

MEETING NOTICE AND AGENDA
Sand Springs City Council
March 28, 2016 – 7:00 pm
Sand Springs Municipal Building
100 East Broadway – Room 203
Sand Springs, Oklahoma 74063
www.sandspringsok.org

1. **Call to Order** Time _____

2. **Roll Call**

Ward 1-Phillips _____ Ward 2-Nichols _____ Ward 3-Burdge _____
Ward 4-Fothergill _____ Ward 5-Wilson _____ Ward 6-Jackson _____
At Large – Spoon _____

3. **Invocation**

Invocation will be provided by Councilman Nichols.

4. **Pledge of Allegiance**

Pledge of Allegiance will be provided by Councilman Jackson.

5. **Presentation(s)**

Mark Carlson, Tulsa Library, will provide a brief presentation regarding the Tulsa Library Summer Reading Program. (Request for Appearance)

This item is for informational-purposes only, with no action requested or taken by City Council.

6. **Consent Agenda (A-G)**

All matters listed under "Consent" are considered by the City Council to be routine and will be enacted by one motion. Any Council member may, however, remove an item from the Consent Agenda by request.

- A) Approval of the minutes of the March 14, 2016 regular City Council meeting. (Administration)
- B) Approval of the minutes of the March 22, 2016 special City Council meeting. (Administration)
- C) Approval of the monthly Transfers of Funds. (Finance)

- D) Declaration of City/Authority vehicles and equipment as surplus and authorization for the liquidation of said surplus items. (Administration)
- E) Approval of the Award of Bid No. 1035 to Lot Maintenance of Oklahoma, Inc. for the period beginning July 1, 2016 and ending June 30, 2017 for City-Wide Mowing Services and authorization for the Mayor/Chairman to sign all related documents. (Public Works)
- F) Approval of Change Order No. 1 (Reconciliatory) to the Agreement with McGuire Brothers Construction, Inc. for a net decrease in the contract amount of \$15,288.40 and no change in the contract time for the 10th Street Culvert Replacement project – Bid No. 1031. (Public Works)
- G) Acceptance of the 10th Street culvert Replacement project - Bid No. 1031, as constructed by McGuire Brothers Construction, Inc. (Public Works)

Motion_____ Second_____

7. General Obligation Refunding Bonds

A) Public Hearing

Council may consider a Public Hearing regarding the Issuance of General Obligation Refunding Bonds in the estimated amount of \$2,310,000; to advise the Public regarding the terms, conditions, fees and expenses involved in the issuance. (Administration)

Motion_____ Second_____

B) Resolution No. 16-29

Council may consider adoption of Resolution No. 16-29 authorizing the sale of Two Million Three Hundred Ten Thousand and No/100s Dollars (\$2,310,000.00) General Obligation Refunding Bonds of 2016, Series A, of the City of Sand Springs, Oklahoma; fixing the amount of bonds to mature each year; waiving competitive bidding on said bonds and authorizing the sale of such bonds at par; approving a Bond Purchase Agreement; and containing other provisions relating thereto; and declaring an emergency. (Administration)

Motion_____ Second_____

C) Declaration of an Emergency

Council may consider Declaration of an Emergency in regards to Resolution No. 16-29. (Administration)

Motion _____ Second _____

8. Collective Bargaining Agreement – Fraternal Order of Police Lodge #109

Council may consider approval of a Collective Bargaining Agreement between the City of Sand Springs and the Fraternal Order of Police Lodge #109 for FY17 and FY18. (Police/Administration)

Motion _____ Second _____

9. Waste Water Treatment Plant Belt Filter Press Rebuild

Council may consider the authorization of an expenditure to Compositex / Sernatech Filters in the amount of \$124,305.52 for the refurbishment of a Serna Tech Model NGX 2 Meter Belt Filter Press for the Waste Water Treatment Plant. (Presented by: Derek Campbell, Public Works Director)

Motion _____ Second _____

10. Water Treatment Plan High Service Pump Rebuild

Council may consider authorization of an expenditure to Ruhrpumpen in the amount of \$25,765.00 for the refurbishment of a high pressure, 700 gallon per minute, vertical five-stage Southern Pump, Model 121CA-5 for the Water Treatment Plant. (Presented by: Derek Campbell, Public Works Director)

Motion _____ Second _____

11. South 113th West Avenue Widening, Phase I – Amendment No. 1

Council may consider approval of the proposed Amendment No. 1 to the Engineering Agreement with Keithline Engineering Group, PLLC, for design of the South 113th West Avenue Widening (from SH-51 to at least the 3300 block of South 113th West Avenue) project. (Presented by: Cody Blair, Assistant City Engineer)

Motion _____ Second _____

12. Resolution No. 16-30 – 721 North Garfield Avenue

Council may consider approval of Resolution No. 16-30, a resolution approving a supplemental appropriation, approval of donation agreement, authoring the signature of all documents, authorizing the demolition of property, authorizing property to be declared as surplus, and authorizing the sale/conveyance of property for residential redevelopment, located in Section 11, Township 10 North, Range 11 East, 721 North Garfield Avenue, Sand Springs, OK 74063. (Presented by: Brad Bates, Planning Director)

Motion_____ Second_____

13. Ordinance No. 1281 – Amending Zoning Map of the City of Sand Springs

Council may consider approval of Ordinance No. 1281, an ordinance amending the zoning map of the City of Sand Springs, Oklahoma, rezoning from RS-2 (Residential Single-Family) to CS (Commercial Shopping) unplatted property located in Section 26, Township 10 North, Range 11 East, Tulsa County, City of Sand Springs, Oklahoma, in Ward Boundary District 3, repealing all ordinances or parts of ordinances in conflict herewith, and declaring an effective date. (Presented by: Brad Bates, City Planner)

Motion_____ Second_____

14. Financial Reports

The regular monthly Financial Reports for all funds are provided to Council for their review and information. (Presented by: Kelly Lamberson, Finance Director)

15. Correspondence

The following correspondence is provided to Council for their review and information.

A) Regular monthly bills. (Finance)

16. City Manager's and Council Members Report

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

A) List of Upcoming Events:

1) Street Dept Chipper Days: 04/02, 05/07, 06/04, 07/02, 08/06, 09/03, 10/10, 11/05, 12/03/16

- 2) CASEtime Movie Night: 04/08, 05/13, 06/10, 07/08, 08/12, 09/09, 10/14, 11/11, 12/09/16
- 3) KAF Hike Days: 04/02, 04/09, 04/16, 04/23, 04/30, 05/07, 05/14, 06/11, 07/09, 08/13, 09/10/16
- 4) WSA Cup: 04/01-03/2016
- 5) Chillin' & Grillin': 04/08-09/16
- 6) Annual Herbal Affair and Festival: 04/16/16
- 7) Memorial Day Holiday: City Offices Closed: 05/30/16
- 8) City-Wide Yard Sale: 06/18/16
- 9) Sand Springs Sertoma Firework Display: 07/03/16
- 10) Independence Day Holiday: City Offices Closed: 07/04/16
- 11) Ok FreeWheel: 07/19-25/16 (With 07/22 in Sand Springs)
- 12) Labor Day Holiday: City Offices Closed: 09/05/16
- 13) Boo on Broadway: 10/29/16
- 14) Veterans' Day Holiday: City Offices Closed 11/11/16
- 15) Festival of Lights Christmas Parade: 12/02/16
- 16) Employee Recognition Luncheon: 12/07/16
- 17) Christmas Holiday: City Offices Closed: 12/23, 12/26/16

17. Recess City Council Meeting

Council may consider approval to recess the City Council Meeting, to be convened following the Municipal Authority meeting. (Administration)

Motion_____ Second_____

18. Reconvene Council Meeting

Council may consider approval to reconvene the City Council Meeting, following the Municipal Authority meeting. (Administration)

Motion_____ Second_____

19. Executive Session

A) Council will consider retiring into Executive Session for the purpose of conferring on matters pertaining to economic development within the RiverWest development area and for the purpose of conferring on other economic development projects in which public disclosure of the matter discussed would interfere with the confidentiality of the business in accordance with O.S. Title 25, Section 307(C)(10) and for the purpose of conferring on matters pertaining to appraisal or acquisition of property for economic development purposes, in accordance with O.S. Title 25, Section 307(B)(3). (Administration)

Motion_____ Second_____

B) Council will consider returning to the City Council meeting following the Executive Session. (Administration)

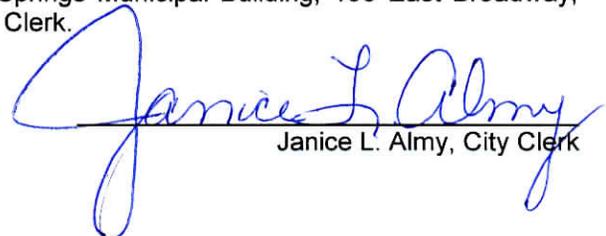
Motion_____ Second_____

C) Council will consider and take any action deemed appropriate as a result of the Executive Session. (Administration)

Motion_____ Second_____

20. **Adjournment** Time _____

This agenda was filed in the office of the City Clerk and posted at 11:30 am on March 24, 2016 on the digital display board located in the lobby of the Sand Springs Municipal Building, 100 East Broadway, Sand Springs, Oklahoma 74063, by Janice L. Almy, City Clerk.


Janice L. Almy, City Clerk

REQUEST FOR APPEARANCE
BEFORE THE
SAND SPRINGS CITY COUNCIL

TO: Elizabeth A. Gray, City Manager
City of Sand Springs
P.O. Box 338
Sand Springs, Oklahoma 74063
(918) 246-2501
FAX (918) 245-7101

Date of Request 2/29/16

I hereby request an appearance before the Sand Springs City Council
on 3/9/16, for consideration of the following item:

Quick information on the library Summer Reading
Program. We want every child to stay current
with reading over the summer.

Mark Carlson
Print Name

Mark Carlson
Signature

3847 E 56 ST TULSA OK 74135
Address

(918) 520-8066
Home Phone

(918) 549-7523
Work Phone

mcarlso@tulsa.library.org

MINUTES

**Sand Springs City Council
Regular Meeting
March 14, 2016 – 7:00 p.m.
Sand Springs Municipal Building
100 East Broadway – Room #203
Sand Springs, Oklahoma 74063**

MEMBERS PRESENT: Mayor Mike Burdge (16-0)
Vice Mayor John M. Fothergill (15-1)
Councilman Michael Phillips (16-0)
Councilman Dean Nichols (15-1)
Councilman Beau Wilson (14-2)
Councilman Brian Jackson (16-0)
Councilman Jim Spoon (13-3)

MEMBERS ABSENT: None

ALSO PRESENT: City Manager Elizabeth A. Gray
City Attorney David Weatherford
City Clerk Janice L. Almy

The Sand Springs City Council met in regular session on March 14, 2016 in Room No. 203 of the Sand Springs Municipal Building pursuant to the agenda filed with the City Clerk's office and posted at 3:00 pm on March 10, 2016, on the digital display board located in the first floor lobby of the Sand Springs Municipal Building, 100 East Broadway, Sand Springs, Oklahoma 74063.

1. Call to Order

Mayor Burdge called the meeting to order at the noted time of 7:00 pm.

2. Roll Call

Mayor Burdge called for an individual roll call with members replying in the following manner:

Councilman Jackson, here; Councilman Nichols, here; Councilman Spoon, here; Vice Mayor Fothergill, here; Mayor Burdge, here; Councilman Wilson, here; Councilman Phillips, here.

3. Invocation

Following roll call Councilman Jackson provided the invocation.

4. Pledge of Allegiance

Pledge of Allegiance was provided by Councilman Phillips.

5. Police Officer Swearing in Ceremony

Municipal Judge Mike King administered the Oath of Office to Deputy Police Chief John Mars.

Police Chief Mike Carter recognized and presented Deputy Police Chief John Mars with a plaque.

6. Presentation

Mayor Burdge informed Council that the presentation by Mark Carlson, Tulsa Library, will be passed to a future meeting.

7. Consent Agenda (A-E)

Mayor Burdge informed Council that all matters listed under the Consent Agenda to be considered by Council are to be routine and will be enacted by one motion.

Mayor Burdge noted that question or clarification on any consent agenda items could be addressed prior to taking action or be removed and considered separately.

Mayor Burdge requested if Council had questions or needed clarification on any consent agenda item or whether any item needed to be considered separate. There being none, Mayor Burdge requested consideration of Consent Agenda Item No. 7A-E.

A motion was made by Councilman Spoon and seconded by Councilman Wilson to approve the Consent Agenda Items No. 7A through 7E.

- A) The minutes of the February 22, 2016 regular City Council Meeting.
- B) Resolution No. 16-28, a resolution affirming Dilapidation Public Nuisance Administrative Hearing Findings and authorization of the bringing of any action necessary in District Court.
- C) A Contract with Tulsa County providing for the partial funding of the approximate \$4.3 million that has been allocated to the City dedicating Proposition No. 2 funds in the amount of \$292,075.

- D) A Contract with Tulsa County providing for the partial funding of the approximate \$4.3 million that has been allocated to the City, dedicating Proposition No. 4 funds in the amount of \$2,511, 019 to the City.
- E) Amendment No. 4, in an amount not to exceed \$3,000 to the contract with Landplan consulting, Inc. for the Concept Development, Design, Bidding and Construction Phase Services for the Splashpads and Playgrounds and authorization for the Mayor to sign said Amendment No. 4.

Mayor Burdge called for the vote recorded as follows:

Councilman Phillips, aye; Councilman Wilson, aye; Mayor Burdge, aye; Vice Mayor Fothergill, aye; Councilman Spoon, aye; Councilman Nichols, aye; Councilman Jackson, aye.

The motion carried 7-0-0.

8. 2014 CDBG Urban County Program

A) Contract

Brad Bates, City Planner, requested Council's approval of the 2014 Community Development Block Grant Contract for acceptance of the FY2014 Tulsa County CDBG Urban County Funds in the amount of \$73,388 to be used for the construction of a new 6-foot wide ADA sidewalk along the south side of 10th Street between Adams Road and North Maple Avenue.

A motion was made by Vice Mayor Fothergill and seconded by Councilman Spoon that the requested approval of the 2014 Community Development Block Grant Contract for acceptance of the FY2014 Tulsa County CDBG Urban County Funds in the amount of \$73,388 to be used for the construction of a new 6-foot wide ADA sidewalk along the south side of 10th Street between Adams Road and North Maple Avenue, as presented, be approved.

Mayor Burdge called for the vote recorded as follows:

Councilman Jackson, aye; Councilman Nichols, aye; Councilman Spoon, aye; Vice Mayor Fothergill, aye; Mayor Burdge, aye; Councilman Wilson, aye; Councilman Phillips, aye.

The motion carried 7-0-0.

B) Supplemental Appropriation

Brad Bates, City Planner, requested Council's approval of a Supplemental Appropriation in the CDBG-EDIF Fund for an increase to the Revenue – Intergovernmental line item in the amount of \$73,388 and an increase to the Expenditure – CDBG Set-A-Side 2014 line item in the amount of \$73,388.

A motion was made by Councilman Phillips and seconded by Councilman Wilson that the requested approval of a Supplemental Appropriation in the CDBG-EDIF Fund for an increase to the Revenue – Intergovernmental line item in the amount of \$73,388 and an increase to the Expenditure – CDBG Set-A-Side 2014 line item in the amount of \$73,388, as presented, be approved.

Mayor Burdge called for the vote recorded as follows:

Councilman Phillips, aye; Councilman Wilson, aye; Mayor Burdge, aye; Vice Mayor Fothergill, aye; Councilman Spoon, aye; Councilman Nichols, aye; Councilman Jackson, aye.

The motion carried 7-0-0.

9. 2015 CDBG Urban County ProgramA) Contract

Brad Bates, City Planner, requested Council's approval of the 2015 Community Development Block Grant Contract for acceptance of the FY2015 Tulsa County CDBG Urban County Funds in the amount of \$62,323 to be used for the construction of a new 6-foot wide ADA sidewalk along the south side of 10th Street between Adams Road and North Maple Avenue.

A motion was made by Councilman Phillips and seconded by Councilman Wilson that the requested approval of the 2015 Community Development Block Grant Contract for acceptance of the FY2015 Tulsa County CDBG Urban County Funds in the amount of \$62,323 to be used for the construction of a new 6-foot wide ADA sidewalk along the south side of 10th Street between Adams Road and North Maple Avenue, as presented, be approved.

Mayor Burdge called for the vote recorded as follows:

Councilman Jackson, aye; Councilman Nichols, aye; Councilman Spoon, aye; Vice Mayor Fothergill, aye; Mayor Burdge, aye; Councilman Wilson, aye; Councilman Phillips, aye.

The motion carried 7-0-0.

B) Supplemental Appropriation

Brad Bates, City Planner, requested Council's approval of a Supplemental Appropriation in the CDBG-EDIF Fund for an increase to the Revenue – Intergovernmental line item in the amount of \$62,323 and an increase to the Expenditure – CDBG Set Aside 2015 line item in the amount of \$62,323.

A motion was made by Councilman Phillips and seconded by Vice Mayor Fothergill that the requested approval of a Supplemental Appropriation in the CDBG-EDIF Fund for an increase to the Revenue – Intergovernmental line item in the amount of \$62,323 and an increase to the Expenditure – CDBG Set Aside 2015 line item in the amount of \$62,323, as presented, be approved.

Mayor Burdge called for the vote recorded as follows:

Councilman Phillips, aye; Councilman Wilson, aye; Mayor Burdge, aye; Vice Mayor Fothergill, aye; Councilman Spoon, aye; Councilman Nichols, aye; Councilman Jackson, aye.

The motion carried 7-0-0.

10. Splashpad Operational Guidelines/Policy

Grant Gerondale, Parks Director, requested Council's approval of the Splashpad Operational Guidelines/Policy as recommended by the Park Advisory Board.

Following discussion, a motion was made by Councilman Jackson and seconded by Vice Mayor Fothergill that the requested approval of the Splashpad Operational Guidelines/Policy as recommended by the Parks Advisory Board, be approved.

Mayor Burdge called for the vote recorded as follows:

Councilman Jackson, aye; Councilman Nichols, aye; Councilman Spoon, aye; Vice Mayor Fothergill, aye; Mayor Burdge, aye; Councilman Wilson, aye; Councilman Phillips, aye.

The motion carried 7-0-0.

11. Correspondence

The following correspondence is provided to council for their review and information

A) Regular monthly bills. (Finance)

12. City Manager's and Council Members Report

A) List of Upcoming Events:

1. Clean and Green Day: 03/17/16
2. KAF Hike Days: 03/19, 03/26, 04/02, 04/09, 04/16, 04/23, 04/30, 05/07, 05/14, 06/11, 07/09, 08/13, 09/10/16
3. Good Friday Holiday: City Offices Closed 03/25/16
4. WSA Cup: 04/01-03/2016
5. Street Dept Chipper Days: 04/02, 05/07, 06/04, 07/09, 08/06, 09/10, 10/10, 11/05, 12/03/16
6. CASEtime Movie Night: 04/08, 05/13, 06/10, 07/08, 08/12, 09/09, 10/14, 11/11, 12/09/16
7. Chamber Chillin' & Grillin': 04/08-09/16
8. Annual Herbal Affair and Festival: 04/16/16
9. City Surplus Auction: 04/??/16 (TBA)
10. Memorial Day Holiday: City Offices Closed: 05/30/16
11. City-Wide Yard Sale: 06/18/16
12. Rotary Bass Fishing: 06/18/16
13. Classic Car Show: 06/18/16
14. Ok FreeWheel: 06/19-25/16 (with 06/22/16 in Sand Springs)
15. Sand Springs Sertoma Fireworks Display: 07/03/16
16. Independence Day Holiday: City Offices Closed: 07/04/16
17. Labor Day Holiday: City Offices Closed: 09/05/16
18. Rotary Downhill Derby: 09/17/16
19. Chamber Boo on Broadway: 10/29/16
20. Veterans' Day Holiday: City Offices Closed 11/11/16
21. Chamber Festival of Lights Christmas Parade: 12/02/16
22. Employee Recognition Luncheon: 12/07/16
23. Christmas Holiday: City Offices Closed: 12/23, 12/26/16

B) City Manager, Elizabeth Gray reported on the following items:

1. Golf Advisor reported the Sand Springs Canyons at Blackjack Ridge Golf Course was rated 6th Best Golf Course in the Oklahoma and 3rd Best Golf Course in the Tulsa Metro area.
2. City received a Certificate of Merit as a Healthy Business due to the work of City Planner Brad Bates and Infrastructure Planning Administrator Vernon Smith.
3. The FY15 PAFR were completed and submitted to GFOA for "Certificate of Achievement" award by Marketing Manager Kasey St. John and the Finance Department.

C) Councilman Nichols noted that Councilwoman-elect Patty Dixon is recovering for knee surgery and doing well thus far.

13. Executive Session

A) Mayor Burdge informed Council of the consideration of retiring into Executive Session for the purpose of conferring on matters pertaining to economic development within the RiverWest development area and for the purpose of conferring on other economic development projects in which public disclosure of the matter discussed would interfere with the confidentiality of the business in accordance with O.S. Title 25, Section 307(C)(10) and for the purpose of conferring on matters pertaining to appraisal or acquisition of property for economic development purposes, in accordance with O. S. Title 25, Section 307(B)(3)..

A motion was made by Vice Mayor Fothergill and seconded by Councilman Wilson to retire into Executive Session for the purpose of conferring on matters pertaining to economic development within the RiverWest development area and for the purpose of conferring on other economic development projects in which public disclosure of the matter discussed would interfere with the confidentiality of the business in accordance with O.S. Title 25, Section 307 (C) (10), and for the purpose of conferring on matters pertaining to appraisal or acquisition of property for economic development purposes, in accordance with O. S. Title 25, Section 307(B)(3).

Mayor Burdge called for the vote recorded as follows:

Councilman Phillips, aye; Councilman Wilson, aye; Mayor Burdge, aye; Vice Mayor Fothergill, aye; Councilman Spoon, aye; Councilman Nichols, aye; Councilman Jackson, aye.

The motion carried 7-0-0.

Mayor Burdge, Vice Mayor Fothergill, Councilman Jackson, Councilman Nichols, Councilman Spoon, Councilman Wilson, Councilman Phillips, City Manager Elizabeth Gray and City Attorney David Weatherford, retired into Executive Session at the noted time of 7:23 pm.

Discussion was held in Executive Session for the purpose of conferring on matters pertaining to economic development within the RiverWest development area and for the purpose of conferring on other economic development projects in which public disclosure of the matter discussed would interfere with the confidentiality of the business in accordance with O.S. Title 25, Section 307 (C) (10), and for the purpose of conferring on matters pertaining to appraisal or acquisition of property for economic development purposes, in accordance with O. S. Title 25, Section 307(B)(3)

B) Following the Executive Session, A motion was made by Councilman Nichols and seconded by Vice Mayor Fothergill to return to the regular City Council Meeting.

Mayor Burdge called for the vote recorded as follows:

Councilman Jackson, aye; Councilman Nichols, aye; Councilman Spoon, aye; Vice Mayor Fothergill, aye; Mayor Burdge, aye; Councilman Wilson, aye; Councilman Phillips, aye.

The motion carried 7-0-0.

The regular Council meeting continued at the noted time of 7:49 pm.

C) Mayor Burdge stated there was no action deemed appropriate as a result of the Executive Session

14. Adjournment

There being no other discussion, the meeting adjourned at the noted time of 7:50 pm.

Janice L. Almy, City Clerk

MINUTES

**Sand Springs City Council
Special Meeting
March 22, 2016 – 12:45 p.m.
Spring Lake Municipal Complex
13101, 13111, 13121, and 13131 West 46th Street
Sand Springs, Oklahoma 74063**

Mayor Mike Burdge, Vice Mayor John Fothergill, Councilman Michael Phillips, Councilman Dean Nichols, Councilman Beau Wilson, Councilman Brian Jackson, City Manager Elizabeth A. Gray, administrative staff, employees and guests attended the Ribbon cutting Event for Spring Lake Municipal Complex.

The meeting was for social-purposes only, with no action required or taken by the Sand Springs City Council.

Janice L. Almy, City Clerk

DRAFT

**CITY OF SAND SPRINGS
MONTHLY TRANSFERS
March 2016**

	ANNUAL BUDGET		MONTH	YEAR TO
	<u>FROM</u>	<u>TO</u>	<u>TRANSFER</u>	<u>DATE</u>
TRANSFERS PER BOND INDENTURE				
FROM: General Fund	\$ 4,627,793		\$ 325,245	\$ 3,394,588
TO: Mun Auth Water Utility Fund		3,085,195	216,830	2,263,059
Street Impr Fund (sales tax)		1,542,598	108,415	1,131,529
TRANSFERS PER COUNCIL ACTION				
FROM: General Fund	\$ 1,430,616		\$ 21,523	\$ 726,150
TO: General Short Term Capital Fund(E911)		15,200	1,267	11,403
General Short Term Capital Fund		206,980	17,248	155,232
Capital Improvement Fund		36,100	3,008	27,072
Tax Increment District Fund		1,172,336	-	532,443
FROM: Sinking Fund (Interest)	\$ 1,500		\$ 5	\$ 1,486
TO: General Fund		1,500	5	1,486
FROM: G.O. Bond 2006 Fund	\$ 39,531		\$ 4,941	\$ 24,707
TO: Street Improvement Fund		39,531	4,941	24,707
FROM: Capital Impr W&WW Fund	\$ 800,000		\$ 66,667	\$ 600,003
TO: Mun Auth Water Util Fund		800,000	66,667	600,003



CITY OF SAND SPRINGS
COUNCIL/AUTHORITY STAFF REPORT

MEETING DATE: March 28, 2016

SUBJECT:

DECLARATION OF CITY VEHICLES AND EQUIPMENT AS SURPLUS AND
AUTHORIZATION FOR LIQUIDATION SAID SURPLUS ITEMS

STAFF RECOMMENDATION:

Council and Trustees will consider declaration of city vehicles and equipment per Exhibit "A", as surplus and authorization for liquidation of said items.

EXECUTIVE SUMMARY:

In 2014 a similar auction was held to surplus unneeded vehicles and equipment. Council authorization is required to declare the items surplus.

Since 2014, additional items are available for surplus, as reflected by the attached list.

Staff has reviewed all items included and is of the opinion that all of the listed items should be declared surplus at this time.

BUDGETARY IMPACT:

The auction may reduce operational expenses and minimal revenue from the auction of said vehicles and equipment.

COMPILED BY: Wayne Bennett, Fleet/Facilities Division Supervisor

PRESENTED BY: Wayne Bennett, Fleet/Facilities Division Supervisor

ATTACHMENT: Exhibit "A" list of vehicles and equipment to be liquidated

April 2016 City-Wide Auction

Item Description

8-foot Folding Table
10-foot Wooden Ladder
220w Heat and Air Window Unit
Two-piece Computer Desk
Two-piece Secretarial Desk/Side Arm
Side Chair (Crème Tweed/Wooden Arms/Legs
Wood Printer Stand
Desk Chair
Rolling Typewriter Table
Fax machines/Work Centre 575
Speaker's Stand/Light Gray
Motorola Battery Charger
Keyboard Organizer
Magic Cef Freezer silver and black
Hobart Industrial Dishwasher
Chair
End Table
Partician
Paper Trays
Lamp
2 boxes with misc office items
2 Hanging File Frames
Upright 4 drawer filing cabinets-
Gibson Frost-free Refrigerator-
Steel Shelving
Craftsman 42" riding mower
Tappan micro-wave
3' x 3' square tables
Shop Press- red
Pallets of assorted vehicle parts
Filters, hyd. hoses, wheels, etc
Assorted office desks
3 phrase air compressors
Desk organizers
8ft portable table
Assorted porta powered kits
Assorted brass valves and fittings (box)
Hyd. winch
Walker Hyd. bumper jack
Fisher Hyd. bumper jack
Small metal locked door cabinet
Pedestal fan
Tow bar

Assorted Chairs
Tires, p195/75r14,
Dayton Electric chain hoist
Long metal hanging file folders
Dishwasher #005209
Desk #00251
Desk #05481
Fence and Poles (2 rolls 4', 2 roots 6')
Post 1-1/4" (36)
Post 1-1/2" (24)
Post 1"
Book Shelf - Brown #05516
8-foot White Tables (4)
Black Chairs (22)
6-foot White Tables (2)
8-foot Brown Table (1)
Lockers #00652 (4 units)
Lockers #00266 (6 units)
Lockers #00272 (3 units)
Book Shelf - Wooden #05518
Office Chair - Maroon
Wooden Desk - Brown
Book Shelf - Brown
Office Chair - Blue
3-piece Metal and Wood Desk (Tall) #02328
3-piece Desk/3-piece Top
File Cabinet (Tan) #00252 4-drawer
File Cabinet (Black) #00648 4-drawer
File Cabinet (Black) #00259 4-drawer
File Cabinet (Tan) #00519 4-drawer
File Cabinet (Black) 2-drawer
Love Seat - Brown #01673
Assorted Chairs (2 orange, 2 Burst, 1 Black) Office
Misc office equipment/furnishings

VEHICLES

Parks

Unit 803 2006 Ford f250
Unit 822 1997 Ford ¾ ton p/u

Police dept

Unit 611 2006 Ford Crown Vic
Unit 681 2001 Ford Crown Vic
Unit 615 2007 Chevy Malibu
Unit 617 2007 Ford crown vic
Seizer Unit 1991 Cadillac

Street dept

Unit 207 1991 Chevy S10
Unit 2920 1990 Ford Bucket Truck
Unit 211 1983 Chevy ½ ton
Unit 938 1979 Ford 3900 Tractor
Unit 224 1998 Ford 1 ton
Unit 234 1998 Dodge 1 ton
cid# 01357 Cement mixer

Water Tank with Trailer

2- old pump motors

Rhino Flex Flail 21 mower

Rhino Batwing brush hog

White Trailer with top

Excell 80 gallon two stage air compressor

Powertek Log splitter

Hertz Sand Blaster

Waste water M&O

Unit 501 1089 International Vactor truck

Unit 502 1986 Ford F-700

Dudley complex

Building 1 Water M&O 310 west morrow rd

Building 2 Storage build. 320 west morrow rd

Building 3 Solid waste 330 west morrow rd



CITY OF SAND SPRINGS

100 E. Broadway St. • P.O. Box 338 • Sand Springs, Oklahoma 74063
Phone: 918.246.2500 • sandspringsok.org

CITY OF SAND SPRINGS
COUNCIL/AUTHORITY STAFF REPORT
MEETING DATE: 03-28-16

SUBJECT:

CITYWIDE MOWING SERVICES – BID NO. 1035

STAFF RECOMMENDATION:

Award Bid No. 1035 to Lot Maintenance of Oklahoma, Inc., for the period beginning July 1st 2016 and ending June 30th 2017, and authorize the Mayor to sign all related documents.

BACKGROUND AND HISTORY:

Staff has prepared specifications for the Citywide Mowing Services contract. The contract involves mowing of properties for Fiscal Year 2017 as identified on the attached exhibit, includes a fuel adjustment provision, and can be extended for an additional four (4) one (1) year terms. If agreed by both parties, the extensions allow for a cost adjustment based upon the Consumer Price Index. On February 23rd a Pre-Bid meeting was held, with two contractors in attendance. On March 1st bids were received and opened from both bidders.

Precision Lawn Care was the apparent low bidder, however, they did not submit the required Bid Bond with their submittal packet. After review by the City Attorney, it has been determined that failure to submit the Bid Bond disqualifies the Bid from Precision Lawn Care. Attached is correspondence between our City Attorney and an attorney representing Precision Lawn Care.

The Public Works Advisory Committee reviewed this item on March 22nd 2016.

BUGETARY IMPACT:

Funds will be made available in the FY2017 budget.

COMPILED BY: T.J. Davis, Project Administrator

PRESENTED BY: T.J. Davis, Project Administrator

ATTACHMENTS: Contract Excerpts
Mowing Budget Comparison



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COMPILED BY: T.J. Davis, Project Administrator

PRESENTED BY: T.J. Davis, Project Administrator

ATTACHMENTS: Contract Excerpts
Mowing Budget Comparison

City of Sand Springs
Citywide Mowing Services
Exhibit A

Group One - Rights-of-Way
FY17 Mowing Season (July-Oct & April-June)

01/27/16

ID #	Description	Est. Acres	Bid Price	Est. Freq.	Extension
1	Hwy64 - 73rd (Levee gate) to Euchee Creek	94		7	
2	Hwy64 - clean up mowing & string trimming @ on/off ramps			15	
3	Wekiwa Road - Hwy97 to 129th, pavement edge to fence	4		15	
4	Wekiwa Road - Walmart west drive to Long Street & Apple Creek drive to Kat Motors drive	1		15	
5	4th Street - Walnut to 129th (south side only)	3.5		15	
6	Hwy97 T - 129th to Hwy97, pavement edge to ditch	65		7	
7	Hwy97 T - 129th to Hwy97, backslopes	35		1	
8	Airport Road - Euchee Creek to Airport West Access Road, 30' off pavement edge	7		7	
9	Adams Road - from Park Road to Old North Road (east side only)	13		15	
10	Park Road - Adams to Woodland (north side only)	1.4		15	
11	Park Road - SS Lake Park to 81st (north side only)	1		15	
12	Park Road - SEC of 4th & Park Road intersection	0.25		15	
13	81st W. Avenue - Park Road to 10th	1		15	
14	10th Street - Lake Drive to 81st	0.5		15	
15	12th Street - Adams to Maple	0.25		15	
16	Osage Ridge Drive - adjacent to Golf Course fairway #17	0.5		15	
17	Oak Ridge Drive - vacant lot frontages	0.16		7	
18	Greenview Circle - along Golf Course perimeter fence	0.1		7	
19	Fairway Circle - 3 vacant lot frontages	0.1		7	
20	Martin Circle - 1 vacant lot frontage	0.03		7	
21	11th Street - Industrial Court looping to 12th & Franklin, inside only	0.5		7	
22	11th Street - Industrial Court, outside only	0.25		7	
23	11th Street - Grant to Franklin Creek	0.25		15	
24	8th Street - Franklin to Industrial	0.25		15	

25	1st Street - Grant to Franklin (south side only)	0.1	7	
26	1st Street - Main to Roosevelt (south side only)	1	15	
27	2nd Street - Adams to Jefferson (south side only)	1	15	
28	Main Street - Morrow to Katy Trail (east side only)	0.5	15	
29	Morrow Road - in front of Southwest Porcelain	0.5	15	
30	Charles Page Blvd - Adams to 81st (north side only)	4.1	15	
31	Pecan Street - Adams to Lake Drive	2	7	
32	Hwy97 - Morrow Road to 51st Street, center medians	9	15	
33	Hwy97 - Morrow Road to 51st Street, pavement edge and backslopes	21.2	15	
34	51st Street - 129th to Hwy97	6	15	
35	129th W. Avenue - 41st to 51st	4	7	
36	129th W. Avenue - 51st to 56th	1.5	7	
37	Drainageway behind Trinidad - 129th to Andros	0.5	7	
38	112th W. Avenue - 41st to 51st	1.7	7	
39	41st Street - Hwy97 to 67th W. Ave.	7.3	15	
40	Hwy51 - Hwy97 to 113th/Avery Drive	0.5	15	
41	Avery Drive - Hwy51 to flashing bike light	0.25	15	
42	113th W. Avenue - Hwy51 to 32nd	1.5	15	
43	Skylane Drive - 32nd to 35th (east side only)	0.75	15	
Total		292.4		

Notes:

- Mow & trim each parcel
- A1-A2 Frequency to be determined by the City
- A6 Mow 2 passes wide (30' minimum) in open sections
- A7 Frequency to be determined by the City

City of Sand Springs
Citywide Mowing Services
Exhibit B

Group Two - Parks

FY17 Mowing Season (July-Oct & April-June)

01/27/16

ID #	Description	Est. Acres	Bid Price	Est. Freq.	Extension
1	Ray Brown Park	9		15	
2	Ray Brown Park - hillside trim			7	
3	Page Park	2		15	
4	Pratt Civitan Park	4		15	
5	Sand Springs Lake Park	5		15	
6	Sand Springs lake Park - waterline trim			7	
7	COSS/Rotary Centennial Park	2		15	
8	Angus Valley Park	7		15	
9	Cedar Ridge	2		7	
10	Freedom Field	5		15	
11	The Glenss Park	3		15	
12	Limestone Park	5		15	
13	Pratt III Park	2		15	
14	River City Park - open space	40		15	
15	River City Park - baseball complex	15		15	
16	River City Park - soccer ditch			15	
17	River City Park - softball complex	2		15	
18	River City Park - rodeo complex	9		15	
19	River City Park - bmx complex	1		15	
20	Keystone Ancient Forest - special			7	
21	KATY Trail - Adams to Hwy97	5		15	
22	Hwy97 Trail - Hwy64 to Ark River Bridge	2		15	
23	Saddle Rock Trail - Bridge to 34th	2		15	
24	Concord Trail	0.5		15	

25	Golf Course Pond Dike	2		12	
26	SS Lake Dam	2		12	
27	Country Meadows Park	9.1		7	
28	Redbud Park (Pin Oak Court)	0.03		15	
29	Charles Page Triangle Park	0.6		30	
30	Museum (Brdwy & McKinley)	0.2		30	
31	Freedom Plaza (Adams & Chas Pg)	0.6		30	
32	Senior Citizens Center	0.1		15	
33	Parks Maintenance Bldg	2.5		15	
Total		139.6			

Notes:

- Mow & trim each parcel
- Avoid damage to trail edges
- B20 At entrance, along access road, around parking area, additional cleared area west of parking
- B27 15' wide swath of perimeter only
- B29-B31 High profile properties

City of Sand Springs
Citywide Mowing Services
Exhibit C

Group Three - Other Parcels
FY17 Mowing Season (July-Oct & April-June)

01/27/16

ID #	Address	Lot/Block	Subd	Description	Estimated Sq Ft	Bid Price	Estimated Frequency	Extension
1	2613 S. Maple	68/71	Meadow Valley	vacant (2 lots)	16120		15	
2	2707 S. Maple	48/5/2	Meadow Valley	vacant (2 lots)	16120		15	
3	2801 S. Maple	6/2	Meadow Valley	vacant	8060		15	
4	2803 S. Maple	7/2	Meadow Valley	vacant	8060		15	
5	2811 S. Maple	11/2	Meadow Valley	vacant	8060		15	
6	2903 S. Maple	13/2	Meadow Valley	vacant	10000		15	
7	2905 S. Maple	14/2	Meadow Valley	vacant	11000		15	
8	508 W. 29th Street	19/2	Meadow Valley	vacant	8580		15	
9	606 W. 29th Street	23/2	Meadow Valley	vacant	8060		15	
10	700 W. 29th Street	25/2	Meadow Valley	vacant	8710		15	
11	707 W. 27th Street	28/4	Meadow Valley	vacant	7320		15	
12	2707 S. Bahama	38&4/5	Meadow Valley	vacant (2 lots)	15120		15	
13	2711 S. Bahama	6/5	Meadow Valley	vacant	7560		15	
14	2803 S. Bahama	8/5	Meadow Valley	vacant	7560		15	
15	2807 S. Bahama	10/5	Meadow Valley	vacant	7560		15	
16	2708 S. Maple	18/5	Meadow Valley	vacant	7440		15	
17	2704 S. Maple	20/5	Meadow Valley	vacant	7440		15	
18	2701 S. Nassau	1/6	Meadow Valley	vacant	9600		15	
19	2705 S. Nassau	3/6	Meadow Valley	vacant	7920		15	
20	2709 S. Nassau	5/6	Meadow Valley	siren site	7200		15	
21	2713 S. Nassau	7/6	Meadow Valley	vacant	7680		15	
22	2808 S. Bahama	13/6	Meadow Valley	vacant	9600		15	
23	2708 S. Bahama	19/6	Meadow Valley	vacant	7680		15	
24	2702 S. Nassau	2/7	Meadow Valley	vacant	7200		15	
25	2712 S. Nassau	7/7	Meadow Valley	vacant	7440		15	

26	2802 S. Nassau	9/7	Meadow Valley	vacant	7440	15	
27	704 W. 28th Court	19/7	Meadow Valley	vacant	8000	15	
28	702 W. 28th Court	20/7	Meadow Valley	vacant	8300	15	
29	701 W. 27th Court	29/7	Meadow Valley	vacant	8000	15	
30	706 W. 27th Street	35/7	Meadow Valley	vacant	7440	15	
31	810 E. Forest Drive	16/7	Oak Park	vacant	7200	15	
32	7th & Birch	n/a	Oak Park	center island	4320	15	
33	320 N. Lincoln	1&2/30	SS Original Town	vacant	7000	15	
34	STAR Center	n/a	unplatted	siren site	400	7	
35	SRWCS	n/a	near Skiatook Lake	telemetry repeater	.25ac	7	
36	SRWCS	n/a	near Skiatook Lake	surge tank	.3ac	7	
37	SRWCS	n/a	near Osage Casino	storage tanks	2ac	7	
38	Shell Lake Dam	n/a	near spillway	below structure	2ac	7	
39	Airport	n/a	unplatted	runway & taxiways	75ac	7	
40	Airport	n/a	unplatted	perimeter	80ac	2	
41	River West	n/a		ponds & streets		30	
42	River West	n/a		open areas	20ac	15	
Total							

Notes:
Mow & trim each parcel
C39-C40 Mow only

City of Sand Springs

Contract Mowing Budget

Fiscal Year 2016

03/01/16

Acct	Area	FY16	FY17	Description
210-5220-431-30-31	Street R-O-W	\$92,118.41	\$92,747.70	Hiwy64 ramp frequency & 41st Street wedge @ Rawson Road
210-6320-451-30-31	Parks Maintenance	\$92,017.20	\$82,564.53	delete Case Center & increase area at KAF
210-6350-451-30-31	Parks Sports	\$30,900.75	\$26,071.20	delete soccer fields & increase ditch area
210-5220-431-30-31	Street other parcels	\$13,592.95	\$14,276.25	no scope change
720-9130-432-30-31	Skiatook System	\$1,395.10	\$1,464.96	no scope change
720-9150-432-30-31	Shell Lake Dam	\$1,050.00	\$1,102.50	no scope change
760-9620-419-30-31	Airport	\$8,620.00	\$9,051.00	no scope change
420-8110-465-40-10	River West	\$13,200.00	\$14,250.00	ponds and street frontage weekly, balance every two weeks
Total		\$252,894.41	\$241,528.14	

NOTE:

Contract allows 1% cost increase for each \$.50 increase in diesel fuel, based upon \$2.00 per gallon.

WILLIAMS, REENTS, DECARLO, & HERWIG

ATTORNEYS AT LAW
600 FOX PLAZA OFFICE CENTER
5416 SOUTH YALE AVENUE
TULSA, OKLAHOMA 74135-6244

DARRELL E. WILLIAMS
MARK R. REENTS
MICHAEL DECARLO
KATHRYN A. HERWIG

TELEPHONE
(918) 496-9200
FACSIMILE
(918) 496-3851

March 9, 2016

Ms. Elizabeth Gray
City Manager
City of Sand Springs
100 East Broadway
Sand Springs, OK 74063

Re: Citywide Moving Services Bid No. 1035

Dear Ms. Gray:

Be advised the undersigned represents Precision Lawn Care of Tulsa, LLC.

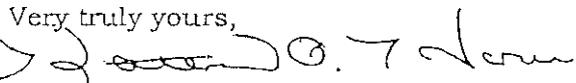
On March 1, 2016, my client timely provided a bid on the City of Sand Springs, Oklahoma Citywide Moving Services Bid No. 1035. My client was informed that it was not the successful bidder, although my client was also told it was the low bidder, and that the only reason it was not the successful bidder was because it did not furnish the necessary bond on the date the sealed bids were due, which was March 1, 2016.

Page N B-1 of the contract document, paragraph 6., allows a certified or cashier's check *or* bidder's surety bond, and if furnishing a bond, is worded "and furnish the necessary bonds within the fifteen (15) days from and after the date the award is made." My client is in a position to provide either the certified or cashier's check in the sum of five percent (5%) as required, or the alternative, furnish the necessary bond within fifteen (15) days from and after the date the award was made, which was March 1, 2016. ~~Enclosed is a cashier's check in the amount of \$10,950.00, which should only be cashed if my client is the successful bidder.~~

The purpose of this letter is to request that the City of Sand Springs reconsider awarding my client the contract for Bid No. 1035 consistent with the specifications provided by the City of Sand Springs, Oklahoma. To deny my client the contract is not only not in the best interest of the City of Sand Springs, but also inconsistent with the requirements of the bid process.

In the event I may provide any additional information or assistance, please let me know.

Very truly yours,



KATHRYN A. HERWIG

KAH:tml
Enclosure

WILLIAMS, REENTS, DECARLO, & HERWIG

ATTORNEYS AT LAW
600 FOX PLAZA OFFICE CENTER
5416 SOUTH YALE AVENUE
TULSA, OKLAHOMA 74135-6244

DARRELL E. WILLIAMS
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MICHAEL DECARLO
KATHRYN A. HERWIG

TELEPHONE
(918) 496-9200
FACSIMILE
(918) 496-3851

March 11, 2016

CERTIFIED MAIL, RETURN RECEIPT

Ms. Elizabeth Gray
City Manager
City of Sand Springs
100 East Broadway
Sand Springs, OK 74063

Re: Citywide Moving Services Bid No. 1035

Dear Ms. Gray:

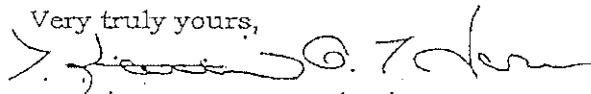
As I previously advised the undersigned represents Precision Lawn Care of Tulsa, LLC.

On March 9, 2016, my client hand delivered a letter to you dated March 9, 2016, which included a cashier's check in the amount of \$10,950.00 which was only to be cashed if my client was the successful bidder.

The purpose of this letter is to document that the cashier's check was refused by your employee T. J. Davis.

In the event I may provide any additional information or assistance, please let me know.

Very truly yours,



KATHRYN A. HERWIG

KAH

BIRMINGHAM, MORLEY, WEATHERFORD & PRIORE

ATTORNEYS AT LAW - A PROFESSIONAL ASSOCIATION

1141 EAST 37TH STREET

TULSA, OKLAHOMA 74105-3103

(918) 743-6355

THOMAS F. BIRMINGHAM

RANDAL D. MORLEY

DAVID L. WEATHERFORD

DONNA J. PRIORE

FAX (918) 743-7478

March 17, 2016

Ms. Kathryn Herwig
WILLIAMS, REENTS, DeCARLO & HERWIG
600 Fox Plaza Office Center
5416 South Yale Avenue
Tulsa, OK 74135-6244

RE: City of Sand Springs

Dear Ms. Herwig:

Please be advised I represent the City of Sand Springs and am in receipt of your letters concerning the bid received by Precision Lawn Care of Tulsa, Inc.

It is the City's position that the requirement of a bid bond at the time of submitting bids is a mandatory, required act, both pursuant to the contract documents and the Oklahoma Competitive Bidding Act. While other performance and surety bonds can be submitted prior to award of contract, the bid bond by definition is required at the time of bidding in all instances.

Although the City has not yet awarded the bid, it will be the recommendation of the City's staff that the bid should be awarded to Lot Maintenance as the only bid that complied with the bid specifications by submitting a bid bond with the bid.

If you have any authority that allows the City to disregard the bid bond requirement, feel free to contact me. I am available by phone at the number above or by email at: davidweatherford@sbcglobal.net.

Sincerely,



David L. Weatherford

WILLIAMS, REENTS, DECARLO, & HERWIG

ATTORNEYS AT LAW

600 FOX PLAZA OFFICE CENTER

5416 SOUTH YALE AVENUE

TULSA, OKLAHOMA 74135-6244

DARRELL E. WILLIAMS
MARK R. REENTS
MICHAEL DECARLO
KATHRYN A. HERWIG

TELEPHONE
(918) 496-9200
FACSIMILE
(918) 496-3851

March 21, 2016

VIA FACSIMILE: 918-743-7478

David L. Weatherford, Esq.
Birmingham, Morley, Weatherford & Priore
1141 East 37th Street
Tulsa, OK 74105-3103

Re: Citywide Mowing Services Bid #1035

Dear Mr. Weatherford:

As you have already been advised, I represent Precision Lawn Care of Tulsa, LLC, with regard to the Citywide Mowing Services Bid #1035.

Prior to sending my first letter dated March 9, 2016, to Elizabeth Gray, City Manager, I did telephone the City of Sand Springs and inquired as to whether or not it was represented by an attorney, and was told the City was not represented. I was then instructed to send the letter to Elizabeth Gray, and was told subsequently the letter would be given to T. J. Davis for handling.

As indicated in my first letter to Elizabeth Gray, my client timely provided a bid to the City of Sand Springs regarding Citywide Mowing Services Bid #1035. My client was subsequently informed that it was not the successful bidder, and the only reason given was that my client did not furnish the necessary bond on the date the sealed bid was due, which was March 1, 2016. A copy of the contract document, paragraph 6, page NB-1, allows a certified or cashier's check or bidder surety bond, and if furnishing a bond, is worded "and furnish the necessary bonds within the fifteen days and after the date the award is made."

You should also be advised that my client attempted to hand deliver a Cashier's check to your client with my letter dated March 11, 2016, which was refused by your employee, T. J. Davis.

Your client's position with regard to the bond having to be submitted at the time of the bid is not only incorrect, but inconsistent with the Contract documents and specifications your client provided to my client.

WILLIAMS, REENTS, DECARLO, & HERWIG
ATTORNEYS AT LAW

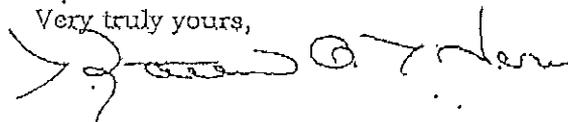
March 21, 2016

Ironically, the same week this issue came up with your client, I read an article in the Tulsa World regarding the City of Sand Springs Schools. The Sand Springs Chief Financial Officer, Mr. Gary Watts, is challenging the Oklahoma Tax Commission's allocation of motor vehicle tax revenue, which has led to inequities in some school districts who are disadvantaged, including the Sand Springs School District. Mr. Watts is quoted as having said "All at a time when education is suffering from a tremendous lack of funding." I am sure the Sand Springs school system would benefit from the estimated cost savings of \$1,100,000.00 which is the amount the City would have saved over a five year period had the contract been awarded to my client.

The actions of your client are improper and financially irresponsible.

In the event I may provide any additional information or assistance, please so advise.

Very truly yours,



KATHRYN A. HERWIG

KAH:tml

Enclosures

cc: Mr. Gary Watts, Chief Financial Officer
Sand Springs Public Schools
11 West Broadway Street
Sand Springs, Oklahoma 74063

IF YOU DO NOT RECEIVE ALL PAGES, PLEASE TELEPHONE (918) 496-9200, OR FAX (918) 496-3851, AS SOON AS POSSIBLE.
THIS MESSAGE IS INTENDED ONLY FOR THE USE OF THE INDIVIDUAL OR ENTITY TO WHOM IT IS ADDRESSED AND MAY CONTAIN INFORMATION THAT IS PRIVILEGED, CONFIDENTIAL AND EXEMPT FROM DISCLOSURE UNDER APPLICABLE LAW. IF THE READER OF THIS MESSAGE IS NOT THE INTENDED RECIPIENT, YOU ARE HEREBY NOTIFIED THAT ANY DISSEMINATION, DISTRIBUTION OR COPYING OF THIS COMMUNICATION IS STRICTLY PROHIBITED.
IF YOU HAVE RECEIVED THIS COMMUNICATION IN ERROR, PLEASE NOTIFY US IMMEDIATELY BY TELEPHONE, AND RETURN THE ORIGINAL MESSAGE TO US AT THE ABOVE ADDRESS VIA THE U.S. POSTAL SERVICE. THANK YOU.



CITY OF SAND SPRINGS

100 E. Broadway St. • P.O. Box 338 • Sand Springs, Oklahoma 74063
Phone: 918.246.2500 • sandspringsok.org

CITY OF SAND SPRINGS
COUNCIL/AUTHORITY STAFF REPORT
MEETING DATE: March 28, 2016

SUBJECT:

**10th Street Culvert Replacement, Bid No. 1031
(Change Order No. 1 & Acceptance of Project)**

STAFF RECOMMENDATION:

- 1.) Approve Change Order No. 1 (Reconciliatory) to the Agreement with McGuire Brothers Construction, Inc. for a net decrease in the contract amount of \$15,288.40 and no change in the contract time.
- 2.) Accept the 10th Street Culvert Replacement project, Bid No.1031, constructed by McGuire Brothers Construction, Inc.

BACKGROUND AND HISTORY:

Project plans and specifications for constructing the 10th Street Culvert Replacement project were prepared by Meshek & Associates, PLC. On May 19, 2014 City Council awarded the project to McGuire Brothers Construction, Inc. in the amount of \$288,633.00.

EXECUTIVE SUMMARY:

McGuire Brothers Construction, Inc. has satisfactorily completed the project within the allotted contract time. The reconstructed roadway was reopened to traffic on Friday, March 18 with a Final Inspection occurring on the following Monday.

The attached Change Order No. 1 has been prepared to reflect a net decrease to the contract in the amount of \$15,288.40 due the reconciliation of quantities actually installed. No adjustment to the contract time is included.

The Public Works Advisory Committee reviewed this item on November 17, 2015.

BUDGETARY IMPACT:

Net reduction in the contract amount of \$15,288.40.

COMPILED BY: Cody D. Blair, Assistant City Engineer

PRESENTED BY: Cody D. Blair, Assistant City Engineer

Attachments:

Change Order #1
Inspection Memo
Acceptance Letter

CHANGE ORDER

ORDER NO. _____ 1
DATE: _____ 3/28/2016
AGREEMENT DATE: _____ 12/1/2015

NAME OF PROJECT: 10th Street Culvert Replacement, Bid No. 1031
COSS Project No. R-1601

OWNER: CITY OF SAND SPRINGS, OKLAHOMA

CONTRACTOR: McGuire Brothers Construction, Inc.

The following changes are hereby made to the CONTRACT DOCUMENTS:
Final reconciliation of project quantities required for completion of Project (see attached).

Justification:
Reconciliatory Change Order for processing close-out of Project.

Original CONTRACT PRICE: \$ 288,633.00

Previous CHANGE ORDERS: \$ 0.00

Current CONTRACT PRICE adjusted by previous CHANGE ORDER
\$ 288,633.00

The CONTRACT PRICE due to this CHANGE ORDER will be ~~(increased)~~
(decreased) by \$ 15,288.40

The new CONTRACT PRICE including this CHANGE ORDER will be
\$ 273,344.60

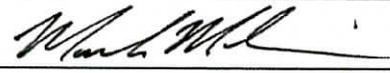
Change to CONTRACT TIME:

The CONTRACT TIME will be **(increased)** ~~(decreased)~~ by 0
calendar days.

Therefore, the date for completion of all work will be April 25, 2016

Approval Required:

OWNER: _____

CONTRACTOR: 

ENGINEER: 

JUSTIFICATION FOR CHANGE

1. Is proposed change an alternate bid? / /Yes /X/No

2. Will proposed change alter the physical size of the project? / /Yes /X/No
If "Yes", explain.

3. Has consent of surety been obtained? / /Yes /X/No

4. Will this change affect expiration or extent of insurance coverage? / /Yes /X/No
If "Yes", will the policies be extended?

5. Effect on operation and maintenance costs:

No significant impact.

6. Necessity for change:

Reconciliatory Change Order for processing close-out of Project.

10TH STREET CULVERT REPLACEMENT - BID NO. 1031
 COSS PROJECT NO. R-1601
 CHANGE ORDER #1 - FINAL RECONCILIATORY

ITEM NO.	DESCRIPTION	ESTD UNITS	UNITS	UNIT PRICE	ESTIMATED COST	UNITS COMPLD	AMOUNT EARNED	ADJUSTMENT QTY	ADJUSTMENT AMOUNT
1	CLEARING AND GRUBBING	1	LS	5,000.00	5,000.00	1	5000.00		
2	UNCLASSIFIED EXCAVATION	1,346	CY	3.00	4,038.00	1346	4038.00		
3	SELECT BORROW	715	CY	20.00	14,300.00	0	0.00	(715)	(14,300.00)
4	SALVAGED TOPSOIL	320	CY	5.00	1,600.00	320	1600.00		
5	TEMPORARY SILT FENCE	1,400	LF	3.00	4,200.00	50	150.00	(1,350)	(4,050.00)
6	TEMPORARY SILT DIKE	165	LF	5.00	825.00	165	825.00		
7	SOLID SLAB SODDING	1,340	SY	3.00	4,020.00	1622	4866.00		
8	AGGREGATE BASE	1,142	CY	32.00	36,544.00	1142	36544.00		
9	SEPARATOR FABRIC	245	SY	2.00	490.00	245	490.00		
10	SUPERPAVE, TYPE S3 (PG 64-22 OK)	52	TON	78.00	4,056.00	60	4680.00	8	624.00
11	SUPERPAVE, TYPE S4 (PG 64-22 OK)	23	TON	94.00	2,162.00	30.65	2881.10	7.65	719.10
12	STRUCTURAL EXCAVATION UNCLASSIFIED	100	CY	10.00	1,000.00	100	1000.00		
13	CLASS A CONCRETE FOR STRUCTURES	60	CY	430.00	25,800.00	60	25800.00		
14	CLASS C CONCRETE FOR LOW FLOW CHAN	2	CY	630.00	1,260.00	4.25	2677.50	2.25	1,417.50
15	REINFORCING STEEL, GR. 60	6,750	LB	0.80	5,400.00	6750	5400.00		
16	TYPE I RIPRAP	66	TON	35.00	2,310.00	66	2310.00		
17	TYPE 1-A FILTER BLANKET	201	TON	15.00	3,015.00	201	3015.00		
18	TYPE IV RIPRAP	293	SY	125.00	36,625.00	293	36625.00		
19	FILTER FABRIC	350	SY	2.00	700.00	350	700.00		
20	2'-2" COMBINED CURB AND GUTTER	166	LF	20.00	3,320.00	180	3600.00	14	280.00
21	6" CONCRETE DRIVEWAY	45	SY	66.00	2,970.00	45	2970.00		
22	MANHOLE 4' DIAMETER	1	EA	1,600.00	1,600.00	1	1600.00		
23	MANHOLE FRAME & COVER (STORM)	1	EA	350.00	350.00	1	350.00		
24	MANHOLES ADJUST TO GRADE	1	EA	1,000.00	1,000.00	1	1000.00		
25	C76, CLIII 24" RCP W. OMNIFLEX GASKETS	28	LF	74.00	2,072.00	28	2072.00		
26	24" PREFAB. CULVERT END SECTION, ROUND	1	EA	800.00	800.00	1	800.00		
27	STD. BEDDING MATERIAL, CLASS B	12	CY	32.00	384.00	12	384.00		
28	TRENCH EXCAVATION (STORM)	19	CY	10.00	190.00	19	190.00		
29	8'x4' ASTM > 2' COVER PRECAST CONC BOX	180	LF	450.00	81,000.00	180	81000.00		
30	REMOVAL OF STRUCTURES & OBSTRUCTIONS	1	LS	7,500.00	7,500.00	1	7500.00		
31	REMOVAL OF FENCE	27	LF	6.00	162.00	27	162.00		
32	FENCE STYLE CLF, 4 FT.	27	LF	30.00	810.00	27	810.00		
33	MOBILIZATION	1	LS	10,000.00	10,000.00	1	10000.00		
34	CONSTRUCTION STAKING LEVEL I	1	LS	800.00	800.00	1	800.00		
35	CONSTRUCTION TRAFFIC CONTROL	1	LS	3,000.00	3,000.00	1	3000.00		
36	8" DIP, AWWA C151, PRESSURE CLASS 350 COMPLETE IN PLACE (RJ)	201	LF	75.00	15,075.00	190	14250.00	(11)	(825.00)
37	8" GATE VALVE (RJ)	2	EA	1,000.00	2,000.00	2	2000.00		
38	8" SOLID SLEEVE (RJ)	4	EA	400.00	1,600.00	4	1600.00		
39	EXCAVATION UNCLASSIFIED AND BACKFILL	131	CY	5.00	655.00	131	655.00		
TOTAL:							\$288,633.00	\$273,344.60	(515,288.40)



CITY OF SAND SPRINGS

100 E. Broadway St. • P.O. Box 338 • Sand Springs, Oklahoma 74063
Phone: 918.246.2500 • sandspringsok.org

MEMO

TO: Elizabeth Gray, City Manager
Derek Campbell, Public Works Director/City Engineer

FROM: Kurt Baker

DATE: March 28, 2016

RE: 10th Street Culvert Replacement
Bid No. 1031
Acceptance of Project

City of Sand Springs personnel have performed a final inspection of the 10th Street Culvert Replacement project. The improvements have been constructed according to the approved plans and specifications.

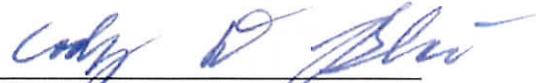
Staff is in possession of the required One-year Maintenance Bond for 100 percent of the amount of the construction cost and Staff is prepared to assume maintenance of these improvements upon expiration of the one-year period, if accepted by the Sand Springs City Council.

MAINTENANCE BOND
IN POSSESSION
CERTIFIED BY:

Janice Almy, City Clerk


Public Works Division Supervisor


Construction Inspector


Assistant City Engineer


Public Works Director/City Engineer



CITY OF SAND SPRINGS

100 E. Broadway St. • P.O. Box 338 • Sand Springs, Oklahoma 74063
Phone: 918.246.2500 • sandspringsok.org

March 29, 2016

Mr. Rodney Madden
McGuire Brothers Construction, Inc.
8415 South Regency Drive
Tulsa, OK 74131

**Re: Acceptance of Project, Bid No. 1031
10th Street Culvert Replacement
COSS Project No. R-1601**

Dear Rodney:

This letter will serve as notice that on February 28, 2016, the Sand Springs City Council voted to accept the 10th Street Culvert Replacement project, which has been constructed according to the approved plans and specifications.

