

SAPULPA CITY COUNCIL MEETING

CITY HALL - 425 EAST DEWEY AVENUE

COUNCIL CHAMBERS, 2ND FLOOR

7:00 P.M., MONDAY, APRIL 2, 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 2nd day of April, 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. Consider approving the minutes of the March 19, 2018, regular city council meeting.
6. **APPOINTMENTS, AWARDS, PRESENTATIONS, AND PROCLAMATIONS.**
 - A. A Proclamation declaring the month of April 2018 as Sapulpa Arts Month in the City of Sapulpa, Oklahoma.

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 \$169,470.15.

8. **PUBLIC HEARINGS.**

9. **COMMUNITY DEVELOPMENT.**

10. **ADMINISTRATION.**

A. Discussion and possible action regarding an Agreement with McGrath Consulting Group, Inc to conduct a Fire Department Master Station Location Analysis for the City of Sapulpa.

B. Discuss and possible action regarding a Resolution of the City of Sapulpa, Oklahoma, amending the FY 2017-2018 Fire Cash Fund annual budget by increasing appropriations by \$9,890.00 to conduct a Fire Department Master Station Location Analysis.

C. Discuss and consider action on a Resolution Authorizing participation in the OMAG Recognition Program.

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. Sapulpa Main Street Profit & Loss Status Reports:

1. January through December 2017
2. January and February 2018

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 29th day of March, 2018 at or before 5:00 p.m., at the Sapulpa City Hall, 425 East Dewey, Sapulpa, Oklahoma.

Name: *Anna Jo Fife*

Title: *Administrative Assistant*



City Council Regular

5.A.

Meeting Date: April 2, 2018

Submitted For: Shirley Burzio, City Clerk

Submitted By: Amy Hoehner, Legal Assistant

SUBJECT:

Consider approving the minutes of the March 19, 2018, regular city council meeting.

Attachments

minutes.03-19-2018 city

DRAFT

CITY OF SAPULPA, OKLAHOMA
COUNCIL PROCEEDINGS
Meeting of March 19, 2018

The City Council of Sapulpa, Oklahoma, met in regular session Monday, March 19, 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
Marty Cummins, Councilor
Wes Galloway, Councilor
Craig Henderson, Councilor
Alan Jones, Councilor
Hugo Naifeh, Councilor
Charles Stephens, Councilor
Carla Stinnett, Councilor

Staff Present: Joan Riley, City Manager; Rick Rumsey, Assistant City Manager; Pam Vann, City Treasurer; David Widdoes, City Attorney; Shirley Burzio, City Clerk; David Taylor, Fire Chief; Chief Mike Haefner, Police Chief; Nikki White, Urban Development Director; Robert Petitt, Water Treatment Superintendent

1. INVOCATION.

The invocation was given by Rev. Tim Dotson.

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 Charles Stephens, to approve the following items of business:

- A.** Approve the minutes of the March 5, 2018, regular city council meeting;
- B.** Approve claims in the amount of \$576,058.74.

ROLL CALL: AYE-John Anderson, Marty Cummins, Wes Galloway, Reg Green, Craig Henderson, Alan Jones, Louis Martin, Hugo Naifeh, Charles Stephens, Carla Stinnett. NAY-None. Motion carried 10-0.

4. APPOINTMENTS, AWARDS, PRESENTATIONS, AND PROCLAMATIONS.

- A.** Police Chief Mike Haefner administered the Oath of Office to Sapulpa Police Officers Jennifer Williams, Cody Poe, Jacob Patton, Skylar Vaughan and Cady Byrnes.

5. PUBLIC HEARINGS.

- A.** A public hearing to receive public input and recommendations on community needs for the City of Sapulpa as a member of the Tulsa County Community Development Block Grant (CDBG) Urban County was held.

There were no written or oral comments presented to the board from any citizen.

6. COMMUNITY DEVELOPMENT.

Motion was made by Councilor John Anderson, seconded by Vice-Mayor Louis Martin, to approve the following two items of business:

- A.** Approve the application requesting 2018 Community Development Block Grant (CDBG) Assistance from the Tulsa County Urban County Program for \$130,995.00 for the Downtown Stormwater Project;
- B.** Approve the adoption of a Resolution of the City of Sapulpa, Oklahoma, requesting 2018 Community Development Block Grant (CDBG) Assistance from the Tulsa County Urban County Program for \$130,995.00 for the Downtown Stormwater Project. (Resolution No. 4523)

ROLL CALL: AYE-John Anderson, Marty Cummins, Wes Galloway, Reg Green, Craig Henderson, Alan Jones, Louis Martin, Hugo Naifeh, Charles Stephens, Carla Stinnett. NAY-None. Motion carried 10-0.

- C.** Motion was made by Vice-Mayor Louis Martin, seconded by Councilor Marty Cummins, to approve the adoption of an Ordinance of the City of Sapulpa, Oklahoma, amending the Sapulpa City Zoning Code Part 12, Chapter 4, Residential District Provisions, Section 12-430.1, Table 3, by providing conditions to allow administrative approval of minor variances to Bulk and area requirements for platted lots in the RS-3 District; providing for repealer; providing for severability; and declaring an emergency. (Ordinance No. 2789)

ROLL CALL: AYE-John Anderson, Marty Cummins, Wes Galloway, Reg Green, Craig Henderson, Alan Jones, Louis Martin, Hugo Naifeh, Charles Stephens, Carla Stinnett. NAY-None. Motion carried 10-0.

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

ROLL CALL: AYE-John Anderson, Marty Cummins, Wes Galloway, Reg Green, Craig Henderson, Alan Jones, Louis Martin, Hugo Naifeh, Charles Stephens, Carla Stinnett. NAY-None. Motion carried 10-0.

- D.** Motion was made by Councilor Marty Cummins, seconded by Vice-Mayor Louis Martin, to approve the adoption of an ordinance amending the zoning ordinance of the City of Sapulpa; changing the zone and district of land located at 1740 East Dewey Avenue, City of Sapulpa, Creek County, State of Oklahoma, from AG (Agriculture) to RS-3 (Residential Single Family High Density District), per SAZ-945; and directing the City Clerk to show each change upon the Official Zoning Map; repealing all ordinances or parts of ordinances in conflict herewith; providing for severability; and declaring an emergency. (Ordinance No. 2790)

ROLL CALL: AYE-John Anderson, Marty Cummins, Wes Galloway, Reg Green, Craig Henderson, Alan Jones, Louis Martin, Hugo Naifeh, Charles Stephens, Carla Stinnett. NAY-None. Motion carried 10-0.

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

ROLL CALL: AYE-John Anderson, Marty Cummins, Wes Galloway, Reg Green, Craig Henderson, Alan Jones, Louis Martin, Hugo Naifeh, Charles Stephens, Carla Stinnett. NAY-None. Motion carried 10-0.

- E.** Motion was made by Councilor Hugo Naifeh, seconded by Vice-Mayor Louis Martin, to approve the SUP-015, application for a Specific Use Permit, to Marty and Debra Rivers, dba Hobson Street Motors, to allow indoor new or used automobile sales at 106 East Hobson Avenue with the following conditions: No outdoor storage/display of vehicles; No parking on the sidewalk; Any signage or alterations to the exterior must go to the Historic Preservation Committee for approval prior to any work being conducted; All exterior signs and lighting must be in working order; Specific Use Permit is limited to the existing owner and terminates upon any transfer of ownership or occupancy of the property.

ROLL CALL: AYE-John Anderson, Marty Cummins, Wes Galloway, Reg Green, Craig Henderson, Alan Jones, Louis Martin, Hugo Naifeh, Charles Stephens. NAY-None. ABSENT - Carla Stinnett. Motion carried 9-0.

- F. Motion was made by Councilor Hugo Naifeh, seconded by Vice-Mayor Louis Martin, to approve SUP-016, application for a Specific Use Permit, to Cheryl Jackson, Jackson Family Revocable Trust to allow an Air BnB (Bed and Breakfast) at 1003 East Lee Avenue with the following conditions: Signage must comply with Chapter 4, Section 420.2.7 of the Zoning Code: "One identification sign shall be permitted for each home occupation advertising its use; the sign shall be affixed to the principle building or customary accessory building and shall not exceed six (6) square feet of surface area. No illumination of any type shall be permitted." Parking shall be on a dust free, all weather surface, and off the street. Specific Use Permit is limited to the existing owner and terminates upon any transfer of ownership or occupancy of the property.

ROLL CALL: AYE-John Anderson, Marty Cummins, Wes Galloway, Reg Green, Craig Henderson, Alan Jones, Louis Martin, Hugo Naifeh, Charles Stephens, Carla Stinnett. NAY-None. Motion carried 10-0.

7. **ADMINISTRATION.**

- A. Motion was made by Vice-Mayor Louis Martin, seconded by Councilor Hugo Naifeh, to approve declaring items located at the police department as surplus property, and authorizing staff to sell those items on the Renee Bates auction site or otherwise lawfully dispose of same.

ROLL CALL: AYE-John Anderson, Marty Cummins, Wes Galloway, Reg Green, Craig Henderson, Alan Jones, Louis Martin, Hugo Naifeh, Charles Stephens, Carla Stinnett. NAY-None. Motion carried 10-0.

- B. Motion was made by Vice-Mayor Louis Martin, seconded by Councilor John Anderson, to approve the adoption of a Resolution from the Creek County Sheriff's Office allowing Officer Ryan Matthias permission to work as a Reserve for the Sapulpa Police Department.

ROLL CALL: AYE-John Anderson, Marty Cummins, Wes Galloway, Reg Green, Craig Henderson, Alan Jones, Louis Martin, Hugo Naifeh, Charles Stephens, Carla Stinnett. NAY-None. Motion carried 10-0.

- C. Motion was made by Vice-Mayor Louis Martin, seconded by Councilor Hugo Naifeh, to approve the adoption of an Ordinance of the City of Sapulpa, Oklahoma, amending the Sapulpa City Code, Part 9, Licensing and Business Regulations, Section 9-101 and Section 9-109, by Specifying Authorization for receipt and delivery of transport gas as licensed activity; providing for an effective date; repealing all ordinances or parts of ordinances in conflict with this ordinance; providing that if any part or parts of this ordinance are held invalid or ineffective, the remaining portions shall not be affected; and declaring an emergency. (Ordinance No. 2791)

ROLL CALL: AYE-John Anderson, Marty Cummins, Wes Galloway, Reg Green, Craig Henderson, Alan Jones, Louis Martin, Hugo Naifeh, Charles Stephens, Carla Stinnett. NAY-None. Motion carried 10-0.

