

**To:** Honorable Mayor and City Councilors  
**From:** Thomas M. Moton, Jr., City Manager  
**Date:** February 14, 2014  
**Re:** Notes to Council

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**1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION**

Memos: Thom Moton, City Manager

*Project Status Report*

*City Council Study Session – February 18 Reminder on Comprehensive Cost of Service (Utilities)*

Memo: Lee Zirk, Director of General Services

*Spring clean-up (Free dump day) 2014*

*Report, General Services-January 2014*

Memo: David N. Boggs, Chief of Police | *New Public Safety Complex*

Memo: Tom Caldwell, Director of Finance | *Sales Tax Report*

Memo: James L. Annas, Acting Fire Chief | *January 2014 Monthly Report*

Memo: Scott Esmond, Director of Recreation, Parks Cultural Affairs & Tourism | *Farmers Market Activities*

**2. GENERAL CORRESPONDANCE / NOTIFICATION**

Memo: Norm Stephens, Assistant to the City Manager/Economic Development Director | *Warren Theatre construction update*

Letter: Leslie L. Smith, P.E. DWSRF Project Engineer-Water Quality Division | *DWSRF Project NO.: P40-1021508-03; ORF-11-0006-DW, System: Broken Arrow Water Supply Improvements*

Letter: From Sandra R. Webb, PhD, Director for Grant Operations to Chief Boggs | *2013 CHP Grant application denied*

Letter: From Thom Moton to Dr. Jenlink | *Facility Use for Management Team Meetings*

Article: *Tulsa World* | *Bixby connection to Haikey Creek*

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**3. SPECIAL EVENTS / ACTIVITIES**

*NONE*

Respectfully submitted,



Thomas M. Moton, Jr.

mdh

Attachments

**1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION**

**To:** Honorable Mayor and City Councilors  
**From:** Thomas M. Moton, Jr., City Manager  
**Date:** February 14, 2014  
**Re:** Project Status Report

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Attached is the February “City of Broken Arrow Capital Projects Status Report” prepared by the Engineering and Construction department. The report is prepared and presented monthly to various members of City staff to keep abreast of said projects. That is, the report’s format and content is intended to staff use. Nonetheless, periodic receipt of this report may offer some benefit to you as well. If you have any questions about this report, contact me or Tom Hendrix, Acting Engineering and Construction Director.

Respectfully submitted,



Thomas M. Moton, Jr.

mdh

Attachment



2004 GO Bonds (Streets)

Dallas Street Improvements			
Project Name:	Jeff Westfall	% Complete Sch/Act:	100% / 95%
Project Manager:	Cowan Group Engineering, LLC	Completion Date:	March 6, 2014
Contractor:	0 / 0	Relocation Sch/Act:	0% / 0%
ROW Sch/Act:	0 / 0	Estimated Cost: \$661,200 Current Budget: \$92,000 Project Number: \$661,200	
07-Feb-14 Bid documents due. 17-Jan-14 Final (90%) design review meeting. 05-Dec-13 Final (90%) design plans received, under review. 23-Oct-13 Utility coordination meeting. 22-Oct-13 Pre-final design review meeting. 30-Sep-13 Pre-final plans to reviewers and NTP on Amendment No. 1 to A/E agreement for waterline design (\$6,400) sent to A/E. 26-Aug-13 Pre-Final (65%) design delivered; waterline design amendment pending. 21-Aug-			
Project Name: Kenosha Street Improvements, Elm to Main			
Project Manager:	Tom Hendrix	% Complete Sch/Act:	0% / 0%
Contractor:	Garver	Completion Date:	August 9, 2014
ROW Sch/Act:	0 / 0	Relocation Sch/Act:	April 21, 2015
Estimated Cost: \$180,499 Current Budget: \$300,000 Project Number: \$41,965			
18-Feb-14 Conceptual plans review meeting. 03-Feb-14 A/E submitted conceptual plans for review. 06-Nov-13 Notice to Proceed to A/E. 05-Nov-13 CC approved A/E agreement. 14-Oct-13 Project number and account established. 01-Oct-13 A/E submitted proposal. FORMER UNFUNDED PROJECT: 11-Aug-08 A/E (Tulsa Engineering and Planning) submitted CD with electronic drawings and hydrology data, with final invoice. 31-Jul-			

2008 GO Bonds (Streets)

Hillside Drive West of 9th Phase 2			
Project Name:	Todd Stallings	% Complete Sch/Act:	64% / 24%
Project Manager:	A&A Asphalt, Inc.	Completion Date:	April 24, 2014
Contractor:	2 / 2	Relocation Sch/Act:	0% / 0%
ROW Sch/Act:	0 / 0	Estimated Cost: \$1,244,036 Current Budget: \$850,000 Project Number: ST0911A	
07-Feb-14 Weather-related delays encountered (snow, sub-zero wind chills and frozen ground, subfreezing temps). 30-Jan-14 Wall construction continues. PSO on site and did relocate pole as predicted. Excavation on wall #2 continues. Realignment plans delivered to A&A for stacking. 25-Jan-14 Construction on wall continues at a slow pace, road re-alignment plans expected to contractor next week. Wall subcontractor only on site a couple			
Project Name: Albany Street Widening 9th to 23rd			
Project Manager:	Jeff Westfall	% Complete Sch/Act:	65% / 65%
Contractor:	Holloway, Updike, and Bellen, inc.	Completion Date:	April 2, 2014
ROW Sch/Act:	0 / 0	Relocation Sch/Act:	0% / 0%
Estimated Cost: \$3,813,462 Current Budget: \$244,548 Project Number: ST1411			
23-Feb-14 Final (90%) design due. 06-Feb-14 Stormwater comments sent to A/E. 10-Jan-14 design review meeting with A/E. 31-Dec-13 internal design review meeting. 08-Nov-13 Preliminary plan review. 25-Oct-13 A/E submitted preliminary (65%) design. 14-Aug-13 Conceptual plan review. 03-Jul-13 Notice to Proceed for design. 02-Jul-13 City Council approved A/E contract.			

2008 GO Bond (Stormwater)

Shops at B.A. Detention/Wetland			
Project Name:	Steve Arant	% Complete Sch/Act:	0% / 0%
Project Manager:	In-house	Completion Date:	August 17, 2014
Contractor:	I/I	Relocation Sch/Act:	Not Required
ROW Sch/Act:	I/I	Estimated Cost: \$22,398 Current Budget: \$0 Project Number: SW0910A	
14-Aug-13 Storm debris pickup and other priorities have slipped start date to late fall/winter 2013. 05-Jul-13 Survey provided to S&S, who will schedule work in fall 2013. 29-May-13 S&S work scheduled to start during July/August 2013. 29-Jan-13 Estimated cost of \$20,000 to perform the work. E&C to establish the vertical/horizontal survey control. 17-Dec-12 S&S excavating in pond. 28-Nov-12 E&C, S&S to coordinate final			

Project Name:	Covington Creek Detention Facility (Washington St and Oneta Rd)	% Complete Sch/Act:	100% / 100%	Estimated Cost:	\$602,000
Project Manager:	Jeff Bigby	Completion Date:	December 19, 2013	Current Budget:	\$300,000
Contractor:	Meshek & Assoc.	Relocation Sch/Act:	Not Required	Project Number:	SW0913
ROW Sch/Act:	1/1	18-Mar-14 Open bids. 17-Feb-14 Advertise for bids. 27-Dec-13 Design revisions done. 08-Nov-13 A/E contract amendment for design rework to reflect revised grading plan. 19-Aug-13 Detention pond surveyed to determine quantities to be moved in construction contract. 28-May-13 Oneta Road and detention facility construction starting. 24-Aug-12 A/E submitted final design. 15-Aug-12 Construction will wait until Oneta Road is			

2011 GO Bond (Streets)

Project Name:	Widen Aspen from Florence to Tucson and Improve Aspen and Tucson Intersection	% Complete Sch/Act:	41%/30%	Estimated Cost:	\$3,628,852
Project Manager:	Joseph Vardasco	Completion Date:	July 18, 2014	Current Budget:	\$3,540,000
Contractor:	Becco Contractors	Relocation Sch/Act:	100% / 90%	Project Number:	ST1201
ROW Sch/Act:	12 / 12	02-Feb-14 Grubbing project. Installing storm water pipe. Relocating ONG high pressure lines at Aspen and Tucson. 17-Jan-14 Grubbing south of turnpike. Installing storm water pipe and structures. Box bridge sections are completed across Aspen. 07-Jan-14 Installed triple-cell storm boxes across Aspen. Clearing and grubbing south of Turnpike. Installing wire fences. 13-Dec-13 Clearing and grubbing. Installing barbed-wire fences. 02-			

Project Name: Widen Tucson from Elm Place to Aspen

Project Manager:	Joe Vardasco	% Complete Sch/Act:	35%/25%	Estimated Cost:	\$5,617,649
Contractor:	Paragon Contractors, Inc.	Completion Date:	August 3, 2014	Current Budget:	\$1,000,000
ROW Sch/Act:	3 / 3	Relocation Sch/Act:	0% / 0%	Project Number:	ST1211
10-Feb-14 Grubbing site. 30-Jan-14 internal meeting to discuss stormwater revisions. Installing water tie-ins. 21-Jan-14 Tying in 16" water main to existing lines. Grubbing north side of Tucson. Installing storm water. 07-Jan-14 Installing 16" water main. Installing bores across Tucson and Elm. Clearing and grubbing. ONG replacing high pressure main under creek. 13-Dec-13 Clearing trees. Installing 16" water line. 02-Dec-13 Installing					

Project Name: Widen 9th Street from Elgin to El Paso

Project Manager:	Jeff Westfall	% Complete Sch/Act:	100% / 80%	Estimated Cost:	\$3,665,000
Contractor:	Garver	Completion Date:	January 15, 2013	Current Budget:	\$200,000
ROW Sch/Act:	32/0	Relocation Sch/Act:	0% / 0%	Project Number:	ST1210
10-Feb-14 In-house meeting to discuss ROW acquisition strategy. A/E to be requested to shift roadway west. 20-Dec-13 Final (90%) design submittal w/ROW docs - review meeting pending. 23-Oct-13 Utility coord mtg. 21-Aug-13 utility coord mtg. 13-Aug-13 Status meeting with A/E. 26-Jul-13 Meeting with BAPS. Changes in roadway plans are minor. 29-May-13 Set meeting with BAPS re: NIHS, Haskell Elem. 15-Feb-13 Final (90%)					

Project Name: Widen 9th Street from BA Expressway to Albany

Project Manager:	Todd Stallings	% Complete Sch/Act:	0%/0%	Estimated Cost:	\$1,484,157
Contractor:	A&A Asphalt, Inc.	Completion Date:	September 27, 2014	Current Budget:	\$1,500,000
ROW Sch/Act:	2 / 1	Relocation Sch/Act:	0% / 0%	Project Number:	ST1309
04-Feb-14 CC awarded construction contract. CC approved ONG Relocation Agreement. 16-Jan-14 Open bids (postponed per addendum no. 2). Low bidder A&A Asphalt, Inc., at \$1,185,997.12. 29-Nov-13 Awaiting agreement with ONEOK and ONG for right-of-way and relocations. 25-Nov-13 Project advertised for bids. 12-Nov-13 Design nearly complete. 23-Oct-13 Utility coordination meeting. 21-Aug-13 Utility coordination meeting.					