With this acceptance, the City of Sand Springs will assume maintenance of these improvements upon expiration of the one-year maintenance bond.

If additional information is required, please call Sand Springs City Hall at (918) 246-2500.

Mike Burdge, Mayor

ATTEST:

Janice Almy, City Clerk

Agenda item # _____



**CITY OF SAND SPRINGS
COUNCIL/AUTHORITY STAFF REPORT
MEETING DATE: March 28, 2016**

SUBJECT:

GO BOND REFINANCING

STAFF RECOMMENDATION:

Approval of all documents necessary to proceed with refinancing.

BACKGROUND AND HISTORY:

The City has outstanding General Obligation Bonds (paid by assessment with property tax) with a balance owed in the amount of approximately \$2,310,000.00); bond counsel John Weidman has recommended refinancing the bonds because of lower interest rates that are now available.

EXECUTIVE SUMMARY:

The savings by refinancing, after consideration of the cost of the transaction, will be outlined at the meeting (will be approximately of \$90,000.00). The proposed resolutions authorize the refinancing. John will be available to answer any questions. (It should be noted that the entire savings is a savings to the property owners/taxpayers and will have no impact on the budget of the City.

BUGETARY IMPACT: None.

COMPILED BY: City Attorney **APPROVED BY:** John Weidman, Bond Counsel

Attachments:

Resolution No. 16-29

THE COUNCIL OF THE CITY OF SAND SPRINGS, STATE OF OKLAHOMA, MET IN REGULAR SESSION IN THE COUNCIL CHAMBERS AT THE CITY HALL, 100 BROADWAY AVENUE, IN SAID CITY ON THE 28TH DAY OF MARCH, 2016, AT 7:00 O'CLOCK P.M.

PRESENT:

ABSENT:

Written notice of the schedule of regular meetings of the governing body of the municipality for the calendar year 2016 was given in writing to the City Clerk of Sand Springs, Oklahoma on or before December 15, 2015, and public notice of this meeting and agenda of this meeting was posted in prominent public view at City Hall, 100 Broadway Avenue, Sand Springs, Oklahoma, twenty-four (24) hours prior to this meeting, excluding Saturdays, Sundays and legal holidays, all in compliance with the Oklahoma Open Meeting Act.

(OTHER PROCEEDINGS)

THEREUPON, a Resolution was introduced which was read in full by the Clerk and considered by sections. Upon motion by Councilman _____, seconded by Councilman _____, the Resolution was finally passed with the following vote:

AYE:

NAY:

And upon motion of Councilman _____, seconded by Councilman _____, the question of the emergency was ruled upon separately and approved by the following vote.

AYE:

NAY:

THEREUPON, the Resolution was signed by the Mayor, attested by the Clerk, sealed with the seal of said municipality and is as follows:

RESOLUTION NO. 16-29

A RESOLUTION AUTHORIZING THE SALE OF TWO MILLION THREE HUNDRED TEN THOUSAND AND NO/100S DOLLARS (\$2,310,000.00) GENERAL OBLIGATION REFUNDING BONDS OF 2016, SERIES A, OF THE CITY OF SAND SPRINGS, OKLAHOMA; FIXING THE AMOUNT OF BONDS TO MATURE EACH YEAR; WAIVING COMPETITIVE BIDDING ON SAID BONDS AND AUTHORIZING THE SALE OF SUCH BONDS AT PAR; APPROVING A BOND PURCHASE AGREEMENT; AND CONTAINING OTHER PROVISIONS RELATING THERETO; AND DECLARING AN EMERGENCY.

WHEREAS, it is deemed advisable by the governing body of the City to issue general obligation refunding bonds as authorized by Title 62, Oklahoma Statutes 2011, Sections 751 et seq., to refund the outstanding City of Sand Springs General Obligation Bonds, Series 2006, (the "Outstanding Bonds") for the purpose of reducing the total principal and interest payable on the obligations evidenced by the Outstanding Bonds; and

WHEREAS, it has been determined that the issuance of such general obligation refunding bonds will reduce the total principal and interest payable on the obligations evidenced by Outstanding Bonds as provided in Title 62, Oklahoma Statutes 2011, Section 753(A)(4), and that the total of the principal and interest payable over the life of the general obligation refunding bonds and the expenses incurred in issuing such general obligation refunding bonds will be less than the total of the principal and interest payable over the life of the Outstanding Bonds as provided in Title 62, Oklahoma Statutes 2011, Section 754(F); and

WHEREAS, the Council of the City of Sand Springs, Oklahoma, pursuant to Title 62, Oklahoma Statutes 2011, Section 354, desires to sell at this time \$2,310,000.00 in General Obligation Refunding Bonds of 2016, Series A for the purpose of refunding the Outstanding Bonds and reducing the total principal and interest payable on the obligations evidenced by the Outstanding Bonds; and

WHEREAS, Hilborne & Weidman, a professional corporation, Tulsa, Oklahoma has been engaged as Bond Counsel by the City (the "Bond Counsel") and The Baker Group, LLC (the "Financial Advisor") has been engaged as the financial advisor to the City in connection with the issuance sale and delivery of the Bonds, pursuant to the contracts presented to this meeting; and

WHEREAS, there has been presented to this meeting a form of Bond Purchase Agreement (the "Purchase Agreement") between the Authority and Wells, Nelson & Association, LLC, (the "Purchaser"), pursuant to which the Purchaser will purchase the Bonds at par and under the terms and conditions set forth in the Purchase Agreement; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF SAND SPRINGS, OKLAHOMA:

Section 1. That \$2,310,000.00 in General Obligation Refunding Bonds of 2016, Series A, of the City of Sand Springs, Oklahoma, shall be issued and the issuance thereof is hereby authorized and approved. It is further hereby determined to be necessary and in the best interest of the City that the Bonds be issued and sold to the Purchaser at a price of not less than one hundred percent (100%) of the principal amount thereof, and competitive bidding is hereby specifically waived with respect to the sale of the Bonds for

the purchase price aforesaid. The Bonds shall become due on; March 1, 2017 in the amount of \$450,000.00; March 1, 2018 in the amount of \$450,000.00 ; March 1, 2019 in the amount of \$450,000.00; March 1, 2020 in the amount of \$450,000.00; and March 1, 2021 in the amount of \$510,000.00. The Bonds shall bear interest at the rates per annum set forth in the Resolution of the Authority providing for the issuance of the Bonds.

Section 2. The form of Purchase Agreement presented to this meeting be, and the same hereby is, approved, and the Mayor and the City Clerk of the City be, and they hereby are, authorized, directed and empowered to execute and deliver in the name of the City the Purchase Agreement in said form and containing the terms and provisions therein contained, and to approve, execute and deliver in the name and on behalf of the City all documents, agreements, closing papers, certificates and such other closing documents as are necessary to accomplish the issuance and sale of the Bonds in such forms and containing such terms and provisions as shall be approved by the officers executing the same.

Section 3. The signatures of the officers of the City appearing on the Purchase Agreement and other documents, instruments, closing papers and certificates executed and delivered pursuant to this Resolution shall be conclusive evidence of their approval thereof and of their authority to execute and deliver such agreements and documents on behalf of the City.

Section 4. The Mayor is hereby authorized and empowered for and on behalf of the City, to execute and deliver an official statement in preliminary or final form describing the issuance and sale of the Bonds and to authorize the Purchaser to use such official statement in preliminary or final form to offer the Bonds for sale.

Section 5. For reasons of financial savings available in connection with the sale of the Bonds at this time, it is deemed and hereby declared necessary for the preservation of the public health, peace and safety that this Resolution shall become operative immediately; wherefore, an emergency is hereby declared to exist, and this Resolution shall be in full force and effect immediately from and after its passage and approval.

ADOPTED AND APPROVED this 28th day of March, 2012.

Mayor

ATTEST:

City Clerk

(SEAL)

I, the undersigned, the duly qualified and acting Clerk of the City of Sand Springs, Oklahoma hereby certify that the foregoing is a true and complete copy of a Resolution relating to the sale of Bonds adopted by the governing body of said municipality and transcript of proceedings of said governing body at a regular meeting thereof held on the date therein set out, insofar as the same relates to the introduction, reading and adoption thereof as the same appears of record in my office.

I further certify that attached hereto as Exhibit "A" is a true and complete copy of the agenda for said meeting which was posted in prominent public view at the street level viewing area, 100 Broadway Avenue, in said municipality at least twenty-four (24) hours prior to the date of the meeting wherein said Resolution was adopted, excluding Saturdays, Sundays and legal holidays. I further certify that attached hereto as Exhibit "B" is a true and complete copy of the regular meeting notice for said meeting which was filed with the City Clerk of the City of Sand Springs, Oklahoma in accordance with the Oklahoma Open Meeting Act.

WITNESS my hand and seal this 28th day of March, 2016.

City Clerk



**CITY OF SAND SPRINGS
COUNCIL/AUTHORITY STAFF REPORT**

MEETING DATE: 03/28/2016

SUBJECT:

Collective Bargaining Agreement between City of Sand Springs and the Fraternal Order of Police Lodge #109 for FY17 and FY18

STAFF RECOMMENDATION:

Approval of the Collective Bargaining Agreement between City of Sand Springs and the Fraternal Order of Police Lodge #109 for FY17 and FY18.

BACKGROUND AND HISTORY:

This agreement will replace the current agreement which expires June 30, 2016.

BUGETARY IMPACT:

Items that have budget impact are as follows:

- Increases buy back rate of sick time from 1-4 to 1-3, but calls for 10 years of service minimum instead of 5 years of service.
- Maintains the step plan at 2% increases per year.
- Caps increase for promotions at 10% per rank excluding the rank of Corporal.
- Increases longevity to 30 years instead of 25 years.
- Places a cap on travel time in call back situations of 30 minutes paid.
- Clarifies that Corporals working out of class would be paid \$12.00 per shift.
- Eliminates College Educational Incentive Program.
- Clarifies that the City will pay 75% of base insurance plan only, not upper tier plan.
- Increases uniform allowance in FY 17 by \$225.00 and an additional \$225.00 in FY18

All other items have no budgetary impact.

COMPILED BY: Michael S. Carter – Chief of Police

PRESENTED BY: Michael S. Carter – Chief of Police

ATTACHMENTS:

2017-2018 FOP Contract Working Copy
2017-2018 FOP Contract Final Copy

COLLECTIVE BARGAINING AGREEMENT



CITY OF SAND SPRINGS

AND

FOP LODGE #109

AMENDED **FY 17 & 18**

**City of Sand Springs, Oklahoma and Fraternal Order of Police Lodge #109
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Preamble

This agreement is entered into by and between the City of Sand Springs, Oklahoma, hereinafter referred to as "City", and members of the bargaining unit of the Sand Springs Lodge Number 109 of the Fraternal Order of Police, hereinafter referred to as "Lodge".

Purpose and Intent

Section 1. The general purpose of this Agreement is to set forth terms and conditions of employment and to promote orderly, peaceful labor relations for mutual interest to the City of Sand Springs in its capacity as employer, the employees, the Fraternal Order of Police, and the people of the City of Sand Springs.

Section 2. The parties recognize that the interest of the community and the job security of the employees depend upon the employer's success in establishing proper and efficient services to the community.

Article 1 Definitions

Section 1. The definitions contained in 11 O.S.A. Section 51-102 ET. Seq. are hereby adopted for the purposes of this Agreement unless otherwise defined herein or the context in which it is used clearly indicates a different interpretation.

- a) *Bargaining Unit* shall mean all sworn full-time Police Officers of the Sand Springs Police Department except:
 - 1. The Chief of Police and the Deputy Chief of Police.
 - 2. Civilian or non-sworn Employees of the department.

- b) ~~*Grievance* shall mean any dispute, controversy, or difference of opinion raised by an Employee covered by this Agreement against the City involving the meaning, interpretation, application or enforcement of the provisions of this Agreement.~~

- c) *Grievance* shall mean a difference of opinion or dispute regarding the meaning, interpretation or application of the employment agreement, the policy manual as it pertains to personnel practices or working conditions, rules and regulations governing personnel practices or working conditions and Workplace issues that do not amount to misconduct under the Personnel Complaints Policy, such as fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of members

Specifically outside the category of grievances are complaints related to alleged acts of sexual, racial, ethnic or other forms of unlawful harassment, as well as complaints related to allegations of discrimination on the basis of sex, race, religion, ethnic background and other lawfully protected status or activity that are subject to the complaint options set forth in the Discriminatory Harassment Policy. Also outside the category of grievances are personnel complaints regarding any allegation of misconduct or improper job performance against any department employee that, if true, would constitute a violation of department policy or federal, state or local law, as set forth in the Personnel Complaints Policy.

- d) *Hourly Pay* for an Officer shall be determined by dividing 2,080 hours into the Officer's regular annual salary; not to include holidays and overtime.

- e) *Management* shall mean the City Manager or the City Manager's designated representative.

- f) *Officer* or *Employee* shall mean any full-time commissioned Police Officer employed within the City of Sand Springs Police Department.

- g) *Service* shall mean that period of time for which an Officer has been a regular employee of the City as an Officer. In computing service, only the period of time immediately preceding the date for which computation is being made, and in which the Officer has been a continuous employee of the City, without break in service, shall be included. Authorized leaves of absence shall not be considered breaks in service, but shall not be computed as service time.

- h) *Immediate Family* is defined as the Employee's spouse, children, mother, father, brother, sister, grandparent, father-in-law, mother-in-law, grandchildren or a relative living in the home of the employee.

- i) ~~Probationary Employee shall mean any Officer who has worked for the City of Sand Springs Police Department for less than twelve (12) months in the Officer's last term of service. This term also applies to officers with more than 12 months of tenure if extended by the Chief of police.~~ Shall mean any officer who has not completed their probation period or who has had their probation period extended.
- j) *Probation Period* shall consist of the following:
 1. 12 months from the date of initial hire if that person was already certified or achieves their certification from the CLEET Collegiate Officers Program.
 2. 12 months from the date of graduation from the police academy if employed by the City of Sand Springs while attending the academy.
- k) *Sick Leave* shall mean leave from work with normal pay when an Officer is prevented from performing and carrying out the duties of the Officer's position or other duties, which the Officer's supervisor may direct, because of illness or injury of the Officer.
- l) *Sealing Destruction* shall mean the segregation of material into a sealed envelope. This material will be considered to be destroyed for all purposes related to the employee's employment. It shall not be used in any other manner unless required by an order of a court of record or other legal requirement. It may be used by the city to defend the city in employment or civil actions.
- m) *Employees* referred to herein shall refer only to sworn police officers.
- n) *Seniority* shall mean the continuous length of employment with the Sand Springs Police Department within each of the ranks.

Article 2
Management Rights and Responsibilities

Section 1. The Fraternal Order of Police recognizes the prerogative of the Management to operate and manage its affairs in all respects in accordance with its responsibilities, as defined in State Statutes and City Charter, and with such conditions affecting the public welfare as they may arise, and all authority shall be retained wholly by the Management.

Management Officials, City Manager and Chief of Police of the City retain the rights in accordance with all applicable laws and regulations including, but not limited to, the following:

- a) To manage and direct the Employees of the Police Department;
- b) To hire, promote, transfer, assign, retain and schedule hours and places of work of Employees in positions with the Police Department;
- c) To suspend, demote, discharge or take other appropriate disciplinary action against members of the Police Department for just cause in accordance with appropriate procedures as set out in Article 9 hereof or, in alternative thereto, the Personnel Policy and Procedures for employees of the City of Sand Springs. For purposes of this agreement, the parties stipulate and agree that in addition to what may otherwise constitute just cause, just cause shall exist for immediate suspension with or without pay, at the discretion of the Chief, of any Police Officer who has

criminal charges filed against them for any felony or for any misdemeanor charge of assault and battery related to a claim of excessive use of force directed at a suspect or prisoner who is in the custody of the officer. Further upon a finding at a preliminary hearing that the Officer shall be bound over for trial, or upon a waiver of preliminary hearing without an immediate dismissal of the charges, just cause shall exist for termination. Upon acquittal or dismissal of charges, the Officer may be eligible for re-employment with the City with back pay and applicable benefits, at the discretion of the Police Chief;

- d) To relieve Employees from duty for reduction of force caused by lack of work, funds or other legitimate reasons. However, the Employee with the least amount of years of service with the Police Department as a sworn Officer thereof shall be laid off first, subject to a thirty (30) day written notice to the Lodge and the opportunity for incumbent Employees to exercise their pension option. No new Employee shall be hired until the Employee(s) laid off and the Lodge have been notified by certified mail. The Employee(s) shall then have fourteen (14) days subsequent to the mailing of said notification in which to notify City personnel of the Employee's intention to return to work.
- e) To maintain the efficiency of the operation of the Police Department;
- f) To determine the methods, means, procedures, and personnel by which the Police operations are to be conducted;
- g) The right of establishing the organization and structure of the Police Department; however, no Officer covered by this Agreement and presently employed by the City, shall be reduced in salary as a result of such re-organization or restructuring;
- h) To establish and enforce rules and regulations of the Police Department.

Section 2. Management has the sole authority to determine the purpose, mission, duties, and responsibilities of the City, including the total amount of the budget and its allocation to different functions and to establish priorities.

Section 3. It is understood by both parties that since every duty connected with operations, job descriptions, etc., may not always be described, Employees - at the discretion of the City - may be required to perform duties not specifically defined in their job description, but which may reasonably be considered to be incidental to the performance of their duties just as though they were actually written out in the job description sheet.

Article 3 **Recognition**

Section 1. The Lodge asserts and has furnished documented proof that it represents the majority of the Officers and based upon such assertions and proof, the City hereby recognizes the Lodge as the exclusive collective bargaining unit for the purpose of collective bargaining with respect to rates of pay, wages, hours of employment, and all other negotiable conditions of employment. In the event of a dispute arising as to the bargaining agent of the Officers, the City will not recognize any other bargaining agent until an election has been conducted and it has been determined who the majority of the Officers desire to represent them.

Section 2. To ensure compliance with relevant state law and with the intent and purpose of the City of Sand Springs Charter, Code of Ordinances and personnel rules, probationary Employees who have

become full time Employees, but who have not completed the one year employment probationary period, shall be covered by this agreement only to the extent required by state law. Full time Employees who have not completed the employment probationary period shall not be provided any grievance rights pertaining to any form of discipline, up to and including dismissal.

Article 4

Severability

Section 1. If any provisions of the Agreement, or the application of such provisions should be rendered or declared invalid by any court action, or by reason of any existing or subsequently enacted legislation, the remaining parts or portions of this Agreement shall remain in full force and effect.

Article 5

Non-Discrimination

Section 1. The Management and the Lodge agree not to discriminate against any Employee for - or because of – the Employee’s activity in behalf of, or the Employee’s membership in, or the Employee’s lack of membership in, the Fraternal Order of Police. The Management and the Fraternal Order of Police agree that there shall be no discrimination against any Employee covered by this contract in a manner which would violate any applicable laws because of race, creed, sex, religion, national origin, qualified disability or status of Fraternal Order of Police membership or non-membership.

Section 2. All Employees may be subject to a physical and or mental examination(s) to determine the fitness of the individual for continued employment. In the event that an Employee is required by Management to take a physical examination, the Management shall be responsible for the cost of such examination.

Article 6

Management and Lodge Security

Section 1. Officers shall have the right to engage in lawful concerted activities for the purpose of collective bargaining providing that the Fraternal Order of Police agrees that it or any of its members shall not encourage, cause, participate in, or support any strike, work slowdown, work stoppage, or other interruption of - or interference with – the normal functions of the Police Department or the City.

Article 7

Police Officer Bill of Rights

Section 1. The Chief of Police will establish and put into operation a system for the receipt, investigation, and determination of all complaints against Police Officers received by the Chief of Police from any person, as provided for in Article IX Disciplinary Procedures.

Section 2. Whenever a Police Officer is under investigation and is subject to interrogation by members of the Officer's agency, for any reason which could lead to disciplinary action, demotion, or dismissal, the Police Officer will be informed in writing of the investigation being conducted. As follows:

- A.** The employee will be presented with a NOTICE OF INVESTIGATION FORM upon the first instance of being subjected to interrogation or formal request for information in regard to a complaint. This notice shall include the name of the officer in charge of the administrative investigation, the nature of the complaint against the officer, the name of the complainant. If the complainant is management, the notice will indicate management. The notice shall indicate the date of the alleged infraction. This form shall also contain wording of the officer Bill of Rights as outlined in this agreement. One copy of this form shall be provided to the officer, and another shall be signed by the officer as evidence of compliance with this article as well as understanding of the officer's rights under this section.
- B. INTERROGATION:** When a Police Officer is under investigation by the Sand Springs Police Department for a complaint received, and is to be interrogated, such interrogating will be conducted as follows:
 - 1. Preliminary discussions with supervisory personnel within the Police Department, in relation to a complaint received, will not be considered as interrogation as used herein.
 - 2. The officer being interrogated will be presented with a notice of investigation prior to questioning. This may have been previously provided as listed above in Section 2a. All questions directed to the Employee under interrogation will be asked by and through one interrogator at any one time, and all interviewing shall be limited in scope to activities, circumstances or events which pertain to the Officer's conduct or act(s) which form the basis for the investigation.
 - 3. The Officer shall be allowed the right to consult a Lodge representative or any attorney prior to the interview and shall have the right to a representative or attorney of the Officer's choice who may be present at all times during such interview or interrogation.
 - a) Interviewing sessions shall be for reasonable periods of time and will be timed to allow for such personal necessities and rest periods as are reasonably necessary.
 - b) In accordance with the "Garrity Rule", if the activities, circumstances or events which pertain to the Officer's conduct or act(s) which form the basis for the investigation could possibly result in criminal charges, the Officer may refuse to answer questions or cooperate with the criminal investigation. Such refusal shall not be subject to disciplinary action.
- C.** The Police Officer under interrogation will not be subjected to obscene language or threatened with disciplinary action, and no promise or reward shall be made as inducement to obtain testimony or evidence.
- D.** Interrogation of the Police Officer under investigation may be taped by either the officer or management. Notice by the party recording shall be required to be given to all parties present. An Officer under investigation may record the proceedings with the Officer's own equipment and

at the Officer's own expense, and where the investigation results in discipline against the Officer, the Officer may request to be furnished with a copy of all reports, tapes, transcripts and other recordings of the proceedings which contain all known material facts, opinion, or recommendations related to the investigation, at the Officer's expense.

- E. A Police Officer under investigation will receive a written notification from the Chief of Police as to the determination of the investigation. Should a Police Officer be disciplined arising from an investigation, he will be notified in writing as to the action being taken and the reasons therefore.

Section 3. Personal Rights:

- A. Disclosure of Finances - No Officer shall be required to disclose the Officer's own or any member of the Officer's family or household's income, assets, debts, expenditures, or other financial information - unless such information is pertinent to the investigation of a complaint, a conflict of interest investigation, or otherwise required by State or Federal Law.
- B. No Contributions Required - No Officer shall be required to donate or contribute to any type of political or charitable campaign.
- C. Conduct Off Duty - An Officer shall have the same rights and responsibilities to conduct the Officer's private, personal, or social life as other City Employees - provided that such conduct does not jeopardize, degrade, or interfere with the interest or function of the City or the Police Department.

Section 4. No Police Officer will be disciplined, or be threatened with any such discipline, by the reason of the Officer's exercise of the rights granted by this Article.

Section 5. All Police Officer's shall have the right to view, listen to or obtain a copy of any video or audio recording produced by equipment worn or used by that officer on or off duty before making a statement or being interrogated in regard to a complaint or investigation. They may not have the right to view other recordings not made by the officer under investigation. The discretion to allow this will be that of the Chief of Police or his designee.

~~The right to release to the public those documents (including video recordings) that are subject to disclosure pursuant to the Oklahoma Open Records Act.~~ The parties acknowledge there may be instances in which an individual employee may have a basis to allege that the document or video should not be "immediately" released. In order to fully protect the interest of the employee in those instances, to protect the interest of the public set forth in the Open Records Act, and to allow the City to have a clear direction of how to proceed, the City retains the management right to determine whether a record is subject to public disclosure, and any objection to disclosure should be made as soon as possible and may require legal action by the employee to delay or preclude disclosure. The City acknowledges and will uphold the confidentiality of employment records as allowed by the Open Records Act.

Article 8

Grievance Procedure

Section 1. Grievances, safety grievances or disputes which may arise, including the interpretation, application or enforcement of this Agreement shall be settled in the following manner:

- Step 1.** The employee or FOP Lodge who feels that there is sufficient grounds for a grievance shall fill out a grievance form (see Appendix A). This form will identify the members name, members rank, date of the incident, date the member became aware of the incident, date and signature blocks for steps 2 -5, as well as narrative sections that will specify which contract provision was violated, facts supporting the grievance as well as the relief requested.
- Step 2.** The F.O.P. upon receiving a written and signed grievance form (see Appendix A), shall determine whether the grievance merits further processing. If, in the F.O.P.'s opinion, the grievance lacks sufficient merit to warrant further processing, no further action is necessary. To allow for the employee's due process, even if the Lodge fails to find sufficient grounds to support the grievance, the employee may continue this procedure without the support of the FOP Lodge.
- Step 3.** If a grievance does exist, the Grievant shall file and present the grievance form to the Chief of Police within twenty (20) days, excluding Saturday and Sunday, of the incident or knowledge of the incident.
- Step 4.** If, within ten (10) calendar days, excluding Saturday and Sunday, the grievance has not been settled, the grievance form shall then be submitted to the City Manager for adjustment.
- Step 5.** If, within ten (10) calendar days, excluding Saturday and Sunday, the grievance has not been settled, it shall then be submitted to arbitration for adjustment.

Section 2.

- A.** The parties shall submit the matter to arbitration. The FOP shall submit a list of five retired Judges from the State of Oklahoma (Appellate, District, Associate, or Special) from Tulsa County and/or any County which shares a common border with Tulsa County, who shall be the proposed panel for selection. From said list, the City shall select one arbitrator.
- B.** The parties shall attempt to select a mutually satisfactory date at the earliest possible time. In the event the parties are unable to agree upon a date, the arbitrator is empowered to select the date.
- C.** Within 60 days following the conclusion of the hearing and the submission of briefs, if any, by the parties, the arbitrator shall issue a written decision and award containing findings and recommendations with respect to the issues presented. A copy of the opinion shall be mailed or delivered to the Lodge and the Employer.
- D.** The arbitrator's authority shall be limited to the interpretation and application of the terms of this Agreement and/or any supplement thereto. The arbitrator shall have no jurisdiction to establish provisions of a new agreement or variation of the present agreement or to arbitrate away, in whole or in part, any provisions or amendments thereof. This shall not preclude individual wage grievances. With respect to the interpretation, enforcement, or application of the provisions of this agreement, the decision and findings of the arbitrator shall be final and binding on the parties to this Agreement.

- E. The cost of the arbitrator shall be shared equally between the City and the Grievant, including the cost of the transcript and copies thereof.
- F. All time limits set forth in the Article may be extended by mutual consent, but if not so extended, they must be strictly observed. If a party fails to pursue any grievance within the time limits provided, he shall have no further right to continue the grievance.

Section 3. It is specifically and expressly understood that filing a grievance under this Article which has as its last step, final and binding arbitration, constitutes an election of remedies and waiver of any and all rights for the Grievant (Lodge and or Employee) or the Employer or representatives thereof, to litigate or to otherwise contest the last answer rendered through the grievance procedure in any court. The foregoing shall not be construed, however, from precluding either of the parties from contesting the jurisdiction of said arbitrator selected, by seeking extraordinary relief, appeal, or other available remedy in a Court having jurisdiction thereon.

Section 4. At the conclusion of the grievance process, all documents pertaining to the process shall be forwarded to the Administration Division for inclusion into a secure file for all written grievances. Copies of the documents should also be sent to the Human Resources Department.

Article 9

Disciplinary Procedures

Section 1. It is the intent of this Section to provide for a method whereby discipline or complaints against Officers may be processed and handled in such a manner as to afford certain safeguards.

The procedure, rights, and privileges set forth in this Article shall be guaranteed each Officer provided they do not interfere with the fulfillment of an Officer's duty or the obligations of the City.

Section 2. No Officer shall be disciplined nor threatened with discipline for the reason of exercising or demanding the rights set forth in this Article.

Section 3. Any person making a complaint against an Officer shall be requested to give a written statement concerning such complaint. If no such statement is given, the complaint may be disposed of in the most appropriate manner in the opinion of the Chief of Police. The lack of a statement by a complainant shall not invalidate a complaint, but those reviewing the complaint may give the appropriate level of notice to this fact. Officers may be requested to informally respond to general questions by a supervisor or staff member in regard to an initial complaint.

If, in the opinion of the Chief of Police, additional inquiry is needed, the Officer shall be advised of the allegations of the complaint and be provided a copy of the written complaint. Officers shall give a written statement if the Chief of Police or Management requires same.

After having conducted an investigation which includes such information or evidence furnished by the Officer, the Chief of Police or Management shall determine if disciplinary action is appropriate. The Officer shall be advised as to the extent and effective date of such discipline.

Section 4. Documentation of ongoing employee performance may be taken care of through a SUPERVISORY NOTICE. This document will detail the officer's deficiency/achievement on the prescribed form. This will be routed through the chain of command and be placed in a file to be held by the Human Resources Department after approval by the Chief of Police. This file will be kept separate from the normal personnel file. This notice will only be retained on file for 1 year and will be automatically purged. These notices may be used for documentation related to an officer's evaluation. If the officer feels that the Supervisor Notice is not warranted, he may appeal this decision to the Chief of Police, whose decision will be final. For the purposes of this article, Supervisory notices are not considered discipline, but a management tool to keep employees and management aware of ongoing employee performance. They may be implemented for positive or negative performance.

Section 5. The Lodge and Management specifically agree that the right to due process that an employee has before discipline is imposed will be handled in the following manner, but this due process may be waived by the employee at any time of his/her own accord. It is further agreed that if management determines that during an investigation, an employee should not be left at full duty status, they may be removed to restricted duty or suspended with pay. Election by management of these options will not be construed as a violation of due process. This section shall also not supersede the rights of management as set forth in Article 2 Section 1c of this agreement. Upon being advised of discipline that has been imposed, the Officer shall have the right to a hearing before a Police Appeal Board. The officer must notify the Chief of Police within 168 hours (including weekends and holidays) of being notified of the discipline that he/she has elected to have a hearing before the Police Appeal Board. Said Police Appeal Board shall consist of:

- a) Two (2) Officers of any rank selected by the officer being disciplined.
- b) Two (2) Officers of any rank selected by the Chief of Police.
- c) One (1) City department head, which will be selected by the following procedure:
 - Management and the officer will each strike one name from a list of three department heads provided by the City Manager. This position will be non-voting unless in the case of a tie between the other members.

This board will review the facts and circumstances that led to the disciplinary action. Both the officer as well as the City administration shall have the right to present evidence and witnesses. The hearing shall be informal and not subject to the technical rules of a courtroom. This shall be a closed hearing and not open to the public. All persons present at the hearing shall have the right to:

- a) Be represented by counsel;
- b) Present evidence;
- c) Cross examine those individuals who are testifying;
- d) Present arguments.

This hearing shall be conducted no sooner than 72 hours, but no later than 240 hours (including weekends and holidays) after notification given by the officer being disciplined has been received, requesting the hearing. This time period may be extended or shortened by agreement between the two parties.

The board shall make one of the following recommendations by a majority vote:

1. **Exonerated** – All discipline shall be vacated and the officer returned to status and benefits as was before the discipline was imposed.
2. **Sustained** – The discipline as imposed by the Chief of Police shall remain in place.
3. **Modified** – The cause of action or the type of discipline has been modified by the board.

Disciplinary action, as utilized herein, may consist, but is not limited to the following of:

- a) Verbal Reprimand
- b) Positive discipline efforts that do not result in loss of pay or status.
- c) Loss of status within specialty groups or assignments
- d) Written Reprimand
- e) Re-assignment
- f) Loss/suspension of vacation hours in hours.
- g) Suspension in hours
- h) Demotion from a rank to another, one level less in seniority.
- i) Disciplinary Probation
- j) Dismissal

The Board's Chairman shall submit the recommendation of the board, to the Chief of Police and the City Manager within forty-eight (48) hours:

Any dissenting votes shall also file a report which shall be attached to the majority's recommendation for consideration by the Chief of Police and City Manager.

The City Manager shall cause the officer be notified of the final decision within twenty-four (24) hours of his receipt of the board's recommendation.

The ratification of this section by management and the bargaining unit shall eliminate the availability of appeals under the City of Sand Springs policy and procedure manual.

Police Officers who receive any form of discipline may grieve and arbitrate the discipline, taken under the Grievance and Arbitration Procedure outlined in Article VIII of this Agreement.

Section 6. Failure to comply with the provisions of this Article shall be grounds for the initiation of a grievance procedure, but shall not act to invalidate any disciplinary actions against an Officer.

Section 7. The parties to this agreement recognize the right of the City to have "new-hire" probation, and a probationary period for newly hired members of the police department. It is the intent of the parties that those members in their initial probation shall not be entitled to the protections set forth in this article, and that probationary employees can be terminated without any cause, and without the right to proceed to arbitration. Additionally, any contrary rights established by the pension laws of the State of Oklahoma are hereby waived on behalf of any probationary employee.

Article 10 **Seniority**

Section 1. – General Provisions

Except where impractical due to skill levels of employees, or where specific working conditions exist which would preclude certain employees from working specific shifts, and considering required manning levels, seniority will be the dominant factor to be considered by the Chief of Police when determining shift assignment, assigned regular days off and vacation, as defined herein.

Nothing in this article shall preclude the City Manager or the Chief of Police from asserting management rights as defined in this agreement.

Termination of employment shall terminate the employee's seniority. In the event a previous employee is re-hired, seniority shall commence on the date of re-hire.

If two (2) or more employees are hired on the same date, their seniority and employee number shall be determined by a total aggregate score from the initial employment testing (written test, physical agility test, and oral board scores).

If two (2) or more employees are promoted on the same date, their seniority standing will be determined by their last date of hire, unless one or more were promoted from a supervisor's rank, in which case their seniority standing shall be determined by continuous length of service as a supervisor.

Seniority after a voluntary demotion shall be established by considering the time held at the highest rank as time held at the rank the employee is demoted to. This time would be added to any time that the employee had previous service at that rank.

All dates used to determine seniority as defined herein shall be the date(s) recorded on approved personnel actions on file in the city personnel department.

Section 2. – Shift Bid

Annual shift change and days off bid shall be conducted as follows:

The Chief of Police will set the staffing levels for each shift and division, and which officers will comprise each division. These decisions will be at his sole discretion as a management right.

On the first Monday of June each year, a shift and days off bid form shall be posted, each officer will have one (1) hour to bid after the officer that is senior to him bids. Failure to bid during the officer's allotted time shall cause the officer to be placed at the bottom of the seniority list for that bid process. The officer shall be allowed to bid in person, by phone call to the supervisor overseeing the bid process, or by signed proxy held by another officer to act in his behalf and presented to the supervisor overseeing the bid process. The bid process shall be conducted during the hours of 0600 to 1800 hours each day. The bid process shall be closed after all officers have bid. Once a bid has been placed, it is final and no substitutions may be made.

A schedule shall be posted by the police administration no later than 1630 hours on the last Friday in June.

The schedule shall take effect at 0001 hours on the first Saturday in August.

Once the bid process has closed, officers will not be allowed to "swap shifts" with another officer except in cases of extreme hardship which will be determined by the Chief of Police. Limited duty exchanges that occur within the same pay period are permissible upon approval of the shift supervisor, division commander, and the Chief of Police.

Temporary shift and days off assignments of thirty (30) days or less can be made by the Chief of Police.

Shift and days off assignments can be made by the Chief of Police for officers attending training.

Seniority shall not be utilized for transfers between divisions.

Section 3. – Shift Modifications

If required due to turnover, injuries, hardships, reaction to crime trends or other exigent circumstances, The Chief of Police retains the management right to modify the shift and division staffing levels and schedules at his sole discretion.

If a change is made to the shift or division staffing levels during the course of the year after shift bid, but more than 30 days before the end of annual shift change, then the process outlined in section 2 without regard to the dates will be followed to rebid the shifts.

Article 11 **Promotions**

The following procedure shall apply to the police supervisory ranks of sergeant, lieutenant, and captain. This procedure shall not affect or supersede in any manner the city's authority to manage its affairs including, but not limited to, the promotion of all supervisor and managerial ranks within the police department.

Section 1. - Eligibility

Eligibility for supervisory rank- Police officer(s) and supervisor(s) on disciplinary probation shall not be allowed to participate in the promotion process.

Corporals -The rank of Corporal shall be applied to those officers that meet the listed requirements described hereafter. Each officer subsequently who meets the requirements at later dates shall also qualify for this promotion. Requirements for promotion to Corporal:

- a) Must have completed 10 (ten) years of service as a Master Patrol Officer (MPO).
- b) Must have a favorable recommendation from the Chief of Police.
- c) Must not be currently on probation or under any other disciplinary action.

Sergeant's test: Open to police officers only. Each officer must have completed one (1) year of continuous service with the Sand Springs Police Department.

Lieutenant's test: Open to police officers and police sergeants only. Each officer must have completed two (2) years of continuous service with the Sand Springs Police Department.

Captain's test: Open to police officers, police sergeants, and police lieutenants only. Police officers must have completed five (5) years of continuous service with the Sand Springs Police Department. Police sergeants and police lieutenants must have completed four (4) years continuous service with the Sand Springs Police Department.

Section 2 - Promotion process for supervisory rank

1. The personnel department shall declare a supervisory position open.
2. The promotion process shall begin with the posting of an eligibility list, study guide, and closing date.
3. The personnel department shall forward a promotion test eligibility list to the Chief of Police for posting.
4. The Chief of Police shall post the list and guide on the bulletin board in the police squad room and email all eligible employees a copy of the posting.
5. Eligible candidates who wish to participate in the promotion process must prepare an "employee/promotion request". Personnel Form #16, along with resume of no more than two (2) pages and submit both to the personnel department by the posted closing date.
6. The Chief of Police shall submit a written examination to the personnel department for review and approval at least thirty (30) calendar days prior to the written test. The written test shall be conducted at least sixty (60) calendar days after the position has been declared open by the personnel department. The written examination shall be conducted by the personnel department after the performance evaluations and oral boards are complete.
7. The personnel department shall notify each participating candidate in writing of the date, time, and location of the oral interview and written test at least ten (10) days prior to both.
8. Evaluations must be completed by each evaluator and submitted to the personnel department in a sealed envelope prior to the oral board and written test.
9. The oral boards will be conducted prior to the written test, each oral board member's evaluation shall be sealed and submitted to the personnel department at the end of the board's session

10. Once the written exam is complete, the personnel department shall compute each candidate's overall score utilizing the following formula:

A.	Written Test	35%
B.	180 Evaluations from all equal to or lower than rank tested for	15%
C.	Oral Board	35%
D.	Promotion Evaluations by all above the rank tested for	15%

11. Within ten (10) days after completion of the written test, the personnel department shall provide the Chief of Police with a certified promotion list, listing each officer's name, average promotion evaluation score, average oral board score, test score, and overall score. The rankings shall be by numeric order utilizing the overall score.

Section 3. - Evaluations

1. Promotion evaluations shall be conducted by all ranks of at least one (1) rank higher than the rank being tested. 180 evaluations will be conducted by everyone equal to or lesser in rank than that of which is being tested for.
2. The numeric total of each candidate's promotion evaluations shall be averaged to one (1) decimal point. That average shall comprise fifteen (15%) percent of each candidate's score
3. Each promotion evaluator shall have access to each candidate's resume, training record, commendation and award record. Each evaluator shall also have access to each candidate's work productivity record, sick time record, accident history, disciplinary history, and past performance evaluations. Those conducting 180 evaluations will not have access to the these documents.
4. The Chief of Police and personnel director, or their designees, shall be responsible for providing to each evaluator the information set out in paragraph 3 and their decision shall be final.

Section 4 - Oral board for supervisory ranks

1. The numeric total of each candidate's oral board evaluation shall be averaged to one decimal point. That average shall comprise twenty (20) percent of each candidate's overall score.
2. The oral board shall consist of three (3) members appointed by the Chief of Police. The Chief of Police and personnel director may each appoint one (1) non-evaluating member to monitor and assist the board.
3. Each board member shall separately evaluate the candidate and seal their evaluation.

4. The board members shall have access to each candidate's resume, training record, commendation and awards record. Each member shall also have access to each candidate's work productivity record, sick time record, accident record, disciplinary record, and past performance evaluations.

Section 5 - Promotion list

1. There shall be a promotion list established from candidates participating in the promotional process. The list shall be numeric in order ranging from the highest to lowest aggregate score. The promotion list shall remain in effect for ninety (90) days from the date of the first promotion on the list.
2. A written reprimand shall cause a candidate's name to be removed from the promotion list.
3. The list will be used for selection for any declared opening for the rank tested within the ninety (90) day period.
4. A candidate's written test score must be a seventy percent (70%) or higher in order to be on the promotion list.
5. The candidate that is number one on the list will be offered the position tested for. That candidate can refuse to accept the position. In this incident, that candidate's name will remain at the top of the list and the offer will be presented to the next candidate on the list.

Section 6 - Selection

1. The Chief of Police shall, after ten (10) calendar days of receipt of the certified promotion list, complete personnel requisition form #2 recommending for promotion the #1 candidate
2. In case of a tie, the #1 candidate shall be determined by:
 - A. Highest ranking officer, if a tie exists, then
 - B. Years of service in rank shall be used, if a tie is not broken, then
 - C. Years of service in department shall be used, if a tie is not broken. then
 - D. The Chief of Police shall select the #1 candidate
3. The chief's recommendation shall be forwarded to the personnel director for review and approval.
4. Personnel department shall forward the recommendation to the city manager for action.
5. Once the city manager has made his decision, the personnel department shall notify the Chief of Police.

6. The Chief of Police shall notify the successful candidate(s) in writing no later than three (3) working days from the date he is notified by the personnel department.

Article ~~10~~-12

Bulletin Board and Equipment

Section 1. The Lodge shall be allowed to install a bulletin board for the posting of official union notices of a non-political, non-inflammatory nature, in the Police facilities, provided such bulletin board does not interfere with the normal use of the Police facilities. The Lodge shall hold the City harmless for any loss or damage of said bulletin board.

Article ~~11~~ 13

Personnel Files

Section 1. Any records, information or documents related to employee discipline, evaluations, supervisory notices and Brady/Giglio discoverable documents shall be kept in Human Resources files. This provision shall not be applicable to criminal activities under active or pending investigation. Any records, information or documents concerning an unfounded complaint against an Officer shall be removed from the Officer's personnel file.

Section 2. An Officer shall be allowed to review and copy, at the Officer's expense, the Officer's personnel file under appropriate supervision, at any reasonable time upon oral or written request to the Human Resources Department. Employees shall not have the right to inspect their background investigation.

Section 3. Personnel files for Employees shall be maintained exclusively by the Human Resources Office. If materials concerning investigations, complaints, reprimands, counseling sessions for violations of any rules, regulations or policies, or other materials that might be considered detrimental to the Employee's position, advancement or future with the department are to be placed in the Employee's personnel file, the Employer shall notify the Employee of said action and the Employee shall be given the proper opportunity to appeal such action before it becomes a part of the Employee's personnel file. Such appeal will be made to the Chief of Police who will have final authority in this matter.

Section 4. Recognizing that disciplinary actions provide a basis for training and counseling and are not meant to perpetually penalize an Employee, the following procedure is hereby established:

Procedure:

- a) Employees may request that disciplinary actions be sealed destroyed according to the following schedule:
 1. Written reprimands and notice of oral reprimands with no recurrence after one (1) year may be sealed destroyed.

2. Suspensions of twenty-four hours or less than twenty-four hours, without recurrence, after eighteen (18) months.
 3. Suspensions more than twenty-four hours, without recurrence, after two (2) years.
- b) Requests for sealing destruction of disciplinary actions should be directed to the office of the Chief of Police. The Chief of Police shall be the final authority of the request to remove and destroy the disciplinary action.
 - c) Sealing Destruction shall include all memos, letters, correspondence, complaint forms and any other written or electronically recorded material pertaining to the action, except that the City may keep a list of all disciplines of employees to demonstrate a standard of care in management.
 - d) Sealing Destruction shall not include any material related to criminal offenses for which the Employee was charged except in concurrence with the sealing or expunging of criminal charges by a court of competent jurisdiction, or except in the event of complete exoneration of the Employee by the court.
 - e) The Human Resources Department shall be notified in all cases where sealing destruction of disciplinary action is taken. Any authorized Police Department and City personnel files will be sealed or destroyed accordingly.
 - f) The sealed destroyed action shall not be held used to discriminate against the Employee in any subsequent disciplinary action, or in the event of impending promotion, merit step raise, transfer, special requests, modification of duty, vacation selection, application for other employment, or against any other action the Employee may take for the Employee's personal improvement or betterment.
 - g) All unfounded, exonerated, not sustained, and no finding complaints will be removed from the Employee's personnel file and may be maintained in a separate file by the Chief of Police but will be filed under the complainants name, not the employee's.

Article ~~12~~ 14

Dues and Membership

Section 1. Upon receipt of a written authorization from a Police Officer, the City shall deduct from the Police Officer's pay the amount set forth by the Lodge per month for Lodge dues. It is understood that this provision shall provide for twenty-four (24) Lodge dues deductions per year.

If the Police Officer has no earnings for that pay period, the Lodge shall be responsible for collecting said dues for that pay period.

The City shall remit the deductions made to the designated Lodge official within seven (7) calendar days. The Lodge shall notify the City in writing of any change in Lodge membership at least thirty (30) calendar days prior to the date the change becomes effective. The Lodge shall indemnify, defend and hold harmless the City against any claims made, or any suit instituted against the City on account of any Lodge dues paid in error.

Nothing contained in the Agreement shall be deemed to prevent or prohibit a Police Officer, whether or not a member of the Lodge, from signing and submitting authorization for dues deductions from the Officer's pay.

Article ~~13~~-15

Bargaining and Liaison Committee

Section 1. The Bargaining and Liaison Committee shall be the committee responsible for representing the Employees in collective bargaining with the City.

Section 2. The committee shall consist of not more than three (3) Officers of the F.O.P. Lodge #109, and shall be elected annually by the Lodge. The committee may also include not more than three (3) alternate members. The alternates will be appointed by the three (3) elected committee members.

Section 3. The Lodge shall notify Management, in writing, of the names of the Committee members within thirty (30) calendar days from the date of their election. Management, within seven (7) calendar days of receipt of request for collective bargaining from Lodge shall notify Lodge of Management's bargaining committee.

Section 4. The Officer members of the Bargaining Committee will be paid by the City for the time spent in negotiations with the City, but only for the straight time hours they would otherwise have worked on their regular work schedule. For the purpose of computing overtime, time spent in negotiations shall be considered as hours worked. Under no circumstances shall an off-duty member be eligible for extra pay for attendance at a Bargaining session.

Article 14 16

Training

Section 1. Employees required by the Employer to attend any school, workshop, or seminar, shall be paid per diem at the Employee's hourly rate of pay as established pursuant to the pay plan herein referred to for any hours or days that the Employee would normally be off duty. Pay for normal off duty time will include travel time, attendance time in the course of the instruction and return home. Lodging expense will be reimbursed or provided by the city on a pre-approved basis. Meals and other expenses will be reimbursed at the following rates:

1. \$20.00 per day on trips of less than 100 miles.
2. \$30.00 per day on trips of more than 100 miles.
3. Actual costs with receipts not to exceed the current IRS per diem rate on trips over 500 miles.

Article 15 17
Vacation and Holiday Leave

Section 1. Vacation and holiday leave pay shall be granted to Employees in accordance with the following provisions:

- a) An Employee must be on regular employment status and have been employed by the City continuously for twelve (12) months before being eligible to expend vacation and holiday time.
- b) Vacation and holiday leave shall normally be requested and granted during the twelve (12) month period which follow the Employee's vacation accrual year.
- c) Vacation and holiday leave shall not exceed the total amount credited to an Employee at the time of the proposed departure.
- d) Employees shall not be permitted to use either accrued vacation and holiday leave or accrued compensatory time during periods of suspension.
- e) Any certified Police Officer on regular employment status working a full shift on one of the following designated holidays will be paid at a rate of time and a half (elected as time or pay, but not split between the two compensation methods) provided, however, that the Officer has not used any sick leave within three (3) calendar days, either before or after, the holiday:

January 1 st	New Year's Day
As authorized by City	Memorial Day
July 4 th	Independence Day
4 th Thursday in November	Thanksgiving Day
December 24 th	Christmas Eve
December 25 th	Christmas Day

Effective July 1, 2012, the City-authorized holiday for Labor Day will be added to the above list.

Conflicts in vacation requests shall be approved with first priority being given to the first requesting officer. If multiple vacation requests are received on the same day, priority shall be given to the senior officer.

Section 2. Vacation and holiday leave shall be granted and accrued in the following manner:

- a) After one year of continuous service, one hundred sixty-eight hours (168 hours) per year;
- b) Upon completion of five (5) years of continuous service, an Employee shall be granted two hundred eight hours (208 hours) per year.
- c) Upon completion of ten (10) years of continuous service, an Employee shall be granted two hundred forty-eight hours (248 hours) per year.
- d) Upon approval by the Chief of Police, an Officer may be allowed to sell up to forty-eight (48) hours of accrued vacation leave at the current value based on the straight time rate for the officer. Provided, however, that the Officer has an accrued vacation balance of one hundred (100) hours or more. Such requests are limited to one time per fiscal year per Officer and will be disbursed on a regular pay day.

Article 16 18
Sick Leave

Section 1. Employees shall accrue sick leave at the rate of six and two-third hours (6.66 hours) per month worked.

Section 2. A maximum of eight hundred hours (800 hours) may accrue to any Employee.

- a) On or about December 15th each year, sick leave accrued in excess of eight hundred hours (800 hours) will be reimbursed to the Employee at the rate of three (3) sick hours for one (1) paid hour.
- b) Any Employee leaving the service of the City after a period of ~~five (5)~~ten 10 years of service, or alternatively, upon the occurrence of a non-job related disability retirement, shall be paid at such Employee's then current regular rate of pay one ~~(1) hour's pay for each four (4) hours~~(1) hour's pay for each three (3) hours of said Employee's then accumulated sick leave, such accumulated sick leave not to exceed eight hundred hours (800 hours). Said sum shall be paid in a lump sum on the Employee's final pay check to be issued following the Employee's effective date of retirement.
- c) In the event of an Employee's death, 100% of the Employee's accrued sick leave existing at the time of death shall be paid to the Employee's beneficiary designated on the Employer-provided life insurance policy.

Section 3. Sick leave shall be used as follows:

- a) When sickness or injury for medical, dental or optical diagnosis or treatment incapacitates an Employee.
- b) After exposure to a contagious disease when the attendance at duty, in the opinion of a licensed physician, jeopardizes the health of others.
- c) For necessary care and attendance of a member of the Employee's immediate family or household.
- d) For the death of a member of an Employee's family or household.

Section 4. Sick leave with pay shall be granted to regular Employees subject to the following provisions:

- a) Sick leave with pay shall not exceed the total amount accrued by the Employee at the time the employee's sick leave began.
- b) Leave without pay may be granted for sickness beyond the amount of the Employee's accrued sick leave.
- c) Accrued vacation leave may be used for sick leave when accrued sick leave has been exhausted.

- d) An Employee who - not in reserve status - leaves the employment of the City for military service and applies for re-employment within fifteen (15) days after rejection or ninety (90) days after an honorable discharge, if re-employed, shall be reinstated within one (1) year from the date of application.
- e) An Employee who is laid off and returns to City employment within one (1) year from the date of lay-off shall have the Employee's former unused credits for sick leave returned to the Employee.

Section 5. Reporting and investigating sickness and other factors related to sick leave shall be handled as follows:

- a) Employees who are absent from duty for reasons which entitle them to sick leave shall notify their shift supervisor as soon as possible prior to the scheduled time for that Employee to report for duty, if physically able to do so.
- b) When an absence due to illness exceeds five (5) days, the Employee shall present at the time of return to work, a statement from the Employee's doctor describing illness.
- c) An Employee may not be eligible to receive sick pay from the City of Sand Springs and Worker's Compensation payment at the same time.

Section 6. INJURY LEAVE: In the event a Police Officer is injured while engaged in the actual performance of the Officer's duties and is temporarily incapacitated as a direct result of such injury or illness, the Police Officer shall be entitled to injury leave for a period not to exceed one thousand forty hours (1,040) per year, and shall be paid in an amount to be calculated and equal to the difference between the Officer's Worker's Compensation benefits provided for in the Worker's Compensation Act of the State of Oklahoma, and as the same may be amended from time to time, if applicable, and the Officer's regular monthly net pay as of the time of injury. In no event shall such Officer's compensation from all sources exceed regular monthly net pay as of the time of the Officer's injury. Any and all appointments related to the on-the-job injury shall be considered hours worked for the purpose of calculating FLSA overtime. No benefits shall be payable under this Article for any injuries occasioned by the willful intention of the injured Police Officer to bring about injury to the Officer or to another or where the injury resulted directly from the intoxication of the injured Officer while on duty, or where the injury results directly from horseplay, playing of pranks engaged in by the injured Police Officer - alone or with others - or failure to follow prescribed procedures. All benefits provided by this Article, except total amount of compensation paid hereunder, shall be in addition to and separate from any sick leave benefits otherwise provided in this Agreement; nor will this Article otherwise affect any rights or employment benefits otherwise provided in this Agreement.

At the expiration of all injury leave benefits herein provided, the Police Officer may, at the Officer's option, elect to receive the Officer's accumulated sick leave, if any, or other annual leave then accrued to the credit of the Police Officer as additional time off, but in no event, shall said sums of money or compensation paid to the Officer exceed the Officer's regular monthly net pay as of the time of the injury. Employer may require, at any time, the Police Officer submit to a medical examination by a medical doctor assigned by the Employer for the purpose of determining whether or not a claim submitted by the Police Officer is proper, or to determine when any benefits or leave provided for hereunder should be terminated. In the event the Police Officer refuses to submit to such examination, the refusal shall be just cause for terminating all benefits provided by this Article.

Article 17 19
Funeral Leave

Section 1. In the event of a death of a member of an Employee's or spouse's immediate family (as defined in Section 3.A, an Employee is entitled to up to thirty-six (36) consecutive work hours for funeral leave, providing one day of leave is that of the funeral. This is an independent benefit and shall not be charged to sick leave or vacation account.

Section 2. The Employee may, under the definition of immediate family in Section 3.A, take sick leave as funeral leave in supplemental to the benefit in Section 1, providing one day of leave is that of the funeral and does not exceed thirty-six (36) consecutive hours/working days, unless approved by the Chief of Police.

Section 3. The Chief of Police may authorize additional time off depending upon individual circumstances, but any such additional time off shall be charged to sick leave or compensatory time of the Employee.

Article 18 20
Other Leaves

Section 1. Leave of absence without pay may be granted to an Employee of the Police Department upon special circumstances which shall be designated by the Chief of Police.

Article 19 21
Wages

Section 1. Members of the bargaining unit shall receive wages as set forth by the pay scale below.

~~The parties agree that as it is the intent to implement the 2012-2013 Classification and Pay Study, the employees covered by the Agreement will be compensated in FY15 by moving to the next step to that of which their current rate of pay is most closely associated with on their anniversary date. Individual members employed at the time of this agreement will be paid accordingly as demonstrated in Attachment A.~~

The parties agree that employees will be compensated in FY16 17 by moving to the next step from that which they were associated in FY15 16. ~~Individual members employed at the time of this agreement will be paid accordingly as demonstrated in Attachment B.~~

The parties agree that employees will be compensated in FY 18 by moving to the next step from that which they were associated in FY 17.

Additionally, if an across-the-board pay raise is provided for non-contractual or Fire Department employees in FY 2016 17 or 18 (excluding Director-level staff or adjustments established by the existing pay plan or those imposed by arbitration/election) that exceeds the 2% step increases provided in the pay scale attached; the pay scale shall be adjusted accordingly to reflect the additional pay raise.

The parties agree that in order for an employee to progress to the next step in the plan, they must have at least a satisfactory rating on their most current evaluation.

The parties also agree that if an employee is promoted, they will stay in the same step, but be placed in the program under the appropriate rank.

Police Step Plan (Replace with current city plan)

<u>Step</u>	<u>Officer</u>	<u>MPO</u>	<u>CPL</u>	<u>SGT</u>	<u>LT</u>	<u>Capt</u>
<u>1st</u>	33,609.14	-	37,801.97	39,562.00	47,331.84	54,099.69
<u>2nd</u>	34,281.32	-	38,558.01	40,353.24	48,278.48	55,181.68
<u>3rd</u>	34,966.95	-	39,329.17	41,160.30	49,244.05	56,285.32
<u>4th</u>	35,666.29	39,378.46	40,115.75	41,983.51	50,228.93	57,411.02
<u>5th</u>	36,379.61	40,166.03	40,918.07	42,823.18	51,233.51	58,559.24
<u>6th</u>	37,107.21	40,969.35	41,736.43	43,679.64	52,258.18	59,730.43
<u>7th</u>	37,849.35	41,788.74	42,571.16	44,553.24	53,303.34	60,925.04
<u>8th</u>	38,606.34	42,624.51	43,422.58	45,444.30	54,369.41	62,143.54
<u>9th</u>	39,378.46	43,477.00	44,291.03	46,353.19	55,456.79	63,386.41
<u>10th</u>	40,166.03	44,346.54	45,176.85	47,280.25	56,565.93	64,654.14
<u>11th</u>	40,969.35	45,233.47	46,080.39	48,225.86	57,697.25	65,947.22
<u>12th</u>	41,788.74	46,138.14	47,002.00	49,190.37	58,851.19	67,266.16
<u>13th</u>	42,624.52	47,060.90	47,942.04	50,174.18	60,028.22	68,611.49
<u>14th</u>	43,477.01	48,002.12	48,900.88	51,177.67	61,228.78	69,983.72
<u>15th</u>	44,346.55	48,962.17	49,878.90	52,201.22	62,453.36	71,383.39
<u>16th</u>	45,233.48	49,941.41	50,876.47	53,245.24	63,702.42	72,811.06
<u>17th</u>	46,138.15	50,940.24	51,894.00	54,310.15	64,976.47	74,267.28
<u>18th</u>	47,060.91	51,959.04	52,931.88	55,396.35	66,276.00	75,752.63
<u>19th</u>	48,002.13	52,998.22	53,990.52	56,504.28	67,601.52	77,267.68
<u>20th</u>	48,962.17	54,058.19	55,070.33	57,634.36	68,953.55	78,813.03
<u>21st</u>	49,941.41	55,139.35	56,171.74	58,787.05	70,332.62	80,389.29

~~**Section 2.**—The rank of Corporal shall be applied to those officers that meet the listed requirements described hereafter. Each officer subsequently who meets the requirements at later dates shall also qualify for this promotion. Requirements for promotion to Corporal:~~

- ~~d) Must have completed 10 (ten) years of service as a Master Patrol Officer (MPO).~~
- ~~e) Must have a favorable recommendation from the Chief of Police.~~
- ~~f) Must not be currently on probation or under any other disciplinary action.~~

Officer			MPO			CORPORAL			SERGEANT		
STI	hourly	salary	STI	hourly	salary	STI	hourly	salary	STI	hourly	salary
1	\$ 16.2390	33,777.19	1			1			1		
2	\$ 16.5638	34,452.73	2			2			2	\$ 19.4976	40,555.01
3	\$ 16.8951	35,141.78	3			3			3	\$ 19.8875	41,366.10
4	\$ 17.2330	35,844.62	4	\$ 19.0266	39,575.35	4			4	\$ 20.2853	42,193.43
5	\$ 17.5776	36,561.51	5	\$ 19.4071	40,366.86	5			5	\$ 20.6910	43,037.30
6	\$ 17.9292	37,292.75	6	\$ 19.7953	41,174.20	6			6	\$ 21.1048	43,898.04
7	\$ 18.2878	38,038.60	7	\$ 20.1912	41,997.68	7			7	\$ 21.5269	44,776.01
8	\$ 18.6535	38,799.37	8	\$ 20.5950	42,837.63	8			8	\$ 21.9575	45,671.52
9	\$ 19.0266	39,575.35	9	\$ 21.0069	43,694.39	9			9	\$ 22.3966	46,584.96
10	\$ 19.4071	40,366.86	10	\$ 21.4271	44,568.27	10			10	\$ 22.8445	47,516.65
11	\$ 19.7953	41,174.20	11	\$ 21.8556	45,459.64	11			11	\$ 23.3014	48,466.99
12	\$ 20.1912	41,997.68	12	\$ 22.2927	46,368.83	12			12	\$ 23.7675	49,436.32
13	\$ 20.5950	42,837.64	13	\$ 22.7386	47,296.20	13	\$ 23.1643	48,181.75	13	\$ 24.2428	50,425.05
14	\$ 21.0069	43,694.40	14	\$ 23.1933	48,242.13	14	\$ 23.6276	49,145.38	14	\$ 24.7277	51,433.56
15	\$ 21.4271	44,568.28	15	\$ 23.6572	49,206.98	15	\$ 24.1001	50,128.29	15	\$ 25.2222	52,462.23
16	\$ 21.8556	45,459.65	16	\$ 24.1303	50,191.12	16	\$ 24.5821	51,130.85	16	\$ 25.7267	53,511.47
17	\$ 22.2927	46,368.84	17	\$ 24.6130	51,194.94	17	\$ 25.0738	52,153.47	17	\$ 26.2412	54,581.70
18	\$ 22.7386	47,296.21	18	\$ 25.1052	52,218.84	18	\$ 25.5753	53,196.54	18	\$ 26.7660	55,673.33
19	\$ 23.1933	48,242.14	19	\$ 25.6073	53,263.21	19	\$ 26.0868	54,260.47	19	\$ 27.3013	56,786.80
20	\$ 23.6572	49,206.98	20	\$ 26.1195	54,328.48	20	\$ 26.6085	55,345.68	20	\$ 27.8474	57,922.53
21	\$ 24.1303	50,191.12	21	\$ 26.6418	55,415.05	21	\$ 27.1407	56,452.60	21	\$ 28.4043	59,080.99
22	\$ 24.6130	51,194.94	22	\$ 27.1747	56,523.35	22	\$ 27.6835	57,581.65	22	\$ 28.9724	60,262.60
23	\$ 25.1052	52,218.84	23	\$ 27.7182	57,653.81	23	\$ 28.2372	58,733.28	23	\$ 29.5519	61,467.86
24	\$ 25.6073	53,263.21	24	\$ 28.2725	58,806.89	24	\$ 28.8019	59,907.95	24	\$ 30.1429	62,697.21
25	\$ 26.1195	54,328.48	25	\$ 28.8380	59,983.03	25	\$ 29.3779	61,106.11	25	\$ 30.7457	63,951.16

LIEUTENANT			CAPTAIN		
STI	hourly	salary	STI	hourly	salary
1			1		
2			2		
3	\$ 23.7934	49,490.27	3		
4	\$ 24.2693	50,480.07	4		
5	\$ 24.7547	51,489.68	5		
6	\$ 25.2497	52,519.47	6	\$ 28.8601	60,029.08
7	\$ 25.7547	53,569.86	7	\$ 29.4373	61,229.67
8	\$ 26.2698	54,641.26	8	\$ 30.0261	62,454.26
9	\$ 26.7952	55,734.07	9	\$ 30.6266	63,703.34
10	\$ 27.3311	56,848.76	10	\$ 31.2391	64,977.41
11	\$ 27.8778	57,985.74	11	\$ 31.8639	66,276.96
12	\$ 28.4353	59,145.45	12	\$ 32.5012	67,602.49
13	\$ 29.0040	60,328.36	13	\$ 33.1512	68,954.55
14	\$ 29.5841	61,534.92	14	\$ 33.8142	70,333.64
15	\$ 30.1758	62,765.63	15	\$ 34.4905	71,740.31
16	\$ 30.7793	64,020.93	16	\$ 35.1803	73,175.12
17	\$ 31.3949	65,301.35	17	\$ 35.8840	74,638.62
18	\$ 32.0228	66,607.38	18	\$ 36.6016	76,131.39
19	\$ 32.6632	67,939.53	19	\$ 37.3337	77,654.02
20	\$ 33.3165	69,298.32	20	\$ 38.0803	79,207.10
21	\$ 33.9828	70,684.28	21	\$ 38.8419	80,791.24
22	\$ 34.6625	72,097.97	22	\$ 39.6188	82,407.06
23	\$ 35.3557	73,539.93	23	\$ 40.4112	84,055.20
24	\$ 36.0628	75,010.73	24	\$ 41.2194	85,736.31
25	\$ 36.7841	76,510.94	25	\$ 42.0438	87,451.03

Section 3. The parties agree that an ongoing analysis of the appropriate pay structure will be maintained by the City and will take into account the standardized set of comparison cities as provided in the 2012-2013 Classification and Pay Study conducted by the City of Sand Springs.