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

ROLL CALL: AYE-John Anderson, Marty Cummins, Wes Galloway, Reg Green, Craig Henderson, Alan Jones, Louis Martin, Hugo Naifeh, Charles Stephens, Carla Stinnett. NAY-None. Motion carried 9-0.

Motion was made by Councilor Craig Henderson, seconded by Councilor Marty Cummins, to approve the following two items of business:

- D. Approve the renewal of the City of Sapulpa Employee Dental Insurance with Delta Dental Plan of Oklahoma;
- E. Approve the renewal of the City of Sapulpa Employee Health Insurance with Community Care Company.

ROLL CALL: AYE-John Anderson, Marty Cummins, Wes Galloway, Reg Green, Craig Henderson, Alan Jones, Louis Martin, Hugo Naifeh, Charles Stephens, Carla Stinnett. NAY-None. Motion carried 9-0.

- F. Approve Change Order No. 1 to the agreement with Houchin Electric Co., Inc., for electrical renovations at the water pump station in the amount of \$15,156.00.

ROLL CALL: AYE-John Anderson, Marty Cummins, Wes Galloway, Reg Green, Craig Henderson, Alan Jones, Louis Martin, Hugo Naifeh, Charles Stephens, Carla Stinnett. NAY-None. Motion carried 10-0.

- G. Motion was made by Councilor Charles Stephens, seconded by Councilor Carla Stinnett, to table consideration of a Resolution of the City of Sapulpa, Oklahoma, amending the FY 2017-2018 Fire Cash Fund annual budget by increasing appropriations by \$9,890.00 to conduct a Fire Department Master Station Location Analysis.

ROLL CALL: AYE-John Anderson, Wes Galloway, Craig Henderson, Alan Jones, Charles Stephens, Carla Stinnett. NAY-Marty Cummins, Reg Green, Louis Martin, Hugo Naifeh. Motion carried 6-4.

12. **PUBLIC COMMENTS.**

Jessica Keeley questioned the council on the breeding of dogs. Ms. Keeley was requested to discuss her concerns with staff.

William Dearlane spoke about the entryway to 49th West Avenue. Mr. Dearlane was directed to speak with staff.

13. ADJOURNMENT.

There being no further business, motion was made by Councilor Charles Stephens, seconded by Councilor Wes Galloway, to adjourn the meeting.

ROLL CALL: AYE-John Anderson, Marty Cummins, Wes Galloway, Reg Green, Craig Henderson, Alan Jones, Louis Martin, Hugo Naifeh, Charles Stephens, Carla Stinnett. NAY-None. Motion carried 10-0.

Mayor

Attest:

City Clerk



Presentations & Proclamations 6.A.

City Council Regular

Meeting Date: April 2, 2018

Submitted For: Reg Green, Mayor, City of Sapulpa

Submitted By: Amy Hoehner, Legal Assistant

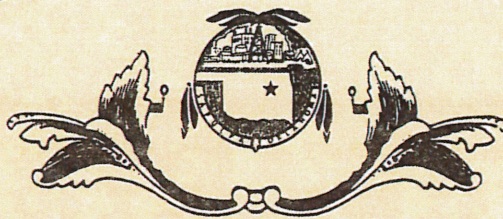
SUBJECT:

A Proclamation declaring the month of April 2018 as Sapulpa Arts Month in the City of Sapulpa, Oklahoma.

Attachments

Proclamation

CITY OF SAPULPA



BOARD OF COUNCILORS

Proclamation

WHEREAS, it is the mission of Sapulpa Arts to promote the Arts and Humanities in the Sapulpa area so that the artistic heritage and creativity of all people may find expression, growth, and visibility; and

WHEREAS, Sapulpa Arts, a non-profit, is the leading advocate for arts education and community programming, a viable component of Sapulpa's economy and growth of our community; and

WHEREAS, the Sapulpa Arts, strives to improve the well-being of our community by providing visual awareness of the cultural strengths as a whole for 30 years; and

WHEREAS, art educational programs in Sapulpa Public Schools develop creative potential and improves problem-solving and critical thinking skills by reinforcing and bringing to life what students learn in other subjects; and

WHEREAS, arts and humanities participants of all ages and develop a sensitivity to beauty, order, and other expressive qualities, and also gives a deeper understanding of multi-cultural values and beliefs; and

WHEREAS, the arts develop lifelong skills, including language development, inventiveness, motor skills, visual learning, and decision making; the arts interrelates learning in art production, art history, art criticism, and aesthetics; and

WHEREAS, to not only recognize the economic and social value of the nonprofit arts, but to also invest in nonprofit arts organizations directly, through their local arts agencies, and the Oklahoma Arts Council as a catalyst to generate economic impact, stimulate business development, spur urban renewal, attract tourists and area residents to community activities, and to improve the overall quality of life in Sapulpa; and

WHEREAS, the City of Sapulpa joins the citizens of Sapulpa in supporting our youth and adults in their intellectual development through artistic endeavors, and offering support to our committed artists of all age and skill level;

NOW, THEREFORE, I, Reg Green, Mayor of the City of Sapulpa, Oklahoma, do hereby recognize April 2018 as SAPULPA ARTS MONTH in the City of Sapulpa, and I call this observance to the attention of all our citizens.

In Witness Whereof, I have hereunto set my hand and caused the Seal of Sapulpa of the State of Oklahoma to be affixed.

*Done at the City of Sapulpa this _____ day
of _____ in the Year of Our Lord
two thousand and _____.*

City Clerk

Mayor



Consent Agenda 7.A.

City Council Regular

Meeting Date: April 2, 2018

Submitted By: Amber Fisher, Accounts Payable Clerk

SUBJECT:

Consider approving Claims in the amount of \$169,470.15.

Attachments

Claims List 4-2-18

FUND: 10 - GENERAL FUND

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
122925	99-10159	LAWRENCE COUNTY NEWSPAPERS,	PUBLISH ORDINANCE #2791	3/2018	16646	230.85
122803	99-10160	MERRIFIELD OFFICE SOLUTIONS	5 NAME PLATES	3/2018	0140824-001	14.75
122814	99-10160	MERRIFIELD OFFICE SOLUTIONS	OFFICE CHAIR STATION #3	3/2018	0141746-001	169.99
122684	99-10252	CECIL COX ENTERPRISES	8 TIRES	3/2018	3025001	990.08
122249	99-10315	CINTAS CORPORATION NO.2	MEDICAL SUPPLIES	3/2018	5010237255	197.42
122811	99-10325	CARDIAC SCIENCE CORPORATION	ADULT DEFIB PADS	3/2018	7314711	163.20
122812	99-10325	CARDIAC SCIENCE CORPORATION	DEFIB PADS FOR NEW AED	3/2018	7315162	220.80
122661	99-10351	THE BOYD GROUP (US) INC	VEHICLE REPAIR	3/2018	5010311044	1,503.48
121111	99-10377	GREEN COUNTRY SHREDDING &	R32 GAL CONTAINERS	3/2018	42865	30.00
122686	99-10388	PRECISION DELTA CORP	1000 ROUNDS OF AMMO	3/2018	11334	185.00
122236	99-10488	ADMIRAL EXPRESS LLC	MISC JANITORIAL SUPPLIES	3/2018	1941145-0	65.98
121386	99-10547	BEASLEY TECHNOLOGY INC	MONTHLY COMPUTER MAINT	3/2018	3008626	2,250.00
122601	99-213	OKLAHOMA FIRE CHIEFS ASSOC	ANN OFCA CONFERENCE	3/2018	5064	800.00
122642	99-28	OG&E	MARCH 2018 ELEC CHARGES	3/2018	3/22/18 122642	5,408.20
120441	99-30	SAPULPA EXTERMINATING	ANN SPRAY-CITY HALL/ANNEX	3/2018	21691	137.50
122232	99-3113	FIRE MARSHALS ASSOCIATION	OFMAO SPRING CONFERENCE	3/2018	#1 3/10/18	70.00
122807	99-3128	CASCO INDUSTRIES, INC.	BOOTS	3/2018	192584	363.00
122237	99-3707	O'REILLY AUTOMOTIVE INC	MISC PARTS FOR VEHICLES	3/2018	153-493743	219.11
120705	99-3822	TYLER TECHNOLOGIES, INC	ONLINE CREDIT CARD FEES	3/2018	025-217755	125.00
122638	99-3822	TYLER TECHNOLOGIES, INC	PAYROLL/PERSONNEL MAINT	3/2018	025-217261	3,296.20
120148	99-39	WAL-MART	MISC BLDG MAINT ITEMS	3/2018	028592 2/28/18	14.96
120150	99-39	WAL-MART	MISC OFFICE SUPPLIES	3/2018	019366 2/19/18	26.35
121600	99-39	WAL-MART	MISC SUPPLIES FOR MAINT	3/2018	013015A 3/13/18	25.94
121847	99-39	WAL-MART	MISC JANITORIAL SUPPLIES	3/2018	023391 2/23/18	24.52
122171	99-39	WAL-MART	MISC SUPPLIES	3/2018	007395 3/7/18	37.40
122301	99-39	WAL-MART	COPY PAPER	3/2018	009760 3/9/18	69.22
122358	99-39	WAL-MART	PAINT FOR RANGE	3/2018	020167 2/20/18	58.48
122615	99-39	WAL-MART	MISC JANITORIAL SUPPLIES	3/2018	006945 3/6/18	28.26
122332	99-3977	RANDY ARNOLD	MEAL REIMBURSEMENT	3/2018	3/8/18 122332	12.00
120646	99-4047	SHOW, INC.	SHREDDING PICK UP	3/2018	18347	20.00
121405	99-4047	SHOW, INC.	CLEAN UP TRASH/LEAVES	3/2018	18346	40.00
122366	99-4307	LAW ENFORCEMENT SYSTEMS	CITATION BOOKS	3/2018	202048	536.00
121140	99-4677	OKLAHOMA FLOODPLAIN MANAGEM	TECHNICAL WORKSHOP	3/2018	2209	75.00
122620	99-4750	UNITED ENGINES, LLC	REPLACE FAN HUB ASSEMBLY	3/2018	4086622	2,784.78
121961	99-5388	OFFICE DEPOT 25022426	FILE FOLDER/TIME CLOCK	3/2018	994433509001	27.49
122801	99-5388	OFFICE DEPOT 25022426	PERCH CHAIR	3/2018	114034977001	119.99
122678	99-5391	ANIMAL CARE EQUIP & SERVICE	MISC SUPPLIES	3/2018	60220	212.06
122664	99-6001	CUMMINS SO. PLAINS, LTD	REPAIRS TO GENERATOR	3/2018	027-56854	863.36
122685	99-6001	CUMMINS SO. PLAINS, LTD	REPLACE WATER PUMP	3/2018	027-56929	302.40
122806	99-6001	CUMMINS SO. PLAINS, LTD	BATTERY & BLOCK HEATER	3/2018	027-56825	1,216.32
122682	99-6343	SELLERS, PETE	ITEM REIMBURSEMENT	3/2018	3/14/18 122682	8.67
121110	99-6457	CRAWFORD & ASSOCIATES, PC	CONSULT/ADVISORY SRVCS	3/2018	11367	4,147.50
122810	99-6628	CDW GOVERNMENT, INC.	2 BATTERY BACKUPS	3/2018	MBB7254	152.76
122603	99-7279	TAYLOR, DAVID	MEAL REIMBURSEMENT	3/2018	4/4-6/18 122603	45.00
122604	99-7284	PENNINGTON, BRETT	MEAL REIMBURSEMENT	3/2018	4/4-6/18 122604	45.00
121969	99-7719	MID-WEST PRINTING COMPANY	CITY ENVELOPES	3/2018	54033	150.00
120156	99-7868	WESTLAKE HARDWARE INC	MISC JANITORIAL SUPPLIES	3/2018	8136582	8.62
121848	99-7868	WESTLAKE HARDWARE INC	MISC PARTS/SUPPLIES	3/2018	8136470	33.27
122239	99-8016	NORTHERN SAFETY COMPANY	INSAFETY HOODS	3/2018	902862697	199.59
122610	99-8074	SPECIAL OPS UNIFORMS, INC	UNIFORM SHIRTS-J COMBS	3/2018	782291	724.48