Project Name:	Widen Oneta Road from Houston to Washington	% Complete Sch/Act:	85%/85%	Estimated Cost:	\$3,781,380
Project Manager:	Joe Vardasco	Completion Date:	March 25, 2014	Current Budget:	\$3,823,000
Contractor:	Becco Contractors, Inc.	Relocation Sch/Act:	0% / 0%	Project Number:	ST1208
ROW Sch/Act:	4 / 3	10-Feb-14 Laying asphalt. Sodding project. Redesigning Gordon Street. 21-Jan-14 Laying sod. Placing sidewalks. Working on Gordon street redesign construction. 07-Jan-14 Laying S-3 Asphalt. Forming up and placing headwalls. Placing riprap downstream of triple-cell storm boxes. 13-Dec-13 Forming and placing triple cell box headwalls. Lay asphalt as soon as weather permits. 10-Dec-13 Adjusting hydrants. Laying sod. Placing			
Project Name:	Old Town Street Improvements (Broadway)	% Complete Sch/Act:	0%/0%	Estimated Cost:	\$811,580
Project Manager:	Chad Nichols	Completion Date:	May 4, 2014	Current Budget:	\$500,000
Contractor:	Crossland Heavy Contractors, Inc.	Relocation Sch/Act:	0% / 0%	Project Number:	ST0916
ROW Sch/Act:	1/1	12-Feb-14 Contracts signed, preconstruction meeting to be scheduled. 07-Jan-14 CC approved construction contract award. 19-Dec-13 Open bids. 02-Dec-13 Advertise for bids. 08-Nov-13 A/E amendment for waterline pending (not required). 01-Oct-13 CC approved ROW agreement with owner of gateway site. 10-Jul-13 Street to be marked to provide bicycle lanes. 14-May-13 Meeting with E&C, Development Services, and CM to discuss			
Project Name:	Downtown Street Renovations (Iola and Cedar)	% Complete Sch/Act:	0% / 0%	Estimated Cost:	\$673,623
Project Manager:	Tom Hendrix	Completion Date:	May 24, 2014	Current Budget:	\$500,000
Contractor:	Cowan Group Engineering, LLC	Relocation Sch/Act:	Not Required	Project Number:	ST0916A
ROW Sch/Act:	0/0	20-Feb-14 Concept design submittal scheduled. 12-Dec-13 A/E kickoff meeting. 02-Dec-13 A/E Notice to Proceed. 19-Nov-13 CC approved A/E agreement. 12-Nov-13 DAB reviewed A/E agreement. 07-Oct-13 A/E proposal received, agreement being prepared. 19-Sep-13 Request for proposal sent to Cowan Group Engineers. 16-Jul-13 City Council approved CDBG agreement. 01-Jul-13 CDBG funds to be available. 07-May-13 CC			
Project Name:	Transportation System Operational Analysis Update	% Complete Sch/Act:	20% / 15%	Estimated Cost:	\$64,000
Project Manager:	Tom Hendrix	Completion Date:	February 21, 2013	Current Budget:	\$64,000
Contractor:	TEC - Traffic Engineering	Relocation Sch/Act:	0% / 0%	Project Number:	ST1414
ROW Sch/Act:	0 / 0	10-Mar-14 Traffic count report to be submitted. 21-Oct-13 Intersection traffic counts started. 11-Oct-13 Kickoff meeting with A/E. 07-Oct-13 Notice to Proceed to A/E. 01-Oct-13 A/E agreement on CC agenda for approval. 25-Sep-13 Project number and account established. 18-Sep-13 TEC proposal. 10-Sep-13 Scoping meeting. 03-Sep-13 Project scope is to update 2008 Transportation Planning and Policy Review and			
Project Name:	Florence Street Improvements from Aspen to Olive	% Complete Sch/Act:	0% / 0%	Estimated Cost:	\$188,000
Project Manager:	Jeff Westfall	Completion Date:	March 20, 2014	Current Budget:	\$300,000
Contractor:	Cobb Engineering Company	Relocation Sch/Act:	0% / 0%	Project Number:	ST1410
ROW Sch/Act:	0 / 0	07-Feb-14 Concept review meeting and NTP with preliminary design. 03-Jan-14 Internal design review meeting. 18-Dec-13 Concept design submittal. 27-Nov-13 Survey and geotech work complete. 21-Oct-13 Notice to Proceed to A/E. 15-Oct-13 CC approved A/E agreement. 03-Oct-13 Project number and account established. 17-Sep-13 A/E proposal submitted.			



2011 GO Bond (Public Safety)

Project Name:	Public Safety Complex (Reserve Center Renovation)	% Complete Sch/Act:	97%/92%	Estimated Cost:	\$7,555,314
Project Manager:	Chad Nichols	Completion Date:	January 4, 2014	Current Budget:	\$6,948,000
Contractor:	Heftebrand Construction, Inc.	Relocation Sch/Act:	0% / 0%	Project Number:	085201
ROW Sch/Act:	0/0	10-Feb-14 Final inspection. 07-Jan-14 City & A-E performed inspection for Area E. Several pages of deficiencies prepared. Contractor is projecting 29-Jan-14 as date he expects to have facility completed. Emergency generator installed, testing within next few days. 09-Dec-13 Installing flooring throughout the building. Installing sheetrock and electrical in the addition areas. Currently have five of the roof top units turned on and running.			

2011 GO Bond (Quality of Life)

Project Name:	ISSC Soccer Restroom	% Complete Sch/Act:	0%/0%	Estimated Cost:	\$203,550
Project Manager:	Mike Norman	Completion Date:	July 15, 2014	Current Budget:	\$200,000
Contractor:	Magnum Construction, Inc.	Relocation Sch/Act:	0% / 0%	Project Number:	106029
ROW Sch/Act:	1 / 1	20-Jan-14 Notice to Proceed with construction. 16-Jan-14 Contractor picked up contracts for signatures and bonds. 17-Dec-13 CC approved bids, construction contract award. 10-Dec-13 Bid opening. 06-Nov-13 Offsite sewer easement received. 05-Nov-13 Advertise for bids. 04-Oct-13 Letter to property owner re offsite sewer easement. 01-Oct-13 Surveyor responded - no correction to legal description			

2011 GO Bond (Stormwater)

Project Name:	Fairway Park Detention Pond Phase II	% Complete Sch/Act:	100% / 90%	Estimated Cost:	\$45,000
Project Manager:	Kenny Schwab	Completion Date:	December 16, 2013	Current Budget:	\$300,000
Contractor:	In-House	Relocation Sch/Act:	0% / 0%	Project Number:	SW1202
ROW Sch/Act:	0/0	14-Feb-11 Surveyor on site week of Feb 17 to survey pond depth of upper wet pond to allow finalizing of final pond design. 13-Nov-13 Project to be bid. In-house survey to determine final grade. 14-Aug-13 Storm debris pickup and other priorities have slipped start date to late fall 2013 for S&S. 05-Jul-13 Survey provided to S&S, construction to be scheduled fall/winter 2013. 13-Feb-13 S&S needs survey, funding. Work to be done in summer			

Broken Arrow Creek Master Drainage Plan

Project Name:	Broken Arrow Creek Master Drainage Plan	% Complete Sch/Act:	80% / 60%	Estimated Cost:	\$225,000
Project Manager:	Jeff Bigby	Completion Date:	March 13, 2014	Current Budget:	\$400,000
Contractor:	Meshek & Assoc.	Relocation Sch/Act:	0% / 0%	Project Number:	SW1203
ROW Sch/Act:	0/0	14-Feb-11 Preliminary H&H Models and Mapping in to Broken Arrow. To be submitted to FEMA in February. 02-Dec-13 Update meeting with A/E. H&H being submitted for review, starting floodplain mapping. 12-Nov-13 H&H mostly complete. Floodplain mapping to begin before end of November. Revised completion schedule requested. 30-Sep-13 Full hydraulic model to be finalized. Floodplain mapping to start after H&H comments			

37th Street Detention, Adams Creek, Albany to Omaha

Project Name:	37th Street Detention, Adams Creek, Albany to Omaha	% Complete Sch/Act:	100% / 30%	Estimated Cost:	\$369,000
Project Manager:	Jeff Bigby	Completion Date:	December 15, 2013	Current Budget:	\$396,000
Contractor:	AAB Engineering, LLC.	Relocation Sch/Act:	0% / 0%	Project Number:	SW1202
ROW Sch/Act:	0/0	23-Nov-13 Final conceptual drainage report due from A/E. 27-Aug-13 90% design submitted. 02-Aug-13 Meeting with A/E. 01-May-13 A/E finalizing concept design. 18-Feb-13 NTP to A/E. 14-Feb-13 A/E agreement signed. 07-Jan-13 A/E agreement being prepared for concept design. 06-Nov-12 CC approved budget amendment for \$396,000. 07-Aug-12 CC approved GO bond sale Sep-12 (\$400,000). 10-May-11 A/E letters of interest			

STCI - Streets

Project Name:	23rd Street, Kenosha to Houston	% Complete Sch/Act:	90% / 90%	Estimated Cost:	\$15,518,937
Project Manager:	Tom Hendrix	Completion Date:	December 31, 2013	Current Budget:	\$82,000
Contractor:	Mehlburger Brawley	Relocation Sch/Act:	0%/0%	Project Number:	ST0914
ROW Sch/Act:	19 / 0	12-Feb-14 Awaiting ODOT and FHWA approval of agreement so ROW acquisition can start. 05-Nov-13 CC approved ODOT agreement. 10-Oct-13 ODOT provided revised Construction, Maintenance, Financing, Utility Relocation, and ROW agreement. 16-Aug-13 City comments on ROW agreement sent to ODOT. 24-Jul-13 Draft ROW agreement received, under review. 10-Jul-13 Still awaiting ROW agreement from ODOT. 23-May-			

STCI - FY 2010

Project Name:	Midway Road and 101st Street Improvements (AFRC)	% Complete Sch/Act:	95%/95%	Estimated Cost:	\$629,090
Project Manager:	Tom Hendrix	Completion Date:	January 12, 2013	Current Budget:	\$0
Contractor:	Tetra Tech	Relocation Sch/Act:	0% / 0%	Project Number:	ST1110
ROW Sch/Act:	13 / 0	28-Feb-14 All secured/condemned ROW files to be turned in. 21-Feb-14 ROW project closeout. 17-Jan-14 Offers to be presented to property owners. 10-Jan-14 ROW appraisal reviews due. 23-Dec-13 ROW appraisals received. 05-Nov-13 ROW staking. 25-Oct-13 ROW agent sent Notice of Intent (NOI) letters. 10-Oct-13 Kickoff meeting for ROW acquisition. 03-Oct-13 ROW agent agreement sent to agent. 01-Oct-13 CC approved ROW agent			

STCI - FY 2014

Project Name:	Public Safety Training Mechanical	% Complete Sch/Act:	0% / 0%	Estimated Cost:	\$4,830
Project Manager:	Tom Hendrix	Completion Date:	May 11, 2014	Current Budget:	\$0
Contractor:	Flynt & Kallenberger	Relocation Sch/Act:	0% / 0%	Project Number:	143026
ROW Sch/Act:	0 / 0	28-Oct-13 A/E report of site meeting and adjustments to RTUs. A/E recommendation is to wait to see how RTUs perform next cooling season before taking further action. 25-Oct-13 On-site meeting with A/E, Trane (HVAC supplier). 13-Sep-13 A/E Notice to Proceed. 09-Sep-13 A/E agreement approved. 05-Sep-13 Agreement sent to A/E for signatures. 04-Sep-13 Project number and cost account established. 12-Aug-13 A/E proposal			

Tax Increment Financing (TIF)

Project Name:	Downtown Streetscapes Phase III	% Complete Sch/Act:	100%/95%	Estimated Cost:	\$4,191,707
Project Manager:	Chad Nichols	Completion Date:	November 15, 2013	Current Budget:	\$0
Contractor:	Hemphill Construction Co.	Relocation Sch/Act:	Not Required	Project Number:	TIFDT1
ROW Sch/Act:	0/0	12-Feb-14 Work complete except for delivery of plaques. 07-Jan-14 Completion of several items severely impacted by successive days of sub-freezing weather over the last month. Weather permitting, most items should be completed by the end of this week. 09-Dec-13 Working on completing West Commercial and opening up College street. Installing the last of the electrical cables and installing light pole accessories. 12-Nov-13 Working paving			

Project Name: Farmers Market Overflow Parking

Project Manager:	To be determined	% Complete Sch/Act:	0% / 0%	Estimated Cost:	\$256,283
Contractor:	To be determined	Completion Date:	June 30, 2014	Current Budget:	\$195,000
ROW Sch/Act:	0/0	Relocation Sch/Act:	Not Required	Project Number:	TIFDT2
04-Feb-14 Contracts sent to contractor for signatures and bonds. 21-Jan-14 Contract award on CC agenda (tabled from 07-Jan-14). 08-Jan-14 Bid extension letter sent to low bidder. 19-Dec-13 Open bids (postponed from 17-Dec-13 by Addendum No. 1). 25-Nov-13 Advertise for bids. 15-Oct-13 CC approved TIF amendment for funding.					