Change to this standardized list may be subject to further negotiations based on extraordinary factors that may present themselves at a future time.

Section 4. The wage provisions of this contract which require the appropriations of monies, are subject to the appropriation of adequate and sufficient funds by the City. In the event the City does not appropriate funds for the payment of the wage increase specified by the Fiscal Year ~~2016~~ 2018, the wage increase provisions for that year shall be deemed null and void without further action by either party to this Agreement. In such event, the City shall waive the fifteen (15) day notification required for negotiations and the parties shall enter into negotiations for the Fiscal Year ~~2016~~ 2018 . The remainder of the Collective Bargaining Agreement shall remain in full force and effect until midnight, June 30, ~~2016~~ 2018.

Section 5. In the event that an employee is promoted, they will move 10% per rank and be set in the pay plan and rounded to the closest step, except that the rank of Corporal will not be considered a rank for purposes of calculation in regard to an Officer or MPO promoting to a higher rank.

Lateral Transfer of New Hires

Section 1. In an effort to increase the number of experienced Police Officer applicants, the Lodge and City agree to an amendment to the existing base compensation program that traditionally requires a new hire to start at Officer Step 1, of the pay plan. This section will allow an experienced Police Officer to start at a pay step greater than Step 1 in the Police Officer pay range. An applicant must meet the following qualifications to be eligible for consideration above Step 1:

- a) The applicant must meet the minimum educational requirement, successfully complete the pre-employment written, oral, background and physical dexterity tests, and successfully complete all medical requirements required by and successfully enter the Oklahoma Pension and Retirement System prior to employment.
- b) The applicant must be certified by the Oklahoma Council on Law Enforcement, Education, and Training (CLEET) prior to employment. If the applicant is from outside the state of Oklahoma, he/she must be able to obtain Oklahoma CLEET certification within six months of initial employment.
- c) Any applicant who meets the above stated criteria may be placed anywhere from Step 1 to Step 5 of the pay range for Police Officer, according to previous law enforcement years of service.
- d) The parties agree that the implementation of this section is for base pay purposes only, and does not in any way impact issues such as seniority, eligibility to test for specialty positions, or other working conditions. Any new Employee hired under the provision of this section shall be required to complete the established probationary period and will be extended the collective bargaining rights and benefits as any other new hire would receive it. This section shall not override any other provision of the existing labor agreement.
- e) Any Certified Police Officer currently on regular employment status that has had prior employment as a Certified Police Officer with any other law enforcement agency and would have qualified for a Lateral Transfer at their time and date of hire, will have the number of previous years, to a maximum of five (5) years at the previous law enforcement agency, added to their pay scale.

Article ~~21~~ 23 **Longevity**

Section 1. Each Employee with one (1) or more years of continuous service shall, at the beginning of the second year (2nd) of employment, receive longevity pay in the amount of ten dollars (\$10.00) per month for each year of service. Each Employee shall thereafter receive an additional ten dollars (\$10.00) per month for each year of additional service thereafter for a maximum of 25 years.

Section 1. Each Employee with one (1) or more years of continuous service shall, at the beginning of the second year (2nd) of employment, receive longevity pay in the amount of ten dollars (\$10.00) per month for each year of service. Each Employee shall thereafter receive an additional ten dollars (\$10.00) per month for each year of additional service thereafter for a maximum of thirty (30) years.

Article ~~22~~ 24 **Overtime and Call Back**

Section 1. As a condition of employment, Employees may be required to work overtime.

Patrol Division: For purposes of computation of overtime compensation, overtime shall mean actual hours worked in excess of eighty (80) hours in a fourteen (14) day work period. Vacation, compensatory time used and holiday pay shall be computed as hours worked. Sick leave shall be computed as hours worked provided that sick leave is not used three (3) calendar days before, or after, additional hours are worked.

Other Divisions: For purposes of computation of overtime compensation, overtime shall mean actual hours worked in excess of forty (40) hours in a seven (7) day work period. Vacation, compensatory time used and holiday pay shall be computed as hours worked. Sick leave shall be computed as hours worked provided that sick leave is not used three (3) calendar days before, or after, additional hours are worked.

Overtime shall be paid at one and one-half (1 1/2) times the Employee's regular rate of pay, as defined by the Department of Labor Regulations, Fair Labor Standards Act.

Section 2. A member of the bargaining unit shall receive a minimum of two (2) hours pay when working special events or other scheduled additional duty, or when testifying in court. Premium pay, with three (3) hours being minimum, at one and one-half (1 1/2) times the Employee's regular rate of pay shall be paid for all hours worked when the Employee is called back to work due to an emergency.

If more than one call back is worked during the same three hour period, the Employee is only entitled to one three (3) hour's call back pay, In the event an employee is required to work in excess of the minimum hours listed above in this section, the additional time will be paid at a rate consistent with Section 1 of this article.

For the purposes of compensation, call back time begins when the initial call is made to the Employee, and the call back period ends when the employee leaves his/her work site. In the instance travel time to the work site exceeds thirty (30) minutes, a maximum of thirty (30) minutes travel time will count as paid time.

Section 3. In lieu of cash payment for overtime hours worked, Officers may elect compensatory time. This option must elect either comp time or overtime pay, and may not be split between the two compensation methods. Such election must be made in writing when submitting hours worked for payroll computation. Officers will accrue one and one-half times (1½) the actual overtime hours worked for compensatory time. Accrual must be in no less than 15 minute increments and must be taken in no less than 15 minute increments. Maximum accrual is 150 hours from July 1 through June 30.

Compensatory time may be taken at any time as long as such does not impede Police Department operations. Requests for compensatory time must be made in writing and approved by the Chief of Police or his designee.

Hours accrued for compensatory time, but not expended by June 30 each year, will be converted to a cash payment to the Officer at the Officer's current straight time rate and will be paid at the time of payment for services rendered up to June 30th.

Compensatory time cannot be carried forward to the next fiscal year.

Article ~~23~~ 25

Officer In Charge Differential

Section 1. Except as hereinafter provided, any Officer who performs the duties of shift supervisor for two or more shifts per pay period in the absence of the Sergeant or Lieutenant, shall be paid a nine dollar (\$9.00) per shift differential. This shall be retroactive to the first shift worked.

Section 2. Any Corporal who performs the duties of a Lieutenant for two or more shifts per pay period in the absence of the Sergeant and Lieutenant, shall be paid a twelve dollar (\$12.00) per shift differential. This shall be retroactive to the first shift worked.

Section 2. **Section 3.** Any Sergeant or Lieutenant who performs the duties of Captain for two or more shifts per pay period in the absence of the Captain, shall be paid a twelve dollar (\$12.00) per shift differential. This shall be retroactive to the first shift worked.

Section 3. **Section 4.** Any Sergeant who performs the duties of a Lieutenant for more than sixty (60) calendar days (including all days off) shall qualify for shift differential pay, as set forth in Section 1 of this Article, retro-active to the first shift worked.

Article ~~24~~ 26

Anniversary Date

Section 1. The Employee's anniversary date shall be the date of that Employee's regular employment with the City of Sand Springs as a police officer.

Article ~~25~~ 27

Police Science Education Increase

Section 1. Members of the bargaining unit hired before July 1, 1992, who satisfactorily complete sixty (60) hours of credited academic work at a university or college accredited by the North Central Association of Colleges and Schools or another regional accreditation, or as approved by the Chief of Police, may, upon recommendation by the Chief of Police, receive a sixty dollar (\$60.00) salary increase without reference to their normal anniversary date.

Section 2. Police Officers who receive a Bachelor of Science degree from a college or university accredited by the North Central Association of Colleges and Schools, or another regional accreditation, or as approved by the Chief of Police, may receive, upon recommendation of the Chief of Police, a one hundred dollar (\$100.00) per month increase without reference to their normal anniversary date.

Police Officers who receive a Masters degree from a college or university accredited by the North Central Association of Colleges and Schools, or another regional accreditation, or as approved by the Chief of Police, may receive, upon recommendation of the Chief of Police a two hundred dollar (\$200.00) per month increase without reference to their normal anniversary date.

Police Officers who receive a Doctorate degree from a college or university accredited by the North Central Association of Colleges and Schools, or another regional accreditation, or as approved by the

Chief of Police, may receive, upon recommendation of the Chief of Police, a two hundred fifty dollar (\$250.00) per month increase without reference to their normal anniversary date.

Section 3. Members of the bargaining unit hired after July 1, 1992, shall not receive the Criminal Justice/Police Science education increase provided for in Section One hereof.

Article 26 **Educational Incentive**

~~**Section 1.** The City agrees to reimburse an Employee covered by this Agreement an amount not to exceed One Hundred Fifty Dollars (\$150.00) per one credit hour, for each accredited college course which has been pre-approved and determined by the Chief of the Police Department and/or City Manager to be a course required to obtain a job-related degree, and which has been completed and passed by the Employee with a grade of "C" or better.~~

~~Employee shall provide a receipt for tuition payment to the City and such reimbursement shall not exceed the amount of tuition, including Student Activity Fee, Student Center Fee, Assessment Fee, and Technology Fee, actually expended by Employee.~~

~~Tuition reimbursements will be granted only to regular full time employees who have completed their probationary period prior to the date on which the requested course begins. The employee will be in good standing and not out on extended leave.~~

~~Tuition reimbursement will not be given to any employee who qualifies for educational benefits under the G. I. Bill, tribal or other public or private funds. However, a veteran who is no longer eligible for government benefits may participate in the plan.~~

~~The resignation or discharge of an employee automatically terminates the eligibility for tuition reimbursement.~~

Section 2:

Courses must meet the following criteria:

~~a) The courses must be offered by those whose credits are accepted by Oklahoma State University and/or the University of Oklahoma.~~

~~b) The course must be related to the employee's present job or contribute to the employee's career development within the City of Sand Springs.~~

~~c) A copy of the transcript from the college/university showing the student's major must accompany the request for educational assistance EACH time the employee makes a request for tuition assistance.~~

~~d) Tuition will be reimbursed 100% for an A Grade, 75% for a B Grade, and 50% for a C Grade.~~

~~1. An employee must request educational assistance in writing for each course the employee desires to take as well as present a degree plan PRIOR TO ENROLLMENT to the~~

~~Department Head and then the City Manager. The deadline is December 31 each year for courses to be taken the next fiscal year. If during the following fiscal year the employee does not use the hours they declared, they will forfeit the ability to participate in this article for the following fiscal year.~~

~~2.—The City Manager must approve the application.~~

~~3.—The application must contain the following information:~~

~~(a) Name of the course to be taken~~

~~(b) Number of credit hours~~

~~(c) Benefit to the position held~~

~~(d) Degree Plan~~

~~4.—Approved application packet the goes to the Purchasing Agent of the Finance Department to issue a purchase order.~~

~~5.—After the course is completed, the employee must provide the City, within 60 days, satisfactory evidence that the course was passed including grade received before reimbursement is approved.~~

~~6.—Submit evidence and proof of cost of course, to the Purchasing Agent for reimbursement for the employee. Copies of approved application along with reimbursement documentation will then be provided to HR to be placed in the employee's personnel file.~~

~~An employee who voluntarily leaves employment with the City will be responsible to sign a promissory note and repay the City of Sand Springs 100% of the total educational reimbursements paid within the past 12 months on a prorated basis.~~

~~The benefit in outlined in this article will be capped at the amount budgeted by the city. If claims under this article exceed the amount budgeted, the amount paid to each claim will be proportionate to the available funds.~~

Article ~~27~~ 28 **Insurance**

Section 1. The City will provide a group insurance plan for bargaining unit members.

Section 2. The City shall contribute toward the monthly premium of the select (basic) plan for insurance as follows, for higher level plans, the employee will be responsible for the difference in premium:

Employee Coverage:	Health	75%
	Dental	100%
	Life	100%
Dependent Coverage:	Health	75%
	Dental	0%
	Life	0%

Section 3. Members of the bargaining unit agree to contribute toward the monthly premium for insurance as follows:

Employee Coverage:	Health	25%
	Dental	0%
	Life	0%
Dependent Coverage:	Health	25%
	Dental	100%
	Life	100%

Section 4. The City will provide a long term disability plan for bargaining unit members. The City will pay 100% of the premiums associated with this plan.

Article 28 29

Payment on Back Claims

Section 1. Back wages shall be paid to any Employee upon a finding that said Officer is entitled thereto in such amounts as may be determined through the grievance procedure.

Section 2. Claims for back pay or wages shall equal the amount of pay or wages the Officer would otherwise have earned at the Officer's regular wage or pay rate plus the Prime Lending Rate + 1% as set in the Wall Street Journal on the day of reimbursement calculated as simple interest, not to exceed 5%..

Section 3. The provision shall not apply to increased pay or other monetary increase pursuant to the terms of this Agreement.

Article 29 30

Clothing/Cleaning Allowance

~~**Section 1.** Effective July 1, 2004, all Police Officers covered by this Agreement, and upon twelve (12) months of service, will be allowed an annual allowance of one thousand fifty dollars (\$1,050.00) payable bi-annually at the rate of five hundred twenty-five dollars (\$525.00) for the purchase and cleaning of uniforms, clothing and equipment. When an Officer completes twelve (12) months of service within a month other than January or July, the Officer will receive allowance pro-rated to the next payment date.~~

Effective July 1, 2016, all Police Officers covered by this Agreement, and upon twelve (12) months of service, will be allowed an annual allowance of one thousand two hundred seventy-five dollars (\$1,275.00) payable bi-annually at the rate of six hundred thirty-seven dollars and fifty cents (\$637.50) for the purchase and cleaning of uniforms, clothing and equipment. When an Officer completes twelve (12) months of service within a month other than January or July, the Officer will receive allowance pro-rated to the next payment date.

Effective July 1, 2017, all Police Officers covered by this Agreement, and upon twelve (12) months of service, will be allowed an annual allowance of one thousand five hundred dollars (\$1,500.00) payable bi-annually at the rate of seven hundred and fifty dollars (\$750.00) for the purchase and cleaning of uniforms, clothing and equipment. When an Officer completes twelve (12) months of service within a month other than January or July, the Officer will receive allowance pro-rated to the next payment date.

Section 2. Uniforms or clothing damaged in the line of duty may be replaced upon written request to the Chief of Police. Upon determination by the Chief of Police that the request is proper and justified in accordance with this Article, the damaged item will be replaced without regard to the Police Officer's annual clothing allowance.

Section 3. Any Officer who completes twelve (12) years of continuous service with the City of Sand Springs may elect to have the clothing/cleaning allowance added to base wages. It is the responsibility of the Officer to notify the Chief of Police by inter-office correspondence when said Officer wishes to exercise this right, and this notification must be submitted thirty (30) days prior to the effective date.

Article ~~30~~ 31

Destruction of Officer's Property

Section 1. The City agrees to replace or repair an employee's personal items that may become damaged, stolen or lost in the line of duty with an equivalent item up to a maximum of \$500.00 for any one (1) incident. These items are not limited to clothing or uniform items. Items damaged, stolen or lost by the employee's negligence shall not be replaced. The employee shall complete a claim form as provided by the employer for the replacement or repair of a damaged, lost or stolen item. In the event an employee's loss exceeds \$500.00, the employee may submit a claim for reimbursement to the Chief of Police, which shall be entitled to reasonable consideration. Damage to cell phones in the line of duty shall be limited to \$100.00.

Section 2. An Officer shall be required to provide the City with a written estimate of repair, replacement or reimbursement of the damaged, destroyed, stolen or lost personal property.

Section 3. An Officer shall also be required to submit to the Chief of Police a written statement concerning the circumstances surrounding the damaged, destroyed, stolen or lost personal property.

Article ~~31~~ 32 Weapons

Section 1. All Police Officers covered by this agreement will be issued one sidearm.

Section 2. Weapons damaged in the line of duty will be repaired or replaced upon written request to the Chief of Police and approved by the City Manager.

Section 3. Weapons lost, stolen or damaged due to gross neglect of any Employee shall be replaced/repared at the personal expense of the Employee(s) responsible for the damage, loss or theft. The Employee to whom the weapon is issued shall be presumed to be the responsible party for such damage or loss in the event of an unsatisfactorily explained loss or damage.

Section 4. Except as otherwise provided herein, upon termination of employment, voluntarily or involuntarily, the Officer will return the weapon to the City prior to receiving the last compensation check.

Section 5. As additional compensation Officers, after serving a minimum of twenty (20) years in the law enforcement field, the last ten (10) years which shall be served with the Sand Springs Police Department, shall upon retiring from the Sand Springs Police Department be allowed to retain their issued sidearm.

Article ~~32~~ 33 Vehicle Take Home Program

Section 1. The Employer agrees to allow qualifying regular full-time members of the bargaining unit to drive Police vehicles to and from work, with the following restrictions:

- a) The Officer must reside within 25 miles of the Police Department.
- b) All Officers hired after July 1, 2010, shall reside within the fence line of the City.
- c) The right to drive vehicles to and from work is subject to the availability of vehicles and is subject to modification upon budgetary restraints and negotiations with the F.O.P.
- d) Vehicles used as provided by this article shall not be used for personal, off-duty activities except to drive to and from second jobs wherein the vehicle will be located within the City limits of Sand Springs during the second employment.
- e) Any Officer participating in this program must carry a device, as authorized by the Chief, to provide for emergency contact, with response to emergencies as directed by the Chief.
- f) If an Officer participating in the take-home program resides within the City fence-line, the take home privilege will not be subject to modification (except for disciplinary reasons).

- g) An exception to any restrictions in this article may be made by the Chief of Police for the purpose of accommodating members who have special response responsibilities such as SWAT, MAITS or Meth Lab Cleanup. The Chief of Police will be the sole and final authority in regard to this provision.

Article 33 34
Prevailing Rights

Section 1. All rules, regulations, fiscal procedures, working conditions, departmental practices and manner of conducting the operation and administration of the Police Department currently in effect on the effective date of this Agreement shall be deemed a part of this Agreement unless and except as modified or changed by the specific terms of this Agreement.

Article 34 35
Duration of Agreement

Section 1. This Agreement shall be effective as of **July 1, 2016**, and shall remain in effect through midnight **June 30, 2018**.

Section 2. Provided however, this Agreement shall continue from year to year and be automatically extended for one year terms unless 15 days prior written notice of bargaining is given by either party.

SIGNATURE PAGE

CITY OF SAND SPRINGS

Mike Burdge, Mayor

Date: _____

ATTEST:

Janice Almy, City Clerk

APPROVED AS TO FORM:

David L. Weatherford, City Attorney

FRATERNAL ORDER OF POLICE

Kristie Behar-Dahl, President

Date: _____

ATTEST:

COLLECTIVE
BARGAINING
AGREEMENT



CITY OF SAND SPRINGS

AND

FOP LODGE #109

AMENDED FY 17 & 18

City of Sand Springs, Oklahoma and Fraternal Order of Police Lodge #109

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Preamble

This agreement is entered into by and between the City of Sand Springs, Oklahoma, hereinafter referred to as "City", and members of the bargaining unit of the Sand Springs Lodge Number 109 of the Fraternal Order of Police, hereinafter referred to as "Lodge".

Purpose and Intent

Section 1. The general purpose of this Agreement is to set forth terms and conditions of employment and to promote orderly, peaceful labor relations for mutual interest to the City of Sand Springs in its capacity as employer, the employees, the Fraternal Order of Police, and the people of the City of Sand Springs.

Section 2. The parties recognize that the interest of the community and the job security of the employees depend upon the employer's success in establishing proper and efficient services to the community.

Article 1 Definitions

Section 1. The definitions contained in 11 O.S.A. Section 51-102 ET. Seq. are hereby adopted for the purposes of this Agreement unless otherwise defined herein or the context in which it is used clearly indicates a different interpretation.

a) *Bargaining Unit* shall mean all sworn full-time Police Officers of the Sand Springs Police Department except:

1. The Chief of Police and the Deputy Chief of Police.
2. Civilian or non-sworn Employees of the department.

b) *Grievance* shall mean a difference of opinion or dispute regarding the meaning, interpretation or application of the employment agreement, the policy manual as it pertains to personnel practices or working conditions, rules and regulations governing personnel practices or working conditions and Workplace issues that do not amount to misconduct under the Personnel Complaints Policy, such as fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of members

Specifically outside the category of grievances are complaints related to alleged acts of sexual, racial, ethnic or other forms of unlawful harassment, as well as complaints related to allegations of discrimination on the basis of sex, race, religion, ethnic background and other lawfully protected status or activity that are subject to the complaint options set forth in the Discriminatory Harassment Policy. Also outside the category of grievances are personnel complaints regarding any allegation of misconduct or improper job performance against any department employee that, if true, would constitute a violation of department policy or federal, state or local law, as set forth in the Personnel Complaints Policy.

c) *Hourly Pay* for an Officer shall be determined by dividing 2,080 hours into the Officer's regular annual salary; not to include holidays and overtime.

d) *Management* shall mean the City Manager or the City Manager's designated representative.

e) *Officer* or *Employee* shall mean any full-time commissioned Police Officer employed within the City of Sand Springs Police Department.

f) *Service* shall mean that period of time for which an Officer has been a regular employee of the City as an Officer. In computing service, only the period of time immediately preceding the date for which computation is being made, and in which the Officer has been a continuous employee of the City, without break in service, shall be included. Authorized leaves of absence shall not be considered breaks in service, but shall not be computed as service time.

g) *Immediate Family* is defined as the Employee's spouse, children, mother, father, brother, sister, grandparent, father-in-law, mother-in-law, grandchildren or a relative living in the home of the employee.

h) *Probationary Employee* shall mean any officer who has not completed their probation period or who has had their probation period extended.

i) *Probation Period* shall consist of the following:

1. 12 months from the date of initial hire if that person was already certified or achieves their certification from the CLEET Collegiate Officers Program.
 2. 12 months from the date of graduation from the police academy if employed by the City of Sand Springs while attending the academy.
- j) *Sick Leave* shall mean leave from work with normal pay when an Officer is prevented from performing and carrying out the duties of the Officer's position or other duties, which the Officer's supervisor may direct, because of illness or injury of the Officer.
- k) *Sealing Destruction* shall mean the segregation of material into a sealed envelope. This material will be considered to be destroyed for all purposes related to the employee's employment. It shall not be used in any other manner unless required by an order of a court of record or other legal requirement. It may be used by the city to defend the city in employment or civil actions.
- l) *Employees* referred to herein shall refer only to sworn police officers.
- m) *Seniority* shall mean the continuous length of employment with the Sand Springs Police Department within each of the ranks.

Article 2

Management Rights and Responsibilities

Section 1. The Fraternal Order of Police recognizes the prerogative of the Management to operate and manage its affairs in all respects in accordance with its responsibilities, as defined in State Statutes and City Charter, and with such conditions affecting the public welfare as they may arise, and all authority shall be retained wholly by the Management.

Management Officials, City Manager and Chief of Police of the City retain the rights in accordance with all applicable laws and regulations including, but not limited to, the following:

- a) To manage and direct the Employees of the Police Department;
- b) To hire, promote, transfer, assign, retain and schedule hours and places of work of Employees in positions with the Police Department;
- c) To suspend, demote, discharge or take other appropriate disciplinary action against members of the Police Department for just cause in accordance with appropriate procedures as set out in Article 9 hereof or, in alternative thereto, the Personnel Policy and Procedures for employees of the City of Sand Springs. For purposes of this agreement, the parties stipulate and agree that in addition to what may otherwise constitute just cause, just cause shall exist for immediate suspension with or without pay, at the discretion of the Chief, of any Police Officer who has criminal charges filed against them for any felony or for any misdemeanor charge of assault and battery related to a claim of excessive use of force directed at a suspect or prisoner who is in the custody of the officer. Further upon a finding at a preliminary hearing that the Officer shall be bound over for trial, or upon a waiver of preliminary hearing without an immediate dismissal of the charges, just cause shall exist for termination. Upon acquittal or dismissal of charges, the Officer may be eligible for re-employment with the City with back pay and applicable benefits, at the discretion of the Police Chief;

- d) To relieve Employees from duty for reduction of force caused by lack of work, funds or other legitimate reasons. However, the Employee with the least amount of years of service with the Police Department as a sworn Officer thereof shall be laid off first, subject to a thirty (30) day written notice to the Lodge and the opportunity for incumbent Employees to exercise their pension option. No new Employee shall be hired until the Employee(s) laid off and the Lodge have been notified by certified mail. The Employee(s) shall then have fourteen (14) days subsequent to the mailing of said notification in which to notify City personnel of the Employee's intention to return to work.
- e) To maintain the efficiency of the operation of the Police Department;
- f) To determine the methods, means, procedures, and personnel by which the Police operations are to be conducted;
- g) The right of establishing the organization and structure of the Police Department; however, no Officer covered by this Agreement and presently employed by the City, shall be reduced in salary as a result of such re-organization or restructuring;
- h) To establish and enforce rules and regulations of the Police Department.

Section 2. Management has the sole authority to determine the purpose, mission, duties, and responsibilities of the City, including the total amount of the budget and its allocation to different functions and to establish priorities.

Section 3. It is understood by both parties that since every duty connected with operations, job descriptions, etc., may not always be described, Employees - at the discretion of the City - may be required to perform duties not specifically defined in their job description, but which may reasonably be considered to be incidental to the performance of their duties just as though they were actually written out in the job description sheet.

Article 3 **Recognition**

Section 1. The Lodge asserts and has furnished documented proof that it represents the majority of the Officers and based upon such assertions and proof, the City hereby recognizes the Lodge as the exclusive collective bargaining unit for the purpose of collective bargaining with respect to rates of pay, wages, hours of employment, and all other negotiable conditions of employment. In the event of a dispute arising as to the bargaining agent of the Officers, the City will not recognize any other bargaining agent until an election has been conducted and it has been determined who the majority of the Officers desire to represent them.

Section 2. To ensure compliance with relevant state law and with the intent and purpose of the City of Sand Springs Charter, Code of Ordinances and personnel rules, probationary Employees who have become full time Employees, but who have not completed the one year employment probationary period, shall be covered by this agreement only to the extent required by state law. Full time Employees who have not completed the employment probationary period shall not be provided any grievance rights pertaining to any form of discipline, up to and including dismissal.

Article 4
Severability

Section 1. If any provisions of the Agreement, or the application of such provisions should be rendered or declared invalid by any court action, or by reason of any existing or subsequently enacted legislation, the remaining parts or portions of this Agreement shall remain in full force and effect.

Article 5
Non-Discrimination

Section 1. The Management and the Lodge agree not to discriminate against any Employee for - or because of – the Employee’s activity in behalf of, or the Employee’s membership in, or the Employee’s lack of membership in, the Fraternal Order of Police. The Management and the Fraternal Order of Police agree that there shall be no discrimination against any Employee covered by this contract in a manner which would violate any applicable laws because of race, creed, sex, religion, national origin, qualified disability or status of Fraternal Order of Police membership or non-membership.

Section 2. All Employees may be subject to a physical and or mental examination(s) to determine the fitness of the individual for continued employment. In the event that an Employee is required by Management to take a physical examination, the Management shall be responsible for the cost of such examination.

Article 6
Management and Lodge Security

Section 1. Officers shall have the right to engage in lawful concerted activities for the purpose of collective bargaining providing that the Fraternal Order of Police agrees that it or any of its members shall not encourage, cause, participate in, or support any strike, work slowdown, work stoppage, or other interruption of - or interference with – the normal functions of the Police Department or the City.

Article 7
Police Officer Bill of Rights

Section 1. The Chief of Police will establish and put into operation a system for the receipt, investigation, and determination of all complaints against Police Officers received by the Chief of Police from any person, as provided for in Article IX Disciplinary Procedures.

Section 2. Whenever a Police Officer is under investigation and is subject to interrogation by members of the Officer’s agency, for any reason which could lead to disciplinary action, demotion, or dismissal, the Police Officer will be informed in writing of the investigation being conducted. As follows:

- A. The employee will be presented with a NOTICE OF INVESTIGATION FORM upon the first instance of being subjected to interrogation or formal request for information in regard to a

complaint. This notice shall include the name of the officer in charge of the administrative investigation, the nature of the complaint against the officer, the name of the complainant. If the complainant is management, the notice will indicate management. The notice shall indicate the date of the alleged infraction. This form shall also contain wording of the officer Bill of Rights as outlined in this agreement. One copy of this form shall be provided to the officer, and another shall be signed by the officer as evidence of compliance with this article as well as understanding of the officer's rights under this section.

B. INTERROGATION: When a Police Officer is under investigation by the Sand Springs Police Department for a complaint received, and is to be interrogated, such interrogating will be conducted as follows:

1. Preliminary discussions with supervisory personnel within the Police Department, in relation to a complaint received, will not be considered as interrogation as used herein.
2. The officer being interrogated will be presented with a notice of investigation prior to questioning. This may have been previously provided as listed above in Section 2a. All questions directed to the Employee under interrogation will be asked by and through one interrogator at any one time, and all interviewing shall be limited in scope to activities, circumstances or events which pertain to the Officer's conduct or act(s) which form the basis for the investigation.
3. The Officer shall be allowed the right to consult a Lodge representative or any attorney prior to the interview and shall have the right to a representative or attorney of the Officer's choice who may be present at all times during such interview or interrogation.
 - a) Interviewing sessions shall be for reasonable periods of time and will be timed to allow for such personal necessities and rest periods as are reasonably necessary.
 - b) In accordance with the "Garrity Rule", if the activities, circumstances or events which pertain to the Officer's conduct or act(s) which form the basis for the investigation could possibly result in criminal charges, the Officer may refuse to answer questions or cooperate with the criminal investigation. Such refusal shall not be subject to disciplinary action.

C. The Police Officer under interrogation will not be subjected to obscene language or threatened with disciplinary action, and no promise or reward shall be made as inducement to obtain testimony or evidence.

D. Interrogation of the Police Officer under investigation may be taped by either the officer or management. Notice by the party recording shall be required to be given to all parties present. An Officer under investigation may record the proceedings with the Officer's own equipment and at the Officer's own expense, and where the investigation results in discipline against the Officer, the Officer may request to be furnished with a copy of all reports, tapes, transcripts and other recordings of the proceedings which contain all known material facts, opinion, or recommendations related to the investigation, at the Officer's expense.

E. A Police Officer under investigation will receive a written notification from the Chief of Police as to the determination of the investigation. Should a Police Officer be disciplined arising from an investigation, he will be notified in writing as to the action being taken and the reasons therefore.

Section 3. Personal Rights:

- A. Disclosure of Finances** - No Officer shall be required to disclose the Officer's own or any member of the Officer's family or household's income, assets, debts, expenditures, or other financial information - unless such information is pertinent to the investigation of a complaint, a conflict of interest investigation, or otherwise required by State or Federal Law.
- B. No Contributions Required** - No Officer shall be required to donate or contribute to any type of political or charitable campaign.
- C. Conduct Off Duty** - An Officer shall have the same rights and responsibilities to conduct the Officer's private, personal, or social life as other City Employees - provided that such conduct does not jeopardize, degrade, or interfere with the interest or function of the City or the Police Department.

Section 4. No Police Officer will be disciplined, or be threatened with any such discipline, by the reason of the Officer's exercise of the rights granted by this Article.

Section 5. All Police Officer's shall have the right to view, listen to or obtain a copy of any video or audio recording produced by equipment worn or used by that officer on or off duty before making a statement or being interrogated in regard to a complaint or investigation. They may not have the right to view other recordings not made by the officer under investigation. The discretion to allow this will be that of the Chief of Police or his designee.

The parties acknowledge there may be instances in which an individual employee may have a basis to allege that the document or video should not be "immediately" released. In order to fully protect the interest of the employee in those instances, to protect the interest of the public set forth in the Open Records Act, and to allow the City to have a clear direction of how to proceed, the City retains the management right to determine whether a record is subject to public disclosure, and any objection to disclosure should be made as soon as possible and may require legal action by the employee to delay or preclude disclosure. The City acknowledges and will uphold the confidentiality of employment records as allowed by the Open Records Act.

Article 8

Grievance Procedure

Section 1. Grievances, safety grievances or disputes which may arise, including the interpretation, application or enforcement of this Agreement shall be settled in the following manner:

Step 1. The employee or FOP Lodge who feels that there is sufficient grounds for a grievance shall fill out a grievance form (see Appendix A). This form will identify the members name, members rank, date of the incident, date the member became aware of the incident, date and signature blocks for steps 2-5, as well as narrative sections that will specify which contract provision was violated, facts supporting the grievance as well as the relief requested.

Step 2. The F.O.P. upon receiving a written and signed grievance form (see Appendix A), shall determine whether the grievance merits further processing. If, in the F.O.P.'s opinion, the

grievance lacks sufficient merit to warrant further processing, no further action is necessary. To allow for the employee's due process, even if the Lodge fails to find sufficient grounds to support the grievance, the employee may continue this procedure without the support of the FOP Lodge.

- Step 3.** If a grievance does exist, the Grievant shall file and present the grievance form to the Chief of Police within twenty (20) days, excluding Saturday and Sunday, of the incident or knowledge of the incident.
- Step 4.** If, within ten (10) calendar days, excluding Saturday and Sunday, the grievance has not been settled, the grievance form shall then be submitted to the City Manager for adjustment.
- Step 5.** If, within ten (10) calendar days, excluding Saturday and Sunday, the grievance has not been settled, it shall then be submitted to arbitration for adjustment.

Section 2.

- A.** The parties shall submit the matter to arbitration. The FOP shall submit a list of five retired Judges from the State of Oklahoma (Appellate, District, Associate, or Special) from Tulsa County and/or any County which shares a common border with Tulsa County, who shall be the proposed panel for selection. From said list, the City shall select one arbitrator.
- B.** The parties shall attempt to select a mutually satisfactory date at the earliest possible time. In the event the parties are unable to agree upon a date, the arbitrator is empowered to select the date.
- C.** Within 60 days following the conclusion of the hearing and the submission of briefs, if any, by the parties, the arbitrator shall issue a written decision and award containing findings and recommendations with respect to the issues presented. A copy of the opinion shall be mailed or delivered to the Lodge and the Employer.
- D.** The arbitrator's authority shall be limited to the interpretation and application of the terms of this Agreement and/or any supplement thereto. The arbitrator shall have no jurisdiction to establish provisions of a new agreement or variation of the present agreement or to arbitrate away, in whole or in part, any provisions or amendments thereof. This shall not preclude individual wage grievances. With respect to the interpretation, enforcement, or application of the provisions of this agreement, the decision and findings of the arbitrator shall be final and binding on the parties to this Agreement.
- E.** The cost of the arbitrator shall be shared equally between the City and the Grievant, including the cost of the transcript and copies thereof.
- F.** All time limits set forth in the Article may be extended by mutual consent, but if not so extended, they must be strictly observed. If a party fails to pursue any grievance within the time limits provided, he shall have no further right to continue the grievance.

Section 3. It is specifically and expressly understood that filing a grievance under this Article which has as its last step, final and binding arbitration, constitutes an election of remedies and waiver of any and all rights for the Grievant (Lodge and or Employee) or the Employer or representatives thereof, to litigate or to otherwise contest the last answer rendered through the grievance procedure in any court. The foregoing shall not be construed, however, from precluding either of the parties from contesting the

jurisdiction of said arbitrator selected, by seeking extraordinary relief, appeal, or other available remedy in a Court having jurisdiction thereon.

Section 4. At the conclusion of the grievance process, all documents pertaining to the process shall be forwarded to the Administration Division for inclusion into a secure file for all written grievances. Copies of the documents should also be sent to the Human Resources Department.

Article 9

Disciplinary Procedures

Section 1. It is the intent of this Section to provide for a method whereby discipline or complaints against Officers may be processed and handled in such a manner as to afford certain safeguards.

The procedure, rights, and privileges set forth in this Article shall be guaranteed each Officer provided they do not interfere with the fulfillment of an Officer's duty or the obligations of the City.

Section 2. No Officer shall be disciplined nor threatened with discipline for the reason of exercising or demanding the rights set forth in this Article.

Section 3. Any person making a complaint against an Officer shall be requested to give a written statement concerning such complaint. If no such statement is given, the complaint may be disposed of in the most appropriate manner in the opinion of the Chief of Police. The lack of a statement by a complainant shall not invalidate a complaint, but those reviewing the complaint may give the appropriate level of notice to this fact. Officers may be requested to informally respond to general questions by a supervisor or staff member in regard to an initial complaint.

If, in the opinion of the Chief of Police, additional inquiry is needed, the Officer shall be advised of the allegations of the complaint and be provided a copy of the written complaint. Officers shall give a written statement if the Chief of Police or Management requires same.

After having conducted an investigation which includes such information or evidence furnished by the Officer, the Chief of Police or Management shall determine if disciplinary action is appropriate. The Officer shall be advised as to the extent and effective date of such discipline.

Section 4. Documentation of ongoing employee performance may be taken care of through a SUPERVISORY NOTICE. This document will detail the officer's deficiency/achievement on the prescribed form. This will be routed through the chain of command and be placed in a file to be held by the Human Resources Department after approval by the Chief of Police. This file will be kept separate from the normal personnel file. This notice will only be retained on file for 1 year and will be automatically purged. These notices may be used for documentation related to an officer's evaluation. If the officer feels that the Supervisor Notice is not warranted, he may appeal this decision to the Chief of Police, whose decision will be final. For the purposes of this article, Supervisory notices are not considered discipline, but a management tool to keep employees and management aware of ongoing employee performance. They may be implemented for positive or negative performance.

Section 5. The Lodge and Management specifically agree that the right to due process that an employee has before discipline is imposed will be handled in the following manner, but this due process

may be waived by the employee at any time of his/her own accord. It is further agreed that if management determines that during an investigation, an employee should not be left at full duty status, they may be removed to restricted duty or suspended with pay. Election by management of these options will not be construed as a violation of due process. This section shall also not supersede the rights of management as set forth in Article 2 Section 1c of this agreement. Upon being advised of discipline that has been imposed, the Officer shall have the right to a hearing before a Police Appeal Board. The officer must notify the Chief of Police within 168 hours (including weekends and holidays) of being notified of the discipline that he/she has elected to have a hearing before the Police Appeal Board. Said Police Appeal Board shall consist of:

- a) Two (2) Officers of any rank selected by the officer being disciplined.
- b) Two (2) Officers of any rank selected by the Chief of Police.
- c) One (1) City department head, which will be selected by the following procedure:
 - Management and the officer will each strike one name from a list of three department heads provided by the City Manager. This position will be non-voting unless in the case of a tie between the other members.

This board will review the facts and circumstances that led to the disciplinary action. Both the officer as well as the City administration shall have the right to present evidence and witnesses. The hearing shall be informal and not subject to the technical rules of a courtroom. This shall be a closed hearing and not open to the public. All persons present at the hearing shall have the right to:

- a) Be represented by counsel;
- b) Present evidence;
- c) Cross examine those individuals who are testifying;
- d) Present arguments.

This hearing shall be conducted no sooner than 72 hours, but no later than 240 hours (including weekends and holidays) after notification given by the officer being disciplined has been received, requesting the hearing. This time period may be extended or shortened by agreement between the two parties.

The board shall make one of the following recommendations by a majority vote:

1. **Exonerated** – All discipline shall be vacated and the officer returned to status and benefits as was before the discipline was imposed.
2. **Sustained** – The discipline as imposed by the Chief of Police shall remain in place.
3. **Modified** – The cause of action or the type of discipline has been modified by the board.

Disciplinary action, as utilized herein, may consist, but is not limited to the following of:

- a) Verbal Reprimand
- b) Positive discipline efforts that do not result in loss of pay or status.
- c) Loss of status within specialty groups or assignments
- d) Written Reprimand
- e) Re-assignment
- f) Loss/suspension of vacation hours in hours.
- g) Suspension in hours
- h) Demotion from a rank to another, one level less in seniority.

- i) Disciplinary Probation
- j) Dismissal

The Board's Chairman shall submit the recommendation of the board, to the Chief of Police and the City Manager within forty-eight (48) hours:

Any dissenting votes shall also file a report which shall be attached to the majority's recommendation for consideration by the Chief of Police and City Manager.

The City Manager shall cause the officer be notified of the final decision within twenty-four (24) hours of his receipt of the board's recommendation.

The ratification of this section by management and the bargaining unit shall eliminate the availability of appeals under the City of Sand Springs policy and procedure manual.

Police Officers who receive any form of discipline may grieve and arbitrate the discipline, taken under the Grievance and Arbitration Procedure outlined in Article VIII of this Agreement.

Section 6. Failure to comply with the provisions of this Article shall be grounds for the initiation of a grievance procedure, but shall not act to invalidate any disciplinary actions against an Officer.

Section 7. The parties to this agreement recognize the right of the City to have "new-hire" probation, and a probationary period for newly hired members of the police department. It is the intent of the parties that those members in their initial probation shall not be entitled to the protections set forth in this article, and that probationary employees can be terminated without any cause, and without the right to proceed to arbitration. Additionally, any contrary rights established by the pension laws of the State of Oklahoma are hereby waived on behalf of any probationary employee.

Article 10 **Seniority**

Section 1. – General Provisions

Except where impractical due to skill levels of employees, or where specific working conditions exist which would preclude certain employees from working specific shifts, and considering required manning levels, seniority will be the dominant factor to be considered by the Chief of Police when determining shift assignment, assigned regular days off and vacation, as defined herein.

Nothing in this article shall preclude the City Manager or the Chief of Police from asserting management rights as defined in this agreement.

Termination of employment shall terminate the employee's seniority. In the event a previous employee is re-hired, seniority shall commence on the date of re-hire.

If two (2) or more employees are hired on the same date, their seniority and employee number shall be

determined by a total aggregate score from the initial employment testing (written test, physical agility test, and oral board scores).

If two (2) or more employees are promoted on the same date, their seniority standing will be determined by their last date of hire, unless one or more were promoted from a supervisor's rank, in which case their seniority standing shall be determined by continuous length of service as a supervisor.

Seniority after a voluntary demotion shall be established by considering the time held at the highest rank as time held at the rank the employee is demoted to. This time would be added to any time that the employee had previous service at that rank.

All dates used to determine seniority as defined herein shall be the date(s) recorded on approved personnel actions on file in the city personnel department.

Section 2. – Shift Bid

Annual shift change and days off bid shall be conducted as follows:

The Chief of Police will set the staffing levels for each shift and division, and which officers will comprise each division. These decisions will be at his sole discretion as a management right.

On the first Monday of June each year, a shift and days off bid form shall be posted, each officer will have one (1) hour to bid after the officer that is senior to him bids. Failure to bid during the officer's allotted time shall cause the officer to be placed at the bottom of the seniority list for that bid process. The officer shall be allowed to bid in person, by phone call to the supervisor overseeing the bid process, or by signed proxy held by another officer to act in his behalf and presented to the supervisor overseeing the bid process. The bid process shall be conducted during the hours of 0600 to 1800 hours each day. The bid process shall be closed after all officers have bid. Once a bid has been placed, it is final and no substitutions may be made.

A schedule shall be posted by the police administration no later than 1630 hours on the last Friday in June.

The schedule shall take effect at 0001 hours on the first Saturday in August.

Once the bid process has closed, officers will not be allowed to "swap shifts" with another officer except in cases of extreme hardship which will be determined by the Chief of Police. Limited duty exchanges that occur within the same pay period are permissible upon approval of the shift supervisor, division commander, and the Chief of Police.

Temporary shift and days off assignments of thirty (30) days or less can be made by the Chief of Police.

Shift and days off assignments can be made by the Chief of Police for officers attending training.

Seniority shall not be utilized for transfers between divisions.

Section 3. – Shift Modifications

If required due to turnover, injuries, hardships, reaction to crime trends or other exigent circumstances, The Chief of Police retains the management right to modify the shift and division staffing levels and schedules at his sole discretion.

If a change is made to the shift or division staffing levels during the course of the year after shift bid, but more than 30 days before the end of annual shift change, then the process outlined in section 2 without regard to the dates will be followed to rebid the shifts.

Article 11 **Promotions**

The following procedure shall apply to the police supervisory ranks of sergeant, lieutenant, and captain. This procedure shall not affect or supersede in any manner the city's authority to manage its affairs including, but not limited to, the promotion of all supervisor and managerial ranks within the police department.

Section 1. - Eligibility

Eligibility for supervisory rank- Police officer(s) and supervisor(s) on disciplinary probation shall not be allowed to participate in the promotion process.

Corporals -The rank of Corporal shall be applied to those officers that meet the listed requirements described hereafter. Each officer subsequently who meets the requirements at later dates shall also qualify for this promotion. Requirements for promotion to Corporal:

- a) Must have completed 10 (ten) years of service as a Master Patrol Officer (MPO).
- b) Must have a favorable recommendation from the Chief of Police.
- c) Must not be currently on probation or under any other disciplinary action.

Sergeant's test: Open to police officers only. Each officer must have completed one (1) year of continuous service with the Sand Springs Police Department.

Lieutenant's test: Open to police officers and police sergeants only. Each officer must have completed two (2) years of continuous service with the Sand Springs Police Department.

Captain's test: Open to police officers, police sergeants, and police lieutenants only. Police officers must have completed five (5) years of continuous service with the Sand Springs Police Department. Police sergeants and police lieutenants must have completed four (4) years continuous service with the Sand Springs Police Department.

Section 2 - Promotion process for supervisory rank

1. The personnel department shall declare a supervisory position open.
2. The promotion process shall begin with the posting of an eligibility list, study guide, and closing date.
3. The personnel department shall forward a promotion test eligibility list to the Chief of Police for posting.
4. The Chief of Police shall post the list and guide on the bulletin board in the police squad room and email all eligible employees a copy of the posting.
5. Eligible candidates who wish to participate in the promotion process must prepare an "employee/promotion request". Personnel Form #16, along with resume of no more than two (2) pages and submit both to the personnel department by the posted closing date.
6. The Chief of Police shall submit a written examination to the personnel department for review and approval at least thirty (30) calendar days prior to the written test. The written test shall be conducted at least sixty (60) calendar days after the position has been declared open by the personnel department. The written examination shall be conducted by the personnel department after the performance evaluations and oral boards are complete.
7. The personnel department shall notify each participating candidate in writing of the date, time, and location of the oral interview and written test at least ten (10) days prior to both.
8. Evaluations must be completed by each evaluator and submitted to the personnel department in a sealed envelope prior to the oral board and written test.
9. The oral boards will be conducted prior to the written test, each oral board member's evaluation shall be sealed and submitted to the personnel department at the end of the board's session
10. Once the written exam is complete, the personnel department shall compute each candidate's overall score utilizing the following formula:
 - A. Written Test 35%

- | | | |
|----|---|-----|
| B. | 180 Evaluations from all equal to or lower than rank tested for | 15% |
| C. | Oral Board | 35% |
| D. | Promotion Evaluations by all above the rank tested for | 15% |

11. Within ten (10) days after completion of the written test, the personnel department shall provide the Chief of Police with a certified promotion list, listing each officer's name, average promotion evaluation score, average oral board score, test score, and overall score. The rankings shall be by numeric order utilizing the overall score.

Section 3. - Evaluations

1. Promotion evaluations shall be conducted by all ranks of at least one (1) rank higher than the rank being tested. 180 evaluations will be conducted by everyone equal to or lesser in rank than that of which is being tested for.
2. The numeric total of each candidate's promotion evaluations shall be averaged to one (1) decimal point. That average shall comprise fifteen (15%) percent of each candidate's score
3. Each promotion evaluator shall have access to each candidate's resume, training record, commendation and award record. Each evaluator shall also have access to each candidate's work productivity record, sick time record, accident history, disciplinary history, and past performance evaluations. Those conducting 180 evaluations will not have access to these documents.
4. The Chief of Police and personnel director, or their designees, shall be responsible for providing to each evaluator the information set out in paragraph 3 and their decision shall be final.

Section 4 - Oral board for supervisory ranks

1. The numeric total of each candidate's oral board evaluation shall be averaged to one decimal point. That average shall comprise twenty (20) percent of each candidate's overall score.
2. The oral board shall consist of three (3) members appointed by the Chief of Police. The Chief of Police and personnel director may each appoint one (1) non-evaluating member to monitor and assist the board.
3. Each board member shall separately evaluate the candidate and seal their evaluation.
4. The board members shall have access to each candidate's resume, training record, commendation and awards record. Each member shall also have access to each candidate's work productivity record, sick time record, accident record, disciplinary record, and past

performance evaluations.

Section 5 - Promotion list

1. There shall be a promotion list established from candidates participating in the promotional process. The list shall be numeric in order ranging from the highest to lowest aggregate score. The promotion list shall remain in effect for ninety (90) days from the date of the first promotion on the list.
2. A written reprimand shall cause a candidate's name to be removed from the promotion list.
3. The list will be used for selection for any declared opening for the rank tested within the ninety (90) day period.
4. A candidate's written test score must be a seventy percent (70%) or higher in order to be on the promotion list.
5. The candidate that is number one on the list will be offered the position tested for. That candidate can refuse to accept the position. In this incident, that candidate's name will remain at the top of the list and the offer will be presented to the next candidate on the list.

Section 6 - Selection

1. The Chief of Police shall, after ten (10) calendar days of receipt of the certified promotion list, complete personnel requisition form #2 recommending for promotion the #1 candidate
2. In case of a tie, the #1 candidate shall be determined by:
 - A. Highest ranking officer, if a tie exists, then
 - B. Years of service in rank shall be used, if a tie is not broken, then
 - C. Years of service in department shall be used, if a tie is not broken. then
 - D. The Chief of Police shall select the #1 candidate
3. The chief's recommendation shall be forwarded to the personnel director for review and approval.
4. Personnel department shall forward the recommendation to the city manager for action.
5. Once the city manager has made his decision, the personnel department shall notify the Chief of Police.
6. The Chief of Police shall notify the successful candidate(s) in writing no later than three (3) working days from the date he is notified by the personnel department.

Article 12
Bulletin Board and Equipment

Section 1. The Lodge shall be allowed to install a bulletin board for the posting of official union notices of a non-political, non-inflammatory nature, in the Police facilities, provided such bulletin board does not interfere with the normal use of the Police facilities. The Lodge shall hold the City harmless for any loss or damage of said bulletin board.

Article 13
Personnel Files

Section 1. Any records, information or documents related to employee discipline, evaluations, supervisory notices and Brady/Giglio discoverable documents shall be kept in Human Resources files. This provision shall not be applicable to criminal activities under active or pending investigation. Any records, information or documents concerning an unfounded complaint against an Officer shall be removed from the Officer's personnel file.

Section 2. An Officer shall be allowed to review and copy, at the Officer's expense, the Officer's personnel file under appropriate supervision, at any reasonable time upon oral or written request to the Human Resources Department. Employees shall not have the right to inspect their background investigation.

Section 3. Personnel files for Employees shall be maintained exclusively by the Human Resources Office. If materials concerning investigations, complaints, reprimands, counseling sessions for violations of any rules, regulations or policies, or other materials that might be considered detrimental to the Employee's position, advancement or future with the department are to be placed in the Employee's personnel file, the Employer shall notify the Employee of said action and the Employee shall be given the proper opportunity to appeal such action before it becomes a part of the Employee's personnel file. Such appeal will be made to the Chief of Police who will have final authority in this matter.

Section 4. Recognizing that disciplinary actions provide a basis for training and counseling and are not meant to perpetually penalize an Employee, the following procedure is hereby established:

Procedure:

- a)** Employees may request that disciplinary actions be sealed destroyed according to the following schedule:
- 1.** Written reprimands and notice of oral reprimands with no recurrence after one (1) year may be sealed destroyed.
 - 2.** Suspensions of twenty-four hours or less than twenty-four hours, without recurrence, after eighteen (18) months.
 - 3.** Suspensions more than twenty-four hours, without recurrence, after two (2) years.

- b) Requests for sealing destruction of disciplinary actions should be directed to the office of the Chief of Police. The Chief of Police shall be the final authority of the request to remove and destroy the disciplinary action.
- c) Sealing Destruction shall include all memos, letters, correspondence, complaint forms and any other written or electronically recorded material pertaining to the action, except that the City may keep a list of all disciplines of employees to demonstrate a standard of care in management.
- d) Sealing Destruction shall not include any material related to criminal offenses for which the Employee was charged except in concurrence with the sealing or expunging of criminal charges by a court of competent jurisdiction, or except in the event of complete exoneration of the Employee by the court.
- e) The Human Resources Department shall be notified in all cases where sealing destruction of disciplinary action is taken. Any authorized Police Department and City personnel files will be sealed or destroyed accordingly.
- f) The sealed destroyed action shall not be held used to discriminate against the Employee in any subsequent disciplinary action, or in the event of impending promotion, merit step raise, transfer, special requests, modification of duty, vacation selection, application for other employment, or against any other action the Employee may take for the Employee's personal improvement or betterment.
- g) All unfounded, exonerated, not sustained, and no finding complaints will be removed from the Employee's personnel file and may be maintained in a separate file by the Chief of Police but will be filed under the complainants name, not the employee's.

Article 14

Dues and Membership

Section 1. Upon receipt of a written authorization from a Police Officer, the City shall deduct from the Police Officer's pay the amount set forth by the Lodge per month for Lodge dues. It is understood that this provision shall provide for twenty-four (24) Lodge dues deductions per year.

If the Police Officer has no earnings for that pay period, the Lodge shall be responsible for collecting said dues for that pay period.

The City shall remit the deductions made to the designated Lodge official within seven (7) calendar days. The Lodge shall notify the City in writing of any change in Lodge membership at least thirty (30) calendar days prior to the date the change becomes effective. The Lodge shall indemnify, defend and hold harmless the City against any claims made, or any suit instituted against the City on account of any Lodge dues paid in error.

Nothing contained in the Agreement shall be deemed to prevent or prohibit a Police Officer, whether or not a member of the Lodge, from signing and submitting authorization for dues deductions from the Officer's pay.

Article 15

Bargaining and Liaison Committee

Section 1. The Bargaining and Liaison Committee shall be the committee responsible for representing the Employees in collective bargaining with the City.

Section 2. The committee shall consist of not more than three (3) Officers of the F.O.P. Lodge #109, and shall be elected annually by the Lodge. The committee may also include not more than three (3) alternate members. The alternates will be appointed by the three (3) elected committee members.

Section 3. The Lodge shall notify Management, in writing, of the names of the Committee members within thirty (30) calendar days from the date of their election. Management, within seven (7) calendar days of receipt of request for collective bargaining from Lodge shall notify Lodge of Management's bargaining committee.

Section 4. The Officer members of the Bargaining Committee will be paid by the City for the time spent in negotiations with the City, but only for the straight time hours they would otherwise have worked on their regular work schedule. For the purpose of computing overtime, time spent in negotiations shall be considered as hours worked. Under no circumstances shall an off-duty member be eligible for extra pay for attendance at a Bargaining session.

Article 16 **Training**

Section 1. Employees required by the Employer to attend any school, workshop, or seminar, shall be paid per diem at the Employee's hourly rate of pay as established pursuant to the pay plan herein referred to for any hours or days that the Employee would normally be off duty. Pay for normal off duty time will include travel time, attendance time in the course of the instruction and return home. Lodging expense will be reimbursed or provided by the city on a pre-approved basis. Meals and other expenses will be reimbursed at the following rates:

1. \$20.00 per day on trips of less than 100 miles.
2. \$30.00 per day on trips of more than 100 miles.
3. Actual costs with receipts not to exceed the current IRS per diem rate on trips over 500 miles.

Article 17 **Vacation and Holiday Leave**

Section 1. Vacation and holiday leave pay shall be granted to Employees in accordance with the following provisions:

- a) An Employee must be on regular employment status and have been employed by the City continuously for twelve (12) months before being eligible to expend vacation and holiday time.
- b) Vacation and holiday leave shall normally be requested and granted during the twelve (12) month period which follow the Employee's vacation accrual year.
- c) Vacation and holiday leave shall not exceed the total amount credited to an Employee at the time of the proposed departure.
- d) Employees shall not be permitted to use either accrued vacation and holiday leave or accrued compensatory time during periods of suspension.
- e) Any certified Police Officer on regular employment status working a full shift on one of the following designated holidays will be paid at a rate of time and a half (elected as time or pay, but not split between the two compensation methods) provided, however, that the Officer has not used any sick leave within three (3) calendar days, either before or after, the holiday:

January 1 st	New Year's Day
As authorized by City	Memorial Day
July 4 th	Independence Day
4 th Thursday in November	Thanksgiving Day
December 24 th	Christmas Eve
December 25 th	Christmas Day

Effective July 1, 2012, the City-authorized holiday for Labor Day will be added to the above list.

Conflicts in vacation requests shall be approved with first priority being given to the first requesting officer. If multiple vacation requests are received on the same day, priority shall be given to the senior officer.

Section 2. Vacation and holiday leave shall be granted and accrued in the following manner:

- a) After one year of continuous service, one hundred sixty-eight hours (168 hours) per year;
- b) Upon completion of five (5) years of continuous service, an Employee shall be granted two hundred eight hours (208 hours) per year.
- c) Upon completion of ten (10) years of continuous service, an Employee shall be granted two hundred forty-eight hours (248 hours) per year.
- d) Upon approval by the Chief of Police, an Officer may be allowed to sell up to forty-eight (48) hours of accrued vacation leave at the current value based on the straight time rate for the officer. Provided, however, that the Officer has an accrued vacation balance of one hundred (100) hours or more. Such requests are limited to one time per fiscal year per Officer and will be disbursed on a regular pay day.

Sick Leave

Section 1. Employees shall accrue sick leave at the rate of six and two-third hours (6.66 hours) per month worked.

Section 2. A maximum of eight hundred hours (800 hours) may accrue to any Employee.

- a) On or about December 15th each year, sick leave accrued in excess of eight hundred hours (800 hours) will be reimbursed to the Employee at the rate of three (3) sick hours for one (1) paid hour.
- b) Any Employee leaving the service of the City after a period of ten (10) years of service, or alternatively, upon the occurrence of a non-job related disability retirement, shall be paid at such Employee's then current regular rate of pay one (1) hour's pay for each three (3) hours of said Employee's then accumulated sick leave, such accumulated sick leave not to exceed eight hundred hours (800 hours). Said sum shall be paid in a lump sum on the Employee's final pay check to be issued following the Employee's effective date of retirement.
- c) In the event of an Employee's death, 100% of the Employee's accrued sick leave existing at the time of death shall be paid to the Employee's beneficiary designated on the Employer-provided life insurance policy.

Section 3. Sick leave shall be used as follows:

- a) When sickness or injury for medical, dental or optical diagnosis or treatment incapacitates an Employee.
- b) After exposure to a contagious disease when the attendance at duty, in the opinion of a licensed physician, jeopardizes the health of others.
- c) For necessary care and attendance of a member of the Employee's immediate family or household.
- d) For the death of a member of an Employee's family or household.