FUND: 10 - GENERAL FUND

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
122622	99-8074	SPECIAL OPS UNIFORMS, INC	UPDATE UNIFORMS	3/2018	782292	151.98
122138	99-8103	CONCEPT SEATING	S/H FOR WARRANTY	3/2018	94715	50.00
121105	99-8493	MESHEK & ASSOCIATES, P.L.C.	ENGINEER REVIEW-MISC PROJ	3/2018	5373	941.25
122544	99-8539	CROW BURLLNGAME COMPANY	REAR BRAKE PADS-PATROL CA	3/2018	106-5039	129.28
122546	99-8539	CROW BURLLNGAME COMPANY	COOLAND HOSE/ANTIFREEZE	3/2018	106-5097	50.10
122605	99-9072	VICKREY JAMES	MEAL REIMBURSEMENT	3/2018	4/4-6/18 122605	45.00
121642	99-9398	THE UPS STORE #3965	SHIPPING FEE FOR RADARS	3/2018	5520 3/22/18	11.21
121171	99-9836	WRIGHT EXPRESS FINANCIAL	SVFUEL & OIL	3/2018	53608343	10,831.09
120019	99-9859	VERIZON WIRELESS SERVICES	LMOBILE BROADBAND PLAN	3/2018	9803217218	40.01
122606	99-9876	WOOD, JOSH MARK	MEAL REIMBURSEMENT	3/2018	4/4-6/18 122606	45.00
122809	99-99	W W GRAINGER, INC	EMS SUPPLIES	3/2018	9725935192	147.76
122658	99-9975	SAFELITE FULFILLMENT, INC	dWINDOW REPAIR	3/2018	06508-539555	287.89
FUND TOTAL:						41,180.55

FUND: 20 - SMA-AUTHORITY FUND

SUMMARY REPORT

121736	99-10074	CONTROL SYSTEM SOLUTIONS	LLREPAIR LIFT STATION ALARM	3/2018	18004	345.00
122751	99-10074	CONTROL SYSTEM SOLUTIONS	LLCOMMUNICATIONS-POLSON LIF	3/2018	18003	2,108.00
121386	99-10547	BEASLEY TECHNOLOGY INC	MONTHLY COMPUTER MAINT	3/2018	3008626	2,250.00
121046	99-10558	TECHNICAL PROGRAMMING	SERVIPAYMENT FOR BILLING	3/2018	101013	2,455.63
120233	99-1575	FIZZ-O WATER CO., INC.	WATER FOR LAB TESTING	3/2018	1165283	49.65
122642	99-28	OG&E	MARCH 2018 ELEC CHARGES	3/2018	3/22/18 122642	30,544.94
120441	99-30	SAPULPA EXTERMINATING	ANN SPRAY-CITY HALL/ANNEX	3/2018	21691	137.50
121732	99-3437	ADVANCE ELECTRICAL	SERVICESTROUBLESHOOT PROBLEMS	3/2018	16881	1,418.70
122541	99-346	THOMPSON DIESEL INC	REBUILD INJECTION PUMP	3/2018	203679	769.52
119369	99-3593	CITY OF TULSA	METER CONNECT FEE-POLSON	3/2018	107001042 3/8/18	600.09
120705	99-3822	TYLER TECHNOLOGIES, INC	ONLINE CREDIT CARD FEES	3/2018	025-217755	301.00
121045	99-39	WAL-MART	OFFICE SUPPLIES	3/2018	012441 3/12/18	148.84
121405	99-4047	SHOW, INC.	CLEAN UP TRASH/LEAVES	3/2018	18346	40.00
121731	99-4112	ACCURATE ENVIRONMENTAL INC.	IN HOUSE TESTING	3/2018	SU27936	435.22
121742	99-4112	ACCURATE ENVIRONMENTAL INC.	REPLACE LAB OVEN	3/2018	SU27966	2,458.83
122462	99-4112	ACCURATE ENVIRONMENTAL INC.	OPEDS MARCH	3/2018	AC07082	335.00
122463	99-4112	ACCURATE ENVIRONMENTAL INC.	TOC - MARCH	3/2018	AC07084	63.00
122464	99-4112	ACCURATE ENVIRONMENTAL INC.	LTZ - MARCH	3/2018	AC14046	400.00
122473	99-4112	ACCURATE ENVIRONMENTAL INC.	FEB TOC	3/2018	AB23058	63.00
120289	99-5493	AQUARIUS ENTERPRISES INCORP	DI BOTTLE RENTAL	3/2018	244784	13.00
120449	99-6528	UNIFIRST HOLDINGS, INC.	YEARLY UNIFORM LEASE	3/2018	8241464694	86.46
122926	99-6671	SAPULPA AREA CHAMBER OF COM	CONTRACT-PRIDE IN SAPULPA	3/2018	JULY 17-MAR 2018	22,500.00
120711	99-7821	CREEK COUNTY RURAL WATER	#2WATER	3/2018	2084 1/31-2/26/18	85.50
122545	99-8539	CROW BURLLNGAME COMPANY	BATTERY FOR CHEVY	3/2018	106-5088	96.00
120318	99-9202	AT&T	DEDICATED PHONE-SKIATOOK	3/2018	9182462544 3/15/18	56.15
120485	99-9207	S2 ENGINEERING SERVICES,	PLENGINEERING CONTRACT	3/2018	06-554	5,000.00
119368	99-9393	AIRLINK INTERNET SVCS	CAMERA NETWORK FEE	3/2018	65067	599.80
121171	99-9836	WRIGHT EXPRESS FINANCIAL	SVFUEL & OIL	3/2018	53608343	958.65
FUND TOTAL:						74,319.48

FUND: 29 - STORMWATER MANAGEMENT

SUMMARY REPORT

122642	99-28	OG&E	MARCH 2018 ELEC CHARGES	3/2018	3/22/18 122642	153.86
117467	99-3707	O'REILLY AUTOMOTIVE INC	MISC AUTO/EQUIP PARTS	3/2018	153-495215	6.29

FUND: 29 - STORMWATER MANAGEMENT

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
122433	99-4382	A & N TRAILER PARTS INC	BEARINGS & SEALS	3/2018	301641	45.16
100868E	99-8493	MESHEK & ASSOCIATES, P.L.C.	N 8TH DRAINAGE DESIGN	3/2018	5374	440.00
121414	99-8493	MESHEK & ASSOCIATES, P.L.C.	ON-CALL REVIEW/EMER SRVCS	3/2018	5376	660.00
114691R	99-9525	HARLAN YOCHAM II	RELOCATE/PAVE/DRAINAGE	3/2018	FINAL 3/29/18	20,000.00
120782A	99-9738	JACQUELYN BROOKE KONONCHUK	SERVICE AGREEMENT	3/2018	MAR-18	4,614.00
121171	99-9836	WRIGHT EXPRESS FINANCIAL	SVFUEL & OIL	3/2018	53608343	184.88
FUND TOTAL:						26,104.19

FUND: 30 - STREET & ALLEY

SUMMARY REPORT

119696	99-141	LOCKE SUPPLY CO.	REPLACE LIGHT BULBS	3/2018	33904798-00	396.75
122642	99-28	OG&E	MARCH 2018 ELEC CHARGES	3/2018	3/22/18 122642	497.24
122498	99-5120	T & W TIRE	REPAIR TIRE	3/2018	5967594	147.50
121961	99-5388	OFFICE DEPOT 25022426	FILE FOLDER/TIME CLOCK	3/2018	994433906001	223.99
122641	99-9572	YELLOWHOUSE MACHINERY CO	OFREPAIR JD EQUIPMENT	3/2018	310801	377.96
122827	99-9572	YELLOWHOUSE MACHINERY CO	OFREPAIR EXCAVATOR	3/2018	319527	3,030.71
121171	99-9836	WRIGHT EXPRESS FINANCIAL	SVFUEL & OIL	3/2018	53608343	1,980.29
FUND TOTAL:						6,654.44