BAMA Water R&C

Project Name:	Tulsa Water Connection	% Complete Sch/Act:	100% / 99%	Estimated Cost:	\$1,000,283
Project Manager:	Todd Stallings	Completion Date:	August 14, 2013	Current Budget:	\$1,100,000
Contractor:	MSB Construction, Inc.	Relocation Sch/Act:	0% / 0%	Project Number:	WL1201
ROW Sch/Act:	3/3	07-Feb-14 Warranty work previously stated has been acceptably done and project bond set. Contractor advised. 24-Jan-14 Telemetry only item remaining--some warranty work filling a few settled areas will be done next week, but project is done. 17-Jan-14 Received as-built from MSB. Telemetry and PSO hooked up to new power pole. Project about ready to close. 03-Jan-14 Only activity was an on site short meeting with OCE to get			

Project Name:	South Loop (Kirk) Water Line	% Complete Sch/Act:	0% / 0%	Estimated Cost:	\$103,400
Project Manager:	(Enter Construction Manager's Name)	Completion Date:	June 20, 2014	Current Budget:	\$4,000
Contractor:	(Enter Construction Firm's Name)	Relocation Sch/Act:	0% / 0%	Project Number:	WL1303
ROW Sch/Act:	15 / 6	13-Nov-13 6 easements donated, 3 want compensation; others waiting for property staking before responding. 23-Sep-13 Easement donation letters mailed to property owners. 13-Sep-13 Sealed ROW legals received from surveyor. 27-Aug-13 ODEQ issued construction permit. 14-Aug-13 ROW legal descriptions sent to surveyor to seal. 10-Jul-13 Plans being revised to avoid conflicts with gas line. 12-Jun-13 Drawings given to utilities for			

Project Name:	Water Storage Tank Condition	% Complete Sch/Act:	0% / 0%	Estimated Cost:	\$275,000
Project Manager:	Jeff Westfall	Completion Date:	March 17, 2014	Current Budget:	\$275,000
Contractor:	Holloway, Updike and Bellen	Relocation Sch/Act:	Not required	Project Number:	135410
ROW Sch/Act:	0 / 0	12-Feb-14 Tiger Hill East 2 MG tank inspection scheduled. 11-Feb-14 Skaggs Tank A/E kick-off meeting. 31-Jan-14 A/E Skaggs Tank contract amendment executed. 02-Jan-14 A/E proposal for Skaggs tank work rec'd - contract amendment pending. 07-, 08-Feb-14 Battle Creek 5MG tank inspection scheduled. 30-, 31-Jan-14 Tiger Hill Center IMG tank inspection scheduled. 23-, 24-Jan-14 Tiger Hill West IMG tank inspection			

BAMA Sewer R&C

Project Name:	Wastewater System Master Plan	% Complete Sch/Act:	25% / 25%	Estimated Cost:	\$675,641
Project Manager:	Jeff Westfall	Completion Date:	July 9, 2014	Current Budget:	\$680,000
Contractor:	HDR Engineering, Inc.	Relocation Sch/Act:	Not Required	Project Number:	S.1304
ROW Sch/Act:	0 / 0	11-Feb-14 Met with surveyor to discuss ground survey work (proposal pending). 31-Jan-14 A/E to submit Wastewater Collection System Evaluation. 03-Jan-14 revised maps rec'd. 31-Jan-14 internal meeting to review survey work required. 20-Dec-13 E&C to survey locations and flowlines of manholes. 13-Dec-13 A/E to submit map showing where survey data is needed. 26-Nov-13 A/E meeting to discuss collection system. 12-Nov-13 Rec'd			

BAMA Water Systems Development

Project Name:	Phase II & III - Water Supply Improvements	% Complete Sch/Act:	75% / 85%	Estimated Cost:	\$64,955,160
Project Manager:	David Myers	Completion Date:	May 31, 2014	Current Budget:	\$65,000,000
Contractor:	Crossland Heavy Contractors	Relocation Sch/Act:	Not Required	Project Number:	075036
ROW Sch/Act:	4 / 4	12 Feb 2014- All the membranes have been installed in the filter racks and wet testing of the system by PALL should commence 13 Feb 14. Outside site work slowed due to freezing temps the past month. Current schedule is to send finished water to town the week of 24 Mar 2014. 07-Jan-14 PALL representative on site to start process check for membrane installation. Third SCADA coordination meeting will be held this Friday, 10 Jan.			



Project Name:	Long Term Water Supply Plan	% Complete Sch/Act:	30% / 30%	Estimated Cost:	\$129,800
Project Manager:	Jeff Westfall	Completion Date:	January 28, 2014	Current Budget:	\$130,000
Contractor:	HDR Engineering, Inc	Relocation Sch/Act:	Not Required	Project Number:	075036A
ROW Sch/Act:	0 / 0	23-Jan-14 A/E meeting. 22-Jan-14 Draft report rec'd. 31-Dec-13 Project kickoff meeting. 03-Sep-13 BAMA approved HDR Amendment No. 9 to Water System contract. 06-Aug-13 BAMA approved request to OWRB to use Water Plant loan contingency funds for study.			

BAMA Sewer R&C

Project Name:	Aspen Creek Relief Line	% Complete Sch/Act:	65% / 65%	Estimated Cost:	\$94,900
Project Manager:	Jeff Westfall	Completion Date:	February 1, 2014	Current Budget:	\$225,000
Contractor:	HUB, Inc.	Relocation Sch/Act:	0% / 0%	Project Number:	S.1307
ROW Sch/Act:	To be determined	14-Feb-14 90% plans review meeting scheduled. 14-Feb-14 EID public meeting scheduled. 06-Jan-14 casing pipe installed in Florence/Aspen intersection. Jan-14 ER to be sent to OWRB for approval and plans to ODEQ for permit. 30-Dec-13 rec'd 90% plans - under review. 20-Dec-13 met with A/E to discuss City comments on EID and ER. 19-Nov-13 A/E submitted draft Engineering Report, under review. 29-Oct-13 Coord w/A-E on			
Project Name:	South Poplar Avenue Sewer Capacity Evaluation	% Complete Sch/Act:	10% / 50%	Estimated Cost:	\$19,000
Project Manager:	Roger Hughes	Completion Date:	January 31, 2014	Current Budget:	\$225,000
Contractor:	In-house	Relocation Sch/Act:	0% / 0%	Project Number:	S.1308
ROW Sch/Act:	0 / 0	12-Feb-14 Awaiting ODEQ response to BAMA request to close consent order. 31-Jan-14 Complete construction per consent order. 30-Jan-14 BAMA letter reporting construction complete and requesting to close consent order. 13-Nov-13 Sewer line and manholes in, cleanup work remaining. 07-Oct-13 Consent order sewer project 55% complete. 29-Sep-13 Begin construction per consent order. 26-Sep-13 Status report sent to ODEQ. 17-			

BAMA Utilities - Sewer

Project Name:	RMUA Haikey Creek Lift Station Improvements	% Complete Sch/Act:	0% / 0%	Estimated Cost:	\$284,100
Project Manager:	(Enter Construction Manager's Name)	Completion Date:	January 0, 1900	Current Budget:	\$225,000
Contractor:	TBD	Relocation Sch/Act:	Not Required	Project Number:	HC1002
ROW Sch/Act:	0/0	15-Nov-13 A/E to submit 90% plan set. 21-May-13 BAMA approved Amendment No. 4 to A/E agreement (\$61,500 BAMA cost). 28-Nov-12 A/E working on 90% plans. 14-Nov-12 OWRB approved CWSRF loan. 06-Nov-12 Design Review meeting to go over Prelim Plan. 14-Sep-12 A/E to submit Preliminary Design for Odor Control Facility and Screening Structure. 11-May-12 Progress meeting scheduled with A/E and City of Tulsa.			
Project Name:	RMUA Haikey Creek WWTP Disinfection Facilities Improvements	% Complete Sch/Act:	65% / 65%	Estimated Cost:	\$3,723,000
Project Manager:	Roger Hughes	Completion Date:	January 8, 2014	Current Budget:	\$787,000
Contractor:	Black & Veatch	Relocation Sch/Act:	Not Required	Project Number:	HC1102
ROW Sch/Act:	0 / 0	20-Dec-13 No site activity, still waiting on materials. 08-Nov-13 A/E to submit final Engineering Report of year-round UV disinfection. 07-Oct-13 TMUA negotiating with A/E for an Amend for UV design and year round disinfection. 29-May-13 E&C, Utilities toured 3 wastewater plants with UV disinfection. 01-May-13 Amendment for year-round UV disinfection on hold. 13-Feb-13 RMUA meeting scheduled for March re ODEQ			



Project Name:	RMUA Hailkey Creek WWTP Flow Equalization Basin	% Complete Sch/Act:	99/99%/+-	Estimated Cost:	\$1,542,254
Project Manager:	Todd Stallings	Completion Date:	Aug. 25th, 2013	Current Budget:	\$1,110,000
Contractor:	Crossland Heavy	Relocation Sch/Act:	Not Required	Project Number:	HC1103
ROW Sch/Act:	0 / 0	07-Feb-14 CH2M Hill has requested As-built drawings from Crossland and City of Tulsa has final paperwork. Close-out ongoing at this time. 24-Jan-14 Final pay est. forwarded to Tulsa for approval. Project close out doc's being prepared. 17-Jan-14 Received final pay app. from Crossland. Additional work completed and project ready to close-02-Jan-14 No site activity since 06-Dec-13, awaiting materials. 06-Dec-13 Crossland has been			
Project Name:	RMUA Hailkey Creek Activated Sludge Train Rehab	% Complete Sch/Act:	0%/0%	Estimated Cost:	\$1,105,587
Project Manager:	(Enter Construction Manager's Name)	Completion Date:	January 13, 2015	Current Budget:	\$225,000
Contractor:	(Enter Construction Firm's Name)	Relocation Sch/Act:	Not Required	Project Number:	HC1201
ROW Sch/Act:	0 / 0	25-Sep-13 A/E to submit final report for activated sludge train evaluation. 30-Apr-13 A/E submitted revised Amendment No. 1. 05-Mar-13 BAMA approved Amendment No. 1 to A/E contract (\$61,356.56 total, \$30,678.28 BAMA share). 09-Dec-12 Tech Memo No. 1 review. 01-Nov-12 A/E workshop on project. 04-Jun-12 BAMA approved revised A/E contract. 21-Feb-12 BAMA Approval of A/E contract with CH2M Hill (149,817.98			

FY 2012 Parks Capital

Project Name:	Rose West Dog Park	% Complete Sch/Act:	0%/0%	Estimated Cost:	\$34,250
Project Manager:	(Enter Construction Inspector's Name)	Completion Date:	May 23, 2014	Current Budget:	\$20,000
Contractor:	(Enter Construction Firm's Name)	Relocation Sch/Act:	Not Required	Project Number:	126038
ROW Sch/Act:	Not Required	10-Mar-14 Board of Adjustment meeting to approve Zoning Code variance for fences in floodplain. 10-Dec-13 Meeting with A/E to discuss finalization of design for 1st phase. 13-Nov-13 Project construction to be deferred to FY2014-15. Funds diverted to emergency storm sewer repairs at ISSC. Funds might be restored. 18-Sep-13 A/E submitted final (90%) design, under review. 28-May-13 Preliminary design review conference. 17-			
Project Name:	Events Park Extension Master Plan	% Complete Sch/Act:	100% / 100%	Estimated Cost:	\$24,450
Project Manager:	Tom Hendrix	Completion Date:	November 20, 2013	Current Budget:	\$25,000
Contractor:	Alaback Design Associates, Inc.	Relocation Sch/Act:	To be determined	Project Number:	136026
ROW Sch/Act:	To be determined	09-Dec-13 Negotiations with A/E on follow-up agreement for public meetings and subsequent design. 19-Nov-13 Parks Director presented Master Plan to City Council. 08-Nov-13 Consultant submitted budgetary construction estimates. 05-Nov-13 Consultant submitted final plan. 20-Sep-13 Comments and Notice to Proceed with final plan sent to consultant. 22-Aug-13 Revised site plan submittal. 17-Jul-13 Meeting on concepts. 16-May-			

FY2010 CDBG

Project Name:	Central Park Sports Courts	% Complete Sch/Act:	0%/0%	Estimated Cost:	\$36,000
Project Manager:	(Enter Construction Firm's Name)	Completion Date:	April 29, 2014	Current Budget:	\$336,000
Contractor:	(Enter Construction Firm's Name)	Relocation Sch/Act:	Not Required	Project Number:	126036
ROW Sch/Act:	0/0	24-Feb-14 Advertise for bids. 10-Feb-14 A/E submitted bid documents. 20-Dec-13 A/E start finalizing bid documents. 13-Nov-13 CDBG funds available, project bidding/construction to be scheduled. 21-Aug-13 Meeting re possible transfer of funds to Camino Villa Community Center. 01-May-13 Delay construction until after Taste of Summer 29-Jun. 11-Mar-13 Construction to be delayed until after Rooster Days (advertise for bids in			

FY2013 CDBG

Downtown Street Renovations (Iola and Cedar)			
Project Name:	Tom Hendrix	% Complete Sch/Act:	0%/0%
Project Manager:	Cowan Group Engineering, LLC	Completion Date:	May 31, 2014
Contractor:	0/0	Relocation Sch/Act:	Not Required
ROW Sch/Act:	0/0	Estimated Cost:	\$1,077,187
Current Budget:		Current Budget:	\$327,728
Project Number:		Project Number:	ST0916A
13-Feb-14 Concept plan due from A/E. 06-Jan-14 Surveying and ROW due from A/E. 12-Dec-13 A/E kickoff meeting. 02-Dec-13 A/E Notice to Proceed. 19-Nov-13 CC approved A/E agreement. 12-Nov-13 A/E agreement on DAB agenda. 15-Oct-13 \$327,728 CDBG funds and \$641,459 2008 GO Street Bond funds to be used for construction. \$109,800 design cost funded by 2011 GO Streets GO Bond.			