Section 4. Sick leave with pay shall be granted to regular Employees subject to the following provisions:

- a) Sick leave with pay shall not exceed the total amount accrued by the Employee at the time the employee's sick leave began.
- b) Leave without pay may be granted for sickness beyond the amount of the Employee's accrued sick leave.
- c) Accrued vacation leave may be used for sick leave when accrued sick leave has been exhausted.
- d) An Employee who - not in reserve status - leaves the employment of the City for military service and applies for re-employment within fifteen (15) days after rejection or ninety (90) days after an honorable discharge, if re-employed, shall be reinstated within one (1) year from the date of application.
- e) An Employee who is laid off and returns to City employment within one (1) year from the date of lay-off shall have the Employee's former unused credits for sick leave returned to the Employee.

Section 5. Reporting and investigating sickness and other factors related to sick leave shall be handled as follows:

- a) Employees who are absent from duty for reasons which entitle them to sick leave shall notify their shift supervisor as soon as possible prior to the scheduled time for that Employee to report for duty, if physically able to do so.
- b) When an absence due to illness exceeds five (5) days, the Employee shall present at the time of return to work, a statement from the Employee's doctor describing illness.
- c) An Employee may not be eligible to receive sick pay from the City of Sand Springs and Worker's Compensation payment at the same time.

Section 6. INJURY LEAVE: In the event a Police Officer is injured while engaged in the actual performance of the Officer's duties and is temporarily incapacitated as a direct result of such injury or illness, the Police Officer shall be entitled to injury leave for a period not to exceed one thousand forty hours (1,040) per year, and shall be paid in an amount to be calculated and equal to the difference between the Officer's Worker's Compensation benefits provided for in the Worker's Compensation Act of the State of Oklahoma, and as the same may be amended from time to time, if applicable, and the Officer's regular monthly net pay as of the time of injury. In no event shall such Officer's compensation from all sources exceed regular monthly net pay as of the time of the Officer's injury. Any and all appointments related to the on-the-job injury shall be considered hours worked for the purpose of calculating FLSA overtime. No benefits shall be payable under this Article for any injuries occasioned by the willful intention of the injured Police Officer to bring about injury to the Officer or to another or where the injury resulted directly from the intoxication of the injured Officer while on duty, or where the injury results directly from horseplay, playing of pranks engaged in by the injured Police Officer - alone or with others - or failure to follow prescribed procedures. All benefits provided by this Article, except total amount of compensation paid hereunder, shall be in addition to and separate from any sick leave benefits otherwise provided in this Agreement; nor will this Article otherwise affect any rights or employment benefits otherwise provided in this Agreement.

At the expiration of all injury leave benefits herein provided, the Police Officer may, at the Officer's option, elect to receive the Officer's accumulated sick leave, if any, or other annual leave then accrued to the credit of the Police Officer as additional time off, but in no event, shall said sums of money or compensation paid to the Officer exceed the Officer's regular monthly net pay as of the time of the injury. Employer may require, at any time, the Police Officer submit to a medical examination by a medical doctor assigned by the Employer for the purpose of determining whether or not a claim submitted by the Police Officer is proper, or to determine when any benefits or leave provided for hereunder should be terminated. In the event the Police Officer refuses to submit to such examination, the refusal shall be just cause for terminating all benefits provided by this Article.

Article 19

Funeral Leave

Section 1. In the event of a death of a member of an Employee's or spouse's immediate family (as defined in Section 3.A, an Employee is entitled to up to thirty-six (36) consecutive work hours for funeral leave, providing one day of leave is that of the funeral. This is an independent benefit and shall not be charged to sick leave or vacation account.

Section 2. The Employee may, under the definition of immediate family in Section 3.A, take sick leave as funeral leave in supplemental to the benefit in Section 1, providing one day of leave is that of the funeral and does not exceed thirty-six (36) consecutive hours/working days, unless approved by the Chief of Police.

Section 3. The Chief of Police may authorize additional time off depending upon individual circumstances, but any such additional time off shall be charged to sick leave or compensatory time of the Employee.

Article 20

Other Leaves

Section 1. Leave of absence without pay may be granted to an Employee of the Police Department upon special circumstances which shall be designated by the Chief of Police.

Article 21

Wages

Section 1. Members of the bargaining unit shall receive wages as set forth by the pay scale below.

The parties agree that employees will be compensated in FY17 by moving to the next step from that which they were associated in FY 16.

The parties agree that employees will be compensated in FY 18 by moving to the next step from that which they were associated in FY 17.

Additionally, if an across-the-board pay raise is provided for non-contractual or Fire Department employees in FY 17 or 18 (excluding Director-level staff or adjustments established by the existing pay plan or those imposed by arbitration/election) that exceeds the 2% step increases provided in the pay scale attached; the pay scale shall be adjusted accordingly to reflect the additional pay raise.

The parties agree that in order for an employee to progress to the next step in the plan, they must have at least a satisfactory rating on their most current evaluation.

The parties also agree that if an employee is promoted, they will stay in the same step, but be placed in the program under the appropriate rank.

Police Step Plan FY 17 & 18

Officer			MPO			CORPORAL			SERGEANT		
STI	hourly	salary	STI	hourly	salary	STI	hourly	salary	STI	hourly	salary
1	\$ 16.2390	33,777.19	1			1			1		
2	\$ 16.5638	34,452.73	2			2			2	\$ 19.4976	40,555.01
3	\$ 16.8951	35,141.78	3			3			3	\$ 19.8875	41,366.10
4	\$ 17.2330	35,844.62	4	\$ 19.0266	39,575.35	4			4	\$ 20.2853	42,193.43
5	\$ 17.5776	36,561.51	5	\$ 19.4071	40,366.86	5			5	\$ 20.6910	43,037.30
6	\$ 17.9292	37,292.75	6	\$ 19.7953	41,174.20	6			6	\$ 21.1048	43,898.04
7	\$ 18.2878	38,038.60	7	\$ 20.1912	41,997.68	7			7	\$ 21.5269	44,776.01
8	\$ 18.6535	38,799.37	8	\$ 20.5950	42,837.63	8			8	\$ 21.9575	45,671.52
9	\$ 19.0266	39,575.35	9	\$ 21.0069	43,694.39	9			9	\$ 22.3966	46,584.96
10	\$ 19.4071	40,366.86	10	\$ 21.4271	44,568.27	10			10	\$ 22.8445	47,516.65
11	\$ 19.7953	41,174.20	11	\$ 21.8556	45,459.64	11			11	\$ 23.3014	48,466.99
12	\$ 20.1912	41,997.68	12	\$ 22.2927	46,368.83	12			12	\$ 23.7675	49,436.32
13	\$ 20.5950	42,837.64	13	\$ 22.7386	47,296.20	13	\$ 23.1643	48,181.75	13	\$ 24.2428	50,425.05
14	\$ 21.0069	43,694.40	14	\$ 23.1933	48,242.13	14	\$ 23.6276	49,145.38	14	\$ 24.7277	51,433.56
15	\$ 21.4271	44,568.28	15	\$ 23.6572	49,206.98	15	\$ 24.1001	50,128.29	15	\$ 25.2222	52,462.23
16	\$ 21.8556	45,459.65	16	\$ 24.1303	50,191.12	16	\$ 24.5821	51,130.85	16	\$ 25.7267	53,511.47
17	\$ 22.2927	46,368.84	17	\$ 24.6130	51,194.94	17	\$ 25.0738	52,153.47	17	\$ 26.2412	54,581.70
18	\$ 22.7386	47,296.21	18	\$ 25.1052	52,218.84	18	\$ 25.5753	53,196.54	18	\$ 26.7660	55,673.33
19	\$ 23.1933	48,242.14	19	\$ 25.6073	53,263.21	19	\$ 26.0868	54,260.47	19	\$ 27.3013	56,786.80
20	\$ 23.6572	49,206.98	20	\$ 26.1195	54,328.48	20	\$ 26.6085	55,345.68	20	\$ 27.8474	57,922.53
21	\$ 24.1303	50,191.12	21	\$ 26.6418	55,415.05	21	\$ 27.1407	56,452.60	21	\$ 28.4043	59,080.99
22	\$ 24.6130	51,194.94	22	\$ 27.1747	56,523.35	22	\$ 27.6835	57,581.65	22	\$ 28.9724	60,262.60
23	\$ 25.1052	52,218.84	23	\$ 27.7182	57,653.81	23	\$ 28.2372	58,733.28	23	\$ 29.5519	61,467.86
24	\$ 25.6073	53,263.21	24	\$ 28.2725	58,806.89	24	\$ 28.8019	59,907.95	24	\$ 30.1429	62,697.21
25	\$ 26.1195	54,328.48	25	\$ 28.8380	59,983.03	25	\$ 29.3779	61,106.11	25	\$ 30.7457	63,951.16

LIEUTENANT			CAPTAIN		
STI	hourly	salary	STI	hourly	salary
1			1		
2			2		
3	\$ 23.7934	49,490.27	3		
4	\$ 24.2693	50,480.07	4		
5	\$ 24.7547	51,489.68	5		
6	\$ 25.2497	52,519.47	6	\$ 28.8601	60,029.08
7	\$ 25.7547	53,569.86	7	\$ 29.4373	61,229.67
8	\$ 26.2698	54,641.26	8	\$ 30.0261	62,454.26
9	\$ 26.7952	55,734.07	9	\$ 30.6266	63,703.34
10	\$ 27.3311	56,848.76	10	\$ 31.2391	64,977.41
11	\$ 27.8778	57,985.74	11	\$ 31.8639	66,276.96
12	\$ 28.4353	59,145.45	12	\$ 32.5012	67,602.49
13	\$ 29.0040	60,328.36	13	\$ 33.1512	68,954.55
14	\$ 29.5841	61,534.92	14	\$ 33.8142	70,333.64
15	\$ 30.1758	62,765.63	15	\$ 34.4905	71,740.31
16	\$ 30.7793	64,020.93	16	\$ 35.1803	73,175.12
17	\$ 31.3949	65,301.35	17	\$ 35.8840	74,638.62
18	\$ 32.0228	66,607.38	18	\$ 36.6016	76,131.39
19	\$ 32.6632	67,939.53	19	\$ 37.3337	77,654.02
20	\$ 33.3165	69,298.32	20	\$ 38.0803	79,207.10
21	\$ 33.9828	70,684.28	21	\$ 38.8419	80,791.24
22	\$ 34.6625	72,097.97	22	\$ 39.6188	82,407.06
23	\$ 35.3557	73,539.93	23	\$ 40.4112	84,055.20
24	\$ 36.0628	75,010.73	24	\$ 41.2194	85,736.31
25	\$ 36.7841	76,510.94	25	\$ 42.0438	87,451.03

Section 3. The parties agree that an ongoing analysis of the appropriate pay structure will be maintained by the City and will take into account the standardized set of comparison cities as provided in the 2012-2013 Classification and Pay Study conducted by the City of Sand Springs.

Change to this standardized list may be subject to further negotiations based on extraordinary factors that may present themselves at a future time.

Section 4. The wage provisions of this contract which require the appropriations of monies are subject to the appropriation of adequate and sufficient funds by the City. In the event the City does not appropriate funds for the payment of the wage increase specified by the Fiscal Year 2018, the wage increase provisions for that year shall be deemed null and void without further action by either party to this Agreement. In such event, the City shall waive the fifteen (15) day notification required for negotiations and the parties shall enter into negotiations for the Fiscal Year 2018. The remainder of the Collective Bargaining Agreement shall remain in full force and effect until midnight, June 30, 2018.

Section 5. In the event that an employee is promoted, they will move 10% per rank and be set in the pay plan and rounded to the closest step, except that the rank of Corporal will not be considered a rank for purposes of calculation in regard to an Officer or MPO promoting to a higher rank.

Article 22
Lateral Transfer of New Hires

Section 1. In an effort to increase the number of experienced Police Officer applicants, the Lodge and City agree to an amendment to the existing base compensation program that traditionally requires a new hire to start at Officer Step 1, of the pay plan. This section will allow an experienced Police Officer to start at a pay step greater than Step 1 in the Police Officer pay range. An applicant must meet the following qualifications to be eligible for consideration above Step 1:

- a) The applicant must meet the minimum educational requirement, successfully complete the pre-employment written, oral, background and physical dexterity tests, and successfully complete all medical requirements required by and successfully enter the Oklahoma Pension and Retirement System prior to employment.
- b) The applicant must be certified by the Oklahoma Council on Law Enforcement, Education, and Training (CLEET) prior to employment. If the applicant is from outside the state of Oklahoma, he/she must be able to obtain Oklahoma CLEET certification within six months of initial employment.
- c) Any applicant who meets the above stated criteria may be placed anywhere from Step 1 to Step 5 of the pay range for Police Officer, according to previous law enforcement years of service.
- d) The parties agree that the implementation of this section is for base pay purposes only, and does not in any way impact issues such as seniority, eligibility to test for specialty positions, or other working conditions. Any new Employee hired under the provision of this section shall be required to complete the established probationary period and will be extended the collective bargaining rights and benefits as any other new hire would receive it. This section shall not override any other provision of the existing labor agreement.
- e) Any Certified Police Officer currently on regular employment status that has had prior employment as a Certified Police Officer with any other law enforcement agency and would have qualified for a Lateral Transfer at their time and date of hire, will have the number of previous years, to a maximum of five (5) years at the previous law enforcement agency, added to their pay scale.

Article 23 **Longevity**

Section 1. Each Employee with one (1) or more years of continuous service shall, at the beginning of the second year (2nd) of employment, receive longevity pay in the amount of ten dollars (\$10.00) per month for each year of service. Each Employee shall thereafter receive an additional ten dollars (\$10.00) per month for each year of additional service thereafter for a maximum of 25 years.

Section 1. Each Employee with one (1) or more years of continuous service shall, at the beginning of the second year (2nd) of employment, receive longevity pay in the amount of ten dollars (\$10.00) per month for each year of service. Each Employee shall thereafter receive an additional ten dollars (\$10.00) per month for each year of additional service thereafter for a maximum of thirty (30) years.

Article 24 **Overtime and Call Back**

Section 1. As a condition of employment, Employees may be required to work overtime.

Patrol Division: For purposes of computation of overtime compensation, overtime shall mean actual hours worked in excess of eighty (80) hours in a fourteen (14) day work period. Vacation, compensatory time used and holiday pay shall be computed as hours worked. Sick leave shall be computed as hours worked provided that sick leave is not used three (3) calendar days before, or after, additional hours are worked.

Other Divisions: For purposes of computation of overtime compensation, overtime shall mean actual hours worked in excess of forty (40) hours in a seven (7) day work period. Vacation, compensatory time used and holiday pay shall be computed as hours worked. Sick leave shall be computed as hours worked provided that sick leave is not used three (3) calendar days before, or after, additional hours are worked.

Overtime shall be paid at one and one-half (1 1/2) times the Employee's regular rate of pay, as defined by the Department of Labor Regulations, Fair Labor Standards Act.

Section 2. A member of the bargaining unit shall receive a minimum of two (2) hours pay when working special events or other scheduled additional duty, or when testifying in court. Premium pay, with three (3) hours being minimum, at one and one-half (1 1/2) times the Employee's regular rate of pay shall be paid for all hours worked when the Employee is called back to work due to an emergency.

If more than one call back is worked during the same three hour period, the Employee is only entitled to one three (3) hour's call back pay, In the event an employee is required to work in excess of the minimum hours listed above in this section, the additional time will be paid at a rate consistent with Section 1 of this article.

For the purposes of compensation, call back time begins when the initial call is made to the Employee, and the call back period ends when the employee leaves his/her work site. In the instance travel time to the work site exceeds thirty (30) minutes, a maximum of thirty (30) minutes travel time will count as paid time.

Section 3. In lieu of cash payment for overtime hours worked, Officers may elect compensatory time. This option must elect either comp time or overtime pay, and may not be split between the two compensation methods. Such election must be made in writing when submitting hours worked for payroll computation. Officers will accrue one and one-half times (1½) the actual overtime hours worked for compensatory time. Accrual must be in no less than 15 minute increments and must be taken in no less than 15 minute increments. Maximum accrual is 150 hours from July 1 through June 30.

Compensatory time may be taken at any time as long as such does not impede Police Department operations. Requests for compensatory time must be made in writing and approved by the Chief of Police or his designee.

Hours accrued for compensatory time, but not expended by June 30 each year, will be converted to a cash payment to the Officer at the Officer's current straight time rate and will be paid at the time of payment for services rendered up to June 30th.

Compensatory time cannot be carried forward to the next fiscal year.

Article 25

Officer In Charge Differential

Section 1. Except as hereinafter provided, any Officer who performs the duties of shift supervisor for two or more shifts per pay period in the absence of the Sergeant or Lieutenant, shall be paid a nine dollar (\$9.00) per shift differential. This shall be retroactive to the first shift worked.

Section 2. Any Corporal who performs the duties of a Lieutenant for two or more shifts per pay period in the absence of the Sergeant and Lieutenant, shall be paid a twelve dollar (\$12.00) per shift differential. This shall be retroactive to the first shift worked.

Section 3. Any Sergeant or Lieutenant who performs the duties of Captain for two or more shifts per pay period in the absence of the Captain, shall be paid a twelve dollar (\$12.00) per shift differential. This shall be retroactive to the first shift worked.

Section 4. Any Sergeant who performs the duties of a Lieutenant for more than sixty (60) calendar days (including all days off) shall qualify for shift differential pay, as set forth in Section 1 of this Article, retro-active to the first shift worked.

Article 26

Anniversary Date

Section 1. The Employee's anniversary date shall be the date of that Employee's regular employment with the City of Sand Springs as a police officer.

Article 27

Police Science Education Increase

Section 1. Members of the bargaining unit hired before July 1, 1992, who satisfactorily complete sixty (60) hours of credited academic work at a university or college accredited by the North Central Association of Colleges and Schools or another regional accreditation, or as approved by the Chief of Police, may, upon recommendation by the Chief of Police, receive a sixty dollar (\$60.00) salary increase without reference to their normal anniversary date.

Section 2. Police Officers who receive a Bachelor of Science degree from a college or university accredited by the North Central Association of Colleges and Schools, or another regional accreditation, or as approved by the Chief of Police, may receive, upon recommendation of the Chief of Police, a one hundred dollar (\$100.00) per month increase without reference to their normal anniversary date.

Police Officers who receive a Masters degree from a college or university accredited by the North Central Association of Colleges and Schools, or another regional accreditation, or as approved by the Chief of Police, may receive, upon recommendation of the Chief of Police a two hundred dollar (\$200.00) per month increase without reference to their normal anniversary date.

Police Officers who receive a Doctorate degree from a college or university accredited by the North Central Association of Colleges and Schools, or another regional accreditation, or as approved by the Chief of Police, may receive, upon recommendation of the Chief of Police, a two hundred fifty dollar (\$250.00) per month increase without reference to their normal anniversary date.

Section 3. Members of the bargaining unit hired after July 1, 1992, shall not receive the Criminal Justice/Police Science education increase provided for in Section One hereof.

Article 28 **Insurance**

Section 1. The City will provide a group insurance plan for bargaining unit members.

Section 2. The City shall contribute toward the monthly premium of the select (basic) plan for insurance as follows, for higher level plans, the employee will be responsible for the difference in premium:

Employee Coverage:	Health	75%
	Dental	100%
	Life	100%
Dependent Coverage:	Health	75%
	Dental	0%
	Life	0%

Section 3. Members of the bargaining unit agree to contribute toward the monthly premium for insurance as follows:

Employee Coverage:	Health	25%
	Dental	0%
	Life	0%
Dependent Coverage:	Health	25%
	Dental	100%
	Life	100%

Section 4. The City will provide a long term disability plan for bargaining unit members. The City will pay 100% of the premiums associated with this plan.

Article 29 **Payment on Back Claims**

Section 1. Back wages shall be paid to any Employee upon a finding that said Officer is entitled thereto in such amounts as may be determined through the grievance procedure.

Section 2. Claims for back pay or wages shall equal the amount of pay or wages the Officer would otherwise have earned at the Officer's regular wage or pay rate plus the Prime Lending Rate + 1% as set in the Wall Street Journal on the day of reimbursement calculated as simple interest, not to exceed 5%..

Section 3. The provision shall not apply to increased pay or other monetary increase pursuant to the terms of this Agreement.

Article 30
Clothing/Cleaning Allowance

Section 1. Effective July 1, 2016, all Police Officers covered by this Agreement, and upon twelve (12) months of service, will be allowed an annual allowance of one thousand two hundred seventy-five dollars (\$1,275.00) payable bi-annually at the rate of six hundred thirty-seven dollars and fifty cents (\$637.50) for the purchase and cleaning of uniforms, clothing and equipment. When an Officer completes twelve (12) months of service within a month other than January or July, the Officer will receive allowance pro-rated to the next payment date.

Effective July 1, 2017, all Police Officers covered by this Agreement, and upon twelve (12) months of service, will be allowed an annual allowance of one thousand five hundred dollars (\$1,500.00) payable bi-annually at the rate of seven hundred and fifty dollars (\$750.00) for the purchase and cleaning of uniforms, clothing and equipment. When an Officer completes twelve (12) months of service within a month other than January or July, the Officer will receive allowance pro-rated to the next payment date.

Section 2. Uniforms or clothing damaged in the line of duty may be replaced upon written request to the Chief of Police. Upon determination by the Chief of Police that the request is proper and justified in accordance with this Article, the damaged item will be replaced without regard to the Police Officer's annual clothing allowance.

Section 3. Any Officer who completes twelve (12) years of continuous service with the City of Sand Springs may elect to have the clothing/cleaning allowance added to base wages. It is the responsibility of the Officer to notify the Chief of Police by inter-office correspondence when said Officer wishes to exercise this right, and this notification must be submitted thirty (30) days prior to the effective date.

Article 31
Destruction of Officer's Property

Section 1. The City agrees to replace or repair an employee's personal items that may become damaged, stolen or lost in the line of duty with an equivalent item up to a maximum of \$500.00 for any one (1) incident. These items are not limited to clothing or uniform items. Items damaged, stolen or lost by the employee's negligence shall not be replaced. The employee shall complete a claim form as provided by the employer for the replacement or repair of a damaged, lost or stolen item. In the event an employee's loss exceeds \$500.00, the employee may submit a claim for reimbursement to the Chief of Police, which shall be entitled to reasonable consideration. Damage to cell phones in the line of duty shall be limited to \$100.00.

Section 2. An Officer shall be required to provide the City with a written estimate of repair, replacement or reimbursement of the damaged, destroyed, stolen or lost personal property.

Section 3. An Officer shall also be required to submit to the Chief of Police a written statement concerning the circumstances surrounding the damaged, destroyed, stolen or lost personal property.

Article 32 Weapons

Section 1. All Police Officers covered by this agreement will be issued one sidearm.

Section 2. Weapons damaged in the line of duty will be repaired or replaced upon written request to the Chief of Police and approved by the City Manager.

Section 3. Weapons lost, stolen or damaged due to gross neglect of any Employee shall be replaced/repared at the personal expense of the Employee(s) responsible for the damage, loss or theft. The Employee to whom the weapon is issued shall be presumed to be the responsible party for such damage or loss in the event of an unsatisfactorily explained loss or damage.

Section 4. Except as otherwise provided herein, upon termination of employment, voluntarily or involuntarily, the Officer will return the weapon to the City prior to receiving the last compensation check.

Section 5. As additional compensation Officers, after serving a minimum of twenty (20) years in the law enforcement field, the last ten (10) years which shall be served with the Sand Springs Police Department, shall upon retiring from the Sand Springs Police Department be allowed to retain their issued sidearm.

Article 33 Vehicle Take Home Program

Section 1. The Employer agrees to allow qualifying regular full-time members of the bargaining unit to drive Police vehicles to and from work, with the following restrictions:

- a) The Officer must reside within 25 miles of the Police Department.
- b) All Officers hired after July 1, 2010, shall reside within the fence line of the City.
- c) The right to drive vehicles to and from work is subject to the availability of vehicles and is subject to modification upon budgetary restraints and negotiations with the F.O.P.
- d) Vehicles used as provided by this article shall not be used for personal, off-duty activities except to drive to and from second jobs wherein the vehicle will be located within the City limits of Sand Springs during the second employment.
- e) Any Officer participating in this program must carry a device, as authorized by the Chief, to provide for emergency contact, with response to emergencies as directed by the Chief.

- f) If an Officer participating in the take-home program resides within the City fence-line, the take home privilege will not be subject to modification (except for disciplinary reasons).
- g) An exception to any restrictions in this article may be made by the Chief of Police for the purpose of accommodating members who have special response responsibilities such as SWAT, MAITS or Meth Lab Cleanup. The Chief of Police will be the sole and final authority in regard to this provision.

Article 34
Prevailing Rights

Section 1. All rules, regulations, fiscal procedures, working conditions, departmental practices and manner of conducting the operation and administration of the Police Department currently in effect on the effective date of this Agreement shall be deemed a part of this Agreement unless and except as modified or changed by the specific terms of this Agreement.

Article 35
Duration of Agreement

Section 1. This Agreement shall be effective as of **July 1, 2016**, and shall remain in effect through midnight **June 30, 2018**.

Section 2. Provided however, this Agreement shall continue from year to year and be automatically extended for one year terms unless 15 days prior written notice of bargaining is given by either party.

SIGNATURE PAGE

CITY OF SAND SPRINGS

Mike Burdge, Mayor

Date: _____

ATTEST:

Janice Almy, City Clerk

APPROVED AS TO FORM:

David L. Weatherford, City Attorney

FRATERNAL ORDER OF POLICE

Kristie Behar-Dahl, President

Date: _____

ATTEST:



CITY OF SAND SPRINGS

100 E. Broadway St. • P.O. Box 338 • Sand Springs, Oklahoma 74063
Phone: 918.246.2500 • sandspringsok.org

**CITY OF SAND SPRINGS
COUNCIL/AUTHORITY STAFF REPORT
MEETING DATE: March 28, 2016**

SUBJECT:

WASTEWATER TREATMENT PLANT BELT FILTER PRESS REBUILD

STAFF RECOMMENDATION:

Authorize the expenditure to Compositech / Sernatech Filters in the amount of \$124,305.52 for the refurbishment of a SernaTech model NGX 2 meter belt filter press.

BACKGROUND AND HISTORY:

The Wastewater Treatment Plant (WWTP) belt filter press (BFP) is the primary method for wastewater sludge (solids) handling. Therefore it is critical for the daily operations of the WWTP. The BFP basically squeezes out water from the sludge so that it can be disposed of as efficiently as possible. The WWTP BFP is 16 years old and is used constantly and heavily for sludge disposal, and is currently experiencing various mechanical issues due to age and wear. Compositech / Sernatech Filters performed a detailed inspection of the BFP and submitted an itemized quote for its refurbishment. They also submitted a quote for a new BFP for comparison purposes; a comparable, new BFP was quoted for \$295,000, not including freight and installation.

Compositech / Sernatech Filters is the sole source for O.E.M. replacement and proprietary parts. Other BFP businesses were contacted to determine if another rebuild company was an option. Each company declined to work on this particular BFP due to the unavailability of non-O.E.M. replacement parts. But in order to insure that pricing was fair, we requested a quote to rebuild a comparable BFP from Environmental Machines & Services (EMS) LLC based in Houston, Texas, for comparison purposes. EMS submitted an estimate of \$149,000.

City staff has reviewed the proposals and determined that refurbishing the existing BFP to like-new condition would be the most cost effective option. The Public Works Advisory Committee reviewed this item at their regular meeting on 3-22-2016.

BUDGETARY IMPACT:

Item was budgeted for FY16 in the WW Capital Outlay / Improvements account.

COMPILED BY: Ken Boswell

PRESENTED BY: Derek Campbell

ATTACHMENTS:

- (a) Vendor Quote
- (b) Vendor Sole Source Letter
- (c) Current City Budget Account Information Summary

attachment (a)



Quote

P.O. Box 2673
Pearland, TX 77588

Date	Estimate #
7/7/2015	05281053

Name / Address
City of Sand Springs, OK 8700 W 21st Street Sand Springs, OK 74063

Rep
JW

Item	Description	Qty	U/M	Cost	Total
60116252a	Blade, Sernagiotto Doctor, UHMW-PE, for 2.0 M Greenland Press, SEM 2000	2		120.00	240.00
60112325	Seal, Andritz Gravity Zone Sidewall, Red Molded Urethane, 4" wide X 164" (13'-8") long, P/N DMM9264B, 10146	2	ea	180.00	360.00
60112553	Seal, Andritz Gravity Zone Distribution Chute Transversal, Red Molded Urethane, 10" wide X 86" (7'-2") long, 10147, 20251	1		195.00	195.00
60115156	Seal, Andritz Shower Box, Red Molded Urethane, 3" wide X 90" (7'-4") long, 10148, 042000-325156	8		98.00	784.00
60112554	Seal, Andritz Wedge Zone, Red Urethane, 4" wide X 84" (7') long X 1/8" thick, with 3/8" Holes, 10145	1		59.00	59.00
60118510RH	Plow, Right Hand (Chicane), with Replacement Shoe, CC 89005256093, MSD Stock # 59038	36	ea	69.50	2,502.00
60118515LH	Plow, Left Hand (Chicane), with Replacement Shoe, CC 89005256094, MSD Stock #59039	27	ea	69.50	1,876.50
042820-550454	Belt, Sernatech 2.0 Meter NGX Upper Belt, 82.7" X 454.2", GH 24, Small Stainless Steel Clipper Seam	1	ea	1,205.65	1,205.65
042820-550803	Belt, Sernatech 2.0 Meter NGX Lower Belt, 82.7" X 803.1", GH24, Small Stainless Steel Clipper Seam	1		2,133.95	2,133.95
60310010	Roller, Drive Roller, Rubber Covered, SEW Eurodrive Shaft Assembly, 2.0 Meter NGX	1	ea	12,500.00	12,500.00
042800-150220	Bearing, 100mm, 22220CC/W33	2		375.00	750.00
10860515	Double Lip Seal Set, TSN 220 A	3	ea	145.00	435.00
60310003	Roller, Tension Roller, Nylon Coated, 2.0 Meter NGX	2	ea	10,500.00	21,000.00
60310005	Roller, Guide Roller, 240MM O.D., Nylon Coated, 2.0 Meter NGX	1	ea	8,950.00	8,950.00
042800-150212	Bearing, SKF, 60mm, 22212CC/W33	6		225.00	1,350.00
10860511	Set, Double Lip Seal, SKF 212 G Seal, 2 Halves per Set	6		75.00	450.00
SV-30-7	Paddle, Palm Tracking, 304SS, Compositech Upgrade to JUD System (Paddle Only/Valve Not Included)	2	ea	320.00	640.00
Thank you for your business.				Total	



Quote

P.O. Box 2673
 Pearland, TX 77588

Date	Estimate #
7/7/2015	05281053

Name / Address

City of Sand Springs, OK
 8700 W 21st Street
 Sand Springs, OK 74063

Rep

JW

Item	Description	Qty	U/M	Cost	Total
042000-420090	E260 Steering Valve, Stainless Steel	2		1,415.00	2,830.00
ITEM	Drive, SEW Eurodrive, Model K87 Gearbox with DRE132 Motor Mounted, Complete for 2 Meter S8 NGX	2		6,191.21	12,382.42
ITEM	Assembly, Lower Gravity Wedge Assembly, Modified 2.0 Meter NGX Wedge Assembly, Assembly Consisting of Lower Wedge Structure (304SS), Slide In Style Wear Strips (UHMW), Brackets Required for Modification.	1		8,562.00	8,562.00
ITEM	Assembly, Upper Gravity Wedge Assembly, Modified 2.0 Meter NGX Wedge Assembly, Assembly Consisting of Upper Wedge Structure (304SS), Slide In Style Wear Strips (UHMW), Brackets Required for Modification.	1		6,750.00	6,750.00
On-Site Mainten...	Field Service Crew to perform on-site contract services, 4 Technicians and 1 Supervisor, 5 Days to Complete Replacement of Above Parts. Travel and Expenses Included. City of Sand Springs will be responsible for getting materials and equipment to the filter floor.	1	ea	32,500.00	32,500.00
Freight-Expense	Freight Expense, Shipping of all parts and equipment. Estimated Pricing, Actual Costs May Vary 8 - 12 Weeks ARO	1		5,850.00	5,850.00
Thank you for your business.			Total		\$124,305.52

attachment (b)



P. O. BOX 2673 PEARLAND, TEXAS 77581 TEL: (281) 648-3557 FAX: (281) 648-4515

City of Sand Springs
100 E. Broadway St.
Sand Springs, OK 74063

March 10, 2016

Attn: Scott Lavers

Sole Source Memo

This letter is to inform you that Composittech / Sernatech was the manufacturer of the Sernatech 2000 S8 - NGX belt press, Serial Number 60406360020001, located in your sludge processing facility and that Composittech is the sole source for O.E.M. replacement parts for these units.

Rebuild Proprietary Parts

This is to inform you that Composittech / Sernatech has proprietary parts on your 2000 S8 – NGX that will be replaced during the rebuild of your unit. The Wedge Section Upgrade and all Bearing Housing Assemblies utilize proprietary parts in this application. Changes to this system utilizing parts that are not exact replacement will diminish the reliability and function of the Belt Filter.

Best regards,

A handwritten signature in black ink, appearing to read 'Jeffrey P. Knauss', written in a cursive style.

Jeffery P. Knauss
President
Composittech, Inc.

attachment (c)

Mar 22, 2016 8:41:24 AM CDT

File Edit Commands Help

SUNGLARD PUBLIC SECTOR NavLine

470-9240-433 40-05

- Account miscellaneous
- Budget miscellaneous
- Encumbrances
- Pre-encumbrances
- Transactions
 - Detail by date
 - Detail by code
 - Detail by year & p
 - Pending by date
 - Pending by code
 - Pending by year
 - Procurement card

Print

Cancel

Exit

Previous acc...

Next account

2015

2017

Account activi...

Pending trans...

Images

Budget alloca

Account information

Capital Outlay / Building & Improvements
 Fiscal year: 2016 Dr
 Budget: 12,416,445.00
 Committed: 6,726,405.49
 Balance: 5,690,038.51

Project Data

Project Entry	Required	Total
471204	WWTP Improvemen	103,866.20
471503	WWTP Constructi	400,000.00
471601	WWTP Belt Filte	166,488.00
479502	WWTP Improvemen	5,019,684.31

Account Balance by Period

Period/Month	Actuals	Cumulative Totals
01 July	.00	.00
02 August	809,701.59	809,701.59
03 September	862,160.04	1,671,861.63
04 October	754,719.22	2,426,580.85
05 November	1,833,044.70	4,259,625.55

Payment information

Vendor	Total
FORT BEND SERVICES INC	21,412.00
FASTENAL	860.39
KINNUNEN SAFETY AND SUPPLY	22,025.41
RUHRPUMPEN INC	8,785.00
ORI ENVIRONMENTAL	6,600.00
VARA CORP LLC	23,863.00

Encumbrances

PO #	Vendor	Balance
160054	FASTENAL	.00
160471	RUHRPUMPEN INC	.00
160486	FORT BEND SERVICES IN	.00
160489	ORI ENVIRONMENTAL	.00
160583	VARA CORP LLC	.00
160596	KINNUNEN SAFETY AND S	.00
160725	KINNUNEN SAFETY AND S	.00

Pre Encumbrances

Type	Req/PO	Project	Balance
RQ	0000027081	471204	24,000.00

Segment/Balance Details

Segment	Balance
Fund 470	Capital Impr W & WW Fund
Department 92	Wastewater
Division 40	Treatment
Activity basic 43	Public Works
Sub activity 3	Wastewater
Element 40	Capital Outlay
Object 05	Building & Improvements

Item	Balance
Original Budget	380,000.00
Revised Budget	12,416,445.00
Current expenditures	2,275.02
YTD expenditures	6,698,031.47
Unposted expenditures	.00
Encumbrances	2,100.00
Unposted encumbrances	.00



CITY OF SAND SPRINGS

100 E. Broadway St. • P.O. Box 338 • Sand Springs, Oklahoma 74063
Phone: 918.246.2500 • sandspringsok.org

**CITY OF SAND SPRINGS
COUNCIL/AUTHORITY STAFF REPORT
MEETING DATE: March 28, 2016**

SUBJECT:

WATER TREATMENT PLANT HIGH SERVICE PUMP REBUILD

STAFF RECOMMENDATION:

Authorize the expenditure to Ruhrpumpen in the amount of \$25,765 for the refurbishment of a high pressure, 700 gallon per minute, vertical 5 stage Southern Pump, model 121CA-5.

BACKGROUND AND HISTORY:

The Water Treatment Plant (WTP) high service pump (HSP) #4 is out of service due to pump failure. Ruhrpumpen completely disassembled and inspected the pump and submitted a detailed refurbishment quote of \$25,765. Ruhrpumpen also quoted a new pump replacement price of \$41,554 for comparison purposes. City staff has reviewed the proposals and determined that refurbishing the existing pump to like-new condition would be the most cost-effective option.

Ruhrpumpen is an international company that manufactures and services fluid handling equipment. Their location in Tulsa is equipped with a large, full-service, high quality repair facility that can meet very tight clearance and tolerance levels that are critical for large, high pressure pumps. The City of Sand Springs has used Ruhrpumpen for pump rebuilds previously with excellent results. Many area municipalities, including the City of Tulsa, rely on Ruhrpumpen's expertise and quality for their pump and motor rebuild needs.

The Public Works Advisory Committee reviewed this item at their regular meeting on 3-22-2016.

BUDGETARY IMPACT:

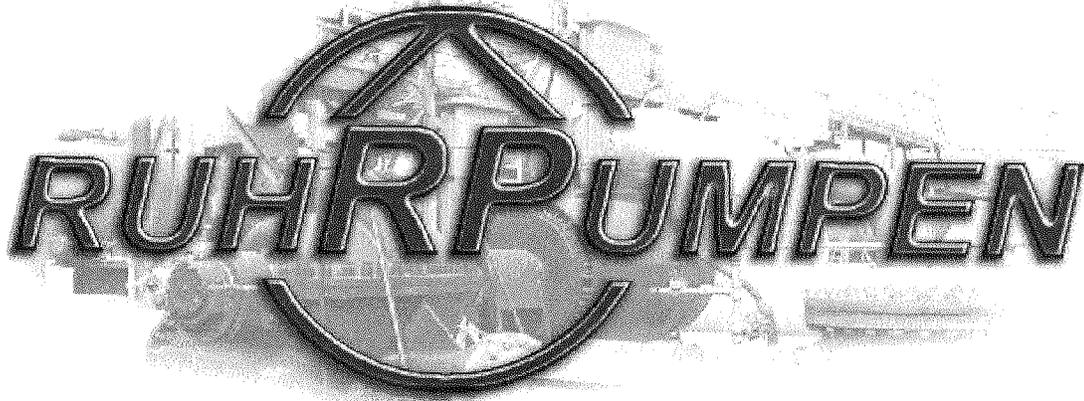
Funds are available in the Capital Outlay / WTP Improvement Project.

COMPILED BY: Ken Boswell

PRESENTED BY: Derek Campbell

ATTACHMENTS:

- (a) Vendor Quote
- (b) Current City Budget Account Information Summary



Tulsa Service Center
4501 South 86th East Avenue
Tulsa, Oklahoma 74145

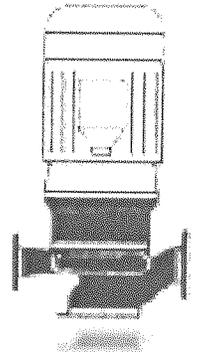
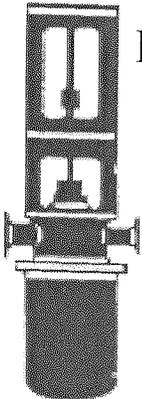
Scope and Quote

City of Sand Springs
Sand Springs OK

121CA-5 stage
S/N J1403/20394

2 February 2016

Revised to include New Pump Quote 21 March 2016



Ruhrpumpen was commissioned to arrange crane, transportation, and the removal of the pump. Pump was pulled on 1/19/2016 and brought to Ruhrpumpen. The pump had several tags from various pump companies affixed to the pump. The bowl assembly had a tag referencing it as: Southern Pump and Filter Co, Model 121CA-5, s/n J1403/20394, last line of tag is assumed to be date of manufacture 10/14. On the nozzle head was an additional pump tag: Central Pump 5329. The reason for pulling the pump at this time was a combined low performance and high vibrations.

Pump has been completely disassembled, cleaned, and inspected. The 5 stage bowl assembly consisted of 12" cast iron bowls utilizing enclosed stainless steel impellers and bronze bearings. Pump was found to have excessive bearing/shaft clearance throughout which is the possible cause of vibration. The impeller to case wearing clearance is approximate 10x greater than industry standard new clearances. This type of clearance results in low performance and also possible vibration issues.

Pump shaft (1)

Pump shaft is a lock collet design shaft of stainless steel material. Shaft has moderate to heavy wear in bearing journals.

Scope of work

1. Supply new 416SST pump shaft

Suction bell (1)

Suction bell is cast iron design and includes qty 1 bronze bearing and an impeller wear area which both of which are worn oversize approximate 1/8". Register fit to bowl is within industry standards.

Scope of work

1. Machine wear area to accept wear ring area
2. Supply and install new case ring
3. Supply and install new bronze bearing
4. Clean and prep for assembly

Impeller (5)

Impellers are an enclosed design of a stainless steel material with collet mounting. Impeller wear areas have slight radial grooving but no measurable wear. Impeller bores and vane passages are in good condition.

Scope of work

1. Hand blend vane passages and eye areas
2. Polish wear rings areas
3. Dynamic balance to 4W/N

Series bowls (5)

Series bowls are cast iron material with one bronze bearing each and one impeller wear area. Both the bearings and the impeller wear areas have approximate 1/8" of wear. Bowl vanes have slight deterioration.

Scope of work

1. Machine wear area to accept wear ring
2. Supply and install case ring
3. Supply and install new bronze bearing
4. Polish vanes
5. Clean and prep for assembly

Top bowl (1)

Top bowl is a cast iron material with two bearings installed. The bottom bearing is a sleeve bearing and the top bearing threads into the top side of the case. Both bearings have near 1/8" wear.

Scope of work

1. Supply and install new sleeve bearing
2. Machine ID of threaded bearing oversize
3. Install bronze sleeve bearing in the threaded bearing

Column pipes (2)

Currently the column pipe is 2 sections at 113.5" and 117" lengths respectively. The 2 columns had to be cut where they thread into the bowl and nozzle head respectively as they were impossible to unthread. The connection between the 2 columns is flanged. These flanged portions are in good condition. The existing one bearing assembly is a bronze housing with rubber bearing. The bearing was found to be oversize.

RPI prefers a maximum column length off of the bowl of 60". The flexibility of the rubber bearings and the longer bearing spans originally supplied amplifies the shaft's lack of stability as the bearings in the bowls and columns begin to wear. It is RPI's opinion that this shorter length of 60" adds to the stability of the shafting thus extending the life of the pump. This scope will change the bottom column length from a 113.5" column to 2 equal length columns of 60". This modification will also add an additional bearing at the new flange connection. The top column piece now can be shortened by 6.5" due to the longer combined sections of the now 2 lower columns being 60" each.

Scope of work

1. Cut bottom column into one piece 60" long
1. Machine bottom column concentric and parallel
2. Supply new intermediate flanged column at 60"
3. Cut top column section to 110.5" machine concentric and parallel;
4. Supply 2 new spiders and rubber bearings

Column shafts (2)

Column shafts have considerable wear at the bearing journals.

Scope of work

1. Supply new stainless shafting

Discharge Head (1 qty)

Discharge head is cast iron head with register fits for the motor and stuffing box. Register fit to motor was found to be in good condition and meet NEMA standard requirements. Bottom mounting plate of the head has considerable amount of rust. Register fit to accept stuffingbox was in good condition. However, the clearance between the stuffingbox and nozzle head was excessive.

Scope of work

1. Skim base mounting of head to clean up
2. Clean and prep for assembly

Stuffing box (1 qty)

Pump incorporates cast iron stuffing box. As noted above the clearance between the nozzle head and the stuffingbox is excessive. Box includes a bronze bearing that is worn oversize. Box is heavily corroded in the packing area.

Scope of work

1. Machine packing bore
2. Coat with polymer filler material (Belzona 1111)
3. Machine packing area to size
4. Machine register fit undersized
5. Supply and install a stainless steel fit ring
6. Supply and install new bronze bearing and set of packing
7. Clean and prep for assembly

Bolting and Hardware

Majority of the bolting is stainless steel. Both the stainless steel and the plated bolting are in good condition.

Scope of work

1. Clean the original stainless and reuse
2. Replace non-stainless hardware with stainless steel

Paint and assembly

Scope of work

1. Sand blast to near white finish and paint with potable water approved:
 - 2 part epoxy, Amerlock 2/400, 8-10 mils dft, color white
 - a. OD--bowl assembly
 - b. ID/OD--column pipe
 - c. OD--stuffingbox
 - d. ID/OD--nozzle head
2. Assemble pump

**ALL PARTS NOT LISTED WILL BE CLEANED,
REPAIRED AND REUSED**

QTY	Description
1	Bearing, bottom case-bronze
5	Bearing, series case-bronze
1	Bearing top case-bronze
1	Pump shaft-416sst
2	Column shaft-416sst
2	Spider assembly-bronze with rubber bearing insert
1	Bearing-stuffingbox
1 set	Packing- non-asbestos
1 set	Hardware for pump-stainless steel
1 set	Gaskets including discharge flange and stuffing box.

Pricing

Refurbishment: Pricing includes all work to disassemble, clean, power wash, sand blast, inspect plus the labor and materials to repair/replace parts as defined above.

\$ 25,765.00 Delivery 4-5 standard weeks ARO

New Pump: Budgetary pricing for complete unit to replace the Model 121CA-5, s/n J1403/20394,

\$ 41,554.00 Delivery 22-28 standard weeks ARO

Pictures attached separately

All freight charges will be Prepaid and Add plus 15 %
Ex works Tulsa Service Center
Standard Ruhrpumpen, Inc. Terms and Conditions apply.
All unused parts will be discarded at time of shipment unless otherwise specified

attachment(b)

Mar 22, 2016 7:49:45 AM CDT

File Edit Commands Help

SUNGARD PUBLIC SECTOR NavLine

470-9140-432.40-11

- Account miscellaneous
- Budget miscellaneous
- Encumbrances
- Pre-encumbrances
- Transactions
 - Detail by date
 - Detail by code
 - Detail by year & p
 - Pending by date
 - Pending by code
 - Pending by year
 - Procurement car

Print

Cancel

Exit

Previous acc...

Next account

2015

2017

Account activi...

Pending trans...

Images

Budget alloca

Account information

Capital Outlay / Wtr Dist & WW Coll Syst
 Fiscal year: 2016 Dr
 Budget: 222,706.00
 Committed: 7,809.25
 Balance: 214,896.75

Project Data

471001	WTP Influent Va	50,000.00
471003	WTP Chlorine Cr	.00
471005	WTP Clarifier D	.00
471103	WTP Chlorine Co	50,000.00
471106	WTP Ferric Tank	.00
471107	WTP N HSPS Valv	.00
471203	WTP Improvement	104,896.75
471603	WTP Backwash Im	10,000.00

Account Balance by Period

Period/Month	Actuals	Cumulative Totals
01 July	.00	.00
02 August	.00	.00
03 September	1,209.05	1,209.05
04 October	.00	1,209.05
05 November	.00	1,209.05

Payment information

Vendor	Total
LOCKE SUPPLY	1,209.05
LIGHTING INC	6,600.20

Encumbrances

PO #	Vendor	Balance
160072	LOCKE SUPPLY	.00
160582	LIGHTING INC	.00

Pre Encumbrances

Type	Req/PO	Project	Balance
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Segment/Balance Details

Field	Value	Field	Value
Fund	470	Capital Impr W & WW Fund	
Department	91	Water	
Division	40	Treatment	
Activity basic	43	Public Works	
Sub activity	2	Water	
Element	40	Capital Outlay	
Object	11	Wtr Dist & WW Coll Syst	

Original Budget	60,000.00
Revised Budget	222,706.00
Current expenditures	.00
YTD expenditures	7,809.25
Unposted expenditures	.00
Encumbrances	.00
Unposted encumbrances	.00



CITY OF SAND SPRINGS

100 E. Broadway St. • P.O. Box 338 • Sand Springs, Oklahoma 74063
Phone: 918.246.2500 • sandspringsok.org

CITY OF SAND SPRINGS
COUNCIL/AUTHORITY STAFF REPORT
MEETING DATE: March 28, 2016

SUBJECT:

**South 113th West Avenue Widening, Phase I
(from SH-51 to at least the 3300 block of South 113th West Avenue)
Amendment No. 1 to the Engineering Agreement with Keithline Engineering Group,
PLLC**

STAFF RECOMMENDATION:

Approve the proposed Amendment No. 1 to the Engineering Agreement with Keithline Engineering Group, PLLC for design of the South 113th West Avenue Widening (from SH-51 to at least the 3300 block of South 113th West Avenue) project.

BACKGROUND AND HISTORY:

Over the last several years, the City of Sand Springs has been successful in making application through the Indian Nations Council of Governments (INCOG) for Urbanized Area Surface Transportation Funds (STP) for construction of roadway widening and improvements to South 113th West Avenue between SH-51 and 41st Street. Project components include a new 3-lane pavement section, including select intersection improvements, curb and gutter, sidewalks with ADA access ramps, drainage system, waterline relocation, new driveways, signing, and traffic markings in accordance with ODOT and City of Sand Springs specifications. For purposes of funding and design, the overall project was submitted in three phases: Phase I (SH-51 south to the 3300 block), Phase II (3300 block south to the 3500 block), Phase III (3500 block south to 41st Street).

Within the limits of Phase I, the intersection of West 32nd Street and South 113th West Avenue, has long been a point of peak hour combined school and residential commuter traffic congestion. The original Engineering Agreement for this phase included a traffic signal warrant study at this intersection to determine if actual traffic conditions support the installation of traffic signals at this location. Keithline Engineering Group enlisted the services of Traffic Engineering Consultants to conduct the traffic warrant study which supported the recommendation for signal installation.

EXECUTIVE SUMMARY

Having met the warrants for traffic signal installation and with the roadway design for Phase I nearing completion, staff has met with the consultant to discuss this intersection in further detail. Keithline Engineering Group, PLLC has since prepared the attached Amendment No. 1 to the Engineering Agreement in the amount of \$17,650.00 for design services in support of the recommended intersection improvements. The scope of the work covered by this amendment consists of design of:

1. The design and integration of a concrete typical section into the plans for the tee intersection at 32nd Street and South 113th West Avenue (improved wear for the heavy school bus turning movements).
2. Traffic Signal Design at 32nd Street and South 113th West Avenue by subconsultant, Traffic Engineering Consultants.

This item was reviewed with PWAC at their March 22, Meeting.

BUGETARY IMPACT:

This project is funded in the Street Improvement Fund (see attached Budget Sheet).

COMPILED BY: Cody D. Blair
Assistant City Engineer

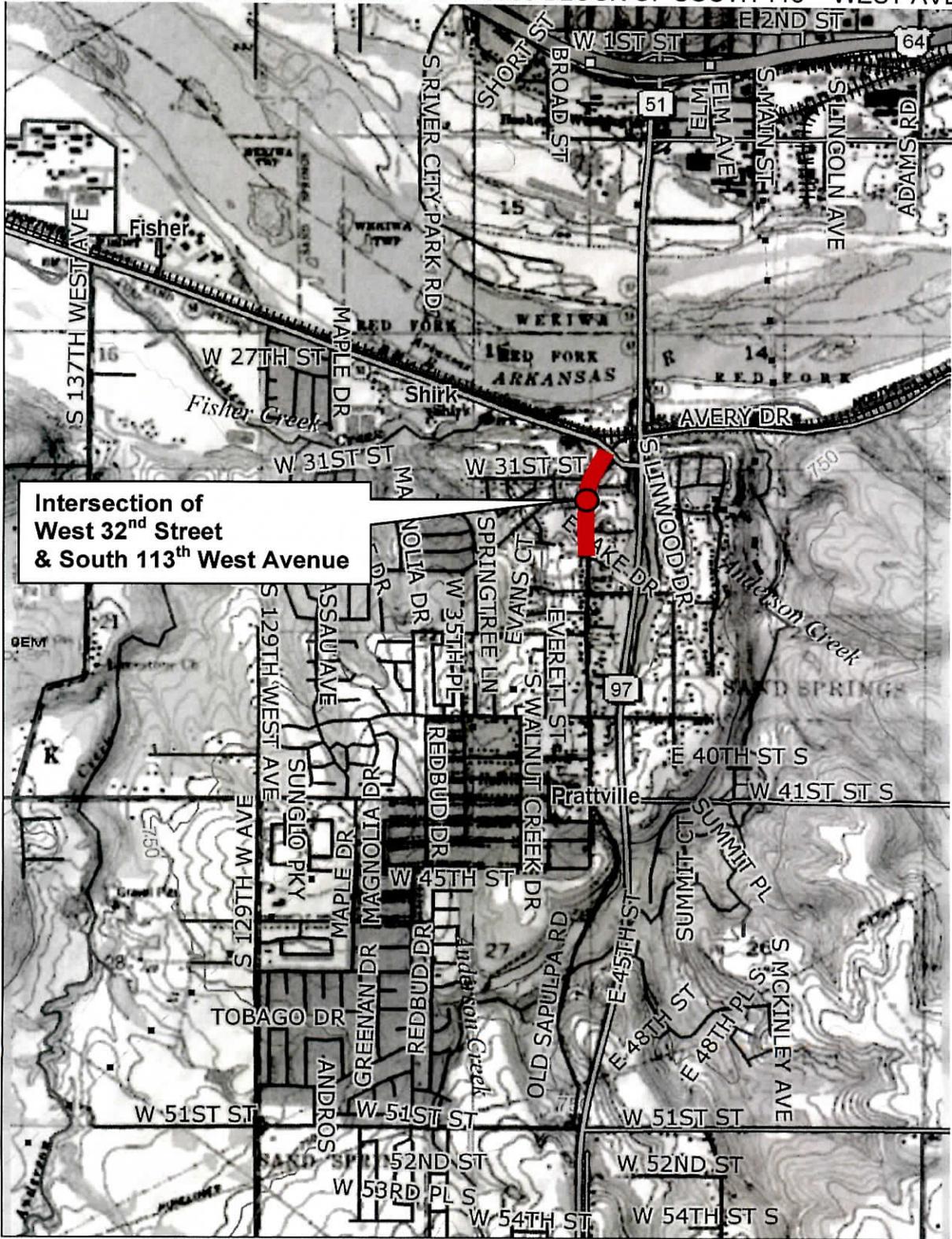
PRESENTED BY: Cody D. Blair
Assistant City Engineer

Attachments:

Location Map (1 page)
Amendment No. 1 (5 pages)
Budget Sheet (1 page)

LOCATION MAP FOR SOUTH 113TH WEST AVENUE WIDENING

FROM STATE HIGHWAY 51 TO AT LEAST THE 3300 BLOCK OF SOUTH 113TH WEST AVENUE

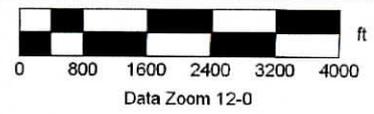


**Intersection of
West 32nd Street
& South 113th West Avenue**

Data use subject to license.

© DeLorme, DeLorme Topo USA® 7.0.

www.delorme.com



- Project 441002-113th
- account types
- Assets
- Expenditures
- Liabilities
- Revenues
- Encumbrances
- Miscellaneous info
- Pending transactions
- Pre-encumbrances
- Project detail balan

Project Information

Description: 113th W Ave Widening
 Status: Active
 Estimate: 5,000.00
 Type: CP Capital Project
 Sub type: ST Streets
 Start/stop dates: 7/01/2009 -
 07
 1st month of FY:
 Source of funds: 1/2 Penny Sales Tax

Project Code

There are no user defined code fields for this project

Project Year-to-Date

FY: 2016 Balance 459,999.93
 Budget: 490,297.00
 Actual: .00
 Unposted: .00
 Pre-encumbrance: .00
 Encumbrance: 30,297.07
 Pending: .00

Project Life-to-Date

FY(s): 0000 - 9999 Balance 460,002.32
 Budget: 743,655.00
 Actual: 253,355.61
 Unposted: .00
 Pre-encumbrance: .00
 Encumbrance: 30,297.07
 Pending: .00

Account Number	Description	Budget	Actual	Balance
440-5220-431.40-10	Public Improvements	584,555.00	137,500.00	447,055.00
440-5220-431.40-21	Engineering/Architect Fee	159,100.00	146,152.68	12,947.32

★ → 460,002.32

- Print
- Cancel
- Exit
- Next project
- Previous proj...
- 2015
- 2017
- Project activit...
- Change balan...



KEITHLINE ENGINEERING GROUP, PLLC

REG. PROFESSIONAL ENGINEERS, OKLAHOMA
Member of NSPE, ASCE, AWWA, ACI, OFMA, ASDSO, ACEC

8556 EAST 101ST STREET, SUITE C
TULSA, OKLAHOMA 74133
Main: 918 389.7911 / Fax: 364.3086 / C: 520.0069
Email: dan@KEngineering-US.com

January 18, 2016

Derek Campbell, P.E., Public Works Director
City of Sand Springs Public Works Department
P. O. Box 338
Sand Springs, OK 74063

Subject: Add Traffic Signal and Concrete Tee Intersection
Amendment No. 1
South 113th West Avenue Improvements – Phase I

Dear Mr. Campbell:

Keithline Engineering Group is pleased to provide additional professional engineering services to finalize the construction documents by adding the following engineering work to the above referenced project.

- 1). Add concrete typical section and implement into plans and delete asphalt at tee intersection, see Attachment A.
- 2). Add Traffic Signal Design at S. 113th W. Ave. and W. 32nd Street, see Attachment B – TEC’s proposal.

Our proposal is a cost plus service agreement with a guaranteed maximum for the engineering work. The Amendment No. 1 guaranteed maximum cost fee is below:

Seventeen Thousand Six Hundred Fifty and No/100 Dollars..... (\$ 17,650.00)

KE thanks you for the opportunity to provide this information to the City and looks forward to meet with you and your staff to discuss the final design of South 113th West Avenue Widening Project.

Sincerely yours,

KEITHLINE ENGINEERING GROUP, PLLC


Daniel A. Keithline, P.E.
Principal

Approved and Accepted:

CITY OF SAND SPRINGS

_____ Date: _____

Title: Mayor

DAK/ms

C: Derek Campbell, Public Works Director
Cody Blair, City Engineer

**COST ESTIMATE FOR ENGINEERING SERVICES
FOR**

ATTACHMENT 'A'

**SOUTH 113TH WEST STREET IMPROVEMENTS from SH-51 TO 3300 BLOCK
AMENDMENT NO. 1 - EXTRA WORK - ADD SIGNALS AND CONCRETE PAVEMENT AT INTERSECTION**

Engineer: Keithline Engineering Group
Tulsa, Oklahoma
Owner: City of Sand Springs

1/18/2016

WORK TASK DESCRIPTION AND ENGINEERING COST ESTIMATE

Final Design										
Incorporate Review Comments /Meet with INCOG/OCity	0									
Finalize Typical Sections	11	1	4	6						
Finalize Plan & Profiles	4	1	3							
Drainage										
Finalize Cross-Sections	1		1							
Final Traffic Control - Permanent & Temporary	0									
Construction Sequence	0									
Water Relocation Plan and Notes	2	1	1							
Finalize Summary & Quantities	4	1	2	1						
Pay Items, Notes, Proposal & Special Provisions	0									
Prepare BAMS Cost Estimate	0									
Submit & Meet - Final Plans Review with Estimate (Deliverable 5)	0									
Incorporate Final Review Comments	0									
SWP3 Plan and Permit	0									
Plot & Submit Full Size Paper (24" X 36") with Signatures (Deliverable 6)	0									
Subtotal - Final Design Phase	22	3	7	12	0	0	0	0	0	\$1,879
										Expenses
										KE
										\$1,879
										\$1,879

TOTAL HOURS	22	3	7	12	0	0	0	0	0	0
LABOR RATE		\$40.00	\$34.00	\$26.00	\$20.00	\$45.00				\$16.00
DIRECT LABOR (Payroll Cost)		\$	120 \$	238 \$	312 \$	- \$	- \$	- \$	- \$	- \$

DESCRIPTION	TOTAL	Subtotal Cost	Cost
DIRECT LABOR (Payroll Cost)	\$570.00		
INDIRECT LABOR AND OVERHEAD (15%)	\$1,038.50		
FEE FOR SERVICES (10%)	\$170.85		\$1,879
REIMBURSABLE EXPENSES			
SURVEY (Tulsa Survey)			
GEOTECHNICAL (Kleinhefer)	\$15,000.00		
TRAFFIC SIGNAL DOCUMENTS (TEC)	\$0.00		
	\$0.00		
SUBCONTRACTOR 5% FEE - Administrative & Manage	\$750.00		
MILEAGE - 1 hrs @ 34.42 miles x \$0.60	\$20.85		
MATERIALS & SUPPLIES			
REPRODUCTION (PH - 10 Copies)			
REPRODUCTION (RW Plans)			
REPRODUCTION (Half Size Preliminary, Utilities and Final Review Plans - 20 sets and Electronic)			
REPRODUCTION (Final Plans - 3 set on Paper & Standards by ODOT)			
TOTAL COST ESTIMATE - FEES FOR EXTRA SERVICES - AMENDMENT NO. 1	\$17,850.00		
		Reimbursable	\$15,771
			\$1,879



December 2, 2013

Dan Keithline, P.E., Principal
Keithline Engineering Group, PLLC
8556 E. 101st Street, Suite C
Tulsa, OK 74133

**SUBJECT: Proposal for Traffic Signal Design
W. 32nd Street & S. 113th W. Ave.
Sand Springs, Oklahoma**

Please accept this letter as a proposal for Traffic Engineering Consultants, Inc. (TEC) to provide professional traffic engineering services for design of a traffic signal at the above referenced intersection. The new signal will be designed in accordance with all current ODOT and City of Sand Springs specifications and MUTCD requirements. The services will include the preparation of all plans and cost estimates. The plans will be prepared for insertion into your roadway plan set.

