155	99-10488	ADMIRAL EXPRESS LLC	OFFICE SUPPLIES	11/2018	1996046-0	33.48
123353R	99-10547	BEASLEY TECHNOLOGY INC	TABLET COMPUTERS	11/2018	3010659	7,167.00
123865	99-10547	BEASLEY TECHNOLOGY INC	DATA STORAGE	11/2018	BUS-100588	112.50
123866A	99-10547	BEASLEY TECHNOLOGY INC	REMOTE MONITORING	11/2018	BUS-100601	137.50
123867	99-10547	BEASLEY TECHNOLOGY INC	MTHLY COMPUTER MAINT	11/2018	BUS-100600	2,250.00
123597	99-10574	RCZIPP LLC dba BILLY SIMS	BSANDWICHES	11/2018	8/20/18 123597	53.80
124785	99-10661	MARGARET MCMORROW-LOVE	LEGAL SERVICES	11/2018	10/17-29/18 124785	238.00
124498	99-10747	TYCO FIRE & SECURITY (US)	MSPRINKLER INSPECTION	11/2018	20558302	225.00
124246	99-10753	CHARLIE'S TEE'S	POLO SHIRTS & JACKETS	11/2018	101818	160.13
124249	99-10753	CHARLIE'S TEE'S	SHIRTS AND TEES	11/2018	102418-02	299.80
124916	99-10757	OKLAHOMA POLICE CHIEFS	TRAISEMINAR FEES	11/2018	OPCTF-92	100.00
125100	99-10768	ERICKSTEN, NICK	WORK BOOT REIMBURSE	11/2018	01054B 11/4/18	89.70
123587	99-1206	REASOR'S INC.	SNACKS FOR MEETINGS	11/2018	0107 10/15/18	23.95
124397	99-1206	REASOR'S INC.	PRISONER FOOD	11/2018	9619 10/19/18	283.04
124926	99-1206	REASOR'S INC.	PRISONERS FOOD	11/2018	0501 10/26/18	259.16
123239	99-161	CREEK COUNTY RURAL WTR #4	12 MONTHS SEWER STATION 4	11/2018	741 9/26-10/29/18	91.00
123477	99-1992	JOHN DEERE FINANCIAL ACCT#5	DEF FLUID ADDITIVE-TRUCKS	11/2018	F95399/2 9/27/18	103.84
124697	99-1992	JOHN DEERE FINANCIAL ACCT#5	KENNEL FOR K-9	11/2018	G03828/2 10/15/18	79.99
123480	99-2959	DAVIDSON AND DAVIDSON	ENTERMISC PARTS FOR TRUCKS	11/2018	0135479-IN	9.65
124988	99-2959	DAVIDSON AND DAVIDSON	ENTERHOSES, FITTINGS, GAUGES	11/2018	0135776-IN	20.00
124597	99-3525	QUIKSERVICE STEEL CO OF	TULRAW STEEL	11/2018	219464	74.40
124848	99-3707	O'REILLY AUTOMOTIVE INC	RADIATOR	11/2018	153-136312	167.82
125202	99-3707	O'REILLY AUTOMOTIVE INC	OIL FILTERS/WIPER BLADES	11/2018	153-137398	4.74
125203	99-3707	O'REILLY AUTOMOTIVE INC	WTR PUMP/THERMOSTAT	11/2018	153-137549	118.51
125204	99-3707	O'REILLY AUTOMOTIVE INC	FRONT/REAR BRAKE PADS	11/2018	153-137735	111.73
123581	99-3797	OCCUPATIONAL HEALTH CENTER	PRE-PLACE PHYSICAL/TESTIN	11/2018	256198240	169.50
123971	99-4183	UPTOWN SAPULPA ACTION, INC.	REVITALIZATION PROGRAM	11/2018	NOV 2018 123971	2,500.00
123775	99-4269	CREEK COUNTY RURAL WTR #3	WATER FEES-GUN RANGE	11/2018	33975 9/19-10/2018	24.00
125054	99-4482	OTA / GOV. ACCOUNTS	MONTHLY PIKEPASS	11/2018	20180900560	8.25

FUND: 10 - GENERAL FUND

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
123433	99-4690	TOTAL RADIO, INC	SRVC AGRMNT-STORM SIRENS	11/2018	80001031	588.00
125057	99-4700	COX COMMUNICATIONS	MTHLY PHONE CHARGES	11/2018	067201101 10/31/18	10,995.95
124763	99-4750	UNITED ENGINES, LLC	RUN DIAGNOSIS CODES	11/2018	4092997	765.25
124838	99-4839	GELCO UNIFORMS & SHOES, INWORK BOOTS		11/2018	00238129	200.00
124110	99-6477	WEST PUBLISHING CORPORATION	WESTLAW SUBSCRIPTION	11/2018	839162858	963.26
123861	99-6554	PITNEY BOWES INC	MONTHLY POSTAGE FEES	11/2018	10/31/18 123861	2,000.00
125156	99-7011	LOWE'S HOME CENTERS, INC.	TV WALL MOUNT	11/2018	10903 11/9/18	53.99
123860	99-7216	US CELLULAR	MONTHLY CELL PHONE	11/2018	0276818559	37.38
125326	99-7868	WESTLAKE HARDWARE INC	PAINT FOR DECORATIONS	11/2018	8138678	61.88
124978	99-8016	NORTHERN SAFETY COMPANY	INNOMEX HOODS	11/2018	903187211	315.37
124676	99-8099	CANINE UNLIMITED OF TULSA, K-9 HANDLER COURSE		11/2018	1497	2,700.00
124902	99-8216	HILAND DAIRY FOODS CO.LLC	MILK FOR PRISONERS	11/2018	9061549	164.00
124930	99-8386	WIGGS, TERRY	MEAL REIMBURSEMENT	11/2018	10/29-11/2/18	70.00
123045	99-8434	FLEETCOR TECHNOLOGIES d/b/acNG - OCTOBER 2018		11/2018	NP54647799	69.27
124981	99-8457	AIR CLEANING TECHNOLOGIES, HOSE REPAIR		11/2018	32410	398.00
123240	99-8469	SAPULPA RURAL WATER	12 MONTHS WATER-STATION 4	11/2018	48003 9/13-10/2018	66.50
124846	99-8539	CROW BURLNGAME COMPANY	BRAKE ROTORS, FILTER	11/2018	106-13041	121.79
124849	99-8539	CROW BURLNGAME COMPANY	OIL FILTERS	11/2018	106-13184	43.56
124941	99-8555	YORK ELECTRONIC SYSTEMS, INSERVICE ON ALARM		11/2018	67286	132.90
124813	99-8626	CHARLEY E LOYD C & L LOCKSM	COMBINATION CHANGES	11/2018	10255	85.00
124935	99-8641	PICHARDO, VICTOR	MEAL REIMBURSEMENTS	11/2018	11/1/18 124935	14.00
123269	99-8817	DE LAGE LANDEN PUBLIC FINAN	PRINTER/COPIER LEASE PYMN	11/2018	61212299	2,327.00
124924	99-8841	HAYES, SHAWN	REIMBURSEMENT	11/2018	10/29-11/2/18	70.00
124692	99-8869	BOYD, JOLEN	MEAL REIMBURSEMENT	11/2018	11/7-8/18 124692	28.00
124931	99-9100	LOWRY, JAMES	MEAL REIMBURSEMENT	11/2018	10/29-11/2/18	70.00
123855	99-9288	ADVANCE ALARMS, INC	GARAGE-ALARM MONITORING	11/2018	1674021	25.00
124511	99-9643	ABC & D SERVICES OF OKLAHOM	DIAGNOSE ON TRUCK	11/2018	5020	280.79
124994	99-9702	HAHN APPLIANCE CENTER, INC.	WATER FILTERS	11/2018	S1464685	199.80
125201	99-9756	BOB MOORE OF TULSA, LLC	ROCKER ARM & GASKET	11/2018	92149T	8.07
122306	99-9859	VERIZON WIRELESS SERVICES	LDATA PLAN FOR IPAD	11/2018	9817297420A	40.01
123241	99-9859	VERIZON WIRELESS SERVICES	LWIRELESS CHARGES-IPADS	11/2018	9817297420	400.10
124939	99-9993	HARMON PROPERTY MGMT.,LLC.	LODGING FOR ELDER	11/2018	71409 11/5-9/18	372.00
FUND TOTAL:						59,730.16

FUND: 20 - SMA-AUTHORITY FUND

SUMMARY REPORT

124538	99-10074	CONTROL SYSTEM SOLUTIONS	LLCOMMUNICATIONS CARD	11/2018	18030	1,780.00
124540	99-10074	CONTROL SYSTEM SOLUTIONS	LLTRBL SHOOT LEVAL TRANS	11/2018	18031	1,552.50
125083	99-10077	RED WING BRANDS OF AMERICA,	STEEL TOED BOOTS	11/2018	20181114008104	200.89
124169	99-10143	PERDUE, BRANDON, FIELDER,	CBAD DEBT COLLECTIONS	11/2018	9/1-9/30/18 124169	494.36
124545	99-10160	MERRIFIELD OFFICE SOLUTIONS	KEYBOARD & MOUSE SET	11/2018	0157941-001	38.99
125200	99-10252	CECIL COX ENTERPRISES	TIRE TUBE	11/2018	3034996	19.95
124167	99-10282	UNITED RENTALS (NORTH AMER)	PUMP RENTAL	11/2018	162850926-002	2,743.69
125055	99-103	ONG	MTHLY GAS CHARGES	11/2018	9/4-10/3/18 125055	947.16
123926	99-10302	LAMPTON WELDING SUPPLY CO,	GAS TANK RENTAL	11/2018	00900900	15.86
124081	99-10302	LAMPTON WELDING SUPPLY CO,	BOTTLE RENTAL	11/2018	00900901	25.72
123865	99-10547	BEASLEY TECHNOLOGY INC	DATA STORAGE	11/2018	BUS-100588	112.50
123866A	99-10547	BEASLEY TECHNOLOGY INC	REMOTE MONITORING	11/2018	BUS-100601	137.50
123867	99-10547	BEASLEY TECHNOLOGY INC	MTHLY COMPUTER MAINT	11/2018	BUS-100600	2,250.00
122992	99-10558	TECHNICAL PROGRAMMING	SERVIMAILING OF UTILITY BILLS	11/2018	102526	609.82

## FUND: 20 - SMA-AUTHORITY FUND

## SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
124584	99-1112	WASTE MANAGEMENT OF OKLAHOMCITY WIDE CLEANUP		11/2018	2212890-1006-0	1,836.17
124529	99-141	LOCKE SUPPLY CO.	BLACK PIPE & CONNECTORS	11/2018	35826624-00	21.27
124814	99-1565	OKLAHOMA MUNICIPAL ASSURANCTORT CLM PYMT-NEAL		11/2018	202485-ML NEAL R	15,000.00
123397	99-1575	FIZZ-O WATER CO., INC.	DISTILLED WATER-TESTING	11/2018	989736	83.95
123943A	99-1992	JOHN DEERE FINANCIAL ACCT#5SAFETY SHOES		11/2018	F95562/2 9/28/18	99.99
124533	99-1992	JOHN DEERE FINANCIAL ACCT#5CHAIN & CABLE LUBE		11/2018	N27428/2 10/5/18	98.86
124534	99-1992	JOHN DEERE FINANCIAL ACCT#5ROPE, BUCKETS, TAPE, ETC		11/2018	N27727/2 10/9/18	95.62
124535	99-1992	JOHN DEERE FINANCIAL ACCT#5GENERATOR OIL		11/2018	G01715/2 10/11/18	158.87
122891	99-3593	CITY OF TULSA	METER FEES	11/2018	103688966 10/25/18	235.11
124276	99-3593	CITY OF TULSA	SEWER CONSUMPTION	11/2018	109321802 10/17/18	405.10
123857	99-3633	PUBLIC SERVICE COMPANY OF OSRWCS ELEC SERVICE		11/2018	956777592 10/24/18	5,370.55
123680	99-3881	FHC, INC. DBA TETRA TECH FHENG SRVCS-SRWCS		11/2018	51373915	9,392.40
123948	99-4112	ACCURATE ENVIRONMENTAL INC.COPPER STUDY		11/2018	AJ18063	790.00
124542	99-4112	ACCURATE ENVIRONMENTAL INC.TESTING SUPPLIES		11/2018	SU29283	1,106.52
124609	99-4112	ACCURATE ENVIRONMENTAL INC.TOC - OCTOBER 2018		11/2018	AJ22007	63.00
124610	99-4112	ACCURATE ENVIRONMENTAL INC.OPED'S - OCTOBER 2018		11/2018	AJ17072	115.00
124616	99-4112	ACCURATE ENVIRONMENTAL INC.LEAD & COPPER TESTING		11/2018	AI19133	1,200.00
125077	99-4112	ACCURATE ENVIRONMENTAL INC.SUPPLIES FOR LAB		11/2018	SU29251	943.84
122897	99-4207	OSAGE COUNTY RURAL WATER #1SRWCS CONDUIT FEES		11/2018	10/1/18-9/30/19	13,807.18
124618	99-4344	UNITED STATES PLASTIC CORPOPVC STOCK		11/2018	5594032	181.93
125075	99-4839	GELCO UNIFORMS & SHOES, INBOOTS		11/2018	00237907	125.99
122991A	99-4936	WASTE MANAGEMENT OF TEXAS, REFUSE COLLECTION SRVC		11/2018	2211131 / 2211661	115,259.87
123718	99-6528	UNIFIRST HOLDINGS, INC.	UNIFORMS FOR CREWS	11/2018	8241524497	137.55
123860	99-7216	US CELLULAR	MONTHLY CELL PHONE	11/2018	0276818559	110.82
125080	99-7669	BOONE & BOONE SALES CO IN	MOTOR & PUMP	11/2018	152842	2,320.00
121397	99-7994	BANCFIRST	DEBT SERVICE PAYMENTS	11/2018	SERIES2012 121397	136,479.16
123272	99-7994	BANCFIRST	SMA UTIL SYS REV BOND	11/2018	SERIES2013 123272	206,105.42
123399A	99-7998	AMERICAN ENVIRONMENTAL LANDSLUDGE DISPOSAL FEE		11/2018	9284	1,602.57
123045	99-8434	FLEETCOR TECHNOLOGIES d/b/acNG - OCTOBER 2018		11/2018	NP54647799	165.69
124813	99-8626	CHARLEY E LOYD C & L LOCKSMCOMBINATION CHANGES		11/2018	10255	85.00
123612R	99-8906	JCI INDUSTRIES, INC.	PUMP & MOTOR REBUILD	11/2018	8167323	24,429.00
123853	99-9859	VERIZON WIRELESS SERVICES LDEDICATED PHONE-SWRCS		11/2018	9817082138	16.00
FUND TOTAL:						548,771.37

