

**ADMINISTRATION & FINANCE
COMMITTEE MEETING**

SAPULPA CITY HALL - 425 EAST DEWEY
2nd FLOOR CONFERENCE ROOM
THURSDAY, APRIL 23, 2020- 12:00 P.M.

Notice is hereby given that the Administration and Finance Committee of the City of Sapulpa, Oklahoma will meet in regular session at 12:00 p.m. on the 23rd day of April, 2020, in the 2nd floor Conference Room of the Sapulpa City Hall, located at 425 E Dewey Avenue in said city, with the agenda for said meeting as follows:

AGENDA

1. **NOTICE OF TELECONFERENCE PARTICIPATION:**

- A. The following City Councilors will remotely appear and participate in the regular meeting by telephonic connection: Vickie Beyer, Craig Henderson, Louis Martin, Jr., Hugo Naifeh.
- B. All Council members may choose to appear physically and participate in the meeting at the City Hall 2nd floor conference room if desired.
- C. The meeting is open and accessible to the public by telephonic connection at #1-346-248-7799; Meeting ID: 963 4366 2663. In addition, the meeting is open and accessible for public participation by on site appearance at the Sapulpa City Hall, 2nd floor conference room at 425 E Dewey Avenue, Sapulpa, Oklahoma.

2. **CALL TO ORDER.**

3. **ROLL CALL.**

4. **NOMINATION AND ELECTION OF CHAIRPERSON.**

5. **MINUTES.**

- A. Consider approving the minutes of the March 9, 2020, Administration and Finance Committee meeting.

6. **ADMINISTRATION.**

- A. Discuss and consider status update on 2020 GO Bond projects.

- B. Discuss and consider potential/projected impacts on City revenues and expenses for remaining FY 2019/20 budget and projected FY 2020/21 budget.
 - C. Discuss and consider implementing system for annual performance evaluations of city employees.
 - D. Discuss and consider making recommendation to City Council on extension of Glass Design, Inc lease agreement.
7. **ADJOURNMENT.**

Posted this 21st day of April, 2020 at or before 12:00 o'clock p.m., at the Sapulpa City Hall, 425 East Dewey Avenue, Sapulpa, Oklahoma.

Name: *Amy Hoehner*

Title: *Legal Assistant*



AGENDA ITEM

Administration and Finance Committee

5. A.

Meeting Date: 04/23/2020

Submitted By: Shirley Burzio, City Clerk

Department: City Clerk

SUBJECT:

Consider approving the minutes of the March 9, 2020, Administration and Finance Committee meeting.

Attachments

minutes.03-09-2020 adm & fin

CITY OF SAPULPA, OKLAHOMA
ADMINISTRATION AND FINANCE COMMITTEE MINUTES
Meeting of March 9, 2020

The Administration and Finance Committee of Sapulpa, Oklahoma, met in regular session March 9, 2020, at 5:30 P.M. the 2nd Floor Conference Room, 425 East Dewey Avenue, Sapulpa, Oklahoma.

Present: Louis Martin, Jr., Chairman
Craig Henderson, Member
Hugo Naifeh, Member

Absent: John Suggs, Member

Staff City Manager Joan Riley; City Treasurer / Finance

Present: Director Pam Vann; City Attorney David Widdoes; City Clerk Shirley Burzio; H. R. Director Becky McGinnis; Legal Assistant Amy Hoehner; Public Works Director Steve Hardt; Urban Development Director Nikki Howard

1. MINUTES.

- A.** Consider approving the minutes of the May 30th, 2019, Administration and Finance Committee meeting.

Motion was made by Hugo Naifeh, seconded by Craig Henderson to approve the minutes of the May 30, 2019, Administration and Finance Committee meeting.

ROLL CALL VOTE - AYE: Louis Martin, Jr., Craig Henderson, Hugo Naifeh
3 - 0 MOTION CARRIED

2. **ADMINISTRATION.**

- A. Discuss and consider making recommendation to City Council on 2020 GO Bond issue and projects.

Motion was made by Hugo Naifeh, seconded by Craig Henderson to recommend to the council that a portion of the G. O. Bond funding for the widening and resurfacing of Mayfield and Dewey be moved up to calendar year 2020.

ROLL CALL VOTE - AYE: Louis Martin, Jr., Craig Henderson, Hugo Naifeh
3 - 0 MOTION CARRIED

- B. Discuss proposals from applicants and consider making recommendation to City Council on hiring a firm to provide a Downtown Master Plan for the City of Sapulpa.

According to City Manager Joan Riley, there were four proposals submitted for the Downtown Master Plan Project. Since G. O. Bond funding will not become available until June 2020, she recommended that a letter of credit with zero interest be obtained from a bank.

Ochsner, Hare & Hare The Olsson Studio	Estimated Cost \$184,000-\$197,000	Ranked 1
RDG	Estimated Cost \$185,000-\$200,000	Ranked 2
BKL/Freese Nichols	Estimated Cost \$250,000-\$325,000	Ranked 3
MCE/Alta/LandUseUSA	Estimated Cost \$460,000-\$475,000	Ranked 4

Motion was made by Craig Henderson, seconded by Hugo Naifeh to recommend to the city council the Downtown Master Plan be performed by Oschsner, Hare & Hare/The Olsson Studio at an estimated cost of \$184,000.00 - \$197,000.00, and a letter of credit be obtained from a bank for financing.

ROLL CALL VOTE - AYE: Louis Martin, Jr., Craig Henderson, Hugo Naifeh
3 - 0 MOTION CARRIED

- C. Consider entering into an Executive Session to discuss the employment, hiring, appointment, or promotion of a Police Chief for the City of Sapulpa [25 O.S. Section 307(B)(3)]

Motion was made by Craig Henderson, seconded by Hugo Naifeh to approve an executive session to discuss the employment, hiring, appointment, or promotion of a Police Chief for the City of Sapulpa.

ROLL CALL VOTE - AYE: Louis Martin, Jr., Craig Henderson, Hugo Naifeh
3 - 0 MOTION CARRIED

- D. The committee convened into an executive session at 6:10 o'clock P.M.

After return to open session, consider action or recommendations, if any, to be made on matters discussed in Executive Session.

No action was taken by the committee.

3. **ADJOURNMENT.**

Motion was made by Hugo Naifeh, seconded by Craig Henderson to adjourn the meeting.
Motion carried unanimously.