TEC will complete the preliminary design plans for the traffic signal within 45 calendar days of receiving your notice to proceed and the roadway base map information in electronic format. It should show topo, utilities, ROW and the current or revised roadway. No vertical data is required, but all underground and overhead utilities should be shown in plan view as well as proposed sidewalks and wheelchair ramps.

Final plans will be completed within 30 calendar days of receiving the preliminary review comments.

The design plans for the traffic signal will be provided as described for a fixed lump sum fee of \$15,000.00. Additional services, if required and authorized in advance, will be provided for additional fees to be billed on an hourly basis according to the attached rate schedule. Invoices will be submitted monthly based on percent complete.

Should you have any questions, please call. If these terms are acceptable please execute below and return one copy to this office as a notice to proceed. We look forward to working with Keithline Engineering Group and the City of Sand Springs to see this project constructed. Thank you for inviting our proposal.

Traffic Engineering Consultants, Inc.

6000 S. Western Avenue, Ste. 300 | Oklahoma City, Oklahoma 73139 | Ph. 405-720-7721
6931 S. 66th E. Avenue, Ste. 100, | Tulsa, Oklahoma 74133 | Ph. 918-481-8484
Website: www.tecok.com



Sincerely,

A handwritten signature in black ink that reads "Jon Eshelman".

Jon Eshelman, P.E., PTOE
Tulsa Manager

Approved:

Keithline Engineering Group, PLLC

Date



TRAFFIC ENGINEERING CONSULTANTS

2009 Hourly Rate Schedule

Classification	Hourly Rate
Senior Engineer	\$ 145.00
Engineer	\$ 100.00
Engineer Intern	\$ 62.00
Technician	\$ 71.00
CAD Operator	\$ 48.00
Data Collector	\$ 41.00

Traffic Engineering Consultants, Inc.

6000 S. Western Avenue, Ste. 300 | Oklahoma City, Oklahoma 73139 | Ph. 405-720-7721

6931 S. 66th E. Avenue, Ste. 100, | Tulsa, Oklahoma 74133 | Ph. 918-481-8484

Website: www.tecok.com



CITY OF SAND SPRINGS

100 E. Broadway St. • P.O. Box 338 • Sand Springs, Oklahoma 74063
Phone: 918.246.2500 • sandspringsok.org

MEETING DATE: March 28th, 2016

SUBJECT:

Resolution 16-30 – A resolution approving a supplemental appropriation, approval of donation agreement, authorizing the signature of all documents, authorizing the demolition of property, authorizing property to be declared as surplus, and authorizing the sale/conveyance of property for residential redevelopment, Located in Section 11, Township 19 North, Range 11 East, 721 N. Garfield Ave., Sand Springs, OK 74063.

STAFF RECOMMENDATION:

Approval of Resolution 16-30

BACKGROUND AND HISTORY:

Wells Fargo Community & Urban Stabilization Program (CUSP) solicited non-profits and governmental agencies that might have had an interest in receiving the donation of property in return for ensuring that the donated property be improved in a manner that contributes to neighborhood stabilization and benefits the community.

The subject property is located at: 721 N. Garfield Ave. The donated property would include a \$5,000 Seller Concession at the time of closing.

The City of Sand Springs submitted a letter of intent to participate in the Wells Fargo CUSP. City staff submitted our an application to participate in the program on March 1st, 2016 and Wells Fargo approved Sand Springs as a participant in the program on March 4th, 2016. Wells Fargo transmitted a copy of the Donation Agreement for the city's execution on March 9th, 2016 with the expectation that the Donation Agreement be returned by March 14th, 2016. City Manager - Elizabeth Gray executed the donation agreement and staff returned the agreement to Wells Fargo representatives before the deadline.

The Donation Agreement sets forth that a closing date on the property be prior to April 29th, 2016. It is the intent of the City of Sand Springs to accept the property and the \$5,000 seller concession to be used for the demolition of the existing structure. The city will then surplus the property and put out a Request-for-Proposal (RFP) to redevelop the property for Low to Moderate Residential Use. At this time the city will award the property to one of the RFP respondents who will be required to redevelop the property in accordance with their response to the RFP.

Resolution 16-30 states the following process that will be used for the acceptance, cleanup and disposal of the donated property:

1. The following Supplemental Appropriation within the General Fund is approved:

Increase: Other Revenues	\$5,000
Increase: Neighborhood Services Expenditures	\$5,000
2. The Donation Agreement with Wells Fargo is approved.
3. The Mayor and/or City Manager are authorized to sign all documents associated with the donation of property and conveyance.
4. The property is declared dilapidated and demolition of the property is authorized
5. Expenditure is authorized up to \$5,000 for demolition of property.
6. The property at 721 N. Garfield Ave, Sand Springs, OK 74063 is declared surplus.
7. Authorization is granted to sell/convey property for redevelopment of Single-Family, Duplex, or Multi-Family Housing through a Request-for-Proposal process and selection.

COMPILED BY: Brad Bates

PRESENTED BY: Brad Bates

Attachments:

Resolution 16-30

Executed Donation Agreement

**CITY OF SAND SPRINGS
SAND SPRINGS, OKLAHOMA**

RESOLUTION No. 16-30

**A RESOLUTION APPROVING A SUPPLEMENTAL APPROPRIATION,
APPROVAL OF DONATION AGREEMENT, AUTHORIZING THE SIGNATURE
OF ALL RELATED DOCUMENTS, AUTHORIZING DEMOLITION OF
PROPERTY, DECLARING PROPERTY SURPLUS, AND AUTHORIZING THE
SALE/CONVEYANCE OF PROPERTY FOR REDEVELOPMENT.**

WHEREAS, the City of Sand Springs will receive a property donation located at 721 N. Garfield Ave, Sand Springs, OK 74063 from the Wells Fargo Community & Urban Stabilization Program for neighborhood stabilization in a manner that is deemed a benefit to the community.

WHEREAS, a Supplemental Appropriation within the General Fund is necessary to accept a \$5,000 Seller Concession from donor upon closing to be utilized for demolition and clean up the property;

WHEREAS, approval of the documents associated with this project are in the best interest of the citizens of the City of Sand Springs;

THEREFORE, BE IT RESOLVED by the City Council of the City of Sand Springs as follows:

1. The following Supplemental Appropriation within the General Fund is approved:

Increase: Other Revenues	\$5,000
Increase: Neighborhood Services Expenditures	\$5,000
2. The Donation Agreement with Wells Fargo is approved.
3. The Mayor and/or City Manager are authorized to sign all documents associated with the donation of property and conveyance.
4. The property is declared dilapidated and demolition of the property is authorized
5. Expenditure is authorized up to \$5,000 for demolition of property.
6. The property at 721 N. Garfield Ave, Sand Springs, OK 74063 is declared surplus.
7. Authorization is granted to sell/convey property for redevelopment of Single-Family, Duplex, or Multi-Family Housing through a Request-for-Proposal process and selection.

This Resolution is approved in open meeting of the City of Sand Springs, Oklahoma, on the _____ day of March, 2016.

CITY OF SAND SPRINGS, OKLAHOMA

Mike Burdge, Mayor

ATTEST:

Janice L. Almy, City Clerk

Approved as to Form:

David L. Weatherford, City Attorney

PREMIERE Asset Services



DONATION FILE

Your company contact will receive the closing instructions via email. Below is a summary of information pertaining to this transaction:

721 N GARFIELD
SAND SPRINGS, OK 74063

PAS #: 0417252244B

DONEE:

SAND SPRINGS MUNICIPAL AUTHORITY, Brad Bates, btbates@sandspringsok.org, 918-246-2500

FEES:

Seller Concession: \$5000.00

Agent Commission: \$1,500.00

iAgent Reimbursement: \$115.00

Tentative Close Date: 4.29.2016

DONEE CLOSING AGENT/ATTY:

If Donee selects a third party other than Donor's Preferred Title Company to act as the closing agent or the title company, then Donor shall pay Closing Costs in the amount of the lesser of (a) \$2,500.00 or (b) the actual amount of Closing Costs.

OKLAHOMA TITLE & EXCROW CORPORATION, 5314 S YALE AVE# 200, TULSA, OK 74135, MEAGAN ARNOLD 918-494-3966, MARBOLD@OKLAHOMATITLE.COM

DEED TYPE: Quit Claim

PAS CLOSING AGENT/ATTY:

STEWART TITLE (DATAQUICK TITLE), (877) 813-7316, ctscontracts@stewart.com

PAS LISTING AGENT :

McGraw Realtors, Diana Gotwals, (918)744-4514, gotwalsgroup@mcgrawok.com

PAS CLOSER:

Brittney.Switzer@wellsfargo.com

ASSET MANAGER:

DustyGentzler@wellsfargo.com

PAS PRE-CLOSER:

Kelly.j.Williamson@wellsfargo.com

ADDENDUM TO DONATION AGREEMENT

EFFECTIVE DATE: The date on which this addendum is signed by both the Donee and Donor shall be the effective date of the agreement.

PROPERTY ADDRESS: 721 N GARFIELD, SAND SPRINGS, OK 74063

DONEE: SAND SPRINGS MUNICIPAL AUTHORITY

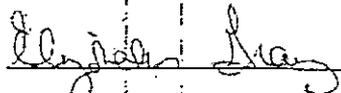
DONOR: OWNER

Other: DONEE/BUYER NAME CORRECTED TO BE: SAND SPRINGS MUNICIPAL AUTHORITY

DONOR:
OWNER

DONEE:
SAND SPRINGS MUNICIPAL AUTHORITY

Signature: 

Signature: 

Print Name: Tim Rector

Print Name: Elizabeth Gray

Title: 3-21-16 Asset Manager

Title: City manager

Date: 3-21-16

Date: 3/14/16

ADDENDUM TO DONATION AGREEMENT

EFFECTIVE DATE: The date on which this addendum is signed by both the Donee and Donor shall be the effective date of the agreement.

PROPERTY ADDRESS: 721 N GARFIELD, SAND SPRINGS, OK 74063

DONEE: CITY OF SAND SPRINGS

DONOR: OWNER

Other: DONEE TO RECEIVE \$5,000.00 SELLER CONCESSION FROM DONOR UPON CLOSING.

DONOR:

OWNER

Signature: 

Print Name: Tim Reesor

Title: Asset Manager

Date: 3-21-16

DONEE:

CITY OF SAND SPRINGS

Signature: 

Print Name: Elizabeth Gray

Title: City Manager

Date: 3/14/16

DONATION AGREEMENT

This Donation Agreement (the "Agreement") for certain real property located at 721 N GARFIELD, SAND SPRINGS, OK 74063 ("Property"), is effective upon the Effective Date (defined below), between Owner, whose address is 8480 Stagecoach Cir, Frederick, MD 21701 ("Donor") and CITY OF SAND SPRINGS, whose address is 100 E. Broadwav St. (PO BOX 338), SAND SPRINGS, OK 74063 ("Donee"). It is agreed that upon the terms and conditions set forth in this Agreement the Donor shall donate and convey all of its rights and interests in, and the Donee shall accept and be the successor to all such rights and interests in, the real property identified and described herein. Donor and Donee may each be referred to as a "Party" and collectively as the "Parties".

RECITALS

In consideration of the mutual covenants of the Parties contained in this Agreement, Donor does grant to Donee title to the Property and Donee accepts from the Donor title to the Property under the following terms and conditions:

- A. Donor acquired the Property identified on Exhibit A through the foreclosure process or by a deed in lieu of foreclosure;
- B. Donor did not originally construct any of the improvements forming part of the Property;
- C. Donor has not occupied the Property for its own use;
- D. Due to Donor's lack of familiarity with the Property, Donor is unwilling to make any representations or warranties whatsoever regarding the Property and Donor is only willing to grant Donee the Property on an "as is, where is" and "with all faults" basis; and
- E. Donee has been given a full and complete opportunity to conduct its own investigation as to any matter, fact or issue that might influence Donee's decision to accept the Property from Donor. Accordingly, Donee is willing to accept the Property from Donor without any representations or warranties whatsoever regarding the Property and on an "as is, where is" and "with all faults" basis.

AGREEMENT

1. DONATION.

- 1.1 **Effective Date.** The date this Agreement is signed by both Parties shall be (the "Effective Date") of the Agreement.
- 1.2 **Purchase Price.** The purchase price for the Property shall be ONE and 00/100 Dollars (\$1.00) (the "Purchase Price"). However, the amount payable by the Donee to Donor for the purposes of this transaction as the consideration to be paid shall be ZERO and 00/100 Dollars (\$0.00) (the "Total Adjusted Sales Price"). The term Total Adjusted Sales Price has been determined by the Donor and

Donee taking certain agreed upon sums and applying such sums to the following formula: (a) the Purchase Price less (b) Donor adjustments of -\$1.00.

- 1.3 **Closing.** Donee may choose the Donor's Preferred Title Company (defined below) or any other third party.
- (a) Upon Donee's acceptance of the Donor's offer, Donor shall provide to Donee a suggested company ("Donor's Preferred Title Company") to act as the closing agent and title company.
 - (b) If Donee selects Donor's Preferred Title Company to act as the closing agent and the title company, then Donor shall pay all costs associated with the conveyance of title to the Property, including attorneys' fees and costs, agents' fees, documentary stamp taxes and recording costs ("Closing Costs").
 - (c) If Donee selects a third party other than Donor's Preferred Title Company to act as the closing agent or the title company, then Donor shall pay Closing Costs in the amount of the lesser of (a) \$2,500.00 or (b) the actual amount of Closing Costs.
 - (d) The Donee will notify the Donor of the title company and closing agent Donee has selected by completing the selection form attached hereto as Exhibit "B".
- 1.4 **Transfer.** Donor agrees to donate the Property to Donee and Donee agrees to accept the Property from Donor on the terms and conditions set forth herein. In consideration of Donor's transfer of the Property to Donee, Donee shall perform all of Donee's obligations hereunder including but not limited to the release set forth in Section 2.2 of this Agreement.
- 1.5 **Deed.** Title shall be transferred on the Closing Date via a Deed (which Deed may be known as a Special Warranty, Limited Warranty, Quit Claim or Bargain and Sale Deed). Any reference to the term "Deed" herein shall be construed to refer to such form of Deed. Donor shall be responsible for recording the Deed following the Closing Date. The Deed to be delivered on the Closing Date shall be a Deed in which the Grantor therein grants and conveys to the Grantee therein only that title to, or interest and rights in, the Property granted therein that the Grantor may have at the time of the grant, and shall contain no warranty, guaranty or indemnification of any kind, express or implied.
- 1.6 **Title and Examination.** Within five (5) days from the Effective Date, Donor will order a title commitment for a: (a) title insurance policy (the "Title Commitment"), or (b) a title report or opinion of title (the "Title Opinion") and provide a copy to Donee upon request or on the Closing Date. Donor will provide marketable title to the Property, which shall be acceptable to Donee in its absolute discretion and as a condition and contingency to Donee's obligation to accept the Property under this Agreement.

1.7 Taxes and Utilities. The Parties agree that the Donor will only be responsible for the following expenses due as of the Closing Date: municipal water and sewer charges, utility charges, real estate taxes and assessments, common area charges, condominium or planned unit development or similar community assessments, co-operative fees, maintenance fees, and rents, if any. The Property taxes will be prorated based on an estimate of actual taxes from the previous year on the Property. All proration will be based upon a 30-day month and all such proration shall be final. Donor will not be responsible for any amounts due, paid or to be paid after closing, including but not limited to, any taxes, penalties or interest assessed or due as a result of retroactive, postponed or additional taxes resulting from any change in use of, or construction on, or improvement to the Property, or an adjustment in the appraised value of the Property.

1.8 Risk of Loss. In the event of fire, destruction, or other casualty loss to the Property after the Effective Date, and prior to the Closing Date, (a) Donor may, at its sole discretion, repair or restore the Property, or (b) either Party may terminate the Agreement. If Donor elects to repair or restore the Property, then Donor may, in its sole discretion, limit the amount to be expended. If Donor elects not to repair or restore the Property, Donee shall either (a) acquire the Property in its AS-IS condition at the time of such acquisition, or (b) terminate the Agreement.

1.9 Eminent Domain. In the event that the Donor's interest in the Property, or any part thereof, shall have been taken by eminent domain, or shall be in the process of being taken on or before the Closing Date, either Party may terminate the Agreement and neither Party shall have any further rights or liabilities hereunder.

2. ACKNOWLEDGMENTS AND RELEASE.

2.1 DONEE'S ACKNOWLEDGMENTS. DONEE ACKNOWLEDGES THAT DONEE IS ACCEPTING THE PROPERTY SOLELY IN RELIANCE ON DONEE'S OWN INVESTIGATION, AND THE PROPERTY IS IN "AS IS, WHERE IS" CONDITION WITH ALL FAULTS AND DEFECTS, LATENT OR OTHERWISE. DONEE EXPRESSLY ACKNOWLEDGES THAT, IN CONSIDERATION OF THE AGREEMENT OF DONOR HEREIN, AND EXCEPT AS OTHERWISE SPECIFIED HEREIN, DONOR MAKES AND HAS MADE NO REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, OR ARISING BY OPERATION OF LAW, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTY AS TO CONDITION, MERCHANTABILITY OR FITNESS FOR A PARTICULAR USE OR PURPOSE, WITH RESPECT TO THE PROPERTY OR ANY MATTER RELATED THERETO, OR (WITHOUT LIMITATION) TO ANY OF THE FOLLOWING MATTERS:

- (a) Soils, Etc. Soils, seismic, hydrological, geological and topographical conditions and configurations.
- (b) Artifacts. Archeological, prehistoric and historic artifacts, remains and relics.

- (c) Endangered Species. Endangered plant, animal and insect species.
- (d) Hazardous Materials. Hazardous Materials and other environmental conditions, including without limitation, lead-based paint, asbestos and mold.
- (e) Physical Defects. Physical and mechanical defects in or on the Property, including without limitation, the plumbing, heating, air conditioning and electrical systems and the roof, floor, ceilings, walls and other internal structural components of any buildings or improvements.
- (f) Land and Floor Area. The area of the land and the square footage contained in any buildings or improvements.
- (g) Utilities, Schools, Etc. Availability of adequate utilities, water, schools, public access, and fire and police protection.
- (h) Assessment Districts. The status and nature of any assessment districts and the amount of any assessment liability.
- (i) Planning and Zoning. Present, past or future conformity of the Property with planning, building, zoning, subdivision and development statutes, ordinances, regulations and permits, the general plan and the specific plan.
- (j) Development Fees. The character and amount of any fee, charge or other consideration which must be paid by Donee to develop the Property.
- (k) Title. The condition of title to the Property, including but not limited to the existence of any easement, license or encroachment whether or not a matter of public record, and whether or not visible upon inspection of such Property.
- (l) Taxes. The status of any general or special real property taxes or assessments or personal property taxes or any other taxes and assessments applicable to the Property.
- (m) Owner's Association. The financial condition of any owner's association, including, without limitation, the adequacy of any reserves held by any owner's association.
- (n) Other Matters. Any other matter relating to the Property or to the development or operation of the Property, including, but not limited to, value, feasibility, cost, governmental permissions or entitlements, marketability, investment return and compliance of the Property, its operation or use with any laws, rules, ordinances, regulations or codes of any government or other body.

2.2 RELEASE.

- (a) RELEASE. DONEE FULLY RELEASES AND DISCHARGES DONOR FROM AND RELINQUISHES ALL RIGHTS, CLAIMS AND ACTIONS THAT DONEE MAY HAVE OR ACQUIRE AGAINST DONOR WHICH ARISE OUT OF OR ARE IN ANY WAY CONNECTED WITH THE CONDITION OF THE PROPERTY, INCLUDING WITHOUT LIMITATION (A) ANY MATTER SET FORTH IN SECTION 2.1 ABOVE, (B) THE PRESENCE OF HAZARDOUS MATERIALS ON, UNDER OR ABOUT ANY PROPERTY (INCLUDING BUT NOT LIMITED TO ANY UNDISCOVERED HAZARDOUS MATERIALS LOCATED BENEATH THE SURFACE OF THE PROPERTY) AND (C) VIOLATIONS OF ANY HAZARDOUS MATERIALS LAWS PERTAINING TO THE PROPERTY OR THE ACTIVITIES THEREON. THIS RELEASE APPLIES TO ALL DESCRIBED RIGHTS, CLAIMS AND ACTIONS, WHETHER KNOWN OR UNKNOWN, FORESEEN OR UNFORESEEN, PRESENT OR FUTURE.
- (b) MEANING. FOR PURPOSES OF THIS SECTION 2.2, ALL REFERENCES TO "DONOR" SHALL INCLUDE: (A) DONOR'S PARENT, SUBSIDIARY AND AFFILIATE CORPORATIONS, (B) DONOR'S DIRECTORS, OFFICERS, SHAREHOLDERS, EMPLOYEES AND AGENTS, AND (C) THE HEIRS, SUCCESSORS, PERSONAL REPRESENTATIVES AND ASSIGNS OF DONOR'S DIRECTORS, OFFICERS, SHAREHOLDERS, EMPLOYEES AND AGENTS.
- (c) EFFECTIVENESS. THE PROVISIONS OF THIS SECTION 2 SHALL BE EFFECTIVE AS OF THE CLOSING DATE AND SHALL SURVIVE THE CLOSING DATE OR TERMINATION OF THIS AGREEMENT.

3. TIME IS OF THE ESSENCE: CLOSING DATE.

- 3.1 It is agreed that time is of the essence with respect to all dates specified in this Agreement and any addenda, riders or amendments thereto, meaning that all deadlines are intended to be strict and absolute. The Agreement shall terminate automatically, and without notice, if it is not concluded by the Closing Date, or any agreed extension thereof.
- 3.2 The closing shall take place on or before APRIL 29, 2016 (the "Closing Date"), unless the Closing Date is extended in writing signed by Donor and Donee or extended by Donor under the terms of this Agreement. The closing shall be held in the offices of the title company of Donee's choice, Donor's attorney or Donee's attorney, or at a place so designated and approved by Donor, unless otherwise

required by applicable law. If the closing does not occur by the date specified in this Section or in any extension, this Agreement is automatically terminated.

4. GENERAL PROVISIONS.

- 4.1 Entire Agreement. This Agreement contains the entire agreement between the parties concerning the Donation and sale of the property, and supersedes all prior written or oral agreements between the parties to this Agreement. No addition to or modification of any term or provision shall be effective unless in writing, signed by both Donor and Donee.
- 4.2 Successors and Assigns. This Agreement shall be binding upon and inure to the benefit of the successors and assigns of the parties.
- 4.3 Partial Invalidity. If any portion of this Agreement shall be declared by any court of competent jurisdiction to be invalid, illegal or unenforceable, that portion shall be deemed severed from this Agreement and the remaining parts shall remain in full force as fully as though the invalid, illegal or unenforceable portion had never been part of this Agreement.
- 4.4 Termination. Prior to the Closing Date, this Agreement may be terminated by Donor at any time for any or no reason by written notice to Donee.
- 4.5 Governing Law. The parties intend and agree that this Agreement shall be governed by and construed in accordance with the laws of the state in which the Property is located.
- 4.6 No Third Parties Benefits. No person other than Donor and Donee, and their permitted successors and assigns, shall have any right of action under this Agreement.
- 4.7 Waivers. No waiver by either party of any provision shall be deemed a waiver of any other provision or of any subsequent breach by either Party of the same or any other provision.
- 4.8 Captions. The captions and Section numbers of this Agreement are for convenience and in no way define or limit the scope or intent of such Sections of this Agreement.
- 4.9 Counterparts. To facilitate execution, this Agreement may be executed in as many counterparts as may be convenient or required. It shall not be necessary that the signature of, or on behalf of, each party, or that the signature of all persons required to bind any party, appear on each counterpart. All counterparts shall collectively constitute a single instrument. It shall not be necessary in making proof of this instrument to produce or account for more than a single counterpart containing the respective signatures of, or on behalf of, each of the parties hereto. Any signature page to any counterpart may be detached from such counterpart without impairing

the legal effect of the signatures thereon and thereafter attached to another counterpart identical thereto except having attached to it additional signature pages.

- 4.10 No Presumption. All the parties hereto and their attorneys have had full opportunity to review and participate in the drafting of the final form of this Agreement and all documents attached as exhibits. Accordingly, such documents shall be construed without regard to any presumption or other rule of construction whereby any ambiguities within this Agreement would be construed or interpreted against the party causing the document to be drafted.
- 4.11 Notices. Any notices or other communication required or permitted under this Agreement shall be in writing, and shall be personally delivered, or sent by certified or registered United States mail, postage prepaid, return receipt requested, or by overnight delivery by a reputable courier to the address of the party set forth in this Section, or sent by fax to the Fax number of the party set forth in this Section, or sent by e-mail to the party set forth in this Section. Such notice or communication shall be deemed given if sent by personal delivery or by overnight courier, when delivered in person, if sent by fax, when evidence of successful transmission by telecopier has been received by sender or, in the case of mailed notice, forty-eight (48) hours following deposit in the United States mail. Notice of change of address shall be given by written notice in the manner detailed in this Section.

If to the Donee: CITY OF SAND SPRINGS

Address:

100 E. Broadway St. (PO BOX 338)
SAND SPRINGS, OK 74063

If to the Donor: Owner

1 Home Campus

Des Moines, Iowa 50328-0001

Attention: Kelly Williamson, MAC# F2303-04K

Fax Number: 866-549-5470

Kelly.J.Williamson@wellsfargo.com

- 4.12 Joint and Several. If more than one person or entity has executed this Agreement as Donee, the obligations of all such persons or entities hereunder shall be joint and several.

[Signatures on the next page]

DONEE:

CITY OF SAND SPRINGS

Signature: *E. Elizabeth Gray*

Print Name: Elizabeth Gray

Title: City manager

Date: 3/14/14

DONOR:

OWNER

Signature: *Tia Rector*

Print Name: Tia Rector

Title: Asst Manager

Date: 3-21-16

EXHIBIT "A"

PROPERTY ADDRESS:

721 N GARFIELD
SAND SPRINGS, OK 74063

LEGAL DESCRIPTION:

Lots Thirteen (13) and Fourteen (14), Block Twenty-one (21), OAK RIDGE ADDITION to the Town of San Springs, County of Tulsa, State of Oklahoma, according to the recorded Plat No. 272.

TAX PARCEL NO:

62075911109900

Exhibit A

EXHIBIT "B"
Donee's Closing Agent

Please select ONE of the following options for closing:

DONEE: CITY OF SAND SPRINGS

Donee selects Donor's Preferred Title Company to act as the closing agent and the Title Company.

If the Donee chooses not to use the Donor's Preferred Title Company to act as the closing agent and the Title Company, then the following section will need to be completed. Please note this box MUST be selected to qualify for the up to \$2,500 Donee closing credit.

Please provide contact information for Donee's chosen Title Company:

Company: Oklahoma Title & Escrow Corporation

Company Mailing Address: 5314 S Yale Ave. # 200, Tulsa, OK 74135

Contact Name: MEAGAN ARNOLD

Phone: (918) 494-3966

Email: marnold@oklahomafitle.com



CITY OF SAND SPRINGS

100 E. Broadway St. • P.O. Box 338 • Sand Springs, Oklahoma 74063
Phone: 918.246.2500 • sandspringsok.org

MEETING DATE: March 28th, 2016

SUBJECT:

An ordinance amending the zoning map of the City of Sand Springs, Oklahoma, rezoning from RS-2 (Residential Single-Family) to CS (Commercial Shopping) unplatted property located in Section 26, Township 19 North, Range 11 East, Tulsa County, City of Sand Springs, Oklahoma, in Ward Boundary District 3, repealing all ordinances or parts of ordinances in conflict herewith; and declaring an effective date.

STAFF RECOMMENDATION:

Approval of Ordinance 1281

BACKGROUND AND HISTORY:

The applicant is proposing to rezone approximately 0.24+/- acres of property from RS-2 (Residential Single-Family) to CS (Commercial Shopping). The property is generally located at the southwest corner of HWY 97 and W. 41st St. S. This property is currently ODOT Right-of-Way that is under contract to be conveyed to the owner of the existing QuikTrip site.

The City's Comprehensive plan map shows this area developing as Medium Intensity Commercial (**See Attachment**). The surrounding properties have various zoning designations with property on the southeast corner of HWY 97 and W. 41st St. being zoned AG (this is the location of an ODOT Office). Properties on the northeast and northwest corners of HWY 97 and W. 41st St. being zoned CS (Commercial Shopping). To the west is RS-1 (Residential Single-Family) zoned property that is currently the site of a Sand Springs Fire Station #2.

Existing land uses in the area are compatible with the proposed rezoning application.

The planning Commission voted 6-0-0 to recommend approval of the zoning application to the City Council.

COMPILED BY: Brad Bates

PRESENTED BY: Brad Bates

Attachments:

Ordinance 1281
Case Maps
Comp Plan Map

ORDINANCE NO. 1281

AN ORDINANCE AMENDING THE ZONING MAP OF THE CITY OF SAND SPRINGS, OKLAHOMA, REZONING FROM RS-2 (RESIDENTIAL SINGLE-FAMILY DISTRICT) TO CS (COMMERCIAL SHOPPING DISTRICT) UNPLATTED PROPERTY LOCATED IN SECTION 26, TOWNSHIP 19 NORTH, RANGE 11 EAST, TULSA COUNTY, CITY OF SAND SPRINGS, OKLAHOMA, IN WARD BOUNDARY DISTRICT 3, AND MORE PARTICULARLY DESCRIBED BELOW; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, the Sand Springs Planning Commission has considered and recommended approval of an amendment to the zoning map of the City of Sand Springs as described below; and

WHEREAS, said zoning map amendment is in the best interest of the residents of the City of Sand Springs;

THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SAND SPRINGS, OKLAHOMA:

SECTION 1: That the zoning map for the City of Sand Springs, Oklahoma, is hereby amended from an RS-2 (Residential Single-Family) to CS (Commercial Shopping) zoning classification for the following tract of land described as:

A Strip, Piece or Parcel of land lying in part of the Northwest Quarter of the Northwest Quarter of the Northwest Quarter (NW/4 NW/4 NW/4) of Section Twenty-Six (26), Township Nineteen (19) North, Range Eleven (11) East of the Indian Base and Meridian, Tulsa County, State of Oklahoma, According to the United States Government Survey Thereof, Said Parcel being described as follows: Commencing at the Northwest Corner of Said NW/4 NW/4 NW/4, Thence North $89^{\circ}10'32.73''$ East along the North Line of Said NW/4 NW/4 NW/4 a Distance of 324.03 Feet, Thence South $00^{\circ}49'27.27''$ East a Distance of 50.00 Feet to the Point of Beginning, said Point being the Intersection of the Present West Right-of-Way Line of State Highway No. 97 and the Present South Right of Way Line of West 41st Street South, Thence South $06^{\circ}15'12''$ East along the Present West Right-of-Way Line of State Highway 97 a Distance of 246.98 Feet, Thence North $62^{\circ}22'33.80''$ East a Distance of 90.00 Feet, thence North $27^{\circ}37'26.20''$ West a Distance of 230.00 Feet to Said Point of Beginning. (Approximately 0.24 acres +/-)

SECTION 2: That all ordinances or parts of ordinances in conflict with same are hereby repealed.

SECTION 3: That the provisions of this Ordinance shall, upon passage, take effect thirty (30) days from the date of first publication as provided by law.

Ord. 1281 Cont.

PASSED AND APPROVED, at a regular meeting of the City Council of Sand Springs, Oklahoma, held the ____ day of _____, 2016.

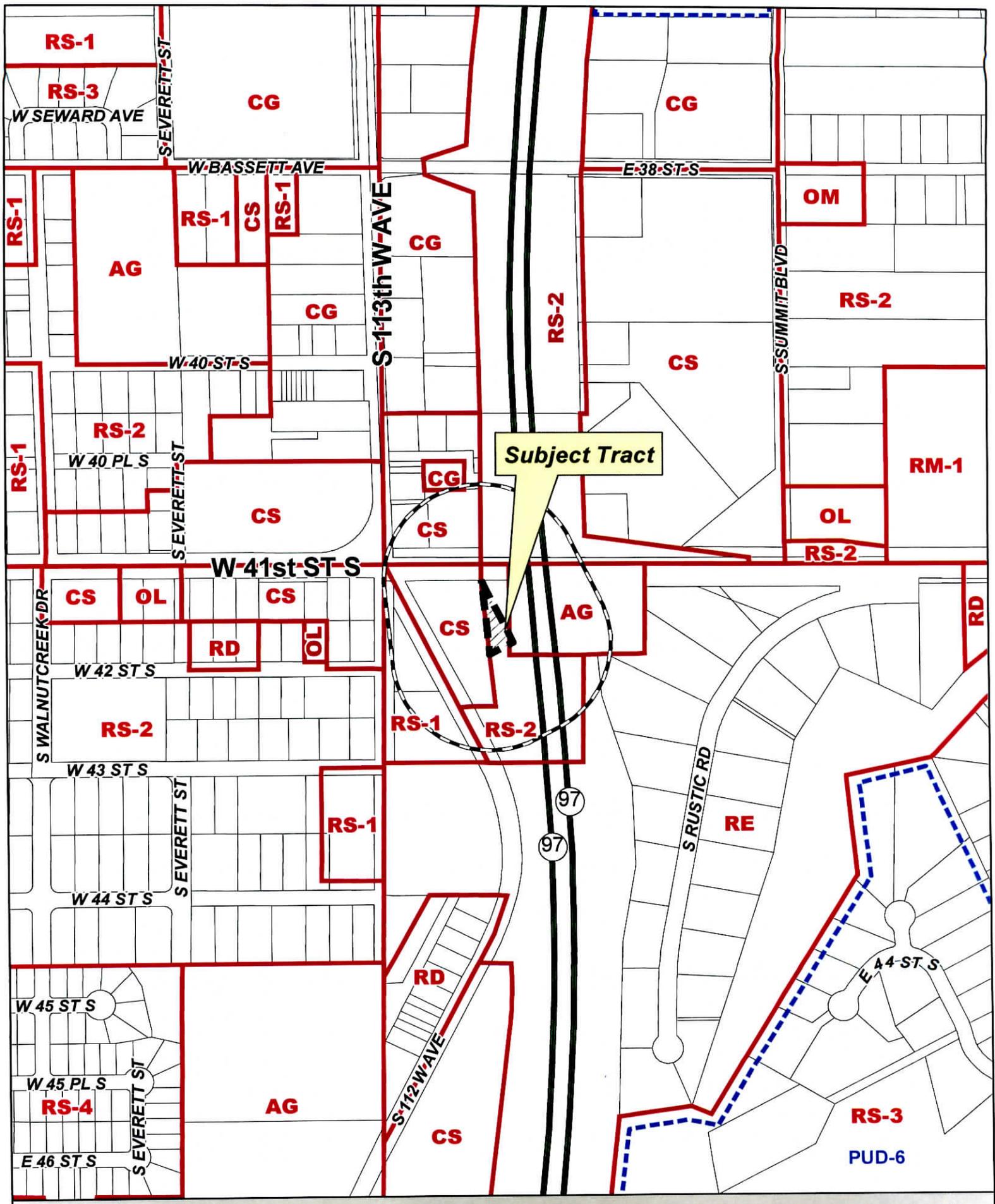
Mike Burdge, Mayor

ATTEST:

Janice L. Almy, City Clerk

APPROVED AS TO FORM:

David L. Weatherford, City Attorney



Subject Tract

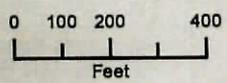


300' Radius



Subject Tract

SSZ-483

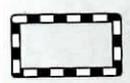


26 19-11





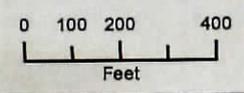
Subject Tract



Subject Tract

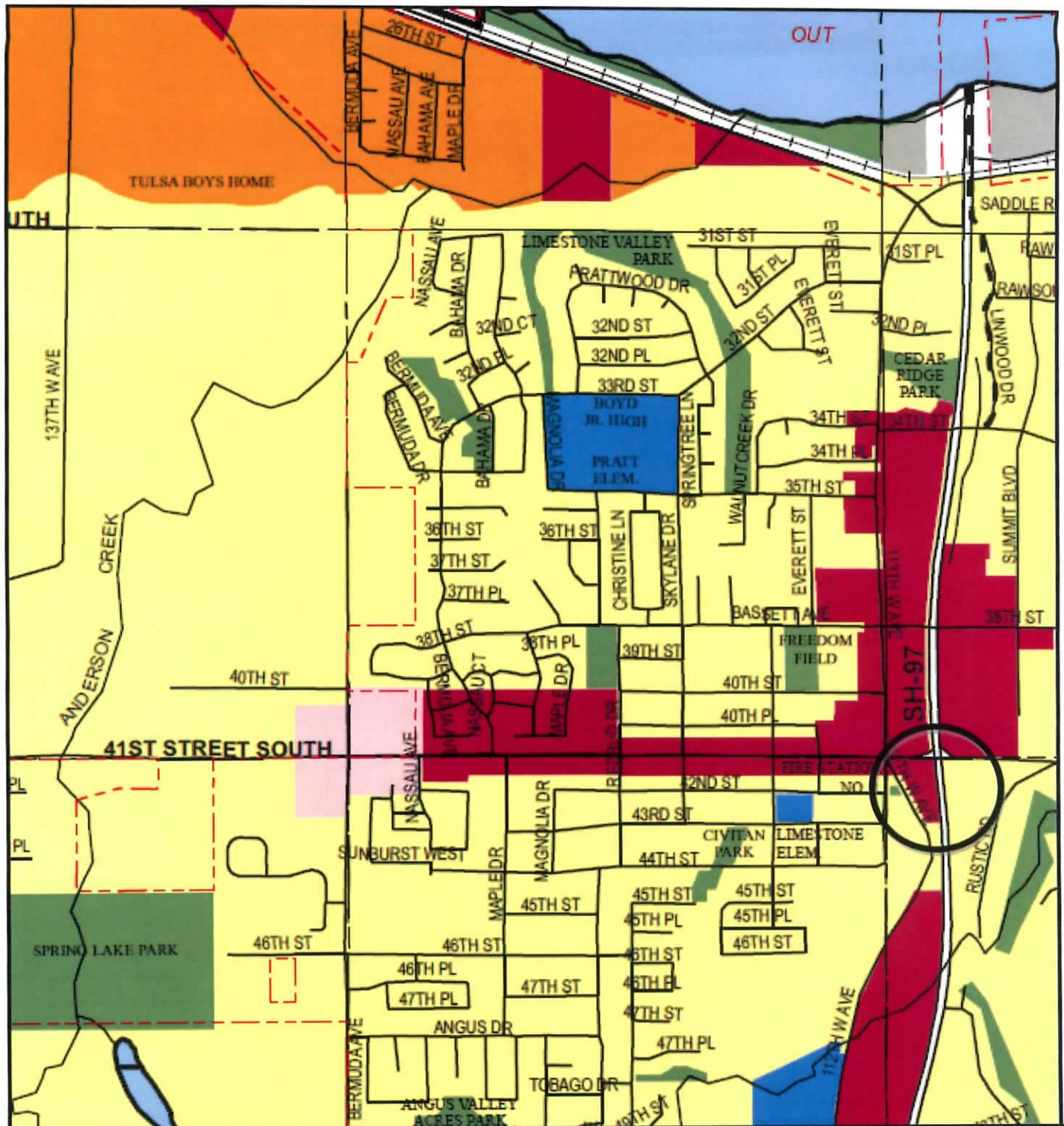
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Aerial Photo Date: March 2014

SSZ-483



26 19-11





- LOW INTENSITY - RESIDENTIAL
- MEDIUM INTENSITY
- MEDIUM INTENSITY - COMMERCIAL
- COMMERCIAL NODE
- HIGH INTENSITY
- SPECIAL DISTRICT
- MIXED USE/DEVELOPMENT AREA
- MIXED USE

- CORRIDOR
- HISTORICAL AREA
- EXISTING PARKS/OPEN SPACE RESERVES
- FUTURE PARKS/OPEN SPACE RESERVES
- PUBLIC
- WATER
- CENTRAL BUSINESS DISTRICT
- CORPORATE LIMITS BOUNDARY

City of Sand Springs



MONTHLY FINANCIAL REPORT
PERIOD ENDING
February 29, 2016

**CITY OF SAND SPRINGS
FINANCIAL REPORT**

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**City of Sand Springs
February 2016 Financials
Highlights**

GENERAL FUND

Revenues:

General Fund revenues earned through the end of February, before transfers in, totaled \$10,509,475, which fell short of projections by \$292,552 or 2.7% of the year-to-date budget. This compares to \$10,398,082 received during the same period last year, indicating revenues are slightly up from last year by 1.12%. The following is a summary of the revenues recorded by category:

General Fund Revenues & Transfers In (Net of TIF Pass-through)							
Revenue Category	Annual Budget	YTD Budget	YTD Actual	\$ Variance	%	YTD Prior Yr	% Var
Taxes	\$13,471,776	\$9,168,984	\$8,928,350	\$ (240,634)	-2.6%	\$9,085,107	-1.7%
Licenses & Permits	157,000	80,304	64,350	(15,955)	-19.9%	69,373	-7.2%
Intergovernmental	1,743,905	444,050	435,467	(8,583)	-1.9%	269,189	61.8%
Charges for Service	1,009,680	673,064	678,473	5,409	0.8%	652,540	4.0%
Fines & Forfeitures	376,500	250,311	198,160	(52,151)	-20.8%	159,671	24.1%
Other Revenues	272,000	180,650	199,834	19,184	10.6%	152,429	31.1%
Investment Income	7,000	4,664	4,842	178	3.8%	4,773	1.5%
Total Revenues	\$ 17,037,861	\$ 10,802,027	\$ 10,509,475	\$ (292,552)	-2.7%	\$10,393,082	1.12%
Capital Lease Proceeds	67,914	45,272	-	(45,272)	-100.0%	-	0.0%
Transfers In	1,196,500	792,891	836,481	43,590	5.5%	1,175,274	-28.8%
Total Revenues & Trans	\$ 18,302,275	\$ 11,640,190	\$ 11,345,955	\$ (294,235)	-2.5%	\$ 11,568,356	-1.9%

- **Franchise Tax:** Franchise taxes recorded through February represent actual receipts for those taxes collected thus far and include estimated taxes for those receipts not yet collected. Revenues recorded through February totaling \$535,922 fell short of YTD projections by \$23,036 or 4.1% of budget and are down 6.5% from revenues earned during the same period last year. This is largely due to the lapse in our natural gas franchise agreement, causing our rate to go from 4% down to 2%. In addition, gas franchise taxes are down due to lower fuel prices.
- **Hotel/ Motel Tax:** Hotel/motel tax earned through February totaled \$124,158, exceeding YTD budget by \$24,680, or 24.8%. Based on this total, revenues are up 27.3% from last year for the same period. However, estimated revenue earned per room through February is \$66.93, which is down from last year's revenue per room of \$77.05 by 13.1%.
- **Sales & Use Tax:** Sales tax totaling \$7,059,216 recorded through February represents actual year-to-date revenues earned through February 15th and estimated revenues (based on budget) recorded during the latter half of the month. Accrued sales tax revenues fell short of projections by \$93,096 or 1.3% of YTD budget, but are up 0.9% from prior year revenues over the same period last year. Year-to-date accrued use tax revenues (recorded in the same manner as that of sales tax) fell short of projections by \$16,152 or 5.8% of YTD budget, and down 12.9% from the same period last year.
- **Charges for Service:** Revenue from Inspections fees fell short of budget by \$18,035 or 43.4%. Building permits issued so far this year are down significantly, causing the reduction in inspection fee revenues.
- **Other Revenues:** Revenue earned from Insure Oklahoma for health insurance reimbursements exceeded projections YTD by \$21,104. Other miscellaneous revenues are down by \$1,742.

Expenditures:

General Fund expenditures, before transfers, through February totaled \$8,411,970. This represents 59.1% of the annual budget. Expenditures incurred before transfers during the same time last year totaled \$7,990,731 or 66.6% of that year's annual spending. Overall, General Fund expenditures, before transfers, were up \$421,239 or 5.3% from same period last year.

General Fund Expenditures & Transfers Out							
Expenditure Category	Annual Budget	YTD Budget	YTD Actual	YTD Balance	% of YTD Bud	YTD Prior Yr	% Var
Personal Services	\$ 10,267,426	\$ 6,830,185	\$ 6,214,115	\$ 616,070	91.0%	\$ 6,083,178	2.2%
Materials & Supplies	880,749	584,308	350,552	233,756	60.0%	348,295	0.6%
Other Charges & Services	2,478,854	1,643,625	1,408,647	234,978	85.7%	1,395,446	0.9%
Capital Outlay	426,700	316,416	294,597	21,820	93.1%	43,092	583.6%
Gen. Admin. - Debt Service	171,503	114,328	144,262	(29,934)	126.2%	120,719	19.5%
Inventory Short/ Long	-	-	(202)	202	-	-	-
Bad Debt	-	-	-	-	-	-	-
Total Expenditures	\$ 14,225,232	\$ 9,488,862	\$ 8,411,970	\$ 1,076,892	88.7%	\$ 7,990,731	5.3%
Transfers Out	6,058,409	3,898,138	3,773,969	124,169	96.8%	3,524,064	7.1%
Total Expend & Trans	\$ 20,283,641	\$ 13,387,000	\$ 12,185,939	\$ 1,201,061	91.0%	\$ 11,514,795	5.8%

- **Personal Services:** Regular salaries were under budget by \$428,410. Overtime is over budget by \$17,085. Other items that contributed to this variance include part-time salaries, group insurance, and training and travel.
- **Materials & Supplies:** Motor fuel expenditures contribute \$105,937 in savings due to lower than estimated fuel purchase price per gallon. Other items that contribute to a favorable budget variance include agricultural supplies (\$13,637) and traffic control maintenance (\$21,713).
- **Other Charges & Services:** Professional Services spending is down \$40,505 and Other Contracts and Services are down by \$87,523.
- **Capital Outlay:** The majority of the budgeted capital expenditures included in this category are tied to grant spending.

MUNICIPAL AUTHORITY

Revenues:

Combined Municipal Authority operating revenues through February totaled \$10,083,176, which exceeded projections of the year-to-date budget by \$196,420, or 2.0%. Revenues exceeded prior year revenues by \$403,067, or 4.2%. The following is a summary of the year-to-date revenues recorded by category:

Combined Municipal Authority Operating Revenues							
Revenue Category	Annual Budget	YTD Budget	YTD Actual	\$ Variance	%	YTD Prior Yr	% Var
Water/Service Fees/Permits	\$ 7,480,756	\$ 4,982,267	\$ 5,248,508	\$ 266,241	5.3%	\$ 4,891,719	7.3%
Wastewater/Svc Fees/Taps	3,430,738	2,330,713	2,166,865	(163,848)	-7.0%	2,226,375	-2.7%
Solid Waste/Svc Fees	1,869,185	1,246,112	1,259,864	13,752	1.1%	1,216,509	3.6%
Stormwater/Svc Fees	1,130,617	753,736	781,660	27,924	3.7%	758,194	3.1%
Subtotal - Utilities	\$ 13,911,296	\$ 9,312,828	\$ 9,456,897	\$ 144,069	1.5%	\$ 9,092,797	4.0%
Airport	336,610	225,713	289,820	64,107	28.4%	267,924	8.2%
Golf Course	535,402	348,215	336,459	(11,756)	-3.4%	319,388	5.3%
Total Revenues	\$ 14,783,308	\$ 9,886,756	\$ 10,083,176	\$ 196,420	2.0%	\$ 9,680,109	4.2%

- Water:** Water volume billed through February exceeded projections by 4.2% and fell slightly short of prior year volume by 0.8%; average billed rate per thousand gallons at \$7.26 slightly exceeded the projected rate of \$7.22. Average volume billed per customer exceeded projections by 2.8%. Residential volume billed through February is down from last year by 0.4% and industrial volume billed is down 6.6% from last year, and commercial volume is slightly up 0.6% from last year. Overall, total water revenues are up from YTD projections by \$266,241 or 5.3%, and prior year revenues by 7.3%.
- Wastewater:** Wastewater volume billed through February fell short of projections by 8.4% and fell short of prior year volume billed by 7.1%; the average rate per thousand gallons was \$5.85, which slightly exceeded the projected rate of \$5.80 by 0.7%. Volume per customer fell short of projections by 9.2%, and 7.8% from prior year. Overall, YTD total wastewater revenues fell short of budget by 7.0% and down by 2.7% from prior year.
- Solid Waste:** Year-to-date revenues earned from residential customers exceeded projections by 1.6%, and revenues earned from commercial accounts fell short of budget by 1.9%. Overall, revenues exceeded projections by 1.1% and prior year revenues by 3.6%.
- Stormwater:** Year-to-date revenues earned from stormwater fees exceeded projections by 3.7%, and exceeded prior year revenues by 3.1%.
- Airport:** Total revenues year-to-date exceeded projections by \$64,107 or 28.4%, and up 8.2% over prior year. Charges for services exceeded projections year to date by 0.2%. Revenues earned from resale supplies exceeded budget year to date by 44.7%. Competitive fuel pricing combined with good flying weather during the year resulted in 15.1% higher aviation fuel resale volume over previous year, but the average fuel rate was down from last year by 17.5%. Overall, total revenue earned from fuel sales exceeds prior year by 7.1%.
- Golf Course:** The total number of rounds played through February was 16,672, up 4.0% from last year rounds played of 16,038. Average green fees earned per round were \$11.71, down 1.7% from the average green fees earned per round last year of \$11.91. Year-to-date revenues were 3.4% below projections and 5.3% up from prior year revenues.

Expenses:

Combined Municipal Authority Utility Funds' expenses, before transfers, through the month of February totaled \$5,714,441, which represents % of the annual budget. Expenses incurred during the same period last year totaled \$4,884,442, which represented 54.1% of the annual budget. Airport expenses totaled \$302,339, which represents 63.3% of the annual budget. FY-15 expenses incurred during this same period were \$268,753, which represented 57.8% of that year's annual budget. Finally, Golf Course expenses were \$441,804, which equals 47.0% of the annual budget. FY-15 YTD expenses totaled \$445,340, or 63.2% of that year's annual budget.

Overall, combined expenses of \$6,458,584 reflected an increase from the \$5,705,231 expenses incurred during the same period last year by \$753,353, or 13.2%.

Combined Municipal Authority Expenditures & Transfers Out							
Expenditure Category	Annual Budget	YTD Budget	YTD Actual	YTD Balance	% of YTD Bud	YTD Prior Yr	% Var
Utilities							
Personal Services	\$ 4,169,261	\$ 2,767,506	\$ 2,525,575	\$ 241,931	91.3%	\$ 1,999,355	26.3%
Materials & Supplies	1,671,139	1,082,311	732,178	350,133	67.6%	602,983	21.4%
Other Charges & Svcs	3,371,601	2,245,087	1,828,024	417,063	81.4%	1,729,566	5.7%
Indirect Costs	(59,749)	(39,848)	(35,166)	(4,682)	88.3%	(33,818)	4.0%
Capital Outlay	74,791	48,025	50,035	(2,010)	104.2%	57,451	-12.9%
Debt Service	1,194,312	796,184	615,297	180,887	77.3%	633,776	-2.9%
Other Expenses	134,600	89,696	(1,502)	91,198	-1.7%	1,827	0.0%
Total Utilities	\$ 10,555,955	\$ 6,988,961	\$ 5,714,441	\$ 1,274,520	81.8%	\$ 4,991,138	14.5%
Airport							
Personal Services	\$ 94,147	\$ 62,284	\$ 59,232	\$ 3,052	95.1%	\$ 56,303	5.2%
Materials & Supplies	240,190	158,526	180,397	(21,871)	113.8%	149,365	20.8%
Other Charges & Svcs	100,408	68,339	36,515	31,824	53.4%	35,421	3.1%
Indirect Costs	41,612	27,736	23,951	3,785	86.4%	23,709	1.0%
Capital Outlay	-	-	-	-	0.0%	-	0.0%
Other Expenses	1,500	992	2,244	(1,252)	226.2%	3,954	0.0%
Total Airport	\$ 477,857	\$ 317,877	\$ 302,339	\$ 15,538	95.1%	\$ 268,753	12.5%
Golf Course							
Personal Services	\$ 980	\$ 548	\$ 965	\$ (417)	0.0%	\$ 955	0.0%
Materials & Supplies	183,334	119,671	105,014	14,657	87.8%	106,086	-1.0%
Other Charges & Svcs	535,867	357,184	322,634	34,550	90.3%	326,884	-1.3%
Indirect Costs	18,137	12,088	11,216	872	92.8%	10,109	10.9%
Capital Outlay	194,695	128,946	1,900	127,046	0.0%	-	0.0%
Debt Service	5,540	3,688	76	3,612	2.1%	1,146	-93.4%
Other Expenses	800	528	-	528	0.0%	160	0.0%
Total Golf Course	\$ 939,353	\$ 622,653	\$ 441,804	\$ 180,849	71.0%	\$ 445,340	-0.8%
Total Expenses	\$ 11,973,165	\$ 7,929,491	\$ 6,458,584	\$ 1,470,907	81.5%	\$ 5,705,231	13.2%
Transfers Out Utility Funds	\$ 15,769,866	\$ 9,431,908	\$ 13,178,264	\$ (3,746,356)	139.7%	\$ 11,716,481	12.5%
Transfers Out Airport	-	-	-	-	0.0%	-	0.0%
Transfers Out Golf Course	25,500	17,000	15,163	1,837	0.0%	15,184	-
Depreciation- Utility Funds	2,973,696	1,982,456	1,604,481	377,975	80.9%	1,599,901	0.0%
Depreciation- Airport	407,621	271,744	177,113	94,631	65.2%	177,184	0.0%
Depreciation- Golf Course	186,639	124,424	101,012	23,412	81.2%	97,870	0.0%
Total Exp & Transfers	\$ 31,336,487	\$ 19,757,023	\$ 21,534,617	\$ (1,777,594)	109.0%	\$ 19,311,851	11.5%

- **Personal Services (combined):** Regular salaries were down by \$207,982. Group insurance is down \$45,862. Training and travel is down \$26,373 and overtime is also down by \$11,005.
- **Materials & Supplies (combined):** Motor Fuel was under budget by \$62,376. Water and wastewater collection expense was down \$121,384, but aviation fuel for resale expense was up \$32,775 due to higher than projected volume sales.

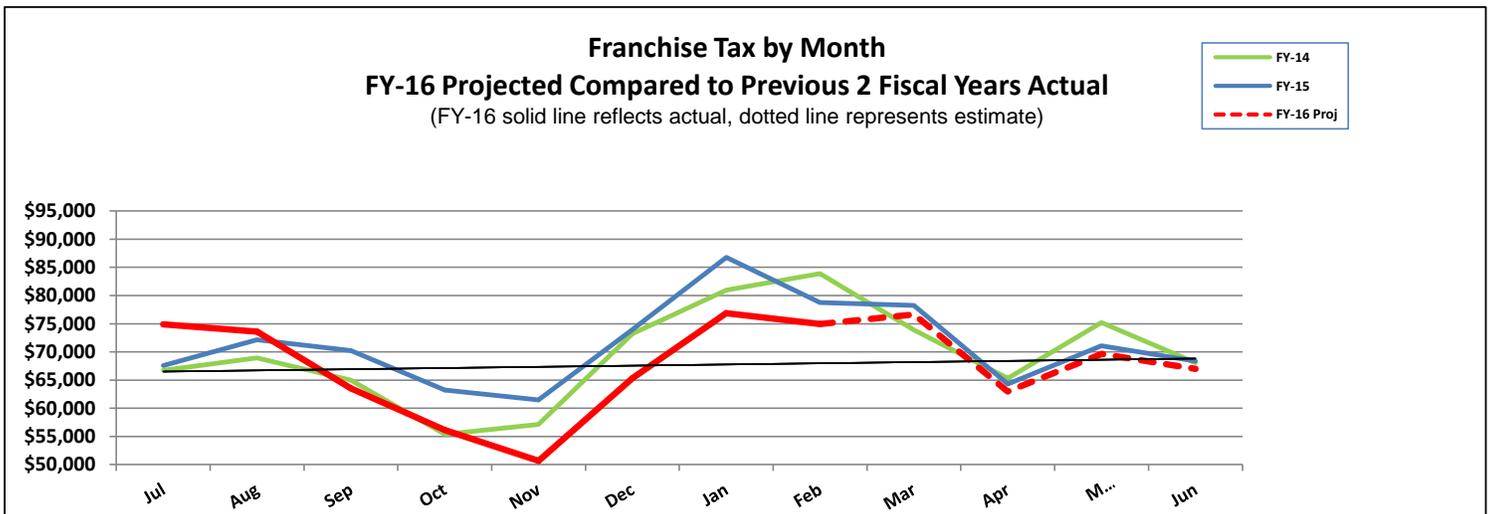
- **Other Charges & Services (combined):** Other Svcs and Fees were down \$50,883 and Professional Svcs were down \$96,966. Utilities were also down \$164,628. Other items that contributed to this favorable variance include Maint & Svc Contracts (\$44,749) and Other Contracts & Svcs (\$123,789).

**CITY OF SAND SPRINGS
SCHEDULE OF FRANCHISE TAX REVENUE
FISCAL YEAR ENDING JUNE 30, 2016**

Accrual Basis

MONTH	COMPARISON TO BUDGET			COMPARISON TO PRIOR YR		PERCENTAGE	
	BUDGET	ACTUAL	AMOUNT INC/(DEC)	FY2015 ACTUAL	AMOUNT INC/(DEC)	INC(DEC) BUDGET	INC(DEC) PRIOR YR
July	\$ 64,867	\$ 74,885	\$ 10,018	\$ 67,596	\$ 7,289	15.4%	10.8%
August	69,361	73,569	4,208	72,161	1,408	6.1%	2.0%
September	67,613	63,559	(4,054)	70,236	(6,677)	-6.0%	-9.5%
October	61,343	56,134	(5,209)	63,252	(7,118)	-8.5%	-11.3%
November	59,968	50,658	(9,310)	61,509	(10,851)	-15.5%	-17.6%
December	73,507	65,326	(8,181)	73,965	(8,639)	-11.1%	-11.7%
January	84,863	76,865	(7,998)	86,787	(9,922)	-9.4%	-11.4%
February	77,436	74,926	(2,510)	78,760	(3,834)	-3.2%	-4.9%
March	77,287	-	-	78,274	-	-	-
April	62,836	-	-	64,329	-	-	-
May	73,554	-	-	71,088	-	-	-
June	66,065	-	-	68,382	-	-	-
TOTAL	\$ 838,700	\$ 535,922	\$ (23,036)	\$ 856,339	\$ (38,344)	-4.1%	-6.7%

YTD Total Budget	\$	558,958	Prior Year	\$	574,266
Y-T-D Actual		535,922	Y-T-D Actual		535,922
Y-T-D Variance		(23,036)	Y-T-D Variance		(38,344)
Y-T-D % Variance		-4.1%	Y-T-D % Variance		-6.7%



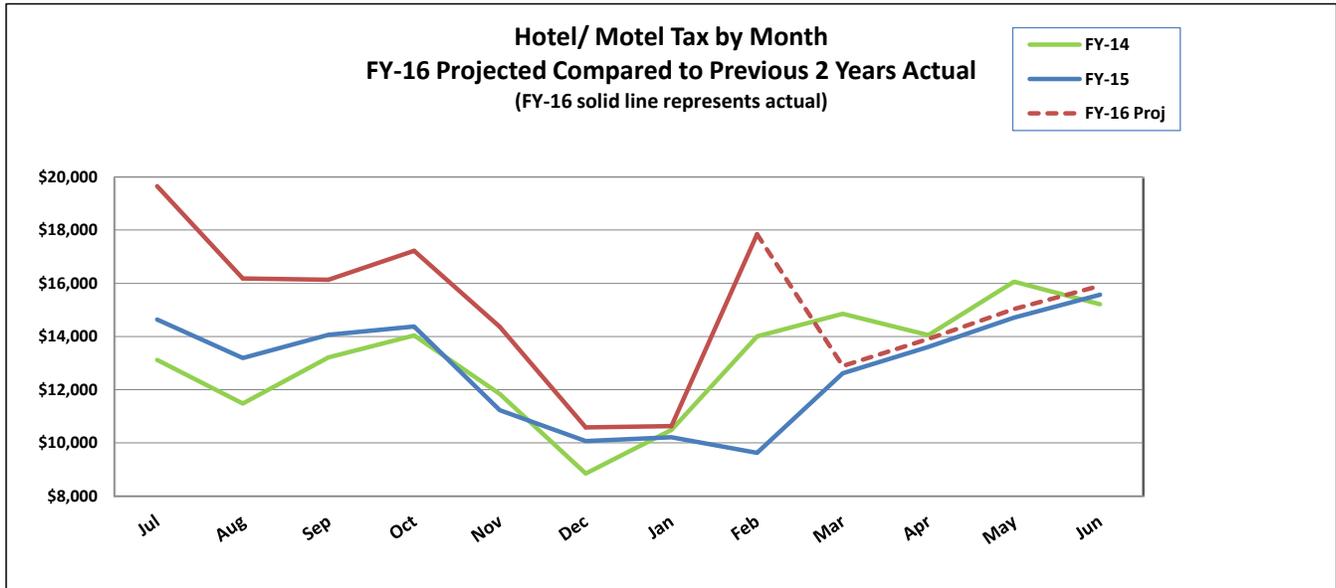
Note: Due to timing those revenues not yet received for the month are estimated, and will be replaced as the actual payments are received.