## FUND: 29 - STORMWATER MANAGEMENT

## SUMMARY REPORT

125055	99-103	ONG	MTHLY GAS CHARGES	11/2018	9/4-10/3/18 125055	108.62
121319	99-1992	JOHN DEERE FINANCIAL ACCT#5MISC OPERATIONAL SUPPLIES		11/2018	G00380/2 10/8/18	29.00
125202	99-3707	O'REILLY AUTOMOTIVE INC	OIL FILTERS/WIPER BLADES	11/2018	153-137379	13.66
124333	99-5343	WHEELER METALS INC	48' OF 2" PIPE FOR GATE	11/2018	306349	64.80
123860	99-7216	US CELLULAR	MONTHLY CELL PHONE	11/2018	0276818559	26.96
123045	99-8434	FLEETCOR TECHNOLOGIES d/b/acNG - OCTOBER 2018		11/2018	NP54647799	496.79
FUND TOTAL:						739.83

## FUND: 30 - STREET &amp; ALLEY

## SUMMARY REPORT

125055	99-103	ONG	MTHLY GAS CHARGES	11/2018	9/4-10/3/18 125055	107.75
124311	99-141	LOCKE SUPPLY CO.	LIGHT REPLACEMENTS	11/2018	35734751-00	58.22
122844	99-1992	JOHN DEERE FINANCIAL ACCT#5MISC WORK/SAFETY SUPPLIES		11/2018	N27934/2 10/12/18	1.29
124845	99-1992	JOHN DEERE FINANCIAL ACCT#5FUEL PUMP		11/2018	N28927/2 10/24/18	249.99

## FUND: 30 - STREET &amp; ALLEY

## SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
122842	99-3707	O'REILLY AUTOMOTIVE INC	MISC TRUCK PARTS/SUPPLIES	11/2018	153-137734	85.53
125207	99-3707	O'REILLY AUTOMOTIVE INC	STEERING SHOCK	11/2018	153-137988	65.89
123860	99-7216	US CELLULAR	MONTHLY CELL PHONE	11/2018	0276818559	26.96
123045	99-8434	FLEETCOR TECHNOLOGIES d/b/acNG - OCTOBER 2018		11/2018	NP54647799	15.38
125205	99-8539	CROW BURLLNGAME COMPANY	SMALL COOLANT HOSE	11/2018	106-13556	12.08
125206	99-8539	CROW BURLLNGAME COMPANY	VEHICLE MAINTENANCE	11/2018	106-13580	113.99
FUND TOTAL:						737.08

## FUND: 31 - CEMETERY MAINTENANCE

## SUMMARY REPORT

124134	99-10252	CECIL COX ENTERPRISES	FLATS & REPAIRS	11/2018	3035087	45.00
125055	99-103	ONG	MTHLY GAS CHARGES	11/2018	9/4-10/3/18 125055	112.09
124127	99-3707	O'REILLY AUTOMOTIVE INC	MISC PARTS FOR EQUIP	11/2018	153-136827	186.81
124128	99-3707	O'REILLY AUTOMOTIVE INC	MISC PARTS FOR VEHICLES	11/2018	153-131618	216.70
124950	99-4839	GELLCO UNIFORMS & SHOES, INBOOTS		11/2018	00238128	100.00
124129	99-6159	LOT MAINTENANCE OF OKLAHOMAMOW RIGHT-OF-WAYS		11/2018	036323	3,755.63
123718	99-6528	UNIFIRST HOLDINGS, INC.	UNIFORMS FOR CREWS	11/2018	8241524494	23.76
124148	99-8063	MOWER PARTS INC.,	WEEDEATER STRING	11/2018	858218	444.94
123045	99-8434	FLEETCOR TECHNOLOGIES d/b/acNG - OCTOBER 2018		11/2018	NP54647799	74.20
124847	99-8539	CROW BURLLNGAME COMPANY	TWO BATTERIES	11/2018	106-13150	206.04
FUND TOTAL:						5,165.17

## FUND: 32 - HUNTING &amp; FISHING

## SUMMARY REPORT

123878	99-10516	HINSCH MARY	CARETAKER AGREEMENT	11/2018	730474	375.00
123885	99-10516	HINSCH MARY	LAKE CARETAKER STIPENED	11/2018	NOV 2018 123885	750.00
123886	99-3719	PATRIOT SECURITY SYSTEMS, IALARM MON-LAKE/BAIT SHOP		11/2018	115421 11-10/2019	200.00
124869	99-5482	CRYSTAL LAKE FISHERIES, INCTROUT STOCKING		11/2018	17289	3,500.00
124565	99-7719	MID-WEST PRINTING COMPANY	PERMIT BOOKS	11/2018	55339	650.00
FUND TOTAL:						5,475.00

## FUND: 33 - GOLF COURSE

## SUMMARY REPORT

125055	99-103	ONG	MTHLY GAS CHARGES	11/2018	9/4-10/3/18 125055	181.61
124882	99-10302	LAMPTON WELDING SUPPLY CO, OCTOBER CO2 RENTAL		11/2018	00900899	75.01
125027	99-10765	ADVANCED ELECTRIC REBUILDERSTARTER		11/2018	51085	90.00
124048	99-1992	JOHN DEERE FINANCIAL ACCT#5SHOP SUPPLIES		11/2018	G04759/2 10/17/18	134.87
124260	99-4700	COX COMMUNICATIONS	MTHLY CABLE PAYMENT	11/2018	067167801 10/30/18	29.51
124261	99-5267	TITLEIST	SPECIAL ORDER CLUBS	11/2018	906470019	1,111.89
123718	99-6528	UNIFIRST HOLDINGS, INC.	UNIFORMS FOR CREWS	11/2018	8241524499	28.62
124880	99-7011	LOWE'S HOME CENTERS, INC.	PAINT & CEILING TILES	11/2018	11551 11/13/18	274.66
125025	99-9974	BOWERS OIL CO.	FUEL	11/2018	36439	678.85
FUND TOTAL:						2,605.02

## FUND: 34 - LIBRARY

## SUMMARY REPORT

123539	99-10095	RICOH USA, INC	WARRANTY-GENEOL PRINTER	11/2018	5054888273	149.34
125055	99-103	ONG	MTHLY GAS CHARGES	11/2018	9/4-10/3/18 125055	148.24
124658	99-10646	MARTIN, MONA	TRNG & TRVL REIMBURSEMENT	11/2018	11/6/18 124658	133.47
124667	99-10721	KENT L DANIEL JR	LANDSCAPING	11/2018	2622	500.00

## FUND: 34 - LIBRARY

## SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
123540	99-7963	TAMMY YVONNE TALLEY	JANITORIAL SERVICES	11/2018	NOV 2018 123540	345.00
123541	99-7963	TAMMY YVONNE TALLEY	JANITORIAL SERVICES	11/2018	NOV 2018 123541	950.00
123532	99-8400	DENNIS WAYNE JACKSON	LIGHT REPLACEMENTS	11/2018	1324	500.00
124671	99-8454	PROQUEST INFORMATION AND LE2 DATABASES FOR GENEALOGY		11/2018	70542465	2,482.94
124669	99-9125	THE LIBRARY STORE, INC.	SECURITY STRIPS	11/2018	366618	341.71
FUND TOTAL:						5,550.70

## FUND: 35 - PARKS &amp; RECREATION

## SUMMARY REPORT

124867	99-10225	CARLTON E CLINE	PAINTING OF SENIOR ROOM	11/2018	1416	2,600.00
125055	99-103	ONG	MTHLY GAS CHARGES	11/2018	9/4-10/3/18 125055	242.80
124864	99-10325	CARDIAC SCIENCE CORPORATION	AE BATTERY REPLACEMENT	11/2018	7337925	318.40
124866	99-10488	ADMIRAL EXPRESS LLC	OFFICE SUPPLIES	11/2018	1994707-0	52.66
124870	99-10488	ADMIRAL EXPRESS LLC	BULLETIN BOARD 6'X4'	11/2018	1996047-0	403.47
124860	99-10760	DECKER INC	STEAL TOILET PAPER DISP	11/2018	271510A	342.21
124009	99-141	LOCKE SUPPLY CO.	BULBS & FILTERS	11/2018	35751398-00	85.88
124564	99-1992	JOHN DEERE FINANCIAL ACCT#5	COVERALLS	11/2018	N27715/2 10/9/18	239.97
124401	99-4269	CREEK COUNTY RURAL WTR #3	WATER BILL FOR RV PARK	11/2018	24027 9/25-10/2018	63.00
125054	99-4482	OTA / GOV. ACCOUNTS	MONTHLY PIKEPASS	11/2018	20181095705	7.60
124402	99-4700	COX COMMUNICATIONS	CABLE SERVICE	11/2018	067168801 10/30/18	7.37
123718	99-6528	UNIFIRST HOLDINGS, INC.	UNIFORMS FOR CREWS	11/2018	8241524498	22.32
123860	99-7216	US CELLULAR	MONTHLY CELL PHONE	11/2018	0276818559	26.96
124865	99-7868	WESTLAKE HARDWARE INC	REPAIR TOILET, DEADBOLT	11/2018	8138561	88.85
123045	99-8434	FLEETCOR TECHNOLOGIES d/b/a	CNG - OCTOBER 2018	11/2018	NP54647799	134.59
123887	99-8545	TITAN COMMERCIAL SERVICES,	JANITORIAL SRVCS-PARK BAT	11/2018	NOV 2018 123887	750.00
123881	99-9288	ADVANCE ALARMS, INC	SENIOR CENTER-ALARM MONIT	11/2018	1673563	25.00
123882	99-9288	ADVANCE ALARMS, INC	PARK MAINT BLDG-ALARM MON	11/2018	1674218	25.00
124871	99-9708	C & D MECHANICAL LLC	SRVC CALL & REPAIR HEATER	11/2018	1694	90.00
123892	99-9996	ALLIANCE MAINTENANCE, INC.	JANITORIAL SRVCS-BTW	11/2018	109031	875.00
123893	99-9996	ALLIANCE MAINTENANCE, INC.	JANITORIAL SRVS-SENIOR CE	11/2018	109030	695.00
FUND TOTAL:						7,096.08

## FUND: 36 - SWIMMING POOL

## SUMMARY REPORT

125055	99-103	ONG	MTHLY GAS CHARGES	11/2018	9/4-10/3/18 125055	34.53
124854	99-1992	JOHN DEERE FINANCIAL ACCT#56	GALLONS ANTIFREEZE	11/2018	G07522/2 10/23/18	42.14
FUND TOTAL:						76.67

## FUND: 40 - FIRE CASH

## SUMMARY REPORT

124982	99-5356	CHANNING BETE COMPANY INC	BASIC LIFE SUPPORT ITEMS	11/2018	53597235	264.11
124986	99-9798	AUTO ELECTRIC SALES/ JUST	MIPAD CASES/ACCESSORIES	11/2018	58924	83.19
FUND TOTAL:						347.30

## FUND: 41 - POLICE CASH

## SUMMARY REPORT

123776	99-4014	BROWNELLS INC.	MISC AMMO	11/2018	16079349.00	1,532.23
FUND TOTAL:						1,532.23

FUND: 44 - MAJOR THOROFARE

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
124585	99-10758	LOGOS CONSTRUCTION CO LLC	BRIDGE REPAIR	11/2018	1587	20,790.80
123852	99-3633	PUBLIC SERVICE COMPANY OF	OEXPRESSWAY LIGHTS	11/2018	953824862 10/31/18	180.95
FUND TOTAL:						20,971.75
FUND: 45 - CAPITAL IMPROVEMENTS						SUMMARY REPORT
124663	99-10740	AWE ACQUISITION INC	COMPUTER	11/2018	BCPLOK18001-2	2,669.00
125153	99-10764	WAYFAIR LLC	CREDENZA	11/2018	2738419691	409.99
122947R	99-3881	FHC, INC. DBA TETRA TECH	FHENGINEERING SERVICES	11/2018	51375014	7,000.00
FUND TOTAL:						10,078.99
FUND: 46 - WATER & SEWER SALES TAX						SUMMARY REPORT
125055	99-103	ONG	MTHLY GAS CHARGES	11/2018	9/4-10/3/18 125055	104.29
124728	99-10560	CORE & MAIN LP	6" SWIVEL T	11/2018	J532525	393.00
124737	99-10560	CORE & MAIN LP	METER CANS, RING, SCREWS	11/2018	J637383	195.00
124738	99-10560	CORE & MAIN LP	BRASS SADDLE, CORP MIPXPJ	11/2018	J724216	82.10
124742	99-10560	CORE & MAIN LP	TRAFFIC BOXES AND LIDS	11/2018	J754716	1,548.30
124732	99-1992	JOHN DEERE FINANCIAL ACCT#5	GREASE, DUCT TAPE	11/2018	F98964/2 10/5/18	107.16
124740	99-2959	DAVIDSON AND DAVIDSON	ENTERFITTINGS FOR VAC TRUCK	11/2018	0135553-IN	19.55
123910	99-3768	ACTION SAFETY SUPPLY CO	TRAFFIC CONTROL	11/2018	00217975	424.50
125054	99-4482	OTA / GOV. ACCOUNTS	MONTHLY PIKEPASS	11/2018	20180900560	2.30
123718	99-6528	UNIFIRST HOLDINGS, INC.	UNIFORMS FOR CREWS	11/2018	8241524500	21.36
123860	99-7216	US CELLULAR	MONTHLY CELL PHONE	11/2018	0276818559	101.85
124702	99-7494	LAMPROE CONSTRUCTION, INC	CONCRETE REPAIRS	11/2018	9800	5,941.00
124704	99-7535	OKLAHOMA OUTDOOR POWER	EQUIHYDRAULIC MOTOR ASSY	11/2018	202796	818.54
124707	99-7737	OKLAHOMA ONE-CALL SYSTEM,	IDUES FOR OKIE 811	11/2018	2018AM1173	1,762.25
124739	99-7868	WESTLAKE HARDWARE INC	KEYS FOR GATE	11/2018	8138540	19.70
123045	99-8434	FLEETCOR TECHNOLOGIES d/b/ac	NG - OCTOBER 2018	11/2018	NP54647799	249.28
FUND TOTAL:						11,790.18
FUND: 48 - WATER RESOURCE						SUMMARY REPORT
124737	99-10560	CORE & MAIN LP	METER CANS, RING, SCREWS	11/2018	J637383	1,403.50
FUND TOTAL:						1,403.50
FUND: 49 - SEWER EXT & DEV FUND						SUMMARY REPORT
124581	99-10752	ARIES INDUSTRIES INC	SEWER CAMERA	11/2018	382754	84,950.00
123678R	99-3881	FHC, INC. DBA TETRA TECH	FHENGINEERING SERVICES	11/2018	51374869	24,500.00
123969B	99-3881	FHC, INC. DBA TETRA TECH	FHENGINEERING SERVICES	11/2018	51374870	15,700.00
FUND TOTAL:						125,150.00
FUND: 55 - INSURANCE FUND						SUMMARY REPORT
125350	99-10743	HUB INTERNATIONAL MIDWEST	LEMPLOYEE HEALTH INS	11/2018	11/8/18 125350	231,507.62
FUND TOTAL:						231,507.62

