

**REGULAR MEETING NOTICE AND AGENDA**  
**Sand Springs City Council**  
**July 12, 2023 – 11:30 a.m.**  
**Sand Springs Municipal Building**  
**100 East Broadway – Council Chambers**  
**Sand Springs, Oklahoma 74063**  
[www.sandspringsok.org](http://www.sandspringsok.org)

1. **Call to Order**      Time \_\_\_\_\_

2. **Roll Call**

Ward 1-Worrell \_\_\_\_\_ Ward 2-Barnett \_\_\_\_\_ Ward 3-Burdge \_\_\_\_\_  
Ward 4-Riley \_\_\_\_\_ Ward 5-Wilson \_\_\_\_\_ Ward 6-Jackson \_\_\_\_\_  
At Large – Spoon \_\_\_\_\_

3. **City Manager's and Council Members' Report**

A) The City Manager and Council Members will provide updates regarding recent and upcoming events and projects, including events of interest, and the general operations of the City. No action is to be taken. (Administration)

B) Representatives from Small Business Administration will provide an overview of their low interest loan assistance program for 2023 wind storm damage.

These items are for informational purposes only.

4. **Financial Training – Annual Audit (A-C)**

A) **Audit Overview**

Kency Duarte, audit partner for Arledge and Associates, will provide a brief overview of the audit process and audit for the City of Sand Springs/Sand Springs Municipal Authority.

This item is for training/informational purposes only.

B) **Performer Report**

Frank Crawford, President and CPA of Crawford and Associates will provide an overview of the Performer Report, a report to assess overall financial position using various financial ratios, for the City of Sand Springs/Sand Springs Municipal Authority.

This item is for training/informational purposes only.

C) Council Member Financial Disclosure Form

Council will review the Council Audit Questionnaire in accordance with State Law 11 O.S. Section 8-113. (Presented by: City Attorney David Weatherford)

This item is for training/informational purposes only.

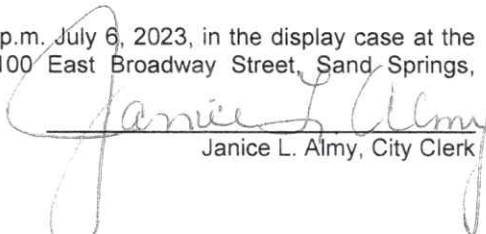
5. Supplemental Appropriation-Emergency Reserves

Council may consider approval, denial, amendment, or revision of a Supplemental Appropriation in the General Fund for an Increase to the Emergency Management department expenditure line item in the amount of \$1,056,280. and a Decrease to the Emergency Reserves Ending Fund Balance in the amount of \$1,056,280 to cover expenditures related to the June 2023 storm and debris clean-up.

6. Adjournment Time \_\_\_\_\_

IF YOU REQUIRE SPECIAL ACCOMMODATIONS PURSUANT TO THE AMERICANS WITH DISABILITIES ACT, PLEASE NOTIFY CITY OF SAND SPRINGS AT 918-246-2575.

This agenda was filed in the office of the City Clerk and posted at 4:00 p.m. July 6, 2023, in the display case at the front entrance of the Sand Springs Municipal Building (City Hall), 100 East Broadway Street, Sand Springs, Oklahoma 74063, by Janice L. Almy, City Clerk.

  
Janice L. Almy, City Clerk



# City of Sand Springs Agenda Form

Meeting Date: JUL 12 2023 works Agenda: City Council

Item: Regular

Signature Items: No

Presented by: City Attorney

Subject: Council Member Financial Disclosure Audit Form

C4C

Item #: \_\_\_\_\_

Cost: 0 \_\_\_\_\_

Recommendation: Information Only \_\_\_\_\_

### Synopsis:

Council will review the Council Audit Questionnaire

### Details:

State law at 11 O.S. Section 8-113 prohibits council members from doing business with the city, stating:

A. Except as otherwise provided by this section, no municipal officer or employee, or any business in which the officer, employee, or spouse of the officer or employee has a proprietary interest, shall engage in:

- 1. Selling, buying, or leasing property, real or personal, to or from the municipality;
- 2. Contracting with the municipality; or
- 3. Buying or bartering for or otherwise engaging in any manner in the acquisition of any bonds, warrants, or other evidence of indebtedness of the municipality.

F. For purposes of this section, "proprietary interest" means ownership of more than twenty-five percent (25%) of the business or of the stock therein or any percentage which constitutes a controlling interest but shall not include any interest held by a blind trust.

G. Any person convicted of violating the provisions of this section shall be guilty of a misdemeanor. Any transaction entered into in violation of the provisions of this section is void. Any member of a governing body who approves any transaction in violation of the provisions of this section shall be held personally liable for the amount of the transaction.

A disclosure form such as the attached will ensure that there is not an inadvertent violation of the above requirements.

**ELECTED OFFICIAL AUDIT QUESTIONNAIRE**

As an elected official for the City of Sand Springs, please answer the following pre-audit questions so the City can provide full disclosure to our external auditor as a part of our annual financial audit:

1. Name:
  
2. List the names, if any, of any business interest in which you or a spouse have a "proprietary interest," which for these purposes means ownership of more than twenty-five percent (25%) of the business or of the stock therein or any percentage which constitutes a controlling interest but shall not include any interest held by a blind trust:
  
3. Have you or any of your business interest entered into any contract with the City of Sand Springs or the Sand Springs Municipal Authority. Yes -- No
  
4. Other than allowable expense reimbursements, have you received any payment from the City or its trusts during this budget year? Yes -- No
  
5. I certify that:
  - a. I have not received any commissions from vendors as a result of a sale by that vendor to the City or one of its affiliates.
  
  - b. I have not received any financial advantage from any confidential information I have received as a result of my role with the City.
  
  - c. I do not have any ongoing financial dealings with any vendor of the City that is the result of my position with the City.

I am familiar with the above information and that it is true and correct to the best of my knowledge.

Dated: \_\_\_\_\_

\_\_\_\_\_  
(name)



# City of Sand Springs Agenda Form

**Meeting Date:** JUL 12 2023 works **Agenda:** City Council

**Item:** Regular

**Signature Items:** No

**Presented by:** \_\_\_\_\_

**Subject:** Supplemental Appropriation- Emergency Reserves \_\_\_\_\_

C5

**Item #:** \_\_\_\_\_

**Cost:** \_\_\_\_\_

**Recommendation:** Approval \_\_\_\_\_

### Synopsis:

Council may consider approval of a Supplemental Appropriation in the General Fund for an Increase to the Emergency Management department expenditure line item in the amount of \$1,056,280 and a Decrease to the Emergency Reserves Ending Fund Balance in the amount of \$1,056,280.

### Details:

This agenda item provides the funding to cover the expenditures related to the June 2023 storm and debris clean-up. The funding will come out of the emergency reserves. If the City receives reimbursement from FEMA, that money will go back into the reserves to replenish those funds.