



INTEROFFICE MEMO

To: Honorable Mayor and City Councilors
From: Thomas M. Moton, Jr., City Manager
Date: May 16, 2014
Re: Notes to Council

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION

Memos:

- Tom Caldwell, Director of Finance
 - Sales Tax Report
- Krista Flasch, Communications Director
 - Verdigris Water Treatment Plant Ribbon Cutting will be on June 5, at 4:00pm
 - Verdigris Water Treatment Plant Media Preview Tour will be on May 28, 9:30am
- Thomas M. Moton, Jr., City Manager
 - Fire Chief Update
 - Engineering and Construction Director Search Process Update
 - Structurally Balanced Budget Policy (GFOA Recommended Best Practice)
 - Information Requested on Cost of Utilities May 5, 2014 Study Session
 - Verdigris Water Plant and Verdigris River Water Rights Update
 - BAMA Water Customer by 3, 4, 6 inch Meter Listing
- Norm Stephens, Assistant to the City Manager/Economic Development Coordinator
 - Water Line Update Next to Main Street

Letters:

- Letter - DEQ Concerning Pretreatment Compliance Inspection – Lynn Lane
- Letter - DEQ Concerning Pretreatment Compliance Inspection – Haikey Creek

2. GENERAL CORRESPONDENCE / NOTIFICATION

Memos:

- 2014 Grounds for Development brochure will be included in council packet

- Thomas M. Moton, Jr., City Manager
 - Older Adults or Persons with Disabilities Transportation
 - Status of Dallas Street Improvements Projects
 - Update on Construction of N. 37th Street (209th)
- James L. Annas, Acting Fire Chief
 - April 2014 Monthly Report
- David Boggs, Chief of Police
 - A Big “High Five” for the BA Animal Shelter from the OAA
 - BAPD Calls for Service Report – April 2014
- Sgt. Thomas Cooper
 - BA Animal Shelter/Animal Control

Report:

- General Services Monthly Report – March 2014

Letter:

- From Jarod Mendenhall, Superintendent of Broken Arrow Public Schools

3. SPECIAL EVENTS / ACTIVITIES

Events:

- Camp Bandage is bringing safety awareness and education to Broken Arrow on Saturday May 17, 10:00 at the Immanuel Lutheran Church
- “Click It or Ticket” initiative held at the Broken Arrow Public Safety Complex on Tuesday May 20, at 10:00am.

Respectfully submitted,



Thomas M. Moton, Jr.

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Attachments

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION

INTEROFFICE MEMO

To: Thomas M. Moton, Jr., City Manager
From: Tom Caldwell, Director of Finance
Date: May 16, 2014
Re: Sales Tax Report

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

The sales tax remittance for May, 2014 is above the remittance received in May 2013 by \$367,797. This is a 13.01% increase over the same period last year. This brings the year-to-date receipts up to \$1,414,313 or 4.39% increase over last year at this time. However, receipts have been worse-than-expected by (\$677,113) or down 1.97% under the year-to-date forecast. The Finance Department Staff has been reviewing the discrepancy in receipts versus budget and will address it below.

The use tax receipts for May are down (\$6,792) or -4.33% under the same period last year. Year-to-date use tax receipts are up 2.09% or \$36,234. Tobacco tax receipts in May are down (\$1,605) or 4.13% compared to 2013. This brings the year-to-date tobacco tax receipts down (\$22,573) below the same period last year.

It has been noted for some months that the percentage variances for budgeted amounts have not correlated with the percentage changes from prior year's actual per month. We have reviewed the previous year's spreadsheets generated in compiling the budget and discovered the following causes of the difference but are unable to explain to our satisfaction anything but preparer error.

In preparing the estimated revenues for each year, actual data is utilized to the extent available at that time. We take year-to-date actuals and add the remaining budget for each item. This resulted in a calculated amount of \$18,475,100 for the General Fund and \$12,367,500 for BAMA versus budgeted amounts of \$18,762,800 and \$12,550,600 respectively, a total difference of \$470,800 over-budgeting for Fiscal Year 2014. What has compounded the uncertainty of why this happened is that the amount budgeted for Sales Tax Capital Improvement is about \$10,000 less than by using this method. We have double-checked the proposed Fiscal Year 2015 Budget and Fiscal Year 2016 Financial Plan to ensure this did not occur again.

We sincerely regret this error.

INTEROFFICE MEMO

To: Mr. Thom Moton, City Manager
From: Krista Flasch, Communications Director
Date: May 13, 2014
Re: **Verdigris Water Treatment Plant – Ribbon Cutting Ceremony**

The ribbon cutting ceremony committee, tasked with planning the grand opening celebration for the City of Broken Arrow's new \$60 million water plant, has determined that Thursday, June 5, 2014 at 4:00 PM is the most appropriate time to hold the event.

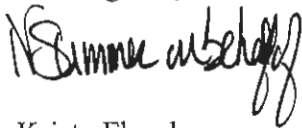
This is one of the most significant infrastructure improvement projects the City has ever completed. Therefore, interest in attending the ribbon cutting ceremony is expected to be high. The committee anticipates upwards of 100 invitees in attendance. Invitees include, but are not limited to, the Oklahoma Water Resources Board, Oklahoma Department of Environmental Quality, Crossland Construction, HDR Engineering, Broken Arrow City Councilors, Chamber of Commerce, Economic Development Corporation, Broken Arrow Public Schools, area city managers, mayors, along with current and former City of Broken Arrow employees.

The 15-minute ceremony will be followed by guided tours of the membrane building. Again, interest in this tour will be extremely high, as membrane filtration is a state-of-the-art system that is an emerging technology being adopted by municipalities worldwide. We will provide a sign-up sheet to schedule tour groups of three to five people per group. Three staff members familiar with operations will be answering questions along the way.

Committee members feel this is a great achievement for the City of Broken Arrow, and they look forward to presenting the culmination of many years of planning, preparation and hard work to the public.

Please contact me if you have questions.

Best regards,



Krista Flasch



INTEROFFICE MEMO

To: Mr. Thom Moton, City Manager
From: Krista Flasch, Communications Director
Date: May 13, 2014
Re: **Verdigris Water Treatment Plant – Media Preview Tour**

A media preview tour of the Verdigris Water Treatment Plant is scheduled for Wednesday, May 28, 2014 at 9:30 AM.

I am currently drafting the invitation, which will be sent to all local media the week of May 19th.

The tour is scheduled to last approximately one hour. The focus of the tour will concentrate on the inner workings of the membrane building, with guided trips outside to the pre-sedimentation basins and raw water pumping station.

City staff expected to be available for interviews include City Manager Thom Moton, Utilities Director Anthony Daniel, Engineering Project Manager Roger Hughes and Plant Manager Jimmy Helms.

The media tour is in advance of the ribbon cutting ceremony. The preview tour should alleviate media concerns about getting adequate video and photographs of the facility late in the day, as the ribbon cutting event is scheduled for June 5 at 4 PM.

Please contact me if you have questions.

Best regards,

Krista Flasch



INTEROFFICE MEMO

To: Honorable Mayor and City Councilors
From: Thomas M. Moton, Jr., City Manager
Date: May 16, 2014
Re: Fire Chief Update

Last week, I signed an agreement with the City's long term executive recruiting firm, Affion Public, to conduct the national recruitment and selection process for the City's next Fire Chief. If you recall, Affion Public conducted the last Fire Chief search that resulted in Jeff VanDolah's hiring. I anticipate the finalists will be identified in about four months. Attached is a copy of the recruitment brochure. Contact me if you have any questions about the memo.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Tom".

Thomas M. Moton, Jr.

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Attachment

CITY OF BROKEN ARROW, OK

FIRE CHIEF

Growing nearly 35% since 1990, Broken Arrow continues to be one of the fastest growing larger communities in Oklahoma. The community is a blend of ages, cultures, backgrounds and interests.

Broken Arrow has been designated a "Tree City USA" by the National Arbor Day Foundation every year since 2001.

As a community, Broken Arrow has been nationally recognized as one of the best places in America in which to live and raise a family.

Nationally renowned Family Circle Magazine named Broken Arrow one of the top 10 cities in America in which to raise a family.





The Community

Broken Arrow is a suburban community of 105,000, just to the southeast of Tulsa, Oklahoma, and is noted for low crime, good schools, quality development, and excellent transportation access to surrounding areas. These factors are primarily fueling the growth of the community. Broken Arrow offers the largest municipally funded emergency medical services (EMS) in the State of Oklahoma which residents highly value.

In Broken Arrow you can enjoy the amenities of a big city while experiencing the warmth our wonderful suburb has to offer. Within an hour you can enjoy a variety of Oklahoma's most scenic and beautiful lakes. If you're a nature enthusiast at heart, Broken Arrow is surrounded by an array of adventurous and leisurely trails for bicycling, walking, or an afternoon jog. A few of our many assets begins with the community, superior school system and reasonable cost of living.

Government

The City of Broken Arrow operates under a Council-Manager form of government. The City Council consists of five Council members. Each member is eligible to serve four years, with elections held every two years. A Mayor and Vice-Mayor are elected every two years among the five council members.

The Department

The Broken Arrow Fire Department provides fire suppression services, emergency medical services, hazardous materials mitigation at the operations level, and Rescue technician level services within the City of Broken Arrow's 105 square mile fence line. The BAFD came into existence as a volunteer fire department on June 15, 1906, and was established as a full-time paid department on January 1, 1964.

Since 1964, the department has grown from five full-time personnel and one fire station to over 156 personnel and six fire stations servicing a population of more than 105,000. In January 1973, the BAFD began providing ambulance service to the citizens. Today, the citizens of Broken Arrow have access to the finest Advanced Life Support (ALS) Ambulance Service in the State of Oklahoma. The BAFD is the largest Fire Department in the state of Oklahoma providing ALS transport service to its citizens and enjoys an ISO rating of 2.



The Position

The Fire Chief reports to the City Manager and is responsible for planning, organizing and directing a Fire/Emergency Medical Service Department with 156 employees located at 6 stations and an operating budget of \$15.2 M in the 2013-2014 fiscal year. The department provides fire suppression, prevention and emergency medical service.

Education and Experience

Qualified candidates must possess a Bachelor's degree in fire science, public administration or a related field. Any combination of education, training, and experience that provides the required knowledge, skills and abilities required for the job. The successful candidate will be required to pass a minimum physical performance / agility test based upon standards established by the State Board. In addition, candidates must be eligible for membership in the Oklahoma Firefighters Pension and Retirement System. According to the rules of the Oklahoma Firefighters Pension and Retirement System, all candidates must be 45 years of age or under to join the fire department unless they are currently a member of the Oklahoma pension system.

Ideal Candidate

Interested Candidates must possess at least six (6) years of progressively responsible experience managing a fire control/emergency medical service system, or an equivalent combination of training and experience that provides the required knowledge, skills and abilities. The successful candidate should have direct experience and a thorough understanding of modern EMS / ALS delivery systems.

This position is an important leadership role within the organization. This individual will need to display strong leadership, communication, decision-making, and negotiation skills and instill these traits within the rank and file of the Fire Department. It is imperative that this individual builds credibility and is able to instill accountability and respect within the department. The ideal candidate must exhibit strong coordination and relationship-building skills in working with the entire organization and the community. Integrity and a commitment to ethics are required traits of a successful candidate.

It is essential that the incoming Chief has experience working in a unionized environment and has had proven success in establishing collaborative, diplomatic working relations with labor and employee associations.

The ideal candidate should have strong interpersonal skills, be an effective listener, be responsive to employee input, and provide timely feedback. The Fire Chief should be active and visible in the community as both a City Official and as a resident, personally taking part in civic and community activities and events.

Salary

The City of Broken Arrow is offering a competitive salary commensurate with experience and a comprehensive benefits package. Relocation assistance will be available for the successful out of area candidate.

How to Apply

Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com

Reference: BAFIRE14

Affion Public
2120 Market Street, Suite 100
Camp Hill, PA 17011
888.321.4922
Fax: 717-214-8004
www.affionpublic.com



Delivering Leaders.





INTEROFFICE MEMO

To: Honorable Mayor and City Councilors
From: Thomas M. Moton, Jr., City Manager
CC: Tom Hendrix, Acting Engineering and Construction Director
Date: May 16, 2014
Re: Engineering and Construction Director Search Process Update

The last written update you received on the Engineering and Construction Director position was on March 7. Working with the City's recruitment firm, we designed an extended national candidate application period to ensure a good response. Affion Public, the recruitment firm, also made direct contacts with potential candidates.

There were other high quality communities searching for similar candidates during our search process, which may have impacted our candidate pool. For example, the City of McKinney, TX had a national search for a Director of Water Utilities and Infrastructure, and the City of Goodyear, AZ had a national search for a Director of Engineering. The pool of applicants was smaller than desired; however, there appears to be some very experienced candidates in our applicant pool. Quite frankly, the applicant pool was about the size I have observed in other previous national searches for this type of position that I have been involved. That is, the applicant pool appears about normal.

Based on where we are in the process, I anticipate we will be scheduling candidate interviews within a month. Contact me if you have any questions about this memo.

Respectfully submitted,

Thomas M. Moton, Jr.

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INTEROFFICE MEMO

To: Honorable Mayor and City Councilors
From: Thomas M. Moton, Jr., City Manager
Date: May 16, 2014
Re: Structurally Balanced Budget Policy (GFOA Recommended Best Practice)

The Government Finance Officers Association (GFOA) is recognized nationally and internationally as an authority on municipal finance best practices. The GFOA publishes guidance on a wide range of topics such as budget development, capital improvement planning, identifying cost of services, practices for auditor relationships, debt financing, and economic development incentives. One best practice recommended is entitled “Structurally Balanced Budget Policy” (see attached). The GFOA makes a distinction between a budget adopted in one year that meets a locality or state’s definition of a balanced budget from a structurally balanced budget.

A structurally balanced budget is defined as a budget “that supports financial sustainability for multiple years into the future”. In order to prepare structurally balanced budgets, the City needs to prepare multi-year budgets, at a minimum, and that is the reason the fiscal year 2015 budgeting process also includes a fiscal year 2016 financial plan. The complexity of operating a \$100 million plus organization means that the solutions to financial difficulties often cannot be resolved in one year. Thus, there is a tremendous need for the City of Broken Arrow to move toward projected operating revenues and expenses beyond our practice, preferably five years out.

The fiscal year 2014 and the fiscal year 2015 draft budget and the fiscal year 2016 draft financial plan were created with the acknowledgement that expenses recurring annual must be covered by recurring revenue sources and not one-time money such as a large sales tax audit payment or a settlement payment. In the May 9, 2014 Notes to Council, you received a staff report detailing how the City of Broken Arrow’s governmental expenditures over the last two fiscal years’ audits falls 38% below the comparison group. If the City of Broken Arrow were not included in the group average, the actual gap between the resources provided by those other seven cities is 51.20% or \$296.12 per resident less.

If the City of Broken Arrow were to be resourced in a manner that brought the City of Broken to the average of \$874.53 per resident, the City of Broken Arrow would have in additional annual general government revenue of $\$296.12 * 102,000$ residents equals \$30,203,903.70 or a fiscal year 2013 general fund of \$89,984,873.70. Obviously, I am not promoting that that be the case. I am merely pointing out that there is substantial resource gap that needs attention if the City of Broken Arrow is to achieve a structurally balanced budget and to continue delivering the quality and volume of general government services that the community has come to expect and that I

believe is the City's expectations. An alternative to increasing funding is to look to alternative service delivery methods (shared services) or a reduction in service levels to commensurate with the level of funding. Below is a copy of the table sent to you last week with the additional information included in it.

Presentation of the Per Capita General Government Expenses based on Annual Audits

City Name	Fiscal Year Ending	Population	General Gov't Fund Expenses	Exp. Per Capita
Norman	2013	116,000	\$93,225,714	\$803.67
Edmond	2013	84,524	\$70,785,806	\$837.46
Owasso	2013	31,543	\$23,400,000	\$741.84
Lawton	2012	96,800	\$72,738,904	\$751.43
Stillwater	2013	40,000	\$38,243,474	\$956.09
Midwest City	2013	56,080	\$55,563,039	\$990.78
Muskogee	2012	38,981	\$40,555,861	\$1,040.40
Broken Arrow	2013	102,000	\$59,780,970	\$586.09
Broken Arrow	2012	102,000	\$58,214,546	\$570.73
Average General Government Expenses Per Capita				\$808.72
Difference between Broken Arrow FY 13 and the Comparison Group Average is				-37.99%
Group average without Broken Arrow calculated				\$874.53
Difference between Broken Arrow FY 13 and the Comparison Group Average based on \$874.53 average				-51.20%
Per capita (or per resident) difference between Broken Arrow and the Comparison Group Average of \$874.53				\$296.12

Contact me if you have any questions about this memo and I look forward to some meaningful exploration of how we can achieve a structurally balanced budget as defined by the GFOA.