City of Sand Springs
Schedule of Hotel/ Motel Tax Revenues
For the Fiscal Period Ending June 30, 2016

MONTH	COMPARISON TO BUDGET			COMPARISON TO PRIOR YEAR			PERCENTAGE	
	BUDGET	ACTUAL	AMOUNT INC/(DEC)	FY2016 ACTUAL	FY2015 ACTUAL	AMOUNT INC/(DEC)	INC/(DEC) BUDGET	INC/(DEC) PRIOR YR
July	\$ 14,953	\$ 19,648	\$ 4,695	\$ 19,648	\$ 14,639	\$ 5,009	31.4%	34.2%
August	13,471	16,176	2,705	16,176	13,188	2,988	20.1%	22.7%
September	14,363	16,136	1,773	16,136	14,061	2,074	12.3%	14.8%
October	14,682	17,225	2,543	17,225	14,374	2,851	17.3%	19.8%
November	11,464	14,357	2,893	14,357	11,223	3,133	25.2%	27.9%
December	10,288	10,586	298	10,586	10,072	514	2.9%	5.1%
January	10,429	10,630	201	10,630	10,210	420	1.9%	4.1%
February	9,828	17,849	8,021	17,849	9,621	8,227	81.6%	85.5%
March	12,886	-	-	-	12,615	-	-	-
April	13,904	-	-	-	13,612	-	-	-
May	15,029	-	-	-	14,713	-	-	-
June	15,903	-	-	-	15,569	-	-	-
TOTAL	\$ 157,200	\$ 122,606	\$ 23,128	\$ 122,606	\$ 153,898	\$ 25,218	23.2%	25.9%

Y-T-D Budget	\$ 99,478	Prior Year	\$ 97,388
Y-T-D Actual	122,606	Y-T-D Actual	122,606
Y-T-D Variance	23,128	Y-T-D Variance	25,218
Y-T-D % Var	23.2%	Y-T-D % Var	25.9%

*Estimated

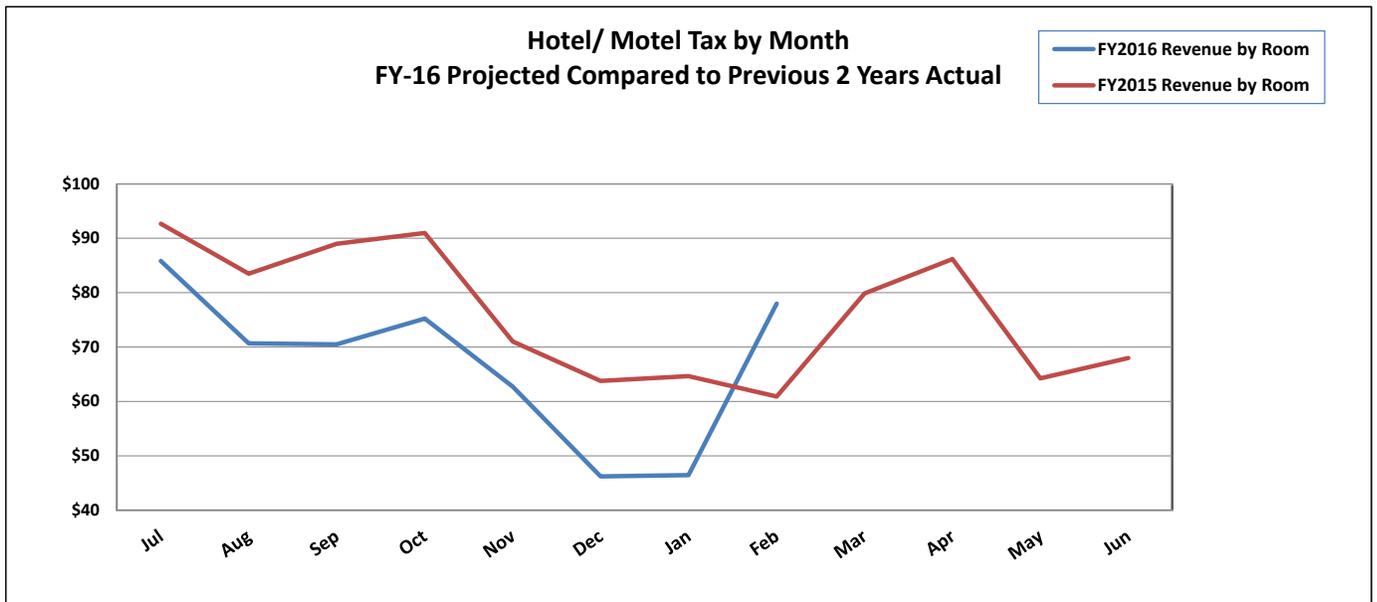


	Budget	Actual
Beginning Reserve Balance	\$ 221,636	218,333
FY-16 Budgeted Revenue	157,200	122,606
Appropriations/ Spending:		
Economic Development	(88,500)	-
Transfer to River West	-	-
Museum	(35,000)	-
E-Grants	-	-
Ending Reserve Balance	\$ 255,336	\$ 340,939

	Entrepreneurial Spirit Grants			
	Beg Bal	Hotel Tax Disbursed	Awarded	End Reserve Balance
FY-07	\$ -	\$ 50,000	\$ (7,800)	\$ 42,201
FY-08	42,201	50,000	(46,350)	45,851
FY-09	45,851	30,000	(44,910)	30,941
FY-10	30,941	35,000	(19,200)	46,741
FY-11	46,741	-	(1,960)	44,781
FY-12	44,781	(33,000)	-	11,781
FY-13	11,781	-	-	11,781
FY-14	11,781	-	-	11,781
FY-15	11,781	-	-	11,781
FY-16	11,781	-	-	11,781

City of Sand Springs
Schedule of Hotel/ Motel Tax Revenues
For the Fiscal Period Ending June 30, 2016

	FY2016 Revenue by Room			FY2015 Revenue by Room			Change	
	<u>Tax Collected</u>	<u>Nbr Rooms</u>	<u>Rev per Rm</u>	<u>Tax Collected</u>	<u>Nbr Rooms</u>	<u>Rev per Rm</u>	<u>\$</u>	<u>%</u>
Jul	\$ 19,648	229	\$ 85.80	\$ 14,639	158	\$ 92.65	(6.85)	-7.4%
Aug	16,176	229	70.64	13,188	158	83.47	(12.83)	-15.4%
Sep	16,136	229	70.46	14,061	158	88.99	(18.53)	-20.8%
Oct	17,225	229	75.22	14,374	158	90.97	(15.76)	-17.3%
Nov	14,357	229	62.69	11,223	158	71.03	(8.34)	-11.7%
Dec	10,586	229	46.23	10,072	158	63.75	(17.52)	-27.5%
Jan	10,630	229	46.42	10,210	158	64.62	(18.20)	-28.2%
Feb	17,849	229	77.94	9,621	158	60.89	17.05	28.0%
Mar				12,615	158	79.84		
Apr				13,612	158	86.15		
May				14,713	229	64.25		
Jun				15,569	229	67.99		
Total	\$ 122,607	1,832	\$ 66.93	\$ 153,897	2,038	\$ 75.51	(8.59)	-11.4%
YTD Totals	\$ 122,607	1,832	\$ 66.93	\$ 97,388	1,264	\$ 77.05	(10.12)	-13.1%

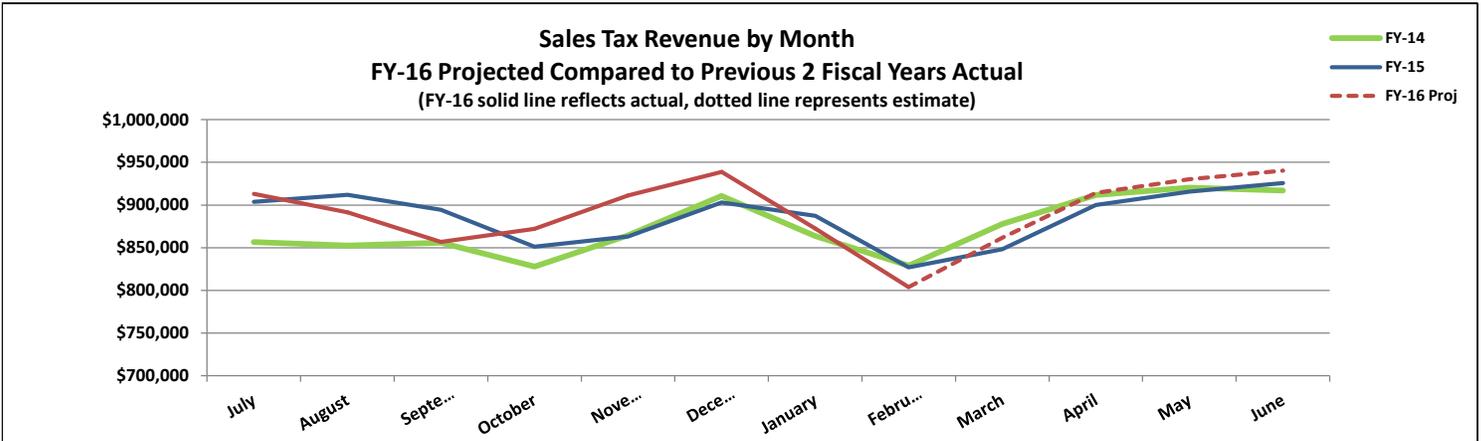


**CITY OF SAND SPRINGS
SCHEDULE OF SALES TAX REVENUE
Fiscal Year Ending June 30, 2016**

Accrual Basis

MONTH	COMPARISON TO BUDGET			COMPARISON TO PRIOR YEAR			PERCENTAGE	
	REVISED BUDGET	ACTUAL	AMOUNT INC/(DEC)	FY2016 ACTUAL	FY2015 ACTUAL	AMOUNT INC/(DEC)	INC/(DEC) BUDGET	INC/(DEC) PRIOR YR
July	\$ 917,838	\$ 912,888	\$ (4,950)	\$ 912,888	\$ 903,629	\$ 9,259	-0.5%	1.0%
August	926,408	891,559	(34,849)	891,559	912,067	(20,507)	-3.8%	-2.2%
September	908,640	856,701	(51,939)	856,701	894,574	(37,872)	-5.7%	-4.2%
October	864,434	872,001	7,567	872,001	851,052	20,949	0.9%	2.5%
November	876,663	911,137	34,474	911,137	863,092	48,045	3.9%	5.6%
December	917,190	938,815	21,625	938,815	902,991	35,823	2.4%	4.0%
January	901,394	872,249	(29,145)	872,249	887,440	(15,192)	-3.2%	-1.7%
February	839,745	803,866	(35,879)	803,866	826,746	(22,881)	-4.3%	-2.8%
March	861,489	-	-	-	848,153	-	-	-
April	914,102	-	-	-	899,951	-	-	-
May	930,145	-	-	-	915,746	-	-	-
June	940,132	-	-	-	925,578	-	-	-
TOTAL	\$ 10,798,180	\$ 7,059,216	\$ (93,096)	\$ 7,059,216	\$ 10,631,021	\$ 17,624	-1.3%	0.3%

Y-T-D Budget	\$ 7,152,312	Prior Year	\$ 7,041,592
Y-T-D Actual	7,059,216	Y-T-D Actual	7,059,216
Y-T-D Variance	(93,096)	Y-T-D Variance	17,624
Y-T-D % Var	-1.3%	Y-T-D % Var	0.3%



Memo - OTC Cash Deposits including interest

Date	FY2016	FY2015	FY2014	Sales Month	FY16 vs FY15		FY16 vs FY14	
	Amount	Amount	Amount		\$ Variance	% Variance	\$ Variance	% Variance
July	\$ 918,533	\$ 924,299	\$ 858,485	May 16-Jun 15	\$ (5,766)	-0.62%	\$ 60,048	6.99%
August	933,974	922,483	890,610	Jun 16-Jul 15	11,492	1.25%	43,364	4.87%
September	893,251	886,243	823,641	Jul 16-Aug 15	7,007	0.79%	69,609	8.45%
October	891,223	939,295	882,805	Aug 16-Sept 15	(48,072)	-5.12%	8,418	0.95%
November	823,514	851,278	830,099	Sept 16-Oct 15	(27,765)	-3.26%	(6,586)	-0.79%
December	921,772	852,179	826,840	Oct 16-Nov 15	69,593	8.17%	94,932	11.48%
January	901,848	875,227	903,155	Nov 16-Dec 15	26,621	3.04%	(1,306)	-0.14%
February	977,260	932,142	919,809	Dec 16-Jan 15	45,118	4.84%	57,451	6.25%
March	768,469	844,115	808,805	Jan 16-Feb 15	(75,646)	-8.96%	(40,336)	-4.99%
April	-	810,568	849,999	Feb 16-Mar 15	-	-	-	-
May	-	887,039	907,296	Mar 16-Apr 15	-	-	-	-
June	-	914,249	917,859	Apr 16-May 15	-	-	-	-
TOTAL	\$ 8,029,845	\$ 10,639,119	\$ 10,419,404		\$ 2,582	0.03%	\$ 285,595	3.69%

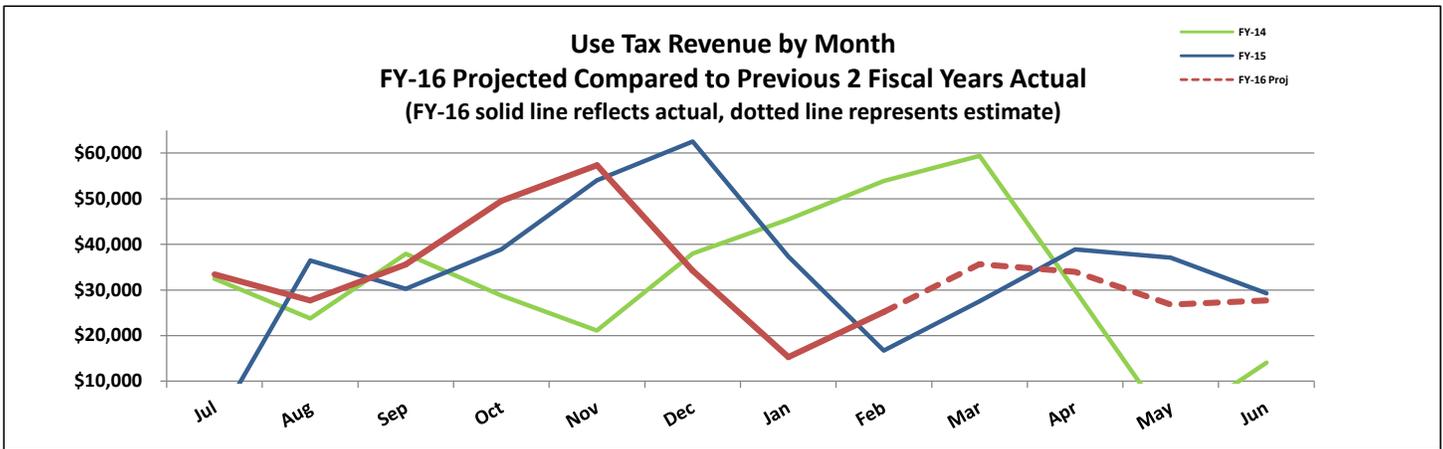
February figures represent actual sales tax collections thru February 15 and estimated sales tax collections based on February budget for the remaining 1/2 of month.

**CITY OF SAND SPRINGS
SCHEDULE OF USE TAX REVENUE
Fiscal Year Ending June 30, 2016**

Accrual Basis

MONTH	COMPARISON TO BUDGET			COMPARISON TO PRIOR YEAR			PERCENTAGE	
	BUDGET	ACTUAL	AMOUNT INC/(DEC)	FY2016 ACTUAL	FY2015 ACTUAL	AMOUNT INC/(DEC)	INC/(DEC) BUDGET	INC/(DEC) PRIOR YR
July	\$ 33,419	\$ 30,614	\$ (2,805)	\$ 30,614	\$ 36,472	\$ (5,858)	-8.4%	-16.1%
August	27,725	35,900	8,175	35,900	30,259	5,641	29.5%	18.6%
September	35,613	37,664	2,051	37,664	38,867	(1,203)	5.8%	-3.1%
October	49,502	27,104	(22,398)	27,104	54,025	(26,921)	-45.2%	-49.8%
November	57,320	32,249	(25,071)	32,249	62,557	(30,309)	-43.7%	-48.4%
December	34,222	36,586	2,364	36,586	37,348	(762)	6.9%	-2.0%
January	15,310	33,672	18,362	33,672	16,709	16,962	119.9%	101.5%
February	25,203	28,375	3,172	28,375	27,506	869	12.6%	3.2%
March	35,623	-	-	-	38,878	-	-	-
April	33,947	-	-	-	37,048	-	-	-
May	26,798	-	-	-	29,246	-	-	-
June	27,678	-	-	-	30,208	-	-	-
TOTAL	\$ 402,360	\$ 262,162	\$ (16,152)	\$ 262,162	\$ 439,123	\$ (41,581)	-5.8%	-13.7%

Y-T-D Budget	\$ 278,314	Prior Year	\$ 303,743
Y-T-D Actual	262,162	Y-T-D Actual	262,162
Y-T-D Variance	(16,152)	Y-T-D Variance	(41,581)
Y-T-D % Var	-5.8%	Y-T-D % Var	-13.7%



Memo - OTC Cash Deposits including interest

Date	FY2016	FY2015	FY2013	Sales Month	FY16 vs FY15		FY16 vs FY14	
	Amount	Amount	Amount		\$ Variance	% Variance	\$ Variance	% Variance
July	\$ 32,768	\$ -	\$ 35,214	May 16-Jun 15	\$ 32,768	0.00%	\$ (2,446)	-6.95%
August	27,693	40,374	39,693	Jun 16-Jul 15	(12,681)	-31.41%	(12,000)	-30.23%
September	33,584	32,632	27,103	Jul 16-Aug 15	952	2.92%	6,481	23.91%
October	38,271	27,936	27,786	Aug 16-Sept 15	10,335	37.00%	10,485	37.74%
November	37,115	49,863	43,206	Sept 16-Oct 15	(12,748)	-25.57%	(6,091)	-14.10%
December	27,138	58,272	48,104	Oct 16-Nov 15	(31,134)	-53.43%	(20,966)	-43.59%
January	37,409	66,933	45,379	Nov 16-Dec 15	(29,524)	-44.11%	(7,970)	-17.56%
February	35,824	7,819	34,234	Dec 16-Jan 15	28,005	358.19%	1,590	4.65%
March	31,569	25,628	23,854	Jan 16-Feb 15	5,941	23.18%	7,715	32.34%
April	-	29,428	38,146	Feb 16-Mar 15	-	-	-	-
May	-	48,388	31,956	Mar 16-Apr 15	-	-	-	-
June	-	25,768	36,425	Apr 16-May 15	-	-	-	-
TOTAL	\$ 301,370	\$ 413,040	\$ 431,099		\$ (8,086)	-2.61%	\$ (23,202)	-7.15%

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*February figures represent actual use tax collections thru February 15 and estimated use tax collections based on February budget for the remaining 1/2 of month.

MUNICIPAL AUTHORITY WATER UTILITY FUND
SCHEDULE OF WATER REVENUES
 Fiscal Year Ending June 30, 2016

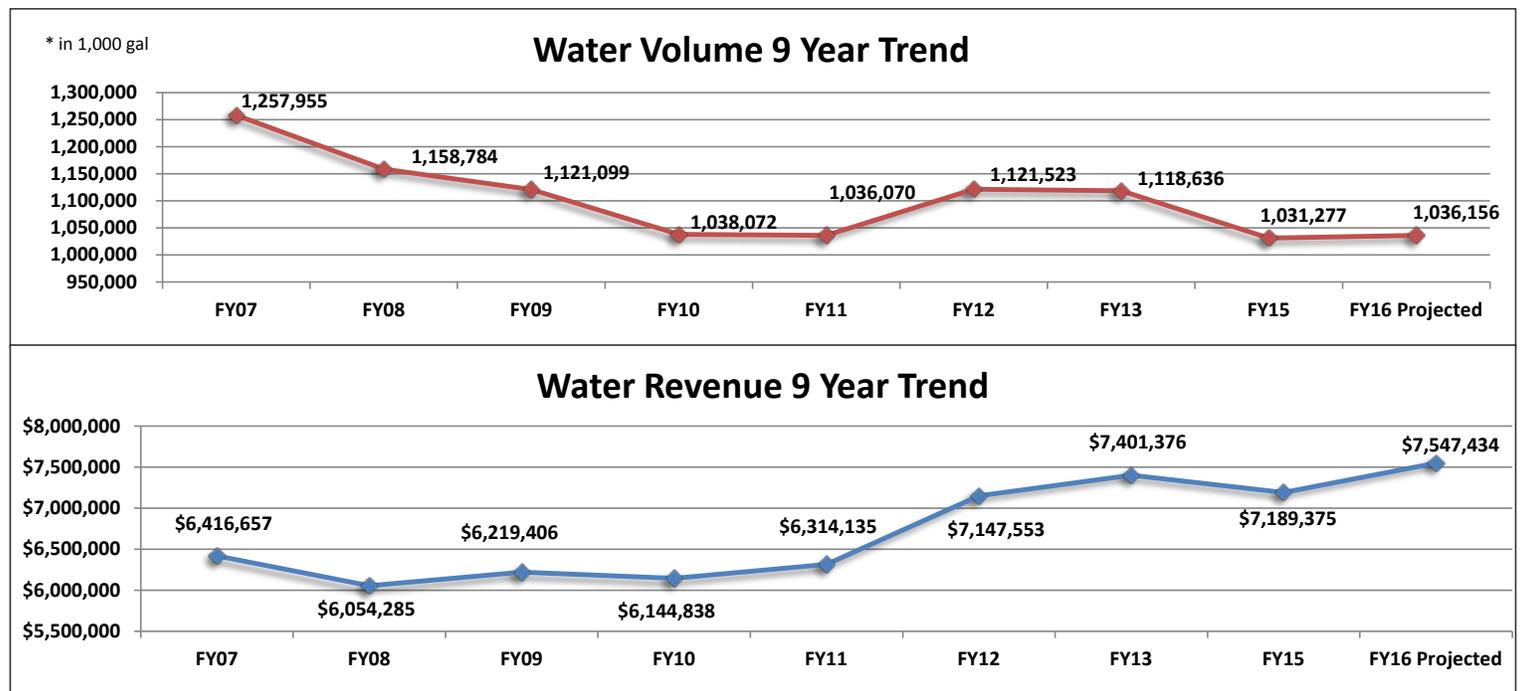
Accrual Basis

MONTH	VOLUME (in thousands)					REVENUE				
	ACTUAL	BUDGET	PRIOR YR	% VAR		ACTUAL	BUDGET	PRIOR YR	% VAR	
				BUD	PR YR				BUD	PR YR
July	99,065	102,000	98,725	-2.9%	0.3%	\$ 717,979	\$ 736,134	\$ 681,129	-2.5%	5.4%
August	100,723	105,000	114,088	-4.1%	-11.7%	712,107	757,785	787,515	-6.0%	-9.6%
September	114,441	96,000	96,181	19.2%	19.0%	822,165	692,832	673,441	18.7%	22.1%
October	93,309	88,000	113,574	6.0%	-17.8%	666,358	635,096	783,746	4.9%	-15.0%
November	74,658	80,000	78,543	-6.7%	-4.9%	551,067	577,360	547,549	-4.6%	0.6%
December	89,492	74,000	64,313	20.9%	39.2%	657,460	534,058	469,657	23.1%	40.0%
January	68,244	66,000	73,674	3.4%	-7.4%	506,455	476,322	450,142	6.3%	12.5%
February	63,224	64,000	69,529	-1.2%	-9.1%	470,761	461,888	500,049	1.9%	-5.9%
March	-	73,000	70,626			-	526,841	514,179		
April	-	76,000	87,349			-	548,492	592,690		
May	-	87,000	79,331			-	646,706	573,467		
June	-	97,000	85,344			-	721,042	615,811		
Total	703,156	1,008,000	1,031,277	15.1%	10.0%	5,104,353	7,314,556	7,189,375	15.8%	16.2%
YTD	703,156	675,000	708,627	4.2%	-0.8%	5,104,353	4,871,475	4,893,228	4.8%	4.3%

Additional Information:

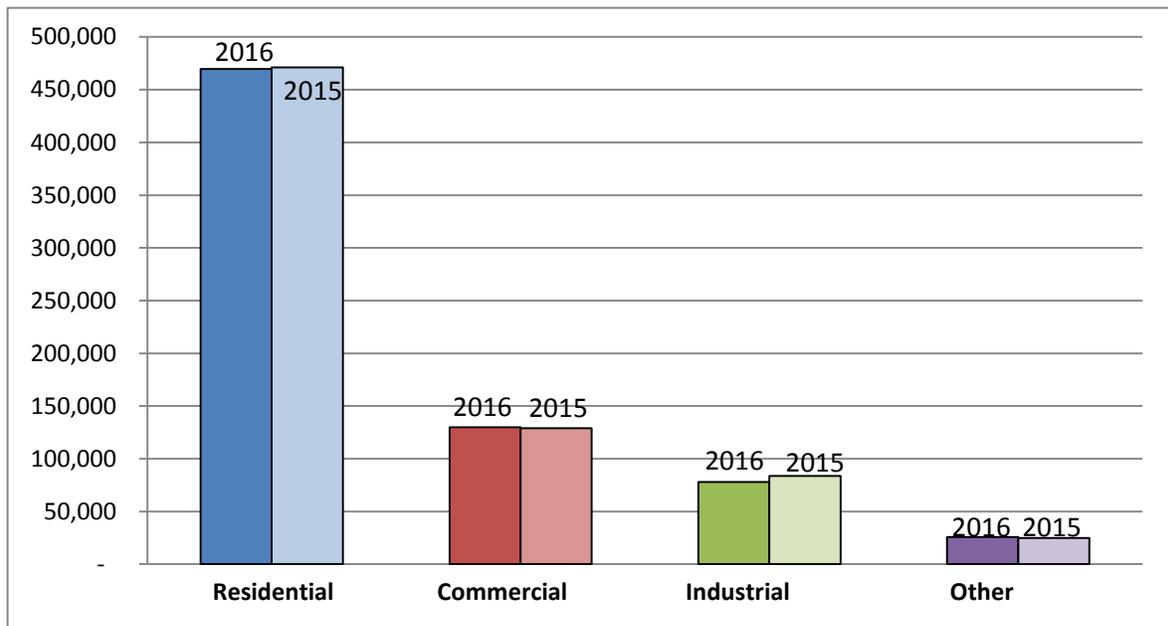
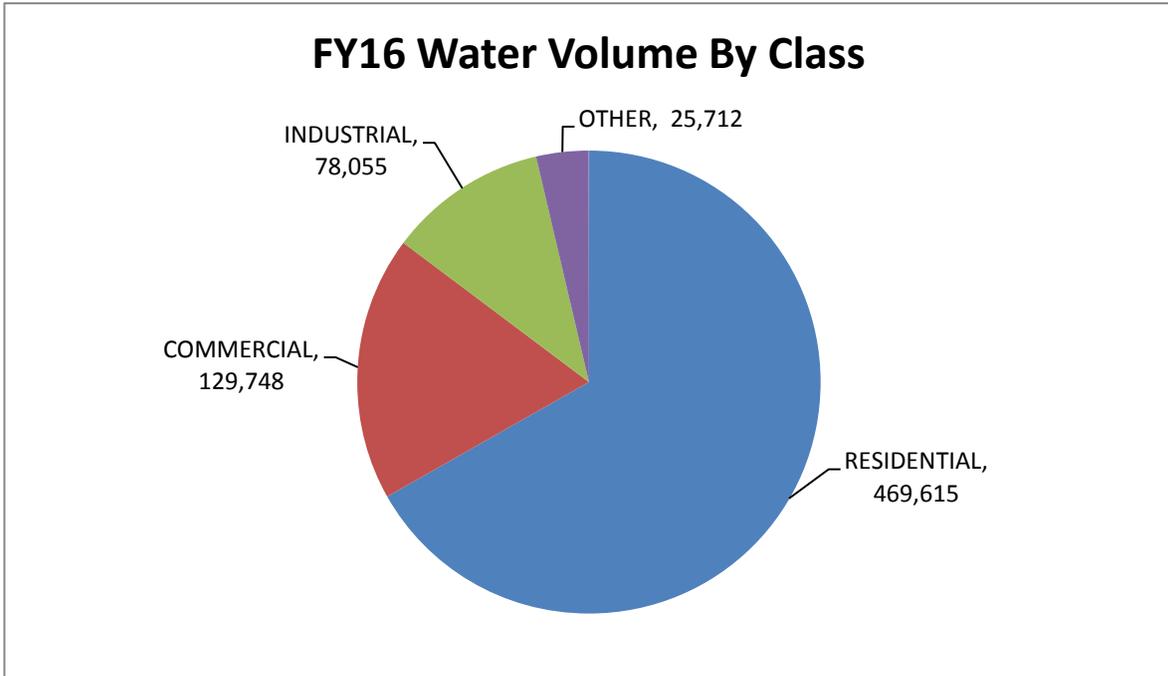
	YEAR TO DATE			% VAR	
	ACTUAL	BUDGET	PRIOR YR	BUD	PR YR
# Customers	12,109	11,952	12,011	1.3%	0.8%
Vol per Cust *	7.26	7.06	7.37	2.8%	-1.6%
Average Rate	\$ 7.26	\$ 7.22	\$ 6.91	0.6%	5.1%

* in thousand gallons



MUNICIPAL AUTHORITY WATER UTILITY FUND
SCHEDULE OF WATER VOLUME BY CLASS
 Period Ending February 29, 2016

VOLUME (in thousands)					
<u>CLASS</u>	<u>FY16 YTD</u>	<u>% of Total</u>	<u>FY15 YTD</u>	<u>% of Total</u>	<u>% VAR</u> <u>PRIOR YEAR</u>
RESIDENTIAL	469,615	66.79%	471,274	66.51%	-0.4%
COMMERCIAL	129,748	18.45%	128,973	18.20%	0.6%
INDUSTRIAL	78,055	11.10%	83,534	11.79%	-6.6%
OTHER	25,712	3.66%	24,846	3.51%	3.5%
Total	703,130	100%	708,626	100%	-0.8%



MUNICIPAL AUTHORITY WASTEWATER UTILITY FUND
SCHEDULE OF WASTEWATER REVENUES
 Fiscal Year Ending June 30, 2016

Accrual Basis

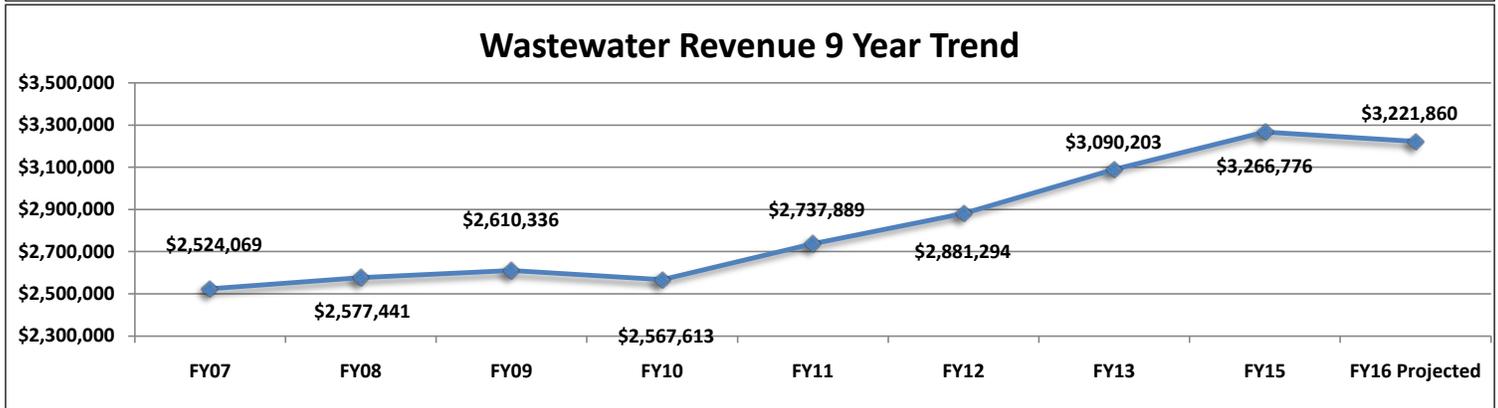
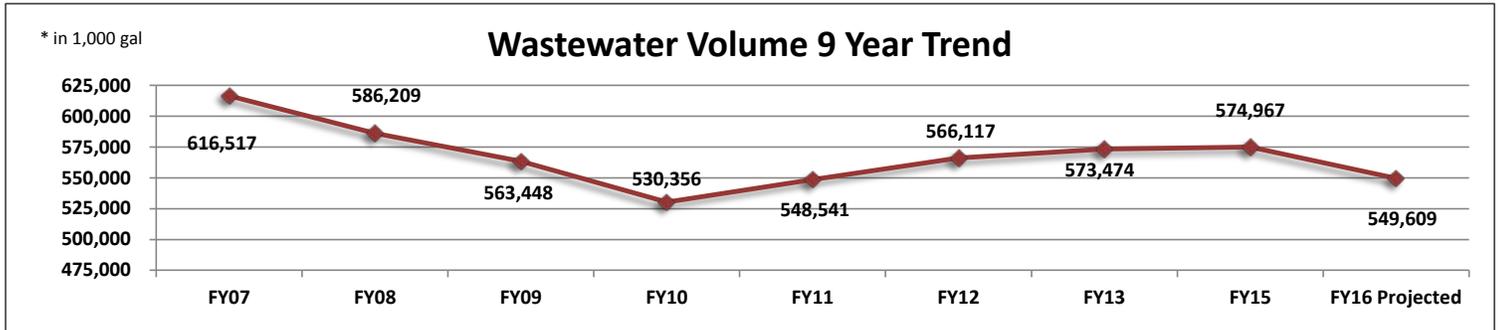
MONTH	VOLUME (in thousands)					REVENUE				
	ACTUAL	BUDGET	PRIOR YR	% VAR		ACTUAL	BUDGET	PRIOR YR	% VAR	
				BUD	PR YR				BUD	PR YR
July	46,384	49,606	48,914	-6.5%	-5.2%	\$ 268,101	\$ 287,811	\$ 277,365	-6.8%	-3.3%
August	47,499	54,551	53,790	-12.9%	-11.7%	272,217	316,491	302,863	-14.0%	-10.1%
September	49,421	46,882	46,228	5.4%	6.9%	278,977	272,022	263,316	2.6%	5.9%
October	48,759	53,669	52,920	-9.1%	-7.9%	280,856	311,435	287,755	-9.8%	-2.4%
November	40,592	56,190	55,406	-27.8%	-26.7%	251,954	326,109	301,720	-22.7%	-16.5%
December	47,780	45,650	45,013	4.7%	6.1%	272,447	264,963	264,431	2.8%	3.0%
January	44,490	47,735	47,069	-6.8%	-5.5%	264,072	277,113	259,771	-4.7%	1.7%
February	39,759	43,897	43,284	-9.4%	-8.1%	243,183	254,841	254,825	-4.6%	-4.6%
March	-	46,871	46,217			-	272,056	268,330		
April	-	46,835	46,181			-	271,832	253,456		
May	-	45,208	44,577			-	270,681	271,434		
June	-	46,011	45,368			-	275,484	261,510		
Total	364,684	583,105	574,967	2.9%	4.4%	2,131,807	3,400,838	3,266,776	3.7%	8.9%

YTD	364,684	398,180	392,624	-8.4%	-7.1%	2,131,807	2,310,785	2,212,046	-7.7%	-3.6%
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Additional Information:

	YEAR TO DATE			% VAR	
	ACTUAL	BUDGET	PRIOR YR	BUD	PR YR
# Customers	6,962	6,900	6,910	0.9%	0.8%
Vol per Cust *	6.55	7.21	7.10	-9.2%	-7.8%
Average Rate	\$ 5.85	\$ 5.80	\$ 5.63	0.7%	3.8%

* in thousand gallons



Note: The wastewater volume billed to residential customers is solely based on an average water volume consumed during a three month period in the winter season. This average is then used for the upcoming twelve month period beginning in March each year.

**SAND SPRINGS MUNICIPAL GOLF COURSE
ROUNDS AND REVENUE REPORT
February 29, 2016**

INCOME

	FEBRUARY		YEAR TO DATE	
	FY16	FY15	FY16	FY15
GREEN FEES	\$ 14,064	\$ 6,698	\$ 161,225	\$ 160,868
DISCOUNT FEES	3,958	1,649	33,977	32,616
CARTS	10,798	5,874	122,996	110,667
RANGE	934	486	9,682	9,089
GIFT CERT/RAIN CKS	(130)	200	1,740	1,354
GRILL	584	119	6,839	4,794
TOTAL	\$ 30,208	\$ 15,026	\$ 336,459	\$ 319,388

ROUNDS PLAYED

	FEBRUARY		YEAR TO DATE	
	FY16	FY15	FY16	FY15
DAILY	46	16	703	692
TWILIGHT	84	21	832	710
SENIORS	167	49	1,820	1,312
JUNIORS	3	115	206	180
GROUP	369	151	3,606	4,147
PASSPORT/SCHOOL	7	5	60	42
MEMBER ROUNDS	516	297	5,098	4,908
WEEKEND	263	156	2,998	2,907
OTHER	53	44	1,348	1,140
DISCOUNT CARDS	1	-	-	-
TOTAL	1,509	854	16,671	16,038

GREEN FEES

	FEBRUARY		YEAR TO DATE	
	FY16	FY15	FY16	FY15
DAILY	\$ 965	\$ 320	\$ 14,117	\$ 13,812
TWILIGHT	1,260	294	11,749	9,904
SENIORS	2,004	539	20,259	14,430
JUNIORS	30	1,150	2,060	1,800
GROUP	5,549	1,654	59,257	69,709
PASSPORT/SCHOOL	-	-	-	-
WEEKEND	5,557	3,360	68,697	66,121
OTHER	299	252	11,035	5,695
DISCOUNT CARDS	500	-	500	-
ANNUAL CARDS	3,525	1,550	25,585	27,410
MEMBER ROUNDS	-	-	-	-
MINUS SALES TAX	(1,667)	(772)	(18,056)	(17,899)
TOTAL	\$ 18,022	\$ 8,347	\$ 195,202	\$ 190,982

SAND SPRINGS MUNICIPAL GOLF COURSE

Fiscal Year 2016

Report on Rounds and Green Fees Revenue Per Month

MONTH		FY16	FY15	FY14	FY13	FY12	FY11	FY10	FY09	FY08	FY07
July	Rnds	2,920	3,547	3,274	3,026	2,853	2,812	2,679	2,321	2,056	3,022
	Rev	\$ 37,536	\$ 44,389	\$ 39,176	\$ 35,142	\$ 34,252	\$ 36,344	\$ 32,590	\$ 33,259	\$ 24,140	\$ 37,760
August	Rnds	3,199	3,314	3,191	2,762	2,467	2,755	2,779	2,468	2,255	2,231
	Rev	\$ 39,650	\$ 44,028	\$ 38,350	\$ 31,663	\$ 25,251	\$ 30,365	\$ 37,402	\$ 32,768	\$ 23,776	\$ 23,528
September	Rnds	3,057	2,827	2,832	2,536	1,762	2,408	1,944	2,085	1,934	2,390
	Rev	\$ 37,123	\$ 35,058	\$ 36,052	\$ 33,689	\$ 29,106	\$ 29,071	\$ 24,603	\$ 26,662	\$ 22,196	\$ 27,475
October	Rnds	2,777	2,477	2,078	2,132	2,256	2,339	1,294	1,760	1,404	1,739
	Rev	\$ 30,492	\$ 28,870	\$ 24,340	\$ 19,756	\$ 22,318	\$ 24,895	\$ 15,461	\$ 20,998	\$ 14,400	\$ 18,516
November	Rnds	1,435	1,327	1,215	1,523	1,059	1,415	1,355	839	900	1,414
	Rev	\$ 13,667	\$ 12,996	\$ 12,777	\$ 12,018	\$ 9,533	\$ 12,053	\$ 14,559	\$ 7,559	\$ 6,975	\$ 14,544
December	Rnds	926	675	746	956	958	774	310	568	337	667
	Rev	\$ 7,554	\$ 6,345	\$ 6,727	\$ 8,690	\$ 10,579	\$ 6,018	\$ 2,468	\$ 6,733	\$ 3,657	\$ 6,768
January	Rnds	849	1,017	802	977	1,212	658	248	595	562	273
	Rev	\$ 11,159	\$ 10,949	\$ 7,943	\$ 8,705	\$ 9,824	\$ 6,596	\$ 1,589	\$ 7,037	\$ 7,166	\$ 2,645
February	Rnds	1,509	854	928	1,208	1,087	582	311	894	617	744
	Rev	\$ 18,022	\$ 8,347	\$ 10,030	\$ 11,766	\$ 11,242	\$ 7,192	\$ 3,270	\$ 9,382	\$ 6,543	\$ 8,850
March	Rnds		1,787	1,723	1,525	1,779	1,801	1,467	1,443	1,376	1,686
	Rev		\$ 24,450	\$ 26,611	\$ 23,789	\$ 25,778	\$ 20,446	\$ 20,340	\$ 13,937	\$ 21,668	\$ 29,333
April	Rnds		1,557	2,267	2,217	2,523	2,386	2,112	1,956	1,769	1,879
	Rev		\$ 29,208	\$ 29,339	\$ 28,994	\$ 27,038	\$ 29,976	\$ 23,246	\$ 25,051	\$ 25,480	\$ 23,824
May	Rnds		1,979	3,266	2,811	3,338	2,967	2,412	2,329	2,498	2,325
	Rev		\$ 29,006	\$ 46,828	\$ 35,924	\$ 42,710	\$ 38,549	\$ 38,799	\$ 42,130	\$ 35,513	\$ 33,513
June	Rnds		3,204	3,377	3,581	3,625	2,983	2,631	2,684	2,561	2,163
	Rev		\$ 43,321	\$ 48,865	\$ 46,810	\$ 51,127	\$ 36,299	\$ 32,834	\$ 34,766	\$ 35,908	\$ 23,465
Total	Rnds	16,672	24,565	25,699	25,254	24,919	23,880	19,542	19,942	18,269	20,533
	Rev	\$ 195,203	\$ 316,967	\$ 327,037	\$ 296,946	\$ 298,761	\$ 277,805	\$ 247,161	\$ 260,282	\$ 227,422	\$ 250,221

Through February

Y-T-D Comparison	Rnds	16,672	16,038	15,066	15,120	13,654	13,743	10,920	11,530	10,065	12,480
	Rev	\$ 195,203	\$ 190,982	\$ 175,395	\$ 161,429	\$ 152,107	\$ 152,535	\$ 131,942	\$ 144,398	\$ 108,853	\$ 140,085
Revenues per Round	Avg	\$ 11.71	\$ 11.91	\$ 11.64	\$ 10.68	\$ 11.14	\$ 11.10	\$ 12.08	\$ 12.52	\$ 10.82	\$ 11.22

Annual Comparison											
Revenue var prior year		2.2%	8.9%	8.7%	6.1%	-0.3%	15.6%	-8.6%	32.7%	-22.3%	-13.8%
Revenues per Round	\$	11.71	\$ 12.90	\$ 12.73	\$ 11.76	\$ 11.99	\$ 11.63	\$ 12.65	\$ 13.05	\$ 12.45	\$ 12.19

CITY OF SAND SPRINGS
FINANCIAL SUMMARY - ALL FUNDS
07/01/2015 through 2/29/16

	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	CAPITAL PROJECT FUNDS	ENTERPRISE FUNDS UTILITY FUNDS	OTHER FUNDS	COMBINED FUNDS
Gross Operating Revenues							
Taxes	\$ 8,928,350	\$ -	\$ -	\$ 59,000	\$ -	\$ -	\$ 8,987,350
Licenses & Permits	64,350	-	-	-	-	-	64,350
Intergovernmental	435,467	-	-	-	-	-	435,467
Charges for Services	699,140	-	-	36,200	9,308,152	626,279	10,669,772
Fines & Forfeitures	177,493	-	-	-	-	-	177,493
Other Revenues	199,834	364	-	77,128	148,745	-	426,071
Investment Income	4,842	258	1,523	49,143	-	-	55,767
Total Gross Operating Revenues	\$ 10,509,475	\$ 622	\$ 1,523	\$ 221,472	\$ 9,456,897	\$ 626,279	\$ 20,816,268
Expenditures:							
General Government	\$ 549,086	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 549,086
Planning and Zoning	99,771	-	-	-	-	-	99,771
Financial Administration	676,322	-	-	-	-	-	676,322
Public Safety	5,063,632	24,031	-	159,612	-	-	5,247,274
Highways and Streets	417,405	-	-	671,161	-	-	1,088,566
Health and Welfare	18,908	-	-	-	-	-	18,908
Utility Services	-	-	-	10,075,588	6,705,471	-	16,781,059
Culture and Recreation	731,954	-	-	1,913,432	-	-	2,645,387
Airport	-	-	-	209,822	-	479,452	689,274
Golf Course	-	-	-	5,610	-	542,740	548,350
Community and Economic Development	223,456	532,443	-	4,179	-	-	760,078
Facilities Management and Fleet Maint	487,174	-	-	-	-	-	487,174
Debt Service:	-	-	-	-	-	-	-
Principal Retirement	137,586	-	565,000	-	-	-	702,586
Interest and Fiscal Charges	6,676	-	174,966	-	-	-	181,642
Total Expenditures	\$ 8,411,970	\$ 556,474	\$ 739,966	\$ 13,039,403	\$ 6,705,471	\$ 1,022,192	\$ 30,475,476
Excess (deficiency) of Revenues over Expenditures	\$ 2,097,505	\$ (555,852)	\$ (738,443)	\$ (12,817,931)	\$ 2,751,426	\$ (395,912)	\$ (9,659,208)
Non-Operating Rev(Exp)							
Investment Income	\$ -	\$ -	\$ -	\$ -	\$ 5,141	\$ 35	\$ 5,176
Other Income	-	-	-	-	7,734	29,061	36,795
Interest, Fees, Amortization	-	-	-	-	(615,297)	(76)	(615,373)
Loss on Disposal of Assets	-	-	-	-	1,846	-	1,846
Total Non-Operating Rev(Exp)	\$ -	\$ -	\$ -	\$ -	\$ (600,576)	\$ 29,020	\$ (571,556)
Net Income(Loss) Before Transfers	\$ 2,097,505	\$ (555,852)	\$ (738,443)	\$ (12,817,931)	\$ 2,150,850	\$ (366,893)	\$ (10,230,764)
Other Financing Sources (Uses)							
Capital Lease/Bond Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contributed Capital Revenue	-	-	-	10,000	-	-	10,000
Transfers In	836,481	532,443	-	13,675,163	2,579,564	113,328	17,736,978
Transfers Out	(3,773,969)	-	(1,481)	(768,102)	(13,178,264)	(15,163)	(17,736,978)
Bad Debt	-	-	-	-	-	-	-
Total Other Financing Sources (Uses)	\$ (2,937,489)	\$ 532,443	\$ (1,481)	\$ 12,917,061	\$ (10,598,700)	\$ 98,165	\$ 10,000
Net Change in Fund Balance	\$ (839,984)	\$ (23,409)	\$ (739,924)	\$ 99,130	\$ (8,447,850)	\$ (268,728)	\$ (10,220,764)
Beginning Fund Balance	\$ 6,371,999	\$ 145,172	\$ 738,998	\$ 24,880,712	\$ 54,786,187	\$ 7,747,407	\$ 94,670,474
Ending Fund Balance	\$ 5,532,015	\$ 121,762	\$ (926)	\$ 24,979,841	\$ 46,338,338	\$ 7,478,679	\$ 84,449,710
Nonspendable	\$ 20,073	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,073
Restricted	740,832	26,050	(926)	516,850	36,788,726	7,114,710	45,186,241
Assigned	754,249	94,697	-	25,082,670	-	-	25,931,617
Unassigned, designated	1,654,788	-	-	-	-	-	1,654,788
Unassigned, undesignated	2,362,073	1,015	-	(619,679)	9,549,612	363,970	11,656,991
Total Ending Fund Balance	\$ 5,532,015	\$ 121,762	\$ (926)	\$ 24,979,841	\$ 46,338,338	\$ 7,478,679	\$ 84,449,710

**CITY OF SAND SPRINGS
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
07/01/2015 through 2/29/16**

	ANNUAL BUDGET	Y-T-D BUDGET	A C T U A L		Y-T-D % of BUDGET	ENCUMB OUTSTAND	REMAINING APPROPR
			CURR MONTH	YEAR-TO-DATE			
Revenues:							
Taxes	\$ 14,627,515	\$ 9,168,984	\$ 983,889	8,928,350	97.4%		\$ 5,699,165
Licenses & Permits	157,000	80,304	19,043	64,350	80.1%		92,651
Intergovernmental	588,166	444,050	33,508	435,467	98.1%		152,699
Charges for Services	1,053,680	701,719	87,224	699,140	99.6%		354,540
Fines & Forfeitures	332,500	221,656	24,092	177,493	80.1%		155,007
Other Revenues	272,000	180,650	21,627	199,834	110.6%		72,166
Investment Income	7,000	4,664	52	4,842	103.8%		2,158
Total Revenues	\$ 17,037,861	\$ 10,802,027	\$ 1,169,434	\$ 10,509,475	97.3%		\$ 6,528,386
Expenditures:							
Municipal Court	\$ 203,451	\$ 128,578	12,679	111,822	87.0%	\$ 2,650	\$ 88,978
City Manager	354,045	229,196	28,587	229,289	100.0%	828	123,928
City Clerk	184,285	119,137	10,048	96,080	80.6%	-	88,205
General Administration	175,935	115,353	14,424	111,895	97.0%	13,615	50,426
Planning & Development	159,353	103,540	10,550	99,771	96.4%	3,615	55,967
Human Resources	200,195	130,152	10,939	127,188	97.7%	3,615	69,392
Finance	640,106	414,635	34,855	313,782	75.7%	14,772	111,552
City Attorney	105,889	70,072	8,232	60,022	85.7%	34,048	11,819
Information Services	321,053	211,494	31,454	175,331	82.9%	8,905	136,817
Facilities Management	548,927	365,174	33,177	304,890	83.5%	9,339	234,698
Fleet Maintenance	300,235	199,526	27,755	182,283	91.4%	7,642	110,310
Police	3,289,732	2,223,238	229,107	1,989,602	89.5%	5,800	1,294,330
Animal Control	105,687	70,360	7,862	77,518	110.2%	(246)	28,415
Communications	604,318	400,278	44,284	393,431	98.3%	19,928	190,959
Fire	3,793,250	2,582,461	293,745	2,341,154	90.7%	57,471	1,394,626
Emergency Management	59,952	39,066	3,033	34,674	88.8%	-	25,278
Neighborhood Services	361,643	239,644	23,701	227,255	94.8%	8,055	126,334
Street	948,184	632,032	40,155	417,405	66.0%	64,564	466,215
Parks & Recreation	1,250,701	807,107	78,396	704,271	87.3%	140,330	406,100
Museum	47,662	31,471	2,738	27,683	88.0%	4,061	15,918
Senior Citizens	34,612	22,786	1,812	18,908	83.0%	-	15,704
Economic Development	364,514	239,234	30,001	223,456	93.4%	4,870	136,188
Debt Service:							
Principal Retirement	162,782	108,520	5,045	137,586	0.0%	-	25,196
Interest and Fiscal Charges	8,721	5,808	702	6,676	0.0%	-	2,045
Total Expenditures	\$ 14,225,232	\$ 9,488,862	\$ 983,283	\$ 8,411,970	88.7%	\$ 403,862	\$ 5,409,400
Excess (deficiency) of Revenues over Expenditures	\$ 2,812,629	\$ 1,313,165	\$ 186,151	\$ 2,097,505			
Other Financing Sources (Uses)							
Capital Lease Proceeds	\$ 67,914	\$ 45,272	\$ -	\$ -	0.0%		\$ 67,914
Transfers In	1,196,500	792,891	90,000	836,481	105.5%		360,019
Transfers Out	(6,058,409)	(3,898,138)	(520,329)	(3,773,969)	96.8%		(2,284,440)
Bad Debt	-	-	-	-	0.0%		-
Total Other Financing Sources (Uses)	\$ (4,793,995)	\$ (3,059,975)	\$ (430,329)	\$ (2,937,489)	96.0%		\$ (1,856,507)
Net Change in Fund Balance	\$ (1,981,366)	\$ (1,746,810)	\$ (244,178)	\$ (839,984)			
Beginning Fund Balance	\$ 6,371,999	\$ 4,166,480	\$ 5,466,623	\$ 6,371,999			
Ending Fund Balance	\$ 4,390,633	\$ 2,419,670	\$ 6,077,898	\$ 5,532,015			
Nonspendable:							
Inventories	\$ 22,778	\$ 22,778		\$ 20,064			
Prepays	-	-		9			
Restricted:							
Animal Control	16,148	16,148		21,148			
Jail Reserves	101,491	101,491		97,396			
Police Substance Abuse Reserves	106,176	106,176		88,358			
License Plate Seizures	15,670	15,670		20,650			
Juvenile Programs	71,315	71,315		70,645			
Econ Development - Hotel Tax	255,336	255,336		342,491			
Econ Development- Special Initiatives	10,206	10,206		10,206			
Entrepreneurial Spirit Grants	11,779	11,779		11,779			
Contractual Wage Obligation	77,800	-		78,159			
Assigned:							
Community Center Improvements	200,000	200,000		200,000			
Community Center Maintenance	33,500	33,500		101,445			
Encumbrances	-	-		403,862			
Alive at 25	4,666	4,666		5,191			
Defensive Driving School	12,820	12,820		12,340			
Larceny School Fund	31,216	31,216		31,411			
Unassigned:							
*Designated for unexpected needs (15% net revenue)	1,654,788	1,123,754		1,654,788			
Undesignated	1,764,943	402,814		2,362,073			
Total Ending Fund Balance	\$ 4,390,633	\$ 2,419,670		\$ 5,532,015			
Total Unreserved % of Net Revenues	31.0%	18.8%		32.4%			
*Net revenues equal gross revenues minus sales tax transfers and incentives c							
Operating Transfers In:							
General STCF - E911 wireless	\$ 115,000	\$ 71,899	-	115,000			
Sinking Fund - Interest	1,500	1,000	0	1,481			
M A Water Utility Fund	980,000	653,328	81,667	653,336			
M A SW Utility Fund	100,000	66,664	8,333	66,664			
Total Operating Transfers In	\$ 1,196,500	\$ 792,891	\$ 90,000	\$ 836,481			
Operating Transfers Out:							
Street Improv Fund - 1/2 penny tax	1,542,598	899,843	-	893,548			
Capital Improvement Fund	36,100	21,056	-	21,056			
General STCF - E911 wired	15,200	8,862	-	8,869			
General STCF	206,980	120,736	-	120,736			
TID #1 Property Tax	1,172,336	507,889	-	422,336			
M A Water Utility Fund - 1 penny tax	3,085,195	1,799,693	-	1,787,096			
Total Operating Transfers Out	\$ 6,058,409	\$ 3,358,079	\$ -	\$ 3,253,640			

**CITY OF SAND SPRINGS
GENERAL FUND
SCHEDULE OF REVENUES BY SOURCE
07/01/2015 through 2/29/16**

	100% ANNUAL BUDGET	Y-T-D BUDGET	A C T U A L		Y-T-D VARIANCE	Y-T-D % of BUDGET
			CURR MONTH	YEAR-TO-DATE		
TAXES:						
Sales Tax	\$ 10,798,180	\$ 7,152,312	\$ 737,162	7,059,216	\$ (93,096)	98.7%
Use Tax	402,360	278,314	36,493	262,162	(16,152)	94.2%
Incremental Property Tax	1,172,336	240,778	-	110,107	(130,671)	0.0%
Hotel/Motel Tax	157,200	99,478	19,631	124,158	24,680	124.8%
Franchise Tax	838,700	558,958	79,260	535,922	(23,036)	95.9%
Video Provider Fee	30,000	20,000	13,234	26,219	6,219	0.0%
E-911 Fees	48,000	31,992	2,596	19,605	(12,387)	61.3%
Abatement Fees	25,000	16,664	(796)	20,489	3,825	123.0%
Payment in lieu of Taxes	1,155,739	770,488	96,309	770,472	(16)	100.0%
LICENSES & PERMITS:						
Licenses	107,400	47,248	16,273	43,596	(3,653)	92.3%
Permits	49,600	33,056	2,770	20,754	(12,302)	62.8%
INTERGOVERNMENTAL:						
Taxes	338,200	225,456	26,749	229,533	4,077	101.8%
Grants	249,966	218,594	6,759	205,934	(12,660)	94.2%
CHARGES FOR SERVICES:						
*Other Fees	25,380	16,904	1,127	12,303	(4,601)	72.8%
Park & Rec Fees	62,300	41,520	7,208	53,216	11,696	128.2%
Inspection/Zoning Fees	84,000	56,000	4,472	37,965	(18,035)	67.8%
Court Costs/Penalties	194,000	128,655	17,895	140,379	11,724	109.1%
Fire Runs	2,000	1,328	-	375	(953)	28.2%
Fire Protection Fees	158,000	105,328	13,219	106,100	772	100.7%
First Responder Runs	20,000	13,328	500	5,250	(8,078)	39.4%
First Responder Fees	242,000	161,328	20,447	162,752	1,424	100.9%
EMSA Subsidy	136,000	90,664	11,405	92,660	1,996	102.2%
EMSA Total Care	130,000	86,664	10,951	88,141	1,477	101.7%
FINES AND FORFEITURES:	332,500	221,656	24,092	177,493	(44,163)	80.1%
OTHER REVENUES:						
Interest on Taxes	5,000	3,328	298	3,270	(58)	98.2%
** Other	267,000	177,322	21,329	196,564	19,242	110.9%
INVESTMENT INCOME:						
Interest Earned	7,000	4,664	52	4,842	178	103.8%
TOTAL REVENUES	\$ 17,037,861	\$ 10,802,027	\$ 1,169,434	10,509,475	\$ (292,552)	97.3%

* Includes special assessments & interest fees, animal sterilization & adoption

** Includes auction proceeds, contributions, reimb wc loss fund on reserves & rentals

**CITY OF SAND SPRINGS
MUNICIPAL AUTHORITY WATER UTILITIES FUND
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS
07/01/2015 through 2/29/16**

	ANNUAL	Y-T-D	A C T U A L		Y-T-D	ENCUMB OUTSTAND	REMAINING APPROPR
	BUDGET	BUDGET	CURR MONTH	YEAR-TO-DATE	% of BUDGET		
Operating Revenues:							
Water	\$ 7,314,556	\$ 4,871,475	\$ 472,910	\$ 5,116,880	105.0%		\$ 2,197,676
Water Fees	165,000	109,992	14,168	130,592	118.7%		34,408
Other-Lake Permits	1,200	800	366	1,037	129.6%		163
Total Operating Revenues	\$ 7,480,756	\$ 4,982,267	\$ 487,444	\$ 5,248,508	105.3%		\$ 2,232,248
Operating Expenses:							
Public Works	\$ 807,222	\$ 531,587	\$ 49,755	\$ 459,023	86.3%	\$ 10,918	\$ 337,281
Water Maintenance/Operations	1,745,269	1,158,980	128,567	1,089,150	94.0%	21,803	634,316
Skiatook Water System	614,360	400,231	37,770	233,257	58.3%	179,678	201,426
Water Treatment	1,419,585	942,597	68,543	723,635	76.8%	286,074	409,876
Lake Caretaker	17,894	11,888	4,894	9,374	78.9%	752	7,768
Engineering	465,319	308,556	33,137	296,233	96.0%	-	169,086
Customer Service	794,557	514,169	55,689	445,841	86.7%	60,529	288,187
Safety & Training	8,900	5,928	-	7,950	134.1%	-	950
Bad Debt	50,000	33,328	170	171	0.0%	-	49,829
Inventory Short- Long	20,000	13,328	-	-	0.0%	-	20,000
Depreciation	1,695,012	1,130,008	96,584	777,001	68.8%	-	918,011
Indirect Costs	(781,885)	(521,256)	(55,791)	(482,322)	92.5%	-	(299,563)
Total Operating Expenses	\$ 6,856,233	\$ 4,529,344	\$ 419,319	\$ 3,559,315	78.6%	\$ 559,752	\$ 2,737,166
Operating Inc/(Loss)	\$ 624,523	\$ 452,923	\$ 68,126	\$ 1,689,193			
Non-Operating Rev(Exp)							
Interest Income	\$ 2,550	\$ 1,696	\$ 53	2,134	125.8%		\$ 416
Other Income	2,000	1,328	-	7,734	582.4%		(5,734)
Contributed Capital	9,731,696	9,731,696	-	-	0.0%		9,731,696
Interest, Fees, Amortization	(1,057,292)	(704,848)	(3,500)	(533,313)	75.7%		(523,979)
Loss on Disposal of Assets	(14,000)	(9,328)	520	1,846	0.0%		(15,846)
Total Non-Operating Rev(Exp)	\$ 8,664,954	\$ 9,020,544	\$ (2,927)	\$ (521,599)	-5.8%		\$ 9,186,553
Net Income(Loss) Before Transfers	\$ 9,289,477	\$ 9,473,467	\$ 65,199	\$ 1,167,594			
Other Financing Sources (Uses):							
Transfers In	\$ 3,885,195	\$ 2,590,120	\$ 325,800	\$ 2,579,564	99.6%		\$ 1,305,631
Transfers Out	(14,332,691)	(8,473,804)	(1,250,413)	(12,209,564)	144.1%		(2,123,127)
Net Other Financing Sources (Uses)	\$ (10,447,496)	\$ (5,883,684)	\$ (924,614)	\$ (9,630,000)	163.7%		\$ (817,486)
Change in Net Assets	\$ (1,158,019)	\$ 3,589,783	\$ (859,415)	\$ (8,462,405)			
Restricted	\$ 23,246,569	\$ 23,246,569	\$ 14,911,218	\$ 23,246,569			
Unrestricted	4,900,726	4,900,726	5,633,087	4,900,726			
Beginning Net Assets	\$ 28,147,295	\$ 28,147,295	\$ 20,544,305	\$ 28,147,296			
Restricted	\$ 22,319,950	\$ 22,319,950	\$ 19,688,552	\$ 14,055,465			
Unrestricted	4,669,326	9,417,128	(3,662)	5,629,425			
Ending Net Assets	\$ 26,989,276	\$ 31,737,078	\$ 19,684,890	\$ 19,684,890			
Transfer In:							
General Fund - 1 penny tax	\$ 3,085,195	\$ 2,056,792	\$ 259,133	\$ 2,046,228	99.5%		\$ 1,038,967
Capital Impr W & WW Fund	800,000	533,328	66,667	533,336	100.0%		266,664
Total	\$ 3,885,195	\$ 2,590,120	\$ 325,800	\$ 2,579,564	99.6%		\$ 1,305,631
Transfer Out:							
General Fund	\$ 980,000	\$ 653,328	\$ 81,667	\$ 653,336	100.0%		\$ 326,664
Airport Construction Fund	-	-	-	-	0.0%		-
Capital Improvement Fund	130,800	87,200	10,900	87,200	100.0%		43,600
CIW & WWF-Rev Bond Pmts	9,731,696	5,406,500	867,881	9,141,136	0.0%		590,560
Capital Impr W&WWF - 1 penny tax	3,085,195	2,056,792	259,133	2,046,228	99.5%		1,038,967
Municipal Authority Golf Fund	70,000	46,664	5,833	46,664	100.0%		23,336
Municipal Authority Airport	100,000	66,664	8,333	66,664	100.0%		33,336
M A STCF	35,000	23,328	-	35,000	150.0%		-
Water Meter Repl Fund	200,000	133,328	16,667	133,336	0.0%		66,664
Total	\$ 14,332,691	\$ 8,473,804	\$ 1,250,413	\$ 12,209,564	144.1%		\$ 2,123,127

