

REGULAR STUDY SESSION
CITY HALL - 425 EAST DEWEY AVENUE
2ND FLOOR CONFERENCE ROOM
5:30 P.M., MONDAY, APRIL 16, 2018

Notice is hereby given that the Mayor, Board of Councilors of the City of Sapulpa, Oklahoma, and the Trustees of the Sapulpa Municipal Authority, a Public Trust, will meet in study session at 5:30 p.m., on the 16th day of April, 2018, in the 2nd floor Conference Room of the Sapulpa City Hall, located at 425 E Dewey Avenue in said city. No decision or action, except to direct staff to take action, shall be taken during said meeting.

- AGENDA -

1. **CALL TO ORDER.**

2. **AT THE COUNCIL'S REQUEST, DISCUSS ANY ITEM OF CONCERN ON THE REGULAR SESSION AGENDA OF APRIL 16, 2018.**

3. **DISCUSS:**
 - A. Discuss Corridor Design Criteria.

 - B. Discuss March 2018 Financial Statements (will be provided at meeting).

 - C. Discuss FY 2018-2019 Budget Calendar.

 - D. Discuss updating Section 17-206, Water Connection Charges, of the City Code.

4. **ADJOURN.**

Posted this 12th day of April, 2018 at or before 5:30 o'clock p.m., at the Sapulpa City Hall, 425 East Dewey, Sapulpa, Oklahoma.

Name: *Anna Jo Fife*

Title: *Administrative Assistant*



Discuss 3.C.

City Council Study Session

Meeting Date: 04/16/2018

Submitted By: Pam Vann, Finance Director

SUBJECT:

Discuss FY 2018-2019 Budget Calendar.

Attachments

Budget Calendar FY 2018-2019

CITY OF SAPULPA
BUDGET CALENDAR
FISCAL YEAR 2018-19

ACTIVITY	TARGET DATES
BUDGET DOCUMENTS AND INFORMATION TO DEPARTMENT HEADS	Wednesday, March 21, 2018
DEADLINE FOR CAPITAL REQUESTS	Monday, March 05, 2018
DEADLINE FOR BUDGET WORKSHEETS	Thursday, April 05, 2018
MEETINGS WITH DEPART DIRECTORS TO DISCUSS INDIVIDUAL BUDGETS	Monday, April 16, 2018 Thru Monday, April 23, 2018
FINALIZE EXPENDITURE (EXCLUDING CAPITAL OUTLAY)	Friday, May 04, 2018
FINALIZE REVENUE PROJECTIONS	Monday, April 30, 2018
INITIAL DRAFT OF PROPOSED BUDGET TO FINANCE COMMITTEE	Monday, May 07, 2018
ADMINISTRATIVE AND FINANCE COMMITTEE MEETINGS WITH MANAGER PRO TEM, FINANCE DIRECTOR/CITY TREASURER FOR REVIEW OF BUDGETS	Thru Thursday, May 17, 2018
SUBMIT PROPOSED BUDGET TO CITY COUNCIL (LEGAL DEADLINE 6/1)	Monday, May 21, 2018
PUBLIC HEARING AND ADOPTION OF PROPOSED BUDGET	Monday, June 04, 2018
BUDGET FILED WITH STATE AUDITOR AND COUNTY EXCISE BOARD	Saturday, June 30, 2018
BEGIN NEW FISCAL YEAR	Sunday, July 01, 2018



Discuss 3.D.

City Council Study Session

Meeting Date: 04/16/2018

Submitted By: Amy Hoehner, Legal Assistant

SUBJECT:

Discuss updating Section 17-206, Water Connection Charges, of the City Code.

Attachments

Part 17 Section 17-206 Connection Charges

Part 17.17-206 Master Fee Schedule

SECTION 17-206

CONNECTION CHARGES.

For connecting a consumer to the water system of the City, the certain connection charges are fixed as provided in the Master Fee Schedule. In addition, the following connection charges are fixed:

- A. For tapping main and installing a three-fourths (3/4) inch service line to the property of the consumer and setting a five-eighths (5/8) inch meter for consumer inside the City a charge as set by the Master Fee Schedule, and for such service to a consumer outside of the City, the charge shall be in such amount as to include all labor, material, and the operation of any equipment needed. and an additional charge of ten percent (10%) thereof for administrative cost; and

- B. For tapping water main and installing an adequate service line, according to the size of the meter, where such meter is larger than five-eighths (5/8) inch, the charge for all consumers shall be in such amount as to include all labor, material, and the operation of any equipment needed. and an additional charge of ten percent (10%) thereof for administrative cost with a minimum charge to be paid in the amount set by the City Council by motion or resolution.

Master Fee Schedule

APPENDIX A

SECTION 17.17-206 WATER CONNECTION CHARGES

The connection charges referenced in Section 17-206 are as follows:

Installation of a residential 5/8 inch meter:	\$750.00 flat fee, includes all charges for labor, materials and equipment at current FEMA allowed rates.
Installation of a residential meter no larger than one (1) inch:	\$1,000.00 flat fee, includes all charges for labor, materials and equipment at current FEMA allowed rates.
Installation of a commercial one (1) inch or two (2) inch meter:	\$1,250.00 flat fee, includes all charges for labor, materials and equipment at current FEMA allowed rates.
Installation of a commercial meter larger than two (2) inches:	\$1,250.00 flat fee, includes all charges for labor, materials and equipment at current FEMA allowed rates. Due to high cost, flat fee and actual meter cost shall be paid prior to work being performed by any contractor or city.
Installation of a tap to any residential or commercial line dedicated for fire suppression:	\$1,000.00 flat fee, includes all charges for labor, materials and equipment at current FEMA allowed rates.
Installation of Fire Line Mag Meter:	\$2,000 flat fee, includes all charges for labor, equipment and materials at current FEMA allowed rates.

Master Fee Schedule

APPENDIX A

SECTION 17.17-206 WATER CONNECTION CHARGES

The connection charges referenced in Section 17-206 are as follows:

Installation of a 5/8" meter including all charges for labor, materials, and equipment.	\$750.00
Installation of a 1" meter including all charges for labor, materials, and equipment.	\$1,250.00
Installation of a 2" meter including all charges for labor, materials, and equipment.	\$1,750.00
Meter larger than 2". Contractor is responsible for installation, materials, and equipment charges.	\$1,000.00 tap fee plus actual cost of meter.
Tap for fire suppression, commercial or residential line. Contractor is responsible for installation, materials, and equipment charges.	\$1,000.00 tap fee.

(From Pages A-30 & A-31 of Master Fee Schedule)