Respectfully submitted,



Thomas M. Moton, Jr.

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attachment



BEST PRACTICE

STRUCTURALLY BALANCED BUDGET POLICY (Budget) (2013)

Background. Most state and local governments are subject to a requirement to pass a balanced budget. However, a budget that may fit the statutory definition of a “balanced budget” may not, in fact, be financially sustainable. For example, a budget that is balanced by such standards could include the use of non-recurring resources, such as asset sales or reserves, to fund ongoing expenditures, and thus not be in structural balance. A true structurally balanced budget is one that supports financial sustainability for multiple years into the future. A government needs to make sure that it is aware of the distinction between satisfying the statutory definition and achieving a true structurally balanced budget.

Recommendation. GFOA recommends that governments adopt rigorous policies, for all operating funds,¹ aimed at achieving and maintaining a structurally balanced budget. The policy should include parameters for achieving and maintaining structural balance where recurring revenues are equal to recurring expenditures in the adopted budget.

As a first step, the government should identify key items related to structural balance. These include: *recurring and non-recurring revenues, recurring and non-recurring expenditures, and reserves.*

Recurring revenues are the portion of a government’s revenues that can reasonably be expected to continue year to year, with some degree of predictability. Property taxes are an example of recurring revenue. A settlement from a lawsuit is a good example of non-recurring revenue.

Some revenue sources may have both non-recurring and recurring components. These sources require finance officials to exercise judgment in determining how much of the source is truly recurring. For instance, a government may regularly receive sales tax revenues, but a large part of its base may be made up of retailers with highly volatile sales. In this case, it may be prudent to regard unusually high revenue yields as a non-recurring revenue under the assumption that such revenues are unlikely to continue, making it imprudent to use them for recurring expenditures. Another example might be building permit revenues in a period of high growth in the community. Governments should review their revenue portfolio to identify non-recurring revenues and revenues with potentially volatile components, such as the examples above.

Recurring expenditures appear in the budget each year. Salaries, benefits, materials and services, and asset maintenance costs are common examples of recurring expenditures. Capital asset acquisitions are typically not thought of as recurring because although some capital assets may be acquired every year, they are not the same assets year after year. In general, recurring expenditures should be those that you

¹ Note that this Best Practice excludes non-operating funds like capital and debt funds. While governments should ensure that these funds are financially sustainable as well, the specific recommendations found in this Best Practice may not always be a match to the circumstances of non-operating funds.

expect to fund every year in order to maintain current/status quo service levels. In general, a government has a greater degree of flexibility to defer non-recurring expenditures than recurring ones.

Reserves are the portion of fund balance that is set aside as hedge against risk. The government should define a minimum amount of funds it will hold in reserve.² This serves as a “bottom line measure” to help determine the extent to which structural balance goals are being achieved – if reserves are maintained at their desired levels, it is an indication that the organization is maintaining a structurally balanced budget. If reserves are declining, it may indicate an imbalance in the budget (e.g., if reserves are being used to fund on-going expenditures). It should be noted that reserves levels are not a perfect measure of structural balance, but are a good and readily available measure.

With the forgoing terms defined, a government should adopt a formal policy calling for structural balance of the budget. The policy should call for the budget to be structurally balanced, where recurring revenues equal or exceed recurring expenditures. The policy should also call for the budget presentation to identify how recurring revenues are aligned with or not aligned with recurring expenditures.³

For a variety of reasons, true structural balance may not be possible for a government at a given time. In such a case, using reserves to balance the budget may be considered but only in the context of a plan to return to structural balance, replenish fund balance, and ultimately remediate the negative impacts of any other short-term balancing actions that may be taken. Further, the plan should be clear about the time period over which returning to structural balance, replenishing reserves, and remediating the negative impacts of balancing actions are to occur.⁴

Approved by the GFOA’s Executive Board, February, 2012.

² See GFOA Best Practice “Appropriate Level of Unrestricted Fund Balance in the General Fund” (2002 and 2009). GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures

³ Please note that the best practice is not advocating that recurring revenues be formally allocated or “earmarked” to recurring expenditures, but rather is advocating that the budget presentation provide transparency as to whether recurring revenues and recurring expenditures are balanced.

⁴ See GFOA Best Practice “Replenishing Fund Balance in the General Fund.” (2011).



INTEROFFICE MEMO

To: Honorable Mayor and City Councilors
From: Thomas M. Moton, Jr., City Manager
Date: May 16, 2014
Re: Information Requested on Cost of Utilities May 5, 2014 Study Session

During the May 5, 2014, City Council Study Session on the Cost of Utilities Study focused on the proposed rate structures, there was much discussion about the base rate and variable rate (or rate charged by volume). Staff was requested to provide information that showed how the based rates were determined. Two separate reports are provided for your review.

Determination of Fixed Fixed Rate Based on Cost of Service for Customer Class

The first attached item is a memorandum from Anna White, Black & Veatch, that provides details on what are the components of the base rate or fixed rate (Item #1). The base rate (for water and wastewater) varies based on the size of the water meter. The larger the water size, the more the base rate is.

How Does Broken Arrow Fixed Rate and Variable Rates Compare to Other Oklahoma Cities

The second attached item includes two tables (Item #2). The first table is the Water Rate Schedule Comparison report. That report shows Broken Arrow's current and proposed water rates, both base and variable rates, and compares the same to other Oklahoma cities. The second table is the Wastewater Rate Schedule Comparison report. That report show Broken Arrow's current and proposed wastewater rates, both base and variable rates, and compares the same to other Oklahoma cities.

Limitations of Rate Comparisons

One important limitation of comparing Broken Arrow's rates to other cities is that in order for the comparison to not be overly complex, significant information about other fees that other cities apply to cover the cost of water and sewer operations are excluded. To provide you with an example, see the attached copy of the City of Oklahoma's stormwater, water, and wastewater fees extracted from Oklahoma City's Code of Ordinances (Item #3). For example, Oklahoma City's charge for dedicated private fire line service varies by the water meter size. Currently, Broken Arrow does not recapture the cost of providing a dedicated fire protection service; however, the proposed rate structure does so. Another example of how a city can recapture the cost of providing water service is Oklahoma City has a fee called water system impact charges. Thus, new development that places increased water system demand helps pay for the additional system operating and improvement costs needed to ensure adequate water capacity. Contact me if you have any questions about these reports.

Respectfully submitted,

A handwritten signature in blue ink that reads "Tom".

Thomas M. Moton, Jr.

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CC: Tom Caldwell, Finance Director & Anthony Daniel, Utilities Director

Attachments



MEMORANDUM

Broken Arrow Municipal Authority
Water, Wastewater and Stormwater Rate Study
Proposed Water and Wastewater Service Charge Design

May 14, 2014

To: Mr. Thom Moton, City Manager

From: Anna White

Per your request, we are pleased to provide more information regarding the development of the proposed service charges for water and wastewater. We have followed the methodology found in the American Water Works Association's (AWWA) Principal of Water Rates, Fee and Charges (M1 manual) and the Water Environment Federation's (WEF) Financing and Charges for Wastewater Systems (MoP 27) for all tasks include rate design.

Cost of service water and sewer rates typically include both a fixed and a variable charge. The fixed charge is the same, or fixed, regardless of the amount of water the customer uses. The fixed charge is commonly known as the minimum or service charge. Variable charges, or consumption charges, are rates applied against the amount of water a customer uses.

A service charge typically recovers costs such as meter reading, billing costs, and other costs that the utility incurs equally per customer or account. These charges are typically the same for all meter sizes. A service charge also recovers costs associated with meter installation, testing, repairs, and replacement which increase as the size of the water meter increases. In order to determine the costs per meter size, an equivalent meter ratio is used. In this case, a meter cost ratio is used to determine the meter costs by meter size. A meter cost ratio essentially provides the ratio of the cost of installing various sizes of meters and related service lines relative to the cost of installing the base size meter (5/8" or 3/4").

Table 1 on the following page shows the determination of the proposed water service charges for fiscal year 2015. Column 2 reflects the costs associated with billing, customer accounting, customer service and collection. These costs, allocated on the basis of the number bills, are \$1.37 per monthly bill, regardless of meter size.

Column 3 reflects the costs associated with meters and services such as meter reading and maintenance. These costs are allocated on the basis of the number of equivalent meters which is determined by applying the meter cost ratios to the number of meters by meter size. The total cost divided by the number of equivalent meters results in a unit cost of \$3.48 per monthly bill. Column 4 reflects the meter cost ratio, and when

May 14, 2014

#1

Table 2 - Wastewater Fixed Charges by Meter Size

		(1)	(2)	(3)	(4)	(5)	(6)	(7)
Line No.	Description	Existing Rates	Customer Billing Costs	Customer Related I/I	Meter Cost Ratio	Adjusted I/I Costs	Service Charge Before Adjustments	Adjusted COS Service Charge
Monthly Service Charge								
Inside City								
1	3/4"	\$ 7.50	\$ 0.56	\$ 3.91	1.00	\$ 3.91	\$ 4.47	\$ 4.45
2	1"	\$ 8.40	\$ 0.56	\$ 3.91	1.47	\$ 5.75	\$ 6.31	\$ 6.30
3	1.5"	\$ 9.30	\$ 0.56	\$ 3.91	2.80	\$ 10.96	\$ 11.52	\$ 11.50
4	2"	\$ 9.90	\$ 0.56	\$ 3.91	4.13	\$ 16.16	\$ 16.72	\$ 16.70
5	3"	\$ 10.40	\$ 0.56	\$ 3.91	10.00	\$ 39.14	\$ 39.70	\$ 39.50
6	4"	\$ 12.60	\$ 0.56	\$ 3.91	16.67	\$ 65.24	\$ 65.80	\$ 66.00
7	6"	\$ 15.90	\$ 0.56	\$ 3.91	33.33	\$ 130.44	\$ 131.00	\$ 131.00
8	8"	\$ 19.10	\$ 0.56	\$ 3.91	50.00	\$ 195.68	\$ 196.24	\$ 196.00
9	10"	\$ 24.50	\$ 0.56	\$ 3.91	66.67	\$ 260.92	\$ 261.48	\$ 261.00
Outside City								
10	3/4"	\$ 7.50	\$ 0.56	\$ 4.25	1.00	\$ 4.25	\$ 4.81	\$ 4.80
11	1"	\$ 8.40	\$ 0.56	\$ 4.25	1.47	\$ 6.25	\$ 6.81	\$ 6.80
12	1.5"	\$ 9.30	\$ 0.56	\$ 4.25	2.80	\$ 11.91	\$ 12.47	\$ 12.50
13	2"	\$ 9.90	\$ 0.56	\$ 4.25	4.13	\$ 17.56	\$ 18.12	\$ 18.10
14	3"	\$ 10.40	\$ 0.56	\$ 4.25	10.00	\$ 42.52	\$ 43.08	\$ 43.00
15	4"	\$ 12.60	\$ 0.56	\$ 4.25	16.67	\$ 70.88	\$ 71.45	\$ 71.50
16	6"	\$ 15.90	\$ 0.56	\$ 4.25	33.33	\$ 141.73	\$ 142.29	\$ 142.00
17	8"	\$ 19.10	\$ 0.56	\$ 4.25	50.00	\$ 212.61	\$ 213.17	\$ 213.00
18	10"	\$ 24.50	\$ 0.56	\$ 4.25	66.67	\$ 283.49	\$ 284.06	\$ 284.00

volume charge to reflect that I/I enters the system both through the individual connections as well as the collection system.

Column 3 reflects the costs associated customer related I/I. Column 4 reflects the meter cost ratio, and when applied to Column 3, results in the adjusted I/I costs shown in Column 5. The sum of Columns 2 and 5 is presented in Column 6. Column 7 reflects rounding of the service charges calculated in Column 6.

May 14, 2014

#1

Table 2 - Wastewater Fixed Charges by Meter Size

		(1)	(2)	(3)	(4)	(5)	(6)	(7)
Line No.	Description	Existing Rates	Customer Billing Costs	Customer Related I/I	Meter Cost Ratio	Adjusted I/I Costs	Service Charge Before Adjustments	Adjusted COS Service Charge
Monthly Service Charge								
Inside City								
1	3/4"	\$ 7.50	\$ 0.56	\$ 3.91	1.00	\$ 3.91	\$ 4.47	\$ 4.45
2	1"	\$ 8.40	\$ 0.56	\$ 3.91	1.47	\$ 5.75	\$ 6.31	\$ 6.30
3	1.5"	\$ 9.30	\$ 0.56	\$ 3.91	2.80	\$ 10.96	\$ 11.52	\$ 11.50
4	2"	\$ 9.90	\$ 0.56	\$ 3.91	4.13	\$ 16.16	\$ 16.72	\$ 16.70
5	3"	\$ 10.40	\$ 0.56	\$ 3.91	10.00	\$ 39.14	\$ 39.70	\$ 39.50
6	4"	\$ 12.60	\$ 0.56	\$ 3.91	16.67	\$ 65.24	\$ 65.80	\$ 66.00
7	6"	\$ 15.90	\$ 0.56	\$ 3.91	33.33	\$ 130.44	\$ 131.00	\$ 131.00
8	8"	\$ 19.10	\$ 0.56	\$ 3.91	50.00	\$ 195.68	\$ 196.24	\$ 196.00
9	10"	\$ 24.50	\$ 0.56	\$ 3.91	66.67	\$ 260.92	\$ 261.48	\$ 261.00
Outside City								
10	3/4"	\$ 7.50	\$ 0.56	\$ 4.25	1.00	\$ 4.25	\$ 4.81	\$ 4.80
11	1"	\$ 8.40	\$ 0.56	\$ 4.25	1.47	\$ 6.25	\$ 6.81	\$ 6.80
12	1.5"	\$ 9.30	\$ 0.56	\$ 4.25	2.80	\$ 11.91	\$ 12.47	\$ 12.50
13	2"	\$ 9.90	\$ 0.56	\$ 4.25	4.13	\$ 17.56	\$ 18.12	\$ 18.10
14	3"	\$ 10.40	\$ 0.56	\$ 4.25	10.00	\$ 42.52	\$ 43.08	\$ 43.00
15	4"	\$ 12.60	\$ 0.56	\$ 4.25	16.67	\$ 70.88	\$ 71.45	\$ 71.50
16	6"	\$ 15.90	\$ 0.56	\$ 4.25	33.33	\$ 141.73	\$ 142.29	\$ 142.00
17	8"	\$ 19.10	\$ 0.56	\$ 4.25	50.00	\$ 212.61	\$ 213.17	\$ 213.00
18	10"	\$ 24.50	\$ 0.56	\$ 4.25	66.67	\$ 283.49	\$ 284.06	\$ 284.00

volume charge to reflect that I/I enters the system both through the individual connections as well as the collection system.

Column 3 reflects the costs associated customer related I/I. Column 4 reflects the meter cost ratio, and when applied to Column 3, results in the adjusted I/I costs shown in Column 5. The sum of Columns 2 and 5 is presented in Column 6. Column 7 reflects rounding of the service charges calculated in Column 6.

