

*INTEROFFICE MEMO
Office of the City Manager*

To: Honorable Mayor and City Councilors
From: Russell Gale, Acting City Manager
Date: August 8, 2014
Re: Notes to Council

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION

- Voting Information for August 26 Special Election
- Response to Councilor Jill Norman's Inquiry

2. GENERAL CORRESPONDENCE / NOTIFICATION

- Press Release: Broken Arrow Swimming Pools Shifting to Weekend Schedule
- Letter from Broken Arrow Neighbors
- Meeting Agenda for the Metropolitan Environmental Trust
- Sales Tax Report

3. SPECIAL EVENTS / ACTIVITIES

- N/A

Respectfully submitted,



Russell Gale

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Attachments

1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION



Contact: Krista Flasch
Director of Communications
City of Broken Arrow
Phone: (918) 259-2400, ext. 5309
Mobile: (918) 409-7771
Fax: (918) 259-8226

Voting Information for August 26 Special Election

Broken Arrow residents will be asked eight questions on the ballot

Broken Arrow, Okla. (8/07/2014) – On Tuesday, August 26, 2014, the City of Broken Arrow will hold a Special Election seeking approval for a number of beneficial public projects. Residents will decide on the following eight (8) questions.

- Propositions one (1) through five (5) ask about issuing General Obligation (GO) bonds for new streets, quality of life, public safety, public buildings and flood control projects totaling \$59.9 million. View individual projects at www.brokenarrowok.gov/2014bond.
- Propositions six (6) and seven (7) ask about repurposing previously authorized bonds for a Creative Arts Center and a Conference/Convention Center.
- Proposition eight (8) asks about increasing the hotel occupancy tax, or transient guest tax, from four (4) to seven (7) percent to raise additional revenue that will help support the new Creative Arts Center and Conference Center and bring more festivals and special events to Broken Arrow.

A sample ballot can be found here: www.brokenarrowok.gov/DocumentCenter/View/2818.

Voting hours on August 26 are from 7:00 a.m. to 7:00 p.m. Residents may vote at their assigned precinct. Precincts may be located by contacting the following election boards.

- Tulsa County Election Board: 918-596-5780
- Wagoner County Election Board: 918-485-2142

PRESS RELEASE

For those unable to vote on August 26, early voting is available for three days, including a Saturday. Early voting is scheduled for Thursday, August 21 and Friday, August 22 from 8:00 a.m. to 6:00 p.m. and on Saturday, August 23 from 9:00 a.m. to 2:00 p.m. at the Hardesty Regional Library, 8316 E. 93rd Street. This is a new satellite voting location that will be more convenient for Broken Arrow residents.

For more information regarding the GO bonds or the Special Election, please visit the City's home page at www.brokenarrowok.gov.

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To: Mayor and City Council

From: Tom Caldwell, Finance Director/Treasurer *Tom Caldwell*

Date: August 8, 2014

Re: Response to Councilmember Norman's Inquiries

At the August 5, 2014 Council meeting, Councilmember Norman inquired about the availability of funding for the process of hiring a new City Manager. The funding for the use of Management Consultants in past searches has come from the Professional Services account in the General Government Department of the General Fund. The cost of the Management Consultants for the most recent search including expenses was \$21,044. The Fiscal Year 2014-2015 budget for Professional Services is \$206,000 of which \$10,000 is not identified with a specific project. Additionally, there is \$35,000 budgeted in the City Manager's Professional Services account for which no specific intended use is identified.

In addition to the Management Consultants costs, the City paid a total of \$4,552 for the costs of candidates traveling to Broken Arrow for interviews as well as \$11,528 for relocation expenses for Mr. Moton. These expenses were charged to the Miscellaneous Expense account in the General Government Department. This account has \$40,000 budgeted for this fiscal year.

As I mentioned at the Council meeting, the General Government Department budgets funds for expenses that are not related to a specific project, the payment of certain debt service and expenses incurred by Councilmembers in the performance of their duties. This department has traditionally come in under budget each year and savings from other accounts could be used to assist in the payment of these costs if necessary.