Street Light Fund

New Orleans and University Drive			
Project Name:	Steve Arant	% Complete Sch/Act:	0%/0%
Project Manager:	Streets and Stormwater	Completion Date:	April 16, 2014
Contractor:	0/0	Relocation Sch/Act:	Not Required
ROW Sch/Act:	0/0	Estimated Cost:	\$43,221
Current Budget:		Current Budget:	\$50,000
Project Number:		Project Number:	TS1201
12-Feb-14 Streetlights still not up. 09-Dec-13 S&S sent copy of Purchase Order to PSO and requested status of work. 19-Nov-13 CC approved streetlight purchase (\$43,221.07) from PSO. 13-Sep-13 Except for streetlights, funds moved to Albany, 9th to 23rd. 14-Aug-13 OTA will not allow a signal at University Drive. S&S to install streetlights. NSU to be informed that project will be terminated. 01-May-13 Letter also needs to address			

Cemetery Care Fund

Cemetery Roads Overlay			
Project Name:	Tom Hendrix	% Complete Sch/Act:	0% / 0%
Project Manager:	In-House	Completion Date:	December 20, 2013
Contractor:	0/0	Relocation Sch/Act:	Not Required
ROW Sch/Act:	0/0	Estimated Cost:	\$200,000
Current Budget:		Current Budget:	\$203,000
Project Number:		Project Number:	145112
09-Dec-13 Preliminary quantities determined. 20-Nov-13 Job assigned to E&C.			

Special ODOT Appropriations

Broken Arrow Expressway Lighting Phases 1 and 2			
Project Name:	ODOT	% Complete Sch/Act:	90%/90%
Project Manager:	Midstate Traffic	Completion Date:	May 17, 2013
Contractor:	0/0	Relocation Sch/Act:	Not Required
ROW Sch/Act:	0/0	Estimated Cost:	\$228,348
Current Budget:		Current Budget:	\$6,000
Project Number:		Project Number:	SL1001
12-Feb-14 Project complete, will be deleted from report. 31-Oct-13 ODOT final inspection. 08-Oct-13 All light poles up and lights turned on. 19-Aug-13 Per ODOT inspector, 4 poles due to arrive. This week the contractor will erect poles and fix lights that are out. 14-Aug-13 E&C to prepare letter to ODOT addressing delay. 13-Aug-13 ODOT contractor still delayed awaiting final 4 poles to install. 30-Apr-13 Lights erected up to Aspen			
101st Street Corridor Elm to SH51			
Project Name:	Tom Hendrix	% Complete Sch/Act:	13% / 25%
Project Manager:	Tetra Tech	Completion Date:	February 27, 2014
Contractor:	Not Required	Relocation Sch/Act:	0% / 0%
ROW Sch/Act:	Not Required	Estimated Cost:	\$1,165,202
Current Budget:		Current Budget:	\$1,238,714
Project Number:		Project Number:	STSTPY-
07-Jan-14 Letters sent notifying adjoining property owners of preliminary planning and environmental studies. 31-Oct-14 TO#3 ROW plans and conveyance instruments submittal. 30-Sep-14 TO#3 Revised preliminary (65%) plans submittal. 31-Aug-14 TO#3 ROW and utility review meeting. 31-Jul-14 TO#3 Preliminary (65%) plans submittal. 30-Jun-14 TO#3 Geotech investigation and pavement section recommendation. 30-Apr-14 TO#3			

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*INTEROFFICE MEMO*

**To:** Honorable Mayor and City Councilors  
**From:** Thomas M. Moton, Jr., City Manager  
**Date:** February 18, 2014  
**Re:** City Council Study Session – February 18 Reminder on Comprehensive Cost of Service (Utilities)

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The Tuesday, February 18 Study Session starting at 4:15 pm will be dedicated to the utilities operations---water, sanitary sewer, and storm water. Staff has researched records to locate the last cost of service utility study and have been unable to locate one. Thus, staff believes this will be the first comprehensive study conducted. The significance of the cost of service study includes the following elements:

- To provide an overview of utility rate setting fundamentals and industry best practices;
- To help ensure all direct and indirect costs associated with service delivery is identified;
- To assess the current rate structures' ability to meet current and future needs; and
- To assess the current rate structures' ability to spread the cost of service equitably to each customer class based on each customer class's impact on operating costs.

A presentation on the cost of service study will be presented by Black and Veatch, a firm with expertise in this field and an extensive array of clients, which are smaller, similar and larger than Broken Arrow's utility system. Following that presentation, Utilities Director Anthony Daniel and Utilities staff will present its 2014 water and sanitary sewer Utilities Needs Assessment report.

Respectively submitted,



Thomas M. Moton, Jr. ICMA-CM  
City Manager



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*INTEROFFICE MEMO*

**To: Thomas Moton Jr., City Manager**  
**CC: Bill Cade, Sanitation Manager**  
**From: Lee Zirk, General Services Director**  
**Date: February 12, 2014**  
**Re: Spring Clean-up (Free dump day) 2014**

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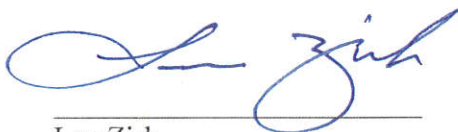
The City offers to its citizens a free dump day twice a year; once in the Spring and again in the Fall. The Sanitation Division has scheduled this year's free dump day for Saturday May 3, 2014 from 7:00 AM to 4:00 PM. As in the past, this event occurs the first weekend in May. During this event we expect to see between 500 and 700 residents participate in the event. The amount of participation in the event depends greatly on the weather, with costs directly related to the participation rate. Sanitation budgets for this event each year; historically, costs have been between \$9,000 and \$12,000 in tipping (dump) fees.

The location for the dump day is the Waste Management Quarry Landfill located at 13720 E. 46<sup>th</sup> St. North. This is easily accessible by traveling North on Hwy 169 to the East bound exit at 46<sup>th</sup> St N. The entrance to the landfill is approximately one mile East of Hwy 169 on the South side of 46<sup>th</sup> St. N.

Residents of Broken Arrow may dump free with proof of residency by presenting a driver's license with a Broken Arrow address or a recent Broken Arrow utility bill. Four to five Sanitation employees will be on site to verify residency, answer questions, log participation and assist with directions within the landfill site.

Any household waste can be dropped off except for the following items: Hazardous materials, liquids (such as paint in liquid form, gasoline, used oil, etc.), batteries, fluorescent light bulbs, untreated medical waste, and compressed gas cylinders. Refrigerators, air conditioners, freezers or Freon containing items will be accepted with the proper documentation that the refrigerant has been properly removed by a licensed CFC technician. There will be a \$2 fee for each car tire, \$4 fee for each truck tire.

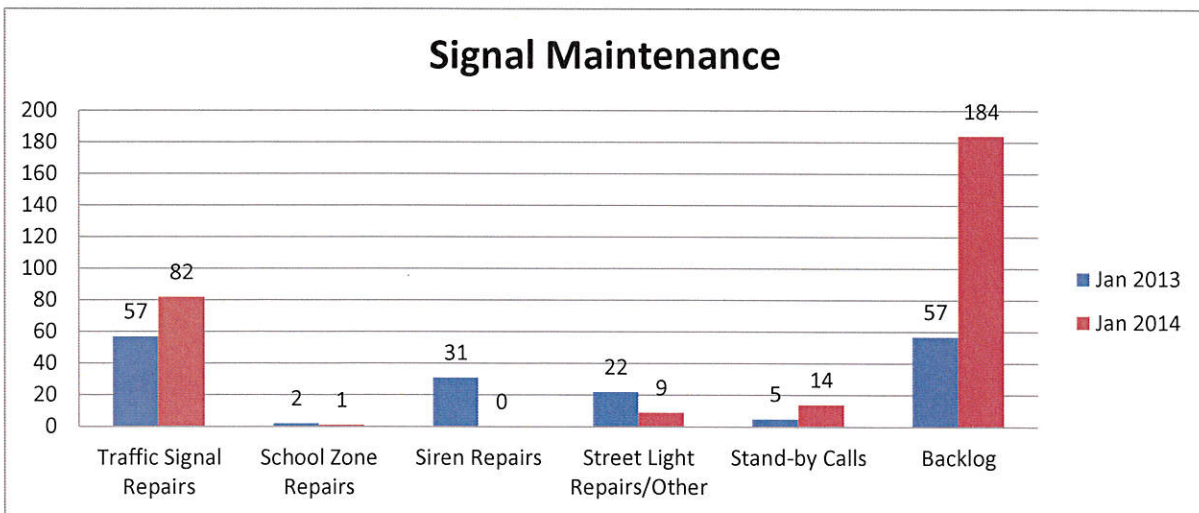
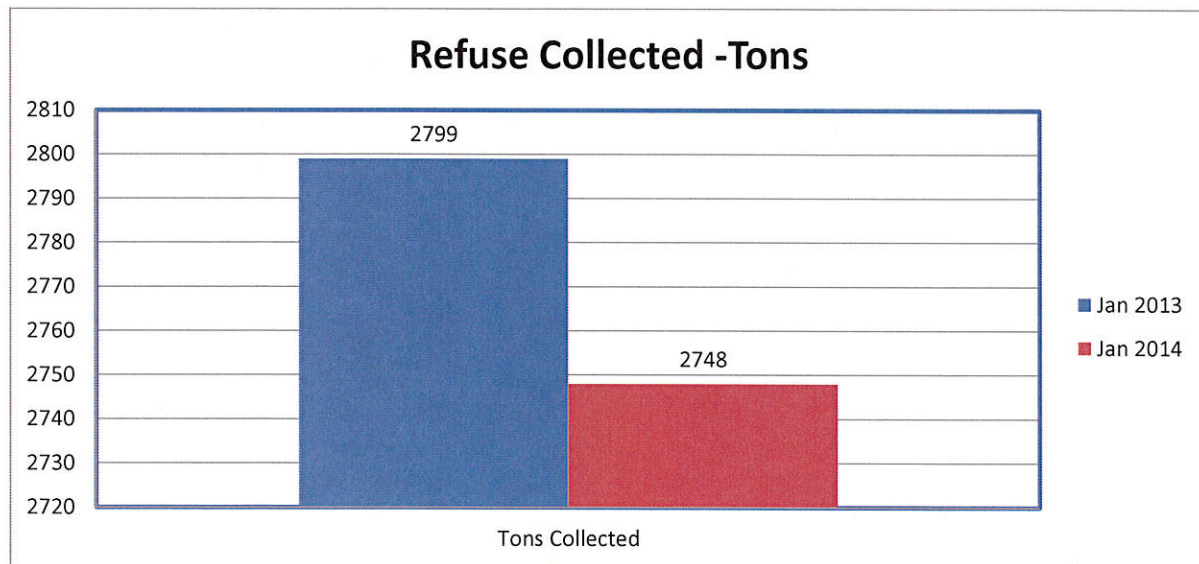
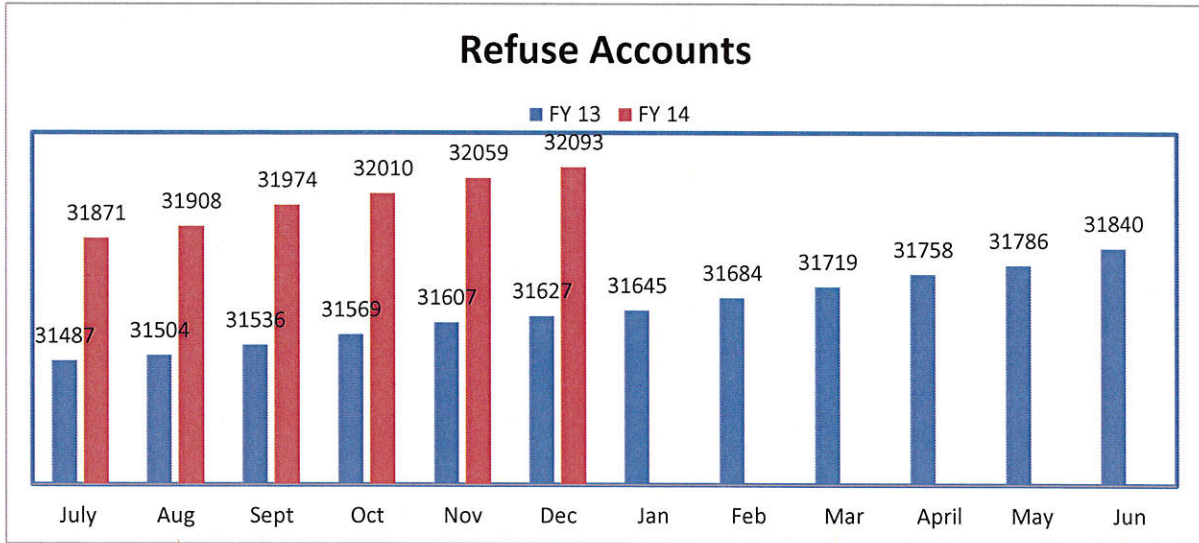
If you have any questions or concerns please contact me.