**Broken Arrow Municipal Authority
Water Rate Schedule Comparison**

	Broken Arrow Existing	Broken Arrow Proposed	Bartlesville	Edmond Current	Edmond Proposed	Glenpool	Lawton	Midwest	Muskogee	Norman	Oklahoma City	Owasso	Sand Springs Current	Sand Springs Proposed	Stillwater	Tulsa Existing	Tulsa Proposed	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Notes:			(d)	(a)	(a)	(e)		(b)	(c)	(f)	(g)	(a)	(a)					
Inside/Outside Differential?	No	Yes	No	Yes	Yes	No		No	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Effective Date:	1/1/12	7/1/14	7/1/12	11/1/13	11/1/14	7/11/13	7/1/13				10/1/13	10/1/13	3/1/14	5/1/15	1/1/14	7/1/13	7/1/14	
Service Charge - \$/Month																		
5/8"	7.70	7.70	12.19	6.38	6.70	14.98	22.50	5.25	7.22	4.00	10.97	0.00	10.25	10.56	6.50	4.81	5.15	
3/4"	7.70	7.70	12.19	6.38	6.70	14.98	22.50	5.25	7.22	4.00	10.97	11.29	10.25	10.56	6.50	4.81	5.15	
1"	8.50	8.50	21.73	10.51	11.03	14.98	22.50	6.50	16.92	4.00	12.51	12.19	10.25	10.56	10.22	8.30	8.88	
1 1/2"	9.50	11.40	33.60	20.60	21.63	14.98	22.50	8.40	26.69	4.00	39.38	14.19	10.25	10.56	19.51	9.94	10.64	
2"	12.00	16.20	47.35	29.15	30.61	14.98	22.50	11.90	33.79	4.00	53.42	15.19	10.25	10.56	30.66	14.47	15.48	
3"	30.00	37.00	72.66	58.47	61.39	14.98	22.50	15.90	66.47	4.00	101.36	30.19	10.25	10.56	65.96	41.84	44.77	
4"	36.50	61.00	135.16	88.47	92.89	14.98	22.50	19.90	82.78	4.00	166.09	35.19	10.25	10.56	112.41	58.41	62.50	
6"	55.00	121.00	256.88	177.11	185.97	14.98	22.50	38.90	166.97	4.00	322.19	50.00	10.25	10.56	233.18	91.15	97.53	
8"	75.00	180.00	485.39	319.77	335.76	14.98	22.50			4.00	534.68	19.00	10.25	10.56		127.04	135.93	
10"	101.00	240.00								4.00	816.17					173.20	185.32	
Volume Charge - \$/Mgal																		
Single Family	3.31	3.64				3.47	3.96				2.65				6.50	3.18	3.40	
Multi Family	3.31	3.64				3.47	3.96				2.65				6.50	2.77	2.96	
Commercial	3.31	3.43				3.47	3.96			2.10	2.65				6.50	2.66	2.85	
Industrial	3.31	3.43				3.47	3.96				2.65				6.50	1.94	2.08	
Large Industrial	3.31	3.43				3.47	3.96				2.65				6.50	1.36	1.46	
Park/Cem/Golf Courses	3.31	5.45				3.47	3.96				2.65				6.50	4.56	4.88	
Greens at Broken Arrow	3.07	3.54																
1st volume block			(d)	(a)	(a)	4.66			(c)	2.00		(a)	(a)					
2nd volume block			3.33	5.23	5.49	4.82			4.89	2.10		4.81	5.30	5.46				
3rd volume block			3.18	5.63	5.89	4.34			4.13	2.75		4.86	6.31	6.50				
4th volume block			2.94	6.23	6.49				3.66	4.95		4.91						
5th volume block									3.28			4.95						
6th volume block									2.81			5.00						
7th volume block									2.58									
8th volume block									2.19									
9th volume block									1.48									

- (a) Service Charge includes 1,000 gallons.
- (b) Service Charge includes 2,000 gallons, Commercial service charge for 5/8", 1" and 1 1/2" is \$0.50 higher than residential.
- (c) Service Charges include 200 cubic feet (1,496 gallons).
- (d) Service Charge includes 2,000 gallons.
- (e) Service charge includes \$16 base rate and \$6.50 for pipeline costs.
- (f) Business customers pay a uniform volume charge, resident pay the inclining block.
- (g) Customer service could not provide the service charge past 2".

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**Broken Arrow Municipal Authority
Wastewater Rate Schedule Comparison**

	Broken Arrow Existing	Broken Arrow Proposed	Bartlesville	Edmond Current	Edmond Proposed	Glenpool	Lawton	Midwest	Muskogee	Norman	Oklahoma City	Owasso	Sand Springs Current	Sand Springs Proposed	Stillwater	Tulsa Existing	Tulsa Proposed
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Notes:																	
Inside/Outside Differential?	No	Yes	No	Yes	Yes	No		(a) No	(b) Yes	No	(d) Yes	Yes	(c) Yes	(c)	Yes	Yes	Yes
Effective Date:	1/1/12	7/1/14	7/1/12	11/1/13	11/1/14	7/11/13	7/1/13				10/1/13	10/1/13	3/1/14	5/1/15	1/1/14	7/1/13	7/1/14
Service Charge - \$/Month																	
5/8"	7.50	7.50	2.93	10.46	11.50	6.75	14.35	8.92	9.77	10.00	3.13	6.97	10.40	10.71	8.00	4.91	5.39
3/4"	7.50	7.50	2.93	10.46	11.50	6.75	14.35	8.92	9.77	10.00	3.13	6.97	10.40	10.71	8.00	4.91	5.39
1"	8.40	8.40	2.93	10.46	11.50	6.75	14.35	8.92	9.77	10.00	3.57	6.97	10.40	10.71	8.00	9.16	10.05
1 1/2"	9.30	11.50	2.93	10.46	11.50	6.75	14.35	8.92	9.77	10.00	11.24	6.97	10.40	10.71	8.00	9.88	10.84
2"	9.90	16.70	2.93	10.46	11.50	6.75	14.35	8.92	9.77	10.00	15.24	6.97	10.40	10.71	8.00	10.92	11.98
3"	10.40	39.50	2.93	10.46	11.50	6.75	14.35	8.92	9.77	10.00	28.92	6.97	10.40	10.71	8.00	12.65	13.88
4"	12.60	66.00	2.93	10.46	11.50	6.75	14.35	8.92	9.77	10.00	47.39	6.97	10.40	10.71	8.00	19.55	21.46
6"	15.90	131.00	2.93	10.46	11.50	6.75	14.35	8.92	9.77	10.00	91.93	6.97	10.40	10.71	8.00	29.93	32.85
8"	19.10	196.00	2.93	10.46	11.50	6.75	14.35	8.92	9.77	10.00	152.56	6.97	10.40	10.71	8.00	40.30	44.23
10"	24.50	261.00	2.93	10.46	11.50	6.75	14.35	8.92	9.77	10.00	232.87	6.97	10.40	10.71	8.00	57.30	63.22
Volume Charge - \$/Mgal																	
All Users			4.29	2.51	2.76	2.03	1.42	3.96		2.70	3.79	2.95	5.46	5.62	3.25	5.14	5.64
Retail	2.15	2.41															
Contract Sewer	0.99	2.78															
Greens at Broken Arrow	1.96	2.41															
Residential																	
Commercial										1.27							
										0.84							

- (a) Service Charge includes 2,000 gallons.
- (b) Service Charge includes 100 cubic feet (748 gallons).
- (c) Service Charge includes 1,000 gallons.
- (d) Customer service could not provide the service charge past 2".

#2



Article V. Stormwater Drainage Program

§ 60-57-20. Stormwater base fee.

§ 60-57-20. Stormwater base fee.

	Effective July 1, 2010	Effective July 1, 2011	Effective July 1, 2012	Effective July 1, 2013	Effective July 1, 2014
each residential property, per month	\$4.50	\$5.06	\$5.32	\$5.53	\$5.69
each commercial property per month for each:					
meter ¾" or less	4.50	5.06	5.32	5.53	5.69
one" meter	5.12	5.76	6.05	6.29	6.48
for each 1½" meter	16.14	18.16	19.07	19.83	20.43
for each two" meter	21.92	24.65	25.89	26.92	27.73
for each three" meter	41.57	46.76	49.10	51.07	52.60
for each four" meter	68.12	76.63	80.47	83.68	86.19
for each six" meter	132.14	148.66	156.09	162.34	167.21
for each eight" meter	219.30	246.71	259.04	269.41	277.49
for each ten" meter	334.73	376.57	395.40	411.22	423.56
for each meter 16" and larger	520.74	585.83	615.12	639.73	658.92

#3

§ 60-55-17. Meter multiplier. (Water)

Meter multiplier times monthly base rate equals monthly customer service charge.

Meter Size in Inches	Meter Multiplier
5/8 & 3/4	1.00
1	1.14
1½	3.59
2	4.87
3	9.24
4	15.14
6	29.37
8	48.74
10	74.40

Greater than ten-inch shall be computed in geometric equivalency to charges applicable to minimum customer service charges of lesser size.

(Ord. No. 21517, § 2, 7-5-00)

Note—See the editor's notes at 60-55-16.5 and 60-55-16.

§ 60-55-26. Dedicated private fire line service charges—Monthly.

(Fire line service size in	Charges effective for utility bills	Charges effective for utility bills issued 10/1/10	Charges effective for utility bills issued 10/1/11	Charges effective for utility bills issued 10/1/12	Charges effective for utility bills issued 10/1/13

inches)	issued to 9/30/10	through 9/30/11	through 9/30/12	through 9/30/13	and thereafter
2	\$3.87	\$4.50	\$4.68	\$4.87	\$5.06
3	\$5.81	\$6.76	\$7.03	\$7.31	\$7.60
4	\$7.74	\$9.01	\$9.37	\$9.74	\$10.13
6	\$10.33	\$12.01	\$12.49	\$12.99	\$13.51
8	\$15.50	\$18.02	\$18.74	\$19.49	\$20.27
10	\$25.83	\$30.03	\$31.24	\$32.49	\$33.79
12	\$38.73	\$45.03	\$46.84	\$48.71	\$50.66

Fire service lines in excess of 12 inches shall be charged based upon a separate contract with the City.

(Code 1970, § 35-45; Code 1980, § 60-55-26; Ord. No. 18239, § 2, 8-27-85; Ord. No. 19298, § 2, 10-3-89; Ord. No. 20625, § 1, 7-23-96; Ord. No. 21517, § 3, 7-5-00; Ord. No. 22304, §§ 1, 2, 9-9-03; Ord. No. 22502, § 2, 8-3-04; Ord. No. 22964, §§ 1, 2, 4-4-06; Ord. No. 23695, §§ 1, 2, 9-23-08; Ord. No. 24137, §§ 1, 2, 9-28-10)

Cross reference— Private fire service generally, § 55-66.

§ 60-55-27. Meter calibration fees.

calibration fee per meter\$45.00

Provided, however, new five-eighths through one-inch meters purchased from the City in accordance with City policies shall not have a meter calibration fee.

(Code 1970, § 35-46; Ord. No. 16963, 12-14-82; Code 1980, § 60-55-27; Ord. No. 18239, § 2, 8-27-85; Ord. No. 19298, § 2, 10-3-89; Ord. No. 22304, §§ 1, 2, 9-9-03)

Editor's note—

Ord. No. 22304, § 1, adopted Sept. 9, 2003, repealed former § 60-55-27, which pertained to meter setting charges. Section 2 of said ordinance enacted provisions designated as a new § 60-55-27 to read as herein set out. See also the Code Comparative Table.

Cross reference— Meter setting charges generally, § 55-67; service installation charges generally, § 55-75.

§ 60-55-28. Additional City meter and private monthly meter charges.

The monthly meter charge for each additional City meter or private meter for establishing water usage or sanitary sewer discharge shall be paid by the customer and shall be equal to the following:

(1) *Inside City customers:*

- (a) Effective for utility bills issued through September 30, 2010:\$3.17
- (b) Effective for utility bills issued from October 1, 2010 through September 30, 2011:\$3.30
- (c) Effective for utility bills issued from October 1, 2011 through September 30, 2012:\$3.43
- (d) Effective for utility bills issued from October 1, 2012 through September 30, 2013:\$3.57
- (e) Effective for utility bills issued from October 1, 2013 and thereafter:\$3.71

(2) *Outside City Customers:*

- (a) Effective for utility bills issued through September 30, 2010:\$4.10
- (b) Effective for utility bills issued from October 1, 2010 through September 30, 2011:\$4.26
- (c) Effective for utility bills issued from October 1, 2011 through September 30, 2012:\$4.43
- (d) Effective for utility bills issued from October 1, 2012 through September 30, 2013:\$4.61
- (e) Effective for utility bills issued from October 1, 2013 and thereafter:\$4.80

(Ord. No. 21517, § 5, 7-5-00; Ord. No. 21597, § 1, 11-14-00; Ord. No. 22304, §§ 1, 2, 9-9-03; Ord. No. 22502, § 2, 8-3-04; Ord. No. 22964, §§ 1, 2, 4-4-06; Ord. No. 23695, §§ 1, 2, 9-23-08; Ord. No. 24137, §§ 1, 2, 9-28-10)

Editor's note—

Ord. No. 22304, § 1, adopted Sept. 9, 2003, repealed former § 60-55-28, which pertained to additional and private monthly meter charge. Section 2 of said ordinance enacted provisions designated as a new § 60-55-28 to read as herein set out. See also the Code Comparative Table. Subsequently, Ord. No. 22502, § 1, adopted Aug. 3, 2004, repealed § 60-55-28. Section 2 of said ordinance enacted provisions designated as a new § 60-55-28 to read as herein set out. See also the Code Comparative Table.

§ 60-55-29. Service line and meter inspection fees.

The fee for each inspection and for each re-inspection of a water service facility or a water meter shall be as follows:

- (a) inspection or re-inspection during regular working hours, as established by the Utilities Director, per inspection or re-inspection of each service line and each meter installation\$35.00
- (b) inspection or re-inspection authorized by the Utilities Director for before or after regular working hours except weekends and City holidays, per hour or any portion thereof\$70.00
- (c) inspection or re-inspection authorized by the Utilities Director for a weekend and City holiday, per hour or any portion thereof\$105.00

#3

(Ord. No. 17397, 10-25-83; Code 1980, § 60-55-29; Ord. No. 18239, § 2, 8-27-85; Ord. No. 19298, § 2, 10-3-89; Ord. No. 22304, §§ 1, 2, 9-9-03; Ord. No. 23451, § 12, 9-25-07; Ord. No. 23695, § 10, 9-23-08)

Editor's note—

Ord. No. 22304, § 1, adopted Sept. 9, 2003, repealed former § 60-55-29, which pertained to water service inspection fees. Section 2 of said ordinance enacted provisions designated as a new § 60-55-29 to read as herein set out. See also the Code Comparative Table.

Cross reference— Water service inspections generally, § 55-40; inspection fees for regular working hours generally, § 55-68.

§ 60-55-30. Water system impact charges.

water meter size in inches (diameter)	water system impact charge
¾ or smaller	\$ 100.00
1	165.00
1¼	260.00
1½	335.00
2	535.00
3	1,000.00
4	2,000.00
6	4,675.00
8	8,335.00
10	12,670.00
12	19,355.00



The charge for any meter size not listed above will be geometrically proportional to the area of the nearest listed meter size.

(Code 1970, § 31-47, Ord. No. 17791, 8-14-84; Code 1980, § 60-55-30; Ord. No. 18239, § 2, 8-27-85; Ord. No. 18397, 2-18-86; Ord. No. 19298, § 2, 10-3-89)

Cross reference— Formulas for water and sewer system impact charge, § 55-69(b).

§ 60-55-31. Sewer system impact charge.

sanitary sewer line connection\$100.00

plus, per equivalent bath unit or portion(s) thereof (see Table I)50.00

Table I. Equivalent Bathroom Units

§ 60-55-15. Housekeeping unit charges.

The monthly housekeeping charge shall be the number of housekeeping units served by the same meter times the housekeeping charge rate as follows:

- (a) Effective for utility bills issued through September 30, 2010:\$1.26
- (b) Effective for utility bills issued from October 1, 2010 through September 30, 2011:\$1.50
- (c) Effective for utility bills issued from October 1, 2011 through September 30, 2012:\$1.56
- (d) Effective for utility bills issued from October 1, 2012 through September 30, 2013:\$1.62
- (e) Effective for utility bills issued from October 1, 2013 and thereafter:\$1.69

(Ord. No. 22502, § 2, 8-3-04; Ord. No. 22964, §§ 1, 2, 4-4-06; Ord. No. 23695, §§ 1, 2, 9-23-08; Ord. No. 24137, §§ 1, 2, 9-28-10)



INTEROFFICE MEMO

To: Honorable Mayor and City Councilors
From: Thomas M. Moton, Jr., City Manager
Date: May 16, 2014
Re: Verdigris Water Plant and Verdigris River Water Rights Update

With City Attorney Beth Anne Wilkening's assistance, Utilities Director Anthony Daniel and I met with the City's water rights specialty attorneys on May 9. As you may recall, I reported to you on April 4, 2014, Anthony and I met with Oklahoma Water Resources Board (OWRB) and Oklahoma Department of Environmental Quality (DEQ) officials to discuss several matters. Chief among those matters were the City's water rights and possible reduction of the City's Verdigris River water rights by almost 50% at a time that the City needs to have those water rights increased to meet current and future water demand now that the City operates its own water treatment plant.