Please let me know if you need additional information.

2. GENERAL CORRESPONDENCE / NOTIFICATION



Contact: Krista Flasch
Director of Communications
City of Broken Arrow
Phone: (918) 259-2400, ext. 5309
Mobile: (918) 409-7771
Fax: (918) 259-8226

Broken Arrow Swimming Pools Shifting to Weekend Schedule
Starting August 18, City pools will be closed on weekdays

Broken Arrow, Okla. (8/5/2014) – Due to area schools starting soon, the City of Broken Arrow’s two public swimming pools will move to a limited weekend schedule starting August 18, 2014.

Starting the week of August 18, the Nienhuis Aquatic Facility and the Family Aquatic Center will be closed Monday through Friday and remain open on the weekends for the rest of the season.

Pool hours on the weekends are: Saturdays from 11:00 a.m. to 7:00 p.m. and Sundays from 1:00 p.m. to 6:00 p.m.

Both pools will also be open on Labor Day, September 1, from 11:00 a.m. to 7:00 p.m. Labor Day is the last day of the season for Broken Arrow pools.

Everyone is encouraged to use up their 2014 nonrefundable punch pass before it expires at the end of this season.

Both pools will stay open on the weekdays through August 15.

Additionally, Nienhuis Park Community Center will return to regular operational hours starting August 18. Regular hours for this facility are 1:00 p.m. to 9:00 p.m. Monday through Friday and 1:00 p.m. to 5:00 p.m. Saturday.

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Broken Arrow **NEIGHBORS** *Assistance with Dignity*

322 West Broadway, Broken Arrow, Oklahoma 74012

Telephone: 918.251.7781 Fax: 918.251.9108

www.baneighbors.org

July 30, 2014

Since publically announcing our fundraising plan in June 2013, we have worked diligently to secure fiscal support for our Capital Campaign to support a new 10,000 square foot "Comprehensive Community Resource Center" for Broken Arrow Neighbors and most importantly, those we serve.

As a result of your belief and trust in our mission, your gift along with many others has moved us within \$25,064 of reaching our end of campaign challenge of \$952,564 from the J.E. and L.E. Mabee Foundation to receive their finishing gift of \$200,000 to put us at our Capital Campaign goal of \$1,152,564!

"Wine, Eats & Easels", an annual "wine tasting extraordinaire", where Broken Arrow Neighbors is the recipient of event proceeds, was held June 13th. The event coordinators plan to present their check to us on Wednesday, August 13th at 10:30 am at the Farmer's Market Pavilion (at the Broken Arrow Historical Museum) on Main Street in Broken Arrow and feel confident this year's gift will meet or exceed the \$25,064 necessary for us to receive this end of campaign gift. As part of the goal announcement, we will briefly recognize our lead gifts and update on the actual building process so I would be honored if you can join us. (If so, please respond to Connie – ckline@baneighbors.org or 918.251.7781 so we can add you to our guest list.) We will dedicate the new facility in either September or October so look for that invitation in the near future as well.

As always, I am truly grateful for the involvement you have with Broken Arrow Neighbors and ultimately the role you serve in assisting us fulfill our mission of "providing basic needs assistance with dignity and compassion to neighbors in need through a cooperative community effort." Thank you.

Best regards,



Kim Goddard
Executive Director

City of Broken Arrow

AUG 04 2014

City Manager's Office



MEETING AGENDA

**The Metropolitan Environmental Trust Board of Trustees
Thursday, August 7, 2014 – 1:00 p.m.
INCOG's Large Conference Room at Williams
Tower II - Two West Second Street, Suite 800**

A. Call to Order

B. Roll Call

C. Consider, Discuss and Take Appropriate Action on the Following Items:

1. Approve Minutes for the Board of Trustees Meeting of July 10, 2014

2. Report of the Finance Committee

- a) Consideration to Approve Supplemental Budget Authorizing Appropriation of Additional Revenues as well as the same for FY 13/14 Budget, and Approve Budget Report Transfers
- b) Consideration to Approve Supplemental Budget Authorizing Appropriation of Additional Revenues as well as the same for FY 14/15 Budget, and Approve Budget Report Transfers
- c) Approve Actions of the Finance Committee from the Meetings on August 7, 2014, Including Receipts and Disbursements for the Month of July for FY 13/14 and FY 14/15

3. Recycling Depot Program

- a) June's Material & Revenue Report
- b) Approve Renewal Hauling Agreement with Allied Waste Services for Office Paper, Magazines and Other Items
- c) Approve Renewal Agreement for Processing of Plastics and Aluminum with Show, Inc.