FUND: 31 - CEMETERY MAINTENANCE

SUMMARY REPORT

122559	99-10410	AUTOLIFT EQUIPMENT LLC	WIDEN LIFT	3/2018	52272	294.98
122642	99-28	OG&E	MARCH 2018 ELEC CHARGES	3/2018	3/22/18 122642	265.56
121525	99-3707	O'REILLY AUTOMOTIVE INC	VEHICLE REPAIRS	3/2018	153-495021	62.60
122547	99-3707	O'REILLY AUTOMOTIVE INC	OIL/FILTERS	3/2018	153-495213	27.92
122557	99-39	WAL-MART	TOILET PAPER/GLOVES	3/2018	002782 3/2/18	26.21
120449	99-6528	UNIFIRST HOLDINGS, INC.	YEARLY UNIFORM LEASE	3/2018	8241464691	13.28
122548	99-8247	JIM NORTON TOYOTA, INC.	COOLANT CONTROL VALVE	3/2018	768356TOR	70.28
122556	99-8374	TRIKNTRUX	15" STROBE-TRACTOR	3/2018	15786	100.00
122562	99-8717	P & K EQUIPMENT	OIL/FILTERS/FLUIDS	3/2018	2780389	692.01
121171	99-9836	WRIGHT EXPRESS FINANCIAL	SVFUEL & OIL	3/2018	53608343	334.14
FUND TOTAL:						1,886.98

FUND: 32 - HUNTING & FISHING

SUMMARY REPORT

120710	99-10516	HINSCH MARY	COMMISSION SALES	3/2018	121892	134.50
122642	99-28	OG&E	MARCH 2018 ELEC CHARGES	3/2018	3/22/18 122642	1,288.43
120768	99-8762	AT&T	INTERNET SERVICE	3/2018	157257122 3/7/18	60.74
FUND TOTAL:						1,483.67

FUND: 33 - GOLF COURSE

SUMMARY REPORT

122295	99-10428	JEFF MCCRACKEN dba MCCRACKESHAMPOO	CARPETS	3/2018	330444	100.00
121866	99-10478	DAVID BLAKE NOWLAND DT NOW	FERTILIZERS FOR GREENS	3/2018	8014	1,489.00
122291	99-175	STANDARD DISTRIBUTING INC	RESTOCK FOR GRILL	3/2018	323026	91.03
122642	99-28	OG&E	MARCH 2018 ELEC CHARGES	3/2018	3/22/18 122642	812.22
122727	99-2926	APAC CENTRAL, INC	CRUSHER RUN	3/2018	7001073732	501.16
122278	99-3794	BOTTLING GROUP, LLC	RESTOCK GRILL	3/2018	48016711 3/13/18	521.55
121765	99-39	WAL-MART	MISC ITEMS FOR CONCESSION	3/2018	015381 2/15/18	122.66
122284	99-39	WAL-MART	MISC GRILL SUPPLIES	3/2018	027190 2/27/18	109.69

FUND: 33 - GOLF COURSE

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
122290	99-4686	ANHEUSER BUSCH SALES-OKLAHOBEER	TO RESTOCK GRILL	3/2018	133656	253.30
122729	99-5278	R & R PRODUCTS, INC.	MARKERS FOR GREENS	3/2018	CD2208032	1,833.45
120449	99-6528	UNIFIRST HOLDINGS, INC.	YEARLY UNIFORM LEASE	3/2018	8241464696	15.06
120517	99-8108	AT&T ADVERTISING & PUBLISH	MONTHLY PAYMENTS	3/2018	1300020635 3/13/18	33.00
122292	99-8442	SYSCO FOODS SERVICES OF OKLGRILL	RESTOCK	3/2018	126342936	1,269.51
122293	99-8442	SYSCO FOODS SERVICES OF OKLGRILL	RESTOCK SUPPLIES	3/2018	126359483	332.66
122285	99-8473	CALLAWAY GOLF SALES COMPANY	SPRING ORDER	3/2018	928825360	1,204.44
122288	99-8850	TAYLOR MADE GOLF COMPANY, IMISC	SUPPLIES-SPRING ORDE	3/2018	33062595	573.66
121870	99-9734	TERRY SISCO dba SISCO TURF	AERIFICATION OF GREENS	3/2018	507436	2,250.00
FUND TOTAL:						11,512.39

FUND: 34 - LIBRARY

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
120104	99-10095	RICOH USA, INC	WARRANTY SPEC PRINTER	3/2018	5052873674	238.94
122410	99-10160	MERRIFIELD OFFICE SOLUTIONS	MISC OFFICE SUPPLIES	3/2018	0140362-001	494.60
122415	99-10638	JFJ DISC REPAIR INC	REPLACE DVD BURN MACHINE	3/2018	0193215-IN	174.99
122402	99-1589	DEMCO, INC.	LIBRARY SUPPLIES	3/2018	6311005	1,346.91
122642	99-28	OG&E	MARCH 2018 ELEC CHARGES	3/2018	3/22/18 122642	1,185.94
120123	99-4047	SHOW, INC.	RECYCLING	3/2018	18332	30.00
121343	99-7868	WESTLAKE HARDWARE INC	BENCH FOR SITTING AREA	3/2018	8136554	89.99
121724	99-9890	EMPIRE PAPER CO	MISC JANITORIAL SUPPLIES	3/2018	0397577	23.36
122422	99-9890	EMPIRE PAPER CO	MISC JANITORIAL SUPPLIES	3/2018	0398874	279.24
FUND TOTAL:						3,863.97

FUND: 35 - PARKS & RECREATION

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
122778	99-10065	KUBOTA OF NORTHWEST ARKANSA	MOWER BLADES	3/2018	P15424	684.63
122500	99-10086	SWANK MOTION PICTURES, INC	MOVIES IN THE PARK	3/2018	DB 2482332	265.00
122782	99-10160	MERRIFIELD OFFICE SOLUTIONS	SEAR PROTECTION F/MOWING	3/2018	0141997-001	219.96
122523	99-10225	CARLTON E CLINE	CUT/REMOVE TREES	3/2018	1376	1,695.00
122777	99-10252	CECIL COX ENTERPRISES	TIRES	3/2018	3024736	67.40
122517	99-141	LOCKE SUPPLY CO.	FILTERS/BULBS-BTW	3/2018	33851846-00	188.24
122781	99-141	LOCKE SUPPLY CO.	REPLACE BROKEN FIXTURES	3/2018	33851869-00	411.94
122951	99-2217	DAYS DISCOUNT LUMBER INC	WOOD FOR REPAIRS	3/2018	31632	103.96
122642	99-28	OG&E	MARCH 2018 ELEC CHARGES	3/2018	3/22/18 122642	4,426.48
122188	99-39	WAL-MART	CANDY FOR EASTER	3/2018	007948 3/7/18	531.64
122189	99-39	WAL-MART	PRIZES FOR EASTER HUNT	3/2018	013699 3/13/18	454.42
122515	99-39	WAL-MART	SUPPLIES FOR CONCESSION	3/2018	027643 2/27/18	303.40
121104	99-4700	COX COMMUNICATIONS	CABLE-SENIOR & REC CENTER	3/2018	065575601 3/21/18	14.23
121961	99-5388	OFFICE DEPOT 25022426	FILE FOLDER/TIME CLOCK	3/2018	994433906001	104.12
120449	99-6528	UNIFIRST HOLDINGS, INC.	YEARLY UNIFORM LEASE	3/2018	8241464695	11.52
122518	99-7868	WESTLAKE HARDWARE INC	GRINDER/SKILL SAW	3/2018	8136510	219.97
122776	99-8717	P & K EQUIPMENT	MOWER BLADES	3/2018	2773282	281.52
121912	99-8884	CHILD'S PLAY, INC	REPLACE SHADE CANOPY	3/2018	2018-2001	1,450.00
122783	99-9173	ALL MAINTENANCE SUPPLY, INC	MOP HEADS	3/2018	65853-01	16.88
120552	99-9595	CAMPBELL WENDY	DATA ENTRY-TRACKING PROGR	3/2018	3/1-3/15/18 120552	345.00
121171	99-9836	WRIGHT EXPRESS FINANCIAL	SVFUEL & OIL	3/2018	53608343	220.77
FUND TOTAL:						12,016.08

FUND: 36 - SWIMMING POOL

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
122775	99-10197	AMANDA HOWARD	LANDSCAPING SUPPLIES	3/2018	3/27/18 122775	300.00
122508	99-10218	TA TICKET PRINTING, LLC	FLUME SIDE WRISTBANDS	3/2018	4910	103.88
122642	99-28	OG&E	MARCH 2018 ELEC CHARGES	3/2018	3/22/18 122642	229.33
FUND TOTAL:						633.21

FUND: 40 - FIRE CASH

SUMMARY REPORT

121998	99-10605	TACTICAL RESCUE SERVICES, LMISC EQUIPMENT		3/2018	1144	23,411.10
122245	99-10630	RAM'D AIR GEAR DRYER, INC	TOUCH SCREEN DRYER	3/2018	2018-0924	7,855.12
122621	99-7416	PUSH PEDAL PULL, INC.	CONCEPT INDOOR ROWER GYM	3/2018	218938	3,522.00
121975	99-8457	AIR CLEANING TECHNOLOGIES, PARTS-EXHAUST SYSTEMS		3/2018	31900	15,774.86
FUND TOTAL:						50,563.08

FUND: 41 - POLICE CASH

SUMMARY REPORT

122666	99-10388	PRECISION DELTA CORP	AMMO	3/2018	11215	500.00
FUND TOTAL:						500.00

FUND: 42 - FED.SIEZED & FORFIETURE

SUMMARY REPORT

121875	99-9744	VISUAL FORCE INC.	EMER EQUIP FOR SOT VEHICL	3/2018	4747	8,486.00
FUND TOTAL:						8,486.00

FUND: 44 - MAJOR THOROFARE

SUMMARY REPORT

120445	99-2507	SIGNALTEK, INC	ANN MAINTENANCE AGREEMENT	3/2018	14021	650.00
120452	99-2507	SIGNALTEK, INC	TRAFFIC LIGHT REPAIRS	3/2018	14022	913.55
121552	99-2507	SIGNALTEK, INC	TRAFFIC BULBS	3/2018	14032	251.37
122642	99-28	OG&E	MARCH 2018 ELEC CHARGES	3/2018	3/22/18 122642	1,586.55
119688	99-8909	DUNHAM'S ASPHALT SERVICE, IASPHALT FOR PATCHING		3/2018	248926	409.50
FUND TOTAL:						3,810.97