Hall Estill Attorneys At Law Kenyon Williams and Jim Milton have been engaged through the City Attorney's Office to help the City address this critical water rights issue. Today, Utilities Director Anthony Daniel and Messrs. Williams and Milton will meet with OWRB officials to request a legal stay of the proceedings to stop the administrative process that is underway to reduce the City's Verdigris River water rights.

During the May 9 meeting, I discovered the City Manager and Utilities Director are not included on critical communication from OWRB and some staff communication to OWRB, which puts both of us in a unique position of being unaware of potential problems until it is too late. Attached is a copy of a memorandum from Acting Engineering and Construction Director Tom Hendrix to OWRB requesting no reduction in the City's water permits. As a consequence of this communication gap, I have written OWRB and DEQ and advised that in the future the City Manager and Utilities Director are to be copied on all correspondence about the City's water and wastewater systems.

Contact me if you have any questions about this memo.

Respectfully submitted,

Thomas M. Moton, Jr.

nes

CC: Beth Anne Wilkening, City Attorney
Tom Hendrix, Acting Engineering and Construction Engineer
Anthony Daniel, Utility Director

Attachments



*Reid 5/9/14
from Anthony Daniel*

March 20, 2014

Mr. Rick Wicker
Surface Water Permitting Specialist
Planning and Management Division
Oklahoma Water Resources Board
3800 N. Classen Blvd
Oklahoma City, OK 73118

Re: Request for Amendment to City of Broken Arrow Active Permits 19630131 and 19780063

Dear Mr. Wicker:

The City of Broken Arrow has two active run-of-the-river permits on the Verdigris totaling 27,227 acft/yr with maximum schedule of use. Based on the meeting with OWRB staff on February 24, 2014, it was brought to our attention that the OWRB system recommends reductions of these permits (based on computer models) as follows:

Permit Number	Authorized Amount (acft/yr)	Recommended OWRB Reduction (acft/yr)
19630131	15,185	7,092
19780063	<u>12,042 (Year 2030+)</u>	<u>3,372</u>
Total	27,227	<u>10,464</u>

The City of Broken Arrow requests full use of the authorized amount (no reduction) for both permits with the following schedule of use for permits 19630131 and 19780063:

2010 75%
2020 100%

The City of Broken Arrow requests consideration of this amendment for two important reasons:

- (1) The historical use of the Verdigris River water rights is not an appropriate measure of short- and long-term water needed from the Verdigris by the City of Broken Arrow, and
- (2) Growth projections and the construction of the Verdigris River Water Treatment Plant demonstrate a need to fully use both Verdigris River permits.

Mr. Rick Wicker
March 20, 2014
Page Two


From January 1, 1982 to the present, the City of Broken Arrow relied on treated surface water supplies from the Oklahoma Ordnance Works Authority (OOWA) and did not have the ability to treat appreciable supplies of raw water for municipal supply. In 2005 a City of Broken Arrow Water Supply Committee consisting of City businesses, residents and staff was formed to study alternatives to the arrangement with OOWA to meet the long term needs of the City. In January 2006 the committee recommended that Broken Arrow build a new water treatment plant.

The City of Broken Arrow has invested \$65M from DWSRF and FAP loans, some of which are from OWRB, to study, design, and construct a new 20-MGD membrane treatment plant with associated conveyance and storage facilities to utilize its two Verdigris River water rights. The water treatment plant construction will be completed in spring 2014 and it will commence operation at that time. HDR Engineering was selected and performed a water supply study that recommended a new membrane treatment facility. Four different membrane companies piloted five different membrane treatment systems on the Verdigris River water. HDR performed the water treatment plant design based on the selected membrane system. The construction of the water treatment facility began in March of 2012.

Over the most recent five year period from 2009-2013, the City of Broken Arrow reported a maximum annual use of 14,250 acft, with an annual average of 12,670 acft. The City of Broken Arrow estimates average daily demands of 20,940 acft/yr (18.7 mgd) in 2030 and 28,120 acft/yr (25.1 mgd) in 2060. For these reasons, the full use of the authorized amount for both permits is being requested.

Thank you for your consideration. If you have questions, please contact me at 918-259-2400 x 5414.

Sincerely,



Thomas D. Hendrix, P.E.

Acting Director of Engineering & Construction Department

TDH/klp



May 16, 2014

Mr. J. D. Strong
Executive Director
Oklahoma Water Resources Board
3800 N. Classen
Oklahoma City, OK 73118

Subject: Broken Arrow Municipal Authority (BAMA) Communication

Dear Mr. Strong:

The City of Broken Arrow appreciates the work that the Oklahoma Water Resources Board (OWRB) provides to assist publicly owned water and wastewater systems. Compliance with all project reporting requirements, annual water use reporting and managing of water appropriations are one of my highest priorities. As City Manager of the City of Broken Arrow and the General Manager of the Broken Arrow Municipal Authority (BAMA), I believe it would serve the community well if copies of all correspondence involving the City's water and wastewater systems are copied to the following persons:

- Anthony Daniel – BAMA Utilities Director
City of Broken Arrow
220 S. First St. P.O. Box 610
Broken Arrow, OK 74013
- Thomas Moton – City Manager/BAMA General Manager
City of Broken Arrow
220 S. First St. P.O. Box 610
Broken Arrow, OK 74013

Staff transitions necessitate that more persons stay informed and are kept in the loop on water and wastewater issues, especially before a major issue develops that may require immediate action. Please contact me if you have any questions about this letter.

Thank you in advance for your assistance.

Yours sincerely,

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

C: Mayor and City Councilors



May 16, 2014

Mr. Scott E. Thompson
Executive Director
Oklahoma Department of Environmental Quality
707 N. Robinson
P.O. Box 1677
Oklahoma City, OK 73101-1677

Subject: Broken Arrow Municipal Authority (BAMA) Communication

Dear Mr. Thompson:

The City of Broken Arrow appreciates all the work that the Oklahoma Department of Environmental Quality provides to assist publicly owned water and wastewater systems. Compliance with all EPA and ODEQ regulations and, reporting requirements and obtaining approvals for system improvements are one of my highest priorities.

As City Manager of the City of Broken Arrow and the General Manager of the Broken Arrow Municipal Authority (BAMA), I believe it would serve the community well if copies of all correspondence involving the City's water or wastewater systems are copied to the following persons:

- Anthony Daniel – BAMA Utilities Director
City of Broken Arrow
220 S. First St. P.O. Box 610
Broken Arrow, OK 74013
- Thomas Moton – City Manager/BAMA General Manager
City of Broken Arrow
220 S. First St. P.O. Box 610
Broken Arrow, OK 74013

Staff transitions necessitate that more persons stay informed and are kept in the communication loop on all water and wastewater issues, especially before a major issue develops that may require immediate action. Please contact me if you have any questions about this letter.

Thank you in advance for your assistance.

Yours sincerely,

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

C: Mayor and City Councilors



INTEROFFICE MEMO

To: Honorable Mayor and City Councilors
From: Thomas M. Moton, Jr., City Manager
Date: May 16, 2014
Re: Water Meter Account Information – Follow Up from May 5, 2014 Cost of Utilities Study

City of Broken Arrow utility records indicate there are 36,147 water meters in the City's system. During the May 5, 2014, City Council Study Session on the Utilities Cost of Service study on the proposed rates, the topic of base meter rates was discussed. Staff promised to provide you with information about how the base meter rates were devised and information about the type of accounts served by large water meters. This memo provides information on the types of accounts served by larger water meters—larger than 2". In a separate memo dated today, you received information on how the base meter rates were derived.

Of the 36,147 water meters, 93.5% of all water meters are ¾ inches and 97.5% of all meters are one inch or less. You will find attached a report entitled "May 2014 Water Meters By Size Per Meter Inventory Listing". In addition, you will find attached list of the 3", 4", and 6" water meter customers. There are 89 water meters in the City water distribution system that are 3 inches or larger. Contact me or Assistant City Manager Jeff Jenkins if you have any questions about this memo.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Tom".

Thomas M. Moton, Jr.

nes

CC: Anthony Daniel, Utilities Director
Tom Caldwell, Finance Director
Jeff Jenkins, Assistant City Manager

Attachments

City of Broken Arrow
May 2014 Water Meters By Size
Per Meter Inventory Listing

	075	1	1.5	2	3	4	6	8	Total
Water	33,800	1,449	376	436	53	24	9	0	36,147

3" INSTALLED WATER METERS

AS OF 5/8/14

CUSTOMER ID	LOCATION	NAME	ADDRESS	INSTALLED	NOTES
CITY OF BA ACCOUNTS					
61055	51840	CITY OF BA PARKS	1205 W SHREVEPORT ST	3/31/2014	
61055	169936	CITY OF BA/PARKS	1200 S MAIN ST MTR	7/1/2000	
61055	47892	CITY OF BA/PARKS	100 N FIR AVE	1/3/2013	
61055	215878	CITY OF BA/PARKS	4800 W WASHINGTON ST WM	2/6/2013	
76133	35390	CITY OF BA/POLICE DEPT	1101 N 6TH ST	11/8/2013	
202717	215116	FIRE STATION #2	2300 W NORFOLK DR	9/20/2012	
168619	207596	FIRE STATION #6	3151 N 9TH ST	10/15/2007	
SCHOOLS					
178033	177882	BAPS/4TH AND 5TH GRADE CTR	251 E OMAHA ST	12/28/2010	
8317	55176	BAPS/ARROW SPRINGS ELEM	101 W TWIN OAKS ST	3/20/2013	
206327	215702	BAPS/ASPEN CREEK ELEM	2800 W FLORENCE ST	11/13/2012	
206325	215596	BAPS/ASPEN CRK CHILDHOOD CTR	2700 W FLORENCE ST	2/11/2013	
129653	181060	BAPS/CENTENNIAL MIDDLE	225 E OMAHA ST	8/27/2002	
203871	215762	BAPS/CREEKMORE EARLY CHILD	1351 E ALBANY ST	3/1/2013	
203869	215486	BAPS/CREEKWOOD ELEM	1301 E ALBANY ST	3/1/2013	
8315	66140	BAPS/INDIAN SPRINGS ELEM	8800 S FAWNWOOD CT	1/28/2013	
8295	69172	BAPS/LYNN WOOD ELEM	1600 W QUINCY ST	6/3/2010	
75339	74898	BAPS/OLIVER MIDDLE SCHOOL	3100 W NEW ORLEANS ST	5/29/2009	
179415	61314	BAPS/PAC	701 S MAIN ST	10/28/2009	
189445	184994	BAPS/SPORTS FACILITY	2200 N 23RD ST	12/29/2011	
61083	41108	BAPS/SR HIGH SCHOOL	1901 E ALBANY ST B	12/29/2011	
54419	170512	BAPS/SR HIGH STATIUM & WHSE	1901 E ALBANY ST MTR	6/7/2000	
57483	51916	UNION SCHOOL/MCAULIFFE ELEM	6515 S GARNETT RD	3/19/2013	
8291	52538	UNION SCHOOLS/8TH GRADE CTR	6501 S GARNETT RD	3/15/2014	
54157	51678	UNION SCHOOLS/ANDERSON ELEM	1200 S WILLOW AVE	4/8/2011	
8293	60840	UNION SCHOOLS/PETERS ELEM	2900 W COLLEGE ST	8/1/1997	
OTHER					
88625	124074	AERIE HOUSE	1225 E KENOSHA ST	5/12/2011	
64191	73326	AGC MANUFACTURING (SPR)	20701 E 81ST ST SPR	9/2/1993	
187745	72874	APPLECREEK II LP	4400 S ELM PL	3/5/1997	
187745	5340	APPLECREEK II LP	4400 S ELM PL	3/6/1997	

3" INSTALLED WATER METERS

AS OF 5/8/14

CUSTOMER ID	LOCATION	NAME	ADDRESS	INSTALLED	NOTES
208119	164782	ARROW HEAD PRECAST LLC	1603 E HOUSTON ST	2/12/2009	
45349	69968	BA POST OFFICE	1701 S MAIN ST	10/7/2012	
151955	199968	BASS PRO OUTDOOR WORLD SITE 40	101 W BASS PRO DR	6/21/2005	
64401	73250	BUFORD PROP/FOREST HILLS CARE	4300 W HOUSTON ST	3/1/2012	
205295	55110	CANOE BROOK BA	2621 S ELM PL	11/27/2012	
156403	58216	CHAPEL ON THE HILL	216 LUTHER DR	2/17/1997	
7243	72602	COLLINS, BOB	1029 E IOLA ST	4/13/2011	TOWNHOUSE SQUAR INC
174841	184712	FAMILY YMCA	8501 S GARNETT RD	3/25/2008	
41009	214638	FLIGHT SAFETY INT'L	700 N 9TH ST	12/3/2010	
158741	197784	HOLIDAY INN EXPRESS & SUITES	2201 N STONE WOOD CR	3/13/2006	
164021	183274	HOMEWOOD SUITES/HILTON SOUTH	4900 W MADISON PL	12/12/2013	
55239	76062	IMMANUEL LUTHERN CHURCH	400 N ASPEN AVE	2/12/2002	
18977	27252	INDIAN SPRINGS APTS	2177 W JASPER ST A2	8/26/2011	
199487	60132	INDIAN SPRINGS COUNTRY CLUB	16006 E 131ST ST	8/14/2008	
35357	61640	MARTIN, JERRY D	12813 E 71ST ST	2/13/2014	TRAILER PARK
165671	89412	PATEL, NARENDRA	1200 E LANSING ST	5/7/2009	BEST WESTERN HOTEL
118873	169352	SILVER ARROW ESTATES	2601 S ELM PL	7/3/2001	
128993	180734	SPOT FREE CAR WASH	3401 S ASPEN AVE	9/25/2002	
79083	168278	STURGEON, ROY (SPR)	5412 E PRINCETON ST SPR	9/28/2012	LARGE RESIDENCE
16535	56096	THE FAIRWAY CONDOMINIUMS	15921 E 131ST ST 1	1/4/2012	
177435	208466	TOWNEPLACE SUITES	2251 N STONE WOOD CR	6/23/2008	
130755	176460	WAL-MART STORES INC	6310 S ELM PL	12/1/2002	
57871	17536	WARREN PROFESSIONAL BLDG	2950 S ELM PL	3/7/2001	

TOTAL 3" METERS 52

4" INSTALLED WATER METERS

AS OF 5/8/14

CUSTOMER ID	LOCATION		NAME	ADDRESS	INSTALLED	NOTES
CITY OF BA ACCOUNTS						
61055	170504	C	CITY OF BA/PARKS	410 E WASHINGTON ST	4/30/2013	
61055	171642	C	CITY OF BA/PARKS	604 E DALLAS ST POOL	9/22/2000	
61055	190828	C	CITY OF BA/PARKS (SPR)	3201 N 9TH ST SPR	3/8/2007	
SCHOOLS						
207617	215222	S	BAPS/ONETA RIDGE MIDDLE SCH	6800 E QUINCY PL	3/21/2013	
61083	190574	S	BAPS/SR HIGH SCHOOL	1901 E ALBANY ST	8/7/2012	
54419	57862	S	BAPS/SR HIGH STADIUM & WHSE	1901 E ALBANY ST J	6/5/2000	
205151	214990	S	BIXBY PUBLIC SCHOOLS	11900 E 131ST ST	4/18/2011	
48419	1294	S	VO-TECH SE CAMPUS	4000 W FLORENCE ST	6/7/2010	
48419	214186	S	VO-TECH SE CAMPUS	4000 W FLORENCE ST	4/15/2009	
OTHER						
62815	73160		BLUE BELL CREAMERIES	8201 E HIGHWAY 51 M1	9/24/2010	
6549	48278		BRADEN WINCH CO	800 E DALLAS ST	7/13/1998	
35941	27086		CEDAR RIDGE COUNTRY CLUB	10302 S GARNETT RD	1/5/2007	
215	164068		FIRST BAPTIST CHURCH	100 W ALBANY ST	6/12/1998	
155437	20232		GREEN COUNTRY MOTEL INV INC	2600 N ASPEN AVE 105	2/15/2014	
206515	74894		GREENHILL CONCRETE	1601 E HOUSTON ST D	4/18/1994	
199487	72862		INDIAN SPRINGS COUNTRY CLUB	IDYLLWILD ST SPR	10/14/1983	
199487	60130		INDIAN SPRINGS COUNTRY CLUB (SPR)	16006 E 131ST ST SPR	12/15/1995	
139171	171454		MID-CONTINENT CONCRETE CO	1501 E HOUSTON ST	5/3/2001	
61749	61154		RHEMA BIBLE CHURCH	1025 W KENOSHA ST	11/1/2000	
58511	49158		RHEMA BIBLE CHURCH	1019 W KENOSHA ST	10/7/2007	
15165	35758		TREETOPS LIMITED	5001 S HICKORY AVE 101	7/31/2012	
60575	1436		UNI FIRST CORPORATION	2100 N BEECH AVE	12/5/2011	
192353	211984		VINTAGE HOUSE/KENOSHA LANDING	2602 W OAKLAND PL	12/7/2011	
TOTAL 4" METERS	23					