4. Report of Public Relations

- a) Media, Ads, Website
- b) Turkey Mountain Cleanup and Other Events
- c) Food Waste, EPA Survey

5. New Business

D. Adjourn

*If you require special accommodations, please notify The M.e.t. by August 6, 2014.

INTEROFFICE MEMO

To: Mayor and Council
From: Tom Caldwell, Director of Finance *Tom Caldwell*
Date: August 8, 2014
Re: Sales Tax Report

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

The sales tax remittance for August, 2014 is above the remittance received in August 2013 by \$137,954. This is a 4.42% increase over the same period last year. This brings the year-to-date receipts up to \$346,113 or 5.62% increase over last year at this time. Receipts have been better-than-expected by \$46,275 or 0.72% above the year-to-date forecast.

The use tax receipts for August are down \$42,687 or -22.22% under August 2013 receipts. Year-to-date use tax receipts are down 12.11% or \$42,537.

Tobacco tax receipts in August 2014 are unavailable at this time.

Attachments

**CITY OF BROKEN ARROW
SALES TAX REVENUE ANALYSIS**

MONTH	COMPARISON TO BUDGET (2014-2015)			COMPARISON TO PRIOR YEAR			PERCENTAGE INCREASE / <DECREASE>	
	BUDGET	ACTUAL	DIFFERENCE	2013-2014	2014-2015	AMOUNT INCREASE	BUDGET	PRIOR YR
	AMOUNT	AMOUNT		ACTUAL	ACTUAL	<DECREASE>		
JULY	3,169,074	3,249,622	80,548	3,041,463	3,249,622	208,159	2.54%	6.84%
AUGUST	3,290,940	3,256,667	(34,273)	3,118,713	3,256,667	137,954	-1.04%	4.42%
SEPTEMBER	3,124,155	0	0	2,964,784	0	0	0.00%	0.00%
OCTOBER	3,150,070	0	0	2,997,315	0	0	0.00%	0.00%
NOVEMBER	2,976,565	0	0	3,014,560	0	0	0.00%	0.00%
DECEMBER	3,143,278	0	0	3,146,633	0	0	0.00%	0.00%
JANUARY	3,279,320	0	0	3,208,427	0	0	0.00%	0.00%
FEBRUARY	3,475,511	0	0	3,305,413	0	0	0.00%	0.00%
MARCH	2,950,230	0	0	2,790,156	0	0	0.00%	0.00%
APRIL	2,956,263	0	0	2,853,902	0	0	0.00%	0.00%
MAY	3,205,313	0	0	3,195,151	0	0	0.00%	0.00%
JUNE	3,175,081	0	0	3,123,849	0	0	0.00%	0.00%
TOTAL	37,895,800	6,506,289	46,275	36,760,366	6,506,289	346,113	0.72%	5.62%