**CITY OF SAND SPRINGS
MUNICIPAL AUTHORITY WASTEWATER UTILITY FUND
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS
07/01/2015 through 2/29/16**

	ANNUAL BUDGET	Y-T-D BUDGET	A C T U A L		Y-T-D % of BUDGET	ENCUMB OUTSTAND	REMAINING APPROPR
			CURR MONTH	YEAR-TO-DATE			
Operating Revenues:							
Wastewater	\$ 3,398,738	\$ 2,309,385	\$ 247,535	\$ 2,149,749	93.1%		\$ 1,248,989
Wastewater Fees	27,700	18,464	1,515	13,988	75.8%		13,712
Environmental Compliance	4,300	2,864	266	3,128	109.2%		1,172
Total Operating Revenues	\$ 3,430,738	\$ 2,330,713	\$ 249,316	\$ 2,166,865	93.0%		\$ 1,263,873
Operating Expenses:							
Wastewater Maintenance/Operations	\$ 999,280	\$ 662,584	\$ 70,328	\$ 589,589	89.0%	\$ 11,415	\$ 398,276
Environmental Compliance	248,024	165,272	16,926	149,677	90.6%	2,067	96,280
Wastewater Treatment	692,616	461,636	39,206	343,597	74.4%	45,903	303,116
Bad Debt	30,000	20,000	-	-	0.0%	-	30,000
Depreciation	1,053,770	702,512	83,660	669,639	95.3%	-	384,131
Indirect Costs	440,698	293,792	31,569	274,576	93.5%	-	166,122
Total Operating Expenses	\$ 3,464,388	\$ 2,305,796	\$ 241,689	\$ 2,027,078	87.9%	\$ 59,386	\$ 1,377,924
Operating Inc/(Loss)	\$ (33,650)	\$ 24,917	\$ 7,627	\$ 139,787			
Non-Operating Rev(Exp)							
Interest Income	\$ 1,500	\$ 1,000	\$ 17	\$ 1,555	155.5%		\$ (55)
Other Revenue	-	-	\$ -	-	0.0%		-
Contributed Capital	-	-	-	-	0.0%		-
Loss on Disposal of Asset	(2,000)	(1,328)	-	-	0.0%		(2,000)
Interest , Fees, Amortization	(137,020)	(91,336)	(14,053)	(81,983)	89.8%		(55,037)
Total Non-Operating Rev(Exp)	\$ (137,520)	\$ (91,664)	\$ (14,035)	\$ (80,428)	87.7%		\$ (57,092)
Net Income(Loss) Before Transfers	\$ (171,170)	\$ (66,747)	\$ (6,408)	\$ 59,359			
Other Financing Sources (Uses):							
Transfers In	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -
Transfers Out	(74,000)	(49,328)	(3,518)	(59,924)	0.0%		(14,076)
Net Other Financing Sources (Uses)	\$ (74,000)	\$ (49,328)	\$ (3,518)	\$ (59,924)	0.0%		\$ (14,076)
Change in Net Assets	\$ (245,170)	\$ (116,075)	\$ (9,926)	\$ (565)			
Restricted	\$ 17,345,612	\$ 17,345,612	\$ -	\$ 17,345,612			
Unrestricted	2,487,043	2,487,043	-	2,487,043			
Beginning Net Assets	\$ 19,832,655	\$ 19,832,655	\$ -	\$ 19,832,655			
Restricted	\$ 16,453,145	\$ 16,453,145	\$ (73,701)	\$ 17,143,814			
Unrestricted	3,134,340	3,263,435	63,775	2,688,276			
Ending Net Assets	\$ 19,587,485	\$ 19,716,580	\$ (9,926)	\$ 19,832,090			
Transfer Out:							
CIW & WWF	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -
MA Short Term Capital Fund	74,000	49,328	3,518	59,924	0.0%		14,076.00
Total	\$ 74,000	\$ 49,328	\$ 3,518	\$ 59,924	0.0%	\$ -	\$ 14,076

CITY OF SAND SPRINGS
MUNICIPAL AUTHORITY SOLID WASTE UTILITIES FUND
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS
07/01/2015 through 2/29/16

	ANNUAL	Y-T-D	A C T U A L		Y-T-D	ENCUMB OUTSTAND	REMAINING APPROPR
	BUDGET	BUDGET	CURR MONTH	YEAR-TO-DATE	% of BUDGET		
Operating Revenues:							
Solid Waste - Residential	\$ 1,490,260	\$ 993,504	\$ 125,582	\$ 1,009,518	101.6%		\$ 480,742
Solid Waste - Commerical	378,925	252,608	29,155	250,346	99.1%		128,579
Total Operating Revenues	\$ 1,869,185	\$ 1,246,112	\$ 154,737	\$ 1,259,864	101.1%		\$ 609,321
Operating Expenses:							
Solid Waste - Residential	\$ 839,270	\$ 559,184	\$ 65,344	\$ 484,888	86.7%	\$ 49,487	304,895
Solid Waste - Commercial	373,879	249,160	24,884	164,284	65.9%	27,751	181,844
Solid Waste - Recycling	34,816	23,192	207	31,598	136.2%	-	3,218
Bad Debt	11,000	7,328	-	173	2.4%	-	10,827
Depreciation	84,081	56,048	7,934	63,476	113.3%	-	20,605
Indirect Costs	196,371	130,912	13,861	120,224	91.8%	-	76,147
Total Operating Expenses	\$ 1,539,417	\$ 1,025,824	\$ 112,230	\$ 864,642	84.3%	\$ 77,238	\$ 597,537
Operating Inc/(Loss)	\$ 329,768	\$ 220,288	\$ 42,506	\$ 395,223			
Non-Operating Rev(Exp)							
Interest Income	\$ 1,500	\$ 1,000	\$ 3	\$ 1,409	140.9%		\$ 91
Contributed Capital Revenue	263,175	175,448	-	-	0.0%		263,175
Interest , Fees, Amoritzation	-	-	-	-	0.0%		-
Loss on disposal of Assets	(5,000)	(3,328)	-	-	0.0%		(5,000)
Total Non-Operating Rev(Exp)	\$ 259,675	\$ 173,120	\$ 3	\$ 1,409	0.8%		\$ 258,266
Net Income(Loss) Before Transfers	\$ 589,443	\$ 393,408	\$ 42,509	\$ 396,632			
Other Financing Sources (Uses):							
Transfer Out	\$ (363,175)	\$ (242,112)	\$ (30,264)	\$ (242,112)	100.0%		\$ (121,063)
Net Other Financing Sources (Uses)	\$ (363,175)	\$ (242,112)	\$ (30,264)	\$ (242,112)	100.0%		\$ (121,063)
Change in Net Assets	\$ 226,268	\$ 151,296	\$ 12,245	\$ 154,520			
Restricted	\$ 493,913	\$ 493,913	\$ 438,372	\$ 493,913			
Unrestricted	486,227	486,227	684,043	486,227			
Beginning Net Assets	\$ 980,140	\$ 980,140	\$ 1,122,415	\$ 980,140			
Restricted	\$ 644,830	\$ 644,830	\$ 430,438	\$ 430,438			
Unrestricted	561,578	486,606	704,223	704,223			
Ending Net Assets	\$ 1,206,408	\$ 1,131,436	\$ 1,134,660	\$ 1,134,660			
Transfer Out:							
General Fund	\$ 100,000	\$ 66,664	\$ 8,333	\$ 66,664	100.0%		\$ 33,336
MA Short-term Capital Fund	263,175	175,448	21,931	175,448	0.0%		87,727
Total	\$ 363,175	\$ 242,112	\$ 30,264	\$ 242,112	100.0%		\$ 121,063

CITY OF SAND SPRINGS
MUNICIPAL AUTHORITY STORMWATER UTILITY FUND
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS
07/01/2015 through 2/29/16

	ANNUAL	Y-T-D	A C T U A L		Y-T-D	ENCUMB OUTSTAND	REMAINING APPROPR
	BUDGET	BUDGET	CURR MONTH	YEAR-TO-DATE	% of BUDGET		
Operating Revenues:							
Stormwater Fees	\$ 1,130,617	\$ 753,736	97,443	\$ 781,660	103.7%		\$ 348,957
Other Fees	-	-	-	-	0.0%	-	-
Total Operating Revenues	\$ 1,130,617	\$ 753,736	\$ 97,443	\$ 781,660	103.7%		\$ 348,957
Operating Expenses:							
Stormwater Maintenance	\$ 225,801	\$ 147,965	\$ 14,087	\$ 107,716	72.8%	\$ -	\$ 118,085
Depreciation	140,833	93,888	11,796	94,365	100.5%	-	46,468
Bad Debt Expense	2,600	1,728	-	-	0.0%	-	2,600
Indirect Cost	85,067	56,704	6,249	52,355	92.3%	-	32,712
Total Operating Expenses	\$ 454,301	\$ 300,285	\$ 32,131	\$ 254,436	84.7%	\$ -	\$ 199,865
Operating Inc/(Loss)	\$ 676,316	\$ 453,451	\$ 65,312	\$ 527,223			
Non-Operating Rev(Exp)							
Interest Income	\$ 25	\$ 16	4	\$ 42	260.4%		\$ (17)
Total Non-Operating Rev(Exp)	\$ 25	\$ 16	\$ 4	\$ 42	260.4%		\$ (17)
Net Income(Loss) Before Transfers	\$ 676,341	\$ 453,467	\$ 65,316	\$ 527,265			
Other Financing Sources (Uses):							
Contributed Capital Revenue	\$ -	\$ -	\$ -	\$ -	0.0%		\$ -
Transfers Out	(1,000,000)	(666,664)	(83,333)	(666,664)	100.0%		(333,336)
Net Other Financing Sources (Uses)	\$ (1,000,000)	\$ (666,664)	\$ (83,333)	\$ (666,664)	100.0%		\$ (333,336)
Change in Net Assets	\$ (323,659)	\$ (213,197)	\$ (18,017)	\$ (139,399)			
Restricted	\$ 5,253,374	\$ 5,253,374	\$ 5,170,805	\$ 5,253,374			
Unrestricted	572,722	572,722	533,910	572,722			
Beginning Net Assets	\$ 5,826,096	\$ 5,826,096	\$ 5,704,715	\$ 5,826,096			
Restricted	\$ 5,263,769	\$ 5,263,769	\$ 5,159,009	\$ 5,159,009			
Unrestricted	238,668	349,130	527,688	527,688			
Ending Net Assets	\$ 5,502,437	\$ 5,612,899	\$ 5,686,697	\$ 5,686,697			
Transfer Out:							
MA Stormwater Utility Fund	\$ 1,000,000	\$ 666,664	83,333	\$ 666,664	100.0%		\$ 333,336
Total	\$ 1,000,000	\$ 666,664	\$ 83,333	\$ 666,664	100.0%		\$ 333,336

**CITY OF SAND SPRINGS
MUNICIPAL AUTHORITY AIRPORT FUND
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS
07/01/2015 through 2/29/16**

	ANNUAL	Y-T-D	A C T U A L		Y-T-D	ENCUMB OUTSTAND	REMAINING APPROPR
	BUDGET	BUDGET	CURR MONTH	YEAR-TO-DATE	% of BUDGET		
Operating Revenues:							
Charges for Services	\$ 124,110	\$ 82,728	\$ 9,376	\$ 82,934	100.2%		\$ 41,176
Resale Supplies	212,500	142,985	21,128	206,886	144.7%		5,614
Total Operating Revenues	\$ 336,610	\$ 225,713	\$ 30,503	\$ 289,820	128.4%		\$ 46,790
Operating Expenses:							
Airport Operations	\$ 434,745	\$ 289,149	\$ 29,264	\$ 276,144	95.5%	\$ 16,152	\$ 142,449
Bad Debt	500	328	24	2,244	0.0%	-	(1,744)
Depreciation	407,621	271,744	22,139	177,113	65.2%	-	230,508
Indirect Costs	41,612	27,736	2,798	23,951	86.4%	-	17,661
Total Operating Expenses	\$ 884,478	\$ 588,957	\$ 54,226	\$ 479,452	81.4%	\$ 16,152	\$ 388,874
Operating Income (Loss)	\$ (547,868)	\$ (363,244)	\$ (23,723)	\$ (189,632)			
Non-Operating Rev/(Exp)							
Interest Income	\$ 20	\$ 8	\$ 2	\$ 17	206.9%		\$ 3
Other	-	-	-	-	0.0%		-
Gain(loss) on disposal of Assets	(1,000)	(664)	-	-	0.0%		(1,000)
Total Non-Operating Rev(Exp)	\$ (980)	\$ (656)	\$ 2	\$ 17	-2.5%		\$ (997)
Net Income(Loss) Before Transfers	\$ (548,848)	\$ (363,900)	\$ (23,721)	\$ (189,616)			
Other Financing Sources (Uses):							
Contributed Capital	\$ -	\$ -	\$ -	\$ -	0.0%		\$ -
Transfers In	100,000	66,664	8,333	66,664	100.0%		33,336
Transfers Out	-	-	-	-	0.0%		-
Net Other Financing Sources (Uses)	\$ 100,000	\$ 66,664	\$ 8,333	\$ 66,664	100.0%		\$ -
Change in Net Assets	\$ (448,848)	\$ (297,236)	\$ (15,388)	\$ (122,952)			
Restricted	\$ 6,089,888	\$ 6,089,888	\$ 5,934,914	\$ 6,089,888			
Unrestricted	172,650	172,650	220,060	172,650			
Beginning Net Assets	\$ 6,262,538	\$ 6,262,538	\$ 6,154,974	\$ 6,262,538			
Restricted	\$ 5,480,532	\$ 5,480,532	\$ 5,912,775	\$ 5,912,775			
Unrestricted	333,158	484,770	226,811	226,811			
Ending Unrestricted Net Assets	\$ 5,813,690	\$ 5,965,302	\$ 6,139,586	\$ 6,139,586			
Transfer In:							
MA Water Utility Fund	\$ 100,000	\$ 66,664	\$ 8,333	\$ 66,664	100.0%		\$ 33,336
Total	\$ 100,000	\$ 66,664	\$ 8,333	\$ 66,664	100.0%		\$ 33,336

**CITY OF SAND SPRINGS
MUNICIPAL AUTHORITY GOLF COURSE FUND
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS
07/01/2015 through 2/29/16**

	ANNUAL	Y-T-D	A C T U A L		Y-T-D	ENCUMB OUTSTAND	REMAINING APPROPR
	BUDGET	BUDGET	CURR MONTH	YEAR-TO-DATE	% of BUDGET		
Operating Revenues:							
Charges for Services:							
Fees	\$ 329,360	\$ 213,706	\$ 18,022	\$ 195,202	91.3%		\$ 134,158
Cart Rentals	185,812	121,304	10,798	122,996	101.4%		62,816
Driving Range Tokens	13,730	8,964	934	9,682	108.0%		4,048
Gift Certificates/Rain Checks	(3,500)	(2,286)	(130)	1,740	-76.1%		(5,240)
Grill Lease	10,000	6,527	584	6,839	104.8%		3,161
Other Fees	-	-	-	-	0.0%		-
Total Operating Revenues	\$ 535,402	\$ 348,215	\$ 30,208	\$ 336,459	96.6%		\$ 198,943
Operating Expenses:							
Golf Pro	\$ 510,257	\$ 339,266	\$ 20,021	\$ 183,594	54.1%	\$ 835	\$ 325,828
Golf Maintenance	404,619	267,083	30,334	246,918	92.5%	1,436	156,264
Bad Debt	800	528	-	-	0.0%	-	800
Inventory Short/Long	-	-	-	-	0.0%	-	-
Depreciation	186,639	124,424	12,627	101,012	81.2%	-	85,627
Indirect Costs	18,137	12,088	1,314	11,216	92.8%	-	6,921
Total Operating Expenses	\$ 1,120,452	\$ 743,389	\$ 64,296	\$ 542,740	73.0%	\$ 2,271	\$ 575,441
Operating Income (Loss)	\$ (585,050)	\$ (395,174)	\$ (34,087)	\$ (206,280)			
Non-Operating Rev/(Exp)							
Interest Revenue	\$ 25	\$ 16	\$ 1	\$ 18	0.0%		\$ 7
Other Income	500	328	-	29,061	8860.0%		(28,561)
Contributed Capital	187,045	124,696	-	-	0.0%		187,045
Interest , Fees, Amoritization	(5,540)	(3,688)	-	(76)	2.1%		(5,464)
Loss on Assets	-	-	-	-	0.0%		-
Total Non-Operating Rev(Exp)	\$ 182,030	\$ 121,352	\$ 1	\$ 29,003	23.9%		\$ 153,027
Net Income(Loss) Before Transfers	\$ (403,020)	\$ (273,822)	\$ (34,086)	\$ (177,277)			
Other Financing Sources (Uses):							
Transfer In-M.A. Water	\$ 70,000	\$ 46,664	\$ 5,833	\$ 46,664	100.0%		\$ 23,336
Transfer Out-Cap Improv Fund	(25,500)	(17,000)	(849)	(15,163)	0.0%		(10,337)
Transfers Out-GC CIF	-	-	-	-	0.0%		-
Net Other Financing Sources (Uses)	\$ 44,500	\$ 29,664	\$ 4,984	\$ 31,501	106.2%		\$ 12,999
Change in Net Assets	\$ (358,520)	\$ (244,158)	\$ (29,102)	\$ (145,776)			
Restricted	\$ 1,293,055	\$ 1,293,055	\$ 1,214,561	\$ 1,293,055			
Unrestricted	191,814	191,814	153,634	191,814			
Beginning Net Assets	\$ 1,484,869	\$ 1,484,869	\$ 1,368,195	\$ 1,484,869			
Restricted	\$ 1,098,628	\$ 1,098,628	\$ 1,098,628	\$ 1,201,934			
Unrestricted	27,721	142,083	240,465	137,158			
Ending Net Assets	\$ 1,126,349	\$ 1,240,711	\$ 1,339,093	\$ 1,339,093			

**CITY OF SAND SPRINGS
SPECIAL PROGRAMS FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
07/01/2015 through 2/29/16**

	ANNUAL BUDGET	ACTUAL	ENCUMB OUTSTAND	REMAINING APPROPR
Revenues:				
Police	\$ 3,000	-	\$ -	\$ 3,000
Parks & Recreation	-	-	-	-
Animal Control	-	-	-	-
Fire	-	-	-	-
Interest Earned	200	258	-	(58)
Other Revenue	-	364	-	(364)
Total Revenues	3,200	622	-	2,578
Operating Transfers In:				
General Fund	-	-	-	-
Total Oper Transfers In	-	-	-	-
Expenditures:				
Police	\$ 107,496	23,496	\$ 6,000	\$ 78,000
Fire	3,207	535	-	2,672
Parks & Recreation	5,000	-	-	5,000
Animal Control	865	-	-	865
Total Expenditures	\$ 116,568	24,031	\$ 6,000	\$ 86,537
Operating Transfers Out:				
General Fund	-	-	-	-
Total Operating Transfers Out	-	-	-	-
Net Change in Fund Balance	\$ (113,368)	(23,409)		
Assigned				
Police	\$ 109,655	109,655		
Fire	3,207	3,207		
Parks & Recreation	5,000	5,000		
Animal Control	866	866		
Unassigned	393	393		
Beginning Fund Balance	119,121	119,121		
Ending Fund Balance	\$ 5,753	95,712		
Assigned				
Police	\$ 3,000	80,159		
Fire	0	2,672		
Parks & Recreation	-	5,000		
Animal Control	1	866		
Encumbrances	-	6,000		
Unassigned	593	1,015		
Total Ending Fund Balance	\$ 5,753	95,712		

**CITY OF SAND SPRINGS
GENERAL STCF
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
07/01/2015 through 2/29/16**

	ANNUAL BUDGET	ACTUAL	ENCUMB OUTSTAND	REMAINING APPROPR
Revenues:				
E-911 Wireless Fees	\$ 95,000	\$ 59,000		\$ 36,000
Sports Use Fees	20,526	-		20,526
Intergovernmental	-	-		-
Interest Earnings	200	39		161
Other Revenues	-	34,628		(34,628)
Sale of Capital Assets	-	-		-
Total Revenues	\$ 115,726	\$ 93,668		\$ 22,058
Operating Transfers In:				
MA Water Utility Fund	\$ -	\$ -		\$ -
General Fund	206,980	137,984		68,996
General Fund- E911 Wired	15,200	10,136		5,064
Total Oper Transfers In	\$ 222,180	\$ 148,120		\$ 74,060
Expenditures:				
Information Services	\$ -	\$ -	\$ -	\$ -
Parks & Recreation	-	-	-	-
Police	123,080	151,785	150	(28,855)
Communications	-	1,076	-	(1,076)
E-911 Wireless Monies	-	-	-	-
Emergency Management	5,545	-	5,545	-
E-911 Monies	-	-	-	-
Fire	-	-	-	-
E-911 Monies	-	-	-	-
Street	160,979	-	3,079	157,900
Fleet Maintenance	26,000	-	-	26,000
Public Works	7,808	-	-	7,808
Total Expenditures	\$ 323,412	\$ 152,862	\$ 8,774	\$ 161,776
Operating Transfers Out				
General Fund	\$ -	\$ -		\$ -
General Fund - E911 Wireless	95,000	95,000		-
Total Operating Transfers Out:	\$ 95,000	\$ 95,000		\$ -
Net Change in Fund Balance	\$ (80,506)	\$ (6,074)		
Assigned:				
E-911 Wired	\$ 121,716	\$ 121,716		
E-911 Wireless	234,689	234,689		
Encumbrances	8,624	8,624		
Unassigned	126,321	126,321		
Beginning Fund Balance	\$ 491,351	\$ 491,351		
Ending Fund Balance	\$ 410,845	\$ 485,277		
Assigned:				
E-911 Wired	\$ 136,916	\$ 131,852		
E-911 Wireless	234,689	198,689		
Encumbrances	-	8,774		
Unassigned	39,240	145,962		
Total Ending Fund Balance	\$ 410,845	\$ 485,277		

**CITY OF SAND SPRINGS
MUNICIPAL AUTHORITY STCF
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
07/01/2015 through 2/29/16**

	ANNUAL BUDGET	ACTUAL	ENCUMB OUTSTAND	REMAINING APPROPR
Revenues:				
Interest Earned	\$ 15	\$ 25		\$ (10)
Total Revenues	\$ 15	\$ 25		\$ (10)
Operating Transfers In:				
MA Water Util Fund	\$ 35,000	\$ 35,000		\$ -
MA Wastewater Util Fund	74,000	59,924		14,076
MA Solid Waste Util Fund	263,175	175,448		87,727
Total Oper Transfers In	\$ 372,175	\$ 270,372		\$ 101,803
Expenditures:				
Water Maint & Operations	\$ 35,000	\$ 26,250	\$ -	\$ 8,750
Water Treatment	-	-	-	-
Engineering	-	-	-	-
Wastewater Maint & Operations	69,000	34,617	-	34,383
Wastewater Environmental Compliance	5,000	-	-	5,000
Solid Waste Residential	256,000	18,919	2,010	235,071
Solid Waste Commercial	7,175	1,272	5,400	503
Airport	-	-	-	-
Golf Course	-	-	-	-
Total Expenditures	\$ 372,175	\$ 81,058	\$ 7,410	\$ 283,707
Operating Transfers Out				
MA Wastewater Util Fund	\$ -	\$ -		\$ -
Total Operating Transfers Out:	\$ -	\$ -		\$ -
Net Change in Assets	\$ 15	\$ 189,339		
Assigned:				
MA Water Utility Fund	\$ 25,862	\$ 25,862		
MA Wastewater Utility Fund	2,051	2,051		
MA Solid Waste Utility Fund	131,807	131,807		
MA Golf Course Fund	-	-		
MA Stormwater Utility Fund	-	-		
Encumbrances	-	-		
Unassigned	197	197		
Beginning Net Assets	\$ 159,917	\$ 159,917		
Ending Net Assets	\$ 159,932	\$ 349,256		
Assigned:				
MA Water Utility Fund	\$ 25,862	\$ 34,612		
MA Wastewater Fund	2,051	27,358		
MA Solid Waste Fund	131,807	279,654		
MA Airport Fund	-	-		
MA Golf Course	-	-		
MA Stormwater Utility Fund	-	-		
Encumbrances	-	7,410		
Unassigned	212	222		
Total Ending Net Assets	\$ 159,932	\$ 349,256		

**CITY OF SAND SPRINGS
PARK AND RECREATION FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
07/01/2015 through 2/29/16**

	ANNUAL BUDGET	ACTUAL	ENCUMB OUTSTAND	REMAINING APPROPR
Revenues:				
Fees	\$ 7,000	\$ 2,700		\$ 4,300
Interest Earned	500	12		488
Total Revenues	\$ 7,500	\$ 2,712		\$ 4,788
Expenditures:				
Public Improvements	\$ -	\$ -	\$ -	\$ -
Land Purchase	-	-	-	-
Total Expenditures	\$ -	\$ -	\$ -	\$ -
Operating Transfers Out				
General Fund	\$ 20,000	\$ 20,000		\$ -
GO Bond 2014	200,000	100,000		100,000
Total Operating Transfers Out:	\$ 220,000	\$ 120,000		\$ 100,000
Net Change in Fund Balance	\$ (212,500)	\$ (117,288)		
Assigned	\$ 245,216	\$ 245,216		
Unassigned	-	0		
Beginning Fund Balance	\$ 245,216	\$ 245,216		
Assigned	\$ 32,716	\$ 127,928		
Unassigned	-	0		
Ending Fund Balance	\$ 32,716	\$ 127,929		

**CITY OF SAND SPRINGS
 ODOC HOME INVESTMENTS PARTNERSHIP FUND
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
 07/01/2015 through 2/29/16**

	ANNUAL BUDGET	ACTUAL	ENCUMB OUTSTAND	REMAINING APPROPR
Revenues:				
Interest Earned	\$ 20	\$ 16		\$ 4
Intergovernmental Revenues	-	-		-
Total Revenues	\$ 20	\$ 16		\$ 4
Operating Transfers In				
Capital Improvement Fund	\$ -	\$ -		\$ -
Total Oper Transfers In	\$ -	\$ -		\$ -
Expenditures:				
Housing Rehab	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 20	\$ 16		
Beginning Fund Balance	\$ 51,539	\$ 51,539		
Ending Fund Balance	\$ 51,559	\$ 51,555		
Restricted	\$ 51,539	\$ 51,539		
Assigned	-	-		
Unassigned	20	16		
Total Ending Fund Balance	\$ 51,559	\$ 51,555		

CITY OF SAND SPRINGS
CDBG - EDIF FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
LIFE TO DATE
07/01/2015 through 2/29/16

	BUDGET CURR YEAR	ACTUAL CURR YEAR	ENCUMB OUTSTAND	REMAINING APPROPR
Revenues:				
Intergovernmental	20,199	-		\$ 20,199
Interest Earned	-	-		-
Total Revenues	20,199	-		\$ 20,199
Operating Transfers In:				
Capital Improvement Fund	-	-		\$ -
Total Oper Transfers In	-	-		\$ -
Expenditures:				
Infrastructure Improvements	20,199	-	\$ -	\$ 20,199
Total Expenditures	20,199	-	\$ -	\$ 20,199
Net Change in Fund Balance	-	-		
Beginning Fund Balance	26,050	26,050		
Ending Fund Balance	26,050	26,050		
Assigned to Encumbrances	-	-		
Restricted for Improvements	26,050	26,050		
Unassigned	-	-		
Total Ending Fund Balance	26,050	26,050		

	BUDGET L-T-D	ACTUAL PRIOR YEARS	BUDGET CURR YEAR	ACTUAL YEAR-TO-DATE	ACTUAL LIFE TO DATE	ENCUMB OUTSTAND	REMAINING APPROPR
REVENUE SOURCES/USES:							
Intergovernmental	\$ 1,379,877	\$ 1,261,851	\$ 20,199	\$ -	\$ 1,261,851		\$ 20,199
Transfers from Other Funds	973,842	973,842	-	-	973,842		-
Other	7,951	7,951	-	-	7,951		-
Interest Earned	5,216	5,216	-	-	5,216		-
TOTAL	\$ 2,366,886	\$ 2,248,860	20,199.00	-	\$ 2,248,860		\$ 20,199

	BUDGET L-T-D	ACTUAL PRIOR YEARS	BUDGET CURR YEAR	ACTUAL YEAR-TO-DATE	ACTUAL LIFE TO DATE	ENCUMB OUTSTAND	REMAINING APPROPR
PROJECTS:							
Projects prior to 2005	\$ 1,504,214	\$ 1,504,214	-	-	\$ 1,504,214	\$ -	-
Set Aside 2005	150,424	150,424	-	-	150,424	-	-
Set Aside 2006	140,489	140,489	-	-	140,489	-	-
Set Aside 2007	114,158	114,158	-	-	114,158	-	-
Set Aside 2008	94,133	94,133	-	-	94,133	-	-
Set Aside 2009	96,124	96,124	-	-	96,124	-	-
Set Aside 2010	102,286	102,286	-	-	102,286	-	-
Set Aside 2011	49,458	49,458	-	-	49,458	-	-
Set Aside 2012	36,326	36,326	-	-	36,326	-	-
Set Aside 2013	71,681	-	20,199	-	-	-	20,199
TOTAL	\$ 2,359,293	\$ 2,287,611.88	20,199.00	-	\$ 2,287,612	\$ -	\$ 20,199

**CITY OF SAND SPRINGS
ODOC-EECBG FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
LIFE TO DATE
07/01/2015 through 2/29/16**

	BUDGET CURR YEAR	ACTUAL CURR YEAR	ENCUMB OUTSTAND	REMAINING APPROPR
Revenues:				
Intergovernmental	\$ -	\$ -		\$ -
Interest Earned	-	-		-
Total Revenues	\$ -	\$ -		\$ -
Operating Transfers In:				
General Fund	\$ -	\$ -		\$ -
MA Water Utility Fund	-	-		-
Total Oper Transfers In	\$ -	\$ -		\$ -
Operating Transfers Out:				
Capital Improvement Fund	\$ -	\$ -		\$ -
Total Oper Transfers Out	\$ -	\$ -		\$ -
Expenditures:				
Building Improvements	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ -	\$ -		
Beginning Fund Balance	\$ -	\$ 6		
Ending Fund Balance	\$ -	\$ 6		
Assigned to Encumbrances	\$ -	\$ -		
Restricted for Improvements	-	6		
Unassigned	-	-		
Total Ending Fund Balance	\$ -	\$ 6		

	BUDGET L-T-D	ACTUAL PRIOR YEARS	BUDGET CURR YEAR	ACTUAL YEAR-TO-DATE	ACTUAL LIFE TO DATE	ENCUMB OUTSTAND	REMAINING APPROPR
REVENUE SOURCES/USES:							
Intergovernmental	\$ 242,610	\$ 242,610	\$ -	\$ -	\$ 242,610		\$ -
Transfers from Other Funds	\$ (21,727)	(21,727)	-	-	(21,727)		-
Interest Earned	95	35	-	-	35		-
TOTAL	\$ 220,978	\$ 220,918	\$ -	\$ -	\$ 220,918		\$ -
PROJECTS:							
Building Improvements	\$ 263,624	\$ 263,624	\$ -	\$ -	\$ 263,624	\$ -	\$ -
FY11 State Energy Program	236,664	236,664	-	-	236,664	-	-
TOTAL	\$ 500,288	\$ 500,288	\$ -	\$ -	\$ 500,288	\$ -	\$ -

**CITY OF SAND SPRINGS
TAX INCREMENTAL DISTRICT FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
LIFE TO DATE
07/01/2015 through 2/29/16**

	BUDGET CURR YEAR	ACTUAL CURR YEAR	ENCUMB OUTSTAND	REMAINING APPROPR
Revenues:				
Intergovernmental	\$ -	\$ -		\$ -
Interest Earned	-	-		-
Total Revenues	\$ -	\$ -		\$ -
Operating Transfers In:				
General Fund Sales Tax	\$ 1,172,336	\$ 532,443		\$ 639,893
Total Oper Transfers In	\$ 1,172,336	\$ 532,443		\$ 639,893
Expenditures:				
Other Services & Fees	\$ 1,172,336	\$ 532,443	\$ -	\$ 639,893
Total Expenditures	\$ 1,172,336	\$ 532,443	\$ -	\$ 639,893
Net Change in Fund Balance	\$ -	\$ -		
Beginning Fund Balance	\$ -	\$ (0)		
Ending Fund Balance	\$ -	\$ (0)		
Assigned to Encumbrances	\$ -	\$ -		
Restricted for Improvements	-	(0)		
Unassigned				
Total Ending Fund Balance	\$ -	\$ (0)		

	BUDGET L-T-D	ACTUAL PRIOR YEARS	BUDGET CURR YEAR	ACTUAL YEAR-TO-DATE	ACTUAL LIFE TO DATE	ENCUMB OUTSTAND	REMAINING APPROPR
REVENUE SOURCES/USES:							
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Transfers from Other Funds	3,723,382	2,551,046	1,172,336	532,443	3,083,489		639,893
Interest Earned	-	-	-	-	-		-
TOTAL	\$ 3,723,382	\$ 2,551,046	\$ 1,172,336	\$ 532,443	\$ 3,083,489		\$ 639,893
PROJECTS:							
TID # 1- Cimarron Center	\$ 2,228,329	\$ 2,228,329	\$ -	\$ -	\$ 2,228,329		\$ -
TIF # 2- Webco Industries	1,762,919	590,583	1,172,336	532,443	1,123,026		639,893
TOTAL	\$ 3,991,248	\$ 2,818,912	\$ 1,172,336	\$ 532,443	\$ 3,351,355	\$ -	\$ 639,893

**CITY OF SAND SPRINGS
SINKING FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
07/01/2015 through 2/29/16**

	ANNUAL BUDGET	ACTUAL	ENCUMB OUTSTAND	REMAINING APPROPR
Revenues:				
Advalorem Taxes	\$ 1,335,530	\$ -		\$ 1,335,530
Interest on Delinquent Taxes	250	37		213
Interest Earned	1,500	1,486		14
Total Revenues	\$ 1,337,280	\$ 1,523		\$ 1,335,757
Expenditures:				
Principal	\$ 1,010,000	\$ 565,000		\$ 445,000
Interest & Fees	181,888	174,966	-	6,922
Total Expenditures	\$ 1,191,888	\$ 739,966	\$ -	\$ 451,922
Operating Transfers Out:				
General Fund (Interest Earned)	\$ 1,500	\$ 1,481		\$ 19
Total Oper Transfers Out	\$ 1,500	\$ 1,481		\$ 19
Net Change in Fund Balance	\$ 143,892	\$ (739,924)		
Restricted	\$ 738,998	\$ 738,998		
Assigned	-	-		
Beginning Fund Balance	\$ 738,998	\$ 738,998		
Restricted	\$ 882,640	\$ (926)		
Assigned	250	-		
Ending Fund Balance	\$ 882,890	\$ (926)		

**CITY OF SAND SPRINGS
CAPITAL IMPROVEMENT FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
LIFE TO DATE
07/01/2015 through 2/29/16**

	BUDGET CURR YEAR	ACTUAL CURR YEAR	ENCUMB OUTSTAND	REMAINING APPROPR		
Revenues:						
Intergovernmental	\$ 126,000	\$ -		\$ 126,000		
Interest Earned	1,500	506		994		
Total Revenues	\$ 127,500	\$ 506		\$ 126,994		
Operating Transfers In:						
General Fund	\$ 36,100	\$ 24,064		\$ 12,036		
Street Improvement Fund	-	-		-		
MA Water Utility Fund	130,800	87,200		43,600		
Total Oper Transfers In	\$ 166,900	\$ 111,264		\$ 55,636		
Expenditures:						
Facilities Management	\$ 60,457	\$ -	\$ -	\$ 60,457		
Emergency Management	4,660	-	-	4,660		
Street	15,817	-	-	15,817		
Parks & Recreation	217,874	14,243	-	203,631		
Wastewater Maint & Operations	70,800	-	-	70,800		
Golf Course	113,862	5,610	400	107,852		
Economic Development	436,317	4,179	360,701	71,437		
Public Works	7,000	-	-	7,000		
Lake Caretaker	50,000	-	-	50,000		
Capital Proj Indirect Cost	-	-	-	-		
Total Expenditures	\$ 986,787	\$ 24,032	\$ 361,101	\$ 601,653		
Operating Transfers Out:						
Capital Impr W&WW Fund	\$ -	\$ -		\$ -		
Total Oper Transfers Out	\$ -	\$ -		\$ -		
Net Change in Fund Balance						
	\$ (692,387)	\$ 87,738				
Beginning Fund Balance						
Assigned to Encumbrances	\$ -	\$ -				
Assigned to River City Cross	36,297	36,297				
Assigned to Southside Park	10,750	10,750				
Assigned to Improvements	698,361	698,361				
Beginning Fund Balance	\$ 745,408	\$ 745,408				
Ending Fund Balance						
	\$ 53,021	\$ 833,146				
Assigned to Encumbrances						
Assigned to River City Cross	\$ -	\$ 361,101				
Assigned to Southside Park	(20)	32,118				
Assigned to Improvements	10,750	10,750				
Assigned to Improvements	42,291	429,176				
Total Ending Fund Balance	\$ 53,021	\$ 833,146				
REVENUE SOURCES/USES:						
	BUDGET L-T-D	ACTUAL PRIOR YEARS	BUDGET CURR YEAR	ACTUAL CURR YEAR	ENCUMB OUTSTAND	REMAINING APPROPR
Rents & Royalties	\$ 123,750	\$ 123,750	\$ -	\$ 123,750	-	\$ -
Intergovernmental	1,291,945	1,165,945	126,000	1,165,945	-	126,000
Interest Earned	848,152	846,652	1,500	847,159	-	994
Other Revenues	260,087	260,087	-	260,087	-	-
Land Sales Proceeds	785,452	785,452	-	785,452	-	-
Contributions & Donations	47,525	47,525	-	47,525	-	-
Transfers from Other Funds	9,316,933	9,150,033	166,900	111,264	9,261,297	55,636
Transfers to Other Funds	(2,469,174)	(2,469,174)	-	(2,469,174)	-	-
TOTAL	\$ 10,204,670	\$ 9,910,270	\$ 294,400	\$ 111,770	\$ 10,022,041	\$ 182,630
PROJECTS:						
Shell Creek Lake Prop Impr	94,475	44,475	50,000	-	44,475	50,000
Park Master Plan	25,000	25,000	-	-	25,000	-
Public Works Facility Impr	106,917	99,917	7,000	-	99,917	7,000
Emergency Weather Sirens	49,999	45,339	4,660	-	45,339	4,660
SS Rotary Centennial Park	7,525	3,832	3,693	1,023	4,855	2,670
Keystone Forest Trail	35,941	35,941	-	-	35,941	-
Radio Syst Upgrade - Ph1	42,253	42,253	-	-	42,253	-
Access Rd Keystone Forest	126,000	-	126,000	-	-	126,000
Vision 2025 (RCC)	93,588	93,588	-	-	93,588	-
DT Tree/Sidewalk Replace	22,741	6,924	15,817	-	6,924	15,817
SS Lake Spillway Improv	323,127	277,466	45,661	13,220	290,686	32,441
Golf Course Pond Improv	130,891	30,491	100,400	-	30,491	100,000
River West (RCC)	141,078	104,781	36,297	4,179	108,960	16,846
Energy Conservation Fund	38,478	38,232	246	-	38,232	246
O'Reilly Condemnation	959,427	959,427	-	-	959,427	-
Street Barn Bldg Replacement	9,137	9,137	-	-	9,137	-
Civitan Parking Lot Overlay	15,000	15,000	-	-	15,000	-
Ray Brown Parking Overlay	12,000	6,450	5,550	-	6,450	5,550
Golf Course Gated Entry	15,000	14,081	919	-	14,081	919
Golf Course Cart Path Repairs	5,000	-	5,000	-	-	5,000
Property Purchase	31,500	-	31,500	-	-	31,500
PW Complex Development	50,000	50,000	-	-	50,000	-
129th Property- Master Plan	12,200	12,200	-	-	12,200	-
Highway 97 Trail Repairs	55,000	42,389	12,611	-	42,389	12,611
River City Park Road Repairs	48,000	47,451	549	-	47,451	549
Sand Springs Lake Parking Impr	46,000	22,190	23,810	-	22,190	23,810
Sidewalk Master Plan (TSET Grant)	69,006	19,006	50,000	-	19,006	50,000
The American	48,500	48,500	-	-	48,500	-
AMR Radio Network Replace	100,000	100,000	-	-	100,000	-
River West Utility Relocation (RCC)	167,345	167,345	-	-	167,345	-
Fleet Maintenance Facility	-	-	-	-	-	-
Lincoln Building Roof Repl	2,611	-	2,611	-	-	2,611
WW Headworks OH Door Repair	-	-	-	-	-	-
Golf Course Pro Shop Improv	7,543	-	7,543	5,610	5,610	1,933
Property Purchase (RCC)	-	-	-	-	-	-
River West Trail Improvements (RCC)	20	-	20	-	-	20
River West Street Lighting (RCC)	350,000	-	350,000	-	345,430	4,570
WWTP Roof Replacement	60,000	-	60,000	-	-	60,000
City Hall Improvements	10,900	-	10,900	-	-	10,900
Fleet Remediation	10,000	-	10,000	-	-	10,000
Fire Station Kitchen Cabi	15,200	-	15,200	-	-	15,200
Dudley Complex Demo	10,800	-	10,800	-	-	10,800
Capital Proj Indirect Cost	55,759	55,759	-	-	-	-
TOTAL	\$ 3,403,962	\$ 2,417,175	\$ 986,787	\$ 24,032	\$ 2,385,449	\$ 361,101

**CITY OF SAND SPRINGS
STREET IMPROVEMENT FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
LIFE TO DATE
07/01/2015 through 2/29/16**

	BUDGET CURR YEAR	ACTUAL CURR YEAR	ENCUMB OUTSTAND	REMAINING APPROPR
Revenues:				
Intergovernmental Revenue	\$ 1,750,000	\$ -		\$ 1,750,000
Interest Earned	25,000	32,318		(7,318)
Total Revenues	\$ 1,775,000	\$ 32,318.5		\$ 1,742,682
Operating Transfers In:				
General Fund 1/2 penny tax	\$ 1,542,598	\$ 1,023,114		\$ 519,484
Capital Impr W&WW Fund	-	-		-
Stormwater Capital Imp Fund	-	-		-
GO Bond 06 Fund	39,531	19,766		19,765
Total Oper Transfers In	\$ 1,582,129	\$ 1,042,880		\$ 539,249
Expenditures:				
Public Improvements	\$ 10,755,933	671,161	\$ 403,767	\$ 9,681,006
Total Expenditures	\$ 10,755,933	\$ 671,161	\$ 403,767	\$ 9,681,006
Operating Transfers Out:				
Capital Impr Fund	\$ -	\$ -		\$ -
Total Oper Transfers Out	\$ -	\$ -		\$ -
Net Change in Fund Balance	\$ (7,398,804)	\$ 404,038		
Assigned to Encumbrances	\$ -	\$ -		
Restricted for Improvements	7,566,362	7,566,362		
Beginning Fund Balance	\$ 7,566,362	\$ 7,566,362		
Ending Fund Balance	\$ 167,558	\$ 7,970,399		
Assigned to Encumbrances	\$ -	\$ 403,767		
Restricted for Improvements	167,558	7,566,633		
Total Ending Fund Balance	\$ 167,558	\$ 7,970,399		

	BUDGET	ACTUAL	BUDGET	ACTUAL		ENCUMB OUTSTAND	REMAINING APPROPR
	L-T-D	PRIOR YEARS	CURR YEAR	YEAR-TO-DATE	LIFE TO DATE		
REVENUE SOURCES(USES):							
Interest Earned	\$ 214,550	\$ 189,550	\$ 25,000	\$ 32,318	\$ 221,869		\$ (7,318)
Intergovernmental Revenue	2,215,455	465,455	1,750,000	-	465,455		1,750,000
Other Revenues	150,000	150,000	-	-	150,000		-
Contributions & Donations	6,600	6,600	-	-	6,600		-
Transfers In- Sales Tax	9,426,670	7,884,072	1,542,598	1,023,114	8,907,186		519,484
Transfers In Other Funds	1,099,789	150,000	39,531	19,766	169,766		19,765
Transfers Out Other Funds	-	-	-	-	-		-
TOTAL	\$ 13,113,064	\$ 8,845,677	\$ 3,357,129	\$ 1,075,198	\$ 9,920,875		\$ 2,281,931

PROJECTS:							
Hwy97T Pavement Repl	-	-	-	-	-	-	-
West 51st Street	325,000	325,000	-	-	325,000	-	-
Main Street Improvements	7,683,329	582,855	7,100,474	55,388	638,243	61,308	6,983,778
Highway 97 Lighting	122,600	122,600	-	-	122,600	-	-
Airport Access Road	450,000	-	450,000	-	-	-	450,000
Highway 97 Widening	411,758	90,668	321,090	277,600	368,268	-	43,490
Morrow Rd RR Crossing	21,226	21,226	-	-	21,226	-	-
Morrow Rd & Hwy 97 Intersection	18,130	18,130	-	-	18,130	-	-
Whispering Crk Dr Culvert	63,063	63,063	-	-	63,063	-	-
Street Overlays	371,481	371,481	-	-	371,481	-	-
113th W Ave Widening	752,326	262,029	490,297	-	262,029	30,297	460,000
41st Street Sidewalk	677,143	677,143	-	-	677,143	-	-
LED Traffic Signal Conver	186,754	186,754	-	-	186,754	-	-
Roadway Striping (Thermo)	237,906	212,906	25,000	-	212,906	-	25,000
School Crosswalk Striping	20,813	10,813	10,000	-	10,813	-	10,000
2012 Street Overlays	387,831	387,831	-	-	387,831	-	-
Park Road Trail	198,680	-	198,680	19,523	19,523	-	179,157
Project Design Assistance	19,250	12,084	7,166	3,700	15,784	-	3,466
Charles Page Blvd Improvements	374,898	374,898	-	-	374,898	-	-
113th W Ave Widening-Ph 2	417,743	42,845	374,898	-	42,845	64,898	310,000
113th W Ave Widening-Ph 3	180,000	82,141	97,859	-	82,141	12,859	85,000
2014 Street Overlays	-	-	-	-	-	-	-
Traffic Signal Upgrades (41st & Hwy)	197,695	2,695	195,000	117,362	120,057	73,229	4,408
Wekiwa Rd Blossom Day Car	116,700	116,700	-	-	116,700	-	-
River West Street Construction	390,469	-	390,469	167,858	167,858	148,326	74,286
Bridge Rehabilitation	150,000	-	150,000	12,100	12,100	10,750	127,150
Retaining Wall	20,000	-	20,000	17,629	17,629	-	2,371
2016 Street Overlays	765,000	-	765,000	-	-	-	765,000
Pavement Rehab	60,000	-	60,000	-	-	-	60,000
41st St Improvements	100,000	-	100,000	-	-	2,100	97,900
Cap Proj Indirect Cost Alloc	201,373	201,373	-	-	201,373	-	-
TOTAL	\$ 14,921,169	\$ 4,165,236	\$ 10,755,933	\$ 671,161	\$ 4,836,396	\$ 403,767	\$ 9,681,006

CITY OF SAND SPRINGS
CAPITAL IMPROVEMENT WATER AND WASTEWATER FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
LIFE TO DATE
07/01/2015 through 2/29/16

	BUDGET CURR YEAR	ACTUAL CURR YEAR	ENCUMB OUTSTAND	REMAINING APPROPR
Revenues:				
Water Taps	\$ 70,000	\$ 33,500		\$ 36,500
Interest Earned	6,000	8,950		(2,950)
Other Revenues	-	-		-
Total Revenues	\$ 76,000	\$ 42,450		\$ 33,550
Operating Transfers In:				
M A Wtr Util Fund - 1 penny tax	\$ 3,085,195	\$ 2,046,228		\$ 1,038,967
M A WW Util Fund	-	-		-
M A Wtr Util Fund - Revenue Bond	9,731,696	9,141,136		590,560
Total Oper Transfers In	\$ 12,816,891	\$ 11,187,364		\$ 1,629,527
Expenditures:				
Water	\$ 7,169,521	\$ 3,034,811	\$ 1,015,938	\$ 3,118,772
Wastewater	14,307,743	6,946,593	2,521	7,358,629
Total Expenditures	\$ 21,477,264	\$ 9,981,404	\$ 1,018,459	\$ 10,477,401
Operating Transfers Out:				
Street Improvement Fund	\$ -	\$ -		\$ -
M A Wtr Util Fund - Debt	800,000	533,336		266,664
Total OperTransfers Out	\$ 800,000	\$ 533,336		\$ 266,664
Net Change in Fund Balance	\$ (9,384,373)	\$ 715,074		
Beginning Fund Balance	\$ 9,836,601	\$ 9,836,601		
Assigned to Encumbrances	\$ -	\$ 1,018,459		
Restricted for Improvements	452,228	9,533,216		
Total Ending Fund Balance	\$ 452,228	\$ 10,551,675		

	BUDGET L-T-D	ACTUAL PRIOR YEARS	BUDGET CURR YEAR	ACTUAL CURR YEAR	LIFE TO DATE	ENCUMB OUTSTAND	REMAINING APPROPR
REVENUE SOURCES/USES:							
Intergovernmental	\$ 600,896	600,896	\$ -	\$ -	600,896		\$ -
Water/Sewer Taps	3,568,854	3,498,854	70,000	33,500	3,532,354		36,500
Interest Earned	2,401,991	2,395,991	6,000	8,950	2,404,941		(2,950)
Other Revenues	257,594	257,594	-	-	257,594		-
Transfers from Other Funds	71,972,594	59,155,703	12,816,891	11,187,364	70,343,067		1,629,527
Transfers to Other Funds	(19,319,834)	(18,519,834)	(800,000)	(533,336)	(19,053,170)		(266,664)
TOTAL	\$ 59,482,094	\$ 47,389,203	\$ 12,092,891	\$ 10,696,478	\$ 58,085,681		\$ 1,396,413

	BUDGET L-T-D	ACTUAL PRIOR YEARS	BUDGET CURR YEAR	ACTUAL CURR YEAR	LIFE TO DATE	ENCUMB OUTSTAND	REMAINING APPROPR
PROJECTS:							
Projects prior to FY2009	\$ 32,752,311	32,752,311	\$ -	\$ -	32,752,311	\$ -	\$ -
San Swr Lift Station Rehab	622,100	491,852	130,248	35,827	527,679	-	94,421
N Wtr Sys Press Zone Study	55,255	55,255	-	-	55,255	-	-
SRWCS Rep Pump P201	30,554	30,554	-	-	30,554	-	-
Water Pump Stations Rehab.	311,605	218,322	93,283	19,500	237,822	250	73,533
Sewer Basin Mapping	6,050	6,050	-	-	6,050	-	-
2" Water Line Replacements	949,466	797,289	152,177	27,674	824,963	-	124,503
Wtr Distribution Flow Meter	252,303	143,501	108,802	6,573	150,074	-	102,229
Shell Lake Dam Improvements	493,286	353,341	139,945	28,535	381,876	20,300	91,110
Hwy 97 12" WL	194,643	87,845	106,798	-	87,845	4,133	102,665
Chlorine Residual Improvement	242,301	141,520	100,781	17,084	158,604	16,236	67,461
San Sewer Line Replacement	2,007,544	1,276,012	731,532	23,094	1,299,106	421	708,017
WTP Influent Valve Rehab	50,000	-	50,000	-	-	-	50,000
Blending Vault Improvement	103,911	6,011	97,900	-	6,011	-	97,900
WTP Chlorine Crane	2,495	2,495	-	-	2,495	-	-
Shell Lake Dam Rehab Study	25,000	-	25,000	-	-	-	25,000
Lift Station Improvements	342,466	342,466	-	-	342,466	-	-
WTP Chlorine Containment	50,000	-	50,000	-	-	-	50,000
RWD#1 Syst Improvements	235,309	235,309	-	-	235,309	-	-
Lagoon Rehab	20,000	-	20,000	-	-	-	20,000
WTP Ferric Tank Improvements	-	-	-	-	-	-	-
Sewer LS Generator Improv	50,000	-	50,000	45,105	45,105	-	4,895
AMR Equip For New Water Tap	42,328	6,788	35,540	-	6,788	-	35,540
Meters for New Water Taps	81,625	26,625	55,000	2,150	28,775	11,040	41,810
WTP Improvements	170,645	57,939	112,706	7,809	65,748	-	104,897
WWTP Improvements	445,548	119,107	326,441	191,419	310,526	-	135,022
Meter Vault Improvements	100,000	12,471	87,529	-	12,471	-	87,529
Emergency Repairs	200,000	-	200,000	-	-	-	200,000
10th St Sewer Relocation (Hickory)	118,358	118,358	-	-	118,358	-	-
SCADA Upgrades (Water)	79,523	41,400	38,123	-	41,400	-	38,123
73rd W Ave Water Line (new)	20,000	-	20,000	-	-	-	20,000
SRWCS One-Way Tank	50,000	-	50,000	-	-	-	50,000
WWTP Mechanical System Upgrades	-	-	-	-	-	-	-
209th Water BPS Improvement	103,337	59,782	43,555	371	60,153	1,425	41,759
River West W&WW Construction	-	-	-	-	-	-	-
McKinley Tanks (.5mg tank)	899,689	-	899,689	606,442	606,442	177,252	115,995
WWTP Construction	400,000	-	400,000	-	-	-	400,000
WWTP Belt Filter Upgrade	190,000	-	190,000	21,412	21,412	2,100	166,488
S. Side Water Contr Valve	150,000	-	150,000	53,059	53,059	68,035	28,906
WTP Backwash Impr	10,000	-	10,000	-	-	-	10,000
Shell Lake RWCS	150,000	-	150,000	-	-	-	150,000
WTP Filter Backwash Pumps	100,000	-	100,000	43,276	43,276	29,924	26,800
Coyote Trail Standpipe	630,000	-	630,000	133,726	133,726	359,671	136,603
Water Distribution	1,548,048	1,386,502	161,546	19,897	1,406,398	99,376	42,273
Wastewater Collection	431,170	414,748	16,422	15,250	429,998	-	1,172
Fire Hydrant Replacement	445,087	382,218	62,869	42,317	424,535	(178)	20,730
Spring Lake Campus (Rev Bond)	2,775,882	570,656	2,205,226	1,487,759	2,058,415	-	717,467
41st Street Water Tower (Rev Bond)	881,631	840,036	41,595	-	840,036	-	41,595
WWTP Improvements (Rev Bond)	13,460,793	1,017,693	12,443,100	6,614,486	7,632,178	-	5,828,614
Wtr Tanks Inspec/Rehab	2,335,818	1,144,361	1,191,457	538,639	1,683,000	228,473	424,345
Capital Project Indirect Cost-W	113,020	113,020	-	-	113,020	-	-
Capital Project Indirect Cost-WW	130,034	130,034	-	-	130,034	-	-
TOTAL	\$ 64,859,135	\$ 43,381,871	\$ 21,477,264	\$ 9,981,404	\$ 53,363,275	\$ 1,018,459	\$ 10,477,401

**CITY OF SAND SPRINGS
AIRPORT CONSTRUCTION FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
LIFE TO DATE
07/01/2015 through 2/29/16**

	BUDGET CURR YEAR	ACTUAL CURR YEAR	ENCUMB OUTSTAND	REMAINING APPROPR
Revenues:				
Intergovernmental	\$ 380,895	\$ -		\$ 380,895
Interest Earned	5	10		(5)
Total Revenues	\$ 380,900	\$ 10		\$ 380,890
Operating Transfers In:				
MA Water Utility Fund	\$ -	\$ -		\$ -
Total Oper Transfers In	\$ -	\$ -		\$ -
Expenditures:				
Airport Improvements	\$ 480,491	\$ 209,822	\$ 203,822	\$ 66,847
Total Expenditures	\$ 480,491	\$ 209,822	\$ 203,822	\$ 66,847
Net Change in Fund Balance	\$ (99,591)	\$ (209,812)		
Beginning Fund Balance	\$ 120,108	\$ 120,108		
Ending Fund Balance	\$ 20,517	\$ (89,704)		
Assigned to Encumbrances	\$ -	\$ 203,822		
Assigned to Improvements	20,517	(293,526)		
Total Ending Fund Balance	\$ 20,517	\$ (89,704)		

	BUDGET L-T-D	ACTUAL PRIOR YEARS	BUDGET CURR YEAR	ACTUAL CURR YEAR	ACTUAL LIFE TO DATE	ENCUMB OUTSTAND	REMAINING APPROPR
REVENUE SOURCES/USES:							
Intergovernmental	\$ 7,150,992	\$ 6,770,097	\$ 380,895	\$ -	\$ 6,770,097		\$ 380,895
Interest Earned	99,330	99,325	5	10	99,334		(5)
Other Revenue	5,312	5,312	-	-	5,312		-
Transfers from Other Funds	2,476,384	2,476,384	-	-	2,476,384		-
Transfers to Other Funds	(104,000)	(104,000)	-	-	(104,000)		-
TOTAL	\$ 9,628,018	\$ 9,247,118	\$ 380,900	\$ 10	\$ 9,247,127		\$ 380,890

	BUDGET L-T-D	ACTUAL PRIOR YEARS	BUDGET CURR YEAR	ACTUAL CURR YEAR	ACTUAL LIFE TO DATE	ENCUMB OUTSTAND	REMAINING APPROPR
PROJECTS:							
Projects Prior to FY2008	\$ 6,755,618	\$ 6,755,618	\$ -	\$ -	\$ 6,755,618	\$ -	\$ -
Reconstruct. Taxiway Lighting	598,656	598,656	-	-	598,656	-	-
Upgrade DBE Plan	5,999	5,999	-	-	5,999	-	-
Nested T-Hangars	36,469	36,469	-	-	36,469	-	-
Northwest Apron Fire Suppr	625,350	625,350	-	-	625,350	-	-
Airport Access Gate	12,698	12,698	-	-	12,698	-	-
Fuel Dispensing Upgrade	36,313	36,313	-	-	36,313	-	-
RW35 Approach Improvements	261,845	261,845	-	-	261,845	-	-
RW35 VNAV/GPS Proc	-	-	-	-	-	-	-
Restripe RW & E Taxiway	5,827	5,827	-	-	5,827	-	-
NW Apron Drainage Improv	-	-	-	-	-	-	-
Terminal Bldg Remodel	88,691	48,691	40,000	-	48,691	-	40,000
Rehab rwy-Txwys-Design	143,150	143,150	-	-	143,150	-	-
Rehab rwy-Txwys-Construction	3,625,052	3,625,052	-	-	3,625,052	-	-
Rehab rwy- Utility Relocations	-	-	-	-	-	-	-
Outdoor Improvements	16,500	-	16,500	-	-	-	16,500
ODALS-Omni Dir Lighting	425,811	8,820	416,991	209,822	218,642	203,822	3,347
Regional Detention NW Apron	5,000	-	5,000	-	-	-	5,000
Signage Improvements	3,990	1,990	2,000	-	1,990	-	2,000
TOTAL	\$ 12,646,969	\$ 12,166,478	\$ 480,491	\$ 209,822	\$ 12,376,300	\$ 203,822	\$ 66,847

**CITY OF SAND SPRINGS
GENERAL OBLIGATION BOND FUND 2006
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
LIFE TO DATE
07/01/2015 through 2/29/16**