6" INSTALLED WATER METERS

AS OF 5/8/14

CUSTOMER ID	LOCATION	NAME	ADDRESS	INSTALLED	NOTES
57119	60486	OUR LADY OF SORROWS	17600 E 51ST ST	8/1/1982	
60069	49546	FOREST RIDGE DEVELOPMENT	7501 E KENOSHA ST SPR	10/25/2013	
84169	77174	SACK & ASSOCIATES INC.	1901 W HOUSTON ST	5/1/1996	ASPEN VILLAGE APTS
61435	73124	BAKER OIL TOOLS SITE#BOT-40	3000 N HEMLOCK CR	8/1/1982	
84169	77172	SACK & ASSOCIATES INC.	1953 W HOUSTON ST	10/24/2002	ASPEN VILLAGE APTS
159555	169208	BDMP LLC	4300 S BUTTERNUT AVE	7/21/2010	HORSE FARM
83795	79902	BATTLE CREEK GOLF COURSE	1101 W OMAHA ST	2/17/1998	CITY OWNED
98885	164850	LINDSEY CONSTRUCTION CO (SPR)	1101 E OMAHA ST SPR	9/21/1998	GOLF COURSE
57119	160620	OUR LADY OF SORROWS	17600 E 51ST ST	8/8/2008	
TOTAL 6" METERS	9				

To: Thomas Moton Jr., City Manager
From: Norm Stephens, Assistant to the City Manager/Economic Development Coordinator
Date: May 16, 2014
Re: Water Line Update Next to Main Street

Mr. Moton, on May 1, 2014 I met with Jeff Jenkins, Barney Campbell, Anthony Daniel, Roger Hughes, Michael Skates, James Annas and Tom Hendrix to discuss anticipated retail growth in the Rose District. The primary topic was the City's ability to adequately provide sufficient infrastructure to ensure minimum water pressure, flow and fire protection, along with necessary sewer lines. Additionally, we discussed the need for long range planning and funding for Old Town water and sewer improvements.

Currently there is a 4 inch water line in both the east and west alley between Dallas and Broadway and an 8 inch water line along Main Street. Including the new In the Raw building and The District @ 222 building, there is sufficient fire pressure and flow. AVB Bank is including a city funded 8 inch water line between Main Street and Ash on Dallas in their building plans. Additional fire hydrants will be added which will benefit fire suppression for The District @ 222. Engineering and Construction has an 8 inch water line designated with the Dallas Street rehab project between Ash and Elm. The Broadway contractor installed an 8 inch water line from Main to Cedar with the roadway rehab project. E&C has a design to finish the water line along Broadway from Cedar to Elm; however it is not under contract for construction. Utilities Department installed a 6 inch water line along Cedar to provide B.A. Neighbor's fire protection.

What is a cause for concern is without additional planning and funding, future growth will begin to tax our existing infrastructure. In a nut shell, we are currently able to fulfill our mission; however one Utilities Staff member estimates we are ten years behind on planning for the future.

Staff discussed and consensus was reached that we take a holistic view of the water and sewer needs for the entire Old Town district. Engineering and Construction Staff are attempting to setup a scoping meeting to talk to the Engineer that developed the City's overall Water Model. Staff is requesting a Water Model study for Old Town as well as a sewer master plan; however there are no funds readily available for the study. Utilities Staff are currently replacing water and sewer lines and adding additional or expanded lines, with no overall plan. For the purpose of continuity and funding, it is imperative that long range planning begin immediately. To continue operating as we have done in the past reduces the probability for successful retail growth in the Rose District.



SCOTT A. THOMPSON
Executive Director

OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY

MARY FALLIN
Governor

May 8, 2014

Anthony Daniels, Utilities Director
City of Broken Arrow
P.O. Box 610
Broken Arrow, Oklahoma 74013-0610

Re: FY 2014 City of Broken Arrow Pretreatment Compliance Inspection
OPDES Permit No. OK0040053
Facility No. S-20409

Dear Mr. Daniels:

A Pretreatment Compliance Inspection (PCI) of the City of Broken Arrow Utilities Authority [Control Authority (CA)]'s Industrial Pretreatment Program was conducted by personnel from the Municipal Wastewater Enforcement Section of the Water Quality Division of the Department of Environmental Quality (DEQ) on March 17, 2014. A copy of the resulting report is enclosed. Please review the report for detailed comments in addition to the findings summarized below.

The following required actions/violations were identified during the inspection (formal response required):

The most recent Pretreatment Program modification was submitted on February 14, 2013, and DEQ issued a letter approving the document to be presented to City Council for approval. The City Council passed the pretreatment streamlining amendments on September 3, 2013, and the document is being circulated for signatures between Broken Arrow, Tulsa, and RMUA as per the multi-jurisdictional agreement.

Ruselectric and Blue Bell Creameries were non-compliant, but not listed as significantly non-compliant in the annual report.

Recommendations for Improved Implementation or Enforcement of the Pretreatment Program (no formal response required):

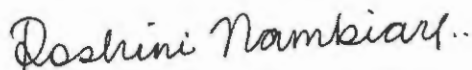
The CA issued a Notice of Violation (NOV) to Ruselectric for discharging from storage barrels. Ruselectric responded to the NOV. CA should review Ruselectric's NOV response to determine if it was adequate and either respond to or close the NOV, as appropriate.



City of Broken Arrow
FY 2014 Pretreatment Compliance Inspection
May 8, 2014
Page 2 of 2

Within thirty (30) days of the date of this letter, the City needs to take whatever corrective action is necessary to correct the violations cited herein. Questions or comments may be directed to me as follows: E-mail: roshini.nambiar@deq.ok.gov, FAX: 405-702-8101, Telephone: 405-702-8132, or write to me at the letterhead address.

Sincerely,



Roshini Nambiar
Municipal Wastewater Enforcement Section
Water Quality Division

RN/MM/PR/md

cc: Lauren Wilson, Pretreatment Coordinator, City of Broken Arrow (w/enclosure)
Rudy Molina, Pretreatment Coordinator, US EPA Region 6 (w/enclosure)
Chad Keller, ECLS, Tulsa DEQ Office
Rick Austin, Regional Manager, ECLS, DEQ



SCOTT A. THOMPSON
Executive Director

OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY

MARY FALLIN
Governor

April 25, 2014

Craig Thurmond, Chairman
Regional Metropolitan Utility Authority
200 Civic Center, Room 403
Tulsa, Oklahoma 74103



Re: FY 2014 Pretreatment Compliance Inspection
Regional Metropolitan Utility Authority - Haikey Creek
OPDES Permit No. OK0034363
Facility No. S-20434

Dear Mr. Thurmond:

A Pretreatment Compliance Inspection (PCI) of the Regional Metropolitan Utility Authority (RMUA) [Control Authority (CA)]'s Industrial Pretreatment Program was conducted by personnel from the Municipal Wastewater Enforcement Section of the Water Quality Division of the Department of Environmental Quality (DEQ) on March 17, 2014. A copy of the resulting report is enclosed. Please review the report for detailed comments in an addition to the findings summarized below.

The following required actions/violations were identified during the inspection (formal response required):

- The Significant Industrial User (SIU), Southwest Regional Medical Center, was cited for noncompliance with self-monitoring requirements and an Oil and Grease (O&G) limit exceedance during the pretreatment year being reviewed. There was no evidence of the enforcement actions taken for the O&G exceedance and any related follow-up correspondence available during the PCI. Please provide documentation of all the enforcement actions taken in accordance with 40 CFR 403.16 and keep all enforcement information in an easily-retrievable format for future reference.

Recommendations for Improved Implementation or Enforcement of the Pretreatment Program (no formal response required):

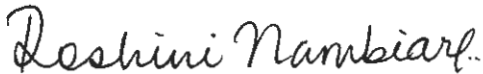
- It is recommended that the CA include all enforcement information in the annual report for SIUs for any non-compliance events, even if they do not qualify as significantly noncompliant (SNC) in accordance with 40 CFR 403.12(i).
- Pretreatment staffing levels seemed inadequate for the scope of the program and the possible future expansion. One more person/technician is recommended for the pretreatment program.



Regional Metropolitan Utility Authority
FY 2014 Pretreatment Compliance Inspection
Facility No. S-20434
April 25, 2014
Page 2 of 2

Within thirty (30) days of the date of this letter, the City needs to take whatever corrective action is necessary to correct the violations cited herein. Questions or comments may be directed to me as follows: E-mail: roshini.nambiar@deq.ok.gov, FAX: 405-702-8101, Telephone: 405-702-8132, or write to me at the letterhead address.

Sincerely,



Roshini Nambiar, Municipal Pretreatment Coordinator
Municipal Wastewater Enforcement Section
Water Quality Division

RN/PR/MM/md

Enclosure: PCI report

cc: Lauren Wilson, RMUA Pretreatment Coordinator, City of Broken Arrow (w/enclosure)
Rudy Molina, Pretreatment Coordinator, U.S. EPA Region 6 (w/enclosure)
Adrian Sherman, ECLS, Tulsa DEQ Office
Rick Austin, Regional Manager, ECLS, DEQ



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
Washington, D.C. 20460

NPDES Compliance Inspection Report

Form Approved
OMB No. 2040-0003
Approval Expires 7-31-85

Section A: National Data System Coding

Transaction Code			NPDES										yr/mo/day				Inspec. Type		Inspector		Fac Type																				
1	N		2	5	3	O	K	0	0	3	4	3	6	3	11	12	1	4	0	3	1	7	17	18	P	19	S	20	1												
Remarks																																									
F a c i l i t y N u m b e r S - 2 0 4 3 4																																									
Reserved										Facility Evaluation Rating					BI		QA		Reserved																						
67						69			70						71			72						73						74			75						80		

Section B: Facility Data

Name and Location of Facility Inspected Regional Metropolitan Utility Authority (RMUA) Haikey Creek Industrial Pretreatment Program Broken Arrow, Oklahoma		Entry Time [] AM [X] PM 1:24	Permit Effective Date June 1, 2013
		Exit Time/Date 2:55 P.M., March 17, 2014	Permit Expiration Date May 31, 2018
Name(s) of On-Site Representative(s) Lauren Wilson		Title(s) Pretreatment Coordinator (City of Broken Arrow contract)	Phone No(s) 918.455.4762
Name, Address of Responsible Pretreatment Official Craig Thurmond Regional Metropolitan Utility Authority 200 Civic Center, Room 403 Tulsa, OK 74103		Title Chairman, RMUA	Contacted <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		Phone No. 918.259.2400	

Section C: Areas Evaluated During Inspection

(S = Satisfactory, M = Marginal, U = Unsatisfactory, N = Not Evaluated)

N	Permit	N	Flow Measurement	S	Pretreatment	N	Operation and Maintenance
N	Records/Reports	N	Laboratory	N	Compliance Schedule	N	Sludge Disposal
N	Facility Site Review	N	Effluent/Receiving Waters	N	Self-Monitoring Program	N	Other:

Section D: Summary of Findings/Comments (Attach additional sheets if necessary)

See attached report for details.

*Chairman Thurmond was unavailable for the exit interview but was informed.

Name(s) and Signature(s) of Inspector(s) Myles Murrell, P.E. 	Agency/Office/Telephone DEQ / Water Quality Division / 405.702.8121 Municipal Wastewater Enforcement Section	Date 4-25-14
Roshini Nambiar 	DEQ / Water Quality Division / 405.702.8132 Municipal Wastewater Enforcement Section	Date 4/25/14
Name and Signature of Reviewer Patrick Roshell, P.E. 	Agency/Office/Telephone DEQ / Water Quality Division / 405.702.8182 Enforcement Group	Date 4/25/14

Regulatory Office Use Only

Action Taken	Date	Compliance Status
		<input type="checkbox"/> Noncompliance
		<input type="checkbox"/> Compliance

Oklahoma Department of Environmental Quality
NPDES Compliance Inspection Report
Supplement
Pretreatment Compliance Inspection (PCI)

Name of Control Authority: Regional Metropolitan Utility Authority
Name of Pretreatment Contact: Lauren Wilson
Telephone: 918-455-4762 FAX: 918-455-4172 E-mail addresses: lwilson@brokenarrowok.gov

I. PRE-SITE VISIT REVIEW To be completed by Municipal Pretreatment Coordinator

Name: Roshini Nambiar Signature: Roshini Nambiar Date: 4/25/14

A. Approved Pretreatment Program (APP)

1. Pretreatment Program Approval Date: September 24, 1993
2. Program Modification Approval Date(s): 1/16/02 See comment Page 2
3. Date of Last Inspection: March 27, 2013 Type of Last Inspection: PCI
4. Annual Report: Due: October 31, 2013
[40 CFR 403.12(f)] Received: November 1, 2013
Periods Covered: From 10/1/12 to 9/30/13
5. Does the annual report document any changes to:
If yes, explain in Additional Notes/Comments.
a) Organizational Structure YES NO
b) Staffing Levels? YES NO
c) Multi-jurisdictional Issues YES NO

B. Industrial User Status

1. Number of Significant Industrial Users (SIUs): 8
2. Number of Categorical Industrial Users (CIUs): 4
List any new CIUs in Additional Notes/Comments
3. SIUs not inspected or sampled: 0
4. SIUs without Control Mechanisms: 0
5. SIUs in Significant Noncompliance (SNC) with standards or reporting: 0
(reporting includes BMRs, 90-day, self-monitoring, compliance schedules, and non-compliance)
6. SIUs in SNC with self-monitoring requirements: 0
7. SIUs in SNC with self-monitoring and not inspected or sampled: 0

C. Local Limits

List below the current program limits:

		Concentration Limits
		Daily (mg/L)
Arsenic	(As)	<u>2.0</u>
Cadmium	(Cd)	<u>0.5</u>
Chromium-Total	(Cr)	<u>2.8</u>
Copper	(Cu)	<u>4.0</u>
Cyanide	(CN-)	<u>0.8</u>
Lead	(Pb)	<u>1.5</u>
Mercury	(Hg)	<u>0.43</u>
Molybdenum	(Mo)	<u>33.8</u>
Nickel	(Ni)	<u>5.0</u>
Selenium	(Se)	<u>no limit</u>
Silver	(Ag)	<u>0.5</u>
Zinc	(Zn)	<u>5.0</u>
Oil & Grease		<u>500</u>

- Has the CA evaluated their TBLLs per current permit language? YES NO N/A
See comment for I.A.2 below
- If head-works loading, were they evaluated as part of the annual report? YES NO N/A
If no, explain in Additional Notes/Comments.
- Have pollutant scans of POTW influent and effluent been conducted at the frequency required by the approved pretreatment program/OPDES Permit and submitted as part of the annual report? YES NO
If no, explain in Additional Notes/Comments.
- Are the local limits satisfactory and without any apparent problems? YES NO
If no, explain in Additional Notes/Comments.
- Has the POTW been free from any inhibitions and/or upsets from IUs since the last annual report? YES NO
If no, explain in Additional Notes/Comments.

D. Enforcement

- SIUs in SNC *If yes, List below* YES NO

- SIUs in SNC Published *40 CFR 403.8(f)(2)(vii)* YES NO N/A
- Does the APP include an Enforcement Response Plan (ERP)? YES NO

Additional Notes/Comments:

Section # *Note or Comment*

I.A.2 The Pretreatment Streamlining Modifications to the Industrial Pretreatment Program was passed by the City of Broken Arrow Council on September 3, 2013. The inter-jurisdictional agreements between Broken Arrow, Tulsa, and RMUA were being circulated for signatures and had not been signed by every party involved at the time of the PCI. Once the Ordinance is signed, copies will be submitted to DEQ for final approval.

