

**ADMINISTRATION & FINANCE
COMMITTEE MEETING**

SAPULPA CITY HALL - 425 EAST DEWEY
2nd FLOOR CONFERENCE ROOM
WEDNESDAY, DECEMBER 12, 2018- 5:00 P.M.

Notice is hereby given that the Administration and Finance Committee of the City of Sapulpa, Oklahoma will meet in regular session at 5:00 p.m. on the 12th day of December, 2018, 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. **CALL TO ORDER.**
2. **ROLL CALL.**
3. **MINUTES.**
 - A. Discuss
Consider approving the minutes of the September 12, 2018 Administration and Finance Committee meeting.
4. **ADMINISTRATION.**
 - A. Discuss the Flex CAD System and the Spillman Financing option.
5. **NEW BUSINESS.** (Items that were not know about at the time of posting the Agenda.)
6. **ADJOURNMENT.**

Posted this 10th day of December, 2018 at or before 5:00 o'clock p.m., at the Sapulpa City Hall, 425 East Dewey Avenue, Sapulpa, Oklahoma.

Name: Mikaila Stepp

Title: Administrative Assistant



AGENDA ITEM

Administration and Finance Committee

3.A.

Meeting Date: 12/12/2018

Submitted By: Mikaila Stepp, Administrative Assistant

Department: City Manager

Attachments

Minutes from Sept. 2018 meeting

CITY OF SAPULPA, OKLAHOMA
ADMINISTRATION AND FINANCE COMMITTEE MINUTES
Meeting of September 12, 2018

The Administration and Finance Committee of Sapulpa, Oklahoma, met in regular session September 12, 2018, at 5:30 o'clock P.M., in the 2nd Floor Conference Room, 425 East Dewey Avenue, Sapulpa, Oklahoma.

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

Staff Present: Rick Rumsey, Assistant City Manager; Pam Vann, City Treasurer / Finance Director; David Widdoes, City Attorney; Shirley Burzio, City Clerk; Amy Hoehner, Legal Assistant

1. MINUTES.

- A. Motion was made by Hugo Naifeh, seconded by Lou Martin, to approve the minutes of the July 30, 2018, Administration and Finance Committee meeting.

ROLL CALL: AYE-Reg Green, Craig Henderson, Louis Martin, Hugo Naifeh.
NAY-None. Motion carried 4-0.

2. ADMINISTRATION.

- A. Discussion and possible recommendation regarding RFP for Golf Course Concession Operations.

Assistant City Manager Rick Rumsey reported there were two proposals received for the operation of the golf course concessions. Proposals were received from Pablo Ascencio, d/b/a Señor Pablo's, and Dawn Hendricks, Sr., d/b/a Sarah's Dynasty of Broken Arrow.

The committee having discussed the two proposals at length, motion was made by Lou Martin, seconded by Hugo Naifeh, to recommend to the city council the approval of a golf course concession license and operating agreement with Pablo Ascencio, d/b/a Señor Pablo's.

ROLL CALL: AYE-Reg Green, Craig Henderson, Louis Martin, Hugo Naifeh.
NAY-None. Motion carried 4-0.

3. ADJOURNMENT.

There being no further business, motion was made by Hugo Naifeh, seconded by Louis Martin, to adjourn the meeting. Motion carried unanimously.



Administration and Finance Committee

3.A.

Meeting Date: 09/12/2018

Submitted By: Amy Hoehner, Legal Assistant

SUBJECT:

Consider approving the minutes of the July 30, 2018 Administration and Finance Committee meeting.

Attachments

Minutes

CITY OF SAPULPA, OKLAHOMA
ADMINISTRATION AND FINANCE COMMITTEE MINUTES
Meeting of July 30, 2018

The Administration and Finance Committee of Sapulpa, Oklahoma, met in regular session July 30, 2018, at time in the 2nd Floor Conference Room, 425 East Dewey Avenue, Sapulpa, Oklahoma.

Present: Chairman Reg Green; Member Hugo Naifeh; Member Louis Martin, Jr.

Absent: Member Craig Henderson

Staff Rick Rumsey, Assistant City Manager; Pam Vann, City Treasurer / Finance

Present: Director; David Widdoes, City Attorney; Becky McGinnis, H. R. Director

1. **MINUTES.**

- A. Motion was made by Vice-Mayor Louis Martin, seconded by Councilor Hugo Naifeh, to approve the minutes of the July 25, 2018, Administration and Finance Committee meeting.

ROLL CALL: AYE-Reg Green, Louis Martin, Hugo Naifeh. NAY-None.
Motion carried 3-0.

2. **EXECUTIVE SESSION.**

- A. Motion was made by Vice-Mayor Louis Martin, seconded by Councilor Hugo Naifeh, to approve entering into an executive session for the purpose of:

1. Discussing the employment of the City Attorney for the City of Sapulpa. [25 O.S. Section 307 (B) (1).]

ROLL CALL: AYE-Reg Green, Louis Martin, Hugo Naifeh. NAY-None.
Motion carried 3-0.

- B. Return to open session to consider matters discussed in Executive Session, including without limitation, making recommendation to Council on employment agreement with the City Attorney.

Motion was made by Vice-Mayor Louis Martin, seconded by Councilor Hugo Naifeh, to recommend to the city council the approval of the city attorney's employment agreement.

ROLL CALL: AYE-Reg Green, Louis Martin, Hugo Naifeh. NAY-None. Motion carried 3-0.

3. ADJOURNMENT.

There being no further business to consider, motion was made by Vice-Mayor Louis Martin, seconded by Councilor Hugo Naifeh, to adjourn the meeting. Motion carried unanimously.



AGENDA ITEM

Administration and Finance Committee

4.

Meeting Date: 12/12/2018

Submitted By: Mikaila Stepp, Administrative Assistant

Department: City Manager