FUND: 46 - WATER & SEWER SALES TAX

SUMMARY REPORT

119768	99-10094	JUAN LOZANO	OIL CHANGES	3/2018	34282	45.99
122714	99-10252	CECIL COX ENTERPRISES	TIRES FOR VAC TRUCK	3/2018	3024396	690.92
122705	99-10560	CORE & MAIN LP	VARIOUS SUPPLIES FOR JOBS	3/2018	1514052	387.00
122577	99-265	RABY PLUMBING, INC.	CAMERA PRIVATE LINE-LEAK	3/2018	20070	125.00
122642	99-28	OG&E	MARCH 2018 ELEC CHARGES	3/2018	3/22/18 122642	504.80
122711	99-39	WAL-MART	HAND SANITIZERS	3/2018	009977 3/9/18	28.24
122718	99-4588	GARY HARRIS	REPAIR CAMERA VAN	3/2018	7971	344.75
120449	99-6528	UNIFIRST HOLDINGS, INC.	YEARLY UNIFORM LEASE	3/2018	8241464697	10.64
121795	99-7080	TULSA GRASS & SOD FARMS, INSOD FOR YARD REPAIRS		3/2018	0106336-IN	110.00
122542	99-8539	CROW BURLNGAME COMPANY	OIL AND FREEON-VAC TRUCK	3/2018	106-4854	79.16
122543	99-8539	CROW BURLNGAME COMPANY	BRAKE DRUMS-VAC TRUCK	3/2018	106-4933	302.00
122709	99-9279	WESLEY HEFLEY	REPAIR OF ICE MACHINE	3/2018	35440	190.00
121171	99-9836	WRIGHT EXPRESS FINANCIAL	SVFUEL & OIL	3/2018	53608343	1,780.79
FUND TOTAL:						4,599.29

FUND: 48 - WATER RESOURCE

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
122701	99-5284	OKLAHOMA CONTRACTORS SUPPLY	2" METER WITH READERS	3/2018	0347392-IN	3,202.50
					FUND TOTAL:	3,202.50
FUND: 65 - STREET IMP.SALES TAX						SUMMARY REPORT
119698A	99-2926	APAC CENTRAL, INC	ASPHALT-N 10TH STREET	3/2018	7001073472	13,021.31
119697	99-6680	VANCE BROTHERS, INC.	500 GAL SS #1-N 10TH	3/2018	IP 26084	627.00
111311R	99-7633	TRAFFIC ENGINEERING CONSULT	REPLACE LIGHT-DEWEY AVE	3/2018	11662	5,158.00
111312R	99-7633	TRAFFIC ENGINEERING CONSULT	UPGRADE LIGHT-TAFT/HICKOR	3/2018	11663	4,870.00
					FUND TOTAL:	23,676.31
					GRAND TOTAL:	274,493.11

G / L R E C A P

PERIOD	G/L	ACCOUNT	NAME	AMOUNT	TOTAL
3/2018	10	502-201	OFFICE SUPPLIES	75.00	
3/2018	10	508-221	FUEL AND OIL	39.21	
3/2018	10	508-331	UTILITIES	216.86	
3/2018	10	509-201	OFFICE SUPPLIES	92.99	
3/2018	10	509-311	PROFESSIONAL SERVICES	4,147.50	
3/2018	10	509-351	MAINTENANCE-EQUIPMENT	3,296.20	
3/2018	10	510-351	MAINTENANCE-EQUIPMENT	125.00	
3/2018	10	511-201	OFFICE SUPPLIES	26.35	
3/2018	10	511-211	JANITORIAL SUPPLIES	127.38	
3/2018	10	511-214	OPERATIONAL SUPPLIES	37.40	
3/2018	10	511-214E	EMS SUPPLIES	729.18	
3/2018	10	511-221	FUEL AND OIL	3,118.51	
3/2018	10	511-241	SAFETY EQUIPMENT	577.34	
3/2018	10	511-260	MINOR EQUIPMENT & FURNISHINGS	289.98	
3/2018	10	511-301	TRAINING AND TRAVEL	1,050.00	
3/2018	10	511-314	UNIFORMS	876.46	
3/2018	10	511-331	UTILITIES	2,121.53	
3/2018	10	511-351	MAINTENANCE-EQUIPMENT	786.86	
3/2018	10	511-352	MAINTENANCE-VEHICLES	3,003.89	
3/2018	10	511-353	MAINT-BUILDINGS & FIXTURE	48.23	
3/2018	10	512-202	POSTAGE	11.21	
3/2018	10	512-214	OPERATIONAL SUPPLIES	1,185.51	
3/2018	10	512-221	FUEL AND OIL	7,480.13	
3/2018	10	512-301	TRAINING AND TRAVEL	12.00	
3/2018	10	512-331	UTILITIES	1,662.17	
3/2018	10	512-332	COMMUNICATIONS	40.01	
3/2018	10	512-351	MAINTENANCE-EQUIPMENT	910.56	
3/2018	10	512-352	MAINTENANCE-VEHICLES	2,960.83	
3/2018	10	513-221	FUEL & OIL	105.34	
3/2018	10	513-260	MINOR EQUIPMENT & FURNISHINGS	212.06	
3/2018	10	513-313	PRINTING	536.00	
3/2018	10	513-331	UTILITIES	260.41	
3/2018	10	514-331	UTILITIES	338.26	
3/2018	10	515-221	FUEL AND OIL	47.67	
3/2018	10	515-301	TRAINING AND TRAVEL	75.00	
3/2018	10	515-311	PROFESSIONAL SERVICES	941.25	
3/2018	10	517-201	OFFICE SUPPLIES	78.72	
3/2018	10	517-221	FUEL AND OIL	40.23	
3/2018	10	590-141	CONTRACT LABOR	2,290.00	
3/2018	10	590-312	ADVERTISING	230.85	
3/2018	10	590-315	FEES & OTHER CHARGES	30.00	
3/2018	10	590-331	UTILITIES	808.97	
3/2018	10	590-353	MAINT-BUILDING & FIXTURES	137.50	41,180.55
3/2018	20	523-201	OFFICE SUPPLIES	148.84	

G / L R E C A P

PERIOD	G/L	ACCOUNT	NAME	AMOUNT	TOTAL
3/2018	20	523-221	FUEL AND OIL	521.33	
3/2018	20	523-311	PROFESSIONAL SERVICES	2,455.63	
3/2018	20	523-314	UNIFORM CLEANING	21.14	
3/2018	20	523-351	MAINTENANCE-EQUIPMENT	301.00	
3/2018	20	523-352	MAINTENANCE-VEHICLES	96.00	
3/2018	20	524-221	FUEL & OIL	48.19	
3/2018	20	524-311	PROFESSIONAL SERVICES	861.00	
3/2018	20	524-314	UNIFORM CLEANING	31.92	
3/2018	20	524-315B	FEES & OTHR CHGS-SKIATOOK	56.15	
3/2018	20	524-322	WATER PURCHASE	600.09	
3/2018	20	524-331	UTILITIES	9,508.62	
3/2018	20	524-332	COMMUNICATIONS	599.80	
3/2018	20	524-341	RENTAL OF EQUIPMENT	13.00	
3/2018	20	525-214-.01	OPERATING SUPPLIES-LAB	484.87	
3/2018	20	525-221	FUEL & OIL	389.13	
3/2018	20	525-260	MINOR EQUIPMENT & FURNISHINGS	2,458.83	
3/2018	20	525-311	PROFESSIONAL SERVICES	2,108.00	
3/2018	20	525-314	UNIFORM CLEANING	33.40	
3/2018	20	525-331	UTILITIES	20,312.85	
3/2018	20	525-351	MAINTENANCE-EQUIPMENT	769.52	
3/2018	20	525-354	MAINTENANCE-FACILITIES	1,763.70	
3/2018	20	527-391	CONTINGENCY - 2% OF REFUSE	22,500.00	
3/2018	20	528-141	CONTRACT LABOR	5,000.00	
3/2018	20	590-141	CONTRACT LABOR	2,290.00	
3/2018	20	590-331	UTILITIES	808.97	
3/2018	20	590-353	BUILDING MAINTENANCE	137.50	74,319.48
3/2018	29	529-141	CONTRACT LABOR	4,614.00	
3/2018	29	529-221	FUEL & OIL	184.88	
3/2018	29	529-311	PROFESSIONAL SVCS-ENGINEERING	660.00	
3/2018	29	529-311A	PROF SERVICES (DESIGN)	440.00	
3/2018	29	529-331	UTILITIES	153.86	
3/2018	29	529-351	MAINTENANCE-EQUIPMENT	45.16	
3/2018	29	529-352	MAINTENANCE-VEHICLES	6.29	
3/2018	29	529-405B	FACILITIES-CONTRACT	20,000.00	26,104.19
3/2018	30	530-201	OFFICE SUPPLIES	223.99	
3/2018	30	530-221	FUEL & OIL	1,980.29	
3/2018	30	530-331	UTILITIES	497.24	
3/2018	30	530-351	MAINTENANCE-EQUIPMENT	3,952.92	6,654.44
3/2018	31	531-211	JANITORIAL SUPPLIES	26.21	
3/2018	31	531-221	FUEL & OIL	334.14	
3/2018	31	531-314	UNIFORM CLEANING	13.28	
3/2018	31	531-331	UTILITIES	265.56	