II. ONSITE INSPECTION To be completed by Municipal Enforcement Engineer

Name: **Roshini Nambiar**

Signature: _____

Date: _____

A. Industrial User Inventory

1. Have any SIUs been added or deleted that were not included in the most recent Annual Report?
 YES NO

If yes, list any additions or deletions:

ADDITIONS	DELETIONS

2. Has the industrial survey been kept updated? *[40 CFR 403.8(f)(2)(i)]* YES NO

B. Local Limits

3. Do current local limits match approved local limits (see I.C) YES NO

Note: The remaining sections pertain to the specific IU file reviewed.

Name of IU **Southwest Regional Medical Center**
 IU Classification CIU SIU NON-SIU

C. Control Mechanism/Permit (Permit)

1. Is the Permit In Effect? YES NO
2. Does the Permit include local limits/categorical standards as applicable? YES NO
3. Does the Permit include appropriate monitoring and reporting requirements? YES NO
4. Does the Permit include the following standard conditions?
- | | | | |
|--|---|-----------------------------|---|
| a) Permit Transfer Limitations <small>403.8(f)(1)(iii)(B)</small> | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| b) Termination/Revocation Clause | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| c) Prohibition of Bypass <small>403.17(d)</small> | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| d) Slug Load Notification Requirement <small>403.12(f)</small> | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| e) Notification of Upsets and Process Changes <small>403.8(f)(1)(i); 403.16</small> | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| f) POTW Right of Entry <small>403.8(f)(1)(v) and (vi)(B)</small> | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| g) Statement of Applicable Civil and Criminal Penalties <small>403.8(f)(1)(iii)(E)</small> | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| If not, are these covered by another legal agreement? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input checked="" type="checkbox"/> N/A |

D. Control Authority IU Compliance Inspection

1. Was the IU inspected at the frequency required by the APP? YES NO N/A
2. Does the CA Compliance Inspection cover the following areas?
- | | | | |
|--|---|-----------------------------|---|
| a) Inspection of the manufacturing facilities? | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | |
| b) Inspection of pretreatment facilities? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input checked="" type="checkbox"/> N/A |
| c) Inspection of the sampling procedures and monitoring records? | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| d) Accuracy of flow measurements/reporting | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| e) Evaluation of the need for a Slug Control Plan? | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | |
| f) Confirmation of compliance with approved TOMP? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input checked="" type="checkbox"/> N/A |

3. Are inspections sufficiently detailed to identify processes and associated discharges that are regulated by Federal Categorical Standards or to verify that source and discharge locations of all Categorical wastewater streams are unchanged?

YES NO N/A

E. Control Authority IU Compliance Sampling and Analyses

1. Was the IU sampled at the frequency required by the APP?

YES NO N/A

2. Did the CA sampling of the IU include analysis for all regulated pollutants?

YES NO N/A

3. Is the CA keeping proper field notes and chain-of-custody receipts?

YES NO N/A

F. Industrial User Self-Monitoring

1. Does the IU file contain all required self-monitoring reports?

YES NO N/A

2. Are all regulated parameters reported by the IU in the self-monitoring reports?

YES NO N/A

3. Have all signatory requirements for CIUs (SMR/TOMP Certification) been met? [40 CFR 403.12(f)]

YES NO N/A

4. Does the CA verify completeness, approved analytical techniques, proper field notes and chain-of-custody receipts of IU self-monitoring reports?

YES NO N/A

G. Enforcement

1. Is the IU Significantly Noncompliant (SNC)?

YES NO

If yes, has the CA taken appropriate enforcement action [refer to ERP]?

YES NO N/A

H. Overall Pretreatment Program Evaluation

1. Do pretreatment staffing levels and training appear adequate?

YES NO N/A

2. Have any efforts been made to incorporate Pollution Prevention? [Not a requirement]
If yes, describe:

YES NO

Additional Notes/Comments:

Question # Note or Comment

I. D.1. DEQ advised the CA to include all information regarding any enforcement action taken regarding any noncompliance events, even if they don't qualify as significant noncompliant (SNC).

II. G.1. The SIU was noncompliant for self-monitoring requirements and effluent limits. It had an Oil and Grease (O&G) exceedance of 110 mg/l (permit limit is 100 mg/l) and failed to notify the CA within 24 hours of becoming aware of the violation. The SIU was charged \$750 for a late permit application and failure to monitor after the O&G violation. An NOV was issued and mailed, but there was no evidence of a response in the files or any other enforcement information. The Pretreatment Coordinator was supposed to email the enforcement information to DEQ since the RMUA pretreatment program files are kept at the RMUA offices, and the PCI was conducted at the Broken Arrow office. The information requested was sent via email on April 24, 2014, although it was requested during the exit interview.

II.H.2. Pretreatment staffing levels seemed inadequate for the scope of the program and possible future expansion. One more person/technician is recommended for the pretreatment program.

2. GENERAL CORRESPONDENCE / NOTIFICATION

INTEROFFICE MEMO

To: Thomas Moton Jr., City Manager

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

Date: May 16, 2014

Re: 2014 Grounds for Development

Mr. Moton, a printed copy of the 2014 Grounds for Development brochure will be included in today's City Council's packet.

INTEROFFICE MEMO

To: Honorable Mayor and City Councilors
From: Thomas M. Moton, Jr., City Manager
Date: May 16, 2014
Re: Older Adults or Persons with Disabilities Transportation

On May 12, 2014, I met with representatives of the Broken Arrow Senior Health Alliance (BASHA) to discuss an increasing issue. The issue involves addressing transportation for those persons in Broken Arrow who can live independently and yet not have access to affordable transportation to make such recurring trips to medical appointments, grocery stores or to the various programs and services intended to prevent older adults from becoming isolated.

Michael Fauvell, LIFE Senior Services, Inc., Marcus Brown, Care Patrol, and June Ross, met with me to discuss what resources exist to help older adults and persons with disability live independently. There are multiple resources that exist in the Tulsa area; however, there are very few reliable resources in Broken Arrow, especially for those Broken Arrow residents residing in Wagoner County.

Our next meeting is set for June 5 where we will report on our efforts to identify untapped resources and plan for action. I anticipate that these persons and others will eventually present a request to the City seeking help increasing options for seniors and persons with disabilities to have access to affordable transportation.

Respectfully submitted,



Thomas M. Moton, Jr.

nes



INTEROFFICE MEMO

To: Honorable Mayor and City Councilors
From: Thomas M. Moton, Jr., City Manager
Date: May 16, 2014
Re: Status of the Dallas Street Improvements Project

Please see the below email received from Mr. Westfall concerning the status of the Dallas Street Improvements Project.

...

The design is complete and we are scheduled to receive the bid documents this coming Monday the 12th. As you know, we wanted to wait until the Broadway Avenue project was completed before starting this one. Per Larry's inputs, the Broadway Avenue project is at this time scheduled for completion 21 Jul 2014.

The project is from the alleyway west of Main Street to Elm Place – a 2-lane curb and gutter road reconstruction project with storm water and water line improvements. Our current plan for the Dallas Street Improvements project is to advertise in June, receive bids in July, and start construction in August (specific dates not established just yet). Contract duration is being discussed and will be nailed down for advertisement, but for now, since half of the construction will be in the winter time with the potential for weather delays, we are anticipating 6-9 months for construction (probably closer to 9).

*T.M.
5/16/14*



INTEROFFICE MEMO

To: Honorable Mayor and City Councilors
From: Thomas M. Moton, Jr., City Manager
Date: May 16, 2014
Re: Update on Construction of N. 37th Street (209th)

City Attorney Beth Anne Wilkening, Assistant City Manager Jeff Jenkins and I met with Mr. Charles Ramsay and his attorney, James Ferris, on Tuesday, May 13. Understandably, Mr. Ramsay expressed his frustration and his displeasure with the pace that the City of Broken Arrow appears to have moved to fulfill a commitment to construct 37th Street between 51st and 61st Streets. I think our meeting was productive in that it fostered more understanding of the long term issues. I reported to you in the May 9, 2014, Notes to Council, on this issue. At this May 13 meeting, Mr. Ramsay presented a document that I do not yet fully understand; however, that City document indicates the City was going to build the roadway using savings from the 2008 General Obligation bond program, which differs from the 2011 City letter indicating that Sales Tax Capital Improvement (STCI) funds would be used for build the road. A copy of a letter dated March 2, 2012, from Ms. Pam Drake, Engineering and Construction Department Right of Way Agent, is attached and was provided to me by Mr. Ramsay.

Staff and I conveyed to Mr. Ramsay that the 2014 General Obligation bond program recommended projects includes \$4.5 million to construct the roadway. However, the City is unable to build the road without a source of funds. Until the 2014 bond program is considered and hopefully approved by voters, we were unable to commit to building the road and that such commitment could not be done by the City Manager as such actions would clearly exceed my authority. As such, Beth Anne is working on a Development Agreement for your consideration. The roadway design was not fully completed on the date of our meeting.

I will keep you posted on any significant developments; however, I am hopeful the next update will be a City Council agenda item for you to consider. Contact me if you have any questions about this memo.

Respectfully submitted,

A handwritten signature in blue ink that appears to read "Tom".

Thomas M. Moton, Jr.

nes

CC: Beth Anne Wilkening, City Attorney
Tom Hendrix, Acting Engineering and Construction Engineer

Attachment

CITY OF
BROKEN ARROW

Where opportunity lives



Reid from C Ramsay

5/13/14

Engineering & Construction Department

March 2, 2012

Mr. & Mrs. Chae Song Ko
1200 South Umbrella
Broken Arrow, OK 74012

RE: 37th Street-Omaha Street to Albany Street #ST1112

Dear Mr. & Mrs. Ko:

The above named street project is funded from 2008 General Obligation Savings. The construction of 37th Street from Omaha Street to Albany Street is scheduled to start in late summer of this year. It is designed to be built as a three (3) lane roadway (two driving lanes with a center turn lane).

Permanent right of way is necessary to construct the roadway. Drainage structures will be constructed which require permanent drainage easements and temporary construction easements are required for grading.

The City of Broken Arrow would appreciate a donation from you of the right of way required for this project. I have enclosed right of way documents for your review and signature. I have enclosed a return envelope for the documents, or I can pick them up from you if that is more convenient.

I can be contacted at 918-259-2400 ext 5438 if you have questions or need to discuss this project further.

Respectfully,

THE CITY OF BROKEN ARROW

Pam Drake
Right of Way Agent

enc

To: Thomas M. Moton, Jr., City Manager
From: James L. Annas, Acting Fire Chief
Date: May 14, 2014
Re: April 2014 Monthly Report

Please see the attached reports detailing:

- EMS Responses
- Fire Responses
- Fire Prevention Inspections
- Fire Investigations
- Fire & EMS Overview
- Monthly Incident Summary Report

CITY OF BROKEN ARROW
 FIRE DEPARTMENT / EMS MONTHLY REPORT
 April 2014

<u>Personnel</u>	<u>Authorized</u>	<u>Filled</u>
<u>Full-time:</u>		
Fire Chief	1	0
Assistant Chief	1	1
Deputy Chief	3	3
Battalion Fire Chief	3	2
Fire Marshal	1	1
Training Major / Operations	1	1
Training Major / EMS	1	1
Training Officer	3	3
Fire Investigator	3	3
Fire Captains	21	21
Lieutenants	21	19
Firefighter/Paramedic	30	36
Firefighter/Intermediate	5	6
Firefighter/Specialists	24	25
Firefighters	34	29
Physical Resource Officer	1	1
Administrative Assistant	1	1
Administrative Secretary	1	1
Fire Plan Reviewer	1	0
EMS Logistic Technician (part-time)	1	0

	157	154
--	------------	------------

Sworn Positions	152
Civilian Positions	4
Part-Time Positions	1
	157

Personnel Leaves

	<u>This Month</u>	<u>Same Month Last F/Y</u>	<u>Total This F/Y</u>	<u>Total Last F/Y</u>
Vacation Days Taken	210.1	179.0	1871.8	1820.0
Sick Leave Days Taken	50.8	50.3	554.7	495.2
Injury Days Taken	88.0	17.5	292.7	172.3
Holidays Taken	14.0	2.0	196.5	147.9
Military Leave Taken	3.2	2.0	28.1	11.0
Funeral Days Taken	6.0	6.8	26.0	18.5
United Way Day	0.0	1.0	4.0	11.0
Other (Leave w/pay etc)	38.9	6.7	221.7	134.1
Leave w/out pay-Including Military Lea	0.2	3.1	40.9	24.6
 Call-back personnel	 67.0	 61.4	 440.0	 764.8

CITY OF BROKEN ARROW
 FIRE DEPARTMENT / EMS MONTHLY REPORT
 April 2014

Programs and Education Activities

Tours of Fire Stations	<u>This Month</u>	<u>Attendance</u>	<u>F/Y to Date</u>	<u>Attendance</u>
Station #1	00	00	01	80
Station #2	01	50	07	222
Station #3	00	00	00	00
Station #4	00	00	00	00
Station #5	01	12	04	36
Station #6	02	164	12	302
TOTAL	4	226	24	640

Inservices (Community Helper, Extinguishers, Evacuation, Show Engines/EMS, etc.)

Station #1	00	00	16	1929
Station #2	00	00	21	4027
Station #3	00	00	03	03
Station #4	00	00	07	397
Station #5	00	00	28	5564
Station #6	01	100	13	2096
Safety Trailer	0	0	07	774
	01	100	95.0	14016

EMERGENCY MEDICAL SERVICES

<u>TYPES OF RUNS</u>	<u>This Month</u>	<u>Same Month Last F/Y</u>	<u>Total This F/Y</u>	<u>Total Last F/Y</u>
Total number of runs	699	593	6433	5749
Total number of transports	474	437	4836	4455
Number of persons treated	505	460	5049	4589
Dispatched cancelled en-route	23	06	145	87
Number of EMS Suppression runs	98	118	1245	1181

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

From: David N. Boggs, Chief of Police 

Date: May 13, 2014

Re: **A Big "High Five" for the BA Shelter from the OAA**

Attached please find a copy of the *Tails from the City*....Oklahoma Alliance for Animals Newsletter.

OAA President, Jamee Suarez-Howard has nothing but praise for City Officials and the Shelter Staff for the positive changes and improvements being made at the Broken Arrow Animal Shelter.

DNB:trl

Attachment

(Viewing on a mobile device? Please scroll down and click "Download Entire Message" or content may not display correctly.)



Oklahoma Alliance for Animals

Creating positive change for pets through community collaboration and education



Tails from the City . . .

Oklahoma Alliance for Animals Newsletter

May 2, 2014

This week's newsletter is absolutely filled with upcoming events you can share with your pets.

But first, read about some local heroes, making life better for the animals in our community.

Caring Local Boy Gives His Gifts to Pets In Need

► DONATION

A BIG "HIGH FIVE" for the BA Shelter!



A Message from our President . . .

For the past 18 months, a task force of community members, animal welfare professionals, and



Fabian and Friends

Fabian Harris may be young, but he already has a BIG heart for homeless animals. Fabian's 7th birthday party is this Saturday and, instead of gifts and toys for him, he has asked that his guests bring donations to Oklahoma Alliance for Animals.

Fabian and his family adopted "Adora" (whom they now call "Bella") a little over a year ago.

Readers may remember that she was a pup who had been chained outdoors and who had multiple vision and health problems, including seizures.

OAA supporters have helped with Bella's significant vet bills, and when Fabian's mom suggested this as a way to make life better for other dogs and cats, this generous young man was eager to help.

Happy, Happy Birthday, Fabian!

You are one great guy!

officials from the City of Broken Arrow have been working together to bring about improvements at the Broken Arrow Animal Shelter.

The citizens of BA approved the construction of a new facility and these efforts were aimed at bringing state-of-the-art procedures to the BA Shelter.