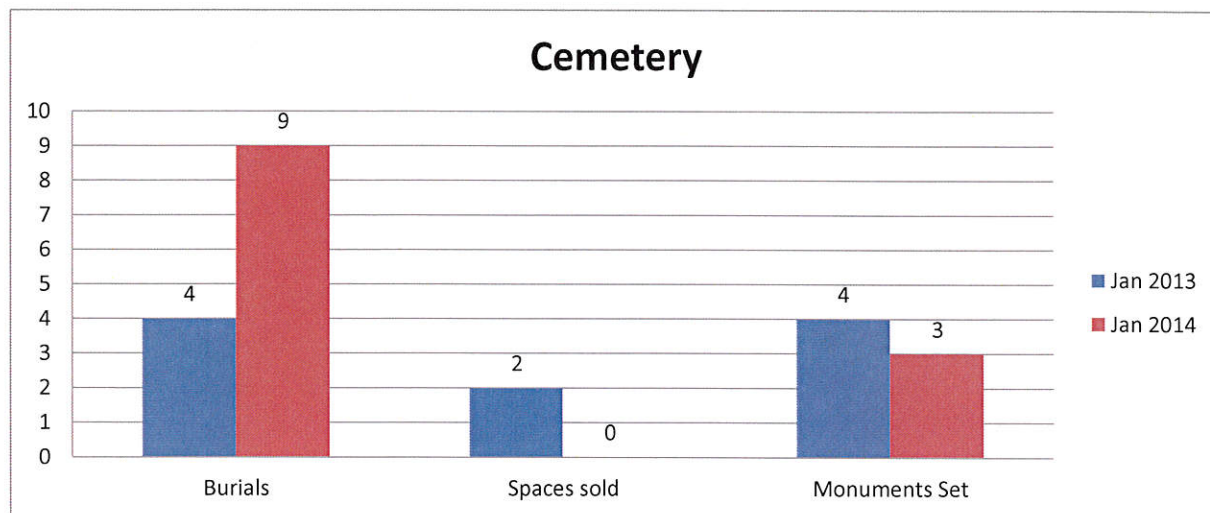
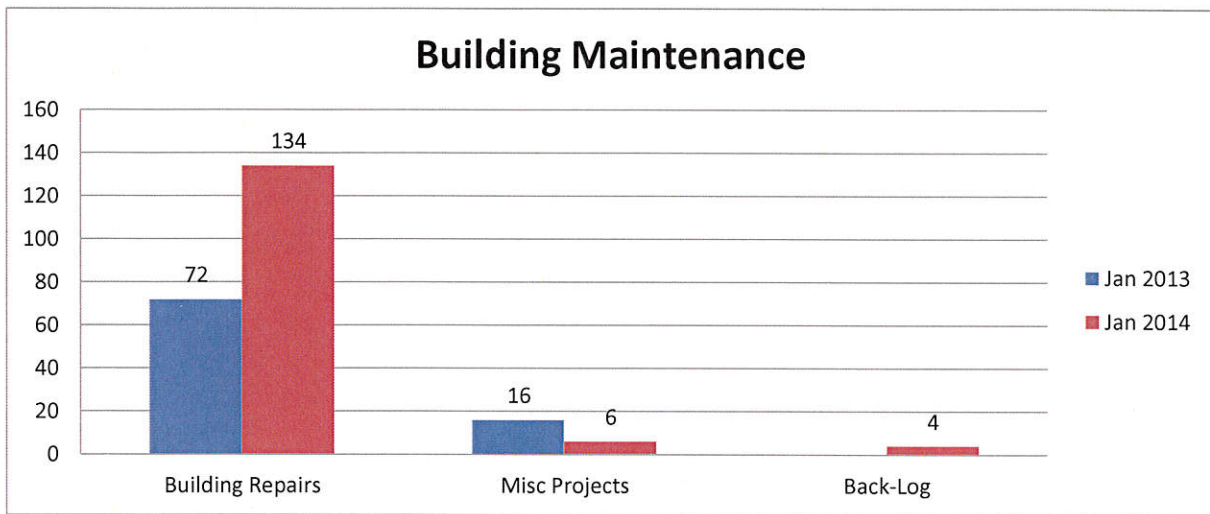
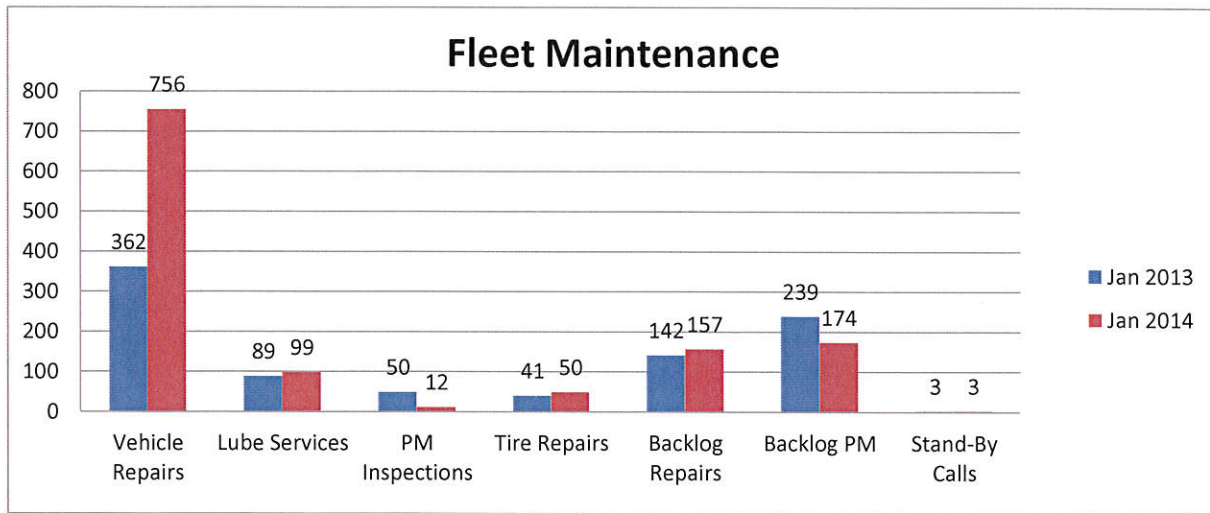
Lee Zirk

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# General Services Monthly Report January 2014

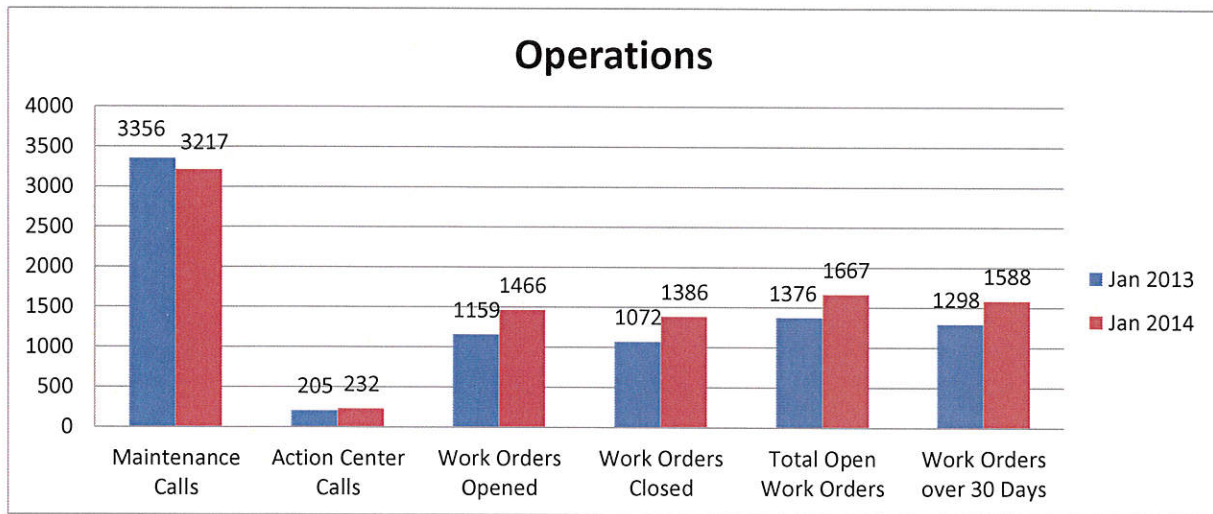
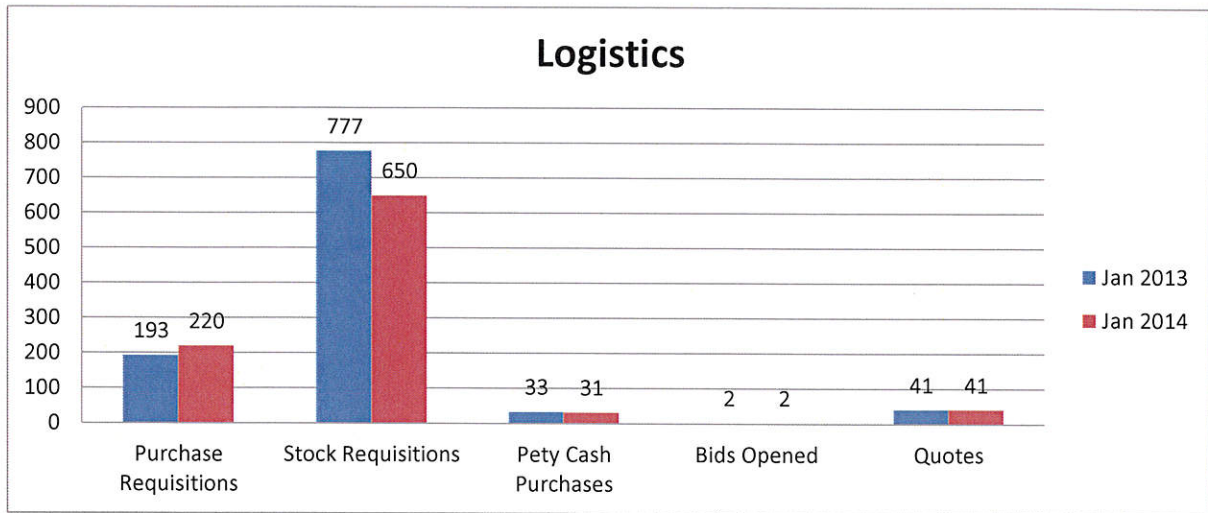


# General Services Monthly Report January 2014





# General Services Monthly Report January 2014





**To:** Thomas M. Moton, Jr., City Manager

**From:** David N. Boggs, Chief of Police

**Date:** February 14, 2014

**Re:** **New Public Safety Complex**

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On Friday, February 21<sup>st</sup>, the Police Department and Fire Administration will move to the new Public Safety Complex, 1101 North 6<sup>th</sup> Street. Our goal is to be fully operational at our new location at 8:00 am on Monday, February 24<sup>th</sup>, 2014.

The Dispatch Center will move on or about March 18<sup>th</sup>, as some of the necessary 911 phone connections will take additional time to complete.

Our Records Division, out of necessity, will have to be closed to the public on Friday, February 21<sup>st</sup>, but will resume normal business hours beginning Monday the 24<sup>th</sup>.

There will be no interruption in 911 and Non-Emergency Calls for Service during this time but obviously calls to individual detectives or administrative staff might be delayed during that single day while the move takes place.

An Open House and opportunities for facility tours and a ribbon cutting ceremony will be announced in the near future and will be coordinated with the Council members and appropriate city staff.

I want to thank everyone for their patience and assistance in making this possible and for their understanding as this transition takes place.

If you have any questions, please don't hesitate to call.

DNB:trl

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**INTEROFFICE MEMO**

**To:** Thomas M. Moton, Jr., City Manager

**From:** Tom Caldwell, Director of Finance *Tom*

**Date:** February 13, 2014

**Re:** Sales Tax Report

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Staff reports on sales, use and tobacco taxes are attached for your information.

The sales tax remittance for February, 2014 as compared to February 2013 increased by \$179,702 or 5.75%. This brings the year-to-date receipts up to \$848,679 or 3.54% over the same time period as last year. However, receipts for this period are \$566,531 or 2.23% less than forecast.

The use tax receipts for February increased \$7,225 or 3.70% over the same period last year. Year-to-date use tax receipts are up 2.41% or \$31,102. Tobacco tax receipts in February are down \$9,556 or 26.71% compared to 2013 are less than the same time period for last year by \$20,004.

Please see the attached Sales Tax Report.

