

# **SAPULPA MUNICIPAL AUTHORITY MEETING**

CITY HALL - 425 EAST DEWEY AVENUE

COUNCIL CHAMBERS, 2ND FLOOR

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

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 Municipal Authority 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 and Comments concerning items not scheduled on the Agenda will only be heard under the Public Comments section. The Municipal Authority will act on an Item after all comments have been heard.

**PLEASE COME TO THE PODIUM WHEN THE CHAIRMAN CALLS YOUR NAME**

## **- AGENDA -**

1. **CALL TO ORDER.**

2. **ROLL CALL.**

3. **MINUTES.**

- A. Approve the minutes of the November 5, 2018, regular municipal authority meeting.

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

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

- A. Consider approving Claims in the amount of \$574,096.50  
(Refer to: Purchase Order Claim Register with City Agenda.)

6. **PUBLIC HEARINGS.**

7. **ADMINISTRATION.**

- A. Discuss and consider the First Amendment to the Solid Waste Services Agreement with Waste Management allowing Waste Management to manage all commercial account services and extending contract to June 30, 2024.

- B. 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.
- C. 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.

8. **NEW BUSINESS.**

9. **INFORMATIONAL ITEMS FROM CHAIRMAN, BOARD OF TRUSTEES, TRUST MANAGER, OR TRUST ATTORNEY.**

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

10. **PUBLIC COMMENTS:** The purpose of the Public Comments Section of the Agenda is for members of the public to speak to the Municipal Authority on any subject not scheduled on the Regular Agenda. The Municipal Authority shall make no decision or action, except to direct the Trust Manager to take action, or to schedule the matter for Municipal Authority discussion at a later date.

*Please come to the podium when the Chairman calls your name and keep your comments as brief as possible.*

11. **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**

**Municipal Authority Regular**

**3.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 municipal authority meeting.

**BACKGROUND:**

**RECOMMENDATION:**

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**Attachments**

minutes.11-05-2018 sma

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**SAPULPA MUNICIPAL AUTHORITY**  
**TRUST PROCEEDINGS**  
Meeting of November 5, 2018

The Board of Trustees of the Sapulpa Municipal Trust Authority 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, Chairman  
Louis Martin, Jr., Vice-Chairman  
John Anderson, Trustee  
Bruce Bledsoe, Trustee  
Marty Cummins, Trustee  
Carla Gunn, Trustee  
Craig Henderson, Trustee  
Hugo Naifeh, Trustee  
Carla Stinnett, Trustee

Absent: Wes Galloway, Trustee

Staff Present: Joan Riley, Trust Manager; Rick Rumsey, Assistant Trust Manager; Pam Vann, Trust Treasurer; David Widdoes, Trust Attorney; Shirley Burzio, Secretary

**1. MINUTES, CONSENT ITEMS, ADMINISTRATION.**

Motion was made by Vice-Chairman Louis Martin, seconded by Trustee Hugo Naifeh, to approve the following items of business:

- A.** Approve the minutes of October 15, 2018, regular municipal authority meeting;
- B.** Approve claims in the amount of \$259,011.95;
- C.** Approve an agreement with S2 Engineering, PLLC, to perform dam inspections of Sahoma Lake Dam, and Sapulpa Lake Dam (AKA: Country Club Lake) in the amount of \$7,700.00.

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.

2. **INFORMATIONAL ITEMS FROM CHAIRMAN, BOARD OF TRUSTEES, TRUST MANAGER, OR TRUST ATTORNEY.**

- A. A status report from Tetra Tech regarding various city and trust authority projects was presented for discussion. No action was taken by the board.

3. **PUBLIC COMMENTS:**

There were no comments made to the board.

4. **ADJOURNMENT.**

There being no further business to consider, motion was made by Vice-Chairman Louis Martin, seconded by Trustee John Anderson, to adjourn the meeting. Motion carried unanimously.

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Chairman

Attest:

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Secretary



**Consent Agenda 5.A.**

**Municipal Authority 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 \$574,096.50

(Refer to: Purchase Order Claim Register with City Agenda.)