Oklahoma Alliance for Animals has been pleased to be a part of this process and I am happy to announce that the following strides have been made so far:

- Contract veterinarian visits the shelter each week to assess all animals and provide instruction and training on animal welfare and medical issues. He is also working on updating hygiene protocols.
- Pilot program in which Spay Oklahoma is providing spay and neuter of adopted animals
- Surgery room is now stocked with equipment to facilitate future hiring of a part-time vet to do on-site spay and neuter
- All euthanasia now done by injection. CO (gas) chamber dismantled and removed
- Increased number of volunteers and small, but growing volunteer program
- Photographing and promotion of animals for adoption is now a daily priority. Volunteer professional photographers are visiting the facility and pets for adoption are

benefitting
rescued n ready
animal foundation

RUN

WALK

WAG

MAY 16, 2014

1 MILE FUN RUN/DOG WALK & 5K RACE

May 16, 4:30 - 8:30 pm

Lake Claremore

**Proceeds benefit animals for adoption with
RESCUED n READY ANIMAL FOUNDATION**

For more information and registration:

www.rescuednready.com

posted online.

As with all change, this is still a work in progress, but I want to congratulate the City of Broken Arrow officials for their willingness to work with the task force and to participate in various tours and trainings. Their efforts are already resulting in a better outcome for stray and unwanted animals in Broken Arrow.

Watch for future opportunities to assist the Broken Arrow Shelter with additional needs, such as dog beds and supplies.

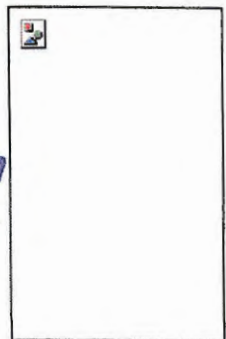
Great Job, BA!

Jamee Suarez-Howard

President and Founder

Oklahoma Alliance for Animals

***Enjoy a
Drillers
Game with
Your Best
Canine
Buddy!***



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

From: David N. Boggs, Chief of Police 

Date: May 13, 2014

Re: **Calls for Service**

Attached please find:

- BAPD Calls for Service Report – April 2014

DNB:trl

Attachment

Police April, 2014

Calls for Service	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Animal Control
1st Shift (10pm - 8am)*						
Beat 1	10	6	248	54	70	2
Beat 2	7	6	279	57	188	1
Beat 3	3	6	79	25	59	19
Beat 4	18	12	161	50	102	1
Beat 5	4	5	50	23	16	0
Beat 6	2	2	33	18	49	0
Beat 7	15	7	139	51	61	0
Beat 8	5	7	32	16	24	1
Other	2		15	1	19	0
	66	51	1036	295	588	24
1st Shift average response time per priority						
	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Animal Control
Call Received to Dispatch	0:01:16	0:01:16	0:04:01	0:04:38	0:05:35	0:15:38
Dispatch to Arrival	0:04:26	0:03:46	0:05:21	0:06:42	0:12:23	0:11:25
Call Start to Arrival (4/2014)	0:05:43	0:05:03	0:09:21	0:11:47	0:16:05	0:27:04
Call Start to Arrival (4/2013)	0:05:46	0:07:38	0:09:57	0:11:33	0:14:42	1:05:42
1st Shift Jan Total Calls		2079	(1203 were self-initiated calls)			
Calls for Service						
	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Animal Control
2nd Shift (7am - 5pm)*						
Beat 1	22	18	263	155	42	35
Beat 2	12	10	360	177	348	21
Beat 3	15	4	108	55	101	117
Beat 4	16	9	194	98	121	45
Beat 5	7	7	75	63	24	7
Beat 6	3	1	64	44	94	10
Beat 7	15	18	201	110	57	31
Beat 8	14	5	61	54	9	24
Other	1	0	13	9	59	13
	105	72	1339	765	855	303
2nd Shift average response time per priority						
	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Animal Control
Call Received to Dispatch	0:01:33	0:01:58	0:07:05	0:08:43	0:08:20	0:18:35
Dispatch to Arrival	0:05:30	0:05:49	0:07:08	0:09:38	0:05:23	0:16:16
Call Start to Arrival (4/2014)	0:07:04	0:07:51	0:14:28	0:19:23	0:13:31	0:33:07
Call Start to Arrival (4/2013)	0:07:23	0:09:39	0:14:14	0:15:58	0:13:11	0:31:56
2nd Shift Apr Total Calls		3467	(1701 were self-initiated calls)			

* There is some overlap in reponse numbers because all three shifts overlap.

Police April, 2014

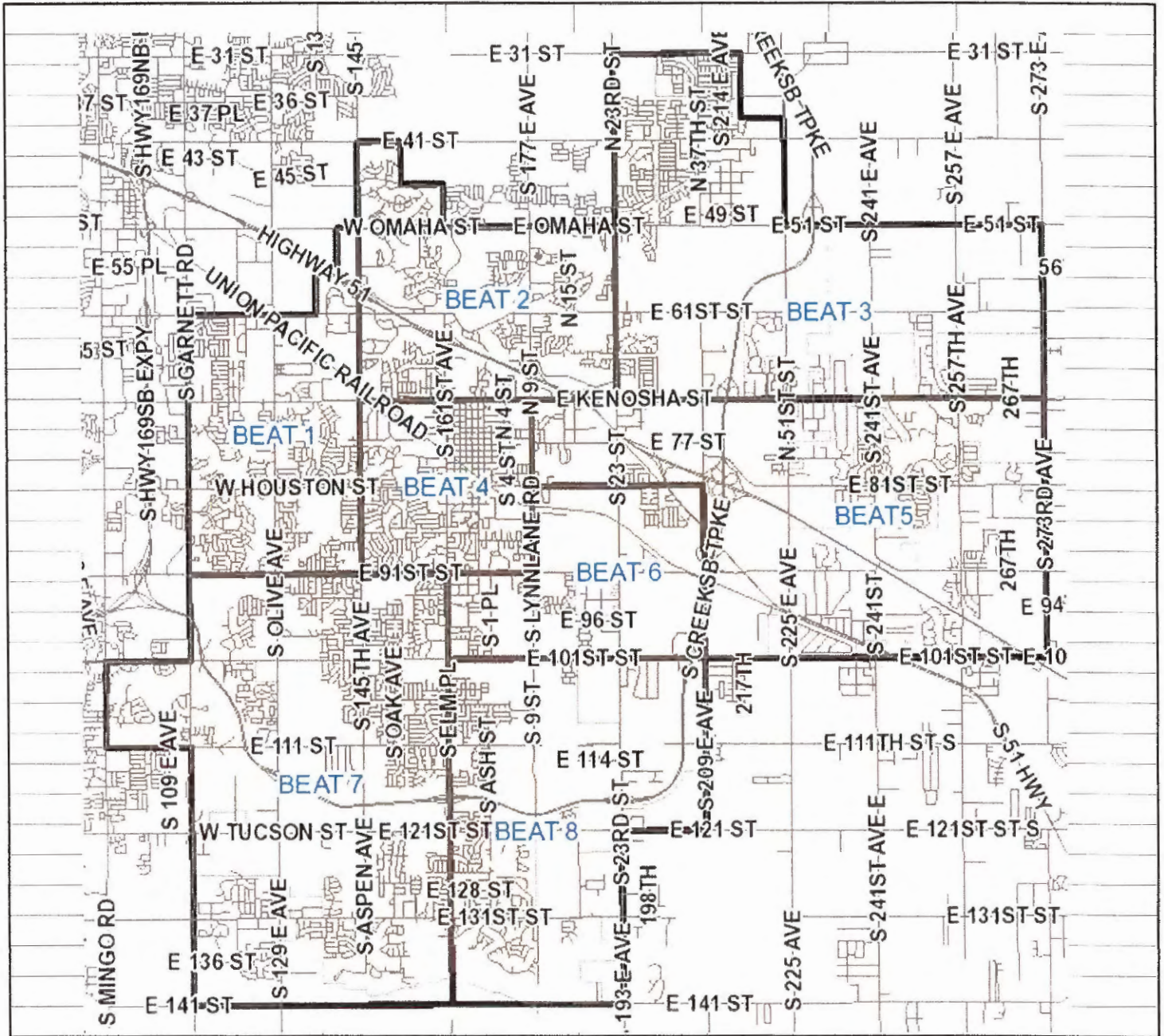
Calls for Service	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Animal Control
3rd Shift (3pm - 1am)*						
Beat 1	43	19	488	122	91	0
Beat 2	33	10	421	99	315	3
Beat 3	18	13	156	51	57	17
Beat 4	25	26	276	93	127	9
Beat 5	14	4	92	24	24	0
Beat 6	6	3	71	18	62	2
Beat 7	39	20	275	106	65	10
Beat 8	16	10	73	31	22	5
Other	1	1	10	9	39	0
	195	106	1862	553	802	46
3rd Shift average response time per priority						
	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Animal Control
Call Received to Dispatch	0:01:35	0:01:45	0:10:10	0:13:01	0:12:18	0:08:15
Dispatch to Arrival	0:04:35	0:05:02	0:06:22	0:07:35	0:06:30	0:15:29
Call Start to Arrival (4/2014)	0:06:10	0:06:48	0:16:49	0:21:44	0:16:44	0:22:51
Call Start to Arrival (4/2013)	0:06:25	0:08:09	0:12:38	0:13:23	0:15:35	0:33:32
3rd Shift Apr Total Calls		3617	(1598 were self-initiated calls)			

Definitions

- Priority 1 =** Crimes in progress involving life threatening circumstances and situations that produce or are likely to produce serious bodily injury or death to any person.
- Priority 2 =** Crimes in progress or that have just occurred, incidents in progress that present the potential for injury or property damage/loss, situations where the suspect is still at the scene or in the area and will elude apprehension or create the potential for injury or property damage if the police do not arrive rapidly, incidents where an officer is needed to secure a scene or witnesses, and incidents where there is a need for crowd control or traffic control which, if not done immediately, would create the imminent potential for injury or property damage/loss.
- Priority 3 =** Crimes against people that are misdemeanors in progress or that have just occurred, reports of recent felony crimes, suspicious circumstances with no threat of injury, and incidents that do not require an officer immediately, but need investigation, mediation, or intervention.
- Priority 4 =** Property or service related calls for an officer to respond that cannot be handled by telephone, misdemeanor reports when caller demands officer or when an officer needs to investigate the scene or interview witnesses, and requests for officers that do not require a quick response.
- Priority 5 =** Primarily Officer initiated calls or ten codes used for in-house purposes.

* There is some overlap in response numbers because all three shifts overlap.

Police April, 2014



* There is some overlap in reponse numbers because all three shifts overlap.



BROKEN ARROW POLICE DEPARTMENT
1101 North 6th Street, Broken Arrow, OK 74012
PHONE: (918) 259-8400; FAX: (918) 251-2427

Press Release No. **14-18**

Date: **May 12, 2014**

Subject: **Broken Arrow Animal Shelter/Animal Control**

Authority/Title: Sgt. Thomas Cooper

Phone Number: (918) 451-8200 x 8760 or (918) 637-6224 (text)

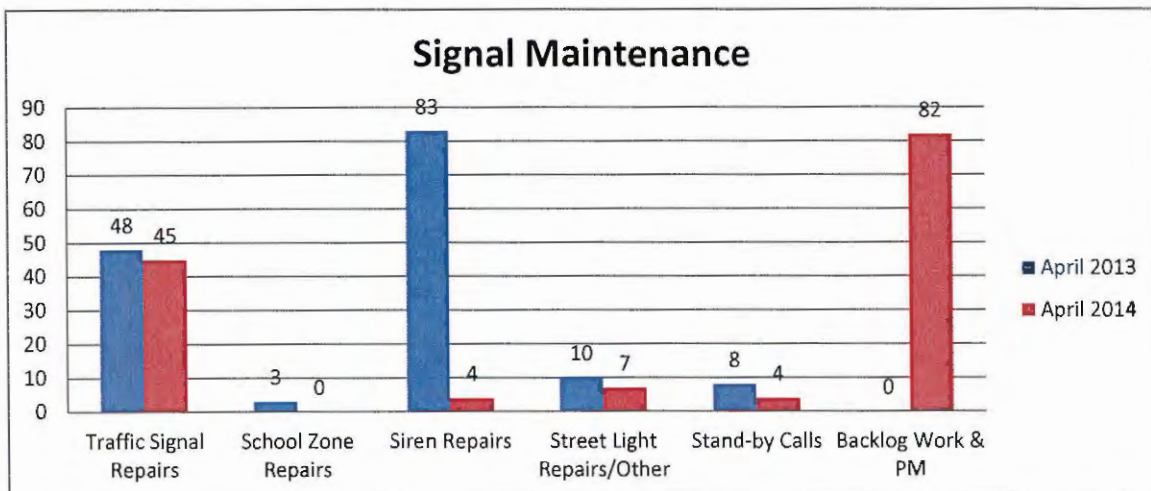
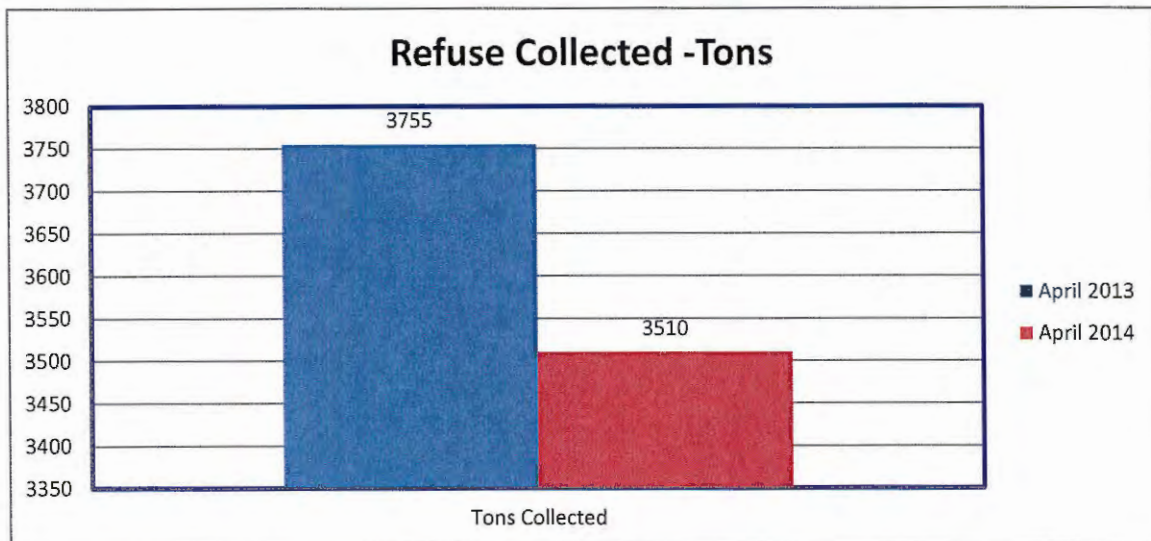
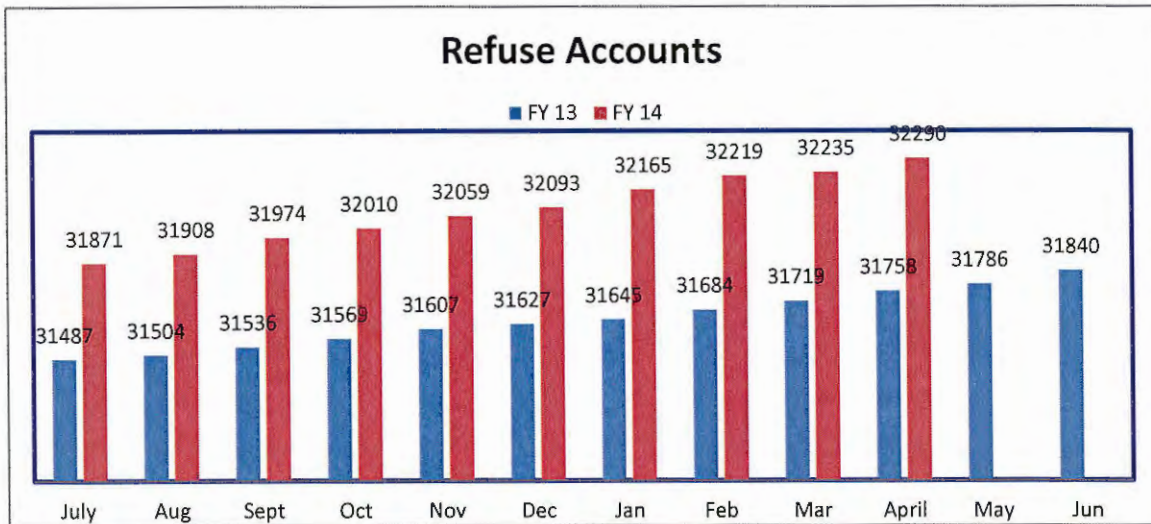
From cats and dogs to snakes and donkeys, the Broken Arrow Animal Shelter remains committed to serving the citizens *and animals* of Broken Arrow. Since opening the beautiful and state-of-the-art Animal Shelter in August 2011, the staff that oversees and supervises the shelter have developed and maintained several programs that provide ethical and humane treatment to animals.