MONTH	GENERAL FUND			SALES TAX CAPITAL IMPROVEMENT FUND			BROKEN ARROW MUNICIPAL AUTHORITY SALES TAX		
	ACTUAL 2013-2014	ACTUAL 2014-2015	DIFFERENCE	ACTUAL 2013-2014	ACTUAL 2014-2015	DIFFERENCE	ACTUAL 2013-2014	ACTUAL 2014-2015	DIFFERENCE
JULY	1,520,732	1,624,811	104,079	506,912	541,605	34,693	1,013,820	1,083,206	69,386
AUGUST	1,559,357	1,628,334	68,977	519,787	542,779	22,992	1,039,570	1,085,555	45,985
SEPTEMBER	1,482,392	0	0	494,132	0	0	988,260	0	0
OCTOBER	1,498,658	0	0	499,553	0	0	999,104	0	0
NOVEMBER	1,507,280	0	0	502,428	0	0	1,004,852	0	0
DECEMBER	1,573,317	0	0	524,440	0	0	1,048,877	0	0
JANUARY	1,604,214	0	0	534,739	0	0	1,069,475	0	0
FEBRUARY	1,652,707	0	0	550,903	0	0	1,101,803	0	0
MARCH	1,395,078	0	0	465,027	0	0	930,051	0	0
APRIL	1,426,851	0	0	475,651	0	0	951,300	0	0
MAY	1,597,576	0	0	532,526	0	0	1,065,049	0	0
JUNE	1,561,925	0	0	520,843	0	0	1,041,282	0	0
TOTAL	18,380,187	3,253,145	173,056	6,126,741	1,084,384	57,685	12,253,443	2,168,761	115,371

Total Sales Tax Check

MONTH	ACTUAL 2013-2014	ACTUAL 2014-2015	DIFFERENCE	ACTUAL 2013-2014	ACTUAL 2014-2015	DIFFERENCE
JULY	0	0	0	3,041,463	3,249,622	208,159
AUGUST	0	0	0	3,118,713	3,256,667	137,954
SEPTEMBER	0	0	0	2,964,784	0	0
OCTOBER	0	0	0	2,997,315	0	0
NOVEMBER	0	0	0	3,014,560	0	0
DECEMBER	0	0	0	3,146,633	0	0
JANUARY	0	0	0	3,208,427	0	0
FEBRUARY	0	0	0	3,305,413	0	0
MARCH	0	0	0	2,790,156	0	0
APRIL	0	0	0	2,853,902	0	0
MAY	0	0	0	3,195,151	0	0
JUNE	0	0	0	3,123,849	0	0
TOTAL	0	0	0	36,760,366	6,506,289	346,113

Jay L. Heinrichs
08/08/2014

City of Broken Arrow
Use Tax
Percentage Increase/Decrease by Year

Month Received	2010-2011	% Inc/Dec	2011-2012	% Inc/Dec	2012-2013	% Inc/Dec	2013-2014	% Inc/Dec	2014-2015
July	\$ 128,653.73	9.78%	\$ 141,242.19	12.63%	\$ 159,078.17	0.07%	\$ 159,186.98	0.09%	\$ 159,336.80
August	184,179.81	-26.19%	135,945.48	31.78%	179,155.17	7.25%	192,135.64	-22.22%	149,448.99
September	204,965.33	-9.52%	185,459.34	-5.61%	175,063.12	-3.49%	168,960.62		-
October	147,981.56	29.32%	191,376.01	-33.36%	127,536.87	22.69%	156,469.61		-
November	159,215.35	31.63%	209,577.21	-55.50%	93,254.48	49.62%	139,531.53		-
December	198,235.99	-22.15%	154,323.86	1.66%	156,879.40	-2.80%	152,479.37		-
January	213,739.69	-12.50%	187,014.36	8.68%	203,253.62	-26.53%	149,334.27		-
February	191,407.17	17.25%	224,420.69	-13.04%	195,145.53	3.70%	202,370.13		-
March	129,508.03	12.35%	145,504.92	-2.33%	142,120.00	-4.79%	135,314.85		-
April	128,681.79	48.28%	190,813.83	-24.83%	143,444.19	13.06%	162,173.41		-
May	142,689.36	1.28%	144,511.85	8.43%	156,695.98	-4.33%	149,903.94		-
June	294,219.66	-34.16%	193,702.66	-2.51%	188,841.59	-13.36%	163,611.92		-
Total	\$ 2,123,477.47	-0.92%	\$ 2,103,892.40	-8.72%	\$ 1,920,468.12	0.57%	\$ 1,931,472.27		\$ 308,785.79
Year-to Date	\$ 312,833.54	-11.39%	\$ 277,187.67	22.02%	\$ 338,233.34	3.87%	\$ 351,322.62	-12.11%	\$ 308,785.79

USETAX

Jay L. Heinrichs