FUND: 57 - E-911 FUND

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
123813	99-4319	AT&T	MONTHLY E-911 CHARGES	11/2018	9181540064 11/1/18	236.90
FUND TOTAL:						236.90

FUND: 58 - JUVENILE JUSTICE FUND

SUMMARY REPORT

123693	99-7564	HUMAN SKILLS & RESOURCES	IPROBATION SERVICES--JUVENI	11/2018	10/1-10/31/18	1,250.00
123694	99-7564	HUMAN SKILLS & RESOURCES	IDRUG TESTING/JUVENILE COU	11/2018	OCT 2018 123694	45.00
FUND TOTAL:						1,295.00

FUND: 59 - HOTEL/MOTEL TAX FUND

SUMMARY REPORT

125125	99-10753	CHARLIE'S TEE'S	SHIRTS	11/2018	102418-03	17.98
FUND TOTAL:						17.98

FUND: 60 - GRANTS AND AID

SUMMARY REPORT

122072R	99-3881	FHC, INC. DBA TETRA TECH	FHENGINEERING	11/2018	51374866	2,200.00
FUND TOTAL:						2,200.00

FUND: 63 - SERIES 2014 STR CAP IMPR

SUMMARY REPORT

125052	99-8254	PROFESSIONAL ENGINEERING	COENGINEERING SERVICES	11/2018	440724	12,795.12
FUND TOTAL:						12,795.12

FUND: 65 - STREET IMP.SALES TAX

SUMMARY REPORT

123702A	99-10075	DOLESE BROS CO	160 YRDS-4500 PSI CONCRET	11/2018	RM18052341	3,738.00
124309	99-10282	UNITED RENTALS (NORTH AMERIC	CONCRETE STINGER	11/2018	158803172-005	518.00
124594	99-2217	DAYS DISCOUNT LUMBER INC	PLYWOOD	11/2018	42093	590.73
121396	99-7994	BANCFIRST	DEBT SERVICE PAYMENTS	11/2018	SERIES2014 121396	52,677.29
119149A	99-9629	GUY ENGINEERING SERVICES,	IENGINEERING SERVICES	11/2018	840C-11	3,210.53
FUND TOTAL:						60,734.55

FUND: 83 - G.O.BOND CONSTR FUND

SUMMARY REPORT

123704R	99-3881	FHC, INC. DBA TETRA TECH	FHPROFESSIONAL SERVICES	11/2018	51374865	9,000.00
114688B	99-5348	PLANNING DESIGN GROUP	SPORTS COMPLEX	11/2018	4553	2,510.00
124278	99-8129	MSB CONSTRUCTION LLC	SEWER IMPROVEMENTS	11/2018	1804-3	153,288.78
FUND TOTAL:						164,798.78
GRAND TOTAL:						1,280,806.98



## G / L R E C A P

PERIOD	G/L	ACCOUNT	NAME	AMOUNT	TOTAL
11/2018	10	501-301	TRAINING & TRAVEL	77.75	
11/2018	10	501-311	PROFESSIONAL SERVICES	2,500.00	
11/2018	10	501-313	PRINTING	20.00	
11/2018	10	502-201	OFFICE SUPPLIES	91.37	
11/2018	10	502-260	MINOR EQUIPMENT & FURNISHINGS	7,470.66	
11/2018	10	503-201	OFFICE SUPPLIES	49.76	
11/2018	10	503-313	PRINTING	20.00	
11/2018	10	504-201	OFFICE SUPPLIES	109.11	
11/2018	10	504-311	PROFESSIONAL SERVICES	119.00	
11/2018	10	504-407	BOOKS	963.26	
11/2018	10	506-311P	PHYSICALS	169.50	
11/2018	10	508-241	SAFETY SUPPLIES	200.00	
11/2018	10	508-315	FEES & OTHER CHARGES	25.00	
11/2018	10	508-331	UTILITIES	137.40	
11/2018	10	510-311	PROFESSIONAL SERVICES	15,010.84	
11/2018	10	511-211	JANITORIAL SUPPLIES	190.17	
11/2018	10	511-214E	EMS SUPPLIES	428.45	
11/2018	10	511-221	FUEL AND OIL	123.10	
11/2018	10	511-241	SAFETY EQUIPMENT	315.37	
11/2018	10	511-301	TRAINING AND TRAVEL	2,306.16	
11/2018	10	511-311	PROFESSIONAL SERVICES	119.00	
11/2018	10	511-331	UTILITIES	695.40	
11/2018	10	511-332	COMMUNICATIONS	400.10	
11/2018	10	511-351	MAINTENANCE-EQUIPMENT	398.00	
11/2018	10	511-352	MAINTENANCE-VEHICLES	1,075.69	
11/2018	10	511-353	MAINT-BUILDINGS & FIXTURE	224.80	
11/2018	10	512-211	JANITORIAL SUPPLIES	134.32	
11/2018	10	512-214	OPERATIONAL SUPPLIES	386.44	
11/2018	10	512-221	FUEL AND OIL	50.01	
11/2018	10	512-301	TRAINING AND TRAVEL	956.50	
11/2018	10	512-311	PROFESSIONAL SERVICES	2,700.00	
11/2018	10	512-321	PRISONER CARE	706.20	
11/2018	10	512-331	UTILITIES	167.72	
11/2018	10	512-351	MAINTENANCE-EQUIPMENT	720.90	
11/2018	10	512-352	MAINTENANCE-VEHICLES	571.48	
11/2018	10	512-353	MAINTENANCE-BUILDINGS	225.00	
11/2018	10	513-331	UTILITIES	114.25	
11/2018	10	513-332	COMMUNICATIONS	37.38	
11/2018	10	513-352	MAINT - VEHICLES	4.74	
11/2018	10	515-301	TRAINING AND TRAVEL	8.25	
11/2018	10	515-314	UNIFORMS	160.13	
11/2018	10	517-313	PRINTING	25.00	
11/2018	10	517-314	UNIFORMS	162.66	
11/2018	10	517-332	COMMUNICATION	40.01	

## G / L R E C A P

PERIOD	G/L	ACCOUNT	NAME	AMOUNT	TOTAL
11/2018	10	518-241	SAFETY SUPPLIES	89.70	
11/2018	10	518-313	PRINTING	25.00	
11/2018	10	518-314	UNIFORMS	137.14	
11/2018	10	590-141	CONTRACT LABOR	2,500.00	
11/2018	10	590-201	OFFICE SUPPLIES	53.85	
11/2018	10	590-202	POSTAGE	2,000.00	
11/2018	10	590-211	JANITOR SUPPLIES	170.11	
11/2018	10	590-244	EMPLOYEE MOTIVATIONAL SUPPLIES	136.28	
11/2018	10	590-312	ADVERTISING	68.75	
11/2018	10	590-315	FEES & OTHER CHARGES	664.00	
11/2018	10	590-331	UTILITIES	66.50	
11/2018	10	590-332	COMMUNICATIONS	10,995.95	
11/2018	10	590-353	MAINT-BUILDING & FIXTURES	85.00	
11/2018	10	590-505	LEASE PAYMENTS	2,327.00	59,730.16
11/2018	20	523-311	PROFESSIONAL SERVICES	1,104.18	
11/2018	20	523-314	UNIFORM CLEANING	32.43	
11/2018	20	523-332	COMMUNICATIONS	110.82	
11/2018	20	524-214	OPERATIONAL SUPPLIES	943.84	
11/2018	20	524-241	SAFETY SUPPLIES	326.88	
11/2018	20	524-311	PROFESSIONAL SERVICES	1,378.00	
11/2018	20	524-314	UNIFORM CLEANING	59.22	
11/2018	20	524-315B	FEES & OTHR CHGS-SKIATOOK	23,215.58	
11/2018	20	524-322	WATER PURCHASE	235.11	
11/2018	20	524-331	UTILITIES	6,076.54	
11/2018	20	524-341	RENTAL OF EQUIPMENT	25.72	
11/2018	20	524-351	MAINTENANCE-EQUIPMENT	19.95	
11/2018	20	524-354	MAINTENANCE-FACILITIES	2,501.93	
11/2018	20	524-405	FACILITIES	24,429.00	
11/2018	20	525-214-.01	OPERATING SUPPLIES-LAB	1,190.47	
11/2018	20	525-221	FUEL & OIL	246.25	
11/2018	20	525-241	SAFETY SUPPLIES	99.99	
11/2018	20	525-260	MINOR EQUIPMENT & FURNISHINGS	38.99	
11/2018	20	525-311D	PROF SERVICES-TESTING	790.00	
11/2018	20	525-314	UNIFORM CLEANING	45.90	
11/2018	20	525-325	SEWAGE DISPOSAL FEE	405.10	
11/2018	20	525-331	UTILITIES	252.99	
11/2018	20	525-341	RENTAL OF EQUIPMENT	15.86	
11/2018	20	525-345	DISPOSAL OF SLUDGE	1,602.57	
11/2018	20	525-354	MAINTENANCE-FACILITIES	6,291.94	
11/2018	20	527-141	CONTRACT LABOR	115,259.87	
11/2018	20	527-315B	FEES & OTH CHG-HAULING	1,836.17	
11/2018	20	590-141	CONTRACT LABOR	2,500.00	
11/2018	20	590-331	UTILITIES	66.49	
11/2018	20	590-353	BUILDING MAINTENANCE	85.00	

## G / L R E C A P

PERIOD	G/L	ACCOUNT	NAME	AMOUNT	TOTAL
11/2018	20	590-501F	BOND EXP - SERIES 2012	135,854.16	
11/2018	20	590-501G	REVENUE BOND EXP - SERIES 2013	205,626.25	
11/2018	20	590-502	REVENUE BOND TRUSTEE FEES	1,104.17	
11/2018	20	591-390	CONTINGENCY NOT BUDGETED	15,000.00	548,771.37
11/2018	29	529-214	OPERATING SUPPLIES	29.00	
11/2018	29	529-221	FUEL & OIL	496.79	
11/2018	29	529-331	UTILITIES	108.62	
11/2018	29	529-332	COMMUNICATIONS	26.96	
11/2018	29	529-352	MAINTENANCE-VEHICLES	13.66	
11/2018	29	529-354	MAINTENANCE-FACILITIES	64.80	739.83
11/2018	30	530-221	FUEL & OIL	15.38	
11/2018	30	530-231	MINOR TOOLS	1.29	
11/2018	30	530-331	UTILITIES	107.75	
11/2018	30	530-332	COMMUNICATIONS	26.96	
11/2018	30	530-351	MAINTENANCE-EQUIPMENT	347.60	
11/2018	30	530-352	MAINTENANCE-VEHICLES	179.88	
11/2018	30	530-353	MAINT-BUILDINGS	58.22	737.08
11/2018	31	531-141	CONTRACT LABOR	3,755.63	
11/2018	31	531-214	OPERATING SUPPLIES	444.94	
11/2018	31	531-221	FUEL & OIL	74.20	
11/2018	31	531-241	SAFETY SUPPLIES	100.00	
11/2018	31	531-314	UNIFORM CLEANING	23.76	
11/2018	31	531-331	UTILITIES	112.09	
11/2018	31	531-351	MAINTENANCE-EQUIPMENT	437.85	
11/2018	31	531-352	MAINTENANCE-VEHICLES	216.70	5,165.17
11/2018	32	532-141	CONTRACT LABOR	750.00	
11/2018	32	532-142	PERMIT SALES COMMISSION	375.00	
11/2018	32	532-313	PRINTING	650.00	
11/2018	32	532-342	OPERATIONS LEASE	200.00	
11/2018	32	532-405A	FISH STOCKINGS	3,500.00	5,475.00
11/2018	33	533-213	CONCESSION SUPPLY	75.01	
11/2018	33	533-215	PRO SHOP SUPPLIES	1,111.89	
11/2018	33	533-221	FUEL & OIL	678.85	
11/2018	33	533-314	UNIFORM CLEANING	28.62	
11/2018	33	533-331	UTILITIES	181.61	
11/2018	33	533-351	MAINTENANCE-EQUIPMENT	90.00	
11/2018	33	533-353	MAINTENANCE-BUILDINGS	274.66	
11/2018	33	533-354	MAINTENANCE-FACILITIES	164.38	2,605.02
11/2018	34	534-141	CONTRACT LABOR	1,295.00	

## G / L R E C A P

PERIOD	G/L	ACCOUNT	NAME	AMOUNT	TOTAL
11/2018	34	534-301	TRAINING AND TRAVEL	133.47	
11/2018	34	534-302	DUES AND SUBSCRIPTIONS	149.34	
11/2018	34	534-331	UTILITIES	148.24	
11/2018	34	534-354	MAINTENANCE-FACILITIES	1,000.00	
11/2018	34	534-407	BOOKS	2,824.65	5,550.70
11/2018	35	535-141	CONTRACT LABOR	2,320.00	
11/2018	35	535-201	OFFICE SUPPLIES	456.13	
11/2018	35	535-221	FUEL AND OIL	134.59	
11/2018	35	535-241	SAFETY SUPPLIES	318.40	
11/2018	35	535-301	TRAINING AND TRAVEL	7.60	
11/2018	35	535-311	PROFESSIONAL SERVICES	50.00	
11/2018	35	535-314	UNIFORM CLEANING	262.29	
11/2018	35	535-331	UTILITIES	305.80	
11/2018	35	535-332	COMMUNICATIONS	34.33	
11/2018	35	535-353	MAINT-BUILDINGS/FIXTURES	606.94	
11/2018	35	535-354	MAINTENANCE-FACILITIES	2,600.00	7,096.08
11/2018	36	536-331	UTILITIES	34.53	
11/2018	36	536-353	MAINT-BUILDINGS/FIXTURES	42.14	76.67
11/2018	40	540-401	EQUIPMENT	83.19	
11/2018	40	540-407	BOOKS	264.11	347.30
11/2018	41	541-401	EQUIPMENT	1,532.23	1,532.23
11/2018	44	544-331	UTILITIES	180.95	
11/2018	44	544-390	CONTINGENCY	20,790.80	20,971.75
11/2018	45	534-401	EQUIPMENT	2,669.00	
11/2018	45	546-405B	FACILITIES - CONTRACT	7,000.00	
11/2018	45	590-402	FURNITURE	409.99	10,078.99
11/2018	46	1699	INVENTORY PURCHASED	393.00	
11/2018	46	546-221	FUEL AND OIL	249.28	
11/2018	46	546-241	SAFETY SUPPLIES	424.50	
11/2018	46	546-301	TRAINING AND TRAVEL	2.30	
11/2018	46	546-302	DUES AND SUBSCRIPTIONS	1,762.25	
11/2018	46	546-314	UNIFORM CLEANING	21.36	
11/2018	46	546-331	UTILITIES	104.29	
11/2018	46	546-332	COMMUNICATIONS	101.85	
11/2018	46	546-351	MAINTENANCE-EQUIPMENT	945.25	
11/2018	46	546-353	MAINTENANCE-BUILDINGS	19.70	
11/2018	46	546-354	MAINTENANCE-FACILITIES	7,766.40	11,790.18
11/2018	48	1699	INVENTORY PURCHASED	1,403.50	