G / L R E C A P

PERIOD	G/L	ACCOUNT	NAME	AMOUNT	TOTAL
3/2018	31	531-351	MAINTENANCE-EQUIPMENT	1,086.99	
3/2018	31	531-352	MAINTENANCE-VEHICLES	160.80	1,886.98
3/2018	32	532-142	PERMIT SALES COMMISSION	134.50	
3/2018	32	532-331	UTILITIES	1,288.43	
3/2018	32	532-332	COMMUNICATIONS	60.74	1,483.67
3/2018	33	533-212	CHEMICALS	1,489.00	
3/2018	33	533-213	CONCESSION SUPPLY	2,800.40	
3/2018	33	533-215	PRO SHOP SUPPLIES	1,778.10	
3/2018	33	533-312	ADVERTISING	33.00	
3/2018	33	533-314	UNIFORM CLEANING	15.06	
3/2018	33	533-331	UTILITIES	812.22	
3/2018	33	533-354	MAINTENANCE-FACILITIES	4,584.61	11,512.39
3/2018	34	534-201	OFFICE SUPPLIES	1,841.51	
3/2018	34	534-211	JANITORIAL SUPPLIES	302.60	
3/2018	34	534-260	MINOR EQUIPMENT & FURNISHINGS	89.99	
3/2018	34	534-302	DUES AND SUBSCRIPTIONS	238.94	
3/2018	34	534-331	UTILITIES	1,185.94	
3/2018	34	534-353	MAINT/BUILDINGS	30.00	
3/2018	34	534-401A	EQUIPMENT-STATE AID GRANT	174.99	3,863.97
3/2018	35	535-141	CONTRACT LABOR	345.00	
3/2018	35	535-201	OFFICE SUPPLIES	104.12	
3/2018	35	535-211	JANITORIAL SUPPLIES	16.88	
3/2018	35	535-213	CONCESSION SUPPLIES	303.40	
3/2018	35	535-221	FUEL AND OIL	220.77	
3/2018	35	535-231	MINOR TOOLS	219.97	
3/2018	35	535-241	SAFETY SUPPLIES	219.96	
3/2018	35	535-243	RECREATIONAL SUPPLIES	1,251.06	
3/2018	35	535-314	UNIFORM CLEANING	11.52	
3/2018	35	535-331	UTILITIES	4,426.48	
3/2018	35	535-332	COMMUNICATIONS	14.23	
3/2018	35	535-351	MAINTENANCE-EQUIPMENT	1,033.55	
3/2018	35	535-353	MAINT-BUILDINGS/FIXTURES	704.14	
3/2018	35	535-354	MAINTENANCE-FACILITIES	3,145.00	12,016.08
3/2018	36	536-260	MINOR EQUIPMENT & FURNISHINGS	103.88	
3/2018	36	536-331	UTILITIES	229.33	
3/2018	36	536-354	MAINTENANCE-FACILITIES	300.00	633.21
3/2018	40	540-401	EQUIPMENT	50,563.08	50,563.08
3/2018	41	541-401	EQUIPMENT	500.00	

G / L R E C A P

PERIOD	G/L	ACCOUNT	NAME	AMOUNT	TOTAL
					500.00
3/2018	42	542-401	EQUIPMENT	8,486.00	8,486.00
3/2018	44	544-331	UTILITIES	1,586.55	
3/2018	44	544-354	MAINTENANCE-FACILITIES	2,224.42	3,810.97
3/2018	46	1699	INVENTORY PURCHASED	387.00	
3/2018	46	546-221	FUEL AND OIL	1,780.79	
3/2018	46	546-241	SAFETY SUPPLIES	28.24	
3/2018	46	546-314	UNIFORM CLEANING	10.64	
3/2018	46	546-331	UTILITIES	504.80	
3/2018	46	546-351	MAINTENANCE-EQUIPMENT	915.91	
3/2018	46	546-352	MAINTENANCE-VEHICLES	736.91	
3/2018	46	546-354	MAINTENANCE-FACILITIES	235.00	4,599.29
3/2018	48	1699	INVENTORY PURCHASED	3,202.50	3,202.50
3/2018	65	565-311A	PROF SERVICES - ENGINEERING	10,028.00	
3/2018	65	565-405A	FACILITIES-IN HOUSE	13,648.31	23,676.31
			GRAND TOTAL ESTIMATE:		0.00
			GRAND TOTAL ACTUAL:		274,493.11
			REPORT TOTAL:		274,493.11



AGENDA ITEM

Administration 10.A.

City Council Regular

Meeting Date: April 2, 2018

Submitted For: David Taylor, Fire Chief

Submitted By: Linda-Scooter Sluder, Fire Department Admin.

Department: Fire Department

Presented By: David Taylor

SUBJECT:

Discussion and possible action regarding an Agreement with McGrath Consulting Group, Inc to conduct a Fire Department Master Station Location Analysis for the City of Sapulpa.

BACKGROUND:

This agreement with McGrath Consulting is for a Fire Department Master Station Location Analysis to expand on the fire station assessment performed in the September 20107 Public Safety Study. The station location report will identify the most advantageous locations for emergency responses and including potential relocation, renovation, and/or consolidation of sites to best serve the City. The Consultant agrees to complete the project in an agreed upon timeline for a total compensation of \$9,890.00 in consultation fees and expenses. Please see proposal for more detailed information.

RECOMMENDATION:

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

Fiscal Impact

Amount: \$9,890.00

To be paid from: Fire Cash Fund

Account number: 40-540-311

Attachments

McGrath Proposal

Agreement - McGrath Consulting Group

Proposal

to

***Conduct a Fire Department
Master Station Location Analysis***

for the

Sapulpa Fire Department



Submitted by



March 2018



February 26, 2018

Chief David Taylor
Sapulpa Fire Department
800 E. Dewey Avenue
Sapulpa, OK 74066

Dear Chief Taylor,

McGrath Consulting Group, Inc. is pleased to submit a proposal to conduct a comprehensive Fire Department Station Location Analysis. The study would expand our station assessment performed in September 2017 in the Public Safety Departments Management Study.

The focus on this project would be to revisit the current facilities in order to identify any changes from the 2017 study. You had indicated that the City would benefit from a comprehensive station location study with a maximum of four fire/EMS facilities. Therefore, the study would consider the relocation of existing facilities, renovation of current facilities, consolidation of two facilities, and/or new site locations to best serve the City and District in the future. The station location report would identify the most advantageous location for emergency responses as well as the most cost-effective means of accomplishing that goal.

As a repeat client we would offer you a complete comprehensive facility location study at a reduced price for studies of this nature; approximately a 65% savings. A consultant would meet with key stakeholders, tour the existing facilities, assess consolidation of facilities, and identify areas recommended by the department leadership for the need of a facility.

The final report would include GIS mapping with travel distance for the location of facilities that would provide the most coverage of the City and District. Although we are not architects, we will be able to identify key components and space needed in the facilities to address current and future service demands.

We understand the importance of this project and look forward to the opportunity of working with your City and department again.

Sincerely,

Tim McGrath Ph. D.

Dr. Tim McGrath
CEO

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Firm Background

McGrath Consulting Group, Inc. was founded in May of 2000 with a mission to assist municipal agencies that wish to provide cost-effective, high quality services in public safety.

Address: McGrath Consulting Group, Inc.
P.O. Box 190
Wonder Lake, IL 60097

Office: Wonder Lake, IL

Contact: Phone: (815) 728-9111
Fax: (815) 331-0215
Cell: (815) 307-2780
Web: www.mcgrathconsulting.com
Email: tim@mcgrathconsulting.com

Federal Tax I.D. #: 01-0774070

CEO: McGrath Consulting Group, Inc. - Dr. Tim McGrath
CEO: McGrath Human Resources Group – Dr. Victoria McGrath

Firm Identification & Qualifications

McGrath Consulting Group, Inc. specializes in public sector consulting predominately in the fields of fire, EMS, police, and human resource management. The principals of the company have over 50 years of public sector experience. McGrath Consulting employs approximately twenty-seven staff members (principals, consultants, and clerical) who may be used on any study depending on the area of expertise required.

The City and fire department are familiar with the quality of our studies and this station location study will provide a master plan for future facility needs for the Sapulpa Fire Department.

Understanding of the Project

The City of Sapulpa is seeking an independent emergency services consultant to conduct and develop a Fire Department Station Location Analysis study. The consultants shall conduct a reassessment of the current Fire Department station locations and develop options, which will

include: relocation of existing facilities, renovation of current facilities, consolidation of existing facilities, and/or new site locations to best serve the City and District in the future.

The consultants were told the City expressed an interest of placing a maximum of four fire/EMS facilities from which to provide emergency suppression and emergency medical services. The recommendations will include GIS mapping illustrating time/distance coverage for each facility.

Stakeholder Input

The consultants will strive to obtain input and gather information by conducting interviews with key stakeholders, including but not limited to, City administration and fire department leadership.

Scope of Services

The study will address the following topics which are briefly described below. Each objective has considerable depth and this outline is intended to illustrate the scope of work – not the breadth of the topic.

Objective - Development of Project Work Plan

- Develop a project work plan based on the scope of work
- Conduct an initial meeting with the City of Sapulpa officials and Fire Department leadership
- Establish working relationships, make logistical arrangements, determine communication process and finalize contract arrangements
- Identify work plan specifics
 - Primary tasks to be performed
 - Person(s) responsible for each task
 - Time table for each task to be complete
 - Method of evaluating results
 - Resources to be utilized
 - Possible obstacles or problem areas associated with the accomplishment of each task

Objective - Fire Station Analysis

- Reassess the current facilities and limitations – both support and emergency appropriateness
- Reassess travel time/distance utilizing GIS mapping from the current station
- Develop a plan which would place a maximum of four fire/EMS facilities to provide the greatest protective services within fiscal restraints.
- Assess compliance of existing facilities to industry safety standards (i.e. ADA)
- Identify future facility needs (including additional, reduction, or relocation of station(s))
- Analyze the potential for consolidation of the fire stations based on concentration, distribution, reliability and cost benefit
- Review compliance of existing facilities for code compliance and industry safety standards
- Evaluate current station facility for safety, efficiency and environmental issues
- Determine future viability of the current fire station and identify future facility needs

Objective - Draft Staffing/Station Analysis Study Report

- Develop draft report and produce a PDF document for review by identified City and Department representatives, who will provide feedback
- The report will include:
 - Detailed narrative analysis of each report component structured in easy-to-read sections and accompanied by explanatory support to encourage understanding by both staff and civilian readers
 - Clearly designated recommendations highlighted by easy reference and cataloged as necessary in a report appendix
 - Supportive charts, graphs and diagrams where appropriate
 - Supportive maps, utilizing GIS analysis as necessary
 - Each listed option will include a feasibility assessment of implementation, associated costs and anticipated outcomes

Objective - Fire Station Analysis Study Report

- Revise draft report as necessary and provide a PDF disk copy of the final versions of the report. Conduct a formal presentation for City of Sapulpa elected officials, staff and/or general public as necessary
- Assure that the formal presentation(s) includes the following
 - Summary of the nature of the report, the methods of analysis, the primary findings and critical recommendations
 - Supportive audio-visual presentation

- A review and explanation of primary supportive charts, graphs, diagrams and maps
- Provide an opportunity for questions and answers
- Provide all materials, files, data, graphics and written material to the Department at the conclusion of the presentation

Project Consulting Team

McGrath Consulting Group, Inc. employs approximately 27 staff members (principals, consultants, and clerical). The following consultants will be assigned throughout the duration of this project.