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**AGENDA ITEM**

**Administration 7.A.**

**Municipal Authority Regular**

**Meeting Date:** November 19, 2018

**Submitted By:** Mike Hoehner, Purchasing Director

**Department:** Purchasing/Contract Management

**Presented By:** Mike Hoehner

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**SUBJECT:**

Discuss and consider the First Amendment to the Solid Waste Services Agreement with Waste Management allowing Waste Management to manage all commercial account services and extending contract to June 30, 2024.

**BACKGROUND:**

In an effort to better communicate with our commercial customer and help maintain a clean city, Waste Management has proposed an amendment to our current solid Waste Services Agreement. This agreement will allow Waste Management to manage all aspects of commercial services including set-up, problem resolution and billing. Waste Management will bill these accounts at an amount set by the city, these charges will remain at the current rate. Waste Management will also provide 10 additional roll-off containers each year at no cost. These containers can be used in whatever manner the city decides. This amendment will in turn extend our current agreement with Waste Management until June 30, 2024. Our current agreement is set to expire June 30, 2019.

**RECOMMENDATION:**

Staff recommends approval of this Amendment.

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**Attachments**

Waste Management Amendment

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**First Amendment to the Solid Waste Services Agreement**

The First Amendment to the Solid Waste Services Agreement (this “Amendment”) is entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 2018, by and between the Sapulpa Municipal Trust Authority (City) and Waste Management of Oklahoma, Inc. (Contractor), both acting by and through their duly authorized representatives.

**WITNESSETH:**

**WHEREAS**, the City and Contractor have heretofore entered into a certain Solid Waste Services Agreement, dated on or about June 16, 2014 (the “Agreement”), whereby Contractor was granted the exclusive right to provide residential, commercial, and industrial waste collection and disposal within the City, as more particularly set forth in the Agreement; and

**WHEREAS**, the City and Contractor desire to modify the Agreement, as more particularly set forth below.

Now, therefore, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged and confessed, the parties agree as follows:

1. Article XXV., entitled “City to Act as Collector,” is hereby retitled “Billing” and replaced with the following language effective \_\_\_\_\_, 2018:

- A. City shall provide billing and bill collection services to all Residential Units and to all Commercial Hand Collection customers during the term of this Agreement. Within 30 days of the end of each month during which collection services are provided by Contractor to Residential Units and Commercial Hand Collection customers, Contractor shall submit to the City an invoice setting forth sums due by the City to Contractor for services rendered under this Agreement to Residential Units and Commercial Hand Collection customers. The City shall provide to the Contractor a monthly summary statement of all accounts and payments received. A delinquent account is defined as an account that is 60 days or more past due.
- B. Contractor shall provide billing and bill collection services for all Commercial and Industrial Units that use Dumpsters for waste services. The rates agreed to by Contractor and City include the City’s original 16% administrative fee; however, the City requests that Contractor add an additional 7% to the rates to cover the City’s revised administrative fee. As such, Contractor shall include the City’s additional 7% administrative fee on invoices it sends to all Commercial and Industrial Customers that use Dumpsters.
- C. Contractor shall provide billing and bill collection services to Commercial Units and Industrial Units that use Roll-Off Bins and/or Compactors for collection of waste or for whom Contractor provides collection of recyclable materials at rates

negotiated between Contractor and each customer. These services are considered open market and are not subject to the City's 23% administrative fee.

- D. For Commercial and Industrial Customers, Contractor shall require payment of such invoices within thirty (30) days after the invoice date, with past due invoices bearing late charges or interest as allowed by law. Contractor shall have the right to suspend service to any Commercial Unit or Industrial Unit Customer that is delinquent in payment to Contractor. If Contractor suspends service to a Commercial Unit or Industrial Unit Customer for failure to timely pay Contractor's invoices, Contractor has the right to charge a service reactivation fee and/or finance charges or late payment fees if such service to the Customer is reinstated.
- E. The City shall notify Contractor in writing of any Residential Unit that has failed to pay the City for waste collection services, and Contractor shall have the right to suspend service to such Customer until notified by the City to resume such services.