## G / L R E C A P

PERIOD	G/L	ACCOUNT	NAME	AMOUNT	TOTAL
					1,403.50
11/2018	49	525-311	PROFESSIONAL SERVICES	15,700.00	
11/2018	49	526-311	PROFESSIONAL SERVICES	24,500.00	
11/2018	49	549-401	EQUIPMENT	84,950.00	125,150.00
11/2018	55	555-391	LIFE INS PREM-OTHERS	4,731.81	
11/2018	55	555-392	FEES & OTHER-OTHERS	226,775.81	231,507.62
11/2018	57	557-315-.01	FEES & OTHER CHARGES-WIRELESS	236.90	236.90
11/2018	58	558-141	CONTRACT LABOR	1,250.00	
11/2018	58	558-311	PROFESSIONAL SERVICES	45.00	1,295.00
11/2018	59	559-390	CONTINGENCY FOR ITEMS NOT BUD	17.98	17.98
11/2018	60	592-311A	PROF SVCS - DESGN & BID	2,200.00	2,200.00
11/2018	63	565-311A	PROF SVCS-END (DESIGN)	12,795.12	12,795.12
11/2018	65	565-311A	PROF SERVICES - ENGINEERING	3,210.53	
11/2018	65	565-405B	FACILITIES-CONTRACT	4,846.73	
11/2018	65	565-501	BOND EXP -SERIES 2004/2014	39,166.66	
11/2018	65	565-501I	2004/2014 DEBT SERVICE - INT	13,177.30	
11/2018	65	565-502	REVENUE BOND TRUSTEE FEES	333.33	60,734.55
11/2018	83	571-311B	PROF SVCS-ENG (C.A. & INSP)	9,000.00	
11/2018	83	571-405B	FACILITIES - CONTRACT	153,288.78	
11/2018	83	578-311A	PROF SVCS-ENG (DESIGN, BID)	2,510.00	164,798.78
			GRAND TOTAL ESTIMATE:		0.00
			GRAND TOTAL ACTUAL:		1,280,806.98
			REPORT TOTAL:		1,280,806.98



**Consent Agenda 7.B.**

**City Council Regular**

**Meeting Date:** November 19, 2018

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

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**SUBJECT:**

Consider approving Prepaid Claims in the amount of \$806.40.

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**Attachments**

Prepaid Claims 11-19-18

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Prepaid Claims for Agenda 11/19/18  
Submitted by: Amber Fisher A/P

City:

Post Oak Lodge & Retreat for Long Range Planning Meeting

SMA:

Total Amount \$ 806.40



## AGENDA ITEM

Administration 10.A.

### City Council Regular

**Meeting Date:** November 19, 2018

**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:

Discussion and possible action regarding an agreement with the Humane Society of Tulsa to perform Spay and Neuter surgeries for the animals at the Sapulpa Animal Shelter.

### BACKGROUND:

The Sapulpa Animal Shelter has been doing business with Spay Oklahoma for numerous years. Mary Ruhl, Supervisor of the shelter, has been informed that Spay Oklahoma was going out of business and no longer will accept animals from the Sapulpa Animal Shelter.

Mary has been in discussions with other facilities to find a place to get our animals spayed, neutered, and vaccinated. Attached are several proposals from various clinic in our area. The Humane Society of Tulsa's prices are quite a bit less than the other facilities.

### RECOMMENDATION:

Staff recommends Council approve that Sapulpa Animal Shelter be allowed to begin service with the Humane Society of Tulsa. There is no contract that will require a signature from the Mayor.

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### Attachments

Spay, Neuter, Rabies Pricing

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## Humane Society of Tulsa

November 1, 2018

Mary Ruhl  
515 E. Fife Ave  
Sapulpa, OK 74066

Dear Ms. Ruhl,

The Humane Society of Tulsa agrees to preform Spay and Neuter surgeries for the animals at the Sapulpa Animal Shelter according to the attached price schedule.

Clinics are set to be held on Thursday at the Humane Society of Tulsa's Hub at 11908 S. 33 W. Ave, Sapulpa. Animals should be dropped off by 9am the morning of surgery and picked up by 5pm that evening.

Advanced notice for appointments is required, and every effort will be made to notify you of any cancellations within 24 hours before the clinic.

Please do not hesitate to contact me at 918-209-5488 with any further questions.

Sincerely,

Evan Fadem  
Executive Director

Enclosure

9521-B S. Riverside Pkwy  
Box 542  
Tulsa, OK 74137  
918-495-3647

[www.TulsaPets.com](http://www.TulsaPets.com)

# Spay/Neuter & Wellness Clinic



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

Owner's Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Pet's Name \_\_\_\_\_  DOG  CAT  M  F ALT:  Y  N

Breed: \_\_\_\_\_ Age: \_\_\_\_\_ Color: \_\_\_\_\_

Date of Rabies Vaccinations: \_\_\_\_\_ Date of Other Vaccinations: \_\_\_\_\_

I hereby consent and authorize surgical sterilization of my pet, and I understand the procedure. I also understand there are certain risks and complications, including the risk of death, associated with any operation or procedure of this type. I further understand that during the course of the surgery unforeseen conditions may arise that may necessitate the performance of additional procedures.

I have notified the staff of any known medical conditions and any medication(s) the animal is currently being administered. I understand that any discovered pregnancies will result in the fetuses being aborted. I also certify that this pet has not had any food or treats since midnight last night. I acknowledge no pre-anesthetic blood work is being performed.

I am the owner or the agent for the owner of the animal described above, and I have the authority to execute this consent agreement. The above information is true and correct to the best of my knowledge.

OWNER (agent) \_\_\_\_\_

Initial Requested Service(s)

- | <u>CAT</u>                    | <u>DOG</u>  |
|-------------------------------|---|
| _____ Cat Spay/Neuter \$40    | _____ Dog Spay/Neuter \$50 (50#+= \$60, 70#+= \$75) |
| _____ Cat Vaccine FVRCP \$10  | _____ Dog Vaccine DHLPP \$10                        |
| _____ Cat Vaccines FeLv \$15  | _____ Dog Vaccine Bordatella \$10                   |
| _____ Cat Vaccine Rabies \$5  | _____ Dog Vaccine Rabies \$5                        |
| _____ FELV/FIV Testing \$30   | _____ Heartworm Screening \$20                      |
| _____ Deworming Treatment \$5 | _____ Deworming Treatment \$5                       |
| _____ Microchip \$20          | _____ Microchip \$20                                |
| _____ Heat/Pregnant \$10      | _____ Heat/Pregnant \$10                            |
| _____ Cryptorchid \$10        | _____ Cryptorchid \$10                              |

Clinic Use Only.

Veterinarian Signature  <i>Humane Society of Tulsa</i> 6232 E. 60th Street Tulsa, OK 74135 (918) 495-3647	Weight: _____ T: _____ P: _____ R: _____ _____ _____ _____ _____ _____	Rabies - One Yr. Mfr: _____ Exp: _____ Serial # _____ Tag #: _____	Vacc.: _____ Vacc.: _____ HrtWrm: _____ FeLv/FIV: _____
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Retain this form as proof of sterilization and vaccination of your pet.

## **Sapulpa Animal Control**

**Spay/Neuter and Rabies vaccinations at local veterinarians.**

**Animal Care Central: 10381 Frankhoma Rd. Sapulpa Ok.**

**No Discounts and sterilizes at 6 months and up only.**

**Spay Cat: \$119.00**

**Neuter Cat: \$89.87**

**Rabies Vaccination: \$15.00**

**Spay Dog: 26-50 lbs \$129.50, 51-75 lbs \$140.00**

**Neuter Dog: 26-50 lbs \$119.00, 51-75 lbs \$124.00**

**Rabies Vaccination: \$15.00**

**Advance Care: 12226 Heywood Hill Rd. Sapulpa Ok.**

**No Discounts and sterilizes at 5-6 months depending on the animal.**

**Spay Cat: \$114.98 + Extra fees for meds, in heat, pregnant etc.**

**Neuter Cat: \$95.49 + Extra fees for meds, etc.**

**Rabies Vaccination: \$15.00**

**Spay Dog: \$175.31-223.07 depending on weight + Extra fees for meds, in heat, pregnant, ect.**

**Neuter Dog: \$156.83-212.51 depending on weight + Extra fees for meds, ect.**

**Rabies Vaccination: \$15.00**

- Will have a meeting with owner to see if they will give any discounts on 11/8/18.

**Branscum's Animal Clinic: 15243 W Hwy 66 Sapulpa Ok.**

**Does not perform spay/neuter surgeries any longer**

**Rabies Vaccination: \$15.00**

**These are prices quoted to the Sapulpa Animal Shelter for Sterilization and rabies vaccination for the adopted animals.**

**11/6/2018**

**Sapulpa Animal Shelter**

**Supervisor**

**Mary Ruhl**

A handwritten signature in cursive script that reads "Mary Ruhl".



**AGENDA ITEM**

**Administration 10.B.**

**City Council Regular**

**Meeting Date:** November 19, 2018

**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:**

Discussion and possible action regarding an agreement with Office Express Janitorial Services for janitorial service for the Police Department, beginning December 10, 2018. This agreement is in the amount of \$1,495.00 per month.

**BACKGROUND:**

The current agreement with Alliance is in the amount of \$1,595.00 per month. Over time, the level of service has declined leaving our building looking dirty. This is especially noticeable in our dispatch, break rooms and restrooms. It has been determined that the agreement with Alliance should be terminated. This will be done with an effective date of December 9, 2018.

We have received two proposals, and after review of these proposals, it was determined that Office Express Janitorial Services would best serve the needs of our department. The new agreement allows for a one (1) time initial cleaning in the amount of \$250.00. The new monthly fee will be \$1,495.00 per month which is less than the amount that is paid to Alliance per month.

**RECOMMENDATION:**

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

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**Fiscal Impact**

**Amount:** \$10,715.00

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

**Account number:** 10-512-141

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**Attachments**



City of Sapulpa Police Building  
**Professional Janitorial Service Proposal**

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**General**

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Office Express Janitorial Services agrees to provide all labor, supervision, material, and equipment necessary to assure performance of specified cleaning service for the customer. This shall include all services described in the written specifications attached.

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**Compensation**

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5 days per week Professional Cleaning Service Program: **\$1,495/mo.**

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**Special Services**

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Carpet Cleaning On Request: \$800 per occurrence  
Floor Waxing on Request (lobby): \$375 per occurrence  
Floor Scrubbing on Request (dispatch and break room): \$285 per occurrence

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**Initial Cleaning**

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Detail cleaning of offices, restrooms, lunchroom and hallways including:

- High and low dusting of horizontal surfaces including desks, sills, cabinets etc.
- Detail vacuum carpeted areas including edges, under desks and behind doors
- Wiping of sides of desks, files, trash cans, doors and cabinets
- Cleaning and sanitizing of telephones including cradle and receivers
- Brushing and or crevice vacuuming of all upholstered chairs
- Wipe clean legs and bases of chairs and tables in offices areas etc.
- Clean all ceiling and HVAC vents in offices
- Wipe clean all restroom partitions, fixtures etc.
- Thorough wiping of all clear areas of office desktops and horizontal surfaces

Price: \$250.00

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**Service Schedule**

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Cleaning service operations described in this comprehensive program will be performed 5 days per week.

The cleaning crew will observe holidays observed by the customer. Office Express Janitorial Services is prepared to adapt this work schedule to coincide with the needs and requests of the customer provided that such requests do not alter the cost of operations.

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**Invoicing**

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All invoicing will be itemized according to monthly work or for special tasks. Invoicing will be on the 1st of

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each month. Payment policy is net 15 days.

If payment is not received within 30 days of invoice you agree to pay a 5% fee of total amount due. Also, if payment is not received within 30 days we will suspend cleaning services until payment is received.

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### **Supervision**

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Adequate personnel and supervision will be furnished to ensure quality service.

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### **Supplies**

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The customer will furnish all consumable products inclusive of but not limited to: toilet tissue, towels, trash liners and hand soap. If desired, Office Express Janitorial Services can provide these products and invoice them separately.

Office Express Janitorial Services will furnish all cleaning supplies inclusive of but not limited to: cleaning agents, disinfectants, etc.

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### **Equipment**

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Office Express Janitorial Services will furnish and maintain all necessary cleaning equipment inclusive of but not limited to: floor machines, buffers, carpet extractor, vacuums, maid carts, mop buckets, wringers, mops and brooms. The customer agrees to provide a secure space for storage of this equipment, as may be necessary.

Office Express Janitorial Services will comply with current OSHA regulations and proven procedures pertaining to all work performed at the customer's location.

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### **Insurance**

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Office Express Janitorial Services will furnish all forms of insurance required by law and shall maintain the same in force.

- Comprehensive General Liability
- Workers' Compensation

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### **Employee Status**

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Personnel supplied by Office Express Janitorial Services are deemed employees of Office Express Janitorial Services and will not for any purpose be considered employees or agents of the customer.

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### **Equal Opportunity Employer**

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Office Express Janitorial Services is an equal opportunity employer. All necessary employment forms will be maintained by our office as required by law.

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### **Our Philosophy**

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Office Express Janitorial Services is committed to providing quality janitorial services that deliver the highest levels of customer satisfaction.

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**Term**

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This agreement does not have a fixed duration. It continues until either party exercises its termination right. Both parties have the right to terminate this agreement on 30 days written notice delivered by U.S. Mail. OFFICE EXPRESS JANITORIAL (hereby referred to as "OEJ") has the additional right to terminate service immediately in the event that Client's account is delinquent. Whether Client's account is delinquent shall be determined by OEJ in its sole and absolute discretion.

If Client is dissatisfied with services rendered by OEJ for any reason, including acts or omissions allegedly causing loss to Client, Client's full and final remedy is to exercise its right to terminate this agreement and, for loss covered by OEJ's insurance, to proceed with a claim. Such a claim shall be limited to the applicable policy limits of OEJ's insurance. Client hereby waives any claim that is uninsured or that exceeds the amount of OEJ's insurance coverage.