Dr. Tim McGrath – Project Manager

As CEO of McGrath Consulting Group, Inc. Dr. Tim McGrath is the visionary of the organization. His 33 years of experience in Fire and EMS as well as his ability to develop innovative solutions makes McGrath Consulting different than other firms. Dr. McGrath started his career as a volunteer firefighter, and went through the transition of an informal group of civic minded individuals to an integral department within the Village of Gurnee, IL. During his tenure with Gurnee, the Village rapidly grew from a small bedroom community to one that hosts a Six Flag Great America, and at the time, the world's largest shopping center – 2.2 million square feet under one roof. Dr. McGrath was in administrative positions during both of the ventures, so he understands the opportunities and challenges growth brings to the fire service.

Dr. McGrath was part of the first paramedic pilot program in the State of Illinois. Through his leadership, he brought in the first non-education based paramedic training program in the City of Brookfield fire department. Thus, the City of Brookfield Fire Department became a profit center training all paramedic personnel for Waukesha County, WI.

Dr. McGrath's passion is in consolidation of services. This can entail a wide range of relationships from simply sharing resources to full consolidation and integration of services. Thus, conducting an analysis of each department, Dr. McGrath is able to identify the areas for greater cooperative efforts that continue to provide quality services in a cost-efficient manner.

Through his experience and innovative mind set, Dr. McGrath is able to identify and address key issues – current and future. It is through this combination of education and work experience, as well as working with over 250 organizations in 30 states, he brings a vast amount of first-hand knowledge to the assessment of emergency services.

Education

Walden University

Doctorate – Administrative Management

Dissertation: Attitudes on Consolidation in the Fire Service

Webster University
Master of Arts – Public Administration & Management
University of Wisconsin – Stout
Bachelor of Science – Industrial Education
College of Lake County
Associate Degree – Fire Science Technology

Chief Justin Heim, Ph.D. – Lead Fire/EMS Consultant

Chief Justin R. Heim has extensive experience in the fire service, having most recently served as a career Fire Chief of a combination fire department in the Milwaukee metropolitan area. Chief Heim was the incident commander during an EF2 tornado which severely damaged or destroyed over 100 buildings, including his own home. During the tornado incident, Chief Heim directly oversaw over 200 emergency responders from a multi-county area. Chief Heim also has been involved with several consolidation of service efforts during his fire service tenure.

Prior to his retirement, Chief Heim was the principal investigator in a feasibility study conducted between his agency and a neighboring department as the communities worked to merge organizations to be more fiscally responsive to consumer demands.

Chief Heim was a nationally registered paramedic who also oversaw EMS transport functions within his organization while ensuring a high caliber delivery of service and maintaining cost recovery consistent with industry standards. Chief Heim was directly responsible for upgrading ambulance technology to include mobile virtual private networks (VPN), near real-time telemetry with hospital staff and the deployment of mechanical cardiopulmonary resuscitative devices.

Chief Heim also has extensive experience in higher learning. He is currently an adjunct professor of Fire Science at Kaplan University where he teaches numerous courses related to fire service management, community risk reduction and legal aspects of emergency services. Chief Heim has served as a subject matter expert during course revisions and is an evaluator of experiential learning portfolios. In addition to his teaching responsibilities at Kaplan University, Chief Heim is also a contract evaluator for the National Fire Academy where he has assisted 100's of students with qualitative and quantitative research methodology and the scoring of submitted projects against an established rubric for the Executive Fire Officer program.

Education

Northcentral University
Doctoral degree
University of Wisconsin – Oshkosh
Master of Public Administration
Bachelor of Applied Studies – Fire & Emergency Response Management
National Fire Academy
Executive Fire Officer – graduate

References

City of O’Fallon, IL

Contact: Ms. Pamala Funk – Assistant City Administrator – (618) 624-4500 email: pfunk@ofallon.org or Fire Chief Brent Saunders – (618) 622-1461 email: bsaunders@ofallon.org

Projects: (multiple projects) Comprehensive fire department audit and master plan. Fire station location master plan.

Cy-Fair Volunteer Fire Department, TX

Contact: Chief Amy Ramon – Fire Chief (ESD General Manager at time of study) – office (281) 550-9649, fax (281) 550-7288, aramn@hcesd9.org or Mr. David Manley – President of ESD Board @ dmanleylaw@aol.com.

Project: Fire Department Review & Assessment (Master Plan) station assessment – Executive Search – Fire Chief

Dodge City & Ford County, KS

Contact: Ms. Cherise Tieben – City Manager (620) 225-8100 – email: cheriset@dodgecity.org

Project: Audit and consolidation study of County FD and City FD included comprehensive audits of each organization; station locations and resource deployment.

Cloquet Area Fire District, MN

**2801 Dewey Avenue
Scanlon, MN 55720**

Contact: Kevin Schroeder, Fire Chief, CFO, (218) 499 - 4274, kschroeder@cloquetafd.com.

Project: Comprehensive Fire Department Master Plan, emphasis placed on facilities, resource deployment, staffing, and training.

Services Expected From the City and Fire Department

The consulting team anticipates cooperation from the City and Fire Department personnel in obtaining the necessary data. Minimum help is required in the initial identification of stakeholders; however, assistance in scheduling interviews will be needed.

Proposed Project Schedule

Task	Month		
	1st.	2nd.	3rd.
Contract Completion/Signing			
<i>Site Visit</i>			

Task	Month		
	1st.	2nd.	3rd.
Key Stakeholder Interviews			
City Administration			
Fire Leadership			
Other Stakeholders			
On Site Assessments			
Data Analysis			
Station Assessment			
Develop Report Components			
Develop Options			
Write Draft Report			
Submit Draft Report			
Address Draft Input			
Compose Final Report			
Submit Final Report			

Study Costs

The total cost for the items requested in the RFP is \$9,890 which includes professional staff time, transportation and expenses, PDF draft reports for review, PDF disk copy of the report. The study cost is guaranteed not to exceed the above quoted figure.

The City will be invoiced in two (2) payments: 15% (\$1,483.50) upon receipt of a signed contract; the balance of 85% (\$8,406.50) upon submission of the final report. Payment is due within 30 days of receipt of invoice.

Insurance

Professional Liability

Admiral Insurance Company

General Liability

State Farm Insurance

Worker's Compensation

State Farm Insurance

Final Word

We look forward to working with your City and fire department again and the report provided will be a master facility plan for many years to come.

Sincerely,

Tim McGrath

Tim McGrath, Ph.D.

CEO McGrath Consulting Group, Inc.

AGREEMENT BETWEEN THE CITY OF SAPULPA AND McGrath CONSULTING GROUP, INC. FOR A MASTER STATION LOCATION ANALYSIS

THIS AGREEMENT made the 19th day of March 2018 by and between McGrath Consulting Group, Inc., hereinafter called the Consultant, and City of Sapulpa – Fire Department, hereinafter called the City.

WHEREAS, the Consultant and Department discussed the station location analysis by phone and the Fire Chief received a “Fire Department Master Station Location Analysis” proposal dated February 26, 2018. WHEREAS, The City selected the consultant to perform this study.

NOW, THEREFORE, the parties (the City and the Consultant) do mutually agree to the following:

The City shall engage the consultant to perform the work proposed in February, 2018 proposal; referred to as the PROJECT, which is incorporated herein by reference.

The project shall be undertaken and completed in such sequence as to assure the expeditious completion and best carry out the purposes of the agreement. The Project will begin in upon the City signing of the contract with a completion date no later than three months from the signing of the contract.

The Consultant agrees to complete the project in an agreed upon timeline for a total compensation of \$9,890 in consultation fees and expenses. The City agrees to pay the Consultant for work on the Project and expenses incurred, as the performance of such work is demonstrated by submission of an invoice for 15% (\$1,483.50) upon signing of the contract; and the balance of 85% (\$8,406.50) upon submission of the final report. The City shall remit payment within 30 days of receipt of said billing. In consideration of this agreement, the City agrees to:

- Assure reasonable access to the members of board and City, and other appropriate employees.
- Afford prompt decisions on matters affecting the progress of the work.

GENERAL CONSIDERATIONS

1. **Ownership and Proprietary Information** - The parties expressly agree that all data, documents, records, studies, or other information generated, created, found or otherwise completed by consultant in the performance of consultant's duties under the terms of this contract shall at all times remain the proprietary information of and under the ownership of The Department; including GIS mapping locations. All data, documents, records, studies, or other information generated, referred to above, shall be provided to The City by consultant upon request so long as The City is not in default under other terms of this agreement.
2. **Nondiscrimination** – In consideration of the signing of this Agreement, the parties hereto for themselves, their agents, officials, employees, and servants agree not to discriminate in any manner on the basis of race, color, creed, or national origin with reference to the performance of this Agreement.
3. **Termination and Suspension**
 - a. This Agreement will continue in full force and effect until completion of the Project as described in the proposal unless it is terminated for nonperformance as outlined below.
 - b. If either party fails to perform as required by this Agreement, the other party may terminate it by giving written notice of such failure to perform and the intent to terminate. If the party receiving such notice does not cure its failure to perform with 20 days of such notice, the party issuing such notice may then terminate the Agreement by giving written notice of termination to the other party.
 - c. In the event of termination, the Consultant will be paid by The City for all services actually, timely, and faithfully rendered up to the receipt of the notice of termination and thereafter until the date of termination. The Consultant will provide all work documents developed up to the time of termination after The City renders final payment for service.
4. **Successors and Assigns**- The City and the Consultant each bind the other and assigns, in all respects, to all of the terms, conditions, covenants, and provisions of this Agreement, and any assignment or transfer by the Consultant of it interest in this Agreement without the written consent of The City shall be void.

5. **Compliance with Law** – The Consultant will comply with any and all applicable federal, state, and local laws (known to the Consultant) as the same exist and may be amended from time to time.
6. **Amendment of Agreement** – This Agreement shall not be altered, changed or amended except by mutual written agreement of the parties.
7. **Indemnification Clause** –For purposes of this section, work performed is described as the preparation of studies and recommendations pertaining to the scope of services contained in this Agreement, as presented to The City for review and approval. Notwithstanding anything herein to the contrary, to the maximum extent permitted by law, the Consultant shall not be liable for consequential damages or for actions resulting from working as an agent of The City in evaluating the capability of the aforementioned corporation.