The health of the animals housed at the shelter is paramount. Health checks and treatment is provided weekly by a visiting veterinarian. One of the most important health decisions with a pet is to spay or neuter them. A mandatory spay or neuter program is on-going at the shelter. Currently, Spay Oklahoma conducts the procedure, but we are working toward the ability to perform the procedure on-site in the future. Beyond the staff and veterinarian, volunteers help care for and exercise the animals on a daily basis.

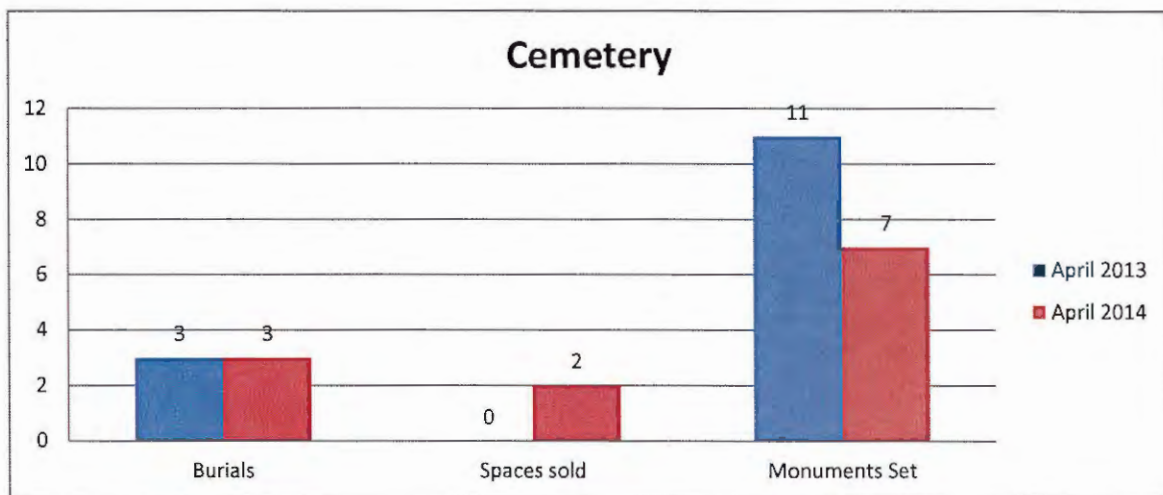
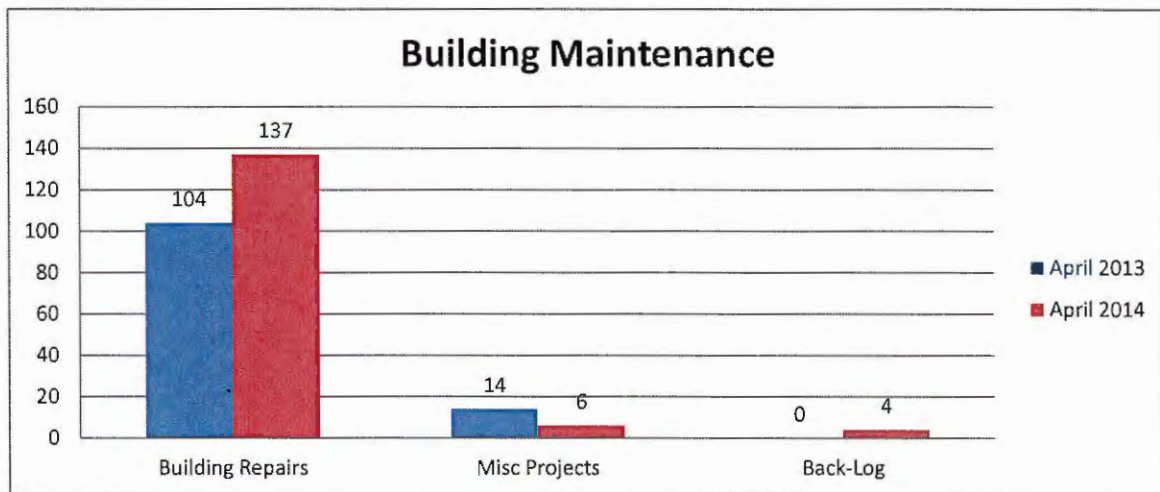
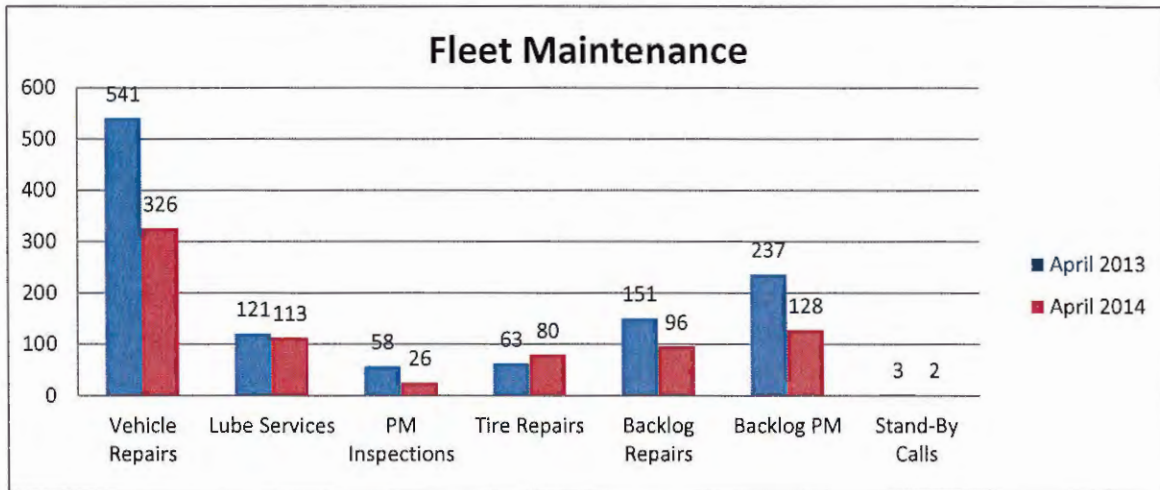
While unfortunate, not all animals are adopted after they have been housed for two weeks. When the decision is made to euthanize an animal it is done so in a humane manner. The Broken Arrow Animal Shelter uses injection as the form of euthanasia rather than a carbon monoxide gas chamber. However, the animal shelter has plans in place to help increase the public's exposure to animals ready for adoption including photographs and online posts.

There are many emotions involved when it comes to animals. Rest assured that the Broken Arrow Animal Shelter and its employees are committed to treating animals in the most humane and ethical way possible.

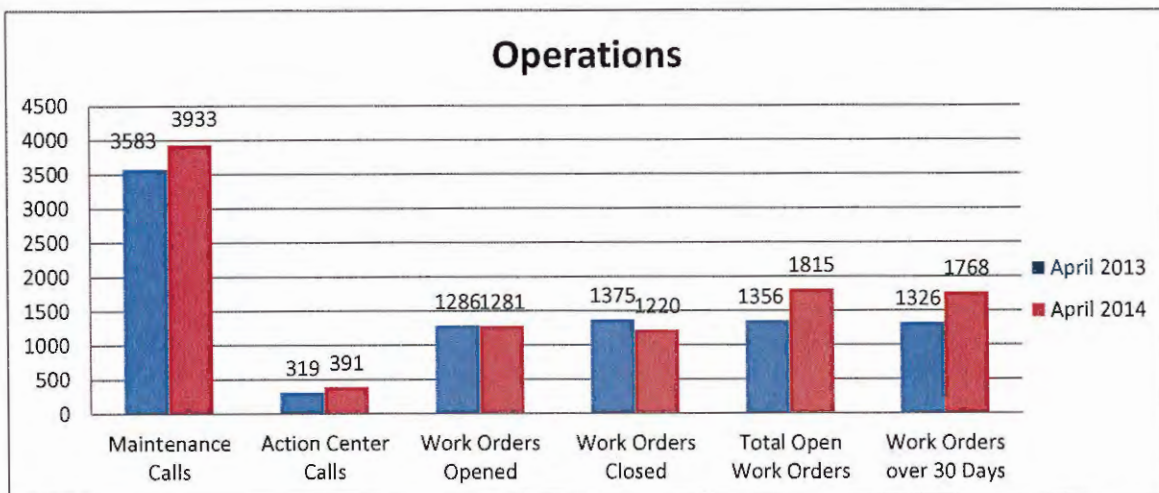
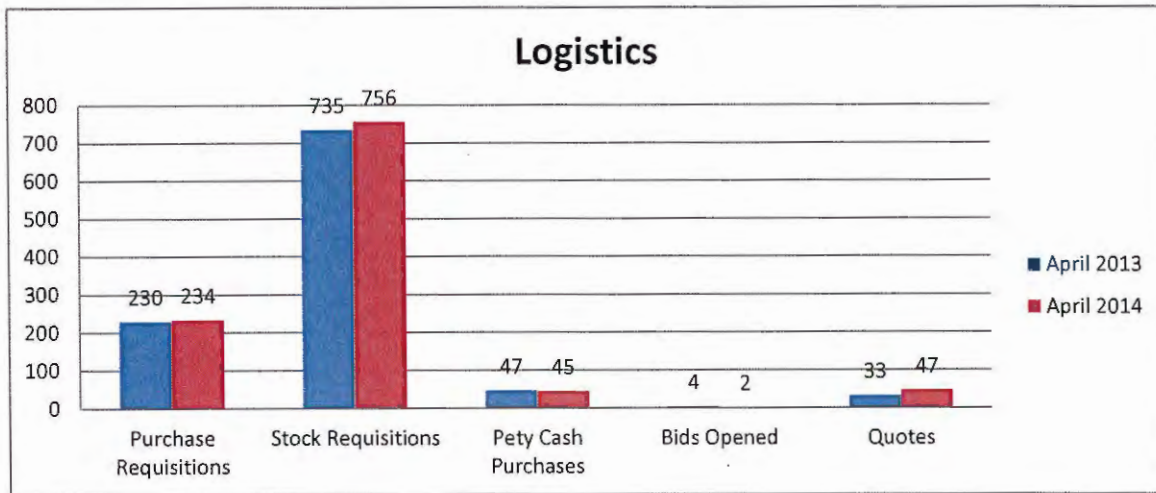
General Services Monthly Report March 2014



General Services Monthly Report March 2014



General Services Monthly Report March 2014



BROKEN ARROW PUBLIC SCHOOLS

Educating Today

Leading Tomorrow



City of Broken Arrow

MAY 09 2014

City Manager's Office

May 7, 2014

Dear Broken Arrow City Council,

First and foremost, I want to thank you for partnering with Broken Arrow Public Schools. The collaboration between the City of Broken Arrow and the school district has been an invaluable contribution to our progress, and I believe we will continue to achieve great results for Broken Arrow through this partnership.

My purpose in writing you is to discuss the school district's perspective regarding Albany Street, specifically between Lynn Lane and County Line. This portion of Albany is likely one the busiest corridors in Broken Arrow.

Along this one-mile stretch, our district hosts over 3,500 students at the High School, 750 students at Creekwood Elementary, and 250 students at the Creekwood Early Childhood Center campus. Although we have staggered the start and end times for these campuses, we continue to experience a considerable amount of traffic. These campuses represent approximately one quarter of the student population enrolled in Broken Arrow Public Schools.

Not only do we struggle with traffic during the school day, but we also notice congestion during the evening and weekend hours due to various extra-curricular and community activities. For instance, Memorial Stadium holds 10,000 fans, and we approach capacity two or three games during each football season. These games represent the largest assembly of patrons in our community on an annual basis.

To meet these challenges, I propose widening Albany Street to five lanes and providing a stop light at the Carriage Crossing intersection to serve as a traffic calming device. I feel this proposal would not only be the safest for our students and staff, but it would also alleviate some of the traffic congestion in the area. For roadway expansion, the Albany Street widening project would be the highest priority for Broken Arrow Public Schools.

As Broken Arrow continues to develop and grow, we must continue to improve our roadways, especially in areas of such high traffic volume. Thank you for your consideration, and again, I appreciate the partnership that exists between the City of Broken Arrow and Broken Arrow Public Schools.

Respectfully,

Jarod Mendenhall, Ed.D.
Superintendent
Broken Arrow Public Schools

3. SPECIAL EVENTS / ACTIVITIES



BROKEN ARROW POLICE DEPARTMENT
1101 N. 6th Street, Broken Arrow, OK 74012
PHONE: (918) 259-8400; FAX: (918) 251-2427

Press Release No. PIO-14-17

Date: 5-08-14

Subject: Camp Bandage

Authority/Title: Crime Prevention Specialist Lisa Ford

Phone Number: 918-451-8213 (Office) / 918-693-9917 (Mobile)

Camp Bandage (Broken Arrow)

This **FREE** event will be held rain or shine on:

Saturday, May 17th, 2013~~3~~⁴
10:00AM until 3:00PM

Immanuel Lutheran Church, located at **400 N. Aspen (SOUTH OF 71ST ON 145TH)**

Camp Bandage, a nationally recognized safety program, is bringing safety awareness and education to Broken Arrow and the surrounding area.

The Broken Arrow Police and Fire Department, Red Cross, Tulsa Life Flight, OKC Thunder Cheerleaders, and several honorary doctors (members of the Oklahoma Sooners 2000 National Championship Team) will be at the event. They will all take part in this free community event to educate young children and families about how to prevent accidents and what to do in case of an emergency.

The Broken Arrow Police Department will walk participants through various emergency situations, including a staged car accident, to help point out the importance of what we can do to avoid these accidents. Each of the "emergency" simulations will also demonstrate step-by-step how to care for the victims until emergency help arrives.

This entire program, which has taught thousands, is made possible by scores of volunteering individuals, agencies and groups who donate their time, talents and resources. Many government and private agencies throughout eastern Oklahoma that deal with medical emergencies and safety training participate in this event with their equipment, such as fire trucks, ambulances, police cars, medical helicopters, civil defense units and more!

The program is free to the public. It is very practical, educational and exciting for the entire family!

Contact: Sergeant Ed Ferguson

City of Broken Arrow Police Department

Phone: (918) 451-8200 ext. 8772

Cellular: (918) 260-6257

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FOR IMMEDIATE RELEASE: "Click It or Ticket" Cracking Down to Save Lives

From May 19 through June 1, Broken Arrow Police will join other state and local law enforcement agencies that are stepping up enforcement to catch motorists who aren't wearing their seat belts. The 2014 *Click It or Ticket* national enforcement mobilization is taking place all across the nation. Whether motorists live in a city, the suburbs, or a rural area, local law enforcement will be out in force. Seat belts are the most effective safety feature ever invented and have helped save thousands of lives.

Sadly, one in five Americans fail to regularly wear a seat belt when driving or riding in a motor vehicle. By maintaining the "**Click It or Ticket**" initiative and awareness, we will continue to reduce seat belt fatalities on America's roads, particularly during a time of heavy travel surrounding the Memorial Day holiday. It is a proven fact that seat belts work. In 2012 seat belts saved an estimated 12,174 people from dying, yet there were 10,335 unbuckled passenger vehicle occupants who died. In spite of mandatory seat belts laws, forty-eight percent of people killed in traffic crashes are not wearing seat belts. Because of these fatalities, cops are stepping up enforcement and cracking down on those who don't wear their seat belts.

During the 2012 Memorial Day holiday, eleven people died in fatal collisions on Oklahoma roadways, up from seven the previous year. Two of these deaths were alcohol related and four were not using required vehicle restraints. Drivers that refuse to wear their seat belts are warned that Broken Arrow Police, along with thousands of police agencies in the country, are participating in the national traffic safety initiative to reduce traffic losses during the Memorial Day holiday travel period. Law enforcement will band together to increase enforcement of traffic laws to reduce the number of travelers that are injured or killed in motor vehicle crashes during the Memorial Day Holiday.

A multi-agency press conference to announce this initiative will be held on **Tuesday, May 20th at 10:00 am** at the Broken Arrow Public Safety Complex located at 1101 North 6th Street in Broken Arrow. All of our media partners are invited to attend.

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