If service is terminated for any reason, Client shall pay OEJ all accrued charges through the termination of the agreement, including the 30 day notice period. In the event that Client discontinues OEJ's services before the end of the 30-day notice period or terminates those services with no or short notice, then Client shall be obligated to pay OEJ as liquidated damages the full amount of all charges that it would have incurred had OEJ's services continued for an additional 30 days.

For a period of one year following termination of this agreement, Client (including any affiliates, branches, agents, or subsidiaries of Client) shall not, directly or indirectly, hire, solicit, or encourage to leave OEJ's employment, any employee, consultant, or contractor of OEJ, including any former employee, consultant, or contractor who has left OEJ within the prior year, unless Client has written consent signed by an authorized officer of OEJ.

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**Agreement**

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This Agreement ("this Agreement") is made and entered into as of \_\_\_\_\_, 20\_\_\_\_, by and between Office Express Janitorial Services, with its principal place of business located at 7181 S Braden Ave., Tulsa, OK 74136 and City of Sapulpa Police Building with its principal place of business located at 20 North Walnut St, Sapulpa, OK 74066.

NOW, THEREFORE, in consideration of the mutual promises and benefits to be derived by the parties they mutually agree to the terms and conditions as outlined above in this agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date and year first written above.

Office Express Janitorial Services

City of Sapulpa Police Building

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

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

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

## City of Sapulpa Police Building

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### Measurement Summary

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Area	Square Footage				Total
	Carpet	Waxable	Non-wax	Wood	
Jail Lobby	---	---	450.0	---	450.0
Lobbies	378.0	968.0	---	---	1,346.0
Conference Rooms	1,018.0	---	600.0	---	1,618.0
Offices	2,832.0	90.0	520.0	---	3,442.0
Hallways	1,104.0	---	---	---	1,104.0
Restrooms	---	---	148.0	---	148.0
Locker Rooms	---	---	744.0	---	744.0
Lunchrooms	---	180.0	350.0	---	530.0
<b>Totals:</b>	<b>5,332.0</b>	<b>1,238.0</b>	<b>2,812.0</b>		<b>9,382.0</b> sq ft

The information contained in this report is an estimate only.

City of Sapulpa Police Building

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**Area Hours Summary**

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<b>Area</b>	<b>Avg./Day</b>
Jail Lobby	2.0 min.
Lobbies	0.3 hrs.
Conference Rooms	0.2 hrs.
Offices	0.5 hrs.
Hallways	0.1 hrs.
Restrooms	0.7 hrs.
Locker Rooms	0.4 hrs.
Lunchrooms	0.7 hrs.
Other Requirements	0.2 hrs.
<b>Total:</b>	<b>3.1 hrs.</b>

## City of Sapulpa Police Building

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### Job Specifications

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#### Jail Lobby

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<u>Task Description</u>	<u>Service Days</u>
Spot Clean All Walls, Light Switches And Doors	1 day/wk.
Clean And Sanitize Telephones	1 day/wk.
Arrange Furniture	1 day/wk.
Empty And Remove Trash, Replace Liner If Needed	1 day/wk.
Dust Mop Hard Surface Floors	1 day/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	1 day/wk.
Vacuum Walk-Off Mats	1 day/wk.

#### Lobbies

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<u>Task Description</u>	<u>Service Days</u>
Dust All Horizontal Surfaces Within Normal Reach	4 days/wk.
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	2 days/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	1 day/wk.
Clean And Sanitize Telephones	1 day/wk.
Arrange Furniture	5 days/wk.
Empty And Remove Trash, Replace Liner If Needed	5 days/wk.
Spot Vacuum All Carpet	4 days/wk.
Detail Vacuum All Carpet	1 day/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Spot Mop Stains And Spills Using Appropriate Cleaner	4 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	1 day/wk.
Vacuum Walk-Off Mats	5 days/wk.

#### Conference Rooms

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<u>Task Description</u>	<u>Service Days</u>
Dust All Horizontal Surfaces Within Normal Reach	1 day/wk.
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	1 day/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	1 day/wk.
Clean And Sanitize Telephones	1 day/wk.
Arrange Furniture	2 days/wk.
Empty And Remove Trash, Replace Liner If Needed	2 days/wk.

Spot Vacuum All Carpet	1 day/wk.
Detail Vacuum All Carpet	1 day/wk.
Dust Mop Hard Surface Floors	2 days/wk.
Spot Mop Stains And Spills Using Appropriate Cleaner	1 day/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	1 day/wk.

## Offices

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<u>Task Description</u>	<u>Service Days</u>
Dust All Horizontal Surfaces Within Normal Reach	4 days/wk.
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	2 days/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	1 day/wk.
Clean And Sanitize Telephones	1 day/wk.
Empty And Remove Trash, Replace Liner If Needed	5 days/wk.
Spot Vacuum All Carpet	4 days/wk.
Detail Vacuum All Carpet	1 day/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Spot Mop Stains And Spills Using Appropriate Cleaner	4 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	1 day/wk.

## Hallways

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<u>Task Description</u>	<u>Service Days</u>
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	2 days/wk.
Spot Vacuum All Carpet	4 days/wk.
Detail Vacuum All Carpet	1 day/wk.
Clean And Polish Drinking Fountains	5 days/wk.

## Restrooms

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<u>Task Description</u>	<u>Service Days</u>
Empty Trash, Refill Supply Dispensers, Clean And Disinfect Restroom Fixtures, Clean Mirrors, Counters, Partitions And Chrome, Sweep And Mop Floor Using Appropriate Cleaner	5 days/wk.

## Locker Rooms

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<u>Task Description</u>	<u>Service Days</u>
Wipe Clean Fronts And Tops Of Lockers	1 day/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	5 days/wk.
Clean And Disinfect Showers	5 days/wk.

## Lunchrooms

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<u>Task Description</u>	<u>Service Days</u>
Detail Dust - High And Low Areas	Monthly
Spot Clean Vending Machines, Walls And Light Switches	5 days/wk.
Arrange Furniture	5 days/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	5 days/wk.
Damp Wipe All Lunchroom Tables	5 days/wk.
Damp Wipe Eating Area Chairs	5 days/wk.
Damp Wipe Countertops Using Appropriate Cleaner	5 days/wk.
Clean Sinks Using Appropriate Cleaner	5 days/wk.
Clean Coffee Machine/Station	5 days/wk.
Vacuum Walk-Off Mats	5 days/wk.
Damp Clean Interior And Exterior Of Microwave	5 days/wk.
Empty And Remove Trash	5 days/wk.
Clean Refrigerator, Empty Contents If Requested	Monthly

## Other Requirements

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<u>Task Description</u>	<u>Service Days</u>
Site Supervision	1 day/wk.
Gather Supplies And Equipment For Shift	5 days/wk.
Clean And Arrange Janitor Closet	5 days/wk.
Prepare For The Next Day	5 days/wk.
Turn Off Lights - Per Instructions	5 days/wk.
Shut And Lock Doors, Set Alarm - Per Instructions	5 days/wk.

# Professional Janitorial Service Proposal

Prepared for:

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## **City of Sapulpa Police Building**

20 North Walnut St  
Sapulpa, OK 74066

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Submitted By:

### **Office Express Janitorial Services**

7181 S Braden Ave.  
Tulsa, OK 74136  
Amy Baumann  
Account Executive  
918-392-4982  
[amy@officeexpressjanitorial.com](mailto:amy@officeexpressjanitorial.com)



October 18, 2018

Office Express Janitorial Services  
7181 S Braden Ave.  
Tulsa, OK 74136



October 18, 2018

Mike Hoehner  
City of Sapulpa Police Building  
20 North Walnut St  
Sapulpa, OK 74066

Dear Mike,

Subject: Janitorial Service Proposal - City of Sapulpa Police Building, 20 North Walnut St, Sapulpa, OK 74066

Thank you for allowing Office Express Janitorial Services to prepare a professional cleaning service proposal for your consideration. We know it takes considerable time and effort to show any potential contractor your facility, and to provide them with the necessary information. So again, thanks!

A Few Reasons Why We are Different:

- 1. We have been in business for 22 years; since 1995. We are a BBB Accredited Business with an A+ Rating.**
2. Upon execution of a contract we bring a "blitz team" to your business and do a very thorough top to bottom cleaning of your facility.
3. One of Our Night Managers assigned to your geographical area checks in at your facility and fills out an Inspection Report via our own iPad app created just for our company. Your firm, the janitor, and our owner all receive a copy of this Inspection Report.
4. We use a computerized call-in system to track all of our employees. This ensures your building is cleaned as scheduled every time and that our employees are spending adequate time in your facility in order to maintain a high level of cleanliness.

Before we start... All of our cleaners are thoroughly trained on how to perform each cleaning task, as well as on important safety issues. Our goal is to clean each customer's facility professionally and safely.

During the start... We know a seamless, no-hassle start-up is important to every customer. So at Office Express Janitorial Services, we combine up-front preparation and training with strong management and direction to ensure a smooth, successful startup.

After the start... A systematic approach to keep your building looking good! At Office Express Janitorial Services, we offer strong management and quality control to plan for, and not lose track of, the many necessary cleaning details.

We look forward to the opportunity of becoming a trusted and valued partner in improving and maintaining the appearance of your building. Please call if you have any questions, or need additional information as you review our proposal.



Sincerely,

Fabian Harris  
President  
Office Express Janitorial Services

MW ProKlean of Oklahoma  
P.O. Box 965  
Kellyville, OK.  
74039



## Sapulpa Police Department Proposal For Janitorial Services

ProKlean agrees to furnish all personnel, cleaning supplies and equipment needed to conduct basic cleaning tasks, **including but not limited to the following.** ProKlean provides worker's compensation insurance for all of our employees as well as liability insurance.

### **Weekly Tasks:**

- Vacuum all carpeted areas.
- Clean and sanitize all restroom fixtures, and restock consumable supplies provided by the customer.
- Mop and sweep all hard surface floors, including restrooms.
- Dust or clean all horizontal surfaces such as desktops, countertops and filing cabinets and lockers in restrooms.
- Remove trash and replace can liners supplied by the customer.

### **As Needed:**

- Dusting or cleaning light fixtures.
- Clean front door glass.
- Dust pictures and other wall decor.
- Clean computers, phones, and other electronic equipment.
- Dust mini blinds in windows and wipe out windowsills.

Therefore, ProKlean will complete these services for the cleaning of Sapulpa Police Dept. for the weekly amount of **\$400.00** per week.

MW ProKlean of Oklahoma  
P.O. Box 965  
Kellyville, OK.  
74039  
Drew Whittaker / 918-986-5205



- Initial First Deep Clean Of Police Station Including Floor Scrubbing and Grout Cleaning on Restroom Floors **\$200.00**
- This Cleaning Service Also Includes Two Carpet Cleanings of The Police Station.
- This Cleaning Service Also Includes One Buff and Reseal CVT Floor in Lobby of Police Station.

**Break Down On Service:**

- Initial Deep Clean **\$200.00**
- Weekly Amount **\$400.00**

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ProKlean

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Customer

MW ProKlean of Oklahoma  
P.O. Box 965  
Kellyville, OK.  
74039





## AGENDA ITEM

Administration 10.C.

### City Council Regular

**Meeting Date:** November 19, 2018

**Submitted For:** Joan Riley, City Manager

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

**Department:** City Manager

**Presented By:** Joan Riley

---

### SUBJECT:

Discussion and possible action regarding a Resolution to Execute the Agreement Establishing the Oklahoma Municipal Management Services.

### BACKGROUND:

Oklahoma Municipal Management Services (OMMS) is created by the Interlocal Cooperation Act, as authorized by 74 O.S. § 31 et seq., with the purpose of providing municipal management services to Oklahoma municipalities who agree to participate in the service provided by the organization. These services shall include, but not limited to, management assistance, studies, work sessions, and analysis of operations.

Since its beginning July 1, 2018, OMMS has placed 9 interim managers for cities as small as 1,000 up to over 100,000 in population; provided education to numerous city councils in regard to their form of government, and provided insight and expertise to city managers across the state.

The operation of OMMS is financially supported by partnering cities through annual memberships, the City Managers Association which provided \$200,000.00 in start-up funding, OML, and OMAG. Current membership includes Bixby, Glenpool, Mustang, Claremore, Haskell, Piedmont, Collinsville, Mangum, Purcell, Edmond, McAlester, Sand Springs, Durant, Mannford, Yukon, Harrah, and McLoud.

Website: <https://www.okmms.org/>

Facebook: <https://www.facebook.com/okmunicipalmanagement>

### RECOMMENDATION:

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**Fiscal Impact**

**Amount:** \$5,000.00

**To be paid from:** General Fund Contingency

**Account number:** 10-591-390

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**Attachments**

Resolution

Exhibit "1"

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

**RESOLUTION TO EXECUTE THE  
AGREEMENT ESTABLISHING  
THE OKLAHOMA MUNICIPAL MANAGEMENT SERVICES**

WHEREAS, the Interlocal Cooperation Act of the Oklahoma Statutes enable municipal governments to cooperate with each other to make the most efficient use of their powers and resources on a basis of mutual advantage; and,

WHEREAS, the City of Sapulpa desires to cooperate by providing municipal management services that assist with the operations of municipalities, including but not limited to management assistance, studies, work sessions, and analysis of operations; and,

WHEREAS, the City of Sapulpa finds that the best and most efficient way of securing this protection is by cooperating with other municipalities; and,

WHEREAS, the *Interlocal Agreement Between the City of Harrah and the City of Mustang* Establishing the Oklahoma Municipal Management Services provides a basis for securing these services for member municipalities.

NOW THEREFORE BE IT RESOLVED by the governing body of the City of Sapulpa to join with other municipalities in the Oklahoma Municipal Management Services; and,

BE IT FURTHER RESOLVED THAT, the City of Sapulpa hereby agrees to become a party to the *Interlocal Agreement Between the City of Harrah and the City of Mustang* Establishing the Oklahoma Municipal Management Services, copy attached as Exhibit 1 hereto, for the purposes and in consideration of the mutual covenants contained therein by adoption and execution of this resolution.