CITY OF BROKEN ARROW  
SALES TAX REVENUE ANALYSIS

COMPARISON TO BUDGET (2013-2014)

COMPARISON TO PRIOR YEAR

PERCENTAGE  
INCREASE / <DECREASE>

MONTH	BUDGET	ACTUAL	DIFFERENCE	2012-2013	2013-2014	AMOUNT	BUDGET	PRIOR YR
	AMOUNT	AMOUNT		ACTUAL	ACTUAL	<DECREASE>		
JULY	3,151,544	3,041,463	(110,081)	3,052,667	3,041,463	(11,204)	-3.49%	-0.37%
AUGUST	3,248,819	3,118,713	(130,106)	3,335,569	3,118,713	(216,856)	-4.00%	-6.50%
SEPTEMBER	3,112,302	2,964,784	(147,518)	2,851,746	2,964,784	113,038	-4.74%	3.96%
OCTOBER	3,154,738	2,997,315	(157,423)	2,905,360	2,997,315	91,955	-4.99%	3.17%
NOVEMBER	2,940,112	3,014,560	74,448	2,770,455	3,014,560	244,105	2.53%	8.81%
DECEMBER	3,071,087	3,146,633	75,546	2,778,885	3,146,633	367,748	2.46%	13.23%
JANUARY	3,250,022	3,208,427	(41,595)	3,128,236	3,208,427	80,191	-1.28%	2.56%
FEBRUARY	3,435,215	3,305,413	(129,802)	3,125,711	3,305,413	179,702	-3.78%	5.75%
MARCH	2,955,199	0	0	2,748,923	0	0	0.00%	0.00%
APRIL	2,884,439	0	0	2,697,298	0	0	0.00%	0.00%
MAY	3,110,153	0	0	2,827,354	0	0	0.00%	0.00%
JUNE	3,097,370	0	0	2,857,904	0	0	0.00%	0.00%
<b>TOTAL</b>	<b>37,411,000</b>	<b>24,797,308</b>	<b>(566,531)</b>	<b>35,080,108</b>	<b>24,797,308</b>	<b>848,679</b>	<b>-2.23%</b>	<b>3.54%</b>

GENERAL FUND

SALES TAX  
CAPITAL IMPROVEMENT FUND

BROKEN ARROW MUNICIPAL AUTHORITY  
SALES TAX

MONTH	ACTUAL	ACTUAL	DIFFERENCE	ACTUAL	ACTUAL	DIFFERENCE	ACTUAL	ACTUAL	DIFFERENCE
	2012-2013	2013-2014		2012-2013	2013-2014		2012-2013	2013-2014	
JULY	1,526,334	1,520,732	(5,603)	508,779	506,912	(1,867)	1,017,555	1,013,820	(3,735)
AUGUST	1,667,785	1,559,357	(108,429)	555,929	519,787	(36,142)	1,111,855	1,039,570	(72,285)
SEPTEMBER	1,425,873	1,482,392	56,519	475,292	494,132	18,840	950,581	988,260	37,679
OCTOBER	1,452,680	1,498,658	45,978	484,228	499,553	15,325	968,452	999,104	30,652
NOVEMBER	1,385,228	1,507,280	122,052	461,743	502,428	40,685	923,484	1,004,852	81,368
DECEMBER	1,389,443	1,573,317	183,874	463,148	524,440	61,292	926,294	1,048,877	122,583
JANUARY	1,564,118	1,604,214	40,096	521,374	534,739	13,365	1,042,744	1,069,475	26,731
FEBRUARY	1,562,856	1,652,707	89,851	520,953	550,903	29,950	1,041,903	1,101,803	59,900
MARCH	1,374,462	0	0	458,155	0	0	916,307	0	0
APRIL	1,348,649	0	0	449,551	0	0	899,098	0	0
MAY	1,413,677	0	0	471,227	0	0	942,450	0	0
JUNE	1,428,952	0	0	476,318	0	0	952,634	0	0
<b>TOTAL</b>	<b>17,540,057</b>	<b>12,398,654</b>	<b>424,337</b>	<b>5,846,697</b>	<b>4,132,893</b>	<b>141,447</b>	<b>11,693,357</b>	<b>8,265,761</b>	<b>282,893</b>

Total Sales Tax Check

MONTH	ACTUAL	ACTUAL	DIFFERENCE	ACTUAL	ACTUAL	DIFFERENCE
	2012-2013	2013-2014		2012-2013	2013-2014	
JULY	0	0	0	3,052,667	3,041,463	(11,204)
AUGUST	0	0	0	3,335,569	3,118,713	(216,856)
SEPTEMBER	0	0	0	2,851,746	2,964,784	113,038
OCTOBER	0	0	0	2,905,360	2,997,315	91,955
NOVEMBER	0	0	0	2,770,455	3,014,560	244,105
DECEMBER	0	0	0	2,778,885	3,146,633	367,748
JANUARY	0	0	0	3,128,236	3,208,427	80,191
FEBRUARY	0	0	0	3,125,711	3,305,413	179,702
MARCH	0	0	0	2,748,923	0	0
APRIL	0	0	0	2,697,298	0	0
MAY	0	0	0	2,827,354	0	0
JUNE	0	0	0	2,857,904	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>35,080,108</b>	<b>24,797,308</b>	<b>848,679</b>

Jay L. Heinrichs  
02/10/2014



City of Broken Arrow

Sales Tax

Percentage Increase/Decrease by Year

Month Received	2009-2010	% Inc/Dec	2010-2011	% Inc/Dec	2011-2012	% Inc/Dec	2012-2013	% Inc/Dec	2013-2014
July	\$ 2,544,247.96	2.25%	\$ 2,601,595.46	2.21%	\$ 2,659,194.92	14.80%	\$ 3,052,667.19	-0.37%	\$ 3,041,463.35
August	2,525,576.81	6.27%	2,683,813.82	3.21%	2,769,989.02	20.42%	3,335,569.12	-6.50%	3,118,713.11
September	2,493,530.16	9.54%	2,731,522.43	-2.60%	2,660,577.70	7.19%	2,851,746.24	3.96%	2,964,784.12
October	2,435,444.25	8.90%	2,652,242.60	6.53%	2,825,459.86	2.83%	2,905,360.29	3.17%	2,997,315.08
November	2,160,365.11	14.35%	2,470,457.51	6.82%	2,639,013.77	4.98%	2,770,454.53	8.81%	3,014,559.68
December	2,661,166.28	-5.98%	2,501,926.36	7.81%	2,697,421.10	3.02%	2,778,884.71	13.23%	3,146,632.69
January	2,507,827.05	6.81%	2,678,525.75	6.76%	2,859,678.57	9.39%	3,128,236.30	2.56%	3,208,426.82
February	2,857,580.35	-0.31%	2,848,689.26	9.02%	3,105,771.79	0.64%	3,125,711.37	5.75%	3,305,413.24
March	2,343,415.57	5.18%	2,464,902.30	5.15%	2,591,952.96	6.06%	2,748,922.96		
April	2,387,596.87	-0.58%	2,373,742.65	11.78%	2,653,266.24	1.66%	2,697,298.12		
May	2,560,177.49	3.66%	2,653,778.11	6.33%	2,821,647.84	0.20%	2,827,354.20		
June	2,667,423.93	-3.67%	2,569,523.76	5.34%	2,706,818.00	5.58%	2,857,904.23		
<b>Total</b>	<b>\$30,144,351.83</b>	<b>3.60%</b>	<b>\$ 31,230,720.01</b>	<b>5.64%</b>	<b>\$32,990,791.77</b>	<b>6.33%</b>	<b>\$35,080,109.26</b>		<b>\$24,797,308.09</b>
<b>Year-To-Date</b>	<b>\$ 20,185,737.97</b>	<b>4.87%</b>	<b>\$ 21,168,773.19</b>	<b>4.95%</b>	<b>\$22,217,106.73</b>	<b>7.79%</b>	<b>\$ 23,948,629.75</b>	<b>3.54%</b>	<b>\$24,797,308.09</b>

The above does not include any interest earnings.

Sales Tax by year

Jay L. Heinrichs  
02/10/2014

City of Broken Arrow

Use Tax

Percentage Increase/Decrease by Year

Month Received	2009-2010	% Inc/Dec	2010-2011	% Inc/Dec	2011-2012	% Inc/Dec	2012-2013	% Inc/Dec	2013-2014
July	\$ 178,129.21	-27.78%	\$ 128,653.73	9.78%	\$ 141,242.19	12.63%	\$ 159,078.17	0.07%	\$ 159,186.98
August	145,509.81	26.58%	184,179.81	-26.19%	135,945.48	31.78%	179,155.17	7.25%	192,135.64
September	121,499.98	68.70%	204,965.33	-9.52%	185,459.34	-5.61%	175,063.12	-3.49%	168,960.62
October	182,698.28	-19.00%	147,981.56	29.32%	191,376.01	-33.36%	127,536.87	22.69%	156,469.61
November	125,785.01	26.58%	159,215.35	31.63%	209,577.21	-55.50%	93,254.48	49.62%	139,531.53
December	92,114.77	115.21%	198,235.99	-22.15%	154,323.86	1.66%	156,879.40	-2.80%	152,479.37
January	154,198.66	38.61%	213,739.69	-12.50%	187,014.36	8.68%	203,253.62	-26.53%	149,334.27
February	123,622.36	54.83%	191,407.17	17.25%	224,420.69	-13.04%	195,145.53	3.70%	202,370.13
March	85,929.57	50.71%	129,508.03	12.35%	145,504.92	-2.33%	142,120.00		
April	144,850.29	-11.16%	128,681.79	48.28%	190,813.83	-24.83%	143,444.19		
May	155,290.38	-8.11%	142,689.36	1.28%	144,511.85	8.43%	156,695.98		
June	143,768.21	104.65%	294,219.66	-34.16%	193,702.66	-2.51%	188,841.59		
Total	\$ 1,653,396.53	28.43%	\$ 2,123,477.47	-0.92%	\$ 2,103,892.40	-8.72%	\$ 1,920,468.12		\$ 1,320,468.15
Year-to Date	\$ 1,123,558.08	27.13%	\$ 1,428,378.63	0.07%	\$ 1,429,359.14	-9.79%	\$ 1,289,366.36		\$ 1,320,468.15

USE TAX

Jay L. Heinrichs  
02/10/2014

City of Broken Arrow  
Tobacco Tax

Percentage Increase/Decrease by Year

Month Received	2009-2010	% Inc/Dec	2010-2011	% Inc/Dec	2011-2012	% Inc/Dec	2012-2013	% Inc/Dec	2013-2014
July	\$ 35,237.62	27.80%	\$ 45,032.11	7.05%	\$ 48,205.05	-15.64%	\$ 40,665.78	-11.58%	\$ 35,956.03
August	39,726.63	-10.31%	35,632.30	7.96%	38,466.86	10.06%	42,337.43	-8.92%	38,559.52
September	27,865.70	43.49%	39,984.00	1.30%	40,501.86	30.65%	52,914.27	-17.97%	43,407.70
October	36,832.96	15.83%	42,662.44	7.28%	45,770.12	-35.88%	29,347.82	2.00%	29,933.41
November	30,717.23	14.52%	35,175.90	2.16%	35,937.02	5.90%	38,057.54	-2.09%	37,261.12
December	33,412.78	-1.05%	33,061.18	27.28%	42,080.04	-14.89%	35,813.26	10.39%	39,532.64
January	40,067.22	2.74%	41,163.74	-4.55%	39,290.53	-2.30%	38,388.42	10.52%	42,426.00
February	31,177.79	-7.28%	28,908.30	25.55%	36,294.46	-1.43%	35,774.02	-26.71%	26,218.33
March	31,115.41	11.85%	34,803.03	10.11%	38,322.15	-19.03%	31,029.81		
April	39,742.95	6.85%	42,463.63	-6.38%	39,752.83	-15.00%	33,790.15		
May	35,337.22	-5.31%	33,462.38	13.27%	37,904.04	2.43%	38,826.86		
June	35,375.00	11.45%	39,424.28	8.28%	42,689.64	-6.65%	39,851.29		
Total	\$ 416,608.51	8.44%	\$ 451,773.29	7.40%	\$ 485,214.60	-5.86%	\$ 456,796.65		\$ 293,294.75
Y-T-D	\$ 275,037.93	9.66%	\$ 301,619.97	8.26%	\$ 326,545.94	-4.06%	\$ 313,298.54		\$ 293,294.75