2. Article XXVI., entitled "Delinquent and Closed Accounts" is hereby modified as follows:

The Contractor shall discontinue all collection services at any Residential Unit whose account is closed per a written notice sent by the City to the Contractor.

3. Article XXVII., entitled "Payments to Contractor" shall be retitled "Payments" and modified as follows:

- A. City shall pay Contractor's invoices for services provided by Contractor to Residential Unit Customers and Commercial Hand Collection customers within thirty (30) days after City's receipt of invoice. All past due invoices shall bear interest as allowed by law. The City shall retain its 16% administrative fee included in Contractor's base rates for Residential Customers and Commercial Hand Collection customers, and Contractor shall credit its invoice by 16%.
- B. Contractor shall include on its invoice for Residential Unit services to the City, a line item that reflects a credit for the 23% administrative fee that Contractor has been paid for by Commercial and Industrial Customers that use Dumpsters. The City shall be entitled to reduce the Contractor's monthly payment for Residential Unit services by this 23% administrative fee credit.

4. The parties agree to extend the term of the Agreement to June 30, 2024.

5. The following language is hereby added to Subsection D of Article III, Location of Refuse Collection Carts and Containers for Collection:"

If the City receives a request from a Commercial and/or Industrial Customer for waste services or equipment, the City shall refer the Customer to Contractor to

allow Contractor to handle and/or respond to the request. The City shall provide the Customer with the Contractor's phone number.

6. XXXII. City Partnership Efforts is hereby modified as follows:

A. As evidence of its pledge, the Contractor will waive all disposal fees for an equivalent of Twenty (20) 30-yard roll-offs each year as part of the City clean-up efforts.

7. Capital words used in this Amendment shall have the meaning assigned in the Agreement. Nothing contained herein shall be deemed to amend or modify the Agreement, except as expressly set forth herein. In the event of a conflict between the terms of the Agreement and this Amendment, the terms of this Amendment shall control.

**IN WITNESS WHEREOF**, this Amendment has been executed as of the date first set forth above.

**Sapulpa Municipal Trust Authority**

**Waste Management of Oklahoma, Inc.**

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

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

Its: \_\_\_\_\_

Its: \_\_\_\_\_

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

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



**AGENDA ITEM**

**Administration 7.B.**

**Municipal Authority 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>

**FY18-19**

**Transfer #:** 18-

# 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>
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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
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 7.C.**

**Municipal Authority 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 #: 18-</b>
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**Municipal Authority Regular**

**9.A.**

**Meeting Date:** November 19, 2018

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

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

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**SUBJECT:**

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

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**Attachments**

Tetra Tech Status Report

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

**TETRA TECH, INC.**  
**PROJECT STATUS REPORT**  
**SAPULPA, OKLAHOMA**  
**NOVEMBER 19, 2018**

PROJECT		TETRA TECH CONTACT	STATUS	FUNDING	COMMENTS	RECOMMENDED ACTION
1.	Water Atlas Creation	Ryan Mittasch, P.E.	P		Tetra Tech is waiting for atlas markups from city staff to document facilities that were not in the plans previously provided.	City to review draft atlas and provide updated information to Tetra Tech for data entry.
2.	N02-N04 Lift Station, Force Main, and Gravity	Ryan Mittasch, P.E.	E		Construction has begun.	None.
3.	SeneGence/Westside Sewer Plan	Josh Muskopf, P.E.	E		Survey and geotech complete. Preliminary design on hold. Meeting with SeneGence representatives pending. Amendment for additional services upcoming.	None.
4.	Sapulpa Fire Training Facility Waterline	Josh Muskopf, P.E.	E		Permit approvals from ODOT, ODEQ, and Stillwater Central Railway received. Bid package production complete.	Advertise for bids.
5.	Hobson Street Study	Josh Muskopf, P.E.	P		Study area flow monitoring complete. Survey complete. Study area draft deliverable anticipated completion date is November 30, 2018.	None.
6.	Frankoma Road Sanitary Sewer Extension	Josh Muskopf, P.E.	P		Survey complete. Geotech and potholing upcoming. Draft engineering report submitted to OWRB. Cultural resource survey requested by Osage Nation. Anticipated completion in early December.	None.