Adopted by the governing body of the City of Sapulpa, Oklahoma, this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Mayor

ATTEST:

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

FILED IN OFFICE  
COUNTY CLERK  
OKLAHOMA COUNTY, OKLA

JUL 18 2018

AVID B. HOOTEN County Clerk, Okla. Cnty.  
Deputy

INTERLOCAL AGREEMENT  
BETWEEN

THE CITY OF HARRAH & THE CITY OF MUSTANG

for

Oklahoma Municipal Management Services (OMMS)

SHERRY J. HARRIS  
COUNTY CLERK

2018 JUL 19 P 4: 05

STATE OF OKLAHOMA  
CANADIAN COUNTY  
FILED OR RECORDED

This Interlocal Cooperative Agreement (the "Agreement") is made and entered into effective on the last day of approval of all parties hereto, by and between The City of Harrah ("Harrah"), a political subdivision, and The City of Mustang ("Mustang"), a political subdivision, pursuant to 74 O.S. § 1001, *et seq.*

RECITALS

**WHEREAS**, the cities of Harrah and Mustang are public agencies as defined by 74 O.S. §1003, and specifically authorized in Section 1001 *et seq.* to enter into agreements to make the most efficient use of their powers by enabling them to cooperate with each other by contract for performance of services or undertakings which the public agencies are authorized by law to perform; and

**WHEREAS**, the Interlocal Cooperation Act, 74 O.S. §1004, allows any two or more public agencies to enter into agreements with one another for joint or cooperative action and allows the public agencies to jointly exercise powers, privileges and authority to the extent allowed by law; and

**WHEREAS**, parties hereto desire to cooperate by providing municipal management services that assist with the operations of municipalities, including but not limited to management assistance, studies, work sessions, and analysis of operations; and

**WHEREAS**, the purpose of this Agreement is to outline the relationship between the parties in order to ensure that each understands and agrees to certain responsibilities concerning the services provided; and

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

- 1. TERM AND TERMINATION: The term of this Agreement shall be in perpetuity commencing on the date of last approval set forth below. The fiscal year of the agreement shall be from July 1 through June 30.

The effective date of this Agreement shall be July 1, 2018, and shall continue from year to year without the necessity of a formal renewal by any member. The Agreement shall remain in full force and effect until such time as it may be





dissolved by majority vote of the Governing Body. In the event of dissolution, the Governing Body shall fix a date certain for termination of services and shall thereafter dispose of property as set forth herein.

2. MEMBER CITIES AND TOWNS: The Member cities and towns shall be those cities and towns who approve participation in the Interlocal services outlined herein by approval of this Interlocal Agreement.

3. GOVERNING BOARD AND ENTITY CREATED: There is hereby created a governing board to be known as the Oklahoma Municipal Management Services (OMMS) Board, consisting of a chairperson who shall be the designee of the City Management Association of Oklahoma. There shall be an additional six board members, chosen by the member cities who have agreed to participate in the interlocal agreement purposes set forth herein. The Board shall have the purposes and duties outlined herein. Quorum, voting procedures, representation on the Board, attendance, minutes of meetings, officers, term of office, committees, and all other operational issues shall be specifically regulated in the by-laws of the Board, which must be approved by the Board by a majority vote of the Members. The Board shall designate the time and place of all meetings, which shall be conducted in compliance with the Oklahoma Open Meeting Act. Until such time as elections are held for the selection of board members, the officers of the Board of the City Management Association of Oklahoma shall serve as the interim board.

4. PURPOSES: The purposes of this Agreement and the Board shall be to provide municipal management services that assist with the operations of Oklahoma municipalities who participate in the services provided. The services shall include but not limited to management assistance, studies, work sessions, and analysis of operations, as such other purposes as established by the City Management Board. The specific purposes of the agreement include but are not limited to:

- a. Assist cities and towns by providing professional management assistance in the form of municipal management services.
- b. Provide professional management assistance to local governments who could not otherwise have and encourage institutionalization of the Circuit Rider City Manager concepts.
- c. Provide economic development, community development, and professional management to communities in need of these types of services.

- d. Demonstrate dollar value of professional management service and encourage participating communities to devote resources to it.
  - e. Encourage participating governments to build their own capacity to manage programs and services.
  - f. Provide the same kinds of services rendered by a city manager in a traditional Council-Manager municipality. This does not mean that all such services must necessarily be performed in each participating jurisdiction. The scope of total services will, however, equate with the Council-Manager model and cover all phases of public management. Emphasis will be given to assistance, coaching, and training in financial management practices, personnel administration, planning, grant applications and grant management, management systems, social media assistance and economic and community development.
  - g. Municipal Administration. This activity includes responses to local needs by reviewing municipal ordinances and charter amendments, budget assistance, liaison with other municipalities and county, State, and federal governments, and preparing public notices. It also includes the supervision of other municipal employees and functions, when authorized.
  - h. Grant Preparation/Administration. This activity includes assistance with the preparation of grant applications for federal and State grant programs, as well as, review of the administration of approved grant projects.
  - i. Communication and Information Services. This service includes special assignments to find answers to specific problems and to give appropriate advice to the municipal staff and to elected officials. It requires the Circuit Rider City Manager to do special fact-finding, as well as, to monitor federal and State program changes, to keep current on issues in Oklahoma municipal governments, and to be knowledgeable in municipal finance, human resource management, general management, and public administration. In addition, the Circuit Rider City Manager will serve as a continuity link at times of changes of administration.
5. MANNER OF FINANCING AND BUDGETING: The Board shall have the power to establish fees for the services provided, to collect dues, to pay expenses, and to retain employees and independent contractors to provide the services authorized. An annual budget shall be established.
6. DUTIES OF THE BOARD: The duties of the board shall consist of:

- a. Establish fees for the services provided.
- b. Retaining employees and independent contractors to provide the services authorized.
- c. Enter into agreements to accomplish the purposes set forth herein.
- d. Review fees and costs associated with the programs and services provided.
- e. Monitor the results obtained from the services provided.
- f. Encourage and monitor additional agreements to accomplish the purposes set forth herein, including but not limited to additional interlocal agreements that accomplish the purposes of this agreement.
- g. Perform other tasks consistent with the purpose and intent of this agreement and any additional agreements entered into as a result of this agreement.

7. PROPERTY ACQUISITION AND DISPOSAL: The parties agree that the Board shall have the authority to acquire and dispose of real and personal property. Any property owned by the Board at the time of dissolution of the Board or upon termination of this agreement shall become the property of the members and former members in undivided shares equal to the proportion of the cost paid for the property by each member and former member as compared to the total costs paid by all members and former members.

8. MISCELLANEOUS: Notices required by this agreement shall be sent by regular United States Mail or may be delivered by hand to the City Clerk of the member city. The parties agree that this written agreement contains the entire agreement between the parties and that it can be amended from time to time upon:

1. Recommendation of the board and approval by at least seventy-five percent (75%) of the members of the group; or
2. Petition proposed by at least twenty percent (20%) of the members of the group and approval by at least seventy-five percent (75%) of the members of the group.

This Agreement shall be submitted and approved by the Attorney General of Oklahoma prior to its going into effect.


Passed and approved, at a regular meeting of the City Council of Mustang, Oklahoma, held the 3rd day of July, 2018.

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Jess Schweinberg, Mayor

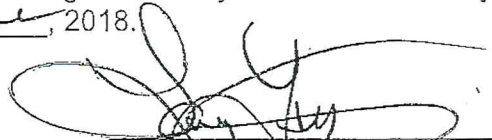
  
Lisa Martin, City Clerk

Approved as to form


  
Attorney

Passed and approved, at a regular meeting of the City Council of the City of Harrah, Oklahoma, held the 26th day of June, 2018.

  
  
Cindy Pollard, City Clerk

  
Larry Fryar, Mayor

Approved as to form

  
Robert Thompson, City Attorney

ATTORNEY GENERAL APPROVAL

I, in my capacity as Attorney General for the State of Oklahoma, certify that I have reviewed the foregoing Interlocal Agreement and find such agreement in proper form and compatible with the laws of the State of Oklahoma.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attorney General



OFFICE OF ATTORNEY GENERAL  
STATE OF OKLAHOMA

**FILED**

JUL 25 2018

OKLAHOMA SECRETARY  
OF STATE

David L. Weatherford, Esq.  
Birmingham, Morley, Weatherford & Priore  
1141 East 37<sup>th</sup> Street  
Tulsa, Oklahoma 74105-3103

Re: Proposed Interlocal Cooperation Agreement between The City of Harrah, Oklahoma, and  
The City of Mustang, Oklahoma, for Oklahoma Municipal Management Services  
(OMMS) – Our File Number ICA-18-0015

LETTER OF APPROVAL

The above referenced Agreement has been reviewed by the office of the Oklahoma Attorney General and was found to be in compliance with the provisions of the Interlocal Cooperation Act, 74 O.S. §§ 1001-1008 (“Act”). Therefore, pursuant to Section 1004(F) of the Act, the aforementioned Agreement is hereby officially **APPROVED** as of the date set forth herein below.

Please be further advised that, before the Agreement enters into force, the Agreement along with a copy of this Letter of Approval must be filed with the appropriate County Clerk(s) and the Oklahoma Secretary of State.

Signed this 11<sup>th</sup> day of July, 2018.

Respectfully submitted,

Karl F. Kramer  
Assistant Attorney General  
Karl.Kramer@oag.ok.gov

Enclosure: Submitted Agreement and Council resolutions



**AGENDA ITEM**

**Administration 10.D.**

**City Council Regular**

**Meeting Date:** November 19, 2018

**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 Authority, Sapulpa, Oklahoma amending the FY 2018-2019 annual budget by increasing Budgeted Beginning Fund Balance in the cumulative amount of \$410,604.00 and increasing appropriations in the amount of \$278,150.00 in various funds for the purpose of adjusting budgeted beginning fund balances to actual and appropriating funds for wage adjustments.

**BACKGROUND:**

Fiscal Year 2017/2018 has been closed and the ending fund balances have been determined excluding any additional audit adjustments. During the preparation of the FY 2018/2019 budget a 2% salary increase for all employees was included; however, due to increasing sales tax a 3% salary adjustment was implemented. Also several organizational changes were made which also affected salaries. The Budgeted Beginning Fund Balance line item in the fund budgets can be adjusted at this time and those funds be appropriated to cover these salary adjustments.

**RECOMMENDATION:**

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

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**Fiscal Impact**

**Amount:** \$278,150.00

**To be paid from:** Various Funds

**Account number:** Various

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**Attachments**

EOY Fund Balance and Salary Resolution

EOY Fund Balance and Salary Budget Adjustment

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

A RESOLUTION OF THE CITY OF SAPULPA, OKLAHOMA AND THE SAPULPA MUNICIPAL AUTHORITY, SAPULPA, OKLAHOMA AMENDING THE FY 2018-2019 ANNUAL BUDGET BY INCREASING BUDGETED BEGINNING FUND BALANCE IN THE CUMULATIVE AMOUNT OF \$410,604.00 AND INCREASING APPROPRIATIONS IN THE AMOUNT OF \$278,150.00 IN VARIOUS FUNDS FOR THE PURPOSE OF ADJUSTING BUDGETED BEGINNING FUND BALANCE TO ACTUAL AND APPROPRIATING FUNDS FOR SALARY ADJUSTMENTS.

**WHEREAS**, the City of Sapulpa, has closed fiscal year 2017/2018 and the ending fund balances have been determined excluding any additional audit adjustments; and

**WHEREAS**, during the preparation of the fiscal year 2018/2019 budget a 2% salary adjustment for all employees was included, however, due to increasing sales tax a 3% salary adjustment was approved; and

**WHEREAS**, other reorganizational changes resulted in adjustments in salary in several departments; and

**WHEREAS**, additional appropriations will be needed to cover these salary adjustments,

**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)	10-4000 Budgeted Beginning Fund Balance	<u>\$ 224,000.00</u>
	Total Fund Balance Increase:	\$224,000.00
(Increase)	10-502-101 Salary	\$ 1,000.00
(Increase)	10-503-101 Salary	1,000.00
(Increase)	10-504-101 Salary	14,000.00
(Increase)	10-504-136 Retirement	6,500.00
(Increase)	10-506-101 Salary	1,000.00
(Increase)	10-509-101 Salary	500.00
(Increase)	10-511-101 Salary	29,000.00
(Increase)	10-511-108 Call Back	50,000.00
(Increase)	10-511-136 Retirement	9,000.00
(Increase)	10-512-101 Salary	75,000.00
(Increase)	10-513-101 Salary	1,250.00
(Increase)	10-515-101 Salary	38,000.00

(Increase)	10-515-133 Employee Insurance	9,000.00
(Increase)	10-516-101 Salary	11,000.00
(Decrease)	10-517-101 Salary	(8,000.00)
(Decrease)	10-518-101 Salary	<u>(7,000.00)</u>
	Total Expenditures Increase:	\$231,250.00

### **SAPULPA MUNICIPAL AUTHORITY**

(Increase)	20-4000 Budgeted Beginning Fund Balance	<u>\$ 157,000.00</u>
	Total Fund Balance Increase:	\$157,000.00

(Increase)	10-504-101 Salary	\$ 8,500.00
(Increase)	10-504-136 Retirement	1,000.00
(Increase)	10-522-101 Salary	2,000.00
(Decrease)	10-523-101 Salary	(15,000.00)
(Increase)	10-524-101 Salary	3,500.00
(Increase)	10-525-101 Salary	<u>12,000.00</u>
	Total Appropriations Increase:	\$ 12,000.00

### **STORMWATER MANAGEMENT**

(Decrease)	29-4000 Budgeted Beginning Fund Balance	<u>(\$ 66,000.00)</u>
	Total Fund Balance Decrease:	(\$66,000.00)

(Increase)	29-529-101 Salary	<u>\$ 15,300.00</u>
	Total Appropriations Increase:	\$ 15,300.00

### **STREET AND ALLEY FUND**

(Increase)	30-4000 Budgeted Beginning Fund Balance	<u>\$ 28,800.00</u>
	Total Fund Balance Increase:	\$ 28,800.00

(Increase)	30-530-101 Salary	<u>\$ 4,400.00</u>
	Total Appropriations Increase:	\$ 4,400.00

### **CEMETERY FUND**

(Increase)	31-4000 Budgeted Beginning Fund Balance	<u>\$ 17,800.00</u>
	Total Fund Balance Increase:	\$ 17,800.00

(Increase)	31-530-101 Salary	<u>\$ 2,000.00</u>
	Total Appropriations Increase:	\$ 2,000.00

### **LIBRARY FUND**

(Increase)	34-4000 Budgeted Beginning Fund Balance	<u>\$ 14,800.00</u>
	Total Fund Balance Increase:	\$ 14,800.00

(Increase)	34-534-101 Salary	\$ 2,800.00
	Total Appropriations Increase:	\$ 2,800.00

**PARKS AND RECREATIONAL SERVICES FUND**

(Increase)	35-4000 Budgeted Beginning Fund Balance	\$ 12,200.00
	Total Fund Balance Increase:	\$ 12,200.00

(Increase)	35-535-101 Salary	\$ 3,000.00
	Total Appropriations Increase:	\$ 3,000.00