Tabacco Tax

Jay L. Heinrichs  
02/11/2014



Sales Tax Income Comparison FY 2013 to FY 2014

Last Updated: 02/11/14

Month Received	Increase Decrease	%Increase %Decrease	Sales Tax 2012-2013	Use Tax 2012-2013	Tobacco Tax 2012-2013	Total 2012-2013	Sales Tax 2013-2014	Use Tax 2013-2014	Tobacco Tax 2013-2014	Total 2013-2014
July	\$15,805	-0.49%	\$ 3,052,667	\$ 159,078	\$ 40,666	\$ 3,252,411	\$ 3,041,463	\$ 159,187	\$ 35,956	\$ 3,236,606
August	\$207,652	-5.84%	\$ 3,335,569	\$ 179,155	\$ 42,337	\$ 3,557,061	\$ 3,118,713	\$ 192,136	\$ 38,560	\$ 3,349,409
September	\$97,430	3.16%	\$ 2,851,746	\$ 175,063	\$ 52,914	\$ 3,079,723	\$ 2,964,784	\$ 168,961	\$ 43,408	\$ 3,177,153
October	\$121,473	3.97%	\$ 2,905,360	\$ 127,537	\$ 29,348	\$ 3,062,245	\$ 2,997,315	\$ 156,470	\$ 29,933	\$ 3,183,718
November	\$289,586	9.98%	\$ 2,770,455	\$ 93,254	\$ 38,058	\$ 2,901,767	\$ 3,014,560	\$ 139,532	\$ 37,261	\$ 3,191,353
December	\$367,068	12.35%	\$ 2,778,885	\$ 156,879	\$ 35,813	\$ 2,971,577	\$ 3,146,633	\$ 152,479	\$ 39,533	\$ 3,338,645
January	\$30,309	0.90%	\$ 3,128,236	\$ 203,254	\$ 38,388	\$ 3,369,878	\$ 3,208,427	\$ 149,334	\$ 42,426	\$ 3,400,187
February	\$177,370	5.28%	\$ 3,125,711	\$ 195,146	\$ 35,774	\$ 3,356,631	\$ 3,305,413	\$ 202,370	\$ 26,218	\$ 3,534,001
March		0.00%	\$ 2,748,923	\$ 142,120	\$ 31,030	\$ 2,922,073				
April		0.00%	\$ 2,697,298	\$ 143,444	\$ 33,790	\$ 2,874,532				
May		0.00%	\$ 2,827,354	\$ 156,696	\$ 38,827	\$ 3,022,877				
June		0.00%	\$ 2,857,904	\$ 188,842	\$ 39,851	\$ 3,086,597				
Total			\$ 35,080,108	\$ 1,920,468	\$ 456,796	\$ 37,457,372	\$ 24,797,308	\$ 1,320,469	\$ 293,295	\$ 26,411,072
To-Date	\$859,779	3.36%	\$ 23,948,629	\$ 1,289,366	\$ 313,298	\$ 25,551,293	\$ 24,797,308	\$ 1,320,469	\$ 293,295	\$ 26,411,072



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**INTEROFFICE MEMO**

**To:** Thomas M. Moton, Jr., City Manager

**From:** James L. Annas, Acting Fire Chief



**Date:** February 14, 2014

**Re:** January 2014 Monthly Report

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Please see the attached reports detailing:

EMS Responses

Fire Responses

Fire Prevention Inspections

Fire Investigations



Broken Arrow Fire Department Monthly Report  
January 2014

Page 1 of 4

	<u>This Fiscal Year</u>	<u>Last Fiscal Year</u>	<u>Percentage Change</u>
EMS Responses	721	621	16%
Fire Responses	246	188	31%
Fire Prevention Inspections	61	7	771%
Fire Investigations	15	8	87%
Total Training Hours	2083.5	3881	-46%



Broken Arrow Fire Department Monthly Report  
January 2014

	Station	Assist Other Stations	Assist EMS	
District 1	49	18	88	This Month
	305	111	510	Total Fiscal Year
District 2	68	14	30	This Month
	343	71	539	Total Fiscal Year
District 3	19	14	30	This Month
	111	59	224	Total Fiscal Year
District 4	33	07	44	This Month
	210	29	260	Total Fiscal Year
District 5	49	13	102	This Month
	332	58	610	Total Fiscal Year
District 6	51	16	76	This Month
	306	78	477	Total Fiscal Year
Total	269	82	421	This Month
	1607	406	2620	Total Fiscal Year
	<b>8.7</b>	<b>2.6</b>	<b>13.6</b>	<b>Total Number Runs per Day</b>



Broken Arrow Fire Department Monthly Report  
January 2014

Fire Suppression Average Response Times

	This Month	Same Month Last F/Y	Total This F/Y	Total Last F/Y
Station #1 Eng 1	4:17	3:10	4:16	3:27
Station #2 Eng 2	5:18	4:10	5:12	4:16
Station #3 Eng 3	5:22	4:00	5:18	3:57
Station #4 Eng 4	6:07	6:32	6:15	6:15
Station #5 Eng 5	4:25	4:10	4:11	4:20
Station #6 Eng 6	4:19	4:00	4:30	4:20
<b>Total Average</b>	<b>4:58</b>	<b>4:20</b>	<b>4:58</b>	<b>4:25</b>

BAFD Bench Mark Average Time - 1st in Engine 5:00, 2nd in Engine 7:00

EMERGENCY MEDICAL SERVICES

EMS Unit Run Destinations

Saint Francis - Tulsa	146	Hillcrest MC South	66
Saint Francis South	120	Hillcrest MC Tulsa	18
Saint John MC - Tulsa	68	OSU Medical Center	3
Saint John MC -BA	89		

EMS Runs by Type

	This Month	Same Month Last F/Y	Total This F/Y	Total Last F/Y
Numbers of Runs	721	621	4372	4077
Transports	523	488	3374	3166
Persons Treated	556	503	3511	3244
Cancelled En-route	18	13	72	65
EMS Suppression	161	112	907	858



Broken Arrow Fire Department Monthly Report  
January 2014

EMS Revenue	This Month	Fiscal Year to Date
Charges for the Month Intermedix	\$0.00	\$1,127,406.58
Charges for the Month EMS/MC	\$ 621,120.58	\$ 2,311,676.86
<b>TOTAL CHARGES</b>	<b>\$ 621,120.58</b>	<b>\$ 3,439,083.44</b>
Received by Intermedix	\$ 2,739.19	\$ 717,905.14
Paid to Intermedix by City of BA	\$ (4,202.77) XX	\$ (42,881.33)
Sub-Total Received for Month	\$ (1,463.58)	\$ 675,023.81
Received by EMSMC	\$ 133,418.87	\$ 337,297.36
Paid to EMSMC	\$ (\$7,884.19)	\$ (\$18,301.00)
Sub-Total received for Month	\$ 125,534.68	\$ 318,996.36
<b>TOTAL RECEIVED</b>	<b>\$124,117.10</b>	<b>\$ 994,020.17</b>
Percentile Rate of collection to Date	20%	29%
Percentile Rate of collection Same Month last year	33%	34%

XX - This month Intermedix showed City of BA over paid by \$4,35 \$ 4,202.77

EMS Average Response Times

	This Month	Same Month Last F/Y	Total This F/Y	Total Last F/Y
Station #1 Sq-1	3:46	3:56	3:52	3:38
Station #2 Sq-2	5:10	5:39	4:53	4:49
Station #3 Sq-3	4:28	4:21	4:27	4:06
Station #4 Sq-4	5:29	5:44	5:20	5:51
Station #5 Sq-5	3:39	3:12	3:48	3:16
Station #6 Sq-6	4:33	4:49	4:28	4:42
<b>Total Average</b>	<b>4:31</b>	<b>4:37</b>	<b>4:30</b>	<b>4:24</b>

BAFD Bench Mark Average Time 5:00

**To:** Thomas M. Moton, Jr., City Manager  
**From:** Scott Esmond, Director Recreation, Parks, Cultural Affairs & Tourism  
**CC:** Lori Hill, Tourism Director  
**Date:** February 14, 2014  
**Re:** Farmers Market Activities

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Please find attached a report of activities that occurred at the Farmers Market for calendar year 2013, and planned activities for calendar year 2014. As we have discussed, it's our goal to increase programming of the Farmers Market this calendar year and to continue with that momentum in to the future.

At the March 18, 2014 City Council meeting we plan to introduce the Cultural Affairs and Tourism Staff and to present some of the activities planned for calendar year 2014 at the Farmers Market.

Please contact me if you have any questions.

Attachment: Farmers Market Activities Report

### **2013 Farmers Market Use**

- 27 weeks of farmers markets
- July 13<sup>th</sup> the market hosted KRMG Radio's Allen Storjohann's live remote "Master Gardener" radio program. While it wasn't a separate event from the market, the crowds were well in excess of 2000 attending. An average market day sees 450-600 attending
- The Rooster Run Started and Finished at the Market Plaza
- The Class of 1984 Reunion
- The Class of 1987 Reunion
- Hooper wedding reception
- Williams wedding reception
- Two events had been planned for October at the Market Plaza. "Wine, Eats and Easels" and "Grills and Grilles" carshow /cookoff. The "Wine Eats and Easels" committee, after 6 months of planning, decided cancel the October event in late August and reschedule for June 2014. The "Grills and Grilles" committee opted to cancel this event, also after several months of planning, because of construction on Main Street.
- The Homecoming Parade concluded at the market plaza and a pep rally was held that evening
- "Night Out Against Crime", in conjunction with the Main Street Merchants, "Fun and Games on Main" event, utilized the market plaza for their event.
- A children's choir performed at the plaza in conjunction with the Main Street Merchants " Holiday Teaoff"
- The Chamber of Commerce's "Santa Run" 5K, utilized the plaza to start and finish their run.

### **2014 Farmers Market Event Plans**

- Farmers market will begin on April 19 through October 4. Another KRMG live remote is being planned. Availability of talent isn't secured at this time
- The Chamber will utilize the plaza for their Rooster Run in May.
- Meetings are taking place with Zack Pfaff, owner of SpokeHouse Bicycles, on a Friday Night/Saturday afternoon bicycle race, May 23 and 24, in the Rose District. The market will be used as a start /finish point as well as a post-race party for participants and observers
- "Wine East and Easels" will return in 2014. The Broken Arrow Neighbors fundraiser is scheduled for June 13<sup>th</sup> at the Farmers Market, Museum and Main St from El Paso to Ft Worth



- Meetings are taking place with Alisa Inglett of the BA Arts Council to schedule events the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays throughout the year. At this time we are planning evenings of live music, art for sale, Native American educational presentations, dance, drumming, lectures and vendors are being discussed for Native American presentations. We are also talking with local astronomy enthusiasts to offer lectures and a variety of onsite telescopes for the general public to view the night skies.
- Discussions are taking place with Ann Gaebe, with the library, regarding a kid's summer library series at the market pavilion.
- Planning with Bryan Hurling have started to fill the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays through late spring and summer for "Singer /Songwriter" showcases along with a musical co-op of female ,"red dirt" musicians to provide Thursday evening performances. These will be more of a come and go type event at the Market
- "Grills and Grilles" carshow/cookoff is planned to take place October 11<sup>th</sup>, using the market plaza for the cookoff and judging.
- It is anticipated that all of 2013's 5k runs, parades and annual events that have used the plaza will continue to use the market plaza in some way, as in past years.
- Three inquiries for class reunions for 2014 have been made.

## **2. GENERAL CORRESPONDANCE / NOTIFICATION**

*INTEROFFICE MEMO*

**To: Thomas Moton Jr., City Manager**

**From: Norm Stephens, Assistant to the City Manager / Economic Development  
Coordinator**

**Date: February 13, 2014**

**Re: NTC / Warren Theatre Construction**

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I received the attached pictures from Bill Warren this week. Although the weather has been a challenge, construction of the theatre is moving forward. It is exciting to see the progress on a wonderful project.

## NEW WARREN THEATRE GOING UP-FEBRUARY 12, 2014



Photo 1 – The South wall of the Core (Grands & Lobby) area. By week's end this area will be enclosed on three sides (back and two sides). Walls on the north stadium wing could start next week (they are setting forms and pouring walls now).



Photo 2 – Steel is moving along well and there is a lot of steel on site so work will not be impeded by lack of material. Note the FIRST roof truss spanning #8 Grand.



## NEW WARREN THEATRE GOING UP-FEBRUARY 12, 2014



Photo 3 – Closer look showing the roof truss. They are prepping for more roof work.

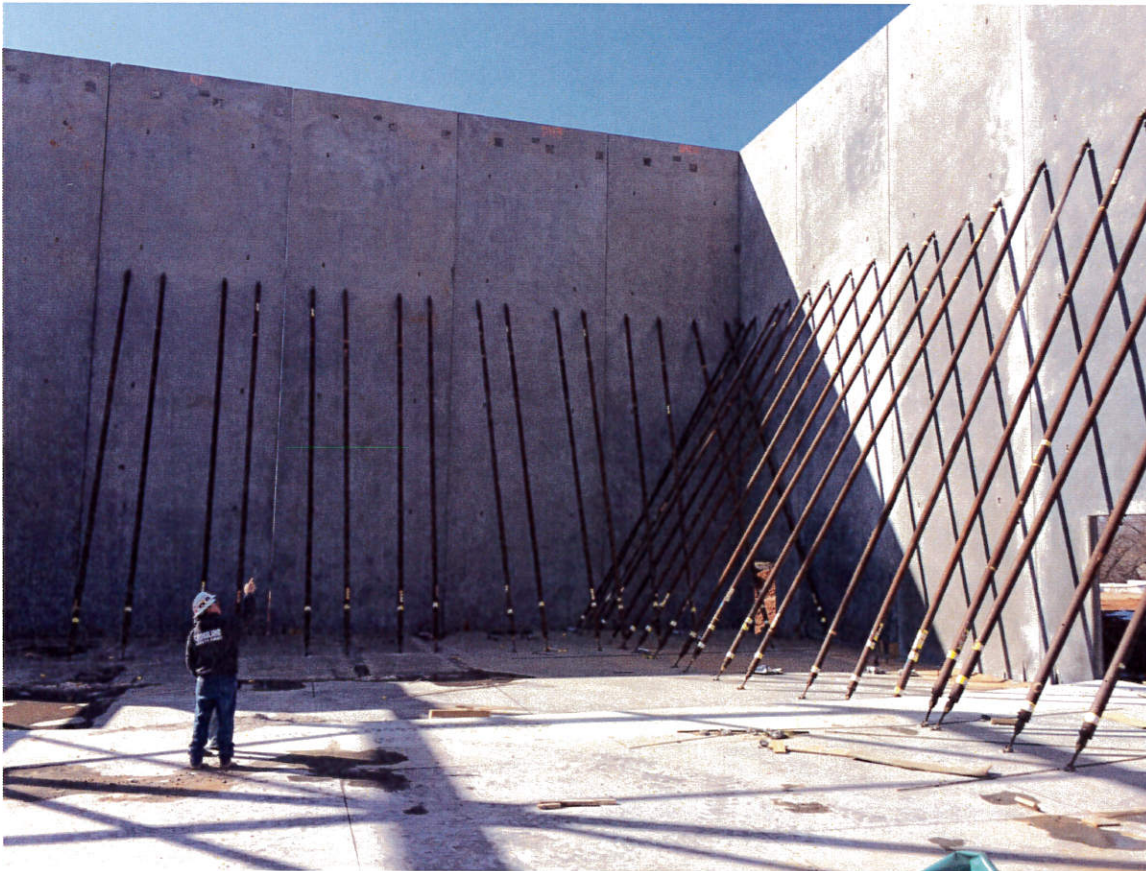


Photo 4 – The northwest corner of #8 Grand is enclosed. There are only 4 remaining tilt-up panels to do the same on the southwest corner of #7 Grand.