	BUDGET CURR YEAR	ACTUAL CURR YEAR	ENCUMB OUTSTAND	REMAINING APPROPR
Revenues:				
Interest Earned	\$ 10	\$ 5		\$ 5
Total Revenues	\$ 10	\$ 5		\$ 5
Operating Transfers In:				
GO Bond 2002 Fund	\$ -	\$ -		\$ -
General Fund	-	-		-
Total Oper Transfers In	\$ -	\$ -		\$ -
Expenditures:				
Finance	\$ -	\$ -	\$ -	\$ -
Public Safety	26,397	6,750	8,250	11,397
Public Works	-	-	-	-
Parks & Recreation	-	-	-	-
Total Expenditures	\$ 26,397	\$ 6,750	\$ 8,250	\$ 11,397
Operating Transfers Out:				
Street Improvement Fund	\$ 39,531	\$ 19,766		\$ 19,765
GO Bond 2002 Fund	-	-		-
Total OperTransfers Out	\$ 39,531	\$ 19,766		\$ 19,765
Net Change in Fund Balance	\$ (65,918)	\$ (26,510)		
Beginning Fund Balance				
Restricted Public Safety #1	\$ 14,627	\$ 14,627		
Restricted Streets & Drain #2	-	-		
Restricted Comm Cntr Prop #5	4,755	4,755		
Restricted Arbitrage Rebate Liability	-	-		
Assigned to Encumbrances	-	-		
Assigned to Improvements	46,545	46,545		
Beginning Fund Balance	\$ 65,927	\$ 65,927		
Ending Fund Balance				
Restricted Public Safety #1	\$ -	\$ 11,397		
Restricted Streets & Drain #2	-	19,765		
Restricted Comm Cntr Prop #5	-	-		
Restricted Arbitrage Rebate Liability	-	-		
Assigned to Encumbrances	-	8,250		
Assigned to Improvements	9	5		
Total Ending Fund Balance	\$ 9	\$ 39,417		

	BUDGET L-T-D	ACTUAL PRIOR YEARS	BUDGET CURR YEAR	ACTUAL CURR YEAR	ACTUAL LIFE TO DATE	ENCUMB OUTSTAND	REMAINING APPROPR
REVENUE SOURCES/USES:							
Bond Proceeds	\$ 6,360,000	\$ 6,360,000	\$ -	\$ -	\$ 6,360,000		\$ -
Transfers from Other Funds	708,926	708,926	-	-	708,926		-
Interest Earned	646,143	646,133	10	5	646,139		5
Transfers to Other Funds	(220,469)	(260,000)	39,531	19,766	(240,235)		19,765
TOTAL	\$ 7,494,600	\$ 7,455,059	\$ 39,541	\$ 19,771	\$ 7,474,830		\$ 5
PROJECTS:							
Finance							
Legal & Administration	196,455	196,455	-	-	196,455	-	-
Public Safety							
Fire Station Land Acquisition	173,140	146,743	26,397	6,750	153,493	8,250	11,397
Quick Response Pumper Trucks	70,000	70,000	-	-	70,000	-	-
Public Works							
Street Overlays- Phase II	1,397,749	1,397,749	-	-	1,397,749	-	-
Main St/ Broadway St Improvmts	420,845	420,845	-	-	420,845	-	-
Street Vehicles & Equipment	346,632	346,632	-	-	346,632	-	-
Indirect Costs	-	-	-	-	-	-	-
Culture & Recreation							
Community Center	4,662,184	4,662,184	-	-	4,662,184	-	-
TOTAL	\$ 7,267,004	\$ 7,240,607	\$ 26,397	\$ 6,750	\$ 7,247,357	\$ 8,250	\$ 11,397

**CITY OF SAND SPRINGS
GENERAL OBLIGATION BOND FUND 2014
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
LIFE TO DATE
07/01/2015 through 2/29/16**

	BUDGET CURR YEAR	ACTUAL CURR YEAR	ENCUMB OUTSTAND	REMAINING APPROPR
Revenues:				
Bond Proceeds	\$ -	\$ -	\$ -	\$ -
Interest Earned	150	81	-	69
Other Revenues	72,500	42,500	-	30,000
Total Revenues	\$ 72,650	\$ 42,581	\$ -	\$ 30,069
Expenditures:				
Finance	\$ 3,093	\$ -	\$ -	\$ 3,093
Parks & Recreation	1,851,738	1,433,107	261,644	156,987
Total Expenditures	\$ 1,854,831	\$ 1,433,107	\$ 261,644	\$ 160,080
Excess (deficiency) of revenues over expenditures	\$ (1,782,181)	\$ (1,390,527)		\$ (130,010)
Other Financing Sources/ Uses:				
Transfers In	\$ 200,000	\$ 100,000		\$ 100,000
Transfers Out	-	-		-
Total Other Fin Sources/ Uses	\$ 200,000	\$ 100,000		\$ 100,000
Net Change in Fund Balance	\$ (1,582,181)	\$ (1,290,527)		
Restricted Culture & Recreation	\$ 1,579,242	\$ 1,579,242		
Restricted Finance	3,093	3,093		
Assigned to Encumbrances	-	-		
Unassigned, designated for Improvements	-	-		
Unassigned, undesignated	2,475	2,475		
Beginning Fund Balance	\$ 1,584,811	\$ 1,584,810		
Ending Fund Balance	\$ 2,630	\$ 294,283		
Restricted Culture & Recreation	\$ 4	\$ 26,991		
Restricted Finance	0	3,093		
Assigned to Encumbrances	-	261,644		
Unassigned, designated for Improvements	-	-		
Unassigned, undesignated	2,625	2,556		
Total Ending Fund Balance	\$ 2,630	\$ 294,283		

	BUDGET L-T-D	ACTUAL PRIOR YEARS	BUDGET CURR YEAR	ACTUAL CURR YEAR	ACTUAL LIFE TO DATE	ENCUMB OUTSTAND	REMAINING APPROPR
REVENUE SOURCES/USES:							
Bond Proceeds	\$ 2,367,241	\$ 2,367,241	\$ -	\$ -	\$ 2,367,241		\$ -
Transfers from Other Funds	200,000	-	200,000	100,000	100,000		100,000
Other Revenues	72,500	-	72,500	42,500	42,500		30,000
Interest Earned	150	-	150	81	81		69
Transfers to Other Funds	-	-	-	-	-		-
TOTAL	\$ 2,639,891	\$ 2,367,241	\$ 272,650	\$ 142,581	\$ 2,509,822		\$ 130,069
PROJECTS:							
Finance							
Legal & Administration	\$ 79,874	\$ 76,781	\$ 3,093	\$ -	\$ 76,781	\$ -	\$ 3,093
Parks & Recreation							
Park Improvements	1,527,050	32,813	1,494,237	1,152,196	1,185,009	249,962	92,078
Golf Course Improvements	20,947	-	20,947	7,631	7,631	130	13,186
Museum Improvements	299,922	-	299,922	273,280	273,280	11,552	15,090
Keystone Ancient Forest Improvements	45,152	8,520	36,632	-	8,520	-	36,632
TOTAL	\$ 1,972,945	\$ 118,114	\$ 1,854,831	\$ 1,433,107	\$ 1,551,221	\$ 261,644	\$ 160,080

**CITY OF SAND SPRINGS
VISION 2025
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
LIFE TO DATE
07/01/2015 through 2/29/16**

	BUDGET CURR YEAR	ACTUAL CURR YEAR	ENCUMB OUTSTAND	REMAINING APPROPR
Revenues:				
Interest Earned	-	-	-	-
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures:				
Parks & Recreation	3,305,301	466,082	312,352	2,526,867
Total Expenditures	\$ 3,305,301	\$ 466,082	\$ 312,352	\$ 2,526,867
Excess (deficiency) of revenues over expenditures	\$ (3,305,301)	\$ (466,082)		\$ (2,526,867)
Other Financing Sources/ Uses:				
Transfers In	\$ -	\$ -		\$ -
Transfers Out	-	-		-
Contributed Capital	3,305,301	10,000		3,295,301
Total Other Fin Sources/ Uses	\$ 3,305,301	\$ 10,000		\$ 3,295,301
Net Change in Fund Balance	\$ -	\$ (456,082)		
Restricted Culture & Recreation	\$ -	\$ -		
Unassigned, designated for Improvements	-	-		
Unassigned, undesignated	-	-		
Beginning Fund Balance	\$ -	\$ -		
Ending Fund Balance	\$ -	\$ (456,082)		
Restricted Culture & Recreation	\$ -	\$ -		
Assigned to Encumbrances	-	312,352		
Unassigned, designated for Improvements	-	-		
Unassigned, undesignated	-	(768,434)		
Total Ending Fund Balance	\$ -	\$ (456,082)		

	BUDGET L-T-D	ACTUAL PRIOR YEARS	BUDGET CURR YEAR	ACTUAL CURR YEAR	ACTUAL LIFE TO DATE	ENCUMB OUTSTAND	REMAINING APPROPR
REVENUE SOURCES/USES:							
Bond Proceeds	\$ -	\$ -	\$ -	\$ -	-	-	\$ -
Transfers from Other Funds	-	-	-	-	-	-	-
Interest Earned	-	-	-	-	-	-	-
Transfers to Other Funds	-	-	-	-	-	-	-
Contributed Capital	3,305,301	-	3,305,301	10,000	10,000	-	3,295,301
TOTAL	\$ 3,305,301	\$ -	\$ 3,305,301	\$ 10,000	\$ 10,000	\$ -	\$ 3,295,301
PROJECTS:							
Parks & Recreation							
Economic Development	\$ 292,075	\$ -	\$ 292,075	\$ -	-	-	\$ 292,075
Event Facilities	1,593,639	-	1,593,639	380,832	380,832	13,892	1,198,915
Community Enrichment	1,419,587	-	1,419,587	85,250	85,250	298,460	1,035,877
TOTAL	\$ 3,305,301	\$ -	\$ 3,305,301	\$ 466,082	\$ 466,082	\$ 312,352	\$ 2,526,867

**CITY OF SAND SPRINGS
STORMWATER CAPITAL IMPROVEMENT FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
LIFE TO DATE
07/01/2015 through 2/29/16**

	BUDGET CURR YEAR	ACTUAL CURR YEAR	ENCUMB OUTSTAND	REMAINING APPROPR
Revenues:				
Interest Earned	\$ 5,000	\$ 6,244		\$ (1,244)
Total Revenues	\$ 5,000	\$ 6,244		\$ (1,244)
Expenditures:				
Stormwater	\$ 4,335,000	\$ 13,126	\$ 590	\$ 4,321,284
Total Expenditures	\$ 4,335,000	\$ 13,126	\$ 590	\$ 4,321,284
Excess (deficiency) of revenues over expenditures	\$ (4,330,000)	\$ (6,883)	\$ -	\$ (590)
Other Financing Sources/ Uses:				
Transfers In	\$ 1,000,000	\$ 666,664		\$ 333,336
Transfers Out	-	-		-
Total Other Fin Sources/ Uses	\$ 1,000,000	\$ 666,664		\$ 333,336
Net Change in Fund Balance	\$ (3,330,000)	\$ 659,781		
Beginning Fund Balance	\$ 3,356,852	\$ 3,356,852		
Ending Fund Balance	\$ 26,852	\$ 4,016,633		
Assigned to Encumbrances	\$ -	\$ 590		
Assigned to Improvements	26,852	4,016,043		
Total Ending Fund Balance	\$ 26,852	\$ 4,016,633		

	BUDGET L-T-D	ACTUAL PRIOR YEARS	BUDGET CURR YEAR	ACTUAL CURR YEAR	ACTUAL LIFE TO DATE	ENCUMB OUTSTAND	REMAINING APPROPR
REVENUE SOURCES/USES:							
Interest Earned	\$ 73,528	\$ 68,528	\$ 5,000	\$ 6,244	\$ 74,772		\$ (1,244)
Transfers from Other Funds	3,203,000	2,203,000	1,000,000	666,664	2,869,664		333,336
Transfers to Other Funds	-	-	-	-	-		-
TOTAL	\$ 3,276,528	\$ 2,271,528	\$ 1,005,000	\$ 672,908	\$ 2,944,436		\$ 332,092
PROJECTS:							
Master Drainage Plan Phase II	\$ 300,779	\$ 300,779	\$ -	\$ -	\$ 300,779	\$ -	\$ -
Misc. Drainage Improvements	47,029	17,029	30,000	-	17,029	-	30,000
Automated Rain Gauge STAR	1,530	1,530	-	-	1,530	-	-
Automated Stream Gauge	13,130	13,130	-	-	13,130	-	-
10th St Culvert Replacement	371,855	21,855	350,000	13,126	34,981	590	336,284
Ray Brown Park Det Improv	350,005	350,005	-	-	350,005	-	-
81st & Park Rd Drainage	-	-	-	-	-	-	-
Stormwater Utility Map Updates	5,000	5,000	-	-	5,000	-	-
Main St Drainage Impr (\$2.9m)	2,395,000	-	2,395,000	-	-	-	2,395,000
Pecan-Woodland Drainage	19,500	19,500	-	-	19,500	-	-
Flood Mapping Updates	5,178	5,178	-	-	5,178	-	-
Parkway Crossing 48" SSOR	23,710	23,710	-	-	23,710	-	-
Impervious Surface Map Up	6,951	6,951	-	-	6,951	-	-
Pecan-Woodland East Diversion	-	-	1,050,000	-	-	-	1,050,000
Meadow Valley Flood Acquisitions	-	-	350,000	-	-	-	350,000
East 14th Ct SW System Repair	-	30,932	-	-	30,932	-	-
River West Drainage Construction	-	211	-	-	211	-	-
Ray Brown Pk SW Det Area Ext	-	25,680	-	-	25,680	-	-
Levee District #12 Ph 2 Assess	-	-	160,000	-	-	-	160,000
Internal Management Costs	79,430	79,430	-	-	79,430	-	-
TOTAL	\$ 3,619,096	\$ 900,919	\$ 4,335,000	\$ 13,126	\$ 914,046	\$ 590	\$ 4,321,284

**CITY OF SAND SPRINGS
PUBLIC SAFETY CAPITAL IMPROVEMENT FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
LIFE TO DATE
07/01/2015 through 2/29/16**

	BUDGET CURR YEAR	ACTUAL CURR YEAR	ENCUMB OUTSTAND	REMAINING APPROPR
Revenues:				
Interest Earned	\$ -	\$ -		\$ -
Bond Proceeds	8,640,000	-		8,640,000
Total Revenues	\$ 8,640,000	\$ -		\$ 8,640,000
Expenditures:				
Stormwater	\$ 8,381,135	\$ -	\$ -	\$ 8,381,135
Total Expenditures	\$ 8,381,135	\$ -	\$ -	\$ 8,381,135
Excess (deficiency) of revenues over expenditures	\$ 258,865	\$ -	\$ -	\$ 258,865
Other Financing Sources/ Uses:				
Transfers In	\$ -	\$ -		\$ -
Transfers Out	-	-		-
Debt Service				
Total Other Fin Sources/ Uses	\$ -	\$ -		\$ -
Net Change in Fund Balance	\$ 258,865	\$ -		
Beginning Fund Balance	\$ -	\$ -		
Ending Fund Balance	\$ 258,865	\$ -		
Assigned to Encumbrances	\$ -	\$ -		
Assigned to Improvements	258,865	-		
Total Ending Fund Balance	\$ 258,865	\$ -		

	BUDGET L-T-D	ACTUAL PRIOR YEARS	BUDGET CURR YEAR	ACTUAL CURR YEAR	ACTUAL LIFE TO DATE	ENCUMB OUTSTAND	REMAINING APPROPR
REVENUE SOURCES/USES:							
Interest Earned	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Bond Proceeds	8,640,000	-	8,640,000	-	-		8,640,000
Sales Tax Transfers In	-	-	-	-	-		-
Transfers to Other Funds	-	-	-	-	-		-
TOTAL	\$ 8,640,000	\$ -	\$ 8,640,000	\$ -	\$ -		\$ 8,640,000
PROJECTS:							
Legal & Admin Fees	\$ 381,135	\$ -	\$ 381,135	\$ -	\$ -	\$ -	\$ 381,135
Public Safety Complex	8,000,000	-	8,000,000	-	-	-	8,000,000
TOTAL	\$ 8,381,135	\$ -	\$ 8,381,135	\$ -	\$ -	\$ -	\$ 8,381,135

**CITY OF SAND SPRINGS
WATER METER REPL FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
LIFE TO DATE
07/01/2015 through 2/29/16**

	BUDGET CURR YEAR	ACTUAL CURR YEAR	ENCUMB OUTSTAND	REMAINING APPROPR
Revenues:				
Interest Earned	\$ 400	\$ 932		\$ (532)
Total Revenues	\$ 400	\$ 932		\$ (532)
Operating Transfers In:				
Excess Water Sales	\$ 200,000	\$ 133,336		\$ 66,664
Total Oper Transfers In	\$ 200,000	\$ 133,336		\$ 66,664
Expenditures:				
Water Dist & WW Coll System	\$ 801,000	\$ -	\$ -	\$ 801,000
Total Expenditures	\$ 801,000	\$ -	\$ -	\$ 801,000
Net Change in Fund Balance	\$ (600,600)	\$ 134,268		
Beginning Net Assets	\$ 602,486	\$ 602,486		
Ending Net Assets	\$ 1,886	\$ 736,753		
Assigned to Encumbrances	\$ -	\$ -		
Assigned to Improvements	1,886	736,753		
Total Ending Fund Balance	\$ 1,886	\$ 736,753		

	BUDGET L-T-D	ACTUAL PRIOR YEARS	BUDGET CURR YEAR	ACTUAL CURR YEAR	ACTUAL LIFE TO DATE	ENCUMB OUTSTAND	REMAINING APPROPR
REVENUE SOURCES/USES:							
Interest Earned	\$ 1,351	\$ 951	\$ 400	\$ 932	\$ 1,883		\$ (532)
Transfers from Other Funds	600,000	400,000	200,000	133,336	533,336		66,664
TOTAL	\$ 601,351	\$ 400,951	\$ 200,400	\$ 134,268	\$ 535,219		\$ 66,133
PROJECTS:							
Water Meter Replacements	\$ 801,000	\$ -	\$ 801,000	\$ -	\$ -	\$ -	\$ 801,000
TOTAL	\$ 801,000	\$ -	\$ 801,000	\$ -	\$ -	\$ -	\$ 801,000

**CITY OF SAND SPRINGS
GOLF COURSE CAPITAL IMPROVEMENT FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
LIFE TO DATE
07/01/2015 through 2/29/16**

	BUDGET CURR YEAR	ACTUAL CURR YEAR	ENCUMB OUTSTAND	REMAINING APPROPR
Revenues:				
Interest Earned	\$ 10	\$ 6		\$ 4
Total Revenues	\$ 10	\$ 6		\$ 4
Operating Transfers In:				
Golf Course Fund	\$ 25,500	\$ 15,163		\$ 10,337
Total Oper Transfers In	\$ 25,500	\$ 15,163		\$ 10,337
Expenditures:				
Golf Course	\$ 54,128	\$ -	\$ -	\$ 54,128
Total Expenditures	\$ 54,128	\$ -	\$ -	\$ 54,128
Net Change in Fund Balance	\$ (28,618)	\$ 15,169		
Beginning Fund Balance	\$ 54,129	\$ 54,129		
Ending Fund Balance	\$ 25,511	\$ 69,297		
Assigned to Encumbrances	\$ -	\$ -		
Assigned to Improvements	25,511	69,297		
Total Ending Fund Balance	\$ 25,511	\$ 69,297		

	BUDGET L-T-D	ACTUAL PRIOR YEARS	BUDGET CURR YEAR	ACTUAL CURR YEAR	ACTUAL LIFE TO DATE	ENCUMB OUTSTAND	REMAINING APPROPR
REVENUE SOURCES/USES:							
Interest Earned	\$ 66	\$ 56	\$ 10	\$ 6	\$ 62		\$ 4
Transfers from Other Funds	113,451	87,951	25,500	15,163	103,114	-	10,337
TOTAL	\$ 113,517	\$ 88,007	\$ 25,510	\$ 15,169	\$ 103,176		\$ 10,341
PROJECTS:							
Golf Course Improvements	\$ 116,401	\$ 62,273	\$ 54,128	\$ -	\$ 62,273	\$ -	\$ 54,128
TOTAL	\$ 116,401	\$ 62,273	\$ 54,128	\$ -	\$ 62,273	\$ -	\$ 54,128

Bank	Security Description	Coupon	Date of		Principal Cost	02/29/16 Market Value	
			Maturity	Purchase			
American Heritage Bank	88800010275	CD	0.45%	5/20/2016	11/20/2015	350,000.00	351,754.37
American Heritage Bank	17849	CD	0.45%	4/1/2016	10/1/2015	\$ 100,000.00	\$ 100,000.00
American Heritage Bank	800004416	CD	0.45%	4/24/2016	10/24/2015	3,500,000.00	3,500,000.00
American Heritage Bank	61448	CD	0.55%	5/28/2016	5/28/2015	500,000.00	561,176.53
American Heritage Bank	800003666	CD	0.55%	6/22/2016	6/22/2015	3,083,711.61	3,083,711.61
BancFirst	61000063	CD	0.05%	1/14/2017	1/14/2016	250,000.00	254,504.32
Bank of Oklahoma	632704361	CD	0.75%	3/21/2016	9/20/2013	250,000.00	250,000.00
Bank of Oklahoma	632704362	CD	1.10%	9/26/2016	9/25/2013	250,000.00	250,000.00
Bank of Oklahoma	632704363	CD	1.15%	9/26/2016	9/25/2013	250,000.00	250,000.00
Bank of Oklahoma	632704365	CD	0.90%	9/27/2016	9/27/2013	250,000.00	250,000.00
Bank of Oklahoma	632712429	CD	0.90%	10/4/2016	10/4/2013	200,000.00	200,000.00
Bank of Oklahoma	632704366	CD	1.10%	3/27/2017	9/27/2013	250,000.00	250,000.00
Bank of Oklahoma	391015210	CD	1.35%	9/22/2017	9/22/2014	250,000.00	250,000.00
Bank of Oklahoma	391015207	CD	1.25%	9/25/2017	9/24/2014	250,000.00	250,000.00
Bank of Oklahoma	391015208	CD	1.40%	9/25/2017	9/24/2014	250,000.00	250,000.00
Bank of Oklahoma	391015209	CD	1.40%	9/25/2017	9/25/2014	250,000.00	250,000.00
Bank of Oklahoma	713010806	CD	1.10%	9/29/2017	9/29/2015	250,000.00	250,000.00
Bank of Oklahoma	713010807	CD	1.10%	10/2/2017	10/2/2015	250,000.00	250,000.00
Bank of Oklahoma	713010808	CD	1.15%	10/2/2017	10/2/2015	250,000.00	250,000.00
Bank of Oklahoma	632837244	CD	1.00%	8/28/2018	2/28/2014	1,746,500.00	1,746,500.00
Bank of Oklahoma	380020056	CD	1.65%	10/28/2018	10/28/2015	250,000.00	250,000.00
Bank of Oklahoma	380020076	CD	1.20%	10/29/2018	10/29/2015	195,000.00	195,000.00
Bank of Oklahoma	813006655	CD	1.40%	11/13/2018	11/13/2015	250,000.00	250,000.00
Spirit Bank	300097630	CD	0.60%	7/7/2016	7/7/2015	200,000.00	200,000.00
Stillwater National Bank	80115	CD	0.40%	3/24/2016	2/24/2015	100,000.00	100,000.00
Valley National Bank	210017554	CD	0.25%	5/10/2016	11/10/2015	100,000.00	100,000.00
Total Certificates of Deposit						\$ 13,825,211.61	\$ 13,892,646.83
Pooled Cash							
JPMorgan Chase	468778	Money Market	0.01% 7 Day Yield			\$ 58,070.29	
Total Pooled Cash						\$ 58,070.29	\$ -
Total Investments						\$ 13,883,281.90	\$ 13,892,646.83

**CITY OF SAND SPRINGS
LIST OF BUDGET AMENDMENTS
FOR THE FISCAL PERIOD ENDING FEBRUARY, 2016**

<u>MONTH</u>	<u>FUND</u>	<u>ITEM</u>	<u>AMOUNT</u>	<u>NOTES</u>
December	General Fund	TYPROS Grant- Historic Tour	\$ 2,000	Economic Development Rev & Exp
February	General Fund	New Ping Pong Tables @ Case Comm Cntr	5,250	Case Center Reserves
Total Amendments			<u>\$ 7,250</u>	

Note: The budget items listed above are those amendments that fall within the City Managers authority, and were not placed on agendas for City Council or Municipal Authority for approval. This document is provided for review and information purposes only.

AFFIDAVIT OF FINANCE DIRECTOR
FOR BILLS AND SALARIES STATEMENT

I, the undersigned, am the duly appointed and acting Finance Director/ Treasurer, in and for the City of Sand Springs, Oklahoma, and upon oath do depose and say that each purchase order listed in the attached statement for bills and salaries was itemized in detail, verified and filed for allowance with the amount shown thereon pursuant to the Statutes of the State of Oklahoma and requirements of the Charter and Ordinances of the City of Sand Springs, Oklahoma: that each purchase order has indicated thereon that all items have been delivered and/or the services have been rendered and that each purchase and contract was made pursuant to all applicable law and the Charter and Ordinances of the City of Sand Springs, Oklahoma, so help me God.

Kelly A Lamberson

Kelly A. Lamberson
Finance Director / City Treasurer

Subscribed and sworn to before me this 23rd day of

March, 2016.



Janice L Almy
Notary Public

My Commission Expires _____

**CITY OF SAND SPRINGS
CITY COUNCIL BILLS**

03/28/2016

210 GENERAL FUND

002731	AMERICAN MUNICIPAL SERVICES CORP	FEB 2016	1,120.81
PI4367	BUBBLETOWN CARWASH LLC	TOKENS	320.00
002672	CLEET	FEBRUARY 2016 COURT COST	1,844.44
PR0318	FRATERNAL ORDER OF POLICE	PPE 03/11/2016	725.00
PR0318	INT'L ASSOC OF FIREFIGHTERS	PPE 03/11/2016	673.00
002699	OK UNIFORM BLDG CODE COMMISSION	MON PERMIT FEES MINUS CRE	153.48
002673	OKLAHOMA BUREAU OF NARCOTICS	FEBRUARY 2016 COURT COST	5.00
PR0318	OKLAHOMA FIREFIGHTERS PENSION BRD	PPE 03/11/2016	17,456.63
PR0318	OKLAHOMA POLICE PENSION	PPE 03/11/2016	12,841.87
002670	OSBI	FEBRUARY 2016 COURT COST	1,994.94
PR0318	SS FIREFIGHTERS STATION FUND	PPE 03/11/2016	258.50
PR0318	TULSA AREA UNITED WAY INC	PAYROLL SUMMARY	162.43
PR0318	TULSA AREA UNITED WAY INC	PAYROLL SUMMARY	167.45
TOTAL			37,723.55

MUNICIPAL COURT

160053	EXPRESS SERVICES INC	TEMP LABOR W/E 03.06.16	544.39
160053	EXPRESS SERVICES INC	TEMP LABOR W/E 02.14.16	616.00
160053	EXPRESS SERVICES INC	TEMP LABOR W/E 02.14.16	616.00
160053	EXPRESS SERVICES INC	TEMP LABOR W/E 02.21.16	616.00
160207	SUNGARD PUBLIC SECTOR INC	MAINT-APR 1,16-APR 30,16	883.38
MUNICIPAL COURT ADMINISTRATION TOTAL			3,275.77

CITY MANAGER

160848	AFFILIATED MOVERS OF OKC, INC.	CTY MANAGER MOVING EXPENS	2,073.30
002499	BANK OF AMERICA	FACTOR110	450.00
160798	ROTARY CLUB OF SAND SPRINGS	2016 ANN DUES-D.BRADLEY	180.00
160518	ROTARY CLUB OF SAND SPRINGS	2016 ANNUAL DUES - E.GRAY	180.00
160878	SUNDANCE OFFICE SUPPLY	KRAFT FILE FOLDERS	30.74
002702	VERIZON WIRELESS	VERIZON	120.03

**CITY OF SAND SPRINGS
CITY COUNCIL BILLS**

03/28/2016

CITY MANAGER ADMINISTRATION TOTAL

3,034.07

CITY CLERK

160878	SUNDANCE OFFICE SUPPLY	KRAFT FILE FOLDERS	75.26
160131	TULSA COUNTY CLERK	FILING FEES - TULSA COUNT	169.00
002703	VERIZON WIRELESS	VERIZON	40.01
CITY CLERK CITY CLERK TOTAL			284.27

GENERAL ADMINISTRATION

002502	BANK OF AMERICA	CHARLIE'S CHICKEN OF S	20.00
002503	BANK OF AMERICA	BILLY SIMS BBQ - SAND	94.74
002504	BANK OF AMERICA	BILLY SIMS BBQ - SAND	152.46
002505	BANK OF AMERICA	AMERICAN AIR0012364427134	389.20
160878	SUNDANCE OFFICE SUPPLY	KRAFT FILE FOLDERS	10.68
GENERAL ADMINISTRATION GENERAL ADMINISTRATION TOTAL			667.08

PLANNING & DEVELOPMENT

002506	BANK OF AMERICA	OKCOUNTYRECORDS COM	25.00
002714	VERIZON WIRELESS	VERIZON	40.01
PLANNING & DEVELOPMENT ADMINISTRATION TOTAL			65.01

HUMAN RESOURCES

002498	BANK OF AMERICA	TLF ANNIES GARDEN GATE	50.00
002500	BANK OF AMERICA	TULSA AREA HUMAN	100.00
002501	BANK OF AMERICA	SHRM MEMBER600478181	175.00
160049	EMPLOYER'S UNITY LLC	CLAIMSMNGMNT FEE-P/E06/16	340.75
160880	SUNDANCE OFFICE SUPPLY	STAPLER	11.11
002704	VERIZON WIRELESS	VERIZON	40.01

**CITY OF SAND SPRINGS
CITY COUNCIL BILLS**

03/28/2016

HUMAN RESOURCES ADMINISTRATION TOTAL

716.87

FINANCE

002507	BANK OF AMERICA	CTR EXEC & PROF DEV	375.00
002508	BANK OF AMERICA	SCHLOTZSKY'S #4462	9.54
002509	BANK OF AMERICA	MEXICO JOES	11.01
002510	BANK OF AMERICA	THE GARAGE - STILLWATER	14.22
002511	BANK OF AMERICA	TACO BUENO STILLWATER	7.61
002512	BANK OF AMERICA	PANERA BREAD #2828	14.77
002513	BANK OF AMERICA	CHICK-FIL-A #01973	7.82
002514	BANK OF AMERICA	PIE FIVE	10.87
002516	BANK OF AMERICA	STILLWATERFAIRFIELDINN	499.16
002497	BANK OF AMERICA	DATA FLOW	225.51
002515	BANK OF AMERICA	GOVERNMENT FINANCE	435.00
151335	CRAWFORD & ASSOCIATES PC	PREPARATION OF SAI&I FORM	450.00
160855	LAMBERSON, KELLY	TRAVEL/MILEAGE/TOLLS	69.76
160207	SUNGARD PUBLIC SECTOR INC	MAINT-APR 1,16-APR 30,16	3,192.61
002705	VERIZON WIRELESS	VERIZON	80.02
FINANCE ADMINISTRATION TOTAL			5,402.90

INFORMATION SERVICES

002695	A T & T	AT&T	286.90
002528	BANK OF AMERICA	WM SUPERCENTER #838	5.28
002530	BANK OF AMERICA	STAPLES 00111443	61.45
002529	BANK OF AMERICA	WWW.WARESDDIRECT.COM	192.05
002534	BANK OF AMERICA	BEST BUY MHT 00002212	34.99
002523	BANK OF AMERICA	IN NETLINK SOLUTIONS, LL	3,125.00
002524	BANK OF AMERICA	WWW.EARTHLINK.NET	21.95
002698	COX COMMUNICATIONS CENTRAL II INC	COX	509.23
002737	COX COMMUNICATIONS CENTRAL II INC	COX	28.15
160207	SUNGARD PUBLIC SECTOR INC	MAINT-APR 1,16-APR 30,16	614.97
002706	VERIZON WIRELESS	VERIZON	160.08
INFORMATION SERVICES ADMINISTRATION TOTAL			5,040.05

**CITY OF SAND SPRINGS
CITY COUNCIL BILLS**

03/28/2016

FACILITIES MANAGEMENT

002684	AMERICAN ELECTRIC POWER	AEP PSO UTILITIES	97.64
002722	AMERICAN ELECTRIC POWER	MARCH 2016	1,525.46
002724	AMERICAN ELECTRIC POWER	MARCH 2016	170.64
002726	AMERICAN ELECTRIC POWER	MARCH 2016	494.78
002727	AMERICAN ELECTRIC POWER	MARCH 2016	197.88
002728	AMERICAN ELECTRIC POWER	MARCH 2016	90.91
002729	AMERICAN ELECTRIC POWER	MARCH 2016	220.90
002746	AMERICAN ELECTRIC POWER	MARCH 2016	156.43
002747	AMERICAN ELECTRIC POWER	MARCH 2016	115.17
002748	AMERICAN ELECTRIC POWER	AEP	24.13
002750	AMERICAN ELECTRIC POWER	AEP	107.71
002754	AMERICAN ELECTRIC POWER	AEP	106.98
002756	AMERICAN ELECTRIC POWER	AEP	53.86
002550	BANK OF AMERICA	ADMIRAL EXPRESS-AOPD	260.00
002525	BANK OF AMERICA	CDW GOVERNMENT	115.80
002531	BANK OF AMERICA	BEST BUY MHT 00002212	44.99
002537	BANK OF AMERICA	PEAK UPTIME	105.00
002538	BANK OF AMERICA	PEAK UPTIME	213.85
002545	BANK OF AMERICA	SAMS CLUB #8263	959.88
002547	BANK OF AMERICA	CHARLEY'S SOUTHSIDE LOCK	54.00
002551	BANK OF AMERICA	IN HYDRONIC SYSTEMS SERV	380.00
002552	BANK OF AMERICA	STAN CARDER PLUMBING INC	95.00
160032	CHARLES PEST CONTROL INC	MARCH-PEST CTROL SRVCS	76.12
160032	CHARLES PEST CONTROL INC	MARCH-PEST CTROL SRVCS	12.87
160032	CHARLES PEST CONTROL INC	MARCH-PEST CTROL SRVCS	12.87
160032	CHARLES PEST CONTROL INC	MARCH-PEST CTROL SRVCS	12.88
160032	CHARLES PEST CONTROL INC	MARCH-PEST CTROL SRVCS	61.78
160032	CHARLES PEST CONTROL INC	MARCH-PEST CTROL SRVCS	17.30
160032	CHARLES PEST CONTROL INC	MARCH-PEST CTROL SRVCS	17.30
160037	COMMERCIAL CLEANING SERVICES	SR CENTER - MARCH	580.00
160705	COMMERCIAL ROOFING INC	FS PRATTVILLE-LEAK REPAIR	278.00
160072	LOCKE SUPPLY	8' FIBERGLASS STEP LADDER	118.41
160072	LOCKE SUPPLY	100 WATT	49.52
002736	SAPULPA RURAL WATER CO	20025	25.00
160789	STAPLES ADVANTAGE	HP305X HY BLACK TONER	103.99
160889	SUNDANCE OFFICE SUPPLY	C-FOLD/MULTIFOLD TOWEL DI	22.32
160889	SUNDANCE OFFICE SUPPLY	C-FOLD/MULTIFOLD TOWEL DI	87.30
160207	SUNGARD PUBLIC SECTOR INC	MAINT-APR 1,16-APR 30,16	614.97

**CITY OF SAND SPRINGS
CITY COUNCIL BILLS**

03/28/2016

002707	VERIZON WIRELESS	VERIZON	40.01
	FACILITIES MANAGEMENT ADMINISTRATION TOTAL		7,721.65

FLEET MAINTENANCE

160017	ATWOODS-SAND SPRINGS	TRACTOR JOHND-ENAMEL PAIN	36.39
160019	AUTOZONE	REESE CLASS HITCH	139.99
160019	AUTOZONE	TRIPLE GAUGE KIT	44.52
160019	AUTOZONE	TRAILER HITCH	-124.14
160019	AUTOZONE	BP-HHLP-RP ATM LP CIRCUIT	12.94
160019	AUTOZONE	RADITOR HOSE	8.32
160019	AUTOZONE	SUPERCLEAN GALLO	23.98
002544	BANK OF AMERICA	STAPLES 00111310	106.92
002526	BANK OF AMERICA	CDW GOVERNMENT	115.80
002532	BANK OF AMERICA	BEST BUY MHT 00002212	44.99
002539	BANK OF AMERICA	PEAK UPTIME	213.85
160023	BISHOP LIFTING PRODUCTS	1/2" 6X37 CLASS BRIGHT RR	85.86
160029	CECIL & SONS DISCOUNT TIRES	TRAILER SUMMIT HI-RD RADI	91.00
160036	COMDATA	FUEL CARD PURCHASES	12,205.33
160041	DANNY BECK CHEVROLET INC	UNIT 7000 SERIES REPAIR	3,079.55
160041	DANNY BECK CHEVROLET INC	FILTER KIT-CHEV 7000 SERI	14.20
160068	LAMPTON WELDING SUPPLY	CYLINDER LEASE / RENTAL	95.92
160068	LAMPTON WELDING SUPPLY	CYLINDER LEASE / RENTAL	102.31
160089	O'REILLY AUTO PARTS - S.S.	DUST BOOT, BATT TERM	161.08
160089	O'REILLY AUTO PARTS - S.S.	OIL,AIR,FUEL FILTERS	17.40
160089	O'REILLY AUTO PARTS - S.S.	AIR,OIL,CABIN FILTERS	18.86
160089	O'REILLY AUTO PARTS - S.S.	AIR,FUEL,OIL FILTERS	47.13
160089	O'REILLY AUTO PARTS - S.S.	V/C GASKET, MANIFOLD SET	68.14
160089	O'REILLY AUTO PARTS - S.S.	INT MANIFOLD	208.14
160089	O'REILLY AUTO PARTS - S.S.	V/C GASKET	-68.14
160089	O'REILLY AUTO PARTS - S.S.	V/C GASKET	29.75
160089	O'REILLY AUTO PARTS - S.S.	MICRO V BELT	31.96
160089	O'REILLY AUTO PARTS - S.S.	OIL, FUEL FILTERS	28.52
160089	O'REILLY AUTO PARTS - S.S.	AIR,FUEL,OIL FILTERS	26.93
160089	O'REILLY AUTO PARTS - S.S.	AIR, OIL FILTERS	11.27
160089	O'REILLY AUTO PARTS - S.S.	BRAKE SHOES, BRAKE DRUMS	89.47
160089	O'REILLY AUTO PARTS - S.S.	COOL TMP SNS	19.73
160089	O'REILLY AUTO PARTS - S.S.	AIR,OIL FILTERS CAPSULE	25.88
160089	O'REILLY AUTO PARTS - S.S.	RETURN CAPSULE	-6.37
160089	O'REILLY AUTO PARTS - S.S.	AIR, FUEL, OIL FILTERS, W	21.37

**CITY OF SAND SPRINGS
CITY COUNCIL BILLS**

03/28/2016

160089	O'REILLY AUTO PARTS - S.S.	PLUG	21.32
160089	O'REILLY AUTO PARTS - S.S.	AIR,OIL,CABIN FILTERS, WI	18.55
160089	O'REILLY AUTO PARTS - S.S.	FUEL,HYD,OIL,AIR FILTERS	41.10
160089	O'REILLY AUTO PARTS - S.S.	HOSE CONNECT & HOSE CLAMP	5.35
160089	O'REILLY AUTO PARTS - S.S.	HOSE CONNECT & CLAMP	-5.35
160089	O'REILLY AUTO PARTS - S.S.	HOSE CONNECT & CLAMP	5.59
160089	O'REILLY AUTO PARTS - S.S.	SOLID PLUS & DRAIN COCK	4.42
160089	O'REILLY AUTO PARTS - S.S.	AIR, OIL FILTERS	11.10
160089	O'REILLY AUTO PARTS - S.S.	AIR,FUEL,OIL FILTERS, WIP	124.68
160089	O'REILLY AUTO PARTS - S.S.	AIR,OIL FILTERS, SPARK PL	76.31
160089	O'REILLY AUTO PARTS - S.S.	BATTERY	217.34
160089	O'REILLY AUTO PARTS - S.S.	SPARK PLUG	35.04
160089	O'REILLY AUTO PARTS - S.S.	SPARK PLUGS RETURNED	-47.84
160089	O'REILLY AUTO PARTS - S.S.	FUEL,OIL,AIR FILTERS	210.50
160089	O'REILLY AUTO PARTS - S.S.	1QT MOTOROIL	78.32
160089	O'REILLY AUTO PARTS - S.S.	V/C GASKET	27.83
160089	O'REILLY AUTO PARTS - S.S.	IGN COIL	24.60
160089	O'REILLY AUTO PARTS - S.S.	AIR, OIL FILTERS	9.90
160089	O'REILLY AUTO PARTS - S.S.	STABILIZER	61.73
160089	O'REILLY AUTO PARTS - S.S.	2.5 DGREASER	27.99
160089	O'REILLY AUTO PARTS - S.S.	2.5 G DEGREASER, GAL DEGR	39.98
160089	O'REILLY AUTO PARTS - S.S.	CUT-OFF WHL	19.68
160084	OCT EQUIPMENT LLC	V-BELT,FAN,RADIATOR,SWITC	1,582.90
160119	STOREY WRECKER SERVICE	1060 WEKIWA RD	192.65
160891	SUNDANCE OFFICE SUPPLY	LEGAL HANGING FILE FLDRS	35.86
160207	SUNGARD PUBLIC SECTOR INC	MAINT-APR 1,16-APR 30,16	614.97
160147	WELDON OF TULSA INC	TANDEM CHAMBER W/O CLEVIS	42.34
160147	WELDON OF TULSA INC	SHOE CORE CREDIT-UNIT 729	-27.60
160148	WINGFOOT COMMERCIAL TIRE SYS LLC	GY 235/70R17 WRL TIRES	292.50
160148	WINGFOOT COMMERCIAL TIRE SYS LLC	GY 11R22.5 G182 TIRES	850.34
FLEET MAINTENANCE ADMINISTRATION TOTAL			21,620.95

POLICE

002749	AMERICAN ELECTRIC POWER	MARCH 2016	124.36
002553	BANK OF AMERICA	OKLAHOMA POLICE SUPPLY	100.00
002595	BANK OF AMERICA	SPECIAL OPS UNIFORMS	325.96
002554	BANK OF AMERICA	PAYPAL IAPE	375.00
002555	BANK OF AMERICA	US SHOOTING ACADEM	42.17
002557	BANK OF AMERICA	DELTA AIR SERVICE FEE	25.00

**CITY OF SAND SPRINGS
CITY COUNCIL BILLS**

03/28/2016

002558	BANK OF AMERICA	DELTA AIR 0062163245242	379.20
002560	BANK OF AMERICA	PLN HOTEL-BOOK-ONLINE	530.68
002561	BANK OF AMERICA	LIFE SAVERS CONFERENCE IN	400.00
002562	BANK OF AMERICA	PUBLIC AGENCY TRAINING C	495.00
002563	BANK OF AMERICA	OSU HUMAN ID LAB	200.00
002541	BANK OF AMERICA	STANDLEY SYSTEMS LLC	627.46
002575	BANK OF AMERICA	STAPLES 00111310	27.99
002577	BANK OF AMERICA	STAPLES 00111310	212.44
002556	BANK OF AMERICA	URBAN TAILS	75.98
002559	BANK OF AMERICA	IN OKLAHOMA SHERIFFS' AS	42.65
002594	BANK OF AMERICA	LOWES #02756	74.98
002565	BANK OF AMERICA	BEST BUY 00014993	179.98
002543	BANK OF AMERICA	ASSOCIATED PARTS & SPLY	6.95
002596	BANK OF AMERICA	BOX BOX.NET BUS SRVCS	5.00
002593	BANK OF AMERICA	WWW.READFRONTIER.COM	30.00
002597	BANK OF AMERICA	SURVEYMONKEY.COM	26.00
002567	BANK OF AMERICA	UPS 1ZM34T440399992082	16.42
160869	BARNETT, BRIAN	TRAVEL/MILEAGE REIMBURSME	100.00
160958	CRISIS NEGOTIATORS OF OKLAHOMA	REG FEE M.LEMON&D.LACROIX	40.00
160046	DRAKE SYSTEMS, INC	PRINTER/COPIER MAINTENANC	116.78
160864	LACROIX, DAVID	TRAVEL/MILEAGE	150.00
160070	LEXISNEXIS RISK DATA MANAGEMENT	FEB 2016 MONTHLY COMMITMN	25.00
160072	LOCKE SUPPLY	1/2 HP SUB PUMP THERMOPLA	404.75
160072	LOCKE SUPPLY	UF 1 3-CON UF SPLICE KIT	63.51
160072	LOCKE SUPPLY	BLUE MONSTER TAPE	20.43
160072	LOCKE SUPPLY	30A EDISON BASE TIME DELA	1.40

POLICE ADMINISTRATION/PATROL TOTAL 5,245.09

002619	BANK OF AMERICA	MANNFORD VETERINARY SERVI	221.00
002620	BANK OF AMERICA	MANNFORD VETERINARY SERVI	41.00
002623	BANK OF AMERICA	MANNFORD VETERINARY SERVI	228.50

POLICE ANIMAL CONTROL TOTAL 490.50

COMMUNICATIONS

002696	AT&T LONG DISTANCE	AT&T LONG DISTANCE	284.86
002574	BANK OF AMERICA	ECPRCERTIFICATION	148.17
002591	BANK OF AMERICA	ECPRCERTIFICATION	129.65
002573	BANK OF AMERICA	AMAZON MKTPLACE PMTS	63.96
002580	BANK OF AMERICA	WAL-MART #0838	93.33

**CITY OF SAND SPRINGS
CITY COUNCIL BILLS**

03/28/2016

002579	BANK OF AMERICA	WAL-MART #0838	30.52
002581	BANK OF AMERICA	REASOR'S #21	155.39
002582	BANK OF AMERICA	WAREHOUSE MARKET - 35	25.19
002590	BANK OF AMERICA	REASOR'S #21	224.19
002592	BANK OF AMERICA	WAL-MART #0838	43.60
002568	BANK OF AMERICA	J2 FAX.COM	3.00
002586	BANK OF AMERICA	J2 FAX.COM	2.97
160044	DEPARTMENT OF PUBLIC SAFETY	OLETS MONTHLY LEASE	350.00
160835	OKLAHOMA DEPARTMENT OF PUBLIC SAFET	ITEM NO. - 10436.01	300.00
002697	VERIZON WIRELESS	VERIZON	21.30
002701	VERIZON WIRELESS	VERIZON	1,069.91
002744	VERIZON WIRELESS	VERIZON	40.01
COMMUNICATIONS ADMINISTRATION TOTAL			2,986.05

FIRE

160017	ATWOODS-SAND SPRINGS	BAR OIL,OIL LOW SMOKE	8.98
002605	BANK OF AMERICA	BESTBUYCOM781297019817	244.97
002616	BANK OF AMERICA	WM SUPERCENTER #838	14.82
002602	BANK OF AMERICA	LOWES #02756	552.46
002603	BANK OF AMERICA	LOWES #02756	-43.36
002604	BANK OF AMERICA	LOWES #02756	387.92
002608	BANK OF AMERICA	ATWOOD 22 SAND SPRINGS	349.99
002609	BANK OF AMERICA	ATWOOD 22 SAND SPRINGS	14.34
002615	BANK OF AMERICA	WITMER PUBLIC SAFETY G	154.38
002617	BANK OF AMERICA	WM SUPERCENTER #838	168.40
002598	BANK OF AMERICA	CONRAD FIRE EQUIPMENT	178.76
002606	BANK OF AMERICA	SAMS OFFROAD	159.75
002612	BANK OF AMERICA	FIREMASTER	250.00
002613	BANK OF AMERICA	IN EMERGENCY FIRE EQUIPM	136.58
002614	BANK OF AMERICA	SONETICS-FIRECOMFLIGHTCOM	360.00
002618	BANK OF AMERICA	THE UPS STORE 3683	71.59
002588	BANK OF AMERICA	WALKER COMPANIES	85.50
002610	BANK OF AMERICA	THE UPS STORE 3683	11.55
002601	BANK OF AMERICA	PUSH PEDAL PULL-CORPORAT	250.00
002599	BANK OF AMERICA	CONRAD FIRE EQUIPMENT	484.04
002600	BANK OF AMERICA	NAFECO INTERNET	495.00
002611	BANK OF AMERICA	ZORO TOOLS INC	770.92
160812	CASCO INDUSTRIES INC	FOAM EXTREME 5 GALL PAIL	670.00
160089	O'REILLY AUTO PARTS - S.S.	SEALED BEAM	8.27

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160089	O'REILLY AUTO PARTS - S.S.	WIPER BLADES	36.47
160089	O'REILLY AUTO PARTS - S.S.	BATTERY TENDR	64.99
160089	O'REILLY AUTO PARTS - S.S.	OIL,AIR FILTERS, MOTOROIL	46.45
002709	VERIZON WIRELESS	VERIZON	879.99
002708	VERIZON WIRELESS	VERIZON	490.46
FIRE ADMINISTRATION TOTAL			7,303.22

EMERGENCY MANAGEMENT

002751	AMERICAN ELECTRIC POWER	MARCH 2016	292.52
002758	AMERICAN ELECTRIC POWER	AEP	34.01
002566	BANK OF AMERICA	LOT A	5.00
002589	BANK OF AMERICA	LOT A	5.00
002733	INDIAN ELECTRIC COOP INC	INDIAN ELECTRIC	24.50
EMERGENCY MANAGEMENT ADMINISTRATION TOTAL			361.03

NEIGHBORHOOD SERVICES

002622	BANK OF AMERICA	SIGNS & STITCHES	601.44
002624	BANK OF AMERICA	WM SUPERCENTER #838	10.76
002621	BANK OF AMERICA	TYLER TECH/EAGLE DIV	120.00
160207	SUNGARD PUBLIC SECTOR INC	MAINT-APR 1,16-APR 30,16	2,455.60
NEIGHBORHOOD SERVICES ADMINISTRATION TOTAL			3,187.80

STREET

160001	A-1 RENTAL & SUPPLY CO,INC	CHAINSAW AND CHAINS	1,019.96
002685	AMERICAN ELECTRIC POWER	AEP PSO UTILITIES	4,629.72
002752	AMERICAN ELECTRIC POWER	MARCH 2016	275.47
002760	AMERICAN ELECTRIC POWER	AEP	1,427.57
160017	ATWOODS-SAND SPRINGS	8PC CUSHION GRIP SCREWDRI	63.98
160017	ATWOODS-SAND SPRINGS	STANLEY HI-VIS 25FT X 11N	77.92
160017	ATWOODS-SAND SPRINGS	TIRE GAUGE	23.97
160047	DUNHAM'S ASPHALT SERVICES, INC	TCKT # 991721	144.63
160047	DUNHAM'S ASPHALT SERVICES, INC	TCKT # 991365	133.50

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160053	EXPRESS SERVICES INC	TEMP LABOR W/E 03.06.16	579.60
160053	EXPRESS SERVICES INC	TEMP LABOR W/E 03.06.16	515.20
160053	EXPRESS SERVICES INC	TEMP LABOR W/E 03.06.16	383.36
160053	EXPRESS SERVICES INC	TEMP LABOR W/E 02.14.16	479.20
160053	EXPRESS SERVICES INC	TEMP LABOR W/E 02.14.16	1,159.20
160053	EXPRESS SERVICES INC	TEMP LABOR W/E 02.14.16	579.60
160053	EXPRESS SERVICES INC	TEMP LABOR W/E 02.14.16	479.20
160053	EXPRESS SERVICES INC	TEMP LABOR W/E 02.21.16	579.60
160053	EXPRESS SERVICES INC	TEMP LABOR W/E 02.21.16	1,030.40
160053	EXPRESS SERVICES INC	TEMP LABOR W/E 02.21.16	479.20
160068	LAMPTON WELDING SUPPLY	CYLINDER LEASE / RENTAL	52.91
160068	LAMPTON WELDING SUPPLY	CYLINDER LEASE / RENTAL	56.41
160559	OWASSO FENCE COMPANY LLC	192" RANCH WHITE FENCE	788.32
STREET STREET MAINTENANCE TOTAL			14,958.92

PARKS & RECREATION

002626	BANK OF AMERICA	REASOR'S #21	20.98
160046	DRAKE SYSTEMS, INC	PRINTER/COPIER MAINTENANC	128.27
160046	DRAKE SYSTEMS, INC	PRINTER/COPIER MAINTENANC	37.00
160068	LAMPTON WELDING SUPPLY	CYLINDER LEASE / RENTAL	41.93
160068	LAMPTON WELDING SUPPLY	CYLINDER LEASE / RENTAL	44.74
160920	NATIONAL RECREATION & PARKS ASSOC	MEMBERSHIP RENEWAL	425.00
160943	SIGN IT INC	METAL SIGNS 18X24 PRK REP	120.00
002710	VERIZON WIRELESS	VERIZON	80.02
PARKS & RECREATION ADMINISTRATION TOTAL			897.94

002687	AMERICAN ELECTRIC POWER	AEP PSO UTILITIES	1,967.23
002628	BANK OF AMERICA	WM SUPERCENTER #838	37.92
002641	BANK OF AMERICA	DOMINO'S 6431	39.12
160032	CHARLES PEST CONTROL INC	MARCH-PEST CTROL SRVCS	18.53
160820	CORNILLEAU USA	PEFORMANCE 700M OUTDOOR S	4,199.98
160823	SPORTSMITH	ITEM REFUSED/RESTOCK FEE	99.90
PARKS & RECREATION COMMUNITY CENTER TOTAL			6,362.68

160001	A-1 RENTAL & SUPPLY CO,INC	BOBCAT BREAKER	175.00
160001	A-1 RENTAL & SUPPLY CO,INC	JUMPING JACK COMPACTOR	55.00
160950	ADVANCE ALARMS INC	PROGRAMMED JEFF AS USER 1	25.00
002753	AMERICAN ELECTRIC POWER	MARCH 2016	127.73

**CITY OF SAND SPRINGS
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002686	AMERICAN ELECTRIC POWER	AEP PSO UTILITIES	104.23
002763	AMERICAN ELECTRIC POWER	AEP	55.67
160012	AMERICAN WASTE CONTROL INC	DUMP FEES AT RCP	430.00
160017	ATWOODS-SAND SPRINGS	SHEETER HWH NEO	70.16
160017	ATWOODS-SAND SPRINGS	SAFETY GLASSES-SIDEWINDER	73.31
160017	ATWOODS-SAND SPRINGS	FENCE BARRIER 4FTX50FT	48.16
160017	ATWOODS-SAND SPRINGS	71IN MASONRY BLADE BULK	23.98
160017	ATWOODS-SAND SPRINGS	5/16IN X 6IN DRILL IMPACT	3.99
002630	BANK OF AMERICA	SPORTS TURF MANAGERS ASSO	145.00
002546	BANK OF AMERICA	LIBERTY FLAGS INC	27.00
002629	BANK OF AMERICA	WM SUPERCENTER #838	100.08
002634	BANK OF AMERICA	BLACK & DECKER SVC #77	18.02
002642	BANK OF AMERICA	LOWES #02756	55.95
002627	BANK OF AMERICA	SHERWIN WILLIAMS #7217	99.20
002631	BANK OF AMERICA	LOWES #02756	104.92
002635	BANK OF AMERICA	PIONEER DILFIELD SUPPLY L	84.45
002638	BANK OF AMERICA	THE RULE COMPANY	22.13
002639	BANK OF AMERICA	MAXWELL SUPPLY OF TULSA I	143.13
002640	BANK OF AMERICA	MAXWELL SUPPLY OF TULSA I	179.62
002632	BANK OF AMERICA	GREAT PLAINS REBAR OF TUL	581.16
002633	BANK OF AMERICA	MAXWELL SUPPLY OF TULSA I	136.75
002637	BANK OF AMERICA	M&M LUMBER	437.60
160077	MID CONTINENT CONCRETE	4000 REG NO ASH	339.50
160077	MID CONTINENT CONCRETE	4000 PSI	97.00
160077	MID CONTINENT CONCRETE	4000 PSI AE	568.00
160077	MID CONTINENT CONCRETE	4000 PSI AE	426.00
002743	WATER IMPROVEMENT DIST #14	WATER DISTRICT 14	22.00
	PARKS & RECREATION MAINTENANCE TOTAL		4,779.74
160093	PORTA JOHN CO INC	KEYSTONE ANCIENT FOREST P	181.50
	PARKS & RECREATION SPECIAL EVENTS TOTAL		181.50
160950	ADVANCE ALARMS INC	UPDATED GSMX4G FIRMWARE,S	25.00
002755	AMERICAN ELECTRIC POWER	MARCH 2016	416.34
002765	AMERICAN ELECTRIC POWER	AEP	159.09
002636	BANK OF AMERICA	JOHN DEERE LANDSCAPES250	495.01
	PARKS & RECREATION SPORTS PROGRAMS TOTAL		1,095.44

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MUSEUM

160008	ALLIANCE MAINTENANCE INC	MARCH JANITORIAL-MUSEUM	235.00
002768	AMERICAN ELECTRIC POWER	AEP	449.47
002770	AMERICAN ELECTRIC POWER	AEP	28.42
160032	CHARLES PEST CONTROL INC	MARCH-PEST CTROL SRVCS	41.00
MUSEUM ADMINISTRATION TOTAL			753.89

ECONOMIC DEVELOPMENT

002650	BANK OF AMERICA	CSU ONLINE WEB	595.00
002651	BANK OF AMERICA	UNITED 0162481468091	209.10
002652	BANK OF AMERICA	SOUTHWES 5262184211885	119.98
002653	BANK OF AMERICA	SUPERSHUTTLE EXECUCARDIA	29.50
002655	BANK OF AMERICA	GOVERNMENT FINANCE	225.00
002647	BANK OF AMERICA	ADOBE CREATIVE CLOUD	49.99
002648	BANK OF AMERICA	DROPBOX 19NHKKGFXTBDT	9.99
002644	BANK OF AMERICA	TULSA HBA	3,190.00
002645	BANK OF AMERICA	4IMPRINT	987.02
002646	BANK OF AMERICA	AMAZON MKTPLACE PMTS	27.38
002649	BANK OF AMERICA	STAPLES 00111310	41.98
002654	BANK OF AMERICA	STAPLES 00111310	28.99
160883	OKLAHOMA TAX COMMISSION (T.A.D)	SPECIAL EVENT FEE	50.00
002730	REASOR LLC	SALES TAX INCENTVE FEB 16	9,913.43
ECONOMIC DEVELOPMENT ADMINISTRATION TOTAL			15,477.36

GRAND TOTAL FOR FUND	\$149,633.33
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410 GO BOND 2014 FUND

PARKS & RECREATION

002643	BANK OF AMERICA	THE HOME DEPOT #3913	136.51
141407	LANDPLAN CONSULTANTS INC	RVR CTY & PRATT CIVITAN P	4,207.50
PARKS & RECREATION MAINTENANCE TOTAL			4,344.01

**CITY OF SAND SPRINGS
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MUSEUM

002625	BANK OF AMERICA	IN STREETLAMPS PATIO AND	269.00
	MUSEUM ADMINISTRATION TOTAL		269.00

GRAND TOTAL FOR FUND	\$4,613.01
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420 CAPITAL IMPROVEMENT FUND

ECONOMIC DEVELOPMENT

002773	AMERICAN ELECTRIC POWER	AEP	47.35
	ECONOMIC DEVELOPMENT ADMINISTRATION TOTAL		47.35

GRAND TOTAL FOR FUND	\$47.35
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430 GO BOND 2006 FUND

FIRE

160904	DEWBERRY ENGINEERS INC	SS PUBLIC SAFETY FACILITY	6,750.00
	FIRE ADMINISTRATION TOTAL		6,750.00

GRAND TOTAL FOR FUND	\$6,750.00
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470 CAPITAL IMPR W & WW FUND

PUBLIC WORKS

002571	BANK OF AMERICA	AMAZON MKTPLACE PMTS	38.47
002587	BANK OF AMERICA	PAM DISTRIBUTING	345.11

**CITY OF SAND SPRINGS
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002542	BANK OF AMERICA	STUART C IRBY	487.08
	PUBLIC WORKS ADMINISTRATION TOTAL		870.66

WATER

160412	TETRA TECH INC	NS WTR DISTR DIS STUDY	1,375.92
160544	TETRA TECH INC	WTP FILTER BACKWASH PUMPS	846.66
	WATER TREATMENT TOTAL		2,222.58

160803	GARLAND'S BACKHOE SERVICE INC	6 INSTALLED FIRE HYDRANTS	7,000.00
	WATER WATER MAINT & OPERATIONS TOTAL		7,000.00

WASTEWATER

160675	ACCURATE ELECTRIC LLC	SUNBURST LIFT STATION	3,250.00
	WASTEWATER MAINTENANCE & OPERATIONS TOTAL		3,250.00

GRAND TOTAL FOR FUND	\$13,343.24
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510 SPECIAL PROGRAMS FUND

002700	TULSA COUNTY DA REVOLVING DRUG FD	RE: CV-15-0570	661.52
	TOTAL		661.52

POLICE

002576	BANK OF AMERICA	STAPLES 00111310	179.99
	POLICE ADMINISTRATION/PATROL TOTAL		179.99

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FIRE

002607	BANK OF AMERICA	WAL-MART #0838	75.20
	FIRE ADMINISTRATION TOTAL		75.20

GRAND TOTAL FOR FUND	\$916.71
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540 VISION 2025

PARKS & RECREATION

160781	STUDIO 45 ARCHITECTS PLLC	RVR CTY PRK & SSEXPRWY CO	25,875.00
	PARKS & RECREATION MAINTENANCE TOTAL		25,875.00

GRAND TOTAL FOR FUND	\$25,875.00
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GRAND TOTAL	\$201,178.64
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CITY OF SAND SPRINGS
CITY COUNCIL BILLS
WIRE TRANSFERS

03/28/2016

FUND 210 General Fund

3/15/2016 JE1391	Aflac-Jan Premium	\$ 1,138.38
3/11/2016 JE1362	Vision-Mar Premium	744.83
3/10/2016 JE1298	FSA Fees-Mar Premium	301.00
	FUND TOTAL	\$ 2,184.21
	GRAND TOTAL	\$ 2,184.21