**FIRE CASH FUND**

(Decrease)	40-4000 Budgeted Beginning Fund Balance	(\$ 4,300.00)
	Total Fund Balance Decrease:	(\$ 4,300.00)

**CAPITAL IMPROVEMENT FUND**

(Decrease)	45-4000 Budgeted Beginning Fund Balance	(\$24,400.00)
	Total Fund Balance Decrease:	(\$24,400.00)

**WATER & SEWER SALES TAX FUND**

(Increase)	46-4000 Budgeted Beginning Fund Balance	\$ 70,229.00
	Total Fund Balance Increase:	\$70,229.00

(Increase)	46-546-101 Salary	\$ 3,400.00
	Total Appropriations Increase:	\$ 3,400.00

**SPAY & NEUTER FUND**

(Decrease)	47-4000 Budgeted Beginning Fund Balance	(\$ 2,200.00)
	Total Revenue Decrease:	(\$2,200.00)

**SEWER EXTENSION AND DEVELOPMENT FUND**

(Decrease)	49-4000 Budgeted Beginning Fund Balance	(\$ 5,900.00)
	Total Fund Balance Decrease:	(\$5,900.00)

**INSURANCE FUND**

(Decrease)	55-4000 Budgeted Beginning Fund Balance	(\$ 13,400.00)
	Total Fund Balance Decrease:	( 13,400.00)

**E-911 FUND**

(Increase) 57-4000 Budgeted Beginning Fund Balance \$ 1,275.00  
Total Fund Balance Increase: \$ 1,275.00

(Increase) 57-557-101 Salary \$ 2,000.00  
Total Appropriations Increase: \$ 2,000.00

**JUVENILE JUSTICE FUND**

(Decrease) 58-4000 Budgeted Beginning Fund Balance (\$ 4,400.00)  
Total Fund Balance Decrease: (\$ 4,400.00)

**HOTEL/MOTEL FUND**

(Increase) 59-4000 Budgeted Beginning Fund Balance \$ 3,100.00  
Total Fund Balance Increase: \$ 3,100.00

(Increase) 59-559-101 Salary \$ 2,000.00  
Total Appropriations Increase: \$ 2,000.00

**PASSED BY THE CITY COUNCIL FOR THE CITY OF SAPULPA,  
OKLAHOMA AND THE SAPULPA MUNICIPAL AUTHORITY, SAPULPA, OKLAHOMA  
and signed by the Mayor/Chairman this 19th day of November 2018.**

\_\_\_\_\_  
Reg Green, Mayor/Chairman

ATTEST:

\_\_\_\_\_  
Shirley Burzio, City Clerk/Trust Secretary

\_\_\_\_\_  
David Widdoes, City Attorney/Trust Attorney

# BUDGET TRANSFER REQUEST

<b>DEPARTMENT</b>	<b>Department Head Signature</b>	<b>Date Requested</b>
VARIOUS		11/19/2018

TO ADJUST BEGINNING FUND BALANCE AND ADJUST FOR  
SALARY ADJUSTMENTS MADE

RESOLUTION #

Account #	Account Name	Amount Budgeted	Amount of Increase	Amount of Decrease	Adjusted Budget
10-4000	BEGINNING FUND BALANCE	\$1,195,610	\$224,000		\$1,419,610
10-502-101	SALARY	\$161,000	\$1,000		\$162,000
10-503-101	SALARY	\$143,500	\$1,000		\$144,500
10-504-101	SALARY	\$127,200	\$14,000		\$141,200
10-504-136	RETIREMENT	\$7,300	\$6,500		\$13,800
10-506-101	SALARY	\$77,800	\$1,000		\$78,800
10-509-101	SALARY	\$206,200	\$500		\$206,700
10-511-101	SALARY	\$2,693,300	\$29,000		\$2,722,300
10-511-108	CALL BACK	\$130,000	\$50,000		\$180,000
10-511-136	RETIREMENT	\$445,000	\$9,000		\$454,000
10-512-101	SALARY	\$2,561,700	\$75,000		\$2,636,700
10-513-101	SALARY	\$91,750	\$1,250		\$93,000
10-515-101	SALARY	\$74,500	\$38,000		\$112,500
10-515-133	EMPLOYEE INSURANCE	\$19,100	\$9,000		\$28,100
10-516-101	SALARY	\$42,700	\$11,000		\$53,700
10-517-101	SALARY	\$91,000		\$8,000	\$83,000
10-518-11	SALARY	\$39,500		\$7,000	\$32,500
20-4000	BEGINNING FUND BALANCE	\$788,433	\$157,000		\$945,433
20-504-101	SALARY	\$21,500	\$8,500		\$30,000
20-504-136	RETIREMENT	\$1,750	\$1,000		\$2,750
20-522-101	SALARY	\$129,000	\$2,000		\$131,000
20-523-101	SALARY	\$169,000		\$15,000	\$154,000
20-524-101	SALARY	\$302,100	\$3,500		\$305,600
20-525-101	SALARY	\$362,000	\$12,000		\$374,000

<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>FY18-19</b>	<b>Transfer #:</b> 18-
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# BUDGET TRANSFER REQUEST

<b>DEPARTMENT</b>	<b>Department Head Signature</b>	<b>Date Requested</b>
VARIOUS		11/19/2018

TO ADJUST BEGINNING FUND BALANCE AND ADJUST FOR  
SALARY ADJUSTMENTS MADE

RESOLUTION #

Account #	Account Name	Amount Budgeted	Amount of Increase	Amount of Decrease	Adjusted Budget
29-4000	BEGINNING FUND BALANCE	\$1,149,297		-\$66,000	\$1,215,297
29-529-101	SALARY	\$104,700	\$15,300		\$120,000
30-4000	BEGINNING FUND BALANCE	\$170,219	\$28,800		\$199,019
30-530-101	SALARY	\$387,600	\$4,400		\$392,000
31-4000	BEGINNING FUND BALANCE	\$100,827	\$17,800		\$118,627
31-531-101	SALARY	\$213,300	\$2,000		\$215,300
34-4000	BEGINNING FUND BALANCE	\$54,082	\$14,800		\$68,882
34-534-101	SALARY	\$203,500	\$2,800		\$206,300
					\$0
35-4000	BEGINNING FUND BALANCE	\$71,766	\$12,200		\$83,966
35-535-101	SALARY	\$290,000	\$3,000		\$293,000
					\$0
40-4000	BEGINNING FUND BALANCE	\$483,542		\$4,300	\$479,242
					\$0
45-4000	BEGINNING FUND BALANCE	\$478,460		\$24,400	\$454,060

<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>FY18-19</b>	<b>Transfer #: 18-</b>
----------------	------------------------

# BUDGET TRANSFER REQUEST

<b>DEPARTMENT</b>	<b>Department Head Signature</b>	<b>Date Requested</b>
VARIOUS		11/19/2018

TO ADJUST BEGINNING FUND BALANCE AND ADJUST FOR  
SALARY ADJUSTMENTS MADE

RESOLUTION #

Account #	Account Name	Amount Budgeted	Amount of Increase	Amount of Decrease	Adjusted Budget
46-4000	BEGINNING FUND BALANCE	\$248,171	\$70,229		\$318,400
46-546-101	SALARY	\$368,400	\$3,400		\$371,800
47-4000	BEGINNING FUND BALANCE	\$5,723		\$2,200	\$3,523
49-4000	BEGINNING FUND BALANCE	\$88,377		\$5,900	\$82,477
55-4000	BEGINNING FUND BALANCE	\$30,163		\$13,400	\$16,763
					\$0
57-4000	BEGINNING FUND BALANCE	\$97,896	\$1,275		\$99,171
57-557-101	SALARY	\$283,100	\$2,000		
58-4000	BEGINNING FUND BALANCE	\$34,846		\$4,400	\$30,446
					\$0
59-4000	BEGINNING FUND BALANCE	\$116,908	\$3,100		\$120,008
59-559-101	SALARY	\$88,000	\$2,000		
					\$0
					\$0
					\$0
					\$0
					\$0

<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>

**FY18-19**

**Transfer #: 18-**



**AGENDA ITEM**

**Administration 10.E.**

**City Council Regular**

**Meeting Date:** November 19, 2018

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

**Department:** Finance

**Presented By:** Pam Vann

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**SUBJECT:**

Discuss and consider 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 \$644,000.00 and increasing appropriations by \$480,000.00 in various funds for the purpose of making adjustments based on current revenue and providing funds for transfers, postage, and the kennel and lab furnishings for the animal shelter.

**BACKGROUND:**

Currently sales tax is approximately 6% above the amount budgeted for the first quarter of fiscal year 2018-2019 and use tax received is nearly 17% above the amount budgeted. As a result of this increase in tax revenue the kennel and lab furnishing which were cut from the original construction budget can now be funded.

Construction is increasing resulting in the fee for park & recreation to be higher than originally budgeted. Also mailing resulting from planning and zoning and the efforts on code enforcement has increased postage costs some of which is reimbursed through the planning fees.

**RECOMMENDATION:**

Staff recommends approval of the resolution.

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**Fiscal Impact**

**Amount:** \$480,000.00

**To be paid from:** Various

**Account number:** Various

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**Attachments**



Resolution for Sales, Use tax increase  
Revenue Increase Budget Adjustment

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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 \$644,000.00 AND INCREASING APPROPRIATIONS BY \$480,000.00 IN VARIOUS FUNDS FOR THE PURPOSE OF MAKING ADJUSTMENTS BASED ON CURRENT REVENUE AND PROVIDING FUNDS FOR TRANSFERS, POSTAGE, AND THE KENNEL AND LAB FURNISHINGS FOR THE ANIMAL SHELTER.

**WHEREAS**, currently sales tax is approximately 6% above the amount budgeted for the first quarter of fiscal year 2018/2019 and use tax received is nearly 17% above the amount budgeted; and

**WHEREAS**, there is a need to provide funding for the kennel and lab furnishings for the new animal shelter in the amount of \$131,000.00 which can be funded by the excess tax revenue; and

**WHEREAS**, there has been an increase in construction resulting in the fee paid for residential park and recreation to be in excess of the budgeted amount which results in a needed increase in the transfer to the Resid Constr Park/Rec Fund; and

**WHEREAS**, with the increase to planning and zoning and the efforts in code enforcement there has been an increase in the postage needed for mailings,

**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	\$ 50,000.00
(Increase)	10-4003.01 Sales Tax – 2 <sup>nd</sup> & 3 <sup>rd</sup> Penny	100,000.00
(Increase)	10-4003.02 Sales Tax – ½ Penny	25,000.00
(Increase)	10-4003.03 Sales Tax – ½ Penny	25,000.00
(Increase)	10-4009 Use Tax	75,000.00
(Increase)	10-4026 Resident Constr Park & Rec Fee	20,000.00
(Increase)	10-4057 Planning & Zoning Fees	8,000.00
(Increase)	10-4920S Tsfr In: SMA-Sales Tax	<u>40,000.00</u>
	Total Revenue Increase	\$343,000.00
(Increase)	10-590-202 Postage	\$ 8,000.00
(Increase)	10-590-920S Tsfr Out: SMA	40,000.00
(Increase)	10-590-931S Tsfr Out: Cemetery	2,500.00
(Increase)	10-590-934S Tsfr Out: Library	2,500.00

(Increase)	10-590-935S Tsfr Out: Park & Rec	5,000.00
(Increase)	10-590-937 Tsfr Out: Resid Constr Park/Rec Fund	20,000.00
(Increase)	10-590-940S Tsfr Out: Fire Cash	2,500.00
(Increase)	10-590-941S Tsfr Out: Police Cash	2,500.00
(Increase)	10-590-944S Tsfr Out: Major Thorofare	5,000.00
(Increase)	10-590-945S Tsfr Out: CIP	10,000.00
(Increase)	10-590-946S Tsfr Out: W&S Impr	10,000.00
(Increase)	10-590-948S Tsfr Out: Water Resources	20,000.00
(Increase)	10-590-965S Tsfr Out: Street Impr Sales Tax	25,000.00
(Increase)	10-590-967S Tsfr Out: Sewer Improv Sales Tax	25,000.00
(Increase)	10-590-983 Tsfr Out: GO Bond Construction	<u>131,000.00</u>
	Total Appropriations Increase:	\$309,000.00

### **SAPULPA MUNICIPAL AUTHORITY FUND**

(Increase)	20-4910S Tsfr In: General-Sales Tax	<u>\$ 40,000.00</u>
	Total Revenue Increase:	\$ 40,000.00
(Increase)	20-590-910S Tsfr Out: General-Sales Tax	<u>\$ 40,000.00</u>
	Total Appropriations Increase:	\$ 40,000.00

### **CEMETERY MAINTENANCE FUND**

(Increase)	31-4910S Tsfr In: General Fund	<u>\$ 2,500.00</u>
	Total Revenue Increase:	\$ 2,500.00

### **LIBRARY FUND**

(Increase)	34-4910S Tsfr In: General Fund	<u>\$ 2,500.00</u>
	Total Revenue Increase:	\$ 2,500.00

### **PARK & RECREATION FUND**

(Increase)	35-4910S Tsfr In: General Fund	<u>\$ 5,000.00</u>
	Total Revenue Increase:	\$ 5,000.00

### **RESID CONSTR PARK/REC FUND**

(Increase)	37-4910 Tsfr In: General Fund	<u>\$ 20,000.00</u>
	Total Revenue Increase:	\$ 20,000.00

### **FIRE CASH FUND**

(Increase)	40-4910S Tsfr In: General Fund	<u>\$ 2,500.00</u>
	Total Revenue Increase:	\$ 2,500.00

**POLICE CASH FUND**

(Increase) 41-4910S Tsfr In: General Fund \$ 2,500.00  
Total Revenue Increase: \$ 2,500.00

**MAJOR THOROFARE FUND**

(Increase) 44-4910S Tsfr In: General Fund \$ 5,000.00  
Total Revenue Increase: \$ 5,000.00

**CAPITAL IMPROVEMENT FUND**

(Increase) 45-4910S Tsfr In: General Fund \$ 10,000.00  
Total Revenue Increase: \$10,000.00

**WATER & SEWER IMPROVEMENT FUND**

(Increase) 46-4910S Tsfr In: General Fund \$ 10,000.00  
Total Revenue Increase: \$10,000.00

**WATER RESOURCES FUND**

(Increase) 48-4910S Tsfr In: General Fund \$ 20,000.00  
Total Revenue Increase: \$20,000.00

**STREET IMPROVEMENT SALES TAX FUND**

(Increase) 65-4910S Tsfr In: General Fund \$ 25,000.00  
Total Revenue Increase: \$25,000.00

**SEWER IMPROVEMENT SALES TAX FUND**

(Increase) 67-4910S Tsfr In: General Fund \$ 25,000.00  
Total Revenue Increase: \$25,000.00