Any confidential information provided to or developed by the Consultant in the performance of the agreement shall be kept confidential and not made available to any individual or organization by the Consultant without the prior written approval and consent of The City.

8. **Whole Agreement** – This agreement constitutes the entire agreement between The City and the Consultant. Any modification must be in writing and approved by The City and the Consultant. The agreement incorporates all the agreements, covenants, and understanding between the parties concerning the subject matter hereof, and all such covenants, agreements, and understands have been merged into this written agreement.
9. **Independent Contractors** – The Consultant and its agents and employees are independent contractors performing professional services for The City and are not employees of the corporation. Nothing herein shall be construed as incurring for The City any liability for Worker’s Compensation, FICA, withholding tax, unemployment compensation, or any other payment, which would be required to be paid by The City if The City and the Consultant were standing in an employer/employee relationship, and the Consultant hereby agrees to assume and pay all such liabilities.
10. **Subcontract** – The Consultant shall not subcontract any portion of the services to be performed under this agreement without the prior written prior approval of The City.

The parties have executed this Agreement, the day and year first above written.

Approved By:

By:

City of Sapulpa

Tim McGrath

Tim McGrath, President
McGrath Consulting Group, Inc.

Date

3/19/2018

Date



AGENDA ITEM

Administration 10.B.

City Council Regular

Meeting Date: April 2, 2018

Submitted By: Pam Vann, Finance Director

Department: Finance

Presented By: Pam Vann

SUBJECT:

Discuss and possible action regarding a Resolution of the City of Sapulpa, Oklahoma, amending the FY 2017-2018 Fire Cash Fund annual budget by increasing appropriations by \$9,890.00 to conduct a Fire Department Master Station Location Analysis.

BACKGROUND:

During the public safety study conducted by McGrath Consulting Group, Inc. it was determined that the current locations of the City's four fire stations were not ideal. McGrath will conduct a comprehensive facility location study to identify the most advantageous location for emergency responses as well as the most cost-effective means of accomplishing that goal.

RECOMMENDATION:

Staff recommends approval of the resolution.

Attachments

Fire Cash Fund Resolution 031918

Fire Cash Fund Budget Adjustment 031918

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF SAPULPA, OKLAHOMA, AMENDING THE FY 2017-2018 FIRE CASH FUND ANNUAL BUDGET BY INCREASING APPROPRIATIONS BY \$9,890.00 TO CONDUCT A FIRE DEPARTMENT MASTER STATION LOCATION ANALYSIS.

WHEREAS, it was identified in the Public Safety Study by McGrath Consulting Group that the City's four fire stations were not in the most advantageous locations for emergency responses, and

WHEREAS, McGrath will provide a complete comprehensive facility location study for a cost of \$9,890.00 which was not included in the FY 2017-2018 budget,

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Sapulpa, Oklahoma, that the following budget amendment be made:

FIRE CASH FUND

(Increase) 40-540-311 Professional Services	<u>\$9,890.00</u>
Total Appropriation Increase:	\$9,890.00

PASSED BY THE CITY COUNCIL FOR THE CITY OF SAPULPA, OKLAHOMA and signed by the Mayor this 19th day of March 2018.

Reg Green, Mayor

ATTEST:

Shirley Burzio, City Clerk

David Widdoes, City Attorney



AGENDA ITEM

Administration 10.C.

City Council Regular

Meeting Date: April 2, 2018

Submitted For: David Widdoes, City Attorney

Submitted By: Amy Hoehner, Legal Assistant

Department: Legal

Presented By: David Widdoes

SUBJECT:

Discuss and consider action on a Resolution Authorizing participation in the OMAG Recognition Program.

BACKGROUND:

The OMAG Recognition Program seeks to strengthen municipal governance and reduce claims through education and self-assessment and is available to members with active coverage through the OMAG Municipal Liability Protection Plan. To gain OMAG Recognition governing bodies must certify through official action once during each fiscal year each governing body member received OMAG prescribed training and reviewed their governing body handbook.

RECOMMENDATION:

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

Attachments

Resolution

RESOLUTION NUMBER _____

**A RESOLUTION AUTHORIZING PARTICIPATION IN THE OMAG
RECOGNITION PROGRAM**

WHEREAS, the City of Sapulpa believes the best run municipalities have fewer liability claims and the claims they have place fewer demands on municipal resources; and

WHEREAS, City has executed the inter-local agreement forming OMAG (the Oklahoma Municipal Assurance Group); and

WHEREAS, OMAG is City's provider of insurance and risk management solutions; and

WHEREAS, OMAG has established a program to recognize member municipalities which have committed themselves to obtaining training above and beyond the legally required training and which have taken certain actions which show that the member is committed to operating under certain best practice recommendations; and

WHEREAS, during the current fiscal year:

1. Each member of the governing body received, in person, the training required for participation in the OMAG recognition program, including specifically an in-house training program developed by the City staff that provides training in regard to important council issues, including but not limited to the Open Meeting Act and the role of elected officials; and
2. Each member of the governing body has reviewed and been provided a copy of the updated City of Sapulpa City Council Handbook, to review the best practice recommendations from OMAG; the City of Sapulpa has committed to annual updates to its handbook as well as an orientation with all newly elected members; and
3. Each member of the governing body completed the OMAG recommended Stability Test and the results of the test were reviewed by the governing body to self-audit its performance, with a discussion of areas of improvement that would provide greater stability and performance by the City in the future; and
4. The governing body reviewed the Declarations and Explanation of Coverage page for its liability policy with OMAG; and

WHEREAS, due to the above actions by the governing body and its members, the City is now eligible to participate in the OMAG Recognition program effective as of the 5th day of April, 2018.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL THAT THE CITY REQUESTS THAT IT BE CONSIDERED FOR PARTICIPATION IN THE OMAG RECOGNITION PROGRAM.

PASSED AND ADOPTED in regular session this ____ day of _____, 2018, in compliance with the Open Meeting Act, 25 O.S. §§ 301- 314 (2001).

Reg Green, Mayor

ATTEST:

APPROVED AS TO FORM:

Shirley Burzio, City Clerk

David R. Widdoes, City Attorney



Informational Items 12.A.

City Council Regular

Meeting Date: April 2, 2018

Submitted For: Joan Riley, City Manager

Submitted By: Amy Hoehner, Legal Assistant

SUBJECT:

Sapulpa Main Street Profit & Loss Status Reports:

1. January through December 2017
 2. January and February 2018
-

Attachments

January - December, 2017 Report

January - February, 2018 Report

**Sapulpa Main Street
Profit & Loss
January through December 2017**

	Jan - Dec 17
Ordinary Income/Expense	
Income	
Collins Ballroom	5,800.00
Donations Received	6,950.00
Downtown Retail Events	2,040.00
Econ Dev. /City of Sapulpa	30,000.00
Event Income	58,076.01
Interest Income	184.53
Main Street Awards Banquet	180.00
Membership Dinner	1,780.00
Membership Dues	23,410.00
Reimbursed expenses	0.00
Total Income	128,420.54
Gross Profit	128,420.54
Expense	
Accounting Expense	275.00
Advertising & Marketing	906.00
Bank Service Fees	103.50
Cellular Phone Expense	720.00
City Landscape Expense	7,316.26
Computer upgrade/support	948.66
Continuing Education & Training	1,421.95
Copies Expense	2,303.64
Dues & Subscriptions	943.70
Employee Benefits	2,700.00
Freight/Shipping	89.40
Gifts & Celebrations	76.65
Injury Expense	191.00
Insurance - Liability	3,033.00
Insurance - Workman's Comp	355.00
Internet Expense (DSL)	451.25
Licenses & Permits	225.00
Main Street Awards	270.00
Martha's Corner Repairs	85.00
Meals & Entertainment	972.96
Membership Drive Expense	2,521.57
Music	184.77
Office Supplies	1,745.01
Payroll Expenses	43,649.75
Penalties & Late Fees	13.55
Petty Cash Expense	0.00
Postage	197.00
Program Service Expense	45,094.02
Purchases	5,968.12
Rent & Administrative Fees	7,787.50
Repair & Maintenance Expense	832.50
Telephone	1,165.56
Travel	7,356.15
Utilities	952.18
Total Expense	140,855.65
Net Ordinary Income	(12,435.11)
Net Income	(12,435.11)

Sapulpa Main Street
Profit & Loss
January through February 2018

	<u>Jan 18</u>	<u>Feb 18</u>	<u>TOTAL</u>
Ordinary Income/Expense			
Income			
Collins Ballroom	300.00	1,060.00	1,360.00
Downtown Retail Events	80.00	0.00	80.00
Econ Dev. /City of Sapulpa	2,500.00	0.00	2,500.00
Event Income	90.00	0.00	90.00
Interest Income	10.62	8.01	18.63
Membership Dues	0.00	100.00	100.00
Reimbursed expenses	0.00	0.00	0.00
Total Income	<u>2,980.62</u>	<u>1,168.01</u>	<u>4,148.63</u>
Gross Profit	2,980.62	1,168.01	4,148.63
Expense			
Advertising & Marketing	20.00	20.00	40.00
Cellular Phone Expense	60.00	60.00	120.00
City Landscape Expense	630.75	369.75	1,000.50
Computer upgrade/support	113.28	0.00	113.28
Continuing Education & Training	0.00	20.00	20.00
Copies Expense	141.68	155.93	297.61
Dues & Subscriptions	25.00	387.29	412.29
Employee Benefits	225.00	225.00	450.00
Gifts & Celebrations	0.00	61.41	61.41
Insurance - Liability	218.00	0.00	218.00
Meals	79.81	106.64	186.45
Office Supplies	519.95	427.16	947.11
Payroll Expenses	5,592.86	3,443.90	9,036.76
Program Service Expense	124.47	180.68	305.15
Rent & Administrative Fees	600.00	600.00	1,200.00
Repair & Maintenance Expense	63.25	921.47	984.72
Telephone	90.75	107.78	198.53
Travel	323.05	0.00	323.05
Utilities	538.32	544.18	1,082.50
Total Expense	<u>9,366.17</u>	<u>7,631.19</u>	<u>16,997.36</u>
Net Ordinary Income	<u>(6,385.55)</u>	<u>(6,463.18)</u>	<u>(12,848.73)</u>
Net Income	<u><u>(6,385.55)</u></u>	<u><u>(6,463.18)</u></u>	<u><u>(12,848.73)</u></u>