## NEW WARREN THEATRE GOING UP-FEBRUARY 12, 2014



Photo 5 – Once the back and side walls, steel, and roof for the Lobby/Grand area are completed, they will start filling in the front with excavation for the Count Room basement and the structure for the front of lobby and marquee. We are reaching a point of no return on conduit installs under the pad and plan to run two additional conduits from the Count Room to the center area of the island concession to allow for future technology. This is the rough-in for the island concession.

NTZ

City of Broken Arrow

SL-35  
2/6/04  
FILE #1 CLIP #4



FEB 10 2014

City Manager's Office

SCOTT A. THOMPSON  
Executive Director

OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY

MARY FALLIN  
Governor

February 3, 2014

Mr. Larry Dearing, PE  
Broken Arrow Municipal Authority  
485 N. Poplar  
Broken Arrow, OK 74012

Re: DWSRF Project No.: P40-1021508-03; ORF-11-0006-DW  
System: Broken Arrow Water Supply Improvements

Dear Mr. Dearing:

We are enclosing one approved copy of **Change Order Twenty Three (CO #23)** for the above referenced project and are hereby authorized to put this change order into effect. Approval of this change order is subject to the provisions of the DEQ Construction Permit #WT000072110283 issued on October 14, 2011 and amendments thereof. This change order includes miscellaneous items in the amount of an increase of \$11,922.00.

CONTRACT AMOUNT					
Change Order #	Contractor	Change in Contract		Modified Contract	
		Total Amt.	Eligible Amt.	Total Amt.	Eligible Amt.
23	Crossland Heavy	\$11,922.00	\$11,922.00	\$57,906,455.00	\$57,906,455.00

This approval does not constitute a contractual obligation for the State to increase DWSRF funding. If the existing DWSRF loan funds are insufficient to cover the change, you must have sufficient local funds available to complete the project. Costs incurred related to the items in this change order will be subject to an audit of project costs. Contract Line Item "a" on the DW-271 form for the DWSRF Construction amount will be increased by \$11,922.00, and the contingencies of Line Item "s" will be decreased by \$11,922.00.

Sincerely yours,

Leslie L. Smith, P.E.  
DWSRF Project Engineer - Water Quality Division

LS/file CC w/Original CO  
CC w/copy of CO

Roger Hughes, P.E., COBA, 485 N. Poplar, Broken Arrow, OK 74012  
Joel Cantwell, P.E., HDR, 17111 Preston Road, Suite 200, Dallas, TX 75248  
Tony Mensah, P.E., OWRB, 3800 N. Classen, OKC, OK 73118  
Tom Caldwell, Finance Director, P.O. Box 610, Broken Arrow, OK 74013  
Ryan Adler, Crossland Heavy, 35608 E. 66th St. South, Broken Arrow, OK 74014  
David Myers, COBA, 485 N. Poplar, Broken Arrow, Ok 74012  
Thomas M. Moton, Jr., City Manager, PO Box 610, Broken Arrow, Ok 74012  
Anthony Daniel, Utilities Director, COBA, 485 N. Poplar, Broken Arrow, OK 74012





**CITY OF BROKEN ARROW, OKLAHOMA  
ENGINEERING/CONSTRUCTION DEPARTMENT**

**APPLICATION FOR APPROVAL OF "MINOR" CHANGE ORDER**

**Name:** Crossland Heavy Contractors

**Contract Number:** 075036

**Location:** Broken Arrow Municipal Authority Water Supply Improvements

**Date:** January 23, 2014

**Minor Change Order C023**

**Approval is requested for the following changes:**

1. Total Number of Days Added by this Change Order: 0
2. Construct concrete stoops for Membrane Building doors number 420, 407 and 416.
3. Construct an Oxidation Pond in lieu of the septic distribution field.
4. Revise grading of Plant Access Road on north side of Membrane Building.

**Which are necessary for the following reasons:**

1. No days added by this change order as this work is not on the project schedule critical path.
2. The concrete stoops will provide easier and safer access for movement of material and equipment in and out of these entry doors to the Membrane Building. Original design did not include them at these locations.
3. The insitu soil material at the septic distribution field does not meet the percolation requirements set by DEQ. Constructing an oxidation pond (lagoon) is the most viable alternative system allowed.
4. The original design allowed site drainage to drain across the Plant Access Road and had multiple errors on grading contours. These revisions raise a segment of the road grade about 6 inches. Changes also corrects conflicting contours shown on drawings and provides for better site drainage north of the Membrane Building.

**Additions to the original contract:**

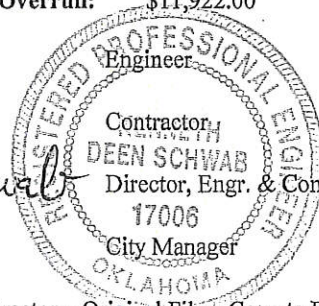
Item #	Item	Unit	Price	Quantity	Amount
SP-66	Construct Concrete Stoops at Doors 420, 407 and 416	LS	\$1,674.00	1.00	\$1,674.00
SP-67	Construct Oxidation Pond in Lieu of a Distribution Field	LS	\$6,388.00	1.00	\$6,388.00
SP-68	Revise Plant Road and Site grading north of Membrane Building	LS	\$3,860.00	1.00	\$3,860.00
<b>Total Additions:</b>					<b>\$11,922.00</b>

**Deletions to the original contract:**

Item #	Item	Unit	Price	Quantity	Amount
N/A	None	N/A	\$0.00	0.00	\$0.00
<b>Total Deletions:</b>					<b>\$0.00</b>

**This Change Order is a Net Overrun: \$11,922.00**

Submitted: Lang E. Dean  
 Approved: R. L. Schab  
 Recommended/Approved: Kenneth D. Schwab  
 Approved: John W. Winton



Date: 23 Jan 2014  
 Date: 1-24-2014  
 Date: 01-27-14  
 Date: 1/27/14

STATE OF OKLAHOMA  
 DEPARTMENT OF ENVIRONMENTAL QUALITY  
 Original Clerk---Original Contractor---Original File---Copy to Finance

**APPROVED**

**FEB 03 2014**

Rocky W. Chen, P.E.  
 Water Quality Division  
 Leslie L. Smith, P.E.  
 Construction Permitting Section

**ENTERED**  
 1-30-14 VR

**RECEIVED**

**JAN 30 2014**  
**WATER QUALITY DIVISION**





February 14, 2014

Chief of Police David Boggs  
Broken Arrow, City of  
2302 South First Place  
Broken Arrow, OK 74012

Dear Chief of Police Boggs,

Thank you for submitting an application to the Office of Community Oriented Policing Services (COPS) requesting funding under the 2013 COPS Hiring Program (CHP). We appreciate the time and effort expended throughout the application process. Our office carefully reviewed each application for a variety of factors, including the strength of the proposal, completeness of responses, fiscal need, and a demonstrated commitment to community policing.

I regret to inform you that your 2013 CHP application was not among those selected for funding. As in years past, the demand for 2013 CHP funding significantly exceeded the amount available under this competitive program. As a result, the COPS Office was able to fund only about 15 percent of the applications we received.

Again, thank you for your interest in the COPS Hiring Program. We hope your agency will consider applying for COPS Hiring Program funding in 2014, the details of which will be made available in the coming months on the COPS website at [www.cops.usdoj.gov](http://www.cops.usdoj.gov). In the meantime, if you or your staff have questions regarding your 2013 CHP application, an existing COPS grant award, or other COPS programs, please contact your Grant Program Specialist at 1-800-421-6770.

Sincerely,

A handwritten signature in cursive script that reads 'Sandra R. Webb'.

Sandra R. Webb, Ph.D.  
Deputy Director for Grant Operations

---

If you have questions about the DOJ Office of Community Oriented Policing Services site, please contact [tellcops@usdoj.gov](mailto:tellcops@usdoj.gov)

**Follow us on Facebook:** <http://www.facebook.com/DOJCOPS>



Dr. Christee Jenlink,  
Dean - Broken Arrow Campus  
Northeastern State University - Broken Arrow  
3100 E. New Orleans  
Broken Arrow, OK

Subject: Facility Use for Management Team Meetings

Dear Dr. Jenlink,

On behalf of the City of Broken Arrow, I would like to express our appreciation for NSU Broken Arrow making its conference/meeting room in the Annex of the Administrative Services building available. Since last year, City department directors and department divisional directors have been able to meet every quarter in a meeting space that can accommodate approximately 60 individuals. The use of the NSU's audio/ video equipment is also greatly appreciated.

Thank you again for making this remarkable resource available to the City of Broken Arrow. Please contact me if the City can be of service to you.

Kindest regards,



Thomas M. Moton, Jr., ICMA-CM  
City Manager

CC: Dr. Steve Turner, Northeastern State University, President

## **Bixby considers wastewater treatment deal with Tulsa, Broken Arrow**

By NOUR HABIB World Staff Writer | Posted: Monday, February 10, 2014 12:00 am

BIXBY □- Bixby city leaders are leaning toward joining Tulsa and Broken Arrow at the Haikey Creek Wastewater Treatment Plant, rather than building their own facility.

The city has been exploring options since being cited by the Department of Environmental Quality for going over its permitted capacity at the north lagoon, located a half mile west of Memorial Drive on the north side of the Arkansas River.

City Engineer Jared Cottle told councilors at a special meeting last week that staff members are trying to ensure that the city gets at least as good a deal from joining the Haikey Creek facility as it would if it built its own.

The projected cost for building a separate facility is about \$21 million. Based on a cost-sharing analysis report to the Regional Metropolitan Utility Authority □ which oversees the Haikey Creek plant □ Bixby's "buy-in" share to use the facility would be about \$2.89 million.

The report □ prepared by the environmental and engineering consulting company CH2M Hill □ provides several possible ways to calculate costs, eventually recommending a method that takes into account the current market value of the facility and the percentage of flow each city would use.

The facility currently has a capacity of 12 million gallons per day (mgd); Bixby would need 1.5 mgd at \$1.93 million per mgd.

"Essentially, they are treating this not unlike a stock purchase," Cottle said.

After the initial buy-in, Bixby's share of costs □ including for operation and maintenance □ would be based on percentage of flow, which would be 12.5 percent. Cottle told councilors the city's share of operation costs at the Haikey Creek facility would be about half the operation costs of running its own plant.

A stepped rate increase previously approved by the council will fund the anticipated costs associated with either option.

The Haikey Creek facility was built almost 40 years ago and will undergo a capitol improvement project within the next 15 years. If Bixby joins the facility, it would pay a share of \$84 million



toward the project, based on the percentage of flow it uses during those years.

The CH2M report said the planned improvements would increase the capacity of the plant to 18.5 mgd and is expected to meet the needs of Tulsa, Broken Arrow and Bixby through 2060.

Cottle said the ultimate growth that Bixby could reach, within its current city limits, would be between 40,000 and 45,000 residents. That would bring the total capacity requirement to 3 mgd.

Councilors directed city administrators to continue to work with Tulsa and Broken Arrow to come to an agreement on buy-in costs.

Cottle said though Tulsa was willing to accept the \$2.89 million initial buy-in figure, Broken Arrow preferred a different buy-in calculation in which Bixby would have to pay closer to \$4 million.

Though originally Bixby only planned on pumping excess wastewater from the north lagoon to either Haikey Creek or a new plant, the city now said it will close the north lagoon entirely.

If the city builds its own plant, it would build it at a 2 mgd capacity, with the capability to grow.

Bixby officials want to have an agreement in place before the Regional Metropolitan Utility Authority meets next month.

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