**GO BOND CONSTRUCTION FUND**

(Increase) 83-4910 Tsfr In: General Fund \$ 131,000.00  
Total Appropriations Increase: \$131,000.00

(Increase) 83-577-402 Furnishings \$ 131,000.00  
Total Appropriations Increase: \$131,000.00

**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 19th day of  
November 2018.

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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		11/19/2018

TO PROVIDE FUNDS FOR ANIMAL SHELTER FURNISHINGS,  
 ADJUST TRANSFER OUT TO RESID CONSTR PARK/REC TO ACTUAL, AND INCREASE  
 POSTAGE EXPENSE BY ADJUSTING SALES TAX, USE TAX, RESID CONSTR PARK/REC FEE,  
 AND PLANNING & ZONING FEES TO ACCOUNT FOR OVERAGES IN REVENUES

RESOLUTION #

Account #	Account Name	Amount Budgeted	Amount of Increase	Amount of Decrease	Adjusted Budget
10-4003	Sales Tax - First Penny	\$3,030,937	\$50,000		\$3,080,937
10-4003.01	Sales Tax -2nd & 3rd Penny	\$6,061,874	\$100,000		\$6,161,874
10-4003.02	Sales Tax -1/2 Penny	\$1,515,469	\$25,000		\$1,540,469
10-4003.03	Sales Tax -1/2 Penny	\$1,515,469	\$25,000		\$1,540,469
10-4009	Use Tax	\$650,000	\$75,000		\$725,000
10-4026	Resid Constr Park & Rec Fee	\$8,000	\$20,000		\$28,000
10-4057	Planning & Zoning Fees	\$11,000	\$8,000		\$19,000
10-4920S	Tsfr In: SMA-Sales Tax	\$2,424,750	\$40,000		\$2,464,750
10-590-202	Postage	\$15,000	\$8,000		\$23,000
10-590-920S	Tsfr Out: SMA	\$2,424,750	\$40,000		\$2,464,750
10-590-931S	Tsfr Out: Cemetery	\$151,547	\$2,500		\$154,047
10-590-934S	Tsfr Out: Library	\$151,547	\$2,500		\$154,047
10-590-935S	Tsfr Out: Parks & Rec	\$303,094	\$5,000		\$308,094
10-590-937	Tsfr Out: Resid Constr Park/Re	\$8,000	\$20,000		\$28,000
10-590-940S	Tsfr Out: Fire Cash	\$151,547	\$2,500		\$154,047
10-590-941S	Tsfr Out: Police Cash	\$151,547	\$2,500		\$154,047
10-590-944S	Tsfr Out: Major Thorofare	\$303,094	\$5,000		\$308,094
10-590-945S	Tsfr Out: Cap Impr	\$606,187	\$10,000		\$616,187
10-590-946S	Tsfr Out: W&S Impr	\$606,187	\$10,000		\$616,187
10-590-948S	Tsfr Out: Water Resources	\$1,212,375	\$20,000		\$1,232,375
10-590-965S	Tsfr Out: Str Impr Sales Tax	\$1,515,469	\$25,000		\$1,540,469
10-590-967S	Tsfr Out: Sewer Impr Sales Tax	\$1,515,469	\$25,000		\$1,540,469
10-590-983	Tsfr Out: GO Bond Constr Fun	\$0	\$131,000		\$131,000

<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 #:</b> 18-
-----------------	------------------------





**AGENDA ITEM**

**Administration 10.F.**

**City Council Regular**

**Meeting Date:** November 19, 2018

**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 a request to waive an abatement lien in the amount of \$1,300.00 against Lots 27-30, Block 2, Westport Addition, Sapulpa, Creek County, Oklahoma.

**BACKGROUND:**

On August 29, 1994, a lien in the amount of \$1,300.00 was filed against the referenced property, also know as 207 North Gore, following the City's demolition and removal of the structure. There is no record of payment being made in respect of this lien. A third party desires to purchase and make use of the property, but only if the existing lien is waived or reduced. Since public funds were spent on the property as part of an abatement process, only the Council has the authority to waive or reduce the lien, and then only if it determines that such action would further the public interest and welfare of the community.

**RECOMMENDATION:**

Per Council discretion.

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**Attachments**

Notice of Lien

Certified Statement of Costs

Dismissal of Notice of Lien

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800

NOTICE OF LIEN

STATE OF OKLAHOMA  
COUNTY OF CREEK  
THIS INSTRUMENT WAS FILED  
FOR RECORD ON

STATE OF OKLAHOMA )  
COUNTY OF CREEK ) SS. 93 13381

9 OCT - 8 1993  
o'clock M. and duly recorded in  
Book 512 Page 101  
BETTY RENTZ, County Clerk  
By [Signature] Deputy

KNOW ALL MEN BY THESE PRESENTS:

That the City of Sapulpa, in Creek County, State of Oklahoma, at a hearing held by the municipal governing body to determine if the following described property is dilapidated and has become detrimental to the health, safety, or welfare of the general public and the community or if said property creates a fire hazard which is dangerous to other property, has found that the condition of the following described property constitutes a detriment or a hazard and that the property would be benefitted by the removal of such conditions and that the municipal governing body may cause the dilapidated building to be torn down and removed. Said property being listed on the current year's tax rolls in the office of the County Treasurer as being owned by

ERMA JEAN HACKNEY

and located at 207 NORTH GORE, Sapulpa, Oklahoma. Said property being legally described as follows, to-wit:

LOTS 27-30, BLDK 2, WESTPORT ADDITION

and that pursuant to the findings of the municipal governing body of the City of Sapulpa, the City of Sapulpa, Oklahoma, claims a lien on said property for the destruction and removal costs, according to the laws of the State of Oklahoma.



Shirley Burzio  
Shirley Burzio, City Clerk

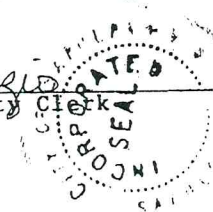


CERTIFICATE OF CITY CLERK

I, Shirley Burzio, the undersigned, the duly qualified and performing City Clerk of the City of Sapulpa, Oklahoma, do hereby certify that authorization was granted by the Sapulpa City Commission to file this notice of lien with the County Clerk of Creek County.

WITNESS my hand as City Clerk and the Seal of the City of Sapulpa, Oklahoma, this 7<sup>th</sup> day of October, 1993.

Shirley Burzio  
Shirley Burzio, City Clerk  
(Seal)



ACKNOWLEDGEMENT

STATE OF OKLAHOMA )  
COUNTY OF CREEK ) SS.

Before me, the undersigned, a Notary Public in and for said County and State on this 7<sup>th</sup> day of Oct, 1993, personally appeared Shirley Burzio, Sapulpa City Clerk, to me known to be the identical person who executed the within and foregoing instrument and acknowledged to me that 5 he executed the same as his free and voluntary act and deed for the uses and purposes therein set forth.

Given under my hand and seal the day and year last above written.



Martha E. Scott  
Notary Public

701

My Commission Expires: 08/28/96

Exhibit "D"

CERTIFIED STATEMENT OF COSTS

To: Creek County Treasurer

94 11818

Owner: ERMA JEAN HACKNEY,  
207 NORTH GORE, SAPULPA, OK. 74066

STATE OF OKLAHOMA  
COUNTY OF CREEK  
THIS INSTRUMENT WAS FILED  
FOR RECORD ON

2 55 AUG 29 1994  
Book 927 Page 111  
BETTY RENTZ, County Clerk  
By [Signature] Deputy

Property Description: LOTS 27-30 BLOCK 2, WEST PORT ADDITION, CITY  
207 NORTH GORE

The City of Sapulpa certifies that the costs associated with the  
removal and/or destruction of a structure(s) at the above  
described property was in the amount of \$ 1,300.00 and  
asks that a lien be imposed on the property in this amount.

Further, more than six (6) months has elapsed since mailing of a  
statement of costs to the property owner, and the City has not  
received payment from the property owner.

8-26-94  
Date

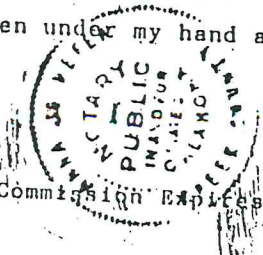
[Signature] Shirley Burzio  
City Clerk, City of Sapulpa

ACKNOWLEDGEMENT

STATE OF OKLAHOMA )  
COUNTY OF CREEK ) SS.

Before me, the undersigned, a Notary Public in and for said  
County and State on this 26th day of August, 1994,  
personally appeared Shirley Burzio,  
Sapulpa City Clerk, to me known to be the identical person who  
executed the within and foregoing instrument and acknowledged to  
me that she executed the same as her free and voluntary act and  
deed for the uses and purposes therein set forth.

Given under my hand and seal the day and year last above written.



[Signature] Anna Jo Wefer  
Notary Public

My Commission Expires: September 19, 1996

1617

**DISMISSAL OF NOTICE OF LIEN**

STATE OF OKLAHOMA    )  
  ) SS  
COUNTY OF CREEK        )

Whereas, the notice of lien filed on the 8th day of October, 1993, by the City of Sapulpa, Oklahoma, a municipal corporation, and recorded in **Book 313, Page 701**, and Certified Statement of Costs filed on the 29th day of August, 1994, and recorded in **Book 327, Page 1617**, of the records of the Creek County Clerk, are hereby vacated and released on the following described property, to-wit:

Lots 27 thru 30, inclusive, Bock 2, West Port Addition, Sapulpa, Creek County, Oklahoma.

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

Attest:

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

**ACKNOWLEDGEMENT**

STATE OF OKLAHOMA    )  
  ) SS  
COUNTY OF CREEK        )

Before me, the undersigned, a notary public in and for said county and state on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared Reg Green, Mayor of the City of Sapulpa, to me be known to be the identical person who executed the within and foregoing instrument and acknowledged to me that he executed the same as his free and voluntary act and deed for the uses and purposes therein set forth.

Given under my hand and seal the day and year last above written.

\_\_\_\_\_  
Notary Public

My Commission Expires:\_\_\_\_\_

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



**AGENDA ITEM**

**Informational Items 12.A.**

**City Council Regular**

**Meeting Date:** November 19, 2018

**Submitted For:** Rick Rumsey, Assistant City Manager

**Submitted By:** Mikaila Stepp, Administrative Assistant

**Department:** Assistant City Manager

**Presented By:** Rick Rumsey

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**SUBJECT:**

The Youth Sports Complex Groundbreaking.

**BACKGROUND:**

**RECOMMENDATION:**

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**Attachments**

Youth Sports Grnd Brk

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***City of Sapulpa***  
***Youth Sports Complex***  
***Groundbreaking Ceremony***



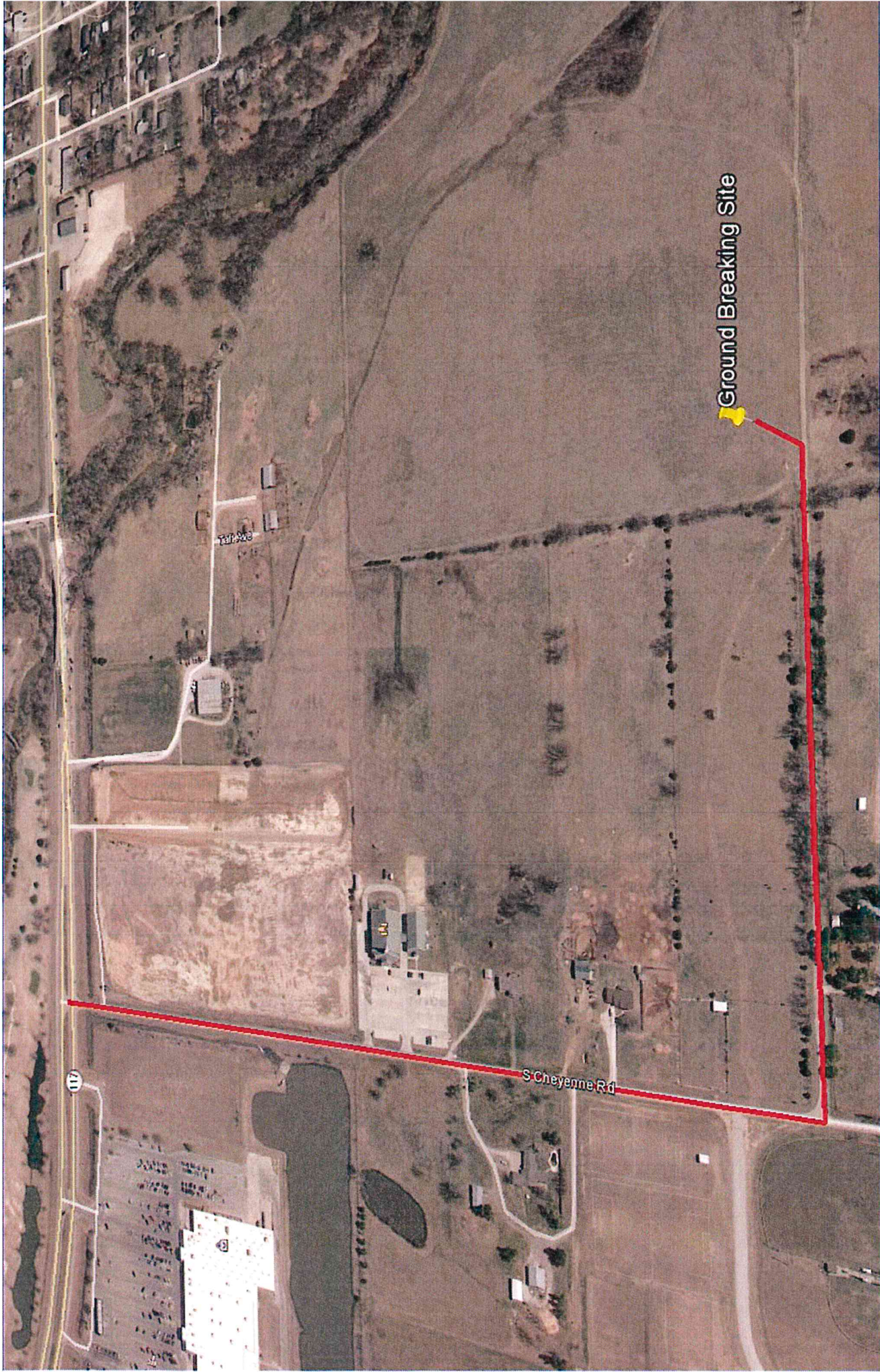
Tuesday, November 27<sup>th</sup>

10:00 A.M.

South Cheyenne Road

East of Wal-Mart

(See Attached Map)



Ground Breaking Site

S Cheyenne Rd

15

TAPAGE